Process flow: Verification and Re-verification of CNG/LPG Dispensers *in-situ*

**Applicant**

- Start
- Applicant registers into the Legal Metrology Portal
- Fills the application and uploads the documents
- Replies query/ deposits the fee/ Produces Dispenser(s) for verification on date
- Receives the application & forwards it to respective Lab Nodal Officer
- Scrutinizes and inspects the documents and application
- Verifies & Stamps Dispenser(s), which conform to the standards & issues Verification Certificate for these

**District Nodal Officer**

- Re-verification
- Scrutiny/ Inspection/ verification *in-situ*
- LMO Assigns DATE of his visit for verification
- Intimates & Holds for FEE
- Raises QUERY

**Lab Nodal Officer**

- First verification
- Gets rejection certificate along with the reasons/ Removes the defects and re-applies for verification
- Applicant gets the Verification Certificate issued
- Applicant gets the Verification Certificate issued
- End
## Check List: Competent authority, documents required, timeline, fee & mode of payment etc.

<table>
<thead>
<tr>
<th></th>
<th>Name of Approval/ NoC / License / Registration</th>
<th>Verification and Re-verification of CNG/LPG Dispensers <em>in-situ</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Competent Authority</td>
<td>Local Legal Metrology Officer (Senior Inspector/Inspector)</td>
</tr>
<tr>
<td>3</td>
<td>Validity</td>
<td><strong>One year</strong> from date of verification or if repaired/dismantled earlier, date of putting it into re-use</td>
</tr>
<tr>
<td>4</td>
<td>Stage</td>
<td><strong>Pre and Ongoing</strong> Operation <em>(Use)</em></td>
</tr>
<tr>
<td>5</td>
<td>SLA/ Number of Days</td>
<td><strong>15 Days</strong> <em>(As under Janhit Guarantee Act)</em></td>
</tr>
<tr>
<td>6</td>
<td>Appellate authority under Janhit Guarantee Act</td>
<td>First Appellate-respective div. Assistant Controller, Legal Metrology. Second Appellate-Controller, Legal Metrology, UP</td>
</tr>
</tbody>
</table>
| 7 | Documents Required                            | **First verification**-  
1. Photo Id of the applicant/owner.  
2. Copy of document of procurement such as purchase invoice/bill/cash memo for all the dispensers.  
3. Approval of model certificate for all the dispensers.  
4. Import registration certificate from LM, in case of imported units.  
5. In case of installation of business unit only, (entire document to be produced at the time of physical verification to LMO).  
a) Cover letter of Letter of Intent *(LoI)*.  
b) Copy of explosive licence.  
**Re-verification**-  
1. Copy of previous verification/rejection certificate(s).  
2. Copy of Intimation Letter, in case of relocation of dispensing unit. |
| 8 | Form Submission                               | [http://legalmetrology-up.gov.in](http://legalmetrology-up.gov.in) |
| 9 | Fee & Mode of Payment                         | INR 1000/- + 500/- *(per unit with totalizer)* + additional fee @50% of the prescribed fee, for delay of every quarter or part thereof + conveyance as applicable.  
**Mode of payment is online** |
Procedure: Verification and Re-verification of CNG/LPG Dispensers *in-situ*

**Step-1:** To access the service, the applicant will have to-
- Open the Legal Metrology Portal using the address [http://legalmetrology-up.nic.in](http://legalmetrology-up.nic.in)
- Register on the ‘Citizen service’ portal using his/her personal Details and Contact Details.
- Create a password for the user_id (mob no.), which will be authenticated by using OTP sent through SMS/E-mail.
- Login into ‘citizen service portal’ of legal metrology portal, using the above User_id and Password.

**Step-2:** After logging into the portal, the Applicant will have to **register as a trader** with the required details.

**Step-3:** Click **request for verification certificates**, select **trader** from drop down list. After selecting the trader, select the type of verification as **first verification/re-verification(manual to online)/re-verification(online to online)** and the type of weights and measures as **verification of CNG/LPG Dispensers** from the available options. Then click ‘fill’ option and relevant application form opens.

**Step-4:** Applicant will have to **Fill the form** furnishing all the required Information and **upload the required documents**.

**Step-5:** In case of first verification, the application would be received at district nodal officer’s dashboard of the district, who depending upon the address forwards it to the respective lab nodal officer (Senior Inspector/Inspector or Legal Metrology Officer) having area of jurisdiction. Whereas in case of re-verification, application is received at respective lab nodal officer’s end.

**Step-6:** Lab nodal officer would scrutinize the application, inspect the documents uploaded and **if needed raise the query**, to which the applicant would have online option of responding.

**Step-7:** Lab nodal officer intimates **the verification fee, additional (late) fee** etc. to the applicant, which he/she can pay online in the treasury ‘head of accounts’. Once the fee is paid successfully, the application appears on lab nodal officers dashboard for action.

**Step-8:** Lab nodal officer, **assigns the date of verification** and it is intimated online and through the SMS to the applicant. The applicant is required to ensure the presence of technical representative of OEM on the given date and also to make necessary arrangements as required under law. Also the applicant is required to produce signed copy of application and documents.

**Step-9:** After reaching the premises, lab nodal officer (Legal metrology officer or verification officer) tests and verifies the dispensers with a view to ascertaining that whether these conform to the prescribed standards or not. The lab nodal officer verifies and stamps the Dispensers which conform to the prescribed standards and **issues digitally signed certificate of verification** online.

**Step-10:** If any of the Dispensers are found not to conform to the standards, **the certificate of rejection** with respect to these is issued stating the reasons of such rejection. The **applicant may re-apply** for verification of such rejected Dispensers after making necessary corrections required, which will attract additional fee as prescribed.

**Step-11:** Applicant can **view and download** the verification certificate from his/her dashboard online.