



Government of Arunachal Pradesh

User Manual

For

Application for License as Dealers

Legal Metrology

Year 2021

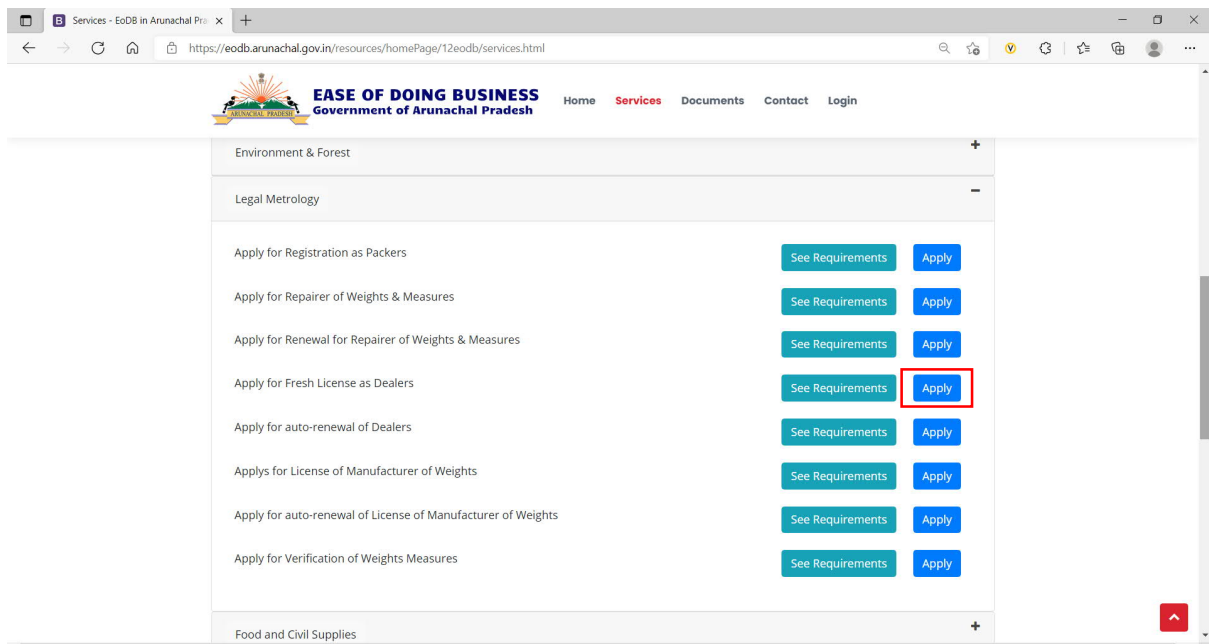


Step 1: Navigate to the EODB Link <https://eodb.arunachal.gov.in/login.do> > Go to "Services" > Click on "How To Apply"> Download PDF and Apply for UBIN as given in the User Manual.

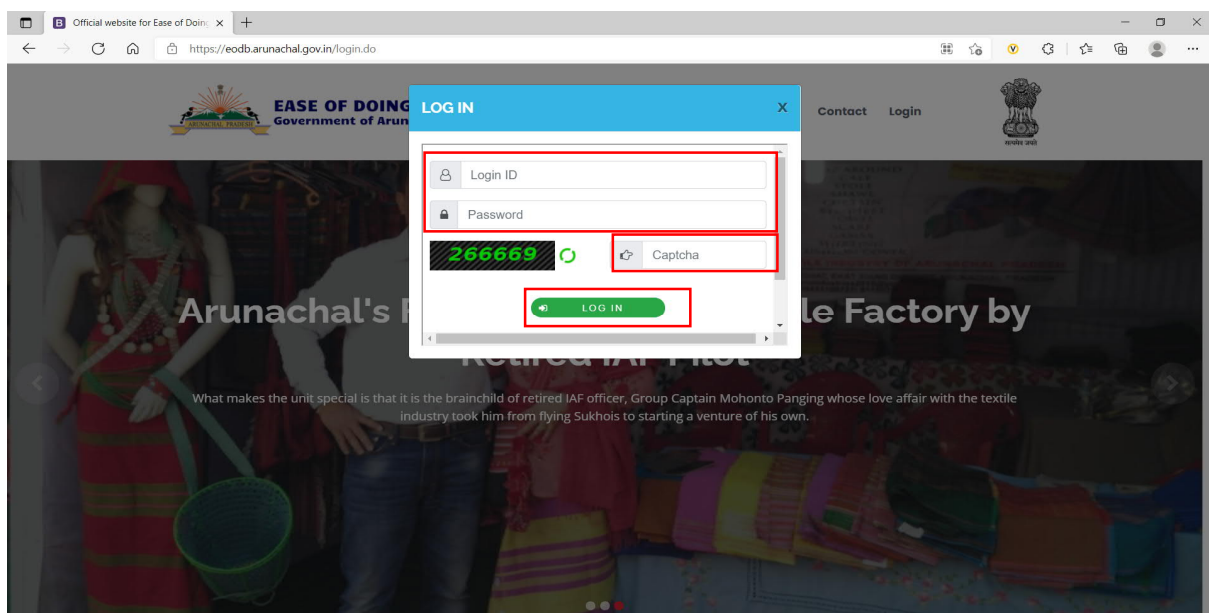
Step 2: Navigate to the EODB Link and Click on "Login"

Link: <https://eodb.arunachal.gov.in/login.do>

Step 3: Go to "Services"> Then Click on "Legal Metrology" >Click on "Apply" against the service for "Apply for Fresh License as Dealers"



Step 4: Put your Login ID, Password and Captcha correctly as shown in the image and Click on "LOGIN"





Step 5: After login Go to "Apply for Services"> View Services>Choose "Arunachal Pradesh"> Type "Legal Metrology" in Search Box> Click on "Apply For License as Dealers"

The screenshot shows the ServicePlus web portal interface. The browser address bar displays "https://eodb.arunachal.gov.in/beneficiaryPrimaryServiceList.do". The page title is "Apply For Services / View All Available Services". A dropdown menu is set to "ARUNACHAL PRADESH". A search box contains the text "Legal Metrology". Below the search box is a table with the following data:

Sl.No.	Service Name	Department Name
1	Application For Verification of Weights and Measure	Department of Legal Metrology and Consumer Affairs
2	Application For Repairer of Weights & Measures	Department of Legal Metrology and Consumer Affairs
3	Application for Registration as Packer	Department of Legal Metrology and Consumer Affairs
4	Apply For License as Dealer	Department of Legal Metrology and Consumer Affairs
5	Application for License of Manufacturer of Weights	Department of Legal Metrology and Consumer Affairs

The "Apply For License as Dealer" link is highlighted with a red box. The footer of the page includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DeitY, and PMINDIA.

Step 6: Put the UBIN number and PAN number and Click on "Get Details"

The screenshot shows the "Application for Registration of Packers" form. The page title is "Application for Registration of Packers Under rule 35 of the Legal Metrology (Packaged Commodities) Rule, 2011". The form is divided into three sections:

- UBIN Details:** Fields for "UBIN Number" and "PAN Number" are highlighted with red boxes. A "GET DETAILS" button is also highlighted with a red box.
- UBIN Information:** Fields for "Full Name", "Office Address", "Designation", "E-Mail", "Mobile Number", and "Land-Line".
- Firm Details:** Field for "Name of the Firm".

The "Language" dropdown menu is set to "JAYNA BAGANG".



Step 7: Fill other required details in the, put the captcha correctly as shown in the image and Click "Submit"

Number of staff proposed to engage exclusively for packaging Unit *

Availability of Packaging Premise *

Weighting/ Measuring Instruments available for use (excluding beam scale of class 'C')

Specify Packing or Sealing Machine and switching/Labeling equipment's Available for use.

Additional Details

Apply to the Office * Legal Metrology

Word verification

958777

Please enter the characters shown above

[Draft](#) [Submit](#) [Close](#) [Reset](#)

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Step 8: After Submitting the form Click on "Attach Annexure"

Is Packaging Premise Available? If yes, Give Details : fghhhh

Does the business package drinking water? : No

Does the business package food? : No

Does the business import goods? : No

Declaration

That I have declared that I had read the Legal Metrology Act 2009, and the Arunachal Pradesh Legal Metrology (Enforcement) Rules 2011, carefully and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We also agree to deposit the schedule license fees with the government as soon as required to do so by the License Authority.

All the Information provided while filling the application is true to the best of my/our knowledge.

I Agree : Yes

Additional Details

Apply to the Office Legal Metrology

12/8/2021 11:14:06 IST <http://www.serviceonline.gov.in/configure>

[Edit](#) [Attach Annexure](#) [Cancel](#) [Print](#) [Export to PDF](#) [Click here to initiate new application](#)

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Step 9: Select the enclosure documents from the dropdown menu and select the required file through by clicking "Choose file" or by "Scan" the document. After that click on "Save annexure"

Type of Enclosure *	Enclosure Document *	File/Reference
Aadhar Card	Aadhar Card Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
GST Registration Certificate Copy *	GST Registration Certificate Copy Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
PAN Card *	PAN Card Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Authorization letter issued by manufacturer to sell weight or measure. *	Authorization letter issued by manufacturer to sell weight or measure. Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Model approval certificate issued by the Govt. of India. *	Model approval certificate issued by the Govt. of India. Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Trading Licence *	Trading Licence Document Format	Choose File TEST.pdf Scan Fetch from DigLocker

Buttons: Save Annexure, Cancel, Back

Step 10: After attaching the docs Click on "Submit"

Categories of weights and measures sold/ proposed to be sold at present: test
Registration Number of CST/Sales Tax/ Professional Tax/ Income Tax: test
Have you applied previously for a Dealer's license either in State or elsewhere?: No
Do you intend to import weights etc. from places outside the State/Country?: No

Declaration

I/We also agree to deposit the schedule license fees with the government as soon as required to do so by the License Authority.
All the information provided while filling the application is true to the best of my/our knowledge.

I Agree: Yes

Annexure List

1) Aadhar Card	Aadhar Card
2) GST Registration Certificate Copy	GST Registration Certificate Copy
3) PAN Card	PAN Card
4) Authorization letter issued by manufacturer to sell weight or measure.	Authorization letter issued by manufacturer to sell weight or measure.
5) Model approval certificate issued by the Govt. of India.	Model approval certificate issued by the Govt. of India.
6) Trading Licence	Trading Licence

Additional Details

Apply to the Office: Legal Metrology

Buttons: Submit, Cancel, Print, Download PDF

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Step 11: Keep the Application Acknowledgement for future reference.

Application Acknowledgment

Date: 13/08/2021

Dear Kakadiya Advinkumar Bhilbhahai,
Thank you for using ServicePlus.
Your application for Apply For License as Dealer has been successfully submitted to Legal Metrology, ARUNACHAL PRADESH.

Application Summary

Application Reference Number is AFLD/2021/00018

Your application was received by Online mode on 13/08/2021.

List of Enclosures with Application

Type of document(s)	Document(s) Attached
Trading Licence	Trading Licence
Aadhar Card	Aadhar Card
PAN Card	PAN Card
GST Registration Certificate Copy	GST Registration Certificate Copy
Authorization letter issued by manufacturer to sell weight or measure	Authorization letter issued by manufacturer to sell weight or measure
Model approval certificate issued by the Govt. of India	Model approval certificate issued by the Govt. of India

Service Designated Officer:
Name: Department Admin Legal Metrology ds
Address: swiss,
Email: eod@arunachal@gmail.com
Phone No:

Regards
ServicePlus

Buttons: Print, Export to PDF, Close

Step 12: After getting the approval confirmation through SMS and email, Login <https://eodb.arunachal.gov.in/login.do> > View Status of Application > Track application Status > Click on "Make Payment"

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu: Manage Profile, Apply for services, View Status of Application, Track application status, View Incomplete Application, Revalidate Payment, Modify Submissions, Messages & Alerts

View Status Of Application | Track Application Status

From Date: 28/04/2021 To Date: 28/04/2021

App Ref No.

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Application form for new commercial water connection /sewer connection	PHE-WC/2021/00005	28/04/2021	NA	Make Payment
2	Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs than those specified in Schedule-X	DHS/2021/00004	28/04/2021	NA	Make Payment

Showing 1 to 2 of 2 entries

Navigation: First, Previous, Next, Last

Footer: MINISTRY OF PANCHAYATI RAJ, Digital India, data.gov.in, india.gov.in, PMINDIA



Step 13: Click on "click here"

The screenshot shows the ServicePlus web portal. A modal window titled "Status of Application" is open, displaying the following information:

- Application Reference Number: DHS/2021/00004
- Name of the Service: Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs than those specified in Schedule-X
- Applied By: Kaladya Ashvinkumar Bihabhai
- Application due Date: 29/04/2021

The modal also contains a section titled "Action to be taken by an applicant" with the instruction: "You are required to make payment. Please [click here](#) to proceed." A red box highlights the "click here" link.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	APPLICATION SUBMISSION	Completed	NA
2	Payment Receipt	NA	NA	Entered/Not	View

Step 14: Click on "Make Payment"

The screenshot shows the ServicePlus web portal with the "Status of Application" modal open. The modal displays the following payment details:

- PAYMENT DETAILS**
APPLICATION FOR GRANT OF A LICENCE TO SELL, STOCK, EXHIBIT OR OFFER FOR SALE, OR DISTRIBUTE DRUGS THAN THOSE SPECIFIED IN SCHEDULE-X
- Mode Of Payment: Bill Desk Payment
- Certificate Output charges
- Registration and License Fee
- Total Amount to be paid (in Rs.)

At the bottom of the modal, there are two buttons: "Make Payment" (highlighted with a red box) and "Reset".

Step 15: After payment has been done successfully, applicant will get a final approval SMS. He can download the final certificate by login to the EoDB portal.