

## **CHAPTER III**

### **VERIFICATION AND STAMPING PROCEDURE**

Legal Metrology Organization has to protect the rights of consumers by accurate delivery of goods through weight, measure or number. This ultimate objective is achieved by ensuring accuracy of weight or measure. This is carried out through verification and stamping including sealing, wherever necessary, of weight or measure, manufactured and thereafter by periodical re-verification, as they tend to become inaccurate due to wear and tear, because of frequent and constant use. For verification of weight or measure and to ensure their accuracy, the equipment has to be verified/ compared with Working Standards and these working standards are verified against secondary standards which are further verified with the reference standard. The Working Standards are at present with the Inspectors while Secondary Standards are with the Assistant Controller Legal Metrology at division level and Reference Standards are with the RRSL (Regional Reference Standard laboratories), maintained by the Centre Govt. According to the prevailing law, it is necessary to ensure accuracy of these Standards by periodical verification by Inspectors, who are technically qualified persons as per the procedures lay down under the Act and Rules.

#### **Verification of Secondary Standards**

The Assistant Controller of the division is in-charge of Secondary Standard Laboratory. Assistant Controller should make necessary arrangement for verification of Secondary Standards. As per Rule 31(2) of the Legal Metrology (National Standards) Rules, 2011, every Secondary Standard shall be verified against the appropriate Reference Standard by Reference Standard

Laboratory at an interval not exceeding two years. The secondary Standards of Punjab are being verified by Regional Reference Standard Laboratory, Faridabad, established by Govt. of India.

## **Verification Of Working Standards**

The Inspector is the custodian having control of the Working Standards and other equipments provided to him by the Controller. All these Working Standards and other equipments shall be kept and maintained in good condition. As per Rule 31(3) of the Legal Metrology (National Standards) Rules, 2011, every Working Standards shall be verified against the appropriate Secondary Standards at an interval not exceeding one year. The procedure for verification of Working Standards shall be in accordance with the directions issued by the Head Office from time to time.

The Working Standards should not be put into use unless and until the verification results are approved by Secondary Standard Laboratory.

**Note:** Every Reference Standard, Secondary Standard and Working Standard, irrespective of place where they are kept, shall be maintained as far as possible in accordance with the guidelines issued by the National Physical Laboratory from time to time as per Rule 32 of the Legal Metrology (National Standard) Rules, 2011.

## **Verification and Stamping of Commercial Weights or Measure**

The verification and stamping of the weight or measure used for transaction or for protection is generally done at the office of the Inspector or at such other place as may be specified by the Controller, but where any weight and measure is such that it cannot be moved from its location, the verification of such a weight or measure is done at the place of his location, for which the person using such weight or measure shall report to the area Inspector at least thirty days in advance of the date on which verification falls due.

## **Verification and Stamping At the Office of Inspector**

1. Every person using any weight or measure in any transaction or for protection is bound to present such weight or measure for verification/re-verification, at the office of the Inspector or at such other place as the Inspector may specify (camp office) on or before the date on which the verification falls due.

2. Such weight or measure brought to the office or camp office should be verified, stamped and sealed as the case may be by the concerned office following the procedure as per the Rules. The fee payable shall be acceptable in advance in the manner as specified by the Controller from time to time.
3. Before commencing the work of verification and re-verification, the Inspector shall inform the person concerned of the fee payable by him and shall receive the same in the manner as provided by the Controller and issue a receipt on the form approved by the Controller keeping one copy of such receipt on his record.
4. If a weight or measure is presented to the Inspector for re-verification after expiry of the validity of stamp, an additional fee at half the rates specified in SCHEDULE XVII is payable for every quarter of the year or part thereof.
5. He shall also maintain Cash Book and Daily Diary register showing the amount of fee and other charges collected during the day, and details of weights and measures verified and stamped, in the Performa prescribed by the Controller Legal Metrology.
6. All payments so received in the week shall be deposited on the first working day of the next week into the Govt. treasury under appropriate Head Account against a receipt, record of which should be maintained. All receipts deposited shall be reconciled from the treasury and report shall be send to the Assistant Controller office every month.
7. The Inspector shall follow the timing and days as notified in this behalf, by the Controller while carrying out the work of verification and stamping and display the same, at the office/camp office. He may refuse to accept the weight or measure brought for verification on the days and timings, other than displayed in office or camp office.
8. In case the Inspector is not able to attend the work of verification and stamping at the office or camp office, he should inform the concerned Assistant Controller in advance so that alternate arrangement can be made for avoiding any inconvenience to the user.

9. Every weight or measure is to be verified in a clean condition and the Inspector shall require the owner or user to make necessary arrangement for the purpose. He can also instruct his Manual Assistant to visually inspect the weight or measure for ensuring the cleanliness and proper leveling etc.
10. During verification if the weight or measure is found to be accurate/ within permissible error and as per specification prescribed, such weight or measure shall be stamped by the Inspector.

