S L. N o.	Item	Details of disclosure	Details						
			RRSL AHMEDABAD	**RRSL BANGALORE**	**RRSL BHUBANESWAR**	**RRSL FARIDABAD**	**RRSLNAGPUR**	**RRSL VARANASI**	**RRSL GUWAHATI**
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	i. Name and address of the Organization	Regional Reference Standard Laboratory, Vatva, Ahmedabad-382445.	Regional Reference Standard Laboratory, Jakkur Post, Bangalore-560064	Regional Reference Standard Laboratory, Plot No. 1, Near IIT Kharagpur Extension Centre, P.O.-I.M.M.T., Samantapuri, Bhubaneswar, Odisha - 751013	Regional Reference Standard Laboratory, Sector-56, Samaypur Road, Ballabhgarh, Faridabad - 121004	Regional Reference Standard Laboratory, Mauja Drugdhamana, Nagpur 440023, Maharashtra.	Regional Reference Standard Laboratory, kuru, post- Anai, Varanasi 221201.	Regional Reference Standards Laboratory, Dakhingaon,Kahilipara, Guwahati-781019
		ii. Head of the organization	Deputy Director, Legal Metrology						
		iii. Vision, Mission and Key objectives	As per Department's website						
		iv. Function and duties	Function and duties of RRSLs 1. Verification of Legal Standards - Weights & Measures maintained by the State Legal Metrology Departments in the region. 2. Calibration of Standards Weights / Measures / Weighing & Measuring Instruments and Certification for the Industries. 3. Testing of samples / models Weighing & Measuring Instruments for Approval. 4. Impart training to the States' Legal Metrology Enforcement Officials in the Verification of Weights, Measures, Weighing and Measuring Instruments and checking of Net content of Packaged Commodities. 5. Coordination with the State Legal Metrology Departments in the region.						
		v. Organization Chart	Ministry of consumer Affairs, Food & Public Distribution ⬇ Department of Consumer Affairs ⬇ Director, Legal Metrology ⬇ Regional Reference Standard Laboratory						
		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	
1.2	Power and duties of its officers and employees [Section4(1) (b)(ii)]	i. Powers and duties of officers (administrative, financial and judicial)	**Deputy Director (LM) -** Supervises legal metrology activities including traceability, verification, calibration, testing, certification, training and R&D. Oversees administration, finance, procurement and other works assigned by the Competent Authority. **Assistant Director (LM) –** Assists in legal metrology testing, calibration, verification, certification and R&D activities. Performs laboratory and other works assigned by the Competent Authority.
		ii. Power and duties of other employees	**Metrological Assistant -** Maintains laboratory facilities and standards and assists in testing, calibration, verification and certification. Performs other laboratory works assigned by the Competent Authority. **Stenographer Grade D** – Provides stenographic and secretarial support to the Head of Office/DD(LM), including typing, appointments, meetings, file movement, records and official correspondence. Handles stenographic work in administrative, financial, procurement, establishment, and correspondence tasks. Performs other duties assigned by the Competent Authority. **LDC**- Performs clerical and typing work, diary/dispatch, reports, budget documents, advances, LTC, GPF, cash book, bills and routine administrative processing. Assists with procurement, AMC, spare parts/consumables, supplier correspondence, registers and other administrative duties assigned by supervisors. Handles clerical, records, bills, accounts, procurement, correspondence and routine office work. Performs other duties assigned by the Competent Authority. **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. Performs other duties assigned by the Competent Authority. **MTS**- Performs office support duties such as file/document handling, photocopying, dispatch, bank work, room upkeep, watch and ward and assistance in routine office activities. Maintains patent/document files, assists officers and staff, supervises basic housekeeping activities and performs other non-clerical duties as assigned. Performs other duties assigned by the Competent Authority.
		iii. Rules/ orders under which powers and duty are derived and Exercised	The Legal Metrology Act 2009 and Rules made there under & in other matters as per standing Government Rules/orders/office procedures and as per the Department of Consumer Affairs guidelines.
		iv. Work allocation	As per the decision of the Laboratory In-charge or Head of Office.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	i. Process of decision making Identify key decision making points ii. Final decision making authority iii. Related provisions, acts, rules etc. iv. Time limit for taking a decisions, if any v. Channel of supervision and accountability	Decision making as per extent rules and standard office procedures. In general, Deputy Director (LM) → Assistant Director (LM) → Metrological Assistant

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	Testing of weighing and measuring instruments and verification, calibration of instruments, weights & measures The Legal Metrology Act-2009 and Rules made thereunder, and relevant OIML recommendations/publications. Online NSWS Portal Given citizen charter As per office/NABL procedures.
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. ii. List of Rules, regulations, instructions manuals and records. iii. Acts/ Rules manuals etc. iv. Transfer policy and transfer orders	Available on department's website
1.6	Categories of documents held by the authority under its control [Section4(1)(b) (vi)]	i. Categories of documents ii. Custodian of documents/categories	Records related to Establishment matters, service matters, accounts matters, store purchase matters, welfare matters. 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	i. Name of Boards, Council, Committee etc. ii. Composition iii. Dates from which constituted iv. Term/ Tenure v. Powers and	(1) Not Applicable

	[Section 4(1)(b)(viii)]	functions vi. Whether their meetings are open to the public? vii. Whether the minutes of the meetings are open to the public? iii. 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 ii. Telephone , fax and email ID	**Name**	**Designation**	**E-mail**	**Contact No.**
			RRSL Ahmedabad			
			Shri. Ashutosh Sharma	Deputy Director (LM)	ahd-rrsl@gov.in	07377569970
			Ms. Sanjeevni Dudwa	Assistant Director (LM)	sanjeevni.dudwa87@gov.in	08799413755
			Shri. Trarun Kumar Gupta	Metrological Asstt	t.k.gupta@gov.in	09530389676
			Shri Sunil K. Hiradiwale	U.D.C.	sunil.hiradiwale@gov.in	09429907304
			--	Stenographer 'D'	--	--
			--	LDC	--	--
			--	A/C Mechanic	--	--
			--	Peon	--	--
			RRSL BANGALORE			
			Shri. C.S. Sharma	Deputy Director (LM)	csharma.17@gov.in	09481729175
			Shri. Sunil Kumar	Assistant Director (LM)	sunil.k1984@gov.in	09540589766
			Shri. Abdul Jaleel A.K	Assistant Director (LM)	jaleel.ak@gov.in	07829307931
			--	Metrological Assistant	--	--
			--	Metrological Assistant	--	--
			Smt. Sola Crispina. H	Stenographer 'D'	sola.crispina@gov.in	09980846629
			--	LDC	--	--
			--	Staff Car Driver	--	--
			--	Laboratory Attent.	--	--
			--	Peon	--	--
			RRSL BHUBANESWAR			
			--	Deputy Director (LM)	--	--
			Sh. Dinesh Sagar	Assistant Director (LM)	dinesh.sagar13@nic.in	9015641465

			Sh. Balashankar S	Metrological Assistant	s.balashankar@gov.in	9443666346
			Sh. Kunal Kumar Dutta	Metrological Assistant	kunal.kr.dutta@gov.in	7250730078
			Sh. Shebaz Khan	Stenographer 'D'	shebaz.khan@gov.in	8527344973
			--	UDC	--	--
			--	LDC	--	--
			--	AC Mechanic	--	--
			--	Staff Car Driver	--	--
			--	Lab. Attendant	--	--
			--	Peon	--	--
			--	Watchman	--	--
			RRSL FARIDABAD			
			Sh. Amit Upadhyay	Deputy Director (LM)	ddlm.rrsl-ca@gov.in	9891136508
			Smt. Shraddha Saxena	Assistant Director (LM)	shraddha.saxena13@nic.in	9250980562
			Ms. Sheetal Rana	Metrological Assistant	sheeta307059@fci.gov.in	7206825584
			Sh. Sonu	Metrological Assistant	sonu.langyan@gov.in	9467410053
			Ms. Bhawna Verma	Stenographer 'D'	bhawna.verma@gov.in	9267958092
			--	LDC	--	--
			RRSL NAGPUR			
			Shri Anshul Singh	Deputy Director (LM)	Ddo-rrsln-ca@gov.in	0712-2992016
			Shri Nitin Marjara	Assistant Director (LM)		0712-2992016
			Kamal Kumar	Metrological Assistant		0712-2992016
			RRSL VARANASI			
			Shri. Devendra Kumar Verma	Deputy Director	dk.verma77@gov.in	09483219450
			Shri. Devendra kumar Shakya	Assistant Director	dk.shakya@gov.in	08734975595
			Shri Ashish Kumar Gautam	Metrological Assistant	ashish.kumarg@gov.in	07488881995
			--	Metrological Assistant	--	--
			Shri Shreyeshkar	Stenographer 'D'	shreyeshkar.raj@gov.in	09234461061
			RRSL GUWAHATI			
			Dr Rakesh Joshi	Deputy Director	gwh-rrsl@gov.in	9968099119
			Dr Vijaya Shankar K	Assistant Director	vijayasankar.k@gov.in	9902667858
			Smt Manisha Bhuria	Metrological Assistant	manishabhuria.06@gov.in	9982847271
			Sri Rahul Garg	Metrological Assistant	rahul.grg@gov.in	8222007799

			Sh. Pankaj Kumar	Stenographer 'D'	Pankaj.kumar59@gov.in	6395391134

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**
			RRSL Ahmedabad		
			Shri. Ashutosh Sharma	Deputy Director	11 (Rs.1,79,480)
			Ms.Sanjeevni Dudwa	Assistant Director	10 (Rs.1,13,511)
			Shri.Traun Kumar Gupta	Metrological Assistant	6 (Rs. 81,570)
			Sri Sunil K. Hiradiwale	U.D.C.	6 (Rs.1,13,870)
			--	Stenographer 'D'	--
			--	LDC	--
			--	A/C. Mechanical	--
			--	Peon	--
			--	Chowkidar	--
			RRSL BANGALORE		
			Shri. C.S. Sharma -	Deputy Director	11 (Rs.1,84,610)
			Shri. Sunil Kumar	Assistant Director	10 (Rs.1,42,620)
			Shri. Abdul Jaleel A.K	Assistant Director	10 (Rs. 1,36,090)
			--	Metrological Assistant	--
			--	Metrological Assistant	--
			Smt. Sola Crispina. H	Stenographer 'D'	8 (Rs. 1,60,040)
			--	LDC	--
			--	Staff Car Driver	--
			--	Laboratory Attent.	--
			--	Peon	--
			--	Chowkidar	--
			RRSL BHUBANESWAR		
			--	Deputy Director	--
			Sh. Dinesh Sagar	Assistant Director	10 (Rs. 1,33,740)
			Sh. Balashankar S	Metrological Assistant	7 (Rs. 1,05,000)
			Sh. Kunal Kumar Dutta	Metrological Assistant	6 (Rs. 74,700)
			Sh. Shebaz Khan	Stenographer 'D'	4 (Rs. 50,220)
			--	UDC	--
			--	LDC	--
			--	AC Mechanic	--
			--	Staff Car Driver	--
			RRSL FARIDABAD		
			Sh. Amit Upadhyay	Deputy Director (LM)	11 (Rs.177592.00)
			Smt. Shraddha Saxena	Assistant Director (LM)	10 (Rs.152316.00)
			Ms. Sheetal Rana	Metrological Asstt	6 (Rs. 87628.00)
			Sh. Sonu	Metrological Asstt	6 (Rs.85079.00)
			Ms. Bhawna Verma	Stenographer 'D'	4 (Rs. 57042.00)
			-	LDC	-
			RRSL NAGPUR		

			Shri Anshul Singh	Deputy Director (LM)	11 (Rs.85,800)
			Shri Nitin Marjara	Assistant Director (LM)	10 (Rs.71,100)
			Kamal Kumar	Metrological Assistant	6 (Rs. 44,900)
					RRSL VARANASI
			Shri. Devendra kumar Verma	Deputy Director	11 (Rs.1,47,060)
			Shri. Devendra kumar Shakya	Assistant Director	10 (Rs.1,22,570)
			Shri Ashish Kumar Gautam	Metrological Assistant.	7 (Rs. 93,780)
			--	Metrological Assistant	--
			Shri Shreyeshkar	Stenographer 'D'	4 (Rs. 56,160)
					RRSL GUWAHATI
			Dr Rakesh Joshi	Deputy Director	11
			Dr Vijaya Sankar K	Assistant Director	10
			Smt Manisha Bhuria	Metrological Assistant	07
			Sri Rahul Garg	Metrological Assistant	06
			Sh. Pankaj Kumar	Stenographer 'D'	04

1.10	Name, designation another 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.	Nodal Officer Ms. Sanjeevni Dudwa, Assistant Director, (LM) Email- sanjeevni.dudwa87@gov.in Central Public Information Officer (CPIO) Shri Ashutosh Sharma, Deputy Director, (LM) Email- ahd-rrsl@nic.in	Nodal Officer Sh. C S Sharma, Deputy Director, LM Email- csharma.17@gov.in Central Public Information Officer (CPIO) Sh. Sunil Kumar, Assistant Director, LM Email- sunil.k1984@gov.in	Nodal Officer Sh. Dinesh Sagar, Assistant Director (LM) Email- dinesh.sagar13@nic.in Central Public Information Officer (CPIO) Sh. Balashankar S , Metrological Assistant Email- s.balashankar@gov.in	Nodal Officer / Central Public Information Officer (CPIO) Sh. Amit Upadhyay Deputy Director (LM) Email: ddlm.rrsl-ca@gov.in Ph.No: 0129-2970167	Central Public Information Officer (CPIO) Anshul Singh, Dy. Director Email: ddo-rrsln-ca@gov.in	Nodal Officer Shri Ashish Kumar Gautam, Metrological Assistant Email- ashish.kumarg@gov.in Central Public Information Officer (CPIO) Sri Devendra Kumar Verma, Deputy Director (LM) Email- dk.verma77@gov.in	Nodal Officer Smt. Manisha Bhuria, Metrological Assistant - manishabhuria.06@gov.in Central Public Information Officer (CPIO) Dr Rakesh Joshi Deputy Director, (LM) Email- gwh-rrsl@gov.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section	No. of employees against whom disciplinary action has been i. Pending for Minor penalty or major penalty proceedings ii. Finalized for	-Nil-						

	4(2))	Minor penalty or major penalty proceedings							
1.12	Programs to advance understanding of RTI (Section 26)	Educational Programs							
		Efforts to encourage public authority to participate in these programs	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.						