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भारत सरकार

Government of India

मत्स्यपालन, पशुपालन और डेयरी मंत्रालय

Ministry of Fisheries, Animal Husbandry and Dairying

पशुपालन और डेयरी विभाग

Department of Animal Husbandry &amp; Dairying

पशुओं पर प्रयोगों संबंधी नियंत्रण और पर्यवेक्षण के लिए समिति

Committee for Control and Supervision of Experiments on Animals

दिल्ली दुग्ध योजना परिसर, शादीपुर, नई दिल्ली – 110008

Delhi Milk Scheme Complex, Shadipur, New Delhi – 110008

Dated: 16.01.2026

To,

All establishments registered with CCSEA and  
All Nominees of CCSEA

**Subject: Circulation of directions and guidelines – regarding.**

Sir/ Madam,

The Committee for Control and Supervision of Experiments on Animals (CCSEA) has decided to streamline the processes of inspection, protocol review, institutional feedback, and ethical compliance. Accordingly, the following *directions and guidelines* are hereby circulated for immediate implementation by all the establishments registered with CCSEA and Nominees of CCSEA:

**1. Schedule of inspections of all CROs, R&D laboratories & other research establishments:**

The schedule of inspections of animal facilities of CROs, R&D laboratories and other research establishments has been prepared and approved as under. All establishments shall ensure full cooperation, availability of responsible personnel, access to facilities and records, and adherence to all regulatory requirements during inspections.

Inspection	Inspecting Authority
I <sup>st</sup> inspection	All Nominees of IAEC The inspection report shall be submitted by the Main or Link Nominee and the inputs of Scientists from outside of Institute and Socially Aware Nominee shall be included in the reports. Further, Scientist from outside the Institute/ Socially Aware Nominee should submit their observations online, and in cases where they have no comments, they should specifically record that “there is no comment to offer.”
II <sup>nd</sup> Mid term inspection to check the status of animal facilities and that of research protocols (After 6 months from the I <sup>st</sup> inspection)	Members of CCSEA, Consultant of CCSEA and Main Nominee of the respective establishment
III <sup>rd</sup> inspection (After 6 months from the II <sup>nd</sup> inspection)	Main Nominee of CCSEA

**2. Standard Operating Procedure (SoP) for Processing of Research Protocols Involving Large Animals:**

The SoP to be followed for processing of large-animal research protocols is enclosed at **Annexure-I**.

**3. Proforma for feedback of establishment about the Nominees of CCSEA:**

To strengthen transparency and improve oversight quality, a *standardized proforma* for obtaining feedback from registered establishments on the functioning, conduct, and compliance support provided by **CCSEA Nominees** is attached at **Annexure-II**. All establishments shall submit the completed proforma annually.

**4. Statement of Confidentiality and Conflict of Interest:**

All establishments registered with the CCSEA shall mandatorily obtain the "Statement of Confidentiality and Conflict of Interest" in the prescribed format as per **Annexure-III**, duly signed by all Nominees of CCSEA appointed to their IAECs.

Yours sincerely,

Digitally signed by  
SUJIT KUMAR DUTTA

(Date: 16.01.2026)

Member Secretary (CCSEA)

**Enclosures:**

- Annexure-I:** Standard Operating Procedure (SoP) for Processing of Research Protocols Involving Large Animals.  
**Annexure-II:** Proforma for feedback of establishment about the Nominees of CCSEA.  
**Annexure-III:** Statement of Confidentiality and Conflict of Interest.

**SoP for processing of Research Protocols on Large Animals**

1. The establishments shall submit the research protocols on large animals by 7<sup>th</sup> of every month for consideration of the Committee in its meeting of the respective month. If 7<sup>th</sup> happens to be a holiday, then the next working day would be considered as last date for accepting the research protocols for that particular month.
2. In case of any deficiencies the queries will be raised through the website of CCSEA for which the establishments shall submit the response within two working days. In case of non receipt of the response from the establishment the concerned protocol shall not be considered for the meeting of the respective month.
3. The protocols shall be evaluated by the Sub-Committee within seven working days, which would be followed by the meeting of Sub-Committee for scrutiny of the research protocols.
4. The deficiencies and queries raised by the Sub-Committee shall be forwarded through the website of CCSEA within three working days for which the establishments shall submit the response within two working days through the website of CCSEA. In case of non receipt of the response from the establishment the concerned protocol shall not be considered for the meeting of the respective month.
5. The research protocols shall be placed before the Committee every month for decision.

**Proforma for feedback of establishment about the Nominees of CCSEA**  
(From 1<sup>st</sup> January to 31<sup>st</sup> December of Every Year)

1. Name and address of the establishment:
2. Registration number of establishment:
3. Details of IAEC meetings and Inspections of Animal House:

Name of Nominee	No. of IAEC meeting attended by the Nominee (with date)	Remarks on the functioning of the Nominee	No. of inspections conducted by the Nominee (with date)	Remarks on the recommendations of Nominee during inspection	Number of IAEC meetings deferred due to the unavailability of the Nominees
Main Nominee					
Link Nominee					
Scientist from outside the Institute					
Socially Aware Nominee					

4. Any other remarks:

Place:

Signature:

Date:

Name of the Chairperson of IAEC:

**STATEMENT OF CONFIDENTIALITY AND CONFLICT OF INTEREST**

I, Dr. /Mr. /Mrs. /Ms. ....the Main Nominee/ Link Nominee/ Scientist from outside the Institute/ Socially Aware Nominee of the Institutional Animal Ethics Committee (IAEC) of establishment viz.....am conscious of the responsibilities/ obligations by the virtue of being such Nominee of CCSEA, do hereby declare that I shall respect and maintain confidentiality of applications/ proposals and other related matters placed before the IAEC and/or made available to me for review, reference or deliberation during the whole tenure of nomineeship of CCSEA.

Further, I hereby undertake that –

1. I shall not disclose confidential matters pertaining to Intellectual Property or other vital Commercial Business Information of an application/ organization/ institution;
2. I shall respect and maintain the confidential nature of the opinions expressed by other Members of the IAEC;
3. I shall refrain myself from divulging all material and relevant deliberations/ information either knowingly or unknowingly, in either written or oral form to any person, print or visual media;
4. There is no ‘Conflict of Interest’ between my responsibility as a Nominee of the CCSEA with the establishment;
5. I do not have any financial/ commercial / other interest which may prejudicially affect my functioning as a Nominee of the CCSEA.
6. I shall perform my role and responsibilities as a Nominee of CCSEA to ensure animal welfare in accordance with the Prevention of Cruelty to Animals Act, 1960 and the rules and guidelines framed thereunder.

Place:

Signature of CCSEA Nominee

Date: