

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Legal Metrology(Weights & Measures)
Dadra & Nagar Haveli and Daman & Diu

No. IWM/DMN/BRAP-EoDB/2021/96

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C I R C U L A R

As part of the Ease of doing business, the Department for Promotion of Industry and Internal Trade & Industry, Ministry of Commerce and Industry ,Government of India has requested to reduce regulatory compliance burden.

In order to make the Government to Business and Citizen interface online, transparent and time bound all the services under the Legal Metrology Act 2009 are made available on the single window portal www.swp.dddgov.in

In order to reduce the regulatory compliance burden on businesses and citizens following guidelines are issued in interest of the businesses and citizens

Guidelines and Instructions for the businesses and consumers:

1. All the applications under The Legal Metrology Act, 2009 and The Legal Metrology (Packaged Commodities) Rules, 2011 are to be submitted online on the single window portal www.swp.dddgov.in to the Department of Legal Metrology , DNHDD
2. The following features are available on the Online portal:
 - i. Submission of application
 - ii. Payment of application fee
 - iii. Track status of application
 - iv. Download the final signed certificate
 - v. Third party verification.
3. **Disposal of weights and measures on cancellation of licence:** Every licensee whose licence has been cancelled shall within a period of 30 days from the date of such cancellation dispose of the weights or measures which were in his possession, custody or control, in event of failure to do so the Department may seize and dispose the weights and measures.
4. **Display requirements for licensee and users of weights and measures:**
There is a need to exhibit the licence and certificate of verification in consumer interest.

(i) In case of Licencee: The licensee to exhibit the licence in the premises or workshop

(ii) In case of user of weights & measures: The user of weights, measures, weighing and measuring instrument to exhibit verification certificate at the place where the weights, measures, weighing and measuring instruments are kept.

As the Licence and verification certificate is available for third party verification on single window portal, the licensee or the user of weight and measure can also display the barcode available on downloaded certificate.

- 5. Issue of Duplicate Licence or Certificate of verification:** Licence and verification certificate is available online for download, the licensee or the user of weight and measure can download the licence or verification certificate from online portal, there is no need to apply for issuance of duplicate licence or certificate.
- 6. Registers, Records and periodical return:** Every Manufacturer, Dealer and Repairer of weights and measures licenced under the Legal Metrology Act 2009 and rules shall maintain record and register in form LM-4,LD-4 and LR-4 respectively. The service of maintaining registers is made available on the online portal , the licensees are directed to maintain online registers and submit periodical return on a quarterly basis.
- 7. Reporting/Informing/Intimation to Legal Metrology Office:** The service of reporting , informing and intimating the office is available on the online portal:
 - i. The Manufacturer/Dealer/Repairer should report the change in qualified person within a period of one month through the online portal
 - ii. The Manufacturer can report the office for verification of immovable weights and measures and inform to repair the weights manufactured by him
 - iii. In case of short delivery of petrol/diesel pumps, the dealers of fuel Retail outlets shall stop the delivery through pump immediately and shall inform the office regarding short delivery of petrol/diesel pumps through online portal
 - iv. Any user of weight and measure whose weights and measures are stamped in situ shall not dismantle or remove the weights or measure from its original site without prior intimation to the office, the service for informing the office regarding the same is provided online.

8. Re-Stamping, re-verification of dismantled ,re-installed & repaired weights or measures: The user of such weights and measures can apply online through the portal for re-stamping, re-verification of dismantled , re-installed & repaired weights or measures.

9. Periodicity for renewal of licence & re-verification of weights and measures: As per Rule 11 (4) of the Daman and Diu Legal Metrology (Enforcement) Rules, 2011 and the Dadra and Nagar Haveli Legal Metrology (Enforcement) Rules,2011 the period for renewal of licence holders of Manufacturer/Dealer/ Repairer licence of weights and measures in the UT of DNHDD is five years. The licencees shall apply online for renewal of licence thirty days before the expiry of validity of licence. The periodic interval of re-verification of different type of weights and measures as per the Rule 27 of Legal Metrology (General Rules), 2011 is given in the table below:

Sr. No	Type	Period interval for re-verification.
(i)	Weights, Capacity measures, Length measures, Beam scales, Tape, Counter machine.	Two years.
(ii)	Storage Tanks	Five years
(iii)	Weights,Measures, Weighing & measuring instrument that are not mentioned in (i) & (ii) above	One year.

