

## CPCSEA

### List of requisite documents:

#### Registration

1. Application as per revised form 'A' for registration. (Form A is available on the MoEF website Link: <http://envfor.nic.in/division/committee-purpose-control-and-supervision-experiments-animals-cpcsea>).
2. DD of Rs. 1000/- as registration fee in favour of CPCSEA payable at New Delhi.
3. Blueprint / Layout plan of the Animal House Facility of the establishment, having the details of the various rooms with measurements for keeping animals, feed storage, wash room, office room etc as per CPCSEA guidelines, duly signed by the competent authority.
4. Minutes of the internal IAEC meeting, wherein recommendations for CPCSEA registration has been approved by the IAEC.
5. Approval letter from Government/ Autonomous Council (viz. AICTE/ PCI/MCI) or Company Registration Certificate.
6. The biodata and consent letters of internal IAEC members (Biodata format available on the website).

#### Renewal

1. DD of Rs. 500/- as renewal fee (For three years) in favour of CPCSEA payable at New Delhi.
2. Minutes of IAEC meetings of previous three years, bearing signature of all the IAEC members (with date).
3. The Annual Inspection Report of the Animal House Facility of the establishment in the prescribed checklist format for previous three years duly signed (with date) by the Main Nominee and Link Nominee (Inspection checklist format available on the website).

#### Reconstitution of IAEC

1. IAEC must be **reconstituted** every three years as **per Rule 13 of the Breeding of and Experiments on Animals (Control and Supervision) Rules 1998, as amended. IAEC shall consist of 5 (Five) names (all from science background including one Veterinarian)**. The composition of IAEC should be as under:
  - i. A Biological Scientist.
  - ii. Two Scientists from different biological disciplines.
  - iii. A Veterinarian involved in the care of Animals.
  - iv. Scientist In-Charge of Animal House Facility.
2. The Chairman of the IAEC Committee (preferably Head of the Institution / Department) and Member Secretary would be nominated by the establishment from the above five members.
3. Other members of the IAEC viz. Main Nominee, Link Nominee, Scientist from outside the Institute and Socially Aware Nominee will be nominated by CPCSEA on receipt of the above composition of IAEC for the establishment.
4. At least half of the members are required to be replaced at the time of Reconstitution of IAEC.