

Standard Operating Procedure (SOP) for registration of Semen Station under Maharashtra Bovine Breeding Regulatory Act, 2023

[See rule 5(I) (a)]

Semen Station- means approved premises, where a facility is set up for collection, processing, storage and distribution of bovine semen for artificial insemination.

1. Objective

Registration of Semen Station under authority to ensure scientific, ethical and effective implementation of the Maharashtra Bovine Breeding Regulatory Act, 2023 for improving genetic quality, regulating breeding activities and maintaining breed purity in bovines (cattle & buffaloes) across Maharashtra.

2. Scope

Applicable to:

- a. New Semen Stations
- b. Existing Semen Stations

3. Document Requirement

1. Aadhar card
2. Pan Card
3. GST registration certificate/ TAN Card
4. Bank details
5. Address proof
6. Provide complete organization structure with name of Directors, Proprietors, partners, owner, promoters etc with by laws of Organization authority letter, (If applicable)
7. Rent agreement (If the property is rented, a copy of the agreement.)
8. Employee details along with Educational qualification and experience of the staff
9. Details of infrastructure with complete zoning details, building details and geo tagged photographs of all facilities
10. Details of equipment installed at the facility with the make and model of each equipment (list to be attached on separate sheet)
11. Breed wise list of breeding bulls used for semen collection (separate sheet to be attached)
12. Average production details during last 3 years
13. Sale and supply details of frozen semen during previous last 3 years
14. Health status details of breeding bulls/Certificate
15. Feeding schedule details
16. Certificate of Registration from Maharashtra State Government
17. ISO certificate
18. CMU certification of GOI (Minimum B grade required)

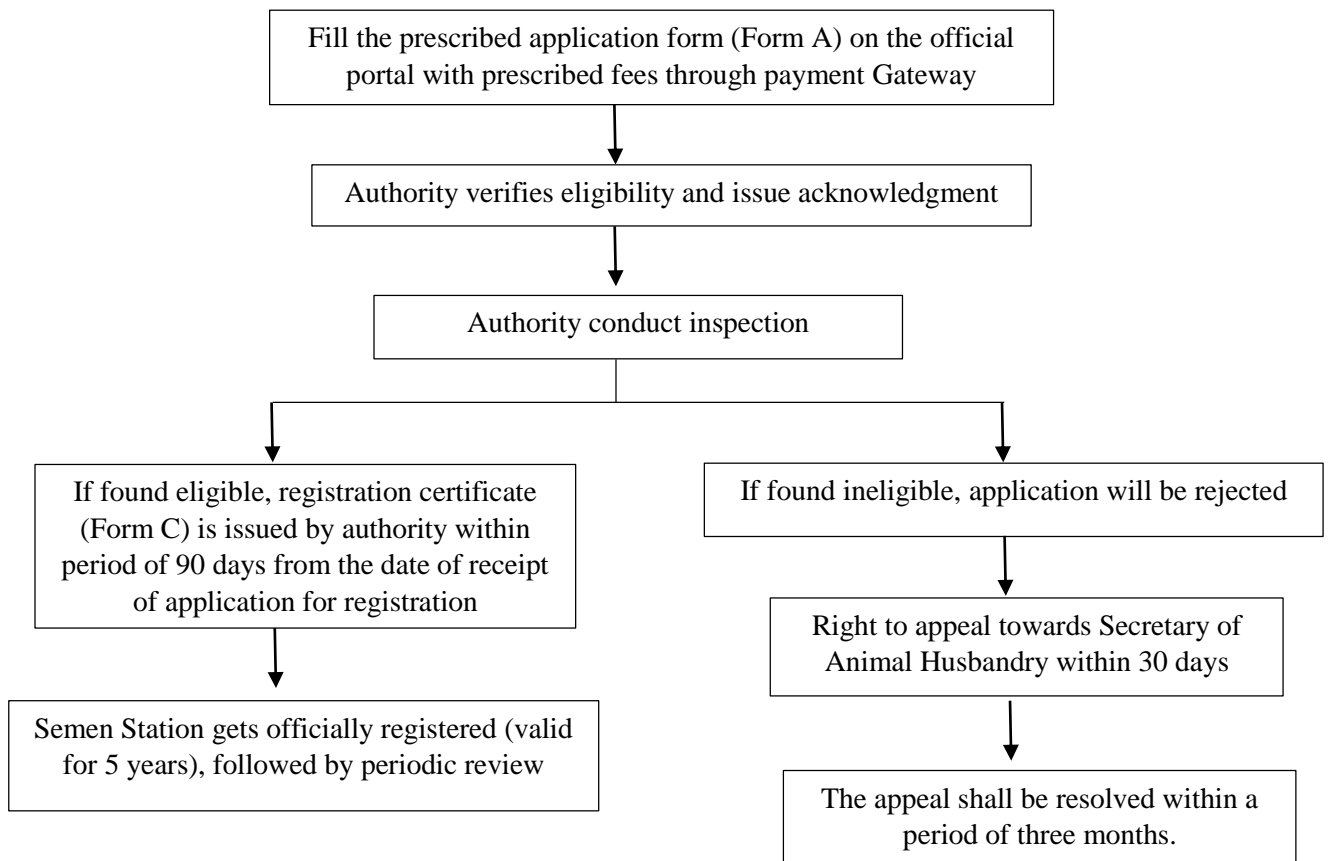
4. Registration fees

- a. New Registration - 30,000/-
- b. Renewal - 15,000/-
- c. Duplicate Certificate - 1,000/-

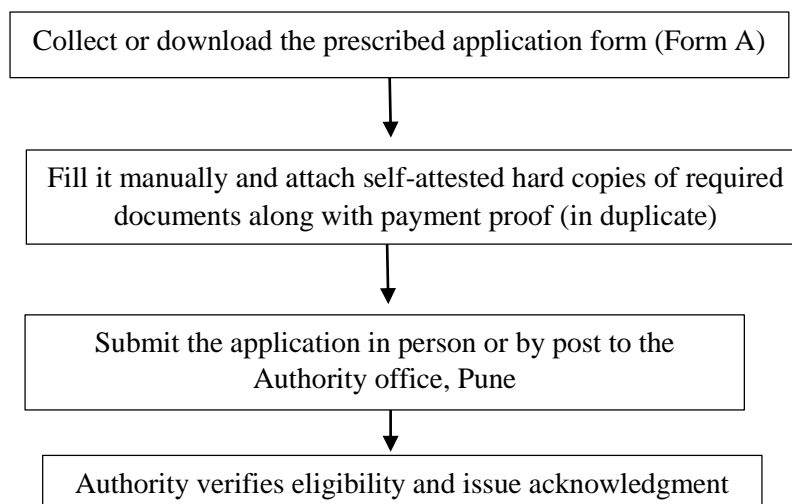
5. Registration Process-

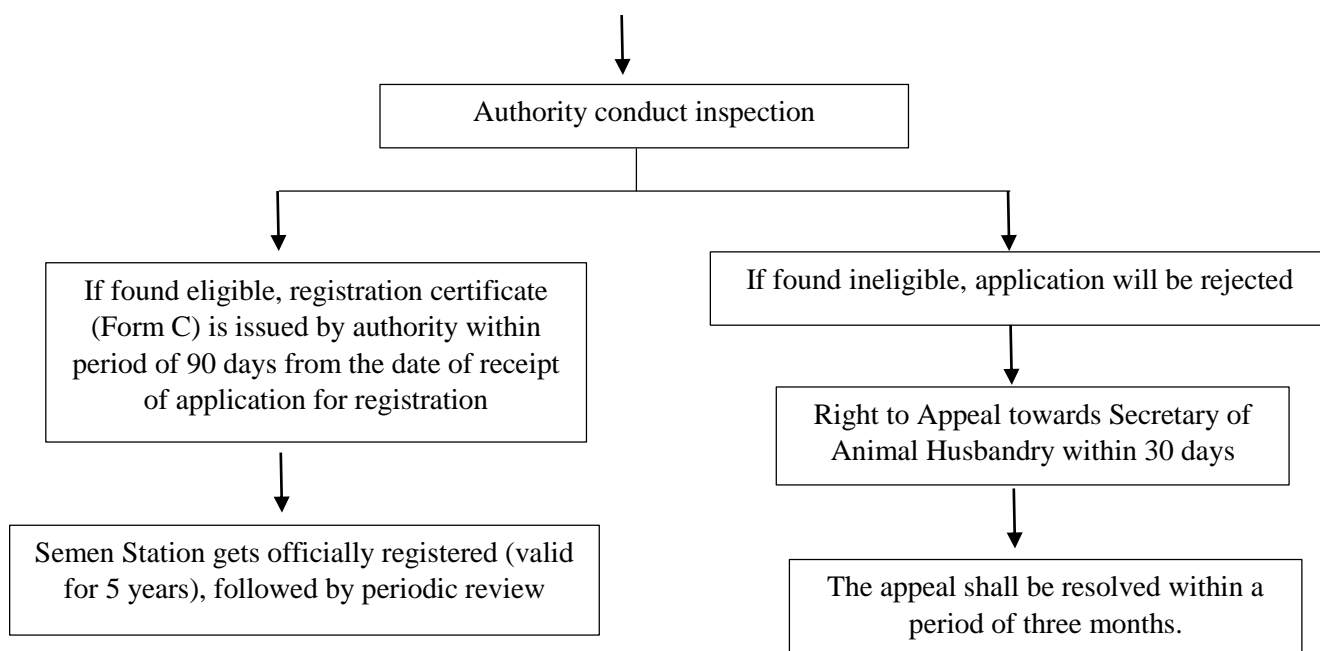
Eligible applicants can apply through both offline or online modes via the official web portal of the Authority.

A. Online Registration Process: Apply for registration to Maharashtra bovine breeding regulatory authority on Maharashtra bovine breeding authority portal.



B. Offline process of Registration-





6. Special Instruction

- a. A separate application for registration shall be made for more than one bovine breeding activity.
- b. Application fee once paid shall not be refunded.
- c. One copy of the certificate of registration shall be displayed by the registered semen station, at a conspicuous place at its place of business.
- d. No change of ownership or change of management of semen station, shall be done without the prior permission of Authority.
- e. In the event of change of ownership or change of management or on ceasing to function as semen station both copies of the certificate of registration shall be surrendered to the Authority.
- f. On receipt of the renewed certificate of registration in duplicate or on receipt of communication of rejection of application for renewal, both copies of the earlier certificate of registration shall be surrendered immediately to the Authority.

7. Certification

- a. Grant of certificate of registration of application for registration of semen station shall be communicated to the applicant within a period of 90 days from the date of receipt of application for registration.
- b. Registration certificate will be issued in duplicate.

8. Monitoring

Routine inspections of semen stations, surprise checks for illegal/unauthorized breeding practices by Authority or District Deputy Commissioner of Animal Husbandry.

9. Record Maintenance & Reporting

- a. The record to be maintained by semen station on the line of general principles of Book Keeping and Accountancy.

- b. Semen station shall furnish the records annually and half yearly returns in duplicate before 31st July of the same year and 31st January of the next year to the Authority. (Annexure VI)
- c. The Authority shall maintain a permanent record of applications for grant or renewal of certificate of registration in Form I. (Annexure V)

10. Action against Violations and Penalty

Issue notices to defaulters, Penal action as per act. Penalty as per following

- a. Any person having a registration certificate under sections 4 under this Act has failed to maintain the prescribed standards relating to bovine breeding activities laid down by the State Government and the Central Government, from time to time, shall on conviction be punished with fine which may extend to fifty thousand rupees.
- b. Whoever carries out any of the bovine breeding activities without holding a registration certificate or carry on production activity of frozen semen from other than the certified bulls or contravenes any of the provisions of this Act, shall on conviction, be punished with fine which may extend to one lakh rupees.
- c. Any person resorts to any sort of advertisement or publicity misrepresenting the facts about the type and nature of services for which he has been granted the registration certificate, shall on conviction, be punished with a simple imprisonment for a term which may extend to six months or with fine which may extend to two lakh rupees or with both.

11. Validity & Renewal of Registration

- a. The registration certificate shall be valid for a period of 5 years.
- b. Application for renewal must be submitted at least 90 days prior to the expiry of the current registration.

12. Duplicate Registration Certificate

- a. If a registration certificate issued under this Act is defaced, lost or destroyed, the Authority as the case may be, upon satisfaction, grant a duplicate certificate to the applicant
- b. Every application for duplicate registration certificate of Semen Station shall be submitted along with fee of rupees one thousand.
- c. The Authority, as the case may be, shall maintain a permanent record of applications for duplicate certificate of registration in Form I.

13. Appeal

- a. Any person aggrieved by an order passed by the Authority under sections 6, 7, 8 and 10 may file an appeal before the Secretary of the Animal Husbandry and Dairy Development Department within a period of thirty days from the date of receipt of order.
- b. The Appellate Authorities may entertain any appeal after the expiry of the period of thirty days, if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- c. On receipt of an appeal the Appellate Authorities shall, after giving a reasonable opportunity of being heard to the appellant, dispose off appeal within a period of three months.
- d. The order of the Appellate Authorities shall be final.

14. Revocation of registration certificate

The Authority or District Deputy Commissioner, Animal Husbandry can revoke the registration certificate if

- a. The registration certificate granted by it under this Act has been obtained by misrepresentation or fraud.
- b. The holder of the registration certificate has failed to comply with the conditions subject to which the certificate has been granted.

15. Grounds for Rejection

- a. Submission of false or misleading documents.
- b. Failure to meet minimum infrastructure or staff criteria.
- c. Prior record of malpractice or violations under any breeding regulation.
- d. Non-compliance with inspection or documentation requests.

16. Annexures-

Annexure I: Application Form (Form A)

Annexure II: Format for Declaration

Annexure III: Format for Acknowledgement

Annexure IV: Certificate (Form C)

Annexure V: Maintenance of permanent record of applications (Form I)

Annexure VI: Annual / Half yearly reporting format

Annexure I

FORM A

[See rule 5(1)(a)]

(To be submitted in duplicate with supporting documents as enclosures)

FORM OF APPLICATION FOR REGISTRATION OF SEMEN STATION, EMBRYO TRANSFER OR IN VITRO FERTILIZATION LABORATORY, ARTIFICIAL INSEMINATION TRAINING INSTITUTE, ASSISTED REPRODUCTIVE TECHNOLOGY SERVICE PROVIDER, ASSISTED REPRODUCTIVE TECHNOLOGY EXPERT.

1. Name of the applicant :-
(Indicate name of the organization sought to be registered)
2. Address of the applicant :-
3. UIDAI Number and Pan Card Number with self attestation copy thereof :-
4. Type of facility to be registered :-
(Please specify whether the application is for registration of a Semen Station, Embryo Transfer or In Vitro Fertilization Laboratory, Artificial Insemination Training Institute, Assisted Reproductive Technology Service Provider, Assisted Reproductive Technology Expert)
5. Full name and address / addresses of Semen Station, Embryo Transfer or In Vitro Fertilization Laboratory, Artificial Insemination Training Institute, Assisted Reproductive Technology Service Provider, Assisted Reproductive Technology Expert with contact details / e-mail address(es). :-
6. Type of ownership of Organization:- (individual / Ownership / partnership / company / co-operative /any other to be specified). :-
7. In case type of organization is other than individual ownership, furnish copy of articles of association and names and addresses of other persons responsible for management, as enclosure. :-
8. Type of Institution (Government / local sector / Private / Private Laboratory / any other to be stated.) :-
9. Equipment available with the make and model of each equipment. (Leave blank if registration is sought for Assisted Reproductive Technology Expert (List to be attached on a separate sheet)). :-
10. Names, qualifications, experience and registration number of employees (may be furnished as an enclosure) (Leave blank if registration is sought for Assisted

Reproductive Technology Expert).

11. For renewal applications only:

(a) Registration No.

(b) Date of issue and date of expiry of existing certificate of registration.

12. List of Enclosures:

(Please attach a list of enclosures/supporting documents attached to this application.)

Date:

(.....)

Place:

Name, designation and signature of the person authorized to sign on behalf of the organization to be registered.

Annexure II

DECLARATION

I, Shri./Smt./Kum./Dr.....son/daughter/wife of agedyears resident ofworking as (indicate designation).....in (indicate name of the organization to be registered)hereby declare that I have read and understood the provisions of the Maharashtra Bovine Breeding (Regulation) Act, 2023 and Maharashtra Bovine Breeding (Regulation) Rules, 2024. I also declare that the information furnished in this application is true and correct to the best of my knowledge and belief.

Date:

Place:

(.....)
Name, designation and signature of the
person authorized to sign on behalf of the
organization to be registered.

(SEAL OF THE ORGANISATION SOUGHT TO BE REGISTERED)

Annexure III

ACKNOWLEDGEMENT

[See Rules 5(1)(b)]

. The application in Form A in duplicate for grant/renewal of registration of Semen Station / Embryo Transfer or In Vitro Fertilization Laboratory / Artificial Insemination Training Institute / Assisted Reproductive Technology Service Provider / Assisted Reproductive Technology Expert* by (Name and address of applicant) has been received by the Authority on..... (date).

*.The list of enclosures attached to the application in Form A has been verified with the enclosures submitted and found to be correct.

OR

*. On verification it is found that the following documents mentioned in the list of enclosures are not actually enclosed.

This acknowledgement does not confer any rights on the applicant for grant or renewal of registration.

(.....)

Signature and Designation of Authority, or
authorized person in the Office of the Authority.

Date:

Place:

SEAL

Annexure IV

FORM C

[See Rule 5(I)(f)]

CERTIFICATE OF REGISTRATION

(To be issued in duplicate)

In exercise of the powers conferred under sub-section (I) of section 4 of the Maharashtra Bovine Breeding (Regulation) Act, 2023, the Maharashtra Bovine Breeding Regulatory Authority hereby grants registration to the semen station/embryo transfer or in-vitro fertilization laboratory /artificial insemination training institute/assisted reproductive technology service provider* under the aforesaid Act for a period of five years ending on..... .

2. This registration is granted subject to the aforesaid Act and Rules made thereunder and any contravention thereof shall result in suspension or cancellation of this Certificate of Registration before the expiry of the said period of five years apart from prosecution.

A. Name and address of the semen station / embryo transfer or in-vitro fertilization laboratory/ artificial insemination training institute / assisted reproductive technology service provider -----

B. semen station/ embryo transfer or in vitro fertilization laboratory / artificial insemination training institute / assisted reproductive technology service provider to display one copy of this certificate at a conspicuous place at the place of business.

3. Registration No. allotted:-

4. Period of validity of earlier Certificate of Registration:-

(For renewed Certificate of Registration only) From.....To.....

Signature, name and designation of
The Authority.

Date:

SEAL

Annexure V

FORM I

[See Rule 5 (1) (g), 5(2) (g),9(2)]

**FORM FOR MAINTENANCE OF PERMANENT RECORD OF APPLICATIONS
FOR GRANT OF REGISTRATION UNDER THE MAHARASHTRA BOVINE
BREEDING (REGULATION) ACT, 2023**

1. SI No.
2. File number of Authority, as the case may be.
3. Date of receipt of application for grant of registration.
4. Name, Address, contact details etc. of applicant:
5. Name and address of semen station :
6. Date on which case considered and recommendation Authority, as the case may be.
7. Outcome of application (state granted/rejected and date of issue of orders).
8. Registration number allotted.....
9. Validity period of registration (5 years) Date from.....to.....
10. Renewals (date of renewal and renewed up to).
11. File number in which renewals dealt.
12. Additional information, if any.

Name, Designation and Signature of Authority

Annexure VI

Maharashtra Bovine Breeding Authority

(Under The Maharashtra Bovine Breeding Act- 2023)

Annual / Half yearly Report (For Semen Station)

[See rule 12(2)]

1. Registration No:
2. Date of Issue:
3. Name of the holder of Certificate of Registration:
4. Address of the Holder of Certificate:
5. Name of Semen Station:
6. Address of Semen Station:
7. Period of reporting:
8. Capacity of Semen Production (Semen doses in lac) during the year:
9. Capacity utilization of single bull pens (%) during the year.
10. Total Number of bulls remained under semen collection during the year:

11. Breed wise classification of number of bulls under collection during the year

Sr. No.	Breed	No. of bulls Under rearing	No. of bulls Under training	No. of Young bulls under production	No. of Mature bulls under production	Total
1	Total Cow Bull					
2	Total Buffalo bull					
	Total					

12. Quarantine facility:

- Does the Semen Station have a quarantine facility? : Yes/No
- Address of quarantine house and distance from semen station:
- No. of bulls quarantined during the period:

13. Rearing facility:

- Has the semen station a rearing station? Yes/No
- No. of bulls in rearing station:

14. Production details of Certified bulls under semen collection:

Bull UID	Breed	Number of collection in six month	No. of Doses Produced	No. of Doses sold/ distributed	No. of doses in stock

15. Herd Strength for the period

Detail	Opening Balance	Received	Died/ Culled	Transferred/ supplied	Closing balance
Males					
Quarantine					
Rearing					
Training					
Collection					
Layoff					
Isolation					

16. Details of diagnostic tests conducted for the entire herd:

Disease	Date of testing- 1	No. of animal Tested	No. of Animal found positive	Disposal Details	Date of testing- 2	No. of animals tested	No. of animals found positive	Disposal details
TB								
JD								
Brucellosis								
IBR								
Campylo								
Tricho								
BVD								

17. Semen stock report

Date	No. of semen doses approval for sale	Breed	No. of doses purchased/ produced	No. of doses sold/supply	No. of doses in stock

18. Sale Performance

Sale book no. used for sale of semen doses	Sr. no. of pages of sale book used for sale of semen doses	Registration no. of Semen Bank or Artificial Insemination technician to whom semen straws sold	Name of Semen Bank or Artificial insemination technician to whom semen straws sold

19. Quality Assurance

No. of straws tested for post thaw quality on random sampling basis at the time of sale or a particular interval	No. of straws failed the quality testing (also give batch and date)	No. of straws discarded (Batch and date)

20. Quality control officer

Name :

Education Qualification:

21. Liquid Nitrogen Gas purchase detail:

Quantity of Liquid Nitrogen Gas Purchased during the period	Source of Liquid Nitrogen Gas

22. Details of Equipment installed at the facility, their calibration report and annual maintenance contract (attached separately)**23. Biosecurity protocol of semen station(attached separately)****24. Employee details along with Educational qualification and experience of the staff (attached separately)****25. Individual Bull Production Record(attached separately)**

- Bull Registration No.:
- Unique Id:
- Date certificate issued:
- Name of Semen Station/Owner:
- Address of Semen Station:
- Bull ID No.:
- Breed of Bull:
- Vaccination record:
- Test conducted and their reports (attached)

Period	No. of collection	Remarks

26. Additional Yearly Summary

- Total No. of doses produced during previous year:
- Total No. of doses produced during this year
- Average Initial Discard %
- Post thaw QC Discard %
- Average FMD titer % (Pre and Post).....
Protected/Unprotected.....
- Disease testing status.....

I hereby undertake to comply with all the provisions of the Maharashtra Bovine Breeding Act, 2023.

I certify that all production, purchase, sale and storage of semen is as per the Provisions of Central Monitoring Unit, Department of Animal Husbandry & Dairying (DAHD), Government of India. Semen bank /Artificial Insemination technicians getting semen straws from us meet the criteria of qualification and experience prescribed by the Authority to perform artificial insemination in bovines and are registered with the Bovine Breeding Authority. We also certify that all information provided above is true.

Date:

Name and sign of Authorized Person

Place:

Designation: