

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

हमारा सन्दर्भ: सीएमडी-I/17:1

23 नवम्बर 2022

विषय: बीआईएस की उत्पाद प्रमाणन गतिविधि (घरेलू निर्माता) के रिकॉर्ड प्रतिधारण और छंटाई नीति - हेतु।

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

(मोहित जनोहिया)  
वैज्ञ-सी/सीएमडी-I

**प्रमुख, सीएमडी-I**

**उपमहानिदेशक (प्रमाणन एवं सीएसएम)**

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

Our Ref: CMD-I/2:9

23 November 2022

**Subject: Record retention and weeding out policy for product certification activity (domestic manufacturers) of BIS - reg.**

The 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 & CSM)**

परिचालित/circulated to:

सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों  
All ROs/BOs

सभी उपमहानिदेशक (क्षेत्रीय)  
All DDGRs

प्रमुख, आई०टी०एस० विभाग  
Head, ITSD

प्रमुख, सी०एस०एम० विभाग  
Head, CSMD

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/17:1 (ROs/BOs)**

**22 November 2022**

**Subject: Record retention and weeding out policy for product certification activity (domestic manufacturers) of BIS - reg.**

For the operation of product certification activity (domestic manufacturers), the ManakOnline portal was launched and made operational w.e.f. 17 May 2017.

- 2) With this launch of ManakOnline and its continued upgradation, maintaining any physical file records by the ROs/BOs may not be necessary.
  - i) Letters/Notices/Licence document/Endorsements sent to manufacturers also need not be retained in hard copy form as it can be retained in electronic form.
  - ii) Any records generated prior to launch of ManakOnline can also be retained in electronic form.
  
- 3) Further, for these electronic records, below mentioned retention schedule may be adhered to:
  - i) For the present licences, the records may be preserved and maintained in electronic form through the ManakOnline system without any time limitation.
  - ii) For the cases where application was closed, the records may be preserved for five years (starting from the date of closure) in the ManakOnline system.
  - iii) For the cases where a licence gets cancelled or expired, the records may be preserved for five years (starting from the date of cancellation or expiry) in the ManakOnline system.
  - iv) Further, for the cases where any appeal proceedings have happened, the retention time may be taken starting from the date of decision on the appeal.
  
- 4) This issues with the approval of the competent authority.

(Mohit Janoiya)  
Sc.C/CMD-I

**Head, CMD-I**

**DDG (Certification & CSM)**

circulated to:

- i) **All ROs/BOs**
- ii) **All DDGRs**
- iii) **Head, CSMD**
- iv) **Head, ITSD**
- iv) **All other concerned** - through BIS intranet