

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

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

**Semen Bank - means any premises where the bovine semen is stored for trading or distribution.**

## **1. Objective**

Registration of Semen Bank 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 Bank
- b. Existing Semen Bank

## **3. Document Requirement**

1. Aadhar card
2. Pan card
3. GST registration certificate/ TAN Card
4. Bank Details
5. Address Proof
6. Semen bank layout
7. Land ownership document or Rent agreement (If the property is rented, a copy of the agreement.)
8. Provide complete organization structure with name of Directors, Proprietors, partners, owner, promoters etc with by laws of Organization authority letter, ( if applicable)
9. Employee details along with Educational qualification and experience of the staff
10. Details of Equipment installed at the facility with the make and model of each equipment ( list to be attached on separate sheet)
11. Sale and supply details of frozen semen (last one year if applicable)
12. Details of cold chain and storage infrastructure
13. Details of semen station from whom semen doses procured by semen bank with Registration certificate MAHABRA Authority
14. Geo tagged photographs of all facilities
15. Quality control certificate from the semen station/Government Veterinary clinic

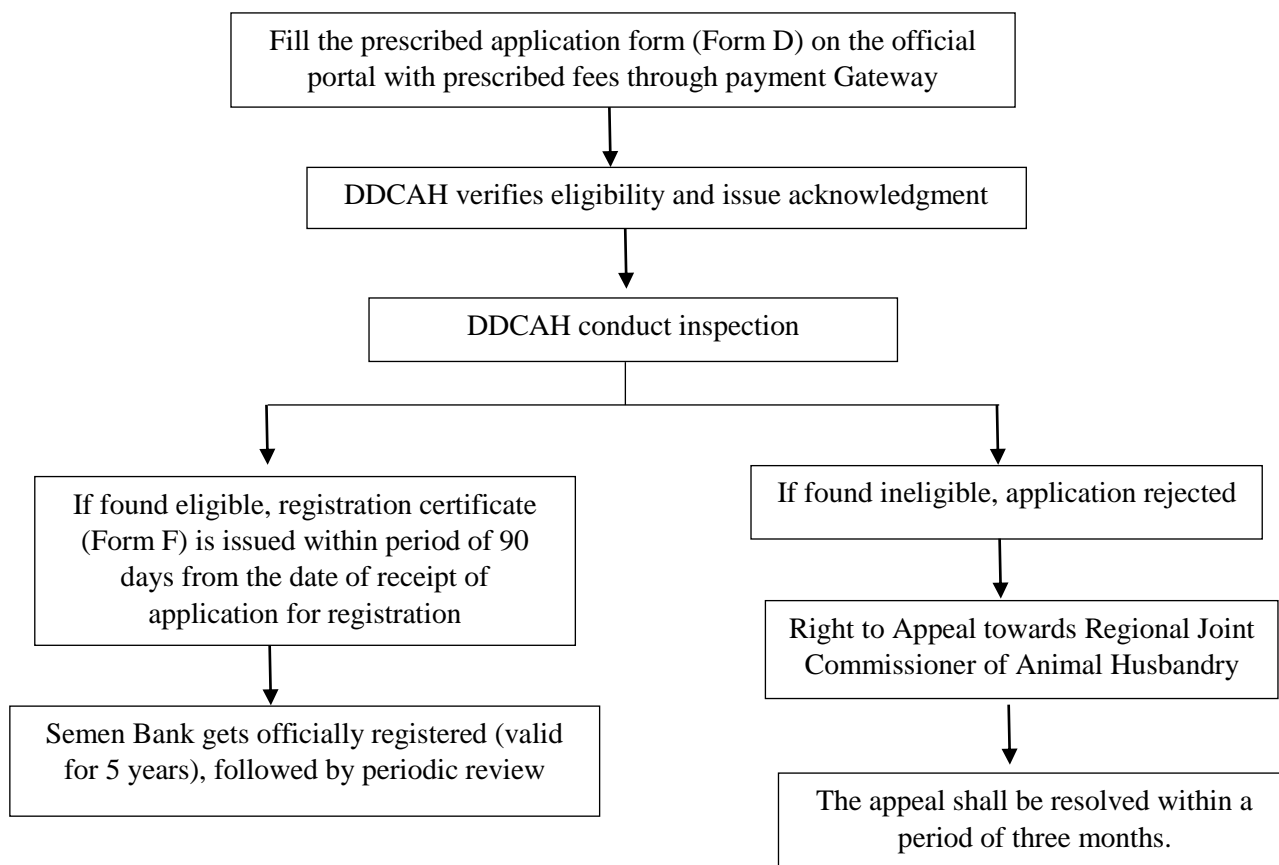
## **4. Registration fees**

- a. New Registration - 20000/-
- b. Renewal - 10000/-
- c. Duplicate Certificate -1000/-

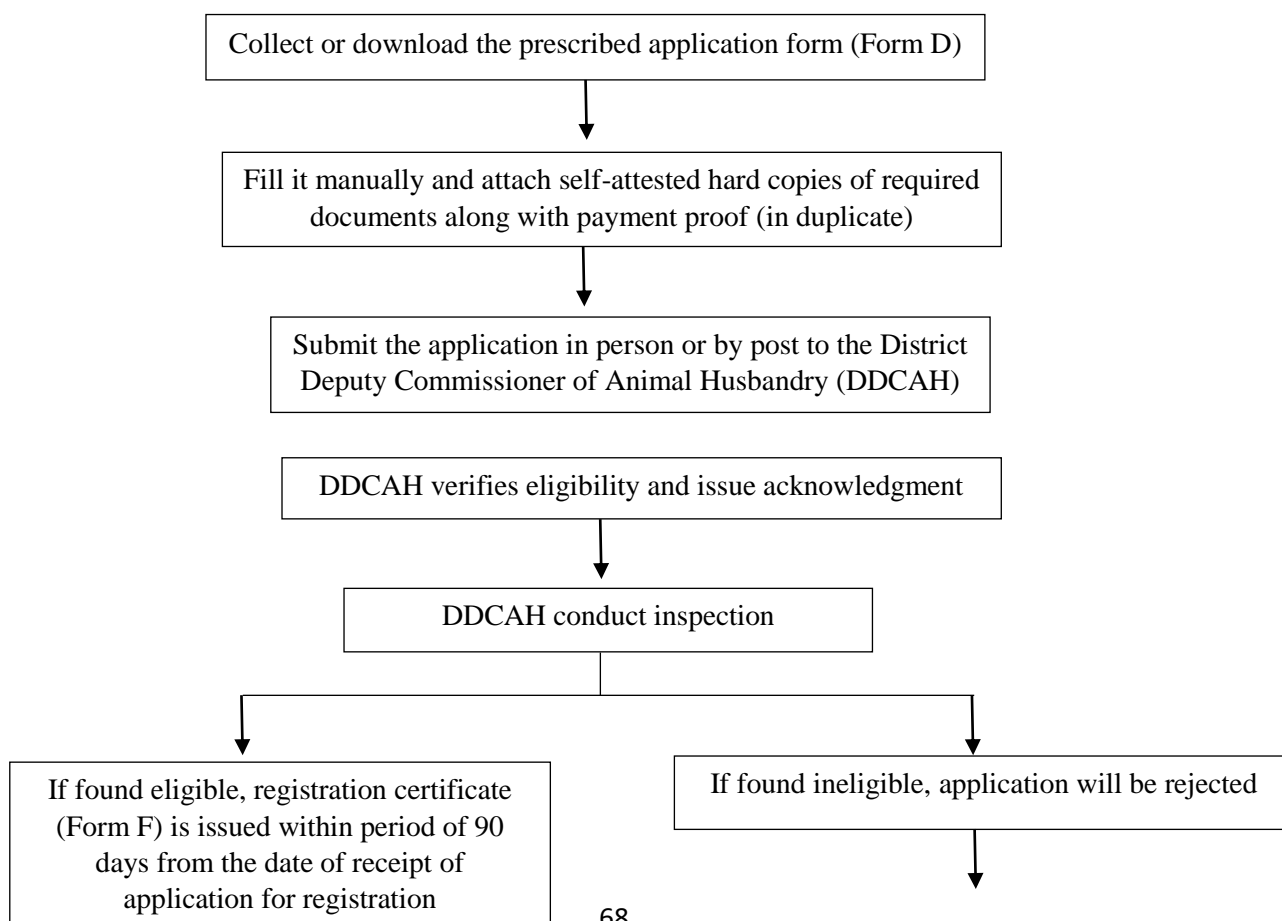
## **5. Registration Process-**

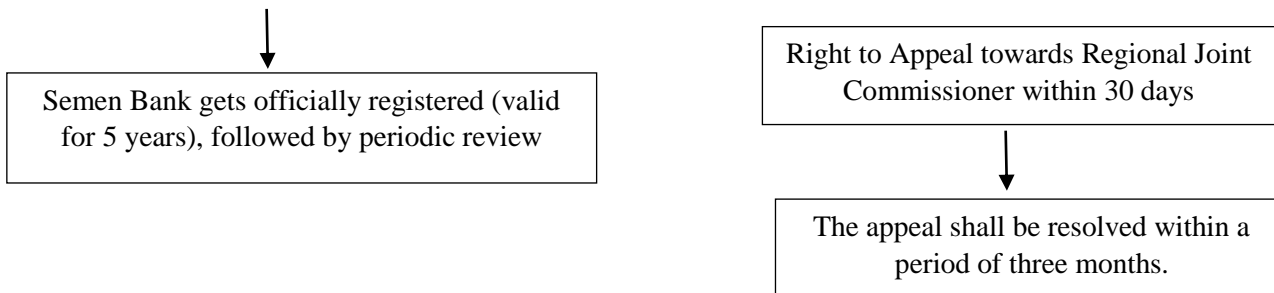
Eligible applicant can apply through both offline mode or online mode through web portal of Authority.

**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-**





## 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 Bank, at a conspicuous place at its place of business.
- d. No change of ownership or change of management of Semen Bank, shall be done without the prior permission of DDCAH.
- e. In the event of change of ownership or change of management or on ceasing to function as semen bank, both copies of the certificate of registration shall be surrendered to the DDCAH.
- 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 DDCAH.

## 7. Certification

- a. Grant of certificate of registration of application for registration of semen bank 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 Bank, 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 bank on the line of general principles of Book Keeping and Accountancy.
- b. Semen bank Incharge shall furnish the records monthly toward District Deputy Commissioner of Animal Husbandry. (Annexure VII)
- c. The District Deputy Commissioner of Animal Husbandry shall submit the records on a quarterly basis to the Maharashtra Bovine Breeding Authority, Pune. (Annexure VIII)
- d. The District Deputy Commissioner of Animal Husbandry shall submit the records of new and renewal of semen bank registration on monthly basis to Maharashtra Bovine Breeding Authority, Pune. (Annexure V)
- e. 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. (Annexure VI)

## 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 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.

#### **11. 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.

#### **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 Bank shall be submitted along with fee of rupees one thousand.
- c. The 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.

#### **13. 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 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 D)

**Annexure II:** Format for Declaration

**Annexure III:** Format for Acknowledgement

**Annexure IV:** Certificate (Form F)

**Annexure V:** Monthly Reporting format of Semen Bank Registration

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

**Annexure VII:** Monthly reporting format for semen bank

**Annexure VIII:** Quarterly reporting format of semen bank for DDCAH

## 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:

SEAL

Place:



**Annexure IV**

**FORM F**  
(See Rules 5(2)(f))

**CERTIFICATE OF REGISTRATION**  
(To be issued in duplicate)

In exercise of the powers conferred under sub-section (1) section 5 of the Maharashtra Bovine Breeding (Regulation) Act, 2023, the District Deputy Commissioner of Animal Husbandry, ..... hereby grants registration to the semen bank / artificial insemination 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 bank/ artificial insemination service provider  
.....

B. Semen bank / artificial insemination 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  
District Deputy Commissioner of Animal Husbandry.

Date:

SEAL

## **Annexure V**

### **Monthly Reporting Format**

**Details of the registration certificate issued to the Semen Bank 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 applicant for semen bank</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 OF 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 semen bank:
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

### Maharashtra Bovine Breeding Authority (Under The Maharashtra Bovine Breeding Act- 2023)

#### Monthly Reporting Format of Semen Bank

1. Registration No:
2. Date of Issue:
3. Name of the holder of Certificate of Registration:
4. Address of Holder of Certificate:
5. Period of Reporting:
6. Sources, usage and stock of semen doses:

Sr. No.	Date	Name and Registration no of semen station	Breed	No. of doses purchased	No. of doses sold	No. of doses in stock

7. Sale Performance:

Sr. No.	Date	Sr. No. of sale Book, used for sale of semen	Registration No. and Name of Artificial Insemination Technician's/ service provider to whom Semen straws sold	Breed	Doses sold

8. Quality Assurance:

Sr. No.	Date	No. of Straws tested for Post thaw Quality on random sampling basis at the time of sale	No. of straws failed the Quality testing	No. of straws Discarded

9. Liquid Nitrogen Gas purchase detail:

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

Date:

Place:

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

## **Annexure VIII**

### **Maharashtra Bovine Breeding Authority**

**(Under The Maharashtra Bovine Breeding Act- 2023)**

**Quarterly reporting format of all semen bank to be submitted to the Authority by  
District Deputy Commissioner of Animal Husbandry**

1. Name of District:
2. Period of Reporting:
3. Total no. registered Semen banks in district:
4. Quarterly Semen bank report:

<b>Sr. No.</b>	<b>Name and Reg. no. of semen bank</b>	<b>Total no. of straw purchase</b>	<b>Total no. of straw sold</b>	<b>Balance</b>

Date:

Signature of District Deputy  
Commissioner of Animal Husbandry

