

No. U.11019/49/2025-HR
भारत सरकार/Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय/ Ministry of Health & Family Welfare
स्वास्थ्य अनुसंधान विभाग/ Department of Health Research
(एआरटी और सरोगेसी प्रभाग/ART & Surrogacy Division)

2nd Floor IRCS Building,
New Delhi -110001
Dated: 7th May, 2026

To
The Principal Secretary(Health)/Secretary(Health)
[All States/UTs]

[Kind Attention: All the Nodal Officers(ART/Surrogacy) of States/UTs]

Subject: Guidelines for handling applications for registration received on the National Registry Portal- Reg.

Sir/Madam,

I am directed to refer to the video conferences conducted with the States/UT authorities, during which certain common issues have emerged that are hampering the streamlining of the registration process on the National Registry Portal and to inform that consolidated guidelines have been prepared for handling applications for registration received on the National Registry Portal. The guidelines are enclosed as **Annexure-I**.

2. The consolidated guidelines is in supersession of the following letters issued by this department:-

i. DHR letter No. U. 11019/34/2024-HR dated 19.12.2024 Change in name, address and manpower of a registered clinic/bank under ART (Regulation) Act, 2021 and Surrogacy (Regulation) Act, 2021. Instructions thereof – reg.

ii. DHR letter No. U.11019/30/2024-HR dated 03.01.2025 – Pendency of Applications for Registration of ART Clinics, ART Banks and Surrogacy Clinics on the Dashboard of National ART & Surrogacy Portal (Instructions regarding issuance of cancellation orders indicating reasons for cancellation in respect of applications withdrawn or requested for cancellation by applicants, along with intimation to this Department.)

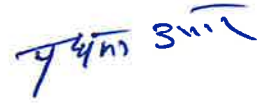
iii. DHR letters dated 26.03.2025 and 24.01.2023 – Non-submission of print out of online pdf application forms alongwith prescribed fees to the Appropriate Authority by ART Clinics/Banks and Surrogacy Clinics [Instructions regarding cases where applications are incomplete (without fees or requisite documents) or not submitted physically].

3. It is also informed that a module is being launched on the National Registry Portal to enable rejection of applications that are either not received in physical form by the appropriate authority/ not accompanied by registration fee / are incomplete/withdrawn by the applicant.

4. All the appropriate authorities are requested to take necessary action in accordance with the enclosed guidelines.

5. This issues with the approval of the Competent Authority.

Yours faithfully



(Pradyumn Kumar)
Under Secretary to the Govt. of India

ANNEXURE-I

Sl. No.	Situation/ Clarification Sought by the State Authorities	Suggestions
FOR THOSE APPLICATIONS WHICH ARE PENDING:-		
a.	Physical applications not received by the SAA	<p>If the physical copy is not received within 07 days of online submission, AA may reject the application and upload the rejection order on the portal.</p> <p>AA shall ensure that such clinics/banks do not provide ART/Surrogacy services. If found to be doing so, AA may issue an order for the closure of such clinics/banks and initiate penal action in accordance with the provisions of the Act.</p>
b.	Physical application submitted without fees	<p>AA may reject the application indicating the reason that prescribed fee has not been submitted by the applicant.</p> <p>AA shall ensure that such clinics/banks do not provide ART/Surrogacy services. If found to be doing so, AA may issue an order for the closure of such clinics/banks and initiate penal action in accordance with the provisions of the Act</p>
c.	Physical applications submitted but incomplete (without relevant documents)	<p>AA may issue a show-cause notice to the clinics/banks to submit the relevant documents, within 15 days from the date of issuance of the show-cause notice. If the requisite documents are not submitted within the stipulated time period, AA may reject the application and upload the rejection order on the portal.</p> <p>AA shall ensure that such clinics/banks do not provide ART/Surrogacy services. If found to be doing so, AA may issue an order for the closure of such clinics/banks and initiate penal action in accordance with the provisions of the Act.</p>
d.	Applications withdrawn/ cancelled by the applicants	<p>AA may issue a rejection order in respect of such applications on the ground of withdrawal/request for cancellation as received from the applicant and upload the rejection order on the portal.</p> <p>AA shall ensure that such clinics/banks do not provide ART/Surrogacy services. If found to be doing so, AA may issue an order for the closure of such clinics/banks and initiate penal action in accordance with the provisions of the Act.</p>
e.	Duplicate Applications	<p>DHR will archive such cases on receipt of details of duplicate entries from the State Authorities.</p>

FOR THOSE APPLICATIONS WHICH ARE APPROVED BY THE SAA AND REGISTRATION GRANTED

a.	Duplicate applications approved by SAA	State may forward the record of such duplicate entries alongwith the justification. DHR will take action accordingly.
b.	Withdrawal of application after approval	If the clinic/ bank request for withdrawal after getting the approval/registration by AA, AA shall pass speaking order of cancellation specifying the reason for withdrawal and ascertaining that the business is not operating. A copy of cancellation order shall be sent to the respective State Boards and also be provided to DHR for record alongwith the confirmation that clinic/bank is not operating its business.
c.	Change in Address of registered clinics/banks	<p>If any clinic/bank needs to change its registered address post-registration due to rental contract termination, relocation, or other reasons, the following steps should be followed:</p> <ol style="list-style-type: none"> i. The complete process of re-registration for the new premises must be carried out which would include an inspection of the new premises by the State Board, as mandated under Section 16(5) of the Assisted Reproductive Technology (Regulation) Act, 2021. ii. The clinic/bank must submit the required registration fee in accordance with Para 7 of the ART (Regulation) Rules, 2022, and Para 10(2) of the Surrogacy (Regulation) Rules, 2022, as applicable. iii. After issuance of certificate of registration for the new premises, the previous registration certificate shall be returned by the owner to the AA and the AA may cancel the previous registration for the reasons recorded in writing. iv. A copy of cancellation order shall be sent to the respective State Boards and also be provided to DHR for record. v. The new registration certificate issued by the AA must be uploaded on the National Registry Portal.
d.	Change in Name of the registered clinic/bank	<p>Any change in the name of the clinic/bank shall require approval from the State/UT Appropriate Authority. The State/UT AA should:</p> <ol style="list-style-type: none"> i. Ensure the facility submits all necessary documents proving the new name. ii. Review and verify the name change request to ensure there is no impact on the facility's existing operational capabilities.

		<ul style="list-style-type: none"> iii. The Appropriate Authority will issue a revised certificate with the changed name. Copy of the revised registration certificate must be provided to DHR for record. iv. Applications for changes in the name of a registered clinic/ bank should be addressed by the State/UT AA within one month from the date of receipt of application.
e.	Change in Manpower of the registered clinic/bank (e.g., Gynecologists/Directors etc.)	<p>Any change in the manpower shall require approval from the State/UT Appropriate Authority. The State/UT AA should:</p> <ul style="list-style-type: none"> i. Ensure that new manpower should meet the qualification criteria outlined in the ART Act, 2021 and Surrogacy Act, 2021 and Rules made there under. ii. Ensure that the facility provides credentials and qualifications of the manpower to verify compliance with the registration standards. iii. This change should be noted in the facility's records and the State/UT Authority must inform the Department of Health Research (DHR) for record. iv. Applications for changes in the manpower of a registered clinic/ bank should be addressed by the State/UT AA within one month from the date of receipt of application.
f.	Change in Ownership of the registered clinic/bank	<ul style="list-style-type: none"> i. The Clinic/bank shall apply afresh on the portal. ii. SAA may treat it as a new application and process it in accordance with the provisions under the Acts, rules and regulations made therein. iii. After issuance of certificate of registration to the new owner, the previous registration certificate shall be returned by the previous owner to the AA and the AA may cancel the previous registration for the reasons recorded in writing. iv. A copy of cancellation order shall be sent to the respective State Boards and also be provided to DHR for record. v. The new registration certificate issued by the AA must be uploaded on the National Registry Portal.

