 सत्यमेव जयते	THE OFFICE OF THE DISTRICT MAGISTRATE BIRBHUM	Controlled Copy Copy No:-	
DOCUMENT NO.	SOP JM 04/01/Rev:		
SECTION TITLE:	Renewal of small arms & SBBL & DBBL gun licence		
SECTION NO.	REVISION DATE	PAGE	ISSUE DATE
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1. **Purpose:** Renewal of Arms Licence (for validity) within 31st Dec. of every calendar year.

2. **Scope:** Any arms licence holder in this District or All India area validity licence holder thereof.

3. **Responsibility & Authority:** O/C has the over all responsibility to implement the procedure. Individual responsibility as mentioned in the procedure. Unit head shall be over all responsible.

4. **Abbreviation:** J.M. –Judicial Muncikhana, S.P. -Superintendent of Police

5. **Reference:** u/s 54(2) of Arms Rules 1962 and arms act 1959 specially empowered in this behalf by the state Government under rule 4.
Quality Manual Section: 7.5

6. **Procedure:**


6.1 Application shall be received from the Applicant for renewal of his arms licence with court fees of Rs.5/-, Xerox copy of Licence and Residential Certificate from the prodhan/commissioner of this district (in case of licence issued from other district) in one month before expiry date of validity of licence.

6.2 After receiving the application, it shall be entered into the docket register in W.B Form no. 16.

6.3 After through checking of all connected papers note sheet shall be initiated and put up to O/C J.M. Section and the licence shall be renewed by the O/c, authorised by the D.M putting his signature and stamp in case of SBBL & DBBL gun licence with area validity Birbhum District and in case of Small arms it is renewed with signature and stamp of ADM.

6.4 In case of licence issued from other district, O/C J.M. Section shall issue a letter to the concerned issuing authority for verification report for genuiness of arms licence as per G.O. no. 4950(19)–PL/PE/5A-95/05 dated 24.10.2005 received from the Asstt. Secretary government of West Bengal.

PREPARED & ISSUED BY	APPROVED BY
Management Representative	DM,Birbhum

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- 6.5 After receiving of the verification report of the licensing authority, a note sheet shall be initiated and put up to the O/C J.M. /Arms Section and then sent to ADM concerned for approval. After approval Arms licence of SBBL & DBBL gun licence shall be renewed by O/C arms with his seal and signature and by ADM, arms with his seal and signature in case of small arms after realization of requisite fees.
- 6.6 Every year in the month of December, arms licence shall be renewed fixing programme with date and time (Police station wise) approved by the District Magistrate. Dy.Magistrate empowered by Home (Police) Deptt. in accordance with the proposal sent by the District Magistrate through Divisional Commission shall renew the license. The renewal of arms licence shall be done on the same date fixed for the renewal and Gun license Issue Register (Form 139) shall be updated.

7.Records:

Sl. No.	Records	Form no.	Retention period	Responsibility	Distribution
1	Xerox copy of licence of issuing authority residential certificate issued from the prodhan /commissioner in case of licence issued from other district.	-	For ever	O/C J.M. (Arms) Section.	-
2.	Gun license Issue Register	Form 139	-	-do-	-

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