

WM-9(6)/2011
Government of India
Department of Consumer Affairs
Ministry of Consumer Affairs, Food & Public Distribution
Legal Metrology Division

Krishi Bhawan, New Delhi-01

Dated: 8.10.2013

Subject: - Guidelines for the Approval of Government Approved Test Centre

All applications for new, renewal and any change in the certificate of Approval of Government Approved Test Centre will be submitted to this office in triplicate either directly or through Controller of Legal Metrology of the State Government. The applicant has to obtain repairing license from the State Government if he wishes to repair the weights and measures.

2) All applications should accompanied with attested copies of the Current Rent agreement or tax receipt relating to business premises, current receipt for Tax on profession, employment, three copy of stamp size photograph of the owner/ owners duly signed by the concerned person (s).

3) In case of Non-Automatic Weighing Instrument (Class-III & IIII), Beam Scale, Counter Machine, Tape Measures and weights, the application should be forwarded by the Controller of Legal Metrology of the State Government.

In case the application is submitted directly to the Director, then Director will forward a copy of the application to the concerned Controller for his comments. The Controller has to submit his comments within 15 days of the issue of the letter, otherwise it will be presumed that there are no comments to offer and the application will be considered for further necessary action.

(4) Attested Xerox copy of the 'Partnership deed' or Memorandum & Articles of Association where ever necessary should be submitted with the application.

(5) In case of new Approval of Government Approved Test Centre copy of educational qualification, experience certificate, list of tools and equipments possessed by the applicant should be attached with the application. A schematic diagram with surrounding locations of the premises should be enclosed with the application. The drawing should be in proper scale.

(6) The experience certificate should be provided by the Controller or any authorised person working in the field of Legal Metrology.

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(7) Further it should be confirm that the proposed place is only used by the applicant alone and no other concern is sharing the place with the applicant for any purpose. A copy of Deed of Agreement between the tenant and the owner of the premises or the Tax receipt of the proposed premises should be enclosed.

(8) In case of change of address the application should be forwarded with the supporting documents i.e. suitability of the space for the said purpose.

(9) Applicant may submit photo copy of the Voter ID card or any other document for authentication of his/her age, residential address and citizenship.

10) Whatever may be prayed in the application, before recommending the application for grant of certificate the inspecting officer should made clear recommendation with particulars considering the capacity of the applicant.

11) Applicant/ employee of Government Approved Test Centre may be asked for training from any Government approved institute/ training centre or from I.I.L.M. Ranchi, at his own cost/ expenses.

12) In the matter of disposal of applications for the Government Approved Test Centre the time limit will be 45 days from the receipt of the application for approval.

If the application cannot be recommended, the reason thereof should be clearly intimated to the applicant by Director (Legal Metrology) explaining the cause of refusal with an intimation to concerned Controller of Legal Metrology.

13) The Government Approved Test Centre shall issue separate verification certificates individually (one certificate for one machine) for all the Weighing and Measuring Instruments verified and that original verification certificate should be handed over to the customer/ ultimate user. Every Government Approved Test Centre should display current stock at its office

14) In application for approval of Government Approved Test Centre, area of operation should be given by the applicant, which may be equal to one area of jurisdiction of one Inspector of Legal Metrology of the State but may be extended upto one District as per the recommendation of the Director Legal Metrology or his authorised officer. The area of jurisdiction as prayed by the applicant should be thoroughly examined by the concern officer and should be clearly mentioned in recommendation considering the capacity of the applicant. There will be one GATC for one type of weight and measure in the area of jurisdiction.

15) In case of inclusion of any new weight or measure in the existing certificate of Government Approved Test Centre, the fresh application will be submitted to the Director of Legal Metrology will all details and application fee as prescribed in the rules.

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16) Director (Legal Metrology) or his authorised officer may issue Photo Identity card to the applicants of Government Approved Test Centre. The Government Approved Test Centre should issue Photo Identity card/ authorization to his employees for identification at the time of work.

17) The equipments or standards available with the Government Approved Test Centre should be verified by Regional Reference Standards Laboratory or Secondary Standard Laboratory of the State Government.

18) If the verification of Weights and Measures is done outside its authorized premises, then conveyance charges should be paid by the traders/ industries.

19) The importers of weights and measures may not be allowed to apply for a GATC, whereas manufacturers of weights and measures may apply for approval of GATC for first verification of their own weights and measures.

20) In the first phase of the approval of the Government Approved Test Centre, the Regional Reference Standard Laboratories, working under the direct administrative control of the Department and responsible for the verification and maintenance of standard equipments, will verify the following weights and measures, which are not verified by the State Government:

- (i) Water meter
- (ii) Sphygmomanometer
- (iii) Clinical Thermometer
- (iv) Load Cell

21) In the first phase of the approval of the Government Approved Test Centre, the tape measures and Automatic Rail Weighbridges will not be verified by a GATC.

22) This issues with the approval of Hon'ble Minister of State (Independent Charge) for Consumer Affairs, Food and Public Distribution.

Ashutosh Agarwal

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To:

All concerned