

भारतीय मानक ब्यूरो
(केन्द्रीय मुहर विभाग - I)

हमारा सन्दर्भ: सीएमडी-1/2:10

06 सितम्बर 2024

विषय: बीआईएस उत्पाद प्रमाणन लाइसेंस को 10 अंकों की श्रृंखला संख्या में बदलने के लिए दिशानिर्देश - हेतु।

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

(मोहित जनोहिया)
वैज्ञ-डी/सीएमडी-1

प्रमुख, सीएमडी-1

उपमहानिदेशक (प्रमाणन एवं सीएसएम)

Bureau of Indian Standards
(Central Marks Department - I)

Our Ref: CMD-I/2:10

06 September 2024

Subject: Guidelines for switchover of BIS product certification licences to 10 digits series number - reg.

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

(Mohit Janoiya)
Sc.D/CMD-I

Head, CMD-I

DDG (Certification & CSM)

परिचालित/circulated to:

सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों
All ROs/BOs (including FMCD)

सभी उपमहानिदेशक (क्षेत्रीय)
All DDGRs (including DDG (FMC, HM & CRS))

प्रमुख, आई०टी०एस० विभाग
Head, ITSD

अन्य सभी संबंधित पक्ष - बीआईएस इंटरनेट के माध्यम से
All other concerned - through BIS intranet

BUREAU OF INDIAN STANDARDS
(Central Marks Department - I)

Our Ref: CMD-I/2:10

06 September 2024

Subject: Guidelines for switchover of BIS product certification licences to 10 digits series number - reg.

With increase in the number of BIS certification licences, the series of licence numbers is being upgraded from time to time.

- 2) Presently, the 10 digit licence number series is in vogue. However, the earlier series of certification licence numbers are also continuing.
- 3) In this regard, all Branch Offices (BOs) are advised to take note of the following:
 - i) All the concerned certification licences shall be switched over to 10 digits series (by prefixing requisite number of zeroes) at the BOs through functionality provided by ITSD/C-DAC in the ManakOnline portal within one month.
 - ii) Endorsements to this effect are also to be issued by BOs to concerned manufacturers whose certification licence numbers are being prefixed with zeroes (including in the IT system) for switchover to 10 digits series number.
 - iii) Template cover letter and endorsement to be issued are enclosed as *Annexure-I* and *Annexure-II* respectively.
 - iv) The concerned licensees shall be advised to complete transition towards usage of ten digits series number (on product, packaging and other materials) within one year for which they may gradually complete the process by replacement of their tools /dies/ moulds/ packaging/ printing material etc, as necessary.
 - v) Within one year, the manufacturers shall confirm to concerned BO about status towards transition to 10 digits series number. For the cases where transition towards 10 digits series number is unable to be completed within one year, the manufacturers may request Head BO for additional time with adequate justification and specifying the final transition time. In such cases, the BO Head may consider and approve the extended final transition time.
 - vi) Progress in this regard shall also be checked/verified during surveillance and other factory inspection visits and also mentioned in the inspection report. Licensee shall be advised in discrepancy-cum-advisory (DAR) report to complete the process within the specified period.
 - vii) Until the switchover gets completed by the manufacturer, the usage of both 10 digits series number (with prefixing of zeroes) and previous series number by that manufacturer to represent its BIS certification licence shall be valid.

- 4) A public circular in this regard has also been hosted on ManakOnline portal under its bulletin section for information of stakeholders.
- 5) This issues with the approval of the competent authority.

(Mohit Janoiya)
Sc.D/CMD-I

Head, CMD-I

DDG (Certification & CSM)

परिचालित/circulated to:

सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों
All ROs/BOs (including FMCD)

सभी उपमहानिदेशक (क्षेत्रीय)
All DDGRs (including DDG (FMC, HM & CRS))

अन्य सभी संबंधित पक्ष - बीआईएस इंटरनेट के माध्यम से
All other concerned - through BIS intranet

Annexure-I

Our Ref: BO/CML-

Date:

Subject: Switchover of product certification licences to 10 digits series number - reg.

M/s

(Kind Attn. Name of CEO/MD)

Dear Madam/Sir(s),

- 1) This has reference to BIS certification mark licence No. granted to you for use of Standard Mark on your product under Scheme-I of Schedule-II of the BIS (Conformity Assessment) Regulations, 2018 as per IS which is valid upto
- 2) The certification licences series is being upgraded to 10 digits for all manufacturers. An endorsement towards affecting this change is enclosed with this letter.
- 3) Accordingly, the certification licence number allotted to your firm has been changed to 000XXXXXXXX. The usage of earlier certification licence number XXXXXXXX is required to be discontinued.
- 4) However, to allow for smoother transition, the replacement of tools/ dies/ mould/ packaging/ printing material etc. (as necessary) may be replaced by<Date after one year from date of endorsement> Till this date, the usage of XXXXXXXX certification licence number will be treated on par with validity as that of 000XXXXXXXX certification licence number.
- 5) You are therefore advised to replace the marking of licence number on the product, its packaging etc. with the revised licence number at the earliest, latest within one year of this communication. You are also advised to inform BIS, whenever changes in marking have been completed and implemented by you.
- 6) Please acknowledge the receipt and ensure compliance.

Thanking you.

Signature of designated authority
(Name of designated authority)

Annexure-II

Attachment to Licence No. CM/L-

CM/L-	Name of the Licensee with the Factory Address	Name of the Product	Indian Standard No

Endorsement No. Dated

The following change in the licence and schedule attached to it has been approved by the Bureau with effect from ...<*date of issuance of endorsement*>...

The licence number allotted to you has been changed to 000XXXXXXXX.

Other conditions of the licence remain the same.

Signature of designated authority
(Name of designated authority)