User Manual

For

Department of UP Legal Metrology

(Weights & Measures)

Government of Uttar Pradesh

Manual:
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National Informatics Centre

Uttar Pradesh State Centre

Ministry of Electronics and Information Technology

Government of India

(Signature) For
National Informatics Centre, UP

(Signature) For
UP LEGAL METROLOGY (Weights & Measures), UP
1. PROCESS FLOW FLOW CHART

2. LOGIN IN CITIZEN WEBSITE

Citizen User can login with the given credentials [Username and Password] by select Login id type Nivesh or Portal(Legal metrology).
3. LOGIN / RESET PASSWORD

Select Login id type Nivesh or Portal(Legal metrology). If Nivesh, reset option available otherwise go with credentials.
4. **RESET USER PASSWORD**

- Here citizen can “**RESET PASSWORD**” with nivesh ID and same mobile number as given in nivesh portal with OTP verification.

5. **LOGIN WITH CREDENTIALS**

Citizen will find to take action on application only if second time renewal is pending.
6. **CONFIRM AND PROCEED**

Click on Confirm and Proceed button to proceed further action.

![Image of Confirm and Proceed](image1.png)

7. **CHECK UNIT DETAILS AND PROCEED**

![Image of Nivesh Mitra](image2.png)
8. **FILL FORM WITH DOCUMENTS**

9. **TRACK STATUS**
10. TRACK STATUS AND FEE PAY THROUGH NET PAYMENT MODE

Password policy for the automated system is as follows: -

- Password should be **Min 8 and Max 15** character long.
- Password should have at least **One Alphabet**.
- Password should have at least **One Numeric Value**.
- **First Letter** should be in **Uppercase**.
- Password should have **At Least One Special Characters** among (@,#,$,__).
NOTE :-

- User should logout properly to make system work efficiently.
- Best viewed with Internet Explorer 11 & 1024 x 768 resolution.

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