



GOVERNMENT OF MAHARASHTRA  
LEGAL METROLOGY ORGANISATION

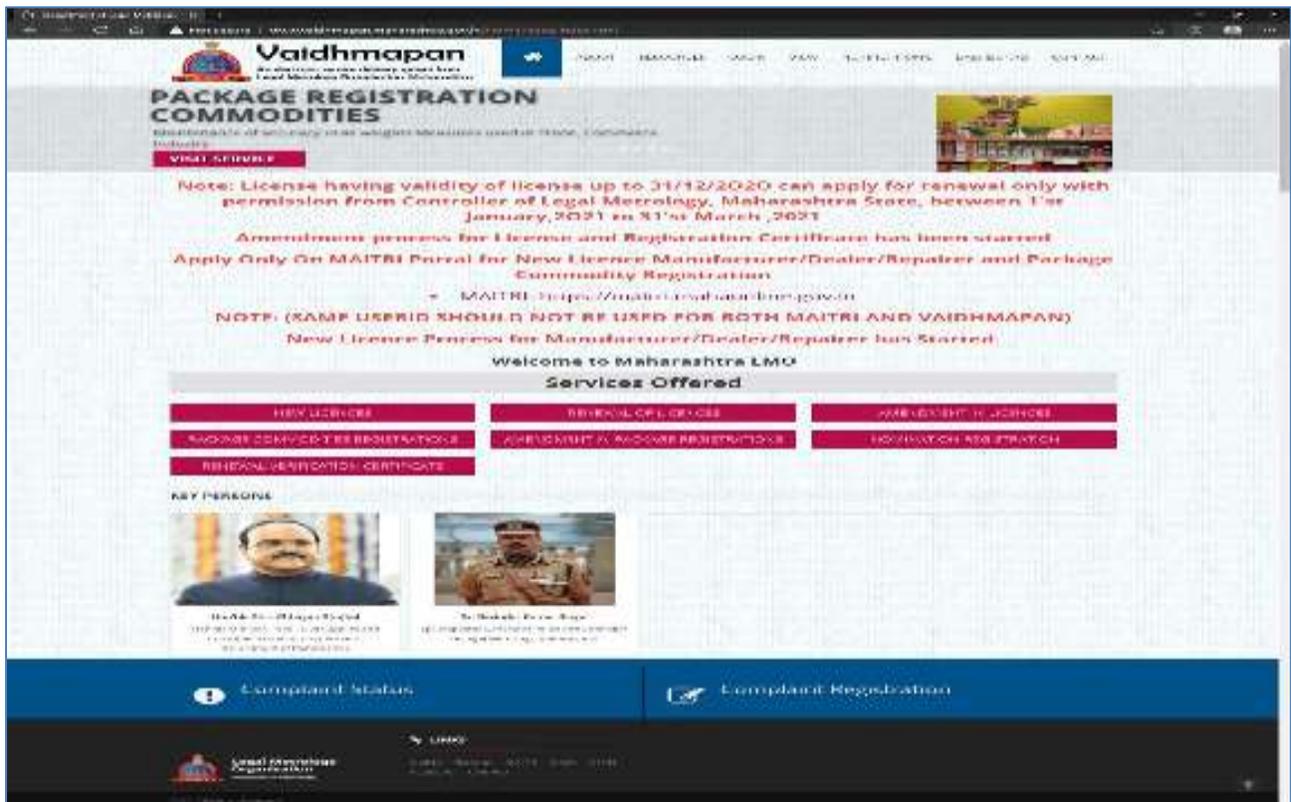
User Manual – Applicant Level

**[ONLINE APPLICATION FOR VERIFICATION OF WEIGHT OR MEASURE]**

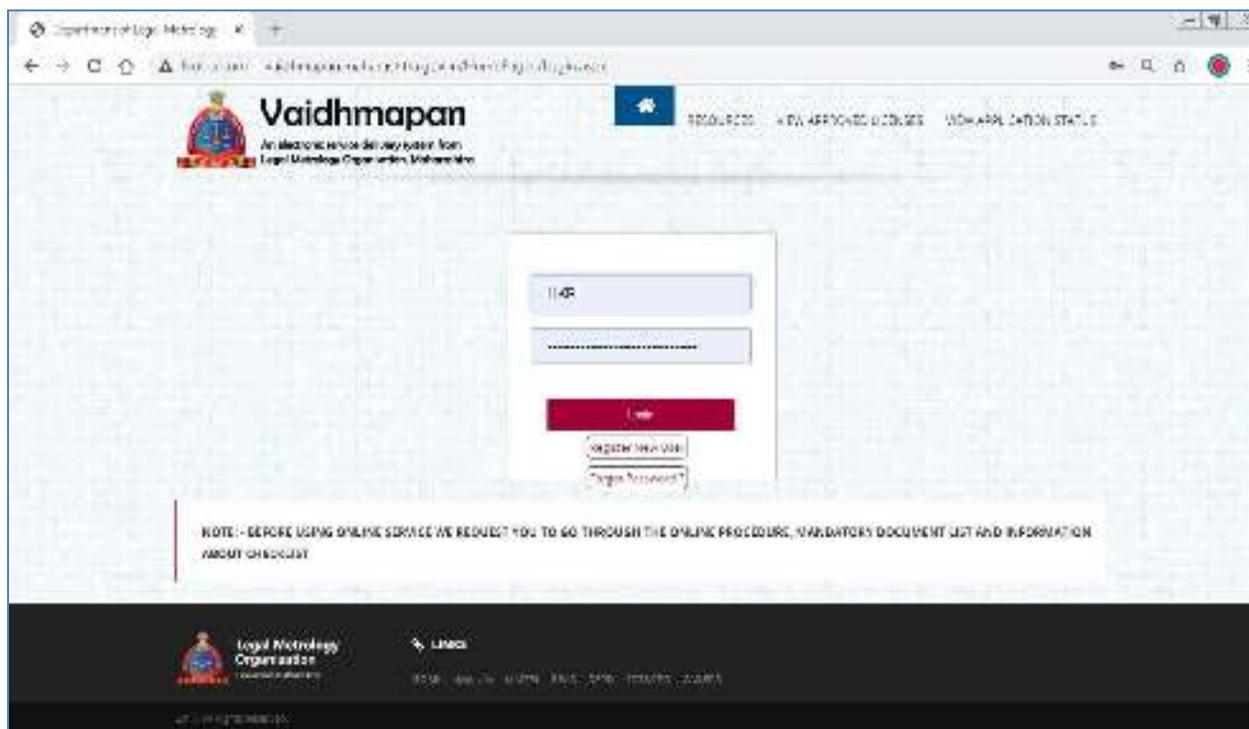
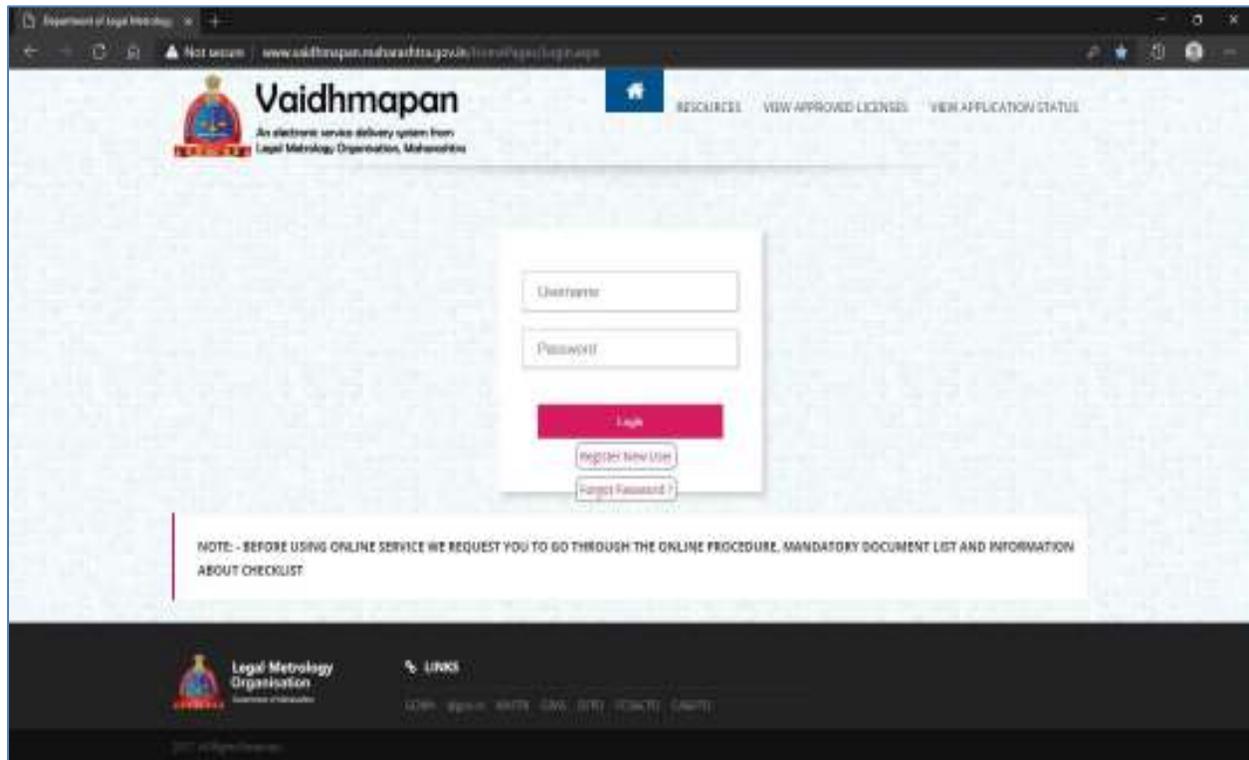
**STEPS/PROCEDURE TO BE FOLLOWED FOR ONLINE APPLICATION FOR WEIGHT OR MEASURE IS AS FOLLOW**

**Part I: Firm Registration**

**Step 1:** After opening browser (Internet Explorer 9 or above) please enter the URL <http://www.vaidhmapan.maharashtra.gov.in/homepages/index.html> to open vaidhmapan application's home page.



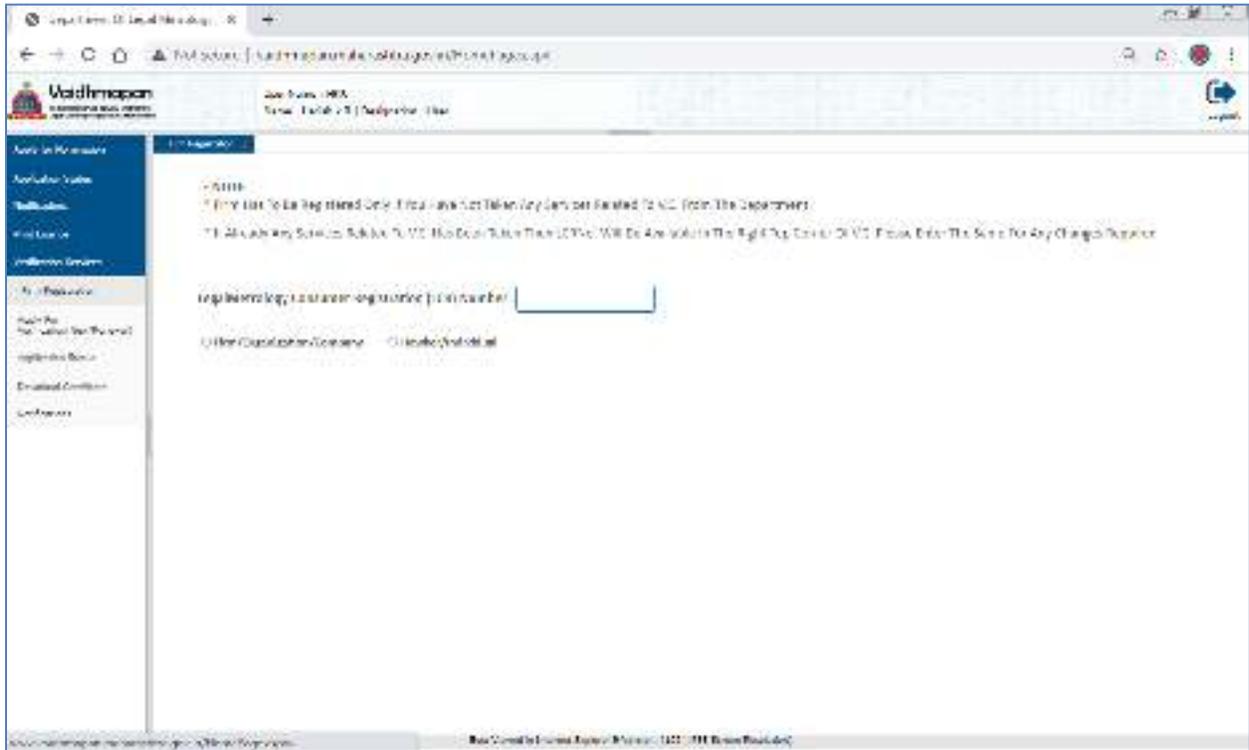
**Step 2:** Please click on “Login” link to open Login Window. Enter the username and password and click on ‘Login’ button



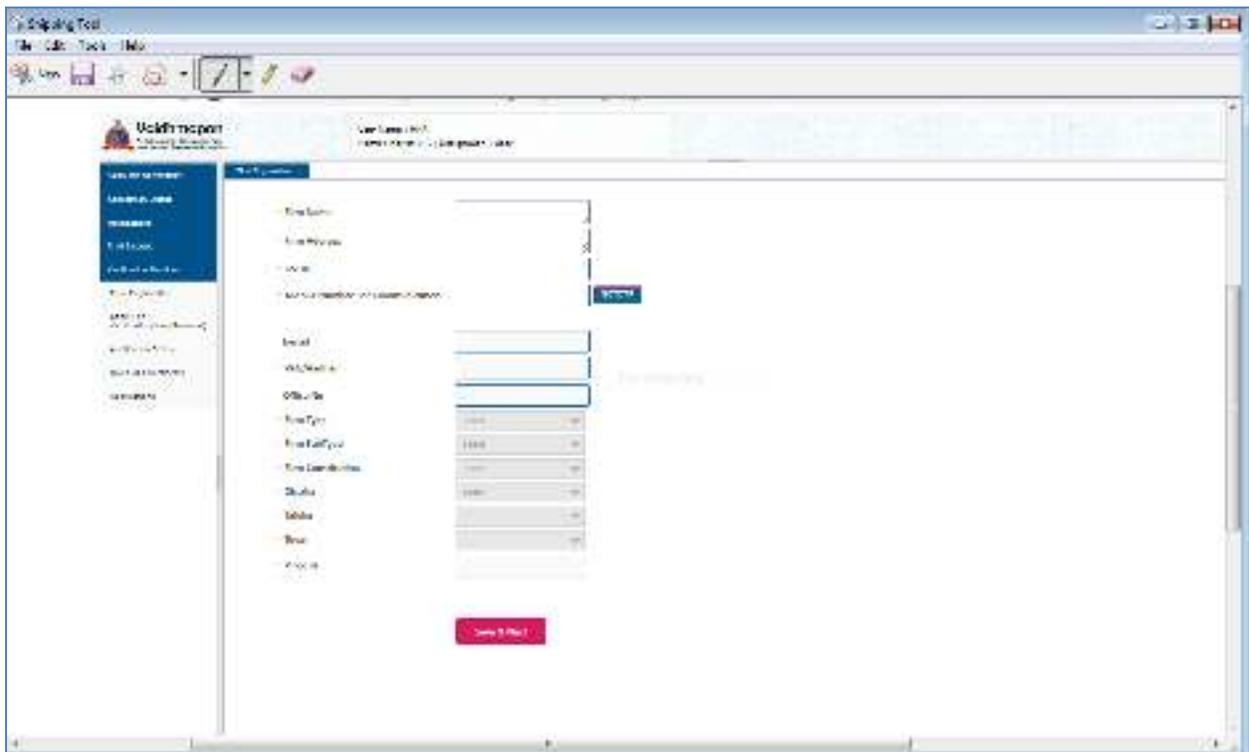
**Note :** If you do not have any account in Vaidhmapan ,Please click on “Register New User” and create the account.



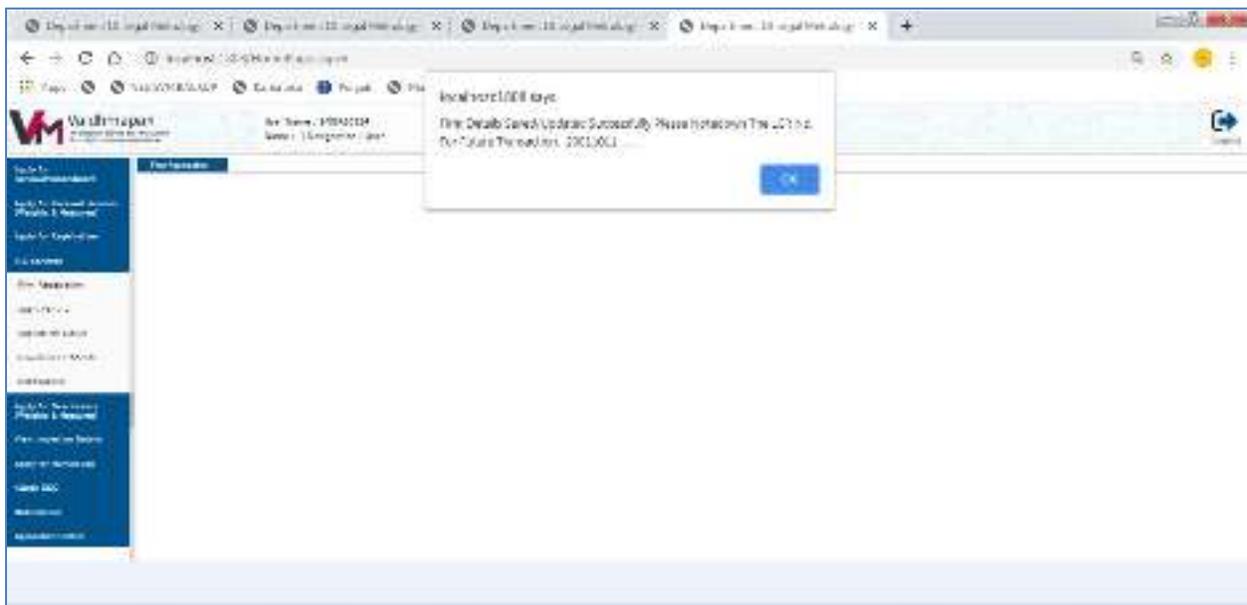
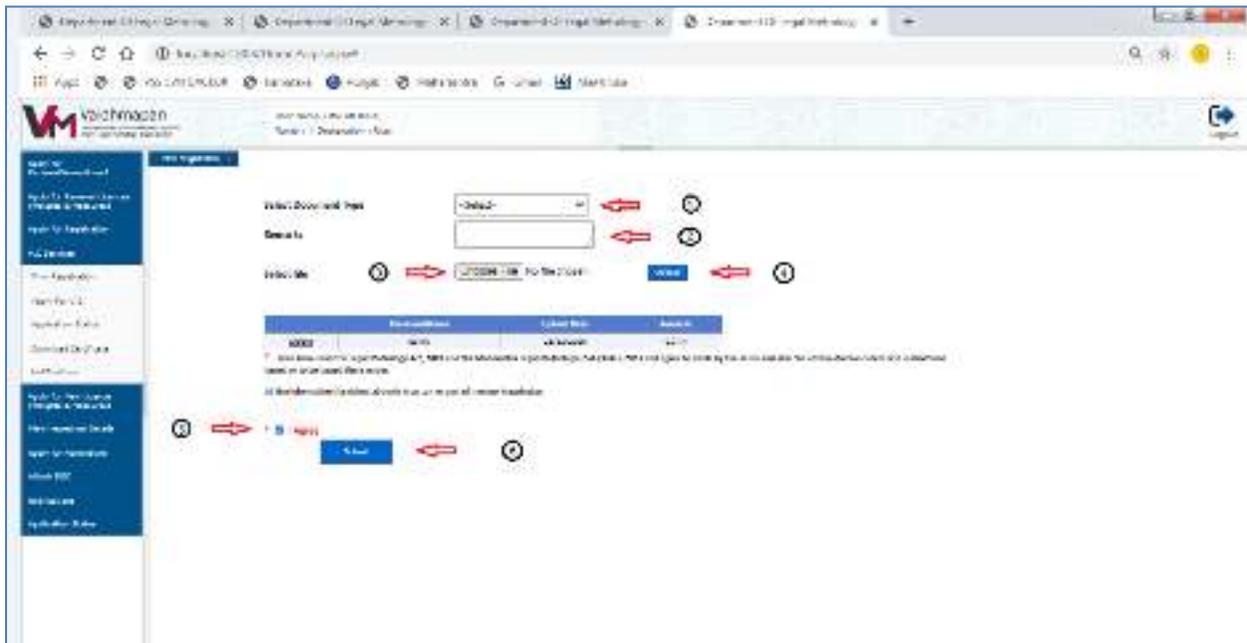
**Step 5:** Click on 'Firm Registration' button to register Firm if you have not registered already.



