

डॉ. एस. के. दत्ता
सदस्य सचिव (सीसीएसईए)
Dr. S. K. Dutta
Member Secretary (CCSEA)



भारत सरकार
मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय
पशुपालन एवं डेयरी विभाग
पशुओं पर प्रयोगों संबंधी नियंत्रण और पर्यवेक्षण
के लिए समिति (सीसीएसईए)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Committee for Control and Supervision
of Experiments on Animals (CCSEA)

No. V-11011(14)/8/2025-CPCSEA-DADF

Dated: 13/07/2026

To,

All establishments registered with CCSEA and
All Nominees of CCSEA

Subject: Inspections of animal house facilities and IAEC meetings - regarding.

Sir/ Madam,

As per Section 18 of the Prevention of Cruelty to Animals Act, 1960, the Committee for Control and Supervision of Experiment on Animals (CCSEA) has "Power of entry and inspection" of the institution or place where experiments on animals are being conducted. The inspections are carried out from time to time to ensure that the rules and guidelines made by CCSEA are being complied with by the establishments. In this regard, the CCSEA may authorize any of its officers or any other person in writing to inspect any institution or place where experiments on animals are being carried on and report its findings to the CCSEA. While authorizing the officials or person by the CCSEA, such person so authorized may-

- a. enter at any time considered reasonable by him and inspect any institution or place in which experiments on animals are being carried on; and
 - b. require any person to produce any record kept by him with respect to experiments on animals.
2. The CCSEA has identified the following instances where the CCSEA can order inspections:
- i. Registration of animal house facilities.
 - ii. Renewal of registration of animal house facilities.
 - iii. Amendment in registration of existing animal house facilities.
 - iv. Mid Term inspection of large animal house facilities.
 - v. Complaint based inspections.
3. **Standard Operating Procedure (SOP) to be followed for inspection by CCSEA:**
- i. **Registration of animal house facilities:** The inspections of Animal House Facility are conducted by the Representatives/ Nominees of CCSEA for the purpose of registration of such establishment with CCSEA to check if the establishment is following the guidelines of CCSEA for laboratory animal house facility. In case of new registration, the CCSEA may authorize any person outside the establishment but from the list of nominees or any members of the CCSEA or Officials of the secretariat.

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- ii. **Renewal of registration of animal house facility:** The Main Nominee (or Link Nominee in case of unavailability of Main Nominee) is required to conduct an Annual Inspection of the Animal House Facility regularly and submit the Reports through the Website of CCSEA. The Annual Inspection Reports of the previous five years are required for renewal of Registration of establishments. However, in case of non-availability of annual inspection reports or Minutes of the IAEC meetings or Annual statement of large animals use, an external inspection by the CCSEA is ordered. In such a case the CCSEA may engage the external nominee from the list of nominees or the CCSEA member or Officials from the Secretariat.
- iii. **Amendment in registration of animal house facilities:** Representatives/ Nominees of CCSEA are nominated to conduct the inspections for Amendment for the following purposes:
 - a. Change in Location/ address of the Animal house Facility.
 - b. Amendment in the Purpose of registration with CCSEA.
 - c. Amendment in the Type of Animal House Facility (Small / Large).
 - d. Increasing the housing capacity of animal house facility.
- iv. **Mid-Term External Inspections:** The CCSEA committee approves research protocols for experiments involving large animals (those larger than lagomorphs). The CCSEA shall carry out Mid-Term Inspections of large animal facilities every year. The Representatives/ Members of CCSEA or Officials from the Secretariat will be engaged in such inspection. The inspection will be carried out, but not limited to, assessing the utilization status of the large animal research protocols approved by the Committee, rehabilitation, animal welfare norms followed by the establishment, health status of animals, condition of the animal house, existing capacity of the animal housing, evaluation of performance of IAEC etc.
- v. **Complaint-based inspections:** The CCSEA receives complaints from general people, activists, researchers or organizations on the violation of CCSEA guidelines, cruelty on animals during and after experiments. On the receipt of such complaints against a specific establishment, the CCSEA may engage its Members, Representatives, Nominees from the list of nominees or officials from secretariat, subject matter specialists to conduct such inspections.

4. Schedule of regular Inspections for better compliance of rules and guidelines of CCSEA: The above inspections shall be conducted as per the below mentioned schedule:

Inspection	Inspecting Authority
1 st Inspection (Annual Inspection)	All Nominees shall inspect the Facility (within 30 days of registration/ renewal of registration) or at the beginning of the year, where the establishments are registered/ renewed, and the inspection report shall be finalised collectively by the Main Nominee, Link Nominee, Scientist from Outside the Institute and Socially Aware Nominee. The inspection report shall be submitted online by the Main/ Link Nominee.
2 nd Inspection (After ~ 6 months from the date of 1 st inspection)	All Nominees shall inspect the animal facility after 6 months from the date of first inspection and the inspection report shall be submitted online by the Main or Link Nominee. It would be preferable to conduct this inspection along with the IAEC meeting.

Inspection in the case of small animal facility	If required, the CCSEA representatives other than the nominee of IAEC shall carry out inspection, once in a year in consultation with the establishment.
Mid-term inspection to check the status of animal facilities and large animal research protocols	The Mid-term inspection shall be conducted by the CCSEA Team (Representatives/ Members of CCSEA and Officials of Secretariat). The CCSEA shall communicate the individual establishment about date of inspection of their establishment as per schedule of CCSEA.

5. The cycle of annual inspections shall thereafter be aligned with the validity period of the facility's registration or renewal and shall be followed in subsequent years. The inspection report shall mandatorily be submitted online by the Main Nominee or the Link Nominee. In case any non-compliance is observed by the Nominees during the inspection, no research protocols should be considered till the relevant corrections are done by the establishment.

6. A minimum of two IAEC meetings per year shall be conducted in physical mode, during which inspections shall be undertaken by the Nominees of CCSEA and the inspection reports should be submitted through the website in a timely manner. Any additional meetings beyond these two may be conducted in hybrid mode, in case of any urgent situation wherein physical meetings cannot be conducted. The reason for conducting online/ hybrid meetings should be well recorded in the Minutes of IAEC meeting. However, the Minutes should be duly signed by all the IAEC members, without which the Minutes would be considered invalid.

7. This supersedes all the previous orders with regard to schedule of inspections and IAEC meetings.

Yours sincerely,

(Dr. S. K. Dutta)

Member Secretary (CCSEA)