

# **Dte of Metrology** (Consumer Affairs):

Licence as
Manufacturer 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** 

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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

### **Table of Contents**

Intro	duction	3	
Abou	t the Service	3	
Comp	prehensive Checklist of Documents to be submitted online	3	
Timel	line (WBRTPS)	5	
Instru	uctions related to the application form	5	
Appli	cation Process through SilpaSathi	8	
1.	Online Application submission along with online submission of documents		8
2.	Track Status of Application		18
3.	Online Fees Payment		19
4.	Online Download of final approval certificate		24
5.	Third Party verification details		28

### License as Manufacturer 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 "License as Manufacturer 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**

License as Manufacturer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) is a mandatory requirement for companies engaged in the manufacturing of weights and measures within India. The purpose of a Legal Metrology Manufacturer License is to ensure that companies that manufacture weights and measures in India comply with legal standards. The license is issued by the Legal Metrology Department of the state where the manufacturing facility is located 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.	Certificate Of Enlistment	It serves as proof of a person's enlistment and contains details such as name, rank, regiment/service, and date of enlistment

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

#	Documents Required	Detailed Description
2.	Experience Certificate	An Experience Certificate is a document that verifies an individual's work history and experience in a particular company or organization
3.	Commercial Electricity	Commercial electricity refers to the provision of electricity to commercial establishments, such as office buildings, shopping centers, restaurants, and industrial facilities
4.	Current Trade License	A current trade license is a vital document required by businesses and professionals in various industries to operate legally
5.	Fire License	A Fire License is a required permit for individuals to engage in firefighting operations, such as fire extinguishing, inspecting, or investigating fires
6.	GST	GST stands for Goods and Services Tax, a value-added tax (VAT)
7.	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
8.	Land Conversion Certificate	A Land Conversion Certificate is a crucial document verifying the change of land use or zoning status
9.	List of Tools / Equipment's	List of Tools / Equipments
10.	PAN / EPIC	Identity proof
11.	Partnership Deed / EM-1 / Form- 32	Here's more on Partnership Deed / EM-1 / Form-32  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.
12.	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.

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#	Documents Required	Detailed Description
13.	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
14.	Commercial Electricity	Commercial electricity refers to the electricity used by businesses and other commercial entities
15.	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
16.	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
17.	Model Approval Certificate	A model approval certificate is a document that confirms a model's compliance with industry standards and regulations
18.	Monogram / Trademark (Photocopy of Label)	A monogram is a combined letter or symbol made up of the initials of a person's name, often used as a mark or symbol of identity. A trademark, on the other hand, is a symbol, word, or phrase that uniquely identifies a business, product, or service
19.	Test Weights	Test weights are a measure of the relative importance or contribution of each feature in a machine learning model

### **Timeline (WBRTPS)**

<u>License as Manufacturer of Weights and Measures under the Legal Metrology Act has an WBRTPS timeline of</u>
75 days till approval by the authorities.

### Instructions related to the application form

SI. No.	Field Name	Instructions
1.	Name of establishment	Enter establishment name
2.	Email ID	Enter email address

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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		
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		
1. Village / Streets Enter Village / Street  2. Post Office Enter Post Office  3. Pin Enter Pin  4. Mobile Number Enter Mobile Number		
2. Post Office Enter Post Office  3. Pin Enter Pin  4. Mobile Number Enter Mobile Number		
3. Pin Enter Pin  4. Mobile Number Enter Mobile Number		
4. Mobile Number Enter Mobile Number		
5. Email Enter Email		
6. District Enter District		
Premises Information		
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, se skilled		
2. Workshop details Enter address details		
3. Detail of machinery Enter machinery details with requisive specifications		
Company Information		
1. Select Business Type Select from dropdown Ex- Hindu Undivide Family		
2. Registration Number of Establishment Add Registration number/ Trade License Num		
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 a		
known as a sales tax permit or sales tax licer		
2. Registration Number of Professional Tax  The registration number for Professional Tax  unique identifier assigned to individuals		

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

		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

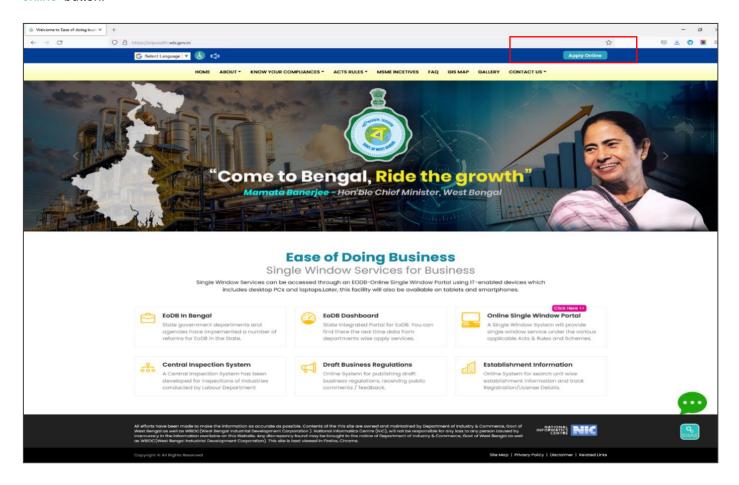
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### **Application Process through SilpaSathi**

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

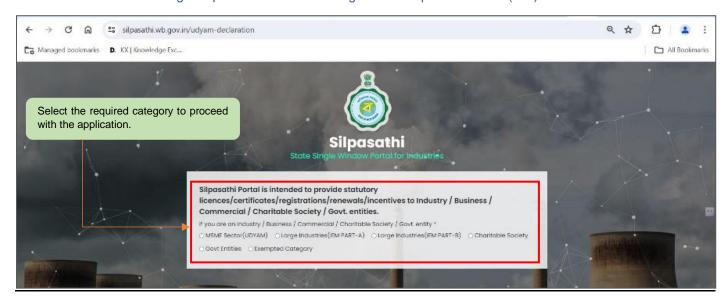
In order to complete the user registration, the applicant has log on to <a href="https://silpasathi.wb.gov.in">https://silpasathi.wb.gov.in</a>/ and click on 'Apply online' button.



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

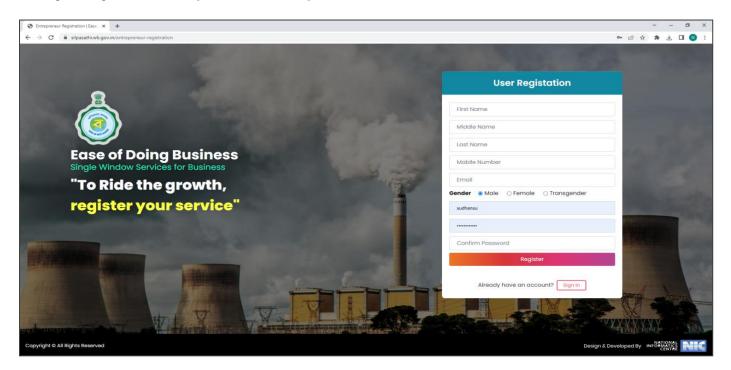
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

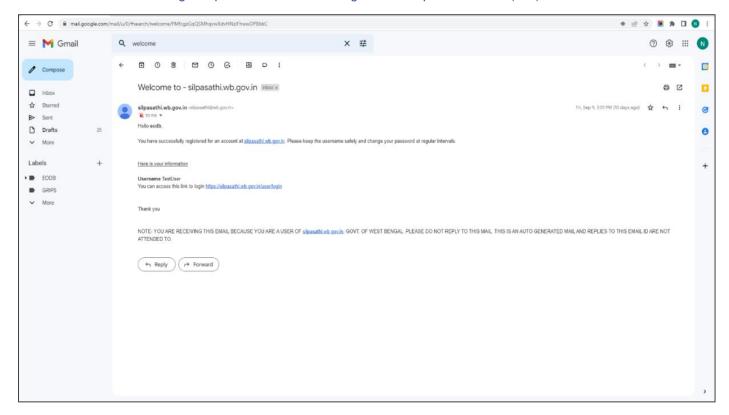
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

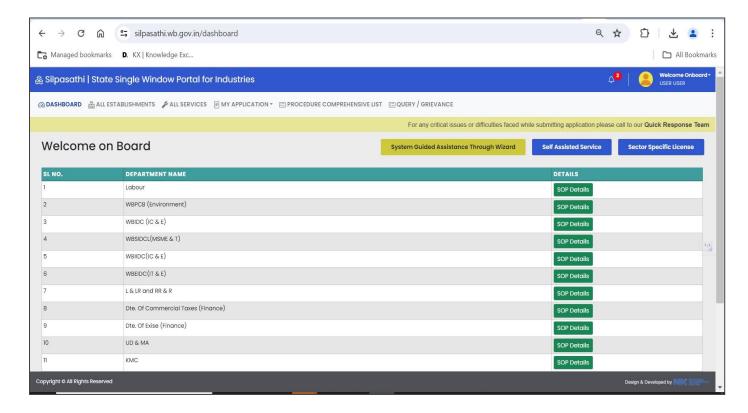
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### **Online Application submission**

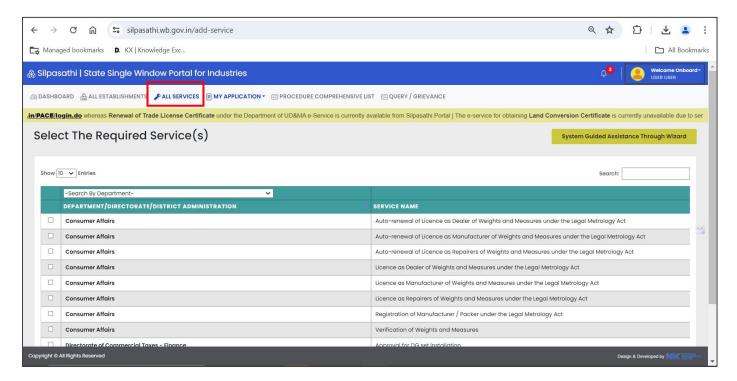
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



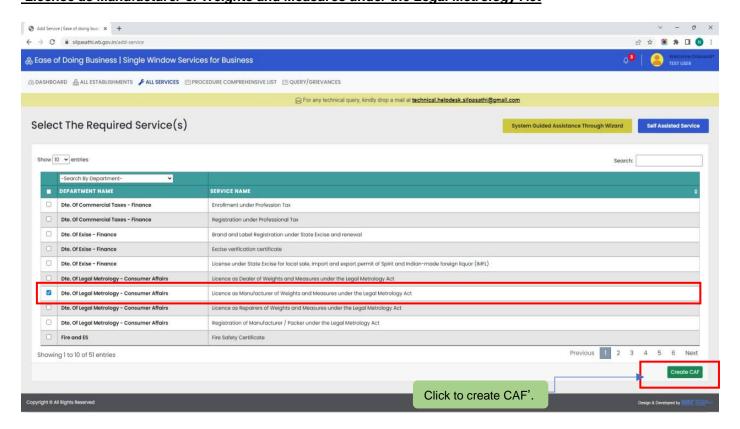
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named 'License as Manufacturer of Weights and Measures under the Legal Metrology Act

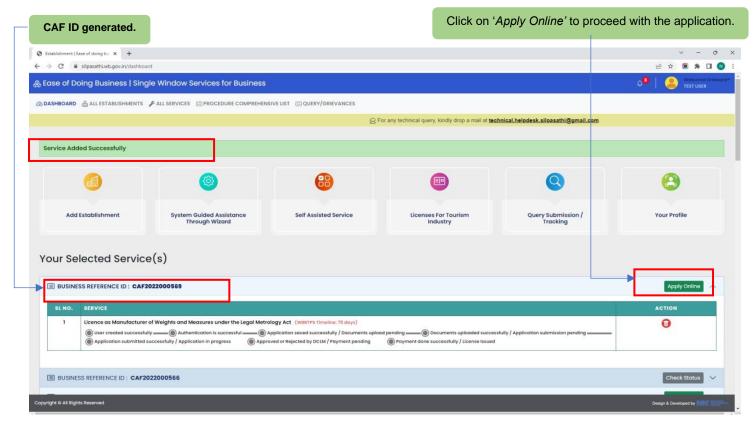


# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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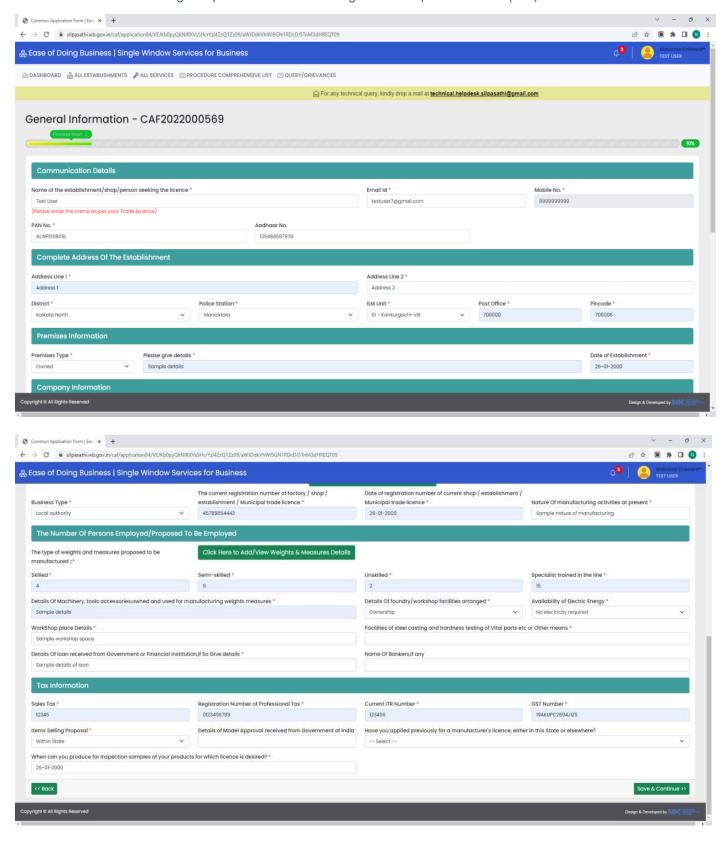
After selecting the service License as Manufacturer of Weights and Measures under the Legal Metrology Act – Dte of Metrology – Consumer Affairs, the applicant has to click on <u>'Create CAF'</u>. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

#### Applicant's Dashboard



After clicking on '<u>Apply Online'</u> 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):

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

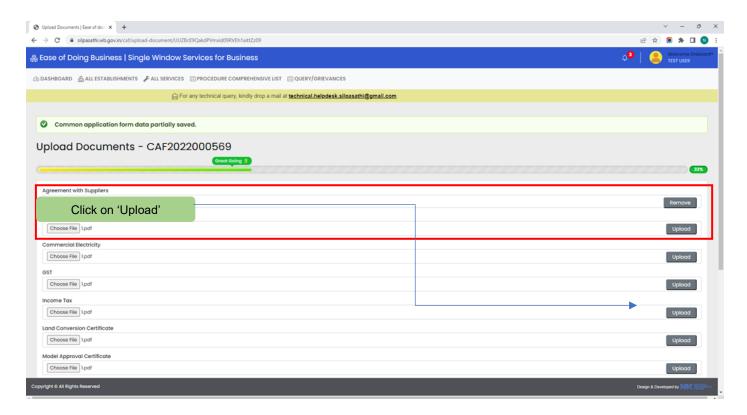


### License as Manufacturer of Weights and Measures under the Legal Metrology Act

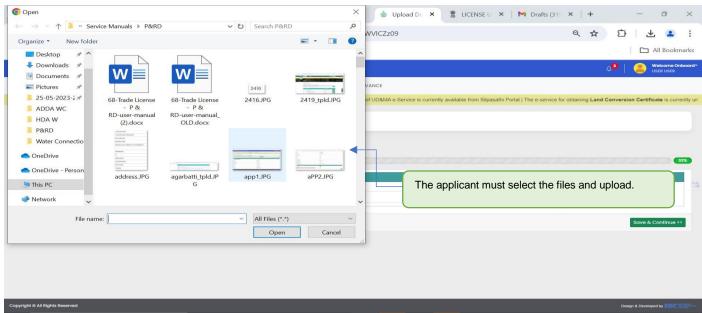
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Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit'</u> button for final submission of the application.

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



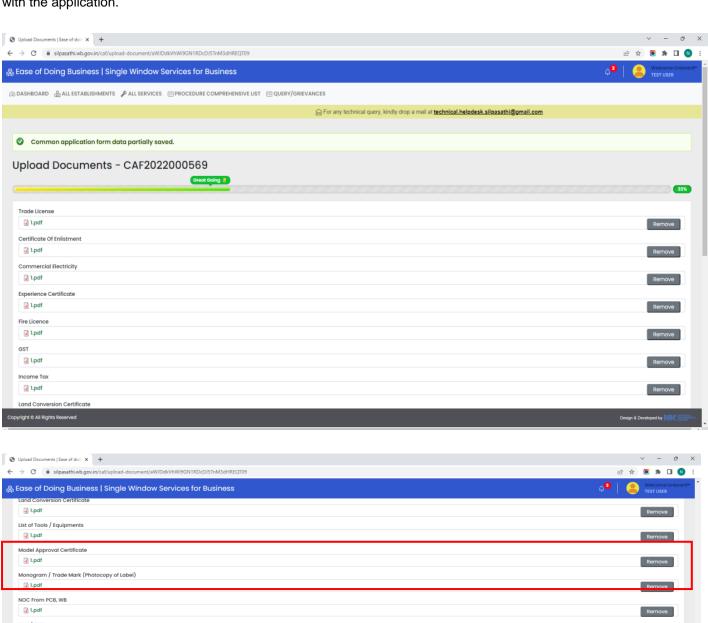
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



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

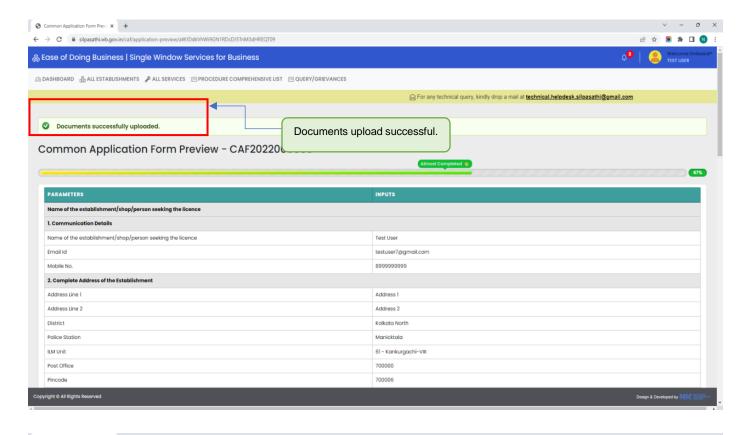


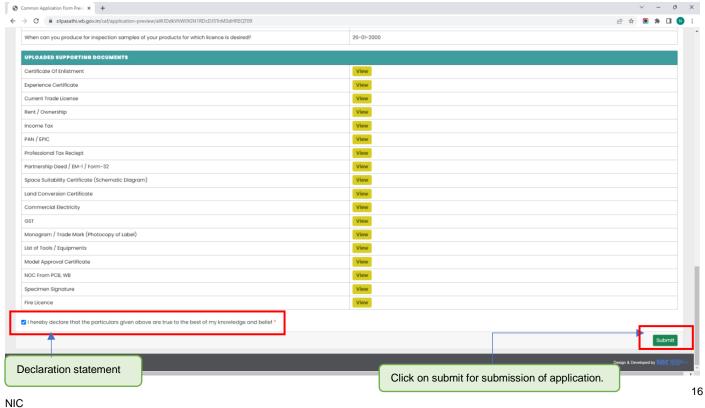
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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

#### **Application Form**

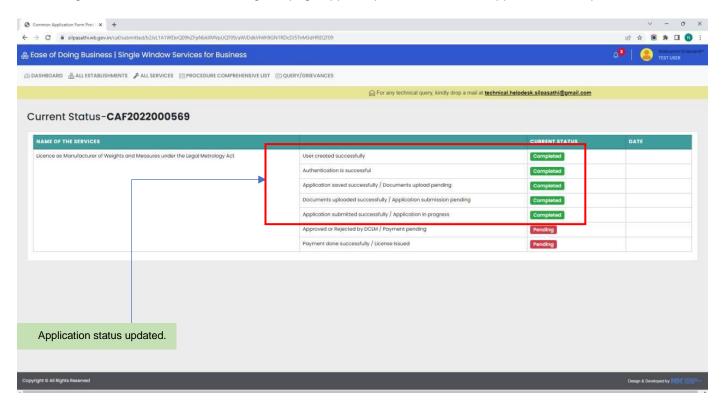




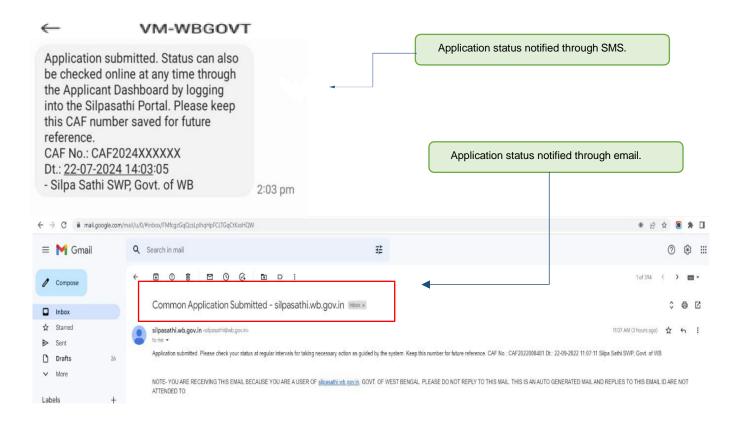
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On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.



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.

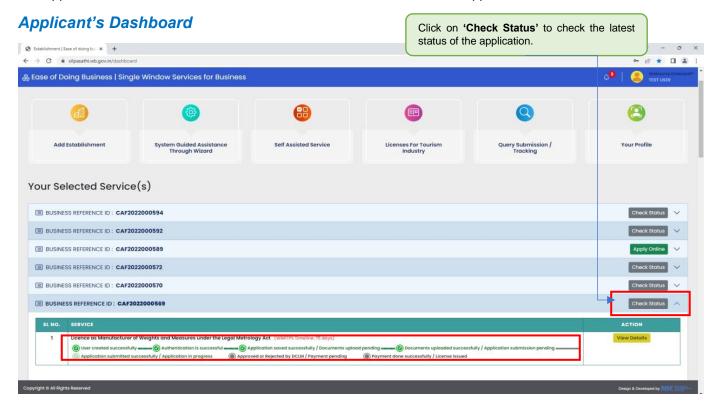


# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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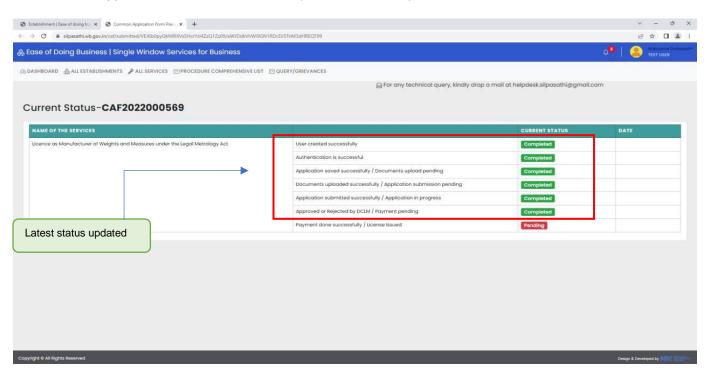
#### 2. Track Status of Application

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



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

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



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

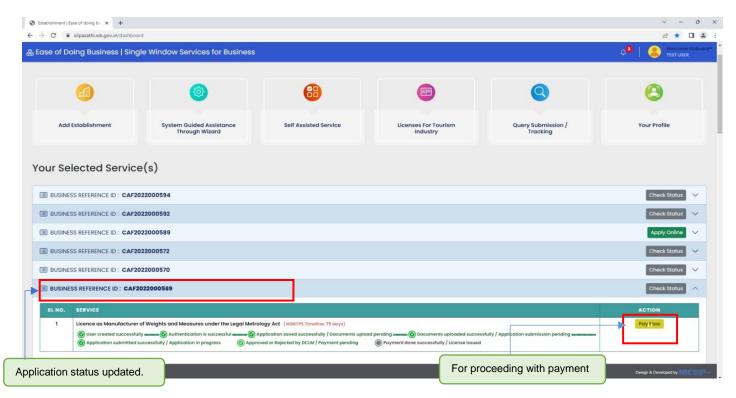
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#### 3. Online Fees Payment

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:

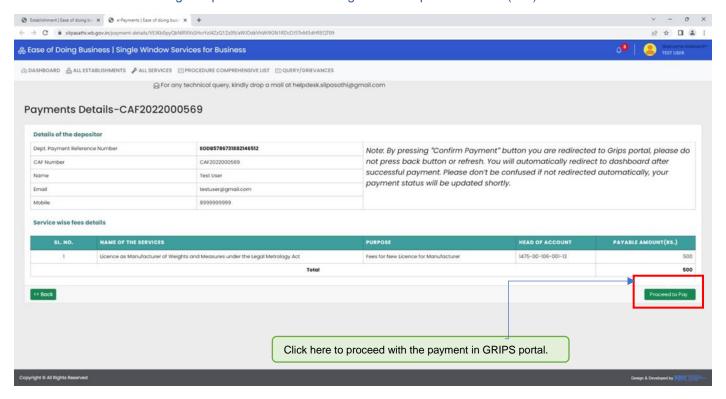
#### Applicant's Dashboard



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.

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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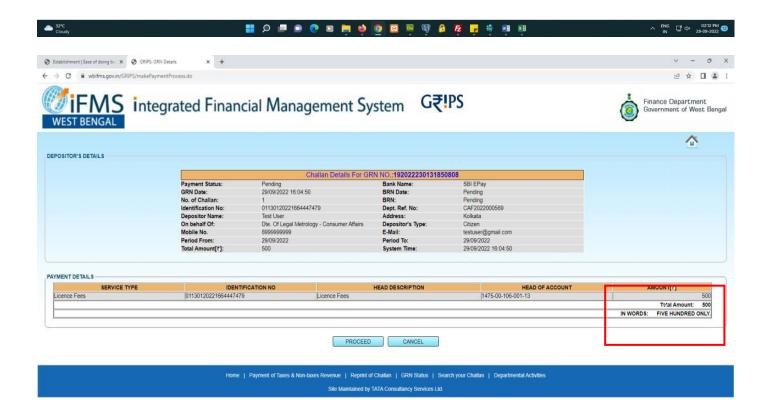


The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

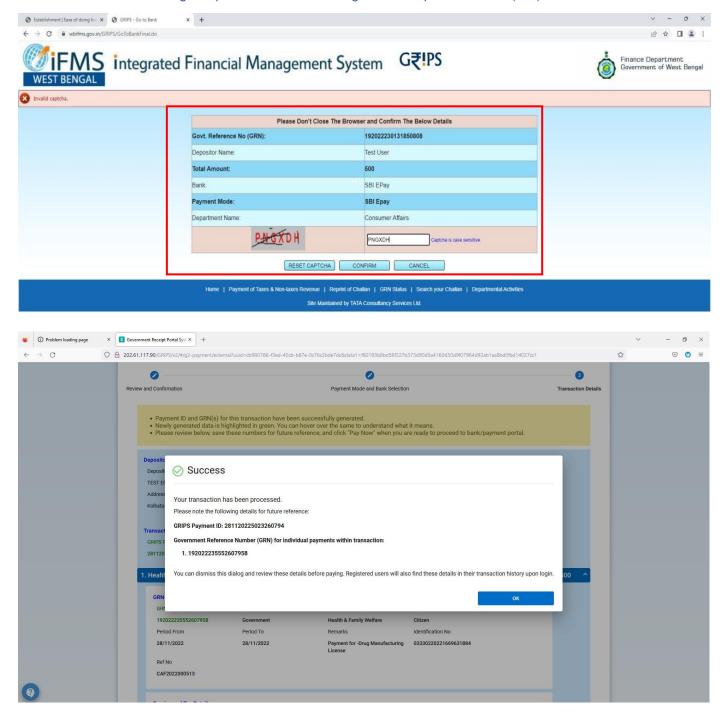


# License as Manufacturer of Weights and Measures under the Legal Metrology Act



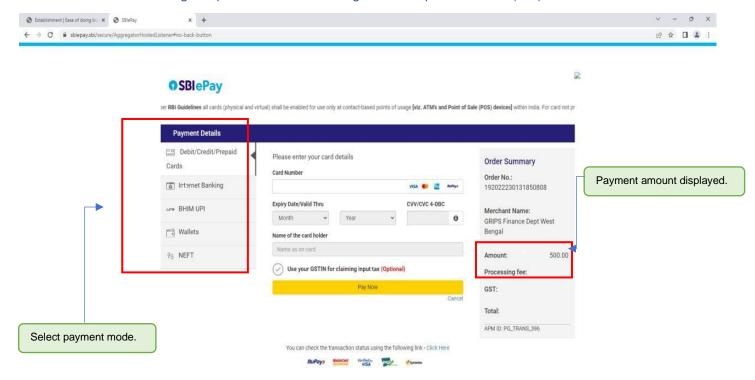


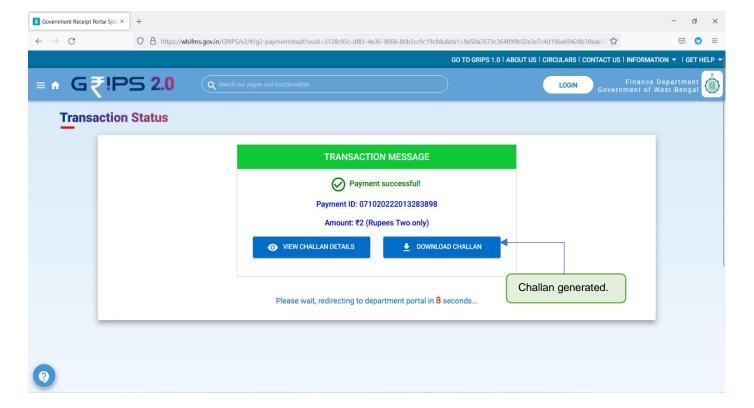
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# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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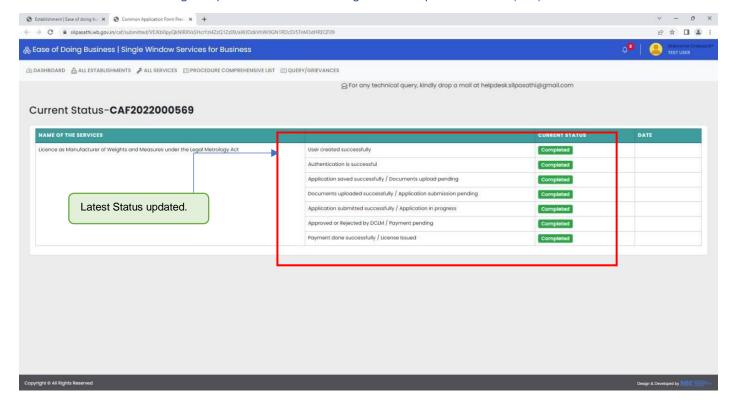




After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.

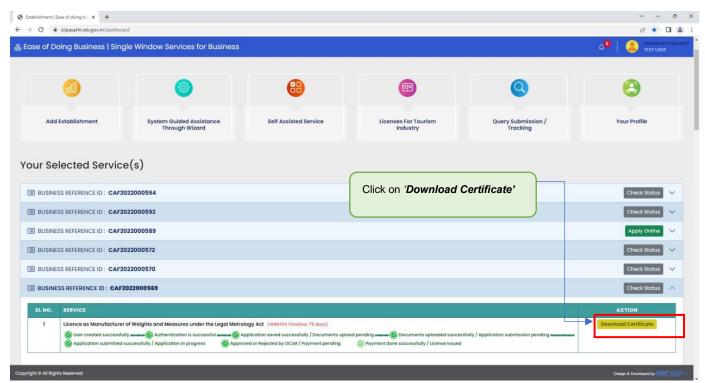
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### 4. Online Download of final approval certificate

#### Applicant's Dashboard

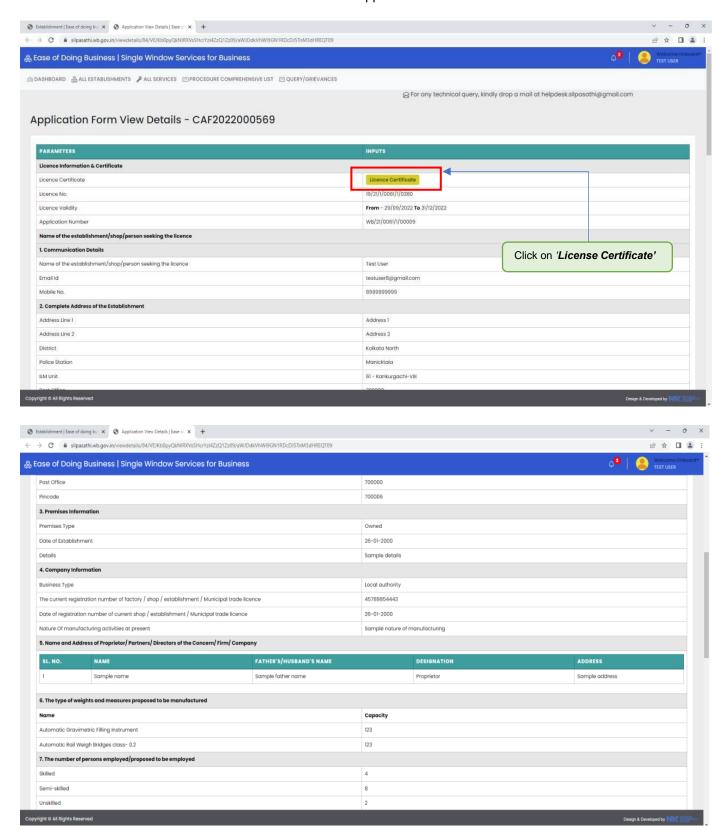


# License as Manufacturer of Weights and Measures under the Legal Metrology Act

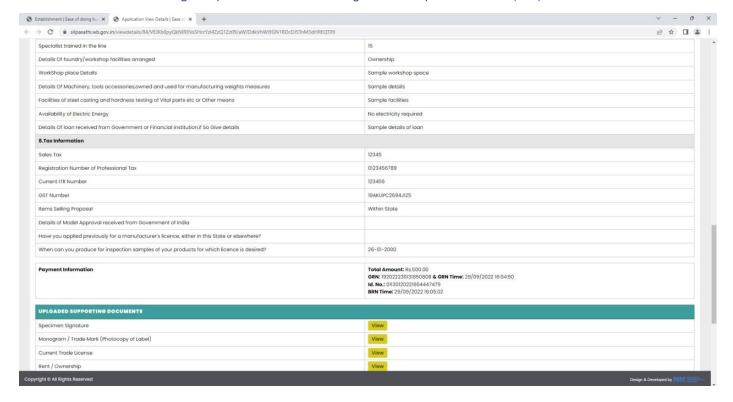
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

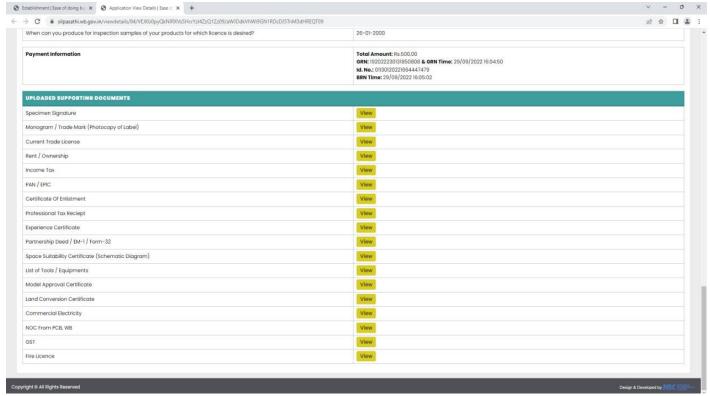
#### Note: Latest status can be seen any time through Applicant's Dashboard

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



# License as Manufacturer of Weights and Measures under the Legal Metrology Act



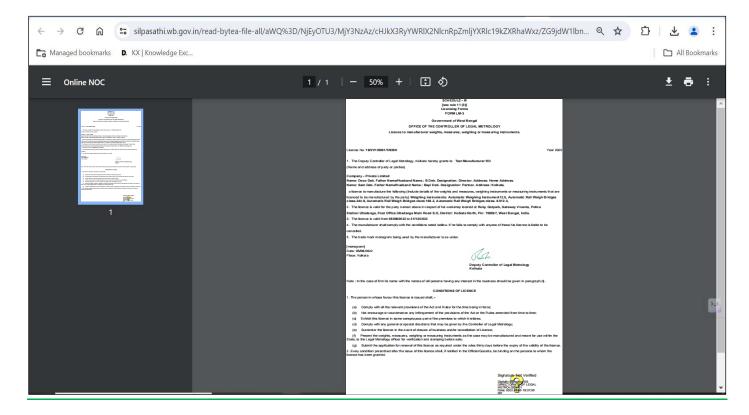


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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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#### One Approval certificate document has been illustrated below:

[see rule 11 (3)] Licensing Forms

Government of West Bengal
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY

ce to manufacturer weights, measures, weighing or measuring instr 1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to Test Manufacturer RD (Name and address of party or parties) a licence to manufacture the following (Include details of the weights and measures, weighing instruments or m licenced to be manufactured by the party) Weighing instruments: Automatic Weighing Instrument12.5, Automatic Rail Weigh Bridges class-244.9, Automatic Rail Weigh Bridges class-0.512.3, 2. The licence is valid for the party named above in respect of his workshop located at Ruby Golpark, Gateway Vivanta, Police Station: Ultadanga, Post Office: Ultadanga Main Road S.O, District: Kolkata North, Pin: 700067, West Bengal, India 3. The licence is valid from 05/08/2022 to 31/12/2022 4. The manufacturer shall comply with the conditions noted bellow. If he fails to comply with anyone of these his licence is liable to be 5. The trade mark monogram being used by the manufacturer is as under 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 (i). 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
 (c) 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 Metrological Comply with any general or special directions that may be given by the Controller of Legal Metrological Comply with any general or special directions that may be given by the Controller of Legal Metrological Comply with any general or special directions that may be given by the Controller of Legal Metrological Comply with any general controller of Legal Metrological Comply with a controller of Legal Metro Surrender the licence in the event of closure of business and/or can

(f) Present the weights, measures, weighing or measuring instruments as the case may be manufactured and meant for use within the State, to the Legal Metrology officer for verification and stamping before safe;
(g) 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 not filed in the Official Gazette, be binding on the persons to whom the licence has been cranted.

Signature Not Verified
Digitally amed by DS
DIRECT ORATE OF LEGAL
METROLOGYO1
Date 2022.0805 18:31:35

### 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.

#### Third party verification process

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

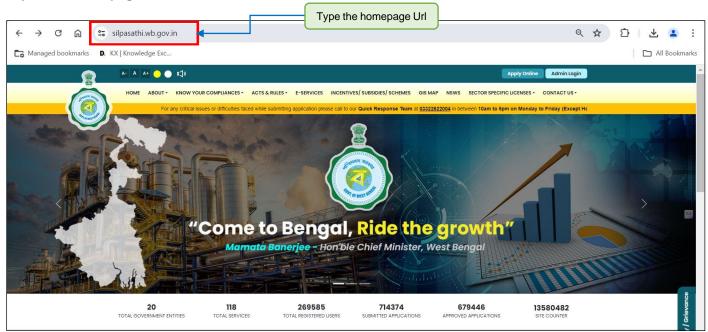
A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

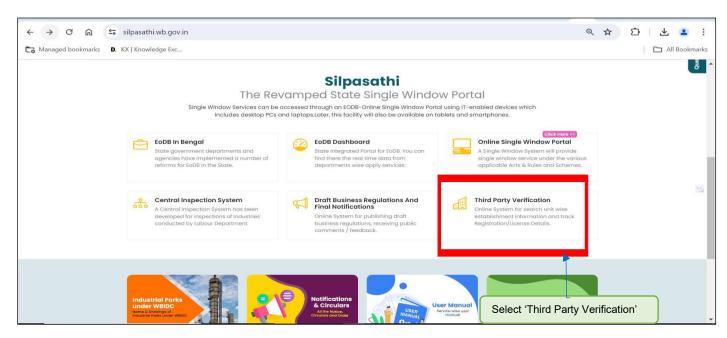
(Screenshots below):

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#### SilpaSathi Homepage

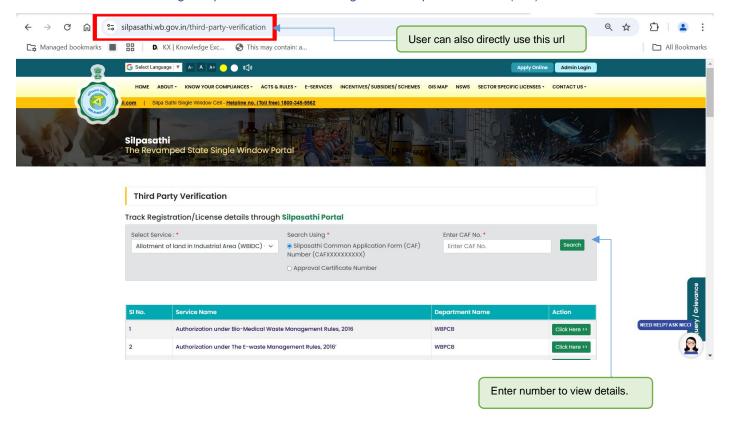




Applicant selects the service and then enter the Certificate/ Approval number or CAF number in the text box beside it and clicks on 'Search' to view details of certificate.

# License as Manufacturer of Weights and Measures under the Legal Metrology Act

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

