



Dte of Metrology (Consumer Affairs):

**Licence as
Repairers 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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User Manual

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

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

Introduction

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

Salient Features of Silpasathi Portal:

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

About the Service

Licence as Repairers of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) enables them to carry out repairs and maintenance of weighing and measuring instruments, thereby maintaining the integrity of trade and commerce. 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.	Experience Certificate	An Experience Certificate is a document that verifies an individual's work history and experience in a particular company or organization

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#	Documents Required	Detailed Description
2.	Commercial Electricity	Commercial electricity refers to the provision of electricity to commercial establishments, such as office buildings, shopping centers, restaurants, and industrial facilities
3.	Current Trade License	A current trade license is a vital document required by businesses and professionals in various industries to operate legally
4.	GST	GST stands for Goods and Services Tax, a value-added tax (VAT)
5.	Income Tax	Income tax is a type of tax levied by the government on the income or profits earned by an individual or business organization
6.	Land Conversion Certificate	A Land Conversion Certificate is a crucial document verifying the change of land use or zoning status
7.	List of Tools / Equipment's	List of Tools / Equipments
8.	PAN / EPIC	Identity proof
9.	Partnership Deed / EM-1 / Form-32	Here's more on Partnership Deed / EM-1 / Form-32 A partnership deed is a legal document that outlines the terms and conditions of a partnership between two or more individuals. EM-1 and Form-32 are specific forms used in India for registering a partnership firm.
10.	Professional Tax Receipt	The Professional Tax Receipt is a mandatory document in India, issued by the Income Tax Department, which serves as evidence of deduction and payment of professional taxes by employers to the government.
11.	Rent / Ownership	Rent documents typically include a lease agreement, which outlines the terms and conditions of the rental period, such as rent amount, lease duration, and responsibilities of the landlord and tenant
12.	Commercial Electricity	Commercial electricity refers to the electricity used by businesses and other commercial entities

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#	Documents Required	Detailed Description
13.	Space Suitability Certificate (Schematic Diagram)	A Space Suitability Certificate is a crucial document that establishes a product's compliance with space-specific regulations and standards. A schematic diagram of this certificate is a visual representation that outlines the product's design and performance capabilities
14.	Specimen Signature	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
15.	Test Weights	Test weights are a measure of the relative importance or contribution of each feature in a machine learning model

Timeline (WBRTPS)

Licence as Repairers 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
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter PAN No.
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street
5.	Post Office	Enter Post Office
6.	Pin	Enter Pin
7.	Mobile Number	Enter Mobile Number
8.	Email	Enter Email
9.	District	Enter District
10.	Police Station	Enter Police Station
11.	ILM Unit	Enter ILM Unit
12.	Types of Weights	Enter Types of Weights

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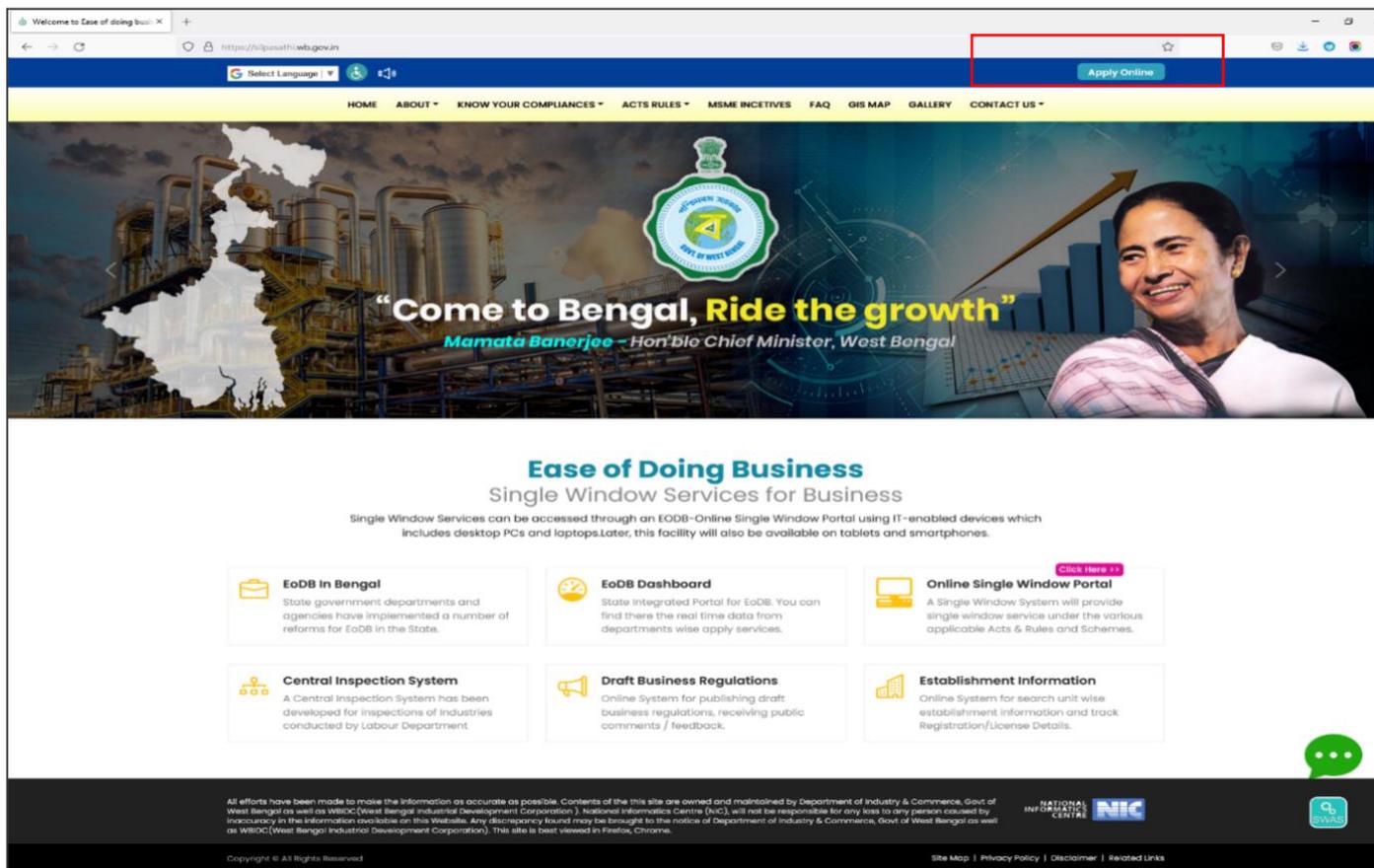
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Application Process through SilpaSathi

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.

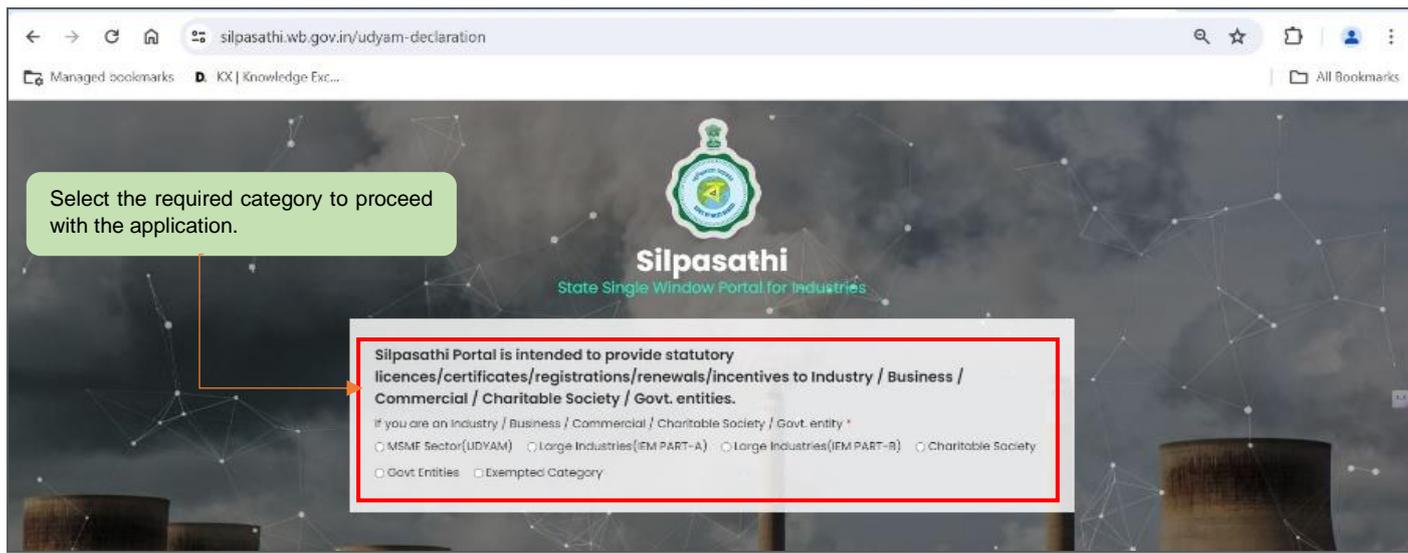


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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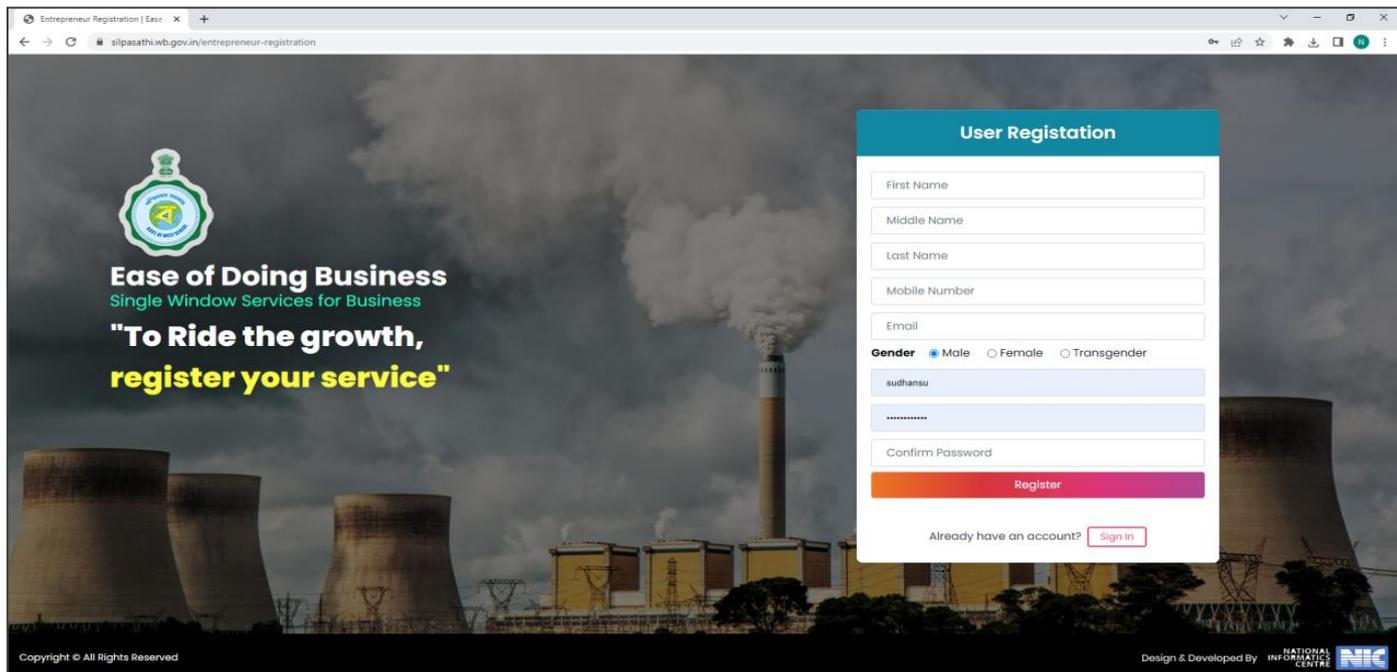
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha**.

