



# **Dte of Metrology (Consumer Affairs): Registration of Manufacturer / Packer under the Legal Metrology Act**

*Provided as a service  
through 'SilpaSathi', the  
Online Single Window portal  
of the State (West Bengal)*

*User Manual*

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# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Introduction

This document is intended to serve as a User Manual for grant of the service “**Registration of Manufacturer / Packer under the Legal Metrology Act**” by **Dte of Metrology (Consumer Affairs), Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

#### Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

### About the Service

**Registration of Manufacturer / Packer under the Legal Metrology Act (Consumer Affairs)** is to legally sell pre-packaged goods in India. The registration ensures that the business adheres to the Legal Metrology Act. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

### Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Specimen Signature	A specimen signature is a copy of a person's handwritten signature that is kept by an organization to verify that other signatures are also written by the same person
2.	Current Trade License	A current trade license is a type of authorization granted to businesses or individuals to operate a specific type of trade or profession

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### Registration of Manufacturer / Packer under the Legal Metrology Act

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#	Documents Required	Detailed Description
3.	Rent / Ownership	A documentation that establishes the legal right of an individual or entity to own a property
4.	GST	GST Proof or Goods and Services Tax Proof is a crucial document required to prove the payment of GST tax
5.	Partnership Deed / EM-1 / Form - 32	Form 32 is a Limited Liability Partnership (LLP) form used to correct defects or incompleteness in an LLP
6.	Monogram / Trademark (Photocopy of Label)	a trademark that is owned, licensed, or controlled by Monogram and used in connection with Assay
7.	Food License for form item	A food license is a permit issued by a regulatory authority to food establishments, such as restaurants, cafes, and food trucks, to operate legally
8.	Import / Export Registration	Import/export registration refers to the process of registering with the relevant authorities to engage in international trade activities, such as importing or exporting goods or services
9.	Land Conversion into commercial document	commercial document, such as a deed or title package, will outline the property's ownership, boundaries, and zoning regulations

### Timeline (WBRTPS)

**Registration of Manufacturer / Packer under the Legal Metrology Act has an WBRTPS timeline of 75 days till approval by the authorities.**

### Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Name of establishment	Enter establishment name
2.	Email ID	Enter email address
3.	Phone Number	Enter phone number
4.	PAN number	Enter permanent account number
5.	Aadhar Number	Enter Aadhar number
Address of the Establishment		

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### Registration of Manufacturer / Packer under the Legal Metrology Act

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Sl. No.	Field Name	Instructions
1.	Village / Streets	Enter Village / Street
2.	Post Office	Enter Post Office
3.	Pin	Enter Pin
4.	Mobile Number	Enter Mobile Number
5.	Email	Enter Email
6.	District	Enter District
Company Information		
1.	Select Company type	Importer / exporter
Enter number of commodities prepacked by applicant		
Add import information/ export information		

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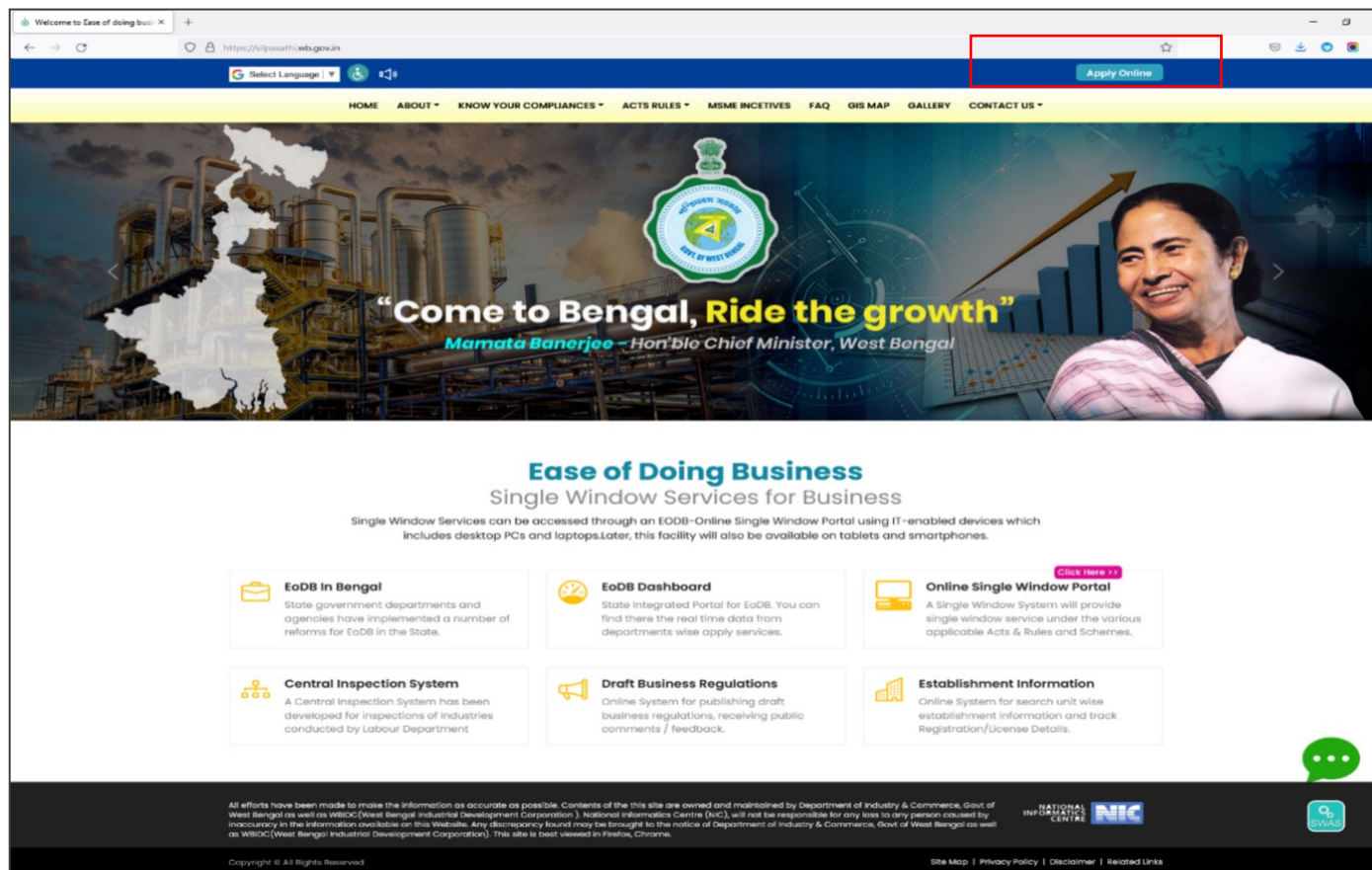
## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## Application Process through SilpaSathi

### 1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

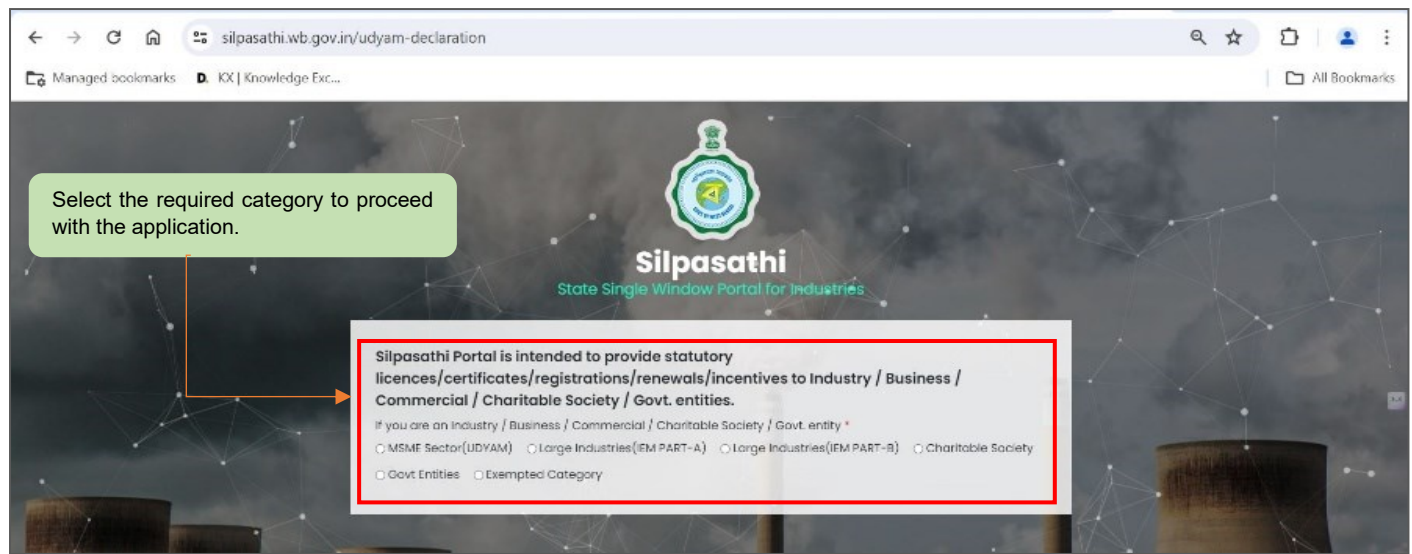


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The '[User Registration](#)' window will appear with the relevant fields that the applicant needs to fill accurately and click on '[Register](#)' as shown by the below screenshot. In case the applicant already has an account, click on the '[Sign In](#)' button and login using valid **User ID, password and Captcha**.

A screenshot of the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and is set against a background image of industrial smokestacks. The form fields include: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), a text field containing 'sudhansu', a password field with masked characters, and a 'Confirm Password' field. At the bottom of the form is a red 'Register' button. Below the button, there is a link: 'Already have an account? [Sign in](#)'. The page footer includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRE NIC'.

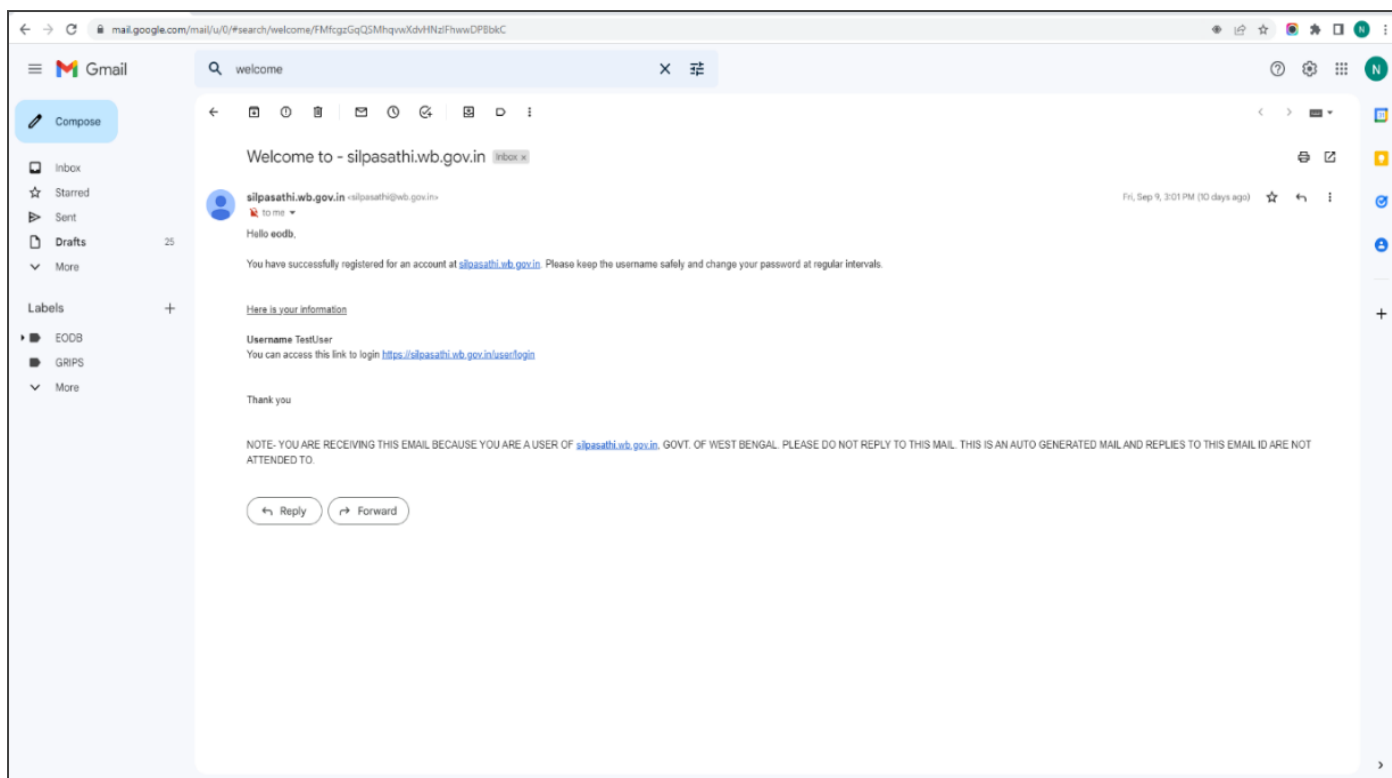
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



# User Manual

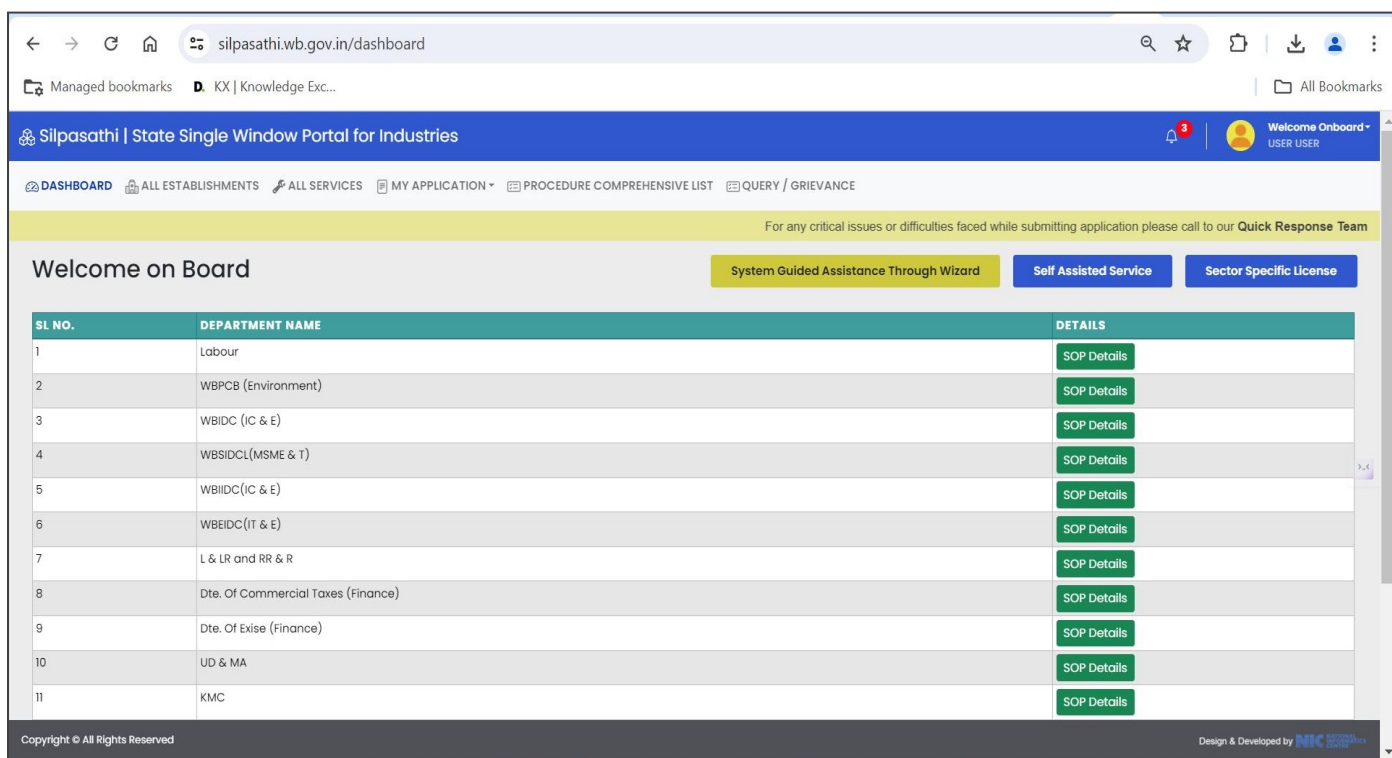
## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



## Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



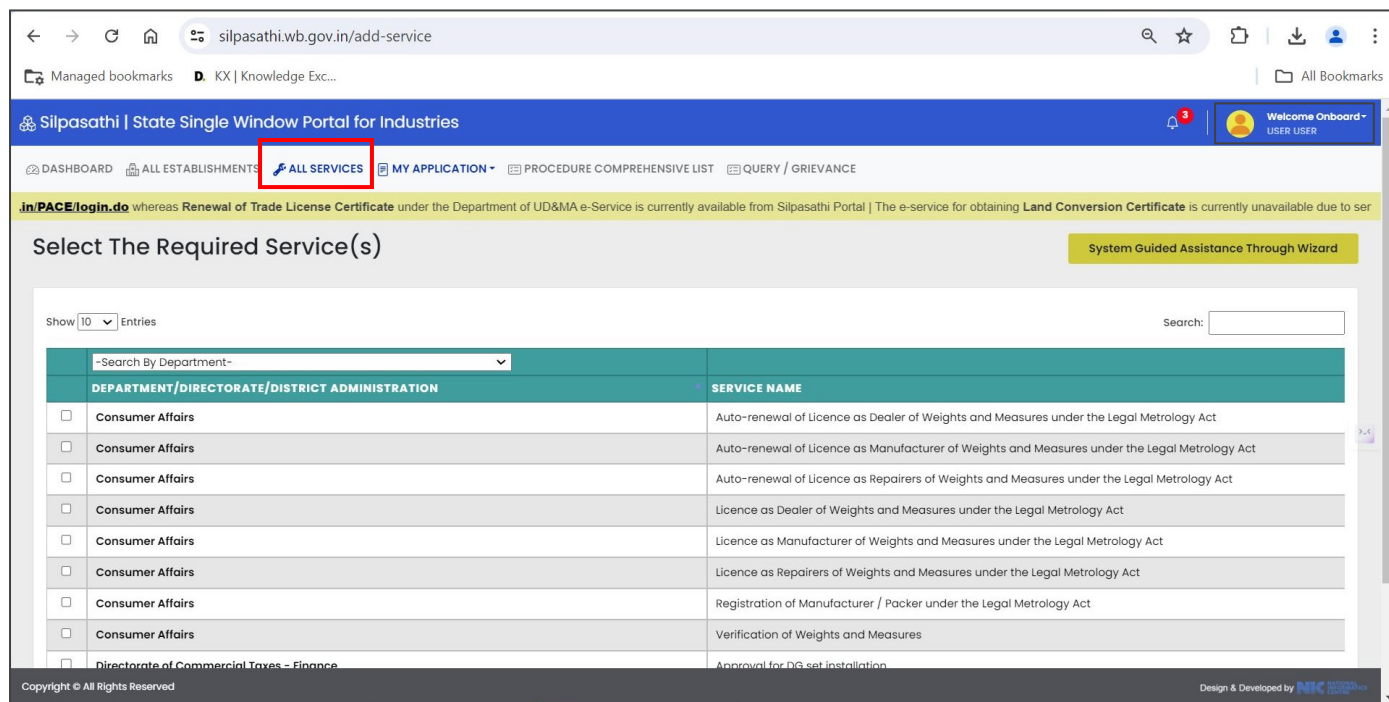


# User Manual

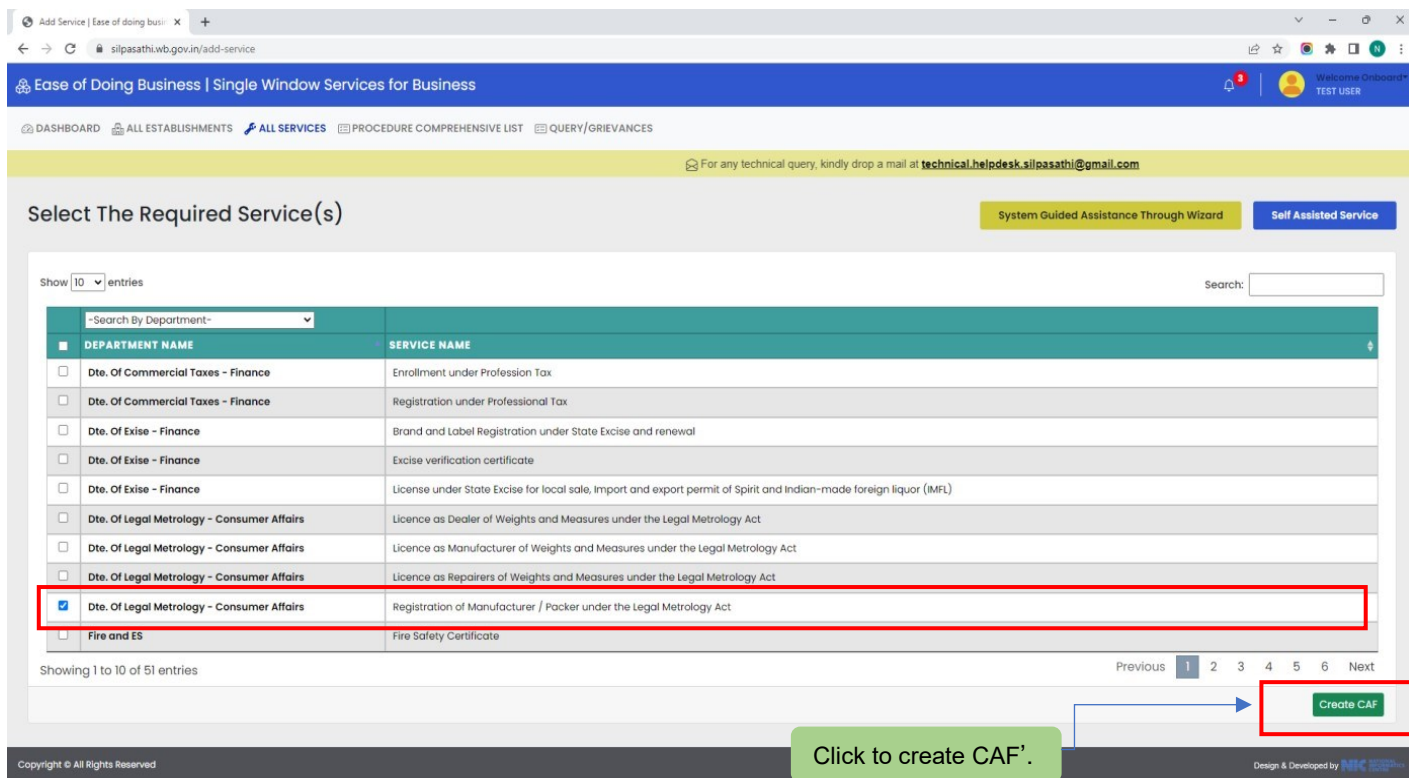
## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Registration of Manufacturer / Packer under the Legal Metrology Act**'



## User Manual

### Registration of Manufacturer / Packer under the Legal Metrology Act

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After selecting the service **Registration of Manufacturer / Packer under the Legal Metrology Act**, the applicant has to click on '**Create CAF**'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

#### Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

The screenshot displays the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top states 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. The 'Your Selected Service(s)' section shows a table with one entry: 'Registration of Manufacturer / Packer under the Legal Metrology Act' (WBRTPS Timeline: 75 days). The table includes a progress bar with steps: User created successfully, Authentication is successful, Application saved successfully / Documents upload pending, Documents uploaded successfully / Application submission pending, Application submitted successfully / Payment pending, Payment done successfully / Application in progress, and Approved or Rejected by CLM / Registration Certificate issued. The 'BUSINESS REFERENCE ID' is CAF2022000572. The 'Apply Online' button is highlighted in a red box.

SL NO.	SERVICE	ACTION
1	Registration of Manufacturer / Packer under the Legal Metrology Act (WBRTPS Timeline: 75 days) ● User created successfully — ● Authentication is successful — ● Application saved successfully / Documents upload pending — ● Documents uploaded successfully / Application submission pending — ● Application submitted successfully / Payment pending — ● Payment done successfully / Application in progress — ● Approved or Rejected by CLM / Registration Certificate issued	

BUSINESS REFERENCE ID : CAF2022000572

Check Status

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Design & Developed by

After clicking on '**Apply Online**' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

**Common Application Form - CAF2022000572**

Process Start: 10%

### 1. Name & Communication Details Of The Concern Person/ Firm/ Company

Name of the Concern Person/ firm/ company \*  
Sample name

Email Id \*  
testuser@gmail.com

Mobile number \*  
8999999999

Note:- Please enter the name as per your Trade Licence

PAN No. \*  
ALWPG5809L

Aadhaar No.  
125484587878

### 2. Type Of Registration

Registration Type \*  
Importer

### 3. Address Of The Establishment

Address Line1 \*  
Sample address line1

Address Line2  
Address Line2

District \*  
Kolkata North

Police Station \*  
Manicktala

ILM Unit \*  
61 - Kankurgachi-VIII

Post Office \*  
700006

Pin Code \*  
700006

### 4. Company Information

Company Type \*  
Local authority

Name and Address of Proprietor/ Partners/ Directors of the Concern/ Firm/ Company\*

[Click Here to Add/Show Company Details](#)

### Factories Information

Location of Factories & Packing Units\*

[Click Here to Add/Show Location of Factories & Packing Units](#)

### Commodity Information

Name of the commodity or commodities pre-packaged by the Applicant\*

[Click Here to Add/Show Commodities](#)

[<< Back](#) [Save & Continue >>](#)

Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

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## Registration of Manufacturer / Packer under the Legal Metrology Act

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**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**

The screenshot displays the 'Upload Documents' interface for application CAF2022000572. At the top, a navigation bar includes links for Dashboard, All Establishments, All Services, Procedure Comprehensive List, and Query/Grievances. A yellow banner provides a technical query email: [technical.helpdesk.silpasathi@gmail.com](mailto:technical.helpdesk.silpasathi@gmail.com). A green status bar indicates 'Common application form data partially saved.' The main section shows a progress bar at 33% and a list of documents to be uploaded. Each document has a 'Choose File' button and an 'Upload' button. A green callout box with the text 'Click to continue with the application process.' points to the 'Upload' button for the first document, 'Commercial Electricity'.

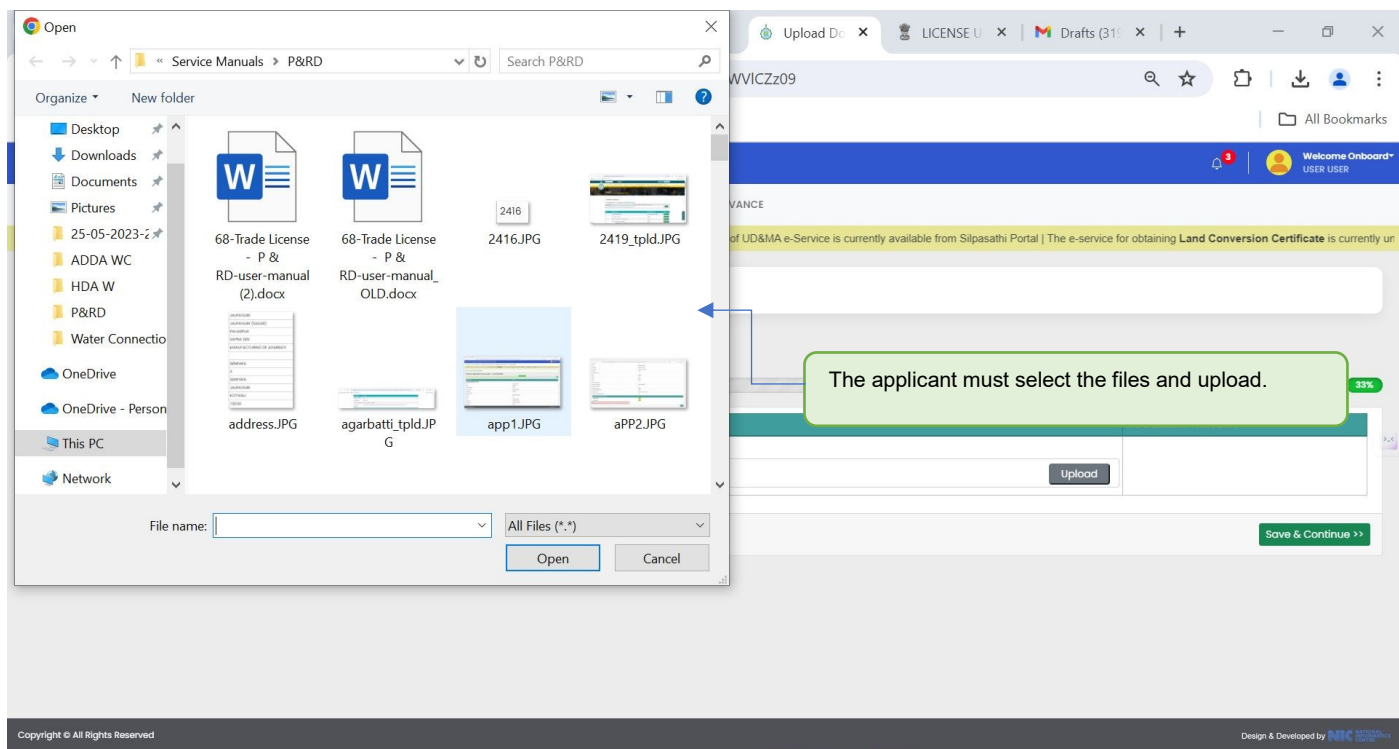
Document Type	Choose File	Upload
Commercial Electricity	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
GST	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
Income Tax	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
Land Conversion Certificate	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
Model Approval Certificate	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>

The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

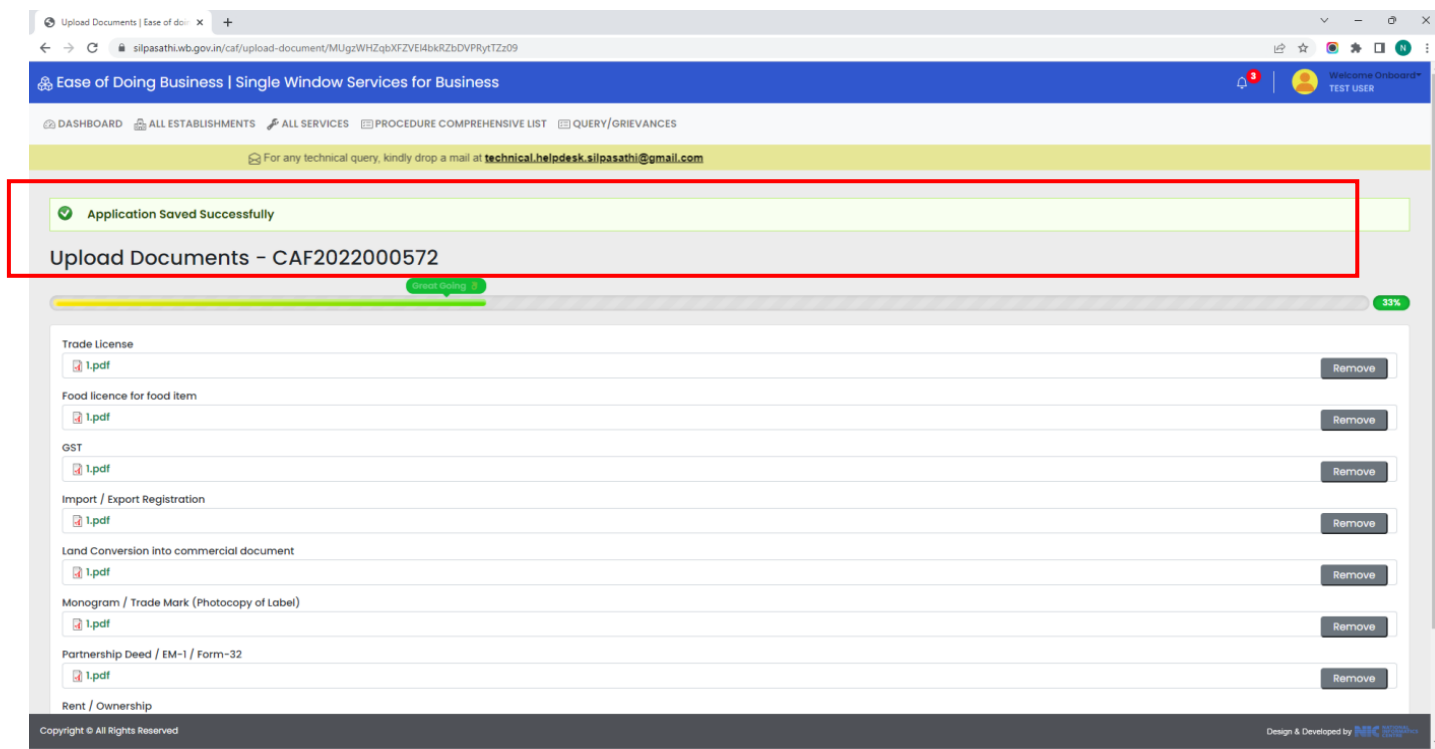
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## Registration of Manufacturer / Packer under the Legal Metrology Act

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The applicant is required to upload **the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.



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## Registration of Manufacturer / Packer under the Legal Metrology Act

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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

## Application Form

PARAMETERS	INPUTS
<b>Name of the Concern Person/ firm/ company</b>	
Name of Applicant	Sample name
<b>Communication Details</b>	
Email Id	testuser9@gmail.com
Mobile number	8999999999
<b>Type of Registration</b>	
Type	Importer
<b>Address of the establishment</b>	
Complete Address	Sample address line1 POST: 7000006 P.S.: Manicktala Kolkata North Pin: 700006
ILM Unit	Kankurgachi-VIII
<b>Company Information</b>	

# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

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**LOCATION OF FACTORIES & PACKING UNITS**

SL. NO.	LOCATION OF FACTORIES & PACKING UNITS
1	<b>Address Line 1:</b> Sample address1 <b>Post Office:</b> 700006 <b>ILM Unit:</b> Kankurgachi-VIII <b>Pin Code:</b> 700006 <b>Address Line 2:</b> <b>Police Station:</b> Manicktala <b>District:</b> Kolkata North

**Name of the commodity or commodities pre-packaged by the Applicant**

SL. NO.	COMMODITY NAME
1	Biscuits

**UPLOADED SUPPORTING DOCUMENTS**

Document Name	Action
Specimen Signature	View
Current Trade License	View
Rent / Ownership	View
GST	View
Partnership Deed / EM-1 / Form-32	View
Monogram / Trade Mark (Photocopy of Label)	View
Food licence for food item	View
Land Conversion into commercial document	View
Import / Export Registration	View

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief \*

**Submit**

Declaration statement

Click on submit for submission of application.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

**Ease of Doing Business | Single Window Services for Business**

**Current Status-CAF2022000572**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration of Manufacturer / Packer under the Legal Metrology Act	User created successfully	Completed
	Authentication is successful	Completed
	Application saved successfully / Documents upload pending	Completed
	Documents uploaded successfully / Application submission pending	Completed
	Application submitted successfully / Payment pending	Completed
	Payment done successfully / Application in progress	Pending
	Approved or Rejected by CUM / Registration Certificate Issued	Pending

Application status updated.

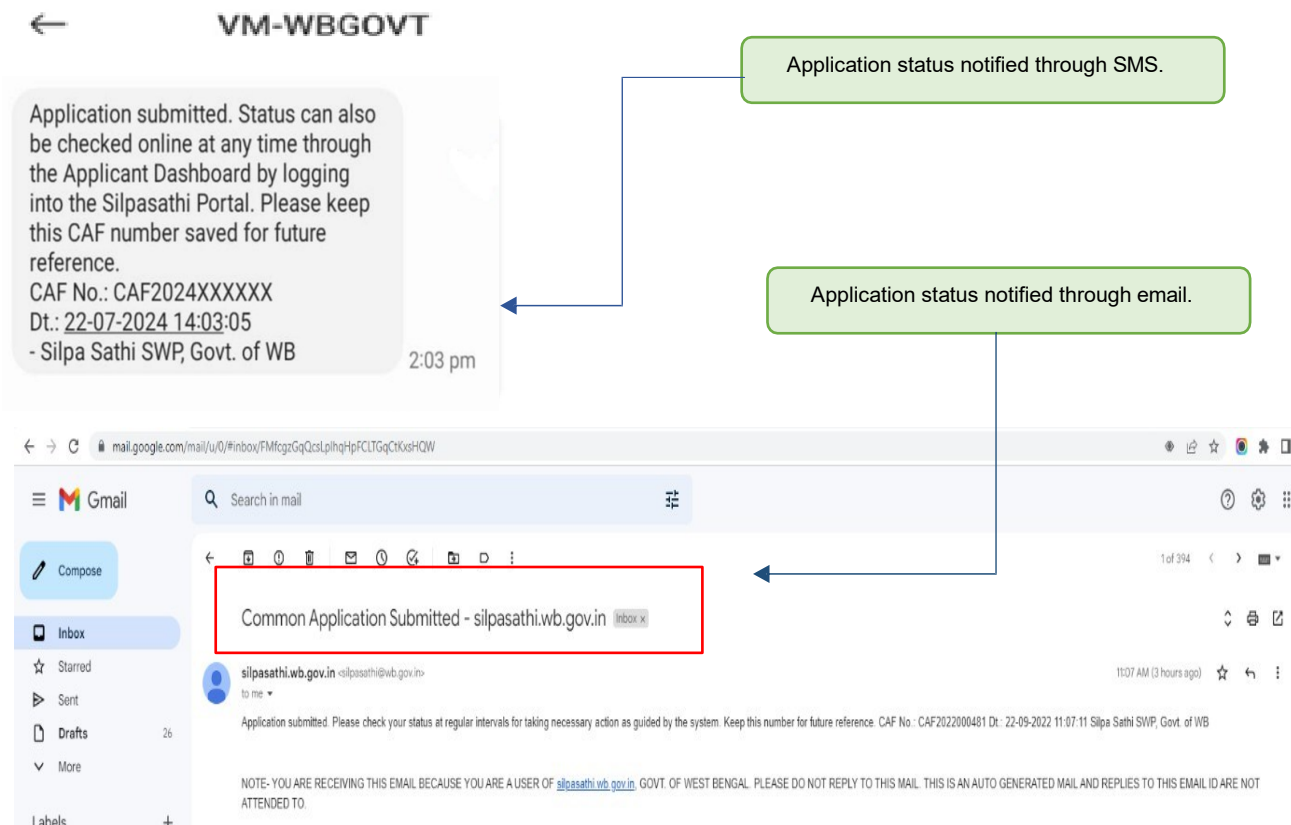


## User Manual

### Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

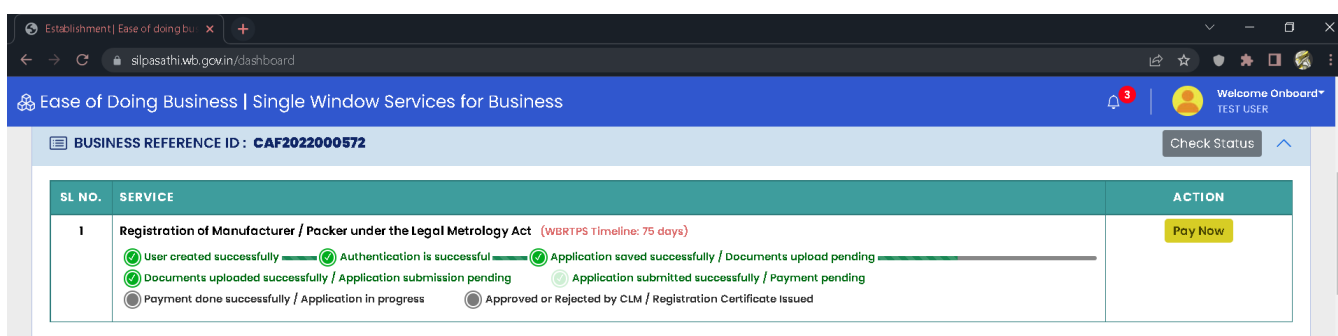
The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



## 2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Pay Now**' option and proceed with the payment procedure. The screenshot below provides an illustration:

### Applicant's Dashboard



The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the '**Proceed to Pay**' option.

# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

e-Payments | Ease of doing busi... x Q0FGMjA/MjAwMDExN0xMS11 x +

silpasathi.wb.gov.in/payment-details/U3AvMFF1N1BxYTA0UDRYdTNBbHVhbnQ0S/MUgzWHZqbXZVb4kRZbOVPRytTZo9

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

### Payments Details-CAF2022000572

**Details of the depositor**

Dept. Payment Reference Number	EOD89871923442807533
CAF Number	CAF2022000572
Name	Test User
Email	testuser@gmail.com
Mobile	8999999999

*Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.*

**Service wise fees details**

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(Rs.)
1	Registration of Manufacturer / Packer under the Legal Metrology Act	Fees for New Registration Application for Manufacturer / Packer / Importer	1475-00-106-001-12	500
Total				500

[<< Back](#)

[Proceed to Pay](#)

Click here to proceed with the payment in GRIPS portal.

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The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

GRIPS : Select bank to make pay... x +

wbifms.gov.in/GRIPS/extPayCrnf.do

**iFMS** Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department  
Government of West Bengal

Payments through GRIPS portal  
Consumer Affairs

Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:

Select Bank: SBI EPay

[RESET](#) [PROCEED](#) [CANCEL](#)

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Chaitan | GRN Status | Search your Chaitan | Departmental Activities

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## ***Registration of Manufacturer / Packer under the Legal Metrology Act***

GRIPS: Payment Details

Q9FGMjyMjAwMDwNOxMS11

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← → ↻

wbifms.gov.in/GRIPS/silpaSathiEoddb.do

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⋮




iFMS

Integrated Financial Management System

₹iPS



WEST BENGAL



Finance Department  
Government of West Bengal

🏠

DEPOSITOR'S DETAILS

Details of Payment

Department:	Consumer Affairs	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	01130120221664275597	Payment Ref. No.:	CAF2022000572
In favour of:	Dte. Of Legal Metrology - Consumer Affairs	Payment Mode:	NA
Period From:	27/09/2022	Period To:	27/09/2022
Total Amount[₹]:	500	Remarks:	Payment for -Registration of Manufacturer / Packer under the Legal Metrology Act

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
Registration Fees	01130120221664275597	1475-00-106-001-12	Registration Fees	500
Total Amount:				500
IN WORDS:				FIVE HUNDRED ONLY

Select Payment Mode

Payment Mode: SBI Epay

CONFIRM

CANCEL

Home

Payment of Taxes & Non-taxes Revenue

Reprint of Challan

GRN Status

Search your Challan

Departmental Activities

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**iFMS** Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department,  
Government of West Bengal

**DEPOSITOR'S DETAILS**

Challan Details For GRN NO.: 192022230130123608			
<b>Payment Status:</b>	Pending	<b>Bank Name:</b>	SBI EPay
<b>GRN Date:</b>	27/09/2022 16:17:19	<b>BRN Date:</b>	Pending
<b>No. of Challan:</b>	1	<b>BRN:</b>	Pending
<b>Identification No:</b>	01130120221664275597	<b>Dept. Ref. No:</b>	CAF2022000572
<b>Depositor Name:</b>	Test User	<b>Address:</b>	Kolkata
<b>On behalf Of:</b>	Dte. Of Legal Metrology - Consumer Affairs	<b>Depositor's Type:</b>	Citizen
<b>Mobile No.</b>	8999999999	<b>E-Mail:</b>	testuser@gmail.com
<b>Period From:</b>	27/09/2022	<b>Period To:</b>	27/09/2022
<b>Total Amount[*]:</b>	500	<b>System Time:</b>	27/09/2022 16:17:19

**PAYMENT DETAILS**

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Registration Fees	01130120221664275597	Registration Fees	1475-00-106-001-12	500
				Total Amount: 500
				IN WORDS: FIVE HUNDRED ONLY.

[PROCEED](#)
[CANCEL](#)

Home | Payment of Taxes & Non-Taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

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NIC

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## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Establishment | Ease of doing bu... | SBlePay

sbiepay.sbi/secure/AggregatorHostedListener#no-back-button

**SBlePay**

Sale (POS) devices within India. For card not present (Domestic and International) transactions Card holder has to enable the card for such transaction by using Bank/Card application

**Payment Details**

Debit/Credit/Prepaid  
Cards  
Internet Banking  
BHIM UPI  
Wallets  
NEFT

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DIGIT

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

**Order Summary**

Order No.: 192022230131488648

Merchant Name: GRIPS Finance Dept West Bengal

Amount: 500.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

You can check the transaction status using the following link - Click Here

RuPay, MasterCard, Verified by VISA, NetBanking, eSewa

Select payment mode.

Payment amount displayed.

Government Receipt Portal System

https://wbifms.gov.in/GRIPS/v2/#/g2-paymentresult?uid=3128c95c-df81-4e36-9068-8bb3cc9c19c8&data1=9a50a2673c364899b02e3e7c4d196e69424b30eae7

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

**G RIPS 2.0**

Search our pages and functionalities

LOGIN

Finance Department  
Government of West Bengal

**Transaction Status**

**TRANSACTION MESSAGE**

✓ Payment successful!

Payment ID: 071020222013283898

Amount: ₹2 (Rupees Two only)

VIEW CHALLAN DETAILS

DOWNLOAD CHALLAN

Please wait, redirecting to department portal in 8 seconds...

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## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

**Current Status-CAF2022000572**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration of Manufacturer / Packer under the Legal Metrology Act	User created successfully	Completed
	Authentication is successful	Completed
	Application saved successfully / Documents upload pending	Completed
	Documents uploaded successfully / Application submission pending	Completed
	Application submitted successfully / Payment pending	Completed
	Payment done successfully / Application in progress	Completed
	Approved or Rejected by CLM / Registration Certificate Issued	Pending

### 3. Track Status of Application

The applicant has to click on 'Check Status' to view the latest status of the application.

#### Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.

**Your Selected Service(s)**

BUSINESS REFERENCE ID : CAF2022000572

BUSINESS REFERENCE ID : CAF2022000572

SL NO.	SERVICE	ACTION
1	Registration of Manufacturer / Packer under the Legal Metrology Act (WBRTPS Timeline: 75 days) User created successfully — Authentication is successful — Application saved successfully / Documents upload pending — Documents uploaded successfully / Application submission pending — Application submitted successfully / Payment pending — Payment done successfully / Application in progress — Approved or Rejected by CLM / Registration Certificate Issued	View Details

**Note: Latest status can be seen any time through Applicant's Dashboard**

**Current status appears in the Status Dashboard (Screenshot below).**

# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Establishment | Ease of doing bu... Common Application Form Previ...  
silpasathi.wb.gov.in/caf/submitted/U3AvMFF1N1BkYIAUDR1WtNEbHVNQT09/MUgcWHZqbXFZVE4bKZbDVP6y1TZz09  
Ease of Doing Business | Single Window Services for Business  
DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES  
For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com  
Current Status-CAF2022000572

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration of Manufacturer / Packer under the Legal Metrology Act	User created successfully	Completed
	Authentication is successful	Completed
	Application saved successfully / Documents upload pending	Completed
	Documents uploaded successfully / Application submission pending	Completed
	Application submitted successfully / Payment pending	Completed
	Payment done successfully / Application in progress	Completed
	Approved or Rejected by CLM / Registration Certificate Issued	Completed

Latest status updated

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**Note:** Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

## 4. Online Download of final approval certificate

Establishment | Ease of doing bu...  
silpasathi.wb.gov.in/dashboard  
Ease of Doing Business | Single Window Services for Business  
DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES  
For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Query Submission / Tracking Your Profile

Your Selected Service(s)

Click on 'View Details'

BUSINESS REFERENCE ID : CAF2022000587 Apply Online

BUSINESS REFERENCE ID : CAF2022000572 Check Status

SL NO.	SERVICE	ACTION
1	Registration of Manufacturer / Packer under the Legal Metrology Act (WBRTPS Timeline: 75 days) User created successfully Authentication is successful Application saved successfully / Documents upload pending Documents uploaded successfully / Application submission pending Application submitted successfully / Payment pending Payment done successfully / Application in progress Approved or Rejected by CLM / Registration Certificate Issued	Download Certificate

**Note:** Latest status can be seen any time through Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'Click to Download' icon to download the Final Approval Certificate issued.



# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Establishment | Ease of doing bu... Application View Details | Ease of...  
silpasathi.wb.gov.in/viewdetails/83/U3AvMFF1N18xYIA0UDRYdTNEbHVNQT09/MUgzWHZqbXfZVE4bKZbDVPrytTZz09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

### Application Form View Details – CAF2022000572

PARAMETERS	INPUTS
<b>Registration Information &amp; Certificate</b>	
Registration Certificate	Registration Certificate
Registration Number	19/21/1/0062/4/2035
Application Number	WB/21/0062/4/00005
<b>Name of the Concern Person/ firm/ company</b>	
Name of Applicant	Sample name
<b>Communication Details</b>	
Email Id	testuser9@gmail.com
Mobile number	8999999999
<b>Type of Registration</b>	
Type	Importer
<b>Address of the establishment</b>	
Complete Address	Sample address line1 POST: 7000006 P.S: Manicktala Kolkata North Pin: 700006
ILM Unit	Kankurgachi-VIII

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Establishment | Ease of doing bu... Application View Details | Ease of...  
silpasathi.wb.gov.in/viewdetails/83/U3AvMFF1N18xYIA0UDRYdTNEbHVNQT09/MUgzWHZqbXfZVE4bKZbDVPrytTZz09

Ease of Doing Business | Single Window Services for Business

Company Information

Company Type Local authority

NAME AND ADDRESS OF PROPRIETOR / PARTNERS / DIRECTORS OF THE CONCERN / FIRM / COMPANY				
SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Sample name	Sample father name	Managing Director	Sample Address

Factories Information

LOCATION OF FACTORIES & PACKING UNITS	
SL. NO.	LOCATION OF FACTORIES & PACKING UNITS
1	Address Line 1: Sample address1 Post Office: 7000006 ILM Unit: Kankurgachi-VIII Pin Code: 700006 Address Line 2: Police Station: Manicktala District: Kolkata North

Name of the commodity or commodities pre-packaged by the Applicant

SL. NO.	COMMODITY NAME
1	Biscuits

Payment Information

Total Amount: Rs.500.00  
GRN: 192022230130123608 & GRN Time: 27/09/2022 16:17:19  
Id. No.: 01130120221664275597  
BRN Time: 27/09/2022 14:17:30

UPLOADED SUPPORTING DOCUMENTS

Specimen Signature View

Current Trade License View

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# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Establishment | Ease of doing bu... Application View Details | Ease of...

silpasathi.wb.gov.in/viewdetails/83/USAvMFF1N1BxYIAUDRYdTNEbHVNQT09/MUgcWHZqbXFZVE4bkRZbDVPRytTZd09

LOCATION OF FACTORIES & PACKING UNITS	
SL. NO.	LOCATION OF FACTORIES & PACKING UNITS
1	<b>Address Line 1:</b> Sample address! <b>Post Office:</b> 700006 <b>ILM Unit:</b> Kankurgachi-VIII <b>Pin Code:</b> 700006 <b>Address Line 2:</b> <b>Police Station:</b> Manicktala <b>District:</b> Kolkata North

**Name of the commodity or commodities pre-packaged by the Applicant**

SL. NO.	COMMODITY NAME
1	Biscuits

**Payment Information**

**Total Amount:** Rs 500.00  
**GRN:** 192022230130123606 & **GRN Time:** 27/09/2022 16:17:19  
**Id. No.:** 01130120221664275597  
**BRN Time:** 27/09/2022 14:17:30

**UPLOADED SUPPORTING DOCUMENTS**

Specimen Signature	View
Current Trade License	View
Rent / Ownership	View
GST	View
Partnership Deed / EM-1 / Form-32	View
Monogram / Trade Mark (Photocopy of Label)	View
Food licence for food item	View
Land Conversion into commercial document	View
Import / Export Registration	View

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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

← → ↺ 🏠 silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRIX2NlcnRpZmJlYXRlc19kZXRhWxz/ZG9jdW1lbn... 🔍 ☆ 📁 ⬇️ 👤 ⋮

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

☰ Online NOC 1 / 1 | - 50% + | 🖨️ ↺

1

**Government Of West Bengal**  
Consumer Affairs Department  
Directorate Of Legal Metrology

**Certificate Of Registration**

(Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011)

NO. 19/21/006/24/0035 DATED: 09/08/2022

Certified that **M/s. LM Test Reg Pvt. Ltd.**

Having office/registered office at  
Baleghata Rasbagan, WB, India, Police Station: Baleghata, Post: Baleghata, District: Kolkata North, PIN: 700010

**Business Owner(s) Details:**  
Name: Raju Owner, Father Name/Husband Name: Subhas Owner Father, Designation: Partner, Address: Abchaya, Baleghata, Kolkata - 700016, WB, India.  
Name: Samir Owner Two, Father Name/Husband Name: Timir Owner Father, Designation: Partner, Address: CIT Road, Baleghata, Kolkata - 700016, WB, India.

has duly been registered in this office as a Manufacturer/Importer/Packer having units as the following addresses for the items to be packed as shown against them.

Manufacturer/Importer/Packer Unit	Generic or Common name of the Product
Munshi Bazar, Baleghata, Kolkata, Police Station: Baleghata, Post: Baleghata, District: Kolkata North, 700010, India, Police Station: Baleghata, Post: Baleghata, District: Kolkata North, 700010, India.	Paint, varnish etc. Paint - paste paint or solid paint, Paint - base paint, Paint - gutter than paste paint or solid paint, varnish, stains, enamels, Color Paint.

**Controller of Legal Metrology**  
West Bengal

Signature Not Verified  
Date: 09/08/2022 12:21:48  
IP: 192.168.1.105

# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:



Government Of West Bengal  
Consumer Affairs Department  
Directorate Of Legal Metrology

### Certificate Of Registration

[Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011]

NO. 19/21/1/0062/4/2035

DATED: 05/08/2022

Certified that M/s. LM Test Reg Pvt. Ltd.

having office/registered office at  
Behaghata Rasbagan, WB, India, Police Station: Behaghata, Post: Behaghata, District: Kolkata North, PIN: 700010

#### Business Owner(s) Details:

Name: Raju Owner. Father Name/Husband Name: Subhas Owner Father. Designation: Partner. Address: Abochaya, Behaghata, Kolkata - 700010, WB.

Name: Samir Owner Two. Father Name/Husband Name: Timir Owner Father. Designation: Partner. Address: CIT Road, Behaghata, Kolkata - 700010, WB, India.

has duly been registered in this office as Manufacturer/Importer/Packer having units as the following addresses for the items to be packed as shown against them.

Manufacturing/Importing/Packing Unit	Generic or Common name of the Product
Munshi Bazar, Behaghata, Kolkata, , Police Station: Behaghata, Post: Behaghata, District: Kolkata North, 700010, Chawal Patti Road, Kolkata, WB, India, Police Station: Behaghata, Post: Behaghata, District: Kolkata North, 700010,	Paint, varnish etc., Paint - paste paint or solid paint, Paint - base paint, Paint - (other than paste paint or solid paint), varnish, stains, enamels, Color Paint,

Controller of Legal Metrology  
West Bengal

Signature Not Verified

Digitally signed by DS  
DIRECTORATE OF LEGAL  
METROLOGY  
Date: 2022.08.05 12:21:48  
IST

# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

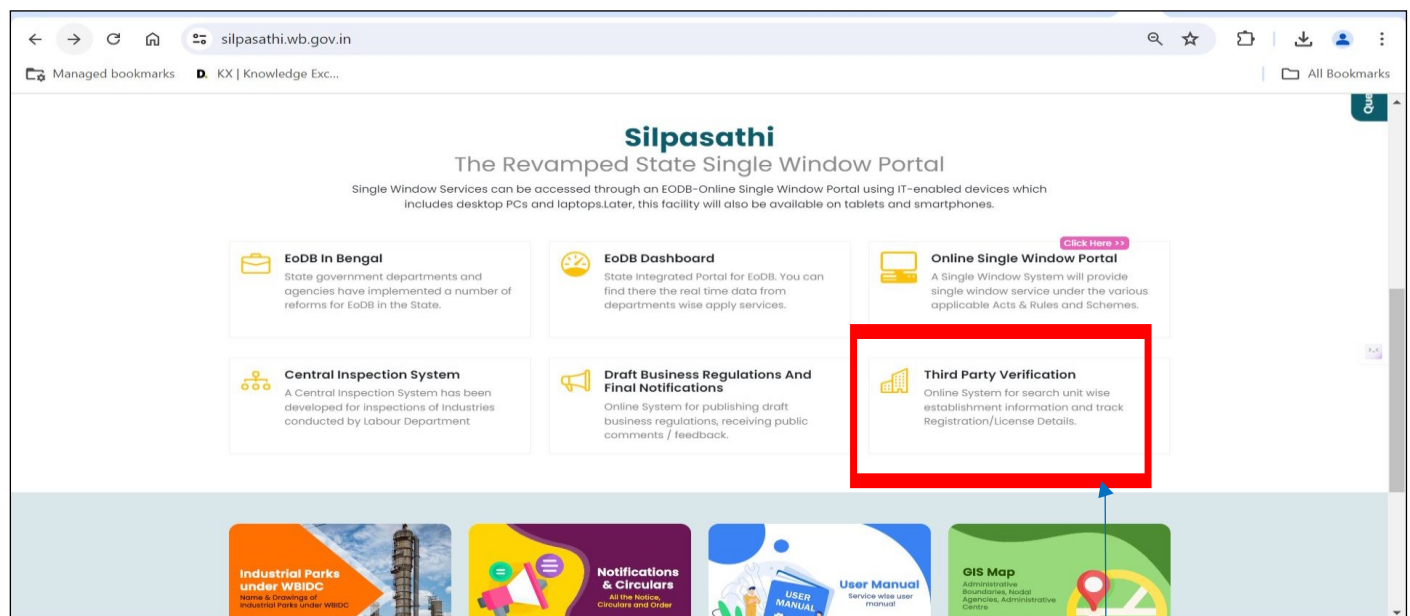
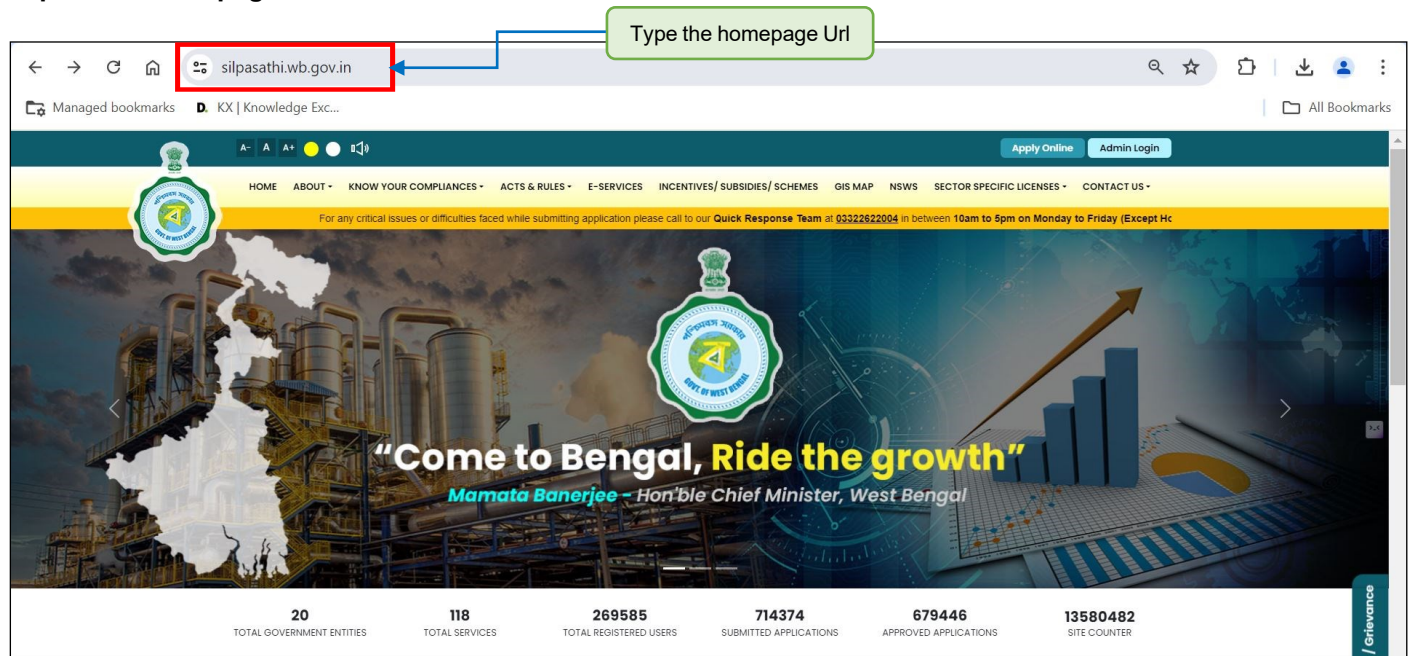
#### Third party verification process

The applicant or any user has to log in to <https://silpasathi.wb.gov.in/>.

A user (any third party) needs to click on '**Third party Verification**' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

#### SilpaSathi Homepage



# User Manual

## Registration of Manufacturer / Packer under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

**Third Party Verification**

Track Registration/License details through **Silpasathi Portal**

Select Services \*  
Allotment of land in Industrial Area (WBIDC) - (Industry, C)

Registration Number / License Number / Others \*

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Query / Grievance

Enter Registration number/ License number to view details.

silpasathi.wb.gov.in/third-party-verification

Apply through Online Single Window Portal

HOME ABOUT KNOW YOUR COMPLIANCES ACTS RULES INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES FAQ GIS MAP GALLERY QUERY CONTACT US

**Ease of Doing Business**  
Single Window Services for Business

**Track Registration/License Details**

Select Services \*  
Registration of Manufacturer / Packer under the Legal Metri

Registration Number / License Number / Others \*  
19/21/1/0062/4/2035

Search

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NATIONAL INFORMATICS CENTRE (NIC) SWAS

License details can be viewed after entering correct license number and clicking on Search.

## ***Registration of Manufacturer / Packer under the Legal Metrology Act***

**The third party can view the details as illustrated below:**

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