

1. Organisation and Function

S.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, P.o.-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 fulfils 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/UTs 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.

		<p>8. Institute also conducts two days Seminar on Consumer Education once in a year.</p> <p>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.</p> <p>10. Institute also publish quarterly IILM News Letter.</p>	
		<p>(v) Organization Chart</p>	<pre> graph TD A[Ministry of Consumer Affairs, Food & Public Distribution] --> B[Department of Consumer Affairs] B --> C[Indian Institute of Legal Metrology] C --> D[Director] D --> E[Professor] D --> F[Administrative Officer] E --> G[Assistant Professor] G --> H[Met. Asstt.] F --> I[Head Clerk/Acctt., Steno Gr.I &II, UDC, LDC, SCD, Store Keeper, MTS] </pre>
		<p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p>	<p>----</p>
1.2	<p>Power and duties of its officers and employees [Section 4(1)(b)(ii)]</p>	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p>	<p>Director- 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.</p> <p>Monitoring all general administration, establishment and accounts related work of the Institute which</p>

			<p>inter alia includes budgeting, maintenance & reconciliation of Accounts, supervision of renovation works of the institute as Nodal Officer etc.</p> <p>Professor- 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.</p> <p>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>Asstt.Professor- 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>Admn. Officer- 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>
	(ii) Power and duties of other employees		<p>Metrological Asstt.- 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>Head Clerk-cum-Acctt.- 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 Admn. Officer/Head of Office.</p> <p>Stenographer Gr.I & Gr.II- Providing Stenographic Assistance to Head of Office. Liaison for</p>

			<p>appointments, meetings and other engagements of. Keeping record of above and four 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>UDC- 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>LDC- 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>Store Keeper- 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>SCD- 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>MTS- 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	IILM Rules, 2011-Training related matters & in other matters as per Govt. Rules/orders

		(iv) Exercised				
		(v) Work allocation	As per the internal decision of the Institute			
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	S.No	Type of cases	Level of final disposal	Channels of submission
		(ii) Final decision making authority	1.	Creation, abolition and revival of Group A, B, C & D posts Ministry OS/ SAO/ Director	Department	HOO/Director
		(iii) Related provisions, acts, rules etc.	2.	Continuance of temporary posts Group A, B, C & D posts	Department	HOO/Director
		(iv) Time limit for taking a decisions, if any	3.	Review of staff strength	Department	HOO/Director
		(v) Channel of supervision and accountability	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	Department	HOO/Director

				outside posts		
				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
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	S.No	Items	Maximum No. of working Days/ month for disposal	
		(ii) Norms/ standards for functions/ service delivery	1	Appointment on direct recruitment	60 days	
		(iii) Process by which these services can be accessed	2	Appointment on deputation	30 days	
		(iv) Time-limit for achieving the targets	3	Offer of appointment	10 days	
		(v) Process of redress of grievances	4	Amendment of Recruitment Rules	3-4 months	

			<table border="1"> <tr><td>5</td><td>Confirmation of Group 'C' & 'D' posts</td><td>30 days</td></tr> <tr><td>6</td><td>Grant of ACP</td><td>10 days</td></tr> <tr><td>7</td><td>Vacancy circulation</td><td>10 days</td></tr> <tr><td>8</td><td>Promotion (Adhoc/Regular)</td><td>7 days</td></tr> <tr><td>9</td><td>Pay fixation and appointment/promotion</td><td>7 days</td></tr> <tr><td>10</td><td>Grant of leave to Group 'A' Officer</td><td>1 day</td></tr> <tr><td>11</td><td>Estimate & Intimation of vacancies in Respective cadres</td><td>10 days</td></tr> <tr><td>12</td><td>Forwarding of applications</td><td>7 days</td></tr> <tr><td>13</td><td>Medical reimbursement cases</td><td>3 months</td></tr> <tr><td>14</td><td>Audit Paras</td><td>15 days</td></tr> <tr><td>15</td><td>Returns (each case)</td><td>7 days</td></tr> <tr><td>16</td><td>General complaints/representations</td><td>10 days</td></tr> <tr><td>17</td><td>Court cases</td><td>15 days</td></tr> <tr><td>18</td><td>VIP references</td><td>5 days</td></tr> <tr><td>19</td><td>CEA reimbursement</td><td>15 days</td></tr> <tr><td>20</td><td>Admission in Basic Training Course</td><td>7 days</td></tr> <tr><td>21</td><td>Admission in Special courses</td><td>1 day</td></tr> </table>	5	Confirmation of Group 'C' & 'D' posts	30 days	6	Grant of ACP	10 days	7	Vacancy circulation	10 days	8	Promotion (Adhoc/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	
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1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<table border="1"> <tr><td>(i)</td><td>Title and nature of the record/ manual /instruction.</td></tr> <tr><td>(ii)</td><td>List of Rules, regulations, instructions manuals and records.</td></tr> <tr><td>(iii)</td><td>Acts/ Rules manuals etc.</td></tr> <tr><td>(iv)</td><td>Transfer policy and transfer orders</td></tr> </table>	(i)	Title and nature of the record/ manual /instruction.	(ii)	List of Rules, regulations, instructions manuals and records.	(iii)	Acts/ Rules manuals etc.	(iv)	Transfer policy and transfer orders	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 FRSR, Conduct Rules and duties as described in the Recruitment Rules as in the case of other Central Government servants.																																												
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1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	<table border="1"> <tr><td>(i)</td><td>Categories of documents</td></tr> <tr><td>(ii)</td><td>Custodian of documents/categories</td></tr> </table>	(i)	Categories of documents	(ii)	Custodian of documents/categories	<p>Records related to Establishment matters, service matters, accounts matters, store purchase matters, welfare matters.</p> <p>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.</p>																																																
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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.	<p>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.</p> <p>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.</p> <p>Member-15</p> <p>Secretarial assistance provided by-Director, IILM, Ranchi.</p> <p>The Legal Status of the Advisory Committee as per the Rule 7 of IILM, Rules,2011 is as follow:-</p> <p>(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.</p> <p>(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.</p>			
		(ii) Composition				
		(iii) Dates from which constituted				
		(iv) Term/ Tenure				
		(v) Powers and functions				
		(vi) Whether their meetings are 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?				
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Name	Designation	E-mail	Contact No.
		(ii) Telephone , fax and email ID	Dr. Rajeshwar Kumar	Director	rajeshwar.kumar67@gov.in	9431493257
			B.D. Konar	Professor & HOO	bdkonar.24@gov.in	9431769727
			Dr. D.K.Dwivedi	Professor	dr.dineshdwivedi@gov.in	9470186127
			Manish Prasad	Professor	manish.prasad@gov.in	9431364232
			Aditya Prasad	Asstt.Prof.	aditya.prasad@gov.in	8873552688
			Murari Lal Rastogi	Asstt.Prof.	m.rastogi@gov.in	8210281708
			Vivek Kr. Pandey	Asstt.Prof.	vkpandey.17@gov.in	9761843711
			Ravi Shankar Singh	Met. Asstt.	rs.singh05@gov.in	9798110111
			Manish Kumar	Met. Asstt.	manishkumar.24@gov.in	9966670035
			Himanshu Sahu	Met. Asstt.	sahu.himanshu@gov.in	8085480904
			Vijay Kumar	Head Clerk/Acctt.	vkumar.1517@rediffmail.com	9608301687
			J. Deogam	UDC	j.s.deogam@gov.in	9576817707
			J. Ansari	MTS	N.A.	9304999522
			A. Rahman	MTS	N.A.	9576118952
			Habil Kandulna	MTS	N.A.	9608308610
	Noor Hasan	MTS	N.A.	9097278761		

			Teju Oraon	MTS	N.A.	8969835865
			R P Singh	MTS	N.A.	9608385856
			Shivcharan Munda	MTS	N.A.	9525495279
			Bhagtu Karmali	MTS	N.A.	9693879709
			Makra Kachhap	MTS	N.A.	8674908849
			Dharmu Munda	MTS	N.A.	7667528958
			Mangal Oraon	MTS	N.A.	9304273323
			Kundan Kr. Poddar	MTS	kundangeo@gmail.com	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 remuneration (ii) System of compensation as provided in its regulations	Name	Designation	Gross pay	
			Rajeshwar Kumar	Director	Rs.179630/-	
			B.D. Konar	Professor	Rs.155490/-	
			Dr.D.K.Dwivedi	Professor	Rs.157115/-	
			Manish Prasad	Professor	Rs.152003/-	
			Aditya Prasad	Asstt.Prof.	Rs.130712/-	
			Murari Lal Rastogi	Asstt.Prof.	Rs.103092/-	
			Vivek Kr. Pandey	Asstt.Prof.	Rs.103092/-	
			Ravi Shankar Singh	Met. Asstt.	Rs.74396/-	
			Manish Kumar	Met. Asstt.	Rs.62622/-	
			Himanshu Sahu	Met. Asstt.	Rs.54386/-	
			Vijay Kumar	Head Clerk/Acctt.	Rs.86456/-	
			J. Deogam	UDC	Rs.75196/-	
			J Ansari	Pumpman	Rs.59520/-	
			A Rehman	Plumber	Rs.56956/-	
			Habil Kandulna	Lab.Atttd.	Rs.64602/-	
			Noor Hasan	Mali	Rs.60316/-	
			Teju Oraon	H Servant	Rs.56956/-	

			R P Singh	Peon	Rs.53756/-	
			Shivcharan Munda	Cook	Rs.46076/-	
			Bhagtu Karmali	Peon	Rs.46076/-	
			Makra Kachhap	MTS	Rs.38878/-	
			Dharmu Munda	MTS	Rs.38878/-	
			Mangal Oraon	MTS	Rs.38878/-	
			Kundan Kr. Poddar	MTS	Rs.37758/-	
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)- Sh. M.L. Rastogi, Asstt. Professor m.rastogi@gov.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- -Nil-			
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	 Yes Yes 			
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.			

RTI Request(s) application disposed during the period - 01/04/2017 to 31/03/2018			
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 2017 to March 31st 2018	26	26	0

RTI Request(s) application disposed during the period - 01/04/2018 to 31/03/2019			
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 2018 to March 31st 2019	39	37	2

RTI Request(s) application disposed during the period - 01/04/2019 to 31/03/2020			
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 2019 to March 31st 2020	55	55	0

RTI Request(s) application disposed during the period - 01/04/2020 to 31/03/2021			
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 2020 to March 31st 2021	88	87	1

RTI Request(s) application disposed during the period - 01/04/2021 to 31/03/2022			
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 2021 to March 31st 2022	65	65	0

RTI Request(s) application disposed during the period - 01/04/2021 to 31/03/2023			
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 2021 to March 31st 2023	97	97	0

