

## **Guidelines/ Instructions for Re-Verification of Weights and Measures:**

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 periodically re-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 re-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 applicant/Investor shall have to choose verification Offices carefully keeping in view the availability of re-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/Investor shall not choose other weights or Measures or Weighing and Measuring Instrument (s) while applying for re-verification of following:
  - a) Vehicle Tanks.
  - b) Weighbridges.
  - c) Autorikshaws.
  - d) Mobile Browsers.
3. The applicant/Investor 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) Last verification/re-verification Certificate
  - c) Purchase Bill of the Weight or Measure or Weighing and Measuring Instrument (s) if the applicant is applying for first re-verification after purchase from Dealer / Manufacturer of Weights and Measures.
  - d) Certificate of Model Approval from Director Legal Metrology New Delhi (if prescribed for particular Weights or Measure or Weighing and Measuring Instrument) and applying for first re-verification after purchase from Dealer / Manufacturer of Weights and Measures.

- e) For vehicle Tank/Auto-Rikshaws/Auto-faremeter- Valid Registration Certificate from Transport Department.
  - f) For Dispensing Units (Petrol pumps), Request Letter from Sales Officer of the concerned Oil Marketing Company.
4. Every applicant/Investor intending for re-verification of his/her Weights or Measure or Weighing and Measuring Instrument, shall have to apply online for such re-verification 30 days before due date of re-verification (mentioned on previous verification certificate). If applicant/Investor applies after due date, 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 shall have to present his/her Weights or Measure or Weighing and Measuring Instrument in the Working Standard Lab/Verification Office/approved Camp office at the date of Physical Re-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 re-verification.
  6. If the applicant applies for re-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 Re-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 re-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 re-verification.
    - c) provide Suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
  7. If the applicant applies for re-verification of Weights or Measure or Weighing and Measuring Instrument which cannot and should not be moved from its installation at the premises of the applicant, he/she 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 re-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 re-verification.
- b) provide suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
8. The department may install In-situ-camp in certain areas for re-verification of Weights or Measure or Weighing and Measuring Instrument subject to the following conditions:
- a) If association of applicants/Investors comprising not less than 20 from a particular area, make a request for such re-verification.
  - b) If applicants choose camp option in online application form and apply within week of the requests made for such camp.
  - c) If association of applicants/Investors provide suitable space at the site of proposed camp for keeping Lab Instruments and conducting such re-verification.
  - d) If association 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 online for physical re-verification.
  - e) If association provide suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
- However, the department may reject any such request for installation of In-situ camps in view of the exigencies/unsuitability for such camp and in that case the applicants having applied for such re-verification at such proposed camp shall have to present his/her Weights or Measure or Weighing and Measuring Instrument in the verification Office on the date communicated online by the verification Officer.
9. At the time of re-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.
10. 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.
11. 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 re-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 authorized Repairer of Weights or Measure or Weighing and Measuring Instrument.

12. If the necessary repairs /adjustment is 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 re-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.
13. For re-verification of Vehicle tank, the applicant 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 re-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.
14. For re-verification of Weigh-bridges, the applicant 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 thousands 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.