

F. No. 25/20/2016-CPCSEA  
Government of India  
Ministry of Environment, Forests & Climate Change  
(Animal Welfare Division)  
O/o Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA)

\*\*\*\*\*

5<sup>th</sup> Floor, Vayu Wing, Indira Paryavaran Bhawan  
Jor Bagh Road, New Delhi-110 003

5 / 8 / 2016

To,

All the large animal house establishments registered with CPCSEA (as per list)

**Subject: Timelines for CPCSEA meetings – regarding**

Sir,

Please refer below to the timelines for submission of the relevant documents related to the CPCSEA meetings. The establishments are requested to stick to the timelines.

**Related Timelines for the CPCSEA meetings.**

S.N o.	Procedures	Duration of Action
1	Meeting of CPCSEA	Alternate month.
2.	Sub-Committee meeting	15 working days before the meeting.
3.	The Research Protocols to be sent to Sub-Committee for scrutiny.	15 working days before the the Sub-Committee meeting.
4.	The Research Protocols to be taken up for consideration.	5 working days before sending the protocols to the Sub-Committee.
5.	Clarifications sought by the Sub-Committee to be communicated to the establishments.	4 working days after the Sub-Committee meeting.
6.	<b>Last Date for receipt of clarifications from the establishments.</b>	4 working days after communicating the queries to the establishments.
7.	The clarifications received from the establishments to be circulated to the Sub-Committee.	1 working day after getting the response from the establishments.
8.	Last Date for receipt of recommendations of the Sub-Committee on the clarifications.	3 working days after circulating the response of the establishments to the Sub-Committee Members.
9.	The Agenda to be finalized and approved	2 working days after getting the response from the Sub-Committee.
10.	Agenda to be circulated to all the Members of CPCSEA.	The day the agenda would be approved which may be 6 days before the Meeting of CPCSEA.

2. All the establishments may provide their responses of the clarifications within the stipulated timeline. In case the responses and clarifications are not received within the stipulated time, then the protocols would be deferred for the next meeting.

3.

Yours faithfully,

  
(S. Gowri Shankar)

Deputy Secretary (AW) & Member Secretary (CPCSEA)