



[singlewindow.jk.gov.in](http://singlewindow.jk.gov.in)

**INVESTOR**

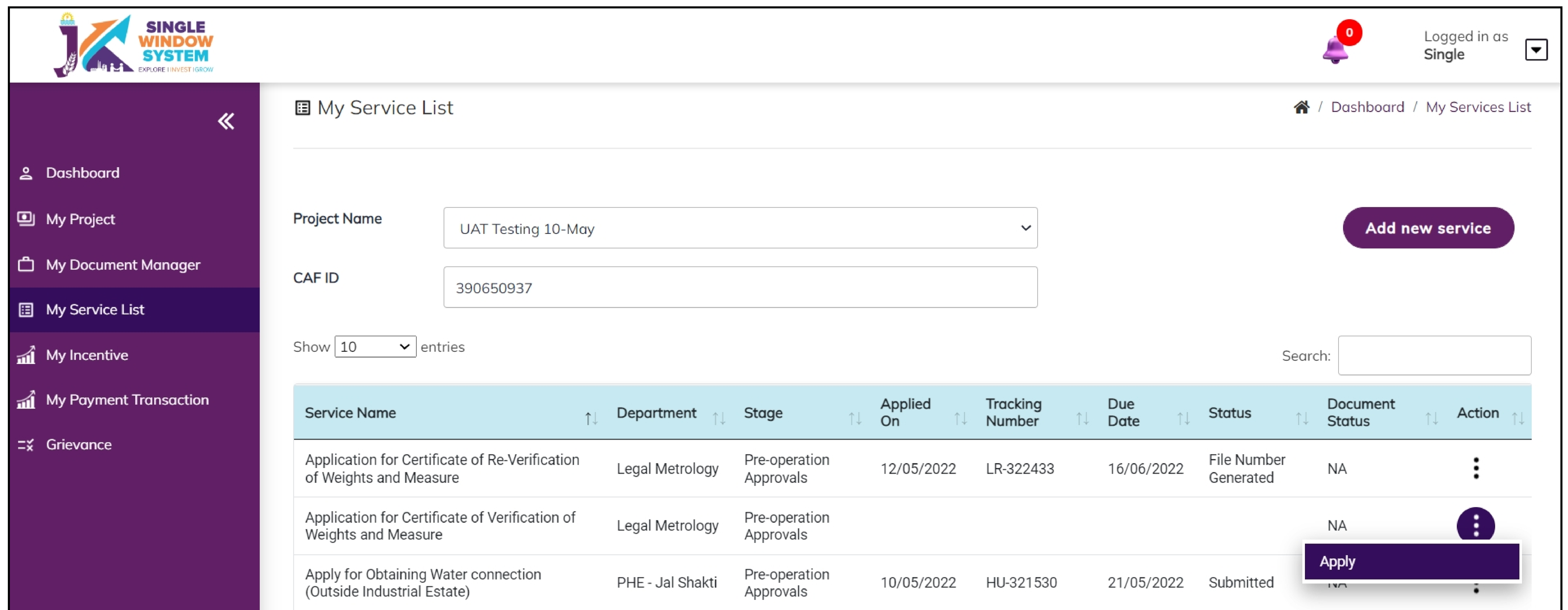
**FCSCA - Legal Metrology**

**Application for Certificate of  
Verification of Weights and Measure**

Single Window System - J & K

# FCSCA - Legal Metrology

Select the 'My Service List' from the left side menu. Following screen will appear:



The screenshot displays the 'My Service List' interface. At the top left is the 'SINGLE WINDOW SYSTEM' logo. The top right shows the user is logged in as 'Single'. The main content area includes a breadcrumb trail 'Dashboard / My Services List', a form for 'Project Name' (UAT Testing 10-May) and 'CAF ID' (390650937), and a table of services. The table has columns for Service Name, Department, Stage, Applied On, Tracking Number, Due Date, Status, Document Status, and Action. An 'Apply' button is overlaid on the 'Action' column of the second row.

| Service Name  | Department       | Stage                   | Applied On | Tracking Number | Due Date   | Status                | Document Status | Action |
|---|------------------|-------------------------|------------|-----------------|------------|-----------------------|-----------------|--------|
| Application for Certificate of Re-Verification of Weights and Measure | Legal Metrology  | Pre-operation Approvals | 12/05/2022 | LR-322433       | 16/06/2022 | File Number Generated | NA              | ⋮      |
| Application for Certificate of Verification of Weights and Measure    | Legal Metrology  | Pre-operation Approvals |            |                 |            |                       | NA              | ⋮      |
| Apply for Obtaining Water connection (Outside Industrial Estate)      | PHE - Jal Shakti | Pre-operation Approvals | 10/05/2022 | HU-321530       | 21/05/2022 | Submitted             | NA              | ⋮      |

As shown in the screenshot above, Select the Project Name and click on the Apply button from the action column next to the service name 'Application for Certificate of Verification of Weights and Measure'.

After clicking on the apply button, instruction page about the 'Application for Certificate of Verification of Weights and Measure' will appear. Read all the Instructions carefully and tick the checkbox of declaration and then click on the continue button to proceed. The screenshot of the instructions is shown in the following page:




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Logged in as  
 Single ▼

🏠 / Verification Of Weights And Measure

1  
 Business Detail

2  
 Review Details

3  
 Fee Payment

4  
 Confirmation

## Application for Certificate of Verification of Weights and Measure

**Guidelines/ Instructions for Verification of Weights and Measures:**  
 {For Dealers/Manufacturer of Weights and Measure/ Pertains to those cases where Weights and Measures or weighing and measuring Instruments are installed at the premises of the Purchaser by Dealers/Manufacturer and require first verification at the site of installation e.g. Fresh Petrol Pumps / Fresh Weighbridges etc.}

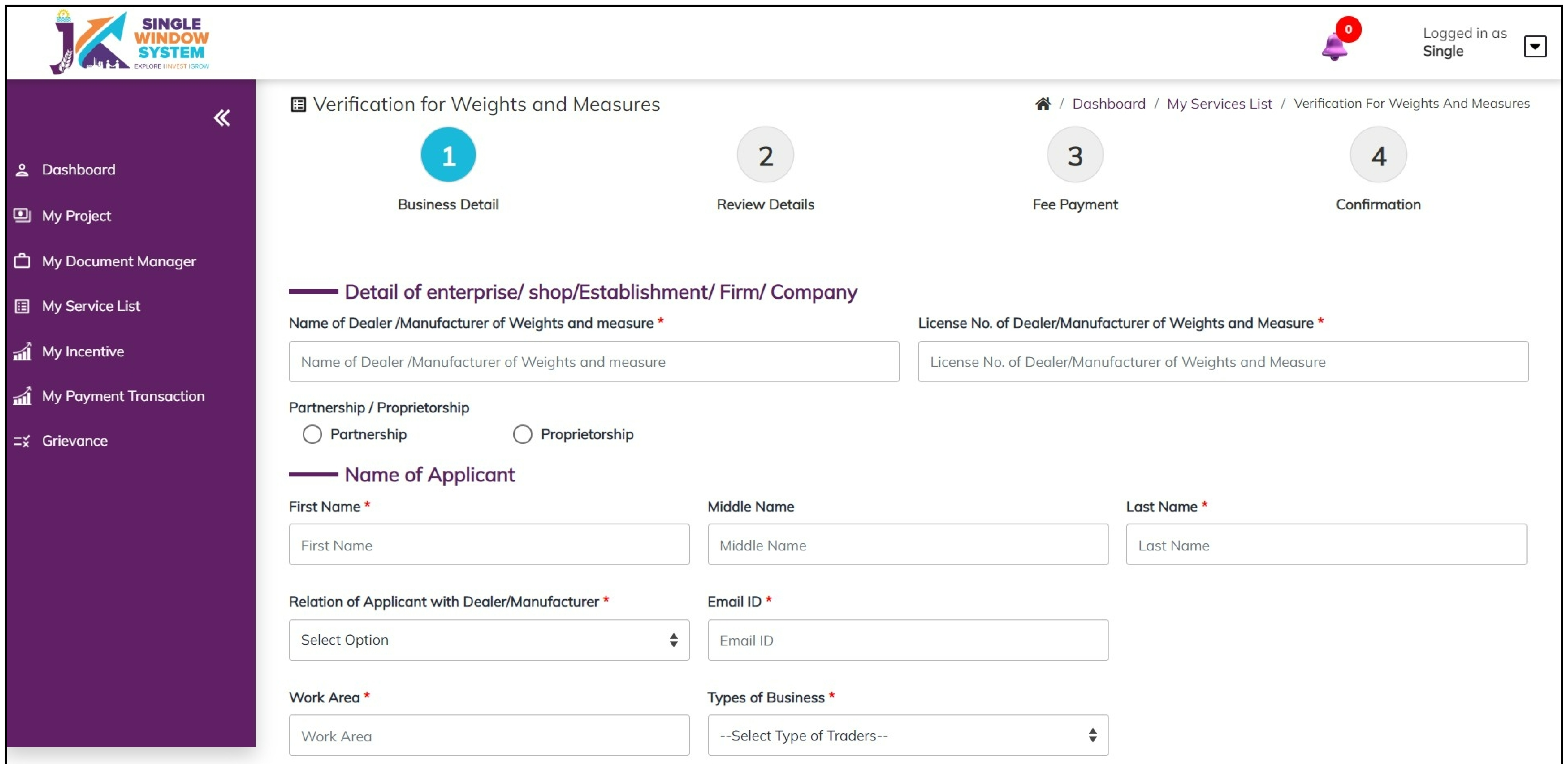
1. Every person having any weight or measure or weighing and measuring instrument in his possession, custody or control in circumstances indicating that such weight or measure is being or is intended or is likely to be used in any transaction or for protection shall have such weight or measure or weighing and measuring instruments verified on payment of such fees as specified in the Schedule-X of the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009. [Click here](#) for fee structure.
2. Facility for verification of most of the Weights and Measures or Weighing and Measuring Instruments is available at every district or sub-district level. However, facilities for several specified Weights and Measures or Weighing and Measuring Instruments are available at Divisional Level or UT level and the applicant Dealer/Manufacturer/purchaser shall have to choose verification Offices carefully keeping in view the availability of verification facility for such specified Weights and Measures or Weighing and Measuring Instruments. [Click here](#) for details of Verification Offices for various categories of weights or Measures or Weighing and Measuring Instrument. The applicant Dealer/Manufacturer/purchaser shall not choose other weights or Measures or Weighing and Measuring Instrument (s) while applying for verification of following:
  - a) Vehicle Tanks.
  - b) Weighbridges.
  - c) Autorikshaws.
  - d) Mobile Bowsers.
3. The applicant Dealer/Manufacturer/purchaser in the online application apart from filling other details shall have to upload in pdf format from document Manager the following mandatory Documents:
  - a) ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence).
  - b) Manufacture/Purchase/Sale Document
  - c) License Copy of Dealer/Manufacturer of Weights and Measure.
  - d) Certificate of Model Approval from Director Legal Metrology New Delhi (if required under rules).
  - e) For fresh Vehicle Tank/Auto-Rikshaws/Auto-Faremeter- documents related to Registration Certificate from Transport Department.
  - f) For fresh Dispensing Units (Petrol pumps), Letter of Appointment of Dealership/Intent letter from concerned Oil Marketing Company, NOC from District Authority, and Request Letter from Sales Officer of the Oil Marketing Company. However, verification officer may check other related documents at the time of physical verification.
4. Every applicant Dealer/Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, shall have to apply online for such verification in the same quarter in which the such Weights or Measures or Weighing and Measuring Instruments have been manufactured/purchased. If applicant Dealer/Manufacturer/purchaser applies after the prescribed time period, she/he shall have to pay late fee equal to 50% of the prescribed fee for every quarter (every 90days) in addition for the prescribed fee.
5. Every applicant Dealer/ Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, shall have to present his/her Weights or Measure or Weighing and Measuring Instrument in the Working Standard Lab/Verification Office/ on the date of Physical verification communicated online by the concerned verification Officer, if such Weights or Measures or Weighing and Measuring Instruments of the applicant are movable. However, in view of exigency and time constraints, the Verification officer may sometime reschedule date already communicated and communicate a fresh date for such verification.
6. If the applicant Dealer/Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, applies for verification of his/her Movable Weights or Measure or Weighing and Measuring Instrument at his/her premises, he/she shall have to:
  - a) Pay additional fee at the rate of full fee applicable for Weights or Measure or Weighing and Measuring Instrument intended for such verification.
  - b) Provide suitable mobility for transporting Lab Instruments from the office of verification officer to the premises of the applicant and back to the office of the concerned verification officer as per the schedule communicated for physical verification. However, in view of exigency and time constraints, the Verification officer may sometime reschedule date already communicated and communicate a fresh date for such verification.
  - c) provide suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
7. If the applicant Dealer/Manufacturer/purchaser of Weights or Measure or Weighing and Measuring Instrument, applies for verification of Weights or Measure or Weighing and Measuring Instrument which required verification at the site of installation at the premises of the purchase applicant, applicant Dealer/Manufacturer/purchaser shall have to:
  - a) provide suitable mobility for transporting Lab Instruments from the office of verification officer to premises of the applicant and back to the office of the concerned verification officer as per the schedule communicated for physical verification. However, in view of exigency and time constraints, the Verification officer may sometime reschedule date already communicated and communicate a fresh date for such verification.
  - b) provide Suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
8. At the time of verification, Weights or Measure or Weighing and Measuring Instrument presented to the Verification Officer shall be in neat and clean condition and if necessary, the concerned verification officer shall require the applicant of W&Ms to make necessary arrangements for cleaning.
9. Weights or Measure or Weighing and Measuring Instrument which conform to the prescribed standards prescribed standards established under Legal Metrology Act, 2009 and Legal Metrology (General Rules), 2011 shall be stamped with prescribed codes and online certificate downloadable within 48 hours will be issued by concerned verification Officer.
10. If the Weights or Measure or Weighing and Measuring Instrument doesn't conform to the prescribed standards established under Legal Metrology Act, 2009 and Legal Metrology (General Rules), 2011 at the time of such verification, the concerned verification officer shall reject such Weights or Measure or Weighing and Measuring Instrument and issue an online 'rejection certificate' downloadable within 48hours. However, in case, the defects so observed are repairable/removable, the concerned verification officer shall return such Weights or Measure or Weighing and Measuring Instrument to the applicant; informing him/her online of the defects/errors in his/her Weights or Measure or Weighing and Measuring Instrument who may get the same removed from the concerned Manufacturer /authorized Repairer of Weights or Measure or Weighing and Measuring Instrument.
11. If the necessary repairs /adjustments are completed within the seven days and application is resubmitted and such Weights or Measure or Weighing and Measuring Instrument (s) is/are presented within prescribed period, shall be verified on payment of additional fee at the rate of 50% of the fee prescribed fee for such Weights or Measure or Weighing and Measuring Instrument (s) and after the prescribed time, full fee shall be charged as per Sch. X of the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009.
12. For Verification of Vehicle tank, the applicant Purchaser shall have to bear the charges on account of filling of water into different chambers of such Vehicle tank for the purpose of obtaining necessary readings for such verification/recalibration. Such water filling facilities (Calibration Towers) are under the management of private player on competitive market basis. Applicants can choose any available calibration Tower/plant for filling of water into his/her vehicle tank for the purpose of Calibration.
13. For verification of Weigh-bridges, the applicant Dealer/Manufacturer/purchaser shall have to bear Mobile Testing kit charges (User charges) (to be paid online along with prescribed application fee) at the rate of Rs.2000/ (Two thousands only) per Weigh-bridge in addition to the prescribed fee/application fee as per Sch. X of the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009.

### Declarations

Certified that I/ we have carefully read all the provisions of the Legal Metrology Act, 2009, Legal Metrology (General) Rules, 2011, and the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009 and do hereby agree to abide by all the provisions of the Act/the rules/ administrative orders and all instructions/guidelines provided immediately before the start of this online application form or any instruction/guideline to be issued/provided therein by the Legal Metrology Department. I/ We also do hereby declare that all the information filed/statements/documents submitted in this online application form are true and correct to the best of my/ our knowledge and belief.

Continue

After clicking on the **continue** button, the following form will appear:



**Detail of enterprise/ shop/Establishment/ Firm/ Company:**

**Name of Dealer /Manufacturer of Weights and measure-** Here enter the name of the dealer.

**License No. of Dealer/Manufacturer of Weights and Measure-** Here enter the license No. of dealer or manufacturer of weights and measure.

**Partnership / Proprietorship-** Select whether you are applying for partnership or proprietorship

**Name of Applicant:**

**First Name-** Enter the first name of the applicant.

**Middle Name-** Enter the middle name of the applicant.

**Last Name-** Enter the last name of the applicant.

**Relation of Applicant with Dealer/Manufacturer-** Mention here the relationship of the applicant with the dealer or manufacturer.

**Email ID-** Enter the Email ID of the applicant here.

**Work Area-** Enter the work area here.

**Types of Business-** Select the type of business from the dropdown list.

**Business Address**

Urban/ Rural  
 Urban  Rural

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**Weights and Measures requiring Verification/calibration**

Proposal Type  Category Type  Denomination

Quantity  Date Of Manufacture/Purchase/Sale

**Add Row**

| Proposal Type | Category Type | Denomination | Quantity | Date Of Manufacture/Purchase/Sale | Total | Action |
|---------------|---------------|--------------|----------|-----------------------------------|-------|--------|
|               |               |              |          |                                   |       |        |

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**Weighing and Measuring Instruments**

Proposal Type  Category Type  Denomination

Manufacturing Company Name  Model  Quantity

Date Of Manufacture/Purchase/Sale

**Add Row**

| Proposal Type | Category Type | Denomination | Quantity | Total | Action |
|---------------|---------------|--------------|----------|-------|--------|
|               |               |              |          |       |        |

**Business Address:**

**Urban/Rural-** Select the type of business address i.e., Urban and Rural and the text fields will expand accordingly. Now, fill the full business address.

**Weights and Measures requiring Verification/calibration:**

**Proposal Type-** Select the proposal type from the dropdown list.

**Category Type-** Select the category type from the dropdown list.

**Denomination-** Enter the denomination here.

**Quantity-** Specify the quantity here.

**Date Of Manufacture/Purchase/Sale-** Enter the Date of manufacture, Purchase or Sale.

These inputs once entered will be reflected in the table below. User can input multiple Weights and Measures requiring Verification/calibration data clicking on the **Add Row Button** and all the data will be reflected in the respective column of the following table.

| Proposal Type | Category Type | Denomination | Quantity | Date Of Manufacture/Purchase/Sale | Total | Action                 |
|---------------|---------------|--------------|----------|-----------------------------------|-------|------------------------|
| Weight        | Brass weights | 1kg          | 12       | 2022-08-09                        | 60.00 | <a href="#">Remove</a> |

### Weighing and Measuring Instruments:

**Proposal Type-** Select the proposal type from the dropdown list.

**Category Type-** Select the category type from the dropdown list.

**Denomination-** Enter the denomination here.

**Manufacturing Company Name-** Enter here the name of the manufacturing company.

**Model-** Enter the model of the instrument here.

**Quantity-** Specify the quantity here.

**Date Of Manufacture/Purchase/Sale-** Enter the Date of manufacture, Purchase or Sale.

These inputs once entered will be reflected in the table below. User can input multiple weighing and measuring instruments by clicking on the **Add Row Button** and all the data will be reflected in the respective column of the following table.

| Proposal Type        | Category Type            | Denomination                 | Quantity | Total | Action                                      |
|----------------------|--------------------------|------------------------------|----------|-------|---|
| Measuring Instrument | Flow Meters/ Bulk Meters | flow rate upto 100Litres/min | 12       | 12000 | <a href="#">View</a> <a href="#">Remove</a> |

|                       |                              |                         |
|-----------------------|------------------------------|-------------------------|
| Type *                | Inside/Outside Office *      | Description             |
| Select type           | Select Inside/Outside Office |                         |
| Late Fee              | Amount                       | Application Total Fee * |
| 0                     | 0                            | 0                       |
| Work District *       | Verification Office *        |                         |
| ---Select District--- | Select Verification Office   |                         |

**Manufacture/Purchase/Sale Details**

**Add Row**

| Date Of Manufacture/Purchase/Sale | Manufacture/Purchase/Sale Document | Action |
|-----------------------------------|------------------------------------|--------|
| dd-mm-yyyy                        | Select File                        |        |

**Documents**

|  |   |   |
|--|---|---|
| ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence). | Purchase/Sale Bill/Manufacturing Detail * | Certificate of Model Approval from Director Legal Metrology New Delhi (if required under rules) |
| Select File  | Select File                               | Select File   |

Other document as may be required depending upon type of weighing and measuring instrument (as per instruction)

Select File

License Copy of Dealer/Manufacturer of Weights and Measure \*

Select File

**Declarations**

Certified that I/ we have carefully read all the provisions of the Legal Metrology Act, 2009, Legal Metrology (General) Rules, 2011, and the Jammu and Kashmir Standards of Weights and Measures (Enforcement) Rules, 2009 and do hereby agree to abide by all the provisions of the Act/the rules/ administrative orders and all instructions/guidelines provided immediately before the start of this online application form or any instruction/guideline to be issued/provided therein by the Legal Metrology Department. I/ We also do hereby declare that all the information filled/statements/documents submitted in this online application form are true and correct to the best of my/ our knowledge and belief.

**Type-** Select the type from the dropdown list whether it is movable or immovable.

**Inside/Outside Office-** Select the type from the dropdown list whether it is at office premises or at trader's premises.

**Description-** Type here the description.

**Late Fee-** Enter the amount of late fee, if any.

**Amount-** Enter the amount here.

**Application Total Fee-** Enter the amount of total application fee.

**Work District-** Select the work district from the dropdown menu.

**Verification Office-** Select the verification office.

## Manufacture/Purchase/Sale Details:

**Date Of Manufacture/Purchase/Sale-** Here, select the date Of Manufacture/Purchase/Sale

**Manufacture/Purchase/Sale Document-** Select the document related to manufacture, purchase or sale.

User can input multiple Manufacture/Purchase/Sale Details by clicking on the **Add Row Button** and if extra or unnecessary rows are added we can remove the desired row by clicking on the remove button in the action column.

Note- Remove button in the action column will only appear when more than one row is added.

## Documents :

In the Documents section select the documents from the drop down menu. Select all the documents accordingly. If the document is not in the dropdown then you can add that document in document manager and your document will be then showing under the dropdown menu. After filling all the required fields, read the declaration carefully and tick the checkbox of declaration. Now, click on the **Submit** button to proceed.

Now, you can view all the filled details. To change/modify any details click on the Edit button, else click on the Continue button. Now the payment page will appear. After the successful payment the process is completed.