



## **Dte of Metrology (Consumer Affairs):**

**Licence as  
Manufacturer 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

## License 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)

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# User Manual

## License 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 “License 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

License as Manufacturer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) is a mandatory requirement for companies engaged in the manufacturing of weights and measures within India. 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.	Certificate Of Enlistment	It serves as proof of a person's enlistment and contains details such as name, rank, regiment/service, and date of enlistment

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#	Documents Required	Detailed Description
2.	Experience Certificate	An Experience Certificate is a document that verifies an individual's work history and experience in a particular company or organization
3.	Commercial Electricity	Commercial electricity refers to the provision of electricity to commercial establishments, such as office buildings, shopping centers, restaurants, and industrial facilities
4.	Current Trade License	A current trade license is a vital document required by businesses and professionals in various industries to operate legally
5.	Fire License	A Fire License is a required permit for individuals to engage in firefighting operations, such as fire extinguishing, inspecting, or investigating fires
6.	GST	GST stands for Goods and Services Tax, a value-added tax (VAT)
7.	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
8.	Land Conversion Certificate	A Land Conversion Certificate is a crucial document verifying the change of land use or zoning status
9.	List of Tools / Equipment's	List of Tools / Equipments
10.	PAN / EPIC	Identity proof
11.	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.
12.	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.

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#	Documents Required	Detailed Description
13.	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
14.	Commercial Electricity	Commercial electricity refers to the electricity used by businesses and other commercial entities
15.	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
16.	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
17.	Model Approval Certificate	A model approval certificate is a document that confirms a model's compliance with industry standards and regulations
18.	Monogram / Trademark (Photocopy of Label)	A monogram is a combined letter or symbol made up of the initials of a person's name, often used as a mark or symbol of identity. A trademark, on the other hand, is a symbol, word, or phrase that uniquely identifies a business, product, or service
19.	Test Weights	Test weights are a measure of the relative importance or contribution of each feature in a machine learning model

## Timeline (WBRTPS)

**License 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
<b>Apply for Verification</b>		
1.	Trader's Name	Enter Trader's Name

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### License as Manufacturer of Weights and Measures under the Legal Metrology Act

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Sl. No.	Field Name	Instructions
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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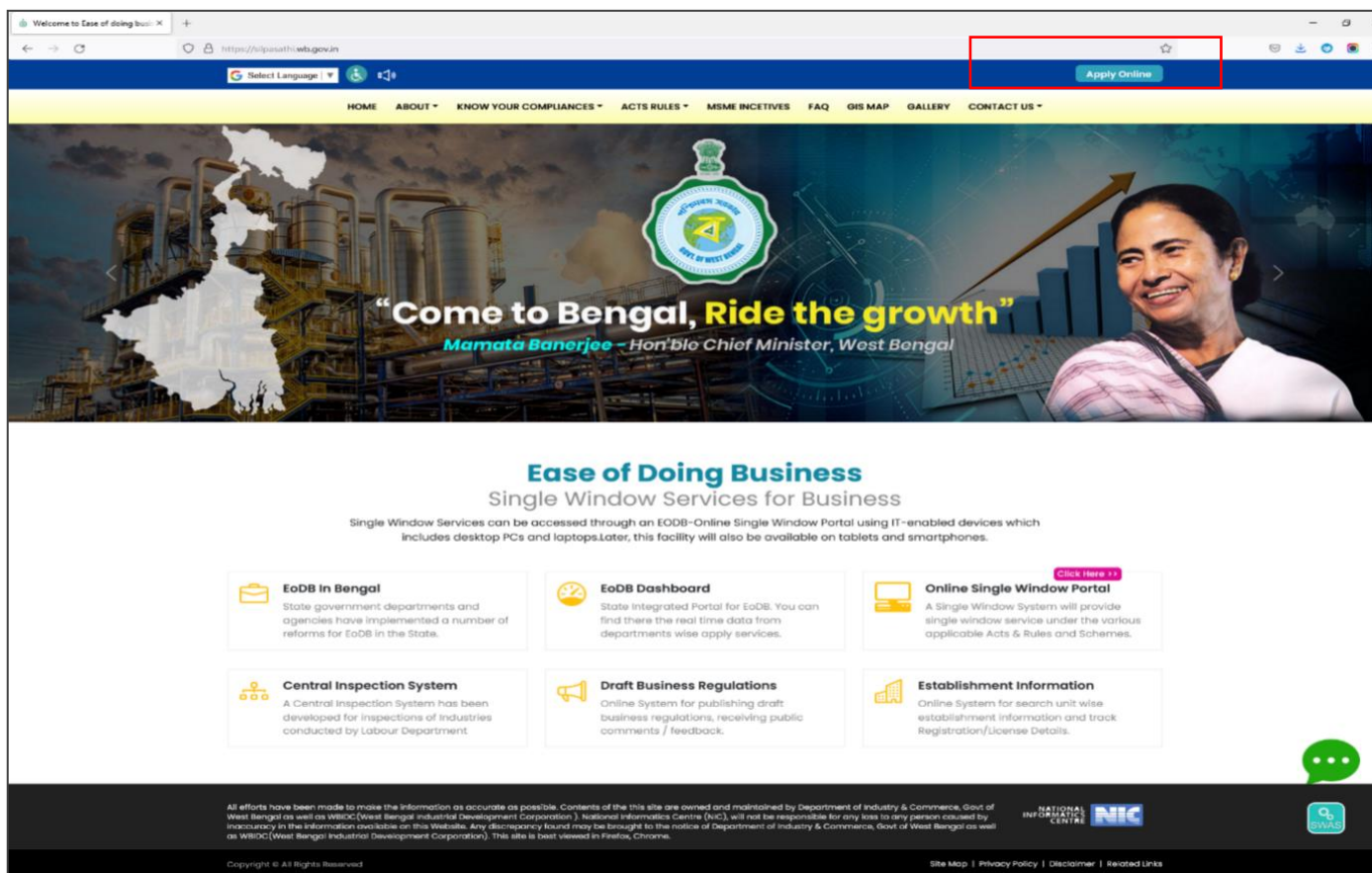
## License as Manufacturer of Weights and Measures under the Legal Metrology Act

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### Application Process through SilpaSathi

#### 1. Online Application submission along with online submission of documents

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

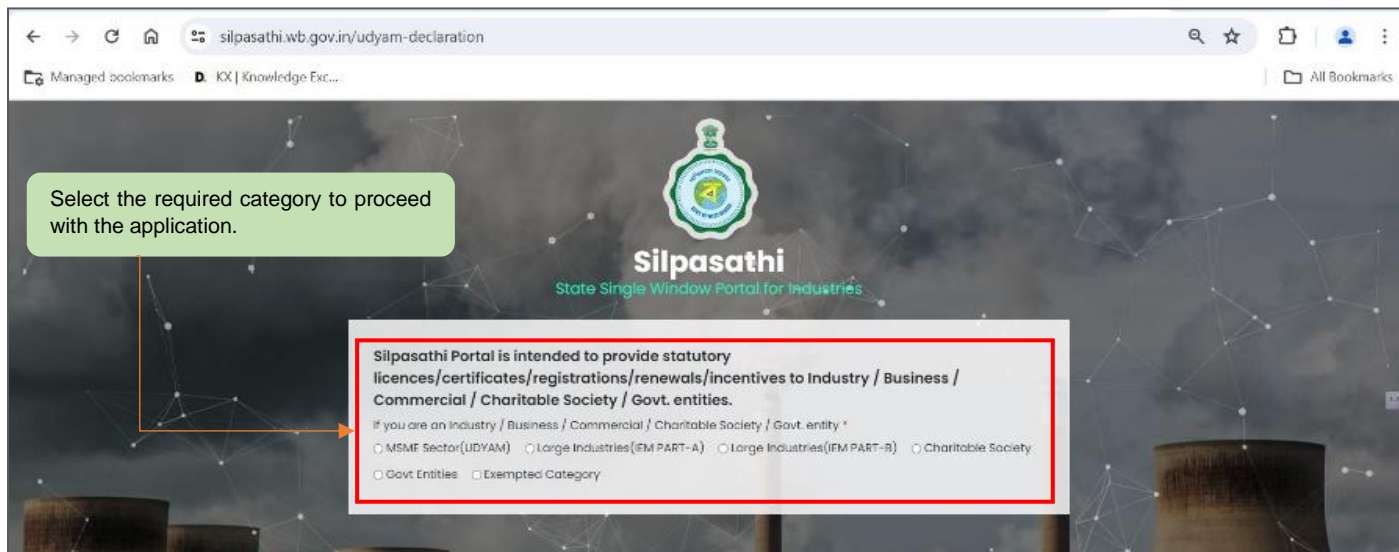


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

# User Manual

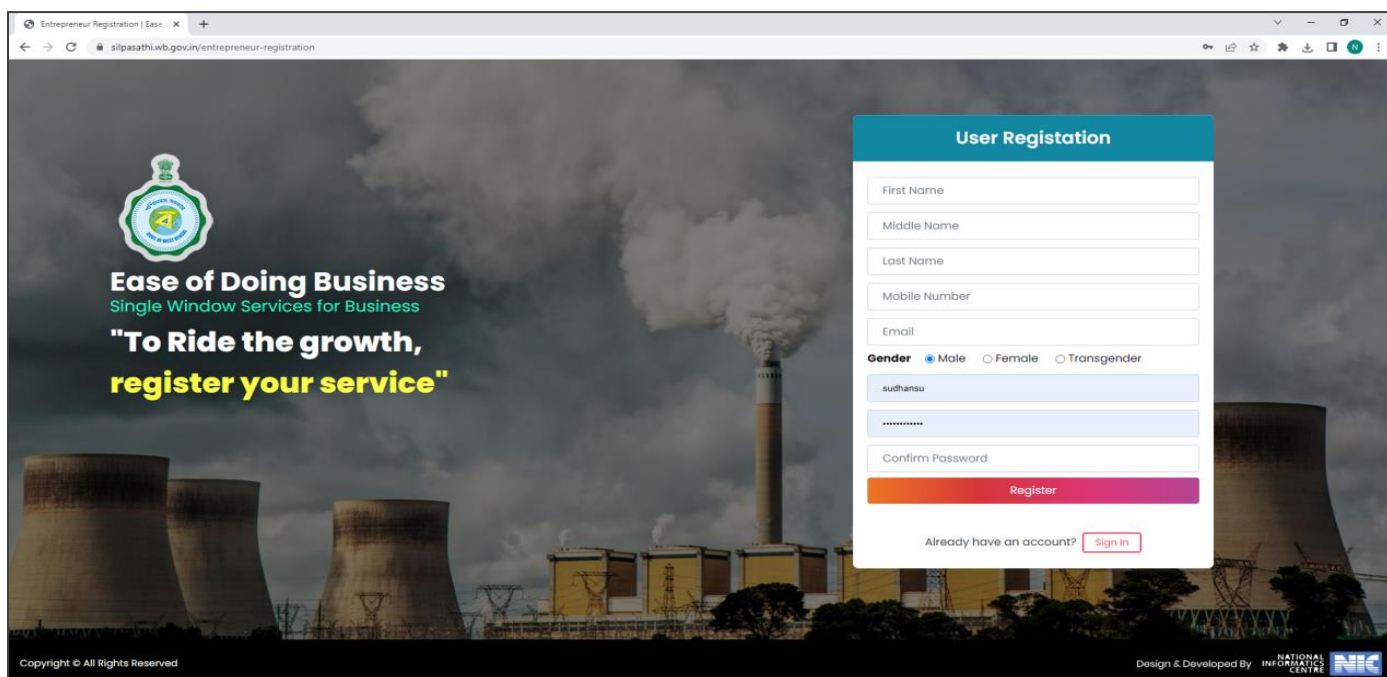
## License as Manufacturer of Weights and Measures under the Legal Metrology Act

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

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

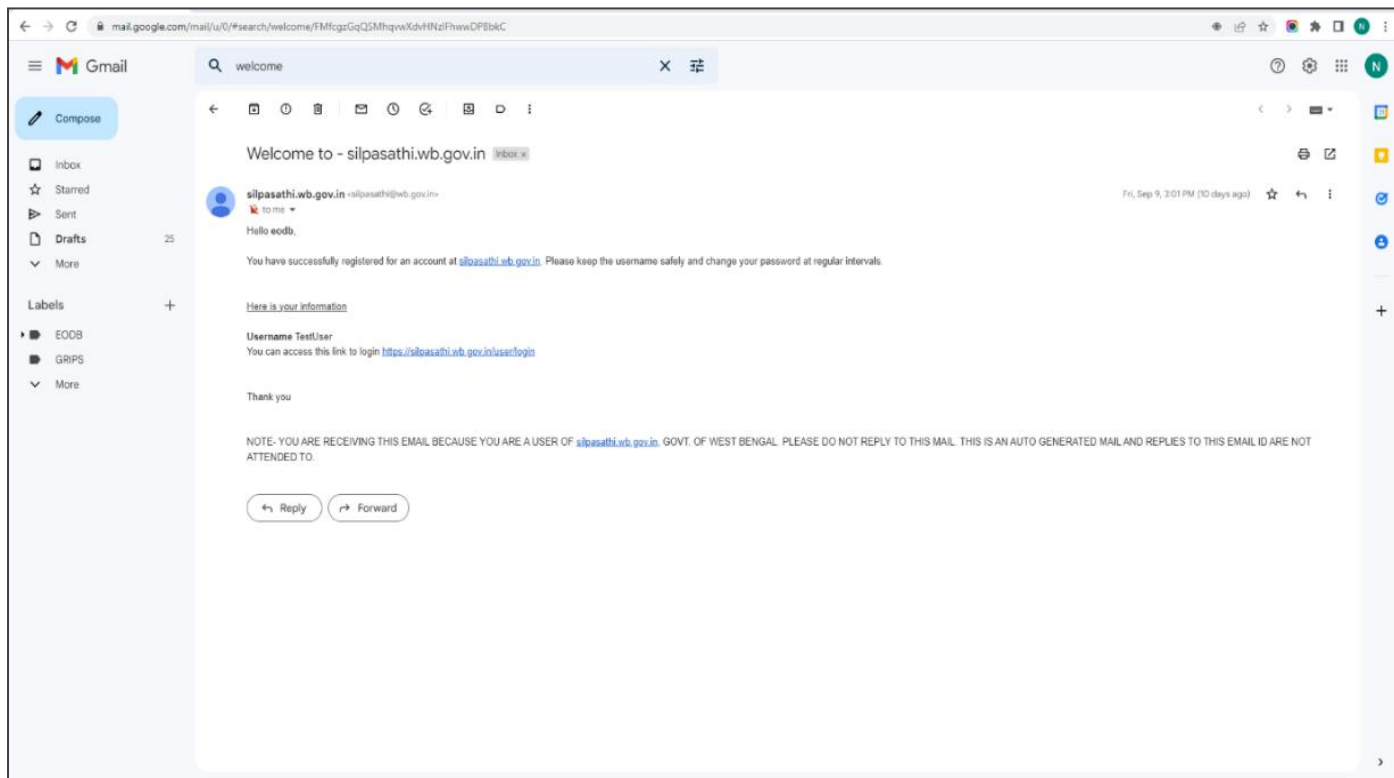


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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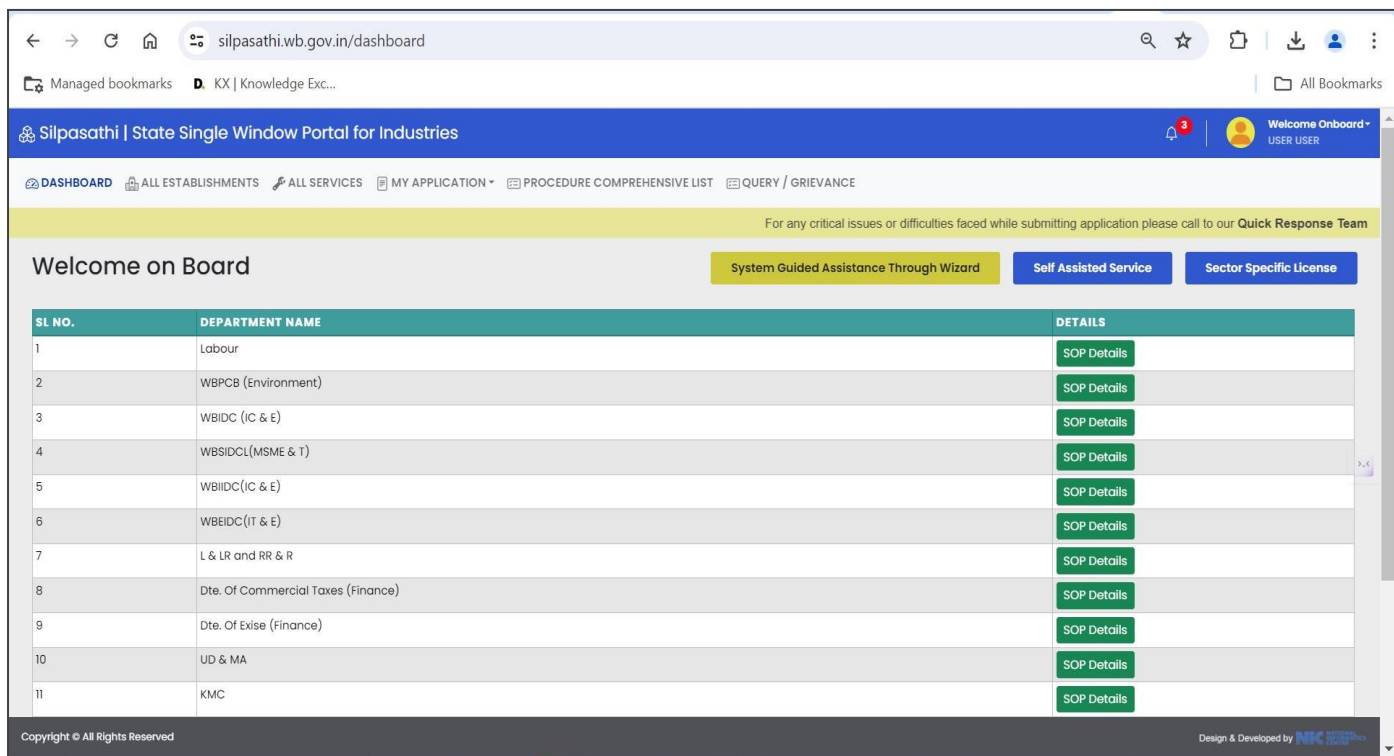
## License as Manufacturer of Weights and Measures under the Legal Metrology Act

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## Online Application submission

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

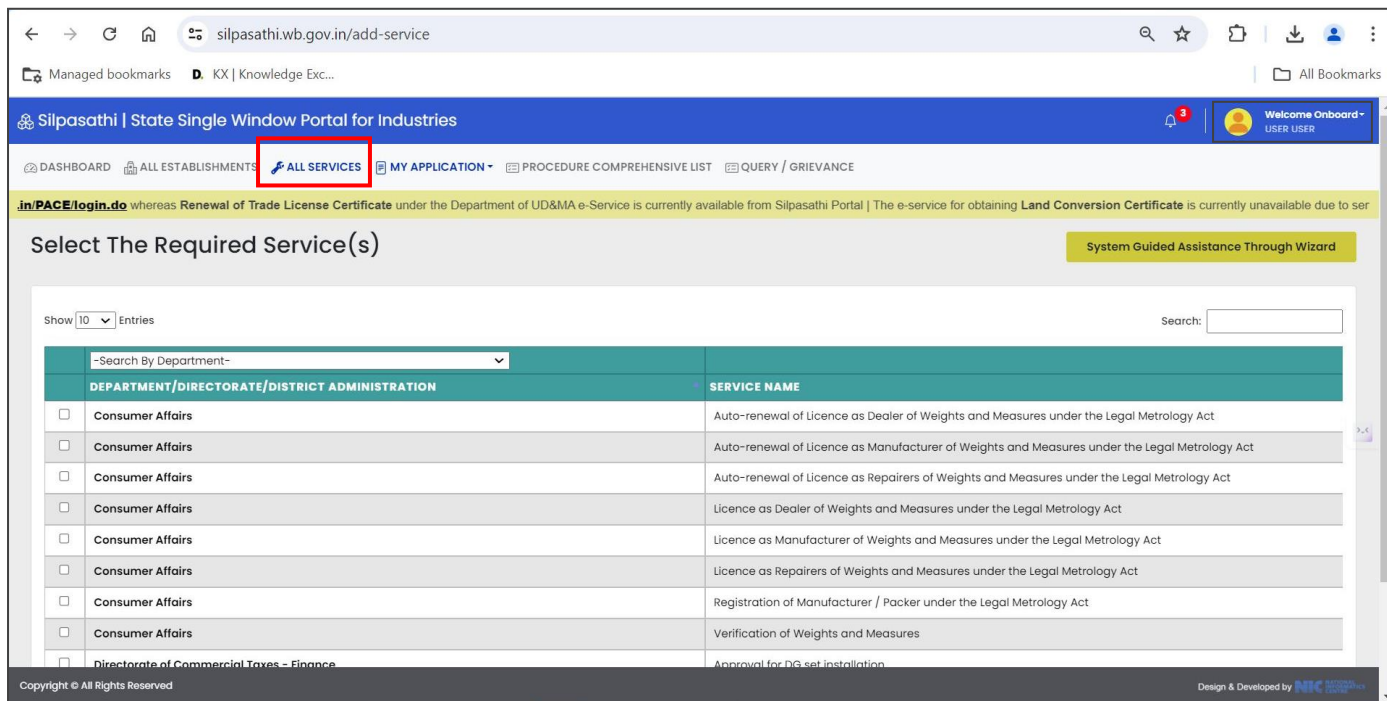


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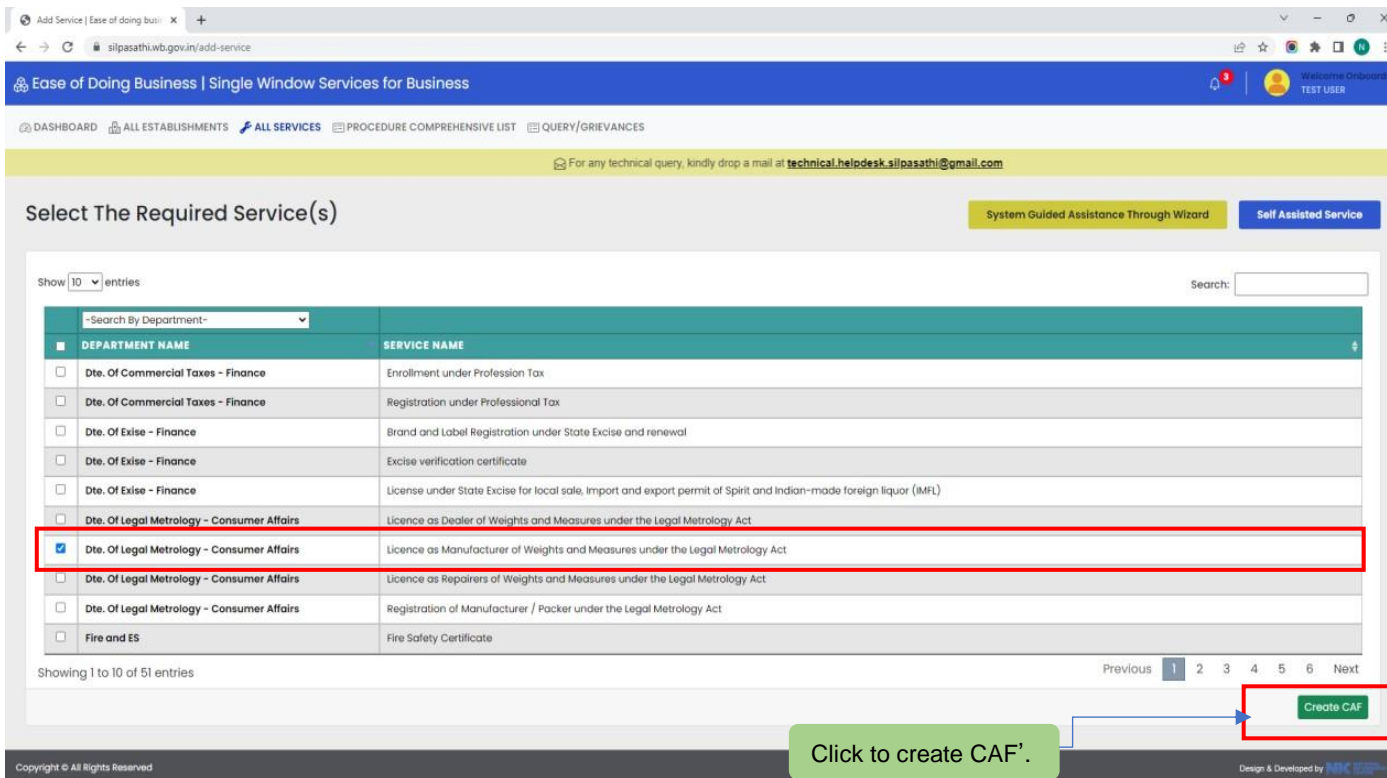
## License as Manufacturer of Weights and Measures under the Legal Metrology Act

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



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



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## License as Manufacturer of Weights and Measures under the Legal Metrology Act

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After selecting the service **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.

Service Added Successfully

Your Selected Service(s)

BUSINESS REFERENCE ID: CAF2022000566

Apply Online

SL NO.	SERVICE	ACTION
1	Licence as Manufacturer 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 DCIM / Payment pending —● Payment done successfully / License Issued	

BUSINESS REFERENCE ID: CAF2022000566

Check Status

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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## License 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)

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

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

### General Information - CAF2022000569

Process Start 10%

#### Communication Details

Name of the establishment/shop/person seeking the licence \*  
Test User  
(Please enter the name as per your Trade Licence)

Email Id \*  
testuser7@gmail.com

Mobile No. \*  
8999999999

PAN No. \*  
ALWPG6809L

Aadhaar No.  
125484587878

#### Complete Address Of The Establishment

Address Line 1 \*  
Address 1

Address Line 2 \*  
Address 2

District \*  
Kolkata North

Police Station \*  
Manicktala

ILM Unit \*  
61 - Kankurgachi-VIII

Post Office \*  
700000

Pincode \*  
700006

#### Premises Information

Premises Type \*  
Owned

Please give details \*  
Sample details

Date of Establishment \*  
26-01-2000

#### Company Information

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

Business Type \*  
Local authority

The current registration number of factory / shop / establishment / Municipal trade licence \*  
45789854443

Date of registration number of current shop / establishment / Municipal trade licence \*  
26-01-2000

Nature Of manufacturing activities at present \*  
Sample nature of manufacturing

#### The Number Of Persons Employed/Proposed To Be Employed

The type of weights and measures proposed to be manufactured --\*  
[Click Here to Add/View Weights & Measures Details](#)

Skilled \*  
4

Semi-skilled \*  
8

Unskilled \*  
2

Specialist trained in the line \*  
15

Details Of Machinery, tools accessories, owned and used for manufacturing weights measures \*  
Sample details

Details Of foundry/workshop facilities arranged \*  
Ownership

Availability of Electric Energy \*  
No electricity required

WorkShop place Details \*  
Sample workshop space

Facilities of steel casting and hardness testing of Vital parts etc or Other means \*

Details Of loan received from Government or Financial institution, If So Give details \*  
Sample details of loan

Name Of Bankers, If any

#### Tax Information

Sales Tax \*  
12345

Registration Number of Professional Tax \*  
0123456789

Current ITR Number \*  
123456

GST Number \*  
19AKUPC2694J125

Items Selling Proposal \*  
Within State

Details of Model Approval received from Government of India

Have you applied previously for a manufacturer's licence, either in this State or elsewhere?  
-- Select --

When can you produce for inspection samples of your products for which licence is desired? \*  
26-01-2000

[Back](#) [Save & Continue](#)

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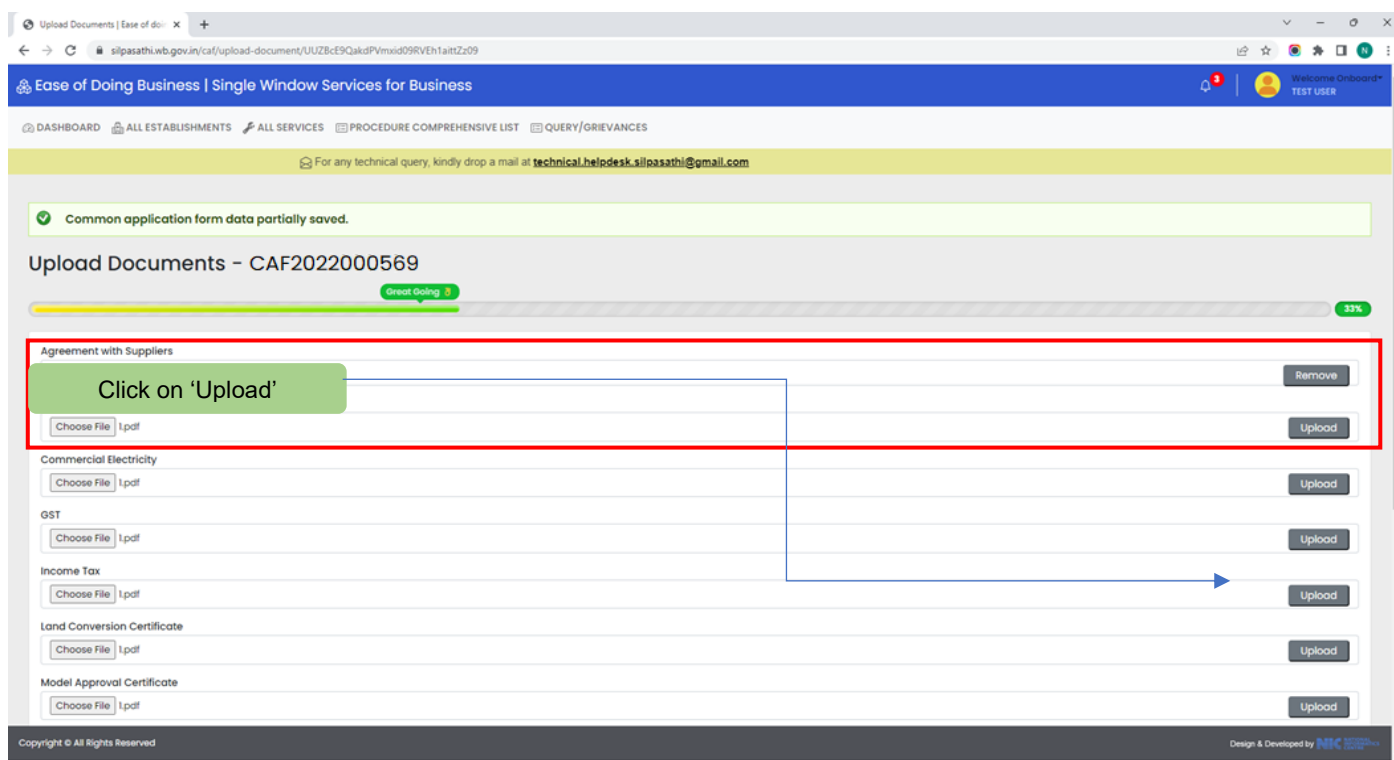
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## License as Manufacturer of Weights and Measures under the Legal Metrology Act

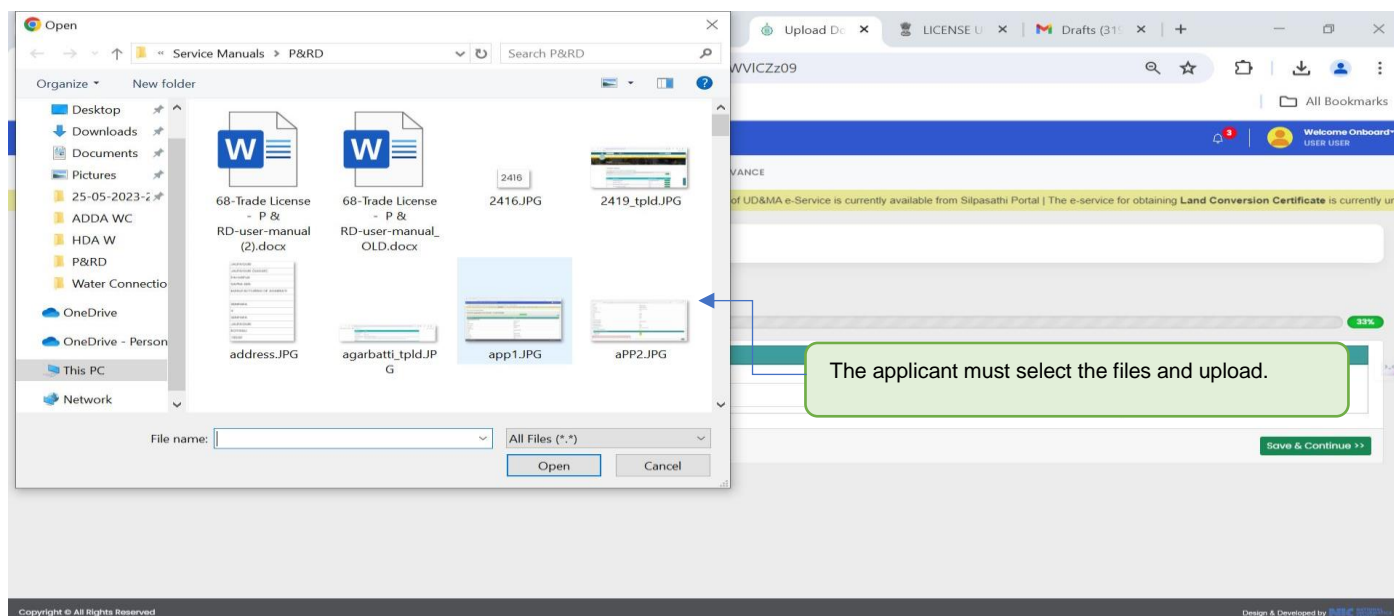
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

**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.

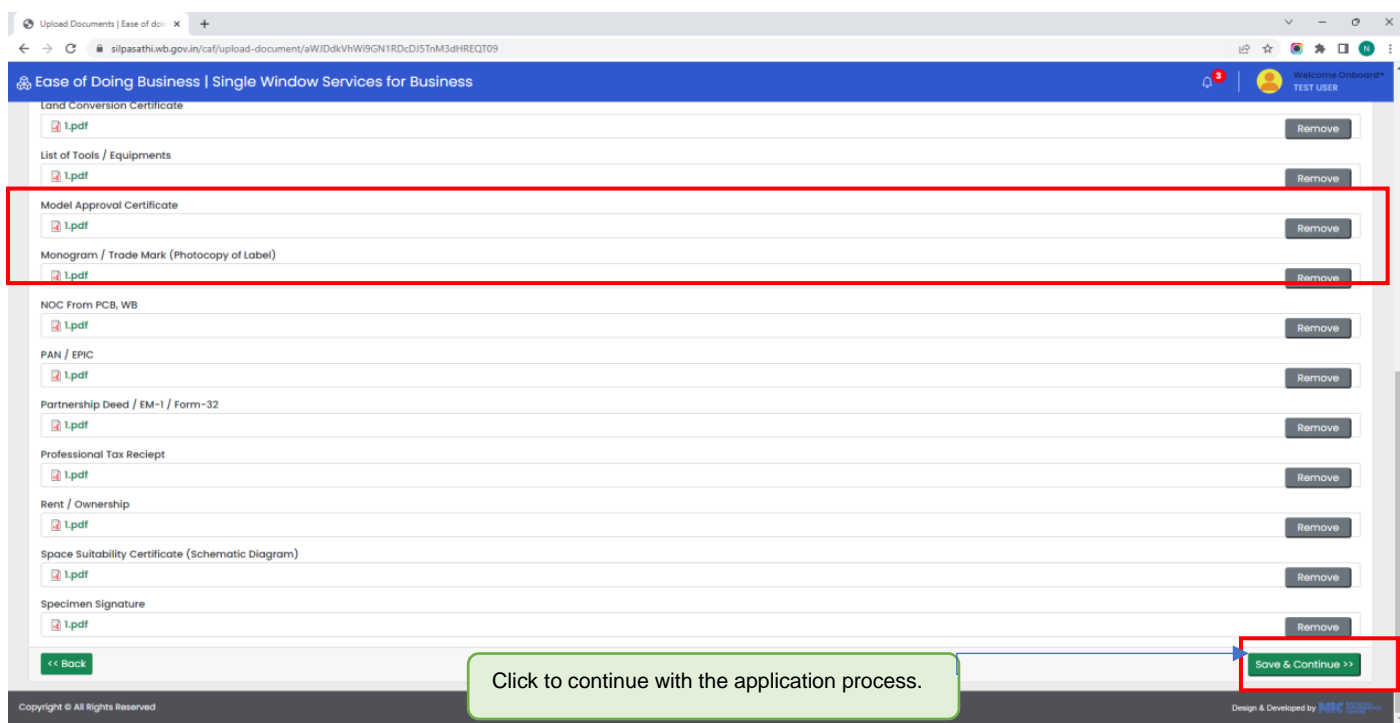
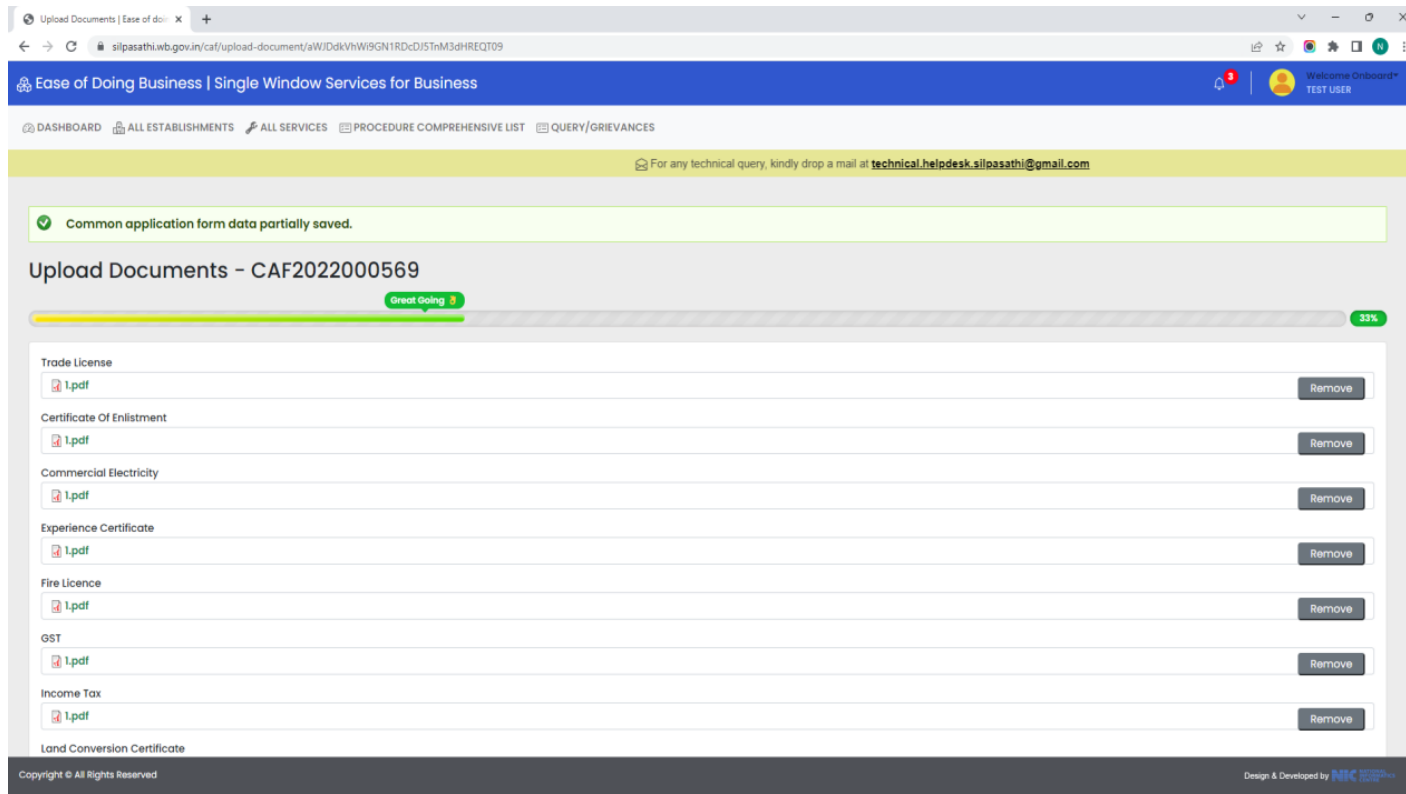


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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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



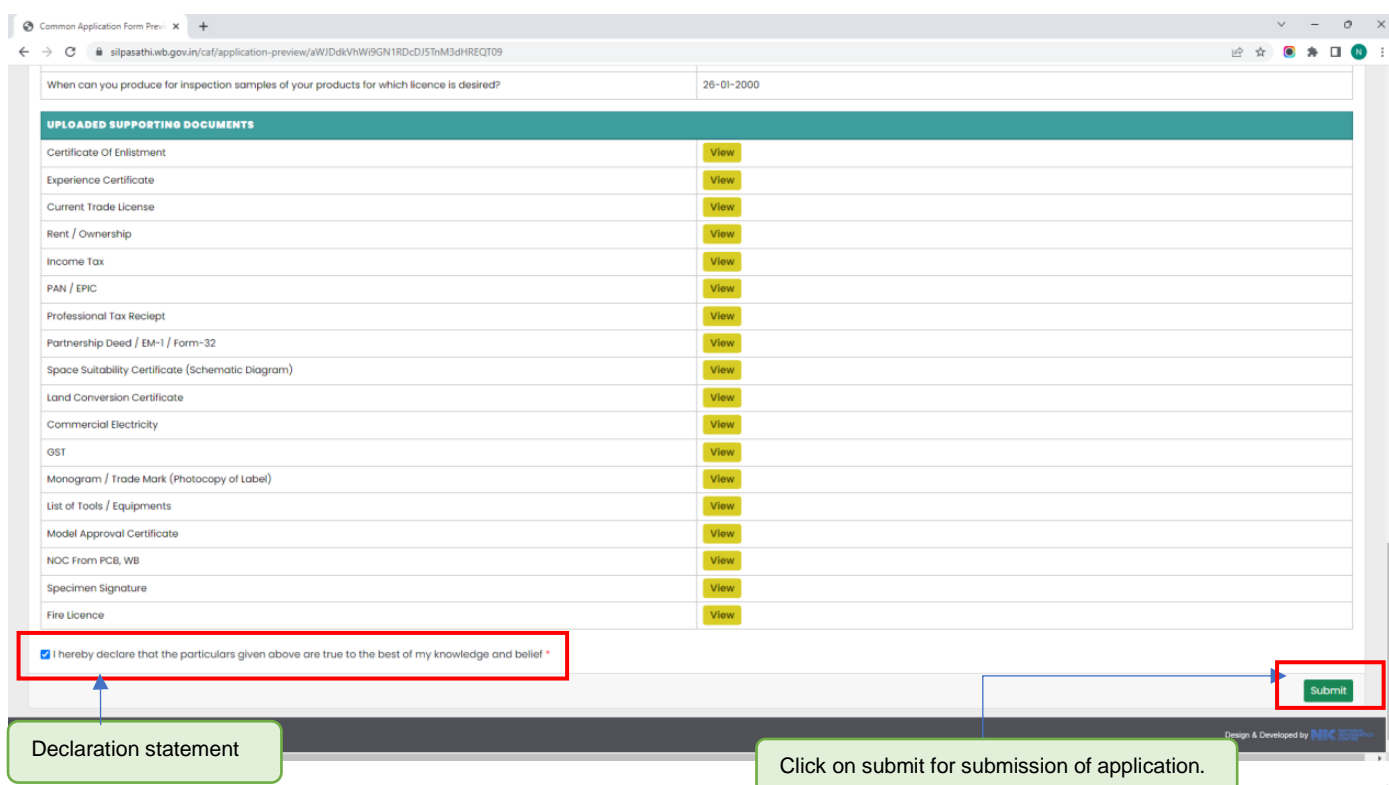
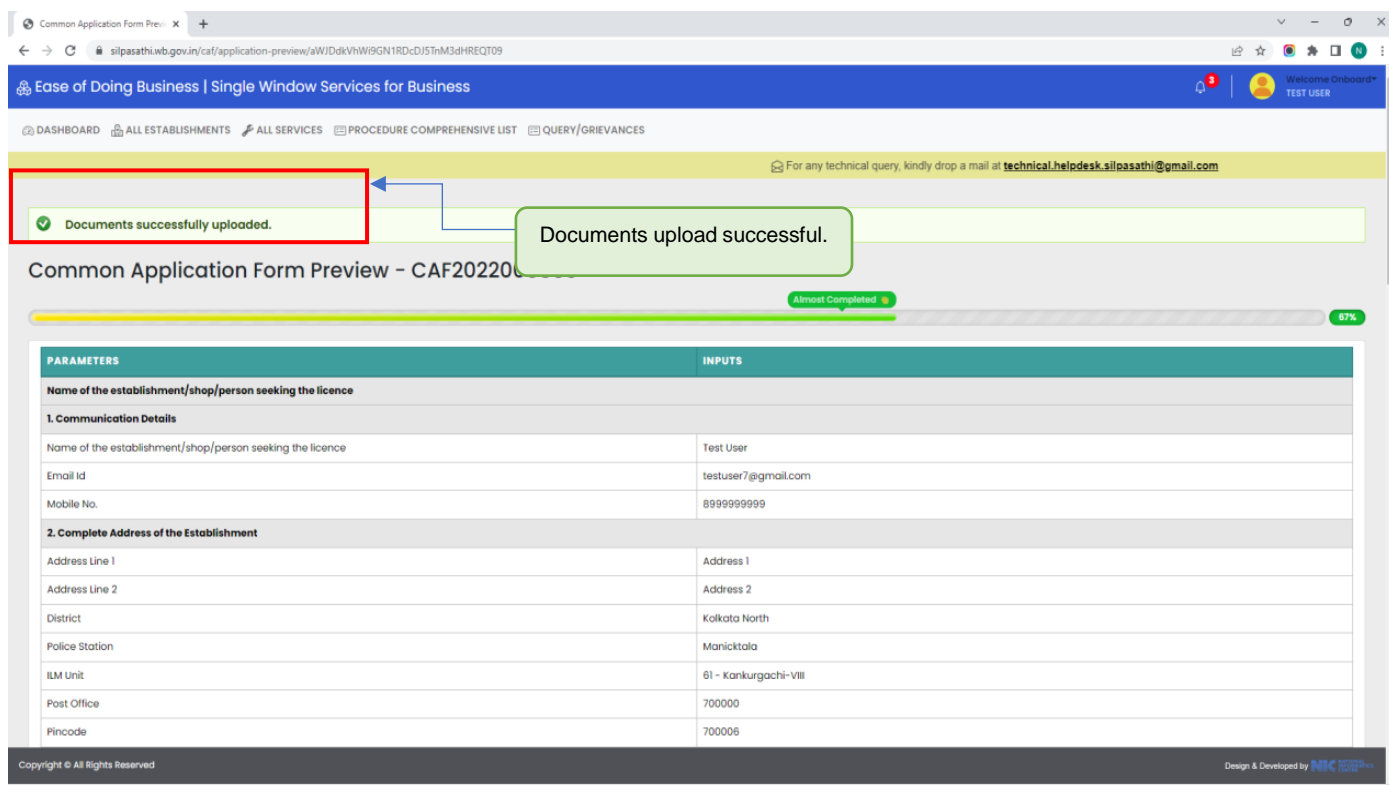
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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

### Application Form

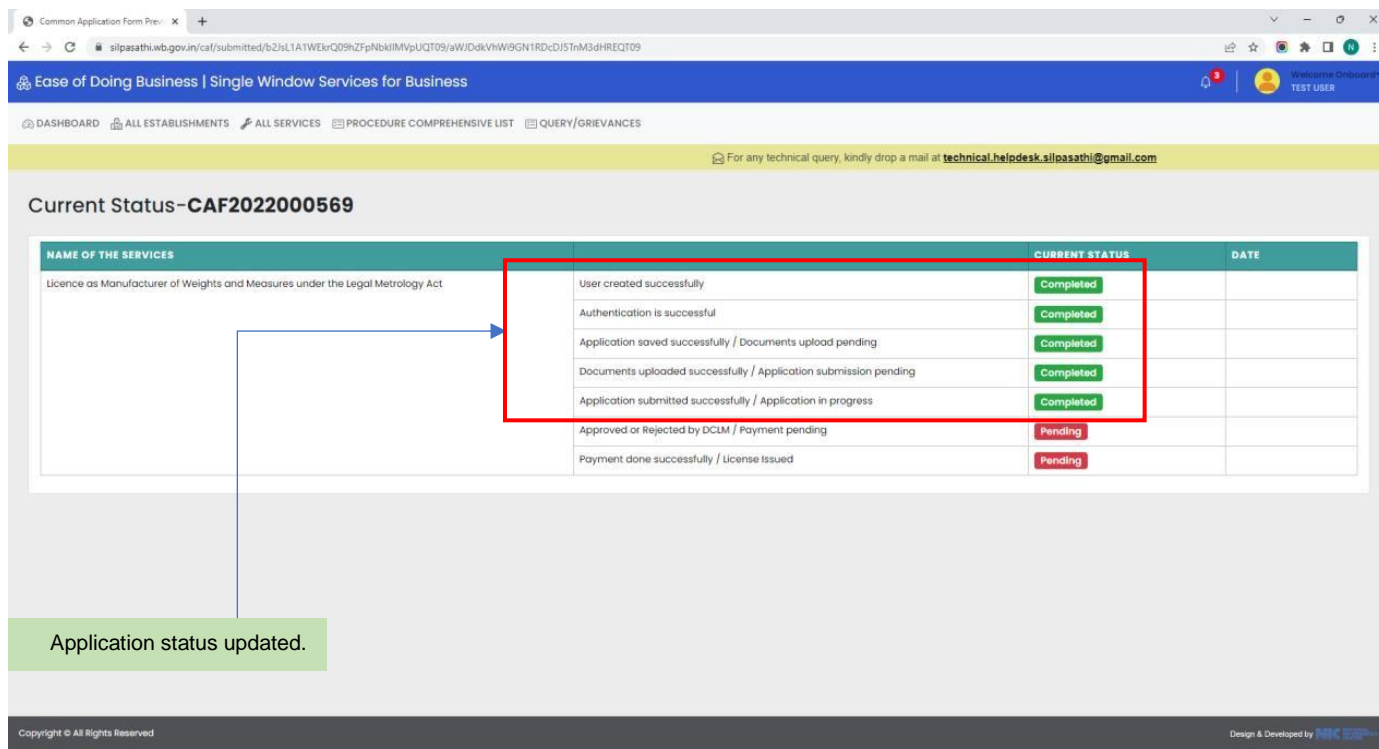


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On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

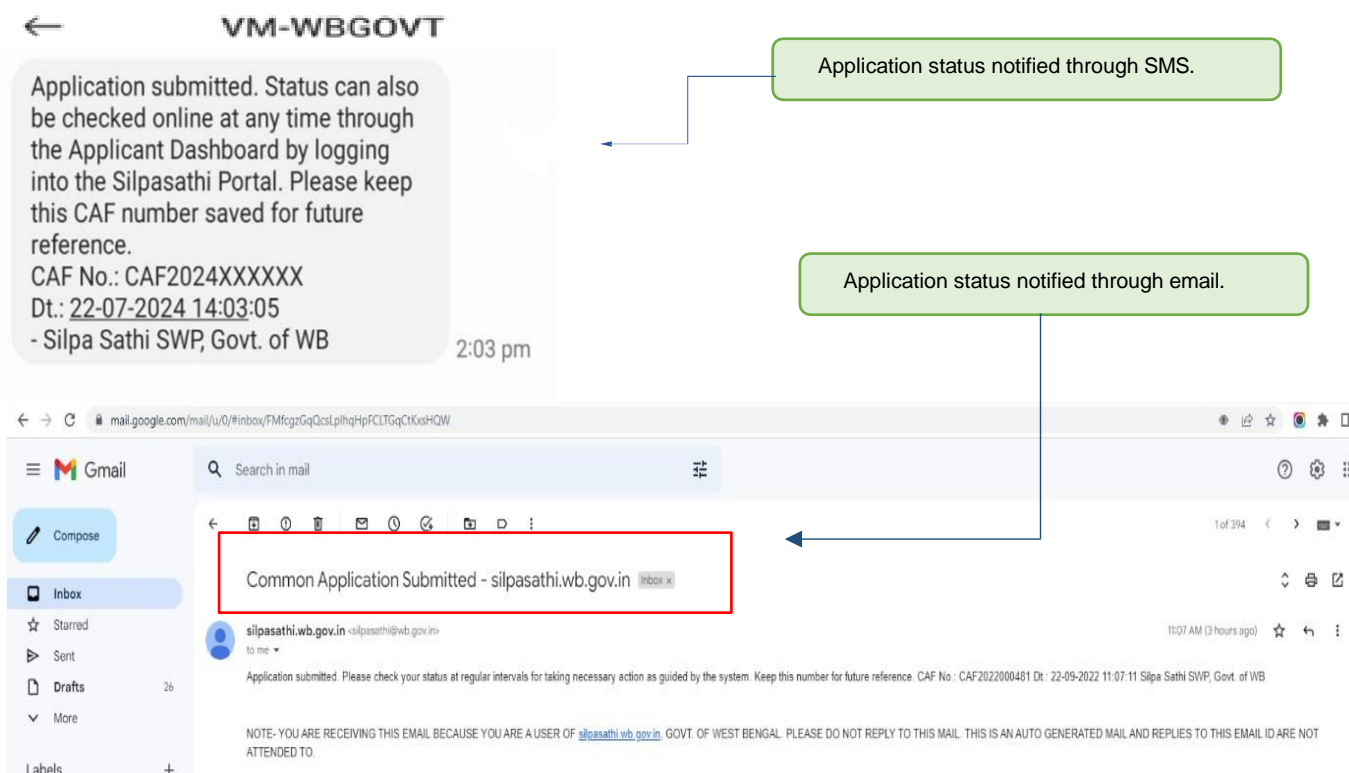


Current Status-CAF2022000569

NAME OF THE SERVICES	CURRENT STATUS	DATE
Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	User created successfully	Completed
	Authentication is successful	Completed
	Application saved successfully / Documents upload pending	Completed
	Documents uploaded successfully / Application submission pending	Completed
	Application submitted successfully / Application in progress	Completed
	Approved or Rejected by DCLM / Payment pending	Pending
	Payment done successfully / License Issued	Pending

Application status updated.

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.



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.: CAF2024XXXXX  
Dt.: 22-07-2024 14:03:05  
- Silpa Sathi SWP, Govt. of WB

Application status notified through SMS.

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in>  
to me

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

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.

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## License as Manufacturer of Weights and Measures under the Legal Metrology Act

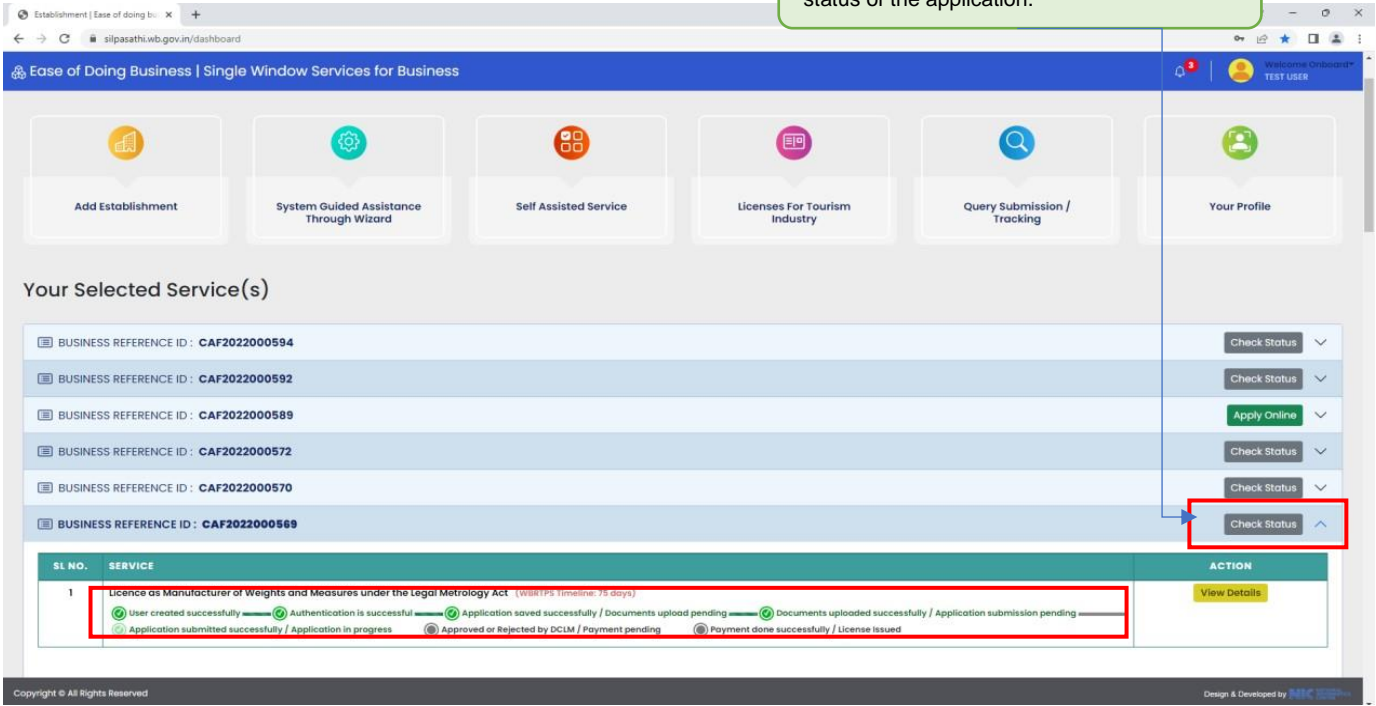
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 2. Track Status of Application

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

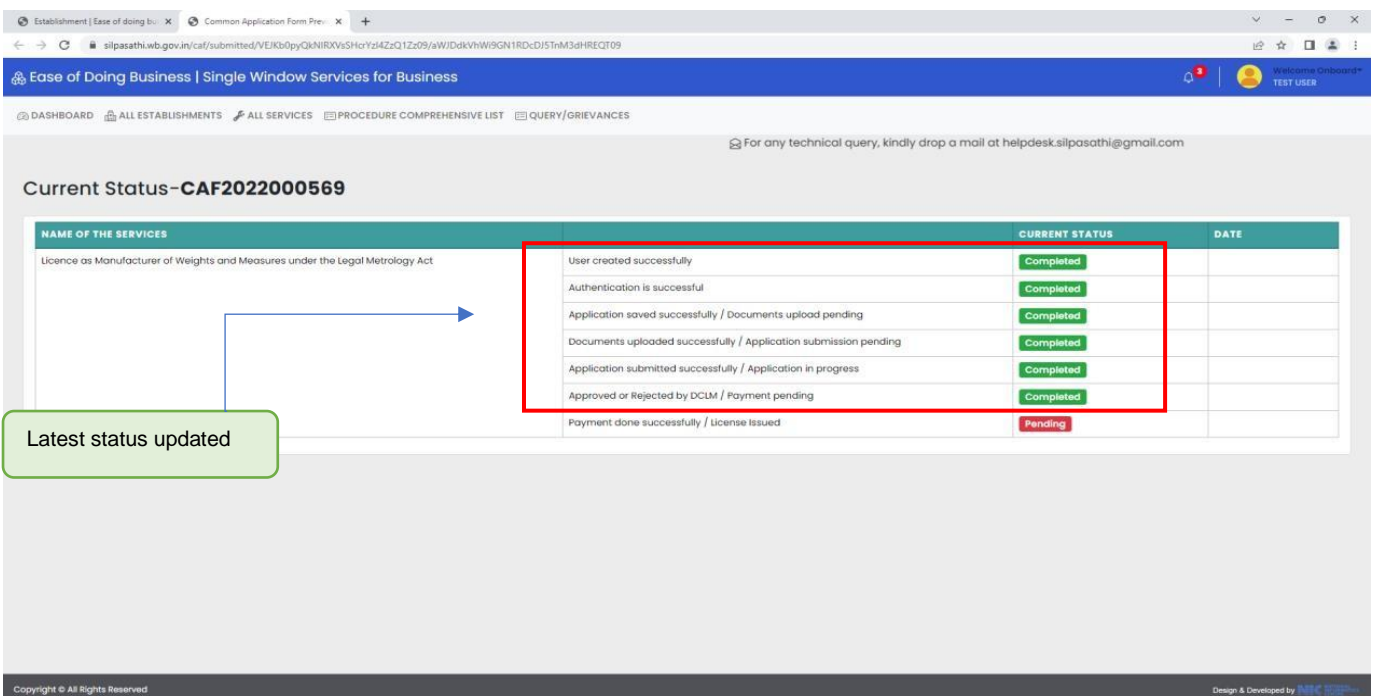
#### Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.



**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

Ease of Doing Business | Single Window Services for Business

Welcome Onboarded TEST USER

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	ACTION
CAF2022000594	Check Status
CAF2022000592	Check Status
CAF2022000589	Apply Online
CAF2022000572	Check Status
CAF2022000570	Check Status
CAF2022000569	Check Status

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

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.

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**Payments Details-CAF2022000569**

**Details of the depositor**

Dept. Payment Reference Number	EODB5786731882146512
CAF Number	CAF2022000569
Name	Test User
Email	testuser@gmail.com
Mobile	8999999999

*Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.*

**Service wise fees details**

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(Rs.)
1	Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	Fees for New Licence for Manufacturer	1475-00-106-001-13	500
<b>Total</b>				<b>500</b>

[Back](#) [Proceed to Pay](#)

Click here to proceed with the payment in GRIPS portal.

The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

**GRIPS Payment Details**

**DEPOSITOR'S DETAILS**

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:	01130120221864447479	Payment Ref. No.:	CAF2022000569
In favour of:	Dir. Of Legal Metrology - Consumer Affairs	Payment Mode:	NA
Period From:	29/09/2022	Period To:	29/09/2022
Total Amount[*]:	500	Remarks:	Payment for -Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

**CHALLAN DETAILS**

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Licence Fees	01130120221864447479	1475-00-106-001-13	Licence Fees	500
				<b>Total Amount: 500</b>
				<b>IN WORDS: FIVE HUNDRED ONLY.</b>

Select Payment Mode  
Payment Mode: SBI Epay

[CONFIRM](#) [CANCEL](#)

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

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Establishment | Ease of doing bu... | GRIPS : Select bank to make pay... | +

wbifms.gov.in/GRIPS/extPayCnf.do

**iFMS** Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department Government of West Bengal

Payments through GRIPS portal  
Consumer Affairs

Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:   
Select Bank: SBI EPay

RESET PROCEED CANCEL

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by TATA Consultancy Services Ltd.

Establishment | Ease of doing bu... | GRIPS: GRN Details | +

wbifms.gov.in/GRIPS/makePaymentProcess.do

**iFMS** Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department Government of West Bengal

DEPOSITOR'S DETAILS

Challan Details For GRN NO.:192022230131850808

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	29/09/2022 16:04:50	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	01130120221664447479	Dept. Ref. No:	CAF2022000569
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[*]:	500	System Time:	29/09/2022 16:04:50

PAYMENT DETAILS

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Licence Fees	01130120221664447479	Licence Fees	1475-00-106-001-13	500
				Total Amount: 500
				IN WORDS: FIVE HUNDRED ONLY.

PROCEED CANCEL

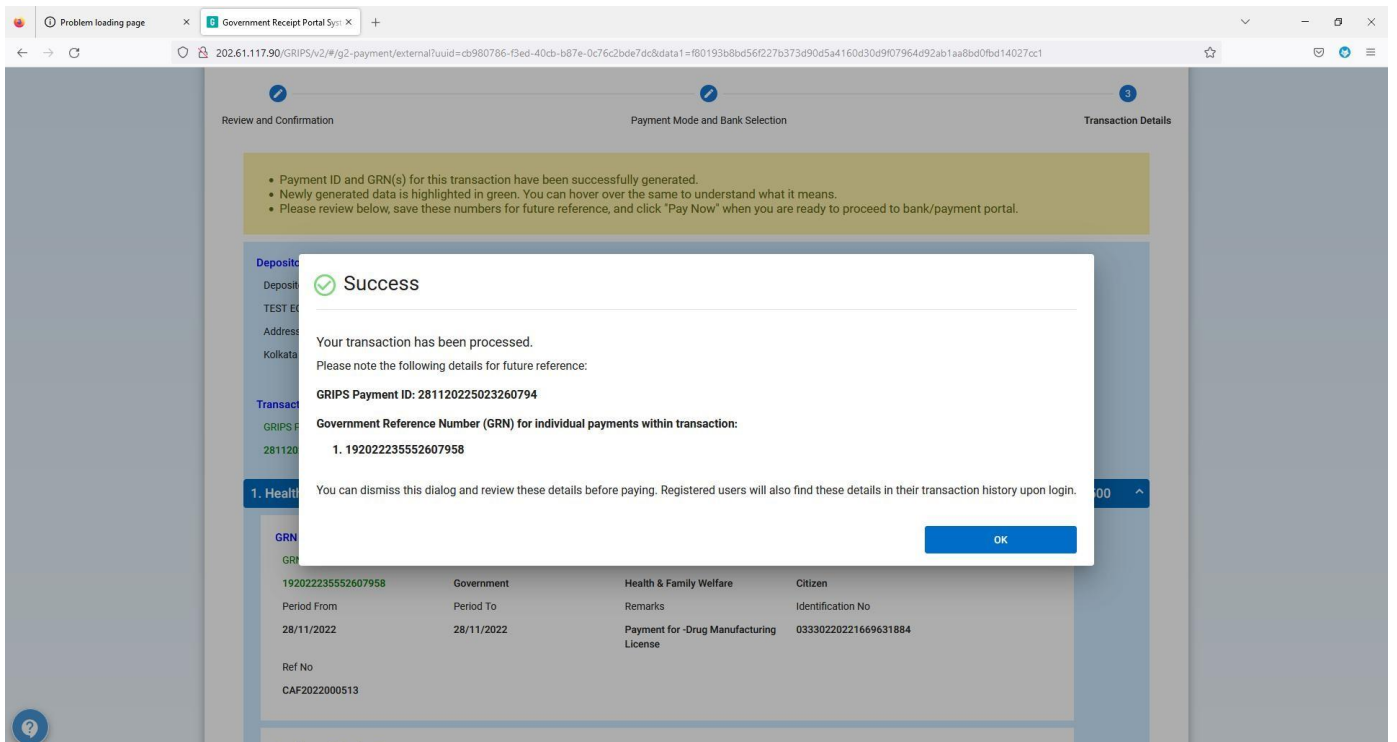
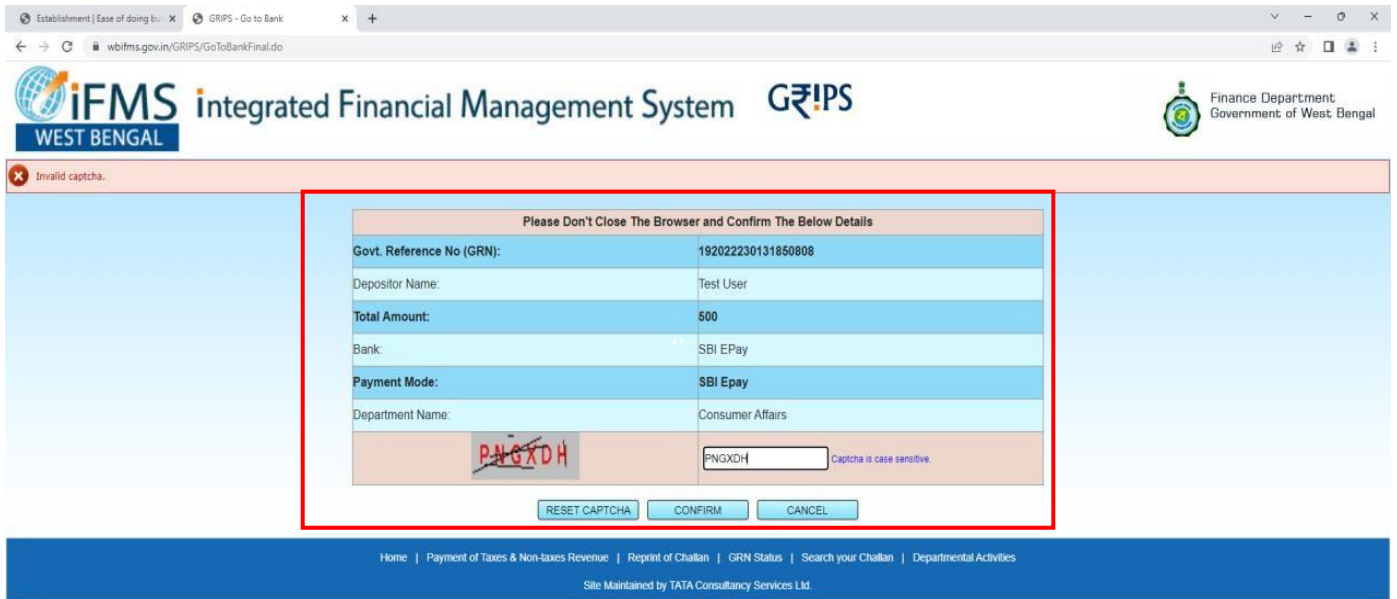
Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by TATA Consultancy Services Ltd.

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## License as Manufacturer of Weights and Measures under the Legal Metrology Act

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The screenshot shows the SBlePay payment gateway interface. On the left, a sidebar titled 'Payment Details' lists various payment methods: Debit/Credit/Prepaid Cards, Internet Banking, BHIM UPI, Wallets, and NEFT. This sidebar is highlighted with a red box, and a callout bubble points to it with the text 'Select payment mode.' The main area is titled 'Please enter your card details' and contains fields for Card Number, Expiry Date/Valid Thru (Month and Year), CVV/CVC 4-DBC, and Name of the card holder. Below these fields is a 'Pay Now' button and a 'Cancel' link. On the right, the 'Order Summary' section displays the Order No. (192022230131850808), Merchant Name (GRIPS Finance Dept West Bengal), Amount (500.00), and Processing fee. The 'Amount' and 'Processing fee' fields are highlighted with a red box, and a callout bubble points to them with the text 'Payment amount displayed.' At the bottom, there are logos for RuPay, MasterCard, Verified by Visa, and others, along with a link to check transaction status.

The screenshot shows the GRIPS 2.0 Transaction Status page. The page header includes the GRIPS 2.0 logo, a search bar, and navigation links like 'GO TO GRIPS 1.0', 'ABOUT US', 'CIRCULARS', 'CONTACT US', 'INFORMATION', and 'GET HELP'. The main content area is titled 'Transaction Status' and features a large green box with the text 'TRANSACTION MESSAGE'. Inside this box, it says 'Payment successful!' with a green checkmark icon, followed by 'Payment ID: 071020222013283898' and 'Amount: ₹2 (Rupees Two only)'. Below this information are two buttons: 'VIEW CHALLAN DETAILS' and 'DOWNLOAD CHALLAN'. A callout bubble points to the 'DOWNLOAD CHALLAN' button with the text 'Challan generated.' At the bottom of the message box, it says 'Please wait, redirecting to department portal in 8 seconds...'. The page footer includes a help icon.

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

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Current Status-CAF2022000569

NAME OF THE SERVICES	CURRENT STATUS	DATE
License as Manufacturer of Weights and Measures under the Legal Metrology Act		
User created successfully	Completed	
Authentication is successful	Completed	
Application saved successfully / Documents upload pending	Completed	
Documents uploaded successfully / Application submission pending	Completed	
Application submitted successfully / Application in progress	Completed	
Approved or Rejected by DCLM / Payment pending	Completed	
Payment done successfully / License Issued	Completed	

Latest Status updated.

### 4. Online Download of final approval certificate

#### Applicant's Dashboard

Click on 'Download Certificate'

SL NO.	SERVICE	ACTION
1	License as Manufacturer of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days)	Download Certificate

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**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.

PARAMETERS	INPUTS
<b>License Information &amp; Certificate</b>	
License Certificate	<a href="#">License Certificate</a>
License No.	18/21/0061/0380
License Validity	From - 29/09/2022 To 31/12/2022
Application Number	WB/21/0061/00009
<b>Name of the establishment/shop/person seeking the licence</b>	
<b>1. Communication Details</b>	
Name of the establishment/shop/person seeking the licence	Test User
Email Id	testuser8@gmail.com
Mobile No.	8999999999
<b>2. Complete Address of the Establishment</b>	
Address Line 1	Address 1
Address Line 2	Address 2
District	Kolkata North
Police Station	Manicktala
ILM Unit	61 - Kankurgachi-VIII

Post Office	700000			
Pincode	700006			
<b>3. Premises Information</b>				
Premises Type	Owned			
Date of Establishment	26-01-2000			
Details	Sample details			
<b>4. Company Information</b>				
Business Type	Local authority			
The current registration number of factory / shop / establishment / Municipal trade licence	45789854443			
Date of registration number of current shop / establishment / Municipal trade licence	26-01-2000			
Nature Of manufacturing activities at present	Sample nature of manufacturing			
<b>5. Name and Address of Proprietor/ Partners/ Directors of the Concern/ Firm/ Company</b>				
SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Sample name	Sample father name	Proprietor	Sample address
<b>6. The type of weights and measures proposed to be manufactured</b>				
<b>Name</b>		<b>Capacity</b>		
Automatic Gravimetric Filling Instrument		123		
Automatic Rail Weigh Bridges class- 0.2		123		
<b>7. The number of persons employed/proposed to be employed</b>				
Skilled		4		
Semi-skilled		8		
Unskilled		2		

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Specialist trained in the line	15
Details Of foundry/workshop facilities arranged	Ownership
WorkShop place Details	Sample workshop space
Details Of Machinery, tools accessories,owned and used for manufacturing weights measures	Sample details
Facilities of steel casting and hardness testing of Vital parts etc or Other means	Sample facilities
Availability of Electric Energy	No electricity required
Details Of loan received from Government or Financial institution,if So Give details	Sample details of loan
<b>8.Tax Information</b>	
Sales Tax	12345
Registration Number of Professional Tax	0123456789
Current ITR Number	123456
GST Number	19AKUPC2694J125
Items Selling Proposal	Within State
Details of Model Approval received from Government of India	
Have you applied previously for a manufacturer's licence, either in this State or elsewhere?	
When can you produce for inspection samples of your products for which licence is desired?	26-01-2000
<b>Payment Information</b>	
<b>Total Amount:</b> Rs 500.00 <b>GRN:</b> 192022230131850808 & <b>GRN Time:</b> 29/09/2022 16:04:50 <b>Id. No.:</b> 01130120221664447479 <b>BRN Time:</b> 29/09/2022 16:05:02	
<b>UPLOADED SUPPORTING DOCUMENTS</b>	
Specimen Signature	<a href="#">View</a>
Monogram / Trade Mark (Photocopy of Label)	<a href="#">View</a>
Current Trade License	<a href="#">View</a>
Rent / Ownership	<a href="#">View</a>

When can you produce for inspection samples of your products for which licence is desired?	26-01-2000
<b>Payment Information</b>	
<b>Total Amount:</b> Rs 500.00 <b>GRN:</b> 192022230131850808 & <b>GRN Time:</b> 29/09/2022 16:04:50 <b>Id. No.:</b> 01130120221664447479 <b>BRN Time:</b> 29/09/2022 16:05:02	
<b>UPLOADED SUPPORTING DOCUMENTS</b>	
Specimen Signature	<a href="#">View</a>
Monogram / Trade Mark (Photocopy of Label)	<a href="#">View</a>
Current Trade License	<a href="#">View</a>
Rent / Ownership	<a href="#">View</a>
Income Tax	<a href="#">View</a>
PAN / EPIC	<a href="#">View</a>
Certificate Of Enlistment	<a href="#">View</a>
Professional Tax Receipt	<a href="#">View</a>
Experience Certificate	<a href="#">View</a>
Partnership Deed / EM-1 / Form-32	<a href="#">View</a>
Space Suitability Certificate (Schematic Diagram)	<a href="#">View</a>
List of Tools / Equipments	<a href="#">View</a>
Model Approval Certificate	<a href="#">View</a>
Land Conversion Certificate	<a href="#">View</a>
Commercial Electricity	<a href="#">View</a>
NOC From PCB, WB	<a href="#">View</a>
GST	<a href="#">View</a>
Fire Licence	<a href="#">View</a>

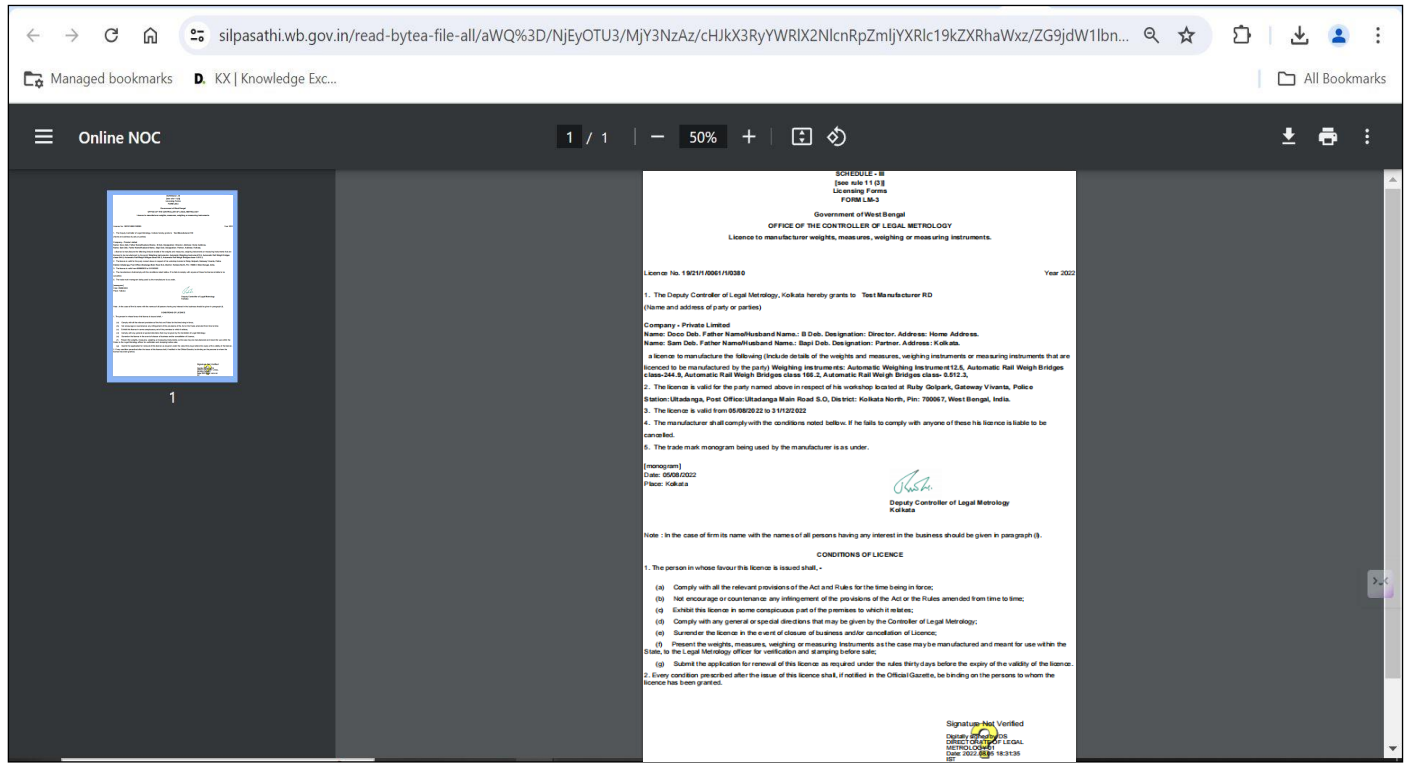
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**The certificate as downloaded has been illustrated in the screenshot below:**

**The Final Certificate gets downloaded (Screenshot)**



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One Approval certificate document has been illustrated below:

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

Government of West Bengal  
OFFICE OF THE CONTROLLER OF LEGAL METROLOGY  
Licence to manufacturer weights, measures, weighing or measuring instruments.

Licence No. 19/21/1/0061/1/0380 Year 2022

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

Company - Private Limited  
Name: Doco Deb. Father Name/Husband Name.: B Deb. Designation: Director. Address: Home Address.  
Name: Sam Deb. Father Name/Husband Name.: Bapi Deb. Designation: Partner. Address: Kolkata.

a licence to manufacture the following (Include details of the weights and measures, weighing instruments or measuring instruments that are licensed to be manufactured by the party) Weighing Instruments: Automatic Weighing Instrument 12.5, Automatic Rail Weigh Bridges class-244.9, Automatic Rail Weigh Bridges class 166.2, Automatic Rail Weigh Bridges class- 0.512.3.

2. The licence is valid for the party named above in respect of his workshop located at Ruby Golpark, Gateway Vivanta, Police Station:Ultadanga, Post Office:Ultadanga Main Road S.O, District: Kolkata North, Pin: 700067, West Bengal, India.

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

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

5. The trade mark monogram being used by the manufacturer is as under.

[monogram]  
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 (i).

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  
DIRECTOR OF LEGAL  
METROLOGY  
Date: 2022.08.05 18:31:35  
IST

## 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](http://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.

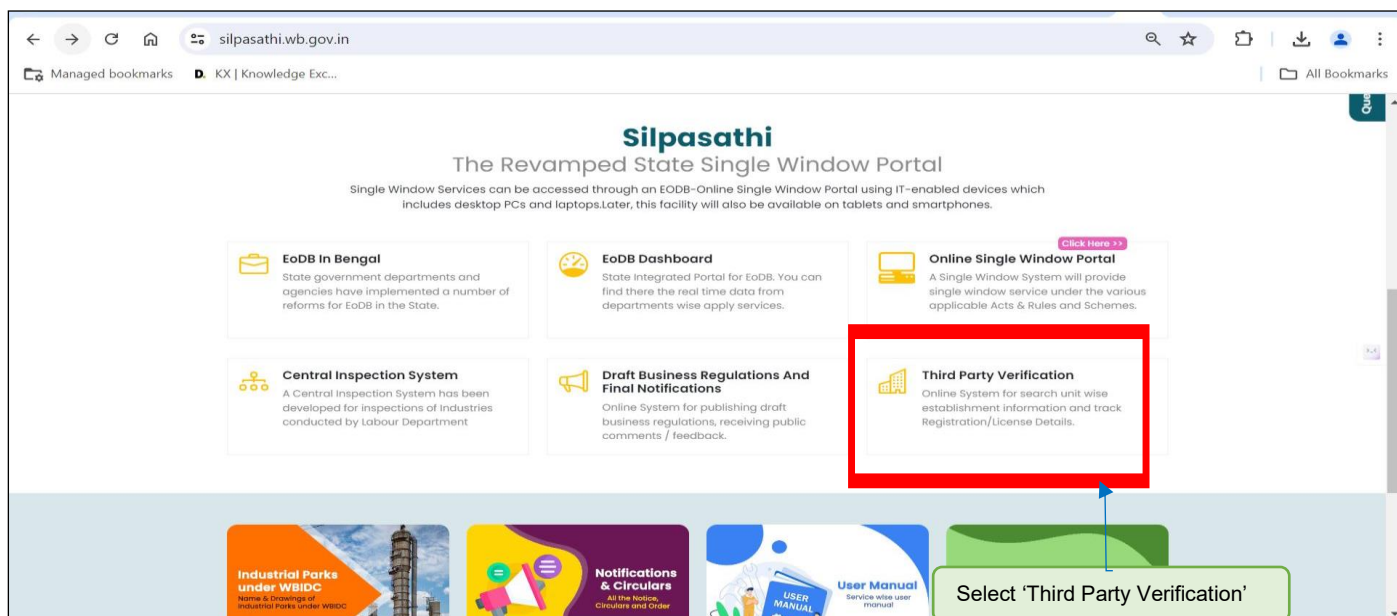
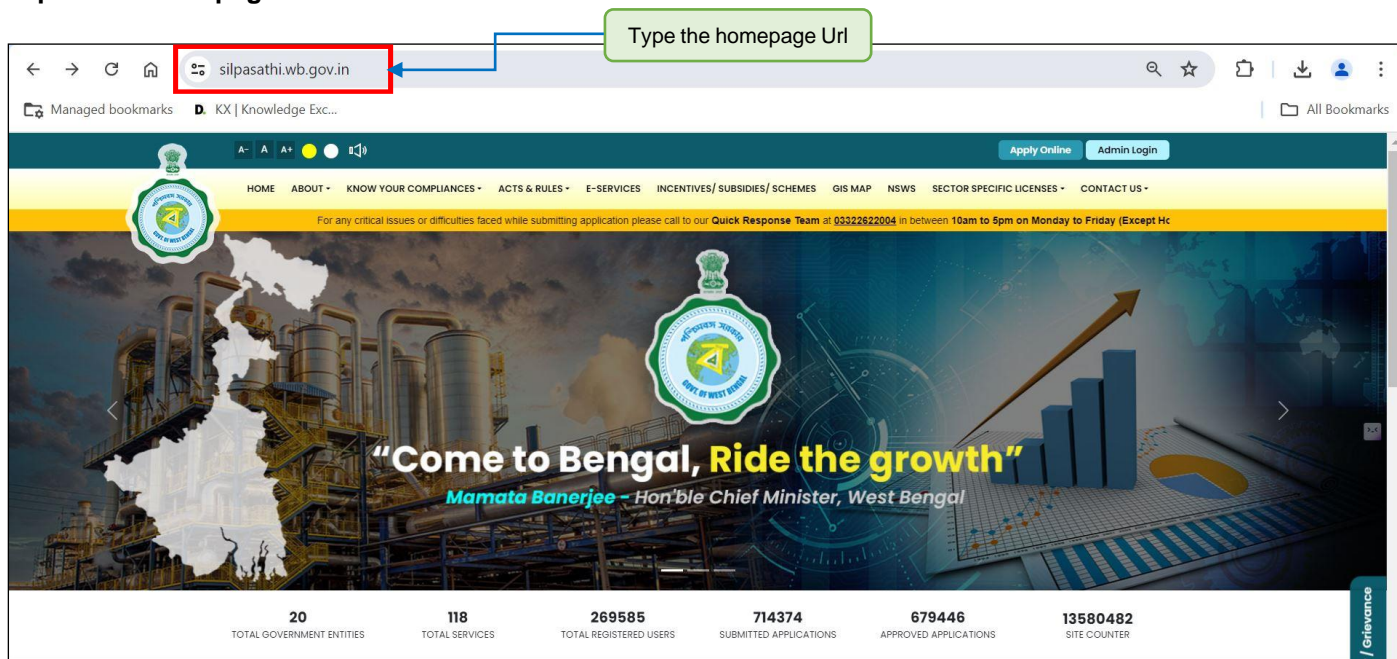
(Screenshots below):

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### SilpaSathi Homepage



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.

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silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

### Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Select Services \*  
Allotment of land in Industrial Area (WBIDC) - ( Industry, C

Registration Number / License Number / Others \* Search

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.

Track Registration/License Details

Select Services \*  
Licence as Manufacturer of Weights and Measures under 1

Registration Number / License Number / Others \*  
19/21/1/0081/1/0380 Search

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

33°C Cloudy

33°C Cloudy

33°C Cloudy

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The third party can view the details as illustrated below:

The screenshot displays the 'Track Registration/License Details' page on the SilpaSathi portal. The page features a navigation menu at the top with options like HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS RULES, INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES, FAQ, GIS MAP, GALLERY, QUERY, and CONTACT US. Below the navigation is a banner for 'Ease of Doing Business Single Window Services for Business'. The main content area shows a search bar with 'Licence as Manufacturer of Weights and Measures under 1' selected and the registration number '19/21/1/0061/1/0380' entered. A search button is visible. Below the search bar is a table with the following data:

Parameter	Output
Approved Doc Number	19/21/1/0061/1/0380
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, Address 2, 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 this site are owned and maintained by Department of Industry & Commerce, Govt. of West Bengal as well as WBIDC (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 WBIDC (West Bengal Industrial Development Corporation). This site is best viewed in Firefox, Chrome.' Logos for National Informatics Centre and SWAS are also present.