



## **Dte of Metrology (Consumer Affairs): Auto-renewal of 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*

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# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>About the Service.....</b>	<b>3</b>
<b>Comprehensive Checklist of Documents to be submitted online .....</b>	<b>3</b>
<b>Timeline (WBRTPS).....</b>	<b>4</b>
<b>Instructions related to the application form .....</b>	<b>5</b>
<b>Application Process through SilpaSathi .....</b>	<b>6</b>
1. <b>Online Application submission along with online submission of documents .....</b>	<b>6</b>
2. <b>Online Fees Payment .....</b>	<b>18</b>
3. <b>Track Status of Application.....</b>	<b>24</b>
4. <b>Online Download of final approval certificate .....</b>	<b>26</b>
5. <b>Third Party verification details .....</b>	<b>28</b>

# User Manual

## Auto-renewal of 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 “**Auto-renewal of 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

**Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs)** allows the license for dealer of weights to be renewed automatically after the required documents are uploaded and the fees are paid. 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.	Specimen Signature	A specimen signature is a copy of a person's handwritten signature that is kept by an organization to verify that other signatures are also written by the same person

## User Manual

### ***Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act***

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#	Documents Required	Detailed Description
2.	Current Trade License	A current trade license is a type of authorization granted to businesses or individuals to operate a specific type of trade or profession
3.	Rent / Ownership	A documentation that establishes the legal right of an individual or entity to own a property
4.	GST	GST Proof or Goods and Services Tax Proof is a crucial document required to prove the payment of GST tax
5.	Income Tax	Income tax is a type of tax levied on an individual's or business's earnings.
6.	Particulars of Stamping Details	The particulars of stamping details typically include the information required for affixing a revenue stamp on a document, such as a court fee or a registration charge.
7.	DCLM Order Sheet of licensing authority in case of additional fees	The DCLM (Data and Communication Licensing Management) Order Sheet is a crucial document issued by a licensing authority to indicate additional fees required for a specific licensing process
8.	Schedule VII	Schedule VII of the Legal Metrology (Enforcement) Rules, 2010 outlines the records and registers those manufacturers, repairers, and dealer of weights and measures
9.	Specimen Signature	A specimen signature is a copy of a person's handwritten signature that is kept by an organization to verify that other signatures are also written by the same person.

## Timeline (WBRTPS)

**Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act has an WBRTPS timeline of 75 days till approval by the authorities.**

## User Manual

### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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### Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	License Number	Enter valid number for license of dealer
2.	Date of Issue	Enter date for issuance of license
3.	Valid upto	Enter validity of license
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.	License Number	Enter valid license number
2.	Select Renewal Periods in Years	Enter renewal period of license
3.	Date of Establishment	Establishment Date means the date on which the Business License of the Company is issued.
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

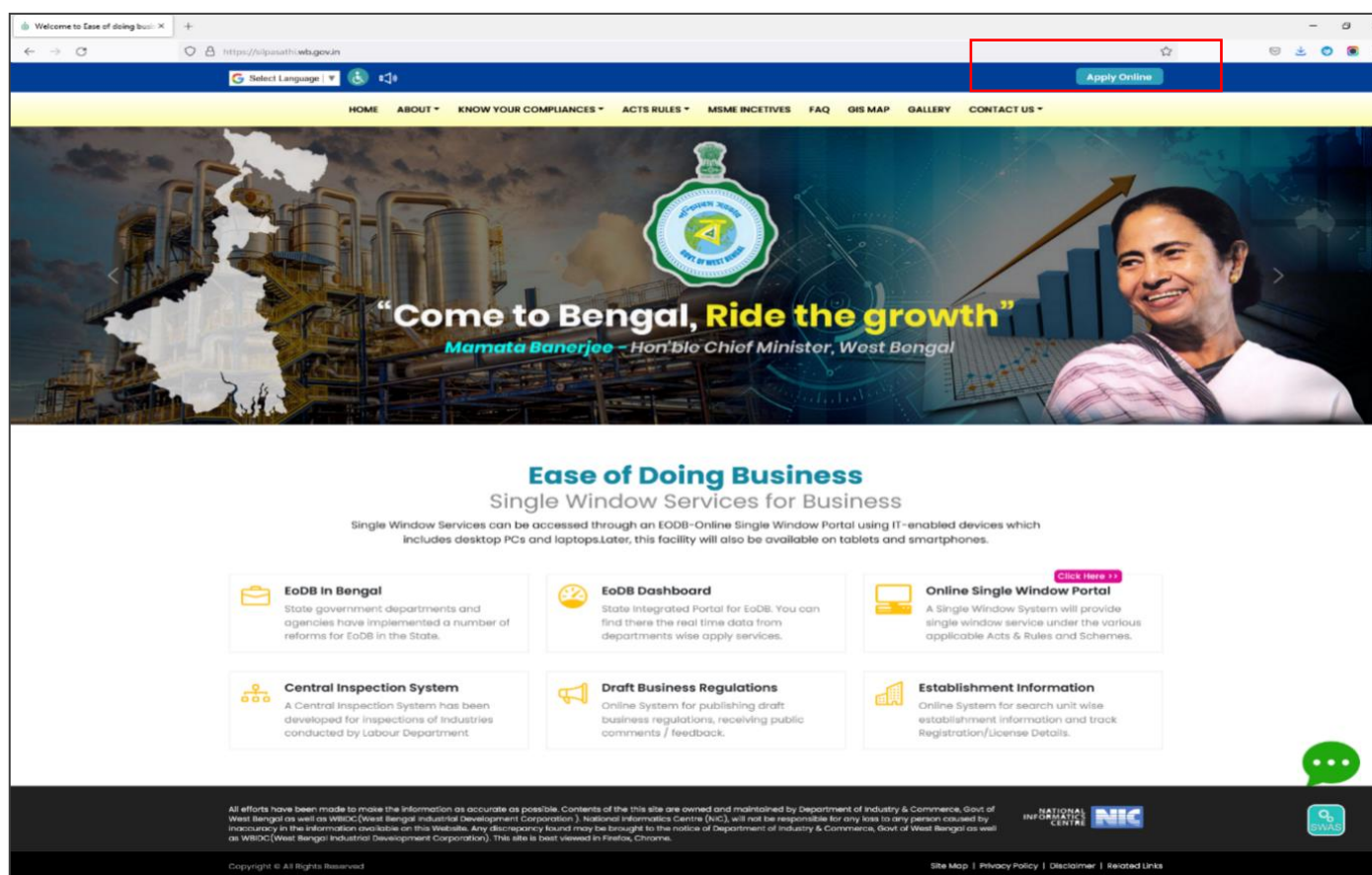
### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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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.

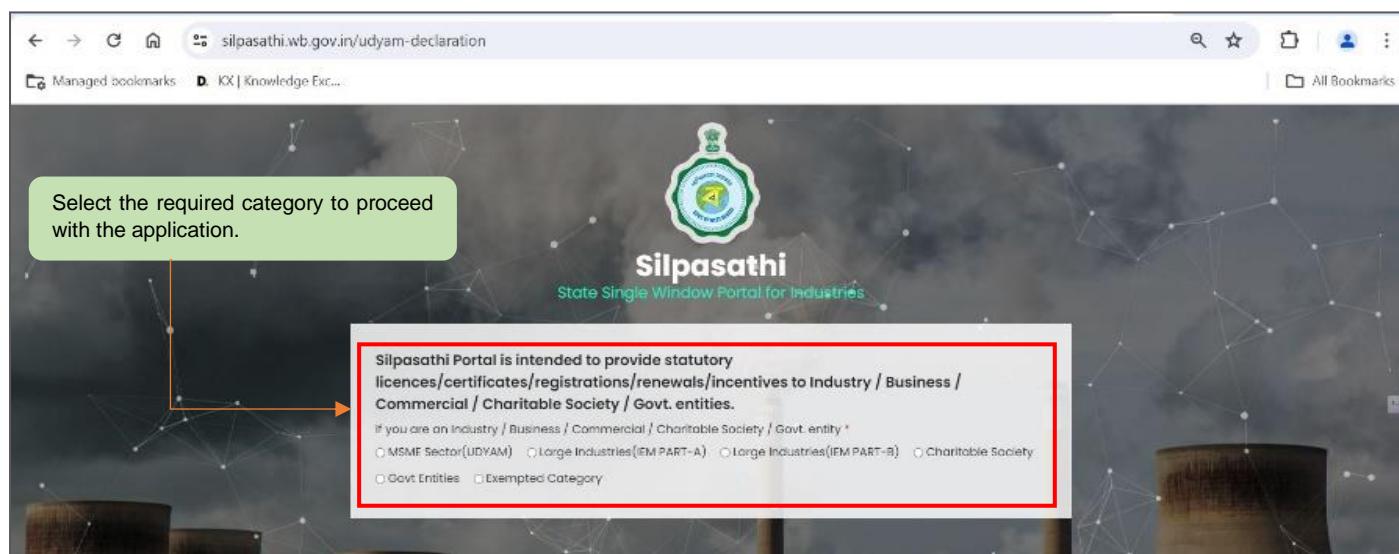


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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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**.

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

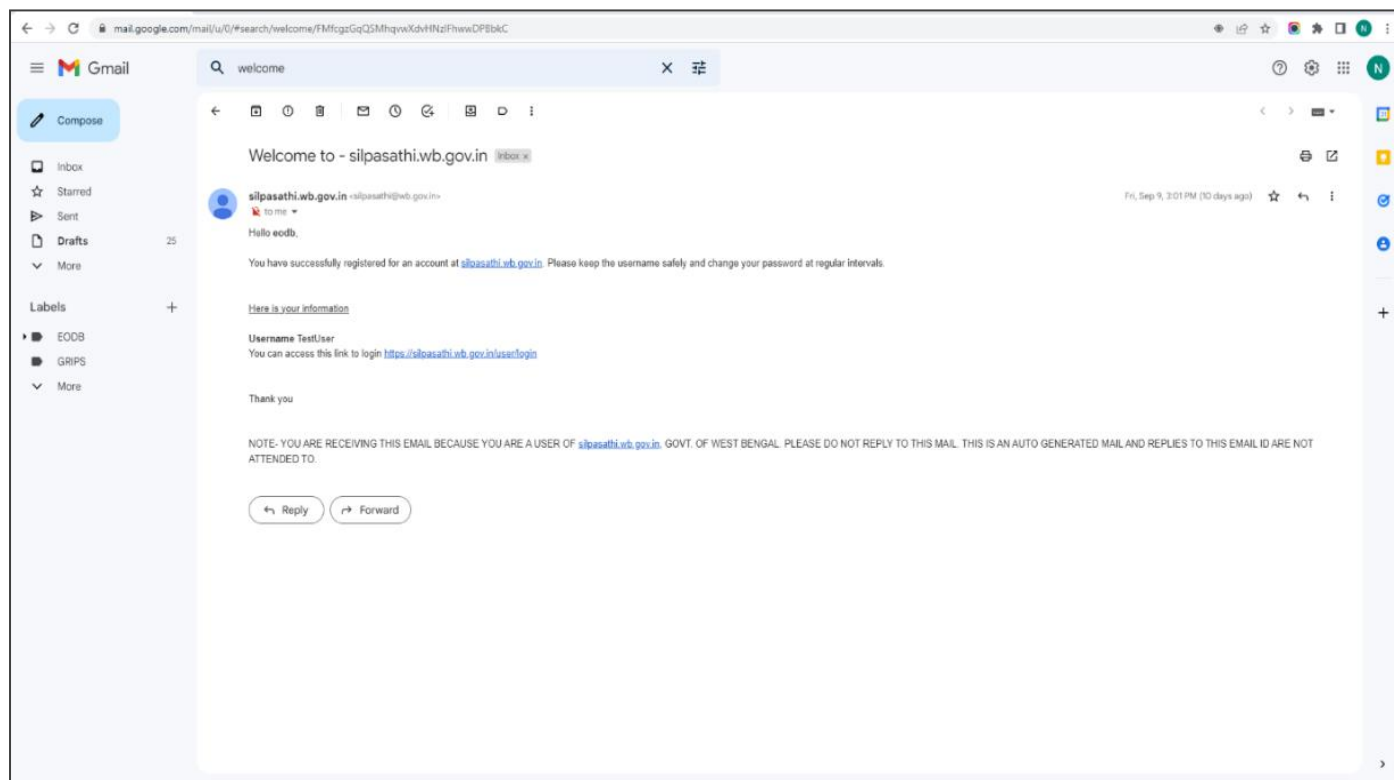
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



## User Manual

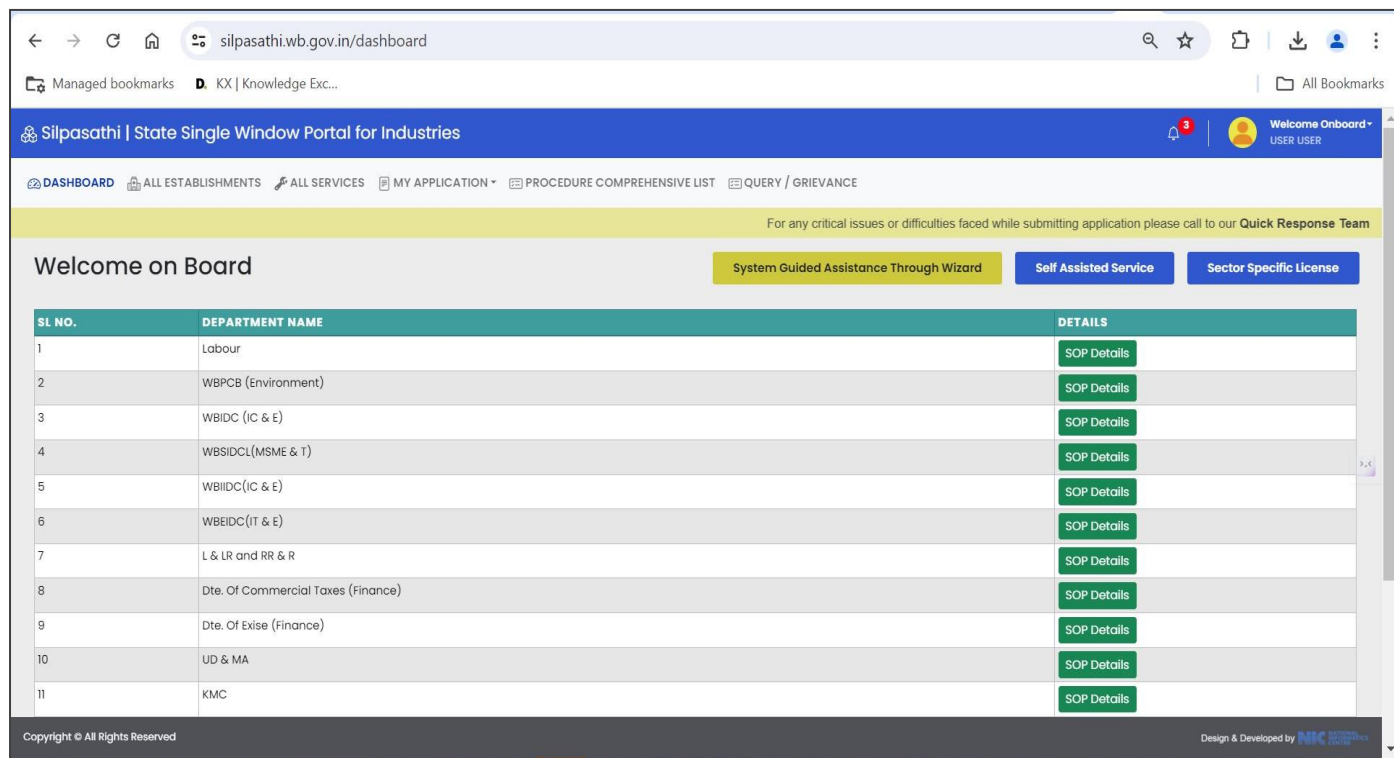
### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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## Online Application submission

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



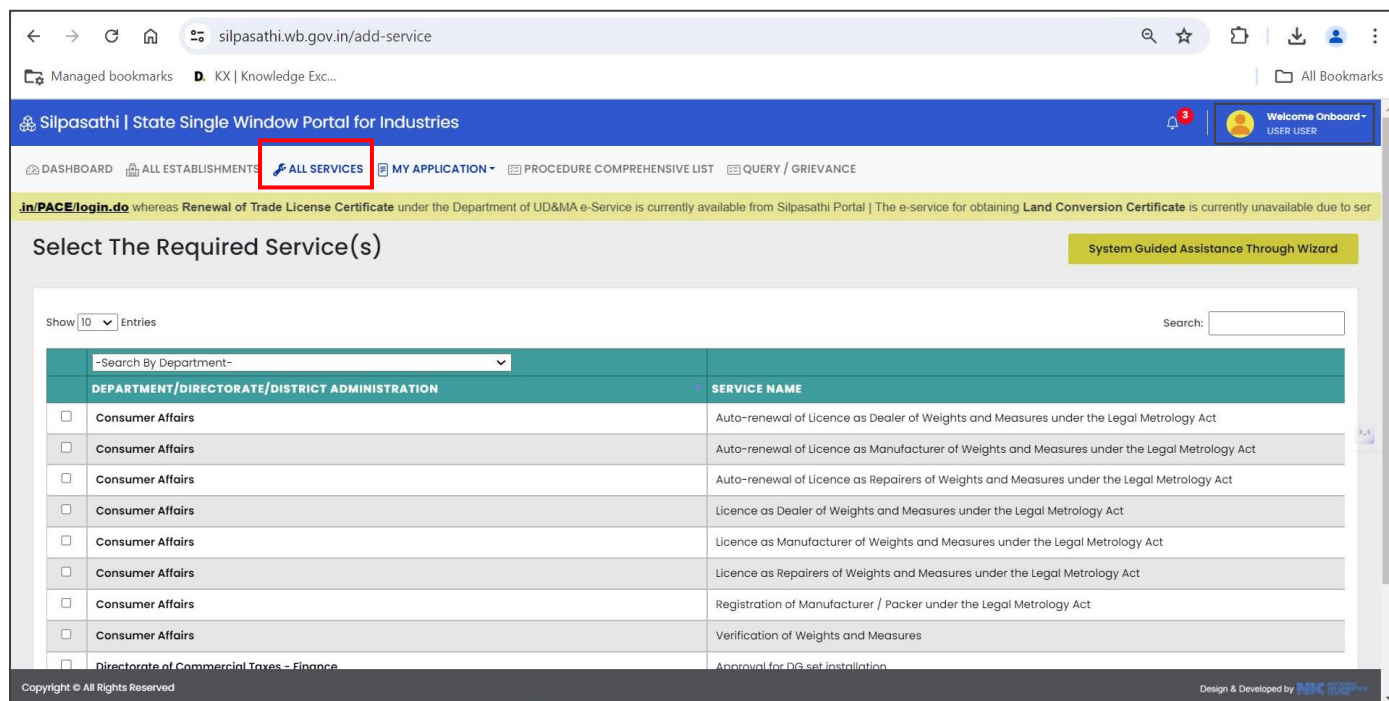


# User Manual

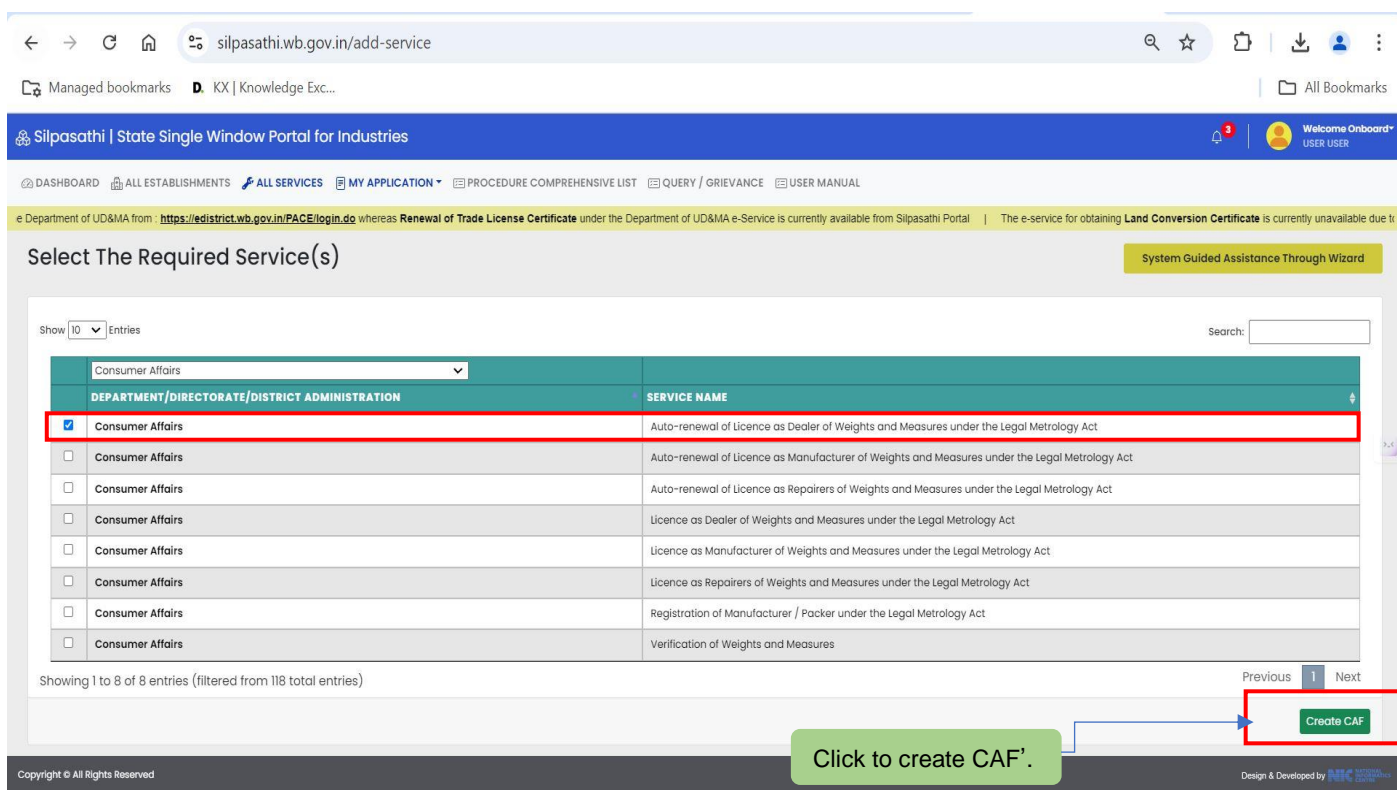
## Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Auto-renewal of License as Dealer of Weights and Measures under the Legal Metrology Act**'



## User Manual

### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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After selecting the service **Auto-renewal of 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.

The screenshot shows the SilpaSathi dashboard at silpasathi.wb.gov.in/dashboard. A green banner at the top says 'CAF ID generated.' and another says 'Click on 'Apply Online' to proceed with the application.' The dashboard has a navigation bar with links like DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. A yellow banner below the navigation bar states: 'J&MA e-Service is currently available from Silpasathi Portal | The e-service for obtaining Land Conversion Certificate is currently unavailable due to server migration and maintenance | For any technical query, kindly drop a mail at gtsilpasathib@gmail.com'. The main content area shows a 'Service Added Successfully' message and a row of service cards: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific License, Query / Grievance Submission / Tracking, and Your Profile. Below these is a section titled 'Your Selected Service(s)' with a red box around the 'Apply Online' button. The service listed is 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act' with a timeline of 75 days. The progress bar shows: Basic Details saved, Document(s) Uploaded, Application Submitted, Accept for Fees Payment, Fees Paid, and Issued. The BUSINESS REFERENCE ID is CAF2023000650.

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' for the service 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act'. The form is titled 'General Information - CAF2023000650' and has a progress bar at the top showing 'Process Start' and '10%'. The form fields include: Licence Number (with a 'Back' button), Date of Issue (format DD-MM-YYYY), and Valid Upto (format DD-MM-YYYY). There is a 'Search' button at the bottom right. The footer of the form says 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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## Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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Common Application Form | Ease of Doing Business | Single Window Services for Business

202.61.117.237/eodbsw/cal/application89/WkFMbmVhNzlkddRUdkdkZMUVVhbnQ0OT09/QzE2bWV6M2JpOTFkcTA3dGQxL111UT09

Welcome Onboard  
SUBHABRATA MUKHERJEE

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

### General Information - CAF2023000650

Process Start 10%

Licence Number \* 19/21/0057/2/2091 Date of Issue \* 18-05-2023 Valid Upto \* 31-12-2023

<< Back Search

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Common Application Form | Ease of Doing Business | Single Window Services for Business

202.61.117.237/eodbsw/cal/application89/WkFMbmVhNzlkddRUdkdkZMUVVhbnQ0OT09/QzE2bWV6M2JpOTFkcTA3dGQxL111UT09

Welcome Onboard  
SUBHABRATA MUKHERJEE

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

### General Information - CAF2023000650

Process Start 10%

#### Communication Details

Name of the establishment/shop/person seeking the licence \* Test Dealer Eodb Twenty Eighth March Email Id \* test\_dealer@testmail.com Mobile No. \* 9830098300

(Please enter the name as per your Trade Licence)

#### Address Of The Establishment

Address Line 1 \* Test Estb Address Dealer Address Line 2 Address Line 2

District \* Kolkata North Police Station \* Burabazar ILM Unit \* 57 - Kankurgachi-IV Post Office \* Burabazar

Pincode \* 700007

#### Company Information

Licence Number \* 19/21/0057/2/2091 Select Renewal Periods in Years \* 4 Date of Establishment \* 19-05-2021

Company Type \*

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## Auto-renewal of 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)

Common Application Form | Easy - X

202.61.117.237/edobosw/cal/application89/WkFMBmVYhZlzc0RlUkd0ZmUVRhQT09/ZjE2bWVhZmVjOTFkTjA3dGQl111U709

12345678910-08-2021

Weights And Measures Information

SL. NO.	CATEGORY NAME	CAPACITY
1	Automatic Gravimetric Filling Instrument	10.2
2	Automatic Rail Weigh Bridges class- 0.2	15.6

Tax Information

Registration Number of Sales Tax \*

147852

Registration Number of Professional Tax \*

562310

Registration Number of Income Tax \*

A45896522633

GST Number \*

19AKUPC2694J25

Import Information

Do you intend to import weights, measures etc. from places outside the State?

Yes

If so, indicate sources of supply

test

Give details of manufacturers trade mark/ monogram and his licence number

test details

Are you intending to import weights and measures etc. from places outside the Country?

-- Select --

To Be Certified By The Applicant(s)

Certified that I/we have read the Legal Metrology Act, 2009 and the West Bengal Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same administrative orders and instructions issued or to be issued thereunder from time to time.

☒ Certified that I/we agree to deposit the Scheduled license fees of Rs.1000 with Government as soon as requested to do so by the Licensing Authority. \*

☒ Certified that all the information furnished above is true to the best of my/our knowledge. \*

☒ Also certified that I/we understand that if any false information or false return is detected I/We will be liable for any punishment as per law. \*

<< Back

Save & Continue >>

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

# User Manual

## Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

Common application form data partially saved.

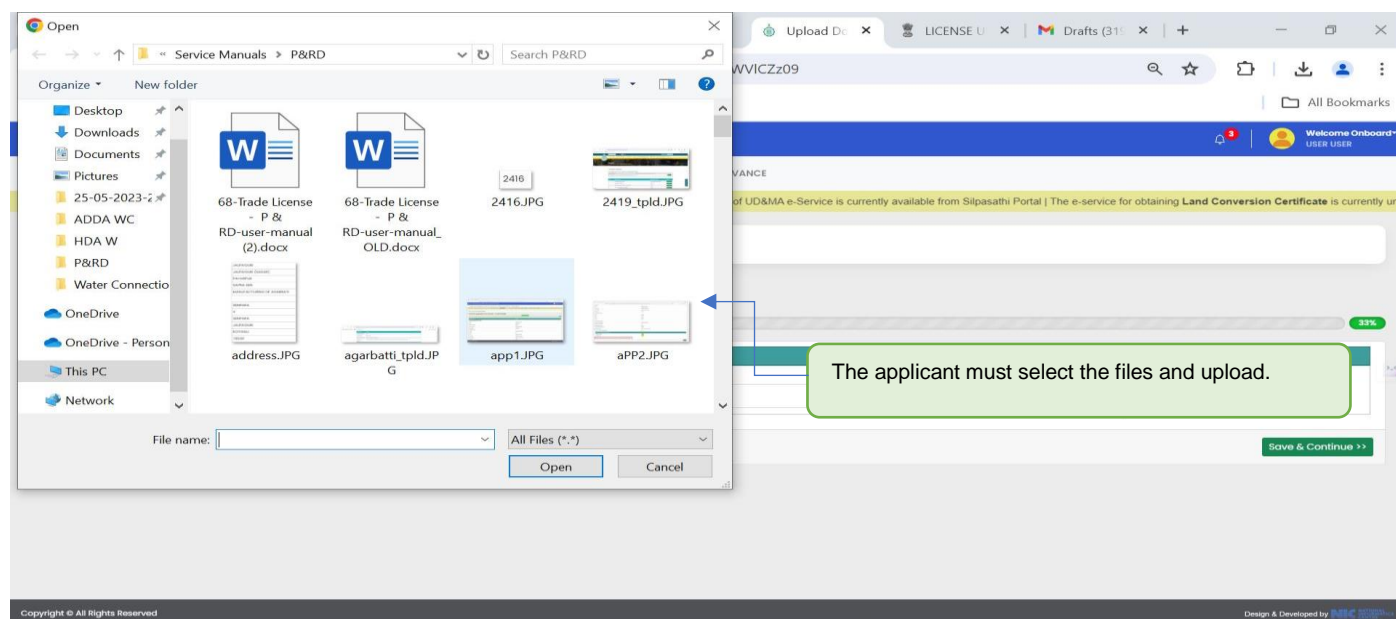
Upload Documents - CAF2023000650

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD
1	Current Trade License Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
2	DCLM Order Sheet of licensing authority in case of additional fees Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
3	OST Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
4	Income Tax Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
5	Rent / Ownership Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
6	Schedule VII Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
7	Specimen Signature Allowed Extensions [jpg jpeg] Allowed File Upload Limit [100 KB]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded

<< Back Save & Continue >>

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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.



## User Manual

### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

Upload Documents | Ease of doing X

202.61.117.237/eodbsw/crf/upload-document/Z/E2bWVVM2/jpOFFkTA3dsQzL111U109

Ease of Doing Business | Single Window Services for Business

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Common application form data partially saved.

Upload Documents - CAF2023000650

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	<b>Current Trade License</b> Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	Get_Started_With_Smallpdf.pdf Remove	
2	<b>DCLM Order Sheet of licensing authority in case of additional fees</b> Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	sample.pdf Remove	
3	<b>GST</b> Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	sample.pdf Remove	
4	<b>Income Tax</b> Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	sample.pdf Remove	
5	<b>Rent / Ownership</b> Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	Get_Started_With_Smallpdf.pdf Remove	
6	<b>Schedule VII</b> Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	sample.pdf Remove	
7	<b>Specimen Signature</b> Allowed Extensions [jpg, jpeg] Allowed File Upload Limit [100 KB]	sample_signature.jpg Remove	

<< Back

Save & Continue >>

Click to continue with the application process.

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



# User Manual

## Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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### Application Form

Common Application Form Preview - X

202.61.117.237/eodboiw/cal/application-preview/Z/E2bWV6M2jpOFFKcTA3dzQxL111UT09/dUzVWmR6bVASL0ySGgzdHweHUUT09

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For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

Documents successfully uploaded.

Documents upload successful.

Common Application Form Preview - CAF2023000650

Almost Completed 87%

PARAMETERS	INPUTS
<strong>Communication Details</strong>	
Name of the establishment/shop/person seeking the licence	Test Dealer Eodb Twenty Eighth March
Email Id	test_dealer@testmail.com
Mobile No.	9830098300
<strong>Complete Address of the Establishment</strong>	
Address Line 1	Test Estb Address Dealer
Address Line 2	Address Line 2
District	Kolkata North
Police Station	Burrabazar
ILM Unit	57 - Kankurgachi-IV
Post Office	Burrabazar
Pincode	700007
<strong>Licence and Company Information</strong>	

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Common Application Form Preview - X

202.61.117.237/eodboiw/cal/application-preview/Z/E2bWV6M2jpOFFKcTA3dzQxL111UT09/dUzVWmR6bVASL0ySGgzdHweHUUT09

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Licence and Company Information

Licence Number	19/21/0057/2/2091
Select Renewal Period in Years	4
Date of Establishment	19-05-2021
Company Type	Company - Private Limited

Name and Address of Proprietor/ Partners/ Directors of the Concern/ Firm/ Company

SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Test Owner		Proprietor	Test address Kol - 700007

Registration Information

Registration Number of current shop/establishment/Municipal Trade licence	123459
Registration Date of current shop/establishment/Municipal Trade licence	10-08-2021

Weights And Measures Information

Category Name	Capacity
Automatic Gravimetric Filling Instrument	10.2
Automatic Rail Weigh Bridges class- 0.2	15.6

Tax Information

Sales Tax	147852
Registration Number of Professional Tax	562310
Current ITR Number	A45896522833
GST Number	19AKUPC2694J125

Import Information

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### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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Common Application Form Preview

202.61.117.237/eodbsw/caf/application-preview/Z/E2bWV6M2jpOTfkTA3dQxL111UT09/dUZ-VWm86bV4SL0y5GgzdHweHlUUT09

Automatic Gravimetric Filling Instrument	10.2
Automatic Rail Weigh Bridges class- 0.2	15.6

**Tax Information**

Sales Tax	147852
Registration Number of Professional Tax	562310
Current ITR Number	A45696522833
GST Number	19AKUPC2694J125

**Import Information**

Do you intend to import weights, measures etc. from places outside the State?	Yes
Indicate sources of supply	test
Give details of manufacturers trade mark/ monogram and his licence number	test details
Are you intending to import weights and measures etc. from places outside the Country?	

**UPLOADED SUPPORTING DOCUMENTS**

Specimen Signature	View
Current Trade License	View
Rent / Ownership	View
Income Tax	View
GST	View
Schedule VII	View
DCLM Order Sheet of licensing authority in case of additional fees	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.

Common Application Form Submitted

202.61.117.237/eodbsw/caf/submitted/f2JxL1A1WExrQD9hZfYpNbaIMVpUQT09/Z/E2bWV6M2jpOTfkTA3dQxL111UT09

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

**Current Status-CAF2023000650**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act		
Basic Details Saved	Completed	
Document(s) Uploaded	Completed	
Application Submitted	Completed	
Accept for fees payment	Completed	
Fees Paid	Pending	
Issued	Pending	

Application status updated.

## User Manual

### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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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.

The diagram illustrates the notification process for application submission. It features two main components: an SMS notification and an email notification, both linked by arrows to a central point.

**SMS Notification:** The SMS message is from 'VM-WBGOVT' and contains the following text: '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'. The time '2:03 pm' is shown at the bottom right of the message.

**Email Notification:** The email is from 'silpasathi.wb.gov.in' and has the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The body text reads: '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'. A note at the bottom states: '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'.

Arrows indicate the flow of information: one arrow points from the SMS notification to the email notification, and another arrow points from the email notification to the central point.

## User Manual

### Auto-renewal of 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. Online Fees Payment

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Pay Now**' option and proceed with the payment procedure. The screenshot below provides an illustration:

### Applicant's Dashboard

The screenshot displays the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'Welcome Onboard SUBHABRATA MUKHERJEE'. The dashboard shows a list of services, with the selected service being 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act'. The progress bar indicates the following steps: Basic Details Saved, Document(s) Uploaded, Application Submitted, Accept for fees payment, Fees Paid, and Issued. The 'Accept for fees payment' step is currently active. A red box highlights the 'Pay Now' button in the 'ACTION' column. A green box highlights the 'Proceed to Pay' button. A green callout box says 'Application status updated.' and another green callout box says 'For proceeding with payment'.

SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days)	Pay Now

For proceeding with payment

Application status updated.

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.

# User Manual

## Auto-renewal of 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)

**Payments Details-CAF2023000650**

**Details of the depositor**

Dept. Payment Reference Number	EOB6070157484617085
CAF Number	CAF2023000650
Name	Subhabrata Mukherjee
Email	subhabrata.mukherjee31@gmail.com
Mobile	8910510660

*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(₹.)
1	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act	Fees for Renewal of Licence	1475-00-106-001-13	400
<b>Total</b>				<b>400</b>

[Proceed to Pay](#)

Click here to proceed with the payment in GRIPS portal.

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.

**GRIPS 2.0**

**Payment**

**Review and Confirmation**

You must complete this step in 4 minutes 56 seconds.

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

**Depositor Details**

Depositor Name	Mobile No.	Email	Address1
Subhabrata Mukherjee	8910510660	subhabrata.mukherjee31@gmail.com	Kolkata

**1. Consumer Affairs → Miscellaneous Service-Other Payment Receipt** ₹400

**Department Details**

Organization Type	Organization Name	Service Name	User Type
Government	Consumer Affairs	Miscellaneous Service-Other Payment Receipt	Citizen
Ref. No.	Identification No.	Period From	Period To
CAF2023000650	01130120231690456075	27/07/2023	27/07/2023
Remarks	On Behalf Of	In Favour Of	
Payment for -Auto-renewal of	Dte. Of Legal Metrology (Consumer	Dte. Of Legal Metrology (Consumer	

# User Manual

## Auto-renewal of 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)

Government Receipt Portal

202.61.117.90/GRIPS/v2/#/g2-payment/external/uid=43622ac0-ebd8-4bf1-a1e9-1cc2a722a687&data1=13b010ea26858e95adb8ac9241877bd877cc43c860137ec1089ef6f940a0c6

Payment for -Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

Dte. Of Legal Metrology (Consumer Affairs)

Dte. Of Legal Metrology (Consumer Affairs)

**Service and Tax Details**

Subservice Name	HoA Description	Head of Account	Amount
Licence Fees	Licence Fees	1475-00-106-001-13	400

**TOTAL** ₹400

Rupees Four Hundred only

Verified and checked

**NEXT**

You must complete this step in 3 minutes 58 seconds.

Go to GRIPS 1.0

List of Integrated Departments

Officers, e-Gov Group

Authorized Banks- Courier Payment

About Us

Search Head of Account

Module-wise Email Address

Authorized Banks- Debit Card

Circulars & Notifications

Verify HoA

Authorized Bank Nodal Officers

SBIePay Banks- Net Banking

Contact Us

Frequently Used HoAs

Authorized Banks- Net Banking

SBIePay Banks- Corporate

Government Receipt Portal

202.61.117.90/GRIPS/v2/#/g2-payment/external/uid=43622ac0-ebd8-4bf1-a1e9-1cc2a722a687&data1=13b010ea26858e95adb8ac9241877bd877cc43c860137ec1089ef6f940a0c6

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

Home

**Payment**

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

You must complete this step in 4 minutes 47 seconds.

Payment Mode \*  
SBI Epay

Pay through \*  
Payment Gateway/Bank

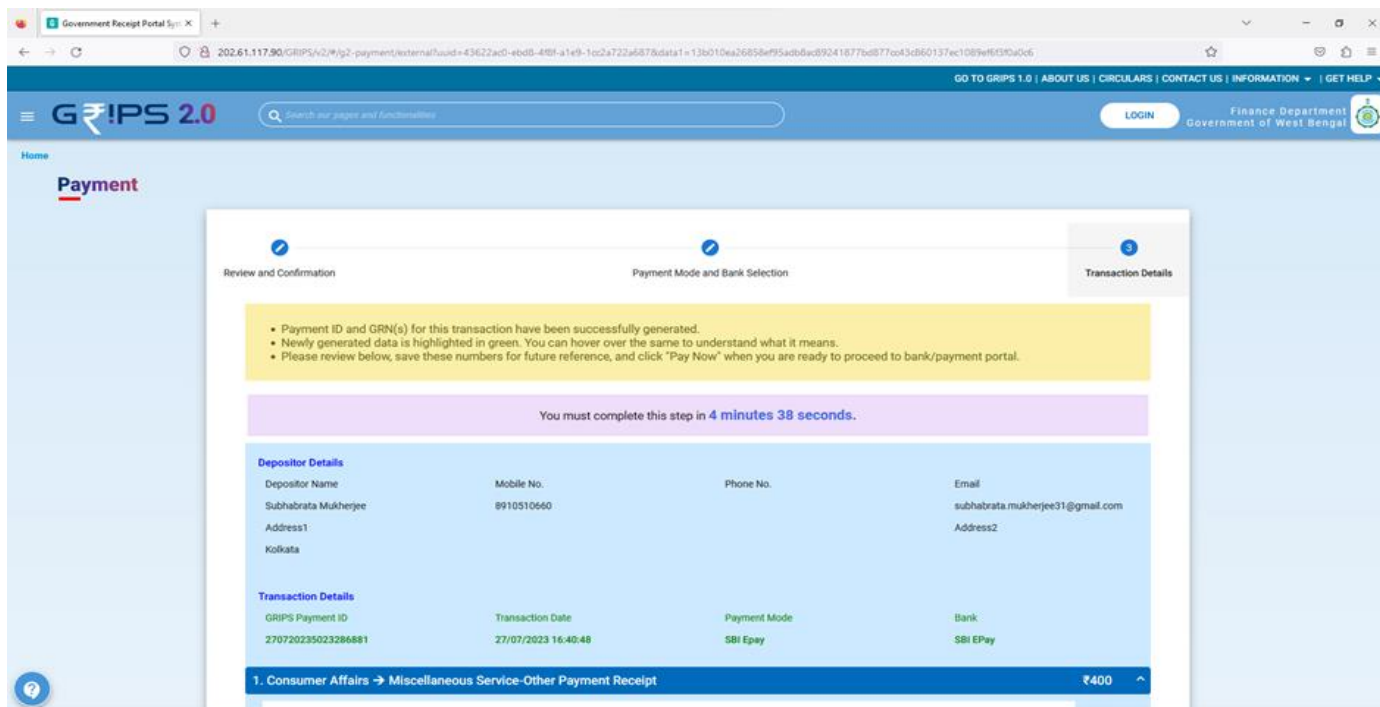
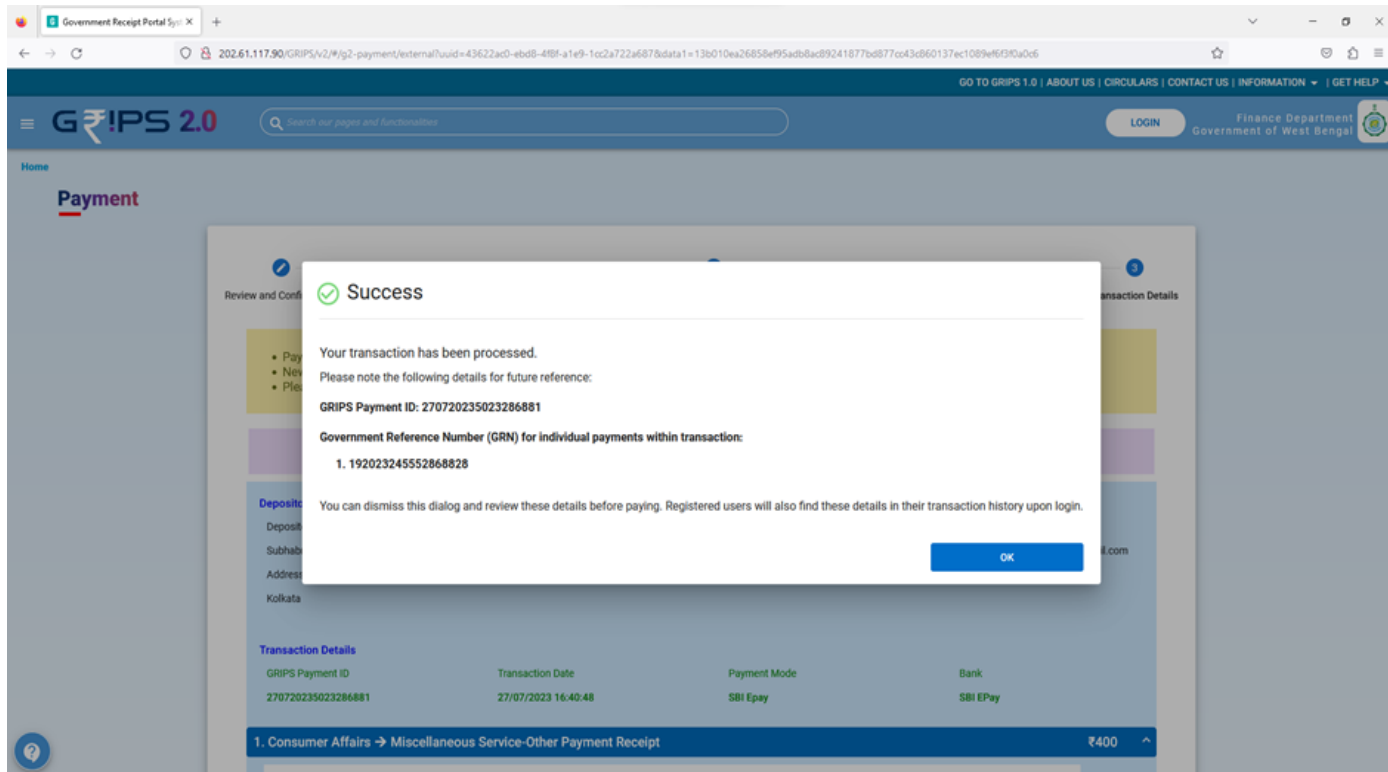
**BACK** **NEXT**



# User Manual

## Auto-renewal of 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)



# User Manual

## Auto-renewal of 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)

Government Receipt Portal

202.61.117.90/GRIPS/v2/#/g2-payment/external?uid=43622ac0-eb08-4bf-a1e9-1cc2a722a687&data1=13b010ea26858ef95adb8ac89241877bd877cc43d860137ec1089e9630da0c6

### 1. Consumer Affairs → Miscellaneous Service-Other Payment Receipt ₹400

<b>GRN Details</b>			
GRN	Organization Type	Organization Name	Service Name
192023245552868828	Government	Consumer Affairs	Miscellaneous Service-Other Payment Receipt
User Type	Ref. No.	Identification No.	Period From
Citizen	CAF2023000650	01130120231690456075	27/07/2023
Period To	Remarks	On Behalf Of	In Favour Of
27/07/2023	Payment for -Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act	Dte. Of Legal Metrology (Consumer Affairs)	Dte. Of Legal Metrology (Consumer Affairs)
8	SBI Epay		

<b>Service and Tax Details</b>			
Subservice Name	HoA Description	Head of Account	Amount
Licence Fees	Licence Fees	1475-00-106-001-13	400

**TOTAL ₹400**  
Rupees Four Hundred only

You must complete this step in 4 minutes 11 seconds.

[CANCEL](#) [PAY NOW](#)

202.61.117.90/GRIPS/v2/#/g2-paymentresult?paymentId=100520235023275331

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

**G!PS 2.0** Search our pages and functionalities LOGIN Finance Department Government of West Bengal

### Transaction Status

**TRANSACTION MESSAGE**  
✓ Payment successful!  
Payment ID: 100520235023275331  
Amount: ₹500 (Rupees Five Hundred only)  
[VIEW CHALLAN DETAILS](#) [DOWNLOAD CHALLAN](#)

Please wait, redirecting to department portal in 8 seconds...

Session expired or invalid. Please login to try again. [OK](#)

## User Manual

### Auto-renewal of 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)

SBlePay

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

Order Summary

Order No.: 192022230131850808

Merchant Name: GRIPS Finance Dept West Bengal

Amount: 500.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

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...

## User Manual

### Auto-renewal of 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 subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.

Common Application Form Preview

202.61.117.237/eodbsw/caf/submitted/b2jstL1A1WEKrQ9hZfPnBk8MVpUQT09/Z/E2bWV6M2jPOTfAcIA3dQzL111U109

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD  
SUSHABRATA MUKHERJEE

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

Current Status-CAF2023000650

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act		
Basic Details Saved	Completed	
Document(s) Uploaded	Completed	
Application Submitted	Completed	
Accept for fees payment	Completed	
Fees Paid	Completed	
Issued	Pending	

Latest Status updated.

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### 3. Track Status of Application

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

#### Applicant's Dashboard

Establishment | Ease of doing business

202.61.117.237/eodbsw/dashboard

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD  
SUSHABRATA MUKHERJEE

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Sector Specific Approval Query Submission / Tracking Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID: CAF2023000650

Check Status

SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days) Basic Details Saved Document (s) Uploaded Application Submitted Accept for fees payment Fees Paid Issued	View Details

BUSINESS REFERENCE ID: CAF2023000647 Check Status

BUSINESS REFERENCE ID: CAF2023000639 Check Status

BUSINESS REFERENCE ID: CAF2023000433 Apply Online

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

## User Manual

### Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

Common Application Form Preview: X

202.61.117.237/eodboss/caf/submitted/WkFMbmVyNzIldldORUldkdZMU/VRn-QT09/QE2bWVVMZjIjOTFkcTA3dGQxL111UT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD  
SUBHABRATA MUKHERJEE

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

**Current Status-CAF2023000650**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act		
Basic Details Saved	Completed	
Document(s) Uploaded	Completed	
Application Submitted	Completed	
Accept for fees payment	Completed	
Fees Paid	Completed	
Issued	Completed	

Latest status updated.

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

## User Manual

### Auto-renewal of 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)

#### 4. Online Download of final approval certificate

##### Applicant's Dashboard

Click on 'Download Certificate'

SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act (WBTPS Timeline: 75 days) Basic Details Saved Document(s) Uploaded Application Submitted Accept for fees payment Fees Paid Issued	Download Certificate

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

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

Application Form View Details – CAF2023000650

PARAMETERS	INPUTS	
<b>Renewal Licence as Dealer of Weights and Measures Application Status</b>		
APPLICATION STATUS	DATE AND TIME	REMARKS
Licence Renewed	27/07/2023 04:52:24 pm	
Submitted	27/07/2023 04:43:38 pm	
Payment done successfully.	27/07/2023 04:43:34 pm	
Accept for Fees Payment.	27/07/2023 04:33:08 pm	
Application submitted successfully.	27/07/2023 04:33:07 pm	
Documents uploaded successfully.	27/07/2023 04:33:06 pm	
Application saved successfully.	27/07/2023 04:33:05 pm	

Renewal Licence Information & Certificate	
Licence Certificate	Licence Certificate
Licence No.	18/21/0057/2/00132
Licence Validity	From - 01/01/2024 To 31/12/2027
Application Number	WB/21/0057/2/00132



# User Manual

## Auto-renewal of 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)

The screenshot displays a web browser window with the URL [silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRlX2NlcnRpZmJjYXRlc19kZXRhWxz/ZG9jdW1lbn...](http://silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRlX2NlcnRpZmJjYXRlc19kZXRhWxz/ZG9jdW1lbn...). The page title is "Online NOC". The main content area shows a document titled "FORM 11 [ See rule 58(2) ]". The document details include:

- Name Of District: JALPAIGURI
- Name Of Block: JALPAIGURI (SADAR)
- Name Of Gram Panchayat: PAHARPUR
- Trade Registration No.: 2419
- Trade Registration Date: 08-Jul-2024
- Trade Registration Certificate issue No.: 1
- Issue Date: 08-Jul-2024
- Trade Registration Certificate issued for the period of: 2024-2025, 2025-2026, 2026-2027
- To: SAPNA SEN
- (Name of Proprietor/Director)
- Full Address: VILLAGE: SENPARA, PARA: SENPARA, POLICE STATION: KOTWALI, POST OFFICE: SENPARA, MOUZA: 12, DAG: 12, PIN NO: 735101
- Gram Sansad/ Part No: SEN
- Description of Trade: STATIONERY GOODS
- Gram panchayat acknowledges a sum of: Rs. 150 (Rupees One Hundred and Fifty Only)
- From: MANUFACTURING OF AGARBATTI
- (Name of Trade)

The document also includes a statement: "Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later in, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect."

At the bottom, it states: "This Certificate is Electronically Generated".

Below the certificate, there is a note: "N.B. Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time. Ref: Application Docket No. SSXOCG/09998769N. <https://silpasathi.wb.gov.in/>"

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

The illustration shows a document titled "SCHEDULE - III [see rule 11 (3)] Licencing Form FORM LD-3". It is issued by the "Government of West Bengal" and the "OFFICE OF THE CONTROLLER OF LEGAL METROLOGY". The document is a "LICENCE TO A DEALER IN WEIGHTS, MEASURES, WEIGHING INSTRUMENTS OR MEASURING INSTRUMENTS".

Licence No: 19/21/10057/2/2091 Year 2023

1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to Test Dealer Eodh Twenty Eighth March (Name and address of party or parties) Company - Private Limited

Name: Test Owner, Designation: Proprietor, Address: Test address Kol - 700007.

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

Automatic Gravimetric Filling Instrument, Capacity : 10.2  
Automatic Rail Weigh Bridges class-0.2, Capacity : 15.6

2. The licence is valid for the party named above in the respect of his premises located at Test Estb Address Dearer, Address Line 2, Police Station: Burrabazar, Post Office: Burrabazar, District: Kolkata North, Pin: 700007

3. The licence is valid from 18/05/2023 To 31/12/2023

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: 27/07/2023  
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 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.

Signature Not Verified  
Digitally signed by DEPUTY CONTROLLER OF LEGAL METROLOGY  
Date: 2023.07.27 18:26:48 UTC

## User Manual

### Auto-renewal of 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.

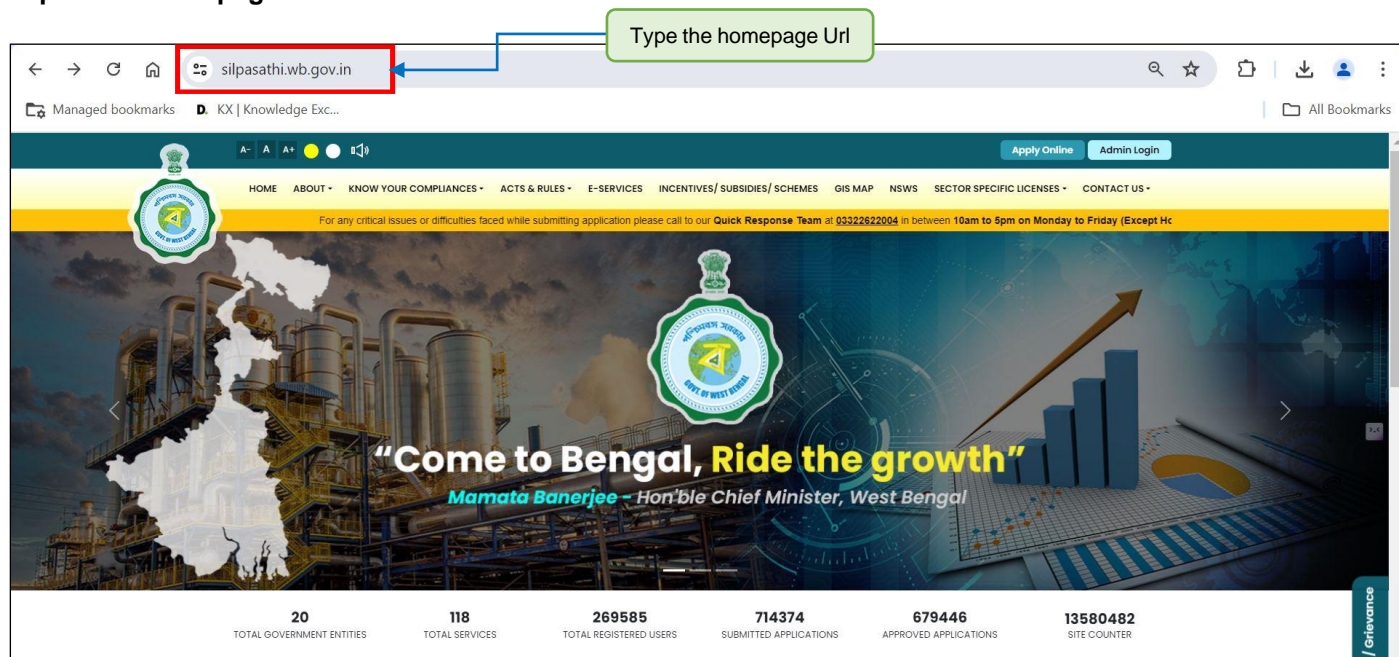
### Third party verification process

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):

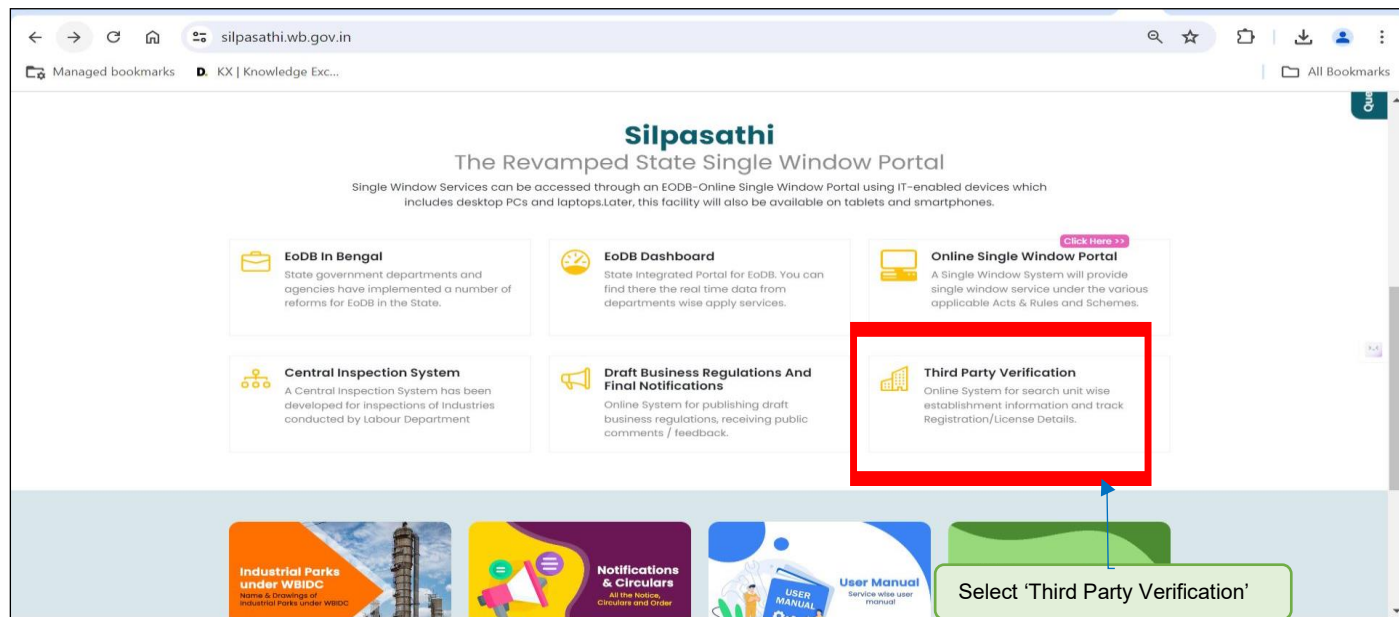
### SilpaSathi Homepage



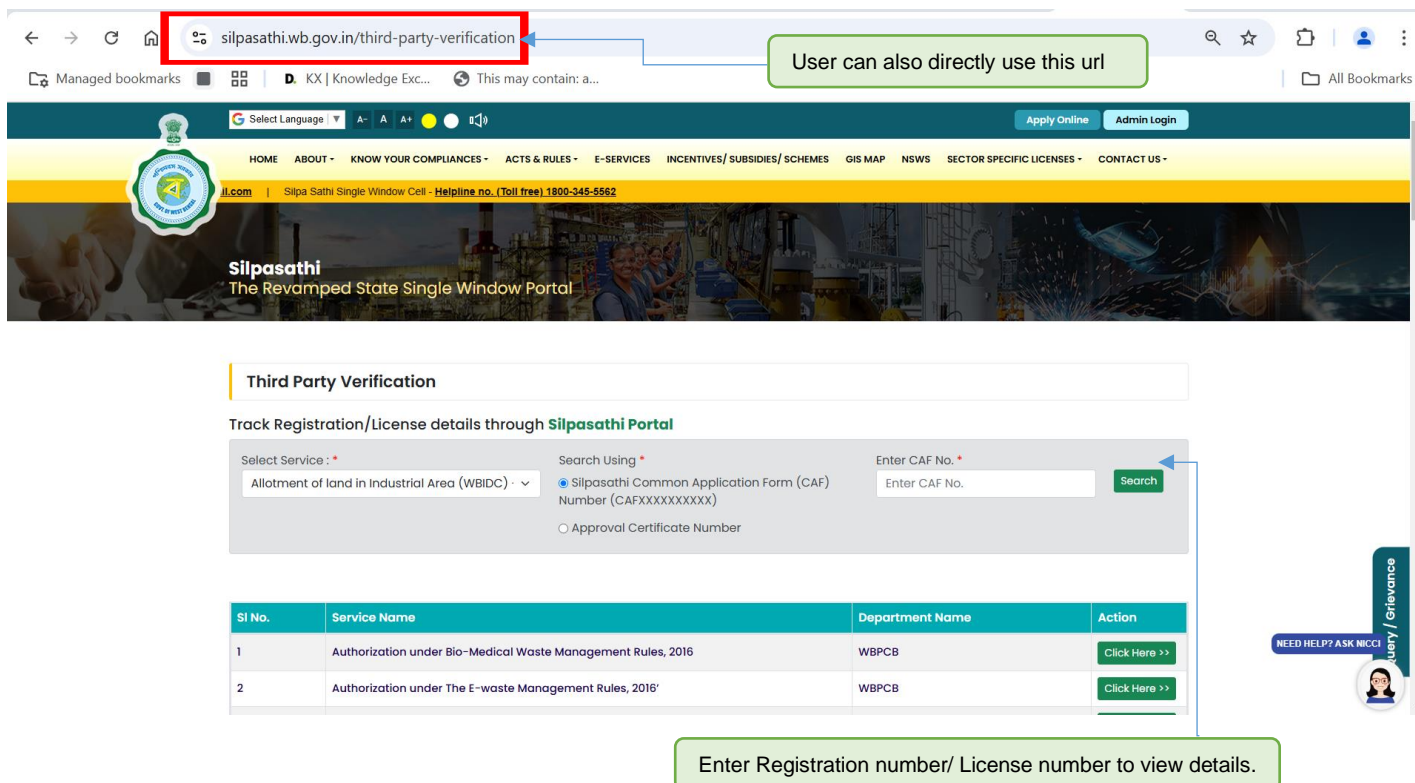
## User Manual

### Auto-renewal of 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)



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.



## ***Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act***

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

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