

DEPARTMENT OF LEGAL METROLOGY

USER MANUAL

(VERIFICATION & STAMPING)

(E-MAPAN & LMD)

[OFFICER]

Department of Legal Metrology (Formerly known as Department of Weights & Measures) now in order to align with the recommendations of International Organization of Legal Metrology for which India is also a member country, the department is renamed as 'Department of Legal Metrology'

Aims of the department are as follow:

- 1. Maintain of accuracy in all weights, measures used in trade, commerce industry.
- 2. Protection of Consumer Interest
- 3. To ensure correct quantities of prices paid
- 4. To ensure correct weighment of farm produced in sale transaction

Department has been digitized and all the departmental activities has to be done through online process. M/s KEONICS has developed the 'e-mapan' software regarding this and has been successfully running from last two years.

E-mapan is one of the integrated service project and a first of its kind in G2B initiative implemented in Legal Metrology Department, Government of Karnataka. It helps in end-to-end solutions aimed at improving G2B services. Increased transparency, time saving and increased efficiency are only few of the benefits, both consumers and staff of department can expect from e-mapan.

E-mapan being a work flow based software, delivers the following functionalities:

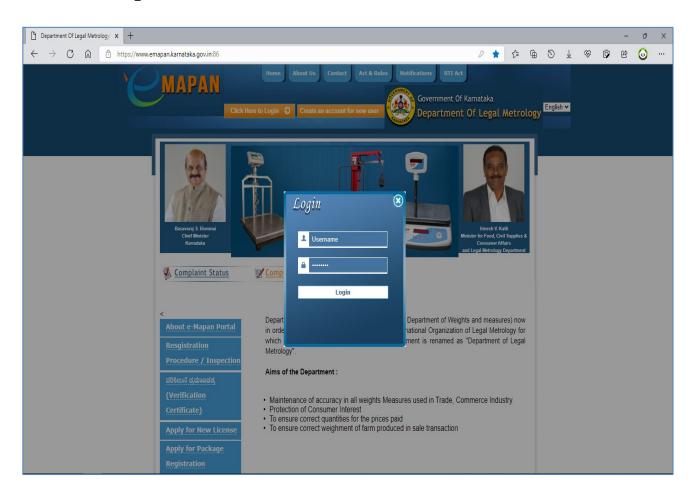
- 1. Administrative Module
- 2. Issue of Computerized Licenses / Registration Certificates / Nomination Certificate
- 3. Online Renewal of Licenses for the current year
- 4. Online Amendments of Licenses / Registration Certificates.
- 5. Issue of Computerized Verification & Stamping Certificate
- 6. Inspection and Compounding
- 7. Court Case Monitoring System
- 8. MIS Reports
- 9. Finance Monitoring
- 10. Public Grievance System
- 11. SMS / Email Features for registered costumers

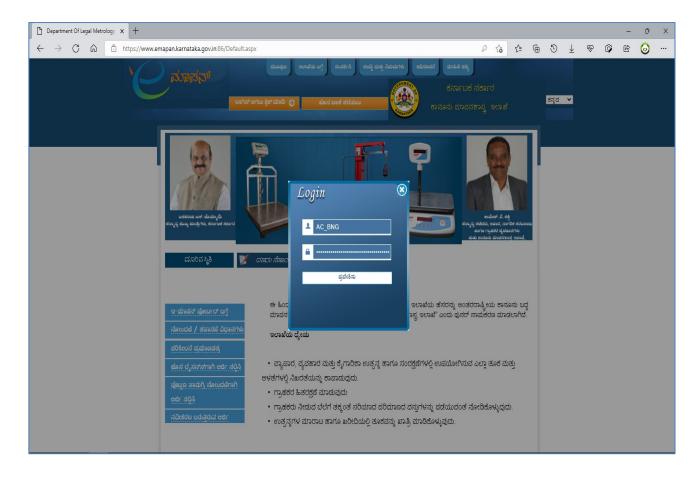
Steps To Be Followed By LMO's To Process Online Application For Verification & Stamping Are As Follow

1. Please enter the URL http://www.emapan.karnataka.gov.in/ in the browser to open E-Mapan website home page.

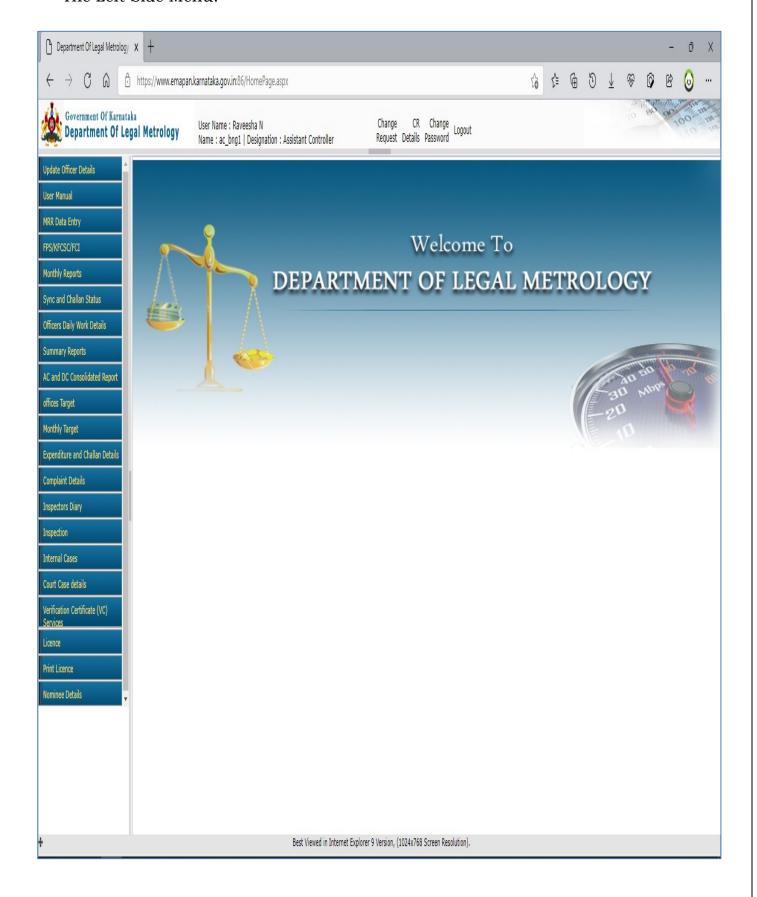


2 Click on 'Click Here To Login' Button And Enter The Respective Login Credentials & Click On 'Login' Button

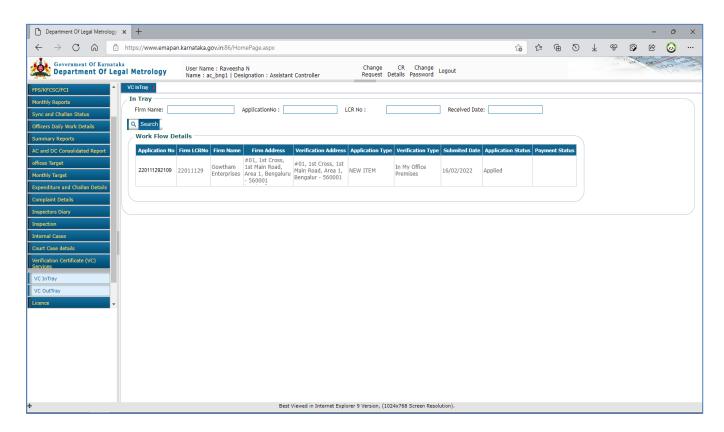




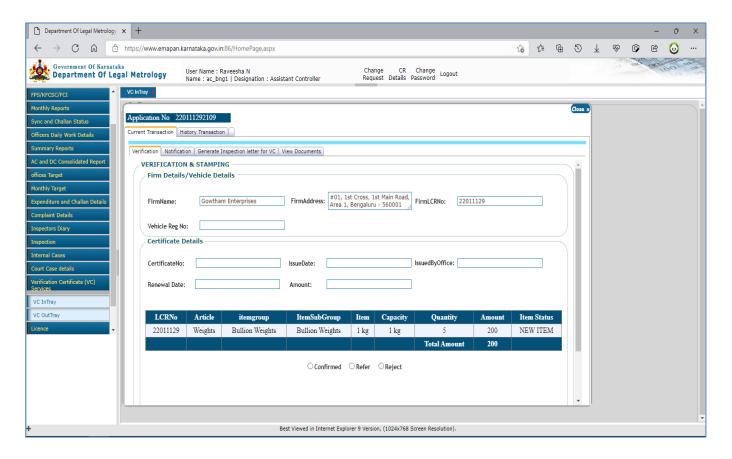
After Successful Login, You Will Be Greeted With Homepage With Several Option In The Left Side Menu.



Click On 'Verification Certificate' Link & Then Click On 'VC Intray' To Display The Application Received.

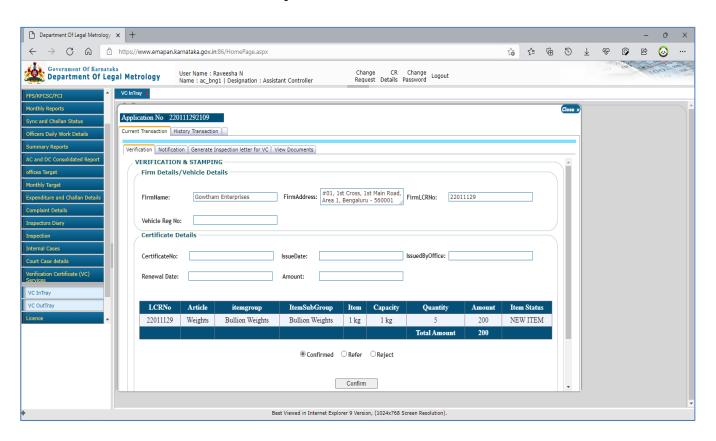


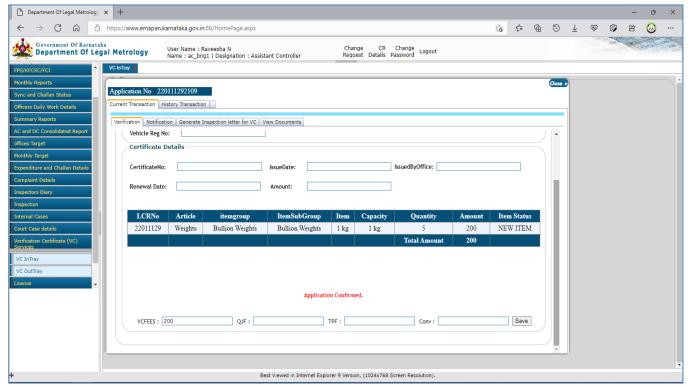
Select The Application Number To View The Application Form Submitted By Trader Containing The Details Of Weights / Measures / Weighing Instruments / Measuring Instruments To Be Verified & Stamped.

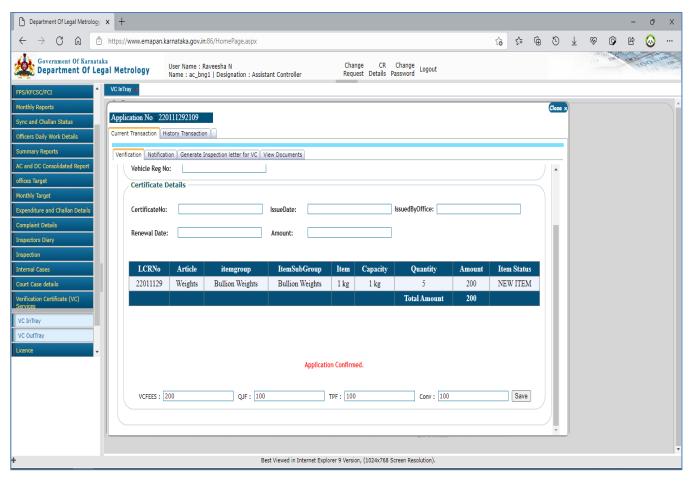


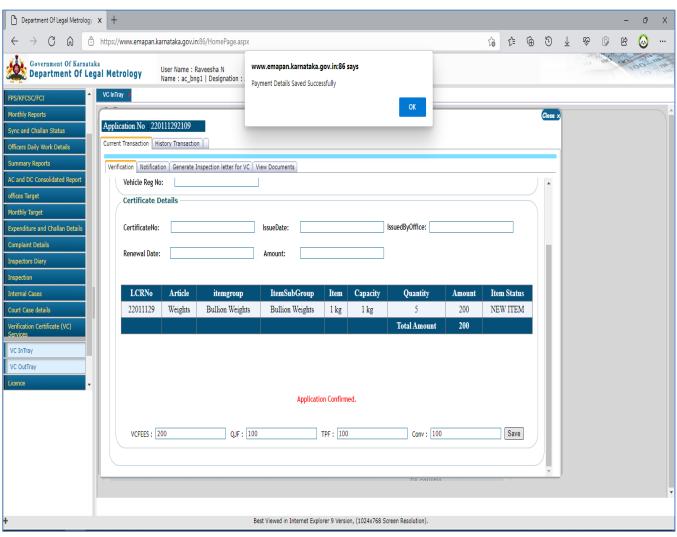
6 Once The Application Is Viewed, LMO Has To Confirm The Application If It Applies To Him Or He Can Reject The Application / Refer The Application To Other LMO If In Case Of Jurisdiction Issue.

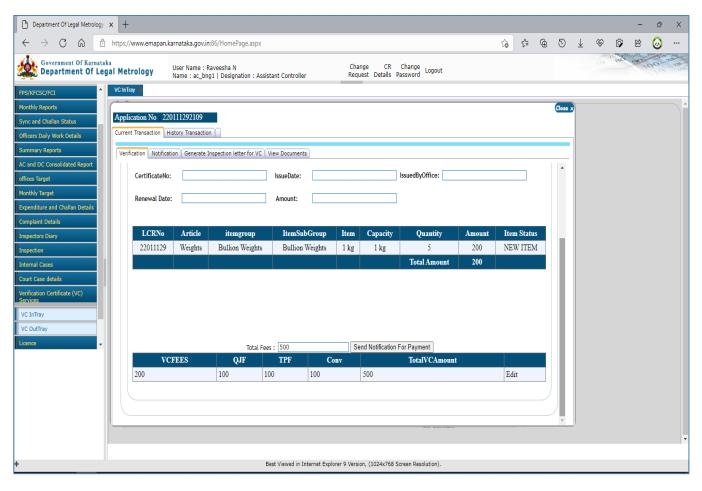
Confirm: If LMO Selected 'Confirm' Option Then He/She Has To Enter The Fee Details (Trader Premises Fee / Quarter Jump Fee & Conveyance Fee – If Any) & Send Notification For Payment To Trader.

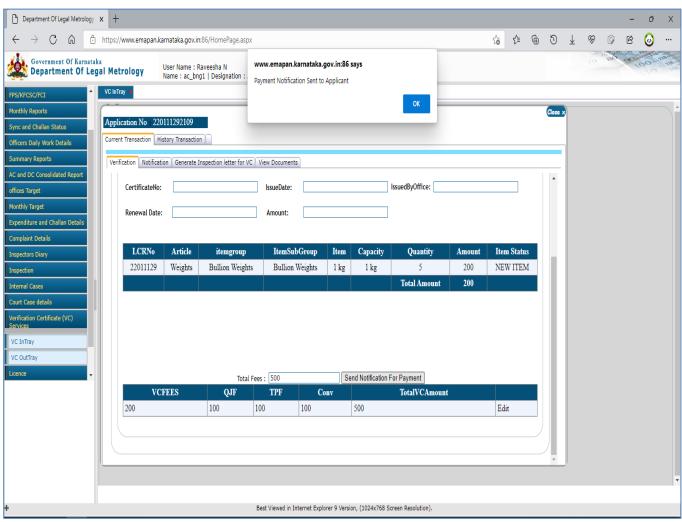


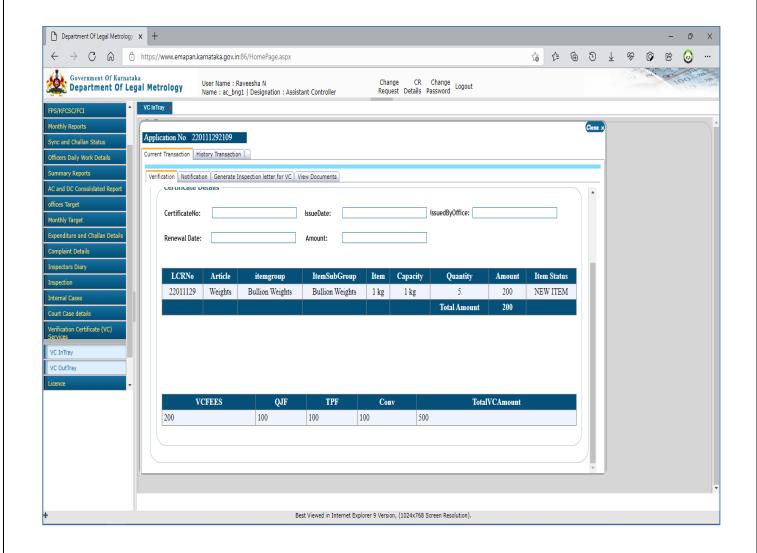




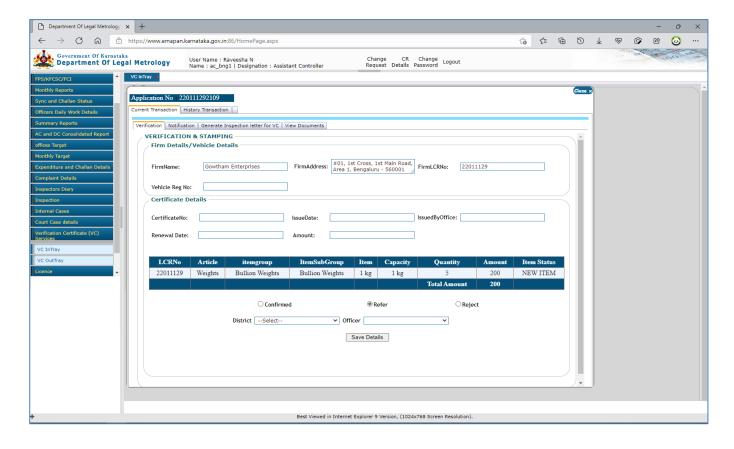


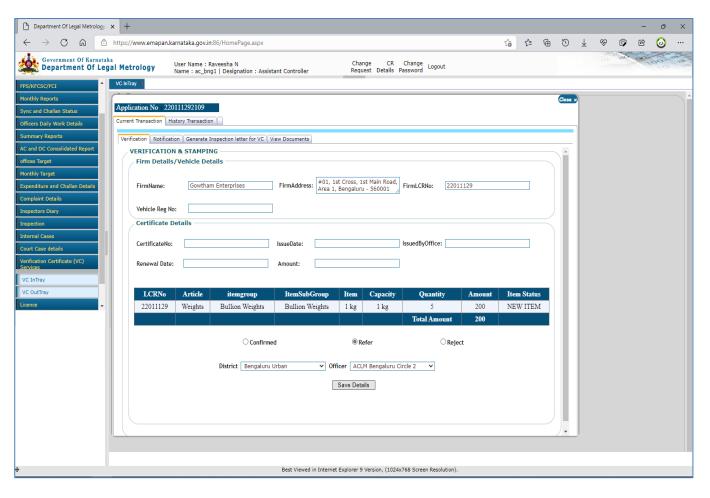


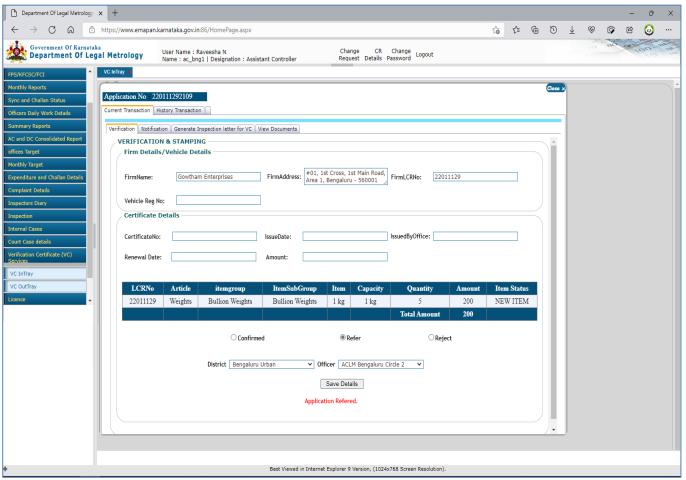




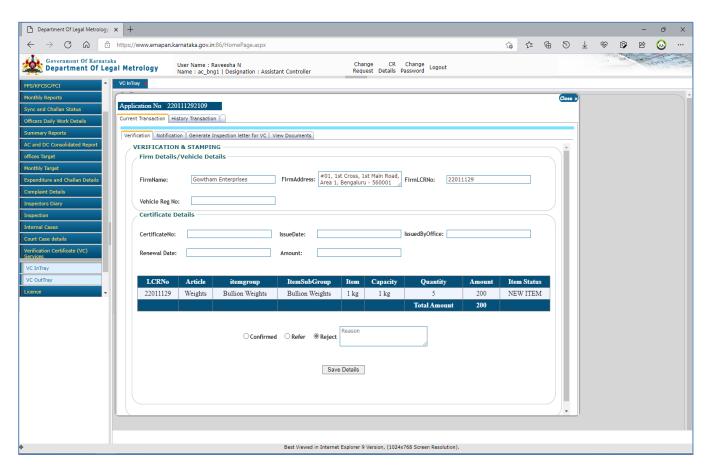
Refer: If LMO Selected The 'Refer' Option, Then He/She Has To Select The District & Office To Refer Application To Different Office

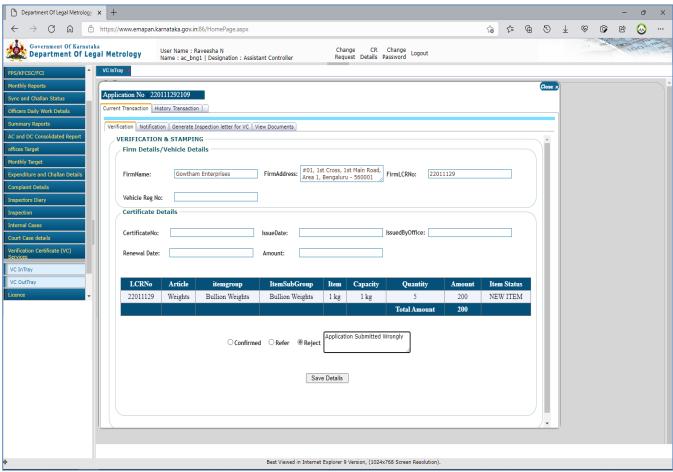


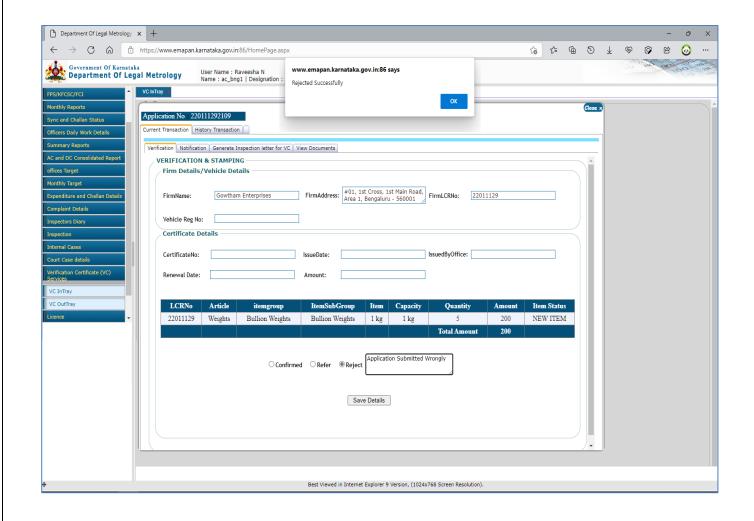




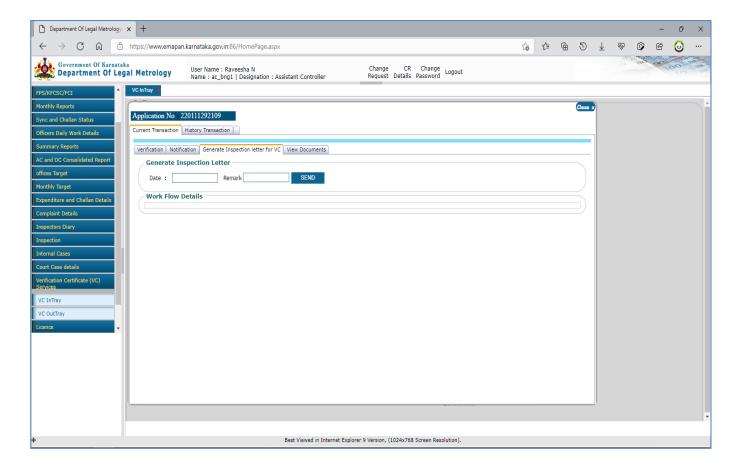
Reject: If LMO Selected 'Reject' Option Then, He/She Has To Enter The Reason For Rejection & click On Save Button

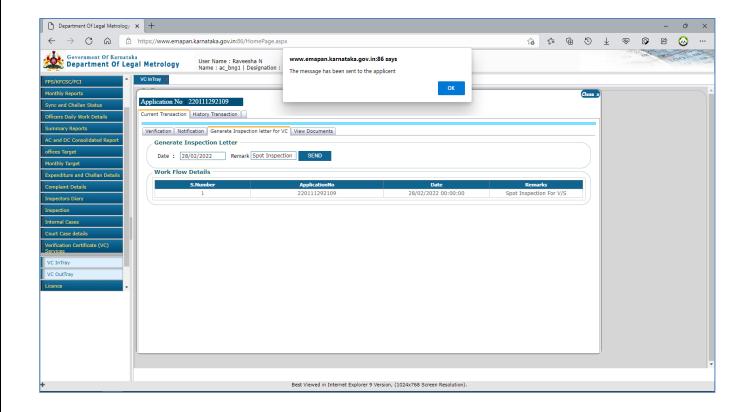




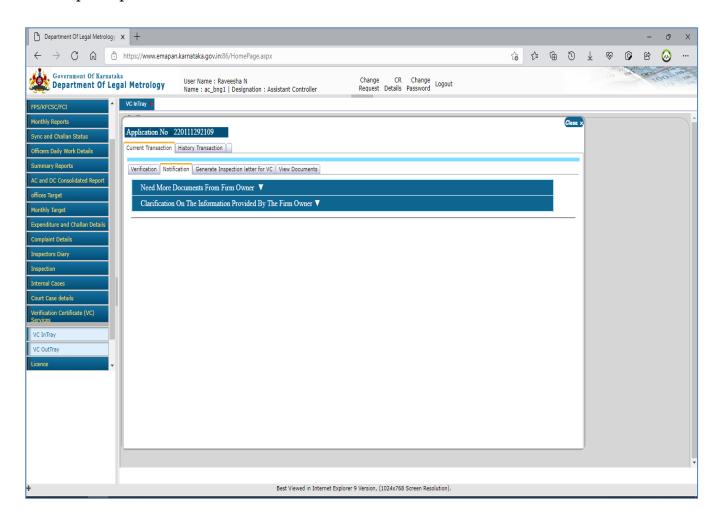


Once The Application Is Confirmed, Officer Can Send Inspection Notification By Clicking On 'Generate Inspection Letter For VC'

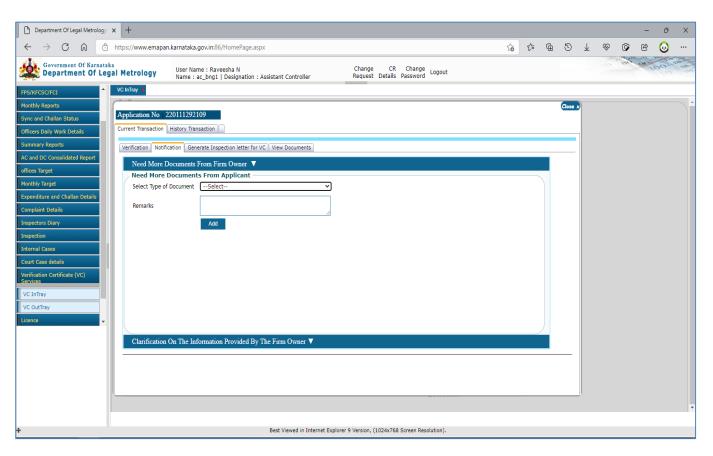


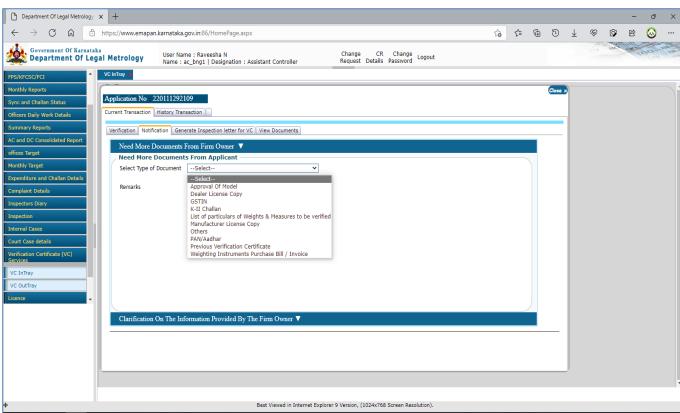


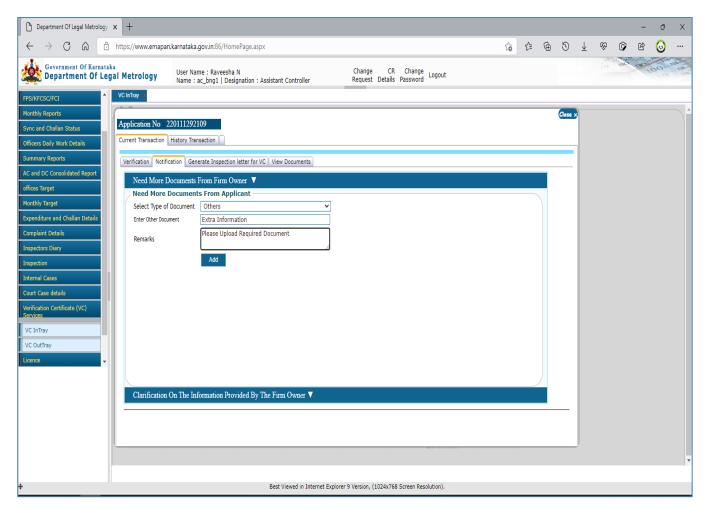
If LMO Requires Any Extra Documents / Information From Trader Then He/She Can Send Notification For The Same By Clicking On 'Notification' Tab & Select The Proper Option.

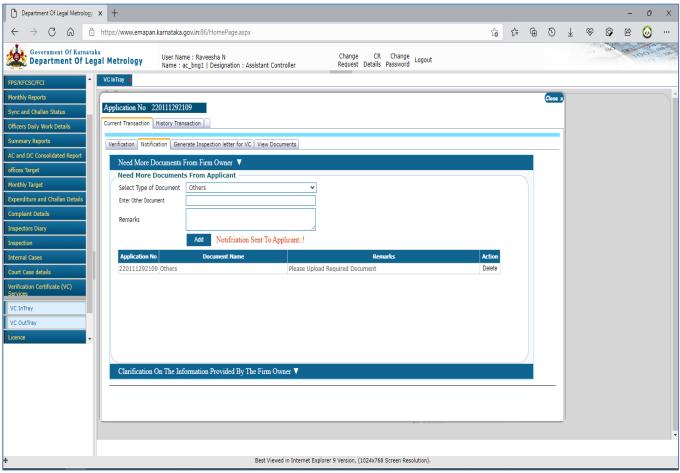


Need More Documents:

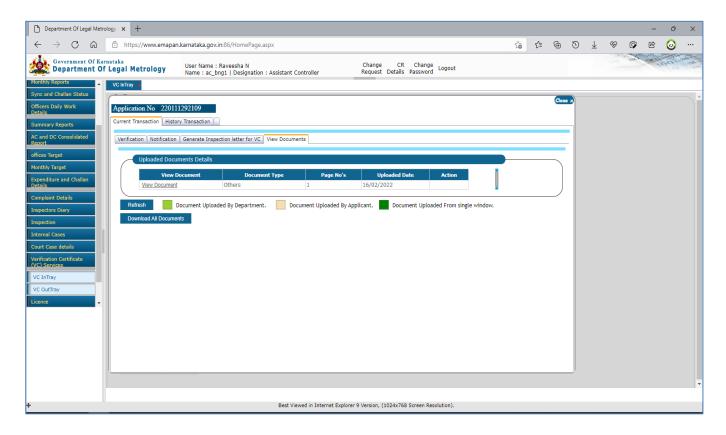




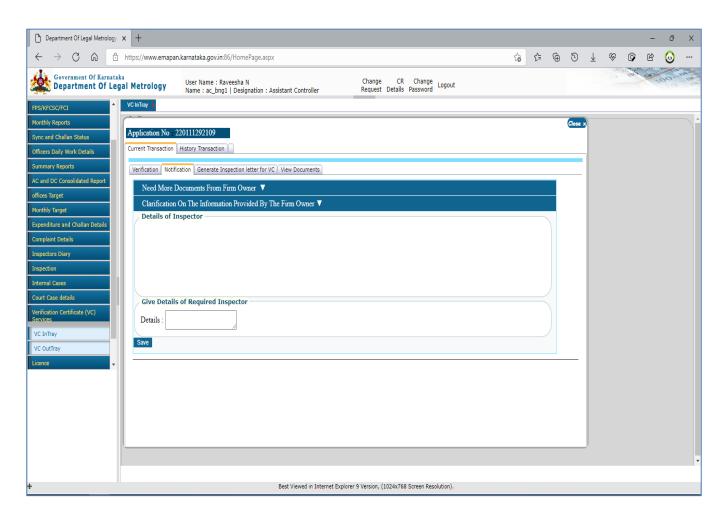


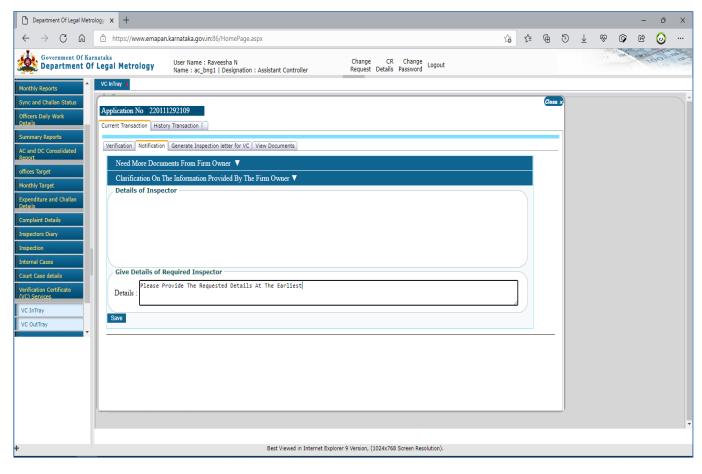


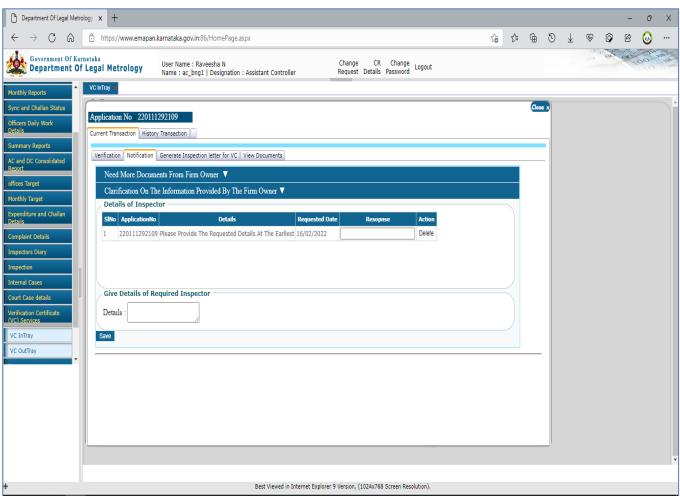
Once Document Requested Are Uploaded By Applicant, It Can Be Viewed Under 'View Documents' Tab



