OFFICE OF THE CONTROLLER OF LEGAL METROLOGY
PUDUCHERRY

Inspection Procedure under the Legal Metrology Act, 2009 read with the Puducherry Legal Metrology (Enforcement) Rules, 2011

Besides for verification and re-verification of weights and measures used in any transaction or for protection in all the establishments in the UT of Puducherry, on receipt of applications for licence from the Manufacturer/ Repairer/ Dealer in weights and measure, inspection is conducted by the Legal Metrology Officer or the Inspector of Legal Metrology. The jurisdiction of local limits of the Legal Metrology Officers in Puducherry has been notified as detailed below;

<table>
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<tr>
<th>Sl. No.</th>
<th>Designation of the Officer</th>
<th>Territorial jurisdiction</th>
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<tbody>
<tr>
<td>1.</td>
<td>Assistant Controller of Legal Metrology, Puducherry</td>
<td>Whole of Puducherry Region</td>
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<td>2.</td>
<td>Assistant Controller of Legal Metrology, Karaikal.</td>
<td>Whole of Karaikal Region</td>
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<td>3.</td>
<td>Inspector of Legal Metrology-I, Puducherry</td>
<td>Commune Panchayats of Ariyankuppam and Bahour and Southern portion of Puducherry Municipality beyond and inclusive Jawaharlal Nehru Street, Puducherry.</td>
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<td>5.</td>
<td>Inspector of Legal Metrology –III, Puducherry.</td>
<td>Commune Panchayats of Nettapakkam and Mannadipet</td>
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<td>6.</td>
<td>Inspector of Legal Metrology, Karaikal</td>
<td>Whole of Karaikal region</td>
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<td>7.</td>
<td>Inspector of Legal Metrology, Mahe.</td>
<td>Whole of Mahe region</td>
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<td>8.</td>
<td>Inspector of Legal Metrology, Yanam.</td>
<td>Whole of Yanam region</td>
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1. Every manufacturer of weights and measures shall make an application for the issue of a licence to the Controller of Legal Metrology in the appropriate form and pay the scheduled licence fee of Rs.500.

Manufacturer of Weights & Measures is required to furnish the following particulars and the same will be verified during inspection by the Legal Metrology Officer or Inspector;

1. Proof of legal title of the premises
2. Details of proprietors or partners or managing directors
3. Constitution of the firm
4. Registration with local authorities viz., Municipality/ Commune Panchayat
5. List of workers- skilled, semiskilled, unskilled with names and addresses
6. Details of manufacturing activities
7. Details of machinery, tools, accessories owned and used for manufacturing
8. Details of foundry/ workshop facilities
9. Facilities of steel casting and hardness testing of vital parts
10. Availability of electric energy
11. Details of loan received/ name of bankers
12. Tax Registration details
13. Details of Model Approval received from Government of India

After ascertaining the date on which the manufacturers can produce samples for inspection for which licence is desired, the Legal Metrology Officer or the Inspector proceeds to conduct inspection of the premises. He submits his recommendations to the Licensing Authority in the part of the application specified for this purpose as detailed below within fifteen days from date of receipt application;

**To be filled in by the Departmental Officer of the State Government**

Date of receipt of application:
Serial Number of application:
Date of Inspection:
Recommendations of Inspecting Officer:

Place:  
Date:  
Signature and designation of Inspecting Officer

The licence issued to a manufacturer shall be valid for a minimum period of one calendar year. The fee payable for making any alteration/ correction in the licence or for the issue of a duplicate licence shall be one half of the licence fee.

**II. Every repairer of weights and measures** shall make an application for the issue of a licence to the Controller of Legal Metrology in the appropriate form and pay the scheduled licence fee of Rs.100.

Repairer of Weights & Measures is required to furnish the following particulars and the same will be verified during inspection by the Legal Metrology Officer or Inspector;

1. Proof of legal title of the premises
2. Details of proprietors or partners or managing directors
3. Constitution of the firm
4. Registration with local authorities viz., Municipality/ Commune Panchayat
5. List of workers- skilled, semiskilled, unskilled with names and addresses
6. The type of weights and measures proposed to be repaired
7. Details of machinery, tools, accessories available
8. Area of operation willing & previous experience in the line
9. Availability of sufficient stock of test weights
10. Availability of electric energy
11. Tax Registration details

After inspection the Legal Metrology Officer or the Inspector submits his recommendations to the Licensing Authority in the part of the application specified for this purpose as detailed below within 15 days from the date of receipt of application;

**To be filled in by the Departmental Officer of the State Government**

Date of receipt of application:
Serial Number of application:
The licence issued to a repairer shall be valid for a minimum period of one calendar year. The fee payable for making any alteration/correction in the licence or for the issue of a duplicate licence shall be one half of the licence fee.

III. Every dealer in weights and measures shall make an application for the issue of a licence to the Controller of Legal Metrology in the appropriate form and pay the scheduled licence fee of Rs.100.

Dealer in Weights & Measures is required to furnish the following particulars and the same will be verified during inspection by the Legal Metrology Officer or Inspector;
1. Proof of legal title of the premises
2. Details of proprietors or partners or managing directors
3. Constitution of the firm
4. Registration with local authorities viz., Municipality/Commune Panchayat
5. Categories of weights and measures sold/proposed to be sold at present
6. Details of manufacturing activities
7. If intend to import weights etc. from places outside the state/country,
   (a) details of manufacturers' trademark/monogram and licence number
   (b) registration details as importer of weights and measures
   (c) Approval of model imported into India by Central Government
8. Tax Registration details

After inspection the Legal Metrology Officer or the Inspector submits his recommendations to the Licensing Authority in the part of the application specified for this purpose as detailed below within 15 days from the date of receipt of application;

To be filled in by the Departmental Officer of the State Government

Date of receipt of application:
Serial Number of application:
Date of Inspection:
Recommendations of Inspecting Officer:

The licence issued to a dealer shall be valid for a minimum period of one calendar year. The fee payable for making any alteration/correction in the licence or for the issue of a duplicate licence shall be one half of the licence fee.