



GOVERNMENT OF ASSAM
FOOD, PUBLIC DISTRIBUTION AND CONSUMER AFFAIRS DEPARTMENT
Block - E, 1st Floor, Dispur,
Janata Bhawan, Guwahati- 781006

ORDER BY THE GOVERNOR
NOTIFICATION

Dated Dispur, the 1st October, 2024

E-374607/407: In cancellation of earlier notifications, the Governor of Assam is pleased to notify and revised the timeline of the following services of the Food, Public Distribution & Consumer Affairs Department, under section 4 of Assam right to Public Services Act, 2012 (as amended) in interest of public service and timely disposal:

1) Name of Service:- Issue of Duplicate Ration Card

SERVICE	RTPS		
ELIGIBILITY CRITERIA	In Case of damaged/lost of Original Ration Card		
DOCUMENTS REQUIRED	1. Original Ration Card (RC) in case Damaged RC		
	2. Identity(ID) Proof (Birth Certificate/Voter ID/PAN Card/ADHAAR Card/Driving License/School Certificate		
	3. Self Declaration		
	4. Address Proof (Driving License/Bank Passbook/Post Office Passbook/Municipal Holding Receipt/Electricity Bill/Water Bill/AADHAR Card/Passport		
	5. AADHAR Card		
	6. Bank Account Details		
	7. Mobile Number (Mandatory)		
	8. Passport Size photograph		
	9. Police Verification Report in case of lost /Stolen		
	10. Treasury Challan of Rs.10-deposited as value of Ration Card (till the eGRAS integration is done with RCMS		
DPS	Deputy Director/Assistant Director/Superintendent/Inspector, FPD&CA of respective District/Sub-Division		
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application along with all the necessary documents.		
WORKFLOW	Step I-Receive of application along with all the necessary documents checking and scrutinised in the assistant level	Step II- Recommendation by Mid-level Officer	Step III- Approval of the authority
WORKING TIMELINE (in days)	3 Days	5 Days	7 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days		
FIRST APPELLATE AUTHORITY	Additional District Commissioner (FPD&CA) in case of District Headquarter & Additional District Commissioner (i/c)/ Sub-Divisional Officer (Civil) in case District Sub-Division		
STIPULATED TIME FOR FIRST	15 Days		



APELLATE AUTHORITY	
SECOND APELLATE AUTHORITY	Commissioner, FPDCA&LM
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	15 Days
THIRD APELLATE AUTHORITY	ASCRTPS
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribed in the ASCRTPS Act
FEES(in Rs.)	Rs.10- as value of Ration Card

2) Name of Service:- Correction of Family Ration Card

SERVICE	RTPS		
ELIGIBILITY CRITERIA	In case of addition/ deletion and correction of details of family members in the RC		
DOCUMENTS REQUIRED	1. Application form		
	2. Original Ration Card (RC)		
	3. Address Proof (Driving License/Bank Passbook/Post Office Passbook/Municipal Holding Receipt/Electricity Bill/Water Bill/AADHAR Card/Passport		
	4. Identity(ID) Proof (Birth Certificate/Voter ID/PAN Card/ADHAAR Card/Driving License/School Certificate		
	5. Passport Size photograph		
	6. Self Declaration		
	7. In Case of Removal: Death Certificate in case of expiry/Marriage certificate		
	8. In Case of Addition :Birth Certificate in case of Addition/Marriage certificate		
	9. Court Affidavit in case of Name correction.		
	10. Police Verification Report in case of lost /Stolen		
DPS	Deputy Director/Assistant Director/Superintendent/Inspector, FPD&CA of respective District/Sub-Division		
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application along with all the necessary documents.		
WORKFLOW	Step I-Receive of application along with all the necessary documents checking and scrutinised in the assistant level	Step II- Recommendation by Mid-level Officer	Step III- Approval of the authority
WORKING TIMELINE (in days)	3 days	7 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days		
FIRST APELLATE AUTHORITY	Additional District Commissioner (FPD&CA) in case of District Headquarter & Additional District Commissioner (i/c)/ Sub-Divisional Officer (Civil) in case District Sub-Division		



STIPULATED TIME FOR FIRST APELLATE	15 Days
SECOND APELLATE AUTHORITY	Commissioner, FPDCA&LM
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	15 Days
THIRD APELLATE AUTHORITY	ASCRTPS
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribed in the ASCRTPS Act
FEES(in Rs.)	Rs.10 /- as value of Ration Card

3) Name of Service:- Transfer of Ration Card to other States/Area.

SERVICE	RTPS			
ELIGIBILITY CRITERIA	In case of Migration/ Marriage to other area.			
DOCUMENTS REQUIRED	STEP-I : Surrender of Ration Card Note : Original Ration Card has to be submitted by the applicant to the concerned Deputy Director.		STEP-II: New Ration Card	
	1. Application form	1. Detailed Particulars of Family Members.		
	2. Self Declaration (As advised)	2. Copy of Birth Certificates for minor members (Below 10 years in age)		
	3. Original Ration Card	3. Certificate copy of relevant page of Voter List		
		4. Copy of Tax pay / land revenue pay receipt		
		5. Surrender Certificate of Ration Card/ Family Identity Holding		
		6. Address Proof (Driving License/Bank Passbook/Post Office Passbook/Municipal Holding Receipt/Electricity Bill/Water Bill/AADHAR Card/Passport		
		7. Income Certificate		
		8. Mobile Number (Mandatory)		
		9. Bank Account Details		
10. Passport Size Photograph				
DPS	Deputy Director/Assistant Director/Superintendent/Inspector, FPD&CA of respective District/Sub-Division			
TIMELINE(in days)	30 (Thirty) working days from the date of submission of application along with all the necessary documents .			
WORKFLOW (STEP-I) (In the existing	Step I- Receive application,	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the



District.)	checking and scrutinized in the assistant level			authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days			
WORKFLOW (STEP-II) (In new District)	Step I- Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APPELLATE AUTHORITY	Additional District Commissioner (FPD&CA) in case of District Headquarter & Additional District Commissioner (i/c)/ Sub-Divisional Officer (Civil) in case District Sub-Division			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	15 Days			
SECOND APPELLATE AUTHORITY	Commissioner, FPDCA & LM			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	15 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES(in Rs.)	Rs.10- as value of Ration Card			



4) Name of Service:- Migration of Members from Ration Cards

SERVICE	RTPS			
ELIGIBILITY CRITERIA	In case of Marriage			
DOCUMENTS REQUIRED	1. Application			
	2. Original Ration Card			
	3. Self Declaration			
	4. Identity(ID) Proof (Birth Certificate/Voter ID/PAN Card/ADHAAR Card/Driving License/School Certificate			
	5. Address Proof (Driving License/Bank Passbook/Post Office Passbook/Municipal Holding Receipt/Electricity Bill/Water Bill/AADHAR Card/Passport			
	6. No Objection Certificate (NOC) of the Head of the Family (Ration Card Holder)			
	7. Passport photograph			
	8. AADHAR Number			
	9. Land Document			
	10. Marriage Certificate (where applicable)			
DPS	Deputy Director/Assistant Director/Superintendent/Inspector, FPD&CA of respective District/Sub-Division			
TIMELINE(in days)	30 (Thirty) working days from the date of submission of application along with all the necessary documents .			
WORKFLOW (STEP-I) (In the existing District.)	Step I- Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days			
WORKFLOW (STEP-II) (In new District/Sub-Division)	Step I- Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days			



FIRST APELLATE AUTHORITY	Additional District Commissioner (FPD&CA) in case of District Headquarter & Additional District Commissioner (i/c)/ Sub-Divisional Officer (Civil) in case District Sub-Division
STIPULATED TIME FOR FIRST APELLATE AUTHORITY	15 Days
SECOND APELLATE AUTHORITY	Commissioner, FPDCA & LM
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	15 Days
THIRD APELLATE AUTHORITY	ASCRTPS
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribed in the ASCRTPS Act
FEES(in Rs.)	Nil

5) Name of Service:- Import License of Salt

SERVICE	EoDB		
ELIGIBILITY CRITERIA	Any Indian Citizen		
DOCUMENTS REQUIRED	<ol style="list-style-type: none"> 1. Prescribed Application Form-A along with court fee stamps of Rs. 8.25/- along with signature of the applicant with date in the office of the District/Sub-divisional authority of FPD&CA 2. Prayer application of the licenses holder 3. Security deposit money of Rs.1000/- only 4. Copy of Trade License under A.T.A (L & C) Order-1982 5. Tax/VAT clearance Certificate 6. Municipality Tax Clearance Certificate 7.Indian Income Tax Return Verification Acknowledgement or Indian Income Tax Verification Form. 8. Bank Financial Sound Certificate 9. Godown Statement 10. Copy of PAN Card/AADHAR Card/Voter ID etc. 		
DPS	Commissioner, FPDCA&LM		
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist		
WORKFLOW (District/Sub-Divisional level)	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Forwarding of Application with Recommendation of the authority to the Commissioner, FPDCA&LM



WORKING TIMELINE (in days)	2 days	8 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days		
WORKFLOW(At Commissionera te of FPDCA&LM Level)	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Recommendation by Mid-level Officer	Step III- Approval/Rejection by the Commissioner, FPDCA&LM
WORKING TIMELINE (in days)	3 Days	7 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days		
FIRST APPELLATE AUTHORITY	Secretary to the Govt. of Assam, Food, Public Distribution and Consumer Affairs Department.		
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days		
SECOND APPELLATE AUTHORITY	Additional Chief Secretary to the Govt. of Assam, Food, Public Distribution and Consumer Affairs Department.		
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days		
THIRD APPELLATE AUTHORITY	ASCRTPS		
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act		
FEES (in Rs.)	Rs. 100/- as value of the Licence.		

6) Name of Service:- Application for Renewal of Import License of Salt

SERVICE	EoDB
ELIGIBILITY CRITERIA	Existing Import License holder.
DOCUMENTS REQUIRED	1. Prescribed Application Form-B along with court fee stamps of Rs. 8.25/- along with signature of the applicant with date in the office of the District/Sub-divisional authority of FPD&CA 2. Prayer application of the licenses holder



	3. Renewal fee of Rs.50- only (per year)		
	4. Copy of Trade License under A.T.A (L&C) Order-1982.		
	5. Tax/VAT clearance Certificate		
	6. Municipality Tax Clearance Certificate		
	7.Indian Income Tax Return Verification Acknowledgement or Indian Income Tax Verification Form.		
	8. AADHAR Card/PAN Card/ Voter ID etc.		
	9. License Copy (In Original)		
DPS	Commissioner, FPDCA&LM		
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist		
WORKFLOW (District/Sub-Divisional level)	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Forwarding of Application with Recommendation of the authority to the Commissioner, FPDCA&LM
WORKING TIMELINE (in days)	2 days	8 Days	5 Days
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days		
WORKFLOW(At Commissionera te of FPDCA&LM Level)	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Recommendation by Mid-level Officer	Step III- Approval/Rejection by the Commissioner, FPDCA&LM
Day	3	7	5
REVERT/ DE-ESCALATION TIMELINE (in days)	15 Days		
FIRST APELLATE AUTHORITY	Secretary to the Govt. of Assam, Food, Public Distribution and Consumer Affairs Department.		
STIPULATED TIME FOR FIRST APELLATE AUTHORITY	20 Days		
SECOND APELLATE AUTHORITY	Additional Chief Secretary to the Govt. of Assam, Food, Public Distribution and Consumer Affairs Department.		
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	20 Days		
THIRD APELLATE AUTHORITY	ASCRTPS		
STIPULATED	As prescribed in the ASCRTPS Act		



TIME FOR THIRD APELLATE AUTHORITY	
FEES (in Rs.)	Rs. 100/- as value of the License.

7) Name of Service:- Appeal against an order of a legal Metrology Officer Controller of Legal Metrology (Form-4).

SERVICE	EODB		
ELIGIBILITY CRITERIA	As Complaint received		
DOCUMENTS REQUIRED	1.Order/Decision of the Inspector/Assistant Controller/ Deputy Controller/Controller .		
	2.Duly filled Format as specified in Schedule X of the Assam Legal Metrology (Enforcement) Rules,2011		
	3.Application Form at : Annexure-IV		
DPS	Controller Of Legal Metrology, Assam, Guwahati		
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist		
WORKFLOW	Step-I Receive application, checking and scrutinized in the assistant level	Step-II- Recommendation by Mid-level Officer	Step-III- Approval of the authority
WORKING TIMELINE (in days)	2 days	3 Days	10 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days		
FIRST APELLATE AUTHORITY	Joint Secretary to the Govt. Of Assam, FPD & CA Department		
STIPULATED TIME FOR FIRST APELLATE AUTHORITY	20 Days		
SECOND APELLATE AUTHORITY	Secretary to the Govt. Of Assam, FPD & CA Department		
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	20 Days		
THIRD APELLATE AUTHORITY	ASCRTPS		
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribed in the ASCRTPS Act		
FEES(in Rs.)	1.Appeal to State Government- Rs.500		
	2.Appeal to Controller -Rs.200		

8) Name of Service:- License as Dealer of Weights & Measures (Form- LD- I)

SERVICE	EODB
ELIGIBILITY CRITERIA	As per Required Documents



DOCUMENTS REQUIRED	1.Valid Trade License issued by concerned Municipal Corporation/ Board/ Town Committee/ Gaon Panchayat			
	2.GST Registration Certificate			
	3.Model approval certificate issued by the Govt. of India			
	4.Authorization letter issued by manufacturer to sell weight or measure.			
	5.Copy of the up to date license of the Manufacturer			
	6.Recent Passport Photograph of the applicant(s)			
	7.Inspection Report of the Legal Metrology Officer			
	8.Photographs of the establishment with GPS location			
	9.Land Details			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step-I- Receive application, checking and scrutinized in the assistant level	Step-II- Field Verification and Inspection report	Step-III- Recommendation by Mid-level Officer	Step-IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. Of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. Of Assam, FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	Rs.500/- per year			

9) Name of Service:- License as Manufacturer of weights & measures (Form- LM- I)

SERVICE	EODB
ELIGIBILITY CRITERIA	As per Required Documents



DOCUMENTS REQUIRED	1.Valid Trade License issued by concerned Municipal Corporation/ Board/ Town Committee/ Gaon Panchayat.			
	2.GST Registration Certificate.			
	3.Model approval certificate issued by the Govt. of India.			
	4.Land Documents where the factory of the manufacturer is established.			
	5.Recent Passport Photograph of the applicant(s).			
	6.Inspection Report of the Legal Metrology Officer.			
	7.Land Details.			
	8.Photographs of the establishment with GPS location.			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step-I- Receive application, checking and scrutinized in the assistant level	Step-II- Field Verification and Inspection report	Step-III- Recommendation by Mid-level Officer	Step-IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. Of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. Of Assam, FPDCA&LM FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	Rs.2000/- per year			

10) Name of Service:- License as Repairer of Weights & Measures (Form- LR- I)

SERVICE	EODB
ELIGIBILITY CRITERIA	As per Required Documents
DOCUMENTS REQUIRED	1.Valid Trade License issued by concerned Municipal Corporation/ Board/ Town Committee/ Gaon Panchayat.



	2.GST Registration Certificate.			
	3.Experience Certificate from manufacturer/ dealer/ repairer.			
	4.Recent Passport Photograph of the applicant(s).			
	5.Inspection Report of the Legal Metrology Officer.			
	6.Land Details.			
	7.Photographs of the establishment with GPS location.			
	8.Copy of the valid up to date license of the Manufacturer/Repairer who certified the experience.			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step-I- Receive application, checking and scrutinised in the assistant level	Step-II- Field Verification and Inspection report	Step-III- Recommendation by Mid-level Officer	Step-IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. Of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. Of Assam, FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	Rs. 500/- per year for repairing all types of weights, capacity measures, length measures, beam scales and counter machines.			
	Rs. 1000/- per year for repairing weights and measures as mentioned in (a) above and others.			



11) Name of Service:- Nomination of the Director by the Company under Sub- Section (2) of the Legal Metrology Act, 2009

SERVICE	EODB		
ELIGIBILITY CRITERIA	Registered Company/ Industry/ Firm		
DOCUMENTS REQUIRED	1.Written consent of the Nominated Person (Director)		
	2.Certified copy of the resolution passed in the meeting of the Board of Directors for nominating a Person (Director)		
	3.Nomination of the Director by the Company under Sub-Section (2) of the Legal Metrology Act, 2009		
DPS	Controller Of Legal Metrology, Assam, Guwahati		
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist		
WORKFLOW	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Recommendation by Mid-level Officer	Step III- Approval of the authority
WORKING TIMELINE (in days)	2 days	3 Days	10 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days		
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department		
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days		
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department		
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days		
THIRD APPELLATE AUTHORITY	ASCRTPS		
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act		
FEES (in Rs.)	NA		

12) Name of Service:- Registration as Importer of Pre-packed commodities (Form-2)

SERVICE	EODB
ELIGIBILITY CRITERIA	Importer
DOCUMENTS REQUIRED	1.Trade License issued by concerned Municipal Corporation/ Board/ Town Committee/ Gaon Panchayat



	2.GST Registration Certificate.			
	3.Partnership Deed, if any			
	4.Factory Registration Certificate			
	5.Address proof			
	6.Certificate of importer is issued by Ministry of Commerce, Govt. of India in case of importer of packaged commodities.			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	Rs. 500/- & Rs.100/- for making any alteration in the Registration Certificate.			

13) Name of Service:- Registration as Manufacturer Packer of pre-packed commodities (Form-I)

SERVICE	EODB
ELIGIBILITY CRITERIA	Manufacturer/ Packer
DOCUMENTS REQUIRED	1.Trade License issued by concerned Municipal Corporation/ Board/ Town Committee/ Gaon Panchayat.
	2.GST Registration Certificate.
	3.Certificate issued by FSSAI in case of Food Item
	4.Inspection Report of the Legal Metrology Officer
	5.Address proof



	6. Photographs of the Shop/firm/Manufacturing unit with GPS location			
	7. Land Details			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	Rs. 500/- & Rs.100/- for making any alteration in the Registration Certificate.			

14) Name of Service:- Verification and Stamping of New dispensing Pumps of Petrol Diesel (Form-5)

SERVICE	EODB
ELIGIBILITY CRITERIA	Completion of Infrastructure and installation of Petrol/Diesel pump.
DOCUMENTS REQUIRED	1. Letter addressed to the Controller from the concerned Oil Company. 2. Model approval certificate of the Dispensing Pumps issued by the Govt. of India. 3. NOC of the District Administration 4. Copy of the Explosive License 5. Land permission 6. GST Registration Certificate



	7. Inspection Report of the Legal Metrology Officer			
	8. Photographs of the Pump with GPS location			
	9. Stamping Plate Photograph with clear vision of Dispensing Unit			
	10. Verification Certificate for Old machine if any (for replacement with New DU)			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	20 (Twenty) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 days	3 days	10 days
REVERT/DE-ESCALATION TIMELINE (in days)	20 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	NA			

15) Name of Service:- Verification and Stamping of New Weighbridge (Form-6)

SERVICE	EODB
ELIGIBILITY CRITERIA	Completion of Infrastructure and installation of Weigh bridge
DOCUMENTS REQUIRED	1. Model approval certificate of the weighbridge issued by the Govt. of India
	2. Purchase Invoice of the Weighbridge.
	3. Purchase Invoice of 1(one) tonne test weight
	4. N.O.C issued by the Civil Administration/ Municipal/ Board/ town Committee/ Gaon Panchayat



