



Dte of Metrology (Consumer Affairs): Verification of Weights and Measures

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

User Manual

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User Manual

Verification of Weights and Measures

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

Salient Features of Silpasathi Portal:

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

About the Service

Verification of Weights and Measures by Dte of Metrology (Consumer Affairs) is to ensure that weights and measures are accurate and reliable. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following document in order to apply for the service:

#	Documents Required	Detailed Description
1.	Verification Certificate	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

Timeline (WBRTPS)

Verification of Weights and Measures has an WBRTPS timeline of 75 days till approval by the authorities.

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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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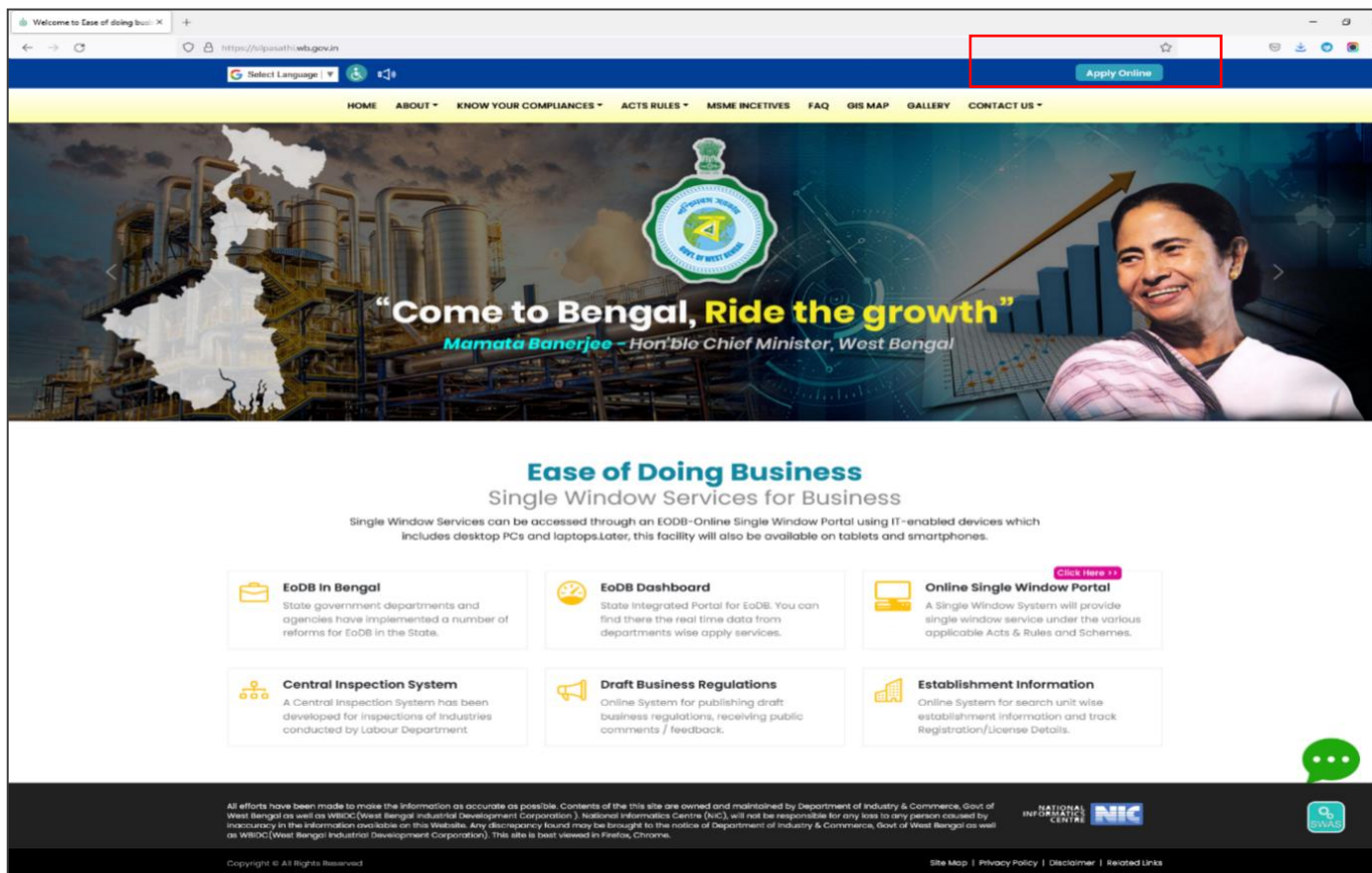
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Application Process through SilpaSathi

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.

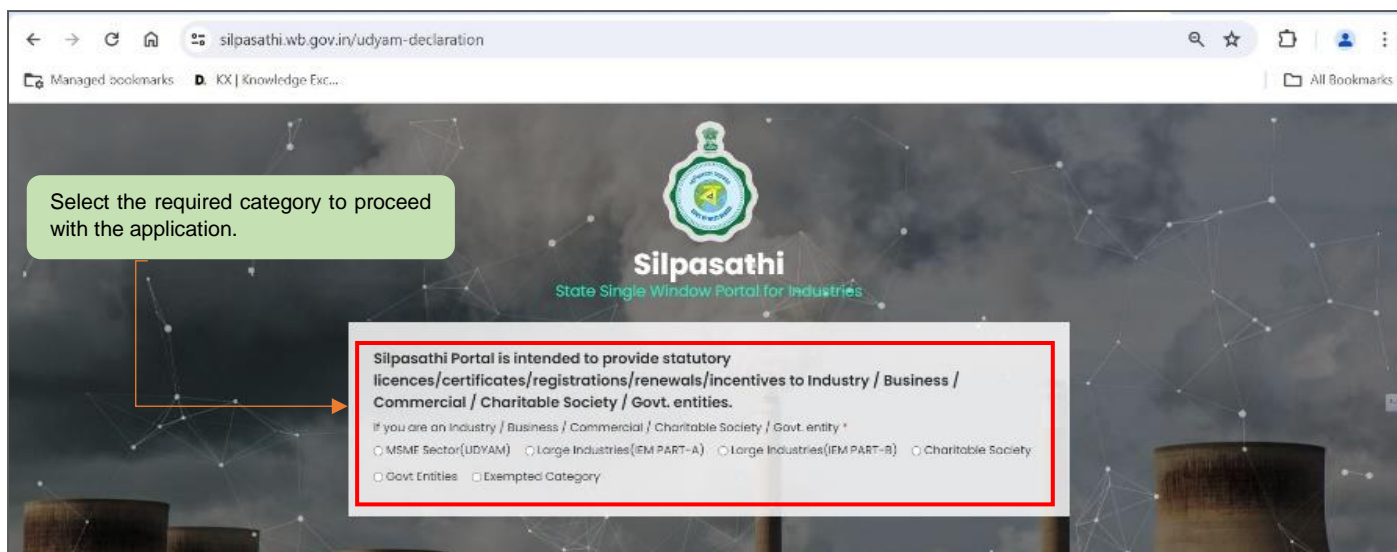


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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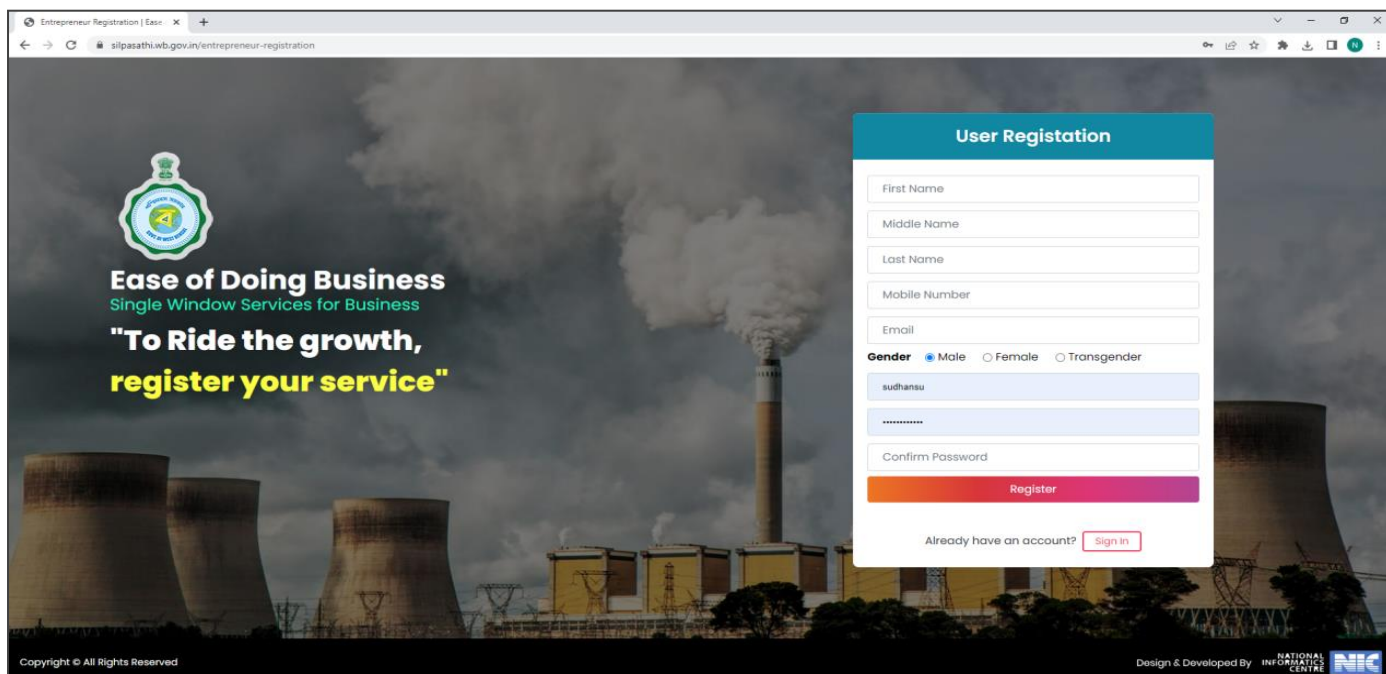
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

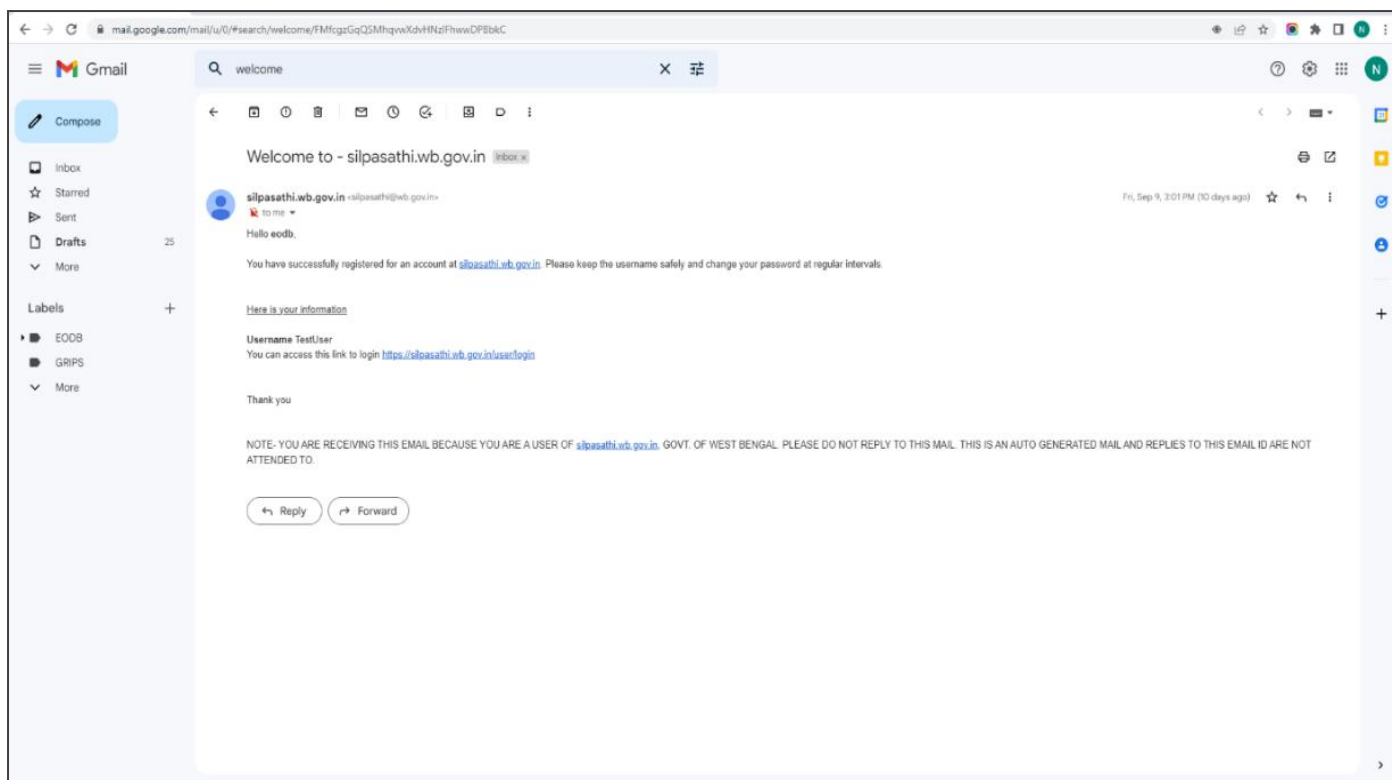


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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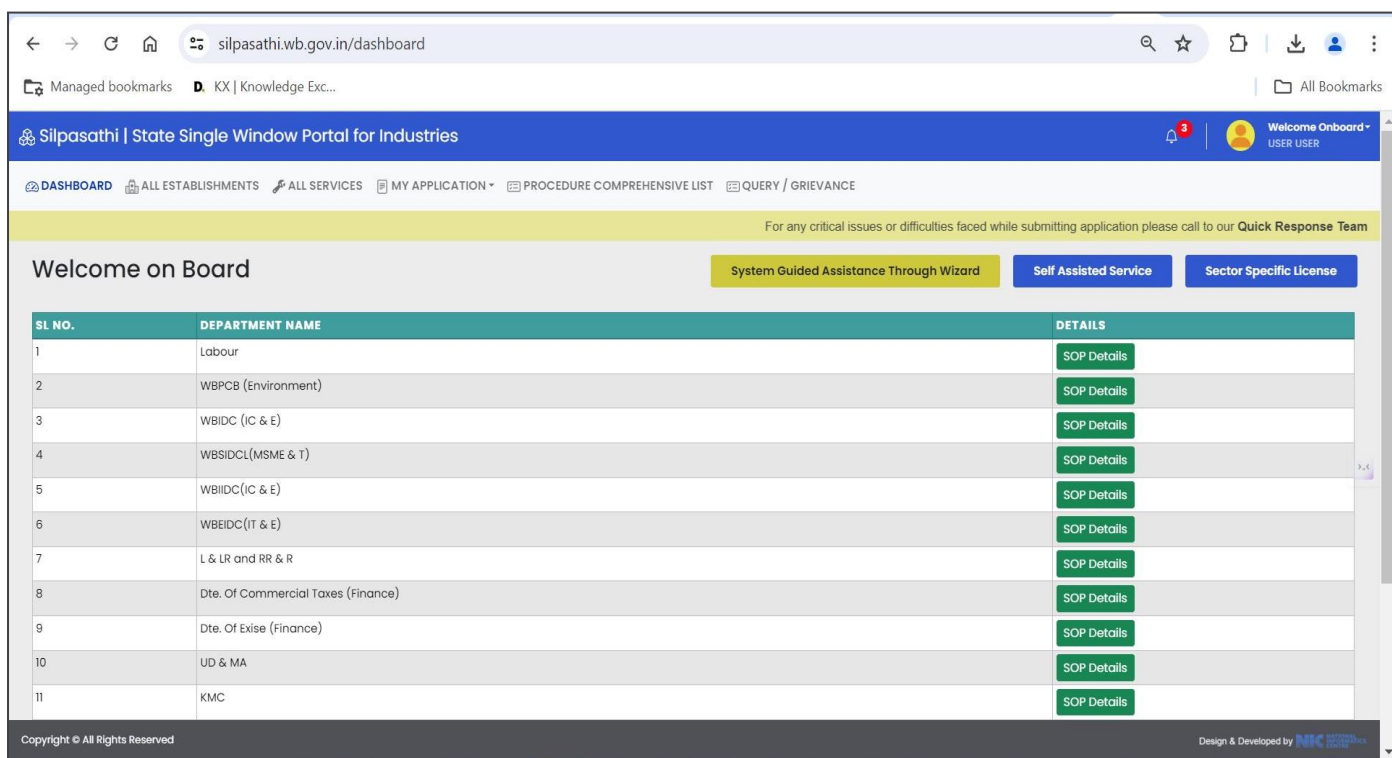
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Online Application submission

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

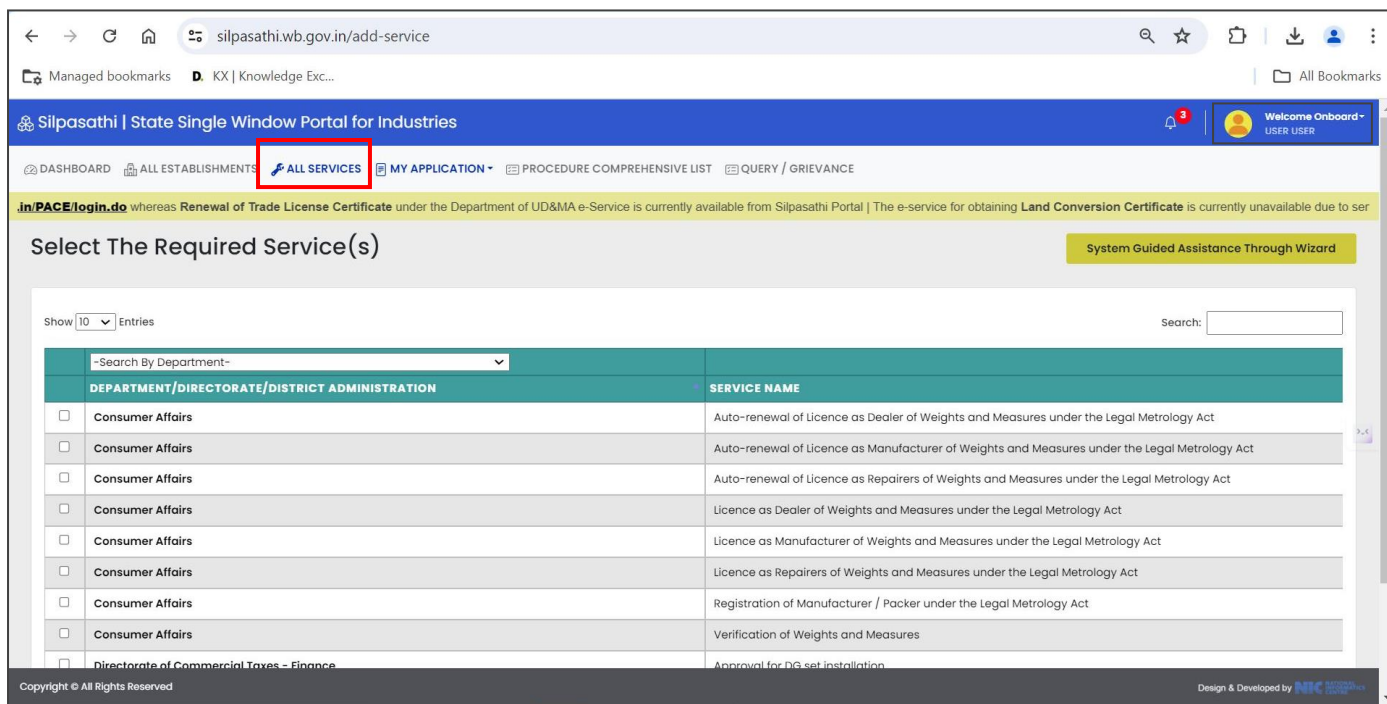


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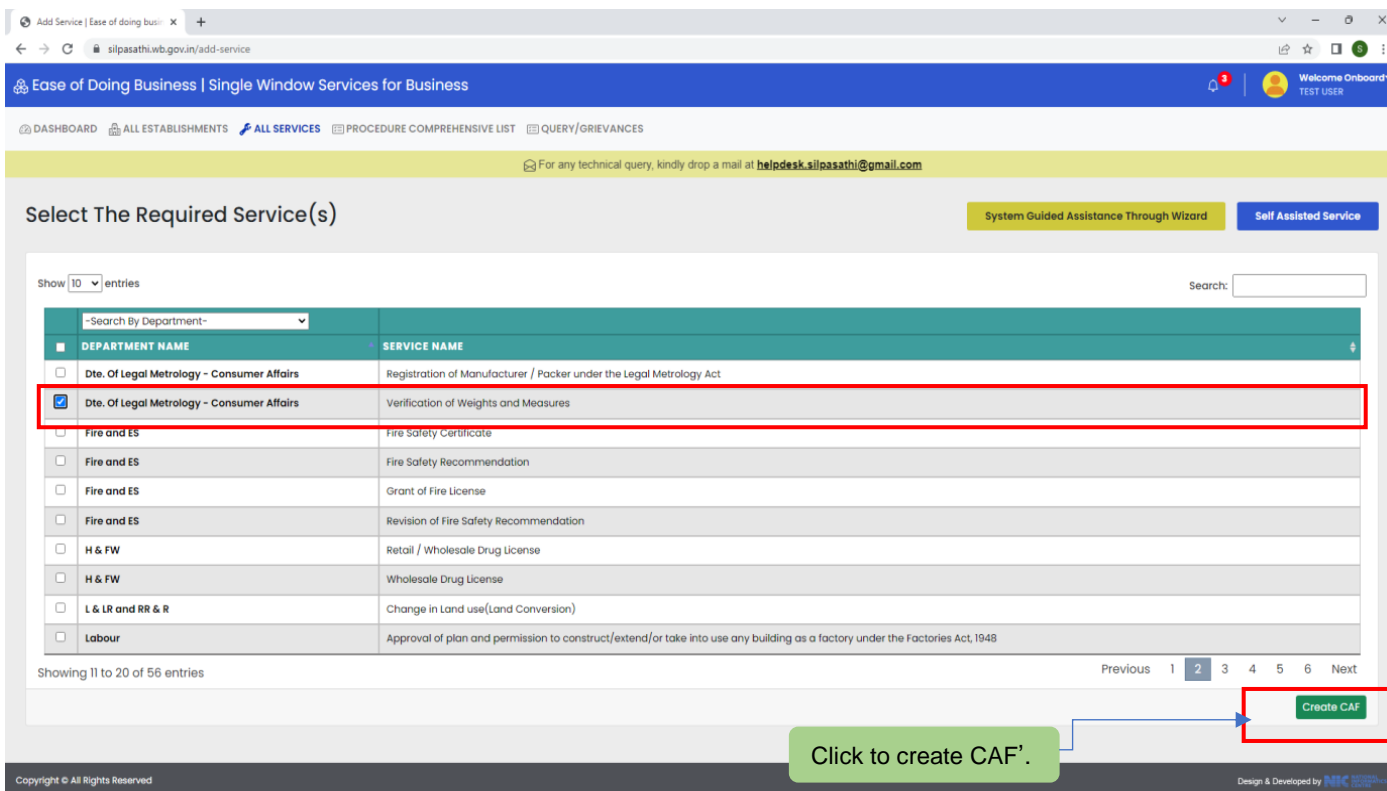
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Verification of Weights and Measures**'



After selecting the service **Verification of Weights and Measures**, the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

SL NO.	SERVICE	ACTION
1	Verification of Weights and Measures (WBRTPS Timeline: 75 days) Initiated — Application Submitted — Expected VC Date, Time and Place Received — VC Generated	Apply Online

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):

Common Application Form - CAF2022000694

Apply For Verification

Trader's Name *
Test Eoob Trader

PAN No. *
AKUPC2694J

Aadhaar No.
397788000234

Village/Street *
Test Street

Post Office *
Manicktala

PIN *
700006

Mobile Number *
9830000019

Email *
trader.testeodb@test.test

District *
Kolkata North

Police Station *
Manicktala

ILM Unit *
61 - Kankurgachi-VIII

Types of Weights *
Weights or measure can be moved

Verification Category Information
[Click Here to Add/Show Verification Category](#)

Terms And Conditions

Applicant is undertaking
* To pay the expenses incurred by the Legal Metrology Officer for visiting the premises including the cost of transporting and handling of Working Standard and other equipment as per rule 16(2) of the West Bengal Legal Metrology Act, 1986.

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Verification of Weights and Measures

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The screenshot shows the 'Apply For Verification' form on the SilpaSathi portal. The form is titled 'Apply For Verification' and contains several input fields for trader information and verification details. The fields are arranged in a grid-like structure. Below the form, there is a section for 'Verification Category Information' with a link to 'Click Here to Add/Show Verification Category'. Below that is a 'Terms And Conditions' section with a list of conditions. At the bottom of the form, there are 'Back' and 'Save & Continue' buttons.

Field	Value
Trader's Name *	Test Eoob Trader
PAN No. *	AKUPC2694J
Adhaar No.	397789000234
Village/Street *	Test Street
Post Office *	Manicktala
PIN *	700006
Mobile Number *	9830000019
Email *	trader.testeodb@test.test
District *	Kolkata North
Police Station *	Manicktala
ILM Unit *	61 - Kankurgachi-VIII
Types of Weights *	Weights or measure can be moved

Verification Category Information
[Click Here to Add/Show Verification Category](#)

Terms And Conditions
Applicant is undertaking
* To pay the expenses incurred by the Legal Metrology Officer for visiting the premises including the cost of transporting and handling of Working Standard and other equipment as per rule 16(2) of the West Bengal Legal Metrology (Enforcement) Rules, 2011
* To present the weight or measure on the stipulated date in clean condition as per rule 14(5) of the West Bengal Legal Metrology (Enforcement) Rules, 2011.
* To deposit verification/re-verification fees as per rule 16 of the West Bengal Legal Metrology (Enforcement) Rules, 2011.

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

The screenshot shows the 'Select Category' modal form on the SilpaSathi portal. The modal is titled 'Select Category' and contains three input fields: 'Category *', 'Sub Category *', and 'Number of Items *'. Below these fields is an 'Add Item' button. Below the 'Add Item' button is a table with columns: 'SL. NO.', 'CATEGORY', 'SUB CATEGORY', 'NUMBER OF ITEMS', and 'ACTION'. The table contains one row with the following data: SL. NO. 1, CATEGORY Weights, SUB CATEGORY Bullion Weights, NUMBER OF ITEMS 20, and ACTION (trash icon).

Category *	Sub Category *	Number of Items *
- Select -	- Select -	Number of Items

[Add Item](#)

SL. NO.	CATEGORY	SUB CATEGORY	NUMBER OF ITEMS	ACTION
1	Weights	Bullion Weights	20	

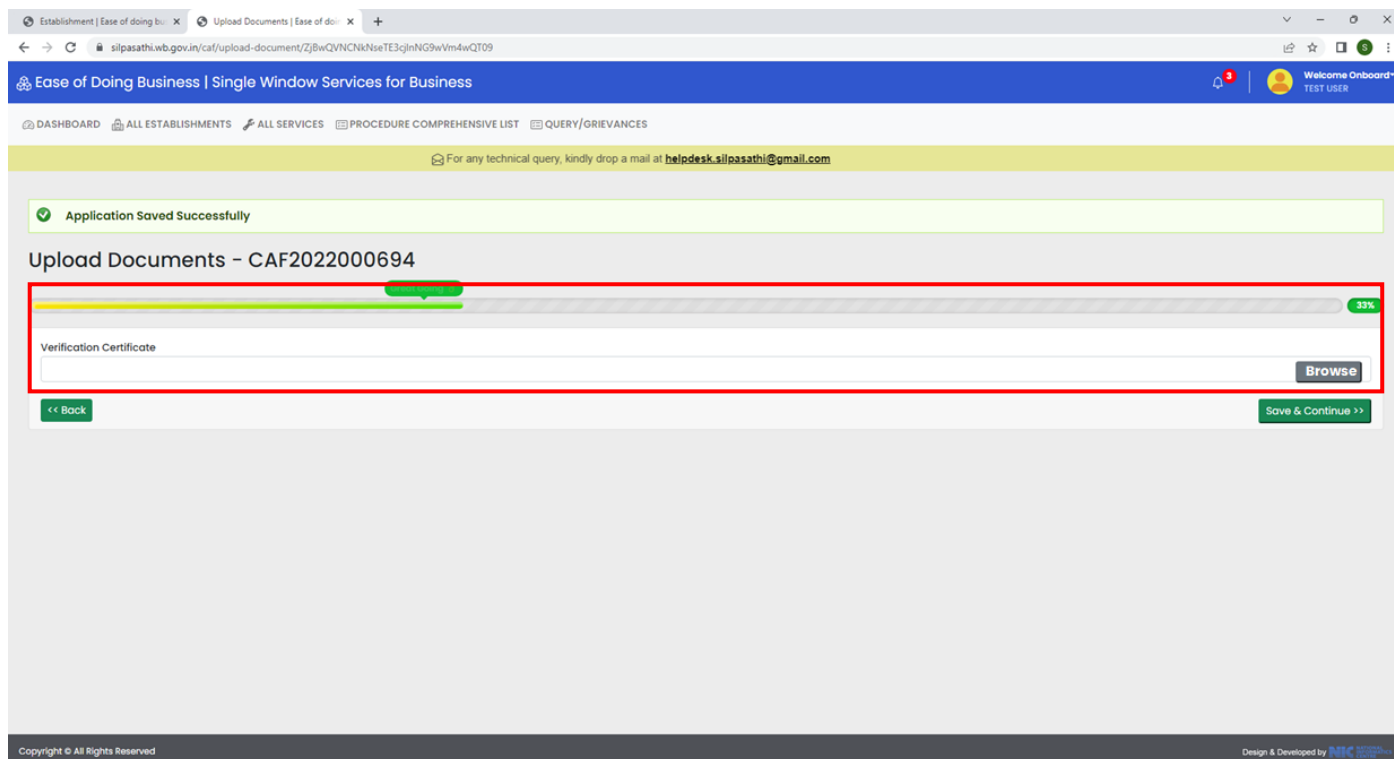
Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

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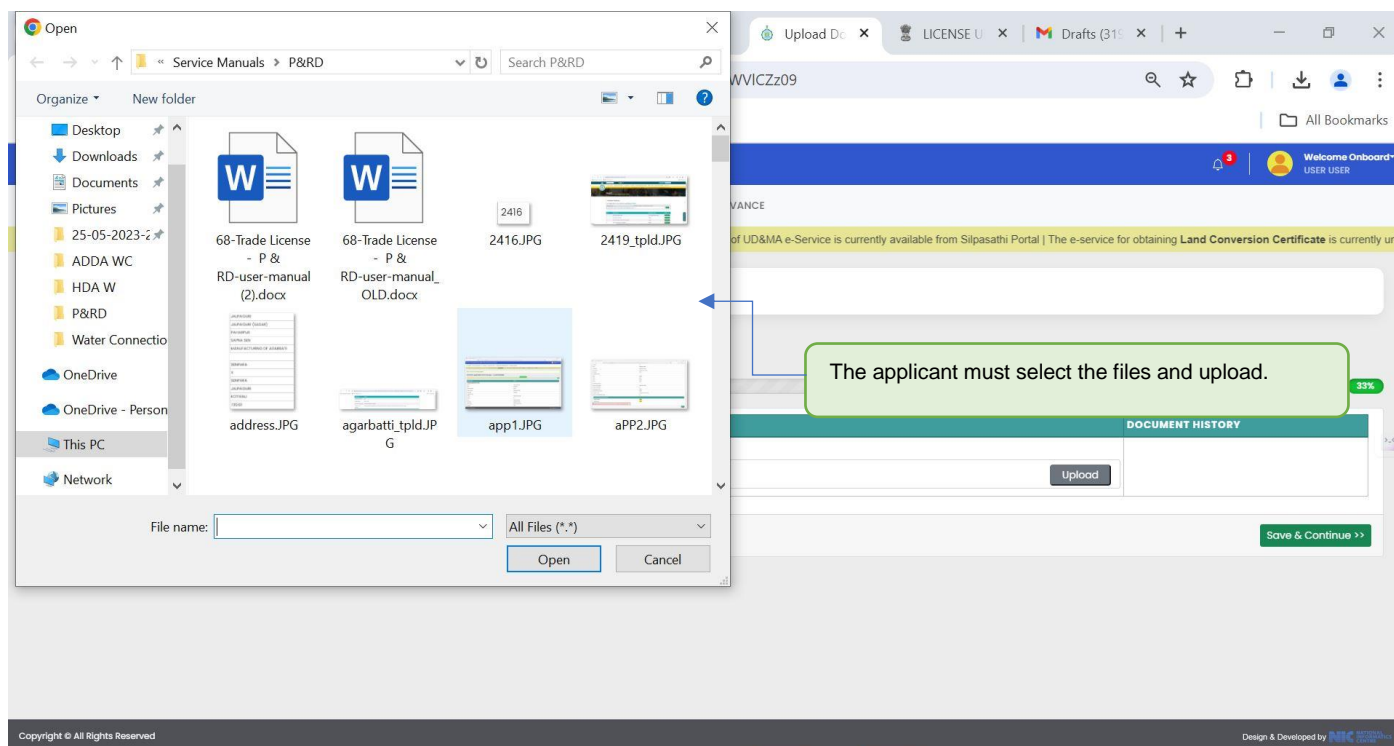
Verification of Weights and Measures

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

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



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

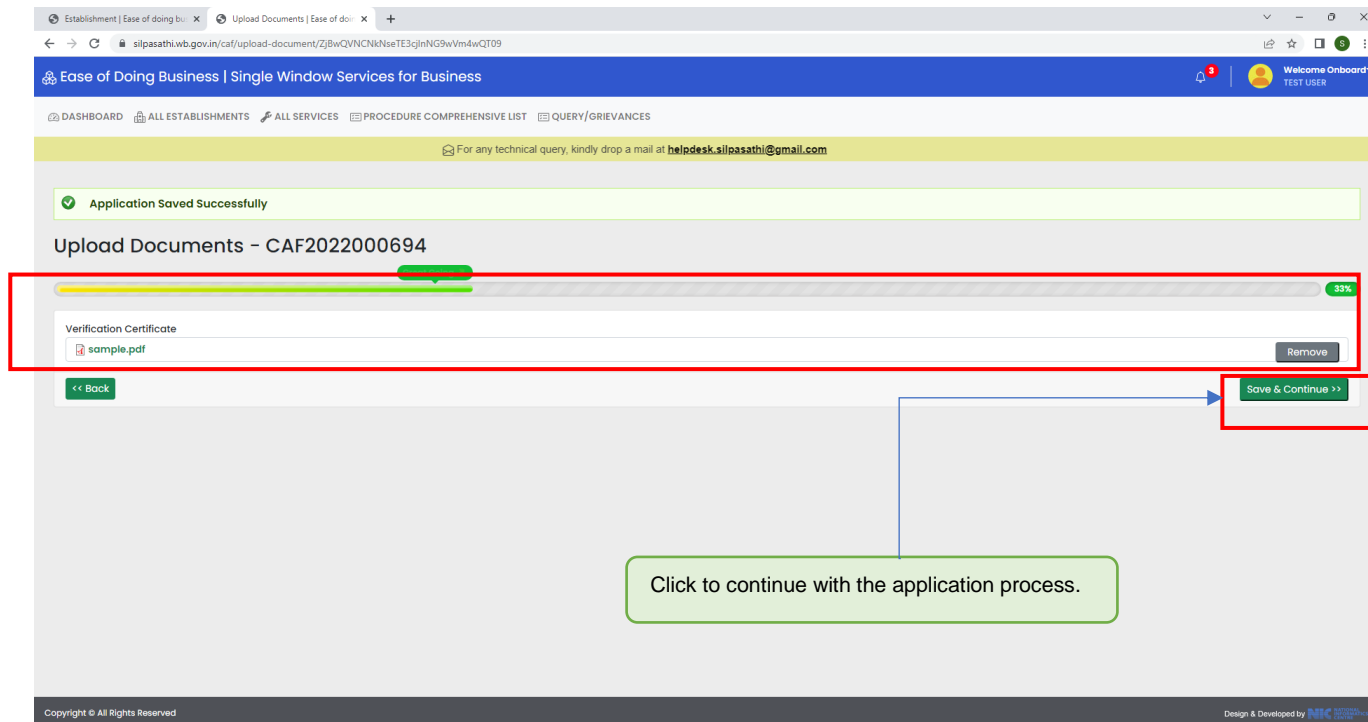


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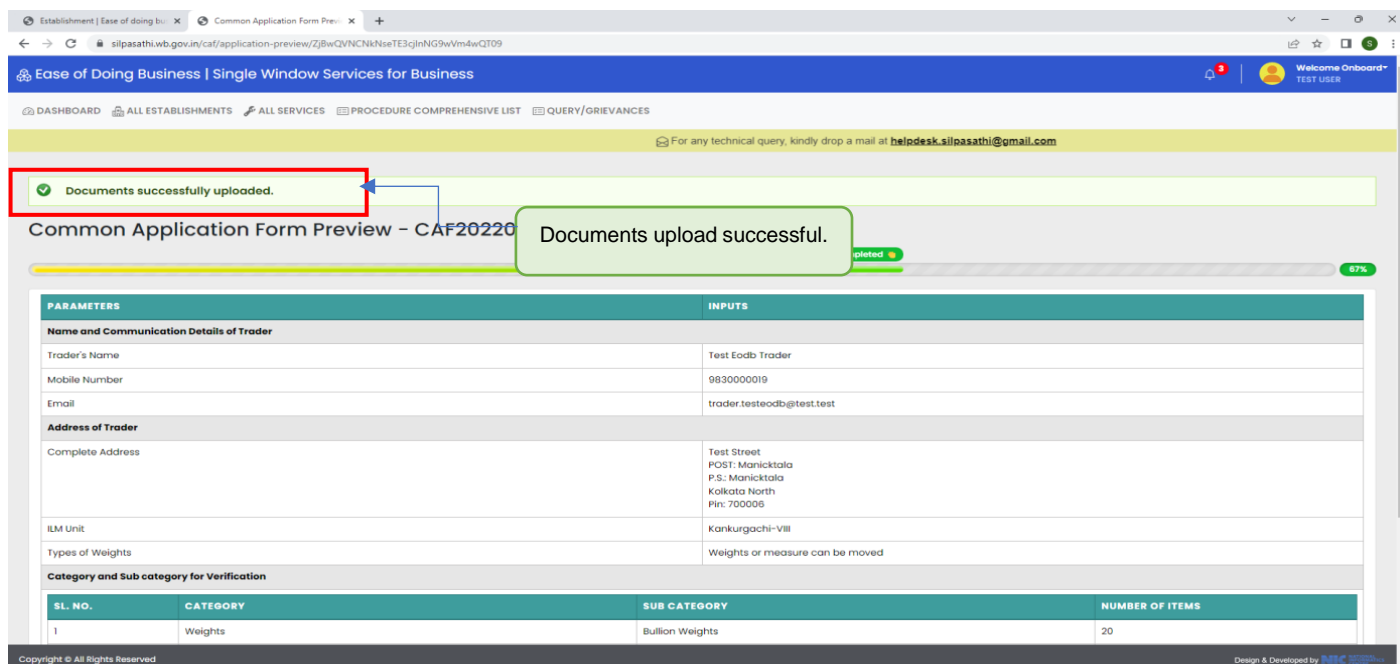
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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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



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

Application Form



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PARAMETERS

Inputs

Trader's Name	Test Eodb Trader
Mobile Number	9830000019
Email	trader.testeoddb@test.test
Complete Address	Test Street POST: Manicktala P.S: Manicktala Kolkata North Pin: 700006
ILM Unit	Kankurgachi-VIII
Types of Weights	Weights or measure can be moved

Category and Sub category for Verification

SL. NO.	CATEGORY	SUB CATEGORY	NUMBER OF ITEMS
1	Weights	Bullion Weights	20
2	Volume Measures	Capacity Measures Cylindrical dipping type	30
3	Weighing Instruments	Beam Scale	15

UPLOADED SUPPORTING DOCUMENTS

Verification Certificate	View
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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.

Current Status-CAF2022000694

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Verification of Weights and Measures	Initiated	Completed	13/09/2023
	Application Submitted	Completed	13/09/2023
	Expected VC Date, Time and Place Received	Pending	
	VC Generated	Pending	

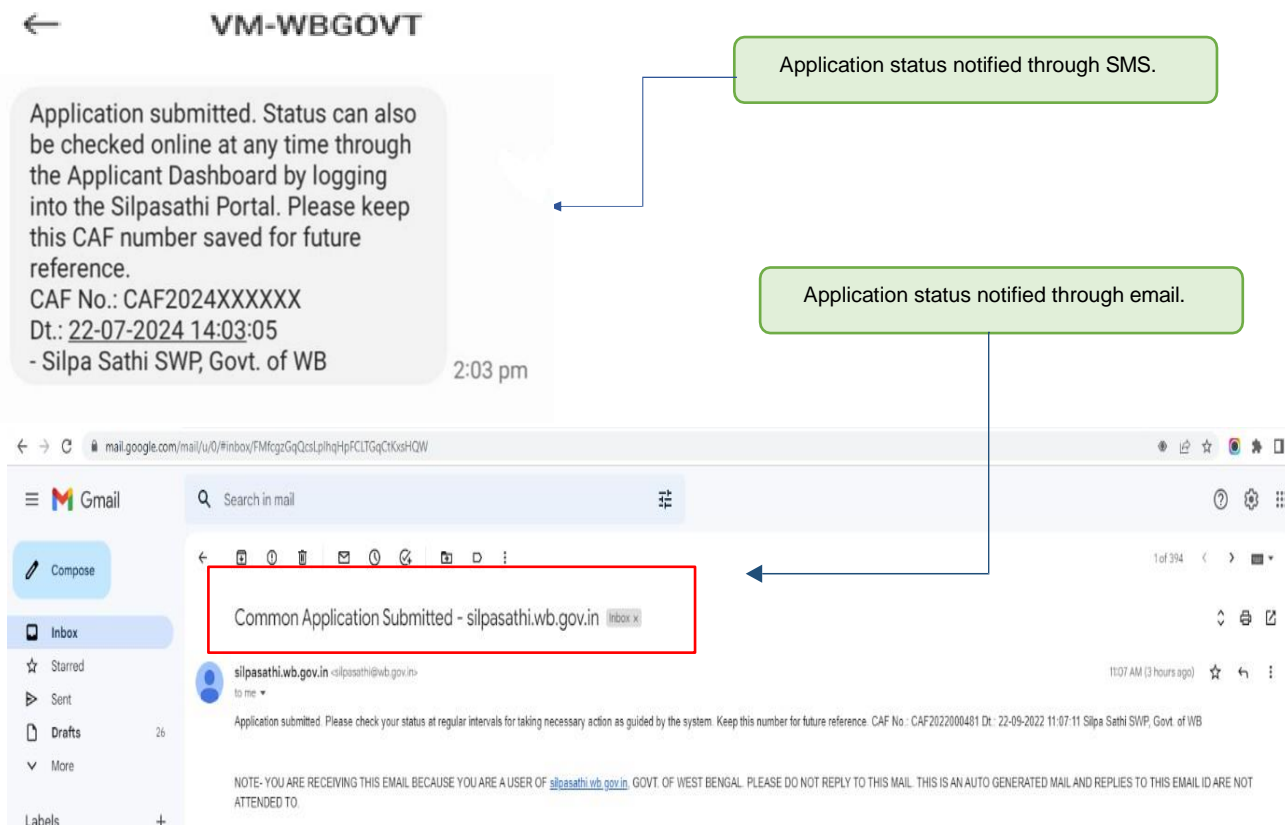
Application status updated.

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



2. Online Payment of fees

No payment of fees is required.

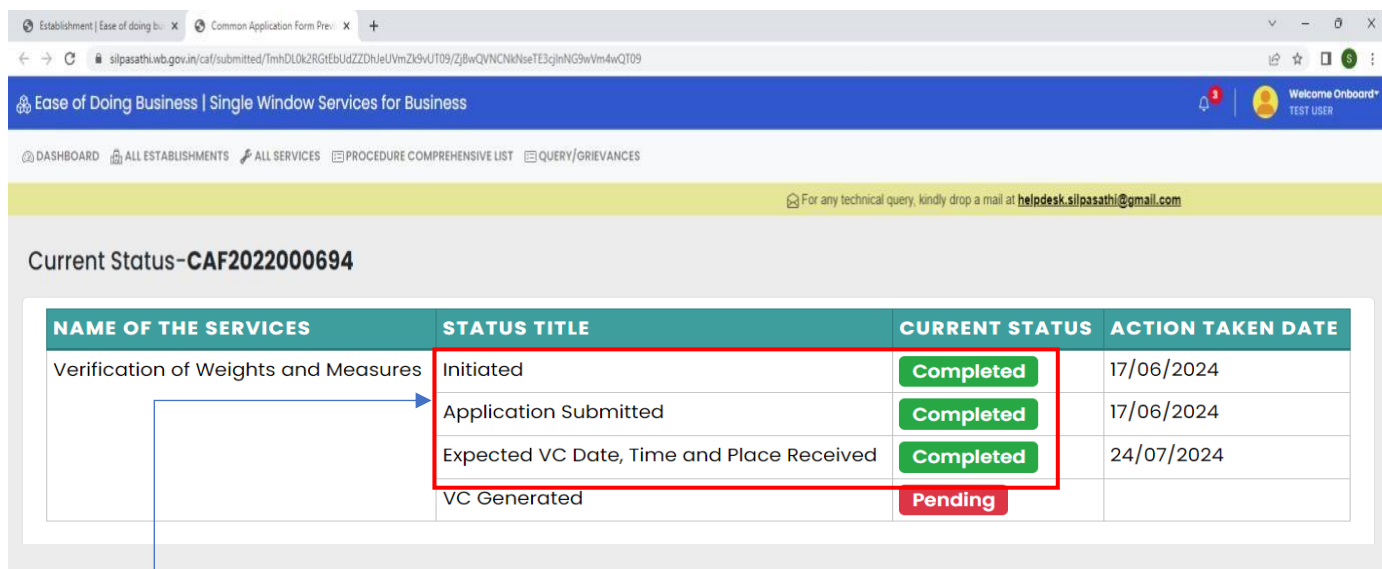
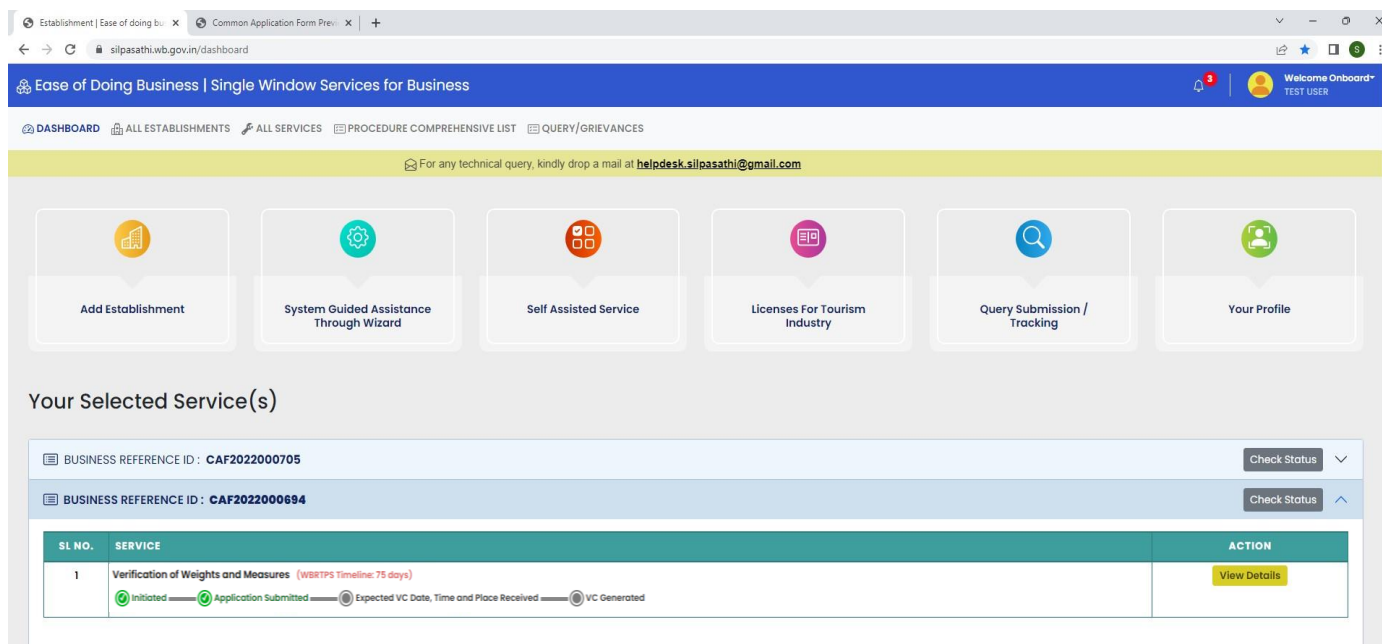
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3. Track Status of Application

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



Latest Status updated.

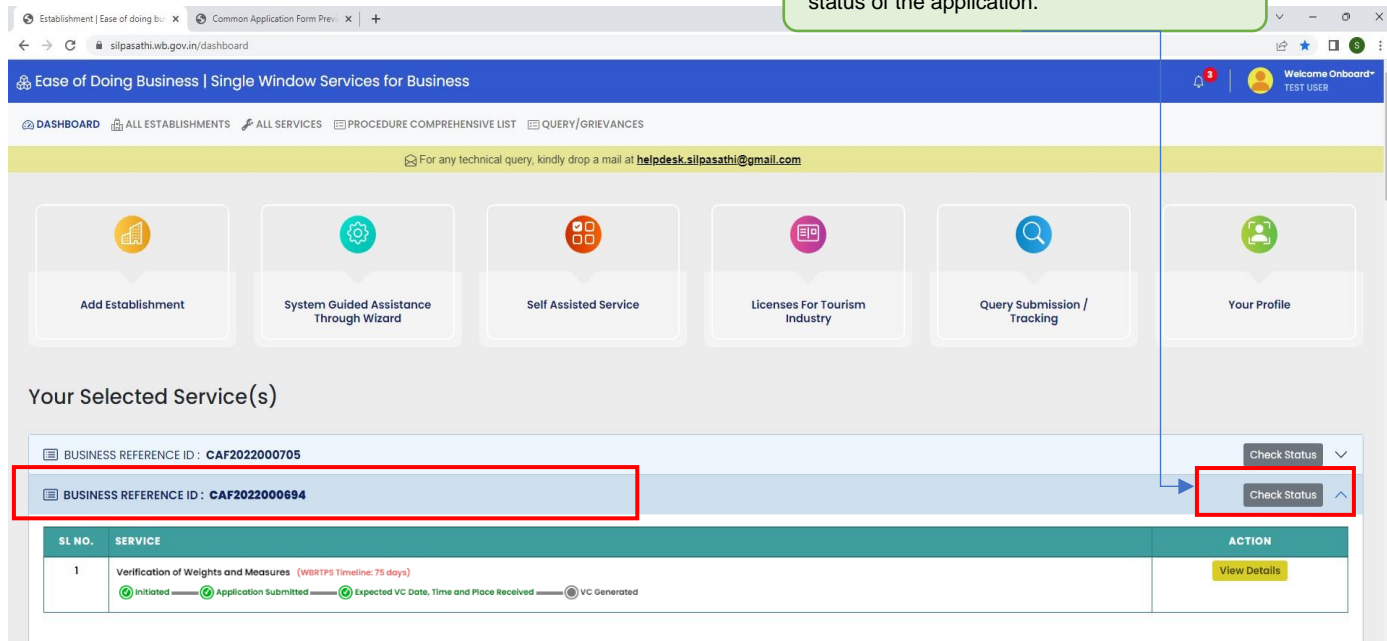
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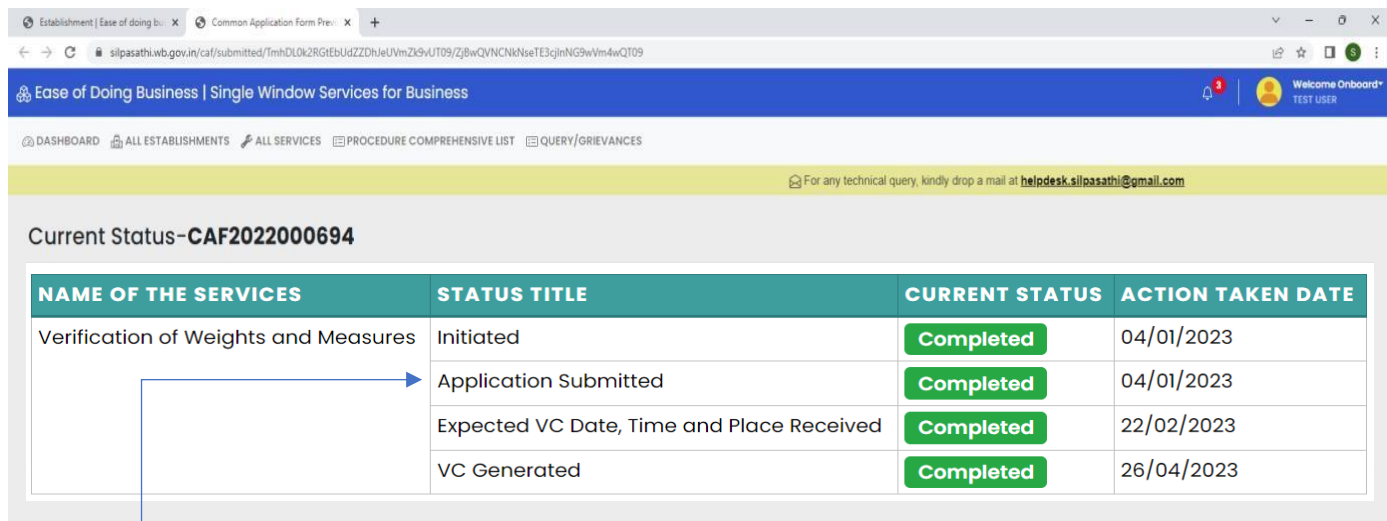
Applicant's Dashboard

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).



Latest status updated

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

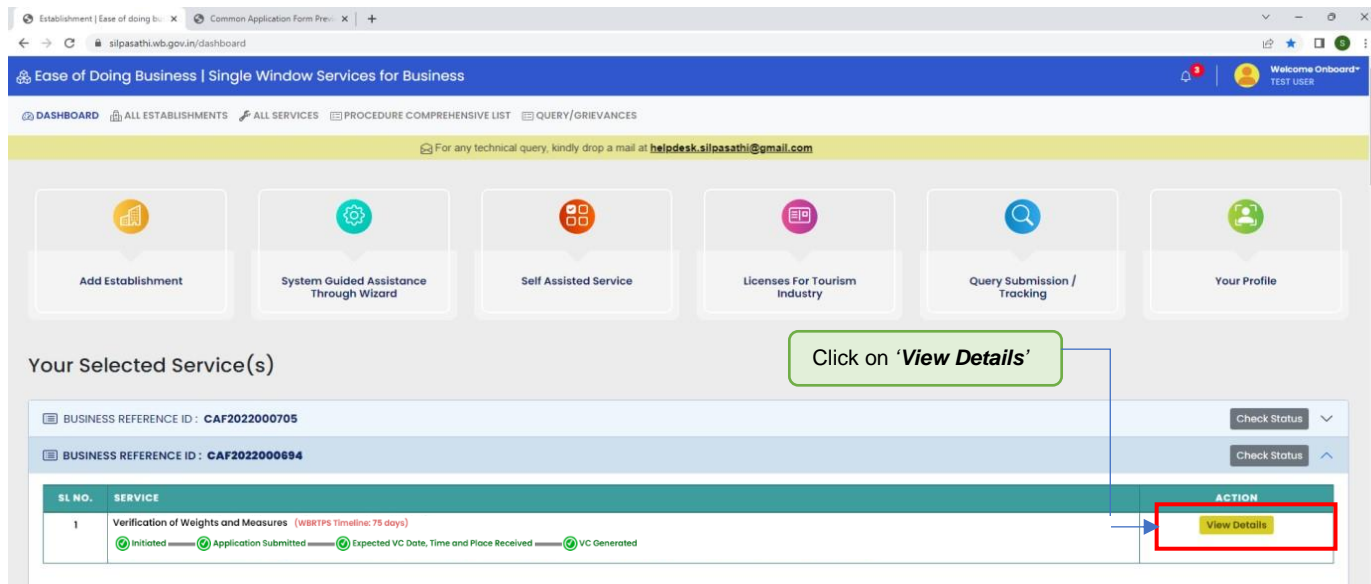
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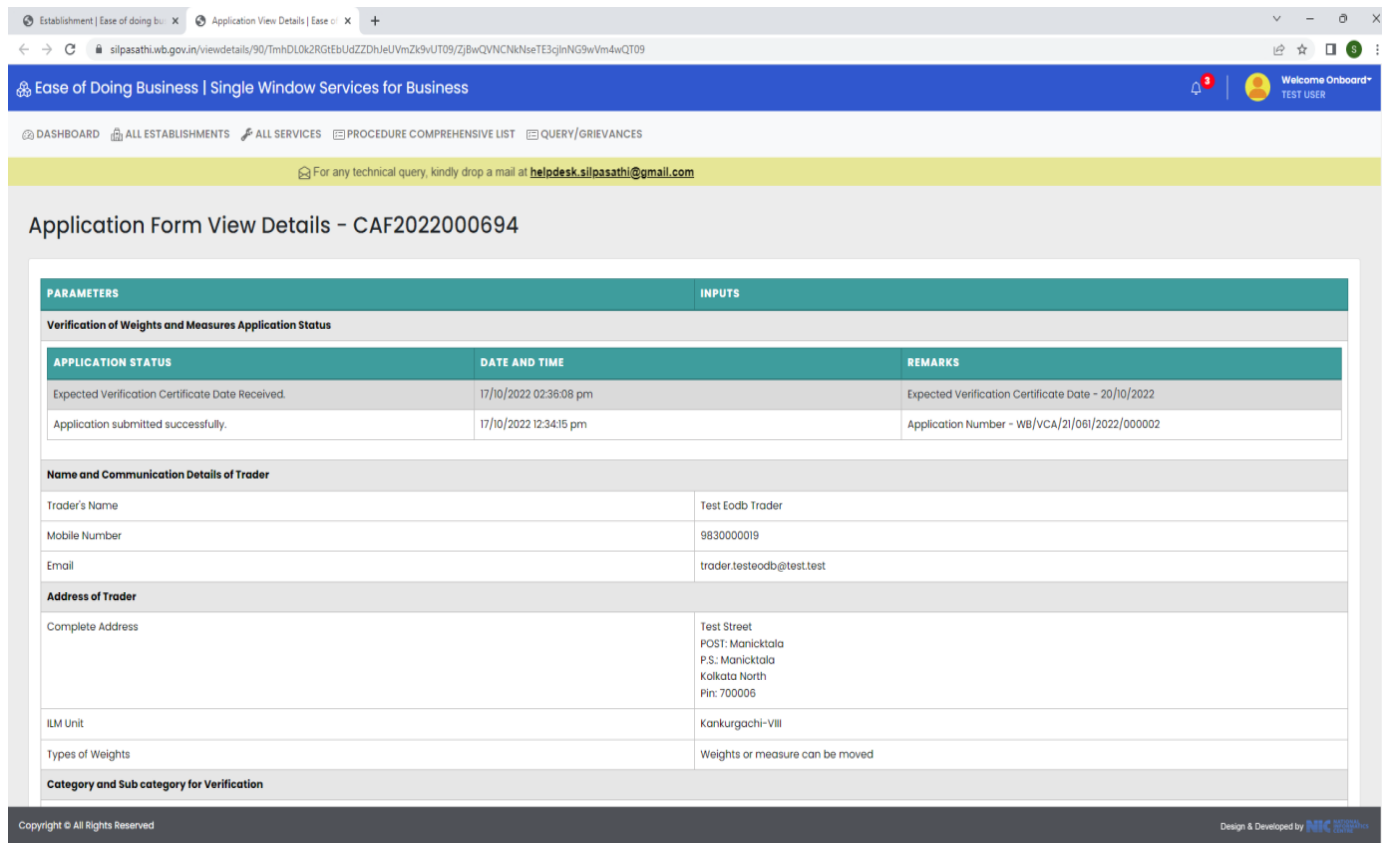
4. Online Download of final approval certificate

Applicant's Dashboard



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

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



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APPLICATION STATUS	DATE AND TIME	REMARKS
Expected Verification Certificate Date Received.	17/10/2022 02:36:08 pm	Expected Verification Certificate Date - 20/10/2022
Application submitted successfully.	17/10/2022 12:34:15 pm	Application Number - WB/VCA/21/061/2022/000002

Name and Communication Details of Trader

Trader's Name	Test Eodb Trader
Mobile Number	9830000019
Email	trader.testeodb@test.test

Address of Trader

Complete Address	Test Street POST: Manicktala P.S.: Manicktala Kolkata North Pin: 700006
ILM Unit	Kankurgachi-VIII
Types of Weights	Weights or measure can be moved

Category and Sub category for Verification

SL. NO.	CATEGORY	SUB CATEGORY	NUMBER OF ITEMS
1	Weights	Bullion Weights	20
2	Volume Measures	Capacity Measures Cylindrical dipping type	30
3	Weighing Instruments	Beam Scale	15

UPLOADED SUPPORTING DOCUMENTS

Verification Certificate	View
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Click on 'View'

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5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

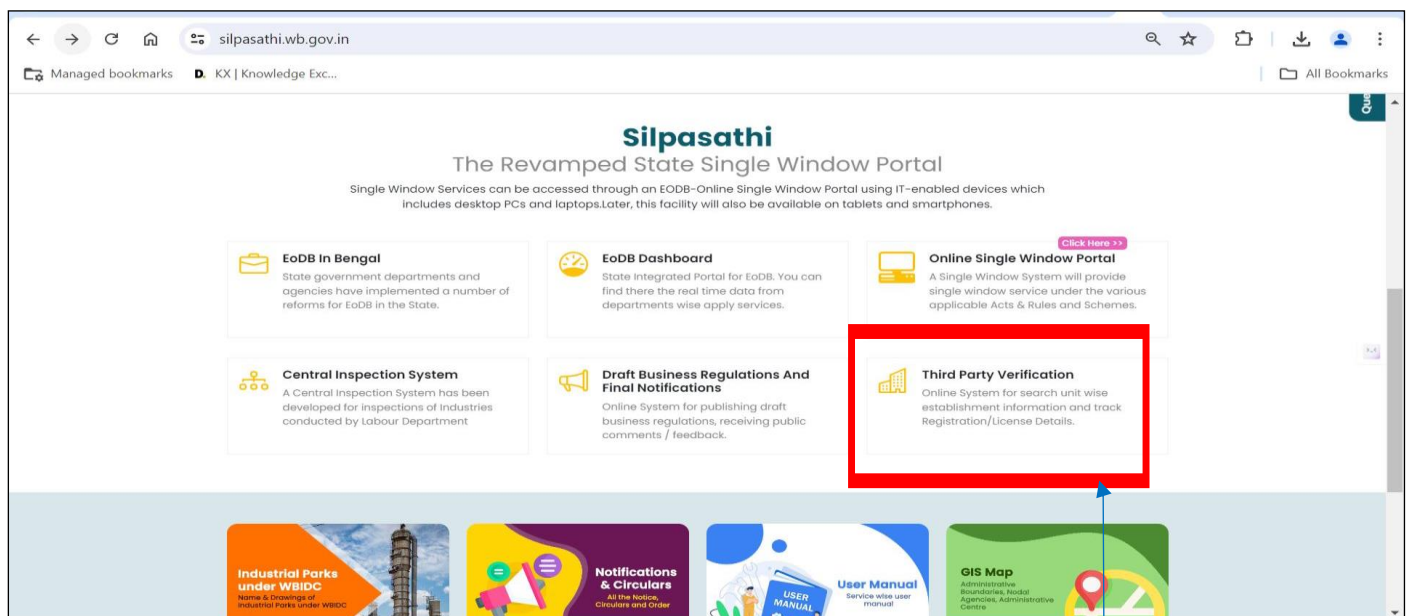
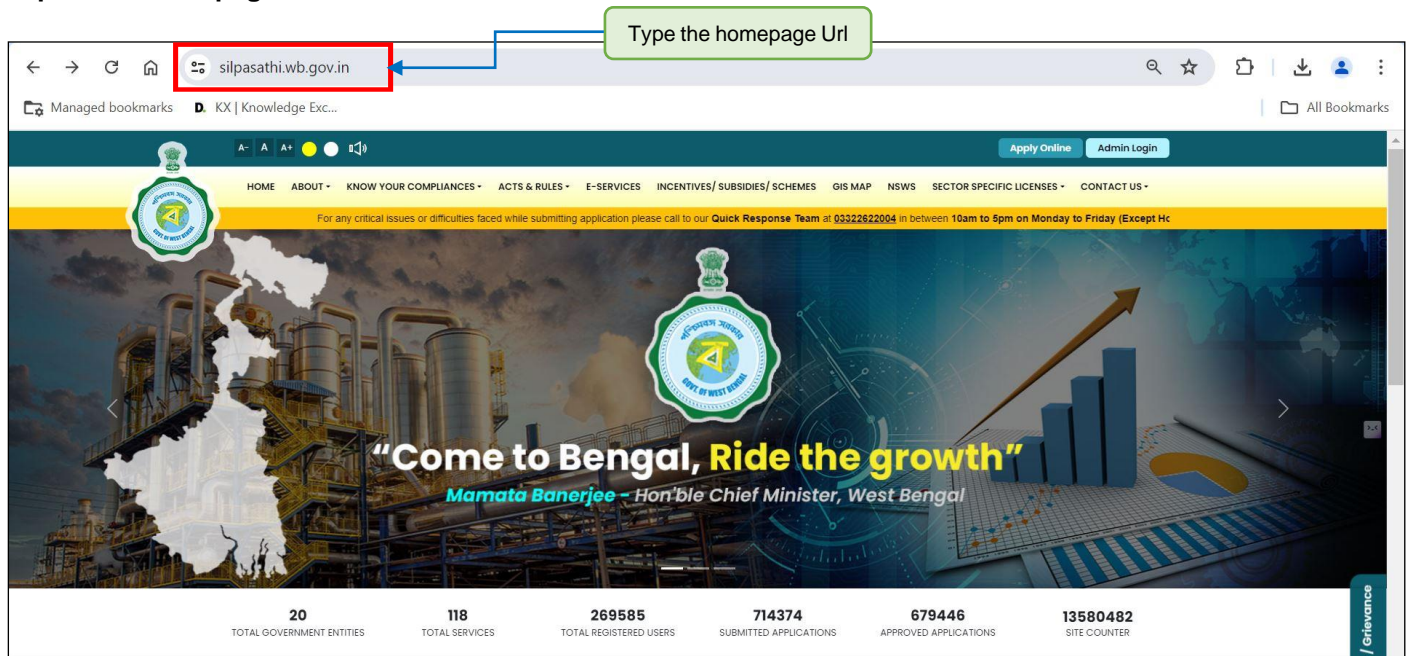
Third part verification process

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



Select 'Third Party Verification'

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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.

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 >>

Query / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services * Verification of Weights and Measures - (Dte. Of Legal Metri ▾ Registration Number / License Number / Others * WB/VCA/21/061/2022/000002 Search

Parameter	Output
Application Number	WB/VCA/21/061/2022/000002
Expected Verification Certificate Date	20-10-2022
Name of the Trader	Test Eodb Trader
Address of the trader	Test Street, POST: Manicktala, 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:

Track Registration/License Details

Select Services * Registration Number / License Number / Others *

Verification of Weights and Measures - (Dte. Of Legal Metri WB/VCA/21/061/2022/000002 Search

Parameter	Output
Application Number	WB/VCA/21/061/2022/000002
Expected Verification Certificate Date	20-10-2022
Name of the Trader	Test Eodb Trader
Address of the trader	Test Street, POST: Manicktala, P.S.: Manicktala, Kolkata North, Pin: 700006

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