

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		
ELIGIBILTY CRITERIA	In Case of damaged/los	st of Original Ration Car	d
DOCUMENTS	1. Original Ration Card	(RC) in case Damaged	RC
REQUIRED		rth Certificate/Voter ID/	PAN Card/ADHAAR
	Card/Driving License/Se	chool Certificate	
	3. Self Declaration		
		ng License/Bank Passbo	
		Iding Receipt/Electricity	Bill/Water
	Bill/AADHAR Card/Pass	port	
	5. AADHAR Card		
	6. Bank Account Detail		
	7. Mobile Number (Mar		
	8. Passport Size photog		1
		eport in case of lost /Sto	
		f Rs.10-deposited as val	ue of Ration Card
	(till the eGRAS integrat		al a va ti // va ava a a ta v
DPS	FPD&CA of respective I	ant Director/Superinten	dent/inspector,
DFS		ays from the date of sub	mission of
TIMELINE(in days)		all the necessary docum	
	Step I-Receive of		Step III- Approval
	application along		of the authority
	with all the necessary		or the dutioney
WORKFLOW	documents checking	Step II-	
	and scrutinised in the	Recommendation by	
	assistant level	Mid-level Officer	
WORKING TIMELINE			
(in days)	3 Days	5 Days	7 Days
REVERT/ DE-			
ESCALATION	15 Days		
TIMELINE (in days)			
		missioner (FPD&CA) in	
FIRST APELLATE		nal District Commission	
AUTHORITY) in case District Sub-Di	vision
STIPULATED TIME	15 Days		
FOR FIRST			



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		
ELIGIBILTY	In case of addition/ de	letion and correction of detai	ils of family
CRITERIA	members in the RC		
DOCUMENTS	1. Application form		
REQUIRED	2. Original Ration Carc		
		ing License/Bank Passbook/P	
		olding Receipt/Electricity Bill/	Water
	Bill/AADHAR Card/Pass		
		Sirth Certificate/Voter ID/PAN	Card/ADHAAR
	Card/Driving License/S		
	5. Passport Size photo	graph	
	6. Self Declaration		
		Death Certificate in case of	
	expiry/Marriage certifi		
		Birth Certificate in case of	
	Addition/Marriage cert		
		se of Name correction.	
		Report in case of lost /Stolen	
DDC		ant Director/Superintendent	Inspector,
DPS	FPD&CA of respective		
TIMELINE(in days)		ays from the date of submiss	
	Step I-Receive of	all the necessary documents	Step III-
	application along		Approval of
	with all the		the authority
WORKFLOW	necessary		the authority
	documents checking		
	and scrutinised in	Step II- Recommendation	
	the assistant level	by Mid-level Officer	
WORKING TIMELINE			
(in days)	3 days	7 Days	5 Days
REVERT/ DE-	,	, , , , , , , , , , , , , , , , , , ,	· · · · · · · · · · · · · · · · · · ·
ESCALATION	15 Days		
TIMELINE (in days)	-		
FIRST APELLATE		nmissioner (FPD&CA) in case	
AUTHORITY		nal District Commissioner (i/	
	Divisional Officer (Civi	 in case District Sub-Division 	n



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

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

	RTPS			
SERVICE				
ELIGIBILTY CRITERIA	In case of Migr	ation/ Marriage to otl	her area.	
DOCUMENTS REQUIRED	Note : Original be submitted	nder of Ration Card Ration Card has to by the applicant to d Deputy Director.	STEP-II: New Rati	on Card
	1. Application f	form	1. Detailed Particulars Members.	of Family
		tion (As advised)	2. Copy of Birth Cer minor members (Belc in age)	ow 10 years
	3. Original Rati	on Card	3. Certificate copy page of Voter List	
			 Copy of Tax pay / la pay receipt 	and revenue
			5. Surrender Certificat Card/ Family Identity I	
			6. Address Proof (Driv License/Bank Passboo Office Passbook/Munic Receipt/Electricity Bill,	ing k/Post cipal Holding
			Bill/AADHAR Card/Pas	
		-	7. Income Certificate 8. Mobile Number (Ma	ndatony
			9. Bank Account Detai	ils
			10. Passport Size Phot	
DPS		or/Assistant Director/S District/Sub-Division	Superintendent/Inspect	or, FPD&CA
TIMELINE(in			ate of submission of ap	nlication
days)		he necessary docum		pheacion
WORKFLOW	Step I-	Step II- Field	Step III-	Step IV-
(STEP-I) (In	Receive	Verification and	Recommendation	Approval
the existing	application,	Inspection report	by Mid-level Officer	of the



	checking and			authority
District.)	scrutinized in the assistant			
WORKING	level			
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	Additional Dist	rict Commissioner (F	PD&CA) in case of Dist	rict
APELLATE			ommissioner (i/c)/ Sub-	
AUTHORITY	Officer (Civil) in	n case District Sub-Di	vision	
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 i	n the ASCRTPS Act		
FEES(in Rs.)	Rs.10- as value	e of Ration Card		



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

SERVICE	RTPS			
ELIGIBILTY CRITERIA	In case of Marr	iage		
DOCUMENTS REQUIRED	1. Application			
	2. Original Rati			
	3. Self Declara			
			e/Voter ID/PAN Card/AI	DHAAR
		cense/School Certific		
			ank Passbook/Post Offic	
		cipal Holding Receipt	/Electricity Bill/Water B	III/AADHAR
	Card/Passport	Cartificata (NOC) of	the llead of the Family	(Dation
	Card Holder)	i Certificate (NOC) of	the Head of the Family	(Ration
	7. Passport pho	tograph		
	8. AADHAR Nu			
	9. Land Docum			
		ertificate (where app	licable)	
			Superintendent/Inspect	or. FPD&CA
		istrict/Sub-Division		
DPS				
TIMELINE(in			ate of submission of ap	plication
days)		he necessary docum		
	Step I-	Step II- Field	Step III-	Step IV-
	Receive	Verification and	Recommendation	Approval
WORKFLOW	application,	Inspection report	by Mid-level Officer	of the
(STEP-I) (In the existing	checking and scrutinized			authority
District.)	in the			
District.)	assistant			
	level			
WORKING				
TIMELINE (in	2 days	5 Days	3 Days	5 Days
days)				
REVERT/ DE-				
ESCALATION	15 5			
TIMELINE (in	15 Days			
days)	Step I-			
WORKFLOW	Receive			
(STEP-II)	application,			Step IV-
(In new	checking and	Step II- Field	Step III-	Approval
District/Sub-	scrutinized	Verification and	Recommendation	of the
Division)	in the	Inspection report	by Mid-level Officer	authority
	assistant			-
	level			
WORKING				
TIMELINE (in	2 days	E Davia		
days)	2 days	5 Days	3 Days	5 Days
REVERT/ DE- ESCALATION	15 Days			
TIMELINE (in				
days)				
~~ <u>,</u>	1			



FIRST APELLATE	Additional District Commissioner (FPD&CA) in case of District Headquarter & Additional District Commissioner (i/c)/ Sub-Divisional
AUTHORITY	Officer (Civil) in case District Sub-Division
STIPULATED	15 Days
TIME FOR	
APELLATE	
AUTHORITY	
SECOND	Commissioner, FPDCA & LM
AUTHORITY	
STIPULATED	15 Days
TIME FOR SECOND	
APELLATE	
AUTHORITY	
THIRD APELLATE	ASCRTPS
AUTHORITY	
STIPULATED	As prescribed in the ASCRTPS Act
TIME FOR	
APELLATE	
AUTHORITY	
FEES(in Rs.)	Nil
	1

