Process flow: Verification and Re-verification of Petrol Pumps *in-situ*

**Start**
- Applicant registers into the Legal Metrology Portal

**Applicant**
- Fills the application and uploads the documents
- Replies query/deposits the fee/Produces DUs for verification on date
- Receives the application & forwards it to respective Lab Nodal Officer
- Scrutinizes and inspects the documents and application
- Re-verification

**District Nodal officer**
- LMO Assigns DATE of his visit for verification
- Intimates & Holds for FEE
- Raises QUERY

**Lab Nodal Officer**
- Scrutiny/Inspection/verification *in-situ*
- REJECTS DUs, which do not conform to the standards
- VERIFIES & Stamps DUs, which conform to the standards & issues Verification Certificate for these

**End**
- Applicant gets the Verification Certificate issued
- Gets rejection certificate along with the reasons/Removes the defects and re-applies for verification
- Replies query/deposits the fee/Produces DUs for verification on date
- Applicant gets the Verification Certificate issued
<table>
<thead>
<tr>
<th></th>
<th>Name of Approval/ NoC / License / Registration</th>
<th>Verification and Re-verification of Petrol Pumps <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 (Use)</td>
</tr>
<tr>
<td>5</td>
<td>SLA/ Number of Days</td>
<td><strong>15 Days</strong> (As per Janhit Guarantee Act)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second Appellate-Controller, Legal Metrology, UP.</td>
</tr>
</tbody>
</table>
| 7 | Documents Required                           | **First verification**-  
|   |                                             | 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 NOC issued by Supply Dept. /District Administration.  
|   |                                             | 5. Cover letter of Letter of Intent (LOI) (in case of installation of business unit only), entire document to be produced at the time of verification to LMO).  
|   |                                             | **Re-verification**-  
|   |                                             | 1. Copy of previous verification/rejection certificate(s).  
|   |                                             | 2. If re-verification sought for technical reasons-   
|   |                                             | a. Copy of complaint made by the dealer,  
|   |                                             | b. Copy of preliminary technical report of OEM/representative,  
|   |                                             | c. Copy of forwarding/recommendation from officer of Oil Marketing Co.,  
|   |                                             | 3. 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 1500/- per nozzle + 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 Petrol pumps *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)** & type of weights & measures as **verification of petrol pumps** and 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 and also officer of respective oil marketing company 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 Dispensing Units (DUs) with a view to ascertaining that whether the DUs conform to the prescribed standards or not. The lab nodal officer verifies and stamps the DUs which conform to the prescribed standards and **issues digitally signed certificate of verification** online.

**Step-10:** If any of the DUs are found not to conform to the standards, **the certificate of rejection** with respect to the DUs concerned is issued stating the reasons of such rejection. The **applicant may re-apply** for verification of such rejected DUs 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.