	5.E Way Bill			
	6.Copy of the Valid Dealer/Manufacturer License of the Seller			
	7.Assess permission from national Highway Authority/ State Highway Authority/PWD ,if the Weighbridge is situated on the road side			
	8.Inspection Report of the Legal Metrology Officer			
	9.Photographs of the Weighbridge with GPS location			
	10.Stamping Plate Photograph with clear vision of Machine Details			
	11.Land Details			
DPS	Controller Of Legal Metrology, Assam, Guwahati			
TIMELINE(in days)	20 (Twenty) working days from the date of submission of application, completed in all respects along with documents as per checklist			
WORKFLOW	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority
WORKING TIMELINE (in days)	2 days	5 days	3 days	10 days
REVERT/DE-ESCALATION TIMELINE (in days)	20 Days			
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days			
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days			
THIRD APPELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act			
FEES (in Rs.)	NA			

16) Name of Service:- Application for Re-verification and Stamping of Weighbridge after technical modification

SERVICE	EODB
ELIGIBILITY CRITERIA	Existing verified Weigh bridge
DOCUMENTS REQUIRED	1.Previous Verification Certificate of Weighbridge



	2. Copy of the Previous Verification Certificate of 1(one) tonne weights				
	3. Details of alteration of accessories.				
DPS	Controller Of Legal Metrology, Assam, Guwahati				
TIMELINE(in days)	15(Fifteen) working days from the date of submission of application, completed in all respects along with documents as per checklist				
WORKFLOW	Step I- Receive application , checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority	Step V- Verification And Stamping by ILM
WORKING TIMELINE (in days)	2 days	2 days	1 Day	2 days	8 days
REVERT/DE-ESCALATION TIMELINE (in days)	7 Days				
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department				
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days				
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department				
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days				
THIRD APPELLATE AUTHORITY	ASCRTPS				
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act				
FEES (in Rs.)	NA				

17) Name of Service:- Application for Re-verification and Stamping of Existing dispensing Pumps of Petrol or Diesel after alteration

SERVICE	EODB
ELIGIBILITY CRITERIA	Existing Verified Petrol/Diesel pump
DOCUMENTS REQUIRED	1.Letter addressed to the Controller from the concerned Oil Company 2.Copy of the latest Verification Certificate issued.
DPS	Controller Of Legal Metrology, Assam, Guwahati
TIMELINE(in days)	15(Fifteen) working days from the date of submission of application, completed in all respects along with



	documents as per checklist				
WORKFLOW	Step I- Receive application , checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recommendation by Mid-level Officer	Step IV- Approval of the authority	Step V- Verification And Stamping by ILM
WORKING TIMELINE (in days)	2 days	2 days	1 Day	2 days	8 days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days				
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department				
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days				
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department				
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days				
THIRD APPELLATE AUTHORITY	ASCRTPS				
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act				
FEES (in Rs.)	NA				

18) Name of Service:- Auto Renewal of License as Dealer of weighs & measures (Form-LD-II)

SERVICE	EODB
ELIGIBILITY CRITERIA	Existing Dealer License Holder
DOCUMENTS REQUIRED	1.Upload photo of Proprietor , in case of Proprietorship 2.Upload photo of Managing Partner, in case of Partnership firm 3.Upload photo of Managing Director, in case of Limited Company 4.Existing valid Dealer License Document 5.GST Registration Certificate or exemption declaration by the applicant (if applicable) 6.Quarterly returns for the period January to March, April to June, July to September of the current year and October to December of the preceding year



	7.Copy of the current Trade license issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat
DPS	Controller Of Legal Metrology, Assam, Guwahati
TIMELINE(in days)	Instant Approval
WORKFLOW	Instant Approval
WORKING TIMELINE (in days)	Instant Approval
REVERT/DE-ESCALATION TIMELINE (in days)	Instant Approval
FIRST APELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR FIRST APELLATE AUTHORITY	20 Days
SECOND APELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	20 Days
THIRD APELLATE AUTHORITY	ASCRTPS
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribed in the ASCRTPS Act
FEES (in Rs.)	Rs.500/- per year

19) Name of Service:- Auto Renewal of License as Manufacturer of weighs & measures (Form- LM-II)

SERVICE	EODB
ELIGIBILITY CRITERIA	Existing manufacturer License Holder
DOCUMENTS REQUIRED	1.Upload photo of Proprietor , in case of Proprietorship 2.Upload photo of Managing Partner, in case of Partnership firm 3.Upload photo of Managing Director, in case of Limited Company 4.Existing valid Dealer License Document 5.GST Registration Certificate or exemption declaration by the applicant (if applicable) 6.Quarterly returns for the period January to March, April to June, July to September of the current year and October to December of the preceding year 7.Copy of the current Trade license issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat
DPS	Controller Of Legal Metrology, Assam, Guwahati
TIMELINE(in days)	Instant Approval



WORKFLOW	Instant Approval
WORKING TIMELINE (in days)	Instant Approval
REVERT/DE-ESCALATION TIMELINE (in days)	Instant Approval
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days
THIRD APPELLATE AUTHORITY	ASCRTPS
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act
FEES (in Rs.)	Rs.2000/- per year

20) Name of Service:- Auto Renewal of License as Repairer of weights & measures (Form-LR-II)

SERVICE	EODB
ELIGIBILITY CRITERIA	Existing Repairer License Holder
DOCUMENTS REQUIRED	1.Upload photo of Managing Director, in case of Limited Company 2.Upload photo of Proprietor , in case of Proprietorship 3.Upload photo of Managing Partner, in case of Partnership firm 4.Copy of the current Trade license issued by concerned Municipal Corporation /Board/Town Committee/Gaon Panchayat 5.GST Registration Certificate or exemption declaration by the applicant (if applicable) 6.Existing valid Repairing License Document 7.Address proof of the Skilled Worker(s) 8.Group Photo of the Applicant(s) and skilled worker(s) 9.Quarterly returns for the period January to March, April to June, July to September of the current year and October to December of the preceding year
DPS	Controller Of Legal Metrology, Assam, Guwahati
TIMELINE(in days)	Instant Approval
WORKFLOW	Instant Approval
WORKING TIMELINE (in days)	Instant Approval



REVERT/DE-ESCALATION TIMELINE (in days)	Instant Approval
FIRST APPELLATE AUTHORITY	Joint Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR FIRST APPELLATE AUTHORITY	20 Days
SECOND APPELLATE AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR SECOND APPELLATE AUTHORITY	20 Days
THIRD APPELLATE AUTHORITY	ASCRTPS
STIPULATED TIME FOR THIRD APPELLATE AUTHORITY	As prescribed in the ASCRTPS Act
FEES (in Rs.)	Rs.2000/- per year

Secretary to the Government of Assam,
Food, Public Distribution and Consumer Affairs
Department, Dispur

Memo No. 374607/407-A

Dated Dispur the 1st October, 2024

Copy to:

1. The Secretary to the Govt. of Assam, ARTP&PG Department for kind information and necessary action.
2. The Commissioner, Food, Public Distribution, Consumer Affairs & Legal Metrology, Assam, Ramakrishna Mission Road, Ulubari, Guwahati-7
3. The Managing Director, Assam Food and Civil Supplies Corporation Ltd., 4th Floor, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22
4. P.S. to Hon'ble Minister, Food, Public Distribution & Consumer Affairs, Assam, for kind information of Hon'ble Minister
5. P.S. to the Addl. The Addl. Chief Secretary to the Govt. of Assam, Food, Public Distribution & Consumer Affairs Department, Dispur.

By order etc.,

E-signed

Secretary to the Government of Assam,
Food, Public Distribution and Consumer Affairs
Department, Dispur