

A1 Seat

1. Annual Plan and Non Plan Budget preparation
2. File relating to Construction of Office buildings
3. Files relating to Subject Committee and Public Accounts Committee

A2 Seat

1. Preparation of Establishment Bills
2. Maintenance of Cash Book
3. Reconciliation of Expenditure

A3 Seat

1. NABL Accreditation of Laboratories
2. Files relating to purchase of materials for department
3. Files relating to production. Distribution of stamps and stamping plugs

A4 Seat

1. Register of Department Vehicles
2. Register of Telephone bills
3. Files relating to electronic balances, Photocopier etc.

A5 Seat

1. Administrative Report
2. Register of Training given to employees
3. Register of forms and stationery
4. Files relating to House Building Advance of employees

B1 Seat

1. Files relating to the establishment of Gazatted Officers, Junior Superintendent, Head Clerk, Driver
2. File relating to Special Rules of the Department.
3. File relating to the renewal of Department Test syllabus

B2 Seat

1. Registers and files relating to the establishment of Inspectors, Confidential Assistant, Clerk, Typist etc.
2. File relating to the Department promotion committee (Lower)

B3 Seat

1. Registers and files relating to the establishment of Inspecting Assistants, Office Assistant, Full Time Watcher etc.
2. Register relating to service books

B4 Seat

1. Files related to the Pensioners benefits
2. Register of TA Bills of Gazatted officers.
3. Register and files relating to medical reimbursement of employees

B5 Seat

1. Register and files relating to the establishment of Non Gazatted officers of Head Office.
2. Register and files relating to Full Time Watcher

B6 Seat

1. Register and files relating to the disciplinary actions against the employees
2. Files related to the enquiry of Vigilance and Anti Corruption Bureau
3. Register and files relating to the Right to Service Act 2005

C1 Seat

1. Files related to Legal Metrology Act and Rules
2. Files related to G S R Notification

C2 seat

1. Register and files related to court cases in connection with Legal Metrology Act and Rules
2. Files related to the nominations submitted by companies

C3 Seat

1. Register and Files related to the Packer/Importer Registration

C4 Seat

1. Register and files related to the various licenses issued by the Department

C5 Seat

1. Register and files related to the enforcement activities
2. Files related to the review of the periodical
3. Files related to the review of revenue collection
4. Register and files related to the complaints received from public

IT Seat

1. Files related to the Information Technology
2. Monitoring and reviewing of e-Governance and other projects of the department

Internal Audit Wing

1. Register and files relating to the internal audit of the offices of the Department