

**OFFICE OF THE CONTROLLER OF LEGAL METROLOGY  
WEIGHTS & MEASURES DEPTT : GOVT. OF NCT OF DELHI  
R.NO. 117-118, C-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI.**

No. F.1/AC(W&M)/Circular/2013/383

Dated : 16.07.2014

**CIRCULAR**

It has been observed from the perusal of Inspection Reports / Memos prepared by the LMOs at the time of their visit in the market that in most of the Inspection Memo / Report the LMOs are not mentioning their names and also leave many columns of the memo blank. Besides the remarks which are the basis for booking of prosecution are also not properly mentioned on the Inspection Memo / Report. As a result, the Department is facing problems at the time of compounding of the offence at the departmental level and sometimes while defending the Department's position in the Court of Law.

These lapses on the part of the concerned LMOs are of serious nature for which the Department will take action against the LMO, if the same lapses are repeated henceforth. To be more precise, all LMOs are hereby directed in their own interest to invariably fill up all the columns with the requisite details in legible hand writing and also to mention full facts in the remarks / general inspection memo so that proper analysis can be done at H.Q. level while compounding the offences. It is further directed that all the LMOs should mention their name on the Inspection Memo and if needed, they should have a stamp prepared of their name and LMOs number which should be affixed on each and every inspection memo / report.

All Zonal Officers are hereby directed to ensure that Inspectors working under their jurisdiction comply with these instructions. If any Inspector fails to adhere to these instructions, Zonal Officer concerned will also be held responsible for his / her failure and action as deemed fit would be initiated like departmental proceedings against the delinquent official.

This issues with the prior approval of Controller (LM)

  
(BHUPINDER SINGH)

ACLM

To,

All ZOs / LMOs / PA to CWM