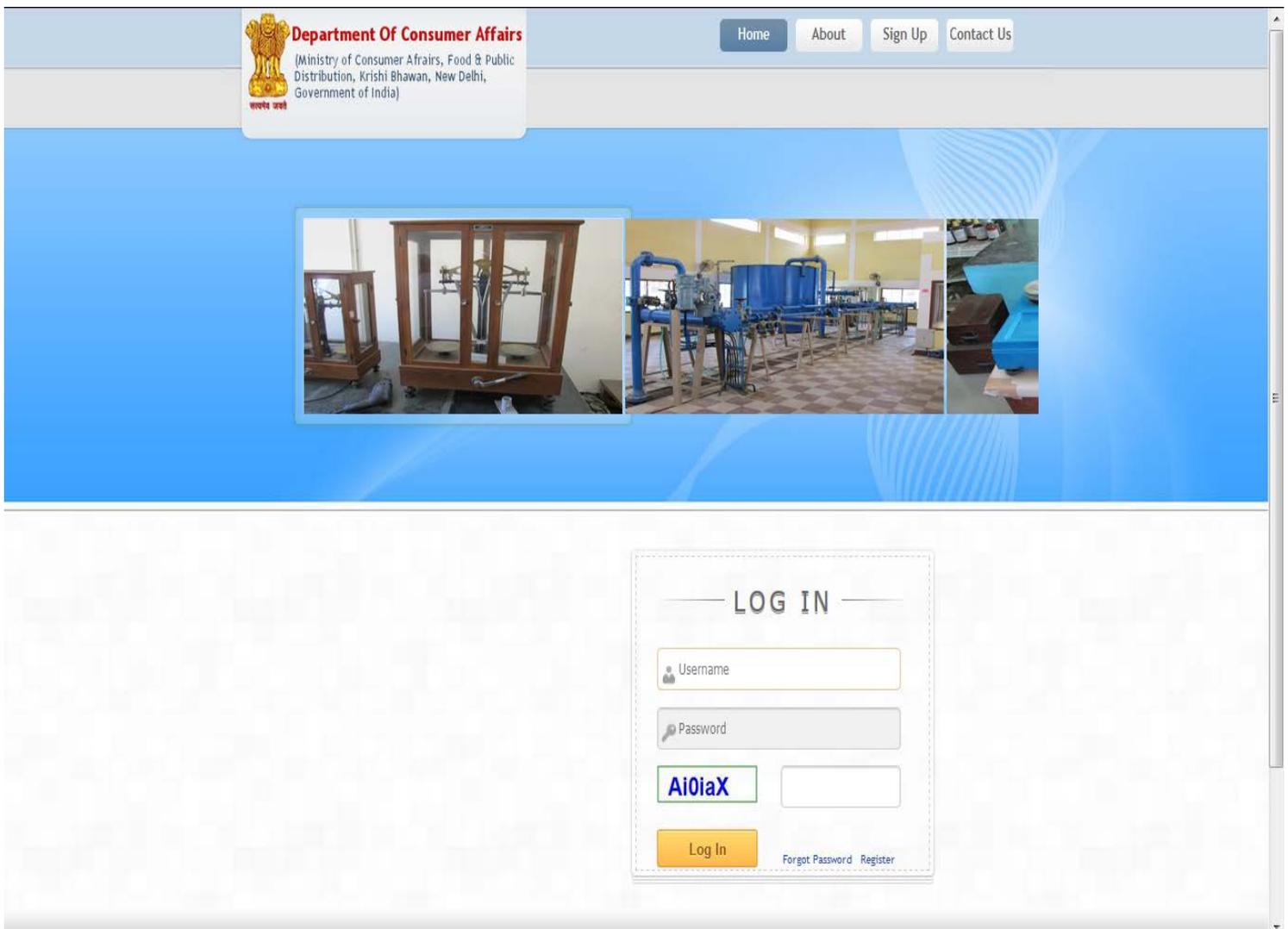


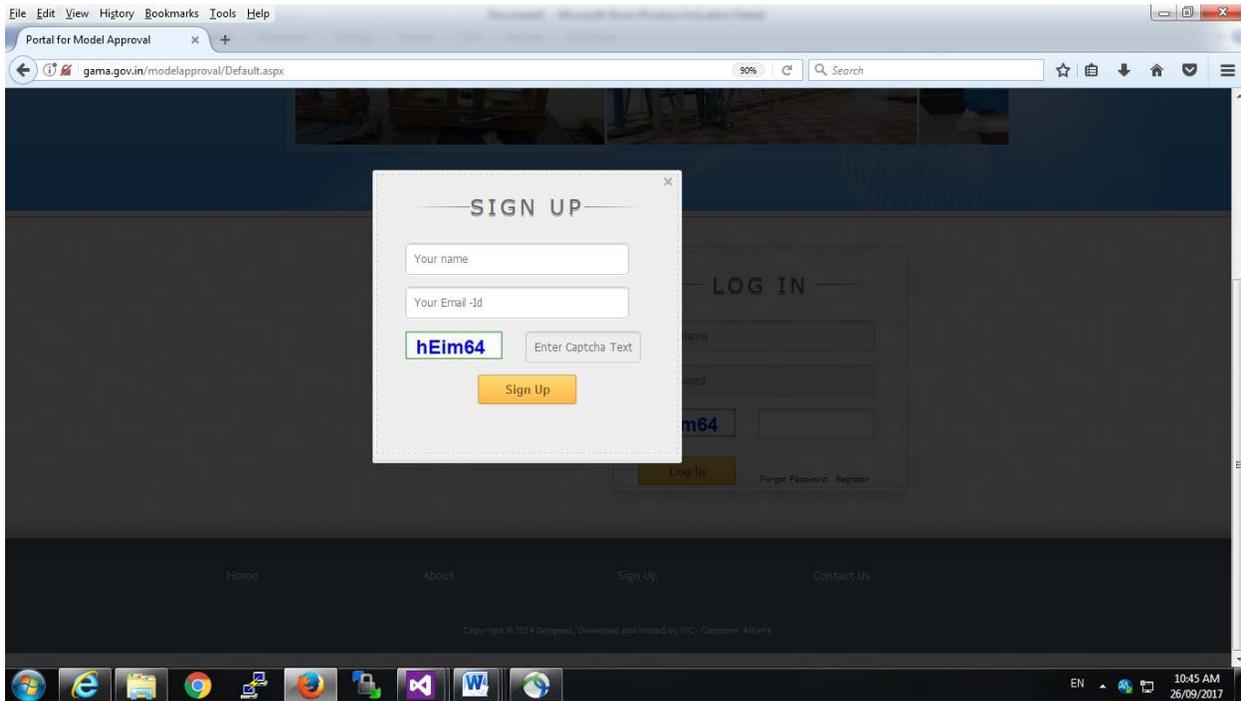
**User Manual to Apply Online
for
Approval of Models
by
Regional Reference Standards Laboratory**

1. Open browser (in some computes **Mozilla Firefox** is compatible)
2. Type **URL:- <http://gama.gov.in/modelapproval>** . This will take to the following page

