

**भारतीय मानक ब्यूरो**  
(केन्द्रीय मुहर विभाग - I)

हमारा सन्दर्भ: सीएमडी-I/2:12:3

24 मई 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 परिपत्र दस्तावेज़ सभी संबंधित पक्षों के कार्यान्वयन के लिए सलग्न है।

(मोहित जनोहिया)  
वैज्ञ-सी/सीएमडी-I

**प्रमुख, सीएमडी-I**

**उपमहानिदेशक (प्रमाणन)**

**Bureau of Indian Standards**  
(Central Marks Department - I)

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

24 May 2021

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

The circular 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**

**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 (ROs/BOs)**

**24 May 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 our earlier circular of even number dated 07 April 2021 on the subject cited above.

- 2) In this regard, several issues/concerns have been brought to the notice by ROs/BOs. The ITSD team has been requested to make necessary upgrades in the Manakonline system to address these matters.
- 3) Meanwhile, for cases where the Manakonline system has erroneously:
  - i) extended the validity of suspended licence with issuance of endorsement, or
  - ii) taken incorrect endorsement number;the ROs/BOs may use the templates enclosed as *Annexure - I* and *Annexure - II* for further necessary action.
- 4) Also wherever the extension in the validity of licence has been effected beyond one year through automatic renewal, without realising advance minimum marking fee and annual licence fees for all the years for which renewal has been effected, all such cases shall be reviewed immediately by the BOs and shortfall in fees has to be realised on priority.
- 5) This issues with the approval of DG, BIS.

(Mohit Janoiya)  
Sc.C/CMD-I

**Head, CMD-I**

**DDG (Certification)**

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

**Annexure - I**

Attachment to Licence No. CM/L- .....

| CM/L- | Name of the Licensee with the<br>Factory Address | Name of the<br>Product | Indian Standard No. |
|-------|--|------------------------|---------------------|
|       |  |                        |                     |

Endorsement No. .... Dated ....

Whereas, the licence was valid upto .....<Fill the date till which system has extended validity of suspended licence in error>..... ,

And, the licence is under suspension with effect from .....<Fill the date of imposition of suspension>..... and licensee was not allowed to use or apply the Standard Mark from .....<Fill the date of imposition of suspension>..... to till date,

Now, consequent upon review, the endorsement No. .... stands withdrawn and validity of the licence is to be read as given in the

\*first schedule of the original licence / endorsement No. ....

< \*write the applicable phrase in continuation to paragraph 3 >

Other conditions of the licence remain the same.

Signature of designated authority  
(Name of designated authority)

**Annexure - II**

Attachment to Licence No. CM/L- .....

| CM/L- | Name of the Licensee with the<br>Factory Address | Name of the<br>Product | Indian Standard No. |
|-------|--|------------------------|---------------------|
|       |  |                        |                     |

Endorsement No. ..<X+I>.... Dated ....

Whereas, the licence is valid upto .....,

The endorsement No. ....<Fill the incorrect endorsement no. taken by Manakonline system>..... Dated ..... may be read as endorsement No. ....<Fill the correct endorsement no. that should have been picked by Manakonline system, say X>.....

Other conditions of the licence remain the same.

Signature of designated authority  
(Name of designated authority)