

New Registration Process

1. New user is required to sign-up to create the username and password by clicking on signup button. After signup, the user is required to submit the details of the establishment for its registration. **(The establishment who are already registered with CCSEA need not to apply for the new registration through online portal)**

The form is titled "User Login" and contains the following elements:

- A dropdown menu for "User Type".
- Input fields for "User Name" and "Password".
- A captcha image displaying the alphanumeric code "Z6Z9H6".
- Text below the captcha: "Please write above code to input box Text are not case sensitive".
- An "Enter" input field and a "Captcha:" label.
- Two buttons: "Login" and "Sign Up".

An arrow points from the "Sign Up" button to the registration form below.

The form is titled "SIGN UP FOR NEW REGISTRATION WITH CPCSEA" and includes the following fields:

- User Name
- Password
- Confirm Password
- Name of the Establishment
- Address of Animal House Facility
- Contact No
- State (dropdown menu with "-- STATE --")
- Pincode
- Email

Buttons for "Submit" and "Cancel" are located at the bottom.

2. After signup, the user is required to login the portal by clicking on establishment login in the user login section and enter username and password which has been created by the user.

The form is titled "User Login" and contains the following elements:

- A dropdown menu for "Establishment Login".
- Input fields for "User Name" (containing "gujarat1234") and "Password" (masked with dots).
- A captcha image displaying the alphanumeric code "YK7UJ9".
- Text below the captcha: "Please write above code to input box Text are not case sensitive".
- An "Enter" input field and a "Captcha:" label.
- Buttons for "Login" and "Sign Up".
- A "Forgot Password" link below the "Sign Up" button.

Arrows point to the "Establishment Login" dropdown, the "User Name" field, the "Password" field, the captcha image, and the "Login" button.

3. The user will be able to see the home page of the establishment panel wherein four tabs will be available on the left hand side.

Committee for the Purpose of Control and Supervision of Experiments on Animals
 Ministry of Fisheries, Animal Husbandry and Dairying Department of Animal Husbandry and Dairying Government of India

WELCOME :- GUJARAT1234

- ▶ Edit Profile
- ▶ New Registration
- ▶ Change Password
- ▶ Logout

Gujarat Medical College
 Gujarat
 7845221562
 Gujarat
 trm@gmail.com

Procedure for filling the Form-A:

4. The user is required to click on New Registration tab for entering the details in the Form -A.

WELCOME :- GUJARAT1234

- ▶ Edit Profile
- ▶ New Registration
- ▶ Change Password
- ▶ Logout

Gujarat Medical College
 Gujarat
 7845221562
 Gujarat
 trm@gmail.com

New Registration

Step 1 of 3: Registration Form

FORM A
 Application for Registration of Breeder/Establishment/ Educational Institutions / Shelters

1.) Details of Establishment

Name of the Establishment: *

Address of Animal House Facility: *

State: *

Tel No.: * Don't start with '0'(zero). You may enter multiple numbers separated by semicolon(,)

Email: * Ex: abc@gmail.com

Fax No.

(a) Whether Government or Private * Government Private

b).Established Under (Ministry / Deptt. / Council / Act / or any other)
 Name and Number : *

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Date of registration:*

c). Sister Organization Details

Name

Address

Reference number

d). Premises is Rented / leased / self owned

Rented / leased / self owned:*

2.) Details of the Head of Organization

Name: *

Designation of head of the organization / Chairman, IAEC :*

Address:*

Contact number:*

3.) Objectives of the organization: *

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4.) Type of animal house facility: *

5.) Purpose of Registration: *

	LARGE ANIMAL	SMALL ANIMAL
Research for Education purpose	<input type="checkbox"/>	<input type="checkbox"/>
Research for Commercial purpose	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>
Breeding for in-house use	<input type="checkbox"/>	<input type="checkbox"/>
Breeding for the purpose of trade	<input type="checkbox"/>	<input type="checkbox"/>
Production of Hyperimmune Plasma & Serum etc.	<input type="checkbox"/>	

Total Fees: 10000.00

Note :
 (1) The establishments which are applying for registration with CPCSEA, for different purposes are required to submit the fee(s) as per their purpose(s). If the purpose is more than one, the fee is to be added accordingly.
 (2) Kindly make sure that the establishment wants to register their Animal House Facility for the purpose(s) as selected above since the selection is directly attached with fee payment. Once the payment has been received in CPCSEA, it will not be refunded.

Save & Proceed

Step 2 of 3. Registration Form

3.) Source of Animal Procurement: *

SNO	NAME OF THE SUPPLIER *	ADDRESS *	REGISTRATION NO	MODE OF TRANSPORTATION *	SUPPLIER TYPE *
1	Bharat Serum Vaccines Ltd	Plot No A-371372, Rd No 27, Wagle Indl Estate, Thane - 400604, Maharashtra	103/PO/ReBiBt-S/NRe-L/99/CPCSEA	Air	Registered

Registered

Select Supplier

7.) Details of Species wise Animals to be housed (Small/ Large Animals) (Please attach layout plan of AHF):*

SNO	NAME & BREED OF ANIMALS *	NO. OF ANIMALS *	SEX *	AGE	TYPE OF ANIMAL	PURPOSE OF REGISTRATION *	ACTION
1	Rat	14	Male	1 week	Small	Research for Education purpose	

Male Small Research for Education purpo

3.) Place and facilities to animal experimentation :

i) Location of Animal House Facility (In the same premises or outside premises):*

Premises

3.) Trained staff for animal experimentation Details:*

SNO	NAME *	DESIGNATION *	QUALIFICATION *	EXPERIENCE *	ACTION
1	Na	NA	NA	NA	

Activate Windows
Go to Settings to activate Windows.

10. Post experimental facilities for Animals:

In case of rehabilitation, registration number of shelter to which animal will be rehabilitate *

Na

11.) Institutional Animal Ethics Committee (as per Rule 13 of the Breeding of and Experiments on Animals (Control and Supervision) Rules 1988, as amended)

a) Date of constitution of IAEC : *

b) Details OF IAEC Members : *

SNO	NAME OF MEMBER *	DATE OF BIRTH *	DESIGNATION 1 *	DESIGNATION 2 *	QUALIFICATION *	MOBILE *	EMAIL *
1	Member2	08/03/2021	Biological Scientist	Chairperson	MSC	4555222222	str@gmail.coo
2	Member2	20/07/2020	Scientist from different biological discipline	Member Secretary	MSC	4555222221	str@gmail.coo
3	Member3	22/08/2020	Scientist from different biological discipline	NA	BSC	4555222221	str@gmail.coo
4	Member4	12/07/2020	Veterinarian	NA	MVSC	4555222221	str@gmail.coo
5	Member5	21/08/2020	Scientist Incharge of Animal House Facility	NA	phd	7455522222	str@gmail.coo

NA NA

Note :

- (1) Designate one Biological Scientist, two scientists from different biological discipline, one Veterinarian and one Scientist In-charge of Animal House Facility.
- (2) The Chairperson of the Committee and Member Secretary would be nominated by the establishment from amongst the above five members. However, if the establishment wants to propose its administrative head, who is from non-scientific background, as Chairperson, then six members of IAEC may be proposed.

c) Full time veterinarian verified by HOD:

d) Minutes of IAEC in which the proposal of registration with CPCSEA is approved, with signature of all the members.: * No file selected.

(file should be in pdf and not more than 1 MB.) 6283082_17977_Annexure-II-Nomineeapplicationform.pdf

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e): Recommendation of IAEC for registration alongwith the minutes of internal IAEC meeting: *

12. Information regarding ongoing research proposals with animal experimentation and dates of approval of CPCSEA / other agencies (including sister organization) :

Verification:

I, (Name of the Head and Designation of authorised officer), do hereby verify that the contents of the above paragraphs 1 to 12 are true to the best of my knowledge and nothing relevant material has been concealed therein.

Seal: * No file selected.
(file should be in pdf and not more than 1 MB.) 5813294_17977_Annexure-II-Nominee application form.pdf

Signature: * No file selected.
(file should be in pdf and not more than 1 MB.) 7935807_17977_Annexure-II-Nominee application form.pdf

Place: *

[Previous](#) [Save & Proceed](#)

New Registration

Step 2 Successfully saved.

