

#### GOVERNMENT OF MAHARASTHRA

## 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 MEASUREIS AS FOLLOW

## **Part I: Firm Registration**

**Step 1**: After opening browser (Internet Explorer 9 or above) please enter the URL <u>http://www.vaidhmapan.maharashtra.gov.in/homepages/index.html</u>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



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

**Step 3**: Once you successfully login, you will be greeted with login page where you will have the "Verification Service" link.

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**Step 4**: Click on 'Verification Service' link to open the sub links.

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

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

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**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.

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**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.

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

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(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.

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**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.

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

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# 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.



**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.

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## **Part 1V : General Information**

**Step 1:** Click on "Application Status" link under Verification Services to check the status of the application.

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**Step 2:** Click on "Notification" link under Verification Services.

If Officer has requested to upload Documents (if any),click on Upload button and attach the document.

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