**Step 6:** Click on 'Firm/Organization/Company' to register a new Firm. Enter the details and click on 'Save and Next' button.



**Step 7:** Select Document type, enter the Remarks, Select file and click on Upload button. Select 'I Agree' checkbox and click on 'Submit' button.



**Note:** Once the Firm Details are saved LCR Number will be generated. Please note down this for future reference

**Step 8:** To Update Firm details, enter the existing LCR Number in the field provided. Enter the details to be updated and click on 'Update' button.

The screenshot shows the 'Edit Registration' page on the Vaidhyanandan portal. The user is logged in as 'User Name - 80000412' and 'Role - Designation - User'. The page contains a sidebar with navigation options and a main content area with the following details:

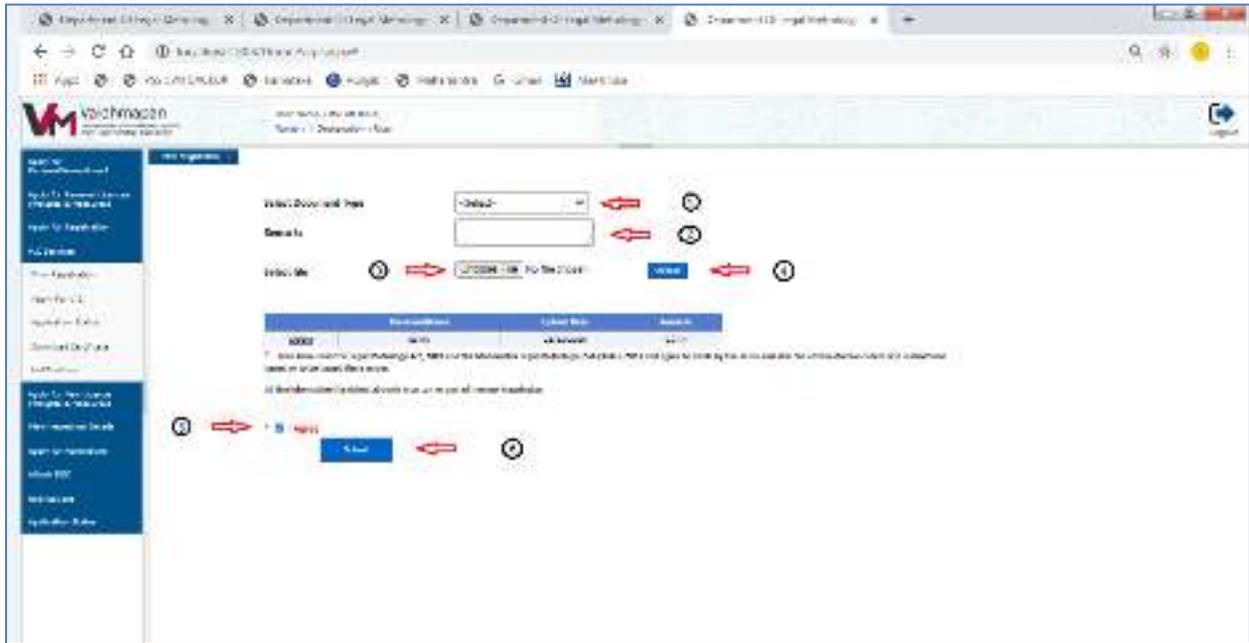
- NOTE:**
  - \* Firm has to be Registered Only if you haven't taken any license related to VCL from the Department.
  - \* If already any license related to VCL has been taken then VCL No. will be available in the Right Top Corner of VCL. Please Enter the Same for any Changes Required.
- Legal/Technology Consumer Registration (LCR) Number:** 2020110
- Mobile Number for Communication:** 9876543210

This screenshot shows the 'Edit Registration' page with more fields filled out. The 'Update' button is highlighted with a red box, and a red arrow points to it from the right. The form fields include:

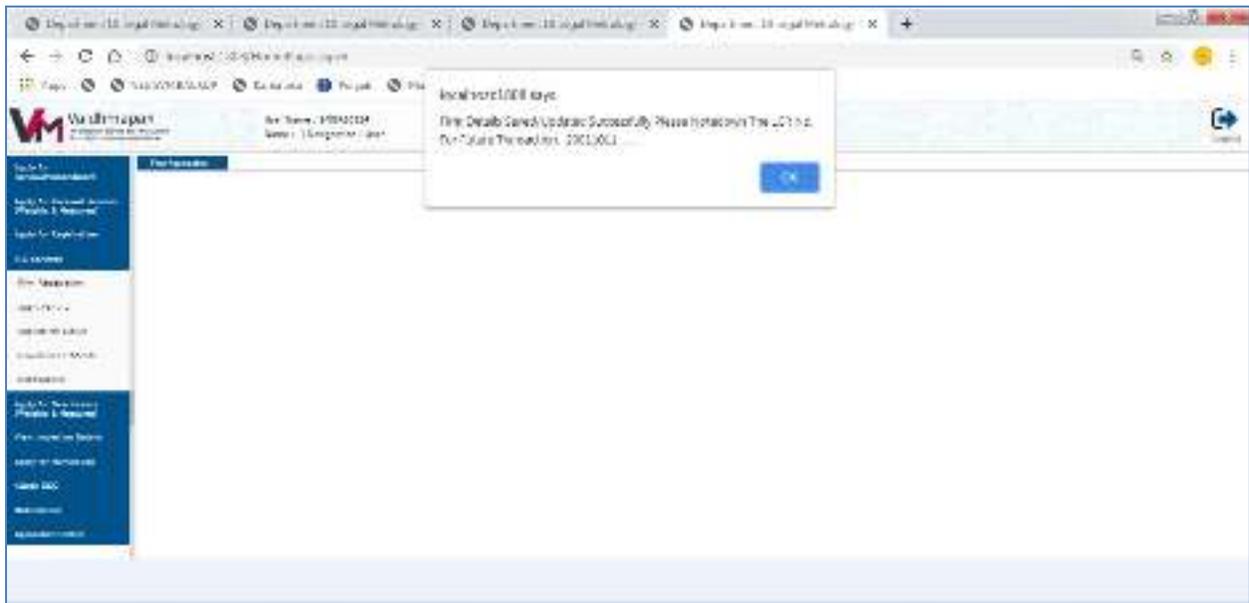
- Legal/Technology Consumer Registration (LCR) Number:** 2020110
- Mobile Number for Communication:** 9876543210
- Other Details:**
  - Firm Name: [Text Field]
  - Firm Address: [Text Field]
  - GSTIN: [Text Field]
  - E-mail: [Text Field]
  - Office No: [Text Field]
  - Office Type: [Text Field]
  - Firm's End Page: [Text Field]
  - Firm's Start/End Date: [Text Field]
  - Office: [Text Field]
  - State: [Text Field]
  - Pin: [Text Field]
  - Country: [Text Field]

**Note:** Applicant can edit only GSTIN, Mobile number, E-mail and Office number.

**Step 9:** Select Document type, enter the Remarks, Select file and click on Upload button. Select 'I Agree' checkbox and click on 'Submit' button.



**Note:** Alert message successfully saved and the LCR number will be displayed.



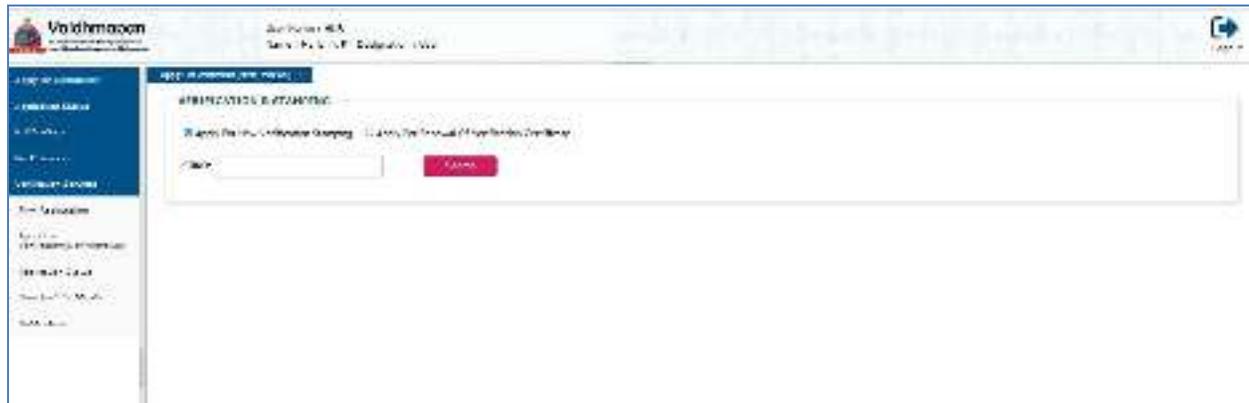
**Note:** The procedure to register firm/update for 'Hawker/Individual' is same as 'Firm/Organization/Company' explained above.

## Part II : Apply for Verification.

**Step 1:** Click on 'Apply for Verification (New/Renewal)' tab.

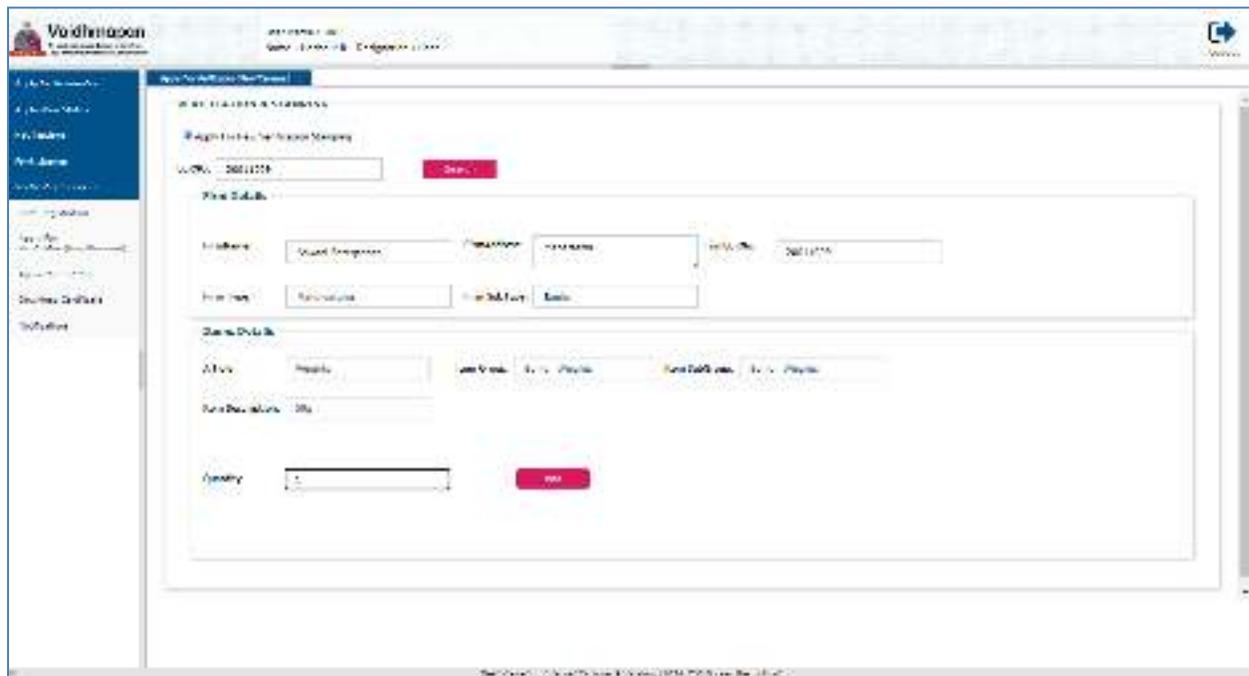
Select "Apply for New Verification Stamping"

Enter the LCR number and click on "Search" button.



The screenshot shows the Vardhman portal interface. The top navigation bar includes the Vardhman logo, the text "वार्धमान" and "वार्धमान", and a "Logout" button. The main content area is titled "Apply for New Verification Stamping" and contains a search form with a text input field for the LCR number and a red "Search" button. The left sidebar contains a navigation menu with options like "Home", "Apply for New Verification Stamping", "Apply for Renewal Verification Stamping", "Apply for New Verification Stamping", "Apply for Renewal Verification Stamping", "Apply for New Verification Stamping", "Apply for Renewal Verification Stamping", "Apply for New Verification Stamping", and "Apply for Renewal Verification Stamping".

Select the appropriate Items in the 'Items Details' grid from various drop-down menus and click on 'Add' button.



The screenshot shows the Vardhman portal interface. The top navigation bar includes the Vardhman logo, the text "वार्धमान" and "वार्धमान", and a "Logout" button. The main content area is titled "Apply for New Verification Stamping" and contains a search form with a text input field for the LCR number and a red "Search" button. Below the search form is the "Items Details" grid, which contains several drop-down menus and text input fields for selecting items. The grid is organized into sections: "Item Details" with fields for "Material", "Quantity", "Unit", and "Rate"; "Item Details" with fields for "Item Code", "Item Name", and "Item Description"; and "Item Details" with fields for "Item Code", "Item Name", and "Item Description". At the bottom of the grid is a red "Add" button.

**Vaidhmapan** User: Pankaj K. S. P. Date: 12/12/2019

Apply for Home Inspection

At my Office (Client) premises:  At Dept Office Premises:

Address Details

Division:  District:  Taluk:  Office:

Firm No.	Firm Name	Firm Category	Firm Sub Type	Firm Type	Firm Size	Firm Status	Firm Address	Firm Contact
123456	ABC Firm	Construction	General	Private	100	Active	123 Main St	9876543210

Save and Next

(i) Please Select the Division, District, Taluk and Office .

(ii)(a).Select “At my Office(Client)premises” check box – When Inspection to be made at client place and Enter the address in the field provided.

(ii)(b). Select “At Dept Office Premises” check box – When Inspection to be made at officers place.

Based on the premises selected and Firm Sub Type the total Fee to be deposited will be displayed. Click on ‘Save and Next’ Button.

**Vaidhmapan** User: Pankaj K. S. P. Date: 12/12/2019

Apply for Home Inspection

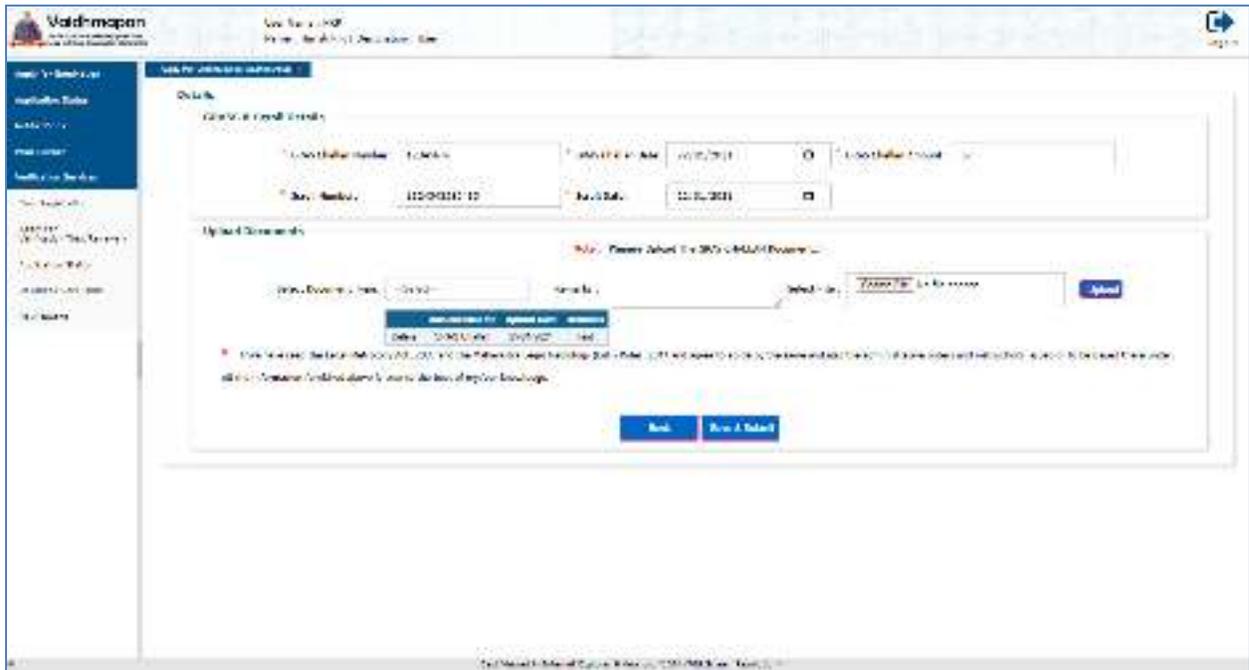
Address Details

Division:  District:  Taluk:  Office:

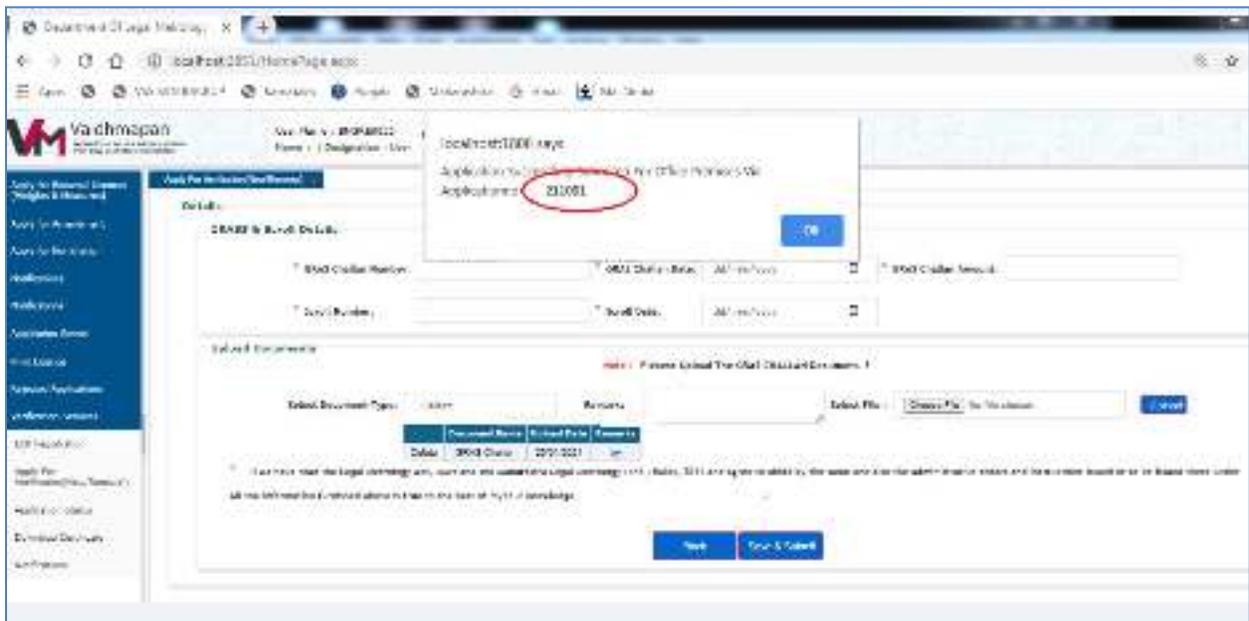
Total Fee To Be Deposited: ₹ 1.5 ₹

Save & Next

**Step 2:** Enter the GRAS & Scroll Details. Select the Document Type, Enter the Remarks, Select the file and Upload the file. And then, click on 'Save and Submit' button.



Note : Once the application is submitted, Unique number will be generated which needs to be noted down for further correspondence.

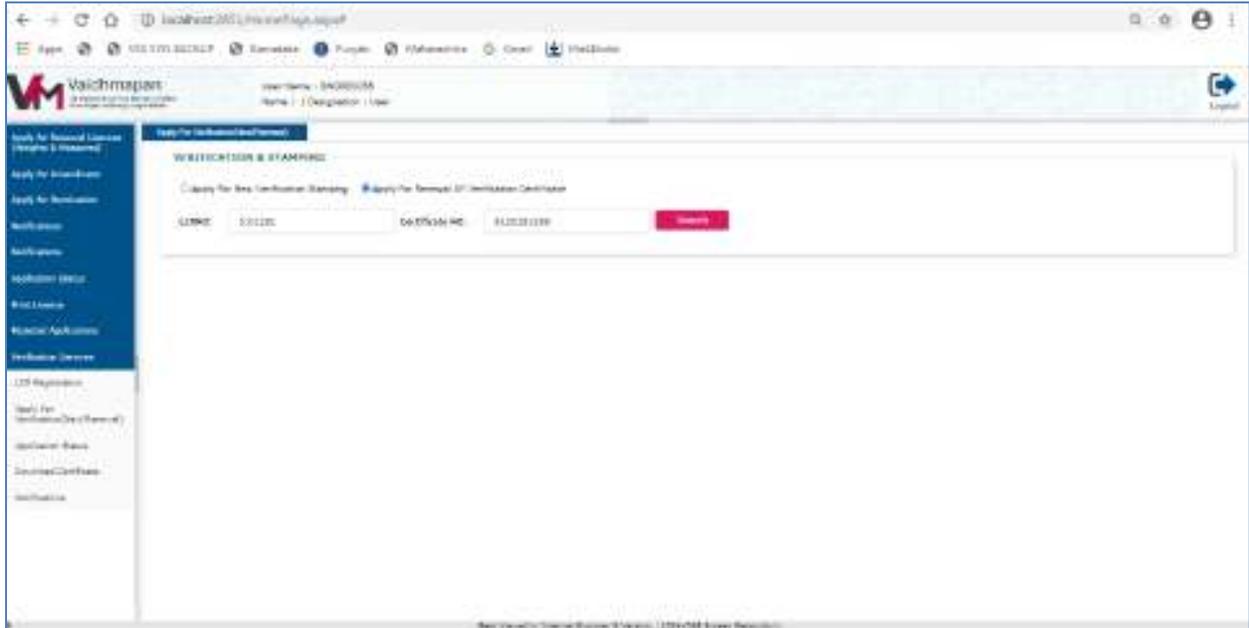


### Part III : Apply for Renewal of Verification Certificate.

**Step 1:** Click on 'Apply for Verification (New/Renewal)' tab.

Select "Apply for Renewal of Verification Certificate"

Enter the LCR number and the Certificate Number in the field provided and click on "Search" button.

The screenshot shows a web browser window with the URL 'http://waichmagan2015.rajivrajiv.com'. The page title is 'Waichmagan'. The user is logged in as 'SANGHVI' with the designation 'User'. The main content area is titled 'VERIFY/ISSUE & STAMPING' and contains two radio buttons: 'Apply for New Verification Stamping' (selected) and 'Apply for Renewal of Verification Certificate'. Below these are two input fields: 'LCR No.' with the value '53222' and 'Certificate No.' with the value '060753646'. A red 'Search' button is positioned to the right of the second field. A left-hand navigation menu is visible, with 'Apply for Renewal of Verification Certificate' highlighted. The footer of the page reads 'New Version: Online Business Services | 2014/15 | Error Reporting'.

**Step 2:** Previous Certificate details i.e., Firm Details, Certificate Details, & Items Details will be displayed.

Note : If any Items to be deleted from the previous certificate please click on the "Delete" button and proceed further.

(i) Please Select the Division, District, Taluk and Office .

(ii)(a).Select "At my Office (Client) premises" check box – When Inspection to be made at client place and Enter the address in the field provided.

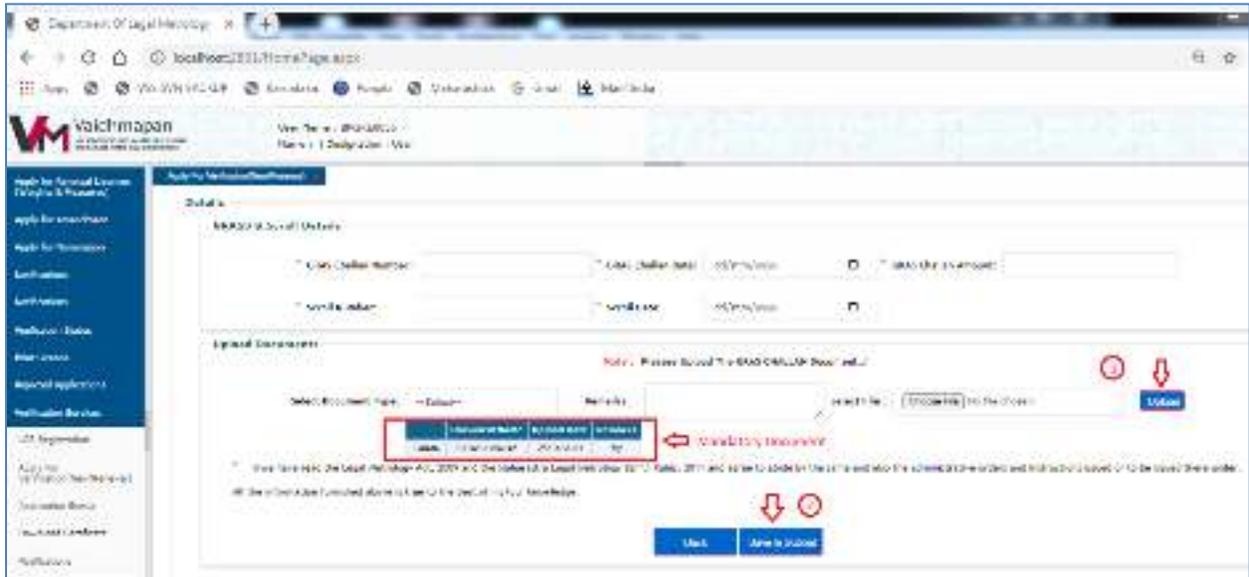
(ii)(b). Select "At Dept Office Premises" check box – When Inspection to be made at officers place.

The Amount to be paid will be displayed in the Amount Details section which includes Items fees, Trader premises fee (if any), Quarter Jump Fees (if any) and Total Fees. Click on "Save and Submit" button.

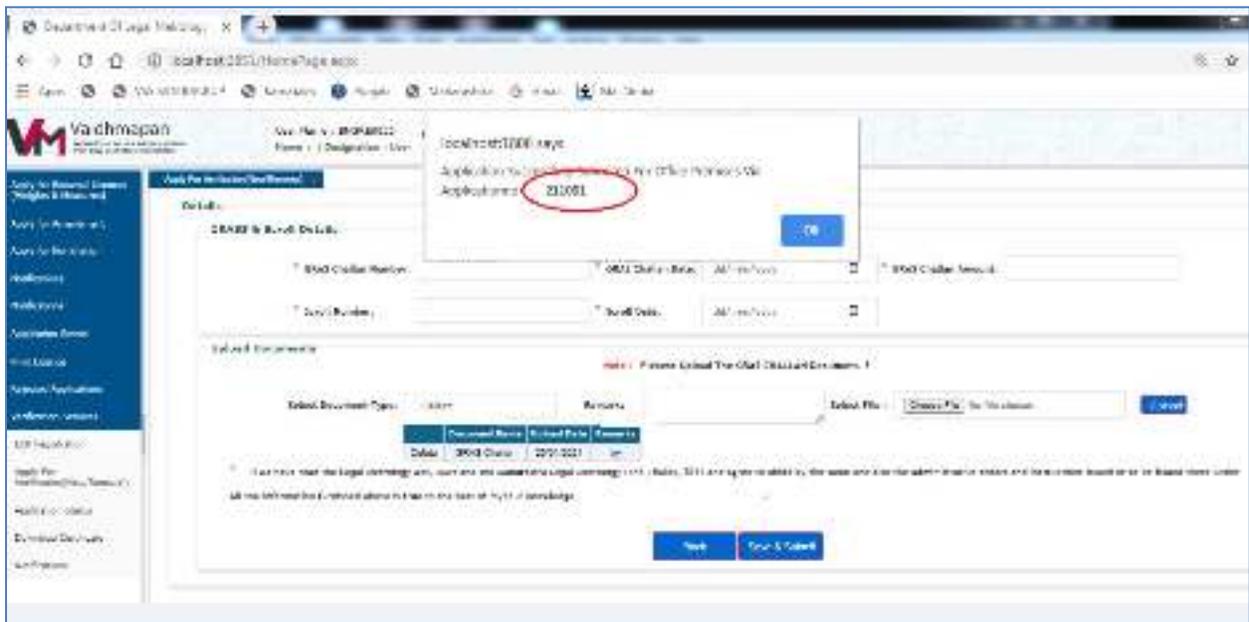


**Step 3:**Enter the GRAS & Scroll Details.

Upload the Documents by selecting Document Type, Enter Remarks and click on Upload button.

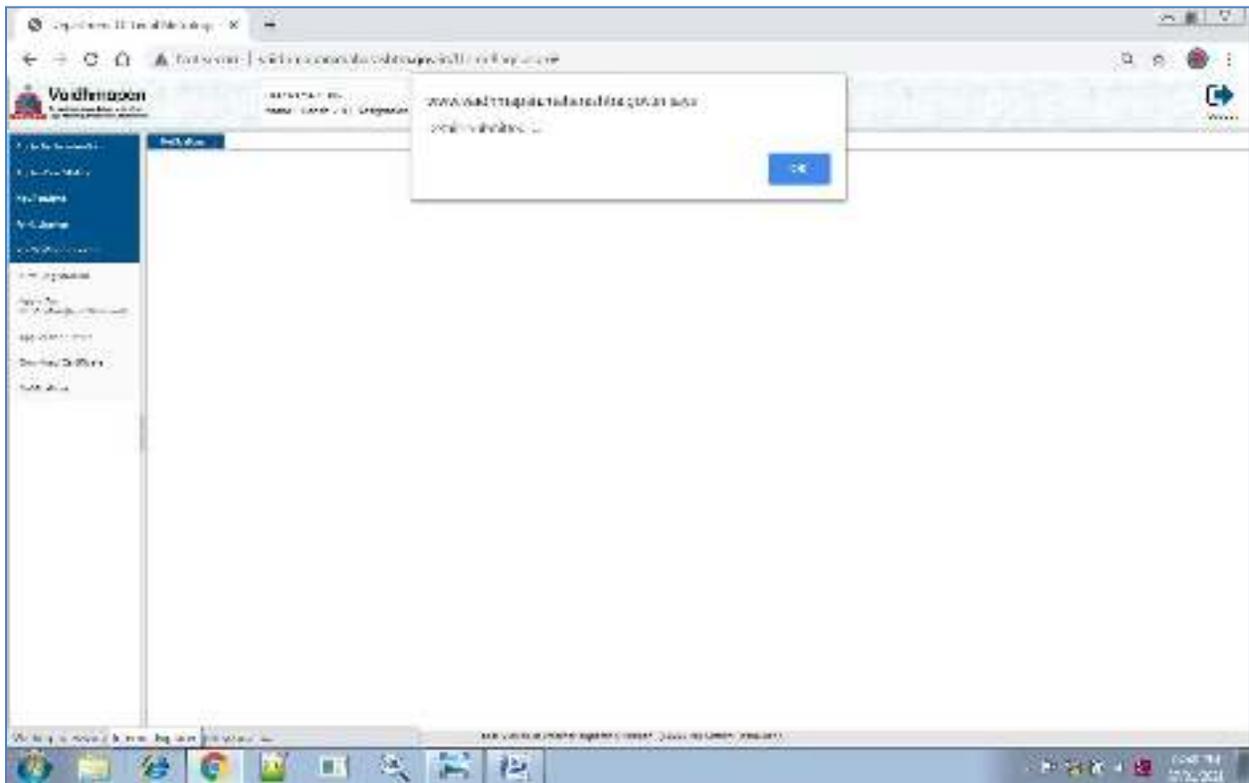


Once the application is submitted unique number will be displayed and Applicant needs to note down Application number for further transactions.









When officer has not requested any document. “There is no Notifications here” will be displayed.

