



Dte of Metrology (Consumer Affairs):

**Auto-renewal of
Licence as
Manufacturer of
Weights and
Measures under the
Legal Metrology**

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

User Manual

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

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

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	4
Instructions related to the application form	4
Application Process through SilpaSathi	6
1. Online Application submission along with online submission of documents	6
2. Online Fees Payment.....	18
3. Track Status of Application.....	24
4. Online Download of final approval certificate.....	25
5. Third Party verification details	28

User Manual

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

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

Introduction

This document is intended to serve as a User Manual for grant of the service **"Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act"** by **Dte of Metrology (Consumer Affairs), Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

A manufacturer license for legal metrology is a mandatory requirement for companies engaged in the manufacturing of weights and measures within India. **Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs)** allows the license to be automatically renewed after the required documents are uploaded and the renewal 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 (only two 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 Manufacturer 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.	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.	Details of Production and Sales in the Last 5 Years	Details of Production and Sales

Timeline (WBRTPS)

Auto-renewal of Licence as Manufacturer 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.	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

User Manual

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

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

Sl. No.	Field Name	Instructions
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

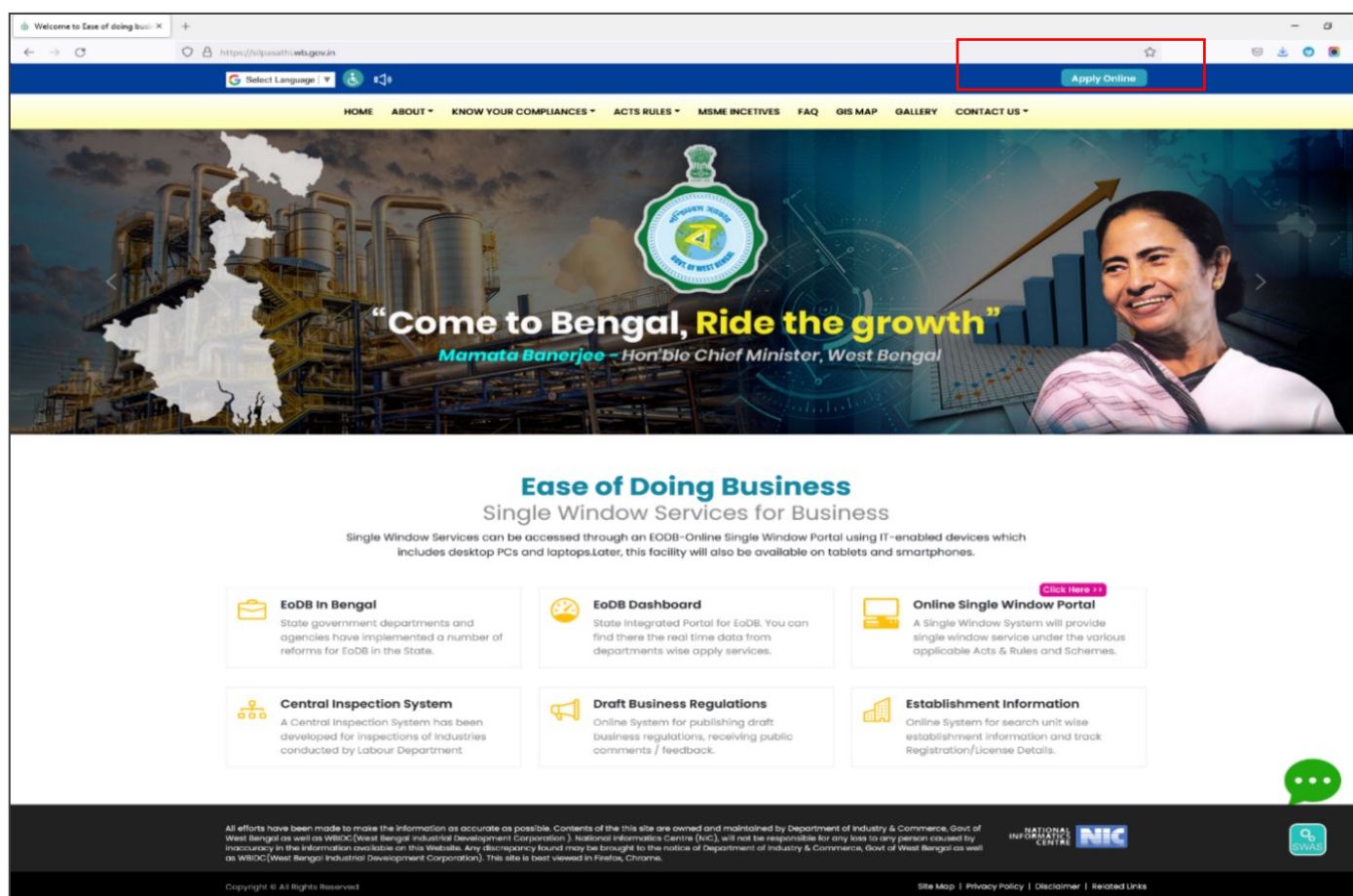
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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

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

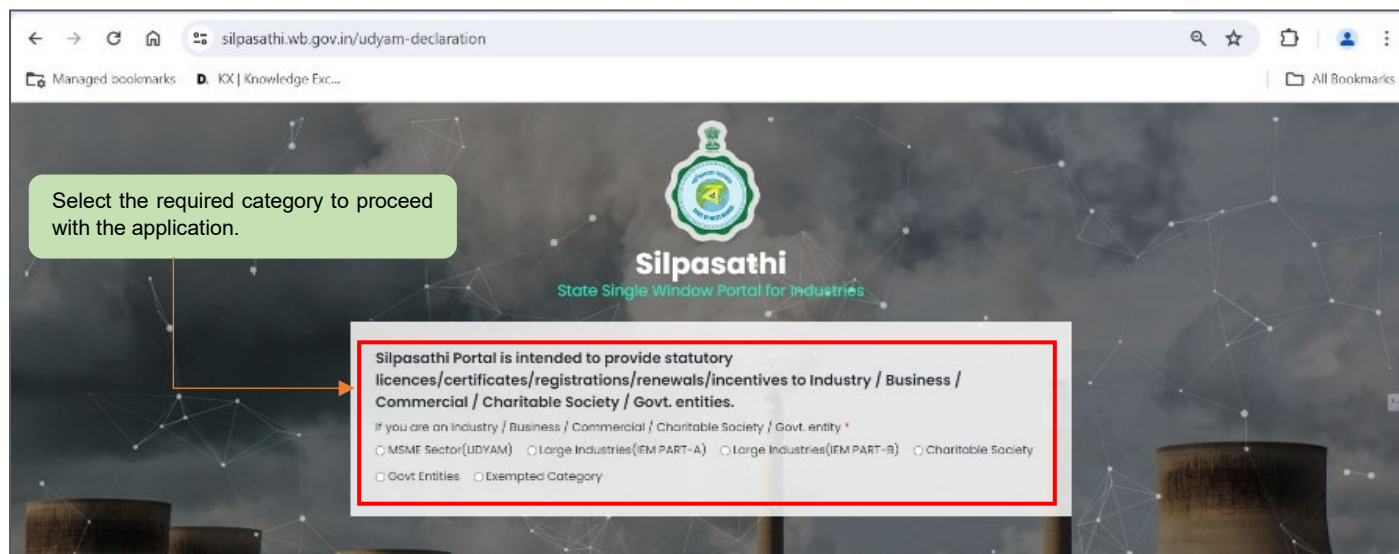


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

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

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



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**.

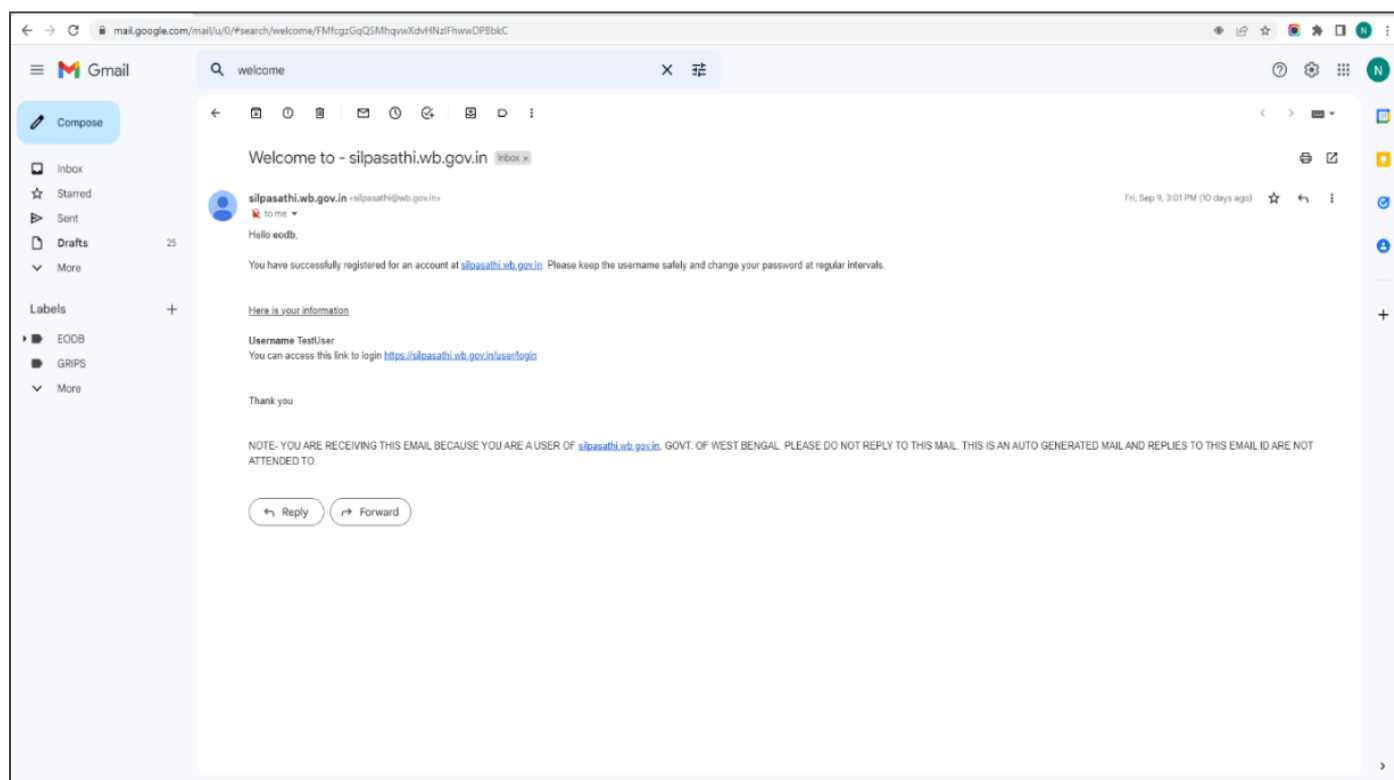
The screenshot shows the 'User Registration' form. The form is titled 'User Registration' and is located on the right side of the page. The background of the page features a large image of industrial smokestacks. On the left side of the page, there is a logo for 'Ease of Doing Business' and the text 'Single Window Services for Business' and '"To Ride the growth, register your service"'. The form fields include: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), a text input field for the username (containing 'sudhansu'), a password input field, and a 'Confirm Password' field. Below the form fields, there is a 'Register' button. At the bottom of the form, there is a link that says 'Already have an account? Sign In'. The footer of the page contains the text '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

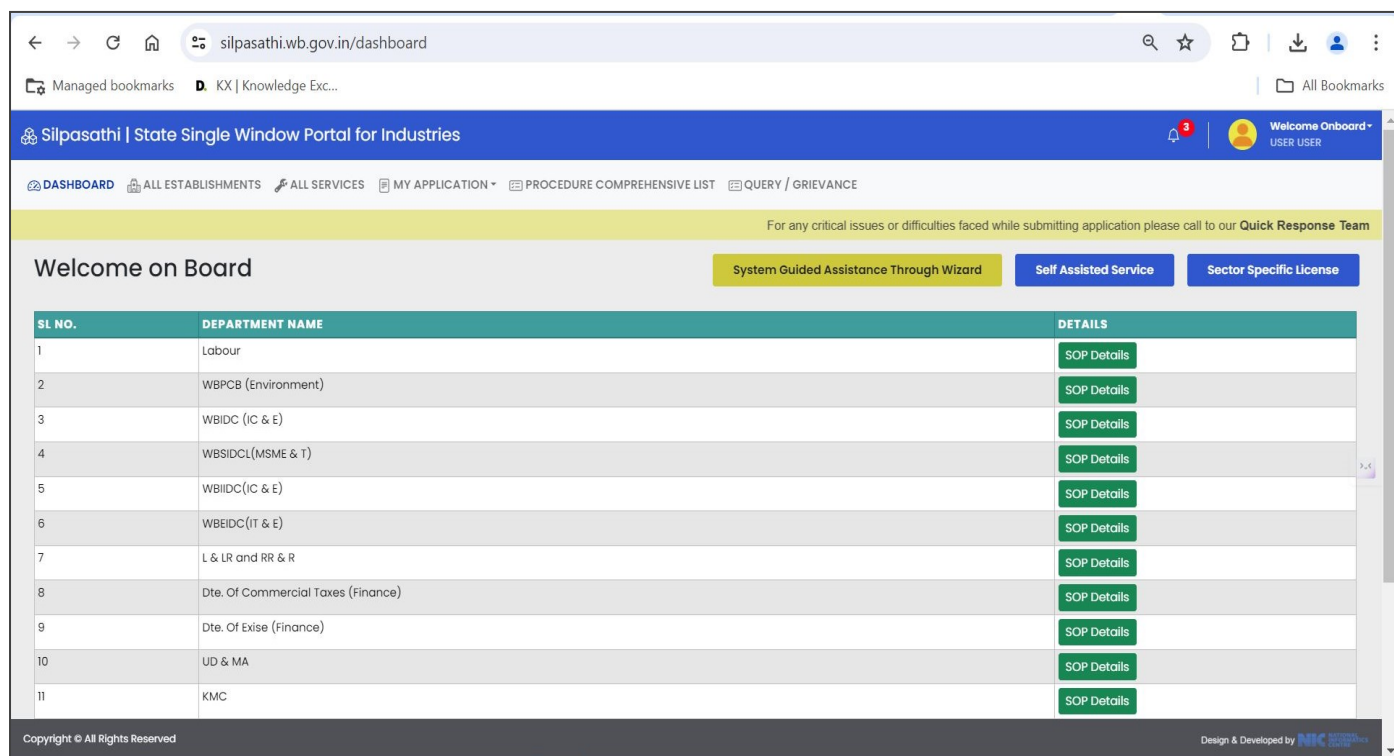
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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.

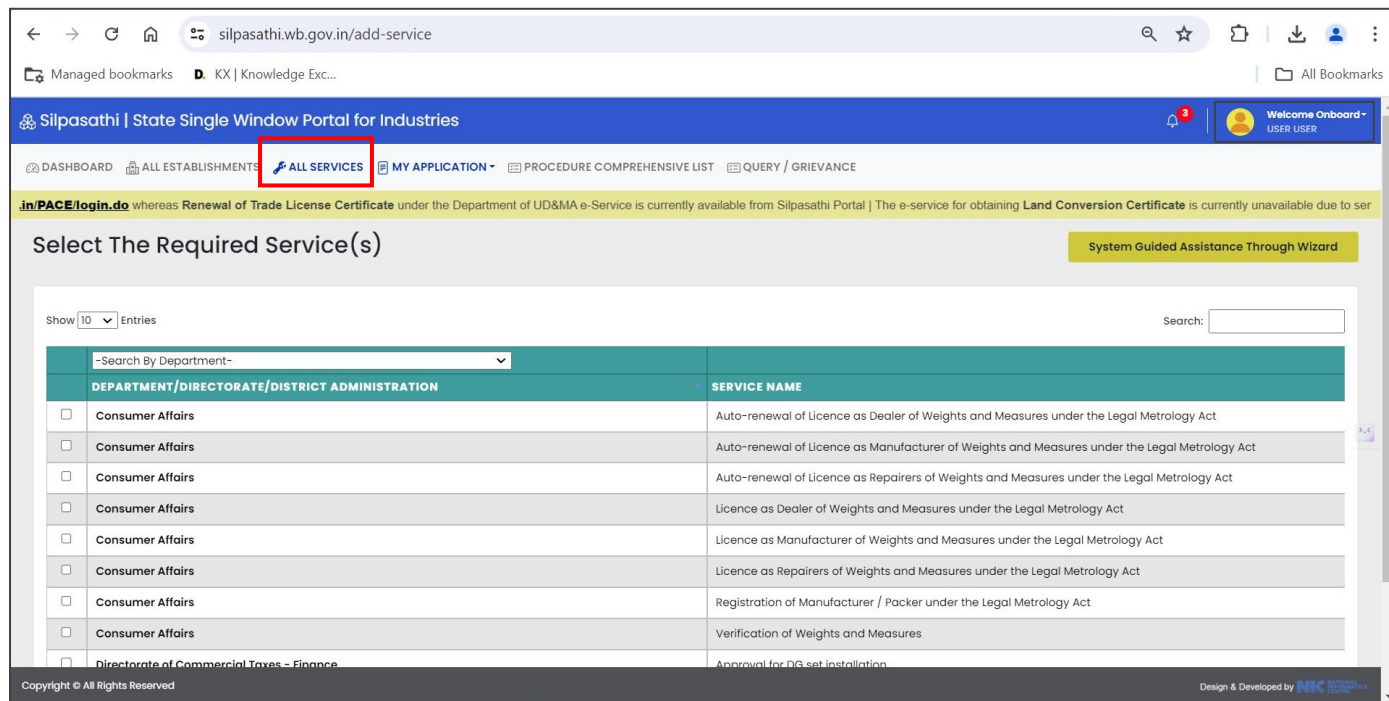


User Manual

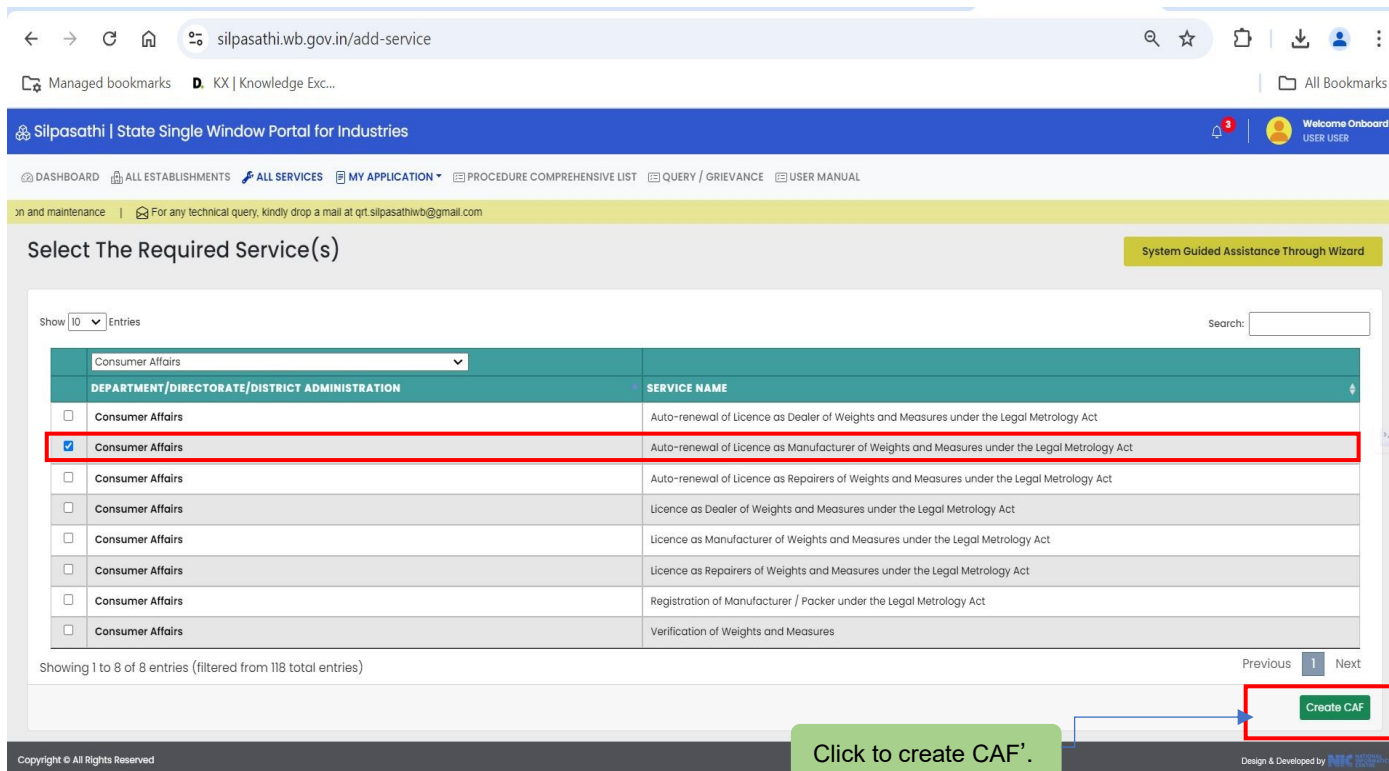
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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

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 Manufacturer of Weights and Measures under the Legal Metrology Act**



User Manual

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

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

After selecting the service **Auto-renewal of License as Manufacturer 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 with a green banner at the top stating 'CAF ID generated.' and a green box with the instruction 'Click on 'Apply Online' to proceed with the application.' The dashboard includes a navigation bar with 'Silpasathi | State Single Window Portal for Industries' and a user profile section. Below the navigation bar, there are several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. A section titled 'Your Selected Service(s)' displays a table with the following data:

SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Manufacturer 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	Apply Online

Below the table, there is a section for 'BUSINESS REFERENCE ID : CAF2023000193' and another for 'BUSINESS REFERENCE ID : CAF2024748462'. The footer of the dashboard includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIK'.

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 main application form for the Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act. The form is titled 'General Information - CAF2023000193' and includes a progress bar at the top. The form fields are:

- Licence Number *
- Date of Issue *
- Valid Upto *

There are 'Back' and 'Search' buttons at the bottom of the form. The footer of the form includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIK'.

User Manual

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

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

← → ↻ Not secure | 202.61.117.237/eodbossw/cal/application85/ZG5RkFVN1Q0dFYk1VxT3VzWU9ndz09/Z2xul2xTHlZWM9seFhNjNndqXUMUT09

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 helodesk.silpasathi@gmail.com

General Information - CAF2023000193

Process Start 2 10%

Licence Number *	Date of Issue *	Valid Upto *
19/21/0057/1/0382	08-12-2022	31-12-2022

Back Search

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

← → ↻ 202.61.117.237/eodbossw/cal/application85/ZG5RkFVN1Q0dFYk1VxT3VzWU9ndz09/Z2xul2xTHlZWM9seFhNjNndqXUMUT09

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 helodesk.silpasathi@gmail.com

General Information - CAF2023000193

Process Start 2 10%

Communication Details

Name of the establishment/shop/person seeking the licence *	Email Id *	Mobile No. *
Test Manufacturer (Please enter the name as per your Trade Licence)	test.uot.manufac@test.test	7603091500

Address Of The Establishment

Address Line 1 *		Address Line 2	
Test Address		PO - Burraobazar	
District *	Police Station *	ILM Unit *	Post Office *
Kolkata North	Burraobazar	57 - Kankurgachi-IV	Burraobazar
Pincode *			
700005			

Company Information

Licence Number *	Select Renewal Periods in Years *	Company Type *
19/21/0057/1/0382	3	Company - Private Limited

Proprietor(s) And/or Partners And Manaaina Director(s) Information

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

User Manual

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

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

← → ↻ 202.61.117.237/eodbsw/caf/application85/ZG5RkFVN1Q0dFYK1V1T3VzWUWUtdz09/Z2suL2dTHlZlWm9wFjNjNndqXjMUT09 ☆ 🗄️ 🗑️ ☰

Ease of Doing Business | Single Window Services for Business 🔔 👤 Welcome Onboard™ TEST EODS

Proprietor(s) And/or Partners And Managing Director(s) Information

SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Test Firm		Director	Test Address Burrabazar

Weights And Measures Information

SL. NO.	CATEGORY NAME	CAPACITY
1	Automatic Gravimetric Filling Instrument	10
2	Automatic Rail Weigh Bridges class I	12
3	Beaker Dispensing measures	11

The monogram or trade marks used on weights and measures manufactured by you

Details of workshop facilities available *
Test workshop

Date of registration number of current shop / establishment / Municipal trade licence *
12-10-2022

The current registration number of factory / shop / establishment / Municipal trade licence *
12456

Tax Information

Registration Number of Sales Tax *
123456

Registration Number of Professional Tax *
23456

Registration Number of Income Tax *
AN202245698

GST Number *
19AKUPC2694J1Z5

Details of production and sales in the last 5 years *
Test details of production and sales.

Copyright © All Rights Reserved Design & Developed by

← → ↻ 202.61.117.237/eodbsw/caf/application85/ZG5RkFVN1Q0dFYK1V1T3VzWUWUtdz09/Z2suL2dTHlZlWm9wFjNjNndqXjMUT09 ☆ 🗄️ 🗑️ ☰

SL. NO.	CATEGORY NAME	CAPACITY
1	Automatic Gravimetric Filling Instrument	10
2	Automatic Rail Weigh Bridges class I	12
3	Beaker Dispensing measures	11

The monogram or trade marks used on weights and measures manufactured by you

Details of workshop facilities available *
Test workshop

Date of registration number of current shop / establishment / Municipal trade licence *
12-10-2022

The current registration number of factory / shop / establishment / Municipal trade licence *
12456

Tax Information

Registration Number of Sales Tax *
123456

Registration Number of Professional Tax *
23456

Registration Number of Income Tax *
AN202245698

GST Number *
19AKUPC2694J1Z5

Details of production and sales in the last 5 years *
Test details of production and sales.

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 →

Copyright © All Rights Reserved Design & Developed by

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 Manufacturer of Weights and Measures under the Legal Metrology Act

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.

Ease of Doing Business | Single Window Services for Business

Common application form data partially saved.

Upload Documents - CAF2023000193

Click on 'Upload'

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD
1	Current Trade License Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
2	DCIM Order Sheet of licensing authority in case of additional fees Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
3	Details of Production and Sales in the Last 5 Years Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
4	GST Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
5	Income Tax Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
6	Rent / Ownership Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
7	Schedule VII Allowed Extensions [pdf]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded
8	Specimen Signature Allowed Extensions [jpg .jpeg]	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> No Document Uploaded

Back Save & Continue

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.

Open

Service Manuals > P&RD

68-Trade License - P & RD-user-manual (2).docx

68-Trade License - P & RD-user-manual_OLd.docx

2416.JPG

2419_tpld.JPG

address.JPG

agarbatti_tpld.JPG

app1.JPG

aPP2.JPG

File name: All Files (*.*)

Open Cancel

The applicant must select the files and upload.

User Manual

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

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

The applicant is required to upload **the 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.

Common application form data partially saved.

Upload Documents - CAF2023000193

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	Current Trade License Allowed Extensions [pdf]	sample.pdf Remove	
2	DCLM Order Sheet of licensing authority in case of additional fees Allowed Extensions [pdf]	Get_Started_With_Smallpdf.pdf Remove	
3	Details of Production and Sales in the Last 5 Years Allowed Extensions [pdf]	sample.pdf Remove	
4	GST Allowed Extensions [pdf]	Get_Started_With_Smallpdf.pdf Remove	
5	Income Tax Allowed Extensions [pdf]	Get_Started_With_Smallpdf.pdf Remove	
6	Rent / Ownership Allowed Extensions [pdf]	sample.pdf Remove	
7	Schedule VII Allowed Extensions [pdf]	sample.pdf Remove	
8	Specimen Signature Allowed Extensions [jpg .peg]	sample_signature.jpg Remove	No Document Uploaded

← Back

Save & Continue →

Copyright © All Rights Reserved

Design & Developed by

Click to continue with the application process.

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 Manufacturer of Weights and Measures under the Legal Metrology Act

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

Application Form

← → ↻ 202.61.117.237/eodboss/caf/application-preview/Z2xul2xTHUZWm9seFNhNndqXjMUT09jdlUzVWmR6eVAsL0ySGgzdHweHlUUT09

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 helodesk.silpasathi@gmail.com

✔ Documents successfully uploaded.

Documents upload successful.

Common Application Form Preview - CAF2023000193

Submitted Completed 67%

PARAMETERS	INPUTS
Communication Details	
Name of the establishment/shop/person seeking the licence	Test Manufacturer
Email id	test.uat.manufac@test.test
Mobile No.	7603091500
Complete Address of the Establishment	
Address Line 1	Test Address
Address Line 2	PO - Burrabazar
District	Kolkata North
Police Station	Burrabazar
ILM Unit	57 - Kankurgachi-IV
Post Office	Burrabazar
Pincode	700005
Licence and Company Information	

Copyright © All Rights Reserved Design & Developed by

← → ↻ 202.61.117.237/eodboss/caf/application-preview/Z2xul2xTHUZWm9seFNhNndqXjMUT09jdlUzVWmR6eVAsL0ySGgzdHweHlUUT09

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 helodesk.silpasathi@gmail.com

Welcome Onboard*
TEST EODB

Licence and Company Information

Licence Number	19/21/0057/1/0382
Select Renewal Period in Years	3
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 Firm		Director	Test Address Burrabazar

The type of weights and measures proposed to be manufactured

Name	Capacity
Automatic Gravimetric Filling Instrument	10
Automatic Rail Weigh Bridges class I	12
Beaker Dispensing measures	11

Monogram, Workshop and Registration Information

The monogram or trade marks used on weights and measures manufactured by you	
Details of workshop facilities available	Test workshop
Date of registration number of current shop / establishment / Municipal trade licence	12-10-2022
The current registration number of factory / shop / establishment / Municipal trade licence	12456

Tax Information

Registration Number of Sales Tax	123456
Registration Number of Professional Tax	23456
Registration Number of Income Tax	AN202245698

Copyright © All Rights Reserved Design & Developed by

User Manual

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

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

202.61.117.237/ecdbsw/caf/application-preview/Qzg1NnNlcmZ0bEJlRkQ2SsMxZWZzOj9ldUZVWmR6bVAsL0ySGgachweHlUUT09

GST Number	19AKUPC2694J1Z5
Weights And Measures Information	
Category Name	Capacity
Automatic Gravimetric Filling Instrument	10
Automatic Rail Weigh Bridges class- 0.5	5
Automatic Rail Weigh Bridges class-2	10
Other Information	
Area in which you are operating	Kolkata North
Have you sufficient stock of loan / test weights etc?	No
Details	
Please give details with particulars of stamping	Test particulars of stamping details

UPLOADED SUPPORTING DOCUMENTS	
Specimen Signature	View
Current Trade License	View
Rent / Ownership	View
Income Tax	View
GST	View
Particulars of Stamping Details	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.

202.61.117.237/ecdbsw/caf/submitted/62JwL1ATWExQ09hZfpN6kIMpUQT09/Q2suL2dTHIZWm9weFNjNndqXJMUT09

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 helpline@silpasathi@gmail.com

Current Status-CAF2023000193

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	Application Saved	Completed
	Documents 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 Manufacturer 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 /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 green box labeled "Application status notified through SMS." and "Application status notified through email." respectively.

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 of the email states: "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 reads: "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

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

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

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 shows the 'Applicant's Dashboard' with a business reference ID of CAF2023000193. A progress bar indicates the application status: Application Saved, Documents Uploaded, Application Submitted, Accept for Fees Payment, Fees Paid, and Issued. A red box highlights the 'Pay Now' button, and a green box highlights the 'Application status updated.' message. A blue arrow points from the 'Pay Now' button to the 'Proceed to Pay' button in the next screenshot.

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.

The screenshot shows the 'Payments Details-CAF2023000193' page. It includes details of the depositor (Dept. Payment Reference Number, CAF Number, Name, Email, Mobile) and a table of service-wise fees details. The table shows a total payable amount of 1500. A red box highlights the 'Proceed to Pay' button, and a green box highlights the 'Click here to proceed with the payment in GRIPS portal.' message. A blue arrow points from the 'Proceed to Pay' button to the 'GRIPS portal' in the next screenshot.

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(₹.)
1	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	Fees for Renewal of Licence	1475-00-106-001-13	1500
Total				1500

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.

User Manual

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

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

202.61.117.90/GRIPS/v2/#/g2-payment/external/uid=18d209af-e66d-4b03-a37d-5cd25d3739bdata1=b69ab15658f80bf1e5c3e0975bb2a7955e4e1ecda8c03d517690a9ad8e813a5

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

GRIPS 2.0 Search your paper and functionalities LOGIN Finance Department Government of West Bengal

Home Payment

1 Review and Confirmation 2 Payment Mode and Bank Selection 3 Transaction Details

You must complete this step in 4 minutes 57 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.	Phone No.	Email
TEST EODB	7603091500		test.eodb@gmail.com
Address1			Address2
Kolkata			

1. Consumer Affairs → Miscellaneous Service-Other Payment Receipt ₹1500

Department Details

Organization Type	Organization Name	Service Name	User Type
Government	Consumer Affairs	Miscellaneous Service-Other Payment Receipt	Citizen
In Favour Of	Period From	Period To	Remarks
Dte. Of Legal Metrology (Consumer Affairs)	10/05/2023	10/05/2023	Payment for -Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Identification No 01130120231683713073 Ref No CAF2023000193

Service and Tax Details

Subservice Name	HoA Description	Head of Account	Amount
Licence Fees	Licence Fees	1475-00-106-001-13	1500

TOTAL ₹1500

Rupees One Thousand Five Hundred only

☒ Verified and checked

NEXT

You must complete this step in 4 minutes 37 seconds.

Go to GRIPS 1.0 List of Integrated Departments About Us Search Head of Account Circulars & Notifications Verify HoA Contact Us Frequently Used HoAs

User Manual

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

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

The screenshot shows the GRIPS 2.0 web portal. The top navigation bar includes links for 'GO TO GRIPS 1.0', 'ABOUT US', 'CIRCULARS', 'CONTACT US', 'INFORMATION', and 'GET HELP'. The main header features the 'GRIPS 2.0' logo and a search bar. The page is titled 'Payment' and displays a three-step process: 1. Review and Confirmation, 2. Payment Mode and Bank Selection (current step), and 3. Transaction Details. A purple banner indicates a 4-minute 47-second timeout. The 'Payment Mode' is set to 'SBI Epay' and the 'Pay through' is 'Payment Gateway/Bank'. 'BACK' and 'NEXT' buttons are visible at the bottom of the form.

The screenshot shows the same GRIPS 2.0 web portal, but with a 'Success' dialog box overlaid. The dialog box contains the following information:

- Success**
- Your transaction has been processed.
- Please note the following details for future reference:
- GRIPS Payment ID: 270720235023286881**
- Government Reference Number (GRN) for individual payments within transaction:**
- 1. 192023245552868828**
- You can dismiss this dialog and review these details before paying. Registered users will also find these details in their transaction history upon login.
- OK** button

Below the dialog box, the 'Transaction Details' table is visible:

GRIPS Payment ID	Transaction Date	Payment Mode	Bank
270720235023286881	27/07/2023 16:40:48	SBI Epay	SBI EPay

The bottom of the page shows a breadcrumb trail: '1. Consumer Affairs → Miscellaneous Service-Other Payment Receipt' and a total amount of '₹400'.

User Manual

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

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

202.61.117.90/GRIPS/v2/#/g2-payment/external?uid=18d209af-e66d-4b03-a37d-5cd25d3739b&data1=b69ab15658b0b71e5c3e0975bb2a7955e4e1ecda8c03d517690a9ad88e813a5

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 49 seconds.

- Payment ID and GRN(s) for this transaction have been successfully generated.
- Newly generated data is highlighted in green. You can hover over the same to understand what it means.
- Please review below, save these numbers for future reference, and click "Pay Now" when you are ready to proceed to bank/payment portal.

You must complete this step in 4 minutes 50 seconds.

Depositor Details

Depositor Name	Mobile No.	Phone No.	Email
TEST EODB	7603091500		test.eodb@gmail.com
Address1			Address2
Kolkata			

Transaction Details

GRIPS Payment ID	Transaction Date	Payment Mode	Bank
10052023023275343	10/05/2023 15:36:14	SBI Epay	SBI EPay

202.61.117.90/GRIPS/v2/#/g2-payment/external?uid=18d209af-e66d-4b03-a37d-5cd25d3739b&data1=b69ab15658b0b71e5c3e0975bb2a7955e4e1ecda8c03d517690a9ad88e813a5

1. Consumer Affairs → Miscellaneous Service-Other Payment Receipt ₹1500

GRN Details

GRN	Organization Type	Organization Name	Service Name
192023245552753448	Government	Consumer Affairs	Miscellaneous Service-Other Payment Receipt
User Type	In Favour Of	Period From	Period To
Citizen	Dte. Of Legal Metrology (Consumer Affairs)	10/05/2023	10/05/2023
Remarks	Identification No	Ref No	
Payment for -Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	01130120231683713073	CAF2023000193	

Service and Tax Details

Subservice Name	HOA Description	Head of Account	Amount
Licence Fees	Licence Fees	1475-00-106-001-13	1500

TOTAL ₹1500

Rupees One Thousand Five Hundred only

You must complete this step in 4 minutes 36 seconds.

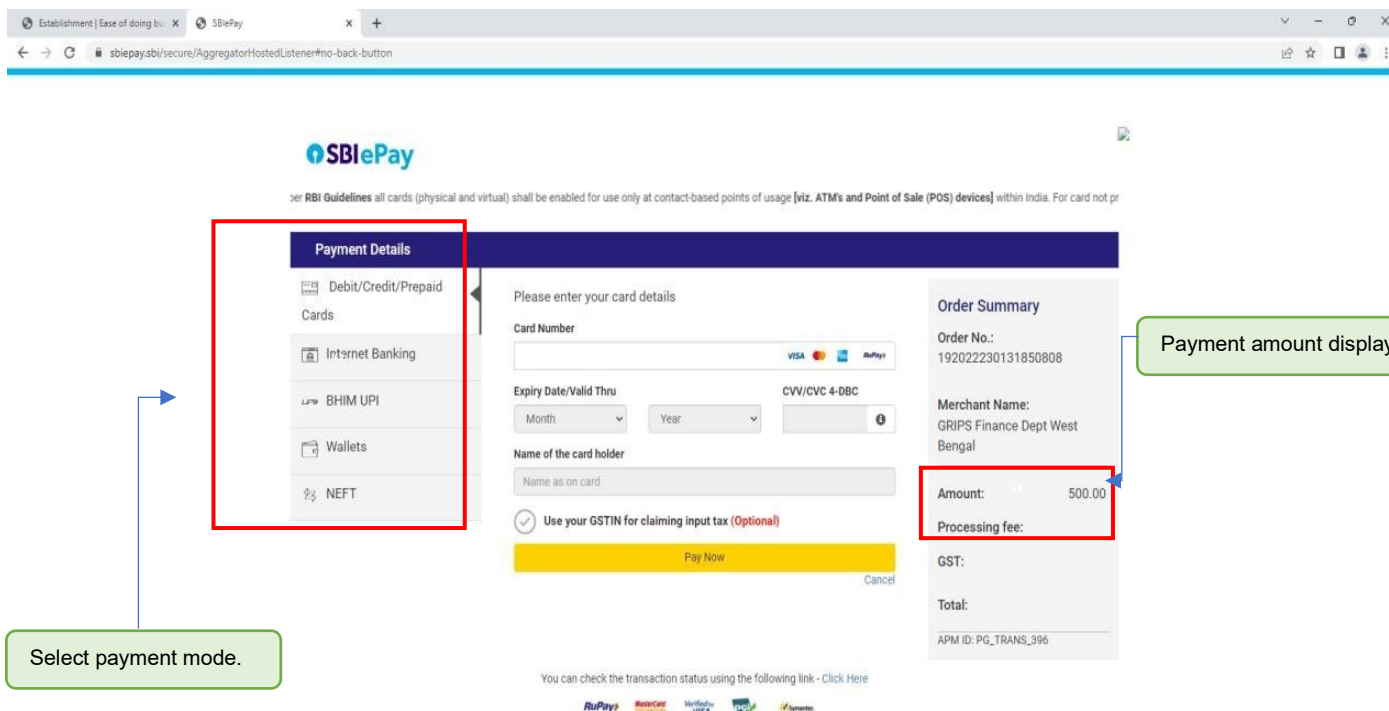
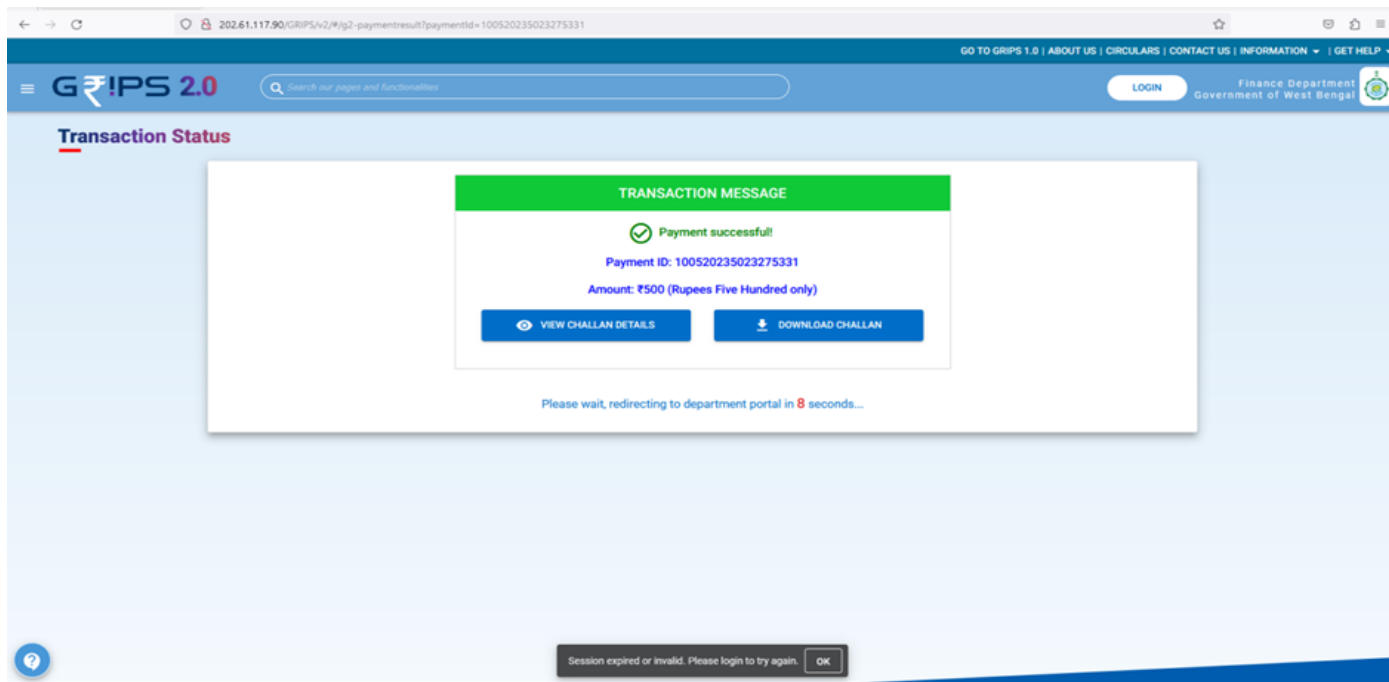
CANCEL PAY NOW

You must complete this step in 4 minutes 35 seconds.

User Manual

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

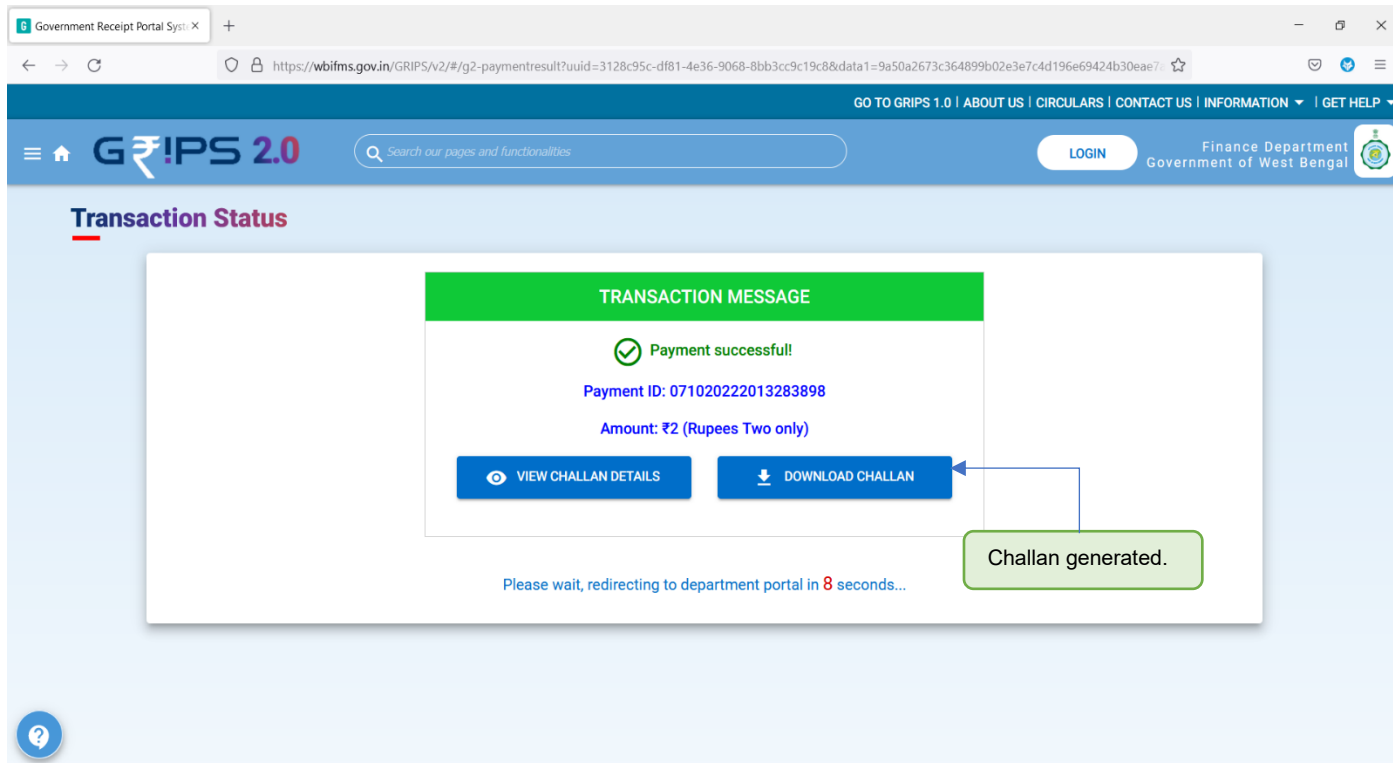
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



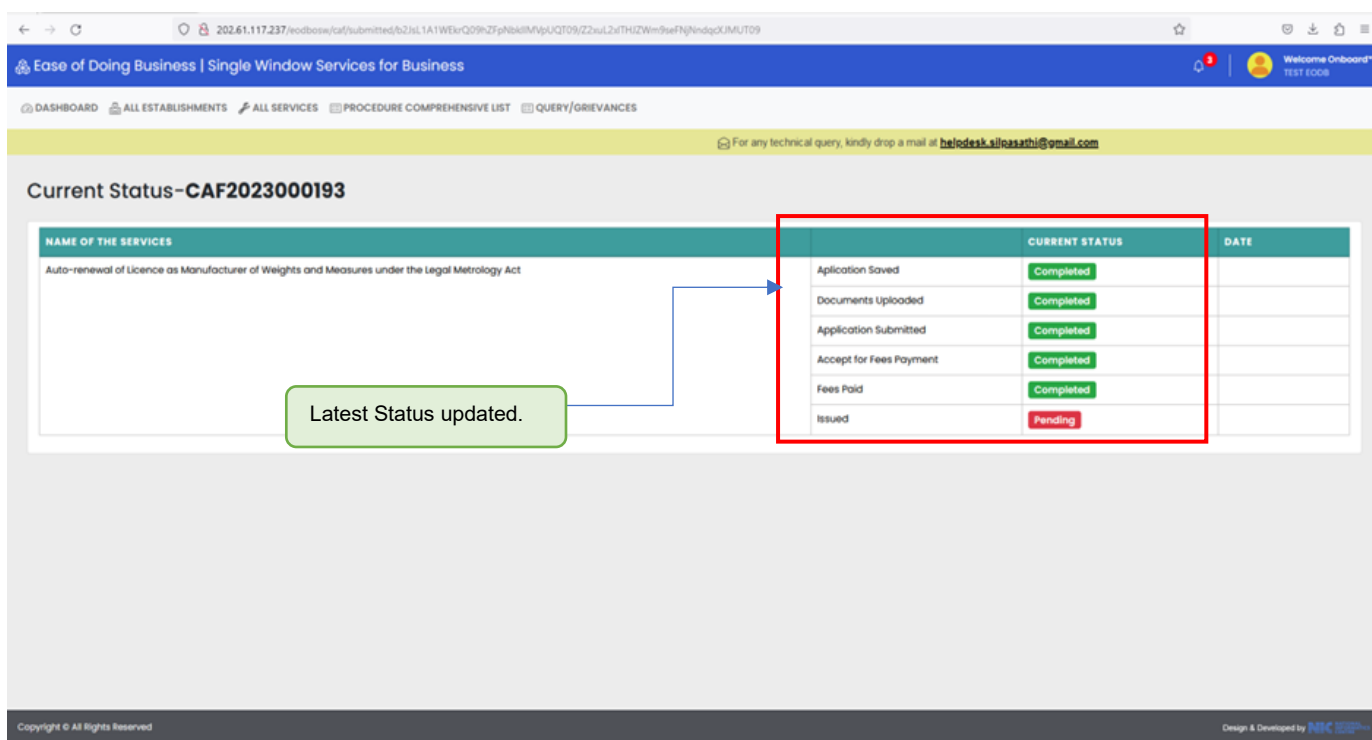
User Manual

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

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



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



User Manual

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

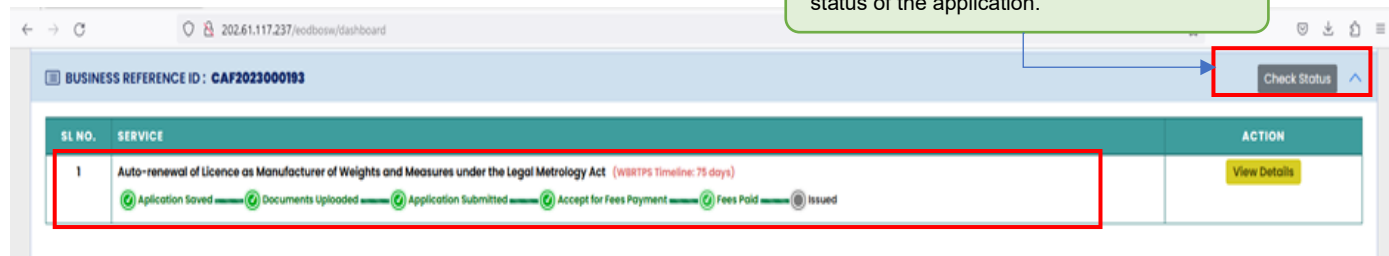
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

3. 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.



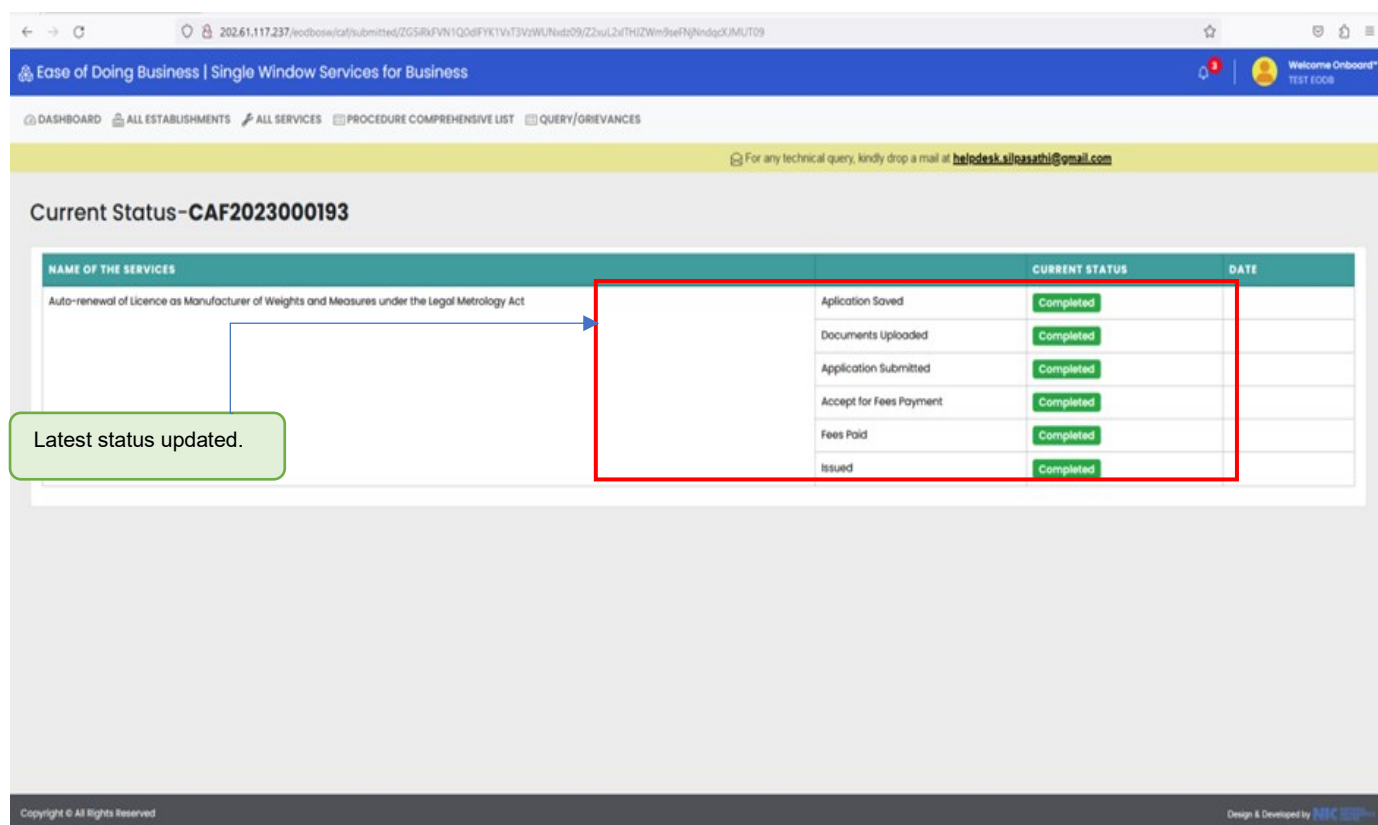
The screenshot shows the Applicant's Dashboard for Business Reference ID: CAF2023000193. A red box highlights the 'Check Status' button in the top right corner. Below it, a table lists the application details:

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

Below the table, a progress bar shows the status of the application: Application Saved (Completed), Documents Uploaded (Completed), Application Submitted (Completed), Accept for Fees Payment (Completed), Fees Paid (Completed), and Issued (Pending).

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 Status Dashboard for Business Reference ID: CAF2023000193. A red box highlights the 'Check Status' button in the top right corner. Below it, a table lists the current status of the application:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	Application Saved	Completed
	Documents Uploaded	Completed
	Application Submitted	Completed
	Accept for Fees Payment	Completed
	Fees Paid	Completed
	Issued	Completed

A green box with the text 'Latest status updated.' is positioned to the left of the table.

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

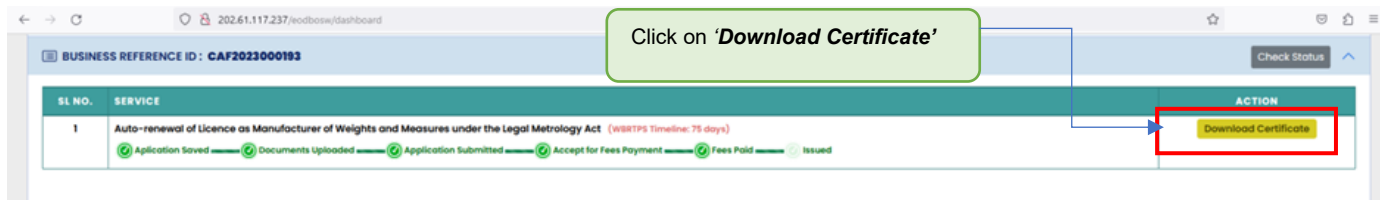
User Manual

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

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

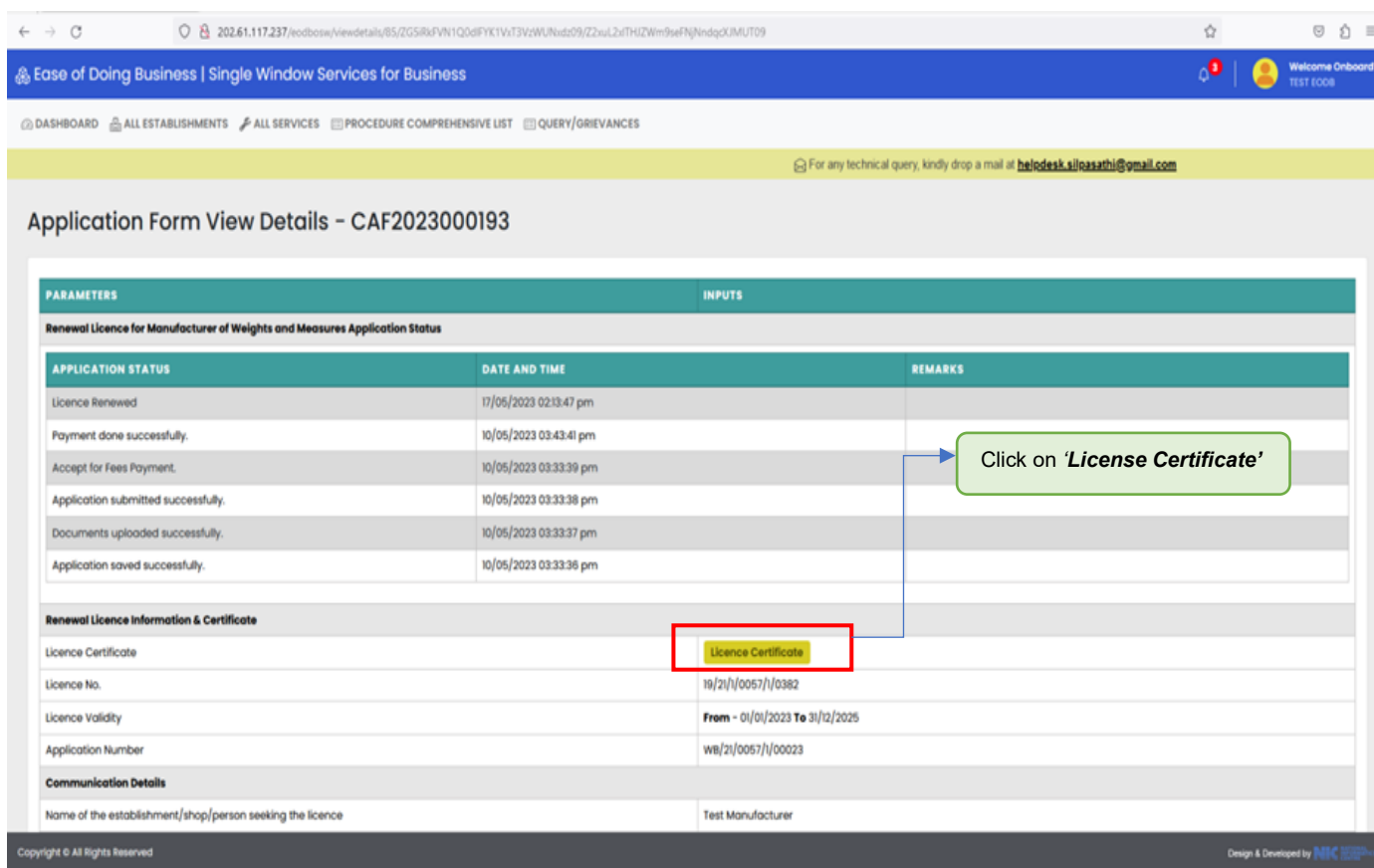
4. Online Download of final approval certificate

Applicant's Dashboard



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.



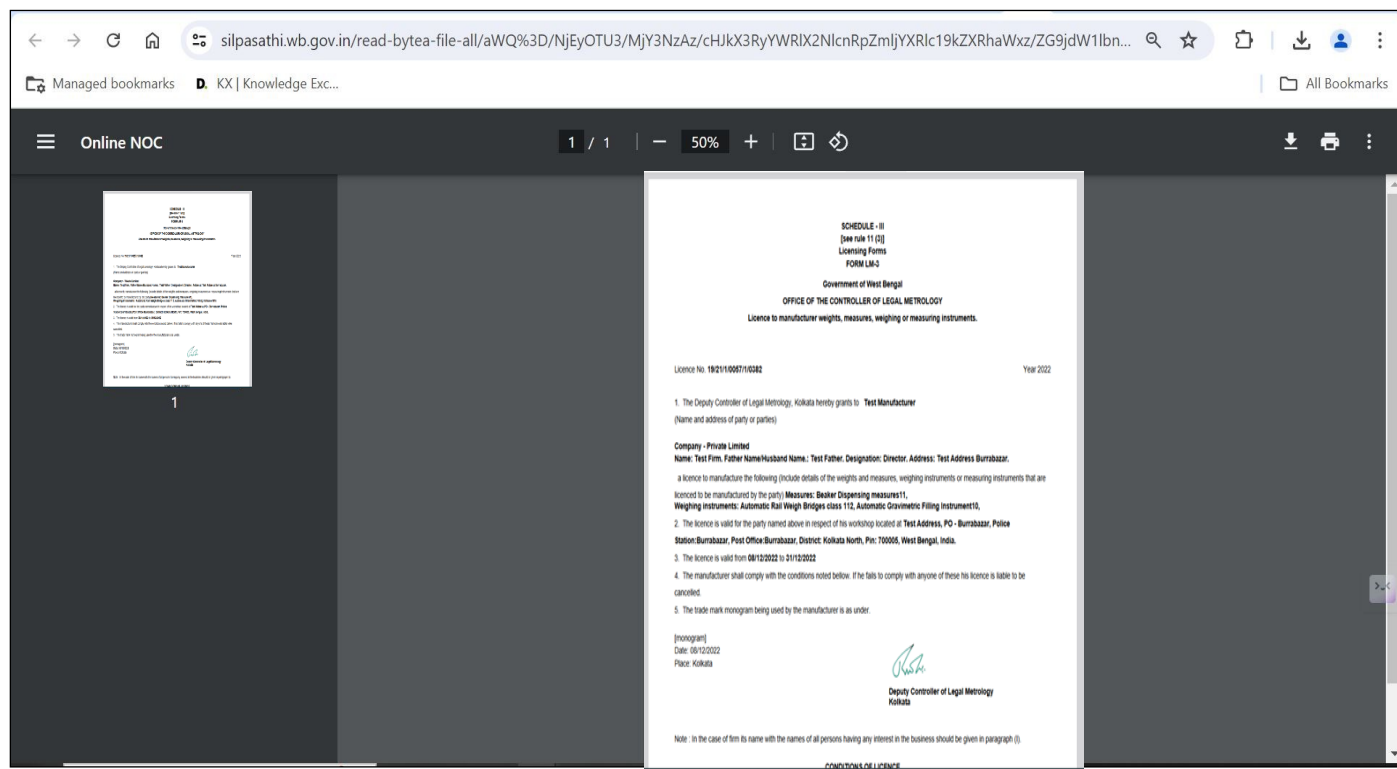
User Manual

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

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

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:

An approval certificate document for Licence No. 19/21/1/0057/1/0382, Year 2022. The document is titled 'SCHEDULE - III [see rule 11 (3)] Licensing Forms FORM LM-3' and is from the 'Government of West Bengal, OFFICE OF THE CONTROLLER OF LEGAL METROLOGY'. It is a 'Licence to manufacturer weights, measures, weighing or measuring instruments.' The document lists conditions for the licence, including the name of the manufacturer ('Test Manufacturer'), the address ('Test Address Burrabazar'), and the types of instruments to be manufactured ('Measures: Beaker Dispensing measures11, Weighing instruments: Automatic Rail Weigh Bridges class 112, Automatic Gravimetric Filling Instrument10'). The document is signed by the 'Deputy Controller of Legal Metrology, Kolkata' on '08/12/2022'. A note at the bottom states: 'Note: In the case of firm its name with the names of all persons having any interest in the business should be given in paragraph (i)'. The document is titled 'CONDITIONS OF LICENCE'.

User Manual

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

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

CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall, -

(a) Comply with all the relevant provisions of the Act and Rules for the time being in force;

(b) Not encourage or countenance any infringement of the provisions of the Act or the Rules amended from time to time;

(c) Exhibit this licence in some conspicuous part of the premises to which it relates;

(d) Comply with any general or special directions that may be given by the Controller of Legal Metrology;

(e) Surrender the licence in the event of closure of business and/or cancellation of Licence;

(f) Present the weights, measures, weighing or measuring instruments as the case may be manufactured and meant for use within the State, to the Legal Metrology officer for verification and stamping before sale;

(g) Submit the application for renewal of this licence as required under the rules thirty days before the expiry of the validity of the licence.

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

Signature Not Verified

Digitally signed by DS
DIRECTORATE OF LEGAL
METROLOGY
Date: 2023.05.10 10:19:24
UTC

QR Code

Renewal entries

Current No :19/21/1/0057/1/0382

Date:10/05/2023

Renewed for:2023 to 2025

QR Code

Renewal entries

Current No :19/21/1/0057/1/0382

Date:10/05/2023

Renewed for:2023 to 2025

Abhijit Sharmah

Assistant Controller of Legal Metrology
Kolkata North

User Manual

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

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

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

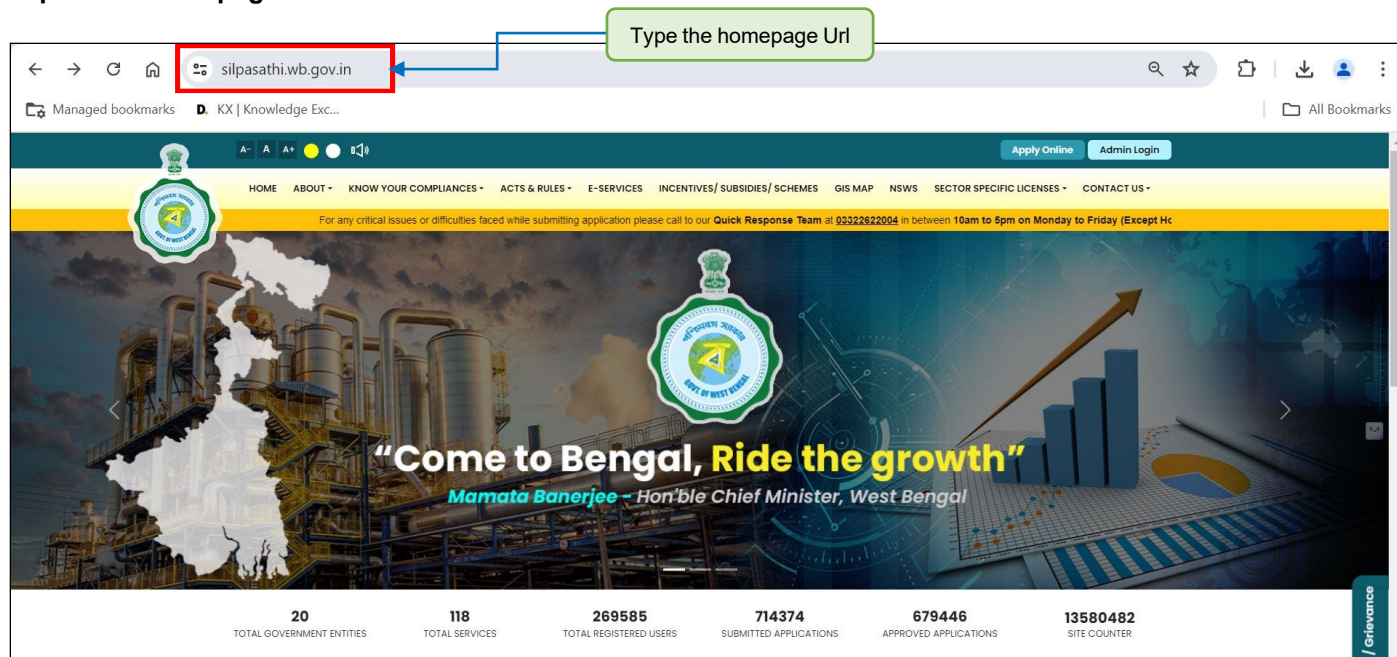
Third part verification process

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):

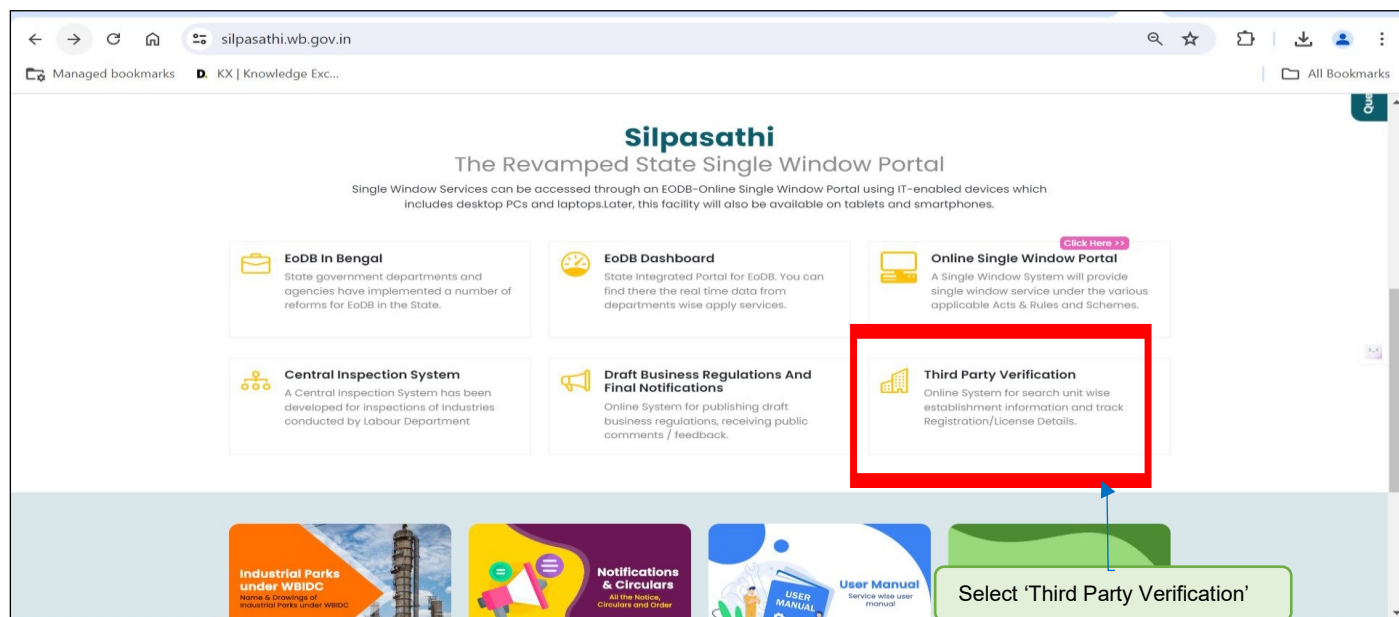
SilpaSathi Homepage



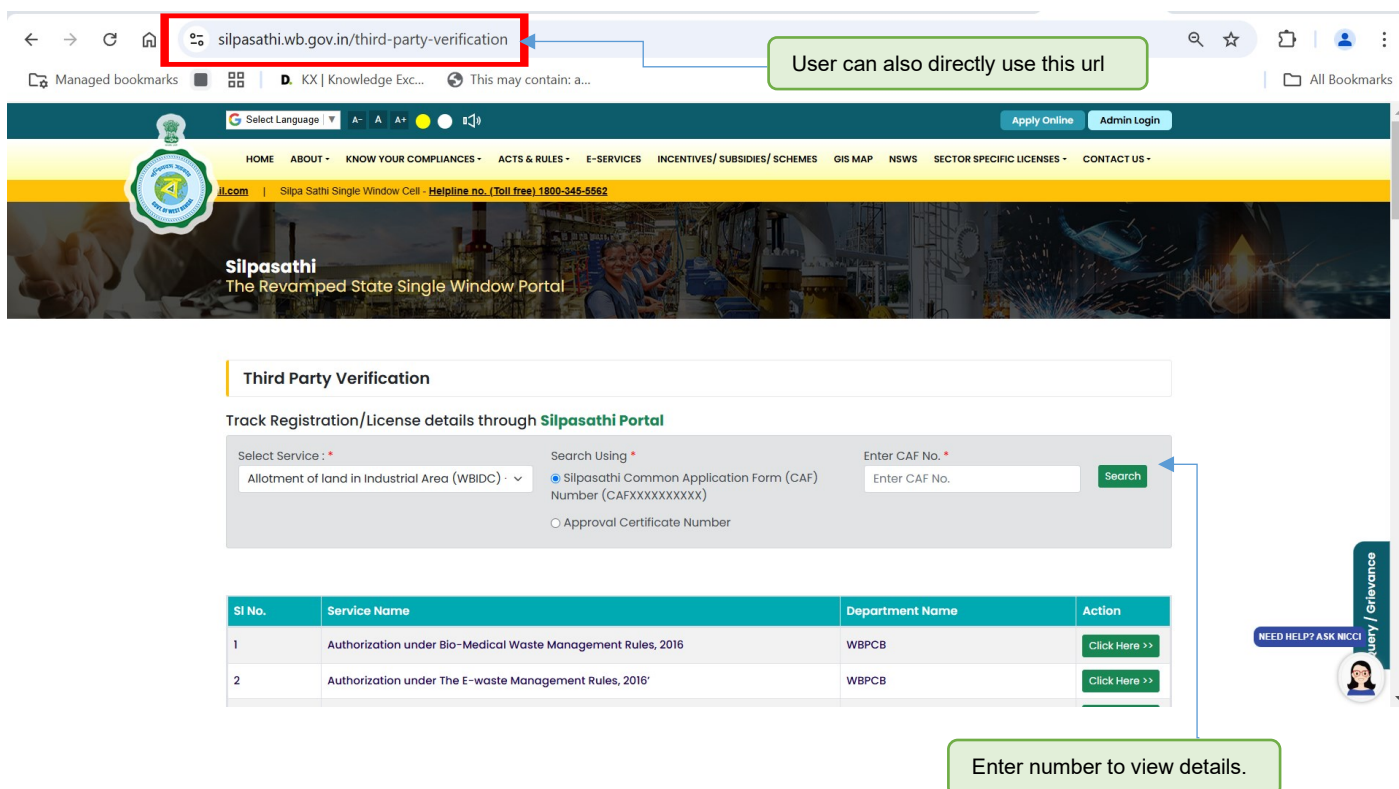
User Manual

Auto-renewal of Licence as Manufacturer 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.



User Manual

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

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

The third party can view the details as illustrated below:

← → ↺ 🏠 🌐 silpasathi.wb.gov.in/third-party-verification 🔍 ☆ 📁 👤 ⋮

🔖 Managed bookmarks 🗖 D. KX | Knowledge Exc... 🔄 This may contain: a... 📁 All Bookmarks

Third Party Verification

Track Registration/License details through Silpasathi Portal

Select Service : *
Auto-renewal of Licence as Manufacturer of ▾

Search Using *
Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXX)
☐ Approval Certificate Number

Enter Approved Certificate No. *
CAF240A031250

Parameter	Output
Approval Certificate number	19/15/1/0042/1/0416
Application number	CAF240A031250
Legacy Portal Reference number	18015
Service Name	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
Name of Enterprise to whom issued	SHREE GOPAL INSTRUMENTS
Address of enterprise to whom issued	543, DUMDUM COSSIPORE ROAD, POST - MOTIJHEEL, P.S. - Dum Dum, North 24-Parganas, Pin - 700074
Status	Licence Renewed
Date of Approval	30/12/2024
Valid till (date)	31/12/2029

SI No.

Service Name

Department Name

Action

Query / Grievance

NEED HELP? ASK NICCI