

Legal Metrology User Manual – Office

1. *Packer/Importer Application*

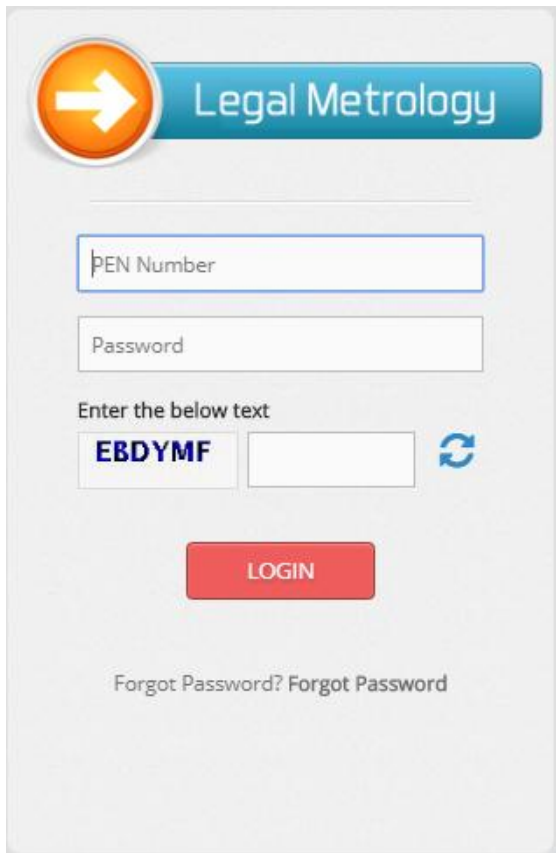
After successful fee payment of the Packer/importer Application, the application gets submitted in the Office. The flow through which the application passes is as follows:

- Flying Squad Office [Inspector]
- Flying Squad Office [Assistant Controller]
- Controller Office [Concerned Sectional Clerk]
- Controller Office [Assistant Controller]
- Controller Office [Controller]

A detailed description of the application flow is provided below:

Flying Squad Office (Inspector)

The concerned officer has to login by entering the respective PEN number, password and a security captcha.

The image shows a login interface for 'Legal Metrology'. At the top, there is a blue header with a white right-pointing arrow icon and the text 'Legal Metrology'. Below the header, there are three input fields: 'PEN Number', 'Password', and a captcha field. The captcha field contains the text 'EBDYMF' and a refresh icon. Below the input fields is a red 'LOGIN' button. At the bottom, there is a link that says 'Forgot Password? Forgot Password'.

Login Screen for Legal Metrology - Office

When a fresh application is submitted it is received first in the Flying Squad Office. Each district has their own individual District Wise offices. The person who receives the application first is

the Inspector of the Flying Squad Office. The login dashboard for the Inspector of the Flying Squad is provided below:

INBOX 66

- Manufacture
- Dealer
- Repairer
- Packer / Importer

DRAFTS 0

- Manufacture
- Dealer
- Repairer
- Packer / Importer

Applications Inbox SEARCH

Manufacture 66
Dealer 0
Repairer 0
Renewal 0
Existing Manufactures 0
Existing Dealers 0
Existing Repairers 0
Packer 66

Applications Inbox

App ID	Applicant Name	Firm Address	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)
1331	janani golden pure coconut oil	TC 90/225(1), JANANI,MADHAVAPURAM,TITANIUM PO 695021	Application returned to applicant for editing				
1367	DURJA FOODS	12/495D DURJA FOODS,MANANAKKU,PERUMKULAM P O	Application Received in the Office	For Scrutiny	ins	Assistant Controller(FS)TVM	15/05/2019 (8) view
1478	DURJA FOODS	495/12/D DURJA FOODS,MANANAKKU,PERUMKULAM P O	Application returned to applicant for editing				
1424	agasthya products	8/154-4 Krishna Bhavan, Vembannoor, Aruvikkara,PO,	Application returned to applicant for editing				
1396	RANICHANDRA ENTERPRISES	TC 39/1018-5, 6, ATTAKULANGARA BYPASS ROAD, CHALAI CHALAI PO	Application returned to applicant for editing				

Here, the Inspector can see the number of applications received in each tab such as Manufacturer, Dealer, Repairer, and Packer etc. The renewal tab is for applications put in for renewal under various categories.

- New Applications (0)
- Inbox
- Sent Items
- Drafts List
- Advanced Search
- Reports
- Search Firm

The left panel consists of a set of menus such as New Application, Inbox, Sent Items, Drafts list, Advanced Search, Reports and Search firm.

New Applications shows the number of new applications received since last login. **Inbox** consists of all the applications received by the officer. **Sent items** gives information on the applications already viewed by the Inspector and forwarded to other offices, **Draft List** includes applications in the draft stage and **Reports** option can be used to store reports related to the applications. There are two **Search** options provided at the site:

- **Advanced Search**
- **Search Firm**

Further details on this is provided below.

There are dedicated individual tabs for searching Manufacturer, Dealer, Repairer and Packer.

The top panel also has options such as Others, Office Details and Last Login along with the name of the designated officer. The details of each option are provided below:

<div> Others ▾ Office Details ▾ Last Login Chandrababu S S </div>	
<div> Archives Black Listed Approve/Rejection Camp Allotment Non-Accepted App </div>	<p>Others is a drop down menu consisting of options such as Archives, Black Listed, Approve/Rejection, Camp Allotment, Non-Accepted Application etc.</p>

<div> Others ▾ Office Details ▾ </div>	
Office Details	
Office	AC22
Designation	ins
User Name	Chandrababu S S
Pen Number	377046

Office Details drop down menu consists of the details of current logged in office. It includes Code of office, Designation of officer, and Username of the Officer along with the PEN number of the officer.

<div> Others ▾ Office Details ▾ Last Login </div>	
<div> Last Successful Login :21/05/2019 10:05:11 AM Accessed IP address:10.162.0.44 </div>	

Last Login option gives details of last successful login along with the IP address attached with the login.

Fee Details

Document		Verified *
Certificate From Panchayat Secretary/Self Declaration		No ▾
App ID :	2258	
App Fee	750	
Penalty*	5000	
Paid by User*	0	
Balance Amount to Pay*	5750	
Enter your Message	Please pay the fee at the time of physic ON 14/10/2019	
<div>Save</div>		

Before calculating fees, the documents attached by the applicant need to be verified for eligibility of exemption. If exempted, penalty need not be paid by the applicant.

The sent items option enables the officer to view the forwarded files from the Inspector to the other offices.

Sent Items							
<div> <div>Manufacture</div> <div>Dealer</div> <div>Repairer</div> <div>Packer</div> </div>							
Packer Sent Items							
App ID	Applicant Name	Firm Address	Sent Date	Sent To	Sent To office	Sent For	
337	PRADEEPAN M M	CRISPY BROWN BAKES AND FOOD SUPPLIERS, CP/XVII/343A, NEAR CHEMBILODE BLOCK PANCHAYATH MINI INDUSTRIAL ESTATE, PO KOYYODE, KANNUR -670621	30/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
204	P&V AGENCIES	P&V AGENCIES, KOIPURATHU BUILDING, PALLITHAZHE, MUTHOLI P O, MUTHOLI	29/12/2018	AC-Ctrl	Controller Office	For Approval	View Sent Item
462	KKT FARM	NO.XI/776, ANATHANAM, KANJIRAPPALLY P O	29/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
735	SARAS TRADERS	XIII/340, SARAS TRADERS, SHINS NIVAS, T V PURAM P.O., VAIKOM	29/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item

The packer window for **Advanced Search** is as provided below. To search for a packer application, the officer is required to enter the details of the application such as Company/Firm Type, Name, Address, and Village where it is situated, District where it is situated, Application ID, License Number, Date of application and the office where the application is belonging to.

Search Applications				
<div> <div>Manufacturer</div> <div>Dealer</div> <div>Repairer</div> <div>Packer</div> </div>				
Packer Applications				
Search with all Conditions below				
Company/Firm Type	---select---		Name	
Address			Firm Village	
Firm District			Enter App-ID :	Enter License No :
	From Date	To Date	Application Belonging to *	
Applied Between	DD/MM/YYYY	DD/MM/YYYY	--Select Office Type--	
<div> <div>Search Application</div> <div>Back</div> </div>				

The **Search Firm** window looks like this –

It requires a user to enter the Local Body where the firm is located, the Ward Number, Building Number etc. This window is similar to all services.

Search Firm

Local Body	<input type="text" value="--select--"/>	Ward Number	<input type="text"/>	Building Number	<input type="button" value="Search"/>	Building No.	Building No.
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Another function in the left panel is the ***Drafts List***. Applications not yet forwarded or kept for verification etc. can be filed as a draft and accessed from this panel by clicking on the ***Drafts list*** button.

Packer Drafts v x				
App ID	Draft Date	Sent to	Sent for	Remark
Draft is Empty				

Once the inspector receives the application, he can view it and accept it and forward to the Assistant Controller if he is satisfied with the application. If he is not satisfied, he can duly return the application. Each application can be opened and verified. He also has the option to send an alert to the applicant regarding the status of the application by simply clicking on the ***Send Alert*** button on the top right corner of the dash board. Other dedicated buttons in the top right corner includes a ***Forward*** button for further processing of the application, a ***Download Application*** button and a ***Return to Applicant*** button for returning the application back to the applicant for corrections and a button named ***View Attachments*** to view the attached documents.

<input type="button" value="Movement"/>	<input type="button" value="send alert"/>	<input type="button" value="Forward"/>	<input type="button" value="Download Application"/>	<input type="button" value="Return to Applicant"/>	
					<input type="button" value="View Attachments"/>

When the user clicks the **Send Alert** button, a pop up similar to the one below is displayed:

Send Alert

Application Id:

1535

Alert Type: *

--select--

--select--
Clarification
Intimation

Message: *

Remarks(Optional):

Proceed

Cancel

There are 2 types of alerts - *Clarification* & *Intimation*. The officer has also got an option to add any remarks regarding the same.

The **Reports** option facilitates in accessing reports from various offices. A screens preformat is provided below:

Complete Report Details

Applications Belonging to Office :

--Select Office Type--

☐ Manufacturer Licence
☐ Dealer Licence
☐ Repairer Licence
☐ Packer/Importer Registration Certificate
☒ Firm

☐ Application Received
☐ Application Rejected
☐ Applications Closed
☐ Registration Certificate Issued

From Date

To Date

DD/MM/YYYY

DD/MM/YYYY

Display

The user can select from the appropriate option – manufacturer License, Dealer license, Repairer License, Packer/importer Registration, Firm. The status of the applicaiton be selected between applicatino received, application rejected, application closed,registration certificate issued. After entering the appropriate dates, the officer can click on the **Display** button to get the report.

Complete Report Details

Applications Belonging to Office :

☐ Manufacturer Licence
☐ Dealer Licence

☐ Application Received
☐ Application Rejected

From Date

DD/MM/YYYY

--Select Office Type--

Assistant Controller(FS), KOZ
Assistant Controller(FS)KOL
Assistant Controller(FS)TVM
Assistant Controller Office (FS)PAT
Assistant Controller(FS)KOT
Assistant Controller (FS)ALA
Assistant Controller(FS)ERN
Assistant Controller Office (FS)WAY
Assistant Controller Office(G)TVM
Assistant Controller (FS)KAN
Assistant Controller (FS)PAL
Assistant Controller(FS)MAL
Assistant Controller (FS)KSR
Assistant Controller(FS), IDU
Assistant Controller(FS),THR
--Select Office Type--

The user can select the Office to which the application belongs to from the list box provided. Against each office, the place of location is also provided in code for ease of access. While entering the date, the appropriate option – Application received, Application rejected, Application Closed, Registration Certificate Issued – and estimated date - From and To should be entered. The type of report to be searched for, whether Manufacturer, Dealer, Repairer etc need to be specified using option buttons.

To receive an application in inbox, the Inspector first has to accept the application from the **New Application** option in the left panel. On clicking **Accept**, the application moves to the inbox section. To view each application, the Inspector has to click on the **View** button, on which details on each application is displayed. The middle panel consists of details on each application such as Application ID, Applicant Name, Firm Address, Current Application Status, Purpose for Sending the Application, Designation of officer sending the application, the office from where the application has been sent and the date of sending the application. Along with the date of sending, the number of days the application has been pending in the inbox is also provided within brackets.

App ID	Applicant Name	Firm Address	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)
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When the Officer clicks on the view button in an application, the screen similar to the real one is displayed below:

Application form for Registration as Packer/ Importer

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 1535 | Arrived for: For Scrutiny | File isCurrently with: INS22

Movement send alert Forward Download Application Return to Applicant View Attachments

General Details Commodity Details Fine Details

1 Company/Firm Type Packer

2 Name of the establishment/shop/person seeking the licence ABC Associates

3 Complete address of the establishment etc. Trivandrum Kerala

4 Mobile Number -

5 Firm village Sasthamangalam

6 Name of the establishment/shop/person seeking the licence PARTNERSHIP

Details of Proprietor (s)/ Partners / Managing Director (s)

Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
user	Partner	45	Trivandrum	S/O	xyz	10/12/2018
test	Managing Partner	56	Trivandrum	H/O	asd	17/12/2018

Old Details(Before Ammendment)

On the top panel the application ID, the purpose for which the application has been sent and the current officer in possession of the application is provided.

App ID : 1535 | Arrived for: For Scrutiny | File isCurrently with: INS22

Return To Applicant - There is a Return to Applicant window for retuning the application back to the applicant. When the inspector clicks on the Return to Applicant button, a small pop up window which looks like the one below

Return File to applicant

Reason for returning application

inadequate details

Return

The **Return File to Applicant** is a window where there is a data field to enter the details of returning the file back to the applicant. Once an adequate reason is furnished, the file can be returned back to the applicant.


Packer - File Forwarded Details

• Application ID : 1535 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On ☐ Task Based ☒ Normal Order

Sent To*  (Within Office) Asst.Controller(AC22)

Sent For* --Select from Within Office List--
Asst.Controller(AC22)
Inspector Assistantt(IA22)
Inspector(INS22)

Sent Date 17/05/2019

Remark(Text here will appear in the file movement details) Enter File Forward Remark

Save Draft Forward

When the Inspector is satisfied and he accepts the application, it is then forwarded to the Assistant Controller. She/he has an option to write any reference notes regarding the application. In the forward window also details of the application such as Application ID, Purpose of sending the Application are provided. The Sent based on satisfies the basis of sending the application. The choice can be made between Task Based or Normal Order. The Sent To option is for assigning the designated office for receiving the application. It can be either within the office or outside office, the selection of which can be made up toggling the **IN/OUT** button. A list box provides the details of all offices. The Sent For option is for selecting the purpose of sending the application. It can selected from the list box. The date of sending the application is filled by the system itself. The Inspector also has the option to add further remarks on the file in Remarks section.

Sent For* For Fee Caluculation/Payment

Sent Date --select--

Remark(Text here will appear in the file movement details) For Approval
For Closing After Approval/Rejection
For Fee Caluculation/Payment
For Document Rejection
For Rejection
For Scrutiny

Save Draft Forward

The **Sent For** list includes purposes such as For Approval, For Closing after Approval/Rejection, For Fee Calculation/Payment, For Document Rejection, For Rejection, and For Scrutiny.

After choosing the receiver and the purpose for the forward, the inspector can forward the application to the concerned person.

Flying Squad Office (Assistant Controller)

Once the application is accepted by the Inspector, it is forwarded to the Assistant Controller.

INBOX 35

Manufacture
Dealer
Repairer
Packer / Importer

DRAFTS 0

Manufacture
Dealer
Repairer
Packer / Importer

Applications Inbox

SEARCH

Manufacture 4 Dealer 4 Repairer 4 Renewal Existing Manufactures 4 Existing Dealers 7 Existing Repairers 36 Packer 35

Applications Inbox

App ID	Applicant Name	Firm Address	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
1535	ABC Associates	Trivandrum Kerala	Application Received in the Office	For Fee Calculation/Payment	ins	Assistant Controller(FS)TVM	17/05/2019 (0)	view
831	LUMIERE LEDS	LUMIERE LEDS,CHERUNNIYOOR P O,VARKALA	Application Received in the Office	For Scrutiny	ins	Assistant Controller(FS)TVM	16/02/2019 (2)	view
1516	A R ENTERPRISES	A R ENTERPRISES THAZHE ELAMPA ELAMPA P O ATTINGAL	Application returned to applicant for editing					
306	FLUSTRE TECHNOLOGY PRIVATE LIMITED	FLUSTRE TECHNOLOGY PRIVATE LIMITED, RACHANA VALIYAKUNNU, KIZHUVILAM P O, ATTINGAL	Application returned to applicant for editing					

The dash board is shown above. The items in the left panel are same as that of Inspector. However there is an extra menu called **Fee Payment**. The status of various applications and the purpose for sending them are specified against each application in the dashboard. The officer has the option to click on the **View** button to view the application and move forward with the necessary actions.

Once the Assistant Controller receives the application, he can open it and the application window looks similar to the one provided below:

Application form for Registration as Packer/ Importer

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 1535 | Arrived for: For Fee Calculation/Payment | File is Currently with: AC22

Movement Fee Payment send alert Forward Download Application Return to Applicant

General Details Commodity Details Fine Details View Attachments

1 Company/Firm Type Packer

2 Name of the establishment/shop/person seeking the licence ABC Associates

3 Complete address of the establishment etc. Trivandrum Kerala

4 Mobile Number

4 Firm village Sasthamangalam

5 Name of the establishment/shop/person seeking the licence PARTNERSHIP

6 Details of Proprietor (s)/ Partners / Managing Director (s)

Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
user	Partner	45	Trivandrum	S/O	xyz	10/12/2018
test	Managing Partner	56	Trivandrum	H/O	asd	17/12/2018

Old Details(Before Ammendment)

The middle panel has instructions such as Accept Application, Application Fee, Evaluation, Approval, and Close Application.

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

The current status of the application is indicated by a blue tick mark and the instruction itself is highlighted in blue. The phases of the application which has already been completed is denoted by a green tick mark.

