Applicant registers into the Legal Metrology Portal

Scrutinizes and inspects the documents and application

Fills the application and uploads the documents

Replies query/deposits the fee/Produces storage tank(s) for verification on date

End

Start

Receives the application & forwards it to respective Lab Nodal Officer

First verification

District Nodal officer

Scrutiny/Inspection/verification in-situ

VERIFIES & Stamps Storage tank(s), which conform to the standards & issues Verification Certificate for these

Lab Nodal Officer

Assigns DATE of his visit for verification

Intimates & Holds for FEE

Raises QUERY

REJECTS Storage tank(s), which do not conform to the standards

Re-applies for verification

Gets rejection certificate along with the reasons/Removes the defects
<table>
<thead>
<tr>
<th></th>
<th>Name of Approval/ NoC / License / Registration</th>
<th>Verification and Re-verification of Storage Tanks <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>Five years 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 under 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>
</tbody>
</table>
| 7 | Documents Required                           | First verification-  
1. Copy of purchase Invoice.  
2. Copy of Work Order Invoice.  
3. Copy of Calibration Chart from Original Fabricator.  
Re-verification-  
1. Copy of previous verification/rejection certificate(s). |
| 8 | Form Submission                              | http://legalmetrology-up.gov.in |
| 9 | Fee & Mode of Payment                        | INR 50/- for the 1st 100 litre plus INR 7/- for every additional 100 litre or part thereof, subject to maximum INR 5000/- + 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 Storage Tanks 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
- 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 Storage Tanks. Then click ‘fill’ option and relevant application form opens.

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 the applicant 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 may also be required to ensure the presence of technical representative of Fabricator on the given date and also to make necessary arrangements as required under law. The applicant is also required to produce signed copy of uploaded application and documents.

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

Step-10: If any of the Storage Tanks 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 storage tanks after making necessary adjustments/corrections required, which will attract additional fees as prescribed.

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