

# **Punjab Biotechnology Incubator**

**(A State Govt. Undertaking)**



## **Manuals of Right to Information Act, 2005**

**SCO:7&8 (TOP FLOOR), Phase-V,  
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# **INTRODUCTION**

## INTRODUCTION

- 1.1 The Lok Sabha and Rajya Sabha has passed the “Right to Information Bill”, 2004 to make the ‘Right To Information’ more progressive, participatory and meaningful. Accordingly information regarding the structure and activities of the Punjab Biotechnology Incubator (PBTI) has been incorporated in this book so as to General Public may also be aware of the working of the Society.
- 1.2 The main objective of this book is that General Public and other concerns may get information about the activities of the Society.
- 1.3 The general public and other organization can make contact with this organization with regard to its activities.
- 1.4 Definitions of various terms used in the hand-book has been provided at the places of uses.
- 1.5 In addition to get more information on topics covered in the Book the following officers of the organization may be contacted:-

**Sh. R.K. Grover**

Administrative-cum-Finance  
& Accounts Officer  
Punjab Biotechnology Incubator  
SCO:7&8 (top floor), Phase-V  
**SAS Nagar (Mohali) - Punjab**

**Assistant Public Information Officer**

**Dr. S.S. Marwaha**

Chief Executive Officer  
Punjab Biotechnology Incubator  
SCO:7&8 (top floor), Phase-V  
**SAS Nagar (Mohali) - Punjab**

**Public Information Officer**

**Principal Secretary / Secretary,**  
Science, Technology & Environment,  
Govt. of Punjab

**Appellate Authority**

The fee structure for getting information not available in the hand book is as under:

- |   |          |
|---|----------|
| i. Application fee for processing request | Rs. 10/- |
| ii. Charges Per page                      | Rs. 02/- |

# **Manual – I**

**Particulars of the organization,  
functions and duties**

## **PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES**

**Name :** Punjab Biotechnology Incubator (PBTI)

The Punjab Biotechnology Incubator (PBTI) - A State Govt. Undertaking was registered under Societies Registration Act XXI of 1860 and amended by Punjab Amendment Act 1957. PBTI a Quality Testing & Certification Facility for Agri Produce/Products including processed food, is operational since May 2007 in transit rented premises SCO 7&8 (Top floor), Phase-V, SAS Nagar (Mohali).

**Functions and Duties :** The Aim & Objectives of the PBTI are

**Aim :**

To enable entrepreneurs/enterprises to translate their research ideas into commercially viable technologies and serve as a center for entrepreneurship through development of partnership with national/international R&D Institutions, academia and industry.

**Objectives :**

PBTI has been set up as an autonomous society to accomplish the following objectives.

- a) To provide world class Research & Development facilities and services for conception, investigations, process standardization scale-up and validation of biotechnologies.
- b) To nurture the emerging ventures and to accelerate the commercialization of new technologies.
- c) To assist new enterprises to forge appropriate linkages with biotech companies, academia and government.
- d) To provide a viable mechanism for licensing new technologies to upcoming biotech companies in agri processing, food processing, pharma and environmental sectors.
- e) To develop technology/business portfolios of near and medium term importance covering antibiotics, probiotics, intra and extra cellular enzymes and biocatalysts, constitutive and recombinant DNA and proteins, drug/pharma and organic intermediates and facilitate their commercialization.
- f) To evolve strategic partnerships between innovators from R&D Institutions, entrepreneurs and biotech companies.
- g) To identify, develop and adapt spin-off technologies from India as well as oversees R&D Institutions and Universities for commercialization.

- h) To promote the use of agri-resources of the region to develop commercially important products and processes employing environmentally benign and cost effective technologies.
- i) To identify, train and support new entrepreneurs to establish start-up ventures in biotechnology
- j) To develop human resources for undertaking knowledge based services and techniques relevant to biotechnology.
- k) To assist the entrepreneurs in protecting the newly generated intellectual property.
- l) To assist entrepreneurs and their new biotech enterprises to get financial support from venture capital, financial, banking and government agencies.
- m) To usher an overall development of local and national economies through accelerated application of innovation and entrepreneurship in biotechnology.
- n) To acquire by purchase, on lease, hire, by transfer or otherwise and hold any movable or immovable properties or any rights or privileges that may be deemed necessary or useful for advancement of the objects of the Society.
- o) To do all such other lawful acts, deeds and things as are incidental and conducive to the attainment of the objects or any one of them.
- p) To provide knowledge based services and infrastructural facilities for the extraction of medicinal/aromatic plants and quality testing & certification of agro products.
- q) Research and Development in process standardization, scale-up and validation of technologies.
- r) To accept grants, donations, sponsorships or any other kind of financial supports or aids from the Central Government, State Governments, public bodies, corporations, companies or persons for achieving the aims of PBTI and to impose service charges for the service provided by the PBTI.
- s) To do all other such activities as the Society or the Governing Council may consider necessary, incidental or conducive to the attainment of the above objectives.

**Address of the Registered office:**

**Punjab Biotechnology Incubator (PBTI)**  
SCO : 8 (TOP FLOOR), Phase-V,  
SAS Nagar (Mohali)

**Phone : 0172-5020893, 5020896, 5093595**  
**Tele Fax : 0172-5020895**

**Working Hours** : 9.00 A.M. to 5.00 P.M.

# **Manual-II**

## **Powers and Duties of Officers and Employees**

## Powers and duties of Officers and Employees

The Governing Council as per the Memorandum of Association (MoA) & Bye Laws of Society for Punjab Biotechnology Incubator (PBTI), has approved and delegated the administrative & financial powers to the Chief Executive Officer (CEO).

### A. POWERS OF OFFICERS

#### 1. Personnel & Administration Powers of Chief Executive Officer

Sr. No	Nature of Power	Powers Delegated	Remarks
1.1	Appointments	To make appointment against sanctioned posts on scale of <b>pay upto and including Rs. 8000/-</b> or equivalent (as revised from time to time) as per GOI and GOP rules.	Subject to budget provision and on recommendations of duly constituted selection committee.
1.2	To authorize air travel or higher class of rail and accommodation in special circumstances, to non-entitled employees.	Full	
1.3	To sanction air travel to non-official members of executive committees, other Expert Committees, Selection Committees etc. for attending meetings of these bodies.	Full	Subject to conditions that: i) Air Travel is essential in the interest of work of PBTI ii) Air travel is the usual mode of travel of a member iii) Single return air fare only will be admissible.
1.4	Permission to deliver lectures by scientists/ technical officers in Universities / technical	Full	Subject to the exigencies of the work

	institutions and to accept remuneration therefore.		
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## 2. Financial Powers of Chief Executive Officer

2.1	Administrative approval and expenditure sanction of works (both for new works and repair).	Upto extent of Rs. 25.00 lac	As per allocation in budget.
2.2	Excess over administrative approval and expenditure sanction given by the Governing Council.	Upto 10% but not exceeding Rs.10.00 lac.	
2.3	Technical sanction to detailed estimates for works administratively approved by competent authority.	Full	
2.4	Excess over technical sanction.	Upto 10% over technical sanction	
2.5	Acceptance of tenders for works.	Open tenders : Upto Rs. 25.00 Lacs Single or limited tenders : Upto 10.00 lacs provided lowest technically acceptable tender is accepted.	
2.6	To sanction commencement of work on an urgency certificate after administrative approval, but, before technical sanction to the estimate.	Upto Rs.10.00 lac.	
2.7	To grant extension of time to Contractors.	For works less than Rs. 25.00 lacs.	
2.8	To sanction one time purchases of: a) Raw materials b) Plant & Machinery c) Spares, tools & other stores, repair of Plant & machinery and equipment.	Rs. 05.00 Lacs. Rs. 25.00 Lacs. Rs. 05.00 Lacs	As per allocation in Budget.
2.9	Advertisement Charges	Upto Rs.50,000/-	
2.10	Entertainment	Upto Rs.20,000/-	
2.11	TA/DA to Experts, Consultants etc.	Full	Subject to PBTI rules.

**The Governing Council of PBTI further delegated the following power in its 2<sup>nd</sup> meeting held on 2.11.2005 to CEO and other officers.**

**1. RECURRING EXPENDITURE**

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated	Remarks
(1)	(2)	(3)	(4)	(5)
			Per purchase (Rs.)	
1.1	Sanction to purchase stationery and any other item	<p><b><u>Without Quotation</u></b> (in emergent cases)</p> <p>CEO 5,000/-</p> <p>AF&amp;AO 1,000/-</p> <p><b><u>With Quotation</u></b></p> <p>CEO (in case of spot quotation, sub-committee will be constituted) 1,00,000/-</p> <p>AF&amp;AO 10,000/-</p>		Subject to funds availability as per sanctioned annual budget.
1.2	Printing, Publishing of books - documents reports. Booklets/Brochure and Stationery etc.	<p>CEO</p> <p><b><u>(without quotations)</u></b> SPO/AFAO</p>	<p>Full powers</p> <p><b>5,000/-</b></p>	

<b>Sr. No</b>	<b>Nature of Power</b>	<b>Authority to which the Power is delegated</b>	<b>Extent of Power Delegated</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
			<b>Per purchase (Rs.)</b>	
1.3	<b>To sanction purchase of</b>			
1.3.1	Electricity, Water, Fees and Taxes, Telephone Bills, Insurance of Assets, Postage & Telegram, Petrol, Oil & Cars etc.	AF&AO	Full powers	
1.3.2	Maintenance contract of typewrites photocopier including repairs including non-consumable, office maintenance	CEO SPO	Full Powers	
1.3.3	Book binding, office equipment on rent, uniforms and liveries and unforeseen expenses	CEO	Full Powers	
1.3.4	Rent of office premises	CEO	Full Powers	
1.4	<b>To Sanction the purchase of</b>			
	Magazines, journals, newspapers, maps, periodicals etc.	<b>Foreign :</b> CEO <b>Domestic :</b> CEO	Full Powers  Full Powers	
1.5	<b>To Sanction :</b>			
	Purchase of computer software running & maintenance of computers	CEO SPO	Full Powers 10,000	

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated	Remarks
(1)	(2)	(3)	(4)	(5)
			<b>Per purchase (Rs.)</b>	
1.6	Medical reimbursement (indoor & outdoor)	CEO	Full powers  As per Pb. Govt. Rules/Panel appointed by the Council/Govt. Hospitals/dispensaries	
1.7	Payment of Salary and allowances	CEO with power to sub-delegate to AF&AO	Full	
1.8	TA claims, traveling advances, staff car advances and other personal advances.	CEO  AFAO	Full powers  Rs. 1,000/- (at one time subject to proper approval of competent authority)	
1.9	Recurring contingent expenditure not provided in the rules.	CEO  AFAO	Full power  <b>Rs.3,600/-</b> per annum (for one item)	
1.10	Postage Stamps	AFAO	Full	
1.11	Power to grant or permit BTI staff to receive fees.	CEO	Full power	
1.12	Powers to grant TA without production of actual rail/bus tickets in case of loss or to grant next higher class.	CEO	Full power	

## 2. NON-RECURRING

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated	Remarks
(1)	(2)	(3)	(4)	(5)
			<b>Per purchase (Rs.)</b>	
	<b>To sanction</b>			
2.1	Purchase of library books	CEO	Full power	
2.2	Expenditure on seminars/workshops, membership and associates fees	CEO	Full power	
2.3	Write off, losses demurrage and wharf age	CEO	Full power	
2.4	GPF, CPF and EPF withdrawals	CEO	Full power	
2.5	Declaration of unserviceable items/sale/disposal of assets	Governing Council CEO	Full powers 5,000	
2.6	Administrative approval of :			
2.6.1	Office equipment, furniture, typewriters, tools etc.	CEO SPO	50,000 10,000	
2.6.2	Air conditioners, computers hardware etc.	CEO	Full powers	
2.7	To sanction the payment of consultancy fee for legal advisor/Consultant, P.F., Income-tax, Special Agencies	Governing Council CEO	Full Powers Upto Rs. 50,000/-	

<b>Sr. No</b>	<b>Nature of Power</b>	<b>Authority to which the Power is delegated</b>	<b>Extent of Power Delegated</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
			<b>Per purchase (Rs.)</b>	
2.8	Purchase of chemicals, bio-chemicals, glasswares, other consumables, etc.	Without quotations CEO SPO With quotation CEO (in case of spot quotations, sub committees would be constituted)	20,000/- 5,000/-  1.00 lac	
2.9	Expenditure for accreditation, certifications etc. of the service facilities	CEO	Full powers.	
2.10	To sanction expenses for clearance from custom and transportation of plant, machinery and equipment	CEO	Full powers.	
2.11	To appoint clearing agents and to sanction expenditure relating to export/import of plant, machinery and equipment, chemicals, biochemicals etc.	CEO	Full powers.	
2.12	Cash purchase without quotation	CEO	Upto 20000.00	

## **B. DUTIES OF CHIEF EXECUTIVE OFFICER AND OTHER OFFICERS**

### **1. Chief Executive Officer (CEO):**

Chief Executive Officer (CEO) a Distinguished Scientist / Technologist and is appointed by Govt. of Punjab on recommendation of High Power Selection Committee. CEO is Member Secretary of the Society and responsible for the proper administration of the affairs and funds of the Society under the directions and guidance of the Governing Council. He is vested with such executive, administrative and financial powers of the Society which are necessary or incidental for achieving the objectives. CEO, subject to the provision of Rules and Bye Laws and decision of the Governing Council & Society, exercises authority and disciplinary control over the officers & staff of PBTI and prescribe their duties and functions. He coordinates and administers the activities of PBTI and ensures that policies revised by the Governing Council are communicated to and effectively implemented. CEO may delegate specific powers to the officer(s) of PBTI with the approval of the Governing Council.

### **2. Senior Scientist (Quality Manager)**

The Senior Scientist is nominated as Quality Manager of PBTI's Agri & Food Testing Laboratory and Notified Analyst of the State Laboratory for Water & Waste Water Testing is responsible for all its technical / scientific activities. Senior Scientist exercises authority and disciplinary control over the technical staff of PBTI. He/She is authorized to sign and issue the test reports. He/She is authorized to interact with National/State & International Agencies / Institutions for planning and execution of Domain Specific R&D projects and seminar / workshops and interaction with external organizations including accreditation bodies such as NABL, BIS, EIC etc. He/She is authorized to operate Bank Accounts jointly with CEO / AF&AO.

### **3. Scientist(s)**

Scientist(s) is(are) nominated as incharge(s) of Chemical / Biological Section and are responsible for planning and execution of testing jobs, monitoring all the analysis and ensuring timely delivery of results/reports to the Reporting Officer. Assigned responsibilities to carry out need based R&D.

### **4. Supporting Technical Staff (Project Associate, Project Fellow & Project Assistant)**

Responsible for sample collection & analysis as per allocation and general maintenance & upkeep of the Equipment/Laboratories.

### **5. Administrative-Cum-Finance & Accounts Officer (AF&AO)**

AF&AO is incharge of Administrative-Cum-Finance & Accounts section and exercises authority and disciplinary control over the administrative staff of PBTI. He is responsible for controlling the finances, budget, maintenance of accounts and internal audit, statutory audit and audit by CAG approved auditors. He supervises all the work related to appointment of staff of PBTI, preparation of Agenda Items for the meetings of Society and Governing Council. He is also responsible for administrative matters of staff of PBTI. Also he is responsible for keeping liaison with the government departments related to day to day functioning of the PBTI. He is authorized to operate Bank Accounts jointly with CEO / Senior Scientist. As treasurer of the Society he is responsible for the proper maintenance of books of accounts of the Society and preparation of budget and final accounts of the Society. He also performs such other functions as are entrusted by the Society from time to time

### **6. Store & Purchase Officer**

Store & Purchase Officer is incharge of the Purchase & Store Section and is responsible for purchases and maintenance of Store as per the requirements of the accounting procedures. The Stores & Purchase Officer is to make the purchases with the approval of CEO.

### **7. Maintenance Engineer**

The Maintenance Engineer is responsible for all the electrical & general maintenance and upkeep of analytical equipment & allied services installed at

PBTI's laboratory. He is also responsible for calibration, AMC and maintenance of equipment and other appliances.

**8. Security Officer**

The Security Officer supervises all the work of Security Services and Housekeeping and is also responsible for the security of property & assets of the PBTI.

## **Manual – III**

**Procedure followed in the decision making process including channels of supervision and accountability**

## **Procedure followed in the decision making process including channels of supervision and accountability**

The Governing Council of PBTI is the supreme decision making authority and is competent to authorize CEO and other officers of PBTI for the execution of the policies and decisions of Society.

The Governing Council is having the powers:

- a) To formulate appropriate policies and plans for growth of PBTI.
- b) To review the PBTI mission objectives and goals from time to time and suggest appropriate changes if necessary.
- c) To enter into such arrangements with the Govt. of India, State Govt. and other public or private organizations or individuals as in its opinion further the objectives of the Society and the implementation of its programmes and to secure and accept endowments, grant-in-aid, donations or gifts on mutually agreed terms & conditions provided that the conditions of such grant-in-aid, donations or gifts shall not be inconsistent or in conflict with the objects of the Society or with the provision of these Rules.
- d) To acquire by gift, purchase, lease or otherwise any property movable or immovable which may be considered necessary or convenient for the purposes and programmes of the Society and to construct, alter and maintain any building or buildings belonging to the Punjab Biotechnology Incubator for the purposes and the programmes of the Society.
- e) To sell, transfer, lease or otherwise dispose of any movable or immovable property of the Society.
- f) To borrow or raise money from the Govt. of India, State Govt., commercial banks and other public or private organizations for the implementation of the programmes of the Society in furtherance of its objectives.
- g) To enter into agreements with Govt. of India/GOP and other public and private organizations or individuals in India or abroad for securing loans, grant-in-aids or other funds to the Society on mutually agreed terms and conditions, provided that the conditions, of such loans, grant-in-aids or other funds are not inconsistent or in-conflict with nature or objectives of the Society.
- h) To review the progress of PBTI and its commercial viability.
- i) To evolve a suitable organizational structure and management system for day to day running of PBTI, through outsourcing of management and operational services.
- j) To identify technical consultants and experts for guiding effective functioning of tenant support programmes.
- k) To constitute suitable committee(s)/sub-committee(s) with such powers to carry out the objectives of the Society.
- l) To establish appropriate servicing mechanisms and customer satisfaction evaluation procedures.

- m) In the event of any matter not being provided for therein, the Governing Council
  - i. Shall have the power to make rules as it deems necessary and get them approved/ratified by the Society.
  - ii. To do all such things, deeds and acts that may be deemed necessary in furtherance of the objectives of the Society.

**Powers of Society of the PBTI :**

Whenever it appears to the Governing Council to alter, extend or abridge the Memorandum of Association for such purposes as are mentioned in the MoA or for other purposes are specified in Section-12 of the Registration of Societies Act 1860. The Society is empowered to approve such amendments on the recommendations of the Governing Council.

# **Manual – IV**

**Norms set for the discharge of its functions**

## **Norms set for the discharge of its functions**

For the discharge of duties & function, the day to day administrative functioning is delegated to the Chief Executive Officer. The functioning is governed by several documented manuals, rules and instructions. Further guidelines issued by the Govt. of Punjab through the applicable departments are also followed. Some of the commonly used manuals / rules / guidelines / Instructions are as follows :

- i. Memorandum of Association and Bye Laws
- ii. Quality Manual
- iii. Quality Procedure (Technical & Management)
- iv. Technical Work Instructions
- v. Standing Operating Procedure
- vi. Service Rules
- vii. Instructions / Guidelines Issued by Govt. of Punjab from time to time

# **Manual – V**

**Rules, regulations, instructions,  
manual and records held by it or under its  
control or used by its employees for  
discharging its functions**

## **Rules regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions**

PBTI is maintaining all the requisite records with the authorized official / functionaries required for administrative as well as financial purposes to discharge to discharge the various functions by its different sections.

All manuals, records which are required for different statutory compliance under the various Laws, Acts, Instructions/ guidelines issued by the Govt. from time to time are kept by PBTI.

PBTI is having the following manuals for discharge of its routine functions :

### **1. Administrative Matters :**

- 1.1 Memorandum of Association and Bye Laws
- 1.2 Service Rules
- 1.3 Purchase order / contracts
- 1.4 Instructions / Guidelines Issued by Govt. of Punjab from time to time
- 1.5 Agreements
- 1.6 Registration under various regulations
- 1.7 Various Manuals Related to employees and performance management etc.

### **2. Functional matters :**

- 2.1 Quality Manual
- 2.2 Technical Work Instructions
- 2.3 Standing Operating Procedure
- 2.4 Quality Procedure (Technical & Management)
- 2.5 International / National / IS norms prescribed for analytical works
- 2.6 Analytical reports of sample tested in PBTI

# **Manual – VI**

**A statement of categories of the documents that are held by it or under its control**

**A statement of categories of the documents that are held by it or under its control**

<b>Sr. No.</b>	<b>Category of the Document`</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / Under control of</b>
1.	Financial Books	Cash Book	On moving an application	Cashier
		Ledger		Accounts Assistant
		Bill Register		Data Entry Operator
		Fixed Assets Register		Store Keeper
		Store Ledger		Store Keeper
		Receipt book		Cashier
2.	Agreements	Work related to infrastructure, equipment and other services	On moving an Application	Administrative-cum-Finance & Accounts Officer
3.	Any other books	Agenda and minutes of the Governing Council and the Society meetings	On moving an Application	Administrative-cum-Finance & Accounts Officer

# **Manual – VII**

**Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof**

**Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof**

PBTI is a Registered Society under Societies Registration Act 1860 engaged in quality testing and certification and does not have formal arrangement or platform wherein public can attend to formulate policies in the area of activity of PBTI.

However, PBTI does have a mechanism for collecting the feedback from customers / public about the quality of services provided and further improving / upgrading the facilities for the customer's satisfaction.

# **Manual – VIII**

**Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

**Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Punjab Biotechnology Incubator (PBTI) is registered as Society under the Societies Registration Act 1860. The Governing Council nominated by the Society shall manage and control the work of the Society in accordance with the rules as may be framed or modified from time to time by the Society. The Chief Executive Officer of PBTI as Member Secretary of the Society / Governing Council will be responsible for carrying out all the decisions on behalf of the Society. In accordance with the rules as may be framed or modified by the Governing Council / Society.

Governing Council has constituted the following committees with specific mandate for efficient & transparent functioning of PBTI :

<b>Sr. NO.</b>	<b>Name of Committee</b>	<b>Job Description</b>
1.	Core Committee	Purchase of plant, machinery & equipment
2.	Recruitment Committee(s)	Recruitment of Scientific / Technical staff
3.	Standing Committee	Identify the scope of work, prepare business and marketing plan Approve the testing fee(s) to be charged from the customers for using the Quality Testing & Certification Facilities
4.	Service Rules Committee	Formulate the Service Rules of PBTI
5.	Technical Advisory Committee	Guide PBTI about the latest Biotechnology innovations / protocol development for providing upto date services to the users of Quality Testing and Certification Facilities
6.	Building Construction Committee	Approve the concept and architecture, Pre-qualification of the contractor, estimates & expenditure, tenders, engineering and accounts procedures, recruitment/appointment of various functionaries and any other function for the development of infrastructure, as may be assigned by Governing Council from time to time

The meetings of the above committees are convened on need basis. Majority of the members of these committees are ex-officio or nominated by the Governing Council.

The meetings / records / minutes of the above mentioned committees are not open to the public. However, important decision taken regarding the Society are communicated to the Statutory Authorities as also to the public as required under the applicable laws of the land.

# **Manual – IX**

## **Directory of officers and employees**

## Directory of Officers and Employees

<b>1. Dr. S.S. Marwaha</b> Chief Executive Officer 0172-5020891	<b>2. Dr. Ajit Dua</b> Senior Scientist (Quality Manager) 0172-5020894
<b>3. Mr. R.K. Grover</b> Administrative-cum-Finance & Accounts Officer 0172-5093595	<b>4. Mr. Daljeet Singh</b> Maintenance Engineer  0172-5020896
<b>5. Mr. Ravi Madan</b> Personal Assistant 0172-5020895	<b>6. Mr. K.L. Thakur</b> RCO  0172-5020892
<b>7. Mr. Surya Kant</b> Accounts Assistant 0172-5020896	<b>8. Mr. Gurcharan Singh</b> Driver  0172-5020896
<b>9. Mr. Amrish Kumar</b> Peon  0172-5020896	<b>10. Mr. Dinesh Kumar</b> Helper/ Store Boy 0172-5020896

**Note :**

PBTI has a total 13 Scientists / Technical staff working in its Laboratory. As PBTI is a Quality Testing & Certification Laboratory, maintenance of confidentiality and secrecy is must. To keep the secrecy of the samples / reports, the names and the contract numbers of the Scientists/Technical staff are not included in the Directory.

*For any inquiry/information relating to testing of samples, Dr. Ajit Dua, Senior Scientist (Quality Manager) may be contacted.*

**Breakup of the Scientific/Technical staff in position with PBTI is as under**

Name of the Post	Number of persons working
Scientist (Biology)	<b>01</b>
Scientist (Chemical)	<b>01</b>
Project Associate	<b>03</b>
Project Fellow	<b>05</b>
Project Assistant	<b>02</b>

## **Manual – X**

**Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

**Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

The details of monthly remuneration paid to officers and officials are as under : -

Sr. No.	Name & Designation	Basic Pay and GP (In Rs.)
1	Chief Executive Officer	63880/- + 10000/-

**Scientific Staff**

Sr. No.	Name & Designation	Basic Pay (In Rs.)
1	Senior Scientist (Quality Manager)	43210/-+8700
2	Scientist (Biology)	21620/-+ 6600/-
3	Scientist (Chemical)	20950/-+6600/-

**Technical Staff**

Sr. No.	Name & Designation	On consolidated basis (In Rs.)
1	Project Associate	24250/-
2	Project Associate	22000/-
3	Project Associate	19600/-
4	Project Fellow	14300/-
5	Project Fellow	13200/-
6	Project Fellow	13200/-
7	Project Fellow	13200/-
8	Project Fellow	12774/-
9	Project Assistant	8800/-

**Administrative Staff in regular pay scales**

Sr. No.	Name & Designation	Basic Pay (In Rs.)
1.	Administrative-cum-Finance & Accounts Officer	16270/-+6600/-
2.	Personal Assistant	13610/-+4200/-
3.	Receptionist-cum-Computer Operator	12010/-+3200/-
4.	Driver	7570/-+2000/-

**Administrative/Secretarial Staff working against the sanctioned posts on consolidated remuneration**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>On consolidated basis (In Rs.)</b>
1.	Maintenance Engineer	24750/-
2.	Accounts Assistant	11150/-
3.	Data Entry Operator	9350/-
4.	Steno Typist	5000/-
5.	Peon	7300/-
6.	Messenger Boy	6360/-
7.	Security Services outsourced against the post of Security Officer	15000/-
8.	House Keeping Services	11000/-
9.	Helper (02)	9218/-

# **Manual – XI**

**Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports of disbursement made.**

**Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports of disbursement made.**

Budget For PBTI For The Year 2007-08 and 2008-09 & Expenses of  
2007-08, 2008-09, 2009-10 and 2010-11

**STATE GOVT.**

Rs. In lacs

Budget Provision		Expenditure		Budget Provision		Expenditure	
2007-08	2008-09	2007-08	2008-09	2009-10	2010-11	2009-10	2010-11
75.00	62.00	75.22	65.94	88.00	180.00	90.58	160.00

**GOVT. OF INDIA**

Budget Provision		Expenditure		Budget Provision		Expenditure	
2007-08	2008-09	2007-08	2008-09	2009-10	2010-11	2009-10	2010-11
48.59	55.41	33.34	55.46	53.24	Nil	53.24	Nil

# **Manual – XII**

**Manner of Execution  
of Subsidy programmes  
including the amounts allocated and the  
details of beneficiary  
of such programme**

**Manner of Execution of Subsidy programmes including the amounts allocated and the details of beneficiary of such programme.**

PBTI does not have any subsidy programme for the public.

## **Manual – XIII**

**Particulars of recipients of concessions,  
permits or authorization granted by it**

## **Particulars of recipients of concessions, permits or authorization granted by it**

PBTI does not give any concessions, permits or grant any authorization.

## **Manual – XIV**

**Details in respect of information available to  
or held by in electronic form**

**Details in respect of information available to or held  
by in electronic form**

PBTI has its website i.e [www.pbtirlabs.com](http://www.pbtirlabs.com). All the information of PBTI is available on this website.

## **Manual – XV**

**Particulars of facilities available to citizens  
for obtaining information including the  
working hours of a library or reading room it  
maintained for public use**

**Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room it maintained for public use.**

PBTI does not maintain any library/ reading room for the use of public. However, the information regarding PBTI is available to the public on this website i.e. [www.pbtirlabs.com](http://www.pbtirlabs.com)

## **Manual – XVI**

**Names and designations and other  
particulars of Public Information Officer and  
Assistant Public Information Officer**

**Names and designations and other particulars of Public  
Information Officer and  
Assistant Public Information Officer**

**i. Public Information Officer**

Dr. S.S. Marwaha, Chief Executive Officer

**ii. Assistant Public Information Officer**

Sh. R.K. Grover, Administrative-Cum-Finance & Accounts Officer

## **Manual – XVII**

**Such other information as may be prescribed**

## **Such other information as may be prescribed**

There is no other information at present, which requires to be included in this manual.