<u>LEGAL METROLOGY DEPARTMEN KARGIL</u> Information handbook under Right To Information Act 2009

Introduction:

1.1) Please throw on the background of this handbook (Right to Information Act 2009) This handbook partially meets the mandates of the Right to Information Act 2009 when the Act comes into effect on 20th of March 2009. Maiden attempt is made to publish information and unveil the working of the office of Deputy Controller Legal Metrology, Kargil for the information of any citizen of state concerned with Legal Metrology Department Kargil. The entries in the handbook will be updated from time to time to depict a clear and up to date picture of this organization.

1.2) Object/purpose of this handbook:

To provide such quantity/qualitative information about the function, aims and objectives of Legal Metrology Kargil which is required to be published within 120 days from the enactment of the Right to Information Act 2009.

1.3) Who are the intended users of this Handbook:

Any citizen of state who desire to obtain information on Legal Metrology Kargil.

1.4) **<u>Definition/items used in this handbook</u>**:

D.C means Deputy Controller.

L.M means Legal Metrology.

I.L.M means Inspector Legal Metrology.

M.A-I means Manual Assistant Grade-I.

M.A-II means Manual Assistant Grade-II

PIO means Public Information Officer.

Public Authority means any authority or body or institution of Government establishment.

Act means Jammu and Kashmir Right to Information Act 2009.

Government means the Government of Jammu and Kashmir

LAHDC means Ladakh Autonomous Hill Development Council.

Information means any material in any form including records, documents, memos, opinions, advices, circulars, orders, reports, data's, material held in any electronic forms and information relating to any official which can be accessed by a public authority under any law or the time being in force.

1.5) Contract person in case somebody wants to get more information on topic covered in the handbook as well as other information Also:

- 1. **Deputy** Controller Legal Metrology Department Kargil 01985-233158
- 2. Inspector Legal Metrology Kargil.

1.6) Procedure and fee structures for getting information not available 3 in handbook:

The applicant may contract Assistant Director Information Department Kargil who has been appointed as Public Information Officer at District level under rules 5(2) of Jammu and Kashmir Right to Information Act 2009 by order of Deputy Commissioner/Chief Executive Officer, LAHDC Kargil and submit an application providing such details as would enable the Public Information Officer to locate the required information and specify in what form issued be provided. The Public Information Officer after location the information shall intimate to the applicant the fees required for making copies and ask him to deposit the amount in full. Thereafter within the reasonable time the Public Information Officer shall provide the information to the applicant. The fees to be estimated by the Public Information Officer at the prevailing rate for applicable for obtaining copies from District Courts or any reasonable criteria of there is no prevailing market or court

CHAPTER-2 Powers and duties of Officers and Employees:

Designation	Deputy Controller			
Powers	Administrative	1. Overall office administration as head of the department.		
		2.Sanction of admissible leaves to the officials.		
		3.APRs of the officials.		
	Financial	1.As per Jammu and Kashmir Book of financial powers.		
		2.Implementation of Jammu and Kashmir CSR and		
		financial code of the state.		
		3.Perform the function of Drawing and Disbursing Officer.		
	Others	The Assistant Controller Legal Metrology Leh authorized to		
		compound the cases registered by Inspector Legal Metrology		
		Leh, offences under Section 18, 39, 40, 41, 42, 44, 45, 46, 47,		
		48, 51, 52, 54, 59 and sub-section 72 of the Jammu & Kashmir		
		Weights & Measures(Enforcement) Act 1997.		
Duties		1.Complete control over the Legal Metrology's related the		
		whole District.		
		2. Inspection of commercial establishment under Jammu &		
		Kashmir Weights & Measures (Enforcement) Act 1997.		

Powers and duties of officials

Designation	Inspector		
Powers	Administrative	Complete control over the subordinate.	
	Financial	-	
	Others	-	
Duties		1. Checking of commercial establishments.	
		2. Verification/stamping of all type of Weights &	
		Measures, Weighing & Measuring instruments.	
Designation	Manual Asstt-I		
Powers	Administrative	-	
	Financial	-	
	Others	-	
Duties		1.Preparation of Budget estimates.	
		2.Preparation of bills.	
		3.To maintain records like service books, cash book,	
		G.P.F/SLI pass books and other registers.	
Designation	Manual Asstt-II		
Powers	Administrative	-	
	Financial	-	
	Others	-	
Duties		1.To maintain office record of Inspectorate viz cash	
		book, seizure, book and other registers.	
		2.To assist Inspection in the field as well as	
		stamping work.	

Designation	Orderly		
Powers	Administrative	-	
	Financial	-	
	Others	-	
Duties		1.To remain punctual.	
		2.to keep office Chamber neat and clean.	
		3.aviod personal work when sent on official duty.	
		4. Must not leave office without prior permission.	
		5.Polite and respectful toward officer, staff official and general public.	
		6.To switch off lighting and heating apparatus at the	
		close of office hour.	
		7.To keep office furnitures, computers and other	
		office items.	

CHAPTER-3

Rules, Regulation, Instruction, Manual and Records for discharging functioning:

Name of documents:

- 1. Jammu & Kashmir Civil Service Regulation Volume I.
- 2. Jammu & Kashmir Civil Service Regulation Volume II.
- 3. Jammu & Kashmir Financial Code Vol. I.
- 4. Jammu & Kashmir Financial Code Vol. II
- 5. Jammu & Kashmir Leave Rule.
- 6. Jammu & Kashmir G.P. Fund Rule.
- 7. Govt. Service Conduct Rule.
- 8. The Standards of Weights and Measures (Enforcement) Act and Rules.

9.

Brief write-up on the documents: Documents listed above from S. No. 1 to 7 are common to all the Government departments. Documents S. No. 8 is specially meant for Legal Metrology Department only.

The Books from S.No. 1 to 7 can get from Superintendent Stationary Depots and S. No. 8 may get other law book shops.

CHAPTER-4

A statement of boards, council, committees and other bodies Constituted:

The Department is comes under the controlling of Deputy Commissioner/Chief Executive Officer Ladakh Autonomous Hill Development Council Kargil in allocation of budget and directly administrative control in all aspects. As there is no separate boards, council, committees as or other bodies composed for, by the department itself.

CHAPTER-5:

The name, designation and other particulars of the:

1) Public Information Officers:

1. Name:	Shri Rigzen Choldan
2.Desigantion:	Inspector
3.STD Code:	01985
4.Phone No. office	233158
5. Fax	-
6.E-mail	-
7.Address (office)	Inspector Legal Metrology Department Kargil
	Qatilgarh Complex

(II) Department Appellate Authority:

1.Name:	Shri Mohd. Baqir
2.Designation:	Deputy Controller
3.STD Code:	01985
4.Phone No.	233158
5.Fax	-
6.E-Mail	
7.Address (office)	Deputy Controller Legal Metrology ladakh
	Qatilgarh Complex Kargil

CHAPTE-6:

The monthly remuneration received by each of the Officers and employees of Ladakh Affairs Department:

S.No.	Name	Designation	Monthly
			remuneration
1.	Shri Mohd. Baqir	Deputy Controller	₹ 49070
2.	Shri Rigzin Choldan	Inspector.	₹ 30729
3.	Shri Zakir Ahmad	Orderly	₹ 13447