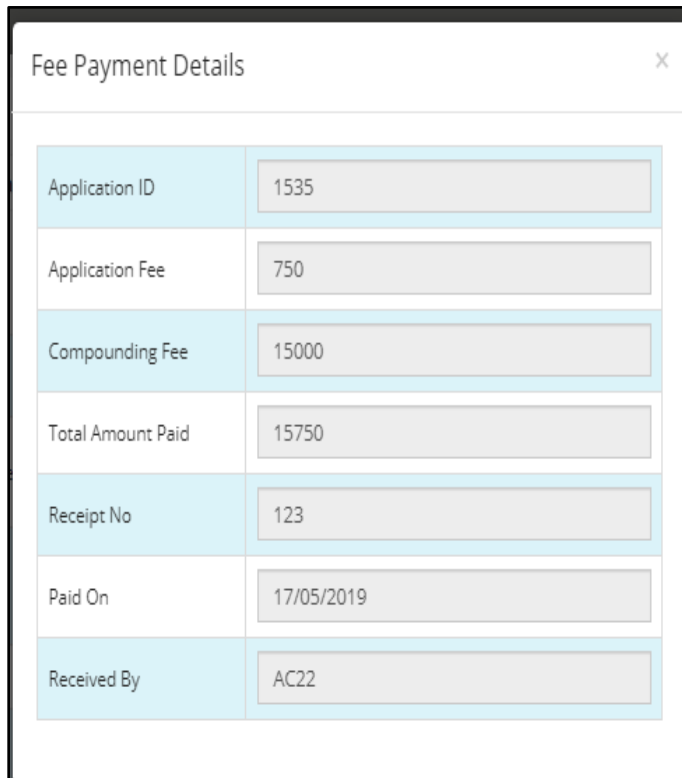
The buttons on the top right corner includes:

Movement Fee Payment send alert Forward Download Application Return to Applicant

View Attachments

Fee Payment is the only addition to the panel with regards to the Inspectors panel. This button provides the Officer with the option of assessing the fee payment status. The officer is required to enter the receipt number and ancillary details as well. It includes details such as Application ID, Application fee, Compounding Fee, Total Amount Paid, Date of Receipt of Payment, Receipt

Number and the name/designation of the person who receives it.



Fee Payment Details	
Application ID	1535
Application Fee	750
Compounding Fee	15000
Total Amount Paid	15750
Receipt No	123
Paid On	17/05/2019
Received By	AC22

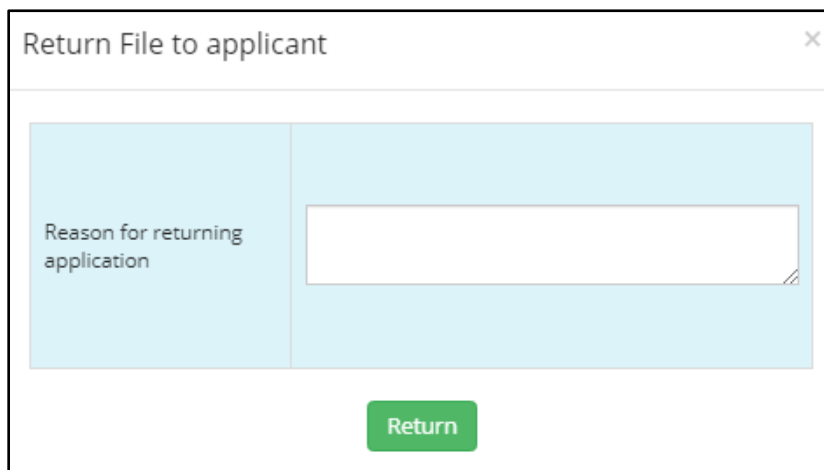
On the left is the Fee Payment window. Details such as Application ID, Application Fee paid, Compounded Fee, Total Fee paid, The Receipt Number, Date of Payment and Payment Received by (Denotation of Concerned Officer) are provided. The receipt number needs to be entered by the Officer.

Once fees have been calculated, the Assistant Controller will have to 'Evaluate' the application and forward it to the concerned authority for Approval.

On Evaluation, if the application comes across as unsatisfactory or if the application doesn't meet the required standards, it can be reverted back to the applicant using the **Return Application** button.

A window for the same is given as follows-

Suitable reason for returning the application should be provided before returning the application.



Return File to applicant	
Reason for returning application	<div></div>
<div>Return</div>	

In the ***Return File to Applicant*** window, there is a space provided for entering the reason for returning the application back to the applicant. After entering the details, the Assistant Controller can click on the Return button to return the application back to the applicant.

The Evaluation window is as provided below:

Checklist for Inspection

App ID : 1535 | Current Task : Evaluation | Type : New Application

Page 1 Page 2

Sl.No	Description	Applicant's data	Comments by Inspecting officer	
1.	Name of the establishment/shop/person seeking the license	ABC Associates	verified	<input checked="" type="checkbox"/>
2.	Complete address of the establishment	Trivandrum Kerala	verified	<input checked="" type="checkbox"/>
3.	Village in which the firm is located	Sasthamangalam	verified	<input checked="" type="checkbox"/>
4.	Firm Type	Packer	verified	<input checked="" type="checkbox"/>
5.	Company Type	PARTNERSHIP	verified	<input checked="" type="checkbox"/>
5. Details of Proprietor (s)/ Partners / Managing Director (s)		verified		<input checked="" type="checkbox"/>
Name	Type	Relation	Relation Name	Address
user	Partner	<input type="radio"/> Father <input type="radio"/> Husband	xyz	Trivandrum
test	Managing Partner	<input type="radio"/> Father <input type="radio"/> Husband	asd	Trivandrum

When the Assistant Controller clicks on the **Evaluate** button, the application is displayed along with a separate data field against every information supplied by the applicant. The Assistant Controller can add their comments against each information added by the applicant and in the final section there is an option to post his final comments in the form of a list box which includes two options as follows:

9	Final Comments	<div>Accepted for further Processing</div> <div>--select--</div> <div>Accepted for further Processing</div> <div>May be Rejected</div>
<div>Submit Evaluation</div> <div>Cancel</div>		

The choices can be made between **Accepted for further Proceeding** or **Maybe Rejected**. Then evaluation can be submitted using the **Submit Evaluation** button.

The application after evaluation is sent outside the office to the Controller Office for scrutiny and approval. The evaluation done by the Assistant Controller can be also viewed by the succeeding officers by clicking on the **Evaluate** button on the top right panel.

Packer - File Forwarded Details

- Application ID : 1535 Arrived For For Fee Calucation/Payment

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On

☐ Task Based
☒ Normal Order

Sent To *
(Outside Office)

--Select from Outside Office List--

Sent For*

--select--

Sent Date

--select--

Remark(Text here will appear in the file movement details)

For Approval
For Closing After Approval/Rejection
For Fee Calucation/Payment
For Document Rejection
For Rejection
For Scrutiny

Save Draft

Forward

From the Assistant Controller the file is forwarded to Controller Office. File notes regarding the file can be added in the notes section. Sent based on requires a choice to be made regarding Task Based or Normal Order. Here the destination of forwarding is from within the office to outside the office. The same can be changed by using the **IN/OUT** toggle buttons. The purpose of the application can be selected from the list box provided. The date of sending the application will be filled automatically by the system itself. Any remarks concerning the application in hand can be added in the remarks section. There is an option to save the details as a draft as well as to forward it back to the next office in the hierarchy.

Controller Office –Clerk

The first person to receive the application in the controller office is the clerk. There is a dedicated clerk to handle applications related to Packer.

The dashboard of the concerned clerk in the Controller Office looks like this –

Inbox includes the number of applications received for further processing.

The dashboard features a left sidebar with navigation options: New Applications (0), Inbox, Sent Items, Drafts List, Advanced Search, Reports, and Search Firm. The main area displays the 'Applications Inbox' with a search bar and a filter for 'Packer' (48 items). Below this is a table of applications.

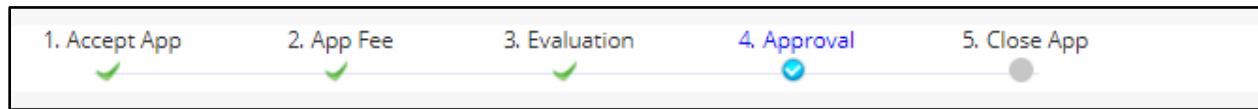
App ID	Applicant Name	Firm Address	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
1535	ABC Associates	Trivandrum Kerala	Application Evaluation Completed	For Scrutiny	ac	Assistant Controller(FS)TVM	17/05/2019 (0)	view
1261	Coconut complex	COCONUT COMPEX, VALIYATHANNIMOODU, PACHA PALUVALY P.O. Trivandrum Kerala	Application Evaluation Completed	For Approval	ac	Assistant Controller(FS)TVM	30/03/2019 (0)	view
600	NEW STAR FOOD PRODUCT	2/317, NARUKARA, MANJERI, MALAPPURAM, 676122	Application Evaluation Completed	For Approval	ac	Assistant Controller(FS)MAL	05/02/2019 (0)	view

Drafts section also contains a list of pending applications

The 'Drafts' section includes tabs for 'Manufacture', 'Dealer', 'Repairer', and 'Packer'. The 'Packer Drafts' tab is active, showing a table with columns: App ID, Draft Date, Sent to, Sent for, and Remark. The table is currently empty, displaying the message 'Draft is Empty'.

The left panel is similar to other officers. Only Packer Application Tab is present in the dashboard. The status of every application is provided adjacent to the application. The officer can view the application, the purpose of sending the application and forward to the other officers

for scrutiny or approval as the case maybe. The status of the application can also be viewed from the status bar on the top of each individual application.



The **green** tick mark indicates the processes already completed and the **blue** indicates the current status/stage of the application i.e. in this case – Approval.

On closing an application, the respective application is transferred to the archives section. Under archives section, details of all application can be accessed, along with the status of the application.

Archive Items								
<div> <div>Manufacture 1</div> <div>Dealer 15</div> <div>Repairer 4</div> <div>Packer</div> </div>								
Applications Process Completed Packer								
App ID & Type	Applicant Name	Firm Address	App Status	closing remark closing date	Sent By	Sent By office	Application Received On (Days pending)	
261 Packer	KEERTHY OIL AND FLOUR MILL	XX/285-A, THOOMBALAKUDY HOUSE, IRINGOLE P.O., PERUMBAVOOR, ERNAKULAM, KERALA	Approved	Certificate issued. 18/05/019	ctrl	Controller Office	31/12/2018 (151)	view
294 Packer	THANKUS FOOD PRODUCTS	ELAMPA,PO,ATTINGAL,TRIVANDRUM	Approved	Certificate issued. 16/05/019	ctrl	Controller Office	31/12/2018 (165)	view
645 Packer	PADDY'S	TC 31/592-5, SN NAGAR, PETTAH PO, TRIVANDRUM	Approved	Certificate issued 18/05/019	ctrl	Controller Office	31/01/2019 (151)	view

The forward window looks like this:


Packer - File Forwarded Details

Application ID : 1535 Arrived For **For Scrutiny**

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On: ☐ Task Based ☒ Normal Order

Sent To* (Within Office)  Junior Superintendent(JS-Ctrl1)

Sent For* --Select from Within Office List--
Asst.Controller(AC-Ctrl)
Controller(Ctrl)

Sent Date: Junior Superintendent(JS-Ctrl1)

Remark(Text here will appear in the file movement details)
Junior Superintendent(JS-Ctrl2)
Senior Clerk(Sr.Clk)
Senior Clerk(Sr.Clk2)
Administrator(admin)
Joint Controller(jclm)

Save Draft Forward

The application moves within the Controller Office under a specified hierarchy of scrutiny and approval system. The officers in the Controller Office include-

- Assistant Controller
- Controller
- Junior Superintendent
- Senior Clerk
- Administrator
- Joint Controller

There is also a space provided for entering specific details about the application in the form of notes which can be accessed by the succeeding officer by clicking on the File Note button in the top right panel of the application window.

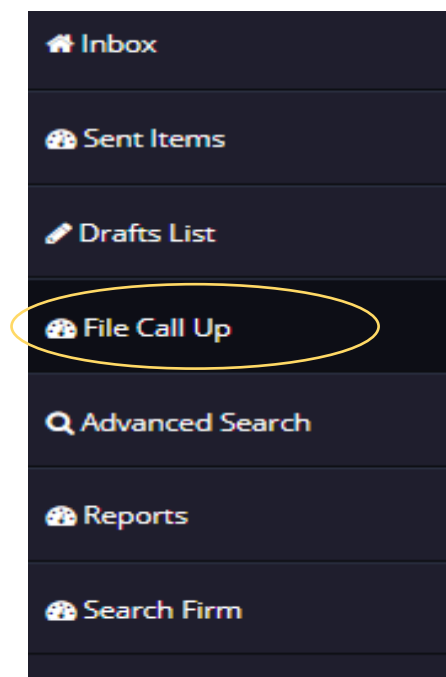
The sender also has the option to specify the date of sending the application, and further remarks about the application before forwarding the application. The remarks added on the application can be accessed by the next officer on clicking the Movement button on the top right panel of the respective application window.

Controller Office – Junior Superintendent

From the clerk, the application is forwarded to the Junior Superintendent for scrutiny and approval.

App ID	Applicant Name	Firm Address	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
1306	MORNING FOODS	MORNING FOODS,VELLAKULANGARA, MANAKALA,P.O,ADOOR	Application Evaluation Completed	For Approval	sr.clerk	Controller Office	08/04/2019 (1)	view
1132	NEW REGAL BAKERY	20/488, OPP BUS STAND, SHORNUR, PALAKKAD	Application Evaluation Completed	For Scrutiny	sr.clerk	Controller Office	27/03/2019 (1)	view
1283	VIJAYA JYOTHI AGENCIES	SATHRAPPAADI, NEAR GANAPATHI TEMPLE, KANJIKKODE, PALAKKAD	Application Evaluation Completed	For Scrutiny	sr.clerk	Controller Office	27/03/2019 (1)	view
1100	TINY FAMILY MARGIN FREE	AYILLOOR ROAD, NEMMARA	Application Evaluation Completed	For	sr.clerk	Controller	27/03/2019	view

The dashboard of the Junior Superintendent is provided above. The left panel of the dashboard has further addition called **File Call Up**.



The File Call Up provides the option to the junior Superintendent to call up the files in the hands of the clerk. When the Officer clicks the File Call Up button, a window similar to the one provided below is opened:

Here a list of applications are displayed with details such as Application ID, Name of the applicant, Status of the application and the Office from where the application has been forwarded is provided. There is button named Call File to call up the file from the Clerk. On clicking the

Call File option, the file is called up from the Controller Office – Clerk and is transferred back to the Inbox of the Junior Superintendent. The Call File menu has indicators such as Application ID, Applicant Name, Firm Address, Application Status, and Officer who has sent the application, the office from where the application has been sent etc. The same data can be used for searching the files as well.

App ID	Applicant Name	Firm Address	App Status	Sent By	Sent By office	
509	SKYROCK SPICES	Skyrock Spices Vellayamkudy, Kattappana,Idukki,Kerala	Approved	Ctrl	Controller Office	Call File
645	PADDYS	TC 31/592-5, SN NAGAR, PETTAH PO, TRIVANDRUM	Approved	Ctrl	Controller Office	Call File
689	GRAND SUPER SHOP	GRAND SUPER SHOP,IMMANUEL COMPLEX,CHALAKKUDY ROAD,VELLANGALLUR PO	Approved	Ctrl	Controller Office	Call File

From the applications received, the Junior Superintendent can select each individual application and take any action such as forward or approve as required to do so by him.

The application screen on opening is provided above.

Application form for Registration as Packer/ Importer

1. Accept App
2. App Fee
3. Evaluation
4. Approval
5. Close App

App ID : 1536
Arrived for: For Scrutiny
File is Currently with: JS-Ctrl

View Payment
Movement
Evaluation
File Note
send alert
Forward
Download Application

General Details
Commodity Details
Fine Details
View Attachments

17
Name Of the commodity or commodity prepacked by the applicant

Address of packing unit

Branch/Firm

consumables,perishables

building number
12/452

street/road

village/panchayat

Post office
sastamangalam

Taluk

district
trivandrum

pin code
695001

ABC Associates

On the top left panel are information on Application ID, Purpose of arrival of application, file currently in possession with etc. The right panel has function buttons as discussed previously such as Forward, Movement, Evaluation, File Note, Send Alert, Download Application and View Attachments. Movement buttons helps to track the movement of the file from its original source to the current destination. Moreover the Movement button also displays remarks attached with the file from the immediate source of the file. File Note consists of additional information on the file in hand, and Send Alert button helps in communicating with the applicant regarding Clarifications and Intimations if any , along with a message field to convey the message if any.

From there the applicant can use the **Forward** button to forward the application to the desired officer. The forward screens are provided below

The image displays two side-by-side screenshots of the 'Packer - File Forwarded Details' form. Both forms show the same header information: Application ID: 1535, Arrived For: For Scrutiny. The left form has the 'Sent To' dropdown menu open, showing a list of officers: Joint Controller(jclm), --Select from Within Office List--, Asst. Controller(AC-Ctrl), Controller(Ctrl), Junior Superintendent(JS-Ctrl1), Junior Superintendent(JS-Ctrl2), Senior Clerk(Sr.Clk), Senior Clerk(Sr.Clk2), Administrator(admin), and Joint Controller(jclm). The right form has the 'Sent For' dropdown menu open, showing a list of purposes: For Approval, For Closing After Approval/Rejection, For Fee Calculation/Payment, For Document Rejection, For Rejection, and For Scrutiny. Both forms include a text area for 'Enter your note', a 'Sent Based On' section with radio buttons for 'Task Based' and 'Normal Order', a 'Sent Date' field, and a 'Remark' field. At the bottom of each form are 'Save Draft' and 'Forward' buttons.

The officer can choose to send the application within or outside the office by just clicking on the **IN/OUT** swap button. The **IN** button includes Officers such as the Assistant Controller, Controller, Junior Superintendent, Senior Clerk, Administrator, Junior Controller. The purpose of forwarding the application needs to be selected from the list box, the options include –

Approval, Closing After Approval/Rejection, Fee Calculation/Payment, Document Rejection, Rejection, Scrutiny.

The hierarchy of forwarding here is from Junior Superintendent to Junior Controller.

Junior Controller

The application is received from Junior Superintendent for scrutiny/approval as required by the Junior Superintendent. The dashboard is provided below:

App ID: 1535 | Arrived for: For Scrutiny | File is Currently with: jdm

View Payment | Movement | Evaluation | File Note | send alert | Forward | Download Application

General Details | **Commodity Details** | Fine Details | View Attachments

1	Company/Firm Type	Packer
2	Name of the establishment/shop/person seeking the licence	ABC Associates
3	Complete address of the establishment etc.	Trivandrum Kerala
4	Mobile Number	...
5	Firm village	Sasthamangalam
6	Name of the establishment/shop/person seeking the licence	PARTNERSHIP

Details of Proprietor (s)/ Partners / Managing Director (s)

Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
user	Partner	45	Trivandrum	S/O	xyz	10/12/2018
test	Managing Partner	56	Trivandrum	H/O	asd	17/12/2018

Old Details(Before Ammendment)

The top and right panels are same as discussed previously.

An overall verification is done and the file is forwarded to Controller for approval. The forward screen is provided below.

The File Forward window provides details such as Application ID, Purpose arrived for etc. Any notes concerning the file can be entered in the field provided which the other officer can access from the **Note Field** button. The Sent Based On option provides a choice between **Task Based** or **Normal Order**. The officer to whom the application is being sent and the purpose for sending the application can be selected from the respective list boxes. The Sent date is automatically entered by the system and any remarks on the file in question can be entered in the remarks section which will appear in the **File Movement** details of the recipient Officer.


Packer - File Forwarded Details

Application ID: 1535 Arrived For: For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On: ☐ Task Based ☒ Normal Order

Sent To * (Within Office)  Controller(Ctrl)

Sent For * For Approval

Sent Date 18/05/2019

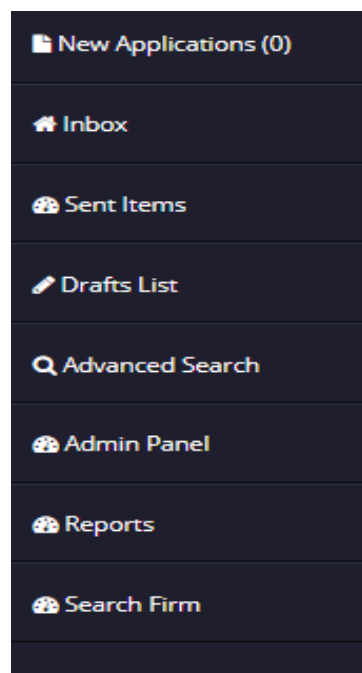
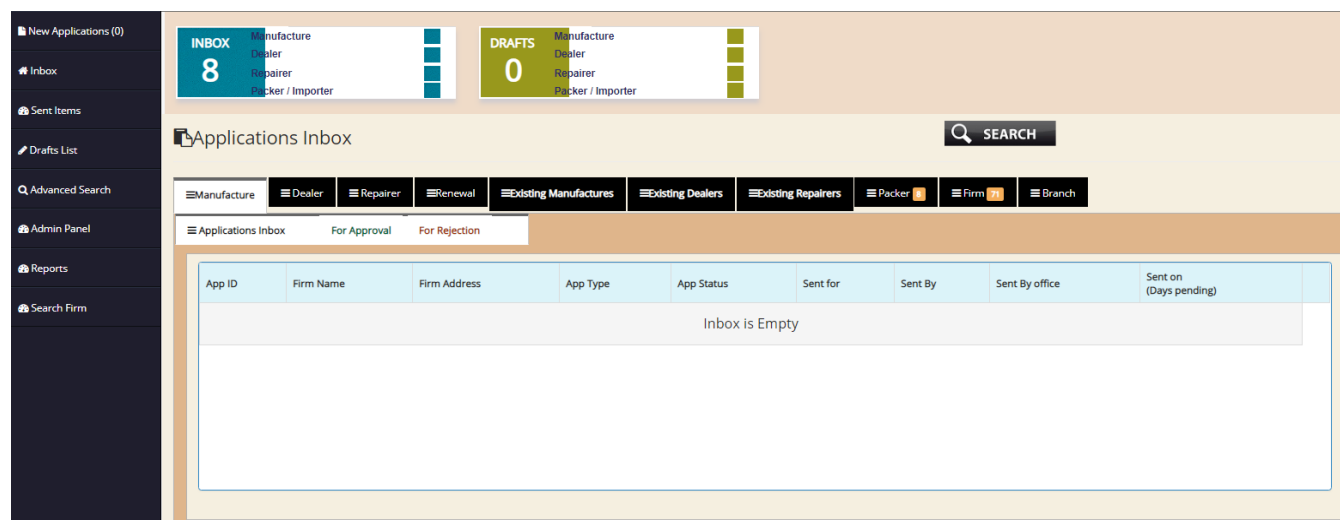
Remark(Text here will appear in the file movement details) Enter File Forward Remark

Save Draft Forward

Once the application is forwarded, it is received with the Controller and further proceedings are initiated there.

Controller Office - Controller

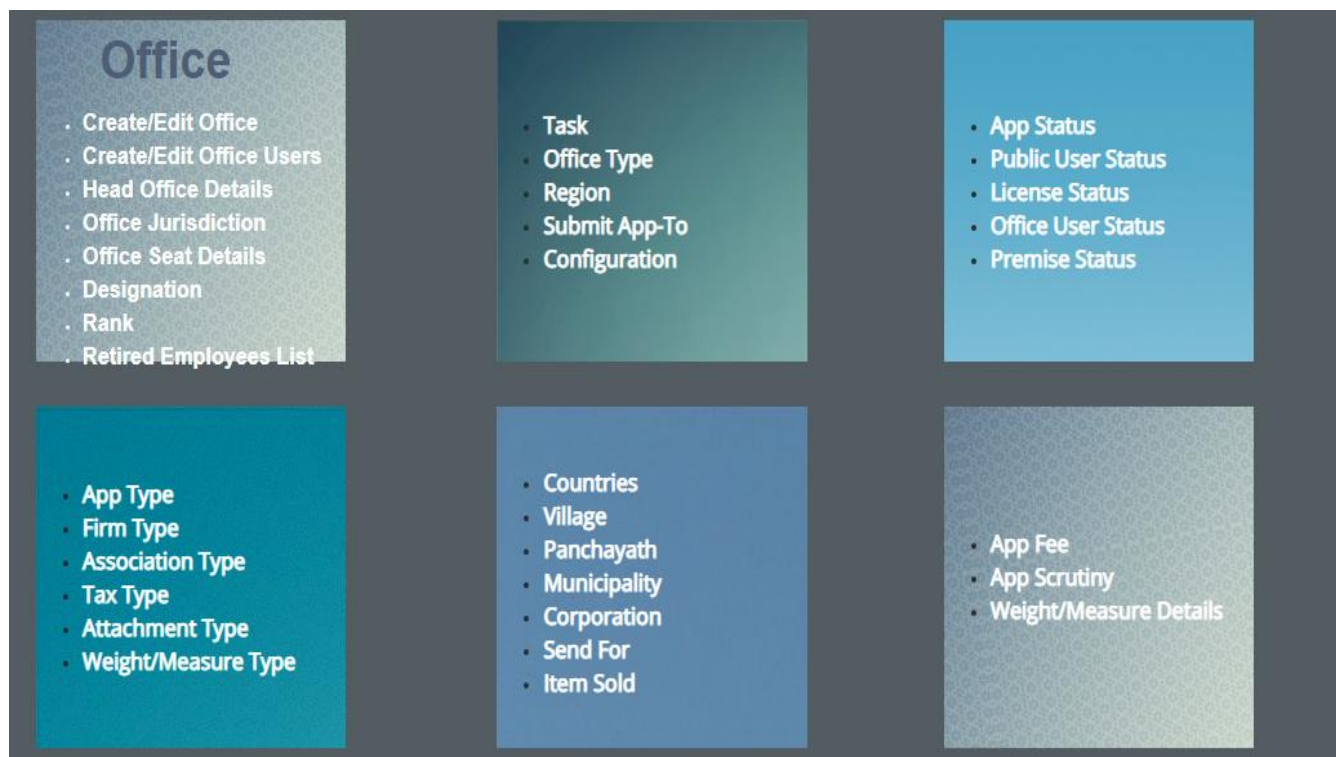
The Controller is the final destination in the flow hierarchy. The dash board is provided as follows:



There are individual tabs for each application under Manufacturer, repairer, Dealer, renewal, existing manufacturer, existing dealer, existing repairer, packer, branch, firm etc. On the left panel, there are certain additions such as the **New Application** and the **Admin Panel**

New Application indicates the list of new applications received. The Controller has to accept each application in order to take an action on it. On accepting it, the application is transferred to the Inbox of the Controller. There is also a new option called **Admin Panel** where the Controller can create and edit officers, offices, designations, ranks, and access list of retired employees, App status, Public User Status, License Status, Office User Status, Premise Status, Codes and types used for Weights & Measures etc. Details and specific codes related to the terms used are provided in the admin panel.

All other menu functions are same as discussed previously.



A sample of admin panel is provided above. On clicking each item, a separate window is opened highlighting the contents of each. Few screens on admin panel are provided below:

Administration Panel

Submit Application

Select	Application Type	Office Type
<input type="radio"/>	Repairer Licence	Flying Squad-Assistant Controller
<input type="radio"/>	Dealer Licence	Flying Squad-Assistant Controller
<input type="radio"/>	Packer/Importer Registration Certificate	Flying Squad-Assistant Controller
<input type="radio"/>	Firm	Flying Squad-Assistant Controller
<input type="radio"/>	Manufacturer Licence	Flying Squad-Assistant Controller

[NEW](#)
[Edit](#)
[BACK](#)

The Submit Application panel provides information on where each application needs to be submitted. By clicking on the **Edit** button, existing data can be modified and by clicking on the **New** button, new information can be added to the panel.

The create/edit office option has facilities for adding new office, viewing all the existing offices and editing them. The data provided include information on office code, office name, office address, abbreviation used to identify the office, and the description of the office. From the Admin Panel it is easy to sort these offices using preset filters and view only those offices as required. Filters include Assistant Controller, Government, Directorate- controller, Inspector Office etc.

Create/Edit Office					Add New Office	BACK	?
Filter By :							
<input checked="" type="radio"/> All	<input type="radio"/> Government	<input type="radio"/> Directorate - Controller	<input type="radio"/> Regional - DY.Controller				
<input type="radio"/> Assistant Controller	<input type="radio"/> Flying Squad-Assistant Controller	<input type="radio"/> Taluk Office	<input type="radio"/> Inspector Office				
Office Code	Office Name	Office Address	Type Abbreviation	Office Type Description			
5	Controller Office	O/o. The Controller Legal Metrology, Ground Floor, Vikas Bhavan, Vikas Bhavan P.O., Thiruvananthapuram - 33	Ctrl.office	Directorate - Controller		Edit	
101	Assistant Controller Office(G)TVM	"Thushara",Mangalassery Line,Kaimanam,Pappanamcode P.O.,Thiruvananthapuram	AC1	Assistant Controller		Edit	
501	Assistant Controller Office(D)ALA	O/o. The Assistant Controller, Legal Metrology	Ac-Ctrl2	Assistant Controller		Edit	
1001	Assistant Controller (G)MAL	Legal Metrology, Malappuram,Manjeri, 676121	AC(G)MAL	Assistant Controller		Edit	
1002	Senior Inspector (TVM)	Thiruvananthapuram		Inspector Office		Edit	
1003	Senior Inspector (Auto) (TVM)	Thiruvananthapuram		Inspector Office		Edit	
1004	Inspector (Circle II) (TVM)	Thiruvananthapuram		Inspector Office		Edit	
1005	Inspector (Attingal)	Attingal		Inspector Office		Edit	

Administration Panel

Designation Detail

Select	Designation Code	Designation Description
<input type="radio"/>	ctrl	Controller
<input type="radio"/>	DC	Deputy Controller
<input type="radio"/>	AC	Asst.Controller
<input type="radio"/>	supr	Superintendent
<input type="radio"/>	sr.ins	Senior Inspector
<input type="radio"/>	ins	Inspector
<input type="radio"/>	clerk	Clerk
<input type="radio"/>	dc	Deputy Controller
<input type="radio"/>	ac	Asst.Controller
<input type="radio"/>	js	Junior Superintendent
<input type="radio"/>	clerktype	Clerk Typist
<input type="radio"/>	asins	Inspector Assisamt

[NEW](#)
[Edit](#)
[BACK](#)

The Designation Details are yet another menu option in the menu panel which provides the designation of each officer in the flow hierarchy along with their designation code for easy identification. There are options for adding new ones and editing the existing designations.

On receipt of an application, the Controller can open the application by using the view button, verify the application and approve it if it is to his satisfaction.

App ID : 1535 | Arrived for: For Approval | File is Currently with: Ctl

View Payment Movement Evaluation File Note Approve send alert Forward Download Application

General Details Commodity Details Fine Details View Attachments

1	Company/Firm Type	Packer
2	Name of the establishment/shop/person seeking the licence	ABC Associates
3	Complete address of the establishment etc.	Trivandrum Kerala
4	Firm village	Sasthamangalam
5	Name of the establishment/shop/person seeking the licence	PARTNERSHIP

6

Details of Proprietor (s)/ Partners / Managing Director (s)

Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
user	Partner	45	Trivandrum	S/O	xyz	10/12/2018
test	Managing Partner	56	Trivandrum	H/O	asd	17/12/2018

Old Details(Before Ammendment)

On the top right corner are the function buttons such as approve, send alert, forward etc. When the Controller clicks the Approve button the following window pops up-

File Approve/Rejection Details

Application ID : 1535

Approved ☒ Rejected ☐

Approval Form

Enter Your comments ...

☒ Forward to the sender

The data will be signed using DSC. Please make sure the DSC token is connected with the machine

Sign

Submit

The Controller can either **Approve/Reject** the application but choosing the appropriate option. There is also a field provided for adding any additional comments about the approval/rejection. The option to forward the same to the sender is selected automatically by Default. The Controller is required to have his DSC and the same should be connected to make a successful Approval/Rejection.

2. Manufacturer License

The flow here is provided below

- Flying Squad Office [Inspector]
- Flying Squad Office [Assistant Controller]
- Controller Office [Concerned Sectional Clerk]
- Controller Office [Junior Superintendent]
- Controller Office [Junior Controller]
- Controller Office [Controller]

Inspector

When the user/applicant submits an application for procuring manufacturers' license, the application is first received with the Inspector for acceptance. The inspectors' dashboard is as follows:

Applications Inbox

Search:

Filters: **Manufacture** 66 | **Dealer** 0 | **Repairer** 0 | **Renewal** 0 | **Existing Manufactures** 0 | **Existing Dealers** 0 | **Existing Repairers** 0 | **Packer** 66

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)
410	royal indian foods	ROYAL INDIAN FOODS PP/14/68A VELLANCHIRA PANAVOOR NEDUMANGAD	New Application	Application returned to applicant for editing				
410	royal indian foods	ROYAL INDIAN FOODS PP/14/68A VELLANCHIRA PANAVOOR NEDUMANGAD	New Application	Application returned to applicant for editing				
403	ARUDIYIL OIL AND FLOUR MILL	CHERUVALAM ROAD, KALLARA P O	New Application	Application returned to applicant for editing				
403	ARUDIYIL OIL AND FLOUR MILL	CHERUVALAM ROAD, KALLARA P O	New Application	Application returned to applicant for editing				
105	Manikandan firms	Mani building vattiyoor kavu trivandrum	New Application	Application returned to applicant for editing				
105	Manikandan firms	Mani building vattiyoor kavu trivandrum	New Application	Application returned to applicant for editing				

The new applications need to be accepted to move them into the inbox folder for further processing. The left panel provide similar operations as discussed previously.

The draft list consists of application saved as a draft and for which further proceedings are yet to be taken.

Manufacture Drafts				
App ID	Draft Date	Sent to	Sent for	Remark
Draft is Empty				

The middle panel consists of details on the files such as Application ID, Firm Name, Firm Address, Application Type, current Status of the Application, Purpose of sending the application, Sender of the application and the date on which the application has been sent, along with the number of days the application has been pending in the inbox. Applications are categorized according to their nature, with individual tabs listing out the applications under each head.

The **Sent items** provides a list of applications already sent by the officer. Applications are listed on the basis of Application ID, Firm Name, Firm Address, Sent Date, Sent To (designated code of the officer) Sent to (recipient office), Sent For (purpose of sending). By clicking on the **View Sent Item** button, application that have been sent from the office can be viewed.

Sent Items							
<div> <div>Manufacture</div> <div>Dealer</div> <div>Repairer</div> <div>Packer</div> </div>							
Manufacture Sent Items							
App ID	Firm Name	Firm Address	Sent Date	Sent To	Sent To office	Sent For	
404	BPL MEDICAL TECHNOLOGIES PVT LTD	BPL WORKS, KOOTUPATHA JN, CHANDRANAGAR PO, PALAKKAD	12/03/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
408	EMINENT TECHNOLOGIES	24/350,MARKET ROAD TRIPUNITHURA	13/05/2019	AC15	Assistant Controller(FS)ERN	For Scrutiny	View Sent Item
404	BPL MEDICAL TECHNOLOGIES PVT LTD	BPL WORKS, KOOTUPATHA JN, CHANDRANAGAR PO, PALAKKAD	12/03/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
408	EMINENT TECHNOLOGIES	24/350,MARKET ROAD TRIPUNITHURA	13/05/2019	AC15	Assistant Controller(FS)ERN	For Scrutiny	View Sent Item

The **Advanced Search** option for manufacturer looks like the one provided below:

Search Applications			
≡ Manufacturer ≡ Dealer ≡ Repairer ≡ Packer			
Manufacture Applications			
Search with all Conditions below			
1. Name of the Manufacturing concern for which license is desired	<input type="text"/>	2. Complete address of the concern	<input type="text"/>
3.Village	<input type="text"/>	3. Status of the premises	--select--
5. Company/Firm Type	<input type="text"/>	7. Trade Licence No/ Reg. No	<input type="text"/>
9. Nature of Manufacturing activities at present	<input type="text"/>	11. The program or trademark intended to be imported on weights and measures to be manufactured	<input type="text"/>
Application Belonging to	<input type="text" value="Assistant Controller(FS)TVM"/>		

	From Date	To Date
9 a.Established Date Between	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Trade License Date Between	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Skilled Between	<input type="text"/>	<input type="text"/>

	No.Skilled Labors	No.Skilled Labors
Semi Skilled Between	<input type="text"/>	<input type="text"/>
Unskilled Between	<input type="text"/>	<input type="text"/>
Trained Between	<input type="text"/>	<input type="text"/>

The **Advanced Search** window for manufacturer requires information regarding the Name of the manufacturing concern, complete address of the concern, village where the firm is situated, Status of the premise, Company/Firm type, Trade License Number/Registration Number, Nature of present manufacturing activities, program/trademark intended to be imported on the weights & measures manufactured, estimates of establishment dates, estimates of trade license dates, and the quantity of skilled, semi-skilled, unskilled and trained employees.

The **Search Firm** option can be used to search for firms by only entering details such as the Local Body where the firm is situated, the ward number and the Building Number only.

Search Firm

Local Body	<input type="text" value="--select--"/>	Ward Number	<input type="text"/>	Building Number	<input type="button" value="Search"/>	Building Nl	Building Nl
------------	---	-------------	----------------------	-----------------	---------------------------------------	-------------	-------------

The Inspector has options for viewing the application- returning it back to the applicant or accepting it for further proceedings, as the case maybe.

Application form for Manufacturer License

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 427 | File Number : Not Generated | Arrived for: | File is Currently with:

Download Application Return to Applicant Movement File Note send alert Forward

Page 1 Page 2 Page 3 Page 4 View Attachments Click Here to see the uploaded photo

Application ID 427-Currently With

1. Name of the Manufacturing concern for which license is desired ABC Associates

2. Complete address of the concern Trivandrum Kerala

Mobile Number

3. Status of the premises Owned

A. village in which the firm is located Sasthamangalam

4. Date of the Establishment of workshop/factory 01/02/2019

5. Company/Firm Type Partnership

6. Details of Proprietor (s) / Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address

The buttons on the top right corners are provided as follows:

Download Application Return to Applicant Movement File Note send alert Forward

View Attachments Click Here to see the uploaded photo

Each button has its own unique functions. The **Download Application** button directly downloads the application, the **Return to Applicant** button helps to revert the applicant back to the applicant, the **Send Alert** button facilitates in sending timely alerts regarding the application to the applicant. The **Forward** button is for forwarding the application to other offices, **View Attachment** button can be used do view the uploaded documents and unlike in the Packer window, there is a special button named **click here to see the uploaded photo** to view the photo uploaded by the applicant.

