



Government of Arunachal Pradesh

User Manual

For

Application for Registration of Packers

Legal Metrology

Year 2021

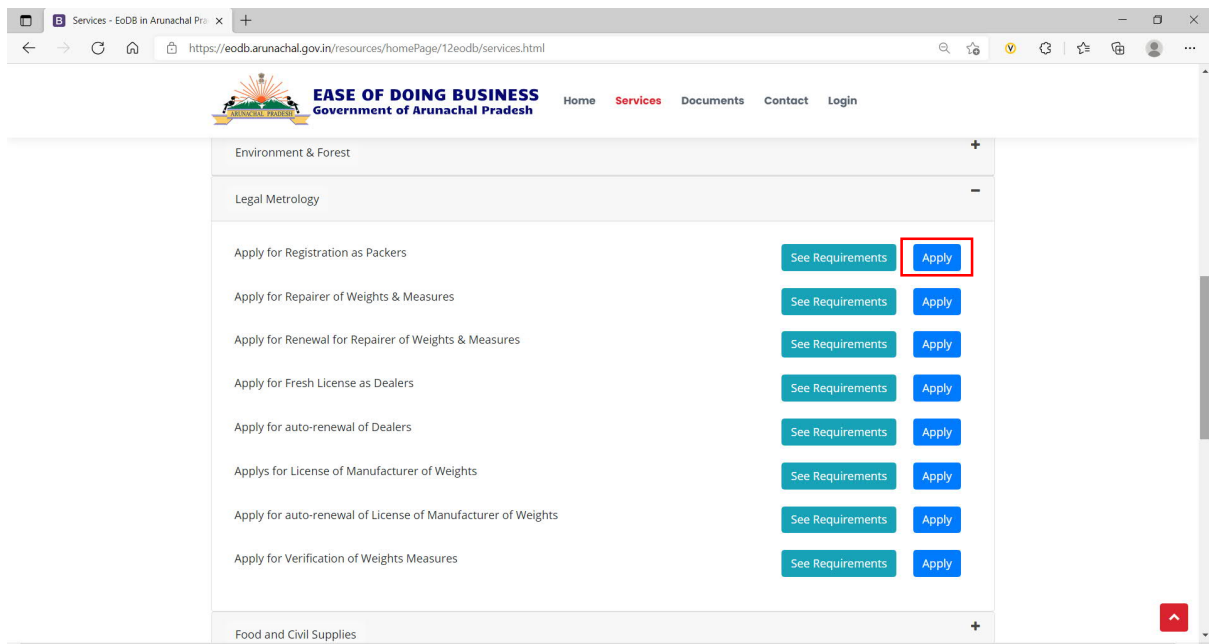


Step 1: Navigate to the EODB Link <https://eodb.arunachal.gov.in/login.do> > Go to "Services" > Click on "How To Apply"> Download PDF and Apply for UBIN as given in the User Manual.

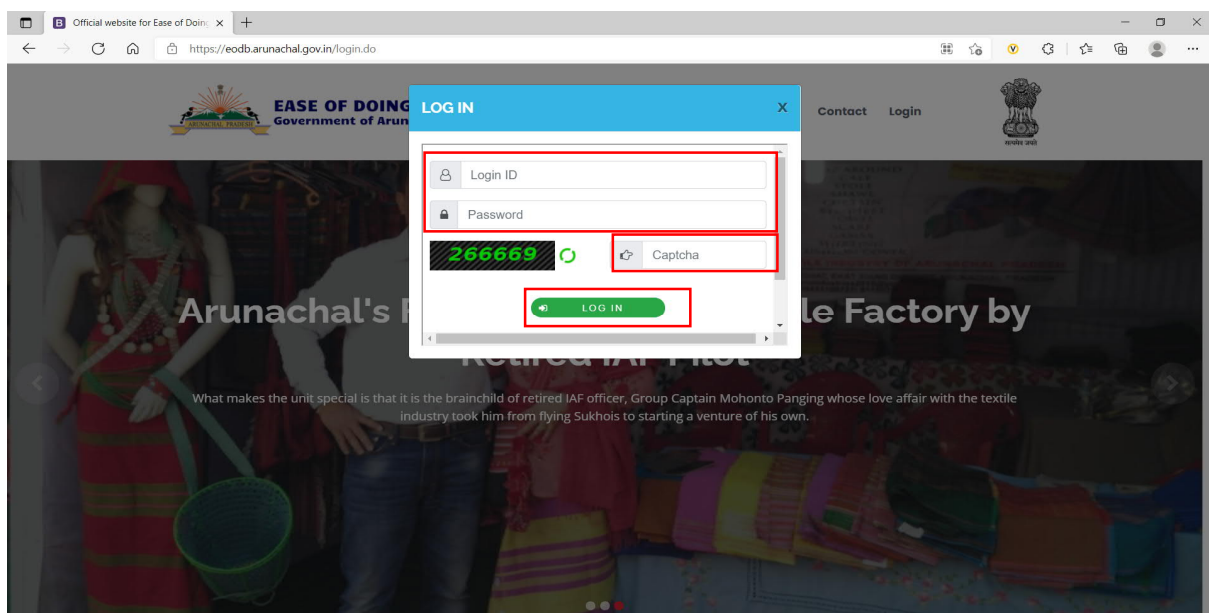
Step 2: Navigate to the EODB Link and Click on "Login"

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 Registration as Packers"



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 "Application for Registration as Packer"

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 "Application for Registration as Packer" service is highlighted with a red box. The page also shows a sidebar menu with "View all available services" selected, and a footer with 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 ServicePlus web portal interface for the "Application for Registration of Packers" form. The browser address bar displays "https://eodb.arunachal.gov.in/render/ApplicationForm.do". 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 sidebar menu shows "View all available services" selected. The footer includes the ServicePlus logo and the text "Metadata-based Integrated eService Delivery Framework".



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
Passport size photo	Select	Choose File No file chosen Scan Fetch from DigLocker
Certificate For Verification of Weights and Measures	Select	Choose File No file chosen Scan Fetch from DigLocker
Certificate of importer issued by Ministry of Commerce, Govt. of India	Select	Choose File No file chosen Scan Fetch from DigLocker
Factory Registration Certificate	Select	Choose File No file chosen Scan Fetch from DigLocker
Food License	Select	Choose File No file chosen Scan Fetch from DigLocker
PAN Card	Select	Choose File No file chosen Scan Fetch from DigLocker
Transfer Order	Select	Choose File No file chosen Scan Fetch from DigLocker
Firm Registration Certificate	Select	Choose File No file chosen Scan Fetch from DigLocker

Save Annexure Cancel Back

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

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

Annexure List

1) Passport size photo	Passport size photo
2) Certificate For Verification of Weights and Measures	Certificate For Verification of Weights and Measures
3) Certificate of importer issued by Ministry of Commerce, Govt. of India.	Certificate of importer issued by Ministry of Commerce, Govt. of India.
4) Factory Registration Certificate	Factory Registration Certificate
5) Food License	Food License
6) PAN Card	PAN Card
7) Transfer Order	Trading Licence
8) Firm Registration Certificate	Firm Registration Certificate

Additional Details

Apply to the Office: Legal Metrology

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 Ghoshbhai,
Thank you for using ServicePlus.
Your application for Application for Registration as Packer has been successfully submitted to Legal Metrology, ARUNACHAL PRADESH.

Application Summary

Application Reference Number is ARP/2021/00005

Your application was received by Online mode on 13/08/2021.
The service will be delivered on or before 03/09/2021.

List of Enclosures with Application

Type of document(s)	Document(s) Attached
Transfer Order	Trading Licence
PAN Card	PAN Card
Firm Registration Certificate	Firm Registration Certificate
Passport size photo	Passport size photo
Certificate For Verification of Weights and Measures	Certificate For Verification of Weights and Measures
Food License	Food License
Factory Registration Certificate	Factory Registration Certificate
Certificate of importer issued by Ministry of Commerce, Govt. of India	Certificate of importer issued by Ministry of Commerce, Govt. of India

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

Regards
ServicePlus

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.

Get Data

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

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Step 13: Click on "Click here"

The screenshot shows the ServicePlus application status page. 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 application status page with a modal window titled "Status of Application" displaying payment details. The modal contains the following information:

- 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.