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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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.
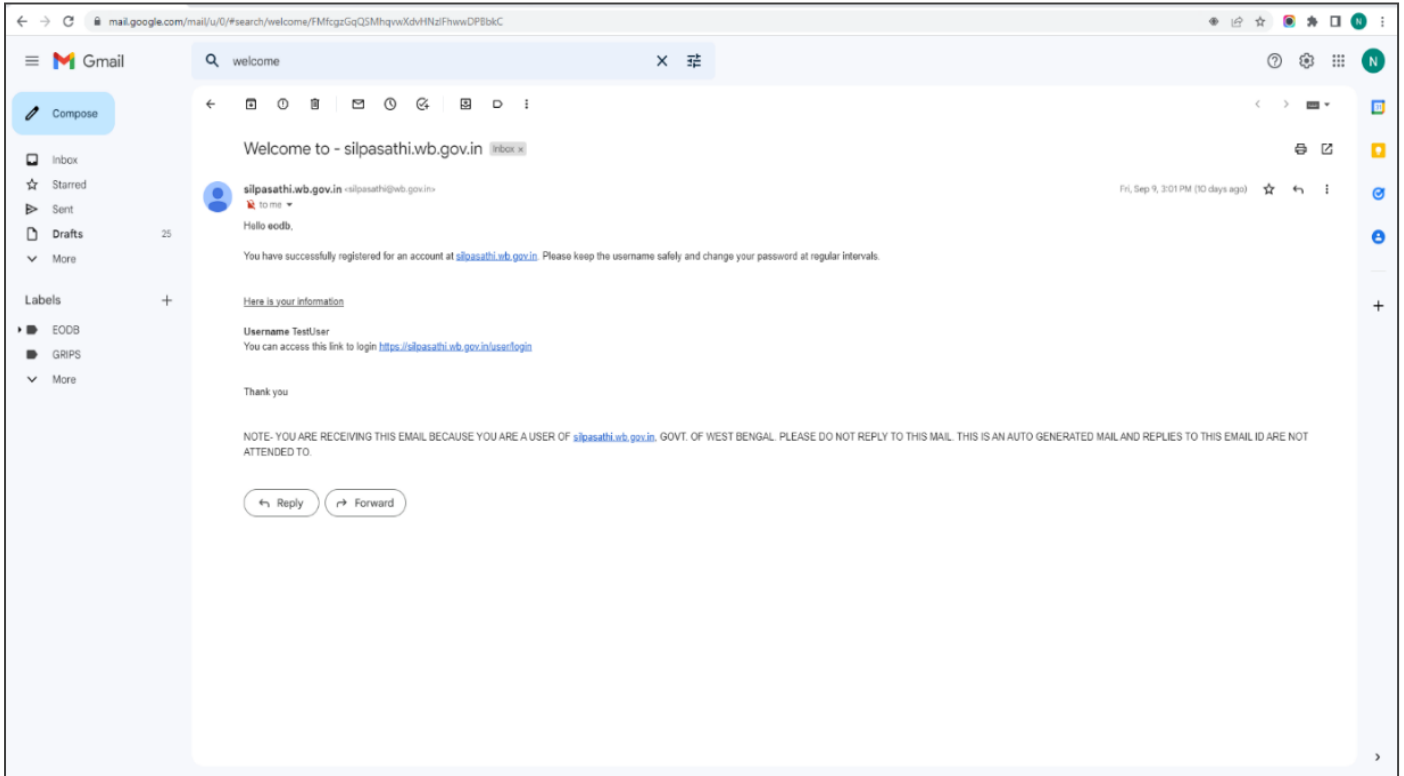
Instructions related to the application form

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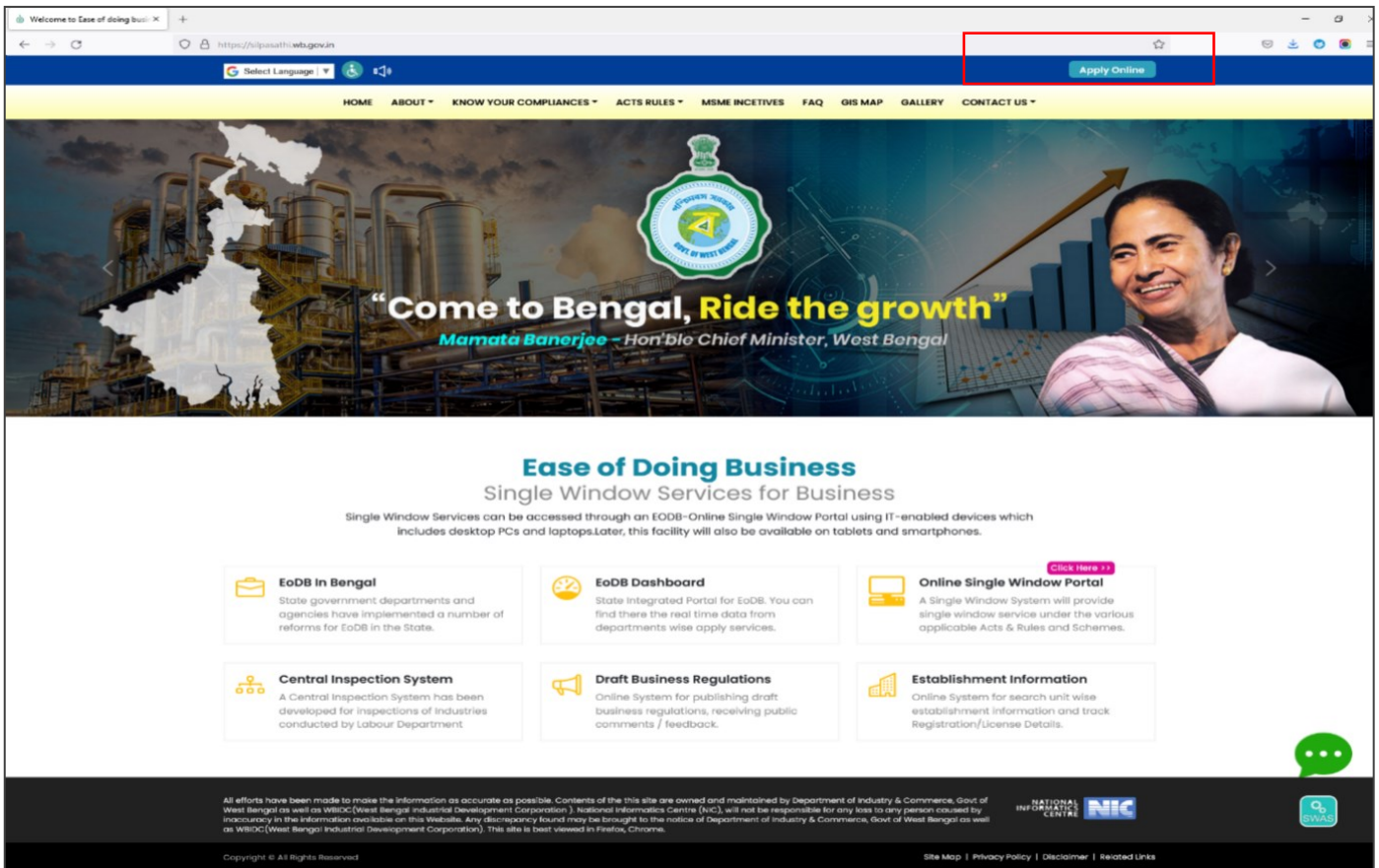
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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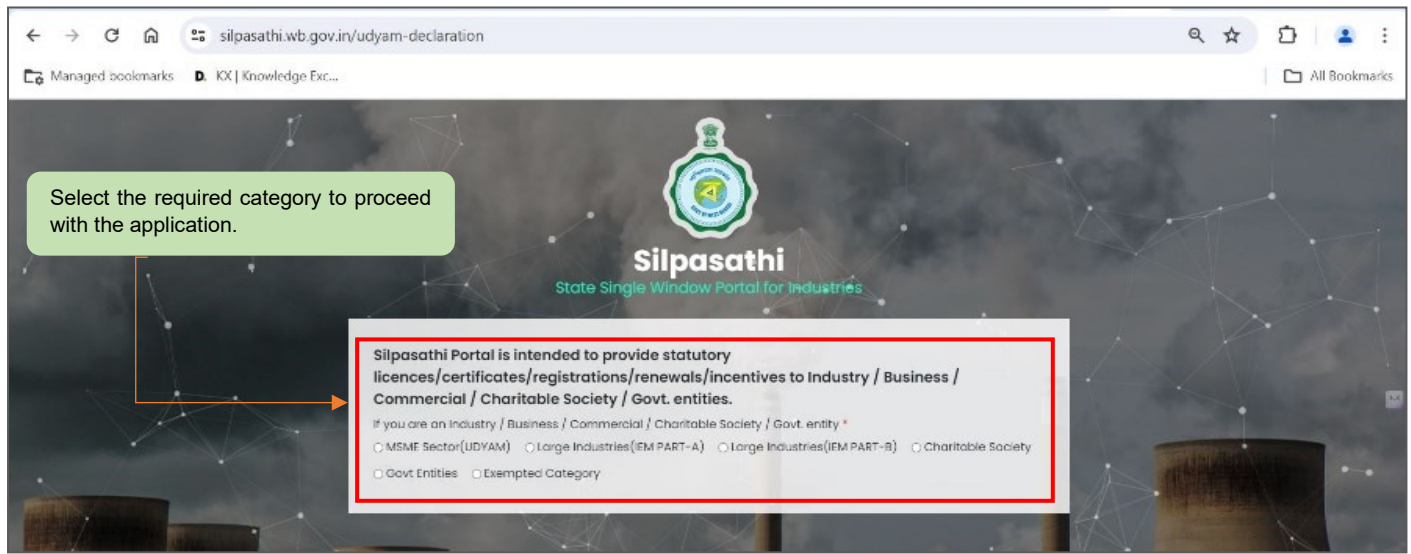
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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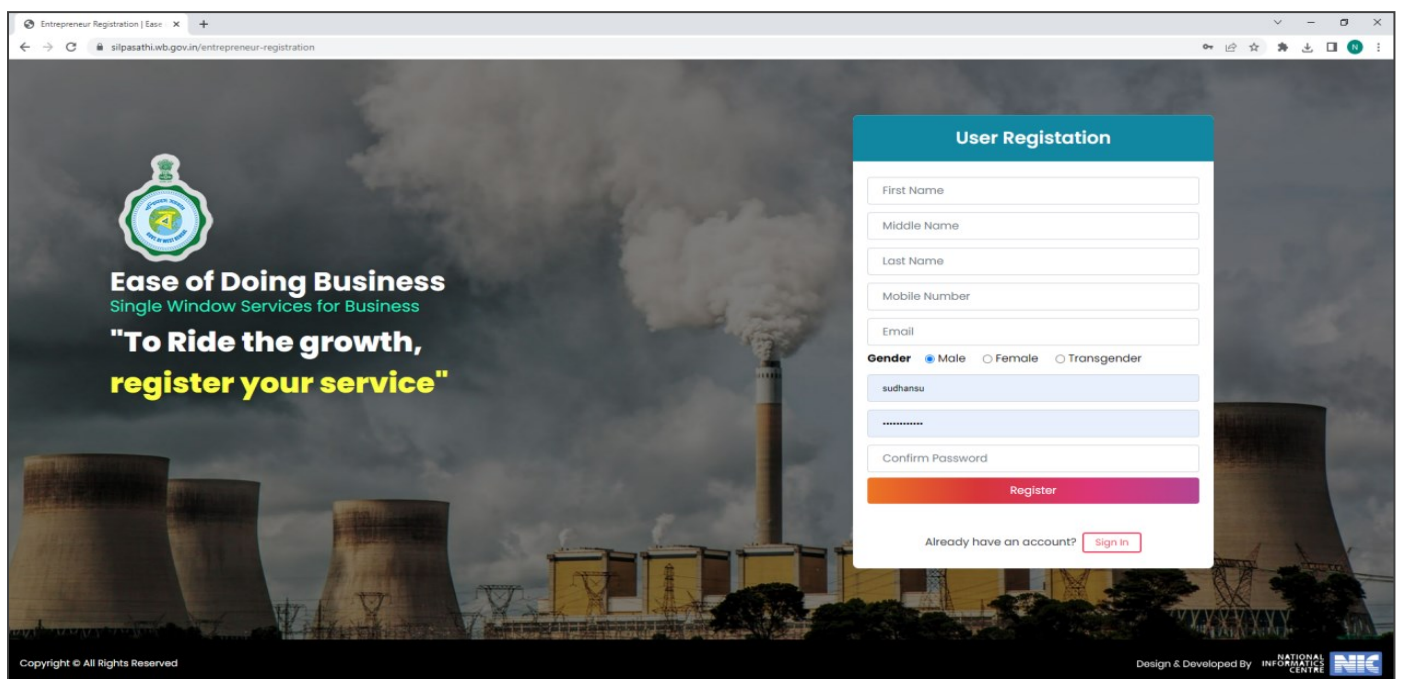
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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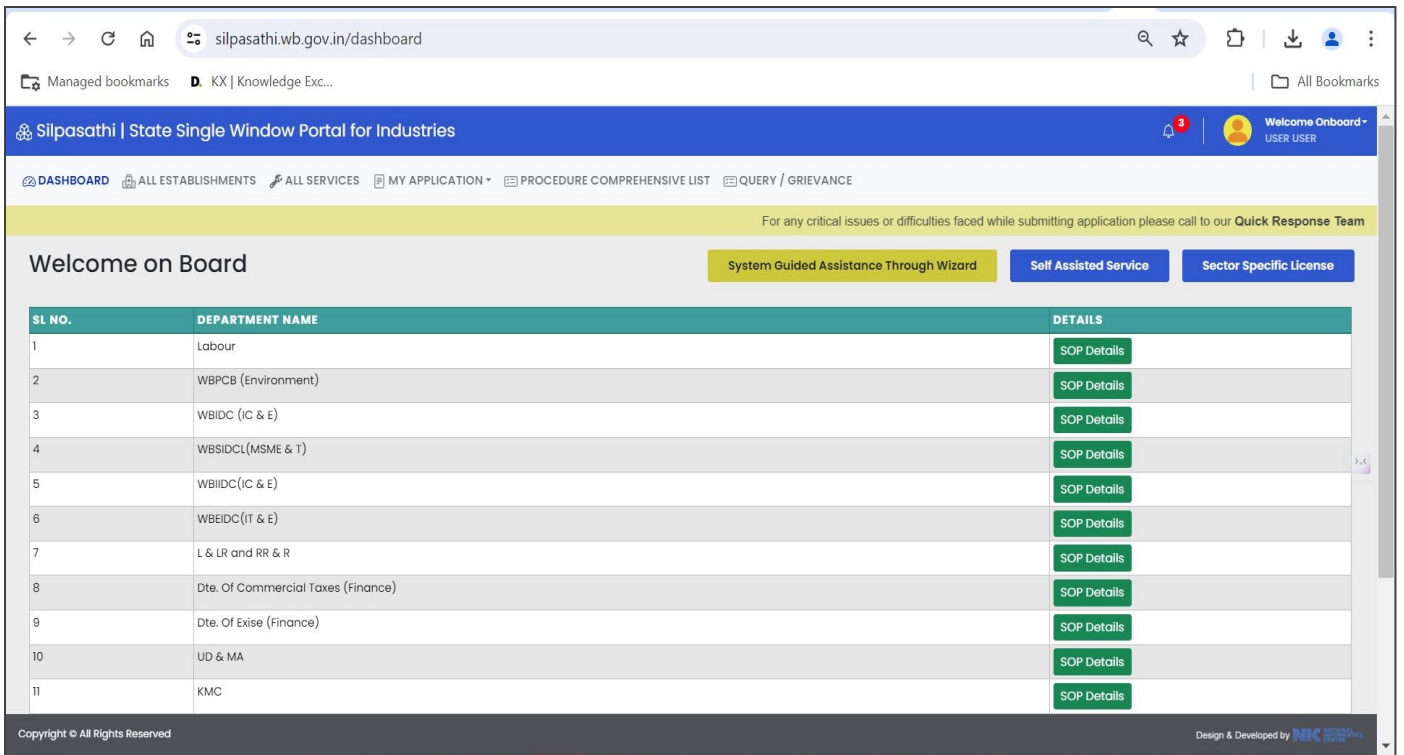
The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.

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Verification of Weights and Measures provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)
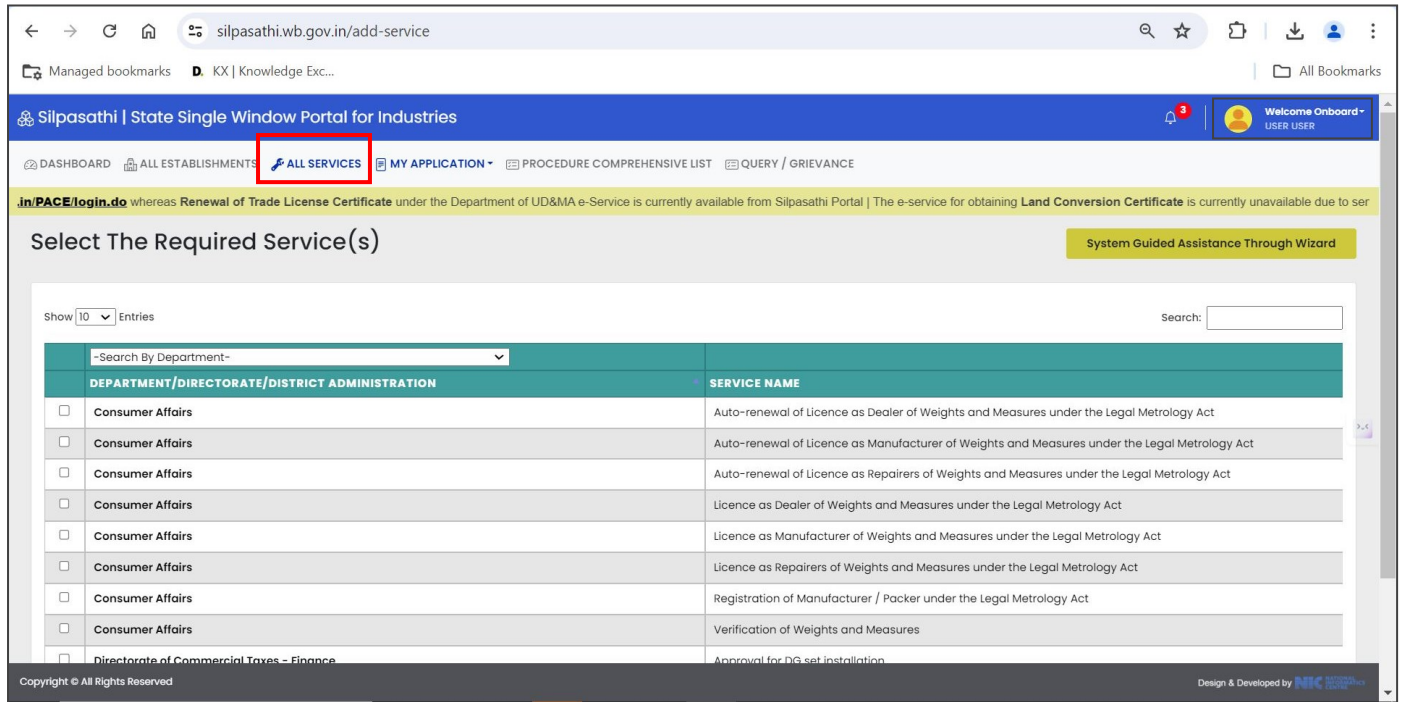
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **'Verification of Weights and Measures**
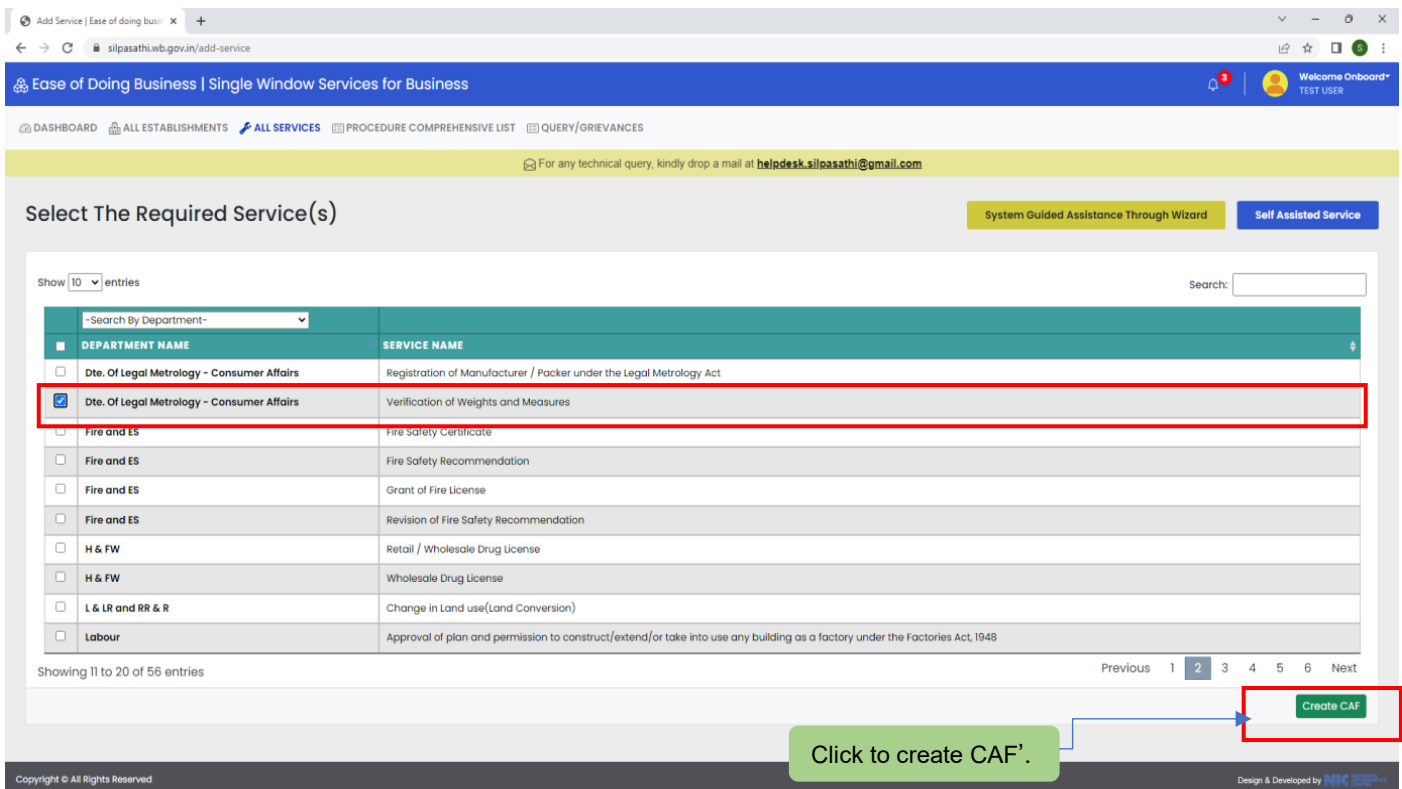
After selecting the service **Verification of Weights and Measures**, the applicant has to click on **'Create CAF'**. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

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

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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)

