



# 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)!

### Weighing Device Details

Type of Device \*

Machine No. \*

Minimum Capacity (in kg) \*

Maximum Capacity (in kg) \*

Date of inspection by Legal Metrology

Inspection done by: (Name & designation of the Legal Metrology officials)

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File should be JPG or PDF format. Size less than 1 MB.

Upload Certificate \*

2. He will enter the 'Machine no.'



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**Weighing Device Details**

Type of Device \*  
Electronic Weighing Machine

Machine No. \*  
123456fghj

Validity of the device \*  
dd-mm-yyyy

Minimum Capacity (in kg) \*

Maximum Capacity (in kg) \*

Date of inspection by Legal Metrology  
dd-mm-yyyy

Inspection done by:(Name & designation of the Legal Metrology officials)

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Choose file | No file chosen

Reset Save

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

**Weighing Device Details**

Type of Device \*  
Electronic Weighing Machine

Machine No. \*  
123456fghj

Validity of the device \*  
dd-mm-yyyy

Minimum Capacity (in kg) \*

Date of inspection by Legal Metrology  
dd-mm-yyyy

Inspection done by:(Name & designation of the Legal Metrology officials)

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



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**Weighing Device Details**

Type of Device *	Electronic Weighing Machine	Machine No. *	123456fghj
Validity of the device *	31-12-2024	Minimum Capacity (in kg) *	6776
Maximum Capacity (in kg) *	9876	Date of inspection by Legal Metrology	dd-mm-yyyy

Inspection done by:(Name & designation of the Legal Metrology officials)

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File should be **JPG** or **PDF** format. Size less than **1 MB**.

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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 *	Electronic Weighing Machine	Machine No. *	123456fghj
Validity of the device *	31-12-2024	Minimum Capacity (in kg) *	6776
Maximum Capacity (in kg) *	9876	Date of inspection by Legal Metrology	04-09-2024

Inspection done by:(Name & designation of the Legal Metrology officials)

Sourav Inspector | I

Document Upload

File should be **JPG** or **PDF** format. Size less than **1 MB**.

Upload 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.

**weighing Device Details**

Type of Device \*  
Electronic Weighing Machine

Machine No. \*  
123456fghj

Validity of the device \*  
31-12-2024

Minimum Capacity (in kg) \*  
6776

Maximum Capacity (in kg) \*  
9876

Date of inspection by Legal Metrology  
04-09-2024

Inspection done by:(Name & designation of the Legal Metrology officials)  
Sourav Inspector

**Document Upload**

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Upload Certificate \*

Choose file | Farmer Update Service.pdf

Reset Save

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

**Weighing Device**

Your application has been successfully submitted.

Ok