Step 3 of 3. Registration Form

Blue Print of the Animal House Facility: (file should be in pdf and not more than 1 MB.)	<input type="button" value="Browse..."/> No file selected.	497283_17977_Annexure-II-Nominee application form.pdf
Layout Plan of the Animal House Facility: * (file should be in pdf and not more than 1 MB.)	<input type="button" value="Browse..."/> No file selected.	7583018_17977_Annexure-II-Nominee application form.pdf
Copy of the AICTE/ MCI/ PCI/ Any other Government / Autonomous Council approval letter of the establishment: *	<input type="button" value="Browse..."/> No file selected. (file should be in pdf and not more than 1 MB.)	284987_17977_Annexure-II-Nominee application form.pdf

[Previous](#) [Save & Proceed](#) [Cancel](#)

5. Preview of Form A

Registration Form A							
*Application for Registration of Breeder/Establishment/ Educational Institutions / Shelters							
1. Details of Establishment :							
Name of the Establishment	Gujarat Medical College						
Address of Animal House Facility	Gujarat						
State	Gujarat						
Tel No.	7845221562						
Email	trm@gmail.com						
Fax No.							
a) Whether Government or Private	Government						
b). Registration Details							
Name of the Ministry/Deptt./Council/Act or any other and registration number:	college of Pharmacy						
Date of registration	11/03/2021						
c). Sister Organization Details							
Name of the Sister organization							
Address							
Reference number							
d). Premises is Rented / leased / self owned :							
Premises is Rented / leased / self owned.	Rented						
2. Details of the Head of Organization							
Name	Dr Sumit						
Designation of head of the organization / Chairman, IAEC	Chairman						
Address	Gujarat						
Contact number	7844522366						
3. Objectives of the organization							
Education							
4. Type of Animal House Facility							
Small							
5. Purpose of Registration							
Small animal: Research for Education purpose							
6. Source of Animal Procurement							
SNO	NAME SUPPLIER	ADDRESS SUPPLIER	REGISTRATION NO	MODE OF TRANSPORTATION			
1	Bharat Serum Vaccines Ltd	Plot No A-371372, Rd No 27, Wagle Indl Estate, Thane - 400604, Maharashtra	103/PO/R/BB/S/NR/L/99/CPCSEA	Av			
7. Details of Species wise Animals to be housed (Small/ Large Animals)							
SNO	NAME AND BREED OF ANIMALS	NO OF ANIMAL	SEX	AGE	PURPOSE		
1	Rat	14	Male	1 week	Research for Education purpose		
8. Place and facilities to animal experimentation:							
a) Location of Animal House Facility (In the same premises or outside premises).							
Premises							
9. Trained staff for animal experimentation Details :							
SNO	NAME	DESIGNATION	QUALIFICATION	EXPERIENCE			
1	Na	NA	NA	NA			
10. Post experimental facilities for Animals :							
In case of rehabilitation, registration number of shelter to which animal will be rehabilitate							
Na							
11. Institutional Animal Ethics Committee (as per Rule 13 of the Breeding of and Experiments on Animals (Control and Supervision) Rules 1998, as amended)							
a) Date of constitution of IAEC							
11/03/2021							
b)							
SNO	MEMBER NAME	DATE OF BIRTH	DESIGNATION	QUALIFICATION	EXPERIENCE	ORGANIZATION TO WHICH BELONG	RESUME CONSENT OF MEMBER
1	Member2 ,Mob :455522222 Email: str@gmail.com	08 Mar 2021	Biological Scientist(Chairperson)	MSC	47	gujarat	2281854_17977_Annexure-II-Nominee application form.pdf
2	Member2 ,Mob :455522221 Email: str@gmail.com	20 Jul 2020	Scientist from different biological discipline(Member Secretary)	MSC	16 years	gujarat college	2737958_17977_Annexure-II-Nominee application form.pdf
3	Member3 ,Mob :455522221 Email: str@gmail.com	22 Jun 2020	Scientist from different biological discipline(NA)	BSC	8 years	gujarat college	5046850_17977_Annexure-II-Nominee application form.pdf
4	Member4 ,Mob :455522221 Email: str@gmail.com	12 Jul 2020	Veterinarian(NA)	MVSC	7 years	gujarat college	6125400_17977_Annexure-II-Nominee application form.pdf
5	Member5 ,Mob :7455522222 Email: str@gmail.com	21 Jun 2020	Scientist Incharge of Animal House Facility(NA)	phd	8 years	gujarat college	1064771_17977_Annexure-II-Nominee application form.pdf
c) Full time veterinarian verified by HOD							
No							
d) Minutes of IAEC in which the proposal of registration with CPCSEA is approved, with signature of all the members.							
6283082_17977_Annexure-II-Nominee application form.pdf							
e) Recommendation of IAEC for registration alongwith the minutes of internal IAEC meeting							
Yes							
12. Information regarding ongoing research proposals with animal experimentation and dates of approval of CPCSEA / other agencies (including sister organization)							
Blue Print of the Animal House Facility							
497263_17977_Annexure-II-Nominee application form.pdf							
Layout Plan of the Animal House Facility							
7583016_17977_Annexure-II-Nominee application form.pdf							
Copy of the AICTE/ MCI/ PCI/ Any other Government / Autonomous Council approval letter of the establishment							
264967_17977_Annexure-II-Nominee application form.pdf							
Verification:							
I (Dr Sumit , Chairman), do hereby verify that the contents of the above paragraphs 1 to 14 are true to the best of my knowledge and nothing relevant material has been concealed therein. Signature 7935607_17977_Annexure-II-Nominee application form.pdf Seal 5613294_17977_Annexure-II-Nominee application form.pdf							
Place:							
Gujarat							
The application will be accepted only after the payment process is done successfully by the Bank. Once the payment has been received in CPCSEA, it will not be refunded.							
<input type="button" value="Make payment"/>							
<input type="button" value="Back"/>							

6. After filling the details in the Form-A, the payment will be made by clicking on the '**make payment**' button.

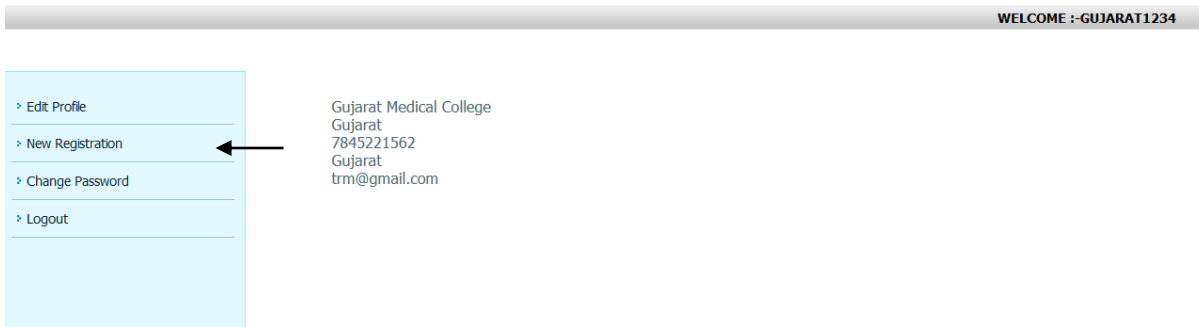
Name of Establishment:	Gujarat Medical College
Address of Animal House Facility :	Gujarat
Tel No:	7845221562
Email:	trm@gmail.com
Purpose of Fee:	New Registration
Total Fees Required:	10000 /- Rs. Only
Fee Received Through DD:	0 /- Rs. Only
Fee Received Through Online:	0 /- Rs. Only
Fee Paid:	0 /- Rs. Only
Fee to be Paid:	10000 /- Rs. Only
Purpose of Registration:	Small animal:- Research for Education purpose

Key Point to be remembered at the time of filling the Form-A

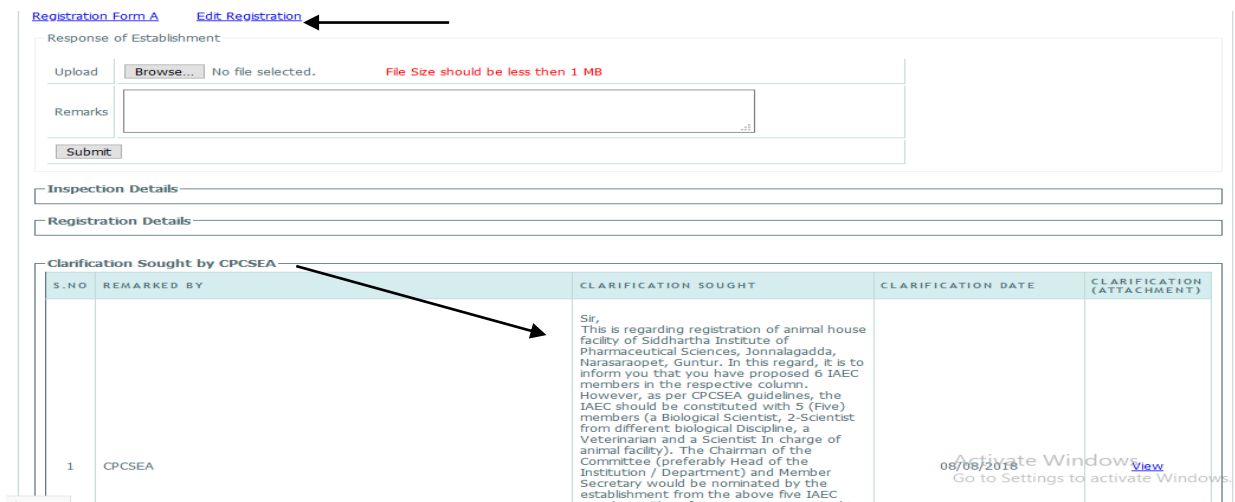
1. Complete address is required along with the pin-code.
2. Purpose of registration is required to be selected carefully.
3. Source of animal procurement should be an establishment whose animal house facility is registered with CCSEA for breeding for the purpose of trade. Please refer the list available in the animal procurement section in the Form-A.
4. Numbers of species to be housed in the animal house are required to be filled carefully.
5. IAEC should be designated as per the CCSEA guidelines. All the proposed members should be less than 65 year of age. Full time Veterinarian is must; the user is required to refer the compendium and guidelines of CCSEA to check the eligibility of the IAEC members.
6. Blue print and layout of the animal house facility should be signed by the head of the establishment and the architect.
7. Technical Colleges are required to submit AICTE approval letter. Pharmacy College are required to submit PCI approval letter. Medical Colleges are required to submit board of governance approval letter and private companies are required to submit certificate of incorporation by the Registrar of Companies - Ministry Of Corporate Affairs. Similarly, other institutes are required to submit their respective government/ autonomous council approval letter.

Clarification received from CCSEA (How to furnish the response)

1. The user is required to click new registration tab for submitting the response received from the CCSEA.



2. User can see the response of CCSEA in the '**clarification sought by CCSEA**' section. If the CCSEA is asking to make changes in the form- A, then the user is required to click on the '**edit registration**' link available on the top (blue colour). If the CCSEA is asking to upload any other additional document which is not required to upload in form-A, then the user is required to click on the '**browser**' button to upload the respective documents.



3. If all the documents are in order then the CCSEA will order an external inspection and user will be able to see the inspection letter by clicking on 'new registration' tab and clicking on the 'inspection letter' link which is available in the inspection detail section.

Registration Form A Edit Registration

Inspection Details				
S.NO	NAME OF ESTABLISHMENT	INSPECTION ORDER DATE	INSPECTION LETTER	INSPECTION REPORT
1	Millennium college of Pharmacy	30/08/2018	Inspection Letter ←	

Registration Details

Clarification Sought by CPCSEA				
S.NO	REMARKED BY	CLARIFICATION SOUGHT	CLARIFICATION DATE	CLARIFICATION (ATTACHMENT)
1	CPCSEA	<p>Sir,</p> <p>You are requested to furnish/upload following documents:-</p> <p>1. It is to inform you that Chairperson and Member Secretary cannot be proposed separately. Member Secretary and Chairperson should be out of the five designations of CPCSEA i.e. a biological scientist, two scientists from different biological discipline, a veterinarian and a scientist in charge of Animal House Facility. Therefore, you are requested to designate the IAEC accordingly.</p> <p>2. You are also requested to mention the source of Animal Procurement which should be an establishment registered with CPCSEA for "Breeding for the purpose of Trade".</p> <p>3. You are requested to mention the date of registration.</p>	02/05/2018	N/A

4. The user will be able to see the inspection report which is uploaded by the external nominee of CCSEA by clicking on the 'date' link which is available in the inspection details section.

[Registration Form A](#) [Edit Registration](#)

> Edit Profile
 > Registration Status
 > Change Password
 Logout

Inspection Details

S.NO	NAME OF ESTABLISHMENT	INSPECTION ORDER DATE	INSPECTION LETTER	INSPECTION REPORT
1	Institute of Pharmaceutical sciences & research sohraum unnao	27/10/2020	Inspection Letter	09/03/2021

Registration Details

Clarification Sought by CPCSEA

S.NO	REMARKED BY	CLARIFICATION SOUGHT	CLARIFICATION DATE	CLARIFICATION (ATTACHMENT)
		"It is to inform you that CPCSEA has received your application regarding registration of Animal House Facility of your establishment with CPCSEA. However, there are following deficiencies in your "Form A": 1. The establishment has not mentioned the Pin Code in the address. 2. You have mentioned Source of Animal Procurement, viz Central Industrial Toxicology Research Centre Lucknow, which is not registered with CPCSEA. As per CPCSEA guidelines, animals shall be procured only from those establishments which are registered with the CPCSEA for the purpose of Trade of Animals. Therefore, you are requested to mention the name of establishment as Source of Animal Procurement, which is registered for the purpose of trading of laboratory animals. You may search the name of establishments which are registered with		

Activate Windows
 Go to Settings to activate Windows.

5. If CCSEA is asking to submit the compliance report regarding the external inspection report received from the external nominee, then the user is required to click on the 'browser' button to upload the respective documents, enter the remark in the remark section and submit the response by clicking on submit button.

[Registration Form A](#) [Edit Registration](#)

Response of Establishment

Upload [Browse...](#) No file selected. **File Size should be less than 1 MB**

Remarks

Inspection Details

Registration Details

Clarification Sought by CPCSEA

S.NO	REMARKED BY	CLARIFICATION SOUGHT	CLARIFICATION DATE	CLARIFICATION (ATTACHMENT)
1	CPCSEA	Sir, This is regarding registration of animal house facility of Siddhartha Institute of Pharmaceutical Sciences, Jonnalagadda, Narasaraopet, Guntur. In this regard, it is to inform you that you have proposed 6 IAEC members in the respective column. However, as per CPCSEA guidelines, the IAEC should be constituted with 5 (Five) members (a Biological Scientist, 2-Scientist from different biological Discipline, a Veterinarian and a Scientist in charge of animal facility). The Chairman of the Committee (preferably Head of the Institution / Department) and Member Secretary would be nominated by the establishment from the above five IAEC members. Therefore, you are requested to	08/08/2018	View

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6. The user will be able to see the final registration letter by clicking on the 'registration status' tab and clicking on the view link which is present in the 'registration detail' section.

Validity of registration has expired! Renewal of registration and re-constitution of IAEC is required!

- Edit Profile
- Registration Status
- IAEC Members
- 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
- Logout

Pharmacy College
sec 10 noida
1111111111
Uttar Pradesh
Testinganil@gmail.com

Activate Windows
Go to Settings to activate Windows.

- Edit Profile
- > Registration Status
- > IAEC Members
- > 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
- > Logout

Registration Status

[Registration Form A](#)

Inspection Details

S.NO	NAME OF ESTABLISHMENT	INSPECTION ORDER DATE	INSPECTION LETTER	INSPECTION REPORT
1	Pharmacy College	05/12/2017	Inspection Letter	05/12/2017
2	Pharmacy College	06/12/2017	Inspection Letter	07/12/2017
3	Pharmacy College	27/12/2019	Inspection Letter	
4	Pharmacy College	27/12/2019	Inspection Letter	
5	Pharmacy College	27/12/2019	Inspection Letter	
6	Pharmacy College	27/12/2019	Inspection Letter	

Registration Details

S.NO	REGISTRATION DATE	REGISTRATION NUMBER	REGISTRATION LETTER	REGISTRATION VALID TILL DATE	REGISTRATION FORM A
1	17/12/2019	79137889/GO/Rc/S/Re/L/2019/CPSEA	View	16/10/2020	View

Renewal Status

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