



BYE-LAWS

(2019)

CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB)
SECTOR-81, KNOWLEDGE CITY, SAS NAGAR,
MOHALI – 140306 (PUNJAB)

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INTRODUCTION

Center of Innovative and Applied Bioprocessing is a National Institute under Department of Biotechnology (Govt. of India) established at Mohali by its previous nomenclature i.e. BioProcessing Unit (BPU). Its establishment as an autonomous institute was approved by the Union Cabinet of India on August 20, 2008. Its functioning began w.e.f. May 01, 2012. The Institute framed its Memorandum of Association and Rules & Regulations there under that were approved by the Department of Biotechnology, Ministry of Science and Technology (Govt. of India). The Institute was registered as a Society, under Registration of Societies Act, 1860 as applicable to the State of Punjab, on September 27, 2012. The Governing Body approved and adopted the Memorandum of Association and Rules & Regulations there under. The proposal of change of name of the Institute from BioProcessing Unit (BPU) to Center of Innovative and Applied Bioprocessing (CIAB) was submitted to Department of Biotechnology with the concurrence of Governing Body and after approval of the same by the Department of Biotechnology, Ministry of Science and Technology as well as Union Cabinet of India on November 28, 2013, the name of the Society as well as Institute were recorded by its new name vide DBT letter No. BT/BPU-GB-2012 dated 18th December, 2013.

The Institute has its research and innovation vision, mission and objectives in niche area of bioprocessing with special focus on secondary agriculture products (SAP). The Institute aims to develop knowledge around compositions of bioresources and evolving / improving / applying technologies for their sustainable and economic use for societal benefit. Thus, on this path, the Institute researchers and research facilities / resources are meant to catalyze academic as well as application opportunities. So its strengths are workers that by nature are researchers at all tiers of learning, thinking, experience and enthusiasm supported by operational mechanisms of administration, procurement and finance by the concerned personnel at the Institute.

MANDATE of Center of Innovative and Applied Bioprocessing (CIAB): as approved by the Union Cabinet CIAB has the following mandate:

"CIAB would be designed to link the R&D system with the production facility to serve as an incubator for start-up agri-food companies. The CIAB will not only facilitate the scale-up and process optimization of new technologies developed by CIAB or acquired through licensing from other sources within India and abroad but also provide services, consultancies and support to the start-up companies. The CIAB will have large enough process capacity to support start-up companies for the initial one or two years till they get a feel of the market and can attain in-house capacity for setting up of large units. The basic objective and purpose are to develop a pilot plant facility that services the needs of the agri-food cluster at Mohali, Punjab. The facility would comprise of:

- (i) **Development laboratories** - Staffed with scientists and technicians for taking ideas through the pre-prototype stage. In essence, this would be the feasibility stage.
- (ii) **Scale-up evaluation at the mini pilot plant stage** – Such a component will be housed in a small pilot plant which would meet cGMP and regulatory compliance for safety, environment and quality.

(iii) **A mini plant for experimentation** in process parameter determination, particularly where quantities of material are limited.

(iv) **Large pilot plant facility** which would also function as a small production unit. "

To achieve the above, the Institute has identified following broad areas in R&D

- Value addition to processing residues for edible products,
- Valorization of crop residues for specialty chemicals ,
- Nutritional and nutraceutical products and upgradation of value or of use of primary processing products, and
- Synthetic Biology/Biosynthetic Technology for low volume-high value products and industrial enzymes.


The spin-offs and outputs of the institute are knowledge, human resources development and skill gains as well as tangible and non-tangible outcomes.

To achieve the above, all actions, endeavours, provisions and mechanisms of the Institute are centric to enable the performance, relevance and impact of the Institute and its personnel within the applicable rules of the Govt. of India.

Now, In exercise of the powers conferred under *Rules 33, 34 (viii)* of the Memorandum of Association of **Center of Innovative and Applied Bioprocessing Society**, the Governing Body of the Institute hereby frames these Bye-Laws subject to approval of the Central Government.

The draft Bye-Laws were approved by the Governing Body in its 5th meeting held on 08.10.2015 and the Governing Body cleared the same for submission to the Department of Biotechnology after incorporating the suggestions of the Department in its 6th meeting held on 07.09.2016.

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्यो. मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Short Title and Commencement:

- (i) These Bye-Laws shall be called the Center of Innovative and Applied Bioprocessing Bye-Laws 2017, hereinafter referred to as '**CIAB Bye-Laws**'. These shall come into effect from the date of notification of the same by the Institute. These bye-laws have the approval of the Department of Biotechnology, Ministry of Science and Technology, Government of India.
- (ii) A copy of the approval of the Department of Biotechnology, Ministry of Science and Technology, Government of India is placed at Appendix-1 to these Bye Laws.
- (iii) These Bye-Laws may be read in conjunction with the Memorandum of Association (MoA) of CIAB (formerly Bioprocessing Unit) Society and Rules & Regulations there under filed with the Registrar of Societies, SAS Nagar, Punjab vide Certificate No 4352 of 2012-13 dated 27.09.2012 including previous and current amendments/incorporations. A copy of the same is enclosed as Appendix-2.

2. Definitions and Interpretation: In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

- (i) "**Bye-laws**" means the Bye-laws framed under *Rules 33, 34 (viii)* of the Rules and Regulation of CIAB Society;
- (ii) **Central Government** means the Government of India represented by the Department of Biotechnology, Ministry of Science and Technology Headquartered at New Delhi;
- (iii) **CEO**: shall mean the Chief Executive Officer of the Institute.
- (iv) **Chairperson** means the Chairperson of the Governing Body of the CIAB Society.
- (v) **Finance Committee** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (Appendix-3).
- (vi) "**Financial Year**" means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India;
- (vii) **Governing Body/Body** means the Governing Body of the Institute in terms of *Rule 20* of the Rules and Regulations of CIAB Society;
- (viii) **Head of Administration**: Controller of Administration (CoA) of CIAB shall be Head of Administration for all administrative and financial matters of the Institute and assist Chief Executive Officer of the Institute in accordance with Rules and Regulations of the Society for administrative and financial matters. In absence of CoA, senior most officer from administration, duly authorized by the Chief Executive Officer, would be construed as Head of Administration.
- (ix) **Head of the Institute**: shall mean the Chief Executive Officer of the Institute appointed under the Rules and Regulations of the CIAB Society.
- (x) **Institute**" means the Center of Innovative and Applied Bioprocessing.
- (xi) **Non-Member of Governing Body/Finance Committee/Scientific Advisory Committee**: shall mean any officer of the Department of Biotechnology/Institute who shall be part of such committee/Body as may be decided by the Governing Body but shall not have any voting rights in the proceedings of GB/FC/SAC. Such members shall have important advisory role and their advice shall be duly considered by GB/FC/SAC. The number of such non-members shall not be more than "TWO" in any such Body/Committee of the Institute.
- (xii) **President**: shall mean the President of CIAB Society in terms of *Clause 2 (e)* of the Rules and Regulations and shall invariably be Minister of Science and Technology, Government of India

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Department of Biotechnology

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- (xiii) **Rules and Regulation** shall mean the Rules and Regulations of CIAB Society filed with the Registrar of Societies, SAS Nagar, Punjab vide Certificate No 4352 of 2012-13 dated 27.09.2012.
- (xiv) **Society** means the Center of Innovative and Applied Bioprocessing Society herein referred as '**CIAB Society**' registered under the Societies Registration Act (Act XXI of 1860) in the office of Additional Registrar of Societies, SAS Nagar, Punjab.

(Words imparting the singular number shall include the plural number. Words imparting the masculine gender shall include the feminine gender as per context mutatis mutandis)



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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CHAPTER- I CONSTITUTION & GOVERNANCE

1. Constitution of CIAB Authorities:

- 1.1. **Society:** shall be as per *Rule 3* of the Rules and Regulations of CIAB Society with Minister of Science and Technology, Government of India as President of the Society. A copy of Memorandum of Association and Rules & Regulations of CIAB Society is annexed as Appendix-2.
- 1.2. **Governing Body:** shall be as per *Rule 20* of the Rules and Regulations of CIAB Society with Joint Secretary (Admn) also being member of the Governing Body (vide DBT Order No. BT/AI/14013/4/2016 dated 04th July, 2016).
- 1.3. **Finance Committees:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (Appendix-3).
- 1.4. **Scientific Advisory Committee:** shall be as per *Rule 60* of the Rules and Regulations of CIAB Society.
- 1.5. **Business Advisory and Product Development Committee (BAPDC):** shall be as per *Rule 67* of the Rules and Regulations of CIAB Society.

2. Conduct of Business of CIAB:

- 2.1. **Society:** shall be in accordance with *Rule 4 to Rule 19* of the Rules and Regulations of CIAB Society.
- 2.2. **Governing Body:** shall be in accordance with *Rule 21 to Rule 44* of the Rules and Regulations of CIAB Society.
- 2.3. **Finance Committee:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (Appendix-3).
- 2.4. **Scientific Advisory Committee:** shall be in accordance with *Rule 59 to Rule 65* of the Rules and Regulations of CIAB Society subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
- 2.5. **Business Advisory and Product Development Committee (BAPDC):** shall be in accordance with *Rule 66* of the Rules and Regulations of CIAB Society subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
- 2.6. **Other Committees:** constituted by the Governing Body to achieve the objectives of the Society.
 - 2.6.1 **Building Committee:** Will be constituted by the Institute with the approval of Governing Body. The term of the Building Committee shall be for a period of three years. Terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any civil work and/or change in the approved plan for building construction, concurrence of Building Committee is mandatory.
- 2.7. The current composition of Society, Governing Body, Finance Committee and Scientific Advisory Committee is placed as Appendix-3 as approved by DBT.

3. FUNCTIONS AND POWERS OF VARIOUS AUTHORITIES:

3.1. President of the Society: shall be in accordance with Rule 6, Rule 12, Rule 13, Rule 18 and Rule 19 of the Rules and Regulations of CIAB Society.

3.2. Governing Body:

3.2.1. To recommend appointments to various posts of the Institute to achieve the objectives of the Society in accordance with the Recruitment Rules or as recommended by Government of India.

3.2.2. The functions and powers of the Governing Body shall be in accordance with Rule 32 to Rule 34 of the Rules and Regulations of the CIAB Society subject to the provisions of Government of India as indicated below :

3.2.2.1. Ministry of Finance, Department of Expenditure OM No F. No 8(4)E-Coord./84 dated 15.10.1984. Copy of the OM is annexed as Appendix-4.

3.2.2.2. Fundamental Rules and Supplementary Rule's.

3.2.2.3. General Financial Rules, 2017.

3.2.2.4. Any other rules/instructions issued by Government of India from time to time applicable on Autonomous Institutions funded through government grants.

3.3. Chairperson of Governing Body:

3.3.1 shall be in accordance with Rule 48 & Rule 49 of the Rules and Regulations of CIAB Society subject to Clause 3.2.2 of these BYE-LAWS.

3.3.2. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **ANNEXURE-1** to these Bye-Laws.

3.3.3. In the event of indisposition of the CEO, CIAB for a period not exceeding 90 days due to emergent/urgent/medical/personal/other reasons, Chairman, through Administrative Department shall make interim arrangement for the entire duration of indisposition of the CEO, CIAB. Such in-charge CEO's shall be responsible for overseeing only day to day functions of the Institute and shall not have any powers in matters of appointment/promotion/finalization of tenders. During the temporary arrangement period, in-charge CEO shall have only the financial powers as outlined vide S.No 2 of Annexure-1 to these Bye Laws so as to meet the working expenses of the Institute. All important financial decisions involving expenditure above Rs 1.0 Crores including policy decisions shall be executed only with the prior approval of Chairman /Governing Body. For the period of indisposition of the CEO exceeding 90 days, approval of President of the Society i.e. Hon'ble Minister shall be obtained by the Chairperson, Governing Body to continue with the temporary charge arrangement.

3.4. Chief Executive Officer of CIAB: shall be in accordance with Rule 50 to Rule 55 of Rules and Regulations of CIAB Society, Recruitment Rules of CIAB, powers delegated to him by the Governing Body subject to Clause 3.2.2 of these BYE LAWS. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **ANNEXURE-1** to these Bye-Laws.

3.5. Controller of Administration: shall be Head of Administration and Financial matters and shall exercise such powers and discharge such functions as delegated to him by the Governing Body/Chief Executive Officer subject to Recruitment Rules of CIAB and clause 3.2.2 of the Bye-Laws.

3.5.1. He shall directly report to Chief Executive Officer for all non-scientific matters.

- 3.5.2. He shall be responsible for conduct of meetings of the Society, Governing Body, and placement of Annual Reports, before them as per schedule in accordance with Rules and Regulations of CIAB Society.
- 3.5.3. He shall on behalf of the Institute and as authorized by the Governing Body/Chief Executive Officer of the Institute enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Body/Chief Executive Officer and shall exercise such powers and perform such duties as may be specified by the Governing Body/Chief Executive Officer of the Institute. He shall also be responsible for settling all the audit paras pertaining to the administrative matters of the Institute.
- 3.5.4. He/she shall exercise financial powers in accordance with Delegation of Financial Powers annexed as **ANNEXURE-1** to these Bye-Laws.

3.6 Associate Director (Departmental Heads) of the Institute:

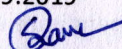
- 3.6.1** They shall be Discipline/Mission Heads of three scientific departments of the Institute namely
- (i) Department of Biotechnology & Synthetic Biology
 - (ii) Department of Chemical & Bioprocess Engineering
 - (iii) Department of Food Engineering & Nutrition and Bio-Product Chemistry

and any other Department the Institute may so form for realizing the objectives of the Society.

3.6.2 They shall be essential members of Scientific Advisory Committee.

3.6.3 Where new Departments/partnerships are developed with outside agencies (public/private national/ international), they shall execute their roles within the parameters of the agreement executed by the Institute with these agencies and duly approved by the Governing Body.

4 DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS: for various Authorities of the Institute shall be governed by **ANNEXURE-1** of these Bye-Laws.



CHAPTER – II FINANCE AND ACCOUNTS

5. Funds: The funds of the society shall consist of the following:

- a. Recurring and Non-recurring grants made by the Central Government.
- b. Fees and other charges received by the society.
- c. All monies received by the society by way of grants, gifts, donations, endowments (as per provisions of IT Act 1961) , sponsorships and/or other legally valid contributions from individuals and bodies corporate or societies.
- d. All funds received by the society shall be paid into the society's account with Treasuries/ Sub-Treasuries like the Reserve Bank of India, Nationalized Banks and their subsidiaries.

6. User Charges: 'User Charges' are an important component of the non-tax revenues of the Institute.

- a. **Identification of User Charges:** the Institute shall identify all the areas/activities/services/products/processes/technologies etc. that have scope of IPR, patenting & commercialization and shall levy at such rates as may be duly approved by Governing Body on a permanent basis and temporarily for a period of not more than 6 months if the same are levied with the approval of the Chief Executive Officer of the Institute.
- b. **Review of User Charges:** there shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a duly constituted Committee which shall compulsorily have representation of officials of Department of Biotechnology (as decided by the Government). The recommendations of the Committee shall be placed for approval of the Governing Body in the following GB meeting following which the new rates shall be applicable as duly notified by the Institute.
- c. **Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering its recurring expenditure which is funded through Government Grants. The Institute shall also enter into annual Memorandum of Understanding (MoU) with Department of Biotechnology, Govt. of India at the start of each financial year in terms of Rule 229 (xi) of GFR 2017 before end of 1st quarter of the financial year to realize its objective.
- d. **Components of User Charges:** The current rates of user charges are given in **ANNEXURE-2** of the Bye Laws. Any change in the items / activities for which user charges will be charged will be decided with the approval of Governing Body from time to time.

7. Preparation of Budget Estimates: Not later than the 1st August of each year the Chief Executive Officer shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:

- a. All Recurring Expenditure including Salary component which shall be prepared separately.
- b. All Non-Recurring Expenditure which shall include Capital Costs.

- c. All estimates of incomes including extra-murals & user charges shall be part of non-tax revenues.
- d. Statement of Income and Expenditure.
- e. Demand for Grants required from the Government.

Should it be proposed, during the course of a financial year, to finance any scheme approved by the Governing Body which has not been included in the estimates for that year, the sanction of the Body, shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from Government, or by re-appropriation within the sanctioned estimates or through extra-mural grants/funding through other sources.

8. Sanction of Budget Estimates:

- a. In the first week of August every year, the Chief Executive Officer shall send the Budget estimates for the next financial year before the Finance Committee for the remarks and recommendations of the Finance Committee. The budget estimates shall be submitted for approval of the Governing Body after the recommendations of the Finance Committee in such manner and at such time as decided by the Governing Body. The budget estimates for the next financial year shall thereafter be submitted to the Government of India for approval by not later than the 30th September in each year.
- b. The approval of the Governing Body or the competent authority, through the Delegation of Financial & Administrative Powers, as the case may be, shall be necessary for implementation of all schemes proposed to be financed from the funds of the Institute.

9. Appropriation:

- a. All expenditure within the budget grant shall be approved and sanctioned by the authorities as per **ANNEXURE-1** to these Bye Laws.
- b. The funds of the Institute shall not be appropriated for expenditure on any item/scheme which has not been approved in the budget estimates by the Governing Body.

10. Re-Appropriation: from one head to another head shall only be done with the prior approval of Department of Biotechnology.

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the Competent Authority as defined in the Delegation of Financial & Administrative Powers.
- b. The Chief Executive Officer shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- c. The Head of Administration of the Institute shall have powers of Head of Office (as laid down in DFPRS) to sanction an expenditure of a miscellaneous or contingent nature etc. as prescribed by the Governing Body from time to time.
- d. The Chief Executive Officer shall maintain oversight over expenditure against all the grants. In case where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Body's approval and obtain the supplementary grant before incurring the expenditure.

- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.
- f. The Chief Executive Officer of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts as may be specified by the Governing Body from time to time.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and as such other conditions as the Governing Body and the Central Government may like to impose from time to time.

12. Advances:

- a. A rolling advance of a sum to be fixed from time to time by the Governing Body may be kept by the Finance Officer and any other Authorized Officer for cash payments against contingent expenditure approved by competent authority. Setting off expenses made under the rolling advance and replenishments shall be as per GFRs /Indian Accounting Standards.
- b. Imprest advances shall be payable to staff for meeting contingent expenditure, as approved by the Chief Executive Officer. The grant of such approvals shall be on a case-to-case basis and the periods for holding advances and settling of accounts against drawn imprests shall be explicitly mentioned within the approval document. All running/rolling imprest shall be settled/surrendered/ adjusted automatically on 31st March of each FY.

13. Execution of Contracts on behalf of the Institute: All agreements, contract, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by the Controller of Administration for and on behalf of Chief Executive Officer of the Institute except for the contract agreements, affidavits, MoUs signed by

- a. Chief Executive Officer with the Governing Body.
- b. Controller of Administration with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Body to be signed by the Chief Executive Officer of the Institute.

The HEAD of Administration shall be responsible for keeping a centralized record of all the contract agreements, affidavits, MoUs signed/executed by the Institute except for the contract agreement signed by Controller of Administration with the Institute which shall remain in the custody of the Chief Executive Officer of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Body and the Chief Executive Officer of the Institute shall have full powers to call for all or any of the agreements, contract, affidavits, MoUs executed by the Institute from Head of Administration who shall promptly provide the same as and when required.

14. Investments:

- i. The funds of the Institute may be invested only in such manner as may be prescribed by the Government of India as per GFRs.
- ii. All investments of the funds of the Institute shall be made in the name of the Institute. All purchases, sales or/alterations of such investments shall be effected and all contracts,

transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Chief Executive Officer on behalf of the Governing Body. The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration of the Institute.

- iii. Head of Administration or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds:

- i. **Receipts:** All moneys received for or on behalf of the Institute shall be placed in savings bank account in the name of the Institute with the nationalized banks or their subsidiaries.
- ii. **Payments:** Payments by and on behalf of the Institute shall be made by cheques or electronic transfers. All cheques/ authorizations for electronic transfers will be signed by any two of the following with prior approval of the CEO:
 - a) Finance Officer.
 - b) Head of Administration or Authorized Officer.
 - c) Chief Executive Officer.
- iii. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Chief Executive Officer or by an officer to whom the power has been delegated by the Chief Executive Officer.
- iv. All cheque books will be kept in the personal custody of the Finance Officer or any other person as may be authorized by the Chief Executive Officer on his behalf.
- v. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Chief Executive Officer.
- vi. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Chief Executive Officer for this purpose before these are passed by the Finance Officer for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Finance Officer. The monthly pay and allowance bills shall be submitted by the Finance Officer to Chief Executive Officer through Controller of Administration and passed for payment by him. Payment will be made by means of demand drafts or cheques or online bank transfer as the case may be.
- vii. **Any domestic outstation tour of the**
 - a) employees of the Institute shall be sanctioned by the CEO for officials in Level-12 and above and for the employees of Level-11 and below the concerned Controlling Officer shall be the sanctioning authority. The TA bills shall be countersigned by the Controlling Officer for employees in Level 11 or below. No countersigning of TA bills will be required for TA claims of officers in Level-12 and above.
 - b) In the case of tour of CEO of the Institute, any domestic outstation tour exceeding **05 days** in a month in single visit (*with prefixing and suffixing of gazetted holidays/Saturdays and Sundays*) intimation to the Chairman, Governing Body for stay shall be obtained. If during any such outstay, leading to indisposition of the CEO for any reason (*personal/medical/otherwise*), he will immediately inform the Chairman and also the Nodal Officer in the Department regarding his indisposition,

subsequent to which, the Chairman shall invariably invoke the provisions of Clause 3.3.3 of the Byelaws.

c) In the event of untimely demise of the Chief Executive Officer; Nodal Officer, Department of Biotechnology shall inform the same to Chairman and Joint Secretary/Administration, Government of India. Provisions of Clause 3.3.3 of the Byelaws shall then be invoked by the Chairman with due approvals of the President of the Society i.e. Hon'ble Minister.

viii. **Foreign Tours and Air Travel:** Guidelines issued by the Department of Biotechnology and/or by the Ministry of Finance from time to time on foreign travel/air travel shall be strictly adhered to. Budget under separate head for "*Foreign Travel Expenses*" shall be got approved at the beginning of the financial year from the Governing Body. Under no circumstances, expenditure in excess of the approved budget shall be incurred nor any funds shall be re-appropriated to meet expenses on foreign travel account without the prior approval of the Governing Body.

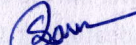
16. Accounts:

- i. The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.
- ii. The Finance Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body in consultation with the Central Government. Such an officer will be responsible to the Controller of Administration for accuracy and completeness of the accounts of the Institute.
- iii. The Finance Officer will be responsible to the Controller of Administration for the accuracy and completeness of the accounts of the Institute. The Finance Officer shall also render necessary advice to the Chief Executive Officer in all proposals involving financial implication.

17. Annual Accounts, Audit and Results of Audit: The accounts of the Institute shall be subject to the CAG audit, internal audit and annual audit by the Chartered Accountant(s) appointed according to *Rule 72 to Rule 74* of Rules and Regulation of CIAB Society and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- i. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:
- ii. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained;
 - a) A proper Charter of Accounts is maintained and complied with;
 - b) An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
 - c) A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);

- d) Proper stores account and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
 - e) A system of reporting to the Governing Body on losses of cash, stores and other assets after proper investigation is followed.
 - f) All tax and legal compliances are maintained.
 - g) All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology are made on time.
- iii. To achieve this audit task, the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfilment of such verification as above.
- iv. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of CIAB Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- v. Disposal/Write off of items shall be as per GFR provisions.
- vi. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded annually to the Governing Body and to the Department of Biotechnology, Ministry of Science and Technology latest by 30th September each year for placing before the Parliament as per GFRs and also to the other authorities/bodies as directed by the Body.



CHAPTER –III LEGAL COMPLIANCES

The Chief Executive Officer of the Institute shall ensure all statutory compliances of the Institute w.r.t law of the land namely

18. Societies Registration Act (Act XXI) 1860, (Punjab Amendment Act 1957):

- a. All provisions of the above Act shall apply to the Society.
- b. A list of Governing Body members shall be submitted annually to the Registrar of Societies as required by the Section 4 of the above Act.
- c. Any kind of amendment in the constitution of the society shall be made and reported to the Registrar of Societies as per Section 12 & 12A of the above Act.

19. Tax compliances: The society shall comply with all direct & indirect taxation requirements as stipulated by the Department of Revenue, Ministry of Finance and applicable to the institute. These relate to Income Tax (Income Tax Act 1961), Service Tax (Chapter V of the Finance Act 1994), Customs Act 1962, any prevailing act relevant to tax and their respective Rules. All returns as required by the tax laws of the Indian Union shall be submitted by the institute, by the designated staff under intimation to the Governing Body.

20. Contract law and interpretation:

- a. All goods & services contracts entered into by the institute through its designated staff shall be for and on behalf of the Chief Executive Officer of the Institute.
- b. All contracts entered into by the institute shall be subject to the provisions of the Indian Contract Act 1872 and Rules thereof. Representations & Warranties within the contract shall be interpreted as per provisions of the Indian Contract Act and its rules.

21. Other legal compliances: The Institute shall comply with and submit returns required for all laws of the Indian Union, established by the Central Government and the State Government for Punjab State, by designated staff under intimation to the Governing Body, related to operations of the institute and covering staff, environment and occupational issues.

22. Legal proceedings:

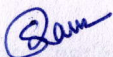
- a. The Society may sue or be sued in the name of the President of the Society, or his authorized representative, as per Section 6 of the Societies Registration Act 1860 (Act XXI).
- b. No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/staff of the institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-laws made there under.
- c. The Chief Executive Officer of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform to the Governing Body or its authorized representative and in line with the Advocates Act 1961 and rules thereof.

23. Indemnity, Surety & Guarantees:

- a. The Institute shall be indemnified against all third-party claims arising out of its operations or the acts of its staff acting in private/unauthorized capacity, as per Section 124 of the Indian Contracts Act 1872.
- b. The Institute shall not enter into a contract of guarantee regarding its operations or that of its staff, as understood under the Indian Contracts Act 1872, until unanimously approved by the Governing Body.
- c. The Institute shall not provide any surety for the results of its operations or the performance of duties by its staff and their whole conduct intrinsic to their employment, employment terms and extrinsic to it.

24. Arbitration: Arbitration entered into by the institute shall be as per provisions of the Arbitration & Conciliation Act 1996 and amendments thereof.

25. Jurisdiction: In cases of any disputes arising between the institute and others, the jurisdiction of High Court of Punjab and Haryana at Chandigarh in which the Institute is situated shall apply.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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CHAPTER IV

ACADEMIC & INSTITUTIONAL SPECIFIC ISSUES

26. Scholarships, Fellowships, Grants-in-aid, Special Programs, Faculties etc.:

- i. In order to carry out the objectives of the Institute as set forth in the Rules and Regulation of CIAB Society and Cabinet approval, the Governing Body may institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and project subject to provisions of Clause 3.2.2 of these Bye Laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars, register them for a Ph.D. degree as per CIAB mandate in any University or academic institution, which has acquired the status of a University subject to provisions of Clause 3.2.2 of these Bye Laws. These students will be registered with a Scientist of CIAB as supervisor/guide.
- ii. The terms and conditions of above activities shall be as may be decided by the Chief Executive Officer, recommended by the Governing Body and approved by the Central Government.

27. Professor of Eminence / Science Chair Professorship/Emeritus Scientists

The institute may engage above positions of Professor of Eminence/ Science Chair Professorship/Emeritus Scientists to speed up research in high priority areas or to take up new areas related to the mandate of the institute as per the guidelines approved by the Department of Biotechnology.

28. Visiting Scientists/Scholars

The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities/ to deliver lectures. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Council. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the institute. The honorarium of scientist/ scholars will be decided by the institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work and 1-3 day for delivering lectures and research planning etc.

29. Consultant

The institute may hire consultants on contractual basis for conducting specific work for a specific period upto one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultant should not be more than 5 percent of total approved staff of the institution. The institute will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of

retired Government Officers'. The consultancy shall be governed by Consultancy rules as per Annexure-6.

30. Sabbatical: The Institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per CIAB's mandate. The institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be got approved from the Central Government.

CHAPTER V

GENERAL PROVISIONS

31. Recruitment and Promotion Rules: The Chief Executive Officer or authority to whom the power shall lie under the CIAB Recruitment Rules shall with the approval of the approving authority, appoint against regular sanctioned posts of the Institute such of the persons selected through due process as defined in the CIAB Recruitment Rules to achieve the objectives of the Institute. In this regard, the instructions contained in the approved **CIAB Recruitment Rules - 2017**, annexed as **ANNEXURE-3** shall prevail at all times.

32. Engagement on Contract Basis: The Chief Executive Officer shall, on the recommendations of the duly constituted committee against advertised positions be competent to engage a person on contract basis

- i. **Project staff** whose term shall be co-terminus with the terms of project and project duration. There shall be in no case any regularization of such project staff against regular sanctioned posts in the Institute and contract terms and conditions, remuneration of such project staff shall be clearly spelt out in the contract agreement. The project staff so engaged shall however be covered under the Code of Conduct of the Institute for Employees on Contract Basis dealt separately in these Bye Laws. Maternity benefits to female project staff shall be as per guidelines issued by Ministry of Women and Child Development. Other benefits like leave, medical, travel etc. shall be clearly spelt out in their contract agreement. Controller of Administration shall be the authorized officer to enter into and execute the contract.
- ii. Chief Executive Officer of the Institute shall in subsequent meeting of the Governing Body place before it the statement of contractually engaged staff/consultants in the interim of two GB meetings for their information.

33. Service conditions :

- i. All employees appointed against regularly sanctioned positions of the Institute shall be governed by the provisions of the Central Civil Services (*Conduct*) Rules 1964 & Central Civil Services (*Classification, Control and Appeal*) Rules, 1965 in force and as amended from time to time.
- ii. Service of employees in the Institute under these Bye Laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- iii. Contractually engaged staff shall be governed by the contract conditions. The Code of Conduct framed for such staff is annexed as **ANNEXURE-4** which has the approval of the Governing Body.

34. Disciplinary and Appeal Rules: The Institute shall at all times follow CCS (CCA) Rules 1965 and amendments thereof, in matters of violation of Conduct Rules applicable to regularly appointed employees. The delegation of authorities to initiate Disciplinary proceedings under the Rules against delinquent employees shall be as under:

- i. **Disciplinary Authority:** shall be the appointing authority or any higher controlling authority of the delinquent employee under whom the employee is working whichever is

higher to the appointing authority. Appointing Authority is mentioned in Recruitment and Promotion Rules.

- ii. **Appellate Authority:** shall be the authority higher than the Disciplinary Authority.
- iii. **Reviewing Authority:** shall be the authority higher to the Appellate Authority.

35. Residential accommodation may be provided, subject to availability, eligibility and entitlement, to eligible scientists/staff according to Government of India (Directorate of Estate guidelines) rules in force.

36. Estate Officer: Controller of Administration / Engineer (Civil), as the case may be, shall be the Estate Officer in terms of PPE Act for the purpose of being custodian of land records and coordination with land agencies, developmental authorities, municipal corporations/nagar nigam and state government.

37. Leave Rules:

- i. CCS(Leave) Rules shall be applicable to regular employees of the Institute
- ii. For contractual employees including women employees, contract terms and conditions shall prevail. Maternity benefits to contractual women employees and project staff shall be regulated as in terms of Maternity Benefit Act.

38. Medical Benefits: CIAB will follow CS (MA) rules, 1944 in accordance to the Govt. of India rules *mutatis-mutandis* in respect of regular employees.

39. Mechanism of dealing complaints against Sexual Harassment at Work Place: The Institute shall follow Government of India Guidelines so as to fulfill its statutory obligations in this regard. Chief Executive Officer is authorized to constitute Complaints and Redressal Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Chief Executive Officer who shall initiate appropriate

- i. Disciplinary action in case of regularly appointed staff in terms of Conduct Rules and CCS (CCA) Rules of Government of India.
- ii. Implement relevant clauses of Contract Agreement in cases of Contractual employees.

40. Performance Management System: All employees (regular and contractual) employed by the Institute shall be appraised annually for their performance achievement against planned outcomes of each financial year through the system of APAR (Annual Performance Appraisal Report) by 31 October of next financial year. Format of appraisal shall be similar to the format being used in DBT for Annual Performance Appraisal Report for all positions in the institute. The review and reporting of the official shall cover scientific/technical/administrative achievements, personal attributes, integrity, health, ability to shoulder higher responsibilities, awards and penalties during the period of appraisal, etc. The appraisal shall be an important document while considering employees promotion/MFCS/renewal-review of contract and other relevant decisions.

- 40.1** Annual Medical Examination (AME) for all the regular officers above 40 years of age is mandatory. The guidelines of Ministry of Health and Family Welfare issued vide communication No. A.17020/1/2010-MS dated 21.10.2011 amended from time to time shall be adhered to. The AME report shall be part of APAR.

41. Pay and Allowances:

- i. **For regular employees:** Government of India, Department of Expenditure/Department of Biotechnology instructions, Fundamental Rules of Government of India shall prevail at all times. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- ii. **For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

42. Miscellaneous Provisions:

i. Intellectual Properties:

- a) All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation/ presentations/ published work in national/ international forums / journals shall be the intellectual property of the Institute and Department of Biotechnology (in cases where the cost of the project is funded by Central Government grants/schemes, fellowships, etc) and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copy right Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013. This Policy may be subject to change but it can be applied consistently to arrive at a position that is as equitable as possible to all parties concerned.
- b) Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the institute related to the objectives of the Institute. This information may be in print or electronic forms.
- c) The Chief Executive Officer shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the Institute, the person(s) or organization(s) in whose name(s) such patents are to be taken and propose in such manner the distribution of the profits if any accruing from such patents.
- d) The Chief Executive Officer shall place before the Governing Body a six monthly statement of

42.i.d.1 patents filed in the period.

42.i.d.2 amount of income generated consequent to commercial exploitation of these patents and its distribution thereof to various heads (*like Institute Income, Program Division, Govt. of India, etc*).

42.i.d.3 the distribution of income generated out of commercial exploitation of all the patents filed by the Institute shall have specific approval of Government of India, Department of Biotechnology in each such case of commercial exploitation of patents in the country or abroad.

The guidelines for licensing of Intellectual Property Rights and Technology by CIAB are enclosed as **ANNEXURE-5**.

ii. Information Protection:

- a) All information related to the Institute and generated by the normal operations of the Institute and its employed/ contractual staff shall be covered by the provisions of the Indian IT Act 2000 and the IT Amendment Act 2008/ other amendment acts notified in the Gazette of India from time to time.
- b) The Chief Executive Officer shall issue suitable instructions for protection of electronic information through back-ups and otherwise, as deemed necessary from time to time.

iii. Contribution to Scientific Periodicals: Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall contain the Institute's and Department of Biotechnology's name and the content/data of the contribution shall be the sole property of the Institute and Department of Biotechnology, the record of which shall be maintained by administration. A copy of every such contribution shall be got approved from the Chief Executive Officer before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Chief Executive Officer.

iv. Extra mural lectures: Members of the staff of the Institute may, with the prior permission of the Chief Executive Officer, accept invitations to give lectures in their field of work to Universities or learned societies within the country, provided such lectures do not interfere with their work at the Institute.

v. Examiner-ships: Members of the staff of the Institute may, if invited to do so, and with the prior intimation of the Chief Executive Officer, accept university examiner-ships normally only for the post-graduate students preferably at doctoral level.

vi. Seminars, conferences, symposium, workshops, training: Chief Executive Officer or any of staff of the Institute may be deputed by the Chief Executive Officer/Chairman, Governing Body/Government of India to attend scientific conferences, symposia, congress, brainstorming sessions, business or collaboration meetings or interactions etc. in the country. If however, such conferences, symposia, workshops, seminars, lectures are held outside the country, then the guidelines issued by the Department/Government of India on foreign deputation, foreign travel and foreign hospitality shall be adhered to on each such occasion/event.

43 Consulting/Royalty services of externally sponsored research projects: The Institute may render consulting services/conduct sponsored research projects to/for other organizations related to its objectives through its institutional framework and as approved by the Chief Executive Officer under intimation to the Governing Body. All consulting services/ sponsored research projects shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Chief Executive Officer or his authorized representative subject to:

- i. That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
- ii. The Chief Executive Officer shall appoint staff to the consulting assignment(s)/ sponsored research projects as deemed appropriate by him. In case of consulting assignments/ sponsored research projects brought to the Institute through its staff, the staff member initializing the assignment shall be given priority in appointment to the assignment.
- iii. All consulting/ sponsored research assignments shall be contracted by the Institute in its own name on approval of the Chief Executive Officer. No staff member employed by the Institute shall enter into any private consulting/ sponsored research assignments independent of the Institute and such acts will be deemed as a breach of Conduct Rules as defined by the CCS 1964 Act & rules thereof.
- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of receipts sharing between the institute and its staff in such assignments shall be normally in the ratio of 50:35:10:5 in respect of Institute: Concerned Research Team: Supporting Staff: CIAB Staff Welfare Fund respectively as detailed in guidelines at **ANNEXURE-6**. The 50% Institute's share shall be credited as revenue to the Institute.
- v. The guidelines for consultancy by CIAB are enclosed as **ANNEXURE-6**.

44 Collaboration with other institutions of repute:

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives. The collaborations shall be made by the Chief Executive Officer under intimation to the Chairman, Governing Body and Administrative Ministry. In cases of international collaborations, prior clearances of Government shall be taken.
- ii. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaborations shall be approved by the Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- iii. All approved collaborations shall be effected through legally sound term-sheets under approval of the Chairman, Governing Body and the Administrative Ministry.
- iv. Collaborations with the Industry (private/government-national/international) shall be done only with the prior approval of the Governing Body provided for all international collaborations the prior permission of the Government shall be obtained. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
- v. Collaborations with institutions are generally understood to be sharing of facilities (*with applicable and approved user charges*), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary

बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

45 Endowments:

- i. **Endowments for institution of Chairs** can be instituted by donating a sum of not less than Rs. Five Crores or equivalent US Dollars as corpus fund by an individual or trust or body corporate after the approval of the Governing Body.
- ii. The Chair can be named after an institution or an individual in any specific branch of the institute's research objectives or a subject of inter-disciplinary area.
- iii. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- iv. The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount; *provided also that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the endowment;*
- v. The Chief Executive Officer shall invite eminent academicians or jurists to occupy the chair on the basis of the recommendations of a duly appointed Selection Committee in which a representative of the funding individual/agency is there.
- vi. The institute shall organize endowment lectures in honor of the person, the donor would like the Institute to organize. For this, the donor shall make a contribution of Rupees Ten Lakhs or equivalent US Dollars to the Institute. The series of lectures delivered would be published in the form of a book for circulation.

46 RETIREMENT BENEFITS :

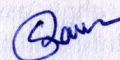
i. Only for Regular Employees:

- a) The age of superannuation of all employees of the Institute shall be sixty (60) yrs or as notified by the Central Government from time to time
- b) Shall subscribe to New Pension Scheme.
- c) Gratuity and leave encashment benefits shall be regulated by Government of India instructions.

47 CIAB Employees Welfare Fund: There shall be an employees welfare fund for all the employees (regular/contractual) of the Institute in terms of **ANNEXURE-7** to these Bye-Laws so as to achieve the Institute's objective towards its corporate social responsibility.

48 Compassionate Appointments: All compassionate appointments shall be regulated as per Department of Personnel & Training (DoP&T) OM No. 14014/6/2012-Estt.(D) 16.01.2013, subject to amendments thereto from time to time. Chief Executive Officer shall have full powers to appoint any dependent major (*not below 18 years*) family member of the bereaved family of an employee of the Institute dying while on duty or in harness, after following the due procedure as laid down in the DoP&T O.M. dated 16.01.2013 referred above, subject to the following:

- i. Such appointments shall be restricted to Level 5/Group C posts and below.
- ii. Such appointment is made only in favour of only one of the legal heirs of the deceased provided if such appointment is made in favour of spouse of the deceased, then educational



qualifications shall not be insisted upon in case of widows for appointments in Level 5 and below.

- iii. The candidate who is offered appointment on compassionate grounds (other than the widow), the essential qualification should be at least be 10th pass.
- iv. Posts filled on CG shall be exempt from reservation rules.
- v. Cases of compassionate appointment should be preferably finalized in 8 months and application to that effect may be taken from the 1st surviving legal heir of the deceased as to who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow shall have full rights to take appointment for self or any of her major wards.

49 Custodian of Assets of the Institute: The Controller of Administration shall be the custodian of the assets of the Institute in the Institute or outside and shall maintain and keep a record of these in a manner prescribed as per GFR's. The disposal/write off of any of the asset or part thereof shall be governed by GFR's. He may authorize such officers who shall be responsible for safety, maintenance, inventory and updating records, stock registers of the assets as per GFR's created/procured from government/non-government funds.

50 Conflict resolution: In case of a doubt regarding the interpretation of any of the provisions of these Bye-laws, the matter shall be referred to the Governing Body for a decision. In the event of their being any inconsistency between the Rules and Regulation of CIAB Society, Bye-laws of the Institute and Government of India rules/instructions, the provisions of the Government of India shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Body or Government of India shall be the final. Governing Body of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Biotechnology for necessary clarifications.

51 Review, Display and Notification of the Bye-laws: There shall be compulsory review of these Bye-Laws every five years by a duly constituted committee approved by the Governing Body having compulsory representation of Government of India. The reviewed Bye-laws shall be placed for approval of the Governing Body in subsequent GB meeting which shall then be forwarded by the Chief Executive Officer of the Institute for the approval of the Bye-Laws from the Department of Biotechnology. Approved Byelaws shall be displayed on the Institute website or noticeboard for a period of 10 days before being notified by the Institute. Only after the notification, the new Byelaws shall come into effect from the date of notification.

52 Power to relax, amend, modify, repeal: Notwithstanding anything contained in these Bye-Laws, the

- i. Governing Body with the approval of the Central Government reserves the right to **relax, amend, modify** any provisions of these Bye-laws with/without assigning any reasons thereof, with prospective effect.
- ii. However, The Central Government may on the recommendations of the Governing Body or *suo moto* reserve the right to **relax, amend, modify or repeal** any part thereof or whole of these Bye-laws with or without assigning any reasons thereof. In any event, the decision of Central Government shall be binding at all times in this regard.

APPENDIX-1

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
जैव प्रौद्योगिकी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, 7वां तल, सीजीओओ कम्प्लेक्स
लोधी रोड, नई दिल्ली-110003
Block-2, 7th Floor, C.G.O. Complex
Lodhi Road, New Delhi-110003
Tele : 011-24365071 Fax : 011-24362884
Website : <http://www.dbtindia.nic.in>

No.BT/AI/32021/01/2017

Dated : 13th November, 2019

The Chief Executive Officer,
Center of Innovative and Applied Bioprocessing (CIAB),
Mohali, Punjab

Subject:- Forwarding of approved Bye-laws of CIAB, Mohali, Punjab-reg.

Sir,

I am directed to forward herewith a copy of amended Bye-laws of Center of Innovative and Applied Bioprocessing (CIAB), Mohali, Punjab duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 6999 dated 30.09.2019.

Yours faithfully,

Encls: As above.

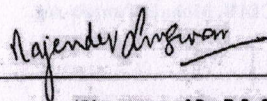
(Subodh Kumar Ram)
Under Secretary to the Govt. of India
Tel: 2436 0983

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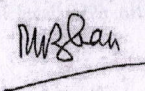

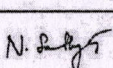
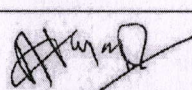
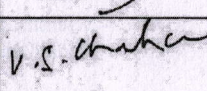
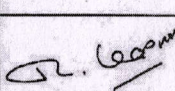
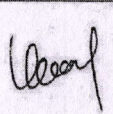
- (i) Scientist 'G' (MA) - Scientific Coordinator for CIAB, Mohali.
- (ii) Scientist 'E' (VAK) - Nodal Officer for CIAB, Mohali.

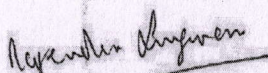
Authorization

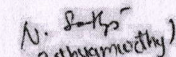
We, the undersigned who are desirous of forming a Society namely the 'BioProcessing Unit (BPU) Society' under the Societies Registration Act, 1860 (XXI of 1860) as applicable to the State of Punjab, hereby authorize Dr. Rajender Singh Sangwan, the designated Chief Executive Officer of the BioProcessing Unit to file the application for the registration of the BPU Society on our behalf in the office of the competent authority. His signatures, as signed below, are also verified.

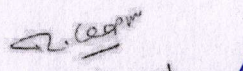


(Signatures of Dr. R.S. Sangwan)

Sr. No.	Desirous Person for BPU Society	Signatures
1	Dr. M. K. Bhan Secretary, Department of Biotechnology, Ministry of Science & Technology, Govt. of India, New Delhi	
2	Smt. A. Mitra Financial Advisor, Department of Biotechnology, Ministry of Science & Technology, Govt. of India, New Delhi	
3	Dr. N. Sathyamurthy Director, Indian Institute of Science Education and Research, Mohali, Punjab	
4	Dr. Akhilesh Tyagi Director, National Institute of Plant Genome Research, New Delhi	
5	Dr. V.S. Chauhan Director, International Centre for Genetic Engineering and Biotechnology, New Delhi	
6	Dr. Rajesh Kapur Advisor, Department of Biotechnology, Ministry of Science & Technology, Govt. of India, New Delhi	
7.	Shri Sreeshan Raghavan Joint Secretary, Department of Biotechnology, Ministry of Science & Technology, Govt. of India	


(R.S. Sangwan)


(N. Sathyamurthy)
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(Rajesh Kapur)

सुबोध कुमार राम / Subodh Kumar Ram

अवर सचिव / Under Secretary

बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology

विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.

भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

BIOPROCESSING UNIT (BPU)

In the matter of Society Registration Act, XXI of 1860 being an act for the registration of Literary, Scientific and Charitable Societies

And

In the matter of BioProcessing Unit (BPU) Society (hereinafter referred to as the Society) pertaining to Rules and Regulations of the Society for the establishment and operation of a scientific institute presently named as BioProcessing Unit (BPU) for BioProcessing Innovations, Approaches, Processes and Technologies, and their Translation.

MEMORANDUM OF ASSOCIATION

1. PREAMBLE

The primary objective of the BPU Society is to establish BioProcessing Unit, and make it to function and operate as an autonomous institution funded by the Department of Biotechnology, Government of India to undertake research and development activities relevant and related to bioprocessing innovations, approaches, processes and technologies, their optimization and translation by setting up the necessary scientific, administrative, financial, legal and technical framework, and structuring the implementation mechanism, resource management and governance system.

It is considered expedient to provide the Society a legal entity by getting it registered under The Societies Registration Act, 1860, as applied to the State of Punjab.

2. (a) **Name:** The name of the Society shall be BioProcessing Unit Society or BPU Society for short.
(b) **Office:** The registered office of the Society shall be at Knowledge City, Sector-81, S.A.S. Nagar, P.O. Manauli-140306, Mohali (Punjab).

3. DEFINITIONS AND INTERPRETATIONS:

In this Memorandum and the Rules made there under unless the context otherwise requires:

- a. "Act" means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force."
b. "Government" shall mean the concerned administrative department under the Ministry of Science and Technology of Government of India i.e. Department of Biotechnology.

Neelender Singh
(R.S. Sangwan)

N. Sathya
(N. Sathyaamoorthy)
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(Rajesh Kapur)

- c. **"BPU Society"** shall mean the body which is presented as the "BPU Society" in this memorandum of association or as constituted subsequently by the Government.
- d. **"Society"** shall mean the BioProcessing Unit Society known by the name as such or the style and manner of BPU Society or other name and abbreviation, if subsequently changed or amended by the BPU Society.
- e. **"Chief Executive Officer"** means Chief Executive Officer of the BioProcessing Unit, the autonomous institute under Department of Biotechnology.
- f. The **"President"** shall mean the "President" of the BPU Society.
- g. **"Member"** shall mean only in the context of the specific body/committee under reference and the membership has a functional significance, unless specified otherwise, only under the body/committee it is specified and assigned to operate. Accordingly, it may mean, as the case may be:
- i) The member of the BPU Society as per the constitution of the Society, or
 - ii) The member of the Society nominated by the Government
 - iii) Member of the Governing Body of the Institute
 - iv) Member of the Specified Committee or Sub-Committee of the Institute
 - v) Any other body/committee of the Society or Institute, if so constituted at that time
- h. **"Member Secretary"** means Member as well as Secretary of the BPU Society or of the "Governing Body", as contextual, as per constitution of the society. Chief Executive Officer (CEO) of the BioProcessing Unit shall be the Member Secretary.
- i. **"Expert"** shall mean a person well known in his/her field or a specialist from the field relevant or related to the subject or objectives or activities of the Society or one who can contribute/advice or help with his expertise and/or experience to achieve the objectives of the Society or advise on evolving new activities/initiatives/models relevant to the objectives of the Society.
- j. **"Eminent Scientist"** or **"Renowned/Distinguished Scientist/Technologist"** shall mean professionally well-known, distinguished, renowned person from the community of scientists and technologists.

Rajender Singh
(R.S. Sangwan)

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(N. Sathya)

Rajesh Kapur
(Rajesh Kapur)

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

- k. Words importing the singular number shall include the plural number and *vice-versa*.
- l. Words importing the masculine gender shall include the feminine gender and *vice-versa*.

4. OBJECTIVES OF THE SOCIETY

The primary objectives for which the Society is being established are:

- i. To carry out innovations, optimization, up-scaling and translation of knowledge, approaches, technologies and processes related and/or relevant to processing of biomass, agri-food, agri-produce etc.
- ii. To catalyze improvement and transformation of bioprocessing and agri-food sector through training, technological interventions, value addition, cultivating and evaluating ideas and model(s) etc. related to bioprocessing resources, processes and products etc.
- iii. To promote synergism among bioprocessing interested/relevant entrepreneurs, industrial establishments, start-up companies, resource holders, research and development institutes, educational and service institutions, individuals or innovator groups to function in partnership and/or collaborative mode
- iv. To advance and synergise innovation systems related to bioprocessing for development of value-added/new/novel products and to serve as an incubator/service platform for the common interest groups/companies/entrepreneurs etc.
- v. To facilitate testing, validation, optimization, up-scaling etc. of the technologies and processes developed by the BioProcessing Unit (BPU), National Agri-Food Biotechnology Institute (NABI) and/or public institutions and/or those available through public domain/open source and/or from other sources in India and abroad, after acquiring/adopting them through licensing/agreement/mutual understanding/consent etc. in case of proprietary issues.
- vi. To develop collaborations and new models of partnership, and to provide consultancies, services and support to bioprocessing concerned companies/entrepreneurs/co-operatives/other organizations, mainly in the primary and secondary agriculture sector.
- vii. To undertake production of novel or improved foods or food products or feeds or other products for early development and for GMP

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(N. Sathyanarayana)
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(Rajesh Kapur)

compliance with respect to quality, regulatory, environment, safety etc. parameters and certifications thereof.

- viii. To provide services, consultancies and support to the companies/co-operatives etc. in food, nutrition, agri-products, agri-business, secondary agriculture and allied areas.
- ix. To innovate, test, translate and up-scale lab-level R&D leads and outcomes related to approaches and technologies of processing biomass and biomaterials into quality products of varied human utilities including feed, food, nutrition, nutraceuticals, functional foods, phytochemicals, supplementals, additives etc. and other utility byproducts/co-products.
- x. To establish globe-wide alliances with relevant industries/institutions and provide support, infrastructural, incubatory services to relevant companies, entrepreneurs and individuals. including for dissertations or exploratory or feasibility studies/reports etc.

5. AUXILIARY AIMS AND ACTIVITIES OF THE SOCIETY

For pursuance and achievement of the above objectives, the Society aims to set up, organize, ensemble and operate expedient resources, support systems, structures, facilities etc. in place through the supplementary objectives as under:

- a. To have business/professional associates of BPU from academia, industry or the public for furtherance of the objects of the Society
- b. To accept subscriptions, grants, gifts, aids, donations, whether in cash or otherwise or of any property either movable or immovable in furtherance of the objectives of the Society on such terms as may be expedient.
- c. To accept and undertake the management of any society having objects similar to the objects of the Society, with approval of the Government
- d. To create administrative, technical and other posts, temporary or permanent for the Institute and make appointments thereto in accordance with the Rules and Regulations of the Institute.
- e. To enroll consultants, trainees, interns, project fellows, research fellows, other workers etc. on tenure, temporary, contractual, wages basis for the tasks at the Institute as expedient for the conduct of the aims and objectives of the Society.

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(R.S. Sangwan)

N. Sathya
(N. Sathya Murthy)
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R. (Rajesh)
(Rajesh Kapur)

सुबोध कुमार राम / Subodh Kumar Ram

अवर सचिव / Under Secretary

बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology

विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.

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- f. To undertake, facilitate and provide for the publication of newsletters, journals, books and other such actions for the exposition of the Institute and its aims and objects.
- g. To establish, expand and maintain laboratories, workshops, residences, library and other such amenities/facilities/utilities/provisions etc., as per functional and operational needs of the Institute, its campus and staff, and as expedient to the aims and objects of the Society
- h. To constitute or cause to be constituted regional centers of the Institute in India and abroad for the furtherance of the aims and objectives of the Society.
- i. To create, with the approval of the Government, spin-off/professional enterprises including Section-25 Company for facilitation and/or advancement and/or expansion and/or deliverable aids/mechanisms for the objectives of the Society.
- j. To subscribe the Society/Institute to any national and/or international organization having objects altogether or in part similar to those of the Society on such terms and conditions as the Society may deem fit.
- k. To enter into any agreement with any government or authority (local or otherwise) or any corporation, company, or person which may seem conducive to the Society's objects or any of them and to obtain from any such Government, authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the Society may think desirable and to carry out, exercise and comply with any such contracts, rights, privileges and concessions.
- l. To enter into collaborations, memoranda of understanding (MoUs), partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for transfer, sale, purchase, fabrication of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
- m. To hire professionals, consultants and other specialized agencies/workers for the Institute, as found necessary for handling and conduct of the business of the Society.
- n. To obtain licenses, certificates and privileges for BPU for all purposes from all persons, local authorities and the Central and State Governments, to renew the same and transfer the same in favour of any person or authorities to serve the cause of the objectives of the Society.
- o. To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society and associates of the Society with or without security, upon such terms as may be thought proper provided that the Society

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shall not carry on banking business as defined in Banking Companies Regulation Act 1949.

- p. To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
- q. To draw, issue, accept, and to endorse, discount and negotiate promissory notes, bills of exchange, delivery orders, warrants, warehouse, keeping, certificates and other negotiable or commercial or mercantile instruments connected with the business of the Society.
- r. To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concessions of the Society, with approval of the Government.
- s. To let out on hire/service all or any of the properties of the Society including every description of apparatus, appliances and facilities of the Society.
- t. To create any depreciation fund, reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds herein mentioned.
- u. To buy, sell, let on hire/service, repair, import, export, lease, trade and otherwise deal with all bioprocessing resources, facilities and supports systems as per needs of the Society to serve the objectives of the Society.
- v. To make Rules and Regulations and Bye-Laws for the conduct of the affairs of the Institute (BPU) and to add, to amend, vary or rescind one or more of them from time to time.
- w. To do all such other lawful things as are conducive or incidental to the attainment of the above objects and/or functioning of the Society and the Institute.

6. **FUNDING, RESOURCES, OPERATIONS AND MANAGEMENT OF THE SOCIETY**

- i. Grants from the Government of India
- ii. The Society may approach Government of India, or any financial institutions or sources or funding agencies for resourcing finances depending upon the policy at that time and upon the structure/requirements of the objectives of the Society at that time.

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary

बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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- iii. The Society may facilitate/ execute/ implement projects and also provide services at a service charge to be decided by the Government.
- iv. All finances in the name of the Society would be accrued/appropriated to its functionary Institute for the objects of the Society i.e. BioProcessing Unit (BPU).
- v. The Society would not have any staff of its own, whereas the Chief Executive Officer, other officers and staff of the institute (BPU) would be appointed as per Bye-laws of the institute.
- vi. All the income, earnings, movable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only, as set forth above in this Memorandum of Association or those in force at that time with the approval of the Government.
- vii. No part of income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus, profits or in any manner whatsoever to the persons/ body who are, or, at any time, have been or shall be members of the Society or Governing Body or any committee related to it or to any of them or to any person claiming through them or any of them. However, the members of the Society or any Committee related to it may be paid by the Society such travelling allowances, daily allowances and honorarium as approved by the Government or as may be provided for in the Bye-laws from time to time.
- viii. No member of the Society shall have any personal claim on any moveable or immovable properties of the Society or make any profit, whatsoever by virtue of his/her membership.

7. INTERPRETATION OF AIMS, OBJECTIVES AND ACTIVITIES OF THE SOCIETY

The institute is being established for the scientific research and development for the advancement of the knowledge in public interest and benefit. Therefore, in case of any discrepancy, the objectives would be primarily interpreted in accordance with that spirit including their consideration as for public good and as of scientific, literary and charitable nature.

8. COMPOSITION OF THE BPU SOCIETY

The names, addresses, occupations and designations of the present members of the BPU Society, to whom the management of the Society is entrusted, as required under Section 2 of The Societies Registration Act, 1860 as applicable to the State of Punjab are as follows:

Rajender Angren
(R.S. Sangwan)

N. Sathyanarayana
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Rajesh Kapur
(Rajesh Kapur)

Sr. No.	Name	Designation and Official Address	Designation in the Society
1.	Dr. M.K. Bhan	Secretary Department of Biotechnology, Ministry of Science & Technology (Govt. of India) CGO Complex, Lodhi Road, New Delhi-110003	President (Ex-officio)
2.	Smt. A. Mitra	Financial Advisor, Department of Biotechnology, Ministry of Science & Technology (Govt. of India) CGO Complex, Lodhi Road, New Delhi-110003	Member (Ex-officio)
3.	Dr. Sathyamurthy N.	Director, Indian Institute of Science Education and Research, Sector- 81, Mohali-140306, Punjab	Member Ex-officio
4.	Dr. Akhilesh Tyagi	Director, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi-110067	Member, Ex-officio
5.	Dr. V.S. Chauhan	Director International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi- 110067	Member Ex-officio
6.	Dr. B. Sesikeran	Director, National Institute of Nutrition, Indian Council of Medical Research, Hyderabad-500604	Member, Ex-officio
7.	Dr. Rajesh Kapur,	Advisor/Scientist 'G', Department of Biotechnology, Ministry of Science & Technology, (Govt. of India) CGO Complex, Lodhi Road, New Delhi-110003	Member, Ex-officio
8.	Dr. R. S. Sangwan	Chief Executive Officer BioProcessing Unit (BPU), Sector-81, Mohali-140306, Punjab	Member Secretary Ex-officio

9. DESIROUS PERSONS

We, the undersigned are desirous of forming a Society namely the 'BioProcessing Unit Society' under the Societies Registration Act, 1860 (XXI of 1860) as applicable to the State of Punjab in pursuance of the Memorandum of Association of the Society. We, the several persons, whose names & addresses are given below, having associated ourselves for the purposes described in this

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Memorandum of Association and set out several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act, 1860 (XXI of 1860), on this day of September month of year (A.D.) Two Thousand Twelve.

Sr. No.	Name & Address	Age	Occupation	Sign
1	Dr. M. K. Bhan S/o Shri S. N. Bhan Secretary, Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003	64 Years	Academician/ Scientist/ Administrator	<i>M. K. Bhan</i>
2	Smt. A. Mitra Financial Advisor, Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003	51 Years	Administrator	<i>hite</i>
3	Dr. N. Sathyamurthy S/o Shri G. Narayanasami Director, Indian Institute of Science Education and Research, Knowledge City, Sector-81, Manauli Post Office, Mohali - 140306, Punjab	60 Years	Academician/ Scientist/ Administrator	<i>N. Sathyamurthy</i>
4	Dr. Akhilesh Tyagi S/o Shri Bhagwat Prasad Tyagi Director, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, P.O. Box No. 10531, New Delhi-110067	56 Years	Academician/ Scientist/ Administrator	<i>Akhilesh Tyagi</i>
5	Dr. V.S. Chauhan S/o Shri Ratan Singh Chauhan Director, International Centre for Genetic Engineering and Biotechnology, Aruna Asaf Ali Marg, New Delhi-110067	62 Years	Academician/ Scientist/ Administrator	<i>V.S. Chauhan</i>
6	Dr. Rajesh Kapur S/o Shri Harendra Kapur Advisor, Department of Biotechnology, Ministry of Science & Technology, (Govt. of India), CGO Complex, CGO Complex, Lodhi Road, New Delhi-110003	55 Years	Scientist	<i>Rajesh Kapur</i>
7.	Shri Sreeshan Raghavan Joint Secretary, Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003	56 Years	Administrator	<i>Sreeshan Raghavan</i>

Witnesses:

1. *Suneet Verma*
(SUNEET VERMA)
MANAGER (F)
BPU, MOHALI

2. *Vikram Singh*
(VIKRAM SINGH)
MANAGER (A)
BPU, MOHALI

R. S. Sangwan
(R. S. Sangwan)

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N. Sathyamurthy
(N. Sathyamurthy)

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(Rajesh Kapur)

RULES AND REGULATIONS OF THE BIOPROCESSING UNIT

SHORT TITLE

1. These Rules and Regulations shall be called the Rules and Regulation of the BioProcessing Unit hereinafter referred to as "Rules" or "Rules and Regulations"

DEFINITIONS AND INTERPRETATIONS

2. In these Rules, the following words and abbreviations shall have the meanings given below to them, unless there is anything contrary/different in the subject or in context:
 - a. The "Society" shall mean the BioProcessing Unit Society or BPU Society formed for establishment and catalysis of performance of the Institute i.e. BioProcessing Unit, for the aimed objectives of the Society.
 - b. The "Institute" shall mean the BioProcessing Unit established by the Society for implementation of its objectives.
 - c. The "Government" shall mean the concerned administrative department under the Ministry of Science and Technology of Government of India i.e. Department of Biotechnology.
 - d. The "Governing Body" or "GB" shall mean the Governing Body of the Institute.
 - e. The "President" shall mean the President of the BPU Society.
 - f. The "Chairman" shall mean the Chairman of the Governing Body of the Institute
 - g. "Member" shall only mean in its specific context of the head or body under reference i.e. it would mean the member of the Society or member of the Governing Body or the member of a committee or sub-committee, as be the case and context or any other committee if so constituted by the competent authorities of the Society/Institute from time to time. It would have no generic functional significance beyond its title body/committee, unless specified otherwise.
 - h. The "Chief Executive Officer" shall mean the Chief Executive Officer of the Institute appointed by the Government.
 - i. "Secretary" means Member Secretary (unless specified otherwise) of the Governing Body of the Institute or BPU Society.

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R.S. Sangwan
(R.S. Sangwan)

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(N. Sathyanarayana)

Rajesh Kapur
(Rajesh Kapur)

as per context/reference, who shall be Chief Executive Officer of the Institute *Ex-Officio*.

- j. "Expert" shall mean a person well known in his/her field or a specialist from the field relevant or related to the subject or objectives or activities of the Society or one who can contribute/advice or help with his/her expertise and/or experience to achieve the objectives of the Society or advise on evolving new activities/initiatives/models relevant to the objectives of the Society in any capacity in a body or a committee or individually as required/relevant.
- k. "Rules" or "Rules and Regulations" mean rules and regulations of the Society under this Memorandum of Association as applicable to the Institute.
- l. "Bye-laws" shall mean the Bye-laws stated herein as well as those framed or amended by the Governing Body of the Institute.
- m. The "Year" shall mean the period of 12 calendar months commencing from the first day of April and ending on the 31st day of March of the subsequent year. It will have the same connotation as the "Financial Year".
- n. "Department of Biotechnology" or "DBT" shall mean the Department of Biotechnology under the Ministry of Science and Technology, Government of India.
- o. Words importing the singular number shall include the plural number and *vice-versa*.
- p. Words importing only the masculine gender shall include the feminine gender and *vice-versa*.

MEMBERS OF THE BPU SOCIETY

3. The members of the Society shall consist of the following:

- | | | |
|----------------------------|---|---------------------------------|
| a) Secretary, DBT | : | President (<i>ex-officio</i>) |
| b) Chairman, GB,BPU | : | Member |
| c) Financial Advisor, DBT | : | Member (<i>ex-officio</i>) |
| d) Four Eminent Scientists | : | Members |
| e) Concerned Advisor, DBT | : | Member |
| f) CEO, BioProcessing Unit | : | Member Secretary |

FUNCTIONS OF THE BPU SOCIETY

4. The main functions of the BPU Society shall include (a) to catalyze the institutionalized implementation of the aimed objectives of the

Rajender Sangwan
(R.S. Sangwan)

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(Rajesh Kapur)

Society through the Institute (BPU) and its Governing Body, (b) to review the progress and performance of the Institute (BPU), (c) to give the policy directions to the Governing Body of BPU, (c) to approve the annual report and yearly audited accounts of BPU, (d) any other function assigned by the Government.

MEETINGS AND PROCEEDINGS OF THE SOCIETY

5. **Annual General Meeting (AGM):** AGM of the Society shall be held each year at such time, date and place as may be determined by the President giving not less than fifteen days' clear notice. Besides others, following business shall be transacted at the AGM:
 - a) The Secretary shall submit the Annual Report and the Audited Statement of Accounts of the Society/Institute, together with the Auditor's Report thereon.
 - b) To appoint auditors and fix their remunerations.
6. **Special Meeting:** The President may convene a Special General Meeting of the Society, at his/her own initiative and/or on receipt of a written and signed requisition from not less than 50% of the members of the Society entitled to vote.
7. **Requisitioned Meeting:** (a) Any requisition made by the members of the Society for such a meeting shall state in their written requisition the business for which they wish such a meeting to be convened, (b) Such a requisition for the meeting shall be left at the address of the Secretary or posted to his/her address.
8. At all Special or Requisitioned Meetings of the Society, no matter other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorized for it by the President.
9. Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by notice under signatures of the Secretary or the President.
10. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
11. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
12. The President of the Society shall preside over all the meetings of the Society and if he/she is not present at any meeting or in his/her absence, the Chairman of the Governing Body shall preside at that

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N. S. Sangwan
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(N. S. Sangwan)

Rajesh Kapur
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meeting. In case, the Chairman of the Governing Body is also not present or in his/her absence, a member shall be elected from amongst those present to preside over that meeting.

13. No business shall be discussed at a meeting of the Society, whilst the chair of President is vacant, except the election of a member to preside the meeting as per Rule 12.
14. Four members of the Society present in person shall form a quorum at every meeting of the Society.
15. In the absence of quorum, the members gathered for the Meeting of the Society shall disperse for half an hour, the members gathered thereafter shall transact the business of the General Meeting with the members then present forming the quorum for the meeting.
16. As far as possible, it shall be the endeavor of the Society to decide all matters by consensus. However, in case of difference of opinion on any matter, the matter would be decided by the majority of the votes of the members present and voting.
17. Each member of the Society shall have one vote.
18. In case of an equality of votes, the President, or the member elected to preside over the meeting as per Rule 12, as the case may be, shall have a casting vote.
19. The President of the Society or the member elected to preside the meeting as per Rule 12, as the case may be, shall be the sole judge of the validity of every vote casted at the Meeting of the Society..

THE GOVERNING BODY OF THE INSTITUTE

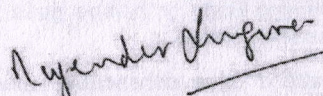
20. The affairs of the Institute shall be managed, administered, directed and controlled by the Governing Body subject to Rules, Bye-laws and Orders of the Society. The present Governing Body of the Institute for the above purpose of the Society shall consist of the following:

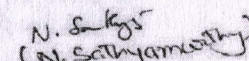
i. Dr, M.K. Bhan
Secretary
Department of biotechnology
Government of India
or
Nominee

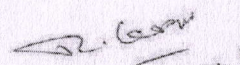
Chairman , Ex-Officio

ii. Financial Advisor
Department of Biotechnology,
Govt. of India

Member, Ex-Officio


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BT/AI/32021/01/2017
Govt. of India
Ministry of Science and Technology
Department of Biotechnology

CIAB Bye-laws 2019

iii.	Concerned Advisor, Department of Biotechnology, Govt. of India	Member,	Ex-Officio
iv.	Executive Director NABI, Mohali	Member,	Ex-Officio
v.	Director, IISER, Mohali	Member,	Ex-Officio
vi-vii	Two faculty members from BPU by annual rotation (Nominated by the GB)	Member(s)	
viii-xi	Three external experts from Academia and One external expert from Industry (Nominated by the GB)	Member(s)	
xii	Chief Executive Officer of BPU	Member-Secretary	

21. The "Governing Body" of the Institute shall consist of all members of the Governing Body set up under Rule 20 of the Rules and such other persons who may be nominated by the Government.
22. Secretary, Department of Biotechnology or his/her nominee eminent scientist shall be the Chairman of the Governing Body of the Institute.
23. The "Institute" shall keep a roll of the members, giving their addresses and occupations and every member shall sign the same.
24. Unless membership of the Governing Body is terminated as provided in Rule 25 and subject to the provisions of Rule 29, each nominated (non *ex-officio*) member of the Governing Body shall relinquish his/her membership on expiry of three years from the date on which he/she becomes a member of the Governing Body, but he/she shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the out-going member.
25. A member of the Governing Body shall cease to be a member on the happening of any of the following events:
 - a. If he/she resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his/her employer refuses to grant him/her permission to serve on the Governing Body or he/she goes abroad for a continuous period exceeding one year.
 - b. If he/she does not attend three consecutive meetings of the Governing Body.
26. Whenever a person holds the membership of the Governing Body by virtue of an office held by him/her (*ex-officio*), his membership shall

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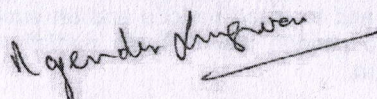
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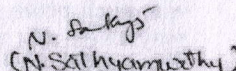
terminate when he/she ceases to hold that office and the vacancy so caused shall be filled by his/her successor to that office.

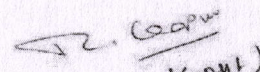
27. Whenever a member desires to resign from the membership of the Governing Body, he/she shall forward a letter containing his resignation addressed to the Secretary and his/her resignation shall take effect only on its acceptance by the Chairman.
28. The members of the Governing Body shall not be entitled to any remuneration from the Society or the Institute excepting the full time Chief Executive Officer and faculty of the Institute. However, the members of the Governing Body or any Committee appointed by it may be paid by the Society such traveling allowances, daily allowances and honorarium as approved by the Government or as may be provided for in the Bye-laws from time to time.
29. A person holding the membership of the Governing Body by virtue of an office held by him/her (*ex-officio*) shall normally attend the Governing Body meetings himself/herself in person but in exceptional circumstances shall have the right to nominate a representative to act on his/her behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part in the proceedings of that meeting, but not to vote there at.
30. The Secretary shall attest the signatures of all the members of the new Governing Body and will ensure that the said signature of the outgoing Governing Body tally with the annual list as filed with the Registrar of Societies before 15 days of the succeeding month in which the new Governing Body is constituted
31. The "Governing Body" shall function notwithstanding any vacancy in its body and no act or proceeding of the Governing Body shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

FUNCTIONS AND POWERS OF THE GOVERNING BODY

32. The Governing Body shall generally carry out and pursue the objectives of the Society, as set forth in the Memorandum of Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.
33. The Governing Body shall exercise all the powers of the Society, subject, nevertheless, to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of the grants made by the Government of India.


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34. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provision of these Rules and the Bye-laws to:

- i consider annual and supplementary budgets placed before it by the Chief Executive Officer from time to time, and pass them with such modifications as the Governing Body may deem fit.
- ii create, modify, abolish posts in accordance with the relevant Bye-laws of the Institute.
- iii appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remunerations and define their duties and terms of employment.
- iv enter into arrangements with the Government of India and with the State Government and other public or private organizations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and/ or international agencies or organizations, prior approval of the Government of India has been obtained.
- v take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government of India, State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society; provided for any such activity involving a foreign and/ or international agency or organization, prior approval of the Government of India has been obtained.
- vi appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and change any of them partially or wholly or dissolve any of them.
- vii delegate such administrative and financial powers as it may deem proper to the Chairman, the Chief Executive Officer, and other officers of the Society as may be considered necessary or useful; and
- viii frame, adopt, amend or repeal Bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:-
 - a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts,

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Investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;

- b) procedure for recruitment of scientists, officers and other staff in the service of the Institute,
- c) terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the Institute;
- d) terms and conditions governing the grant/payment of honoraria, scholarships, fellowships, internships, project assistantships, awards and grants-in-aid for research schemes and projects and/or service of the Institute not inconsistent with the objectives of the Society.
- e) such other matters as may be necessary from time to time for the administration of the affairs and funds of the Institute.

PROCEEDINGS OF THE GOVERNING BODY

- 35. Every meeting of the Governing Body shall be presided over by the Chairman and in his/her absence, a member chosen from amongst the members present for the meeting can provide for the occasion. However, Chief Executive Officer of BPU and members of the Governing Body from the institute (BPU) itself shall not be eligible to be elected to preside over the meeting on such occasions.
- 36. Seven members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.
- 37. Not less than fifteen days' clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 38. Normally one meeting of the Governing Body shall be held at least once in each half of the year or more frequently, if need arises in the opinion of the Chairman.
- 39. The decision of the Governing Body shall be taken by consensus of the members present or the majority of the members present and voting.
- 40. The Chairman may himself/herself call, or by a requisition in writing signed by him/her, may require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall forthwith call such a meeting.

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41. Seven members of the Governing Body may, by a requisition in writing signed by them, request the Secretary to call a meeting of the Governing Body and on receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.
42. Each member of the Governing Body shall have one vote, except as provided in Rule 29 and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman or the member presiding over the meeting shall have a casting vote.
43. Any business which may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least five members of the Governing Body have recorded their approval to the resolution.
44. The Chairman may, irrespective of the opinion of the members of the Governing Body, refer any question, which in his/her opinion is of sufficient importance, for decision to the Government of India. The decision of the Government of India shall be binding on the Society and its Governing Body.

AUTHORITIES AND OFFICERS OF THE INSTITUTE

45. The following shall be the authorities of the Institute:
 - a. The Governing Body of BPU constituted as per Rule 20
 - b. The Chief Executive Officer of BPU, who shall be a distinguished scientist appointed by the Government.
 - c. Such other authorities as may be specifically constituted or officers appointed as such by the Government.
46. The Institute shall establish and maintain its own office, laboratories and workshops, residences, facilities, amenities etc. at its campus. Till such time, such provisions are not in place by any or appropriate extent, the official business of the Institute may be conducted from an alternate place/premises, wholly or partially.
47. Appointments to various posts under the Institute shall be made in accordance with the Bye-laws approved for the purpose by the Governing Body. By the time such approved Bye-laws are not in place, Bye-laws of appointment embodied in the Memorandum of Association of National Institute of Immunology would be subscribed and they are all deemed to be incorporated here wholly by this citation.

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FUNCTIONS AND POWERS OF THE CHAIRMAN

48. The Chairman shall exercise such powers for the conduct of the business of the Institute as may be delegated to him by the Governing Body.
49. The Chairman may, in writing, delegate such of his/her powers as he/she may think necessary to the Chief Executive Officer.

FUNCTIONS AND POWERS OF THE CHIEF EXECUTIVE OFFICER

50. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him/her by the Governing Body, the Chief Executive Officer (CEO) shall be responsible for the proper administration of the affairs and funds of the Society/Institute under the direction and guidance of the Governing Body. He/she shall be vested with such executive and administrative powers of the Society/Institute as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
51. The CEO shall, subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and the Chairman, exercise general supervision and disciplinary control over the scientists, officers and the staff of the institute, and prescribe their duties and functions directly or through their seniors.
52. The CEO of the Institute shall be the Secretary of the Society. For the purposes of the Societies Registration Act, 1860 (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.
53. The CEO shall be responsible for designing and maintaining unified integrity of perspectives for the BPU, and ensuring that various centers/cells of the Institute function coordinately in the framework of this perspective.
54. The CEO will conduct the administration and financial business of the Society and the Institute through the 'Institute Management Committee' (IMC) comprising of Senior Officials of the Institute, ex-officio members, one faculty member by annual rotation and himself/herself as the Chair. The IMC will prepare the Institute budget which shall be submitted to Department of Biotechnology, Govt. of India or other funding sources by the Chief Executive Officer. The other major responsibilities of the IMC include the constitution of the Scientific Advisory Committee of the Institute, Technical Advisory

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Committee(s) of the Institute and Management Committees of the department/Cells/Work Groups of the BPU (on their respective development to the size requiring such committees for management and specific allocation of budgets and the participatory administration of the Institute). Where the Departments/Cells/Centers are developed in partnership with outside agencies, the terms of agreement for their governance shall be adhered to, within the overall BPU spirit of collaborative management.

55. Further, the CEO may delegate administrative and financial powers to the designated officials of the Institute for day to day functioning of their respective Departments/Centers etc., with the approval of Governing Body.

COMMITTEES OF THE INSTITUTE

56. The administrative, scientific, technical and financial management of the Institute would vest in the Governing Body of the Institute. The Governing Body would conduct periodical review and monitoring of the activities and take remedial measures as deemed fit to enable the proper pursuance of the aimed objectives of the Institute. To steer the management of these domain-specific affairs of the Institute, Governing Body would nominate appropriate committees and sub-committees like Finance Committee (FC), the Scientific Advisory Committee (SAC) and the Business Advisory and Product Development Committee (BAPDC) etc.

The Finance Committee (FC)

57. The Finance Committee of the Institute would consist of the following:

- | | |
|--|--------------------------------------|
| i. Secretary,
Department of Biotechnology,
Government of India | Chairman FC, Ex-Officio |
| ii. Financial Adviser,
Department of Biotechnology
Government of India | Member, Ex-officio |
| iii. Chief Executive Officer, BPU | Member, Ex-Officio |
| iv. Adviser
Department of Biotechnology
Government of India | Member, Ex-Officio |
| v. Senior Scientist of BPU
(nominated by the GB) | Member, Ex-Officio |
| vi. Senior Finance Officer, BPU | Non-Member Secretary
and Convener |

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(N. Sathyanarayana)

Subodh Kumar Ram
(Subodh Kumar Ram)

58. The Finance Committee will consider important financial matters and make its recommendations to the Governing Body. It should meet at least twice a year or as often as considered necessary.

Scientific Advisory Committee (SAC)

59. The Scientific Advisory Committee shall evolve the scientific and technical programmes of the Institute, review them periodically and shall take further course of action as deemed fit for furthering the scientific and technological research and other associated functions/activities of the Institute.

60. The Scientific Advisory Committee (SAC) of BPU shall have the following composition.

- | | |
|---|--------------------------|
| i. A renowned and distinguished Scientist:
SAC
(in the area of Bioprocessing) | Chairman, |
| ii. Representative from the DBT: | Member |
| iii. Chairman, BPU Technical Advisory Committee: | Member |
| iv. A Senior Scientist of BPU:
(nominated by the Governing Body of BPU) | Member |
| v. Executive Director, NABI, Mohali | Member
(ex-Officio) |
| vi.-xi. Six distinguished Scientists:
(nominated by the Governing Body of BPU) | Members |
| xii. CEO of BPU: | Convener
(ex-Officio) |

61. SAC should meet at least once a year.

62. The recommendations of the SAC would be submitted to the Governing Body for approval.

63. The tenure of the Committee shall ordinarily be 3 years, which can be extended or the committee may be reconstituted by the Governing Body after 3 years.

Technical Advisory Committee (TAC)

64. The Scientific Advisory Committee shall be serviced by a "Technical Advisory Committee" (TAC). The TAC would review-cum-advise on the scientific and technical programs of divisions/cells/work groups/work packages, design future plans for new areas/missions or programs and also provide guidance for scientific staff including hiring process for support of activity, supervise the experimental trials/validation studies along with devising and overseeing the synergy with other institutions

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Subodh Kumar Ram

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

being set up in the "Knowledge City" at Mohali viz. National Agri-Food Biotechnology Institute, Indian Institute of Science Education & Research, Institute of Nano Science & Technology, Biotech Park etc.

65. The Chairman TAC (a distinguished scientist/technologist) shall also be members of the Scientific Advisory Committee (SAC).

Business Advisory and Product Development Committee (BAPDC)

66. Given the translational goals of the BPU, a Business Advisory & Product Development Committee (BAPDC) will be established by the Governing Body to support product development and create policies and system for technology transfer, product commercialization, involve experts and consultants to strengthen the activity, facilitate the national and global partnerships for the initiative and manage the user charge based facility for industry and public institutions. The BAPDC will also negotiate early stage technology transfer from Institutions in India and abroad for further development.

67. The BAPDC shall have the following composition:

a. A renowned/distinguished technocrat: (in Bioprocessing area)	Chairman
b. Representative from the DBT:	Member
c. Three Representatives from Business Institutions: (Venture Capital)	Members
d. Executive Director, NABI, Mohali:	Member
e. Two experts from BioProcessing Industry:	Members
f. One IR Expert:	Member
g. One expert from Business Management Sciences:	Member
h. Chief Executive Officer, BPU:	Convener, (Ex-Officio)

68. Besides above, the Governing Body may constitute other committees and nominate members thereon as deemed fit for the smooth conduct of the Institute with respect to the routine business of the Institute and implementation of its objectives from time to time.

FUNDS OF THE INSTITUTE

69. The funds of the Institute will consist of the following:

- Lump sum grants made by the Government of India
- Salary, recurring, non-recurring and other grants made by the Government of India.
- Project mode financial allocations, grant-in-aid or consultancy projects undertaken by the Institute from

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- different funding agencies of central and state governments and other public sector organizations and establishments.
- iv. Project, consultancy, service etc. based finances resourced to industries, companies etc.
 - v. Partnership/collaborations with international organizations, networks, consortia etc. with objectives common or complementary to those of the Society/Institute.
 - vi. All money received by the Society/Institute by way of sales, grants, gifts, donations or other contributions.
70. All funds of the Institute shall be paid into the Institute's account with either a Government Treasury/ Sub Treasury or Reserve Bank of India, branches of the State Bank of India and its subsidiaries or in a scheduled/ nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on this behalf by the Governing Body. Till such time the BPU staff is recruited, the cheques would be signed by the Chief Executive Officer.
71. The income and property of the Society, however derived, shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Society and payments in lieu of intellectual property as per guidelines framed by the Governing Body.

ACCOUNTS AND AUDIT

72. The accounts of the Society shall be normally audited annually by such person(s) who is/are Chartered Accountant(s), approved by the Governing Body or nominated by the Government.
73. The nature of audit to be applied should be based on the financial norms which take into account the intellectual component of research resulting into tangible and intangible benefits thereto.
74. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and

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the presentation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government.

ANNUAL REPORT

75. The draft Annual Report of the Society/Institute shall be prepared by the Chief Executive Officer by such date as prescribed by the Governing Body. It shall, among other things, contain a brief account of the research and development work carried out.
76. The report along with the audited accounts and the auditor's report thereon shall be placed before the Governing Society for approval.
77. The Governing Body approved Annual Report of the Society/Institute would be submitted at every Annual General Meeting of the Society for information of the Society and the Government of India.

ALTERATION OF RULES AND REGULATIONS

78. The Rules of the Society/Institute may be altered at any time on the recommendation of the Governing Body of the Institute by a resolution passed by a majority of the members of the Society present at any meeting of the Society.
79. These alterations shall come into force when approved at a meeting by the Society which shall have been duly convened for the purpose.

ANNUAL LIST OF GOVERNING BODY

80. Once in every year, a list of members of the Governing Body of the Institute shall be filed with the Registrar of Societies as required under Section 4 of the Societies Registration Act, 1860 (XXI of 1860) as applicable to the State of Punjab.

INCOME AND PROPERTY

81. The income and property of the Society, however derived, shall be applied on towards the promotion of the objectives thereof as set forth in this Memorandum of Association and for meeting the administrative expenditure of the Society and Institute.
82. Notwithstanding the Rule 81, Government of India may impose limitations from time to time with respect to such expenditure from grants made by the Government of India.

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83. No portion of the income and property of the Society shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them.
84. It is provided that anything contained in Rule 83 shall prevent the payment in good faith of reasonable and proper remuneration and reimbursement to any member/invitee of the Society or other persons in return for any service rendered to the Society and/or Institute, travelling, halting and other similar expenses, payments in lieu of intellectual property etc. as per guidelines framed by the Governing Body,
85. Any of the arising funds, which may not be immediately required for research and other related objectives may be invested in appropriate/approved instruments/financial institutions of the Government of India.

LEGAL PROCEEDINGS

86. The Society may sue or be sued in the name of the President or Secretary as per the provisions laid down under Section 6 of the Societies Registration Act, 1860 (XXI of 1860) as applicable to the State of Punjab.
87. No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/Staff of the Institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-laws made there under.

AMENDMENT IN THE CONSTITUTION OF THE SOCIETY

88. Any kind of amendment to the Memorandum of Association, the Rules and Regulations or the name of the Society or the Institute or any proposal for the amendment in the Constitution of the Society shall be made as per Section 12 of the Societies Registration Act, 1860 (XXI of 1860) as applicable to the State of Punjab.
89. No amendments to the Memorandum of Association and Rules and Regulations shall be made which may prove to be repugnant to the provisions of Sections 2(15), 11, 12, 13 and other Sections of the Income Tax Act 1961, as amended from time to time, providing income tax exemptions to such scientific, literary and charitable societies. Further no such amendments shall be carried out without

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the prior approval of the competent Income Tax Authorities for the Income Tax Exemptions.

REVIEW AND INSPECTIONS

90. The functioning and progress of the Institute would be reviewed annually by the Society and guidelines would be provided accordingly with respect to policies as well as functions.
91. The Governing Body would also periodically review the progress of the Institute and may direct on improvements on research and development and management.
92. The Comptroller and Auditor General of India shall have the right to exercise its own audit of accounts of the Society/Institute.
93. Government of India may appoint person(s) to review the work and progress of the Society and Institute, if it may consider necessary, and give directions in respect of policies and programs.
94. Government of India shall have powers to examine the affairs of the Society/Institute and, thereon, give directives for resolving the difficulties/issues, if any. Such directives would be binding on the Society/Institute.

DISSOLUTION OR WINDING UP

95. Upon a resolution passed by a majority of the members of the Society, but not less than 2/3rd of the total members, the Society can determine that the Society shall be dissolved forthwith or on such date as may be agreed upon and confirmed by 2/3rd of the members present at a second special meeting.
96. The Society shall at the same meeting and at the time of passing a resolution dissolving the Society, determine the method to be followed for disposal and settlement of its properties and debts.
97. In the event of dissolution, the properties and funds of the Society that remain, after the satisfaction of all its debts and liability, shall not be paid to or distributed among the members of the Society or any of them but shall be given to some other Society with aims and objectives similar or allied to this Society provided that such other Society has been recognized by the Income Tax authorities under the provisions of Income Tax Act, 1961 and provided that such other Society shall be determined by the votes not less than 3/4th of the members present personally at the time of the dissolution or in default thereof by the Principal court of original civil jurisdiction of the district in which the registered office of the Society is then situated.

Rajender Sangwan
(R.S. Sangwan)

Page 26 of 27

N. Satyamaury
(N.Satyamaury)

Rajesh Kumar Ram
(Rajesh Kumar Ram)

APPLICABILITY OF THE SOCIETIES REGISTRATION ACT, 1860

All provisions contained in the Societies Registration Act, 1860 (XXI of 1860), as applicable to State of Punjab, shall apply to this Society. We, the following members of the Governing Body certify that the Rules of the Society given above are correct.

Sr. No.	Name & Address	Age	Occupation	Sign
1	Dr. M. K. Bhan S/o Shri S. N. Bhan Secretary, Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003	64 Years	Academician/ Scientist/ Administrator	<i>M. K. Bhan</i>
2	Smt. A. Mitra Financial Advisor, Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003	51 Years	Administrator	<i>A. Mitra</i>
3	Dr. N. Sathyamurthy S/o Shri G. Narayanasami Director, Indian Institute of Science Education and Research, Knowledge City, Sector-81, Manauli Post Office, Mohali - 140306, Punjab	60 Years	Academician/ Scientist/ Administrator	<i>N. Sathyamurthy</i>
4	Dr. Akhilesh Tyagi S/o Shri Bhagwat Prasad Tyagi Director, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, P.O. Box No. 10531, New Delhi-110067	56 Years	Academician/ Scientist/ Administrator	<i>Akhilesh Tyagi</i>
5	Dr. V.S. Chauhan S/o Shri Ratan Singh Chauhan Director, International Centre for Genetic Engineering and Biotechnology, Aruna Asaf Ali Marg, New Delhi-110067	62 Years	Academician/ Scientist/ Administrator	<i>V.S. Chauhan</i>
6	Dr. Rajesh Kapur S/o Shri Harendra Kapur Advisor, Department of Biotechnology, Ministry of Science & Technology, (Govt. of India), CGO Complex, CGO Complex, Lodhi Road, New Delhi-110003	55 Years	Scientist	<i>Rajesh Kapur</i>
7.	Shri Sreeshan Raghavan Joint Secretary, Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003	56 Years	Administrator	<i>Sreeshan Raghavan</i>

Neelender Sangwan
(R.S. Sangwan)

N. Sathyamurthy
(N. Sathyamurthy)
Page 27 of 27

Rajesh Kapur
(Rajesh Kapur)

BT/AI/32021/01/2017
Govt. of India
Ministry of Science and Technology
Department of Biotechnology

CIAB Bye-laws 2019

The BPU Society registration

Annexure- 'A'

(Proforma to be filled in by the Authorized person filing application for registration of Society/Trust)

Sr. No.	Contents	Remarks
1.	Name of the Society/Trust	The BioProcessing Unit Society (BPU Society)
2.	Complete Address of the place where Society/Trust is functioning	BioProcessing Unit, Knowledge City, Sector-81, S.A.S. Nagar, Manauli Post Office, Mohali-140306; (Office: c/o IISER, Knowledge City, Sector-81, S.A.S. Nagar, Manauli Post Office, Mohali-140306
3.	Brief note on the activities of the Society/Trust	Primary objective of the BioProcessing Unit (BPU) Society is to establish BPU and make it to function and operate as an autonomous institute under the Department of Biotechnology, (Government of India) to undertake research and development activities relevant and related to bioprocessing innovations, approaches, processes and technologies, their optimization and translation by setting up the necessary scientific, administrative, financial, legal and technical framework, and structuring the implementation mechanism, resource management and governance system. The Society through its institute (BioProcessing Unit, BPU) would carry out innovations, optimization, up-scaling and translation of knowledge, technologies and processes related to processing of biomass, agri-food, agri-produce etc. It would also catalyze improvement of bioprocessing and agri-food sector through training, technological interventions, value addition, cultivating and evaluating ideas and model(s) etc.
4.	Name and complete Address of Office Bearers/members of Governing Body of the Society	<u>Governing Body President:</u> Dr. M.K. Bhan Secretary Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003

Page 1 of 3

Rajender Singh
(R.S. Sangwan)

N. S. Sangwan
(N. S. Sangwan)

R. Sangwan
(Rajesh Kapur)

The BPU Society registration

	<p><u>Governing Body Member:</u></p> <p>Smt. A. Mitra Financial Advisor Department of Biotechnology, Ministry of Science & Technology (Govt. of India) CGO Complex, Lodhi Road, New Delhi-110003</p> <p>Dr. N. Sathyamurthy Director Indian Institute of Science Education and Research, Knowledge City, S.A.S. Nagar, Sector-81, Manauli Post Office, Mohali-140306, Punjab</p> <p>Dr. Akhilesh Tyagi Director National Institute of Plant Genome Research, Aruna Asif Ali Marg, New Delhi-110067</p> <p>Dr. V.S. Chauhan Director International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi-110067</p> <p>Dr. B. Sesikeran Director National Institute of Nutrition, Indian Council of Medical Research, Jamai-Osmania PO., Hyderabad- 500 604, Andhra Pradesh</p> <p>Dr. Rajesh Kapur Advisor Department of Biotechnology, Ministry of Science & Technology, (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003</p> <p><u>Governing Body Member-Secretary:</u></p> <p>Dr. Rajender S. Sangwan Chief Executive Officer BioProcessing Unit (BPU), Sector-81, Mohali-140306</p>
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Rajender Sangwan
(R.S. Sangwan)

Page 2 of 3
N. Sathyamurthy
(N. Sathyamurthy)

R. Kapur
(Rajesh Kapur)

BT/AI/32021/01/2017
Govt. of India
Ministry of Science and Technology
Department of Biotechnology

CIAB Bye-laws 2019

The BPU Society registration

		Office: c/o IISER (IWD Building) Knowledge City, Sector-81, S.A.S. Nagar Mohali-140306, Punjab
5.	Whether the Office Bearers or members of Governing Body involved in any Criminal Cases, if so kindly furnish details of case	No
6.	Permanent Account Number (PAN) of the members/office bearers of the Society	PAN No. ACSPS1761J (Dr. R.S. Sangwan, Member Secretary, Governing Body, BioProcessing Unit Society & CEO, BPU)
7.	Details of initial investments i.e. details of tangible or intangible assets	Rs. 50,00000/- only (Rupees Fifty Lakhs only) as the amount in the account with the bank (State Bank of India, Branch- S.A.S. Nagar, Mohali, Punjab)

Rajender Sangwan
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R. Sangwan
(Rajesh Kapur)

Page 3 of 3

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

The BPU Society registration

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(Proforma to be filled in by the Authorized person filing application for registration of Society/Trust)

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4.	Name and complete Address of Office Bearers/members of Governing Body of the Society	Governing Body President: Dr. M.K. Bhan Secretary Department of Biotechnology, Ministry of Science & Technology (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003

Page 1 of 3

Rajender Singh
(R.S. Sangwan)

N. S. S.
(N. Sathyamurthy)

R. Kapoor
(Rajesh Kapoor)

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BT/AI/32021/01/2017
Govt. of India
Ministry of Science and Technology
Department of Biotechnology

CIAB Bye-laws 2019

The BPU Society registration

	<p><u>Governing Body Member:</u></p> <p>Smt. A. Mitra Financial Advisor Department of Biotechnology, Ministry of Science & Technology (Govt. of India) CGO Complex, Lodhi Road, New Delhi-110003</p> <p>Dr. N. Sathyamurthy Director Indian Institute of Science Education and Research, Knowledge City, S.A.S. Nagar, Sector-81, Manauli Post Office, Mohali-140306, Punjab</p> <p>Dr. Akhilesh Tyagi Director National Institute of Plant Genome Research, Aruna Asif Ali Marg, New Delhi-110067</p> <p>Dr. V.S. Chauhan Director International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi-110067</p> <p>Dr. B. Sesikeran Director National Institute of Nutrition, Indian Council of Medical Research, Jamai-Osmania PO., Hyderabad- 500 604, Andhra Pradesh</p> <p>Dr. Rajesh Kapur Advisor Department of Biotechnology, Ministry of Science & Technology, (Govt. of India), CGO Complex, Lodhi Road, New Delhi-110003</p> <p><u>Governing Body Member-Secretary:</u></p> <p>Dr. Rajender S. Sangwan Chief Executive Officer BioProcessing Unit (BPU), Sector-81, Mohali-140306</p>
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Rajender Sangwan
(R.S. Sangwan)

Page 2 of 3

N. Sathyamurthy
(N. Sathyamurthy)

Rajesh Kapur
(Rajesh Kapur)

		Office: c/o IISER (IWD Building) Knowledge City, Sector-81, S.A.S. Nagar Mohali-140306, Punjab
5.	Whether the Office Bearers or members of Governing Body involved in any Criminal Cases, if so kindly furnish details of case	No
6.	Permanent Account Number (PAN) of the members/office bearers of the Society	PAN No. ACSPS1761J (Dr. R.S. Sangwan, Member Secretary, Governing Body, BioProcessing Unit Society & CEO, BPU)
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(R.S. Sangwan)

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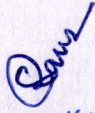
(Rajesh Kapur)

APPENDIX-3

**CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB), MOHALI
(An Autonomous Institute under the Department of Biotechnology, GoI)**

Composition of Society

S.No	Name	Remarks	
1	Hon'ble Minister for Science & Technology or Nominee	President	Ex-officio
2	Chairman, GB, CIAB	Member	
3	Financial Adviser DBT, New Delhi	Member	Ex-officio
4	Four Eminent Scientists	Members	
5	Concerned Advisor, DBT	Member	
6	CEO, CIAB, Mohali	Member Secretary	


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

APPENDIX-3

**CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB), MOHALI
(An Autonomous Institute under the Department of Biotechnology, GoI)**

Composition of Governing Body

S.No	Name	Remarks	
1	Secretary, DBT, New Delhi or Nominee	Chairperson	Ex-officio
2	Financial Adviser DBT, New Delhi	Member	Ex-officio
3	JS (Admin), DBT, New Delhi	Member	Ex-officio
4	Concerned Advisor, Department of Biotechnology, Govt. of India	Member	Ex-officio
5	Executive Director, NABI, Mohali	Member	Ex-officio
6	Director, IISER, Mohali	Member	Ex-officio
7	Two faculty members from BPU by annual rotation (Nominated by the GB/ Chairperson, GB)	Member(s)	To be nominated by GB/ Chairperson, GB
8	Three external experts from Academia and One external expert from Industry (Nominated by the GB/Chairperson, GB)	Member	To be nominated by GB/ Chairperson, GB
9	Chief Executive Officer of CIAB	Member Secretary	

**CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB), MOHALI
(An Autonomous Institute under the Department of Biotechnology, GoI)**

Composition of Finance Committee

S.No	Name	Remarks	
1	Financial Adviser, DBT, New Delhi	Chairman	Ex-officio
2	Chief Executive Officer (CEO), CIAB, Mohali, Punjab	Member	Ex-officio
3	Nodal Officer, DBT (Dealing with the Institute)	Member	Ex-officio
4	Senior Scientist of CIAB (nominated by GB/Chairperson, GB)	Member	To be nominated by GB/Chairperson, GB
5	Senior Finance Officer, CIAB	Non-Member Secretary and Convener	

CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB), MOHALI
(An Autonomous Institute under the Department of Biotechnology, GoI)

Composition of Scientific Advisory Committee

Sl.No.	Name	Remarks	
1	A renowned and distinguished Scientist : SAC in the area of Bioprocessing)	Chairman	To be nominated by GB/ Chairperson GB
2	Representative from the DBT	Member	To be nominated by Department.
3	Chairman, CIAB Technical Advisory Committee	Member	
4	A Senior Scientist of CIAB (nominated by the Governing Body/Chairperson of CIAB)	Member (Ex-Officio)	To be nominated by GB/ Chairperson GB
5.	Executive Director, NABI, Mohali	Member	(Ex-Officio)
6	Six distinguished Scientists (nominated by the Governing Body/Chairperson of CIAB)	Members	
7	CEO of CIAB	Convener	(Ex-officio)

APPENDIX-4

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Appendix-16
Govt of India orders regarding financial powers of autonomous bodies funded by Govt of India

F No 8(4)E-Coord./84
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

The Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Government of India should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of post, revision of pay and allowances of their staff and similar establishment expenditure and provide for prior approval of the Central Government in specific cases. It has come to the notice that this has not been done in a number of cases resulting the Governing Bodies of some Autonomous Organizations taking decisions on the above matters, which do not conform, to the general pattern of the Central Government.

2. With a view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/Departments are requested to take following action:-

- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure;
- (ii) In the case of larger autonomous bodies a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
- (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing body of the

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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Autonomous Organization on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India the matter may be referred to the Minister of the administrative Ministry concerned and the Finance Minister for a decision.

3. Ministries/Departments are requested to take immediate action to incorporate the necessary amendments suggested in the preceding para in the Rules/Bye-laws/Regulations of the Autonomous Organizations under their administrative control under intimation to this Ministry. They are also requested to ensure that before a new autonomous body is formed, the Rules/Bye-laws/Regulations concerning financial matters are finalized in consultation with this Ministry.

Hindi version will follow.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.

To

All Ministers/Departments
(By name to any officer of the rank of Jt. Secretary)

Copy to all Financial Advisers.

Implementation of this O.M. may please be watched by them carefully and reported to this Ministry from time to time.


Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.

EDFF Indir Pasa : - Hallam chair Karbekar
J. G. 12/10/2019

CIAB-DELEGATION OF FINANCIAL POWERS TO VARIOUS AUTHORITIES

S.NO	AUTHORITY	FINANCIAL POWER
1	Controller of Administration	As may be vested by the Governing Body/Chief Executive Officer. As on the date of notification of these Bye-laws, the financial powers of the Controller of Administration for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be upto Rs 1,00,000/- (Rupees One Lakh only).
2	Officiating/ <i>Protem/Locum tenens</i> /In-Charge CEO (in terms of Section 3.3.3. of the Bye-laws)	As on the date of notification of these Bye-laws, the financial powers of the Officiating/ <i>Protem/Locum tenens</i> /In-Charge Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) shall in each such case, shall be upto Rs 1.00 Crore.
3	Chief Executive Officer	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Chief Executive Officer for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) in each such case, shall be upto Rs 5.00 Crore. <i>Provided that the Chief Executive Officer shall have FULL powers to incur expenditure on account of legal matters in the Courts of Law in the country and with the approval of the Government outside the Country.</i>
4	Governing Body	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Governing Body for sanctioning any work (<i>for creation of capital assets, sanction of projects etc</i>), in each such case, shall be upto Rs 20 Crores subject to the following: that all such proposals relating to emoluments structure i.e. adoption of pay scales, pay and allowances and revision thereof, creation of posts would be in accordance with rules and instructions of Government of India as amended from time to time
5	Provided that the Financial Powers vested on S. No 1-4 cannot be further delegated by these authorities.	

Note:- Separate approval of Department of Biotechnology shall be obtained for any expenditure of more than Rs. 20.00 crores and above in each case. The approval of Governing Body be also attached for seeking approval for expenditure beyond Rs. 20.00 crores.

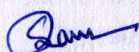

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

ANNEXURE-2

COMPONENTS OF USER CHARGES

S. No	Type	Sub Type	Rate for DBT and DBT aided Institutions	Rate for other Government Institutions	Rate for Private Individuals/Bodies /Industry in private capacity	Rates for International Bodies/foreigners	Last Notified on	Remarks
1	INFRASTRUCTURE	Guest House (incl. AC + Housekeeping charges)	(On Duty Rates) - NIL					To be shared equally with NABI.
			Off Duty rates) - Rs.100.00 per room					
		Auditorium	Rs. 10000/- for full day Rs. 5000/- for half day	-	-	-	Only for the purpose of Scientific, Academic and Research.	
		Conference Halls	Rs. 6000/- for full day Rs. 3000/- for half day					
		Green Area adjacent to CIAB Building	Rs. 3000/- per day + Rs. 1000/- towards electricity charges					
2	INSTRUMENTATION SERVICES OFFERED	List Enclosed.						
3	CONSULTATION		As per guidelines of CIAB					
4	TRAINING	Six Months	Rs. 25,000/- Fixed					
		One Month or up to 5 months	Rs. 5,000/- per month					

Provided that the rates shall be further reviewed after every 2 to 3 years by a duly constituted committee.



USER CHARGES FOR SPECIALIZED INSTRUMENTS AND SERVICES

S.No	Name of the Instruments	Type of service provided	Charges for Govt./private institutes	Charges for Industry
1.	Production			
	<i>Fermentor (14)*</i>	Run time + 1/2day	Rs. 6,000 per day	Rs. 12,000 per day
	<i>Fermentor (120)*</i>	Run time + 2 days	Rs. 10,000 per day	Rs. 20,000 per day
* Rs. 1000/- per day for manpower support				
2.	Upstream & Downstream Processing			
	<i>Filtration (MF, UF, NF)</i>	Lab scale	Rs. 800.00 per hour	Rs. 1,600.00 per hour
	<i>Nanofiltration</i>	Pilot scale	Rs. 1200.00 per hour	Rs. 2,400.00 per hour
	<i>Filtration (MF, UF)</i>	Pilot scale	Rs. 1000.00 per hour	Rs. 2,000.00 per hour
3.	Analysis			
	<i>UPLC-H Class/HPLC</i>	Qualitative Analysis	Rs. 2500.00 per sample	Rs. 5,000.00 per sample
	<i>Gas chromatography</i>	Qualitative Analysis	Rs. 2600.00 per sample	Rs. 5,200.00 per sample
	<i>FT-IR</i>	Qualitative Analysis	Rs. 1,150.00 per sample	Rs. 2,300.00 per sample
	<i>Polarimeter</i>	Qualitative Analysis	Rs. 1,100.00 per sample	Rs. 2,200.00 per sample
4.	Lyophilizer for lab scale	RB flask 250ml / 500 ml	Rs. 1,200.00 per hour	Rs. 2,400.00 per hour
5.	Flash Chromatography	Extraction of one sample	Rs. 3000.00 per hour	Rs. 6,000.00 per hour
6.	Parr Reactor	Analysis of one sample	Rs. 2,500.00 per hour	Rs. 5,000.00 per hour
7.	Scanning Electron Microscope (SEM)	Analysis of one sample	Rs. 2,500.00 per hour	Rs. 5,000.00 per hour
8.	Supermass colloidier	One sample	Rs. 850.00 per hour	Rs. 1,700.00 per hour
9.	Rancimat	Analysis of one sample	Rs. 2,500.00 per hour	Rs. 5,000.00 per hour

General Rules and Instructions for submitting the samples

1. The charge will be 30% more if analyses are to be performed on priority basis (results can be delivered through e-mail).
2. The charges will be 20 % more if results are to be delivered by e-mail.
3. Please add postage charges of Rs 100 if the results are to be delivered by courier.
4. No sample will be analyzed without advance payment.
5. It is suggested to provide the samples for each instrument separately to decrease the analysis time.
6. The sample name / batch no / required analysis should be clearly mentioned on the sample / requisition form.
7. GST will be charged extra

ANNEXURE-3

CIAB Bye-Laws 2017

ANNEXURE-4

(under Clause 31 of Bye-laws of CIAB Society, Mohali)

CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING, MOHALI, PUNJAB

RECRUITMENT RULES - 2017

1. SHORT TITLE AND COMMENCEMENT

These Rules may be called CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING Recruitment Rules-2016.

They shall come into force from the date of notification after their approval by the Central Government.

2. OBJECTIVES:

- i. To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfil Institute's objectives.
- ii. To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- iii. To establish an objective and reliable system of selection.
- iv. To integrate growth opportunities of the employees with fulfilment of Institute's objectives.
- v. To provide for a system, which is conducive to equity, fairness and objectivity in matters concerning promotion of employees.
- vi. To ensure compliance with relevant Government policies and directives on recruitment and promotion.

3. DEFINITIONS and ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under

- i. **Age:** Age means upper limit as specified in these rules.
- ii. **Annexures:** shall mean the annexures attached to the Schedules of these Rules
- iii. **Approving Authority:** shall essentially be as specified under Clause 12 to these Rules.
- iv. **Appointing Authority:** shall essentially be as specified under Clause 12 to these Rules and shall be that authority who is holding charge in regular capacity under these rules.
- v. **Bye Laws:** shall mean the Bye Laws of CIAB framed and amended from time to time having the finance concurrence of the Internal Finance Division (IFD) of DBT and approval of Minister-in charge of the Ministry under whom the Autonomous Institute lies.
- vi. **Cadre:** Shall essentially mean as total strength of a service (*in all relevant grades i.e. from lowest to highest grade comprising lowest recruitment grade to highest promotional grade*) or a part of a service sanctioned as a separate unit.
- vii. **Candidate:** means the person/member of staff who is eligible for consideration for any of the positions specified in the Schedules-4/1 of these rules.
- viii. **Competent Authority:** in relation to exercise of powers under these rules shall essentially be the Minister in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.
- ix. **DBT:** shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.

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अवर सचिव / Under Secretary

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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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- x. **Departmental Recruitment Committee (DRC):** Shall be as per DBT OM No BT/AI/14013/3/2011 dated 19.07.2016, provided that CVO, CIAB shall not be part of any such committee. The committee shall essentially be a three member committee comprising of
- An officer of the department/division for which recruitment is being conducted,
 - A member from administration/personnel, and
 - A third member from any department/division as an external member.
- d. Shall essentially comprise of officers in Level-10/Grade Pay-5400 and above for all recruitments to posts in Level-5/Grade Pay-2800 and below.
- e. Shall essentially comprise of officers in Level-11/Grade Pay-6600 and above for recruitments to posts in Level-7 Grade Pay-4600 and below.
- f. Shall essentially comprise of officers/scientists in Level-13/Grade Pay-8700 and above for all recruitments to posts in Level-11/ Grade Pay-6600 and below.
- g. Shall essentially comprise of Officers/Scientists in Level-14/ Grade Pay-10000 and above for all recruitments in Level-13A/ Grade Pay-8900 and below.
- h. In case of non-availability of officers in the relevant grade, then the officers in relevant/higher grade of other DBT institutes in consultation with the Director/CEO of that Institute be got nominated for the committee or the matter be referred to DBT for nomination of suitable officer for the committee.
- i. Shall comprise of members of reserved community in case of posts being reserved or candidates appearing for the recruitment belong to reserved community even if the post for which recruitment is held is unreserved.
- j. Shall comprise of members from minority community also (*can be a grade below*) in cases of candidates from minority community appearing for recruitment. (*Only religious minorities are to be considered i.e. Muslim, Sikh, Jain, Christians, Sikhs, Parsis, Buddhists and not any other minorities like linguistic etc.*).
- k. Shall essentially comprise of women/OBC member in cases of female/OBC candidates appearing for the recruitment.
- l. No member of the vigilance organization shall be part of the DRC.
- m. CEO will constitute a committee where he is the appointing authority.
- xi. **Departmental Promotion Committee (DPC):** Shall be as per DBT OM No BT/AI/14013/3/2011 dated 19.07.2016, provided that CVO shall not be part of any such committee, except for clauses 3 (viii)(j-k) and as specified in Schedules of these rules.
- xii. **CEO:** shall mean the Chief Executive Officer of the CIAB.
- xiii. **DoPT:** shall mean the Department of Personnel and Training, Government of India.
- xiv. **Duty Post:** shall mean all the sanctioned posts which are included in **Schedule-4/1** to these rules as sanctioned by the Department of Expenditure.
- xv. **EFC:** shall mean the Expenditure Finance Committee of the Government.
- xvi. **Institute:** shall mean the CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING.
- xvii. **Government:** shall mean Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India.
- xviii. **Governing Body:** shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute.
- xix. **Level:** means corresponding replacement level of posts in 7th CPC as detailed at **Schedule-4/1** comprising the total cadre strength.
- xx. **MHA:** shall mean Ministry of Home Affairs under Government of India.
- xxi. **MEA:** shall mean Ministry of External Affairs under Government of India



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- xxii. **Memorandum of Association:** means Memorandum of Association and Rules & Regulations of association describing the terms & conditions of the Society vis-à-vis Government of India.
- xxiii. **Recruitment Rules (RRs):** shall mean the rules framed for the purposes of recruitment for appointment to the duty posts in accordance with extant provisions of Government as consented by the Governing Body and approved by the Government.
- xxiv. **ScSC:** shall mean the Search Cum Selection Committee constituted with the approval of DoPT instructions issued vide OM No. 14017/11/2004-Estt. (RR) dated 30.07.2007 and circulated vide DBT OM No. BT/AI/14013/3/2011 dated 19.07.2016 for all posts in Level-14/Grade Pay-10000 and above.
- xxv. **Schedule:** means the schedules annexed to these rules.
- xxvi. **The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities"** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.

4. CONSTITUTION of SERVICE (Scientific, Technical and Administrative Cadres):

On the date of commencement of these Rules, such of the persons who have been appointed with due process in terms of extant instructions of Government of India on regular or on contract basis to Duty Posts and who will be appointed** in terms of these Rules shall constitute the total operational strength of the work force of the Institute. The inter-se-seniority of officers/staff in each grade, who are appointed at the initial constitution shall be determined as per the date of regular appointment to the respective posts/grades subject to the condition that their inter-se-seniority within their respective posts/grades shall not be disturbed;

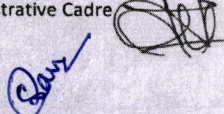
(**): shall also include contractually appointed persons (only Indian Nationals) who are engaged/appointed before the commencement of these Rules, whose appointments are recommended for confirmation and regularization by a duly constituted three member confirmation committee so constituted, 90 days before the end of the contract period. Minutes shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute.

In the interest of administration and with the mutual consent of the contractual employee, CEO/CIAB may constitute the Confirmation Committee at an earlier date before the end of the contract period which is not earlier than 90% of successful completion of total contract period for such employees in Level-13A and below). The seniority of such contractual staff shall count from the date of successful absorption. 50 % of period spent on contract before absorption shall count towards regular staff for promotion to next higher grade subject to eligibility and meeting other eligibility conditions of higher grade post in direct avenue of his promotion.

5. SCHEDULES:

i. Schedules to these Rules are detailed as under:

- a. **SCHEDULE-4/1*:** Details of Posts created with the approval of the Cabinet/Department of Expenditure or such other authority which has been vested with the power to create.
- b. **SCHEDULE -4/2*:** Proposed re-designation of posts and levels in which the posts are proposed to be operated.
- c. **SCHEDULE -4/3:** for posts in Scientific Cadre:
- d. **SCHEDULE -4/4:** for posts in Technical Cadre
- e. **SCHEDULE -4/5:** for posts in Administrative Cadre


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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** provided that the Institute shall take all necessary steps to get the approval of the Department for revival of positions (if any) whose currency has since lapsed or are deemed abolished for remaining unfilled for more than 01 year and shall not initiate any exercise to fill up any such lapsed/deemed abolished position till prior approval of the same is obtained from the Department for its operation.*

6. ELIGIBILITY NORMS:

Shall at all times conform to provisions of Para 8 of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 w.r.t NATIONALITY, AGE, EDUCATIONAL QUALIFICATIONS and extant DoPT instructions on the subject.

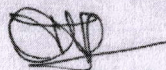
Work experience if required, shall be counted from the date of acquiring minimum educational qualifications as on the closing date of advertisement notified for filling the post.

7. LEVELS/GRADES (as per 7th CPC), AUTHORISED STRENGTH and its REVIEW

- i. The names, designation, pay scale for Scientific, Technical, Administrative posts are detailed vide **Schedule-4/1** of these Rules.
- ii. The orders for creation of these posts are detailed vide
 - a. **SCHEDULE-4/6:** Cabinet Approval for setting up of BPU
 - b. **SCHEDULE -4/7:** DBT letter no. BT/FNS/BPU/2012 dtd 21.05.2012 communicating approval of creation of 52 posts with reference to approval of MOF (Exp) ID No. 204/Dir(Pay)/ECI/08 dated 24.12.08 for 06 posts and MOF (Exp) ID No. 9/Dir(Pay)/ECI/10 dated 12.02.2010 for 46 posts.
- iii. Notwithstanding anything contained in clause 7 (i-ii) of these recruitment rules, the Government may by notification
 - a. Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in Schedule-I of these rules.
 - b. Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute.

8. FUTURE MAINTENANCE OF THE SERVICE and Method of Recruit merit for Cadre Posts:-

- i. From the commencement of these Rules, all the initial appointments is to be made in Levels to be filled by Direct Recruitment only as per quota as specified in **Schedule-4/3 to 4/5** of these Rules.
- ii. The method of appointment by Direct Recruitment/Promotion/Deputation (including short term contract)/Absorption/Contract in any level and percentage of appointment by each method is detailed in the **Schedules-4/3 to 4/5** of these Rules.
- iii. Posts which are proposed to be filled by direct recruitment from open market by advertisement (including Scientific Cadre positions) are not exempt from the purview of reservation rules and reservation rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Community shall be applicable in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016. Separate reservation rosters for positions filled by Direct Recruitment and Promotion shall be maintained.
- iv. Scientific Cadre positions in Level-14 & below detailed vide Schedule-4/3 of these Rules shall be eligible for in situ promotion under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions.



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- v. Upper age limit for Direct Recruits from open market is detailed in **Schedule-4/3 to 4/5** of these Rules for unreserved candidates. All age relaxations shall be applicable as per DoPT OM No. 15012/2/2010-Estt. (D) dtd 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex-serviceman.
- vi. Upper age limit shall not be applicable for employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these Rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed in **Schedule-4/3 to 4/5** of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. Future promotions to higher grades and eligibility norms are detailed in **Schedule-4/3 to 4/5** of these Rules.
- ix. Level of Departmental Recruitment Committee, Departmental Confirmation Committee and Departmental Promotion Committee is detailed in **Schedule-4/3 to 4/5** of these rules. Composition of DRC, DPC shall be as per Clause 3(x, xi) under the Definitions of these Rules and in conformity to para 3 of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016.
- x. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT, CVC in matters of recruitment and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.
- xi. Instructions/directions issued by Department of Biotechnology/DoPT, CVC & Audit in matters of recruitment (including Rajbhasha) shall stand to be adhered as and when issued like the one issued vide OM No BT/01/71/2016-PVC dated 23.01.2017, BT/01/35/2015/PPVC-Vol-III dated 20.10.2016 for having a free, fair and transparent process of selection.
- xii. Application Fees for candidates

Applying for - →	Level-9 and below	Level-10 and above	Level-14 and above
Unreserved candidates	Rs. 200/-	Rs. 500/-	Rs. 1000/-
SC/ST/OBC/Women candidates	Rs. 100/-	Rs. 300/-	Rs. 500/-
Unreserved eligible candidates settled abroad (NRI/PIO/OCI Status)	USD \$ 15	USD \$ 30	USD \$ 30
SC/ST/OBC/Women candidates settled abroad (NRI/PIO/OCI Status)	USD \$ 10	USD \$ 20	USD \$ 20

- a. All efforts are to be made by the Institution to have posts filled by open advertisement to be a cost neutral exercise.
- b. The fee structure shall be as per extant provisions of Government of India and will be reviewed every two years by a duly constituted committee under the chairmanship of the Director.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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9. METHOD OF SELECTION

- i. Shall essentially be in conformity with the provisions of Para 6(III) of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016, OM No BT/01/71/2016-PVC dated 23.01.2017 and any other instructions (including Rajbhasha) issued by the Central Government or the Department of Biotechnology from time to time.
- ii. Committees constituted for the purposes of recruitment/promotion/confirmation shall be in conformity with the Schedules of these Rules as well as para 3.8 and 3.9 of these Rules.
- iii. No officer shall be a member of any committee if his/her name is figuring in the Agreed list or has a Vigilance case pending against him/her.
- iv. CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall **NOT** be member of any such committee.
- v. No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee
- vi. Complete transparency shall be observed in the all appointments, recruitments/promotion process.
- vii. The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the approving authority.
- viii. There shall be no change in vacancy/any of the procedures once the recruitment/promotion has been initiated by way of advertisement/notification and the conditions mentioned in the advertisement/notification shall be strictly adhered to at all times, except with the approval of the competent authority.
- ix. The actual method of appointment by direct recruitment/promotion/deputation/absorption/contract including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of DoPT instructions circulated vide DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before actual recruiting/promoting any candidate/ employee. Advertisement for recruitment in newspapers shall essentially be in Hindi in Hindi dailies in conformity with Rajbhasha policy of Govt. of India. All advertisements to be published in newspapers should be routed through DAVP.
- x. The panel recommended by the DRC/DPC prepared in order of merit for all posts in Pay level 14 and below shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.
- xi. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- xii. Appointments shall be made by the Appointing authority as detailed in the Schedules.
- xiii. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion *(from the date of advertisement/notification till approval from approving authority.)*
- xiv. All recruitment/promotion exercise once initiated shall be compulsorily finalized in 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xv. In case of shortage of staff/difficulty in filling of posts, for relaxations in eligibility conditions prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the initiation of the recruitment/promotion exercise.



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- xvi. Instruction issued by the Department for evolving transparent procedures for recruitment shall always prevail.

10. DETERMINATION OF MERIT BEFORE APPOINTMENT:

- i. In case of selection of two or more candidates in the same the same grade on the same date, the recommendation shall invariably be made in order of merit of selected candidates for the purpose of determining seniority. In case, the marks obtained are same than merit among such candidates shall be decided in order of:
 - i. Age : Elder one will be placed above in merit, if the candidates have same date of birth then,
 - ii. By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- ii. The Selection Committee recommendations when approved by the Approving Authority shall remain valid for a period of one year from the date of such approval.
- iii. Officers appointed shall be liable to serve anywhere in India or/and abroad.
- iv. In cases of any disputes any suites or legal proceedings against the Institute, the jurisdiction shall be restricted to the Courts in the State of Delhi, which is the headquarter of the Institute.
- v. All appointments in the Institute will be subject to the selected candidates being found medically fit by an authorized Medical Officer so nominated by the Institute.

11. FIRST APPOINTMENT


- i. For all cases of Direct Recruitment shall be in conformity with in terms of extant DoPT instructions circulated vide DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter.
- ii. All appointments from open market in the Institute will be subject to the selected candidates being found medically fit by authorized Medical Officer as will be notified by the Institute.
- iii. CIAB will notify the list of authorized medical Officers who shall essentially be doctors of Government Hospitals to medically examine the selected candidates before their actual appointment. Report of the medical officer shall be sent in sealed cover to the CEO/CIAB.

12. APPOINTING AND APPROVING AUTHORITY

- a. For Chief Executive Officer: Chairperson, Governing Body with the approval of Appointments Committee of Cabinet, Govt. Of India.
- b. For positions in Level-14 & above: Chairperson, Governing Body with the approval of Minister-in-Charge of the Department of Biotechnology, Govt. of India.
- c. For positions in Level-13A & below: Chief Executive Officer with the approval of Chairperson, Governing Body.
- d. For positions in Level-11 & below: Controller of Administration with the approval of Chief Executive Officer.
- e. For positions in Level-8 & below: Administrative Officer with the approval of Chief Executive officer.

13. PROBATION AND CONFIRMATION:

- i. A candidate/staff member on appointment under these Rules by direct recruitment/contract including Short term contract (>2 years period) (except for the post of Director) shall be on probation for a period of two years from the date he/she assumes charge of the post.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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- ii. Notwithstanding anything contained in rules above, the probation period of a staff member as specified in **Schedule 4/3 – 4/5** may be terminated or extended for a period not exceeding one year with the approval of the Approving Authority.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
 - a. The services of the probationer, if he was directly recruited, will be terminated, and
 - b. If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.
- v. All cases of confirmation of probation shall be approved by
 - a. Chairperson, Governing Body for confirmation in grades of Level-14 and above,
 - b. By the CEO of the Institute for the grades in Level-13A and below.
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the approving authority does not agree with the recommendations of the confirmation committee, he shall record his reasons in writing before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Institute till his resignation/death/superannuation whichever is earlier.
- viii. Only regularly confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, seniority & promotion, medical benefits, other benefits, etc.
- ix. A regularly appointed staff shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed in **Schedule 4/3 to 4/5**, clearance from vigilance, minimum grading of very good in his annual performance report for last 04 years and on recommendations of duly constituted DPC.
- x. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed and regularized by due process as outlined at Clause 4 of these Rules.

14. NATIONALITY

- i. Only Indian nationals shall be eligible to apply for appointment for the posts in Technical and Administrative cadre mentioned vide the **Schedule-4/4 to 4/5**.
- ii. For all appointments to posts in Scientific Cadre Indian citizen shall be eligible. If appointment is of persons who are not Indian citizens i.e. foreign nationals (even if with Overseas Citizen of India (OCI) status), prior necessary clearances from MHA and MEA should be in place before offer of appointment is offered to such individuals.

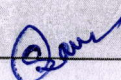


- iii. The post of CEO shall be filled only by Indian Citizens.

15. METHOD OF APPOINTMENT BY DEPUTATION (ISTC)/ABSORPTION

Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. Organizations, Universities, Research Institutions, Autonomous Bodies, of Public Sector Undertakings, can be taken on deputation basis provided that: -

- i. The period deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organization. The total period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department shall not normally exceed 3 years unless extended upto the prescribed maximum period of 5 years with consent of the candidates and the lending organization. The terms and conditions for tenure of deputation shall be as applicable in terms of extant Govt. of India instructions issued from time to time.
- ii. Subject to the concurrence of the lending Ministries/Departments/Organizations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post.
- iii. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- iv. In the case of a person, who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the date of absorption. If he has however been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department whichever is earlier.
- v. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- vi. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organizations as mentioned above.
- vii. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the Lending Institute.
- viii. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- ix. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.
- x. Posts filled by Deputation shall be exempt from the purview of Reservation Rules.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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- xi. **Cooling off period between two successive Deputations:** at least 3 years.
xii. **Authority to Waiver Cooling off Period:** Shall be Chairman, Governing Board for officers in Level-15 and above and Director of the Institute for officers in Level-14 and below.

16. METHOD OF APPOINTMENT BY PROMOTION: Promotion will be given to employees as under

(i) Promotion for Scientific Cadre:

In Scientific cadre, the promotion will be made through Modified Flexible Complementing Scheme (MFCS) (in situ promotion). The promotion will be governed as per DoP&T O.M. No. AB-14017/37/2008-Estt (RR) dated 10.09.2010 as amended from time to time. A scientific will be eligible for promotion through the process of MFCS as applicable to the 'Scientific personnel' in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1.	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B/Staff Scientist-II or equivalent	3 years.
2.	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C/Staff Scientist-III or equivalent	4 years.
3.	PB-3(Rs.15600-39100) Grade Pay Rs. 7600/	Scientist D/Staff Scientist-IV or equivalent	4 years.
4.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E/Staff Scientist-V or equivalent	5 years.
5.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F/Staff Scientist-VI or equivalent	5 years.
6.	PB-4(Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G/ Staff Scientist-VII or equivalent	—

(ii) Promotion for Administrative Cadre:

In Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACP), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

(iii) Promotion for Technical Cadre:

The Merit and Normal Assessment Scheme (MANAS)* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 and as amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:-

http://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf

17. LIABILITY OF OFFICERS TO SERVE IN INDIA OR ABROAD:

Officers appointed under the RRs shall be liable to serve anywhere in India or abroad as per the directions of the Chief Executive Officer of the Institute.

18. DISQUALIFICATION: No person

- i. who has entered into or contracted a marriage with a person having a spouse living, or
- ii. who is having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts;
- iii. whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.

shall be eligible for appointment to the service on regular basis (if appointed through direct recruitment method) or engagement on contract basis.

19. REVOCATION of APPOINTMENT: can be done at any stage during the period of probation (*without notice*) or during service (*after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee*) if the appointed person at any stage before or after appointment has:

- i. Withheld information, given any false information or provided false certificates/testimonials so as to secure appointment through wrongful means or intent,
- ii. lied under oath,
- iii. has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
- iv. indulged in activities which are prejudicial to the interests of the STATE.

20. CONTRACT APPOINTMENTS

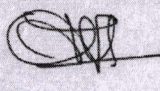
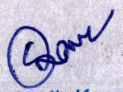
- i. All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute in terms of Clause 13(x) of these Rules.
- ii. The Institute shall get model contract agreement duly approved from the Governing Body.
- iii. No contractual engagement shall exceed a period of 36 months (for Scientific Cadre except the post of Executive Director) which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.
- iv. For non-scientific cadre staff, no contract shall exceed for a period of more than 11 months.
- v. The contract appointments will be made as per the bye laws of the institute.

21. DISPLAY of RRs:

These Rules shall be displayed on the website of the Institute or notice board for a period of 10 days before being notified by the Institute.

22. PERIODIC REVIEW OF RRs:

There shall be compulsorily review of these Rules done once in 05 years with a view to affecting the changes as are necessary to bring them in conformity with the extant current position, including additions to or reductions in the strength of the lower and higher level posts.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

23. AUTHORITY to exercise powers under these Rules:

Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/InCharge/Pro tem/looking after Directors shall not have any appointing powers.

24. POWERS to RELAX/AMEND/MODIFY:

Notwithstanding anything contained in these Rules any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Government of India upon the recommendations of the Governing Body of the Institute, provided they are in conformity with the instructions of the Government of India.

25. JURISDICTION OF THE COURTS:

In cases of any dispute arising between the Institute and others, the jurisdiction of High Court of Punjab and Haryana Chandigarh in whose jurisdiction the Institute lies shall apply.

26. SAVING: Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard

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- i. **SCHEDULE-4/1:** Details of Posts created with the approval of the Cabinet/Department of Expenditure or such other authority which has been vested with the power to create.
 - ii. **SCHEDULE -4/2:** Proposed re-designation of posts and levels in which the posts are proposed to be operated.
 - iii. **SCHEDULE -4/3:** for posts in Scientific Cadre:
 - iv. **SCHEDULE -4/4:** for posts in Technical Cadre
 - v. **SCHEDULE -4/5:** for posts in Administrative Cadre
 - vi. **SCHEDULE -4/6** - Cabinet Approval for setting up of BPU
 - vii. **SCHEDULE -4/7:** DBT letter no. BT/FNS/BPU/2012 dtd 21.05.2012 communicating approval of creation of 52 posts with reference to approval of MOF (Exp) ID No. 204/Dir(Pay)/ECI/08 dated 24.12.08 for 06 posts and MOF (Exp) ID No. 9/Dir(Pay)/ECI/10 dated 12.02.2010 for 46 posts.



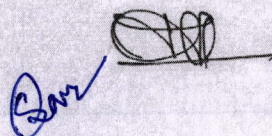
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SCHEDULE-4/1

CIAB: SANCTIONED POSITIONS

S.No	Department	Designation	Pay Scale	Levels as per 7th CPC	No. of Posts
1	2	3	4	5	6
1	Scientific & Admin	Chief Executive Officer	80000/- fixed	Level - 17	1
	Scientific	Chief Manager	67000-79000 with 3% annual increment	Level - 15	3
	Scientific	Core Scientist -G	PB-4 + GP-10,000	Level - 14	1
	Scientific	Dy. Chief Plant Manager	PB-4 + GP-10,000	Level - 14	2
	Scientific	Core Scientist -F	PB-4 + GP-8900	Level - 13A	3
	Scientific	Core Scientist -E	PB-4 + GP-8700	Level - 13	4
	Scientific	Associate Plant Manager	PB-4 + GP-8700	Level - 13	2
	Scientific	Plant Engineer	PB-3 + GP-7600	Level - 12	4
	Scientific	Core Scientist -D	PB-3 + GP-7600	Level - 12	4
	Scientific	Core Scientist -C	PB-3 + GP-6600	Level - 11	4
		S Total			28
2	Technical	Pr. System Analyst	PB-4 + GP-8900	Level - 13A	1
	Technical	Unit Engineer	PB-3 + GP-6600	Level - 11	1
	Technical	Library-cum-Informatics Officer	PB-3 + GP-6600	Level - 11	1
	Technical	System Analyst	PB-3 + GP-5400	Level - 10	1
	Technical	Assistant Engineer	PB-2 + GP-4600	Level - 7	2
	Technical	Technical Officer	PB-2 + GP-4200	Level - 6	3
	Technical	Sr. Technical Assistant/Sr. Lab Technician	PB-2 + GP-4200	Level - 6	3
		S Total			12
3	Admin	Senior Manager/Admin & Finance	PB-4 + GP-8900	Level - 13A	1
	Admin	Manager (Admn)	PB-3 + GP-7600	Level - 12	1
	Admin	Manager (Finance)	PB-3 + GP-7600	Level - 12	1
	Admin	Administrative Officer / Finance Officer	PB-3 + GP-6600	Level - 11	1
	Admin	Stores and Purchase Officer	PB-3 + GP-6600	Level - 11	1
	Admin	Sr. Private Secretary	PB-2 + GP-4800/5400	Level - 8/9	1
	Admin	Assistant / Head Clerk	PB-2 + GP-4200	Level - 6	2
	Admin	Management Assistant (Fin/Admn)	PB-2 + GP-4200	Level - 6	4
		S Total			12
		G Total			52



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अवर सचिव / Under Secretary
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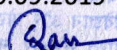
SCHEDULE-4/2

PROPOSED RE-DESIGNATIONS AND LEVELS IN WHICH THE POSTS ARE PROPOSED TO BE OPERATED WITH FINANCIAL IMPLICATIONS

S.No	Department	Designation	Posts Re-designated	Present Pay Scale	Proposed Pay Scale/Levels as per 7th CPC	No. of Posts	Remarks	Financial Implication (in Rs.)	
1	Scientific & Admin	Chief Executive Officer	Chief Executive Officer	80000/- fixed	80000/- fixed	Level - 17	1	No Change	NIL
	Scientific	Chief Manager	Associate Director (Research & Innovation)	67000-79000 with 3% annual increment	67000-79000 with 3% annual increment	Level - 15	3	Re-designated	NIL
	Scientific	Core Scientist -G	Scientist – G	PB-4 + GP-10,000	PB-4 + GP-10,000	Level - 14	1	Re-designated	NIL
	Scientific	Dy. Chief Plant Manager	Scientist – G (Bioprocess Plant Engineering)	PB-4 + GP-10,000	PB-4 + GP-10,000	Level - 14	2	Re-designated	NIL
	Scientific	Core Scientist -F	Scientist – F	PB-4 + GP-8900	PB-4 + GP-8900	Level - 13A	3	Re-designated	NIL
	Scientific	Core Scientist -E	Scientist – E	PB-4 + GP-8700	PB-4 + GP-8700	Level - 13	4	Re-designated	NIL
	Scientific	Associate Plant Manager	Scientist – E (Bioprocess Plant Engineering)	PB-4 + GP-8700	PB-4 + GP-8700	Level - 13	2	Re-designated	NIL
	Scientific	Plant Engineer	Scientist – D (Bioprocess Plant Engineering)	PB-3 + GP-7600	PB-3 + GP-7600	Level - 12	4	Re-designated	NIL
	Scientific	Core Scientist -D	Scientist – D	PB-3 + GP-7600	PB-3 + GP-7600	Level - 12	4	Re-designated	NIL
	Scientific	Core Scientist -C	Scientist – C	PB-3 + GP-6600	PB-3 + GP-6600	Level - 11	4	Re-designated	NIL
			S Total				28		
2	Technical	Pr. System Analyst	Sr. System Analyst	PB-4 + GP-8900	PB-3 + GP-6600	Level - 11	1	To be operated as Sr. System Analyst in Level-11 by utilizing the pay element of Level-13A of Pr. System Analyst	(-) 63400
	Technical	Unit Engineer	Engineer (Civil)	PB-3 + GP-6600	PB-3 + GP-5400	Level - 10	1	To be operated as Engineer (Civil) in Level-10 by utilizing the pay element of Level-11 of Unit Engineer	(-) 11600
	Technical	Library-cum-Informatics Officer	Engineer (Electrical)	PB-3 + GP-6600	PB-3 + GP-5400	Level - 10	1	To be operated as Engineer (Electrical) in Level-10 by utilising the pay element of Level-11 of Library-cum-Informatics Officer	(-) 11600
	Technical	-	Engineer (Instrumentation)	-	PB-3 + GP-5400	Level - 10	1	To be operated as Engineer (Instrumentation) in Level-10 by utilising the pay element of Level-12 of Manager (Admn.)	(+) 56100
	Technical	System Analyst	System Analyst	PB-3 + GP-5400	PB-3 + GP-5400	Level - 10	1	No Change	NIL
	Technical	Assistant Engineer	-	PB-2 + GP-4600	-	-	0	To be operated as 02 positions of Section Officers in Level-7 by utilising the pay element of Level-7 of 02 Assistant Engineers	(-) 89800
	Technical	Sr. Technical Assistant/Sr. Lab Technician	Sr. Technical Assistant	PB-2 + GP-4200	PB-2 + GP-4200	Level - 6	3	No Change	NIL
	Technical	Technical Officer	Sr. Technical Assistant	PB-2 + GP-4200	PB-2 + GP-4200	Level - 6	3	Re-designated	NIL
			S Total				11		-
	3	Admin	Senior Manager/Admin & Finance	Controller of Administration	PB-4 + GP-8900	PB-4 + GP-8900	Level - 13A	1	Re-designated
Admin		Manager (Admn)	-	PB-3 + GP-7600	-	-	0	The pay element of this post has been utilized as Engineer (Instrumentation) at Level-10	(-) 78800
Admin		Manager (Finance)	Finance Officer	PB-3 + GP-7600	PB-3 + GP-6600	Level - 11	1	To be operated as Finance Officer in Level-11 by utilising the pay element of Level-12 of Manager (Finance)	(-) 11100
Admin		Administrative Officer / Finance Officer	Administrative Officer	PB-3 + GP-6600	PB-3 + GP-6600	Level - 11	1	Re-designated	NIL
Admin		Stores and Purchase Officer	Stores and Purchase Officer	PB-3 + GP-6600	PB-3 + GP-6600	Level - 11	1	No Change	NIL
Admin		Sr. Private Secretary	Sr. Private Secretary to CEO	PB-2 + GP-4800/5400	PB-2 + GP-4800	Level - 8	1	Re-designated and pay element to be kept at Level-8	NIL
Admin		-	Section Officer	-	PB-2 + GP-4600	Level - 7	2	To be operated as 02 positions of Section Officers in Level-7 by utilising the pay element of Level-7 of 02 Assistant Engineers	(+) 89800
Admin		Assistant / Head Clerk	Management Assistant	PB-2 + GP-4200	PB-2 + GP-4200	Level - 6	2	Re-designated	NIL
		Management Assistant (Fin/Admn)	Management Assistant	PB-2 + GP-4200	PB-2 + GP-4200	Level - 6	4	Re-designated	NIL
		S Total				13			
		G Total				52			
							Net Saving	(-) 120400	

There is a saving in re-designating & operating the posts as proposed.



Amended on 30.09.2019


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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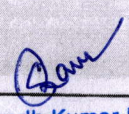
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SCHEDULE-4/3

CIAB: For Posts in Scientific Cadre

S.N o	Type	Chief Executive Officer	Associate Director (Research & Innovation)	Scientist – G	Scientist – G (Bioprocess Plant Engineering)	Scientist – F
1	Department	As per DBT OM No. BT/AI/14013/3/2011 dated 16th June, 2017	Scientific			
2	PB		HAG	PB4	PB4	PB4
3	GP		Rs 67000-79000 with 3% increment (at Level-15 of the Pay Matrix)	10000 (at Level-14 of the Pay Matrix)	10000 (at Level-14 of the Pay Matrix)	8900 (at Level-13A of the Pay Matrix)
4	No. of Posts		3 (One in each discipline/specialization related to mandate or combination of areas (inter-disciplinary))	1	2	2
5	Approving Authority		Minister-in-Charge	Minister-in-Charge	Minister-in-Charge	Chairperson, Governing Body
6	Appointing Authority (AA)/Recommending Authority (RA)		Chairperson, Governing Body	Chairperson, Governing Body	Chairperson, Governing Body	Chief Executive Officer
7	Is the post a Selection Post(S) or Non Selection Post (NS)		Not Applicable	Not Applicable	Not Applicable	Not Applicable
8	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community		Not exempted. Matter of exemption will be taken up as per guidelines of Govt. of India for the approval of Hon'ble Minister of S&T.			
9	Method of Appointment		DR/Deputation(including short term contract)/Absorption	Promotion failing which with Deputation (ISTC)/Absorption failing which by Direct	Promotion failing which with Deputation (ISTC)/Absorption failing which by Direct Recruitment	Promotion failing which with Deputation (ISTC)/Absorption failing which by Direct Recruitment
10	%age of each method of appointment as suggested in Row. (9)		To be decided by Approving Authority	Not Applicable	Not Applicable	Not Applicable
11	Is post exempted from consultation with UPSC before being filled		Not Applicable	Not Applicable	Not Applicable	Not Applicable
12	Nationality of Candidates recommended for appointment		INDIAN	PREFERABLY INDIAN		
13	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)		No	Yes	Yes	Yes
14	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates		Not exceeding 58 yrs	Not exceeding 58 yrs	Not exceeding 58 yrs	Not exceeding 55 yrs





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अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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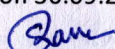
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SCHEDULE-4/3

CIAB: For Posts in Scientific Cadre

S.No	Type	Chief Executive Officer	Associate Director (Research & Innovation)	Scientist – G	Scientist – G (Bioprocess Plant Engineering)	Scientist – F
15a	Minimum Educational Qualification Essential		a) Doctorate in any stream of Agricultural or Biological or Chemical Science/Technology from a recognized University/Institute with 15 years of R&D experience in the area or domains related or relevant to secondary agriculture bioproducts including phytochemicals, bioprocesses, biosystems, biomass-directed process development or design or modification or up-scaling, biomass-biovalue engineering, biosynthetic technology, food processing, food and nutritional/nutraceutical technology, as evidenced by relevant papers, publications, technology transfer etc. b) Experience may be further specific for each individual position at this level at the time of advertisement as per needs of the institute. c) Excellent track record of research & innovation and achievements as evidenced by a strong profile of frontier research and innovation contributions (publications, patents and top-tier recognitions as awards and honours), research leadership etc. relevant to the mandate of the institute.	a) Doctorate in specified field / desired discipline from amongst Agricultural and/or Biological and/or Chemical Sciences/Technology from a recognized University/Institute with 14 years of R&D experience relevant or related to chemical or biological processing of biomass for value added products (edible / nutritional / nutraceutical nature or non-edible) in secondary agriculture perspective b) Excellent track record of research publications, patents and awards, research leadership, etc in desired/advertised area/domain.	a) M.Tech/M.E. and Ph.D. in chemical technology or chemical engineering or food technology or food engineering or agricultural technology/engineering or Biotechnology from a recognized university/Institute with 14 years of R&D work experience specially focussed/directed to its translational potential in biomass or agri-food processing, nutrition & nutraceuticals in secondary agriculture bioproducts perspectives. b) The educational specialization and experience would be further specified for each individual position at this level at the time of advertisement as per needs of the institute.	a) Doctorate in specified field / discipline from amongst Agricultural and/or Biological and/or Chemical Sciences/Technology from a recognized University/Institute with 10 years of R&D experience relevant or related to chemical or biological processing of biomass for value added products (edible/nutritional/nutraceutical or non-edible) in secondary agriculture perspective. b) The experience will be further specified for each individual position at this level at the time of advertisement as per needs of the institute. c) Excellent track record of research publications, patents and awards, research leadership, etc in desired/advertised area/domain
15b	Desirable		One or more of the following: Excellent/acclaimed track record of High quality research publications/patents/awards. Established track record of guiding research, working in inter-institutional research programmes, teaching, research administration at the level of group leadership, departmental/section head etc.	One or more of the following: R&D excellence in the subject field as evident from profile of achievements including publications, patents, technology transfer, research leadership relevant to the advertised needs/job requirement, S&T honours/awards	Translational research excellence in the subject/field as evident from profile of achievements including patents, technology transfer, process development, process upscaling, product development, publications and innovative leadership relevant to the advertised needs/job requirements.	One or more of the following: R&D excellence in the subject field as evident from profile of achievements including publications, patents, technology transfer, research leadership relevant to the advertised needs/job requirement, S&T honours/awards
16	Composition of Recruitment Committee		SCSC in terms of para 5 of DoPT OM No. AB 14017/11/2004-Estt.(RR) dtd 30.07.2007 in which CEO, CIAB shall be a member.	As approved by Minister-in-charge. SCSC in terms of para 5 of DoPT OM No. AB 14017/11/2004-Estt.(RR) dtd 30.07.2007 in which CEO, CIAB shall be a member.		Committee in terms of DBT OM dated 19-07-2016.
17	Period of Probation (if any)		1 Year	1 Year	1 Year	2 Years
18	Composition of Confirmation committee		NA	Committee comprising of three members of appropriate level to be constituted by the CEO.		
19	Promotion by Selection (S) or Non Selection (NS)		NA	NA	NA	NA
20	Composition of Promotion Committee		NA	NA	NA	Committee in terms of DBT OM dated 19-07-2016.
21	Minimum yrs of regular service required in existing grade for promotion to next higher grade		NA	NA	NA	5 Years
Footnote		INDIAN*	Candidates who are foreign nationals including those with Overseas Citizen of India (OCI) status shall be eligible for appointment only after necessary clearances from MHA and MEA as per extant instructions of Government of India.			
		S	By positive act of selection			
		NS	Non Selection			
		GoI/ACC	Government of India/Appointments Committee of the Cabinet			
		ACC/MIC	Provisions of para 5 (v) of DoPT OM No. AB 14017/11/2004-Estt.(RR) dtd 30.07.2007 shall prevail. In case of any deviations on recommendations of SCSC the case is required to be forwarded for prior approval of ACC before the Ministry can issue notification of appointment			
		SCSC (RA)	Search cum Selection (Recommending Authority) committee to be constituted with the approval of DoPT in terms of provisions of Para 5(i) of DoPT OM No. AB 14017/11/2004-Estt.(RR) dtd 30.07.2007			
		DRC	Departmental Recruitment Committee			
		DPC	Departmental Promotion Committee			
		PB	Pay Band as per 6th Pay Commission			
		GP	Grade Pay as per 6th Pay Commission			
		DRQ	Direct Recruitment Quota			





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अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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Department of Biotechnology

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SCHEDULE-4/3

CIAB: For Posts in Scientific Cadre

S.N O	Type	Scientist – E	Scientist – E (Bioprocess Plant Engineering)	Scientist – D	Scientist – D (Bioprocess Plant Engineering)	Scientist – C
1	Department	Scientific				
2	PB	PB4	PB4	PB 3	PB3	PB 3
3	GP	8700 (at Level-13 of the Pay Matrix)	8700 (at Level-13 of the Pay Matrix)	7600 (at Level-12 of the Pay Matrix)	7600 (at Level-12 of the Pay Matrix)	6600 (at Level-11 of the Pay Matrix)
4	No. of Posts	3	4	4	4	4
5	Approving Authority	Chairperson, Governing Body				
6	Appointing Authority (AA)/Recommending Authority (RA)	Chief Executive Officer				
7	Is the post a Selection Post(S) or Non Selection Post (NS)	Not Applicable				
8	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	Not exempted. Matter of exemption will be taken up as per guidelines of Govt. of India for the approval of Hon'ble Minister of S&T.				
9	Method of Appointment	Promotion failing which with Deputation (ISTC)/Absorption failing which by Direct Recruitment				
10	%age of each method of appointment as suggested in Row. (9)	Not Applicable				
11	Is post exempted from consultation with UPSC before being filled	Not Applicable				
12	Nationality of Candidates recommended for appointment	PREFERABLY INDIAN				
13	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	Yes	Yes	Yes	Yes	NA
14	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 50 yrs		Not exceeding 45 yrs		Not exceeding 40 yrs

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SCHEDULE-4/3

CIAB: For Posts in Scientific Cadre

CIAB: For Posts in Scientific Cadre

S.N o	Type	Scientist – E	Scientist – E (Bioprocess Plant Engineering)	Scientist – D	Scientist – D (Bioprocess Plant Engineering)	Scientist – C
15a	Minimum Educational Qualification Essential	a) Doctorate in specified field/ discipline from amongst Agricultural and/or Biological and/or Chemical Sciences/Technology from a recognized University/Institute with 6 years of R&D experience relevant or related to chemical or biological processing of biomass for value added products of (edible/nutritional/nutraceutical or non-edible) in secondary agriculture perspective. b) The educational specialization and experience would be further specified for each individual position at this level at the time of advertisement as per needs of the Institute. c) Excellent track record of research publications, patents and awards, research leadership, etc in desirable/advertised area/domain	a) M.Tech/M.E. and Ph.D. in chemical technology / chemical engineering or mechanical engineering or food technology or food engineering or agricultural technology/engineering or Biotechnology from a recognized University/Institute with 6 years of R&D work experience specially focused/directed to its transitional potential in biomass or agri-food processing, nutrition & nutraceuticals in secondary agriculture bioproducts perspectives. b) The educational specialization and experience would be further specified for each individual position at this level at the time of advertisement as per needs of the Institute.	a) Doctorate in specified field / discipline from amongst Agricultural and/or Biological and/or Chemical Sciences/Technology from a recognized University/Institute with 4 years of R&D experience relevant or related to chemical or biological processing of biomass for value added products (edible / nutritional / nutraceutical or non-edible) in secondary agriculture perspective. b) The educational specialization and experience may be further specified for each individual position at this level at the time of advertisement as per needs of the Institute. c) Excellent track record of research publications, patents and awards, research leadership, etc in desired / advertised area/domain	M.Tech/M.E. in chemical technology or chemical engineering or food technology or food engineering or agricultural technology/engineering from a recognized University/Institute with 6 years of R&D work experience relevant to the area/domain for which each position is advertised or M.Tech/M.E. plus Ph.D. in chemical technology or chemical engineering or food technology or food engineering or agricultural technology/engineering from a recognized University/Institute with 4 years of R&D work experience relevant to the area/domain for which each position is advertised. The research experience should be specially focused/directed to its transitional potential in biomass or agri-food processing, nutrition & nutraceuticals in secondary agriculture bioproducts perspectives, as advertised and specified for each position in terms of job requirement/expectations from each position at this level.	Doctorate in Chemical/Biological Sciences/Agricultural Sciences with 03 yrs of R&D work experience OR Masters (M.E./M.Tech) in fields of Chemical/Biological/Agricultural Technology/Computer Science from a recognized University with 06 years of R&D experience specifically for application in agriculture, food processing, nutrition, nutraceuticals and secondary agriculture or B.E/B.Tech in Chemical Engineering/Biochemical Engineering, Biotechnology, Polymer Science, with 08 yrs of R&D experience (relaxable by 02 yrs for meritorious candidates).
15b	Desirable	One or more of following: Evidence of independent R&D achievements or tangible collaborative research achievements, guiding doctoral/post- doctoral research in the relevant subject field/area as evident from profile of research accomplishments and focus reflected through publications, patents, technology transfer, research projects relevant to the advertised needs/job requirement, S&T honors/awards and appreciation(s)	Evidence of R&D contributions or tangible collaborative research achievements. Guiding doctoral or post-doctoral research in the relevant subject field or area. Profile of research accomplishment as evident from achievements including patents, technology transfer, process development, process upscaling, product development, publications and innovational leadership relevant to the advertised needs/job requirements.	One or more of following: Innovative R&D achievements, focused collaborative/team-worked research performance reflection in inter- disciplinary work, guiding doctoral/post-doctoral research in the relevant subject field/area as evident from profile of research accomplishments and focus reflected through publications, patents, technology transfer, research projects relevant to the advertised needs/job requirement, S&T honors/awards and appreciation(s).	Innovative transitional research achievements with reference to product development, product improvements, process upscaling, patents, technology transfer etc. as related to secondary agriculture technology.	One or more of following: Demonstrated research output or skills in high-end technology relevant to the advertised R&D requirements/expectations from the position/job requirements as related or relevant to the mandate of the Institute
16	Composition of Recruitment Committee	Committee in terms of DBT OM dated 19-07-2016.				
17	Period of Probation (if any)	2 Years				
18	Composition of Confirmation committee	Committee comprising of three members of appropriate level to be constituted by the CEO.				
19	Promotion by Selection (S) or Non Selection (NS)	NA				
20	Composition of Promotion Committee	Committee in terms of DBT OM dated 19-07-2016.				
21	Minimum yrs of regular service required in existing grade for promotion to next higher grade	5 Years			4 Years	
Footnote		Candidates who are foreign nationals including those with Overseas Citizen of India (OCI) status shall be eligible for appointment only after necessary clearances from MHA and MEA as per extant instructions of Government of India.				
		By positive act of selection				
		Non Selection				
		Government of India/Appointments Committee of the Cabinet				
		Provisions of para 5 (v) of DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007 shall prevail. In case of any deviations on recommendations of SCSC the case is required to be forwarded for prior approval of ACC before the Ministry can issue notification of appointment				
		Search cum Selection (Recommending Authority) committee to be constituted with the approval of DoPT in terms of provisions of Para 5(i) of DoPT OM No. AB 14017/11/2004-Estt.(RR) dtd 30.07.2007				
		Departmental Recruitment Committee				
		Departmental Promotion Committee				
		Pay Band as per 6th Pay Commission				
		Grade Pay as per 6th Pay Commission				
		Direct Recruitment Quota				

Amended on 30.09.2019

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

SCHEDULE-4/4													
CIAB: For Posts in Technical Cadre													
Type		Sr. System Analyst		Engineer (Civil)		Engineer (Electrical)		Engineer (Instrumentation)		System Analyst		Sr. Technical Assistant	
1	Department	Technical		Technical		Technical		Technical		Technical		Technical	
2	PB	PB3		PB3		PB3		PB3		PB3		PB3	
3	GP	6600 (at Level-11 of the Pay Matrix)		5400 (at Level-10 of the Pay Matrix)		5400 (at Level-10 of the Pay Matrix)		5400 (at Level-10 of the Pay Matrix)		5400 (at Level-10 of the Pay Matrix)		4200 (at Level-6 of the Pay Matrix)	
4	Number of Posts	1		1		1		1		1		6	
5	Approving Authority	Chief Executive Officer		Chief Executive Officer		Chief Executive Officer		Chief Executive Officer		Chief Executive Officer		Chief Executive Officer	
6	Appointing Authority	Controller of Administration		Controller of Administration		Controller of Administration		Controller of Administration		Controller of Administration		Administrative Officer	
7	Is the post a Selection Post(S) or Non Selection Post (NS)	Not Applicable		Not Applicable		Not Applicable		Not Applicable		Not Applicable		Not Applicable	
8	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	No		No		No		No		No		No	
9	Method of Appointment	Direct Recruitment/Deputation (ISTC)/Absorption/Promotion		Direct Recruitment/Deputation (ISTC)/Absorption		Direct Recruitment/Deputation (ISTC)/Absorption		Direct Recruitment/Deputation (ISTC)/Absorption		Direct Recruitment		Direct Recruitment	
10	%age of each method of appointment as suggested in Col. (9)	To be decided by the approving authority		To be decided by the approving authority		To be decided by the approving authority		To be decided by the approving authority		100		100	
11	Is post exempted from consultation with UPSC before being filled												
12	Nationality of Candidates recommended for appointment												
13	Is the post included in MACP for promotions?	Yes		Yes		Yes		Yes		Yes		Yes	
14	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	540 yrs		540 yrs		540 yrs		540 yrs		535 yrs		530 yrs	

BT/AI/32021/01/2017

Govt. of India

Ministry of Science and Technology
Department of Biotechnology

CIAB Bye-laws 2019

SCHEDULE-4/4					
CIAB: For Posts in Technical Cadre					
S.No	Type	Sr. System Analyst	Engineer (Civil)	Engineer (Electrical)	Engineer (Instrumentation)
1	Department	Technical	Technical	Technical	Technical
2	PB	PB3	PB3	PB3	PB3
3	GP	PB3	PB3	PB3	PB3
15A	Min Educational Qualification if Method of appointment is by Direct Recruitment	6000 (at Level-11 of the Pay Matrix) (i) Master's Degree in Computer Science/Information Technology from a recognized University/Institute; or BE/B. Tech. (Computer Engineering/Computer Science & Engineering/Information Technology) from a recognized University/Institute; (ii) Ten (10) years post graduation experience in design, development and organizing computerized information storage and retrieval system in a Government Office/PSU/ Autonomous Body/Statutory Body or in any recognized institution.	5400 (at Level-10 of the Pay Matrix) Direct Recruitment Graduate Degree in Civil Engineering from a recognized University/Institute with 07 years of relevant experience in civil works with respect to Academic / Educational / R&D campus development, maintenance of buildings & multifarious activities related to civil works of building and campus.	5400 (at Level-10 of the Pay Matrix) Direct Recruitment Graduate Degree in Electrical Engineering from a recognized University/Institute with 07 years of relevant experience in civil works with respect to Academic / Educational / R&D campus development, maintenance of buildings & multifarious activities related to civil works of building and campus.	5400 (at Level-10 of the Pay Matrix) Direct Recruitment Graduate Degree in Instrumentation/Mechanical Engineering from a recognized University/Institute with 07 years of relevant experience in installation and maintenance of instruments.
15B	Desirable				
16	Composition of Recruitment Committee				
17	Period of Probation (if any)	2 Years	2 Years	2 Years	2 Years
18	Composition of Confirmation committee				
19	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA
20	Composition of Promotion Committee (DPC for regular/MACP)	NA	NA	NA	NA
21	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	04 yrs

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

SCHEDULE-4/5
Administrative Cadre

S.N.	Type	Controller of Administration	Administrative Officer	Finance Officer	Stores and Purchase Officer	Sr. Private Secretary	Section Officer	Management Assistant
0	Department	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN
1	PB	3	3	3	3	2	2	2
2	GP	8900 [Level-13A of Pay Matrix]	6600 [Level-11 of Pay Matrix]	6600 [Level-11 of Pay Matrix]	6600 [Level-11 of Pay Matrix]	4800 [Level-8 of Pay Matrix]	4600 [Level-7 of Pay Matrix]	4200 [Level-6 of Pay Matrix]
3	GP	1	1	1	1	1	2	6
4	Number of Posts	1	1	1	1	1	2	6
5	Approving Authority	Chairperson, Governing Body	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
6	Appointing Authority	Chief Executive Officer	Controller of Administration	Controller of Administration	Controller of Administration	Administrative Officer	Administrative Officer	Administrative Officer
7	In the post a Selection Post (SP) or Non Selection Post (NS)	NA	NA	NA	NA	NA	NA	NA
8	Whether the posts are exempted from the purview of reservations for appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	NO	NO	NO
9	Method of Appointment	Direct Recruitment/Deputation (STC)/Permanent Absorption	Direct Recruitment/Deputation (STC)/Permanent Absorption	Direct Recruitment/Deputation (STC)/Permanent Absorption	Direct Recruitment/Deputation (STC)/Permanent Absorption	Direct Recruitment/Deputation (STC)/Permanent Absorption	Direct Recruitment/Deputation (STC)/Permanent Absorption/Promotion	Direct Recruitment/Deputation (STC)/Permanent Absorption
10	Way of each method of appointment as suggested in Col. (9)	To be decided by the Approving Authority						
11	Is post exempted from consultation with UPSC before being filled	NA						
12	Nationality of Candidates recommended for appointment	INDIAN						
13	Is the post included for MAP?	YES						
14	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤50 yrs	≤40 yrs	≤40 yrs	≤40 yrs	≤30 yrs	≤30 yrs	≤30 yrs
15	Min Educational Qualifications if Method of appointment is by Direct Recruitment	(i) Post Graduate in any discipline from a recognized University / Institute and 15 years of regular service experience in administration in Group A position with minimum of 5 years in level 12 (PB-3 with Grade Pay Rs. 1600/-) in the Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings or 17 years in Private sector in similar position. Debitable: Experience in General Administration, Legal Matters, Security (ii) Post Graduate in any discipline from a recognized University / Institute and 15 years of regular service experience in administration in Group A position with minimum of 5 years in level 12 (PB-3 with Grade Pay Rs. 1600/-) in the Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iii) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iv) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (v) M.B.A. or Graduate with Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (vi) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (vii) Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (viii) Graduate from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security	Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (ii) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iii) Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iv) Graduate from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security	Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (ii) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iii) Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iv) Graduate from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security	Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (ii) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iii) Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iv) Graduate from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security	Graduate from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (ii) Minimum of 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iii) Graduate with Post Graduate Diploma in Management / Finance from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security (iv) Graduate from a recognized University / Institute and 5 years of regular service experience in PB-3 with Grade Pay Rs. 1600/- or 8 years of regular service experience in PB-2 with Grade Pay Rs. 1400/- in the Central Government, State Governments, Central Government Universities / Central Government Institutions or equivalent pay scales & posts in Public Sector Under takings. Debitable: Experience in General Administration, Legal Matters, Security		

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary

अवर सचिव / Under Secretary

बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology

Amended on 30.09.2019

विज्ञान आर प्राधा. नालाय / नाला
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

BT/AI/32021/01/2017

Govt. of India

Ministry of Science and Technology
Department of Biotechnology

CIAB Bye-laws 2019

SCHEDULE-4/5 CIAB: For Posts in Administrative Cadre									
S.N	Type	Controller of Administration	Administrative Officer	Finance Officer	Stores and Purchase Officer	Sr. Private Secretary	Section Officer	Management Assistant	
1	Department	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	
2	PB	3	3	3	3	2	2	2	
3	GP	8500 (Level-13A of Pay Matrix)	6600 (Level-11 of Pay Matrix)	6600 (Level-11 of Pay Matrix)	6600 (Level-11 of Pay Matrix)	4800 (Level-8 of Pay Matrix)	4600 (Level-7 of Pay Matrix)	4300 (Level-6 of Pay Matrix)	
15	Min Educational Qualifications if Method of appointment is by Duplication	Officers of Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in administration (Establishment/Accounts/Procurement/Management through controlling apparatus) (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-13 (PB-3 + GP-4700) of Pay Matrix, or (iv) Having 5 years of regular service in Level-13 (PB-3 + GP-4700) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	Officers of Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in finance & accounts (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix, or (iv) Having 5 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	Officers of Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in finance & accounts (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix, or (iv) Having 5 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	Officers of Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in stores & purchase (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix, or (iv) Having 5 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	Candidates from Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in stores & purchase (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix, or (iv) Having 5 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	Candidates from Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in administration, stores & purchase (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix, or (iv) Having 5 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	Candidates from Central Government, State Governments, Union Territories / Central Autonomous Institutions or Public Sector Undertakings who have experience in administration, stores & purchase (i) Holding analogous post on regular basis in the present cadre of department or (ii) Holding analogous post on regular basis in Level-10 (PB-3 + GP-4700) of Pay Matrix, or (iii) Having 2 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix, or (iv) Having 5 years of regular service in Level-11 (PB-3 + GP-4800) of Pay Matrix. Candidate should possess the educational qualification required for direct recruitment.	
16	Composition of Recruitment Committee	Committee in terms of Para 3(h) of DBT OM dated 19-07-2016.							
17	Period of Probation (if any)	1 Year	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years	2 Years
18	Composition of Confirmation committee	Committee comprising of three members of appropriate level to be constituted by the CEO.							
19	Promotion by Selection (S) or Non Selection (NS)	NA							
20	Composition of Promotion Committee	NA							
21	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA							

(Signature)

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

SECRET

Copy No. 41

No 37/CM/2008

CABINET SECRETARIAT

EXTRACTS FROM THE MINUTES OF THE MEETING
OF THE CABINET HELD AT 1030 HOURS, ON
THURSDAY, 21st AUGUST, 2008, IN THE
CONFERENCE ROOM (NO. 155), SOUTH BLOCK,
NEW DELHI.

Case No.324/37/2008

Item 2

Establishment of (i) National Agri-Food Biotechnology
Institute (NABI) and (ii) Bioprocessing Unit (BPU) in
Knowledge City at Mohali, Punjab, as autonomous
institution(s) of the Department of Biotechnology,
Ministry of Science and Technology, Government of India.

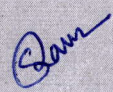
The Cabinet considered the note dated 07.08.2008 from the Ministry of
Science and Technology (Vigyan aur Praudyogiki Mantralaya), Department of
Biotechnology (Biotechnology Vibhag) and approved the proposal contained in
paragraph 8 thereof.

SECRET

RB
8 Copies.

In accordance with the Rules of Procedure in Regard to Proceedings of
Cabinet (Rule 10), progress of action to implement the decision may be
included in the Ministry's Monthly Summary for the information of the Members
of the Council of Ministers.

Action taken to implement the decision may be communicated to the
Cabinet Secretariat with reference to the Implementation Schedule attached to
agenda note.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योग. मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

87 **SCHEDULE-4/7**

भारत सरकार
गान और प्रौद्योगिकी मंत्रालय
बायो-टेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, 7 वां फ्लोर, सी.जी.ओ. कॉम्प्लेक्स
लोदी रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

M/S

No. BT/FNS/BPU/2012

Date: 21.05.2012

To,
Dr. R.S. Sangwan
Chief Executive Officer,
Bioprocessing Unit,
Mohali - 160071, Punjab

Sub: Approval for creation of the BPU positions.

The undersigned is directed to communicate that the following additional positions have been approved by the Ministry of Finance, Department of Expenditure for the Bioprocessing Unit, Mohali.

I. 06 Positions as approved vide MOF (Exp) I.D No. 204/Dir (Pay)/ECI/08 dated 24.12.08

S.No	Designation	Pay Scale (Pre revised)	No. of Posts
1.	Chief Executive Officer	26000/- (Fixed)	1
2.	Core Scientist E	14300-400-18300	1
3.	SF. Manager (admn. & Finance)	16400-450-20000	1
4.	Manager (Admn.)	12000-375-16500	1
5.	Manager (Finance)	12000-375-16500	1
6.	Unit Engineer	10000-325-15200	1
	Total		6.

II. 46 Positions as approved vide MOF ID No.9/Dir(Pay)/ECI/10 dated 12.02.2010

S.No	Designation	Pay Band + GP	No. of Posts
1.	Chief Manager	67000-79000+3% Inc	3
2.	Core Scientist-G	PB 4+10000	1
3.	Core Scientist-F	PB 4+8900	2
4.	Core Scientist-E	PB 4 + 8700	2
5.	Core Scientist -D	PB 3+7600	4
6.	Core Scientist-C	PB3 +6600	4
7.	Dy. Chief Plant Manager	PB 4+10000	2
8.	Associate Plant Manager	PB 4+8700	4
9.	Plant Engineer	PB 3+7600	4
10.	Pr. System Analyst	PB 4+ 8900	1
11.	System Analyst	PB 3+5400	1
12.	Technical Officer	PB 2 +4200	3
13.	Sr. Tech. Asstt /Sr. Lab Technician	PB 2 +4200	3
14.	Assistant Engineer	PB 2+4200	2
15.	Admn. Officer/ Finance Officer	PB 3+6600	1
16.	Sr. Private Secretary	PB 2+4800/5400	1
17.	Store Purchase Officer	PB 3+6600	1
18.	Assistant / Head Clerk	PB 2+4200	2
19.	Management Asstt (Fin./Admn.)	PB 2+4200	4
20.	Library-cum-Informatics Officer	PB 3+6600	1
	Total		46

Accordingly, you are requested to initiate necessary steps for filling up the remaining 51 positions, under intimation to the Department.

(Rajesh Kapur)
Advisor
Tel 24360745

Website: <http://www.dbtindia.nic.in> <http://www.btisnet.gov.in>

Ram

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CIAB-CODE OF CONDUCT FOR CONTRACTUAL EMPLOYEES

- 1) Any lapse in performing his/her duties including punctuality, adherence of dress code and other safety norms while working in laboratory area with hazardous chemicals/instruments emitting radiation.
- 2) Indulging in communal activities, criminal activities and anti-national activities.
- 3) Making inappropriate remarks on caste, creed, sex, race or religion of junior/fellow/senior employees (regular or contractual) of the Institute.
- 4) Offending the dignity and modesty of women employees by way of overtures, gestures, remarks, physical contact and physical intimidation within the campus premises of the Institute.
- 5) Offending/demeaning anybody's religious beliefs and cultural habits of persons coming from particular region or segment of the society.
- 6) Refusal to carry out orders of administrative or academic functionaries without assigning any reason.
- 7) Habitual cases of insolvency, intoxication, etc.
- 8) Convicted by court of law for any criminal offences under the relevant act.
- 9) Spending 3 days in judicial custody/> 10 days in police custody.
- 10) Disclosure of incorrect/false information so as to get employment in the Institute.
- 11) Use of any kind of political influence to advance one's career prospects in the Institute.
- 12) Indulging in trade union activities.
- 13) Unauthorized assembly during duty hours of more than 10 employees.
- 14) Disclosure of confidential information/data to outsiders without necessary approval.

ANNEXURE-5

IPR LICENSING RULES

Definition & Scope

The intellectual property shall include patents, copyright, design, computer software, and trade mark. Licensing of IP shall mean granting the licensee the right to further develop IP or to utilize the IP to develop process(s) or commercializable knowhow, technology/technique to make the resulting product(s), either for commercial/captive or as otherwise agreed to.

Costing

The costing on development of IP/technology shall include the estimated expenditure on raw material, consumables, equipment usage, IP protection and maintenance, outsourcing of services, if any, and contingency etc. CIAB may invite the expression of interest (EOI) to validate and decide the cost estimate for such licensing of IP/technology. Taxes as applicable will be payable by the client as extra.

Sharing of monies from licensing of IP/technology

The consolidated guidelines for sharing of monies from licensing of Intellectual Property and technology with the CIAB staff are as under:

CIAB	50%
Concerned Research Team	35%
CIAB Supporting Staff	10%
CIAB Staff Welfare Fund	5%

Technical Services

Technical services may include assistance to the clients based on available knowledge/ expertise/ skills/ infrastructures/ and facilities at CIAB. Technical services may include testing and analysis, routine training, providing information and/or any other services not covered above. The cash inflow through such services will be credited to CIAB account without any provision of sharing with CIAB staff. These services may not be taken up as regular activities, and may be rendered depending upon the availability of facilities, expertise etc.

General Terms and Conditions for Sharing of Monies/fees Earned through Consultancy/IP/Technology Licensing:

- A legally valid agreement should be executed for IP/technology licensing.
- The IP/technology transfer/licensing/consultancy should be completed in accordance with the terms of the agreement;
- The monies/fees should be received in full;

- d. The maximum amount of money receivable by an employee from licensing of Intellectual Property/ technology/consultancy will not exceed Rs. 5 lakhs per financial year.
- e. The guidelines stipulated in this document may be reviewed by CIAB, if necessary, from time to time.

Categorization of Staff

- a. Inventors may comprise scientists/faculty and other S&T staff (research fellows/post-docs/technical) who have provided innovative, developmental, design engineering, experimental, data/information, testing/analytical, repair/fabrication, training and business development/marketing inputs for the project/activity;
- b. S&T and supporting staff comprise the remaining regular staff who have not been included in the category staff 'a' (i.e. faculty, technical, administration, finance, store and purchase, and services).

Maintenance of Project Records

The project leader/PI shall ensure that the following records are maintained and retained in the laboratory:

i) Project File

Document containing information on a systematic basis on initiation of the idea; date of starting of the project; list of inventors (as defined earlier); responsibilities of the individuals and extent of their participation (whether whole time or part time); significant contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

ii) Completion Report

A document/record book listing the outcome of the project/activity including the contributions made by each of the inventors, S&T and supporting staff should be maintained. The final record should be signed by each of the inventors and the project leader/PI.

Procedure for Distribution of Monies/Fees

- a) A Standing Committee shall be constituted by the Chief Executive Officer, CIAB to consider and decide on the share of the inventors, S&T and supporting staff from the monies realized from licensing of IP/technology/consultancy.
- b) The project leader shall recommend to the Standing Committee the names of the inventors/consultants for a specific IP/technology/consultancy.

- c) The recommendations of the Standing Committee shall be intimated to each of the inventors/consultants and S&T and supporting staff and also displayed on the laboratory and other appropriate notice boards. In case no objections/representations are received within fifteen days on the date of notification, then the same can be submitted for consideration and approval of the competent authority.
- d) Representations, if any, against the recommendations of the Standing Committee, within the stipulated time limit, shall be reconsidered by the standing committee. The Fresh Recommendations of the Standing Committee, along with the details of representations shall be put up to the competent authority for consideration.
- e) The decision of the competent authority on recommendations of the Standing Committee shall be intimated to each of the inventors and S&T and supporting staff and displayed on appropriate notice boards. Distribution of the monies/fees will then be done if no representations are received against the decision of the competent authority within thirty days of the date of notification.
- f) A person will be entitled for a share from the monies/fees even in the event of his/her transfer/retirement/resignation from CIAB. In the event of death of a person, his/her legal heir shall be entitled for his/her share of monies/fees.
- g) The decision of CEO, CIAB shall be final and binding on all concerned.

CONSULTANCY RULES

Consultancy

Different aspects of consultancy, including the pattern of distribution of honorarium will be decided by the duly constituted committee of CIAB on case to case basis.

Collaborative Research

Collaborative project is a joint endeavor. Thus while costing CIAB's inputs for a collaborative project the intellectual fee should be included in notional project charges. As the client may bear only a part of the CIAB's project expenses, the laboratory should endeavor to ensure that the balance of project charges are recovered by earnings from licensing the R&D results/intellectual property to the collaborator/third party.

Composite Projects

Some projects are composite in nature and envisage diverse inputs of CIAB. These may include consultancy, technical services, contract R&D, etc. Such type of projects can, for purposes of CIAB costing/accounting, be split into appropriate contract research, consultancy and technical services components; and approval of competent authority be obtained for each component indicating the overall project profile.

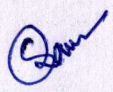
1. Consultancy by CIAB

Definition & Scope

The laboratory should ensure that owing to financial benefits accruing to staff members from consultancy work, attention is not diverted from R&D related activities. A proper balance of the manpower and other resources to be deployed on R&D activities, consultancy and technical services should be decided by the committee constituted by CIAB.

To facilitate the operation of 'consultancy' services two categories of consultancy, viz. (a) Advisory Consultancy (b) General Consultancy may be demarcated each with its own scope definition, ceiling and pattern of honorarium.

All consultancy services in CIAB shall be institutional. Consultancy shall be in an area of expertise of the laboratory, preferably its thrust areas. For purpose of definition there shall be two categories of consultancy, viz;


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A) Advisory Consultancy

Wherein the services would involve scientific, technical, engineering or other professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual(s), rendered outside the CIAB and not envisaging use of any facilities of the laboratory (including experimental, informational, computational etc.), and also not involving any kind of survey, detailed study or report preparation/submission.

B) General Consultancy

Wherein the services shall comprise scientific, technical, engineering or other professional advice/assistance based on the available knowledgebase/expertise of the laboratory, and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment.

General consultancy may inter-alia cover:

- Preparation of literature survey/feasibility studies, state of the-art/project/technology/forecasting reports;
- Interpretation and validation of test results and data, risk and hazard/environment impact analysis etc.,
- Design engineering,
- Assistance in erection, commissioning, operation, fabrication/tendering and purchase of requirement, trouble shooting, productivity improvements, pollution abatement/control measures, energy conservation, waste utilization, technology assessment/evaluation.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall be taken up as General Consultancy. The competent authority for approving the consultancy shall have the power to decide on the category of a particular consultancy assignment.

Approvals for projects will be accorded by the competent authority may be based on recommendations by a committee constituted by the competent authority of CIAB.

Approvals for contracts for consultancy services of a minor nature, formal agreement on a stamp paper may be dispensed with and the terms and conditions settled through exchange of letters. However, the terms and conditions should include a disclaimer on responsibility of the laboratory for the advice/recommendations given in the consultancy. In case the head of the

institute/competent authority feels that an agreement would be technically and legally useful, the party may be asked to enter into a legal agreement.

Costing of Consultancy Projects

It is feasible to make realistic estimates of inputs for a consultancy project. The amount to be payable by the client seeking consultancy will be decided by a duly constituted committee by the Chief Executive Officer, CIAB. While fixing the consultancy charges, estimated expenditure on various components including raw materials, consumables, equipment, contingency, travel expenses etc. may be taken into account. Taxes as applicable will be payable by the client as extra.

Record of deployment of resources for a consultancy project, especially the manpower, should be separately and carefully maintained and the resources deployed should by and large be in conformity with the approved estimates.

Honorarium for Consultancy Work

Honorarium is payable to the team of consultants and S&T and supporting staff of CIAB. In case there is no staff under S&T and supporting staff associated with a consultancy project the share of honorarium earmarked for this category shall then go to the team of consultants.

The pattern of distribution of consultancy honorarium for **general consultancy** work taken up may be as follows:

CIAB	50%
Team of consultants	35%
S&T and supporting staff	10%
CIAB welfare fund	5%

The pattern of distribution of consultancy honorarium for **advisory consultancy** may be as follows:

CIAB	50%
Team of consultants	45%
CIAB welfare fund	5%

The 'Team of Consultants' shall comprise only such staff members who provide intellectual inputs to the specific consultancy work while 'S&T and supporting staff' shall generally include the remaining regular staff (faculty, technical, administration, finance, store and purchase, and services).

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Amended on 30.09.2019

If needed, apportion of distributable amount can be done by the competent authority on case to case basis.

The amount will be distributed after successful completion of the consultancy assignment.

In case of Advisory Consultancy projects for which the duration of the contract is more than a year, honorarium may be distributed annually, provided the amount due for the respective year has been received from the client.

Ceiling on Amount of Honorarium:

The maximum amount of honorarium receivable by an individual in a financial year shall be limited to Rs. 5,00,000 (Rupees five lakhs). The amount of honorarium receivable by an individual during a financial year shall be computed for all the consultancy projects completed during the particular financial year and the amount, if any, in excess of the prescribed ceiling, shall not be carried over to the following financial year, but shall be credited to the CIAB Welfare Fund.

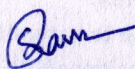
Other Aspects

I. TA/DA/per diem allowances

The laboratory shall be free to negotiate on TA/DA for the staff deputed outside the laboratory on the project work in respect of assignments from non-govt. clients only. The TA/DA and per diem allowances should not be less than that prescribed by CIAB.

II. Guidelines for work/contracts with foreign clients

Work taken up for foreign clients shall continue to be negotiated on a case to case basis, as per present procedures stipulated in the extant guidelines. However, in every contract negotiation on the 'opportunity value' should be cashed upon through timely response, with the approval of the competent authority.


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CIAB STAFF WELFARE FUND RULES

1. **These Rules shall be called as CIAB Staff Welfare Fund Rules.**
2. **Members:** All regularly appointed/contractually engaged employees shall be members of the CIAB Staff Welfare Fund.
3. **Managing Body:** The CIAB Staff welfare Fund shall be managed by a body of not more than 06 members as under
 - a. **Chairman:** Chief Executive Officer (*ex officio*) of the Institute
 - b. **Secretary:** Head of Administration (*ex officio*) of the Institute
 - c. **Treasurer:** Finance Officer (*ex officio*) of the Institute
 - d. **Other Members:** one each from Scientific, Administrative and Technical cadres to be nominated by the Chairman.
 - e. **At least** one third members of the managing body shall be female members.
4. **Credits to the CIAB Staff Welfare Fund: shall comprise of all such amounts as detailed under:**
 - a. 0.5% of total non- tax revenue of the Institute.
 - b. 5% of the total revenue earned by way of USER Charges through consulting assignments in terms of Clause 42 (iv) of these Byelaws.
 - c. 10% of any award money won by the Institute or Group of Employees of the Institute.
 - d. Member Contribution on monthly basis: shall be as under:
 - i. Regular Employees
 - a) In Level 14 and above: Rs 200/-
 - b) In Level 10 and above: Rs 150/-
 - c) In Level 6 and above: Rs 75/-
 - d) In Level 5 and below: Rs 50/-
 - ii. Contractual Employees:
 - a) Remuneration \leq Rs 50000/-: Rs 75/-
 - b) Remuneration $>$ Rs 50000/-: Rs 150/-
5. **Debits to the Fund:** shall comprise as under:
 - a. **Financial assistance to bereaved family members of deceased employee in service: Rs 7500/-** (may be decided by Chairman/SWF as per prevailing circumstances to be valid for single financial year). To be made available within 10 days of bereavement.
 - b. **Funeral Grant:** Rs 1500/- per death. To be made available immediately
 - c. **Medical Assistance:** Rs 5000/- per case of emergency life situations. Chairman/SWF to decide increase or decrease in the amount which shall remain valid for single financial year. To be made available immediately.
 - d. **Damage to property due to natural/man made disasters like earthquake, floods, fires, etc :** To be decided by the Chairman/SWF taking into account the number of affected families and the finances of the fund. To be made available within 48 hrs of the disaster.
 - e. **Recreation/Sports Events/Employee Camps for CIAB employees:** the amount of debit shall not exceed Rs 5.0 Lakhs in a financial year with employees contributing 50% of the cost of the camp/recreation and 50% of the cost is borne from SWF subject to annual ceiling limits.
 - f. **Staff farewell upon superannuation/voluntary retirement:** Rs 1500/- for Gift to the superannuating/voluntary retiring employee and Rs 50/- per head for refreshments.
 - g. **Honorarium:** to staff engaged in managing the affairs of the fund who are in non gazetted level: to be decided by the Chairman with the opinion of at least 30% of the members of the SWF. Not more than 03 staff to be employed to initiate to affairs/proceedings of the fund.

- h. **Any other Head:** subject to approval of all the members of the fund in its Annual meeting.
- i. **Periodic review of Debits:** There shall be annual review of the rates debited under each Head which shall be effective from the next financial year taking into account the financial health of the fund.
- j. **No unauthorized or unapproved Debit:** No debit shall be made from the fund unless the same is sanctioned by the Chairman for items detailed at Clause (a-h).

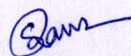
6. **Meetings :**

- a. **General Meetings:** All the members shall meet at least once during the financial preferably by 30 September, wherein the details of expenditure incurred and future expenditure to be incurred shall be laid for information and approval of the members. 40% of the members present shall comprise the quorum for the meeting to be held and deliberated upon.
- b. **Special meeting:** shall be convened by the Chairman on the behest of at least 50% of the members requesting and 50% of these present during the meeting. The special meeting may be convened to seek approval for incurring expenditure not classified under any head and the extent to which the same is required to be concurred. Decision of the Chairman/SWF shall be final.
- c. **The Managing Body:** shall meet once in a quarter the date of which shall be fixed by the Chairman. Secretary/SWF to initiate file in this regard.

7. **Maintenance of Bank Account:**

- a. CIAB SWF will explore the feasibility of managing its credits and debits through a current account in a nationalized bank.
- b. **Drawal of Amount:** The account shall be jointly held in the name of Secretary/SWF and Treasurer/SWF.
- c. **Auditing of account:** Secretary/SWF shall get the annual accounts audited by the Finance Officer of CIAB which shall be duly certified by the Institute's Chartered Accountant before the same is displayed on the Institute Noticeboard for at least 07 days by 15th April of the Next Financial Year.

8. **Powers to amend, relax, modify any of the provisions:** shall rest with the CIAB-SWF with at least 51% of the members present in the meeting voting in favour of the motion for amendment.



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भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi



No. AID-25021/2/2020-AIPSU-DBT

Dated: 12.10.2020

To

The Director(s)/Executive Director(s)/CEO/Managing Director(s):-

1. Centre for DNA Fingerprinting & Diagnostics (CDFD), Hyderabad
2. National Brain Research Centre (NBRC), Manesar
3. Institute of Life Science (ILS), Bhubaneswar
4. National Institute of Immunology (NII), New Delhi
5. National Centre for Cell Science (NCCS), Pune
6. Institute of Bioresources & Sustainable Development (IBSD), Manipur
7. National Institute for Plant Genome Research (NIPGR), New Delhi
8. Rajiv Gandhi Centre For Biotechnology (RGCB), Thiruvananthapuram
9. National Institute of Animal Biotechnology (NIAB), Hyderabad
10. Translational Health Science and Technology Institute (THSTI), Gurgaon
11. Regional Centre for Biotechnology (UNESCO) (RCB), Gurgaon
12. National Institute of Biomedical Genomics (NIBMG), Kalyani
13. National Agri-Food Biotechnology Institute (NABI), Mohali, Punjab
14. Institute for Stem Cell Biology and Regenerative Medicine (InStem), Bangalore
15. Center of Innovation and Applied Bioprocessing (CIAB), Mohali, Punjab

Subject:- Maintaining the uniformity in Bye-Laws of all AIs under the administrative control of DBT .-reg

Reference:- Letter No. AID-25021/2/2020-AIPSU-DBT, Dated: 07.10.2020 stands cancelled.

Sir/Madam,

I am directed to say that the matter for maintaining the uniformity in Bye-laws of all the Autonomous Institutes (AIs) was under consideration in the Department. The Hon'ble Minister for Science and Technology has approved the following:-

- (i) In case of recruitments made by an officiating Director/Executive Director/Chief Executive Officer of the Autonomous Institutes (AIs), the same shall be reviewed by the Chairperson of the Governing Body/Governing Council of such AI after having been examined by Joint Secretary (Administration) and Financial Advisor in the Department of Biotechnology (DBT).
- (ii) All Governing Bodies and Governing Councils of AIs shall, henceforth, be named only as **Governing Body**. Also it needs to be ensured that the composition of the Societies, Finance Committee (FC) and Scientific Advisory Committee (SAC) of AIs follow a uniform pattern.
- (iii) The four bodies viz. Society, Governing Body, Finance Committee and Scientific Advisory Committee in each of the AIs shall have the following composition, namely:

Contd...2/-

SOCIETY

Sl. No.	Designation
1.	President: Union Minister for Science & Technology
Official Members (Ex-Officio)	
2.	Minister in-charge of the Department handling Biotechnology matters in the State where respective AI is situated.
3.	Secretary, Department of Biotechnology, Government of India
4. to 5.	Two Secretaries of Government of India from the Departments/Ministries of Government of India pertaining to Health Research (DHR), Scientific & Industrial Research (DSIR), Science & Technology (DST), Agricultural Research & Education (DARE), Animal Husbandry & Dairying (DAH&D), to be invited by Chairperson of the Governing Body.
6.	Principal Secretary in-charge of the Department handling Biotechnology in the State where respective AI is situated.
7.	Joint Secretary (Administration), Department of Biotechnology, Government of India
8.	Financial Adviser, Department of Biotechnology, Government of India
9.	Director/Executive Director/Chief Executive Officer of the respective AI (Member Secretary)
Nominated Members	
10. to 15.	Six members nominated by President of the Society for a term of three years or as decided by the President of the Society

GOVERNING BODY

Sl. No.	Designation
1.	Chairperson: Secretary, Department of Biotechnology, Government of India
Official Members (Ex-Officio)	
2.	Joint Secretary (Administration), Department of Biotechnology, Government of India
3.	Financial Adviser, Department of Biotechnology, Government of India
4.	Scientist 'G'/H' level officer of Department of Biotechnology, Government of India working as Scientific Coordinator of respective AI
5.	Director/Executive Director/Chief Executive Officer of the respective AI
6.	Senior-most Scientist of the respective AI
7.	Nodal Officer of respective AI in DBT
8.	Head in-charge of Administration of the respective AI (Member Secretary)
Nominated Members	
9. to 12.	Four experts nominated by the President of the Society for a term of three years or as decided by the President of the Society

FINANCE COMMITTEE

Sl. No.	Designation
1.	Chairperson: Financial Adviser, Department of Biotechnology, Government of India
Official Members (Ex-Officio)	
2.	Scientist 'G'/'H' level officer of Department of Biotechnology, Government of India working as Scientific Coordinator of respective AI
3.	Director/Executive Director/Chief Executive Officer of the respective AI
4.	Head in-charge of Administration of the respective AI
5.	Senior Finance Officer of the respective AI (Member Secretary)
Nominated Members	
6.	Director/Executive Director/Chief Executive Officer of another AI of Department of Biotechnology, Government of India nominated by Chairperson of the Society
7. to 8.	Two experts with Finance background nominated for a term of two years or as decided by President of the Society

SCIENTIFIC ADVISORY COMMITTEE (SAC)

Sl. No.	Designation
1.	Chairman – An eminent scientist decided by Society in its annual meeting for term of three years and/or as decided by Society.
2.	Scientist 'G'/'H' level officer of Department of Biotechnology, Government of India working as Scientific Coordinator of respective AI
3.	Director/Executive Director/Chief Executive Officer of the respective AI (Member Secretary)
Nominated Members	
4. to 7.	Four Permanent invitees from amongst the experts in the Governing Body of respective AI nominated by Chairperson of the Governing Body
8. to 12	Five Experts (including one from overseas) nominated for a term of three years or as decided by President of the Society

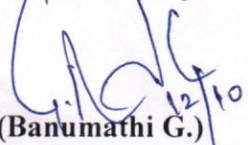
- (iv) The proposal for all nominations to be made by President of the Society of all AIs should be put up by Secretary, Department of Biotechnology latest by 30th April of each year or within a fortnight of the vacancy as and when it occurs.
- (v) The promotion of Technical Cadre is being looked after in detail by Dr. Goel Committee, and hence the promotion of Technical Cadre under MANAS are deferred till further orders.

- (vi) It was observed that some of the AIs have different provisions in the RRs (under Clause 4 of RRs) wherein residency period of 100-50% or 50% spent on contract are counted for confirmation and promotion. In order to maintain uniformity among all AIs under DBT, the Hon'ble Minister for Science & Technology has approved the following:-

“All the appointments on regular positions be done on PROBATION. Full period on probation will be counted towards promotion etc. The initial period of probation will be 02 years that can be extendable by another 01 year.”

2. The Hon'ble Minister for Science & Technology has desired that suitable action may be taken by DBT and all AIs to give effect to these directions. All Bye-Laws stand amended to this extent.
3. The Registrar of Societies and/or all competent authorities be apprise about these changes as and where required after due modification of relevant documents within next five working days.
4. All AIs are therefore, requested to incorporate the above provisions in their Memorandum of Association (MoA), Bye-laws and Recruitment Rules (RRs) under intimation to this Department.
5. For fresh composition of current committees, names of ex-officio members and suitable names to be included in panel for nominated members, to be sent to Hon'ble Minister be sent along with a short CV within next ten days. The compliance report may also be submitted to this Department by 15.10.2020 positively.

Yours faithfully,


(Banumathi G.)

Deputy Secretary to the Govt. of India
Ph. No. 2436 4062

Copy for information to-

- (i) PS to Hon'ble Minister for Science & Technology and Earth Sciences
- (ii) Sr. PPS to SBT.
- (iii) PPS to SS&FA, DBT.
- (iv) PPS to JS(A), DBT.
- (v) Scientific Coordinator/Program Officer/Nodal Officer of AIs under DBT.



No: AI-99013/12/2020-AIPSU-DBT

Dated: 12.04.2021

To,

The Chief Executive Officer,
Centre of Innovation and Applied Bioprocessing (CIAB),
Mohali.

Subject: Nomination by Hon'ble Minister for Science and Technology and Earth Sciences for various committees of CIAB, Mohali - reg.

Sir,

The Hon'ble Minister for Science and Technology and Earth Sciences has nominated members to various committees/bodies of Centre of Innovation and Applied Bioprocessing (CIAB), Mohali, as mentioned against each:

1. **SOCIETY (The nomination is for a term of three years)**

- Dr. Rajendra Singh Paroda, Former Secretary, Department of Agriculture Research & Education (DARE) and DG, Indian Council of Agricultural Research (ICAR), New Delhi.
- Dr. K.S.M.S. Raghavarao, Former Director, CSIR-Central Food Technological Research Institute (CSIR-CFTRI), Mysuru.
- Dr. Govind Kumar Makharia, Professor, Department of Gastroenterology & Human Nutrition, AIIMS, New Delhi.
- Dr. Rajiv N. P., Vice Chairperson, National Innovation Foundation, Ahmedabad.
- Dr. Abhay Jere, Chief Innovation Officer, Ministry of Education, Government of India, New Delhi.
- Shri R. K. Sharma, Director, Shree Baidyanath Ayurved Bhawan Pvt. Ltd., Kolkata.

2. **GOVERNING BODY (The nomination is for a term of three years)**

- Dr. H. Prathap Kumar Shetty, Professor, Department of Food Science & Technology, Pondicherry University, Puducherry.
- Dr. S. R. Joshi, Professor, Department of Biotechnology & Bioinformatics, North-Eastern Hill University (NEHU), Shillong.
- Dr. G. Bhanuprakash Reddy, Scientist-'G' and Head, Department of Biochemistry, ICMR-National Institute of Nutrition, Hyderabad.
- Dr. Sridevi Annapurna Singh, Chief Scientist, CSIR-Central Food Technological Research Institute (CSIR-CFTRI), Mysuru.

3. **FINANCE COMMITTEE (The nomination is for a term of two years)**

- Mrs. Manjula Rangarajan, IRAS (1983) (Retired), Former Member-Finance, Railway Board, Ministry of Railways, Government of India.
- Shri Tilak Raj Bajalia, Former Deputy Managing Director, Small Industries Development Bank of India (SIDBI), New Delhi.

4. **SCIENTIFIC ADVISORY COMMITTEE (SAC) (The nomination is for a term of three years)**

- a. Dr. Sanjay Kumar, Director, CSIR-Institute of Himalayan Bioresource Technology (CSIR-IHBT), Palampur.
- b. Dr. Kuldeep Singh, Director, ICAR-National Bureau of Plant Genetic Resources (ICAR-NBPGR), New Delhi.
- c. Dr. Rajeev Kumar Varshney, Research Program Director, International Crops Research Institute for the Semi-Arid Tropics (ICRISAT), Hyderabad.
- d. Dr. Autar Mattoo, Plant Physiologist, USDA Sustainable Agricultural Systems Laboratory, ARS, BARC-W, Beltsville, Maryland.

2. Attention is invited to this Department's letter No. AID-25021/2/2020-AIPSU-DBT dated 12.10.2020 regarding maintaining uniformity in Bye-laws of all Autonomous Institutes under DBT. CIAB is accordingly requested to re-constitute the Society, Governing Body, Finance Committee and SAC taking into account the above composition.

3. It is requested that further necessary action on the matter may be taken at the earliest under intimation to this Department.

Yours faithfully,



(Deepak Sharma)

Under Secretary to the Govt. of India

AI-99013/29/2021-AIPSU-DBT
Government of India
Ministry of Science and Technology
Department of Biotechnology

Block No. 6-8th, CGO Complex,
Lodhi Road, New Delhi- 110003
Dated :01.09.2021

To

The Director(s)/Executive Director(s)/CEO/Managing Director(s):-

1. Centre for DNA Fingerprinting & Diagnostics (CDFD), Hyderabad
2. National Brain Research Centre (NBRC), Manesar
3. Institute of Life Science (ILS), Bhubaneswar
4. National Institute of Immunology (NII), New Delhi
5. National Centre for Cell Science (NCCS), Pune
6. Institute of Bioresources & Sustainable Development (IBSD), Manipur
7. National Institute for Plant Genome Research (NIPGR), New Delhi
8. Rajiv Gandhi Centre For Biotechnology (RGCB), Thiruvananthapuram
9. National Institute of Animal Biotechnology (NIAB), Hyderabad
10. Translational Health Science and Technology Institute (THSTI), Gurgaon
11. Regional Centre for Biotechnology (UNESCO) (RCB), Gurgaon
12. National Institute of Biomedical Genomics (NIBMG), Kalyani
13. National Agri-Food Biotechnology Institute (NABI), Mohali, Punjab
14. Institute for Stem Cell Biology and Regenerative Medicine (InStem), Bangalore
15. Center of Innovation and Applied Bioprocessing (CIAB), Mohali, Punjab

Subject:- Maintaining the uniformity in Bye-Laws of all AIs under the administrative control of DBT -reg.

Sir,

I am directed to refer this Department's letter No.AID-25021/2/2020-AIPSU-DBT dated 12.10.2020 on the above mentioned subject. The para 1 (v) of the referred letter dated 12.10.2020 mentioned that the promotion of Technical Cadre is being looked after in detail by Dr. Goel Committee, and hence the promotion of Technical Cadre under MANAS are deferred till further orders.

2. There were many representation received from the various Autonomous Institutes (AIs) under DBT with request to permit to consider the cases of technical staff for promotion under MANAS till the finalization of the new policy by Dr. Goel Committee i.e. UCPS since some of their employees have completed residency period required for considering promotion under MANAS.

3. The matter has been considered in the Department and it has been decided with the approval of the Hon'ble Minister of State (I/C) for Science & Technology and Earth Sciences for continuation/implementation of promotion of Technical Cadre under Merit and Normal Assessment Scheme (MANAS) in all Autonomous Institutes under DBT wherever MANAS is applicable under the current approved scheme as per their Approved RRs till the approval of recommendations of Dr. Goel Committee Report i.e. Uniform Career Progression Scheme (UCPS).

Yours faithfully,



(Subodh Kumar Ram)

Under Secretary to the Govt. of India
Ph. No. 2436 0983

नवोन्मेषी एवं अनुप्रयुक्त जैव - प्रसंस्करण केंद्र (सी० आई० ऐ० बी०)

[जैव प्रौद्योगिकी विभाग के तहत एक राष्ट्रीय संस्थान (भारत सरकार)]

CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB)

(Department of Biotechnology, Ministry of Science and Technology)

Sector-81 (Knowledge City), PO-Manauli, S.A.S. Nagar, Mohali – 140306 (Punjab)

No. CIAB/3(13)/2019-Estt. 1663

Dated: 17th January, 2022

NOTIFICATION

The Chief Executive Officer, CIAB has been pleased to notify the amendment in Recruitment Rules for the post of System Analyst at Center of Innovative and Applied Bioprocessing (CIAB), Mohali (as per enclosure) as approved by Department of Biotechnology vide its letter no. AI-25020/3/2021-AIPSU-DBT dated 11th January, 2022.



(Anil Dhankhar)
Administrative Officer

Copy to:

1. CEO's Secretariat – for kind information please.
- ✓ 2. ICT Section – for uploading the same on website.
3. Notice Board.
4. Office Copy.


62683/2022/AIPSU-DBT

S.No	Type	System Analyst
1	Department	Scientific
2	PB	PB3
3	GP	5400 (at Level-10 of the Pay Matrix)
4	Number of Posts	1
5	Approving Authority	Chief Executive Officer
6	Appointing Authority	Controller of Administration
7	Is the post a Selection Post(S) or Non Selection Post (NS)	Not Applicable
8	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	No
9	Method of Appointment	Direct Recruitment
10	%age of each method of appointment as suggested in Col. (9)	100
11	Is post exempted from consultation with UPSC before being filled	Not Applicable
12	Nationality of Candidates recommended for appointment	Indian
13	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	Yes
14	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤35 yrs



 11/1/22
 सुबोध कुमार राम / Subodh Kumar Ram
 अवर सचिव / Under Secretary
 बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
 विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
 भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

62683/2022/AIPSU-DBT

S.No	Type	System Analyst
1	Department	Scientific
2	PB	PB3
3	GP	5400 (at Level-10 of the Pay Matrix)
15A	Min Educational Qualifications if Method of appointment is by Direct Recruitment Essential	(i) Ph.D. or First Class M.Tech. /M.E. in Bioprocess Engineering / Technology or equivalent (OR) Ph.D. in Science/Technology with specialization (Thesis) related to bioprocesses/biomass processing or equivalent. ii) Three (3) Years of working experience in a research institute/organization in the area of bioprocesses/biomass processing for value added products for M.Tech degree holders and one year research experience for a M.Sc. plus Ph.D. degree holder and no experience for a M.Tech plus Ph.D. degree holder with Ph.D. thesis in the above specified areas or equivalent.
15B	Desirable	-
16	Composition of Recruitment Committee	Committee in terms of DBT OM dated 19-07-2016.
17	Period of Probation (if any)	2 Years
18	Composition of Confirmation committee	Committee comprising of three members of appropriate level to be constituted by the CEO.
19	Promotion by Selection (S) or Non Selection (NS)	NA


 11/11/22
 सुबोध कुमार राम / Subodh Kumar Ram
 अवर सचिव / Under Secretary
 बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
 विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
 भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

S.No	Type	System Analyst
1	Department	Scientific
2	PB	PB3
3	GP	5400 (at Level-10 of the Pay Matrix)
20	Composition of Promotion Committee	Committee in terms of DBT OM dated 19-07-2016.
21	Minimum yrs of regular service required in existing grade for promotion to next higher grade	3 Years


 11/1/22
 सुबोध कुमार राम / Subodh Kumar Ram
 अवर सचिव / Under Secretary
 बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
 विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
 भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi