## **Change Nominee request**

1. The user is required to login the web portal of CCSEA by clicking on establishment login in the user login section and enter username and password which has been created by the user at the time of registration or provided by the CCSEA to registered establishment(s).



2. The user is required to click on 'Change Nominee Request' tab.

	Registration No: 79137889/GO/RcJ/Rel/12019/OFCSEA Date of Registration::17/12/2019 Registration valid till: 16/10/2020 Market State	WELCOME :-TESTINGANIL
Edit Profile	Pharmacy College sec 10 noida	
Registration Status	1111111111 Uttar Pradesh	
IAEC Members	Testinganil@gmail.com	
Revision of IAEC		
Upload Minutes		
View Minutes		
Change Nominee Request		
Renewal/Reconstitution Request		
Compliance of Annual Inspection		
Amendment of Registration Request		
Status of Amendment of Registration		
Change Password		Activate Windows
Logout		Go to Settings to activate Windows.

3. The user is required to select the Nominee for whom the establishment wants to submit the request to change; furnish the reason for Change of Nominee in the Text Area displaying against that selected nominee.

> Upload Minutes	CPCSEA Nominee for IAEC											
· View Minutes	$\mathbf{N}$		S.NO.	NAME	NOMINEE TYPE	ORGANIZATION	CONTACT	EMAIL	NOMINEE ADDRESS	REASON FOR CHANGE		
Change Nominee Request	X	1 Mr. Vikas_1		Mr. Vikas_Test	Link Nominee			vikas@gmail.com	Professor & Head Department of Veterinary, Pharmacology & Toxicology, Veterinary College, Shivamogga -577 204, Karnataka	•		
Compliance of Annual Inspection			2 Mr. Piyush		Scientist from out side of the Institute			piyush@gmail.com	Professor & Head Department of Veterinary, Pharmacology & Toxicology, Veterinary College, Shivamogga -577 204, Karnataka			
Amendment of Registration Request			2	Ma Coursey Test	Socially aware			anurau @amail.aam	Principal Scientist & Head, Animal House Facility, CSIR - Central Food			
Status of Amendment of Registration			2	mi.Gaurav_rest	Nominee			gaurav@gmail.com	Technological Research Institute, Mysore-570 020, Karnataka			
Change Password			4	Test Nominee	Main Nominee	CPCSEA	9540466728	cpcsea.moef@gmail.com	Sth Floor, Vayu Block			
> Logout		Up	oload M	linutes of IAEC I	Meeting	1						
		Meeting Date Upload Browse No file selected. File Size should be less then 1 MB										
		R	emark	s,if any					Ŀ			
		Sub	omit									

- 4. After that user is required to enter the date of the IAEC meeting, Minutes of the IAEC meeting with the signed attendance sheet, wherein the proposal to change the nominee has been discussed and recommended by IAEC.
- 5. Click on '**Submit'** button.

> Upload Minutes	CPCSEA Nominee for IAEC													
View Minutes		S.NO.	NAME	NOMINEE TYPE	ORGANIZATION	CONTACT	EMAIL	NOMINEE ADDRESS	REASON FOR CHANGE					
Change Nominee Request     Denews//Reconstitution Request		1	Mr. Vikas_Test	Link Nominee			vikas@gmail.com	Professor & Head Department of Veterinary, Pharmacology & Toxicology, Veterinary College, Shivamogga -577 204, Karnataka						
Compliance of Annual Inspection		2	Mr. Piyush_Test	Scientist from out side of the Institute			piyush@gmail.com	Professor & Head Department of Veterinary, Pharmacology & Toxicology, Veterinary College, Shivamogga -577 204, Karnataka						
, Amenament of Registration Request Status of Amendment of Registration		3	Mr.Gaurav_Test	Socially aware Nominee			gaurav@gmail.com	Principal Scientist & Head, Animal House Facility, CSIR - Central Food Technological Research Institute, Mysore-570 020, Karnataka						
> Change Password		4	Test Nominee	Main Nominee	CPCSEA	9540466728	cpcsea.moef@gmail.com	Sth Floor, Vayu Block						
- Logun	Up M Uf Re	eeting pload emarks	s,if any	eeting	File Size	e should be l	ess then 1 MB	4						

- 6. After receiving the application of change nominee from establishment, CCSEA will process the request. In case of any deficiency, the clarification will be sought from the establishment.
- 7. To submit the clarification, the user is required to click on 'Change Nominee Request' tab to check the query from CCSEA which will be seen in the 'Clarification/information sought by CCSEA' section.
- 8. For any additional documents/information, the user is required to click on the 'browse' button to upload the respective documents. After uploading the documents, the user is required to write their response in the 'Enter remarks' section.

le	CI	arification	/ Information	sought by CPCSEA					
ion Status		$\searrow$							
nbers	Dar								
of IAEC	Rei	ndik .	n No filo colorito						
linutes	Alla	one calls. We are	e attaching copies o	u. f emails However since your most rece	nt communica	tion mandating	a invitations to all external nominees for all me	etinas I	
ites	threat	ough emails , we ernal nominees	e have decided to inv including Dr V Gowt	vite all nominees for every meeting throi haman through emails, and registered	ugh email. As post. We are o	a matter of fact confident that th	for our last meeting held on 8th June, 2019, 1 ne same will happen henceforth. Thanking yo	we invited all <u>V</u> u, Member	<u>/iew</u>
Nominee Request	Se	cretary	A : "Sir/Madam This	is regarding revision/change in nomin	ee of your ests	ublichment In t	this report it is to inform you that the CROSE	nominee	
	1.00	mark by Or OOL		is regarding revision/change in normin	ee oryour eate	ionannieni, in i	and regard, it is to inform you that the Or OOL/		
/Reconstitution	viz. cor	Dr. V. Gowthama respondance th	an has stated that yo rough which you hav	ou have not informed him for IAEC meet re invited him for meeting".	ing. Therefore	, you are reque	sted to furnish the copy of email or any other	Â	Attachment
/Reconstitution	viz. cor	Dr. V. Gowthama respondance th	an has stated that yo rough which you hav	ou have not informed him for IAEC meet re invited him for meeting".	ing. Therefore	, you are reque	sted to furnish the copy of email or any other	Â	Attachment
Reconstitution	viz. cor Req	Dr. V. Gowthama respondance the	an has stated that you rough which you hav	u have not informed him for IAEC meet re invited him for meeting".	EA	, you are reque	sted to furnish the copy of email or any other	Ā	Attachment
Reconstitution nce of Annual earch Protocol status	viz. cor Req s. NO.	Dr. V. Gowthama respondance the uest for Cl NAME OF THE NOMINEE	an has stated that you rough which you hav hange of Non NOMINEE DESIGNATION	UL have not informed him for IAEC meet re invited him for meeting".	EA MEETING DATE	UPLOADED MINUTES	In the copy of email or any other remails of the copy of emails of the second sec	DATE OF SUBMISSION	DATE OF APPROVAI LETTER
Reconstitution nce of Annual n earch Protocol status ent of Registration	viz. cor Req s. NO.	Dr. V. Gowthama respondance the uest for Cl NAME OF THE NOMINEE	an has stated that you rough which you hav hange of Non NOMINEE DESIGNATION Scientist from out	и have not informed him for IAEC meet re invited him for meeting". ninee submitted to CPCS REASON FOR CHANGE The Scientist from outside-cum- Nominee has not attended any IAEC	EA MEETING DATE	UPLOADED MINUTES	REMARKS OF THE MEETING Flease consider our IAEC request for change in the Scientist from outside, as cretified the multifect in the last meeting.	DATE OF SUBMISSION	DATE OF APPROVAL LETTER
Reconstitution nce of Annual n n earch Protocol status ent of Registration Amendment of ion	viz. cor Req s. NO.	Dr. V. Gowthams respondance the uest for Cl NAME OF THE NOMINEE Dr. V. Gowthaman	An has stated that ye rough which you hav nange of Non NOMINEE DESIGNATION Scientist from out side of the Institute	Du have not informed him for AEC meet re invited him for meeting".	MEETING DATE 31/01/2019	UPLOADED MINUTES	REMARKS OF THE MEETING Please consider our IAEC request for change in the Scientist from outside, as ratified by our IAEC in the last meeting. Regards, The Member Secretary, For - PSG- IAEC	DATE OF SUBMISSION 25/03/2019	DATE OF APPROVAL LETTER
Reconstitution nce of Annual n earch Protocol status ent of Registration Amendment of on Password	viz. cor Req s. No.	Dr. V. Gowthams respondance the uest for Cl NAME OF THE NOMINEE Dr. V. Gowthaman	an has stated that yc rough which you hav hange of Non Nominee Designation Scientist from out side of the Institute	Du have not informed him for NEC meet re invited him for meeting".	EA MEETING DATE 31/01/2019	UPLOADED MINUTES	REMARKS OF THE MEETING Please consider our IAEC request for change in the Scientist from outside, as ratified by our IAEC in the last meeting. Regards, The Member Secretary, For - PSG- IAEC	A DATE OF SUBMISSION 25/03/2019	DATE OF APPROVA LETTER

9. After receiving the satisfactory response from the establishment, the application will be processed for change nominee and after approval, the change nominee letter will be issued to the establishment which can be downloaded by clicking on the 'View' link of 'DATE OF APPROVAL & LETTER' column in the 'Request for Change of Nominee submitted to CCSEA' section of 'Change Nominee Request' tab.

> Edit Profile	1	Rec	luest	for C	hange	of No	ominee	submitted	to CP	CSEA					Χ.
> Registration Status		S. NAME OF THE NO NO. NOMINEE DE		F THE NOMINEE DE SIGNATION		REASON FO	ON FOR MEETING UPLO GE DATE MINU		ED REMA	REMARKS OF THE MEETING			DATE OF SUBMISSION	DATE OF APPROVAL & LETTER	
> Revision of IAEC		1	Dr. Ma Kuma	Manoj nar Main Nomine		inee i	Dr. Manoj job is out of 25/01/2020		View	As Dr. Ma Nominee		3 Dr. Manoj Kumar Saurabh (Main Nominee), Dr. Tejas K. Patel (Link ominee) and (Mr. Vishal Bachulal Airao Socially aware Nominee) are			View
> Upload Minutes			Saura	Saurabh		C	Gujarat			you to	repla	ace it with other CPCSEA nomin	ee for our IAEC.		
<ul> <li>View Minutes</li> </ul>		2	Dr. Tej Patel	Tejas K. Link Nomir		Dr. Tejas job is out of		ob 25/01/2020	View	As Dr. Nomi chang	As Dr. Manoj Kumar Saurabh (Main Nominee), Dr. Tejas K. Patel (Link Nominee) and (Mr. Vishal Bachulal Airao Socially aware Nominee) are changing their inb position form existing to guid of Guiarat we request			23/10/2020	View
Change Nominee Request	—						Gujarat			you to	repla	ace it with other CPCSEA nomin			
Renewal/Reconstitution Request		3	Mr. Vis Bachu Airao	Mr. Vishal Bachulal Airco			Mr. Vishal j is out of Guiarat	job 25/01/2020	View	As Dr. Nomi chang	As Dr. Manoj Kumar Saurabh (Main Nominee), Dr. Tejas K. Patel (Link Nominee) and (Mr. Vishal Bachulal Airao Socially aware Nominee) are changing their job position form existing to out of Gujarat, we request			23/10/2020	View
Compliance of Annual Inspection	l	CPO	CSEA	you to replace it with other CPCSEA nominee for our IAEC.											
Amendment of Registration															
request			S.NO. NAME		TYPE		OR	GANIZATION		CONTACT		EMAIL	NOMINEE ADDRESS	REASON FOR CHANGE	
Status of Amendment of Registration			Dr. Jigneshk Patel		kumar I	Scientis from ou	st ut B.K	C. Mody Govt Pha	macy	99984768	12 i	iinneshmpharma@vahoo.com	Lecturer, B.K. Mody Govt Pharmacy College, Polytechnic Campus, Aii		
Change Password						Institute		College					Dam Chokdi, Rajkot – 360003, Gujarat	Le Mieder	
> Logout			2	Dr. Ragh Bhatt	huvir H.	Main Nomine	Tea Co Vet ee Hu	Teaching Veterinary Clinical Complex, College of Veterinary Science & Animal Husbandry, Junagadh		09879687	79687630 dr_rhbhatt@rediffmail.com Vetr Hu:		Teaching Veterinary Clinical Complex, College of to Se Veterinary Science & Animal Husbandry, Junagadh	ttings to acti	vate Windows