

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
WEIGHTS & MEASURES DEPARTMENT
C-BLOCK, VIKAS BHAWAN, I.P. Estate, NEW DELHI

F.ACLM/PS/CIS/2021 483-492

Dated: 25/3/2022

ORDER

Implementation of Central Inspection System (CIS) to institutionalize inspections

The Department for Promotion of Internal Industry & Trade (DPIIT), Govt. of India in the State Level Business Reforms Action Plan, 2022 under 'Ease of doing Business' has identified the reform action points as mentioned below termed as 'Inspection Enablers' inter alia in respect of the inspections under Legal Metrology Act, 2009.

| SRAP Reform No. | SRAP Reform Point details |
|-----------------|--|
| 203 | Mandate surprise inspection or inspection based on complaints and ensure details are recorded in the system |
| 205 | Institutionalize a Central Inspection System (CIS) responsible for undertaking compliance inspections of the Departments concerned |
| 206 | Design and develop an online inspection system for scheduling of inspections |
| 207 | Ensure that the selection of establishments for inspection is done using computerized risk assessment and allocation of inspectors is undertaken under the CIS |
| 208 | Differentiate compliance inspection requirements based on risk profile (such as High, Medium, and Low risk) of industries under all the labour laws |
| 209 | Publish a well-defined inspection procedure and a comprehensive inspection checklist/form on the CIS website which should be strictly followed by the inspector. No inspections should be done beyond that checklist |
| 210 | I) Mandate that inspections (except in case of complaint-based inspections) shall be limited to the checklist II) Mandate online submission of inspection report within 48 hours to CIS III) Mandate that the same inspector will not inspect the same establishment twice consecutively IV) Allow users to view and download submitted inspection reports of at least past three years |

With reference to fulfilling the aforementioned reforms suggested by the Department for Promotion of Internal Industry & Trade, Govt. of India, a Central Inspection System (CIS) for undertaking inspections in respect of the Departments concerned has been developed under the aegis of Labour Department, GNCTD with the provision for onboarding of the said CIS Portal by the Weights & Measures Department. The Labour Department has further informed that the 'Central Inspection System' portal cisdel.delhi.gov.in has gone live on 05.02.2022 and has further requested to provide the updated/ revised

413/SSA/IT
29/03/2022

Mr. Anand
Mr. Tarun
SA (VPK)

31/03/2022

list, if any, of the establishments under the Weights and Measures Department along with inspection procedure, inspection checklist and Office Order regarding inspection through Central Inspection System, so that the same may be uploaded on the CIS portal.


Accordingly, the Weights & Measures Department in fulfillment of the reform action points identified by the Department for Promotion of Internal Industry & Trade (DPIIT), Govt. of India under State Level Business Reforms Action Plan, 2022 hereby undertakes compliance of these reform action points by on-boarding the Central Inspection System (CIS) as elaborated hereunder:

| SRAP Reform NO. | SRAP Reform Point details | Compliance by Weights & Measures Department |
|-----------------|--|---|
| 203 | Mandate surprise inspection or inspection based on complaints and ensure details are recorded in the system | Weights & Measures Department by on boarding the Central Inspection System (CIS), hereby mandates surprise inspection or inspection based on complaints received on CIS, through the Central Inspection System (CIS). The inspection report will be uploaded on the CIS portal within the prescribed timeline of 48 hours and records of various inspections will be maintained on the CIS. |
| 205 | Institutionalize a Central Inspection System (CIS) responsible for undertaking compliance inspections of the Departments concerned | Weights & Measures Department is on boarding the Central Inspection System (CIS) and the zone wise details/list of Establishments namely the Manufacturers, Dealers, Repairers, Importers, packers, Petrol Pumps, Weighbridges, CNG Pumps, LPG Godowns along with the Inspection procedure, Inspection check list, list of LMOs etc. has been compiled for uploading on the CIS by the Labour Department. |
| 206 | Design and develop an online inspection system for scheduling of inspections | By on boarding the Central Inspection System (CIS), a common portal for scheduling inspections and making available Inspection Reports to the user establishment in r/o Labour Department, DPCC and Weights & Measures Department, the Surprise inspections as well as inspections based on complaints received on the CIS Portal shall be scheduled by the online CIS System. |
| 207 | Ensure that the selection of establishments for inspection is done using computerized risk assessment and allocation of inspectors is undertaken under the CIS | The Department has identified various establishment as per their risk perception into High risk, Medium risk and Low risk. Further, the computerized allocation of Zonal Officer/ Legal Metrology Officers will be made by the CIS portal itself out of the List of Zonal Officers/Legal Metrology Officers available with Department. |
| 208 | Differentiate compliance inspection requirements based on risk profile (such as High, Medium, and Low risk) of industries under all the labour laws | The Weights & Measures Department has also identified various establishment as per their risk perception into High risk, Medium risk and Low risk for uploading on the CIS |

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| 209 | Publish a well-defined inspection procedure and a comprehensive inspection checklist/form on the CIS website which should be strictly followed by the inspector. No inspections should be done beyond that checklist | A comprehensive Inspection Check List for each type of establishment in r/o Weights & Measures Department i.e. Manufacturers, Dealers, Repairers, Importers, packers, Petrol Pumps, Weighbridges, CNG Pumps, LPG Godowns is attached as Annexure-I and well defined inspection procedure is attached as per Annexure-II attached with this Order for uploading the Central Inspection System (CIS) Portal. It is hereby directed that no inspection shall be done beyond the points mentioned in the respective Checklist. |
| 210 | <p>I) Mandate that inspections (except in case of complaint-based inspections) shall be limited to the checklist.</p> <p>II) Mandate online submission of inspection report within 48 hours to CIS</p> <p>III) Mandate that the same inspector will not inspect the same establishment twice consecutively.</p> <p>IV) Allow users to view and download submitted inspection reports of at least past three years</p> | <p>Weights & Measures Department by on boarding the Central Inspection System (CIS), hereby mandates as under:</p> <p>I. Inspections (except in case of complaint-based inspections) shall be limited to the inspection checklist uploaded on the Central Inspection System (CIS). The Establishment wise Inspection checklist is attached herewith.</p> <p>II. Inspecting officer shall upload the inspection report on the portal of CIS within 48 hours of allocation of inspection by the CIS.</p> <p>III. The same inspector will not inspect the same establishment twice consecutively.</p> <p>IV. CIS Portal shall allow users to view and download submitted inspection reports of at least past three years.</p> |

Accordingly, it is hereby directed to conduct inspections under the Central Inspection System (CIS) in respect of establishments licensed / registered under Legal Metrology Act, 2009 and Rules framed thereunder by strictly adhering to the inspection checklist attached as Annexure-I, and following the inspection procedure attached as Annexure-II. This supersedes Order issued vide No. F.ACLM/PS/CIS/2021/25-33 dated 28.02.2022.

This issues with the approval of Secretary (LM).


Asstt. Controller (LM)

F. 1(57)/W&M/LM Matters/2021

Dated:

1. Secretary to Hon'ble Minister, Food & Supplies, GNCTD.

2. PS to Secretary (LM), GNCTD.
3. Spl. Secretary, Industries Department, GNCTD, Patparganj Industrial Area, Delhi.
4. PS to Controller (LM), Weights & Measure Department, GNCT of Delhi, Delhi.
5. The SIO/ System Analyst, Labour Department, GNCTD
6. The System Analyst, Labour Department, GNCTD, 5 Sham Nath Marg, Delhi-54 along with the updated/ revised list of the establishments under the Weights and Measures Department and list of designated Zonal Officers/Legal Metrology Officers (LMO) who shall conduct inspection under the CIS, for uploading on the Central Inspection System (CIS) portal.
7. The System Analyst (Food & Supplies Department) for uploading on the website of Weights & Measures Department
8. All Zonal Officers
9. Guard File



Asstt. Controller (LM)

Establishment wise Inspection check list for inspection under Central Inspection System (CIS)

| S. No. | Category & Risk Factor | Frequency of Inspection | Check Points for Inspection | Inspecting Officer |
|--------|----------------------------|-------------------------|--|---|
| 1. | Petrol Pumps (High Risk) | Twice in Year | <p>To check the pumping unit/Assembly is duly stamped and seals are intact</p> <p>Pulsar/Nozzles/Totalizers are duly stamped and seals are intact</p> <p>To check the fuel delivery by Nozzles is correct and within permissible limit of error under LM(General) Rules, 2011</p> <p>Verification Certificates are valid and displayed on site/board</p> <p>To check the verification Certificates of Nozzles/Pulsar and Test measure (5 Ltr conical measure) and validity thereof</p> | LMO, Grade I/ Zonal Officer, as per list enclosed with the order. |
| 2. | LPG Agencies (High Risk) | Twice in Year | <p>To check the EWM/Hanging Weighing Scales alongwith valid Verification Certificates</p> <p>To randomly check minimum of 10 LPG Cylinders (Domestic/Commercial) regarding corrections of weights being supplied to consumers</p> <p>To check the LPG Cylinder are properly sealed that no expired cylinder are not supplied to the consumers</p> | LMO, Grade I/ Zonal Officer, as per list enclosed with the order. |
| 3. | CNG Stations (Medium Risk) | Once in Year | <p>To check that the CNG Dispensers are duly stamped and seals are intact</p> <p>To check the CNG delivery is correct with the help of Provers (Flow Meter) and is within permissible limit of error under the LM (General) Rules, 2011</p> <p>To check Verification Certificates and are displayed at prominent site in the premises.</p> | LMO, as per list enclosed with the order. |
| 4. | Weighbridges (Medium Risk) | Once in Year | <p>To check weighment by the Weighbridge is correct and within permissible limit of error as per LM Rules.</p> <p>To check the validity of Verification Certificates of weighbridge.</p> <p>To check availability of Test Weights and the valid verification certificates thereof and the same is displayed at site.</p> <p>To verify whether the Weighbridge is working accurately</p> | LMO, as per list enclosed with the order. |

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| 5. | Importers (Medium Risk) | Once in a Year | <p>To check the importer's Firm/Co./ Prop. etc. is functioning is at given address and registration thereof.</p> <p>Imported/packed commodity is as per the list of registration certificate commodities Imported/packed in the registration certificate.</p> <p>IEC code in case of Importer.</p> <p>Net weight/quantity/size and all mandatory declarations under LMPC Rules, 2011 are on the pre-packaged commodity.</p> <p>To check Electronic Weighing Machine dealing in packaged commodities where net declarations is by weight or volume.</p> | Grade -I /Zonal Officer as per list enclosed with the order. |
| 6. | Packers (Medium Risk) | Once in Year | <p>To check the Packer's Firm/Co./ Prop. etc. is functioning is at given address and registration thereof.</p> <p>Packed commodity is as per the list of registration certificate.</p> <p>Net weight/quantity/size and all mandatory declarations under LMPC Rules, 2011 are on the pre-packaged commodity.</p> <p>To check Electronic Weighing Machine dealing in packaged commodities where net declarations is by weight or volume.</p> | LMO, as per list enclosed with the order. |
| 7. | Manufacturers of Weight & Measures (High Risk) | Once in Year | <p>To check Manufacturer's License and its validity.</p> <p>To check copies of Model Approvals Certificates issued by the Govt. of India.</p> <p>To check the availability of Tools and other instruments required under LM Act and Rules made there under.</p> <p>To check Monogram of the Manufacturer is being embossed on Electronic Weighing Machine</p> <p>To check the periodical returns filed by the Manufacturer and also to check the statutory registers maintained by the Manufacturer</p> <p>To check the physical stock position with the Stock Register maintained by the Manufacturer</p> <p>To check the Test Weights with Valid Verification Certificates</p> <p>To check the availability of technical staff at the manufacturer premises.</p> <p>Any other compliance of the provision of the LM Act, 2009 and Rules made there under are being followed.</p> | LMO, Grade I/ Zonal Officer, as per list enclosed with the order. |
| 8. | Repairers of Weights & Measures (Medium Risk) | Once in Year | <p>To check existing valid License documents</p> <p>To check the periodical returns filed by the Repairer and also to check the statutory registers maintained by the Repairer</p> | LMO, as per list enclosed with the |

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| | | | <p>To check the booking slips issued by the Repairer to the users</p> <p>To check the Test Weights with valid verification certificates</p> <p>To check the availability of declared technical staff at the repairer's premises</p> <p>Any other violation of the provisions of the LM Act, 2009 and Rules made there under are being followed.</p> <p>List of Tools/Loan Articles.</p> | order. |
| 9. | Dealers of Weight & Measures (Low Risk) | Once in Year | <p>To check copies of Model Approval issued by the Govt. of India</p> <p>To check the Authority Letter of the Manufacturer issued to the Dealer giving authorization for selling his products</p> <p>To check Monogram of the Manufacturer is being embossed on Electronic weighing Machine.</p> <p>To check existing Valid License Documents.</p> <p>To check the periodical returns filed by the Dealer and also to check the statutory registers maintained by the Dealer which needs to be maintained upto date</p> <p>To check the physical stock position with the Stock Register maintained by the Dealer</p> <p>To check the verification certificates issued by the Weights & Measures Department for individual EWM/manual weights etc.</p> <p>To check the Test Weights with valid verification certificates</p> <p>Importer Registration in case of Importing weights and measures from outside the Country</p> | LMO, as per list enclosed with the order. |

Annexure-II

Inspection procedure under Central Inspection System

The Inspection procedure for conduct of inspections under the Central Inspection System (CIS) shall be as under:

- The Central Inspection System (CIS) shall assign/allocate inspection of establishment licensed/registered/functioning under the Weights & Measures Department to Zonal Officer/ Legal Metrology Officer.
- The Establishment concerned shall be notified regarding the inspection so scheduled by way of email/SMS.
- The Zonal Officer/ Legal Metrology Officer visits the site and inspects the Establishment site strictly as per the Inspection checklist (except in case of inspections based on complaints) in a time bound manner.
- The Inspecting Officer prepares and uploads the Inspection Report in prescribed proforma on the Central Inspection System (CIS) within 48 hours.
- The user establishment concerned shall be able to view and download the inspection Report submitted in r/o last 3 years.
- The same Zonal Officer/ Legal Metrology Officer shall not inspect the same establishment twice consecutively.