

Dte of Metrology (Consumer Affairs): Licence as Dealer 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

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	5
Instructions related to the application form	5
Application Process through SilpaSathi	7
1. Online Application submission along with online submission of documents	7
2. Track Status of Application.....	21
3. Online Fees Payment.....	22
4. Online Download of final approval certificate.....	26
5. Third Party verification details	30

User Manual

Licence as Dealer 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 Dealer 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 Dealer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) allows a person or company to trade, buy, sell, and distribute weights and measures products. The Legal Metrology Act is a regulatory framework that ensures precision in weighing and measuring instruments and maintains their security. 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.	Agreement with Suppliers	Agreement with Suppliers refers to a written or oral understanding between a buyer and a seller regarding the terms and conditions of a purchase or sale

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

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

#	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 an essential document required for the conversion of a property's land use from one category to another
7.	Model Approval Certificate	A Model Approval Certificate is a crucial document that confirms a medical device model or product has met the required standards and protocols set by regulatory authorities,
8.	PAN / EPIC	Documents for Identity proof
9.	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.
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

User Manual

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

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

#	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

Timeline (WBRTPS)

Licence as Dealer 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
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		

User Manual

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

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

Sl. No.	Field Name	Instructions
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

User Manual

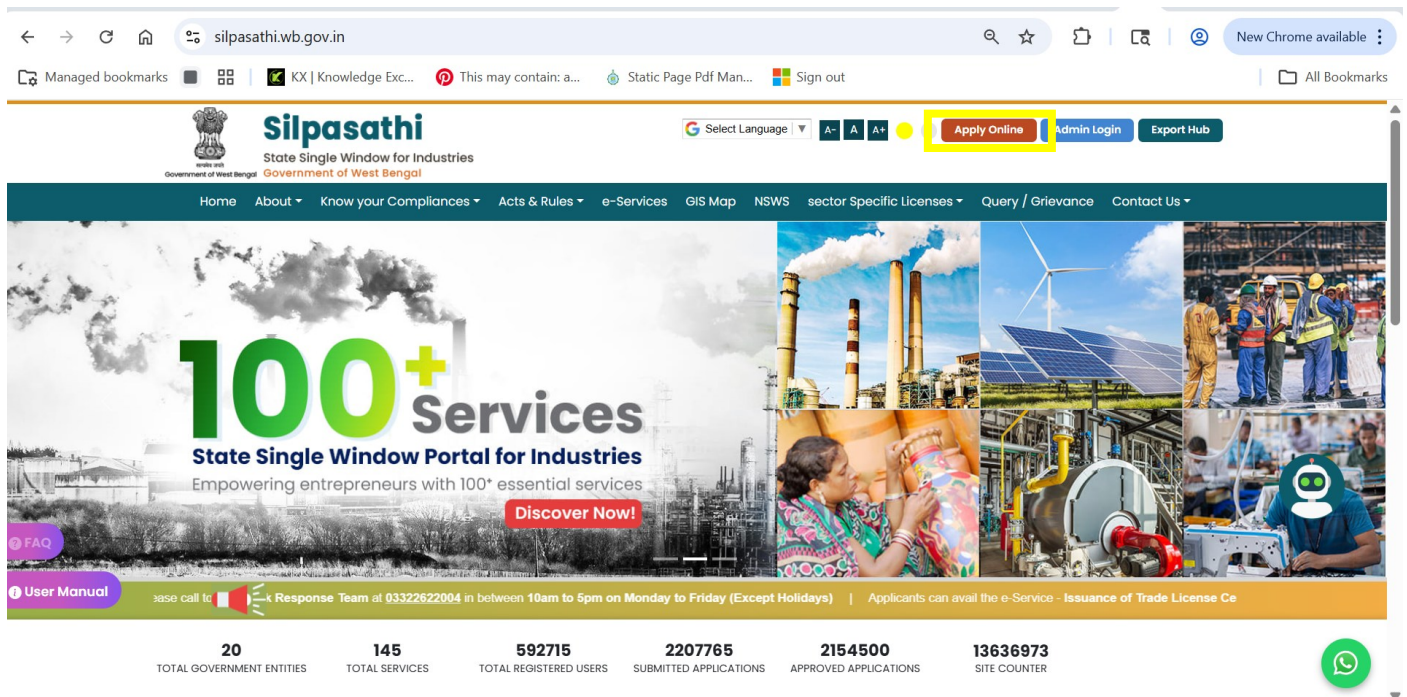
Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

Application Process through SilpaSathi

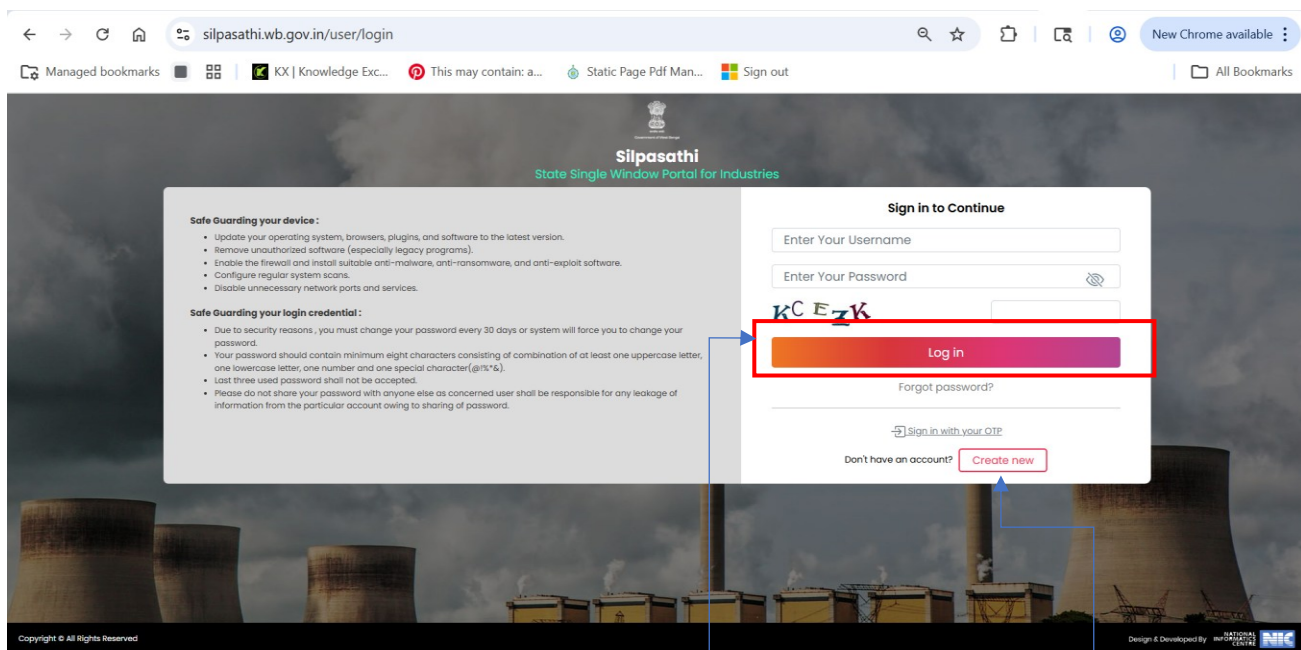
1. Online Application submission along with online submission of documents

The applicant has to access the <https://silpasathi.wb.gov.in/> and click on 'Apply online' button as demonstrated below:



Applicant Log-in: The user has to enter his login credentials in order to log in to the SilpaSathi portal.

The following screen is displayed as below:



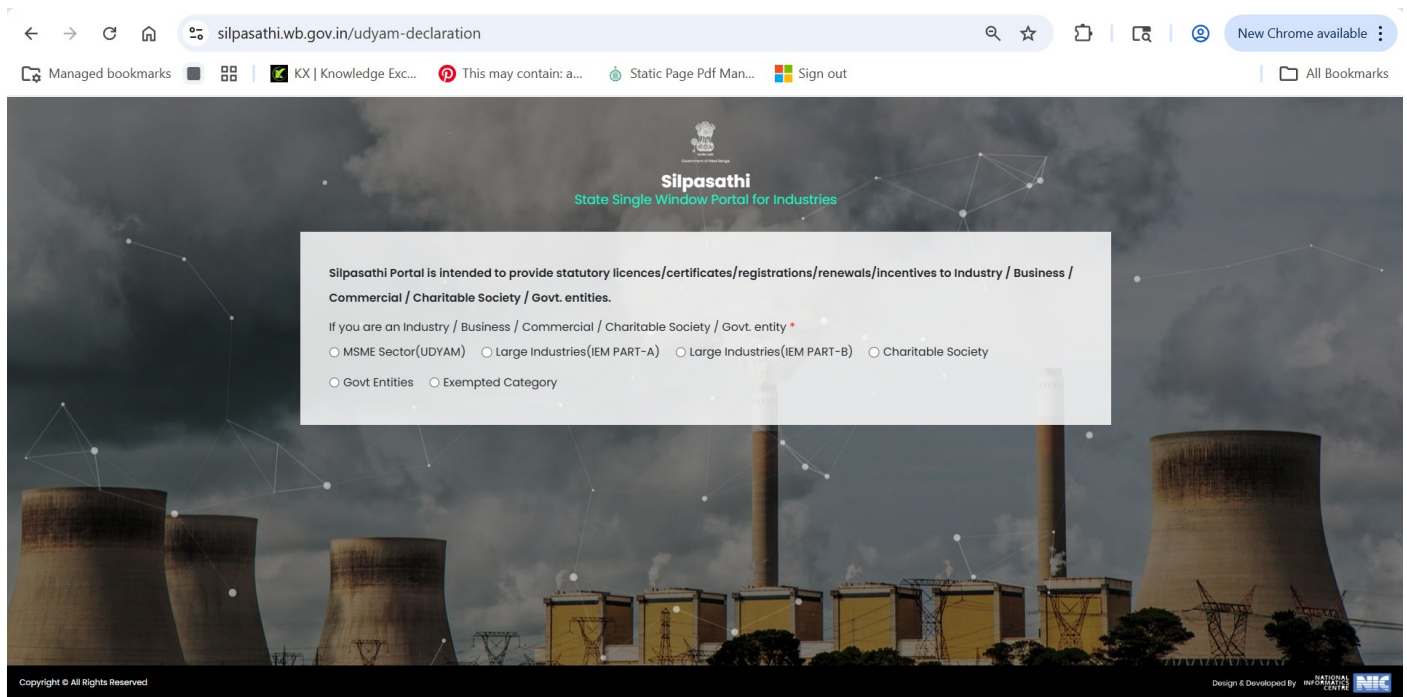
Enter credentials and click on 'Log in'

Click for if one is a new user

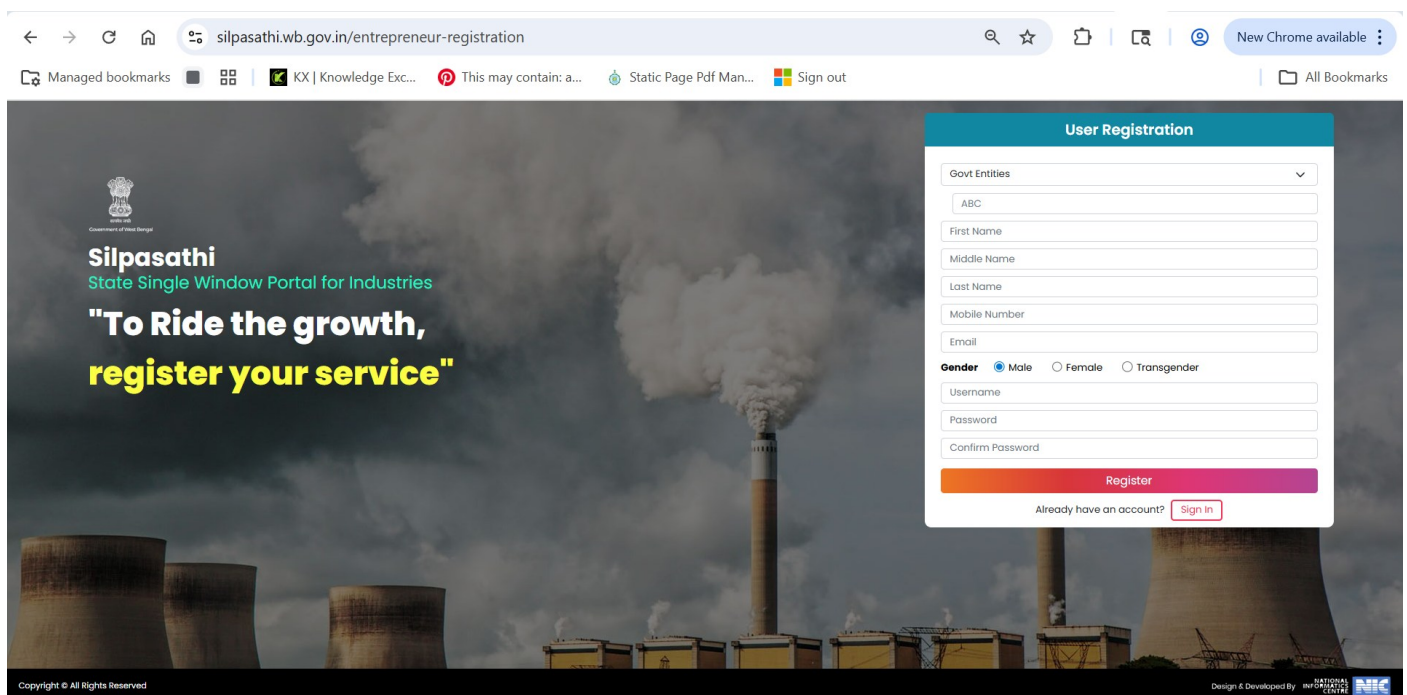
User Manual

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

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



A new user has to register his mobile number and email id and fill the required details in the SilpaSathi portal. The user clicks on 'Create New' in order to proceed



User Manual

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

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

The user is now required to complete a two-factor authentication process:

- ✓ User enters his **Registered Mobile Number**. User ***validates the OTP*** sent to the mobile number.
- ✓ User enters his **Registered email id**. User ***validates the OTP*** sent to the email ID.

The user now has to click on '***Verify and Proceed***' to validate the provided details. On successful validation, the user is force-logged out from the system.