After accepting the application, the Inspector can forward the application to the Assistant Controller. The forward window looks like this:


Manufacture - File Forwarded Details

• Application ID : 427 Arrived For: For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On: ☐ Task Based ☒ Normal Order

Sent To * (Within Office)  Asst.Controller(AC22)

Sent For* For Fee Calucation/Payment

Sent Date 17/05/2019

Remark(Text here will appear in the file movement details) Enter File Forwad Remark

Save Draft Forward

The file Forward Details window of Manufacturer includes Application ID and Purpose of Arrival on the Top Panel, followed by a data field for entering notes on the file. The sender also has to select between the basis of sending the application – Task based or Normal Order. The destination can be swapped between within the office or outside by using the **IN/OUT** swap button and the appropriate office can be selected from the list. The purpose for sending the application can also be selected from the list box available. The date of sending the application is entered automatically by the system. Any additional notes on the application can be entered in the Remarks section before forwarding.

If the Inspector is dissatisfied with the application, he can promptly return the same back to the applicant. For this purpose, the **Return to Applicant** button on the top right panel is used. On clicking the button, the following window is displayed on the screen-

Download Application Movement File Note Approval send alert Forward View Certificate **Return to Applicant**

View Attachments Click Here to see the uploaded photo

Return File to applicant

Reason for returning application

Return

When the **Return to Applicant** button is clicked, a small pop up window is opened like the one on the left.

The reason for returning the application should be entered in the field provided before returning the application.

Assistant Controller

The assistant controller receives the application from the inspector. The dashboard of the Assistant Controller upon login looks similar to the one provided below:

App ID	Applicant Name	Firm Address	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
1530	ABC Associates	Trivandrum Kerala	Application Received in the Office	For Fee Calculation/Payment	ins	Assistant Controller(FS)TVM	17/05/2019 (0)	view
831	LUMIERE LEDS	LUMIERE LEDS,CHERUNNIYOOR P O,VARKALA	Application Received in the Office	For Scrutiny	ins	Assistant Controller(FS)TVM	16/02/2019 (2)	view
1516	A R ENTERPRISES	A R ENTERPRISES THAZHE ELAMPA ELAMPA P O ATTINGAL	Application returned to applicant for editing					
306	FLUSTRE TECHNOLOGY PRIVATE LIMITED	FLUSTRE TECHNOLOGY PRIVATE LIMITED, RACHANA,VALIYAKUNNU, KIZHUVILAM P O, ATTINGAL	Application returned to applicant for editing					

There are dedicated tabs for each service – Manufacturer, Dealer, Repairer, Packer, Renewal, existing Manufacturer, Existing Dealer etc. under which applications are categorized as per their purpose. The screen includes list of applications including their Application ID, Firm Name, Firm Address, Application type, Application Status, Sent By, Sent For, and the Source of Sending the application along with the date of sending. Along with the date of sending, the number of days the application has been pending in the inbox is provided within brackets.

On clicking the View button, the user can open the application and do the necessary actions.

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
427	ABC Associates	Trivandrum Kerala	New Application	Pay Application Fee	For Fee Calculation/Payment	ins	Assistant Controller(FS)TVM	17/05/2019 (1)	view Fee
409	K K AGENCY	TC23/756-1,VALIASALA CHALAI PO, TRIVANDRUM	New Application	Application returned to applicant for editing					

The purpose of sending the application is displayed in the **Sent For** section. When the user clicks on the **Fee** button, a pop up window such as the one below is opened-

Fee Details - Manufacture Licence	
App ID *	427
App Fee *	5515
WM Fee *	0
Paid by User *	0
Balance Amount to Pay *	5515
Calculated By *	AC22
Calculated On *	17/05/2019
Receipt Number *	123
Paid On *	17/05/2019
Enter Amount Paid *	5515
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Clear"/>	

Fee Details include information such as Application ID, Application Fee, WM Fee, Paid by User, Balance Amount to Pay, Calculated By (code of designated officer), Calculate On (Date of calculation of fee), Receipt Number, Date of payment of fee, and the actual amount paid by the applicant. These details are required to be entered by the Assistant Controller. After entering the details, it is updated and submitted.

The Assistant Controller has another function – Evaluation. After calculating the fee payment details, the next process for the Assistant Controller is Evaluation of the application of the application received.

The **Evaluate** button can be accessed from the top right corner of each application menu.

Evaluation is an inspection of the details entered. If the Officer is satisfied by the details entered, the application is approved otherwise it is rejected by selecting the appropriate item from the list box provided. There is also an option in the evaluation page to save the evaluation as a **Draft** so that evaluation can be continued at a later time.

App ID: 208
Current Task: Evaluation

Page 1
Page 2
Page 3
[Click Here to see the uploaded photo](#)

Sl.No	Description	Applicant's data	Comments by inspecting officer
10.	Type Of TAX		
	GST	GSTIN4231310	
11.	Trade license Number	98650	comments
12.	Trade license Date	12/04/2018	
13.	Building Number Issued by local body	23	
14.	Area in which you wish to operate		
15.	Details of machinery tools or accessories available		
16.	Have you sufficient Stock of loan or test weights.Give Details		
17.	Availability of electric energy		
	Availability of electric energy Deatails	No	
18.	Have you applied previously for a repairer's license, either in this State or elsewhere?		
	Have you applied previously for a repairer's license	No	
20	Final Comments	Accepted for further Processing --select-- Accepted for further Processing May be Rejected	

Draft Evaluation
Cancel
Previous
Next

While evaluating, there are provisions for entering the comments of the Assistant Controller against each information provided by the applicant. Notes can be made regarding each individual entry of the application. As a final comment, the Controller can select from two options – Accepted for Further Processing or Maybe Rejected. After making a choice the Assistant Controller can either Forward it or save it as a draft.

After evaluation, if the application is accepted for further processing, it can be forwarded to the Controllers' Office. If it is rejected, it is reverted back to the applicant.

Manufacture - File Forwarded Details

- Application ID : 427 Arrived For For Fee Calculation/Payment

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On	<input type="radio"/> Task Based <input checked="" type="radio"/> Normal Order
Sent To * <div>OUT</div> (Outside Office)	Controller Office
Sent For*	For Scrutiny
Sent Date	17/05/2019
Remark(Text here will appear in the file movement details)	Enter File Forwad Remark

Save Draft

Forward

The Application ID and Arrived For are provided in the window itself. There is a section to add notes attached with the file for reference of the receiving officer. The sent based on consists of two options – Task Based and Normal Order. The destination of the file can be selected from the list box and within or outside office can be selected by toggling the **IN/OUT** button. The purpose for which the application is being forwarded can be selected from the list box adjacent to it. The date of sending the application is entered automatically by the system. Any remarks on the application can be added in the remarks section and is viewed by the recipient when he clicks on the Movement button on the application window.

Controller Office – Clerk

The Controller Office Clerk receives the application from the Assistant Controller. The dashboard is provided below:

Inbox

Sent Items

Drafts List

Advanced Search

Reports

Search Firm

INBOX

19

Manufacture

Dealer

Repairer

Packer / Importer

DRAFTS

0

Manufacture

Dealer

Repairer

Packer / Importer

Applications Inbox

SEARCH

Manufacture 1

Dealer 17

Repairer 3

Renewal

Existing Manufactures

Existing Dealers

Existing Repairers

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
427	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	ac	Assistant Controller(FS)TVM	17/05/2019 (0)	view
404	BPL MEDICAL TECHNOLOGIES PVT LTD	BPL WORKS, KOOTUPATHA JN, CHANDRANAGAR PO, PALAKKAD	New Application	Approved	For Closing After Approval/Rejection	ctrl	Controller Office	13/12/2018 (51)	view
404	BPL MEDICAL TECHNOLOGIES PVT LTD	BPL WORKS, KOOTUPATHA JN, CHANDRANAGAR PO, PALAKKAD	New Application	Approved	For Closing After Approval/Rejection	ctrl	Controller Office	13/12/2018 (51)	view

The dashboard home page displays a list of applications received, including the name of the firm, Application ID, Address of the firm, Status of the application, Purpose of sending the application, source from where the application is sent and date on which it is sent. All applications are categorized under different heads such as Manufacturer, Dealer, Repairer, Renewal, Packer, Existing Packer, Existing Manufacturer, Existing Dealer, Existing Repairer etc. Applications can be viewed by clicking on each respective tab. The Clerk can view details of each application by clicking on the **View** button next to each application.

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
427	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	ac	Assistant Controller(FS)TVM	17/05/2019 (0)	view

On clicking **View** the application is opened, a reference screen is provided below:

Application form for Manufacturer License

1. Accept App ☒ 2. App Fee ☒ 3. Evaluation ☒ 4. Approval ☐ 5. Close App ☐

App ID : 427 | File Number : 153 | Arrived for: For Scrutiny | File is Currently with: Cst. Office

Download Application Evaluation Movement File Note View Payment send alert Forward

Page 1 Page 2 Page 3 Page 4 View Attachments Click Here to see the uploaded photo

16. Details of loan received from Government or Financial Institution. If so, five details

none

17. Name of Bankers if any

nil

18. Type Of TAX

GST ☒ GSTIN798951455

20. Have you applied previously for a Manufacturer's license

No

21. Do you intend to import weight or measure from outside the state

No

22. Do you intend to import weight or measure from outside the country

No

23. Details of previously applied Manufacturer's license

Type	W/M Details	Approval Mark	Gazette Notification No:	Gazette Notification Date	Issued to	Region of state	Inspection Date
W	BW	nil	122	03/05/2019		With in & outside State	
W	BW	nil	122	03/05/2019		Outside State	
W	BW	nil	122	03/05/2019		With in State	

The procedure is same as that of repairer. On the left is a set of information pertaining to Application ID, File Number, Arrived For, and office where file is currently held. Top right panel consists of buttons such as **Download Applications**, **Evaluation**(for verifying or reviewing the verification already completed), **Movement** (for tracking the movement of the file from its original source and for viewing the remarks attached with each file), **File Note**(for viewing notes attached with the file), **View Payment** (for viewing the payment details received), **Send Alert** (for communicating with the applicant regarding clarifications required with the application or intimations concerning the application), **Forward** (for sending the application to various other Officers both within and outside the office), **View Attachments** (for viewing the attachments added with the application) and an option to **see the uploaded photo**.

Manufacture - File Forwarded Details

- Application ID : 404 Arrived For For Closing After Approval/Rejection

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On ☐ Task Based ☒ Normal Order

Sent To * IN Junior Superintendent(JS-Ctrl1)

Sent For* For Scrutiny

Sent Date 18/05/2019

Remark(Text here will appear in the file movement details) Enter File Forward Remark

Save Draft Forward

The File Forward details consists of Application ID and Purpose of sending the application in the top panel. There is a space provided for providing details of text in the form of a note file. The recipient office can be swapped between within office or outside office using the **IN/OUT** swap buttons and the purpose of sending the application can be selected from the list box provided. The date of sending the application is filled by the system itself. Any remarks regarding the application can be entered in the data field next to the remarks option. The remarks are displayed in the **File Movement** section of each application in the recipient account. After filling up the details, the officer can save the application as a draft or forward it to the respective office.

Controller Office – Junior Superintendent

The junior Superintendent receives the application from the Clerk. On logging in, the dashboard looks like this:

METRIS OFFICE APPLICATION (Controller Office)

Others Office Details Last Login EDWIN PRASAD

INBOX 28 Manufacture Dealer Repairer Packer / Importer

DRAFTS 0 Manufacture Dealer Repairer Packer / Importer

Applications Inbox

☒ Manufacture ☐ Dealer ☐ Repairer ☐ Renewal ☐ Existing Manufactures ☐ Existing Dealers ☐ Existing Repairers ☐ Packer

☒ Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
427	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	sr.clerk	Controller Office	17/05/2019 (0)	view

The left panel is the same as discussed previously. The dashboard homepage consists of list of applications received under various tabs –There are individual tabs for manufacturer, dealer,

repairer, Packer, existing manufacture, existing dealer, existing repairer. The applications belonging to each category can be viewed by clicking on the respective tabs. When the manufacturer tab is selected, a list of applications belonging under Manufacturer License is displayed. Each application can be viewed in detail by clicking on the **View** button next to each application.

On clicking the **View** button, the screen opens up to this:

Application form for Manufacturer License

1. Accept App
2. App Fee
3. Evaluation
4. Approval
5. Close App

App ID : 427 | File Number : 153 | Arrived from: For Scrutiny | File is Currently with: JS-002

Download Application
Evaluation
Movement
File Note
View Payment
send alert
Forward

Page 1
Page 2
Page 3
Page 4
View Attachments
Click Here to see the uploaded photo

7. Trade Licence No/ Reg. No	12345
8. Local Body Trade Issue date	01/01/2019
9. Nature of Manufacturing activities at present	manufacturing
10 Building Number Issued by local body	12
Types of weights and measures proposed to be manufactured	
(i) Weights	BULLION WEIGHTS, STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES
(ii) Measures	LIQUID CAPACITY MEASURES, LENGTH MEASURES, TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES
(iii) Weighing Instruments	BEAM SCALES, COUNTER MACHINES, GRAVIMETRIC FILLING INSTRUMENT
(iv) Measuring Instruments	VOLUMETRIC CONTAINER FILLING MACHINES, BULK METERS, TAXI METER DIGITAL

From here, using the buttons on the top right corner, actions such as **Send Alert**, **Forward**, **Download Application** etc. can be done.

On clicking the forward button, the application pops up to a new window:

Manufacture - File Forwarded Details

- Application ID : 427 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On
☐ Task Based
☒ Normal Order

Sent To * (Within Office)
☒ IN
Joint Controller(jclm)

Sent For*
For Scrutiny

Sent Date
18/05/2019

Remark(Text here will appear in the file movement details)
Enter File Forward Remark

Save Draft Forward

From Junior Superintendent the application is forwarded to the Junior Controller and the purpose of sending the application is selected from the list box provided. There is a file note section for entering the notes related with the file in hand. The sent based on provides options between Task Based & Normal Order. The destination of sending the application can be selected from the list box provided. The destination of the application can be toggled between within the office or outside the office using **IN/OUT** button. The purpose of sending the application can also be selected from its respective list box. Date of sending the application is auto-filled by the system. Any remarks regarding the application can be added in the remarks section and then the file can be either

Controller Office- Joint Controller

The Joint Controllers' dash board is provided below:

Others
Office Details
Last Login
Reena Gopa

Inbox
Sent Items
Drafts List
Advanced Search
Reports
Search Firm

INBOX 162
DRAFTS 0

Manufacture
Dealer
Repairer
Packer / Importer

Applications Inbox
SEARCH

Manufacture
Dealer
Repairer
Renewal
Existing Manufactures
Existing Dealers
Existing Repairers
Packer

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)
Inbox is Empty								

All the panel items are as discussed previously.

The home page of the dashboard consists of list of applications received under various heads. To verify each application, the officer needs to click on the view button adjacent to every application so as to open the application.

Application form for Manufacturer License

1. Accept App ✓ 2. App Fee ✓ 3. Evaluation ✓ 4. Approval 5. Close App

App ID : 427 | File Number : 153 | Arrived for: For Scrutiny | File is Currently with: jclm

Download Application Evaluation Movement File Note View Payment send alert Forward

Page 1 Page 2 Page 3 Page 4 View Attachments Click Here to see the uploaded photo

Application ID 427-Currently With jclm

1. Name of the Manufacturing concern for which license is desired ABC Associates

2. Complete address of the concern Trivandrum Kerala

Mobile Number 1

3. Status of the premises Owned

A. village in which the firm is located Sasthamangalam

4. Date of the Establishment of workshop/factory 01/02/2019

5. Company/Firm Type Partnership

6. Details of Proprietor (s)/ Partners / Managing Director (s)

The application window is displayed above. By clicking on the **Movement** button, the file movement from its origin to its current destination can be obtained along with any remarks added by the various senders at various times.

Download Application Evaluation Movement File Note View Payment send alert Forward

View Attachments Click Here to see the uploaded photo

File Movement Details Application ID : 427				
Send By	Send Date	Send to	Send For	Remark
JS-Ctrl25	18/05/2019	jclm5	For Scrutiny	
Sr.Clk25	18/05/2019	JS-Ctrl25	For Scrutiny	
AC223012	18/05/2019	Ctrl.office5	For Scrutiny	
INS223012	17/05/2019	AC223012	For Fee Caluclation/Payment	
INS223012	17/05/2019	INS223012	For Scrutiny	(Auto Remark) Application Accepted by ins with user id INS22

The **File Note** button pops open a window where details attached with the file are displayed.

File Notes Application ID : 2		Print	X
Forward To : INS22		Entered By : INS22 on (17/05/2019)	
Forward To : AC22		Entered By : INS22 on (17/05/2019)	
Forward To : Ctrl.office		Entered By : AC22 on (18/05/2019)	
Forward To : JS-Ctrl2		Entered By : Sr.Clk2 on (18/05/2019)	
Forward To : jclm		Entered By : JS-Ctrl2 on (18/05/2019)	

After scrutiny, the application is to be forwarded to the Controller for Approval.

Manufacture - File Forwarded Details

- Application ID : 427 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On

☐ Task Based
☒ Normal Order

Sent To * IN

Controller(Ctrl)

Sent For*

For Approval

Sent Date

18/05/2019

Remark(Text here will appear in the file movement details)

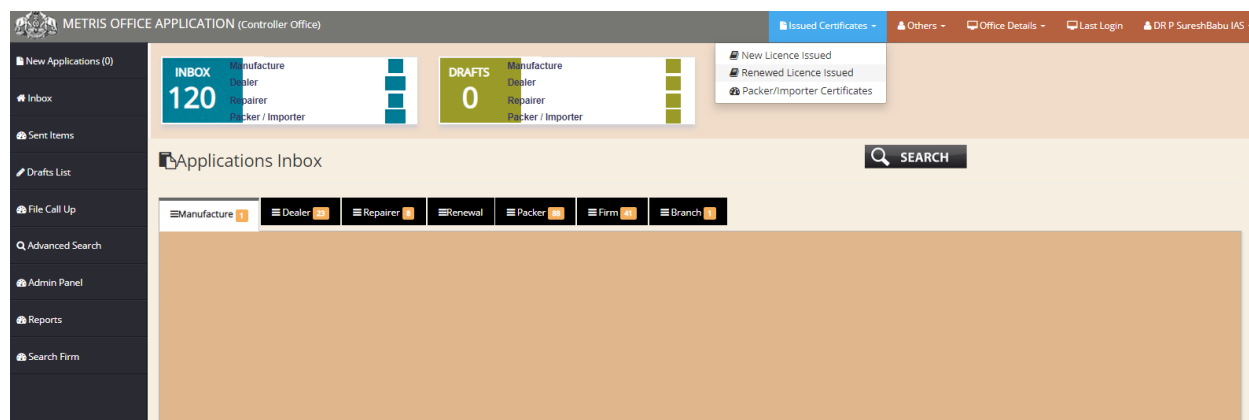
Enter File Forwad Remark

Save Draft
Forward

The File Forward window is similar to the one on the left. Application ID and Purpose of arrival of application is provided already. There is a data field for entering note files attached with the system. Sent based on can be selected between task based and normal order. The recipient can be either within the office or outside the office. The selection can be made from the list box provided. The purpose of forwarding the application can be selected from a list box adjacent to the Sent For option. Date of sending the application is filled in by the system itself. Remarks on the application can be provided in the remarks section which will be attached with the file and can be viewed by the recipient when he clicks on the Movement button in the application

Controller Office – Controller

From the Joint Controller, the file moves to the controller. The Controller, on logging in will receive a dashboard as the one below:



There is an option to view the Issued Certificates – New license Issued, Renewed License Issued, Packer/importer Certificate. Various applications are listed out under specific heads – Manufacturer, Dealer, Repairer, Renewal, Existing Manufacturer, Existing Dealers, Existing Repairers, Packer, firm, Branch etc. To view applications under various heads, the user only need to choose the appropriate tab to display the list of applications belonging in that head. Applications can be viewed on the basis of their Application ID, Firm Name, Firm Address, Application Type, Application Status, Purpose of sending the application, office from where the application has been sent, designated officer who has sent the application and the date of sending the application along with the number of days it has been pending in the inbox.

Sent for	Sent By	Sent By office	Sent on (Days pending)	
For Approval	JC	Controller Office	17/05/2019 (0)	view

On clicking the view button, the following page is opened:

The Controller can browse through the pages and verify the details of the application before forwarding it.

Application form for Manufacturer License

1. Accept App ☒ 2. App Fee ☒ 3. Evaluation ☒ 4. Approval ☐ 5. Close App ☐

App ID: 427 | File Number: 159 | Arrived for: For Approval | File is Currently with: Cnt

Download Application Evaluation Movement File Note View Payment Approve send alert Forward

Page 1 Page 2 Page 3 Page 4 View Attachments Click Here to see the uploaded photo

16. Details of loan received from Government or Financial Institution. If so, five details

17. Name of Bankers if any

18. Type Of TAX

20. Have you applied previously for a Manufacturer's license

21. Do you intend to import weight or measure from outside the state

22. Do you intend to import weight or measure from outside the country

23. Details of previously applied Manufacturer's license

Type	W/M Details	Approval Mark	Gazette Notification No:	Gazette Notification Date	Issued to	Region of state	Inspection Date
W	BW	nil	122	03/05/2019		With in & outside State	
W	BW	nil	122	03/05/2019		Outside State	

On clicking the **View Attachments** button on the top right corner, a pop up window is displayed, showing the attachments uploaded in connection with the file.

Download Application Evaluation Movement File Note View Payment send alert Forward

View Attachments Click Here to see the uploaded photo

All the documents attached with the application at various stages can be viewed from the **View Attachments** window. The application ID is provided at the top of the Attachments window.

The following window is opened when the **View Attachment** Button is clicked-

Attachment ×

App ID : 427

Attachment Type	View Attachment
1 Local Body Trade Licence	View
2 Ownership Certificate of the Building/Rent/Lease Agreement	View
3 Building Tax Receipt	View
4 Certificate of model approval	View
5 Id Proof	View
6 Photos of Other Partners/Directors/Secrateries (All Photos should be scanned into one fil	View
7 Verification Certificate of Test Weight	View
8 Partnership Deed	View
9 Monogram/Trademark Image	View

On verifying everything, the Controller can move forward with the **Approval** of the application.

The **Approval** window is provided below:

File Approve/Rejection Details ×

Application ID : 427

☒ Approved
 ☐ Rejected

Approval Form

COMMENTS

valid upto

☒ Forward to the sender
 The data will be signed using DSC. Please make sure the DSC token is connected with the machine

In the approval window, the Application ID is provided and choices for Approval/Rejection as the case maybe, can be made. The Controller can add comments regarding the file in the comments section. There is a *valid up to* clause specifying a date till which it will be valid. In order to successfully submit the approval or rejection, a valid DSC signature is also required.

3. Dealer License

The dealer license flow is as follows:

- Flying Squad Office [Inspector]
- Flying Squad Office [Assistant Controller]
- Controller Office [Concerned Sectional Clerk]
- Controller Office [Assistant Controller]
- Controller Office [Controller]

Flying Squad Office – Inspector

The Inspector is the first person who receives the application from the applicant. The dashboard on log in is provided below:

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others • Office Details • Last Login • Chandrababu S S •

New Applications (1)

Inbox

Sent Items

Drafts List

Advanced Search

Reports

Search Firm

Accept Applications From Public

Manufacture Dealer 1 Repairer Renewal Existing Manufactures Existing Dealers Existing Repairer Packer

Dealer Applications

App ID	Dealer Name	Firm Address	Applied Date	Firm Type	App Type
3300	ABC Associates	Trivandrum Kerala	18/05/2019 03:19	Partnership	New Application

view Accept

New dealer applications can be accessed from the **Dealer** tab and **View** button can be used to view the application and the **Accept** button can be used to accept the application. On clicking Accept, the application is transferred to the inbox section.

The Drafts list provides a list of applications saved as draft.

Dealer Drafts				
App ID	Draft Date	Sent to	Sent for	Remark
Draft is Empty				

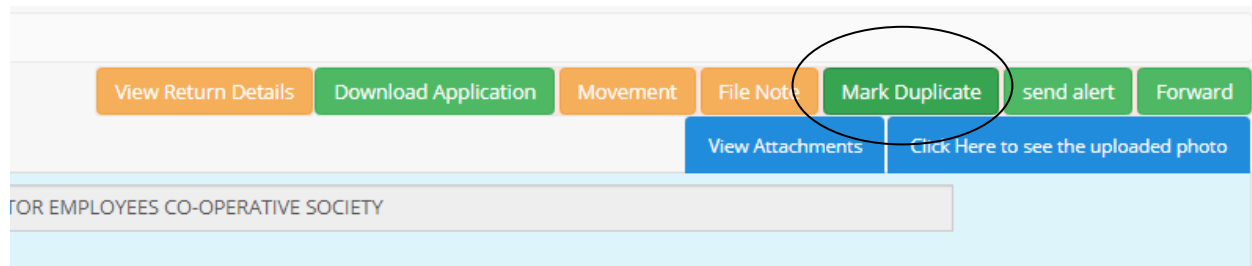
The sent items is an option on the left panel that provides information on the list of items sent out of the current office. The details include Application ID, Dealer name, Firm Address, Sent Date, Sent To, Sent to Office. The sent applications can be viewed by clicking on the **View Sent Item** button. The **Sent Items** window looks like the one as provided below:

Sent Items							
<div> <div>Manufacture</div> <div>Dealer</div> <div>Repairer</div> <div>Packer</div> </div>							
Dealer Sent Items							
App ID	Dealer Name	Firm Address	Sent Date	Sent To	Sent To office	Sent For	
3137	Lulu express Nishad M A Director	Lulu Express Y Mall, X/549-B14, C15, D20, E16, E17 at Y Mall NH 17, Signal Junction, Triprayar, Nattika P.O a division of LULU INTERNATIONAL SHOPPING MALL PVT. LTD. having Reg offc 34/1000 NH-47 Edappally-24	19/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
3120	DIGITEK SCALES	NEDUMKANDAM KALKOONTHAL IDUKKI KERALA	28/02/2019	AC-Ctrl	Controller Office	For Scrutiny	View Sent Item
3161	CHOICE SCALES AND METERS	KP XVII/750 PNM ROAD KATTAKKADA PO TVPM	10/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
3125	LAKSHMI WEIGHING WORLD	OPPOSITE DHANALAKSHMI BANK KOPPAM PALAKKAD	09/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item

If there are duplicate copies of the application present, then “Duplicate Application” message will be shown.

Accept Applications From Public						
<div> <div>Manufacture</div> <div>Dealer 1</div> <div>Repairer 2</div> <div>Renewal</div> <div>Existing Manufactures</div> <div>Existing Dealers 4</div> <div>Existing Repairer</div> <div>Packer 3</div> </div>						
App ID	Firm Name	Firm Address	Applied Date	App Type		
9031	SANTOSH G.P.	INDIRA Jn, NEAR CHITRA HOSPITAL, PANDALAM, PATHNAMTHITTA, KERALA	2019-04-15 17:47:54.182365	Duplicate Application	view	Accept
8844	SANTHOSH KUMAR M K	MAILAMANNIL SCALES AND SYSTEMS, MUTTITHOTTATHIL BUILDING, MALLAPPALLY, PATHANAMTHITTA	2019-01-23 15:31:02.49981	Duplicate Application	view	Accept
8558	Ravindra Hardwares And Tools	PERUMPUZHA RANNI RANNI P O	2018-12-31 07:08:21.303297	Duplicate Application	view	Accept
8557	RAVINDRA HARDWARES AND TOOLS	PERUMPUZHA RANNI RANNI P O	2018-12-31 06:49:55.719583	Duplicate Application	view	Accept

On verification of an application, there is a dedicated button to “**Mark as Duplicate**” a particular application

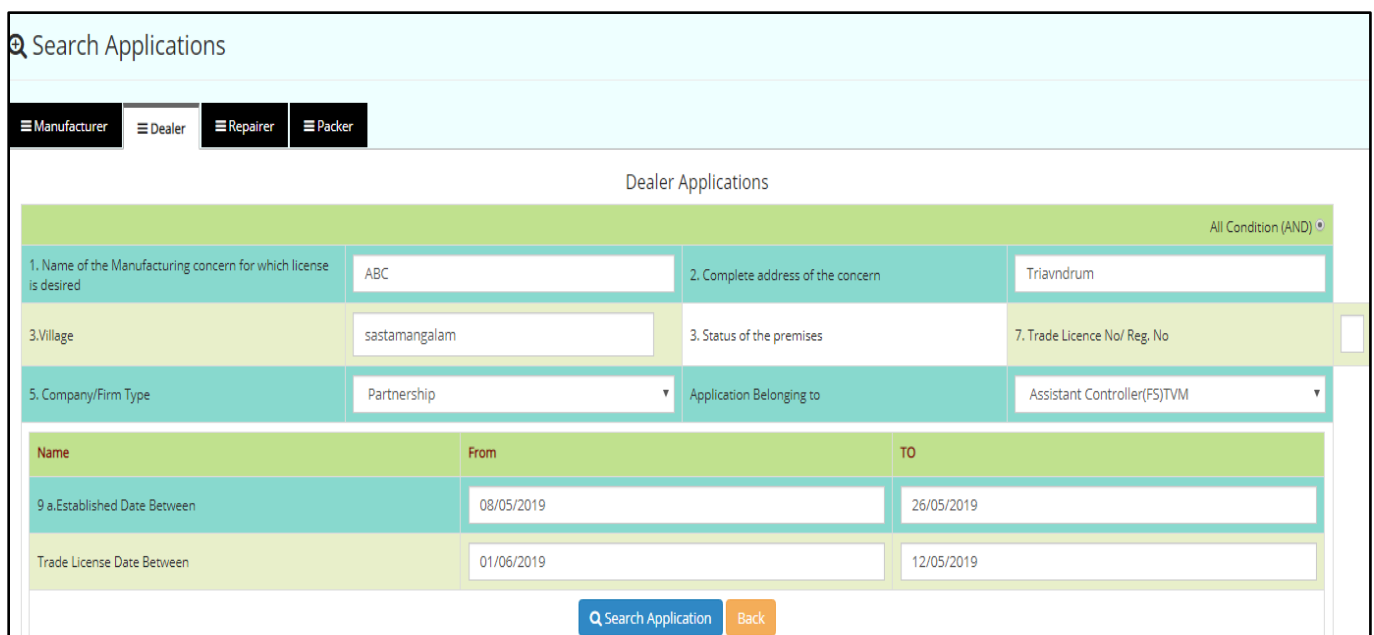


View Return Details Download Application Movement File Note **Mark Duplicate** send alert Forward

View Attachments Click Here to see the uploaded photo

FOR EMPLOYEES CO-OPERATIVE SOCIETY

The **Search Firm** window is similar to other applications. However, there are minor changes in the **Advanced Search** option. The advanced search option gives a screen as provided below. The details required to be entered include name of the manufacturing concern, complete address of the concern, village where the firm is situated, status of the premise (owned, leased or rented), company/firm type, the office where the application belongs to, estimate of date of establishment and estimate of date of trade license issued between etc.



Search Applications

Manufacturer Dealer **Repairer** Packer

Dealer Applications

All Condition (AND) ▾

1. Name of the Manufacturing concern for which license is desired	ABC	2. Complete address of the concern	Triavndrum
3. Village	sastamangalam	3. Status of the premises	7. Trade Licence No/ Reg. No
5. Company/Firm Type	Partnership ▾	Application Belonging to	Assistant Controller(FS)TVM ▾

Name	From	TO
9 a. Established Date Between	08/05/2019	26/05/2019
Trade License Date Between	01/06/2019	12/05/2019

Search Application Back

By accessing the Dealer tab, the list of applications related to it can be found, and by clicking on the view button, individual applications can be opened. A sample of the application window is provided below:

Application form for Dealer License

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 3300 | File Number : Not Generated | Arrived for: | File isCurrently with:

Download Application Movement File Note send alert Forward

View Attachments Click Here to see the uploaded photo

Page 1 Page 2

7 Trade Licence No/ Reg. No	123456
8 Issued On	25/12/2018
9 Building Number Issued by local body	140
10 Types of weights and measures proposed to be sold.	
10 Weights	SHEET METAL WEIGHTS,STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES,IRON WEIGHTS PARALLELOPIPED
11 Measures	STEEL TAPE MEASURES,TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES,LIQUOR MEASURES
11 Weighing Instruments	COUNTER MACHINES,DISCONTINUOUS TOTALIZING WEIGHING INSTRUMENTS,RAIL WEIGH BRIDGES
12 Measuring Instruments	BULK METERS,CLINICAL THERMOMETER,TAXI METER MECHANICAL
13 Type Of TAX	Profession tax 1200255

Certain functionality buttons are provided such as Download Application, Movement, Send Alert, Forward, View Attachments etc.

On clicking the Send Alert button, the follow pop up window is opened:

Send Alert

Application Id:	3300
Alert Type: *	--select--
Message: *	--select-- Clarification Intimation
Remarks(Optional):	

Proceed Cancel

The send alert button facilitates as a medium of messenger to the applicant to pass an intimation or to arrive at any clarifications regarding the application received. The Inspector also has the option to add any message of his own in the alert system as well as remarks on the application received.

The **Movement** button helps in tracking the path of origin of the application. It also entails any details regarding the remarks added by the previous senders of the application.


After accepting the application, it is forwarded to the Assistant Controller for Fee Calculation.

Dealer - File Forwarded Details

- Application ID: 3300 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On	<input type="radio"/> Task Based <input checked="" type="radio"/> Normal Order
Sent To * (Within Office)	 Asst.Controller(AC22)
Sent For*	For Fee Caluclation/Payment
Sent Date	18/05/2019
Remark(Text here will appear in the file movement details)	Enter File Forwad Remark

Save Draft

Forward


In the **Forward** window, the application ID, purpose of sending etc. are specified. The file note section provides a provision for adding any notes relating to the file in hand.

The destination Officer and the purpose of forwarding the application can be selected from their respective list boxes provided in the menu. Date of sending the application is auto filled by the system itself. The basis of sending the application can be selected between Task Based or Normal Order. Any remarks to be added to the file can be added in the remarks section of the forward window.

Flying Squad Office – Assistant Controller

The Assistant Controller receives the applications from the Inspector after the Inspector Accepts the application. The purpose of sending the application to the Assistant Controller Is for Fee Calculation & Evaluation of the application.

The Assistant Controllers' dashboard is as provided below:


METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others
Office Details
Last Login
Jaya S

New Applications (0)
Inbox
Sent Items
Drafts List
Advanced Search
Reports
Search Firm
Fee Payment

INBOX

34

Manufacture
Dealer
Repairer
Packer / Importer

DRAFTS

0

Manufacture
Dealer
Repairer
Packer / Importer

Applications Inbox

SEARCH

Manufacture
Dealer
Repairer
Renewal
Existing Manufactures
Existing Dealers
Existing Repairers
Packer

Applications Inbox

8158	REJIN LAL R V	VP 3/502 B RAJASILPI KARIYOTTUVILAKAM ANAPPARA VELLARADA	New Application	Approved	For Closing After Approval/Rejection	ac	Assistant Controller(FS)TVM	(32)	view				
8156	I K AJMAL	12/538, MARKET JUNCTION,NEDUMANGAD NEDUMANGAD P O	New Application	Approved	For Closing After Approval/Rejection	ac	Assistant Controller(FS)TVM	(7)	view				
8131	A SULEKHA BEEVI	NAZEEN TRADERS, AMC-XII/525, THULASI BUILDING MAIN ROAD, ATTINGAL	New Application	Approved	For Approval	ins	Assistant Controller(FS)TVM	(7)	view				
3300	ABC Associates	Trivandrum Kerala	New Application	Application Received in the Office	For Fee Calculation/Payment	ins	Assistant Controller(FS)TVM	(0)	view				
3258	TRAVANCORE SCALES SERVICES	PP XVII 812, ASHOKA BUILDING, CHOONDUPALAKA, KATTAKADA, TRIVANDRUM	New Application	Application returned to applicant for editing									

New applications are arrived at the New Applications menu of the left panel. The Assistant controller has to accept the application from the **New Application** menu on the left panel, upon which the application is transferred to the **Inbox** section. From the application menu, individual applications can be accessed by clicking on their respective heads.

By clicking on the dealers tab, applications received for Dealers license can be accessed. Each application is listed out separately and can be viewed by clicking on the **View** button.

On clicking the View button, the application window opens to this:

Application form for Dealer License

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 3300 | File Number : 2255 | Arrived for: For Fee Calculation/Payment | File is Currently with: AC22

Download Application Movement File Note Fee Payment send alert Forward Return to Applicant

Page 1 Page 2 View Attachments Click Here to see the uploaded photo

7 Trade Licence No/ Reg. No	123456
8 Issued On	25/12/2018
9 Building Number Issued by local body	140
10 Types of weights and measures proposed to be sold.	
i Weights	SHEET METAL WEIGHTS, STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES, IRON WEIGHTS PARALLELOPIPED
ii Measures	STEEL TAPE MEASURES, TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES, LIQUOR MEASURES
iii Weighing Instruments	COUNTER MACHINES, DISCONTINUOUS TOTALIZING WEIGHING INSTRUMENTS, RAIL WEIGH BRIDGES
iv Measuring Instruments	BULK METERS, CLINICAL THERMOMETER, TAXI METER MECHANICAL
11 Type Of TAX	Profession tax <input checked="" type="checkbox"/> 1200255

The next step is to click the **Fee Payment** button which will redirect the user to a pop up window like the one below:

Fee Payment Details

Application Fee	5515
Total Amount to Pay	5515
Enter your Message	paid
	ON 18/05/2019

OK

The application fee and the amount to be paid are calculated by the system itself as well as the date of payment. The Assistant Controller is required to enter the details regarding the fee payment in the form of a message and then click **OK** button.

After approval of Fee Payment, the Assistant Controller is required to evaluate the application and enter a verification comment – whether it can be accepted for further processing or need to be rejected. The evaluation screen can be accessed by clicking on the **Evaluate** button on the top right panel. The inspection window is provided:

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)		Others ▾ Office Details ▾ Last Login Jaya S ▾	
<ul style="list-style-type: none"> New Applications (0) Inbox Sent Items Drafts List Advanced Search Reports Search Firm Fee Payment 	9.	Building Number Issued by local body	140
	10. Types of weights and measures proposed to be sold.		
		(i) Weights	SHEET METAL WEIGHTS, STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MA
		(ii) Measures	STEEL TAPE MEASURES, TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES, LIQUOR MEASU
		(iii) Weighing Instruments	COUNTER MACHINES, DISCONTINUOUS TOTALIZING WEIGHING INSTRUMENTS, RAIL WEIGH BRID
		(iv) Measuring Instruments	BULK METERS, CLINICAL THERMOMETER, TAXI METER MECHANICAL,
	11.	Type Of TAX	
	Profession tax		1200255
	12. Have you applied previously for a dealer's license		
		Have you applied previously for a dealer's license, either in this State or elsewhere?	No ▾
13	Final Comments	Accepted for further Processing ▾	
<div>Submit Evaluation</div> <div> <div>Draft Evaluation</div> <div>Cancel</div> <div>Previous</div> <div>Next</div> </div>			

On inspection, the Assistant Controller can opt to accept or reject the application by making the appropriate selection from the list box. Moreover there are options to add the evaluative comments against each entry by the applicant the officer only need to type in the details in the data fields adjacent to the information provided by the applicant. He can add his comments/Suggestions there.

	Have you applied previously for a dealer's license, either in this State or elsewhere?	No ▾
13	Final Comments	<div>Accepted for further Processing ▾</div> <div>--select--</div> <div>Accepted for further Processing</div> <div>May be Rejected</div>
<div>Submit Evaluation</div>		

After making the selection, Final Submission can be made. At the same time an alert is sent to the applicant notifying him of the same.

On Final Submission, the application can be forwarded to the next office in the flow hierarchy to the Controller Office. The Forward window is similar to the one below:

Dealer - File Forwarded Details

- Application ID : 3300 Arrived For For Fee Calculation/Payment

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On	<input type="radio"/> Task Based <input checked="" type="radio"/> Normal Order
Sent To * <div>OUT</div> (Outside Office)	Controller Office
Sent For*	For Scrutiny
Sent Date	18/05/2019
Remark(Text here will appear in the file movement details)	Enter File Forward Remark

Save Draft Forward

As per hierarchical flow, the application is forwarded outside the District Office to the Controller's Office. A text field is provided to attach any notes related to the application. The basis of sending can be selected between Task Based and Normal Order. The recipient office can be selected from within the office or out of the office by using the **IN/OUT** toggle button and the required office can be selected from the list box provided. Similarly, the purpose of sending the application can also be selected from a similar list box. The date of sending the application is auto filled by the system. Any remarks regarding the application can be added in the remarks option. After that the file can be either saved as a draft or forwarded to the next office.

Controller Office – Clerk

From the District Office, the application is sent to the Controller Office.

The controller Office Clerk receives the application from the Assistant Controller. The Clerk is the first recipient in the Controller Office.

The dashboard upon login looks like the one provided below. The left panel has no new additions and the functions are similar to the one discussed previously. The list of dealer applications can be accessed from the **Dealers** tab on the dashboard. Applications are categorized under different heads such as Manufacturers, Repairers, and Packers etc. All applications are categorized on the nature of the application under each head. The Clerk can access the applications by clicking on the respective tabs.

METRIS OFFICE APPLICATION (Controller Office)

Others
Office Details
Last Login
Rema

Inbox
Sent Items
Drafts List
Advanced Search
Reports
Search Firm

INBOX 19
DRAFTS 0

Manufacture
Dealer
Repairer
Packer / Importer

Manufacture
Dealer
Repairer
Packer / Importer

Applications Inbox

SEARCH

Manufacture
Dealer
Repairer
Renewal
Existing Manufactures
Existing Dealers
Existing Repairers

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
3300	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	ac	Assistant Controller(FS)TVM	(0)	view
3279	PULARI POWER POINT	AREEKODE ROAD, KONDOTTY, KONDOTTY P O, Kerala	New Application	Application Under Processing	For Approval	ac	Assistant Controller(FS)MAL	(4)	view
3266	SK TRADERS	T C 33/2751, MUKKOLA, NETTAYAM P O, THIRUVANANTHAPURAM	New Application	Approved	For Closing After Approval/Rejection	ctrl	Controller Office	(2)	view Close Application
3265	RAIDCO KERALA LTD.	RAIDCO KERALA LTD, KASARAGOD BRANCH, RILY STATION ROAD, THAYALANGADI, KASARAGOD	New Application	Application Under Processing	For Approval	ac	Assistant Controller(FS)KSR	(2)	view

The clerk can access individual files by clicking on the **View** button next to each application. On clicking, the following window opens:

Application form for Dealer License

1. Accept App ✓ 2. App Fee ✓ 3. Evaluation ✓ 4. Approval 5. Close App

App ID : 3300 | File Number : 2255 | Arrived for: For Scrutiny | File is Currently with: Crt. Office

Download Application Evaluation Movement File Note View Payment send alert Forward

Page 1 Page 2 View Attachments Click Here to see the uploaded photo

1 Name of the applicant ABC Associates

2 Complete address of the establishment Trivandrum Kerala

Mobile Number

3 Firm village Sasthamangalam

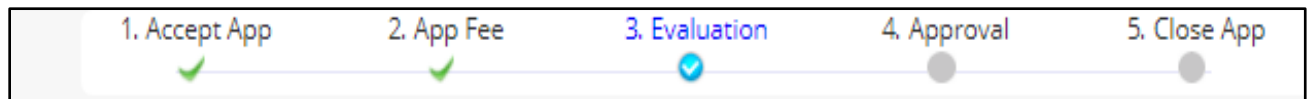
4 Date of the Establishment 18/05/2019

5 Company/Firm Type Partnership

6 Details of Proprietor (s)/ Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

The current status of the application is displayed in a progress bar in the top panel as shown below:



The clerk can check the evaluation details, file notes attached, file movement etc. from the top right panel buttons.

Download Application Evaluation Movement File Note View Payment send alert Forward

View Attachments Click Here to see the uploaded photo

Movement shows the file movement from its origin to its current destination. It also facilitates in providing file remarks associated with the file. File Note button provides notes attached with the file from the source where the application is received or forwarded from.

After scrutiny, the application is forwarded to the Junior Superintendent for verification.

The File Forward window is provided to the right:

The application ID and Purpose of arrival is specified in the top panel. There is a text field provided for entering notes related to the file. The basis of sending the application can be opted from between Task Based and Normal Order. The sent to option has the provision for selecting the recipient officer. The sent for has the option to select the purpose of sending the application. The sent date is entered by the system itself. Any remarks on the application can be entered in the text filed provided and then application can be forwarded. There is also an option to save it as a draft as well.

Dealer - File Forwarded Details

- Application ID : 3279 Arrived For For Approval

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On

☐ Task Based
☒ Normal Order

Sent To * (Within Office)

Junior Superintendent(JS-Ctrl2)

Sent For*

For Scrutiny

Sent Date

21/05/2019

Remark(Text here will appear in the file movement details)

Enter File Forward Remark

Save Draft

Forward

Controller Office – Junior Superintendent

The Junior Superintendent receives the application from the Clerk who sends it for verification & further processing.

The dashboard is provided below-

Others
Office Details
Last Login
EDWIN PRASAD

Inbox

Sent Items

Drafts List

File Call Up

Advanced Search

Reports

Search Firm

INBOX

28

DRAFTS

0

Applications Inbox

SEARCH

Manufacture

Dealer

Repairer

Renewal

Existing Manufactures

Existing Dealers

Existing Repairers

Packer

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
3300	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	sr.clerk	Controller Office	(0)	view
3293	SREE GANESH TRADERS	SREE GANESH TRADERS,SREE & SREE HEIGHTS,TC.54/2927(2),THALIYAL,KARAMANA	New Application	Application Under Processing	For Approval	sr.clerk	Controller Office	(3)	view
3198	NEW SCALES LAND	POOZHIKUNNELBUILDING 302,PEUMPAIKADU(P.O),SANKRANTHY,KOTTAYAM	New Application	Application Under Processing	For Approval	sr.clerk	Controller Office	(3)	view

From the dashboard, individual applications can be viewed by selecting from the **View** button, on which the following window is displayed-

The function of buttons on the top right corner are the same as in other applications.

Download Application	Evaluation	Movement	File Note	View Payment	send alert	Forward
			View Attachments	Click Here to see the uploaded photo		

Evaluation provides details on evaluation status of the application. **Movement** facilitates in showing the file movement from the initial source to the current destination. It also contains remarks added at different stages of the file. **File Note** provides details on notes attached with the files forwarded. **View Payment** button can be used to view the payment details, **send alert** button has its utility in sending alerts in the form of clarification or intimation to the applicant, **Forward** button to forward the application and **View Attachments** button to view the attached documents.

Inbox
Sent Items
Drafts List
File Call Up
Advanced Search
Reports
Search Firm

Download Application
Evaluation
Movement
File Note
View Payment
send alert
Forward

Page 1
Page 2

View Attachments
Click Here to see the uploaded photo

1 Name of the applicant
2 Complete address of the establishment
Mobile Number
3 Firm village
4 Date of the Establishment
5 Company/Firm Type
6 Details of Proprietor (s)/ Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

After verifying the application, the application is forwarded to the next officer – Junior Controller –as per the flow.

Dealer - File Forwarded Details

- Application ID : 3300 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On

☐ Task Based
☒ Normal Order

Sent To *
(Within Office)

IN

Joint Controller(jclm)

Sent For*

For Scrutiny

Sent Date

18/05/2019

Remark(Text here will appear in the file movement details)

Enter File Forward Remark

Save Draft

Forward

The Dealer – Forward Screen is provided on the left. The destination of the application is to be specified from the list box - Controller, Assistant Controller, Joint Controller, Clerk, Superintendent etc. It can be swapped between *IN/OUT* within office or outside office. The purpose of sending the application can be selected from the list box attached with the Sent For option. The basis of sending the application can be selected among two options – Task Based and Normal Order. Any notes regarding the file can be added in the note file field. Remarks can be added to the file by entering it in the remarks section. The date of sending the application is entered by the system automatically.

Controller Office – Junior Controller

The Junior Controller receives the application from the Junior Superintendent. The Junior Controller’s dashboard is similar to the image provided below:

Inbox

Sent Items

Drafts List

Advanced Search

Reports

Search Firm

INBOX

162

DRAFTS

0

Manufacture

Dealer

Repairer

Packer / Importer

Manufacture

Dealer

Repairer

Packer / Importer

Applications Inbox

SEARCH

Manufacture

Dealer 1

Repairer

Renewal

Existing Manufactures

Existing Dealers

Existing Repairers

Packer 162

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
3300	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	js	Controller Office	(2)	view

The left panel functions are similar to the ones discussed previously. As in other offices, there are dedicated tabs for viewing applications such as Manufacturer, Dealer, Repairer, Renewal, Existing Manufacturer, Existing Dealer, Existing Repairer, Packer etc. Applications belonging to each category can be viewed by clicking on the specific tabs.



The officer can click on the View button on each application, to view the details on each application. On clicking the **View** button, the following screen appears:

Application form for Dealer License

1. Accept App ☒ 2. App Fee ☒ 3. Evaluation ☒ 4. Approval ☐ 5. Close App ☐

App ID : 3300 | File Number : 2255 | Arrived for: For Scrutiny | File is Currently with: jsm

Download Application Evaluation Movement File Note View Payment send alert Forward

Page 1 Page 2 View Attachments Click Here to see the uploaded photo

1. Name of the applicant: ABC Associates

2. Complete address of the establishment: Trivandrum Kerala

Mobile Number: [REDACTED]

3. Firm village: Sasthamangalam

4. Date of the Establishment: 18/05/2019

5. Company/Firm Type: Partnership

6. Details of Proprietor (s)/ Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

Here also, in the top right panel, functional buttons are provided, by clicking the **Evaluation** button, the officer can check the evaluation details of the application if needed. Next to each list of information provided by the applicant, there is a data field to add comments by the inspecting officer, after full inspection, the officer is required to make a choice from the list box on whether the application be forwarded for further proceedings or rejected. On approval, it is forwarded to the officer next in line. On rejection it is then reverted back to the applicant.

Dealer License Evaluations Details

X Close

App ID : 3300 | Evaluation Date : 18/05/2019 04:36:04

Page 1 Page 2

Sl.No	Description	Applicant's data	Comments by Inspecting officer
1.	Name of the establishment/shop/person seeking the license	ABC Associates	
2.	Complete address of the establishment	Trivandrum Kerala	
3.	Village in which the firm is located	Sasthamangalam	
4.	Date of the Establishment	18/05/2019	
5.	Company Type	Partnership	

After scrutinizing the application, he can forward the application to the Controller for approval. The forward screen is shown below for reference:

Dealer - File Forwarded Details

Application ID : 3300 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On

☐ Task Based
 ☒ Normal Order

Sent To *
 (Within Office)

IN

Controller(Ctrl)

Sent For*

For Approval

Sent Date

20/05/2019

Remark(Text here will appear in the file movement details)

remarks

Save Draft

Forward

In the Forward window, like in other applications, the **Dealer** also has options for entering a file note – regarding the application in hand. The forward options include **Within Office & outside Office** which can be swapped by using the button given. As per hierarchy, the application is forwarded within the Controller Office - to the Controller. The purpose of forwarding the application can be selected from the list box, choices include For Approval, For Rejection, Closing after Approval, Document Rejection, Fee Calculation, Scrutiny, etc.

The date of sending the application is automatically filled by the system itself. Any remarks regarding the application can be entered in the Remarks field provided and then proceed to Forward the application. There is also an option to save it as a draft.

Controller Office – Controller

From the junior controller, the file is moved to the Controller for Approval. The Controller is the final stop in the flow hierarchy. The dashboard of the Controller is provided below. In addition to the regular tabs such as manufacturer, dealer, repairer, renewal, packer, firm, branch, existing repairer, existing manufacturer, existing dealer, there are 2 additional tabs – for Approval and For Rejection.

METRIS OFFICE APPLICATION (Controller Office)

Others ▾ Office Details ▾ Last Login DR P Suresh Babu IAS

INBOX 8

- Manufacture
- Dealer
- Repairer
- Packer / Importer

DRAFTS 0

- Manufacture
- Dealer
- Repairer
- Packer / Importer

Applications Inbox

Manufacture 1 **Dealer 1** **Repairer** **Renewal** **Existing Manufactures** **Existing Dealers** **Existing Repairers** **Packer 1** **Firm 11** **Branch**

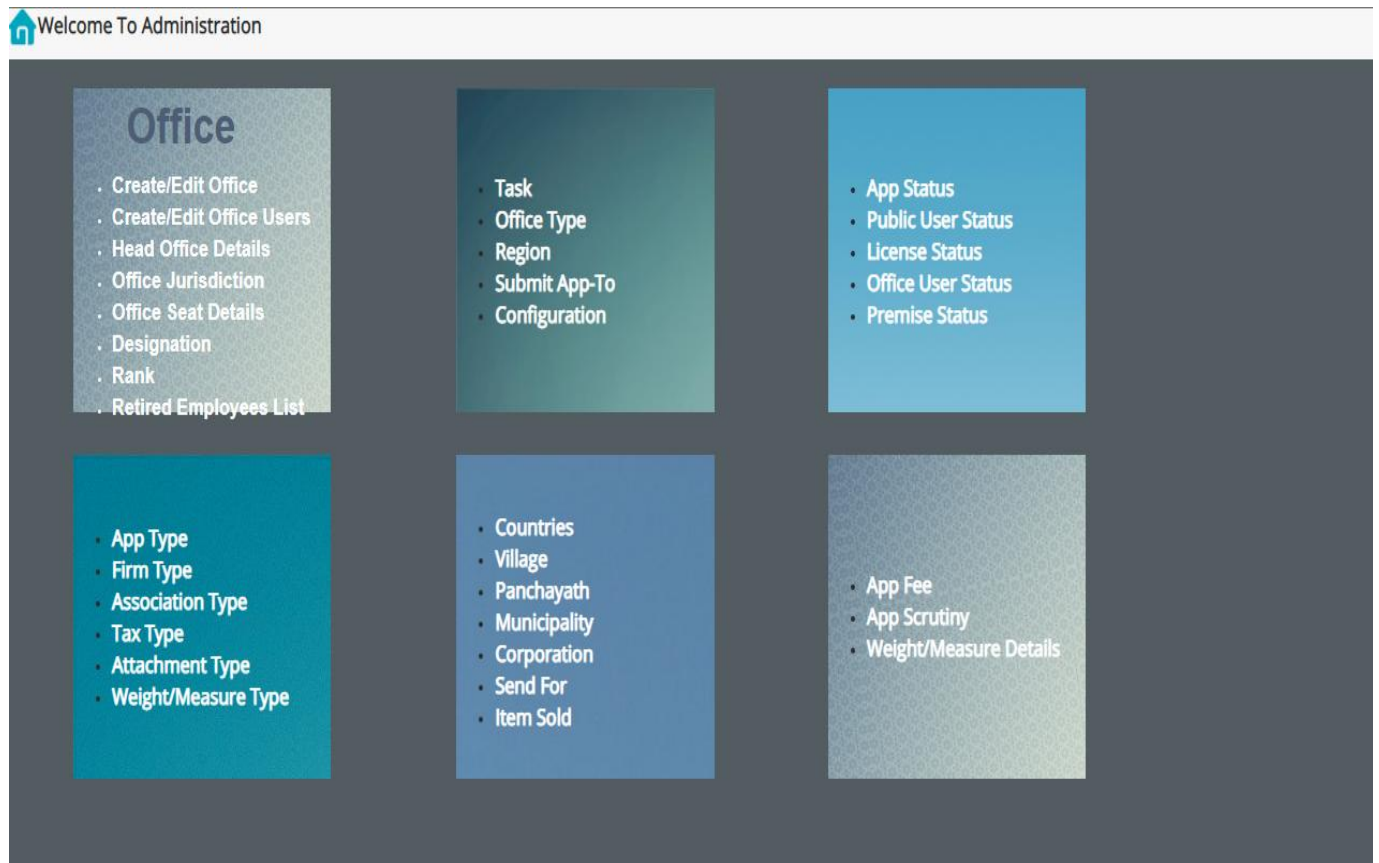
Applications Inbox **For Approval** **For Rejection**

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
3300	ABC Associates	For Approval Invalid Office Details	New Application	Application Under Processing	For Approval	JC	Controller Office	(0)	view

As like in the Manufacturer, the Controller has an addition to the left panel – Admin Panel. The contents of office controls which are listed below:

Create/Edit Office, Create/Edit Office Users, Head Office details, Office Jurisdiction, Office Seat Details, designation, Rank, retired Employees List, Task, Office Type, Region, Submit Application To, Configuration, App Status, Public User Status,, License Status, Office User Status, Premise Status, Application Type, Firm Type, Association Type, Tax Type, Attachment Type, Weight/measure Type, Countries, Village, Municipality, Corporation, Sent For, Item Sold, App Fee, Application Scrutiny, Weight/measure Details etc.

A screen for reference is provided below:



The Controller dashboard sample screen is displayed as follows:

METRIS OFFICE APPLICATION (Controller Office)

Others
Office Details
Last Login
DR P Suresh Babu IAS

New Applications (0)
Inbox
Sent Items
Drafts List
Advanced Search
Admin Panel
Reports
Search Firm

INBOX 8

Manufacture
Dealer
Repairer
Packer / Importer

DRAFTS 0

Manufacture
Dealer
Repairer
Packer / Importer

Applications Inbox

SEARCH

Manufacture
Dealer
Repairer
Renewal
Existing Manufactures
Existing Dealers
Existing Repairers
Packer
Firm
Branch

Applications Inbox

For Approval

For Rejection

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)		
3300	ABC Associates	For Approval	For Rejection	New Application	Application Under Processing	For Approval	JC	Controller Office	(0)	view

The controller also has a **New Application** button for receiving new applications. On clicking the **Accept** button, the application is transferred from the New Application menu to the Application Inbox. There are individual tabs for categorizing each application by classifying them under Manufacturer, Dealer, Repairer, Renewal, Existing Manufacturer, Existing Dealer, Existing Repairer, Packer, Firm, Branch and special tabs for applications sent for Approval, Rejection.

On clicking **View** button next to each application, the application window opens to this-

Application form for Dealer License

1. Accept App ☒ 2. App Fee ☒ 3. Evaluation ☒ 4. Approval ☐ 5. Close App ☐

App ID : 3300 | File Number : 2255 | Arrived for: For Approval | File isCurrently with: Ctrl

Download Application Evaluation Movement File Note View Payment Approve send alert Forward

Page 1 Page 2 View Attachments Click Here to see the uploaded photo

7 Trade Licence No/ Reg. No	123456
8 Issued On	25/12/2018
9 Building Number Issued by local body	140
10 Types of weights and measures proposed to be sold.	
10.i Weights	SHEET METAL WEIGHTS,STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES,IRON WEIGHTS PARALLELOPIPED
10.ii Measures	STEEL TAPE MEASURES,TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES,LIQUOR MEASURES
10.iii Weighing Instruments	COUNTER MACHINES,DISCONTINUOUS TOTALIZING WEIGHING INSTRUMENTS,RAIL WEIGH BRIDGES
10.iv Measuring Instruments	BULK METERS,CLINICAL THERMOMETER,TAXI METER MECHANICAL
11 Type Of TAX	
Profession tax <input checked="" type="checkbox"/>	1200255

On the top left panel, the Application ID, File Number, Purpose of Arrival of Application, and the Current Possession of File can be viewed as shown below

App ID : 3300 | File Number : 2255 | Arrived for: For Approval | File isCurrently with: Ctrl

The top right corner has a set of function buttons using which the Controller can access the file movement, fee payment details, any notes attached with the file, send alert to the applicant, download the application, view attachments etc. The file history can be accessed by clicking on the **Movement** button. Evaluation details can be verified by clicking on the **Evaluation** button, notes attached with the file can be viewed through the **File Note** button etc. For better understanding, the **File Movement** Screen is provided below to track the movement of the file.

File Movement Details Application ID : 3300				
Send By	Send Date	Send to	Send For	Remark
jclm 5	20/05/2019	Ctrl 5	For Approval	
JS-Ctrl2 5	18/05/2019	jclm 5	For Scrutiny	
Sr.Clk2 5	18/05/2019	JS-Ctrl2 5	For Scrutiny	
AC22 3012	18/05/2019	Ctrl.office 5	For Scrutiny	
INS22 3012	18/05/2019	AC22 3012	For Fee Caluclation/Payment	
INS22 3012	18/05/2019	INS22 3012	For Scrutiny	(Auto Remark) Application Accepted by ins with user id INS22

The File Movement is a pop up window where application ID is provided on the top. The Source of the application, date of sending the application, destination of the application and remarks regarding the file if any, are provided in the window. The viewer is able to understand the movement of file from its source to this current destination using the **File Movement** function provided. Using the **File Movement** button, the user is able to track the source and the flow of the application including information of origin and destinations passed through.

On clicking the **View Payment** button, the following screen pops up-

Fee Payment Details	
Application ID	3300
Total Amount Paid	5515
Receipt No	2255
Paid On	17/05/2019
Received By	AC22

The **Fee Payment** pop up window provides details such as Application ID, Total amount paid, Receipt Number, Date of Payment and the code of designated officer who receives the application.

On verification of everything, the Controller can Approve/Reject the application as he deems fit. On clicking the **Approve** button, the following window opens:

In the file Approve/Reject window, the Controller has options for Approving or Rejecting the application by simply selecting the appropriate option. Any comments regarding the application can be entered in the comments section. The validity of the same is auto-filled by the system. For a successful approval or rejection, there need to be DSC connected. After signing by DSC only can the Controller go ahead with approval. The proper procedure for an Approval/Rejection is to first sign the file using DSC and then clicking Submit. For a valid approval or rejection, there should be a DSC token connected to the system. After signing only the file can be approved/rejected.

4. Repairer License

After successful fee payment of the Repairer License Application, the application gets submitted in the Office. The flow through which the application passes is as follows:

- Flying Squad Office [Inspector]
- Flying Squad Office [Assistant Controller]
- Controller Office [Concerned Sectional Clerk]
- Controller Office [Junior Superintendent]
- Controller Office [Junior Controller]
- Controller office [Controller]

A detailed description of the application flow is provided below:

Flying Squad Office – Inspector

The inspector is the first one in the flow hierarchy who receives the application from the applicant.

After logging in, the inspector will view a dashboard as provided below:

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others Office Details Last Login Chandrababu SS

New Applications (1) Accept Applications From Public

Manufacture Dealer Repairer 1 Renewal Existing Manufactures Existing Dealers Existing Repairer Packer

Repairer Applications

App ID	Firm Name	Firm Address	Applied Date	App Type		
266	ABC Associates	Trivandrum Kerala	20/05/2019 10:16		New Application	view Accept

The left panel is no different from the ones discussed already. New Applications received are denoted by the appropriate number in the **New Applications** button. By clicking on that, the inspector can straight away access the latest applications. On accepting the application by clicking the **Accept** button, the Application is transferred to the **Inbox** section of the dashboard. Similarly, the application status changes to **Application Received in Office**. The applications remains in the **New Application** section until an action to accept/return is taken.

The **Drafts** section is as provided below:

Repairer Drafts

App ID	Draft Date	Sent to	Sent for	Remark
Draft is Empty				

The **Sent Items** window gives a list of applications forwarded from out of the office. The window is as given below:

Sent Items							
<div> <div>Manufacture</div> <div>Dealer</div> <div>Repairer</div> <div>Packer</div> </div>							
Repairer Sent Items							
App ID	Dealer Name	Firm Address	Sent Date	Sent To	Sent To office	Sent For	
211	MOHAMED HASSAN KP	DOOR NO 3/5 ASAMA TOWER NEAR CO-OPERATIVE HOSPITAL PARAPPUR ROAD KOTTAKKAL	09/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
231	LEGAL SCALES AND SERVICES	THOTTINGAL HOUSE, VALIYAKUNNU PO, VALANCHERY VIA, TIRUR, MALAPPURAM	28/02/2019	AC-Ctrl	Controller Office	For Scrutiny	View Sent Item
202	DIGITEK SCALES	NEDUMKANDAM KALKOONTHAL IDUKKI KERALA	09/04/2019	AC-Ctrl	Controller Office	For Approval	View Sent Item
201	SREERAG SCALES SERVICE	34 KARAKKUNNU THRIKKALANGODE MANJERI MALAPPURAM	11/04/2019	AC7	Assistant Controller(FSIMAL)	For Scrutiny	View Sent Item

The **Advanced Search** menu is as provided:

<div> <div>Manufacture</div> <div>Dealer</div> <div>Repairer</div> <div>Packer</div> </div>							
Repairer Applications							
Search with all Conditions below							
1. Name of the Manufacturing concern for which license is desired	<input type="text"/>	2. Complete address of the concern	<input type="text"/>				
3.Village	<input type="text"/>	3. Status of the premises	--select--				
5. Company/Firm Type	<input type="text"/>	7. Trade Licence No/ Reg. No	<input type="text"/>	Application Belonging to			
9. Nature of Manufacturing activities at present	<input type="text"/>	11. The program or trademark intended to be imported on weights and measures to be manufactured	<input type="text"/>				
	From Date	To Date			From	To	
9 a.Established Date Between	<input type="text"/>	<input type="text"/>		Semi Skilled Between	<input type="text"/>	<input type="text"/>	
Trade License Date Between	<input type="text"/>	<input type="text"/>		Unskilled Between	<input type="text"/>	<input type="text"/>	
Skilled Between	<input type="text"/>	<input type="text"/>		Trained Between	<input type="text"/>	<input type="text"/>	
<div> <div>Search Application</div> <div>Back</div> </div>							

The search window asks information such as – Name of the manufacturing concern for which license is requested, complete address of the concern, village where the firm is located, status of the premise (owned, leased, and rented), company/firm type, trade license number/registration number, a list box consisting of offices where the application belongs to, the nature of present manufacturing activities, program or trademark intended to be imported on weights and measures to be manufactured, estimate of date established between, estimate of trade license between and the number of skilled, semi-skilled, unskilled and trained employees.

The dashboard on accepting is –

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others Office Details Last Login Chandrababu S S

New Applications (0)

Inbox

Sent Items

Drafts List

Advanced Search

Reports

Search Firm

INBOX 66

DRAFTS 0

Manufacture Dealer Repairer Packer / Importer

Manufacture Dealer Repairer Packer / Importer

Applications Inbox

SEARCH

Manufacture Dealer Repairer Renewal Existing Manufactures Existing Dealers Existing Repairers Packer

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
266	ABC Associates	Trivandrum Kerala	New Application	Application Received in the Office	For Scrutiny	ins	Assistant Controller(FS)TVM	20/05/2019 (0)	view

Like in other applications, there are separate tabs for accessing applications received under each section. By clicking the **Repairer** tab, the Inspector can view the applications received under the Repairer License Section. To open each specific application, the Inspector need to click the **View** button to go into the application, on which the following screen is displayed-

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others Office Details Last Login Chandrababu S S

New Applications (0)

Inbox

Sent Items

Drafts List

Advanced Search

Reports

Search Firm

Application form for Repairer License

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 266 | File Number : 3100 | Arrived for: For Scrutiny | File isCurrently with: INS22

Download Application Movement File Note send alert Forward Return to Applicant View Attachments

Page 1 Page 2 Page 3

7. Types of weights and measures proposed to be repaired

(i) Weights SHEET METAL WEIGHTS,IRON WEIGHTS PARALLELOPIPED,IRON WEIGHTS HEXAGONAL

(ii) Measures DISPENSING MEASURES,STEEL TAPE MEASURES,TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES

(iii) Weighing Instruments COUNTER MACHINES,NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS |,NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS |

(iv) Measuring Instruments VOLUMETRIC CONTAINER FILLING MACHINES,CLINICAL THERMOMETER,VERTICAL OIL STORAGE TANK,TAXI METER MECHANICAL

8.Previous Experience

Exam Passed	Board	Reg.No	Year Passed	Equivalency Cetificate
Graduation	KU	12345	2013	yes

9.Total Number of Skilled Staff Employed / proposed details

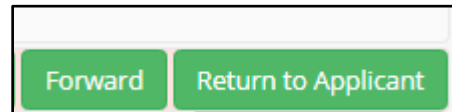
Skilled	Semi Skilled	Unskilled	Trained
10	12	15	3

The application page opens to the original application submitted by the applicant. The top left panel has information regarding the application ID, File Number, Purpose of arrival of application, and the current location of the application.

App ID : 266 | File Number : 3100 | Arrived for: For Scrutiny | File isCurrently with: INS22

The top right panel has a set of functional buttons, the purpose of which is already discussed. The main body is the application itself.

On viewing the application, the Inspector can either **Forward** the application to the next in hierarchy or **Return to Applicant** the application back to the applicant.



On clicking forward, the following pop up window opens:


Repairer - File Forwarded Details

• Application ID : 266 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On ☐ Task Based ☒ Normal Order

Sent To * (Within Office)  Asst.Controller(AC22)

Sent For * For Fee Calculation/Payment

Sent Date 20/05/2019

Remark(Text here will appear in the file movement details) Enter File Forward Remark

Save Draft Forward

The Repairer file forward window has Application ID and Purpose of Arrival in the top panel. Any notes regarding the file in hand can be added in the text filed provided. Whether the forwarding is based on any task or a normal order can be specified using option buttons. The destination of the forward can selected from a list box by choosing the appropriate selection. The purpose of sending the same can also be selected from the options provided in the list box. The date of sending the Application is filled by the system, itself. Any remarks on the file can be added in the remarks section and then the Inspector can forward the file to the Assistant Controller.

Flying Squad Office – Assistant Controller

The Assistant Controller receives the application from the inspector. The dashboard of the Assistant Controller on logging in is as follows-

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others
Office Details
Last Login
Jaya S

New Applications (0)
Inbox
Sent Items
Drafts List
Advanced Search
Reports
Search Firm
Fee Payment

INBOX 34

Manufacture
Dealer
Repairer
Packer / Importer

DRAFTS 0

Manufacture
Dealer
Repairer
Packer / Importer

Applications Inbox

SEARCH

Manufacture
Dealer
Repairer
Renewal
Existing Manufactures
Existing Dealers
Existing Repairers
Packer

Applications Inbox

App ID	Firm Name	Address	Status	Reason	Office	Controller(FS)TVM	Date	View
2209	ALIF I	Digital Trade Links, AMC-XXX/525(1) Gowri Complex, Market Road, Attingal.p.o Thiruvananthapuram	New Application	Approved	For Rejection	ins	Assistant Controller(FS)TVM (154)	16/12/2018
2202	PADMANABHA METER WORKS	TC 26/590/1 OOTTUKUZHYN TVPM	New Application	Approved	For Rejection	ins	Assistant Controller(FS)TVM (157)	11/12/2018
266	ABC Associates	Trivandrum Kerala	New Application	Application Received in the Office	For Fee Calculation/Payment	ins	Assistant Controller(FS)TVM (0)	20/05/2019
215	CHOICE SCALES AND METERS	KP XVII/750 PNM ROAD KATTAKKADA P O TVPM	New Application	Application returned to applicant for editing				
213	CHOICE SCALES AND METERS	KP XVII/750 PNM ROAD KATTAKKADA PO TVPM	New Application	Application returned to applicant for editing				

As in other dashboards of officers, there are separate tabs for accessing the applications received under different heads. Details of the application such as Application ID, Firm Name, Address, Application Type, Application Status, and Sent by, Sent For, Office of origin etc. are provided.

The Repairer tab is provided above with a list of applications. The Assistant Controller only need to click on the **View** button to access the details on each individual application. On clicking the **View** button, the following window is displayed:

METRIS OFFICE APPLICATION (Assistant Controller(FS)TVM)

Others
Office Details
Last Login
Jaya S

New Applications (0)
Inbox
Sent Items
Drafts List
Advanced Search
Reports
Search Firm
Fee Payment

Application form for Repairer License

1. Accept App
2. App Fee
3. Evaluation
4. Approval
5. Close App

App ID : 266 | File Number : 3100 | Arrived for: For Fee Calculation/Payment | File is Currently with: AC22

Download Application
Movement
File Note
Fee Payment
send alert
Forward
Return to Applicant
View Attachments

Page 1 | Page 2 | Page 3

1.Name of the concern seeking the licence

ABC Associates

2.Complete Address of the Workshop

Trivandrum Kerala

Mobile Number

9888888888

3.Whether Premises are Owned/rented/taken on lease

Owned

4.village in which the firm is located

Sasthamangalam

5.Date Of Establishment of Workshop

01/05/2018

6.Details of Proprietor (s)/ Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

Details of the application can be viewed from here. As per the purpose of the application, the Assistant Controller moves forward with fee calculation and payment using the **Fee Payment** button on the top right screen.

Fee Payment Details

Application Fee

5515

Total Amount to Pay

5515

Enter your Message

received

ON

20/05/2019

OK

On clicking Fee Details, the window as provided below is displayed. It contains details of Application ID, Application fee details, amount paid by user, balance amount left to pay, designated officer calculating the fees, date of fee calculation, receipt number of fee already received, date of receipt of fees and the amount paid the applicant are provided in the fee details window.

Fee Details - Repairer Licence

App ID :*

266

App Fee*

5515

WM Fee*

0

Paid by User*

0

Balance Amount to Pay*

5515

Calculated By *

AC22

Calculated On *

20/05/2019

Receipt Number *

2356

Paid On *

17/05/2019

Enter Amount Paid *

5515

Submit

Back

Clear

After Fee Payment, the Assistant Controller has to evaluate the application by clicking on the **Evaluate** button on which the following screen appears-

App ID: 265 Current Task: Evaluation		Click Here to see the uploaded photo	
Page 1	Page 2	Page 3	
Sl.No	Description	Applicant's data	Comments by Inspecting officer
10.	Type Of TAX		
	GST	GSTIN4231310	
11.	Trade license Number	98650	comments
12.	Trade license Date	12/04/2018	
13.	Building Number Issued by local body	23	
14.	Area in which you wish to operate		
15.	Details of machinery tools or accessories available		
16.	Have you sufficient Stock of loan or test weights.Give Details		
17.	Availability of electric energy		
	Availability of electric energy Deatils	No	
18.	Have you applied previously for a repairer's license, either in this State or elsewhere?		
	Have you applied previously for a repairer's license	No	

The Assistant Controller has to carry out the evaluation and enter his comments in the data fields provided next to each information. At the end of the page, the Assistant Controller has to select from a list box - to accept the application for further processing or Reject the Application.

18.	Have you applied previously for a repairer's license, either in this State or elsewhere?	
	Have you applied previously for a repairer's license	No
19.	Final Comments	<div>Accepted for further Processing</div> <div>--select--</div> <div>Accepted for further Processing</div> <div>May be Rejected</div>

Draft Evaluation Cancel
Previous Next

After making the appropriate selection, he can submit the application. If **Accepted for further processing** is selected, the application can be forwarded out of the Flying Squad Office to the Controller Office. If it is **Rejected** it is reverted back to the applicant.

The forward screen is provided below:

Repairer - File Forwarded Details

Application ID : 266

Arrived For For Fee Calculation/Payment

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On

☐ Task Based
☒ Normal Order

Sent To *

OUT

Controller Office

Sent For*

For Scrutiny

Sent Date

20/05/2019

Remark(Text here will appear in the file movement details)

Enter File Forward Remark

Save Draft

Forward

From the Assistant Controller, the file is forwarded outside the Flying Squad Office to the Controller Office. It can be selected by swapping between the **IN/OUT** button and selecting the Appropriate Office & the purpose of sending the application can be chosen from the list box next to the Sent For option. Notes concerning the file can be entered in the note file section. There is another option – Sent Based On. It can be selected between Task Based or Normal Order. The purpose of sending the application can be selected from the list box provided. Any additional remarks can be added to the remarks section in the forward window and saved as a draft or forwarded.