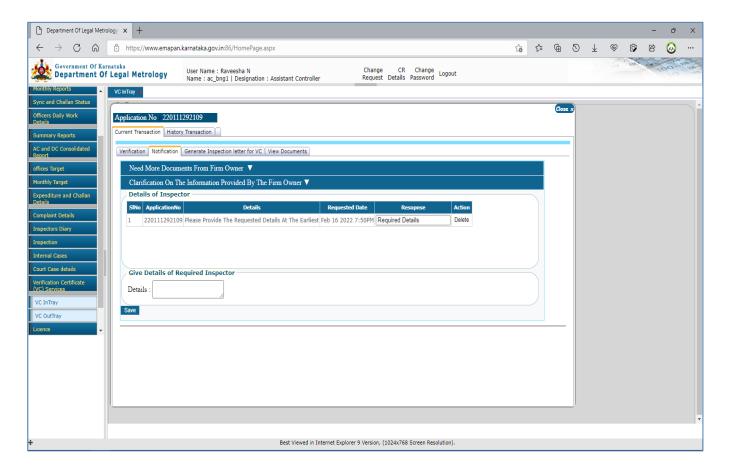
Need More Clarification:







Once The Requested Information Are Furnished By Applicant, LMO Can View The Same



NOTE:

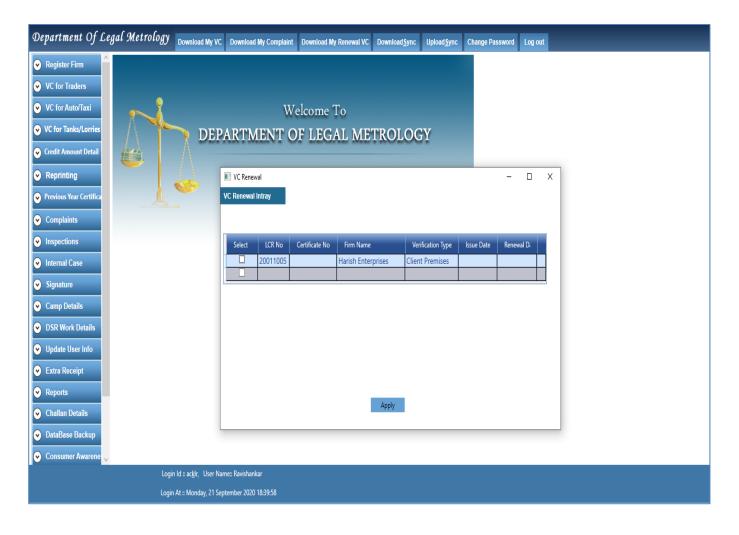
Based On The Officer Selection, The Status Of Application Changes From 'Applied' To 'Confirmed' / 'Rejected' / 'Notification Send For Payment' / 'Notification Send For Document Upload' / 'Notification Sent For Extra Information'

9 LMO Has To Open The LMD Application & Login To Application With Respective Credentials

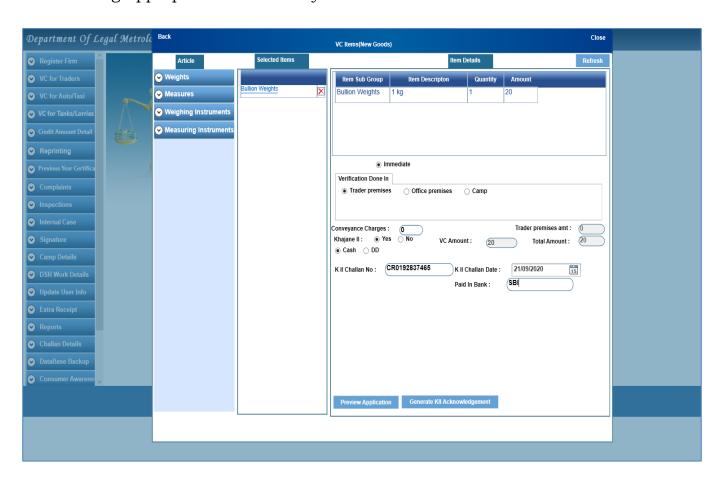


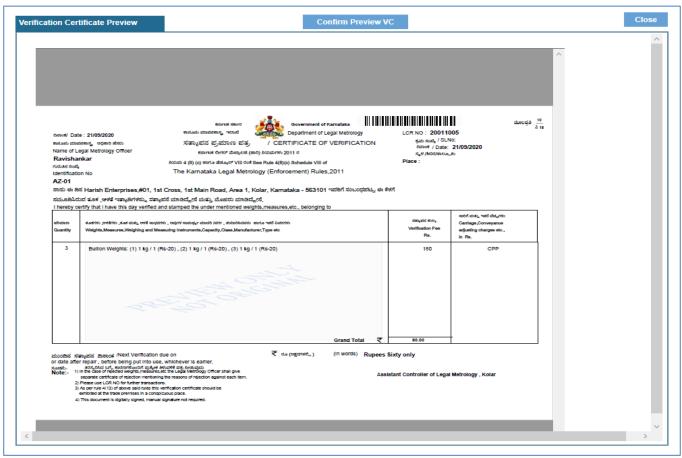


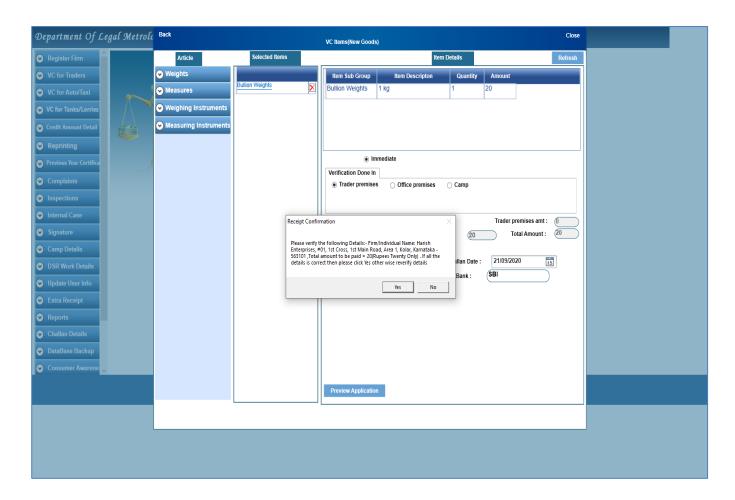
Once Logged Into LMD Application, LMO Has To Click On 'Download My VC' Button To View The Confirmed Applications



11 Once The LMO Select The Application By Clicking The CheckBox Net To Application Number, He/She Will Be Redirected To Page Where He/She Can View The Draft Verification Certificate & Proceed With Money Receipt Generation By Selecting Appropriate Mode Of Payment





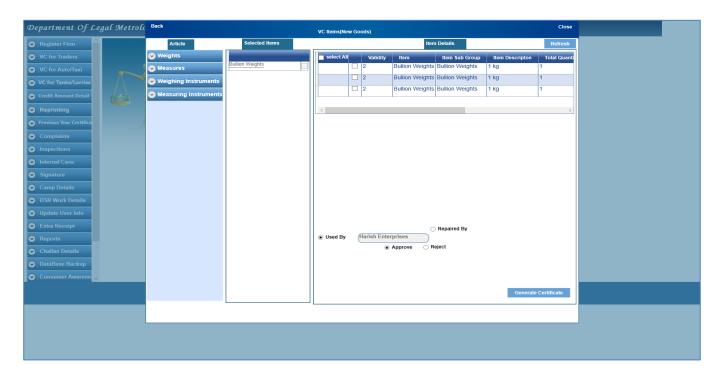


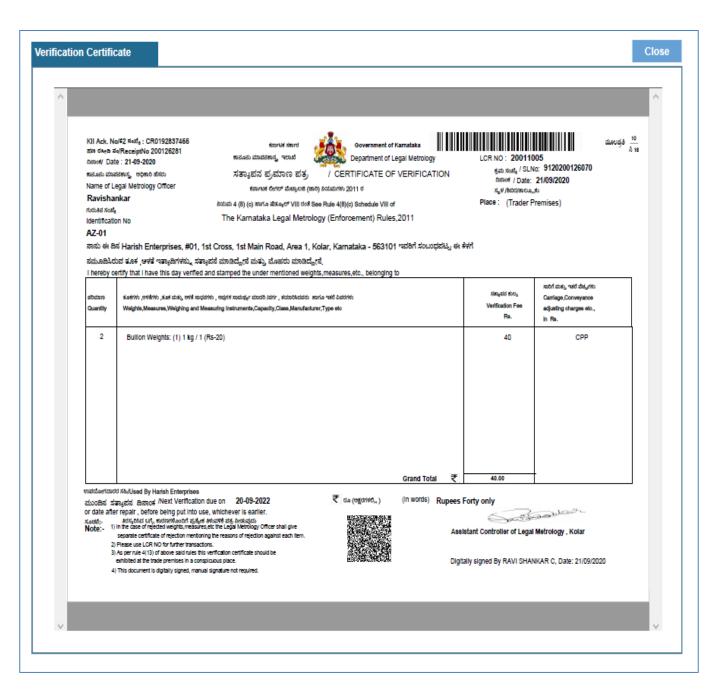


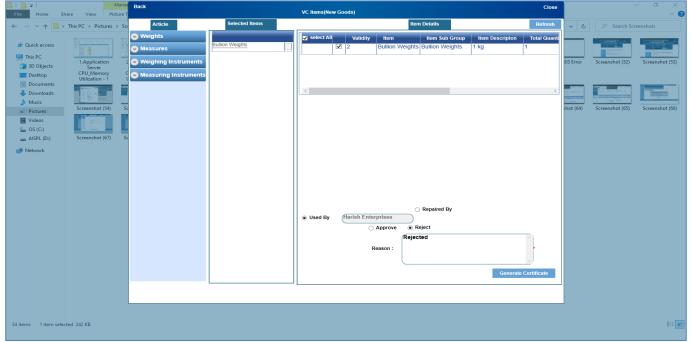
This document is digitally signed, manual signature not required.

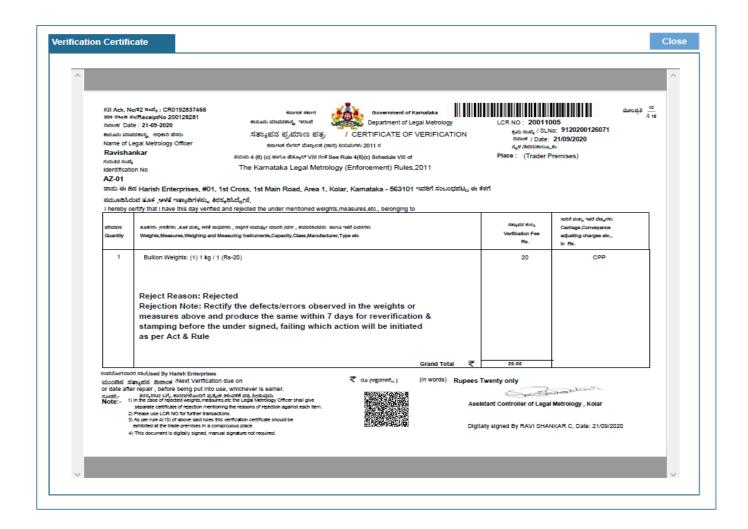


12 Once The Money Receipt Is Generated, Then He/She Has To Select The Items For Approval / Rejection Of Verification & Stamping Certificate









NOTE:

Once The Certificate Is Generated By Digitally Signing, LMO Can Issue The Certificate There Itself To Applicant Or Once The Data Is Synchronized, Applicant Can Download The Same In His/Her E-Mapan Account