But if it is found that the weight or measure which being due for re-verification has not been presented for such re-verification or which is found to be not within permissible error and does not confirm to the standard established by or under the Act, the Inspector shall return the same by putting obliteration stamp on such weight or measure to the user. But where defect or error in such weight or measure is not such as to require immediate obliteration of the stamp, he shall inform the user of the defect or error found in the weight or measure calling upon him to remove the same within a period of seven days as prescribed..

11. If the defect or error is removed by the user so as to make the weight or measure confirm to the standards established by or under the Act, Inspector shall verify and stamp such weight or measure on payment of the fee as specified.
12. If the user fails to remove the defect or error within that period, the Inspector shall obliterate the stamp. The obliteration of the stamp on such weight or measure would not take away or abridge the power of Inspector to seize such weight or measure in accordance with the provisions of the Act.
13. If after testing and verification, the Inspector is satisfied that weight or measure conforms to the standard established by or under the Act, he shall stamp every weight or measure with the stamp of uniform design issued by the Controller which shall indicate the number allotted for administrative purpose to the Inspector by whom it is stamped. While

doing so he shall mark the year and its quarter of stamping and Inspector Number stamp on every verified weight or measure.

14. All the four quarter of the year shall be marked as A (Jan, Feb , March), B (April, May, June), C (July, August, September), D ( October, November, December)
15. On completion of verification and stamping, the Inspector shall prepare and issue the verification certificate and separate certificate in case of rejection with reasons thereof in the form set out in SCHEDULE-XVI. The certificate of verification so issued is required to be displayed at a conspicuous place where the weight or measures are used.
16. The verification certificate shall include following additional details in case of:
  - non automatic weighing instruments – max. capacity, min. capacity, ‘e’ value (verification scale interval) and accuracy class, serial number ,Model Approval Number and brand/ make.
  - non automatic measuring instruments – max. flow rate, name of the product to be dispensed, serial number, Model Approval Number and brand/ make.
  - Meters for liquid other than water – flow rate, closing totalizing reading at the time of verification, name of the product to be dispensed, serial number, Model Approval Number and brand/make.
  - Tank lorry – Chassis no., engine number vehicle number, number and sizes of front and rear tires, tank size in meter, number of compartments, compartment wise tank capacity, compartment wise proof mark, compartment wise dip mark and other information as per the guidelines issued by the Controller.
  - During first verification of new weight or measure of a user, duly self attested copy of the purchase bill from the user, be taken on records and particulars regarding invoice or bill

number, name/address and license number of manufacturer/dealer etc., be mentioned on Verification certificate.

- During verification of the weight or measure duly repaired by the Repairer, complete particulars of Name/address ,License Number , Amount of Repair Charges received/AMC to be received along with Repairer Receipt Number ,should be written on particular Verification certificate as well as on office copy, for transparency and ease of verification of these entries in the LR-4 register

17. In case a certificate of verification is lost or destroyed, the holder of the same can apply for issuance of duplicate certificate on payment of Rs 50/- as fee. Inspector shall issue to the applicant a duplicate copy of certificate of verification marked “Duplicate”

#### **Verification and Stamping At Premises Other Than Office/Camp Office**

The weight or measure which cannot or should not be moved or shifted from its location shall be verified and stamped by the Inspector on receiving at least 30 days prior intimation request in writing from the user in the Performa given in **ANNEXURE XIV**, before the due date of verification.

On receiving a request in Performa as provided in **ANNEXUREXIV** as aforesaid from user for verification of the immovable weight or measure at user's premises, the Inspector may visit the user's premises and verify the weight or measure, charging the fee as prescribed in **SCHEDULE XVII** of the Punjab Legal Metrology(Enforcement) Rules, 2013 and the expensive incurred.

For verification of such weight or measure at the place of its location, the user of the same shall provide all such facilities as may be specified by the Controller.

The State Controller has not so far issued or specified any such facilities to be provided but he/she may specify the requisite facilities to be so provided in terms of **Rule 6(3) of the Punjab Legal Metrology (Enf.) Rules, 2013.**

***EXCEPT PROCEDURE OF CHARGING THE FEE AND RECOVERY EXPENSES INCURRED FOR ALL OTHER MATTERS, THE PROCEDURE PRESCRIBED IN RESPECT OF VERIFICATION OF WEIGHT OR MEASURE IN OFFICE SHALL BE APPLICABLE MUTATIS – MUTANDI (SIMILAR).***

#### **Fee for Verification At User's Premises**

If at the request of a person having weight or measure in his possession, the verification is done at his premises, an additional fee shall be charged at half the rate specified in SCHEDULE -XVII of the Punjab Legal Metrology (Enf.) Rules, 2013 and the said person/user shall also bear all the expenses incurred by the Inspector for visiting the premises including the cost of transporting and handling the working standard and other equipment subject to a minimum of Rs 100/- (one Hundred). But where verification/re-verification of a weigh bridge is done with mobile test kit (vehicle fitted with crane) an additional fee at the rate of Rs. 3000/- (Three thousands) shall be charged.

No additional fee is chargeable for verification and stamping of weights and measure in case of vehicle tanks for petroleum products, and other liquids, Meter for Liquid other than water (Fuel Dispenser, Liquid Petroleum Gas, Milk Dispensers), Compressed Natural Gas Dispensers, Non-automatic Weighing Instruments like Dormant Platform Machines, Crane Scale, Automatic Gravimetric Filling Instruments, Discontinuous Totalizing Automatic Weighing Instruments and such other weight or measure which cannot, and should not be moved from its location.

In case of outdoor verification and stamping the Inspector shall take following steps:

1. He shall take with him test weights or measures and other testing equipments as provided by the Controller, depending upon the type and capacity of weight or measure to be verified.
2. Where the test load provided to Inspector is not sufficient to verify or test weight or measure such as Weighbridges, Platform Machines, Crane Scales, etc., Inspector shall intimate the owner/user to make

necessary arrangement for the purpose. The format for intimation letter is given in **ANNEXURE- XV**.

3. During visit to the premises, if the Inspector finds that no testing facility and necessary manpower is made available, he shall refuse to carry out the work of verification and stamping. On subsequent application and making necessary arrangement, Inspector shall again charge the expenses incurred for visiting the premises and carry out the work of verification and stamping.
4. After verification, if the Inspector is satisfied that the weight or measure conforms to the standards established under the Act and Rule, he shall stamp the weight or measure and if necessary, seal the same.
5. The Inspector shall cause to prepare the verification certificate, with the help of Manual Assistant, in the prescribed format set out in S-XVI of the Punjab Legal Metrology (Enf.) Rules, 2013 and issue the same to the user immediately.

#### **Validity of Weights and Measures Duly Verified Stamped and Use Thereof**

1. A weight or measure which is duly verified and stamped is deemed to conform to the standard established by or under the Act at every place within the State in which it is stamped, unless it is found on inspection or verification that such weight or measure has ceased to conform to the said standard.
2. A duly verified and stamped weight or measure does not require to be re-stamped merely for the reason that it is being used at any place within the State other than the place, at which it was originally verified and stamped. But where such a verified weight or measure installed at one place is dismantled and re-installed at a different place, it shall not be put into use without verification and stamping. The dismantling or reinstalling cannot be done without prior intimation in writing to the Controller or any other person authorized by him in this behalf.



3. Similarly where a verified weight or measure is repaired, the same cannot be put into use unless or until it is re-verified and stamped, notwithstanding that periodically re-verification of such weight or measure has not become due.
4. Every weight or measure is required to be used in neat and clean condition and in proper lighting arrangement.
5. To ensure proper check of the accuracy of the weighing instrument, the user shall keep at the site of each weighing instrument duly verified and stamped weights equal to one tenth or one ton, whichever is less, of the capacity of the instrument and the consumer can also check the accuracy of the weighing instrument.
6. To ensure proper delivery of the petrol/diesel pumps, the retail dealer of the pump shall keep a verified 5 litre/ 10 litre capacity measures at his premises and check the delivery from the pump every day to ensure its correct delivery. In case of any short delivery, he is required to stop the delivery through the pump immediately and inform the Inspector concerned to re-calibrate the pump with intimation of concerned oil company's officer.

### **Initial Verification (New or Modified)Weight or Measure**

#### **Meter For Liquids Other Than Water Including Fuel Dispensers.**

Inspector shall satisfy himself about the following documents along with company technician before undertaking verification and stamping of newly installed petrol pump or flow meter. Before verification and stamping Inspector shall take required permission from the Controller Legal Metrology or Officer authorized in this behalf in prescribed Performa at ANNEXURE-XX

1. Request letter from Company Officers.
2. Model Approval Certificate
3. Importer registration, if the dispensing unit is imported.
4. NOC from concerned authorities such as Collector/Municipality/ Corporation to install the said dispensing unit.
5. Explosive license from the concerned authority.
6. Challan/Money receipt of verification and stamping fees.

**New Weighing and Measuring Instruments like Static Weigh bridge, In – motion road Weigh bridge, In-motion Rail Weigh bridge, type etc.**

Inspector shall satisfy himself about the following documents, before undertaking verification and stamping of newly installed weighbridge. The Inspector shall take required permission from the Controller Legal Metrology or Officers authorized in this behalf in prescribed Performa given at **ANNEXURE-XXI**

- Request letter from owner/owners.
- Model Approval Certificate.
- Purchase Bill.
- Importer's registration, in case of imported weight or measure.
- Availability of test load as required under the Legal Metrology (General) Rules, 2011.
- NOC from concerned authorities such as Collector/Municipality/ Corporation to install such weight or measure.
- Challan/Money receipt of verification and stamping fees, deposited.

**Procedure for Verification of Vehicle Tank Lorries;**

The Department has also issued guidelines as per ANNEXURE-IV regarding the procedure to be followed for verification/calibration of vehicle tank lorries vide Memo No. 3802-08 dated 19.11.2013.