Controller Office – Clerk

The clerk from controller office is the first recipient in the controller Office. On logging in, the dashboard looks like the one provided below:

METRIS OFFICE APPLICATION (Controller Office)

Others

Office Details

Last Login

Rema

Inbox

Sent Items

Drafts List

Advanced Search

Reports

Search Firm

INBOX

19

Manufacture

Dealer

Repairer

Packer / Importer

DRAFTS

0

Manufacture

Dealer

Repairer

Packer / Importer

Applications Inbox

SEARCH

Manufacture

Dealer

Repairer

Renewal

Existing Manufactures

Existing Dealers

Existing Repairers

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
266	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	ac	Assistant Controller(FS)TVM	20/05/2019 (0)	view
259	VAISHNAVI ENTERPRISES	VAISHNAVI ENTERPRISES BUILDING NO.PTA.22/8 KIZHEKKEDETH ELSA BUILDING MAKKAMKUNNU PATHANAMTHITTA-689645	New Application	Application Under Processing	For Approval	ac	Assistant Controller Office (FS)PAT	11/04/2019 (5)	view
244	G C INTERNATIONAL	G C INTERNATIONAL PALLIMON	New Application	Approved	For Closing After Approval/Rejection	ctrl	Controller Office	06/03/2019 (18)	view
239	STANDARD ELECTRONICS	22/297-B22, PRINCE TOWER, RAILWAY STATION ROAD, MAIN JUNCTION UPPALA, KASARAGOD, KERALA- 671322	New Application	Approved	For Closing After Approval/Rejection	ctrl	Controller Office	25/02/2019 (18)	view

The application received for repairer license can be viewed by clicking the repairer tab, on which a list of applications as the one shown in the dashboard appears. Each application can be viewed in detail by clicking on the **View** button upon which the following screen appears-

Application form for Repairer License

1. Accept App
2. App Fee
3. Evaluation
4. Approval
5. Close App

App ID : 266 | File Number : 3100 | Arrived for: For Scrutiny | File is Currently with: Cst Office

Download Application
Evaluation
Movement
File Note
View Payment
send alert
Forward

Page 1
Page 2
Page 3
View Attachments

7. Types of weights and measures proposed to be repaired

(i) Weights	SHEET METAL WEIGHTS,IRON WEIGHTS PARALLELOPIPED,IRON WEIGHTS HEXAGONAL
(ii) Measures	DISPENSING MEASURES,STEEL TAPE MEASURES,TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES
iii) Weighing Instruments	COUNTER MACHINES,NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS ,NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS
iv) Measuring Instruments	VOLUMETRIC CONTAINER FILLING MACHINES,CLINICAL THERMOMETER,VERTICAL OIL STORAGE TANK,TAXI METER MECHANICAL

8.Previous Experience

Exam Passed	Board	Reg.No	Year Passed	Equivalency Certificate
Graduation	KUJ	12345	2013	yes

9.Total Number of Skilled Staff Employed / proposed details

Skilled	Semi Skilled	Unskilled	Trained
10	12	15	3

On the top left panel is a set of information regarding the application in hand such as Application ID, File Number, Arrived For, and the current Location/possession of File.

In the middle panel is a status bar indicating the progress of the file and the current status of the file. The stages already completely are indicated by green tick marks. The current stage of application is indicated by a blue tick mark. By clicking on various functionality buttons on the top right panel the Clerk can **download the Application, View the status of Evaluation, the File movement, Payment details, Send alerts to the applicant, forward the application etc.** using the respective buttons. By clicking the forward button, the following screen is displayed-

From the dash board, applications can be viewed on the basis of their Application ID, Firm Name, Firm Address, Application Type, Application Type, Purpose of sending the Application, Office from where the Application has been received, and the date of sending the application. Along with the date of sending the application, the number of days the application has been pending in the inbox will be provided within brackets against each application. The applications received under the Repairer License section can be viewed by clicking on the **Repairer** tab. To view the details of each application, the **View** button adjacent to every application be clicked upon which each application can be viewed in detailed as follows:

Application form for Repairer License

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

App ID : 296 | File Number : 3190 | Arrived for: For Scrutiny | File IsCurrently with: JS-Cont

Download Application Evaluation Movement File Note View Payment send alert Forward

Page 1 Page 2 Page 3 View Attachments

1.Name of the concern seeking the licence ABC Associates

2.Complete Address of the Workshop Trivandrum Kerala

Mobile Number

3.Whether Premises are Owned/rented/taken on lease Owned

4 .village in which the firm is located Sasthamangalam

5 .Date Of Establishment of Workshop 01/05/2018

6.Details of Proprietor (s)/ Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

From each application window, the Junior Superintendent has options for **Downloading the Applications, Evaluation, Movement of File, Payment Details, Send Alert to Applicant, Forward the Application, view attachment**etc. by clicking on the appropriate buttons on the top right corner of the screen.

Download Application Evaluation Movement File Note View Payment send alert Forward

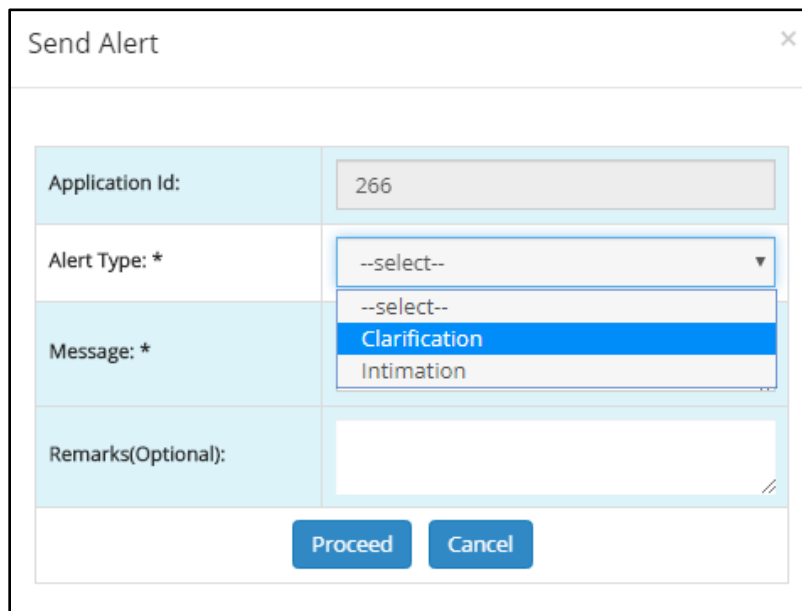
View Attachments

The progress of the application can be tracked using the status bar displayed on top of the application menu as shown below:

1. Accept App 2. App Fee 3. Evaluation 4. Approval 5. Close App

✓ ✓ ✓ ● ●

The junior superintendent also has the option to send alerts to the applicant regarding any intimation or clarifications required on the application. The sending alert option can be exercised at any stage of the application process – but before approval. A proforma of Alert window is provided below:



The 'Send Alert' window contains the following fields:

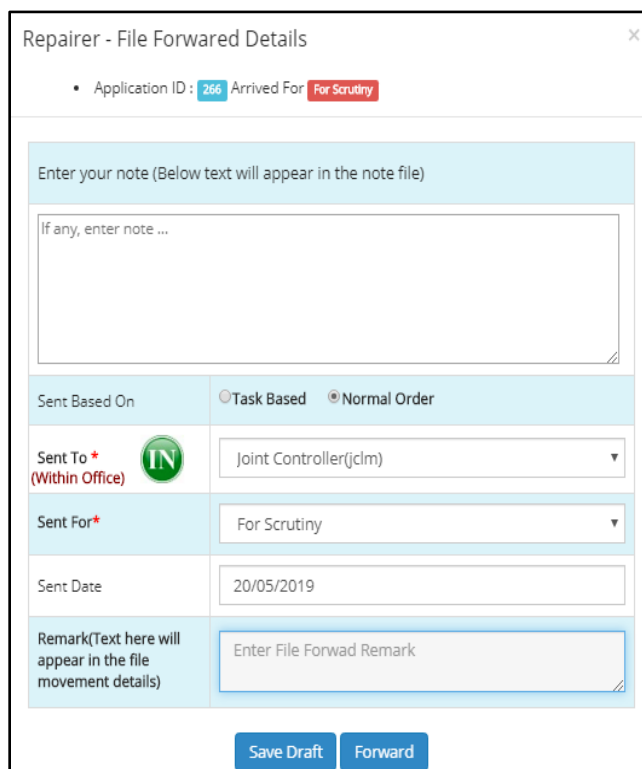
- Application Id:** 266
- Alert Type: ***: A dropdown menu with options '--select--', '--select--', 'Clarification' (highlighted), and 'Intimation'.
- Message: ***: A text area for the alert message.
- Remarks(Optional):**: A text area for optional remarks.
- Buttons:** 'Proceed' and 'Cancel'.

Alerts are of 2 types-

1. Clarification
2. Intimation

The Alert window has details of Application ID, Type of alert to be sent, message regarding the clarification required or the intimation to be communicated, and further remarks on the application if any. After filling up the details the officer can click on Proceed button.

After verification of the application, the application is forwarded to the Junior Controller. The forward window is provided below:



The 'Forwarder - File Forwarded Details' window contains the following fields:

- Application ID:** 266 (Arrived For For Scrutiny)
- Enter your note (Below text will appear in the note file)**: A text area for a note.
- Sent Based On:** Radio buttons for 'Task Based' and 'Normal Order' (selected).
- Sent To * (Within Office)**: A dropdown menu with 'Joint Controller(jclm)' selected.
- Sent For***: A dropdown menu with 'For Scrutiny' selected.
- Sent Date:** 20/05/2019
- Remark(Text here will appear in the file movement details)**: A text area for a remark.
- Buttons:** 'Save Draft' and 'Forward'.

From the Junior Superintendent the application is forwarded to the Joint Controller – within the office.

Notes regarding the file can be entered in the data field provided. The file note can be accessed by the recipient by clicking on the File Note button on the top right panel. The basis of sending the application – whether *Task Based* or *Normal Order* need to be selected. The destination office can be selected by swapping between **IN/OUT** and selecting the appropriate officer from the list box. In this case, the application is forwarded to the Junior Controller within office. The purpose of sending the application also need to be selected from the list i.e. here Scrutiny. The date of sending the application is automatically entered by the system. Any remarks on the application can be provided which the recipient can access from the File Movement details.

Controller Office – Joint Controller

The Joint Controller receives the application from the Junior Superintendent. The dashboard of the Junior Controller looks like the one below:

METRIS OFFICE APPLICATION (Controller Office)

Others • Office Details • Last Login • Reena Gopal.R

INBOX 162 Manufacture Dealer Repairer Packer / Importer

DRAFTS 0 Manufacture Dealer Repairer Packer / Importer

Applications Inbox

Applications Inbox

App ID	Firm Name	Firm Address	App Type	App Status	Sent for	Sent By	Sent By office	Sent on (Days pending)	
266	ABC Associates	Trivandrum Kerala	New Application	Application Under Processing	For Scrutiny	js	Controller Office	20/05/2019 (0)	<input type="button" value="view"/>

The items in the left panel include Inbox, Sent Items, Drafts List, Advanced Search, Reports, and Search Firm. The contents of each are as discussed previously.

The applications belonging to Repairer License can be viewed by clicking the Repairer tab in the dashboard. Each application can be viewed in detail by clicking on the **View** button adjacent to each application. Details of application such as Application ID, Firm Name, Firm Address, Application Type, Status of the Application, Purpose of sending the application, Source of the application etc. can also be viewed from the dashboard.

On clicking the **View** button the application opens up to this:

The application window is similar to the ones discussed and there is no new additions to it.

Application form for Repairer License

1. Accept App ☒ 2. App Fee ☒ 3. Evaluation ☒ 4. Approval ☐ 5. Close App ☐

App ID : 266 | File Number : 3100 | Arrived for: For Scrutiny | File is Currently with: jsm

Download Application Evaluation Movement File Note View Payment send alert Forward

Page 1 Page 2 Page 3 View Attachments

1. Name of the concern seeking the licence ABC Associates

2. Complete Address of the Workshop Trivandrum Kerala

Mobile Number 1

3. Whether Premises are Owned/rented/taken on lease Owned

4. Village in which the firm is located Sasthamangalam

5. Date Of Establishment of Workshop 01/05/2018

6. Details of Proprietor (s)/ Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

After viewing the application, it is forwarded to the next office in the hierarchical flow – Controller. The Forward Window is displayed below:


Repairer - File Forwarded Details

Application ID : 266 Arrived For For Scrutiny

Enter your note (Below text will appear in the note file)

If any, enter note ...

Sent Based On ☐ Task Based ☒ Normal Order

Sent To * (Within Office)  Controller(Ctrl)

Sent For* For Approval

Sent Date 20/05/2019

Remark(Text here will appear in the file movement details) Enter File Forward Remark

Save Draft Forward

The Forward window is similar in process like others. Notes on the file can be added in the note field and accessed from the **Note file** button in the application menu of the recipient.

Similarly, remarks can be added in the data field and accessed by clicking the **File Movement** button in the individual application screen. The basis of sending of the application – Task Based or Normal Order need to be chosen. The destination office for forwarding can be selected from the list box. Similarly, the purpose of forwarding the application can also be selected from the choices given in the list box. The date of sending is entered by the system like other applications. On clicking forward, the application is sent to the Controller for Approval.

Controller Office – Controller

The Controller receives the application from the Joint Controller. The Controller is the final destination for the application in the flow hierarchy. To view the application, the controller needs to login on which the following dashboard is provided:

The screenshot shows the METRIS OFFICE APPLICATION (Controller Office) dashboard. The top header includes the application name and user information (DR P Suresh Babu IAS). The left sidebar contains navigation options: New Applications (0), Inbox, Sent Items, Drafts List, Advanced Search, Admin Panel, Reports, and Search Firm. The main content area displays 'Applications Inbox' with a search bar and tabs for various application types: Manufacture, Dealer, Repairer, Renewal, Existing Manufactures, Existing Dealers, Existing Repairers, Packer, Firm, and Branch. Below the tabs, there are three sub-tabs: Applications Inbox, For Approval, and For Rejection. The 'Applications Inbox' sub-tab is active, showing a table with columns: App ID, Firm Name, Firm Address, App Type, App Status, Sent for, Sent By, Sent By office, Sent on (Days pending), and a 'view' button. The table contains one entry with App ID 266, Firm Name ABC Associate For Approval, Firm Address Andhra Pradesh, App Type New Application, App Status Application Under Processing, Sent for For Approval, Sent By JC, Sent By office Controller Office, and Sent on 20/05/2019 (0).

There is a new application menu on the left panel where pending applications are displayed. The Controller need to accept them up on which it is transferred to the Inbox section for further proceeding.

The Controller has an additional item in the left panel – **Admin Panel**. The functions of Admin Panel include Create/Edit Office, Create/Edit Office Users, Head Office details, Office Jurisdiction, Office Seat Details, designation, Rank, retired Employees List, Task, Office Type, Region, Submit Application To, Configuration, App Status, Public User Status,, License Status, Office User Status, Premise Status, Application Type, Firm Type, Association Type, Tax Type, Attachment Type, Weight/measure Type, Countries, Village, Municipality, Corporation, Sent For, Item Sold, App Fee, Application Scrutiny, Weight/measure Details etc.

In the middle panel, along with the individual tabs, there are 2 special tabs in the Controller dashboard – **For Approval & For Rejection**. The application ID, Firm Name, Firm Address, Application type, Application Status, Information related to - sent for, sent by, Office of origin, date of sending etc. are provided there. The Controller can view each individual application by clicking on the **View** button on which the following screen

METRIS OFFICE APPLICATION (Controller Office)

Others | Office Details | Last Login | DR P Suresh Babu IAS

Application form for Repairer License

1. Accept App (✓) 2. App Fee (✓) 3. Evaluation (✓) 4. Approval (●) 5. Close App (●)

App ID : 266 | File Number : 3100 | Arrived for: For Approval | File is Currently with: Cst

Download Application Evaluation Movement File Note View Payment Approve send alert Forward

Page 1 Page 2 Page 3 View Attachments

1. Name of the concern seeking the licence: ABC Associates

2. Complete Address of the Workshop: Trivandrum Kerala

Mobile Number: [REDACTED]

3. Whether Premises are Owned/rented/taken on lease: Owned

4. Village in which the firm is located: Sasthamangalam

5. Date Of Establishment of Workshop: 01/05/2018

6. Details of Proprietor (s) / Partners / Managing Director (s)

Name	Type	Relation	Relation Name	Address
user	Partner	S/O	xyz	Trivandrum
test	Managing Partner	H/O	asd	Trivandrum

In the top middle panel, the application progress bar is provided indicating the stages of application already completed by the indicator of a green tick mark and the current status of the application is indicated by the blue tick. In the left panel also information related to the application such as Application ID, File Number, and Purpose for Sending, Current Possession of Application etc. can be obtained.

Application form for Repairer License

1. Accept App (✓) 2. App Fee (✓) 3. Evaluation (✓) 4. Approval (●) 5. Close App (●)

App ID : 266 | File Number : 3100 | Arrived for: For Approval | File is Currently with: Cst

On the top right panel are a set of functional buttons –

Download Application Evaluation Movement File Note View Payment Approve send alert Forward

View Attachments

Its functions include:

Download Application, Evaluation of application, Movement of file which indicates the origin of the file and the destinations it passes through along with remarks added at various stages including the present stage, file note regarding any notes added by the previous officer, payment details, send alert option to send alerts on clarification and intimation of details concerning the

application, Forward the application to another office and an option to view attachments related with the applications and Approve button to approve the application.

On clicking **Approve** the following pop up screen is opened:

The screenshot shows a web-based form titled "File Approve/Rejection Details" with a close button (X) in the top right corner. The form contains the following elements:

- Application ID:** 266
- Status Selection:** Two radio buttons labeled "Approved" (selected) and "Rejected".
- Approval Form:** A green button labeled "Approval Form".
- Comments:** A text area with the placeholder "Enter Your commnets ...".
- Valid Upto:** A date field showing "31/12/2019".
- Forward to the sender:** A checked checkbox with the label "Forward to the sender".
- DSC Warning:** A red text message: "The data will be signed using DSC. Please make sure the DSC token is connected with the machine".
- Action Buttons:** Two blue buttons labeled "Sign" and "Submit".

There are two steps to either approve or reject an application - Signing and Submit.

The screen includes Application ID, Status of Approval/Rejection – to be indicated by the use of choice buttons, (the Controller can select between either Accept or Reject depending on the status of the application). The Controller has the option to enter some comments regarding the approval/rejection of application in the comments data field so provided. For submitting the approval/rejection, the Controller needs to sign the application using DSC. The Controller needs to have a DSC token connected to the machine in order to successfully Approve the application. The intimation of Approval or Rejection, whichever the case maybe, can be intimated to the sender of the application i.e. the applicant. The same can be chosen by sing the check box titled as “forward to the Sender”. After signing the application, the Controller can submit the application upon which the status of the application will be either Approved or Rejected.