The user is now required to log in to the **SilpaSathi portal** with his valid credentials as displayed below:

User Manual

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

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

Once the user logs in, the following screen is now displayed to the user.

Enter OTP and click on **Verify**.

Silpasathi
State Single Window Portal for Industries

Hello Department for Promotion of Industry and Internal Trade,
Please enter the OTP received on your registered mobile number : *****2734. If you did not receive the OTP through SMS on your registered mobile number, you can use the **Resend OTP** button below.

One Time Password *

Enter One Time Password

Enter the 6-digit OTP sent to your registered mobile number

Verify Resend OTP

Copyright © All Rights Reserved Design & Developed By NATIONAL INFORMATICS CENTRE

The user is now required to enter **One Time Password** sent to his registered mobile number and click on '**Verify**'.

The applicant now views the following Dashboard page after logging into the portal.

SilpaSathi Dashboard

Revamped procedures to save time & effort

Benefits

- With unit specific profiling for Industries / Business, **filling up of redundant fields or uploading of common documents shall not be required to furnish** again throughout the Business lifecycle.
- Silpasathi shall act as an **Digital Locker for all licenses issued for any Unit**. If such licenses are required to be uploaded as supporting documents for any other approval, shall be fetched from the system.

Process Flow

Click on Self Assisted service → Fill in / Select Unit Details → Select desired service(s) → Create CAF → "Apply Online" for service

For any critical issues or difficulties faced while submitting application please call to our **Quick Response Team** 03322622004 (in between 10am to 5pm on Monday to Friday) OR kindly drop a mail at qrt.silpasathiwb@gmail.com

Self Assisted Service

Your Selected Service(s)

All Approved or Rejected applications are listed under this tab. (Please click on **Update Status** button every time you want to update the status of your application.)

* Note: The applications not submitted post 90 days will be auto cancelled.

BUSINESS REFERENCE ID : CAF250A412500

Apply Online

Copyright © All Rights Reserved Design & Developed By NATIONAL INFORMATICS CENTRE

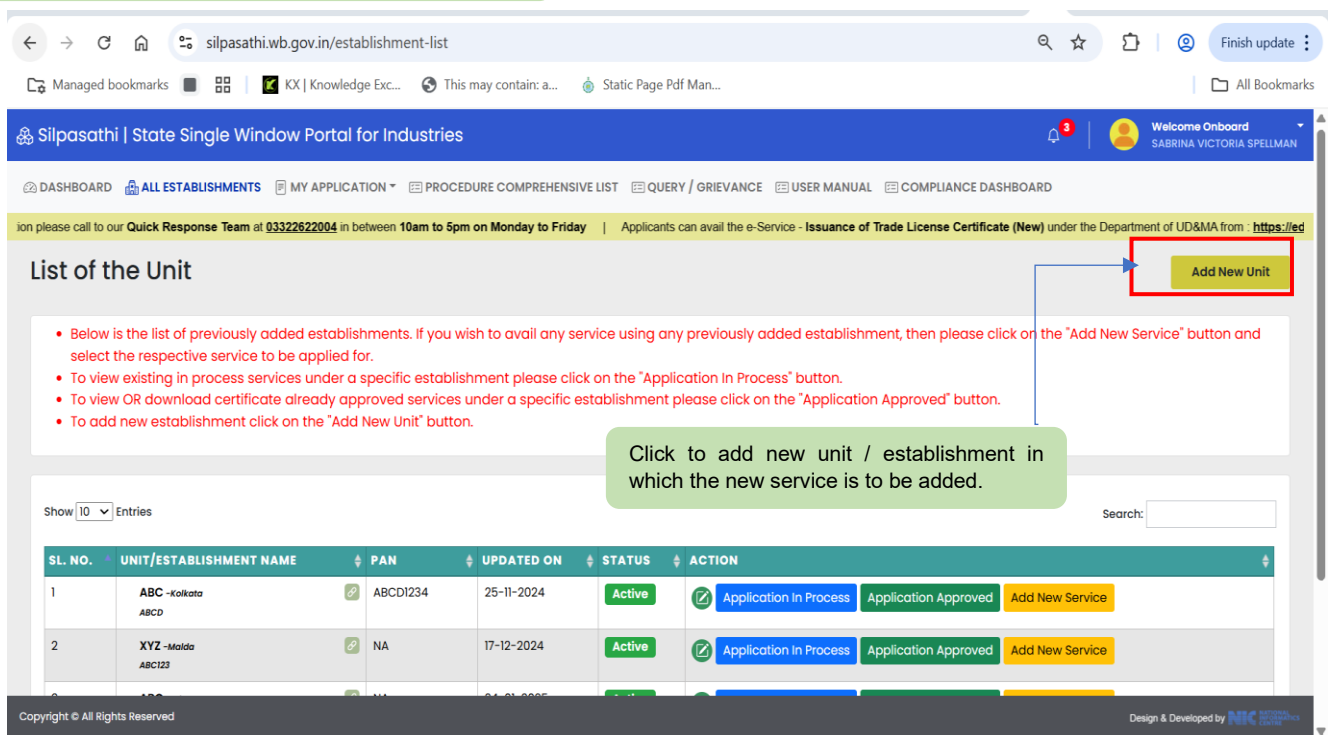
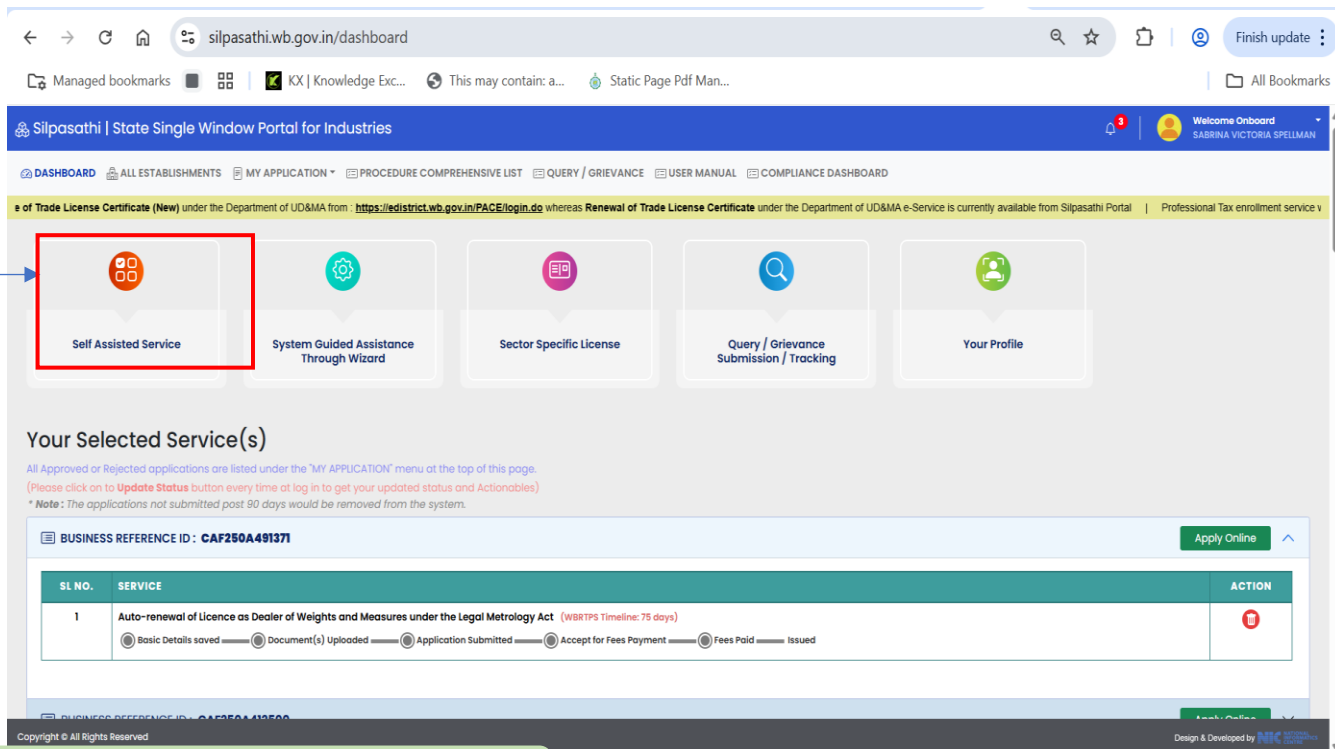
Basic procedural flow

User Manual

Licence as Dealer 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 clicks on '**Self Assisted Service**' and is navigated to the All **Establishment / Unit Page**.



The applicant can view the list of existing units/ establishments in the page. The applicant clicks on '**Add New Unit**' or uses an existing unit in order to add the required service to be availed by clicking on '**Add New Service**'.

User Manual

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

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

List of the Unit

Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the 'Add New Service' button and select the respective service to be applied for.

- To view existing in process services under a specific establishment please click on the 'Application In Process' button.
- To view OR download certificate already approved services under a specific establishment please click on the 'Application Approved' button.
- To add new establishment click on the 'Add New Unit' button.

Click to add new service.

Click to view ongoing applications under this particular unit.

Click to view approved applications under this particular unit.

After clicking on '**Add New Unit**', the following page is displayed wherein the user can add relevant details in the **establishment form**.

Edit Unit/Establishment Information

This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.

Unit Type*
--select--

Name Of The Unit*
Enter Name/Name of the Unit

New/Existing Unit*
--select--

Investment Amount (Rs /-)*
0

Turnover Amount (Rs /-)*
0

Category Of The Unit*
Category of Industry

Whether Owner Of Industry Is Female*
Whether owner of industry is female

Select Ownership Type
Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment*
Enter Permanent Account Number (PAN)

Select Identity Card Type
Select Identity Card Type

Enter GST No
Enter GST No

Select Sector*
Agriculture & Cooperation

Establishment Address

District*
Select District

Enter Subdivision*
Select Subdivision

Enter Area Type*
Select Area Type

Block*
Select Block

User Manual

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

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

Silpasathi | State Single Window Portal for Industries

Turnover Amount (Rs /-)*
0

Category Of The Unit*
Category of Industry

Whether Owner Of Industry Is Female*
Whether owner of industry is female

Select Ownership Type
Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment*
Enter Permanent Account Number (PAN)

Select Identity Card Type
Select Identity Card Type

Enter GST No
Enter GST No

Select Sector*
Agriculture & Cooperation

Establishment Address

District*
- Select District -

Enter Subdivision*
Select Sub-division

Enter Area Type*
Select Area Type

Block*
Select Block

Panchayat*
Select Panchayat

Police Station*
Select Police Station

Enter Pincode*
Enter Pincode

Post Office
Select Post Office

Enter Address*
Enter New Address

*All fields are mandatory

Click to submit after filling the form.

Submit

Copyright © All Rights Reserved

Design & Developed by

Once the form is completely filled, the user clicks on '**Submit**' to finally submit the form. The user is notified in the page after successful submission of the form.

Silpasathi | State Single Window Portal for Industries

DASHBOARD ALL ESTABLISHMENTS MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE USER MANUAL COMPLIANCE DASHBOARD

PACE/login.do whereas Renewal of Trade License Certificate under the Department of UD&MA e-Service is currently available from Silpasathi Portal | Professional Tax enrollment service will be temporarily under maintenance from 05-12-2024

Unit information successfully added !!

(Notification) Unit / Establishment details have been added successfully.

Edit Unit/Establishment Information

This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.

Unit Type*
--select--

Name Of The Unit*
Enter Name/Name of the Unit

New/Existing Unit*
-select-

Investment Amount (Rs /-)*
0

Turnover Amount (Rs /-)*
0

Category Of The Unit*
Category of Industry

Whether Owner Of Industry Is Female*
Whether owner of industry is female

Select Ownership Type
Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment*
Enter Permanent Account Number (PAN)

Select Identity Card Type
Select Identity Card Type

Enter GST No
Enter GST No

Select Sector*
Agriculture & Cooperation

Click on 'All Establishments' to view the establishment(s) added.

Copyright © All Rights Reserved

Design & Developed by

The user has to click on '**All Establishments**' and he can view the list of establishments / unit he has added. Please refer to the screenshot below.

User Manual

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

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

Silpasathi | State Single Window Portal for Industries

List of the Unit Add New Unit

- Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the "Add New Service" button and select the respective service to be applied for.
- To view existing in process services under a specific establishment please click on the "Application In Process" button.
- To view OR download certificate already approved services under a specific establishment please click on the "Application Approved" button.
- To add new establishment click on the "Add New Unit" button.

Show 10 Entries Search:

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC - Kolkata ABCD	ABCDI234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ - Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC - Alipurdwar XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD - Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ - Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC - Bankura	HPMPSE122H	03-03-2025	Active	Application In Process Application Approved Add New Service

Copyright © All Rights Reserved Design & Developed by **NIC**

The user shall click on 'Add New Service' in the particular unit to add the desired service.

Silpasathi | State Single Window Portal for Industries

List of the Unit Add New Unit

- Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the "Add New Service" button and select the respective service to be applied for.
- To view existing in process services under a specific establishment please click on the "Application In Process" button.
- To view OR download certificate already approved services under a specific establishment please click on the "Application Approved" button.
- To add new establishment click on the "Add New Unit" button.

Click to add new service.

Show 10 Entries Search:

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC - Kolkata ABCD	ABCDI234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ - Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC - Alipurdwar XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD - Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ - Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC - Bankura	HPMPSE122H	03-03-2025	Active	Application In Process Application Approved Add New Service

Copyright © All Rights Reserved Design & Developed by **NIC**

After clicking on 'Add New Service' the user can filter out the Department and thereby the select the required service.

User Manual

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

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

The screenshot shows the SilpaSathi portal interface. At the top, there's a navigation bar with links like DASHBOARD, ALL ESTABLISHMENTS, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, USER MANUAL, and COMPLIANCE DASHBOARD. Below this, a banner indicates the operating hours (10am to 5pm on Monday to Friday) and provides a link for e-Service - Issuance of Trade License Certificate (New). The main content area displays establishment details for 'ABCD' with fields for Owner Contact No., Address, Investment Category, and Investment Amount. A green 'Edit' button is present. Below the details, a section titled 'Select any Service(s) applicable/required for this Unit' contains a table of services. A red box highlights the table, and a green callout points to it, stating 'Establishment details for the service to be added.' Another red box highlights the table, and a green callout points to it, stating 'List of services from which the user can select the desired service.'

Establishment details for the service to be added.

List of services from which the user can select the desired service.

DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION	SERVICE NAME
☐ Consumer Affairs	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act
☐ Consumer Affairs	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
☐ Consumer Affairs	Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act
☐ Consumer Affairs	Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

The screenshot shows the 'Select The Required Service(s)' section of the SilpaSathi portal. It features a table of services with checkboxes. A red box highlights the row for 'Dte. Of Legal Metrology - Consumer Affairs' with the service name 'Licence as Dealer of Weights and Measures under the Legal Metrology Act'. A green callout points to this row, stating 'Click to create CAF'. Below the table, there's a 'Create CAF' button. The footer includes copyright information and a note about technical support.

Click to create CAF.

Create CAF

User Manual

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

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

After selecting the service **License as Dealer 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

Your Selected Service(s)

SL NO.	SERVICE	ACTION
1	Licence as Dealer 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	

BUSINESS REFERENCE ID : CAF2022000566

BUSINESS REFERENCE ID : CAF2022000548

Copyright © All Rights Reserved

Design & Developed by **NIC**

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):

General Information - CAF2022000566

Process Start 10%

Communication Details

Name of the establishment/shop/person seeking the licence
Test User

Email Id
testuser@gmail.com

Mobile No.
8999999999

PAN No.
ADYPB5953A

Aadhaar No.
19ADYPB5953A

Complete Address Of The Establishment

Address Line 1
Address 1

Address Line 2

District
Kolkata North

Police Station
Manicktala

ILM Unit
61 - Kankurgachi-VIII

Post Office
700000

Pincode
700006

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
Hindu undivided family

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

Registration Date of current shop/establishment/Municipal Trade licence
26-01-2000

Date of Establishment
14-06-2022

Copyright © All Rights Reserved

Design & Developed by **NIC**

User Manual

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

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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' portal. The user is logged in as 'TEST USER'. The form is for a Licence as Dealer of Weights and Measures. The form includes the following sections:

- Company Information:** Name(s) and address(es) of proprietor(s) and/or partners and Managing Director(s)*, Business Type (Hindu undivided family), Registration Number of current shop/establishment/Municipal Trade licence (45789854443), Registration Date of current shop/establishment/Municipal Trade licence (26-01-2000), Date of Establishment (14-06-2022).
- Categories Of Weights And Measures Sold/Proposed To Be Sold At Present:** Selected Categories: * (Click Here to Add/View Weights & Measures Details).
- Tax Information:** Registration Number of Sales Tax (12345), Registration Number of Professional Tax (12345), Registration Number of Income Tax (123456), GST Number (22AAAAA0000A1Z5).
- Import Information:** Do you intend to import weights, measures etc. from places outside the State? (Select), Are you intending to import weights and measures etc. from places outside the Country? (Select), Have you applied previously for a dealer's licence, either in this State or elsewhere? (Select), Registration number of Importer of Weights and Measures, if any, Approval of model imported into India by Central Government.

Buttons: << 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.

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

The screenshot shows the 'Upload Documents' page. The progress bar is at 33%. The documents to be uploaded are:

- Trade License (Choose File | pdf) [Remove] [Upload]
- Commercial Electricity (Choose File | pdf) [Upload]
- GST (Choose File | pdf) [Upload]
- Income Tax (Choose File | pdf) [Upload]
- Land Conversion Certificate (Choose File | pdf) [Upload]
- Model Approval Certificate (Choose File | pdf) [Upload]

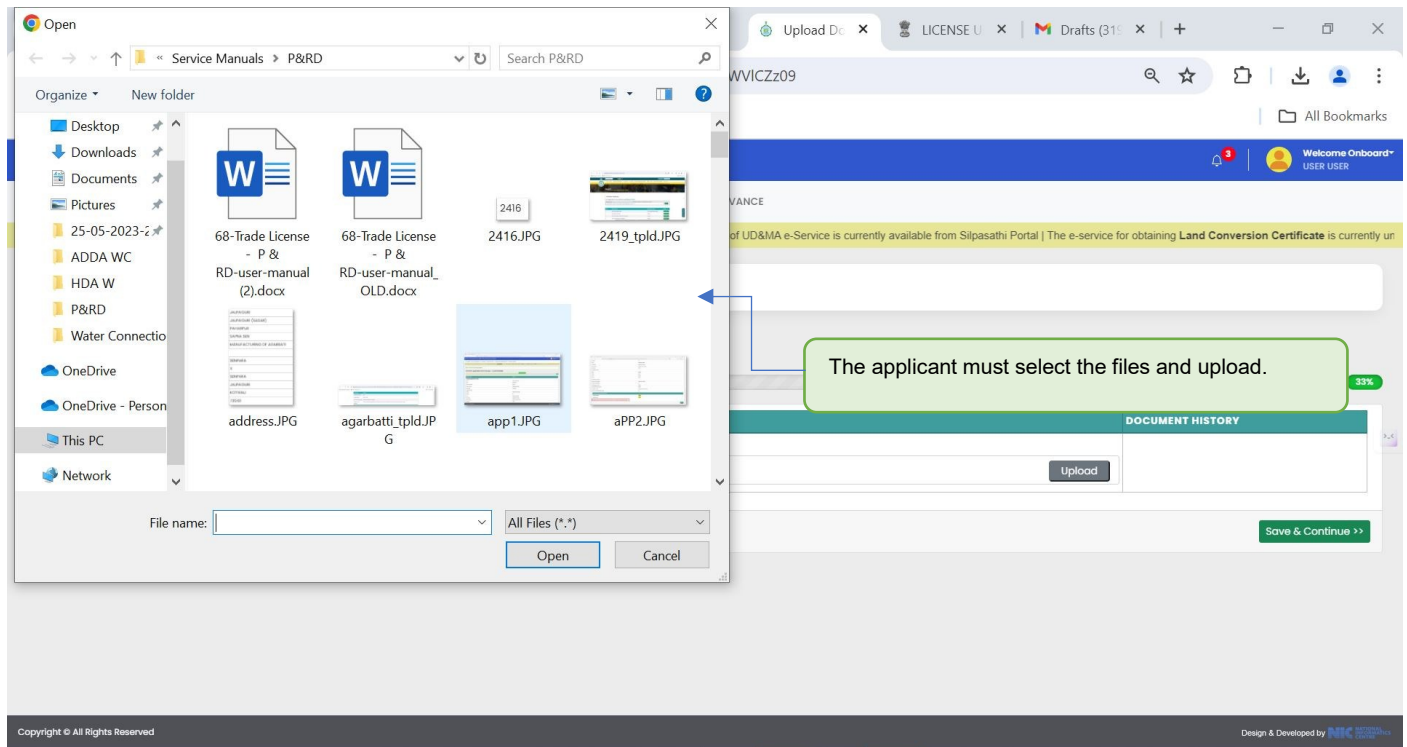
A green box highlights the 'Upload' button for the 'Land Conversion Certificate'.

