

## केन्द्रीय मुहर विभाग - I

हमारा संदर्भ: CMD-1/2:4:2

दिनांक: 10.08.2023

### Guidance on steps to be followed for grant of licence under scheme – X for new applicants

1. A dedicated module of manakonline catering to products notified for compliance under Scheme-X of the BIS Conformity Assessment regulations is under development at present. As the roll out of this module is expected to take some time, it has been decided to accept and process applications for the products notified under the Electrical Equipment Quality Control Amendment Order, 2023 through the online portal of Scheme – I, for the time being.
2. Applications shall be received and GoL shall be considered only for products notified for compulsory BIS license under Scheme-X.
3. Applicants shall make a login on the BIS manakonline website at <https://www.manakonline.in/MANAK/eBISLogin> to submit new application(s) for grant of licence. First time visitors to this portal will be required to create a new account and complete the details sought in the profile section of manakonline after creation of account.
4. After successful login, applicants will click on 'Product Certification'.
5. **Selection of IS:** The applicants will be required to choose the Indian Standard (IS) for which the application is being submitted as per column 3 of the following table:

Si. No.	IS for which application is being made	IS to be selected in manakonline system
1.	IS/IEC 60947: Part 2:2016	IS/IEC 60947: Part 2:2016
2.	IS/IEC 60947: Part 3:2012	<b>IS/IEC 60947-3 X : 2012</b>
3.	IS/IEC 60947: Part 4: Sec 1: 2012	<b>IS/IEC 60947-4-1 X : 2012</b>
4.	IS/IEC 60947: Part 4: Sec 2: 2011	IS/IEC 60947: Part 4: Sec 2: 2011
5.	IS/IEC 60947: Part 4: Sec 3: 2014	IS/IEC 60947: Part 4: Sec 3: 2014
6.	IS/IEC 60947: Part 5: Sec 1: 2009	<b>IS/IEC 60947-5-1 X : 2009</b>
7.	IS/IEC 60947: Part 5: Sec 2: 2007	IS/IEC 60947: Part 5: Sec 2: 2007
8.	IS/IEC 60947: Part 5: Sec 5: 2016	IS/IEC 60947: Part 5: Sec 5: 2016

Whereas there is no change is applicable for 5 out of 8 ISs notified under Electrical Equipment Quality Control Amendment Order, the alternate IS to be selected for remaining 3 ISs is shown in Bold in column 3 of above table.

6. On the next page, click on 'Apply for new licence'.
7. On page 1, kindly enter the necessary details sought by the portal.
8. For the column 'Variety applied for', enter the details of the variety and upload the technical file (complete file compressed in a single PDF, without any password protection) for the variety for which application is being made. The documents to be covered in Technical File, for this field, are indicated at Annexure – I.
9. In case of multiple varieties, kindly click on '+' button for adding details for each additional variety.
10. On page 2 kindly fill out the necessary details sought by the portal with respect to 'Management Details'.
11. On page 3 of the application, kindly fill the raw material details and production details. Further, kindly upload the process flow chart, plant layout and list of manufacturing machinery. These documents are to be submitted in the respective fields even if they have been uploaded as part of the consolidated Technical File in the variety page.
12. On page 4, kindly enter the marking details and undertaking with respect to brand of the product.
13. On page 5, kindly upload the list of testing equipment in the format prescribed in the template available on the portal.
14. On page 6, kindly upload the in-house test report for the product.
15. On page 7, kindly submit the necessary undertakings as sought by the portal.
16. Preview the application and make the payment as per details displayed on the payment page. The remaining payment as applicable will be raised by the BIS Branch Office at a later stage.
17. The schedule of payment applicable for the applicants and licensees under Scheme-X are reproduced below for convenience:

Si. No.	Fee Type	Fee (in rupees)
(i)	Application fee for Grant of License	2000/-
(ii)	Certification fee for Grant or Renewal of License	2000/-
(iii)	Fee for review of Technical File for Grant or Change in scope of License	20000/- per Technical File
(iv)	Inspection fees, including surveillance, for any site visit	20000/- per manday

(v)	Sample procurement charges	On actual basis
(vi)	Testing Charges	On actual basis

18. BIS shall examine the application file with respect to submission of all the documents after the receipt of the application. Any inadequacy or non-conformity observed during the evaluation shall be communicated to the applicant through the portal itself.
19. The applicant shall provide satisfactory reply to the observations raised by BIS within the stipulated time, failing which the application may be processed for rejection.
20. When the application is complete, BIS shall examine the conformity of the product to the specified requirement by evaluating the technical file.
21. The evaluation will include combination of the following means: –
  - a. Desk evaluation of technical file by the Bureau;
  - b. Inspection and evaluation of applicant through visit to the manufacturing premises and any other site as applicable.
22. In case the product is tested in-house, BIS shall verify if the manufacturer is capable to carry out in-house testing and if the lab is suitably equipped to ascertain conformity of the product with respect to the requirements specified in the Indian Standard.
23. Testing charges for Independent Testing, as applicable, shall be borne by the applicant.
24. Licence shall be granted subject to the following:
  - a. Payment of all the requisite fee by the applicant;
  - b. Desk evaluation of the submitted application and supporting documents;
  - c. Inspection and evaluation of technical file through visit to the manufacturing premises and any other site, as applicable;
25. The applicant shall also submit acceptance to product specific requirements, if applicable, as prescribed by BIS.
26. After the Grant of Licence, the manufacturer shall be allowed to apply BIS Standard mark on the product.
27. During the process of application and grant of license all communication between the applicant and the BIS BO will be done through manakonline portal. The communication window facility of the portal can also be used for submitting any clarification, requests or submission of documents etc.
28. An indicative preview of a draft application form is also enclosed as Annexure-II for perusal.

### **Annexure- I**

Excluding the information & documents already submitted while filling the application for, the technical file document to be uploaded in the variety column shall consist of the following documents:

1. Product description with details of variety or grades or type or size as applicable
2. Specified requirements applicable for the product
3. Photograph (s) for identification of the product
4. Detail of design of the product including drawing(s) as applicable
5. Report of compliance of the product to the specified requirement which may include test report from third party laboratory or from manufacturer's own laboratory as applicable
6. Details of in-house quality assurance measures including inspection, test plan and facilities; as applicable
7. The in-house quality assurance measures shall include aspects of quality control of raw materials/components, in-process quality controls, final testing of product, packing and storage.
8. Instructions for use, maintenance, installation, safe operation of the product; as applicable
9. Any other product specific requirement