

Controller of Legal Metrology & Consumer Protection

MANUAL -I

PARTICULARS OF ORGANIZATION , FUNCTIONS AND DUTIES .

Name of the Organization: **Controller of Legal Metrology & Consumer Protection.**

FUNCTIONS :

As the name itself implies the Metrological Acts and Rules passed by Parliament as well as by State Legislative Assembly are enforced by the Department in the State. Along with the allied Acts & Rules , the Packaged Commodities are also enforced .

OBJECTIVES :

The main Objectives of the Legal Metrology & Consumer Protection are to gear up various potentialities in which the services of the organization can be available to meet the increasing field activities of Trade & Commerce and the Industries in the State with proper implementation of the Statutory provisions of Standards of W&M Acts & Rules including the Consumer Protection Acts/Rules .

DUTIES OF THE DEPARTMENT :

To enforce the Standards of W&M Acts/Rules and the Consumer Protection Act/Rule in the State the Department performs the following duties :-

For Legal Metrology :

- (i) To strengthen the W&M Administration and Enforcement Activities by implementing the provisions under the Standards of Weights & Measures Acts/Rules in the State which include the Packaged Commodities Rules .
- (ii) To popularize the importance and compulsory use of Metric System in Trades & Commerce .
- (iii) To conduct Annual Verification /Re-verification & Stamping on all Weights & Measures Instruments and to calibrate all Tank Lorries .
- (iv) To launch Prosecutions against the unscrupulous Traders for malpractices and impose Compounding fines on them .
- (v) To maintain Central Standards Laboratory Located in the Head Office including all Secondary Working Standards Laboratories Located at the District Headquarters .

For Consumer Protection .

- i) To implement the provisions of Consumer Protection Acts, 1986 and Rules, 1987.
- ii) To Redress the Consumer Disputes /Grievances within time bound frames .
- iii) To create mass awareness about Consumer Rights and to educate the public by organizing Seminars /Workshops ,etc.

iv) To encourage Consumer Communities to form Voluntary Organization/Societies for strengthening the Consumer Movement .

v) To observe World Consumer Rights Day and National Consumer Day .

Address of the Head of Office and District Offices .

Name of Office

Location

DIRECTORATE

1. Office of the Controller of Legal Metrology & Consumer Protection , Kohima, Nagaland. Kohima (State Capital)

DISTRICT OFFICES:

1. Office of the Asstt. Controller, LMCP.	-	Kohima
2. Office of the Deputy Controller, LMCP	-	Dimapur
3. Office of the Asstt. Controller, LMCP	-	Mokokchung
4. Office of the Asstt. Controller, LMCP	-	Tuensang
5. Office of the Asstt. Controller ,LMCP	-	Mon
6. Office of the Asstt. Controller, LMCP	-	Wokha
7. Office of the Asstt. Controller, LMCP	-	Zunheboto
8. Office of the Asstt. Controller, LMCP	-	Phek .
<u>Total</u>		<u>- 9 (nine) Offices.</u>

INSPECTORATE ESTABLISHMENT OF OFFICE FOR NEW DISTRICTS:

The Department proposed to establish 3 (three) New District Office at Kipheri , Longleng and Peren in phased manner during the 11th Plan period with the creation of the following posts at the Inspectorate Level :-

<u>Name of Post</u>	<u>Scale of Pay</u>	<u>Nos. of Posts.</u>
1. Inspector	- 4500-7000	3 (three)
2. L.D.A	- 3050-4500	-do-
3. Computer operator	- 3050-4500	-do-
4. Manual Asstt	- 2610-3540	-do-
5. Peon	- 2550-3200	-do-
6. Chowkidar	- 2550-3200	-do-
<u>Total</u>		<u>18 (eighteen) Post</u>

For Consumer Protection Wing in the Directorate the following posts are proposed:

<u>Name of Post</u>	<u>Scale of Pay</u>	<u>Nos. of Post</u>
1. Deputy Director	10,000-15,200	1 (one)
2. Superintendent	8,000-13,500	1 (one)
3. U.D.A	4500-7000	1 (one)
4. L.D.A	3200-4900	1 (one)
5. Driver	2750-4400	1 (one)
6. Peon	2550-3200	1 (one)
<u>Total</u>		<u>6 (six)</u>

MANUAL -2**POWERS AND RESPONSIBILITIES OF OFFICERS.**

<u>Sl.No</u>	<u>Name & Designation</u>	<u>Powers & Responsibilities</u>
1.	Ex-Officio Controller	- All Administrative including Financial Powers being Head of Department.
2.	Addl.Controller	- Head of the Office General Administration of the Department , all Technical & Enforcement Matters and DDO.
3.	Deputy Controller	- General Administration of the Directorate .
4.	Deputy Controller	- He is in charge of Central Standards Laboratories maintained in the Head Office as well as all the Districts , Technical matter.
5.	Registrar	- He is overall in charge of all Establishment /Account Matters.
6.	Superintendent	- He Supervise for all the Ministerial Staffs for dischargement of duties & assignment
7.	Assistant Superintendent	- He is the Nodal Officer for the Department

WORK DISTRIBUTION AMONGST THE STAFF IN THE ESTABLISHMENT OF THE CONTROLLER OF LEGAL METROLOGY & CONSUMER PROTECTION , NAGALAND, KOHIMA .