User Manual

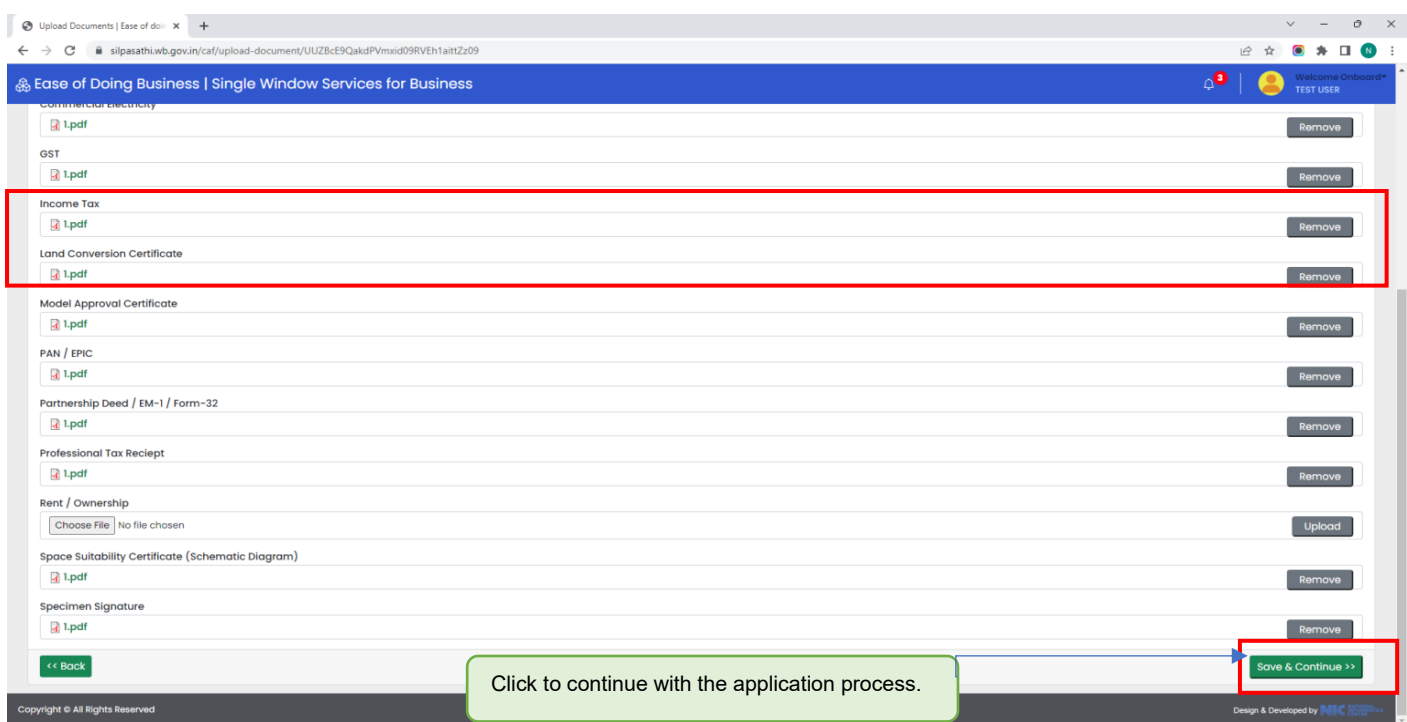
Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

The applicant 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.



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.



User Manual

Licence as Dealer 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 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

The screenshot shows the 'Common Application Form Preview' page. At the top, there is a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A message bar at the top right says 'Welcome Onboard TEST USER'. Below this, a green box with a checkmark and the text 'Documents successfully uploaded.' is highlighted. A blue arrow points from this box to a green callout box that says 'Documents upload successful.' The main form area is titled 'Common Application Form Preview - CAF20220' and shows a progress bar at 67% completion. The form is divided into two columns: PARAMETERS and INPUTS. The PARAMETERS column lists sections: 1. Communication Details and 2. Complete Address of the Establishment. The INPUTS column contains the corresponding data for each section.

PARAMETERS	INPUTS
Name of the establishment/shop/person seeking the licence	
1. Communication Details	
Name of the establishment/shop/person seeking the licence	Test User
Email Id	testuser@gmail.com
Mobile No.	8999999999
PAN	ADYPB5953A
Aadhaar	125484587878
2. Complete Address of the Establishment	
Address Line 1	Address 1
Address Line 2	
District	Kolkata North
Police Station	Manicktala
ILM Unit	61 - Kankurgachi-VIII

The screenshot shows the 'Common Application Form Preview' page. At the top, there is a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A message bar at the top right says 'Welcome Onboard TEST USER'. Below this, a green box with a checkmark and the text 'Documents successfully uploaded.' is highlighted. A blue arrow points from this box to a green callout box that says 'Documents upload successful.' The main form area is titled 'Common Application Form Preview - CAF20220' and shows a progress bar at 67% completion. The form is divided into two columns: PARAMETERS and INPUTS. The PARAMETERS column lists sections: 1. Communication Details and 2. Complete Address of the Establishment. The INPUTS column contains the corresponding data for each section. Below the form, there is a section for '7.Import Information' with several questions and input fields. Below this, there is a section for 'UPLOADED SUPPORTING DOCUMENTS' with a list of documents and 'View' buttons. At the bottom, there is a declaration statement: 'I hereby declare that the particulars given above are true to the best of my knowledge and belief'. A red box highlights this statement, and a blue arrow points from it to a green callout box that says 'Declaration statement'. To the right of the declaration statement, there is a 'Submit' button, which is also highlighted with a red box. A blue arrow points from the 'Submit' button to a green callout box that says 'Click on submit for submission of application.'

PARAMETERS	INPUTS
GST Number	
22AAAAA0000AIZ5	
7.Import Information	
Do you intend to import weights, measures etc. from places outside the State?	
Are you intending to import weights and measures etc. from places outside the Country?	
Have you applied previously for a dealer's licence, either in this State or elsewhere?	
Registration number of importer of Weights and Measures, if any	
Approval of model imported into India by Central Government	
UPLOADED SUPPORTING DOCUMENTS	
Specimen Signature	View
Current Trade License	View
GST	View
Partnership Deed / EM-1 / Form-32	View
Income Tax	View
PAN / EPIC	View
Professional Tax Receipt	View
Land Conversion Certificate	View
Space Suitability Certificate (Schematic Diagram)	View
Commercial Electricity	View
Model Approval Certificate	View
Agreement with Suppliers	View

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

Submit

User Manual

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

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

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

Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/b2JsL1A1WEkrQ09hZfPnbkIMVpUQT09/UUZBcE9QakdPvmxid09RVeh1aitZz09

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 technical.helpdesk.silpasathi@gmail.com

Current Status-CAF2022000566

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Dealer 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.

Copyright © All Rights Reserved

Design & Developed by [NIC](#)

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.

User Manual

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

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

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.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green callout box points to the 'Check Status' button for the application with reference ID CAF2022000566. Below the list, a detailed status bar for this application is shown, indicating the progress of various steps from user creation to license issuance.

SL NO.	SERVICE	ACTION
1	Licence as Dealer 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).

The screenshot shows the 'Current Status-CAF2022000566' dashboard. A green callout box points to the 'Completed' status for the application. The status bar shows the progress of various steps from user creation to license issuance.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Dealer 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

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

User Manual

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

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

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 busi... x

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)

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

1 Licence as dealer 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 busi... x e-Payments | Ease of doing busi... x

silpasathi.wb.gov.in/payment-details/WW9RMFda1pHYVkrZ90TNFodDV2QT09/TzhmOUlwdzFuaFhBWWp6bDNTdUuZz09

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

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.

Copyright © All Rights Reserved Design & Developed by NIC

User Manual

Licence as Dealer 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... x GRIPS: Payment Details x +

wbifms.gov.in/GRIPS/silpaSathiEodbd.do

iFMS Integrated Financial Management System **GRIPS**

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:	01130120221664454528	Payment Ref. No.:	CAF2022000566
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 Dealer of Weights and Measures under the Legal Metrology Act

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Licence Fees	01130120221664454528	1475-00-106-001-13	Licence Fees	100
Total Amount:				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.

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

wbifms.gov.in/GRIPS/extPayCnf.do

iFMS Integrated Financial Management System **GRIPS**

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

Site Maintained by TATA Consultancy Services Ltd.

User Manual

Licence as Dealer 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.:19202230131930988

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	29/09/2022 18:00:11	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	01130120221664454528	Dept. Ref. No:	CAF2022000566
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 18:00:11

PAYMENT DETAILS

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Licence Fees	01130120221664454528	Licence Fees	1475-00-106-001-13	100
				Total Amount: 100
				IN WORDS: ONE HUNDRED ONLY.

PROCEED CANCEL

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):	19202230131745958
Depositor Name:	Test User
Total Amount:	100
Bank:	SBI EPay
Payment Mode:	SBI Epay
Department Name:	Consumer Affairs
	K1UQW7 Captcha is case sensitive.

RESET CAPTCHA CONFIRM CANCEL

User Manual

Licence as Dealer 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... SBlePay

sblepaysbi/secure/AggregatorHostedListener#no-back-button

SBlePay

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based points of usage [viz. ATM's and Point of Sale (POS) devices]

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-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Order No.: 192022230131745958

Merchant Name: GRIPS Finance Dept West Bengal

Amount: 100.00

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, iPay, Aggregator

Select payment mode.

Payment amount displayed.

Government Receipt Portal System

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

GRIPS 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

Challan generated.

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.

User Manual

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

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

Current Status-CAF2022000566

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Dealer 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

Latest Status updated.

4. Online Download of final approval certificate

Applicant's Dashboard

Your Selected Service(s)

BUSINESS REFERENCE ID	ACTION
CAF2022000596	Apply Online
CAF2022000594	Check Status
CAF2022000592	Check Status
CAF2022000589	Apply Online
CAF2022000572	Check Status
CAF2022000570	Check Status
CAF2022000569	Check Status
CAF2022000566	Check Status

Click on 'Download Certificate'

SL NO.	SERVICE	ACTION
1	Licence as Dealer 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	Download Certificate

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

User Manual

Licence as Dealer 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 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.

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

silpasathi.wb.gov.in/viewdetails/88/R1N3RGxucnpTdeV1NzSSXJqczZWQT09/UUZBcE9QakdPVmxid09RVEh1aittZz09

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 – CAF2022000566

PARAMETERS	INPUTS
Licence Information & Certificate	
Licence Certificate	Licence Certificate
Licence No.	19/21/1/0061/2/2059
Licence Validity	From - 29/09/2022 To 31/12/2022
Application Number	WB/21/0061/2/00011
Name of the establishment/shop/person seeking the licence	
1. Communication Details	
Name of the establishment/shop/person seeking the licence	Test User
Email Id	testuser7@gmail.com
Mobile No.	8999999999
PAN	ADYPB5953A
Aadhaar	125484587878
2. Complete Address of the Establishment	
Address Line 1	Address 1
Address Line 2	
District	Kolkata North

Copyright © All Rights Reserved Design & Developed by

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

silpasathi.wb.gov.in/viewdetails/88/R1N3RGxucnpTdeV1NzSSXJqczZWQT09/UUZBcE9QakdPVmxid09RVEh1aittZz09

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 – CAF2022000566

Police Station	Manicktala			
ILM Unit	61 - Kankurgachi-VIII			
Post Office	700000			
Pincode	700006			
3. Company Information				
Business Type	Hindu undivided family			
Registration Number of current shop/establishment/Municipal Trade licence	45789854443			
Registration Date of current shop/establishment/Municipal Trade licence	26-01-2000			
Date of Establishment	14-06-2022			
4. 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	Proprietor	Address 1
5. The type of weights and measures proposed to be manufactured				
Name		Capacity		
Automatic Gravimetric Filling Instrument		123		
Automatic Rail Weigh Bridges class- 0.2		123		
Automatic Rail Weigh Bridges class- 0.5		123		
Automatic Rail Weigh Bridges class 1		123		
Automatic Rail Weigh Bridges class-2		123		
6. Tax Information				
Registration Number of Sales Tax		12345		
Registration Number of Professional Tax		12345		

Copyright © All Rights Reserved Design & Developed by

Licence as Dealer 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/88/R1N3RGxucnpTdEV1NzISXJqczZWQT09/UUZBcE9QakdPvmxid09RVeh1aittZz09Ease of Doing Business | Single Window Services for BusinessWelcome Onboard*TEST USER

Police Station	Manicktala			
ILM Unit	61 - Kankurgachi-VIII			
Post Office	700000			
Pincode	700006			
3. Company Information				
Business Type	Hindu undivided family			
Registration Number of current shop/establishment/Municipal Trade licence	45789854443			
Registration Date of current shop/establishment/Municipal Trade licence	26-01-2000			
Date of Establishment	14-06-2022			
4. 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	Proprietor	Address 1
5. The type of weights and measures proposed to be manufactured				
Name	Capacity			
Automatic Gravimetric Filling Instrument	123			
Automatic Rail Weigh Bridges class- 0.2	123			
Automatic Rail Weigh Bridges class- 0.5	123			
Automatic Rail Weigh Bridges class 1	123			
Automatic Rail Weigh Bridges class-2	123			
6. Tax Information				
Registration Number of Sales Tax	12345			
Registration Number of Professional Tax	12345			

Copyright © All Rights ReservedDesign & Developed by NIC

Establishment | Ease of doing bu...Application View Details | Ease of...silpasathi.wb.gov.in/viewdetails/88/R1N3RGxucnpTdEV1NzISXJqczZWQT09/UUZBcE9QakdPvmxid09RVeh1aittZz09Ease of Doing Business | Single Window Services for BusinessWelcome Onboard*TEST USER

Registration Number of Income Tax	123456
GST Number	22AAAAA0000A1Z5
7. Import Information	
Do you intend to import weights, measures etc. from places outside the State?	
Are you intending to import weights and measures etc. from places outside the Country?	
Have you applied previously for a dealer's licence, either in this State or elsewhere?	
Registration number of Importer of Weights and Measures, if any	
Approval of model imported into India by Central Government	
Payment Information	Total Amount: Rs.100.00 GRN: 192022230131930988 & GRN Time: 29/09/2022 18:00:11 Id. No.: 01130120221664454528 BRN Time: 29/09/2022 18:00:25
UPLOADED SUPPORTING DOCUMENTS	
Specimen Signature	View
Current Trade License	View
Income Tax	View
PAN / EPIC	View
Professional Tax Receipt	View
Partnership Deed / EM-1 / Form-32	View
Space Suitability Certificate (Schematic Diagram)	View
Model Approval Certificate	View
Agreement with Suppliers	View
Land Conversion Certificate	View
Commercial Electricity	View
GST	View

Copyright © All Rights ReservedDesign & Developed by NIC

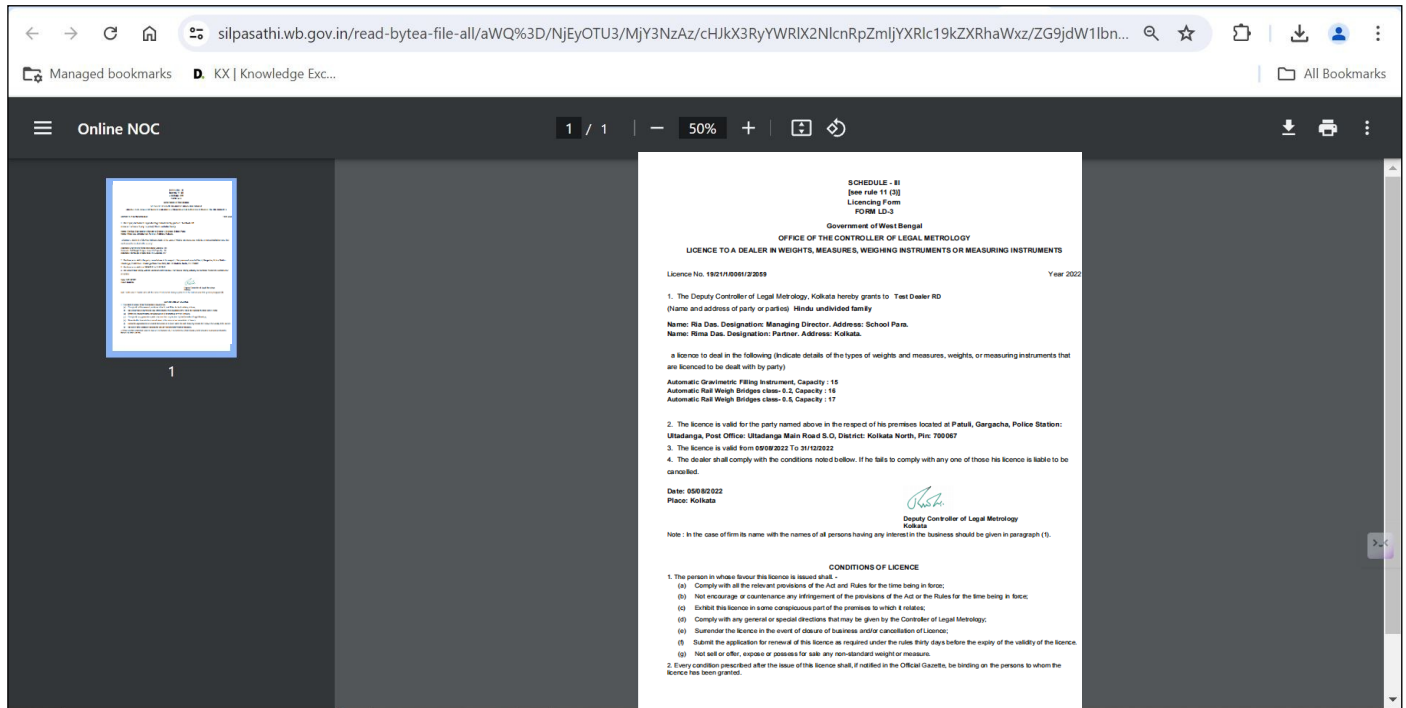
User Manual

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

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

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

The Final Certificate gets downloaded (Screenshot)



One Approval certificate document has been illustrated below:

SCHEDULE - III
[see rule 11 (3)]
Licencing Form
FORM LD-3

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

Licence No. 19/21/1/0061/2/2059 Year 2022

1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to **Test Dealer RD**
(Name and address of party or parties) **Hindu undivided family**
Name: Ria Das. Designation: Managing Director. Address: School Para.
Name: Rima Das. Designation: Partner. Address: Kolkata.

a licence to deal in the following (Indicate details of the types of weights and measures, weights, or measuring instruments that are licensed to be dealt with by party)

Automatic Gravimetric Filling Instrument, Capacity : 15
Automatic Rail Weigh Bridges class-0.2, Capacity : 16
Automatic Rail Weigh Bridges class-0.5, Capacity : 17

2. The licence is valid for the party named above in the respect of his premises located at **Patuli, Gargacha, Police Station: Ultadanga, Post Office: Ultadanga Main Road S.O, District: Kolkata North, Pin: 700067**

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

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

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;
- 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;
- Submit the application for renewal of this licence as required under the rules thirty days before the expiry of the validity of the licence.
- Not sell or offer, expose or possess for sale any non-standard weight or measure.

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

User Manual

Licence as Dealer 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

The screenshot shows the SilpaSathi homepage in a web browser. The address bar displays silpasathi.wb.gov.in. The website header includes the SilpaSathi logo, the text "State Single Window for Industries", and the Government of West Bengal logo. Navigation links include Home, About, Know your Compliances, Acts & Rules, e-Services, GIS Map, NSWS, sector Specific Licenses, Query / Grievance, and Contact Us. The main banner features the text "100+ Services" and "State Single Window Portal for Industries". A sidebar on the left contains links for FAQ and User Manual. The footer displays statistics: 20 TOTAL GOVERNMENT ENTITIES, 145 TOTAL SERVICES, 593453 TOTAL REGISTERED USERS, 2211407 SUBMITTED APPLICATIONS, 2158034 APPROVED APPLICATIONS, and 13774780 SITE COUNTER. A WhatsApp icon is also present in the bottom right corner.

User Manual

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

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

Silpasathi
The Revamped State Single Window Portal

Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones.

- EoDB In Bengal**
State government departments and agencies have implemented a number of reforms for EoDB in the State.
- EoDB Dashboard**
State Integrated Portal for EoDB. You can find there the real time data from departments wise apply services.
- Central Inspection System**
A Central Inspection System has been developed for inspections of Industries conducted by Labour Department.
- Draft Business Regulations And Final Notifications**
Online System for publishing draft business regulations, receiving public comments / feedback.
- Third Party Verification**
Online System for search unit wise establishment information and track Registration/License Details.
- EoDB Query / Grievance Dashboard**
State Integrated Portal for EoDB. You can find there the real time statistical data of query / grievance redressal.

Select 'Third Party Verification'

Applicant selects the service and then select SilpaSathi CAF Number/ Approval Certificate Number. Enter the Certificate or Approval number / CAF Number in the text box beside it and click on 'Search' to view details of certificate.

Silpasathi
State Single Window for Industries
Government of West Bengal

Select Language | A- | A | A+ | Apply Online | Admin Login | Export Hub

Home | About | Know your Compliances | Acts & Rules | e-Services | GIS Map | NSWS | sector Specific Licenses | Query / Grievance | Contact Us

Third Party Verification

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

Select Service : *
Allotment of land in Industrial Area (WBIDC) ▾

Search Using *

- ☒ Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)
- ☐ Approval Certificate Number
- ☐ Legacy Application ID

Enter CAF No. *
Enter Approved Certificate No. [Search]

Enter CAF Number / Certificate number to view details.

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

The third party can view the details as illustrated below: