

HALLMARKING DEPARTMENT

Our Ref: HMD/14:1

26.10.2006

Sub: HALLMARKING LICENCE FOR MULTI CHAIN OUTLETS

Further to our note of even no. dated 15.9.2006 on above subject communicating decision for giving discount for hallmarking licence to Multi Chain Outlets, in order to facilitate applicants for getting licence for all its outlets by interacting with only one BO, **GUIDELINES FOR HALLMARKING LICENCE FOR MULTI CHAIN OUTLETS - CENTRALIZED INTERACTION WITH APPLICANTS** have been formulated and approved by the competent authority. The Guidelines are enclosed herewith for implementation with immediate effect.

Sc. F & H(HMD)

(H.S.Pasricha)
JD

All RO/BOs

Cc: DDGRs for information pl.

GUIDELINES FOR HALLMARKING LICENCE FOR MULTI CHAIN OUTLETS - CENTRALIZED INTERACTION WITH APPLICANTS

- (i) MULTI CHAIN OUTLETS UNDER SAME BO :** An organization having multi retail outlets under same management, desirous of having licences for more than one outlets at different locations in the same city/town or different cities/towns but falling under jurisdiction of same BO to submit separate applications for each location with applicable fees. Grant of licence to be processed by BO as per practice, but interaction, if required by BO may be done with firm's parent location only or as per convenience of the applicant.
- (ii) MULTI CHAIN OUTLETS UNDER DIFFERENT BOs :**

 - a)** An organization having multi retail outlets under same management, desirous of having licences for more than one outlets at different locations (i.e. different cities/towns) falling under jurisdiction of different BOs to submit separate applications for each location with applicable fees. However, the organization may submit all the applications to the BO under which there parent location falls.
 - b)** BO shall act as Nodal BO for such an applicant/licensee. BO to scrutinize all the applications received and seek clarifications, if any, by interacting with firm's parent location.
 - c)** Application for parent location and other locations falling under jurisdiction of the BO to be processed for grant of licence as per procedure.
 - d)** Applications for locations under other BOs complete in all respects with relevant fees shall be then forwarded to the respective BOs, under whose jurisdiction the location falls informing them about the parent location and the applicable discount.
 - e)** Concerned BOs shall then process the cases for grant of licence as per procedure without any delay and send intimation of grant of licence to the parent location with copy to BO through which the application was received.
 - f)** Head of BO under whose jurisdiction the parent location falls shall be responsible for coordination with all BOs and interaction with firm, if required at any stage, for processing of cases for grant of licence as per laid down time norms.