

राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान, हैदराबाद – ५००४९
National Institute of Animal Biotechnology, Hyderabad – 500 049
(An autonomous Institute of the Department of Biotechnology)

No.NIAB/Bye-laws &RR/3/2019

4th March 2020

NOTIFICATION

Sub : Notifying the Bye Laws-2019 of NIAB, Hyderabad - reg

The Bye Laws-2019 of National Institute of Animal Biotechnology (NIAB), Hyderabad duly approved by the competent Authority have been displayed on the website of NIAB in terms of Clause 52 (Review, Display and notification of the Bye-Laws) of the Bye Laws -2019 of NIAB. During the period of display, no suggestions / complaints have been received.

The NIAB Bye Laws- 2019 as approved by the Competent Authority and conveyed vide DBT letter No. BT/AI/29022/01/2017 dated 22.11.2019 are hereby notified for implementatuion which will come into force from the date of this notification.

The NIAB Bye Laws-2019 are available on NIAB website.


(Harjit Singh)
Senior Manager

हरजीत सिंह/Harjit Singh
वरिष्ठ प्रबंधक/Senior Manager
राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान (एन आई ए बी)
National Institute of Animal Biotechnology (NIAB)
हैदराबाद/Hyderabad.



No. BT/AI/29022/01/2017

72nd
Dated : 14th November, 2019

✓ The Director,
National Institute of Animal Biotechnology (NIAB),
Hyderabad

Subject:- Forwarding of approved Bye-laws of NIAB, Hyderabad -reg.

Sir,

I am directed to forward herewith a copy of amended Bye-laws of National Institute of Animal Biotechnology (NIAB), Hyderabad 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. 7000 dated 30.09.2019.

Yours faithfully,

Encls: As above.



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

Copy to for information:-

- (i) Scientist 'G' (AKR) - Scientific Coordinator for NIAB, Hyderabad.
- (ii) Scientist 'E' (MKR) - Nodal Officer for NIAB, Hyderabad.

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



National Institute of Animal Biotechnology

राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान
National Institute of Animal Biotechnology
(An Autonomous Institute of the Department of Biotechnology,
Ministry of Science & Technology, Govt. of India)

BYE-LAWS (2019)

NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY (NIAB)

Opp. Journalist Colony, Near Gowlidoddy, Extended Q City Road, Gachibowli,
Hyderabad, Telangana, India, PIN: 500 032

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

CONTENTS

1. INTRODUCTION
2. CHAPTER-I - CONSTITUTION & GOVERNANCE
3. CHAPTER-II - FINANCE AND ACCOUNTS
4. CHAPTER-III - LEGAL COMPLIANCES
5. CHAPTER-IV - ACADEMIC & INSTITUTION SPECIFIC ISSUES
6. CHAPTER-V - GENERAL PROVISIONS

APPENDICES:

- a) Appendix-1: Letter No. BT/AI/29022/01/2017 dated ²²14.11.2019 issued by Department of Biotechnology
- b) Appendix-2: A copy of Memorandum of Association including Certificate of Incorporation and Rules & Regulations of NIAB Society
- c) Appendix-3: Current composition of NIAB Society, Governing Body and Finance Committee and Scientific Advisory Committee of NIAB
- d) Appendix-4: Ministry of Finance, Department of Expenditure OM No F. No 8(4)E-Coord./84 dated 15.10.1984

ANNEXURES:

- (i) ANNEXURE 1: Delegation of Financial Powers to Authorities of the Institute
- (ii) ANNEXURE 2: Components of User Charges
- (iii) ANNEXURE 3: NIAB Recruitment Rules 2019 +07 Schedules
- (iv) ANNEXURE 4: Code of Conduct for Contractually engaged staff
- (v) ANNEXURE 5: IPR Licensing Rules
- (vi) ANNEXURE 6: Consultancy Rules
- (vii) ANNEXURE 7: NIAB Staff Welfare Fund

INTRODUCTION

National Institute of Animal Biotechnology is a National Institute under Department of Biotechnology (Govt. of India) established at Hyderabad). Its establishment as an autonomous institute was approved by the Union Cabinet of India on March 19, 2010. The Institute framed its Memorandum of Association and Rules & Regulations thereunder that were approved by the Department of Biotechnology, Ministry of Science and Technology (Govt. of India). The Institute was registered as a Society, under the Andhra Pradesh Societies Registration Act, 2001 (Act no 35 of 2001) and registered with Registrar of Societies, Ranga Reddy District, Hyderabad vide Certificate No 520 of 2011 dated 25.5.2011. The Governing Body approved and adopted the Memorandum of Association and Rules & Regulations thereunder.

The Institute aims to harness novel and emerging biotechnologies and take up research in the cutting edge areas for improving animal health and productivity. The Institute's focus of research is on Animal Genetics and Genomics, Transgenic Technology, Reproductive Biotechnology, Animal Diseases, Bioinformatics and Nutrition Enrichment. The institute focuses on basic research which would lead to the development of novel vaccines, diagnostics and improved therapeutic molecules for farm animals.

Mission, vision and objectives of National institute of Animal Biotechnology (NIAB): as approved by the Union Cabinet NIAB has the following mandate:

MISSION:

Development of sustainable and globally competitive livestock based economy through innovative science & technology development and entrepreneurship promotion.

VISION:

To demonstrate excellence in science; develop technology and solutions in animal biotechnology leading to eventual commercialization.

OBJECTIVES:

1. To undertake directed, basic and applied research towards technology and product innovation. Characterization of breeds and selective breeding to enhance productivity; develop technologies for multiplication of elite genotypes. Development of transgenic animals for producing molecules of pharmaceutical value. Enrichment of crop residues into high value products. Development of new generation vaccines, diagnostics and drugs.
2. To develop human resource across the value chain, primarily for translational research, industrial R&D; facilitate introduction of short term advanced training, new courses like MSc/MVSc-PhD and Ph.D. degree with a focus on interdisciplinary science, innovation and the science of manufacturing.



3. To contribute to national policy formulation related to animal biotechnology, animal bio-safety issues and ethical issues.
4. To promote intellectual property protection, business development, technology transfer, and academia-industry partnerships.
5. To develop collaborative programmes with national and international partners with focus on translational research and product development.
6. To provide incubation facilities for entrepreneurs/startup companies.
7. To create (i) extramural centers with emphasis on product innovation and translational research (ii) 'not for profit' companies; and (iii) facilitate the creation of 'for profit' companies

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

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

Now, In exercise of the powers conferred under *Rule 45* of the Memorandum of Association of **National institute of Animal Biotechnology (NIAB)**, the Governing Body of the Institute hereby frames these Bye-Laws subject to approval of the Central Government.

1. Short Title and Commencement:

- (i) These Bye-Laws shall be called the **National Institute of Animal Biotechnology (NIAB) Bye-Laws 2019**, hereinafter referred to as '**NIAB Bye-Laws**'. These shall come into effect from the date of notification of the same by the Institute. These bye-laws have the approval of the Department of Biotechnology, Ministry of Science and Technology, Government of India.
- (ii) A copy of the approval of the Department of Biotechnology, Ministry of Science and Technology, Government of India is placed at Appendix-1 to these Bye Laws.
- (iii) These Bye-Laws may be read in conjunction with the Memorandum of Association (MoA) of NIAB Society and Rules & Regulations thereunder filed with the Registrar of Societies, Ranga Reddy District, Hyderabad vide Certificate No 520 of 2011 dated 25th May 2011 including previous and current amendments/incorporations. A copy of the same is enclosed as Appendix-2.

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

- (i) "**Bye-laws**" means the Bye-laws framed under *Rules 45* of the Rules and Regulation of NIAB Society;
- (ii) **Central Government** means the Government of India represented by the Department of Bio-Technology, Ministry of Science and Technology Headquartered at New Delhi;
- (iii) **Director**: shall mean the Director of the Institute.
- (iv) **Chairperson** means the Chairperson of the Governing Body of the NIAB Society,.
- (v) **Finance Committee** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (Appendix-3).
- (vi) "**Financial Year**" means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India;
- (vii) **Governing Body** means the Governing Body of the Institute in terms of *Rule 24* of the Rules and Regulations of NIAB Society;
- (viii) **Head of Administration**: Senior Manager (Admin & Finance) of NIAB 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 Senior Manager (Admin & Finance), senior most officer from administration, duly authorized by the Director, would be construed as Head of Administration.
- (ix) **Head of the Institute**: shall mean the Director of the Institute appointed under the Rules and Regulations of the NIAB Society.
- (x) **Institute**" means the National Institute of Animal Biotechnology (NIAB).
- (xi) **Non-Member of Governing Body/Finance Committee/Scientific Advisory Committee**: shall mean any officer of the Department of Biotechnology/Institute who shall be part of such committee/Body as may be decided by the Governing Body but shall not have any voting rights in the proceedings of GB/FC/SAC. Such members shall have important advisory role and their advice shall be duly considered by GB/FC/SAC. The number of such non-members shall not be more than "TWO" in any such Body/Committee of the Institute.

NIAB Bye-Laws 2019

- (xii) **President:** shall mean the President of NIAB Society in terms of *Clause 8* of the Rules and Regulations and shall invariably be Minister of Science and Technology, Government of India
- (xiii) **Rules and Regulation** shall mean the Rules and Regulations of NIAB Society filed with the Registrar of Societies, Ranga Reddy District, Hyderabad vide Certificate No 520 of 2011 dated 25.5.2011.
- (xiv) **Society** means the National Institute of Animal Biotechnology (NIAB) Society herein referred as '**NIAB Society**' registered under the Andhra Pradesh Societies Registration Act, 2001 (Act no 35 of 2001) in the office of Registrar of Societies, Ranga Reddy District, Hyderabad.

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

CHAPTER- I CONSTITUTION & GOVERNANCE

1. Constitution of NIAB Authorities:

- 1.1. **Society:** shall be as per *Rule 3-8* of the Rules and Regulations of NIAB 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 NIAB Society is annexed as Appendix-2.
- 1.2. **Governing Body:** shall be as per *Rule 24* of the Rules and Regulations of NIAB Society with Joint Secretary (Admn) also being member of the Governing Body (vide DBT Order No. BT/AI/14013/4/2016 dated 04th July, 2016).
- 1.3. **Finance Committees:** shall be as per *Rule 59* of the Rules and Regulations of NIAB Society.
- 1.4. **Scientific Advisory Committee:** shall be as per *Rule 60* of the Rules and Regulations of NIAB Society.

2. Conduct of Business of NIAB:

- 2.1. **Society:** shall be in accordance with *Rule 11- 23* of the Rules and Regulations of NIAB Society.
- 2.2. **Governing Body:** shall be in accordance with *Rule 24-44* of the Rules and Regulations of NIAB Society.
- 2.3. **Finance Committee:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (Appendix-3).
- 2.4. **Scientific Advisory Committee:** shall be in accordance with *Rule 60* of the Rules and Regulations of NIAB Society subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
- 2.5. **Other Committees:** constituted by the Governing Body to achieve the objectives of the Society.
 - 2.5.1 **Building Committee:** shall be constituted in accordance with *Rule 61* by the Institute with the approval of Governing Body. The term of the Building Committee shall be for a period of three years. Terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any civil work and/or change in the approved plan for building construction, concurrence of Building Committee is mandatory.
- 2.6. The current composition of Society, Governing Body, Finance Committee and Scientific Advisory Committee as approved by DBT is placed as Appendix-3.

3. FUNCTIONS AND POWERS OF VARIOUS AUTHORITIES:

- 3.1. **President of the Society:** shall be in accordance with *Rule 11-13, Rule 15, Rule 16, Rule 19 and Rule 23* of the Rules and Regulations of NIAB Society.
- 3.2. **Governing Body:**

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

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

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

3.2.2.2. Fundamental Rules and Supplementary Rule's.

3.2.2.3. General Financial Rules, 2017.

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

3.3. Chairperson of Governing Body:

3.3.1 shall be in accordance with Rule 46-47 of the Rules and Regulations of NIAB Society subject to Clause 3.2 of these BYE-LAWS.

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

3.3.3. In the event of indisposition of the Director, NIAB 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, NIAB. 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 3 of ANNEXURE-1 to these Bye Laws so as to meet the working expenses of the Institute. All important financial decisions involving expenditure above Rs. 1.0 Crores including policy decisions shall be executed only with the prior approval of Chairman /Governing Body. For the period of indisposition of the Director exceeding 90 days, approval of President of the Society i.e. Hon'ble Minister shall be obtained by the Chairperson, Governing Body to continue with the temporary charge arrangement

3.4. **Director of NIAB:** shall be in accordance with Rule 50 to Rule 53 of Rules and Regulations of NIAB Society, Recruitment Rules of NIAB, powers delegated to him by the Governing Body subject to Clause 3.2.2 of these BYE LAWS. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as ANNEXURE-1 to these Bye-Laws.

3.5. **Senior Manager (Admin & Finance):** shall be Head of Administration and Financial matters and shall exercise such powers and discharge such functions as delegated to him by the Governing Body/Director subject to Recruitment Rules of NIAB and clause 3.2.2 of the Bye-Laws.

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

- 3.5.2. He/she shall be responsible for conduct of meetings of the Society, Governing Body, and placement of Annual Reports, before them as per schedule in accordance with Rules and Regulations of NIAB Society.
- 3.5.3. He/she shall on behalf of the Institute and as authorized by the Governing Body/Director of the Institute enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Body/Director and shall exercise such powers and perform such duties as may be specified by the Governing Body/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 Group Leaders of the Institute:

- 3.6.1 They shall be Discipline/Mission Heads of the groups
- 3.6.2 Where new Departments/partnerships are developed with outside agencies (*public/private national/ international*), they shall execute their roles within the parameters of the agreement executed by the Institute with these agencies and duly approved by the Governing Body.

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



CHAPTER – II

FINANCE AND ACCOUNTS

5. **Funds:** The funds of the society shall consist of the following:
- Recurring and Non-recurring grants made by the Central Government.
 - Fees and other charges received by the society.
 - 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.
 - 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.
- Identification of User Charges:** the Institute shall identify all the areas/activities/services/products/processes/technologies etc. that have scope of IPR, patenting & commercialization and shall levy at such rates as may be duly approved by Governing Body on a permanent basis and temporarily for a period of not more than 6 months if the same are levied with the approval of the Director of the Institute.
 - Review of User Charges:** there shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a duly constituted Committee which shall compulsorily have representation of officials of Department of Biotechnology (as decided by the Government). The recommendations of the Committee shall be placed for approval of the Governing Body in the following GB meeting following which the new rates shall be applicable as duly notified by the Institute.
 - Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering its recurring expenditure which is funded through Government Grants. The Institute shall also enter into annual Memorandum of Understanding (MoU) with Department of Biotechnology, Govt. of India at the start of each financial year in terms of Rule 229 (xi) of GFR 2017 before end of 1st quarter of the financial year to realize its objective.
 - Components of User Charges:** The current rates of user charges are given in ANNEXURE-2 of the Bye Laws. Any change in the items / activities for which user charges will be charged as decided and approved by Governing Body from time to time.
7. **Preparation of Budget Estimates:** Not later than the 1st August of each year the Director shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:
- All Recurring Expenditure including Salary component which shall be prepared separately.

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

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

8. Sanction of Budget Estimates:

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

9. Appropriation:

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

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

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the Competent Authority as defined in the Delegation of Financial & Administrative Powers.
- b. The 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. The Head of Administration of the Institute shall have powers of Head of Office (as laid down in DFPRS) to sanction an expenditure of a miscellaneous or contingent nature etc. as prescribed by the Governing Body from time to time.



- d. The Director shall maintain oversight over expenditure against all the grants. In case where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Body's approval and obtain the supplementary grant before incurring the expenditure.
- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.
- f. The 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 Governing Body from time to time.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and as such other conditions as the Governing Body and the Central Government may like to impose from time to time.

12. Advances:

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

13. Execution of Contracts on behalf of the Institute: All agreements, contract, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by the Senior Manager (Admin & Finance) for and on behalf of Director of the Institute except for the contract agreements, affidavits, MoUs signed by

- a. Director with the Governing Body.
- b. Senior Manager (Admin & Finance) with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Body 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 Senior Manager (Admin & Finance) 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 Body 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:

- i. The funds of the Institute may be invested only in such manner as may be prescribed by the Government of India as per GFRs.
- ii. All investments of the funds of the Institute shall be made in the name of the Institute. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Director on behalf of the Governing Body. The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration of the Institute to be nominated by the Governing Body.
- iii. Head of Administration or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds:

- i. **Receipts:** All moneys received for or on behalf of the Institute shall be placed in savings bank account in the name of the Institute with the nationalized banks or their subsidiaries.
- ii. **Payments:** Payments by and on behalf of the Institute shall be made by cheques or electronic transfers. All cheques/ authorizations for electronic transfers will be signed by any two of the following with prior approval of the Director:
 - a) Senior Manager (Admin & Finance) or Authorized Officer
 - b) Manager (Office & Finance) or Authorized Officer.
 - c) Director
- iii. 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.
- iv. All cheque books will be kept in the personal custody of the Manager (Office & Finance) or any other person as may be authorized by the Director on his behalf.
- v. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.
- vi. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Director for this purpose before these are passed by the Manager (Office & Finance) for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Manager (Office & Finance). The monthly pay and allowance bills shall be submitted by the Manager (Office & Finance) to Director through Senior Manager (Admin & Finance) and passed for payment by him. Payment will be made by means of demand drafts or cheques or online bank transfer as the case may be.
- vii. **Any Domestic Outstation Tour of the**
 - a) Employees of the Institute shall be sanctioned by the 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.

b) 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 shall be provided. 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 Coordinator / Nodal Officer in the Department regarding his indisposition, subsequent to which, the Chairman shall invariably invoke the provisions of Clause 3.3.3 of the Byelaws.

c) In the event of untimely demise of the 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 the Byelaws shall then be invoked by the Chairman with due approvals of the President of the Society i.e. Hon'ble Minister.

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

16. Accounts:

- i. The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.
- ii. The Manager (Office & Finance) shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body in consultation with the Central Government. Such an officer will be responsible to the Senior Manager (Admin & Finance) for accuracy and completeness of the accounts of the Institute.
- iii. The Manager (Office & Finance) will be responsible to the Senior Manager (Admin & Finance) for the accuracy and completeness of the accounts of the Institute. The Manager (Office & Finance) 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 Rule 69-72 of Rules and Regulation of NIAB Society and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- i. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:

- ii. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained;
- a) A proper Charter of Accounts is maintained and complied with;
 - b) An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
 - c) A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);
 - d) Proper stores account and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
 - e) A system of reporting to the Governing Body on losses of cash, stores and other assets after proper investigation is followed.
 - f) All tax and legal compliances are maintained.
 - g) All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology are made on time.
- iii. To achieve this audit task, the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfilment of such verification as above.
- iv. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of NIAB Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- v. Disposal/Write off of items shall be as per GFR provisions.
- vi. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded annually to the Governing Body and to the Department of Biotechnology, Ministry of Science and Technology latest by 30th September each year for placing before the Parliament as per GFRs and also to the other authorities/bodies as directed by the Body.

CHAPTER –III LEGAL COMPLIANCES

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

18. Andhra Pradesh Societies Registration Act, 2001 (Act No. 35 of 2001):

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

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

20. Contract law and interpretation:

- 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.
- 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 of Telangana, 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:

- The Society may sue or be sued in the name of the President of the Society, or his authorized representative, as per **Andhra Pradesh Societies Registration Act, 2001 (Act No. 35 of 2001):**
- No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/staff of the institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-laws made there under.

- c. The Director of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform to the Governing Body or its authorized representative and in line with the Advocates Act 1961 and rules thereof.

23. Indemnity, Surety & Guarantees:

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

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

25. Jurisdiction: In cases of any disputes arising between the institute and others, the jurisdiction of High Court of Telangana in which the Institute is situated 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 NIAB Society and Cabinet approval, the Governing Body may institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and project subject to provisions of Clause 3.2.2 of these Bye Laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars, register them for a Ph.D. degree as per NIAB mandate in any University or academic institution, which has acquired the status of a University subject to provisions of Clause 3.2.2 of these Bye Laws. These students will be registered with a Scientist of NIAB as supervisor/guide.
- ii. The terms and conditions of above activities shall be as may be decided by the Director, recommended by the Governing Body and approved by the Central Government.

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

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

28. Adjunct faculty: The Institute may engage scientists 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 Body. They will be entitled to shared facilities and office space depending on the nature of their contributions.

29. Visiting Scientists: The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Body. 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.

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 as per 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 NIAB'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 NIAB 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 NIAB Recruitment Rules to achieve the objectives of the Institute. In this regard, the instructions contained in the approved **NIAB Recruitment Rules** - annexed as **ANNEXURE-3** 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. Senior Manager (Admin & Finance) shall be the authorized officer to enter into and execute the contract.
- ii. Director of the Institute shall in subsequent meeting of the Governing Body place before it the statement of contractually engaged staff/consultants in the interim of two GB meetings for their information.

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.
- ii. Service of employees in the Institute under these Bye Laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- iii. Contractually engaged staff shall be governed by the contract conditions. The Code of Conduct framed for such staff is annexed as **ANNEXURE-4** which has the approval of the Governing Body.

35. Disciplinary and Appeal Rules: The Institute shall at all times follow CCS (CCA) Rules 1965 and amendments thereof, in matters of violation of Conduct Rules applicable to regularly

appointed employees. The delegation of authorities to initiate Disciplinary proceedings under the Rules against delinquent employees shall be as under:

- i. **Disciplinary Authority:** shall be the appointing authority or any higher controlling authority of the delinquent employee under whom the employee is working whichever is higher to the appointing authority. Appointing Authority is mentioned in Recruitment and Promotion Rules.
- ii. **Appellate Authority:** shall be the authority higher than the Disciplinary Authority.
- iii. **Reviewing Authority:** shall be the authority higher to the Appellate Authority.

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

38. Leave Rules:

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

39. Medical Benefits: NIAB will follow CS (MA) rules, 1944 in accordance to the Govt. of India rules *mutatis-mutandis* 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

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

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:

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

43. Miscellaneous Provisions:

i. Intellectual Properties:

- a) All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation/ presentations/ published work in national/ international forums / journals shall be the intellectual property of the Institute and Department of Biotechnology (in cases where the cost of the project is funded by Central Government grants/schemes, fellowships, etc) and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copy right Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013. This Policy may be subject to change but it can be applied consistently to arrive at a position that is as equitable as possible to all parties concerned.
- b) Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the institute related to the objectives of the Institute. This information may be in print or electronic forms.
- c) The 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 in such manner the distribution of the profits if any accruing from such patents.
- d) The Director shall place before the Governing Body a six monthly statement of
42.i.d.1 patents filed in the period.

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

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

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

ii. Information Protection:

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

iii. Contribution to Scientific Periodicals: Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall contain the Institute's and Department of Biotechnology's name and the content/data of the contribution shall be the sole property of the Institute and Department of Biotechnology, the record of which shall be maintained by administration. A copy of every such contribution shall be got approved from the 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.

iv. 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.

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

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

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 Body. All consulting services/ sponsored research projects shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Director or his authorized representative subject to:

- i. That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
- ii. The 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.
- iii. 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 1964 Act & rules thereof.
- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of receipts sharing between the institute and its staff in such assignments shall be normally in the ratio of 50:35:10:5 in respect of Institute: Concerned Research Team: Supporting Staff: NIAB Staff Welfare Fund respectively as detailed in guidelines at **ANNEXURE-6**. The 50% Institute's share shall be credited as revenue to the Institute.
- v. The guidelines for consultancy by NIAB are enclosed as Annexure-6.

45. Collaboration with other institutions of repute:

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives. The collaborations shall be made by the Director under intimation to the Chairman, Governing Body and Administrative Ministry. In cases of international collaborations, prior clearances of Government shall be taken.
- ii. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaborations shall be approved by the Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- iii. All approved collaborations shall be effected through legally sound term-sheets under approval of the Chairman, Governing Body and the Administrative Ministry.

- iv. Collaborations with the Industry (private/government-national/international) shall be done only with the prior approval of the Governing Body provided for all international collaborations the prior permission of the Government shall be obtained. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
- v. Collaborations with institutions are generally understood to be sharing of facilities (*with applicable and approved user charges*), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

46. Endowments:

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

47. RETIREMENT BENEFITS :

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

48. NIAB 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) OM No. 14014/6/2012-Estt.(D) 16.01.2013. Director shall have full powers to appoint any dependent major (*not below 18 years*) family member of the bereaved family of an employee of the Institute dying while on duty or in harness, after following the due procedure as laid down in the DoP&T O.M. dated 16.01.2013 referred above, subject to the following:

- i. Such appointments shall be restricted to Level 5/Group C posts and below.
- ii. Such appointment is made only in favour of only one of the legal heirs of the deceased provided if such appointment is made in favour of spouse of the deceased, then educational qualifications shall not be insisted upon in case of widows for appointments in Level 5 and below.
- iii. The candidate who is offered appointment on compassionate grounds (other than the widow) should at least be 10th pass.
- iv. Posts filled on CG shall be exempt from reservation rules.
- v. Cases of compassionate appointment should be preferably finalized in 8 months and application to that effect may be taken from the 1st surviving legal heir of the deceased as to who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow shall have full rights to take appointment for self or any of her major wards.

50. Custodian of Assets of the Institute: The Senior Manager (Admin & Finance) 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 Body for a decision. In the event of their being any inconsistency between the Rules and Regulation of NIAB Society, Bye-laws of the Institute and Government of India rules/instructions, the provisions of the Government of India shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Body or Government of India shall be the final. Governing Body of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Biotechnology for necessary clarifications.

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 Body having compulsory representation of Government of India. The reviewed Bye-laws shall be placed for approval of the Governing Body in subsequent GB meeting which shall then be forwarded by the Director of the Institute for the approval of the Bye-Laws from the

Department of Biotechnology. Approved Byelaws shall be displayed on the Institute website or noticeboard for a period of 10 days before being notified by the Institute. Only after the notification, the new Byelaws shall come into effect from the date of notification.

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

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



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



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

No. BT/AI/29022/01/2017

Dated : 14th November, 2019

The Director,
National Institute of Animal Biotechnology (NIAB),
Hyderabad

Subject:- Forwarding of approved Bye-laws of NIAB, Hyderabad -reg.

Sir,

I am directed to forward herewith a copy of amended Bye-laws of National Institute of Animal Biotechnology (NIAB), Hyderabad 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. 7000 dated 30.09.2019.

Yours faithfully,

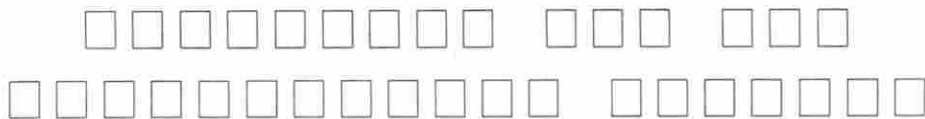
Encls: As above.

(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' (AKR) - Scientific Coordinator for NIAB, Hyderabad.
- (ii) Scientist 'E' (MKR) - Nodal Officer for NIAB, Hyderabad.



National Institute of Animal Biotechnology

(An Autonomous Institute of the Department of Biotechnology,
Ministry of Science & technology, Government of India)



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

Memorandum of Association and Rules and Regulations

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



सूचना का
अधिकार



ब्लॉक-2, 7 वां तल, सी० जी० ओ० कॉम्प्लेक्स
लोदी रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

No.BT/AI/29020/A/2013-AI&PSU

April 21, 2014

Subject: Framing of Recruitment Rules and Bye-laws of NIAB, Hyderabad

Sir,

I am directed to forward herewith the Recruitment Rules, Bye-laws as well as Memorandum of Association in respect of NIAB, Hyderabad duly approved by the Hon'ble Minister of Science & Technology and Earth Sciences. The same may be duly published and a copy thereof endorsed to the Department of Biotechnology. You are further requested to upload the same on the website of NIAB, Hyderabad.

Thanking You,

Yours faithfully,

(Kusum Lata Sharma)

Deputy Secretary to the Govt. of India

Tel.No.011-24360490

E-mail: kusum.dbt@nic.in

Prof. Pallu Reddanna,
Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th and 5th Floors,
Axis Clinicals Building,
Opp. to Talkie Town,
Miyapur, Hyderabad,
Andhra Pradesh,
PIN: 500 049

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

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



సంఘముల రిజిస్ట్రార్ వారి కార్యాలయము

రంగారెడ్డి జిల్లా

OFFICE OF THE REGISTRAR OF SOCIETIES RANGA REDDY DISTRICT

Certificate of Registration

రిజిస్ట్రేషన్ ధృవ పత్రము

(201_____లో_____వ సంవత్సరం)

[No. 520 of 201..1.....]

ఆంధ్రప్రదేశ్ సంఘముల రిజిస్ట్రేషన్ చట్టము 2001, (35 చట్టము) క్రింద _____

నేడు

రిజిస్ట్రార్ అయినందున యిందు మూలముగా ధృవపరచడమైనది.

I hereby certify that NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY(NIAB),
University of Hyderabad (UoH) Campus, Prof.C.R.Rao Road,Gachibowli,
Hyderabad - 500 046
is this day registered under the Andhra Pradesh Societies Registration Act., 2001 (Act
No. 35 of 2001)

రంగారెడ్డి జిల్లా ప్రశాంత నగర్ నందు నా సంతకము, మోహరుతో _____ వ సంవత్సరం

మాసము _____ తేదీన నుంజారు చేయడమైనది.

Given under my hand and seal at PRASANTH NAGAR, Ranga Reddy District this the

25th day of May Two thousand and Eleven



కార్యాలయమువారు
Officer Seal

R. Reddy
సంఘముల రిజిస్ట్రార్
REGISTRAR OF SOCIETIES
Ranga Reddy Dist.
రంగారెడ్డి జిల్లా
Ranga Reddy Dist.

1	Name of the Society	National Institute of Animal Biotechnology(NIAB)
2	Location of the Office	University of Hyderabad (UoH) Campus, Prof. C. R. Rao Road, Gachibowli, Hyderabad- 500 046
3	The Mission, Vision and objectives for which this Society is established:	<p>3.1 Mission: Development of sustainable and globally competitive livestock based economy through innovative science & technology development and entrepreneurship promotion.</p> <p>3.2 Vision: To demonstrate excellence in science; develop technology and solutions in animal biotechnology leading to eventual commercialization.</p> <p>3.3 Objectives:</p> <ol style="list-style-type: none">1. To undertake directed, basic and applied research towards technology and product innovation. Characterization of breeds and selective breeding to enhance productivity; develop technologies for multiplication of elite genotypes. Development of transgenic animals for producing molecules of pharmaceutical value. Enrichment of crop residues into high value products. Development of new generation vaccines, diagnostics and drugs.2. To develop human resource across the value chain, primarily for translational research, industrial R&D; facilitate introduction of short term advanced training, new courses like MSc/MVSc-PhD and Ph.D. degree with a focus on interdisciplinary science, innovation and the science of manufacturing.3. To contribute to national policy formulation related to animal biotechnology, animal bio-safety issues and ethical issues.4. To promote intellectual property protection, business development, technology transfer, and academia-industry partnerships.5. To develop collaborative programmes with national and international partners with focus on translational research and product development.6. To provide incubation facilities for entrepreneurs/startup companies.

		7. To create (i) extramural centers with emphasis on product innovation and translational research (ii) 'not for profit' companies; and (iii) facilitate the creation of 'for profit' companies.
--	--	---

OBJECTIVES

1. "Certified that the Association is formed with no profit motive"
2. "Certified that the Bearers are not paid from the Association"
3. "Certified that the Association would not engage in agitation to ventilate their grievance"
4. "Certified that the office Bearers signatures are genuine".

RULES AND REGULATIONS

1. **NAME OF THE SOCIETY** :National Institute of Animal Biotechnology (NIAB)
2. **LOCATION OF THE OFFICE** : University of Hyderabad (UoH) Campus,
Prof. C. R. Rao Road, Gachibowli,
Hyderabad- 500 046

INTERPRETATION

3. In these rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context:

- a) The "Institute" shall mean the National Institute of Animal Biotechnology.
- b) The "Society" shall mean the National Institute of Animal Biotechnology.
- c) The "Central Government" shall mean the administrative Ministry of the Government of India i.e. Ministry of Science & Technology, Department of Biotechnology (DBT).
- d) The "Governing Body" shall mean the Governing Body of the Institute.
- e) The "President" shall mean the President of the Society.
- f) The "Chairman" shall mean the Chairman of the Governing Body of the Institute.
- g) The "Director/OSD" shall mean the Director/OSD of the Institute appointed under the rules of the Institute.
- h) The "Secretary" shall mean the Secretary of the Society appointed in accordance with the Bye-laws of the Society.
- i) The "year" shall mean the period of 12 calendar months commencing from the first day of April and ending on the 31st day of March of the subsequent year.
- j) The "DBT" shall mean Department of Biotechnology, Ministry of Science and Technology, GOI, New Delhi.
- k) The "employee" shall mean a person employed at NIAB.

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

Words importing the masculine gender shall include the feminine gender.

MEMBERS OF THE INSTITUTE

4. The "INSTITUTE" shall consist of all members of the Governing Body set up under Rule 24 of the Rules and Regulations and such other persons who may be nominated by the Government of India.
5. The "INSTITUTE" shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.
6. The "INSTITUTE" shall function notwithstanding any vacancy in its body and no act or proceedings of the INSTITUTE shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

AUTHORITIES AND OFFICERS OF THE INSTITUTE

7. The following shall be the authorities of the INSTITUTE:

- (a) The Institute Governing Body
- (b) The Institute Director/Officer on Special Duty, and
- (c) The Group Leaders of different Divisions in the Institute
- (d) Such other authorities and officers as may be appointed by the Governing Body.

8. The Minister of Science & Technology, Govt. of India, or his nominee shall be the President of the Society. The Secretary of the Department of Biotechnology, Govt. of India or his nominee shall be the Chairman of the Governing Body.

9. The Director of the Institute, who shall be a distinguished scientist, and the Deans/ Group Leaders shall be appointed by the Governing Body, following the procedure laid down by the Central Government and relevant Bye-laws of the Institute. The Director shall be the Principal Executive Officer of the Institute. Until such time a full time Director of the Institute is appointed in accordance with rules and Bye-laws, a distinguished scientist may be appointed as Officer on Special Duty (OSD) and the person so appointed shall have full powers, functions and status as the Director in accordance with these rules.

10. The Society shall establish and maintain its own office, laboratories and workshops. Appointment to various posts under the Institute shall be made in accordance with the Bye-laws framed for the purpose by the Governing Body.

PROCEEDINGS OF THE SOCIETY

11. An Annual General Meetings of the Society shall be held at such time, date & place as may be determined by the President giving not less than fifteen days' clear notice. At such Annual General Meeting, the Secretary shall submit the Annual Report and the Audited Accounts of the society, together with the Auditor's Report thereon. The Annual Report duly passed and adopted by the Society shall be submitted to the Government for placing the same before the Parliament. The quorum of the meeting shall be 50% of the society members.

12. The President may convene a Special General Meeting of the Society, whenever he/she thinks fit.

13. The President shall convene a Special General Meeting of the Society on the written requisition of not less than seven members of the Society.

14. Any requisition so made by the members of the Society shall express the objectives of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.

15. At all the Special General Meetings on subjects other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorized by the President.

16. Excepting as otherwise provided in these rules, all meetings of the Society shall be called by notice under the signature of the Secretary or the President.

17. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.

18. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.

19. The President of the Society shall preside at all meetings of the Society and if he is not present at any meeting or in his absence, the Chairman of the Governing Body shall preside at that meeting. In case the Chairman of the Governing Body is also not present, in his absence, then a member shall be elected from amongst those present to preside over that meeting.

20. No business shall be discussed at a meeting of the Society, whilst the chair is vacant except the election of a Chairman.

21. Atleast 50% of the Society members present in person shall form a quorum at every meeting of the Society.

22. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.

23. Each member of the Society shall have one vote. In case of a tie of votes, the President, Chairman or member presiding over the meeting, as the case may be, shall have the casting vote.

THE GOVERNING BODY

24. The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, Bye-laws and orders of the Governing Body. The Governing Body of the Society will be chaired by the Secretary, DBT or his nominee. The composition of the Governing Body will be as follows:

a)	Secretary, DBT or nominee	- Chairman
b)	Secretary, DARE or Nominee	- Member
c)	Animal Husbandry Commissioner, GOI	- Member
d)	Financial Advisor, DBT	- Member
e)	Sr. Advisor/ Advisor, DBT	- Member
f)	Experts from Various fields(5)	- Member
g)	Industry representatives (3)	- Member
h)	VC, University of Hyderabad	- Member



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

- i) One of the Deans /Group Leaders (by rotation) - Member
- j) One faculty nominee of NIAB - Member
- k) Director of the Institute - Member Secretary

The nominations of the expert members and industry representatives to the Governing body shall ordinarily be done by the Chairman in accordance with the guidelines framed for this purpose in the NIAB bylaws.

25. Unless his membership of the Governing Body is terminated as provided in Rule 26 and subject to the provisions of Rule 26, each nominated member of the Governing Body shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Body, but he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the out-going member.

26. A member of the Governing Body shall cease to be a member on the happening of any of the following events:

a. If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Body or he goes abroad for a continuous period exceeding one year.

b. If he does not attend three consecutive meetings of the Governing Body.

27. Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the Chairman.

28. Whenever a person holds the membership of the Governing Body by virtue of an office held by him (ex-officio), his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.

29. The members of the Governing Body shall not be entitled to any remuneration from the Society except the full time Director and Deans/ Group Leaders of the Institute. The members of the Governing Body or any Committee appointed by it may be paid by the Society such traveling and daily allowances and honorarium as may be provided for in the bye-laws.

30. A person holding the membership of the Governing Body by virtue of an office held by him (ex-officio) shall normally attend the Governing Body meetings. In exceptional circumstances, he may nominate a representative on his behalf. However, the nominee will not have any voting right.

31. The Secretary shall attest the signatures of all the members of newly elected Governing Body and will ensure that the said signature of the Governing Body tally with the annual list as filed with the Registrar of Societies before 15 days of the succeeding month in which elections were held.

FUNCTIONS AND POWERS OF THE GOVERNING BODY

32. The Governing Body shall generally carry out and pursue the objectives of the Society, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.

33. The Governing Body shall exercise all the powers of the Society, subject, nevertheless, to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.

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

i. Consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the Governing Body may think fit.

ii. Create and abolish posts in accordance with the relevant Bye-laws of the Institute.

iii. Appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties and terms of employment.

iv. Enter into arrangements with the Government of India and with the State Government and other public or private organizations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and/ or international agencies or organizations the prior approval of the Government of India has been obtained.

v. Takeover, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society; provided for any such activity involving a foreign and/ or international agency or organization, the prior approval of the Government of India has been obtained.

vi. Appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them.

vii. Delegate such administrative and financial powers as it may think proper, to the Chairman, the Director, Group Leaders and such other officers of the Society as may be considered necessary; and

viii. To frame, amend or repeal Bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:-



- a) Preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;
- b) Procedure for recruitment of scientists and officers in the service of the Society;
- c) Terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society;
- d) Terms and conditions governing the grant of scholarships, fellowships, awards and grants-in-aid for research schemes and projects.
- e) Such other matters as may be necessary for the administration of the affairs and funds of the society.

PROCEEDINGS OF THE GOVERNING BODY

- 35. Every meeting of the Governing Body shall be presided over by the Chairman and in his absence, a member chosen from amongst the members present.
- 36. Atleast 50% members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.
- 37. Not less than fifteen days' clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 38. Normally one meeting of the Governing body shall be held at least once in each half of the year or more frequently, if need arises in the opinion of the Chairman.
- 39. The decision of the Governing Body shall be taken by consensus of the members present or the majority of the members present and voting.
- 40. The Chairman may himself call, or by a requisition in writing signed by him, may ask the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall forthwith call such a meeting.
- 41. Seven members of the Governing Body may, by a requisition in writing signed by them; request the Secretary to call a meeting of the Governing Body and on receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.
- 42. Each member of the Governing Body shall have one vote, except as provided in Rule 30 and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman or the member presiding over the meeting shall have a casting vote.

43. Any business which may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body.

44. The Chairman may, irrespective of the opinion of the members of the Governing Body, refer any question, which in his opinion is of sufficient importance, for decision to the Government of India. In such an eventuality the decision of the Government of India shall be binding on the Society and its Governing Body.

BYE-LAWS

45. The Governing Body may make Bye-laws and from time to time add to, amend or repeal such Bye-laws. Subject to the provisions of the Memorandum of Association and these Rules, the Bye-laws may provide for the promotion, organization, furtherance and coordination of the scientific, technical and collaborative activities of the Institute as detailed in the Objectives in the Memorandum of association of the Institute. In particular, the Bye-laws may provide for all or any of the following matters:

- a) Conduct of business by the Governing Body and the committees constituted by it, the powers and functions of such committees and the terms of office of their membership;
- b) Travel and daily allowances payable to the Chairman and members of the Governing Body for journeys undertaken by them for attending the meetings of the Body, or of the committees set up by the Body or in connection with any business of the Institute;
- c) Courses of study and research;
- d) Fees to be charged for courses of research or other academic programmes of the Institute;
- e) Terms and conditions of the award of honorary appointments, fellowships, scholarships, medals and prizes;
- f) Creation, abolition and up-gradation of scientific, technical, administrative and other posts; as per Department of Personnel & Training (DoPT), Government of India guidelines.
- g) Term and tenure of appointments, leave, vacation and deputation, and such other matters as travelling allowances, disciplinary rules and appeals, term and conditions of service, including probationary period, termination from service, etc.; broadly based on the service rules & other conditions of service in Government of India.
- h) Constitution of provident fund and other retirement benefit schemes and medical and group insurance schemes for the benefit of the employees of the Institute;
- i) Delegation of powers, duties and functions of employees of the Institute;

- j) Finance and Accounts including maintenance of accounts and audit;
- k) Making and execution of agreements, contracts and other instruments;
- l) Conduct and defence of legal proceedings and the manner of signing pleadings;
- m) Procedure for the operation of bank accounts; and
- n) Such other matters as may be necessary for the administration of the affairs of the Institute.

FUNCTIONS AND POWERS OF THE CHAIRMAN

46. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.

47. The Chairman may, in writing, delegate such of his powers as he may think necessary to the Director.

DIRECTOR:

48. a. The appointment of the Director shall be made by the Governing Body on recommendation of search committee constituted by the Body, following the

procedure laid down by the Central Government and relevant by laws of the institute. The Director of the Institute shall be an eminent scientist or an eminent Senior Professor.

- b. The tenure of appointment of the Director shall be five years at a time, provided that a Director whose term of appointment is over may be asked by the Governing Body to continue to hold office till a new Director is appointed and assumes charge of his office. On completion of the term, a Director may continue as an Eminent Scientist according to the rules of service and retirement, on approval of Governing Body, in consultation with department of Biotechnology.
- c. The Director shall be the executive head as well as the academic head of the Institute and shall be in administrative charge of the Institute and its employees.
- d. It shall be the duty of the Director to see that the provisions of the Memorandum of Association, the Rules and Regulations and the Bye-laws are duly observed and he shall have all the powers necessary for that purpose.
- e. The Director shall exercise general control over the affairs of the Institute and shall give effect to the decisions of the Governing Body and the Scientific Advisory Committee.

- f. The Director may delegate powers, functions and duties to any other member(s) of the staff of the Institute with the approval of the Governing Body as deemed necessary for the efficient administration of the Institute and for a proper and effective control over the staff. The powers delegated to the Director by the Governing Body may also be delegated by the Director to others but only with the approval of the Governing Body.
- g. The Director may constitute committees with such functions as may be assigned to them to assist him.
- h. All powers relating to the proper maintenance of discipline in the Institute shall be vested in the Director.
- i. The Director shall have the authority to incur expenditure to such extent and in such a manner as may be prescribed by the Governing Body from time to time.
- j. Subject to the rules, the Director shall have the power on behalf of the Institute to sanction all expenditure within the approved budget and to make re-appropriations, subject to the conditions prescribed in Rule 67-68.
- k. The Director shall have the power on behalf of the Institute to negotiate and authorize contracts being entered into in the name of the Institute.
- l. Subject to the provisions of these Rules and Regulations and the Bye-laws, the Director shall also discharge such functions and exercise such powers as may be delegated to him by the Governing Body.
- m. If in his opinion an exigency has arisen which requires immediate action to be taken in the interest of the Institute, the Director shall, in consultation with the Chairman, take such action as deemed necessary and shall report the same at the next meeting of the body, if any, which would in the ordinary course have dealt with the matter.


OFFICIATING OF PRO TERM DIRECTOR:

49. Notwithstanding anything contained in Rule 48, the Governing Body may appoint a person to officiate as Director in the Absence of the Director appointed under Rule 48. The Governing Body may also make the appointment of a pro term Director in a vacancy in the office of the Director. An appointment under this rule shall be for a period not exceeding one year at a time. An officiating Director or a pro term Director shall discharge only such of the duties and functions vested in the Director under these Rules or as may be assigned to him from time to time by the Governing Body, and the Governing Body may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or the pro term Director. The emoluments and other terms and conditions of the officiating or the pro term Director shall be as fixed by the Governing Body.

FUNCTIONS AND POWERS OF THE DIRECTOR

50. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, the Director shall be responsible for

Amended on 30.09.2019


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

the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these rules and Bye-laws.

51. The Director shall, subject to the provisions of these rules and Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions through the respective Group Leaders of the institute.

52. The Director of the Institute shall be the Secretary of the Society. For the purposes of the Societies Registration Act, the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

53. The Director shall be responsible for designing and maintaining the unified integrity of perspective for NIAB, and ensuring that any other centers of the Institute that are established function coordinately in the framework of this perspective. Further, the Director will conduct the administration and financial business of the society and the institute through the 'Apex Committee' (AC) chaired by him and with all the Group Leaders of the institute as members. The AC will prepare the institute budget which shall be submitted to Department of Biotechnology, Govt. of India or other funding sources by the Director. The other major responsibilities of the AC include the constitution of the Technical Advisory Committees and Management committees of the various departments, allocation of budgets to various departments and the general administration of the institute and to develop an ecosystem for creativity and innovation. The broad approach would be one of nurturing and employing collective wisdom in governance and also in identifying new initiatives. Where the departments are developed in partnership with outside agencies, the terms of agreement for governance shall be adhered to, within the overall spirit of collaborative management.

FUNCTIONS AND POWERS OF GROUP LEADERS

54. The NIAB will have four domains as Group I: Research (Animal Genomics, Transgenics and animal biotech products, Reproductive Biotechnology, Animal Health Biotechnology, Animal Nutrition Enrichment); Group II: Human Resource Development; Group III: Bioinformatics; Group IV: Business Development. The Group Leaders will be the heads of the divisions. They will have administrative and financial powers for the day-to-day functioning of their areas within the allocated budget, in consultation with the Apex Committee. The administrative and financial powers of the Group Leader will be as determined by the Governing Body. The Group Leaders will primarily lead their respective domains, nurture scientists in the group and their scientific endeavors, facilitate collaboration with other domains and help develop lateral linkages. The endeavor would be to evolve a non-silo approach to R&D and Management.

ADJUNCT FACULTY:

Eminent, National and International Scientists:

55. Scientists in Animal biotechnology and experts in allied fields working in other organizations, including eminent national and international scientists, may be invited to be associated with the Institute as Adjunct Faculty to participate in its academic or other work. They may lead collaborating groups in their own organizations or lead or be part of a team within the Institute for a short period of a few months to longer periods.

CLASSIFICATION OF STAFF:

56. The members of the staff of the Institute other than the Director shall be classified as follows:

- a) **Scientific Staff:** Members of the staff engaged in research work/ academic work, who shall include the Director, Group Leaders and scientists with different designations and classifications (such as Scientist-B,C,D,E,F and G), Visiting Professors/ Visiting scientists, Visiting Fellows, etc., and such other staff as may be included by the Governing Body from time to time in this category;
- b) **Technical Staff:** Under this category shall be engineers, technical officer/ Assistants, Business Development Officer, System Administrators, Animal House Managers, Library staff, and other members of supporting staff doing technical work and generally with degrees/ diplomas/training in engineering, science, medicine or allied areas, or technical areas including library science;
- c) **Administrative Staff:** Members of staff engaged in the administration of the Institute such as Registrar, Administrative Officer, Finance/ Accounts Officer, Purchase Officer, Stores Officer, Management Assistants, Clerical and such other staff doing administrative work.
- d) **Auxiliary Staff:** Staff appointed for Guest House. Canteen, Hostel, Security & Reception, maintenance, etc. and such staff generally assisting or helping in various auxiliary activities of the Institute.

APPOINTMENTS:

- 57 a. There shall be Selection Committees for making recommendations to the Governing Body for appointment to the posts of Scientists in the Institute and to such other posts as may be prescribed under the Bye-laws. All selection committees shall be approved by the Chairman, Governing Body. The Governing Body shall have the discretion to invite eminent scientists to serve as faculty members in the Institute without recourse to selection committees for a defined period of time on a contractual/visiting basis. The selection committees for this purpose shall be presided over by a committee appointed by the Director. Offers of appointment up to the level of Scientist-D can be made by the Director and reported to the Governing Body. Offers of appointments at the level of Scientist-E and above will be made by the Director after approval by the Chairman, Governing Body and as per Government norms.
- b. Subject to these provisions, the composition of the selection committees shall be as laid down in the Bye-laws.
- c. It shall be open to the appointing authorities to offer appointments either on contract up to five years at a time or on a continuing basis till the attainment of superannuation, which will be sixty years or as per Department of Personnel & Training (DoPT), Government of India guidelines. The appointments may include such probationary periods as may be laid down in the Bye-laws.
- d. For appointment of scientist up to the level of Scientist-G, the appointing authority shall have the flexibility to (i) select candidates on a 'direct offer' basis without the usual recruitment process to an extent not exceeding 10% of the sanctioned manpower for recruiting exceptional overseas candidates or to compensate for sudden loss of leadership in challenging technical areas and (ii) to recommend to the Governing Body to offer one scale higher than a level of an available post of a candidate of exceptional merit. Based on the recommendation of the selection committee, the Governing Body or the Director, as the case may be, shall have the power (i) to appoint any or all of the candidates selected to existing supernumerary posts immediately or within a period of one year, and (ii) to sanction a higher scale to candidates with exceptional merit. Such appointments will be made in consultation with Department of Biotechnology.
- e. Notwithstanding anything contained in these Rules, contractual appointments may be made. When the duration of such appointment is for a period not exceeding one year, it shall be made by the Director and reported to the Governing Body. When the duration of such appointment exceeds one year, it shall be made by the Governing Body on the recommendation of a selection committee, in consultation with Department of Biotechnology.
- f. Any employee of the Institute may resign office by a letter addressed to the Director provided that such resignation shall take effect only from the date on which the same is accepted by the authority competent to make appointment for the time being; provided further that in the case of the Director, the resignation letter shall be addressed to the Chair of the Governing Body. The period of notice, if any, to be given by either side may be provided for in the Bye-laws.

g. The Governing Body shall be competent to terminate the services of any employee of the Institute for reasons and in the manner to be provided for in the Bye-laws, which shall include a reasonable opportunity being given to the employee concerned to explain and to defend himself in the matter.

THE FINANCE COMMITTEE, THE SCIENTIFIC ADVISORY COMMITTEE AND BUILDING COMMITTEE:

58. The administrative, technical and financial management of the Institute will be under the advice of the Governing Body. The Governing Body would conduct periodical review and monitoring of the activities and take remedial measures as deemed fit to meet the aims and objectives of the Institute. The Governing Body would nominate the Finance Committee, the Scientific Advisory Committee and Building Committee. The tenure of these committees will be for three years.

FINANCE COMMITTEE

59. The Finance Committee would consist of the following:

- | | | |
|----|--|--------------------|
| a) | Secretary, DBT | - Chairman |
| b) | Financial Advisor, DBT | - Member |
| c) | Experts (2) | - Member |
| d) | Three nominees of Governing Body of NIAB | - Member |
| e) | Advisor, DBT | - Member |
| f) | Director/OSD of the Institute | - Member Secretary |

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

The functions of the Finance committee shall be:

- a) to consider the annual budget estimates and the revised estimates of the Institute and to make recommendations to the Governing Body;
- b) To consider proposals for new expenditure before they are considered by the Governing Body and to make recommendations to the Governing Body;
- c) To consider the re-appropriation statement and to make recommendations to the Governing Body;
- d) To review the finance of the Centre from time to time and to make recommendations to the Governing Body;
- e) To consider the annual statements of accounts and the audit report thereon and make recommendations to the Governing Body;
- f) To consider and review the investments of the Centre periodically and make recommendations to the Governing Body;
- g) To approve financial allocation for intramural or collaborative programmes;

h) To tender advice and make recommendations to the Governing Body on any other finance matter affecting the Centre, either on its own initiative or on the initiative of the Director or of the Governing Body.

Meetings of the Finance Committee shall ordinarily be held before every meeting of the Governing Body and on such date and time and at such place as may be fixed by the Chairman of the Committee. The Chairman may, however, convene additional meetings of the Committee to consider any urgent financial matters.

In the absence of the Chairman of the Finance Committee at any meeting of the Committee, a chairman for the meeting shall be elected by the members of the Finance Committee present.

Quorum- Five members shall form a quorum.

As far as possible it shall be the endeavour of the Governing Body to decide all matters by a consensus. However, in case of any difference of opinion on any matter, the same shall be decided by a majority of votes of the members present at a meeting of the Governing Body. In the case of an equality of votes, the Chairman shall have a casting vote.

The minutes of the meeting of the Finance Committee shall be placed before the Governing Body for ratification.

SCIENTIFIC ADVISORY COMMITTEE

60. The Scientific Advisory Committee (SAC) will be constituted by the Governing Body for formulating scientific programmes of the institute, monitoring of the programmes and advising on policy matters relating to research & translational service. The institute will be externally evaluated by a panel set up by the Governing Body, once in 3 years. The composition of SAC will be as follows:

- | | |
|--|--------------------|
| a. Eminent Scientist | -Chairman |
| b. International and national Experts with research excellence (5) | -Member |
| c. Scientist with innovation or with industry background (3) | - Member |
| d. Deputy Director General (AS), ICAR | - Member |
| e. Advisor, DBT | - Member |
| f. Director of the Institute | - Member Secretary |

The Scientific Advisory Committee shall evolve the scientific and technical programs of the Institute, review them periodically and shall take further course of action as would be deemed fit for furthering the scientific and technological research and other functions of the Institute. The recommendations of the Committee would be submitted to the Governing Body for approval. It should meet at least once a year. The tenure of the Committee shall ordinarily be for a period of 3 years, which can be extended or reconstituted by the Governing Body after 3 years.

BUILDING COMMITTEE

61. A Building Committee will be constituted by the Governing Body to advise on construction/infrastructure development work, maintenance work and also provide policy directions in such matters.

The Finance, Scientific Advisory, and Building Committees will be advisory bodies to the Governing Body.

REMOVAL OF THE MEMBERS OF THE VARIOUS BODIES OF THE CENTER:

62. Any member of the Governing Body, the Scientific Advisory Committee or any other body may be removed by a resolution of the Society by a majority of not less than two-thirds of the members present and voting, on the ground that (a) the member has become incapable of performing his duties; and/or (b) the member has been convicted by a court of law of an offence which, in the opinion of the Society, involves moral turpitude and/or acts of omission or commission found to be detrimental to the interest of the Institute.

FUNDS OF THE SOCIETY

63. The funds of the Society will consist of the following:

- i) Lump sum, recurring, and non-recurring grant made by the Govt. of India.
- ii) Funds for research projects undertaken from other project funding agencies and industry.
- iii) All money received by the Society by way of grants, gifts, donations or other contributions.

64. All funds of the Society shall be paid into the Society's account with either in a Government Treasury/ Sub Treasury or Reserve Bank of India, branches of the State Bank of India and its subsidiaries or in a scheduled/ nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on this behalf by the Governing Body.

65. The income and property of the Society, however derived, shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Society and payments in lieu of intellectual property as per guidelines by the Governing Body.

BUDGET ESTIMATES

66. The annual budget of the institute shall be drawn up in a form approved by the Governing Body. It shall be prepared and placed before the Governing Body for approval by such date as may be prescribed by the Governing Body.

APPROPRIATION

67. The funds of the institute shall normally be appropriated for expenditure only on items which have been approved by the Governing Body. However, the funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Governing Body, which shall have full powers to appropriate sums there from to meet the expenditure of the institute.

RE-APPROPRIATION

68. The Director shall have the power to make re-appropriations subject to the following conditions:

- (a) Re-appropriations to augment the provisions under the heads Salaries, Establishment, Provident fund contribution/ Retirement benefit and Allowances shall require a prior consent of the Governing Body;
- (b) No re-appropriations shall be made from a head of Non-Recurring head expenditure to the head of Recurring head expenditure;
- (c) Re-appropriations within the heads of Non-Recurring expenditure to cover expenditure on a new project not included in the budget shall require a prior consent of the Governing Body; and
- (d) All re-appropriations made shall be reported to the Governing Body at its subsequent meetings for ratification.

ACCOUNTS AND AUDIT

69. The nature of audit to be applied should be based on financial norms which take into account the intellectual component of research resulting in tangible and intangible benefits and costs thereto.

70. The accounts of the Institute shall be maintained on an up-to-date basis, following established audit norms. The Governing Body may from time to time issue guidelines on the maintenance of funds, management of expenditures and operation and maintenance of accounts. The accounts of the Institute shall be made up to the 31st day of March of each year.

71. The accounts of the Institute shall be audited annually by a Chartered Accountant or a firm of Chartered Accountants.

72. The Comptroller and Auditor General of India shall have the right to demand production of books of accounts, connected vouchers and other documents papers and to inspect the office of the Institute.

ANNUAL REPORT

73. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Executive Director of the Institute under the supervision of Governing Body for the information of the Government of India and the members of the Society. This report and the audited accounts of the Society along with the auditor's reports thereon shall be placed before the Society at the Annual General Meeting.

ALTERATION OF RULES/OBJECTIVES

74. The Rules of the Society may be altered at any time on the recommendation of the Governing Body by a resolution passed by a majority (2/3rd) of the members of the Society present at any meeting of the Society.

75. All provisions contained in the Societies Registration Act, XXI of 1860 as applicable to State of Andhra Pradesh, shall apply to this Society.

76. Upon a resolution passed by a majority of the members of the Society, not less than 3/4th of the total members of the Society can determine that the Society shall be dissolved forthwith or on such date as may be agreed upon and confirmed by 3/4th of the members present at a second special meeting with at least 30 days notice in writing.

77. None of the Objects of the Society shall be amended without the prior approval of the Director of Income Tax (Exemption), Hyderabad.

WINDING UP

78. The Society shall at the same meeting and at the time of passing a resolution dissolving the Society, determine the method to be followed for disposal and settlement of its property and debts. In the event of dissolution, the property and funds of the Society that remain after the satisfaction of all its debts and liability shall not be paid to or distributed among the members of the Society or any of them but shall be given to some other Society with similar aims and objectives which has been recognized by the Income Tax authorities under the provisions of Income Tax Act, provided that such other Society shall be determined by the votes not less than 3/4th of the members present personally at the time of the dissolution or in default thereof by the Principal court of original civil jurisdiction of the district in which the registered office of the Society is situated.

BENEFITS OPEN TO ALL:

79. The benefits of the Society shall be open to all irrespective of caste, creed or religion.

ESSENTIAL CERTIFICATE:

80. "Certified that this is the correct copy of the rules and Regulations of the Society"

APPENDIX-3

NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY
(An Autonomous Institute under the Department of Biotechnology, GoI)

Composition of Society

S.No	Name	Remarks	
1	Hon'ble Minister of Science & Technology, Govt of India, New Delhi	President	Ex-officio
2	Secretary, DBT, New Delhi	Member	Ex-officio
3	Financial Adviser DBT, New Delhi	Member	Ex-officio
4	JS (Admin), DBT, New Delhi	Member	Ex-officio
5	Secretary, DARE, New Delhi	Member	Ex-officio
6	Animal Husbandry Commissioner, GoI New Delhi	Member	Ex-officio
7	Sr Advisor / Advisor, DBT, New Delhi	Member	Ex-officio
8	Vice Chancellor, University of Hyderabad, Hyderabad	Member	Ex-officio
9	Five Experts from various fields	Member	To be nominated by Chairperson GB
10	Three Industry representatives	Member	To be nominated by Chairperson GB
11	One of the Deans / Group Leaders (by rotation)	Member	To be nominated by Chairperson GB
12	One faculty nominee of NIAB	Member	To be nominated by Chairperson GB
13	Director, NIAB	Member Secretary	Ex-officio

NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY
(An Autonomous Institute under the Department of Biotechnology, GoI)

Composition of Governing Body

S.No	Name	Remarks	
1	Secretary, DBT, New Delhi	Chairperson	Ex-officio
2	Financial Adviser DBT, New Delhi	Member	Ex-officio
3	JS (Admin), DBT, New Delhi	Member	Ex-officio
4	Secretary, DARE, New Delhi	Member	Ex-officio
5	Animal Husbandry Commissioner, GoI New Delhi	Member	Ex-officio
6	Sr Advisor / Advisor, DBT, New Delhi	Member	Ex-officio
7	Vice Chancellor, University of Hyderabad, Hyderabad	Member	Ex-officio
8	Five Experts from various fields	Member	To be nominated by Chairperson GB
9	Three Industry representatives	Member	To be nominated by Chairperson GB
10	One of the Deans / Group Leaders (by rotation)	Member	To be nominated by Chairperson GB
11	One faculty nominee of NIAB	Member	To be nominated by Chairperson GB
12	Director, NIAB	Member Secretary	Ex-officio

NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY
(An Autonomous Institute under the Department of Biotechnology, GoI)

Composition of Finance Committee

S.No	Name	Remarks	
1	Financial Adviser, DBT, New Delhi	Chairman	Ex-officio
2	Director, NIAB	Member	Ex-officio
3	Sr Advisor / Advisor, DBT, New Delhi	Member	Ex-officio
4	Two nominees of Governing Body	Member	To be nominated by GB
5	Senior manager (Admin & Fin), NIAB	Member	Ex-officio
6	Manager (Office & Finance)	Non- Member Secretary	Ex-officio

NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY
(An Autonomous Institute under the Department of Biotechnology, GoI)

Composition of Scientific Advisory Committee, NIAB

Sl.No.	Name	Remarks	
1	Eminent Scientist	Chairman	To be nominated by Chairperson GB
2	International and national Experts with research excellence (5)	Member	To be nominated by Chairperson GB
3	Scientist with innovation or with industry background	Member	To be nominated by Chairperson GB
4	DDG (AS), ICAR	Member	(Ex-officio)
5	Advisor, DBT	Member	(Ex-officio)
6	Director, NIAB	Member Secretary	(Ex-officio)

Dr. A.K. Rawat
Director
Phone: 011-24369614 (O)
E-mail: akrawat@dbt.nic.in

BT/AA/01/NIAB/2006-SAC

Dated: 27.03.2018

Dear Dr. Majumdar,

I am pleased to convey that the Scientific Advisory Committee (SAC) of National Institute of Animal Biotechnology (NIAB), Hyderabad has been re-constituted under the Chairmanship of Dr. K. M. Bujarbaruah as per annexure enclosed. The competent authority has also provided flexibility to NIAB to invite special invitees, maximum three experts, in the SAC meetings. The tenure of the committee will be for three years duration, which can be extended or reconstituted by the Governing Body after completion of its tenure.

You are requested to kindly intimate constitution of SAC to the members along with terms and conditions as per Memorandum of Association of NIAB.

This has the approval of the Secretary, DBT vide Dy. No. F-946 dated 26/03/2018.

With regards,

Yours sincerely,



(A. K. Rawat)

Dr. Subeer S. Majumdar,
Director,
National Institute of Animal Biotechnology,
D. No. 1-121/1, 4th and 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad-500049



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

Annexure

Composition of Scientific Advisory Committee of National Institute of Animal Biotechnology, Hyderabad.

S. No.	Expert	
1.	Dr. K. M. Bujarbaruah, Vice Chancellor, AAU, Assam	Chairman
2.	DDG (AS), ICAR, New Delhi	Member
3.	Dr. A. K. Rawat, DBT, New Delhi	Member
4.	Prof. John Hickey, Roslin Institute, UK / Prof. Avery August, Cornell University, USA*	Member
5.	Prof. R. Medhamurthy, IISc., Bangalore	Member
6.	Dr. Shekhar Mande, Director, NCCS, Pune	Member
7.	Dr. Chamdrima Saha, Ex Director, NII, N.D.	Member
8.	Dr. B. P. Mishra, IVRI, Izatnagar	Member
9.	Dr. G. R. Chandak, CCMB, Hyderabad	Member
10.	Prof. G. D. Raj, TANUVAS, Chennai	Member
11.	Dr. K. R. Trivedi, NDDDB, Anand, Gujarat	Member
12.	Director, NIAB, Hyderabad	Member Secretary

*If Prof. John Hickey is unavailable on specified date of SAC, NIAB can call the alternate overseas scientific expert.

See Centre for

Dr. A.K. Rawat
Joint Director
Ph. 011-24363656 (O)
email: akrawat@dbt.nic.in

BT/AA/01/NIAB/2006

Date: 15.08.2011

Dear Prof. Reddanna

Please find enclosed an order of the composition of the Governing Body of National Institute of Animal Biotechnology along with its functions and powers as an Annexure-I. You are requested to arrange to organize first meeting of the Governing Body at the earliest.

With kind regards

Yours Sincerely,



A.K. Rawat

Prof. P. Reddanna,
Officer on Special Duty
National Institute of Animal Biotechnology
Visiting Scholars House, Lake View Green House
University of Hyderabad
Prof. C.R. Rao Road, Gachibowli
Hyderabad- 500046



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

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



ब्लॉक-2/7 वा तल, सी० जी० ओ० कम्प्लेक्स
लोदी रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

ORDER

BT/01/NIAB/2006

Dated: 11.08.2011

With the approval of the competent authority, the Governing Body of 'National Institute of Animal Biotechnology (NIAB)' is constituted as under

- | | | |
|---------|--|----------|
| (i). | Secretary,
Department of Biotechnology
Ministry of Science & Technology
Government of India,
CGO Complex, Lodhi Road, New Delhi- 110003 | Chairman |
| (ii). | Secretary or nominee,
Department of Agricultural Research and Education
Ministry of Agriculture, Government of India
Krishi Bhawan, New Delhi- 110001 | Member |
| (iii). | Animal Husbandry Commissioner,
Department of Animal Husbandry, Dairying and Fisheries
Ministry of Agriculture, Government of India
Krishi Bhawan, New Delhi- 110001 | Member |
| (iv). | Financial Advisor,
Department of Biotechnology
Ministry of Science & Technology
Government of India,
CGO Complex, Lodhi Road, New Delhi- 110003 | Member |
| (v). | Sr. Advisor/ Advisor,
Department of Biotechnology
Ministry of Science & Technology
Government of India,
CGO Complex, Lodhi Road, New Delhi- 110003 | Member |
| (vi). | Vice Chancellor
University of Hyderabad
Hyderabad-500 046 | Member |
| (vii). | Dean/Group Leaders(by rotation):
National Institute of Animal Biotechnology
Hyderabad | Member |
| (viii). | Faculty nominee of NIAB, Hyderabad | Member |

(Signature)

Comd

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

BT/01/NIA/B/2006

-2-

Member	(ix)	Dr M. P. G. Kurup, A4 / 613, Malappuram, National Games Village, Koramangala, Bangalore-560 047
Member	(x)	Dr. H. K. Pradhan, WHO Country Office, Shri Ram Bhartiya Kala Kendra, Copenhagen Marg, New Delhi-110001
Member	(xi)	Dr. Lalji Singh Ex-Director Centre for Cellular & Molecular Biology (CCMB) Uppal Road, Hyderabad 500 007
Member	(xii)	Dr. V. K. Tanja, Vice Chancellor, Guru Angad Dev Veterinary and Animal Sc. University, Ludhiana- 141 004
Member	(xiii)	Dr. K. T. Sampath, Director, National Institute of Animal Nutrition and Physiology, Adugodi, Bangalore-560 030
Member	(xiv)	Dr. V. A. Srinivasan, Research Director, Indian Immunologicals, Rakshapuram, Gachibowli Post, Hyderabad-500 019
Member	(xv)	Dr. S. N. Singh, Biovet Private Limited 560, "C" Block 1st Main Aecs Layout Kundalahalli, Bangalore-560037, Karnataka
Member	(xvi)	Dr. Satish S. Tongaonkar B-4 Pooja Heights, Azad Nagar Kothrud, Pune 411038
Member-Convener	(xvii)	Director / Officer on Special Duty National Institute of Animal Biotechnology Hyderabad

2. The Functions and Powers of the Governing Body is annexed as Annexure -I.

Contd.



सुबोध 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

Amended on 30.09.2019

3. The tenure of the Governing Body will be for a period of three year from the date of issue of the order.
4. The TA/DA and honorarium etc. to the members of the Governing Body will be paid as per NIAB Society by-laws.

A. K. Rawat

(A. K. Rawat)
Joint Director
Ph. 011 24363656(O)
Fax: 24362884
Email: akrawat@dbt.nic.in

Copy to:

- (a) Dr. S. Ayyappan, Secretary, DARE & DG ICAR, Krishi Bhawan, New Delhi- 110001
- (b) Dr. A. S. Nanda, Animal Husbandry Commissioner, DAHD&F, Krishi Bhawan, New Delhi- 110001
- (c) Financial Advisor, Department of Biotechnology, Block No. 2, CGO Complex, Lodhi Road, New Delhi- 110003
- (d) Sr. Advisor/ Advisor, Department of Biotechnology, Block No. 2, CGO Complex, Lodhi Road, New Delhi-110003
- (e) Vice Chancellor, University of Hyderabad, Hyderabad-500 046
- (f) Dr. M. P. G. Kurup, A4 / 613, Malaprabha, National Games Village, Koramangala, Bangalore-47
- (g) Dr. H. K. Pradhan, WHO Country Office, Shri Ram Bhartiya Kala Kendra, Copernicus Marg, New Delhi-110001
- (h) Dr. Lalji Singh, Ex-Director, CCMB, Uppal Road, Hyderabad 500 007
- (i) Dr. V. K. Taneja, Vice Chancellor, GADVASU, Ludhiana- 141 004
- (j) Dr. K. T. Sampath, Director, National Instt. of Animal Nutrition & Physiology, Adugodi, Bangalore-560030
- (k) Dr. V. A. Srinivasan, Research Director, Indian Immunologicals, Gachibowli, Hyderabad-500 019
- (l) Dr. S. N. Singh, Biovet (P) Limited, 560, "C" Block, 1st Main, Aecs Layout Kundalahalli, Bangalore- 560037
- (m) Dr. Satish S. Tongaonkar, B-4 Pooja Heights, Azad Nagar, Kothrud, Pune 411038
- (n) Prof. P. Reddanna, Officer on Special Duty, National Institute of Animal Biotechnology, Hyderabad
- (o) Sr. PPS to SBT
- (p) Deputy Secretary (A), DBT, New Delhi
- (q) IFD, DBT, New Delhi-110003

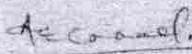
Annexure - I

NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY, HYDERABAD

Functions and Powers of the Governing Body

1. The Governing Body shall generally carry out and pursue the objectives of the Society, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.
2. The Governing Body shall exercise all the powers of the Society, subject, nevertheless, to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.
3. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provision of these rules and the bye-laws to:
 - (i). Consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the Governing Body may think fit.
 - (ii). Create and abolish posts in accordance with the relevant by-laws of the Institute.
 - (iii). Appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties and terms of employment.
 - (iv). Enter into arrangements with the Government of India and with the State Government and other public or private organizations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and/ or international agencies or organizations the prior approval of the Governing Body has been obtained.
 - (v). Takeover, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories,

Contd.





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

immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society, provided for any such activity involving a foreign and/or international agency or organization, the prior approval of the Governing Body has been obtained.

(vi). Appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them.

(vii). Delegate such administrative and financial powers as it may think proper to the Chairman, the Director, Group Leaders and such other officers of the Society as may be considered necessary; and

(viii). To frame, amend or repeal by-laws for the administration and management of the affairs of the Society and in particular to provide for the following matters -

a) Preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of funds of the Society, sale or alienation of such investments and maintenance of accounts and their audit;

b) Procedure for recruitment of scientists and officers in the service of the Society;

c) Terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society;

d) Terms and conditions governing the grant of scholarships, fellowships, awards and grants-in-aid for research schemes and projects

e) Such other matters as may be necessary for the administration of the affairs and funds of the society.

Subodh Kumar Kam / Subodh Kumar Kam
अवर सचिव / Under Secretary

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

Appendix-16

Govt of India orders regarding financial powers of autonomous bodies funded by Govt of India

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

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

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

2. With a view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/Departments are requested to take following action:-
- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure;
 - (ii) In the case of larger autonomous bodies a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
 - (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing body of the

Page | 60

Shri Subodh Kumar Ram
Under Secretary to the Govt. of India

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

310

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.

3d/-

(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.

3d/-

(S.C. MAHALIK)

Jt. Secretary to the Govt. of India.

Page | 61

Shri Subodh Kumar Ram
Under Secretary to the Govt. of India

ANNEXURE-1

NIAB-DELEGATION OF FINANCIAL POWERS TO VARIOUS AUTHORITIES

S.NO	AUTHORITY	FINANCIAL POWER
1	Senior Manager (Admin & Finance)	As may be vested by the Governing Body. As on the date of notification of these Bye-laws, the financial powers of the Senior Manager (Admin & Finance) 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	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 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>
3	Officiating/Protem/Locum tenens/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/Protem/Locum tenens/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 .
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 crore 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
Annexure-XII

Instruments / Equipment – User charges list

S. No.	Equipment (Make & Model)	Specifications/Use	No. of samples	Cost (INR)		
				Internal Staff	Academic	Corporate
1.	Confocal Microscope (Leica Micro Systems; Leica TCS SP8)	Fluorescence, live cell imaging, time lapse, etc. Excitations: 405nm, 458nm, 488nm, 514nm, 561nm and 633nm	N/A	Rs. 500 per hr.	Rs. 1,800 per hr.	Rs. 3,500 per hr.
2.	Flow Cytometer – Analyzer (BD/LSR Fortessa)	For analyzing fluorochrome labeled cells/beads in 5ml FACS tubes. Excitations: 488 nm, 640nm, 355 nm and 405nm.	1-5 samples	Rs. 300 per sample	Rs. 750 per sample	Rs. 1,500 per sample
			6-10 samples	Rs. 230 per sample	Rs. 550 per sample	Rs. 1,150 per sample
			11-15 samples	Rs. 150 per sample	Rs. 360 per sample	Rs. 750 per sample
			16-30 samples	Rs. 80 per sample	Rs. 180 per sample	Rs. 400 per sample
			31-50 samples	Rs. 40 per sample	Rs. 100 per sample	Rs. 200 per sample
			51-100 samples	Rs. 20 per sample	Rs. 50 per sample	Rs. 100 per sample



			96-well plate	Rs. 2400 per plate	Rs. 6,000 per plate	Rs. 12,000 per plate
3.	Flow Cytometer – Analyzer and Sorter (BD/FACSAria III)	For analyzing and sorting fluorochrome labeled cells/beads. Excitations: 488nm, 633nm, 375nm and 561nm.	1-5 samples	Rs. 600 per sample	Rs. 1,500 per sample	Rs. 3,000 per sample
			6-10 samples	Rs. 400 per sample	Rs. 1,000 per sample	Rs. 2,000 per sample
			11-15 samples	Rs. 300 per sample	Rs. 750 per sample	Rs. 1,500 per sample
			16-30 samples	Rs. 200 per sample	Rs. 500 per sample	Rs. 1,000 per sample
			31-50 samples	Rs. 80 per sample	Rs. 200 per sample	Rs. 400 per sample
			51-100 samples	Rs. 40 per sample	Rs. 100 per sample	Rs. 200 per sample
4.	Fast Performance Liquid Chromatography (FPLC; GE Healthcare; ÄKTA pure 25 M)	For protein purification.	N/A	Rs. 80 per hr	Rs. 200 per hr	Rs. 400 per hr
5.	High Performance Liquid Chromatography (HPLC): Preparative HPLC (Shimadzu HPLC)	C18 Column with Diode Array Detector (200-800nm	Amino acid analysis	Rs. 300 per sample	Rs. 720 per sample	Rs. 1,500 per sample



NIAB Bye-Laws 2019

			Size exclusion	Rs 80 per run	Rs 200 per run	Rs. 400 per run
6	High Performance Liquid Chromatography (HPLC): Analytical HPLC (Shimadzu HPLC)	C8 Column with Diode Array Detector (200-800 nm), Fluorescence Detector, Light scatter Detector	Reverse phase separation and purification	Rs 60 per run	Rs 125 per run	Rs 300 per run
7.	Multimode Plate Reader (Perkin Elmer; Enspire)	Absorbance, Luminescence and Time Resolved Fluorescence. Range: 230 to 800 nm.	N/A	Rs. 400 per hour	Rs. 1,000 per hour	Rs. 2,000 per hour
8.	Ultracentrifuge (Beckman Coulter; Optim XPN-100)	<ul style="list-style-type: none"> 90 Ti Fixed Angel Rotor with Max RPM 90,000, 8x13.5ml 19 Ti Rotor with Max. RPM 19,000, 6x250ml 70 Ti Fixed Angle Rotor with RPM 70,000, 8x38ml 32 Ti Swing out Rotor with RPM 32,000, 6x38.5ml 	N/A	Rs. 400 per hour	Rs. 1,000 per hour	Rs. 2,000 per hour
9.	Real Time PCR (Applied Biosystems 7500 Real Time PCR System)	Plate reading	N/A	Rs. 100 per plate	Rs. 650 per plate	Rs. 1,500 per plate

General Rules and Instructions for submitting the samples

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



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

ANNEXURE-3

(under Clause 31 of Bye-laws of NIAB Society, Hyderabad)

RECRUITMENT RULES

SCHEDULE-3
NIAB-Recruitment Rules 2017

Recruitment Rules

1. SHORT TITLE and COMMENCEMENT

These rules may be called the NIAB Recruitment Rules, 2014as amended in 2017.They shall come into effect from the date of notification of these after the approval of competent authority.

2. OBJECTIVES:

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

3. DEFINITIONS

In these rules, unless the context otherwise requires, the following terms shall connote as under:

- a) 'Age' means upper limit as specified in these rules.
- b) Annexures means the annexure attached to the Schedules of these rules.
- c) Approving Authority: shall essentially be as specified under Clause 15 to these rules.
- d) Appointing Authority: shall essentially be as specified under Clause 15 to these rules and in shall be that authority who is holding charge in regular capacity under these rules.
- e) Bye Laws: shall mean the Bye Laws of NIAB framed and amended from time to time having the finance concurrence of the Internal Finance Division (IFD) of DBT and approval of Minister-in charge of the Ministry under whom the Autonomous Institute lies.
- f) Cadre: Shall essentially mean as total strength of a service (in all relevant grades ie from lowest to highest grade comprising lowest recruitment grade to highest promotional grade) or a part of a service sanctioned as a separate unit.
- g) 'Candidate' means the person / member of staff who is eligible for consideration for any of the positions specified in the Schedules-3/1 of these rules.
- h) Competent Authority: in relation to exercise of powers under these rules shall essentially be the Minister in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is delegated.

Amended on 30.09.2019

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

- i) **DBT** means the Department of Biotechnology under Ministry of Science and Technology.
- j) **Departmental Recruitment Committee (DRC):**
- Shall essentially be a minimum of three member committee comprising of
 - An officer of the department/division for which recruitment is being conducted,
 - a member from any department/division as an external member.
 - a member from administration/personnel, who can be grade below also.
 - Shall essentially comprise of officers in Level 10 and above for all recruitments to posts in Level 5 and below.
 - Shall essentially comprise of officers in Level 12 and above for recruitments to posts in Level 7 and below.
 - Shall essentially comprise of officers/scientists in Level 13 and above for all recruitments to posts in Level 12.
 - Shall essentially comprise of Officers/Scientists in Level 14 and above for all appointments in Level 13 and 13A and below.
 - In case of non-availability of officers in the relevant grade, then the officers in relevant/higher grade of other DBT institutes in consultation with the Director/CEO of that Institute be got nominated for the committee or the matter be referred to DBT for nomination of suitable officer for the committee.
 - Shall comprise of members of reserved community in case of posts being reserved or candidates appearing for the recruitment belonging to reserved community even if the post for which recruitment is held is unreserved.
 - Shall comprise of members from minority community also (*can be a grade below*) in cases of candidates from minority community appearing for recruitment. (*Only religious minorities are to be considered ie. Muslim, Sikhs, Jain, Christians, Parsis Buddhists and like but not any other minorities like linguistic etc.*).
 - Shall essentially comprise of women/OBC member in cases of female/OBC candidates appearing for the recruitment.
 - No member of the vigilance organization shall be part of the DRC.
 - Director will constitute the committee for positions where he is the appointing authority.
- k) **Departmental Promotion Committee (DPC):** shall essentially be on the same lines as that of DRC except for clauses 3(J [viii-x])
- l) **Director** means the Director of the Institute.
- m) **DoPT** means the Department of Personnel and Training, Government of India.
- n) **Duty Post** means all the posts which are included in Schedule-3/1 to these Rules and sanctioned by the Cabinet /Department of Expenditure from time to time.
- o) **EFC** means the Expenditure Finance Committee of the Government.
- p) **Institute** means the National Institute of Animal Biotechnology, Hyderabad headquartered at Village Gopanpally, Gachibowli, Hyderabad, State of Telangana-500046.

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

- q) **Government** means Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India.
- r) **Governing Body** shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute. It shall at all times have following ex-officio members of the Government:
- s) **Levels** means levels of posts specified in Row 2 of the Schedules 3/3-3/5 comprising the cadre strength as sanctioned by Cabinet /Department of Expenditure.
- t) **MHA** means Ministry of Home Affairs under Government of India.
- u) **MEA** means Ministry of External Affairs under Government of India.
- v) **Memorandum of Association** means Memorandum of Association and Rules & Regulations of association describing the terms and condition of the Society vis-a-vis Government of India.
- w) **President** shall mean the President of the Society of NIAB as defined under the Bye Laws.
- x) **Recruitment Rules (RRs)** means the Rules framed for the purposes of recruitment for appointment to the duty posts in accordance with extant provisions as recommended by the Governing Body and approved by the Government.
- y) **SCSC:** shall mean the Search Cum Selection Committee constituted in terms of DoPT instructions issued vide OM No. 14017/11/2004-Estt.(RR) dated 30.07.2007 and circulated vide DBT OM No. BT/AI/14013/3/2011 dated 19.07.2016 for all posts in Level -14 (i.e GP 10000/-) and above .
- z) **Schedule:** means the schedules annexed to these rules.
- aa) The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities" shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament, as amended from time to time.

4. **CONSTITUTION:**

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

(*: shall also include contractually appointed persons before commencement of these Rules whose appointments are regularized by a duly constituted three member committee with the approval of the Approving Authority)

28/9/19

- (d) Annexure 3/4: Re-designation of positions vide DBT Order BT/AI/29020/01/2017 Pt file dt. 7-6-2017.
- (e) Annexure-3/5 : Conversion of one position of Scientist-D to Animal house i/c vide DBT order No. BT/AI/29020/01/2017 dt. 20-4-2017.
- (f) Annexure-3/6 : Approval from DBT for creation of hindi posts vide letter No. E-13013/01/2015-Hindi dated 26-7-2016
- (iii) Notwithstanding anything contained in sub rule 7(i-ii) of these rules, the Government may by Notification
- (a) Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and pay scales of duty posts specified in Schedule-3/1 of these rules.
- (b) Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute

8. FUTURE MAINTENANCE OF THE SERVICE And Method Of Recruitment and Promotion For Cadre Posts:

- i. From the commencement of these rules, all the initial appointments are to be made in grades to be filled by direct recruitment as per quota specified in the Schedules.
- ii. The method of appointment by Direct Recruitment/Promotion/Deputation to any grade and percentage of appointment by each method is detailed in the Schedules-3/3-3/5 of these Rules.
- iii. The posts where Reservation Rules for members of SC/ST/OBC community shall be applicable as per extant instructions are detailed vide Row-6 of Schedule-3/3 of these Rules for Scientific Cadre. It is proposed to exempt posts in Scientific cadre in Level-11 to Level-14 from the purview of the reservation if the same is being filled by MFCS subject to approval of the same from the competent authority. No post of Administrative and Technical Cadres to be filled by Direct recruitment shall be exempt from Reservation Rules
- iv. Posts in Scientific Cadre in Level 11 to Level-14 for Scientific Cadres only shall fall under the purview of in situ promotion under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions.
- v. Minimum eligibility in grade to be eligible for promotion under MFCS is detailed vide Row No 18 of Schedule-3/3 of these Rules.
- vi. For administrative and technical cadres the policy of vacancy based promotions with minimum eligibility in grades as specified under Schedule-3/4 to 3/5 shall be adhered to.
- vii. Policy of Modified Assured Career Progression shall be applicable to all cadres.
- viii. Upper age limit for Direct Recruits from open market is detailed vide Row 12 of Schedule-3/3 and Row No 11 of Schedule 3/4 & 3/5 of these Rules for unreserved candidates. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dtd 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex serviceman shall be applicable. Upper age can be relaxed for these posts with the approval of the approving authority before filling these posts by not more than 02 years.

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

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

- ix. Educational Qualifications required for eligibility are detailed vide Row 13 of Schedule-3 and Row No 12 of Schedule 4 & 3/5 of these rules
- x. Level of Departmental Recruitment Committee and Departmental Promotion Committee is detailed vide Row-Row 14 & 17 of Schedule- 3/4 & 3/5 and Row No 13 & 16 of Schedule 3/4 of these rules.
- xi. Composition of DRC, DPC shall be as per Para 3(j) and 3(k) under the Definitions of these rules.
- xii. The equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- xiii. **Application Fees for candidates**

Applying for ->	Level 9 and Below	Level -10 and above	Level 14 and above
Unreserved candidates	Rs 200/-	Rs 500/-	Rs 1000/-
SC/ST/OBC/Women candidates	Rs 100/-	Rs 300/-	Rs 500/-
Unreserved candidates from abroad with OCI Status	USD \$ 15	USD \$ 30	USD \$ 30
SC/ST/OBC/Women candidates with OCI Status	USD \$ 10	USD \$ 20	USD \$ 20

- a. All efforts to be made by the Institution to have a cost neutral exercise.

9. APPOINTMENT

- a. In case of selection to two or more posts in the same grade on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- b. The Selection Committee's recommendations, when approved by the approving authority shall remain valid for a period of one year from the date of such approval.
- c. Officers appointed shall be liable to serve anywhere in India or/and abroad.
- d. In cases of any disputes any suites or legal proceedings against the Centre, the jurisdiction shall be restricted to the Courts in the State of Telangana, which is the headquarter of the Institute.
- e. All appointments in the institute will be subject to the selected candidates being found medically fit by an authorized Medical Officer so nominated by the Institute.

[Handwritten signature]
26/11/17

10. PROBATION AND CONFIRMATION:

- i. A candidate/staff member on appointment by direct recruitment /Contract including Short term contract (>2 years period) *(except for the post of Director)* shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated/curtailed or extended for a period not exceeding one year with the approval of the Approving Authority as specified in Row 6 of Schedule-3/3 of these Rules.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
 - a. The services of the probationer, if he was directly recruited, will be terminated, and
 - b. If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.
- v. All cases of confirmation of probation shall be approved by
 - a. Chairman, Governing Body for confirmation in grades of Level-14 and above and,
 - b. Director of the Institute for the grades in Level 13A and below.
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the Approving authority does not agree with the recommendations of the confirmation committee, he shall record his reasons in writing before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Institute till his resignation/death/superannuation whichever is earlier.
- viii. Only regularly confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, seniority & promotion, medical benefits, other benefits, etc.
- ix. A regularly appointed staff shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed at Row 17 of Schedule-3/3 and 3/4 & Row 18 of Schedule-3/5, clearance from vigilance, minimum grading of very good in his annual performance report for last 04 years and on recommendations of duly constituted DPC

34)

11. NATIONALITY

- i. Only Indian nationals shall be eligible to for appointment for posts in Level 10 and above for all Scientific, Technical and administrative posts mentioned vide the Schedules.
- ii. Further, for all appointments to posts in Scientific Cadre of persons who are not Indian citizens ie are foreign nationals even if with Overseas Citizen of India (OCI) status, necessary clearances from MHA and MEA should be in place before offer of appointment is offered to such individuals.
- iii. For posts in Level 4 to 9, Indian Nationals should be preferred.
- iv. However, along with Indian nationals, nationals from Nepal and Bhutan can be appointed to lowest grade posts in Level 2 subject to clearance from MEA.

12. METHOD OF SELECTION

- i. Shall essentially be in conformity with the provisions of Para 6(III) of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 and any other instructions issued by the Central Government.
- ii. Committees constituted for the purposes of recruitment/promotion/confirmation shall be in conformity with the Schedules of these Rules as well as para 3 (j) and 3 (k) of these Rules.
- iii. No officer shall be a member of any committee if he/she has a Vigilance case pending against him/her.
- iv. Complete transparency shall be observed in the recruitment/promotion process.
- v. The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the approving authority, as provided in the RRs.
- vi. There shall be no change in vacancy/any of the procedures once the recruitment/promotion has been initiated by way of advertisement/notification and the conditions mentioned in the advertisement/notification shall be strictly adhered to, except with the approval of the competent authority.
- vii. The actual method of appointment by direct recruitment/promotion/deputation including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity with provisions of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016.
- viii. The panel recommended by the DRC/DPC prepared in order of merit for all posts in Level 13A and below shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.
- ix. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- x. Appointments shall be made by the Appointing authority as detailed in the Schedules.
- xi. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (from the date of advertisement/notification till approval from approving authority.)

26/11/19

- xii. All recruitment/promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xiii. In case of shortage of staff/difficulty in filling of posts/relaxation of eligibility conditions prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the initiation of the recruitment/promotion exercise.

13. FIRST APPOINTMENT:

- i. For all cases of Direct Recruitment shall be in conformity with Para 10 of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 and any other instructions issued by the Central Government.
- ii. All appointments in the Institute will be subject to the selected candidates being found medically fit by the medical authority as prescribed in the rules.
- iii. Officers appointed shall be liable to serve anywhere in India and / or abroad as per the directions of the Director of the Institute.

14. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION

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

- i. The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organisation. The total period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organisation/department shall not normally exceed 3 years unless extended upto the prescribed maximum period of 5 years with consent of the candidates and the lending organisation. The terms and conditions for tenure of deputation shall be as applicable in terms of extant Govt. of India instructions issued from time to time.
- ii. Subject to the concurrence of the lending Ministries/Departments/Organisations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post, if selected by the Selection Committee.
- iii. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation.. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- iv. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

- v. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organisations as mentioned above.
- vi. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute.
- vii. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- viii. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall have to compulsorily, repatriate or get absorbed.

15. APPROVING AND APPOINTING AUTHORITY

- a. **For Executive Director:** Chairman, Governing Body with the approval of the Appointments Committee of Cabinet, Govt. of India
- b. **For Posts in Level -14 and above :** Chairman, Governing Body with the approval of the Minister in-charge of the Department of Biotechnology, Govt. of India
- c. **For all other positions:** Director, NIAB

16. PERIODIC REVIEW OF RRs

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

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

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

18. CONTRACT APPOINTMENTS:

- a) All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute.
- b) The Institute shall endeavour to get model contract agreement duly approved from the Governing Body.

- c) No contractual engagement shall exceed a period of 36 months (for Scientific cadre except the post of Executive Director) which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.
- d) For non Scientific cadre staff, no contract shall exceed for a period of more than 11 months.

19. DISPLAY of RRs:

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

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

21. POWERS to RELAX/AMEND/MODIFY:

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

- 24. JURISDICTION OF THE COURTS:** In cases of any dispute, the jurisdiction of High Court of Telangana state shall be recognized.

DA:

- i. Schedule 3/1: Deals with Position of sanctioned Posts in NIAB
- ii. Schedule 3/2: Proposed redesignation of posts and levels in which the posts are proposed to be operated.
- iii. Schedule 3/3: Deals with Posts in Scientific Cadre
- iv. Schedule 3/4: Deals with posts in Technical Cadre.
- v. Schedule 3/5: Deals with posts in Administrative Cadre including Rajbhasha
- vi. Annexure 3/1: Cabinet Note with Cabinet Approval for creation of 01 post of Director
- vii. Annexure 3/2: Approval of Department of Expenditure for creation of 21 posts
- viii. Annexure 3/3: Approval of Department of Expenditure for creation of 18 posts
- ix. Annexure 3/4: Re-designation of positions vide DBT Order BT/AI/29020/01/2017 Pt file dt. 7-6-2017
- x. Annexure- 3/5 : Conversion of one position of Scientist-D to Animal house i/c vide DBT order No. BT/AI/29020/01/2017 dt. 20-4-2017
- xi. Annexure- 3/6 : Approval from DBT for creation of hindi posts vide letter No. E-13013/01/2015-Hindi dated 26-7-2016.

No.BT/AI/29022/1/2017
Government of India
Ministry of Science & Technology
Department of Biotechnology

NIAB Bye-Laws 2019

Schedule-3/1

NIAB: POSITION OF POSTS												
S. No	Department	Designation	PB	GP	Sanctioned Strength as per EFC	Posts already Created			Total	Posts to be created (Col. 6-Col.9)	On Roll	Vacancy (10-12)
						Sanctioned By Cabinet on 19-3-2010	Sanctioned by Dept of Expenditure on F.No 894847/R&I/EC.I/2 010 dtd 30-3-2011	Sanctioned by Dept of Expenditure on F.No 894847/R&I/EC.I/2 010 dtd 3-2-2016				
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Scientific & Administrative	Director		Level - 17	1	1	0	0	1	0	1	0
2	Scientific/Faculty	Scientist-H		Level - 15	4	0	1	0	1	3	0	1
		Scientist-G		Level - 14	4	0	1	1	2	2	1	1
		Scientist-F		Level - 13A	4	0	2	1	3	1	0	3
		Scientist-E		Level - 13	10	0	2	1	3	7	1	2
		Scientist-D		Level - 13	12	0	2	2	4	8	4	0
		One position of Scientist-D has been converted to Animal House i/c with the approval of GB and DBT as conveyed vide letter No.BT/AI/29020/2/2017 dated 20.04.2017										
		Scientist - C/B		Level - 11 / 10	33	0	4	4	8	25	8	0
		Sub Total			68	1	12	9	22	46	15	7
3	Technical	Technical Officer		Level - 7	24	0	4	4	8	16	4	4
		Support Staff		Level - 5	16	0	0	0	0	16	0	0
		S Total			40	0	4	4	8	32	4	4
4	Administrative	Chief Manager		Level - 13	1	0	0	0	0	1	0	0
		Senior Manager		Level - 10	1	0	1	0	1	0	1	0

Page | 39

Handwritten signature and date 26/9/17

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

Page | 80

Amended on 30.09.2019

NIAB-Recruitment Rules 2017

		Finance Officer	Level - 12	1	0	0	1	1	0	0	1
		Accounts Officer	Level - 11	1	0	0	0	0	1	0	0
		Stores & Purchase Officer	Level - 10	1	0	0	0	0	1	0	0
		Manager Stores/Estate	Level - 7	1	0	1	0	1	0	1	0
		Manager Office	Level - 7	1	0	1	0	1	0	1	0
		Security Officer	Level - 10	1	0	0	1	1	0	0	1
		PRO	Level - 10	1	0	0	0	0	1	0	0
		Librarian	Level - 6	1	0	0	1	1	0	0	1
		Medical Officer	Level - 11	1	0	0	0	0	1	0	0
		Paramedical Asst	Level - 6	1	0	0	0	0	1	0	0
		PA to Director	Level - 6	1	0	1	0	1	0	1	0
		Secretaries/ Office Assistants	Level - 6	12	0	0	0	0	12	0	0
		Clerical Staff	Level - 2/3	12	0	0	0	0	12	0	0
		Driver	Level - 2	2	0	0	0	0	2	0	0
		S Total		39	0	4	3	7	32	4	3
5	Service & Maintenance Staff	Sup. Engg	PB:3 Level - 12	1	0	0	1	1	0	0	1
		Service & Maint Engineer	PB:2 Level - 7	1	0	1	0	1	0	1	0
		Asst. Engg(Civil)	PB:3 Level - 10	1	0	0	0	0	1	0	0
		Hostel Warden	PB2 Level - 6	1	0	0	0	0	1	0	0
		Farm Manager	PB2 Level - 6	1	0	0	1	1	0	0	1
		S Total		5	0	1	2	3	2	1	2
		G Total		152	1	21	18	40	112	24	16

Page | 40

28/9/12

Proposed Redesignation and level in which the posts are proposed to be operated.

Sl No	Post Sanctioned by Department of Expenditure and Grade Pay	Re-designated and operated as
1 A	Finance Officer (PB 3 GP 7600/-) (Level-12)	Senior Manager – Admin and Finance PB 3 GP 7600/- (Level-12)
2 A	Senior Manager (PB 3 GP 5400/-) (Level-10)	Manager office and Finance (PB 3 GP 5400/-) (Level-10)
3 A	Security Officer (PB 3 GP 5400/-) (Level-10)	Manager Stores and purchase (PB 3 GP 5400/-) (Level-10)
4 A	Manager Stores & Estate (PB 2 GP 4600/-) (Level-7)	Security Officer (PB 2 GP 4600/-) (Level-7)
5 A	Manager Office (PB 2 GP 4600/-) (Level-7)	Assistant Manager Office and Estate (PB 2 GP 4600/-) (Level-7)

- In addition, one position of Junior Hindi Translator in Level-6 (PB-2, Grade Pay Rs 4200/-) and one position of Hindi typist in Level-4 (PB-1, Grade Pay Rs 2400/-) are sanctioned by DBT vide letter No. E-13013/01/2015-Hindi dated 26 July 2016. For these posts, Recruitment Rules issued by Rajbhasha Division of Ministry of Home Affairs shall be followed.
- It is certified that the financial implication of Redesignations and levels in which these posts is operated is 'NIL' and has been approved as per DBT letter No. BT/AI/29020/01/2017 Pt. file dated 07.06.2017.
- For the balance posts sanctioned by Department of Expenditure no change is proposed.

JKL
26/9/17

32

Signature

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

Amended on 30.09.2019

NIAB Recruitment Rules 2017

National Institute of Animal Biotechnology (NIAB), Hyderabad									
For Posts in Scientific Cadre									
S. No	Type	Director	Scientist-H	Scientist-G	Scientist-F	Scientist-E	Scientist-D	Scientist C	Scientist B
1	2	3	4	5	6	7	8	9	10
1	Department	HEAD of Institute	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific
2	Level as per 7 th CPC	17	15	14	13A	13	12	11/10	
3	No of Sanctioned posts as per EFC	1	4	4	4	10	12	33	68
4a	S/s of Posts proposed in AR's	1	4	4	4	10	12	33	68
4b	S/s of Posts already Created as per Cabinet Note and in operation	1	1	2	3	3	4	8	22
4c	S/s of Posts Now Proposed to be created	0	3	2	1	7	8	25	46
5	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	NA	NA	NA	NA
6	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	Not exempted. Positions are advertised with the reservation clause as of now. Matter for exemption will be taken up later for the approval of Hon'ble Minister of S&T							
7	Method of Appointment	Deputation (STC)/Absorption	Direct recruitment/Deputation (STC)/Absorption	Promotion failing with Deputation (STC)/Absorption failing which Direct Recruitment	Promotion failing with Deputation (STC)/Absorption failing which Direct Recruitment	Promotion failing with Deputation (STC)/Absorption failing which Direct Recruitment	DR	DR	
8	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	NA	NA	NA	
9	Nationality of Candidates recommended for appointment	INDIAN	INDIAN	INDIAN	INDIAN	INDIAN	INDIAN	INDIAN	
10	Is the post included in modified Flexible Complementing Scheme for promotions (only for posts in Scientific cadre)	No	No	Yes	Yes	Yes	Yes	Yes	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤55 yrs	≤50yrs	≤50 yrs	≤50 yrs	≤50 yrs	≤50 yrs	≤40 yrs	≤35 yrs

Page | 42

26/10/17

No.BT/AI/29022/1/2017
Government of India
Ministry of Science & Technology
Department of Biotechnology

NIAB Bye-Laws 2019

30/06 Recruitment Rules 2017

S. No	Type	Director	Scientist-H	Scientist-G	Scientist-F	Scientist-E	Scientist-D	Scientist-C	Scientist-B	Total
12	Min Educational Qualifications if Method of appointment is by Direct Recruitment/Deputation	As per DBT Instructions/Guidelines from time to time.	Ph.D in Veterinary Sciences/Animal Sciences/Modern Biology/Life Sciences equivalent from a recognised university with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding. (i) Evidence of leadership with 15 years of R&D experience in any one of the NIAB Thrust areas.	Ph.D in Veterinary Sciences/Animal Sciences/Modern Biology/Life Sciences equivalent from a recognised university with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding. (i) Evidence of leadership with 7 years of R&D experience in any one of the NIAB Thrust areas.	Ph.D in Veterinary Sciences/Animal Sciences/Modern Biology/Life Sciences equivalent from a recognised university with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding. (i) Evidence of leadership with 7 years of R&D experience in any one of the NIAB Thrust areas.	Ph.D in Veterinary Sciences/Animal Sciences/Modern Biology/Life Sciences equivalent from a recognised university with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding. (i) Evidence of leadership with 5 years of R&D experience in any one of the NIAB Thrust areas.	Ph.D in Veterinary Sciences/Animal Sciences/Modern Biology/Life Sciences equivalent from a recognised university with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding. (i) Evidence of leadership with 3 years of R&D experience in any one of the NIAB Thrust areas. For Animal House /C B.V.Sc. with 10 years of experience or M.V.Sc with 7 years of experience in handling experimental animals, preferably breeding and maintenance of transgenic animals for all investigations as required by CPCSEA guidelines of Government of India	Ph.D in Veterinary Sciences/Animal Sciences/Modern Biology/Life Sciences equivalent from a recognised university with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding.	M.V.Sc. / M.Sc. / M.Tech or equivalent degree from recognised University with outstanding academic & publication record alongwith 3 years of R&D experience in any of the NIAB thrust areas.	
13	Composition of Recruitment Committee	SCSC	SCSC in which Director NIAB shall be one of the member	As approved by SRT	Committee in terms of DBT OM dtd 19.07.2016					
14	Composition of Confirmation committee	NA	NA	As approved by Director	As approved by Director	As approved by Director	As approved by Director	As approved by Director		
15	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	NA	NA		
16	Composition of Promotion Committee	NA	NA	NA	Committee in terms of DBT OM dtd 19.07.2016					
17	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	5	5	4	4	3	

Page | 43

26/9/17

Govt
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

NIAB Recruitment Rules 2019

National Institute of Animal Biotechnology (NIAB), Hyderabad						
For Posts in TECHNICAL Cadre						Schedule-3/4
S.No	Type	Sup Engg	Service & Maint. Engineer	Technical Officer	Farm Manager	Total
1	2	3	4	5	6	
1	Department	Technical	Technical	Technical	Technical	
2	Level as per 7th CPC	12	7	6	5	
3	Number of Sanctioned Posts	1	1	8	1	11
4	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	
5	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	
6	Method of Appointment	Direct recruitment/Deputation (ISTC)/Absorption	DR	DR	DR	
7	%age of each method of appointment as suggested in Col. (7)	To be decided by Director	100	100	100	
8	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	
9	Nationality of Candidates recommended for appointment	INDIAN	INDIAN	INDIAN	INDIAN	
10	Is the post included for promotion under MACP	YES	YES	YES	YES	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤50 yrs	≤35yrs	≤35yrs	≤30 yrs	
12	Min Educational Qualifications if Method of appointment is by Direct Recruitment	PG in Civil / Electrical/Mechanical Engineering with 10 years of experience Desirable: Experience as Executive Engineer or equivalent post in CPWD/MES/ other Engineering departments in Government/ PSU/ autonomous bodies related to Campus infrastructure planning and maintenance. For deputation: (i) Holding analogous post on regular basis in the parent cadre or (ii) With 5 years of regular services in the grade in Level-11 (PB-3 with GP of Rs 6600) and possesses the qualification prescribed for direct recruitment	Graduate in Civil / Electrical/Mechanical Engg. from a recognized Institute/University with 3 years' experience in maintenance of HT/LT Electrical equipment / Air-conditioning equipment/Buildings, etc. Desirable: (i) Knowledge of Construction Rules/manual in any Public Undertaking/institutions. (ii) Experience in R&D Organisation	B.Sc with 7 years of experience or B.Tech/B.V.Sc./M.Sc with 3 years of experience in relevant areas like Instrumentation/ Animal Farm Maintenance/ Engg./Information Technology/ Cell/Microbial Culture Maintenance, etc.	Graduation in Animal husbandry / horticulture or Masters in Life Sciences with minimum of 50 % marks Desirable: Experience of handling of herd of farm and large animals and their day to day upkeep in research organisations or reputed farms	
13	Composition of Recruitment Committee	Committee in terms of Para 3(b) of DBT OM dtd 19.07.2016				
14	Composition of Confirmation committee	03 members of appropriate level to be constituted by Director				
15	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	
16	Composition of Promotion Committee					
17	Minimum yrs of regular service required in existing grade for promotion to next higher grade	5 years	3 Years	5 Years	5 Years	

Page | 44

26/11/2

Amended on 30.09.2019

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

No.BT/AI/29022/1/2017
Government of India
Ministry of Science & Technology
Department of Biotechnology

NIAB Bye-Laws 2019

NIAB Recruitment Rules 2017

National Institute of Animal Biotechnology (NIAB), Hyderabad										Schedule-3/5
NIAB: For Posts in ADMINISTRATIVE Cadre										
S.No	Type	Senior Manager Admin & Finance	Manager Office & Accounts	Manager S&P	Asst Manager Office & Estate	Security Officer	PA to Director	Librarian	Junior Translator	Hindi Typist
1	2	4	5	6	5	6	8	7	3	4
1	Department	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	ADMIN	Administration	Administration
2	Level as per 7 th CPC	12	10	10	7	7	6	6	For these posts, Recruitment Rules issued by Rajbhasha Division of Ministry of Home Affairs shall be followed.	
3	Number of Sanctioned Posts	1	1	1	1	1	1	1		
4	Is the post a Selection Post (S) or Non Selection Post (NS)	S	S	S	NA	NA	NA	NA		
5	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	NO	NO	NO		
6	Method of Appointment	Promotion/Deputation (ISTC)/ DR	Promotion/Deputation (ISTC)/ DR	Promotion/Deputation (ISTC)/ DR	DRQ	DRQ	DRQ	DRQ/PRQ		
7	%age of each method of appointment as suggested in Col. 9	To be decided by the Director as per vacancy and exhausting all the channels in the institute for filling the same by promotion of existing staff in lower level.				100	100	100	100	
8	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	NA	NA	NA		
9	Nationality of Candidates recommended for appointment	INDIAN	INDIAN	INDIAN	INDIAN	INDIAN	INDIAN	INDIAN		
10	Is the post included for promotion under MACP	YES	YES	YES	YES	YES	YES	YES		
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤45yrs	≤35 yrs	≤35 yrs	≤35 yrs	≤35 yrs	≤30 yrs	≤30 yrs		

Page | 45

02/12/2017

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

NIAB Recruitment Rules 2017

S.No	Type	Senior Manager Admin & Finance	Manager Office & Accounts	Manager S&P	Asst Manager Office & Estate	Security Officer	PA to Director	Librarian
1	2	4	5	6	5	6	8	7
12	Min Educational Qualifications if Method of appointment is by Direct Recruitment	Essential : Post Graduate in HRD/Personnel Management/ Accounts or MBA (Finance/HR) from a recognised Institute /University with 8 years of experience in Administration/ Establishment/ Finance/Accounts/Stores and Purchase in a Govt./Autonomous/Private Organisation of repute. Desirable Qualifications: (i) Knowledge of administrative/finance rules and regulations in Scientific organisations, computer applications/ financial management of R&D Institution /Management Information System. (ii) Experience in handling R&D organisation.	Essential : Graduate with Post Graduate diploma in HRD/Personnel Management/ Accounts or Post graduate degree in Accounts or MBA (Finance/HR) from a recognised Institute /University with 5 years experience in Administration/ Establishment/Accounts in a Govt./Autonomous/Private Organisation of repute. Desirable Qualifications: (i) Knowledge of administrative/accounting rules and regulations in Scientific organisations, computer applications/ Management Information System. (ii) Experience in handling finance of R&D organisation.	Essential : Graduate with P.G. Diploma in Materials Management with 5 years of experience in Stores/ Purchase, keeping Accounts in Stores work in a Govt./Autonomous/ Private Organisation of repute. Desirable Qualifications: (i) Knowledge of administrative rules and regulations in procurement within Scientific organisations, computer applications/ Management Information System. (ii) Experience in handling R&D organisation.	Essential : Graduate with post Graduate diploma in HRD/Personnel Management/ Finance or Post graduate degree in management/finance from a recognised Institute /University with 5 years experience in Administration/ Establishment/ Accounts/Stores/Purchase in a Govt. Organisation of repute. Desirable Qualifications: (i) Knowledge of administrative/accounting rules and regulations in Scientific organisations, computer applications/ Management Information System. (ii) Experience in handling R&D organisation.	Essential : Graduate with 50 % marks from a recognised University. More than 10 years of service in Defence/paramilitary forces. Desirable Qualifications: Completion of a course in Fire Fighting and Security from a recognised institution.	Essential : Graduate with Diploma in Office Administration (or) Diploma in Computer Applications or equivalent English paper with 5 years of experience in clerical work in a Govt. Organisation / Public Body / an Organisation of repute. Desirable Qualifications: (i) Knowledge of short hand (ii) Experience in handling R&D organisation.	Essential : Bachelor Degree in Library Science /Documentation or its equivalent grade with minimum of 50 % marks from any recognised University/Institute with minimum of 3 years of experience in Library/Informatics work in any library of a reputed Organisation with excellent communication skills in Hindi & English. Desirable : Experience in handling R&D organisation.
13	In case of recruitment by Promotion /Deputation/ Absorption, grades from which promotion/Deputation/ Absorption to be made	(i) Holding analogous post on regular basis in the parent cadre or (ii) With 5 years of regular services in the grade in Level-11 and possesses the qualification prescribed for direct recruitment	(i) Holding analogous post on regular basis in the parent cadre or (ii) With 2 years regular services in the grade in Level-8 or 3 years regular services in the grade in Level-7and possesses the qualification prescribed for direct recruitment	(i) Holding analogous post on regular basis in the parent cadre or (ii) With 2 years regular services in the grade in Level-8 or 3 years regular services in the grade in Level-7and possesses the qualification prescribed for direct recruitment				
14	Composition of Recruitment Committee	Committee in terms of Para 3(h) of DBT OM dtd 19.07.2016						
15	Composition of Confirmation committee	03 members of appropriate level to be constituted by the Director						
16	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	NA	NA
17	Composition of Promotion Committee	To be decided by director in terms of DBT OM dtd 19.07.2016						
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	5 Years	5 Years	5 Years	NA	NA	NA	2 Years

Page | 46

24/9/17

Signature

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

NIAB-Bye Laws 2017

Annexure-3/1

SECRET

Copy No. 5

No 13/CM/2010

CABINET SECRETARIAT

EXTRACTS FROM THE MINUTES OF THE MEETING OF
THE CABINET HELD AT 1030 HOURS, ON FRIDAY,
19TH MARCH, 2010, IN THE CONFERENCE ROOM (NO.
155), SOUTH BLOCK, NEW DELHI.

Case No.95/13/2010

Item 16

Establishment of "National Institute of Animal
Biotechnology" at Hyderabad, Andhra Pradesh.

The Cabinet considered the note dated 11.03.2010 from the Ministry of Science and Technology (Vigyan aur Praudhyogiki Mantralaya), Department of Bio-technology (Biotechnology Vibhag) and approved (a) the proposals contained in paragraph 14(i) and (ii) thereof, and (b) creation of the post of Director.

2. The Cabinet further directed that action for approval of other posts be taken in consultation with the Ministry of Finance separately.

SECRET

'RBK'

5 Copies

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

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

Annexure-3/3

- 12 -
Government of India
Ministry of Finance
Department of Expenditure
E.Coord.I

Reference :- Notes of D/o Biotechnology
[F.No. BT/AA/NIAB/2006-Creation of Posts (Part File)]

The proposal of D/o Biotechnology, regarding creation of 54 various posts in NIAB and revival of 03 posts has been examined in this Department and revival of 03 vacant posts of Scientists i.e. 01 post of Associate Group Leaders and 02 posts of Scientists 'F' is agreed to.

2. Creation of following posts is agreed to :-

Designation	PB + GP	No. of posts proposed for creation	No. of posts may be approved by DOE
Scientific Staff			
1. Associate Group Leaders (So-G), 01 per group	PB-4 + 10000	02	01
2. Scientist F	PB-4 + 8900	01	01
3. Scientist E	PB-4 + 8700	02	01
4. Scientist D	PB-3 + 7500	04	02
5. Scientist C/B	PB-3 + 6600 / 5400	08	04
6. Technicians / Technical Officers	PB-2 + 4200	06	04
7. Supporting Staff	PB-1 + 1900/2400	10	Outsource
Administrative Staff			
8. Chief Manager	PB-4 + 9750	01	
9. Finance Officer	PB-3 + 7000	01	01
10. Librarian	PB-2 + 4200	01	01
11. Secretaries / Office Asstt.	PB-2 + 4200	02	Outsource
12. Clerical Staff	PB-1 + 1900/2400	08	
Service & Maintenance Staff			
13. Sup. Engg (Civil/Elec./AC)	PB-3 + 7400	01	01
14. Security Officer	PB-3 + 5400	01	01
15. Farm Manager	PB-2 + 4200	01	01
16. Drivers	PB-1 + 1900	01	Outsource
		54	18

3. This issues with the approval of Finance Secretary.

(Renu Sarin)
Dy. Secretary (E.C.I.)
Tel # 23092761

JS&FA, D/o Biotechnology
MoF DoE ID No. 238164/E.C.I./2015 dated 01.02.2016

A.K. Raut

NIAB-Bye Laws | 2017

Annexur-3/4

No.BT/AI/29022/01/2017-Pt.IIc
Government of India
Ministry of Science & Technology
Department of Biotechnology

8th Floor, Block No.2
CGO Complex, Lodi Road
New Delhi - 110003

Dated: 7th June, 2017

To

Dr. Subeer S Majumdar
Director
National Institute of Animal Biotechnology (NIAB)
Hyderabad

Sub: Conveying the approval for re-designation of the administrative positions in the NIAB regarding.

Sir,

I am directed to refer to your letter No.NIAB/12/2017 dated 30th May, 2017 seeking approval of the Secretary, Department of Biotechnology for re-designation of the administrative positions in the NIAB in view of the recommendations of the Governing Body of the NIAB in its meeting held on 20th September, 2016 to remove the anomaly in the administrative hierarchy.

2. The matter has been examined in the Department. In terms of Para- II of Department of Science & Technology's O.M. No.AEMisc.002/98 dated: 27th January, 1999 issuing the guidelines for enhancement of functional autonomy of R&D autonomous institutions under S&T Departments, the powers have been vested with the Governing Bodies for granting horizontal flexibility in the re-shuffling of the posts. Accordingly, the approval of the Competent Authority is conveyed for redesignation of the posts as below:

Sl No	Sanctioned Post and Grade Pay	Proposed Change of area
1	Finance Officer PB 3 GP 5600/-	Sr Manager - Admin and Finance
2	Senior Manager PB 3 GP 5400/-	Manager office and finance
3	Security Officer PB 3 GP 5400/-	Manager Stores and purchase
4	Manager Stores & Estate PB 2 GP 4600/-	Security Officer
5	Manager Office PB 2 GP 4600/-	Assistant Manager Office and Estate

3. This has the approval of the Secretary, Department of Biotechnology.

Yours faithfully,

(M.K.Sinha)
Under Secretary to the Govt. of India
Tele: 011-24362883
E-mail: m.k.sinha26@nic.in

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव
बायोटेक्नोलॉजी विभाग, विज्ञान और प्रौद्योगिकी
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

NIAB-Bye Laws 2017

Annexure-3/5

भारत सरकार
विज्ञान और प्रौद्योगिकी विभाग
सर्वोपदेशक कार्यालय
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, एन. डी. रोड, लोदी रोड, नई दिल्ली-110003
Block-2, N.D. Road, Lodi Road, New Delhi-110003

No. BT/AI/29022/1/2017

Dated: 20th April, 2017.

To

The Director,
National Institute of Animal Biotechnology,
D No. 1-171/1, 1st and 2nd Floors,
Amar C Towers Building,
Opp. to Tolkem Tower,
Miyapur, Hyderabad-500049
Andhra Pradesh.

Subject: Approval for appointment of Veterinarian from existing position of Scientist 'D' in National Institute of Animal Biotechnology (NIAB), Hyderabad - reg.

Sir,

1. I am directed to convey the approval of the Hon'ble Minister for Science & Technology and Earth Sciences for earmarking one post of Scientist 'D' out of the existing staff strength of the NIAB as Veterinarian in-charge, Animal House of NIAB.

2. The incumbent shall have essential qualification of M.V.Sc. from recognized University or Institution. He will maintain seniority in Scientific Cadre and shall be eligible for promotion under M.V.Sc. Scientist 'E'.

3. The post shall be outside the purview of Reservation Rules, however, candidates from reserved categories shall be eligible.

4. The post may be filled by Promotion, Deposition, Direct Recruitment or second promotion of existing Scientist 'D'.

5. Incumbent shall be entitled to draw Non Practising Allowance (NPA) in the interim till as long as he is looking after Animal House facilities. On future promotion of the incumbent, NPA shall be withdrawn and the post will be required to be filled afresh on the basis of appointment notified in previous para i.e. Promotion, Lateral Shifting from Scientist 'D', Deposition, Direct Recruitment.

6. Initially, the post may be filled by Direct Recruitment if suitable candidates are not available within the Institute.

Yours faithfully,

(M. K. Sinha)
Under Secretary to the Govt. of India
Fax: 2436 2367
E-mail: mksinha@nic.in

Website : <http://www.dbtindia.nic.in> <http://www.biotrust.gov.in>
Telephone : 24363012, 24362329 Fax : 011-24362684

NIAB-Bye Laws | 2017

Annexure-3/6

॥ ॐ नमो भगवते वासुदेवाय ॥
 विष्णु जी की भक्ति में हम
 समाविष्ट होकर रहेंगे
 आपकी आज्ञा के अनुसार
 आपकी आज्ञा के अनुसार
 आपकी आज्ञा के अनुसार



Book 2, pp. 796-800; Chapter
Last Part, New York: 1983

DOI: 10.1002/for

Name: 26 KENT, JONG[illegible]

© 2000 Blackwell Science Ltd *Journal of Internal Medicine* 247: 111–117

[illegible][illegible]

11. 11. 11.

2010年10月10日

Long-term effects

average white, male, married

Website: <http://www.elsevier.com> WebForm: <http://www.elsevier.com>
E-mail: elsevier@elsevier.com Tel: +31 20 485 3747 Fax: +31 20 485 3746

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

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



सूचना का
अधिकार



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

No.BT/AI/29022/1/2017

Dated: 26th December, 2017

To

The Director,
National Institute of Animal Biotechnology,
D. No. 1-121/1, 4th and 5th Floors,
Axis Clinicals Building,
Opp. to Talkie Town,
Miyapur, Hyderabad-500049,
Andhra Pradesh

Subject:- Forwarding of approved Recruitment Rules and Bye-Laws of NIAB,
Hyderabad-reg.

Sir,

I am directed to refer to NIAB's letter No. NIAB/Bye-laws &RR/2017 dated 07.11.2017 on the aforementioned subject. In continuation of this Department's letter of even no. dated 26.09.2017, the following amendments may be incorporated in the Bye-laws and Recruitment Rules of the NIAB, Hyderabad:-

In	Clause	Corrections/Insertions in Bye-laws and RRs
Bye-laws (pg. 22/corr.)	48	The word "former shall prevail" on 5 th line be replaced as "G.O instructions shall prevail".
Recruitment Rules (pg. 38/corr.)	Insert Clause 22	Clause 22: Disqualification: No person (i) Who has entered into or contracted a marriage with a person having a spouse living, Or (ii) Who, having a spouse living, has entered into or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts. Provided that the Central Government may, if satisfied that such marriage is permissible under the personal laws applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule. (iii) Whose character & antecedents has been objected by District Magistrate and Collector or whose identity has not been established/confirmed/cleared by the Police shall be eligible for appointment to the service in the Institute either on regular basis or on contract basis.


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

-2-

Recruitment Rules (pg. 38/corr.)	Insert Clause 23 below newly inserted Clause 22	Clause 23: Liability of Employees to serve in the country/abroad: Employees appointed against these Rules shall be liable to serve anywhere in India or abroad as per the directions of the Director of the Institute or Chairman/Governing Body.
----------------------------------	---	---

2. The above amendments/insertion in RRs and Bye-laws of NIAB, Hyderabad have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his office Dy. No. 43/1 dated 14.12.2017.

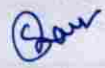
Yours faithfully,


(J.K. Dora)

Under Secretary to the Govt. of India
Tel: 011- 2436 3989
Email : uipsu.dbi@nic.in

Copy to:-

Scientist 'F' (AKR) - Nodal Officer for NIAB, Hyderabad for information.


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

ANNEXURE-4

NIAB-CODE OF CONDUCT FOR CONTRACTUAL EMPLOYEES

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

ANNEXURE-5

IPR LICENSING RULES

Definition & Scope

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

Costing

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

Sharing of monies from licensing of IP/technology

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

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

Technical Services

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

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

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

- 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 NIAB, if necessary, from time to time.

Categorization of Staff

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

Maintenance of Project Records

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

i) Project File

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


ii) Completion Report

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

Procedure for Distribution of Monies/Fees

- a) A Standing Committee shall be constituted by the Chief Executive Officer, NIAB 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 NIAB. 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, NIAB shall be final and binding on all concerns.


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

ANNEXURE-6
CONSULTANCY RULES

Consultancy

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

Collaborative Research

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

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 NIAB.

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 NIAB 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 NIAB 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 NIAB.

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, NIAB. 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 NIAB. 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:

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

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

NIAB	50%
Team of consultants	45%
NIAB 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 NIAB 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 NIAB.

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.


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

ANNEXURE-7

NIAB STAFF WELFARE FUND RULES

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



- g. **Honorarium:** to staff engaged in managing the affairs of the fund who are in non gazetted level: to be decided by the Chairman with the opinion of at least 30% of the members of the SWF. Not more than 03 staff to be employed to initiate to affairs/proceedings of the fund.
- h. **Any other Head:** subject to approval of all the members of the fund in its Annual meeting.
- i. **Periodic review of Debits:** There shall be annual review of the rates debited under each Head which shall be effective from the next financial year taking into account the financial health of the fund.
- j. **No unauthorized or unapproved Debit:** No debit shall be made from the fund unless the same is sanctioned by the Chairman for items detailed at Clause (a-h).

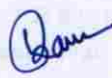
6. **Meetings :**

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

7. **Maintenance of Bank Account:**

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

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


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