



No.BT/AI/28022/01/2019

22nd
Dated : 18th November, 2019

✓ The Director,
Rajiv Gandhi Centre for Biotechnology (RGCB),
Thiruvananthapuram, Kerala-

Subject:- Forwarding of approved Bye-laws of RGCB, Kerala-reg.

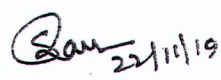
Sir,

I am directed to forward herewith a copy of Bye-laws of Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram, Kerala 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. 6995 dated 30.09.2019.

Yours faithfully,

Encls: As above.


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

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

Copy to for information:-

- (i) Scientist 'G' (Dr. Sundeep Sarin) - Scientific Coordinator for RGCB, Kerala.
- (ii) Scientist 'E' (Dr. Garima Gupta) - Nodal Officer for RGCB, Kerala.



BYE LAWS-2019

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY

THIRUVANANTHAPURAM

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Introduction

1.1 Vision:


Understanding the biology that defines basic mechanisms involved in the disease process and its implications for human health; Trans-disciplinary health science to benefit individual, clinical, and public health decision making to improve health; Turning research into technology innovation and on to business; Developing and retaining a sustainable pipeline of biotechnology professionals across a range of related disciplines including fundamental science, technology development, translation, policy and outreach through efforts in education, training, and career development.

1.2 Aims and Objectives:

Following aims and objectives of the Institute are defined to realize its vision.

- 1.2.1 To take over the entire undertaking of the Rajiv Gandhi Centre for Biotechnology previously an institute managed by the Kerala State Council for Science, Technology & Environment (KSCSTE), as a going concern, including all its assets, liabilities, obligations, income, rights, privileges, contracts and engagements relating to the operations of the said society;
- 1.2.2 To carry out and promote advanced research in frontier areas of biotechnology, biomedical sciences, disease biology, computational biology, genetic engineering, spice genomics and all related interdisciplinary areas of physical and biological sciences.
- 1.2.3 To develop RGCBS as the national apex center for biotechnology drug development and translational research as well as to provide consulting services to other institutions, agencies and industries.
- 1.2.4 To establish one or more satellite centres to serve different regions of the country for efficient achievement of the objectives of RGCBS.
- 1.2.5 To provide support, facilities and solutions for urgent biomedical problems/emergencies and crop/medicinal plants improvement needs of the state and country.
- 1.2.6 To establish, operate and maintain state of the art facilities and databases for carrying research and development activities and make such facilities and databases available to scientists and researchers from the state, country and abroad.
- 1.2.7 To provide adequate facilities for well trained manpower capable of developing and absorbing new technological developments for creating new opportunities for employment and for economic development.

- 1.2.8 To provide high-level training in biotechnology and molecular biology including educational courses and programs and to serve the needs of human resource development in these areas.
- 1.2.9 To interact adequately with other institutions within the state and elsewhere, especially in applicable research.
- 1.2.10 To provide a forum for discussion on advances in scientific topics in areas of life sciences to the interest of the Nation.
- 1.2.11 To organize periodic workshops and training programmes in selected areas concerning biotechnology, life sciences and economic development.
- 1.2.12 To disseminate the diffusion of knowledge in thrust areas of RGCB through publications and visual media and to publish monographs and reports in thrust areas of research relevant to industry, agriculture and medicine.
- 1.2.13 To create infrastructure facilities for undertaking applications related to research and development in biotechnology.
- 1.2.14 To identify and develop technologies and to formulate projects for implementation and if necessary manufacture products for meeting national needs.
- 1.2.15 To develop facilities for diagnosis, based on latest technologies for Cancer, genetic disorders and viral diseases, bacterial infections and any similar problems caused by microorganisms.
- 1.2.16 To develop DNA fingerprinting technology for molecular taxonomy of medicinal plants and seeds and microbes present in tropical conditions of Kerala and develop suitable plant molecular biological techniques for gene transfer protoplast fusion and similar areas.
- 1.2.17 To develop a viable and comprehensive programme on environment, pollution control and bioremediation specially showcasing the expertise developed at RGCB in the above fields and assist and cooperate with other centres/ organizations/ authorities to implement the same.
- 1.2.18 To interact and develop collaborative programmes with other National and International institutions of repute.
- 1.2.19 To do all such other acts and take all such steps, as may further all or any of the aforesaid objectives.


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1. Short Title and Commencement:

- i. These rules shall be called the 'Rules of the Rajiv Gandhi Centre for Biotechnology (The Bye laws). The Registered Office of the Institute shall be situated at Poojappura, Thycaud PO, Thiruvananthapuram – 695014, Kerala. These shall come into effect from the date of notification issued by the Institute after due approval of the same from Department of Biotechnology, Ministry of Science and Technology, Government of India.
- ii. **The existing Byelaws and Recruitment Rules have been approved by the Department of Biotechnology Ministry of Science and Technology, Government of India vide OM Dated.... as placed Appendix-1(To be added later – DBT approval).**
- iii. These Bye-Laws may be read in conjunction with the "*Memorandum of Association (MOA), Rules and Regulations of Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram*" as filed with the Registrar of Societies, Thrissur, Kerala vide Certificate No R-285/08 of 2008 dated June 25, 2008 including current amendments/incorporations. A copy of the MoA and the Rules and Regulations (Office Manual Volume I & II) of Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram 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 Rule 3 of "*The Rules and Regulation of Rajiv Gandhi Centre for Biotechnology, 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. **Director** shall mean the Director of the Institute.
- iv. **Chairman** means the Chairperson of the Governing Council of the Rajiv Gandhi Centre for Biotechnology 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 Council/Council** means the Governing Council of the Institute in terms of Rule 8 of the Rules and Regulations of Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.
- viii. **Society General Body/Society:** means the Society General Body of the Institute in terms of Rule 7 of the Rules and Regulations of Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.



- ix. **Head of Administration:** Controller of Administration (CoA) of RGCB shall be Head of Administration for all administrative and financial matters of the Institute and assist Director 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 Director, would be construed as Head of Administration.
- x. **Head of the Institute:** shall mean the Director of the Institute appointed under the Rules and Regulations of the RGCB Society.
- xi. **Institute"** means the Rajiv Gandhi Centre for Biotechnology.
- xii. **Non-Member of Governing Council/Finance Committee/Scientific Advisory Council:** shall mean any officer of the Department of Biotechnology/Institute who shall be part of such committee/council as may be decided by the Governing council but shall not have any voting rights in the proceedings of GC/FC/SAC. Such members shall have important advisory role and their advice shall be duly considered by GC/FC/SAC. The number of such non-members shall not be more than "TWO" in any such council/Committee of the Institute.
- xiii. **President:** shall mean the President of RGCB Society in terms of Rule 22.2 of the Rules and Regulations and shall invariably be Minister of Science and Technology, Government of India.
- xiv. **The Rules and Regulation** shall mean The Rules and Regulations of Rajiv Gandhi Centre for Biotechnology Society filed with the Registrar of Societies, Thrissur, Kerala vide Certificate No R-285/08 of 2008 dated June 25, 2008.
- xv. **Society** means the Rajiv Gandhi Centre for Biotechnology Society herein referred as 'RGCB *Society*' registered under the Societies Registration Act and registered in the office of Registrar of Societies, Thrissur vide Certificate No R-285/08 of 2008 dated June 25, 2008

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



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अवर सचिव / Under Secretary
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CHAPTER- I CONSTITUTION & GOVERNANCE

1. Constitution of Rajiv Gandhi Centre for Biotechnology Authorities:

1.1. Society: shall be as per *Rule 3* of the Rules and Regulations of RGCB 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 RGCB Society is annexed as Appendix-2.

1.1. Governing Council: shall be as per *Rule 9* of the Rules and Regulations of RGCB Society with Joint Secretary (Admn) also being member of the Governing Council (vide DBT Order No. dated).

1.3. 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).

1.4. Scientific Advisory Council: shall be as per *Rule 14* of the Rules and Regulations of RGCB Society.

1.5. Planning & Monitoring Board: shall be as per *Rule 18* of the Rules and Regulations of RGCB Society.

1.6. Advisory Committee: shall be as per *Rule 15* of the Rules and Regulations of RGCB Society.

1.7. Academic Council: shall be as per *Rule 16* of the Rules and Regulations of RGCB Society.

1.8 Board of Studies: shall be as per *Rule 17* of the Rules and Regulations of RGCB Society.

2. CONDUCT OF BUSINESS of Rajiv Gandhi Centre for Biotechnology:

2.1 Society: shall be in accordance with *Rule 7* of the Rules and Regulations of RGCB Society.

2.2 Governing Council: shall be in accordance with *Rule 8* of the Rules and Regulations of RGCB 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 Council: shall be in accordance with *Rule 14* of the Rules and Regulations of RGCB Society.

2.5 Planning & Monitoring Board: shall be in accordance with *Rule 18* of the Rules and Regulations of RGCB Society subject to restrictions imposed by Society/Governing Council/Government of India from time to time.

2.6 Other Committees: constituted by the Governing Council to achieve the objectives of the Society.

2.6.1. Advisory Committee: shall be in accordance with *Rule 15* of the Rules and Regulations of RGCB Society.

2.6.2. Academic Council: shall be in accordance with *Rule 16* of the Rules and Regulations of RGCB Society.

2.6.3. Board of Studies: shall be in accordance with *Rule 17* of the Rules and Regulations of RGCB Society.

2.6.4. Building Committee: Will be constituted by the Institute with the approval of Governing Council. 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, Governing Council, Finance Committee, Scientific Advisory Council, Building Committee is placed as Appendix-3 as approved by DBT.

3. FUNCTIONS AND POWERS OF VARIOUS AUTHORITIES:

3.1 Society General Body: President of the Society shall be in accordance with the Rule 7.2 of "The Rules and Regulations" of RGCB Society.

3.2 The Governing Council:

3.2.1 The functions and powers of the Governing council shall be in accordance with *Rule 8* of the Rules and Regulations of the RGCB Society subject to the provisions of Government of India as indicated below :

3.2.1.1 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.

3.2.1.2 Fundamental Rules and Supplementary Rule's.

3.2.1.3 General Financial Rules, 2017.

3.2.1.4. 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 Council:

- 3.3.1 Shall be in accordance with *Rule 8* of the Rules and Regulations of RGCB Society subject to Clause 3.2.1 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 Director, RGCB 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 Director, RGCB. Such in-charge Directors 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 Director 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 Council. For the period of indisposition of the Director exceeding 90 days, approval of President of the Society i.e. Hon'ble Minister shall be obtained by the Chairperson, Governing Council to continue with the temporary charge arrangement.

3.4. **Director:** shall be in accordance with *Rule 22.3 and Rule 22.4* of Rules and Regulations of RGCB Society, Recruitment Rules of RGCB, powers delegated to him by the Governing Council subject to Clause 3.2.1 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 per Rule 22.5 of Rules and Regulations of RGCB Society and as delegated to him by the Governing Council/Director subject to Recruitment Rules of RGCB and clause 3.2.1 of these Bye-Laws.

3.5.1. He shall directly report to Director for all non-scientific matters.

3.5.2 He shall be responsible for conduct of meetings of the Society, Governing Council, and placement of Annual Reports, before them as per schedule in accordance with Rules and Regulations of RGCB Society.

3.5.3 He shall on behalf of the Institute and as authorized by the Governing Council/Director of the Institute enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Council/Director and shall exercise such powers and perform such duties as may be specified by the Governing Council/Director 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 The Registrar (Academic)/Associate Director (Departmental Heads)/Dean of the Institute:

3.6.1 They shall be Discipline/Mission Heads of all scientific departments of the Institute realizing the objectives of the Society.

3.6.2 They shall be essential members of Scientific Advisory Council.

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 Council.

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


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CHAPTER – II FINANCE AND ACCOUNTS

5. **Funds:** in terms of “The Rules and Regulations of Rajiv Gandhi Centre for Biotechnology Society”, 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/technology patented and commercialized which shall be levied at such rates as may be duly approved by the Governing Council 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 Director 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. The recommendations of the Committee shall be placed for approval of the Governing Council in the following GC 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. In this regard, the Institute shall enter into a Memorandum of Understanding (MoU) with the Department of Biotechnology, Government of India to be renewed 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 objectives.
 - d. **Components of User Charges:** The rates for user charges are given in **Annexure-2** of the Bye-laws, any revision would require an approval from the Governing Council from time to time.
7. **Preparation of Budget Estimates:** Not later than the 1st August of each year the Director of the Institute shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of funds 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 extramural and user charges which 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 Council which has not been included in the estimates for that year, the sanction of the Council, 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 extramural grants/funding through other sources.

8. Sanction of Budget Estimates:

- a. In the first week of August every year, the Director 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 Council after the recommendations of the Finance Committee in such manner and at such time as decided by the Governing Council. 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 Council or the competent authority, authorized by the Governing Council 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** in terms of 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 Council.

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 Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- c. Controller 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 Council from time to time.

- d. The Director shall oversee the expenditure against all the grants. In cases where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Council's approval and obtain the supplementary grant from the Government 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 Director 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 Council from time to time.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules, Delegation of Financial Powers Rules, Office Manual of RGCB, and as such other conditions as the Governing Council 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 Council may be kept by the Finance Officer or any other Authorized Officer for cash payments against contingent expenditure approved by competent authority. Setting of 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 Director. The grant of such approvals shall be on a case-to-case basis with prior financial concurrence 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 Head of Administration/COA for and on behalf of the Director of the Institute except for the contract agreements, affidavits, MoUs signed by

- a. Director with the Governing Council.
- b. Controller of Admin with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Council to be signed by the Director 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 Head of Administration/COA with the Institute which shall remain in the custody of the Director of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Council and the Director 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:

- a. The funds of the Institute may be invested only in such manner as may be prescribed by the Department of Biotechnology, Ministry of Science and Technology, Government of India as per GFRs.
- b. 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 Director on behalf of the Governing Council. *The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration/Controller of Administration.*
- c. Head of Administration/Controller 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:

- a. **Receipts:** All moneys received for or on behalf of the Institute shall be placed in a savings bank account in the name of the Institute with nationalized banks or their subsidiaries.
- b. **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 Director:
 - i. Finance Officer.
 - ii. Head of Administration/Controller of Administration or Authorized Officer.
 - iii. Director
- c. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.
- d. All cheque books will be kept in the personal custody of the Finance Officer or any other person as may be authorized by the Director on his behalf.
- e. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.
- f. 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 Director 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 *forwarded* directly to the Finance Officer by Head of Administration/COA and passed for payment by Finance Officer of the Institute. Payment will be made by means of demand drafts or cheques or electronic transfer as the case may be.

g. Any domestic outstation tour of the

- i. employees of the Institute shall be sanctioned by the Director 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.
- ii. In the case of tour of Director 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 Director 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 these Byelaws.
- iii. In the event of untimely demise of the Director; 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 these Byelaws shall then be invoked by the Chairman with due approvals of the President of the Society i.e., Hon'ble Minister.

h. 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 Council. Under no circumstances, expenditure in excess of the approved budget shall be incurred nor funds re-appropriated to meet expenses on foreign travel account without the prior approval of the Governing Council.

16. Accounts:

- a. The annual accounts of the Institute shall be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.



- b. 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 Council in consultation with the Central Government. Finance Officer shall be responsible to the Head of Administration/COA for accuracy and completeness of the accounts of the Institute.
- c. The Institute shall have a qualified accountant on its staff and whose business is to anticipate difficulties, assist in resolving them and help the Director to devise procedure which will enable the work of the Institute to be carried forward smoothly and effectively. The Finance Officer will be responsible to the Head of Administration/COA for the accuracy and completeness of the accounts of the Institute. The Finance Officer shall also render necessary advice to the Director 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 Rules and Regulation of RGCB 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.

- a. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:
- b. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained;
 - i. A proper Charter of Accounts is maintained and complied with;
 - ii. An adequate system of internal checks & controls exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
 - iii. 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);
 - iv. Proper stores accounts and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
 - v. A system of reporting to the Governing Council on losses of cash, stores and other assets after proper investigation is followed.
 - vi. All tax and legal compliances are maintained.
 - vii. All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology are made on time.
- c. 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 fulfillment of such verification as above.

- d. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of Rajiv Gandhi Centre for Biotechnology Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- e. Disposal/Write-off of items shall be as per GFR provisions.
- f. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded to the Governing Council and to the Department of Biotechnology, Ministry of Science and Technology latest by 30th September each year for laying before the Parliament (as per GFRs) and also to the other authorities/bodies as directed by the Governing Council.



CHAPTER -III LEGAL COMPLIANCES

In terms of the Rules and Regulations of Rajiv Gandhi Centre for Biotechnology Society, the Director 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:

- a. All provisions of the above Act shall apply to the society, including Sections 4, 6, 12, 12A, 13 & 14 of the above Act.
- b. A list of General 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), Goods and Service Tax Act, 2017, 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 Council.

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 Director 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 the State of Kerala, 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/Secretary 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 Council 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 Director of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform to the Governing Council 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 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 Council.
- 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 of High Court: In cases of any dispute arising between the Institute and others, the jurisdiction of The High Court of Kerala in whose jurisdiction the Institute lies shall apply.



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 Rajiv Gandhi Centre for Biotechnology Society, Director with the approval of Governing Council 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 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 and permit them for registration for a PhD degree as per mandate of RGCBS in any University or academic institution, which has acquired the status of a University subject to provisions of these Bye Laws. These students will be registered with a Scientist of Rajiv Gandhi Centre for Biotechnology as supervisor/guide.
- II. The terms and conditions of above activities shall be decided by the Director, recommended by the Governing Council 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. Adjunct Faculty:

The institute may engage scientist as Adjunct faculty on honorary basis to carry out research work or teaching to fortify the Institute's capabilities or to continue the Institute's ongoing research or teaching activities. Adjunct faculty should not be more than 20% of the sanctioned positions or subject to a maximum number of 5 as recommended by the Director and approved by the Governing Council. They will be entitled to shared facilities and office space depending on the nature of their contributions.

29. Visiting Scholars/Scientist: The institute may invite reputed national/ international scientists/scholars actively engaged in R&D related to the mandate of the institute to participate in its research activities/ to deliver lectures. Invited scientists/scholars 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 Director. 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.

30. 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 are at Annexure-6.

31. Sabbatical: The Institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per RGCB'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

32. Recruitment and Promotion rules: The Director or authority to whom the power shall lie under the 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 Office Manual (Recruitment & Promotion Rules) to achieve the objectives of the Institute. In these regards, the provisions contained in Office Manual (Recruitment & Promotion Rules), annexed as **Annexure 3** to these Bye Laws shall prevail at all times.

33. Engagement on Contract Basis: The Director 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. Head of Administration/COA shall be the authorized officer to enter into and execute the contract.
- ii. Director of the Institute shall in subsequent meeting of the Governing Council place before it the statement of contractually engaged staff in the interim of two Governing Council meetings for their information.

34. 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 and the provisions of Office Manual I & II, as per Annexure 3.
- 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 Council.



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

35. Disciplinary and Appeal Rules: The Institute shall follow CCS (*Classification, Control, Appeal*) Rules 1965 and RCCB Disciplinary Rules in force and amendments thereof, in matters of violation of Conduct Rules applicable to regularly appointed employees of the Institute. 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 Office Manual Recruitment Rules.
- ii. **Appellate Authority:** shall be the authority higher than the Disciplinary authority.
- iii. **Reviewing Authority:** Shall be authority higher to the Appellate Authority.

36. 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.

37. Estate Officer: Assistant General Manager (Legal & Estate Affairs) 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/nagarnigam and state government.

38. Leave Rules:

- a. CCS(*Leave*) Rules, 1972 shall be applicable to regular employees of the Institute.
- b. 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.

39. Medical Benefits: Rajiv Gandhi Centre for Biotechnology will follow Contributory Health Service Scheme in respect of regular employees.

40. 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. Director is authorized to constitute Complaints and Redressal Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Director who shall initiate appropriate

- a. Disciplinary action in case of regularly appointed staff in terms of D&A Rules.
- b. Implement relevant clauses of Contract Agreement in cases of Contractual employees.

41. 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.

41.1. 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.

42. Pay and Allowances:

- a. 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.
- b. For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

43. Miscellaneous Provisions:

a. Intellectual Properties:

- i.** 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.
- ii.** 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.
- iii.** The Director 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 for the distribution of the profits if any accruing from such patents.

- iv. The Director shall place before the Governing Council a six monthly statement of
1. Patents filed in the period.
 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*).
 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 RGCB are enclosed as **ANNEXURE-5**.

b. **Information Protection:**

i. 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 or other amendment acts notified in the Gazette of India from time to time.

ii. The Director shall issue suitable instructions for protection of electronic information through back-ups and otherwise, as deemed necessary from time to time.

- c. **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 Manager/IPR. A copy of every such contribution shall be got approved from the Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Director.
- d. **Extra mural lectures:** Members of the staff of the institute may, with the prior permission of the Director 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.
- e. **Examiner-ships:** Members of the staff of the institute may, if invited to do so, and with the prior intimation of the Director, accept university examiner-ships normally only for the post-graduate students **preferably at doctoral level**.



- f. **Seminars, conferences, symposium, workshops/Training:** Director or any of staff of the Institute may be deputed by the Director, Chairman-Governing Council, Government of India to attend scientific conferences, symposia and congress, workshop, brainstorming sessions, business or collaborative meetings/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 of Biotechnology/Government of India on foreign deputation, foreign travel and foreign hospitality shall be adhered to on each such occasion/event.

44. 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 Director under intimation to the Governing Council. 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 Director or his authorized representative subject to:

- 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.
- The Director 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.
- All consulting/ sponsored research assignments shall be contracted by the Institute in its own name on approval of the Director. 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 (Conduct) Rules, 1964, and rules thereof.
- 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: RGCB Staff Welfare Fund respectively as detailed in guidelines at **ANNEXURE-6**. The 50% Institute's share shall be credited as revenue to the Institute.
- The guidelines for consultancy by RGCB are enclosed as **ANNEXURE-6**.

45. Collaboration with other institutions of repute:

- a. 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 Director under intimation to the Chairman, Governing Council and Administrative Ministry. In cases of international collaborations, prior clearances of the Department of Biotechnology, Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA) shall be taken.
- b. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration shall be approved by the Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- c. All approved collaborations shall be effected through legally binding term-sheets under approval of the Chairman, Governing Council and the Administrative Ministry.
- d. Collaborations with the Industry (*private/government-national/international*) shall be done only with the prior approval of Chairman, Governing Council provided for all international industrial collaborations, prior approval of the Department of Biotechnology shall be obtained before entering into such industrial collaborations. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
- e. 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.

46. Endowments:

- a. 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.
- b. 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.
- c. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- d. 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;*
- e. The Director 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.
- f. 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.

47. RETIRAL BENEFITS:

a. **Only for Regular Employees:**

- i. 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
- ii. All new employees joining the Institute afresh, shall subscribe to New Pension Scheme.
- iii. Employees who were in service before introduction of NPS shall be covered under LIC Pension Scheme of RGCBS as per RGCBS Office Manual (Rules and Regulations), Pension Scheme.
- iv. Gratuity and leave encashment benefits shall be regulated by Government of India instructions.

- b. **For other employees:** shall be regulated by EPF or equivalent schemes, as applicable in line with RGCBS Office Manual.

48. RGCBS 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.

49. Compassionate Appointments: All Compassionate Appointments shall be regulated as per Department of Personnel & Training (DoP&T) O.M. No. 14014/6/2012-Estt.(D) dated 16.01.2013, subject to amendments thereof from time to time. Director shall have full powers to appoint any dependent major (*not below 18 yrs*) family member of the bereaved family of an employee of the Institute dying while on duty or 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:

- a. Such appointments shall be restricted to Level 5/Group C and below.
- b. 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.
- c. The candidate who is offered appointment on compassionate grounds (other than the widow) should at least be 10th pass.
- d. Posts filled on compassionate grounds shall be exempt from reservation rules.
- e. 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 on 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 eligible wards.

50. 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.

51. 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 Council for a decision. In the event of their being any inconsistency between the Rules and Regulation of RGCBS Society, Byelaws of the Institute and Government of India rules/instructions, the provisions of the Government of India instructions shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Governing Council or Government of India shall be the final. Governing Council 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.

52. 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 Council having compulsory representation of Government of India. The reviewed Byelaws shall be placed for approval of the Governing Council in subsequent GC meeting which shall then be forwarded by the Director of the Institute for the approval of the Byelaws from the Department of Biotechnology. Approved Byelaws shall be displayed on the Institute website and 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.

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

- a. The Governing Council only with the prior approval of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India (Central Government) reserves the right to **relax, amend, modify** any provisions of these Bye-laws with/without assigning any reasons thereof, with prospective effect.
- b. However, The Department of Biotechnology, Ministry of Science & Technology, Govt. of India (Central Government) may on the recommendations of the Governing Council 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, सीजीओ कॉम्प्लेक्स
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/28022/01/2019

Dated : 18th November, 2019

The Director,
Rajiv Gandhi Centre for Biotechnology (RGCB),
Thiruvananthapuram, Kerala-

Subject:- Forwarding of approved Bye-laws of RGCB, Kerala-reg.

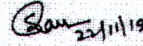
Sir,

I am directed to forward herewith a copy of Bye-laws of Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram, Kerala 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. 6995 dated 30.09.2019.

Yours faithfully,


Encls: As above.


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

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

Copy to for information:-

- (i) Scientist 'G' (Dr. Sundeep Sarin) - Scientific Coordinator for RGCB, Kerala.
- (ii) Scientist 'E' (Dr. Garima Gupta) - Nodal Officer for RGCB, Kerala.


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-2

**MEMORANDUM OF
ASSOCIATION
&
BYE-LAWS,
RULES AND REGULATIONS**

**RAJIV GANDHI CENTRE FOR
BIOTECHNOLOGY
THIRUVANANTHAPURAM**





Dr. Bindu Dey,
Adviser
Tel : 2436 9611
Email: bindu@dbt.nic.in

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
ब्लॉक-2.7 वां तल, सी० जी० ओ० कम्पलेक्स
लोदी रोड, नई दिल्ली-110003
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

DO No.BT/Med/RGCB/2008

Dated: 26.05.2008

Dear Dr. Pillai,

This is with reference your letter no. DIR/RGCB/DBT/GBT/01/05/2008 dated 6th May, 2008 addressed to Secretary DBT regarding the formation of statutory committees for RCGB including SAC and take over of Rajiv Gandhi Centre for Biotechnology, Trivandrum by the Government of India. In this regard, I am directed to convey you the following:


"RCGB is a DBT institute w.e.f April 1, 2007 vide Union Cabinet decision dated August 2, 2007. Hence, you may initiate the process of registration of the Society as per the guidelines followed in the registration of a Central Government Institute."

You are requested to take an early action in this regard.

This issues with the approval of the Competent Authority.

With regards,

Yours sincerely


(Bindu Dey)

Dr. M Radhakrishna Pillai,
Director,
Rajiv Gandhi Centre for Biotechnology,
Thycaud P.O, Poojapura,
Thiruvananthapuram - 695 014

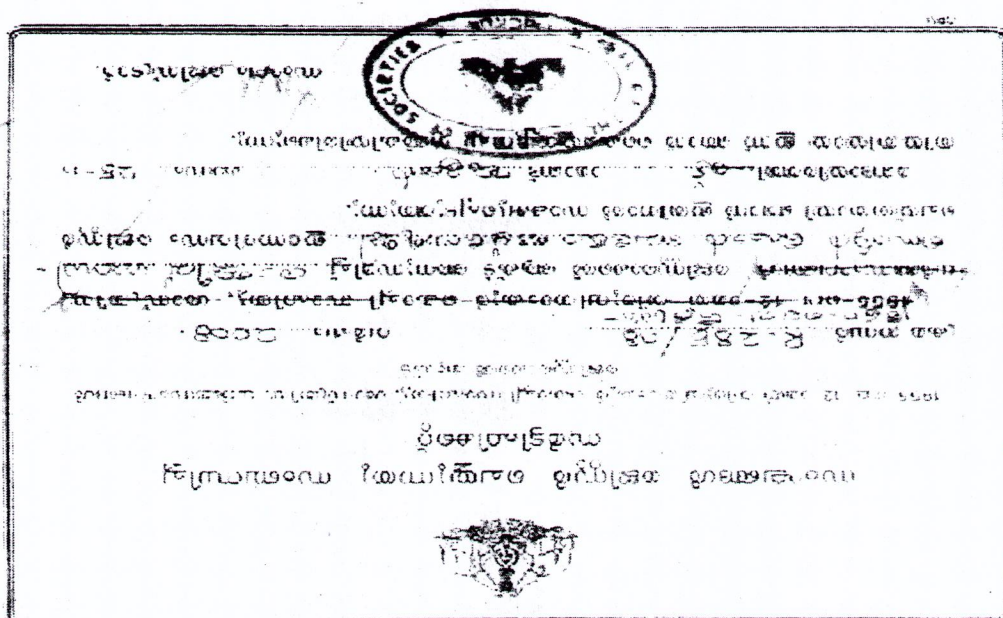
Website: <http://www.dbtindia.nic.in> <http://www.btisnet.gov.in>
दूरभाष / Telephone : 24363012, 24362329 फैक्स / Fax : 011-24362884

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

No. BT/AI/28022/01/2019

Government of India
Ministry of Science & Technology
Department of Biotechnology

RCGB Bye-Laws 2019



TRUE TRANSLATION


CERTIFICATE OF REGISTRATION FOR SOCIETIES

Sl. No.R-285/08

Year 2008

I hereby certify that the Rajiv Gandhi Centre for Biotechnology has been registered today under the Central Societies Registration Act, 1860 (Act No. 21 of 1860). Given under my hand and seal on the 25th day of June in the year 2008.

