

Information regarding online services of Legal Metrology Department J&K

A. Application Part: To be filled by applicants

1. Visit**jksinglewindow**..... <https://singlewindow.jk.gov.in/>
2. **Click****Register Button** (on top-right side of the page)
3. **Fill the information.....such as name..... email.....send “OTP” and create Login ID.....**If more information is required.....click on Information buttonclick User manual and watch video how to register).
4. Click on **“Login”**.....fill your Registered email.....and fill password sent to your email.....system will ask for changing of old password.....create new pass word....and confirm.....now applicant account page will open.
5. Click on **“My Projects”** -----click on **“Create New project+”** choose.....**“Commercial”**fill information...save.....now name of your project will appear on screen.
6. **Click on 3dots** :.....a dialog box will open.....now click on **Add “CAF” (Common Application Form)**.
7. Click on **“My Services”****“Add New service”** a dialog box will open.....**Select name of Department**.....Add name of service required.....
8. Click onApply.....a page will open..... read instructions and also carefully read documents required to be submitted.....make PDF of documents required to be submitted.
9. Click on **Document Manager**.....add documents (PDF).....
10. Click on **continue** botton.....
- 11.Fill name, address and business details..... select.....Weights and Measures or Weighing and Measuring instruments requiring verification/reverification....add.....select other details.....submit.....review the application.....**continue**.....make payment.....**check status** and **tracking id**.....

Order on online services dated 25.07.2022..... provides that there shall be no contact between applicant and Verification officer except as required under rules and on the date of physical verification/ reverification of weights and Measure or Weighing and Measuring Instruments.

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