

## ASSAM STANDARDS OF WEIGHTS AND MEASURES (ENFORCEMENT) RULES, 1994

### CONTENTS

1. Short title and commencement.
2. Definitions.
3. Reference standards.
4. Secondary standards.
5. Working standards.
6. Secondary standard balances.
7. Working standard balances.
8. Physical characteristics, configuration, constructional details of weights and measures.
9. Use of bullion weights, carat weights, etc.
10. Registration of users of weights and measures.
11. Use of weights only or measures only or number only in certain cases.
12. Licensing of manufacturers, repairers and dealers of weights and measurers.
13. Records to be maintained by manufacturers, etc.
14. Periodical interval for the verification of weights or measures.
15. Verification and inspection of weights or measures.
16. Stamping of weights or measures.
17. Fee for verification and stamping.
18. Collection of fees and deposit in the treasury.
19. Disposal of seized weights, measures, etc.
20. Qualification of Inspectors.
21. Provision of working standards, equipment etc., to the Inspector.
22. Provisions relating to use of weights, measures etc.
23. Certificate of verification to be exhibited.
24. Penalty for contravention of rules.
25. Form of appeal.

**SCHEDULE 1 :-** SCHEDULE

**SCHEDULE 2 :-** Certificate of registration of users of weights and measures

**SCHEDULE 2A :-** SCHEDULE

**SCHEDULE 3 :-** SCHEDULE

**SCHEDULE 4 :-** SCHEDULE

**SCHEDULE 5 :-** SCHEDULE

**SCHEDULE 6 :-** SCHEDULE

**SCHEDULE 7 :-** SCHEDULE

**SCHEDULE 8 :-** Register of Licensed Manufacturers/Repairers/Dealers in Weights, Measures, Weighing Instruments/Measuring Instruments

**SCHEDULE 9 :-** Security deposit to be made by licensed repairer

**SCHEDULE 10 :-** Register to be maintained by the manufacturer of weights and measures

**SCHEDULE 11 :-** Certificate of Verification

**SCHEDULE 12 :-** Fees payable for verification and stamping of weights, measures and weighing and measuring instruments

**SCHEDULE 13 :-** Form of appeal against an order of an Inspector or Additional Controller

## ASSAM STANDARDS OF WEIGHTS AND MEASURES (ENFORCEMENT) RULES, 1994

ASSAM STANDARDS OF WEIGHTS AND MEASURES (ENFORCEMENT) RULES, 1994

### **1. Short title and commencement. :-**

- (1) These rules may be called the Assam Standards of Weights and Measures (Enforcement) Rules, 1994.
- (2) They shall extend to the whole of Assam.
- (3) They shall come into force on the date of the publication in the official Gazette.

### **2. Definitions. :-**

In these rules, unless the context otherwise requires

- (a) "Act" means the Standards of Weights and Measures (Enforcement) Act, 1985.
- (b) "Reference Standard Laboratory" means a laboratory set up by the Central Government under the Standards

Act, where reference "standards" and "secondary standards" are maintained.

(c) "Schedule" means a schedule appended to these rules.

(d) "Standards Act" means the Standards of Weights and Measures Act, 1976.

(e) Words and expressions used in these rules and not defined but defined in the Act and the Standards Act shall have the meanings respectively assigned to them in those Acts.

### **3. Reference standards. :-**

The reference standards shall be kept at such place, in such manner and in such custody as may be prescribed under the Standards Act.

### **4. Secondary standards. :-**

(1) Every secondary standard shall be verified at any of the Reference Standard Laboratories in such manner and at such periodical intervals as may be prescribed under the Standards Act and shall, if found on such verification to conform to the standards established by or under that Act, be stamped by the laboratory-in-charge of the Reference Standard Laboratory.

(2) The verified secondary standards shall be kept at such place and in such custody as the Controller may direct.

### **5. Working standards. :-**

(1) Every working standard shall be verified either at any of the Reference Standard Laboratories or at any of the places where secondary standards are maintained by the State Government, in such manner and at such periodical intervals as may be prescribed under the Standards Act and shall, if found on such verification to conform to the standards established by or under that Act, be stamped, as the case may be, by the laboratory-in-charge of the Reference Standards Laboratory or by the Controller or such other officer as may be authorised by the Controller in this behalf.

(2) The verified working standards shall be kept in the custody of Inspectors.

### **6. Secondary standard balances. :-**

(1) A set of secondary standard balances shall be maintained at every place where the secondary standard weights are kept.

(2) The numbers, types and specifications of such balances shall be such as may be prescribed under the Standards Act.

(3) Every secondary standard balance shall be verified at least once a year and shall be adjusted, if necessary, to make it correct within the limits of sensitivity and other metrological qualities prescribed under the Standards Act, by the laboratory-in-charge of the Reference Standard Laboratory or by the Controller or such other officer as may be authorised by the Controller in this behalf.

### **7. Working standard balances. :-**

(1) A set of working standard balances shall be maintained at every place where working standard weights are kept.

(2) The numbers, types and specifications of such balances shall be such as may be prescribed under the Standards Act.

(3) Every working standard balance shall be verified at least once a year and shall be adjusted, if necessary, to make it correct within the limits of sensitivity and other metrological qualities prescribed under the Standards Act by the Laboratory-in-charge of the Reference Standard Laboratory or by the Controller or such other officer as may be authorised by the Controller in this behalf.

### **8. Physical characteristics, configuration, constructional details of weights and measures. :-**

Every weight or measure used or intended to be used in any transaction or for industrial production or for protection shall conform as regards physical characteristics configuration, constructional details, materials, performance, tolerances and such other details, to the specifications prescribed under the Standards Act.

### **9. Use of bullion weights, carat weights, etc. :-**

(1) No weight other than a bullion weight shall be used in any transaction hi bullion including precious metals, pearls and ornaments and other articles made of gold or silver.

(2) No weight other than a carat weight, shall be used in any transaction in precious stones.

(3) No balance or weighing instrument other than a balance or weighing instrument of accuracy class I or class II or of higher accuracy shall be used in any transaction referred to in sub-Rr. (1) and (2).

### **10. Registration of users of weights and measures. :-**

(1) Every person (other than an itinerant vendor) who intends to commence, or carry on the use of any weight or measure in any transaction or for industrial production or for protection, shall make an application in Form A-I of Schedule I, accompanied by a fee of rupees five, to the Controller or such other officer as the Controller may, by

general or special order in writing authorise in this behalf, for the registration of his name ; and every such application shall be made

(i) in the case of an applicant using any weight or measure at the commencement of these rules, within ninety days from such commencement; or

(ii) in the case of an applicant who commences use of any weight or measure after the commencement of these rules, within ninety days from the date on which he commences such use.

(2) The Controller or the officer authorised by him shall include the name of the applicant in a register to be known as Register of Users and issue to him a certificate in Form A-3 of Schedule II.

(3) The Register of Users referred to in sub-R. (2) shall be maintained in the form set out in Schedule III.

(4) The certificate referred to in sub-R. (2) shall be valid for five years and may be renewed on payment of a fee of rupees five.

(5) An application for renewal shall be made in Form A-2 of Schedule I, thirty days before the expiry of validity of the registration certificate.

(6) Where a certificate of registration is lost or destroyed, the holder of the certificate shall forthwith apply to the authority who has issued the certificate, for the issue of a duplicate certificate of registration. Every such application for the issue of a duplicate certificate shall be accompanied by a fee of Rs. 2.

(7) If a person, who intends to discontinue the use of weight or measure for which he has been registered desires to get his name deleted from the Register of Users, he shall surrender the Certificate of Registration to the Controller or such other officer as may be authorised by him in this behalf.

(8) If a user intends to sell any weight or measure specified in Schedule II-A he shall obtain a written permission of the Controller or such other officer as may be authorised by him in this behalf.

**11. Use of weights only or measures only or number only in certain cases. :-**

Except in the cases of commodities specified in Schedule IV, the declaration of quantity in every transaction, dealing or contracts, or for industrial production or the protection shall be in terms of the unit of

(a) weight, if the commodity is solid, semi-solid, viscous or a mixture of solid and liquid;

(b) length, if the commodity is sold by linear measurement;

(c) area, if the commodity is sold by area measure;

(d) volume if the commodity is liquid or is sold by cubic measure; or

(e) number, if the commodity is sold by number.

**12. Licensing of manufacturers, repairers and dealers of weights and measurers. :-**

(1) Every manufacturer or repairer or dealer in weight or measure shall make an application for the issue of a licence to the Controller or such other officer as may be authorised by him in this behalf, in the appropriate form set out in Schedule V-A.

(2) Every manufacturer or repairer or dealer in weight or measure shall make an application for the renewal of a licence thirty days before the expiry of validity of the licence to the Controller or such other officer as may be authorised by him in this behalf, in the appropriate form set out in Schedule V-B.

(3) Every licence issued to a manufacturer, repairer or dealer shall be in the appropriate form set out in Schedule VI.

(4) Every licence issued to a manufacturer, repairer or dealer shall be valid for a period of one calendar year, and be renewed from year to year by the Controller or other officer as may be authorised by him in this behalf.

(5) The fees payable for the licence referred to in sub-Rr. (1) and (2) and for its renewal shall be as specified in Schedule VII:

Provided that an additional fee at half the rates specified in Schedule VII shall be payable by the applicant if he is permitted by the Controller to make the application for the renewal of a licence within a period of one month from the date of expiry of the period of validity of the licence;

Provided further that a sum of Rs. 50 and Rs. 10 shall be payable for (i) alteration of any licence; and (ii) issue of a duplicate licence respectively.

(6) The Controller or such other officer as may be authorised by him in this behalf shall maintain a register of licence for manufacturers, dealers and repairers in the form set out in Schedule VIII.

(7) Every repairer licensed under the Act and these rules shall

(a) be required to maintain such equipment and tools, as the Controller may direct; and

(b) furnish to the State Government a security deposit for each licence as specified in Schedule IX.

(8) The weights or measures seized by the Controller or any other officer authorised by him in writing, in this behalf, under sub-S. (5) of S. 20 of the Act shall be sold and proceeds thereto credited to the Government.

**13. Records to be maintained by manufacturers, etc. :-**

(1) Every manufacturer or repairer of, or dealer in, weight or measure licensed under the Act and these rules shall maintain a register in the appropriate form set out in Schedule X.

(2) Every person using any weight or measure in any transaction or for industrial production or for protection shall maintain such records and registers as the Controller may direct.

**14. Periodical interval for the verification of weights or measures. :-**

(1) Every weight or measure used or intended to be used in any transaction or for industrial production or for protection shall be verified or re-verified and stamped at least once in a year:

Provided that storage tanks including vats shall be re-verified or re-calibrated and stamped at least once in a period of five years.

(2) Notwithstanding anything contained in sub-R. (1) every weight or measure which has been verified and stamped in situ shall, if it is dismantled and re-installed before the date on which the verification falls due, be duly re-verified and stamped on payment of the prescribed fee before being put into use.

(3) Notwithstanding anything contained in sub-R. (1) every weight or measure which has been verified and stamped shall, if it is repaired before the date on which the verification falls due, be duly re-verified and stamped on payment of the prescribed fee, before being put into use.

**15. Verification and inspection of weights or measures. :-**

(1) Every person using any weight or measure in any transaction or for industrial production or for protection shall present such weight or measure for verification or re-verification at the office of the Inspector or at such other place as the Inspector may specify in this behalf on or before the date on which the verification falls due: Provided that where any weight or measure is such that it cannot, or should not be moved from its location, the person using such weight or measure shall report to the Inspector at least thirty days in advance the date on which the verification falls due.

(2) Where any weight or measure is such that it cannot or could not be moved from its location, the Inspector shall take necessary steps for the verification of such weight or measure at the place of its location.

(3) For the verification of weight or measure referred to in sub-R. (2), the user shall provide such facilities as may be required by the Inspector.

(4) Every weight or measure presented for verification shall be completed in itself and shall not bear a manufacturer's mark which might be mistaken for the Inspector's stamp.

(5) Every weight or measure shall be verified in a clean version and if necessary, the Inspector shall require owner or user to make necessary arrangement for the purpose.

(6) Where a weight or measure is brought to the Inspector for verification or re-verification, he may verify the same after realisation of the prescribed fee.

(7) An Inspector shall visit, as frequently as possible during the period specified in sub-R. (1) of R. 14, every premises within the local limits of his jurisdiction to inspect and test any weight or measure which is being, or intended or likely to be used in any transaction or for industrial production or for protection.

**16. Stamping of weights or measures. :-**

(1) The Inspector shall stamp every weight or measure, if after verification, he is satisfied that such weight or measure conforms to the standards established by or under the Standards Act, with a stamp of uniform design issued by the Controller which shall indicate the number allotted for administrative purposes to the Inspector by whom it is stamped:

Provided that if by reason of the size or nature of weight or measure it is not desirable or practicable to put a stamp thereon, the Inspector shall take such action as may be directed by the Controller by a general or special order in writing.

(2) The Inspector shall also mark the year and its quarter of stamping on every weight or measure except when the size or nature of such weight or measure makes it impracticable.

Explanation. A year shall be deemed to be of four quarters of which first quarter shall be the months of January, February and March, second quarter shall be of the months of April, May and June, third quarter shall be of the months of July, August and September and fourth quarter shall be of the months of October, November and December.

(3) On completion of verification and stamping the Inspector shall issue a Certificate of Verification in the Form set out in Schedule XI.

(4) Where a certificate of verification is lost or destroyed, the holder of the certificate of verification shall forthwith

apply to the Inspector who had issued the certificate, for the issue of a duplicate certificate of verification. Every such application for the issue of a duplicate certificate shall be accompanied by a fee of rupees five.

(5) On receipt of an application under sub-R. (4) the Inspector shall issue to the applicant a duplicate copy of the Certificate of Verification marked "Duplicate".

**17. Fee for verification and stamping. :-**

(1) Fees payable for verification and stamping of weight or measure at the office or camp office of the Inspector shall be as specified in Schedule XII.

(2) If at the request of the user of weight or measure verification is done at any premises other than the office or camp office of the Inspector an additional fee shall be charged at half the rates specified in Schedule XII and the user of the weight or measure shall also pay the expenses incurred by the Inspector for visiting the premises including the cost of transporting and handling the working standard and other equipment subject to a minimum of rupees ten:

Provided that no additional fee shall be charged for verification and stamping in situ of

(a) vehicle tanks, dispensing pumps, weigh-bridges, dormant platform machines and such other weight or measure which cannot, and should not be moved from its location;

(b) weights and measures in the premises of a manufacturer or stockist of such weights and measures.

(3) If a weight or measure is presented to the Inspector for re-verification after expiry of the validity of the stamp, an additional fee at half the rates specified in Schedule XII shall be payable for every quarter of the year or part thereof.

(4) No fee shall be payable for re-stamping any weight or measure held in stock with manufacturer or dealer within the period specified in R. 14 from the date on which it was last stamped ; provided that the original stamp was not obliterated under sub- S. (3) of S. 28 of the Act.

(5) A weight or measure which on verification is found to be incorrect shall be returned to the person concerned for adjustment informing him, in proforma specified by the Controller, of the defects found in the weight or measure and calling upon him to remove the defects within a period not exceeding seven days. When the necessary adjustment has been carried out, such weight or measure shall be verified on payment of fifty per cent of the fees specified in Schedule XII and if found correct shall be stamped.

**18. Collection of fees and deposit in the treasury. :-**

(1) Before commencing the work of verification or re-verification, the Inspector shall inform the person concerned of the fees payable by him under these rules and shall receive the same and issue a receipt in the form approved by the Controller, one copy of such receipt being kept in his record:

Provided that fees payable by a department of the Central or State Government under these rules may be realised in such manner as may be directed by the Controller.

(2) The Inspector shall maintain a register, in the form approved by the Controller, which shall be written up from day-to-day and shall show the amount of fees and other charges collected during the day.

(3) All payments received by the Inspector during the week shall be paid into the Government Treasury under the appropriate "Head of Account" on such dates or days as may be specified by the Controller from time to time, and a receipt thereof be obtained and an intimation to that effect be sent to the Controller or other officer authorised by him in this behalf.

**19. Disposal of seized weights, measures, etc. :-**

(1) Any weight or measure or document or thing seized and detained under S. 30 or 31 of the Act, which is not to be the subject of proceedings in a court, shall after the expiry of sixty days of its seizure, be so dealt with as the Controller may by general or special order direct, and the materials thereof shall be sold and the proceeds credited to the Government:

Provided that the Controller may direct that unverified weight or measure shall be returned to the person from whom such weight or measure was seized if that person gets the same verified and stamped within ten days of the return, on payment of the prescribed fee including the additional fee payable for undertaking re-verification after the expiry of the validity of the stamp.

(2) Any weight or measure or document or thing seized and detained under S. 30 or 31 of the Act, which is to be the subject of proceedings in a Court, shall be produced by the Inspector before the Court shall, after conclusion of the proceedings, be taken possession of by the Inspector and dealt with in accordance with orders of the Court:

Provided that in the absence of the orders of the court, weight or measure or document or thing shall be dealt with as the Controller may by special order direct and the materials thereof shall be sold and the proceeds credited to the Government.

(3) If any goods seized under S. 30 or 31 of the Act, are subject to speedy or natural decay, the Inspector shall have the goods weighed or measured on a verified weighing or measuring instrument available with him or near the

place of offence and enter the actual weight or measure of the goods in a form specified by the Controller for this purpose, and shall obtain the signature of the trader or his agent or such other person who has committed the offence. The goods in question shall be returned to the trader or the purchaser, as the case may be:

Provided that if the trader or his agent, or the other person (who has committed the offence) refuses to sign the form, the Inspector shall obtain the signature of not less than two persons present at the time of such refusal by the trader or his agent or other person.

(4) Where the goods seized under sub-S. (1) of S. 29 of the Standards Act are contained in a package and the package is false or does not conform to the provisions of the Act or any rule made thereunder and the goods in such package are subject to speedy or natural decay, the Inspector, so far as may be, may dispose of the goods in such package in accordance with the provisions of sub-R. (3).

(5) Where the goods seized under sub-S. (1) are not subject to speedy or natural decay, the Inspector may retain the package for the purpose of proceeding under this Act after giving the trader or his agent or the other person (who has committed the offence) a notice of such seizure.

## **20. Qualification of Inspectors. :-**

(1) No person shall be appointed as Inspector unless he

(a) is a graduate of a recognised University in Science with Physics as one of the subject, technology or engineering or holds a recognised diploma in engineering;

(b) is able to speak, read and write at least one of the regional languages of the State.

(2) Nothing in sub-R. (1) shall apply to persons who have been working as Inspectors or are eligible for promotion as Inspectors before the commencement of these rules.

(3) The person appointed to the post of Inspector shall have to complete the basic training course at the Indian Institute of Legal Metrology established by the Central Government under S. 76 of the Standards Act before he is considered for confirmation to the post.

## **21. Provision of working standards, equipment etc., to the Inspector. :-**

(1) Every Inspector shall be provided with working standards, working standard balances, and such other equipment including weighing and measuring devices as may be approved by the Controller from time to time.

(2) Every Inspector shall be provided with such dies, punches and such other equipment as may be necessary for affixing the verification stamp, the design and number of which are to be approved by the Controller.

(3) Every Inspector shall be provided with punches of suitable sizes of eight-pointed star as shown below for obliterating stamps:

## **22. Provisions relating to use of weights, measures etc. :-**

(1) Every person using a beam scale in any transaction in his premises shall suspend the same to a stand or to chain by a hook:

Provided that this sub-rule shall not apply to itinerant vendors.

(2) Every weight or measure shall be used in a clean condition and in proper lighting arrangement.

(3) Any weight or measure which has been verified and stamped in situ shall not be dismantled and removed from its original site without prior intimation to the Controller or other person authorised by him in this behalf.

(4) The user of a weighing instrument of the capacity of five hundred kilogram or above, shall provide such number of duly verified and stamped weights not exceeding one-fourth of the capacity of the instrument as may be required by the Inspector for the purpose of its verification, re-verification or inspection.

(5) To ensure a proper check of the accuracy of a weighing instrument the user shall keep at the site of each weighing instrument duly verified and stamped weights equal to one-tenth of the capacity of the instrument or one tonne whichever is less: Provided that the Controller may specify the total number of verified and stamped weights to be maintained in trade premises where the number of weighing instruments is more than one.

## **23. Certificate of verification to be exhibited. :-**

The person to whom a certificate of verification is issued shall exhibit the same in a conspicuous place in the premises where the weights, measures or weighing or measuring instruments to which the certificate relates are used:

Provided that in the case of itinerant vendor, the certificate shall be kept on his person;

Provided further that in the case of vehicle tank, the certificate of verification shall be kept with the vehicle.

## **24. Penalty for contravention of rules. :-**

Whoever contravenes any provision of these rules, for the contravention of which no punishment has been separately provided in the Act, shall be punished with fine which may extend to one thousand rupees.

## **25. Form of appeal. :-**

(1) Every appeal under the Act and these rules shall be preferred in the Form set out in Schedule XIII and shall be accompanied by a copy of the order appealed against.

(2) A court fee label of rupees two shall be affixed on the appeal petition.

### **SCHEDULE 1**

#### **SCHEDULE**

[See Rule 10 (1)]	
SCHEDULE I	
<h1><b>[See Rule 10 (1)]</b></h1> <h2><b>FORM A-1</b></h2> <h3><b>Application for registration of users</b></h3> <p><i>(This application should be accompanied by a fee of Rs. 5)</i></p>	
	Place Date
To	
Sir,.	
I/We would like to register my/our name in the Register of Users of Weights and Measures as required under S. 16,17 and 18 of the Standards of Weights and Measures (Enforcement) Act, 1985 and rules made thereunder.	
I/We, am/are furnishing the particulars as required by rules along with the prescribed fee of Rs. 5 (five) only.	
1. Name of the person/company/tirm	
2.Complete address	
3.Branches, if any, with their complete address and registration No	
4.Name(s) and address(es) of proprietor(s) and/or partners and managing director(s) in the case of limited company	
5.Nature of business carried on.	
6.Details (denomination/type/quantity) of weights, measures, weighing and measuring instruments used	
Signature	
FORMA-2	
[See Rule-10 (5)]	
<h3><b>Application for renewal of registration of users</b></h3> <p><i>[This application should be accompanied by a fee of Rs. 5]</i></p>	
	Place. Date.
To	
Sir,.	
I/We request you to renew my/our Registration No dateddue for renewal with effect from.for a further period of 5 years. I/We am/ are furnishing the particulars as required under the rules along with the prescribed fee of Rs. 5 (Rupees five) only.	
1. Name of the person/company/firm	

2. Complete address

3. Branches if any with their complete address and registration No

4. Name(s) and address(es) of proprietor(s) and/or partners and managing director(s) in the case of limited company.

5. Nature of business carried on

6. Details (denomination/type/quantity) of weights and measures, weighing and measuring instruments used

Signature

**SCHEDULE 2**

Certificate of registration of users of weights and measures

**SCHEDULE II**

**Certificate of registration of users of weights and measures**

*(To be prepared in quadruplicate)*

**FORMA-3**

[See Rule 10 (2)]

**Government of**

**Office of the Controller of Legal Metrology**

Book No

Registration SI. No

Date

**Certificate of Registration under the Standards of Weights and Measures (Enforcement) Act, 1985**

I hereby certify that the following person/company/firm at the address(es) given below has been registered as an user of weights and measures under S. 17 of the Standards of Weights and Measures (Enforcement) Act, 1985 on receipt of the prescribed fee of Rs. 5 (Rupees five) only:

1. Name and complete address of the person/company/firm

2. Branches, if any, with their complete address and Registration No

3. Nature of business carried on/commodities or goods produced (for manufacturing companies only)

4. Details (denomination/type/quantity) of weights, measures, weighing and measuring instruments used

5. New Registration/Renewal

6. Next date of Renewal

Signature of the person/authorised person

Signature of the

Issuing Authority



Conditions for Registration of Users

1. The person in whose favour this Certificate of Registration is issued shall

(a) comply with all the relevant provisions of the Act and Rules for the time being in force;

(b) exhibit this Certificate of Registration in some conspicuous place in the premises to which it relates; and

(c) comply with any general or special direction that may be given by the Controller of Legal Metrology from time to time.

2. This Certificate of Registration is valid for a quarter from the date of issue. It should be renewed before the date of renewal shown in Column No. 5 of the Certificate on payment of the prescribed fee.

3. This Certificate of Registration should be presented at the time of renewal.

4. Change of address should be intimated to the Issuing Authority immediately and the same incorporated in this Certificate of Registration.

SCHEDULE 2A  
SCHEDULE

[See Rule 11]

**SCHEDULE II-A**

**[See Rule 10 (8)]**

1. Vehicle tanks

2. Bulk meters

3. Dispensing pumps, weigh-bridges, platform machines and such other weight or measure which cannot and should not be moved from its location.

SCHEDULE 3  
SCHEDULE

**SCHEDULE III**

[See Rule 10 (3)]

**Register or Users of Weights and Measures**

Village.....Taluk.....District.....

SI. No.	Name and address of the registered user of weights and measures	Branches, if any, with address	Nature of business Carried on	Weights and measures used	Registration No.	Date of		
						Registration on	Renewal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

SCHEDULE 4  
SCHEDULE

**SCHEDULE IV**

[See Rule 11]

**Exceptions referred to in Rule 11**

1. The following commodities may be sold by weight, measure or number as shown against the commodity:

TABLE		
SI. No.	Commodities	Whether declaration to be expressed in terms of weight, measure or number or two or

		more of them
(1)	(2)	(3)
1. Aerosol products		weight.
2. Acids in liquid form		weight or volume.
3. Compressed or liquefied gas (but not liquefied petroleum gas)		weight and equivalent volume at stated temperature and pressure.
4. Butter (including peanut butter) cheeses, curd, Ghee		weight
5. Electric cables		
6. Electric wire		length or weight.
7. Fencing wire		length or weight.
8. Hair oil, unperfumed		length or weight.
9. Fruits and vegetables		weight.
10. Furnance oil		number or weight.
11. Linseed oil and other vegetable oils		weight or volume.
12. Heavy residual fuel oil		weight.
13. Industrial diesel fuel		weight.
14. Honey, malt extract, golden syrup		volume.
treacle		weight.
15. Ice cream and other similar frozen products		weight or volume.
16. Liquid chemicals		
17. Liquid petroleum gas		weight or volume.
18. Nails, wood screws		weight.
19. Paint (other than paste paints or solid paint), Varnish and Varnish Stains, Enamels		number or weight. volume.
20. Papad		number and weight.
21. Paste paint solid paint		weight.
22. Rassogulla, Gulabjamun and other sweet preparations		weight.
23. Readymade garments		number and size.
24. Sauce, all kinds		weight.
25. Tyres and tubes		number.
26. Yarn		weight or length of yarn.

**SCHEDULE 5**  
**SCHEDULE**

**SCHEDULE V-A**

[See Rule 12(1)]

**FORM LM-1**

**Application form for licence as manufacturer of weights, measures under the Standards of Weights and Measures (Enforcement)**

To

**(To be filled by the applicants)**

Comments of the Inspecting Officer.

1. Name of the manufacturing concern for which licence is desired...
2. Complete address of the concern..
3. Date of establishment of workshop/factory.....
4. Name(s) and address(es) of proprietors) and/or partners and managing directors) in the case of limited company..
5. The date and number of registration in the case of a Registered Factory

6. No. and date of current Municipal Trade Licence..
7. Nature of manufacturing activities at present.
8. The type of articles proposed to be manufactured viz.,
  - (i) Weights;
  - (ii) Measures;
  - (iii) Weighing instruments;
  - (iv) Measuring instruments with details in each case.
9. The number of persons employed in each of the above branch of production
  - (i) Skilled;
  - (ii) Unskilled;
  - (iii) Specialist trained in the line.....
10. The monogram or trade mark intended to be imprinted on articles to be manufactured.
11. Details of machinery, tools, accessories etc., owned and used for manufacturing weights, measures, etc.....
12. Have you a foundry/workshop on ownership or long-term lease ? If not, state the nature and details of arrangements made or to be made in th
13. Indicate facilities for steel casting and hardness testing of vital parts
14. Is electric energy available?..
15. Have you received any loan from Government ? If so, give details.
16. Name of bankers, if any..
17. Sales Tax Registration No...
18. Give details of quota allotment of raw material for the last three years..
19. Have you applied previously for licence ? If so, with what results.
20. When can you produce for inspection samples of your products for which licence is desired

**(To be certified by the applicant)**

..Certified that I/we have read the Standards c  
Weights and Measures (Enforcement) Act, 19  
Standards of Weights and Measures (Enforcer  
Rules, 1994 and agree to abide by the same a  
the administrative orders and instructions issu  
be issued thereunder.

..I/We agree to deposit the scheduled licence f  
instrument as soon as required to do so by th  
Licensing Authority.

..All the informations furnished above is true to  
best my/our knowledge.

Place.....

Date.....

Signature and Designation

..Date of receipt of  
application.....

..Serial No. of  
application.....

..Date of  
inspection.....

..Recommendation of Inspecting Officer.

Place..... Signature and Designation of

Inspecting Officer Date.....

**Final orders of Licensing Authority**

..Licence  
granted/refused.....

..Licence No.....

..Valid till.....

Place.....

Date..... Signature and Designation

**SCHEDULE V-A**

[See Rule 12(1)]

**FORM LR-1**

**Application for licence as repairers of weights, measures, weighing instruments  
and measuring instruments of the Standards of Weights and**

**Measures (Enforcement) Act, 1985**

**(To be filled in by the applicants)**

Comments of the Inspecting Officer.....

To

1. Name of the repairing concern/person seeking the licence.....
2. Complete address of the workshop.....
3. Date of establishment.....
4. Name(s) and address(es) of proprietor(s) and/or partners and managing director(s) in the case of limited company.....

5. No. and date of current Municipal Trade Licence.....
6. The types of articles you propose to repair.....
7. Area in which you wish to operate.....
8. Extent of previous experience in the line.....
9. The number of skilled staff employed in the workshop.....
10. Is electric energy available?.....
11. Have you sufficient stock of loan/test weights, etc. Please give details.....
12. Have you previously applied for repairer licence ? If so, when and with what results.....

**(To be certified by the applicants)**

..Certified that I/we have read the Standards of Weights and Measures (Enforcement) Act, 1986, Standards of Weights and Measures (Enforcement) Rules, 1994, and agree to abide by the same administrative orders and instructions issued thereunder.

..I/We agree to deposit the scheduled licence fee as other deposit with Government as soon as required do so by the Licensing Authority.

..All the informations furnished above is true to best of my/our knowledge.

Place.....

Date.....

**Signature and Designation**

**(To be filled in by Departmental Office of the State Government)**

Date of receipt of application.....

Serial No. of application.....

Date of inspection.....

Recommendation of Inspecting Authority.....

Final orders of Licensing Authority.....

Licence granted/refused.....

Licence No.....

Valid till.....

**Date.....**

Signature and Designation

**Place.....**

Date.....

**SCHEDULE V-A**

[See Rule 12(1)]

**FORM LD-1**

**Application Form for licence as dealer in weights, measueres, weighing instruments and measuring instruments under the Star Measures Enforcement) Act, 1985**

To

**(To be filled in by the applicants)**

Comments of the Inspecting Officer

1. Name of the establishment/shop/person seeking the licence.....
2. Complete address of the establishment etc.....
3. Date of establishment.....
4. Name(s) and address(es) of proprietor(s) and/or partners and managing director(s) in the case of limited company.....
5. No. and date of current Municipal Trade Licence.....
6. Category of articles sold at present.....
7. Sales Tax Registration No.....
8. Do you intend to import weights, etc. from places outside the State ? If so, indicate sources of supply  
(Give details of manufacturer's trade mark/monogram and his licence No.).....
9. Have you ever applied for a dealer's licence either in this State or elsewhere. If so, givedetails.....

**(To be certified by the applicants)**

..Certified that I/we have read the Standards c  
Weights and Measures (Enforcement) Act, 19  
Standards of Weights and Measures (Enforcer  
Rules, 1994, and argee to abide by the same  
as the administrative orders and instructions i  
to be issued thereunder.

..I/We agree to deposit the scheduled licence f  
Government as soon as required to do so by l  
Authority.

..All the informations furnished above is true to  
best of my/our knowledge.

Place.....

Date..... Signature and Designation.

**(To be filled in by Departmental Office of the State Government)**

Date of receipt of application.....

Serial No, of application.....

Date of inspection.....

Rrecommendation of Inspecting Officer.....

# Signature and Designation of the Inspecting Officer

Final orders of Licensing Authority.....

Licence granted/refused.....

Licence No.....

Valid till..... Date.....

# Signature of Controller Legal Metrology

Place.....

Date.....

## SCHEDULE V-B

[See Rule 12 (2)]

## FORM LM-2

**Application of renewal of licence as manufacturer of weights, measures,  
weighing instruments and measuring instruments under the Standards of Weights and Measures (Enforcement) Act, 1994**

To

1. Name and complete address of the manufacturing concern for which licence is desired.....
2. Manufacturer's Licence No.....
3. Names and addresses of proprietors and/or partners and managing directors in the case of limited company.....;
4. (a) The type of articles which are manufactured as per licence granted.....  
(b) Do you propose any change.....
5. The monogram or trade marks used on articles manufactured by you.....
6. Details of workshop facilities available.....
7. Sales Tax Registration No.....

(To be certified by the applicant)

Certified that I/we have read the Standards of Weights and Measures (Enforcement) Act, 1994 and the Standards of Weights and Measures (Enforcement) Rules, 1994 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We have deposited the scheduled licence fee of Rs.....(Rupees.....) to the Sub-treasury/Bank on.....and c

challan is enclosed.

All the informations furnished above is true to best of my/our knowledge.

Place.....

Date.....

Signature and Designation

**SCHEDULE V-B**

[See Rule 12 (2)]

**FORM LR-2**

**Application for renewal of licence as repairer of weights, measures, weighing instruments and measuring instruments under the Standards of Weights and Measures (Enforcement) Act, 1985**

To

1. Name and complete address of the repairing concern/person seeking the licence.....
2. Repairer's Licence No.....
3. Name(s) and address(es) of proprietor(s) and/or partners, and managing directors) in the case of limited company.....
4. No. and date of current Municipal Trade Licence.....
5. (a) The type of articles which are repaired as per licence granted.....  
(b) Do you propose any change ?
6. Area in which you are operating.....
7. Have you sufficient stock of loan/test weights, etc. ?.....
8. Please give details with particulars of stamping.....

(To be certified by the applicants)

Certified that I/we have read the Standards of Weights and Measures (Enforcement) Act, 1985 and the Standards of Weights and Measures (Enforcement) Rules, 1994, and agree to abide by the same as well as the administrative orders and instructions issued or to be issued thereunder. I/We have deposited the scheduled licence fee of Rs.....(Rupees.....) only in the Treasury/Bank on.....and the original challan is enclosed.



..All the informations furnished above is true to best of my/our knowledge.

Place.....

Date.....

Signature and Designation

**SCHEDULE V-B**

[See Rule 12 (2)]

**FORMLD-2**

**Application for renewal of licence as dealer in weights, measures, weighing and measuring instruments under the Standards of (Enforcement) Act, 1985**

**(To be filled by the applicants)**

Comments of the Inspecting Officer

To

1. Name and complete address of the establishment/shop/person seeking the licence.....
2. Dealer's Licence No.....
3. Date of establishment.....
4. Name and address of proprietor(s) and/or partners and managing directors in the case of limited company.....
5. No. and date of current municipal trade licence.....
6. Category of articles sold at present.....
7. Sales Tax Registration No.....
8. Are you intending to import weights, etc., from places outside the State ? If so, indicate sources of supply from the State/States.

(Give details of manufacturer's trade mark/monogram and his licence No.....)

**(To be certified by the applicants)**

..Certified that I/we have read the Standards of Weights and Measures (Enforcement) Act, 1985, the Standards of Weights and Measures (Enforcement) Rules, 1994, and agree to abide by the same and the administrative orders and instructions issued thereunder.

..I/We have deposited the scheduled licence fee of Rs.....(Rupees.....) only in the Treasury/Bank on.....and original Challan is enclosed.

..All the informations furnished above are true

best of my/our knowledge.

Place.....

Date.....

Signature and Designation

**SCHEDULE 6**  
**SCHEDULE**

**SCHEDULE V-B**

[See Rule 12 (2)]

**FORMLD-2**

**Application for renewal of licence as dealer in weights, measures, weighing and measuring instruments under the Standards of Weights and Measures (Enforcement) Act, 1985**

(To be filled by the applicants)

Comments of the Inspecting Officer

To

1. Name and complete address of the establishment/shop/person seeking the licence.....
2. Dealer's Licence No.....
3. Date of establishment.....
4. Name and address of proprietor(s) and/or partners and managing directors in the case of limited company.....
5. No. and date of current municipal trade licence.....
6. Category of articles sold at present.....
7. Sales Tax Registration No.....
8. Are you intending to import weights, etc., from places outside the State ? If so, indicate sources of supply from the State/States.

(Give details of manufacturer's trade mark/monogram and his licence No.....)

(To be certified by the applicants)

Certified that I/we have read the Standards of Weights and Measures (Enforcement) Act, 1985 and the Standards of Weights and Measures (Enforcement) Rules, 1994, and agree to abide by the same and the administrative orders and instructions issued thereunder.

I/We have deposited the scheduled licence fees of Rs.....(Rupees.....) only in the Sub-Treasury/Bank on.....and the original Challan is enclosed.

All the informations furnished above are true to the best of my/our knowledge.

Place.....

Date.....

Signature and Designation

**SCHEDULE VI**

[See Rule 12 (3)]

**FORM LM-3**

**Licensing Forms Office of the Controller of Legal Metrology**

**Licence to manufacture weights, measures, weighing instruments and measuring instruments**

Licence No..... Year.....

1. The Controller of Legal Metrology hereby grants to.....(Name and address of party or parties) a licence to manufacture the following: (Indicate details of the types of weights, measures, weighing instruments or measuring instruments that are licensed to be manufactured by the party)
2. The licence is valid for the party named above in respect of his workshop located at.....
3. This licence is valid from 31st December, 19.....
4. The manufacturer shall comply with the conditions noted below. If he fails to comply with any one of these, his licence is liable to be

cancelled.

5. The trade mark/monogram being used by the manufacturer is as under:

Seal.....

Place.....

Date..... Signature

Controller of Legal Metrology ,

#### CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall

(a) comply with all the relevant provisions of the Act, and Rules for the time being in force;

(b) not encourage or countenance any infringement of the provisions of the Act or the Rules for the time being in force and shall report without delay to the Inspector any infringement that may come to his notice;

(c) exhibit this licence in some conspicuous part of the premises to which it relates;

(d) comply with any general or special direction that may be given by the Controller of Legal Metrology;

(e) surrender the licence if and when required to do so by the Controller or any other officer employed under the Act;

(f) present the weights, measures or weighing or measuring instruments, as the case may be, manufactured to the Inspector for verification and

stamping before sale;

(g) render such accounts, statements relating to raw materials as may be directed and called for by the Controller from time to time; and

(h) submit the application for renewal of this licence as required under the rules before thirty days of the date of expiry of the validity of the licence.

(2) Every condition prescribed after the issue of this licence shall, if notified in the official Gazette, be binding on the persons to whom the licence has been granted.

#### RENEWAL ENTRIES

CurrentNo.....Date..... Current

No.....Date.....

Renewed for Renewed for

(Seal) (Seal)

Controller of Legal Metrology Controller of Legal Metrology

CurrentNo ..... Date .....	CurrentNo ..
Renewed for	Date .....
(Seal)	Renewed for (Seal) Controller of
Controller of Legal Metrology	Legal
CurrentNo ..... Date .....	Metrology CurrentNo .....
Renewed for	Date... ..
(Seal)	Renewed for (Seal)
Controller of Legal Metrology	Controller of Legal Metrology

#### SCHEDULE VI

[See Rule 12 (3)]

#### FORMLR-3

Office of the Controller of Legal Metrology

Licence to repair weights, measures, weighing instruments or measuring instruments

Licence NoYear

1. The Controller of Legal Metrology hereby grants to.....

(Name and address of party or parties) a licence to repair the following: (Indicate details of the types of weights, measures, weighing instruments or measuring instruments that are licensed to be repaired by the party)

2. The licence is valid for the party named above in respect of his workshop located at.....

3. This licence is valid from 31st December, 19

4. The repairer shall comply with the conditions noted below. If he fails to comply with any one of these, this licence is liable to be cancelled.

5. The party is licensed to repair weights, measures, weighing and measuring

instruments in the areas mentioned below.....

(Seal) **Signature**

**Controller of Legal Metrology**

Place.....

Date.....

#### CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall

(a) comply with all the relevant provisions of the Act and Rules for the time being in force;

(b) not encourage or countenance any infringement of the provisions of the Act, or the Rules for the time being in force and shall report without delay to the Inspector any infringement that may come to his notice;

(c) exhibit this licence in some conspicuous part of the premises to which it relates;

(d) comply with any general or special direction that may be given by the Controller of Legal Metrology ;

(e) surrender the licence if and when required to do so by the Controller or any other officer employed under the Act;

(f) present the weights, measures or weighing or measuring instruments, as the case may be, duly repaired to the Inspector for verification and stamping before delivery;

(g) render such accounts, statements relating to raw materials as may be directed and called for by the Controller from time to time; and

(h) submit the application for renewal of this licence as required under the rules before thirty days of the date of expiry of the validity of the licence.

(2) Every condition prescribed after the issue of this licence shall, if notified in the official Gazette, be binding on the persons to whom the licence has been granted.

RENEWAL ENTRIES	
Current No ..... Date .....	CurrentNo .....
..... Renewed for	Date .....
(Seal)	Renewed for
Controller of Legal Metrology	(Seal) Controller of Legal
CurrentNo ..... Date .....	Metrology
..... Renewed for	CurrentNo ..... Date .....
(Seal)	.....
Controller of Legal Metrology	Renewed for (Seal) Controller of
	Legal
	Metrology

#### SCHEDULE VI

[See Rule 12 (3)]

#### FORM LD-3

#### Licensing Form

OFFICE OF THE CONTROLLER OF LEGAL METROLOGY

#### Licence to a dealer in weights, measures, weighing instruments or measuring instruments

Licence No.....Year.....

1. The Controller of Legal Metrology hereby grants to.....(Name and address

of party or parties) a licence to deal in the following (Indicate details of the types of weights and measures, weighing or measuring instruments that are licensed to be dealt with by party).....

2. The licence is valid for the party named above in respect of his premises located at.....

3. This licence is valid from 31 st December, 19.....;

4. The dealer shall comply with the conditions noted below. If he fails to comply with any one of these, his licence is liable to be cancelled.

Date

Place (Seal) Signature Controller of Legal Metrology

#### CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall

(a) comply with all the relevant provisions of the Act and Rules for the time being in force;

(b) not encourage or countenance any infringement of the provisions of the Act, or the Rules for the time being in force and shall report without delay to the Inspector any infringement that may come to his notice;

(c) exhibit this licence in some conspicuous part of the premises to which it relates;

(d) comply with any general of special direction that may be given by the Controller of Legal Metrology;

(e) surrender the licence if and when required to do so by the Controller or any other officer employed under the Act;

(f) submit the application for renewal of this licence as required under the Rules before thirty days of the date of expiry or the validity of the licence;

(g) not sell, or offer, expose or possess for sale any non-standard weight or measure.

2. Every condition prescribed after the issue of this licence shall if notified in the official Gazette, be binding on the person/persons to whom the licence has been granted.

#### RENEWAL ENTRIES

CurrentNo .....	CurrentNo ..... Date .....
Date .....	Renewed for .....
Renewed for .....	(Seal)
(Seal)	Controller of Legal Metrology
Controller of Legal Metrology	CurrentNo ..... Date .....
CurrentNo ..... Date .....	Renewed for .....
Renewed for .....	(Seal)
(Seal)	Controller of Legal Metrology
Controller of Legal Metrology	CurrentNo ..... Date .....
CurrentNo ..... Date .....	Renewed for .....
Renewed for (Seal)	(Seal)
Controller of Legal Metrology	Controller of Legal Metrology

#### SCHEDULE 7

##### SCHEDULE

#### SCHEDULE VII

[See Rule 12 (5)]

#### Licensing and renewal fees for manufacturers, repairers or dealers of weights and measures

Manufacturers	Rs.	500
Repairers	Rs.	100
Dealers	Rs.	100
Alteration in licence	Rs.	50
Duplicate licence	Rs.	10

#### SCHEDULE 8

Register of Licensed Manufacturers/Repairers/Dealers in Weights, Measures, Weighing Instruments/Measuring Instruments

#### SCHEDULE VIII

[See Rule 12 (6)]

**Register of Licensed Manufacturers/Repairers/Dealers in Weights, Measures, Weighing Instruments/Measuring Instrum**

Office of.....

Licence No.	Date of issue/renewal	Name and complete address of the manufacturer/repairer/dealer	place where workshop/factory is situated	Articles to be manufactured/repared/sold	Trade mark/monogram being used	Orders regarding cancellation of licence	Result of appeal	Signature of competent authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**SCHEDULE 9**

Security deposit to be made by licensed repairer

**SCHEDULE IX**

[See Rule 12 (7)]

**Security deposit to be made by licensed repairer**

Repairer of weights and measures excluding weighing and measuring instruments	Rs. 100
Repairer of weights and measures including weighing and measuring instruments	Rs. 200

**SCHEDULE 10**

Register to be maintained by the manufacturer of weights and measures

**SCHEDULE X**

[See Rule 13(1)]

**Register to be maintained by the manufacturer of weights and measures**

- Name and address of the manufacturer.....
- Description of the weight or measure.....
- (i) No. of the manufacturing licence.....  
(ii) Date on which the licence was issued.....  
(iii) Period of validity of the licence.....
- Particulars of order, if any, suspending or revoking the licence

					Sold within the State		Sold outside the State					
Sl. No.	Month	Unsold stock from Previous month	Quantity manufactured during the month	Total (3+4)	Number of items sold	Despatch Voucher No. And date	Name of State	Number of items sold	Despatch Voucher No. And date	Total sold (6+9)	Balance (5- 11)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

**SCHEDULE X**

**FORM LR-4**

[See Rule 13 (1)]

**Register to be maintained by the repairer of weights and measures**

Name and address of the repairer.....

Licence No.....

Date of Licensing.....

Sl. No.	DATE	Name of the user from whom	Items and their Numbers booked	Receipt No. and date of	Amount of repairing charges	Amount of verification fee	Total amount charged	Date of return to the	Remarks
---------	------	----------------------------	--------------------------------	-------------------------	-----------------------------	----------------------------	----------------------	-----------------------	---------

		received	for	issue				user	
			repair	to the					
(1)	(2)	(3)	(4)	user	(5)	(6)	(7)	(8)	(9)
									(10)

#### SCHEDULE X

[See Rule 13 (1)]

#### Register to be maintained by dealer in weights and measures

Name and address of the dealer.....

Description of the weight or measure

(i) Licence No.

(ii) Date on which the licence was issued

(iii) Period of validity of licence

(iv) Particulars of order, if any. suspending or revoking the licence

(v) Category of weight or measure

(Category (A or B))													
						Sold within the State		Sold outside the State					
Sl. No.	Month	Unsold stock from Previous month	Brought from within the State during the month	Brought from within the State during the month	Total (3+4+5)	Number of items sold	Despatch Voucher No. and date	Numbrs of items sold	Despatch Voucher No. And date	Name of the State	Total sold (7+9)	Balance (6-12)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

#### SCHEDULE 11

Certificate of Verification

#### SCHEDULE XI

[See Rule 16 (3)]

#### Certificate of Verification

Office of the Controller of Legal Metrology

Name of Inspector.....No.....hereby certify that I have this day verified and stamped/rejected the undermentioned weights, measures, etc., belonging to..... Locality.....

Registration No. as user.....under the above Act.

Denomination		Weighing instruments					Measuring Instruments	Verification fee Rs. P.	Carriage/conveyance adjusting charges etc. Rs. P.
Quantity	Weights	Measures	Capacity	Class	Manufacturer	Type			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Total RsDeposited vide Money Receipt No..dated..

Repaired by.(Signature)

Next verification due on.Inspector

#### SCHEDULE 12

Fees payable for verification and stamping of weights, measures and weighing and measuring instruments

#### SCHEDULE 13

Form of appeal against an order of an Inspector or Additional Controller

#### SCHEDULE XIII

[See Rule 25(1)]

#### Form of appeal against an order of an Inspector or Additional Controller

(1) Name and address of the applicant.....
(2) No. and date of order of Inspector of Weights and Measures or Additional Controller of Weights and Measures against which the appeal is preferred.....
(3) Whether the appellant desires to be heard in person or through an authorised representative.....
(4) Grounds of appeal.....