

(Planning & Coordination Department)

Our Ref: P&C/15/Dec-2017

16 January 2018

**Subject: Minutes of ROs/BOs meeting held on 11& 12 December
2017 at NITS, Noida**

Please find enclosed Minutes of ROs/BOs meeting held on 11& 12 December 2017 at NITS, Noida duly approved by Competent Authority for necessary action at your end.

(Rosy Dhawan)
Sc. E (P&C)

योजना एवं समन्वय विभाग

हमारा संदर्भ: पीएंडसी/15/दिसंबर-2017

16 जनवरी 2018

**विषय : 11 व 12 दिसम्बर को एनआईटीएस नोएडा में आयोजित आरओ/बीओ
बैठक का कार्यवृत्त**

11 व 12 दिसम्बर 2017 को एनआईटीएस, नोएडा में आयोजित आरओ/बीओ बैठक का सक्षम प्राधिकारी द्वारा विधिवत अनुमोदित कार्यवृत्त आवश्यक कार्यवाही हेतु संलग्न है।

(रोजी धवन)
वैज्ञा.ई (पी एंड सी)



**BUREAU OF INDIAN STANDARDS
(Planning & Coordination Department)**

MINUTES

| Name of the Meeting | Day | Date | Time | Venue |
|----------------------------|---------------------------|----------------------------------|---------------------------------------|------------------------|
| ROs-BOs Meeting | Monday Tuesday | 11-12-2017 12-12-2017 | 0930h –19.00h 0930h–18.30h | NITS, NOIDA |

Chairperson: Mrs. Surina Rajan, DG

Member Secretary: DDG (PP&C)

List of participants is enclosed as Annex

0. WELCOME & OPENING REMARKS:

0.1 At the outset, ADG welcomed DG and all the Heads of the ROs and BOs to the meeting. He informed that after the BIS Act 2016 has been finalized, this was the first meeting of ROs/BOs being held. He opined that as per the provision of new Act for mandatory certification, an enabling provision to appoint agencies other than BIS has been made in the Act, therefor Bureau has to gear up for future.

0.2 In her Opening Remarks, DG welcomed all the members from different regions and branches in the ROs/BOs meeting. DG stated this was the stage to identify the need and scope for changes in Bureau after the implementation of BIS Act 2016. The new Act challenges the monopolistic position, Bureau was holding in certification activities. However, Bureau's National Standards Body (NSB) of India has a unique position wherein we have legal protection and provisions and therefore, have special role to perform as we have huge responsibility to provide quality and safety products/ services for which Bureau was created.

0.3 DG informed that in the last week, she had visited WRO and CL and was of opinion that lot of soul searching and introspection was required as our Standard Mark does not aspire the same confidence that it used to have in 1970s and 1980s. She remarked that BIS has not kept pace with the time, our internal processes are way too old and entire digital process has by passed us and now was the time to look at path for transformation and change, keeping in view the overall objective of the organisation.

0.4 DG remarked that most of the ROs/BOs have not met their physical targets and there seems to be lack of self-governance. This time region-wise review meetings have

been organized separately along with the parallel sessions to solve problems of ROs/BOs with regard to other activities of BIS like Technical Information Services, Finance, Certification, PR etc. Detailed presentation of BIS Act 2016 and its implementation and Hallmarking have also been arranged.

0.5 DG emphasized that as part of standards organization, our work should be reflective of standards. She mentioned that all should work with self-discipline and deliver on our own, the promised targets. At the end, DG stated that being National Standards Body, BIS should be open and ready to change and have two-way communication and remain updated because if BIS fails then several organisations are there to fill the gap if we do not perform.

1. PRODUCT CERTIFICATION ACTIVITY

1.1 The performance of ROs-BOs vis-à-vis the manpower utilization and achievement of targets on various certification aspects was reviewed based on the details provided by them as given at **Annex-1**.

1.2 From the deliberations, it emerged that the general issues for non-achievement of targets pertain to the following:

| Sl.No. | Reasons for Non-achievement |
|---------------|--|
| 1.2.1 | Problems pertaining to Manak-Online - Lack of software stabilization and difficulties encountered in operating Manak-Online and also the staff employed in BOs are not provided access to Manak-Online, which increases the workload on Officers. |
| 1.2.2 | Low data speed- The data speed of 2 Mbps provided by NIC is inadequate for speedy upload/download of data/ documents or generation of reports. |
| 1.2.3 | Delay by Applicants- Delays on part of the Applicant is not reflected in the data on pendency being reviewed. |
| 1.2.4 | Delay on account of Test Reports- Test Reports are not always received in time due to long duration testing time of samples/routing of samples between multiple labs/ other reasons. This adds to the overall pendency. |

- 1.3 The following points emerged from the deliberations of the ROs/BOs meeting for the all DDGRs/ DDG (Labs)/ITSD and concerned BOs:

| Sl.No. | Action Point | Action by |
|---------------|--|--------------------------------------|
| 1.3.1 | DDGRs to be accountable for the overall performance of their BOs and to regularly monitor the BOs through video conferencing by according priorities to the pending work. DDGRs to hold monthly meetings with Regional Labs and send the information regarding the same to DDGL. | DDGRs |
| 1.3.2 | DDGRs to ensure integrity, timeliness and consolidation of the data including MCR before sending to Headquarters. | DDGRs |
| 1.3.3 | DDGRs to redeploy and utilize the available resources within the Region to achieve the targets for BOs where manpower utilization was low and targets could not be achieved for Grant of Licence, surveillance etc. | DDGRs |
| 1.3.4 | To ensure constant monitoring of their BOs to achieve the targets by meticulous and better planning. | BO Heads |
| 1.3.5 | To set up video conferencing facilities by 15 th Jan 2018 and DDGRs to regularly monitor the BOs through video-conferencing by according priorities to the pending work. | DDGRs All ROs and BOs |
| 1.3.6 | Regarding time-norms on Grant of Licence, BOs to provide inputs with regard to process re-engineering, if required. | BO Heads |
| 1.3.7 | To make analysis with regard to delays by Applicants in Grant of Licence and to explore facilitation of Applicant awareness in terms of capacity building of technical knowhow and computer literacy. | All BOs |
| 1.3.8 | To send information on delay of priority sample test reports to pcsamples@bis.gov.in | All BOs |
| 1.3.9 | To identify the means of empanelling agencies or institutions for market sample drawal in remote locations. | All BOs |

| | | |
|---------------|---|----------------|
| 1.3.10 | To compensate for less number of pending applications and in pursuance of target for grant of licence, BOs to coordinate with FSSAI for arranging discrete investigation to the premises of cancelled/expired PDW BIS licensees. The visits shall be organized in such a manner that all such manufacturers would opt for obtaining BIS certification marks licence | All BOs |
| 1.3.11 | All Mandatory item including Packaged Drinking Water and Voluntary items licences where no inspection has been carried out/no market samples drawn for two years, shall be taken on priority basis. | All BOs |
| 1.3.12 | Samples may be drawn from despatch point for products for which samples are not available in open market and where there is no scope of drawal of market sample in lieu of that feedback to be obtained from organized purchasers. | All BOs |
| 1.3.13 | Specific request for drawal of market samples from other BOs shall be taken up and samples drawn by the BO shall be counted against their achievements for market samples. | All BOs |
| 1.3.14 | Staff resources shall also be optimally utilized for drawal of market sample. | All BOs |
| 1.3.15 | DDGL to take up with the labs to ensure timely delivery of test report and database on testing facilities available at Labs (not recognized by BIS), also to be made available on BIS website. | DDGL |
| 1.3.16 | For priority samples, DDGL to explore the feasibility of fixing the time norms for issue of test reports as testing time plus ten days. | DDGL |
| 1.3.17 | To take up with NIC for permitting the maximum possible data speed at all ROs and BOs. | H (ITS) |
| 1.3.18 | To provide file viewing and downloading access to designated staff on Manak-online. | H (ITS) |

| | | |
|---------------|---|----------------|
| 1.3.19 | To provide module in Manak-online for automatic calculation of pending marking fee dues including the proportionate marking fee on account of revision. | H (ITS) |
| 1.3.20 | Providing of additional manpower to BOs where there is acute shortage of Officers was agreed to. | DDGA |

1.4 Work Plan presented by ROs/BOs

In pursuance of meeting the targets, all BOs submitted targets apportioned for the remaining period to be achieved by 31 December 2017, 31 January 2018, 28 February 2018 and 31 March 2018. The work plan submitted by BOs are enclosed at **Annex-2** for future reference.

1.5 Video Conferencing

During the concluding session, DG expressed desire to convene review meetings with DDGRs through video conferencing, likely to held on **15 January 2018, 15 February 2018 & 15 March 2018** for assessing performance vis-a-vis action plan submitted by ROs/BOs.

2. HALLMARKING ACTIVITY

During deliberation on the agenda items related to hallmarking, following was discussed:

2.1 Review of achievement vis-à-vis the target for 2016-17

The performance of all ROs/BOs w.r.t annual targets upto 25th Nov 2017 for hallmarking activity in terms of surveillance audits of A&H Centres, Grant of jeweler licence, market surveillance and capacity building programmes as enclosed at **Annex 3** was reviewed Region wise. It was observed that achievement w.r.t surveillance audits of A&H Centres and market surveillance was not up to the mark. Based on the review the following emerged:

| Sl.No. | Action | Action By |
|---------------|--|------------------|
| 2.1.1 | WRO: Under capacity building, no training programme has been organized for personnel of A&H centres and Artisans. WRO was advised to make work plan for next three and half months for achieving the assigned targets. DDGW assured | DDGW |

2.2 Members were apprised about provisions specific to Hallmarking in BIS Act 2016, BIS Rules 2017 and draft BIS Hallmarking Regulations. The provisions of Section 14, 15, 26 and 29 of the BIS Act 2016 and provision of compensation specified in BIS Rules were explained. Also the provisions of conformity assessment schemes specified in the draft regulation for the refined precious metal and precious metal articles with respect to certificate to the jeweller including revised fee structure; recognition to assaying and hallmarking centre and licence to the manufacturer engaged in refining of precious metal(s) were explained.

2.3 Other Issues discussed

| Sl.No. | Action | Action By |
|--------|---|-----------|
| 2.3.1 | <p>Drive to bring Jewellers under the hallmarking Scheme: All BOs were advised to interact with local press/media in each district under their jurisdiction and provide them information on hallmarking and the list of jewellers having BIS licence in the district. It was discussed that publishing of such information in local media will highlight the jewellers who are using BIS logo or selling hallmarked jewellery without BIS licence.</p> | All BOs |
| 2.3.2 | <p>Return of sample remnant/cornet of gold after testing: It was advised that at the time of market surveillance, option of the jeweller shall be asked regarding the mode of return and the same may be noted in the market surveillance performa. The revised market surveillance performa incorporating the above changes is enclosed as Annex 4 for implementation with immediate effect. BOs shall also make a monthly/fortnightly schedule for return of the remnant/cornets and adhere to the same.</p> <p>Head BOs also informed that, in many cases the remnants/cornets have not been received from referral labs or are received late. DDG (Labs) was advised to review in the light of above and instruct the referral labs and ensure adherence of time norms for return by the labs to BOs.</p> | All BOs |
| 2.3.3 | The information regarding ensuring compliance to the display requirements by the jewellers as per the guidelines and consumer awareness as given in Agenda was noted. | All BOs |

3. MANAGEMENT SYSTEM CERTIFICATION ACTIVITY

3.1 Review of Performance of ROs/BOs

3.1.1 Grant of Licence – It was noted that the performance with respect to grant of licence till 30 November 2017 was very low. Overall only 30% targets have been met. It was also noted that 66 applications are pending and if all of them matured into grant of licence by 31 March 2018, then also only 75% of the targets will be met. It was informed that due to promotional efforts, LIC is likely to submit application for certification of its eight units including seven training divisions located at various places. Efforts are also being made for bringing KVIC, Orissa Power Transmission Corporation Ltd. (OPTCL) under the ambit of systems certification. The regions were advised during the meeting to maximize their efforts for meeting the targets of grant of licence. All DDGRs assured that all out efforts will be made for achieving the targets and all processing of pending applications shall be completed by them before 31st March 2017.

3.1.2 Distribution of targets to Branches

| Regional Office | Branches under RO | Targets | Regional Office | Branches under RO | Targets | |
|-----------------|-------------------|---------|-----------------|-------------------|---------|---|
| WRO | MUBO- I | 6 | SRO | CNBO-I | 6 | |
| | MUBO- II | 6 | | CNBO- II | 6 | |
| | PNBO | 6 | | HBO | 4 | |
| | AHBO | 5 | | BNBO | 5 | |
| | NGBO | 4 | | KOBO | 3 | |
| | RJBO | 3 | | VBO | 4 | |
| ERO | KKBO | 6 | | NRO | CBTO | 2 |
| | Durgapur | 2 | | | DHBO | 5 |
| | Jamshedpur | 2 | HPBO | | 3 | |
| | Patna | 7 | JKBO | | 2 | |
| | Raipur | 2 | LKBO | | 7 | |
| | Guwahati | 4 | CHBO-I | | 4 | |
| | Bhubneshwar | 7 | CHBO-II | | 4 | |
| CRO | CRO | 12 | HRBO | 5 | | |
| | DLBO- I | 3 | | | | |
| | DLBO- II | 3 | | | | |
| | FRBO | 3 | | | | |
| | GZBO | 3 | | | | |
| | JPBO | 3 | | | | |
| | BPBO | 3 | | | | |

3.1.3 Pending Renewals

| Region | WRO | ERO | SRO | CRO | NRO |
|-----------------|-----|-----|-----|-----|-----|
| Renewal pending | 20 | 19 | 16 | 43 | 44 |

DDGRs assured that all out efforts will be made to liquidate the pendency with respect to renewals within next two months.

| Sl.No. | Action | Action By |
|---------------|--|---|
| 3.1.4 | Computerization of MSC activity –Bulk of the data for applicants/ licensees yet to be entered in the Management Systems Certification module on Manak-Online launched on 12 October 2017 except for SRO who have fed in 90% of the data in the system. All DDGRs assured that all data will be populated in the system by 31 December 2017. | All DDGRs 31-12-2017 |
| 3.1.5 | Promotional Programme - A promotional programme for tourism and hospital sector planned for February 2018 in Goa, a programme for tourism sector in Sikkim and for steel industry (cluster based programme), programme for transport and service sector is planned for January 2018 by SRO, programme for education sector is being planned by NRO. It was advised during the meeting that CRO should hold promotional programme in service sector in the next three months | MSCD SRO NRO CRO |
| 3.1.6 | Training Programmes by NITS for DGQA - It was informed that Defence Organizations, DGQA have pointed out that training programmes being offered by NITS are costly and so far they have not been able to go for these programmes as the cost of the programme (per head charges) are not within the sanctioning power of the unit Head. It was opined that the request could be considered by NITS and WRO was requested that a formal request may be forwarded to MSCD for providing discount for Govt. organizations. | WRO MSCD NITS |

| Sl.No. | Action | Action By |
|---------------|---|------------------|
| 3.2 | Increase in Honorarium for Team Leaders - MSCD was advised to put up a proposal in this regard after the reviewing the financial position of current year after 31 march 2017. | MSCD |
| 3.3 | Training Requirements The training requirements for integrated systems and for BIS | |

| | | |
|--------------|--|---|
| | officers who are not trained in any Management Systems (excluding Heads and DDGs) was considered and it was agreed in principle to organize the following trainings: | |
| 3.3.1 | For Integrated Management Systems 4 auditors (trained in Quality Management Systems and Occupational Health & Safety Management Systems) shall be trained in Environmental Management Systems; and 20 auditors ((trained in Quality Management Systems and Environmental Management Systems) shall be trained in Occupational Health & Safety Management Systems. | MSCD |
| 3.3.2 | For officers not trained in any of the Management Systems, proposal for holding training programmes in various Management Systems depending upon the requirements may be put up by MSCD. | MSCD |
| 3.4 | Review of auditors – The information given in item 4.6 of the agenda was noted and MSCD was advised to put up the list of internal BIS auditors (who are not being utilized for audits at present) based on the recommendations of concerned DDG, for approval. | MSCD/ All Activity Heads |
| 3.5 | Computerization of MSC Activity - The information given in item 4.7 of the agenda was noted. | |
| 3.6 | New Schemes proposed to be launched during 2017-18 - The information given in item 4.8 of the agenda was noted. DDG(MSCD) further informed that the details of Dairy Certification (Milk and milk products) are being worked out and will shortly be submitted to the Ministry of Agriculture for their consideration. The feasibility of launching the Road Traffic Safety Management Systems based on IS/ISO 39001 on the proposal received from Transport Engineering Department is being worked upon. | DDG (MSCD) |
| 3.7 | Quality Management Systems Implementation in BIS - The information given in item 4.9.1 of the agenda was noted. DDG (MSCD) informed about the progress of work of implementation of QMS in Administration Department. He informed that two awareness/ training programmes have been conducted for officers/staff working in administration and currently the work is in progress as per schedule. | - |
| 3.8 | An article or feature about Management System Certification may | MSCD |

| | | |
|--|---|--|
| | be published in a leading publication to inform stakeholders that BIS Certification is more credible. | |
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4. ENFORCEMENT AND CONSUMER AFFAIRS RELATED ACTIVITY

| Sl.No. | Action | Action By | | | | | | | | | | | | | | | | | | | | |
|--------|--|----------------|-----------------|------------------------------------|-----------------|------------------------------------|---------|---|-------------------------------|-----|----|----|---|-----|----|----|---|-----|----|----|----|----------------|
| 4.1 | Complaints - The complaints (Product and Misuse) pending for more than 3 months and the cases to be filed in Court of Law after the raids conducted were discussed as per the details given in Annex 3, 4 and 5 of the Agenda , while reviewing the performance of each region individually. The ROs agreed to complete the process at the earliest and submit the information to CAD. | All ROs | | | | | | | | | | | | | | | | | | | | |
| 4.2 | <p>Consumer related activities - The achievement against the targets of consumer related activities like State Level Committee meetings, Consumer Awareness Programmes, Industrial Awareness programme, Educational Utilization Standards programmes, etc.(given in Annex 6 of the Agenda) to be conducted by ROs/BOs was discussed during the performance review of each region. The ROs agreed to put in their efforts in reaching the targets for these programmes. For the ready reference of</p> <p>DDGRs the details of achievement and the deficit of the target are given below:</p> <table border="1"> <thead> <tr> <th>SI No.</th> <th>Details</th> <th>Region</th> <th>Targets 2017-18</th> <th>Achievement 2017-18 (upto Nov2017)</th> <th>Deficit</th> </tr> </thead> <tbody> <tr> <td rowspan="3">1</td> <td rowspan="3">Consumer Awareness Programmes</td> <td>NRO</td> <td>35</td> <td>35</td> <td>0</td> </tr> <tr> <td>ERO</td> <td>35</td> <td>39</td> <td>0</td> </tr> <tr> <td>WRO</td> <td>30</td> <td>20</td> <td>10</td> </tr> </tbody> </table> | SI No. | Details | Region | Targets 2017-18 | Achievement 2017-18 (upto Nov2017) | Deficit | 1 | Consumer Awareness Programmes | NRO | 35 | 35 | 0 | ERO | 35 | 39 | 0 | WRO | 30 | 20 | 10 | All ROs |
| SI No. | Details | Region | Targets 2017-18 | Achievement 2017-18 (upto Nov2017) | Deficit | | | | | | | | | | | | | | | | | |
| 1 | Consumer Awareness Programmes | NRO | 35 | 35 | 0 | | | | | | | | | | | | | | | | | |
| | | ERO | 35 | 39 | 0 | | | | | | | | | | | | | | | | | |
| | | WRO | 30 | 20 | 10 | | | | | | | | | | | | | | | | | |

| | | | | | | |
|---|---|--|-----|----|----|----|
| | | | SRO | 35 | 34 | 1 |
| | | | CRO | 30 | 18 | 12 |
| 2 | State Level Committee Meeting | | NRO | 7 | 2 | 5 |
| | | | ERO | 13 | 5 | 8 |
| | | | WRO | 5 | 1 | 4 |
| | | | SRO | 8 | 0 | 8 |
| | | | CRO | 3 | 0 | 3 |
| 3 | Industrial awareness programme/ Licencee Meet | | NRO | 14 | 10 | 4 |
| | | | ERO | 14 | 7 | 7 |
| | | | WRO | 12 | 6 | 6 |
| | | | SRO | 14 | 9 | 5 |
| | | | CRO | 12 | 5 | 7 |
| 4 | Educational Utilization of Standards Programmes | | NRO | 8 | 4 | 4 |
| | | | ERO | 8 | 5 | 3 |
| | | | WRO | 7 | 2 | 5 |
| | | | SRO | 8 | 3 | 5 |
| | | | CRO | 7 | 7 | 0 |
| 5 | Search & Seizure (Raids) - [Established] | | NRO | 34 | 7 | 27 |
| | | | ERO | 29 | 6 | 23 |
| | | | WRO | 42 | 14 | 28 |
| | | | SRO | 45 | 12 | 33 |
| | | | CRO | 50 | 12 | 38 |

Table 1. Achievement and Deficit of targets of CAD related activities

| | | |
|-------|---|-----|
| 4.2.1 | While reviewing the performance w.r.t. CAD related activities, it was mentioned that organizing for consumer awareness programmes, Education Utilization of Standards Programmes, etc are consuming more time of an officer. DG-BIS desired that such activities be undertaken by PR Department. For any technical inputs only, officers of the concerned branches may be involved. | DPR |
|-------|---|-----|

| Sl.No. | Action | Action By |
|--------|---|-----------|
| 4.3 | Others | |
| 4.3.1 | In the concluding session, Head (CAD) informed all DDGRs that the targets for 2018-19 for State Level Committee meetings, Consumer Awareness Programmes, Industrial Awareness programme, Educational Utilization of Standards programmes and Enforcement Raids (given in Annex 6 of the Agenda) were assigned keeping the same as of previous year. | DDGRs |

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|--------------|--|--------------|
| | It was also informed that the importance of achieving the targets may be understood as the MOS advised for more number of consumer related programmes. | |
| 4.3.2 | All DDGRs were requested to ensure timely preparation and forwarding of MCRs every month. | DDGRs |
| 4.3.3 | D (PR) to also coordinate for publicity budget utilization of WRO. The unutilized publicity budget of NRO may be added to PRD HQ budget. | DPR |

5. PROJECT MANAGEMENT WORKS RELATED ACTIVITY

During the deliberation on PMW activities in various regions, following was decided:

| Sl.No. | Action | Action By |
|---------------|---|-----------------------------|
| 5.1 | An Architect may be appointed by WRO for the renovation of its building. | DDGW |
| 5.2 | For obtaining land for construction of offices in Nagpur and Pune, letter may be sent to the concerned authority under signature of DG. | H(NBO)/ H (PNBO) |
| 5.3 | It may not be required to procure land in Durgapur as office premises are provided by Durgapur Steel Plant. | -- |
| 5.4 | Efforts may be made for allotment of 0.5 acres of land in Amravati. | H(VZBO) |
| 5.5 | At all other places where BIS offices are functioning in rented premises, the concerned RO and BO to follow up with state authority for allotment of suitable land or premises. | All ROs/BOs |

6. LABORATORY RELATED ACTIVITY

During deliberation on the agenda items following was discussed with respect to laboratory:

| Sl.No. | Action | Action By |
|---------------|---|--------------------|
| 6.1 | It was noted that BIS Laboratories are not receiving adequate number of samples for testing. In this regard, it was decided | All ROs/BOs |

| | | |
|------------|---|-------------------------------|
| | that more number of sample shall be drawn so that sample inflow in BIS labs is adequate and the available facilities are fully utilized. | |
| 6.2 | In case any test equipment goes out of order or there is an overload/accumulation of samples in BIS Labs, the status with respect to the same shall be immediately updated on BIS intranet for information of all concerned. | H (LPPD)/ All Labs |
| 6.3 | The meeting of Lab Heads with DDGRs are not being regularly conducted since August 2017 which were earlier being held every month. It was decided that the meeting shall be held regularly so that issues related to delay in test reports, disputed samples etc. may be resolved immediately. | DDGRs/ Lab (Head) |
| 6.4 | As per the practice being followed at present, in case where BIS labs have partial testing facility, samples are first sent to BIS labs and then BIS labs divert the samples to OSLs for the parameters for which testing facilities are not available with them. In this process a lot of time is consumed. It was therefore decided that the existing provisions may be reviewed for providing an option to BO to send such samples to OSLs directly. | DDGL / H (LPPD) |

7. Parallel Interactive Sessions:

While DG reviewed the performance of various regions,two parallel interactive sessions with **ITSD/ Finance/ FMCD/ Hindi/ Legal / PR**were held during which various issues related to above departments were discussed for clarifications for various issues:

| Sl.No. | Action | Action By |
|---------------|--|--------------------|
| 7.1 | In ITSD session many problems related to Manak-online faced by all the ROs and BOs were discussed with officers of ITSD for finding solution at the earliest possible. | -- |
| 7.2 | Dir. (Accounts) and Dir. (Finance) clarified the doubts expressed by various officers of all ROs and BOs related to GST/ TA&DA etc. | -- |
| 7.3 | Head, FMCD requested the BOs to complete FMCD visits allotted to them on priority. He also advised all officers to obtain passports to enable them to take up the visits without delay. | All BOs |
| 7.4 | Head (Hindi) informed all ROs and BOs to update their Hindi records for reflecting in the reports sent to Raj Bhasha Vibhag. | All ROs/BOs |
| 7.5 | PR department explained the different long term/ short term plans to increase the awareness among the public and made a presentation on the draft communication strategy under consideration. | -- |
| 7.6 | Dir. (Legal) in a parallel session explained salient features of BIS Act 2016, stringent penalty provisions, compensation to consumers for sub-standard goods by license holders/ conformity assessment certificate holders, compounding of offences provisions etc. | -- |

8. CLOSING REMARKS BY DG

- 8.1** DG remarked that after detailed review of all the regions and elaborate comments received on problems being faced on operation of Manak-Online, that technology should serve as a tool to make our work simple and should not delay the process because manpower is precious and we should focus to use our expert manpower very judiciously.

- 8.2 In the next three months not much change in terms of manpower and improved system should be expected, and the situation may be reviewed thereafter.
- 8.3 DG expressed that she was happy and pleased by the work plan presented by all the regions and commented that as good Standards body, we must establish and ensure that our resources are mobilized more and more.
- 8.4 DG congratulated Management System Certification Department (MSCD) for the way BIS inspections were carried out. She further expressed that good feedback has been received from the organizations for the work done by them.
- 8.5 It was opined by DG that some soul searching was required on part of BIS as the image branding was not coming up and we need to restore the confidence BIS Standard Mark aspired in olden days. She further emphasized that we must take responsibility that belong to us and change our work environment as per needs of time and identify the resources that are required for the same.
- 8.6 Video-conferencing facility to be made operative in all Branch Offices by December end as next meeting in January 2018 would be done through video conferencing and DDGRs of all regions to take the responsibility of their Branches and also ensure integrity and timely information of MCR.
- 8.7 With regard to Man-Power utilization, lot of time was wasted in lot inspection, however, views were expressed by some of the officers that it should not be outsourced. DG expressed that we have to find some solution for more effective utilization of manpower.
- 8.8 DG stated that most of the Laboratories are under-utilized as they are receiving 35% less samples and are also not well-equipped. She informed that she will have comprehensive review of laboratories very shortly.
- 8.9 DG informed that some of the junior officers have raised the TA/DA issue. **It was decided that DDG (PP&C) to nominate a three members committee.**
- 8.10 It was decided that **DPR to identify organizations / NGOs** that would help BIS in organizing consumer awareness programmes and other activities.
- 8.11 **ITSD to discuss with NIC** and assess the situation with regard to slow speed of internet.
- 8.12 During the elaborate interactive session on presentation with respect to Conformity Assessment Regulations, no firm opinion emerged regarding

inclusion of STI or ITP for operation of licences under product certification scheme.

- 8.13 The proposal for **Desktop scrutiny by licensees to be reviewed and pilot project to be taken up at WRO region, Pune**
- 8.14 Training programme to be organized for **QC Officers of licensees by NITS** at different regions.
- 8.15 **Product Manual to be prepared by officers in various ROs and BOs** from January 2018 onwards. The same would be reviewed in the next ROs/BOs meeting.
- 8.16 DG further expressed that BIS should have **knowledge sharing mechanism** with technical experts wherein questions can be posted on the portal based on which FAQs may be prepared.
- 8.17 Lectures on technical subjects may be organized in various regions also inviting experts.

9. **ANY OTHER BUSINESS**

At the end of the meeting a token gift was presented by DG to the two BIS officers superannuating in December 2017.

ANNEX

ATTENDANCE SHEET

Meeting of ROs/BOs at NITS, Noida on 11 December 2017

| Sl. No. | Name | Mobile No. |
|---------|---|------------|
| 1. | Ms. SurinaRajan, DG | |
| 2. | Shri C. B. Singh, ADG | 9818888486 |
| 3. | Shri R. K. Mittal, DDG-PP&C | 9560411122 |
| 4. | Sri Anil Kumar Arora, DDG-Lab | 9815034065 |
| 5. | Shri H. L Upender, DDG-CAD | 7042333112 |
| 6. | Shri P. M. Pantulu DDG-SRO | 8056292677 |
| 7. | Shri Varghese Joy, DDG-MSCD | 8800094176 |
| 8. | Shri A.K Sharma, DDG-NRO | 9910057011 |
| 9. | Dr. R. K. Bajaj, DDG-NITS | 9958198729 |
| 10. | Sh. M.V.S.D. Prasada Rao, DDG-Certification | 9849037619 |
| 11. | Shri B. V. S. N. Rao, DDG-WRO | 9000777482 |
| 12. | Shri M. Sadasivam, DDG-CRO | 9489649079 |
| 13. | Shri T. Kalaivanan, H-CTBO | 9443682172 |
| 14. | Shri Mahim Jain, H-FMCD | 9418828101 |
| 15. | Shri K. C. S. Bisht, H-PTBO | 9868867550 |
| 16. | D. K. Agarwal, H-LPPD | 9871647096 |
| 17. | Shri J.A. Siddiqui, H-VZBO | 7542034300 |
| 18. | Shri K.N. Rao, H-CAD | 9582714616 |
| 19. | Shri A. David, H-PNBO | 9810147237 |
| 20. | Shri Anil Jain, H-P&C | 8527418887 |
| 21. | Dr. R.K. Jha, H-AHBO | 9911589307 |
| 22. | Shri R.P. Mishra, H-NGBO | 7387541006 |
| 23. | Shri Pradeep Panda, H-KKBO | 9868107393 |
| 24. | Shri K. Kadirvel, H-KOBO | 9444955366 |
| 25. | Shri D. Goswami, H-JPBO | 9717443939 |
| 26. | Shri A. K. Sinha, H-RPBO | 9453011512 |

| | | |
|-----|------------------------------------|------------|
| 27. | Shri Sunil KumarDilbagi, H-FRBO | 9873096634 |
| 28. | Shri Prasada Reddy, P&C | 9448046446 |
| 29. | Shri S. K. Gupta, H-GZBO | 9313058678 |
| 30. | Shri Neeraj Kumar Sharma, H-CMD-1 | 9810448834 |
| 31. | Shri Sanjay Kumar, H-GZBO | 9810508499 |
| 32. | Ms. Rosy Dhawan, P&C | 8826466269 |
| 33. | Shri N.K. Bansal, DLBO-1 | 9971811318 |
| 34. | Shri Pawan Kumar Kandoi,H- MUBO1 | 9954041814 |
| 35. | Dr. R.K. Tyagi, H-CNBO2 | 8527935551 |
| 36. | SmtNishat S. Haque, H-Registration | 9818044295 |
| 37. | Shri Rajeev P., H-MUBO2I | 9916138777 |
| 38. | ShriDibyenduChakrabarti, H-HPBO | 9459223769 |
| 39. | Smt. Archana Rohela, H-CHBO-I | 9216075661 |
| 40. | Shri Renu Gupta, H-CHBO-II | 9810836438 |
| 41. | Shri Sanjay Goswami, H-MSCD | 9811045007 |
| 42. | Shri A.K Bera, H-LKBO | 9950224212 |
| 43. | Shri Ameer Uzzaman, H-HYBO | 9717004386 |
| 44. | Shri Praveen Khanna, H-JKBO | 9953222278 |
| 45. | Shri Amit Roy, H-GHBO | 9435545315 |
| 46. | Ms. Jessy Benny, H-BNBO | 9444487629 |
| 47. | Shri J.M. Khanna, H-HRBO | 9876712172 |
| 48. | Smt. Priti Bhatnagar, H-BPBO | 9425603660 |
| 49. | Shri Roshan Lal, CHBO | 9879211882 |
| 50. | Shri K. V. Rao, H-CL, Sahibabad | 9910310453 |
| 51. | Shri S.K. Sahana, DHBO | 9868267677 |
| 52. | Shri Jagannath, ITSD | 9437082725 |
| 53. | Shri A.K Purohit, H-BHBO | 9437566657 |
| 54. | Shri A.Chatterjee, H-DPBO | 8100788629 |
| 55. | Shri S. K Singh, H-RJBO | 9727245543 |
| 56. | Shri Tilak Raj, DRL | 9810706010 |

| | | |
|-----|----------------------------------|------------|
| 57. | Shri S.D. Selvan, H-JDBO | 9538982225 |
| 58. | Shri S.K. Verma, H-FRBO | 9771490050 |
| 59. | Shri R.K Kain, H-ITSD | 9560116988 |
| 60. | Smt. JyotiKushwaha, ITSD | 9911746222 |
| 61. | Ms. LeezaManocha, Consultant | 9781704398 |
| 62. | Shri Sai Kumar Vedula, CMD-1 | 8129398406 |
| 63. | Shri Sanjay Saxena, P&C | 9868815041 |
| 64. | Shri Gurpreet Singh, H-Fin. | 9810651602 |
| 65. | Shri H. S. Pasricha, H-HMD | 9463998829 |
| 66. | Shri Vikrant, HMD | 9891184035 |
| 67. | Shri Vinod, DAC | 9911117526 |
| 68. | Shri Nitin Kumar Varshney (CDAC) | 9868466942 |
| 69. | Smt. Shreya Prakash, CDAC | 9212048907 |
| 70. | SmtSumedha Sharma, H-Hindi | 9968075753 |
| 71. | Shri Inderjeet Singh, HMD | 9871309227 |
| 72. | Shri Anirudh Saini, Consultant | 9717273202 |
| 73. | ShriArunPuchhakayala, CMD-2 | 9967448868 |
| 74. | Ms. Aurosmitta K, CMD-3 | 7407133399 |

ATTENDANCE SHEET
Meeting of ROs/BOs at NITS, Noida on 12 December 2017

| Sl. No. | Name & Designation | Mobile No. |
|----------------|-------------------------------------|-------------------|
| 1. | Ms. SurinaRajan, DG | |
| 2. | Shri C. B. Singh, ADG | 9818888486 |
| 3. | Shri R. K. Mittal, DDG-PP&C | 9560411122 |
| 4. | Shri Anil Kumar Arora, DDG-Lab | 9815034065 |
| 5. | Shri H.L. Upendar, Sc. F & DDGCA | 7042333112 |
| 6. | Shri P. M. Pantulu, DDG-SRO | 8056292677 |
| 7. | Shri Varghese Joy, DDG-MSCD | 8800094176 |
| 8. | Shri A.K Sharma, DDG-NRO | 9910057011 |
| 9. | Shri Vishnu Gupta, DDG-ERO | 9685094229 |
| 10. | Shri R.K Bajaj, DDG-NITS | 9958198729 |
| 11. | ShriM.V.S.D. Prasada Rao, DDG-Cert. | 9849037619 |
| 12. | Shri B. V. S. N. Rao, DDG-WRO | 9000777482 |
| 13. | Shri M. Sadasivam, DDG-CRO | 9489649079 |
| 14. | Shri K. C. S. Bisht, H-PTBO | 9868867550 |
| 15. | Shri D. K. Agarwal, H-LPPD | 9871647096 |
| 16. | Shri K.N. Rao, H-CAD | 9582714616 |
| 17. | Shri A. David, H-PNBO | 9810147237 |
| 18. | Dr. R.K. Jha, H-AHBO | 9911589307 |
| 19. | Shri R.P. Mishra, H-NGBO | 7387541006 |
| 20. | Shri Pradeep Panda, H-KKRO | 9868107393 |
| 21. | Shri S. Kishore Kumar, H-CNBO-1 | 9427213484 |
| 22. | Shri D. Goswami, H-JPBO | 9717443939 |
| 23. | Shri A. K. Sinha, H-RPBO | 9453011512 |
| 24. | Shri Sunil Kumar, H-FRBO | 9873096634 |
| 25. | Shri Prasada Reddy, P&C | 9448046446 |
| 26. | Shri S. K. Gupta, H-DLBO-2 | 9313058678 |

| | | |
|-----|-----------------------------------|------------|
| 27. | Shri Neeraj Kumar Sharma, H-CMD-2 | 9810448834 |
| 28. | Shri Sanjay Kumar, H-GZBO | 9810508499 |
| 29. | Ms. Rosy Dhawan, P&C | 8826466269 |
| 30. | Shri N.K. Bansal, H-DLBO-1 | 9971811318 |
| 31. | Shri Pawan Kumar Kandoi, H-MUBO-1 | 9954041814 |
| 32. | Dr. R.K. Tyagi, H-CNBO-2 | 8527935551 |
| 33. | ShriDibyenduChakrabarti, H-HPBO | 9459223769 |
| 34. | Shri Renu Gupta, H-CHBO-2 | 9810836438 |
| 35. | Shri Sanjay Goswami, H-MSCD | 9811045007 |
| 36. | Shri A.K Bera, H-LKBO | 9950224212 |
| 37. | Shri Ameer Uzzaman, H-HYBO | 9717004386 |
| 38. | Shri Praveen Khanna, H-JKBO | 9953222278 |
| 39. | Shri S. DamaraiSelvan , H-JDBO | 9538982225 |
| 40. | Shri Amit Roy, H-GHBO | 9435545315 |
| 41. | Ms. Jessy Benny, H-BNBO | 9444487629 |
| 42. | Shri J.M. Khanna, H-HRBO | 9876712172 |
| 43. | Ms.Priti Bhatnagar, H-BPBO | 9425603660 |
| 44. | Shri Roshan Lal, CHBO | 9879211882 |
| 45. | Shri K. V. Rao, H-CL, Sahibabad | 9910310453 |
| 46. | Shri S.K. Sahana, H-DHBO | 9868267677 |
| 47. | Shri Jagannath , ITSD | 9437082725 |
| 48. | Shri A.K Purohit, H-BHBO | 9437566657 |
| 49. | Shri A.Chatterjee, DPBO | 8100788629 |
| 50. | Shri S. K Singh, H-RJBO | 9727245543 |
| 51. | Shri Sanjay Saxena, P&C | 9868815041 |
| 52. | Ms. SmithaG. Nair, DDP | 9869740225 |
| 53. | Ms. LeezaManocha, Consultant | 9781704398 |
| 54. | Shri S.K. Verma, H-FRBO | 9771490050 |
| 55. | Shri Vikrant, HMD | 9891184035 |
| 56. | Shri Nitin Kumar Varshney-CDAC | 9868466942 |

| | | |
|-----|------------------------------------|------------|
| 57. | Ms. Shreya Prakash, CDAC | 9212048907 |
| 58. | Shri Anirudh Saini, Consultant | 9717273202 |
| 59. | Shri Peeyush Prakash, Registration | 9999860071 |
| 60. | Shri Vikesh Kumar, D-DAC | 8470923322 |
| 61. | Shri Sai Kumar Vedula, CMD-1 | 8129398406 |
| 62. | Ms.Sumedha Sharma, H-Hindi | 9968075753 |
| 63. | Ms. Aurosmitta, CMD-3 | 7407133399 |
| 64. | ShriArunPuchhakayala, CMD-2 | 9967448868 |

Annex-1

Manpower Utilization

| BO | Number of the Officers | No. of licences per officer | Mandays available till 30 Nov 2017 excluding leave | Days spent for inspection | Days spent on Lot inspection | Days spent on CAD/Trg/Audit/raids Licensee Meet | % utilization |
|-----------|------------------------|-----------------------------|--|---------------------------|------------------------------|---|---------------|
| AHBO | 10 | 222 | 1407.5 | 369 | 32 | 97.5 | 35.42 |
| MUBO-I | 8 | 154 | 1225 | 208 | 266 | 130 | 49.31 |
| MUBO-II | 4 | 266 | 530 | 139 | 0 | 44 | 34.53 |
| NGBO | 3 | 150 | 459 | 104 | 56 | 13 | 37.69 |
| PNBO | 5 | 237 | 667 | 190 | 143 | 63 | 59.37 |
| RJBO | 8 | 190 | 1113 | 253 | 103 | 132 | 43.85 |
| Total WRO | 38 | -- | 5401.5 | 1263 | 600 | 479.5 | 43.37 |

Grant of licence Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage | Pending Applications | Achievement forecast |
|------------|----------|-------------------------------|--------|-------------|------------|----------------------|----------------------|
| WRO | AHBO | Target- 950 | 265 | 199 | 75% | 121 | 120% |
| | MUBO -I | Achievement- 578 (61%) | 170 | 82 | 48% | 45 | 75% |
| | MUBO -II | | 105 | 71 | 68% | 12 | 79% |
| | NGBO | | 60 | 33 | 55% | 18 | 85% |
| | PNBO | | 180 | 105 | 58% | 64 | 94% |
| | RJBO | | 170 | 88 | 52% | 69 | 92% |

Grant of Licence

Time Norms- Simplified Procedure (30 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|---------|----------------------|----------------------------------|------------------------------|
| WRO | AHBO | 148 | 13 | 9 |
| | MUBO-II | 60 | 28 | 47 |
| | MUBO-I | 22 | 6 | 27 |
| | NGBO | 13 | 1 | 8 |
| | PNBO | 43 | 20 | 47 |
| | RJBO | 37 | 1 | 3 |
| | WRO | 323 | 69 | 21 |

Grant of Licence

Time Norms- Normal Procedure (120 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|---------|----------------------|----------------------------------|------------------------------|
| WRO | AHBO | 51 | 21 | 41 |
| | MUBO-II | 11 | 7 | 64 |
| | MUBO-I | 60 | 6 | 10 |
| | NGBO | 20 | 12 | 60 |
| | PNBO | 62 | 24 | 39 |
| | RJBO | 51 | 40 | 78 |
| | WRO | 255 | 110 | 43 |

Pending applications

Time norms: i) Normal Procedure-120 days

ii) Simplified procedure- 30 days

| RO | BO | Normal Procedure | | | Simplified Procedure | |
|------------|---------|------------------|-------------|----------|----------------------|-----------|
| | | 4-6 months | 6-12 Months | > 1 year | 1-3 months | >3 months |
| WRO | AHBO | 14 | 16 | 2 | 20 | 13 |
| | MUBO-I | 0 | 8 | 1 | 6 | 1 |
| | MUBO-II | 0 | 0 | 0 | 0 | 0 |
| | NGBO | 3 | 1 | 0 | 2 | 0 |
| | PNBO | 3 | 3 | 0 | 2 | 0 |
| | RJBO | 12 | 7 | 2 | 6 | 1 |

All India First licence Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Pending applications |
|------------|---------|------------------------|--------|-------------|-------------------------|
| WRO | AHBO | Target- 5 | 1 | 2 | 5 |
| | MUBO-I | Achievement- 6 | 1 | 2 | 0 |
| | MUBO-II | | 1 | 0 | 0 |
| | NGBO | | 1 | 0 | 2 |
| | PNBO | | 1 | 2 | 0 |
| | RJBO | | 1 | 0 | 0 |

Surveillance Inspection Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|-----|---------|---|--------|-------------|------------|
| WRO | AHBO | Target- 3750 Achievement- 569 (15%) | 1050 | 162 | 15% |
| | MUBO-I | | 610 | 58 | 10% |
| | MUBO-II | | 540 | 113 | 21% |
| | NGBO | | 220 | 34 | 15% |
| | PNBO | | 580 | 45 | 8% |
| | RJBO | | 750 | 157 | 21% |

Surveillance Inspections

| RO | BO (No. of Licences) | Number of Licences with no Surveillance visit for more than | | | |
|------------|-------------------------|---|-----|---------|-----|
| | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol |
| WRO | AHBO (2226) | 219 | 434 | 81 | 158 |
| | MUBO-I (1238) | 371 | 504 | 325 | 355 |
| | MUBO-II (1067) | 64 | 365 | 25 | 238 |
| | NGBO (450) | 64 | 98 | 42 | 62 |
| | PNBO (1186) | 489 | 380 | 487 | 351 |
| | RJBO (1523) | 177 | 574 | 76 | 104 |

PDW licences with no surveillance inspection

| RO | BO (No. of PDW Licences) | PDW licences with no Surveillance visit for more than | | |
|------------|-----------------------------|---|---------|---------|
| | | 1 year | 2 years | 3 years |
| WRO | AHBO (330) | 154 | 90 | 28 |
| | MUBO-I (372) | 285 | 323 | 260 |
| | MUBO-II (0) | NA | NA | NA |
| | NGBO (122) | 69 | 46 | 20 |
| | PNBO (431) | 388 | 369 | 361 |
| | RJBO (88) | 67 | 56 | 0 |

Market Samples drawn Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|---|--------|-------------|------------|
| WRO | AHBO | Target- 1800 Achievement- 555 (31%) | 530 | 28 | 5% |
| | MUBO-I | | 300 | 203 | 68% |
| | MUBO-II | | 270 | 76 | 28% |
| | NGBO | | 120 | 119 | 99% |
| | PNBO | | 275 | 59 | 21% |
| | RJBO | | 375 | 70 | 19% |

Market Samples

| RO | BO | Number of Licences with no MS drawn for more than | | | | | |
|------------|---------|---|------|---------|------|---------|------|
| | | 1 year | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol | Man | Vol |
| WRO | AHBO | 513 | 1406 | 457 | 1100 | 443 | 1016 |
| | MUBO-I | 424 | 654 | 378 | 655 | 336 | 580 |
| | MUBO-II | 138 | 495 | 117 | 569 | 91 | 369 |
| | NGBO | 135 | 127 | 46 | 66 | 32 | 36 |
| | PNBO | 508 | 506 | 463 | 464 | 396 | 548 |
| | RJBO | 188 | 1086 | 152 | 851 | 130 | 727 |

No surveillance visit paid and no FS/MS drawn

| RO | BO | Number of Licences with no surveillance visit and no FS/MS drawn for more than 2 years | |
|-----|---------|--|-----------|
| | | Mandatory | Voluntary |
| WRO | AHBO | 219 | 434 |
| | MUBO-I | 303 | 400 |
| | MUBO-II | 41 | 313 |
| | NGBO | 52 | 76 |
| | PNBO | 369 | 568 |
| | RJBO | 77 | 574 |

Licences under Stop marking for more than 06 months

| RO | BO | Number of Licences under stoppage of marking for more than 06 months |
|------------|----------------|---|
| WRO | AHBO | 20 |
| | MUBO-I | 1 |
| | MUBO-II | 12 |
| | NGBO | 2 |
| | PNBO | 4 |
| | RJBO | 5 |

Licences under deferment of renewal for more than 03 months

| RO | BO | Number of Licences under deferment of renewal for more than 03 months |
|------------|----------------|--|
| WRO | AHBO | 0 |
| | MUBO-I | 23 |
| | MUBO-II | 34 |
| | NGBO | 4 |
| | PNBO | 6 |
| | RJBO | 0 |

Manpower Utilization

| RO | BO | % utilization of manpower |
|---------------------|----------------|---------------------------|
| WRO (43%) | AHBO | 35.42 |
| | MUBO-I | 49.31 |
| | MUBO-II | 34.53 |
| | NGBO | 37.69 |
| | PNBO | 59.37 |
| | RJBO | 43.85 |

Manpower Utilization

| BO | Number of the Officers | No. of licences per officer | Mandays available till 30 Nov 2017 excluding leave | Days spent for inspection | Days spent on Lot inspection | Days spent on CAD/Trg/Audit/raids Licensee Meet | % utilization |
|---------------------|------------------------|-----------------------------|--|---------------------------|------------------------------|---|---------------|
| BHBO | 3 | 203 | 386 | 93 | 173 | 27 | 75.91 |
| DPBO | 4 | 85 | 429 | 149 | 24 | 61 | 54.55 |
| GHBO | 2 | 240 | 356 | 210 | 17 | 31 | 72.47 |
| JDBO | 2 | 186 | 300 | 76 | 112 | 22 | 70 |
| KKBO | 9 | 161 | 1171 | 424 | 174 | 147 | 63.62 |
| PTBO | 4 | 79 | 445 | 128 | 37 | 52 | 48.76 |
| RPBO | 5 | 142 | 688 | 342 | 55 | 45 | 64.24 |
| TOTAL OF ERO | 29 | -- | 3775 | 1422 | 592 | 385 | 63.55 |

Grant of licence

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage | Pending applications | With pending applications |
|-----|------|---|--------|-------------|------------|----------------------|---------------------------|
| ERO | BHBO | Target- 550 Achievement- 280 (51%) | 85 | 57 | 67% | 26 | 98% |
| | DPBO | | 40 | 21 | 53% | 21 | 105% |
| | GHBO | | 75 | 34 | 45% | 46 | 109% |
| | JDBO | | 50 | 18 | 36% | 20 | 112% |
| | KKBO | | 175 | 87 | 50% | 76 | 93% |
| | PTBO | | 50 | 14 | 28% | 13 | 54% |
| | RPBO | | 75 | 49 | 65% | 14 | 84% |

Grant of Licence

Time Norms- Simplified Procedure (30 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|------|----------------------|----------------------------------|------------------------------|
| ERO | BHBO | 12 | 02 | 17 |
| | DPBO | 10 | 06 | 60 |
| | GHBO | 9 | 1 | 11 |
| | JDBO | 6 | 4 | 67 |
| | KKBO | 24 | 6 | 25 |
| | PTBO | 1 | 0 | 0 |
| | RPBO | 28 | 27 | 96 |
| | ERO | 90 | 46 | 51 |

Grant of Licence

Time Norms- Normal Procedure (120 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|-------------|----------------------|----------------------------------|------------------------------|
| ERO | BHBO | 45 | 36 | 80 |
| | DPBO | 11 | 2 | 18 |
| | GHBO | 25 | 6 | 24 |
| | JDBO | 12 | 0 | 0 |
| | KKBO | 63 | 17 | 27 |
| | PTBO | 13 | 6 | 46 |
| | RPBO | 21 | 21 | 100 |
| | ERO | 190 | 88 | 46 |

Pending applications

Time norms: i) Normal Procedure-120 days

ii) Simplified procedure- 30 days

| RO | BO | Normal Procedure | | | Simplified Procedure | |
|------------|------|------------------|-------------|----------|----------------------|-----------|
| | | 4-6 months | 6-12 Months | > 1 year | 1-3 months | >3 months |
| ERO | BHBO | 1 | 2 | 0 | 0 | 1 |
| | DPBO | 2 | 4 | 0 | 0 | 0 |
| | GHBO | 3 | 0 | 0 | 3 | 0 |
| | JDBO | 2 | 2 | 0 | 0 | 0 |
| | KKBO | 15 | 18 | 0 | 4 | 1 |
| | PTBO | 0 | 0 | 0 | 0 | 0 |
| | RPBO | 0 | 0 | 0 | 2 | 0 |

All India First licence Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Pending Applications |
|------------|------|--|--------|-------------|-------------------------|
| ERO | BHBO | Target- 05 Achievement- 02 | 1 | 0 | 0 |
| | DPBO | | 1 | 0 | 0 |
| | GHBO | | 1 | 0 | 0 |
| | JDBO | | 1 | 1 | 0 |
| | KKBO | | 1 | 1 | 1 |
| | PTBO | | 1 | 0 | 0 |
| | RPBO | | 1 | 0 | 1 |

Surveillance Inspection

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|------|--------------------------|--------|-------------|------------|
| ERO | BHBO | Target-2800 | 390 | 23 | 6% |
| | DPBO | Achievement-841 (30%) | 220 | 117 | 53% |
| | GHBO | | 320 | 117 | 37% |
| | JDBO | | 290 | 60 | 21% |
| | KKBO | | 865 | 166 | 19% |
| | PTBO | | 260 | 78 | 30% |
| | RPBO | | 455 | 280 | 62% |

Surveillance Inspections

| RO | BO (No. of Licences) | Number of Licences with no Surveillance visit for more than | | | |
|-----|-------------------------|---|-----|---------|-----|
| | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol |
| ERO | BHBO (608) | 85 | 57 | 39 | 23 |
| | DPBO (341) | 33 | 9 | 8 | 4 |
| | GHBO (480) | 8 | 4 | 3 | 2 |
| | JDBO (371) | 34 | 26 | 2 | 15 |
| | KKBO (1445) | 0 | 0 | 0 | 0 |
| | PTBO (316) | 42 | | 31 | |
| | RPBO (708) | 0 | 0 | 0 | 0 |

PDW licences with no surveillance inspection

| RO | BO (No. of PDW Licences) | PDW licences with no Surveillance visit for more than | | |
|------------|-----------------------------|---|---------|---------|
| | | 1 year | 2 years | 3 years |
| ERO | BHBO (180) | 94 | 48 | 20 |
| | DPBO (41) | 25 | 08 | 02 |
| | GHBO (164) | 19 | 02 | 0 |
| | JDBO (53) | 23 | 05 | 0 |
| | KKBO (163) | 0 | 0 | 0 |
| | PTBO (82) | 23 | 5 | 0 |
| | RPBO (104) | 1 | 0 | 0 |

Market Samples drawn

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|------|----------------------------|--------|-------------|------------|
| ERO | BHBO | Target- 1500 | 235 | 63 | 27% |
| | DPBO | Achievement- 777 (52%) | 170 | 111 | 65% |
| | GHBO | | 180 | 142 | 79% |
| | JDBO | | 160 | 123 | 77% |
| | KKBO | | 345 | 96 | 28% |
| | PTBO | | 150 | 80 | 53% |
| | RPBO | | 260 | 162 | 62% |

Market Samples

| RO | BO | Number of Licences with no MS drawn for more than | | | | | |
|-----|------|---|-----|---------|-----|---------|-----|
| | | 1 year | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol | Man | Vol |
| ERO | BHBO | 152 | 236 | 61 | 122 | 35 | 81 |
| | DPBO | 185 | 71 | 137 | 42 | 110 | 26 |
| | GHBO | 22 | 14 | 15 | 06 | 09 | 02 |
| | JDBO | 25 | 16 | 24 | 21 | 101 | 63 |
| | KKBO | 28 | 291 | 23 | 182 | 23 | 152 |
| | PTBO | 62 | | 85 | | 79 | |
| | RPBO | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |

No surveillance visit paid and no FS/MS drawn

| RO | BO | Number of Licences with no surveillance visit and no FS/MS drawn for more than 2 years | |
|-----|------|--|-----------|
| | | Mandatory | Voluntary |
| ERO | BHBO | 35 | 55 |
| | DPBO | 33 | 09 |
| | GHBO | 21 | 07 |
| | JDBO | 17 | 35 |
| | KKBO | 0 | 0 |
| | PTBO | 37 | |
| | RPBO | 0 | 0 |

Licences under Stop marking for more than 06 months

| RO | BO | Number of Licences under stoppage of marking for more than 06 months |
|------------|-------------|--|
| ERO | BHBO | 0 |
| | DPBO | 0 |
| | GHBO | 1 |
| | JDBO | 0 |
| | KKBO | 10 |
| | PTBO | 9 |
| | RPBO | 3 |

Licences under deferment of renewal for more than 03 months

| RO | BO | Number of Licences under deferment of renewal for more than 03 months |
|------------|-------------|--|
| ERO | BHBO | 0 |
| | DPBO | 2 |
| | GHBO | 0 |
| | JDBO | 0 |
| | KKBO | 32 |
| | PTBO | 23 |
| | RPBO | 17 |

Manpower Utilization

| RO | BO | % utilization of manpower |
|------------|-------------|----------------------------------|
| ERO | BHBO | 75.91 |
| | DPBO | 54.55 |
| | GHBO | 72.47 |
| | JDBO | 70 |
| | KKBO | 63.62 |
| | PTBO | 48.76 |
| | RPBO | 64.24 |

Manpower Utilization

| BO | Number of the Officers | No. of licences per officer | Mandays available till 30 Nov 2017 excluding leave | Days spent for inspection | Days spent on Lot inspection | Days spent on CAD/Trg/Audit/raids/Licensee Meet | % utilization |
|-----------|------------------------|-----------------------------|--|---------------------------|------------------------------|---|---------------|
| CNBO-I | 7 | 99 | 544.5 | 173.5 | 9 | 67 | 45.82 |
| CNBO-II | 7 | 207 | 1012 | 345 | 0 | 62 | 40.22 |
| KOBO | 4 | 185 | 620 | 193 | 57 | 124 | 60.32 |
| CTBO | 5 | 178 | 597 | 233 | 41 | 50 | 54.27 |
| HYBO | 11 | 88 | 1698 | 387 | 580 | 195 | 68.43 |
| BNBO | 10 | 154 | 1295 | 391 | 241 | 169 | 61.85 |
| VZBO | 6 | 87 | 899 | 187 | 198 | 28 | 45.94 |
| Total SRO | 50 | -- | 6665.5 | 1909.5 | 1126 | 695 | 55.97 |

Grant of licence

Target Vs Achievement

| RO | BO | Target/achievement | Target | Achievement | Percentage | Pending Applications | With pending applications |
|------------|---------|-------------------------------|--------|-------------|------------|----------------------|---------------------------|
| SRO | BNBO | Target-825 | 200 | 71 | 36% | 136 | 104% |
| | CTBO | | 70 | 38 | 54% | 15 | 76% |
| | CNBO-I | | 80 | 49 | 61% | 34 | 104% |
| | CNBO-II | Achievement- 391 (47%) | 200 | 104 | 52% | 132 | 118% |
| | HYBO | | 125 | 75 | 60% | 32 | 86% |
| | KOBO | | 85 | 29 | 34% | 33 | 73% |
| | VZBO | | 65 | 25 | 38% | 11 | 55% |

Grant of Licence

Time Norms- Simplified Procedure (30 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|----------------|----------------------|----------------------------------|------------------------------|
| SRO | BNBO | 21 | 4 | 19 |
| | CTBO | 24 | 18 | 75 |
| | CNBO-I | 19 | 3 | 16 |
| | CNBO-II | 2 | 0 | 0 |
| | HYBO | 38 | 8 | 21 |
| | KOBO | 19 | 1 | 5 |
| | VZBO | 12 | 4 | 33 |
| | SRO | 135 | 38 | 28 |

Grant of Licence

Time Norms- Normal Procedure (120 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|----------------|----------------------|----------------------------------|------------------------------|
| SRO | BNBO | 50 | 13 | 26 |
| | CTBO | 14 | 12 | 86 |
| | CNBO-I | 30 | 6 | 20 |
| | CNBO-II | 102 | 29 | 28 |
| | HYBO | 37 | 18 | 49 |
| | KOBO | 10 | 4 | 40 |
| | VZBO | 13 | 3 | 23 |
| | SRO | 256 | 85 | 33 |

Pending applications

Time norms: i) Normal Procedure-120 days

ii) Simplified procedure- 30 days

| RO | BO | Normal Procedure | | | Simplified Procedure | |
|------------|---------|------------------|-------------|----------|----------------------|-----------|
| | | 4-6 months | 6-12 Months | > 1 year | 1-3 months | >3 months |
| SRO | BNBO | 7 | 13 | 02 | 10 | 2 |
| | CTBO | 0 | 0 | 0 | 2 | 0 |
| | CNBO-I | 9 | 3 | 0 | 3 | 1 |
| | CNBO-II | 30 | 16 | 0 | 2 | 1 |
| | HYBO | 3 | 2 | 0 | 1 | 0 |
| | KOBO | 2 | 4 | 0 | 3 | 3 |
| | VZBO | 1 | 0 | 0 | 0 | 0 |

All India First licence Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Pending Applications |
|------------|---------|------------------------|--------|-------------|-------------------------|
| SRO | BNBO | Target- 05 | 05 | 0 | 1 |
| | CTBO | Achievement-04 | | 0 | 0 |
| | CNBO-I | | | 3 | 0 |
| | CNBO-II | | | 1 | 0 |
| | HYBO | | | 0 | 0 |
| | KOBO | | | 0 | 0 |
| | VZBO | | | 0 | 0 |

Surveillance Inspection

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|--------------------------|--------|-------------|------------|
| SRO | BNBO | Target-3400 | 600 | 74 | 12% |
| | CTBO | | 450 | 194 | 43% |
| | CNBO-I | | 340 | 87 | 26% |
| | CNBO-II | Achievement-995 (29%) | 690 | 127 | 18% |
| | HYBO | | 670 | 235 | 35% |
| | KOBO | | 370 | 104 | 28% |
| | VZBO | | 280 | 174 | 62% |

Surveillance Inspections

| RO | BO (No. of Licences) | Number of Licences with no Surveillance visit for more than | | | |
|-----|-------------------------|---|-----|---------|-----|
| | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol |
| SRO | BNBO (1543) | 775 | 579 | 654 | 490 |
| | CTBO (890) | 10 | 22 | 4 | 10 |
| | CNBO-I (692) | 0 | 0 | 0 | 0 |
| | CNBO-II (1450) | 611 | 73 | 136 | 27 |
| | HYBO (969) | 16 | 17 | 4 | 8 |
| | KOBO (739) | 149 | 267 | 119 | 215 |
| | VZBO (532) | 1 | 2 | 0 | 0 |

PDW licences with no surveillance inspection

| RO | BO (No. of PDW Licences) | PDW licences with no Surveillance visit for more than | | |
|------------|-----------------------------|---|---------|---------|
| | | 1 year | 2 years | 3 years |
| SRO | BNBO (671) | 509 | 378 | 278 |
| | CTBO (151) | 14 | 06 | 0 |
| | CNBO-I (0) | NA | NA | NA |
| | CNBO-II (1450) | 848 | 601 | 131 |
| | HYBO (114) | 4 | 3 | 0 |
| | KOBO (150) | 130 | 94 | 75 |
| | VZBO (211) | 03 | 0 | 0 |

Market Samples drawn

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|-----------------------------------|--------|-------------|------------|
| SRO | BNBO | Target- 3800 | 750 | 176 | 23% |
| | CTBO | Achievement- 1392 (37%) | 400 | 206 | 52% |
| | CNBO-I | | 400 | 159 | 40% |
| | CNBO-II | | 750 | 348 | 46% |
| | HYBO | | 700 | 221 | 32% |
| | KOBO | | 400 | 156 | 39% |
| | VZBO | | 400 | 126 | 32% |

Market Samples

| RO | BO | Number of Licences with no MS drawn for more than | | | | | |
|------------|---------|---|-----|---------|-----|---------|-----|
| | | 1 year | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol | Man | Vol |
| SRO | BNBO | 625 | 585 | 511 | 572 | 393 | 533 |
| | CTBO | 92 | 396 | 54 | 187 | 37 | 126 |
| | CNBO-I | 211 | 241 | 196 | 230 | 210 | 200 |
| | CNBO-II | 855 | 126 | 592 | 102 | 213 | 91 |
| | HYBO | 32 | 72 | 23 | 55 | 15 | 46 |
| | KOBO | 117 | 348 | 30 | 328 | 51 | 209 |
| | VZBO | 20 | 23 | 15 | 17 | 55 | 35 |

No surveillance visit paid and no FS/MS drawn

| RO | BO | Number of Licences with no surveillance visit and no FS/MS drawn for more than 2 years | |
|-----|---------|--|-----------|
| | | Mandatory | Voluntary |
| SRO | BNBO | 448 | 432 |
| | CTBO | 12 | 36 |
| | CNBO-I | 0 | 0 |
| | CNBO-II | 179 | 25 |
| | HYBO | 16 | 17 |
| | KOBO | 30 | 267 |
| | VZBO | 01 | 02 |

Licences under Stop marking for more than 06 months

| RO | BO | Number of Licences under stoppage of marking for more than 06 months |
|------------|----------------|---|
| SRO | BNBO | 8 |
| | CTBO | 3 |
| | CNBO-I | 11 |
| | CNBO-II | 0 |
| | HYBO | 0 |
| | KOBO | 8 |
| | VZBO | 3 |

Licences under deferment of renewal for more than 03 months

| RO | BO | Number of Licences under deferment of renewal for more than 03 months |
|------------|----------------|---|
| SRO | BNBO | 29 |
| | CTBO | 6 |
| | CNBO-I | 33 |
| | CNBO-II | 0 |
| | HYBO | 0 |
| | KOBO | 9 |
| | VZBO | 0 |

Manpower Utilization

| RO | BO | % utilization of manpower |
|---------------------|----------------|---------------------------|
| SRO (56%) | CNBO-I | 45.82 |
| | CNBO-II | 40.22 |
| | KOBO | 60.32 |
| | CTBO | 54.27 |
| | HYBO | 68.43 |
| | BNBO | 61.85 |
| | VZBO | 45.94 |

Manpower Utilization

| BO | Number of the Officers | No. of licences per officer | Mandays available till 30 Nov 2017 excluding leave | Days spent for inspection | Days spent on Lot inspection | Days spent on CAD/Trg/ Audit/raids / Licensee Meet | % utilization |
|--------------|------------------------|-----------------------------|--|---------------------------|------------------------------|--|---------------|
| DHBO | 4 | 140 | 719 | 393 | 221 | 36 | 90.4 |
| CHBO-II | 3 | 137 | 386.5 | 135.5 | 0 | 44 | 46.44 |
| HPBO | 7 | 110 | 1005 | 193 | 428 | 64 | 68.16 |
| LKBO | 7 | 140 | 1073 | 286 | 71 | 41 | 37.09 |
| JKBO | 2 | 120 | 211 | 51 | 0 | 28 | 37.4 |
| CHBO-I | 7 | 258 | 942 | 346 | 194 | 32 | 60.72 |
| HRBO | 6 | 219 | 764 | 234 | 105 | 18 | 46.73 |
| TOTAL OF NRO | 36 | -- | 5100.5 | 1638.5 | 1019 | 263 | 57 |

Grant of licence

Target Vs Achievement

| RO | BO | Target/achievement | Target | Achievement | Percentage | Pending applications | Achievement forecast |
|------------|---------|-------------------------------|--------|-------------|------------|----------------------|----------------------|
| NRO | CHBO-I | Target-800 | 235 | 174 | 74% | 75 | 106% |
| | CHBO-II | | 85 | 24 | 28% | 6 | 35% |
| | DHBO | | 70 | 28 | 40% | 14 | 60% |
| | HPBO | Achievement- 506 (63%) | 75 | 45 | 60% | 20 | 87% |
| | HRBO | | 170 | 151 | 92% | 172 | 194% |
| | JKBO | | 30 | 26 | 87% | 6 | 106% |
| | LKBO | | 135 | 58 | 43% | 49 | 79% |

Grant of Licence

Time Norms- Normal Procedure (120 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|---------|----------------------|----------------------------------|------------------------------|
| NRO | CHBO-I | 27 | 8 | 30 |
| | CHBO-II | 19 | 16 | 84 |
| | DHBO | 8 | 0 | 0 |
| | HPBO | 12 | 9 | 75 |
| | HRBO | 32 | 8 | 25 |
| | JKBO | 12 | 8 | 67 |
| | LKBO | 31 | 7 | 23 |
| | NRO | 141 | 48 | 34 |

Grant of Licence

Time Norms- Simplified Procedure (30 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|---------|----------------------|----------------------------------|------------------------------|
| NRO | CHBO-I | 147 | 17 | 12 |
| | CHBO-II | 5 | 4 | 80 |
| | DHBO | 20 | 10 | 50 |
| | HPBO | 33 | 12 | 75 |
| | HRBO | 119 | 20 | 17 |
| | JKBO | 14 | 3 | 21 |
| | LKBO | 27 | 7 | 26 |
| | NRO | 365 | 50 | 14 |

Pending applications

Time norms: i) Normal Procedure-120 days

ii) Simplified procedure- 30 days

| RO | BO | Normal Procedure | | | Simplified Procedure | |
|------------|---------|------------------|-------------|----------|----------------------|-----------|
| | | 4-6 months | 6-12 Months | > 1 year | 1-3 months | >3 months |
| NRO | CHBO-I | 4 | 2 | 0 | 12 | 16 |
| | CHBO-II | 0 | 0 | 0 | 0 | 0 |
| | DHBO | 2 | 1 | 0 | 4 | 3 |
| | HPBO | 5 | 2 | 0 | 2 | 4 |
| | HRBO | 0 | 2 | 1 | 9 | 8 |
| | JKBO | 0 | 0 | 0 | 0 | 0 |
| | LKBO | 8 | 5 | 0 | 4 | 5 |

All India First licence Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Pending applications |
|------------|---------|------------------------|--------|-------------|-------------------------|
| NRO | CHBO-I | Target- 05 | 1 | 2 | 0 |
| | CHBO-II | | 1 | 1 | 0 |
| | DHBO | | 1 | 2 | 1 |
| | HPBO | Achievement- 05 | 1 | 0 | 0 |
| | HRBO | | 1 | 0 | 1 |
| | JKBO | | 0 | 0 | 0 |
| | LKBO | | 1 | 0 | 0 |

Surveillance Inspection

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|-----------------------------------|--------|-------------|------------|
| NRO | CHBO-I | Target-2880 | 710 | 152 | 21% |
| | CHBO-II | | 250 | 112 | 49% |
| | DHBO | | 285 | 170 | 60% |
| | HPBO | Achievement- 1014 (35%) | 375 | 110 | 29% |
| | HRBO | | 650 | 223 | 34% |
| | JKBO | | 100 | 25 | 25% |
| | LKBO | | 485 | 232 | 48% |

Surveillance Inspections

| RO | BO (No. of Licences) | Number of Licences with no Surveillance visit for more than | | | |
|------------|-------------------------|---|-----|---------|-----|
| | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol |
| NRO | CHBO-I (1807) | 110 | 553 | 49 | 244 |
| | CHBO-II (412) | 11 | 06 | 05 | 05 |
| | DHBO (558) | 37 | 71 | 10 | 32 |
| | HPBO (668) | 90 | 169 | 53 | 99 |
| | HRBO (1311) | 13 | 244 | 17 | 57 |
| | JKBO (239) | 43 | 39 | 32 | 28 |
| | LKBO (981) | 112 | 298 | 66 | 126 |

PDW licences with no surveillance inspection

| RO | BO (No. of PDW Licences) | PDW licences with no Surveillance visit for more than | | |
|------------|-----------------------------|---|---------|---------|
| | | 1 year | 2 years | 3 years |
| NRO | CHBO-I (0) | NA | NA | NA |
| | CHBO-II (60) | 11 | 2 | 2 |
| | DHBO (25) | 9 | 1 | 0 |
| | HPBO (12) | 02 | 01 | 0 |
| | HRBO (27) | 05 | 02 | 0 |
| | JKBO (28) | 19 | 15 | 04 |
| | LKBO (129) | 22 | 03 | 0 |

Market Samples drawn

Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|------------------------|--------|-------------|------------|
| NRO | CHBO-I | Target- 1400 | 315 | 142 | 45% |
| | CHBO-II | | 120 | 86 | 72% |
| | DHBO | | 190 | 102 | 54% |
| | HPBO | Achievement- 450 | 235 | 108 | 46% |
| | HRBO | (32%) | 250 | 105 | 42% |
| | JKBO | | 40 | 24 | 60% |
| | LKBO | | 250 | 97 | 39% |

Market Samples

| RO | BO | Number of Licences with no MS drawn for more than | | | | | |
|------------|---------|---|------|---------|-----|---------|-----|
| | | 1 year | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol | Man | Vol |
| NRO | CHBO-I | 114 | 1366 | 112 | 866 | 68 | 594 |
| | CHBO-II | 0 | 8 | 8 | 6 | 9 | 7 |
| | DHBO | 100 | 222 | 41 | 99 | 18 | 69 |
| | HPBO | 141 | 255 | 99 | 208 | 77 | 174 |
| | HRBO | 18 | 103 | 20 | 142 | 27 | 499 |
| | JKBO | 74 | 85 | 65 | 63 | 56 | 50 |
| | LKBO | 89 | 344 | 37 | 182 | 18 | 107 |

No surveillance visit paid and no FS/MS drawn

| RO | BO | Number of Licences with no surveillance visit and no FS/MS drawn for more than 2 years | |
|-----|---------|--|-----------|
| | | Mandatory | Voluntary |
| NRO | CHBO-I | 100 | 491 |
| | CHBO-II | 8 | 6 |
| | DHBO | 79 | 170 |
| | HPBO | 54 | 139 |
| | HRBO | 13 | 215 |
| | JKBO | 48 | 42 |
| | LKBO | 07 | 23 |

Licences under Stop marking for more than 06 months

| RO | BO | Number of Licences under stoppage of marking for more than 06 months |
|------------|---------|--|
| NRO | CHBO-I | 8 |
| | CHBO-II | 4 |
| | DHBO | 3 |
| | HPBO | 2 |
| | HRBO | 10 |
| | JKBO | 1 |
| | LKBO | 4 |

Licences under deferment of renewal for more than 03 months

| RO | BO | Number of Licences under deferment of renewal for more than 03 months |
|------------|----------------|---|
| NRO | CHBO-I | 69 |
| | CHBO-II | 3 |
| | DHBO | 8 |
| | HPBO | 5 |
| | HRBO | 42 |
| | JKBO | 0 |
| | LKBO | 29 |

Manpower Utilization

| RO | BO | % utilization of manpower |
|---------------------|-----------|----------------------------------|
| NRO (57%) | DHBO | 90.4 |
| | CHBO-II | 46.44 |
| | HPBO | 68.16 |
| | LKBO | 37.09 |
| | JKBO | 37.5 |
| | CHBO-I | 60.72 |
| | HRBO | 46.73 |

Manpower Utilization

| BO | Number of the Officers | No. of licences per officer | Mandays available till 30 Nov 2017 excluding leave | Days spent for inspection | Days spent on Lot inspection | Days spent on CAD/Trg/Audit/raids /Licensee Meet | % utilization |
|--------------|------------------------|-----------------------------|--|---------------------------|------------------------------|--|---------------|
| BPBO | 4 | 284 | 620.5 | 180 | 76 | 32 | 46.41 |
| DLBO-I | 10 | 145 | 1271.5 | 510 | 101 | 121 | 57.57 |
| DLBO-II | 8 | 175 | 1154 | 382 | 0 | 164 | 47.31 |
| FRBO | 7 | 115 | 856 | 187 | 387 | 51 | 73.01 |
| GZBO | 11 | 155 | 1712 | 645 | 723 | 30 | 81.66 |
| JPBO | 9 | 200 | 1361 | 390 | 173 | 337 | 66.13 |
| TOTAL OF CRO | 49 | -- | 6975 | 2294 | 1460 | 735 | 64.36 |

Grant of licence

Target Vs Achievement

| RO | BO | Target/achievement | Target | Achievement | Percentage | Pending applications | Achievement forecast |
|-----|---------|---|--------|-------------|------------|----------------------|----------------------|
| CRO | BPBO | Target-1000 Achievement - 542 (54%) | 170 | 105 | 62% | 84 | 111% |
| | DLBO-I | | 160 | 73 | 46% | 32 | 67% |
| | DLBO-II | | 105 | 46 | 44% | 25 | 68% |
| | FRBO | | 120 | 94 | 78% | 63 | 131% |
| | GZBO | | 215 | 100 | 47% | 45 | 67% |
| | JPBO | | 230 | 124 | 54% | 81 | 98% |

Grant of Licence

Time Norms- Simplified Procedure (30 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|---------|---------------|---------------------------|-----------------------|
| CRO | BPBO | 41 | 12 | 29 |
| | DLBO-I | 62 | 11 | 18 |
| | DLBO-II | 26 | 0 | 0 |
| | FRBO | 81 | 0 | 0 |
| | GZBO | 78 | 18 | 23 |
| | JPBO | 69 | 0 | 0 |
| | CRO | 357 | 41 | 11 |

Grant of Licence

Time Norms- Normal Procedure (120 days)

| RO | | Total granted | Granted within time norms | Within time norms (%) |
|------------|----------------|----------------------|----------------------------------|------------------------------|
| CRO | BPBO | 64 | 15 | 23 |
| | DLBO-I | 11 | 5 | 45 |
| | DLBO-II | 20 | 12 | 60 |
| | FRBO | 13 | 0 | 0 |
| | GZBO | 22 | 6 | 27 |
| | JPBO | 55 | 8 | 15 |
| | CRO | 185 | 46 | 25 |

Pending applications

Time norms: i) Normal Procedure-120 days

ii) Simplified procedure- 30 days

| RO | BO | Normal Procedure | | | simplified Procedure | |
|------------|----------------|------------------|-------------|----------|----------------------|-----------|
| | | 4-6 months | 6-12 Months | > 1 year | 1-3 months | >3 months |
| CRO | BPBO | 10 | 4 | 0 | 20 | 9 |
| | DLBO-I | 2 | 3 | 0 | 6 | 3 |
| | DLBO-II | 2 | 1 | 1 | 9 | 0 |
| | FRBO | 0 | 4 | 0 | 22 | 16 |
| | GZBO | 4 | 6 | 0 | 6 | 0 |
| | JPBO | 8 | 21 | 1 | 5 | 7 |

All India First licence Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Pending Applications |
|------------|---------|------------------------|--------|-------------|-------------------------|
| CRO | BPBO | Target- 5 | 1 | 0 | 1 |
| | DLBO-I | Achievement- 4 | 1 | 0 | 0 |
| | DLBO-II | | 1 | 0 | 0 |
| | FRBO | | 1 | 1 | 0 |
| | GZBO | | 1 | 3 | 2 |
| | JPBO | | 1 | 0 | 0 |

Surveillance Inspection Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|-----------------------------------|--------|-------------|------------|
| CRO | BPBO | Target- 4120 | 600 | 55 | 9% |
| | DLBO-I | Achievement- 1158 (28%) | 650 | 266 | 41% |
| | DLBO-II | | 650 | 179 | 27% |
| | FRBO | | 550 | 83 | 15% |
| | GZBO | | 900 | 445 | 49% |
| | JPBO | | 770 | 130 | 17% |

Surveillance Inspections

| RO | BO (No. of Licences) | Number of Licences with no Surveillance visit for more than | | | |
|------------|-------------------------|---|-----|---------|-----|
| | | 2 years | | 3 years | |
| | | Man | Vol | Man | Vol |
| CRO | BPBO (1136) | 225 | 375 | 151 | 258 |
| | DLBO-I (1447) | 69 | 386 | 11 | 85 |
| | DLBO-II (1399) | 84 | 114 | 30 | 45 |
| | FRBO (803) | 24 | 119 | 0 | 6 |
| | GZBO (1705) | 19 | 96 | 17 | 43 |
| | JPBO (1803) | 198 | 540 | 73 | 357 |

PDW licences with no surveillance inspection

| RO | BO (No. of PDW Licences) | PDW licences with no Surveillance visit for more than | | |
|------------|-----------------------------|---|---------|---------|
| | | 1 year | 2 years | 3 years |
| CRO | BPBO (191) | 133 | 102 | 65 |
| | DLBO-I (56) | 13 | 0 | 0 |
| | DLBO-II (0) | NA | NA | NA |
| | FRBO (71) | 35 | 15 | 0 |
| | GZBO (99) | 39 | 0 | 0 |
| | JPBO (142) | 106 | 53 | 31 |

Market Samples drawn Target Vs Achievement

| RO | BO | Target/ achievement | Target | Achievement | Percentage |
|------------|---------|---------------------------|--------|-------------|------------|
| CRO | BPBO | Target- 2060 | 310 | 110 | 35% |
| | DLBO-I | Achievement- 787 (38%) | 325 | 160 | 49% |
| | DLBO-II | | 250 | 129 | 51% |
| | FRBO | | 325 | 58 | 18% |
| | GZBO | | 425 | 172 | 40% |
| | JPBO | | 425 | 158 | 37% |

No surveillance visit paid and no FS/MS drawn

| RO | BO | Number of Licences with no surveillance visit and no FS/MS drawn for more than 2 years | |
|-----|---------|--|-----------|
| | | Mandatory | Voluntary |
| CRO | BPBO | 197 | 350 |
| | DLBO-I | 20 | 340 |
| | DLBO-II | 59 | 93 |
| | FRBO | 3 | 69 |
| | GZBO | 22 | 89 |
| | JPBO | 44 | 116 |

Licences under Stop marking for more than 06 months

| RO | BO | Number of Licences under stoppage of marking for more than 06 months |
|------------|----------------|---|
| CRO | BPBO | 29 |
| | DLBO-I | 23 |
| | DLBO-II | 16 |
| | FRBO | 4 |
| | GZBO | 6 |
| | JPBO | 11 |

Licences under deferment of renewal for more than 03 months

| RO | BO | Number of Licences under deferment of renewal for more than 03 months |
|------------|----------------|---|
| CRO | BPBO | 15 |
| | DLBO-I | 76 |
| | DLBO-II | 60 |
| | FRBO | 10 |
| | GZBO | 26 |
| | JPBO | 32 |

Manpower Utilization

| RO | BO | % utilization of manpower |
|---------------------|----------------|---------------------------|
| CRO (65%) | BPBO | 46.41 |
| | DLBO-I | 57.57 |
| | DLBO-II | 47.31 |
| | FRBO | 73.01 |
| | GZBO | 81.66 |
| | JPBO | 66.13 |

Annex-2

Plan of Action for achieving targets of Product Certification for BO

BO: Mumbai Branch Office - I (MUBO-I)

RO: WRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|---|-------------------------------------|-------------------------------------|---|
| *Grant of Licence | 88(60)* | 30% | 30% | 30% | 10% |
| Surveillance Inspections | 552(150)** | 20% | 40% | 30% | 10% |
| Market Samples | 97 | 20% | 80% | 40% | 10% |
| All India First licence | - | | | | |
| *Pending applications | 45 | Pl. see above. | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 371 | Pl. see row 2 above. (priority in surveillance inspection) | | | |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 378 | Pl. see row 3 above. | | | |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 285 | Pl. See row 2. | | | |
| 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. | 303 | Priority will be given henceforth drawal of market sample from these licences | | | |

Note: Pendency as on 25 November to be treated as 100%

Total mandays available-584

Mandays available for field work @60%-350

*Pending application & expected application in this period=45+15=60

** Achievable

Mandays for required GOL @1.25 mandays = 75 days

After this mandays available-275

Lot inspection mandays required=125

Available mandays=150

Mandays required for CAD/Enf/training/Hallmark audit/MS= 20 days

Available mandays=130

Surveillance inspection will be done=150

Plan of Action for achieving targets of Product Certification for BO

BO: Mumbai Branch Office – II (MUBO-II)

RO: WRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|---|-----------------------------------|--|-------------------------------------|-------------------------------------|---|
| 1. Grant of Licence | 34 | 30% | 30% | 30% | 10% |
| 2. Surveillance Inspections | 427/100* | 30% | 30% | 30% | 10% |
| 3. Market Samples | 194 | 50(26%) | 50(26%) | 50(26%) | 46(22%) |
| 4. All India First licence | 1 | - | - | - | - |
| 5. Pending applications | 39 | | | | |
| 6. Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 64 | 20(30%) | 20(30%) | 20(30%) | 4(10%) |
| 7. Licences of mandatory products for which no market sample has been drawn for 2 years | 117 | Taken care by item 3. | | | |
| 8. PDW Licences for which no surveillance inspection has been carried for more than 1 year | NA | | | | |
| 9. 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. | 354 41(mandatory) | Taken care by item 3. & 6. as far as achievable 41(mandatory)-will be covered completely | | | |

Note: Pendency as on 25 November to be treated as 100%

*Achievable

Days available = 73

Mandays: 73x4 = 292, 60% Mandays= 175

Application Visits: 40

Mandays for MS 16

Mandays Court cases: 8, Mandays for Hallmarking: 10

Mandays available: 101

Plan of Action for achieving targets of Product Certification for BO

BO: Pune Branch Office (PNBO)

RO: WRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|---|--|--|--|--|
| Grant of Licence ⁽¹⁾ | 75 | 30% | 30% | 30% | 10% |
| Surveillance Inspections ⁽²⁾ | 535(100) | 30% | 40% | 15% | 15% |
| Market Samples | 216 | 30% | 30% | 30% | 10% |
| All India First licence | NIL | | | | |
| Pending applications | 54 | As in 1 st row | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 489 (106) | 5% | 5% | 5% | 5% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | Covered in 3 rd row | | | | |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | Covered in 2 nd row | | | | |
| 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. | Covered in 2 nd /3 rd row | | | | |

Note: Pendency as on 25 November to be treated as 100%

MANDAYS available till 31/3/2018-292

MANDAYS for field work @60% =175

(1) Mandays allocated for application = 112

(2) Mandays allocated for surveillance= 50

162

Only 13

Mandays are left for all other activities including lot inspections.

Plan of Action for achieving targets of Product Certification for BO

BO: Nagpur Branch Office (NGBO)

RO: WRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|---|-----------------------------------|--|--|--|--|
| 1. Grant of Licence | 27 | 20% | 20% | 30% | 20% |
| 2. Surveillance Inspections | 196/15* | 3 | 4 Nos | 4 Nos | 4 No.s |
| 3. Market Samples | 1 | | | | |
| 4. All India First licence | 1 | | 100% | | 200% |
| 5. Pending applications | 19 | 25% | 25% | 30% | 20% |
| 6. Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 64 | 20% | 30% | 30% | 20% |
| 7. Licences of mandatory products for which no market sample has been drawn for 2 years | 122 | | | | |
| 8. PDW Licences for which no surveillance inspection has been carried for more than 1 year | 69 | | | | |
| 9. 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. | 128 | | | | |

Note: Pendency as on 25 November to be treated as 100%

Total days available-73

Total mandays available - 73x3 = 219

60% of mandays - 131 days

For Application - 20 days

For Lot inspection (min)-32 days

Balance days for inspection-79 days

*mandays available

Sl.no 6 to be given priority. Pl. see Sl.no. 2, 7, 8 & 9

Plan of Action for achieving targets of Product Certification for BO

BO: Rajkot Branch Office (RJBO)

RO: WRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 82 | 30% | 25% | 25% | 20% |
| Surveillance Inspections | 598 | 10% | 15% | 15% | 15% |
| Market Samples | 327 | 30% | 25% | 25% | 20% |
| All India First licence | 1 | - | - | - | - |
| Pending applications | 69 | 30% | 25% | 25% | 20% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 177 | 25% | 30% | 25% | 20% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 152 | 20% | 30% | 30% | 20% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 67 | 20% | 30% | 30% | 20% |
| 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. | 574 (Voluntary products only as mandatory already covered in above) | 5% | 5% | 5% | 5% |

Note: Pendency as on 25 November to be treated as 100%

Total No. of mandays available – $73 \times 7 = 511$

No. of mandays available for field work - $511 \times 0.6 = 310$

(1) No. of mandays allocated for PI/ verification=80

(2) No. of mandays allocated for M.S. $(327/10)=32$

(3) No. of mandays for inspection of mandatory products including PDW=130

(4) No. of mandays allocated for Audits, CAD and other activities=20

(5) No of mandays for lot inspection =45

(6) No of mandays left for surveillance inspection=3

Plan of Action for achieving targets of Product Certification for BO

BO: Ahmedabad Branch Office (AHBO)

RO: WRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|---|-----------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | -% | ≤ 20% |
| 1. Grant of Licence | 66 | 30% | 30% | 30% | 10% |
| 2. Surveillance Inspections | 848/400 | 10% | 30% | 40% | 20% |
| 3. 20 Market Samples | 472/400 | 20% | 30% | 30% | 20% |
| 4. All India First licence | NIL | - | - | - | - |
| 5. Pending applications | 121/66 | 30% | 30% | 30% | 10% |
| 6. Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 219 | 20% | 30% | 30% | 20% |
| 7. Licences of mandatory products for which no market sample has been drawn for 2 years | 457/100 | 20% | 30% | 30% | 20% |
| 8. PDW Licences for which no surveillance inspection has been carried for more than 1 year | 154/100 | 15% | 35% | 30% | 20% |
| 9. 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. | 219 | Will be covered under Sl.No. 6, 7, and 8 | | | |

Note: Pendency as on 25 November to be treated as 100%

Plan of Action for achieving targets of Product Certification for BO

BO:Jamshedpur Branch Office (JDBO)

RO: ERO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|--|--|--|--|--|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 32 | 9(28%) | 18(56%) | 26(81%) | 32(100%) |
| Surveillance Inspections | 230 | 60(26%) | 124(54%) | 184(80%) | 46(100%) |
| Market Samples | 37 | 12(32%) | 24(64%) | 33(88%) | 37(100%) |
| All India First licence | NIL | | | | |
| Pending applications | 20 | 9(45%) | 18(90%) | 20(100%) | 100% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 36 | 10(28%) | 20(56%) | 30(84%) | 36(100%) |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 125 | 35(28%) | 70(56%) | 105(84%) | 125(100%) |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 5 | 3(60%) | 2(40%) | - | 100% |
| 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. | 52 | 15(29%) | 30(58%) | 45(87%) | 52(100%) |

Note: Pendency as on 25 November to be treated as 100%

Plan of Action for achieving targets of Product Certification for BO

**BO:Raipur Branch Office (RPBO)
RO:ERO**

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 26 | 7 | 8 | 8 | 3 |
| Surveillance Inspections | 175 | 55 | 60 | 40 | 20 |
| Market Samples | 98 | 38 | 25 | 25 | 10 |
| All India First licence | 1 | - | 1 | - | - |
| Pending applications | 14 ⁽¹⁾ | 7 | 7 | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 15 | 05 | 05 | 05 | - |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 10 ⁽²⁾ | 03 | 05 | 02 | - |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 05 | 03 | 02 | - | - |
| 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. | 08 | 02 | 04 | 02 | - |

Note: Pendency as on 25 November to be treated as 100%

(1) 12 more application received recently not yet recorded.

(2) For many products MS not available in open markete.g.billet,ingot,transformer,heavy plates.

Plan of Action for achieving targets of Product Certification for BO

BO:Kolkata Branch Office (KKBO)

RO: ERO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 88 | 25(28%) | 50(57%) | 75(85%) | 88(100%) |
| Surveillance Inspections | 699 | 200(29%) | 400(57%) | 580(83%) | 699(100%) |
| Market Samples | 249 | 100(40%) | 175(70%) | 245(98%) | 249(100%) |
| All India First licence | Target Achieved | | | | |
| Pending applications | 76 | 25(33%) | 50(66%) | 70(92%) | 76(100%) |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 15 | 5(33%) | 10(66%) | 15(100%) | |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 40* | | | | |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 10 | 5(50%) | 10(100%) | | |
| 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. | 42 | 20(48%) | 42(100%) | | |

Note: Pendency as on 25 November to be treated as 100%

*including products such as transformers, power cables, transformer oil, steel sheet, LPG cylinder etc., which are not available off the shelf.

Plan of Action for achieving targets of Product Certification for BO

BO: Bhubneswar Branch Office (BHBO)

RO: ERO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 28 | 7(25%) | 10 | 10 | 1 |
| Surveillance Inspections | *367 | 74 | 110 | 110 | 73 |
| Market Samples | 172 | 40 | 50 | 50 | 32 |
| All India First licence | 1 | No Pending Application | | | |
| Pending applications | 26 | 6 | 7 | 10 | 3 |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | *85 | 17 | 26 | 26 | 16 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | *#61 | 13 | 19 | 19 | 10 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | *94 | 13 | 29 | 29 | 18 |
| 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. | *90 | 18 | 27 | 27 | 18 |

Note: Pendency as on 25 November to be treated as 100%

*Target can be achieved only if adequate man power is provided. Present manpower utilization of BHBO is 76% & there is little scope for increasing it further keeping in view office work.

#For Many Products, market Sample drawal is not possible as the same is not available in open market. (E.G. Billet, IS 2830, Transformer, IS 1180, Cable & conductor, Heavy plates, IS 2041, 2002 etc)

Plan of Action for achieving targets of Product Certification for BO

BO:Patna Branch Office (PTBO)

RO:ERO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|--|--|--|--|--|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 36 | 4(36%) | 10(56%) | 2(60%) | 60% |
| Surveillance Inspections | 96 | 20(70%) | 30(82%) | 30(94%) | 16(100%) |
| Market Samples | 70 | 15(63%) | 20(77%) | 20(90%) | 15(100%) |
| All India First licence | 01 | - | - | - | - |
| Pending applications | 14 | 4 | 10(100%) | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 42 | 10(24%) | 12(52%) | 12(81%) | 8(100%) |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 37 | 7(19%) | 10(46%) | 10(73%) | 10(100%) |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 23 | 5(22%) | 7(52%) | 7(83%) | 4(100%) |
| 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. | 37 | 10(27%) | 10(54%) | 10(81%) | 7(100%) |

Note: Pendency as on 25 November to be treated as 100%

*only 14 application are pending. BO would be able to achieve max 30 nos.

Plan of Action for achieving targets of Product Certification for BO

BO:Guwahati Branch Office (GHBO)

RO: ERO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 41 | 12 | 11 | 12 | 6 |
| Surveillance Inspections | 203** | 43 | 65 | 65 | 30 |
| Market Samples | 38 | 8 | 14 | 12 | 4 |
| All India First licence | 1 | - | - | 1 | - |
| Pending applications | 44 | 12 | 11 | 12 | 6 |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 11 | 2 | 4 | 4 | 1 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 24 | 5 | 7 | 9 | 3 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 21 | 5 | 8 | 5 | 3 |
| 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. | 29 | 5 | 10 | 10 | 4 |

Note: Pendency as on 25 November to be treated as 100%

**-Target for surveillance inspection (2017-18) is 65% higher as compared to the preceding year(2016-17).GHBO had a strength of 1+4 officers.

-GHBO is presently operating with 1+2 officers which is half its sanctioned strength.

-considerable travelling time is involved in the NE Region resulting in loss in effective mandays.

-Target can be achieved subject to availability of manpower.

Plan of Action for achieving targets of Product Certification for BO

BO:Durgapur Branch Office (DPBO)

RO: ERO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 19 | 8 | 4 | 4 | 3 |
| Surveillance Inspections | 103 | 35 | 30 | 24 | 14 |
| Market Samples | 59 | 20 | 15 | 15 | 9 |
| All India First licence | 1 | As and when received | | | |
| Pending applications | 21 | 8 | 5 | 5 | 3 |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 33 | 9 | 24 | 0 | 0 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 137 | *41 | *41 | *41 | *14 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 25 | 9 | 6 | 10 | 0 |
| 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. | 42 | 9 | 24 | 9 | 0 |

Note: Pendency as on 25 November to be treated as 100%

*Samples shall be drawn subject to availability, since-

- a) Many units (for mandatory products) do not have regular production and samples are not available in open market/dispatch point always.
- b) Certain products like billets IS 2830, 2831 etc are sent directly to industries & not sold in open market.

Plan of Action for achieving targets of Product Certification for BO

BO: Kochi Branch Office (KOBO)

RO: SRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 56 ⁴ | 12 | 14 | 5 | 5 |
| Surveillance Inspections | 266 ² | 76 | 70 | 70 | 50 |
| Market Samples | 244 | 120 | 75 | 70 | |
| All India First licence ³ | Presently no application | | | | |
| Pending applications | 33 ⁴ | | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 149 | 30 | 40 | 50 | 30 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 30 | 10 | 10 | 5 | 5 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 130 | 25 | 40 | 40 | 25 |
| 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. | 297 | 80 | 80 | 80 | 57 |

Note: Pendency as on 25 November to be treated as 100%

1. Pending applications will be expeditiously processed based on I/T results, flow of applications.
2. Surveillance planned based on the requirement of manpower for PIs, Lot-Inspection, SOM/ROM visit and surveillance inspection, enf/legal/complaint investigation.
3. No All India First application as of now.
4. On the basis of the average number of applications received in the past and considering them for the months of Dec, Jan, Feb a total of only 36 is expected to mature out of 56.

Plan of Action for achieving targets of Product Certification for BO

BO: Vishakhapatnam Branch Office (VZBO)

RO: SRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 40 | 11 | 11 | 10 | 8 |
| Surveillance Inspections | 106 | 25 | 32 | 33 | 19 |
| Market Samples | 274 [@] | 40 | 50 | 150 | 34 |
| All India First licence | - | - | | | |
| Pending applications | 11* | | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 1 | - | 1 | - | - |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 55 | - | 12 | 28 | 15 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 3 | - | 1 | 2 | - |
| 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. | 3 | - | 3 | - | - |

Note: Pendency as on 25 November to be treated as 100%

[@]market sample target is optimistic and efforts will be made to achieve the same.

*It is expected that almost 30 applications will be received by 28 Feb'18.

Plan of Action for achieving targets of Product Certification for BO

BO:Hyderabad Branch Office (HYBO)

RO: SRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 50 | 13(26%) | 15(30%) | 15(30%) | 7(14%) |
| Surveillance Inspections | 435 | 125(28%) | 125(28%) | 125(28%) | 60(14%) |
| Market Samples | 479 | 140(29%) | 125(26%) | 125(26%) | 90 (19%) |
| All India First licence | - | - | - | - | - |
| Pending applications | 57 | | | | |
| Licencesof mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 16 | 8(50%) | 8(50%) | - | - |
| Licencesof mandatory products for which no market sample has been drawn for 2 years | 23 | 10(43%) | 13(57%) | - | - |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 4 | 2(50%) | 2(50%) | - | - |
| Licences for which no surveillance Inspection has been carried out, and no market sample or factory sample has been drawn for more than2 years. | 33 | 15(45%) | 18(55%) | - | - |

Note: Pendency as on 25 November to be treated as 100%

Plan of Action for achieving targets of Product Certification for BO

**BO:Chennai Branch Office (CNBO-I)
RO: SRO**

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|---------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 31 | 8 | 8 | 8 | 7 |
| Surveillance Inspections | 253 | 70 | 70 | 70 | 43 |
| Market Samples | 241** | 65 | 65 | 65 | 46 |
| All India First licence | - | - | - | - | - |
| Pending applications | 30* | 8 | 8 | 8 | 6 |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 90 | 25 | 25 | 25 | 15 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 196 | 55 | 55 | 55 | 31 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | -NA- CNBO-I does not deal with PDW | | | | |
| 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. | 73 | 20 | 20 | 20 | 13 |

Note: Pendency as on 25 November to be treated as 100%

*Apart from stock indicated "30" applications looking into inflow trend another 25 applications expected to be received in next 3 ½ months for 2017-18. Drive work also planned to mobilize applications.

**against 147 ISS under CNBO-I, market sample drawn for 41 ISS for others customer feedback explored.

Plan of Action for achieving targets of Product Certification for BO

BO:Coimbatore Branch Office (CTBO)

RO:SRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 32 | 6 | 10 | 10 | 6 |
| Surveillance Inspections | 256 | 51 | 77 | 77 | 51 |
| Market Samples | 194 | 39 | 58 | 58 | 39 |
| All India First licence | - | | | | |
| Pending applications | 15 | | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 14 | 4 | 4 | 4 | 2 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 54 | 11 | 16 | 16 | 11 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 12 | 4 | 4 | 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. | 48 | 10 | 14 | 14 | 10 |

Note: Pendency as on 25 November to be treated as 100%

In GOL, the inflow of applications per month is at an average of 4-5 nos. In this average and considering the trend for the past 8 months, it may be possible to grant another 22 licences which may come around a total of 60 licences against the target of 70.

Plan of Action for achieving targets of Product Certification for BO

BO: Bengaluru Branch Office (BNBO)

RO: SRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 129 | 20 | 49* | 40* | 20 |
| Surveillance Inspections | 526** | 60 | 100 | 100 | 120 |
| Market Samples | 574 | 160 | 200 | 160 | 54 |
| All India First licence | 1 | - | - | 1 | - |
| Pending applications | 136 | - | - | - | - |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years in case | 775 | 60 | 80 | 80 | 120 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 511 | 160 | 150 | 101 | 100 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 509 | 60 | 80 | 80 | 100 |
| 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. | 378 | 160*** | 150 | 68 | - |

Note: Pendency as on 25 November to be treated as 100%

*Priority will be given to PI/verification visit on Dec 17 & Jan 18 so that licences can be granted.

**Surveillance has been planned taking the total mandays available for the balance period & after deducting the mandays for PI, lot audit & office work

*** MS is planned

Plan of Action for achieving targets of Product Certification for BO

BO:Chennai Branch Office- II (CNBO-II)

RO: SRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 96 | 16 | 16 | 16 | 16 |
| Surveillance Inspections | 563 | 75 | 75 | 75 | 75 |
| Market Samples | 402 | 102 | 100 | 100 | 100 |
| All India First licence | NIL | | | | |
| Pending applications | 132* | | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years in case | 611 | 70 | 70 | 70 | 70 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 592 | 102 | 100 | 100 | 100 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 848 | 65 | 65 | 65 | 65 |
| 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. | 131 | 11 | 40 | 40 | 40 |

Note: Pendency as on 25 November to be treated as 100%

*It is expected that about 20 applications per month shall be received upto March 2018.

Note:- Projected targets to be achieved are based on Maximum utilization of the available manpower

Plan of Action for achieving targets of Product Certification for BO

BO: Dehradun Branch Office (DHBO)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 40* | 35% | 35% | 25% | 5% |
| Surveillance Inspections | 115 | 30% | 30% | 25% | 15% |
| Market Samples | 88 | 40% | 25% | 25% | 10% |
| All India First licence | Achieved, one application pending | | | | |
| Pending applications | 14 | 25% | 35% | 35% | 5% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 37 | 25% | 35% | 35% | 5% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 41 | 25% | 35% | 20% | 20% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 1 | 100% | - | - | - |
| 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. | 249 Man-79 Vol-170 | 25% | 30% | 30% | 15% |
| Hallmarking MS | 44 | 20% | 30% | 40% | 10% |

Note: Pendency as on 25 November to be treated as 100%

*Subject to inflow of applications.

-Maximum efforts will be made to achieve the targets.

Hallmarking grant of licence will be done as and when received. No application is pending as on date.

Plan of Action for achieving targets of Product Certification for BO

BO: Chandigarh Branch Office –II (CHBO-II)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 60 | | 6 | | |
| Surveillance Inspections | 138 | 40(29%) | 40(29%) | 40(29%) | 18(13%) |
| Market Samples | 34 | 10(29%) | 10(29%) | 10(29%) | 4(13%) |
| All India First licence | - | | | | |
| Pending applications | 60 | 10% | 40% | 40% | 10% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 11 | 4(36%) | 7(64%) | | |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 8 | - | 8(100%) | | |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 11 | - | 5(45%) | 6(55%) | |
| 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. | 14* | 2(14%) | 8(57%) | 4(29%) | |

Note: Pendency as on 25 November to be treated as 100%

*Though all possible efforts will be made to achieve the target, however in some cases MS being bulky, heavy or no production it may be difficult to draw.

| | | | | | |
|--------------------------|-----|----|----|----|----|
| MS(Hallmarking) (Nos) | 115 | 33 | 33 | 33 | 16 |
|--------------------------|-----|----|----|----|----|

Plan of Action for achieving targets of Product Certification for BO

BO: Lucknow Branch Office (LKBO)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 77* | 21(27%) | 21(27%) | 21(27%) | 14(19%) |
| Surveillance Inspections | 253 | 70(28%) | 70(28%) | 70(28%) | 43(16%) |
| Market Samples | 153 | 40(26%) | 40(26%) | 43(28%) | 30(20%) |
| All India First licence | | | 1 | | |
| Pending applications | 27+22(beyond time norms) | 7(32%) | 7(32%) | 7(32%) | 1(3%) |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 112 | 30(27%) | 30(27%) | 30(27%) | 22(19%) |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 37 | 10(27%) | 10(27%) | 10(27%) | 7(19%) |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 25 | 9(36%) | 8(32%) | 8(32%) | - |
| 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. | 30 | 10(33%) | 10(33%) | 10(33%) | - |
| Hallmarking | 98 | 25(25%) | 25(25%) | 25(25%) | 23(23%) |

Note: Pendency as on 25 November to be treated as 100%

*some applications to be transferred to HRBO

Plan of Action for achieving targets of Product Certification for BO

BO: Chandigarh Branch Office (CHBO-I)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 61 | 23% | 30% | 30% | 17% |
| Surveillance Inspections | 558* | 10% | 15% | 10% | 15% |
| Market Samples | 173 | 20% | 30% | 30% | 20% |
| All India First licence | - | - | - | - | - |
| Pending applications | 75 | 20% | 30% | 30% | 20% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 110 | 20% | 30% | 30% | 20% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 112 | 20% | 30% | 30% | 20% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | - | - | - | - | - |
| 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. | 591* | 10% | 15% | 10% | 15% |

Note: Pendency as on 25 November to be treated as 100%

*Constraints: Shortage of manpower. One officer perpetually on leave, present only 20% of time. 13 licences for cylinder/valve/regulator, frequent lot inspections. Each officer handling ≥ 260 files. Inflow of applications is more due to fast moving & mandatory items.

Plan of Action for achieving targets of Product Certification for BO

BO: Parwanoo Branch Office (HPBO)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 30 | 20% | 30% | 30% | 20% |
| Surveillance Inspections | 265* | 14% | 35% | 32% | 19% |
| Market Samples | 127 | 23% | 32% | 29% | 16% |
| All India First licence | 1 | 100% | | | |
| Pending applications | 23 | 30% | 40% | 10% | 10% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 90 | 22% | 33% | 28% | 17% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 99 | 20% | 30% | 31% | 19% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 04 | 25% | 50% | 25% | - |
| 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. | 193* | 21% | 31% | 31% | 17% |
| Market sample for Hallmarking #GOL for Hallmarking | 50 | 40% | 30% | 30% | if anything left out |

Note: Pendency as on 25 November to be treated as 100%

All efforts will be given to achieve the targets of() marked also as there is huge lot inspection done by this BO.

#Hallmarking pending GOL is 55. No pending application. All efforts /special drive will be made to achieve target.

Plan of Action for achieving targets of Product Certification for BO

BO: Haryana Branch Office (HRBO)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 19 | 84% | 115% | 115% | 115% |
| Surveillance Inspections | 427** | 8% | 20% | 20% | 20% |
| Market Samples | 157 | 15% | 35% | 35% | 15% |
| All India First licence | 1 | 0 | 0 | 1005 | 0 |
| Pending applications | 172* | 9% | 13% | 13% | 13% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 30 | 20% | 40% | 33% | 7% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 47 | 10% | 40% | 40% | 10% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 12 | 25% | 50% | 25% | - |
| 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. | 228** | 15% | 30% | 35% | 20% |
| Hallmarking market samples | 57 | 10% | 20% | 50% | 20% |

Note: Pendency as on 25 November to be treated as 100%

*Excess pending applications to be transferred to other BOs of NRO.

**All efforts will be made to achieve the targets since there are 7 lot inspection units under HRBO. Hallmarking grant of licence will be on the basis of applications received. No applications pending.

Plan of Action for achieving targets of Product Certification for BO

BO: Jammu & Kashmir Branch Office (JKBO)

RO: NRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|--|--|--|--|--|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 4 | - | 2(50%) | 1(25%) | 1(25%) |
| Surveillance Inspections | 75 | 15(20%) | 20(26.66%) | 20(26.67%) | 20(26.67%) |
| Market Samples | 16 | 4(25%) | 4(25%) | 4(25%) | 4(25%) |
| All India First licence | - | | | | |
| Pending applications | 6 | - | 4(66%) | 1(17%) | 1(17%) |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 43 (28-Srinagar) * | 3 | 10 | 2 | 5 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 65 | 5 | 5 | 5 | 5 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 19 (11-Srinagar) * | 2 | 6 | - | 11-Srinagar* |
| 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. | 90 | 6 | 4 | 18 | 4 |

Note: Pendency as on 25 November to be treated as 100%

*Units located in Srinagar. Due to weather condition, most of the units are closed during Dec-Feb 2018. All efforts will be made to visit in the march '18.

-There are only two officers and one staff in JKBO.

Hallmarking:GOL-No application pending

Market Sample- 35(Target) 5(Dec) 10(Jan) 10(Feb) 3(Mar)
7(Achievement)

Plan of Action for achieving targets of Product Certification for BO

BO: Delhi Branch Office – I (DLBO-I)

RO: CRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 10 % | Target to be achieved in Jan 2018 40 % | Target to be achieved in Feb 2018 40 % | Target to be achieved in Mar 2018 10% |
|--|--|---|---|---|--|
| Grant of Licence | 87 | 9 | 36 | 36 | 9 |
| Surveillance Inspections | 384 | 38 | 152 | 152 | 38 |
| Market Samples | 165 | 16 | 65 | 65 | 16 |
| All India First licence | 1 | - | | | |
| Pending applications | 32 | 3 | 13 | 13 | 3 |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 69 | 7 | 27 | 28 | 7 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 158 | 16 | 64 | 64 | 16 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 13 | 2 | 5 | 4 | 2 |
| 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. | 360 | 36 | 144 | 144 | 36 |

Note: Pendency as on 25 November to be treated as 100%

Plan of Action for achieving targets of Product Certification for BO

BO: Delhi Branch Office- II (DLBO-II)

RO: CRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 59 | 10(6) | 40(24) | 40(24) | 10(6) |
| Surveillance Inspections | 356 | 10(36) | 40(144) | 40(144) | 10(36) |
| Market Samples | 110 | 10(11) | 40(44) | 40(44) | 10(11) |
| All India First licence | 1 | | | | |
| Pending applications | 24 | 10(3) | 40(12) | 40(12) | 10(3) |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years in case | 84 | 10(8) | 40(32) | 40(32) | 10(8) |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 30 | 10(3) | 40(12) | 40(12) | 10(3) |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | | NA | | | |
| 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. | 152 | 10(15) | 40(60) | 40(60) | 10(15) |

Note: Pendency as on 25 November to be treated as 100%

Plan of Action for achieving targets of Product Certification for BO

BO: Faridabad Branch Office (FRBO)

RO: CRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| | | 10 % | 40 % | 40 % | 10% |
| Grant of Licence | 26 | 3 | 10 | 10 | 3 |
| Surveillance Inspections | 467 | 47 | 186 | 187 | 47 |
| Market Samples | 267 | 27 | 106 | 107 | 27 |
| All India First licence | 0 | - | - | - | - |
| Pending applications | 63 | 6 | 25 | 26 | 6 |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 24 | 2 | 10 | 10 | 2 |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 32 | 3 | 13 | 13 | 3 |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 35 | 3 | 14 | 14 | 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. | 72 | 7 | 29 | 29 | 7 |

Note: Pendency as on 25 November to be treated as 100%

Total available mandays-468

Lot Inspection -250Mandays

Remaining -218Mandays

Plan of Action for achieving targets of Product Certification for BO

BO: Ghaziabad Branch Office (GZBO)

RO: CRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 115 | 15% | 30% | 35% | 20% |
| Surveillance Inspections | 455 | 15% | 30% | 35% | 20% |
| Market Samples | 253 | 15% | 30% | 35% | 20% |
| All India First licence | - | | | | |
| Pending applications | 45 | 15% | 30% | 35% | 20% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 36 | 15% | 30% | 35% | 20% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 200 | 15% | 30% | 35% | 20% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 39 | 15% | 30% | 35% | 20% |
| 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. | 111 | 15% | 30% | 35% | 20% |

Note: Pendency as on 25 November to be treated as 100%

Total working days available-73

No. of Officer=11

Total mandays = 73 x 11 = 803

Lot inspection=350mandays

Remaining mandays=453

Plan of Action for achieving targets of Product Certification for BO

BO: Bhopal Branch Office (BPBO)

RO: CRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 % | Target to be achieved in Jan 2018 % | Target to be achieved in Feb 2018 % | Target to be achieved in Mar 2018 ≤ 20% |
|--|-----------------------------------|--|--|--|--|
| Grant of Licence | 65 | 10%(7) | 40%(26) | 40%(26) | 10%(7) |
| Surveillance Inspections | 545 | 10%(55) | 20%(109) | 20%(109) | 10%(55) |
| Market Samples | 155 | 10% | 40% | 40% | 10% |
| All India First licence | 1 | | | | |
| Pending applications | 85 | 10% | 30% | 30% | 10% |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 225 | 10% | 30% | 30% | 10% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 196 | 10% | 25% | 25% | 15% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 133 | 10% | 20% | 20% | 25% |
| 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. | 197 | 10% | 20% | 20% | 10% |

Note: Pendency as on 25 November to be treated as 100%

Total Mandays available – 292 (73 x 4)

Mandays for inspection - 175

*100% will not be able to achieve with existing manpower

Plan of Action for achieving targets of Product Certification for BO

BO: Jaipur Branch Office (JPBO)

RO: CRO

| Item | Targets pending as on 25 Nov 2017 | Target to be achieved in Dec 2017 | Target to be achieved in Jan 2018 | Target to be achieved in Feb 2018 | Target to be achieved in Mar 2018 |
|--|--|--|--|--|--|
| | | % | % | % | ≤ 20% |
| Grant of Licence | 106 | 15% | 35% | 35% | 15% |
| Surveillance Inspections | 640 | 10% | 20% | 20% | 15% |
| Market Samples | 267 | 20% | 30% | 35% | 15% |
| All India First licence | 1 | 100% | | | |
| Pending applications | 81 | | | | |
| Licences of mandatory products for which no Surveillance Inspections have been carried out for more than 2 years | 198 | 15% | 35% | 35% | 15% |
| Licences of mandatory products for which no market sample has been drawn for 2 years | 169 | 15% | 35% | 35% | 15% |
| PDW Licences for which no surveillance inspection has been carried for more than 1 year | 106 | 15% | 35% | 35% | 15% |
| 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. | 160 | 15% | 35% | 35% | 15% |

Note: Pendency as on 25 November to be treated as 100%

Total available mandays =73X9=657
 @60% =395mandays available

Annex-3

Hallmarking Activity –WRO

(Target/Achievement)

1. Surveillance Audits of A & H Centre

| 2016-2017 | | Upto 25 Nov. 2017 | |
|-----------|-------------|-------------------|-------------|
| Target | Achievement | Target | Achievement |
| 88 | 34 | 120 | 7 |

2. BO Wise Details of Grant of Licence and Market Surveillance

| Name of BOs | Grant of Licence | | | Market Surveillance | | |
|--------------|--|-------------------|-------------|---------------------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| MUBO | 521 | 375 | 186 | 214 | 575 | 94 |
| NGBO | 37 | 100 | 19 | 33 | 47 | 14 |
| PNBO | 689 | 500 | 381 | 250 | 482 | 58 |
| AHBO | 169 | 325 | 131 | 158 | 313 | 11 |
| RJBO | 166 | 300 | 101 | 131 | 303 | 21 |
| TOTAL | 1582 against the target of 1050 | 1600 | 818 | 786 against the target of 1060 | 1720 | 198 |

3. Capacity Building Programme

A- A&H Personal Training Programme

| 2016-2017 | | Upto 25 Nov. 2017 | |
|-----------|-------------|-------------------|-------------|
| Target | Achievement | Target | Achievement |
| 2 | 2 | 2 | 0 |

B- Jeweller awareness Programme and Artisan Training programme

| Name of BOs | Jeweller awareness Programme | | | Artisan Training Programme | | |
|--------------|------------------------------------|-------------------|-------------|----------------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| MUBO | 2 | 2 | 1 | | 1 | 0 |
| NGBO | 1 | 2 | 0 | | 0 | 0 |
| PNBO | 2 | 2 | 2 | | 1 | 0 |
| AHBO | 2 | 2 | 0 | | 1 | 0 |
| RJBO | 3 | 2 | 0 | | 1 | 0 |
| TOTAL | 10 against the target of 10 | 10 | 3 | 4 against the target of 4 | 4 | 0 |

4. Review meeting with representative of BIS recognized A&H Centre

| | |
|---------------|---------------------------------------|
| Target | Achievement (Upto 25 Nov 2017) |
| 1 | 1 |

Hallmarking Activity –ERO **(Target/Achievement)**

1. Surveillance Audits of A & H Centre

| | | | |
|------------------|--------------------|--------------------------|--------------------|
| 2016-2017 | | Upto 25 Nov. 2017 | |
| Target | Achievement | Target | Achievement |
| 44 | 29 | 57 | 11 |

2. BO Wise Details of Grant of Licence and Market Surveillance

| Name of BOs | Grant of Licence | | | Market Surveillance | | |
|--------------|--------------------------------------|-------------|-------------------|---------------------------------------|-------------|-------------------|
| | 2016-17 | | Upto 25 Nov. 2017 | 2016-17 | | Upto 25 Nov. 2017 |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| GHBO | 120 | 105 | 76 | 27 | 111 | 43 |
| PTBO | 159 | 130 | 64 | 6 | 169 | 31 |
| BHBO | 180 | 200 | 198 | 177 | 295 | 42 |
| KKBO | 223 | 300 | 351 | 81 | 658 | 26 |
| JDBO | 53 | 60 | 15 | 77 | 87 | 45 |
| RPBO | 155 | 110 | 66 | 40 | 73 | 33 |
| DSBO | 76 | 95 | 65 | 63 | 177 | 62 |
| TOTAL | 966 against the target of 750 | 1000 | 835 | 471 against the target of 1000 | 1570 | 282 |

3. Capacity Building Programme

A- A&H Personal Training Programme

| | | | |
|------------------|--------------------|--------------------------|--------------------|
| 2016-2017 | | Upto 25 Nov. 2017 | |
| Target | Achievement | Target | Achievement |
| 2 | 0 | 1 | 1 |

B- Jeweller awareness Programme and Artisan Training programme

| Name of BOs | Jeweller awareness Programme | | | Artisan Training Programme | | |
|--------------|------------------------------------|-----------|-------------------|----------------------------------|----------|-------------------|
| | 2016-17 | | Upto 25 Nov. 2017 | 2016-17 | | Upto 25 Nov. 2017 |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| GHBO | 5 | 2 | 2 | - | - | 1 |
| PTBO | 2 | 1 | 0 | - | - | 0 |
| BHBO | 2 | 2 | 0 | - | - | 0 |
| KKBO | 2 | 2 | 1 | - | - | 1 |
| JDBO | 1 | 1 | 0 | - | - | 0 |
| RPBO | 1 | 1 | 1 | - | - | 0 |
| DSBO | 1 | 1 | 0 | - | - | 0 |
| TOTAL | 14 against the target of 10 | 10 | 4 | 3 against the target of 4 | 4 | 2 |

4. Review meeting with representative of BIS recognized A&H Centre

| | |
|---------------|---------------------------------------|
| Target | Achievement (Upto 25 Nov 2017) |
| 1 | 0 |

Hallmarking Activity –SRO (Target/Achievement)

1. Surveillance Audits of A & H Centre

| | | | |
|------------------|--------------------|--------------------------|--------------------|
| 2016-2017 | | Upto 25 Nov. 2017 | |
| Target | Achievement | Target | Achievement |
| 176 | 22 | 165 | 62 |

2. BO Wise Details of Grant of Licence and Market Surveillance

| Name of BOs | Grant of Licence | | | Market Surveillance | | |
|--------------|---------------------------------------|-------------------|-------------|--|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| HYBO | 67 | 90 | 47 | 181 | 135 | 79 |
| BNBO | 153 | 200 | 81 | 253 | 280 | 100 |
| KOBO | 209 | 280 | 177 | 170 | 635 | 116 |
| CTBO | 31 | 40 | 27 | 92 | 80 | 66 |
| VZBO | 93 | 125 | 101 | 121 | 195 | 78 |
| CNBO-I | 196 | 265 | 144 | 393 | 475 | 222 |
| TOTAL | 749 against the target of 1250 | 1000 | 577 | 1210 against the target of 1500 | 1800 | 661 |

3. Capacity Building Programme

A- A&H Personal Training Programme

| | | | |
|------------------|--------------------|--------------------------|--------------------|
| 2016-2017 | | Upto 25 Nov. 2017 | |
| Target | Achievement | Target | Achievement |
| 2 | 2 | 2 | 1 |

B- Jeweller awareness Programme and Artisan Training programme

| Name of BOs | Jeweller awareness Programme | | | Artisan Training Programme | | |
|--------------|-----------------------------------|-------------------|-------------|----------------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| HYBO | 2 | 2 | 0 | | 1 | 1 |
| BNBO | 1 | 2 | 2 | | 0 | 0 |
| KOBO | 2 | 2 | 1 | | 1 | 0 |
| CTBO | 1 | 1 | 0 | | 0 | 0 |
| VZBO | 0 | 1 | 0 | | 1 | 0 |
| CNBO-I | 2 | 2 | 1 | | 1 | 1 |
| TOTAL | 8 against the target of 10 | 10 | 4 | 4 against the target of 4 | 4 | 2 |

4. Review meeting with representative of BIS recognized A&H Centre

| Target | Achievement (Upto 25 Nov 2017) |
|--------|--------------------------------|
| 1 | 1 |

Hallmarking Activity –NRO
(Target/Achievement)

1. Surveillance Audits of A & H Centre

| 2016-2017 | | Upto 25 Nov. 2017 | |
|-----------|-------------|-------------------|-------------|
| Target | Achievement | Target | Achievement |
| 37 | 3 | 37 | 0 |

2. BO Wise Details of Grant of Licence and Market Surveillance

| Name of BOs | Grant of Licence | | | Market Surveillance | | |
|--------------|--------------------------------------|-------------------|-------------|--------------------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| CHBO-II | 125 | 180 | 47 | 100 | 145 | 35 |
| HRBO | 122 | 120 | 39 | 45 | 75 | 18 |
| HPBO | 41 | 65 | 9 | 35 | 50 | 0 |
| LKBO | 136 | 135 | 50 | 84 | 110 | 12 |
| DHBO | 35 | 65 | 13 | 36 | 55 | 6 |
| JKBO | 33 | 35 | 14 | 30 | 35 | 7 |
| TOTAL | 492 against the target of 400 | 600 | 172 | 330 against the target of 375 | 470 | 78 |

3. Capacity Building Programme

A- A&H Personal Training Programme

| 2016-2017 | | Upto 25 Nov. 2017 | |
|-----------|-------------|-------------------|-------------|
| Target | Achievement | Target | Achievement |
| 2 | 0 | 1 | 0 |

B- Jeweller awareness Programme and Artisan Training programme

| Name of BOs | Jeweller awareness Programme | | | Artisan Training Programme | | |
|--------------|------------------------------|-------------------|-------------|----------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| CHBO-II | 1 | 2 | 1 | | 1 | 0 |
| HRBO | 3 | 2 | 1 | | 1 | 0 |
| HPBO | 2 | 1 | 0 | | 0 | 0 |
| LKBO | 2 | 2 | 1 | | 1 | 0 |
| DHBO | 2 | 2 | 1 | | 1 | 0 |
| JKBO | 2 | 1 | 1 | | 0 | 0 |
| TOTAL | 12 against the | 10 | 5 | 3 against the | 4 | 0 |

| | | | | | | |
|--|--------------|--|--|-------------|--|--|
| | target of 10 | | | target of 4 | | |
|--|--------------|--|--|-------------|--|--|

4. Review meeting with representative of BIS recognized A&H Centre

| Target | Achievement (Upto 25 Nov 2017) |
|--------|--------------------------------|
| 1 | 0 |

Hallmarking Activity –CRO (Target vs. Achievement)

1. Surveillance Audits of A & H Centre

| 2016-2017 | | Upto 25 Nov. 2017 | |
|-----------|-------------|-------------------|-------------|
| Target | Achievement | Target | Achievement |
| 55 | 24 | 75 | 32 |

2. BO Wise Details of Grant of Licence and Market Surveillance

| Name of BOs | Grant of Licence | | | Market Surveillance | | |
|--------------|--------------------------------------|-------------------|-------------|--------------------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| GZBO | 96 | 115 | 24 | 40 | 130 | 30 |
| DLBO-I | 171 | 185 | 67 | 92 | 170 | 60 |
| BPLBO | 164 | 190 | 92 | 34 | 130 | 44 |
| JPBO | 328 | 300 | 142 | 41 | 170 | 32 |
| FRBO | 144 | 160 | 68 | 52 | 110 | 34 |
| TOTAL | 903 against the target of 550 | 950 | 393 | 259 against the target of 400 | 710 | 200 |

3. Capacity Building Programme

A- A&H Personal Training Programme

| 2016-2017 | | Upto 25 Nov. 2017 | |
|-----------|-------------|-------------------|-------------|
| Target | Achievement | Target | Achievement |
| 2 | 2 | 2 | 2 |

B- Jeweller awareness Programme and Artisan Training programme

| Name of BOs | Jeweller awareness Programme | | | Artisan Training Programme | | |
|-------------|------------------------------|-------------------|-------------|----------------------------|-------------------|-------------|
| | 2016-17 | Upto 25 Nov. 2017 | | 2016-17 | Upto 25 Nov. 2017 | |
| | Achievement | Target | Achievement | Achievement | Target | Achievement |
| GZBO | 2 | 2 | 1 | | 1 | 0 |
| DLBO-I | 1 | 2 | 1 | | 1 | 0 |
| BPLBO | 2 | 2 | 2 | | 1 | 0 |
| JPBO | 2 | 2 | 3 | | 1 | 1 |
| FRBO | 2 | 2 | 1 | | 0 | 0 |

| | | | | | | |
|--------------|-----------------------------------|-----------|----------|----------------------------------|----------|----------|
| TOTAL | 9 against the target of 10 | 10 | 8 | 2 against the target of 4 | 4 | 1 |
|--------------|-----------------------------------|-----------|----------|----------------------------------|----------|----------|

4. Review meeting with representative of BIS recognized A&H Centre

| Target | Achievement (Upto 25 Nov 2017) |
|---------------|---------------------------------------|
| 1 | 1 |

Annex-4

Dec 2017

**BUREAU OF INDIAN STANDARDS
REPORT OF SURVEILLANCE ON CERTIFIED JEWELLER**

1. Certified Jeweller's name: _____ Date of Visit _____
2. Certified Jeweller's address: _____

3. Certificate No: _____ IS 1417/ IS 2112
4. Valid up to: _____ Gold/Silver
5. Person contacted: _____

6. Check whether address of sales outlet is the same **YES/NO**
as stated in the Certificate: _____
7. Check whether following requirements are displayed: **Mark**

 - a) BIS Standard Mark with necessary wording outside the sales outlet
 - b) Original Certificate issued by BIS
 - c) Components of Hallmark and correlation between fineness and corresponding caratage
 - d) Availability of Magnifying glass of 10X magnification (check physical availability also)
 - e) Availability of calibrated balance for verification of weight by Customer
(check physical availability also)
 - f) Hallmarking charges per article as fixed by BIS

8. Maintenance of Records, as applicable

9. Markings on hallmarked jewellery/artefacts:
 - a) Completeness of four marks
 - b) Legibility of the marking

10. SAMPLE DETAILS:

- a) Description of the article & weight:
- b) Markings on the article:
 - i) BIS Standard mark
 - ii) Marked purity in carat & fineness
 - iii) Name of A&H Centre,
 - iv) Jeweller's Identification Mark
- c) Weight of sample:
- d) Weight of counter sample:
- e) Code as written on sample:
- f) Code as written on counter sample:
- g) Impression of seal applied on the sample:

The sample is sealed and being taken to BIS office by BIS Representative. Counter sample duly sealed is being retained with the sales outlet. The above article has been hallmarked by _____ (Name of A&H Centre & place shall be indicated).

11. Return of gold sample remnant /cornet after testing:

**To be collected by the representative of the Jeweller from BO : Yes/No
if No, the cornet will be sent by insured parcel to the Jeweller**

12. Discrepancy Observed, if any:

13. Remarks, if any:

Signature of Firm's
Rep

Signature of BIS
Rep

Name

Name

Designation

Designation

Date

Date