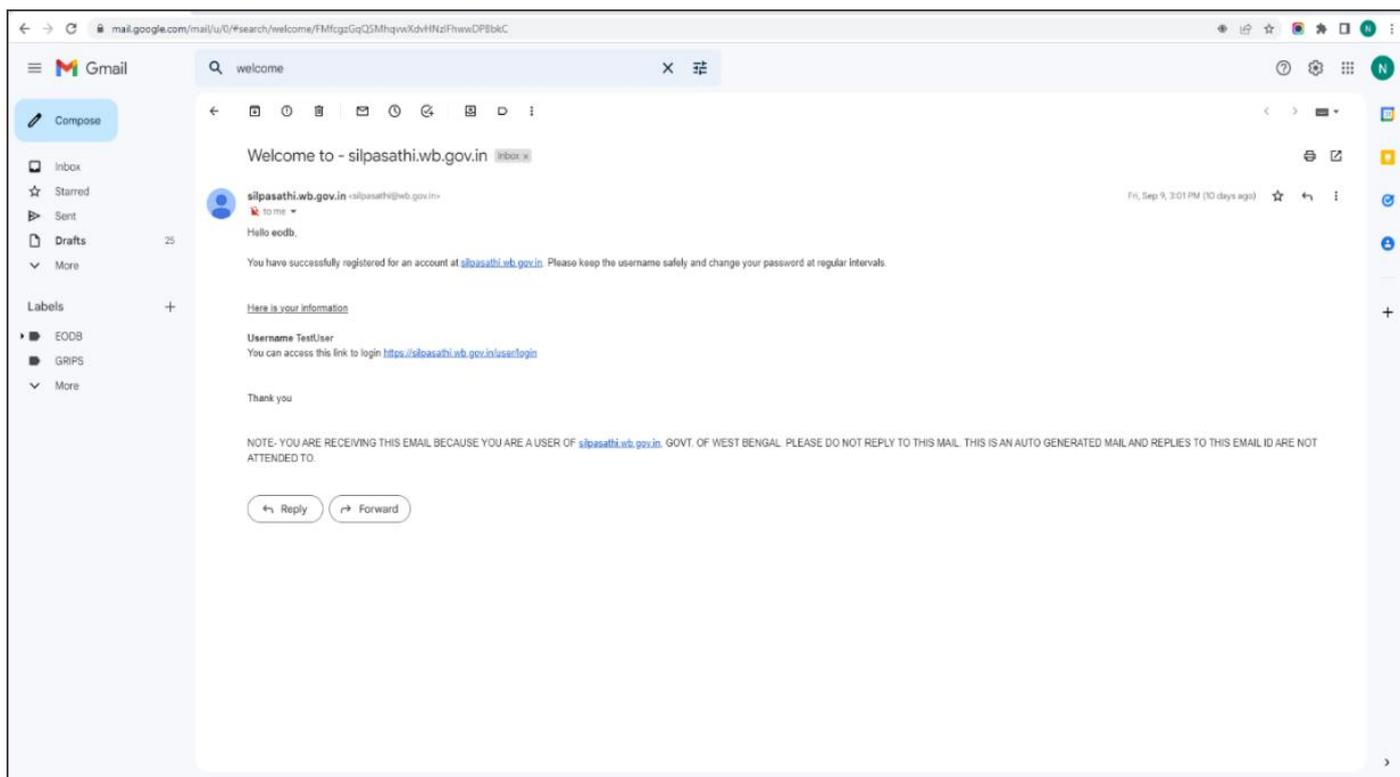


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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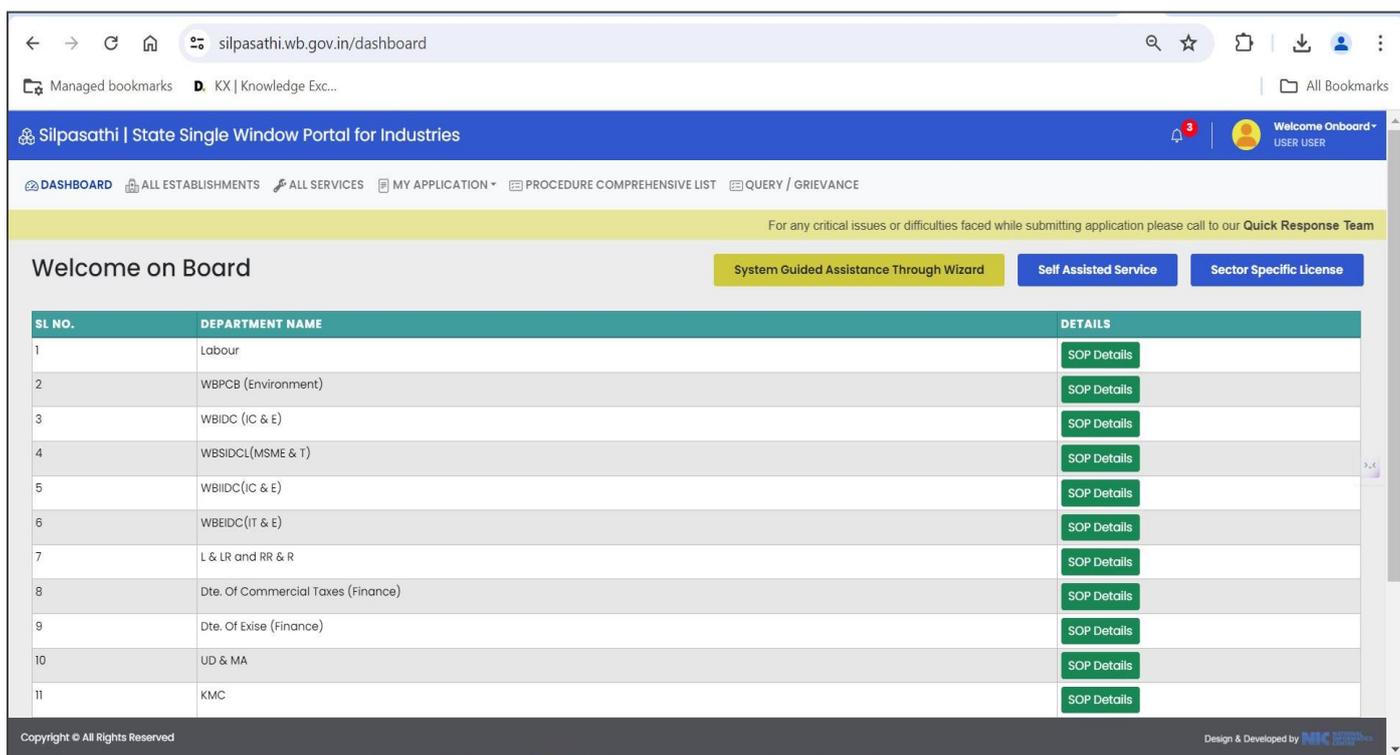
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Online Application submission

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

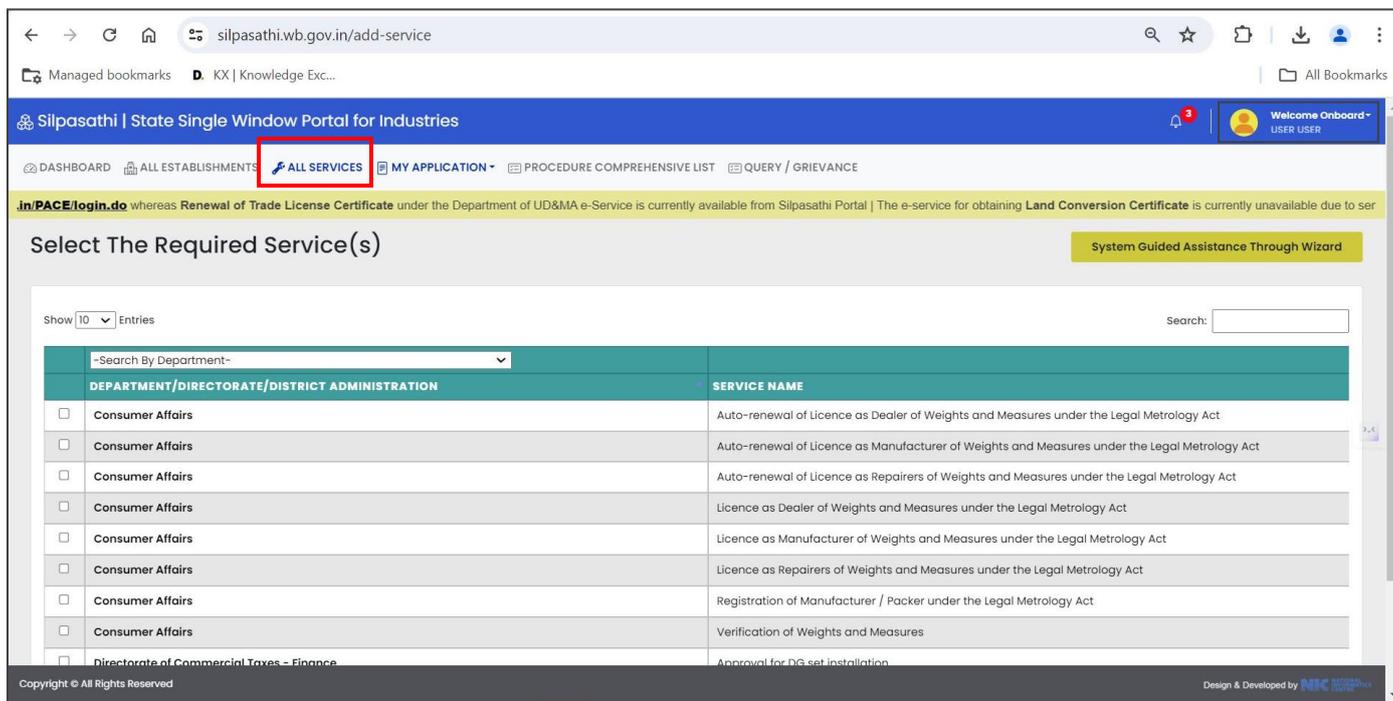


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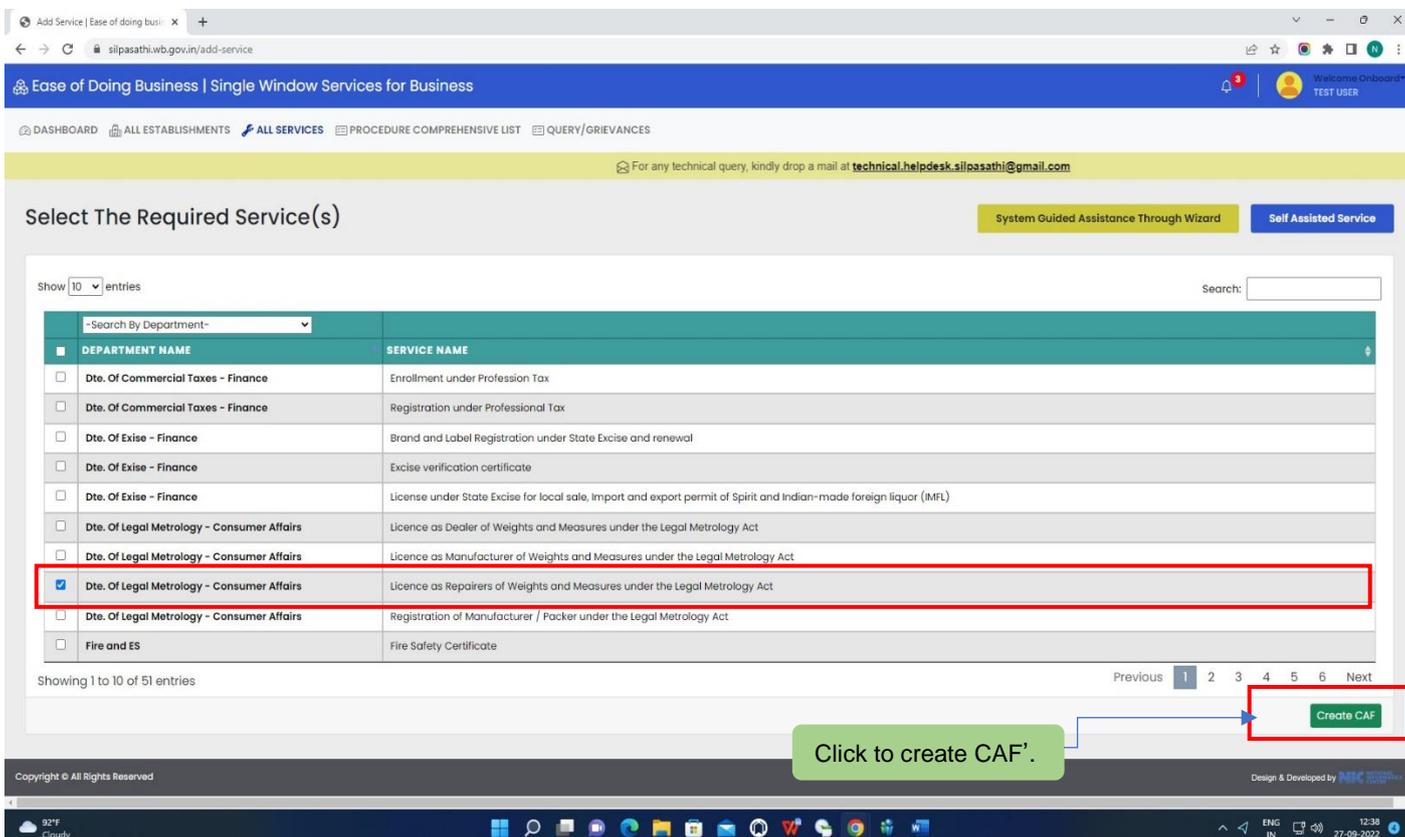
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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



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After selecting the service **License as Repairers 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.

silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

Welcome Onboard*
TEST USER

Service Added Successfully

Add Establishment | System Guided Assistance Through Wizard | Self Assisted Service | Licenses For Tourism Industry | Query Submission / Tracking | Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : **CAF2022000570**

Apply Online

SL NO.	SERVICE	ACTION
1	Licence as Repairers of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days) ● User created successfully —● Authentication is successful —● Application saved successfully / Documents upload pending — ● Documents uploaded successfully / Application submission pending —● Application submitted successfully / Application in progress ● Approved or Rejected by DCLM / Payment pending —● Payment done successfully / License issued	

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

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The screenshot shows the 'General Information' form for application CAF2022000570. The form is titled 'General Information - CAF2022000570' and has a progress bar at the top indicating 'Process Start' at 10%. The form is divided into several sections:

- Communication Details:** Fields for Name of the establishment/shop/person seeking the licence (Test User), Email id (testuser@gmail.com), Mobile No. (8999999999), PAN No. (ALWPG5809L), and Aadhaar No. (I25484587878).
- Complete Address Of The Workshop:** Fields for Address Line 1, Address Line 2, District (Kolkata North), Police Station (Manicktala), ILM Unit (61 - kankurgachi-VIII), Post Office (700000), and Pincode (700006).
- Premises Information:** A dropdown menu for Premises Type (Owned) and a 'Please give details' button.

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The screenshot shows the 'Company Information' and 'Tax Information' forms. The 'Company Information' section includes:

- Name(s) and address(es) of proprietor(s) and/ or partners and Managing Director(s): Click Here to Add/View Company Details
- Business Type: Company - Public Limited
- Date of Establishment: 26-01-2000
- Registration Number of shop/establishment/current Municipal Trade licence: 45789854443
- Date of Registration Number of current shop/establishment/Municipal Trade licence: 26-01-2001

The 'Tax Information' section includes:

- Sales Tax: I2345
- Registration Number of Professional Tax: 0123456789
- Current ITR Number: I23456
- GST Number: 19AKUPC2694J1Z5
- The type of weights and measures proposed to be repaired: Click Here to Add/View Weights & Measures Details
- Area in which you wish to operate: Kolkata North
- Previous experience in the line: 3 years or more

The 'The Number Of Persons Employed/Proposed To Be Employed' section includes:

- Skilled: 8
- Semi-skilled: 2
- Unskilled: 15
- Trained: 15
- Details of machinery/tools/accessories available: Sample details
- Availability of Electric Energy: No electricity required
- Have you sufficient stock of loan / test weights etc?: No
- Have you applied previously for a repairer's licence, either in this State or elsewhere?: - Select -

Buttons: << Back, Save & Continue >>

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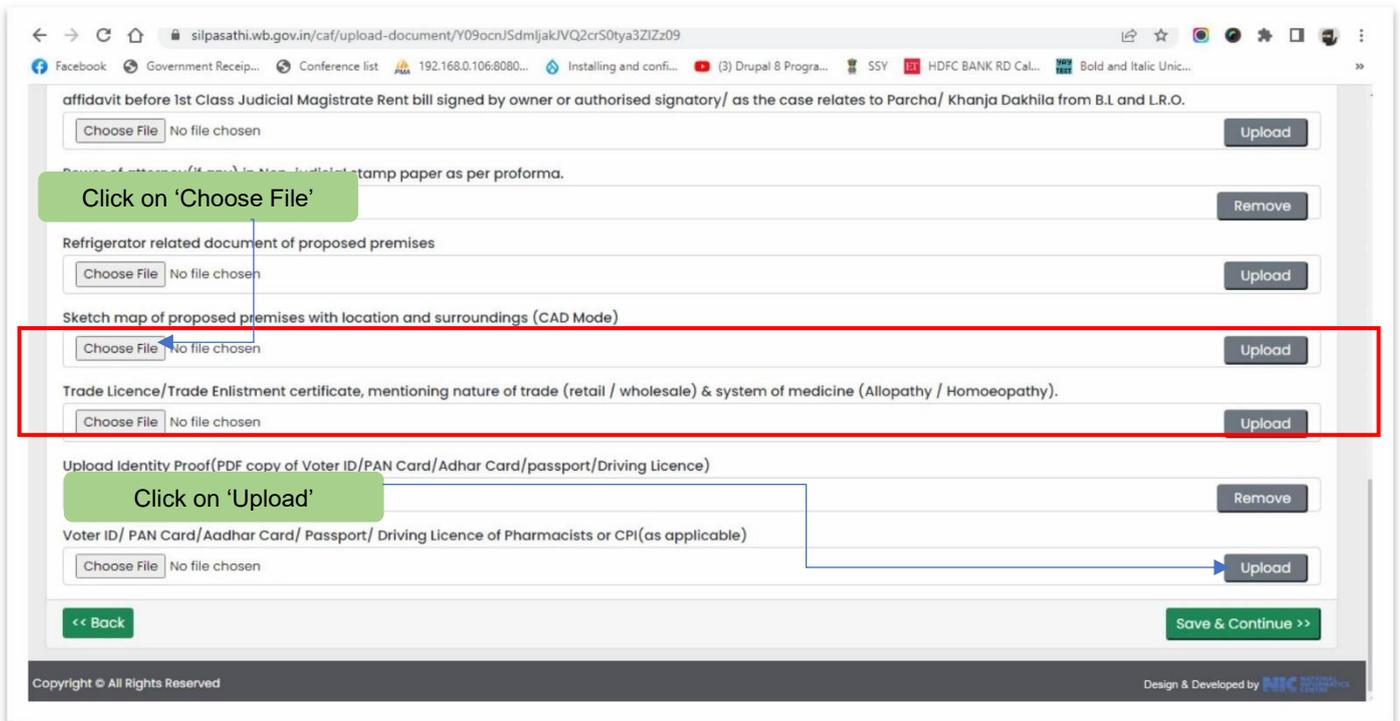
Upon completion of the application process along with document submission, the applicant clicks on the 'Submit' button for final submission of the application.

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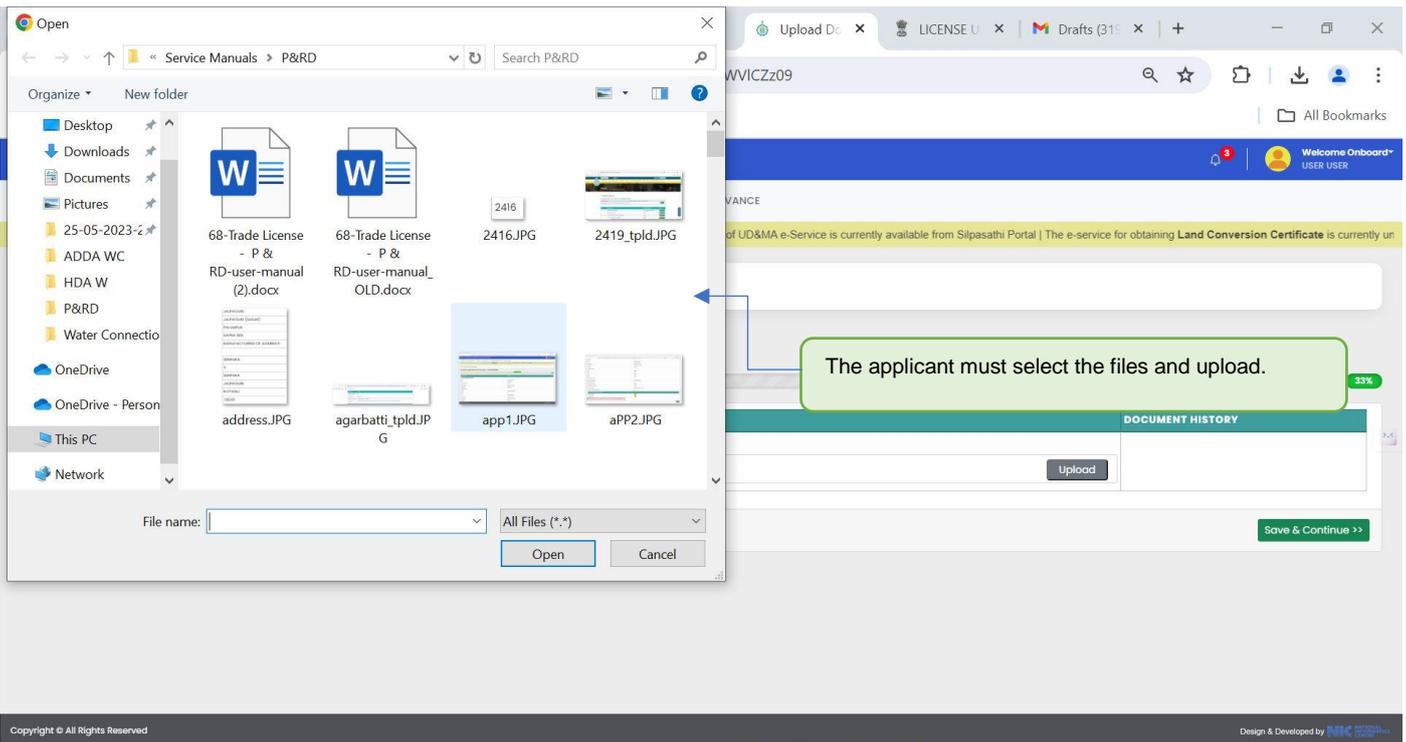
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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



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

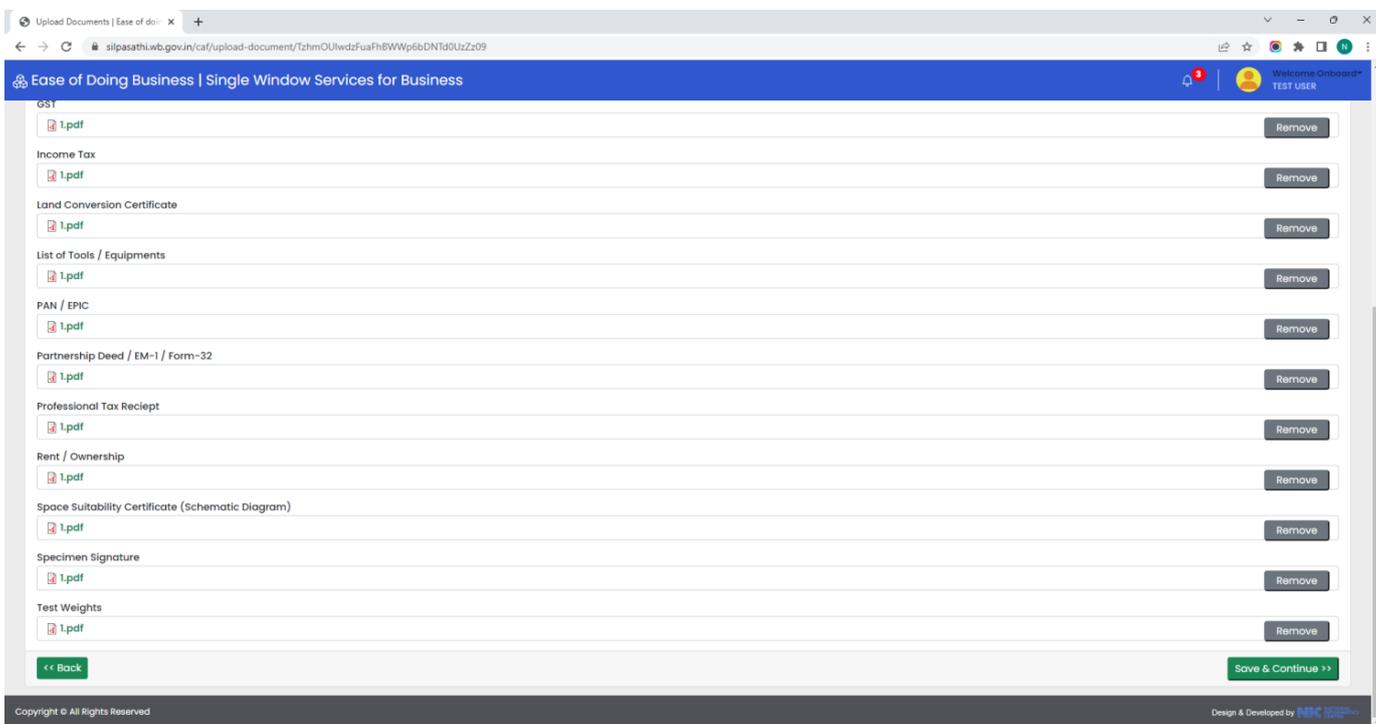
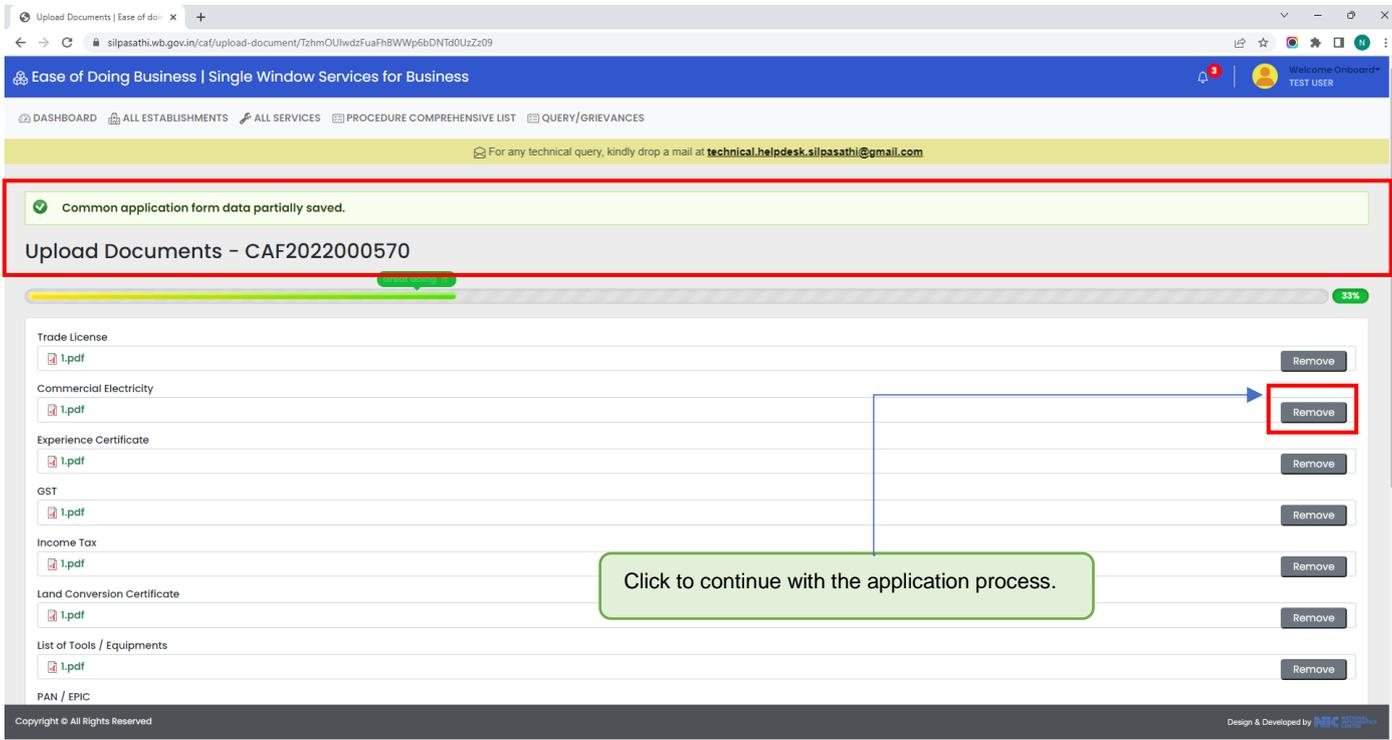


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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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



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

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Application Form

The screenshot shows the 'Common Application Form Preview - CAF20220' page. At the top, there is a navigation bar with 'EASE OF DOING BUSINESS | Single Window Services for Business' and a user profile 'Welcome Onboard TEST USER'. Below the navigation bar, a yellow banner contains the text 'For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com'. A green success message box states 'Documents successfully uploaded.' with a checkmark icon. A callout box points to this message with the text 'Documents upload successful.'. Below the message is a progress bar showing '67%' completion. The main content area is a table with two columns: 'PARAMETERS' and 'INPUTS'. The table contains the following data:

PARAMETERS	INPUTS
Name of the establishment/shop/person seeking the licence	
Name of the concern seeking the licence	Test User
Communication Details	
Email Id	testuser@gmail.com
Mobile No.	8999999999
Complete Address of the Workshop	
Address Line 1	Address 1
Address Line 2	
District	Kolkata North
Police Station	Manicktala
ILM Unit	61 - Kankurgachi-VIII
Post Office	700000
Pincode	700006

The screenshot shows the 'Common Application Form Preview' page with the 'UPLOADED SUPPORTING DOCUMENTS' section. The table below lists the documents and their status:

UPLOADED SUPPORTING DOCUMENTS	Status
Income Tax	View
Current Trade License	View
Rent / Ownership	View
PAN / EPIC	View
Professional Tax Receipt	View
Experience Certificate	View
Partnership Deed / EM-1 / Form-32	View
Space Suitability Certificate (Schematic Diagram)	View
List of Tools / Equipments	View
Test Weights	View
Land Conversion Certificate	View
Commercial Electricity	View
GST	View
Specimen Signature	View

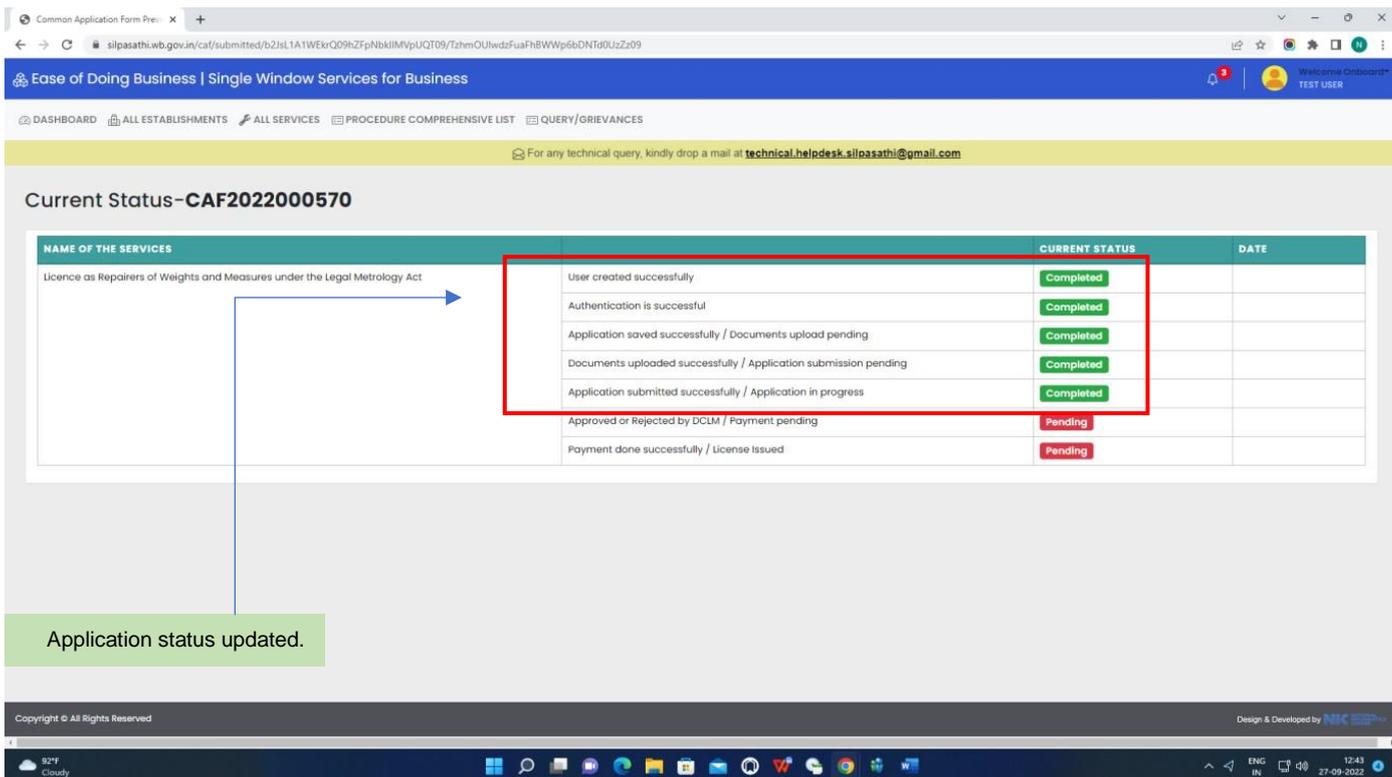
Below the table, there is a declaration statement: I hereby declare that the particulars given above are true to the best of my knowledge and belief. A callout box points to this statement with the text 'Declaration statement'. To the right of the declaration is a 'Submit' button, with a callout box pointing to it that says 'Click on submit for submission of application.'.

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

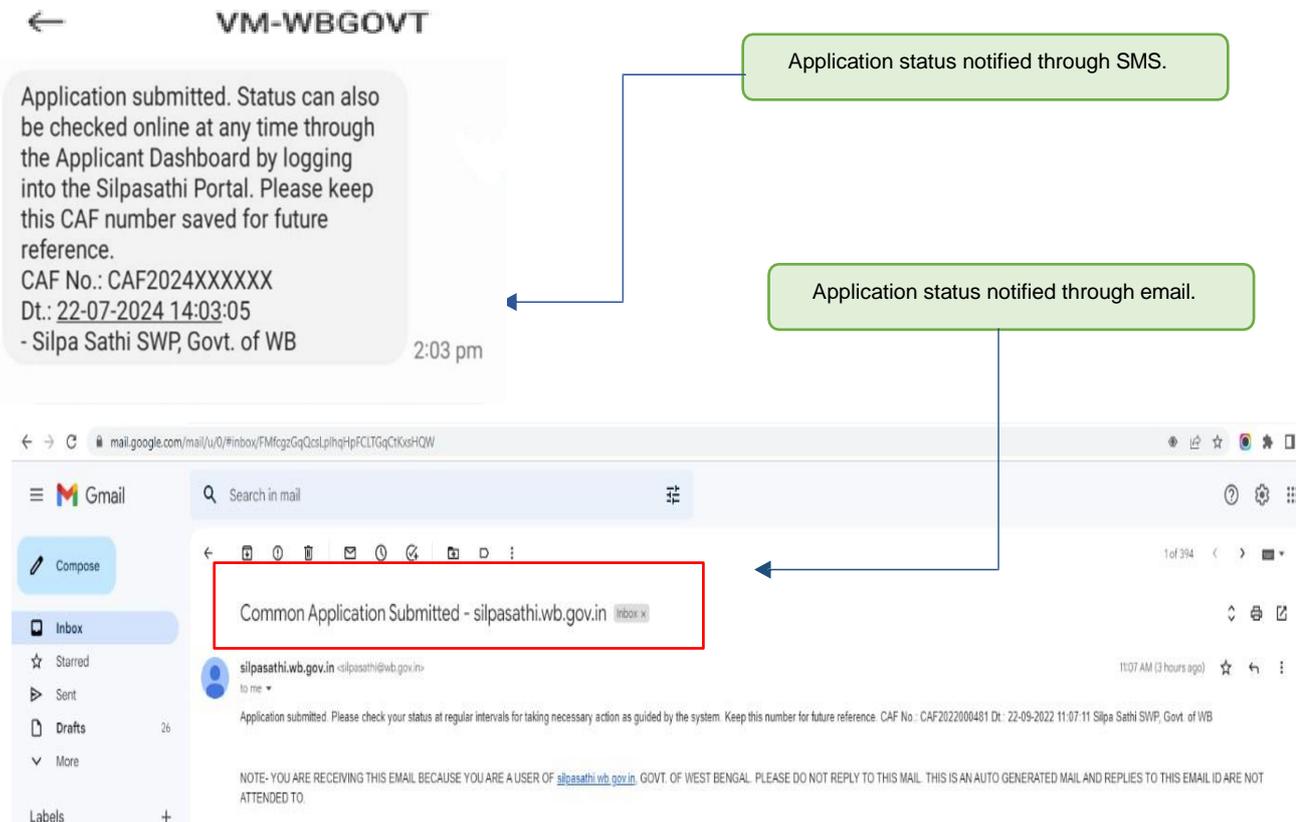
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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



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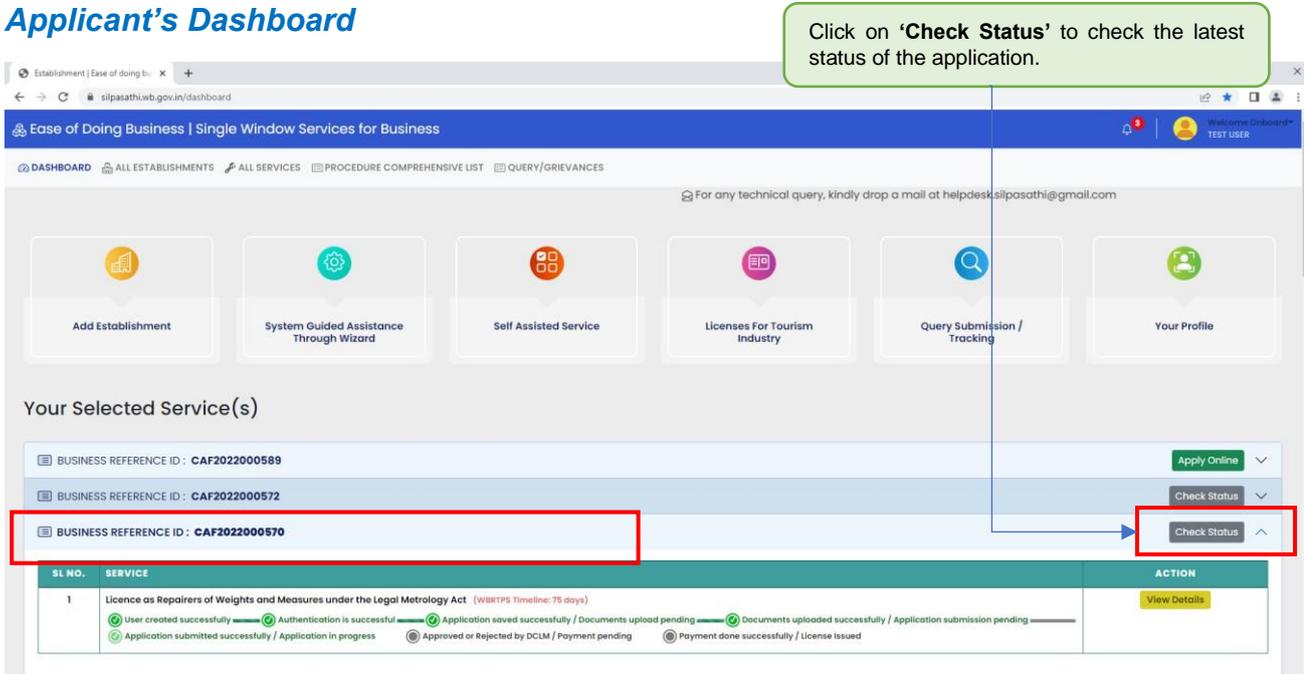
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2. Track Status of Application

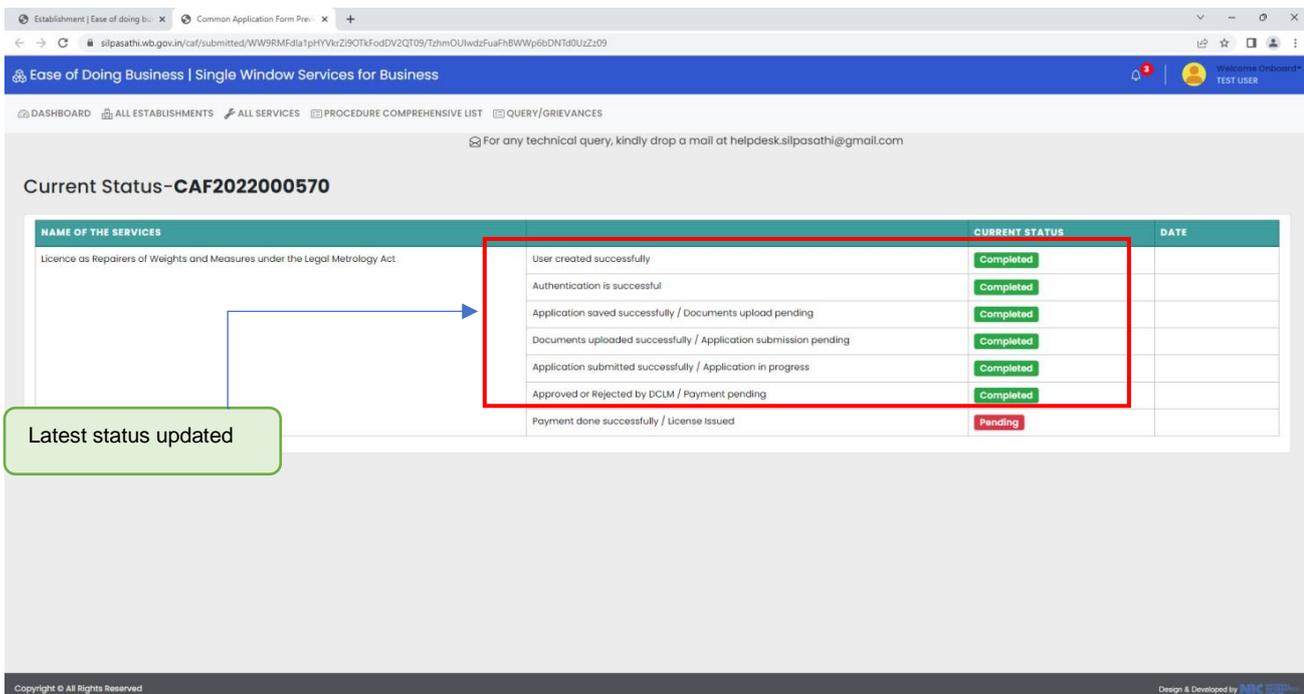
The applicant has to click on 'Check Status' to view the latest status of the application.

Applicant's Dashboard



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

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



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

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3. Online Fees Payment

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

Applicant's Dashboard

Application status updated.

For proceeding with payment

The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

Click here to proceed with the payment in GRIPS portal.

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Licence as Repairers of Weights and Measures under the Legal Metrology Act	Fees for New Licence for Repairer	1475-00-106-001-13	100
Total				100

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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.

The screenshot displays the GRIPS portal interface. At the top, there are logos for iFMS (Integrated Financial Management System) and GRIPS, along with the Finance Department of West Bengal. The main content area is divided into two sections: 'DEPOSITOR'S DETAILS' and 'CHALLAN DETAILS'. The 'DEPOSITOR'S DETAILS' section contains a table with the following information:

Details of Payment			
Department:	Consumer Affairs	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	01130120221664440842	Payment Ref. No.:	CAF2022000570
In favour of:	Dte. Of Legal Metrology - Consumer Affairs	Payment Mode:	NA
Period From:	29/09/2022	Period To:	29/09/2022
Total Amount[*]:	100	Remarks:	Payment for -Licence as Repairers of Weights and Measures under the Legal Metrology Act

The 'CHALLAN DETAILS' section shows a table with the following columns: SUB SERVICE, IDENTIFICATION NO, HEAD OF ACCOUNT, HEAD DESCRIPTION, and AMOUNT[*]. The table contains one row for 'Licence Fees' with an amount of 100. Below the table, there is a 'Select Payment Mode' dropdown menu set to 'SBI Epay', and 'CONFIRM' and 'CANCEL' buttons.

At the bottom of the page, there is a navigation bar with links: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities. The footer text reads: Site Maintained by TATA Consultancy Services Ltd.

This screenshot shows the next step in the payment process. The page title is 'Payments through GRIPS portal' and the sub-header is 'Consumer Affairs'. The 'Payment Mode' is 'SBI Epay'. The main section is titled 'Select Bank to make payment' and contains a 'Bank Easy Search' input field and a 'Select Bank' dropdown menu set to 'SBI EPay'. Below this, there are 'RESET', 'PROCEED', and 'CANCEL' buttons.

The navigation bar and footer are identical to the previous screenshot, showing links for Home, Payment of Taxes & Non-taxes Revenue, Reprint of Challan, GRN Status, Search your Challan, and Departmental Activities, with the footer text: Site Maintained by TATA Consultancy Services Ltd.

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The screenshot shows the 'DEPOSITOR'S DETAILS' section with the following information:

Challan Details For GRN NO.: 192022230131745958			
Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	29/09/2022 14:12:22	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No.:	01130120221664440842	Dept. Ref. No.:	CAF2022000570
Depositor Name:	Test User	Address:	Kolkata
On behalf Of:	Dte. Of Legal Metrology - Consumer Affairs	Depositor's Type:	Citizen
Mobile No.:	8999999999	E-Mail:	testuser@gmail.com
Period From:	29/09/2022	Period To:	29/09/2022
Total Amount[*]:	100	System Time:	29/09/2022 14:12:22

The 'PAYMENT DETAILS' table is as follows:

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Licence Fees	01130120221664440842	Licence Fees	1475-00-106-001-13	100
				Total Amount: 100
				IN WORDS: ONE HUNDRED ONLY.

Buttons: PROCEED, CANCEL

Footer: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
Site Maintained by TATA Consultancy Services Ltd.

The screenshot shows a confirmation form with the following details:

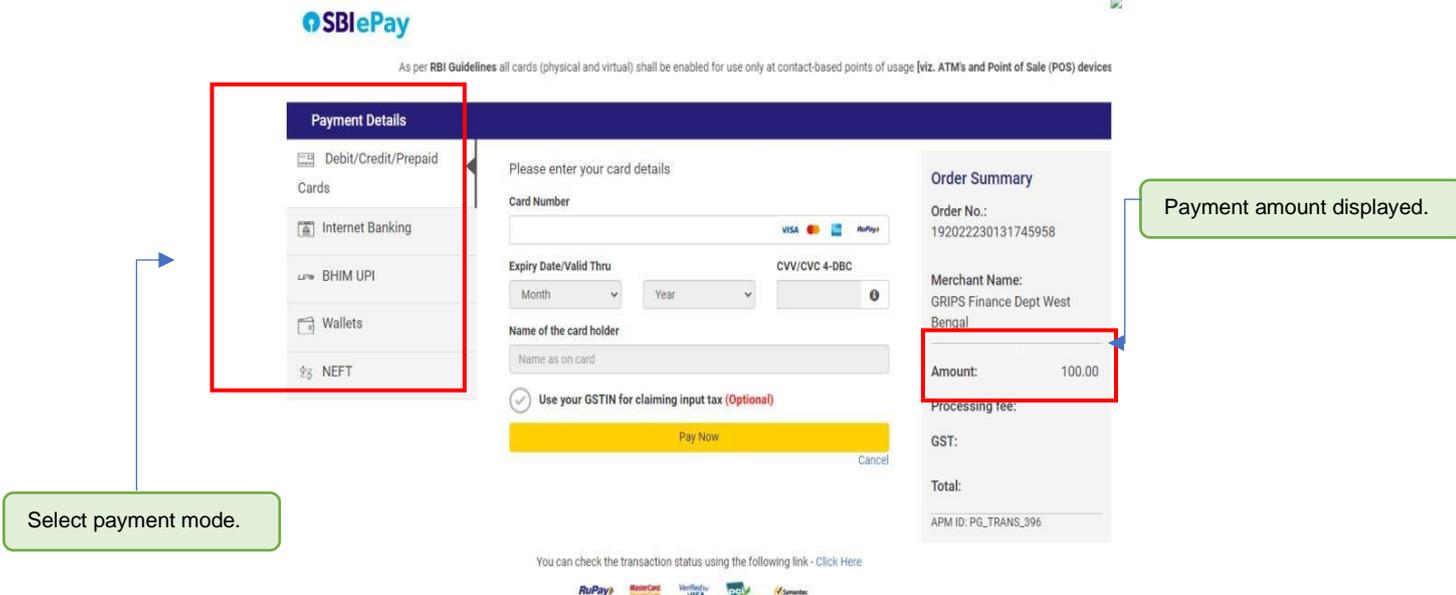
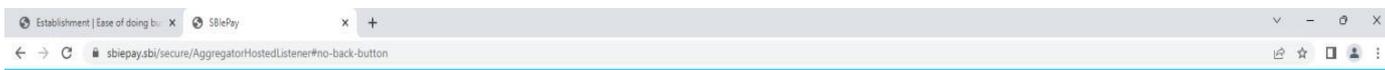
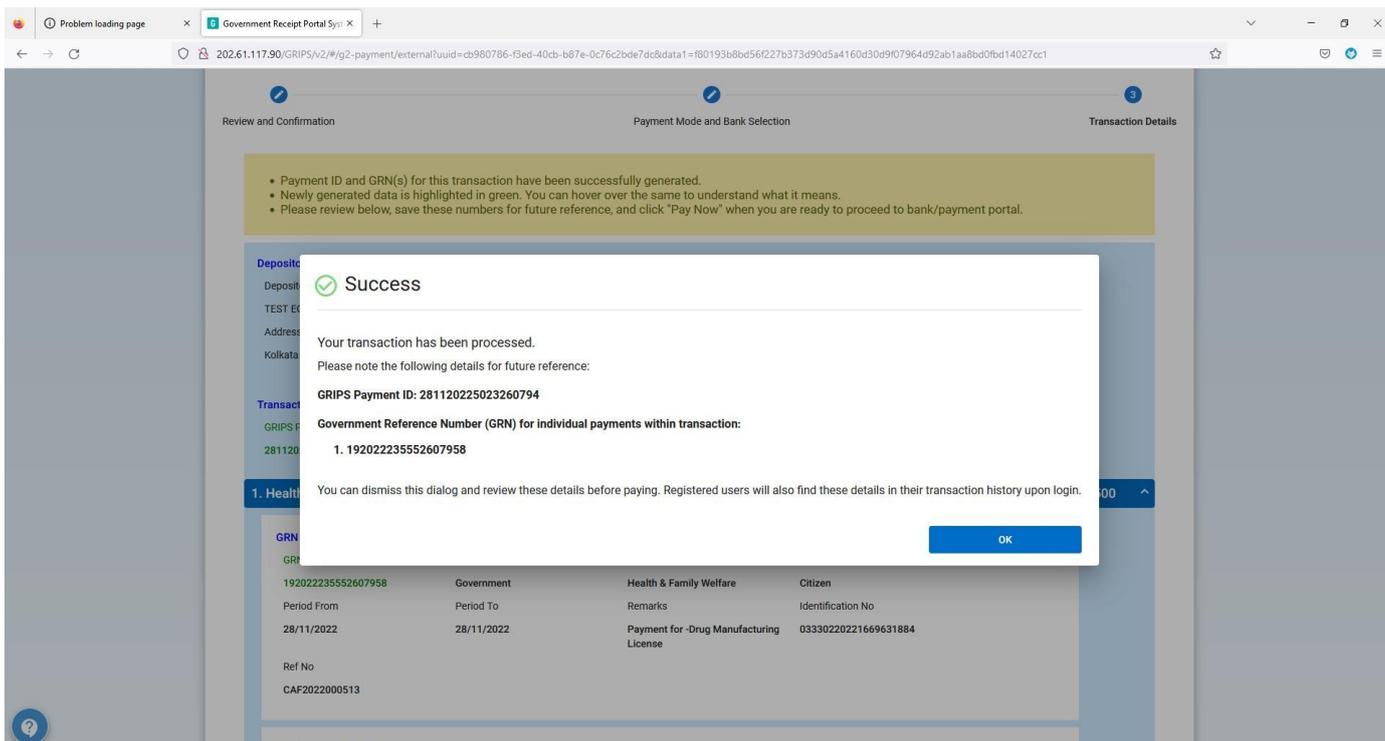
Please Don't Close The Browser and Confirm The Below Details	
Govt. Reference No (GRN):	192022230131745958
Depositor Name:	Test User
Total Amount:	100
Bank:	SBI EPay
Payment Mode:	SBI Epay
Department Name:	Consumer Affairs
K1UQW7 Captcha is case sensitive.	
RESET CAPTCHA CONFIRM CANCEL	

Footer: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
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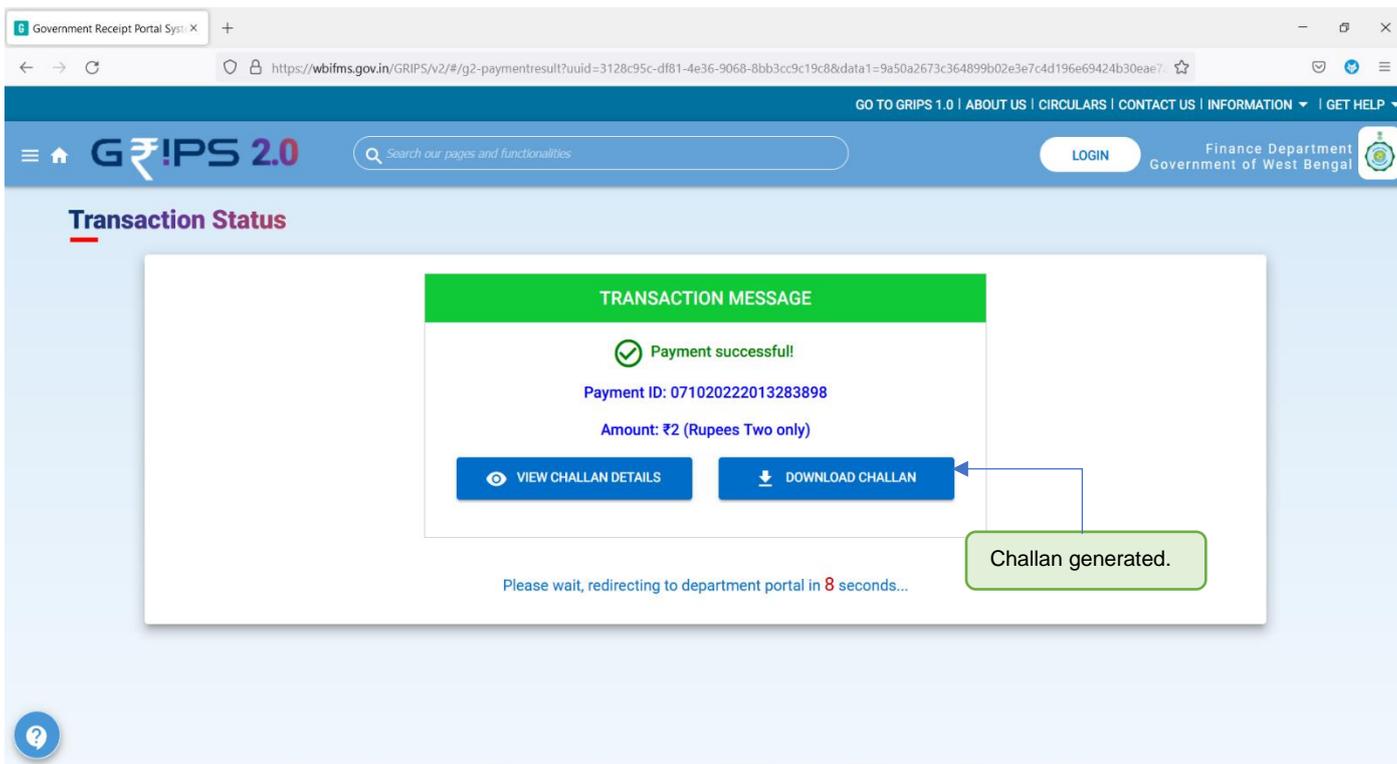
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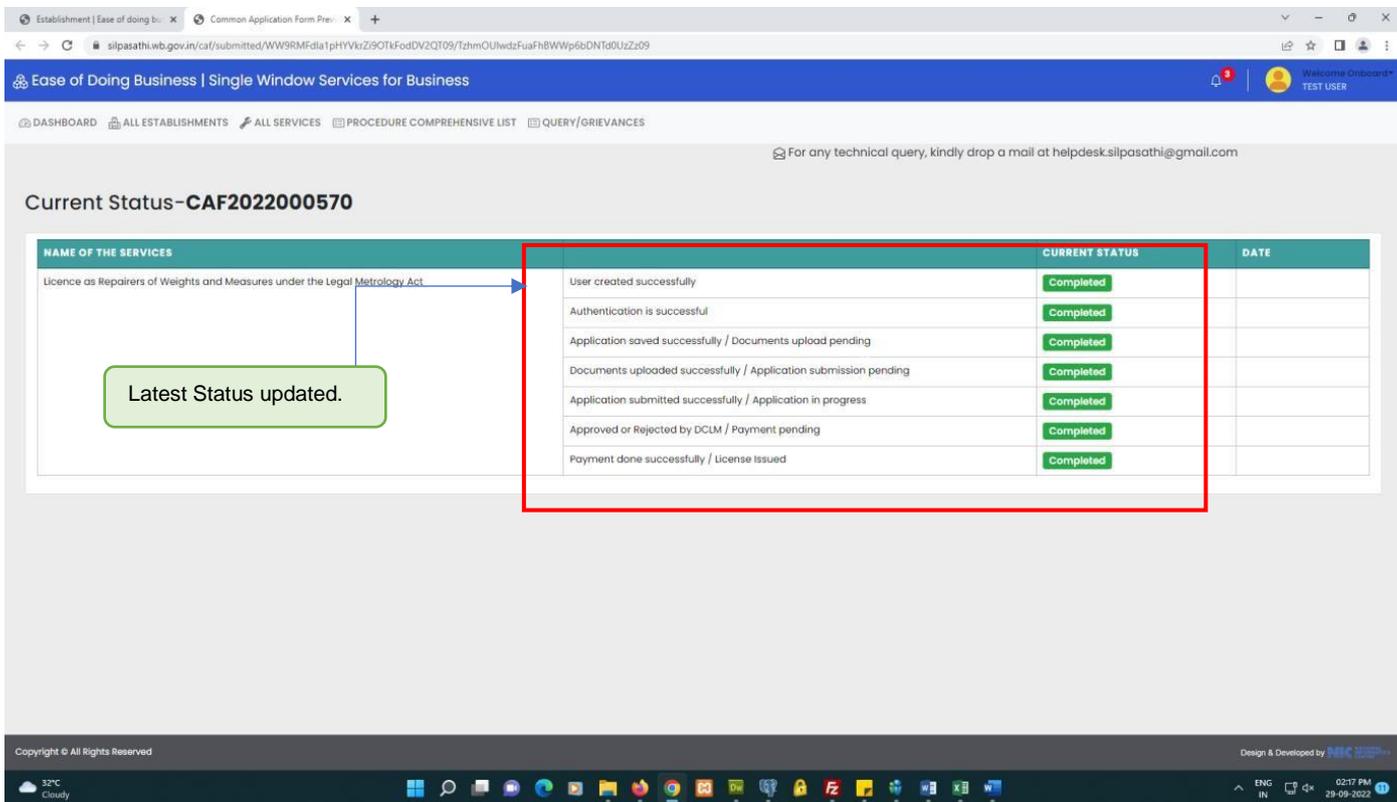
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After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.

