

1. Organisation and Function

SL. No.	Item	Details of disclosure	Details
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	i. Name and address of the Organization	Indian Institute of Legal Metrology, PO.- RVC Kanke, Ranchi, Jharkhand-834006
		ii. Head of the organization	Director, Indian Institute of Legal Metrology
		iii. Vision, Mission and Key objectives	<p>Indian Institute of Legal Metrology, Ranchi is providing proper training facilities in accordance with the OIML guidelines suited to the Enforcement officials of our country in which the various participants are attending not only from the native land but also from various developing nations of the world.</p> <p>Metrology is the field of knowledge concerned with measurement. It includes the units of measurement and their standards as well as measuring instruments and their field of application, whereas, Legal Metrology is the name given to all applied metrology which is subjected to regulations by the laws of the Land.</p> <p>So, the main objective of the different training courses conducted by IILM is -</p> <ul style="list-style-type: none"> ➤ to enable the participants about the knowledge of the different Acts & Rules related to legal metrology. ➤ to provide awareness and confidence building measures in the services of Legal Metrology. ➤ to function as an expert in a precision laboratory for standardization. ➤ to discharge the duties more efficiently. ➤ to have yearly plan of activities within the proper frame work. ➤ To refresh and to keep abreast of the recent trend in legal metrology within the country and across the world over.
		iv. Function and duties	<p><u>Main functions of the Institute are-</u></p> <ol style="list-style-type: none"> 1. Imparting the Four months Basic Training Course (thrice in a year) to Legal Metrology officials of Central Government. State Government and UTs which fulfills the one of the essential qualification of the Legal Metrology officers for enforcement work across country. 2. Conducting the Special trainings for foreign officials as per their requirement in the field of legal metrology. 3. Conducting the workshops on various topics related to Legal Metrology at the Institute as well in different states/UT's of the country 4. Conducting training on specialized courses on all the topics of legal metrology. 5. Presently numbers of courses are conducted by the Institute are 25. 6. Recently Institute has established the communication with the various universities to conduct the workshops for graduate and post graduate level students to make them familiar with legal metrology system in India. 7. Institute also conducts two days National level seminar on legal Metrology once in a year. 8. Institute also conducts two days Seminar on Consumer Education once in a year. 9. In 2016, Mass Laboratory of the Institute has got NABL accreditation for the calibration of F1 and lower class weights from 1mg to 10kg and for calibration of weighing balances (digital type) of readability 0.1µg to 1mg. 10. Institute also publishes quarterly IILM News Letter.
		v. Organization Chart	<pre> graph TD M[Ministry of Consumer Affairs, Food & Public Distribution] --> D[Department of Consumer Affairs] D --> IILM[Indian Institute of Legal Metrology] IILM --> Dir[Director] Dir --> Prof[Professor] Dir --> AO[Administrative Officer] Prof --> AP[Assistant Professor] AP --> MA[Met. Asstt.] AO --> HCA[Head Clerk/Asstt.] AO --> S[Steno Gr.I & II] AO --> U[UDC] AO --> L[LDC] AO --> SCD[SCD] AO --> SK[Store Keeper] AO --> MIS[MIS] </pre>
		vi. Any other details—the genesis, inception, formation of the department and the HoD's from time to time as well as the committees/ Commissions constituted from time to time have been dealt	-----

SL. No.	Item	Details of disclosure	Details
1.2	<p>Power and duties of its officers and employees</p> <p>[Section4(1)(b)(ii)]</p>	<p>i. Powers and duties of officers (administrative, financial and judicial)</p>	<p><u>Director-</u> To conduct training programmes, seminar and workshop and other related academic activities. Supervision of preparation & proper implementation of Annual Action Plan as well as conducting different training programmes in legal metrology according to the yearly Plan, Maintenance and keeping the different standards' laboratories state-of-the-art which includes Working standard, Secondary standard and Reference Standard laboratories as well as precision laboratories.</p> <p>To carry out laboratory works like testing, calibration and verification of various weighing and measuring instruments used in the field of legal metrology. Involvement in research and development activities in the field of legal metrology. To look after and control administration and financial activities of the Institute. Monitoring all general administration, establishment and accounts related work of the Institute which inter alia includes budgeting, maintenance & reconciliation of Accounts, supervision of renovation works of the institute as Nodal Officer etc.</p> <p><u>Professor-</u> To conduct theory and practical classes. To prepare teaching material. To conduct field training programmes for the trainee officials. To conduct seminar and workshop. Involvement in research work in the field of legal metrology. To carry out laboratory works like testing, calibration and verification work of weights and measures and any other related activities assigned by Director.</p> <p><u>Assistant Professor-</u> To conduct theory and practical classes. To prepare teaching material. To conduct field training programmes for the trainee officials. To conduct seminar and workshop. Involvement in research work in the field of legal metrology. To carry out laboratory works like testing, calibration and verification work of weights and measures and any other related activities assigned by Director.</p> <p><u>Administrative Officer-</u> Daily scrutiny of attendance register, scrutiny of casual leave and other leave applications. To go through the daily receipts and their markings and ensure proper distribution. Preparation of duty roster of Group 'C' & 'D' employees. To keep a watch for speedy disposal of Dak. To undertake daily inspection of dealing hand's table to ensure no paper or file has been over looked. To ensure timely submission of arrear and other returns, scrutiny of monthly report, half yearly/annual reports. To deal with all confidential administrative matters. Scrutiny of entries of service book, leave account of all staff. All cases of appointments/promotions/increments. To supervise and correspondence and order weeding out of unwanted papers. Checking and ensuring proper maintenance of all registers required to be maintained in each section. Ensuring strict compliance with Departmental Security instructions to supervise timely opening and closing of office. To scrutiny of all proposal for purchases (Stationery, consumables, spare parts etc.). To supervise the preparation of all types of budgets and submission of the same in time. To issue, from time to time, administrative instructions to staff members in consultation with Head of Office. To keep regular watch over the cash transactions, proper use of financial powers delegated to Head of Office in each case of sanction. To attend other miscellaneous work as desired by the Head of Office.</p>
		<p>ii. Power and duties of other employees</p>	<p><u>Metrological Assistant -</u> To conduct theory and practical classes. To prepare teaching material. To conduct field training programmes for the trainee officials. To conduct seminar and workshop. Involvement in research work in the field of legal metrology. To carry out laboratory works like testing, calibration and verification work of weights and measures and any other related activities assigned by Director.</p> <p><u>Head Clerk-cum-Accountant -</u> Preparation of Annual budget, performance Budget, Annual Plan and estimates. Processing of TA claims, scrutiny of Medical reimbursement claim. Processing the cases of GPF Adv. Issue of sanction order, preparation of bills. Processing the cases of festival advance, cycle advance, motor cycle advance, HBA etc. Processing of LTC claim-cases. Reconciliation work on receipt and expenditure by PAO's Office. Calling for quotations for various local purchases, after assessing the position of stock. Preparation of comparative statements, placing of order for supply. Local purchase. Initiating action for entering into annual maintenance contract for various equipments, placing order on approval. Preparation for sanction-proposal for spare parts, consumables, placing orders for supply. Correspondence with suppliers of various items. Preparation of contingent bills of parties, entries on different registers. Dealing of Cask Book. Misc. work as and when ordered by Administrative. Officer/Head of Office.</p>

SL. No.	Item	Details of disclosure	Details
			<p><u>Stenographer Grade I & Grade II</u>- Providing Stenographic Assistance to Head of Office. Liaison for appointments, meetings and other engagements of. Keeping record of above and tour programmes of HOO. Putting up files/matters to be dealt directly by HOO and maintaining such files. Keeping note of movement of files passed by HOO. Maintenance of confidential files of HOO and other files dealt by concerned group 'A' officers. Scrutiny of dak received and allotment of letters to different sections with approval of HOO. Typing of important confidential papers, urgent papers of Administration and Documentation Section. Any other work assigned by HOO concerned group 'A' officers from time to time.</p> <p><u>UDC</u>- Maintenance of Service Book Vol. I and Vol. II, Leave account. Processing of E.L. Application including issue of order, relevant entries. Maintenance of Expenditure control register, Preparation of monthly expenditure statement. Putting up of various representations of staff (dealing of personal file). Cases of Annual increments, E.B. cases etc. Preparation of statement and bills-arrears of DA bonus. Maintenance of register of casual leave/compensatory leave/R.H. Preparation of all bills for advances & processing of CEA bills. Preparation of various monthly statements, quarterly statements, half yearly statements, annual statement/ reports & returns. Correspondence with CPWD authorities for estimates for different type of Civil, Electrical work, obtaining sanction etc. Preparation of permanent advance bills and pay bills, Telephone bills, rent bills etc. Receiving and tabulating progress reports of periodical exams.</p> <p><u>LDC</u>- Typing of letters in connection with day today administrative matters. Typing of teaching materials when required. Typing work of Annual Budget, performance Budget, Annual Plan and estimate. Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically. Diary and dispatch work with maintenance of stamp account. Any other duties assigned to them by concerned supervisory officers in consultation with the Head of Office.</p> <p><u>Store Keeper</u>- Preparation of indent for purchase of stores. Up-keep and maintenance of stock registers. Receipt of stores and verification. Issue of stores to office. Annual stock taking. Correspondence regarding annual maintenance of contract of equipments. Preparation of inventory. Disposal of unserviceable stores etc. Indexing of stores Preparation of proposal for disposal of unserviceable equipments etc. Obtaining sanction. Issue of auction notice. Conduct of auction sale. Any other duty assigned from time to time.</p> <p><u>SCD</u>- Driving of staff car of office. General maintenance of staff car. Maintenance and up-keeping of Log Book of staff car. To maintain the motor parts/instruments/equipments in working condition.</p> <p><u>MTS</u>- Arranging of patent documents. Maintaining of files containing patent document. Attending of the call bells of the officers of various sections. Going to Bank for remittance and collection of money. Carrying of files and other papers within the building. Photocopying, sending of Fax etc. Assisting in routine office work like diary, dispatch etc., including on computer. Delivery of dak outside the building. Other non-clerical work in the section/office Watch and ward duties. Supervising the sweeping, dusting and opening of rooms of the office premises. Any other work assigned to them by the supervisory officers of the concerned section and Administrative Officer from time to time as per requirement.</p>
	iii.	Rules/ orders under which powers and duty are derived and Exercised	IILM Rules, 2011-Training related matters & in other matters as per Govt. Rules/orders
	iv.	Work allocation	As per the internal decision of the Institute

SL. No.	Item	Details of disclosure	Details			
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>i. Process of decision making Identify key decision making points</p> <p>ii. Final decision making authority</p> <p>iii. Related provisions, acts, rules etc.</p> <p>iv. Time limit for taking a decisions, if any</p> <p>v. Channel of supervision and accountability</p>	Sl. No	Type of cases	Level of final disposal	Channels of submission
			1.	Creation, abolition and revival of Group A, B, C & D posts Ministry OS/ SAO/ Director	Department	HOO/Director
			2.	Continuance of temporary posts Group Group A, B, C & D posts	Department	HOO/Director
			3.	Review of staff strength	Department	HOO/Director
			4.	Review of Scale of pay	Department	HOO/Director
			5.	Upgradation of Group A, B, C & D posts	Department	HOO/Director
			6.	Appointment to Group 'C' & 'D' posts	HOO/Director	HOO/Director
			7.	Convening of DPC Group 'C' & 'D' Director	HOO/Director	HOO/Director
			8.	Termination of probation of Group A & B posts (on the basis of recommendation of DPC	Department	Director
			9.	Termination of probation of Group C & D posts (on the basis of recommendation of DPC	HOO/Director	HOO/Director
			10.	Permission under Conduct Rules in respect of Group 'C' & 'D' posts	HOO/Director	HOO/Director
			11.	Framing/amendment of Recruitment Rules in Respect of Group A, B, C & D posts	Department	HOO/Director
			12.	Honorarium to Officers & employees	HOO/Director	HOO/Director
			13.	Fixation of seniority of Group 'A' officers, Forwarding of applications of Group 'A' officers for outside posts	Department	HOO/Director
			14.	Confirmation of Group 'A' Officers	Department	HOO/Director
			15.	Review of Group 'A' & 'B' Officers at the age of 50 years	Department	HOO/Director
			16.	Relaxation of conditions in leave travel concession	Department	HOO/Director
			17.	Proposals for training, Final decision regarding training abroad, Request from foreign governments for training in India	Department	HOO/Director
			18.	Budget proposals, Audit objections	HOO/Director	HOO/Director
			19.	Appropriation of accounts	Department	HOO/Director
			20.	Questions, motion and discussions in Parliament: Starred Question, Unstarred Questions	Department	HOO/Director
			21.	Construction of buildings	Department	HOO/Director
			22.	Attending seminars/ conferences/ training programmes: Within India/Abroad	HOO/Director/ Department	HOO/Director
23.	Conduction of Training programmes for enforcement officials of State/UTs	HOO/Director	HOO/Director			

SL. No.	Item	Details of disclosure	Details		
1.4	Norms for Discharge of functions [Section 4(1)(b)(iv)]	i. Nature of functions/ services offered ii. Norms/ standards for functions/ service Delivery iii. Process by which these services can be accessed iv. Time-limit for achieving the targets v. Process of redress of grievances	SL. No	Items	Maximum No. of working Days/ month for disposal
			1	Appointment on direct recruitment	60 days
			2	Appointment on deputation	30 days
			3	Offer of appointment	10 days
			4	Amendment of Recruitment Rules	3-4 months
			5	Confirmation of Group 'C' & 'D' posts	30 days
			6	Grant of ACP	10 days
			7	Vacancy circulation	10 days
			8	Promotion (Ad hoc/Regular)	7 days
			9	Pay fixation and appointment/promotion	7 days
			10	Grant of leave to Group 'A' Officer	1 day
			11	Estimate & Intimation of vacancies in Respective cadres	10 days
			12	Forwarding of applications	7 days
			13	Medical reimbursement cases	3 months
			14	Audit Paras	15 days
			15	Returns (each case)	7 days
			16	General complaints/representations	10 days
			17	Court cases	15 days
			18	VIP references	5 days
			19	CEA reimbursement	15 days
			20	Admission in Basic Training Course	7 days
21	Admission in Special courses	1 day			
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	i. Title and nature of the Record / Manual /instruction.	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions The employees of the Institute are governed by the FRSSR, Conduct Rules and duties as described in the Recruitment Rules as in the case of other Central Government servants.		
		ii. List of Rules, regulations, instructions manuals and records.			
		iii. Acts/ Rules manuals etc.			
		iv. Transfer policy and transfer orders			
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	i. Categories of documents	Records related to Establishment matters, service matters, accounts matters, store purchase matters, welfare matters.		
		ii. Custodian of documents/categories	Training section maintains the records related with the admission of the students to different courses and their other activities, results, etc. including the records of certificates issued to trainees.		
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	i. Name of Boards, Council, Committee etc.	The activities of the Institute are guided by an Advisory Committee set up by the Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Govt. of India.		
		ii. Composition	The composition of the Board (constituted on 13 Jan,2017) Chairman-Secretary Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Govt. of India.		
		iii. Dates from which constituted	Member-15 Secretarial assistance provided by-Director, IILM, Ranchi.		
		iv. Term/ Tenure	The Legal Status of the Advisory Committee as per the Rule 7 of IILM, Rules,2011 is as follow:-		
		v. Powers and functions	(1) The Central Government shall constitute an advisory Committee for advising it in relation to the functions and development of the Institute or in relation to such other matters concerning the Institute as that Government may consider necessary to refer to the Committee.		
		vi. Whether their meetings are open to the public?	(2) The Central Government may constitute an advisory committee which shall consist of not less than 13 and not more than 15 members having experience in metrology, law or public administration. The minutes of the meetings are not open to the public.		
		vii. Whether the minutes of the meetings are open to the public?			
		viii. Place where the minutes if open to the public are available?			

SL. No.	Item	Details of disclosure	Details			
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	i. Name and designation ii. Telephone , fax and email ID	Name	Designation	E-mail	Contact No.
			Dr. Rajeshwar Kumar	Director	rajeshwar.kumar67@gov.in	9431493257
			Dr. D.K.Dwivedi	Professor	dr.dineshdwivedi@gov.in	9470186127
			Manish Prasad	Professor	manish.prasad@gov.in	9431364232
			Aditya Prasad	Professor	aditya.prasad@gov.in	8873552688
			Vivek Kr. Pandey	Asstt. Professor	vkpandey.17@gov.in	9411819791
			Rabinder Toppo	Admin. Officer	ravinder.toppo@nic.in	8130152959
			Manish Kumar	Met. Assistant.	manishkumar.24@gov.in	8709120735
			Pijush Kanti Dana	Met. Assistant.	sahu.himanshu@gov.in	8085480904
			Himanshu Sahu	Met. Assistant.	pk.dana@gov.in	9007646318
			Vijay Kumar	Head Clerk/ Acctt.	vijaykumar.iilm@gov.in	9608301687
			J. Deogam	UDC	j.s.deogam@gov.in	9576817707
			Riya Gupta	Steno Grade - II	riyagupta1310@gmail.com	8860205006
			J. Ansari	MTS	jibrail.ansari@gov.in	8229878427
			A. Rahman	MTS	ataur.rahman78@gov.in	9576118952
			Habil Kandulna	MTS	habil.kandulna@gov.in	9608308610
			Noor Hasan	MTS	noor.hasan73@gov.in	9097278761
			Teju Oraon	MTS	teju.oraon@gov.in	8969835865
			R. P. Singh	MTS	rprasad.singh74@gov.in	9608385856
			Shivcharan Munda	MTS	shivcharan.munda@gov.in	8210533621
			Makra Kachhap	MTS	makra.kachhap@gov.in	7294164674
Dharmu Munda	MTS	dharmu.munda@gov.in	9122079364			
Mangal Oraon	MTS	mangal.oraon@gov.in	9835690956			
Kundan Kr. Poddar	MTS	kundan.poddar@gov.in	9097646043			
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	i. List of employees with Gross monthly ii. System of compensation as provided in its regulations	Name	Designation	Pay Level	
			Dr. Rajeshwar Kumar	Director	13	
			Dr. D. K. Dwivedi	Professor	12	
			Manish Prasad	Professor	12	
			Aditya Prasad	Professor	11	
			Vivek Kr. Pandey	Assistant Professor	10	
			Rabinder Toppo	Administrative Officer	8	
			Manish Kumar	Metrological Assistant	6	
			Pijush Kanti Dana	Metrological Assistant	6	
			Himanshu Sahu	Metrological Assistant	6	
			Vijay Kumar	Head Clerk/Accountant	7	
			J. Deogam	UDC	6	
			Riya Gupta	Steno Grade - II	5	
			J. Ansari	Pumpman	3	
			A. Rehman	Plumber	3	
			Habil Kandulna	Lab Attendant	4	
			Noor Hasan	Mali	3	
			Teju Oraon	H Servant	3	
			R. P. Singh	Peon	3	
			Shivcharan Munda	Cook	2	
			Makra Kachhap	MTS	2	
Dharmu Munda	MTS	2				
Mangal Oraon	MTS	2				
Kundan Kr. Poddar	MTS	2				

SL. No.	Item	Details of disclosure	Details
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	i. Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority ii. Address, telephone numbers and email ID of each designated official.	First Appellate Authority Sh. Manish Prasad, Professor Email- manish.prasad@gov.in Central Public Information Officer (CPIO) Shri Rabinder Toppo, Administrative Officer Email- ravinder.toppo@nic.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been i. Pending for Minor penalty or major penalty proceedings ii. Finalised for Minor penalty or major penalty proceedings	-Nil-
1.12	Programmes to advance understanding of RTI (Section 26)	Educational Programmes	
		Efforts to encourage public authority to participate in these programmes	Yes
		Training of CPIO/APIO	Yes
		Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Transfer policies are followed as per Central Govt. Rules/Norms.

IILM, Ranchi Budget

		भारतीय विधिक माप विज्ञान संस्थान	07	Indian Institute Of Legal Metrology	
		स्थापना	07.01	Establishment	
15,047	17,500	15,000		Salaries	16,000
998	800	1,000	07.01.01	Wages	1,000
141	100	100	07.01.02	Rewards	200
20	300	300	07.01.05	Medical Treatment	300
11,134	11,500	12,000	07.01.06	Allowances	13,900
411	200	200	07.01.07	Leave Travel Concession	200
35	100	100	07.01.08	Training Expenses	100
996	500	1,000	07.01.09	Domestic Travel Expenses	1,000
7,920	6,000	7,200	07.01.11	Office Expenses	7,000
92	100	100	07.01.13	Printing and Publication	100
175	100	100	07.01.16	Digital Equipment	100
434	100	100	07.01.19	Minor civil and electric Works	500
84	100	100	07.01.27	Repair and Maintenance	200
			07.01.29		

Continued on next page MH 3475 - Other General Economic Services

RTI Status 2025 – 2026

RTI Appeal(s) application disposed during the period - 01/04/2025 to 31/03/2026			
Indian Institute of Legal Metrology			
Duration of Report	Information provided for RTI Appeal		
	Total Appeal(s) Disposed of	Within 30 days	After 30 days
April 1st 2025 to March 31st 2026	2	2	0

RTI Appeal(s) application received during the period - 01/04/2025 to 31/03/2026						
Indian Institute of Legal Metrology						
Duration of Report	Opening Balance (1)	Appeal(s) Received (2)	Initial Action to be Taken (3)	Appeal(s) Disposed of		Pending Appeal(s) (6)=(1)+(2)-(4)-(5)
				Information Provided (4)	Returned To Applicant (5)	
April 1st 2025 to March 31st 2026	0	2	0	2	0	0

Details of Status Report for the period - 01/04/2025 to 31/03/2026

Indian Institute of Legal Metrology

Action taken by Nodal officer

Total Online Receipt(s)	Transfer To other Public Authority	Forward To CPIO	Returned To Applicant	Disposed of	Pending
63	0	63	0	0	0

Action taken by CPIO(s)

Physical Receipt(s)	Forward by Nodal Officer	Total Receipt(s)	Disposed of	Pending
0	63	63	64	2

RTI Request(s) application disposed during the period - 01/04/2025 to 31/03/2026			
Indian Institute of Legal Metrology			
Duration of Report	Information provided for RTI Request		
	Total Request(s) Disposed of	Within 30 days	After 30 days
April 1st 2025 to March 31st 2026	61	61	0

RTI Request(s) application received during the period - 01/04/2025 to 31/03/2026							
Indian Institute of Legal Metrology							
Duration of Report	Request(s) Received	Initial Action to be Taken	Request(s) Disposed of				Pending Request(s)
			Rejected	Information Provided (4)	Transferred to other Public Authority	Returned To Applicant (5)	
April 1st 2025 to March 31st 2026	63	0	0	8	53	0	2
