



Dte of Metrology (Consumer Affairs):

Verification of Weights and Measures

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

User Manual

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Verification of Weights and Measures 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 “**Verification of Weights and Measures**” 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

Verification of Weights and Measures by Dte of Metrology (Consumer Affairs) is to ensure that weights and measures are accurate and reliable. The purpose of the verification of weights and measures by the Department of Consumer Affairs is to standardize weights and measures across the country to ensure accuracy and dependability. This helps consumers feel confident when buying products and allows businesses to sell their goods with confidence. 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 document in order to apply for the service:

#	Documents Required	Detailed Description
1.	Verification Certificate	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

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Timeline (WBRTPS)

Verification of Weights and Measures has an WBRTPS timeline of 75 days till approval by the authorities.

Instructions related to the application form

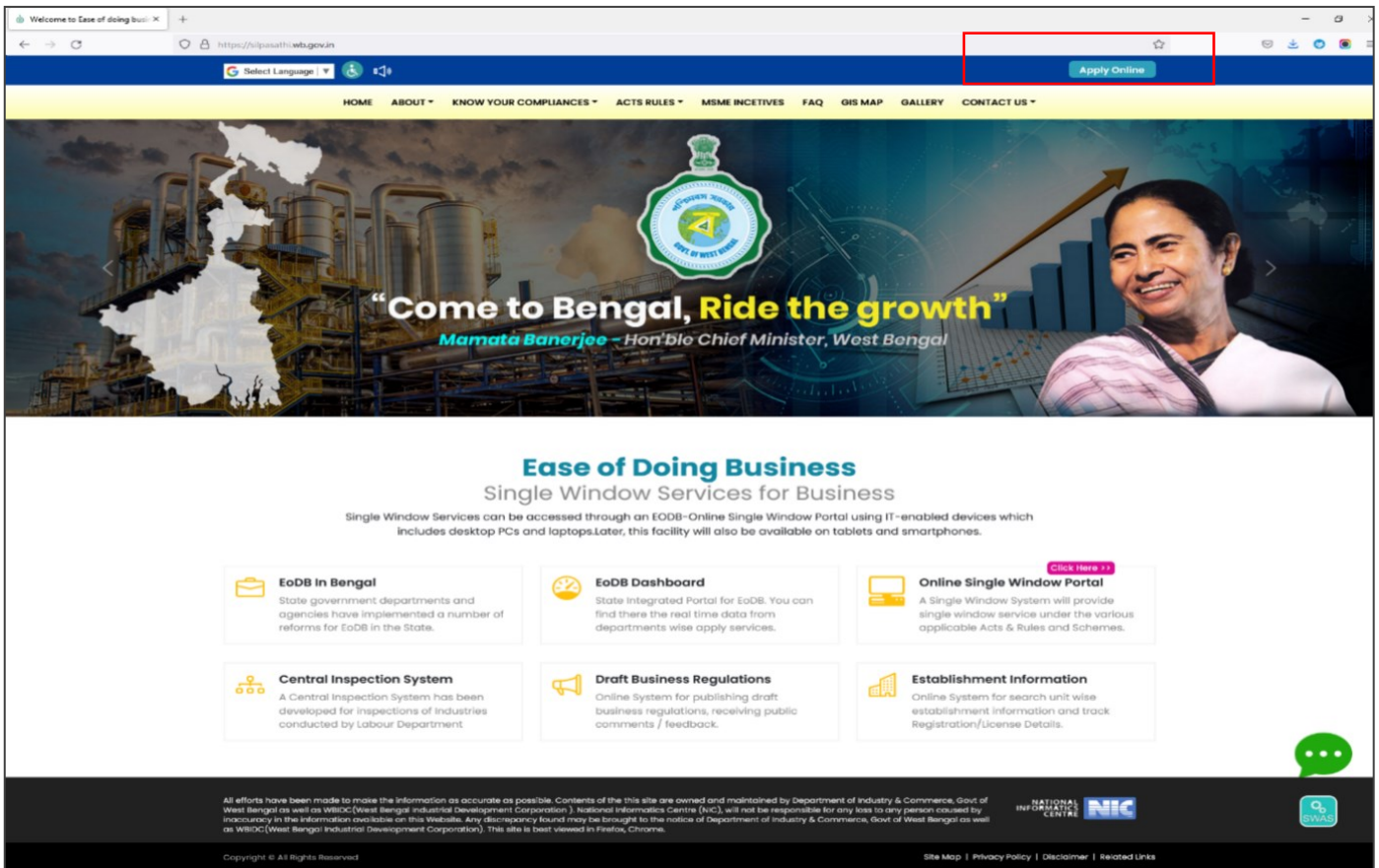
Sl. No.	Field Name	Instructions
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter PAN No.
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street
5.	Post Office	Enter Post Office
6.	Pin	Enter Pin
7.	Mobile Number	Enter Mobile Number
8.	Email	Enter Email
9.	District	Enter District
10.	Police Station	Enter Police Station
11.	ILM Unit	Enter ILM Unit (unit as headed by an Inspector of Metrology, generally location based)
12.	Types of Weights	Enter Types of Weights

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Application Process through SilpaSathi

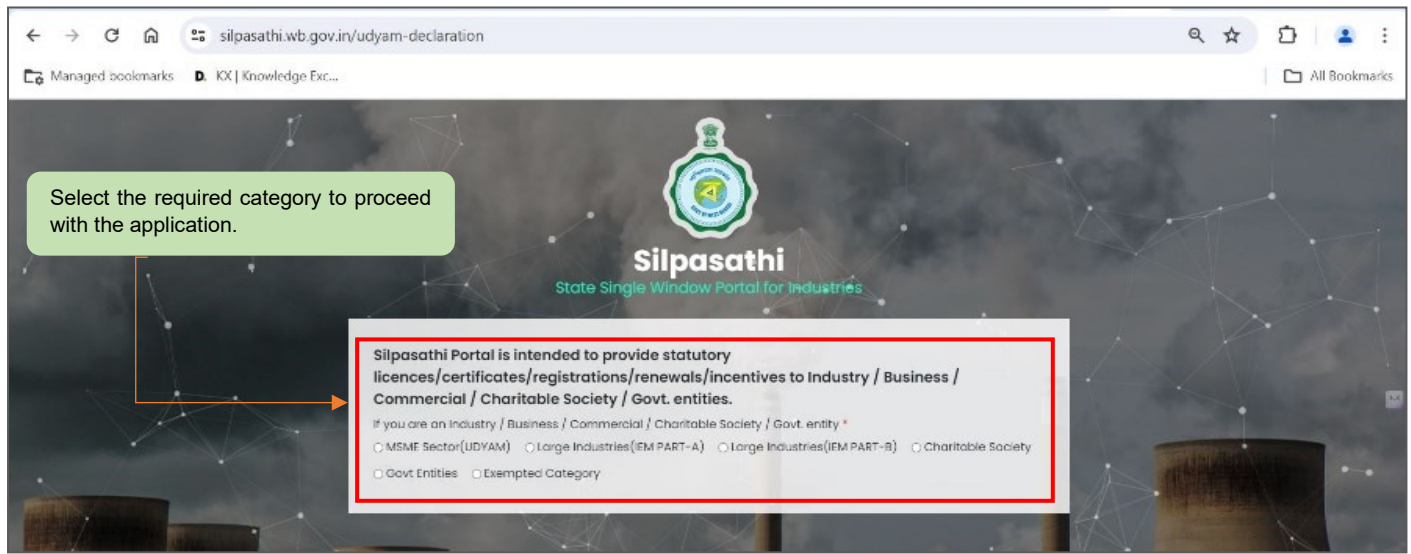
1. Online Application submission along with online submission of documents

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



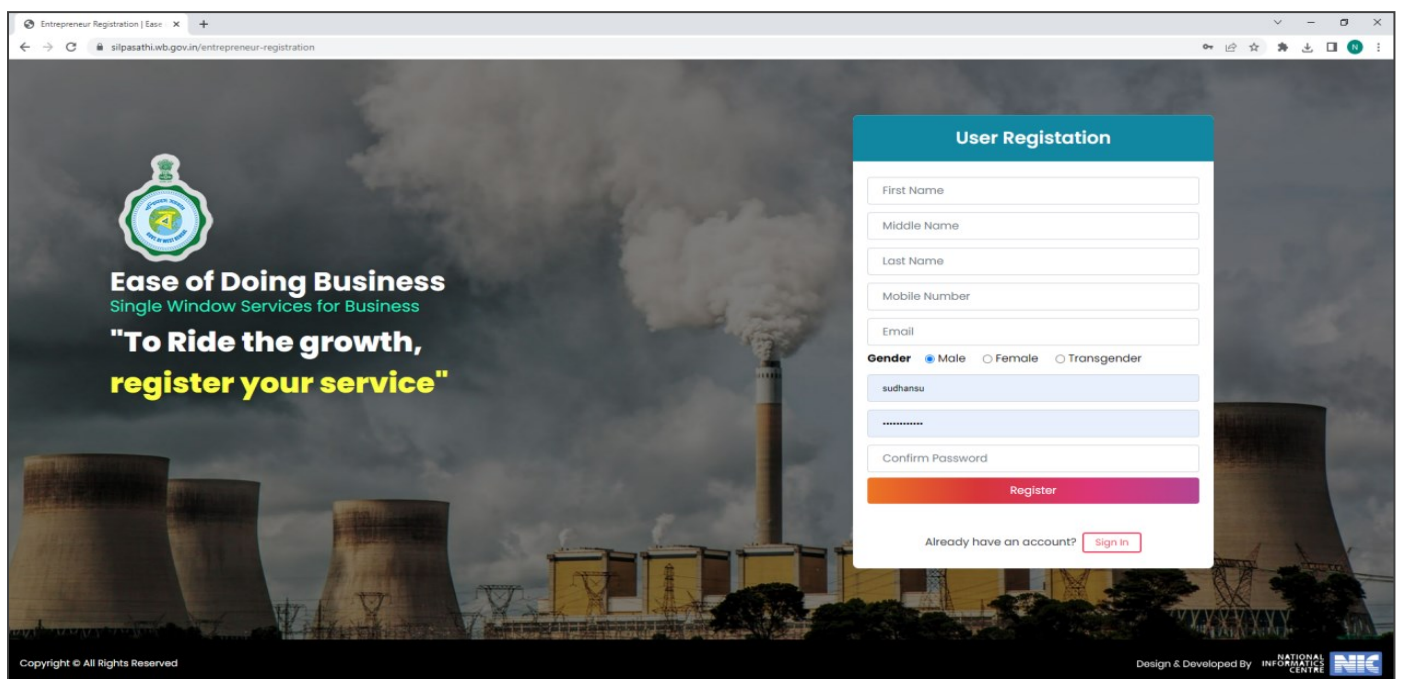
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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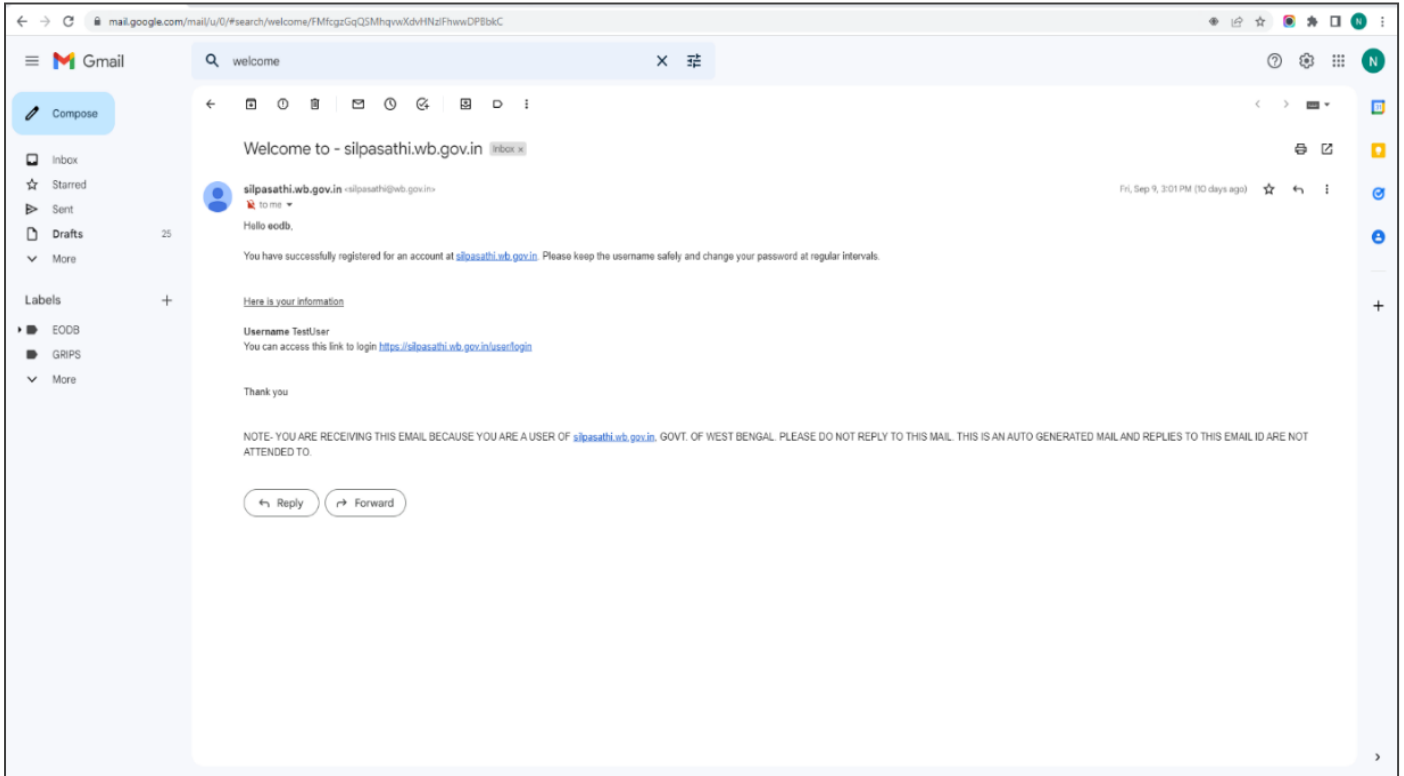
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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.**



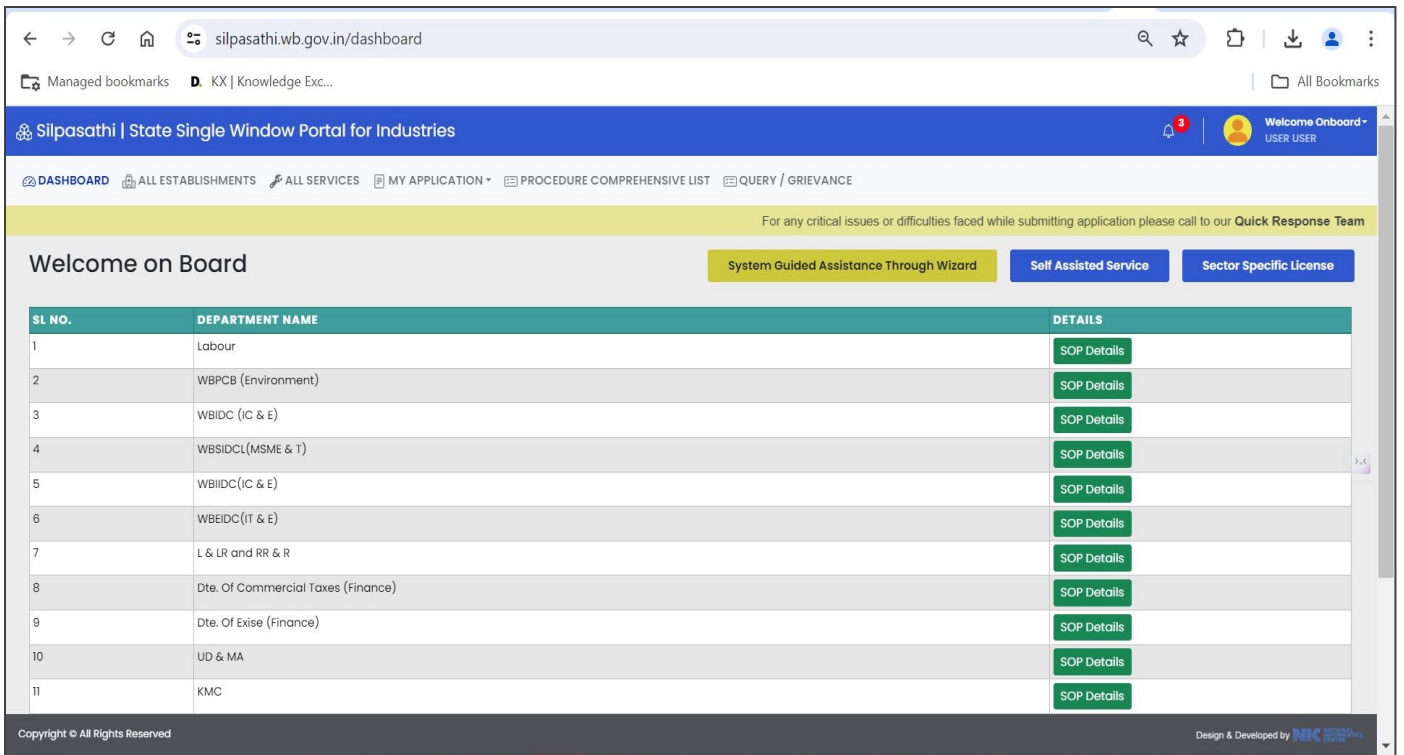
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)



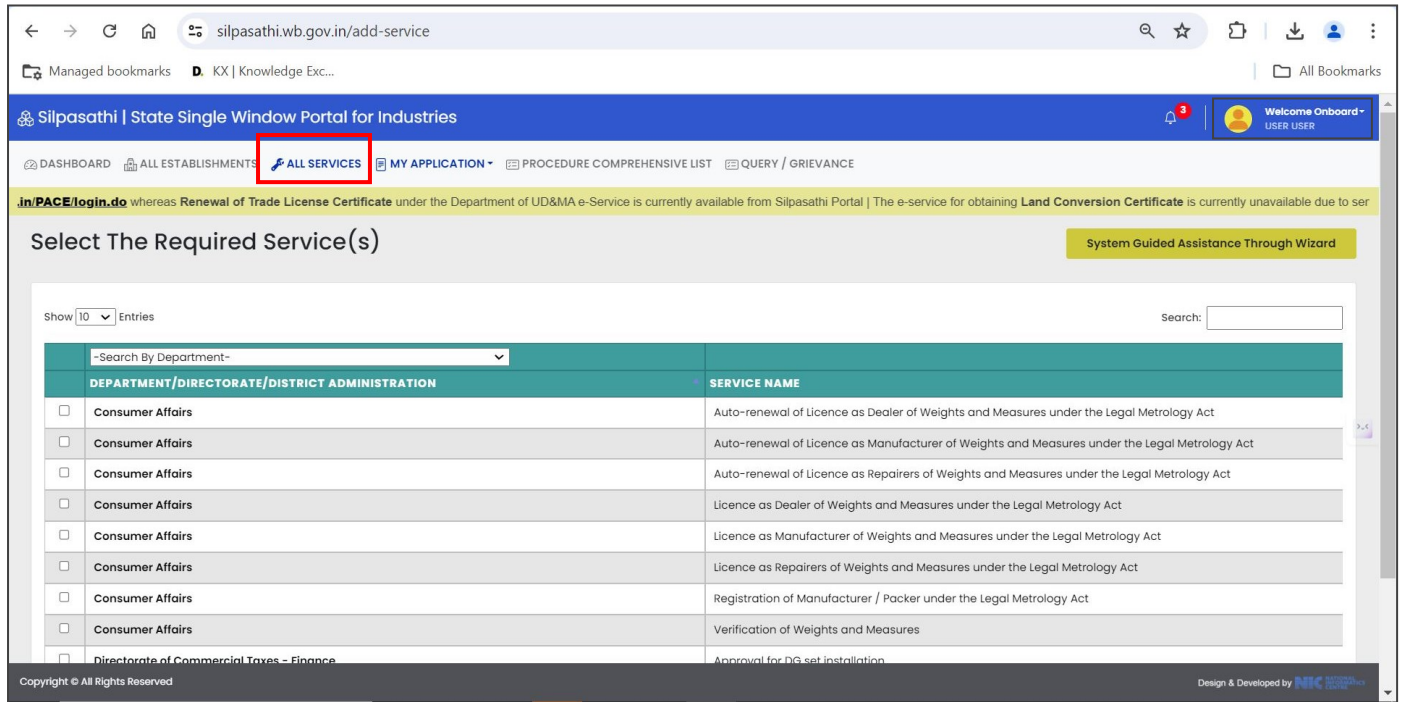
Online Application submission

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

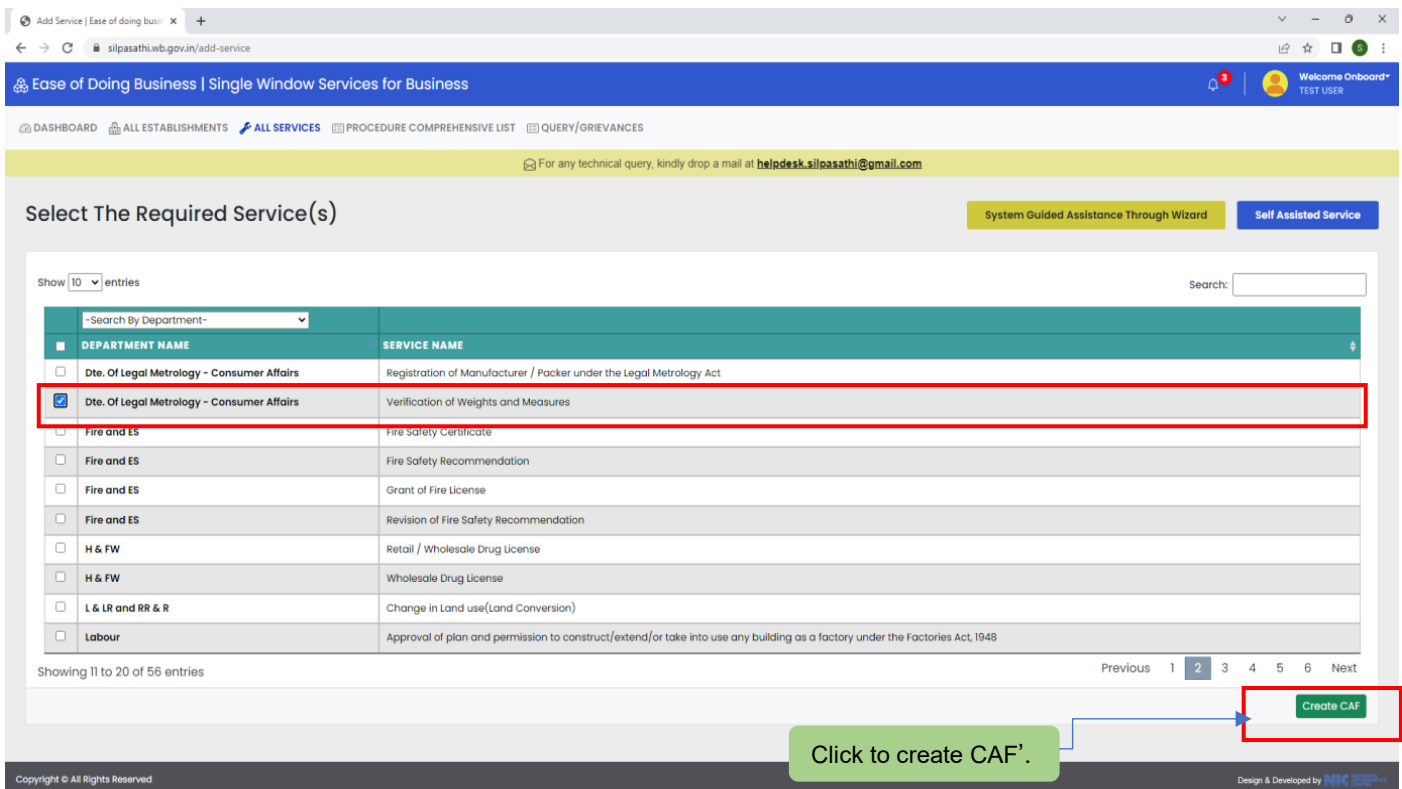


The applicant has to click on [‘ALL SERVICES’](#) to view the list of all services mapped with their corresponding departments.

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **Verification of Weights and Measures**



After selecting the service **Verification of Weights and Measures**, 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.

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Applicant's Dashboard

CAF ID generated.

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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. Under 'Your Selected Service(s)', there is a table with the following data:

SL NO.	SERVICE	ACTION
1	Verification of Weights and Measures (WBRTPS Timeline: 75 days) Initiated — Application Submitted — Expected VC Date, Time and Place Received — VC Generated	Check Status Apply Online

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):

The screenshot shows the 'Common Application Form - CAF2022000694'. The form includes the following fields:

- Trader's Name *: Test Eoadb Trader
- PAN No. *: AKUPC2894J
- Aadhaar No.: 397788000234
- Village/Street *: Test Street
- Post Office *: Manicktala
- PIN: 700006
- Mobile Number *: 9830000019
- Email *: trader.testeoadb@test.test
- District *: Kolkata North
- Police Station *: Manicktala
- ILM Unit *: 6i - Kankurgachi-VIII
- Types of Weights *: Weights or measure can be moved

Below the form, there is a 'Verification Category Information' section with a link to 'Click Here to Add/Show Verification Category' and a 'Terms And Conditions' section.

Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Apply For Verification

Trader's Name *
Test Eoob Trader

PAN No. *
AKUPC2694J

Aadhaar No.
39778800234

Village/Street *
Test Street

Post Office *
Manicktala

PIN *
700006

Mobile Number *
9830000019

Email *
trader.testeodb@test.test

District *
Kolkata North

Police Station *
Manicktala

ILM Unit *
61 - Kankurgachi-VIII

Types of Weights *
Weights or measure can be moved

Verification Category Information

[Click Here to Add/Show Verification Category *](#)

Terms And Conditions

Applicant is undertaking

- * To pay the expenses incurred by the Legal Metrology Officer for visiting the premises including the cost of transporting and handling of Working Standard and other equipment as per rule 16(2) of the West Bengal Legal Metrology (Enforcement) Rules, 2011
- * To present the weight or measure on the stipulated date in clean condition as per rule 14(5) of the West Bengal Legal Metrology (Enforcement) Rules, 2011.
- * To deposit verification/re-verification fees as per rule 16 of the West Bengal Legal Metrology (Enforcement) Rules, 2011.

<< Back Save & Continue >>

Select Category

Category *
- Select -

Sub Category *
- Select -

Number of Items *
Number of Items

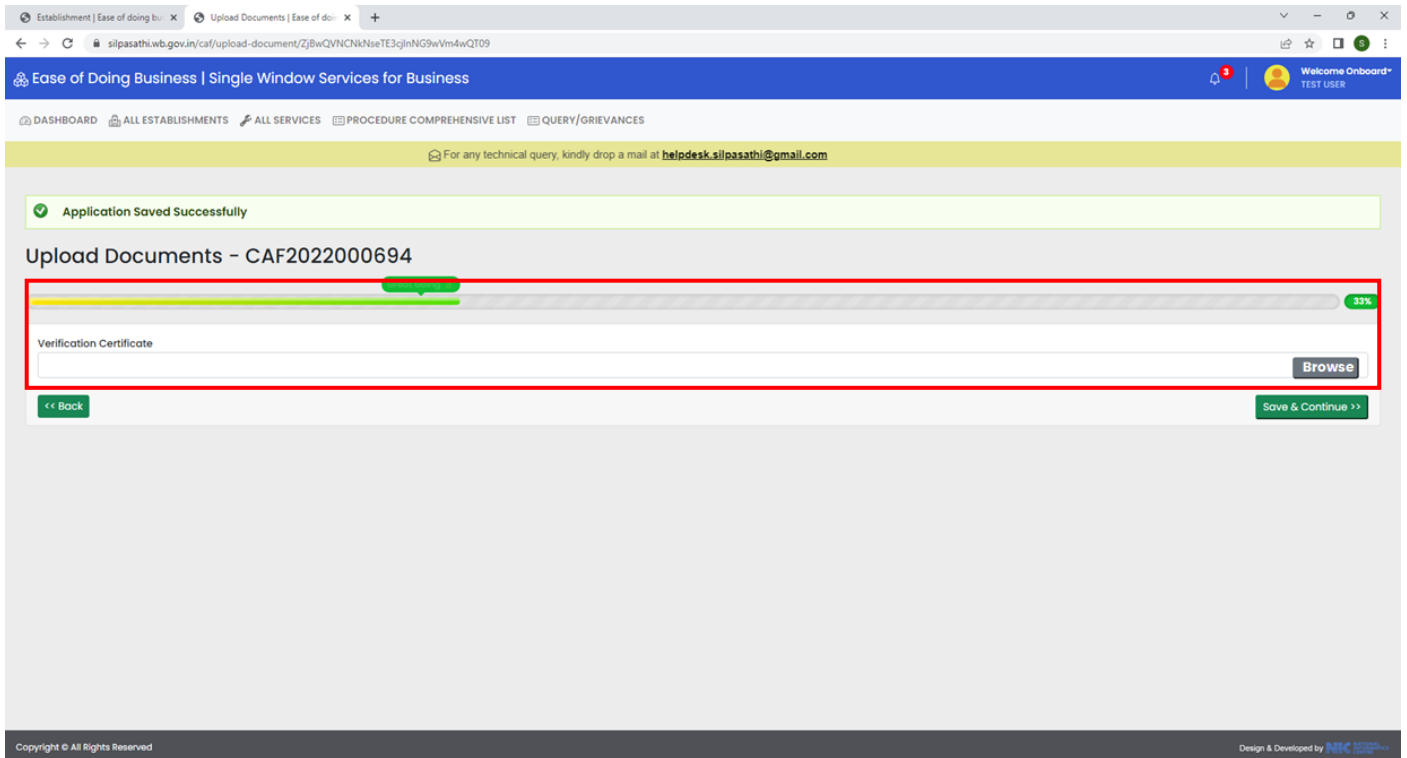
Add Item

SL. NO.	CATEGORY	SUB CATEGORY	NUMBER OF ITEMS	ACTION
1	Weights	Bullion Weights	20	

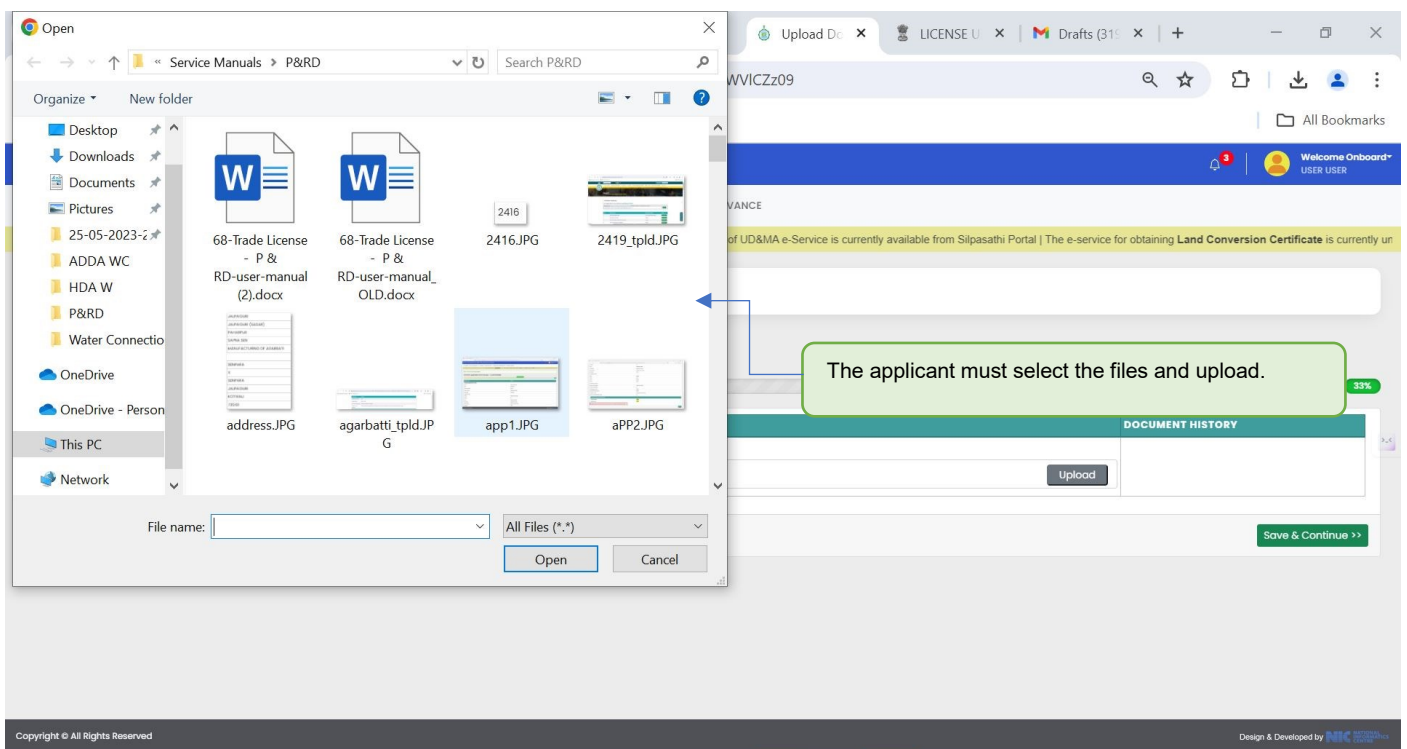
Upon completion of the application process along with document submission, the applicant clicks on the **‘Submit’** button for final submission of the application.

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

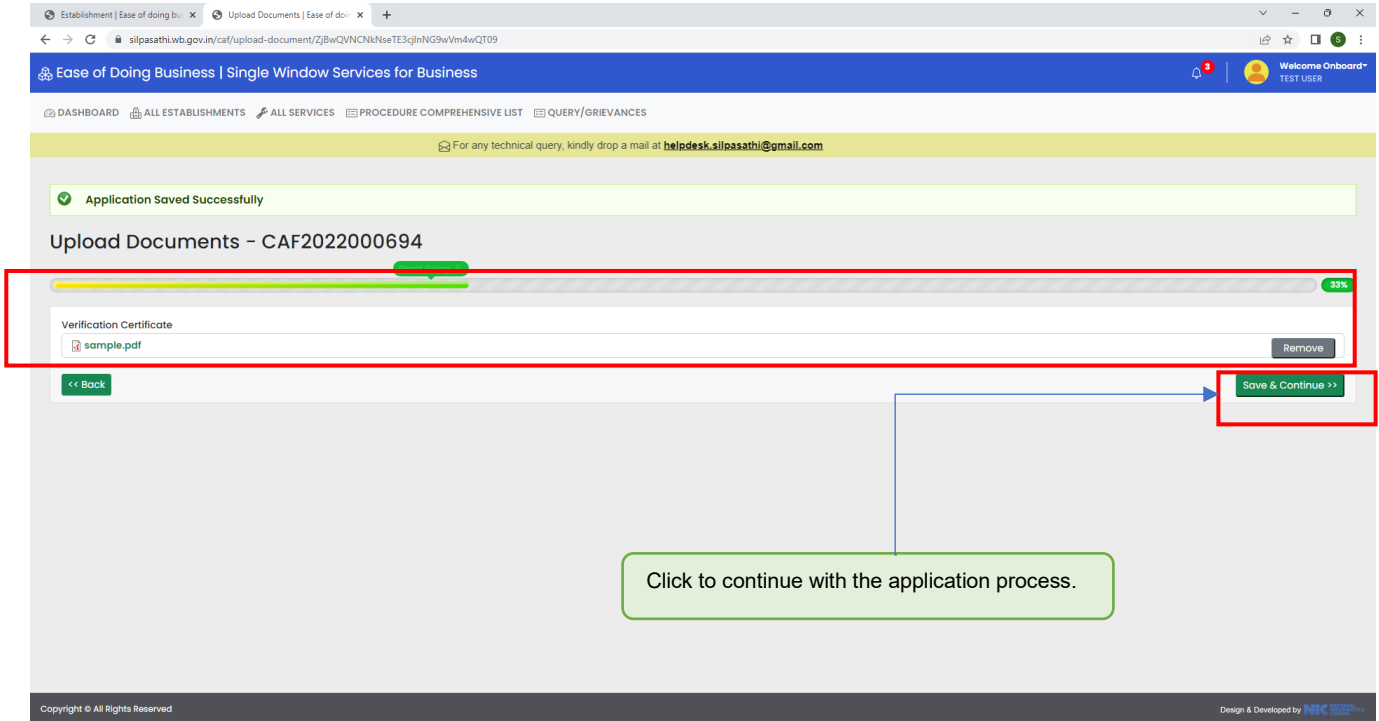


The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



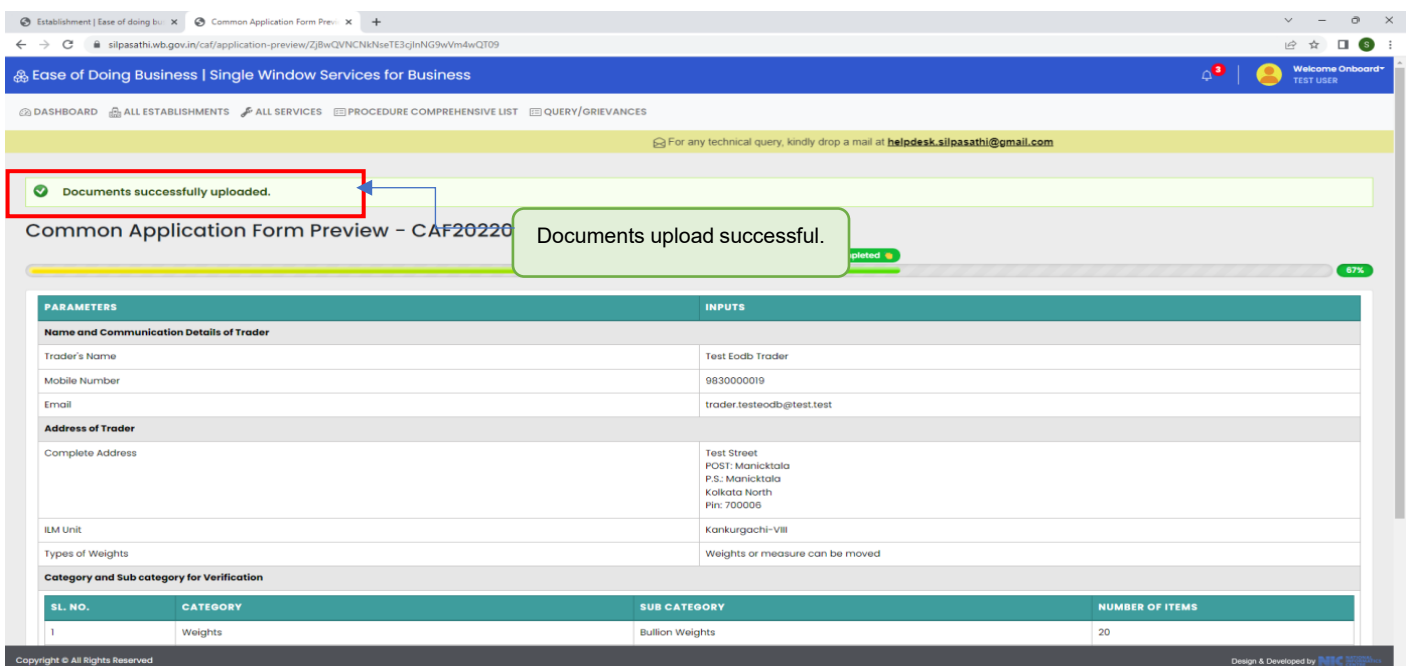
Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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.



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



Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

PARAMETERS

INPUTS

Name and Communication Details of Trader

Trader's Name: Test Eodb Trader
 Mobile Number: 9830000019
 Email: trader.testeodb@test.test

Address of Trader

Complete Address: Test Street
 POST: Manicktala
 P.S: Manicktala
 Kolkata North
 Pin: 700006

ILM Unit: Kankurgachi-VIII
 Types of Weights: Weights or measure can be moved

Category and Sub category for Verification

SL. NO.	CATEGORY	SUB CATEGORY	NUMBER OF ITEMS
1	Weights	Bullion Weights	20
2	Volume Measures	Capacity Measures Cylindrical dipping type	30
3	Weighing Instruments	Beam Scale	15

UPLOADED SUPPORTING DOCUMENTS

Verification Certificate [View](#)

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

[Submit](#)

Declaration statement

Click on submit for submission of application.

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

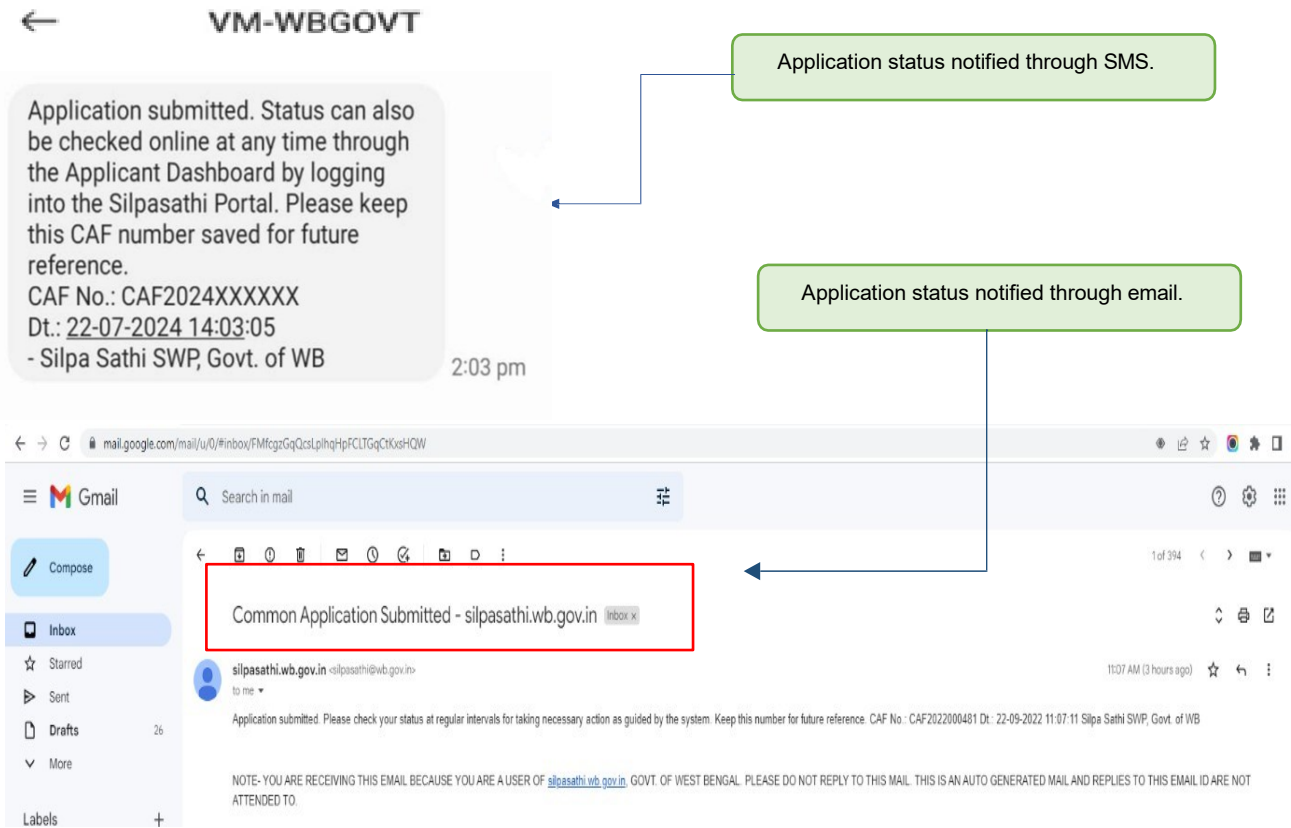
Current Status-CAF202200694

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Verification of Weights and Measures	Initiated	Completed	13/09/2023
	Application Submitted	Completed	13/09/2023
	Expected VC Date, Time and Place Received	Pending	
	VC Generated	Pending	

Application status updated.

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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



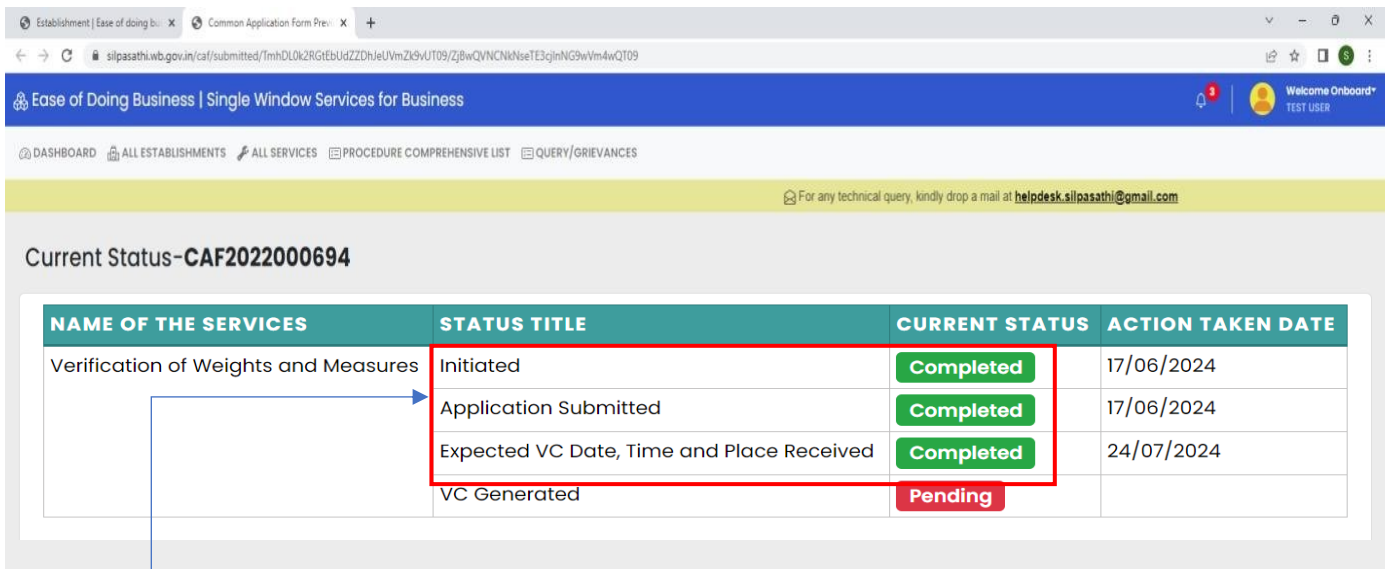
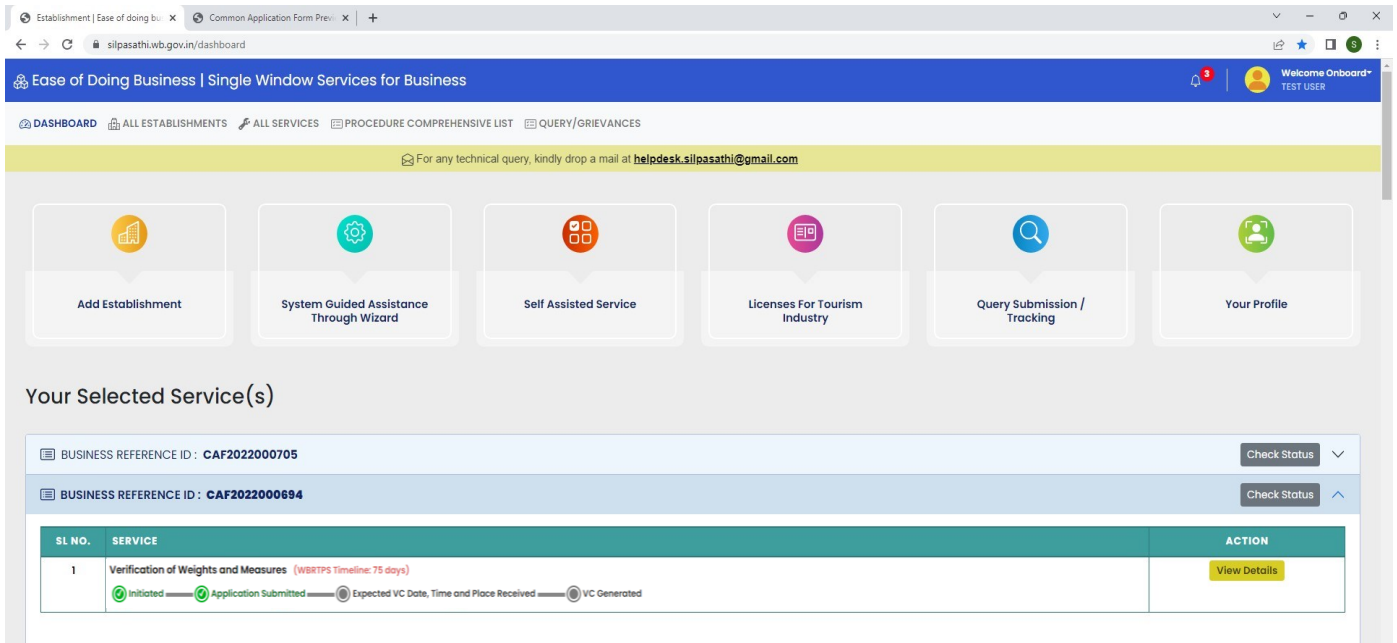
2. Online Payment of fees

No payment of fees is required.

Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

3. Track Status of Application

The applicant has to click on ‘**Check Status**’ to view the latest status of the application.

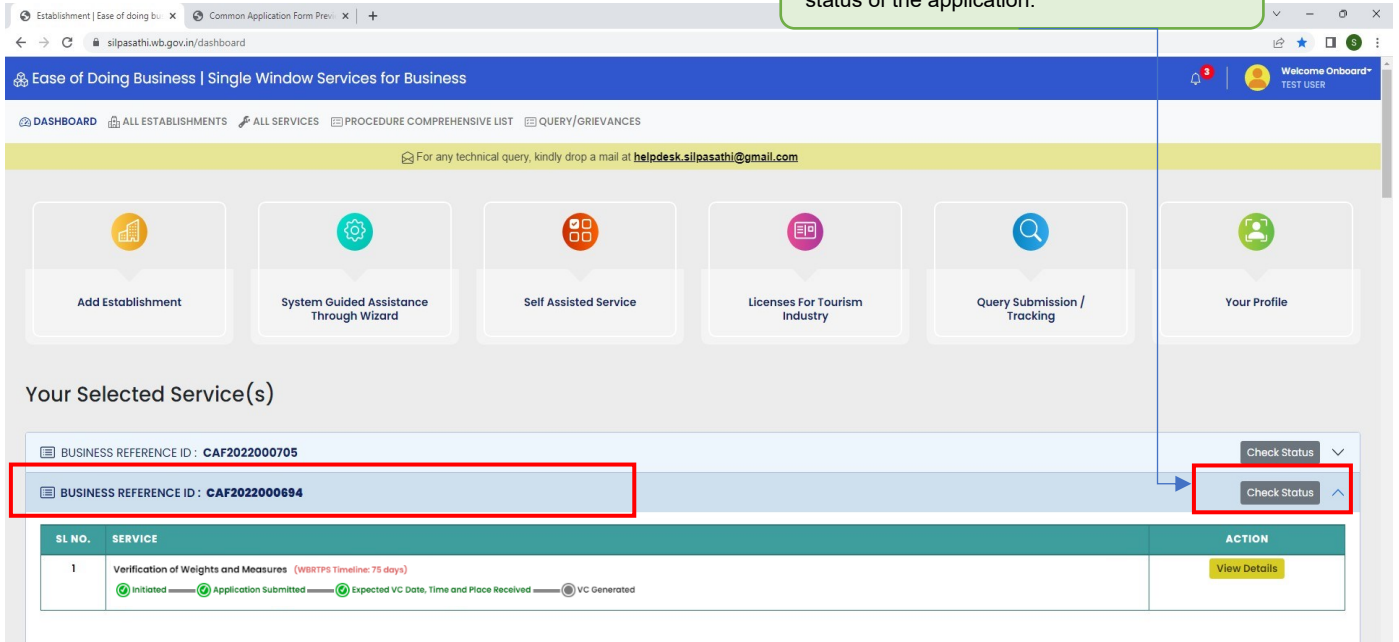


Latest Status updated.

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

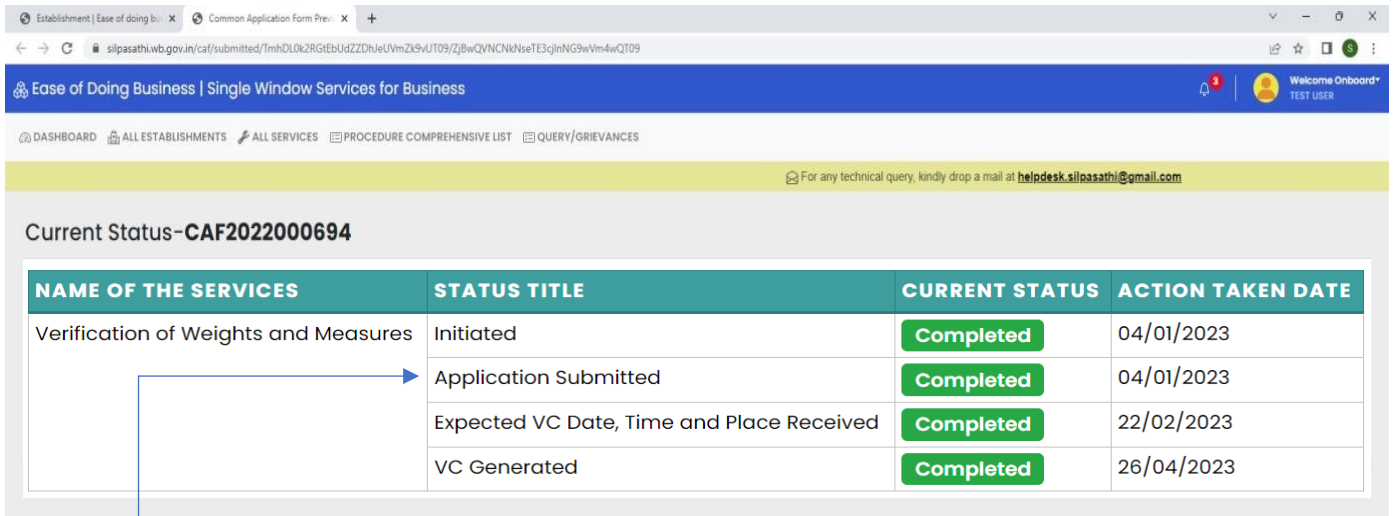
Applicant's Dashboard

Click on 'Check Status' to check 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).



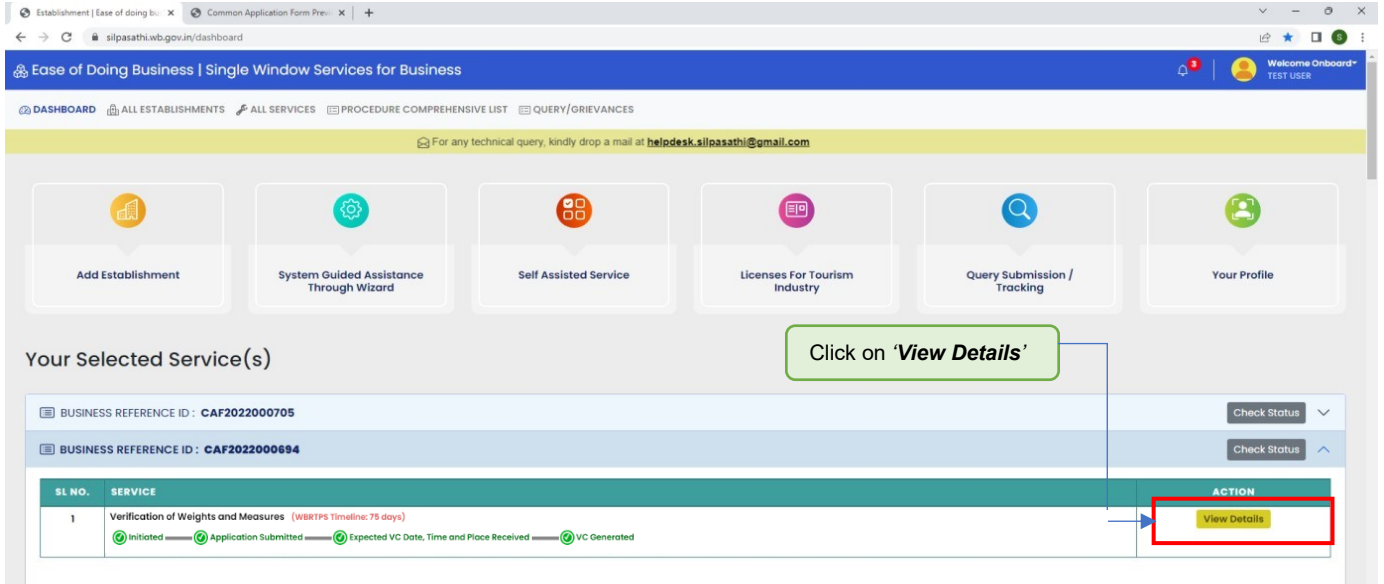
Latest status updated

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

Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

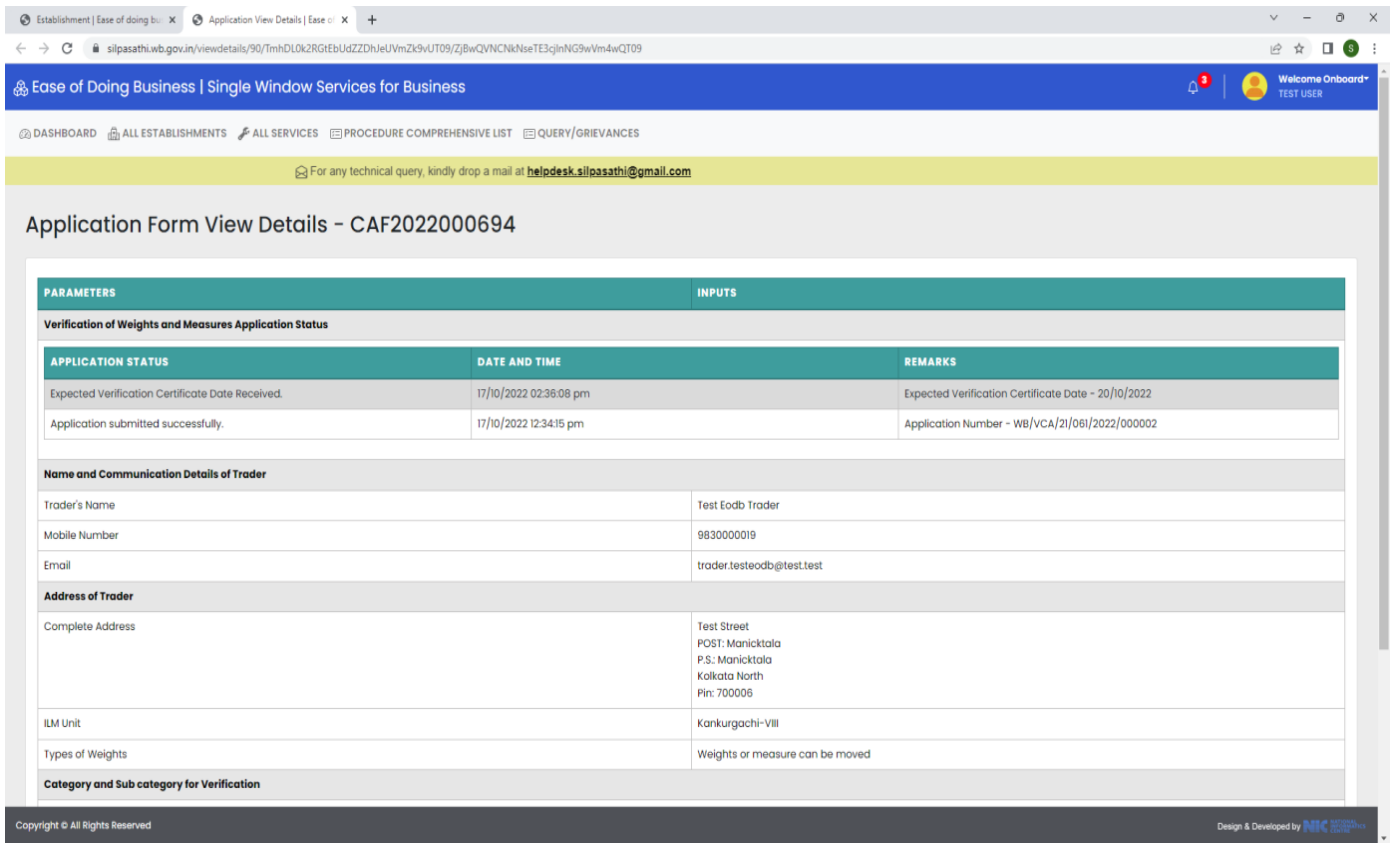
4. Online Download of final approval certificate

Applicant’s Dashboard



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 ‘View’ icon to download the Final Approval Certificate issued.



Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows the 'Ease of Doing Business' portal interface. At the top, there's a navigation bar with the logo and 'Welcome Onboard - TEST USER'. Below this is a table with columns 'APPLICATION STATUS', 'DATE AND TIME', and 'REMARKS'. The first row indicates the 'Expected Verification Certificate Date Received' as 17/10/2022 02:36:08 pm, with a remark 'Expected Verification Certificate Date - 20/10/2022'. The second row shows 'Application submitted successfully' at 17/10/2022 12:34:15 pm, with the remark 'Application Number - WB/VCA/21/061/2022/000002'.

Below the table is the 'Name and Communication Details of Trader' section, which includes fields for Trader's Name (Test Eodb Trader), Mobile Number (9830000019), and Email (trader.testeodb@test.test). The 'Address of Trader' section provides the complete address: Test Street, POST: Manicktala, P.S: Manicktala, Kolkata North, Pin: 700006. The ILM Unit is listed as Kankurgachi-VIII, and the Types of Weights are 'Weights or measure can be moved'.

The 'Category and Sub category for Verification' section contains a table with the following data:

SL. NO.	CATEGORY	SUB CATEGORY	NUMBER OF ITEMS
1	Weights	Bullion Weights	20
2	Volume Measures	Capacity Measures Cylindrical dipping type	30
3	Weighing Instruments	Beam Scale	15

At the bottom, the 'UPLOADED SUPPORTING DOCUMENTS' section shows a document named 'Verification Certificate' with a yellow 'View' button. A blue arrow points from a callout box to this button.

Click on 'View'

The certificate as downloaded.

The screenshot shows a scanned document titled 'Certificate of verification' from the 'Office of the Controller Legal Metrology, Government of West Bengal'. It includes a QR code in the top right corner. The document contains the following text:

Schedule - VIII
[see rule 15(3)]
Government of West Bengal
Office of the Controller Legal Metrology,
Certificate of verification

Name of Legal Metrology Officer : [Redacted]

No: W[Redacted]

Verification Certificate Number: WB/01/[Redacted]


I hereby certify that I have this day verified and stamped the under mentioned weights, measurers, etc,
Belonging to : DVC MTPS (POWER HOUSE CIVIL DIVISION) Locality : MTPS DVC, DURLAVPUR, GANGAJAL GHATI, BANKURA, Gangajalghati, Bankura, DVC MTPS PO, 722183
Trade Details : Factories
Latitude : 23.467082, Longitude : 87.128263

Quantity	Denomination		Weighing Instrument				Measuring instrument	Verification Fee Rs. P.	Carriage, Conveyance adjusting charges etc.
	Weights	Measures	Capacity	Class	Manufacture	Type			
1			Weigh Bridge Model Number : ZM510 Serial Number : 21E500071 Max Capacity : 50000kg Min Capacity : 200kg e = : 10kg d = : 10kg Remarks : No. of lead and wired seal with impression WB/291 and A/23: 02. (Two).	Medium III	Avery	Non-Automatic Weighing Instruments - Electronic		2000.0	Conveyance arranged by party as per Rule


Total Rs 2000.0 deposited vide T. Receipt/Money receipt No GRN - 192022230248077728 dated 10/01/2023

Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Sample Certificate



Schedule - VIII
[see rule 15(3)]
Government of West Bengal
Office of the Controller Legal Metrology,
Certificate of verification



Name of Legal Metrology Officer : H[REDACTED]


Verification Certificate Number: WB/0[REDACTED]

No: W[REDACTED]

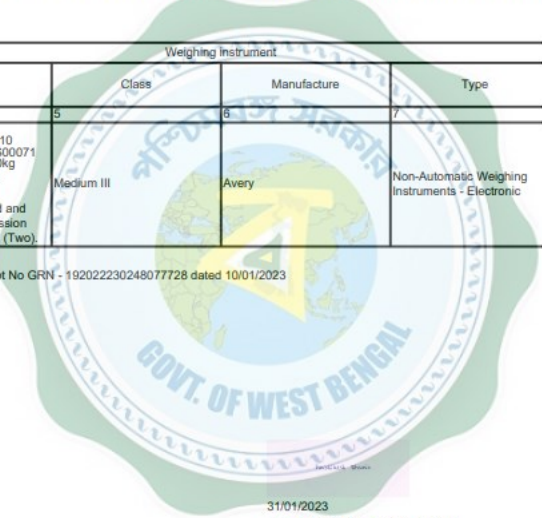
I hereby certify that I have this day verified and stamped the under mentioned weights, measurers, etc.
 Belonging to : DVC MTPS (POWER HOUSE CIVIL DIVISION) Locality : MTPS DVC, DURLAVPUR, GANGAJAL GHATI, BANKURA, Gangajalghati, Bankura, DVC MTPS PO, 722183
 Trade Details : Factories
 Latitude : 23.467082, Longitude : 87.128263

Quantity	Denomination		Weighing Instrument				Measuring instrument	Verification Fee Rs. P.	Carriage, Conveyance adjusting charges etc.
	Weights	Measures	Capacity	Class	Manufacture	Type			
1			Weigh Bridge Model Number : ZM510 Serial Number : 21ES00071 Max Capacity : 6000kg Min Capacity : 200kg e = : 10kg d = : 10kg Remarks : No. of lead and wired seal with impression WB/291 and A/23: 02 (Two).	Medium III	Avery	Non-Automatic Weighing Instruments - Electronic		2000.0	Conveyance arranged by party as per Rule

Total Rs 2000.0 deposited vide T. Receipt/Money receipt No GRN - 192022230248077728 dated 10/01/2023

Repaired by/ Used by

 Avery India Limited

Next verification due on 31/01/2024 (Weigh Bridge)



31/01/2023
 Legal Metrology Officer (Inspector)
 Unit No. 120, Bankura-II

Page 1 of 2

Verification Certificate Number: WB/01/0120/2023/000041

Note:- In the case of rejected weights, measures, the Legal Metrology Officer shall give separate Certificate of rejection mentioning the reasons of rejection against each item.
 * As per Rule - 22 : Certificate of Verification to be exhibited in a conspicuous place.



Signature Not Verified

Digitally signed by DS
 DIRECTORATE OF
 LEGAL METROLOGY 01
 Date: 2023.01.26
 17:24:22 IST

Verification of Weights and Measures 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.

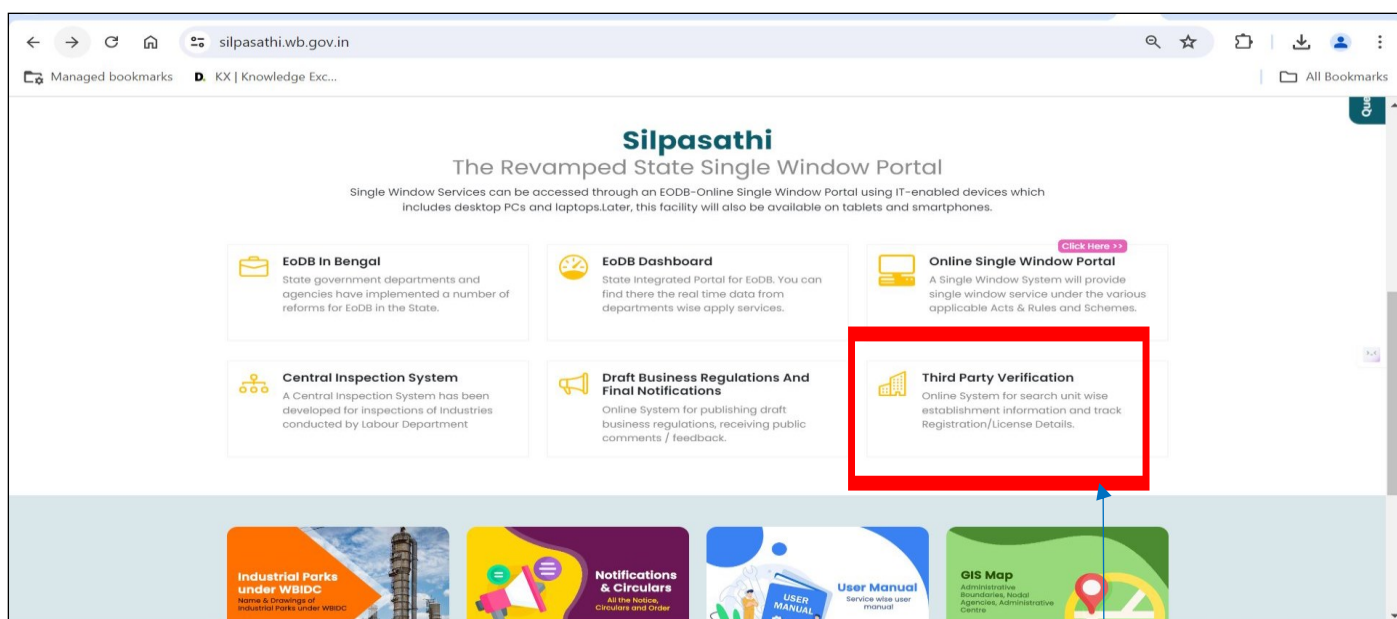
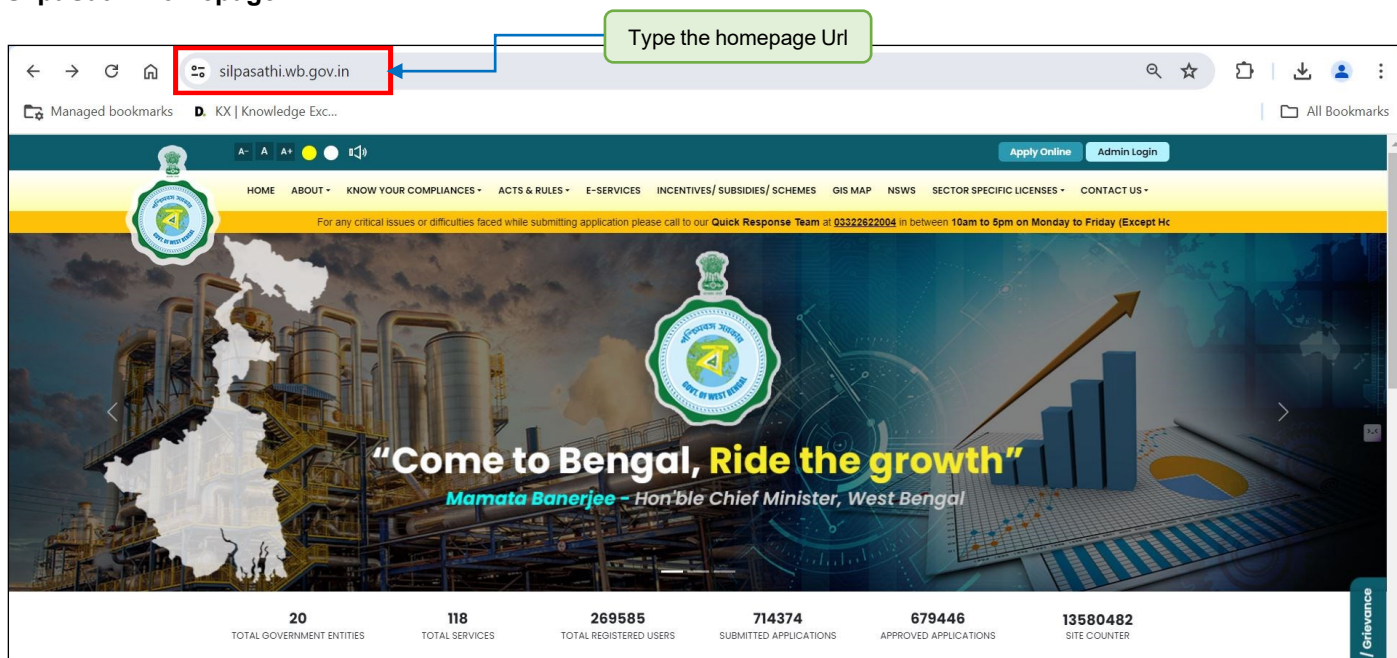
Third party verification process

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



Select 'Third Party Verification'

Verification of Weights and Measures provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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

The screenshot shows the 'Third Party Verification' section of the SilpaSathi portal. The search form includes a 'Select Service' dropdown menu set to 'Allotment of land in Industrial Area (WBIDC)', a 'Search Using' radio button selected for 'Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)', and an input field for 'Enter CAF No.' with a 'Search' button. Below the search form is a table listing services:

Sl No.	Service Name	Department Name	Action
1	Authorization under Bio-Medical Waste Management Rules, 2016	WBPCB	Click Here >>
2	Authorization under The E-waste Management Rules, 2016	WBPCB	Click Here >>

The third party can view the details as illustrated below:

The screenshot shows the search results for 'Verification of Weights and Measures'. The search form is filled with 'Verification of Weights and Measures - (Cor' as the service, 'Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)' as the search type, and 'CAF2023003195' as the approved certificate number. The search button is highlighted. Below the search form is a table with the following data:

Parameter	Output
Approval Certificate number	WB/01/0120/2023/000041
Application number	CAF2023003195
Legacy Portal Reference number	280
Service Name	Verification of Weights and Measures
Name of Enterprise to whom issued	DAMODAR VALLEY CORPORATION MTPS
Address of enterprise to whom issued	DURLOVPUR, POST - MTPS, P.S. - Gangajalghati, Bankura, Pin - 722183
Status	VC Generated.
Date of Approval	31/01/2023
Valid till (date)	One-time Approval