Process flow: Verification and Re-verification of Auto/taxi Fare-meter

**Applicant**

- Start
  - Applicant registers into the Legal Metrology Portal
- Fills the application and uploads the documents
- Replies query/deposits the fee/ Produces fare-meter(s) for verification on date
- Receives the application & forwards it to respective Lab Nodal Officer

**District Nodal Officer**

- Scrutinizes and inspects the documents and application
- LMO Assigns DATE of verification
- Intimates & Holds for FEE
- Raises QUERY
- Receives the application & forwards it to respective Lab Nodal Officer

**Lab Nodal Officer**

- Scrutiny/Inspection/verification
- VERIFIES & Stamps Fare-meter(s), which conform to the standards & issues Verification Certificate for these
- REJECTS Fare-meter(s), 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**
<table>
<thead>
<tr>
<th></th>
<th>Name of Approval/ NoC / License / Registration</th>
<th>Verification and Re-verification of Auto/Taxi Fare-meter</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>Pre and Ongoing Operation (Use)</td>
</tr>
<tr>
<td>5</td>
<td>SLA/ Number of Days</td>
<td><strong>07 Days</strong> (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. Photo Id of the applicant/owner.  
2. Copy of document of procurement such as purchase invoice/bill /cash memo.  
3. Approval of model certificate.  
4. Copy of vehicle registration number.  
**Re-verification**-  
1. Copy of previous verification/rejection certificate.  
2. Copy of vehicle registration number. |
| 8 | Form Submission                               | [http://legalmetrology-up.gov.in](http://legalmetrology-up.gov.in) |
| 9 | Fee & Mode of Payment                         | INR 100/- per unit + 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 Auto/taxi fare-meter

**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 Auto/taxi fare-meter 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 produce the fare-meter along with the respective vehicle on the given date and at the place of verification. Also the applicant is required to produce signed copy of application and documents.

**Step 9:** After fare-meter is produced, lab nodal officer (Legal metrology officer or verification officer) tests and verifies the fare-meter with a view to ascertaining that whether it conforms to the prescribed standards or not. The lab nodal officer verifies and stamps the fare-meter which conform to the prescribed standards and issues digitally signed certificate of verification online.

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