

केन्द्रीय मुहर विभाग-2

हमारा संदर्भ : के.मु.वि.-2/जी-14:2

22 03 2018

विषय: प्रॉडक्ट सर्टिफिकेशन एम सी आर के संदर्भ मे

1. प्रॉडक्ट सर्टिफिकेशन एम सी आर के संदर्भ मे परिपत्र अवलोकन हेतु संलग्न है।

(आदित्य दास)
वैज्ञानिक (सी एम डी-2)

प्रमुख (के.मु.वि.-2)

सभी क्षेत्रीय उपमहानिदेशकों/क्षेत्रीय/शाखा कार्यालयों को परिचालित प्रतिलिपि:

उपमहानिदेशक (मानकीकरण/पी पी एंड सी)

आईटीएस विभाग – बीआईएस इंटरनेट पर अपलोड करने के लिए

प्रमुख पी एंड सी

CENTRAL MARKS DEPARTMENT-2

Our Ref: **CMD-2/G-14:2**

22 03 2018

Subject: Regarding Product Certification MCR

1. Please find enclosed circular regarding product certification MCR for your kind perusal.

(Aditya Das)
Sc. 'C' (CMD-2)

Head (CMD-2)

Circulated to all DDGRs/ROs/BOs

Copy to:

DDG (Stds/PP&C)

ITS - for hosting on BIS Intranet

Head P&C

CENTRAL MARKS DEPARTMENT-2

Our Ref: CMD-2/G-14:2

19 March 2018

Subject: Reg Product Certification MCR

1. This has reference to the above.
2. It is informed that as decided by the Competent Authority, it is requested that **with effect from April 2018** DDGRs may submit the consolidated MCR for their region, directly to P&C for incorporation in the overall MCR of BIS, rather than to CMD-2. However, a copy of the MCR may be endorsed to DDG (Certification) by DDGRs for his information along with the DDGR's review report.
3. Further, a revised MCR format has been prepared which is enclosed for comments. DDGRs are requested to kindly examine the same and provide their inputs/comments at the earliest by **31 March 2018**.

Aditya Das
Sc. C

Head (CMD-2)
DDG (Certification)
All DDGRs

Copy to:

DDG (Stds/PP&C)

Head (P&C)

Head (ITSD) – with a request to make necessary improvements to the Manakonline system, to generate accurate and complete MCR and also extend dashboard access to DDGRs. ITSD is requested to complete all necessary actions so that complete and accurate MCR is generated by Manakonline system and existing practice of compiling MCR manually may be discontinued with effect from **1 May 2018**.

Heads of BOs



BUREAU OF INDIAN STANDARDS

MCR PRODUCT CERTIFICATION

Enter BO Code

Select month

1 PRODUCT CERTIFICATION

1.1 Applications

1.1.1 Total Applications Pending

	Normal			Simplified			TOTAL		
	Man	Vol	Tot	Man	Vol	Tot	Man	Vol	Tot
Applications pending at the beginning of the month	0	0	0	0	0	0	0	0	0
Applications recorded during the month	0	0	0	0	0	0	0	0	0
Applications closed during the month	0	0	0	0	0	0	0	0	0
Licence granted during the month	0	0	0	0	0	0	0	0	0
Applications pending at the end of the Month	0	0	0	0	0	0	0	0	0

1.1.2 Pending Applications - Normal Procedure

	Up to 2 Months		2 to 4 months		4-6 months		more than 6 months		more than 1 Year		TOTAL		
	Man	Vol	Man	Vol	Man	Vol	Man	Vol	Man	Vol	Man	Vol	Total
PI not done	0	0	0	0	0	0	0	0	0	0	0	0	0
Samples under test	0	0	0	0	0	0	0	0	0	0	0	0	0
Others	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

1.1.3 Pending Applications - Simplified procedure

	Up to 1 Month		>1 month and upto 3 months		more than 3 months		TOTAL		
	Man	Vol	Man	Vol	Man	Vol	Man	Vol	Total
Verification visit not done	0	0	0	0	0	0	0	0	0
Others	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

1.1.4 Applications pending beyond time norms

	Delay due to reasons at BIS end	Delay due to reasons at Applicant end	Delay due to reasons at Lab end	Total Applications pending beyond time norms
Under Normal Procedure	0	0	0	0
Under Simplified Procedure	0	0	NA	0
Under Tatkal Procedure	0	0	0	0

1.1.5 All India first applications recorded

No of all India first applications recorded

IS No	Title
0	0

1.2 Grant of Licences

1.2.1 As per normal procedure

Testing time		No of licences granted			Time taken in Grant of Licences within					Avg time taken for Gol
		Man	Vol	Total	upto 2 months	>2 and upto 4 months	>4 and upto 6 months	> 6 months	> 12 months	
During the month	Less than 2 months	0	0	0	0	0	0	0	0	0
	Greater than 2 months	0	0	0	0	0	0	0	0	0
Cumulative	Less than 2 months	0	0	0	0	0	0	0	0	0
	Greater than 2 months	0	0	0	0	0	0	0	0	0

1.2.2 As per simplified procedure

	No of licences granted			Time taken in Grant of Licences within			Avg time taken for GOL
	Man	Vol	Total	1 month	1 to 3 month	>3 months	
During the month	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0

1.2.3 Grant of licence total (normal + simplified)

	Man	Vol	Total
During the month	0	0	0
Cumulative	0	0	0

1.2.4 All India first grant of licence

	Man	Vol	Total
During the month	0	0	0
Cumulative	0	0	0

1.2.5 Details of All India first licence granted during the month

IS No	Title	Grant date
	0	

1.2.6 Implementation of time norms for grant of licence

	Number of licences granted		Number of licences granted within time norms		Implementation of time norms (%)	
	During the month	Cumulative	During the month	Cumulative	During the month	Cumulative
Normal procedure						
Testing time < 2 months	0	0	0	0	NA	NA
Testing time > 2 months	0	0			NA	NA
Simplified procedure						
Licences granted	0	0	0	0	NA	NA
Tatkal procedure						
Testing time < 45 days	0	0			NA	NA
Testing time > 45 days	0	0			NA	NA

1.3 Number of licences transferred

	Transferred to other Branches		Received from other Branches	
	Number	BO-wise fig.	Number	BO-wise fig.
During the month	0	0	0	0
Cumulative	0		0	

1.4 Cancellation of Licences

	Due to sample failure			Unsatisfactory operation of licence			Other reasons including Administrative			Total		
	Man	Vol	Total	Man	Vol	Total	Man	Vol	Total	Man	Vol	Total
During the month	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0	0	0	0	0

1.5 Expiry of Licences

	Due to sample failure			Unsatisfactory operation of licence			Other reasons including Administrative			Total		
	Man	Vol	Total	Man	Vol	Total	Man	Vol	Total	Man	Vol	Total
During the month	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0	0	0	0	0

1.6 Operative Licences

	Under operation (including licences under stop marking)	Under Deferment	Total
Mandatory	0	0	0
Voluntary	0	0	0
Total	0	0	0

Total = Reported in last MCR = 0 = 0 + 0 + 0 + 0 - 0 - 0 + 0 - 0

1.2.1 (3)
1.2.2(3)
1.2.3(3)
1.4
1.5
1.3 (2)
1.3 (1)

1.7 Operative Licences - Classification

Large scale	Small Scale	Total
0	0	0

1.8 Operative Licensees (Not Licences) - Classification

Large scale	Small Scale	Total
0	0	0

1.9 Renewals

		Cumulative
1.9.1	No of renewals due during the month	0
1.9.2	Renewals done during the month	0
1.9.3	Renewals processed within validity	0
1.9.4	Renewals done after validity	0
1.9.5	Renewals processed within 3 days of receipt of RA& MF	0
1.9.6	Total renewals pending at the end of the month	0
1.9.7	No of licences under deferment for more than 3 months	0

1.9.8	No of licences under deferment for more than 6 months	0
1.9.9	No of operative licences under Eco mark	0

1.10 Stop Markings Issued

	Due to sample failure			Unsatisfactory operation of licence			Other reasons including Administrative			Total		
	Man	Vol	Total	Man	Vol	Total	Man	Vol	Total	Man	Vol	Total
During the month	0	0	0	0	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0	0	0	0	0
No of Licences under stop marking as on last day of the month	0	0	0	0	0	0	0	0	0	0	0	0
No of Licences under stop marking for more than 6 months	0	0	0	0	0	0	0	0	0	0	0	0
No of Licences under stop marking for more than 12 months(excluding cases due to shifting of premises)	0	0	0	0	0	0	0	0	0	0	0	0
No of Licences under stop marking for more than 12 months	0	0	0	0	0	0	0	0	0	0	0	0

1.11 Inspections

1.11.1 Inspections During the Month

Inspections	Mandatory			Voluntary			TOTAL
	BIS	OSA	TOTAL	BIS	OSA	TOTAL	
Preliminary/ verification	0	0	0	0	0	0	0
Supervisory by DDGR	0	0	0	0	0	0	0
Supervisory by BO Head	0	0	0	0	0	0	0
Surveillance	0	0	0	0	0	0	0
Lot	0	0	0	0	0	0	0
Others	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

1.11.2 Inspections Cumulative

Inspections	Mandatory			Voluntary			TOTAL
	BIS	OSA	TOTAL	BIS	OSA	TOTAL	
Preliminary/ verification	0	0	0	0	0	0	0
Supervisory by DDGR	0	0	0	0	0	0	0
Supervisory by BO Head	0	0	0	0	0	0	0
Surveillance	0	0	0	0	0	0	0
Lot	0	0	0	0	0	0	0
Others	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Notes:

- Preliminary - All visits to applicants would be covered under this head
- Surveillance - All unannounced inspections/visits at licensee's end. This will also include periodic/supervisory inspection(s) carried out with any other type of inspection.
- Lot - Lot inspections for LPG Cylinders, Valves, Regulators, Handpumps, Tins, etc.
- Others - Inspections related to enforcement, complaint, export inspection, resumption of marking, inclusion of varieties, etc.

1.11.3 Licences not inspected

	Man	Vol	Total
No of licences not inspected for more than one year	0	0	0
No of PDW licences not inspected for more than one year	0	0	0
No of licences not inspected for more than one year and are operative on Factory Testing Basis	0	0	0

1.12 Market Samples

1.12.1 Market Samples (MS) drawn

	Mandatory				Voluntary				Total
	BIS	OSA	FB	Total	BIS	OSA	FB	Total	
During the month	0	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0	0

FB: *Only specific feedback from organized buyer or direct customer to be included. Feedback from licensee's outlets/dealers not to be included

1.12.2 MS sent for Independent testing

	Sent to BIS labs	Sent to OSL		Total
		NTH	Others	
During the month	0	0	0	0
Cumulative	0	0	0	0

1.13 Factory samples (Drawn during Surveillance inspections)

1.13.1 Factory Samples (FS) drawn

	Mandatory				Voluntary				Total
	BIS	OSA		Total	BIS	OSA		Total	

During the month	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0

1.13.2 FS sent for Independent testing

	Sent to BIS labs	Sent to OSL		Total
		NTH	Others	
During the month	0	0	0	0
Cumulative	0	0	0	0

1.14 Licences for which No FS drawn/MS drawn

	Man	Vol	Total
No of licences for which no FS drawn/MS drawn for more than one year	0	0	0
No of PDW licences for which no FS drawn/MS drawn for more than one year	0	0	0

1.15 Samples tested (where the independent test reports have been received) FS +MS

	Tested at BIS labs	Tested at OSL		Total
		NTH	Others	
During the month	0	0	0	0
Cumulative	0	0	0	0

1.16 Income (Rs)

1.16.1 Certification

	Product Certification (excluding Service Tax and Education Cess)			Product Certification (excluding Service Tax and Education Cess)			Service Tax	Education Cess	Gross Total
	Mandatory	Voluntary	Total	Large Scale	MSME	Total			
During the month	0	0	0	0	0	0	0	0	0
Cumulative	0	0	0	0	0	0	0	0	0

1.16.2 Sales

	BIS Publications	S&T Publications	Others	Total	Fast selling Standards out of stock *
During the month	0	0	0	0	
Cumulative	0	0	0	0	

* List of Standards should be sent to Director (Sales & Distribution)

1.17 Payment Made to Agents (in Rs)

	Inspections	Market Samples
During the month	0	0
Cumulative	0	0

1.18 Testing charges paid to OSL's

	Testing charges paid (in Rs)
During the month	0
Cumulative	0

2 PROMOTIONAL ACTIVITIES

2.1 Details of meetings (SLC and Review meetings)

	State level committee meetings	Licensee meet - state level	Licensee meet - national level
During the month			
Cumulative			

2.2 State Level Committee Meeting/Interaction with Members of Parliament and State Legislatives by BIS Officers

Title	Date	Place	Highlights

2.3 Review Meetings with licensees (National level)

Title/product	Date	Place and No of participants	Highlights

2.4 Review Meetings with licensees (State level)

Title/product	Date	Place and No of participants	Highlights

3 PARTICIPATION IN PROGRAMMES ORGANIZED BY BODIES OTHER THAN BIS

3.1 Attended Training Programmes/Workshops organized by bodies other than BIS

Name(s) of Participant	Training programmes/Workshop	Organized by	Date	Place

3.2 Attended Meetings/Conferences/Seminars etc. organized by bodies other than BIS

Name(s) of Participant	Meeting/Conference/Seminar	Organized by	Date	Place

3.3 Lectures/Talks/Papers presented in Meetings/Conferences/Seminars/Workshops etc. organized by bodies other than BIS

Name(s) of participant	Nature of participation	Programme	Organized by	Date	Place

4 PUBLICITY

Details to be provided

	Number	Expenditure incurred
Advertisements given in the newspapers /publications		
Publicity through audio video means		
Publicity through other means (please select from below)		

5 SPECIAL / OUTSTANDING ACHIEVEMENT

6 OTHERS

7 REMARKS

Adjustments, if any, done in this MCR due to error or information not reported in the previous MCR may be reported here with Table Clause number.

8 SUMMARY FOR DG,BIS

8.1 Applications

Applications pending at the beginning of the month	0
Applications recorded during the month	0
Applications closed during the month	0
Licence granted during the month	0
Applications pending at the end of the Month	0

8.2 Break-up of Applications Pending

	Normal	Simplified	AIF	Total
Action Pending with Lab	0		0	0
Action Pending with BO	0	0	0	0

Action Pending with Applicant	0	0	0	0
Action Pending with CMD			0	0
Grant total	0	0	0	0

8.3 Grant of Licences

	Normal	Simplified	AIF	Total
Licences granted during the month	0	0	0	0
Licences granted within time norms	0	0	0	0
Licences granted beyond time norms	0	0	0	0
Breakup of No of Licences granted beyond time norms				
	Normal	Simplified	AIF	Total
Delay due to action at BO end		0		0
Delay due to action at applicant end		0		0
Delay due to action at Lab end				0

8.4 Samples

8.4.1 Factory samples

Factory samples drawn during the month	0
Factory samples drawn - cumulative	0

8.4.2 Market samples drawn

	Domestic licences	Foreign licences	Govt. supplies	Feedback from organized buyers	Total
During the month	0	0	0	0	0
Cumulative	0	0	0	0	0

8.5 Testing of samples (FS + MS)

	Sent to BIS labs	Sent to OSL	Total
During the month	0	0	0
Cumulative	0	0	0

8.6 Stop marking cases

No. of Stop Marking cases - 30 days or more (for mandatory products)	
No. of Stop Marking cases - 60 days or more (for voluntary products)	

8.7 Oldest pending applications

Information on 10 oldest pending application cases are given in Annex 1

8.8 MANPOWER UTILIZATION OF BO FOR INSPECTIONS/AUDITS/RAIDS

Information on Overall Utilization of Officers is given in Annex 2

Name & Design

Date

Note:

- Please ensure that above report reaches separately in P&C & CMD-2 by 27th of every month for the period 26th of last month to 25th of current month. In the last month i.e. March, it should cover the period upto 31st March and sent by 2nd of April.
- No column should be left blank, there shall be either figure/detail or 'Nil' or 'NA', as the case may be but not a blank

