



Dte of Metrology (Consumer Affairs):

**Licence as
Repairers of
Weights and
Measures 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

Licence as Repairers of Weights and Measures 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 “**Licence as Repairers of Weights and Measures 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

Licence as Repairers of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) enables them to carry out repairs and maintenance of weighing and measuring instruments, thereby maintaining the integrity of trade and commerce. 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.	Experience Certificate	An Experience Certificate is a document that verifies an individual's work history and experience in a particular company or organization

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#	Documents Required	Detailed Description
2.	Commercial Electricity	Commercial electricity refers to the provision of electricity to commercial establishments, such as office buildings, shopping centers, restaurants, and industrial facilities
3.	Current Trade License	A current trade license is a vital document required by businesses and professionals in various industries to operate legally
4.	GST	GST stands for Goods and Services Tax, a value-added tax (VAT)
5.	Income Tax	Income tax is a type of tax levied by the government on the income or profits earned by an individual or business organization
6.	Land Conversion Certificate	A Land Conversion Certificate is a crucial document verifying the change of land use or zoning status
7.	List of Tools / Equipment's	List of Tools / Equipments
8.	PAN / EPIC	Identity proof
9.	Partnership Deed / EM-1 / Form-32	<p>Here's more on Partnership Deed / EM-1 / Form-32</p> <p>A partnership deed is a legal document that outlines the terms and conditions of a partnership between two or more individuals. EM-1 and Form-32 are specific forms used in India for registering a partnership firm.</p>
10.	Professional Tax Receipt	The Professional Tax Receipt is a mandatory document in India, issued by the Income Tax Department, which serves as evidence of deduction and payment of professional taxes by employers to the government.
11.	Rent / Ownership	Rent documents typically include a lease agreement, which outlines the terms and conditions of the rental period, such as rent amount, lease duration, and responsibilities of the landlord and tenant
12.	Commercial Electricity	Commercial electricity refers to the electricity used by businesses and other commercial entities

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#	Documents Required	Detailed Description
13.	Space Suitability Certificate (Schematic Diagram)	A Space Suitability Certificate is a crucial document that establishes a product's compliance with space-specific regulations and standards. A schematic diagram of this certificate is a visual representation that outlines the product's design and performance capabilities
14.	Specimen Signature	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
15.	Test Weights	Test weights are a measure of the relative importance or contribution of each feature in a machine learning model

Timeline (WBRTPS)

Licence as Repairers of Weights and Measures 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		
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
Premises Information		

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Sl. No.	Field Name	Instructions
1.	Premises Type	Select Owned/ Rented
2.	Date of Establishment	Enter exact date of rent/purchase
Workers Information		
1.	Number of labourers	Select number of labour persons for skilled, semi-skilled
2.	Workshop details	Enter address details
3.	Availability of Electricity	Select yes/no
4.	Detail of machinery	Enter machinery details with required specifications
Company Information		
1.	Select Business Type	Select from dropdown Ex- Hindu Undivided Family
2.	Registration Number of Establishment	Add Registration number/ Trade License Number
3.	Date of Establishment	Enter date of obtaining trade establishment license
Categories of Weights and Measures		
Add import information: Select yes/no answers based on import of weights and measures		
Tax Information		
1.	Registration Number of Sales Tax	The registration number for sales tax is also known as a sales tax permit or sales tax license number
2.	Registration Number of Professional Tax	The registration number for Professional Tax is a unique identifier assigned to individuals or organizations required to pay professional tax in a particular state or union territory.
3.	Registration Number of Income Tax	Permanent Account Number (PAN).
4.	GST Number	Enter GST number

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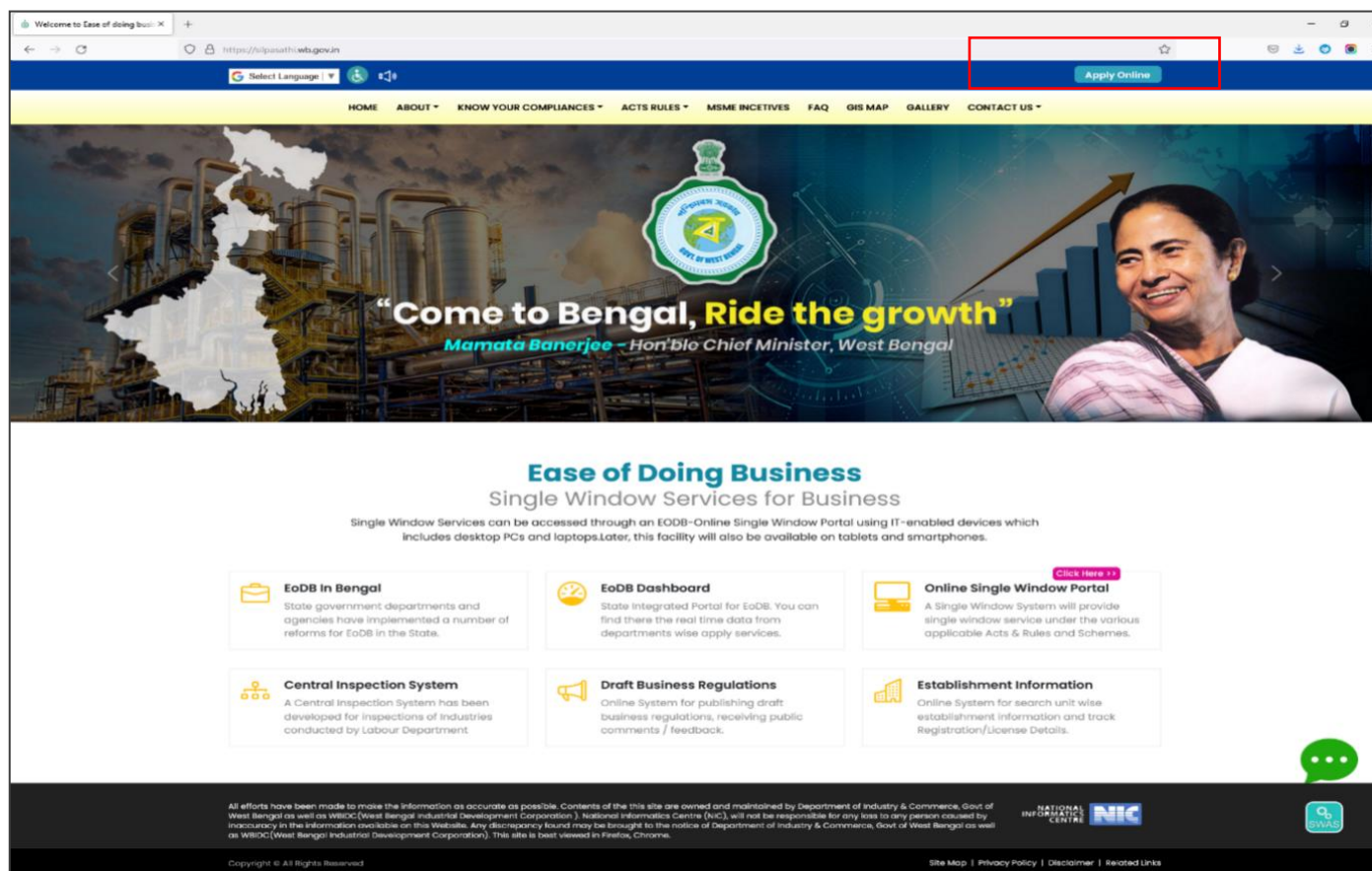
Licence as Repairers of Weights and Measures under the Legal Metrology Act

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.

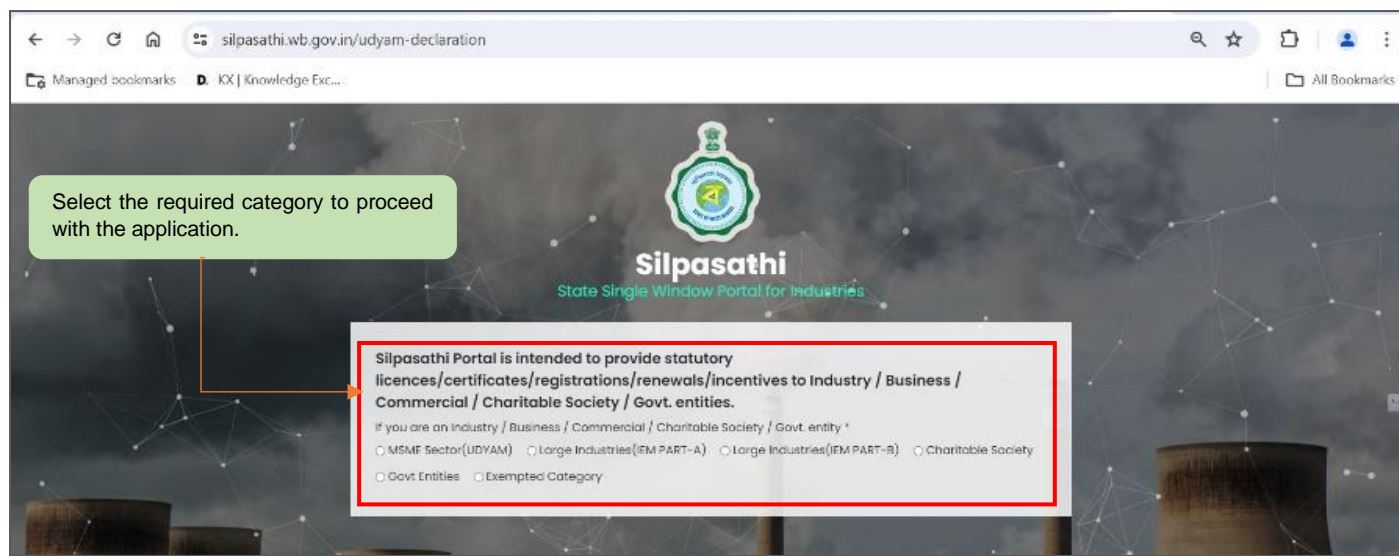


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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Licence as Repairers of Weights and Measures 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**.

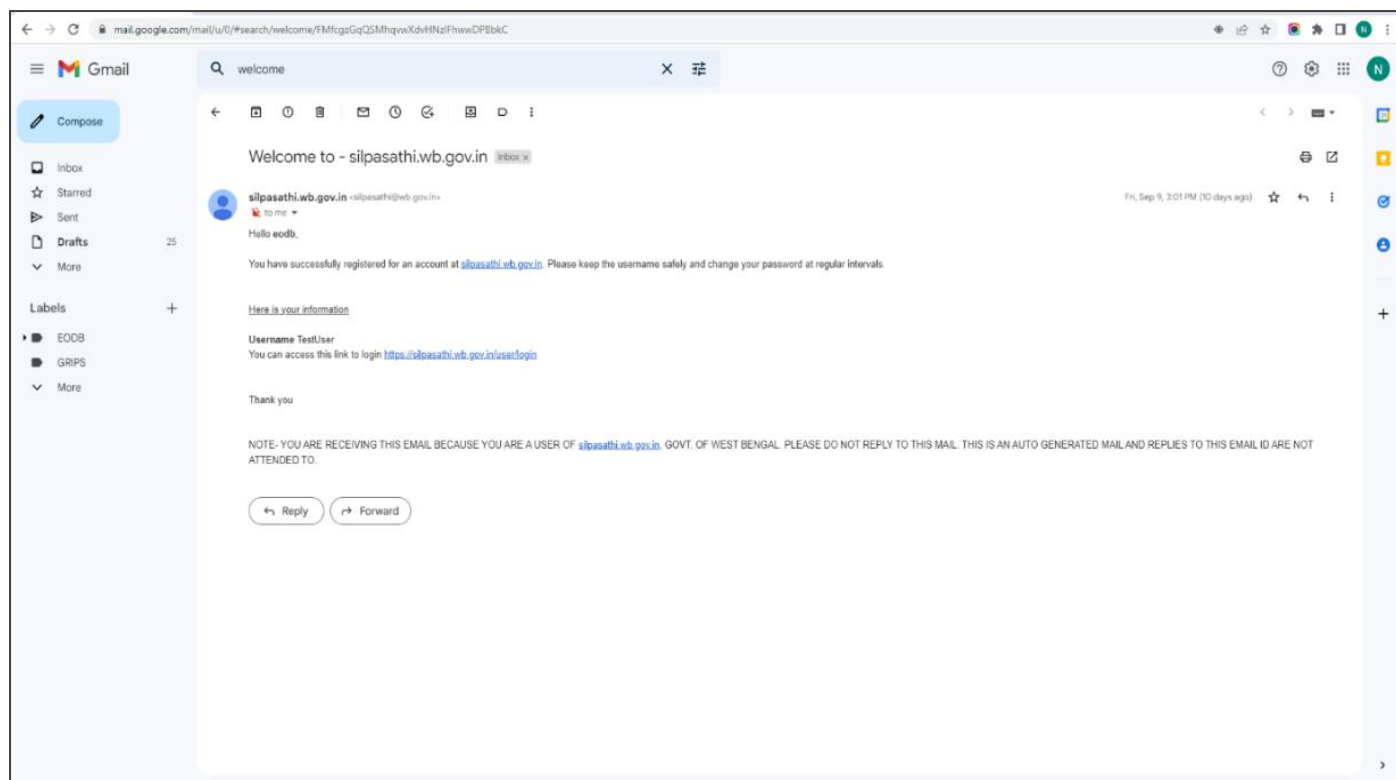
The screenshot shows the 'User Registration' form on the SilpaSathi portal. The background features a large image of industrial smokestacks with the text 'Ease of Doing Business Single Window Services for Business' and 'To Ride the growth, register your service'. The form itself is a white box with a blue header. It contains the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), a password field with the username 'sudhansu' visible, and a 'Confirm Password' field. At the bottom of the form is a blue 'Register' button. Below the form, there is a link: 'Already have an account? [Sign In](#)'. The footer of the page includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFOMATICS CENTRE NIC'.

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

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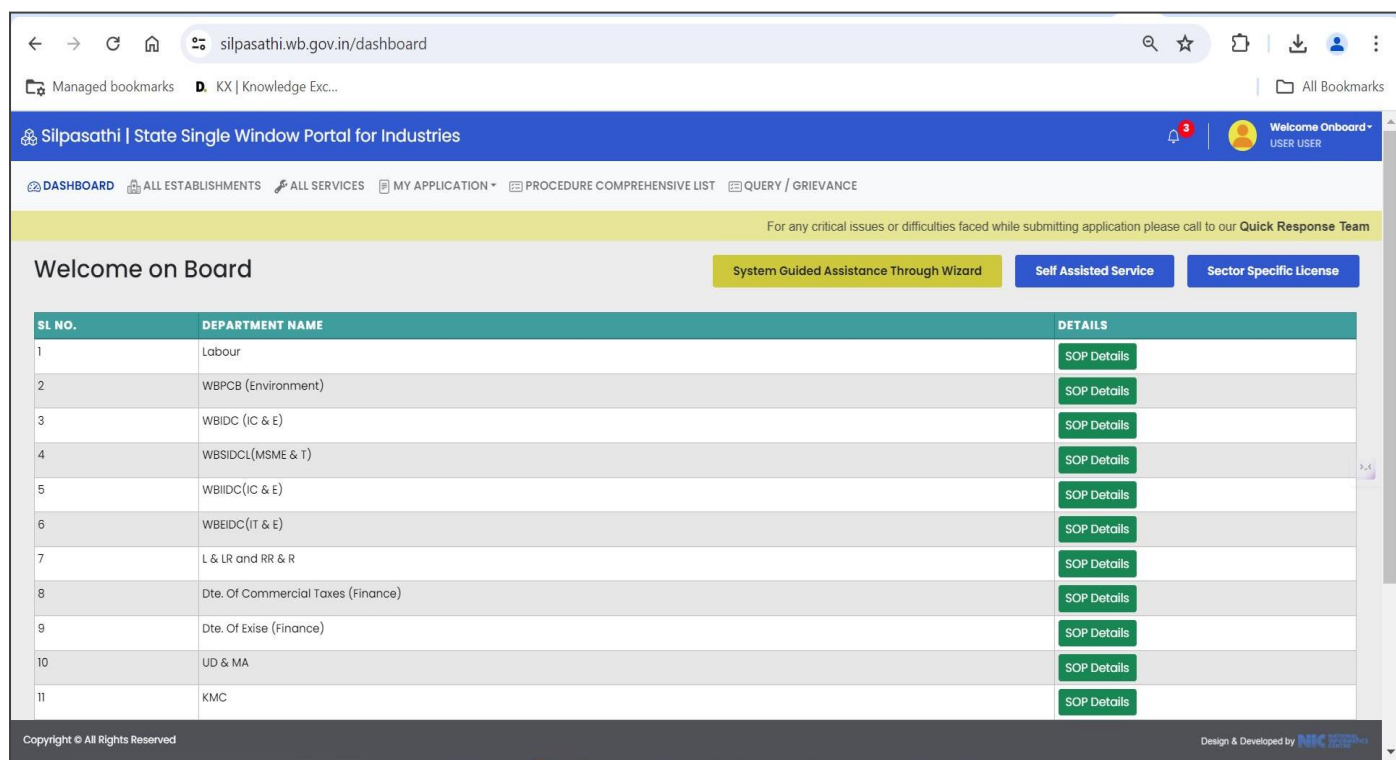
Licence as Repairers of Weights and Measures under the Legal Metrology Act

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Online Application submission

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

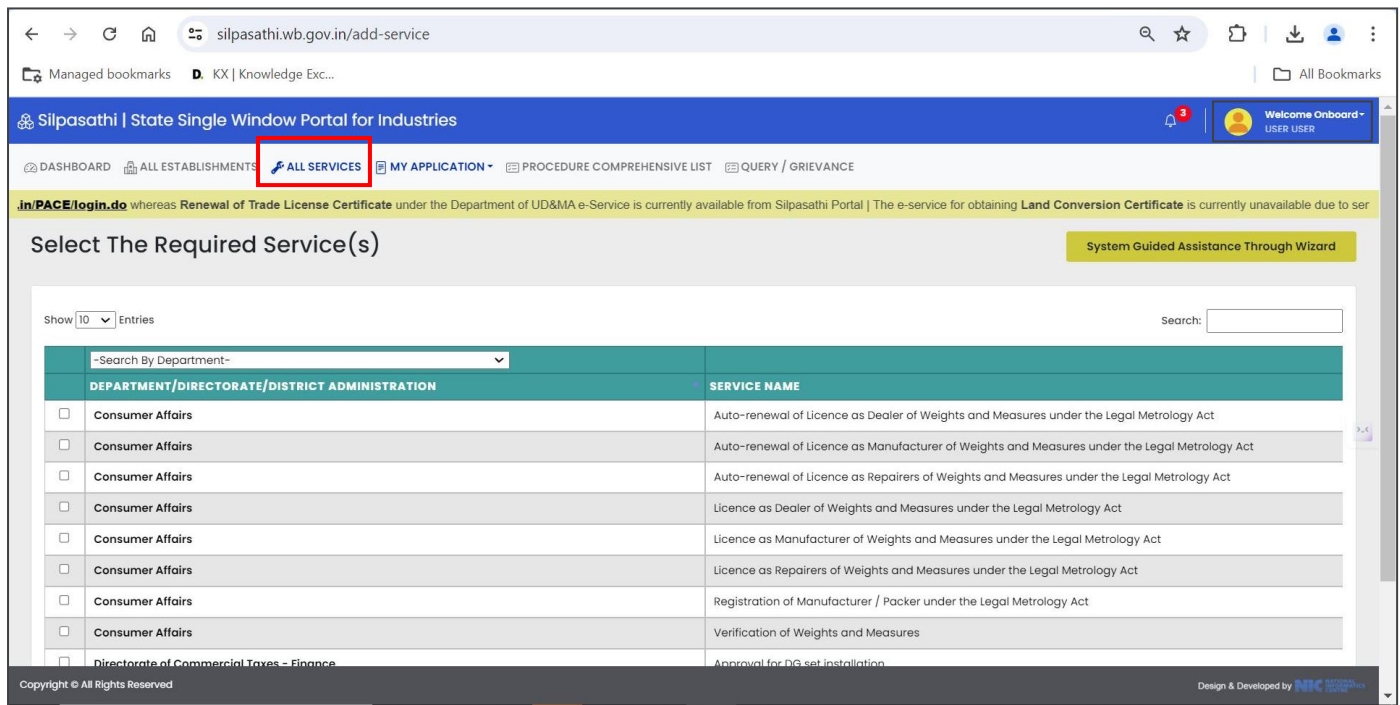


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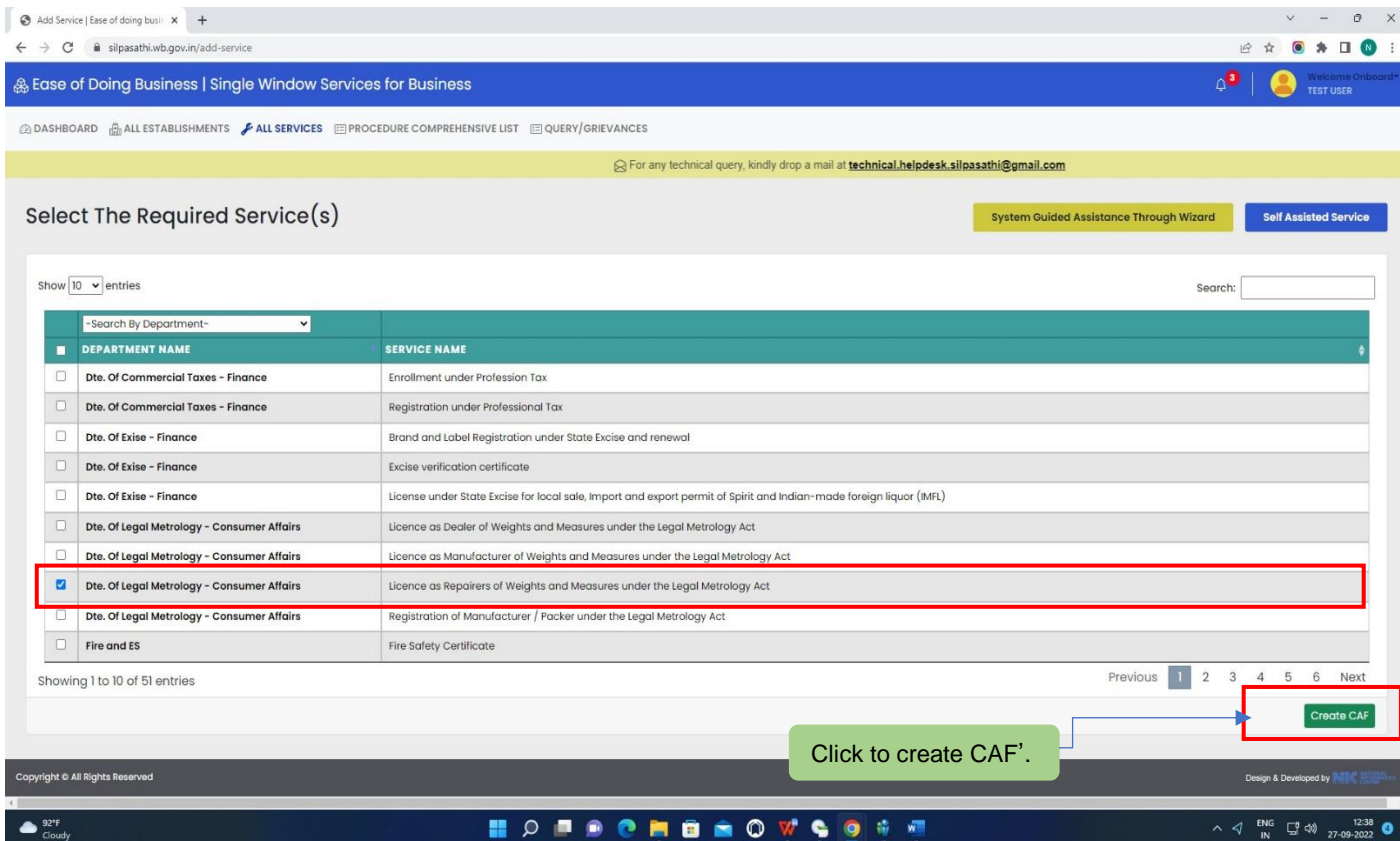
Licence as Repairers of Weights and Measures under the Legal Metrology Act

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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 '**Licence as Repairers of Weights and Measures under the Legal Metrology Act**'



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Licence as Repairers of Weights and Measures under the Legal Metrology Act

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After selecting the service **License as Repairers of Weights and Measures under the Legal Metrology Act – Dte of Metrology – Consumer Affairs**, 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.

Service Added Successfully

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Licenses For Tourism Industry

Query Submission / Tracking

Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000570

Apply Online

SL NO.	SERVICE	ACTION
1	Licence as Repairers of Weights and Measures 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 / Application in progress ● Approved or Rejected by DCLM / Payment pending —● Payment done successfully / License issued	

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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):

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The screenshot shows the 'General Information' form for application CAF2022000570. The form is divided into several sections: 'Communication Details' with fields for Name, Email, Mobile, PAN, and Aadhaar; 'Complete Address Of The Workshop' with fields for Address Line 1, Address Line 2, District, Police Station, ILM Unit, Post Office, and Pincode; and 'Premises Information' with a dropdown for Premises Type. A progress bar at the top indicates 10% completion. The footer includes copyright information and the developer's name, NIK.

Common Application Form | Easy X +

silpasathi.wb.gov.in/ca/application86/WW9RMFdia1pHYVvZi9OTkFcdDV2QT09/TzhmOUlwdzFuaFhBWp6bDNTd0UzZz09

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WELCOME ONBOARD+ TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

General Information - CAF2022000570

Process Start 10%

Communication Details

Name of the establishment/shop/person seeking the licence *
Test User
(Please enter the name as per your Trade Licence)

Email id *
testuser@gmail.com

Mobile No. *
8999999999

PAN No. *
ALWPGS809L

Aadhaar No.
I25484587878

Complete Address Of The Workshop

Address Line 1 *
Address I

Address Line 2

District *
Kolkata North

Police Station *
Manicktala

ILM Unit *
61 - Kankurgachi-VIII

Post Office *
700000

Pincode *
700006

Premises Information

Premises Type *
Owned

Please give details *
Sample details

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The screenshot shows the 'Company Information' and 'Tax Information' forms. The 'Company Information' section includes fields for Business Type, Date of Establishment, Registration Number of shop/establishment/current Municipal Trade licence, and Date of Registration Number of current shop/establishment/Municipal Trade licence. The 'Tax Information' section includes fields for Sales Tax, Registration Number of Professional Tax, Current ITR Number, GST Number, and The type of weights and measures proposed to be repaired. There are also links to 'Click Here to Add/View Company Details' and 'Click Here to Add/View Weights & Measures Details'. The form is divided into sections: 'Company Information', 'Tax Information', and 'The Number Of Persons Employed/Proposed To Be Employed'. A progress bar at the top indicates 10% completion. The footer includes copyright information and the developer's name, NIK.

Common Application Form | Easy X +

silpasathi.wb.gov.in/ca/application86/WW9RMFdia1pHYVvZi9OTkFcdDV2QT09/TzhmOUlwdzFuaFhBWp6bDNTd0UzZz09

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

General Information - CAF2022000570

Process Start 10%

Company Information

Name(s) and address(es) of proprietor(s) and/ or partners and Managing Director(s):-
Click Here to Add/View Company Details

Business Type *
Company - Public Limited

Date of Establishment *
26-01-2000

Registration Number of shop/establishment/current Municipal Trade licence *
45789854443

Date of Registration Number of current shop/establishment/Municipal Trade licence *
26-01-2001

Tax Information

Sales Tax
I2345

Registration Number of Professional Tax *
0123456789

Current ITR Number *
I23456

GST Number *
19AKUPC2694J125

The type of weights and measures proposed to be repaired:-
Click Here to Add/View Weights & Measures Details

Area in which you wish to operate *
Kolkata North

Previous experience in the line
3 years or more

The Number Of Persons Employed/Proposed To Be Employed

Skilled *
8

Semi-skilled *
2

Unskilled *
15

Trained *
15

Details of machinery/tools/accessories available *
Sample details

Availability of Electric Energy *
No electricity required

Have you sufficient stock of loan / test weights etc ? *
No

Have you applied previously for a repairer's licence, either in this State or elsewhere? *
- Select -

<< Back

Save & Continue >>

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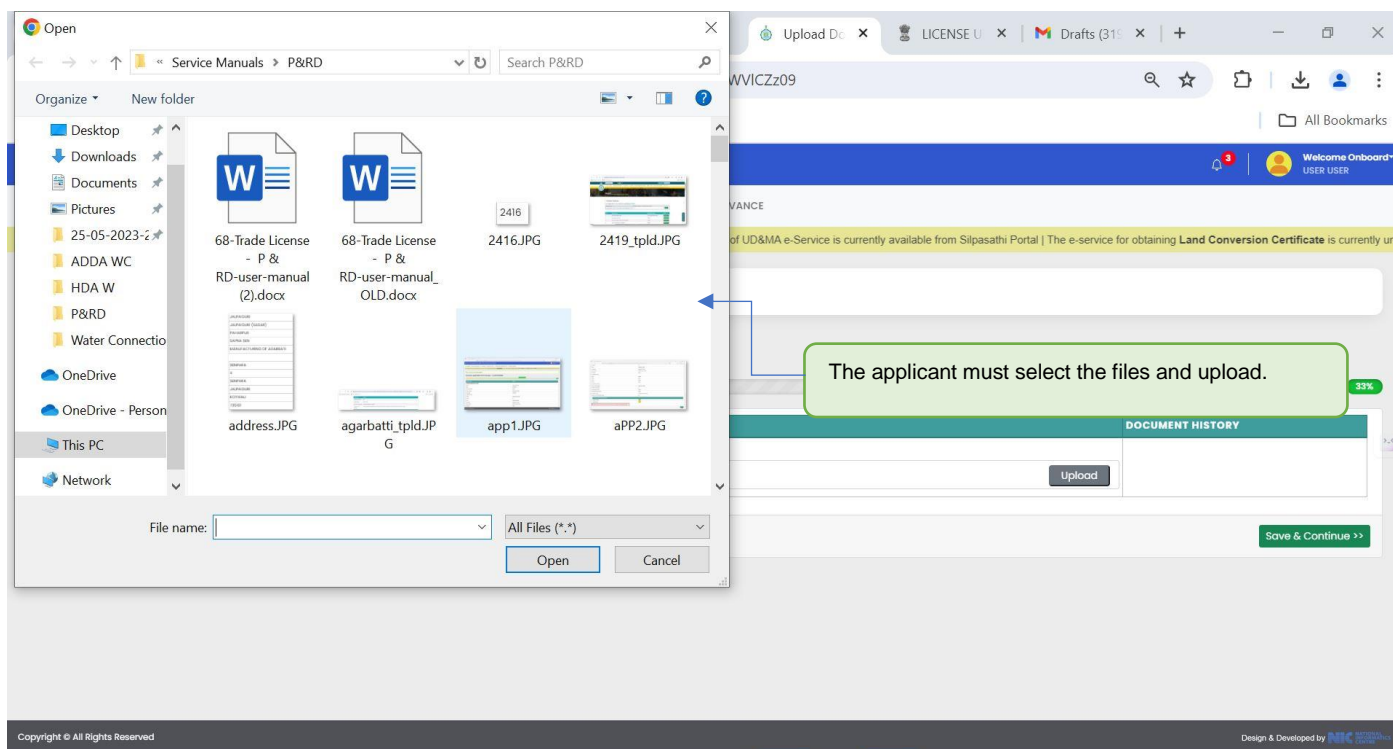
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

The screenshot shows the 'Upload Document' page on the SilpaSathi portal. The page lists several required documents for the license application:

- affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O. (Choose File, No file chosen, Upload)
- Stamp paper as per proforma. (Remove)
- Refrigerator related document of proposed premises (Choose File, No file chosen, Upload)
- Sketch map of proposed premises with location and surroundings (CAD Mode) (Choose File, No file chosen, Upload)
- Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy). (Choose File, No file chosen, Upload)
- Upload Identity Proof(PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence) (Click on 'Upload', Remove)
- Voter ID/ PAN Card/ Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable) (Choose File, No file chosen, Upload)

At the bottom, there are buttons for '<< Back' and 'Save & Continue >>'. A red box highlights the 'Sketch map of proposed premises' and 'Trade Licence' sections. A green box highlights the 'Click on 'Upload'' button.

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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The applicant is required to upload **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.

Upload Documents - CAF2022000570

Common application form data partially saved.

Trade License
1.pdf Remove

Commercial Electricity
1.pdf Remove

Experience Certificate
1.pdf Remove

GST
1.pdf Remove

Income Tax
1.pdf Remove

Land Conversion Certificate
1.pdf Remove

List of Tools / Equipments
1.pdf Remove

PAN / EPIC

Click to continue with the application process.

Partnership Deed / EM-1 / Form-32
1.pdf Remove

Professional Tax Receipt
1.pdf Remove

Rent / Ownership
1.pdf Remove

Space Suitability Certificate (Schematic Diagram)
1.pdf Remove

Specimen Signature
1.pdf Remove

Test Weights
1.pdf Remove

Back Save & Continue

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.

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Application Form

Common Application Form Preview - CAF20220

Documents successfully uploaded.

Documents upload successful.

PARAMETERS	INPUTS
Name of the establishment/shop/person seeking the licence	
Name of the concern seeking the licence	Test User
Communication Details	
Email Id	testuser@gmail.com
Mobile No.	8999999999
Complete Address of the Workshop	
Address Line 1	Address 1
Address Line 2	
District	Kolkata North
Police Station	Manicktala
ILM Unit	61 - Kankurgachi-VIII
Post Office	700000
Pincode	700006

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Common Application Form Preview - CAF20220

Availability of Electric Energy	No electricity required
Have you sufficient stock of loan / test weights etc?	No
Details	
Have you applied previously for a repairer's licence, either in this State or elsewhere?	No
Details	

UPLOADED SUPPORTING DOCUMENTS	
Income Tax	View
Current Trade License	View
Rent / Ownership	View
PAN / EPIC	View
Professional Tax Receipt	View
Experience Certificate	View
Partnership Deed / EM-1 / Form-32	View
Space Suitability Certificate (Schematic Diagram)	View
List of Tools / Equipments	View
Test Weights	View
Land Conversion Certificate	View
Commercial Electricity	View
GST	View
Specimen Signature	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.

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

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Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/b2Jsl1A1WEkrQ09hZpN6lIMVpUQT09/TzhmOUlwdZfuaFh8Wp6bDNTd0UzZ209

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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Current Status-CAF2022000570

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Repairers of Weights and Measures 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 / Application in progress	Completed
	Approved or Rejected by DCLM / Payment pending	Pending
	Payment done successfully / License issued	Pending

Application status updated.

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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.

← VM-WBGOVT

Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.
CAF No.: CAF2024XXXXXX
Dt.: 22-07-2024 14:03:05
- Silpa Sathi SWP, Govt. of WB

2:03 pm

Application status notified through SMS.

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in>
to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No.: CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE: YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi@wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO

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2. 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.

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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)

BUSINESS REFERENCE ID : CAF2022000589 Apply Online

BUSINESS REFERENCE ID : CAF2022000572 Check Status

BUSINESS REFERENCE ID : CAF2022000570 Check Status

SL NO.	SERVICE	ACTION
1	Licence as Repairers of Weights and Measures 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 / Application in progress / Approved or Rejected by DCLM / Payment pending / Payment done successfully / License issued	View Details

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

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

Current Status-CAF2022000570

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Repairers of Weights and Measures 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 / Application in progress	Completed
	Approved or Rejected by DCLM / Payment pending	Completed
	Payment done successfully / License issued	Pending

Latest status updated

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

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3. Online Fees Payment

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

Establishment | Ease of doing bu... X

silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD*
TEST USER

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)

BUSINESS REFERENCE ID : CAF2022000592 Apply Online

BUSINESS REFERENCE ID : CAF2022000589 Apply Online

BUSINESS REFERENCE ID : CAF2022000572 Check Status

BUSINESS REFERENCE ID : CAF2022000570 Check Status

SL NO.	SERVICE	ACTION
1	Licence as Repairers of Weights and Measures 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 / Application in progress / Approved or Rejected by DCLM / Payment pending / Payment done successfully / License Issued	Pay Now

Application status updated.

For proceeding with payment

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.

Establishment | Ease of doing bu... X e-Payments | Ease of doing bu... X

silpasathi.wb.gov.in/payment-details/WW9RMFdlalplHYVkrZ9OTkFodDV2QT09/TzhmOUhwdzFuaFhBWp6bDNTd0UzZz09

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WELCOME ONBOARD*
TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Payments Details-CAF2022000570

Details of the depositor

Dept. Payment Reference Number	EODB4050848289780453
CAF Number	CAF2022000570
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	Licence as Repairers of Weights and Measures under the Legal Metrology Act	Fees for New Licence for Repairer	1475-00-106-001-13	100
Total				100

Back Proceed to Pay

Click here to proceed with the payment in GRIPS portal.

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User Manual


Licence as Repairers of Weights and Measures under the Legal Metrology Act

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


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.


Establishment | Ease of doing bu...GRIPS: Payment Details

wbifms.gov.in/GRIPS/silpaSathiEoddb.do



Integrated Financial Management System





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:	01130120221664440842	Payment Ref. No.:	CAF2022000570
In favour of:	Dte. Of Legal Metrology - Consumer Affairs	Payment Mode:	NA
Period From:	29/09/2022	Period To:	29/09/2022
Total Amount[*]:	100	Remarks:	Payment for -Licence as Repairers of Weights and Measures under the Legal Metrology Act

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Licence Fees	01130120221664440842	1475-00-105-001-13	Licence Fees	100
Total Amount: 100				100
IN WORDS: ONE 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

Site Maintained by TATA Consultancy Services Ltd.


32°C Cloudy




ENG IN 02:11 PM 29-09-2022


Establishment | Ease of doing bu...GRIPS: Select bank to make pay...

wbifms.gov.in/GRIPS/extPayCnf.do



Integrated Financial Management System





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 Challan | GRN Status | Search your Challan | Departmental Activities

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User Manual

Licence as Repairers of Weights and Measures under the Legal Metrology Act

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

Establishment | Ease of doing bu... x GRIPS: GRN Details x +

wbifms.gov.in/GRIPS/makePaymentProcess.do

iFMS Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department
Government of West Bengal

DEPOSITOR'S DETAILS

Challan Details For GRN NO.: 192022230131745958

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	29/09/2022 14:12:22	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	01130120221664440842	Dept. Ref. No:	CAF2022000570
Depositor Name:	Test User	Address:	Kolkata
On behalf Of:	Dte. Of Legal Metrology - Consumer Affairs	Depositor's Type:	Citizen
Mobile No.	8999999999	E-Mail:	testuser@gmail.com
Period From:	29/09/2022	Period To:	29/09/2022
Total Amount[?]:	100	System Time:	29/09/2022 14:12:22

PAYMENT DETAILS

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[?]
Licence Fees	01130120221664440842	Licence Fees	1475-00-106-001-13	100
				Total Amount: 100
				IN WORDS: ONE HUNDRED ONLY.

PROCEED CANCEL

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

Site Maintained by TATA Consultancy Services Ltd.

Establishment | Ease of doing bu... x GRIPS - Go to Bank x +

wbifms.gov.in/GRIPS/makePaymentCapcha.do

iFMS Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department
Government of West Bengal

Please Don't Close The Browser and Confirm The Below Details

Govt. Reference No (GRN):	192022230131745958
Depositor Name:	Test User
Total Amount:	100
Bank:	SBI EPay
Payment Mode:	SBI Epay
Department Name:	Consumer Affairs

K1UQW7 K1UQW7 Captcha is case sensitive.

RESET CAPTCHA CONFIRM CANCEL

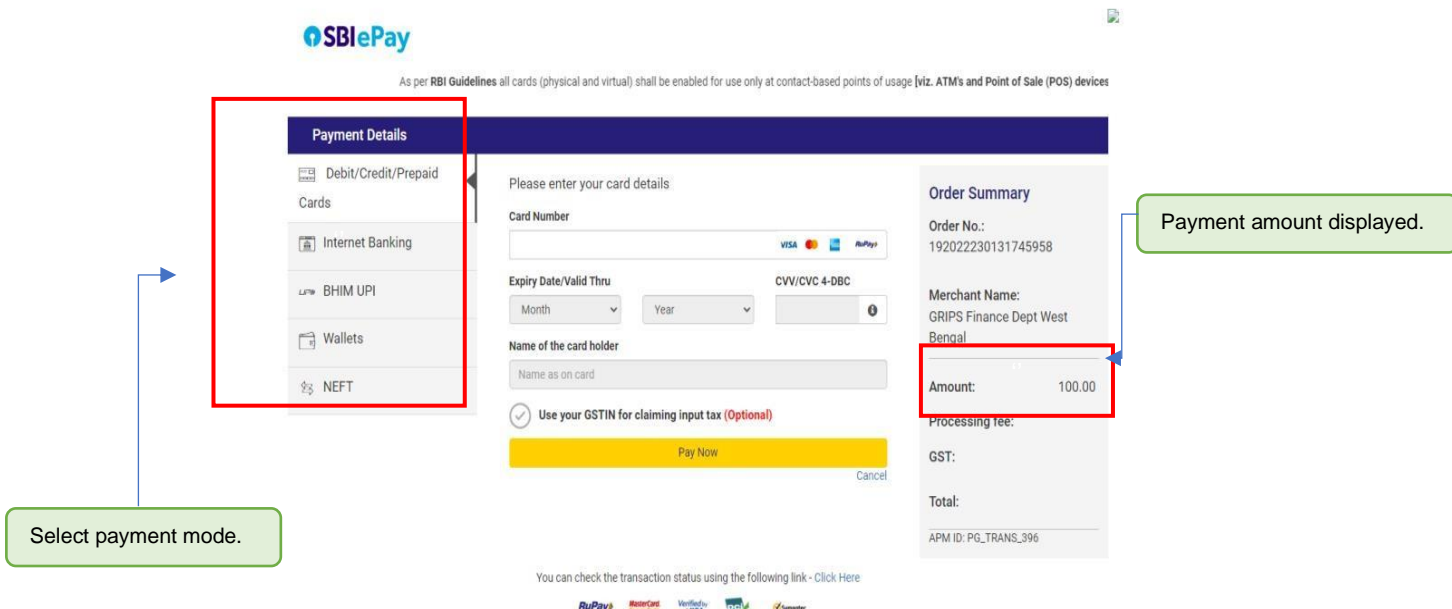
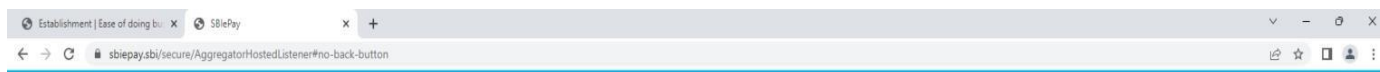
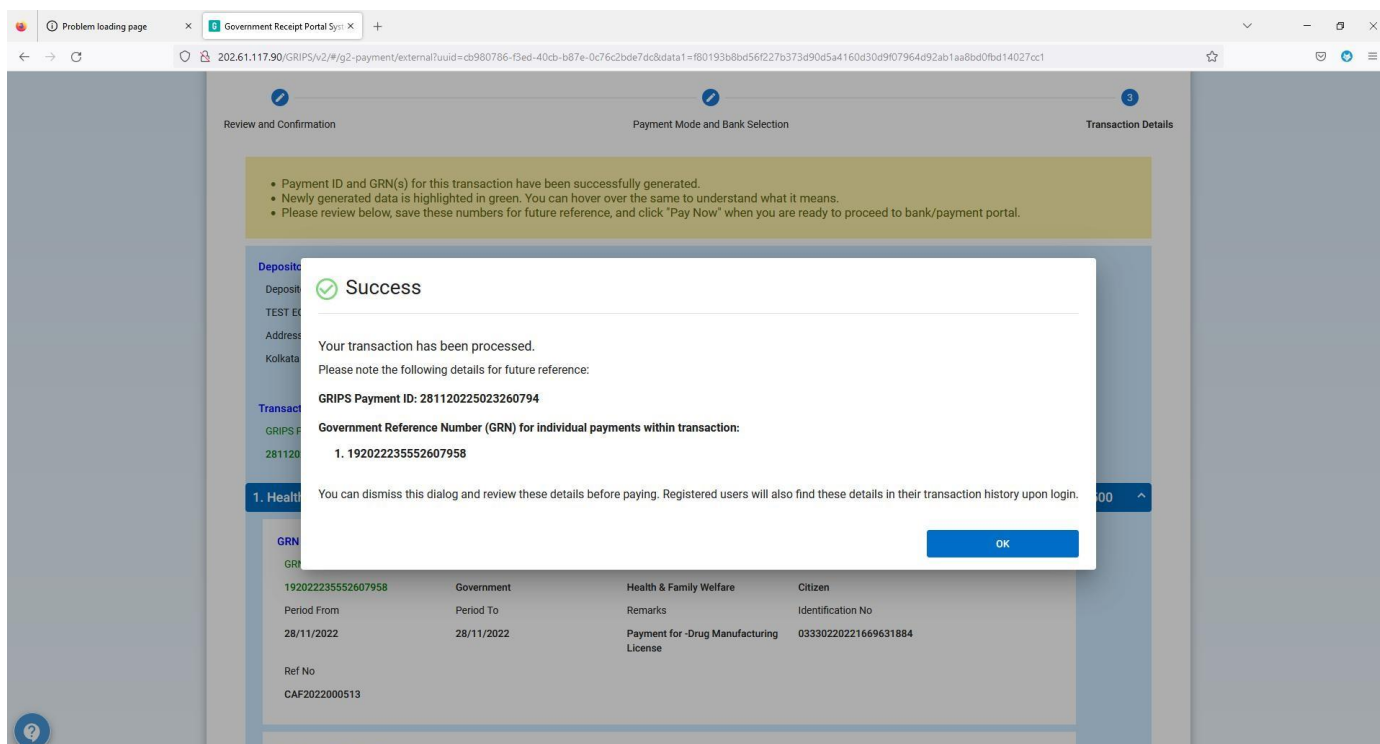
Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

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User Manual

Licence as Repairers of Weights and Measures under the Legal Metrology Act

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



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The screenshot shows the GRIPS 2.0 Transaction Status page. The page has a blue header with the GRIPS 2.0 logo and a search bar. The main content area is white with a green box containing the transaction message. The message states: "TRANSACTION MESSAGE", "Payment successful!", "Payment ID: 071020222013283898", and "Amount: ₹2 (Rupees Two only)". Below the message are two buttons: "VIEW CHALLAN DETAILS" and "DOWNLOAD CHALLAN". A green box on the right says "Challan generated." and a blue box at the bottom says "Please wait, redirecting to department portal in 8 seconds...".

After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.

The screenshot shows the SilpaSathi portal with the current status of the application. The status is "CAF2022000570". The table below shows the progress of the application:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Repairers of Weights and Measures 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 / Application in progress	Completed
	Approved or Rejected by DCLM / Payment pending	Completed
	Payment done successfully / license Issued	Completed

A green box on the left says "Latest Status updated." and a red box highlights the table.

User Manual

Licence as Repairers of Weights and Measures under the Legal Metrology Act

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

4. Online Download of final approval certificate

The applicant has to click on Download certificate to view further.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green callout box points to the 'Download Certificate' button in the 'Your Selected Service(s)' section. The button is highlighted with a red rectangle. The dashboard also shows a list of business reference IDs and a progress bar for the application status.

Click on 'Download Certificate'

SL NO.	SERVICE	STATUS
1	Licence as Repairers of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days)	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.

The screenshot shows the 'Application Form View Details - CAF2022000570' page. The page displays a table with 'PARAMETERS' and 'INPUTS' columns. The 'Download Certificate' button is highlighted in yellow. The table contains details about the licence, application, and communication.

PARAMETERS	INPUTS
Licence Information & Certificate	
Licence Certificate	Licence Certificate
Licence No.	19/21/1/0061/3/1091
Licence Validity	From - 29/09/2022 To 31/12/2022
Application Number	WB/21/0061/3/00019
Name of the establishment/shop/person seeking the licence	
Name of the concern seeking the licence	Test User
Communication Details	
Email Id	testuser4@gmail.com
Mobile No.	8999999999
Complete Address of the Workshop	
Address Line 1	Address 1
Address Line 2	
District	Kolkata North
Police Station	Manicktala
ILM Unit	61 - Kankurgachi-VIII

User Manual

Licence as Repairers of Weights and Measures 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/86/WW9RMFda1pHYVkrZi9OTkFodDV2QT09/TzhmOUlwdzFuaFhBWWp6bDNTd0UzZs09

Ease of Doing Business | Single Window Services for Business

Post Office700000

Pincode700006

Premises Information

Premises TypeOwned

DetailsSample details

Company Information

Business TypeCompany - Public Limited

Date of Establishment26-01-2000

Registration Number of shop/establishment/current Municipal Trade licence45789854443

Date of Registration Number of current shop/establishment/Municipal Trade licence26-01-2001

NAME(S) AND ADDRESS(ES) OF PROPRIETOR(S) AND/ OR PARTNERS AND MANAGING DIRECTOR(S)

SL. NO.	NAME	DESIGNATION	ADDRESS
1	Sample name	Proprietor	Address 1

Tax Information

Sales Tax12345

Registration Number of Professional Tax0123456789

Current ITR Number123456

GST Number19AKUPC2694JIZ5

Area in which you wish to operateKolkata North

Previous experience in the line3 years or more

The type of weights and measures proposed to be repaired

Name	Capacity
------	----------

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

silpasathi.wb.gov.in/viewdetails/86/WW9RMFda1pHYVkrZi9OTkFodDV2QT09/TzhmOUlwdzFuaFhBWWp6bDNTd0UzZs09

Name	Capacity
Automatic Gravimetric Filling Instrument	123
Automatic Rail Weigh Bridges class- 0.2	123
Automatic Rail Weigh Bridges class- 0.5	123

The number of persons employed/proposed to be employed

Skilled	4
Semi-skilled	8
Unskilled	2
Employees trained in the line	15
Details of machinery/tools/accessories available	Sample details
Availability of Electric Energy	No electricity required
Have you sufficient stock of loan / test weights etc?	No
Details	
Have you applied previously for a repairer's licence, either in this State or elsewhere?	No
Details	

Payment Information

Total Amount: Rs.100.00

GRN: 192022230131745958 & GRN Time: 29/09/2022 14:12:22

Id. No.: 01130120221664440842

BRN Time: 29/09/2022 14:12:32

UPLOADED SUPPORTING DOCUMENTS

Current Trade License	View
Rent / Ownership	View
Income Tax	View
PAN / EPIC	View
Professional Tax Receipt	View

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User Manual

Licence as Repairers of Weights and Measures 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/86/WW9RMFdia1pHYVkrZ9OTkfodDV2QT09/TzhmOUlwdzFuaFhBWwP6bDNTd0UzZz09

Availability of Electric Energy
No electricity required
Have you sufficient stock of loan / test weights etc?
No
Details
Have you applied previously for a repairer's licence, either in this State or elsewhere?
No
Details

Payment Information
Total Amount: Rs.100.00
GRN: 19202230131745958 & GRN Time: 29/09/2022 14:12:22
Id.No.: 01130120221664440842
BRN Time: 29/09/2022 14:12:32

UPLOADED SUPPORTING DOCUMENTS
Current Trade License
Rent / Ownership
Income Tax
PAN / EPIC
Professional Tax Receipt
Experience Certificate
Partnership Deed / EM-1 / Form-32
Space Suitability Certificate (Schematic Diagram)
List of Tools / Equipments
Test Weights
Land Conversion Certificate
Commercial Electricity
GST
Specimen Signature

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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-byte-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/CHJkX3RyYWRlX2NlcnpZmJlYXRlc19kZXRhWxz/ZG9jdW1lbn...

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

Online NOC 1 / 1 50% +

1

SCHEDULE -18
Serial No. 11 (18)
Licensing Forms
FORM LK-3
Government of West Bengal
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY
LICENCE TO REPAIR WEIGHTS, MEASURES, WEIGHING INSTRUMENTS OR MEASURING INSTRUMENTS
Licence No. 19/201/0001/01/001 Year 2022
1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to: **Sudhansu Mukherjee**
(Name and address of party or parties)
Company - Private Limited
Name: Owner One, Designation: Proprietor, Address: Mainkhata,
a licence to repair the following (Indicate details of the types of weights, measures, weighing instruments or measuring instruments that are
intended to be repaired by the party)
Automatic Gravimetric Filling Instrument Capacity: 2
Automatic Nail Weigh Bridges class-0.2 Capacity: 3
2. The licence is valid for the party named above in respect of his workshop located at Address Line 1, Address Line 2, Police
Station Mainkhata, Post Office Mainkhata, District: Kolkata North, Pin: 700059, West Bengal, India
3. The licence is valid from 08/09/2022 To 31/12/2022.
4. The repairer shall comply with the conditions noted below. If he fails to comply with any one, his licence is liable to be cancelled.
5. The party is licensed to repair weights, measures, weighing and measuring instruments in the areas mentioned below: Kolkata North
Date: 08/09/2022
Place: Kolkata

Deputy Controller of Legal Metrology
Kolkata
Note: In the case of firm, its name with the names of all persons having any interest in the business should be given in paragraph (1)
CONDITIONS OF LICENCE
1. The person in whose favour this licence is issued shall:-
(a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
(b) Not encourage or countenance any infringement of the provisions of the Act or the Rules for the time being in force and shall report
immediately to the Legal Metrology Officer any infringement that may come into his notice;
(c) Exhibit this licence in some conspicuous part of the premises to which it relates;
(d) Comply with any general or special directions that may be given by the Controller of Legal Metrology;
(e) Surrender the licence in the event of closure of business under cancellation of Licence;
(f) Present the weights, measures, weighing or measuring instruments as the case may be duly repaired to the legal metrology officer
for re-use after verification and stamping as specified in rule 14(7), before delivery to the user.
(g) In the case of weights, measures, weighing or measuring instruments, if they are serviced/repaired before the date on which the
verification label due and value, in the process and the verification stamp of the legal metrology officer is collected, renewed or broken, they
shall be presented duly repaired to the legal metrology officer for re-verification and stamping before delivery to the user.
(h) Submit the application for renewal of this licence as required under the rules three days before the expiry of the validity of the licence.
2. Every condition prescribed after the issue of this licence shall, if notified in the Official Gazette, be binding on the person to whom the
licence has been granted.
Signature Not Verified
Digitally signed by Deputy Controller of Legal Metrology, Kolkata, DN: cn=Deputy Controller of Legal Metrology, o=Government of West Bengal, ou=Legal Metrology, email=deputycontroller@wb.gov.in, c=IN, date=2022.09.08 17:10:23 +05'30'

NIC

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User Manual

Licence as Repairers of Weights and Measures 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:

SCHEDULE -III
[see rule 11 (3)]
Licensing Forms
FORM LR-3

Government of West Bengal
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY
LICENCE TO REPAIR WEIGHTS, MEASURES, WEIGHING INSTRUMENTS OR MEASURING INSTRUMENTS

Licence No. 19/21/1/0061/3/1/091 Year 2022

1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to **Sudhansu Mahato**
(Name and address of party or parties)

Company - Private Limited
Name: Onwer One. Designation: Proprietor. Address: Maniktala.
a licence to repair the following (include details of the types of weights ,measures, weighing instruments or measuring instruments that are
licensed to be repaired by the party)

Automatic Gravimetric Filling Instrument Capacity : 2
Automatic Rail Weigh Bridges class- 0.2 Capacity : 3


2. The licence is valid for the party named above in respect of his workshop located at Address Line 1, Address Line 2 , Police
Station:Maniktala, Post Office:Maniktala, District: Kolkata North, Pin: 700059, West Bengal, India

3. The licence is valid from 05/08/2022 To 31/12/2022.

4. The repairer shall comply with the conditions noted below. If he fails to comply with any one, his licence is liable to be cancelled.

5. The party is licensed to repair weights, measures, weighing and measuring instruments in the areas mentioned below: **Kolkata North**

Date: 05/08/2022
Place: Kolkata


Deputy Controller of Legal Metrology
Kolkata

Note : In the case of firm, its name with the names of all persons having any interest in the business should be given in paragraph (1)

CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall -

- Comply with all the relevant provisions of the Act and Rules for the time being in force;
- Not encourage or countenance any infringement of the provisions of the Act or the Rules for the time being in force and shall report without delay to the Legal Metrology Officer any infringement that may come into his notice;
- Exhibit this licence in some conspicuous part of the premises to which it relates;
- Comply with any general or special directions that may be given by the Controller of Legal Metrology;
- Surrender the licence in the event of closure of business and/or cancellation of Licence;
- (i) Present the weights, measures, weighing or measuring instruments as the case may be duly repaired to the legal metrology officer for under taking verification and stamping as specified in rule 14(1), before delivery to the user.
(ii) In the case of weights, measures weighing or measuring instruments, if they are serviced/ repaired before the date on which the verification falls due and where, in the process and the verification stamp of the legal metrology officer is defaced, removed or broken, they shall be presented duly repaired to the legal metrology officer for re-verification and stamping before delivery to the user.
- Submit the application for renewal of this licence as required under the rules thirty days before the expiry of the validity of the licence.

2. Every condition prescribed after the issue of this licence shall, if notified in the Official Gazette, be binding on the person to whom the licence has been granted.

Signature Not Verified
Digitally signed by DCS
DIRECTORATE OF LEGAL
METROLOGY-01
Date: 2022.08.05 17:10:23
IST

User Manual

Licence as Repairers of Weights and Measures 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.

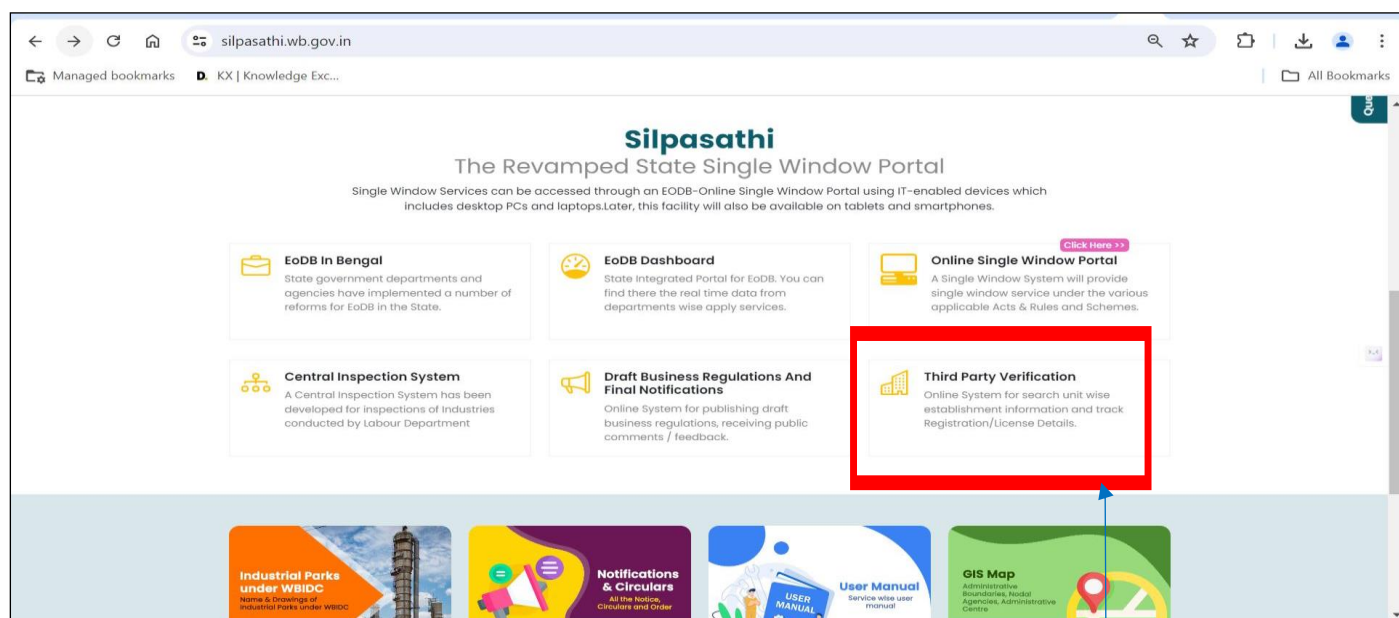
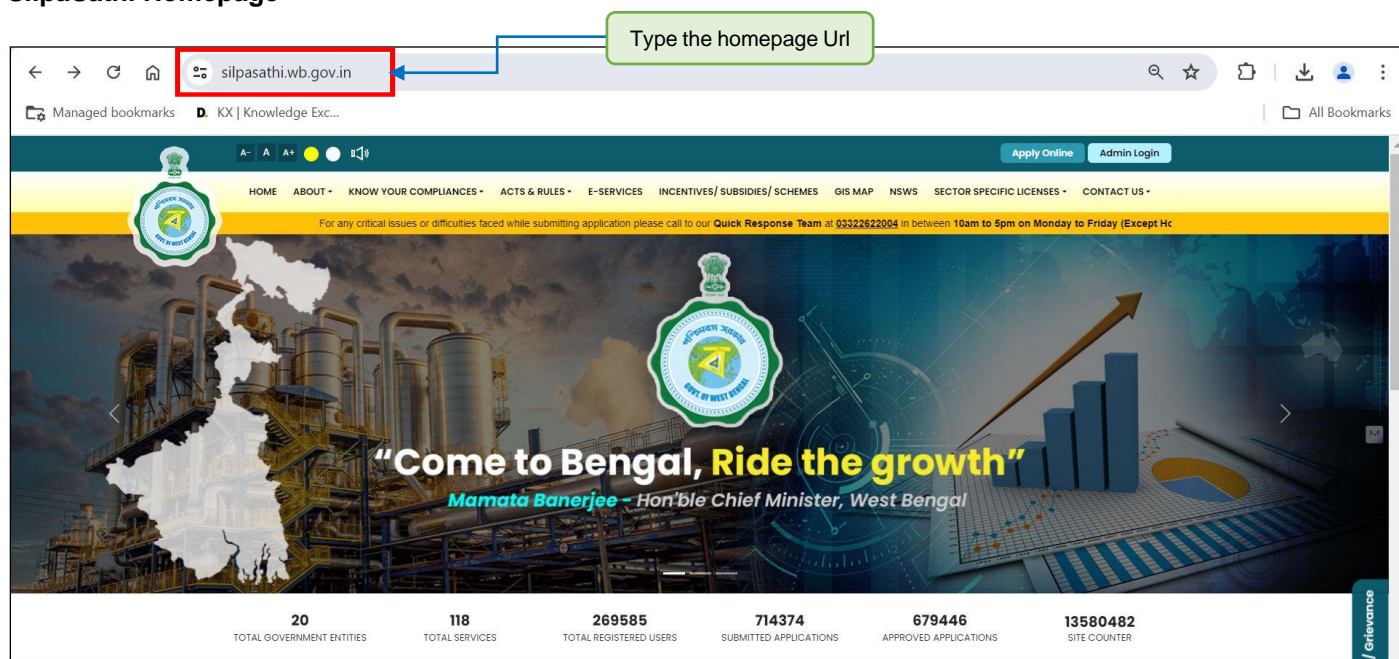
Third party verification process

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

Licence as Repairers of Weights and Measures under the Legal Metrology Act

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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.

The third party can view the details as illustrated below: