

GOVERNMENT OF MAHARASTHRA

LEGAL METROLOGY ORGANISATION

USER MANUAL – Officer Level

[Renewal Licenses - Manufacturer / Dealer / Repairer]

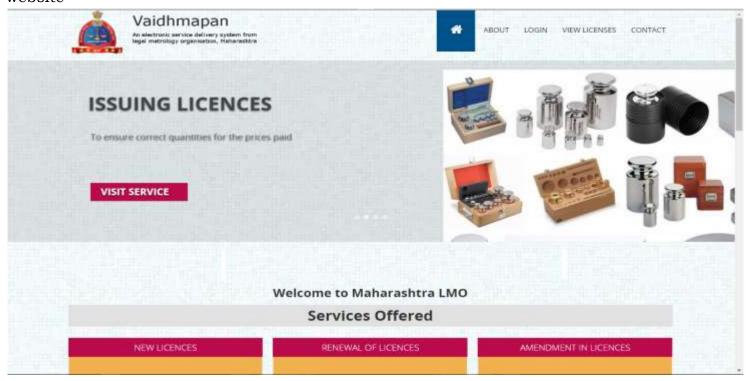
The On-line Renewal/Amendment modules will help

- 1. Inspecting Officer to view submitted renewal applications and forward those applications to renewal authority
- 2. Officers present in renewal office to send the renewal applications to higher officer for renewal
- 3. View report of licenses

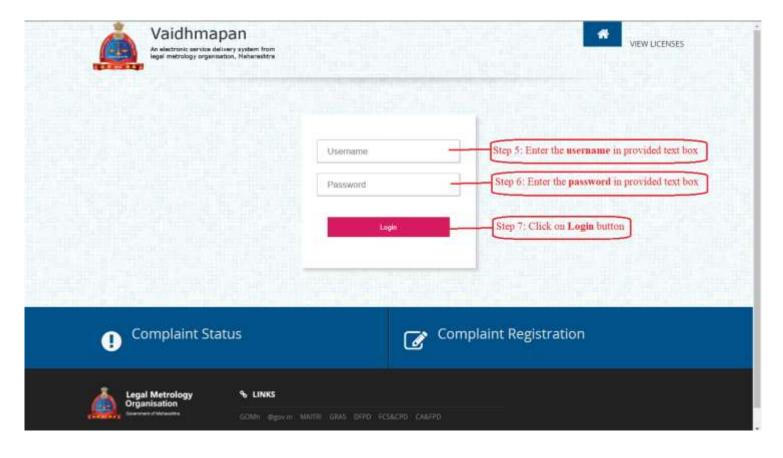
Step 1: After opening browser (Internet Explorer 9 or above) please enter the URL https://legalmetrology.maharashtra.gov.in/ to open legal metrology website home page.



Step 2: Please click on "LM Services" link under "Online Services link to open Vaidhmapan website

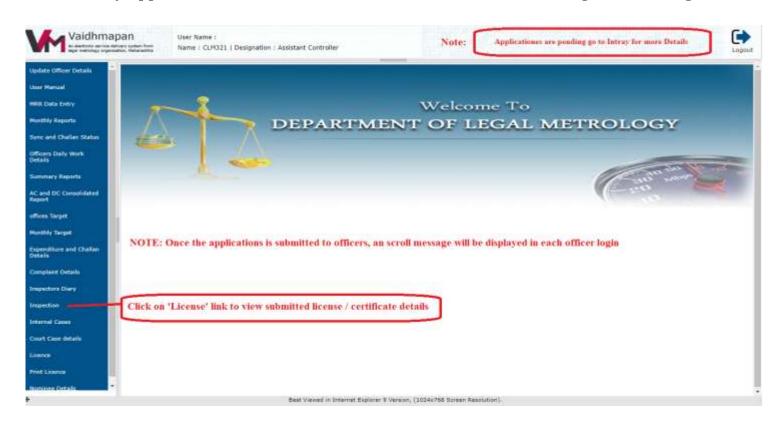


Step 3: Please click on "Login" link to open Login Window. Enter the username and password and click on 'Login' button

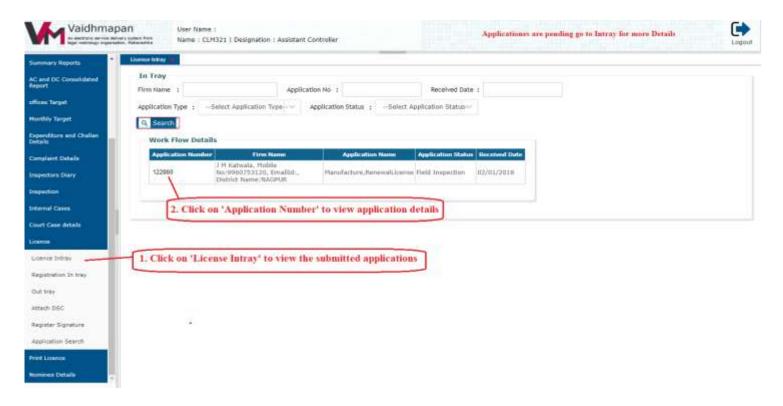


Step 4: After login, in the HomePage, click on 'License' link to open the details related to licenses.

NOTE: If any applications are submitted, then we will show the scrolling alert message.



Step 5: Click on Licence link to display the total applications submitted to officer



NOTE: The officer can also search applications by filtering them by (a) Firm Name, (b) Application Number, (c) Received Date, (d) Application Type, (e) Application Status.

Step 6: Click on Application Number to open the renewal application.

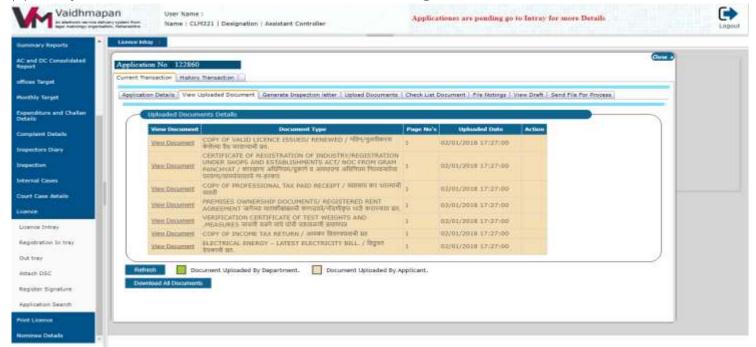
In the opened window,

- (1) Click on 'Application Details' tab to display the application what the applicant has applied.
- (2) Verify the data/details in online application.
- (3) Download and print Application Form.



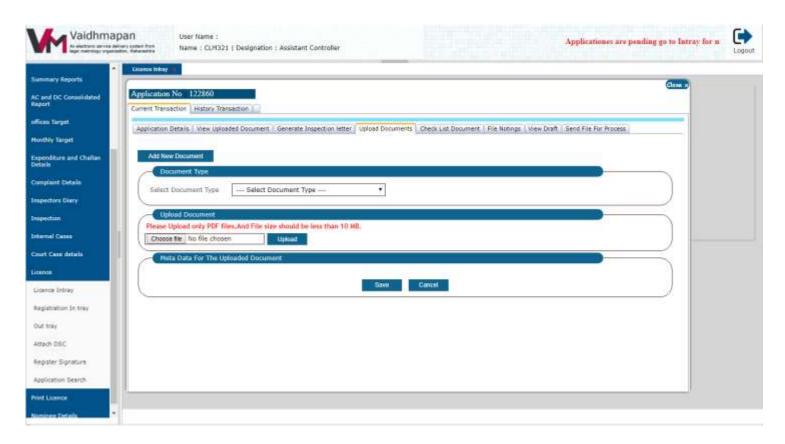
Step 7:

