

# Standard Operating Procedure

## UIN generation for old Arms Licenses issued prior to 01/04/2016

Ref: As per the Gazette notification followed by the Corrigendum dated 12th July 2018 and 3rd August 2018.

May please note that, the last date to generate UIN for all the licenses issued in your issuing authority is 31st March 2019.

Thereafter, the licenses issued without valid UIN shall be treated as invalid.

It was decided to accommodate the generation of UIN for the left out cases through ALIS. The functional changes in this regard is accommodated and you are requested to go through this SOP.

Arms Licenses whose data entry was **initiated/ not initiated** in NDAL and UIN not generated due to some reason or other, now be processed into the system by generating UIN through ALIS application.

User needs to process such cases through fresh/new license service of Individual, Sports and Institution category.

### Steps to follow :-

#### **1. Entry of License and UIN generation:-**

- a) In Application acceptance menu, select '**fresh license service**' of Individual, Sports or Institution category; In **license specific details** tab, enter the weapon category and type which might be procured or endorsed on physical/ manual arms license; Accept the application with remarks as '**Old NDAL data entry**'.
- b) In fee collection menu, enter '**zero**' fee as you are entering the old arms license issued prior to 1st April 2016.
- c) In Police Verification menu, select '**Clear**' in overall status dropdown and put remarks as '**Old NDAL data entry**'.

NDAL - ALIS

Welcome to ALIS (Arms License Issuance System) TEST LIA NAME DISTRICT MAGISTRATE


Sep 11, 2018 38906A001

### POLICE VERIFICATION

File Number: 38906A7A14318 [Get Detail](#)

PV Updation | PV Addition

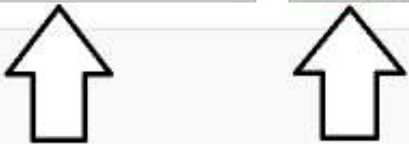
#### Applicant Details

Name:	Gender:	Father's Name:	
DSADSAF	FEMALE	SADSDAD	
Date of Birth:	Place of Birth/Nativity:	File Number:	
07/08/1985	DSADS	38906A7A14318	

#### PV Verification Details

Overall Status:	Overall User Remarks:
CLEAR	Old NDAL data entry

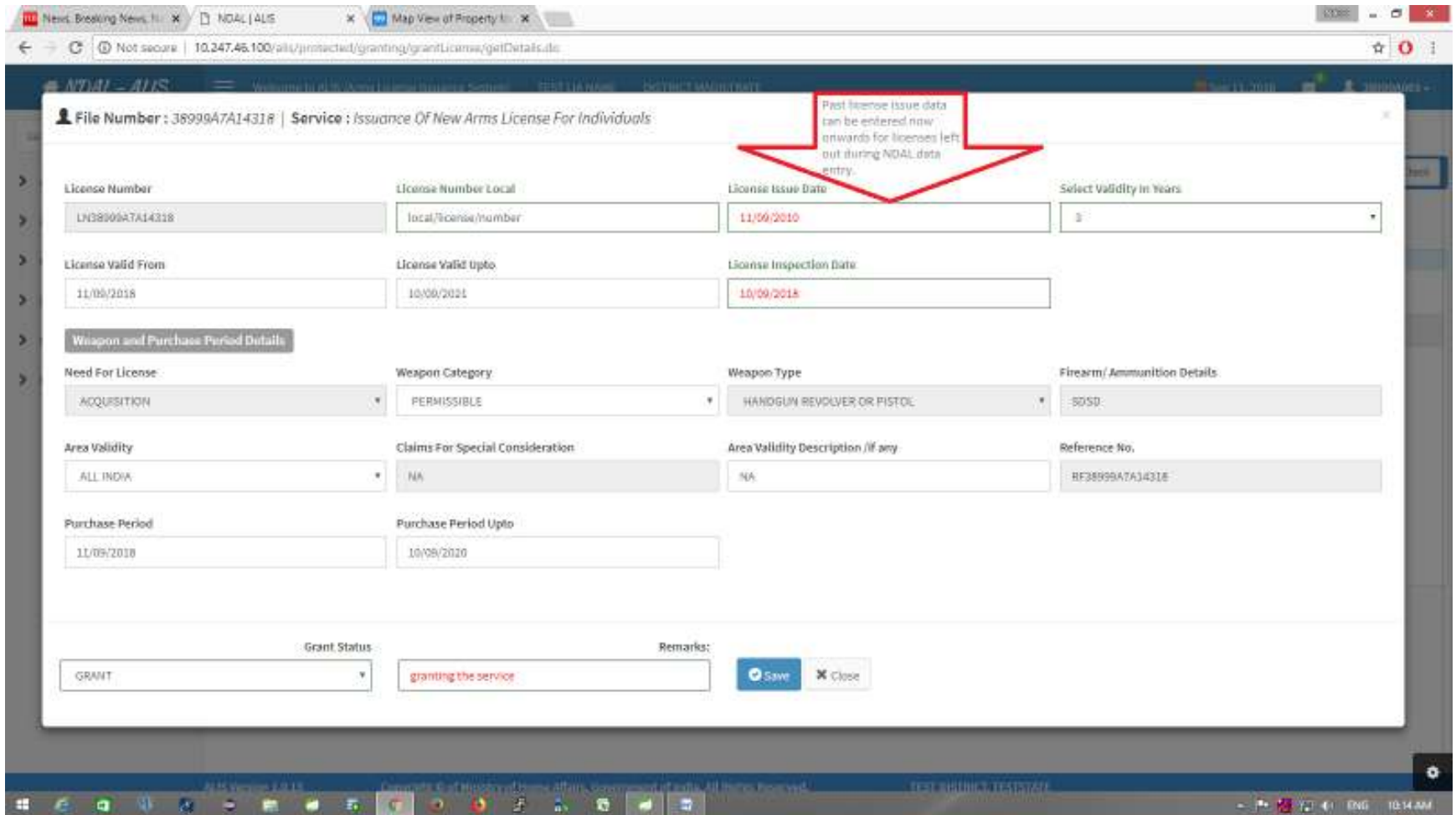
[Submit](#)

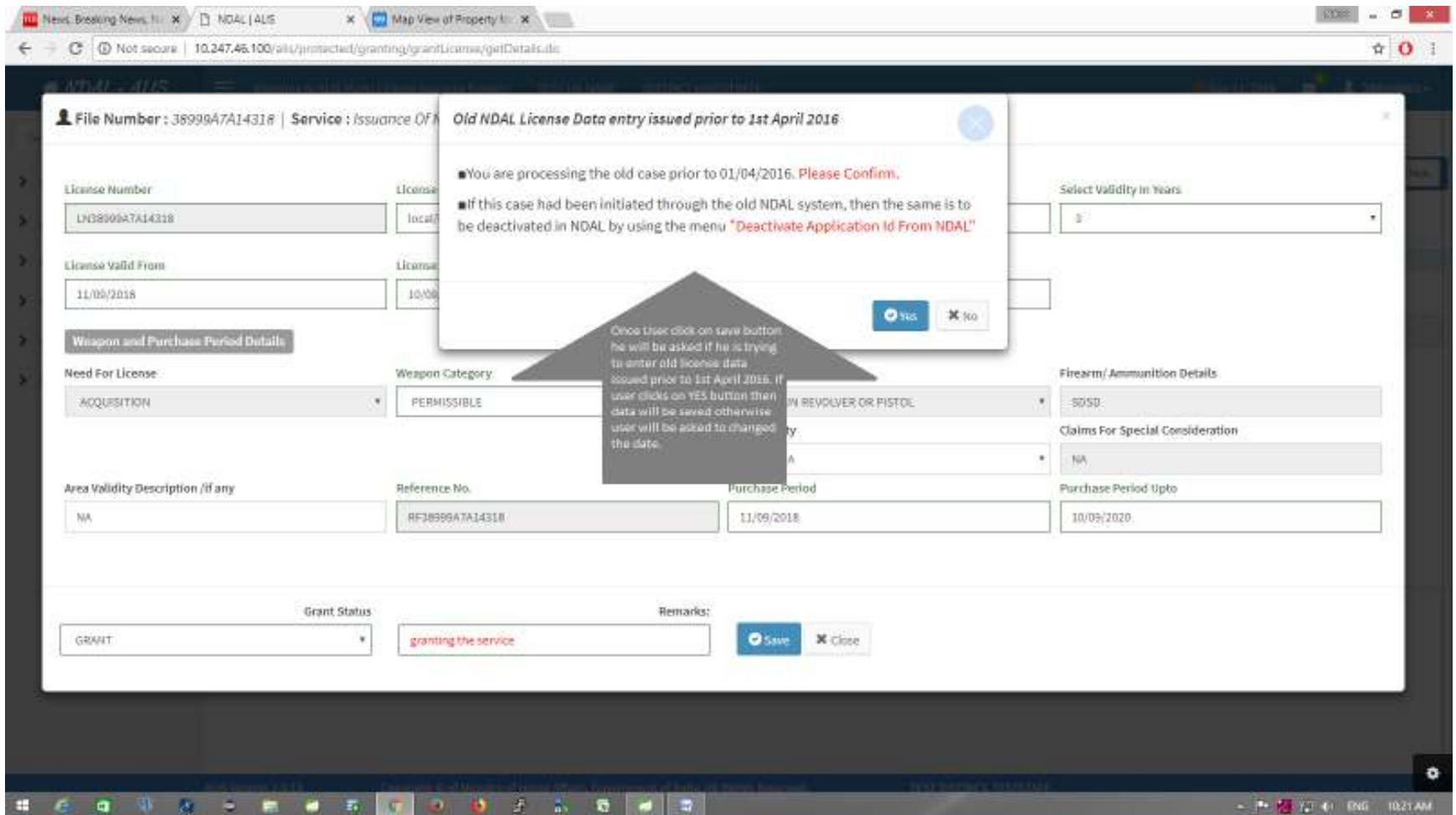


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11:07 AM

d) In Service grant updation menu, while granting the service, **license issue date** can be a date prior to 1st April 2016, which was not permitted earlier. When the user clicks on **save** button, system will ask if he/ she is trying to enter the legacy license data and once the user clicks on **YES** button the data will be saved; otherwise user will be asked to change the license issue date.





e) Once the service is granted, user can generate the UIN of the license.

**Note: May please note that, if the case was initiated through the old NDAL system, then the same is to be deactivated in NDAL by using the menu "Deactivate Application Id from NDAL".**

## 2) Endorsement of Weapon on Arms License:-

- a) In case, if there are weapons endorsed on the arms license, then process the '**Endorsement of weapon on Arms License**' service with '**Zero**' fee and remarks as '**Old NDAL data entry**'. For **endorsement details** tab please follow the below screenshot.

Endorsement of Fire Arms on the licence

Identity of applicant   Address Details   License specific Details   **Endorsement Details**

Date of Acquisition of firearms :   Reference No. :   Validity of permission to acquire :

Enter Current Date   Enter 'NA'   Enter current Date

Details of Firearms to be endorsed

Firearm Category :   Firearm Type :   Firearm Caliber/Bore :   Firearm Serial Number :

-Select-   -Select-   -Select-  

Firearm Make :   **Enter weapon details to be endorsed on license**

Please Select either Acquisition from manufacturer or Acquisition from another licensee   *Licensing Authority must encourage the licensee to provide the information from where he/she procured the weapon then same should be enter against 'Acquisition from Manufacturer or arms dealer' or Acquisition from another licensee.*

Acquisition from manufacturer or Arms Dealer    Acquisition from another licensee

Name of Vendor :   UIN of Vendor :   Invoice Number :   Invoice Date :

If not available then 'NA'   If not available then 'NA'   Search   If not available then 'NA'   Enter Current Date

Details to be furnished in case acquisition of firearm is made from any place not covered under the area validity of the licence of the applicant:

Application Acceptance Remarks:

Old NDAL data entry

Accept   Reset

- b) In fee collection menu, enter '**Zero**' fee as you are entering the old arms license issued prior to 1st April 2016.
- c) In Police Verification menu, select '**Clear**' in overall status dropdown and put remarks as '**Old NDAL data entry**'.