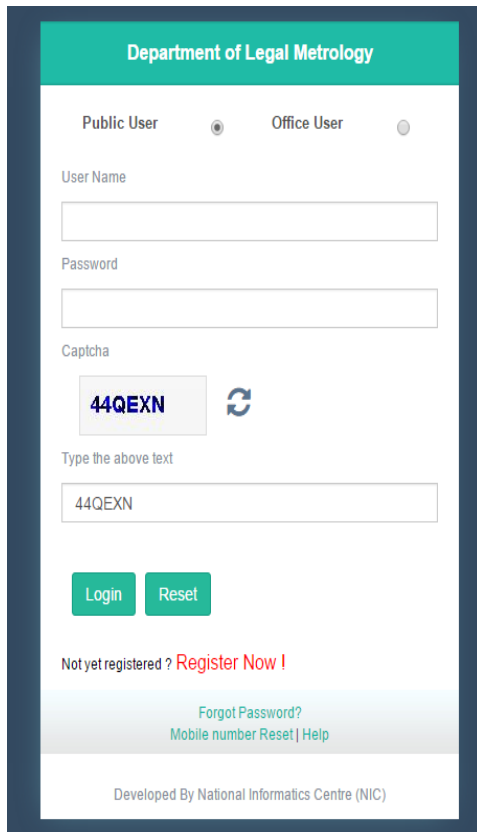


User Manual - Department of Legal Metrology

The very first module in Legal Metrology project is **Firm Registration**.

For obtaining a 'Packer/Importer, Manufacture, Dealer or Repairer License' it is mandatory that the user has to register a Firm. So when a Fresh User enters he/she will see a screen as provided below-

The screenshot shows a web interface for the Department of Legal Metrology. At the top, there's a teal header with the department's name. Below it, there are two radio buttons for 'Public User' (selected) and 'Office User'. The form includes fields for 'User Name', 'Password', and a 'Captcha' section. The captcha displays the text '44QEXN' with a refresh icon. Below the captcha, there's a text input field containing '44QEXN'. At the bottom of the form, there are 'Login' and 'Reset' buttons. A link 'Not yet registered ? Register Now !' is also present. At the very bottom, there are links for 'Forgot Password?' and 'Mobile number Reset | Help', and a footer stating 'Developed By National Informatics Centre (NIC)'.

For existing users there will be fields for entering 'User Name' 'Password' and a security Captcha (case sensitive). For new users, there is a provision for registering for a new account and links towards resetting passwords and mobile number.

LOGGING IN

If the user is already registered, he/she can log in with their respective username and password along with the given security captcha for a successful login.


RESET

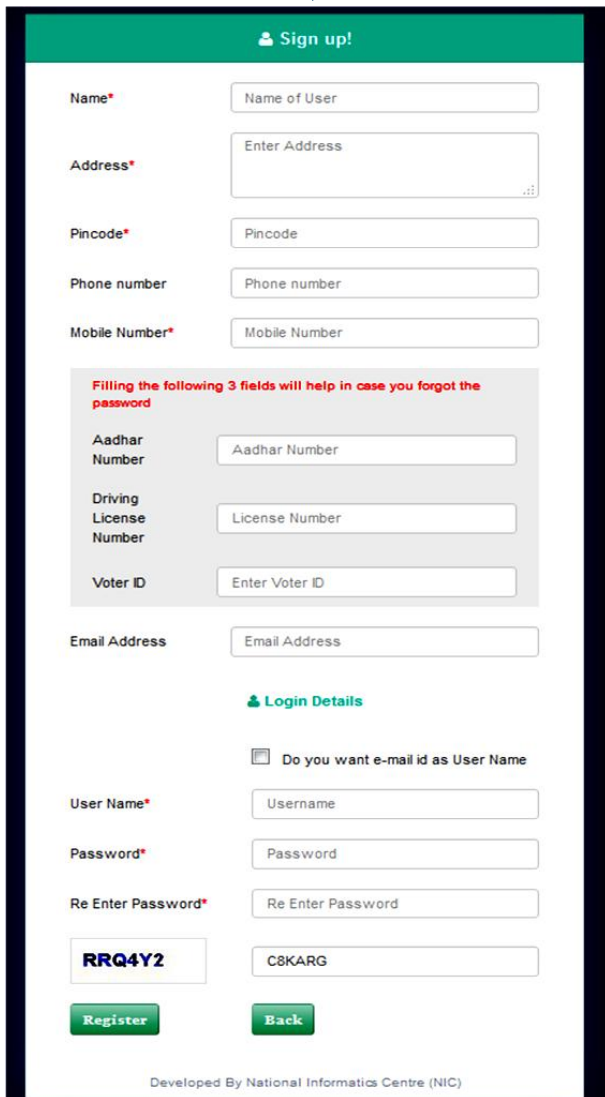
Reset option allows the user to reset their credentials and get a new username & password.

NEW REGISTRATION

For getting themselves registered for the first time, the user has to click on the **Register Now** button at the bottom of the page. On clicking, they will be redirected to another page where they have to enter certain details for procuring a new registration. . The user needs to give some mandatory details such as Name, Address, Pin code, Mobile No, Username of their choice & Password. The user can also give his email as username by clicking the checkbox. There are three fields that will help the user incase if the user forgets his password in future. Aadhar No,

Driving License No or Voter ID will help the user to regain their account by verifying any of these three numbers in case the user forgets his password. After entering the details the user needs to click the **Register** button after entering all the required information for a successful registration.

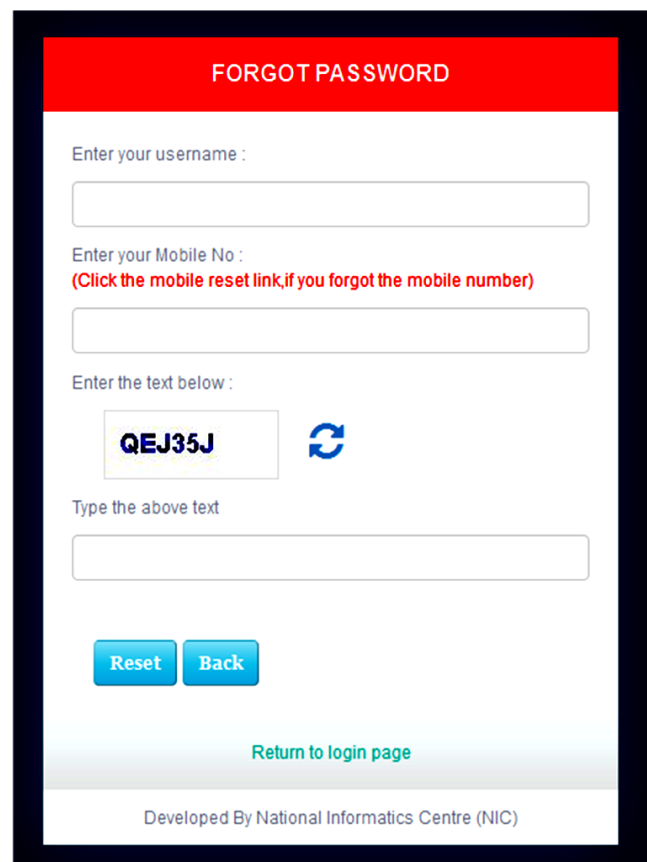
Sign Up Window 




The 'Sign Up!' form is a registration interface with a green header. It contains several input fields: 'Name*' (placeholder: Name of User), 'Address*' (placeholder: Enter Address), 'Pincode*' (placeholder: Pincode), 'Phone number' (placeholder: Phone number), and 'Mobile Number*' (placeholder: Mobile Number). Below these is a grey box titled 'Filling the following 3 fields will help in case you forgot the password' containing 'Aadhar Number' (placeholder: Aadhar Number), 'Driving License Number' (placeholder: License Number), and 'Voter ID' (placeholder: Enter Voter ID). Further down is an 'Email Address' field (placeholder: Email Address). A section titled 'Login Details' includes a checkbox 'Do you want e-mail id as User Name'. Below this are 'User Name*' (placeholder: Username), 'Password*' (placeholder: Password), and 'Re Enter Password*' (placeholder: Re Enter Password). At the bottom, there are two CAPTCHA images: 'RRQ4Y2' and 'C8KARG'. Two buttons, 'Register' and 'Back', are at the bottom. The footer says 'Developed By National Informatics Centre (NIC)'.

FORGOT PASSWORD

The Forgot Password button assists in recovering the password of the user in the event of him forgetting the same. The user is required to enter the existing username, the mobile number used to register the account in the initial phase and a security captcha.

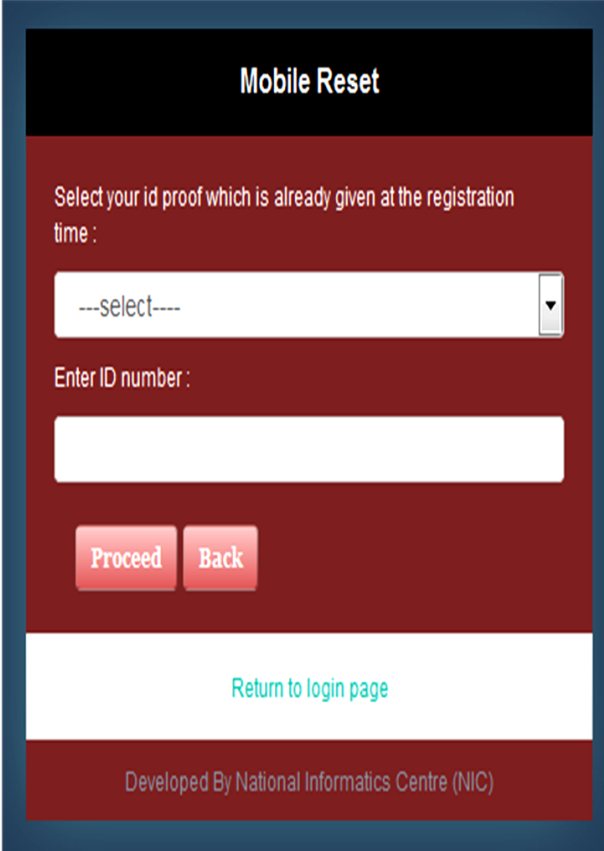


The 'FORGOT PASSWORD' form has a red header. It contains the following fields: 'Enter your username :' (placeholder:), 'Enter your Mobile No : (Click the mobile reset link, if you forgot the mobile number)' (placeholder:), and 'Enter the text below :'. Below the last field is a CAPTCHA image 'QEJ35J' with a refresh icon. The text 'Type the above text' is followed by an input field (placeholder:). At the bottom are 'Reset' and 'Back' buttons, and a link 'Return to login page'. The footer says 'Developed By National Informatics Centre (NIC)'.

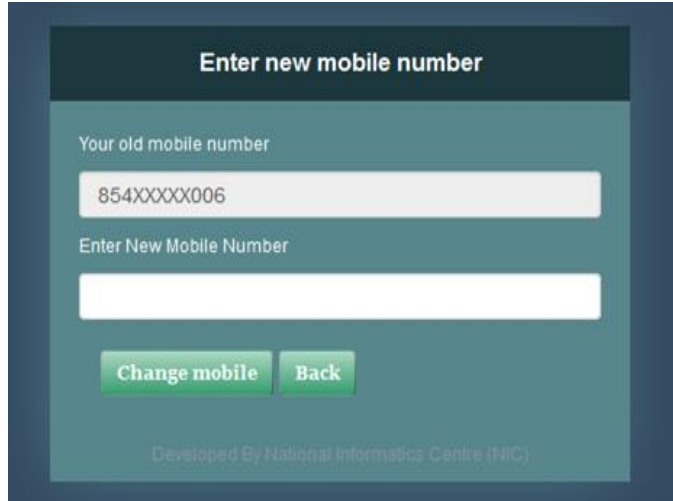
The “*Forgot Password*” Screen looks like the one on the right 

MOBILE NUMBER RESET

Mobile Number Reset option is provided in case the user forgot his mobile number or switched to a new mobile number or lost his previous mobile number, he can very well update his new mobile number. This will be very useful for getting notifications and to reset password. For resetting a mobile no the user has to click **Mobile Number Reset** link in the Login page. Then the user will be directed to Mobile Reset Window as shown in the below image.

The image shows a web form titled "Mobile Reset" with a dark blue header. The main area has a dark red background. It contains a label "Select your id proof which is already given at the registration time :" followed by a dropdown menu showing "--select--". Below this is a label "Enter ID number :" followed by a white text input field. At the bottom of the red section are two red buttons labeled "Proceed" and "Back". Below the red section is a white section with a green link "Return to login page". The footer is dark red with the text "Developed By National Informatics Centre (NIC)".

The user has to enter the ID number of any of these three documents (Aadhar No, License No or Voter ID). If the user enters any of these details correctly he will get a new window where he can enter his new mobile number and apply the changes as desired.

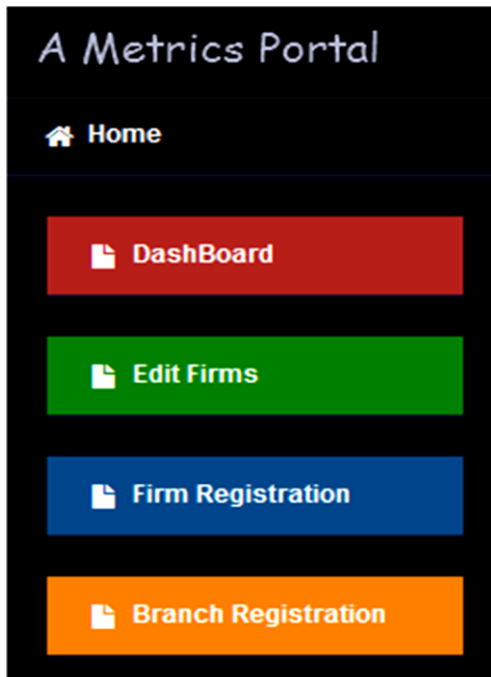
The image shows a web form titled "Enter new mobile number" with a dark blue header. The main area has a teal background. It contains a label "Your old mobile number" followed by a white text input field containing "854XXXXX006". Below this is a label "Enter New Mobile Number" followed by a white text input field. At the bottom are two green buttons labeled "Change mobile" and "Back". The footer is teal with the text "Developed By National Informatics Centre (NIC)".

HELP

The final link in the page is the **Help Document**. It gives guidelines & information to the user about the whole work project.

When a fresh user is registered they will have their respective username and password. When they login using those credentials, they get redirected to their **Firm Registration** form. But if a user logs in for the second time they will be redirected to the Home page and the choice to choose is left with the user. Now let's look into the panels and tasks the user will come across in the project. Let's get started with the Left pane from the main page:

LEFT PANEL

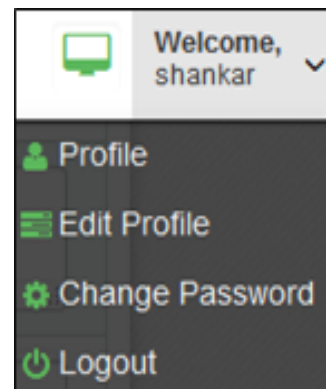


The Left Panel has some menu functions created for the ease of registration of the user. At present our Firm Module has these five menu functions:

- Home
- Dashboard
- Edit Firms
- Firm Registration
- Branch Registration

TOP PANEL

The Top Panel provides certain function as entailed in the image below. . This panel gives some basic useful information to the user such as *Display new Messages, Give Notifications, Change Language, Accessed Device & the Logged user details*. The user can do actions such as Edit Profile, Change Password and Logout by clicking the Logged user details.



FIRM REGISTRATION

The first module for a Registered User is the **Firm Registration**. (When a new user first logs in, he gets redirected to the Firm Registration Page automatically). Our normal Firm Registration application generally has three pages.

Page 1: Contains Basic Firm Details

Page 2: Contains Proprietor/Partner/Director details and nomination details

Page 3: Contains Vehicle details

Below provided is an image of the Firm Registration window:

The screenshot shows a web application interface for firm registration. On the left is a dark sidebar with a 'Home' icon and four buttons: 'DashBoard' (red), 'Edit Firms' (green), 'Firm Registration' (blue), and 'Branch Registration' (orange). The main content area has a green header 'Application form for Registering Firm'. It contains a form with eight numbered fields: 1. 'Company/Firm Type*' with a dropdown menu showing 'Proprietary'; 2. 'Firm Name*' with a text input field and a red note below it stating 'If no separate firm name exists, enter proprietary name'; 3. 'Complete Address of the firm*' with a large text input area; 4. 'PinCode*' with a text input field; 5. 'Firm State*' with a dropdown menu showing 'Kerala'; 6. 'Village at which firm is located*' with a text input field; 7. 'Local Body*' with a dropdown menu showing '--Select--'; 8. 'Email- ID' with a text input field. On the right side of the form, there are three green buttons labeled 'Page 1', 'Page 2', and 'Page 3', with 'Page 1' being the active page. A red arrow icon is also visible on the right side of the form.

In the Firm Registration Page the first field is Company/Firm Type.

The user has to specify which Firm Type he is procuring registration for. The different types of firms include Partnership, Charitable Society, Company, Govt.Department(Central), Govt.Department (State), Judicial, Local Self Govt, Others, Proprietary, Corporate Society as displayed below :

Company/Firm Type*	--select--
Firm Name*	--select-- Partnership Charitable Society Company Govt. Department(Central) Govt. Department(State) Judicial Local Self Govt. Others Proprietary Corporate Society
Complete Address of the firm*	

Among the Firm types when “**Proprietary**” type is selected, there is no need to provide Partner/Director details and nomination details in page 2 [They will not be displayed to the user when Proprietor type is selected]. As an exceptional case if the user’s firm type is not listed, then he can choose “**Others**” in the list and the user can enter their desired firm type in the textbox which appears when it is selected as shown below:

Company/Firm Type*	Others
	Specify Your Type

Common Fields for all Firm Types in page 1:

- Company/Firm Type
- Firm Name
- Complete Address Of Firm
- Pin Code
- Firm State
- Village at which Firm is Located
- Local Body
- Email ID (not mandatory)
- Mobile Number

The following 3 fields don’t appear for Proprietor Type in Page 1:

- Firm Deed Registration Number
- Registered On
- Office at which Registered

Similarly when the Company/Firm type is selected as “Proprietor” there is no need for Nomination part. Therefore the nomination parts get automatically hidden in page 2 when the Company/Firm type is selected as “Proprietor”. I.e., when Proprietor is selected the page2 looks like this –

The screenshot shows the 'A Metrics Portal' interface. The left sidebar contains navigation links: Home, Dashboard, Edit Firms, Firm Registration, and Branch Registration. The main content area is titled 'Application form for Registering Firm'. The form is divided into three pages. Page 1 is titled 'Details of Proprietor/Partners/Directors' and contains the following fields:

Type*	Title*	Name*	Age*	Relation Type*	Relation Name*	Address*	Took Charge With Effect From*
Proprietary	--	Name	Age	Select	Name	Address	dd/mm/yy

At the bottom of the form, there are 'Save Draft' and 'Cancel' buttons. On the right side, there are three tabs labeled 'Page 1', 'Page 2', and 'Page 3'.

Page 1 has all the basic details like Company/Firm Type, Firm address, Pin code, Firm State, Firm Village, Local body, email-id, mobile no, Firm deed Registration no, Date of Registration and Office at which it is registered. There is a type over provision that is included in the Village field so that the user doesn't need to type the full village name. When the user starts typing the name of the village, villages having similar name starts to display as shown below:

The screenshot shows the 'Village at which firm is located' field with a dropdown list of suggestions. The suggestions are 'Neyyasseri' and 'Neyyattinkara'. The field is labeled '6' and 'Village at which firm is located*'. The dropdown list is labeled '7' and 'Local Body*'. The field is labeled '8' and 'Email- ID'.

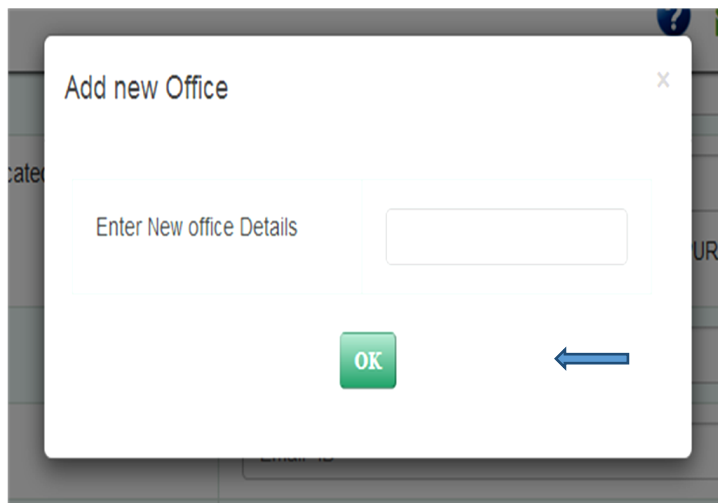
So now when the user selects his respective Village; along with the Village, the Taluk name and the District name also gets filled automatically.

The screenshot shows the 'Village at which firm is located' field with the selected village 'Neyyattinkara'. Below the field, the Taluk and District are displayed: 'Taluk Neyyattinkara' and 'District THIRUVANANTHAPURAM'. The field is labeled '6' and 'Village at which firm is located*'. The dropdown list is labeled '7' and 'Local Body*'. The field is labeled '8' and 'Email- ID'.

Another field that is different from the normal textbox field is the *Office at which registered* field. It has a Select Box for choosing offices that are listed in it and also an “**Add New office**” button. If the user feels that his office is not listed in the select box values, he can very well propose his own office using that option. If the user opts for a new office he needs to click on the **Add new Office** button.

The screenshot shows the 'Office at which registered' field with a select box containing the text '--select--'. To the right of the select box is a button labeled 'Add New Office'. The field is labeled '12' and 'Office at which registered*'. The button is labeled 'Add New Office'.

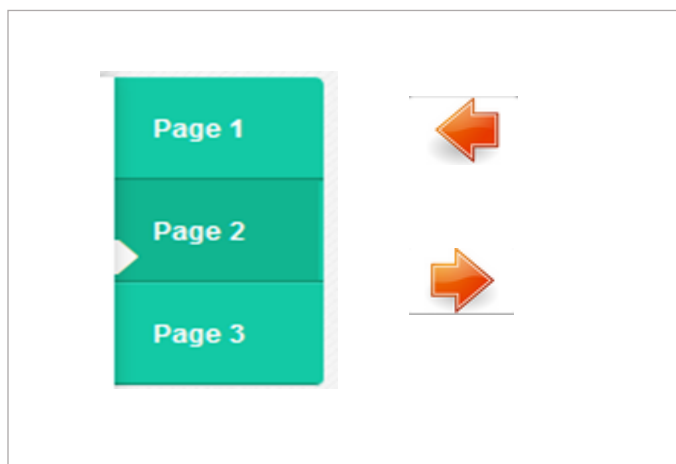
Even then the Firm application will be in “Pending for Approval” status.



