

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER  
AFFAIRS & LEGAL METROLOGY, U.T. CHANDIGARH**

**PUBLICATION OF INFORMATION REGARDING ITEMS  
SPECIFIED IN RULE 4(i) (b) (iv) OF THE RIGHT TO  
INFORMATION ACT, 2005**

(The norms set for the discharge of its functions)

<b>Sr. No.</b>	<b>Name of the service being provided</b>	<b>Given time limit for delivery of each service (no. of working days)</b>	<b>Designation of the designated officer</b>
<b>1.</b>	<b>Enrolment under DBT</b>	<b>07 days</b>	<b>Incharge DBT Branch</b>
<b>2.</b>	<b>Validation of beneficiary by GoI</b>	<b>05 days</b>	<b>PFMS (GoI)</b>
<b>3.</b>	<b>Addition/Deletion of members</b>	<b>01 day</b>	<b>Concerned area Inspector</b>
<b>4.</b>	<b>Change of address</b>	<b>04 days</b>	<b>Concerned area Inspector</b>
<b>5.</b>	<b>Change of Head of Family/ change of name</b>	<b>02 days</b>	<b>Concerned area Inspector</b>
<b>6.</b>	<b>Standardization of commercial, Weights &amp; Measures in the Working Standard Laboratory</b>	<b>On the spot</b>	<b>Inspector Legal Metrology</b>
<b>7.</b>	<b>Verification and Stamping of Weights &amp; Measures at site</b>	<b>First come first served basis as per applications by the Trader</b>	<b>Inspector Legal Metrology</b>
<b>8.</b>	<b>Issue of Licenses for Manufacturers/ Repairers/Dealers of Weights and Measuring Instruments</b>	<b>2 Months</b>	<b>Inspector Legal Metrology</b>
<b>9.</b>	<b>Renewal of Licenses for Manufacturers/ Repairers/Dealers of Weights, Measures, Weighing and Measuring Instruments.</b>	<b>2 Months</b>	<b>Inspector Legal Metrology</b>
<b>10.</b>	<b>Registration Certificate as Manufacturer/ Packers/Importers</b>	<b>30 Days</b>	<b>Inspector Legal Metrology</b>