10. Security Deposit for Repairers Licence: As per the Rule 11(8) of the Daman and Diu Legal Metrology (Enforcement) Rules, 2011 and the Dadra and Nagar Haveli Legal Metrology (Enforcement) Rules, 2011 the licence holder of Repairer licence shall furnish a security deposit of Rs. 5000/- as specified in Schedule VI. The facility for paying the security deposit is available online.

11. Instructions for the Licence holders and users Weights & Measures:

- i. Every Manufacturer/Dealer/ Repairer licenced under the Act shall maintain the workshop , equipments and tools in good condition.
- ii. Every Licencee whose licence is cancelled or suspended shall, immediately stop functioning and shall surrender the licence to the authority by which licence was issued.

- iii. The users of weights and measures to provide the facility for purpose of verification to officer after applying for verification of weight or measure that cannot or should not be moved from its location.
- iv. The users of Weights and measures should keep the weights and measures in clean condition and in proper lighting arrangement so that there is no variation in weights or measures and they conform to standards as per the Act.

12. Provisions relating to use of weights and measures in consumer interest:

- i. To ensure a proper check of the accuracy of a weighing instrument the user or trader shall keep at the site of each weighing instrument duly verified and stamped weights equal to *one-tenth* of the capacity of the instrument. *For e.g If the trader or user has a weighing scale of capacity 30kg then the user shall keep verified and stamped weights of minimum 3kg.*
- ii. To ensure proper delivery of petrol/diesel pumps the retail dealer of pump shall keep a verified 5 litre or 10 litre capacity measure in the premises and check the output from the pump everyday to ensure its correct delivery.
- iii. If the consumer demands to check the accuracy of the weighing instrument or the petrol pump , the users and dealers of petrol pump may allow the consumer to check the accuracy with weights or capacity measures kept in the premises.
- iv. Every user or trader except itinerant vendors using a beam scale in any transactions shall suspend the same to a stand or to a chain by a hook.
- v. Except in cases of commodities specified in Schedule I, the declaration of quantity in every transaction, dealing or contract or for protection shall be in terms of the unit of –
 - a. Weight, if commodity is solid, semi solid, viscous or a mixture of solid and liquid
 - b. Length, if the commodity is sold by linear measure
 - c. Area, if the commodity is sold by area measure
 - d. Volume, if the commodity is liquid or is sold by cubic measures
 - e. Number, if the commodity is sold by number.

13. Validity of weights or measures:

- i. A weight or measure which is duly verified and stamped under the Daman and Diu Legal Metrology (Enforcement) Rules,2011 and Dadra and Nagar Haveli Legal

Metrology (Enforcement) Rules, 2011 shall be deemed to conform to the standards at every place in the UT of DNHDD.

14. Physical characteristics, configuration, constructional details of weights & measures: Every weight or measure shall conform, as regards physical characteristics, configuration, constructional details, materials, performance, tolerances and such other details, to the corresponding specifications laid down for such weight in Fifth Schedule of The Legal Metrology (General) Rules, 2011.

15. Weights & Instruments to be used in transaction of precious metal/stones:

- i. In any transaction of precious stones no weight other than carat weight shall be used
- ii. Only beam scale of Class A or Class B category to be used
- iii. Non-Automatic weighing instrument of high accuracy class II or special accuracy class I shall be used in any transaction related to precious metals, pearls, ornaments or articles made of gold or silver.



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DNH & DD

Copy to :-

- (1) The SIO, NIC, Daman
- (2) The General Manager, DIC, DNH / DD