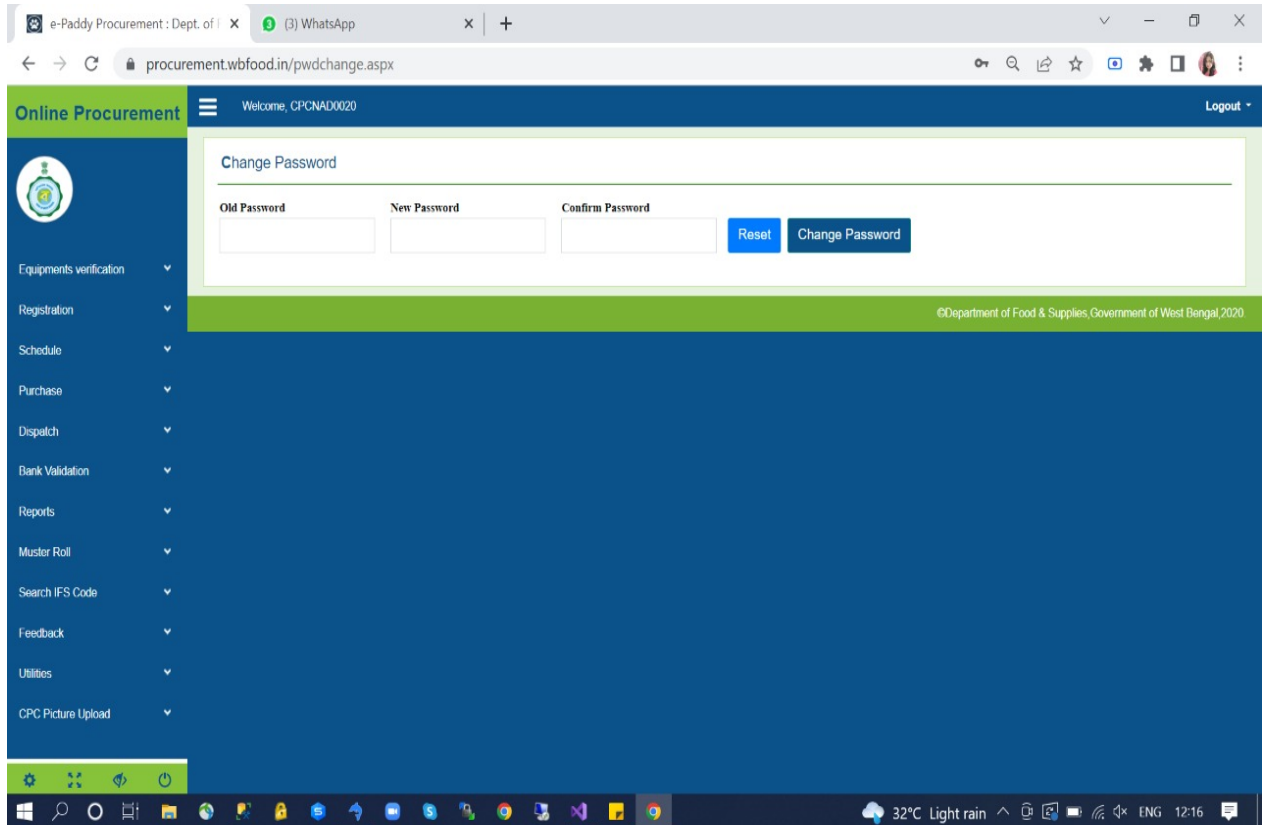


SOP for filling information on weighing devices used in Paddy Purchase Centers

1. Form entry:

1.1.The P.O./D.O. will get a form on filling up the required parameters on certification of the weighing devices in his login, by clicking a link "Equipments verification"



The screenshot displays a web browser window with the URL procurement.wbfood.in/pwdchange.aspx. The page is titled "Online Procurement" and shows a "Change Password" form. The form includes three input fields: "Old Password", "New Password", and "Confirm Password". Below these fields are two buttons: "Reset" and "Change Password". The page also features a navigation menu on the left with options like "Equipments verification", "Registration", "Schedule", "Purchase", "Dispatch", "Bank Validation", "Reports", "Muster Roll", "Search IFS Code", "Feedback", "Utilities", and "CPC Picture Upload". The footer of the page indicates "©Department of Food & Supplies, Government of West Bengal, 2020".

1.2.From that link, the P.O./D.O. will be directed to enter the details of the weighing devices/ weighbridge by clicking another link, "Weighing device Details".

1.3.They will select the type of devices used in the purchase center, by selecting two or more types, clicking radio buttons, as (a) Weighbridge, (b) Electronic weighing machines, as shown below.

The screenshot shows a web browser window with the URL 'procurement.wbfood.in/CentreEquipments/WeighingDevicesDetailsEntry.aspx'. The page title is 'Online Procurement' and the user is logged in as 'Welcome, CPCNAD0020'. The main content area is titled 'Weighing Device Details' and contains the following form fields:

- Type of Device:** A dropdown menu with 'Select Device Type' selected.
- Machine No.:** A text input field.
- Validity of the device:** A date input field with the placeholder 'dd-mm-yyyy'.
- Minimum Capacity (in kg):** A text input field.
- Maximum Capacity (in kg):** A text input field.
- Date of last inspection by Legal Metrology:** A date input field with the placeholder 'dd-mm-yyyy'.
- Inspection done by:** A text input field.

Below the form fields is a 'Document Upload' section with a red error message: 'File should be JPG or PDF format. Size less than 1 MB.' and a file upload button labeled 'Choose file | No file chosen'. A 'Save' button is located at the bottom right of the form area.

1.4. On selecting "Weighbridge", following details will be required to be filled up by the P.O.:

- 1.4.1. Type of weighbridge: automatic/ semi-automatic/ non-automatic,
- 1.4.2. Capacity (to be filled up in unit of Kgs): Minimum/ Maximum,
- 1.4.3. Weighbridge machine number:
- 1.4.4. Last Date of inspection by Legal Metrology: (Date to be filled)
- 1.4.5. Validity of the weighbridge: (Date to be filled, as given in the certificate by the officials of Legal Metrology)
- 1.4.6. Last Inspection done by: (details of inspecting authority to be filled up)

1.5. On selecting "Electronic Weighing Machine", following details will be required to be filled up by the P.O.:

- 1.5.1. Machine number,
- 1.5.2. Machine capacity (to be filled up in unit of Kgs): Minimum/ maximum,
- 1.5.3. Date of inspection by Legal Metrology: (Date to be filled)
- 1.5.4. Validity of the weighing machine: (Date to be filled)
- 1.5.5. Last Inspection done by: (details of inspecting authority to be filled up)

2. Uploading of certificate:

Valid Calibration Certificate has to be uploaded. This is to be reiterated that only “Calibration Certificate” issued by the competent authority has to be uploaded.

Sl. No	Device Type	Machine No.	Minimum Capacity	Maximum Capacity	Validity Date	Date of Inspection	Inspected By	Document	Edit	Remove
1	Electronic Weighing Machine	M987	100	200	31-07-2022	28-06-2022	ABCD	Choose File	Update Cancel	
2	Weighbridge(Non-Automatic)	WB123	500	600	2022-08-25	2022-06-26	ABC	[upload icon]	Edit	Delete

3. Editing/Updating Data:

Editing and deleting data can be done by the PO/DO if required.

When a new certificate is issued after expiry of the previous one, new certificate may be uploaded by removing the earlier one, as required.

Sl. No	Device Type	Machine No.	Minimum Capacity	Maximum Capacity	Validity Date	Date of Inspection	Inspected By	Document	Edit	Remove
1	Weighbridge	2147	10	60000	2023-03-11	2022-03-11	Sajal poria	[upload icon]	Edit	Delete

Required modification, updation will be added in this SOP time to time as and when developed.

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