

Duties & Functions Of Officers

CONTROLLER

State Government by notification appoints a Controller of Legal Metrology. The qualification of Controller shall be such as prescribed by the Rule.

The Controller shall exercise the powers of functions as specified in the section 14 of Act 2009. The Controller shall also exercise the powers delegated by the Director Legal Metrology, he/she shall :

1. Exercise the powers of Director delegated to him under sub section (7) of section 13 of the Act, subject to sub-section (8) of the said section.
2. Implement the provisions of Act and Rules, in the State.
3. Grant licenses to manufacturer, repair and dealers of weight or measure (i) Suspension and cancellation of licenses.
4. Hear appeals filed under section 50 and decide the same in the manner as provided in sub-section (3) of section 50 or send back the case with such directions as he may think fit.
5. Provide working of secondary standard weights, measures, balances and such other equipments to every Legal Metrology Officer as per Enforcement Rules 2012, Government of Kerala.
6. Controller may compound offences and delegate the powers of compounding to the subordinate officers under the Act & Rules.
7. Delegate his powers except power of hearing of appeal under Section 50(d) to any Legal Metrology Officer.
8. Reporting Officer of Annual Confidential Report of Joint Controller.
9. Annual Confidential Report of Joint Controller, Administrative Officer, Law Officer.
10. Exercise the Powers & Duties as directed by the state Government from time to time.

JOINT CONTROLLER

1. Exercise the powers conferred on him by the Act and delegated the powers of Controller of Legal Metrology under sub section 7 of section 13 of the Act, subject to subsection 8 of said section of the Act within his local limit.
2. Assist controller in all matters of administration and supervision.
3. Supervise the work of all Legal Metrology Officers within the State and give directions to them from time to time.
4. Assist the Controller in appeals filed under Section 50 of the Act 2009 if needed.

5. Supervise and control the staff members of Head Quarters.
6. Seek Orders from the Controller in the matter of inspection of field officers and Carry out inspection as per directives of the Controller.
7. Periodical review of work of Assistant Controllers.
8. Annual Inspection of Assistant Controller office and Deputy Controller Office.
9. Make arrangement to conduct training programme for all officers of the Department.
10. Reporting Officer of Annual Confidential Report of Deputy Controllers.

DEPUTY CONTROLLER(REGION WISE)

1. Exercise the powers conferred on him by the Act subject to the limitations as provided in sub-section 3 of section 14 and delegated powers of the Controller under sub-section (7) of section 13 of the Act, subject to sub-section (8) of said section of the Act, within his local limit.
2. Approval of Annual Verification Programme of Assistant Controllers/Legal Metrology Officers.
3. Carry out office inspections of subordinate offices within his local limit.
4. Compounding of offences under the Act and Rules as authorized by the Controller.
5. Organize Consumer awareness programme in regional level.
6. Periodical review of works of Assistant controllers & Inspectors.
7. Annual inspection of Inspector offices under the jurisdiction.
8. Liaison Officer for monitoring of Land acquisition for departmental purpose.

In addition to the above duties Deputy Controller, Ernakulam shall perform the following duties also :-

Control the functions of Gold purity Testing Lab and NABL accreditation related matters.

ASSISTANT CONTROLLER(HEAD QUARTERS)

1. He shall assist Controller and Joint Controller in the matters related to officers establishment and appeals filed under Section 50 of the Act.
2. Assist Controller for complaint redressal.
3. Assist Superiors to conduct office Inspection of Legal Metrology Officers.
4. Consolidate monthly reports of the state.
5. Prepare Programme for conducting various campaign with the approval of Joint Controller and Controller.
6. Registration of packers/ importers/ manufacturers, issue of licence.
7. Perform duty as State Public Information in the office of the Controller.
8. To assist superiors in providing Seal dies & punches to Legal Metrology Officers.

9. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller.

ASSISTANT CONTROLLER(CENTRAL LAB)

1. Custodian of Secondary Standards in the State.
2. Maintaining Secondary Standard Laboratory.
3. Verification and certification of working standards and Check measures of Legal Metrology Officers.
4. Calibration and Certification of instruments used by the industrial and other organizations.
5. Periodical verification and Certification of Secondary Standards with RRSI/NPL.
6. To conduct proper training on maintenance of working Standards.
7. Conduct frequent inspection in the working standard laboratories of Legal Metrology Officers.
8. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller.

ASSISTANT CONTROLLER(GENERAL)

1. The Assistant Controller (General) shall exercise the powers conferred on him by the Act or Rules and powers delegated by the Controller.
2. Super wise the work of inspector in his jurisdiction.
3. Supervise the work of verification and stamping of the Legal Metrology Officers in his jurisdiction.
4. Conduct surprise inspection at Legal Metrology Officers office within his jurisdiction as well as verification camps.
5. Arrange special inspection and forward to concerned Deputy Controller.
6. To conduct monthly reviews of the work of inspectors and forward to concerned Deputy Controller.
7. To organize classes and consumer awareness programme for the public, NGO's, Residents Associations etc.
8. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller.

ASSISTANT CONTROLLER(FLYING SQUAD)

1. Conduct Surprise inspections at trade/ transaction Premises.
2. To exercise the powers conferred on him by the Act/ Rules and the Powers delegated by the Controller within his local limit.
3. To carryout inspections of premises on complaint or otherwise in the manner and for the purpose as provided in the relevant sections of the Act.

4. Receive Application on receipt of prescribed fees for granting license for Manufacturer/ Dealer/Retailer of Weights and Measures, verification of documents processing and forwarding the same to the Controller through proper channel.
5. Renew the Manufacturer/ Dealer/Retailer Licenses , allocations on receipt of prescribed fees and for renewal of license for Manufacturer/ Dealer/Retailer of Weight & Measures.
6. Receive Application along with necessary document on receipt of prescribed fees for granting certificate of registration as packer/manufacturer/importer and Certificate processing and forwarding the same to the Controller through proper Channel.
7. Carryout inspections at the premises of Manufacturer/ Dealer/Retailer.
8. Carryout calibration works/verification work as assigned by Controller from time to time.
9. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller.

ASSISTANT CONTROLLER(NET CONTENT)

1. Enforcing Discipline in the field of Manufacturing and packaged commodities in respect of the net quantity.
2. Conducting inspections at manufacturing and packing premises with a view to checking or detecting violation in respect of net quantity verification under PC Rules.
3. Launching and conducting effecting prosecution proceedings against offenders committing net quantity violation under Legal Metrology Act 2009.
4. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller.

LIASON OFFICER

1. Conducting the cases before the Hon. High Court in cases where the department or the Government arranged as Parties.
2. Instructing the Adv.General on Government pleaders to successfully conduct the cases.
3. Producing Case law, Precedents, documents, models, etc before the High Court to make the Hon. Court aware of the pointed in favour of the department or government.
4. Assist the Government pleader and prosecutions and making them enlightened of the prosecutions of the law so as to make the prosecution successful.
5. Preparing complaints & affidavits in prosecution cases to ensure that the offenders are convicted by the court of law.

SENIOR INSPECTOR(GENERAL)

1. The office of the Senior Inspector (General) is usually situated at Head Quarters.

2. Exercise the powers conferred on him by the Act subject to the limitations as provided in sub section 3 of section 14 and delegated powers of the Controller under sub section(7)of section 13 of the Act. Subject to sub-section(8) of said section of the Act within his local limit.
3. Receive and deposit verification fees as Provided in Kerala Legal Metrology Enforcement Rules 2011, any other system provided by the Department for the same.
4. Search and inspect the premises within his local limit for implementing various provisions of The Legal Metrology Act and Rules made there under as and when required.
5. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller/Assistant Controller.
6. Carryout the work of verification and stamping of weight and measure within the local jurisdiction. The advance intimation regarding the verification should be given to the respective.
7. Launching and conducting effective prosecution proceedings against offenders committing violation under Legal Metrology Act & Rules of the cases which are not compounded departmentally.
8. Deal with seized goods strictly in the manner as provided in the respective Rules (Rule 22 of Legal Metrology General Rule 2011).
9. Submit various report regularly to the higher authority.
10. Carryout the adjustment of weight or measure if required and authorized.
11. Discharge any other duties and functions assigned directed by Controller, Joint Controller, Deputy Controller, Assistant Controller.

SENIOR INSPECTOR(AUTORIKSHAW)

1. Verification and Stamping of the Taxi meters.a. Verification and Stamping of the Taxi meters.
2. To conduct frequent Surprise Inspections and detect the violations and take legal action against the offender in accordance with the Act and Rules.
3. To proceeds cases against the offender in the Court.
4. Do all other General and Official duties prescribed as a duty and responsibilities of the Inspector/Senior Inspector of Legal Metrology.

The Documents Produced/Collected at the First time, before the Taxi meter fitted with the Auto rickshaw :-

1. The Original Purchase Bill of the Taxi Meter.
2. Copies of the original Verification Certificate of Taxi Meter signed by the dealer.
3. Attested copies of Registration Certificate and Permit. (Attested by a gazetted Officer).

4. Copy of the Driving Licence/ID proof of the Driver, who presented the vehicle for Testing (and the mobile number if necessary).
5. Discharge any other duties and functions assigned or directed by Controller/ Joint Controller/ Deputy Controller.

To collect all these documents, then verify the number of the Taxi Meter in the bill and in the certificate are same or not, and the purchase bill is properly filled and also check the Model and Serial Number of Taxi Meter entered in the Registration Certificate/Permit are match with the entries of the bill and the Original Verification Certificate.

Besides these to ensure the seal and stamp which are put at the Original Verification time is intact not removed, not tampered.

After that, the person who is in charge of giving date for Taxi Meter verification, give suitable date and put a seal shown below and duly filled and signed and returned all documents.

At the time of reverification:-

1. A thorough check made about the present condition of the seal and stamp previously put at the time last stamping, whether it is in good condition, and ensure that the seal is intact and not damaged or tampered.
2. Collect the original certificate issued at the time of last stamping.
3. If the owner changed, it should be recorded in the RC Book and attested by the authority.
4. Copies of the Driving licence/ID Card of the driver of the Auto rickshaw presented for testing.

When the Tariff Changed:-

Check all the points previously mentioned, and put a seal shown below and duly filled and signed.

The seal is to be broken either by the Legal Metrology Officer or authorized person in charge of the Legal Metrology Officer.

These Taxi Meter are verified and stamped with in the specified time prescribed in the Rule.

All the Taxi Meters are tested and checked for the accuracy in accordance with the Test Methods prescribed in the General Rules, and it is come under with in the

tolerance prescribed, it is stamped and sealed as per the provisions of the Act and Rules.

After these, before issuing the certificate to the concerned party, put two types of declaration by using rubber seal and it is put up on the face side of the certificate shown below.

SENIOR INSPECTOR, VEHICLE TANK

Calibration of vehicle tanks for petroleum products and other liquids comes under 9th schedule part 1 of Legal Metrology (General) Rules 2011. A vehicle tank is an assembly used for measurement and delivery of liquids comprising a tank which may or may not be subdivided into compartments, mounted upon a vehicle together with its necessary pipings, valves meters etc.

Every vehicle tank should be calibrated once in a year by the Legal Metrology Officer. Before starting the calibration of the vehicle tank the user shall remit the stamping fee and user fee as prescribed in the Rule. Before doing the calibration the following details shall be recorded. Viz. registration number vehicle, name of manufacturer, product to be carried, model chassis number, engine number, permit number permitted load, explosive license number, tank length tank breadth tank height number of spring leaf front, number of spring leaf middle, number of spring leaf rear, tire size etc. Before starting the calibration the vehicle tank should be inspected thoroughly through the manhole to ensure that the inside of the compartments are in compliance with the approved drawing. Firstly, bring the vehicle tank into the horizontal calibration bay ensuring that all spirit level are in same height. Also ensure that the tyre pressures are same. Each compartment will be filled with water using prover measures having the capacity 2000, 1000, 500 and 250 litres with respect to the capacity of the vehicle Tank. The prover is made of stainless steel and density of water for using the calibration is 1 gram/cc. The filling process is very accurate and precise. After filling the water in the compartment, oil level and proof level of each compartment of the vehicle tank is taken, using the dip rod by pasting water paste in it. After Calibration the man holes are closed using nuts and bolts and then sealing is performed by lead and twisted wire. The emblem is punched on the lead by using plier.

Normally the dip rod is square and hexagonal in cross section and markings on each face of the dip rod represents each compartments. The compartments of vehicle tanks are distinguished by giving numbers as 1,2,3,4,5 etc. Engine number, chassis number and vehicle registration number etc are also scribed on the dip rod after calibration. The emblem of the inspector is also punched on the dip rod. The prover measures in the calibration bay are calibrated once every three months using the check measure having the capacity of 20 liters, which is calibrated by the working standard capacity measures.

The existing fee for calibration is Rs. 75 for 100 liters and thereafter Rs. 10 for every multiples of 100 liters. The user fee is Rs.5 for each 100 liters. A certificate in this regard is issued in a prescribed form having the validity of one year.

INSPECTOR

He Shall :-

1. Exercise the Powers conferred on him by the Act subject to the limitation as provided in sub section 3 of the Sec.14 and delegated powers of Controller under Sub Sec.7 of Sec. 13 of the Act subject to the sub.sec.8 of the Act within his local jurisdiction.
2. Receive and deposit verification fees as provided in the rules.
3. Carry out the work of verification and stamping of Weight or Measure within his jurisdiction as per the approved programme of controller.
4. Search and inspect the premises within his local limit for implementing various provisions of the Legal Metrology Act and Rules made there under as and when required.
5. Book offences and take appropriate action as per the provisions of the Act and Rules.
6. Issue compounding/show cause notice to the accused, received the amount of the compounding fee as per the section of Act/Rule, and get ratification or the concerned higher officer.
7. File the case in the Court of Law within the period of limitation if the offence is not compoundable or if the offence is compoundable for the accused did not agree to compound
8. Work as in charge of Working Standard Laboratories.
9. Deal with seized goods strictly in the manner as provided in the respective rules.
10. Inspect every licensees premises in his jurisdiction periodically.
11. Submit various reports regularly to the higher authority.
12. Adjust Weight or Measure if needed.
13. Keep Departmental stamps, Dies and Pliers in his safe custody.
14. Any other duties and functions assigned by Controller, Joint Controller, Deputy Controller or Assistant Controller.
15. Maintenance of office Cash Book

INSPECTOR(FLYING SQUAD)

1. Exercise the Powers conferred on him by the Act subject to the limitation as provided in sub section 3 of the Sec.14 and delegated powers of Controller under Sub Sec.7 of Sec. 13 of the Act subject to the sub.sec.8 of the Act within his local jurisdiction.

2. Carry out the work of verification and stamping of Weight or Measure within his jurisdiction as per the approved programme of controller.
3. Search and inspect the premises within his local limit for implementing various provisions of the Legal Metrology Act and Rules made there under as and when required.
4. Book offences and take appropriate action as per the provisions of the Act and Rules.
5. Issue compounding/show cause notice to the accused, received the amount of the compounding fee as per the section of Act/Rule, and get ratification or the concerned higher officer.
6. File the case in the Court of Law within the period of limitation if the offence is not compoundable or if the offence is compoundable for the accused did not agree to compound.
7. Discharge any other duties and functions assigned or directed by higher officer.

ASSAY MASTER

1. Custodian of all equipments and materials in the laboratory including bullion samples received in the lab for testing.
2. Ensuring periodical calibration of all instruments used in the lab.
3. Sampling of items for testing.
4. Samples for XRF.
5. Samples for cupellation.
6. Initial weighment of Assay samples and coding of assay samples. (Before cupellation).
7. Final weighment of gold.
8. Preparation of Assay Reports.
9. Overall supervision of entire lab activities.
10. Up keeping and maintenance of laboratory.
11. Such other duties as assigned by the Controller, Legal Metrology.

JUNIOR ASSAY MASTER

1. Custody and maintenance of laboratory records.
2. Maintenance of stocks.
3. Cupellation of samples (Performance of Fire Assay).
4. Assist Assay Master in the up keeping and maintenance of laboratory.
5. Such other duties as assigned by the Controller, Legal Metrology.

TECHNICAL ASSISTANT

The Technical Assistant is having a very important role in effectively carrying out various activities of the Laboratory. He should conduct all activities pertaining to calibration in the Secondary Standards Laboratory with utmost degree of accuracy under the strict supervision guidance and monitoring of Assistant Controller of Secondary Standards Laboratory. He can also suggest points for the improvement of the functioning of the Laboratory, that is in the method of calibration and updation of operating procedure in accordance with the Legal Metrology Act and Rules which result in enhancing the quality of calibration.

1. Technical Assistant should maintain the Secondary Standards Laboratory systematically.
2. Technical Assistant is the custodian of the Secondary Standards Lab equipments like , Electronic Balances, Mechanical Balances, Capacity measures, Length measures, weights etc.
3. Timely presentation of Secondary Standards Equipments for verification/reverification before the statutory bodies like Bangalore, NPL New Delhi etc.
4. Preparation and submission of Reports related to Secondary Standards Lab as and when required.
5. Maintain records for Secondary Standard and Working Standard Laboratory Equipments.
6. Maintenance of Secondary Standard and Working Standard Laboratory Equipments.
7. Conduct timely verification and calibration of working standards like Electronic/ Mechanical Balances, Weights, Capacity measures, Length Measures etc.
8. Onsite verification of working Standard balances at various laboratories under the department situated in Legal Metrology Offices.
9. Preparation of verification Certificate.
10. Since the Secondary Standards Lab possesses NABL accreditation, TA should be an active member of NABL team and he should carryout his role in the NABL related activities (Calibration and documentation) also.
11. In addition to the above duties and responsibilities, Technical Assistant should carry out any additional duty assigned by the Assistant Controller of Legal Metrology (Secondary Standard Laboratory) or higher authorities.

INSPECTING ASSISTANT

1. He shall keep and update Census Register.
2. Compile data of verified weight or measure and make the necessary entries in the stamping fee register and get it approved by the concerned higher officer.

3. Assist the Assistant Controller/inspector for camp shifting/ camp work/ verification work and take care of departmental equipments and tools.
4. Verify the documents and number of articles presented by trader/repairer and prepare Verification Certificate and to submit the same for higher officer for signature.
5. Assist the officer for verification work of weight or measure.
6. Maintain the detailed register of the users of weight or measure.
7. Keep the Working Standard laboratory and stamping equipments neat and clean.
8. Help the officer to maintain the records and files updated and preserve them neatly.
9. Help the officer in court cases.
10. To prepare Defaulters Register in the prescribed performa.
11. Remittance of cash the treasury as directed by the Legal Metrology Officer.
12. Discharge any other duties and functions assigned or directed by controlling Officers of the Department.

