**Procedure for verification of Weights and Measures Articles**

**The applicant has to login for registration at LM departmental portal**

1. Register in the portal for obtaining user id and password for initial verification. The user has to be upload with any mentioned ID proofs
2. Update details of verification on-site or at office
3. Update articles to be verified. Select the category- Low/Medium/High
4. Update Firm details: Type, Name, Adress details etc.
5. Update Proprietor/MD/Director details: Name, mobile number etc.

Upon submitting the application, the local inspector shall inspect the articles. After inspection, the trader receives SMS for fee payment. The user has to pay the fee only through online system within 3 days of receiving the SMS communication. Accordingly, the local inspector shall issue verification certificate. The certificate can be downloaded from the user login.

**The following documents needs to be submitted/uploaded:**

1. Copy of last year verification certificate issued.
2. Copy of Model approval certificate for the machine
3. Service Report form the valid licensed repairer/manufacturer for all weights and measures article. List enclosed (To be provide by Mee-Seva)
4. In case of new article, original invoice to be uploaded.
5. In case of renewal, update test conducted report.

**Fee details:**

Refer GO MS No. 10 dated 01.04.2011 issued by Consumer Affairs Food and Civil Supplies (CS-III) Department. Refer Schedule-IX Rule 14 (I) of the document. Page No. 58 to 66.