S/d
REGISTRAR OF SOCIETIES


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

REGISTRATION OF RGCB UNDER THE CENTRAL SOCIETIES ACT

Subsequent to decision of the Kerala State Government (vide G.O. (Ms) No. 2/2007/S&TD dated February 8, 2007) to hand over RGCB to the Government of India, the Union Cabinet approved taking over of the institute with effect from April 01, 2007, as an autonomous institution of the Department of Biotechnology (DBT), Government of India (vide F.No. BT/R&D/15/27/95-RGCB dated August 09, 2007).

Following this take over of RGCB by the Government of India, the Department of Biotechnology communicated vide DO No.BT/Med/RGCB/2008 dated May 26, 2008 to have RGCB registered as a Central Government Institute under the Societies Act 1860. Following this, RGCB was registered as a Society of the Government of India on June 25, 2008 (R-285/08). At the first meeting of the RGCB General Body, the Memorandum of Association, Bye laws, Rules and Regulations were formally accepted (vide Note No. RGCB/DIR/58/2008-8 dated August 12, 2008) signed by the Secretary, Department of Biotechnology and the Honorable Union Minister of Science & Technology.



RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY THIRUVANANTHAPURAM

We the undersigned do hereby form and constitute a Society called "RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY" under the provisions of the Societies Registration Act of 1860 upon the following Memorandum of Association.

MEMORANDUM OF ASSOCIATION

1. NAME

The name of the Society shall be "RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY" (abbreviation : RGCB) and the General Body shall be the Society.

2. REGISTERED OFFICE

The registered office of the Society shall be situated at Poojappura, Thycaud. P.O., Thiruvananthapuram – 695 014, KERALA

3. OBJECTIVES


The main objectives of RGCB would be:

- 3.01 To take over the entire undertaking of the Rajiv Gandhi Centre for Biotechnology previously an institute managed by the Kerala State Council for Science, Technology & Environment (KSCSTE), as a going concern, including all its assets, liabilities, obligations, income, rights, privileges, contracts and engagements relating to the operations of the said society;

- 3.02 To carry out and promote advanced research in frontier areas of biotechnology, biomedical sciences, disease biology, computational biology, genetic engineering, spice genomics and all related interdisciplinary areas of physical and biological sciences.
- 3.03 To develop RGCB as the national apex center for biotechnology drug development and translational research as well as to provide consulting services to other institutions, agencies and industries.
- 3.04 To establish with collaboration or alone one or more satellite centres or institutions or companies or trusts to serve different regions of the country for efficient achievement of the objectives of RGCB.
- 3.05 To provide support, facilities and solutions for urgent biomedical problems/emergencies and crop/medicinal plants improvement needs of the state and country.
- 3.06 To establish, operate and maintain state of the art facilities and databases for carrying research and development activities and make such facilities and databases available to scientists and researchers from the state, country and abroad.
- 3.07 To provide adequate facilities for well trained manpower capable of developing and absorbing new technological developments for creating new opportunities for employment and for economic development.
- 3.08 To provide high-level training in biotechnology and molecular biology including educational courses and programs and to serve the needs of human resource development in these areas.



- 3.09 To interact adequately with other institutions within the state and elsewhere, especially in applicable research.
- 3.10 To provide a forum for discussion on advances in scientific topics in areas of life sciences to the interest of the Nation.
- 3.11 To organize periodic workshops and training programmes in selected areas concerning biotechnology, life sciences and economic development.
- 3.12 To disseminate the diffusion of knowledge in thrust areas of RGCB through publications and visual media and to publish monographs and reports in thrust areas of research relevant to industry, agriculture and medicine.
- 3.13 To create infrastructure facilities for undertaking applications related to research and development in biotechnology.
- 3.14 To identify and develop technologies and to formulate projects for implementation and if necessary manufacture products for meeting national needs.
- 3.15 To develop facilities for diagnosis, based on latest technologies for Cancer, genetic disorders and viral diseases, bacterial infections and any similar problems caused by microorganisms.
- 3.16 To develop DNA fingerprinting technology for molecular taxonomy of medicinal plants and seeds and microbes present in tropical conditions of Kerala and develop suitable plant molecular biological techniques for gene transfer protoplast fusion and similar areas.


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

- 3.17 To develop a viable and comprehensive programme on environment, pollution control and bioremediation specially showcasing the expertise developed at RGCB in the above fields and assist and cooperate with other centres/ organizations/ authorities to implement the same.
- 3.18 To interact and develop collaborative programmes with other National and International institutions of repute.
- 3.19 To do all such other acts and take all such steps, as may further all or any of the aforesaid objectives.

4. POWERS AND FUNCTIONS OF RGCB

For effectively carrying out the above objectives, RGCB shall have powers to:

- 4.1 Manage the Centre with an institutional framework having independent and autonomous authority, responsibility and flexibility for dynamic operation.
- 4.2 Co-operate and affiliate if necessary with other similar institutions, associations or bodies in India or abroad.
- 4.3 Establish training and teaching facilities.
- 4.4 Seek information from governmental and other agencies for creation of databases, and formulation of reports and recommendations based on their analysis.
- 4.5 To establish and maintain modern communication facilities, technical libraries, reference centres and/or information centres and collect and collate information/data on Biotechnology.
- 4.6 Confer degrees and to grant Diplomas and/ or Certificates to person who have satisfactorily completed the approved courses of study and/

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or research as may be prescribed and shall have passed the prescribed examinations.

- 4.7 Institute and award visitorship, fellowship, exhibits, prizes, awards, certificates of merit and medals.
- 4.8 Appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Centre, salaries, wages, gratuities, provident fund and other allowance, remunerations and benefits in accordance with the rules and regulations of the Centre.
- 4.9 Create administrative, technical, ministerial and other posts under the Centre and to make appointments thereto in accordance with the rules and regulations of the Centre.
- 4.10 Engage professional consultants either individuals or firms and technical advisers and to sub-contract specific tasks to other organizations to fulfil the objectives of the society.
- 4.11 Enter into contracts and/or legal actions for and in connection with the declared objectives of the society.
- 4.12 Take special steps to identify and encourage research and development in the area of biotechnology, as also to institute and award fellowships, scholarships, stipends, as also prizes and medals and issue certificates in furtherance of the objectives of the society.
- 4.13 Facilitate participation of competent people from within the country and/or abroad in activities related to furtherance of the objectives of the society.
- 4.14 Receive donations, grants, gifts, loans, deposits, debentures, subscriptions, or any other financial contributions in cash and/or securities and any

property either movable or immovable from governmental, quasi-governmental or non-governmental agencies, persons or any other sources within the country and/or abroad including U.N. and other international agencies, subject to prevailing laws, and to invest and deal with funds and money of the society and to vary, alter or transfer such investments from time to time and utilize the income derived there from for maintaining the Centre, with a view to fulfilling all or any of the objects of the society.

4.15 Raise from Banks or financial institutions, bodies corporate or any other financier or public or private entities, loans and advances with or without securities including pledge, hypothecation or mortgage of the properties and assets of the Centre; with the approval of the Central Government.

- (a) Invest and deal with funds and money of the Centre;
- (b) Sell, mortgage, lease, exchange and otherwise transfer or dispose of or deal with all or any property, movable or immovable, of the society for the furtherance of its objectives;
- (c) Accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Centre.
- (d) Construct and maintain buildings with the right to alter, improve and equip them suitably;
- (e) Establish and maintain sub-centres, workshop, institutes of studies or such other outfits in any part of India;
- (f) Government issue appeals and apply for money and funds in the furtherance of the objectives of the Centre and to raise or collect funds by gifts,

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donations, subscriptions or otherwise of cash and securities and any property either

- (g) Establish and maintain modern communication facilities, technical libraries, reference centres and/or information centres and collect and collate information/data on Biotechnology;
- (h) Develop and/or support centres of documentation, publication service, maintenance and supply of data including patent literature, current status reports etc. in the area of biotechnology;
- (i) Charge fee for imparting training, providing services or facilities, research papers, literature or current status reports etc.
- (j) Constitute such committees as it may deem fit in order to carry out its activities.
- (k) Seek information from governmental and other agencies for creation of databases, and formulation of reports and recommendations based on their analysis;
- (l) Perform and exercise such other powers, authorities and functions as are necessary or incidental for carrying out the aforesaid objectives, and act as a nodal agency for research and development of Biotechnology.

5. INTERPRETATION OF THE OBJECTIVES

The Centre is established for public benefit and accordingly the objectives of the Centre set forth above will be interpreted in accordance with the applicable laws to mean such objectives and purposes as are regarded in law to be a public and charitable in nature.

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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

6. CENTRE OPEN TO ALL

- 6.1 RGCB shall be open to all persons of whatever race, religion, creed, caste, class, gender and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers and workers or in any other connection whatsoever.
- 6.2 No capitation fee shall be charged in any form in consideration for admission.

The Centre shall not accept any benefaction that involves conditions and obligations, which are inconsistent with the objectives of the Centre.

7. ADMISSION TO Ph.D. PROGRAMS

Admission to the Ph.D. Programs of RGCB shall be made on an all India basis to the identical courses through a common entrance test conducted either by the Centre or by the Universities Grants Commission /or by an institution/ agency identified and approved by UGC or by the Centre.

8. INCOME AND PROPERTY OF THE CENTRE TO BE APPLIED FOR ENSUING THE OBJECTIVES OF THE CENTRE

- 8.1 RGCB is authorized to :
- i. To receive grants, donations and contributions in cash, in kind or in other forms from the Government of India, State Governments, Charitable Trusts/ Institutions, and industry within the country.



- ii. To receive, with prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programmes, scientific research and other activities.
- iii. To acquire by way of gift, purchase, exchange, lease, hire or otherwise howsoever, any property movable and/or immovable and to construct, develop, improve, turn to account, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying out the activities of the Centre.
- iv. For the purpose of the Centre, to draw and accept, make and endorse, discount and negotiate promissory notes, bills of exchanges, cheques or other negotiable instruments, debentures, bonds, commercial papers, debt instruments and other instruments.
- v. To establish, open, maintain, operate and close bank account(s), deposit account(s), and other accounts with banks, financial institutions, and other legal entities and bodies corporate;
- vi. To invest or deposit money and funds of the Centre in such deposit accounts, securities, instruments and investments options as the Governing Council may approve from time-to-time and to withdraw, encash, transfer, sell, transpose or otherwise dispose of such deposits, securities, instruments and investments.
- vii. For investing the funds or money of the Centre or entrusted to the Centre, to open such securities or in such manner as may from time-to-time be determined by the Governing Council and to sell or transpose such investments.

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सुबोध कुमार राम / Subodh Kumar Ram
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भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

viii. To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.

8.2 The income and properties of the Centre, howsoever derived, shall be applied towards promotion of the objectives of the Centre.

9. INCOME AND PROPERTY OF THE CENTRE NOT BE PAID OR DISTRIBUTED BY WAY OF PROFIT OR DIVIDEND

All the income, earnings, movable and immovable assets and properties of the Centre shall be solely utilized and applied towards the promotion of its objectives only as set forth in this Memorandum of Association. No portion of the income and property of the Centre, shall be paid or distributed, directly or indirectly, by way of profit or dividend or otherwise to persons, who are, or have been members of the Centre or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration or providing any benefit to any member thereof or other persons in return for any service rendered to or on account of the Centre or for traveling, halting and other similar charges. No member of the Centre shall have, by virtue of being a member of the Centre, any right, interest or claim in any of the assets, properties, income or receivables of the Centre or make any profits.

10. REVIEW AND INSPECTION

a. The Central Government shall have the right to cause an inspection to be made of the Centre, its buildings, laboratories examinations, teaching and other work conducted or done by the Centre; and to cause an enquiry to be made, if considered

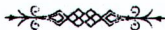


necessary by the Central Government in respect of any matter of the Centre.

- b. Following the inspection, the Central Government may issue directions to the Centre that shall be binding on the Centre.

11. SUBSCRIBERS TO THE MEMORANDUM OF ASSOCIATION

We, the undersigned, are desirous of forming a society, namely Rajiv Gandhi Centre for Biotechnology, under the Societies Registration Act, 1860 in pursuance of the Memorandum of Association.



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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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GENERAL BODY OF THE CENTRE (SOCIETY)

1	Union Minister of Science & Technology/ Scientist of Eminence as nominated by Hon'ble Minister	President
2	Member of Parliament, Thiruvananthapuram	Member
3	Secretary, Dept. of Biotechnology, Govt. of India	Member
4	Chairman, Scientific Advisory Committee, RGCB	Member
5	Dr. G. Padmanabhan, Distinguished Biotechnologist, IISc, Bangalore, Karnataka	Member
6	Secretary, Dept. of Health, Govt. of Kerala	Member
7	Secretary, Dept. of Science & Technology, Govt. of Kerala	Member
8	Secretary, Dept. of Industries, Govt. of Kerala	Member
9	Joint Secretary and Financial Adviser, Dept. of Biotechnology	Member
10	Director, National Brain Research Centre, Manesar, Haryana	Member
11	Director, National Centre for Cell Sciences, Pune, Maharashtra	Member

18.



12	Director, Institute for Cytology & Preventive Oncology, Noida, Uttar Pradesh	Member
13	Director, Institute of Life Sciences, Bhubaneswar, Orissa	Member
14	Director Institute of Bioresources & Sustainable Development, Imphal, Manipur	Member
15	Director, Regional Cancer Centre, Thiruvananthapuram	Member
16	Eminent Scientist in Medical Biotechnology/Biomedicine : Dr. M. Vijayan, President, INSA, Indian Institute of Science, Bangalore	Member
17	Representative from Biotech. Industry: Dr. Arun Balakrishnan, Vice President (Biotechnology), Nicholas Piramal, Mumbai	Member
18	Dr. A.E. Muthunayagam, Former Secretary, Ocean Development & Former Executive Vice President, Kerala State Council for Science, Technology & Environment	Member
19	RGCB Staff representative: Mr. S. Mohanan Nair, General Manager (Traditional Knowledge Management and Public Relations), RGCB, Thiruvananthapuram	Member
20	Nominee of the Dept. of Biotechnology	Member
21	Director, Rajiv Gandhi Centre for Biotechnology	Member Secretary

DECLARATION

We the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association and set our hands and form ourselves into a Society under the Societies Registration Act of 1860.

Dated :

No.	Name and Address	
1	Sri Kapil Sibal Union Minister for Science & Technology, Government of India/ Scientist of Eminence as nominated by Hon'ble Minister	Sd/-
2	Dr. M. K. Bhan Secretary, Department of Biotechnology Government of India, CGO Complex, Block 2, 7th floor, Lodi Road, New Delhi 110 003	Sd/-
3	Professor Vijayalakshmi Ravindranath Director, National Brain Research Institute, Manesar, Haryana	Sd/-
4	Dr. G. Padmanaban, Distinguished Biotechnologist Department of Biochemistry, Indian Institute of Science, Bangalore	Sd/-

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5	Professor B. Rajan Director, Regional Cancer Centre, Thiruvananthapuram 695 011	Sd/-
6	Dr. A.E. Muthunayagom Former Secretary Ocean Development & Former Executive Vice President, Kerala State Council for Science, Technology & Environment, Thiruvananthapuram	Sd/-
7	RGCB Staff representative: Mr. S. Mohanan Nair, General Manager (Traditional Knowledge Management and Public Relations), RGCB, Thiruvananthapuram	Sd/-
8	Dr. Bindu Dey, Scientist G and Adviser, Department of Biotechnology, Government of India, CGO Complex, Block 2, 7th floor, Lodi Road, New Delhi 110 003	Sd/-
9	Professor M. Radhakrishna Pillai, Director, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram 695 014	Sd/-



**BYE-LAWS,
RULES AND REGULATIONS OF
RAJIV GANDHI CENTRE FOR
BIOTECHNOLOGY
(RGCB)**



BYE-LAWS, RULES AND REGULATIONS OF RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY (RGCB)

(A Society registered under the Societies Registration Act, 1860)

1. SHORT TITLE

These rules shall be called the "Rules of the Rajiv Gandhi Centre for Biotechnology" (the "Rules").

2. REGISTERED OFFICE OF THE CENTRE

The registered office of the Centre shall be situated at Poojappura, Thycaud P.O., Thiruvananthapuram 695 014, KERALA

3. DEFINITIONS

In these Rules, unless the context otherwise requires, the following expressions shall have the meaning assigned to them respectively.

"Academic Council" means the Academic Council of the Centre.

"Act" means the Societies Registration Act, 1860 (Act No. 21 of 1860), as amended or replaced or re-enacted from time-to-time;

"Authorities" means the authorities of the Centre.

"Bye-Laws" has the meaning assigned to it in Rule 28;

"Central Government" means the Administrative Ministry of the Government of India concerned with Science & Technology i.e. Department of Biotechnology.

"Centre" shall mean the Rajiv Gandhi Centre for Biotechnology.

"Chairman" shall mean the Chairman of the Governing Council of the Centre.

"DBT" means the Department of Biotechnology in the Ministry of Science and Technology in the Government of India.

"Director" means the Director/Vice-Chancellor of the Centre.

"General Body of the Centre" means the General Body of members of the Centre;

"Governing Council" means the Governing Council of the Centre.

"Memorandum of Association" or "Memorandum" means the Memorandum of Association of the centre, as amended and replaced from time-to-time.

"President" means the President of the Centre (Honorable Union Minister for Science & Technology).

"Rules" means the Rules of the Centre, as amended from time-to-time.

Secretary means the Secretary of the Centre and shall be the person referred to in Rule 18.4.13.

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




4. OBJECTIVES

The main objectives of RGCB would be:

- 4.01 To take over the entire undertaking of the Rajiv Gandhi Centre for Biotechnology previously an institute managed by the Kerala State Council for Science, Technology & Environment (KSCSTE), as a going concern, including all its assets, liabilities, obligations, income, rights, privileges, contracts and engagements relating to the operations of the said society;
- 4.02 To carry out and promote advanced research in frontier areas of biotechnology, biomedical sciences, disease biology, computational biology, genetic engineering, spice genomics and all related interdisciplinary areas of physical and biological sciences.
- 4.03 To develop RGCB as the national apex center for biotechnology drug development and translational research as well as to provide consulting services to other institutions, agencies and industries.
- 4.04 To establish with collaboration or alone one or more satellite centres or institutions or companies or trusts to serve different regions of the country for efficient achievement of the objectives of RGCB.
- 4.05 To create Scientific, Technical and Administrative posts, determine number, qualifications and cadres thereof in consultation with the Finance Committee.
- 4.06 To establish, operate and maintain state of the art facilities and databases for carrying research and development activities and make such facilities and

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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databases available to scientists and researchers from the state, country and abroad.

- 4.07 To provide for appointment of visiting faculty and visiting professors.
- 4.08 To provide high-level training in biotechnology and molecular biology including educational courses and programs and to serve the needs of human resource development in these areas.
- 4.09 To interact adequately with other institutions within the state and elsewhere, especially in applicable research.
- 4.10 To provide a forum for discussion on advances in scientific topics in areas of life sciences to the interest of the Nation.
- 4.11 To organize periodic workshops and training programmes in selected areas concerning biotechnology, life sciences and economic development.
- 4.12 To disseminate the diffusion of knowledge in thrust areas of RGCB through publications and visual media and to publish monographs and reports in thrust areas of research relevant to industry, agriculture and medicine.
- 4.13 To create infrastructure facilities for undertaking applications related to research and development in biotechnology.
- 4.14 To identify and develop technologies and to formulate projects for implementation and if necessary manufacture products for meeting



national needs.

- 4.15 To develop facilities for diagnosis, based on latest technologies for Cancer, genetic disorders and viral diseases, bacterial infections and any similar problems caused by microorganisms.
- 4.16 To develop DNA fingerprinting technology for molecular taxonomy of medicinal plants and seeds and microbes present in tropical conditions of Kerala and develop suitable plant molecular biological techniques for gene transfer protoplast fusion and similar areas.
- 4.17 To develop a viable and comprehensive programme on environment, pollution control and bioremediation specially showcasing the expertise developed at RGCB in the above fields and assist and cooperate with other centres/ organizations/ authorities to implement the same.
- 4.18 To interact and develop collaborative programmes with other National and International institutions of repute.
- 4.19 To do all such other acts and take all such steps, as may further all or any of the aforesaid objectives.

5. MEMBERS

- 5.1 The Centre shall have a minimum of seven members and a maximum of not more than [fifty (50)] members.
- 5.2 The subscribers to the memorandum shall be the first members of the Centre.



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

- 5.3 Unless removed earlier in accordance with these Rules, a member of the Centre, other than Ex-officio member, shall continue to be a member for a period of three (3) years; from the date he has become a member of the Centre. On completion of three year term, a member, other than ex-officio member, shall automatically vacate his office of membership of the Centre. But, subject to other provisions of these Rules, such retiring member shall be eligible for re-appointment for another one term of three years. No non ex-officio member of the Governing Council who has served for two terms shall be eligible for reappointment. In case of a casual vacancy, the person appointed to fill such vacancy shall hold office for the unexpired duration of office of the member, whose office has fallen vacant.
- 5.4 The Central Government shall have power to appoint the members of the Centre (both ex-officio and non-ex-officio members), from time-to-time, from the panel of names recommended by the Governing Council. If the Governing Council fails to make recommendations, the Central Government shall appoint members, as the Central Government considers appropriate.
- 5.5 The provisions regarding disqualification set forth in Rule 26 of these Rules shall apply mutandis to the members of the Centre.
- 5.6 The Centre shall keep a register of members, giving their names, addresses and occupations of the members.
- 5.7 Once in every year, a list of members of the Centre and members of the Governing Council shall be filed with the Registrar of Societies, as required under Section 4 of the Act.

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6. AUTHORITIES OF THE CENTRE


The following shall be the authorities of the Centre :

1. General Body of the Centre
2. Governing Council
3. Scientific Advisory Council
4. Advisory Committee
5. Academic Council
6. Board of Studies
7. Planning and Monitoring Board
8. Finance Committee
9. Such other authorities as may be constituted/appointed as such by the Governing Council.

7. GENERAL BODY OF THE CENTRE

- 7.1 The General Body of the Centre shall comprise of all the members of the Centre referred to in Clause 11 of the Memorandum of Association. A meeting of the General Body of the Centre shall be held annually in the month of June (the “**Annual General Meeting**”).
- 7.2 The General Body of the Centre shall have the following powers :
- a) To consider and adopt the Annual Report and

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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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audited accounts of the Centre;

- (b) To lay down general policy directions consistent with the objectives of the Centre;
- (c) To issue, if necessary, directives in specific cases for better functioning of the Centre
- (d) To consider and approve the proposals of Governing Council. The alterations, additions and modifications to the rules and regulations of the Centre to meet the aims and objectives of the Centre from time to time.

- 7.3 At the Annual General Meeting, the Annual Report and the Audited Accounts of the Centre, together with the Auditor's Report thereon and the Annual Budget shall be submitted for consideration and approval by the General Body of the Centre.
- 7.4 The Governing Council may convene an extraordinary meeting of the General Body of the Centre on its own motion at any time or at the requisition of majority of members for the time being of the Centre.
- 7.5 Any requisition so made by the Governing Council shall specify the purpose for which the extraordinary general meeting is being requisitioned. At the extraordinary general meeting, no business other than those stated in the notice of the meeting or requisition, as the case may be, shall be taken up for consideration. Excepting as otherwise provided in these Bye-Laws, all meetings of the centre shall be called by notice under the signature of the Director or any other person authorized by the Governing Council.
- 7.6 Every notice convening a meeting of the Centre shall state the date, time and place at which such meeting will be held and shall be issued to every member of the Centre not less than fifteen clear



days before the day appointed for the meeting.

- 7.7 Any accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 7.8 The President of the Centre shall preside over all meetings of members of the Centre. If the President is not present at any meeting, or in his absence, the Chairman of the Governing Council shall preside at such meeting. In case the Chairman of the Governing Council is also not present, or unwilling to chair the meeting, then the members present may elect any one from the members present at such meeting to chair the meeting.
- 7.9 Seven members of the Centre, present in person, shall form a quorum at every meeting of the General Body, provided that no quorum shall be required for a meeting adjourned for want of quorum.
- 7.10 Unless otherwise required by the Bye-Laws, all business placed before meeting of the members may be transacted by a simple majority of voters present and voting at such meeting. Each member shall have one vote. In case of equality of votes at any such meetings, the Chairman shall have a second or casting vote.

8. GOVERNING COUNCIL

POWERS AND FUNCTIONS

Subject to the provisions of the Act, the Memorandum and the Rules, the Governing Council consisting of 11 members shall be entitled to exercise all such powers, and to do all such acts, deeds and things as the Centre is authorized to exercise or do. Without limiting the generality of the foregoing, the Governing Council shall be the principal executive body of the Centre and shall, in addition to all powers vested in it, have the following powers namely;

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- 8.1 The Governing Council shall generally carry out and pursue the objectives of the Centre as set forth in the Memorandum of Association. The management of all the affairs and funds of the Centre shall, for this purpose, vest in the Governing Council.
- 8.2 The Governing Council shall exercise all the powers of the Centre, 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 Centre out of grants made by the Government of India.
- 8.3 In particular and without prejudice to the provisions of these Rules and the Bye-Laws, the Governing Council shall have power to:
- 8.3.1 Consider the annual and supplementary budgets placed before it by the Director from time-to-time and recommend them with such modifications as the Governing Council may think fit for being passed by the General Body of the Centre;
- 8.3.2 Enter into contracts or engagements with the Government of India and with the State Governments and other public or private legal entities, bodies corporate, societies, trusts, firms or individuals for securing and accepting grants-in-aid, endowments, donations, or gifts to the Centre, 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 Centre; provided that, for any such arrangement with foreign and/or international agencies or organizations, the prior approval of the Government of India shall be obtained.
- 8.3.3 Acquire by purchase, gifts, exchange, lease or hire or otherwise from the Government of India, State Governments and other public bodies or



individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements; provided that for such transaction with any foreign and/or international agency or organization, the prior approval of the Government of India shall be obtained.


- 8.3.4 Appoint Committees and Sub-Committees for such purpose and with such powers as are not inconsistent with these Rules or objectives of the Centre and for such periods and on such terms as it may deem fit and dissolve any of them.
- 8.3.5 Delegate such administrative and financial powers as it may think proper to the Director, or such other officers of the Centre as may be considered necessary;
- 8.3.6 Frame amend or repeal Bye-Laws, for the administration and management of the affairs of the Centre 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, investment of the funds of the Centre, sale or alteration of such investments and maintenance and operation of accounts and their audit;
 - (b) procedure for recruitment of officers and establishment in the service of the Centre;
 - (c) terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service in the establishments of the centre.


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- (d) such other matters as may be necessary for the administration of the affairs and funds of the Centre.
- 8.4 To manage and administer the revenues and properties of the Centre and to conduct all administrative affairs of the Centre not otherwise specifically provided for.
- 8.5 To create teaching and academic posts, determine number, qualifications and cadres thereof as per guidelines, if any, of the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- 8.6 To lay down the duties and conditions of service of members of Faculty and other academic staff maintained by the Centre, in consultation with the Academic Council.
- 8.7 To provide for appointment of visiting fellows and visiting professors.
- 8.8 To create administrative, ministerial and other posts necessary or expedient in terms of the cadres laid down or otherwise and to make appointments thereof in consultation with the Finance Committee.
- 8.9 To manage and regulate the finance, accounts, investments, property, income, expenditure and all other administrative affairs of the Centre and for that purpose to appoint such agent or agents or consultants or advisors as the Governing Council may deem fit.
- 8.10 To entertain and adjudicate upon and, if thought fit, to redress any grievances of the students, employees, teaching and non-teaching staff members of the Centre.

- 8.11 To select and approve an emblem and to have a common seal for the Centre and to provide for the custody and use of such seal.
- 8.12 To institute fellowships, including travelling fellowships, scholarships, studentships, Medals, Awards and Prizes in accordance with the Bye-laws to be framed for the purpose;
- 8.13 To review and revise the fees and other charges levied/chargeable by the Centre;
- 8.14 To appoint statutory auditors and internal auditors of the Centre and to approve their terms of appointment;
- 8.15 To issue appeals for funds for carrying out the objectives of the Centre and consistent with the provisions of the objectives clause of the Centre, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes scholarships etc.
- 8.16 To draw, make, accept, endorse, discount or negotiate cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments;
- 8.17 To sell, lease, transfer, exchange or otherwise dispose of the whole or any part of the immovable properties of the Centre;
- 8.18 To purchase, take on lease or hire purchase or otherwise acquire immovable or movable properties including without limitations, land, buildings, premises, equipments, apparatus, furniture fixtures, fittings and facilities required for carrying on the operations of the Centre;
- 8.19 To execute deeds, documents and instruments

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including without limitation conveyance deed, re-conveyance deed, transfer deed, mortgages, leases, leave and licenses, bonds and other deeds, documents and instruments as may be required for purchase, lease, license or otherwise acquisition or for sale, transfer, lease, license, mortgage or otherwise disposal of any movable or immovable assets and properties of the Centre.

- 8.20 To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities found or based on any of the properties and assets of the Centre or without any securities and upon such terms and conditions as the Governing Council may think fit and to pay out of the funds of the Centre, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- 8.21 To invest the funds of the Centre or money entrusted to the Centre in or upon such securities and in such manner as the Governing Council may deem fit and from time to time to sell, transfer or otherwise dispose of such securities and/or transpose any such securities.
- 8.22 To maintain a fund to which shall be credited :
- (a) All money provided by the Central or State Governments.
 - (b) All fees and other charges received by the Centre.
 - (c) All money received by the Centre as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) All money received by the Centre in any other manner from any other source.

- 8.23 To deposit all money credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- 8.24 To maintain proper books of account and other relevant records and prepare annual statements of account including the Income and Expenditure Account and the Balance Sheet as of the close of every financial year, in such form as may be prescribed by the law or as may be applicable to the Centre;
- 8.25 To constitute, for the benefit of the teaching, academic, technical, administrative and other staff members, in such manner and subject to such conditions as may be prescribed by the Bye-Laws such pension, insurance, provident fund, gratuity and other retirement benefit plans as the Governing Council may deem fit for the benefit of the employees of the Centre and to aid in the establishment, support and management of associations, institutions, funds, trusts, and conveyance calculated to benefit the staff and the students of the Centre.
- 8.26 To delegate all or any of the powers of the Governing Council to any committee or sub-committee constituted by it or to the Director of the Centre or to any other officer of the Centre or to any other person;
- 8.27 To establish, on the advice of the Academic Council such Divisions and Departments for the academic work and functions of the Centre and to allocate areas of study, teaching and research to such Divisions and Departments;
- 8.28 To conduct examinations or tests for admission to the courses offered by the Centre, to conduct examinations for degrees and diplomas offered

by the Centre, and to declare the results of such examinations and tests and to confer, grant or award degrees, diplomas, certificates and other academic titles and distinctions.

- 8.29 To establish, maintain and manage hostels for the students and employees of the Centre.
- 8.30 To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- 8.31 To approve or authorize expenditure on a project or scheme as per the approved budget or as per the policies in force from time-to-time for approval of such expenditure;
- 8.32 Study, plan, implement, review periodically and monitor the activities of the Centre and take remedial measures as deemed fit, to meet the aims and objectives of the Centre.
- 8.33 Reappropriate the sanctioned funds subject to the following conditions :-
- 8.33.1 Reappropriations with the heads of Capital Expenditure to cover expenditure on an item not included in the Budget shall require prior consent of the Governing Council.
- 8.33.2 No reappropriation shall be made from the head of the Capital Expenditure to head of Revenue Expenditure.
- 8.34 Approve the appointment of all staff of the Centre, other than the Director, subject to budget provisions of posts created.

- 8.36 Propose from time to time alterations, additions and modifications to the Rules and Regulations of the Centre to meet the aims and objectives of the Centre for the approval of the General Body.
- 8.37 Propose additions, alterations and modifications to the bye-laws on any matter, for consideration and approval of the General Body.
- 8.38 Authorize purchase of equipments, components and other payments as provided for in the sanctioned budget proposals, exceeding Rs.500 lakhs. However, in respect of unforeseen but urgent procurements, Director shall incur such expenses and place the same before the next Governing Council for ratification.
- 8.39 Appoint consultant(s) for long term retention for carrying out items of work included in the sanctioned budget proposals and under funded projects.
- 8.40 Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out by/or on behalf of the Centre.
- 8.41 Write-off irrecoverable losses of stores and money in excess of Rs.5,000 in each case provided that:-
- (i) the loss is not due to theft, fraud or neglect and
 - (ii) it does not disclose a serious negligence on the part of any employee of the Centre.
- 8.42 Submit a detailed Annual Budget Estimate under various heads for consideration and approval of the General Body. The General Body may consider and approve the Revised Estimate in January of every year.

- 8.43 Submit the Annual Report of the Centre for the consideration and approval of the General Body.
- 8.44 To receive with prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programmes, scientific research and other activities.
- 8.45 To receive grants, donations and contributions in cash or in other forms from the Government of India, State Governments, Charitable Trust/Institutions and industry within the country.
- 8.46 The Governing Council shall be the principal executive body of the Centre and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Centre.
- 8.47 The Governing Council shall meet to review and plan the activities of the Centre to prepare briefing papers for the meetings of the General Body and also to give effect to their decision.
- 8.48 The Controller of Administration (or equivalent) who is the non-voting Secretary to the Governing Council shall keep the minutes of the meetings and send copies of the minutes of every such meeting duly approved by the Member Secretary and the Chairman to every members.
- 8.49 When a vacancy occurs in the office of a member through death, resignation or any other cause, the Director shall as soon as possible notify the vacancy to the nominating authority and request to fill up the vacancy.

9. COMPOSITION

The Governing Council shall consist of the following persons as its members :

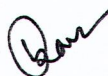
Governing Council of the Centre

1	Secretary, Dept. of Biotechnology, Govt. of India	Chairman
2	Chairman, Scientific Advisory Committee, Prof. N.K. Ganguly	Member
3	Secretary, Dept. of Science & Technology, Govt. of Kerala	Member
4	Prof. G. Padmanaban, Distinguished Biotechnologist, IISc, Bangalore	Member
5	Joint Secretary & Financial Adviser, Dept. of Biotechnology	Member
6	Director, NII, New Delhi	Member
7	Director, Regional Cancer Centre, Thiruvananthapuram	Member
8	Dr. Umesh Varshney, Indian Institute of Science, Bangalore	Member
9	Dr. V.S. Chauhan, ICGEB, New Delhi	Member
10	Nominee of the Dept. of Biotechnology	Member
11	Director, Rajiv Gandhi Centre for Biotechnology	Member

Signature

10. TERM OF MEMBERSHIP

- 10.1 A member of the Governing Council shall cease to be a member on the happening of following events
- (a) If he/she resigns, becomes of unsound mind, 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 Council, or he/she goes abroad for a continuous period exceeding one year or on his/her death or he/she is in the opinion of the Governing Council a hindrance to the achievements of the aims and objectives of the Centre.
 - (b) If he does not attend three consecutive meetings of the Governing Council, without any sufficient causes(s) or permission of the Chairman.
 - (c) If he suffers from any of the disqualifications set forth in Rule 26 hereof.
- 10.2 Whenever a member desires to resign from the membership of the Governing Council, he shall forward a letter containing his resignation addressed to the Chairman and his resignation shall take effect only on its acceptance by the President.
- 10.3 The members and ex-members of the Governing Council shall not be entitled to any remuneration from the Centre except the full time Director of the Centre. The non-official members of the Governing Council or any Committee appointed by it shall be paid by the Centre such travelling and daily



allowances and honorarium as may be provided for in the Bye-Laws.

- 10.4 Holding the membership of the Governing Council by virtue of an office held by him (ex-officio) shall normally attend the Governing Council meeting himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Council and the representative so nominated shall be entitled to take part in the proceeding of that meeting but not to vote thereat.

11. MEETING OF THE GOVERNING COUNCIL

- 11.1 The Governing Council shall endeavour to meet at least twice a year. The meetings of the Governing Council shall be organized such that at least one meeting is held in each half year. For the purposes of this Rules 7.1, a year shall comprise of 12 months period commencing on first day of April each year and terminating on the 31st day of March of the following calendar day.
- 11.2 Every meeting of the Governing Council shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst themselves shall preside over the meeting.
- 11.3 The Governing Council may transact any business by circulating such business to all the members of the Governing Council. Any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at a duly convened and held meeting of the Governing Council.



- 11.4 Seven members of the Governing Council, present in person, shall constitute a quorum at any meeting of the Governing Council provided that in the case of an adjourned meeting, the members present even if the members present are less the quorum prescribed shall constitute quorum for such adjourned meeting.
- 11.5 Not less than fifteen days clear notice of every meeting of the Governing Council shall be given to each member. The notice shall mention the date, time and place of the meeting. The accidental omission to give notice to or the non-receipt-of notice by any member shall not invalidate the proceedings of the meetings.
- 11.6 The Chairman may himself call, or by a requisition in writing signed by him may require the Secretary to call, a meeting of the Governing Council at any time. On receipt of such a requisition, the Secretary shall forthwith proceed to call such a meeting.
- 11.7 All decisions at the Governing Council shall be made by simple majority of votes of members present at voting. Each member of the Governing Council shall have one vote. In cases of equality of votes at any meetings of the Governing Council, the Chairman of the meeting shall have a second or casting vote.

12. CONSTITUTION OF STANDING COMMITTEES AND AD-HOC COMMITTEES BY THE GOVERNING COUNCIL

- 12.1 Subject to the provision of the Rules and Bye-Laws of the Centre, the Governing Council may by a resolution constitute such Committees or Sub-Committees or Co-Committees or Ad-hoc



committees for such purposes and with such powers and authorities as the Governing Council may think fit and for exercising any power or powers of discharging any functions of the Centre or for inquiring into reporting and advising upon any matter of the Centre.

- 12.2 The Governing Council may appoint or co-opt such persons as members of the Committees referred to in Rule 8.1 above.

13. POWERS OF THE CENTRAL GOVERNMENT

- 13.1 The Government of India shall have the power to issue such directives as it may consider necessary from time-to-time to the Centre for the purpose of carrying out or continuing the objectives set out in the Memorandum of Association.
- 13.2 The Government of India may appoint one or more persons to review or inspect the working and progress of the Centre and to hold inquiries into the affairs thereof and to report thereon in such manner as the Government of India may decide. The Government of India may, upon receipt of such report, issue such directions as it may consider necessary in respect of any of the matter dealt within the report and the Centre shall comply with such directions.
- 13.3 The copies of the Annual Report, Annual and supplementary Budget, Bye-Laws and the Audited Accounts of the Centre shall be furnished by the Centre to the Central Government which shall have power to issue necessary directions relating thereto.

14. SCIENTIFIC ADVISORY COUNCIL

The Scientific Advisory Council shall consist of (i) a Chairman, who will be an eminent Biotechnologist (ii) 12 reputed experts in Biotechnology and related disciplines and (iii) the Director. The Director shall be the member and Secretary of the Committee. It may also include three members from overseas. All the members other than ex-officio members shall hold office for a term of two years. The rules governing the convening and conduct of the meeting of the Scientific Advisory Council and transaction of business by the said Committee shall be set forth in the Bye-Laws.

15. ADVISORY COMMITTEE

The Centre shall have, for a period of first ten years, an Advisory Committee under the Chairmanship of a person nominated by the University Grants Commission from among members of the Commission including the Vice-Chairman. The Advisory Committee will include the Director of the Centre and its senior faculty members along with one/two experts nominated by the University Grants Commission to help its academic planning and growth. The rules governing the membership of the Advisory Committee, duration of office of members of the Advisory Committee, quorum for meeting of the Advisory Committee and transaction of business by the said Committee shall be set forth in the Bye-Laws

16. ACADEMIC COUNCIL

16.1 Role of the Academic Council

The Academic Council shall be the principal academic body of the Centre and shall, subject to the provisions of the Memorandum of Association,



the Rules and Bye-Laws, have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, examinations and tests within the Centre and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-Laws.

16.2 The Academic Council shall consist of the following persons, namely:

16.3 The term of office of members, other than ex-officio members, shall be two years. They shall not be eligible for further appointment unless every one has completed one full term.

16.4 **POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL**

The Academic Council shall be the principal academic body of the Centre and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz :

- (a) To exercise general supervision over the academic work of the Centre and to give direction regarding methods of instruction, evaluation or research or improvements in academic standards.
- (b) To consider matters of academic interest either on its own initiative or at the instance of the Governing Council and to take proper action thereon.
- (c) To make arrangements for the conduct of examinations in conformity with the Bye-Laws.

- (d) To maintain proper standards of education and examinations.
- (e) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Centre.
- (f) To prescribe courses of study leading to degrees and diplomas of the Centre.
- (g) To appoint examiners, moderators, tabulators and such other personnel for different examination.
- (h) To suggest measures for departmental co-ordination.
- (i) To make recommendations to the Governing Council on :
 - (i) Measures for improvement of standards of teaching, training and research.
 - (ii) Institution of Fellowship, Travelling Fellowships, Scholarships, Medals, Prizes, Awards and other kinds of recognitions;
 - (iii) Establishment or abolition of divisions or departments;and
- (iv) Formulating, reviewing and revising bye-laws covering the academic functioning of the Centre, discipline, residence, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance etc.



- (j) To appoint committees or sub-committees to advise on such specific matters as the Governing Council may refer to the Academic Council;
- (k) To consider the recommendations of the Committees or Sub-Committees and to take such action (including making of recommendations to the Governing Council) with a view to maintaining and improving the standards of education;
- (l) To conduct periodical review of the activities of the divisions/departments and to take appropriate action (including making of recommendations to the Governing Council) with a view to maintaining and improving the standards of education;
- (m) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and Bye-Laws.
- (n) To recommend to the Governing Council creation of faculty posts;
- (o) To promote research within the Centre and to acquire reports on such researchs carried out from time-to-time; and
- (p) To do generally all such activities as are ancillary or incidental for advancement of the objectives of the Centre.

16.5. MEETING OF THE ACADEMIC COUNCIL

- 12.5.1 The Academic Council shall meet as often as may be necessary but not less than two times during the academic year. Notice of the meeting shall be given at least 15 days

before the meeting. Non-receipt of notice by any member or accidental omission in issue of notice of the meeting shall not invalidate the meeting or the proceedings thereof.

One-third of the total number of members for the time being of the Academic Council shall constitute the quorum for a meeting of the Academic Council. In case there is no quorum at any of the convened meeting, the meeting shall stand adjourned. At the adjourned meeting, the members present shall constitute the quorum for that meeting.

Any business which it may be necessary for the Academic Council to transact, except such businesses which are, as per express provisions of the Rules or the Bye-Laws, required to be transacted only at a duly convened meeting of the Academic Council, may be transacted by circulation of the business along with an explanatory statement and a draft resolution among all members of the Academic council and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one-half of the total number of the members of the Academic Council have recorded their views on the resolution.

All decisions of the Academic Council shall be made by simple majority of votes. In case of equality of votes at any meeting of the Council, the Chairman will have a second or casting vote.



The Chairman of the Academic Council shall preside over all meetings of the Academic Council. In case the Chairman is not present or otherwise is not in a position to chair the meeting or unwilling to chair the meeting, then the members shall elect one amongst them as Chairman to preside over that meeting.

17. BOARD OF STUDIES

17.1 There shall be one Board of Studies for all the Departments or Divisions of the Centre.

17.2 The Board of Studies shall consist of :

(a)	Director	Chairman Ex-officio
(b)	Dean of Faculties, if any	Member
(c)	Not less than three faculty members, nominated by the Director to provide adequate representation to the Divisions at the Centre	Members
(d)	Not more than two persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry	Members

17.3 The constitution, powers and functions of the Board of Studies, duration for which the members of the Board of Studies shall hold office, and convening and conduct of meetings and transacting business

by the Board of Studies shall be prescribed by the Bye-Laws.

18. PLANNING & MONITORING BOARD

- 18.1 The Planning & Monitoring Board shall be the principal planning body of the Centre and shall be responsible for the monitoring of the development programmes of the Centre.
- 18.2 The Director of the Centre shall be Chairman of the Planning & Monitoring Board. It may include seven internal members and a few outside experts, including one nominee of the UGC.
- 18.3 The constitution, powers and functions of the Planning & Monitoring Board, duration for which the members of the Planning & Monitoring Board shall hold office, and convening and conduct of meetings and transacting business by the said Committee shall be prescribed by the Bye-Laws.
- 18.4 The Planning & Monitoring Board shall have powers to advise the Governing Council and the Academic Council on any matter, which the Planning & Monitoring Board considers necessary for the fulfilment of the objectives of the Centre.
- 18.5 The recommendations of the Planning & Monitoring Board shall be placed before the Governing Council for consideration and approval.

19. FINANCE COMMITTEE

19.1 Membership of the Finance Committee

The Finance Committee shall consist of the following members:-



Secretary, DBT	Chairman
Joint Secretary & Financial Adviser, DBT	Member
Dr. B. Ravindran, Director, Institute of Life Sciences, Bhubaneswar	Member
Director, RGCB	Member
Nominee of the Dept. of Biotechnology	Member
Controller of Administration, RGCB	Member Secretary
Finance Officer, RGCB	Member Secretary

19.2 Term of Office

All the members other than the ex-officio members of the Finance Committee shall hold office for a term of three years.