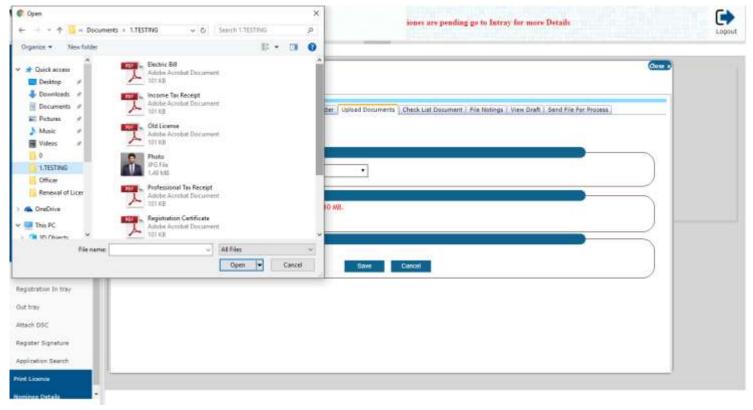
- (1) Click on 'View Uploaded Documents' tab to view the uploaded documents from the applicant
- (2) Click on 'Download all Documents' button to download the documents.
- (3) Verify all the downloaded documents with the Original Documents.

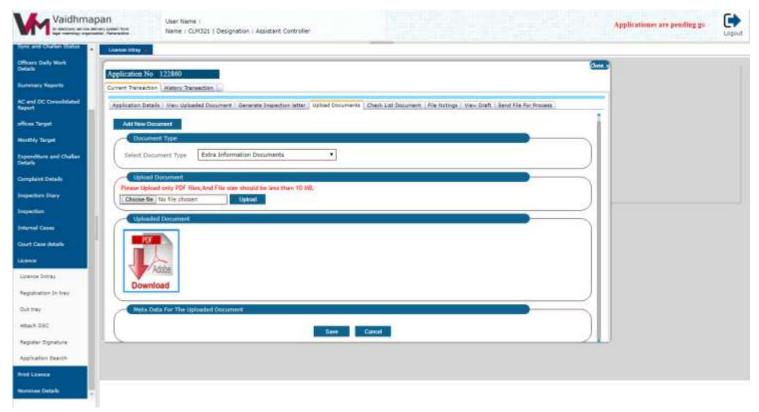


Step 8:

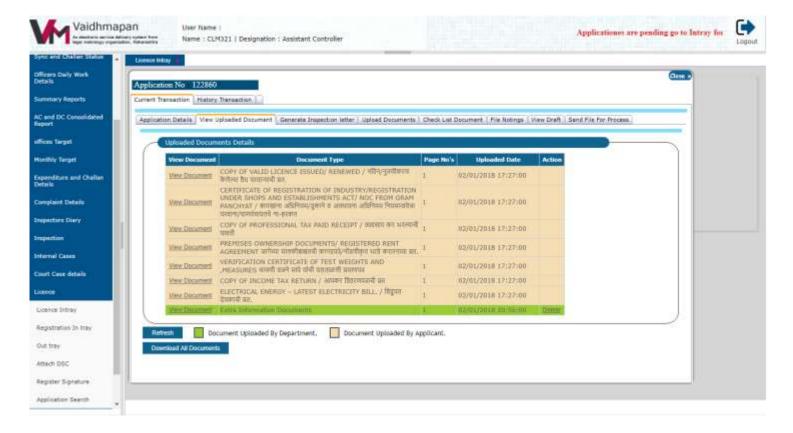
- (1) Click on 'Upload Documents' tab to upload any other extra required documents.
- (2) Click on 'Add New Document' button & then select the 'Document Type' from dropdown menu & then click on 'Choose File' button to browse for the file to upload and then click on 'Upload' button to upload the file. Click on 'Save' button.





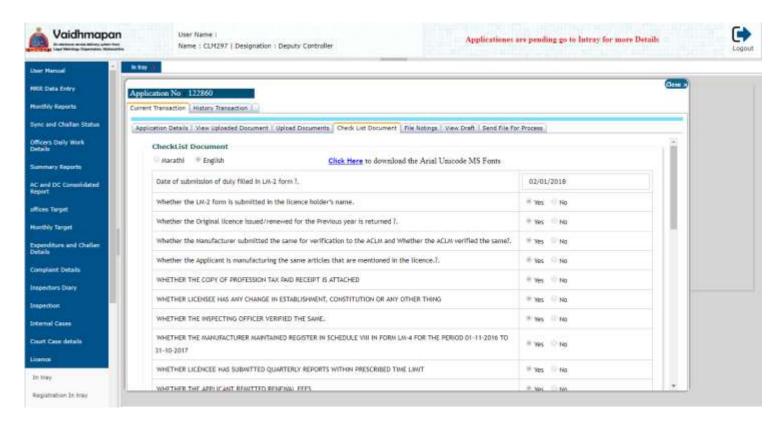


Note: After uploading the documents, in the 'Upload Documents' tab the officer can verify them. The documents are separated by color code i.e. the documents uploaded by applicant will be displayed in brown color & the documents uploaded the officer will be displayed by green color.



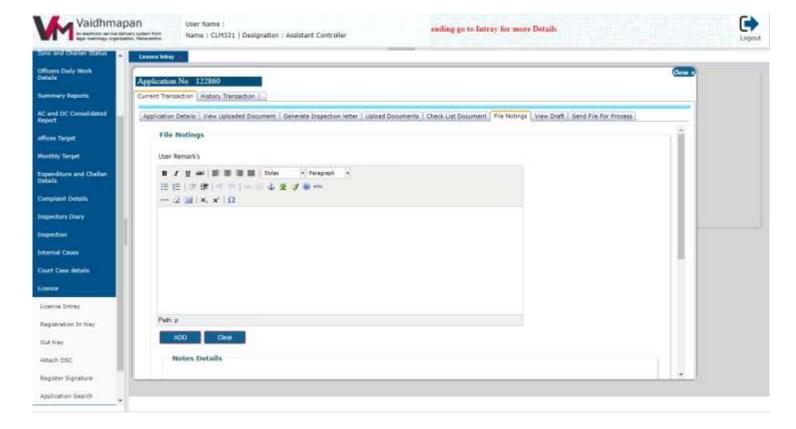
Step 9:

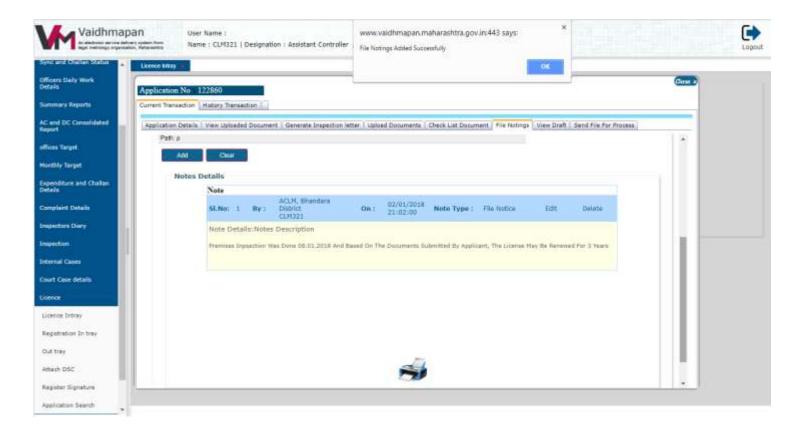
(1) Click on 'Check List Document' tab to view the checklist done by the Inspecting officer.



Step 10:

- (1) Keyin the notes/remarks in text window provided.
- (2) Click Add button to add the file notings & remarks. The message displayed will confirm the successful addition of notings.





NOTE: File Notings added by present officer can edit/delete his/her noting if any changes/updating has to be done.

Step 11:

(1) Click on 'View License' tab to view the draft copy of License provided for each applicant.

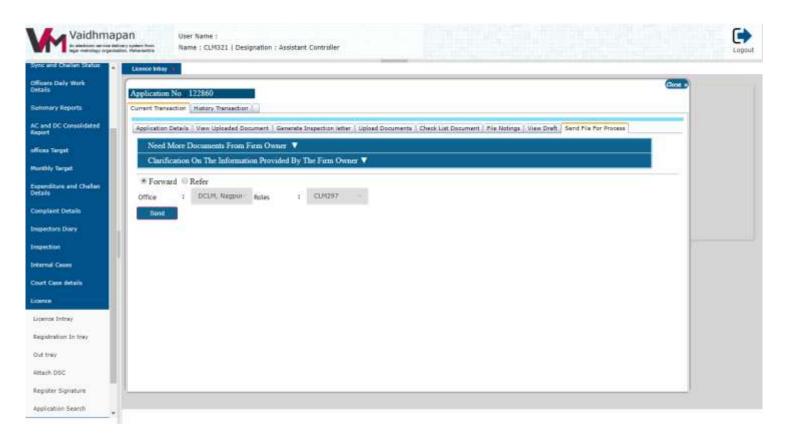


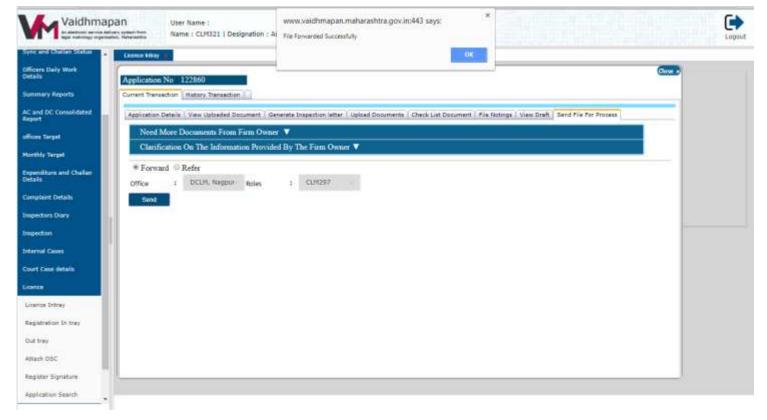
Step 12:

(1) Click on 'Send File for Approval' tab

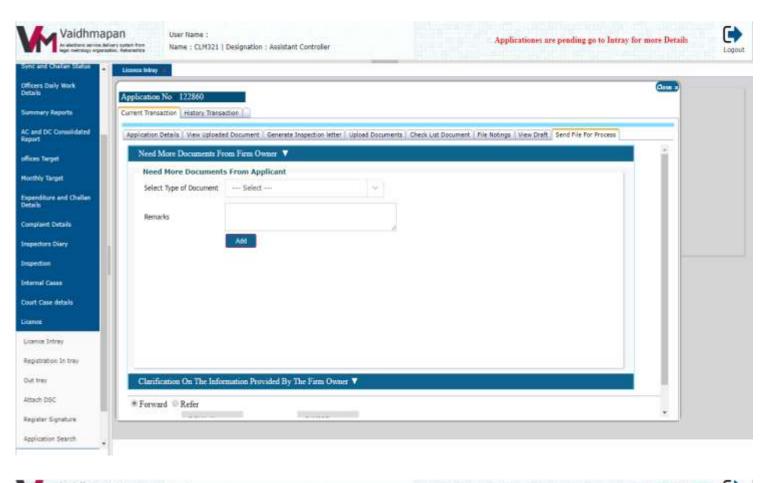
If forward is selected then by default the file can be forwarded to higher officer and if Refer is selected then select the type of office and then the officer in the dropdown menu.

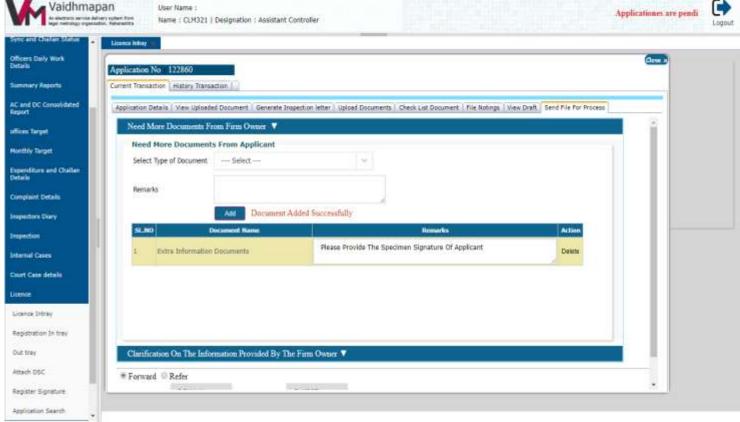
(2) Click on 'Send' button.





NOTE: If the officer feels that the applicant has to produce some more documents then click on 'Need More Documents From firm Owner' and then select the type of the document and keyin the remarks in the text box provided and then click on Add button.

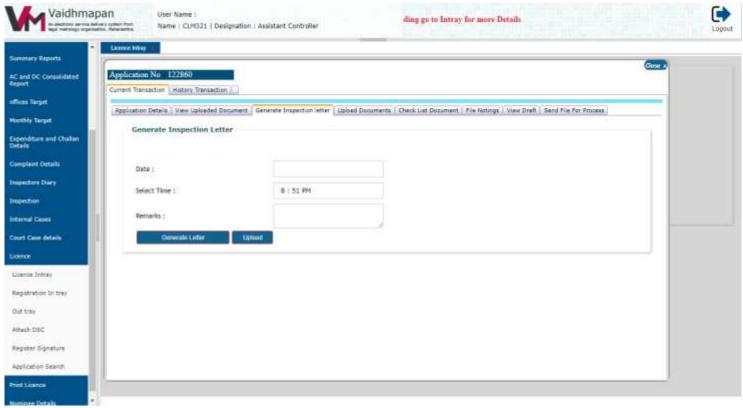


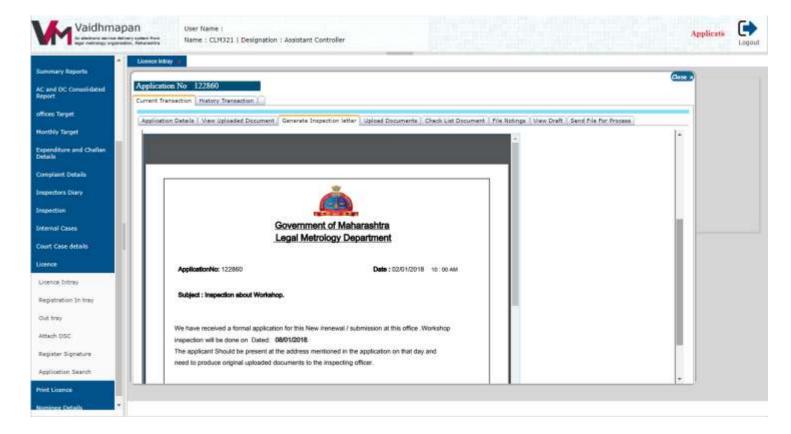


NOTE: Only For Inspecting Officer Login:

STAGE I:

- (1) Click on 'Generate Inspection Letter' tab.
- (2) Select the date from the dropdown calendar
- (3) Enter the timings
- (4) Click on 'Generate Letter' button to generate the inspection notice.





STAGE II:

After conducting spot inspection

- (1) Click on 'Check List Document' tab to view the checklist
- (2) Based on the documents produced by the applicant and observations found in spot inspection select the appropriate radio button (Yes/No)
- (3) After checking all the relevant fields click Save button.

