

Instruction Manual for IBSC
On the use of Indian Biosafety Knowledge Portal (IBKP)

<https://ibkp.dbtindia.gov.in>

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A. Registration as a new IBSC/ Constitution of IBSC

The utmost authority of an organization working with GE microorganisms/ cells should register an IBSC through this portal, thereafter, a parent user id (**Organization's permanent login id**) shall be issued. Follow steps as mentioned for Registration as a new IBSC/ Constitution of IBSC.

The following procedure describes how to register for a new IBSC

A.i) Direct your browser to: <https://www.ibkp.dbtindia.gov.in> - Indian Biosafety Knowledge Portal home page with Login Screen for IBSC, RCGM and Database will appear

A.ii) Click on **IBSC tab** on IBKP home page as shown below:

The screenshot shows the Indian Biosafety Knowledge Portal (IBKP) home page. The page is divided into a sidebar on the left and a main content area. The sidebar contains navigation links: Home, About Us, Rules, Acts & Guidelines, Committees, Application Formats, Decision Document, Ongoing Trials, Opinion Box, Public Consultation, Application Help Desk, Events, and Announcements. The main content area features a header for RCGM Secretariat, Department of Biotechnology, Ministry of Science and Technology. Below the header, there are three main sections: IBSC (Registration, Renewal etc. click here), RCGM (Submission and review of application, click here), and DATABASE (It is a database on activities involving the use of GMOs and products thereof in India). A red arrow points to the IBSC section, and a red line with the text 'Click here' points to the same section.

Click here

A.iii) The applicant will be directed to **IBSC PROCEDURES** screen where you need to register by clicking **New User? Please Register First.**

The screenshot displays the Indian Biosafety Knowledge Portal website. The header includes the RCGM Secretariat logo and the text 'Department of Biotechnology, Ministry of Science and Technology'. A search bar and navigation buttons for 'IBSC', 'RCGM', and 'DATABASE' are visible. The left sidebar contains a menu with links such as 'Home', 'About Us', 'Rules, Acts & Guidelines', 'Committees', 'Application Formats', 'Decision Document', 'Ongoing Trials', 'Opinion Box', 'Public Consultation', 'Application Help Desk', 'Events', 'Announcements', 'FAQs', and 'Contact Us'. The main content area is titled 'IBSC PROCEDURES' and contains a list of bullet points regarding registration. A red box highlights the link 'New User? Please Register First.', and a red arrow points from the text 'Click here' to this link. The footer includes '© 2014. DBT, Govt of India' and 'Powered by'.

A.iv) The **ORGANIZATION REGISTRATION** screen will appear as given below. Enter the complete details of your organization as required and click **VERIFY** or else click **RESET** if change is required. Example given below:

The screenshot shows the 'Organization Registration' page of the RCGM Secretariat. The page has a blue header with the RCGM logo and the text 'RCGM Secretariat, Department of Biotechnology, Ministry of Science and Technology'. A navigation menu on the left includes 'Home', 'About Us', 'Rules, Acts & Guidelines', 'Committees', 'Application Formats', 'Decision Document', and 'Ongoing Trials'. The main content area contains a registration form with the following fields and options:

- Name of the Organization:** Dummy text
- Organization Type:** Institute / Society / Club (dropdown), Private (dropdown), --Select-- (dropdown)
- Organization is Registered By:** Certificate of Registration of Societ. (dropdown)
- Registration Number:** 0000000000
- Upload Above Mentioned Registration / Notification / Order Document:** 0000000000 (text input), Upload (button), abhjit2talk_14.pdf (file name), Remove (button)
- Dealing Areas:**
 - Agri-Env Biotechnology
 - Aquaculture Biology
 - Basic Biology
 - Bio-Pharmaceuticals
 - Environmental-Biotech
 - Insect Biology
 - Veterinary Biology
- Year of Establishment:** 2000
- Organization's Website:** http:// dummytext.com
- Complete Address 1:** Dummy text
- Complete Address 2:** Dummy text
- State / UT:** DELHI (dropdown)
- Pin Code:** 0000000
- Office Phone Number:** 0000000
- Details of Utmost Authority of the Organization:** Dr. Dummy text
- Designation:** Dummy text
- Mobile Number:** +91 000000000
- E-mail(s) for Correspondence:** abhjit2talk@gmail.com, abhjit2talk@gmail.com, abhjit2talk@gmail.com, abhjit2talk@gmail.com
- Subsidiary / Affiliate Organization(s), If any:**
- I the utmost authority confirms that the information provided on this registration proforma is true, accurate, current and complete; and I agree to notify the Secretariat promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.

At the bottom of the form, there is a CAPTCHA image showing the text '9AWOBE' and a text input field containing '9AWOBE'. Below the CAPTCHA, there is a note: 'This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.' At the very bottom, there are two buttons: 'VERIFY' (highlighted with a red box) and 'RESET'. A red arrow points from the text 'Click here' to the 'VERIFY' button.

A.vi) Download and print the entered information by clicking on **DOWNLOAD** and **PRINT** tab respectively for your record.

A.vii) Click **submit** to submit the details.

Note: Once you click submit, no changes can be done. Hence, you must ensure that all information submitted here is true and correct.

Indian Biosafety Knowledge Portal

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Home / Organization Registration

State / UT : DELHI
District : North East
Village / Town / City : Dummy text
Pin Code : 000000
Office Phone Number : 0000000
Details of Utmost Authority of the Organization : Dr Dummy text
Designation : Dummy text
Mobile Number : +91 000000000
E-mail(s) for Correspondence : abhijitalk@gmail.com, abhijitalk@gmail.com

Subsidiary / Affiliate Organization(s) List

S.No.	Organization Name	Registration No	Address1	Address2	State / UT	District	Village / Town / City	Pin Code
No data available								

Declaration : / the utmost authority confirms that the information provided on this registration proforma is true, accurate current and complete and I agree to notify the Secretariat promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.

DOWNLOAD **PRINT** **SUBMIT** **EDIT**

A.viii) The downloaded file for organization's IBSC profile shall look like below:

Organization_Profile.pdf - Adobe Acrobat Reader DC

RCGM Secretariat,
Department of Biotechnology,
Ministry of Science & Technology

Organization Profile

Name of the Organization : National Institute of Biosecurity
Organization Type : Institute / Society / Club (I) Public
Organization is Registered By : Certificate of Registration of Society under the Societies Registration Act, 1909
Registration Number : ASPBS38754
Upload Above Mentioned Registration / Notification / Order Document : NA
Pharma Conclusion.docx
Dealing Areas : Agri-Env Biotechnology, Basic Biology, Bio-Pharmaceuticals, Environmental-Biotech, Insect Biology, Veterinary Biology,
Year of Establishment : 2018
Organization's Website : http://nibs.ac.in
Complete Address 1 : National Institute of Biosecurity, 5-6 Institutional area
Complete Address 2 : Lothi Road, Delhi-110003
State / UT : DELHI
District : New Delhi
Village / Town / City : New Delhi
Pin Code : 110003
Office Phone Number : 01148574352
Details of Utmost Authority of the Organization : Dr Sarojni Naidu
Designation : Dean
Mobile Number : +91 9971509899
E-mail(s) for Correspondence : jyoti.batra@bsu.roh.res.in, batrajyoti.roh@gmail.com

Subsidiary / Affiliate Organization(s) List

S.No.	Organization Name	Registration No	Address 1	Address 2	State / UT	District	Village / Town / City	Pin Code
No data available								

Declaration : / the utmost authority confirms that the information provided on this registration proforma is true, accurate, current and complete, and I agree to notify the Secretariat promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.

A.ix) Once you **SUBMIT**, the screen as shown below will appear as a confirmation to successful submission.



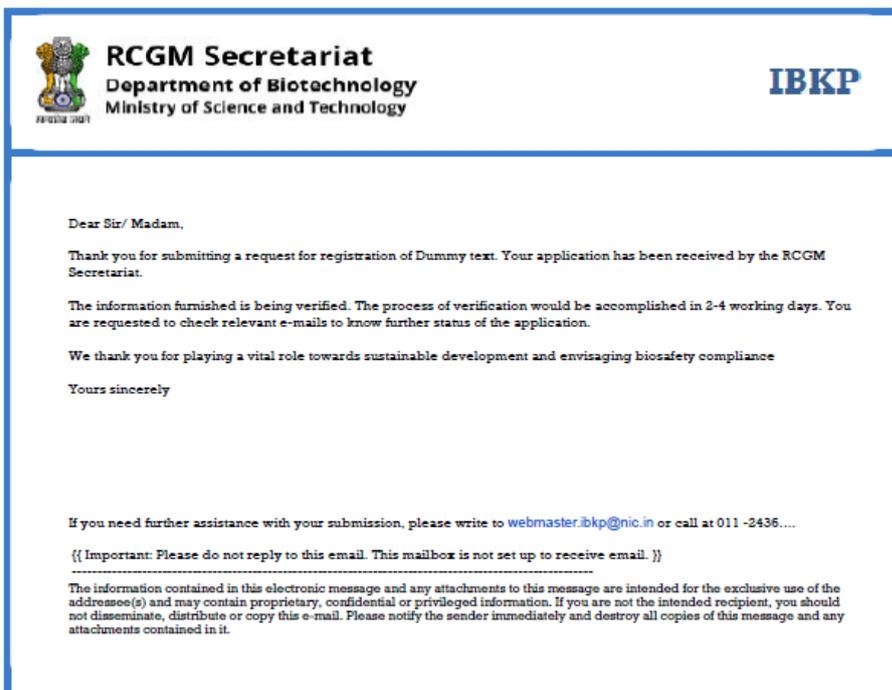
A.x) Simultaneously, a **Submission Confirmation** email will be sent to the registered email ids (both primary and secondary) indicating that your submission is being verified. The mail text shall be as below:

Submission Confirmation: Registration of Dummy text at IBKP.

1 message

webtech.mgrm@gmail.com <webtech.mgrm@gmail.com>
To: abhijit2talk@gmail.com

Mon, Nov 19, 2018 at 1:11 PM



A.xi) Post verification of information by RCGM, you will receive a **Submission Approval** mail indicating that your request for registration has been approved. The mail text includes **Organization's Permanent login ID** and a **link to generate password** to access further submission procedures. You need to click the link.

Submission Approval: Registration of Dummy text at IBKP .

2 messages

webtech.mgrm@gmail.com <webtech.mgrm@gmail.com>
To: abhijit2talk@gmail.com

Mon, Nov 19, 2018 at 1:22 PM



RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology



Dear Sir/ Madam,

Congratulations! Request for registration of Dummy text as a pre-requisite for constitution of Institutional Biosafety Committee (IBSC) has been approved. You are requested to follow the link provided below to accomplish IBSC registration process.

Organization's Permanent Login ID : DUTE2018000.

You are required to generate alpha-numeric password of minimum eight characters to access further submission process.
<http://202.137.229.164:8084/orgconfirmlogin/orgconfirmlogin>

You must follow the instructions carefully while applying for registration of IBSC and finish remaining submission process within 60 days of organization registration.

We thank you for your efforts envisaging compliance to biosafety and also to conserve our environment.

Yours sincerely

If you need further assistance with your submission, please write to webmaster.ibkp@nic.in or call at 011 -2436....

{{ Important: Please do not reply to this email. This mailbox is not set up to receive email. }}

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments contained in it.

Click here

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A.xii) Clicking on the link shall direct you to **ORGANIZATION CONFIRM LOGIN** screen. Fill in the User name as Organization Permanent login ID as provided in the Submission approval e-mail. Set your preferred password with a minimum of 8 characters length with one special character and one capital letter.

Once you set password, the link shall remain non-functional.

The screenshot shows the 'Organization Confirm Login' page of the RCGM Secretariat. The page header includes the RCGM logo, the text 'RCGM Secretariat Department of Biotechnology Ministry of Science and Technology', and a search bar. The main content area contains a form with the following fields: 'User Name' (highlighted in yellow), 'Password', and 'Reconfirm'. A CAPTCHA image with the code '069043' is displayed below the password fields. Below the CAPTCHA is a 'PLEASE ENTER CAPTCHA CODE' input field and a 'SUBMIT' button. Annotations with red arrows point to the 'User Name' field with the text 'Put organization permanent login ID as user name.', to the 'Password' field with the text 'Set your preferred password.', and to the 'SUBMIT' button with the text 'Submit to confirm'.

A.xiii) Once you **SUBMIT**, the next phases of IBSC registration shall continue. Fill in with appropriate details and click **NEXT**. Example shown below:

The screenshot displays the IBSC registration interface. The top part is a form for organization details, including name, location (National Institute of Biosecurity, Delhi), and proposed activities. The bottom part is a table for 'Proposed DBT Nominees' with the following data:

S.No.	Initial	Full Name	Current Designation	Present Affiliation	Fields of Expertise	Village / Town / City	State / UT	Valid Mobile Number	Valid E-mail
01	Dr	Jyoti Batra	Staff Scientist-V	National Institute of I	Bioanalysis & T	Delhi	DELHI	9871509809	jyoti.batra@bsu
02	Dr	Prem Kumar	Senior Scientist	ICGEB	Plant Biotechn	Delhi	DELHI	7845961203	prem@bsu.rcb.i
03	Dr	Sameer Durani	Senior Scientist	National Physical La	Biostatistics	Delhi	DELHI	1245783690	sameer@bsu.rc

Red arrows point to the 'ADD ROW' button, the 'SAVE' button, and the 'NEXT' button.

Add rows to enter details of total of at least 4 experts including internal and external

Good to save your work in between although the website shall have function of auto-save.

Click here to go to next page.

A.xiv) On clicking **Next**, the next phase of IBSC registration shall continue. Example shown below:

The screenshot displays the Indian Biosafety Knowledge Portal registration interface. The header includes the RCGM Secretariat logo and name, along with the Department of Biotechnology and Ministry of Science and Technology. A navigation menu on the left lists various portal sections. The main content area shows the 'IBSC Registration' form, which includes a progress indicator with three steps (1, 2, 3). The form contains several sections: a declaration of other research facilities, a brief write-up about the organization, upload fields for consent and member details, and a declaration by the organization. At the bottom, there are signature fields for the Chairman of the IBSC and the Utmost Authority of the Organization. A red arrow points to the 'GENERATE PROOF' button, with a text box below it stating: 'Click here to generate proof before submission. Correct any errors/missing information if at all.'

During IBSC registration, applicant needs to upload brief CV of each IBSC member and their consent to be a member of the IBSC. Format for consent and brief CV of IBSC members can be downloaded through following link:

<http://dbtindia.gov.in/sites/default/files/uploadfiles/Proforma for Consent to be a Member of IBSC%28a2%29.pdf>

A.xv) Click on **Generate Proof**, in case the information is not correct, go **BACK** and edit. If the information is correct, you shall **download** it for your reference. Finally **SUBMIT** it to RCGM.

Indian Biosafety Knowledge Portal

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Skip to main content | Screen Reader Access A A A

Server Time : 29/06/2018 14:15:59

Home / Consolidated Org-IBSC View

Consolidated Org-IBSC View

Name of the Organization : National Institute of Biosecurity
Organization Type : Institute / Society / Club || Public
Organization is Registered by : Certificate of Registration of Society under the Societies Registration Act, 1860
Registration Number : ASPB538754
Upload Above Mentioned Registration / Notification / Order Document : NA
[Pharma Conclusion.docx](#)
Dealing Areas : Agri-Env Biotechnology , Basic Biology , Bio-Pharmaceuticals , Environmental-Biotech , Insect Biology , Veterinary Biology
Year of Establishment : 2018
Organization's Website : <http://nibs.ac.in>
Complete Address 1 : National Institute of Biosecurity, 5-6 Institutional area
Complete Address 2 : Lodhi Road, Delhi-110003
State / UT : DELHI
District : New Delhi
Village / Town / City : New Delhi

Declaration of the Organization Submitting the Application [?]

- We are duly authorized to sign this declaration on behalf of the Organization;
- All the information furnished for registration request is accurate and complete;
- We are familiar with, and agree to comply with all the provisions mentioned in the Recombinant DNA Safety Guidelines, 1990 and Guidelines & Handbook for Institutional Biosafety Committee (IBSC), 2011, as modified time to time by the Government of India;
- We would ensure that all investigators working in the area of research on recombinant DNA understand and follow the biosafety guidelines;
- We assure that adequate training would be conducted to create awareness about compliance requirements while working with hazardous microorganisms and/ or recombinant organisms;
- We also assure that deviations to the above provisions, if any, arising out of the experiments would be brought to the notice of the Govt. immediately;
- We are aware that making false or misleading statements may attract penalty under the *Environment (Protection) Act, 1986*

By the Chairman of the IBSC
Name : Dr Dr. Poonam Vishwakarma
Designation : Head, Dept. of Veterinary Sciences
Signature with stamp & date : 29/06/2018

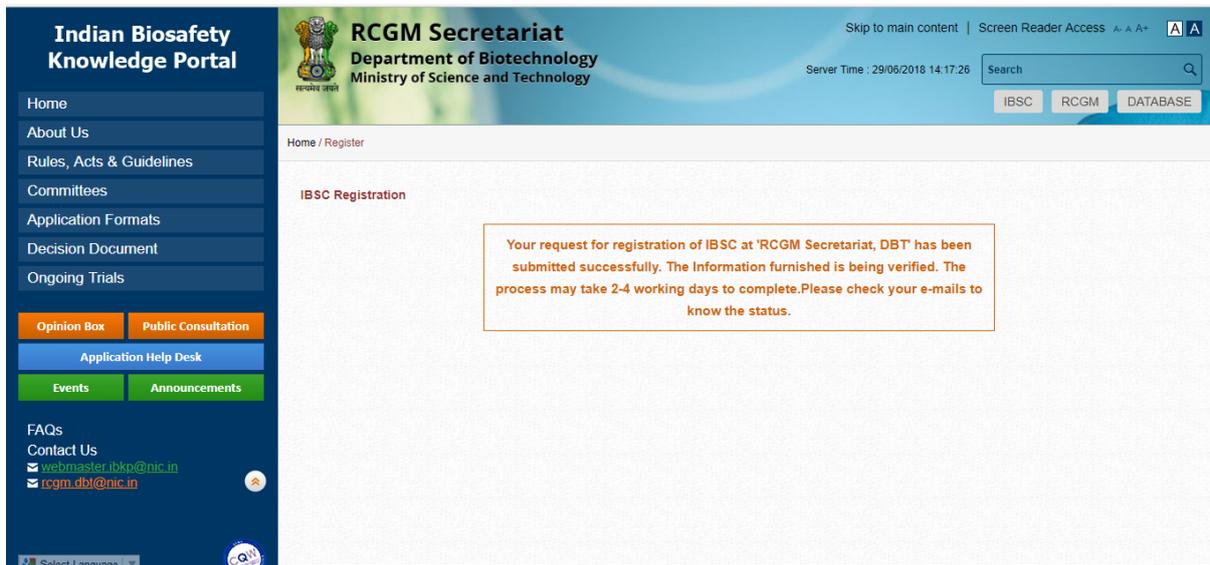
By the Utmost Authority of Organization
Name : Dr Sarojini Naidu
Designation : Dean
Signature with stamp & date : 29/06/2018

DOWNLOAD **SUBMIT** **BACK**

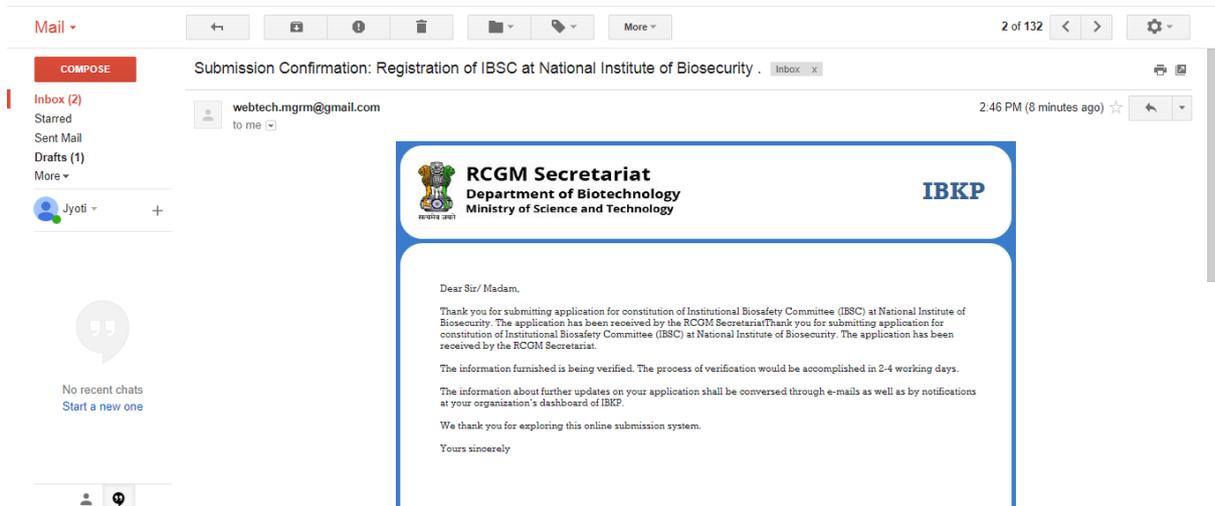
Download before you submit.

Click to submit to RCGM

A.xvi) On successful submission of details, the following screen will appear:



A.xvii) Simultaneously, user shall receive a **Submission confirmation** e-mail to its registered email ids indicating that the submission is under verification.



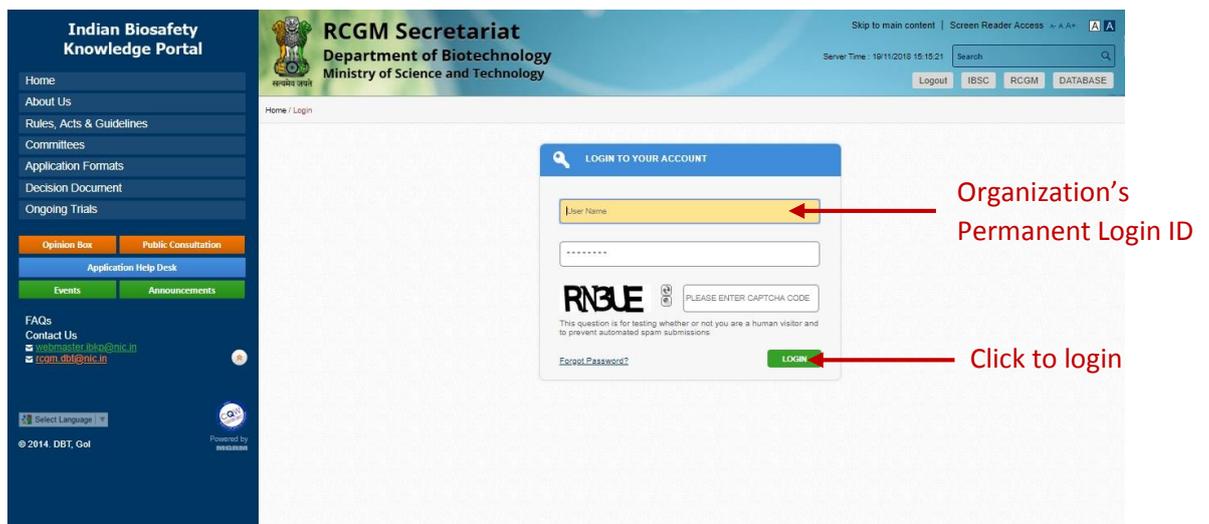
A.xviii) Using the Organization’s Permanent Login ID as user id and your password, you can access your IBSC dashboard to look for notifications or any queries from RCGM. Access to IBSC dashboard shall be as below:

A.xviii.a) Follow instruction mentioned in point no **A.i** and **A.ii**

A.xviii.b) Click on **login**.



A.xviii.c) Fill the required information to enter.



A.xviii.d) The IBSC dashboard shall look like below where **notification** shall indicate your most recent duties.

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 14:40:39
Home | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

Name of the Organization : National Institute of Biosecurity
Complete Address : National Institute of Biosecurity, 5-6 Institutional area, Lodhi Road, Delhi-110003, New Delhi, New Delhi, DELHI, 110003
Utmost Authority : Dr Sarojini Naidu
Registration No : ASPB538754
Date of First Registration :

NOTIFICATIONS

- REGISTRATION & RENEWAL
- COMPLIANCE ADHERENCE
- MODIFICATION TRACKING

RCGM Secretariat is in receipt of duly signed physical application, which is being verified.

Application for registration of IBSC has been accepted on 29-Jun-2018. Kindly submit duly signed and stamped physical application to the Secretariat for further consideration.

Application for registration of Institutional Biosafety Committee (IBSC) has been submitted successfully on 29-Jun-2018.

A.xix) Depending on the verification, RCGM may accept the registration request. For such, user shall receive a **submission accepted** email requesting submission of a physical copy (in original) of complete application duly signed and stamped by the designated officials along with enclosures within 60 days for further verification (refer point no **xi**) to complete the registration process to:

‘RCGM Secretariat, Room No. 804, Dept. Of Biotechnology, Block-2, CGO Complex, Lodhi Road, New Delhi – 110003’

Mail - 1 of 132

COMPOSE

Submission Accepted: Registration of IBSC at National Institute of Biosecurity . Inbox x

Inbox (2)
Starred
Sent Mail
Drafts (1)
More

Jyoti +

No recent chats
Start a new one

webtech.mgrm@gmail.com
to me

2:52 PM (1 minute ago)

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

IBKP

Dear Sir/ Madam,

Congratulations! Application for constitution of Institutional Biosafety Committee (IBSC) at National Institute of Biosecurity has been accepted.

Kindly submit a physical copy (in original) of complete application duly signed and stamped by the designated officials along with enclosures within 60 days to RCGM Secretariat, Room No. 804, Dept. Of Biotechnology, Block-2, CGO Complex, Lodhi Road, New Delhi – 110003 for further verification.

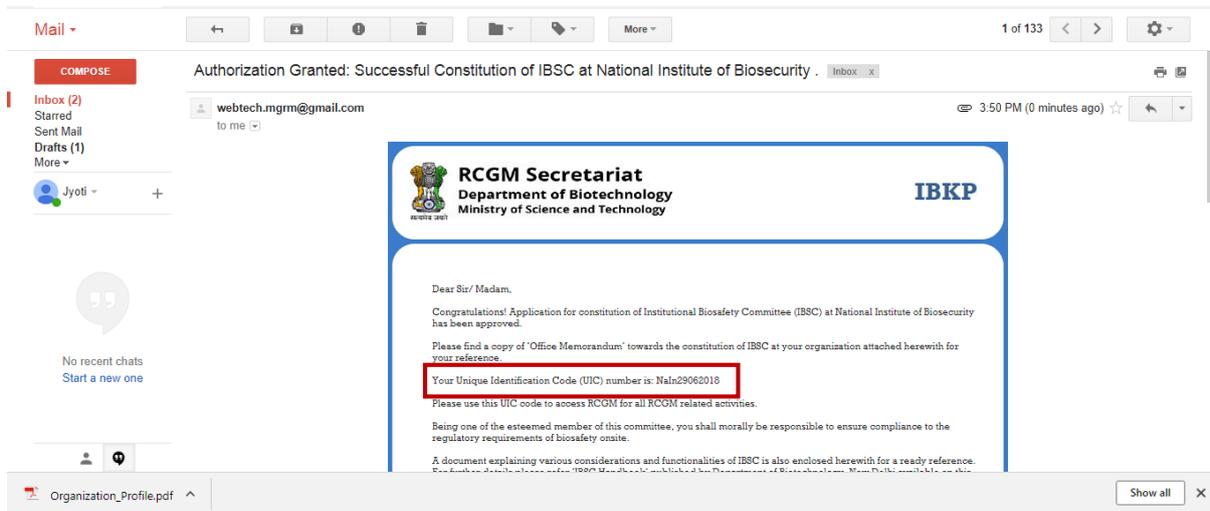
Please note that submission shall remain incomplete till the Secretariat receives the physical copy.

We thank you for exploring this online submission system.

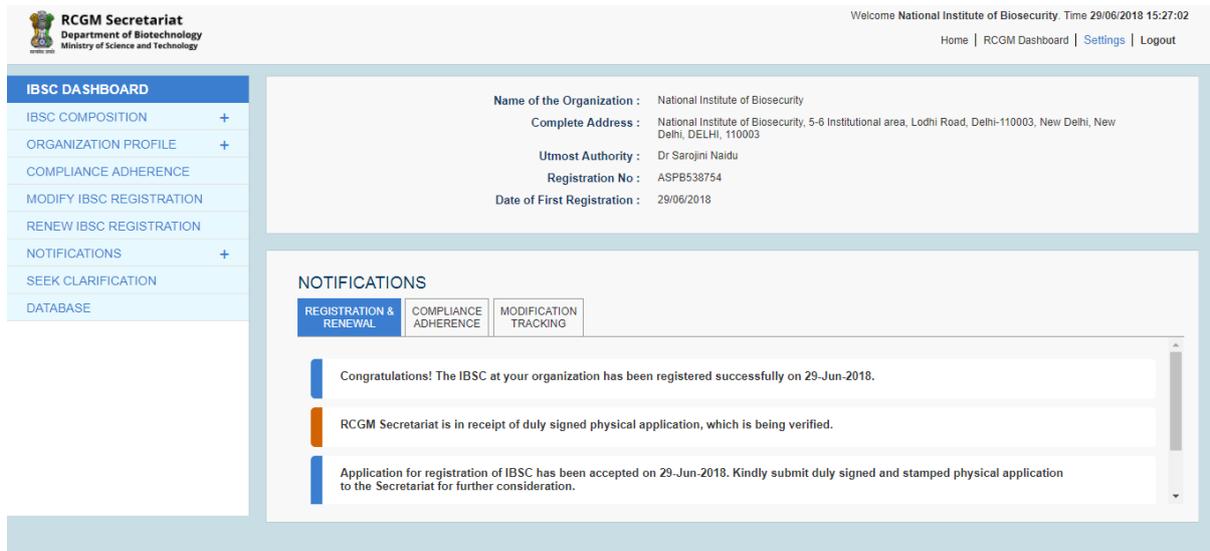
Yours sincerely

A.xx) Once RCGM receive and verify your physical document, you shall receive an **Authorization granted** email. The e-mail indicates successful constitution of IBSC and shall contain a **Unique**

Identification code (UIC) to access RCGM for all RCGM related activities and Office Memorandum regarding Nomination of DBT representative in the IBSC for official purposes as an attachment. The mail shall look like below:



A.xxi) Simultaneously, IBSC Dashboard will appear as below:



A.xxii) Login to your account by typing your Username and Password in the appropriate text boxes.

The screenshot shows the Indian Biosafety Knowledge Portal website. The header includes the RCGM Secretariat logo and name, along with navigation links for 'Skip to main content' and 'Screen Reader Access'. A search bar is present in the top right. The left sidebar contains a navigation menu with links to Home, About Us, Rules, Acts & Guidelines, Committees, Application Formats, Decision Document, and Ongoing Trials. Below the menu are buttons for 'Opinion Box', 'Public Consultation', 'Application Help Desk', 'Events', and 'Announcements'. The main content area is titled 'IBSC PROCEDURES' and contains a list of bullet points regarding registration. At the bottom of the main content area, there are two buttons: 'New User? Please Register First' and 'LOGIN'. A red arrow points to the 'LOGIN' button.

NOTE: Click the **Forgot password?** link to reset your password if required. After clicking this link and filling out the requested information, an email will be sent to the email address stored in the User Details, with instructions on how to complete the password reset.

.....This ends the registration process.....

B. Access to RCGM for submission of an application

B.i) Click on **RCGM tab** in IBKP home page.

The screenshot displays the Indian Biosafety Knowledge Portal (IBKP) home page. The page is structured with a dark blue sidebar on the left containing navigation links: Home, About Us, Rules, Acts & Guidelines, Committees, Application Formats, Decision Document, and Ongoing Trials. Below these links are buttons for Opinion Box, Public Consultation, Application Help Desk, Events, and Announcements. The main content area features a header for RCGM Secretariat, Department of Biotechnology, Ministry of Science and Technology. A search bar is located in the top right corner. The main banner shows a hand holding a green leaf. Below the banner are three sections: IBSC (Registration, Renewal etc, click here), RCGM (Submission and review of application, click here), and DATABASE (It is a database on activities involving the use of GMOs and products thereof in India). A red arrow points to the RCGM section with the text "Click here".

B.ii) The applicant will be directed to **RCGM procedures** screen, click on **request for RCGM access**.

The screenshot shows the RCGM Secretariat website. The header includes the Indian Biosafety Knowledge Portal logo and the RCGM Secretariat logo (Department of Biotechnology, Ministry of Science and Technology). The main content area is titled 'RCGM PROCEDURES' and contains a list of bullet points regarding RCGM access. A red box highlights the 'Request for RCGM Access' button, with a red arrow pointing to it from the text 'Click here'.

B.iii) Applicant will see the following screen for RCGM access or Authentication.

For **Enter your IBSC Unique Code**, refer A. xx for UIC.

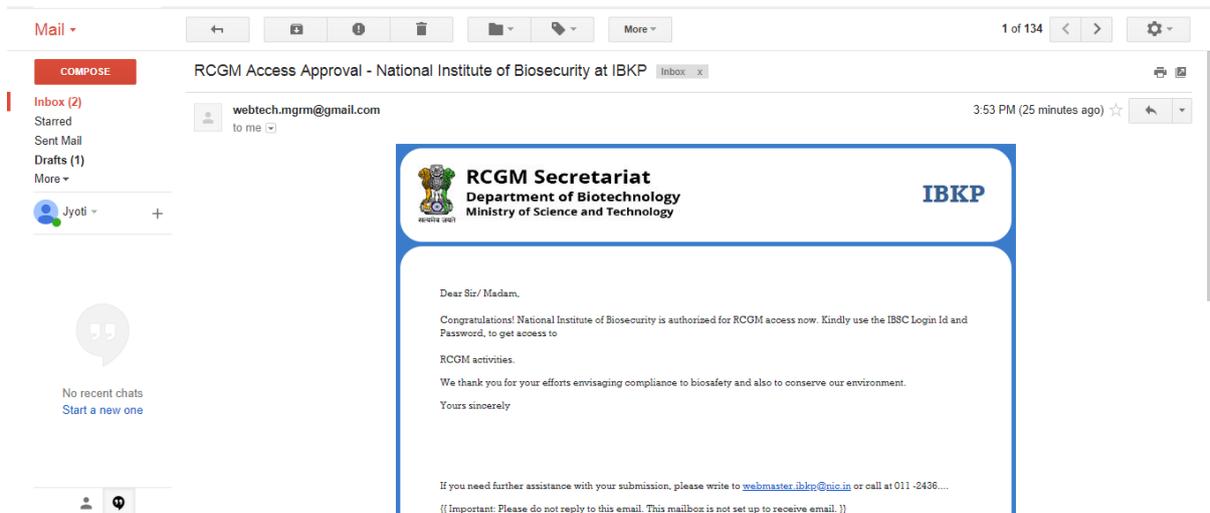
The screenshot shows the RCGM AUTHENTICATION form. It includes fields for 'Enter your IBSC Unique Code', 'Answer Secret Question', and 'Please enter Captcha Code'. A red arrow points to the 'SUBMIT' button with the text 'Click to submit'. A dropdown menu is open, showing a list of secret questions related to the user's IBSC registration.

The secret question shall ask information regarding your IBSC that you had filled during registration

B.iv) On Submitting, Applicant will see the following screen



B.v) Simultaneously, an **RCGM access approval** e-mail shall also be forwarded to the registered email id.



B.vi) Now repeat point (i) and click **login**.

Indian Biosafety Knowledge Portal

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Home / RCGM Procedures

RCGM PROCEDURES

The review committee on genetic manipulation (RCGM) established under the Department of Biotechnology, Ministry of Science and Technology monitor the safety of on-going research projects and activities (including small scale field trials, import, export etc) involving genetically engineered organisms. For more details, click [here](#).

- Registration of an IBSC is mandatory for submission of an application.
- A registered IBSC shall require a separate RCGM access login for submission of an application. For RCGM access login click the link below.
- RCGM access login id will be notified to the registered email id of the IBSC.
- Application(s) should be submitted online through this portal in the formats specified here (link with application format tab).
- Kindly ensure to fill the appropriate form for hassle free and timely evaluation.

Guiding modules for RCGM access may be obtained from [here](#).

[Request for RCGM Access](#) **LOGIN**

Click here

B.vii) Login window shall appear where you have to use IBSC login id and password.

IBSC login id shall be **Organization Permanent login ID** (Refer A xi).

Indian Biosafety Knowledge Portal

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Server Time : 20/11/2018 12:36:14

Logout IBSC RCGM DATABASE

Home / Login

LOGIN TO YOUR ACCOUNT

User Name

QUBT PLEASE ENTER CAPTCHA CODE

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions

[Forgot Password?](#) **LOGIN**

B.viii) Post login, the RCGM dashboard window will appear as shown below, wherein the applicant shall **-Select-** on the appropriate field and then click application form the dropdown menu. The forms are self-explanatory and may be filled and submitted online.

To import, transfer and receive regulated material

FORM B1 : APPLICATION TO RCGM FOR IMPORT OF HMOs, GMOs/LMOs AND PRODUCT(S) THEREOF FOR RESEARCH & DEVELOPMENT PURPOSE
FORM B3 : APPLICATION TO RCGM FOR EXPORT OF HMOs, GMOs/LMOs & PRODUCT(S) THEREOF FOR RESEARCH & DEVELOPMENT PURPOSE
FORM B5 : APPLICATION TO RCGM FOR RECEIVING HMOs, GMOs/LMOs & PRODUCT(S) THEREOF FOR RESEARCH & DEVELOPMENT PURPOSE WITHIN INDIA
FORM B7 : APPLICATION TO RCGM FOR TRANSFER OF HAZARDOUS MICROORGANISMS (HMOs), GENETICALLY MODIFIED ORGANISMS (GMOs)/LIVING MODIFIED ORGANISMS (LMOs) AND PRODUCT(S) THEREOF FOR RESEARCH AND DEVELOPMENT PURPOSE WITHIN INDIA

To carry out R&D

FORM D1 : APPLICATION TO RCGM TO CARRY OUT RESEARCH AND DEVELOPMENT INVOLVING HAZARDOUS MICROORGANISMS (HMOs), GENETICALLY MODIFIED ORGANISMS (GMOs)/ LIVING MODIFIED ORGANISMS (LMOs) FOR AGRICULTURAL AND ENVIRONMENTAL APPLICATION

FORM C1 : INFORMATION TO RCGM TO CARRY OUT RESEARCH AND DEVELOPMENT INVOLVING HAZARDOUS MICROORGANISMS (HMOs), GENETICALLY MODIFIED ORGANISMS (GMOs)/ LIVING MODIFIED ORGANISMS (LMOs) FOR HEALTHCARE AND INDUSTRIAL USE

To conduct research trials and/or safety studies

Form D3 - Event Selection : APPLICATION TO UNDERTAKE CONFINED FIELD TRIAL AND TO UNDERTAKE SAFETY STUDIES OF GENETICALLY ENGINEERED CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE
Form D3 - BRL-1 : APPLICATION TO UNDERTAKE CONFINED FIELD TRIAL AND TO UNDERTAKE SAFETY STUDIES OF GENETICALLY ENGINEERED CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE
Form D3 - BRL-2 : APPLICATION TO UNDERTAKE CONFINED FIELD TRIAL AND TO UNDERTAKE SAFETY STUDIES OF GENETICALLY ENGINEERED CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE
Form D3 - Other : APPLICATION TO UNDERTAKE CONFINED FIELD TRIAL AND TO UNDERTAKE SAFETY STUDIES OF GENETICALLY ENGINEERED CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE
FORM E1 : APPLICATION TO RCGM TO UNDERTAKE SAFETY STUDIES OF HAZARDOUS MICROORGANISMS (HMOs), GENETICALLY MODIFIED ORGANISMS (GMOs)/ LIVING MODIFIED ORGANISMS (LMOs) OTHER THAN GE CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE

To conduct Pre-Clinical Toxicity Studies

FORM C3a : APPLICATION TO RCGM TO CONDUCT PRECLINICAL AND/OR SAFETY STUDIES OF SIMILAR BIOLOGIC DEVELOPED USING GMOs/ LMOs FOR HEALTHCARE AND INDUSTRIAL USE
Form C3b : APPLICATION TO RCGM TO CONDUCT PRECLINICAL AND/OR SAFETY STUDIES OF NEW DNA PRODUCT DEVELOPED USING GMOs/ LMOs

To submit report of research trials and/or safety studies

FORM D7 : SUBMISSION OF TRIAL REPORT OF GENETICALLY ENGINEERED (GE) CROPS/PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE
FORM E3 : SUBMISSION OF REPORT OF SAFETY STUDIES OF HAZARDOUS MICROORGANISMS (HMOs), GENETICALLY MODIFIED ORGANISMS (GMOs)/ LIVING MODIFIED ORGANISMS (LMOs) OTHER THAN GE CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE
FORM F3 : SUBMISSION OF REPORT ON RESTRICTED RELEASE RESEARCH STUDIE(S)/ TRIAL(S) OF GENETICALLY ENGINEERED (GE) ARTHROPODS FOR AGRICULTURAL, HEALTHCARE AND ENVIRONMENTAL USE

To submit report of Pre-Clinical Toxicity Studies

Form C5a : SUBMISSION OF REPORT OF PRECLINICAL OR OTHER SAFETY STUDIES OF SIMILAR BIOLOGIC DEVELOPED USING GMOs/ LMOs
Form C5b : SUBMISSION OF REPORT OF PRECLINICAL OR OTHER SAFETY STUDIES OF NEW rDNA PRODUCT DEVELOPED USING GENETICALLY MODIFIED ORGANISMS (GMOs)/ LIVING MODIFIED

B.ix) On clicking **ORG APPLICATION STATUS**, record of **Closed Applications (a)**, **Current Applications (b)** and **New & Revised Applications (c)** opens as shown below.

Screen on clicking **Closed Applications (a)**

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome shipra. Time 11/04/2019 12:55:29
Home | IBSC Dashboard | Settings | Logout

RCGM DASHBOARD

- ORG.IBSC PROFILE
- ORG. APPLICATION STATUS** x
- Closed Applications
- Current Applications
- New & Revise Applications
- SUBMIT APPLICATION +
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE
- USERS

CLOSED APPLICATIONS

Filter By : --Select Purpose-- UAC --Select Meeting No--
Year From Year To

SUBMIT RESET

S.No.	Purpose	Short Application Title	UAC	RCGM Recomm..	Consolidated Pre-Post Authorization Submission	Authorization
1	To Conduct Research Trial(s) and/ or safety study(ies)	APPLICATION TO UNDERTAKE CONFINED FIELD TRIAL AND TO UNDERTAKE SAFETY STUDIES OF GENETICALLY ENGINEERED CROPS/ PLANTS FOR AGRICULTURAL AND ENVIRONMENTAL USE	SHITOHCP1001	Presentation was followed by the discussion of the RCGM members on the application. Applicant clarified various issues		20190404160920999 Form D3 Event Select (1).pdf

First Prev 1 Next Last

Screen on clicking **Current Applications (b)**

RCGM DASHBOARD

- ORG.IBSC PROFILE
- ORG. APPLICATION STATUS +
- SUBMIT APPLICATION +
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE
- USERS

CURRENT APPLICATIONS

Filter By : --Select Purpose-- UAC --Select Meeting No--
Year From Year To

SUBMIT RESET

S.No.	Purpose	Short Application Title	UAC	To be Deliberated by the RCGM
1	To Conduct Research Trial(s) and/ or safety study(ies)	To undertake Confined Field trial (CFT) for.....therapeutic proteins, has received worldwide interest. PMF has grown and advanced considerably over the past two decades. A number of therapeutic proteins have been produced in plants, some of which have been through pre-clinical or clinical trials an	SHITOHCP1001	1-2019-05-07
2	To Conduct Pre-clinical Toxicity Study(ies)	Abstract: Plant molecular farming (PMF), defined as the practice of using plants to produce human therapeutic proteins, has received worldwide interest. PMF has grown and advanced considerably over the past two decades. A number of therapeutic proteins have been produced in plants, some of which hav	SHICHVAC2001V1	2-2019-05-15

Screen on clicking **New & Revised Applications (c)**

RCGM DASHBOARD

- ORG.IBSC PROFILE
- ORG. APPLICATION STATUS +
- SUBMIT APPLICATION +
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE
- USERS

NEW & REVISE APPLICATIONS

Filter By : Purpose Temp. App ID Status UAC
Year From Year To

SUBMIT RESET

S.No.	Purpose	Temporary Application Id	Application Title	Form Type	Status of Application with Date				UAC Allotted	Withdrawn	Action	
					Application Submitted	Verification Complete	Classification sought	Rejected				
01	To Conduct Pre-clinical Toxicity Study(ies)	Revised	Abstract: Plant molecular farming (PMF), defined as th	FORM C3a	05-Apr-2019	05-Apr-2019			05-Apr-2019	05-Apr-2019	SHICHVAC2001V1	View Details
02	To Conduct Resea	0300008	To undertake Confined Field trial (CFT) for.....therap	FORM D3-Bvent	04-Apr-2019	04-Apr-2019			04-Apr-2019	04-Apr-2019	SHITOHCP1001	View Details
03	To Carryout Resea	0100007	To Carry out R&D - Brent selection under small scale	FORM 01	03-Apr-2019	02-Apr-2019			02-Apr-2019	03-Apr-2019	SHITOPHY10001	View Details
04	To Import, Export	8700016	To Transfer - seeds of golden rice for R&D	FORM 87	03-Apr-2019	01-Apr-2019			02-Apr-2019	03-Apr-2019	SHITPDR1001	View Details

B.x) On clicking **NOTIFICATIONS**, applicant can track status and screen for **New and Revised Submissions** (a), **Current Submissions** (b) as well as **Pre & Post Authorization Submissions** (c) opens as shown below.

Screen on clicking **New and Revised Submissions** (a)

The screenshot shows the RCGM Secretariat dashboard. On the left, the 'NOTIFICATIONS' menu item is expanded, and 'New & Revised Submissions' is highlighted with a red box and an arrow. The main content area displays organization information and a list of notifications under the 'New & Revised Submissions' tab. The notifications include:

- Revised Application for FORM Cta has been accepted with UAC code SHCHU&C2001V1 on 05-Apr-2019.
- Revised Duty signed declaration for FORM C3a has been successfully uploaded.
- Revised Duty signed declaration for FORM C3a has been successfully uploaded.

Click here to open Notification page.

Screen on clicking **Current Submissions** (b)

The screenshot shows the RCGM Secretariat dashboard. On the left, the 'NOTIFICATIONS' menu item is expanded, and 'Current Submissions' is highlighted with a red box. The main content area displays organization information and a list of notifications under the 'Current Submissions' tab. The notifications include:

- Application for Form D3 - Event Selection of RCGM has been sent for revision on 04-Apr-2019. Revised Document: 2019040410272091_Visual program... and multimedia management.docx
- Application for FORM C3a of RCGM has been sent for revision on 04-Apr-2019. Revised Document: 2019040310272121_C3 A... Igra Download-1.pdf

Screen on clicking **Pre & Post Authorization Submissions** (c)

The screenshot shows the RCGM Secretariat dashboard. On the left, the 'NOTIFICATIONS' menu item is expanded, and 'Pre & Post Auth. Documents' is highlighted with a red box. The main content area displays organization information and a list of notifications under the 'Pre & Post Authorization Submissions' tab.

B.xi) Through this dashboard, applicant may also seek any **clarification** from RCGM. After clicking on **Seek Clarification**, the applicant need to click on **Add Clarifications** request to RCGM. It will open a box as shown below. Fill it and submit.

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome abc test. Time 20/11/2018 12:53:12
Home | IBSC Dashboard | Settings | Logout

RCGM DASHBOARD

- APPLICATIONS +
- ORG.IBSC PROFILE
- ORG. APPLICATION STATUS +
- SUBMIT APPLICATION +
- NOTIFICATIONS +
- SEEK CLARIFICATION**
- DATABASE
- USERS

SEEK CLARIFICATION

S.No.	Request	Request Date	Response	Respond Date	View Details
1	test	20/11/2018			View Details
2	clarification taken on 02-11-2018 client site	02/11/2018		14/11/2018	View Details
3	PLEASE TELL ME THE STATUS OF MY APPLICATION	05/07/2018		14/11/2018	View Details
4	response?	13/03/2018	responded	13/03/2018	View Details
5	well. correct if seek clarification has not come. ?	12/03/2018	Yes. Checked.	12/03/2018	View Details

First Prev 1 2 3 4 Next Last

Click here to open Seek Clarification page.

Add a clarification request by clicking here.

Add Request

Add Request

Request Text: Please enter your clarification needed here

Attachment: Upload No file chosen

SUBMIT CANCEL

-----This ends Access to RCGM for Submission of an Application -----

C. Multi Users Functionality

As there can be multiple applicants/ Principle investigators of a single organization who would want to submit applications to RCGM, the utmost authority (Chairman/ member secretary) holding a registered IBSC could issue multiple user access to different applicant. The following information may be helpful:

Who shall get multi user access?

The principle investigator (PI) of the institution where IBSC is registered may obtain the access.

What functions are available through this access?

Only submission of an application that is duly considered in the IBSC meeting may be uploaded here by the PI. No other functions like change of IBSC information, compliance submission etc. could be performed through this. Only the utmost authority holding the parent IBSC id and password can do so.

Can a multi user see information submitted by other multi user?

No. Information submitted by a multi user (PI) will not be visible to other multi users. However, only the utmost authority holding the parent IBSC id and password can see and track all applications submitted from an institutions to RCGM.

What is the process to issue multi user ids to PIs by the utmost authority holding parent IBSC id and password?

C.i) Repeat (B.i), (B.vi) and (B.vii) step on the IBKP homepage to access **RCGM dashboard**.

C.ii) On clicking **USERS**, following screen appears

The screenshot displays the 'USERS' management page in the RCGM Secretariat system. The left sidebar has 'USERS' highlighted. The main area features a form with the following fields: 'Name' (split into 'First Name' and 'Last Name'), 'e-mail id', 'Login' (with a dropdown menu showing 'SHIP21900C_4'), 'Password', and a checkbox for 'Is User Active?'. There are 'SUBMIT' and 'RESET' buttons. Below the form is a table with columns: S.No, Name, Login Id, e-mail id, Is Active?, Edit, and Delete. The table content is 'No data available'.

C.iii) Fill information regarding Name, e mail id and **SUBMIT**

C.iv) On **submitting**, User Name and Password shall be issued automatically under parent user id and the multi user information will be added in the table as shown below:

Note: The User Name cannot be changed.

S.No.	Name	Login ID	e-mail ID	Is Active?	Set	Reset
1	shantini.vishwanath	SHIP2018000_2	shantini@ibsc.gov.in	<input checked="" type="checkbox"/>	Set	Reset
2	shriya sharma	SHIP2018000_1	shriya@ibsc.gov.in	<input checked="" type="checkbox"/>	Set	Reset

C.v) Simultaneously, the PI will receive an e mail containing **user ID and password** to submit, track and monitor their respective applications through the portal.

Untitled Document

Congratulations!!! You have been created as one the applicants by "abc test" IBSC. Your credentials are given below:

User Name: ABC2018015_13
Password: sharma26

You can now login IBKP portal and submit, track and monitor your applications online. You will get notifications about your applications and can correspond with RCGM directly through the portal.

Yours sincerely

C.vi) The PI (multi user) shall now use the login credentials to access the **RCGM dashboard** following steps (B.i), (B.vi) and (B.vii) on the IBKP homepage. Upon access, the dashboard shall look like below:

The screenshot displays the RCGM dashboard interface. At the top left, the logo of the RCGM Secretariat is shown, along with the text: "RCGM Secretariat", "Department of Biotechnology", and "Ministry of Science and Technology". At the top right, the user is greeted with "Welcome ABC2018015_13" and the time "Time 20/11/2018 13:54:33". Below this, there are navigation links: "Home | IBSC Dashboard | Settings | Logout".

The main content area is titled "SUBMIT NEW APPLICATION". It features a dropdown menu labeled "Select Category / Dealing Area" with the current selection being "Agri-Env Biotechnology". Below the dropdown, there is a list of application categories, each with an upward-pointing arrow icon:

- To Import, Export, Transfer & Receiving of Regulated Material
- To Carryout Research & Development
- To Conduct Research Trial(s) and/ or safety study(ies)
- To Submit Report of Research Trial(s) and/ or safety study(ies)

On the left side of the dashboard, there is a sidebar menu with the following items:

- RCGM DASHBOARD
- ORG. APPLICATION STATUS +
- SUBMIT APPLICATION +
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

-----This ends Multi Users Functionality-----

D. Submission of compliance related documents

Utmost authority holding parent IBSC user id and password shall submit all compliance related documents. Log in to IBSC dashboard with Organization's permanent Login ID by following steps mentioned in **A.xvii**. On clicking **compliance adherence** tab, screen with (1) **Confidentiality Agreement** (2) **Minutes of the IBSC Meeting** (3) **Annual Compliance Report** and (4) **Medical Surveillance Report** shall appear:

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome abc test. Time 20/11/2018 14:16:01
Home | RCGM Dashboard | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE**
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE
- USERS

COMPLIANCE ADHERENCE

Compliance Adherence

1.	Confidentiality Agreement	enclosed	Upload	[?]
2.	Minutes of the IBSC Meeting		Generate Online	
3.	Annual Compliance Report		Generate Online	
4.	Medical Surveillance Report	enclosed	Upload	[?]

KNOW THE PROCESS **SUBMIT** **CANCEL**

Format for Medical Surveillance report can be downloaded using following link

<http://dbtindia.gov.in/sites/default/files/uploadfiles/A4.pdf>

D.1. Confidentiality Agreement

D.1.i) Upload 'Confidentiality Agreement'.

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 16:12:54
Home | RCGM Dashboard | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE**
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

COMPLIANCE ADHERENCE

Compliance Adherence

1.	Confidentiality Agreement	Remarks	Upload	Pharma C...on.docx	Remove	[?]
2.	Minutes of the IBSC Meeting	Remarks	Upload	Pharma C...on.docx	Remove	[?] MoIM
3.	Annual Compliance Report	Remarks	Upload	Pharma C...on.docx	Remove	[?]
4.	Medical Surveillance Report	Remarks	Upload	Pharma C...on.docx	Remove	[?]

KNOW THE PROCESS **SUBMIT** **CANCEL**

Format for Confidentiality Agreement with IBSC members including DBT Nominee can be downloaded using following link:

<http://dbtindia.gov.in/sites/default/files/uploadfiles/A5.pdf>

D.2. Minutes of the IBSC meeting

D.2.i) Add minutes of meeting under compliance adherence section by clicking on “**Generate Online**” under **Minutes of the IBSC meeting** tab. Window as shown below shall appear for which following process are to be followed:

D.2.ii) Fill the agenda items under various sub-headings according to purpose of various applications,

D.2.iii) **Verify** it before submission,

D.2.iv) Click on ‘**Next**’ tab and **generate proof**,

D.2.v) **Download** the minutes of meeting generated and

D.2.vi) **Upload** duly signed meeting minutes.

Examples of screen as it appears on filling is shown below:



Screen for D.2.i, D.2.ii a and D.2.iii



RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 15:44:11
Autosaved Successfully, 29/06/2018 15:44:08 | [Home](#) | [RCGM Dashboard](#) | [Settings](#) | [Logout](#)

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

I. MEETING AGENDA :

Item No : Sub Item No : Purpose : Issues for discussion :

[ADD AGENDA ITEMS](#)

Agenda Item No	Purpose	Issues for discussion		
1.1	Examination & Clearance of Proposal for Import, Export, Receipt and Transfer	dghjergjghjkt		
1.2	Examination & Clearance of Proposal for Carry out R&D, Pilot Operations and Trials under Contained/ Confined-Field Conditions, etc	vfhdgchgh		
1.3	Issue Discussed other than Above	Human Genome editing		
1.4	Examination & Clearance of Proposal for Import, Export, Receipt and Transfer	457		

II. EXAMINATION & CLEARANCES OF PROPOSALS FOR IMPORT, EXPORT, RECEIPT AND TRANSFER OF HAZARDOUS MICROORGANISM(S), GMO/S/ LMOS/ PRODUCT(S) THEREOF FOR RESEARCH & DEVELOPMENT PURPOSES :

[ADD ROW](#) [DELETE ROW](#)

S.No.	Agenda Item No	Purpose	Name of the applicant	Designation of the applicant	Address of the applicant	Details of material(s) transportation	Quantity applied for	Material(s) belong to risk group as per rDNA Safety Guidelines, 1990	Transportation between (Provide complete details including name and addresses of exchangers)
<input type="checkbox"/> 01	1.1	Examina	Radha G	Associate	National	Recombinan	2 vials (2	BSL-1	IIT Delhi
<input type="checkbox"/> 02	1.4	Examina	Abhijeet I	Professor	National	Recombinan	5 vials (1	BSL-1	ILS Bhubaneswar

III. EXAMINATION & CLEARANCES OF PROPOSALS FOR CARRY OUT RESEARCH & DEVELOPMENT, PILOT OPERATIONS, TRIALS UNDER CONTAINED/ CONFINED-FIELD CONDITIONS AND OTHERS :

[ADD ROW](#) [DELETE ROW](#)

Designation of the Principal Investigator/Project Coordinator	Risk categories of experiments as per rDNA Safety Guidelines, 1990	Requirement of containment measures	Details of deliberations	Status of the application [Approved/ Rejected/ Others (Specify It)]
Professor	BSL-2	BSL-2	gudgrgf	Approved

IV. ISSUES DISCUSSED OTHER THAN THE ABOVE :

[ADD ROW](#) [DELETE ROW](#)

S.No.	Agenda Item No	Topic of Deliberation	Deliberations and Decisions
<input type="checkbox"/> 01	1.3	Submission of Form C1 to RCGM for seeking p	djaghghjghrtgh/Approved

V. UPLOAD RELEVANT INFORMATION :

NA [Pharma C_on_docx](#) [?]

VI. DECLARATION :

By the Chairman of the IBSC

Name : Dr Dr. Poonam Vishwakarma
Designation : Head, Dept. of Veterinary Sciences
Signature with stamp & date : 29/06/2018

- I undertake that the deliberations mentioned above were considered in the meeting of the IBSC held on 31/05/2018;
- I am aware that making false or misleading statements may attract penalty under the Environment (Protection) Act, 1986;
- I assure that non-adherence, if any; arising out of the experiments would be brought to the notice of the Govt. immediately

By the DBT Nominee of the IBSC

Name : Mr ARUJAIN
Designation : vschshbj
Signature with stamp & date : 29/06/2018

- I certify that the information contained in these minutes has been checked by the Institutional Biosafety Committee (IBSC) and found to be complete;
- I further certify that the firm has been observing all the provisions of Recombinant DNA Safety Guidelines, 1990 and Guidelines & Handbook for Institutional Biosafety Committee (IBSC), 2011, as modified time to time by the Government of India;
- The firm also has adequate safety compliance measures and proficiency to pursue proposed agenda

[VERIFY](#)

Click to verify ↑

On Verification, Screen for D.2.iv



RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity Time 29/06/2018 16:01:24

[Home](#) | [RCGM Dashboard](#) | [Settings](#) | [Logout](#)

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

MINUTES OF THE INSTITUTIONAL BIOSAFETY COMMITTEE (IBSC) MEETING

Name of the Organization :	National Institute of Biosecurity	Name & Designation of the Authorized Signatory :	Sarojini Naidu Dean
IBSC Registration No. :	Nain29062018	UIC :	Nain29062018
Meeting Number :	4	Meeting Date :	31/05/2018
Meeting Place :	National Institute of Biosecurity	Number of Meetings held so far this year :	4

Participants of the Meeting

S.No.	Composition	Name ,Designation & Affiliation	Signature with Date
01	Dr Dr. Poonam Vishwakarma,Head. Dept. of Veterinary Sciences & National Institute of Biosecurity	Chairman	
02	Mr ARUJAIN,vschshbj & vjbsjdbvus	DBT Nominee	
03	Dr Dr. Radha Gupta,Associate Professor, Dept. of Nanosciences & National Institute of Biosecurity	Member Secretary	
04	Dr Dr. Vikrant,Associate Professor, Dept. of Integrative medicine & National Institute of Biosecurity	Biosafety Officer	
05	Dr Reema Sharma,Professor, Dept. of Entomology & National Institute of Biosecurity	Outside Expert	
06	Dr Sanchita,Associate Professor, Dept. of Biotechnology & IGIB	Outside Expert	
07	Dr Dr. Pranjalae Vishwakarma,Professor, Dept. of Environmental Sciences & Indian Institute of Biosafety R	Outside Expert	

I. MEETING AGENDA :

Agenda Item No	Purpose	Issues for discussion
1.1	Examination & Clearance of Proposal for Import, Export, Receipt and Transfer	dghjergjghjkt
1.2	Examination & Clearance of Proposal for Carry out R&D, Pilot Operations and Trails under Contained/ Confined-Field Conditions, etc	vfhgdchgh
1.3	Issue Discussed other than Above	Human Genome editing
1.4	Examination & Clearance of Proposal for Import, Export, Receipt and Transfer	457

DELIBERATIONS & APPROVALS OF A MEETING :

II. EXAMINATION & CLEARANCES OF PROPOSALS FOR IMPORT, EXPORT, RECEIPT AND TRANSFER OF HAZARDOUS MICROORGANISM(S), GMOS/ LMOs/ PRODUCT(S) THEREOF FOR RESEARCH & DEVELOPMENT PURPOSES :

S.No.	Agenda Item No	Purpose	Name of the applicant	designation of the applicant	Address of the applicant	Details of material(s) transportation	Quantity applied for	Material(s) belong to risk group as per rDNA Safety Guidelines, 1990	Transport details inc exchanger
01	1.1	Examination & Clearance of Proposal for Import, Export, Receipt and Transfer	Radha Gupta	Associate Professor	National Institute of Biosecurity	Recombinant CHO cells	2 vials (2 x100 cells)	BSL-I	IIT Delhi
02	1.4	Examination & Clearance of Proposal for Import, Export, Receipt and Transfer	Abhijeet Fodder	Professor	National Institute of Biosecurity	Recombinant e coli cells	5 vials (109 cells)	BSL-I	ILS Bhubar

III. EXAMINATION & CLEARANCES OF PROPOSALS FOR CARRY OUT RESEARCH & DEVELOPMENT, PILOT OPERATIONS, TRIALS UNDER CONTAINED/ CONFINED-FIELD CONDITIONS AND OTHERS :

[Pharma Conclusion.docx](#)

VI. DECLARATION :

By the Chairman of the IBSC

Name : Dr Dr. Poonam Vishwakarma
Designation : Head, Dept. of Veterinary Sciences
Signature with stamp & date : 29/06/2018

- I undertake that the deliberations mentioned above were considered in the meeting of the IBSC held on 31/05/2018 ;
- I am aware that making false or misleading statements may attract penalty under the Environment (Protection) Act, 1986 ;
- I assure that non-adherence, if any, arising out of the experiments would be brought to the notice of the Govt. immediately.

By the DBT Nominee of the IBSC

Name : Mr ARUJAIN
Designation : vschshbj
Signature with stamp & date : 29/06/2018

- I certify that the information contained in these minutes has been checked by the Institutional Biosafety Committee (IBSC) and found to be complete;
- I further certify that the firm has been observing all the provisions of Recombinant DNA Safety Guidelines, 1990 and Guidelines & Handbook for Institutional Biosafety Committee (IBSC), 2011, as modified time to time by the Government of India;
- The firm also has adequate safety compliance measures and proficiency to pursue proposed agenda.

EDIT GENERATE PROOF SAVE

Click to generate proof and download the proof

On **Generate Proof**, following screen will appear and must be downloaded (**D 2v**)

The screenshot shows the RCGM Secretariat portal interface. A modal window titled "Download IBSC Minutes Of Meeting Information" is open. It displays details for the RCGM Secretariat, Department of Biotechnology, Ministry of Science & Technology. The meeting details include: Name of the Organization (National Institute of Biosecurity), IBSC Registration No. (Nain29062018), Meeting Number (4), Meeting Date (31/05/2018), and Meeting Place (National Institute of Biosecurity). A table lists the participants of the meeting, including the Chairman, DBT Nominee, Member Secretary, Biosafety Officer, and Outside Experts. A red box highlights the download icon in the modal's toolbar, and a red arrow points to it with the text "Download the proof".

Duly sign the proof and **upload (D2 vi)** it to submit to RCGM. The portal shall request the same following this message:

The screenshot shows the RCGM Secretariat portal interface. A modal window titled "Save Information" is open, displaying the message: "You are requested to accomplish the submission process by uploading duly signed MOIM." The background shows the same meeting details as the previous screenshot, but the modal is the primary focus. The message is centered in the modal with an "OK" button below it.

D.3. Annual Compliance Report

D.3.i) Add 'Annual Compliance Report' under compliance adherence section by clicking 'Generate online'.

The screenshot shows the RCGM Secretariat dashboard for Compliance Adherence. The header includes the RCGM logo, the text 'RCGM Secretariat Department of Biotechnology Ministry of Science and Technology', and a welcome message for the National Institute of Biosecurity dated 29/06/2018 at 16:04:23. Navigation links for Home, RCGM Dashboard, Settings, and Logout are present. A left sidebar lists menu items: IBSC DASHBOARD, IBSC COMPOSITION, ORGANIZATION PROFILE, COMPLIANCE ADHERENCE, MODIFY IBSC REGISTRATION, RENEW IBSC REGISTRATION, NOTIFICATIONS, SEEK CLARIFICATION, and DATABASE. The main content area is titled 'COMPLIANCE ADHERENCE' and contains a table with four rows. The third row, 'Annual Compliance Report', has a 'Generate Online' button highlighted with a red box. The other rows include 'Confidentiality Agreement', 'Minutes of the IBSC Meeting', and 'Medical Surveillance Report', each with a 'Remarks' field, an 'Upload' button, a file name, and a 'Remove' button. At the bottom right of the table are buttons for 'KNOW THE PROCESS', 'SUBMIT', and 'CANCEL'. The taskbar at the bottom shows three open PDF files and a 'Show all' button.

COMPLIANCE ADHERENCE			
Compliance Adherence			
1. Confidentiality Agreement	Remarks	Upload Pharma C_on.docx	Remove [?]
2. Minutes of the IBSC Meeting	Remarks	Upload IBSC-Min_2).pdf	Remove [?] MoIM
3. Annual Compliance Report		Generate Online	
4. Medical Surveillance Report	Remarks	Upload Pharma C_on.docx	Remove [?]

D.3.ii) Following screen will appear, fill the required details, **Verify & Generate Proof.**

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 16:09:18
Home | RCGM Dashboard | Settings | Logout

ANNUAL COMPLIANCE REPORT OF THE INSTITUTIONAL BIOSAFETY COMMITTEE TO RCGM

* All fields are mandatory

Name of the Organization : National Institute of Biosecurity

Location of the IBSC :

- Line I :** National Institute of Biosecurity, 5-6, Institutional Area
- Line II :** Lodhi Road, Delhi-110003

State / UT : DELHI

District : New Delhi

Village / Town / City : Delhi

Pin Code : 110003

IBSC Registration No : Naln29062018

Date of IBSC Registration / Renewal : 29/06/2018

Compliance report for the Calendar year : 2018

Present composition of IBSC :

- Chairman :** Dr Dr. Poonam Vishwakarma - National Institute of Biosecurity
- DBT Nominee :** Mr ARUJAIN - vschshbj
- Member Secretary :** Dr Dr. Radha Gupta - National Institute of Biosecurity

Yearly health surveillance (as applicable) conducted : Yes No [?]

Whether the appropriate waste treatment & disposal facilities are being used in all projects to avoid risks to the environment? : Yes No [?]

Accidents, if any & emergency measures taken during the year : Yes No [?]

Any other relevant information :

Declaration of the Organization [?]

- I am duly authorized to sign this declaration;
- The information furnished in the compliance proforma is accurate and complete;
- I assure that deviation(s), if any to the provisions of Rules, 1989 of the Environment (Protection) Act, 1986, arising out of the experiments would be brought to the notice of the Govt. immediately;
- I am aware that making of false or misleading statements may attract penalty under the Environment (Protection) Act, 1986.

By the Chairman of the IBSC

Name : Dr Dr. Poonam Vishwakarma
Designation : Head, Dept. of Veterinary Sciences

Signature with stamp & date : 29/06/2018

RESET **VERIFY**

IBSC-Minutes-Of-....pdf IBSC-Minutes-Of-....pdf Show all X

Click here

D.3.iii) The verification page will appear as below with 'Generate Proof' tab at below:

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 16:11:18
Home | RCGM Dashboard | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

ANNUAL COMPLIANCE REPORT OF THE INSTITUTIONAL BIOSAFETY COMMITTEE TO RCGM

Name of the Organization : National Institute of Biosecurity
Location Of IBSC :
Line I : National Institute of Biosecurity, 5-6, Institutional Area
Line II : Lodhi Road, Delhi-110003
State / UT : DELHI
District : New Delhi
Village / Town / City : Delhi
Pin Code : 110003
IBSC Registration No : ASPB538754
Date of IBSC Registration / Renewal : 29/06/2018
Compliance report for the calendar year : 2018
Present composition of IBSC :
Chairman : Dr Dr. Poonam Vishwakarma - National Institute of Biosecurity
DBT Nominee : Mr ARUJAIN - vschshbj
Member Secretary : Dr Dr. Radha Gupta - National Institute of Biosecurity
Biosafety Officer : Dr.Dr. Vikrant - National Institute of Biosecurity

used in all projects to avoid risks to the environment :
Accidents, if any & emergency measures taken during the year : Yes - eyuy
Any other relevant information : NA
na
[Pharma Conclusion.docx](#)

Declaration of the Organization [?]
• I am duly authorized to sign this declaration;
• The information furnished in the compliance proforma is accurate and complete;
• I assure that deviation(s), if any to the provisions of Rules, 1989 of the Environment (Protection) Act, 1986; arising out of the experiments would be brought to the notice of the Govt. immediately;
• I am aware that making of false or misleading statements may attract penalty under the Environment (Protection) Act, 1986.

By the Chairman of the IBSC
Name : Dr Dr. Poonam Vishwakarma
Designation : Head, Dept. of Veterinary Sciences
Signature with stamp & date : 29/06/2018

EDIT GENERATE PROOF SAVE

IBSC-Minutes-Of-....pdf IBSC-Minutes-Of-....pdf Show all X

Click here

D.3.iv) Download the report and print.

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 16:11:52
Home | RCGM Dashboard | Settings | Logout

Download Compliance Document Information

RCGM Secretariat,
Department of Biotechnology,
Ministry of Science & Technology

ANNUAL COMPLIANCE REPORT OF THE INSTITUTIONAL BIOSAFETY COMMITTEE TO RCGM

Name of the Organization : National Institute of Biosecurity

Location of the IBSC :

Complete Address : National Institute of Biosecurity, 5-6, Institutional Area ,Lodhi Road, Delhi-110003

State / UT : DELHI

District : New Delhi

Village / Town / City : Delhi

Pincode : 110003

IBSC Registration No : ASPB538754

Date of IBSC Registration / Renwal : 29/06/2018

Compliance report for the calendar year : 2018

Present composition of IBSC :

Chairman : Dr Dr. Poonam Vishwakarma-National Institute of Biosecurity

DBT Nominee : Mr ARUJAIN-vschtshbj

Annual-Complianc....pdf | IBSC-Minutes-Of-....pdf | IBSC-Minutes-Of-....pdf | IBSC-Minutes-Of-....pdf | Show all

D.3.v) Submit a duly signed copy of the report. The portal shall request the same following this message:

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 16:12:16
Home | RCGM Dashboard | Settings | Logout

Save Information

You are requested to accomplish the submission process by uploading duly signed ACR.

OK

ANNUAL COMPLIANCE

ANNUAL COMPLIANCE REPORT OF THE INSTITUTIONAL BIOSAFETY COMMITTEE TO RCGM

Name of the Organization : National Institute of Biosecurity

Location of the IBSC :

Complete Address : National Institute of Biosecurity, 5-6, Institutional Area ,Lodhi Road, Delhi-110003

State / UT : DELHI

District : New Delhi

Village / Town / City : Delhi

Pin Code : 110003

IBSC Registration No : ASPB538754

Date of IBSC Registration / Renwal : 29/06/2018

Compliance report for the calendar year : 2018

Present composition of IBSC :

Chairman : Dr Dr. Poonam Vishwakarma - National Institute of Biosecurity

DBT Nominee : Mr ARUJAIN - vschtshbj

Member Secretary : Dr Dr. Radha Gupta - National Institute of Biosecurity

Biosafety Officer : Dr Dr. Vikrant - National Institute of Biosecurity

Annual-Complianc....pdf | IBSC-Minutes-Of-....pdf | IBSC-Minutes-Of-....pdf | IBSC-Minutes-Of-....pdf | Show all

D.3.vi) After submitting all the documents required for compliance adherence, click **Submit** to send the reports to RCGM.

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome National Institute of Biosecurity. Time 29/06/2018 16:12:54
Home | RCGM Dashboard | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE

COMPLIANCE ADHERENCE

Compliance Adherence

1. Confidentiality Agreement	Remarks	Upload	Pharma C...on.docx	Remove	[?]
2. Minutes of the IBSC Meeting	Remarks	Upload	Pharma C...on.docx	Remove	[?] MoIM
3. Annual Compliance Report	Remarks	Upload	Pharma C...on.docx	Remove	[?]
4. Medical Surveillance Report	Remarks	Upload	Pharma C...on.docx	Remove	[?]

KNOW THE PROCESS **SUBMIT** CANCEL

Click here

D.3.vii) Applicant in its IBSC dashboard (Follow A. xvii for access for IBSC dashboard) will view the following screen indicating submission of Compliance adherence.

The screenshot displays the RCGM Secretariat IBSC Dashboard. The header includes the RCGM Secretariat logo and name, and a welcome message for the National Institute of Biosecurity. The left sidebar contains navigation options such as 'IBSC DASHBOARD', 'IBSC COMPOSITION', 'ORGANIZATION PROFILE', 'COMPLIANCE ADHERENCE', 'MODIFY IBSC REGISTRATION', 'RENEW IBSC REGISTRATION', 'NOTIFICATIONS', 'SEEK CLARIFICATION', and 'DATABASE'. The main content area shows organization details for the National Institute of Biosecurity, including its complete address, utmost authority (Dr Sarojini Naidu), registration number (ASPB538754), and date of first registration (29/06/2018). Below this, the 'NOTIFICATIONS' section is active, with a sub-tab for 'COMPLIANCE ADHERENCE' highlighted. Three notifications are listed: 'Minutes of the Institutional Biosafety Committee meeting (MoIM) have been submitted successfully on 29-Jun-2018.', 'Duly signed Confidentiality Agreement(s) have been submitted successfully on 29-Jun-2018.', and 'Medical Surveillance Report(s) have been submitted successfully on 29-Jun-2018.'. The bottom of the screen shows a taskbar with several open PDF files and a 'Show all' button.

-----This ends the Compliance Adherence process-----

E. Modification of IBSC details

Modification/ update of any information of a registered IBSC is possible through this portal. However, the information shall again be verified and approved by RCGM. The process is as follows:

E.i) Access to IBSC dashboard by following steps mentioned in **A. xv**.

E.ii) Click on “**Modify IBSC registration**” shown in the left. Change the fields as required. Any change shall appear with **red colour**.

The screenshot displays the RCGM Secretariat portal interface. On the left is a navigation menu with 'MODIFY IBSC REGISTRATION' highlighted in red. The main area shows a form for 'ORGANIZATION REGISTRATION MODIFICATION' with various fields for organization details, dealing areas, and contact information. Below the form is a table of nominees, with the email address 'reema.sharma@ediffmail.com' highlighted in red.

Organization Registration Modification Form Fields:

- Name of the Organization: CLIENTVERIFICATION
- Organization Type: University, Public, Deemed
- Organization is Registered By: Affidavit
- Registration Number: UIUIIOYO
- Dealing Areas: Agri-Env Biotechnology, Aquaculture Biology, Basic Biology, Bio-Pharmaceuticals, Environmental-Biotech, Insect Biology, Veterinary Biology
- Year of Establishment: 2012
- Organization's Website: http:// www.ghdd.com
- Complete Address 1: ggh
- Complete Address 2: hgh
- State / UT: HARYANA
- District: Hisar
- Village / Town / City: gh
- Pin Code: 877857867
- Office Phone Number: 68786768
- Details of Utmost Authority of the Organization: Dr Reema Sharma

Table of Nominees:

S.No.	Composition	Initial	Full Name	Current Designation	Present Affiliation	Fields of Expertise	Village / Town/ City	State / UT	Valid Mobile Number	Valid E-mail
01	Chairman	Dr	lu	luo	luoi	ui	ui	UTTAR PRADES H	8885880	reema.sharma@ediffmail.com
02	Member Secretary	Dr	luyl	luou	luoi	ui	uiu	UTTAR PRADES H	54584584	ioouou@ghfjk.com
03	Biosafety Officer	Dr	ulo	ulo	ulo	ui	ui	KERALA	7884888	iuouou@ghfjk.com
04	Outside Expert	Dr	lujj	ljkklkj	lkjl	lj	kj	KARNATAKA	577887887	ljkouou@ghfjk.com
05	Outside Expert	Dr	luokj	LKJLKJL	LKJL	JLJL	KJLKJ	LAISHWADEEP	88488788	ghffj@ghfjk.com
06	Outside Expert	Dr	luu	i	i	lu	lu	UTTAR PRADES H	88871	iuouou@ghfjk.com
07	Outside Expert	Dr	luqjk	ljkklkj	lkj	kkj	kjkj	KARNATAKA	388884788	kuouou@ghfjk.com
08	Internal Member	Dr	luouu	luu	luouu	luou	luou	KERALA	45781	ioouou@ghfjk.com
09	Internal Member	Dr	luuujlu	luouuop	luouuop	uouu	uouuouu	ODISHA	87458488	uououou@ghfjk.com
10	Internal Member	Dr	luu	luu	luu	luu	uu	UTTAR PRADES H	787878	uououou@ghfjk.com
11	Internal Member	Dr	luuyouyoi	uuy	uuyy	uuo	uoi	KARNATAKA	888888888	kuhluouou@ghfjk.com

Present DBT Nominees:

S.No.	Initial	Full Name	Current Designation	Present Affiliation	Fields of Expertise	Village / Town/ City	State / UT	Valid Mobile Number	Valid E-mail
01	Dr	AAAAAA	aaaaa	aaaaa	aaaaa	aaaaa	KARNATAKA	1111111111111111	ABHIJIT2TALK@GMAIL.COM

Organization's other Research/ Manufacturing/ Service facilities existing in the country wherein experiments on hazardous microorganism(s) and/ or genetically engineered organism(s) are being planned : NO

Proposed decontamination, disposal mechanisms & risk management measures : uyyiy

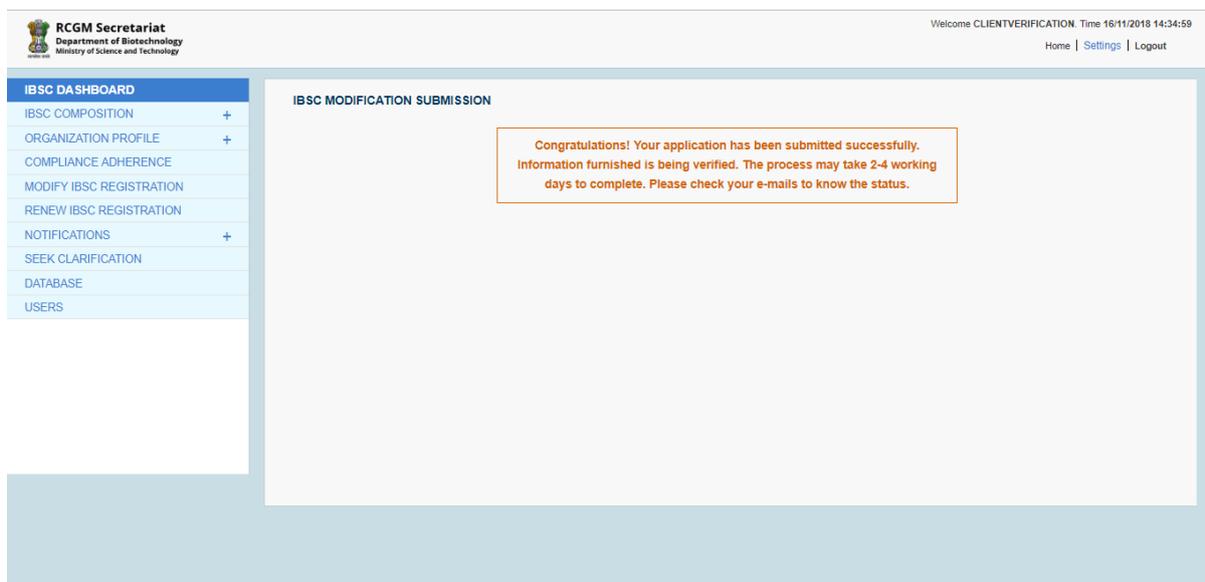
Brief write up about your organization including details of infrastructural facilities available to perform experiments on hazardous microorganism(s) and/ or genetically engineered organism(s) : uyyioyoi

Upload duly signed consent (to be a member of the IBSC) of all the proposed IBSC members (including of suggested DBT Nominees) : hququ landing page.doc

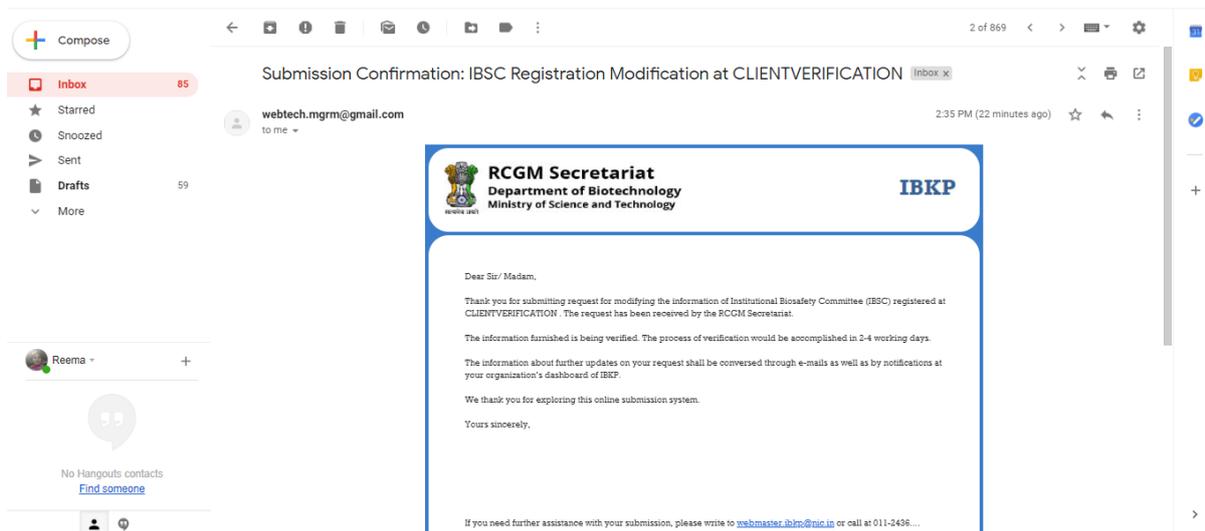
Upload details (including designation, contact number and Email) of other manpower resources who are well versed with experiments on hazardous microorganism(s) and/or : ouuui 19 July Website landing page.doc

E.iii) **Submit** information as mentioned in Section A.

E.iv) Following message will appear on the screen subsequently.



E.v) Simultaneously, a **Submission confirmation** email will be sent to the registered email ids (both primary and secondary) indicating that your submission is being verified. The mail text shall be as below:



-----This ends IBSC modification-----

F. Renewal of IBSC

F.i) Applicant can RENEW the IBSC registration whenever required by clicking on “RENEW IBSC REGISTRATION”. The RENEW IBSC REGISTRATION window will appear as given below:

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome CLIENTVERIFICATION. Time 20/11/2018 11:24:22
Home | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE
- USERS

RENEW IBSC REGISTRATION

Name of the Organization : CLIENTVERIFICATION

Location at which IBSC to be Renewed :

Line I :

Line II :

State / UT :

District :

Village / Town / City :

Pin Code :

IBSC Current Composition :

S.No.	Composition	Initial	Full Name	Current Designation	Present Affiliation	Fields of Expertise	Village / Town/ City	State / UT	Valid Mobile Number	Valid E-mail
1	Chairman	Dr lu	luo	luoi	luoi	ui	ui	UTTAR PRADESH	5665889	reema.sharma@rediffmail.com
2	Member Secretary	Dr luyoi	uolu	ouu	ouu	loui	ulu	UTTAR PRADESH	54584584	luoulu@gfhfjk.com
3	Biosafety Officer	Dr uio	uiu	uiu	uiu	ui	ui	KERALA	7654655	luoulu@gfhfjk.com
4	Outside Expert	Dr loolkj	LKJLKJ.L	LKJL	LKJL	J.LJL	KJ.LKJ.	LAKSHWADEEP	56488788	GHFFJ@gfhfjk.com
5	Outside Expert	Dr oipjkk	jkjkjkjkj	kjk	kkj	kkj	kkj	KARNATAKA	3566884786	kkoulu@gfhfjk.com

First Prev 1 2 3 Next Last

F.ii) Save the changes made, if any and generate proof.

RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

Welcome CLIENTVERIFICATION. Time 20/11/2018 11:25:19
Home | Settings | Logout

IBSC DASHBOARD

- IBSC COMPOSITION +
- ORGANIZATION PROFILE +
- COMPLIANCE ADHERENCE
- MODIFY IBSC REGISTRATION
- RENEW IBSC REGISTRATION
- NOTIFICATIONS +
- SEEK CLARIFICATION
- DATABASE
- USERS

Upload duly signed consent (to be a member of the IBSC) or of the proposed IBSC members (including of suggested DBT Nominees) :

Upload details (including designation, contact number and valid E-mail) of other manpower resources who are well versed with experiments on hazardous microorganism(s) and/or genetically engineered organism(s) :

Declaration of the Organization [?]

- We are duly authorized to sign this declaration on behalf of the Organization;
- All the information furnished for renewal request is accurate and complete;
- We are familiar with, and agree to comply with all the provisions mentioned in the Recombinant DNA Safety Guidelines, 1990 and Guidelines & Handbook for Institutional Biosafety Committee (IBSC), 2011, as modified time to time by the Government of India;
- We would ensure that all investigators working in the area of research on recombinant DNA understand and follow the biosafety guidelines;
- We assure that adequate training would be conducted to create awareness about compliance requirements while working with hazardous microorganisms and/or recombinant organisms;
- We also assure that deviations to the above provisions, if any, arising out of the experiments would be brought to the notice of the Govt. immediately;
- We are aware that making false or misleading statements may attract penalty under the Environment (Protection) Act, 1986

By the Chairman of the IBSC

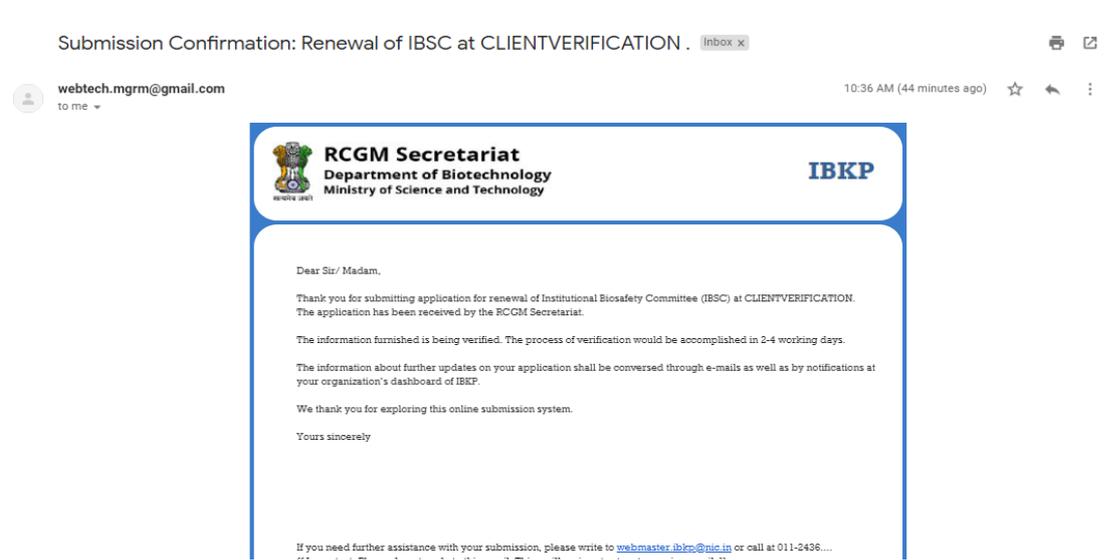
Name : Dr lu
Designation : luoi
Signature with stamp & date : 20/11/2018

By the Utmost Authority of Organization

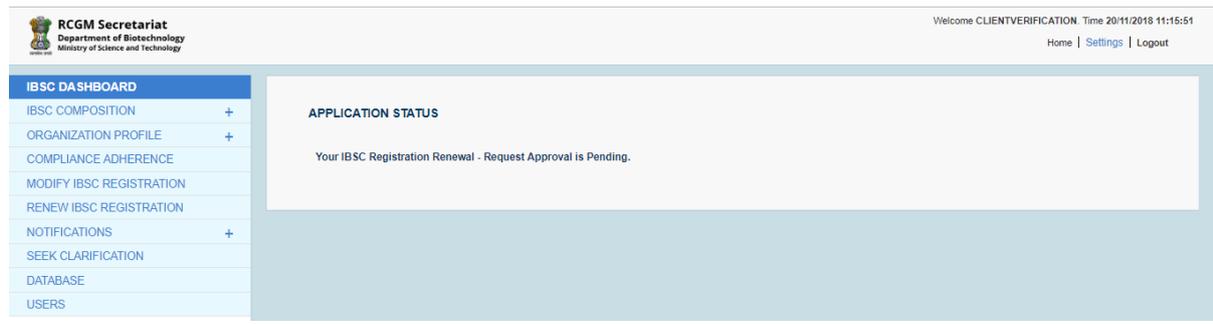
Name : Dr Reema Sharma
Designation : Scientist
Signature with stamp & date : 20/11/2018

SAVE GENERATE PROOF BACK

F.iii) Simultaneously, a **Submission confirmation** email will be sent to the registered email ids (both primary and secondary) indicating that your submission is being verified. The mail text shall be as below:



F.iv) Following screen will be visible now to the applicant by clicking on the **“RENEW IBSC REGISTRATION”**



F.v) Depending on the verification, RCGM may raise a query, which appears in REGISTRATION & RENEWAL under NOTIFICATIONS. The applicant needs to click on [Reply Query](#) for response

The screenshot shows the RCGM Secretariat dashboard. On the left is a navigation menu with options like 'IBSC DASHBOARD', 'IBSC COMPOSITION', 'ORGANIZATION PROFILE', etc. The main content area displays organization details for 'shipra' and a 'NOTIFICATIONS' section. The 'NOTIFICATIONS' section has three tabs: 'REGISTRATION & RENEWAL', 'COMPLIANCE ADHERENCE', and 'MODIFICATION TRACKING'. Under the 'REGISTRATION & RENEWAL' tab, there are three notification items. The third item states: 'RCGM Secretariat has raised query(ies) against IBSC renewal application on 05-Apr-2019. sasdsdsd'. A red box highlights the 'Reply Query' link next to this notification, with a red arrow pointing to it.

F.vi) Clicking on Reply Query opens screens for CLARIFICATION SOUGHT.

The screenshot shows the 'CLARIFICATION SOUGHT' screen in the RCGM Secretariat dashboard. It features a table with the following columns: 'S.No.', 'Application Type', 'Query Raised', 'Respond to Query', 'Query Raised Date', 'Query Response Date', and 'View Details'. The first row contains the data: '1', 'IBSC RENEWAL', 'sasdsdsd', 'Respond', '05-Apr-2019', and 'View Details'. A red box highlights the 'Respond' button in the 'Respond to Query' column, with a red arrow pointing to it. Below the table are navigation buttons: 'First', 'Prev', '1', 'Next', and 'Last'.

F.vii) Depending on the verification, RCGM may accept the IBSC renewal request. For such, user shall receive a **submission accepted** email requesting submission of a physical copy (in original) of complete application duly signed and stamped by the designated officials along with enclosures within 60 days for further verification to complete the registration process to:

‘RCGM Secretariat, Room No. 804, Dept. of Biotechnology, Block-2, CGO Complex, Lodhi Road, New Delhi – 110003’

Submission Accepted: Renewal of IBSC at CLIENTVERIFICATION . Inbox x



webtech.mgrm@gmail.com
to me

11:19 AM (4 minutes ago) ☆ ↶ ⋮



RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

IBKP

Dear Sir/ Madam,

Congratulations! Application for renewal of Institutional Biosafety Committee (IBSC) at CLIENTVERIFICATION has been accepted.

Kindly submit physical copy (in original) of complete application duly signed and stamped by the designated officials along with enclosures within 60 days to RCGM Secretariat, Room No. 804, Deptt. Of Biotechnology, Block-2, CCG Complex, Lodhi Road, New Delhi - 110 002 for further verification.

Please note that submission shall remain incomplete till the Secretariat receives this physical copy.

We thank you for exploring this online submission system.

Yours sincerely

F.viii) Applicant will receive email regarding approval of constitution of Institutional Biosafety Committee (IBSC) at IBKP along with a copy of 'Office Memorandum' towards the constitution of IBSC at the respective organization attached for reference and a Unique Identification Code (UIC) number to access RCGM for all RCGM related activities.

 Compose

- Inbox 240
- ★ Starred
- 🕒 Snoozed
- Sent
- 📄 Drafts 35
- ⌵ More
-  Dr. Shripa +
-  DINESH SHAHI



RCGM Secretariat
Department of Biotechnology
Ministry of Science and Technology

IBKP

Dear Sir/ Madam,

Congratulations! Application for constitution of Institutional Biosafety Committee (IBSC) at IBKP SQL has been approved.

Please find a copy of 'Office Memorandum' towards the constitution of IBSC at your organization attached herewith for your reference.

Your Unique Identification Code (UIC) number is: IBSQ104019

Please use this UIC code to access RCGM for all RCGM related activities.

Being one of the esteemed member of this committee, you shall morally be responsible to ensure compliance to the regulatory requirements of biosafety onsite.

For further details please refer 'IBSC Handbook' published by Department of Biotechnology, New Delhi available on this web portal.

We thank you for exploring this online submission system.

Yours sincerely

Should you need further assistance/ clarification or any suggestions w.r.t. regulatory considerations by the IBSC, please write to webmaster_ibkp@ibic.in or call at 011-2436...

({ Important: Please do not reply to this email. This mailbox is not set up to receive email. })

F.ix) Applicant will get the following sequence of notifications time to time through the process of IBSC renewal.

The screenshot displays the RCGM Secretariat IBSC Dashboard. The header includes the RCGM Secretariat logo and name, the Department of Biotechnology, Ministry of Science and Technology, and a welcome message for CLIENTVERIFICATION. The dashboard is divided into a left sidebar with navigation options and a main content area. The main content area shows organization details for CLIENTVERIFICATION, including its complete address, utmost authority (Dr. Reema Sharma), registration number (LUIUJOYO), and date of first registration (18/11/2018). Below this, there is a 'NOTIFICATIONS' section with three tabs: 'REGISTRATION & RENEWAL', 'COMPLIANCE ADHERENCE', and 'MODIFICATION TRACKING'. The 'REGISTRATION & RENEWAL' tab is active, showing four notifications: a congratulatory message for successful renewal on 20-Nov-2018, a notice about physical document verification, a notice about accepted application and next steps, and a notice about successful submission of the application.

Links for downloading forms:

1. During IBSC registration, applicant needs to upload brief CV of each IBSC member and their consent to be a member of the IBSC. Format for consent and brief CV of IBSC members can be downloaded through following link:
http://dbtindia.gov.in/sites/default/files/uploadfiles/Proforma_for_Consent_to_be_a_Member_of_IBSC%28a2%29.pdf
2. Format for Medical Surveillance report can be downloaded using following link
<http://dbtindia.gov.in/sites/default/files/uploadfiles/A4.pdf>
3. Format for Confidentiality Agreement with IBSC members including DBT Nominee can be downloaded using following link:
<http://dbtindia.gov.in/sites/default/files/uploadfiles/A5.pdf>

-----This ends IBSC renewal-----