

# **Maharashtra Bovine Breeding Regulatory Act, 2023**

## **Standard Operating Procedure (SOP) for registration of Artificial Insemination Technician under Maharashtra Bovine Breeding Regulatory Act, 2023**

**[See rule no. 5(2) (a)]**

**Artificial Insemination Technician - means veterinarian or a trained artificial insemination worker, who possesses requisite qualifications, skill and experience to perform artificial insemination in bovines, as may be prescribed.**

### **1. Objective**

Registration of Artificial Insemination Technician 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 Artificial Insemination Technician
- b. Existing Artificial Insemination Technician

### **3. Document Requirement**

1. Aadhar card
2. Pan card
3. Applicant photograph
4. Educational qualification proof
5. Professional experience certificate
6. AI facility & Cold chain with storage infrastructure details with geotagged photograph
7. Registration certificate of Semen station/Semen Bank (From where semen doses procured)
8. Sperm motility certificate of Government veterinary clinic/Semen station/Semen Bank
9. NDLM updated status certificate (To be issued by concerned DDCAH)
10. Maintenance of Record of semen doses & LN2 (Annexure VII)
11. Declaration for Jurisdiction of Working Area (Annexure VIII)
12. Undertaking (Annexure IX)

### **4. Qualification details of AI Technician**

- a) Bachelor's Degree in Veterinary Science from the University recognized by the Veterinary Council of India or
- b) Undergone training of MAITRI (Multipurpose Artificial Insemination Technician in Rural India) of the Government of India or
- c) Who has passed 10th standard examination (Secondary School Certificate) or has passed the examination equivalent there to and successfully completed training of artificial insemination technique from the registered artificial insemination training

- institute in the State of Maharashtra and having at least one year experience in the field of Animal Husbandry or
- d) Pashusakhi who has undergone a training of artificial insemination.

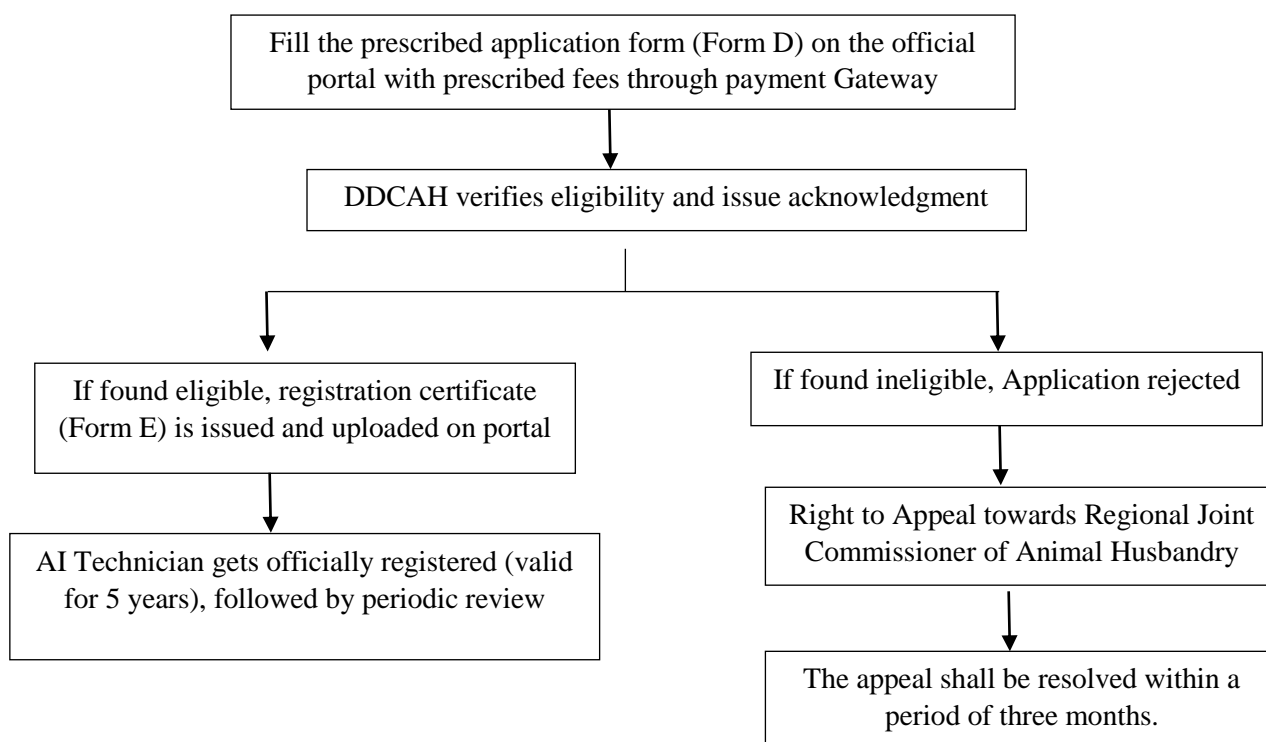
## 5. Registration fees

- a. New Registration - 1000/-
- b. Renewal -500/-
- c. Duplicate Certificate -1000/-

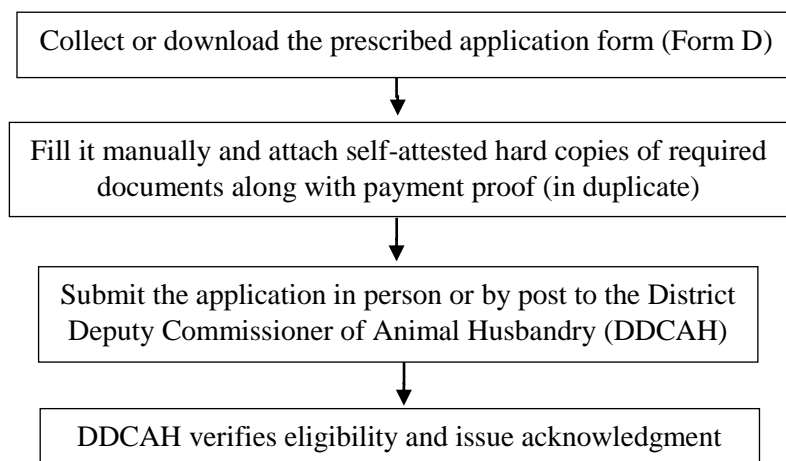
## 6. Registration Process-

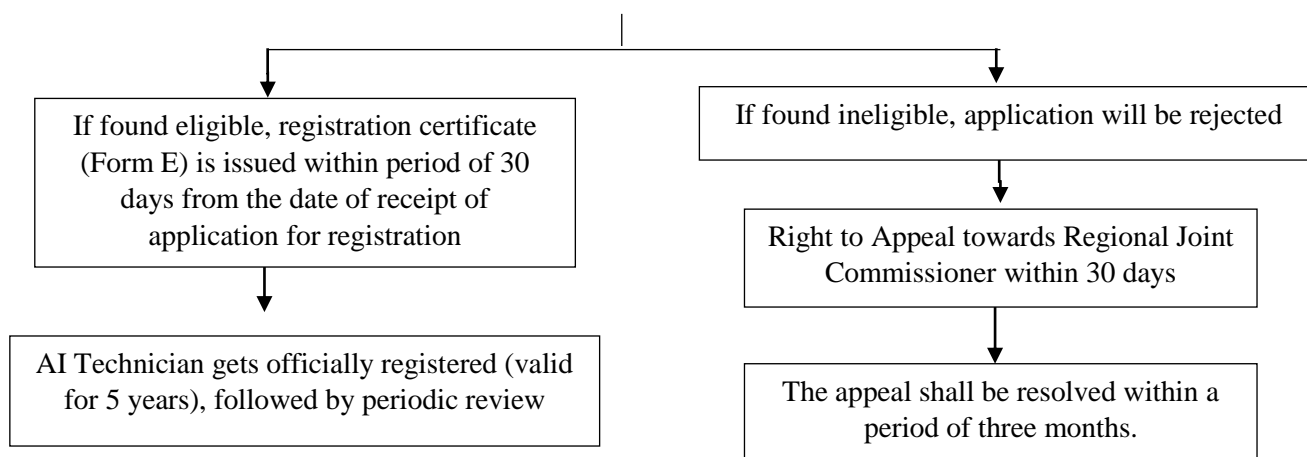
Eligible applicant can apply through both offline mode or online mode through web portal of Authority.

### A. Online Registration Process: Apply for registration to District Deputy Commissioner of Animal Husbandry on Maharashtra bovine breeding authority portal.



### B. Offline process of Registration-





## 7. 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. 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 DDCAH.
- d. The person holding registration certificate under this Act shall maintain the prescribed standards relating to bovine breeding activities, laid down by the State Government or Central Government, from time to time.

## 8. Certification

- a. Grant of certificate of registration of application for registration of artificial insemination technician shall be communicated to the applicant within a period of thirty days from the date of receipt of application for registration.
- b. Certificate will be issued in duplicate.

## 9. Monitoring

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

## 10. Record Maintenance & Reporting

- a. The record to be maintained by artificial insemination technician on the line of general principles of Book Keeping and Accountancy.
- b. Artificial Insemination Technician shall furnish the records monthly toward District Deputy Commissioner of Animal Husbandry. (Annexure X)
- c. District Deputy Commissioner of Animal Husbandry shall furnish the records Quarterly toward Maharashtra Bovine Breeding Regulatory Authority Pune. (Annexure XI)
- d. The District Deputy Commissioner of Animal Husbandry shall maintain a permanent record of applications for grant or renewal of certificate of registration in Form I.
- e. Artificial insemination technicians employed in the State Department of Animal Husbandry are not required to maintain the record of artificial insemination separately.

## 11. 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 5 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

## **12. Validity & Renewal of Registration**

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

## **13. Duplicate Registration Certificate**

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

## **14. Appeal**

- a. Any person aggrieved by an order passed by the District Deputy Commissioner, Animal Husbandry under sections 6, 7 and 10 may file an appeal before the concerned Regional Joint Commissioner, Animal Husbandry 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 of appeal within a period of three months.
- d. The order of the Appellate Authorities shall be final.

## **15. 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.

## **16. Grounds for Rejection of registration**

- 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.

## **17. Annexures-**

**Annexure I:** Application Form (Form D)

**Annexure II:** Format for Declaration

**Annexure III:** Format for Acknowledgement

**Annexure IV:** Registration Certificate format (Form E)

**Annexure V:** Monthly Reporting format of AI Technician Registration

**Annexure VI:** Maintenance of permanent record of applications (Form I)

**Annexure VII:** Maintenance of Record of semen doses & LN2

**Annexure VIII:** Declaration for Jurisdiction of Working Area

**Annexure IX:** Undertaking to be given by AI Technician

**Annexure X:** Monthly reporting format for AI Technician

**Annexure XI:** Quarterly reporting format for DDCAH

**Annexure XII:** General Instructions for AI Technician by GOI

## **Annexure I**

### **FORM D**

[See rule 5(2)(a) ]

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

#### **FORM OF APPLICATION FOR REGISTRATION OF SEMEN BANK, ARTIFICIAL INSEMINATION SERVICE PROVIDER AND ARTIFICIAL INSEMINATION TECHNICIAN**

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 Semen Bank, Artificial Insemination Service Provider and Artificial Insemination Technician)
5. Full name and address / addresses of Semen Bank, Artificial Insemination Service Provider and Artificial Insemination Technician with contact details / e-mail address(es). :-
6. Type of ownership of Organisation:- (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 Artificial Insemination Technician (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 Artificial Insemination Technician. :-
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.....aged  
.....years resident of.....working 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(2)(b)]

The application in Form D in duplicate for grant/renewal of registration of semen bank / artificial insemination service provider / artificial insemination technician by.....(Name and address of applicant) has been received by the Appropriate Authority on .....(date).

The list of enclosures attached to the application in Form D 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 District Deputy  
Commissioner of Animal Husbandry,  
or authorized person.

Date:  
Place:

SEAL



## **Annexure IV**

### **FORM E**

[ See Rules 5(2)(d) ]

#### **CERTIFICATE OF REGISTRATION**

(To be issued in duplicate)

In exercise of the powers conferred under sub-section (2) section 5 of the Maharashtra Bovine Breeding (Regulation) Act, 2023, the District Deputy Commissioner of Animal Husbandry, ..... hereby grants registration to ..... ( Name and Address) as artificial insemination technician 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.

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  
District Deputy Commissioner of Animal Husbandry.

Date:

SEAL

## **Annexure V**

### **Monthly Reporting Format**

**Details of the registration certificate issued to the Artificial Insemination Technician at the level of the District Deputy Commissioner of Animal Husbandry and the registration fee paid to the authority.**

<b>Sr. No.</b>	<b>Date of application for registration made by the Artificial Insemination Technician</b>	<b>Name of the applicant</b>	<b>Application Eligible / Ineligible</b>	<b>Date of payment of registration fee</b>	<b>Registration fee paid (Rs)</b>	<b>Details of the registration fee paid NEFT/RTGS/IMPS/DD</b>	<b>Date of Registration Certificate</b>	<b>Registration no. allotted</b>

## **Annexure VI**

### **FORM I**

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

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

1. SI No.
2. File number of District Deputy Commissioner of Animal Husbandry, 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 artificial insemination technician.
6. Date on which case considered and recommendation District Deputy Commissioner of Animal Husbandry, 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 District Deputy  
Commissioner of Animal Husbandry

## Annexure VII

### 1. Record of Semen doses maintained by AI Technician (At the time of Registration)

Sr. No.	Date	Name of semen station or semen bank from which doses procured	No. of semen doses procured	No. of semen doses used	No. of semen doses Balance

### 2. Record of liquid nitrogen maintained by AI Technician (At the time of Registration)

Sr. No.	Date	Source from where LN2 procured	Quantity (Lit)	LN2 used	LN2 Balance

I hereby declare that the above information is true and accurate to the best of my knowledge and that the record is maintained as per the provisions of the Maharashtra Bovine Breeding Regulatory Act, 2023.

Date:

Signature and Name of AI technician

Place:

## **Annexure VIII**

### **Declaration for Jurisdiction of Working Area**

I, ..... hereby declare that I will carry out Artificial Insemination services only within the following jurisdiction assigned to me:

**District (जिल्हा):** \_\_\_\_\_

**Taluka (तालुका):** \_\_\_\_\_

**Name of Government veterinary dispensary under working jurisdiction:**

I understand that providing AI services outside this declared jurisdiction without prior approval from the concerned authority will be considered a violation of the Maharashtra Bovine Breeding Regulatory Act, 2023.

Date:

Signature and Name of AI technician

Place:

## **Annexure IX**

### **Undertaking to be given by AI Technician**

Name:

1. That information provided by me in Form V is true to the best of my knowledge.
2. That I will take up Artificial Insemination work for up-gradation of bovines as per Standard Operating Procedures for AI & Livestock breeding policy of the Maharashtra.
3. That I will record all events of bovine breeding from AI to calf birth as per the format provided by Maharashtra Bovine Breeding Regulatory Authority and upload on the National digital livestock mission (NDLM) portal regularly.
4. That, Any Official or Committee authorized by the Authority can inspect my inventory/facilities as and when required and I will fully cooperate with such official or committee.
5. That I hereby undertake to comply with all the provisions of the Maharashtra Bovine Breeding Regulatory Act, 2023 and Maharashtra Bovine Breeding Regulatory Rules, 2024.

Name and Signature of AI Technician

## Annexure X

### Monthly reporting format for AI Technician to be submitted to District Deputy Commissioner of Animal Husbandry

1. Name of the holder of Certificate of Registration:
2. Address of Holder of Certificate:
3. NDLM User Id:
4. Month of Reporting:
5. Name and Registration no. of semen bank / semen station:  
(From where semen straw purchased)
6. Usage and stock of semen doses:

Sr No	Details	HF 100%	HF 75%	HF 50%	JY 75%	Gir	Khillar	Murrah	P. Puri		Total
1	Opening balance of semen doses at the beginning of month										
2	Frozen semen doses received in the month										
3	Total frozen semen doses used in the month for artificial insemination										
4	Frozen semen doses used for quality testing during the month										
5	Frozen semen doses wasted in a month										
6	Total semen doses used in a month										
7	Frozen semen doses remaining at the end of the month.										

7. Area of operation: State: .....  
Districts: .....

#### 8. Monthly Artificial Insemination report

Exotic				Cross Breed				Indigenous				Buffalo				Total			
F	R1	R2	T	F	R1	R2	T	F	R1	R2	T	F	R1	R2	T	F	R1	R2	T

#### 9. Monthly report of Pregnancy Diagnosis (Artificial Insemination)

Exotic	Cross Breed	Indigenous	Buffalo	Total

#### 10. Monthly Calf Born report

Indigenous			Cross Breed			Buffalo			Total		
M	F	T	M	F	T	M	F	T	M	F	T

Place:

Date:

Name of AI Technician

Signature

## Annexure XI

### Quarterly reporting format of all AI Technicians to be submitted to the Authority by District Deputy Commissioner of Animal Husbandry

1. Name of District:
2. Period of Reporting:
3. Total no. of registered Artificial Insemination Technician in district:

#### 4. Quarterly Artificial Insemination Report

Month	Exotic	Crossbreed	Indigenous	Buffalo	Total
<b>Total</b>					

Date:

Signature of District Deputy  
Commissioner of Animal Husbandry