19.3 Powers and Functions

The Finance Committee shall have the following powers and authorities :

19.3.1 To consider in detail Annual Budget Estimates and Revised Estimates of the Centre and make recommendations thereon to the Governing Council;

19.3.2 To consider and approve proposals for incurring of expenditure on account of major works and purchases;

- 19.3.3 To consider proposals for creation of new posts and make recommendations to the Governing Council in keeping with the guidelines issued by the Government of India from time-to-time;
- 19.3.4 To consider revisions of pay scales, allowances and other terms and conditions of service of staff having financial implications and make recommendations to the Governing Council;
- 19.3.5 To review financial position of the Centre and make recommendations from time-to-time to the Governing Council and DBT;
- 19.3.6 To consider and recommend various projects and make recommendations to the Governing Council;
- 19.3.7 To formulate and/or approve the financial systems and controls, financial policies, expenditure authorization matrices and all other matters relating to the finance affairs.

19.4 Terms and Conditions

- 19.4.1 The Finance Committee shall meet at least twice in a financial year. Not less than 15 days notice shall be issued for a meeting of the Finance Committee. Non-receipt of notice by any member of the Committee or accidental omission in issue of notice shall not invalidate the meeting or the proceedings thereof.
- 19.4.2 The annual accounts and financial estimates shall be placed before and considered by the Finance Committee and thereafter submitted to Governing Council



for approval, together with the comments of the Finance Committee;

- 19.4.3 To recommend to the Governing Council the creation of all types of posts.
- 19.4.4 The quorum for a meeting of the Finance Committee shall be one-third of the total number of members for the time being of the Finance Committee or three members, whichever is higher, provided always that such members, shall include presence of the joint Secretary & Financial Adviser of the Department of Biotechnology, to constitute a quorum at such meetings.
- 19.4.5 All decisions at meetings of the Finance Committee shall be made by a simple majority of votes of the members present and voting. In case of equality of votes at any meetings, the Chairman shall have a second or casting vote.
- 19.4.6 The Finance Officer shall be the non-member Secretary to the Finance Committee.
- 19.4.7 The Finance Committee shall function in accordance with the Rules and Bye-Laws of the Centre and generally follow the relevant orders/guidelines issued by the Government of India from time to time. Proposals involving expenditure of over Rs.5.00 crores or such higher limits as may be specified by the Government of India from time-to-time, shall be referred to the Government of India for approval in accordance with the prescribed procedure of Expenditure Finance Committee/Public Investment Board.

20. SELECTION COMMITTEE

There shall be Selection Committees for recommending appointment to the faculty posts in the Centre and such other posts as may be prescribed by the Bye-Laws. The Selection Committees shall be established and constituted by the Director.

21. GRIEVANCE REDRESSAL MACHINERY

The Centre may with approval of the Governing Council appoint, in accordance with the provisions, if any, contained in the Bye-Laws, grievance redressal machinery for redressal of individual grievances and complaints.

22. PRINCIPAL OFFICERS OF THE CENTRE

22.1 The following shall be the officers of the Centre :

- (i) President
- (ii) Director
- (iii) Scientific Staff
- (iv) Controller of Administration
- (v) Registrar
- (vi) Finance Officer; and
- (vii) such other Officers as may be prescribed in the Bye-Laws.

22.2 PRESIDENT

The Centre shall have a President, who shall be the Minister of Science and Technology or his nominee who shall be an eminent Biotechnologist.



22.3 DIRECTOR

The Director of the Centre, will be a distinguished Biotechnologist, and shall be a whole time salaried officer of the Centre and appointed by the Administrative Ministry based on the recommendations of the Search-cum-Selection Committee as per the Bye-Laws. Extension of tenure of incumbent Director will be subject to recommendation of the Governing Council to the Department of Biotechnology and Government of India. The position of Director shall be equivalent to that of Vice-Chancellor of Central University. The Director shall hold office for a term of 5 years, which may be extended for further period or periods as per the Bye-Laws explained above. If the office of the Director becomes vacant due to death, resignation or otherwise and in his absence due to illness, incapacity or any other cause. Governing Council will nominate an appropriate officer to perform the duties of Director until a new Director is appointed or the existing Director resumes duties, as the case may be.

22.4 DUTIES AND FUNCTIONS OF THE DIRECTOR

18.4.1 BUSINESS OF THE CENTRE

It shall be the duty of the Director to carry on the work of the Centre under the control of the General Body and the Governing Council in accordance with the Rules and Bye-laws for the administration and management of the Centre. In the case of an emergency, he may take such action as may be necessary and report it to the Council and the General Body.

22.4.2 Direction and control of the Staff

All members of the staff of the Centre shall

be under the general control of the Director, who may issue standing orders from time to time.

22.4.3 Sanction of Expenditure

All expenditure within the budget grant shall be approved and sanctioned by the Director subject to the following conditions :-

- (a) Expenditure on certain heads and items, above a certain monetary ceiling which is to be specified by the Governing Council, shall require prior consent of the Finance Committee.
- (b) Expenditure on foreign travel of any employee in the Centre, other than the Director shall be with the prior approval of the Director, and in the case of Director, the approving authority shall be the Chairman, Governing Council.
- (c) Below a certain level, power to issue sanction for expenditure within the sanctioned grant may be delegated to any other officer by the Director.

22.4.4 Supervision of work

The Director shall exercise general supervision over the programmes of the Centre.

22.4.5 Annual Report

The Director shall submit the Annual Report of the Centre, as approved by the Governing Council to the General Body every year. This may be done, as far as

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practicable, before the end of September.

22.4.6 Functions

Subject to the overall control of the Governing Council, the Director shall perform the following functions.

- (a) Appoint all staff from the rank list prepared by the duly appointed Selection Committee, against sanctioned posts.
- (b) Appoint consultant(s) for carrying out items of work included in the sanctioned budget proposals.
- (c) Make provisions for and conduct study, instruction, training, seminar, research either on its own or through other institutions in the field of life sciences, molecular biology or biotechnology.
- (d) Co-operate with any other organisation or institution in the matter of training, research, finance and other things related to the objectives of the Centre.
- (e) Enter into arrangements, contracts or agreement for and on behalf of the Centre subject to approved budget provision.
- (f) Acquire in the name of the Centre by purchase, lease, exchange, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges, and any property movable or immovable in India to carry out all or any part of the objectives of the Centre on such terms as he may think proper and authorise the execution or doing for and on behalf

of the Centre all such assurances, acts, deeds, instruments, arrangements and necessary documents as he shall think fit in connection therewith, subject to the approved budget provision.

- (g) Sell, improve, manage, develop, assign, convey, re-convey, transfer, exchange, lease, mortgage, charge, dispose of, or otherwise deal with any property or properties belonging to or at the disposal of the Centre as he may deem fit subject to the approved budget provision.
- (h) Manage the immovable property or properties for the time being forming part of the funds of the Centre in such manner as he shall think fit with full power to make improvements, repairs or alterations of any description and make or incur any outlay for such purpose or for insurance or otherwise of the said premises.
- (i) Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.
- (j) Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Centre.

22.4.7 Additional Administrative Powers

The Director shall have the following additional administrative powers for expediency in the programme implementation.



- (a) To sanction the appointment to part-time posts.
- (b) To sanction the creation of contract/temporary posts for periods not exceeding five years, on either scale of pay or consolidated pay, the quantum of which shall be decided based on the requisite qualification of the post, responsibilities, requirements, length of experience, and relevant market conditions etc. In the case of consolidated pay, the remuneration shall be fixed taking the above considerations, so that the remuneration offered is comparable with regular pay scales of equivalent responsibilities.
- (c) To make ad hoc or contract appointments against sanctioned posts, subject to rules and temporary project positions of fixed duration in Institute Plan Projects as per specific needs.
- (d) To sanction all kinds of leave to the employees in accordance with the standing orders/rules of the Centre from to time.
- (e) To sanction increments and promotion to all officers based on their merit and requirements of work and also subject to the rules relating to it.
- (f) To undertake journeys inside the country and outside India under intimation to Chairman, Governing Council and to sanction tour programmes of all the officers of the Centre.

- (g) To sanction T.A. to self, to members, consultants, invitees, trainees and to all employees for the journeys in the interest of the Centre.
- (h) To sanction weed out of old records as per existing Manual of Office Procedure.
- (i) To advise the Governing Council on all service matters.
- (j) To exercise all such powers and perform all such duties in accordance with the Office Manual duly approved by the General Body

22.4.8 Financial Powers

For expediency in programme implementation, the Director shall have the following financial powers.

- (a) To incur non-recurring contingent expenditure depending on requirements.
- (b) To incur expenditure towards hospitality charges in connection with meetings, visit of experts and guests of the Centre.
- (c) To sanction NRA from Provident Fund, house building advance, vehicle purchase advance and such other welfare schemes as approved by the Governing Council, to employees except himself.
- (d) To sanction the disposal of all unserviceable or surplus stores, tools and plants, office furniture, materials at site of works, dismantled materials, old computers, old typewriters, old bicycles, old calculating machines etc. as the



case may be with the approval of the Committee.

- (e) To sanction the sale in auction of fallen and dead trees standing on the lands of the Centre.
- (f) To sanction claims for the reimbursement of medical expenses of all employees of the Centre including himself subject to the Medical Benefit Rules of the Centre.
- (g) To sanction construction works for execution on a proper estimate, with the approval of the Committee.
- (h) To take building on rent for housing the office of the Centre for housing Offices and labs and for other allied activities based on actual requirements.
- (i) To constitute Committees, Task Groups and forum of academic and technical personnel, engage consultants and trainees and sanction expenditure on their work in the interest of the Centre, like honoraria, T.A./D.A., sitting fees, stipend etc. as per rules and bye-laws as approved by the Committee.
- (j) To sanction refund of receipts and to institute research fellowships etc. as per approval of the Committee.

22.4.9 The Director shall be the Ex-officio Chairman of the Academic Council.

22.4.10 Subject to the supervision, direction and control of the Governing Council and the Rules and Bye-Laws, the Director shall have general supervision and disciplinary control over the officers and employees

of the Centre, and assign their duties and functions.

22.4.11 The Director shall exercise such powers and authorities as are vested in him or as may be delegated to him from time to time.

22.4.12 The Director shall co-ordinate and exercise general supervision over all the activities of the Centre.

22.4.13 The Director of the Centre shall be the Secretary of the Centre for the purpose of Section 6 of the Societies Registration Act (XXI of 1860). The Secretary shall be considered the Principal Secretary of the Centre and the Centre may sue or be sued in the names of the Secretary of the Centre.

22.4.14 The Director may delegate any of his powers to any of the officers of the Centre, as per the Bye-Laws.

22.4.15 The Director shall have the power to convene or cease to be convened meetings of various bodies of the Centre.

22.4.16 The Director shall have and shall be entitled to exercise all such powers and authorities as are necessary for proper management and conduct of operations of the Centre, whether or not such powers and authorities are expressly stated herein.

22.5 Controller of Administration (or equivalent)

22.5.1 The Controller of Administration shall be appointed by the Director based on the

recommendations of a duly appointed Selection Committee.

- 22.5.2 The emoluments and other terms and conditions of service of the Controller of Administration shall be as may be prescribed by the Bye-Laws.
- 22.5.3 When the office of the Controller of Administration is vacant or when the Controller of Administration is absent by reason of illness or any other reason, the duties and functions of the Controller of Administration shall be performed by such person as the Director may appoint for the purpose.
- 22.5.4 The Controller of Administration shall be Ex-officio Secretary of the Academic Council, Planning and Monitoring Board and Finance Committee but shall not be deemed to be a member of any of these authorities except Finance Committee.
- 22.5.5 The Controller of Administration shall be directly responsible to the Director of the Centre.
- 22.5.6 The following shall be the duties of the Controller of Administration.
- (a) To be custodian of the records and such other property of the Centre as the Director may commit to his charge.
 - (b) To conduct the routine correspondence on behalf of the Centre, as authorized and delegated by the Director.
 - (c) To issue notices convening meetings

of the authorities of the Centre and all Committees and Sub-Committees as authorized by the Director

- (d) To perform the duties specified in the Rules and Bye-Laws or specified by the Director from time-to-time.

22.6 REGISTRAR (ACADEMIC)

- 22.6.1 The Registrar shall be nominated from any administrative, technical or scientific staff as decided by Director.
- 22.6.2. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Director may appoint for the purpose.
- 22.6.3. The Registrar shall provide assistance to all business development and academic programs of the institute.
- 22.6.4. The Registrar shall be directly responsible to the Director of the Centre.

22.7. Finance officer

- 22.7.1 The Finance Officer shall be whole time salaried officer of the Centre and shall be appointed as per Bye-Laws.
- 22.7.2 The Finance officer shall work under the supervision of the Controller of Administration and is accountable to the Director. He/She would manage the Finance & Accounts of the Centre.



- 22.7.3 He/She shall be responsible for the preparation of annual estimates and statements of accounts for submission to the Finance Committee and the Governing Council.

23. SENIORITY LIST

The seniority list shall be maintained as per Bye-Laws.

24. DELEGATION OF POWERS

Subject to the provisions of these Rules and Bye-Laws, any officer or Authority of the Centre may delegate his or its power to any other Officer or Authority or person under their respective control and subject to the condition that the overall responsibility for exercise of the powers so delegated shall continue to rest in the Officer of Authority delegating such power.

25. DISPUTE AS TO MEMBERSHIP

If any question arises, whether any person has been duly appointed as or is entitled to be a member of any Authority or any Committee of the Centre, the matter shall be referred to the President of the Centre, whose decision thereon shall be final.

26. RIGHT OF GOVERNMENT OF INDIA TO INSPECT THE CENTRE

- 26.1 The Central Government shall have the right to cause an inspection to be made by such person or persons as it may direct, of the Centre, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the Centre and, if necessary, to cause an inquiry to be made in respect of any

matter connected with the administration or finance of the Centre.

- 26.2 The Government of India shall in every case, give notice to the Centre of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the Centre shall have the right to make such representation to the Government of India as it may consider necessary.
- 26.3 Where an inspection or inquiry has been caused to be made by the Government of India, the Centre shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- 26.4 The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Centre, to the Director of the Centre who shall communicate the same to the Governing Council.
- 26.5 The Governing Council shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Centre and communicate to the Government of India the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- 26.6 Where the Governing Council does not, within a reasonable time, take any action to the satisfaction of the Central Government, the Central Government may after giving due consideration to the explanation furnished or representation made by the Governing Council to its, issue such direction as it may think fit and the Governing Council shall comply with such directions.



27. RESIGNATION

Any member of the Centre or any member other than Ex-officio member of any Authority or Committee may resign by a letter addressed to the Chairman, Governing Council and the resignation shall take effect as soon as the President or the Chairman of the Governing Council accepts it, as the case may be.

28. ACTING CHAIRMAN OF THE MEETING

Where no provision is made for a Chairman to preside over a meeting of an Authority of the Centre or any Committee of such Authority, or if the Chairman so provided is absent, the members shall elect one from amongst themselves to preside over at such a meeting.

29. VALIDATION OF CERTAIN ACTS/DECISION

No act or proceedings of any Authority or any body or any committee of the Centre shall be invalid merely by reason of

- (a) Any vacancy therein or any defect in the constitution thereof; or
- (b) Any defect in the nomination or appointment of a person acting as a member thereof; or
- (c) Any accidental omission in issue of the notice of the meeting; or
- (d) Any irregularity in the conduct of the meeting or decision not affecting the merits of the case.

30. DISQUALIFICATION

A person shall be disqualified for being considered for appointment as member of or holding office of member of any of the Authorities of the Centre, if he

- (i) Is of unsound mind; or
- (ii) If he is an un-discharged insolvent, or
- (iii) If he has been convicted by a court of law of an offence involving moral turpitude
- (iv) If any question arises as to whether a person is or has been subjected to any disqualifications, the question shall be referred to the President and his decision shall be final and binding. No suite or proceedings shall lie in any civil court against such decision.

31. FILLING OF CASUAL VACANCIES

Casual vacancies among the members (other than Ex-officio members) of the Centre or any Authority or any other Committee of the Centre shall be filled as soon as it may be convenient by the person or the Authority who appointed or co-opted the member whose place has become vacant. The provisions contained in these Rules shall be applicable to filling of casual vacancies. Subject to the provisions of these Rules, the person appointed or co-opted to a casual vacancy shall hold office for the remainder of the term of the member, whose office had fallen vacant.

32. BYE-LAWS

- 32.1 Subject to the provision of the Memorandum of Association and the Rules, the General Body shall have, in addition to all other powers vested in it, the powers to frame Bye-Laws (the “Bye-Laws”)



necessary for internal management and smooth working of the Centre and all matters incidental thereto. In framing the Bye-Laws, the General Body shall abide by any directions or orders issued by the Central Government.

32.2 Matters that may be dealt with in the Bye-Laws shall include, without limitation, the following:

- 32.2.1 Establishment of Committees, constitution of Committees, Membership of the Committees, rules governing convening, and conduct of meetings of Committees, quorum for meetings of Committees, and all matters in relation thereto;
- 32.2.2 Establishment of departments of teaching and halls of residence;
- 32.2.3 Admission of students to the Centre and their enrolment as such;
- 32.2.4 Courses of study to be laid down for all degrees, diplomas and certificates of the Centre;
- 32.2.5 The grant of academic awards (such as degree and diplomas) and distinctions;
- 32.2.6 The fees and other charges to be charged for courses of study in the Centre and for admission to the Centre and to examination, degrees, diplomas and certificates of the Centre;
- 32.2.7 The institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medal and prizes;

- 32.2.8 The conduct of examinations, appointment of examiners and approval and publication of results thereof;
- 32.2.9 The maintenance of discipline among the students, the maintenance of discipline among the employees of the Centre;
- 32.2.10 The conditions of residence and health of the students of the Centre;
- 32.2.11 Framing up of rules for recruitment and promotion, classifications, control and appeal, Provident Fund, Gratuity, Travelling Allowance, Leave Travel Concession, Conduct, Medical Attendance, Leave, Pension etc. of both teaching and non-teaching staff.
- 32.2.12 The setting up of Provident Fund, Gratuity, Superannuation, Pension and other retirement benefit funds for the benefit of the officers, teachers, academic staff and employees of the Centre.
- 32.2.13 The establishment of special Centres;
- 32.2.14 The appointment of any Committee or Sub-Committee, composition of such committees and Delegation of powers and authorities to such Committees.
- 32.2.15 The preparation and submission of budget estimates;
- 32.2.16 Rules and Regulations governing convening and conduct of meetings of the Committees and Sub-Committees and transacting business by such Committees;



32.2.17 To constitute any other body as an Authority of the Centre;

32.2.18 All other matters which by this memorandum or the Rules may be provided for in the Bye-Laws;

32.3 Provided that no Bye-Laws, which adversely affect the conditions of residence, health or disciplines of student, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations of any course of study shall be made without consulting the Academic Council.

33. INTERPRETATION CLAUSE

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-Laws, the opinion of the Governing Council shall be final.

34. INCOME AND PROPERTY OF THE CENTRE TO BE UTILIZED FOR ITS OBJECTIVES ONLY

The income and property of the Centre howsoever derived shall be utilized solely for promoting the objectives of the Centre as set out in the Memorandum of Association.

35. BAR ON PAYMENTS OR TRANSFERRING OF THE INCOME AND PROPERTY OF THE CENTRE BY WAY OF PROFIT

No portion of the income and property of the Centre shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the persons were at any

time or are members of the Centre or to any of them provided that nothing herein contained shall prevent the payment in good faith remuneration to any member of other person as consideration for any service rendered to the Centre or for travelling or other allowances and such other charges.

36. LEGAL PROCEEDINGS

- 36.1 For the purpose of Section – 6 of the Registration of Societies Act, 1860, the person in whose name the Centre may sue or be sued shall be the Secretary.
- 36.2 No suit or legal proceedings shall lie against the Central Government or UGC or the Centre or an officer of the Centre or a Member of the Authority of the Centre in respect of anything done or purported or intended to be done in the pursuance of any article of Memorandum of Association or the Rules or Bye-Laws made there under.

37. ALTERATION, AMENDMENTS AND ADDITIONS IN THE RULES

The Rules and Bye-Laws of the Centre may be altered, amended and added to by the General Body in accordance with the provisions of the Societies Registration Act, 1860 as in force for the time being provided any such alterations, amendment and addition in the Rules of the Centre shall become effective only after the receipt of concurrence of the Government of India.

38. FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORTS

- 38.1 The accounts of the Centre shall be maintained in the name of the Centre and not in the name of particular trust or Society whether financing or sponsoring the Centre or not. The accounts of the Centre shall be kept in such forms as may be laid

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down by the Governing Council and shall conform to the rules, if any, prescribed by the University Grants Commission/Government of India. The accounts of the Centre will be open to examination by the Comptroller and Auditor General of India.

- 38.2 All funds belonging to the Centre or under the control of the Governing Council shall be shown separately in the accounts of the Centre.
- 38.3 Annual Reports, Audited accounts and the audit reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the table of the Parliament.
- 38.4 The Accounts of the Centre shall be audited by an auditor, who is a Chartered Accountant or by a firm of Chartered Accountants. The auditor shall be appointed by the General Body on nomination by the Central Government or from a panel of Chartered Accountants approved by the Central Government. 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 the presentation of Accounts for audit shall be prescribed by Bye-Laws to be framed by the Governing Council and approved by the Central Government.

39. ANNUAL REPORT

An Annual Report of the working of the Centre and of all works undertaken during the year shall be prepared by the Governing Council. The Annual Report together with the audited annual accounts of the centre shall be presented to the General Body of the Centre for its adoption at the Annual General Meeting. Thereafter, the Annual Report together with the audited annual accounts and the Audit Report shall be submitted to the Government of India.

40. CONTINUANCE OF CERTAIN RULES

The Statutes, Regulations and Rules which were in force immediately before the commencement of these Rules, shall subject to such adaptations or modifications as may be made therein by the Director with the approval of the Governing Council in so far as they are not inconsistent with the provisions of these Rules, be deemed to the Statutes, Regulations and Rules made under the appropriate provisions of these Rules.

41. ADJUSTMENT OF INCOME AND PROPERTY ON DISSOLUTION OF THE CENTRE

- 41.1 If the Centre needs to be dissolved, it shall be dissolved in accordance with the provisions of the Act, as applicable to the Centre.
- 41.2 After, on the winding up or dissolution of the Centre there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Centre or any of them but shall be transferred to the Centre, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

Certified that this is a correct copy of the Rules of Rajiv Gandhi Centre for Biotechnology as per the Department of Biotechnology, Government of India letter No.BT/Med/RGCB/2008 dt. 26.05.2008.

S/d.
President

S/d.
Secretary



APPENDIX-3

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



ब्लॉक-2, 7 वां तल, सी० जी० ओ० कम्प्लेक्स
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Lodi Road, New Delhi-110003

No. BT/HRD/RGCB/Admin/2018

13th July, 2018

Professor M.R. Pillai
Director
Rajiv Gandhi Centre for Biotechnology,
Thycaud P.O. Poojappura
Thiruvananthapuram – 695 014

Dear Sir,

This is with reference to your note dated 5.7.2018 regarding re-constitution of the Finance Committee of RGCB, Trivandrum. Department has approved the revised composition of the Finance Committee of RGCB, Trivandrum. The composition of Committee is enclosed at Annexure I for your kind information.

Thank you,

Yours faithfully,

(Manoj Singh Rohilla)
Scientist- E'

Tel : 011- 24363726

Email:manojrohilla.dbt@nic.in

Encl: As above

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY

THIRUVANANTHAPURAM

FINANCE COMMITTEE

1	Additional Secretary & Financial Advisor, DBT	Chairman
2	Nominated Member	Member
3	Deputy Secretary (Finance), DBT	Member
4	Scientific Coordinator for RGCB, DBT	Member
5	Nodal Officer for RGCB, DBT	Member
6	Director, RGCB	Member
7	Internal Auditor, RGCB	Member
8	Controller of Administration, RGCB	Member
9	Finance Officer, RGCB	Member Secretary

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



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Lodi Road, New Delhi-110003

No. BT/HRD/RGCB/Admin/2018

20th July, 2018

Prof. M. Radhakrishna Pillai
Director
Rajiv Gandhi Centre for Biotechnology,
Thycaud P.O. Poojappura
Thiruvananthapuram - 695 014

Dear Sir,

This is with reference to your email dated 16.7.2018 regarding approval for re-constitution of Building Committee of RGCB, Thiruvananthapuram. Department has considered your request and approved the reconstitution of Building Committee of RGCB, Thiruvananthapuram. The composition of Building Committee is enclosed at **Annexure-I** for your kind information.

Thank you,

Yours faithfully,

(Manoj Singh Rohilla)
Scientist- 'E'

Tel : 011- 24363726

Email:manojrohilla.dbt@nic.in

Encl: As above

Website: <http://www.dbtindia.nic.in> <http://www.btisnet.gov.in>
दूरभाष / Telephone : 24363012, 24362329 फैक्स / Fax : 011-24362884

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY

THIRUVANANTHAPURAM

BUILDING COMMITTEE

1	Chairman	Chairman
2	Nominated Members (3)	Member
3	Director, RGCB	Member
4	Controller of Administration, RGCB	Member
5	Dean, RCB	Member



RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY
THIRUVANANTHAPURAM

GOVERNING COUNCIL

S.No.	Name & Address	Status
1	Secretary, Department of Biotechnology, Govt. of India	Chairman
2	Chairman, Scientific Advisory Council, RGC	Member
3	Secretary, Department of Science & Technology, Govt. of Kerala	Member
4	Additional Secretary & Financial Adviser, Dept. of Biotechnology, Govt. of India	Member
5	Joint Secretary (Administration), Dept. of Biotechnology, Govt. of India	Member
6-12	Nominated Members (7)	Member
13	Nominee of the Dept. of Biotechnology (Scientific Coordinator for RGC)	Member
14	Director, Rajiv Gandhi Centre for Biotechnology	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

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY

THIRUVANANTHAPURAM

SCIENTIFIC ADVISORY COUNCIL (SAC)


1. Chairman, Scientific Advisory Council, RGCB
2. Nominated Members (12 including two from overseas)
3. Permanent invites from RGCB Governing Council (4)
4. Scientific Coordinator for RGCB, Department of Biotechnology, Govt. of India
5. Director, RGCB (Member Secretary)

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY

THIRUVANANTHAPURAM 695 014

GENERAL BODY OF THE CENTRE (SOCIETY)

1	Hon. Union Minister for Science & Technology	President
2	Hon. Member of Parliament, Thiruvananthapuram	Member
3	Secretary, Dept. of Biotechnology, Govt. of India	Member
4	Chairman, Scientific Advisory Council, RGCB	Member
5	Distinguished Biotechnologist	Member
6	Secretary, Dept. of Health, Govt. of Kerala	Member
7	Secretary, Dept. of Science & Technology and Executive Vice President, KSCSTE, Govt. of Kerala	Member
8	Secretary, Dept. of Industries, Govt. of Kerala	Member
9	Joint Secretary and Financial Adviser, Dept. of Biotechnology	Member
10	Director, National Brain Research Centre, Manesar, Haryana	Member
11	Director, National Centre for Cell Sciences, Pune, Maharashtra	Member
12	Director, Institute for Cytology & Preventive Oncology, Noida, Uttar Pradesh	Member
13	Director, Institute of Life Sciences, Bhubaneswar, Orissa	Member
14	Director, Institute of Bioresources & Sustainable Development, Imphal, Manipur	Member
15	Director, Regional Cancer Centre, Thiruvananthapuram	Member
16	Eminent Scientist in Medical Biotechnology/Biomedicine : President, INSA, Indian Institute of Science, Bangalore	Member
17	Representative from Biotech. Industry : Dr. Arun Balakrishnan, Vice President (Biotechnology), Piramal Life Sciences Ltd., Mumbai	Member
18	Eminent Scientist in relevant field	Member
19	RGCB Staff representative: General Manager (Traditional Knowledge Management and Public Relations), RGCB, Thiruvananthapuram	Member
20	Nominee of the Dept. of Biotechnology (Nodal Officer for RGCB)	Member
21	Director, Rajiv Gandhi Centre for Biotechnology	Member Secretary


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अवर सचिव / Under Secretary
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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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APPENDIX-4

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 representative 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

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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.

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.

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.

EBFF Under Para 1. Mahabam charit Kishor Kumar
J. Govt. of India

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अवर सचिव / Under Secretary
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ANNEXURE-1

RCGB-DELEGATION OF FINANCIAL POWERS TO VARIOUS AUTHORITIES


S.NO	AUTHORITY	FINANCIAL POWER
1	Controller of Administration	As may be vested by the Governing Body/Director. 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 Director (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>), in each such case, shall be upto Rs 1.00 Crore.
3	Director	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 Director 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 Director 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.

ANNEXURE-2

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COMPONENTS OF USER CHARGES							
Sl 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
1	INFRASTRUCTURE	Guest House (Incl. AC + Housekeeping charges)	(On Duty Rates) Off Duty rates)	500	750	750	
		Auditorium	Used only for institutional purposes				
		Canteen	Nil	Nil	Nil	Nil	
		Sports Facilities	Nil	Nil	Nil	Nil	
		Conference Halls	Used only for institutional purposes				
2	Instrumentation Services Offered		Nil	Nil	Nil	Nil	
3	Consultation		Nil	Nil	Nil	Nil	
4	Training	Annexure 1					
5	Other Services	Annexure 2					


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ANNEXURE - 2

Annexure 4-2 (A)

Type	Sub Type	Rate for DBT and DBT (Academic)	Rate for other Institutions (Non Academic)	Rate for Private Individuals/Body	Rates for Industries/Foreigners	Notified on Last
Training Fee	Biotech Instrumentation	5,000	5,000	5,000	5,000	2017
	One month	20,000	20,000	20,000	20,000	2017
Computational Biology & Bioinformatics	12 months	60,000	60,000	60,000	60,000	2017
	2-3 months	35,000	35,000	35,000	35,000	2017
Training Programme- Short term	4 weeks	25,000	25,000	25,000	25,000	2017
	Summer Training Programme	15,000	15,000	15,000	15,000	2017
DNA Fingerprinting and Barcoding Training and Identification	3 weeks	40,000	40,000	40,000	40,000	2017
	3 weeks	20,000	20,000	20,000	20,000	2017
DNA Fingerprinting following RAPD/ISSR technique & Analysis	2 weeks	12,000	12,000	12,000	12,000	2017
	2 weeks	12,000	12,000	12,000	12,000	2017
DNA Fingerprinting following Microsatellite technique & Analysis	2 weeks	12,000	12,000	12,000	12,000	2017
	2 weeks	12,000	12,000	12,000	12,000	2017
Bioinformatics Analysis of DNA Sequence data	1 week	8,000	8,000	8,000	8,000	2017
	2 weeks	12,000	12,000	12,000	12,000	2017

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Annexure 2-B

Type	Sub Type		Rate for DBT and DBT aided Institutions (Academic)	Rate for other Government Institutions (Non Academic)	Rate for Private Individuals/Bodi es/Industry in private capacity	Rates for International Bodies/ foreigners	Last Notified on
OTHER SERVICES							
Mass Spectrometry and Proteomic core facility	WATERS Synapt G- 2 HDMS (LC- ESI/MS/MS) :	Protein identification for gel band and gel spots (LC/MS/MS)	5000 per sample	10000 per sample	10000 per sample	10000 per sample	2017
		Protein Profiling for complex mixture using 1D nano-LC (LC/MS/MS)	5000 per sample	10000 per sample	10000 per sample	10000 per sample	2017
		Relative protein quantification or protein expression by Label-free method 1D nano-LC (LC/MS/MS)	10000 for 1 pair	20000 for 1 pair	20000 for 1 pair	20000 for 1 pair	2017
		De-novo sequencing of Peptides using Biol.ynx software (for pure peptide only) (direct infusion)	2000 / sample	5000 / sample	5000 / sample	5000 / sample	2017
		De-novo sequencing of Peptides using Biol.ynx software (for pure peptide only) (using 1D Nano LC)	5000 / sample	10000 / sample	10000 / sample	10000 / sample	2017
	Bruker - Ultraflexextreme (MALDI TOF/TOF)	Protein identification by MS/MS for gel band and gel spots	5000 / sample	10000 / sample	10000 / sample	10000 / sample	2017



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		Protein identification by PMF for gel bands and gel spots	3000 / sample	6000 / sample	6000 / sample	6000 / sample	2017
		Molecular weight confirmation/accurate mass determination	2000 per sample	4000 per sample	4000 per sample	4000 per sample	2017
		De-novo sequencing of Peptides using BioTools software	2000 / peptide	5000 / peptide	5000 / peptide	5000 / peptide	2017
		Polymer analysis	2000 / sample	5000 / sample	5000 / sample	5000 / sample	2017
		Oligo-nucleotides Molecular weight determination	2000 / sample	5000 / sample	5000 / sample	5000 / sample	2017
	ProteOn XPR36 Protein Interaction Array System :	Protein - protein (Chips, vials and reagents should be purchased by the investigator)	10000 per analyte (5000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	2017
		Protein - peptide (Chips, vials and reagents should be purchased by the investigator)	10000 per analyte (5000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	2017
		Protein-DNA (Chips, vials and reagents should be purchased by the investigator)	10000 per analyte (5000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	2017
		Protein-small molecule (Chips, vials and reagents should be purchased by the investigator)	10000 per analyte (5000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	20000 per analyte (10000 each for extra analyte)	2017
	Agilent - Liquid Phase IEF system	Off-gel, liquid phase fractionation of proteins by iso-electric focussing (IEF)	4000 / sample	7000 / sample	7000 / sample	7000 / sample	2017
		In-gel IEF for 2D gel electrophoresis	2000 / sample	5000 / sample	5000 / sample	5000 / sample	2017
							2017
Bio imaging Facility		Flow Cytometer Sorter (FACSaria) Becton Dickinson	1000 per hour for analysis	2000 per hour for analysis	2000 per hour for analysis	2000 per hour for analysis	2017
							2017

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नया दिल्ली / Govt. of India, N. Delhi

रिपोन कुमार राम / Subodh Kumar Ram
उप सचिव / Under Secretary

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Molecular Forensics & DNA Technologies		Human DNA Fingerprinting					2017
	a. Paternity Testing (3 Samples)	25000	25000	25000	25000	25000	2017
		(7000 for each additional sample)	(7000 for each additional sample)	(7000 for each additional sample)	(7000 for each additional sample)	(7000 for each additional sample)	2017
	b. Forensic Samples	12000 per sample	12000 per sample	12000 per sample	12000 per sample	12000 per sample	2017
	Species Identification in Wildlife Forensics	7000 per sample	7000 per sample	7000 per sample	7000 per sample	7000 per sample	2017
	DNA Barcoding/Sequencing Services*	1500 per sample	2250 per sample	2250 per sample	2250 per sample	2250 per sample	2017
	(Plants/Animals/Microbes)						2017
	DNA Fingerprinting following microsatellite markers*	1000 per sample	1500 per sample	1500 per sample	1500 per sample	1500 per sample	2017
	(Plants/Animals/Microbes)						2017
	DNA Fingerprinting following RAPD/ISSR markers*	700 per sample	1100 per sample	1100 per sample	1100 per sample	1100 per sample	2017
	(Plants/Animals/Microbes)						2017
	Cell line Authentication						2017
	10-marker	3000 per sample	6000 per sample	6000 per sample	6000 per sample	6000 per sample	2017
	27-marker	8000 per sample	16000 per sample	16000 per sample	16000 per sample	16000 per sample	2017
	Sex Determination of Birds	1000 per sample	1500 per sample	1500 per sample	1500 per sample	1500 per sample	2017
Laboratory Medicine & Molecular Diagnostics (LMMD)							2017
	HAV IgM	200	200	200	200	200	2017
	Dengue IgM	200	200	200	200	200	2017
	Chikun IgM	200	200	200	200	200	2017
	HSV 1/2 IgM	200	200	200	200	200	2017
	West Nile IgM	200	200	200	200	200	2017
	Lepto IgM	200	200	200	200	200	2017
	Dengue NS1 Ag	200	200	200	200	200	2017
	CMV IgM	200	200	200	200	200	2017
	EBV IgM	200	200	200	200	200	2017




RSV IgM	200	200	200	200
Enter. IgM	200	200	200	200
Hanta IgM	650	650	650	650
Scrub IgM	600	600	600	600
Rotav IgM	200	200	200	200
HEV IgM	200	200	200	200
Cyfra 21-1	750	750	750	750
HEV Quantitative	1,200	1,200	1,200	1,200
Maggies Quantitative	1,200	1,200	1,200	1,200
Hanta Virus Quantitative	1,200	1,200	1,200	1,200
Scrub Typhus Quantitative	1,200	1,200	1,200	1,200
HBV Quantitative	1,200	1,200	1,200	1,200
HBV Quantitative	1,700	1,700	1,700	1,700
HCV Quantitative	1,200	1,200	1,200	1,200
HCV Quantitative	2,000	2,000	2,000	2,000
BKJC Quantitative	1,200	1,200	1,200	1,200
BKJC Quantitative	1,800	1,800	1,800	1,800
JC Quantitative	1,800	1,800	1,800	1,800
Dengue Quantitative	1,200	1,200	1,200	1,200
Chikun Quantitative	1,200	1,200	1,200	1,200
Chikun Quantitative	1,200	1,200	1,200	1,200
HSV Quantitative	2,100	2,100	2,100	2,100
West Nile Quantitative	1,200	1,200	1,200	1,200
Enterovirus Quantitative	1,200	1,200	1,200	1,200
Lepetospir Quantitative	1,200	1,200	1,200	1,200
CMV Quantitative	1,700	1,700	1,700	1,700
CMV Quantitative	1,200	1,200	1,200	1,200
EBV Quantitative	1,200	1,200	1,200	1,200
EBV Quantitative	2,100	2,100	2,100	2,100
JEV Quantitative	1,200	1,200	1,200	1,200
TB Quantitative	1,200	1,200	1,200	1,200
HAV Quantitative	1,200	1,200	1,200	1,200
Parvovirus Quantitative	1,200	1,200	1,200	1,200
Influenza A virus Quantitative	1,200	1,200	1,200	1,200
Influenza B virus Quantitative	1,200	1,200	1,200	1,200
Parainfluenza virus 1 Quantitative	1,200	1,200	1,200	1,200
Parainfluenza virus 2 Quantitative	1,200	1,200	1,200	1,200
Parainfluenza virus 3 Quantitative	1,200	1,200	1,200	1,200
RSV Quantitative	1,200	1,200	1,200	1,200

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	Human Meta pneumo virus Q	1,200	1,200	1,200	1,200	2017
	Rota virus Qualitative	1,200	1,200	1,200	1,200	2017
	Noro virus Qualitative	1,200	1,200	1,200	1,200	2017
	Adeno virus Qualitative	1,200	1,200	1,200	1,200	2017
	Acanthamoeba Qualitative	1,200	1,200	1,200	1,200	2017
	Mumps Qualitative	1,200	1,200	1,200	1,200	2017
	Varicella Zoster virus Qualitat	1,200	1,200	1,200	1,200	2017
	Rubella Qualitative	1,200	1,200	1,200	1,200	2017
	HHV-6 Qualitative	1,200	1,200	1,200	1,200	2017
	HHV-7 Qualitative	1,200	1,200	1,200	1,200	2017
	HHV-8 Qualitative	1,200	1,200	1,200	1,200	2017
	Corona Qualitative	1,200	1,200	1,200	1,200	2017
	H1N1 Qualitative	1,200	1,200	1,200	1,200	2017
	H1N1, Inf A & Inf B	3,600	3,600	3,600	3,600	2017
	HIV Quantitative PCR	2,000	2,000	2,000	2,000	2017
	Zika virus Qualitative PCR	1,800	1,800	1,800	1,800	2017
	BRCA 1 & 2 Genetic Test	9,000	9,000	9,000	9,000	2017
	BCR-ABL	6,000	6,000	6,000	6,000	2017
	Hypertrophic cardiomyopathy	9,500	9,500	9,500	9,500	2017
	Familial Hypercholesterolemia	9,500	9,500	9,500	9,500	2017



ANIMAL RESEARCH CORE FACILITY						
Maintenance cost/fee - per cage per day	All Mouse strains available in RCGB right now except SCID and NUDE mouse (Max 5 mice/cage)	60	90	90	90	2019
	SCID & Nude Mice (max 5 mice/cage)	80	120	120	120	2019
	Rats (max 3 rats/cage)	70	120	120	120	2019
	Rabbits (1 rabbit /cage)	80	120	120	120	2019
Common/General mouse strains (strains currently available in ARF) except immune compromised, transgenic & knockouts)	(Pre weaned) Pups	20/each	40/each	40/each	40/each	2019
	Weaned Till 2 months	200	300	300	300	2019
	Weaned Above 2 months	200	300	300	300	2019
	Weaned Above 3 months	300	400	400	400	2019
Nude Mice	(Pre weaned)	70/each	100/each	100/each	100/each	2019
	Weaned Till 2 months	300	500	500	500	2019
	Weaned Above 2 months	500	650	650	650	2019


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		Weaned Above 3 months	600	750	750	750	2019
SCID Mice	(Pre weaned)		40/each	80/each	80/each	80/each	2019
	Weaned Till 2 months		300	500	500	500	2019
	Weaned Above 2 months		350	600	600	600	2019
	Weaned Above 3 months		350	600	600	600	2019
Rats	(Pre weaned)		50/each	150/each	150/each	150/each	2019
	Weaned Till 2 months		300	400	400	400	2019
	Weaned Above 2 months		350	450	450	450	2019
	Weaned Above 3 months		450	600	600	600	2019
	Rabbits less than 6 months		750	1000	1000	1000	2019
	Rabbits 3 months to 18 months		1500	2000	2000	2000	2019
	Quarantine charges for imported animals	All Mouse strains/rat strains	600	800	800	800	2019
	Pathology charges (For one batch of imported animals)		6000	8000	8000	8000	2019

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ANNEXURE-4

RGCGB 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.
- 15) Any other Act/Activity not covered under this code which is unbecoming of an employee of the institute and is in violation of contract terms and conditions and not in the interest of the Institute/State.

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 know how, 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. RGCB 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.

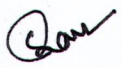
Sharing of monies from licensing of IP/technology

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

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

Technical Services

Technical services may include assistance to the clients based on available knowledge/ expertise/ skills/ infrastructures/ and facilities at RGCB. 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 RGCB account without any provision of sharing with RGCB staff. These services may not be taken up as regular activities, and may be rendered depending upon the availability of facilities, expertise etc.


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

- a. A legally valid agreement should be executed for IP/technology licensing.
- b. The IP/technology transfer/licensing/consultancy should be completed in accordance with the terms of the agreement;
- c. 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 RGCBS, 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

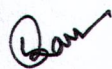
Document containing information on a systematic basis on initiation of the idea; date of starting of the project; list of inventors (as defined earlier); responsibilities of the individuals and extent of their participation (whether whole time or part time); significant contributions made by the individuals 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 Director, RGCB 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 RGCB. 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 Director, RGCB shall be final and binding on all concerned.


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ANNEXURE-6
RGCB CONSULTANCY RULES

Consultancy

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

Collaborative Research

Collaborative project is a joint endeavor. Thus while costing RGCB'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 RGCB'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 RGCB. These may include consultancy, technical services, contract R&D, etc. Such type of projects can, for purposes of RGCB 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 RGCB

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 RGCB.

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 RGCB 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;



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 RGCGB 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 RGCGB.

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 Director, RGCB. 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 RGCB. 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:

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

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

RGCB	50%
Team of consultants	45%
RGCB 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).

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 RGCB 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 RGCB.

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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ANNEXURE 7

NAME OF INSTITUTE STAFF WELFARE FUND RULES

1. **These Rules shall be called as RGCN Staff Welfare Fund Rules.**
2. **Members:** All regularly appointed/contractually engaged employees shall be members of the RGCN Staff Welfare Fund.
3. **Managing Body:** The RGCN Staff welfare Fund shall be managed by a body of not more than 06 members as under
 - a. **Chairman:** Director (ex officio) of the Institute
 - b. **Secretary:** Head of Administration/COA (ex officio) of the Institute
 - c. **Treasurer:** Finance Officer 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 RGCN 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 50,000/-: Rs 75/-
 - b) Remuneration $>$ Rs 50,000/-: 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/manmade 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 RGCN 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. RGCBSWF 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 RGCBSWF 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 RGCBSWF with at least 51% of the members present in the meeting voting in favour of the motion for amendment.

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