Process flow: Verification & Re-verification of Measuring Systems for Liquids other than water (Flow Meter) in-situ

**Applicant**
- Start: Applicant registers into the Legal Metrology Portal
- Fills the application and uploads the documents
- Replies query/deposits the fee/ Produces flow-meters for verification on date
- Receives the application & forwards it to respective Lab Nodal Officer

**District Nodal Officer**
- Scrutinizes and inspects the documents and application
- Re-verification
- LMO Assigns DATE of his visit for verification
- Intimates & Holds for FEE
- Raises QUERY
- VERIFIES & Stamps Flow-meters, which conform to the standards & issues Verification Certificate for these

**Lab Nodal Officer**
- Scrutiny/Inspection/verification in-situ
- REJECTS flow-meters, which do not conform to the standards
- Gets rejection certificate along with the reasons/Removes the defects and re-applies for verification
- Applicant gets the Verification Certificate issued

End
### Checklist: 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 Flow-Meters <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>One year 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>Pre and Ongoing Operation (Use)</td>
</tr>
<tr>
<td>5</td>
<td>SLA/ Number of Days</td>
<td>15 Days (As per Janhit Guarantee Act)</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>
<tr>
<td>7</td>
<td>Documents Required</td>
<td><strong>First verification</strong>- 1. Copy of Photo ID of applicant/owner. 2. Document of procurement such as purchase invoice/bill/cash memo. 3. Copy of certificate of Model Approval from GoI. 4. Copy of installation report. <strong>Re-verification</strong>- 1. Copy of previous verification/rejection certificate(s).</td>
</tr>
<tr>
<td>8</td>
<td>Form Submission</td>
<td><a href="http://legalmetrology-up.gov.in">http://legalmetrology-up.gov.in</a></td>
</tr>
<tr>
<td>9</td>
<td>Fee &amp; Mode of Payment</td>
<td>Flow rate- upto 100 litres/minute : INR 2000/- above 100 &amp; upto 500 litres/minute: INR 3000/- above 500 litres/minute : INR 5000/- + additional fee @50% of the prescribed fee, for delay of every quarter or part thereof + conveyance as applicable</td>
</tr>
</tbody>
</table>
Procedure: Verification and re-verification of Flow Meters 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 Flow-meters and from the available options. Then fill the respective application and upload the required documents.

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 as verification officer) tests and verifies the Flow-meters with a view to ascertaining that whether these conform to the prescribed standards or not. The lab nodal officer verifies and stamps the flow-meters which conform to the prescribed standards and issues digitally signed verification certificate online.

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

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