

TQM Division  
**TEXTILES COMMITTEE**

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**CIRCULAR-18**

**Subject: Guidelines for Processing Requests for Enhancement of HLM Labels**

In continuation of this office Circular No. 17 dated 9th April 2025 regarding the issuance of Handloom Mark (HLM) labels to registered entities based on production capacity assessments conducted during on-site verification, the following guidelines are hereby issued:

2. It has been observed that this office, along with various Regional Offices, are receiving multiple requests from registered users seeking enhancement of label entitlements citing an increase in their production capacities.

3. As the online system for registration and issuance of HLM labels is already operational, all requests for label enhancement must be processed exclusively through the portal [hlm.gov.in](http://hlm.gov.in). On-site verification is mandatory for all such requests. A verification team shall be constituted for each case, comprising:

- a) One official from the Textiles Committee (TC Verification Officer),
- b) One representative from the Weavers' Service Centre,
- c) One representative from the relevant State Govt Dept./Industry Association/Institutes

4. The verification team will call for the relevant data of all primary member societies, their members, weavers, etc for scrutiny. The team shall conduct field visits to assess production activities as follows:

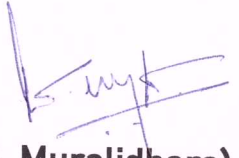
- a. At least 5 locations if the applicant has production in more than 10 locations, AND/OR
- b. At least 2 locations if the applicant has production in 10 or fewer locations.

5. During the visit, the team shall assess the production capacity and collectively estimate the capacity to produce fabric, made-ups, and garments separately. Based on the assessment, the total production capacity and recommended label entitlement will be recorded in the minutes. The minutes must be signed by all Joint Verification team members in the format provided at Annexure I. Additionally, at least 10 photographs with geo location and time of production centres with weavers in action must be taken.

6. A single PDF document comprising the signed minutes and photographs must be uploaded as part of the Joint verification report on the hlm.gov.in portal (VO report section)

7. The respective Regional Office will examine the Joint verification report and either approve or reject it. Approved reports will be transferred online to the Head Office for final approval. These instructions are to be implemented with immediate effect.

This is issued with the approval of the competent authority

  
(Dr. K. S. Muralidhara)  
Jt. Director (TQM/HLM)

To

1. Officer In-Charge of all Regional Offices of the Textiles Committee
2. HODs

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1. O/o DC (HL), Udyog Bhavan, New Delhi-1100011.