**OFFICE OF THE ASSTT. CONTROLLER**

**DEPARTMENT OF LEGAL METROLOGY, GOVT. OF NCT OF DELHI**

**ROOM NO – 116-117, VIKAS BHAWAN, IP ESTATE**

F. No F-2/WM/2014/AC Office/5259-5263 Dated:-03.12.2014

**ORDER**

 In compliance of order No F.7(5)/mwm/Relieving/2011/Part File/54 dated 28.11.2014 and in order to streamline and rationalize the working of the Department especially in North West, West, North East, North Zone, the following shall be the domain of working of all the LMO’s posted in the above said Zones.

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| Sr. No | Designations of LMO’s | Work Allocated |
| 1 | LMO Gr – I | To carry out inspection of LPG agencies both at their warehouses and in the areas of operation, verification of new goods and old goods if JMA is not available (only in the case of old goods), inspection of the premises of manufacturer, repairer, dealers of weights and measures, inspection / verification / stamping of all the weighbridges / tank lories / flow meters and proving tanks located in the concern area. Processing of file relating to grant of licence after obtaining the inspection report of the suitability of the premises and conformity of the proposal in accordance with the existing guidelines. Coordination with Head Quarter including the reply of RTI, other references received from the HQ including VIP references, monthly / weekly progress report with regard to inspection, prosecution and collection of revenue, to look after the court cases personally which are going on in the High Court / Supreme Court and also to ensure that the complaints filed in the court of metropolitan Magistrate should conform to the guidelines issued by the HQ from time to time. Any other work and duty assigned by the Asstt. Controller, In-charge of the Zone. General Administration of the Zones including maintaining of office neat & clean in line with the Swachh Bharat Abhiyan. All the boards disseminating information to the General Public should be properly displayed, utilization of cranes if parked in the area or otherwise in-coordination with other Zonal Officers for the verification of weighbridges and timely processing of file for weeding out of old records. |
| 2 | LMO Gr – II | Verification / stamping of weights, measures, weighing and measuring instruments other than those brought to Zonal Lab. All office correspondence and maintenance of records, Inspection of market places specially business premises of retailers, wholesalers to check violation in packaged commodities. Conduct of raids in the market places for seizure of false weights and measures, Verification / stamping of electronic weighing balances if JMA is not posted in Zone. Any other duty assigned by superior officers for due discharge of his/her duty as inspector legal metrology. |
| 3 | LMO Gr – III | Verification / stamping of weights, measures, weighing and measuring instruments brought to Zonal lab by the licenced repairer or by users. Collection of verification fee and deposit with Govt. Treasury. Inspection of commercial establishments, retailer, and wholesalers premises for checking violation related to weights, measures and packaged commodities. Correspondence related to issue of licences. To attend courts in connection with complaints relating to weights and measures. Any other duty assigned by superiors officers for due discharge of his / her duty as inspector of legal metrology. |
| 4 | JMA / LMO | Verification / stamping of Taxi / Auto meters at Taxi Meter Unit and verification / stamping of electronic weighing balances in their respective allotted zone. Maintenance of standards laboratory – secondary as well as working. Inspection of market places to check violation in weights and measures electronic balances and for checking of violation under PCR Rules. Any other duty assigned by superior officers for due discharge of his / her duty as inspector of legal metrology. |
| 5 | Manual Assistants | To assist the inspectorate staff in their due discharge of duty. To receive / count and record in gate pass register, items being brought to Zonal laboratory for verification and stamping from users or repairers as the case may be. To assist the inspectorate staff during inspections and carry seized items if any. Any other duty assigned by superior officers for due discharge of their duty. |

 All the LMO’s are required to maintain daily diary of their work carried out by them which inter-alia includes, the details of inspections carried out by them, Ministerial work done at the HQ, detail of the court cases attended and any other work carried out by them in the discharge of their official duties in their Zones / Area.

 The work relating to verification / stamping of dispensing units of petrol pumps and inspection of petrol pump shall be within the domain of undersigned in respect of all the Zones mentioned above and this work shall be carried out by the undersigned with the assistance of Area LMO of Gr – II / Gr – III / JMA as the case may be and the Manual Asstt.. No LMO will cross the area of domain already allotted to them till further re-allocation of the work for which LMO Gr – I has been directed to put up the file with detail of existing area allotted to each LMO in the above said Zones. Any deviation would be viewed seriously and further action for insubordination of the order would be initiated.

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 **(PRAVIR JAIN)**

**ASSTT. CONTROLLER (LM)**

All LMO’s including (JMA & Manual Asstt.)

North West, West, North East, North Zones.

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Copy to:-

1. PS to Secy. (LM), for kind information of Secy. (LM).
2. PA to Controller (LM)
3. Guard File.

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 **(PRAVIR JAIN)**

**ASSTT. CONTROLLER (LM)**