



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

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Introduction

This document is intended to serve as a User Manual for grant of the service “Auto-renewal of Licence as Repairer 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 Repairer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) is required to renew license for Repairer of Weights and Measures under the Legal Metrology Act. As per the Act, a licence can be renewed automatically if the licence holder submits an application for renewal at least 30 days before the expiry date and pays the renewal fee. 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

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#	Documents Required	Detailed Description
2.	Current Trade License	A current trade license is a type of authorization granted to businesses or individuals to operate a specific type of trade or profession
3.	Rent / Ownership	A documentation that establishes the legal right of an individual or entity to own a property
4.	GST	GST Proof or Goods and Services Tax Proof is a crucial document required to prove the payment of GST tax
5.	Income Tax	Income tax is a type of tax levied on an individual's or business's earnings.
6.	Particulars of Stamping Details	The particulars of stamping details typically include the information required for affixing a revenue stamp on a document, such as a court fee or a registration charge.
7.	DCLM Order Sheet of licensing authority in case of additional fees	The DCLM (Data and Communication Licensing Management) Order Sheet is a crucial document issued by a licensing authority to indicate additional fees required for a specific licensing process
8.	Details of Production and Sales in the Last 5 Years	Details of Production and Sales

Timeline (WBRTPS)

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

Instructions related to the application form

Sl. No.	Field Name	Instructions
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter PAN Name
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street

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Sl. No.	Field Name	Instructions
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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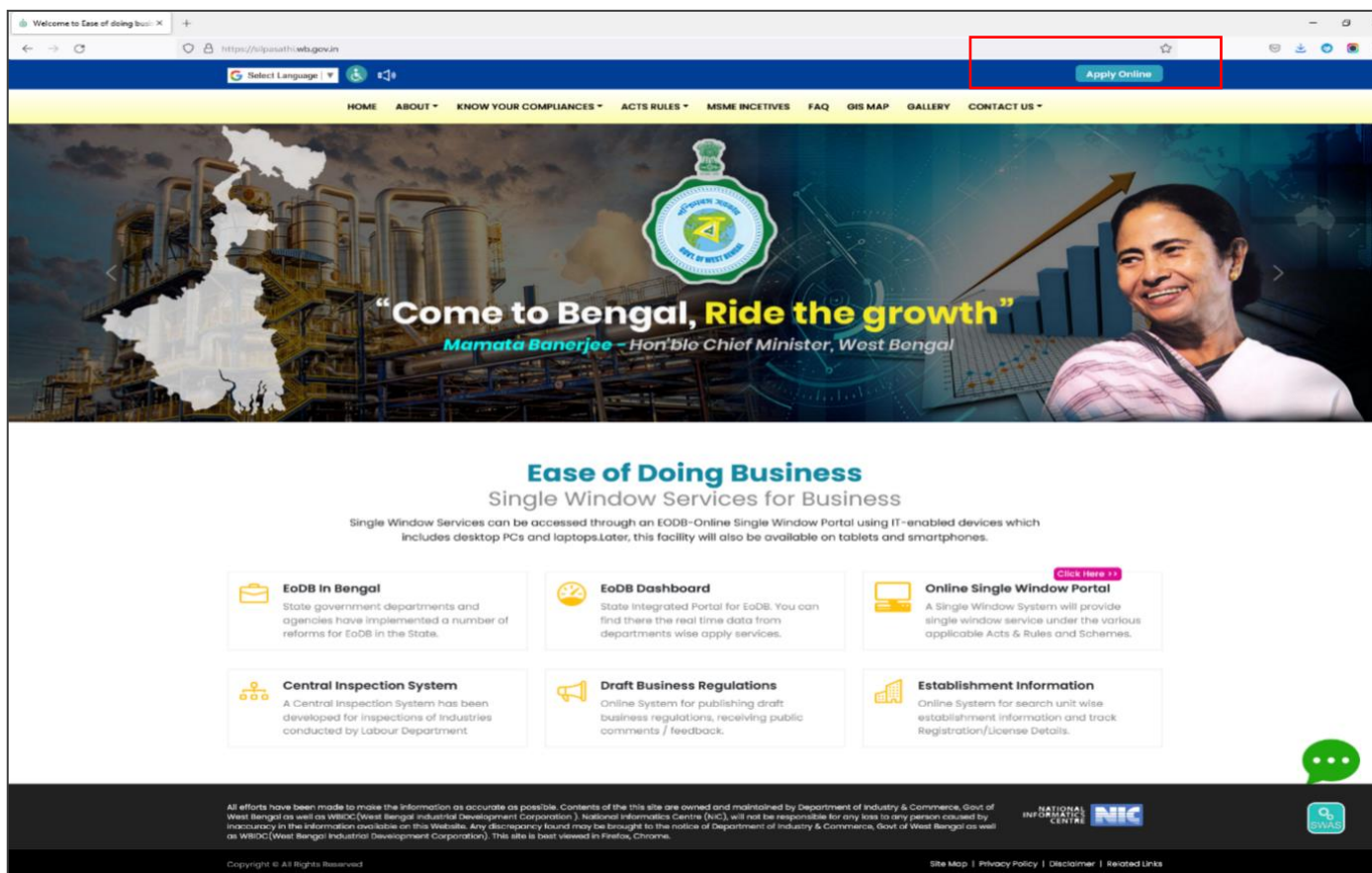
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Application Process through SilpaSathi

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.

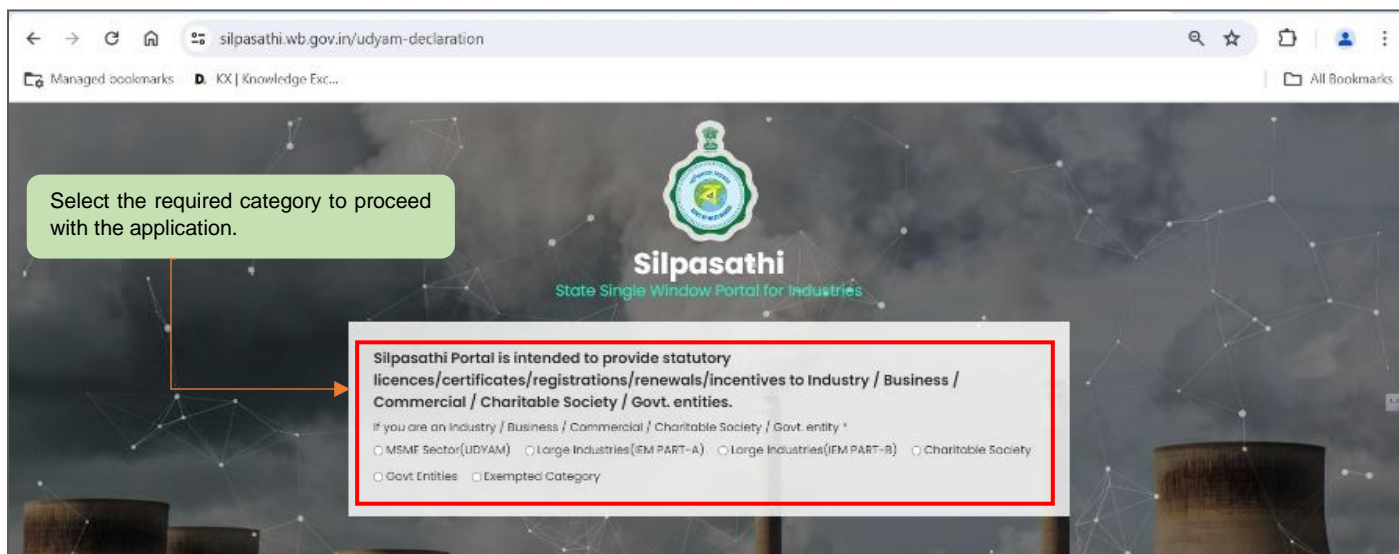


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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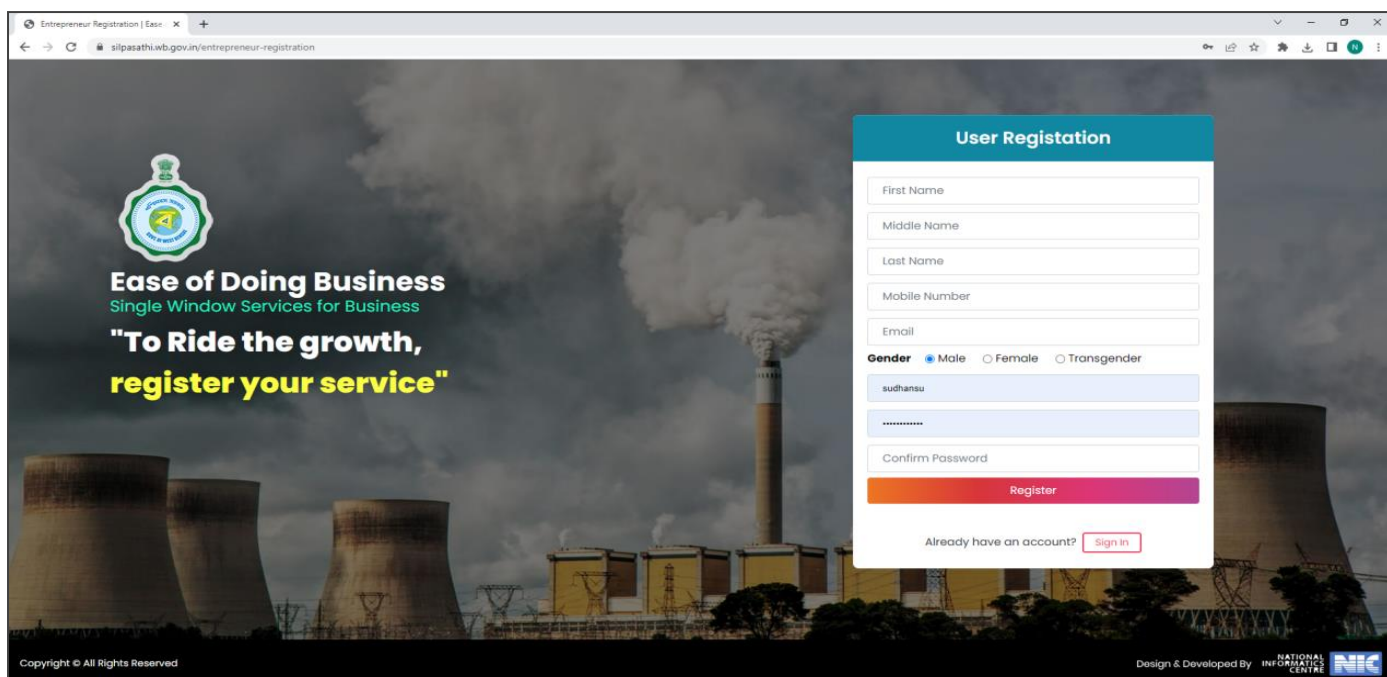
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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.

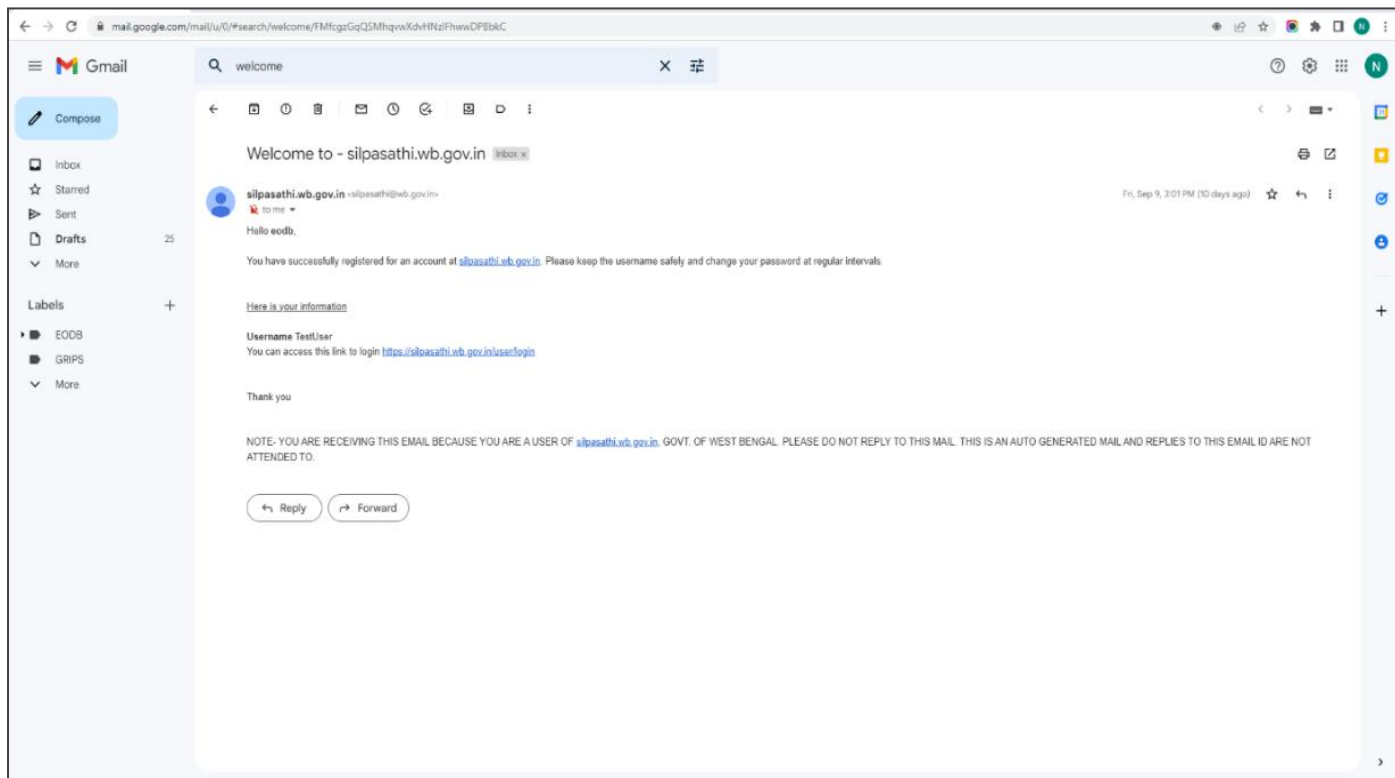


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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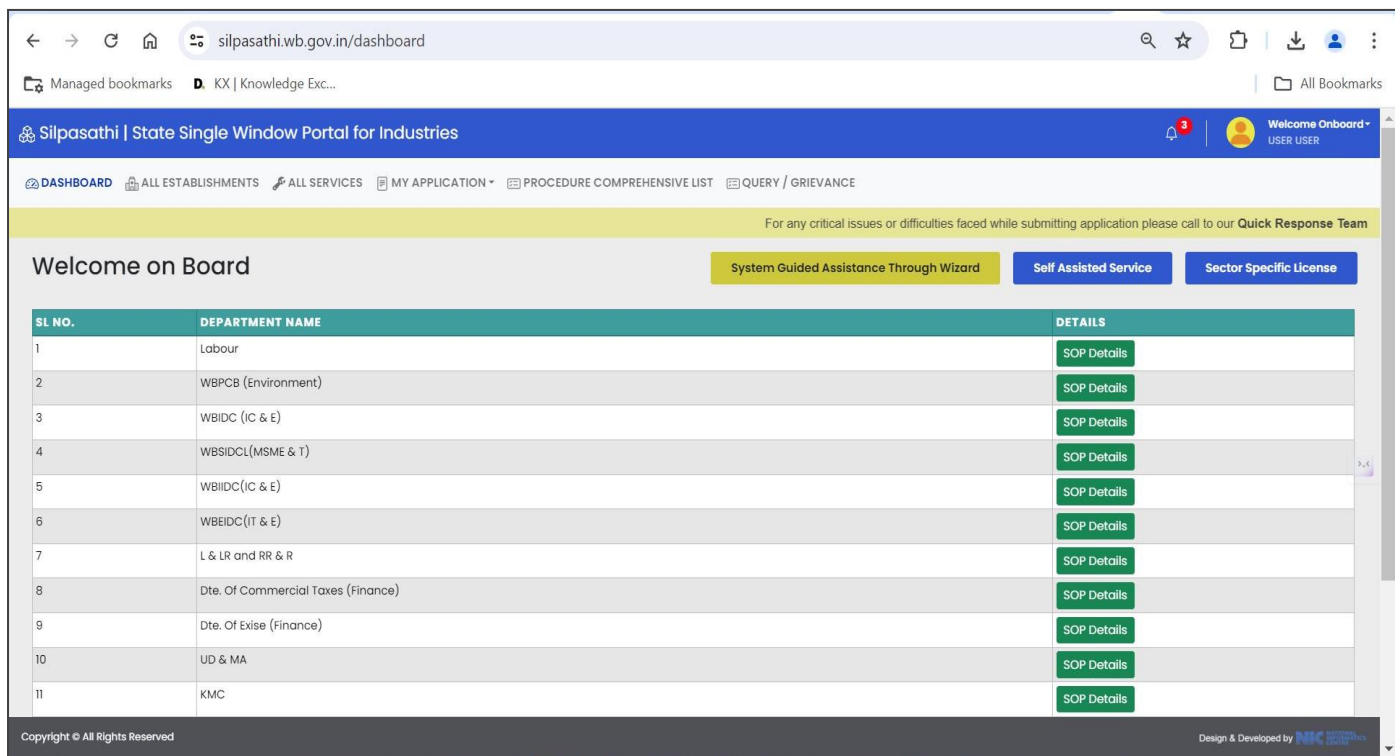
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Online Application submission

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

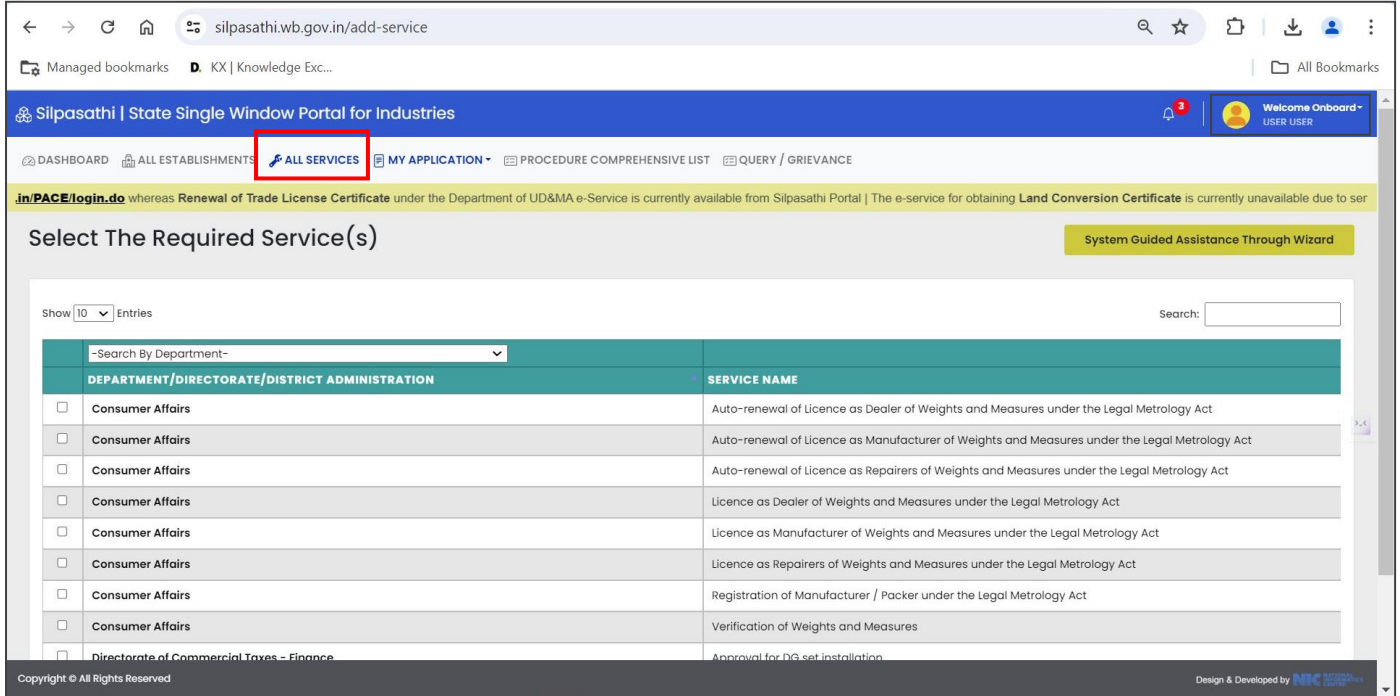


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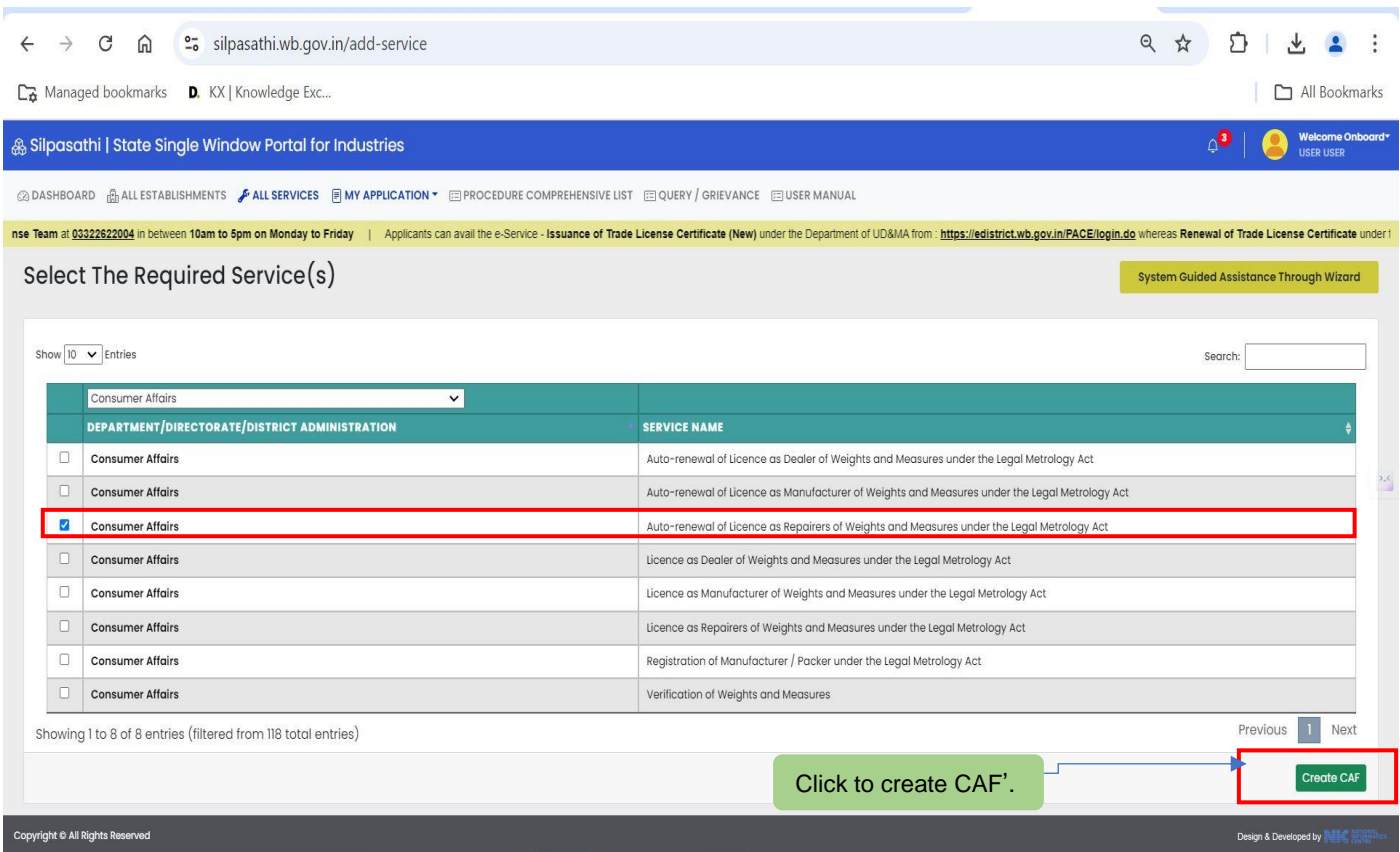
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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



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

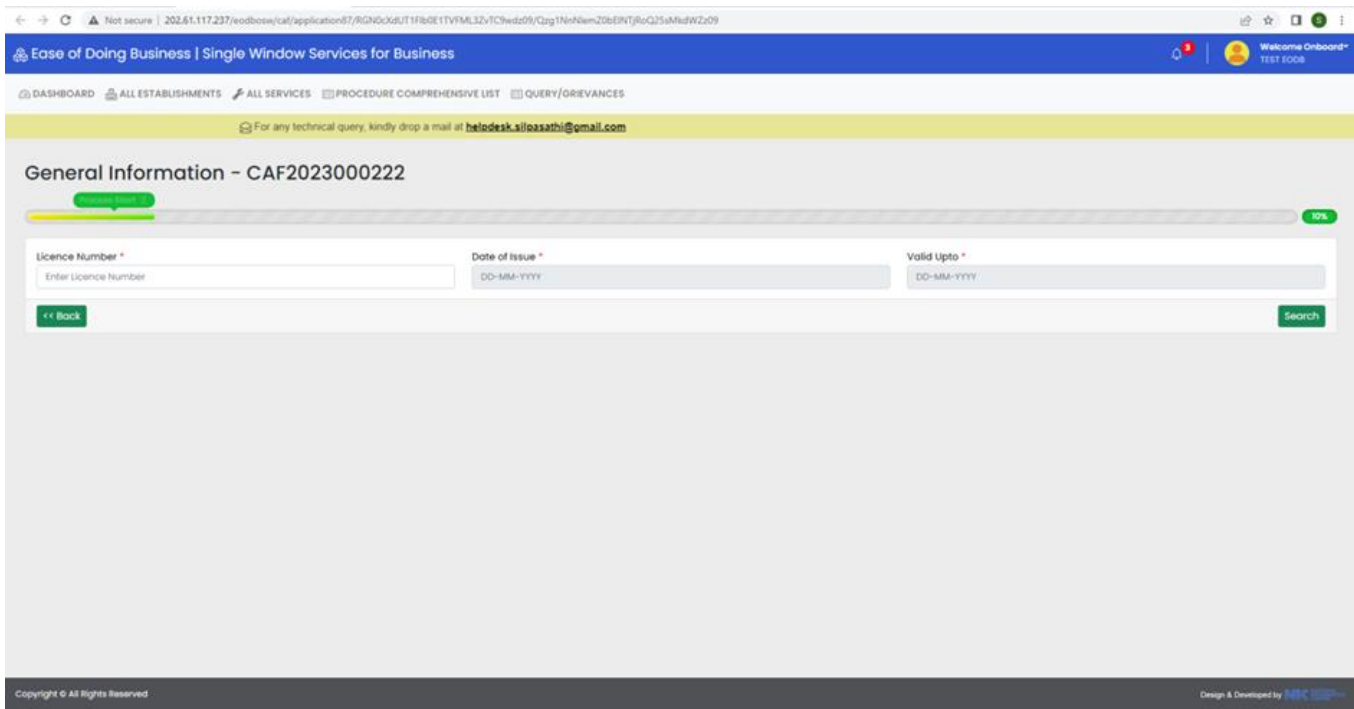
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After selecting the service **Auto-renewal of Licence as Repairer of Weights and Measures under the Legal Metrology Act– Dte of Metrology – Consumer Affairs**, the applicant has to click on **‘Create CAF’**. Applicant’s CAF ID will be created. The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

Applicant's Dashboard



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



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The screenshot shows a web browser window with the URL <https://202.61.117.237/eodbosw/caf/application87/RGN0ck6UT1Fb0E1TVFML32vTC/9wdz09/Qag1NnNiemZ0bENTjRoQ25sMudWZz09>. The page title is "Ease of Doing Business | Single Window Services for Business". The navigation menu includes "DASHBOARD", "ALL ESTABLISHMENTS", "ALL SERVICES", "PROCEDURE COMPREHENSIVE LIST", and "QUERY/GRIEVANCES". A yellow banner contains the text: "For any technical query, kindly drop a mail at helodesk.silpasathi@gmail.com".

General Information - CAF2023000222

Progress: 90%

Licence Number *	Date of Issue *	Valid Upto *
19/21/0057/3/105	08-12-2022	31-12-2022

Buttons: Back, Search

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The screenshot shows the same web browser window as above, but with the "Communication Details" and "Address Of The Establishment" sections expanded.

General Information - CAF2023000222

Progress: 90%

Communication Details

Name of the establishment/shop/person seeking the licence *	Email Id *	Mobile No. *
Test Repairer <small>(Please enter the name as per your Trade Licence)</small>	test.eodbosw@test.test	7603081500

Address Of The Establishment

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

Company Information

Licence Number *	Select Renewal Periods in Years *	Company Type *
19/21/0057/3/105	2	Company - Private Limited

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

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The screenshot shows a web browser window with the URL 202.61.117.237/wotbosw/cal/application/87/RGN00kUT1Fb0E1TVFML3ZvYC9wds09/Q2g1NnNemZ0bENTJR0Q25sMkdWZz09. The page title is "Ease of Doing Business | Single Window Services for Business". The user is logged in as "TEST EDOB".

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

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

Registration Number of current shop/establishment/Municipal Trade licence * : 123456
Registration Date of current shop/establishment/Municipal Trade licence * : 02-12-2022

Tax Information

Registration Number of Sales Tax * : 12345
Registration Number of Professional Tax * : 23456
Registration Number of Income Tax * : AN202245698

OST Number * : 19AKUPC2694/J25

Weights And Measures Information

SL. NO.	CATEGORY NAME	CAPACITY
1	Automatic Gravimetric Filling Instrument	10
2	Automatic Rail Weigh Bridges class- 0.5	5
3	Automatic Rail Weigh Bridges class-2	10

Area in which you are operating * : Kolkata North
Have you sufficient stock of loan / test weights etc ? * : No

Please give details with particulars of stamping *
Test Please give details with particulars of stamping

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This is a duplicate of the screenshot above, showing the same registration form for a repairer of weights and measures on the 'Ease of Doing Business' portal.

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The screenshot shows a web browser window with the following content:

- Tax Information**
 - Registration Number of Sales Tax: 12345
 - Registration Number of Professional Tax: 23456
 - Registration Number of Income Tax: AN202245698
 - GST Number: 19AKUPC2694J125
- Weights And Measures Information**

SL. NO.	CATEGORY NAME	CAPACITY
1	Automatic Gravimetric Filling Instrument	10
2	Automatic Rail Weigh Bridges class- 0.5	5
3	Automatic Rail Weigh Bridges class-2	10
- Area in which you are operating**: Kolkata North
- Have you sufficient stock of loan / test weights etc ?**: No
- Please give details with particulars of stamping**: Test Please give details with particulars of stamping
- 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. *

Navigation buttons: << Back, Save & Continue >>

Footer: Copyright © All Rights Reserved, Design & Developed by NIK

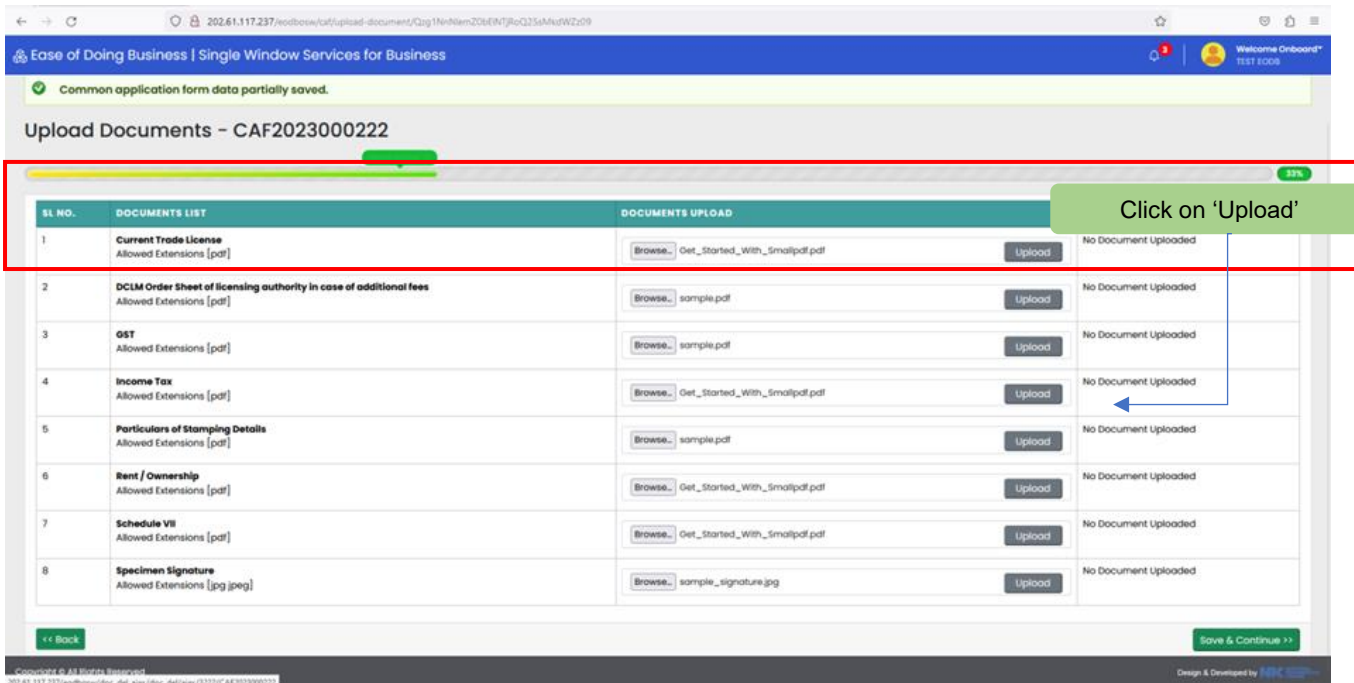
Upon completion of the application process along with document submission, the applicant clicks on the 'Submit' button for final submission of the application.

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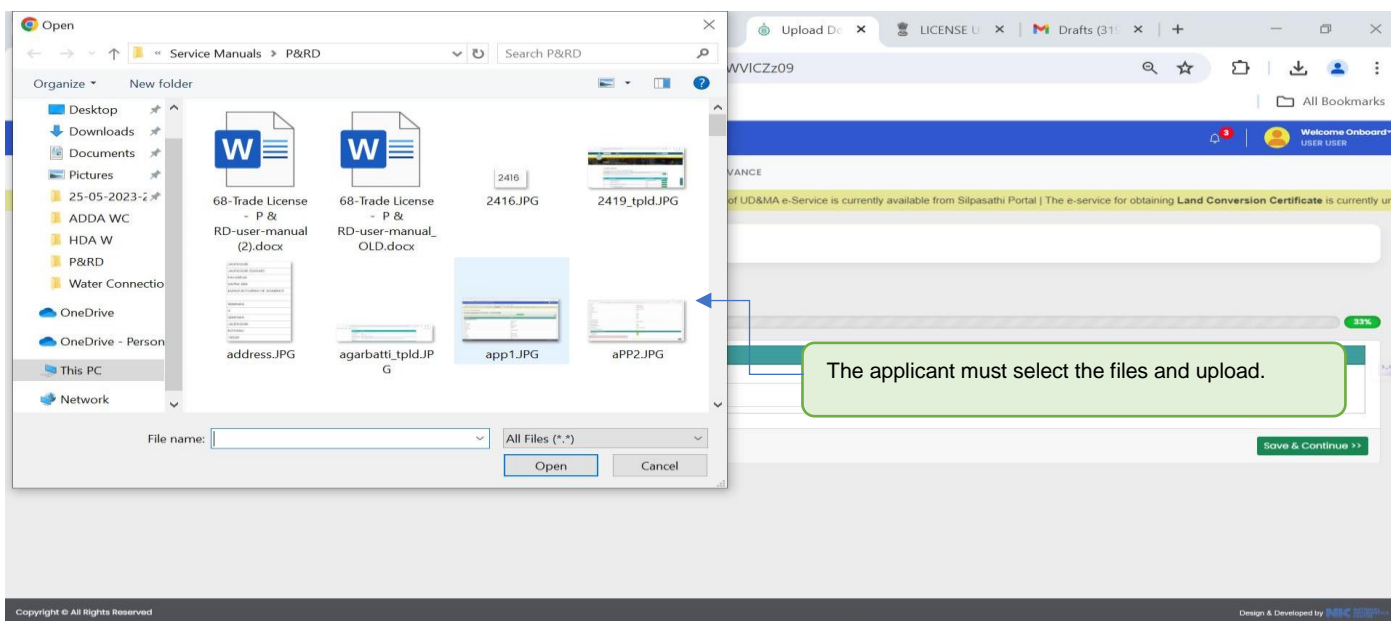
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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



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

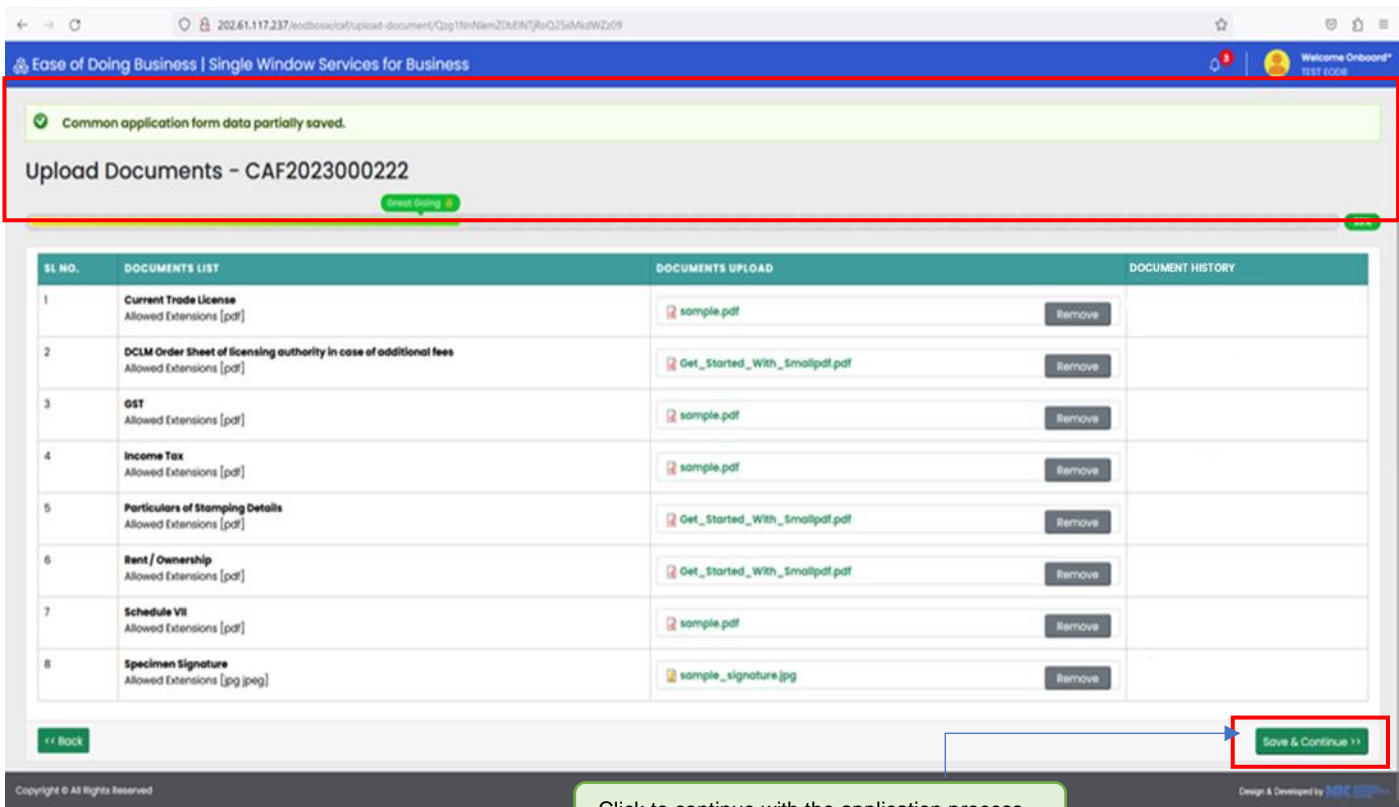


The applicant is required to upload **both the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on 'Save and Continue' to proceed with the application.

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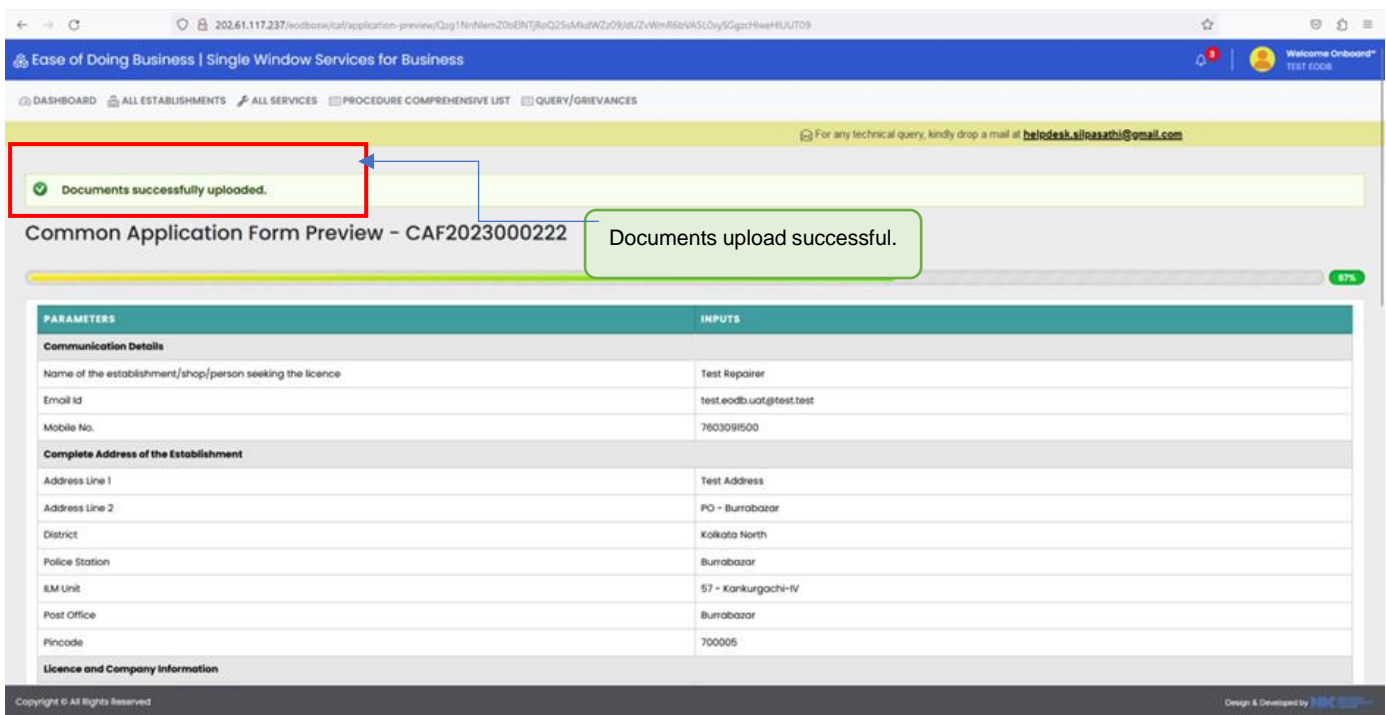
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Click to continue with the application process.

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

Application Form



Documents upload successful.

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The screenshot shows a web browser window with the URL 202.61.117.237/eodbosw/cal/application-preview/... The page title is 'Ease of Doing Business | Single Window Services for Business'. The form is divided into several sections:

- Licence and Company Information:** Licence Number (19/21/1/0057/3/1105), Select Renewal Period in Years (2), Company Type (Company - Private Limited).
- Name and Address of Proprietor/ Partners/ Directors of the Concern/ Firm/ Company:** A table with columns: SL. NO., NAME, FATHER'S/HUSBAND'S NAME, DESIGNATION, ADDRESS. Row 1: 1, Test Company, , Director, Test Address.
- Registration Information:** Registration Number of current shop/establishment/Municipal Trade licence (123456), Registration Date of current shop/establishment/Municipal Trade licence (02-12-2022).
- Tax Information:** Sales Tax (12345), Registration Number of Professional Tax (23456), Current ITR Number (AN202245698), GST Number (19AKUPC2694/J25).
- Weights And Measures Information:** A table with columns: Category Name, Capacity. Rows: Automatic Gravimetric Filling Instrument (10), Automatic Rail Weigh Bridges class- 0.5 (5), Automatic Rail Weigh Bridges class-2 (10).
- Other Information:** (Empty section)

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This screenshot shows the bottom portion of the application form. It includes:

- Other Information:** Area in which you are operating (Kolkata North), Have you sufficient stock of loan / test weights etc? (No), Details (Please give details with particulars of stamping: Test particulars of stamping details).
- UPLOADED SUPPORTING DOCUMENTS:** A table with columns: Document Name, View. Rows: Specimen Signature, Current Trade License, Rent / Ownership, Income Tax, GST, Particulars of Stamping Details, Schedule VII, DCLM Order Sheet of licensing authority in case of additional fees.
- Declaration:** A checkbox labeled "I hereby declare that the particulars given above are true to the best of my knowledge and belief" is checked. A red box highlights this checkbox, with an arrow pointing to a green callout box labeled "Declaration statement".
- Submit Button:** A green button labeled "Submit" is highlighted with a red box, with an arrow pointing to a green callout box labeled "Click on submit for submission of application."

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

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Current Status-CAF2023000222

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

Application status updated.

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.

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2. Online Fees Payment

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

Applicant's Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The business reference ID is CAF2023000222. A progress bar indicates the application status: Application Saved, Documents Uploaded, Application Submitted, Accept for Fees Payment, Fees Paid, and Issued. A red box highlights the 'Pay Now' button. A callout box points to the 'Accept for Fees Payment' step with the text 'Application status updated.' Another callout box points to the 'Pay Now' button with the text '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.

The screenshot shows the 'Payments Details-CAF2023000222' page. It includes a table for 'Details of the depositor' and a table for 'Service wise fees details'. A red box highlights the 'Proceed to Pay' button. A callout box points to the 'Proceed to Pay' button with the text 'Click here to proceed with the payment in GRIPS portal.'

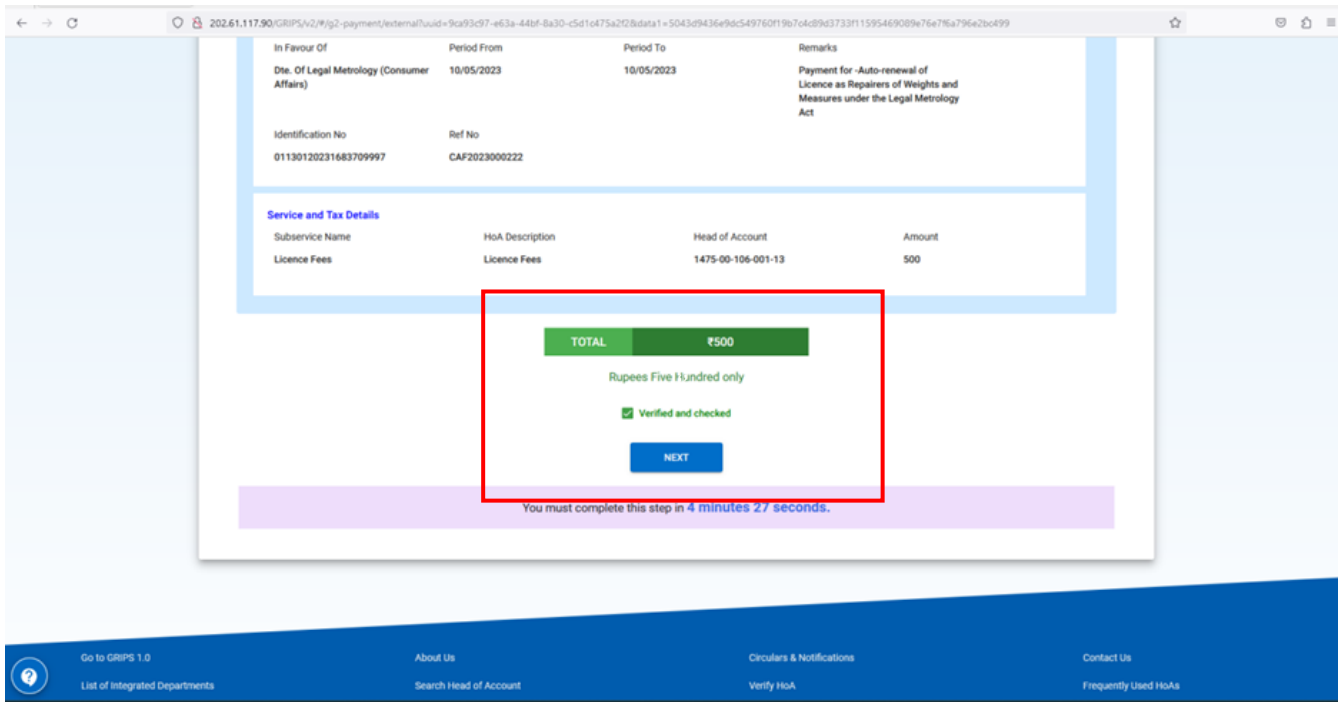
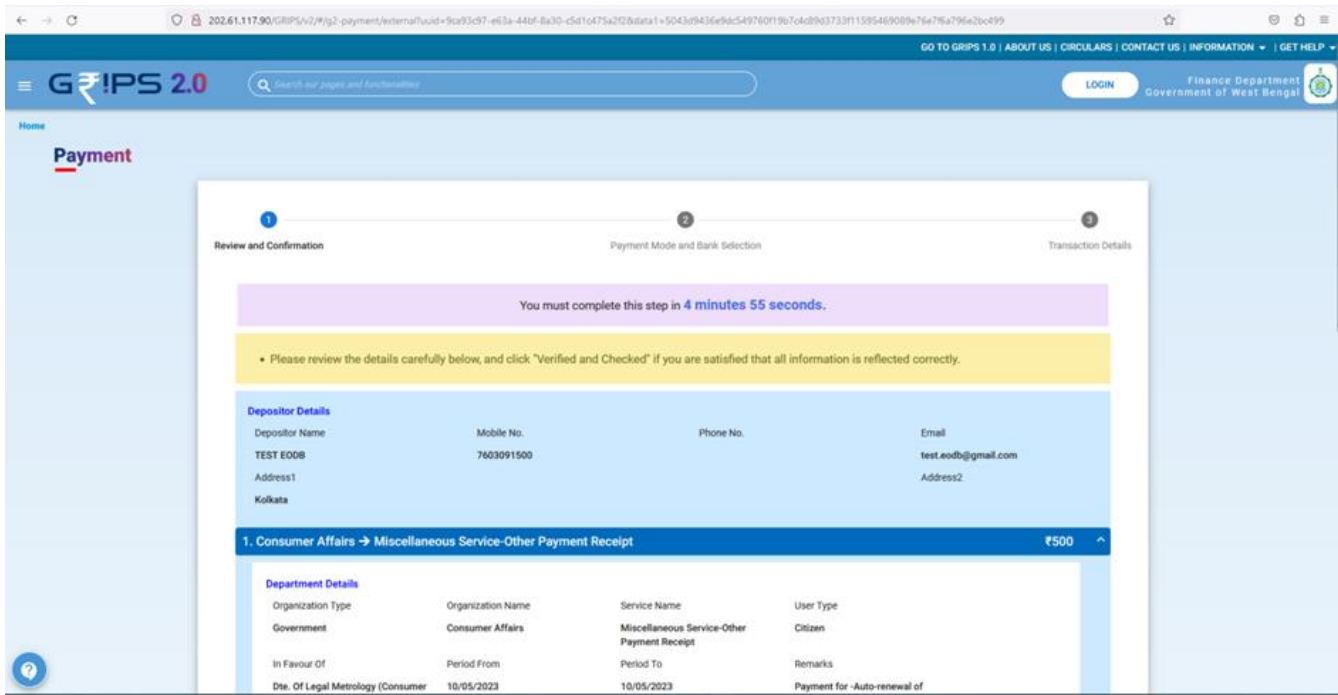
SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT (RS.)
1	Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act	Fees for Renewal of Licence	1475-00-106-001-13	500
Total				500

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.

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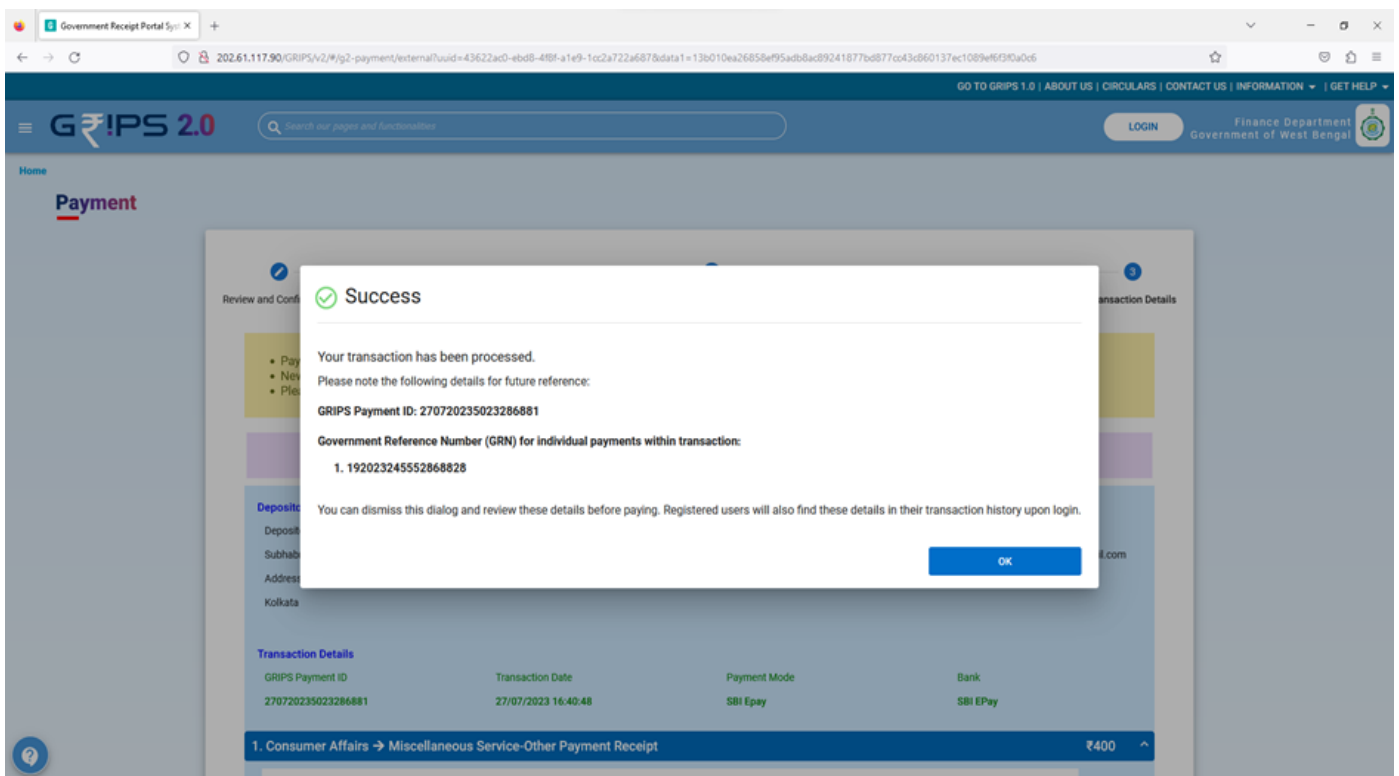
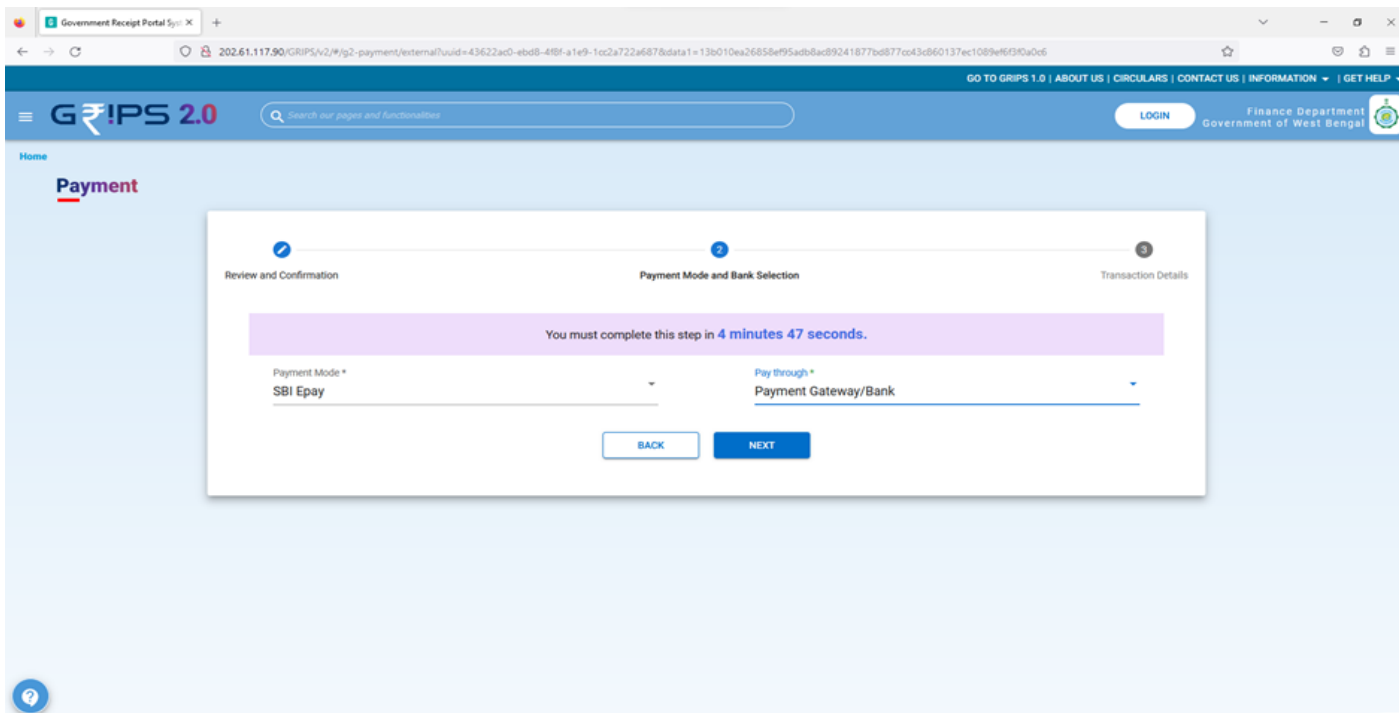
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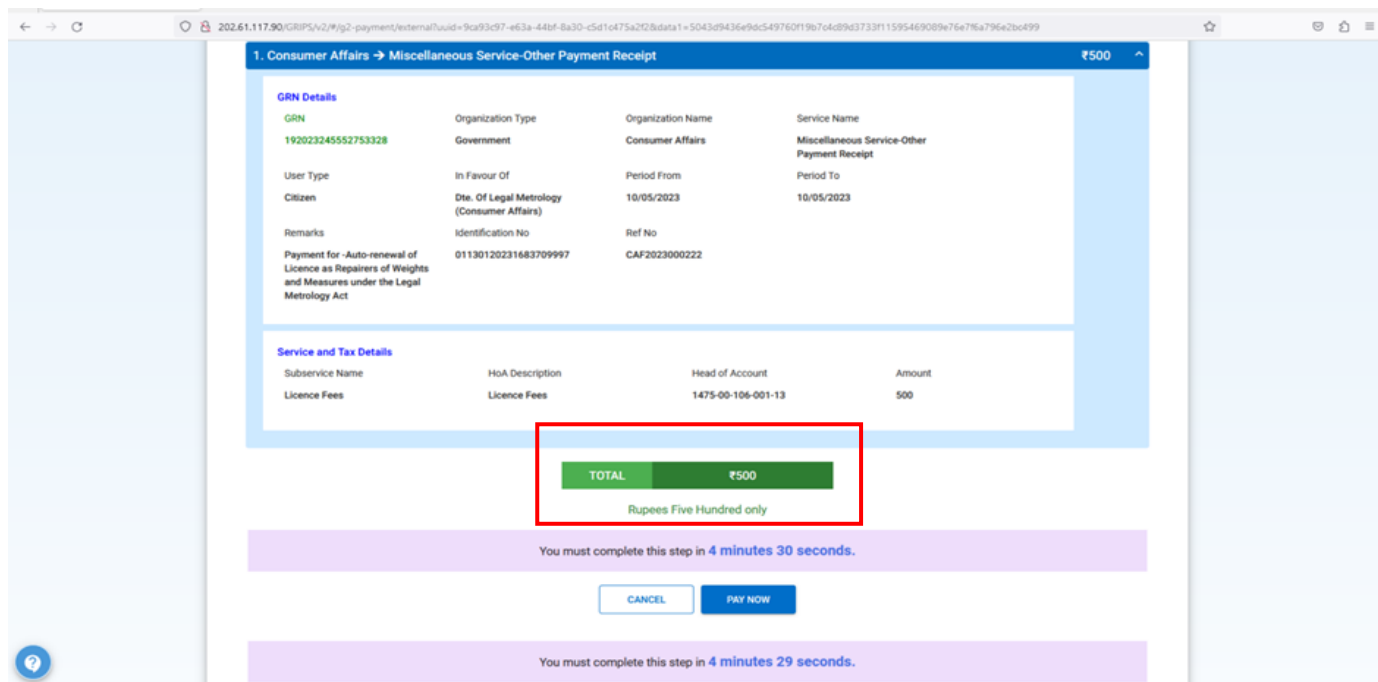
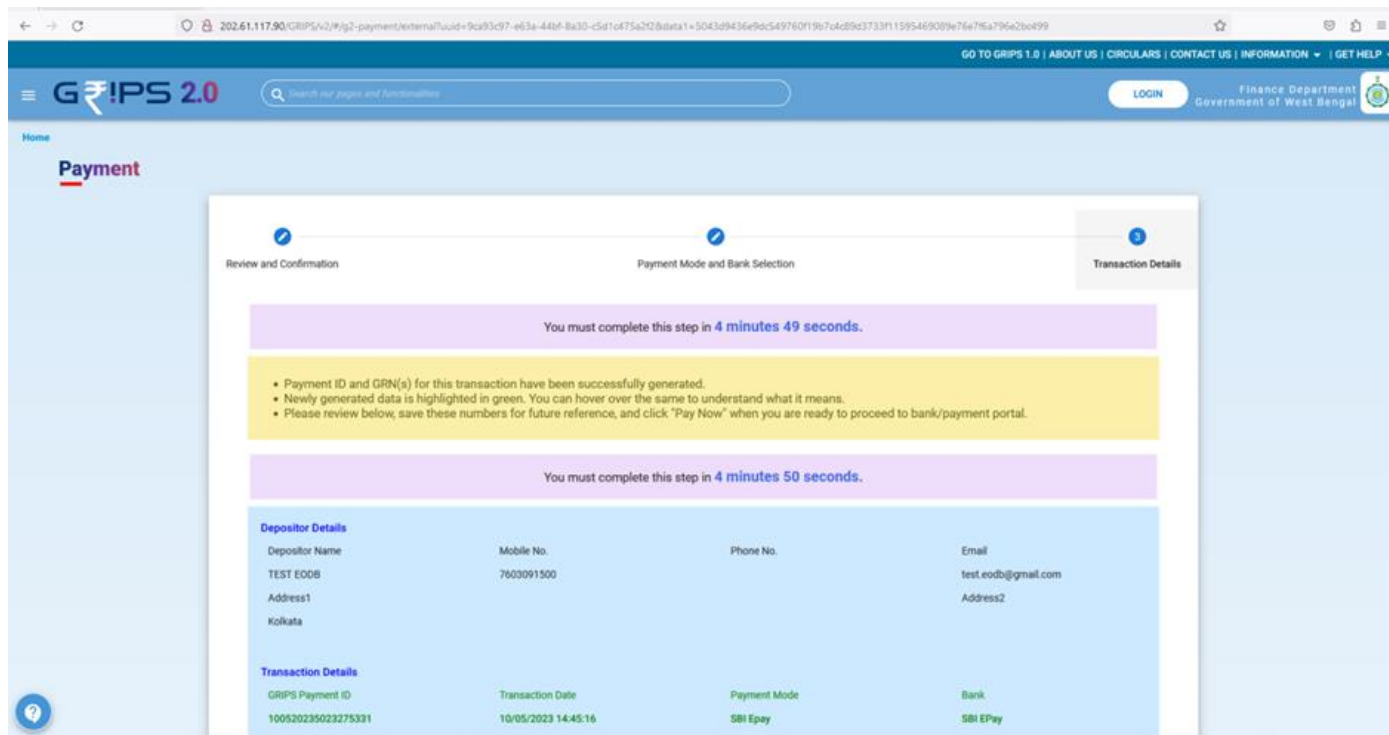
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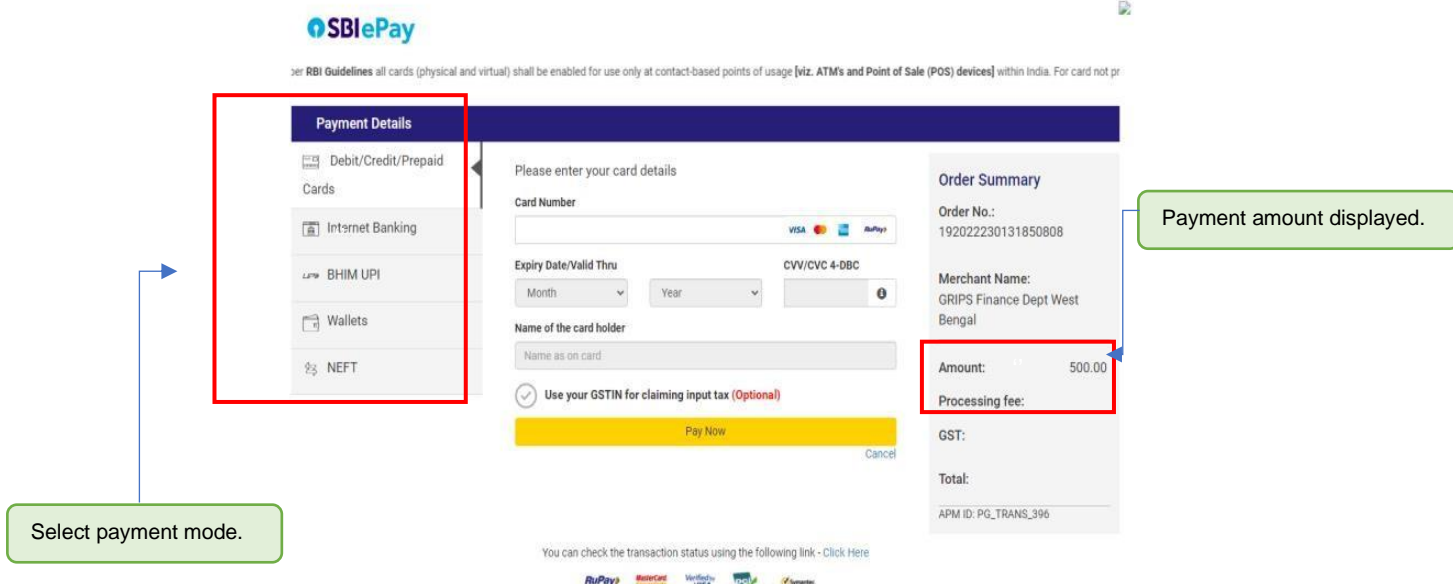
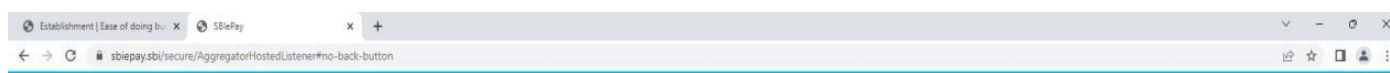
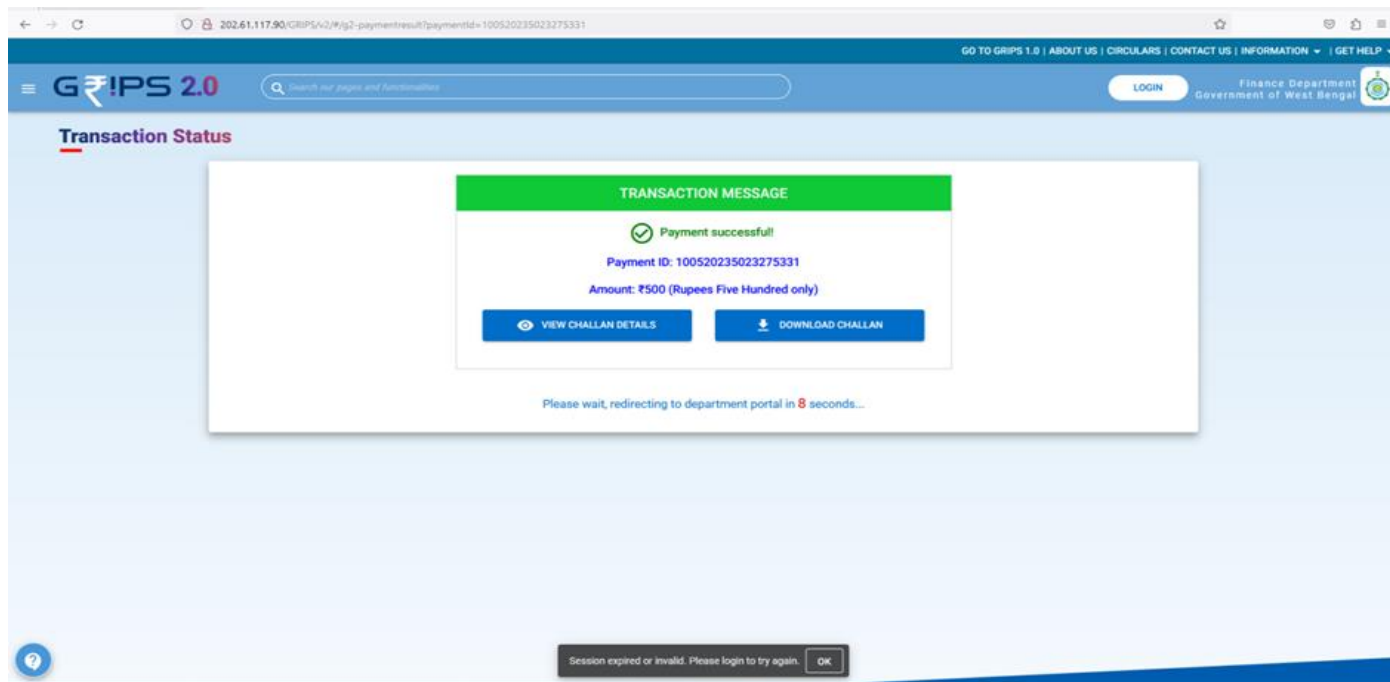
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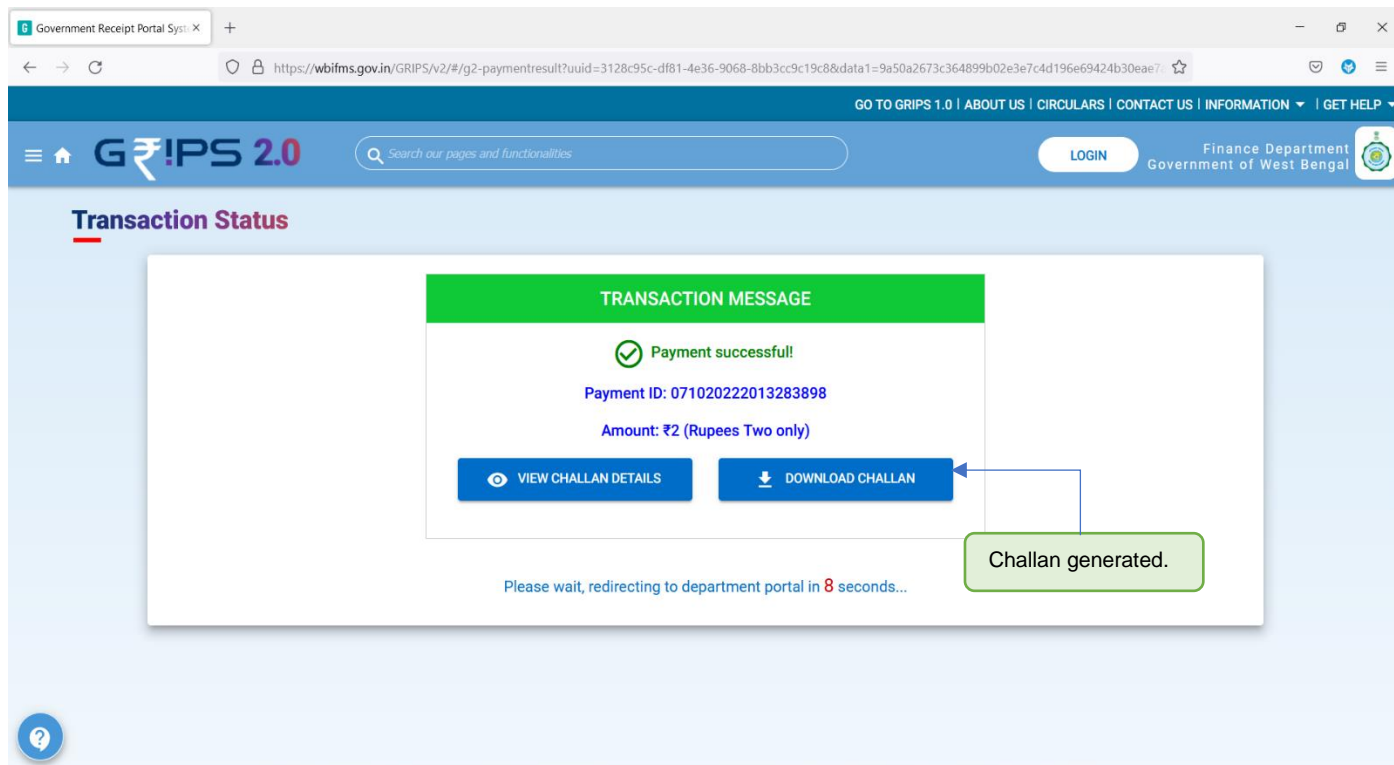
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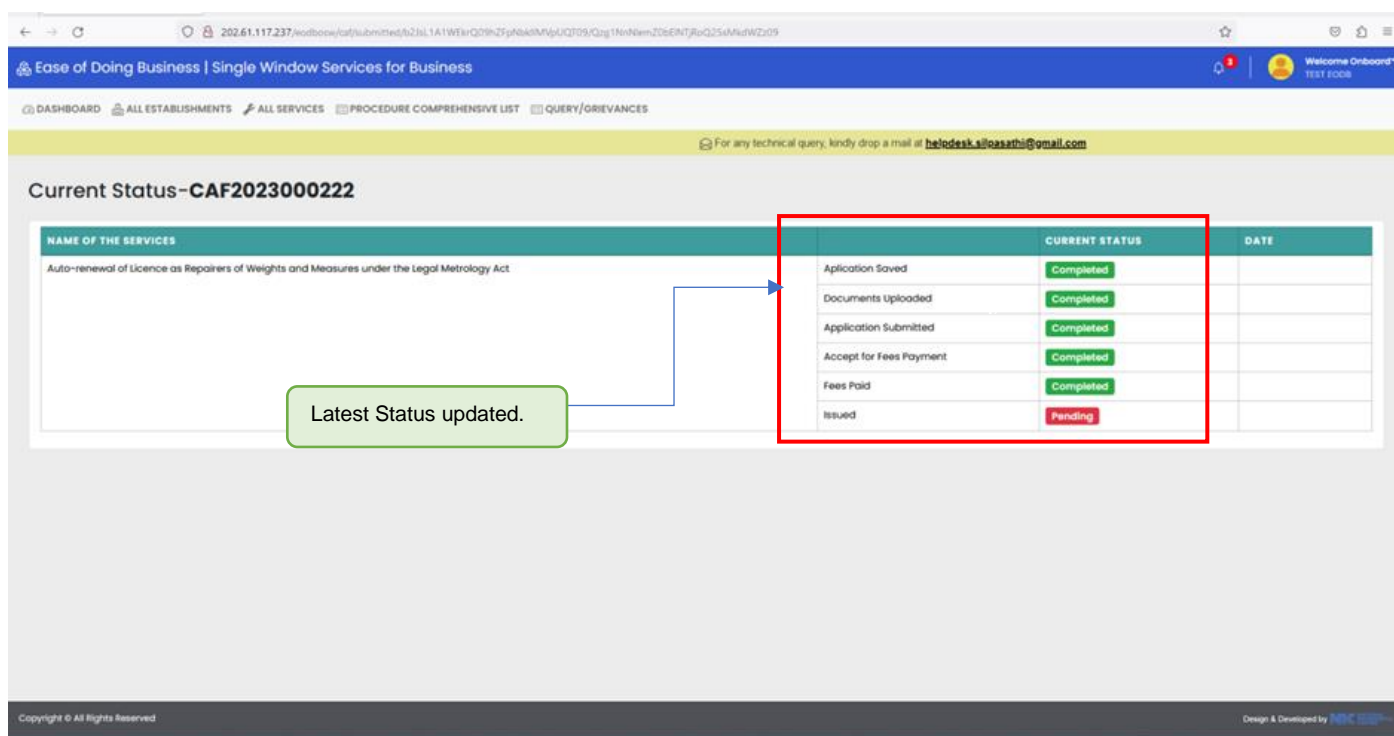
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After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



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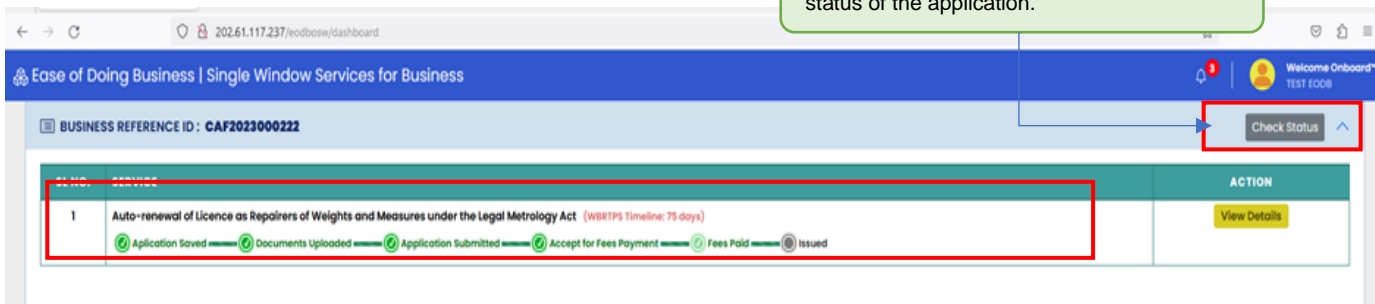
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3. Track Status of Application

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

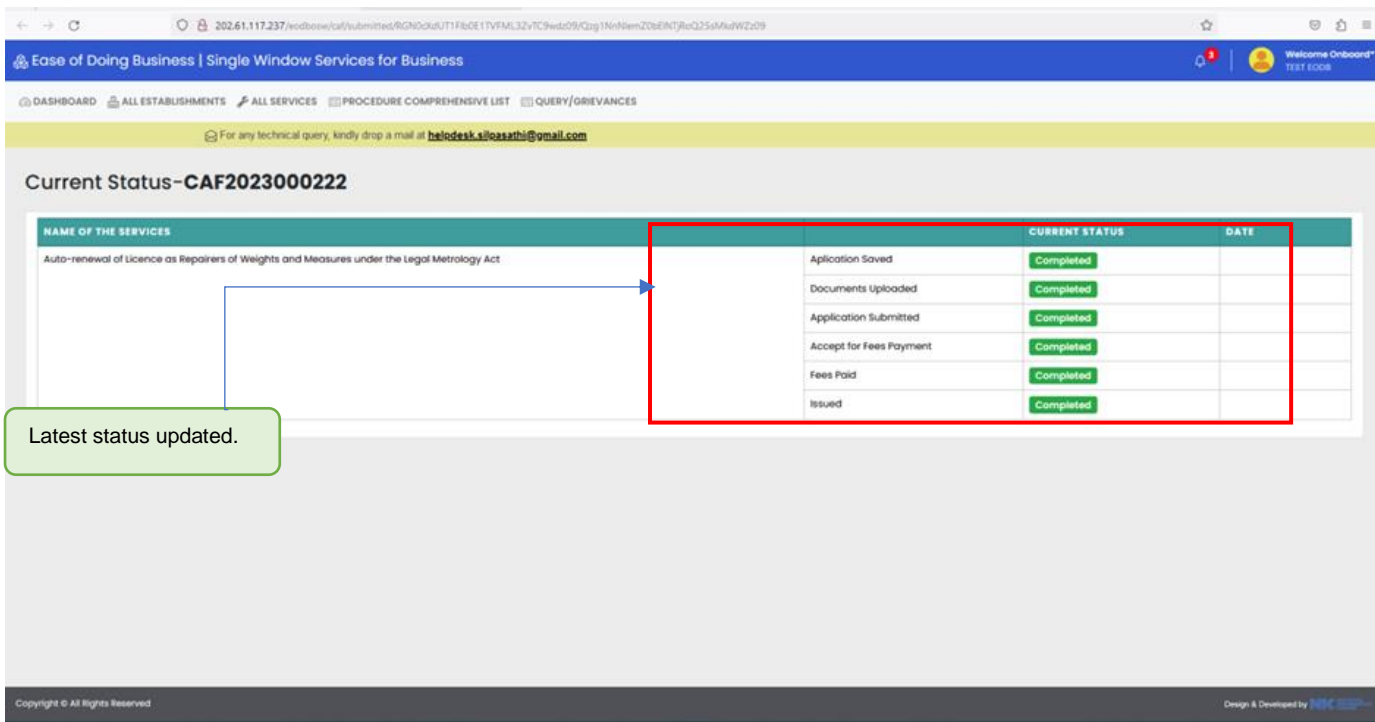
Applicant's Dashboard

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

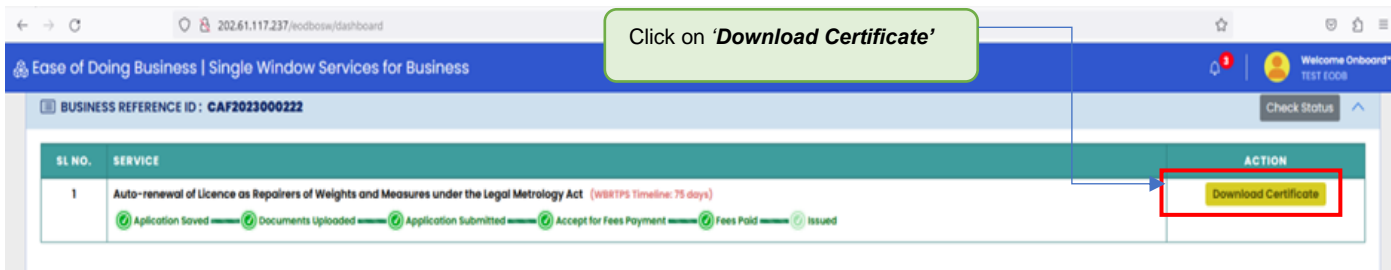
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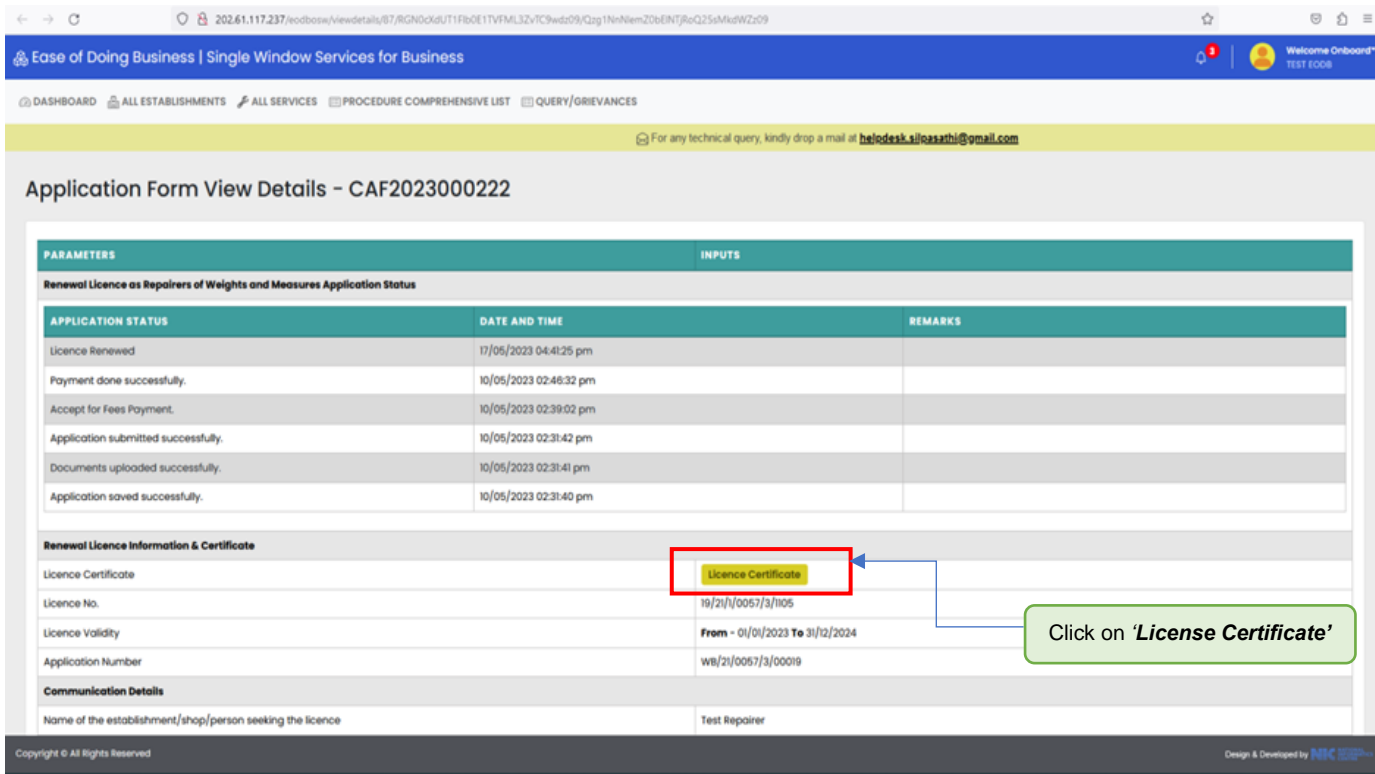
4. Online Download of final approval certificate

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 'Download Certificate' icon to download the Final Approval Certificate issued.



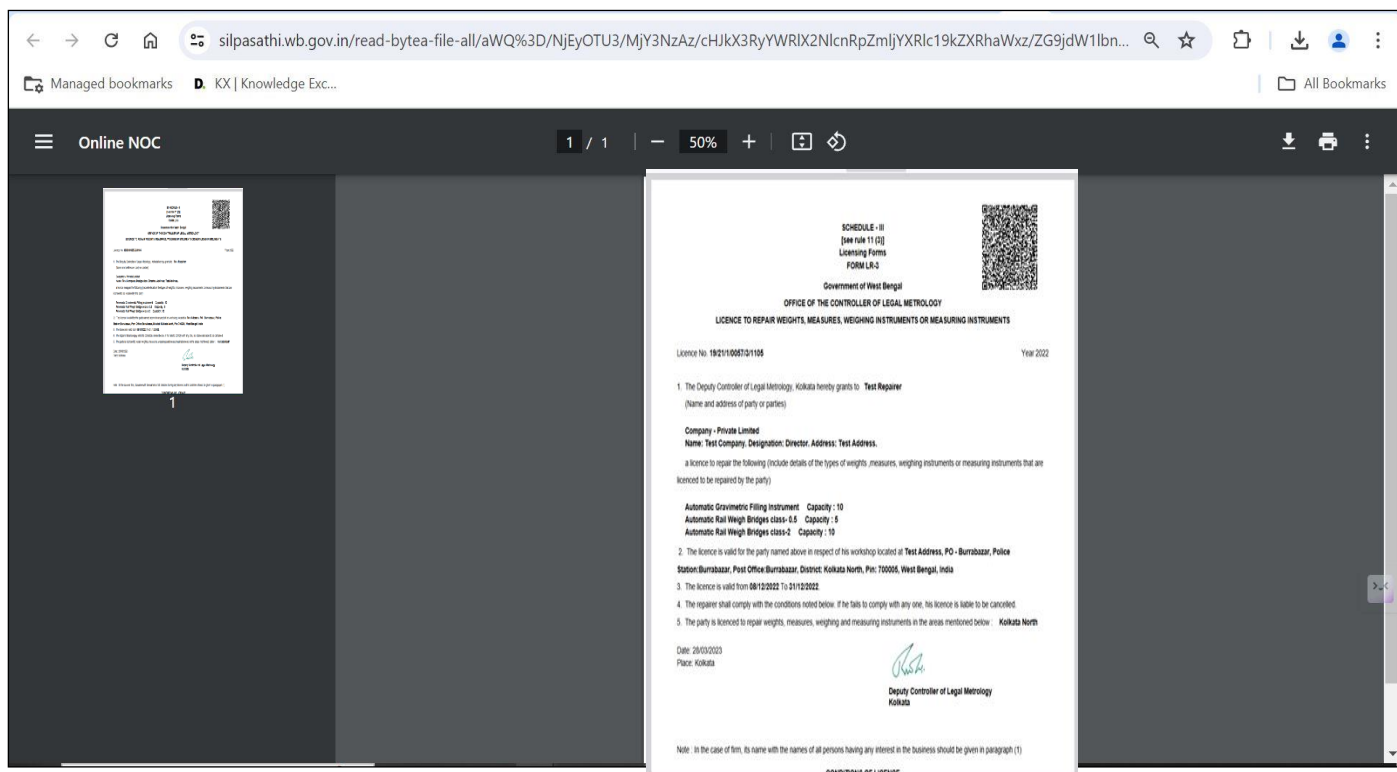
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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



One Approval certificate document has been illustrated below:



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CONDITIONS OF LICENCE

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

- (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
- (b) Not encourage or countenance any infringement of the provisions of the Act or the Rules for the time being in force and shall report without delay to the Legal Metrology Officer any infringement that may come into his notice;
- (c) Exhibit this licence in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or special directions that may be given by the Controller of Legal Metrology;
- (e) Surrender the licence in the event of closure of business and/or cancellation of Licence;
- (f) (i) Present the weights, measures, weighing or measuring instruments as the case may be duly repaired to the legal metrology officer for under taking verification and stamping as specified in rule 14(1), before delivery to the user.
(ii) In the case of weights, measures weighing or measuring instruments, if they are serviced/repared before the date on which the verification falls due and where, in the process and the verification stamp of the legal metrology officer is defaced, removed or broken, they shall be presented duly repaired to the legal metrology officer for re-verification and stamping before delivery to the user.
- (g) Submit the application for renewal of this licence as required under the rules thirty days before the expiry of the validity of the licence.

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

Signature Not Verified
Digitally signed by DIS,
DIRECTORATE OF LEGAL
METROLOGY
Date: 2023.05.10 09:22:24
UTC



Renewal entries

Current No : 19/21/1/0057/3/1105
Date: 10/05/2023
Renewed for: 2023 to 2024



Renewal entries

Current No : 19/21/1/0057/3/1105
Date: 10/05/2023
Renewed for: 2023 to 2024

Abhijit Shank
Assistant Controller of Legal Metrology
Kolkata North

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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

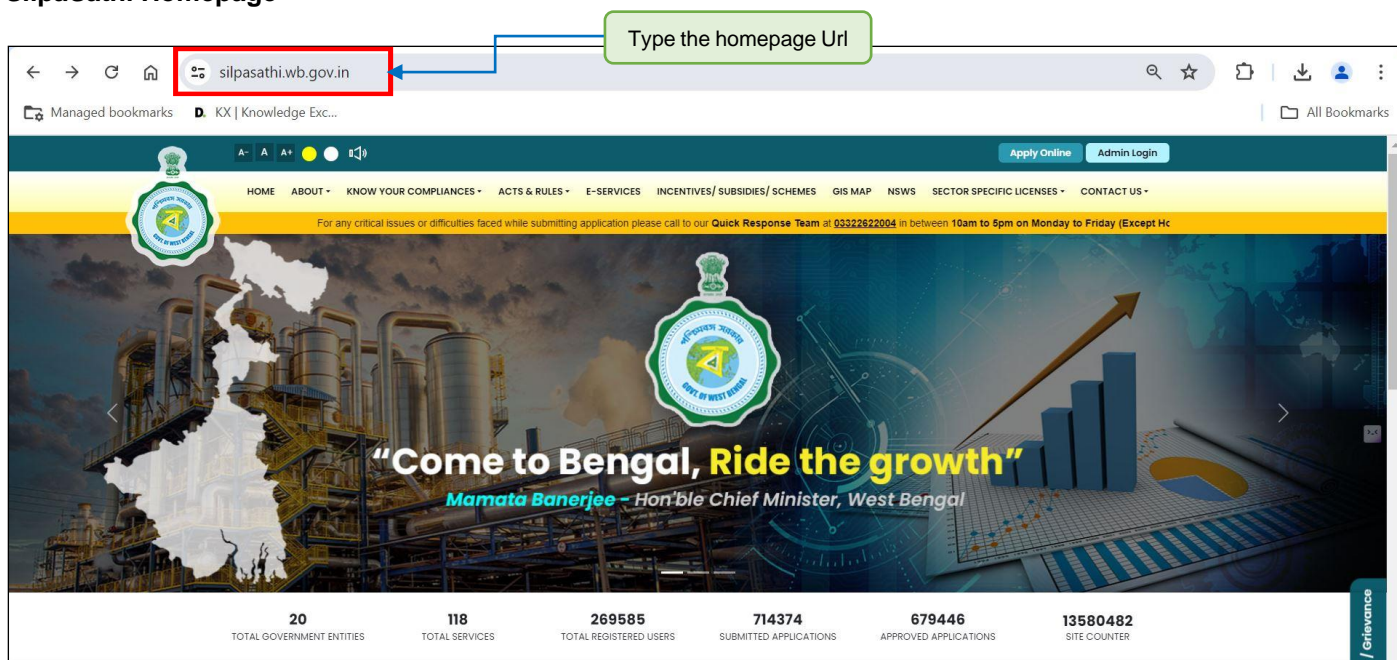
Third part verification process

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):

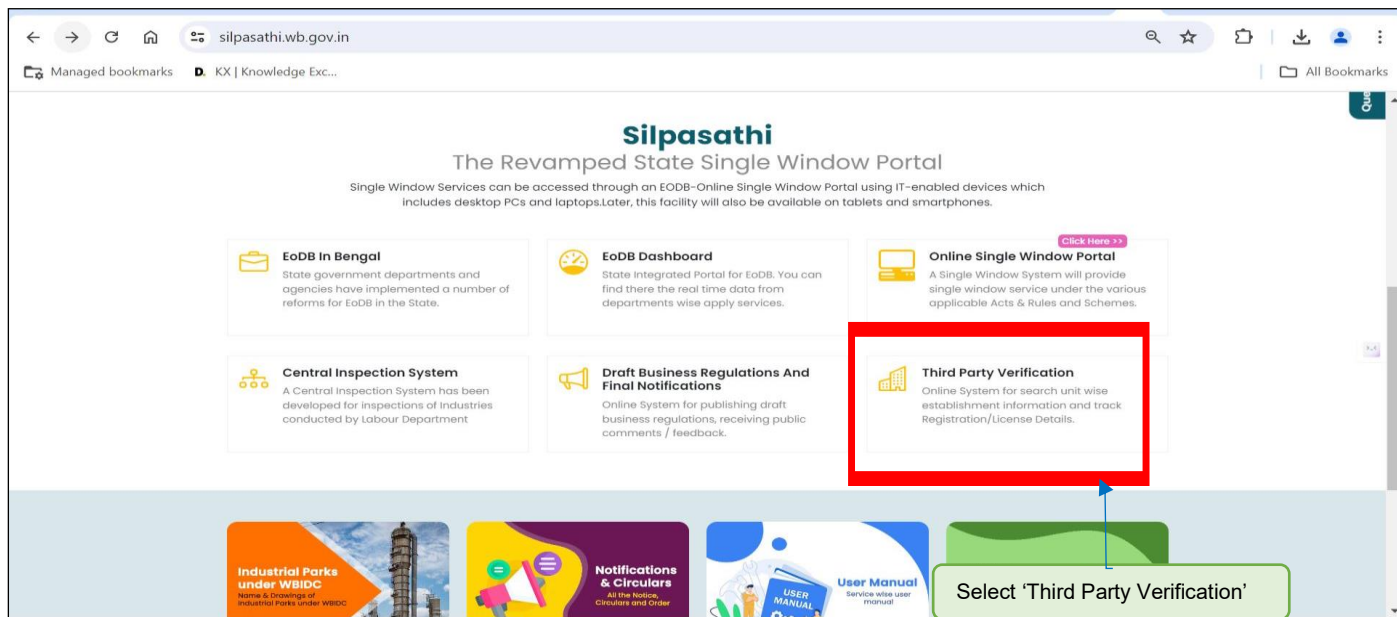
SilpaSathi Homepage



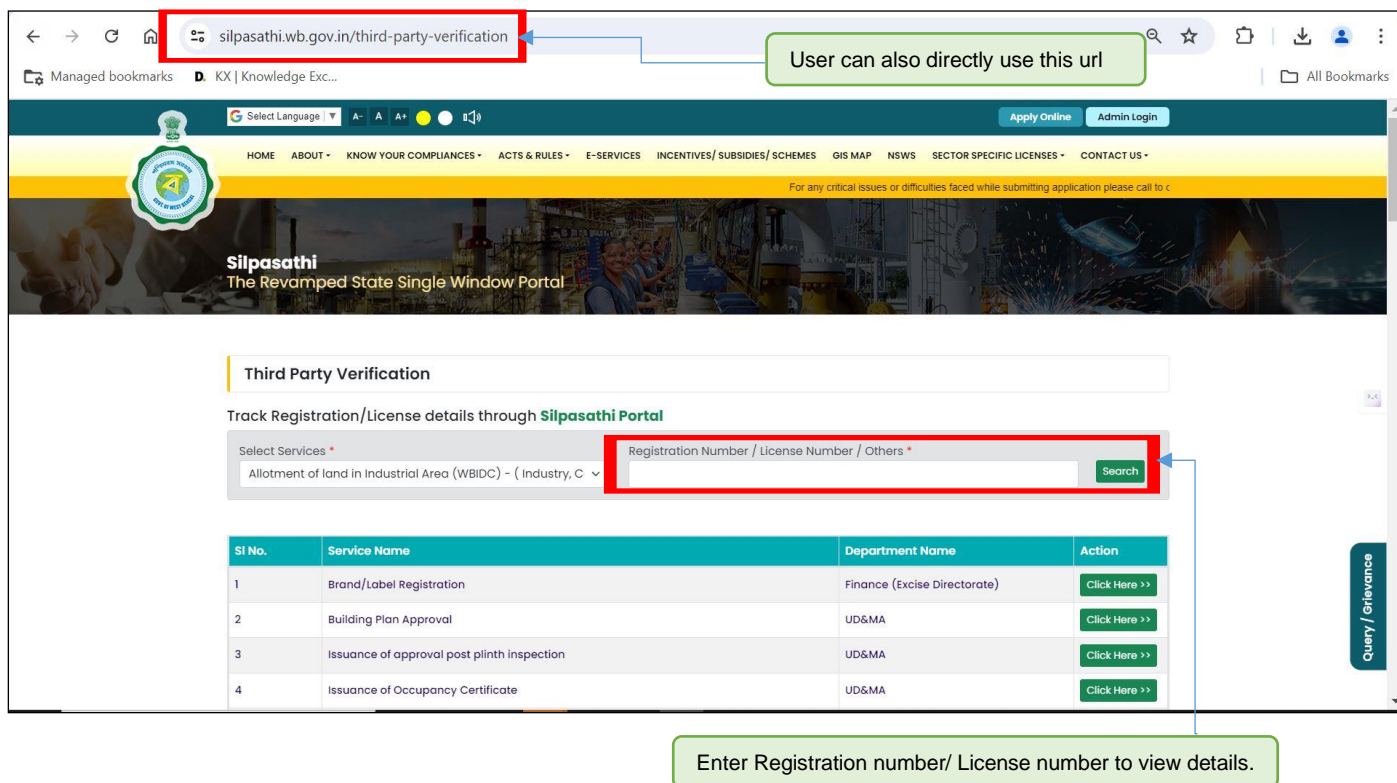
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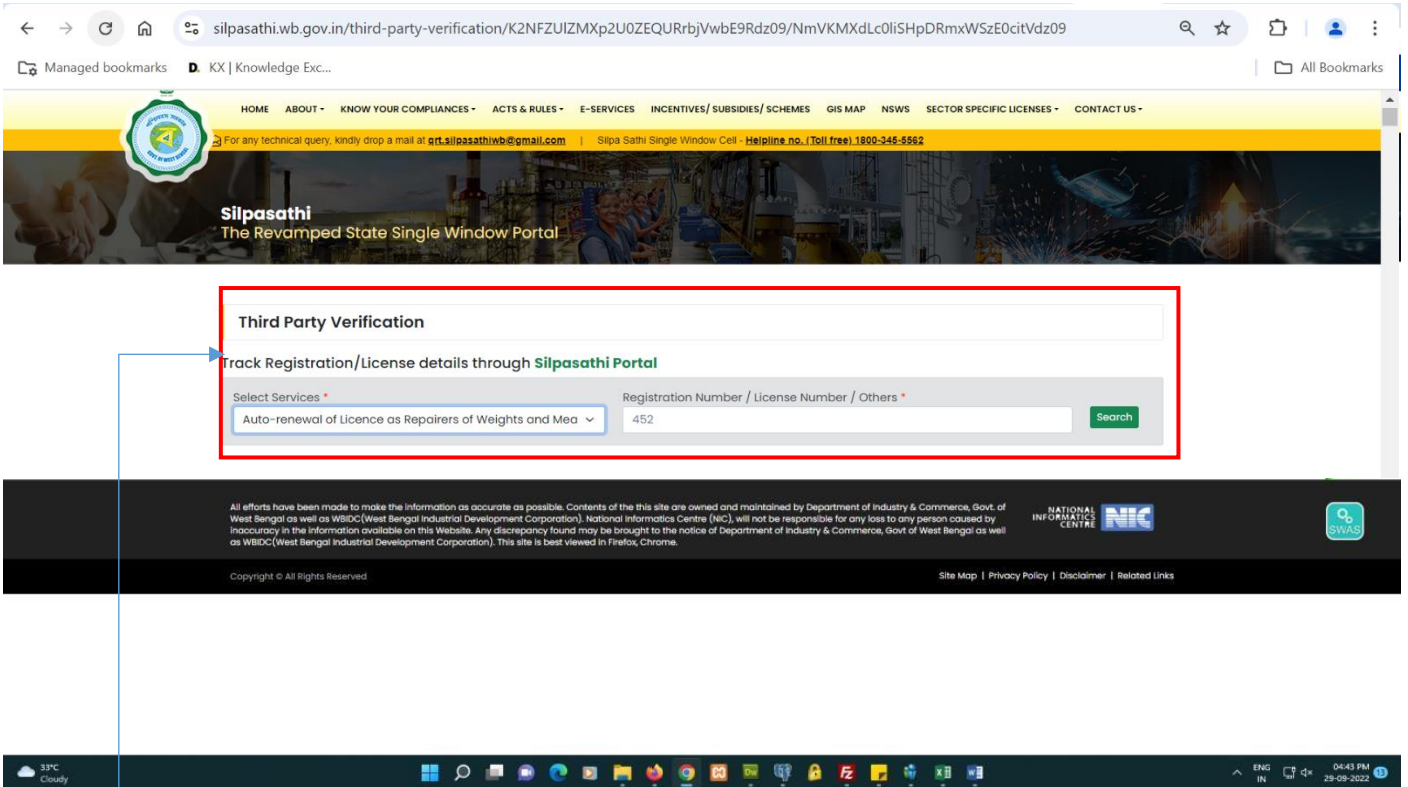
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



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

The third party can view the details as illustrated below:

