

User Manual for OTR Machinery Registration and Application Submission

This manual provides comprehensive guidance for applicants who wish to register machinery and submit applications under the Scheme-X of Bureau of Indian Standards (BIS) Conformity Assessment Regulations. It is intended for general users submitting applications for the Omnibus Technical Regulation (OTR) notified by Ministry of Heavy Industries and implemented by BIS. Each section explains the purpose of the step and provides simple instructions to complete the process successfully.

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Glossary of Terms

OTR: Omnibus Technical Regulation – System for registering and certifying machinery and electrical equipment.

BIS: Bureau of Indian Standards – National standards body responsible for certification.

DO: Dealing Officer – Officer who scrutinizes applications and communicates with applicants.

DE: Desk Evaluator – Expert who evaluates the technical file and gives recommendations.

HOD: Head of Department – Approving authority for key decisions such as acceptance of technical files and licence grant.

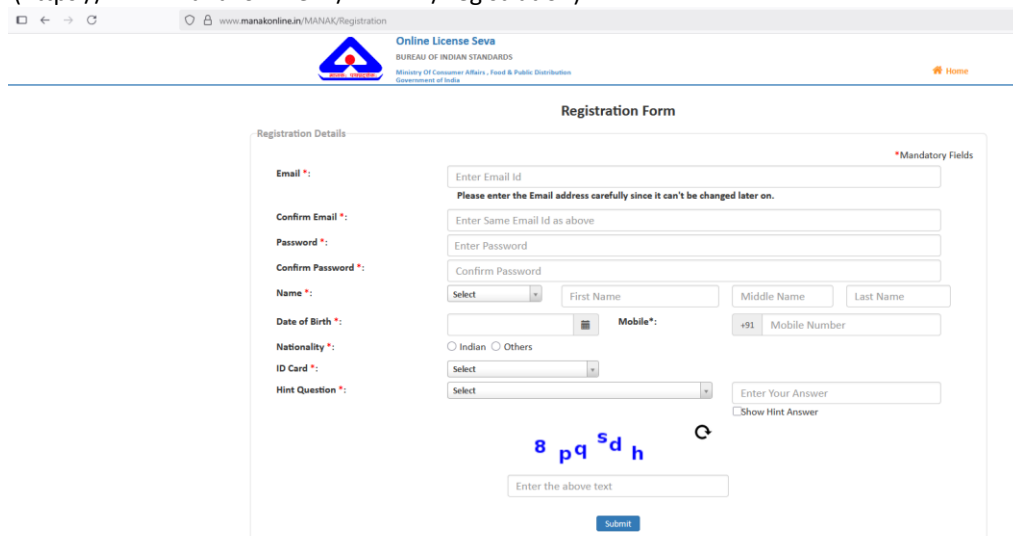
NC: Non-Conformity – A deviation found during inspection/audit which needs corrective action.

PI: Preliminary Inspection – Inspection planned by the Audit/Inspection Team to verify compliance at the factory.

GOL: Grant of Licence – Final approval issued by the competent authority.

Before You Begin

- Before submitting applications, please familiarize yourself with guidelines on the subject issued by the BIS. You may refer them BIS Website or by clicking here (<https://www.bis.gov.in/certification-process-4/>). Also refer to product specific information by clicking here (<https://www.bis.gov.in/scheme-x-certification/product-specific-information/>)
- Create an account in the Manakonline portal using the link (<https://www.manakonline.in/MANAK/Registration>)



The screenshot shows the 'Registration Form' on the Manakonline portal. The page header includes the BIS logo and text: 'Online License Seva', 'BUREAU OF INDIAN STANDARDS', 'Ministry Of Consumer Affairs, Food & Public Distribution', and 'Government of India'. The form is titled 'Registration Form' and 'Registration Details'. It contains several mandatory fields: 'Email *', 'Confirm Email *', 'Password *', 'Confirm Password *', 'Name *' (with sub-fields for First, Middle, and Last Name), 'Date of Birth *', 'Nationality *' (with radio buttons for Indian and Others), 'ID Card *', and 'Hint Question *'. There is also a 'Mobile #' field with a '+91' prefix. A security question section includes a dropdown for 'Hint Question *', a text input for 'Enter Your Answer', and a 'Show Hint Answer' checkbox. A CAPTCHA image with the characters '8 p q s d h' is displayed above a text input field labeled 'Enter the above text'. A 'Submit' button is located at the bottom of the form.

Figure: Account Creation in Manakonline portal

For submitting an application in the portal User is required to have:

- A valid username and password for the portal. For
- Details of your firm, factory, and authorized contact person.
- Information about each machine (category, type, model, series).
- Technical files as required.
- A valid payment method for fee payment (such as Credit card/Debit Card/ Net Banking etc).

OTR Machinery Registration

Start your journey by logging in (url: <https://www.manakonline.in/MANAK/eBISLogin>) and registering your machinery/electrical equipment. This ensures your firm and factory details are captured correctly.

1. Log in to the portal with your registered username and password.
2. On the dashboard, click **Machinery and Electrical Equipment Safety (Omnibus Technical Regulation)**.

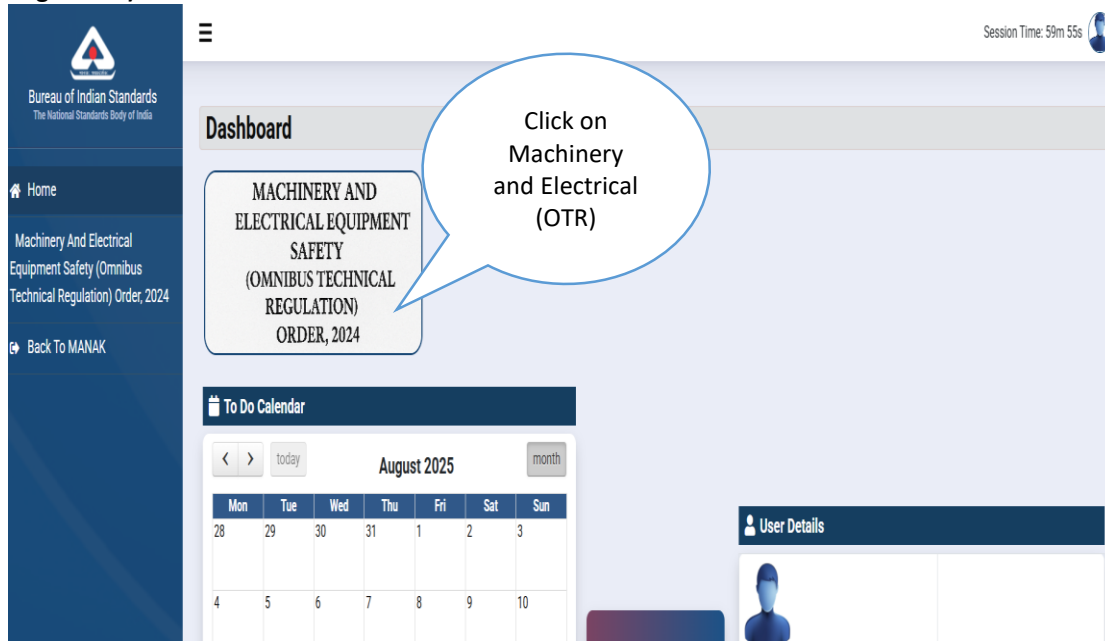


Figure: OTR Licence & Certification (Applicant Dashboard)

3. Click **OTR Registration** to submit a new registration.

Session Time: 5

Welcome MANISH P JIVANI

Organisation Profile	Your Profile is 100% complete. Click here to edit your Organisation profile
OTR Registration	Click here to Register with BIS as manufacturer of machinery or electrical equipment
Submitted OTR Registration	View & Edit Registration/ Submit Application for Certification
Submitted Application(s)	0 Applications View
Licence(s)	0 Licence(s) View
Certificate(s)	0 Certificate(s) View
Draft Applications	0 Application(s) View
Payment Receipt	View

Figure: OTR Machinery Registration

4. Fill the User Profile before proceeding further:

Organization Profile

Following Details are crucial while applying for BIS Certification License. Please fill correct details and upload corresponding documents. Incorrect details or/and documents may lead to rejection of your application.

Firm/Office Details

Firm Name * KELBA AGRO ENGINEERS PVT LTD	CEO Name * ANIRUDHHA A KELKAR
Office Address * PLOT NO.36	Office Address 2 VASANTDADA INDUSTRIAL ESTATE
State * Maharashtra	
District * Sangli	
City * 	
PIN code * 416416	
Address Proof Document Type * GST Registration Certificate	Address Proof Document * Choose File No file chosen Download Document
Registered Mobile Number * 	Registered Email *

Activate Windows
Go to Settings to activate Windows.

Figure: Profile Registration

Details of Contact Person

Provide the details of the authorized contact person who will receive official communication regarding the application.

1. Enter the full name of the contact person.
2. Enter the designation (e.g., Manager, Director, Technical Head).
3. Provide a valid email address.
4. Enter the contact number (preferably a mobile number).
5. Click Save/Next to continue.

Notes:

- Ensure the email address is active. Important alerts and queries will be sent to this address.

The screenshot displays the BIS portal interface. On the left is a navigation menu with the Bureau of Indian Standards logo and links to Home, Electrical Equipment (Quality Control) Order, 2020, Machinery And Electrical Equipment Safety (Omnibus Technical Regulation) Order, 2024, and Back To MANAK. The main content area is titled 'Organization Details' and contains the following information:

- Proof of Establishment of Firm:** Pvt. Limited
- Nature of Firm:** Pvt. Limited
- Women Entrepreneur:** No
- Date Of Reg.:** 01/07/1984
- Sector:** Private
- Startup:** No
- Business License Number:** MH29B0003631
- GST Number:** 00AAAAA0000A0AA
- Scale:** Small
- Reg. Number:** 0
- PAN Number:** AAAAAA0000A

Factory Details:

- Factory Address:** PLOT NO.36 VASANTDADA INDUSTRIAL ESTATE
- Address Proof Document Type:** GST Registration Certificate
- State:** MAHARASHTRA
- District:** SANGLI
- City:** SANGLI
- PIN code:** 416416
- Reg. Mobile Number:** 0
- Reg. Email:** kelbaagro@yopmail.com
- Factory Email:** kelbaagro@yopmail.com
- Alternate Mobile Number:** 0
- Latitude:**
- Longitude:**
- Landline Number:** 02330
- Special Economic Zone (SEZ):** No

Details of Contact Person:

- Correspondence Address Communication:** Select
- Name of Contact Person:** Enter Name
- Designation of Contact Person:** Enter Designation
- E-Mail Id:** Enter Mail Id
- Contact Number:** Enter Number

Machinery and Electrical Equipment:

- Select Machine Category:** Select Machine
- Activate Windows:** Go to Settings to activate Windows

Figure: Contact Person Details

Machinery and Electrical Equipment

Add machines for which certification is required. Each machine can have a category, type, model, and series.

1. Select the machine category from the drop-down menu.
2. Enter the machine type under the selected category.
3. Tick **Add Model** to include one or more models for the machine type.
4. Tick **Add Series** to add a series, then assign models under that series and select lead model for that series.
5. After completing the details, click **Submit** to save.
6. Repeat the process to add additional machine categories or types, if required.

Notes:

- Add models and series carefully, as the technical files you upload later are mapped to these entries.

The screenshot shows a web form titled "Machinery and Electrical Equipment". At the top, there is a "Select Machine" dropdown menu with the text "16. All types of Diesel Generator and (or) their assemblies/sub-assemblies /components". To the right of this dropdown are two red buttons: "Remove Machine Category" and "Remove Machine Type". Below the dropdown is a text input field for "type of machine". The form is divided into two main sections: "Add Models" and "Add Series". The "Add Models" section has a "Models:" label and a text input field containing "m1", with a blue "+ Add Model" button below it. The "Add Series" section has a "Series Name:" label and a text input field containing "s1", with a blue "+ Add New Series" button below it. There is also a "Lead" section with a checked checkbox and a dropdown menu showing "m1, s1", with a red "Remove Series" button below it. At the bottom left, there is a green "Add New Machine Category" button. At the bottom center, there is a blue "Submit" button. Callouts in blue circles point to the "Add Model" button, the "Add series" button, the "Add Machine Category" button, and the "Submit" button.

Figure: Select Machine category, type of machine, Model & Series

View/Edit Registration and Submit Application

After completion of registration, you can review the details or proceed to submit the application.

1. On the registration confirmation page, click View & Edit Registration / Submit Application for Certification.
2. To make changes, click **View & Edit Existing Registration** and update the necessary fields.
3. To continue with the application, click **Proceed to Submit OTR Application**.

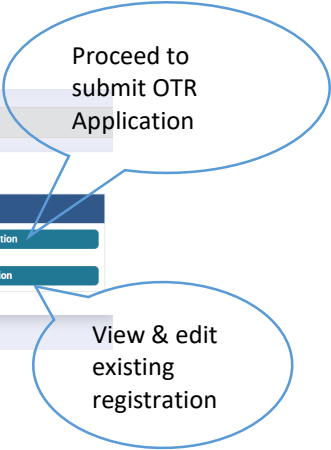
The screenshot shows a user dashboard for "MANISH P JIVANI". The dashboard has a header with a laptop icon and the text "Welcome MANISH P JIVANI". Below the header is a table with five rows. The first row is "Organisation Profile" with a sub-header "Your Profile is 100% complete. Click here to edit your Organisation profile" and a blue link "View & edit Registration and Application". The second row is "Submitted OTR Registration" with a blue link "View & Edit Registration/ Submit Application for Certification". The third row is "Submitted Application(s)" with the text "0 Applications View". The fourth row is "Licence(s)" with the text "0 Licence(s) View". The fifth row is "Certificate(s)" with the text "0 Certificate(s) View". A callout in a blue circle points to the "View & edit Registration and Application" link.

Figure: View & edit OTR registration and Submit Application for certification

OTR Registration Details

OTR Registrations				
S.No.	Registration Number	Firm Name	Registration Date	Action
1	100006	ANAND INTERNATIONAL	2025/08/19	Proceed to submit OTR Application View & Edit Existing Registration

Figure: View & edit existing registration and proceed OTR Application



Select Type of Certification

1. From the **Type of Certification** drop-down, select the relevant option between **Licence** or **CoC**.
2. Click **Next** to continue.

Organization Details

Proof of Establishment of Firm Other-GST **GST Number** 00AAAAA0000A0AA

Nature of Firm Partnership **Sector** Private **Scale** Small

Women Entrepreneur No **Startup** No **Reg. Number** 0

Date Of Reg. 24/11/2004 **Business License Number** **PAN Number** AAAAA0000A

Factory Details

Factory Address A-35, Ichchapor GIDCSurat Hazira Road

Address Proof Document Type GST Registration Certificate

State GUJARAT **District** SURAT **City** ICHHAPORE **PIN code** 394510

Reg. Mobile Number 0 **Reg. Email** head@yopmail.com **Factory Email** head@yopmail.com **Alternate Mobile Number** 0

Latitude 21.19418 **Longitude** 72.72985 **Landline Number** 2610 **Special Economic Zone (SEZ)** No

Type of Certification

Select type of Certification *

Licence

[Next](#)



Figure: OTR Application Submission

Details of Management

Provide details of the top management and technical management responsible for the manufacturing unit.

1. Enter the details of Top Management (e.g., Head of Organization).
2. Enter the details of Technical Management (e.g., Head of Technical).
3. Click **Next** to proceed.

The screenshot shows a web form titled "Management Details". It is divided into two main sections: "Top Management Details" and "Technical Management / Quality Assurance / Control Personnel Details".

Top Management Details: This section contains a table with columns: Name, Designation, Contact No., Email ID, DIN (If Applicable), and Action. Below the table are input fields for each column: "Enter Name", "Enter Designation", "Enter Contact Number", "Enter Email ID", and "Enter DIN". There is an "Add" button at the end of the row.

Technical Management / Quality Assurance / Control Personnel Details: This section contains a table with columns: Name, Designation, Qualification, Qualification Document, Experience (in years), Photo, and Action. Below the table are input fields: "Enter Name", "Enter Designation", "Enter Qualification", "Choose File" (with "No file chosen" text), "Enter Experience", and another "Choose File" (with "No file chosen" text). There is an "Add" button at the end of the row.

At the bottom of the form, there are "Back" and "Next" buttons. A callout bubble points to the "Next" button with the text "Click on next button". Another callout bubble points to the "Enter Name" field with the text "Enter Management details".

Figure: Management Details

Details of Machinery

Verify the machinery information before submission. You may add more categories, types, models, or series if needed.

1. Review the listed machines, models, and series.
2. Click Add **New Machine Category** to create a new category, if required.
3. Add or edit machine type, model, and series as needed.
4. Click **Next** to continue.

The screenshot shows a web form titled "Machinery Details". It is divided into two main sections: "Machinery and Electrical Equipment" and "Select Machine".

Machinery and Electrical Equipment: This section contains a dropdown menu for "type of machine" with the selected value "16. All types of Diesel Generator and (or) their assemblies/sub-assemblies /components". There is a "Remove Machine Category" button. Below this are two sections: "Add Models" and "Add Series".

Add Models: This section contains a text input field with "m1" and an "Add Model" button.

Add Series: This section contains a text input field for "Series Name" with "s1", a "Lead" dropdown menu with "m1, s1" selected, and an "Add Model in Current Series" button. There is also a "Remove Series" button and an "Add New Series" button.

At the bottom of the form, there are "Back" and "Next" buttons. A callout bubble points to the "Next" button with the text "Click on next button". Another callout bubble points to the "Add New Machine Category" button with the text "Add New Machine category". A third callout bubble points to the "type of machine" dropdown with the text "Add machine type".

Figure: Machinery Details

Upload Technical File Documents

Upload the technical files that support your application for each model/series as per relevant standards.

1. Select the applicable standards: **Type B** (multiple selection allowed) and **Type C** (multiple selection allowed).
2. Click **Upload Technical File** and select the file from your computer.
3. You may upload multiple files. After each upload, click **Save**.
4. After all files are uploaded against each model/series, click **Next**.

Notes:

- Ensure files are clear and legible. Files should be in the PDF format and within 20MB size only.

Technical File

Upload technical file for applied Machinery and Electrical Equipment

Machine Category
16. All types of Diesel Generator and (or) their assemblies/sub-assemblies /components

Type:
type of machine

Models:
m1

Series:
s1

Models:
Lead: m1, s1

Upload Technical Files

Upload Technical Files

Back Next

Upload Technical file

Click on next button

Figure: Upload technical file documents

Upload Technical File

Note:- Only PDF files up to 20MB are allowed. For Larger Files, Please upload in multiple parts.

Machine Category: 16. All types of Diesel Generator and (or) their assemblies/sub-assemblies /components

Machine Type: type of machine Model Name : m1

Type A Standard*
IS 16819 : 2018 / ISO 12100 : 2010

Select Applicable Type B Standard(s)
IS 16806 : PART 2 : 2018 / ISO 29042 : PART 2 : 2009

Select Applicable Type C Standard(s)
Clause 6.6 of IS 12258 : 1987

Upload File*
Choose Files 4 files

Save

Close

Select type of standard

Upload file

Click on save button

Figure: Selection of type of standard and upload file

Click the next button after all technical files have been uploaded with the model and series in the model.

Upload technical file for applied Machinery and Electrical Equipment

Machine Category
16. All types of Diesel Generator and (or) their assemblies/sub-assemblies /components

Type:
type of machine

Models:
m1

Series:
s1

Models:
Lead: m1, s1

View Uploaded Technical Files

View Uploaded Technical Files

Back Next

View uploaded technical file

Click on next button

Figure 12: View Uploaded Technical file

Declarations and Undertaking

Provide declarations and statutory information as required by the system.

1. Indicate whether the product category requires statutory permissions (select **Yes** or **No**).
2. Provide any additional information and supporting details if required.
3. Enter the name and designation of the person submitting the application.
4. Indicate whether an authorization letter is available (if applicable).
5. Upload the factory layout plan (if required).
6. Click **Next** to proceed.

Declaration & Undertaking

Declaration

Any Statutory Permissions required for the product category.*
No

Does firm intend to provide any other information.*
No

Does firm intend to submit any other request for consideration.*
No

Name of Person submitting the application.*
Enter Name

Designation of Person submitting the application.*
Enter Designation

Authorization letter of Person submitting the Application, if applicable.*
No

Upload Layout Plan.*
Choose File No file chosen

Weekly Offs

Weekly Offs.*
No

Undertakings

1. I/We undertake to inform BIS regarding consignee details to whom the product will be supplied after grant of certification.
2. I/We extend all possible co-operation to the BIS Certification Officer (Or Agent Appointed by BIS) during the inspection at our premises.
3. The information given is true to the best of my knowledge and belief. I shall be responsible for information provided. I understand and agree that in case of any wrong information, the application shall be liable for rejection. I also agree that, if the certification is granted on the basis of information which is later found to be incorrect, the certification shall be liable for cancellation.
4. I/We hereby confirm my readiness for the inspection on any day fixed by the BIS Certification Officer (Or Agent Appointed by BIS) after fifteen days from the date of the submission of application, otherwise the application shall be liable for rejection.

I Agree

Back Next

Click next button

Figure: Declaration & Undertaking details

OTR Application Fee Payment

Pay the application fee to complete submission.

1. Click **Calculate Fee** to view the total payable amount.
2. Click **Proceed to Payment** to go to the payment gateway.
3. Complete the payment following on-screen instructions.
4. After successful payment, your application moves to Submitted Applications in the dashboard.

Notes:

- Do not refresh the page during payment. If payment fails, check your bank notifications before retrying.

Fee Description	Rate (a)	Unit(s) (b)	Duration(Year) (c)	Amount (d=a*b*c)	Concession	Concession Amount (e)	Net Amount (f=d-e)	Tax Type	Tax Rate	Tax Amount (g)	Total Amount (h=f+g)
Application fee for grant of licence	2000	1	-	2000.00	-	0.0	2000.00	CGST + SGST	9% +9%	360	2360.00
Fee for review of technical file	20000	2	-	40000.00	50 % Concession of Small Scale	20000.00	20000.00	CGST + SGST	9% +9%	3600	23600.00
Inspection fees	20000	4	-	80000.00	50 % Concession of Small Scale	40000.00	40000.00	CGST + SGST	9% +9%	7200	47200.00
										Total	73160.00

Payment Mode *

Individual/Retail Banking

Note

Note 1:Fees can be changed at any time during application and applicant would be required to clear all the dues before Grant of Licence/CoC.
 Note 2:The Bureau reserves the right to collect the fees in advance.
 Note 3:In case of payment failure, if money is deducted from your account, the same would be refunded within 7 working days. Please contact your bank in case of further queries. Kindly do not make another attempt for payment unless there is a failure.

I agree to the Terms and Conditions associated with Grant of Licence/CoC under Scheme-X of the Bureau of Indian Standards(Conformity Assessment) Regulations.

Proceed payment

Figure 14: OTR Application Fee Payment

Manage Drafted and Submitted Applications

You may review, edit, or delete drafted applications, and view submitted applications.

1. On the Applicant Dashboard, click **View Draft Applications** to see saved drafts.
2. Use **Edit** to modify or **Delete** to remove a draft application.
3. To view a submitted application, click **View Application** under the **Submitted Applications** section.

Welcome Ajay Kumar

Organisation Profile	Your Profile is 100% complete. Click here to edit your Organisation profile
Submitted OTR Registration	View & Edit Registration/ Submit Application for Certification
Submitted Application(s)	1 Applications View query
Licence(s)	1 Licence(s) View
Certificate(s)	1 Certificate(s) View
Draft Applications	3 Application(s) View
Payment Receipt	View

View submitted application

View Draft

Figure: Applicant dashboard

OTR Draft Application List

Edit and delete drafted application

List of Draft Application						
S.No.	Application Number	Firm Name	Applied for	Draft Date	Edit	Delete
1	880000003	Svarnim Forgings	License	2025/08/18	Edit	Delete
2	880000004	Svarnim Forgings	License	2025/08/18	Edit	Delete
3	880000006	Svarnim Forgings	License	2025/08/18	Edit	Delete

Figure: OTR Drafted Application

Submit Application List

List of Submitted Application											
S.No.	Application Number	Firm Name	Application For	Apply For	Status	Pending	Inspection Date	Submit Date	Remarks	Others	Action
1	710000001	ANAND INTERNATIONAL	OTR	License	Submitted	No	-	2025/08/19	-	Activity Log View Application Communication With BIS	⚙

Figure: OTR Submitted Application

Application

[Print](#)

Firm/Office Details

Firm Name ANAND INTERNATIONAL **CEO Name** ALPESHKUMAR B DHAMELIYA
Office Address A-35, Ichchapor GIDCSurat Hazira Road **Landline Number** 2610
Address Proof Document Type GST Registration Certificate [⬇](#)
State GUJARAT **District** SURAT **City** ICHHAPORE **PIN code** 394510
Reg. Mobile Number 0 **Reg. Email** head@yopmail.com **Office Email** head@yopmail.com **Alternate Mobile Number** 0

Organization Details

Proof of Establishment of Firm Other-GST [⬇](#) **GST Number** 00AAAAA0000A0AA
Nature of Firm Partnership **Sector** Private **Scale** Small [⬇](#)
Women Entrepreneur No **Startup** No **Reg. Number** 0
Date Of Reg. 24/11/2004 **Business License Number** **PAN Number** AAAAA0000A

Factory Details

Factory Address A-35, Ichchapor GIDCSurat Hazira Road
Address Proof Document Type GST Registration Certificate [⬇](#)
State GUJARAT **District** SURAT **City** ICHHAPORE **PIN code** 394510
Reg. Mobile Number 0 **Reg. Email** head@yopmail.com **Factory Email** head@yopmail.com **Alternate Mobile Number** 0
Latitude 21.19418 **Longitude** 72.72985 **Landline Number** 2610 **Special Economic Zone (SEZ)** No

Go to Settings to activate Windows

Figure: Submitted Application Details

Queried by BIS (Clarification on Scrutiny)

If BIS raises any queries during scrutiny, respond promptly to avoid delays.

1. Open the application under **Submitted Applications** and click **Action – Scrutiny Clarification**.
2. Read the query carefully.
3. Enter your response in the remarks field and attach supporting documents (if any).
4. Click **Save** to submit your clarification.

Notes:

- Keep your responses concise and factual. Attach only relevant documents.

Submit Application List												
List of Submitted Application												
S.No.	Application Number	Firm Name	Application For	Apply For	Status	Pending	Inspection Date	Submit Date	Remarks	Others	Action	
1	780000001	Mahadev Techno Private Limited	OTR	Certificate	Application Under Process	Action Pending	-	2025/08/19	-		Activity Log View Application Communicate Scrutiny Clarification	

Clarification

Figure: Submitted Application List

- After click on Scrutiny clarification action link Application Details are displayed.

Scrutiny Carification		
Stage	DO Remarks	Applicant Response
Query on Organization Profile	1	Answer Query
Query on Management Details	2	Answer Query
Query on Technical File	3	Answer Query
Query on OTRDeclaration	4	Answer Query

Figure: Display Answer Query

- The application stage opens once the applicant clicks "Answer Query" to respond to the question, enters their remarks, and clicks "Save."

Top Management Details					
Name	Designation	Contact No.	Email ID	DIN (if Applicable)	Action
Mr. Durgesh Chhajed	Chief Executive Officer (CEO)	9820112233	durgesh.chhajed@mahadevtechno.c	07654321	Add
Ms. Kavita S. Mehta	Finance & Compliance (CFO)	9892123456	kavita.mehta@mahadevtechno.com	08213456	Delete
Mr. Amit R. Kulkarni	Director – Operations & Strategy	9768123456	amit.kulkarni@mahadevtechno.com	07987654	Delete

Technical Management / Quality Assurance / Control Personnel Details						
Name	Designation	Qualification	Qualification Document	Experience (in years)	Photo	Action
Mr. Sandeep R. Patil	Technical Manager (Produ	B.Tech (Mechanical Engin	Browse... No file selected. Download	14	Browse... No file selected. Download	Add
Ms. Pooja M. Deshmukh	Quality Assurance Head	M.Sc. (Material Science), L	Browse... No file selected. Download	10	Browse... No file selected. Download	Delete

Officer Remarks * 2	Applicant Remarks * applicant remark
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[Save](#)

Click save

Figure: Display Answer Query

- After submitting the clarification the screen will redirect to the Submitted Application web-page.

Submit Application List											
List of Submitted Application											
S.No.	Application Number	Firm Name	Application For	Apply For	Status	Pending	Inspection Date	Submit Date	Remarks	Others	Action
1	780000001	Mahadev Techno Private Limited	OTR	Certificate	Application Under Process	No	-	2025/08/19	-	Activity Log View Application Communication With BIS	

Figure: Submitted Application Listing Page

Inspection Date Acceptance or Grace Period

BIS will propose a date for Factory Inspection (PI). You can accept the date or request a grace period.

1. On the **Submitted Applications** list, click **Action** for the relevant application.
2. Choose **Accept PI Date** to confirm the proposed inspection date.
3. Or choose **Request Grace Period** to propose a new date.
4. If requesting grace, enter the desired inspection date in **Remarks** and click **Submit**.

Notes:

- Grace period can be requested only twice. Use it only if absolutely necessary.

Submit Application List											
List of Submitted Application											
S.No.	Application Number	Firm Name	Application For	Apply For	Status	Pending	Inspection Date	Submit Date	Remarks	Others	Action
1	710000001	ANAND INTERNATIONAL	OTR	License	Confirm/Re-Request Inspection Date	Action Pending	2025/08/19, 2025/08/12, 2025/08/26, 2025/08/27, 2025/08/28	2025/08/19	Inform PI date to applicant	Activity Log View Application Communicate Accept PI Date	

Accept Pi date

Figure: Submitted Application Listing Page

Request Grace Period

Submit Application List											
List of Submitted Application											
S.No.	Application Number	Firm Name	Application For	Apply For	Status	Pending	Inspection Date	Submit Date	Remarks	Others	Action
1	710000001	ANAND INTERNATIONAL	OTR	License	Confirm/Re-Request Inspection Date	Action Pending	2025/08/19, 2025/08/12, 2025/08/26, 2025/08/27, 2025/08/28	2025/08/19	Inform PI date to applicant	Activity Log View Application Communicate Accept PI Date Request Grace Period	

Request Grace Period

Figure: Submitted Application Listing Page (Contd.)

Submit Clarification on NC Raised

If the Audit Team Lead issues an NC (Non-Conformity) report, you must provide clarifications and corrective actions.

1. Click **Submit Clarification on NC Raised** from your application submitted page.
2. Open the **Pending Discrepancies Audit Report** to review all NCs.
3. For each NC, provide a clear explanation and describe the corrective action taken.
4. Upload supporting documents (e.g., photos, test reports) where applicable.
5. Click **Save** to submit.

Submit Application List											
List of Submitted Application											
S.No.	Application Number	Firm Name	Application For	Apply For	Status	Pending	Inspection Date	Submit Date	Remarks	Others	Action
1	7100000001	ANAND INTERNATIONAL	OTR	License	Preliminary Inspection Complete	No	2025/08/19, 2025/08/12, 2025/08/26, 2025/08/27, 2025/08/28	2025/08/19	-	Activity Log View Application Communication With BIS Submit Clarification On NC Raised	Click Submit clarification

Figure: clarification on NC Raised

Pending Discrepancies Audit Report

Pending Discrepancies Audit Report					
Firm/Office Details:					
Application Number 7100000001	Firm Name ANAND INTERNATIONAL	CEO Name ALPESHKUMAR B DHAMELIYA	Office Address A-35, Ichchapur GIDCSurat Hazira Road	PIN code 394510	
State GUJARAT	District SURAT	City ICHHAPORE			
Address Proof Document Type GST Registration Certificate Download Document	Reg. Email head@yopmail.com	Office Email head@yopmail.com			
Reg. Mobile Number 0	Landline Number 2610				
Alternate Mobile Number 0					
SNo	NC Date	NC Section	Discrepancies / Advices Rendered	Corrective Actions	Supporting Documents
1	2025-08-20 16:03:07.102	3.2 Lot/Batch/Serial Number* Machine: 16. All types of Diesel Generator and (or) their assemblies/sub-assemblies / components Type: type of machine Model: m1	NC 2	Enter corrective action...	<input type="button" value="Browse..."/> <input type="button" value="No file selected"/> <input type="button" value="View Documents"/>
				<input type="button" value="Save"/>	

Figure: Pending Discrepancies Audit Report