<u>Name of staff with Designation</u>	<u>Subject matters to be dealt with</u>	<u>Branch</u>
1. Shri. K. Kehie ,Superintendent	-1. Annual & Revised Plans 2. Custodian of Annual Confidential Reports. 3. Maintenance of Casual Leave 4. Supervisor of official work.	
2. Shri. Z. Silie ,Asstt .Superintendent-1)	P.A.C. Correspondence. 2) Audit Reports. 3) Tools & Equipments 4) Works & Housing Programmes	
2. Smti. Atula ,UDA	-1. Handling of Cash & Treasury Transactions . 2. Budget Estimate /Revised estimate 3. Reconciliation of Figures , 4. Declaration of D.D.O.	<i>Account</i>

- | | | |
|----------------------------|-----|--|
| 3. Shri. Kehoyi,UDA | -1) | Annual Administrative Report <i>Establishment</i> |
| | 2) | Appointment of Grade. III & VI Employees and D.P.VC. |
| | 3) | Govt. Circulars/Notifications/Orders/ Office Memorandum. |
| | 4) | Pension matters . |
| | 5) | Direct Recruitment. |
| | 6) | A.T.I. Trainings |
| | 7) | N.L.A. Matters. |
| 4. Smti. Imtila U.D.A | -1) | All matters relating to <i>General Transport</i>
Departmental Vehicles (TPT) |
| | 2) | Speed Tests of Steno's & Typist |
| 5. Smti. T.Merenla, UDA | -1) | H.B.A <i>Account</i> |
| | 2) | M/C/Scooter Advance . |
| | 3) | H.R.C. |
| | 4) | Car Advance |
| | 5) | Maintenance of H/B Advance &
Car Advance & Scooter Advance
Recovery Registers. |
| 6. Smti. S. Amenla U.D.A - | 1) | Transfers of Postings of <i>Establishment</i>
Non-Gazetted Staff. |
| | 2) | Leave Sanctions of Directorate Staff. |
| | 3) | Maintenance of all Service Books. |
| | 4) | Census of Employees. |
| | 5) | Notification to Employment Exchange . |
| | 6) | Incumbency File . |
| | 7) | Increments File. |
| | 8) | Personnel Files of Directorate
Employees. |
| 7. Shri. T. Wati , LDA - | 1) | Preparation of Pay Bills <i>Account</i>
(Gazetted & Non-Gazetted) |
| - | 2) | Monthly Expenditure Statement . |
| 8. Smti. Sinlole , L.D.A | 1) | Electrical /Water/Telephone/ <i>General</i>
Newspaper Bills. |
| 9. Shri. Mezhülie ,LDA - | 1) | T.A. Bills <i>Account</i> |
| | 2) | G.I.S |
| | 3) | Maintenance of Grade IV GPF. |
| | 4) | G.P.F. withdrawal /Advance. |
| 10. Smti. Shanu ,LDA | 1) | Stationeries and Office <i>Establishment</i>
Equipments. <i>(Stationery)</i> |
| 11. Smti.Mhombeni ,LDA | -1) | Personnel Files of District <i>Establishment</i>
Office. |
| 12. Smti.Avita ,LDA | - | Dispatcher |
| 13. Miss Vikhono,LDA | - | Diarist |

14. Smti. Lovungi Typist	-	Attached to Technical Branch
15. Smti. Talila ,Typist	-	Attached to Establishment and Account Branches
16. Miss Nukshimenla, Steno	-	Attached to Deputy Controller (H.O)
17. Miss Atezono , Steno	-1) 2)	Matters relating to Vision Group. Computer Application.
18. Shri. Kevilhoutuo S/Keeper	-	He is the Custodian of all Departmental Stationeries /Office Equipments /Furniture /Materials.
19. Shri.Phutoi, L/Assistant	-	Attached to Central Standards Laboratory.

SCHEDULE OF THE POSTS IN DIFFERENT CATEGORIES WITH SCALE OF PAY.

<u>Sl.No.</u>	<u>Name of Post</u>		<u>Scale of Pay.</u>
1.	Addl. Controller	-	14,300-18,300
2.	Deputy Controller	-	10,000-15,200
3.	Assistant Controller	-	8,500-14,200
4.	Registrar	-	8,500-14,200
5.	Superintendent	-	8,000-13,500
6.	Asstt.Suptd.	-	6,500-10,500
7.	Accountant	-	4500 – 7000
8.	U.D.A	-	4500 – 7000
9.	L.D.A.	-	3200 – 4900
10.	Steno	-	4125 - 6475
11.	Typist	-	3050 – 4590
12.	Driver Gr.I	-	4000-6000
13.	Driver Gr.II	-	2750-4400
14.	Store Keeper	-	3050-3540
15.	Duftry	-	2610-3540
16.	M/Asstt	-	2610-3540

17.	Handyman	-	2610-3540
18.	Inspector	-	4500-7000
19.	Asstt. Inspector	-	3050-4590
20.	Laboratory Assistant	-	3200-4900
21.	Peon-Chowkidar	-	2550-3200
22.	Watchman	-	2550-3200
23.	Sweeper	-	2550-3200
24.	Laboratory Attendant	-	2550-3200

MANUAL – 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The Department follows the procedures contained in the Nagaland Secretariat Manuals and Rules of Executive business Manual in making decisions .

MANUAL – 4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Implementation of various activities/programmes under Legal Metrology & Consumer Protection are being carried out as per the norms and standards set by State Government and also under the Acts/Rules of the Department .

MANUAL - 5

RULES,REGULATIONS,INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS .

The Legal Metrology & Consumer Protection Organization in Nagaland has been administering the following Statutory Acts & Rules in protecting the Consumers' interest as well as maintaining accuracies in the field of Trade & Commerce.

In conformity with the Central Acts, 1976 necessary steps have been taken for implementing the following new Laws in the State :-

- (1) The Standards of W&M Acts, 1976 (Central Acts No. 60 of 1976)
- (2) The Standard of W&M (Packaged Commodities)Rules, 1977
- (3) The Standard of W&M (Enf) Act, 1985.
- (4) The Nagaland Standards of W&M (Enf.) Rules 1986.
- (5) The Nagaland Standards of W&M (Enf.) Rules 2002.
- (6) The Consumer Protection Acts, 1986.
- (7) The Consumer Protection Rules, 1987.

MANUAL – 6**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL .**

There is no such documents held by the Department .

MANUAL – 7**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF .**

The Department used to follow the policies of the State Government and as such no arrangement is made by the Department for seeking public participation .