5) Name of Service:- Import License of Salt

SERVICE	EoDB			
ELIGIBILTY CRITERIA	Any Indian Citizen			
DOCUMENTS REQUIRED		ature of the applic	with court fee stamps of Rs. cant with date in the office of PD&CA	
-	2. Prayer application o			
	3. Security deposit mo			
	4. Copy of Trade Licen		& C) Order-1982	
	5. Tax/VAT clearance (
	6. Municipality Tax Cle			
			Acknowledgement or Indian	
	Income Tax Verificatio	-		
	8. Bank Financial Sour	nd Certificate		
	9. Godown Statement			
	10. Copy of PAN Card/		er ID etc.	
DPS	Commissioner, FPDCA	&LM		
TIMELINE(in days)			of submission of application, suments 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	2 days		5 Dave	
	z uays	8 Days	5 Days	
days)				
REVERT/ DE-				
ESCALATION	15 Davis			
TIMELINE (in	15 Days			
days)		<u> </u>		
WORKFLOW(At	Step I-Receive	Step II-		
Commissionera	application, checking	Recommendati	Step III- Approval/Rejection	
te of	and scrutinized in	on by Mid-level	by the Commissioner,	
FPDCA&LM	the assistant level	Officer	FPDCA&LM	
Level)				
WORKING				
TIMELINE (in	3 Days	7 Days	5 Days	
days)				
REVERT/ DE-	15 Days			
ESCALATION				
TIMELINE (in				
days)				
FIRST	Secretary to the Govt.	of Assam, Food, P	ublic Distribution and	
APELLATE	Consumer Affairs Depa	artment.		
AUTHORITY				
STIPULATED	20 Days			
TIME FOR	-			
FIRST				
APELLATE				
AUTHORITY				
SECOND	Additional Chief Secretary to the Govt. of Assam, Food, Public			
APELLATE	Distribution and Consumer Affairs Department.			
AUTHORITY			-	
STIPULATED	20 Days			
TIME FOR	- , -			
SECOND				
APELLATE				
AUTHORITY				
THIRD	ASCRTPS			
APELLATE				
AUTHORITY				
STIPULATED	As prescribed in the A	SCRTPS Act		
TIME FOR				
THIRD				
APELLATE				
AUTHORITY				
FEES (in Rs.)	Rs. 100/- as value of th	ne Licence		

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

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



	3. Renewal fee of Rs.		
	4. Copy of Trade Lice		xC) Order-1982.
	5. Tax/VAT clearance	Certificate	
	6. Municipality Tax C	learance Certificate	
	7.Indian Income Tax	Return Verification	Acknowledgement or Indian
	Income Tax Verificati		
	8. AADHAR Card/PAN		
	9. License Copy (In C	-	
	Commissioner, FPDC		
DPS		AQLM	
	15 (Fiftoop) working	dave from the date	of submission of application,
	completed in all resp	ects along with doc	uments as per checklist
TIMELINE(in			
days)			
WORKFLOW	Step I-Receive	Step II- Field	Step III- Forwarding of
(District/Sub-	application,	Verification and	Application with
Divisional	checking and	Inspection report	Recommendation of the
level)	scrutinized in the		authority to the
-	assistant level		Commissioner, FPDCA&LM
WORKING			
TIMELINE (in			
days)	2 days	8 Days	5 Days
REVERT/ DE-	,.	0 2 0 9 0	0 - 0,0
ESCALATION			
TIMELINE (in	15 Days		
	15 Days		
days)	Stan Dessive	Ctop II	
WORKFLOW(At	Step I-Receive	Step II-	
Commissionera	application,	Recommendatio	Step III- Approval/Rejection
te of	checking and	n by Mid-level	by the Commissioner,
FPDCA&LM	scrutinized in the	Officer	FPDCA&LM
Level)	assistant level		
Davi	2	7	F
Day	3	7	5
REVERT/ DE-	3 15 Days	7	5
REVERT/ DE- ESCALATION		7	5
REVERT/ DE- ESCALATION TIMELINE (in		7	5
REVERT/ DE- ESCALATION		7	5
REVERT/ DE- ESCALATION TIMELINE (in	15 Days		5 Public Distribution and
REVERT/ DE- ESCALATION TIMELINE (in days)	15 Days	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST	15 Days Secretary to the Gov	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE	15 Days Secretary to the Gov Consumer Affairs De	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED	15 Days Secretary to the Gov	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR	15 Days Secretary to the Gov Consumer Affairs De	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST	15 Days Secretary to the Gov Consumer Affairs De	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE	15 Days Secretary to the Gov Consumer Affairs De	t. of Assam, Food, F	
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY	15 Days Secretary to the Gov Consumer Affairs De 20 Days	t. of Assam, Food, F partment.	Public Distribution and
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE	15 Days Secretary to the Gov Consumer Affairs De 20 Days	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND APELLATE	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND APELLATE	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND APELLATE AUTHORITY	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons 20 Days	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND APELLATE AUTHORITY THIRD APELLATE	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons 20 Days	t. of Assam, Food, P partment. etary to the Govt. o	Public Distribution and f Assam, Food, Public
REVERT/ DE- ESCALATION TIMELINE (in days) FIRST APELLATE AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY SECOND APELLATE AUTHORITY STIPULATED TIME FOR SECOND APELLATE AUTHORITY THIRD	15 Days Secretary to the Gov Consumer Affairs De 20 Days Additional Chief Secr Distribution and Cons 20 Days	t. of Assam, Food, P partment. etary to the Govt. o sumer Affairs Depar	Public Distribution and f Assam, Food, Public



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				
ELIGIBILTY CRITERIA	As Complaint received				
DOCUMENTS REQUIRED	1.Order/Decision of th	1.Order/Decision of the Inspector/Assistant Controller/			
	Deputy Controller/Con	troller .			
	2.Duly filled Format as	s specified in Sche	dule X of the		
	Assam Legal Metrolog	y (Enforcement) Ru	les,2011		
	3.Application Form at	: Annexure-IV			
DPS	Controller Of Legal Me	trology, Assam, Gu	wahati		
TIMELINE(in days)	15 (Fifteen) working d	ays from the date of	of submission		
	of application, comple		s along with		
	documents as per che	cklist			
WORKFLOW	Step-I Receive	Step-II-	Step-III-		
	application,	Recommendatio	Approval of		
	checking and	n by Mid-level	the		
	scrutinized in the	Officer	authority		
	assistant level				
WORKING TIMELINE (in days)	2 days	3 Days	10 Days		
REVERT/DE-ESCALATION	15 Days				
TIMELINE (in days)					
FIRST APELLATE AUTHORITY	Joint Secretary to the Govt. Of Assam, FPD & CA Department				
STIPULATED TIME FOR FIRST	20 Days				
APELLATE AUTHORITY	20 Days				
SECOND APELLATE	Secretary to the G	ovt. Of Assam,	FPD & CA		
AUTHORITY	Department				
STIPULATED TIME FOR					
SECOND APELLATE	20 Days				
AUTHORITY					
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
ELIGIBILTY 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		gal Metrology,	Assam, Guwahati	
TIMELINE(in days)	15 (Fifteen) wo application, co documents as p	rking days fro ompleted in per checklist	m the date of sub all respects al	ong with
WORKFLOW	Step-I- Receive application, checking and scrutinized in the assistant level	Step-II- Field Verification and Inspection report	Step-III- Recommendatio n 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) FIRST APELLATE	15 Days Joint Secretary to the Govt. Of Assam, FPD & CA			
AUTHORITY STIPULATED TIME FOR FIRST APELLATE AUTHORITY	Department 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				
FEES (in Rs.)	Rs.500/- per ye	ar		

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

SERVICE	EODB
ELIGIBILTY CRITERIA	As per Required Documents



DOCUMENTS REQUIRED	1 Valid Trade Li	cense issued h	y concerned Munic	inal
DOCOMENTS REQUIRED			nmittee/ Gaon Panc	
	2.GST Registrat			
	3.Model approval certificate issued by the Govt. of India.			
	4.Land Documents where the factory of the manufacturer			ufacturer
	is established.			
			of the applicant(s)	
		port of the Leg	al Metrology Office	r.
	7.Land Details.			
			ment with GPS loca	ation.
DPS			Assam, Guwahati	
TIMELINE(in days)		ompleted in	m the date of sub all respects al	mission of ong with
WORKFLOW	Step-I-	Step-II-	Step-III-	Step-IV-
	Receive	Field	Recommendatio	Approval
	application,	Verification	n by Mid-level	of the
	checking and		Officer	authority
	scrutinized in	•		
	the assistant	report		
	level			
WORKING TIMELINE (in				
days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION TIMELINE (in days)	15 Days			
FIRST APELLATE	Joint Secretary	/ to the Go	vt. Of Assam, Fl	PD & CA
AUTHORITY	Department			
STIPULATED TIME FOR				
FIRST APELLATE	20 Days			
AUTHORITY				
SECOND APELLATE	Secretary to th	ne Govt. Of As	ssam, FPDCA&LM	FPD & CA
AUTHORITY	Department			
STIPULATED TIME FOR				
SECOND APELLATE	20 Days			
AUTHORITY				
THIRD APELLATE	ACCOTOC			
AUTHORITY	ASCRTPS			
STIPULATED TIME FOR				
THIRD APELLATE	As prescribed ir	n the ASCRTPS	Act	
AUTHORITY				
FEES (in Rs.)	Rs.2000/- per y	ear		
	<u> </u>			

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

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



	2.GST Registrat	ion 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.			
			ment with GPS loca	ation.
	8.Copy of the valid up to date license of the Manufacturer/Repairer who certified the experience.			
DPS	Controller Of Le	gal Metrology,	Assam, Guwahati	
TIMELINE(in days)	15 (Fifteen) wo	orking days fro ompleted in	m the date of sub	mission of ong with
WORKFLOW	Step-I-	Step-II-	Step-III-	Step-IV-
	Receive	Field	Recommendatio	Approval
	application,	Verification	n by Mid-level	of the
	checking and scrutinised in	and	Officer	authority
	the assistant			
	level	report		
WORKING TIMELINE (in				
days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION				
TIMELINE (in days)	15 Days			
FIRST APELLATE	Joint Secretary	/ to the Go	vt. Of Assam, F	PD & CA
AUTHORITY	Department			
STIPULATED TIME FOR				
FIRST APELLATE	20 Days			
AUTHORITY				
SECOND APELLATE	Secretary to the	Govt Of Assa	am, FPD & CA Depa	rtment
AUTHORITY				remene
STIPULATED TIME FOR				
SECOND APELLATE	20 Days			
AUTHORITY				
THIRD APELLATE	ASCRTPS			
AUTHORITY				
STIPULATED TIME FOR			• •	
THIRD APELLATE	As prescribed in	h the ASCRIPS	Act	
AUTHORITY				c
	Rs. 500/- per year for repairing all types of weights,			
	capacity measures, length measures, beam scales and			
FEES (in Rs.)	counter machines. Rs. 1000/- per year for repairing weights and measures as			
				easures as
	mentioned in (a	above and of	iners.	



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

SERVICE	EODB			
ELIGIBILTY 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 		sed in the meeting of a Person (Director) Company under Sub-	
DPS	Controller Of Legal	Metrology Ac	Guwabati	
TIMELINE(in days)	Controller Of Legal Metrology, Assam, Guwahati 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- Recommendati on 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		& 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.)	NA			

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

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



	2.GST Registration	on Certificate		
	3.Partnership De			
	4.Factory Regist			
	5.Address proof			
	6.Certificate of ir	nporter is issued	by Ministry o	f Commerce.
	Govt. of India in			
DPS	Controller Of Leg	al Metrology, As	sam, Guwaha	ti
TIMELINE(in days)	15 (Fifteen) working days from the date of submission of			ubmission of
	application, co	mpleted in a	ll respects	along with
	documents as pe	er checklist		-
WORKFLOW	Step I-Receive		Step III-	Step IV-
	application,	Step II- Field	Recomme	Approval of
	checking and	Verification	ndation by	the
	scrutinized in	and	Mid-level	authority
	the assistant	Inspection	Officer	,
WORKING TIMELINE (in	level	report		
days)	2 days	5 Davis	2 Davis	5 Davis
REVERT/DE-ESCALATION	2 days	5 Days	3 Days	5 Days
TIMELINE (in days)	15 Days			
FIRST APELLATE	Joint Secretary	to the Covt	of Assam	
AUTHORITY	Department	to the dovt.	UI ASSaIII,	IFD & CA
STIPULATED TIME FOR	Department			
	20 Davia			
FIRST APELLATE	20 Days			
AUTHORITY				
SECOND APELLATE	Secretary to the Govt. of Assam, FPD & CA Department		partment	
AUTHORITY				
STIPULATED TIME FOR				
SECOND APELLATE	20 Days			
AUTHORITY				
THIRD APELLATE	ASCRTPS			
AUTHORITY	AJUNITJ			
STIPULATED TIME FOR				
THIRD APELLATE	As prescribed in	the ASCRTPS Act	t	
AUTHORITY				
FEES (in Rs.)	Rs. 500/- & Rs.100/- for making any alteration in the Registration Certificate.			

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

SERVICE	EODB
ELIGIBILTY 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 Dhotographs of	f the Shen/firm/N	Appufacturing	upit with CDC
	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			along with
	application, completed in all respects along with documents as per checklist			
WORKFLOW			Stop III	Step IV-
WORKFLOW				
	checking and	Verification	Recomme	Approval of the
	scrutinized in	and	ndation by	-
	the assistant	Inspection	Mid-level	authority
	level	report	Officer	
WORKING TIMELINE (in				
days)	2 days	5 Days	3 Days	5 Days
REVERT/DE-ESCALATION				
TIMELINE (in days)	15 Days			
FIRST APELLATE	Joint Secretary	to the Govt.	of Assam,	FPD & CA
AUTHORITY	Department			
STIPULATED TIME FOR	20 Days			
FIRST APELLATE				
AUTHORITY				
SECOND APELLATE				
AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department			
STIPULATED TIME FOR				
SECOND APELLATE	20 Days			
AUTHORITY	-			
THIRD APELLATE				
AUTHORITY	ASCRTPS			
STIPULATED TIME FOR				
THIRD APELLATE	As prescribed in the ASCRTPS Act			
AUTHORITY				
-				
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
	Completion of Infrastructure and installation of
ELIGIBILTY CRITERIA	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 Rep	ort of the Legal I	Metrology Offi	cer
	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 wit			
DPS	Controller Of Leg			
TIMELINE(in days)	20 (Twenty) wor			
		•	ll respects	along with
	documents as pe	er checklist		
WORKFLOW	Step I-Receive		Step III-	Step IV-
	application,	Step II- Field	Recomme	Approval of
	checking and scrutinized in	Verification and	ndation by	the
	the assistant	Inspection	Mid-level	authority
	level	report	Officer	
WORKING TIMELINE (in				
days)	2 days	5 days	3 days	10 days
REVERT/DE-ESCALATION				
TIMELINE (in days)	20 Days			
FIRST APELLATE	Joint Secretary	to the Govt.	of Assam,	FPD & CA
AUTHORITY	Department			
STIPULATED TIME FOR	20 Days			
FIRST APELLATE				
AUTHORITY				
SECOND APELLATE	Secretary to the Govt. of Assam, FPD & CA Department			
AUTHORITY		GOVE OF ASSAIN,	rpd & ca dep	bartment
STIPULATED TIME FOR				
SECOND APELLATE	20 Days			
AUTHORITY				
THIRD APELLATE	ASCRTPS			
AUTHORITY	AJUNITJ			
STIPULATED TIME FOR				
THIRD APELLATE	As prescribed in	the ASCRTPS Act	t	
AUTHORITY				
FEES (in Rs.)	NA			

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

SERVICE	EODB
	Completion of Infrastructure and installation of Weigh
ELIGIBILTY CRITERIA	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 Rep	ort of the Legal I	Metrology Offi	cer
	9.Photographs of			
	10.Stamping Plat Details	te Photograph wi	ith clear visior	n of Machine
	11.Land Details			
DPS	Controller Of Leg			
TIMELINE(in days)	20 (Twenty) wor application, co documents as pe	mpleted in a		
WORKFLOW	Step I-Receive application, checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recomme ndation 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 APELLATE AUTHORITY	Joint Secretary Department	to the Govt.	of Assam,	FPD & CA
STIPULATED TIME FOR FIRST APELLATE AUTHORITY	20 Days			
SECOND APELLATE AUTHORITY	Secretary to the	Govt. of Assam,	FPD & CA Dep	partment
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	20 Days			
THIRD APELLATE AUTHORITY	ASCRTPS			
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribed in	the ASCRTPS Act	t	
FEES (in Rs.)	NA			

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

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



	2. Copy of th	ne Previous Ve	rification Ce	rtificate of	1(one)
	tonne weights				
	3. Details of alteration of accessories.				
DPS	Controller Of Legal Metrology, Assam, Guwahati 15(Fifteen) working days from the date of submission of				
TIMELINE(in days)					
		completed		spects al	ong with
		as per checklis			
WORKFLOW	Step I- Receive application , checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recomme ndation by Mid- level Officer	Step IV- Approval of the authorit y	Step V- Verificati on And Stampin g 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 APELLATE AUTHORITY	Joint Secre Department	tary to the	Govt. of	Assam, FF	PD & CA
STIPULATED TIME FOR FIRST APELLATE AUTHORITY	20 Days				
SECOND APELLATE AUTHORITY	Secretary to	the Govt. of A	Assam, FPD &	x CA Depar	tment
STIPULATED TIME FOR SECOND APELLATE AUTHORITY	20 Days				
THIRD APELLATE AUTHORITY	ASCRTPS				
STIPULATED TIME FOR THIRD APELLATE AUTHORITY	As prescribe	d in the ASCR	TPS 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
ELIGIBILTY 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 a	as per checklis	st		
WORKFLOW	Step I- Receive application , checking and scrutinized in the assistant level	Step II- Field Verification and Inspection report	Step III- Recomme ndation by Mid- level Officer	Step IV- Approval of the authorit y	Step V- Verificati on And Stampin g 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 APELLATE AUTHORITY	Joint Secret Department	tary to the	Govt. of	Assam, FF	PD & CA
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 prescribe	d in the ASCR ⁻	TPS Act		
FEES (in Rs.)	NA				

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

SERVICE	EODB
ELIGIBILTY 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 Conversion of the comment Treade Licenses issued have		
	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
ELIGIBILTY 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	Instant Approval
days)	
REVERT/DE-ESCALATION	Instant Approval
TIMELINE (in days)	
FIRST APELLATE	Joint Secretary to the Govt. of Assam, FPD & CA
AUTHORITY	Department
STIPULATED TIME FOR	
FIRST APELLATE	20 Days
AUTHORITY	
SECOND APELLATE	Secretary to the Govt. of Assam, FPD & CA Department
AUTHORITY	
STIPULATED TIME FOR	20 Days
SECOND APELLATE	
AUTHORITY	
THIRD APELLATE	ASCRTPS
AUTHORITY	
STIPULATED TIME FOR	
THIRD APELLATE	As prescribed in the ASCRTPS Act
AUTHORITY	•
FEES (in Rs.)	Rs.2000/- per year

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

SERVICE	EODB
ELIGIBILTY 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 APELLATE	Joint Secretary to the Govt. of Assam, FPD & CA
AUTHORITY	Department
STIPULATED TIME FOR	
FIRST APELLATE	20 Days
AUTHORITY	
SECOND APELLATE	Secretary to the Govt. of Assam, FPD & CA Department
AUTHORITY	Secretary to the Govt. of Assam, FPD & CA Department
STIPULATED TIME FOR	
SECOND APELLATE	20 Days
AUTHORITY	
THIRD APELLATE	ASCRTPS
AUTHORITY	
STIPULATED TIME FOR	
THIRD APELLATE	As prescribed in the ASCRTPS Act
AUTHORITY	
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, <u>Food, Public Distribution and Consumer Affairs</u> <u>Department, Dispur</u>