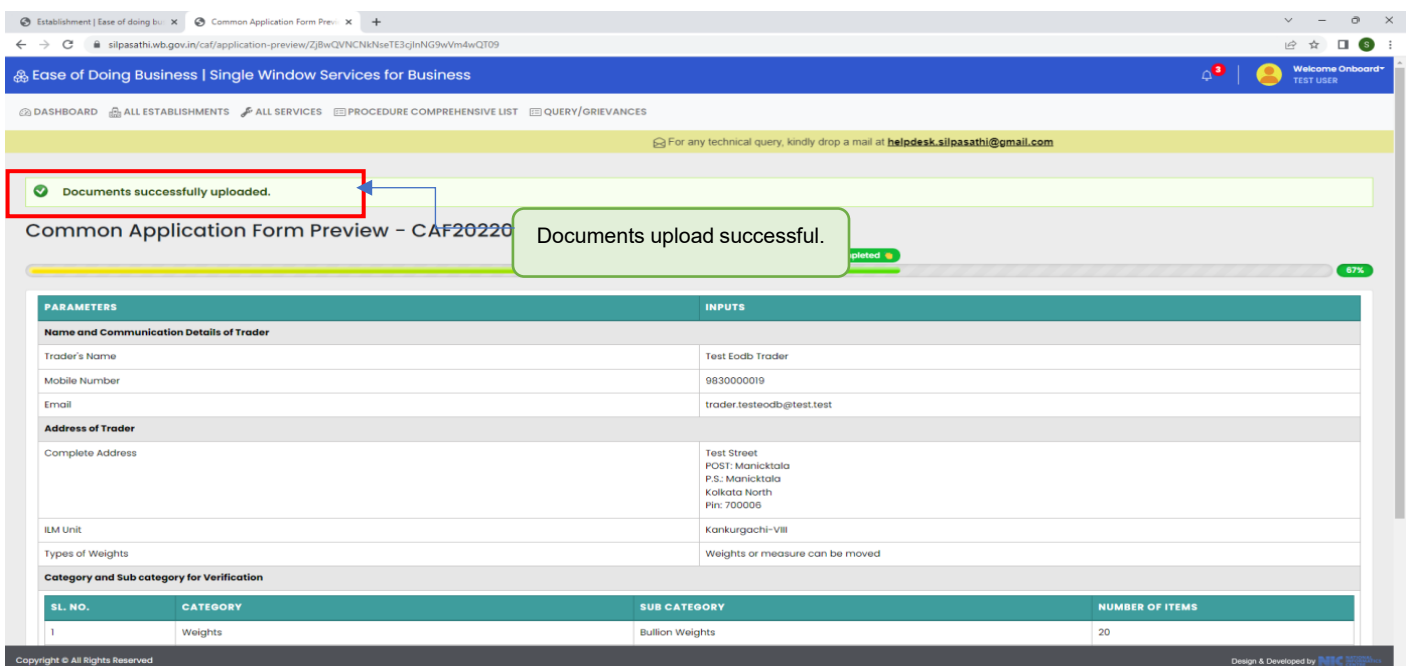***The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.***
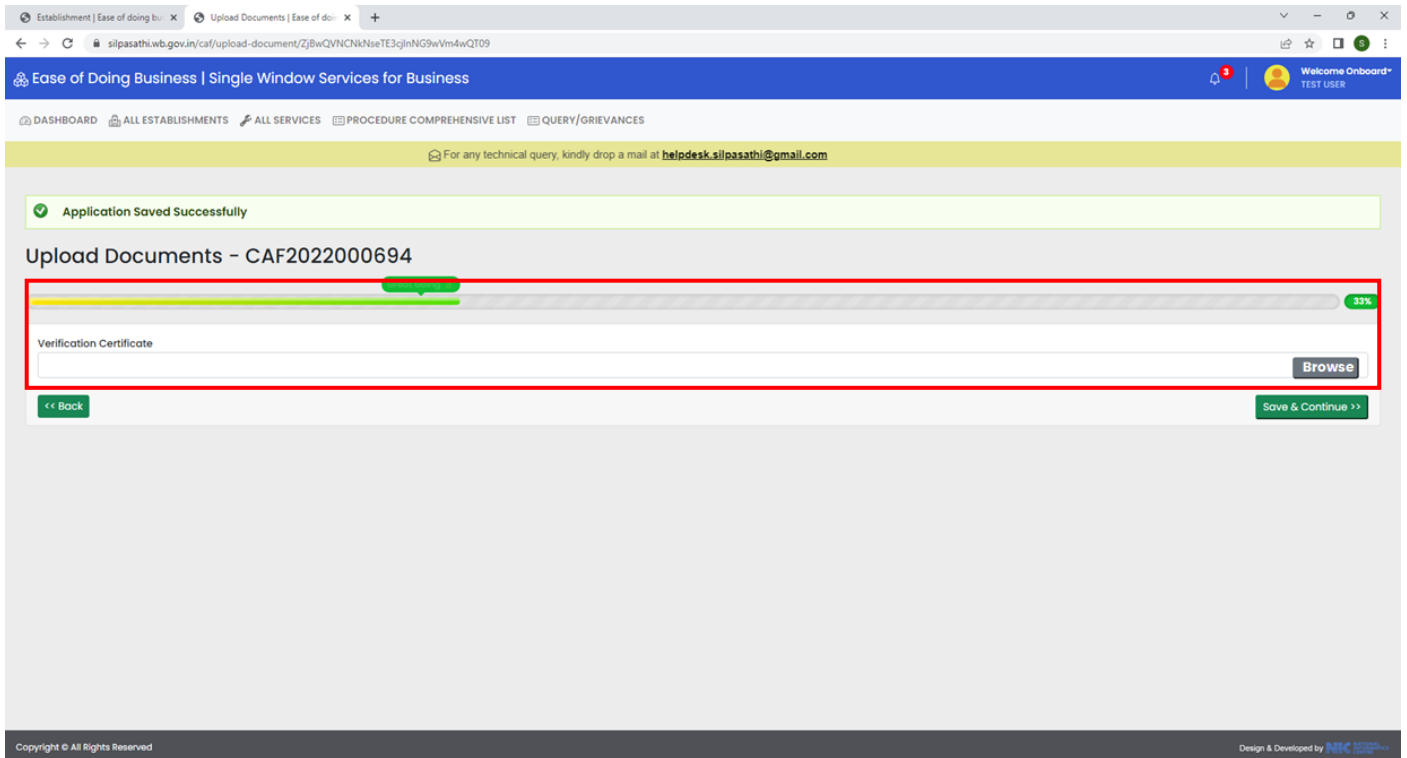
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse'.** Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.
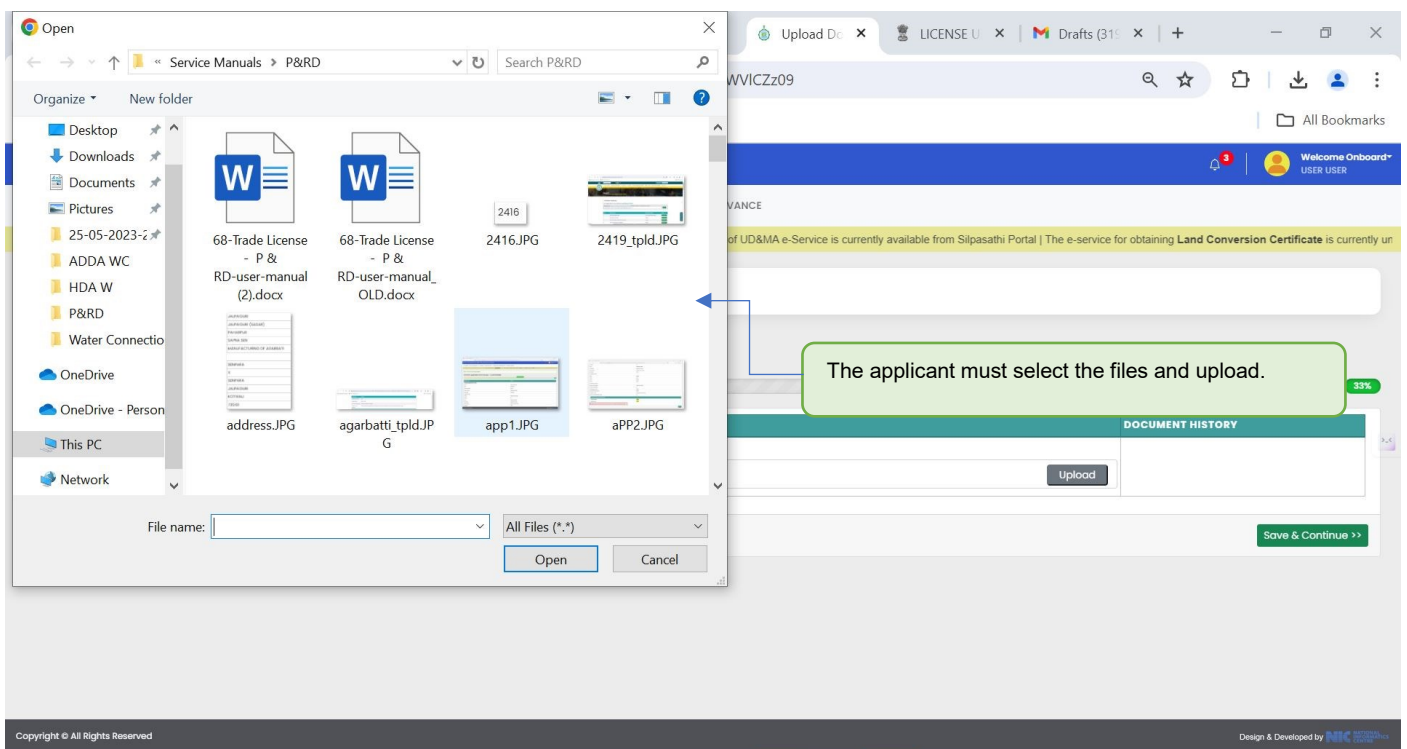
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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.
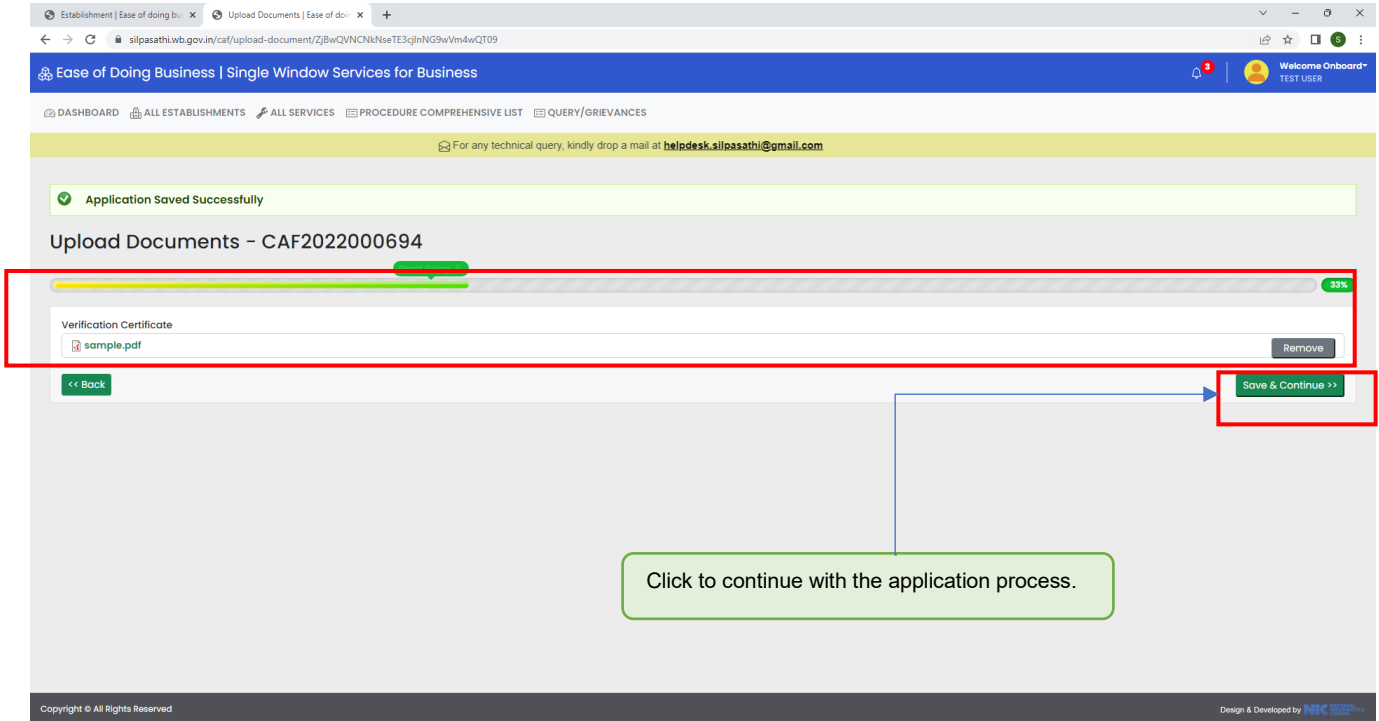
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

