

Guidelines/ Instructions for Verification of Weights and Measures:

{For Dealers/Manufacturer of Weights and Measure/ Pertains to those cases where Weights and Measures or weighing and measuring Instruments are installed at the premises of the Purchaser by Dealers/Manufacturer and require first verification at the site of installation e.g. Fresh Petrol Pumps / Fresh Weighbridges etc.}

1. Every person having any weight or measure or weighing and measuring instrument in his possession, custody or control in circumstances indicating that such weight or measure is being or is intended or is likely to be used in any transaction or for protection shall have such weight or measure or weighing and measuring instruments verified on payment of such fees as specified in the Schedule-X of the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009. **Click here for fee structure.**
2. Facility for verification of most of the Weights and Measures or Weighing and Measuring Instruments is available at every district or sub-district level. However, facilities for several specified Weights and Measures or Weighing and Measuring Instruments are available at Divisional Level or UT level and the applicant Dealer/Manufacturer/purchaser shall have to choose verification Offices carefully keeping in view the availability of verification facility for such specified Weights and Measures or Weighing and Measuring Instruments. **Click here for details of Verification Offices for various categories of weights or Measures or Weighing and Measuring Instrument.** The applicant Dealer/Manufacturer/purchaser shall not choose other weights or Measures or Weighing and Measuring Instrument (s) while applying for verification of following:
 - a) Vehicle Tanks.
 - b) Weighbridges.
 - c) Autorikshaws.
 - d) Mobile Bowsers.
3. The applicant Dealer/Manufacturer/purchaser in the online application apart from filling other details shall have to upload in pdf format from document Manager the following mandatory Documents:
 - a) ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence).
 - b) Manufacture/Purchase/Sale Document
 - c) License Copy of Dealer/Manufacturer of Weights and Measure.
 - d) Certificate of Model Approval from Director Legal Metrology New Delhi (if required under rules).

- e) For fresh Vehicle Tank/Auto-Rikshaws/Auto-Faremeter- documents related to Registration Certificate from Transport Department.
 - f) For fresh Dispensing Units (Petrol pumps), Letter of Appointment of Dealership/Intent letter from concerned Oil Marketing Company, NOC from District Authority, and Request Letter from Sales Officer of the Oil Marketing Company. However, verification officer may check other related documents at the time of physical verification.
4. Every applicant Dealer/Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, shall have to apply online for such verification in the same quarter in which the such Weights or Measures or Weighing and Measuring Instruments have been manufactured/purchased. If applicant Dealer/Manufacturer/purchaser applies after the prescribed time period, she/he shall have to pay late fee equal to 50% of the prescribed fee for every quarter (every 90days) in addition for the prescribed fee.
 5. Every applicant Dealer/ Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, shall have to present his/her Weights or Measure or Weighing and Measuring Instrument in the Working Standard Lab/Verification Office/ on the date of Physical verification communicated online by the concerned verification Officer, if such Weights or Measures or Weighing and Measuring Instruments of the applicant are movable. However, in view of exigency and time constraints, the Verification officer may sometime reschedule date already communicated and communicate a fresh date for such verification.
 6. If the applicant Dealer/Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, applies for verification of his/her Movable Weights or Measure or Weighing and Measuring Instrument at his/her premises, he/she shall have to:
 - a) Pay additional fee at the rate of full fee applicable for Weights or Measure or Weighing and Measuring Instrument intended for such verification.
 - b) Provide suitable mobility for transporting Lab Instruments from the office of verification officer to the premises of the applicant and back to the office of the concerned verification officer as per the schedule communicated for physical verification. However, in view of exigency and time constraints, the Verification officer may sometime reschedule date already communicated and communicate a fresh date for such verification.
 - c) provide suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.

7. If the applicant Dealer/Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, applies for verification of Weights or Measure or Weighing and Measuring Instrument which required verification at the site of installation at the premises of the purchase applicant, applicant Dealer/Manufacturer/purchaser shall have to:
 - a) provide suitable mobility for transporting Lab Instruments from the office of verification officer to premises of the applicant and back to the office of the concerned verification officer as per the schedule communicated for physical verification. However, in view of exigency and time constraints, the Verification officer may sometime reschedule date already communicated and communicate a fresh date for such verification.
 - b) provide Suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
8. At the time of verification, Weights or Measure or Weighing and Measuring Instrument presented to the Verification Officer shall be in neat and clean condition and if necessary, the concerned verification officer shall require the applicant of W&Ms to make necessary arrangements for cleaning.
9. Weights or Measure or Weighing and Measuring Instrument which conform to the prescribed standards established under Legal Metrology Act, 2009 and Legal Metrology (General Rules), 2011 shall be stamped with prescribed codes and online certificate downloadable within 48 hours will be issued by concerned verification Officer.
10. If the Weights or Measure or Weighing and Measuring Instrument doesn't conform to the prescribed standards established under Legal Metrology Act, 2009 and Legal Metrology (General Rules), 2011 at the time of such verification, the concerned verification officer shall reject such Weights or Measure or Weighing and Measuring Instrument and issue an online 'rejection certificate' downloadable within 48hours. However, in case, the defects so observed are repairable/removable, the concerned verification officer shall return such Weights or Measure or Weighing and Measuring Instrument to the applicant; informing him/her online of the defects/errors in his/her Weights or Measure or Weighing and Measuring Instrument who may get the same removed from the concerned Manufacturer /authorized Repairer of Weights or Measure or Weighing and Measuring Instrument.
11. If the necessary repairs /adjustments are completed within the seven days and application is resubmitted and such Weights or Measure or Weighing and Measuring Instrument (s) is/are presented within prescribed period, shall be verified on payment of

additional fee at the rate of 50% of the fee prescribed fee for such Weights or Measure or Weighing and Measuring Instrument (s) and after the prescribed time, full fee shall be charged as per Sch. X of the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009.

12. For Verification of Vehicle tank, the applicant Purchaser shall have to bear the charges on account of filling of water into different chambers of such Vehicle tank for the purpose of obtaining necessary readings for such verification/recalibration. Such water filling facilities (Calibration Towers) are under the management of private player on competitive market basis. Applicants can choose any available calibration Tower/plant for filling of water into his/her vehicle tank for the purpose of Calibration.
13. For verification of Weigh-bridges, the applicant Dealer/Manufacturer/purchaser shall have to bear Mobile Testing kit charges (User charges) (to be paid online along with prescribed application fee) at the rate of Rs.2000/ (Two thousand only) per Weigh-bridge in addition to the prescribed fee/application fee as per Sch. X of the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009.