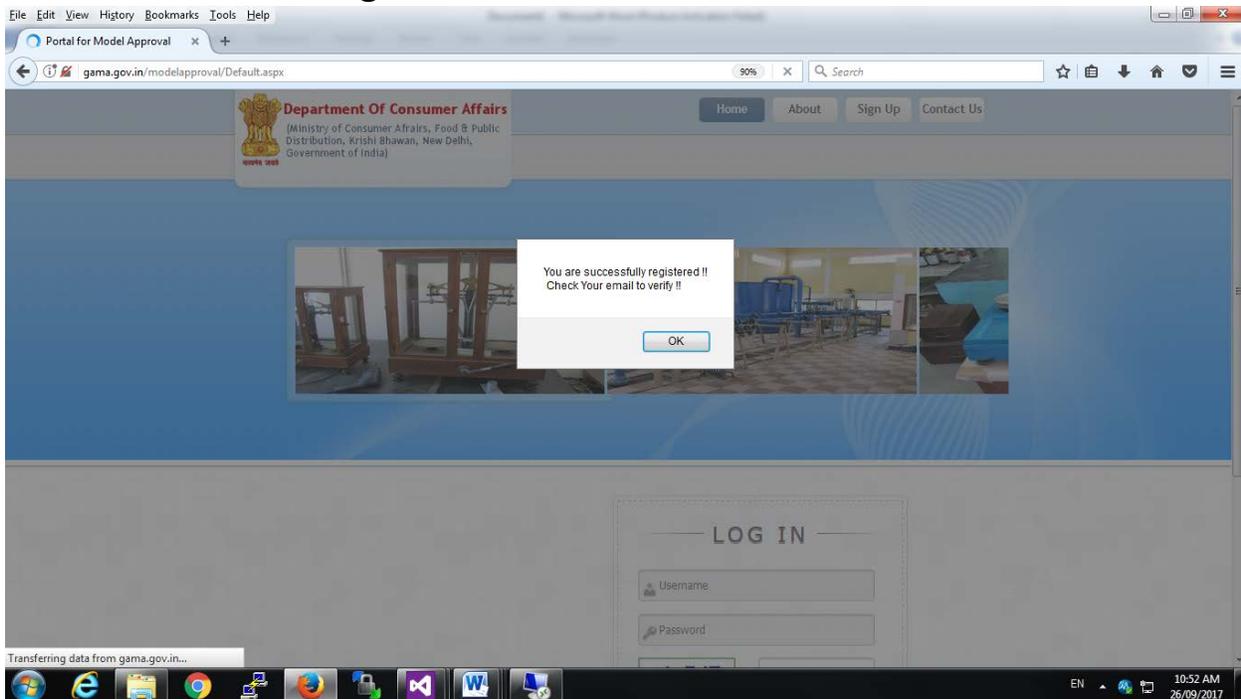


The screenshot displays the website for the Department of Consumer Affairs, Government of India. The header includes the department's name and logo, along with navigation links for Home, About, Sign Up, and Contact Us. The main content area features a blue background with three images: a wooden weighing scale, a laboratory with blue equipment, and a blue container. Below this is a 'LOG IN' form with fields for Username and Password, a CAPTCHA box with the text 'Ai0iaX', and a 'Log In' button. Links for 'Forgot Password' and 'Register' are also present.

- 3. Click on the **Register** link on the login page for one time registration and set your loginID and Password
- 4. Login ID will be your email-id and password should be of minimum 8 characters comprising of at least one capital alphabet, one small alphabet, one numeric and one special character.



- 5. You will see the following screen



6. A verification link will be sent to the email id given by you.

7. Open your email-id , you will see the following message

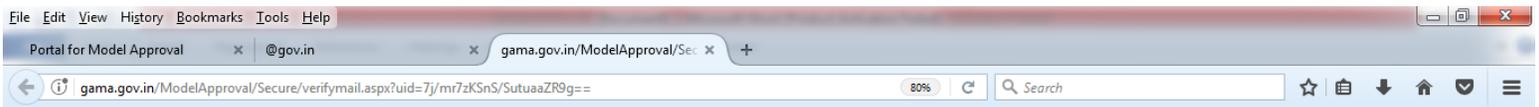
Dear xxxxxxxxx

Thank You for Registering with us.

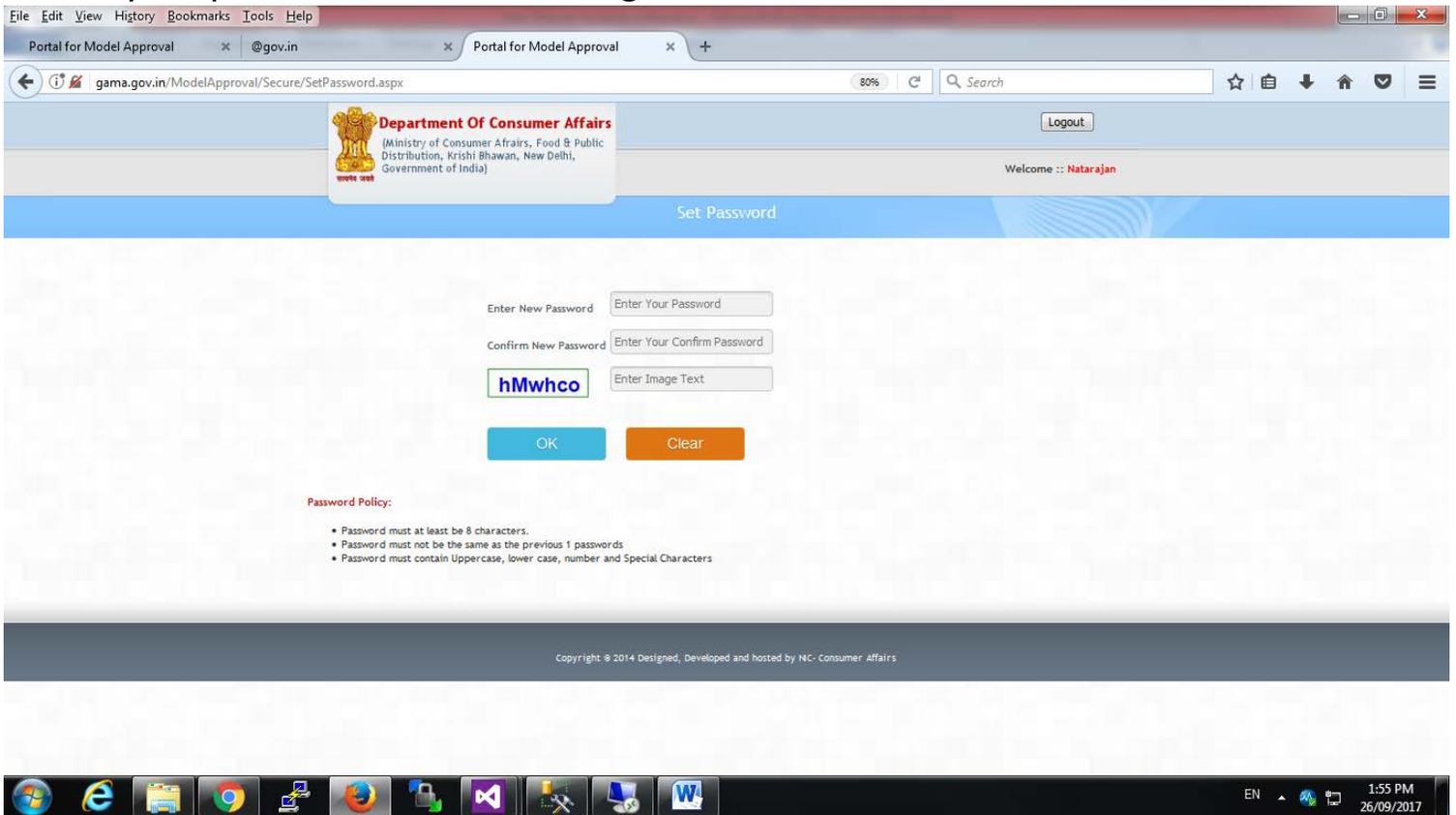
Please [click here](#) to verify your Email.

Thank You.

8. Click on the verification link to set your password



9. Set your password in the following screen



The screenshot shows a web browser window with the URL `gama.gov.in/ModelApproval/Secure/SetPassword.aspx`. The page header includes the Department of Consumer Affairs logo and the text "Department Of Consumer Affairs (Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi, Government of India)". A "Logout" button is visible in the top right. The main heading is "Set Password".

The form contains the following fields and buttons:

- Enter New Password:
- Confirm New Password:
- Image Verification: 
- Buttons: and

Password Policy:

- Password must at least be 8 characters.
- Password must not be the same as the previous 1 passwords
- Password must contain Uppercase, lower case, number and Special Characters

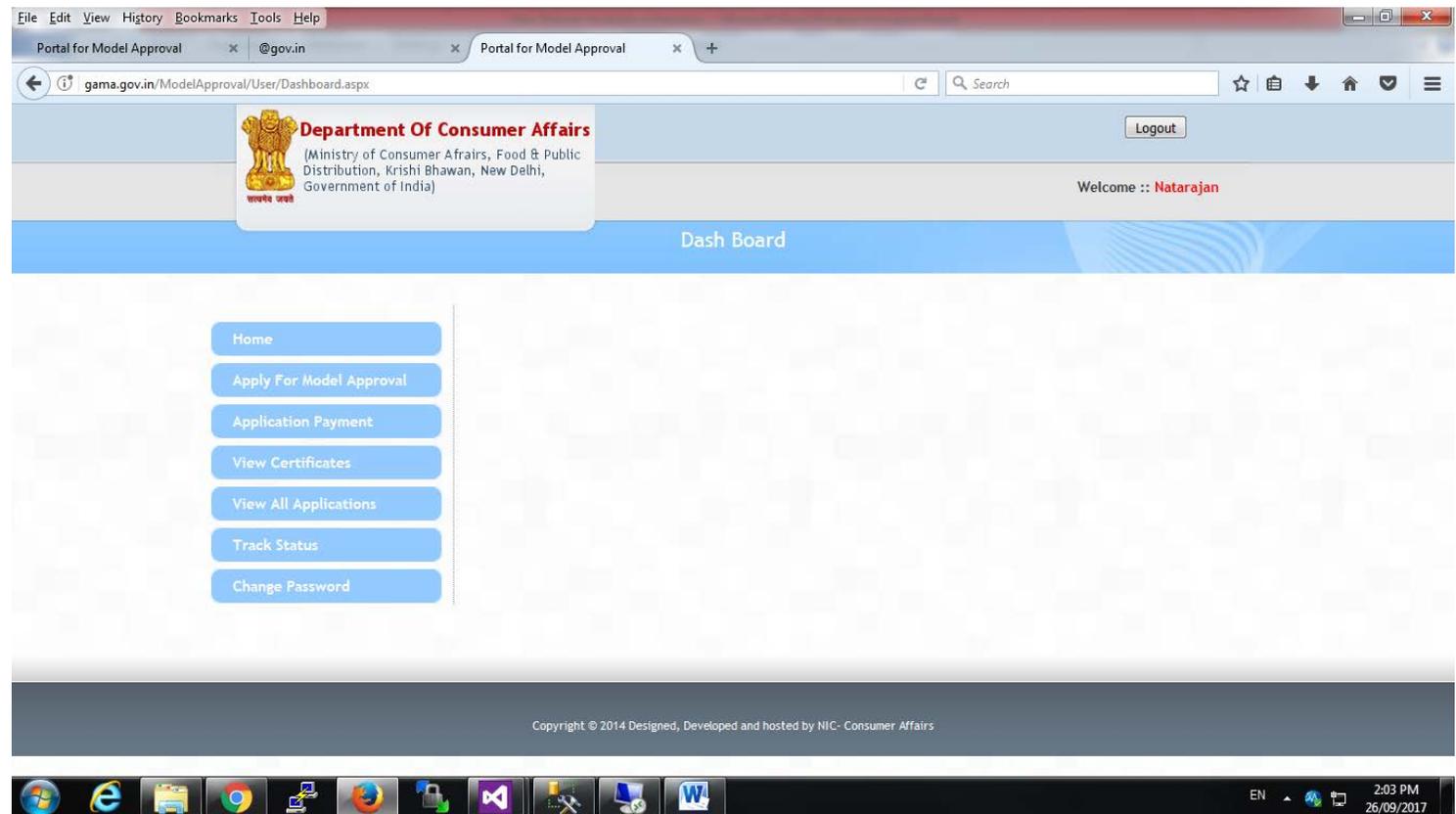
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10. Password should be of minimum 8 characters comprising of at least One capital alphabet, one small alphabet, one numeric and one special character.

11. The verify link is activated only once for setting password. In case of forgotten password, click the **forgot password** link to reset your password.

12. After userid and password are created you can login using the same for submitting your Model Approval request.

13. After successful login you will see the following screen



14. Fill in all mandatory fields marked *

15. Keep documents ready in pdf, jpg, jpeg, bmp and png formats

16. Once the application is submitted successfully an application number will be generated.

17. The same will be forwarded by director (LM) to any one of the RRSs for approval.

18. Appropriate fee need to be paid and Model to be submitted.

19. The work flow diagram is placed below

Data Flow diagram for Approval of Model for Weights and measures

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