MANUAL – 8**STATE OF BOARDS , COUNCILS, COMMITTEES AND OTHER BODIES,ETC CONSTITUTED.****(A) Name & Address of Council .**

Nagaland Consumer Protection Council
Headquarters – Kohima, Nagaland .

(B) Objects of the Council .

- (i) The rights to be protected against the marketing of goods which are hazardous to life and property .
- (ii) The rights to be informed about the quality ,quantity , potency, purity, standard and price of goods so as to protect Consumer Against unfair trade practices.
- (iii) The rights to be assured whereas possible access to a variety of goods at competitive prices .
- (iv) The rights to be heard and to be assured that Consumer interest shall be reserved for consideration at appropriate Forum/Fora.
- (v) Redressal against unfair trade practices on unscrupulous exploitation of consumer and
- (vi) The rights to consumer education .

(C.) Structure and Composition .

- (i) The Hon'orable Chief Minister - Chairman
- (ii) Commissioner & Secretary and Ex-Officio Controller of LMCP - Member Secretary .
- (iii) 15 Members include MLA's, Advocate ,Chairman of Municipal Council, Nominees from Departments of Consumer Affairs, Bureau of Indian Standards, Information & Filed Publicity,(Govt. of India), Higher & Technical Education, Youth Resource & Sports, state Council of Educational Research & Training (Nagaland State) Chamber of Commerce from Kohima and Dimapur and Women Representatives .

(D) Frequency of Meetings.

The Consumer Protection Council shall meet as and when necessary but not less than two meetings to be held every year .

DISTRICT CONSUMER PROTECTION COUNCIL .**Members**

1. Deputy Commissioner - Chairman
2. Addl. Deputy Commissioner - Member
3. Civil Surgeon - Member
4. Superintendent of Police - Member
5. Asstt. Directors of Supply - Member
6. District Public Relation Officer - Member
7. Principal, Govt. Higher Secondary School - Member .
8. Chairman, Town Council - Member
9. President Chamber of Commerce - Member
10. Representation from Women Organization - Member
11. Representative from Consumer Organization- Member
12. Assistant Controller of LM&CP - Member Secretary

The objectives of the District Consumer Protection Council are same as that of the Nagaland Consumer Protection Council .

APPOINTMENT OF ADDITIONAL DEPUTY COMMISSIONER AS THE DISTRICT CONSUMER PROTECTION OFFICER .

The Additional Deputy Commissioner (Administrative) is designated as the District Consumer Protection Officer in the Districts.

CONSUMER PROTECTION ESTABLISHMENT SETUP IN NAGALAND .

Presently One State Commission and Eight District Fora are functioning in the State . The District Forums entertain complaints from any Consumer, Groups or Parties, Consumer Organizations or Central/State Govt. Departments arising out of defective goods and deficient services where the cost of such goods or services and compensation claims are up to Rs. 20 lakhs and the State Commission entertains complaints where the cost of defectives goods and deficient services and the Compensation claims are more than Rs. 20 lakhs but less than Rs. 1 crore .

SET UP OF CONSUMER DISPUTES REDRESSAL AGENCIES IN NAGALAND .

<u>Name of Consumer Court</u>	<u>District in which is set up</u>	
1. State Commission	Kohima(State Capital)	President - 1 Member - 2
2. District Forum	Kohima	-do-
3. -do-	Mokokchung	-do-
4. -do-	Tuensang	-do-
5. -do	Mon	-do-
6. -do-	Wokha	-do-
7. -do-	Zunheboto	-do-
8. -do-	Phek	-do-
9. -do-	Dimapur	-do-

Honorarium of Presidents/Members.

The Presidents and the Members of State Commission and District Fora are paid in the form of Honorarium. They are also paid Sitting Allowances per sitting per day as per the provisions of Nagaland Consumer Protection Rules, 1987.

They are entitled to Traveling Allowances on Tours as are admissible to a Class I Gazetted Officer of the Govt. Department .

Remuneration of Staff .

In all the eight Districts Selected Staff borrowed from Guwahati High Court, Kohima Bench and from the offices of Addl. Deputy Commissioner (Judicial) to assist the Presidents /Members of State Commission and District Fora, who are employed on Part Time Basis are paid Remuneration at the rate of 15 % of Basic Pay per month .

MANUAL -9DIRECTORY OF OFFICERS AND STAFFDirectorate Office :Group -A & B Categories

<u>Sl.No</u>	<u>Name</u>	<u>Designation</u>	<u>Phone Number</u>
1.	Shri. Lalthara	Ex-Officio Controller-	
2.	Shri. V.H. Zhimomi	Addl. Controller -	9856515284
3.	Shri. P. Nagi	Deputy Controller -	9856128009
4.	Shri. Tsuknung Ao	Deputy Controller -	9856347390
5.	Shri. N.Mepfü-o	Registrar -	9856870554
6.	Shri. K. Kehie	Superintendent -	9856473051
7.	Shri. Z.Silie	Assistant Superintendent-	9436010033

Group C Category(Ministerial Staff)

1.	Smti. I.N. Atula	Accountant
2.	Smti. Imtila	U.D.A
3.	Shri. Kehoyi	U.D.A
4.	Smti. Merenla	U.D.A
5.	Smti. Sashimenla	U.D.A.
6.	Smti. Sinlole	L.D.A.
7.	Smti. Shanu	L.D.A.
8.	Shri. T.Wati	L.D.A
9.	Shri. Mhombeni	L.D.A
10.	Shri. Mezhulie	L.D.A
11.	Smti. Avita	L.D.A
12.	Miss Vikhono	L.D.A
13.	Miss Nukshimenla	Steno Gd.III
14.	Miss Atezono	Steno Gd.III
15.	Smti. Talila	Typist Gd.II
16.	Smti. Lovungi	Typist Gd.III
17.	Shri. Kevilhoutuo	Store Keeper
18.	Miss Neikesono	L.D.A.
19.	Shri. Limatoshi	Inspector
20.	Miss Abeni	Inspector
21.	Shri. Phutoi	Laboratory Assistant

Group D Category

1.	Shri. Vinguzolie	Duftry
2.	Smti. Asangla	Peon
3.	Shri. Kedovizo	Peon
4.	Shri. Rükhielhoulie	Peon
5.	Shri. Zhathose	Laboratory Attendent
6.	Smti Kethonuo	Sweeper
7.	Shri. Neithoboulie	Chowkidar
8.	Shri. Vizokholie	Peon
9.	Shri. Pangnyei	Peon
10.	Smti. Ketsoneiu	Sweeper

Driver /Handyman

- | | | |
|----|---------------------|--------------|
| 1. | Shri. Longri Ao | Driver Gd. I |
| 2. | Shri. David Kent | Driver Gd.I |
| 3. | Shri. Zeneikho | Driver Gd.I |
| 4. | Shri. Thappen | Driver Gd II |
| 5. | Shri. Judha Bahader | Handyman |

Manual Assistant

- | | | |
|----|--------------|------------------|
| 1. | Shri. Puleho | Manual Assistant |
|----|--------------|------------------|

Directory of Officers and Employees for District OfficesKohima District

- | | | |
|----|----------------------|----------------------|
| 1. | Shri. Bizo M. Kuotsu | Assistant Controller |
| 2. | Shri. M. Zeliang | Inspector |
| 3. | Smti. Nosano | L.D.A |
| 4. | Smti. Tenodele | Typist |
| 5. | Shri. Aketo | Driver |
| 6. | Shri. Mhasisielie | Manual Assistant |

Mon District

- | | | |
|----|-----------------|----------------------|
| 1. | Shri. C.Yabang | Assistant Controller |
| 2. | Shri. P. Konyak | Inspector |
| 3. | Shri. Khekhato | L.D.A. |
| 4. | Smti.Odikumla | L.D.A |
| 5. | Smti. Tekenaro | Typist |
| 6. | Shri. Thumbemo | Driver Gd.I |
| 7. | Shri. Ching kai | Manual Assistant |
| 8. | Shri. Amei | Chowkidar |
| 9. | Shri. Ngamiang | Peon |

Tuensang District

- | | | |
|-----|--------------------|----------------------|
| 1. | Shri. Meyimeren | Assistant Controller |
| 2. | Shri. Shikatoli | Inspector |
| 3. | Smti. Vedulu | Head Assistant |
| 4. | Smti.Akala | U.D.A |
| 5. | Smti. Merenla | L.D.A |
| 6. | Smti.Watisangla | Mistry |
| 7. | Shri.Sakutemsü | Driver Gd.I |
| 8. | Shri. Ani | L.D.A |
| 9. | Shri. Tomukiu | Manual Assistant |
| 10. | Shri. Bukie | Peon |
| 11. | Shri. Ako Chang | Chowkidar |
| 12. | Shri. Temjenmongla | Manual Assistant. |

Phek District

- | | | |
|----|---------------------|----------------------|
| 1. | Shri. Bizo M.Kuotso | Assistant Controller |
| 2. | Shri. Shiekhozo | Inspector |
| 3. | Smti. Vetsopele | L.D.A |
| 4. | Smti. Neivotsonuo | Typist |
| 5. | Shri. Huyecho | Mistry |
| 6. | Shri. Zavita | Peon |
| 7. | Shri. Kusita | Chowkidar |

Wokha District

1.	Shri. Meyi Aier	Assistant Controller
2.	Shri. Nzuthung	Inspector
3.	Smti. Shanpeno	U.D.A
4.	Smti. Khumbeni	L.D.A
5.	Smti. Konbeni	Typist
6.	Shri. Supenthung	Driver
7.	Shri. Lanunungsang	Manual Assistant
8.	Shri. Nchemo	Peon
9.	Smti. Phyobeni	Chowkidar
10.	Smti. Rhambeni	Sweeper
11.	Shri. T.Nribemo	Night Chowkidar

Dimapur District.

1.	Shri. M.Gangmei	Deputy Controller
2.	Shri. Takeeth	Inspector
3.	Shri. Shiloh Kath	Inspector
4.	Shri. Relise	Inspector
5.	Smti. Amongla	UDA
6.	Shri. Tokihe	L.D.A.
7.	Smti. Siyale	Typist
8.	Shri. Martin	Assistant Inspector
9.	Shri. Rokophreto	Driver Gd.II
10.	Shri. Banger	Manual Assistant
11.	Shri.Nchenbemo	-do-
12.	Shri. Lipitun	-do-
13.	Shri. Nolesa	Peon
14.	Shri. Moatemjen	Chowkidar
15.	Smti. Marchila	Sweeper

Zunheboto District

1.	Shri. Haikambe	Assistant Controller
2.	Shri. Khevishe	Inspector
3.	Smti. Aholi	U.D.A
4.	Shri. Ghokheto	L.D.A
5.	Smti. Kaholi	Typist
6.	Shri. Khuto	Driver
7.	Shri. Tokishe	Manual Assistant
8.	Shri. Khekato	Chowkidar
9.	Shri. Sheholi	Peon

Mokokchung District

1.	Shri. L.Nokcha	Assistant Controller
2.	Shri. Alem	Inspector
3.	Smti.Mapula	U.D.A
4.	Shri. Nungsanglila	L.D.A
5.	Shri. Temjenliba	Mistry
6.	Shri. Sashineken	Driver Gd.I
7.	Shri. Watisangla	Manual Assistant
8.	Shri. Asangba	Chowkidar
9.	Shri. Temjenyabang	Peon
10.	Shri. Toshikabang	Night Chowkidar
11.	Smti. Rongsanla	Sweeper
12.	Shri. Jakjemtemjan	Watchmen

MANUAL -10**MONTHLY REMUNERATION RECEIVED BY OFFICERS &EMPLOYEES****DIRECTORATE OFFICE**

SI.No	Name	Designation	Basic Pay	Total Remuneration
GROUP A				
1	Shri. V.H.Zhimomi	Addl. Controller	Rs.15,750	Rs.33,441
2	Shri.P.Nagi	Deputy Controller	Rs.14,875	Rs.32,677
3	Shri.Tsuknung Ao	Deputy Controller	Rs. 10,975	Rs. 23,148
4	Shri.N.Mepfii-o	Registrar	Rs.13,000	Rs.28,580
5	Shri.K.Kehie	Superintendent	Rs. 9,650	Rs.20,570
6	Shri.Z.Silie	Asstt.Superintendent	Rs. 7,575	Rs.16,690

GROUP B				
1	Smti.I.N.Atula	Accountant	Rs. 8,100	Rs. 17,232
2	Shri.Kehoyi	U.D.A.	Rs. 6,125	Rs. 13,055
3	Smti.Imtila	U.D.A.	Rs. 6,250	Rs. 13,788
4	Smti.T.Merenla	U.D.A.	Rs. 5,375	Rs. 11,872
5	Smti.Sashimenla	U.D.A.	Rs. 5,375	Rs. 11,872
6	Smti.Sinlole	L.D.A.	Rs. 5,625	Rs. 12,420
7	Smti. Shanu	L.D.A.	Rs. 5,625	Rs. 12,420
8	Shri. T.Wati	L.D.A.	Rs. 4,900	Rs. 10,832
9	Smti.Mhombeni	L.D.A.	Rs. 3,710	Rs. 7,947
10	Shri.Mezhillie	L.D.A.	Rs. 3,625	Rs. 8,040
11	Smti.Avita	L.D.A.	Rs. 3,540	Rs.7,853
12	Miss Vikonuo	L.D.A.	Rs. 3,370	Rs.7,481
13	Miss Nukshimenla	Steno Gd.III	Rs. 6,100	Rs. 13,002
14	Miss Atezono	Steno Gd.III	Rs. 4,625	Rs. 10,230
15	Smti.Talila	Typist Gd.II	Rs. 4,645	Rs.9,925
16	Smti.Lovungi	Typist Gd.III	Rs. 4,590	Rs. 9,808
17	Shri.Kevilhoutuo	Storekeeper	Rs. 3,275	Rs. 7,273
18	Miss Neikesono	L.D.A.	Rs. 3,350	Rs.7,436
19	Shri. Limatoshi	Inspector	Rs. 9,050	Rs.19,241
20	Miss Abeni	Inspector	Rs. 4,750	Rs.10,502
21	Shri.Phutoi	Lab.Assistant	Rs. 3,540	Rs. 7,853

GROUP D				
1	Shri. Vinguzolie	Duftry	Rs.4,400	Rs. 9,796
2	Smti.Asangla	Peon	Rs.3,730	Rs. 8,049
3	Shri.Kedovizo	Peon	Rs.3,540	Rs. 7,853
4	Shri.Riikhielhoulie	Peon	Rs.2,780	Rs. 6,249
5	Shri.Zhathose	Lab Attendant	Rs.3,475	Rs. 7,771
6	Smti.Kethonuo	Sweeper	Rs.4,175	Rs. 9,244
7	Shri.Neithoboulie	Chowkidar	Rs.2,550	Rs.5,684
8	Shri.Vizokholie	Peon	Rs.2,550	Rs. 5,684
9	Shri.Pangnyei	Peon	Rs.2,605	Rs. 5,805
10	Smti.Ketsoneiii	Sweeper	Rs.2,550	Rs. 5,684

DRIVER /HANDYMAN (GROUP C)				
1	Shri.Longri Ao	Driver Gd.I	Rs. 5,300	Rs. 11,708
2	Shri.David Kent	Driver Gd.I	Rs. 5,600	Rs.12,364
3	Shri.Zeneikho	Driver Gd.I	Rs. 4,700	Rs.10,394
4	Shri.Thappen	Driver Gd.II	Rs.4,200	Rs. 8,983
5	Shri.Judha Bahadur	Handyman	Rs. 3,875	Rs. 8,647

MANUAL ASSISTANT (GROUP D)				
1	Shri. Puleho	Manual Assistant	Rs. 3,540	Rs. 7.853

DISTRICT OFFICES**KOHIMA DISTRICT OFFICE**

Sl.No	Name	Designation	Basic pay	Total Remuneration
1	Shri.Bizo M.Kuotsu	Assistant Controller	Rs. 10,425	Rs. 22,932
2	Shri.M.Zeliang	Inspector	Rs.9,875	Rs. 21,727
3	Smti.Nosano	LDA	Rs.4,625	Rs. 10,230
4	Smti.Tenodele	Typist	Rs. 4,425	Rs. 9,792
5	Shri. Aketo	Driver Gd.II	Rs. 3,170	Rs. 7,043
6	Shri.Mhasisielie	Manual Assistant	Rs. 3660	Rs. 8,116

MON DISTRICT OFFICE

1	Shri.C.Yabang	Assistant Controller	Rs. 9,600	Rs. 20,260
2	Shri.P. Konyak	Inspector	Rs. 4,500	Rs. 9,551
3	Shri.Khekhato	LDA	Rs. 3,050	Rs. 6,505
4	Smti. Odikumla	LDA	Rs. 3,200	Rs. 6,820
5	Smti. Tekanaro	Typist	Rs. 4,590	Rs. 7,739
6	Shri. Thungbemo	Driver Gd.I	Rs. 5,300	Rs. 11,231
7	Shri.Chingkai	Manual Asstt	Rs.2,790	Rs. 5,959
8	Shri.Amei	Chowkidar	Rs. 3,540	Rs. 7,269
9	Shri.Ngamiang	Peon	Rs. 2,720	Rs. 5,812

PHEK DISTRICT OFFICE

1	Shri.Bizo M. Kuotsu	Asstt.Controller	Rs.10,425	Rs. 22,932
2	Shri. Shiekhazo	Inspector	Rs.5000	Rs. 11,050
3	Smti.Vetsopele	LDA	Rs.4625	Rs. 10,227
4	Smti.Neivotsonuo	Typist	Rs.4590	Rs. 10,152
5	Shri.Huyecho	Mistry	Rs.4590	Rs. 10,152
6	Shri.Zavita	Peon	Rs.2550	Rs. 5,684
7	Shri.Kusita	Chowkidar	Rs.2660	Rs. 5,725

TUENSANG DISTRICT OFFICE

1	Shri. Meyimeren	Asstt.Controller	Rs. 9,875	Rs. 20,839
2	Smti.Shikatoli	Inspector	Rs. 4,500	Rs. 9,518
3	Smti.Vedulu	Head Asstt.	Rs. 6,000	Rs. 12,700
4	Smti.Akala	UDA	Rs. 5,600	Rs. 11,440
5	Smti.Merentola	Typist	Rs. 4,500	Rs. 9,571
6	Shri.Watisangba	Mistry	Rs. 4,590	Rs. 9,739
7	Shri.Sakutemsu	Driver Gd.I	Rs. 4,590	Rs. 9,739
8	Smti Ani	LDA	Rs. 3,050	Rs. 6,505
9	Shri. Tomukiu	Manual Asstt.	Rs. 3,280	Rs.6,742
10	Shri. Bukie	Peon	Rs. 3,345	Rs. 6,874
11	Shri. Ako Chang	Chowkidar	Rs. 3,540	Rs. 7,269
12	Shri. Temjenmongla	Manual Asstt.	Rs. 2,850	Rs. 6,085

WOKHA DISTRICT OFFICE

1	Shri. Meyi Aier	Asstt.Controller	Rs.9,875	Rs. 20,839
2	Shri. Nzuthung	Inspector	Rs. 5,125	Rs.10,863
3	Smti. Shanpeno	UDA	Rs. 6,000	Rs. 12,700
4	Smti.Khombeni	LDA	Rs. 4,525	Rs. 9,603
5	Smti. Konbeni	Typist	Rs. 4,110	Rs. 8,731
6	Shri.Supenthung	Driver Gd.II	Rs. 3,100	Rs. 6,611
7	Shri. Lanunungsang	Manual Asstt.	Rs. 3,950	Rs. 8,395
8	Shri.Nchemo	Peon	Rs. 4,250	Rs. 9,025
9	Smti.Phyobeni	Peon	Rs. 2,900	Rs. 6,191
10	Smti.Rhambeni	Sweeper	Rs. 2,900	Rs. 6,191
11	Smti.T.Nribemo	Chowkidar	Rs. 2,720	Rs. 5,812

DIMAPUR DISTRICT OFFICE

1	Shri.M.Gangmei	Asstt.Controller	Rs. 13,250	Rs. 27,925
2	Shri.Takeeth	Inspector	Rs. 9,600	Rs. 19,540
3	Shri. Shiloh	Inspector	Rs. 8,775	Rs. 18,528
4	Shri.Relise	Inspector	Rs. 6,375	Rs. 13,488
5	Smti. Amongla	UDA	Rs. 5,100	Rs. 10,811
6	Shri.G.Tokihe	LDA	Rs. 4,850	Rs. 10,285
7	Smti.Siyale	Typist	Rs. 4,350	Rs. 9,235
8	Shri.Martin	Asstt.Inspector	Rs. 3,350	Rs. 7,135
9	Shri.Rokophreto	Driver Gd.II	Rs. 4,000	Rs. 8,500
10	Shri.Banger	Mannual Asstt.	Rs. 3,090	Rs. 6,589
11	Shri.Nchembemo	Mannual Asstt.	Rs. 2,970	Rs. 6,114
12	Shri.Lipithung	Peon	Rs. 2,970	Rs. 6,114
13	Shri.Nolesa	Peon	Rs. 4,175	Rs. 8,615
14	Shri.Moatemjen	Chowkidar	Rs. 4,025	Rs. 8,251
15	Smti. Marchila	Sweeper	Rs. 3,020	Rs. 6,443

ZUNHEBOTO DISTRICT OFFICE

1	Shri. Haikambe	Asstt.Controller	Rs. 9,600	Rs. 20,260
2	Shri. Khevishe	Inspector	Rs. 4,750	Rs.10,075
3	Smti. Aholi	UDA	Rs. 4,975	Rs. 10,421
4	Shri. Ghokheto	LDA	Rs. 3,275	Rs. 6,979
5	Smti. Kahali	Typist	Rs. 4,510	Rs. 9,571
6	Shri. Khuto	Driver Gd.II	Rs. 3,170	Rs. 6,658
7	Shri. Tokishe	Manual Asstt.	Rs. 3,730	Rs. 7,933
8	Shri. Khekato	Chowkidar	Rs. 3,475	Rs. 7,399
9	Shri. Sheholi	Peon	Rs. 2,660	Rs. 5,687

MOKOKCHUNG DISTRICT

1	Shri. L. Nokcha	Asstt.Controller	Rs. 9,875	Rs. 20,839
2	Shri. Alem	Inspector	Rs. 4,500	Rs. 9,551
3	Smti.Mapula	UDA	Rs.6,750	Rs. 13,161
4	Smti.Nungsanglila	LDA	Rs. 5,225	Rs. 11,073
5	Smti.Temjenliba	Mistry	Rs. 5,650	Rs. 9,765
6	Smti.Sashineken	Driver Gd.I	Rs. 4,100	Rs. 8,711
7	Shri.Watisangba	Manual Asstt.	Rs. 3,540	Rs. 7,535
8	Smti.Asangba	Chowkidar	Rs. 4,025	Rs. 8,553
9	Shri.Temjenyabang	Peon	Rs. 4,025	Rs. 8,553
10	Shri.Toshikabang	Peon	Rs.3,410	Rs.7,261
11	Smti. Rongsenla	Sweeper	Rs.3,020	Rs.6,216
12	Shri.Jakjemtemjen	Watchmen	Rs.3,590	Rs.7,370

CONTINGENT PAID EMPLOYEES

SI.No	Name	Designation	Salary per month
1	Shri. Khrietuo	Office Peon attached to Head Office	Rs. 1,350
2	Miss Nivili	- do -	Rs. 1,350
3	Shri.Aketo	Peon attached to State Commission	Rs. 1,350
4	Smti. Suolahieii	Sweeper	Rs. 1,350
5	Smti.Senlemla	Peon attached to Central Standards Laboratory	Rs. 1,350
6	Smti.Bendang	Peon Treasury Duties	Rs. 1,350
7	Miss Neisedenuo	Peon attached to Consumer Protection Wing	Rs. 1,350
8	Smti.Ayula	Sweeper attached to Kohima District Office.	Rs. 1,350

MANUAL -11

Budget Allocation.**FINANCIAL ACHIEVEMENTS DURING 10TH FIVE YEAR PLAN (2002-2007)**

<u>YEAR</u>	<u>OUTLAY APPROVED</u>
1. 2002-2003	- 25.00
2. 2003-2004	- 30.00
3. 2004-2005	- 30.00
4. 2005-2006	- 45.00
5. 2006-2007	- 133.00
Total	- 263.00

PROPOSED SECTORAL OUTLAY FOR 11TH FIVE YEAR PLAN (2007-2012)**A- LEGAL METROLOGY**

Scheme proposed outlay During 11 th Plan	Year wise estimated Outlay to be involved					Total Outlay
	2007-08	2008-09	2009-10	2010-11	2011-12	
1. Direction & Administration	10.10	9.20	3.90	4.00	4.60	31.80
2. Subordinate Establishment	3.50	3.75	4.00	4.25	4.50	20.00
3. Machineries Equipment	15.00	12.00	12.00	10.00	9.20	58.20
4. Training /Conference	2.00	2.00	2.00	2.00	2.00	10.00
5. Works Programme	10.00	20.00	30.00	50.00	90.00	200.00
Total	40.60	46.95	51.90	70.25	110.30	320.00

B- CONSUMER PROTECTION

Schemes Proposed Outlay During 11 th Plan	Year-Wise Estimated Outlay to be involved					Total Outlay
	2007-08	2008-09	2009-10	2010-11	2011-12	
1. Direction & Administration	5.00	5.50	6.00	6.50	7.00	30.00
2. State Commission	5.00	5.50	6.00	6.00	6.50	30.00
3. District Fora	12.00	13.00	14.00	15.00	16.00	70.00
4. Promotional measures (Consumer Awareness /Seminars/Computerization/Publicity/Equipments,Exhibitions/Advertisement,etc)	28.00	31.00	34.00	37.00	40.00	170.00
Total	50.00	55.00	60.00	65.00	70.00	300.00

(A) SCHEMES FOR REQUIREMENTS OF SOPHISTICATED INSTRUMENTS/WORKING STANDARDS AND BALANCES FOR LEGAL METROLOGY/DURING 11TH PLAN.

Sl.No	Name of Item	Quantity required	Amount proposed (in lakhs)
1	Electronic Working Standard Balances	33 Nos (3 Nos. each plus other charge)	28.00 (11. District Office)
2	Electronic Secondary Standard Balance	4 Nos. for 4 Central Laboratories	40.00
3	Check Measures for Petrol Pumps	22 Nos.	0.20
4	Establishment of repairing facilities units	11 Units for (11 District Office)	6.00
5	Testing/Measuring/Verification instruments	4 Nos.	10.00
6	Training /Conference		10.00
		Total	58.20

(B) WORKS PROGRAMMES FOR LEGAL METROLOGY PROPOSED TO BE UNDER TAKEN DURING 11TH PLAN 2007-2012.

Sl.No	Name of Work	Nos. of Quarter	Amount proposed
1	Repairing works of existing Residential staff quarter including electrification	10 Nos.	20.00
2	Construction of new Dist. Office Building at Kohima.	1 No.	35.00
3	Renovation/Repair of Head Office building at Kohima	1 No.	10.00
4	Construction of Protection Wall for Head Office at Kohima	1 No	5.00
5	Construction of New District Office building at Kiphire /Peren/Longleng	3 Nos.	90.00
6	Reconstruction of District Office building at Zunheboto/Tuensang/Mokokchung/Dimapur	4 Nos.	40.00
		Total	200.00

BUDGETARY ALLOCATION OF FUND DURING THE YEAR 2007-08 .

3475-00-106

Legal Metrology	Plan	Non-Plan	Total
106(1) Direction			
Salaries	-	71.00	71.00
T.E	-	1.69	1.69
O.E.	-	1.25	1.25
M.V	3.00	2.17	5.17
Total 106(1)	3.00	76.11	79.00
106(2) Sub-Establishment			
Salaries	-	107.02	107.02
T.E	-	3.09	0.09
O.E	-	1.19	1.19
M.V	5.00	2.83	7.83
Total 106 (2)	5.00	114.13	119.13
106(3) Laboratories			
Machinery & Equipments	5.00	0.05	5.50
106(4) Calibration Certificate.	1.00	0.05	1.05
106(5) Popularisation	2.00	0.05	2.05
106(6) Packaged Commodities	1.00	0.05	1.05
106 (7) Thermometers	2.00	-	2.00
106 (8) Training & Conference	5.00	-	5.00
Total 106 (1 to 8)	24.00	190.89	214.89

<u>3475 O.G.E.S.</u>	<u>PLAN</u>	<u>NON-PLAN</u>	<u>TOTAL</u>
800(1) Consumer Protection			
Salaries	-	3.15	3.15
T.E	-	0.22	0.22
O.E	-	3.01	3.01
Honorarium	-	-	-
Promotional Measures	15.00	-	15.00
Financial Assistance to VCOs	5.00	-	5.00
Grants	5.00	-	5.00
Library/Computer	17.00	-	17.00
Publicity Equipment	8.00	-	8.00
Trainings & Seminars	17.00	-	17.00
Consumer Welfare Fund	4.00	-	4.00
Motor Vehicle	6.00	-	6.00
Consumer Awareness	17.00	-	17.00
Computerization	3.00	-	3.00
Testing Equipment	3.00	-	3.00
Total	124.00	197.27	321.27
5475-Capital Outlay			
800(1) Building	11.00	-	11.00
Grand Total	135.00	197.27	332.27

Budget Allocation.

FINANCIAL ACHIEVEMENTS DURING 10TH FIVE YEAR PLAN (2002-2007)

<u>YEAR</u>	<u>OUTLAY APPROVED</u>
1. 2002-2003	- 25.00
2. 2003-2004	- 30.00
3. 2004-2005	- 30.00
4. 2005-2006	- 45.00
5. 2006-2007	- 133.00
Total	- 263.00

(C) WORKS PROGRAMMES FOR LEGAL METROLOGY PROPOSED TO BE UNDER TAKEN DURING 11TH PLAN 2007-2012.

Sl.No	Name of Work	Nos. of Quarter	Amount proposed
1	Repairing works of existing Residential staff quarter including electrification	10 Nos.	20.00
2	Construction of new Dist. Office Building at Kohima.	1 No.	35.00
3	Renovation/Repair of Head Office building at Kohima	1 No.	10.00
4	Construction of Protection Wall for Head Office at Kohima	1 No	5.00
5	Construction of New District Office building at Kiphire /Peren/Longleng	3 Nos.	90.00
6	Reconstruction of District Office building at Zunheboto/Tuensang/Mokokchung/Dimapur	4 Nos.	40.00
		Total	200.00

MANUAL -12

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME .

The Department introduced a Subsidy & Grant Scheme for the first time during the eighties in order to educate the poor and small traders for popularization of Metric System in the State. The Weights & Measures , etc. viz. Beam Scales and Cast Irons purchased by the Department from the Authorized Dealers were distributed to the poor and small traders at subsidized rates of 50 % of the costs .

During the year 2005-06 a provision of Rs. 2:00 lakhs was made against this Scheme .

MANUAL – 13

PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORISATION GRANTED BY IT

- Name of Programme - Dealership / Repairer Licences .
- Objective - To sell Weights & Measures Instruments, viz; Beams Scales, Cast Irons, Capacity and Length Measures etc. to the Traders .
- Time Limit for Permits - Validity of Licences is for a period of one year ie. Renewable for every Calendar year .

APPLICATION FEES -(i) **SECURITY DEPOSITS.**

- | | | | |
|-----|--|---|------------|
| (a) | Repairers of Weights & Measures | - | Rs.2500/- |
| (b) | Repairer of Weights & Measures and Weighing & Measuring Instruments. | - | Rs. 5000/- |

(ii) **DEALERSHIP & REPAIRER LICENCE FEES.**

- | | | | |
|-----|---------------|---|---------|
| (a) | Manufacturers | - | Rs. 500 |
| (b) | Repairer | - | Rs. 100 |
| (c) | Dealers | - | Rs. 100 |

MANUAL – 14**INFORMATION AVAILABE IN AN ELECTRONIC FORM.**

Information are available in the Computers and maintained in the Department .

MANAUAL – 15**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATIUON.****METHODS FOR DISSEMINATION OF INFORMATION ARE :P-**

- (1) **OFFICE LIBRARY**
- (2) **LOCAL NEWS PAPERS**
- (3) **EXHIBITION**
- (4) **NOTICE BOARD**
- (5) **RECORDS IN OFFICE**
- (6) **PRINTED ACTS/RULES**
- (7) **WEBSITE**
- (8) **ADVERTISEMENTS**

MANUAL – 16**THE NAME,DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS .****DIRECTORATE****APPELIATE AUTHORITY:**

Lalthara, IAS, Addl. Chief Secretary
Ex-Officio Controller of Legal Metrology &
Consumer Protection.
S.T.D. Code-0370-2243070 (K) 2270091 (o)

PUBLIC INFORMATION**OFFICER**

V.H.Zhimomi
Addl. Controller of Legal Metrology &
Consumer Protection
S.T.D. Code-0370-2221764 (K) 2221609 (o)

ASSISTANT PUBLIC INFORMATION OFFICER

P. Nagi
Deputy Controller of Legal Metrology &
Consumer Protection
(Administration) 2221221 (K) 2222862 (o)

DISTRICT OFFICES

Assistant Public Information Officers .

<u>Name & District</u>	<u>A.A.P.O</u>	<u>Place of Posting</u>
1. Bizo M. Kuotsu (9436005743) Kohima	-Assistant Controller of Legal Metrology & Consumer Protection .	Kohima
2. L.Nokcha (9436400630) Mokokchung	-Assistant Controller of Legal Metrology & Consumer Protection .	Mokokchung
3. Meyimeren (9436431517) Tuensang	-Assistant Controller of Legal Metrology & Consumer Protection	Tuensang
4. C. Yabang Pongener (9436073637) Mon	-Assistant Controller of Legal Metrology & Consumer Protection .	Mon
5. Meyie Aier (9436442647) Wokha	-Assistant Controller of Legal Metrology & Consumer Protection .	Wokha
6. Haikambe Zeliang (9436400575) Zunheboto	-Assistant Controller of Legal Metrology & Consumer Protection .	Zunheboto
7. Bizo M. Kuotsu (9436005743) Phek	-Assistant Controller of Legal Metrology & Consumer Protection .	Phek
8. M. Gangmei (9436013425) Dimapur	- Deputy Controller of Legal Metrology & Consumer Protection .	Dimapur

MANUAL – 17**OTHER USEFUL INFORMATION .****PROVISIONS UNDER RIGHTS TO INFORMATION IS APPLICABLE FOR
SEEKING INFORMATION .**

* * * *