

भारतीय मानक ब्यूरो
(केन्द्रीय मुहर विभाग - I)

हमारा सन्दर्भ: सीएमडी-I/2:12:3

07 अप्रैल 2021

विषय: भारतीय मानक ब्यूरो (अनुरूपता निर्धारण) विनियम, 2018 की अनुसूची-II की अनुरूपता निर्धारण स्कीम-I के अंतर्गत लाइसेंस का स्वचालित नवीनीकरण - हेतु।

उपर्युक्त विषय पर सक्षम प्राधिकारी द्वारा अनुमोदित दिशानिर्देश दस्तावेज़ सभी संबंधित पक्षों के कार्यान्वयन के लिए सलंग्न है।

(मोहित जनोहिया)
वैज्ञ-सी/सीएमडी-I

प्रमुख, सीएमडी-I

वैज्ञ-जी' एवं उपमहानिदेशक (प्रमाणन)

Bureau of Indian Standards
(Central Marks Department - I)

Our Ref: CMD-I/2:12:3

07 April 2021

Subject: Automation of Renewal of Licence under Conformity Assessment Scheme-I of Schedule-II of the BIS (Conformity Assessment) Regulations, 2018 - reg.

The guideline document on the above subject as approved by the Competent Authority is attached herewith for implementation by all concerned.

(Mohit Janoiya)
Sc.C/CMD-I

Head, CMD-I

Sc.G & DDG (Certification)

परिचालित/circulated to:

सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों
All ROs/BOs

सभी उपमहानिदेशक (क्षेत्रीय)
All DDGRs

अन्य सभी संबंधित पक्ष
All other concerned

प्रमुख, आई०टी०एस० विभाग - बी आई एस इंटरनेट पर डालने हेतु।
Head, ITSD - with request to host on BIS Intranet

Bureau of Indian Standards
(Central Marks Department - I)

Our Ref: CMD-I/2:12:3

07 April 2021

Subject: Automation of Renewal of Licence under Conformity Assessment Scheme-I of Schedule-II of the BIS (Conformity Assessment) Regulations, 2018 - reg.

This has reference to the subject mentioned above and the guidelines on the matter of renewal of licence under Scheme-I (SI) Ref: CMD-I/2:12:3 dated 29 October 2018 and circulars Ref: CMD-I/18:5 dated 09 March 2020, Ref:CMD-I/18:5:8 dated 17 February 2021.

2) In this regard, BOs may kindly note the following:

- i) The process for renewal of licence under scheme-I (SI) is being automated in Manakonline and any operative licence will be automatically processed for renewal on receipt of the application for renewal of licence in the stipulated form along with the fee.
- ii) The endorsement for renewal of licence will also be automatically generated by the system for the renewed licences.
- iii) The necessary undertaking(s) in this regard are also being in-built into the system for acceptance by the licensee which is reproduced below:
 - a) *“If any additional amount is found to be payable by the undersigned due to change in unit rates or revision of Minimum Marking Fee during the validity period of the license, I hereby undertake to deposit the required amount as conveyed by the Bureau, within seven days of receipt of communication by the Bureau. In case of failure to deposit the required amount within the stipulated time frame, the license shall be liable to be suspended unless the Bureau has extended the deadline of submission of the dues.”*
 - b) *“In case the licensee has paid the renewal fee in excess of the due amount the Bureau shall refund the excess amount paid or adjust the same against the subsequent renewal fee due from the licensee.”*

3) ROs/BOs may also kindly take note of the following on this matter for appropriate action at their end:

- i) All the cases where licences are automatically renewed shall be verified by the BOs for its completeness.

- ii) Any shortfall in terms of documents and fees should be ascertained and communicated to licensee within seven working days of automatic renewal.
- iii) The licensee shall be advised to comply with the directions issued by the Bureau in this regard and submit shortfall documents/fees, if any, within seven days.
- iv) In cases where excess fee is paid by the licensee, the same shall be processed for refund or adjustment during subsequent renewal.
- v) Any non-compliance on part of licensee shall be treated as violation of Regulation 10(2)/ Regulation 6 (10) of the BIS (Conformity Assessment) Regulations, 2018, as the case may be and cases shall be processed for suspension/cancellation accordingly, as per the prevailing guidelines.

4) This issues with the approval of the DG, BIS.

(Mohit Janoiya)
Sc.C/CMD-I

Head, CMD-I

Sc.G & DDG (Certification)

circulated to: **All ROs/BOs and All DDGRs**