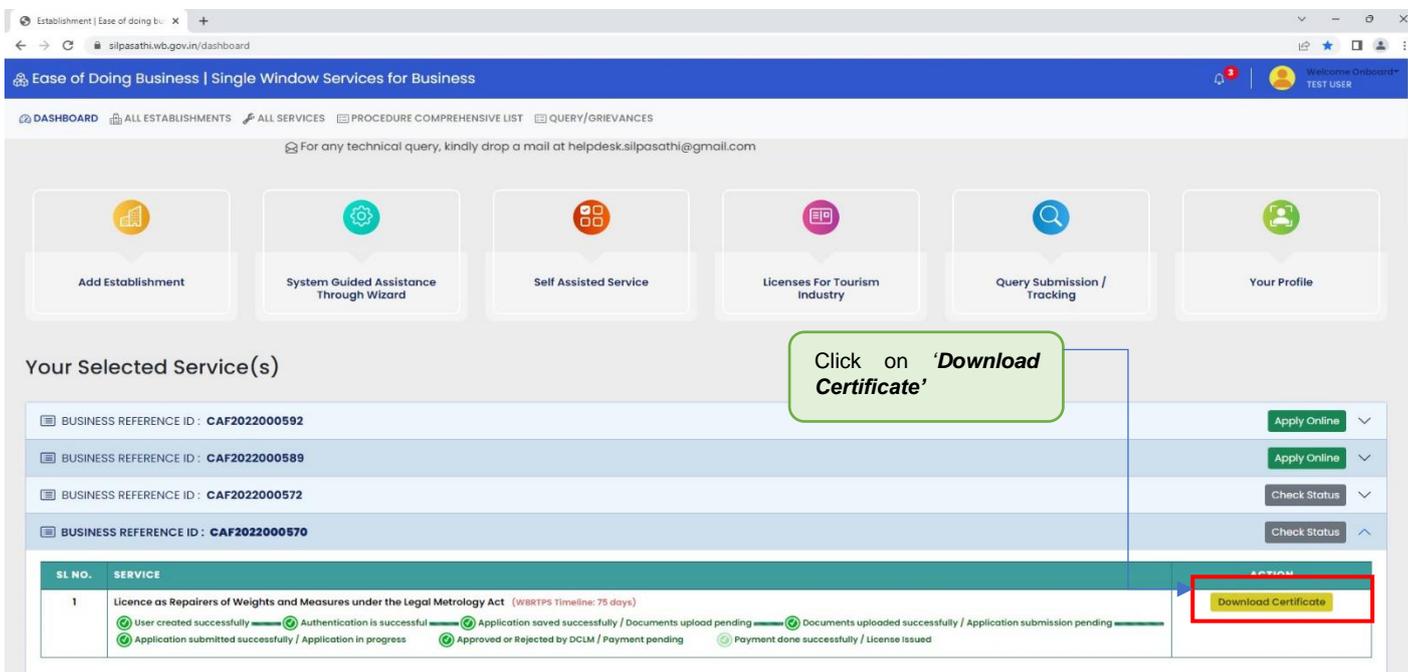


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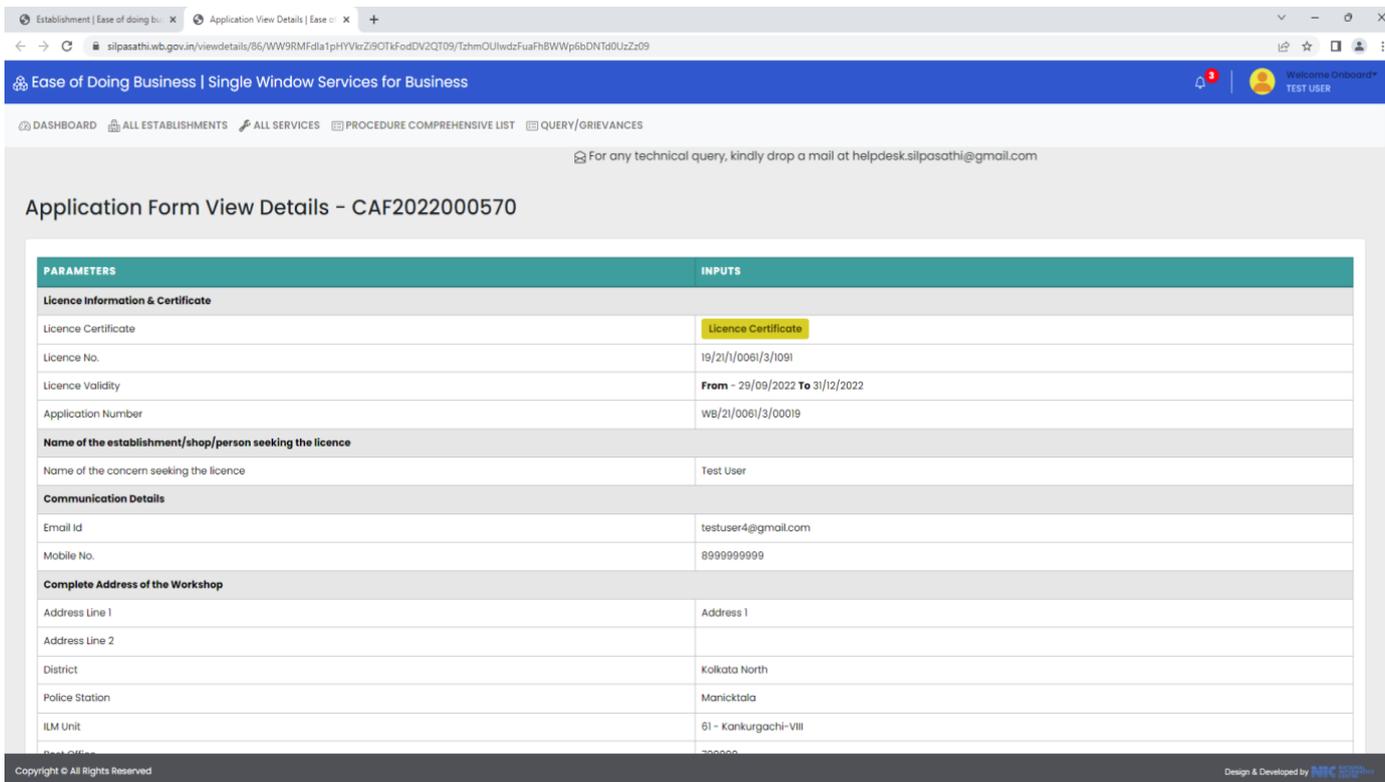
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

4. Online Download of final approval 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 'Click to Download' icon to download the Final Approval Certificate issued.



User Manual

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

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

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

silpasathi.wb.gov.in/viewdetails/86/WW9RMFdl1pHYVkrZ9OTkFodDV2QT09/TzhmOUIwdzFuaFrBWWp6bDNTd0UzZz09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard TEST USER

Post Office	700000		
Pincode	700006		
Premises Information			
Premises Type	Owned		
Details	Sample details		
Company Information			
Business Type	Company - Public Limited		
Date of Establishment	26-01-2000		
Registration Number of shop/establishment/current Municipal Trade licence	45789854443		
Date of Registration Number of current shop/establishment/Municipal Trade licence	26-01-2001		
NAME(S) AND ADDRESS(ES) OF PROPRIETOR(S) AND/ OR PARTNERS AND MANAGING DIRECTOR(S)			
SL. NO.	NAME	DESIGNATION	ADDRESS
1	Sample name	Proprietor	Address 1
Tax information			
Sales Tax	12345		
Registration Number of Professional Tax	0123456789		
Current ITR Number	123456		
GST Number	19AKUPC2694J1Z5		
Area in which you wish to operate	Kolkata North		
Previous experience in the line	3 years or more		
The type of weights and measures proposed to be repaired			
Name	Capacity		
Automatic Gravimetric Filling Instrument	123		
Automatic Rail Weigh Bridges class- 0.2	123		
Automatic Rail Weigh Bridges class- 0.5	123		
The number of persons employed/proposed to be employed			
Skilled	4		
Semi-skilled	8		
Unskilled	2		
Employees trained in the line	15		
Details of machinery/tools/accessories available	Sample details		
Availability of Electric Energy	No electricity required		
Have you sufficient stock of loan / test weights etc?	No		
Details			
Have you applied previously for a repairer's licence, either in this State or elsewhere?	No		
Details			
Payment Information			
Total Amount: Rs 100.00 GRN: 192022230131745956 & GRN Time: 29/09/2022 14:12:22 Id. No.: 011301020221664440842 BRN Time: 29/09/2022 14:12:32			
UPLOADED SUPPORTING DOCUMENTS			
Current Trade License	View		
Rent / Ownership	View		
Income Tax	View		
PAN / EPIC	View		
Professional Tax Receipt	View		

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

silpasathi.wb.gov.in/viewdetails/86/WW9RMFdl1pHYVkrZ9OTkFodDV2QT09/TzhmOUIwdzFuaFrBWWp6bDNTd0UzZz09

Name	Capacity
Automatic Gravimetric Filling Instrument	123
Automatic Rail Weigh Bridges class- 0.2	123
Automatic Rail Weigh Bridges class- 0.5	123
The number of persons employed/proposed to be employed	
Skilled	4
Semi-skilled	8
Unskilled	2
Employees trained in the line	15
Details of machinery/tools/accessories available	Sample details
Availability of Electric Energy	No electricity required
Have you sufficient stock of loan / test weights etc?	No
Details	
Have you applied previously for a repairer's licence, either in this State or elsewhere?	No
Details	
Payment Information	
Total Amount: Rs 100.00 GRN: 192022230131745956 & GRN Time: 29/09/2022 14:12:22 Id. No.: 011301020221664440842 BRN Time: 29/09/2022 14:12:32	
UPLOADED SUPPORTING DOCUMENTS	
Current Trade License	View
Rent / Ownership	View
Income Tax	View
PAN / EPIC	View
Professional Tax Receipt	View

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Availability of Electric Energy	No electricity required
Have you sufficient stock of loan / test weights etc?	No
Details	
Have you applied previously for a repairer's licence, either in this State or elsewhere?	No
Details	
Payment Information	Total Amount: Rs.100.00 GRN: 19202230131745958 & GRN Time: 29/09/2022 14:12:22 Id. No.: 01130120221664440842 BRN Time: 29/09/2022 14:12:32
UPLOADED SUPPORTING DOCUMENTS	
Current Trade License	View
Rent / Ownership	View
Income Tax	View
PAN / EPIC	View
Professional Tax Receipt	View
Experience Certificate	View
Partnership Deed / EM-1 / Form-32	View
Space Suitability Certificate (Schematic diagram)	View
List of Tools / Equipments	View
Test Weights	View
Land Conversion Certificate	View
Commercial Electricity	View
GST	View
Specimen Signature	View

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

[The Final Certificate gets downloaded \(Screenshot\)](#)

SCHEDULE -18
(Sub-rule 11 (1)(3))
Licencing Forms
FORM LK-3

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

Licence No. 19/201/0061/01/091 Year 2022

1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to **Satharua Mahato**
(Name and address of party or parties)

Company - Private Limited
Name: Owner One, Designation: Proprietor, Address: Manikata,
Kolkata

Intention to repair the following indicate details of the types of weights, measures, weighing instruments or measuring instruments that are
Intended to be repaired by the party

Automatic Gravimetric Filling Instrument Capacity: 2
Automatic Nail Weigh Bridges class-0.2 Capacity: 3

2. The licence is valid for the party named above in respect of his workshop located at Address Line 1, Address Line 2, Police
Station Manikata, Post Office Manikata, District: Kolkata North, Pin: 700039, West Bengal, India

3. The licence is valid from 08/09/2022 To 31/12/2022.

4. The repairer shall comply with the conditions stated below. If he fails to comply with any one, his licence is liable to be cancelled.

5. The party is licensed to repair weights, measures, weighing and measuring instruments in the areas mentioned below: Kolkata North

Date: 08/09/2022
Place: Kolkata

[Signature]
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 and shall report
immediately to the legal metrology officer any infringement that may come into his notice;
- 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 under cancellation of licence;
- Present the weights, measures, weighing or measuring instruments as the case may be duly repaired to the legal metrology officer
under sealing, verification and stamping as specified in rule 14(7), before delivery to the user;
- In the case of weights, measures, weighing or measuring instruments, if they are serviced/repaired before the date on which the
verification label was affixed and where, in the process and the verification stamp of the legal metrology officer is effaced, removed or broken, they
shall be presented duly repaired to the legal metrology officer for re-verification and stamping before delivery to the user;
- 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 person to whom the
licence has been granted.

Signature Not Verified
Date: 08/09/2022 11:10:23
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY
KOLKATA NORTH
Dist: 20220908 11:10:23
827

User Manual

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

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

One Approval certificate document has been illustrated below:

SCHEDULE - III
[see rule 11 (3)]
Licensing Forms
FORM LR-3

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

Licence No. 19/21/1/0061/3/1 091 Year 2022

1. The Deputy Controller of Legal Metrology, Kolkata hereby grants to **Sudhansu Mahato**
(Name and address of party or parties)

Company - Private Limited
Name: Onwer One. Designation: Proprietor. Address: Maniktala.
a licence to repair the following (include details of the types of weights ,measures, weighing instruments or measuring instruments that are licenced to be repaired by the party)

Automatic Gravimetric Filling Instrument Capacity : 2
Automatic Rail Weigh Bridges class- 0.2 Capacity : 3

2. The licence is valid for the party named above in respect of his workshop located at **Address Line 1, Address Line 2 , Police Station:Maniktala, Post Office:Maniktala, District: Kolkata North, Pin: 700059, West Bengal, India**

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

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

5. The party is licenced to repair weights, measures, weighing and measuring instruments in the areas mentioned below: **Kolkata North**

Date: **05/08/2022**
Place: **Kolkata**


Deputy Controller of Legal Metrology
Kolkata

Note : In the case of firm, its name with the names of all persons having any interest in the business should be given in paragraph (1)

CONDITIONS OF LICENCE

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

- (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 for the time being in force and shall report without delay to the Legal Metrology Officer any infringement that may come into his notice;
- (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) (i) Present the weights, measures, weighing or measuring instruments as the case may be duly repaired to the legal metrology officer for under taking verification and stamping as specified in rule 14(1), before delivery to the user.
(ii) In the case of weights, measures weighing or measuring instruments, if they are serviced/ repaired before the date on which the verification falls due and where, in the process and the verification stamp of the legal metrology officer is defaced, removed or broken, they shall be presented duly repaired to the legal metrology officer for re-verification and stamping before delivery to the user.
- (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 person to whom the licence has been granted.

Signature Not Verified
Digitally signed by 
DIRECTOR/IN-CHARGE OF LEGAL
METROLOGY-01
Date: 2022.08.05 17:10:23
IST

User Manual

Licence as Repairers 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

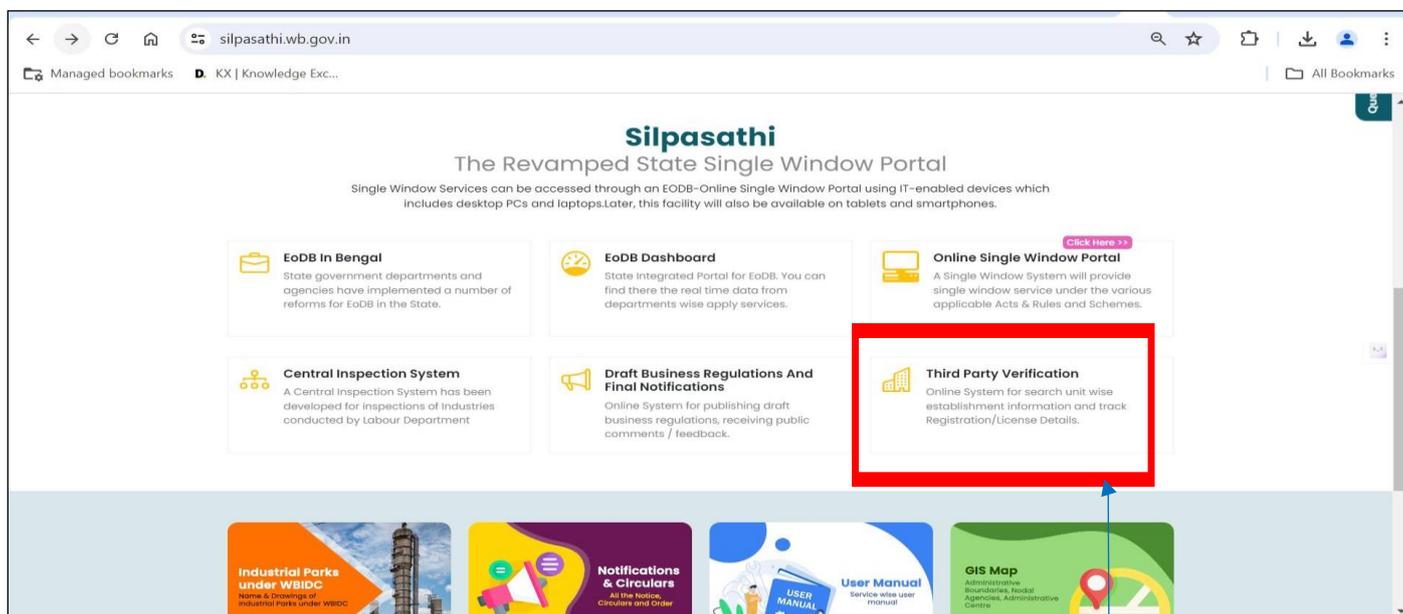
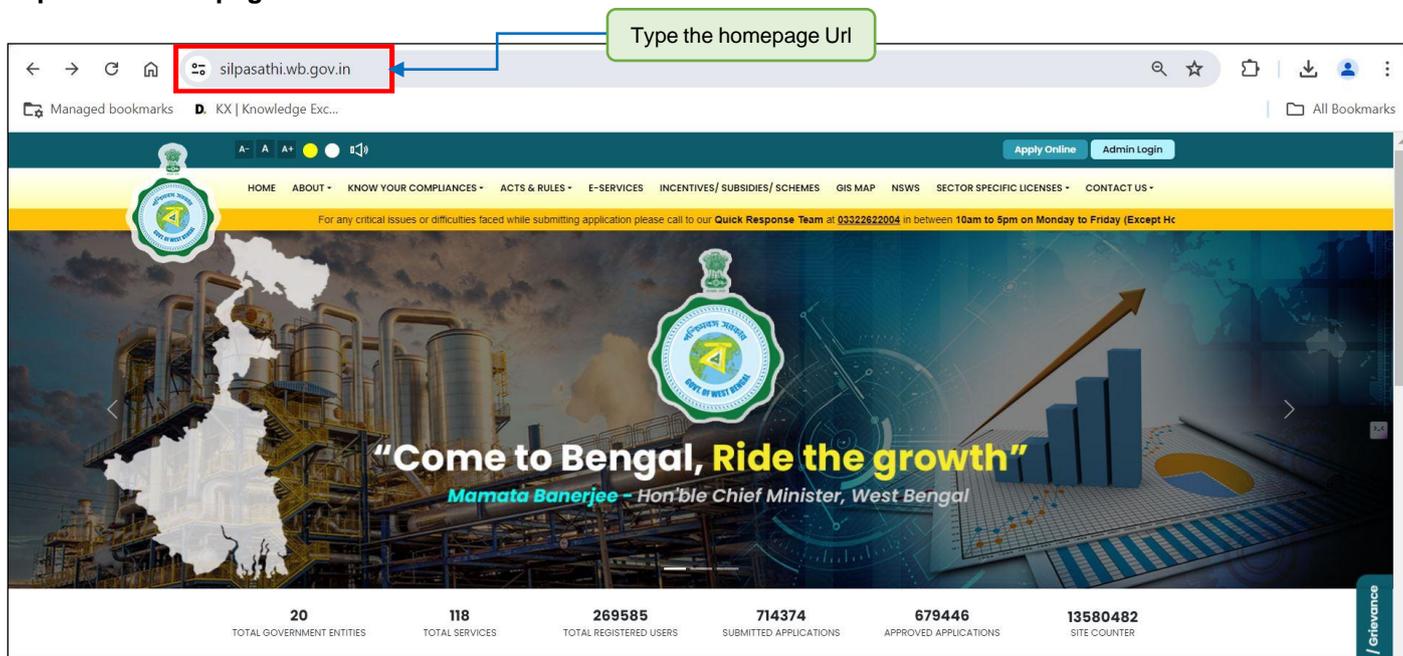
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage



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

The screenshot shows the SilpaSathi portal home page. The URL bar at the top is highlighted with a red box and contains the text "silpasathi.wb.gov.in/third-party-verification". A green callout box points to the URL bar with the text "User can also directly use this url". The main content area features a "Third Party Verification" section with a search form. The search form has a dropdown menu for "Select Services" and a text input field for "Registration Number / License Number / Others". A "Search" button is located to the right of the input field. Below the search form is a table with the following data:

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Enter Registration number/ License number to view details.

The screenshot shows the "Track Registration/License Details" page on the SilpaSathi portal. The search form is filled with "Licence as Repairers of Weights and Measures under the L" in the dropdown and "19/21/1/0061/3/1091" in the text input field. The "Search" button is highlighted. Below the search form is a table with the following data:

Parameter	Output
Approved Doc Number	19/21/1/0061/3/1091
Approved Doc Validity	From - 29/09/2022 To - 31/12/2022
Name of the Concern Person/ firm/ company	Test User
Address of the establishment	Address 1, POST: 700000, P.S.: Manicktala, Kolkata North, Pin: 700006

License details can be viewed after entering correct license number and clicking on Search.

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The third party can view the details as illustrated below:

The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/third-party-verification/a3pHWGNZZ12oTjirK3Zic3RvWWhXUT09/THFSdFQ4UGpTak45kZiejdiRVR3amcvY2tsVnlRUHIDVGE0Xg0ekd4Yz0%3D. The page features a navigation menu with items like HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS RULES, INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES, FAQ, GIS MAP, GALLERY, QUERY, and CONTACT US. Below the menu is a banner with the text "Ease of Doing Business Single Window Services for Business".

The main content area is titled "Track Registration/License Details". It contains a search form with the following fields:

- Select Services: Licence as Repairers of Weights and Measures under the L
- Registration Number / License Number / Others: 19/21/1/0061/3/1091
- Search button

The search results are displayed in a table:

Parameter	Output
Approved Doc Number	19/21/1/0061/3/1091
Approved Doc Validity	From - 29/09/2022 To - 31/12/2022
Name of the Concern Person/ firm/ company	Test User
Address of the establishment	Address 1, POST: 700000, P.S.: Manicktala, Kolkata North, Pin: 700006

At the bottom of the page, there is a disclaimer: "All efforts have been made to make the information as accurate as possible. Contents of the this site are owned and maintained by Department of Industry & Commerce, Govt. of West Bengal as well as WBIDCI (West Bengal Industrial Development Corporation), National Informatics Centre (NIC). will not be responsible for any loss to any person caused by inaccuracy in the information available on this Website. Any discrepancy found may be brought to the notice of Department of Industry & Commerce, Govt. of West Bengal as well as WBIDCI (West Bengal Industrial Development Corporation). This site is best viewed in Firefox, Chrome." Logos for National Informatics Centre (NIC) and SWAS are also present.