

DEPARTMENT OF LEGAL METROLOGY

USER MANUAL

(VERIFICATION & STAMPING)

{E-MAPAN}

[TRADER'S]

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:

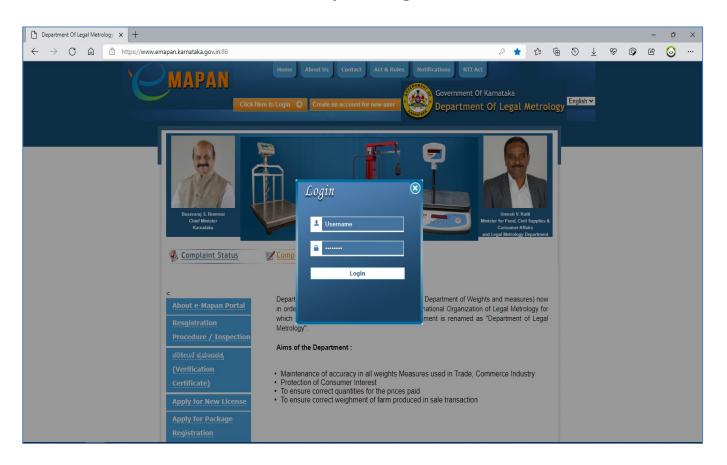
- 1. Administrative Module
- 2. Issue of Computerized Licenses / Registration Certificates / Nomination Certificate
- 3. Online Renewal of Licenses for the current year
- 4. Online Amendments of Licenses / Registration Certificates.
- 5. Issue of Computerized Verification & Stamping Certificate
- 6. 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

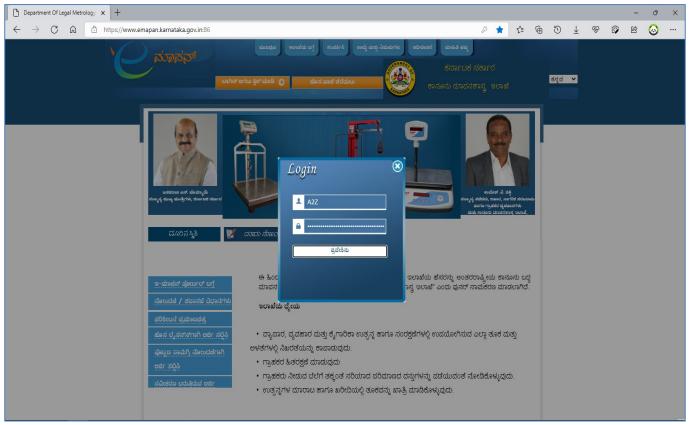
Steps To Be Followed By Trader's To Apply Online Application For Verification & Stamping Are As Follow

1. Please enter the URL https://www.emapan.karnataka.gov.in:86/ in the browser to open E-Mapan website home page.

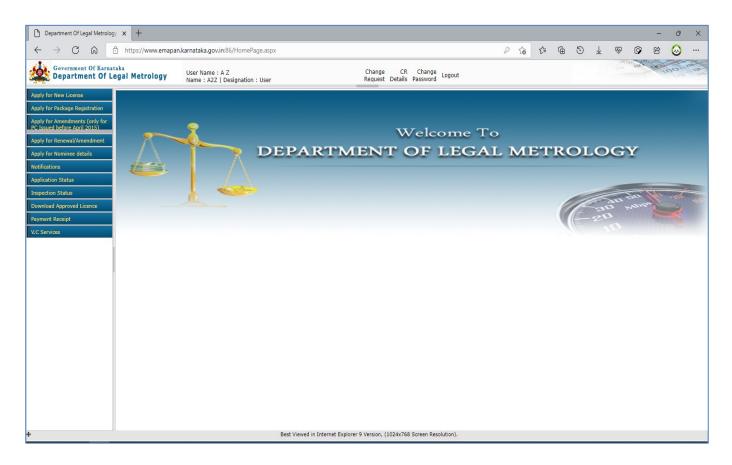


If You Have Already Created An Account With E-Mapan Then Use The Same Account Details To Login To Application By Clicking on 'Click Here To Login' Button Or Else Create An Account By Clicking on 'Create An Account'

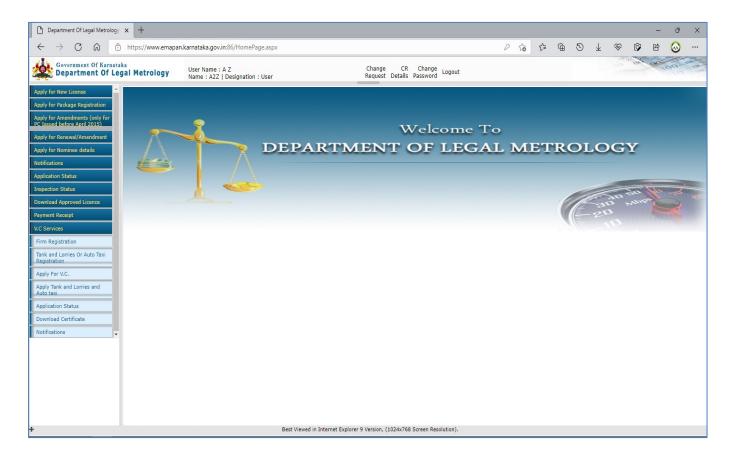




After Successful Login, You Will Be Greeted With Homepage With Several Option In The Left Side Menu.



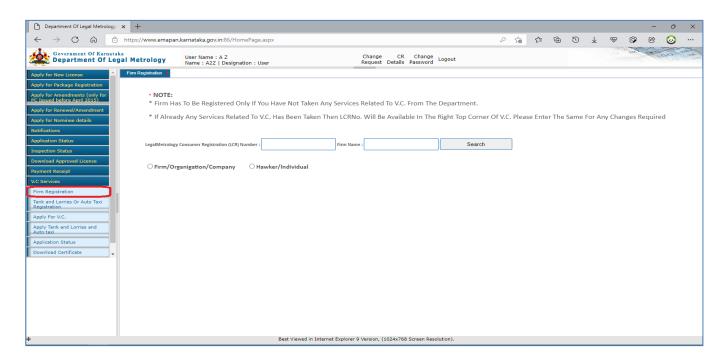
Click On 'Verification Certificate' Link & Then Click On 'VC Intray' To Display The Application Received.



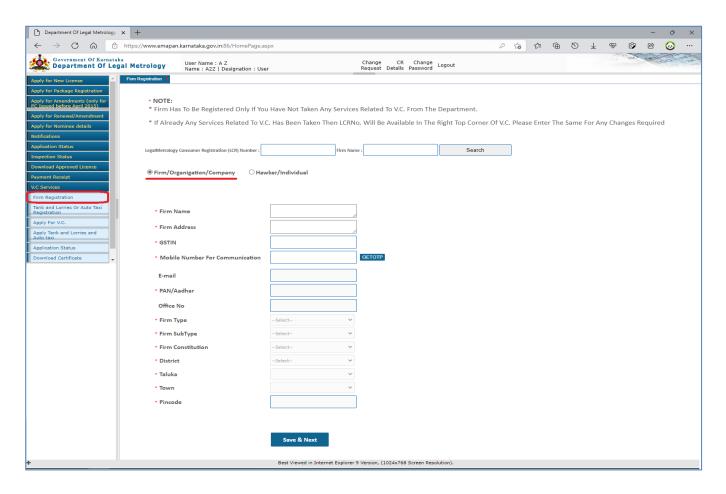
5 Click On Firm Registration Link To Register Your Company Details With The Department

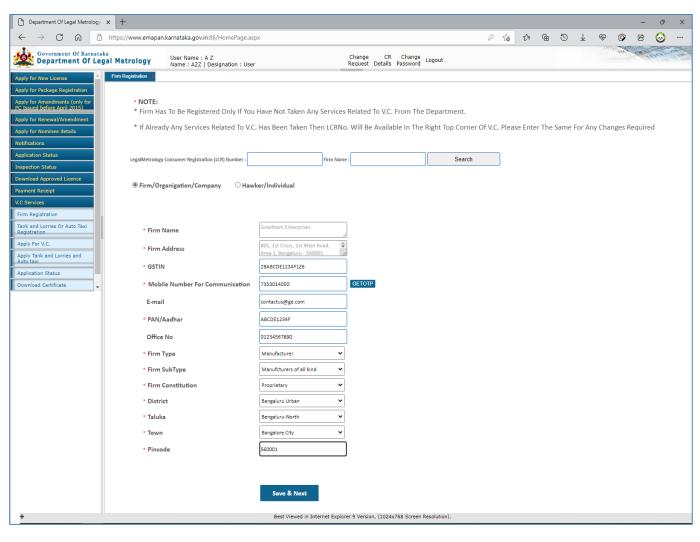
NOTE:

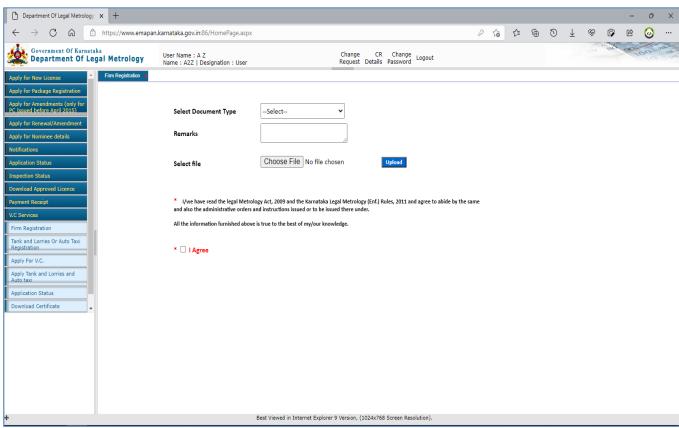
- Firm Details Has To Be Registered Only If You Have Not Any Services Related To Verification & Stamping From Department
- If Already Got The Service From The Department Then Use The Existing LCR (Legal Metrology Registration) Number For Further Processing

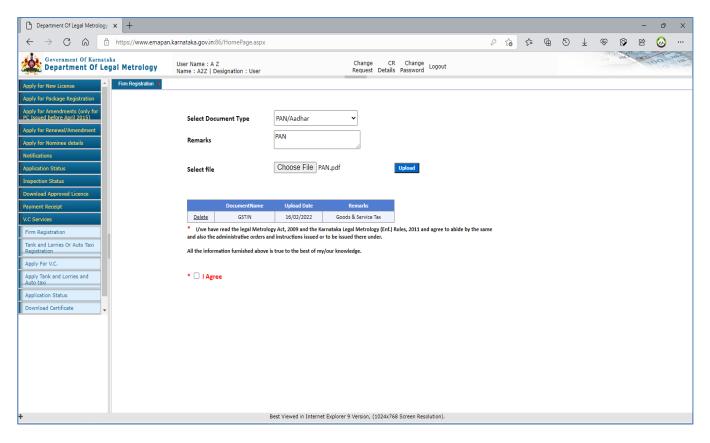


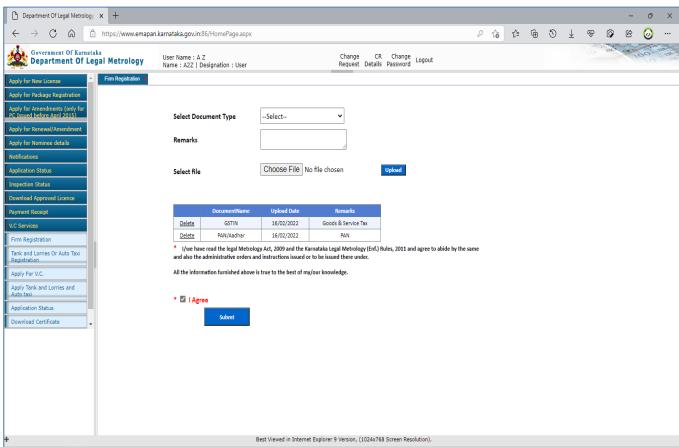
Firm / Organization / Company:

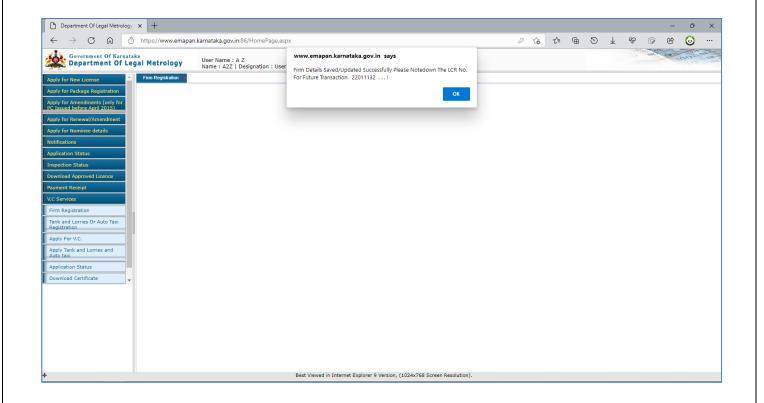




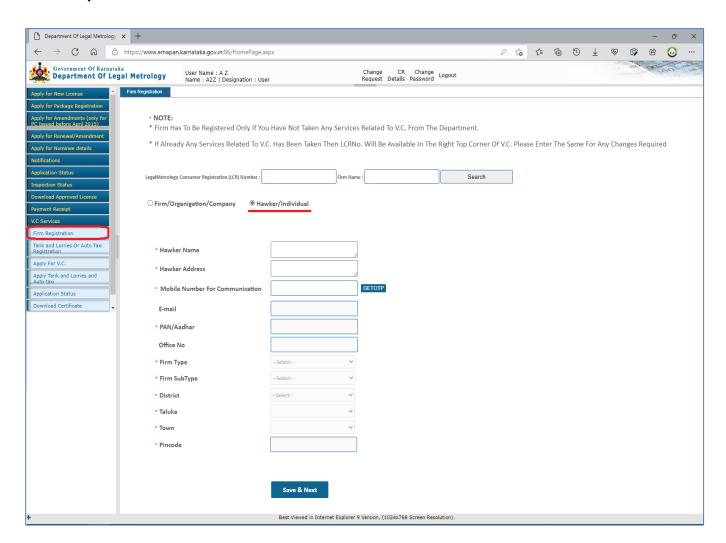


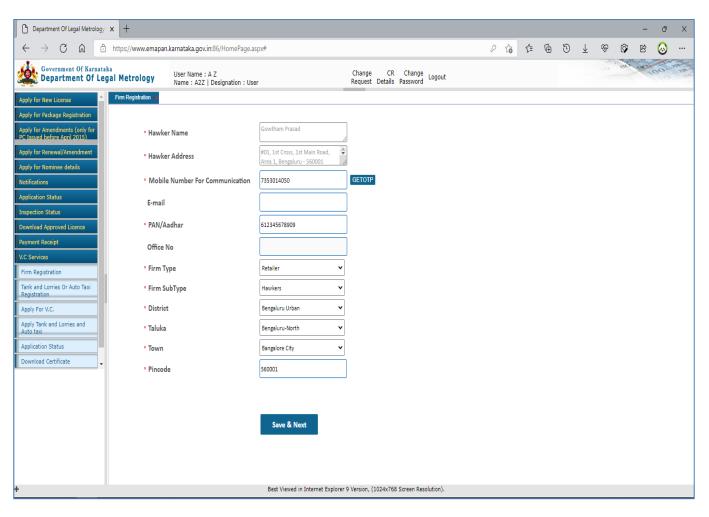


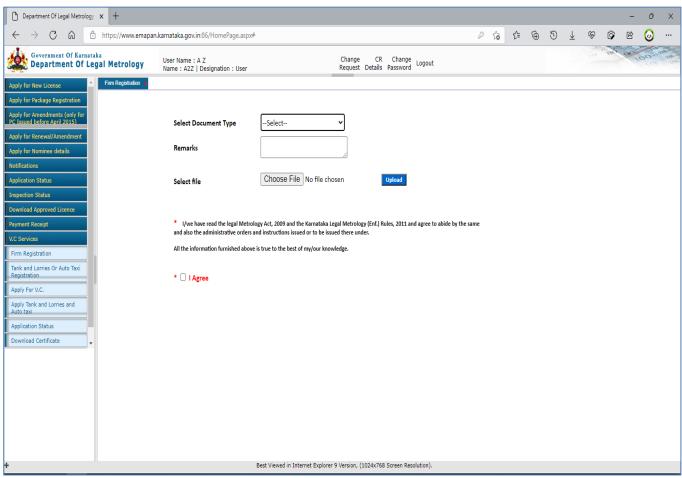


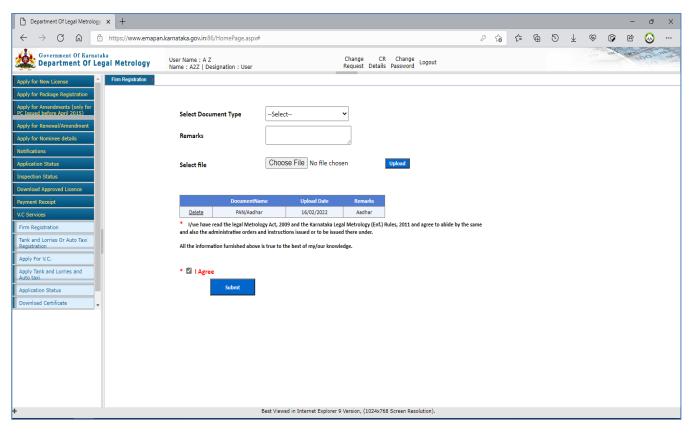


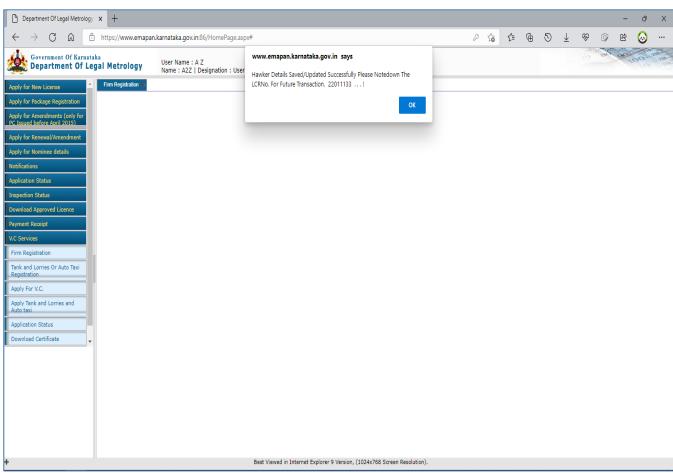
Hawker/Individual:



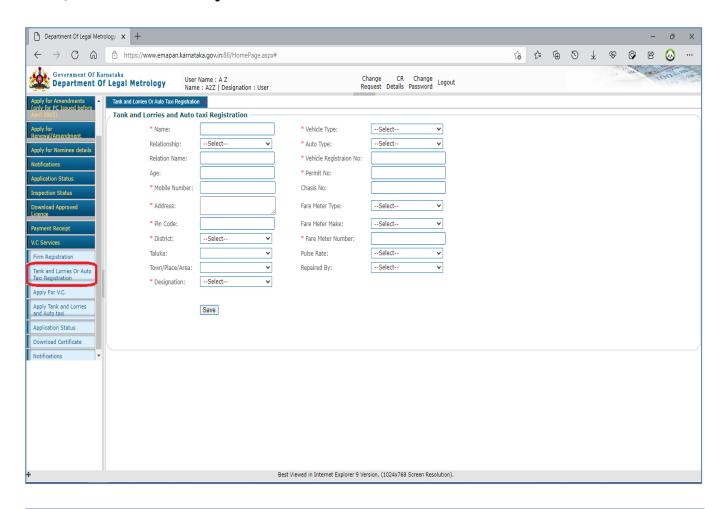


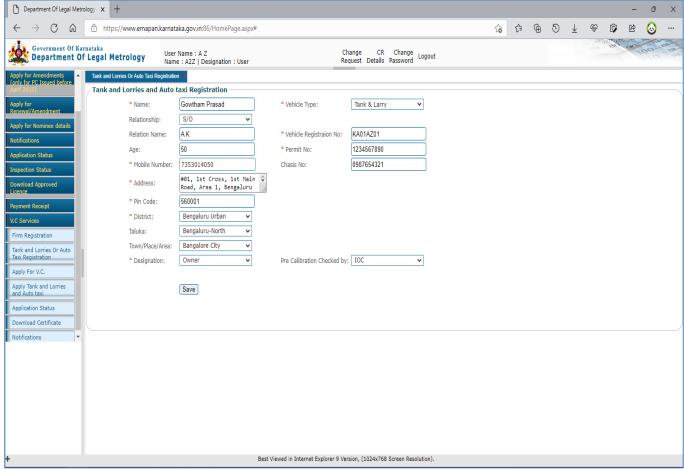


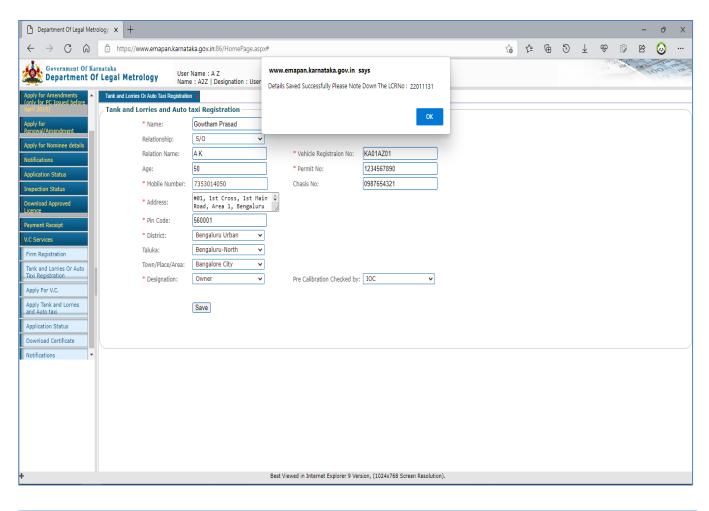


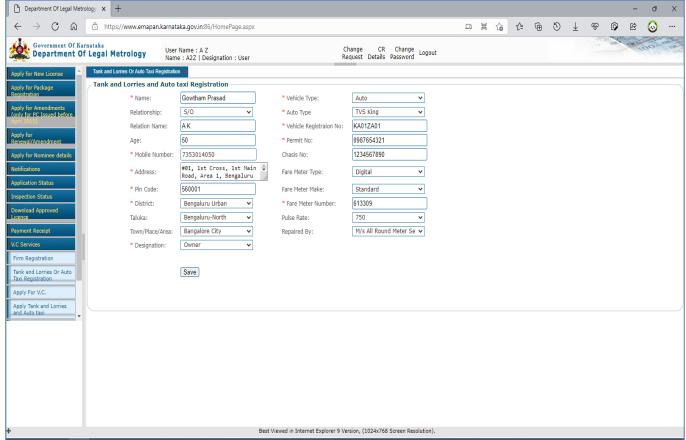


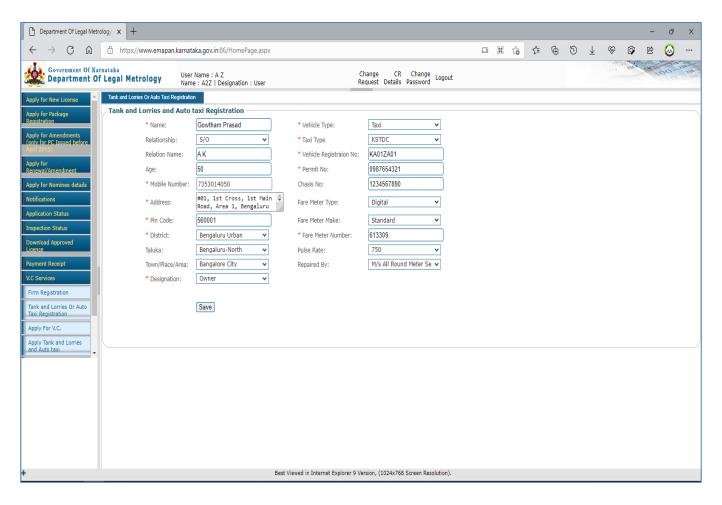
Auto/Taxi & Tank Lorry:

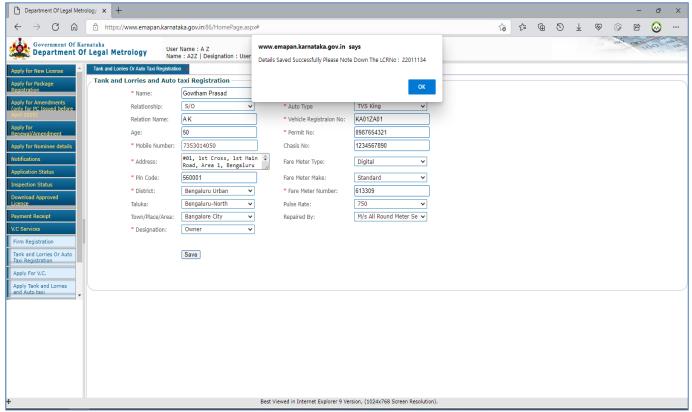




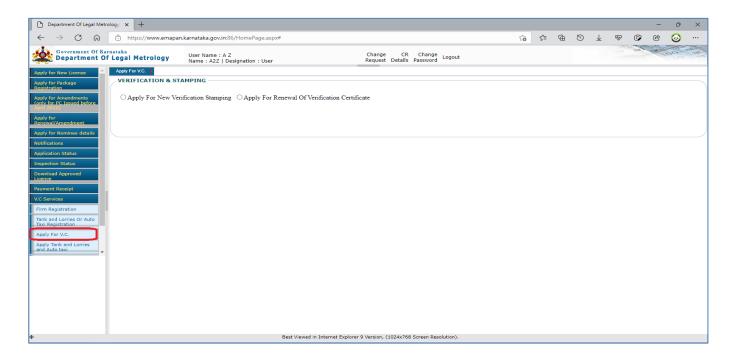




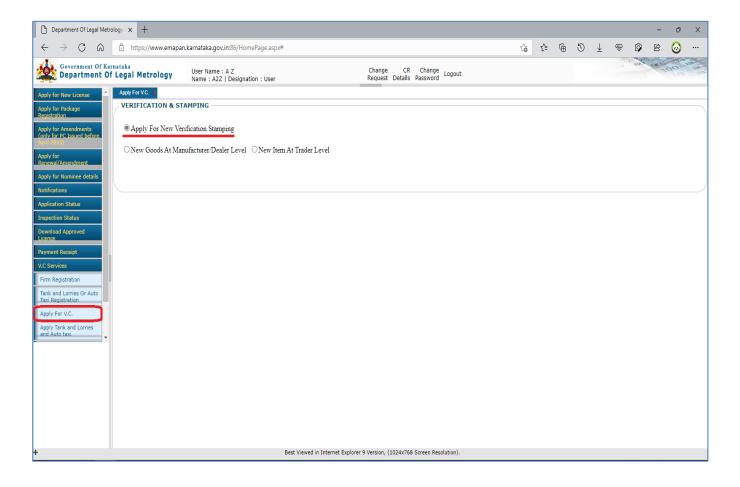


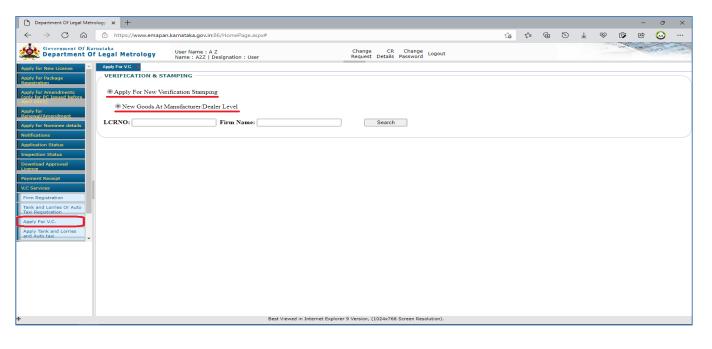


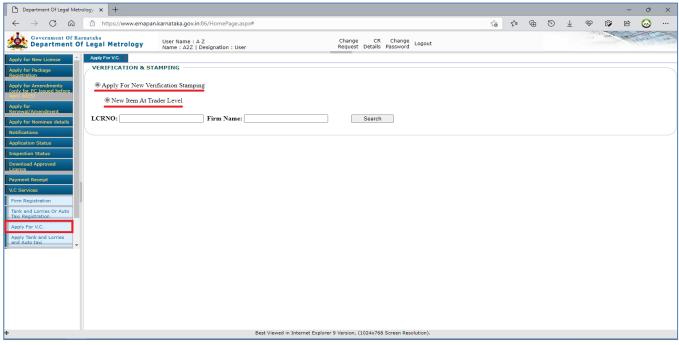
6 Click On 'Apply For VC' Link To Apply Application For New V/S Certificate or Renewal Of Existing V/S Certificate

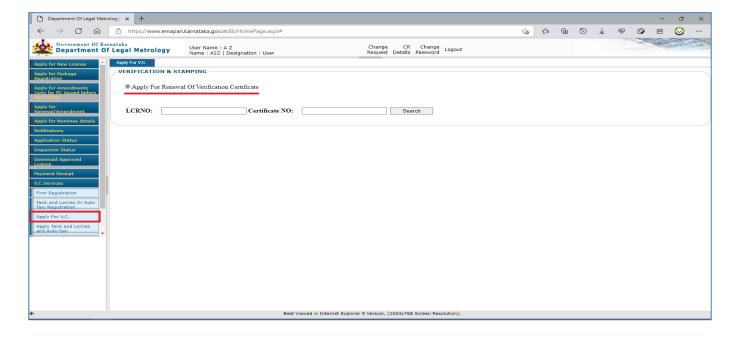


NOTE: If You Select New Verification Stamping Then You Have To Select Whether Application Is Being Submitted For New Goods At Manufacturer Level Or New Items At Trader Level & Then Proceed Further

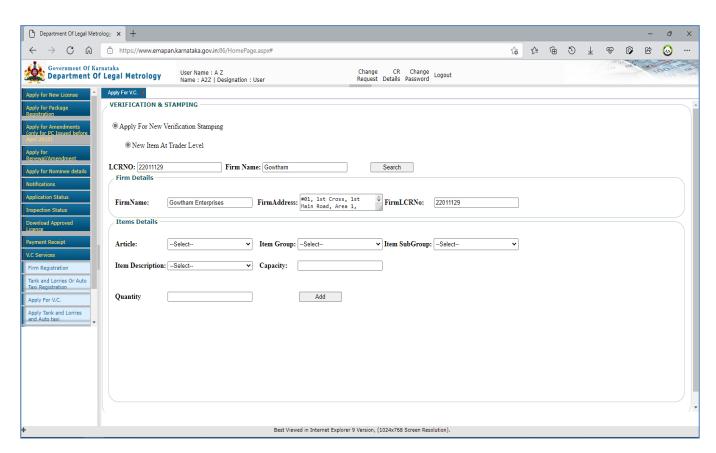


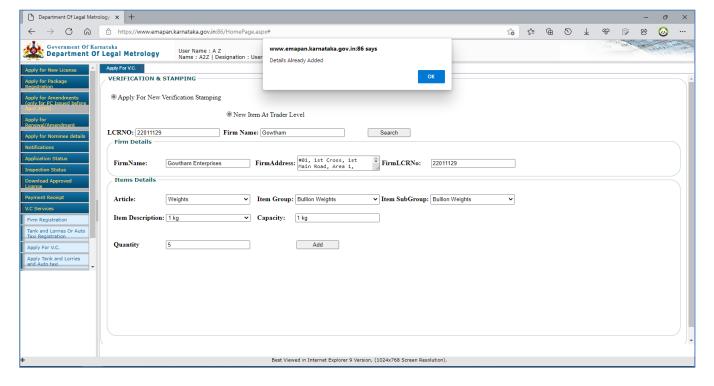


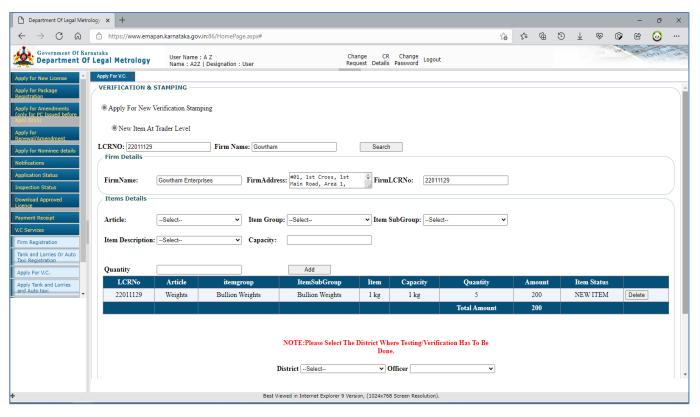


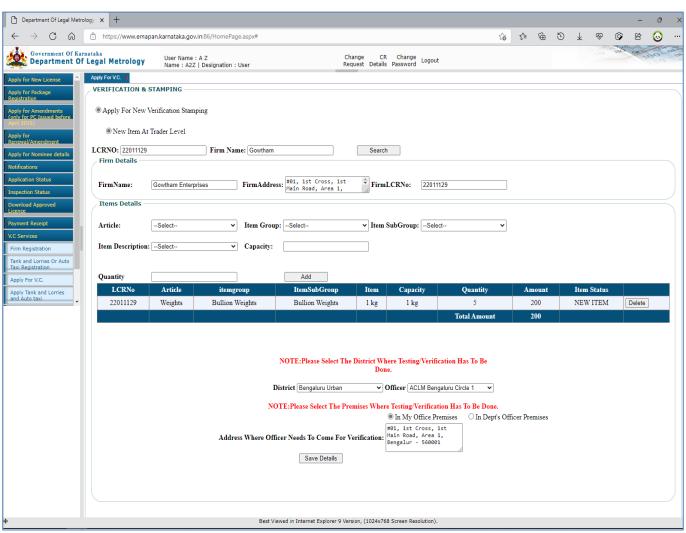


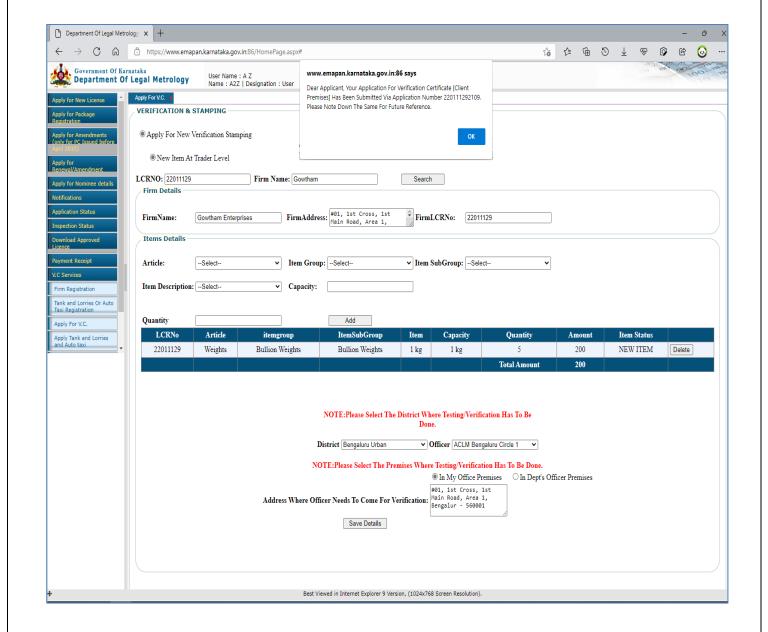
- **7** (a) Once The Type Of Application Is Selected For New V/S Certificate Then Applicant Has To Enter The LCR Number & Company Name To Proceed Further With Addition Of Items
 - (b) Once The Items Are Added Then, Applicant Has To Select The District & Office By Whom The Verification & Stamping Has To Be Done
 - (c) Once The Office Is Selected, Then Applicant Has To Select Premises Where The Verification & Stamping Will Be Done
 - (d) Once All Above Steps Are Completed Then Applicant Has To Click On Save Button To Submit The Application



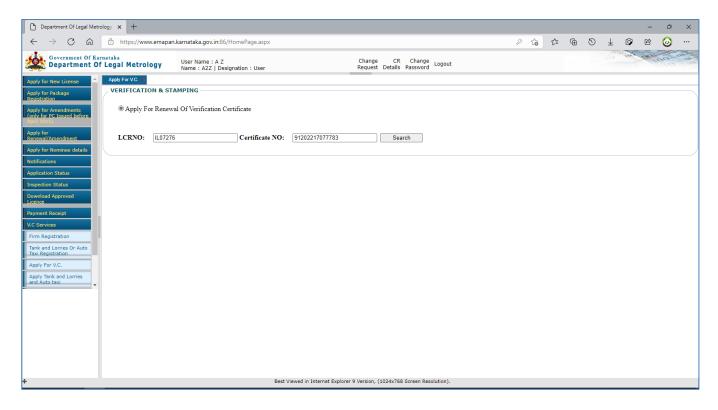


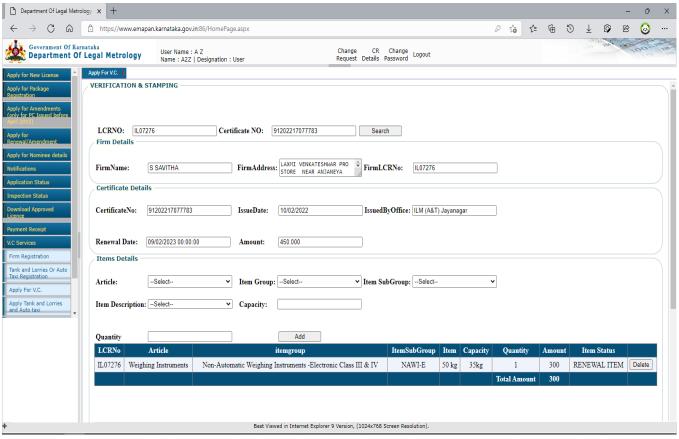


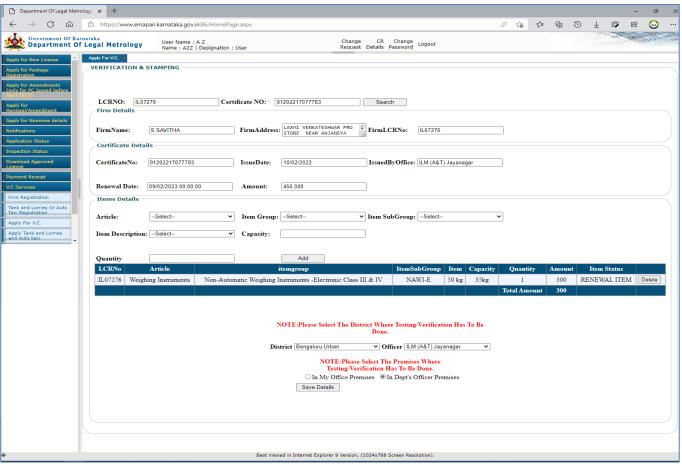


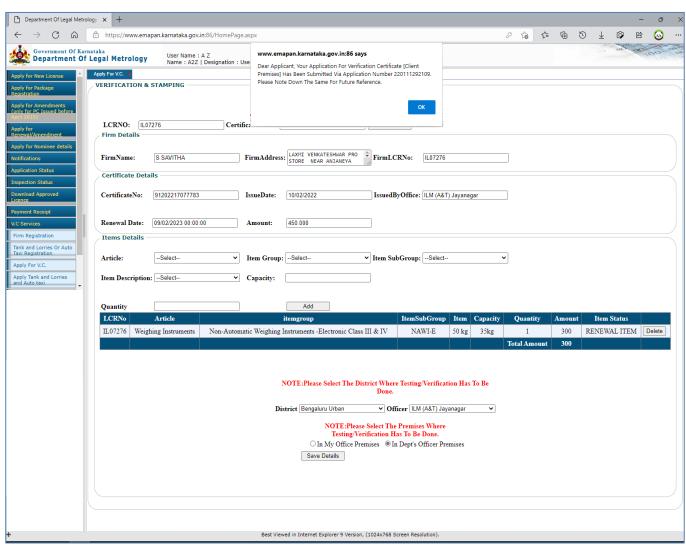


- **8** (a) If Renewal Of V/S Certificate Is Selected Then Applicant Has To Enter Company's LCR Number & Existing V/S Certificate Number To Proceed Further.
 - (b) Once The Details Of Old Certificate Are Displayed Then Applicant Has To Select The District & Office By Whom The Verification & Stamping Has To Be Done
 - (c) Once The Office Is Selected, Then Applicant Has To Select Premises Where The Verification & Stamping Will Be Done
 - (d) Once All Above Steps Are Completed Then Applicant Has To Click On Save Button To Submit The Application

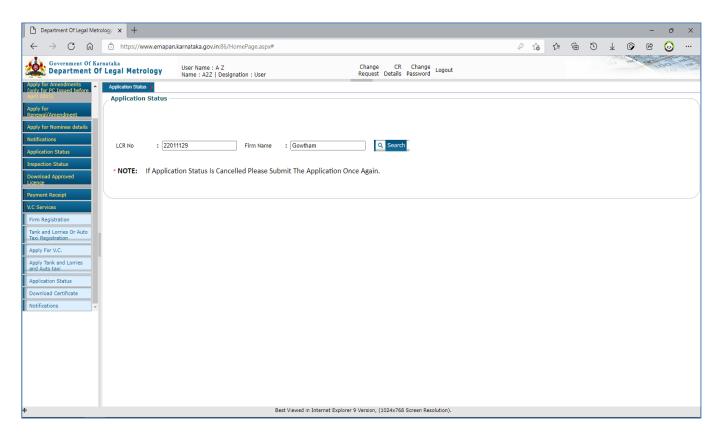


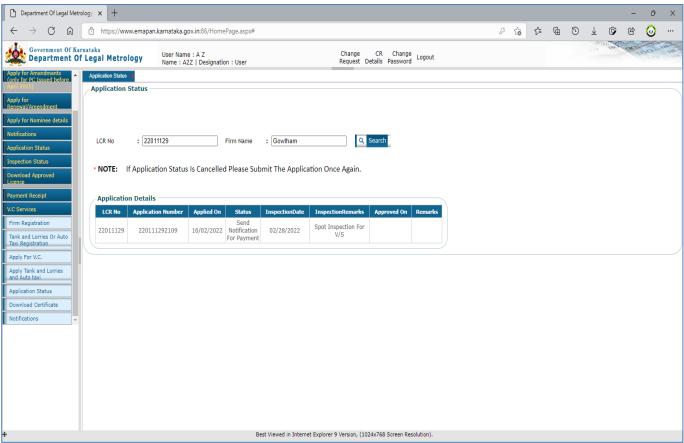




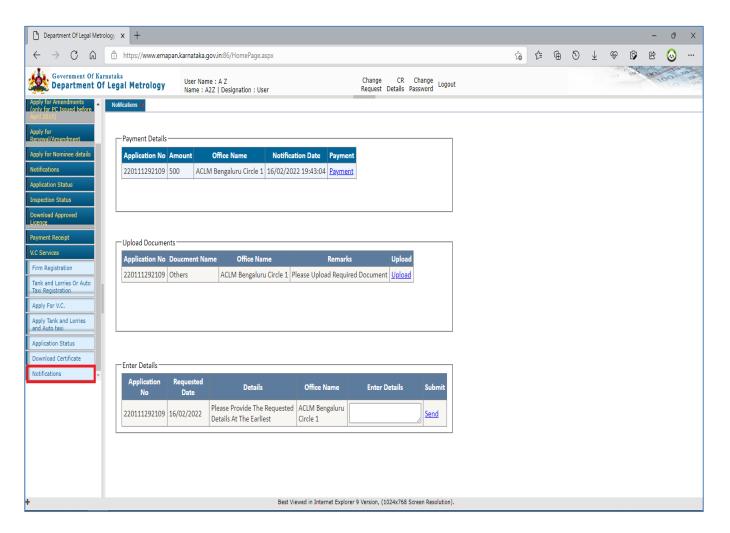


9 Once The Application Has Been Submitted The Applicant View The Status Of Application By Clicking On 'Application Status' Link & Then Entering The LCR Number & Company Name

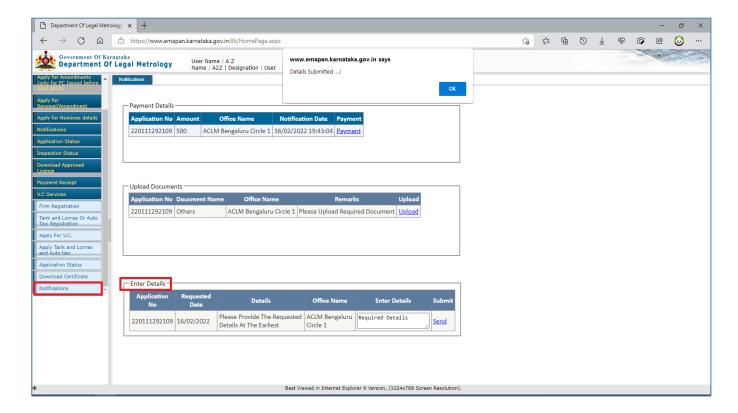




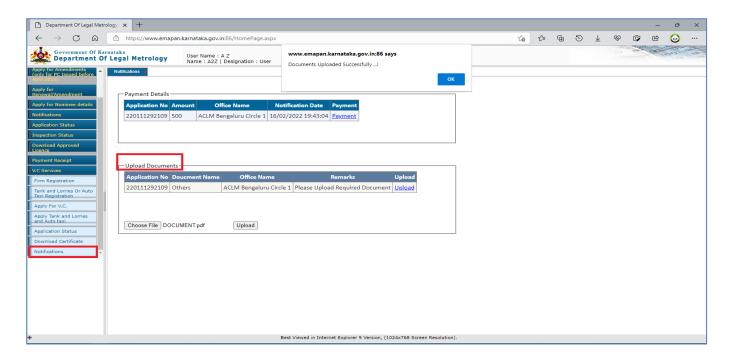
10 If The Officer Has Sent Any Notifications Related To Documents / Extra Information / Payment Then, Applicant Can View The Same Under The Link 'Notifications'



Extra Information: Enter The Requested Details In Text Bo Provided



Documents: Upload The Requested Documents



Payment: Select The Payment Option Against The Application Number & Make Payment Via Khajane 2 Portal

