



प्रो (डॉ) जसपाल एस. सन्धू
सचिव

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विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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D.O.No. 14/-6/2014(CPP-II)

17th May, 2016

Dear Sir / Madam

This is in reference to this office notification on dissection of animals issued on 5th August, 2014 and a letter dated 9th July, 2015 requesting your university to register with CPCSEA website.

In this regard, I am to inform you that there are still some unregistered establishments conducting animal research and are not complying with the guidelines of CPCSEA.

The website of CPCSEA has already been launched and applications for registration are accepted online. The procedure for applying online and the requisite document for registration are available on UGC website (www.ugc.ac.in) along with this letter. The CPCSEA has desired that your esteemed University may be registered on it on priority basis. Necessary instructions may also be issued to all the colleges/institutions affiliated to your university in this regard.

An early action will be highly appreciated.

With regards,

Yours sincerely,

(Jaspal S. Sandhu)

The Vice-Chancellors of all the Universities

Copy to:

The Publication Officer, UGC, New Delhi for uploading on UGC website.

(Jaspal S. Sandhu)

Procedure for applying online

Step-I: It is required to 'sign up' in the User Login Window available at the Home Page.

Step-II: The user is required to login through User Login Window at Home Page by selecting 'Establishment Login' in User type and put their User Name & Password, which were entered during sign-up Form.

Following requisite documents are required to be submitted during online application:

- i. Application as per revised Form 'A' for registration. (Each column of Form A is to be filled online).
- ii. The 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 Head of the establishment and the Architect.
- iii. Minutes of the internal IAEC meeting, wherein recommendation for CPCSEA registration has been approved by the IAEC.
- iv. Approval letter from the Government/ Autonomous Council (viz. AICTE/ PCI/MCI) or Company Registration Certificate.
- v. The biodata and consent letters of 5 internal IAEC members (Biodata format available on the website).
- vi. The Establishment is required to deposit the registration fee through '*online payment gateway*' in the prescribed column at the time of the submission of online form for registration.