

File No. U.11019/75/2025-HR  
भारत सरकार/Government of India  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय /Ministry of Health & Family Welfare  
स्वास्थ्य अनुसंधान विभाग/ Department of Health Research  
ART & Surrogacy Division

2nd Floor IRCS Building,  
New Delhi-110001  
Dated:-14<sup>th</sup> May, 2026

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

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

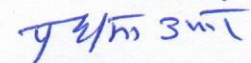
Subject: Access Change for registered clinics/banks on the National Registry Portal i.e. Change in registered email ID of the registered clinics/banks-deployment of the module-Reg.

Sir/Madam,

I am directed to refer to this Department's letter of even number dated 09.02.2026 (copy enclosed) and to convey that the Appropriate Authority has now been empowered to process requests from registered clinics/banks for change of their registered email ID through the "Clinic Access Change" module available on the portal. Accordingly, Appropriate Authorities may process such requests directly in accordance with the prescribed SOP, and no reference to this Department is required in such cases.

2. The facility for email access change shall remain operational for a period of three months from the date of issue of this letter. It is expected that all pending cases requiring change of registered email ID will be addressed within this period.
3. Registered clinics/banks shall be permitted to change their registered email ID only once.
4. This issues with the approval of the Competent Authority.

Yours faithfully



(Pradyumn Kumar)

Under Secretary to the Government of India