



singlewindow.jk.gov.in

INVESTOR

FCSCA - Legal Metrology

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

Single Window System - J & K

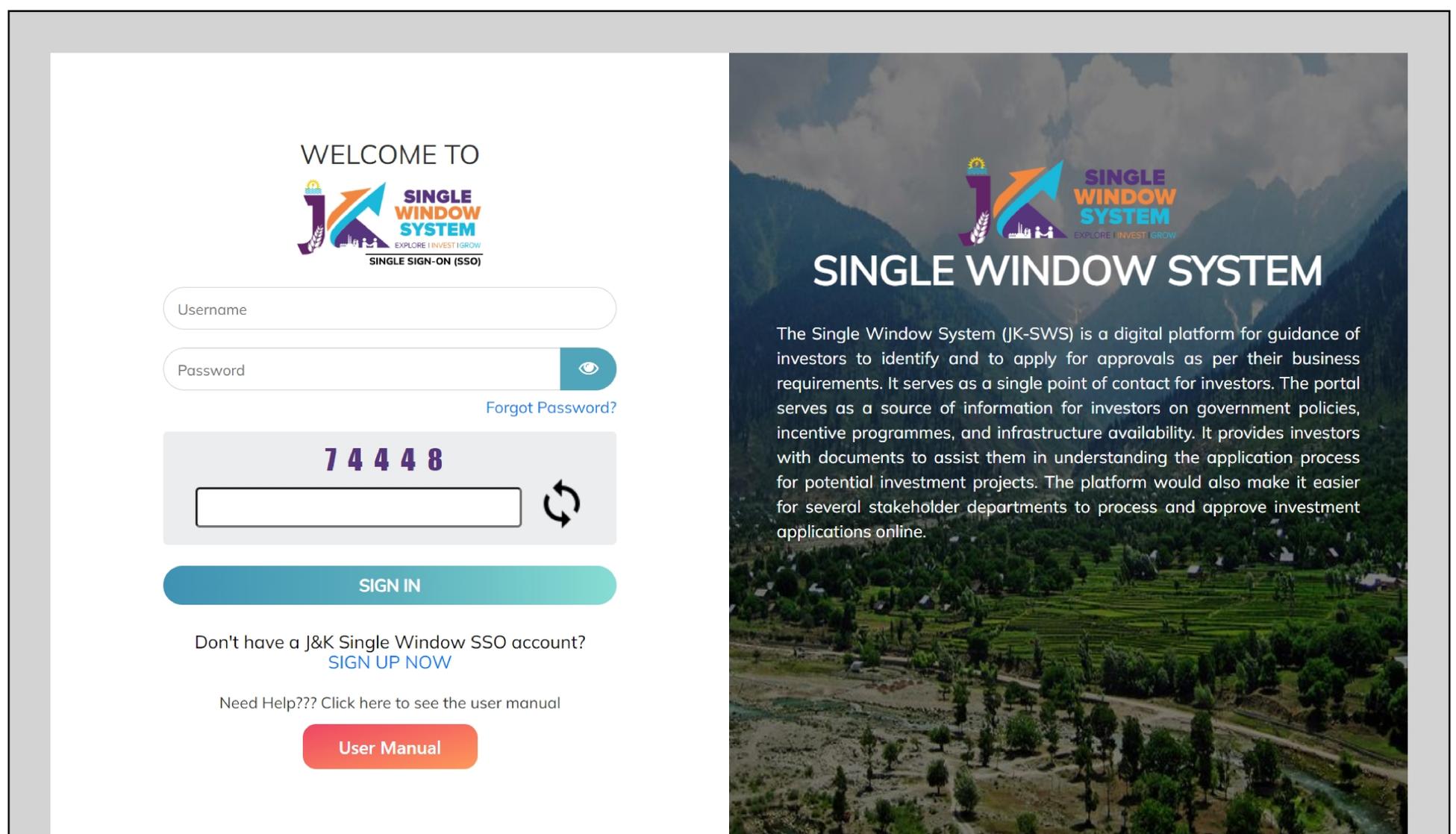
FCSCA - Legal Metrology (Application for Certificate of Re-Verification of Weights and Measure)

This user manual is for the seamless and efficient process of "Legal Metrology (Application for Certificate of Re-Verification of Weights and Measure)" within the framework of the Single Window System in the picturesque region of J & K. This service marks our commitment to simplifying administrative procedures and ensuring compliance with the regulatory framework governing the Legal Metrology.

We break down the intricacies of the registration process. Designed to empower businesses and individuals alike, this user manual serves as your trusted companion in understanding and completing the vital task of Legal Metrology (Application for Certificate of Re-Verification of Weights and Measure) in the enchanting landscape of J&K.

Access the Website: Open your web browser and visit the official website: <https://singlewindow.jk.gov.in/>

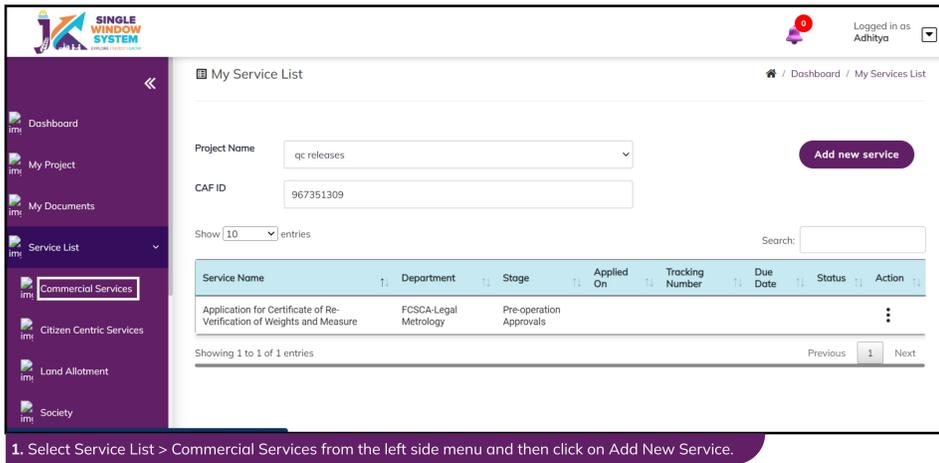
Log in using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.



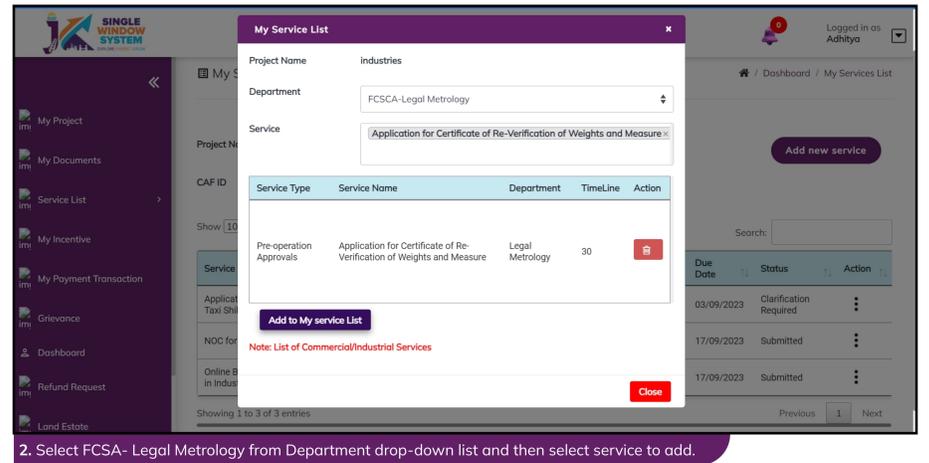
The screenshot displays the login interface of the Single Window System. On the left, there is a white login form with the following elements: a header "WELCOME TO" above the logo and "SINGLE WINDOW SYSTEM" with the tagline "EXPLORE | INVEST | GROW" and "SINGLE SIGN-ON (SSO)"; input fields for "Username" and "Password" (with a toggle for visibility); a "Forgot Password?" link; a CAPTCHA field showing "7 4 4 4 8" with a refresh button; a teal "SIGN IN" button; a link for "Don't have a J&K Single Window SSO account? SIGN UP NOW"; and a link for "Need Help??? Click here to see the user manual" with a red "User Manual" button.

On the right, there is a banner image of a mountainous landscape with a river. The banner features the logo and the text "SINGLE WINDOW SYSTEM". Below the banner, there is a paragraph of text: "The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online."

Now, the following page will appear.

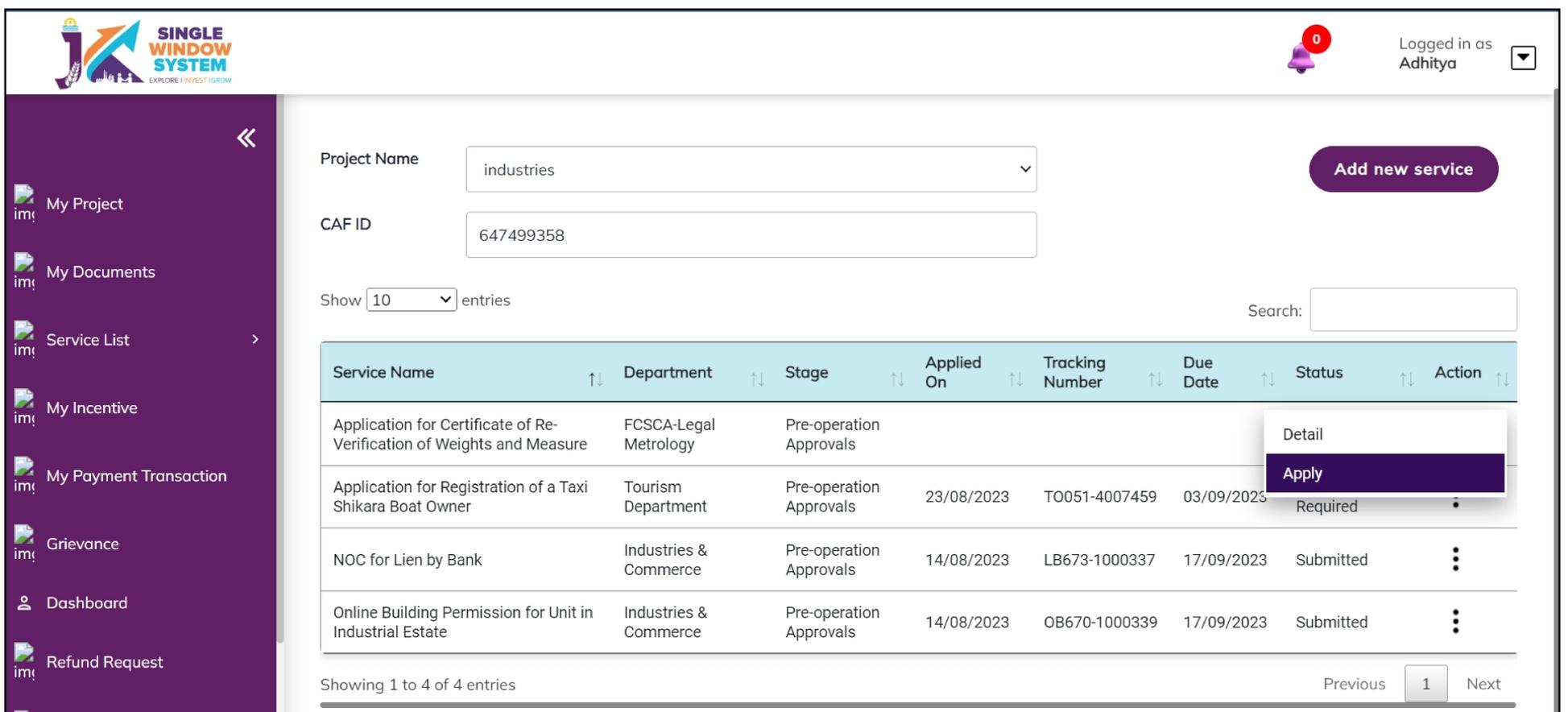


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.



2. Select FCSCA- Legal Metrology from Department drop-down list and then select service to add.

After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



After clicking on the apply button, instruction page about the 'Application for Certificate of Re-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:

- My Project
- My Documents
- Service List
- My Incentive
- My Payment Transaction
- Grievance
- Dashboard
- Refund Request
- Land Estate
- My Approvals

Re-Verification for Weights and Measures

Dashboard / My Projects



Instruction for Re-Verification of Weights and Measures

Guidelines/ Instructions for Re-Verification of Weights and Measures:

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 periodically re-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 re-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 applicant/Investor shall have to choose verification Offices carefully keeping in view the availability of re-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/Investor shall not choose other weights or Measures or Weighing and Measuring Instrument (s) while applying for re-verification of following:
 - a) Vehicle Tanks.
 - b) Weighbridges.
 - c) Autorikshaws.
 - d) Mobile Bowsers.
3. The applicant/Investor 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) Last verification/re-verification Certificate
 - c) Purchase Bill of the Weight or Measure or Weighing and Measuring Instrument (s) if the applicant is applying for first re-verification after purchase from Dealer / Manufacturer of Weights and Measures.
 - d) Certificate of Model Approval from Director Legal Metrology New Delhi (if prescribed for particular Weights or Measure or Weighing and Measuring Instrument) and applying for first re-verification after purchase from Dealer / Manufacturer of Weights and Measures.
 - e) For vehicle Tank/Auto-Rikshaws/Auto-faremeter- Valid Registration Certificate from Transport Department.
 - f) For Dispensing Units (Petrol pumps), Request Letter from Sales Officer of the concerned Oil Marketing Company.
4. Every applicant/Investor intending for re-verification of his/her Weights or Measure or Weighing and Measuring Instrument, shall have to apply online for such re-verification 30 days before due date of re-verification (mentioned on previous verification certificate). If applicant/Investor applies after due date, 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 shall have to present his/her Weights or Measure or Weighing and Measuring Instrument in the Working Standard Lab/Verification Office/approved Camp office at the date of Physical Re-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 re-verification.
6. If the applicant applies for re-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 Re-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 re-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 re-verification.
 - c) provide Suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
7. If the applicant applies for re-verification of Weights or Measure or Weighing and Measuring Instrument which cannot and should not be moved from its installation at the premises of the applicant, he/she 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 re-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 re-verification.
 - b) provide suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.
8. The department may install In-situ-camp in certain areas for re-verification of Weights or Measure or Weighing and Measuring Instrument subject to the following conditions:
 - a) If association of applicants/Investors comprising not less than 20 from a particular area, make a request for such re-verification.
 - b) If applicants choose camp option in online application form and apply within week of the requests made for such camp.
 - c) If association of applicants/Investors provide suitable space at the site of proposed camp for keeping Lab Instruments and conducting such re-verification.
 - d) If association 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 online for physical re-verification.
 - e) If association provide suitable manpower for manual handling of heavy Weights or Measure or Weighing and Measuring Instrument.

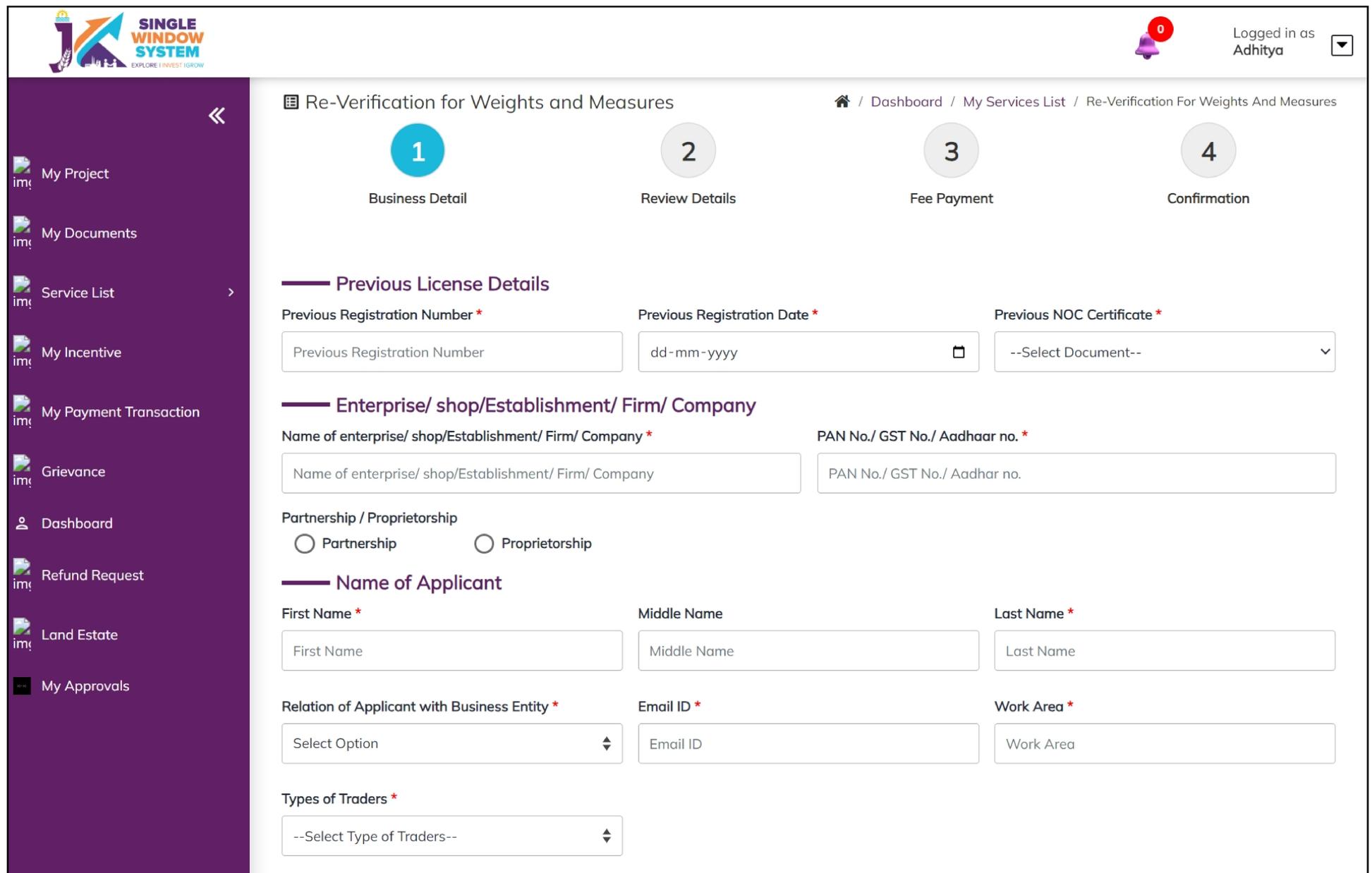
However, the department may reject any such request for installation of In-situ camps in view of the exigencies/unsuitability for such camp and in that case the applicants having applied for such re-verification at such proposed camp shall have to present his/her Weights or Measure or Weighing and Measuring Instrument in the verification Office on the date communicated online by the verification Officer.
9. At the time of re-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.
10. Weights or Measure or Weighing and Measuring Instrument which conform to the 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.
11. 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 re-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 authorized Repairer of Weights or Measure or Weighing and Measuring Instrument.
12. If the necessary repairs /adjustment is 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 re-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.
13. For re-verification of Vehicle tank, the applicant 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 re-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.
14. For re-verification of Weigh-bridges, the applicant 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 filled/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:



The screenshot shows a web application interface for 'Re-Verification for Weights and Measures'. The top navigation bar includes the 'SINGLE WINDOW SYSTEM' logo, a notification bell with '0', and the user 'Adhitya'. The breadcrumb trail is 'Dashboard / My Services List / Re-Verification For Weights And Measures'. The main content area features a progress indicator with four steps: 1. Business Detail (active), 2. Review Details, 3. Fee Payment, and 4. Confirmation. The form fields are as follows:

- Previous License Details:**
 - Previous Registration Number * (text input)
 - Previous Registration Date * (date picker, format dd-mm-yyyy)
 - Previous NOC Certificate * (dropdown menu, value: --Select Document--)
- Enterprise/ shop/Establishment/ Firm/ Company:**
 - Name of enterprise/ shop/Establishment/ Firm/ Company * (text input)
 - PAN No./ GST No./ Aadhaar no. * (text input)
- Partnership / Proprietorship:**
 - Partnership (radio button)
 - Proprietorship (radio button)
- Name of Applicant:**
 - First Name * (text input)
 - Middle Name (text input)
 - Last Name * (text input)
- Relation of Applicant with Business Entity *:** (dropdown menu, value: Select Option)
- Email ID *:** (text input)
- Work Area *:** (text input)
- Types of Traders *:** (dropdown menu, value: --Select Type of Traders--)

Previous License Details:

Previous Registration Number- Enter here your previous registration number.

Previous Registration Date- Select the previous registration date.

Previous NOC Certificate- Select previous NOC certificate from the drop down.

Enterprise/ shop/Establishment/ Firm/ Company:

Name of Enterprise/ shop/Establishment/ Firm/ Company- Enter the name of the Enterprise/ shop/Establishment/ Firm/ Company here.

PAN No./ GST No./ Aadhaar no.- Enter the PAN No./ GST No./ Aadhaar no. of the applicant.

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

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 Traders- Select the type of trader from the dropdown list.

Business Address

Urban/ Rural
 Urban Rural

Weights and Measures

Proposal Type: Category Type: Denomination:

Quantity: Last Verification/Re-Verification Date:

Add Row

Proposal Type	Category Type	Denomination	Quantity	Last Re-Verification date	Late Fee	Total	Action

Weighing and Measuring Instruments

Proposal Type: Category Type: Denomination:

Manufacturing Company Name: Model: Quantity:

Last Verification/Re-Verification Date:

Add Row

Proposal Type	Category Type	Denomination	Quantity	Late Fee	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:

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.

Last Verification/Re-Verification Date- Select the last verification or re-verification date from here.

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	Remove

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.

Last Verification/Re-Verification Date- Select the last verification or re-verification date from here.

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	View Remove

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--		

Last Verification Certification Details

Add Row

Last Verification Certification Date	Last Verification Certification Document	Action
dd-mm-yyyy	--Select Document--	

Documents

Upload Documents

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

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

--Select Document--

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.

[Back](#)
[Submit](#)

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.

Last Verification Certification Details:

Last Verification Certification Date- Here, select the Last Verification Certification Date.

Last Verification Certification Document- Select the document related to Last Verification Certification.

User can input multiple Last Verification Certification 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.
