



# **LEGAL METROLOGY ORGANIZATION**

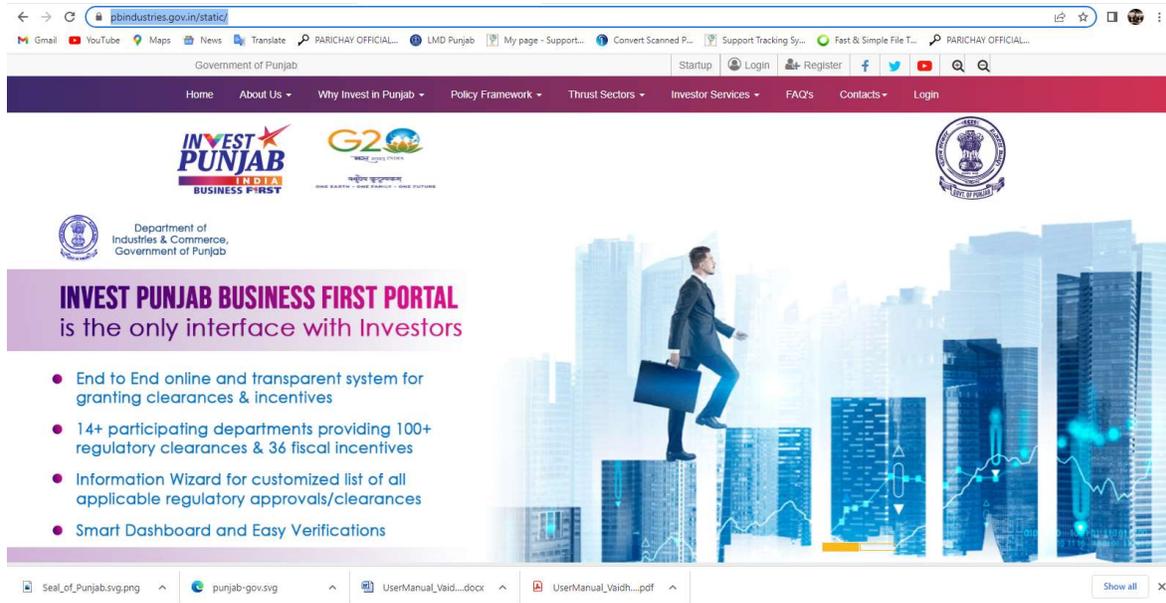
## **USER MANUAL**

**[FOR APPLICANT]**

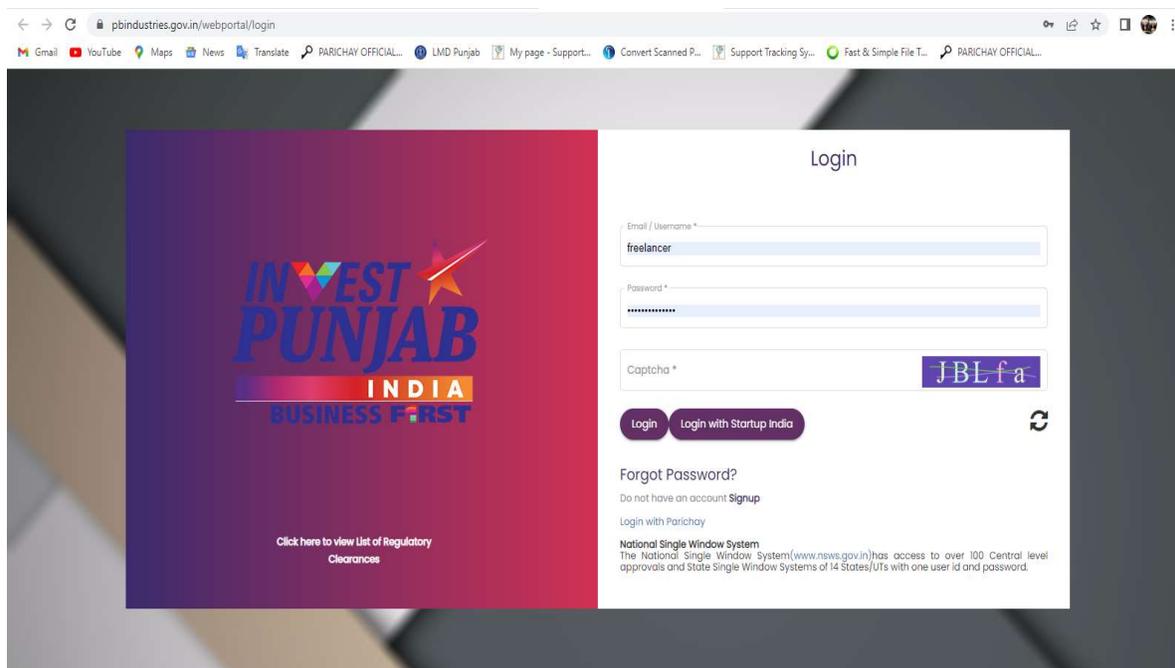
**(APPLICATION FOR VERIFICATION  
OF WEIGHT/ MEASURE)**

# Steps To Apply For Application For Verification Of Weight or Measure Is As Follow:

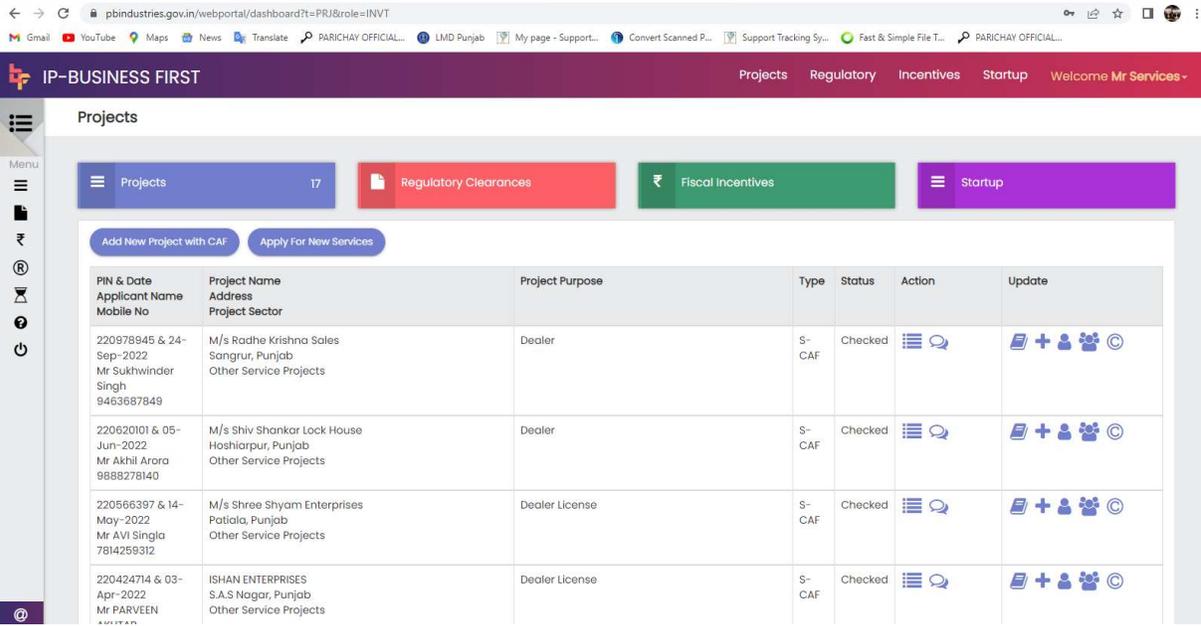
1. Please Enter The URL <https://pbindustries.gov.in/static/> In The Browser To Open Invest Punjab Website Home Page.



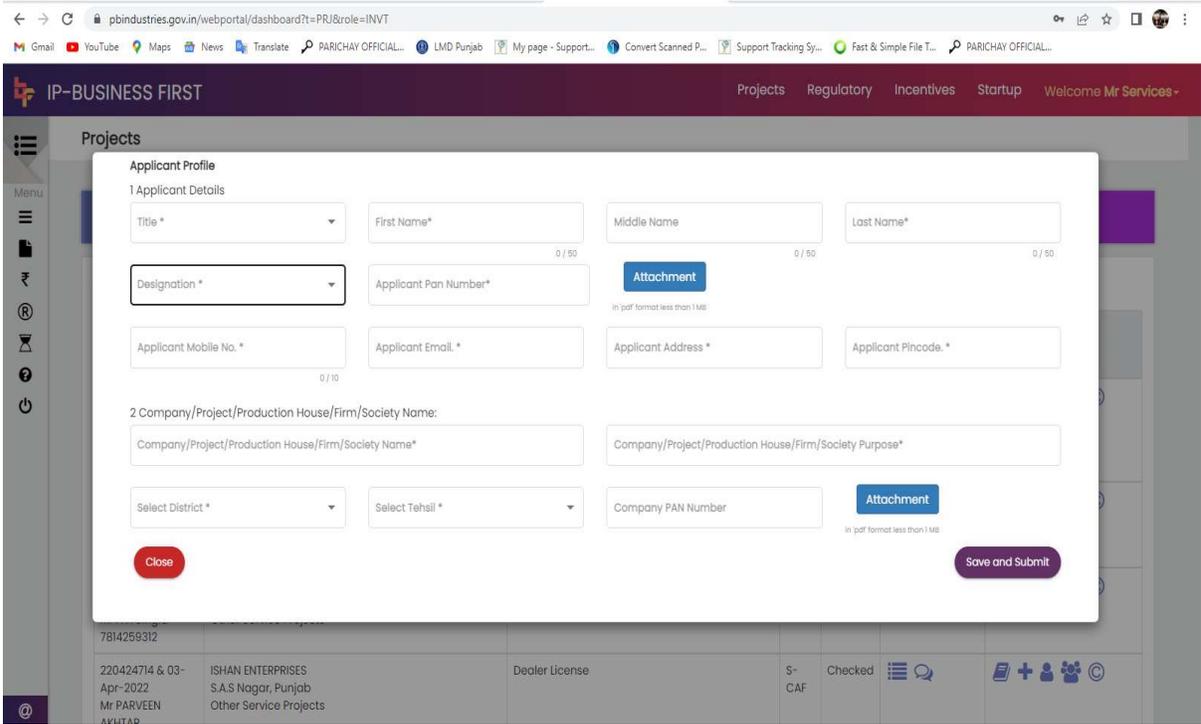
2. Click On 'Login' Link To Open The Login Window. Enter The Appropriate Login Credentials & Click On 'Login' Window To Login To Invest Punjab Portal.  
**NOTE:** If Account Is Not Created Then Click On 'New Registration' Link To Create An Account In Invest Punjab Portal & Complete The Initial Process.



### 3. After Successful Login, You Will Be Greeted With The Homepage With Dashboard.



### 4. Click On 'Apply For New Services' Link To View On Project.



5. A) Once application save, Click On 'Regulatory Clearances' To View The Services Provided From Organization. (Legal Metrology)

B). Click On Details Icon

C) Apply For New Clearance

IP-BUSINESS FIRST | Projects | Regulatory | Incentives | Startup | Welcome Mr Services -

freelancer Services | Punjab

Menu

- Projects
- Regulatory Clearances**
- Fiscal Incentives
- Fiscal Registrations
- Startup
- Approvals
- Logout

Applied | Pending | Issued | Rejected | Withdrawn

Applicant Name & Mobile No	Project Name & Address	Project Sector	Project Purpose	Type	Action
Mr Sukhwinder Singh & 9463687849	M/s Radhe Krishna Sales Sangrur, Punjab	Other Service Projects	Dealer	S-CAF	[Details] [Message]

IP-BUSINESS FIRST | Projects | Regulatory | Incentives | Startup | Welcome Mr Services -

Regulatory Clearances

Menu

- Apply New**
- Applied
- Pending
- Issued
- Rejected
- Withdrawn

Apply New

PIN & Date	Applicant Name & Mobile No	Project Name & Address	Project Sector	Project Purpose	Type	Action
220978945 & 24-Sep-2022	Mr Sukhwinder Singh & 9463687849	M/s Radhe Krishna Sales Sangrur, Punjab	Other Service Projects	Dealer	S-CAF	[Details] [Message]

Action button

Regulatory Clearances

1 Project Details Back

PIN:	220978945	Date:	24-Sep-2022
Business Entity:	M/s Radhe Krishna Sales Sukhwinder Singh 9463687849	Project Name:	M/s Radhe Krishna Sales
Applicant Name:	sohlandsonssangrur@gmail.com	Site Details:	M/s Radhe Krishna Sales Sangrur, Punjab
Project Sector:	Other Service Projects	Total Project Cost:	0.00 Lakhs
Project Purpose:	Dealer	Type of Industry:	

Apply For New Clearance | View S-CAF | Addendum | Know Your Approvals

**D) . It will Redirected to New Page Where user has to search ‘Department Of Legal Metrology Punjab’**

IP-BUSINESS FIRST Projects Regulatory Incentives Startup Welcome Mr Services -

**Regulatory Clearances**

Click **New**, **Renewal** or **Amendment** button as per requirement

Select Department Name  
Department of Legal Metrology

Search by Application Form Name

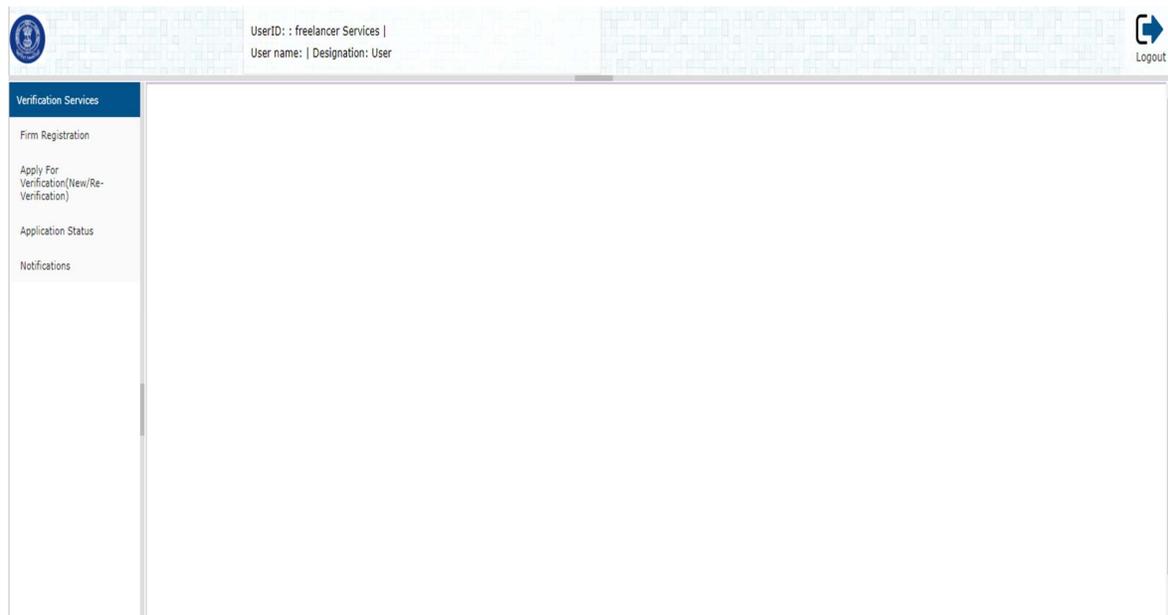
SNo.	Regulatory Clearance(s)	Department Name	Download Form with Instructions	You may like to apply for
1.	License for Manufacturer (service)	Department of Legal Metrology		New
2.	License for Dealer (service)	Department of Legal Metrology		New
3.	License for Repairer (service)	Department of Legal Metrology		New
4.	Registration Under PCR as Manufacture/Packer (service)	Department of Legal Metrology		New
5.	Registration Under PCR as Importer (service)	Department of Legal Metrology		New
6.	Registration Under PCR as Packer (service)	Department of Legal Metrology		New

**D) Select for the Desired Service Of Legal Metrology**

8.	License for Manufacturer (service)	Department of Legal Metrology	Renewal
9.	License for Manufacturer (service)	Department of Legal Metrology	Amendment
10.	License for Dealer (service)	Department of Legal Metrology	Renewal
11.	License for Dealer (service)	Department of Legal Metrology	Amendment
12.	License for Repairer (service)	Department of Legal Metrology	Renewal
13.	License for Repairer (service)	Department of Legal Metrology	Amendment
14.	Registration Under PCR as Manufacture/Packer (service)	Department of Legal Metrology	Amendment
15.	Registration Under PCR as Importer (service)	Department of Legal Metrology	Amendment
16.	Registration Under PCR as Packer (service)	Department of Legal Metrology	Amendment
17.	Verification Certificate of Weights/Measures Under Legal Metrology Act 2009 (service)	Department of Legal Metrology	Verification of New Goods
18.	Verification Certificate of Weights/Measures Under Legal Metrology Act 2009 (service)	Department of Legal Metrology	Re-Verification

**Cancel**

6. Click On 'Apply' Button Next To 'Apply For Verification Of Weight or Measure In Trader Premises | Office Premises' Link To Submit Application For Verification Weight or Measure.
7. You Will Be Redirected To Emapan Portal Where You Will Be Greeted With Home Screen With Option Available Under 'Verification Services' Module



8. Click on 'LCR Registration' Link To Create An Account Of Company Details.

**NOTE:**

- (a) Firm Registration Has To Be Done Only If You Have Not Availed Any Services Related To Verification From Department.
- (b) If Already Any Services Related To Verification Has Been Taken From The Department Then, LCR No. [Legal Metrology Consumer Registration Number] Will Be Available In The Right Top Corner of Verification & You Can Use the Same to Make Any Changes Related To Firm.
- (c) Enter The Details Requested For At The Time Of Firm/Organization/Company Or Individual Registration & Upload The Necessary Documents Requested To Create The LCR Number. Note Down The LCR Number For Future References.

emapan.punjab.gov.in/Homepage.aspx?ApplicationId=153073&username=freelancer%20Services&strServiceId=19&ApplicationNoPruser=

UserID: : freelancer Services |  
User name: | Designation: User

Logout

Verification Services

Firm Registration

Firm Registration

Apply For Verification(New/Re-Verification)

Application Status

Notifications

\* NOTE:  
\* Firm Has To Be Registered Only If You Have Not Taken Any Services Related To V.C. From The Department.  
\* If Already Any Services Related To V.C. Has Been Taken Then LCRNo. Will Be Available In The Right Top Corner Of V.C. Please Enter The Same For Any Changes Required

LegalMetrology Consumer Registration (LCR) Number:

Firm/Organization/Company  Individual

Best Viewed in Internet Explorer 9 Version, (1024x768 Screen Resolution).

Inbox (42) - dmpunjab@gmail.co X (1) WhatsApp X Login | LMD Punjab X Department Of Legal Metrology X +

emapan.punjab.gov.in/Homepage.aspx?ApplicationId=153073&username=freelancer%20Services&strServiceId=19&ApplicationNoPruser=

UserID: : freelancer Services |  
User name: | Designation: User

Logout

Verification Services

Firm Registration

Firm Registration

Apply For Verification(New/Re-Verification)

Application Status

Notifications

\* Firm Name

\* Firm Address

\* GSTIN

\* Mobile Number For Communication

E-mail

\* PAN/Aadhar

Office No

\* Firm Type --select--

\* Firm SubType --select--

\* Firm Constitution --select--

\* District --select--

\* Tehsil

\* Town/Village

\* Pincode

Best Viewed in Internet Explorer 9 Version, (1024x768 Screen Resolution).

## 9. Click On 'Apply For Verification' Link To Apply For Submission Of Application Form

The screenshot displays a web application interface for 'Apply For Verification(New/Renewal)'. On the left is a vertical sidebar menu with the following items: 'Apply for Quarterly Report', 'Rejected Applications', 'Apply for Renewal Licences (Weights & Measures)', 'Apply for Nomination', 'Print Licence', 'Application Status', 'Notifications', 'Search Licence', 'Update Payment', 'View Inspection Details', 'Search Inspection', 'View Inspection Report', 'Verification Services', 'Firm Registration', 'Vehicle Registration', 'Apply For Verification(New/Renewal)', 'Application Status', and 'Notifications'. The main content area is titled 'Apply For Verification(New/Renewal)' and contains a section labeled 'VERIFICATION & STAMPING'. This section includes four radio button options: 'Apply For New Verification Stamping' (which is selected), 'Apply For Renewal Of Verification Certificate', 'New Goods At Manufacturer Level', and 'New Item At Trader Level'.

**10. Select The Type Of Service To Be Availed i.e. (a) New Verification (b) Renewal Of Verification Certificate**

**(a) New Verification: (New Goods At Manufacturer Level) (New Item At Trader Level)**

**Enter The 'LCR Number' & Click On 'Search' Button. Once The 'Firm Details' Are Displayed, Select The Type Of Application Form i.e. (i) Online Application Form Filling or (ii) Uploading The Application Form**

Apply For Verification(New/Renewal)

**VERIFICATION & STAMPING**

Apply For New Verification Stamping  Apply For Renewal Of Verification Certificate

New Goods At Manufacturer Level

LCRNO:

Apply For Verification(New/Renewal)

**VERIFICATION & STAMPING**

Apply For New Verification Stamping

New Goods At Manufacturer Level

LCRNO: 2321009

**VERIFICATION & STAMPING DETAILS**

**Firm Details**

Firm Name:  Firm Address:  FirmLCRNo:

Firm Type:  Firm SubType:  \* Mobile No:

Online FillForm  Offline FillForm

(i) Online Application Filling

10.(a).(i).1 – Select The Details Of Weight or Measure For Which Verification Has To Be Done & Click On 'Save' Button.

10.(a).(i).2 - Enter The Additional Fee Details (Quarter Jump Fee / Conveyance Fee) [If Any]

10.(a).(i).3 - Select The Verification Validity Period

10.(a).(i).4 - Enter The Last Certificate Details (Certificate No., Date Of Issue & Division Name) [If Any]

10.(a).(i).5 - Select The Office To Which Application Has To Be Submitted

10.(a).(i).6 – Enter The IFMS Challan Details (Challan Number., Amount, Date & Division) & Scroll Details (Number & Date)

**Or online payment**

10.(a).(i).7 - Enter The Remarks [If Any]

10.(a).(i).8 - Click On 'Save & Next' Button To Proceed Further With Uploading Documents Page.

UserID: : freelancer Services | User name: | Designation: User

Logout

Verification Services

Apply For Verification(New/Re-Verification)

Firm Registration

Apply For Verification(New/Re-Verification)

Application Status

Notifications

**VERIFICATION & STAMPING**

Apply For New Verification Stamping

LCRNO: 2321009 Search

**VERIFICATION & STAMPING DETAILS**

**Firm Details**

FirmName: Ridhaan FirmAddress: Anaaj bhawan FirmLCRNo: 2321009

Firm Type: Dealer Firm SubType: Coffee estate \* Mobile No:

Online FillForm  Offline FillForm

**Items Details**

Article: --Select-- Item Group: --Select-- Item SubGroup: --Select--

Item Description: --Select-- Capacity:

Quantity Add

LCR No	Article	Item Group	ItemSub-Group	Item	Capacity	Quantity	Amount	Item Status	
2321009	Weights	Iron Hexa nal Weights	Iron Hexa nal Weight	50 kg	50 kg	70	3500	NEW ITEM	Delete
Total Amount							3500		

UserID: : freelancer Services | User name: | Designation: User

Logout

Verification Services

Apply For Verification(New/Re-Verification)

Firm Registration

Apply For Verification(New/Re-Verification)

Application Status

Notifications

**Additional Fee Details**

Quarter Jump : 0 Quarter Jump Amount: 0 Conveyance/Travel: 0

**V/S Certificate Validity**

1 Year  2 Year  3 Year

**Last Certificate Details**

Certificate Number : Certificate Issues Date: Division:

**Address Details**

\* District: --Select-- \* Division: Remarks :

Note :

Total Fee To Be Deposited Is : 3500

Save Details

**(ii) Upload Application Form**

10.(a).(ii).1 - Select The Office To Which Application Has To Be Submitted

10.(a).(ii).2 - Enter The Remarks [If Any]

10.(a).(ii).3 - Click On 'Save & Next' Button To Proceed Further With Uploading Documents Page.

UserID: : freelancer Services |  
User name: | Designation: User

Logout

Verification Services

Apply For Verification(New/Re-Verification)

Firm Registration

Apply For Verification(New/Re-Verification)

Application Status

Notifications

**Last Certificate Details**

Certificate Number :  Certificate Issues Date:  Division:

**Address Details**

**Note :**

\* District: ACLM-Ferozepur \* Division: ILM, Bathinda-1 Remarks :

**Note :** Please Select The Premises Where Testing/Verification Has To Be Done.

At My Premises  At Officer Premises

Address Where Officer Needs To Come For Verification:

Moveable  Non-Moveable

Trader Premises Fee Is : 0

Total Fee To Be Deposited Is : 3500

Save Details

**(b) Renewal Of Verification Certificate:**

Enter The 'LCR Number' & 'Certificate Number' In Respective Fields & Click On 'Search' Button. Once The Details Of 'Firm' | 'Certificate' | 'Weight or Measure' Are Displayed, Proceed With Entering Details In Respective Grids

The screenshot shows a web application interface for 'Verification Services'. At the top, the user is identified as 'freelancer Services' with a 'Logout' button. The main content area is titled 'Apply For Verification(New/Re-Verification)' and contains a section for 'VERIFICATION & STAMPING'. This section has two radio buttons: 'Apply For New Verification Stamping' (unselected) and 'Apply For Renewal Of Verification Certificate' (selected). Below these are two input fields: 'LCRNO:' and 'Certificate NO:', followed by a red 'Search' button. A left sidebar contains navigation links for 'Firm Registration', 'Apply For Verification(New/Re-Verification)', 'Application Status', and 'Notifications'.

10.(b).1 - Enter The Conveyance Fee [If Any]. **Note:** Number Of Quarters Jumped & Corresponding Fee Will Bind Automatically [If Any]

10.(b).2 - Enter The Last Certificate Details

10.(b).3 - Select The Office To Which Application Has To Be Submitted

10.(b).4 - Enter The IFM Challan Details (Challan Number., Amount, Date & Division) & Scroll Details (Number & Date) **Or Direct Payment Through Online**

10.(b).5 - Enter The Remarks [If Any]

10.(b).6 - Click On 'Save & Next' Button To Proceed Further With Uploading Documents Page

**VERIFICATION & STAMPING**

Apply For Renewal Of Verification Certificate

LCRNO:  Certificate NO:

**VERIFICATION & STAMPING DETAILS**

**Firm Details**

FirmName:  FirmAddress:  FirmLCRNo:   
 Firm Type:  Firm SubType:  \* Mobile No:

**Certificate Details**

CertificateNo:  IssueDate:  Application Stats:   
 IssuedByOffice:  Renewal Date:

**Weight Or Measure Details**

Verification ID	Type Of Weight Or Measure	SR No Of The Machine	Make	Model	Max Capacity/FlowRate	Min Capacity/Min Measured Quantity	EValue	Quantity	Class	Fees
Delete 1477	Measuring Instrument, Volumetric measuring instruments, Totalizing counter , Rs 500.00 per unit	12BC3996V		192247	35 LPM			1		750
Delete 1478	Measuring Instrument, Volumetric measuring instruments, Totalizing counter , Rs 500.00 per unit	12BC3996V		193189	35 LPM			1		750
Delete 1479	Measuring Instrument, Volumetric measuring instruments, Totalizing counter , Rs 500.00 per unit	20130200840		500971	40-80 LPM			1		750
Delete 1480	Measuring Instrument, Volumetric measuring instruments, Totalizing counter , Rs 500.00 per unit	20130200840		893245	40-80 LPM			1		750
Delete 1481	Measuring Instrument, Volumetric measuring instruments, Dispensing pumps each pump, Flow Rate in Litre/Min. - Rs.1000/-	12BC3996V	Midco	192247	35 LPM			1		1500
Delete 1482	Measuring Instrument, Volumetric measuring instruments, Dispensing pumps each pump, Flow Rate in Litre/Min. - Rs.1000/-	12BC3996V	Midco	193189	35 LPM			1		1500
Delete 1483	Measuring Instrument, Volumetric measuring instruments, Dispensing pumps each pump, Flow Rate in Litre/Min. - Rs.1000/-	20130200840	Gilbarco	500971	40-80 LPM		1	1		1500
Delete 1484	Measuring Instrument, Volumetric measuring instruments, Dispensing pumps each pump, Flow Rate in Litre/Min. - Rs.1000/-	20130200840	Gilbarco	893245	40-80 LPM		1	1		1500

Verification Amount : 9000

**Additional Fee Details**

Quater Jump :  Quater Jump Amount:  Conveyance/Travel:

**V/S Certificate Validity**

I Year  II Year  V Year

**Last Certificate Details**

Certificate Number :  Certificate Issues Date:  Division:

**Address Details**

Note : Please Select The District Where Testing/Verification Has To Be Done.

\* Division:  \* District:  Remarks :

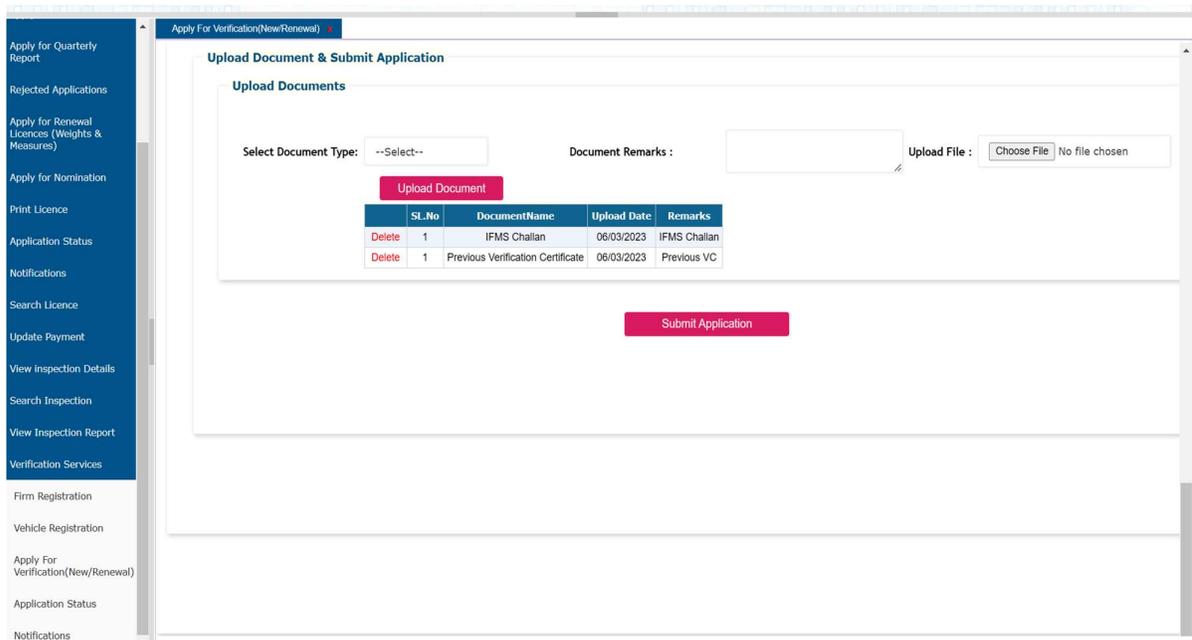
Total Fee To Be Deposited Is : 9000

**IFMS Details**

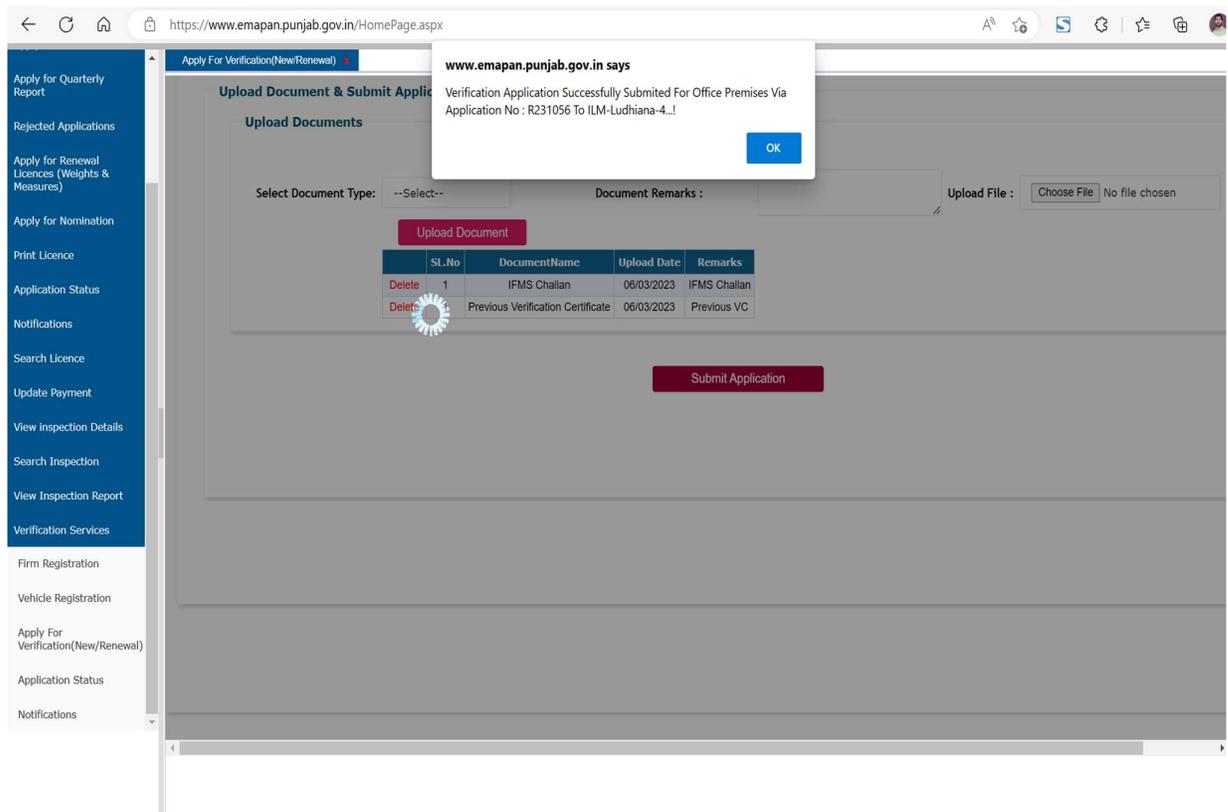
\* Receipt Number:  \* Receipt Date:  \* Amount:   
 \* Reference No:  \* CIN No:

- Select The Type Of Document (IFMS Challan | Application Form | Previous V/S Certificate | Model Approval Letter | Audit Report | Weight/Measure's Purchase Bill/Invoice | No Objection Certificate) To Be Uploaded From Drop Down Menu. Enter The Remarks [If Any] & Choose The File To Be Uploaded. Click On 'Upload' Button To Upload The Selected Document Type.

SL.No	DocumentName	Upload Date	Remarks	
Delete	1	IFMS Challan	08/03/2023	IFMS Challan



12. Click On 'Save & Submit' Button To Submit The Application. Note: Note Down The Application Number For Future Reference.



- Click On 'Application Status' Link & Enter The 'LCR Number' To View The Status Of Applications Submitted

The screenshot shows the 'Application Status' page. On the left is a navigation menu with options like 'Apply for Quarterly Report', 'Rejected Applications', 'Apply for Renewal Licences (Weights & Measures)', 'Apply for Nomination', 'Print Licence', 'Application Status', 'Notifications', 'Search Licence', 'Update Payment', 'View Inspection Details', 'Search Inspection', 'View Inspection Report', 'Verification Services', 'Firm Registration', 'Vehicle Registration', 'Apply For Verification(New/Renewal)', 'Application Status', and 'Notifications'. The main content area is titled 'Application Status' and contains a search bar for 'LCR No.' with the value '20202001059' and a 'Search' button. Below this is a table titled 'Application Details'.

LCR No	Application Number	Applied On	Office Name	Verification / Rejected Date	Status	Approved On	Remarks/Rejected Reason
20202001059	R231056	06/03/2023	ILM-Ludhiana-4( ILM_LUDHIANA4 )		Applied		
20202001059	R231086	04/03/2023	ILM-Ludhiana-4( ILM_LUDHIANA4 )	04/03/2023	Rejected		Application belong to Malerkotla

- Click On 'Notifications' Link To View The Notifications Sent From Officer & Respond To Same Appropriately.

The screenshot shows the 'Notifications' page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Notifications' and contains three sections:

**Payment Details**

Application No	Transaction No	Applicant Paid	Amount	Office Name	Notification Date	Payment
R231056	5	0	300	ILM-Ludhiana-4	06/03/2023 00:48:32	<a href="#">Payment</a>
N231012	3	750	150	ILM-Jalandhar-1	21/02/2023 17:30:51	<a href="#">Payment</a>
N231011	2	300	100	ILM, Shaheed Bhagat Singh Nagar	20/02/2023 17:51:50	Payment

**Upload Documents**

Application No	Transaction No	Documnet Name	Office Name	Remarks	Upload
R231056	3	Approval Of Model	ILM-Ludhiana-4	Upload Required Documents	<a href="#">Upload</a>

**Enter Details**

Application No	Transaction No	Requested Date	Details	Office Name	Enter Details	Submit
R231056	3	06/03/2023 00:48:03	Provide the required details	ILM-Ludhiana-4	<input type="text"/>	<a href="#">Send</a>

- Click On 'Payment' Link and Make the payment Directly Through payment link

Notifications

Enter Details

Application No	Transaction No	Requested Date	Details	Office Name	Enter Details	Submit
R231056	3	06/03/2023 00:48:03	Provide the required details	ILM-Ludhiana-4	<input type="text"/>	<a href="#">Send</a>

### Payment Details

Name: BOPARAI (KSK) FILLING STATION

Security Deposit (in Rs.): 0

Amount (in Rs.): 300

Total (in Rs.): 300

Head of Account: 147500099

Purpose: Online-VC

Sub Purpose: Online-VC

- Upload The required Documents

Application Status

Notifications

Search Licence

Update Payment

View Inspection Details

Search Inspection

View Inspection Report

Verification Services

Firm Registration

Vehicle Registration

Apply For Verification(New/Renewal)

Application Status

Notifications

Upload Documents

Application No	Transaction No	Documnt Name	Office Name	Remarks	Upload
R231056	3	Approval Of Model	ILM-Ludhiana-4	Upload Required Documents	<a href="#">Upload</a>

Choose File VCappPreview (1).pdf Upload

Enter Details

Application No	Transaction No	Requested Date	Details	Office Name	Enter Details	Submit
R231056	3	06/03/2023 00:48:03	Provide the required details	ILM-Ludhiana-4	<input type="text"/>	<a href="#">Send</a>

- And Send The Required Details

- Search Inspection
- View Inspection Report
- Verification Services
- Firm Registration
- Vehicle Registration
- Apply For Verification(New/Renewal)
- Application Status
- Notifications

Enter Details						
Application No	Transaction No	Requested Date	Details	Office Name	Enter Details	Submit
R231056	3	06/03/2023 00:48:03	Provide the required details	ILM-Ludhiana-4	<input type="text" value="capacity 30 kg max"/>	<a href="#">Send</a>

Thanks  
Legal  
Metrology  
Punjab