



Dte of Metrology (Consumer Affairs): Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

User Manual

User Manual

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

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

Table of Contents

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

User Manual

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

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

Introduction

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

Salient Features of Silpasathi Portal:

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

About the Service

Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) allows the license for dealer of weights to be renewed automatically after the required documents are uploaded and the fees are paid. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

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

#	Documents Required	Detailed Description
1.	Specimen Signature	A specimen signature is a copy of a person's handwritten signature that is kept by an organization to verify that other signatures are also written by the same person

User Manual

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

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

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

Timeline (WBRTPS)

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

User Manual

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

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

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 / Streets	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

User Manual

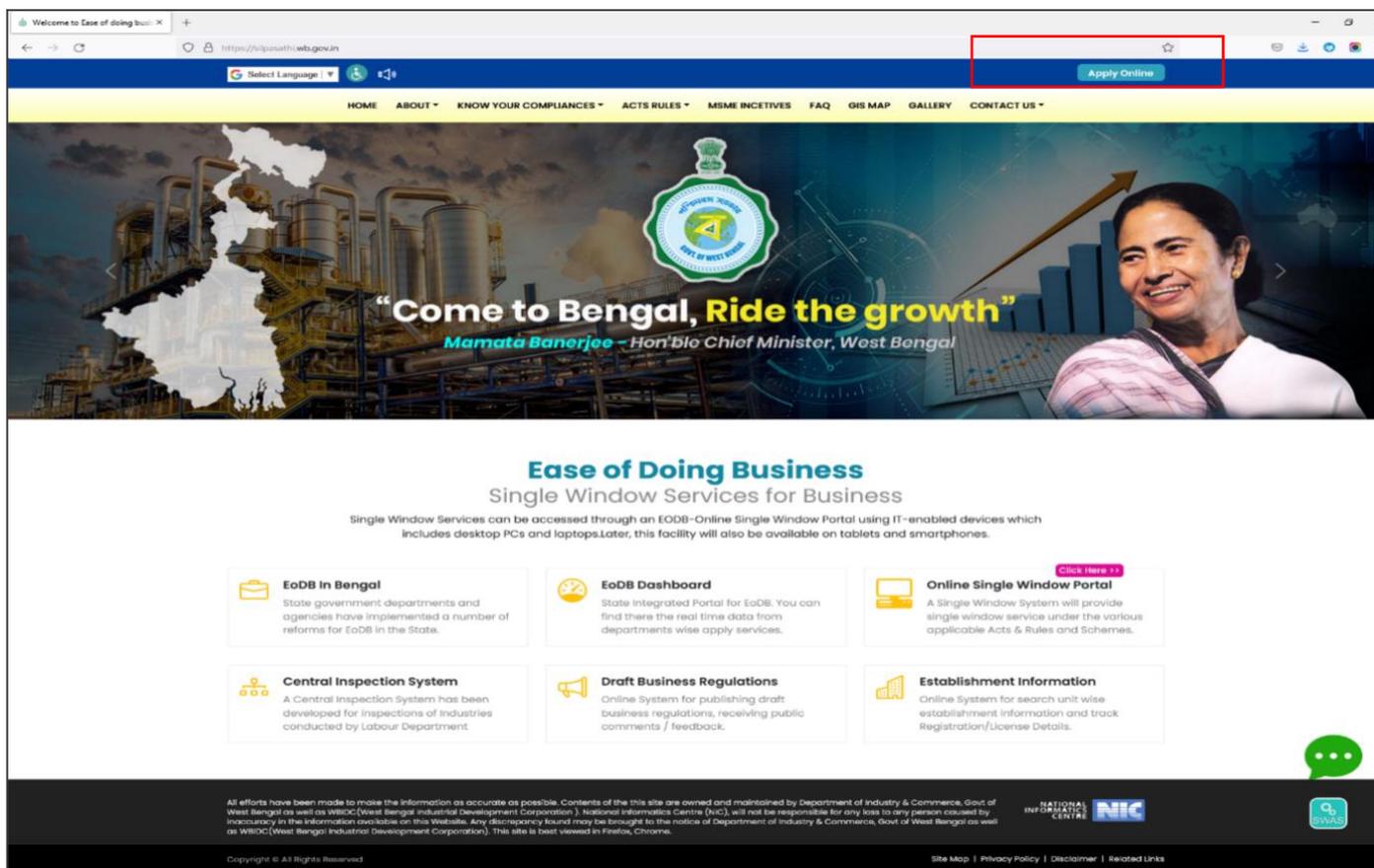
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

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

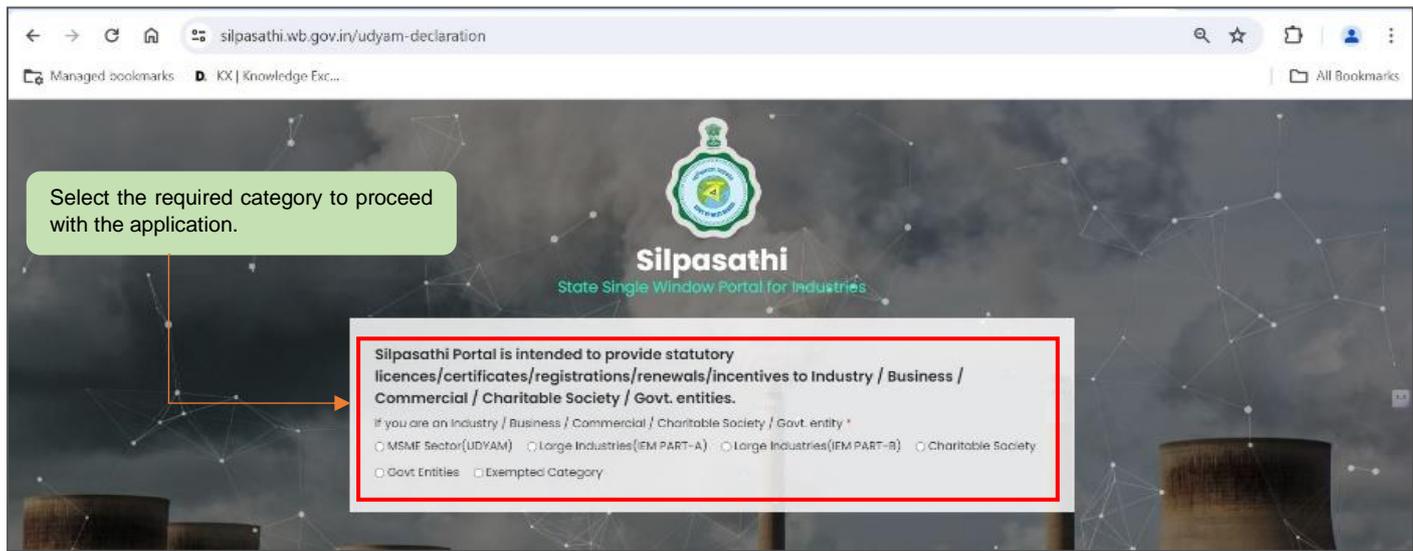


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

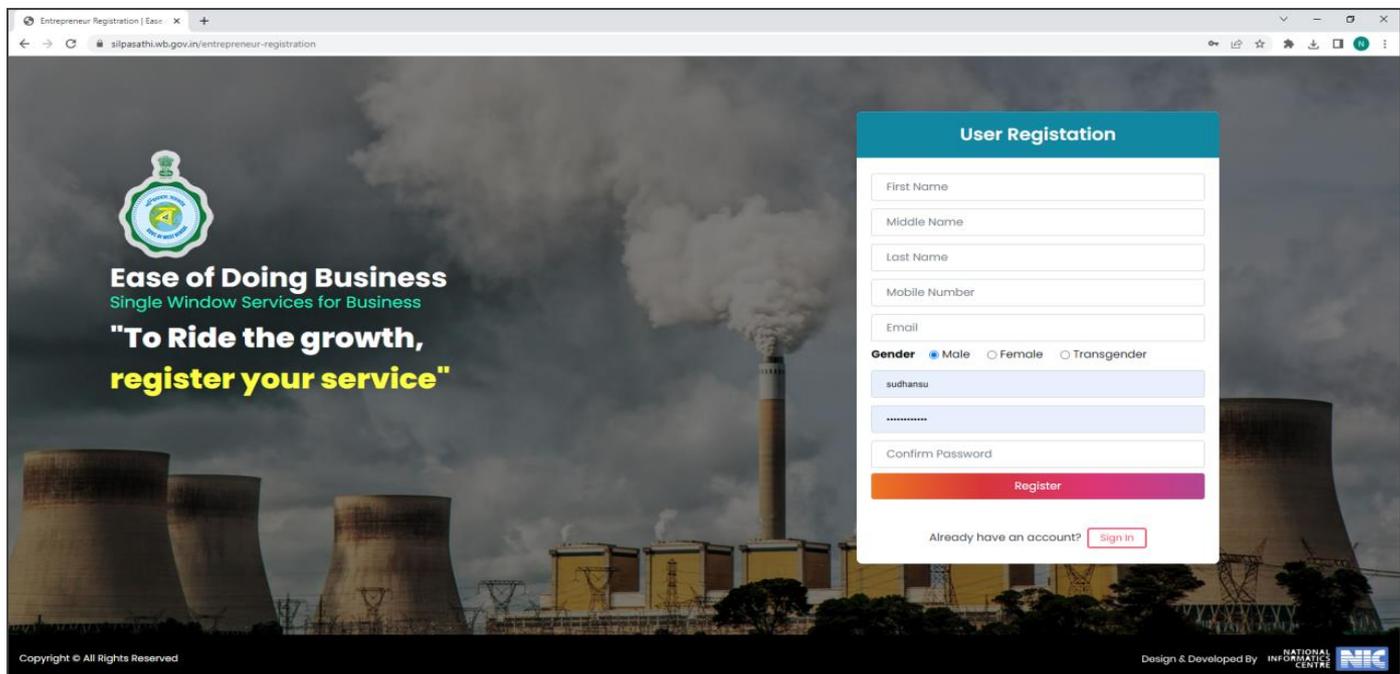
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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



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

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

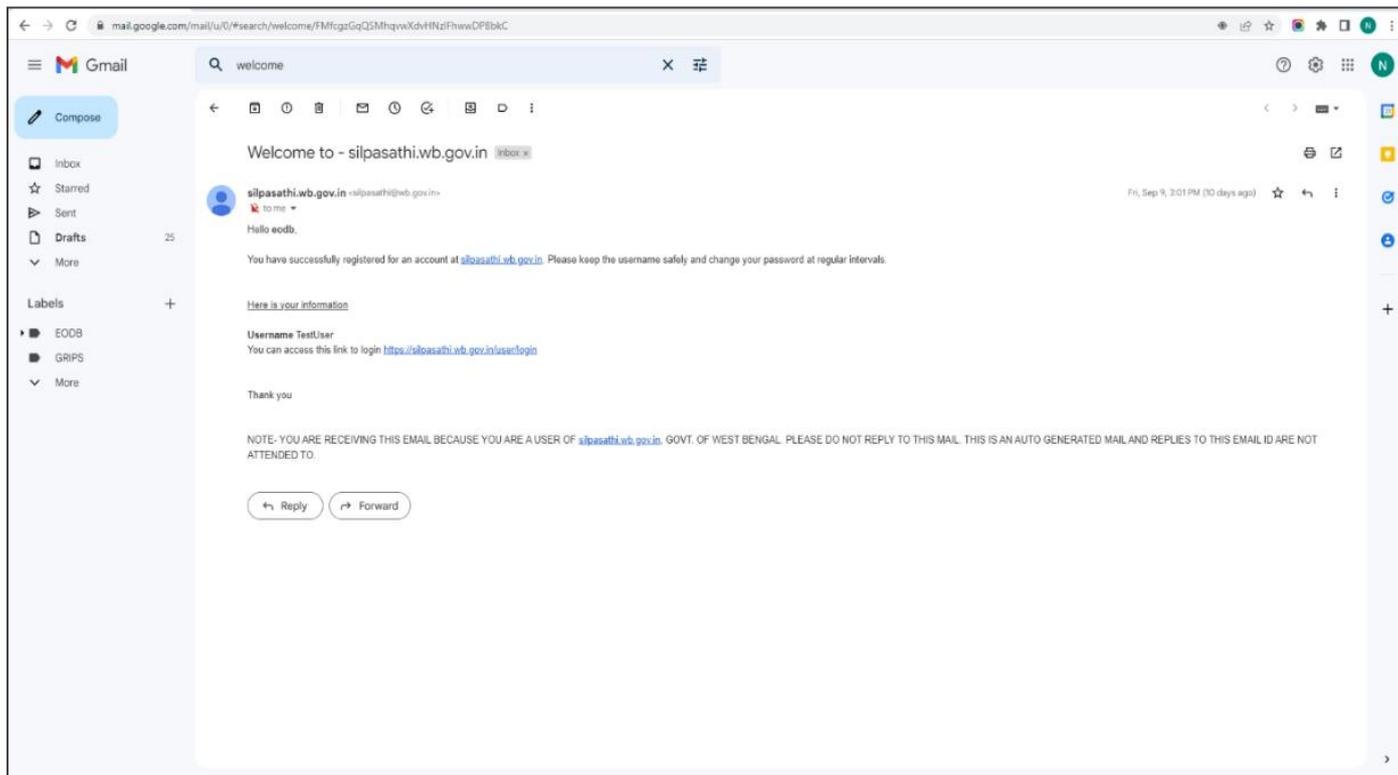


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

User Manual

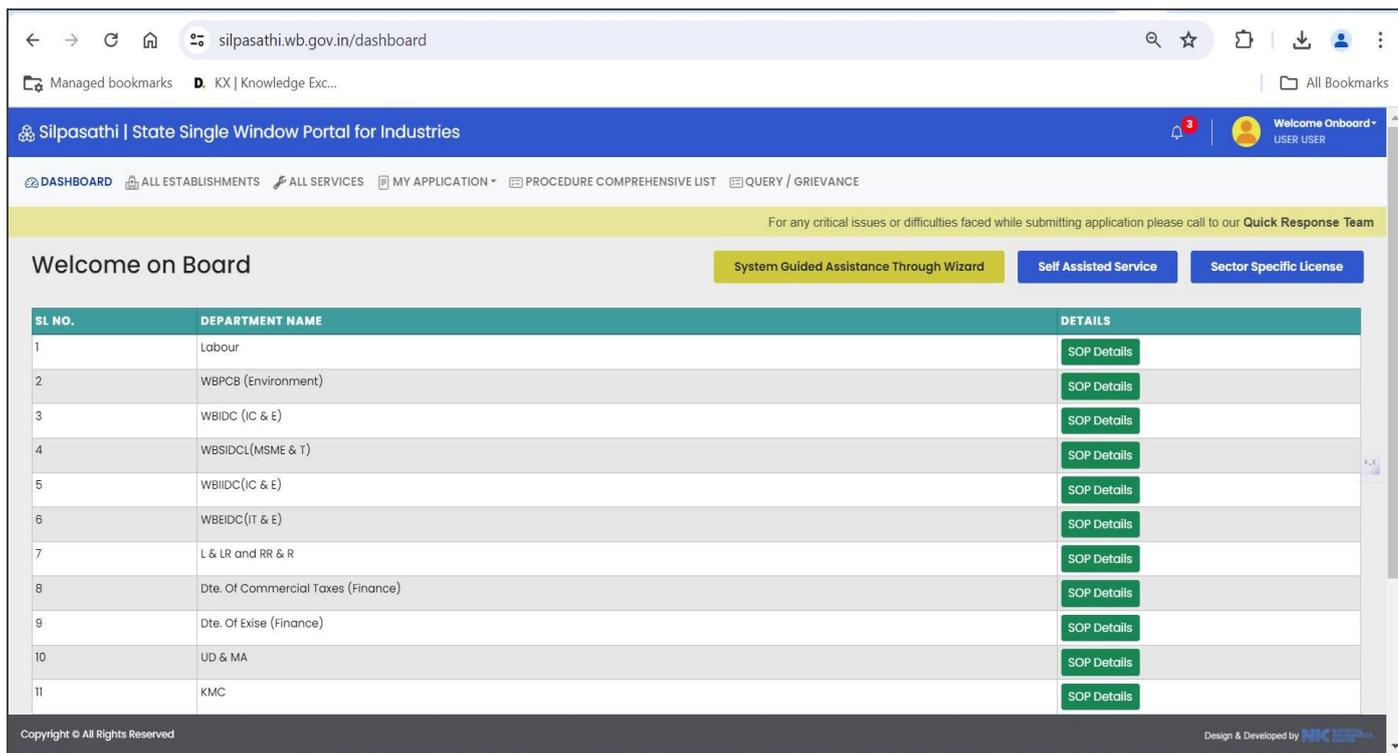
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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



Online Application submission

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

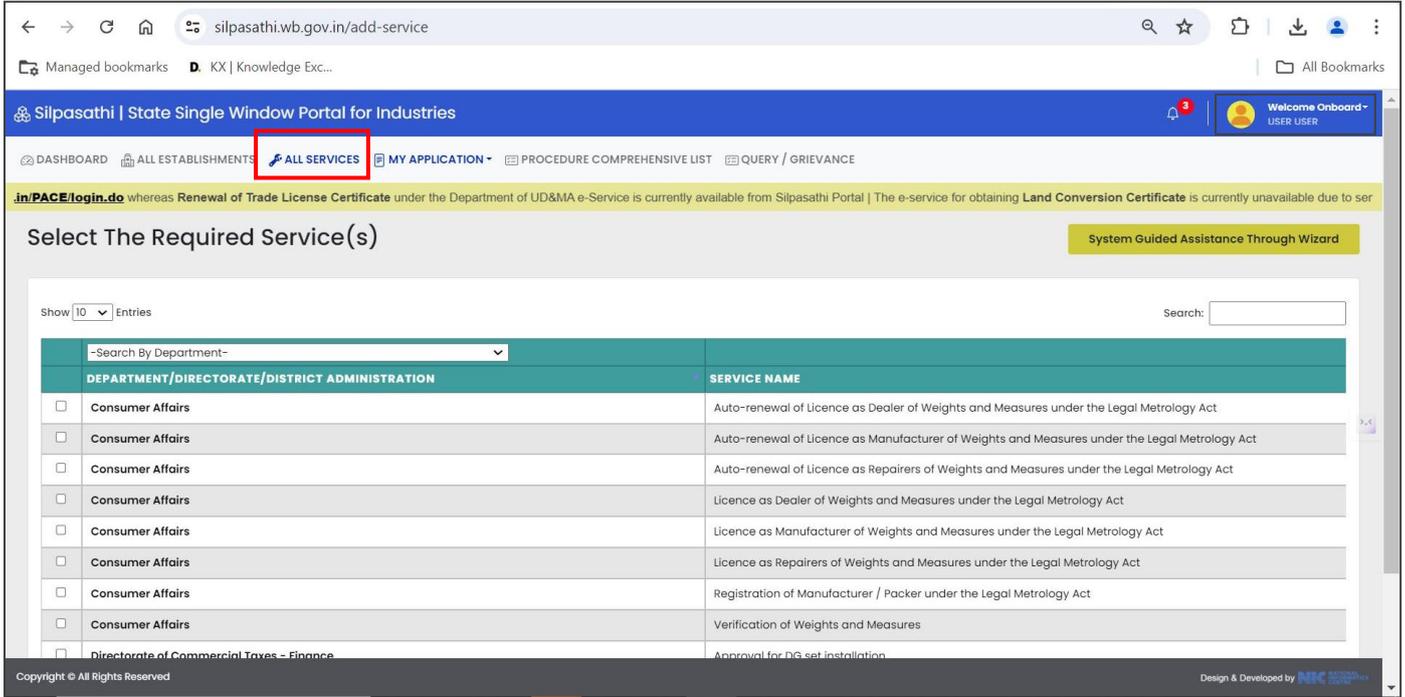


User Manual

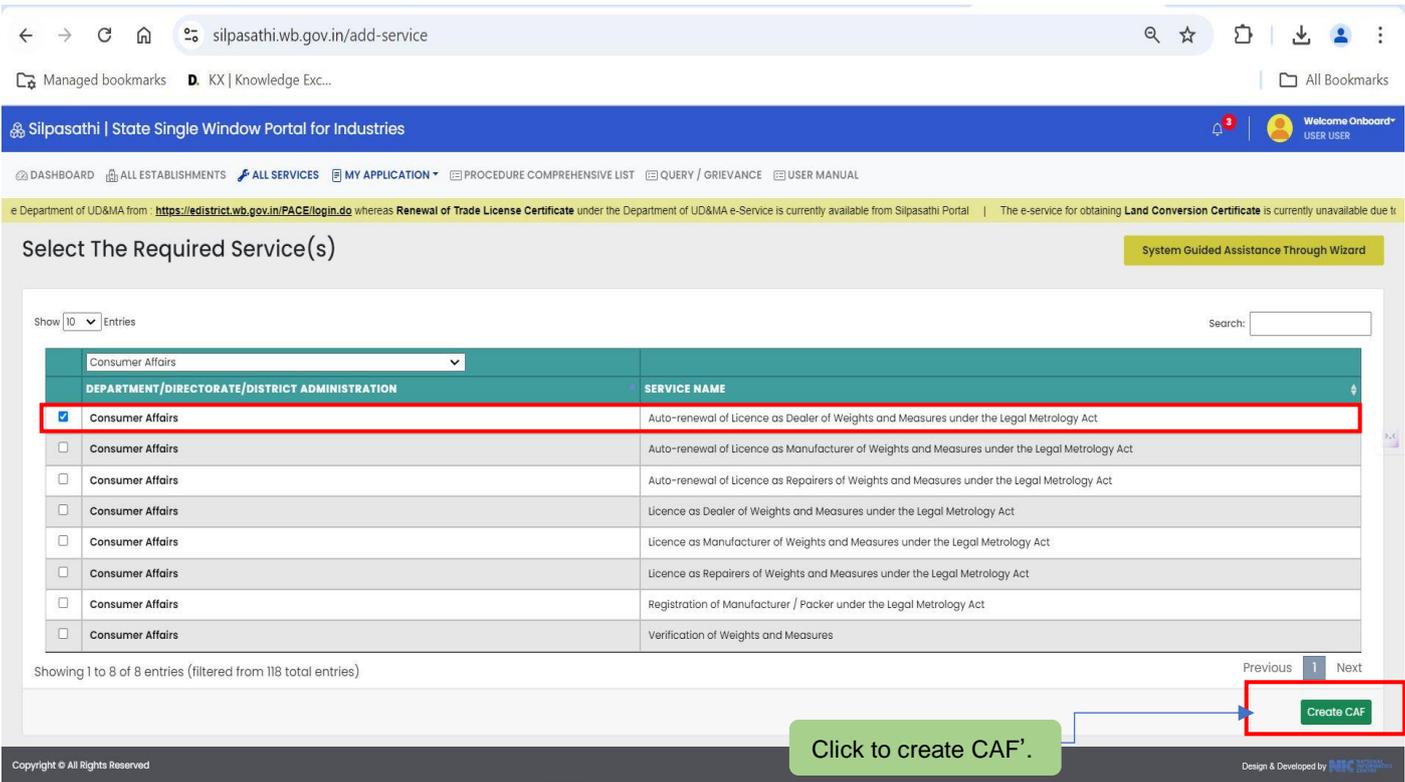
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

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



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



User Manual

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

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

After selecting the service **Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act- Dte of Metrology – Consumer Affairs**, the applicant has to click on '**Create CAF**'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

CAF ID generated.

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

silpasathi.wb.gov.in/dashboard

Silpasathi | State Single Window Portal for Industries

Service Added Successfully

ADD ESTABLISHMENT | SYSTEM GUIDED ASSISTANCE THROUGH WIZARD | SELF ASSISTED SERVICE | SECTOR SPECIFIC LICENSE | QUERY / GRIEVANCE SUBMISSION / TRACKING | YOUR PROFILE

Your Selected Service(s) (Please click on to Check Status [Click Here] button every time at log in to get your updated status and Actionables)

Business Reference ID: CAF2023000650

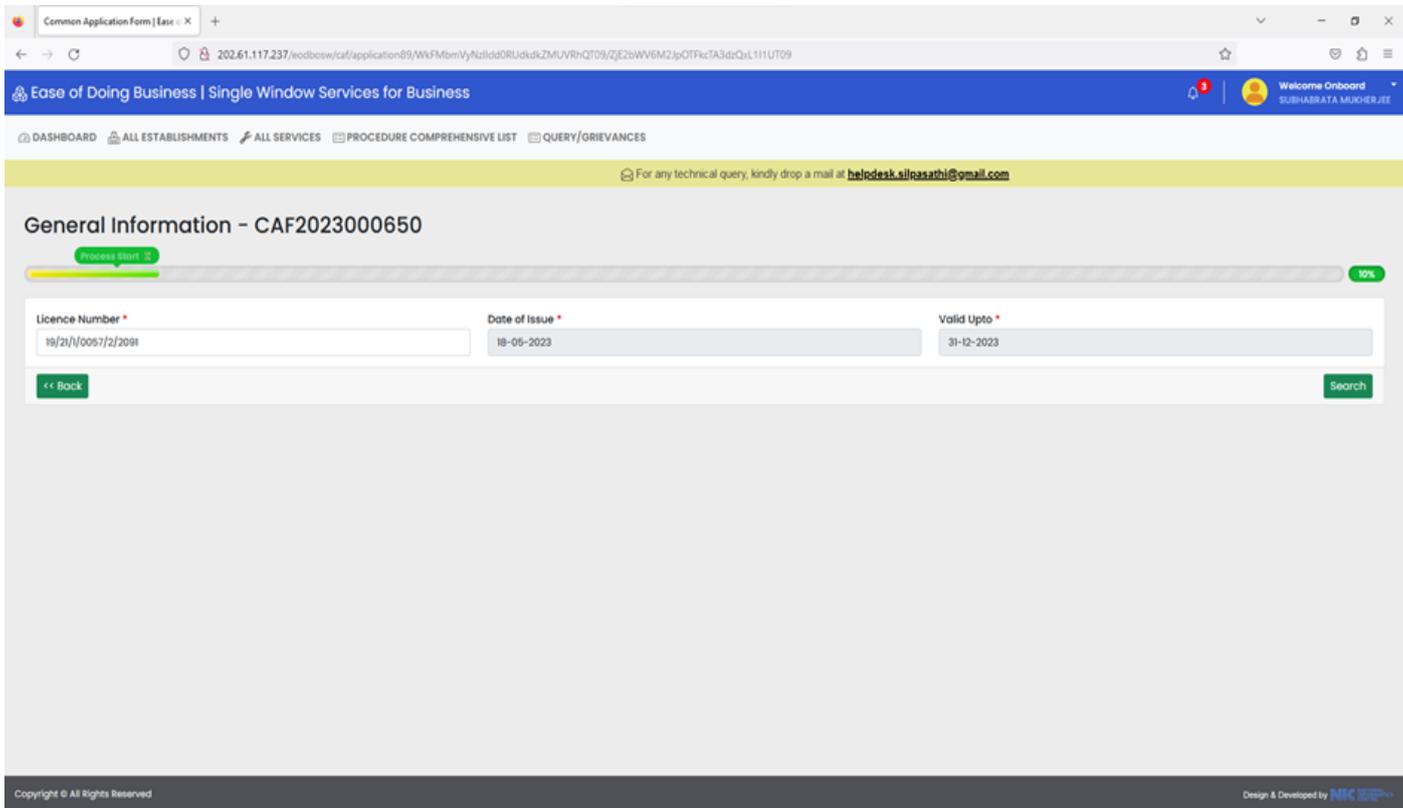
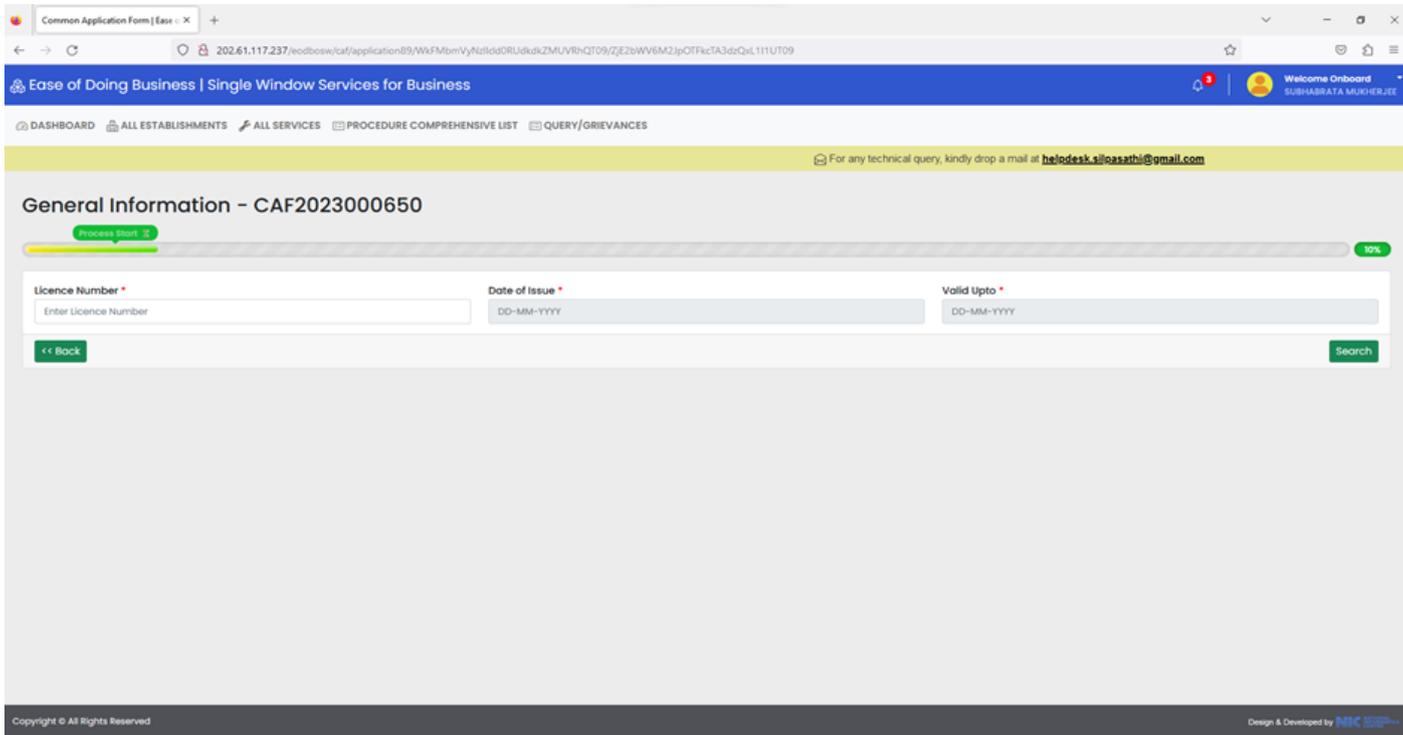
SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days) Basic Details saved — Document(s) Uploaded — Application Submitted — Accept for Fees Payment — Fees Paid — Issued	Apply Online

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):

User Manual

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

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



User Manual

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

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

Common Application Form | Ease - X
202.61.117.237/eodbosw/cal/application89/WkFMbmVhYnRldld0RUdkdkZmUVVhQ09/ZjEzWVVMZjlpOTFkcTA3dQxL111U09

Ease of Doing Business | Single Window Services for Business
Welcome Onboard SUBHABRATA MOJHERJEE

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helodesk.silpasathi@gmail.com

General Information - CAF2023000650

Process Start 10%

Communication Details

Name of the establishment/shop/person seeking the licence *
Test Dealer Eodh Twenty Eighth March
(Please enter the name as per your Trade Licence)

Email Id * test_dealer@testmail.com
Mobile No. * 9830098300

Address Of The Establishment

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

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

Pincode * 700007

Company Information

Licence Number * 19/21/10057/2/2091
Select Renewal Periods in Years * 4
Date of Establishment * 19-05-2021
Company Type *

Copyright © All Rights Reserved Design & Developed by NIC

Common Application Form | Ease - X
202.61.117.237/eodbosw/cal/application89/WkFMbmVhYnRldld0RUdkdkZmUVVhQ09/ZjEzWVVMZjlpOTFkcTA3dQxL111U09

123459 10-08-2021

Weights And Measures Information

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

Tax Information

Registration Number of Sales Tax * 147852
Registration Number of Professional Tax * 562310
Registration Number of Income Tax * A45896522833

GST Number * 19AKUPC2694J1Z5

Import Information

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

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

To Be Certified By The Applicant(s)

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

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

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

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

<< Back Save & Continue >>

Copyright © All Rights Reserved Design & Developed by NIC

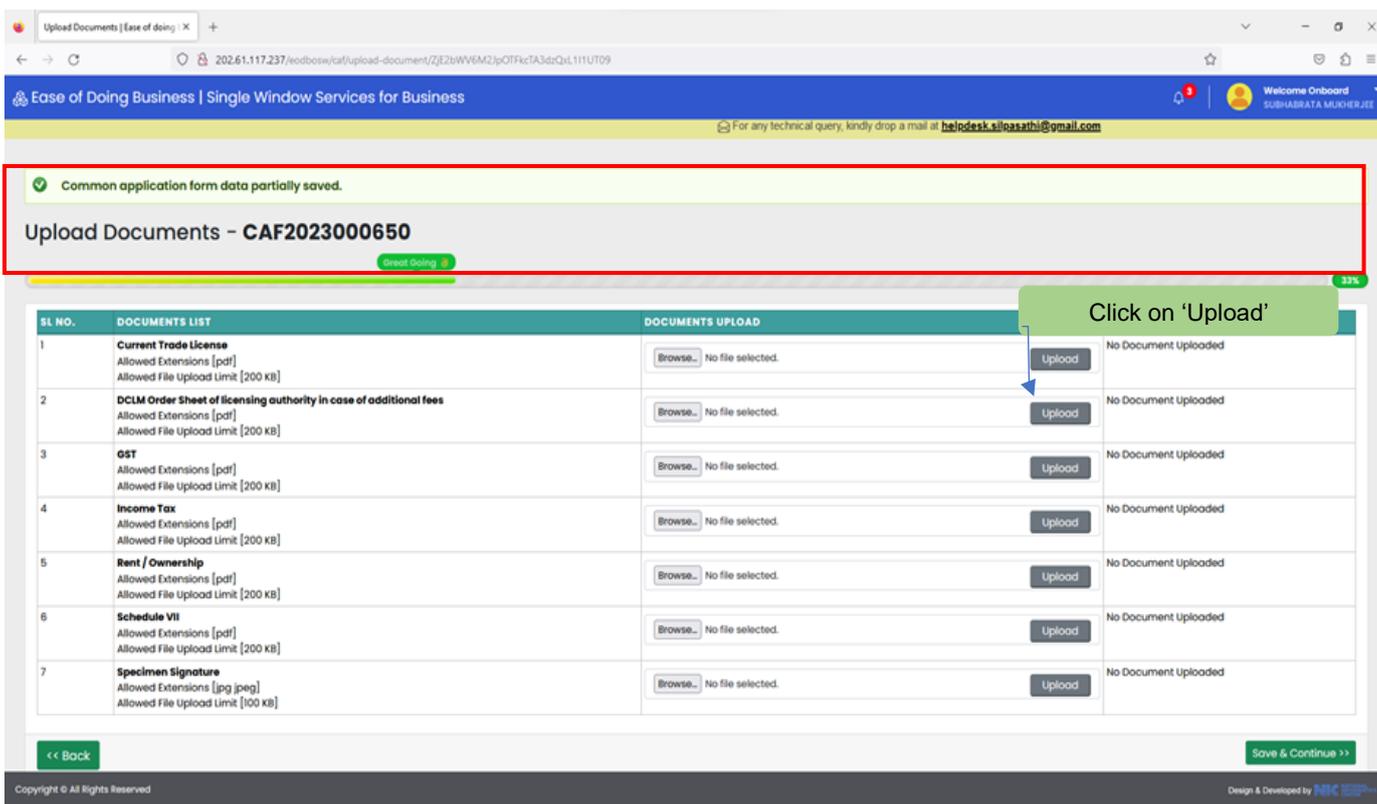
User Manual

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

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

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.

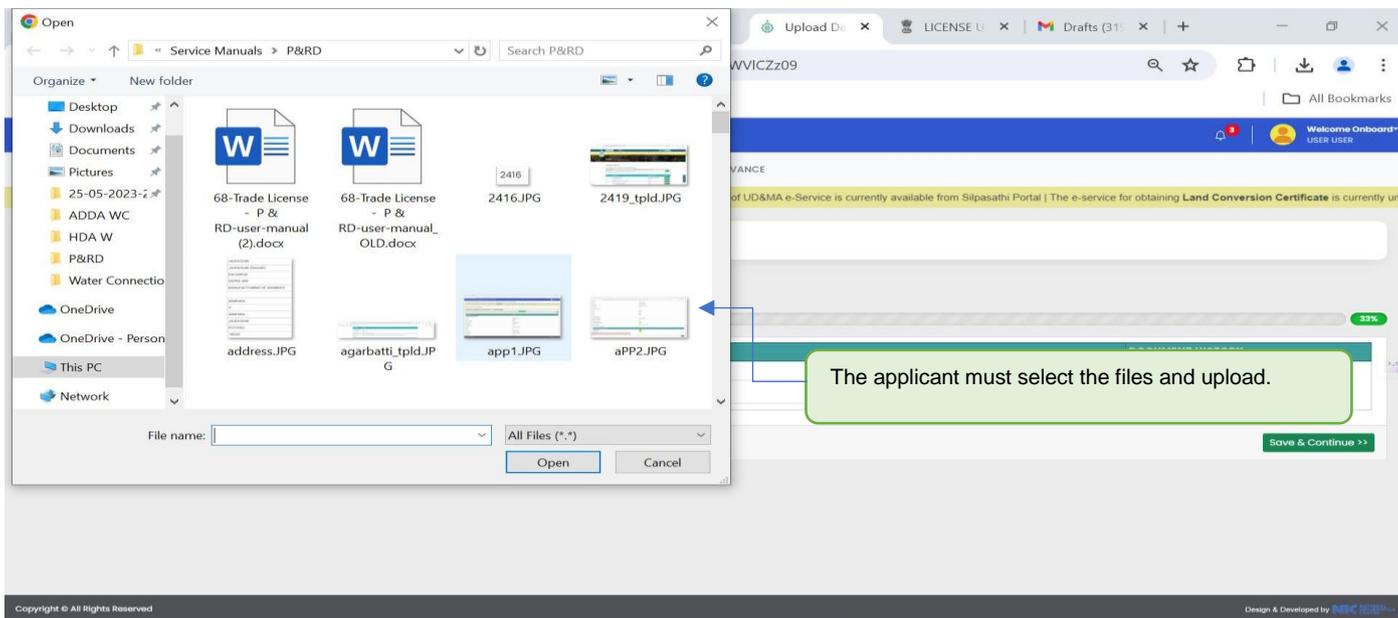


The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on **'Browse'**. Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.

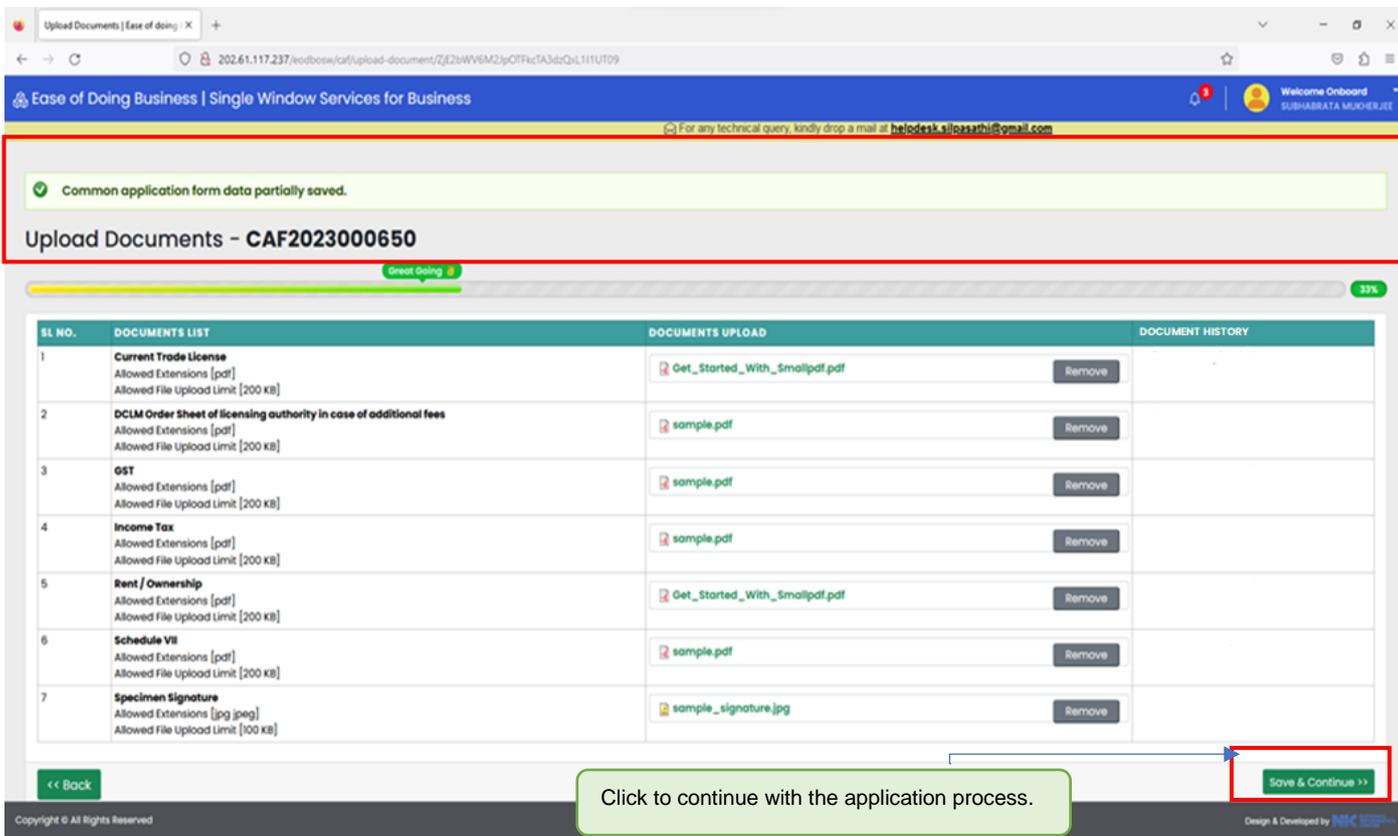
User Manual

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

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



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



User Manual

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

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

The 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

Common Application Form Preview - CAF2023000650

Almost Completed 87%

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

User Manual

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

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

Common Application Form Preview

202.61.117.237/eodbsw/cdf/application-preview/Z/E2bWV6M2jpOFFcTA3dzQxL111UT09jdUZvWmR6bWASL0ySGgzHweHIUUT09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard
SUSHABRATA MUKHERJEE

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

Name and Address of Proprietor/ Partners/ Directors of the Concern/ Firm/ Company				
SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Test Owner		Proprietor	Test address Kol - 700007

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

Weights And Measures Information	
Category Name	Capacity
Automatic Gravimetric Filling Instrument	10.2
Automatic Rail Weigh Bridges class- 0.2	15.6

Tax Information	
Sales Tax	147852
Registration Number of Professional Tax	562310
Current ITR Number	A45696522833
GST Number	19AKUPC2694J1Z5

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

Copyright © All Rights Reserved

Design & Developed by **NIC**

Common Application Form Preview

202.61.117.237/eodbsw/cdf/application-preview/Z/E2bWV6M2jpOFFcTA3dzQxL111UT09jdUZvWmR6bWASL0ySGgzHweHIUUT09

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

Tax Information	
Sales Tax	147852
Registration Number of Professional Tax	562310
Current ITR Number	A45696522833
GST Number	19AKUPC2694J1Z5

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

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

I hereby declare that the particulars given above are true to the best of my knowledge and belief *

[Submit](#)

Declaration statement

Click on submit for submission of application.

Design & Developed by **NIC**

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

User Manual

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

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

Current Status-CAF2023000650

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

Application status updated.

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 status notified through SMS.

Application status notified through email.

User Manual

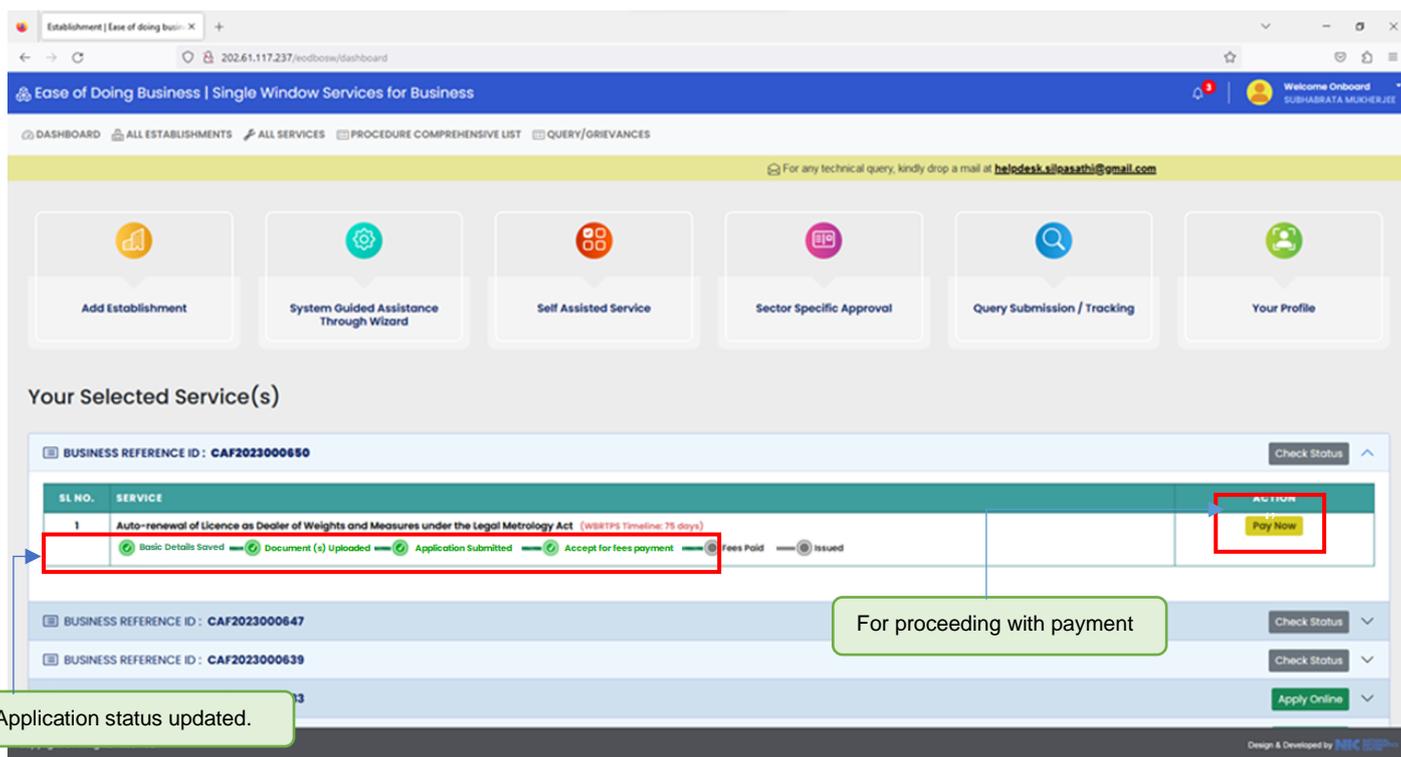
Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act

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

2. Online Fees Payment

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

Applicant's Dashboard

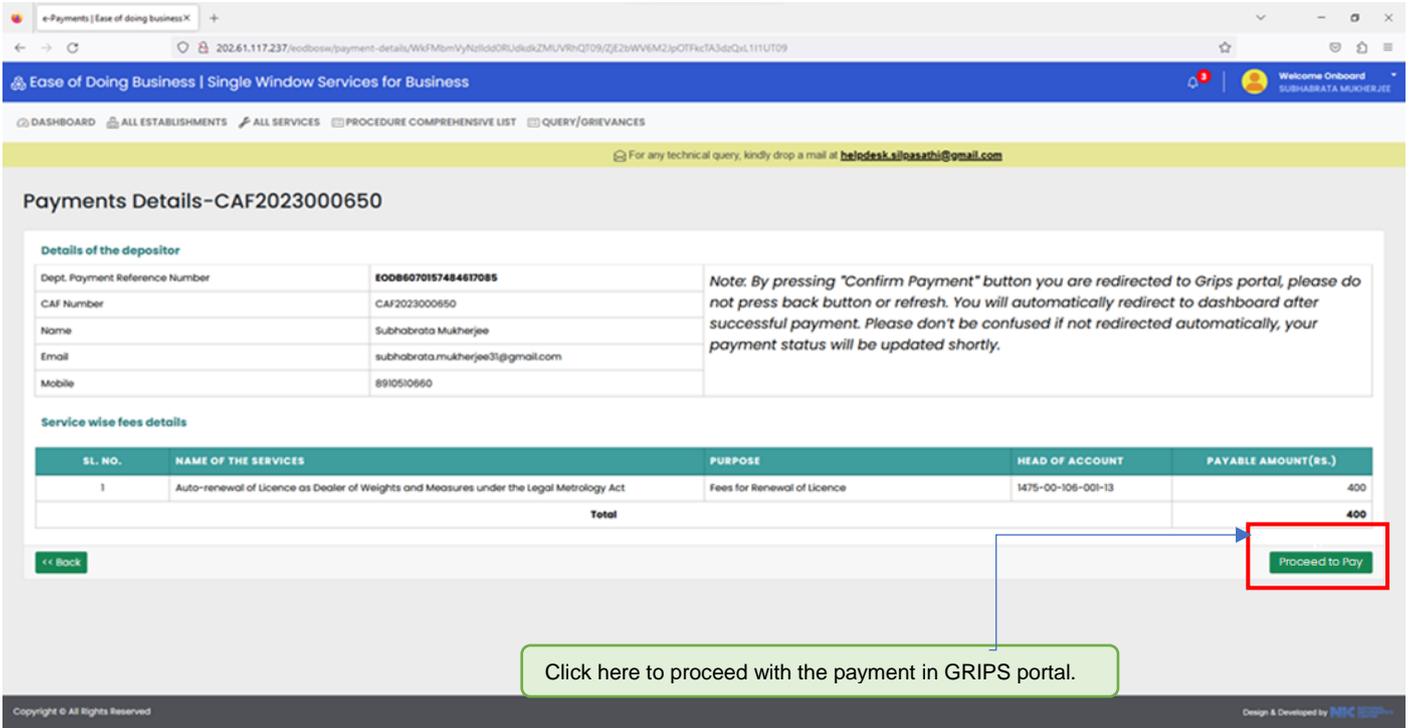


The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

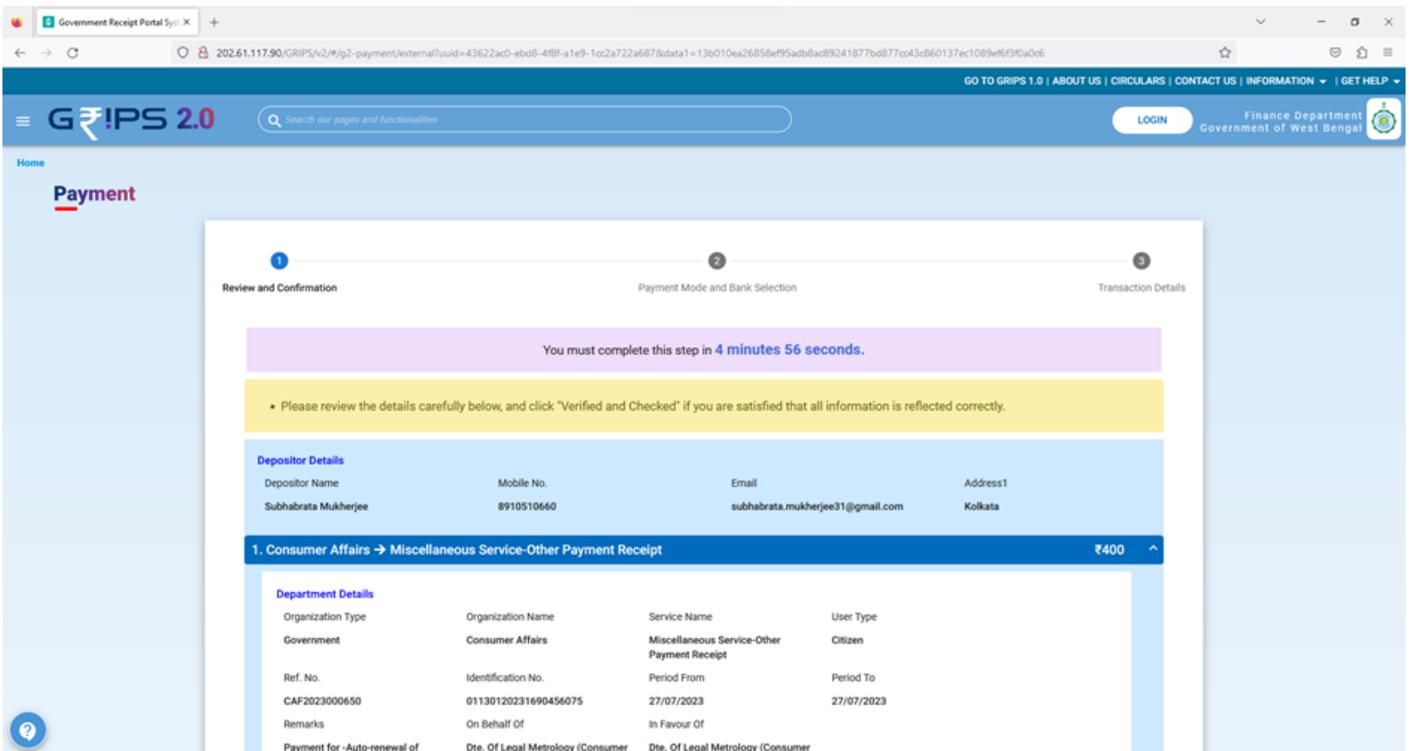
User Manual

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

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



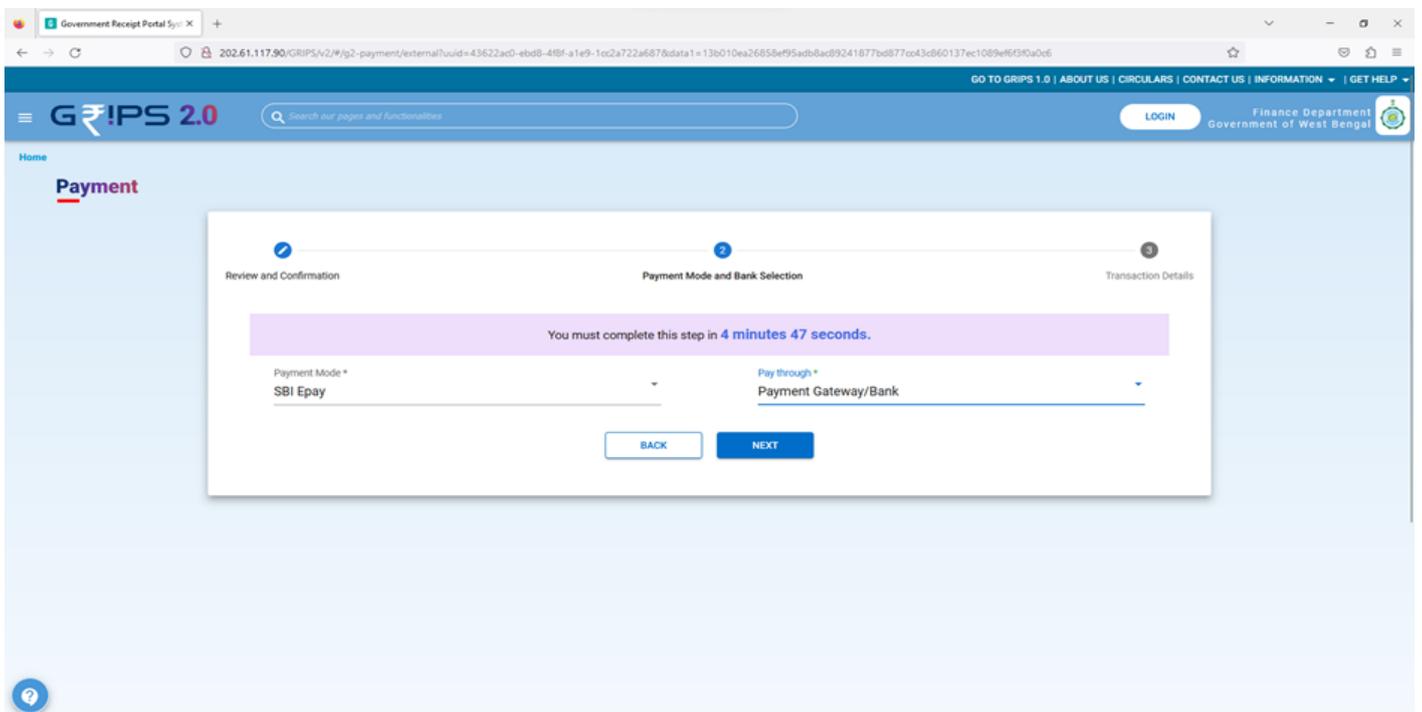
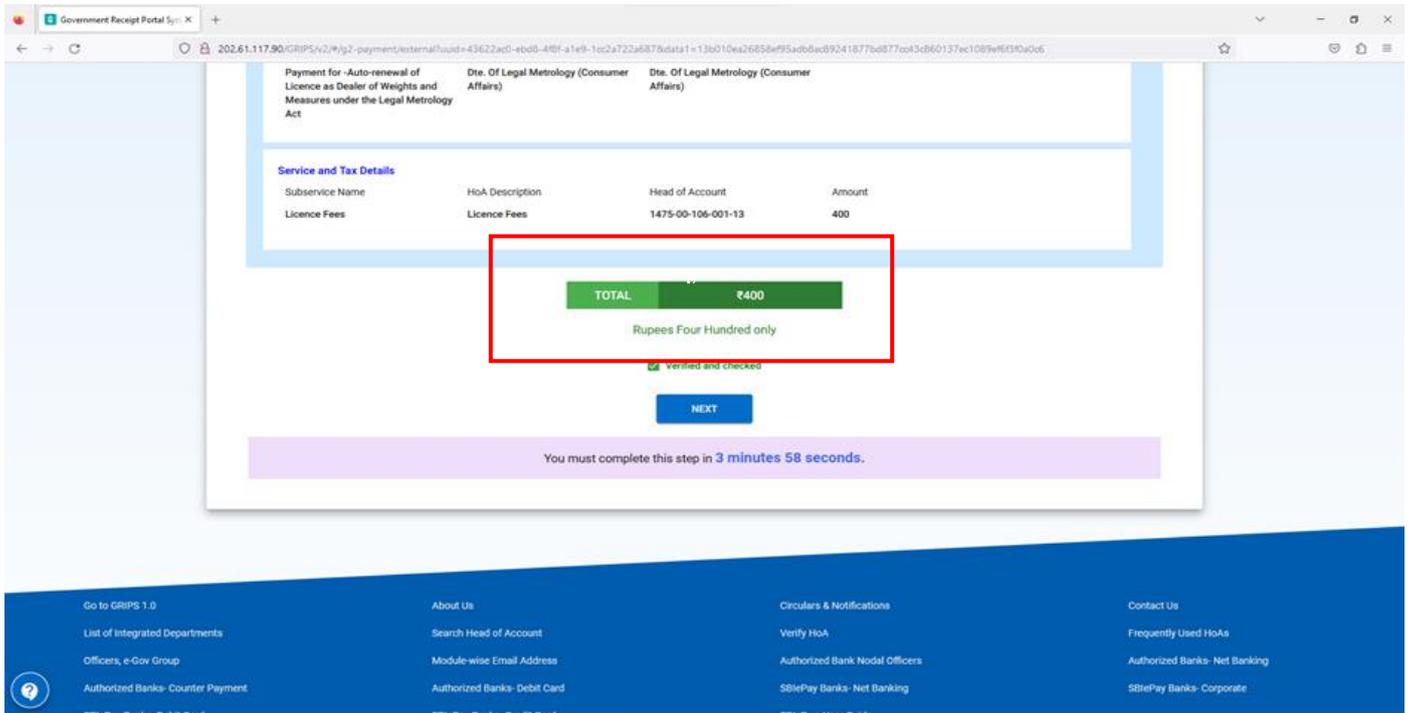
The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



User Manual

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

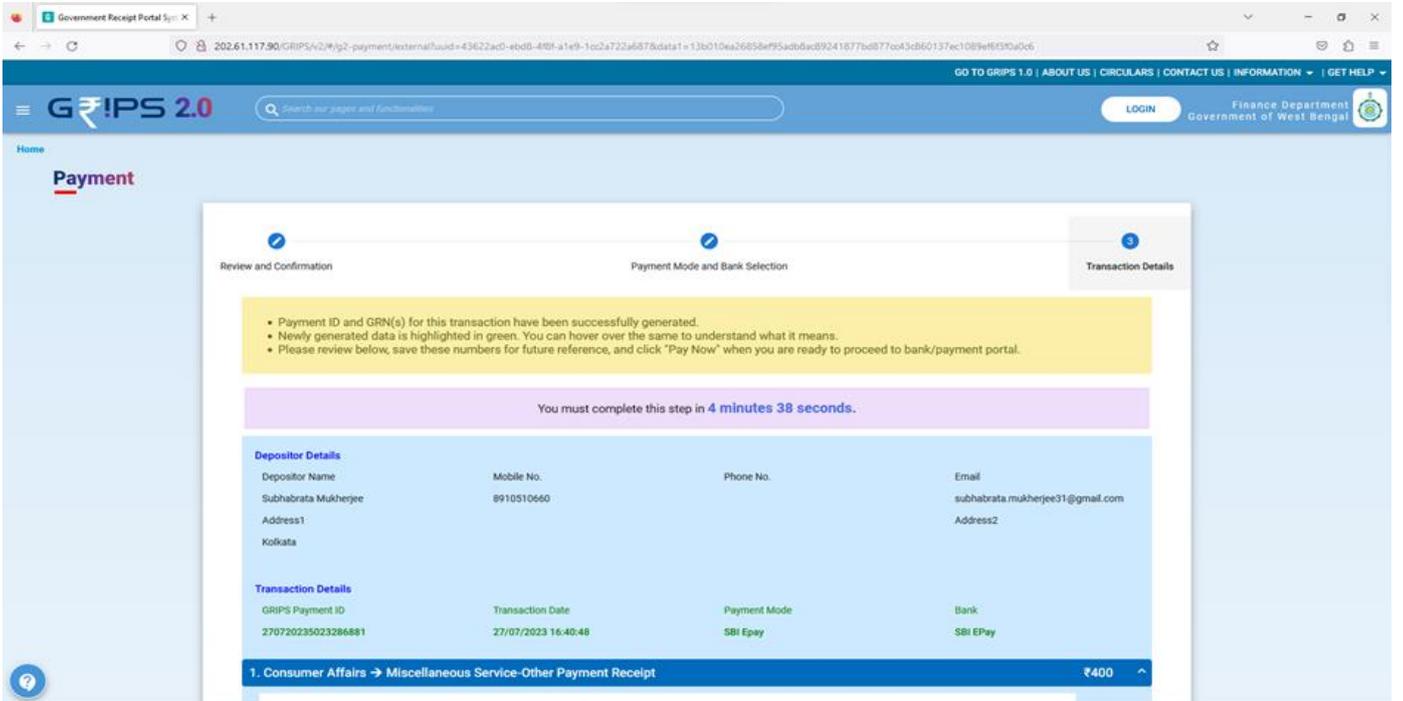
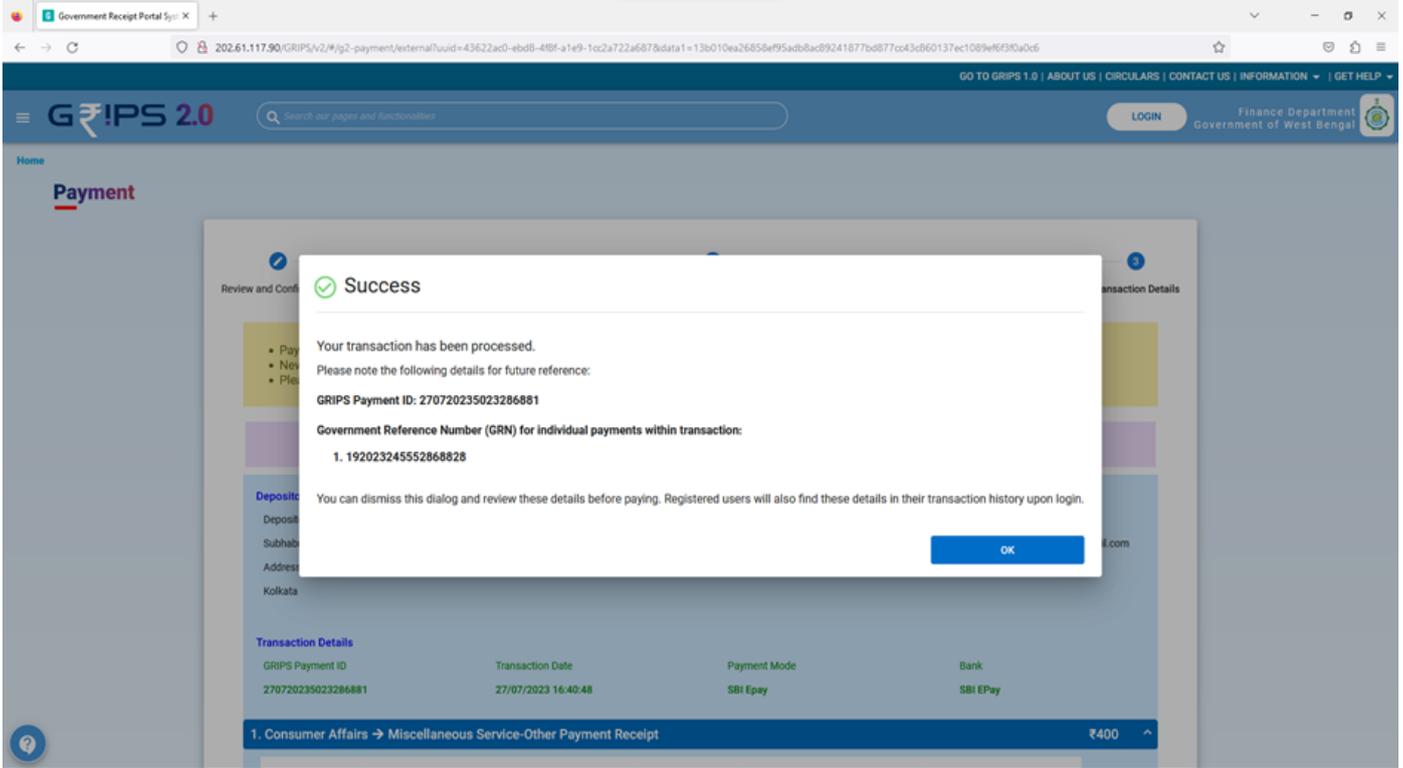
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



User Manual

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

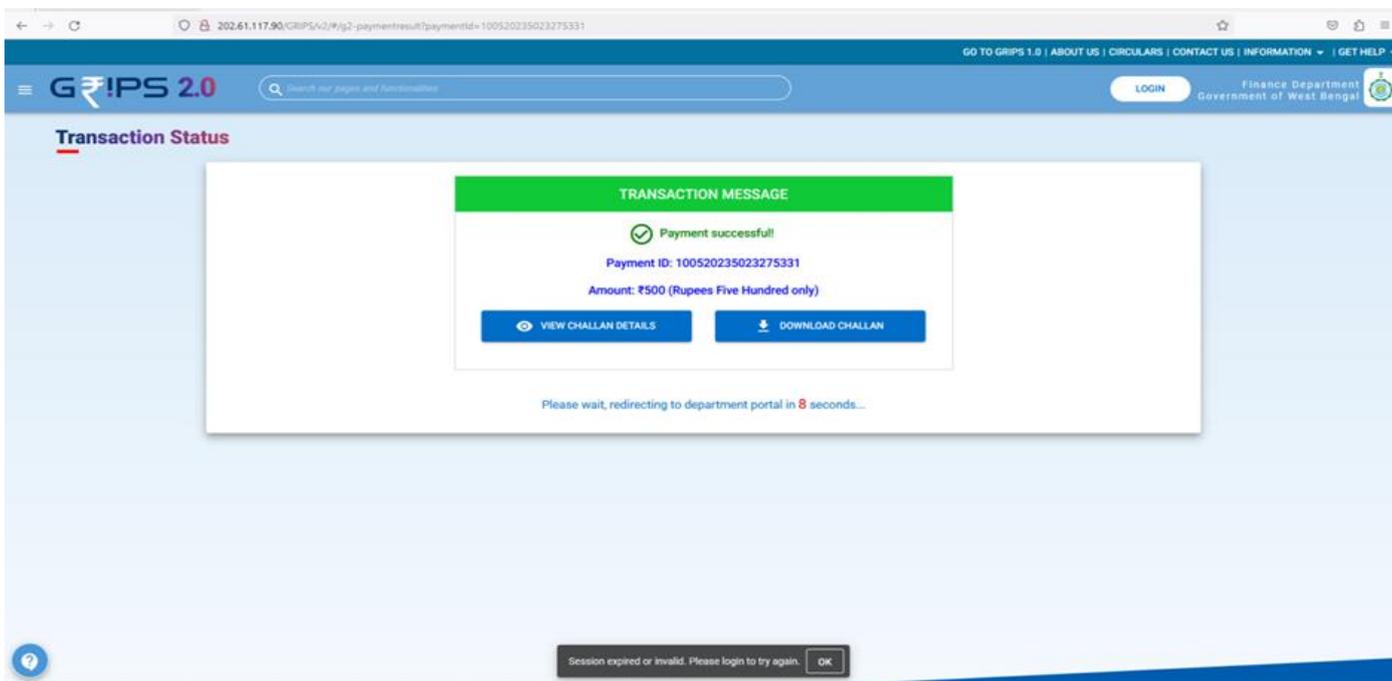
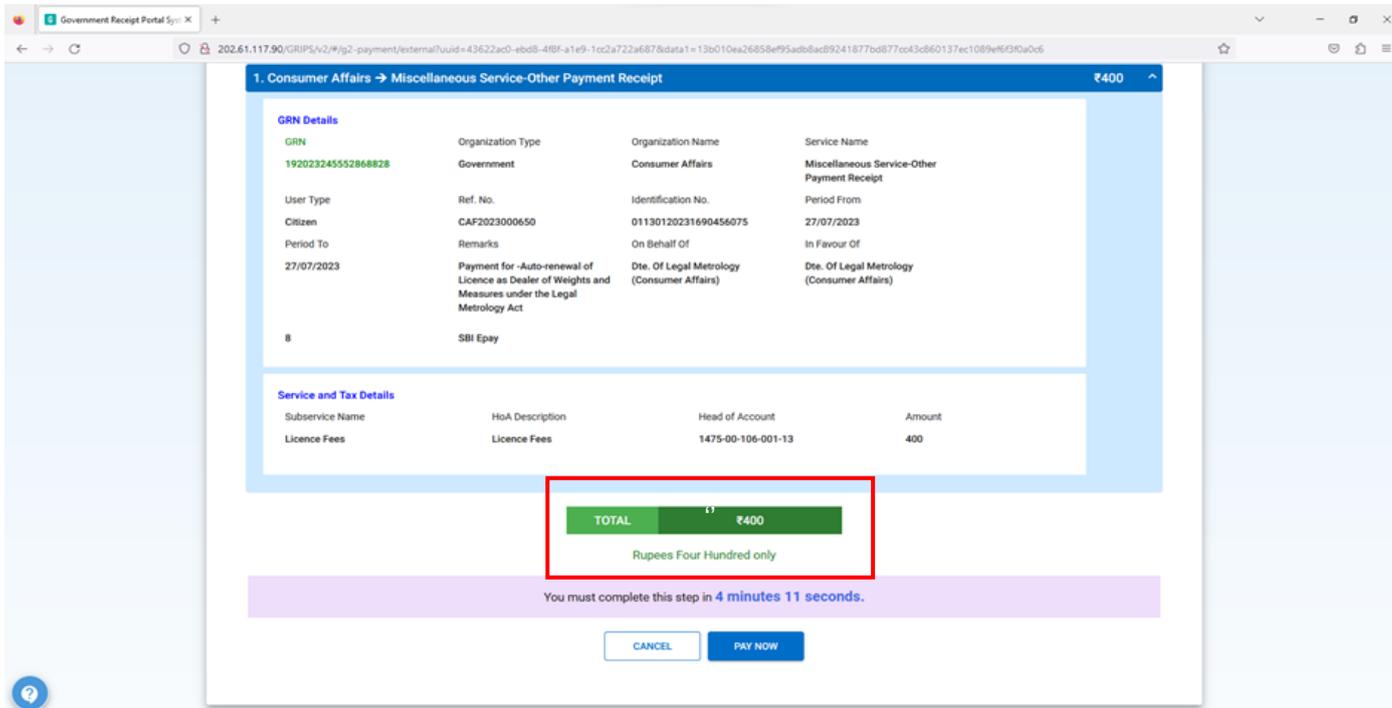
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



User Manual

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

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



User Manual

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

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

Payment amount displayed.

Select payment mode.

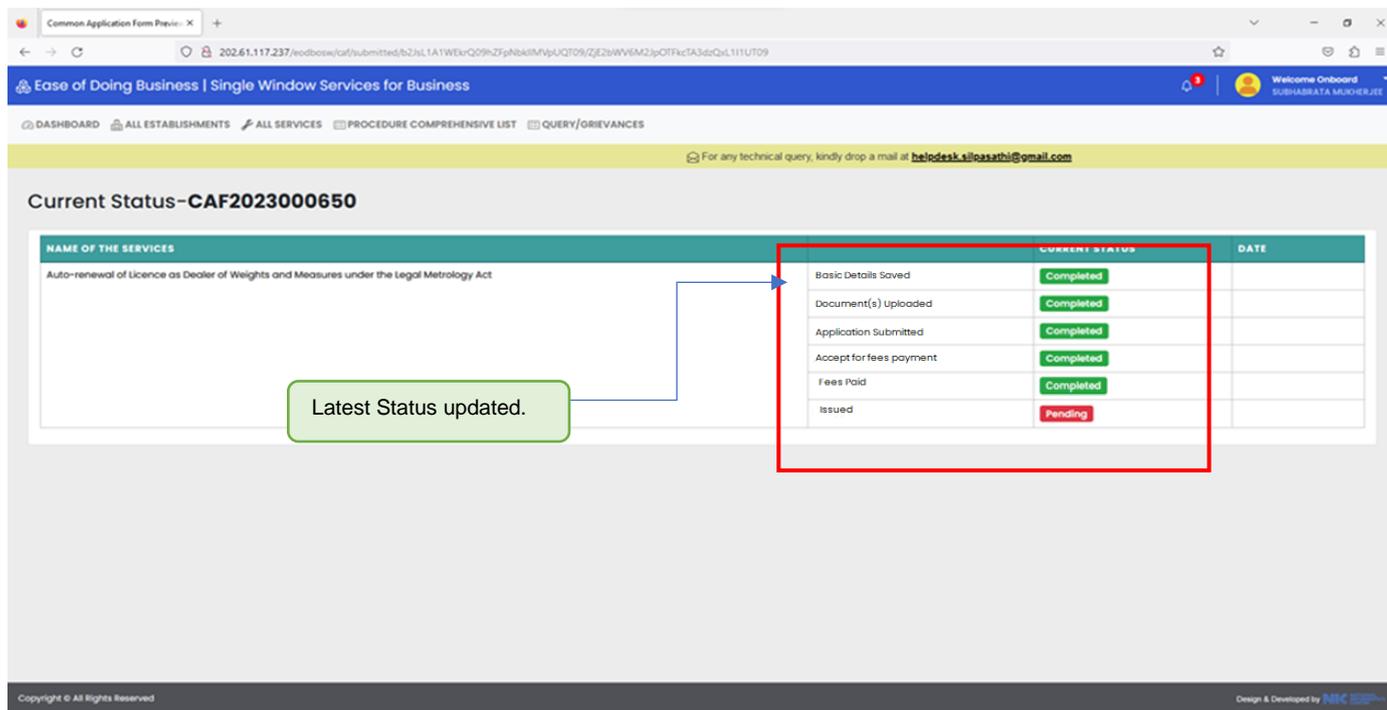
Challan generated.

User Manual

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

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

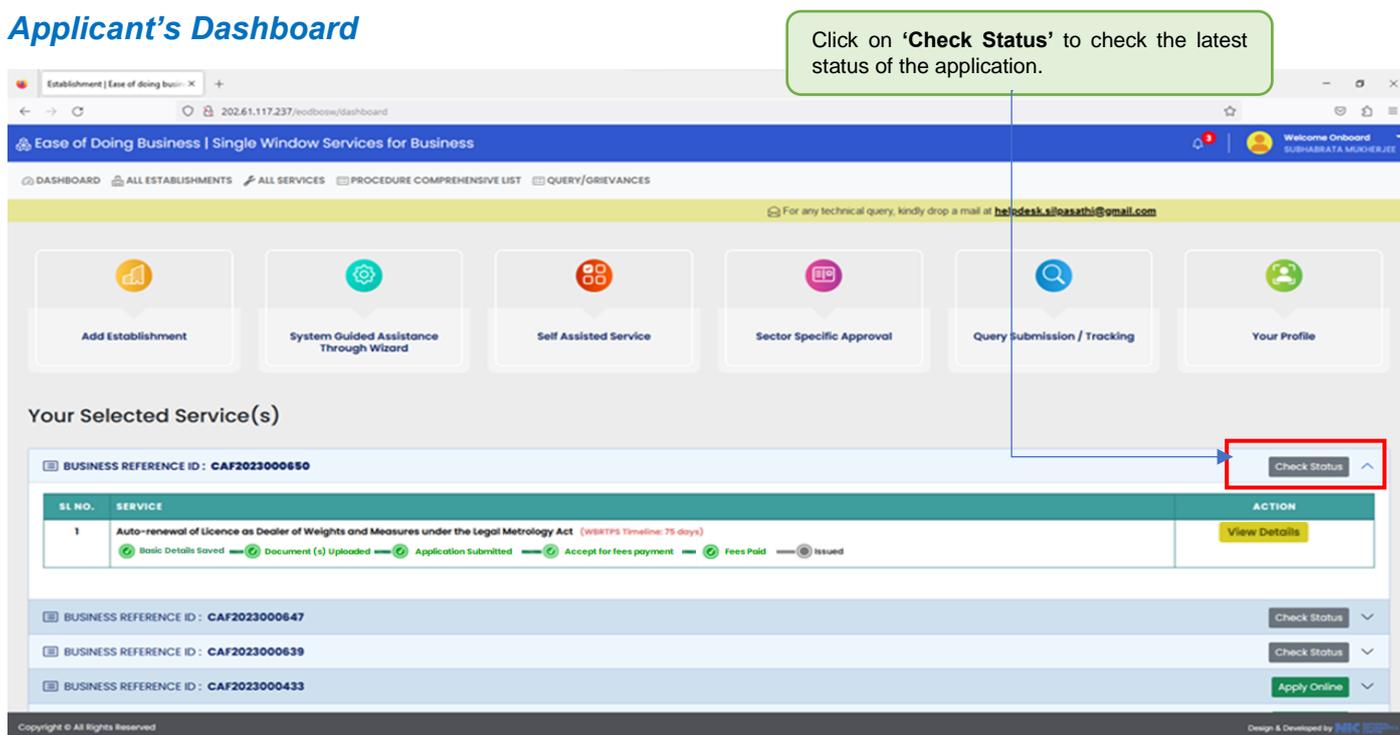
After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



3. Track Status of Application

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

Applicant's Dashboard



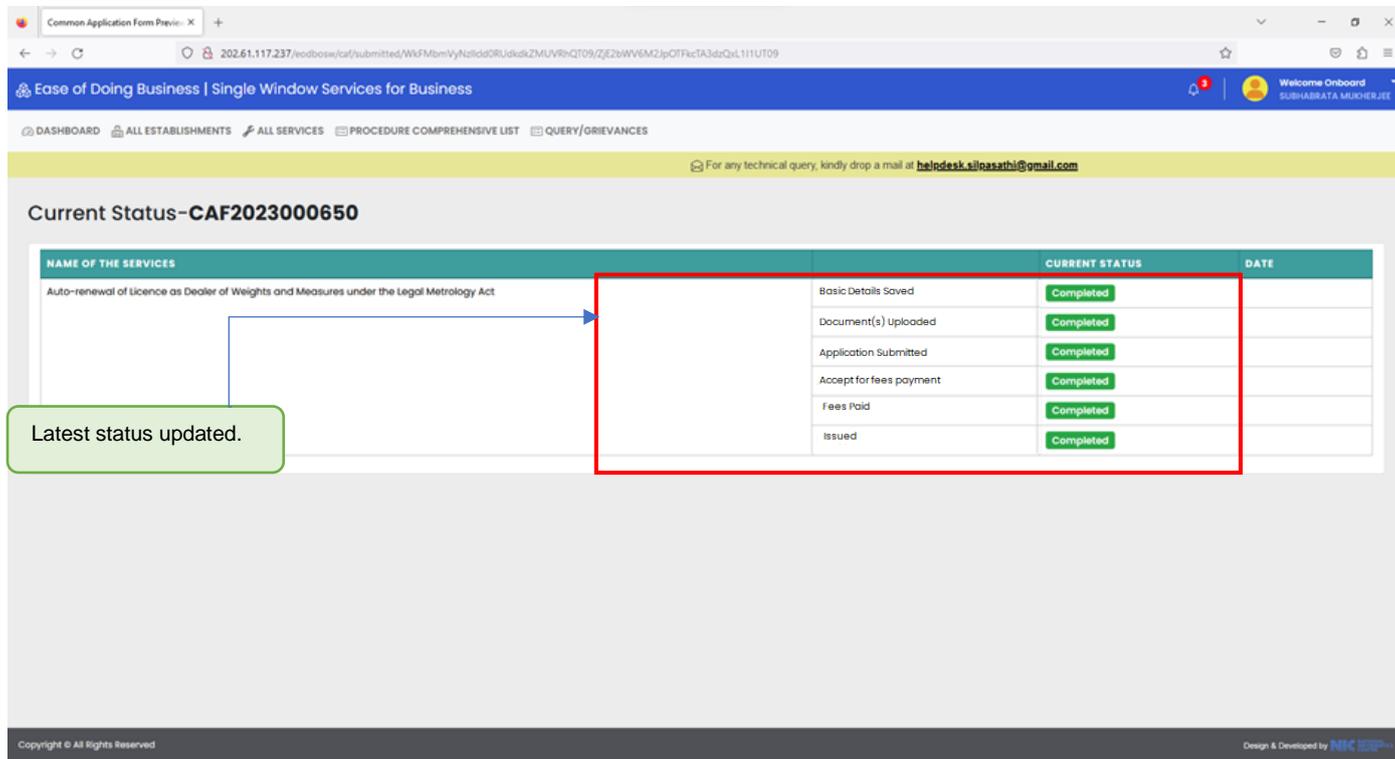
User Manual

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

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

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

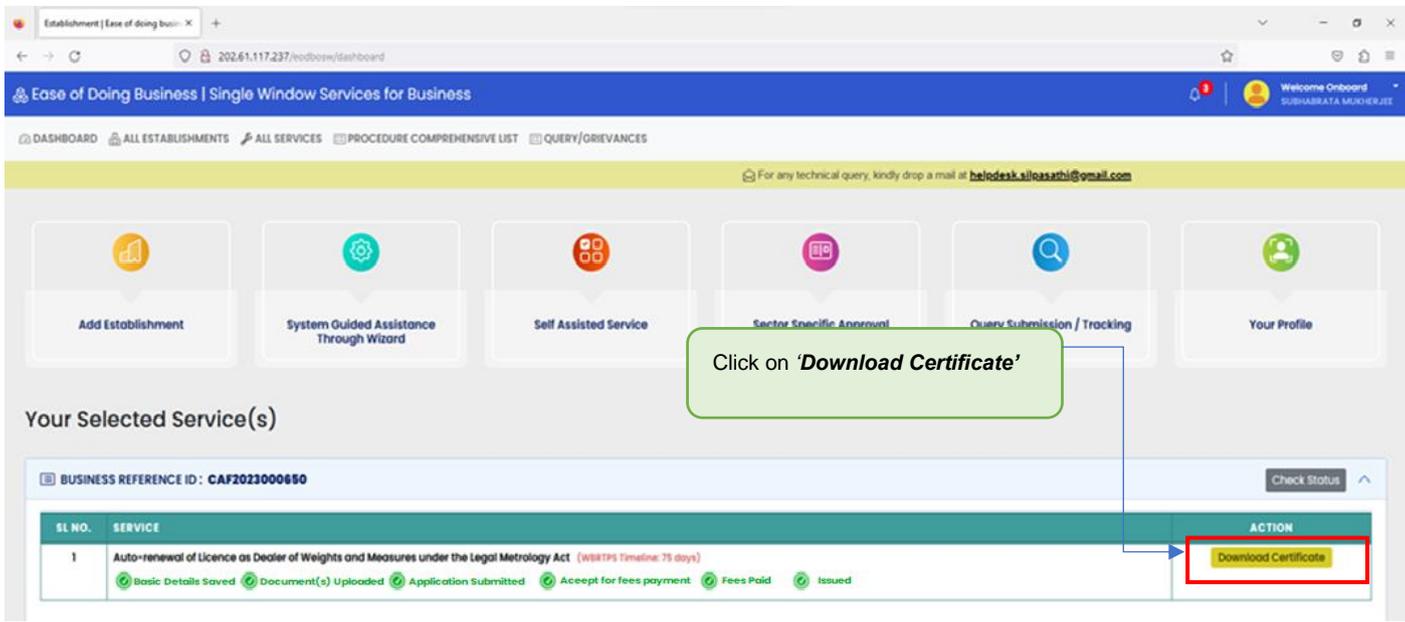
User Manual

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

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

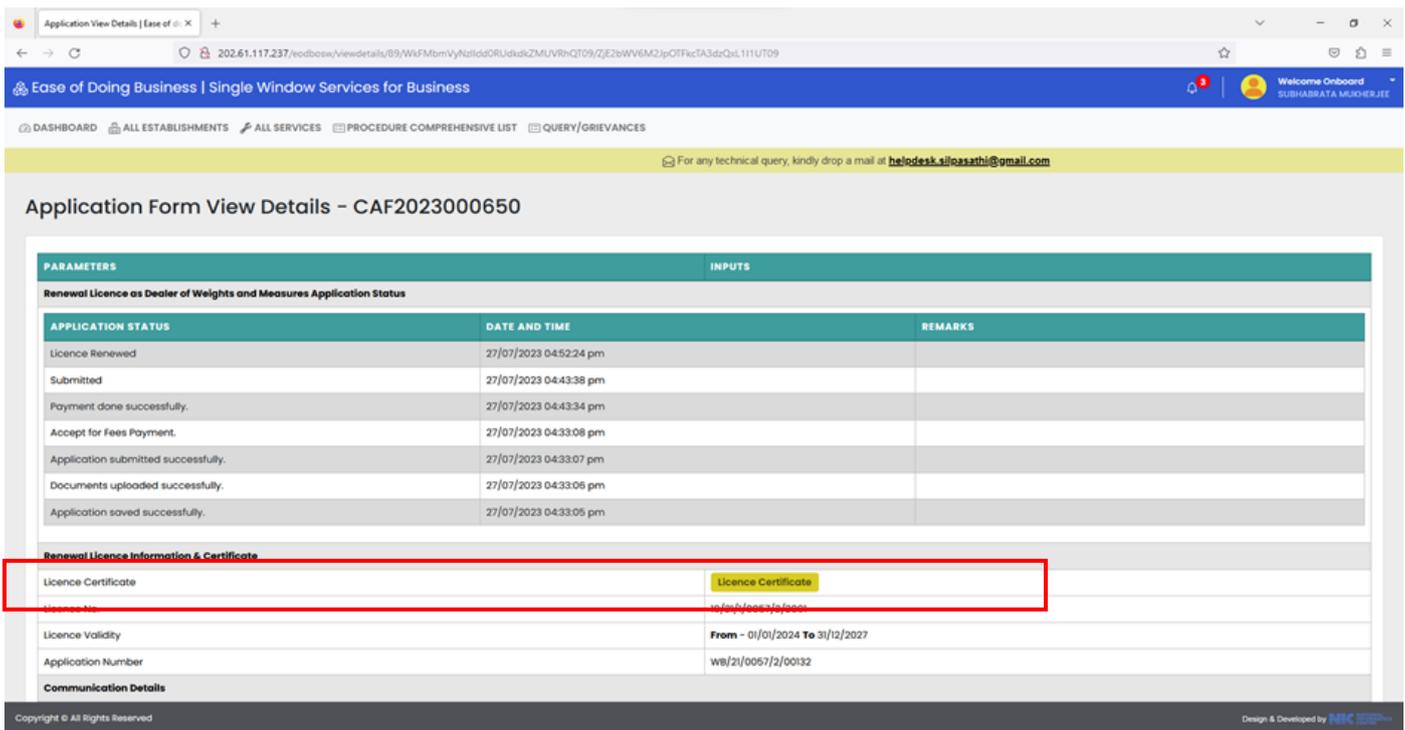
4. Online Download of final approval certificate

Applicant's Dashboard



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

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



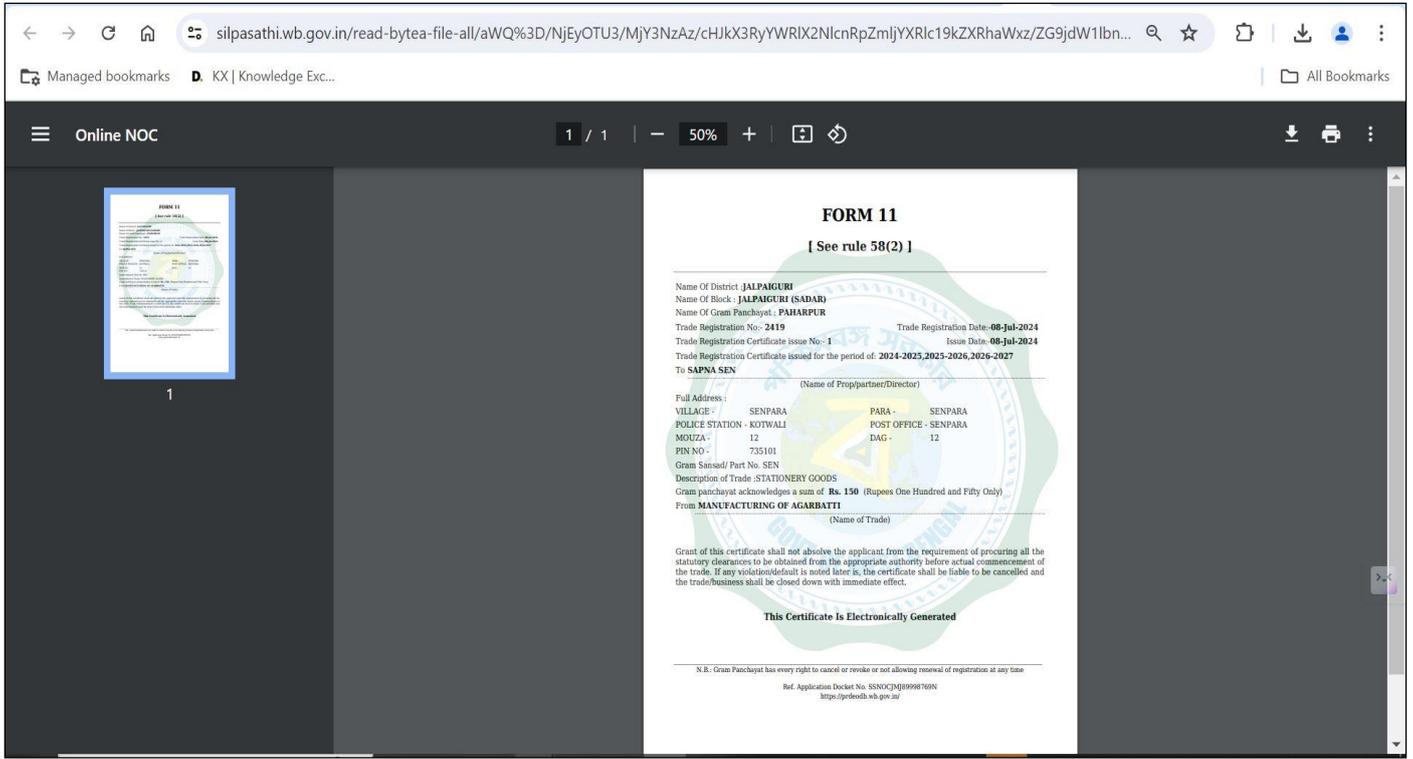
User Manual

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

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

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

The Final Certificate gets downloaded (Screenshot)



One Approval certificate document has been illustrated below:



User Manual

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

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



5. Third Party verification details

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

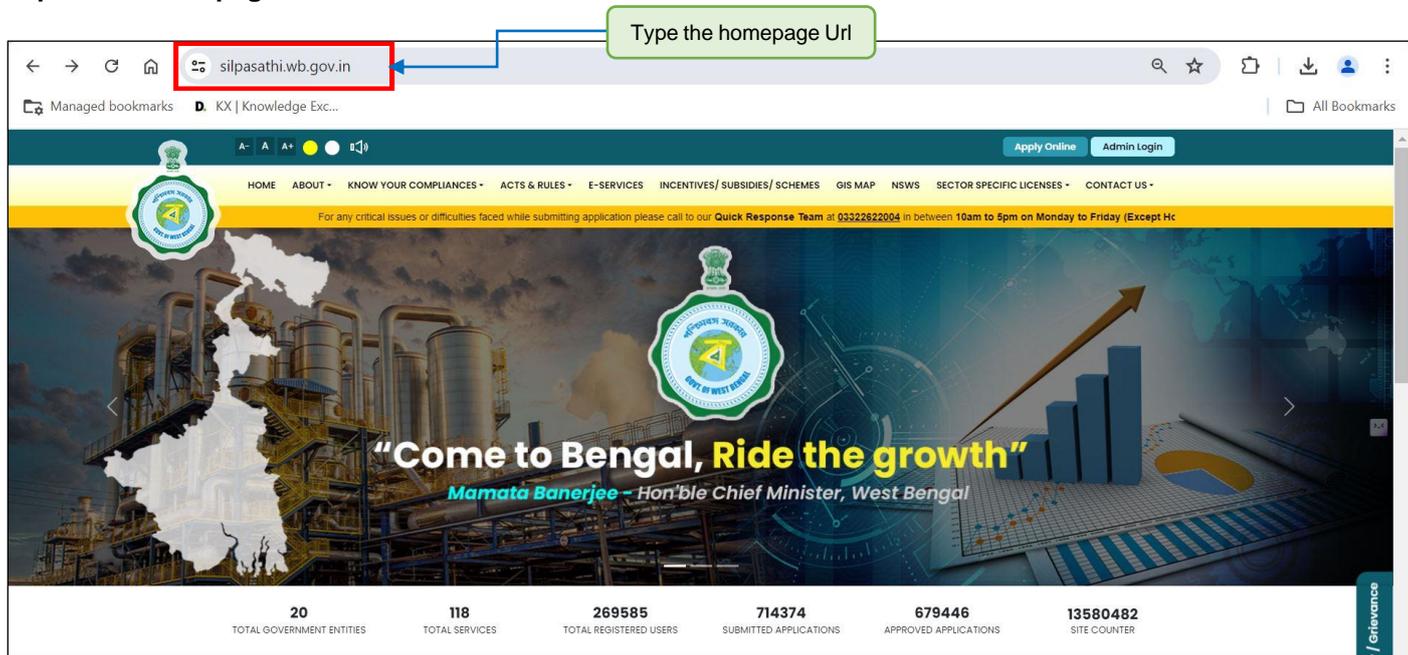
Third part verification process

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):

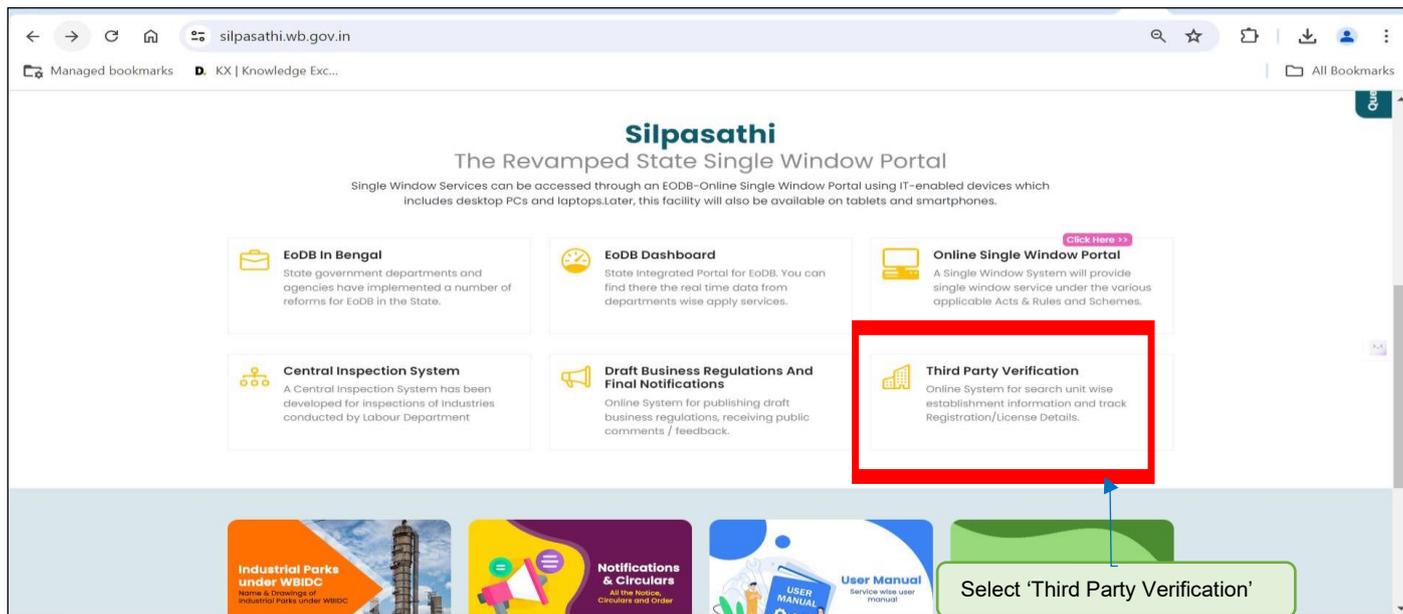
SilpaSathi Homepage



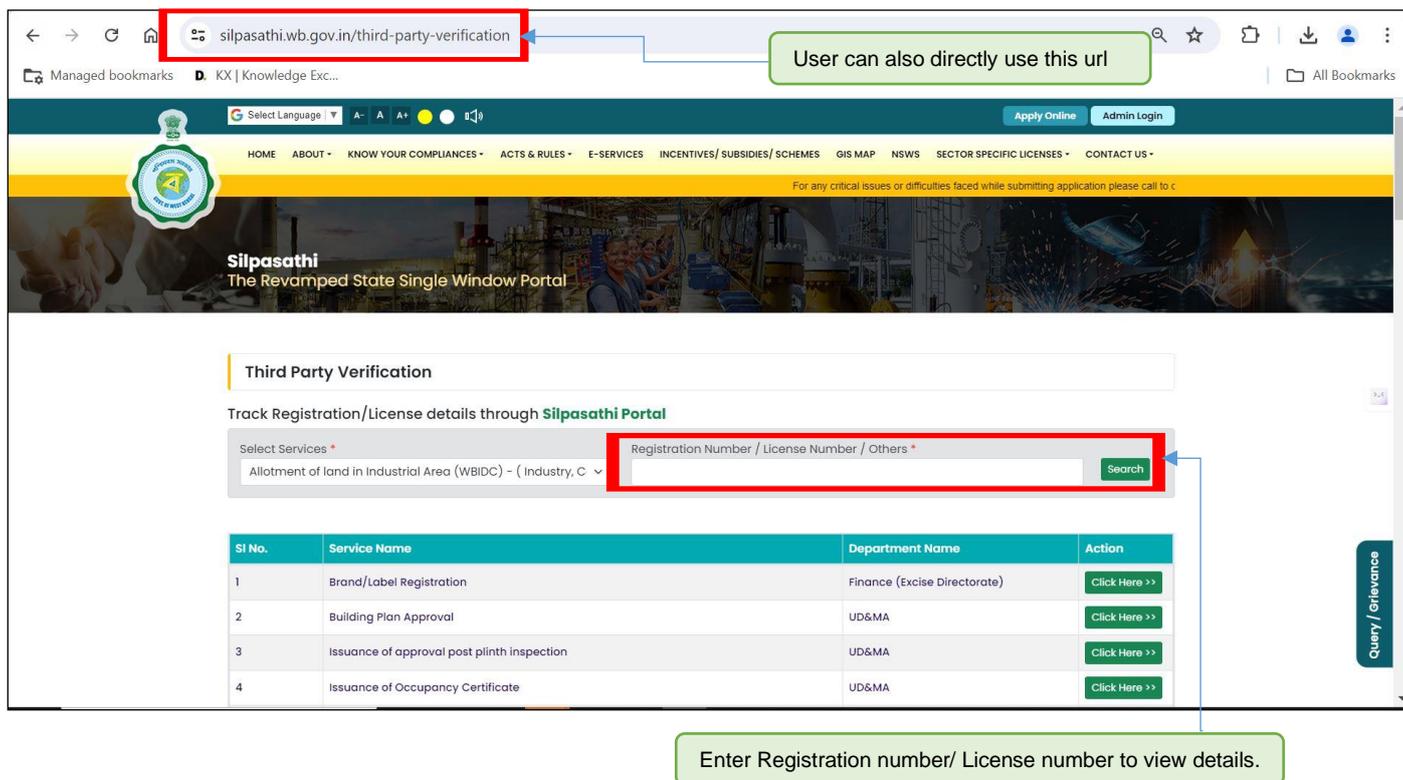
User Manual

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

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



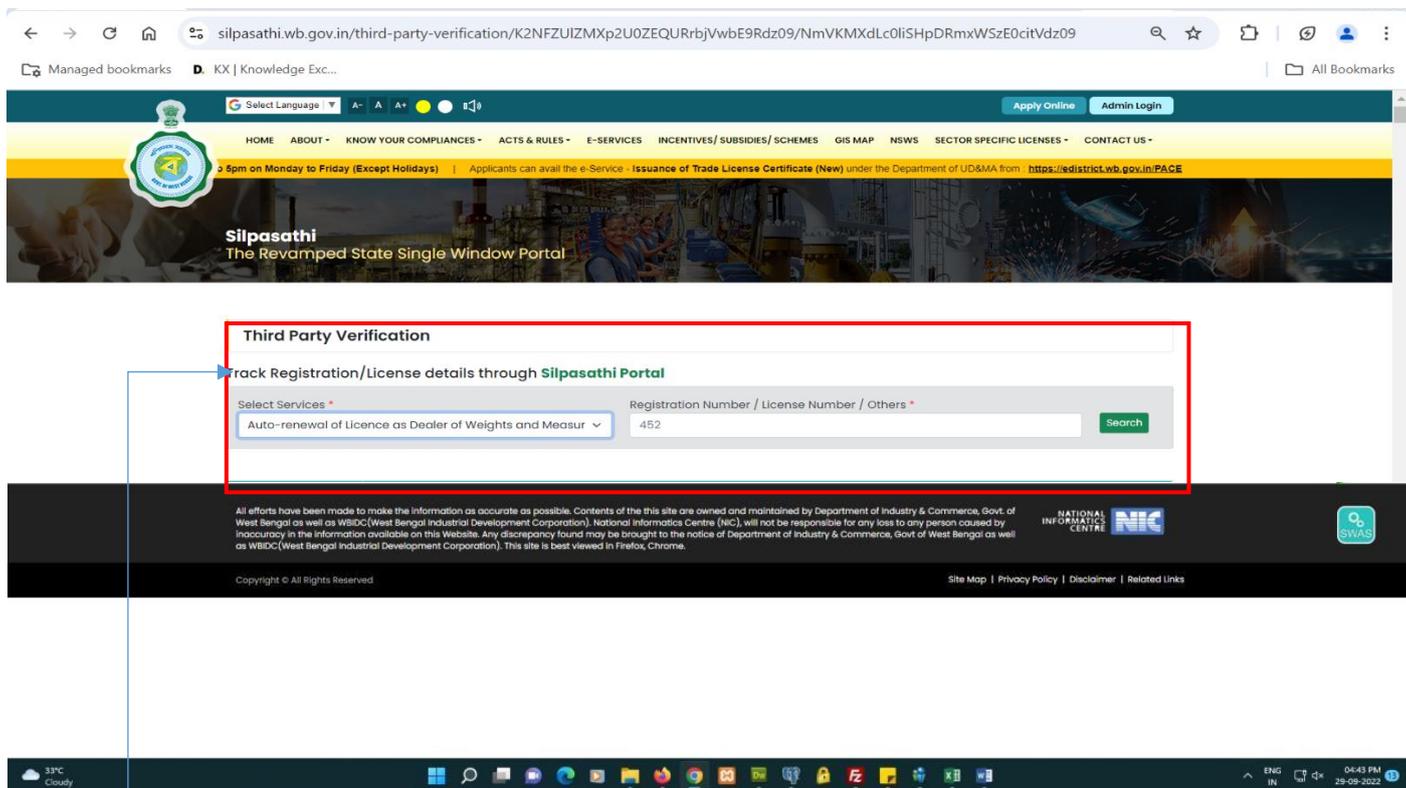
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



User Manual

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

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



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

The third party can view the details as illustrated below:

