

USERS' GUIDELINES FOR e-Parimap WEB SERVICE

1. As first steps the applicant/ user has to register him/her providing valid mobile no. and e-mail address. Both the mobile no. and e-mail id shall be authenticated by OTP in order to ascertain the authenticity of the applicant. Once user account is created it shall be remain forever and the user shall use the same account for getting further service pertaining to that license/ registration certificate. User is expected for safe custody of the password and particulars of user account so created.
2. The responsibility of filling up of correct and genuine particulars lies with User. If subsequently it is found that the particulars so filled up by the user/applicant is not correct, misleading or not in fact, not only service request shall be cancelled but also the Directorate of Legal Metrology, West Bengal is at liberty to legal action under sec.41 of Legal Metrology Act, 2009 against the applicant/ user.
3. Before applying for license or registration certificate, the users are advised to download and carefully go through the SoPs developed for issuance of License or Registration Certificate to understand the mandatory documents required, work flow etc.
4. Users are advised to list out the mandatory documents required for uploading. The users are expected to scan each mandatory document in (.pdf) format of maximum 2 mb size. The users are advised to rename the scanned pdf file as the name of document as for example VAT_Certificate.pdf, Monogram.pdf, Food_License.pdf etc. All the .pdf files may be kept in a single folder opened at desktop for convenience. Such scanned document shall be neat and clean. Uploading of incomplete, illegible, wrong document may result in cancellation of application forfeiting the fees so deposited.
5. The user, if he is the authorized signatory, shall scan his/her signature in jpg format of 100kb size and save it as 'name of user'_sig.jpg as for example if *Bimal Roy* is applicant then the signature file is expected to be created as *bimal_sig.jpg* and such jpg file to be kept in the folder as opened in desktop.
6. The user may apply for new/ renew License or new/ alternation entry for Registration certificate. If user applies for new license/ registration certificate, user has to choose the relevant icon and applicant screen shall appear and user is required to fill up all mandatory fields.
7. After filling the particulars in all mandatory field, the applicant is required to upload his/her signature by selecting the sig.jpg file from folder kept at desktop. On clicking 'Next', the next page shall appear with a pop-up. On accepting the term & conditions, the user is allowed to choose file of relevant documents in .pdf from the folder already opened in desk top for uploading. User is advised to save the documents periodically and on clicking the preview, the application and attached document ready for submission shall appear. User has the choice for editing the form or document before final submission.
8. Once the applicant agrees and submits, for Registration Certificate payment is required to be made through GRIPS. Once payment is made application id shall be generated and status of application shall be informed to user both by SMS and e-mail. However, digitally signed Registration certificate shall be delivered only in e-mail account of user. In case of license, the user shall be required to pay license fees once the license is successfully processed. Once license fee is deposited through GRIPS digitally signed license shall be delivered to user account. Similar is the workflow for renewal of license and alternation of Registration certificate.