

Checklist & General instructions for applying Verification of weights or measures

After successful signing in through APPLICANT login in DLM portal (<https://dml.pdsodisha.gov.in>)

- 1.** Click on APPLY FOR VERIFICATION for verification of any weight or measure except tank lorry; and for tank lorry click TANK LORRY under verification
- 2.** Then select the type of instrument you intend to present for verification from the dropdown and fill all relevant fields in this page
- 3.** Then click ADD and then click SUBMIT as per your requirement
- 4.** Then click UPLOAD DOCUMENTS and select the radio button against which you intend for verification.
- 5.** Then upload the scanned copy of relevant documents signed by the applicant.
 - a. Valid Manufacturing Licence (In case of new weight or measure)
 - b. Valid Dealer Licence (In case of new weight or measure)
 - c. Model approval certificate in respect of the said weight or measure (in case of new weight or measure)
 - d. Tax invoice/Challan in support of purchase of that weight or measure (in case of new weight or measure)
 - e. Copy of R.C. in case of tank lorry verification
 - f. Last Certificate of Verification in case of Re-verification
- 6.** Next click PAY VERIFICATION FEES. The fees structure is already assimilated in the portal as laid down in the Odisha Legal Metrology (Enforcement) Rules, 2011. Only you need to select whether the item of weight or measure to be verified at the office of the LMO or outside as per Rule 17(2) and accordingly additional fees shall be charged. Similarly, any Addl. fees is also to be levied as per Rule 17(3) if presented after the lapse of validity of previous stamping. Add Carriage, Conveyance and adjusting fee as applicable.
- 7.** Then select the District and Unit office under which jurisdiction the verification will be taken up.
- 8.** Then click PAY. Now you will be redirected to Odisha Government Treasury portal and follow necessary instructions to deposit the fees. Please ensure successful payment and wait till the payment page returns to DLM portal. The user may download the challan for his reference.
- 9.** Please note down your application ID for future reference. From this number you are requested to track status on which you will be informed by the concerned LMO the date on which the verification is scheduled.
- 10.** On the scheduled day you need to present your weight or measure for verification as per the provisions laid down in L.M. Act, 2009 and Rules made there under. After completion of verification, the Certificate of Verification will be generated and can be downloaded from your login by clicking DOWNLOAD VERIFICATION CERTIFICATE under the head of TRACK STATUS.