



## केन्द्रीय मुहर विभाग - III

हमारा संदर्भ- केन्द्रीय मुहर विभाग-३/१६: भा.मा. ५२४४

०९ जनवरी २०२३

**विषय:** अनुपालन हेतु गाइडलाइन

सभी शाखा कार्यालयों से आग्रह है कि संलग्न गाइडलाइन का अनुपालन तत्काल प्रभाव से सुनिश्चित करें।

(राकेश कुमार)  
वैज्ञानिक 'डी' (के मु वि III)

**प्रमुख (के मु वि III)**

सभी क्षेत्रीय/शाखा कार्यालय

### **CENTRAL MARKS DEPARTMENT-III**

Our Ref: CMD-3/16: IS 5244

09 January 2023

**Subject: Guidelines for implementation of Amendment No. 1 to IS 5244: 2020- Safe Deposit Locker Cabinets**

This has reference to the subject mentioned above.

BOs may kindly ensure implementation of the attached guidelines with immediate effect.

(Rakesh Kumar)  
Scientist D (CMD III)

**Head (CMD - III)**

Circulated to: All ROs/BOs

## CENTRAL MARKS DEPARTMENT III

Our Ref: CMD III/16: IS 5244

09 January 2023

### **Subject: Guidelines for implementation of Amendment No. 1 to IS 5244: 2020- Safe Deposit Locker Cabinets**

1. Amendment No. 1 to IS 5244: 2020 has been published. The last date for implementation of the Amendment is 19 April 2023.
2. All BOs shall inform the Applicants and Licensees under their jurisdiction about implementation of the Amendment **within a week of issuance of these guidelines**.
3. The significant changes brought through this Amendment as listed in the Table below is given for the purpose of general guidance. BOs shall ensure that the product conforms to all the requirements, as applicable, as per the Amendment.

Sl. No.	Clause reference	Changes
1.	Page 1, Cl. 7.1, line 3	Requirements of key Locks have been modified. Minimum 7-levers key lock on each side (lessee and custodian key side) has now been specified to be used.  Reference of IS 17566 has been added as guidance for key Locks.
2.	Page 2, Table 1	Recommended material specification (For guidance only) for body and lever of lock has been added.

4. Consequent upon revision of the Standard, existing Product Manual has been revised as Doc: PM/ IS 5244/ 3/ December 2022. In this revision, number of Amendments to Standard has been updated. Also, Changes have been made in Grouping Guidelines and SIT.
5. The guidelines for implementation of the Amendment is given below:

#### **A. LICENSEES:**

- (i) All Licensees shall implement the revised Standard by 19 April 2023. Any difficulty in implementation shall be brought to the notice of CMD III at the earliest but in any case at least 30 days before the last date of implementation. BOs shall ensure that no Licences are under operation without Amendment after 19 April 2023. The status of implementation of the Amendment shall be confirmed by Head (BO) to CMD-III within two weeks of the last date of concurrent running.
- (ii) In order to establish conformity to modified requirements (as per Cl. 7.1), licensees shall submit evidence of conformity, in form of in-house test report/test certificate of Key Locks, as applicable.

- (iii) Verification of implementation of the Amendment, wherever required, may be done during the next visit **which may normally be completed within one month from the date of submission of compliance by licensee or latest by three months from the last date of concurrent running.**
- (iv) If the Licensee fails to complete all actions by 19 April 2023 it shall be dealt with as per the prevailing guidelines.

**B. APPLICATIONS FOR GRANT OF LICENCE:**

- (i) Existing Applications where Sample has been submitted in the Laboratory/Test Report has been issued by the Laboratory may be processed without considering Amendment. However, if the Applicant is desirous of considering the application with Amendment, a declaration may be obtained from the Applicant to that effect and the Application may be processed accordingly. An undertaking shall also be obtained from such Applicants that if the sample fails while considering the provisions of the Amendment, Licence will not be granted without Amendment.
- (ii) Applications which are recorded henceforth may be processed with or without Amendment. Processing of Applications without Amendment shall be permitted only up to 19 April 2023 and for such cases Applicant shall give a declaration that they will implement the Amendment by 19 April 2023.
- (iii) Beyond 19 April 2023 no Licence shall be granted without consideration of the Amendment.

**C. CHANGE IN SCOPE OF LICENCE:**

- (i) For change in scope of licence, the relevant provisions as given above for Applicants shall apply.
  - (ii) However, processing of such applications for change in scope of licence without Amendment shall be permitted only upto the date of implementation of the Amendment by the licensee or up to 19 April 2023 whichever is earlier.
6. The above guidelines come into force with immediate effect.

**(Rakesh Kumar)**  
**Scientist D**

Head (CMD III)  
**DDG (Certification)**