

**IMMEDIATE**

F No. STQC/IT&eGov/QM/SAB-SCB  
STQC Directorate  
Ministry of Electronics & Information Technology

Date: 04.03.2022  
New Delhi

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**OFFICE MEMORANDUM**

**Subject: Amendment in rules and procedures related to Biometric Device Certification Scheme -Reg**

In addition to the existing rules and procedures mentioned in the BDCS Scheme Documents, the following are approved by competent authority for Certification/Re-Certification for all devices covered under the Biometric Device Certification scheme and is with immediate effect :

1. In event of change of Manufacturing Location for the device already certified under BDCS Scheme, thereafter in case vendor needs to apply for Re-certification with the change in OEM address in comparison to the previous certified Biometric Device, then the Vendor shall apply for full testing as it was done for the case of initial certification at BDTL for certification mandatorily.
2. In case of Certification/Re-certification, If there is no change in the device submitted by Vendor and subsequently confirmed by BDTL then the certificates which are submitted by the vendor for the purpose of Certification/Re-certification like RoHS /WEEE, IEC 62471 Compliance for photo-biological safety of lamps and lamp systems, EMI/EMC Compliance Test Report, and USB Connectivity Test Report shall be considered for only last 5 years from the date of issue of such test reports/certificate in the certification process. Further, the vendor shall identify Govt. Labs/NABL Accredited Labs in India wherein such testing are conducted and certificates issued by these labs will be preferred. Declarations received from vendors for compliance in respect of above said testing shall not be considered from the date of issue of this OM.
3. The Vendor while submitting ISO Certificate may ensure that Certification Body shall have mechanism for validation of these certificates. Further, Vendor must submit the certificates along weblinks through which the ISO Certificates will be verified online or email of the ISO Certificate issuing body from which the verification may be conducted within 15 working days failing which the certification/re-certification will not be considered.
4. The ISO Certificates/any other Certificates/Test reports shall be in Hindi or English language only.





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5. BDTL shall issue two test reports in duplicate with a original copy to Applicant and Duplicate to CB STQC Directorate.
6. Surveillance Audit calendar shall be intimated to vendors with details of Auditors. Vendors shall co-ordinate with the auditors and shall fix the audit schedule well in-advance. Re-certification application without Surveillance audit report shall not be considered. Vendors shall submit re-certification application along with surveillance audit details and report. The Surveillance audit report shall be issued by Auditors to the STQC Directorate and a Duplicate copy to the Vendors.
7. Any declaration/document submitted by Vendor or OEM shall be signed digitally with a valid Digital Certificate issued in India from certifying authority only as per IT Act, 2000 and the same shall be verifiable failing which the submitted document may not be considered.
8. BDTL shall issue Test Report only with Pass or Fail observations. In case of any issues, the same shall be consulted with Head, BDTL or Head Quality in accordance to the documents provided by UIDAI and STQC.
9. The members of Certification Committee may be revised due to superannuation as and when happen and composition may be reviewed in every 2 years.
10. Vendor shall apply for Re-Certification at least 3 month before expiry of existing certificate.
11. Vendor shall inform Certification Body about any change in Device, Management, Manufacturing locations etc within 3 months with supporting documents for continuation of certificate.
12. BDCS Certificate may be issued in fresh applications with validity from date of issuance of certificate. Further, in case of Re-certification certificate validity may be issued for 3 years in continuation with original certificate.
13. In case of change in any certified devices, vendor need to submit impact analysis report with conclusion stating Minor Change or Major Change. The same will be reviewed by Certification Body and the decision of Certification Body shall be final for granting of status as Minor or Major Change. In case of Major Change, Fresh Certification shall be conducted and device certificate validity shall be granted from date of recommendations of Certification Committee.
14. Registered Devices Certificate shall be issued subject to submission of ISO/IEC 27001 and UIDAI approval of solution architecture along with already notified essential documents.



15. Enrollment Devices shall be considered for Certification/Re-Certification only on the submission of UIDAI's recommendations/approval as per OM No. No.UIDAI/Misc/Empl/2010 dated 01.12.2020 issued by UIDAI.

This is issued with the approval of competent authority.



(Suresh Chandra)  
Scientist F & Head of Group (IT & eGov)

Copy to :

1. O/o Director General - For Information
2. BDTL Test Laboratory - Through IntraSTQC
3. STQC Website - For information to Vendors
4. Members of Certification Committee - Through IntraSTQC
5. Members of Certification Body - - Through IntraSTQC



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