

केन्द्रीय मुहर विभाग-2

हमारा संदर्भ : के.मु.वि.-2/जी-6

04 जून 2018

विषय: मीटिंग नोटिस - आरोस/बीओस मीटिंग 08 जून 2018 को विडिओकोन्फेरेंसिंग द्वारा आयोजित की जाएगी

1. 08 जून 2018 को विडिओकोन्फेरेंसिंग द्वारा आयोजित की जा रही आरोस/बीओस मीटिंग का मीटिंग नोटिस अवलोकन हेतु संलग्न है।
2. क्षेत्रीय उप्पहानिदेशकों से अनुरोध है की निर्धारित फ़ारमैट में आरो का समेकित डाटा एवं बीओस का डाटा 06 जून 2018 तक केन्द्रीय मुहर विभाग-2 को ईमेल द्वारा प्रेषित किया जाए। डाटा कृपया .doc एवं .xls फ़ारमैट में ही प्रेषित करें।

(आदित्य दास)
वैज्ञानिक (सी एम डी-2)

प्रमुख (के.मु.वि.-2)

महानिदेशक/अपर महानिदेशक/उप्पहानिदेशकों/पी एंड सी/सभी क्षेत्रीय/शाखा कार्यालयों को परिचालित

प्रतिलिपि: आई टी एस विभाग - बीआईएस इंटरनेट पर अपलोड करने के लिए

CENTRAL MARKS DEPARTMENT-2

Our Ref: CMD-2/G-6

16 03 2018

Subject: Meeting Notice of ROs/BOs meeting being held though videoconferencing on 8 June 2018

1. Please find enclosed Meeting Notice for ROs/BOs meeting being held through videoconferencing on 8 June 2018.
2. DDGRs are requested that the consolidated data for the RO and BO wise data in the prescribed format may be provided to CMD-through email by 6 June 2018. Data may kindly be provided only in .doc or .xls formats.

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

Head (CMD-2)

Circulated to DG/ADG/Activity Heads/DDGRs/P&C/ROs/BOs

Copy to: ITS for hosting on BIS Intranet

DDG (Certification) Secretariat

Our Ref: DDG (Cert.)/CMD-2/G-6

4 June 2018

Subject: ROs/BOs meeting to be held through videoconferencing on 8 June 2018 with DDGRs

1. This has reference to the above.
2. It has been decided that the next ROs/BOs meeting will be held through videoconferencing on **8 June 2018 (Friday)** from 1030 h to 1700 h through videoconferencing. It is informed that the videoconference will be held only with the respective DDGRs and not the Heads of BOs. However, Heads of BOs may be on standby in case any clarification is required.
3. In order to facilitate the review, DDGRs are requested to provide the consolidated information regarding achievement of targets of certification activity and manpower utilization for the region as on 31 May 2018 as per format at **Annex 1**. In addition, information related to inspections and market samples pending for more than 2 years may be provided in **Annex 2**. This information may be emailed to CMD-2 by DDGRs by **6 June 2018**.
4. The tentative schedule for the meeting will be as under:

Sl. No.	Slot	RO
1	1030 h to 1130 h	WRO
2	1130 h to 1230 h	NRO
3	1400 h to 1500 h	ERO
4	1500 h to 1600 h	SRO
5	1600 h to 1700 h	CRO

5. The agenda points pertaining to certification activity will be circulated shortly.
6. ROs/BOs are requested to take all necessary steps in coordination with ITSD for setting up of videoconferencing system to ensure the meeting is conducted smoothly.

Sd/-
M V S D Prasada Rao
DDG (Certification)

All DDGRs

Copy to:

1. **DG, BIS**
2. **ADG, BIS**
3. **DDG (CAD and PP&C)**

- 4. DDG (MSCD & Registration)**
- 5. DDG (Lab & Hallmarking)**
- 6. Head (ITSD)- with a request to make the necessary arrangements for videoconferencing in coordination with ROs/BOs**
- 7. Head (P&C)-with a request to coordinate with other departments for agenda points etc and and make necessary arrangements for the meeting including for refreshments, room booking etc.**

Date: _____

STATUS OF ACHIEVEMENT OF CERTIFICATION TARGETS**RO: _____****As on:31 May 2018**

<u>SNo</u>	<u>Activity</u>	<u>RO (Overall)</u>			<u>BO:</u>			<u>BO:</u>			<u>BO:</u>		
		<u>T*</u>	<u>A</u>	<u>A%</u>	<u>T</u>	<u>A</u>	<u>A%</u>	<u>T</u>	<u>A</u>	<u>A%</u>	<u>T</u>	<u>A</u>	<u>A%</u>
1.	Operative Licences	NA											
2.	Licences granted												
3.	All India First Licence												
4.	Surveillance Inspections												
5.	Factory Samples drawn	NA											
6.	Market Samples Drawn												
7.	Manpower utilization on inspections/audits/CAD etc.												

T – Total target set for the year ***A-Cumulative achievement up to the month in numbers****A%- Cumulative achievement up to the month in %age**

Date: _____

STATUS OF INSPECTIONS AND MARKET SAMPLES PENDING FOR 2 YEARS

RO: _____

As on: 31 May 2018

SNo	Item	Status on as on 31 March 2018*	Status as on 31 May 2018	Number of licence as a Percentage of total number of licences for region
(1)	(2)	(3)	(4)	(5) = [(4)/Total licences] * 100
1	Number of Licences of mandatory product for which no surveillance Inspections has been carried out for more than 2 years			
2	Number of Licences of mandatory products for which no market sample has been drawn for 2 years			
3	Number of PDW Licences for which no surveillance inspection has been carried for more than 1 year			
4	Licences for which no surveillance inspection has been carried out and no market sample or factory sample has been drawn for more than 2 years.			

*Number of licences pending for inspection/market sample for the prescribed period as reported on the date of last ROs/BOs meeting held on 06.04.2018