Application Form

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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-**CAF2022000694**

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.

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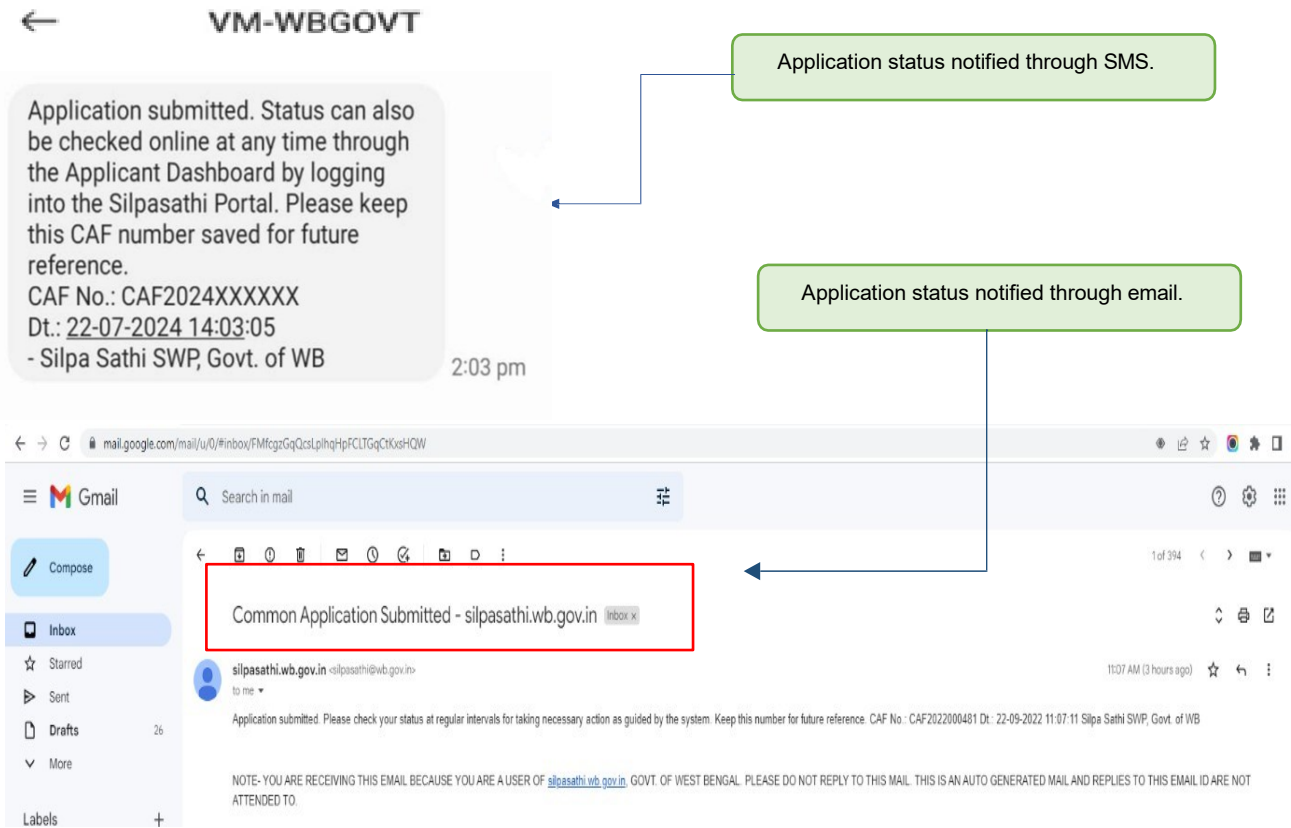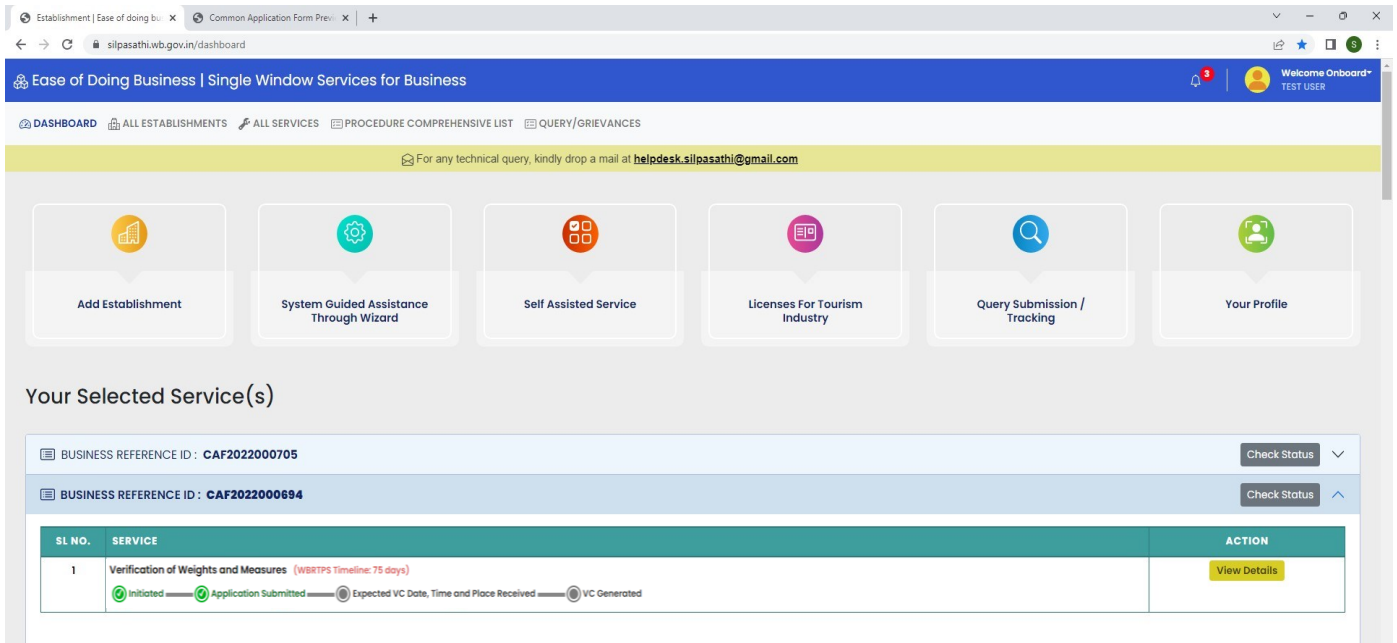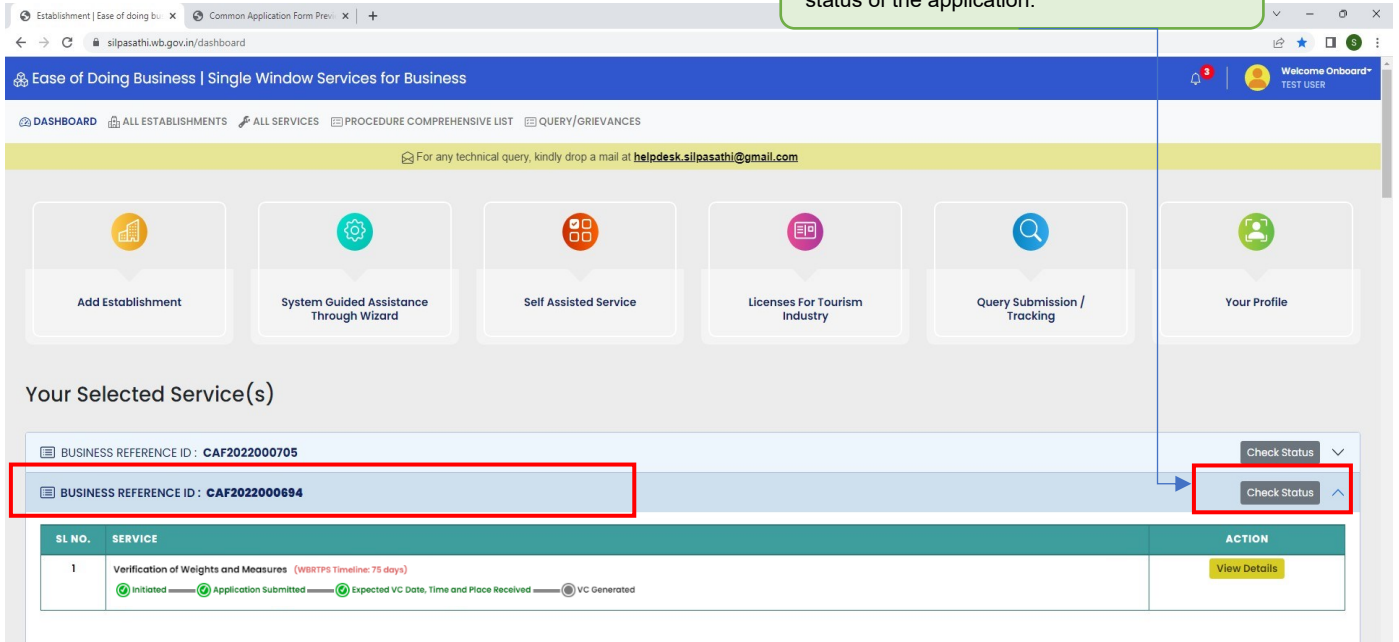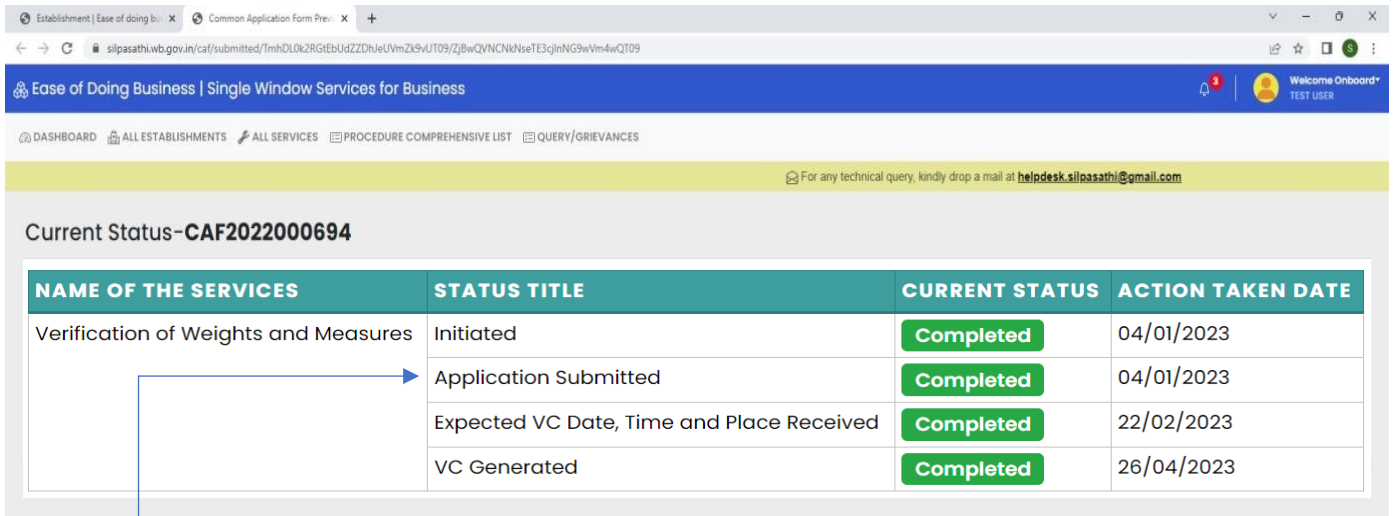

2. Online Payment of fees

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)
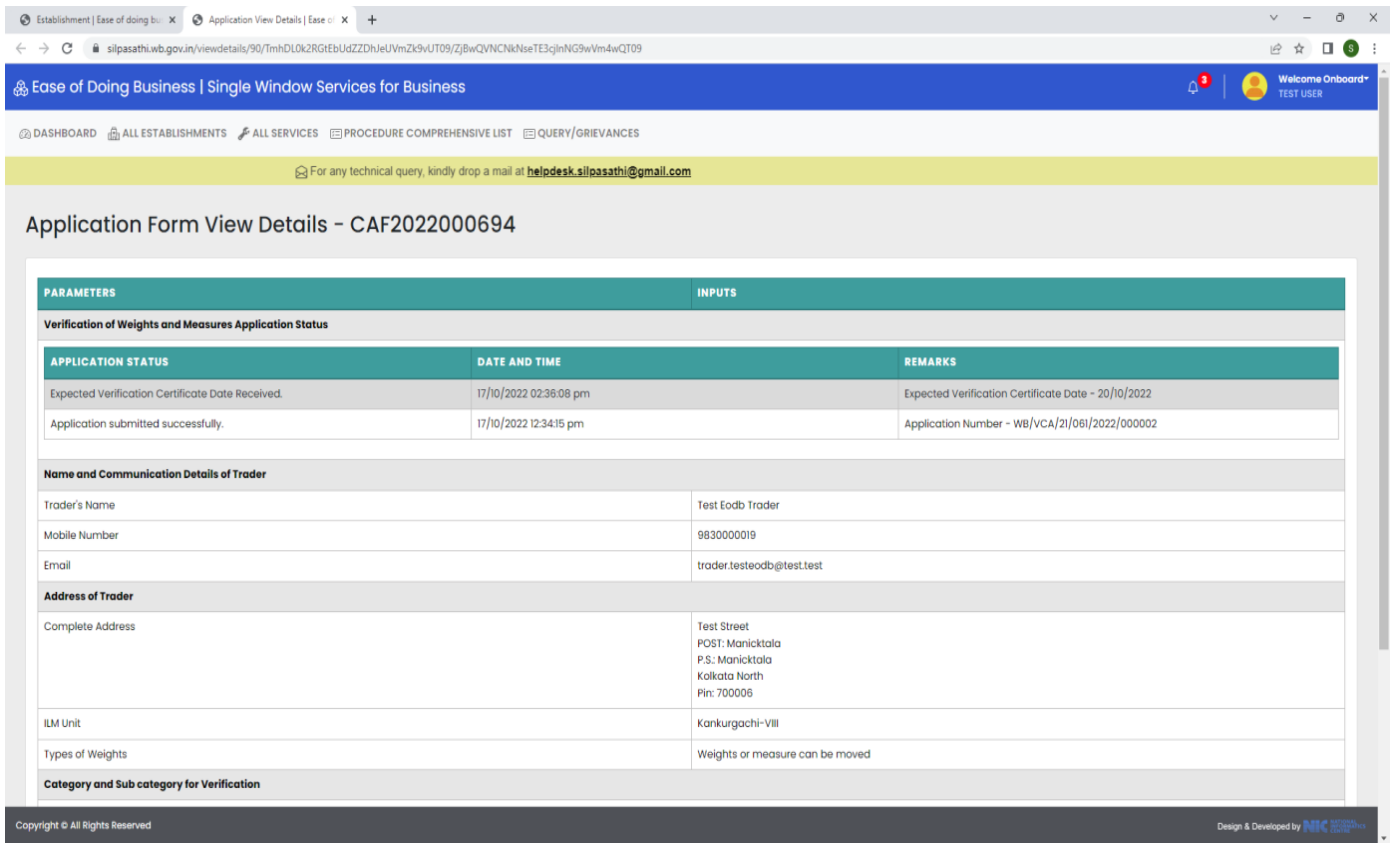
3. Track Status of Application

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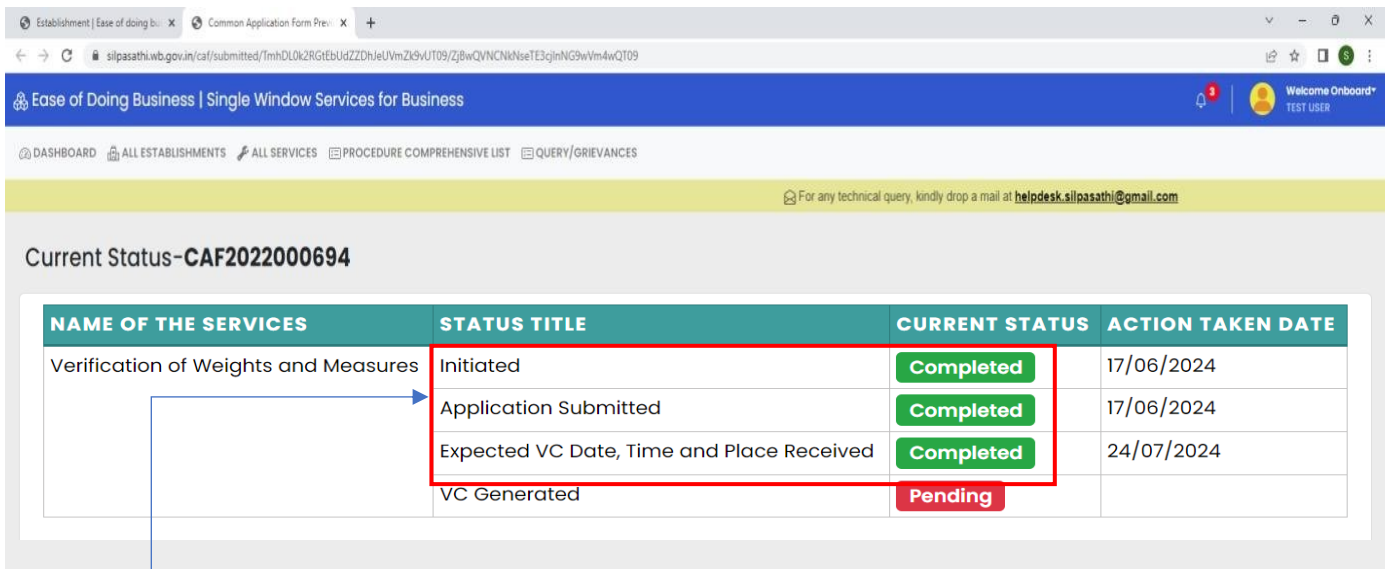
Latest Status updated.

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

sApplicant'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).

Current Status-CAF2022000694

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Verification of Weights and Measures	Initiated	Completed	04/01/2023
	Application Submitted	Completed	04/01/2023
	Expected VC Date, Time and Place Received	Completed	22/02/2023
	VC Generated	Completed	26/04/2023

> Latest status updated

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

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4. Online Download of final approval certificate

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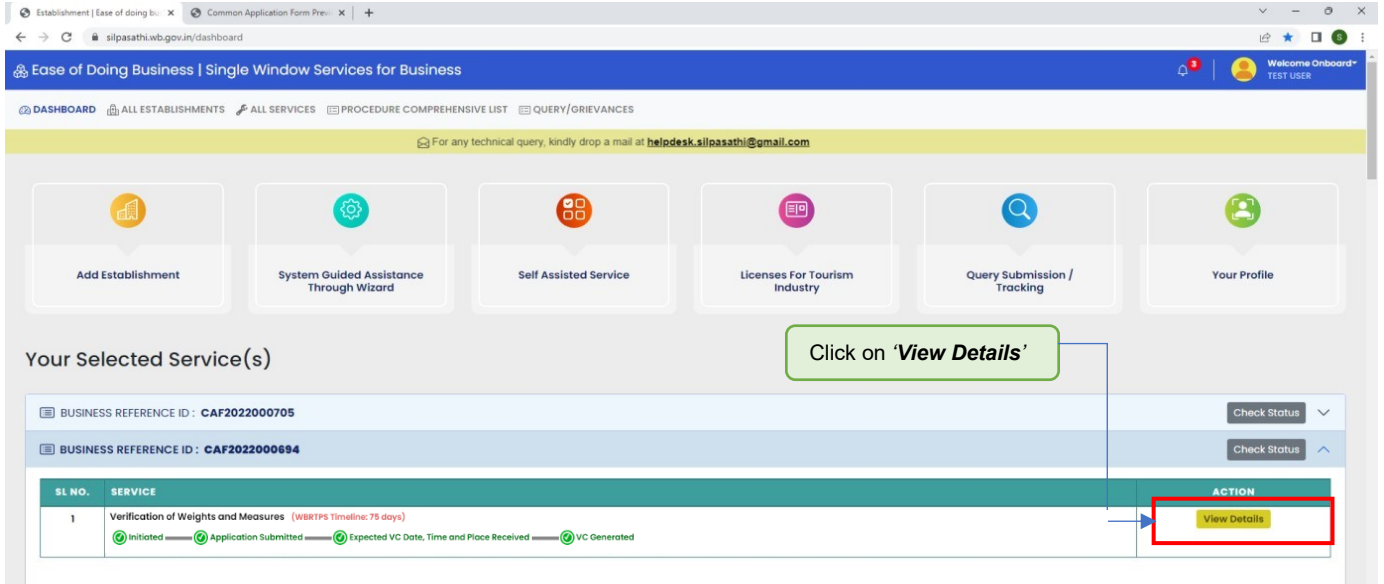
Note: Latest status can be seen any time through Applicant's Dashboard

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.

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Click on **'View'**

The certificate as downloaded.

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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 : Hr▮▮▮▮▮

Verification Certificate Number: WB/0▮▮▮▮▮▮

No: W▮▮▮▮▮

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

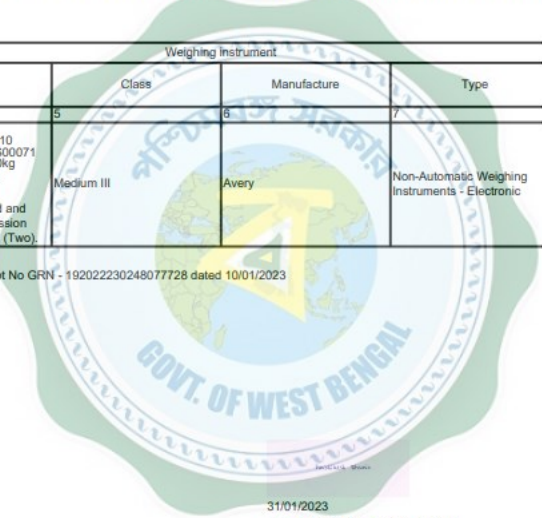| Quantity | Denomination | | Weighing instrument | | | | Measuring instrument | Verification Fee Rs. P. | Carriage, Conveyance adjusting charges etc. |
	Weights	Measures	Capacity	Class	Manufacture	Type			
1	2	3	4	5	6	7	8	9	10
1			Weigh Bridge Model Number : ZM510 Serial Number : 21ES00071 Max Capacity : 60000kg 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

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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: 2023.04.26
17:24:22 IST

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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.
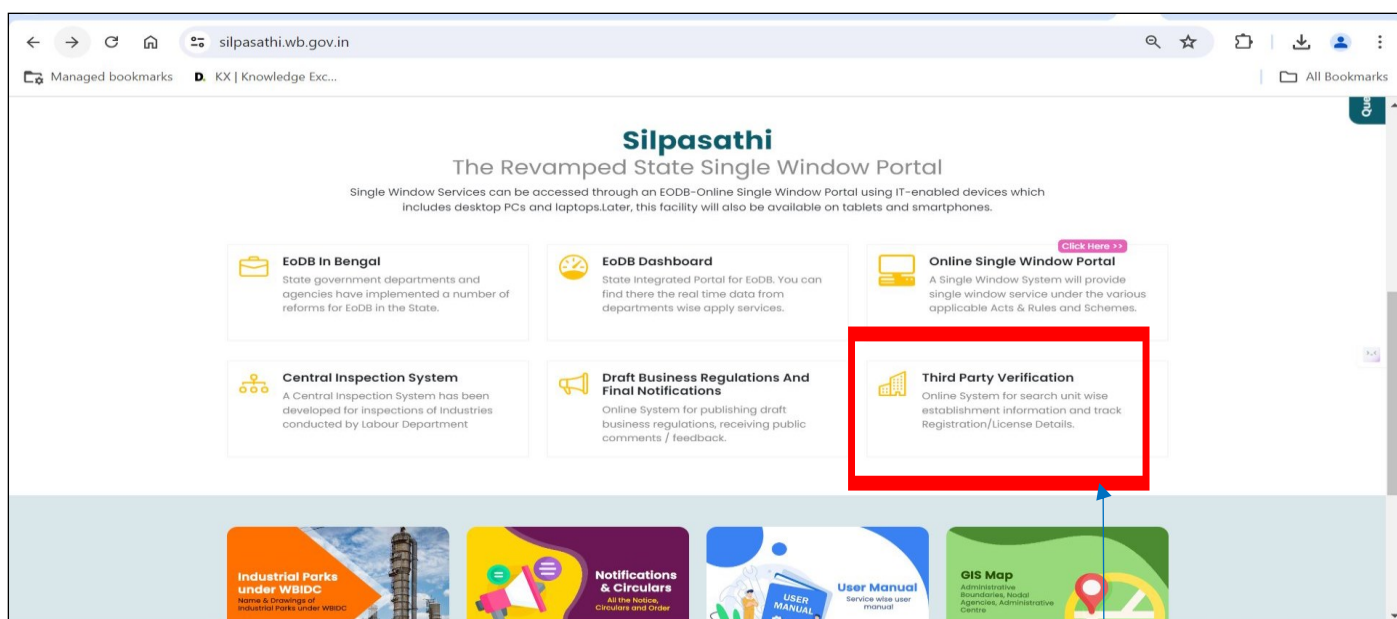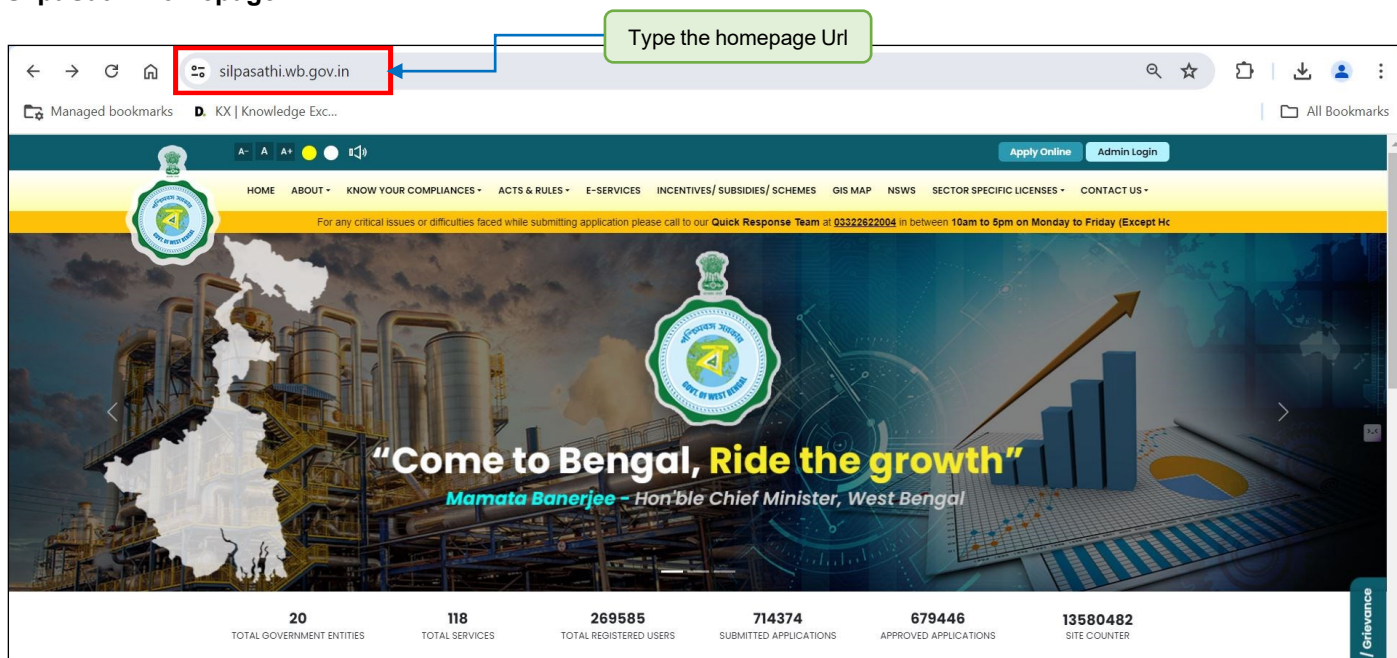
Third party verification process

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

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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 third party can view the details as illustrated below: