

## SOP for Weighing Device Report by Purchase Officer



Ver. 1.0

Date: 04.09.2024

Weighing devices available in Purchase Centres – CPCs, mCPCs and PPSs are calibrated by officials of the Directorate of Legal Metrology as and when the existing calibration certificate expires or nears expiration. The concerned Purchase Officer enters the latest report from his login following the steps noted hereunder:

1. The PO will go to 'Weighing Sacle' menu and select 'Type of Weighing Scale' (Electronic weighing machine/ Weighbridge) to start the work.

Online Paddy Procurement System	Welcome, CPCEMD0044 (PO)!		
- Dashboard			
Home	C		
Farmer Registration	Weighing Device Details		
2 Farmer Profile	Type of Device *	Machine No. *	
• • • • • • •	Select Device Type		
Self Schedule	Select Device Type	Minimum Capacity (in kg) *	
2 Emergency Schedule	Electronic Weighing Machine		
	Weighbridge		
Farmer Delinking	Maximum Capacity (in kg) *	Date of inspection by Legal Metrology	
2 Weighing Scale		dd-mm-yyyy	۵
2 Weighing Device Report	Inspection done by:(Name & designation of the Legal Metrology officials)		
Apply to work for Next KN 2024-25	15		
My Account	Document Upload		
	File should be <b>JPG</b> or <b>PDF</b> format. Size less than <b>1MB</b> .		
	Upload Certificate *		

2. He will enter the 'Machine no.'





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Type of Device *	Machine No. *	
Electronic Weighing Machine	123456fghj I	
Validity of the device *	Minimum Capacity (in kg)	•
dd-mm-yyyy		
Maximum Capacity (in kg) *	Date of inspection by Legal	Metrology
	dd-mm-yyyy	
Inspection done by:(Name & designation of the Legal Metrology officials)		
Document Upload		
ile should be JPG or PDF format. Size less than 1 MB.		
Jpload Certificate *		
Choose file No file chosen		
		Pasat Save
		Keset Suve

3. Next, he will select the date up to which the newly issued calibration certificate stands valid.

ype of Device *	Machine No. *
Electronic Weighing Machine	123456fghj
alidity of the device *	Minimum Capacity (in kg) *
dd-mm-yyyy	
September, 2024 ▼ ↑ ↓ ) *	Date of inspection by Legal Metrology
Su Mo Tu We Th Fr Sa	dd-mm-yyyy
15 16 17 18 19 20 21 3 & designation of the Legal	
22 23 25 26 27 28	
29 30 1 2 3 4 5	
6 7 8 9 10 11 12	
Clear Today	
Clear Today	
should be JPG or PDF format. Size less than 1 MB.	
load Certificate *	
choose file No file chosen	
	Reset Save

4. Next, he will enter the minimum and maximum capacity of the weighing device (in kg).



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Machine No. *
123456fghj
Minimum Capacity (in kg) *
6776
Date of inspection by Legal Metrology
dd-mm-yyyy
Þ
Reset Save

5. Date of inspection and name and designation of the Inspecting Official are to be selected and entered respectively. Full name of the Inspecting Official to be typed, followed by comma (,) and full designation.

Weighing Device Details	
Type of Device *	Machine No. *
Electronic Weighing Machine	123456fghj
Validity of the device *	Minimum Capacity (in kg) *
31-12-2024	8776
Maximum Capacity (in kg) *	Date of inspection by Legal Metrology
9876	04-09-2024
Inspection done by:(Name & designation of the Legal Metrology officials)	
Sourav Inspector I	
Document Upload	
ile should be <b>JPG</b> or <b>PDF</b> format. Size less than <b>1 MB</b> .	
Jpload Certificate *	
Choose file No file chosen	
	Reset Save



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6. Finally, a scanned copy of the newly issued calibration certificate is to be uploaded in jpg or pdf format and 'Save' button is to be pressed.

Type of Device *	Machine No. *	
Electronic Weighing Machine	123456fghj	
Validity of the device *	Minimum Capacity (in kg) *	
31-12-2024	6776	
Maximum Capacity (in kg) *	Date of inspection by Legal Metrology	
9876	04-09-2024	
nspection done by:(Name & designation of the Legal Metrology officials)		
Sourav Inspector		
Document Upload		
pload Certificate *		
Choose file Farmer Update Service.pdf		
	Reset Save	

7. The PO will be shown this confirmation message that the report has been submitted.

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