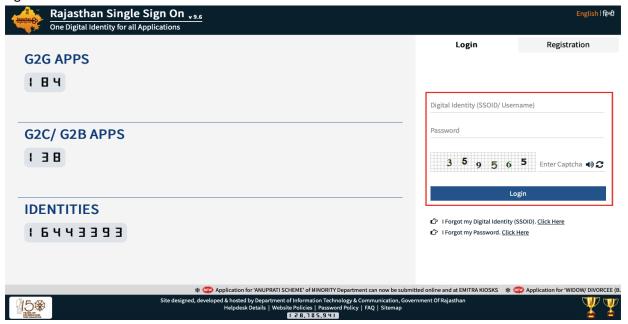
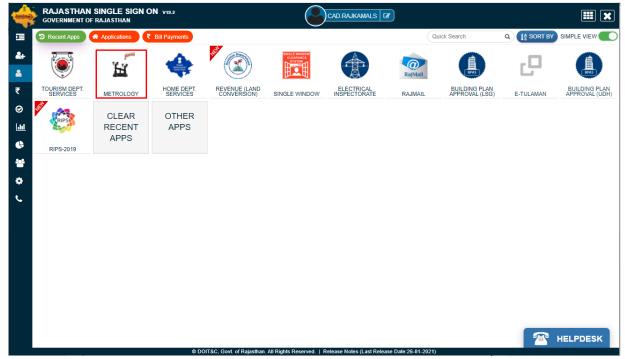
#### **ONLINE APPLICATION SUBMISSION PROCEDURE**

Form LR-1: Application for Renewal of License as Repairers of Weight & Measures under the Legal Metrology Act, 2009

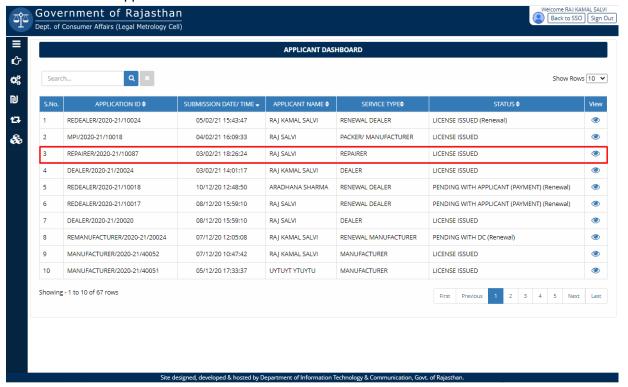
1. Applicant sign-in (login) to RajSSO (<a href="https://sso.rajasthan.gov.in">https://sso.rajasthan.gov.in</a>) portal using his/ her SSOID as shown in figure below.



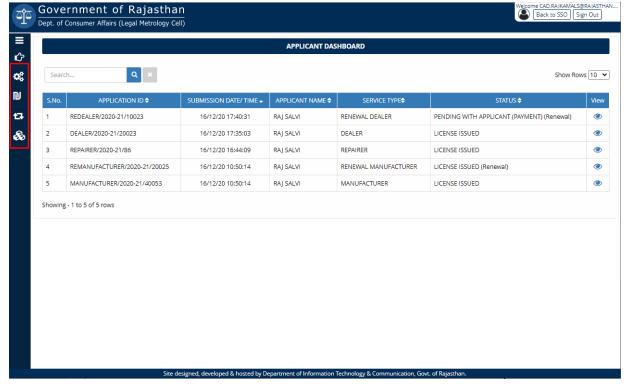
2. After successful sign-in (login), applicant selects "METROLOGY" from the available list of applications as shown in figure below.



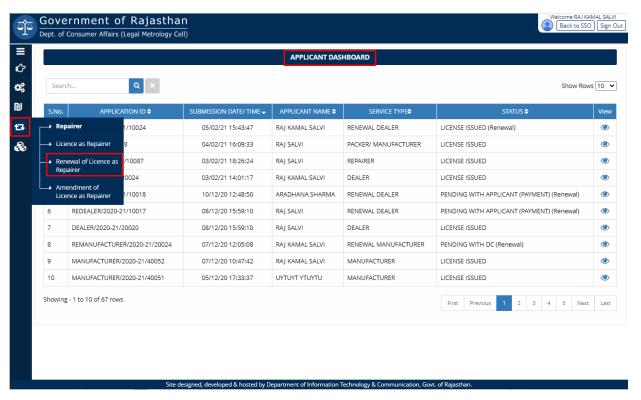
3. Applicant will see the following interface i.e. APPLICANT DASHBOARD where all the applications submitted by him/ her would be listed along with their present status and applicant can see the previous licence Id which is applicant wants to renew.



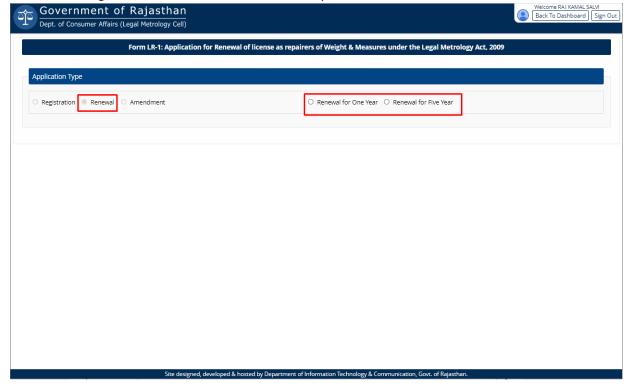
4. Applicant clicks on "SERVICES" on the left side on the menu-bar and then selects the appropriate service for which application is to be submitted by him/ her as shown in figure below.

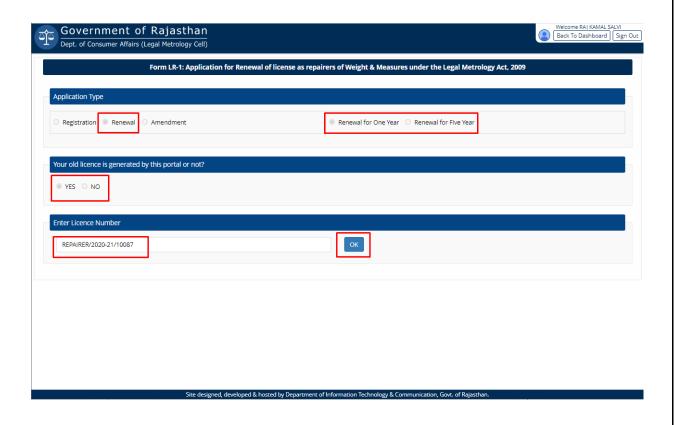


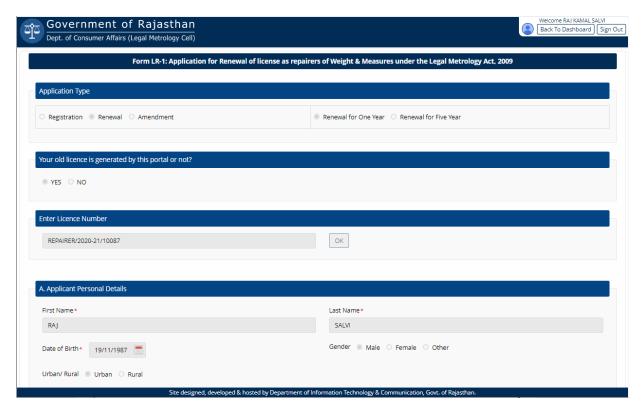
For this user manual, applicant will select "Form LR-1: Application for Renewal of License as Repairers of Weight & Measures under the Legal Metrology Act, 2009" as shown in figure below.

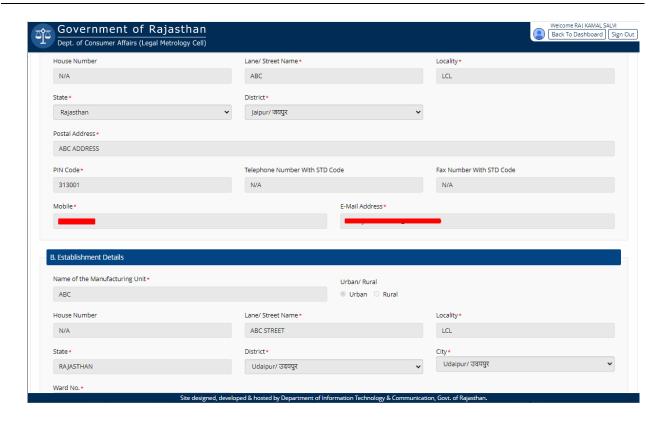


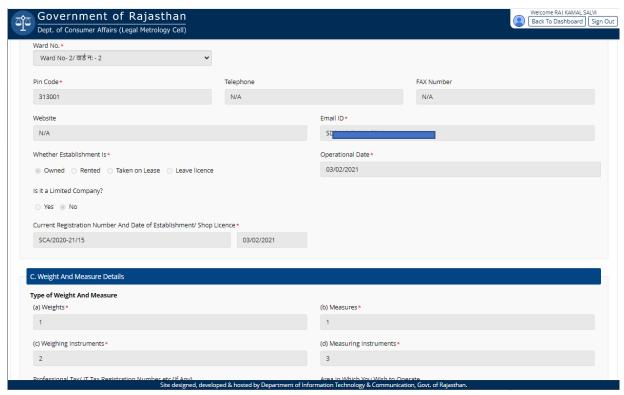
5. Applicant is presented with the self-explanatory and user-friendly Combined Application Form (CAF) as shown in the figure below wherein all the mandatory fields are marked with \*.

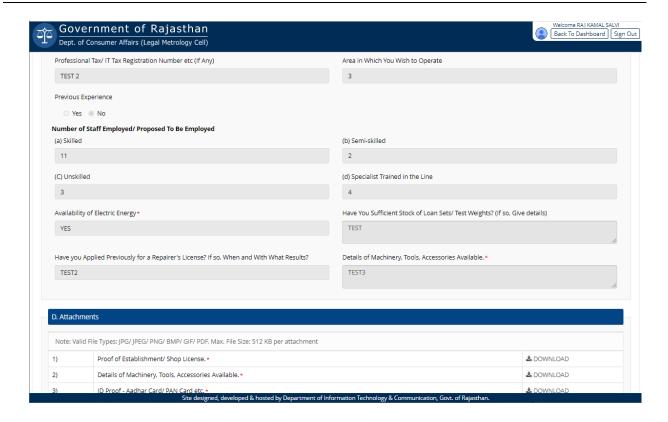


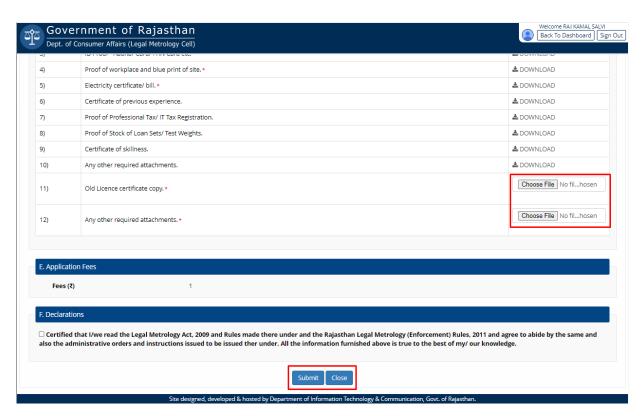






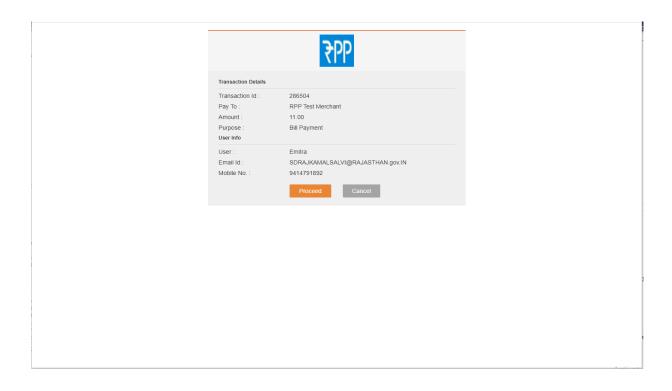




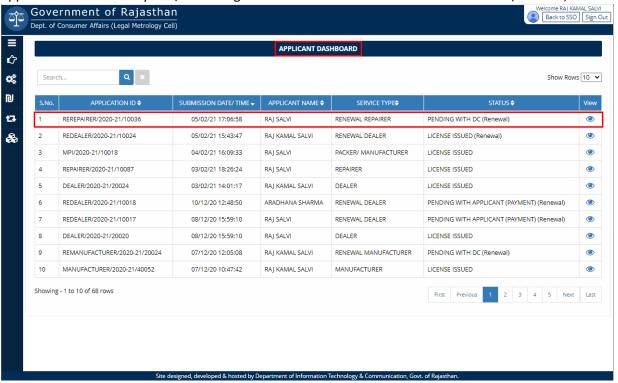


- 6. After filling all the mandatory inputs, uploading the required supporting documents (attachments) as shown above, Applicant now pay the Application Fees as mentioned in the "Application Fees" sections by clicking the "SUBMIT" Button as highlighted in the figure below.
- 7. In addition to this, system also sends a confirmation message to the applicant using a SMS and an EMAIL which applicant can use for future reference.



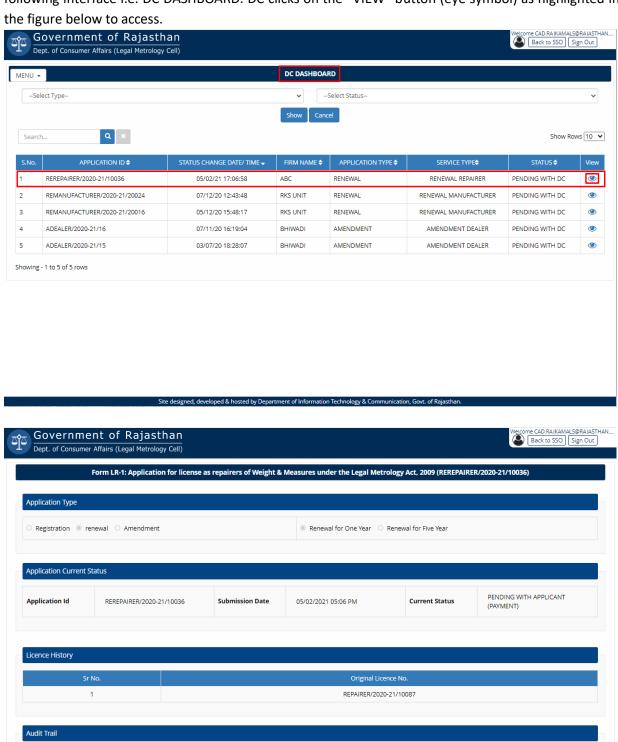


System redirects the application back to APPLICANT DASHBOARD wherein he/ she can now see the application submitted by him/ her along with its current status as "PENDING WITH DC (Renewal)".



<u>Note</u>: - Applicant can click on the VIEW button (eye symbol on the right side) to see the application and other proceeding details till its disposal by DC. The system also notifies the applicant in real-time using SMS and EMAIL about every action performed by any government officer on his/ her application.

- 8. After Successful payment process, the Application Forwarded to the DC Officer (Jaipur).
- 9. DC sign-in (login) to RajSSO to access the application , upon successful sign-in, DC is presented the following interface i.e. DC DASHBOARD. DC clicks on the "VIEW" button (eye symbol) as highlighted in the figure below to access.

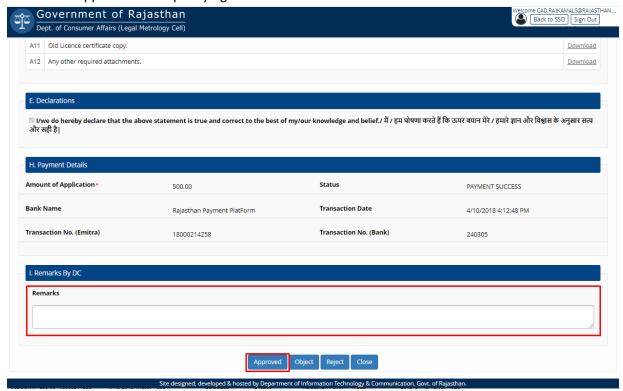


05/02/2021 05:06 PM

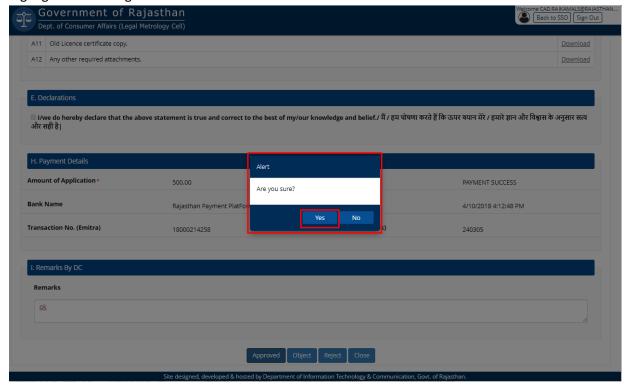
PENDING WITH APPLICANT (PAYMENT)

APPLICATION SUBMITTED SUCCESSFULLY AND PAYMENT PENDING

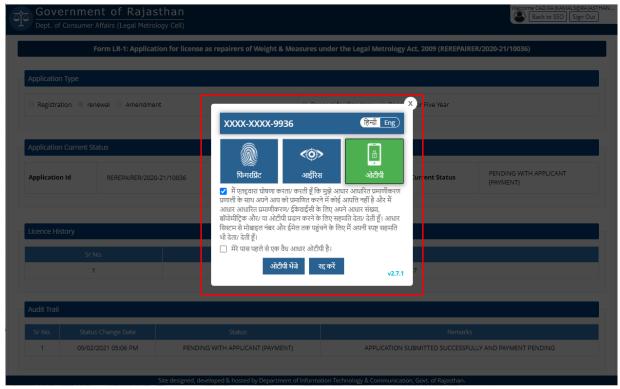
10. If all OK then Officer (DC) enters the relevant REMARKS . Finally, Officer (DC) clicks on the "APPROVE" button as highlighted in the figure below to issue the digitally signed (eSign) certificate of Manufacturer Licence Renewal. Alternatively, Officer may click on the REJECT/ OBJECT the application and return it back to the applicant after specifying valid reason in REMARKS section as shown below.



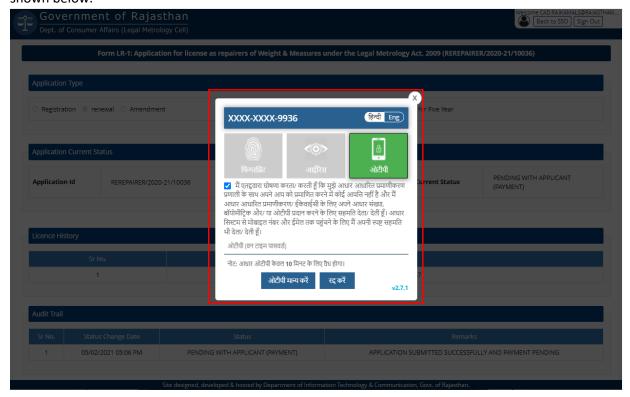
11. After clicking the "APPROVE" button, system presents a confirmation message to Officer (DC) as highlighted in the figure below

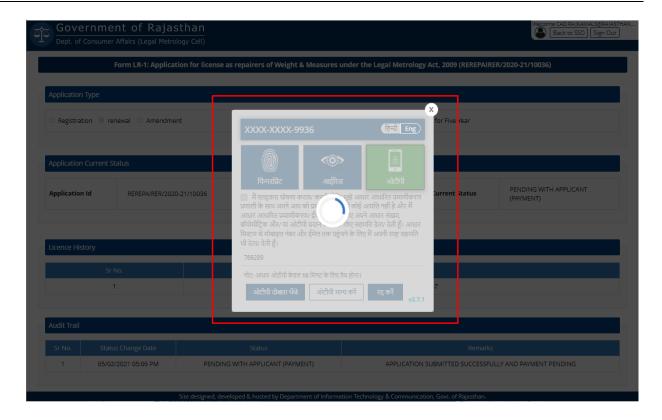


12. Upon clicking the "YES" button, system re-directs the Officer (DC) to AADHAAR VERIFICATION window as highlighted in the figure below wherein the Officer clicks on the first checkbox to give his/ her consent for AADHAAR VERIFICATION and then clicks the "SEND OTP" button as shown below to receive the OTP on his mobile number registered with AADHAAR.

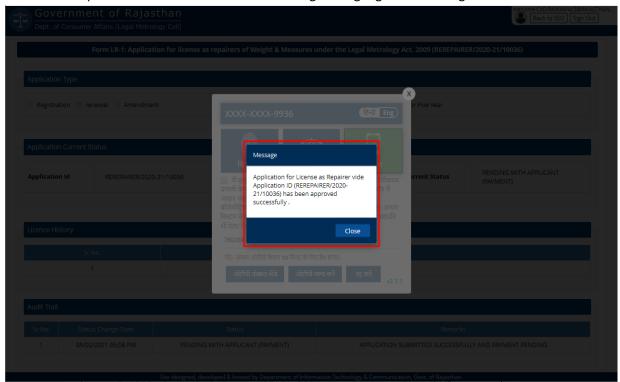


13. System prompts the Officer (DC) to enter the received OTP and then click on "VERIFY OTP" button as shown below.

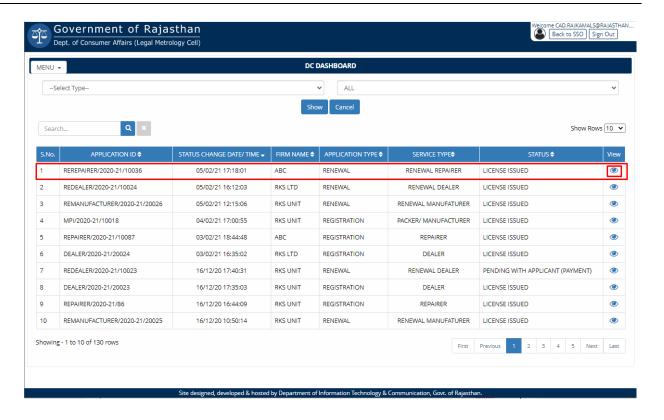




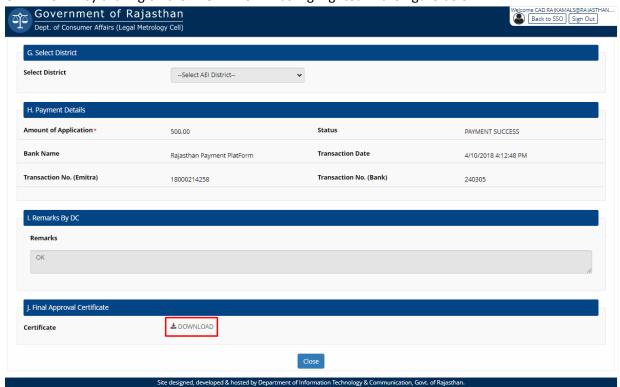
14. After successful AADHAAR VERIFICATION, digitally signed (eSign) CERTIFICATE is issued by the system and Officer is presented with a confirmation message as highlighted in the figure below.



15. Application status is now updated as "LICENSE ISSUED" as highlighted in the figure below. Applicant is also notified of this event through SMS and Email.



16. All stakeholders (DC Officer and Applicant) can now see and download the digitally signed (eSign) CERTIFICATE by clicking on the "DOWNLOAD" as highlighted in the figure below.



#### 17. Digitally Signed (eSign) CERTIFICATE.



# GOVERNMENT OF RAJASTHAN DEPARTMENT OF CONSUMER AFFAIRS LEGAL METROLOGY CELL

FORM LR - 3



Date: 05/02/2021

Certificate Ref. No: REPAIRER/2020-21/10087

- The Controller of Legal metrology hereby grants to M/s. ABC, ABC STREET,LCL,WARD NO2,UDAIPUR,UDAIPUR, Party/ Parties Detail: RAJ SALVI, ABC,LCL,ABC ADDRESS(Name and address of party
  - or parties) a license to repair the following:(Include details of the weights, measures, weighing instruments or measuring instruments that are licensed to be repair
    by the party.)
  - (A) Weights = 1, (B) Measures = 1, (C) Weighing Instruments = 2 or (D) Measuring Instruments = 3
- The licensed is valid for the party named above in respect of his workshop located at ABC STREET, LCL, WARD NO- 2.UDAIPUR.UDAIPUR
- This license is renewed and valid up to 31/DEC/2021.
- The repairer shall comply with the conditions noted below. If he fails to comply with any one of these, his license is liable to be cancelled.
- The party is licensed to repair weights, measures, weighting, and measuring instruments in the areas mentioned below:-3.
- Previously applied repairer licence details:-TEST2.
   Note: In the case of firm, its name with the names of all persons having interest in the business should be given in paragraph (1).

#### CONDITIONS OF LICENSE

- The person in whose favor this license is issued shall 
   (a) comply with all the relevant provisions of the Act and Rules for the time being in fore;
  - (b) not encourage or countenance any infringement of the provisions of the Act and Rules for the time being in force;
  - (c) exhibit this license in some conspicuous part of the premises to which it relates;
  - (d) comply with any general or special directions that may be given by the Controller of legal metrology;
  - (e) surrender the license in the event of closure of business and/or cancellation of License;
  - (f) (i) present the weights, measures, weighing or measuring instruments as the case may be, duly repaired to the legal metrology officer for undertaking verification and and stamping as specified in rule 14(1), before delivery to the user.
  - (ii) in the case of weights, measures, weighing or measuring instruments, if they are serviced/repaired before the date on which the verification falls due and where, in the process and the verification stamp of the legal metrology officer is defaced, removed or broken, they shall be presented dully repaired to the legal metrology officer for re-verification and stamping before delivery to the user.
  - (g) submit the application for renewal of this license as required under the rules within thirty days of expiry of the validity of the license.
- Every condition prescribed after the issue of this license shall, if notified the the Official Gazette, be binding on the persons to whom the license has been granted.



Signature valid

Digitally Signed by Raj Kam I Salv Designation : SENIOR 20 TWAR DEVELOPER Date: 2021.02.05 17:14 22 IST

Reason: Approved Location: Udaipur

Note: This is a digitally signed certificate and does not required any physical signature. Also, this certificate can be validated using QR Code or online at http://swcs.rajasthan.gov.in/Verifycertificate.aspx

THANK YOU