A pop-up box similar to the one on the left gets displayed on clicking the “**Add New Office**” button.

In this pop-up box the user can propose their new office and click OK. The important point to note is that if a user proposes new Office/New Nominee it has to be approved from the Controller Office so that it can be used further.

Now let’s move on to the next page. For oscillating between pages the user can either click the Page toggle button on the right side of the form or the page togglers at the bottom of the page:



Now let’s move on to Page 2. This page holds information about proprietor/partner/manager. It has eight columns namely Type, Title, Name, Age, Relation Type, Relation Name, Address and Charge Date. The feature here is that the user can able to add multiple rows by just clicking the “Add New Partners/Directors” like shown below:

Type*	Title*	Name*	Age*	Relation Type*	Relation Name*	Address*	Took Charge With Effect From*
--sel	--	Name	Age	Select	Name	Address	dd/mm/

Add New Partners/Directors

The next portion is the Nomination part. The user will be able to choose any of his partners as a nominee. So the partners list gets automatically listed in the nominee list. The user needs to just choose his nominee and select his submitting office. Here also the process is same as that of choosing office in page 1. The user can choose which office he's submitting his nomination, either from a select box or just proposing a new nominee office. But the point to be noted here is that the proposed new nominee office needs to be accepted by the Controller Office. Still then the firm application status will be as *"pending for approval"*.

14	Whether your firm has already nominated any person under Legal Metrology Act*	<input checked="" type="radio"/> Yes <input type="radio"/> No
15	Nominated person*	--select--
16	Nomination submitted to*	--select-- <div>Please Enter Nomination accepted date</div> <div>Add New Office</div>
17	Nomination accepted date & no of communication*	<div>Nomination accepted date</div> <div>0</div>

The nomination part does comes with Document Upload and a Declaration part as shown in the following figure:

Upload File size must be less than 200KB. Only jpeg, png and pdf files are Permitted			
18	Company Resolution*	Upload Company Resolution	No Attachments
19	Consent Of the nominee*	Upload Nominee Consent	No Attachments

THIRTEENTH SCHEDULE
FORMAT FOR NOMINATION OF THE DIRECTOR BY THE COMPANY

Notice is hereby given that Director of the firm has been nominated by the company by a resolution passed at their meeting held on dd/mm/yyyy at Place to be incharge of and be responsible for the conduct of business of the company or any establishment/branch/unit thereof and authorised to exercise all such powers and take all such steps as may be necessary or expendent to prevent the commission any offence by the said company under the Legal Metrology Act,2009.

, has accepted the said nomination and copy of said acceptance is enclosed herewith. A certified copy of the said Resolution is also enclosed.

Managing Director/Secretary of
(Name of the company)
Place: Place
Date: dd/mm/yyyy

The point to be noted here is that it is not mandatory for the user to propose nominee in Firm Registration itself. He can add Nominee in later stages like Edit Firm also.

Now let's move on to page 3. This page basically has only two questions. It asks for Vehicle details and Branch details. The user has an option to add these details in the later stage also.

20	Do you own Vehicle Tank/Auto or Taxi with Meter <input type="checkbox"/>	
A	Do you wish to proceed to branch registration after submission *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Page 1

Page 2

Page 3

If the user chooses “Yes” in Vehicle details, he will be asked whether he possess single/multiple vehicles. If “Single” a Vehicle Registration form displays in page 3 itself and he needs to fill it. If “Multiple” after submitting the firm he will be automatically redirected to the Vehicle Registration Form to add multiple entries. If the user wish to proceed to Branch Registration after these they will be redirected automatically after these entries. The vehicle registration form is as provided below.

20	Do you own Vehicle Tank/Auto or Taxi with Meter <input checked="" type="checkbox"/>	<input checked="" type="radio"/> Single Vehicle <input type="radio"/> Multiple Vehicle
21	Vehicle Type *	--select--
22	Vehicle Reg No *	Vehicle Reg No
23	Registered Owner *	Registered Owner
24	Complete Address *	Complete Address
25	Village	Village
26	Permit No *	Permit No
27	Permit Date *	Permit Date
28	Permit Issuing Authority*	--select--
29	Stand as given in Permit	Stand as given in Permit
30	Local Body in which Stand is Located	--select--
A	Do you wish to proceed to branch registration after submission *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Page 1

Page 2

Page 3

Draft Details

A draft exists already. Do you want to edit

Draft date

28/11/2015 12:16:44

Edit

Delete

If You Ignore You will be redirected to new Firm form

Ignore

close

There is a provision in the form to save it as draft. The user can save the form as draft and can later come and edit and update it as per his convenience. The user can delete, ignore or edit it at a later date. The screen of the same is provided on the left.



Now after the Firm is successfully submitted the user can view it or do any modifications from the Dashboard. A model of Dashboard figure is provided below-

Home

Dashboard

Edit Firms

Home / Dashboard

Firms 3

Branches 5

Vehicles 1

Registered Firms

Firm ID	Firm Name	Firm Address			
F2015141	Tester	Tester	View	Vehicle	Branch
F2015139	Vnay	Vnayak	View	Vehicle	Branch
F2015138	Sweetin	Sweetin	View	Vehicle	Branch

Nomination Pending For Approval

Temp ID	Message	Applied Date	View/Download
F2015141	Nomination Pending for approval	02/08/2015	View Download

Temporary Registered(Under Approval)

Temp ID	Message	Applied Date	View/Download
Applied application is empty			

From the dashboard the user will be able to view the count of the Firms, Branches and Vehicles from the top pane. From the main space the user can see the list of Registered Firms. From that

he can view the firm, edit or add vehicle and branch to any firm. The user will also able to view the Nomination Pending for approval list as well.

Now let's move on to Edit Firms. From the Edit Firms the user will be able to do any modifications to the Firm, partners and nominee details. It is shown in the following figure:

Registered Firms					
Firm ID	Firm Name	Firm Address			
F2015141	Tester	Tester	Edit Firm	Update Proprietor/Partners/Directors	Nomination Pending For Approval
F2015138	Sweetin	Sweetin	Edit Firm	Update Proprietor/Partners/Directors	Add Nominee
F2015139	Vinay	Vinayak	Edit Firm	Update Proprietor/Partners/Directors	Change Nominee

The last column of the Edit Firm shows its status. If the nomination is already done it displays a message like “*Nomination pending for approval*”. If there is no nominee present then it will show as “*Add Nominee*”. If there is an existing nominee it shows a “*Change Nominee*” button. The user can perform actions there itself. Now, after successfully registering the Firm the next phase is the Packer/Importer Registration. The user can access it from the Home page itself. The packer page is as shown in the figure:

Home

DASHBOARD PACKER

NEW APPLICATION

AMMENDMENT

DOCUMENT UPLOAD

DOWNLOAD

PAYMENT TRANSFER

Packer/Importer Of Packages Dashboard

Current9

Approved1

Rejected0

Total10

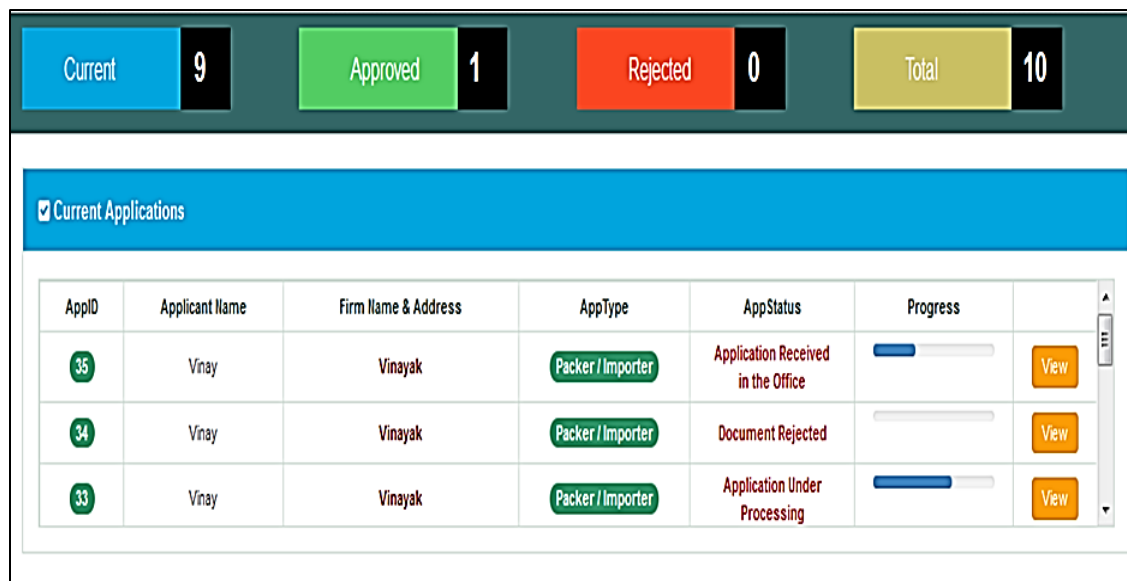
Applications

AppID	Applicant Name	Firm Name & Address	Applied For	AppStatus	Progress	App Submitted Office	
35	Vinay	Vinayak	Packer	Application Received in the Office	<div></div>	Flying Squad Office,Trivandrum	View
34	Vinay	Vinayak	Packer	Document Rejected	<div></div>	Flying Squad Office,Trivandrum	View

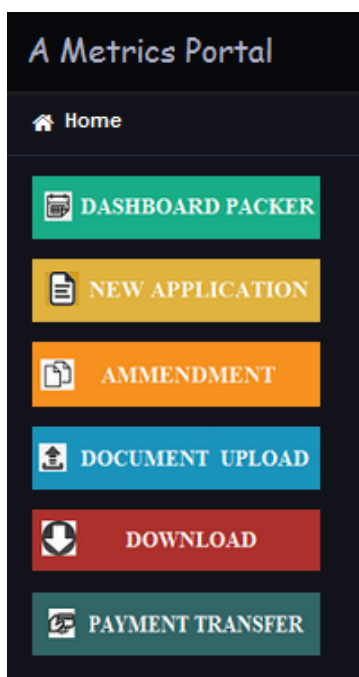
Document Rejected Applications

AppID	Applicant Name	Firm Name & Address	Document(s) Rejected	Reason For Rejection	Upload Document	Pay Fine
34	Vinay	Vinayak	License Fee Receipt	sdfdsfds	Upload	Pay

In the Packer Home page the user can view the count of the Current number of applications, Approved number of applications, Rejected No of Applications and Total number of applications. It is also possible for the user to click any of these four panels to get the respective details. It also provides a progress bar for knowing the status of their application in addition to the *App Status* tab. It shows only the details of the icon that the user has clicked. The sample screen of the same is provided as follows



Now we can look at the elements in left pane in detail.



The left pane looks like one provided on the left. Packer New Application can be obtained from the left pane. Document Uploads, Downloads and payment transfer can be done from the left pane itself. There are options for amendments, downloading etc.

The inbox applications hold the list of all Packer/Importer applications. Now a user after successfully completing the Firm Registration process need to fill the Packer/Importer application and submit it to the office. After every process is completed the applied applications and also the license can be downloaded from the Download pane itself as shown the image that follows.

Download Applications & Certificates

Applications

AppID	Applied For	Applicant Name	Applied Date	Download
35	Packer	Vinay	09/11/2015	
34	Packer	Vinay	07/11/2015	
33	Packer	Vinay	26/10/2015	

Certificate

AppID	Certificate No	Applied For	Approved Date	Download
6	P151	Packer	Vinay	16/10/2015

Now let's move on to the packer/Importer Registration Form.

Packer/Importer of Packages Registration

1

Firm Name *

Vinay

2

Complete Address(Firm/Company) *

Vinayak

3

Village where firm is located *

Chavara (CT)

4

Company type *

Others

5

Application for registration as *

---select---

6

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

Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
Vinayss	Partner	21	Vinay	S/O	Vinay	02/08/2015
Ajoo	Managing Dire	22	Ajoos	D/O	Ajoo	02/08/2015

Save Draft

The Packer/Importer Registration Form looks like the one provided here.

Page 1
Page 2
Page 3

Packer/Importer of Packages Registration

Page 1
Page 2
Page 3

7 Firm/Branch	Address of packing unit	Name Of the commodity or commodities prepacked by the applicant
<div>Vinay</div>	<div>Trivandrum</div>	<div></div> <div>salt, salt, pepper</div>

Add new Packing location

There is also a provision to update firm details from the packer application. So other than the firm details the user has to select whether it a packer or importer application. After selecting the type in page 2 the user has to add Firm/Branch details, address of packing unit and also the name of the commodities to be imported. There is an option to add multiple packing locations also by clicking on the **Add New Packing Location** button on the right side. For Importer, the process is similar but there will one more column named Country and the Country details also need to be provided. Now let's move on to the last page of Packer /importer application.

8

Exemption Sought from remitting compounding fee *

No

9

Whether Fine already remitted *

---select---

A

Whether you pay the Fee Online *

---select---

Save Draft

Submit Application

Cancel

In this page if the user Chooses for exemption from remitting compounding fee then the user needs to provide the supporting documents in the box which appears (if it is selected as Yes as shown below)

8	Exemption Sought from remitting compounding fee *	Yes			
10 Those who need exemption from remitting compounding fee may submit all of the following documents					
Document Name *	Number *	Date *	Issuing Authority *	Office *	
---select---		DD/MM/YYYY			
---select---		DD/MM/YYYY			

Same way if the user chooses the option that the fine is already remitted then he has to provide the receipt number, date printed on the receipt, office details etc. as provided below -

9	Whether Fine already remitted *	Yes			
Receipt Number		Date	DD/MM/YYYY	Office	---select---

The fee payment details will also be shown to the user like the image provided below –

Fee Payment Details

Exception Fine :Yes / Fine Already Paid :No / Partnership firm :Yes

App Fee*	500
Penalty*	0
Paid by User*	0
Balance Amount to Pay*	500

Save Draft

Submit Application

Cancel

The fee payment for the application is to be made online. Now when the user submits the application it gets redirected to online gateway for fee payment. There the user has to provide their respective bank details and the fee and penalty are paid. After successful transaction the application gets submitted to the office for future verifications. For Office Verification process kindly read the Office Help document.

Now, let’s look at the procedure for License Procurement.

License Dashboard

If you apply for new licence and licence is granted, it has to be renewed before 31 st December

Current

Man - 0

• Dealer - 0

• Rep - 0

Approved

Man - 0

• Dealer - 0

• Rep - 0

Rejected

Man - 0

• Dealer - 0

• Rep - 0

Total

Man - 0

• Dealer - 0

• Rep - 0

Renewed

Man - 0

• Dealer - 0

• Rep - 0

Amendment

Man - 0

• Dealer - 0

• Rep - 0

☒ Current Applications

AppID	Firm Name	Firm Address	App Type	AppStatus	Progress
Applied application is empty					

☒ Renewal Applications

AppID	Application Type	No of Year	Renewal Fee	Remark	Requested Date	Request Status	Application	Renewal
No Application pending for renewal								

☒ Download Applications

☒ Download Certificates

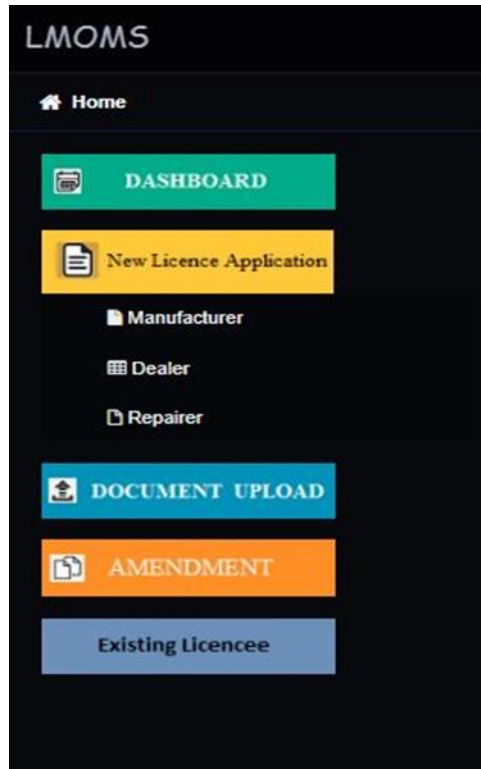
The dashboard contains details of current applications, list of applications for renewal, download option for licenses generated and download options for certificates generated. It also includes details of current, approved, renewed, rejected amendment and total in all 3 categories – Manufacturer, Dealer, and Repairer.

☒ Download Applications

AppID	Licence Type	Firm Addr	Applied Date	Download
No Licence is generated				

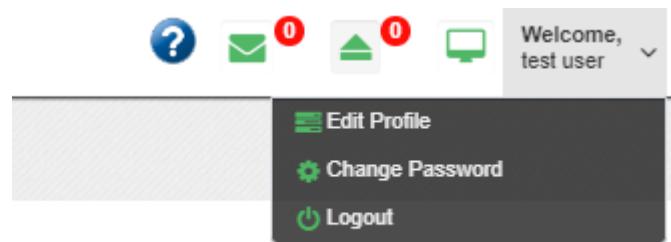
☒ Download Certificates

AppID	Licence Type	Cert No	Approved Date	Download
No Licence is generated				



From the left panel, the user has to click the License button, on which he will be directed to the License Application page. There are 3 categories under which license can be applied.

1. Manufacturer
2. Dealer
3. Repairer



The top right panel has options for editing the user profile, password changing etc. as provided above.

First lets look into the **procedure of manufacturer**.

The basic details to be filled include – Name of the Manufacturer, complete address of the concern, Status of the premise (whether leased, owned or rented), Village where it is located, date of establishment and firm type.

The status of the premise can be selected form the list and provided with the proper one – leased, owned or rented. There is also an option to upload the photograph of the concerned manufacturer. Once we enter the appropriate village, the Taluk and the District are automatically filled by the system.

Application Form-Manufacturer

If you apply for new licence and licence is granted, it has to be renewed before 31 st December

Click the checkbox to edit values only if you feel the displayed information is wrong

1	Name of the Manufacturing concern for which license is desired*	<input type="text"/>	<input checked="" type="checkbox"/>
2	Complete address of the concern*	<input type="text"/>	
3	Status of the premises*	--select--	
4	Village in which the firm is located*	<input type="text"/>	
5	Date of the Establishment of workshop/factory*	<input type="text"/>	
6	Company/Firm Type*	--select--	

7

Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Photo

Save Draft
Cancel

Page 1
 Page 2
 Page 3
 Page 4

The first page of the application form looks like the one above. The status of the premise, Leased, Owned or Rented should be selected from, the list box provided. On the second page, the dashboard include details to be filled are as follows:

8	Trade Licence No/ Reg. No*	<input type="text"/>
9	Issued on*	<input type="text"/>
10	Building Number Issued by local body*	<input type="text"/>
11	Nature of Manufacturing activities at present*	<input type="text"/>

12 Types of weights and measures proposed to be manufactured*

12a	Weights	<input type="text" value="select"/>
12b	Measures	<input type="text" value="select"/>
12c	Weighing Instruments	<input type="text" value="select"/>
12d	Measuring Instruments	<input type="text" value="select"/>

13 Total Number of persons employed/proposed to be employed

<div style="font-size: 0.8em;">Skilled*</div> <input type="text" value="0"/>	<div style="font-size: 0.8em;">Semi Skilled*</div> <input type="text" value="0"/>	<div style="font-size: 0.8em;">Unskilled*</div> <input type="text" value="0"/>	<div style="font-size: 0.8em;">Trained Specialist*</div> <input type="text" value="0"/>
--	---	--	---

Page 1
 Page 2
 Page 3
 Page 4

The data required include trade License Number/Registration Number, Date of Issue of License, Building number issued by local body, Nature of manufacturing activities engaged in at present and details of types of weights and measures proposed to be manufactured.

The various categories of measurements available for the user are as follows:

Weights:

12 Types of weights and measures proposed to be manufactured*		
12a	Weights	
12b	Measures	BULLION WEIGHTS SHEET METAL WEIGHTS CYLINDRICAL KNOB TYPE WEIGHTS STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES IRON WEIGHTS PARALLELOPIPED IRON WEIGHTS HEXAGONAL CARAT WEIGHTS
12c	Weighing Instruments	
12d	Measuring Instruments	
13 Total Number of persons employed/proposed to be employed		

Measures:

12b	Measures	
12c	Weighing Instruments	LIQUID CAPACITY MEASURES DISPENSING MEASURES LENGTH MEASURES STEEL TAPE MEASURES TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES SURVEY CHAINS LIQUOR MEASURES
12d	Measuring Instruments	
13 Total Number of persons employed/proposed to be employed		
Skilled*		
Semi Skilled*		

Weighing Instruments:

12c	Weighing Instruments	
12d	Measuring Instruments	COUNTER MACHINES DISCONTINUOUS TOTALIZING WEIGHING INSTRUMENTS RAIL WEIGH BRIDGES GRAVIMETRIC FILLING INSTRUMENT NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS I NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS I NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS II NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS II
13 Total Number of persons employed/proposed to be employed		
Skilled*		
Semi Skilled*		

Measuring Instruments:

12d	Measuring Instruments	
13 Total Number of persons employed/proposed to be employed		
Skilled*		
Semi Skilled*		

Along with that, the total number of employees proposed to be employed should also be provided with clear distinction between skilled, semi- skilled, unskilled and trained specialists as given below in the space provided.


13 Total Number of persons employed/proposed to be employed			
Skilled*	Semi Skilled*	Unskilled*	Trained Specialist*
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Page 3 of the application consists of data to be entered regarding the trademarks or monograms used, Details of machinery, tools, accessories, owned and used for manufacturing weights/measure, Details of foundry/workshop facilities arranged, premise number, premise location, premise type (leased, owned, rented), availability of electricity and facilities of steel casting and hardness testing of vital parts etc.

14	The monogram or trademark intended to be imprinted on weights and measures to be manufactured*	<input checked="" type="radio"/> Text <input type="radio"/> Image <input type="text"/>	<div>Page 1</div> <div>Page 2</div> <div>Page 3</div> <div>Page 4</div>
15	Details of machinery, tools, accessories, owned and used for manufacturing weights measures etc*	<input type="text"/>	
16	Details of foundry/workshop facilities arranged. Whether ownership, long term lease etc.*	--Select--	
	Enter Premise Number*	<input type="text"/>	
	Enter Premise Location*	<input type="text"/>	
	Enter Premise Type*	--select--	
17	Facilities of steel casting and hardness testing of vital parts etc or other means*	<input type="text"/>	
18	Availability of electric energy*	No	

The monogram/trademark can be either in text or in the form of image. If it's in text format, there is a dedicated text field for entering the respective monogram. If it is in image format, the monogram/trademark image is to be uploaded after submitting the application. The screenshot of the same is provided below-

14	The monogram or trademark intended to be imprinted on weights and measures to be manufactured*	<input checked="" type="radio"/> Text <input type="radio"/> Image <input type="text"/>
15	Details of machinery, tools, accessories, owned and used for manufacturing weights measures etc*	<input type="text"/>
16	Details of foundry/workshop facilities arranged. Whether ownership, long term lease etc.*	Foundry ▼

The user should also enter details of the premises, whether it is leased, owned, or rented. 

	Enter Premise Location*	<input type="text"/>
	Enter Premise Type*	<div>Please Choose From the List</div> <div>--select-- ▼</div>
17	Facilities of steel casting and hardness testing of vital parts etc or other means*	<div>--select--</div> <div>Leased</div> <div>Owned</div> <div>Rented</div>
18	Availability of electric energy*	No ▼

On the 4th page of the application, the data fields are as follows :

19	Details of loan received from Government or Financial Institution. If so, give details*		<input type="text"/>	
21	Name of Bankers if any*		<input type="text"/>	
22	Type of TAX Registration*	Profession Tax <input type="checkbox"/> <input type="text"/> GST <input type="checkbox"/> <input type="text"/>		
23	Have you applied previously for a Manufacturer's license*	No ▼		
24	Region of sale*	Inside State ▼		
25	Do you intend to import weight or measure from outside the country *	No ▼		
26	Details of weights and measures proposed to be manufactured*			
	Type	W/M Details	Appoval Mark(If Applicable)	Gazette Notification No: Gazette Notification Date
27	When can you produce samples of weights/measures for inspection*	Within 2 week ▼		
28	Upload Your Supporting Documents*		Click to Upload	

Page 1
Page 2
Page 3
Page 4

The information to be supplied include details of loan received , whether from Government or any other financial institution, name, details of bankers who have provided the loans, if any, type

of Tax Registration (GST or Professional tax) , whether previously applied for license or not, region of sale and the users' intention to import weight or measure from outside the country. The details of weights and measures proposed to be manufactured by the user should also be duly provided. The type of tax registration - whether Professional Tax or GST should be selected and the appropriate registration number of the same should be entered in the field so provided as shown below.

22	Type of TAX Registration*	<div> <div> Professional Tax <input checked="" type="checkbox"/> </div> <input type="text"/> </div> <div> <div> GST <input checked="" type="checkbox"/> </div> <input type="text"/> </div>
----	---------------------------	--

If you have previously applied for a license, 'Yes' should be provided as answer and further details such as month and year of application, whether license was granted at the time or not etc. should be duly filled and submitted and if not, 'No' should be selected. The sample screen is provided below:

23	Have you applied previously for a Manufacturer's license*	Yes ▼
	When	Month <input type="text" value="10"/> Year <input type="text" value="2018"/>
	Whether license granted or not	No ▼
24	Region of sale*	No Yes

The time limit varying from 2 weeks to 1 month is provided for the choice of the user regarding the time frame for producing samples of weights and measures.

27	When can you produce samples of weights/measures for inspection*	<div> Within 2 week ▼ </div> <div> Within 2 week Within 1 month </div>
28	Upload Your Supporting Documents*	<input type="button" value="Click to Upload"/>
A	Fee Payment *	<input type="text" value="Direct(Offline)"/> ▼
<input type="button" value="Submit Application"/>		

Once all the details are entered and supporting documents uploaded, the user can proceed to submit the application and proceed towards payment of fees after signing the respective declaration.

Now, let's look at the **procedure to be followed for Dealer**

The Dealer registration form consists of 2 pages. The page 1 includes details to be furnished regarding the name of the establishment/shop or the name of the person seeking the license, the complete address of the establishment, the Village where the firm is located, and the date of establishment of firm. Like in other previous applications, the village filed is designed to automatically fill the Taluk and the District names upon entering a valid Village name.

The date of establishment can be manually selected from the pop up calendar that is displayed near the data field as shown below

Page 1

Page 2

Upload Photo

The photo of the applicant should be uploaded at the time of filling up the application form.



Again there is the facility of automatic Updation of Taluk Name and District Name when the user enters the Village Name. A sample of the same is provided below for reference -

3

Firm village *

Vattiyoorkavu

Taluk Thiruvananthapuram District THIRUVANANTHAPURAM

On the 2nd page of the application form, details to be furnished include trade License No/ Reg. No, Date of Issue, Building Number Issued by local body, the categories of weights and measures used, type of tax, status of previous license if any and intention of importing from outside India.

Categories of weights and measures sold/proposed to be sold include the following –

Weights:

(i) Weights	
(ii) Measures	BULLION WEIGHTS
	SHEET METAL WEIGHTS
iii) Weighing Instruments	CYLINDRICAL KNOB TYPE WEIGHTS
	STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES
iv) Measuring Instruments	IRON WEIGHTS PARALLELOPIPED
	IRON WEIGHTS HEXAGONAL
	CARAT WEIGHTS

8 Qualification

Measures:

(ii) Measures				
iii) Weighing Instruments		LIQUID CAPACITY MEASURES		
iv) Measuring Instruments		DISPENSING MEASURES		
		LENGTH MEASURES		
		STEEL TAPE MEASURES		
		TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES		
8 Qualification		SURVEY CHAINS		
		LIQUOR MEASURES		
Exam Passed*	Board*	Register No*	Year Passed*	Equivalency Certificate*

Weighing Instruments:

iii) Weighing Instruments				
iv) Measuring Instruments		BEAM SCALES		
		COUNTER MACHINES		
		DISCONTINUOUS TOTALIZING WEIGHING INSTRUMENTS		
		RAIL WEIGH BRIDGES		
		GRAVIMETRIC FILLING INSTRUMENT		
8 Qualification		NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS I		
Exam Passed*		Board*		
		NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS I		
		NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS II		

Measuring Instruments:

iv) Measuring Instruments				
		VOLUMETRIC CONTAINER FILLING MACHINES		
		BULK METERS		
		MEASURING SYSTEM FOR LIQUID OTHER THAN WATER		
		VOLUMETRIC CONTAINER TYPE LIQUID MEASURING DEVICE		
		CLINICAL THERMOMETER		
		SPHYGMOMANOMETER		
		VERTICAL OIL STORAGE TANK		
		TAXI METER MECHANICAL		
9	Previous Experience*			

The type of tax sought can be either Professional Tax or GST, and the appropriate one need to be selected by the use of a check box and the particular registration number of the same should be entered in the data field provided as shown -

11 Type Of TAX *	
Profession Tax <input type="checkbox"/>	GST <input checked="" type="checkbox"/>

If you have applied for a license previously, the details of it can be provided at the text box adjacent to it. Also if the user has any intention of importing measures or weights from outside

the country that too can be stated by selecting the appropriate option (Yes/No) from the list. The images corresponding to these are provided below:

12	Have you applied previously for a Dealer's license *	No ▼	Give Details
13	Do you intend to import weight or measure from outside the country *	No ▼	

After filling up all the details, and signing a general declaration (proforma given below), the user can go ahead with the final submission of the application.

Declaration *

Certified that I/We have read the Legal Metrology Act, 2009 and the Kerala Legal Metrology(Enforcement) Rules, 2012 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

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

☐ I Agree

For the **registration of Repairer:**

The application form of registration for repairer consists of 3 pages. The 1st page consists of the following details that the user needs to provide in. They are:

1	Name of the concern seeking the licence*	<input type="text"/>	<input type="checkbox"/>	<div>Page 1</div> <div>Page 2</div> <div>Page 3</div>
2	Complete Address of the Workshop*	<input type="text" value="null"/>	<input type="checkbox"/>	
3	Status of the premises*	--select-- ▼	<input type="checkbox"/>	
4	Village in which the firm is located*	--select-- Leased Owned Rented	<input type="checkbox"/>	
5	Date Of Establishment of Workshop*	<input type="text"/>	<input type="checkbox"/>	

6						
Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
<div>Add new</div>						

The details required in this section include Name of the concern seeking license, complete address of workshop, status of premise, Village where it is located, date of establishment along with nominee details.

3	Status of the premises*	--select--
4	Village in which the firm is located*	--select--
5	Date Of Establishment of Workshop*	Leased Owned Rented

As inferred from the image above, the premise status can be leased, owned or rented. The user should select the appropriate one. Along with this, the date of establishment can also be entered from the calendar pop up as given below

5	Date Of Establishment of Workshop*	
6		
Name *	Designation *	Age *

< May 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Relation Type *	R
-----------------	---

The details of nominee to the applicant can be entered by simply clicking the **Add New** button on the right bottom corner of the screen and filling up the details required. The sample screen for the same is provided below -

6						
Name *	Designation *	Age *	Address *	Relation Type *	Relation Name *	Effect From *
<input type="text"/>	<input type="text"/> <div> Proprietor Proprietor Partners Managing Director </div>	<input checked="" type="radio"/> Father <input type="radio"/> Husband	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div> <div>Save Draft</div> <div>Cancel</div> <div>Add new</div> </div>						

The second page consists of details of measurements and weights used by the applicant in the course of his work. The subcategories sin each can be listed as follows:

Weights include:

(i) Weights	
(ii) Measures	BULLION WEIGHTS SHEET METAL WEIGHTS
iii) Weighing Instruments	CYLINDRICAL KNOB TYPE WEIGHTS STANDARD WEIGHTS FOR TESTING OF HIGH CAPACITY WEIGHING MACHINES
iv) Measuring Instruments	IRON WEIGHTS PARALLELOPIPED IRON WEIGHTS HEXAGONAL
	CARAT WEIGHTS

Measures include:

(ii) Measures	
iii) Weighing Instruments	LIQUID CAPACITY MEASURES DISPENSING MEASURES
iv) Measuring Instruments	LENGTH MEASURES STEEL TAPE MEASURES TAPES FOR USE IN MEASUREMENT OF OIL QUANTITIES
8 Qualificaton	SURVEY CHAINS LIQUOR MEASURES


Weighing Instruments include:

iii) Weighing Instruments	
iv) Measuring Instruments	NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS I
	NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS I
	NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS II
8 Qualificaton	NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS II
	NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS III
Exam Passed*	NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS III
Board*	NON AUTOMATIC WEIGHING INSTRUMENT DIGITAL ACCURACY CLASS IIII
	NON AUTOMATIC WEIGHING INSTRUMENT MECHANICAL ACCURACY CLASS IIII

Measuring Instruments include:

iv) Measuring Instruments			
8 Qualification		VOLUMETRIC CONTAINER TYPE LIQUID MEASURING DEVICE CLINICAL THERMOMETER SPHYGMOMANOMETER VERTICAL OIL STORAGE TANK TAXI METER MECHANICAL TAXI METER DIGITAL WATER METER MECHANICAL WATER METER DIGITAL	
Exam Passed*	Board*		
<input type="text"/>	<input type="text"/>		
9	Previous Experience*		

The applicant must also enter his educational qualifications along with the board of study, registration number, equivalency certificates if any etc. He must provide his prior experience in the field in the space provided. There the option of adding multiple entries are allowed by simply clicking the '**Add New**' button and filling up the data fields as per the user's discretion. A sample screen of this is provided below -

8 Qualification					
Exam Passed*	Board*	Register No*	Year Passed*	Equivalency Certificate*	
9	Previous Experience*		<input type="text"/>		
					 Add new

In the next section, the user has to provide the number of employees proposed to be employed, which is sub categorized into 4 sections - Skilled, Unskilled, Semi-Skilled, Trained as provided below

10 Total Number of Skilled Staff Employed / proposed details			
Skilled*	Semi Skilled*	Unskilled*	Trained*
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

On the 3rd page of the application, the details to be furnished including the type of tax sought, trade license number, date of issue, building number issued by local authority, area wishing to

operate on by the user, other details of tools and machinery available, details of test weights and stock loans, previous status of license application, whether electricity available or not etc.

Again the appropriate mode of tax need to be selected and the registration number of it should be provided. The applicant's trade license number, the date of issue of the number, the Building number issues by local authority, area where the user is wishing to operate, details of machinery, tools and accessories available with the user, details of test weights, details of availability of electrical energy, status of previous applications of license, if any, etc. need to be entered.

11 Type Of TAX *	
Profession Tax <input type="checkbox"/>	GST <input type="checkbox"/>
12 Trade License Number*	
13 Issued On*	
14 Building Number Issued by local body*	
15 Area in which you wish to operate	
16 Details of machinery tools or accessories available.	
17 Have you sufficient Stock of loan or test weights. Give Details.	
18 Availability of Electric Energy	No ▼
19 Have you applied Previously for a Repairer's Licence	No ▼
20 Upload Your Supporting Documents*	
Click to Upload	
A Fee Payment *	Direct(Offline) ▼

The trade license number used to identify the repairer along with the date of such issue of the license number should be provided I the space provided. The date can be entered from the pop up calendar available in the data field. The sample screen for the same is provided below:

12	Trade License Number*																																																		
13	Issued On*	09/05/2019																																																	
14	Building Number Issued by local body*	<div> <div><</div> <div>July 2018</div> <div>></div> </div> <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
Su	Mo	Tu	We	Th	Fr	Sa																																													
24	25	26	27	28	29	30																																													
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8	9	10	11	12	13	14																																													
15	16	17	18	19	20	21																																													
22	23	24	25	26	27	28																																													
29	30	31	1	2	3	4																																													
15	Area in which you wish to operate																																																		
16	Details of machinery tools or accessories available.																																																		
17	Have you sufficient Stock of loan or test weights.Give Details.																																																		
18	Availability of Electric Energy																																																		

The status of the availability of electrical energy should be selected from the list box. The options available for the user are **Yes/No**. If electrical energy is available, the user can select yes from the list box and if it is not available, the user can select No from the list box as shown below

18	Availability of Electric Energy	No
19	Have you applied Previously for a Repairer's Licence	<div>No</div> <div>Yes</div>

If you have applied previously for repairer's license, then the details of the same need to be provided in the data field adjacent to it. If you haven't applied then select 'No' from the list box.

19	Have you applied Previously for a Repairer's Licence	<div>Yes</div>	details of license here
----	--	----------------	-------------------------------

A declaration stating the validity of the information provided should be submitted before making the final submission of the application.

Declaration

Certified that I/We have read the Legal Metrology Act, 2009 and the Kerala Legal Metrology(Enforcement) Rules, 2012 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.


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

☐ I Agree

Save Draft

Submit Application

Cancel



Declaration to be agreed on by the applicant

The declaration looks like the one provided above.

After successful submission, User can pay the fees as required for proceeding with the processing of the application.

At every point of the application, be it manufacturer, repairer or dealer, the user has the option to save his ongoing application as a draft and come back and resume filling up the application at a later time as per his convenience. He only need to login again for the purpose. For further queries the **Help** section can also be referred to by the applicant/user.