

# Obligations of Public Authorities



## MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

English Version

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

### **Introduction**

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, **Punjab Biotechnology Incubator** has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
  1. Every Public Authority shall:-
    - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
    - b) 17 Manuals
    - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
    - d) Provide reasons for its administrative or quasi-Judicial decisions to affected persons
  2. Every Public Authority shall provide as much information Suo - motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
  3. Every Information shall be disseminated widely (Sub-Section 1)
  4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority’s organizational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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## **1<sup>st</sup> Manual: Particulars of the Public Authority**

### **1.1 Name and address of the organization**

Punjab Biotechnology Incubator (PBTI)  
SCO : 7&8, Phase-V,  
SAS Nagar (Mohali)

### **1.2 Head of the organization :**

Dr. S.S. Marwaha, Chief Executive Officer

### **1.3 Key Objectives :**

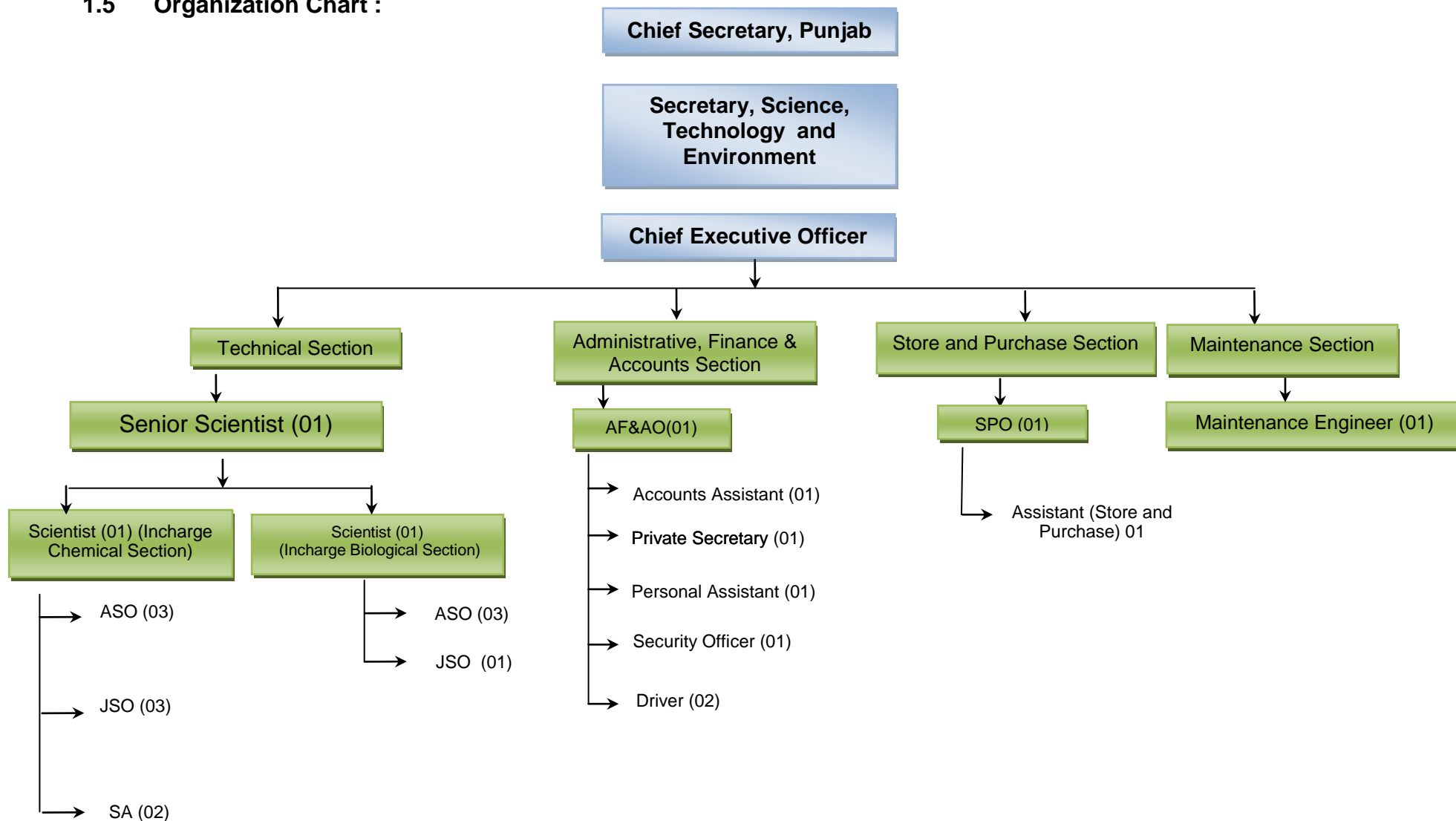
PBTI has been setup to provide Incubation Services to translate Research Ideas into Commercially viable Technologies through quality testing and contract research services in agri, food, environment and allied sectors

### **1.4 Functions and Duties :** PBTI has been set up as an autonomous Society with the mandate to carry out the following functions and duties

- i. To provide world class Research & Development facilities and services for conception, investigations, process standardization scale-up and validation of biotechnologies.
- ii. To nurture the emerging ventures and to accelerate the commercialization of new technologies.
- iii. To assist new enterprises to forge appropriate linkages with biotech companies, academia and government.
- iv. To provide a viable mechanism for licensing new technologies to upcoming biotech companies in agri processing, food processing, pharma and environmental sectors.
- v. 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.
- vi. To evolve strategic partnerships between innovators from R&D Institutions, entrepreneurs and biotech companies.
- vii. To identify, develop and adapt spin-off technologies from India as well as oversees R&D Institutions and Universities for commercialization.
- viii. To promote the use of agri-resources of the region to develop commercially important products and processes employing environmentally benign and cost effective technologies.

- ix. To identify, train and support new entrepreneurs to establish start-up ventures in biotechnology
- x. To develop human resources for undertaking knowledge based services and techniques relevant to biotechnology.
- xi. To assist the entrepreneurs in protecting the newly generated intellectual property.
- xii. To assist entrepreneurs and their new biotech enterprises to get financial support from venture capital, financial, banking and government agencies.
- xiii. To usher an overall development of local and national economies through accelerated application of innovation and entrepreneurship in biotechnology.
- xiv. 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.
- xv. 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.
- xvi. To provide knowledge based services and infrastructural facilities for the extraction of medicinal/aromatic plants and quality testing & certification of agro products.
- xvii. Research and Development in process standardization, scale-up and validation of technologies.
- xviii. 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.
- xix. 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.

1.5 Organization Chart :



ASO : Assistant Scientific Officer  
 JSO : Junior Scientific Officer  
 SA : Scientific Assistant

Authority Name : Punjab Biotechnology Incubator

**2nd Manual: Powers & duties of officers & employees****2.1 Powers and duties of officers (Administrative, Judicial) Financial &****A. POWERS OF OFFICERS**

The Society for Punjab Biotechnology Incubator (PBTI), has approved and delegated the administrative & financial powers to the Chief Executive Officer (CEO).

**1. Powers of Chief Executive Officer :**

<b>Sr. No</b>	<b>Nature of Power</b>	<b>Powers Delegated</b>	<b>Remarks</b>
<b>I. Administrative</b>			
i)	Appointments	Powers of CEO are duly defined in the Service Rules approved by the Governing Council in its 12 <sup>th</sup> meeting held on 7.01.2010	Subject to budget provision and on recommendations of duly constituted selection committee.
ii)	To authorize air travel or higher class of rail and accommodation in special circumstances, to non-entitled employees.	Full	
iii)	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.
iv)	Permission to deliver lectures by scientists/technical officers in Universities / technical institutions and to accept remuneration therefore.	Full	Subject to the exigencies of the work

<b>II. Financial Powers</b> - Approved by the Society in its 1 <sup>st</sup> meeting held on 18.08.2005 and revised as per the approval by the Governing Council in its 13 <sup>th</sup> , 19 <sup>th</sup> and 22 <sup>nd</sup> meetings. Following are the current financial powers of CEO as per the approval of Governing Council in its 22 <sup>nd</sup> meeting held on 13.08.2014 :			
i)	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.
ii)	Excess over administrative approval and expenditure sanction given by the Governing Council.	Upto 10% but not exceeding Rs.10.00 lac.	
iii)	Technical sanction to detailed estimates for works administratively approved by competent authority.	Full	
iv)	Excess over technical sanction.	Upto 10% over technical sanction	
v)	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.	
vi)	To sanction commencement of work on an urgency certificate after administrative approval, but, before technical sanction to the estimate.	Upto Rs.10.00 lac.	
vii)	To grant extension of time to Contractors.	For works less than Rs. 25.00 lacs.	
viii)	To sanction one time purchases of: a) Raw materials b) Plant, Machinery & equipment c) Spares, tools & other stores, repair of Plant & machinery and equipment.	Rs. 5.00 Lacs. Rs. 2.00 Crores. Rs. 5.00 Lacs	As per allocation in Budget
ix)	Advertisement Charges	Upto Rs.50,000/-	
x)	Entertainment	Upto Rs.20,000/-	
xi)	TA/DA to Experts, Consultants etc.	Full	Subject to PBTI rules.

**II (a) Finance Powers (Recurring and Non Recurring) :**

Governing Council in its 2<sup>nd</sup> meeting held on 2.11.2005 approved the following financial powers of CEO, Administrative cum Finance & Accounts Officer (AF&AO) and Store & Purchase Officer (SPO) :

**A. RECURRING EXPENDITURE**

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated Per purchase (Rs.)	Remarks
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>	

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated Per purchase (Rs.)	Remarks
<b>To sanction purchase of</b>				
i)	Electricity, Water, Fees and Taxes, Telephone Bills, Insurance of Assets, Postage & Telegram, Petrol, Oil & Cars etc.	AF&AO	Full powers	
ii)	Maintenance contract of typewrites photocopier including repairs including consumable, office maintenance	CEO SPO	Full Powers	
iii)	Book binding, office equipment on rent, uniforms and liveries and unforeseen expenses	CEO	Full Powers	
iv)	Rent of office premises	CEO	Full Powers	
v)	Magazines, journals, newspapers, maps, periodicals etc.	<b>Foreign :</b> CEO <b>Domestic :</b> CEO	Full Powers  Full Powers	
vi)	Purchase of computer software running & maintenance of computers	CEO SPO	Full Powers 10,000	
vii)	Medical reimbursement (indoor & outdoor)	CEO	Full powers  As per Pb. Govt. Rules/Panel appointed by the Council/Govt. Hospitals/dispensaries	
viii)	Payment of Salary and allowances	CEO with power to sub-delegate to AF&AO	Full	
ix)	TA claims, traveling advances, staff car advances and other personal advances.	CEO AF&AO	Full powers  Rs. 1,000/- (at one time subject to proper approval of competent authority)	

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated Per purchase (Rs.)	Remarks
<b>To sanction purchase of</b>				
x)	Recurring contingent expenditure not provided in the rules.	CEO AF&AO	Full power <b>Rs.3,600/-</b> per annum (for one item)	
xi)	Postage Stamps	AF&AO	Full	
xii)	Power to grant or permit BTI staff to receive fees.	CEO	Full power	
xiii)	Powers to grant TA without production of actual rail/bus tickets in case of loss or to grant next higher class.	CEO	Full power	
<b>B. NON-RECURRING</b>				
<b>To sanction</b>				
i)	Purchase of Library books	CEO	Full power	
ii)	Expenditure on seminars/workshops, membership and associates fees	CEO	Full power	
iii)	Write off, losses demurrage and wharf age	CEO	Full power	
iv)	GPF, CPF and EPF withdrawals	CEO	Full power	
v)	Declaration of unserviceable items/sale/disposal of assets	Governing Council CEO	Full powers 2.00 crores	
vi)	Administrative approval of :			
vii)	Office equipment, furniture, typewriters, tools etc.	CEO	50,000	
		SPO	10,000	
viii)	Air conditioners, computers hardware etc.	CEO	Full powers	

Sr. No	Nature of Power	Authority to which the Power is delegated	Extent of Power Delegated Per purchase (Rs.)	Remarks
ix)	Payment of consultancy fee for legal advisor/Consultant, P.F., Income-tax, Special Agencies	Governing Council  CEO  CEO with the approval of SSTE & Vice Chairman of PBTI	Full Powers  Upto Rs. 2,00,000/-  Rs. 2.00/- lacs to Rs. 5.00 lacs	
x)	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	
xi)	Expenditure for accreditation, certifications etc. of the service facilities	CEO	Full powers.	
xii)	To sanction expenses for clearance from custom and transportation of plant, machinery and equipment	CEO	Full powers.	
xiii)	To appoint clearing agents and to sanction expenditure relating to export/import of plant, machinery and equipment, chemicals, biochemicals etc.	CEO	Full powers.	
xiv)	Cash purchase without quotation	CEO	Rs. 20000/-	

## 2.2 DUTIES OF CHIEF EXECUTIVE OFFICER AND OTHER OFFICERS

Sr. No.	Designation	Duties
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 / Biooical 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 (Assistant Scientific Officer, Junior Scientific Officer & Scientific Assistant)	Responsible for sample collection & analysis as per allocation and general maintenance & upkeep of the Equipment / Laboratories.

Sr. No.	Designation	Duties
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 notes 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. In the absence of Store & Purchase Officer (SPO), AF&AO perform the duties related to Store & Purchase. 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. He is also responsible for the insurance of assets including infrastructure of PBTI. The Stores & Purchase Officer is to make the purchases with the approval of CEO. In the absence of AF&AO, SPO performs the duties related to administrative matters. He also performs such other functions as are entrusted by the Society from time to time.
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.

## **2.3 RULES / ORDERS UNDER WHICH POWERS AND DUTIES ARE DERIVED**

Chapter-12 of Service Rules of PBTI contains duly defined Powers and Duties of Scientific and Administrative Staff approved by Governing Council in its 12th meeting held on 7.01.2010 and adopted by the Society in its 4<sup>th</sup> meeting 02.03.2010. PBTI follows GOP's notifications w.r.t. rules and orders issues from time to time.

### **3rd Manual: Procedure followed in decision making**

- 3.1 Process of decision Making :** The Governing Council of PBTI is the supreme and competent decision making authority and has authorized CEO and other officers of PBTI for the execution of the policies and decisions of Society.

#### **Governing Council is having the powers to:**

- i. Formulate appropriate policies and plans for growth of PBTI.
- ii. Review the PBTI mission objectives and goals from time to time and suggest appropriate changes if necessary.
- iii. 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.
- iv. 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.
- v. Sell, transfer, lease or otherwise dispose of any movable or immovable property of the Society.
- vi. 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.
- vii. 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.
- viii. Review the progress of PBTI and its commercial viability.
- ix. Evolve a suitable organizational structure and management system for day to day running of PBTI, through outsourcing of management and operational services.

- x. Identify technical consultants and experts for guiding effective functioning of tenant support programmes.
- xi. Constitute suitable committee(s)/sub-committee(s) with such powers to carry out the objectives of the Society.
- xii. Establish appropriate servicing mechanisms and customer satisfaction evaluation procedures.
- xiii. In the event of any matter not being provided for therein, the Governing Council
  - a) Shall have the power to make rules as it deems necessary and get them approved/ratified by the Society.
  - b) To do all such things, deeds and acts that may be deemed necessary in furtherance of the objectives of the Society.

Whenever it appears to the Governing Council to alter, extend or abridge the Memorandum of Association (MOA) for such purposes as are mentioned in the MOA or for other purposes as specified in Section-12 of the Registration of Societies Act 1860, the **Society for Punjab Biotechnology Incubator, the supreme authority is empowered to :**

***Approve such amendments on the recommendations of the Governing Council.***

**3.2 Final Decision making authority :**

Governing Council / Society for PBTI

**3.3 Related Provisions, act, rules etc., :**

Memorandum of Association (MOA) and Bye Laws of Society for PBTI have different provisions, acts, rules etc. Copy of MOA incorporating the amendments approved by Governing Council in its 18<sup>th</sup> meeting held on 11.9.2012 is as per **Annexure-A**.

**3.4 Time limit for taking a decision, if any :**

NA

**3.5 Channels of supervision and accountability :**

The work of subordinates is supervised by the next level in the hierarchy

**Annexure-A**

# **PUNJAB BIOTECHNOLOGY INCUBATOR**

*(A State Govt. Undertaking)*



## **Memorandum of Association & *Bye-Laws***

**AMENDMENT RECORD**

Revision Details		Details of Amendment	Approved by Governing Council (Meeting & Date)	Signature	
Revision No.	Revision Date			AF&AO	CEO
1	14.08.2006	4(q) <i>Research and Development in process standardization, scale-up and validation of technologies</i>	14.08.2006		
2	19.11.2008	Change of Name of PBTI	19.11.2008		
3	11.9.2012	Members of the Governing council have been increased from 7 to 15	11.9.2012		

## **PUNJAB BIOTECHNOLOGY INCUBATOR**

### **MEMORANDUM OF ASSOCIATION**

**1. Name of the Society**

The name of the Society is “**PUNJAB BIOTECHNOLOGY INCUBATOR (PBTI)**”.

**2. Registered and Administrative Office of the Society**

SCO : 8 (3<sup>rd</sup> Floor), Phase-V, SAS Nagar (Mohali) – 160 059

**3. Aim**

To establish, develop and manage the **Punjab Biotechnology Incubator (PBTI)** and thereby 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.

**4. 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 overseas 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.
5. Without prejudice to the generality of the above objects and effectively carrying out the same, the Society shall have power to receive, hold and construct any property or facilities and to enter into any contract/agreement for or in connection with the operation and maintenance of the properties and facilities. The Society shall also have powers to raise money in its name in the normal course of business and to establish provident fund and other welfare fund(s) for the benefit of the employees of the Society.
6. The management and control of the Society shall be in the hands of the Governing Council of the Society and shall be carried on in accordance with the rules as may be framed or modified from time to time by the General Body of the Society.
7. We the undersigned are desirous of forming ourselves into a Society named "**Punjab Biotechnology Incubator (PBTI)**" in pursuance of this Memorandum of Association.

<b>Sr.No.</b>	<b>Designation In Society</b>	<b>Signature</b>
1.	President (Ex-Officio) Chief Secretary Govt. of Punjab	Sd/-
2.	Vice-President (Ex-Officio) Principal Secretary, Science, Tech. & Env. Govt of Punjab.	Sd/-
3.	Member (Ex-Officio) Executive Director PSCST	Sd/-
4.	Member (Ex-Officio) Advisor Deptt. of Biotechnology Govt. of India (Presently Dr. Rajesh Kapur)	Sd/-
5.	Member Secretary Cum Chief Executive Officer (Ex-Officio) Punjab Biotechnology Incubator (Presently Dr. S.S. Marwaha)	Sd/-
6.	Member Scientist- 'G' Head (R&D and Planning Division), Council of Scientific & Industrial Research Govt. of India (Dr. Naresh Kumar)	Sd/-
7.	Member Chief Executive Officer Davix Management Services Private Limited, 301, Tower-B, Global Business Park Gurgaon (Sh. D.S. Brar)	Sd/-

***The Society shall have members not exceeding 15.*** The Society shall be governed by 'Governing Body' comprising President, Vice-President, Secretary and Treasurer. The office of the President of the Society shall be occupied by the Chief Secretary, Govt. of Punjab who is the President and an ex-officio member of the Society; office of the Vice-President shall be occupied by Principal Secretary/Secretary, Science, Technology & Environment, Govt. of Punjab who is an ex-officio member of the Society. The office of Member Secretary shall be occupied by the ***Chief Executive Officer (CEO)*** of the ***Punjab Biotechnology Incubator*** who is an ex-officio member of the Society. ***The membership of the Governing Council shall not exceed fifteen (15).*** Treasurer and the other members of the Society shall be nominated by the Society / Governing Council. Governing Council may co-opt additional members as may be required from time to time.

The term of office of the aforesaid office-bearers other than ex-officio members shall be for a period of three years and shall extend until the new office bearers are elected/nominated after the formation of the Society.

#### WITNESS

Signature of two witnesses other than the members of the Society with addresses:-

Name with Father's Name	Address	Signature
1. Dr. Jatinder Kaur Arora D/o S. Mohanjeet Singh	Punjab State Council for Science & Technology, Sector-26, Chandigarh.	Sd/-
2. Sh. Avdesh Kaushik S/o Dr. Bidhi Chand Kaushik	Punjab State Council for Science & Technology, Sector-26, Chandigarh.	Sd/-

Signature of Attesting Officer  
with Official Seal

Sd/-  
President

Sd/-  
Member Secretary

**PUNJAB BIOTECHNOLOGY INCUBATOR  
(PBTI)**

**SAS Nagar (Mohali)**

**BYE-LAWS**

**PUNJAB BIOTECHNOLOGY INCUBATOR (PBTI)  
SAS Nagar (Mohali)**

**RULES AND REGULATIONS**

1. Name : **Punjab Biotechnology Incubator (PBTI)**
2. Location : **Regd. and Admn. Office:**  
SCO : 8 (3<sup>rd</sup> Floor), Phase-V, SAS Nagar  
(Mohali)-160059.
3. Jurisdiction : State of Punjab
4. Aims & Objectives : As in Memorandum of Association
5. Definition : In these Rules & Regulations, unless there be anything repugnant to or inconsistent with the subject or context -
  - a) "Act" means the Societies Registration Act XXI of 1860
  - b) "PBTI" means the Punjab Biotechnology Incubator
  - c) **CEO** means the **Chief Executive Officer**
  - d) 'DBT' means the Department of Biotechnology, Ministry of Science and Technology, Govt. of India
  - e) GOP means the Govt. of Punjab
  - f) 'Financial Year' means the period of twelve months ending with 31<sup>st</sup> March every year
  - g) 'Funding Agencies' means DBT, GOP and other funding agencies.
  - h) 'Society' means the **"Punjab Biotechnology Incubator"**.
  - i) 'General Body' means the General Body of the Society.

- j) 'Governing Council' means the Governing Council of the Society.
- k) PSCST means the Punjab State Council for Science & Technology, Chandigarh.
- l) 'Member' means a member admitted to the Society under the rules prescribed by the Society.
- m) 'President' means the President of the Society
- 5A. The Society : The membership of the Society not exceeding 15 shall consist of the Founder Members of the Society.  
The Society at its discretion may **co-opt** eminent individuals/ academicians /corporate bodies in the field of Biotechnology.
6. Governing Council : The membership of the Governing Council shall not exceed fifteen (15).  
The Governing Council may **co-opt** eminent individuals/ academicians /corporate bodies in the field of Biotechnology.
7. **Composition of the Society & its Governing Council** : **The Society and its Governing Council** shall have –
- I. A President / Chairman who is the Chief Secretary, Govt. of Punjab and ex-officio member of the Society/Governing Council.
  - II. A Vice-President / Vice Chairman, who is the Principal Secretary / Secretary, Science, Technology & Environment, Govt. of Punjab and ex-officio member

of the Society / Governing Council.

- III. A Secretary, who is the **CEO** of Punjab Biotechnology Incubator and ex-officio member of the Society.
- IV. A Treasurer nominated by Society/GOP.
- V. Other members.

- 7A. Powers of the Society : The Society shall have power
- I. To charge the Governing Council with powers to implement the policies, procedures and plans approved by the Society.
  - II. To issue such general instructions in accordance with which the books and accounts of the Society shall be maintained.
  - III. To consider and approve the Annual Report on the working of the Society.
  - IV. To consider and approve the audited accounts and the annual budget estimates of the Society.

8. President of the Society : The President of the Society:
- I. Shall preside over the annual general meeting and other **meetings** of the General Body of the Society.
  - II. Shall be the sole and absolute authority to judge the validity of votes cast by the members at all meetings of the Society and the General Body.
  - III. Shall see that the affairs of the

Society are run efficiently and in accordance with the provisions of the regulations.

- IV. Shall co-ordinate the working of committee(s)/sub-committee(s) for efficient management of the Society.

9. Vice-President : During the absence of the President, the Vice-President shall act as the President.

10. Secretary of the Society :
- a) Shall be responsible for carrying out all the decisions of the Society.
  - b) Shall be **Incharge** of all the records of the Society and shall be responsible for their proper custody.
  - c) Shall be the Chief Custodian of all the properties, assets and the funds of the Society.
  - d) Shall be empowered to sue and be sued in the name of the Society.
  - e) Shall perform all the secretarial functions like preparing the notices and agenda for the meetings of the Society and Governing Council and recording the minutes of proceedings, entering into and carrying on all correspondence with outside agencies.
  - f) Shall perform such other functions as are entrusted to him by the Society from time to time.

11. Treasurer of the Society : a) Shall be responsible for proper maintenance of books of accounts of the Society and preparation of annual budgets and final accounts of the Society.
- b) Shall perform such other functions as are entrusted by the Society from time to time.
12. Functions of Governing Council : I. To formulate appropriate policies and plans for growth of **PBTI**.
- II. To review the **PBTI** mission objectives and goals from time to time and suggest appropriate changes if necessary.
- III. 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.
- IV. 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.

- V. To sell, transfer, lease or otherwise dispose of any movable or immovable property of the Society.
- VI. 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.
- VII. 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.
- VIII. To review the progress of **PBTI** implementation and its commercial viability.
- IX. To evolve a suitable organizational structure and management system for day

- X. to day running of PBTI, through outsourcing
  - XI. of management and operational services.
  - XII. To identify technical consultants and experts for guiding effective functioning of tenant support programmes.
  - XIII. To constitute suitable committee(s)/sub-committee(s) with such powers to carry out the objectives of the Society.
  - XIV. To establish appropriate servicing mechanisms and customer satisfaction evaluation procedures.
  - XV. In the event of any matter not being provided for therein, the Governing Council
  - XVI. Shall have the power to make rules as it deems necessary and get them approved/ratified by the Society.
  - XVII. To do all such things, deeds and acts that may be deemed necessary in furtherance of the objectives of the Society.
13. Variation in the : Any vacancy in the Society/Governing  
Composition of the Council by reason of resignation,  
Society and **Governing** retirement, death or otherwise shall be  
**Council.** filled in accordance with the regulations of  
the Society.

Such casual vacancy in the Society/Governing Council may be filled up by nominating a member by the Society and Governing Council as the case may be and the member nominated to fill such casual vacancy shall hold office for the remainder of the term of the member in whose place he/she has been appointed.

14. **CEO of the PBTI** :
- a) Shall be the administrative head of the **PBTI** to exercise supervision and control over all other staff.
  - b) Shall be accountable to the Governing Council.
  - c) Will be the Convener of the Governing Council.
  - d) Shall be responsible for identifying agencies for outsourcing the operation and maintenance of the PBTI and to stipulate such terms and conditions to such outsourced agency.
  - e) Shall be responsible for planning and execution of all other activities of **PBTI**.
  - f) Shall receive grants and contributions on behalf of the Society.
  - g) Shall conduct the financial transactions in the name of the Society and to make payments out of the consolidated fund through cheques/drafts by such officer or officers as may be authorized by the Society.

- h) Shall undertake such other beneficiary steps as required for fulfillment of the objectives of the Society from time to time.
15. Tenure : All members of the Society and Governing Council other than Ex-officio members shall have a tenure of membership for a period of three years.
16. Resignation/termination/ cessation of the member :  
a) A nominated/elected member of the Society/Governing Council may resign from the membership by submitting the resignation to the President and it comes into effect from the date of acceptance of such a resignation.  
b) A member of the Society/Governing Council shall cease to be member.  
i) If he dies, resigns, becomes insane or is convicted with criminal offence.  
ii) If he (other than ex-officio) does not attend three consecutive meetings of the Society without obtaining leave of absence.
17. Frequency of Meetings : The frequency of the meetings of the various bodies/committees shall be as given below-  
a) Society – at least once in a year  
b) Governing Council – at least 4 times in a year  
c) Committees(s)/Sub-committee(s) – at the frequency as may decided at time of formation of respective committee(s).

However, depending on the need and

urgency the meetings may be conducted more often than as suggested above.

18. Notice of the Meeting : Notice of at least 10 clear days shall be given to the members of the Society/Governing Council. Notices of the meeting shall be issued by the Secretary with concurrence of President.
19. Quorum for meeting :      a) The quorum for meeting shall be one third of the members of the total number of members on the date of notice of the meeting.
- b) No proxy for any member is allowed.
- c) No business shall be transacted at any time of commencement of the business meeting unless there is a quorum.
- d) If within half an hour from the time appointed for the meeting, no quorum is found, the meeting unless otherwise stated in the notice calling the meeting, shall be adjourned by the President to such date and place as may be decided.
- e) After two consecutive adjournments of the meetings on dates prescribed and notified keeping in view the notice period calling for the meeting, the President shall call the third meeting, wait for half an hour for the completion of the quorum and then even if the quorum is not complete, convene the meeting with the members who are

actually present for such adjourned meeting. The decision on all matters during the adjourned meeting shall be decided by the majority of votes.

20. Minutes of proceedings : Minutes of the proceedings at each meeting shall be recorded and the same shall be signed by the President and the Secretary. The same shall be circulated within a fortnight of the meeting to all the members and the minutes should be got confirmed in the subsequent meeting.
21. Funds : The Society shall have its own fund and all sums which may from time to time be paid to it by the Central Govt., State Govt. and all other receipts (by way of gifts, grants, donations, benefactions (fees) or (otherwise) of the Society shall be carried to the fund of the Society and all payments by the Society shall be made, therefrom.
22. Accounts & Audit : a) The annual accounts shall be audited by a Chartered Accountant appointed by the Governing Council.  
b) **CEO** PBTI shall place the Audited report along with the Annual Administrative Report before the General Body for its approval.
23. Income & Properties of the Society : The income and the property of the Society, however, derived shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association.
- No portion of the income and property of the Society shall be paid to or transferred directly

or indirectly, by way of dividends, bonus, or by way of profits or otherwise to any person or persons who at any time are or have been the members of the Society or any claim through them, provided that nothing herein contained shall prevent the payment of any fee/incentive for operation and management of **PBTI** through outsourcing, payment in good faith of honoraria, perquisites, facilities of any nature to the officers and employees of the Society.

#### 24. Investment of Funds

Any surplus funds not needed for immediate research will be invested by the organization in accordance with the following forms and modes.

- i) Investment in savings certificate as defined in clause (c) of section 2 of the Government Savings Certificate Act, 1959 (46 of 1959) and any other securities or certificates issued by the Central Government under the Small Savings Schemes of that Government.
- ii) Deposit in any account with the Post Office Savings Bank.'
- iii) Deposit in any account with a scheduled bank or a co-operative society engaged in carrying on the business of banking (including a cooperative land mortgage bank or a cooperative land development bank).

Explanation: In this clause, "scheduled bank"

means the State Bank of India constituted under the State Bank of India Act, 1955 (23 of 1955), a subsidiary bank as defined in the State Bank of India (Subsidiary Banks) Act, 1959 (38 of 1959), a corresponding new bank constituted under section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970), or under section 3 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980), or any other bank being a bank included in the Second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934).

- iv) Investment in units of the Unit Trust of India established under the Unit Trust of India Act, 1963 (52 of 1963).
- v) Investment in any security for money created and issued by the Central Govt. or a State Govt.
- vi) Investment in debentures issued by, or on behalf of, any company or corporation both the principal whereof and the interest whereon are fully and unconditionally guaranteed by the Central Govt. or by a State Govt.
- vii) Investment or deposit in any public sector company.
- viii) Deposits with or investment in any bonds issued by a financial

corporation which is engaged in providing long-term finance for industrial development in India and which is approved by the Central Govt. for the purposes of clause (viii) of sub-section (1) of section (36) of I.T. Act.

- ix) Deposits with or investment in any bonds issued by a public company formed and registered in India with the main object of carrying on the business of providing long-term finance for construction or purchase of houses in India for residential purposes and which is approved by the Central Govt. for the purposes of clause (viii) of sub-section (1) of section 36 of I.T. Act.
- x) Investment in immovable property i.e. in any building or other immovable property/asset related to the approved activities of the SIRO.
- xi) Deposits with the Industrial Development Bank of India established under the Industrial Development Bank of India Act, 1964(18 of 1964)".

25. Encumbrances : Any decision of the Society or Governing Council which has the effect of alienating the land, building or other immovable assets of the Society shall not be given effect to unless prior concurrence for the same has been obtained from GOP/DBT, GOI.
26. Indemnity : Every officer of the Society shall be indemnified against all losses and expenses incurred in discharge of his normal duties except such losses which have happened

- through his negligence, willful act or default.
27. Amendments : Any amendment to rules and regulations of the Society shall be first passed by the Governing Council in its meeting and thereafter the same shall be placed before the Society. The amendments shall be passed by 2/3 majority of the votes.
28. Dissolution of the Society : The Society may be dissolved only in accordance with the provision of Section 13 and 14 of the Act. On dissolution of **Punjab Biotechnology Incubator**, if there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among its members but shall be transferred as required under Section 13 of Societies Registration Act, 1860 to some other Society pursuing similar objectives or to Govt. for pursuing/promotion of similar objects.

## **4th Manual: Norms for discharge of functions**

### **4.1 Nature of functions / services offered**

PBTI has framed its Service Rules under Rule 12 (XVI) of its Memorandum of Association (MOA) and approved by the Governing Council in its 12<sup>th</sup> meeting held on 07.01.2010 with subsequent amendments approved by Governing Council in its 15<sup>th</sup> and 18<sup>th</sup> meetings, and Society in 7<sup>th</sup> meeting is placed at **Annexure-B**. PBTI follows the State Govt. notification from time to time to discharge its day to day functions.

### **4.2 Norms / standards for functions / service delivery :**

As per Service Rules of PBTI **Annexure - B**

### **4.3 Time limits for achieving the targets :**

NA

### **4.4 Reference document prescribing the norms**

Service Rules

## **Annexure-B**

# **STAFF SERVICE RULES**

**APPROVED BY THE GOVERNING COUNCIL  
IN ITS 10<sup>TH</sup> MEETING HELD ON 03.03.2009  
AND ADOPTED BY SOCIETY FOR PUNJAB  
BIOTECHNOLOGY INCUBATOR IN ITS 4<sup>TH</sup>  
MEETING HELD ON 02.03.2010**

## PREAMBLE

The Governing Council of PBTI in its 10<sup>th</sup> meeting held on 03.03.2009 under the Chairmanship of Chief Secretary to Govt. of Punjab constituted the following committee to formulate the PBTI's Service Rules for smooth functioning of PBTI :

1. **Dr. S. S. Marwaha**, Chief Executive Officer, PBTI
2. **Sh. H.S. Kandhola**, Additional Secretary, Science Technology & Environment, Punjab
3. **Sh. S.K. Sadana**, Controller of Administration, Institute of Microbial Technology, Chandigarh representative of Director, IMTECH
4. **Mr. Uma Kant Mehta**, Chartered Accountant
5. **Sh. A.K. Kakaria**, Chief Administrative Cum Finance Officer, C-DAC
6. **Sh. S.K. Chopra**, Administrative-cum-Finance & Accounts Officer, PBTI

The above committee met on **09.06.2009, 20.06.2009, 16.07.2009** and **19.09.2009**. After detailed discussion and deliberations formulated Service Rules for the staff of Punjab Biotechnology Incubator which are placed hereinafter.

**( Dr. S.S. Marwaha )**  
Member Secretary,  
Governing Council of PBTI

## AMENDMENT RECORD

Revision Details		Details of Amendment	Approved by Governing Council (Meeting & Date)	Signature	
Revision No.	Revision Date			AF&AO	CEO
1	12.07.2011	Clause 3.7.2 of the Service Rules regarding the tenure of Contractual appointments has been amended	15 <sup>th</sup> meeting held on 12.07.2011	-sd-	-sd-
2	12.07.2011	Punjab Biotechnology Incubator - A Joint Venture of DBT, GOI & GOP amended to "A State Govt. Undertaking".	15 <sup>th</sup> meeting held on 12.07.2011	-sd-	-sd-
3	11.09.2012	i. Clause 10.5.6 "Leave to contractual employees on fixed remuneration" Amended ii. Amendments in the Appendix – A of the Service Rules w.r.t. the age for the posts of AF&AO, SPO & Maintenance Engineer has been made iii. Qualification and Experience for the post of AF&AO as per Appendix-A has been amended	18 <sup>th</sup> meeting held on 11.09.2012	-sd-	-sd-
4	08.05.2013	The note in Clause-10.5.1 i.e. "Casual leave to the female employees of the PBTI, irrespective of their length of service will be of 20 days" has been deleted	7 <sup>th</sup> meeting of Society held on 08.05.2013	-sd-	-sd-

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# CHAPTER – 1

## PBTI STAFF SERVICE RULES – 2009

### 1.1 Short title - commencement and application

These rules may be called **PBTI Staff Service Rules – 2009** and they shall come into force from the date of approval by the Governing Council

### 1.2 Definitions:

In these rules, unless there is anything repugnant to the subject or context.

- i. **“PBTI”** means the Punjab Biotechnology Incubator.
- ii. **“Society”** means Punjab Biotechnology Incubator.
- iii. **“Governing Council”** means Governing Council of Punjab Biotechnology Incubator
- iv. **“President”** means President of Punjab Biotechnology Incubator Society
- v. **“Chairman”** means the Chairman of the Governing Council of PBTI.
- vi. **“CEO”** means Chief Executive Officer of PBTI
- vii. **‘Appointing Authority’** means the authority competent to make appointments as per the Delegation of Powers.
- viii. **“Competent Authority”** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in PBTI or any such orders of the Govt. issued from time to time.
- ix. **“Direct Appointment”** means appointment made otherwise than by promotion or transfer of a person already in the service of PBTI or made by taking a person on deputation from State/Central Govt., or any other Public Sector Undertaking or Autonomous Body.
- x. **“Duty”** means the period of service, which counts for pay, leave and other emoluments but does not include any period of suspension or extraordinary leave without pay.
- xi. **‘Employee’** means a person employed on any post of PBTI, but does not include a casual worker or a daily wage-worker.
- xii. **‘Government’** means the Government of Punjab.
- xiii. **‘Member Secretary’** means the Member Secretary of Society & Governing Council of PBTI.
- xiv. **‘Posts’** means the posts created/sanctioned/ approved by the Competent Authority from time to time.

- xv. **'Tenure Post'** means a post, which an individual employee may not hold for more than a specified period.
- xvi. **'Temporary Post'** means a post carrying a definite rate of pay sanctioned for a limited time. Such a post can be held in an officiating capacity

**NOTE:** An extension of a temporary post necessary to cover the period of leave granted to its holder is expedient only when the grant of leave involves no expenses to PBTI.

- xvii. **'Regular Post'** means a post carrying a definite rate of pay and sanctioned without limit of time.
- xviii. **Disciplinary Authority** : Means appointing authority or any other authority not lower than the rank of Appointing Authority
- xix. **'Cadre'** means the strength of a service or a part of a service sanctioned as a separate unit.
- xx. **"Family"** : Means  
"A Husband or wife as the case may be, legitimate children, step children and wholly dependent parents, step mother, un-married brother & sister residing with and wholly dependent upon the employee"

**Note :** This definition is for the purpose of availing LTC & Medical Facilities, only.

### 1.3 Interpretation

In the matter of interpretation of these rules, the decision of the Chief Executive Officer, PBTI shall be final.

## **CHAPTER – 2**

### **POSTS**

- 2.1 For the purpose of these service rules, the posts under PBTI shall be classified under the following cadres, namely
  - 2.1.1 Scientist
  - 2.1.2 Technical / Engineering Staff
  - 2.1.3 Administration & Accounts and supporting staff
  - 2.1.4 Purchase & Store
- 2.2 There shall be regular and temporary posts under PBTI
- 2.3 The Governing Council of PBTI shall have the power to declare a temporary/regular post as permanent.
- 2.4 No person shall be appointed on any post in PBTI unless he/she is a citizen of India or a person of Indian origin.

## CHAPTER-3

### ELIGIBILITY, RECRUITMENT AND PROMOTION

- 3.1 Recruitment to the various posts under PBTI shall be made by any one or more of the following methods:
- 3.1.1 Direct recruitment through open advertisement.
  - 3.1.2 Deputation from the Central/ State Govt./ PSU/ Semi Govt. Organizations or Autonomous bodies working under the control of Govt.
  - 3.1.3 By transfer from Central/ State Govt./ PSU/ Semi Govt. Organizations or Autonomous bodies working under the control of Govt.
  - 3.1.4 By Promotion
  - 3.1.5 Direct recruitment of specialists on a tenure or short-term contract basis.
  - 3.1.6 Out sourcing of services through contracting agencies.
  - 3.1.7 Appointment by Search Committee.
  - 3.1.8 By Absorption – Fulfilling prescribed qualification.
  - 3.1.9 Any other method of recruitment with the approval of Governing Council

#### 3.2. Classification of posts

Posts in PBTI shall be classified as under :

Sr. No.	Description of posts	Classification of Posts
1.	Post carrying the grade pays Rs. 12000/-, Rs. 10000/- and Rs. 8700/- at a basic salary of Rs. 37400/- and above	Group-A
2.	Post carrying the grade pays Rs. 6600/-, Rs. 7400/-, Rs. 7600/- and Rs. 7800/- at a basic salary of Rs. 15600/- and above, but, less than Rs. 37400/-	Group-B
3.	Post carrying the grade pays Rs. 5000/-, Rs. 4200/-, Rs. 3800/- and Rs. 3200/- at a basic salary of Rs. 10300/- and above, but, less than Rs.15600/-	Group-C
4.	Posts carrying the grade pays from Rs. 1300/-, upto Rs. 3000/- at a basic salary of Rs. 4910/-, less than Rs. 10300/-	Group-D

- 3.3 Eligibility Criteria : Qualification, Scale of pay attached to each post shall be as given in **Appendix-A** to these rules.

#### 3.4 Reservation In Recruitment

Govt. orders on reservation issued from time to time shall be followed.

### 3.5 Recruitment Procedure

#### 3.5.1 Direct Recruitment

Under direct recruitment following procedure shall be followed for filling up vacancies : -

**3.5.1.1 Screening Committee:** Applications received for various posts shall be screened by a Screening Committee consisting of 3 members constituted by the CEO, PBTI. The Screening Committee will recommend candidates to be called for interview based on bench marking guidelines to be decided by the Screening Committee. The proceeding of the Screening Committee shall be approved by CEO, PBTI

**3.5.1.2 Selection Committee:** The Selection Committee shall be constituted with the approval of Appointing Authority. The selection shall be made on the basis of qualification, experience, personal interview and suitability of the person for the post and any other parameter the Selection Committee may like to include.

Constitution of the Selection Committees for various categories of posts shall be as follows:

##### 3.5.1.2.1 Group-A & B Posts

Chairman	An Eminent Expert approved by the appointing authority in the area of the specialization for which the post is being filled
Members	i. Minimum 3 outside experts approved by the appointing authority ii. CEO, PBTI

##### 3.5.1.2.2 Group - C Posts

Chairman	CEO, PBTI or his nominee
Members	3 experts, including one outside expert and one expert from Administration

##### 3.5.1.2.3 Group - D

Chairman	CEO, PBTI or his nominee
Members	2 members nominated by CEO, PBTI

The composition of the Selection Committee for promotions of PBTI's Scientific, Technical, Administrative and Service Staff (A, B, C & D groups) under the Flexible Complimenting Scheme (FCS) and Person Oriented Promotion Policy (POPP) shall be the same as for the direct recruitment.

### **3.6 Appointment on Deputation**

An officer, who is appointed on deputation, will be governed by the terms & conditions of deputation and on mutually agreed terms of deputation.

### **3.7 Contract Appointments**

**3.7.1** In case of appointment in Regular Scale the period of contract appointment shall be five years extendable as per the requirements of PBTI and further depending upon the performance of the employee.

**3.7.2** "In case of appointment on consolidated emoluments, the contractual appointment shall be upto three (03) years extendable as per requirements and further subject to the performance of the employee"

**3.8** Appointment to all posts under the PBTI carrying a basic pay of Rs. 15600/- shall be made with the approval of the Governing Council and the appointment for the posts carrying basic pay upto Rs.15,600/- by the CEO, PBTI, on the recommendations of Selection Committee.

The limit of basic pay for appointment by different appointing authorities will be revised according to the revision of the pay scales from time to time.

**3.9** Minimum / Maximum age of a person at the time of direct recruitment to a post under PBTI shall be as prescribed by Govt. from time to time. Relaxation of age to SC/ST/OBCs and EX-DEFENSE PERSONNELS shall be as per the instructions issued by the State Govt. from time to time. There shall be no age limit for internal candidates.

**3.10** Direct appointment of every person to any post under the PBTI shall be subject to production of medical fitness certificate issued by Chief Medical Officer/Civil Surgeon / Medical Board as the case may be.

**3.11** All appointments shall be subject to the verification of character and antecedents of the employee by the Competent Authority.

### **3.12 Application Fee**

Application fee for the various posts of PBTI will be determined by CEO as per the requirement from time to time

### **3.13 Joining Time on First Appointment**

Normally one month, which can be extended to two months and in exceptional cases upto four months by the appointing authority depending upon the requirement of the post.

### 3.14 Re-Imbursement of Fees etc.

Fees paid by the candidate for initial Medical examination will not be reimbursed. No Travelling Allowance will be admissible for a journey undertaken to obtain a health certificate on first appointment.

### 3.15 Appointing Authority for Various categories of posts in PBTI would be as follows :

S.No.	Category of the Post	Appointing Authority
1.	Chief Executive Officer	Govt. of Punjab
2.	All posts of Group 'A' & 'B'	Governing Council
3.	All posts of Group 'C' & 'D'	Chief Executive Officer as per the delegation of the powers approved in the 1st Meeting of the Governing Council.

### 3.16 Probation

**3.16.1** All direct appointees shall be on probation for a period of one year subject to extension as may be deemed necessary. The total period of probation shall not exceed two years in any case.

**3.16.2** Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

**3.16.3** In the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the service may, at the discretion of the appointing authority, be allowed to count towards the period of probation; and

**3.16.4** Any period of officiating appointment to the service shall be reckoned as period spent on probation, but, no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed on regular basis for a period for which the appointing authority considers suitable.

**3.16.5** On the completion of the period of probation of a person, the appointing authority shall declare that he/she has completed his/her probation satisfactorily.

However, if in the opinion of the appointing authority the work and conduct of a person during the period of probation is not satisfactory, PBTI may terminate the services of the employee.

### **3.17 Termination of Service:**

The service of an employee of PBTI may be terminated by the appointing authority :

**3.17.1** In case of employees appointed against a regular/temporary post, by giving him/her notice as per terms & conditions of his/her appointment or payment of salary for the notice period by which for the notice falls short.

### **3.18 Curtailment of Service of Deputationist :**

**3.18.1** In case of an employee on deputation from State Government or Central Government or any other Board by reverting him/her to his/her parent department by giving him/her due notice as per terms and conditions of his/her deputation.

### **3.19 Record of Service:**

Following records of service of every employee shall be maintained by Administrative Branch of PBTI :-

- i. Personal File;
- ii. Service Book;
- iii. A.C.R. Dossier

### **3.20 Promotions**

PBTI is a small organization and have a limited number of posts for Scientific, Technical, Administrative and Non Scientific / Non - Technical Supporting Staff. Therefore, in order to keep the morale of the staff high and their zeal to work hard and efficiently to give results, following promotion schemes for Scientific & Technical Staff and Administrative and Non-Technical Supporting Staff are framed :

#### **3.20.1 Promotions for Scientific & Technical Staff**

The promotion of Scientific & Technical Staff shall be based on Govt. of India's policy i.e. Flexible Complimenting Scheme (FCS). Under this scheme all the Scientists / Technical officers working in PBTI in the pay grade as mentioned against respective cadres shall get their in-situ

promotion to the next higher grade after the recommendation of the concerned selection committee and approved by the concerned appointing authority. Under this policy the promotion shall be personal to the employee concerned and once the post is vacated by him / her due to resignation, retirement etc., the sanctioned post will be reverted to original grade. The promotions shall be linked with minimum residency period and also the performance of the employee required to compete on that post as outlined below :

#### A. Scientific Staff

**Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
1	Scientist	15600-39100 + 6600 GP	3 years
		15600-39100 + 7400 GP	3 years
		15600-39100 + 8400 GP	4 years
2	Senior Scientist	37400-67000+ 8700 GP	4 years
		37400-67000+ 10000 GP	4 years
		37400-67000 + 12000 GP	-

No person other than a person possessing the essential educational qualifications and experience required for the post and also satisfy the residency period linked to their performance as indicated in the table below shall be "screened in" :

<b>Number of years in the grade</b>						
	3	4	5	6	7	8
<b>Minimum percentage for eligibility</b>						
Scientist (GP - Rs. 6600/-)	85%	80%	70%	65%	60%	-
Scientist (GP - Rs. 7400/-)	85%	80%	70%	65%	60%	-
Scientist (GP - Rs. 8400/-)		85%	80%	75%	70%	60%
Senior Scientist (GP - Rs. 8700/-)		85%	80%	75%	70%	60%
Senior Scientist (GP - Rs. 10000/-)		85%	80%	75%	70%	60%

**B. Technical staff****Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
<b>1</b>	Maintenance Engineer	15600-39100+6600 (GP)	<b>4</b>
		15600-39100+7400 (GP)	<b>4</b>
		15600-39100+7600 (GP)	<b>5</b>
		15600-39100+7800 (GP)	<b>-</b>

No person other than a person possessing the essential educational qualifications & experience required for the post and also satisfy the residency period linked to their performance as indicated in the table below shall be screened in :

<b>Number of years in the grade</b>						
	4	5	6	7	8	
<b>Minimum percentage for eligibility</b>						
Maintenance Engineer (GP - Rs. 6600/-)	85%	80%	70%	65%	60%	-
Maintenance Engineer (GP - Rs. 7400/-)	85%	80%	70%	65%	60%	-
Maintenance Engineer (GP - Rs. 7600/-)		85%	80%	75%	70%	60%

### 3.20.1.1 Eligibility Criteria for Promotion

- a. Exceptionally meritorious candidates with all outstanding grading in all the years under consideration may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such relaxation will be limited to a maximum of two relaxations in their entire career.
- b. All the Scientific / Technical official who are “screened in” will be called for an interview. The performance in the interview will also be graded similarly on a 100 point scale and the eligibility for promotion will be based on the same norms as in the above table.
- c. The period spent for training / improving technical skills and improving the educational qualification with the permission of the competent authority shall count towards the minimum residency period.
- d. The screening and selection committee will be the same as the case of direct recruitment.

### 3.20.2 Promotion for Categories other than Scientific and Technical

Person Oriented Promotion Policy (POPP) on the pattern of Flexible Complementing Scheme (FCS) for the Administrative and Non Technical Supporting Staff. Under this scheme the Administrative and non scientific / non technical staff in their pay grade shall get in-situ promotion to the next higher grade. These promotions shall be linked with the minimum residency period required for the post which is required to complete in that post. Under this policy the promotion shall be personal to the employee concerned and once the post is vacated by him / her due to resignation, retirement etc., the sanctioned post will be reverted to original grade. The table for this is given below :

#### Grade B Cadre

Table for Residency Period

Sr. No.	Designation	Scale of Pay + GP	Minimum Residency period linked to performance
1	Administrative-cum-Finance & Accounts Officer	15600-39100+6600 (GP)	4
		15600-39100+7400 (GP)	4
		15600-39100+7600 (GP)	5

		15600-39100+7800 (GP)	-
<b>2</b>	Store & Purchase Officer	15600-39100+6600 (GP)	<b>4</b>
		15600-39100+7400 (GP)	<b>4</b>
		15600-39100+7600 (GP)	<b>5</b>
		15600-39100+7800 (GP)	-

No person other than a person possessing the essential educational qualifications & experience and also satisfy the residency period linked to their performance as indicated in the table below shall be “screened in” :

<b>Number of years in the grade</b>					
	4	5	6	7	8
<b>Minimum percentage for eligibility</b>					
Administrative-cum-Finance & Accounts Officer (GP - Rs. 6600/-)	80%	75%	70%	65%	-
Administrative-cum-Finance & Accounts Officer (GP - Rs. 7400/-)	80%	70%	65%	60%	-
Administrative-cum-Finance & Accounts Officer (GP - Rs. 7600/-)		80%	70%	70%	60%
Store Purchase Officer (GP - Rs. 6600/-)	80%	75%	70%	65%	-
Store Purchase Officer (GP - Rs. 7400/-)	80%	70%	65%	60%	-
Store Purchase Officer (GP - Rs. 7600/-)		80%	70%	70%	60%

### Grade C Cadre

**Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
<b>1</b>	Assistant (Store & Purchase)	10300-34800+3200 (GP)	<b>5</b>
		10300-34800+3600 (GP)	<b>5</b>
		10300-34800+3800 (GP)	<b>4</b>

		10300-34800+4200 (GP)	-
<b>2</b>	Security Officer	10300-34800+3200 (GP)	<b>5</b>
		10300-34800+3600 (GP)	<b>5</b>
		10300-34800+3800 (GP)	<b>4</b>
		10300-34800+4200 (GP)	-
<b>3</b>	Personal Assistant	10300-34800+4200 (GP)	<b>5</b>
		10300-34800+4400 (GP)	<b>5</b>
		10300-34800+4600 (GP)	<b>4</b>
		10300-34800+4800 (GP)	-
<b>4</b>	Private Secretary	15600-39100+5400 (GP)	<b>5</b>
		15600-39100+5700 (GP)	-

No person other than a person possessing the essential educational qualifications & experience and also satisfy the residency period linked to their performance as indicated in the table shall be “screened in” :

<b>Number of years in the grade</b>					
	4	5	6	7	8
<b>Minimum percentage for eligibility</b>					
Assistant (Store & Purchase) (GP - Rs. 3200/-)		80%	75%	70%	65%
Assistant (Store & Purchase) (GP - Rs. 3600/-)		80%	70%	65%	60%
Assistant (Store & Purchase) (GP - Rs. 3800/-)	80%	70%	70%	60%	
Security Officer (GP - Rs. 3200/-)		80%	75%	70%	65%
Security Officer (GP - Rs. 3600/-)		80%	70%	65%	60%
Security Officer (GP - Rs. 3800/-)	80%	70%	70%	60%	-
Personal Assistant (GP - Rs. 4200/-)		80%	75%	70%	65%
Personal Assistant (GP - Rs. 4400/-)		80%	70%	65%	60%
Personal Assistant (GP - Rs. 4600/-)	80%	70%	70%	60%	-
Private Secretary (GP - Rs. 5400/-)		80%	75%	70%	65%

**Grade D Cadre****Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
<b>1</b>	Driver	5910-20200+2000 (GP)	<b>5</b>
		5910-20200+2400 (GP)	<b>5</b>
		5910-20200+2800 (GP)	<b>4</b>
		5910-20200+3000 (GP)	<b>-</b>

No person other than a person possessing the essential educational qualifications & experience and also satisfy the residency period linked to their performance as indicated in the table below shall be “screened in” :

<b>Number of years in the grade</b>					
	4	5	6	7	8
<b>Minimum percentage for eligibility</b>					
Driver (GP - Rs. 2000/-)		75%	70%	65%	60%
Driver (GP - Rs. 2400/-)		75%	70%	65%	60%
Driver (GP - Rs. 2800/-)	75%	70%	65%	60%	

**3.20.2.1 Eligibility Criteria for Promotion**

- a. Exceptionally meritorious candidates with all outstanding grading in all the years under consideration may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such relaxation will be limited to a maximum of two relaxations in their entire career.
- b. All the Scientific / Technical official who are “screened in” will be called for an interview. The performance in the interview will also be graded similarly on a 100 point scale and the eligibility for promotion will be based on the same norms as in the above table.
- c. The period spent for training / improving technical skills and improving the educational qualification with the permission of the competent authority shall count towards the minimum residency period.
- d. The screening and selection committee will be the same as the case of direct recruitment.

### **3.21 Seniority**

The seniority inter-se of members of the service shall be determined by the length of continuous service on the post in respective cadres.

Provided that in the case of persons appointed by direct recruitment, the seniority shall be on the basis of the merit determined by the Selection Committee at the time of selection. If a candidate fails to join within the extended period of appointment, his/her seniority shall be determined from the date of joining.

Provided further that if two or more appointees join on the same date, their seniority shall be determined as follows:-

3.21.1 An appointee recruited by direct appointment shall be senior to a member recruited otherwise;

3.21.2 An appointee appointed by promotion shall be senior to a member appointed by transfer.

3.21.3 In case of appointment by transfer from other organization, seniority shall be determined according to the date of joining in PBTI.

3.21.4 In case of appointments by transfer from different cadres, the seniority shall be determined according to pay preference being given to a appointee who was drawing higher rate of pay in his/her previous appointment; and if the rates of pay drawn are also the same, then by their length of service in previous appointments; and if the length of such service is also the same, an older appointee shall be senior to a younger one.

## CHAPTER - 4

### CONDUCT, DISCIPLINE AND PENALTIES

#### 4.1 Conduct Rules

4.1.1 Govt. Conduct Rules shall be applicable to the employees of PBTI.

4.1.2 The prescribed authority in the various provisions of conduct rules is as follows:

A	For employees appointed on the post carrying basic pay not less than Rs. 15600/-.	Chairman, Governing Council
B	For employees appointed on the post carrying basic pay less than Rs. 15600/-.	CEO
C	For employees appointed on a consolidated salary upto Rs. 16000/- per month	CEO
D	For employees appointed on contract basis	CEO / Senior Scientist (QM) / any other officer authorized by CEO

#### 4.2 Suspension

4.2.1 An employee against whom serious charges are under investigation can be placed under suspension by order in writing by the Disciplinary Authority.

4.2.2 During the period of suspension, employee shall be entitled to receive minimum subsistence allowance equal to one half of his/her basic pay plus allowances thereon upto a period of three months, which may be reviewed, thereafter an enhancement upto 75%.

4.2.3 Difference of pay and subsistence allowance be given to such employee on reinstatement as per the orders of the Disciplinary Authority.

4.2.4 Subsistence allowance already paid to the employee shall not be refundable to PBTI in case employee is ultimately removed from the service.

#### 4.3 Penalties

An officer or employee of PBTI may be awarded any of the following penalties :

**4.3.1 Minor Penalties**

- i. Censure ;
- ii. With holding of promotions ;
- iii. Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years ;
- iv. Withholding of future increment of pay for a period not exceeding 3 years and without cumulative effect.

**Major Penalties**

- v. Reduction to a lower stage in the time scale of pay other than the clause (iv) ;
- vi. Reduction to a lower time scale of pay, grade, post or service ;
- vii. Compulsory retirement;
- viii. Removal from service and
- ix. Dismissal from service;

**4.4. Penalties enumerated in 4.2 above may be imposed on any one or more of the following grounds :**

- i. Unsatisfactory work and conduct;
- ii. Take part in an illegal strike or inducing others to strike;
- iii. Negligence, inefficiency or indolence;
- iv. Irregular attendance;
- v. Unauthorized divulgence of any information or document detrimental to the interests or reputation of PBTI.
- vi. Theft, pilferage, fraud, dishonesty, misappropriation, defalcation or embezzlement;
- vii. Absence from duty without leave or over-staying leave, except under circumstances beyond control, provided that the appointing authority may order such period to be treated as spent on leave of any kind admissible to the employee;
- viii. Conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character;
- ix. Insanity;
- x. Anti-national activities; or
- xi. Any other sufficient ground.

**4.5. The penalties referred to above may be imposed by order, in writing of the Disciplinary Authority.**

#### 4.6 **Appeal**

An appeal against an order of the disciplinary authority imposing penalty or suspension shall lie with the Chairman Governing Council of PBTI or any such authority nominated by the Chairman.

#### 4.7 **Appellate Authority**

Chairman of the Governing Council or any other authority nominated by the Chairman

#### 4.7 **CONFIDENTIAL REPORTS :**

Annual Confidential Reports (ACRs) of employees will be written on Financial Year Basis by designated Reporting Officer and Reviewed by designated Reviewing Authority in the prescribed proforma (as per **Appendix – B for Scientific / Technical and Appendix – C for Administrative & Supporting Staff**) and accepted by the Accepting Authority. Next Superior Officer to the Reviewing Authority will be Accepting Authority. In case there is no reviewing authority then the Reviewing Authority shall also be the Accepting Authority. The reporting/reviewing/accepting authority shall be determined by CEO.

Grading of ACR shall be as under :

<b>Grade</b>	<b>Points / Marks</b>
Outstanding	90 and above
Excellent	80 but less than 90
Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

## **CHAPTER-5**

### **SUPERANNUATION AND RETIREMENT**

Every employee of PBTI shall retire on attaining the age of 60 years. However, extension beyond 60 years may be given by the Governing Council depending upon the suitability of the employee and requirement of the job.

Provided further that on grounds of inefficiency, incapacity, invalidation on medical grounds etc., the appointing authority may retire an employee prematurely on completion of either 20 years of service or 50 years of age whichever is earlier.

Further, provided that an employee can also seek the Voluntarily Retirement on the completion of 20 years of qualifying services.

## CHAPTER-6

### PAY AND ALLOWANCES

- 6.1 Pay and allowances of the employees of PBTI shall be as given in **Appendix-D**
- 6.2 **'PAY'** means the monthly pay drawn as fixed pay or in time scale.
- 6.3 **'PERSONAL PAY'** means an addition which may be granted in to any employee by the appointing authority, in exceptional circumstances or other special considerations.
- 6.4 **'SPECIAL PAY / SECRETARIAT ALLOWANCE'** means additional pay granted in consideration of performance of arduous nature of duties or a specific additional work or responsibility.
- 6.5 **'ALLOWANCES'** includes dearness allowance, house rent allowance, medical allowance, children education allowance, leave travelling allowance, conveyance allowance, sumptuary and overtime allowances or any other allowance sanctioned by PBTI from time to time.
- 6.6 An employee of PBTI on appointment shall be eligible to the minimum of the scale of the post to which he/she is appointed; provided that the appointing authority may, in consideration of the experience, special knowledge, training or expertise, allow a higher initial start to any person on recommendation of Selection Committee.
- 6.7 In recognition of exceptionally good service of an employee continuously for three years, Governing Council of PBTI on the recommendations of CEO may grant upto two increments in the time scale of the employee.
- 6.8 Employees on deputation from other Govt. Departments or Institutions may either :-
  - 6.8.1 Accept the pay scale of the post under PBTI subject to the fixation of their pay in such pay scale by the appointing authority; or
  - 6.8.2 Continue to draw pay as per their pay scale in their parent service plus deputation pay as approved by PBTI and other allowances as admissible to him/her in his/her parent department. The employee on deputation to PBTI will be entitled to claim benefits of higher pay scales or of fixation of pay at a higher level with or without retrospective effect in PBTI if such benefits have accrued to him/her in his/her parent service, consequent upon decision in his/her favour on his/her appeal or representation or otherwise as a matter of course.
- 6.9. PBTI shall pay leave salary and pension contributions or any other liability in respect of officers or other employees of the State / Central Government Departments / Institutions taken on deputation, at the rates in force, from time to time in this behalf.

- 6.10 An increment in a time scale may be drawn as a matter of course by employee of PBTI unless it is with-held or deferred by the Appointing Authority on the ground of disciplinary action, suspension, grant of extraordinary leave without pay or punishment.
- 6.11 Special pay at a rate not exceeding 10% of the existing basic pay, to be determined by the appointing authority, may be allowed to a person holding charge of another independent post in addition to his/her own duties, for a period exceeding one month.

### **6.12 Pay Fixation**

This will be as per Govt. Rules and as amended from time to time

### **6.13 Medical Facilities**

All the employees of PBTI working in regular pay scales and members of their family, including dependants shall be entitled to reimbursement of the medical expenses as applicable to Punjab Govt. employees.

6.14.1 CEO, PBTI may appoint Private Registered Medical Practitioner as Authorized Medical Attendant (AMA). The fees of AMA will be reimbursed by PBTI.

6.14.2 In case the condition of the patient so requires the AMA can :

- 6.14.2.1 Send the patient to the nearest specialist or other Medical Officer/Hospital
- 6.14.2.2 Summon the Specialist/Medical Officer to attend his patient who is too ill to travel

## **CHAPTER-7**

### **DELEGATIONS**

Governing Council may confer upon the CEO or any other officer of PBTI all or any of its powers under these service rules. The powers so delegated shall be exercised subject to such restrictions, conditions and limitations as may be prescribed by the Governing Council.

## **CHAPTER-8**

### **AMENDMENT**

#### **8.1 Part-I**

- 8.1.1 Governing Council reserves all rights to modify or amend or delete any or all the provisions prescribed in rules.
- 8.1.2 Any matter which is not covered by these rules or the rules framed by the Governing Council from time to time shall be decided in accordance with existing relevant rules of the Government.

#### **8.2 Part-II - Saving Clause**

- 8.2.1 In case any clause of the Service Saving Clause contravenes any law, the provisions of the law shall prevail.

## **CHAPTER - 9**

### **PBTI's TRAVELLING ALLOWANCE RULES**

- These rules shall be called the “PBTI’s Travelling Allowance Rules” and shall come into force with effect from the date these are approved by the Governing Council of PBTI and shall regulate all journeys on tour performed on or after that date.
- These rules shall apply to all the employees of the PBTI including those who are on deputation.
- The PBTI reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them provided they shall not be detrimental to the employees already in service.
- The PBTI reserves the right to interpret these rules and/or the supplementary rules and its decision in regard thereto shall be final.

#### **9.1 DEFINITIONS**

Unless there is anything repugnant in the subject, the following terms shall have the meaning assigned to them as noted against each: -

**9.1.1 TRAVELLING ALLOWANCE** means allowance to cover the expenses incurred by an employee on travelling in connection with the affairs of the PBTI. Travelling Allowance is not intended to be a source of profit.

**9.1.2 DAILY ALLOWANCE** is a uniform allowance for each day of absence from Headquarter or part thereof and is intended to cover an employee boarding and lodging and other such expenses while on tour.

**9.1.3 HEADQUARTER** means the normal place of duty of an employee as may be fixed by the PBTI from time to time and shall cover an area within a radius of 25 kms from the normal place of duty.

**9.1.4 TOUR** means the absence of an employee from his/her headquarters on PBTI’s duty with proper sanction.

**9.1.5 DAY** will be reckoned as a period of 24 hours.

For the purposes of T.A./D.A., grading of the employees in various pay ranges shall be as under :

<b>Grade</b>	<b>Pay Bands for Employees in regular scales</b>	<b>Pay Bands for Employees on fixed remuneration</b>
A	Rs. 37400/- and above	
B	Rs. 15600/- but less than Rs. 37400/-	Rs. 15600/- and above
C	Rs. 10300/- but less than Rs. 15600/-	Rs. 8000/- and above but less than Rs. 15600/-
D	Rs. 4910/- and above but less than Rs. 10300/-	Rs. 3500/- and above but less than Rs. 8000/-

The classification of cities in or outside the state, for the purpose of grant of TA/DA to PBTI employees, shall be as Punjab Govt. Rules

## 9.2 Journey on Tour

9.2.1 The journey on tour shall be deemed to commence from and end at the headquarters of an employee.

9.2.2 Travelling Allowance is admissible for journey on tour by road, rail, sea and air to the extent indicated below:

### 9.2.3 Journey by Air :

9.2.3.1 Employees drawing pay Rs.37400/- and above – at discretion.

9.2.3.2 Employees drawing pay Rs. 15600/- to Rs.37400/- with prior permission of Chief Executive Officer in special cases provided the journey exceeds 500 kms.

## 9.3. Relaxation :

CEO may permit any employee of PBTI to travel in higher class due to exigencies of work and in public interest.

**9.3.1 Journey by Rail:**

Pay Bands	Employees on consolidated remuneration	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 37400/- and above		Executive Class	AC First Class	AC First Class
Rs. 15600/- but less than Rs. 37400/-	Rs. 15000/- and above	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 10300/- but less than Rs. 15600/-	Rs. 8000/- and above but less than Rs. 15000/-	AC Chair Car	AC 3-tier	First Class/AC 3-tier/AC Chair Car
Rs. 4910/- but less than Rs. 10300/-	Rs. 3000/- and above but less than Rs. 8000/-	Ordinary Class	-	Sleeper Class

Those entitled to travel by First Class/AC 3-tier/AC Chair Car may travel on tour/transfer by AC 2-tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.

**9.3.2 Entitlement for travel by Road :**

Category of Employee	Entitlement
Chief Executive Officer	Staff Car / AC Taxi / AC Bus
Employees drawing Rs. 37400/- and above with the permission of competent authority and availability of transport.	Staff Car / AC Taxi/ AC Bus
Employees drawing Rs. 15600/- and not more than Rs. 37400/-	Taxi / AC Bus
Rs. 10300/- and not more than Rs. 15600/-	Taxi / AC Bus
Less than Rs. 10300/-	Auto-rickshaw/Scooter/ Bus

- a. An employee shall be entitled to a single fare by the class to which he/she is entitled.

**NOTE:** Employee travelling by night trains shall also be entitled to have sleeper berth reserved by the class to which he/she is entitled.



### 9.3.4. HOTEL ACCOMMODATION

The maximum rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under:

- 9.3.4.1 Members of the PBTI Society, Governing Body and Chief Executive Officer (Member Secretary) will be paid actual expenses for stay in 5 Star Hotels. Director(s), Advisor(s) / Consultant(s) will be paid actual expenses for stay in 3 Star Hotels.
- 9.3.4.2 All Staff Members drawing basic pay of Rs.15000/- (revised) and above will be paid actual lodging expenses for stay in 3 Star Hotels.
- 9.3.4.3 Staff drawing fixed remuneration of Rs. 15000/- and above will be paid actual lodging expenses for stay upto Rs.1000/- in A Class cities and upto Rs.750/-in other places.
- 9.3.4.4 Staff drawing fixed remuneration of Rs. 8000/- but less than Rs. 15000/- will be paid actual lodging expenses for stay upto Rs. 750/- in A class cities and upto Rs. 500/- in other places.

These entitlements are maximum permissible limits. Payments would be made on production of actual bills. However, the Chief Executive Officer, in exceptional cases, may sanction actual total charges exceeding these limits on production of hotel receipts.

### 9.3.5 OUTSTATION TOURS

- 9.3.5.1 When an employee spends one part of a day in one locality and another part in another place for which different rate of daily allowance is admissible, he/she will be entitled to the payment of daily allowance at the rate applicable to the place where he/she spends the night succeeding such day.
- 9.3.5.2 Chief Executive Officer of PBTI under urgent and exceptional circumstances may allow to undertake the journey by a taxi/by own transport and they will be entitled to reimbursement at the rates approved by PBTI.
- 9.3.5.3 No Daily Allowance shall be permissible within a radius of 25 kms from the place of duty.
- 9.3.5.4 Daily allowance for journeys beyond 25 kms. for the entire absence from headquarters, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as follows:
  - 9.3.5.4.1 For absence less than six hours – Half DA will be paid
  - 9.3.5.4.2 For absence of six hours & more – Full DA will be paid

(Absence from Headquarters on calendar day basis, i.e. from mid night to mid night)

No incidental charges shall be payable in addition to the Daily Allowance / Half Daily Allowance.

- 9.3.5.5 When an employee is on tour to attend a training programme and / or seminar and the fees for such training programme / seminar is paid by the PBTI, including boarding and lodging charges, the employees shall be entitled only to  $\frac{1}{4}$ <sup>th</sup> of the Daily Allowance admissible to him/her for the place of visit.
- 9.3.5.6 Employees performing journeys on tour in PBTIs vehicles shall claim only :
- 9.3.5.6.1 Daily Allowance as admissible to them, provided the journeys performed is exceeding 6 hours.
- 9.3.5.6.2 Ordinarily, PBTIs transport will be provided to an officer/employee for official work. In case of non-availability of PBTIs transport, officers/employees using their own transport will be reimbursed at the rates mentioned at Clause No. 9.3.2 (e).

### 9.3.6 MODES OF CONVEYANCE FOR LOCAL TRAVEL ON TOUR

While on tour, employees may use the following modes of conveyance for local journeys for PBTIs work and for journeys from Bus Stand/Railway Station/ Airport to fixed point both ways and will be allowed the actual expenses incurred on submission of receipts of the journeys performed.

Permissible modes of conveyance to different categories of employees are :

Category of Employees	Permissible mode of conveyance
Rs. 37400/- and above	AC Taxi
Rs. 15600/- but less than Rs. 37400/-	Non AC Taxi
Rs. 10300/- but less than Rs. 15600/-	* Taxi / Three wheeler
Rs. 4910/- and above but less than Rs. 10300/-	Three wheeler

\* In metropolitan cities, employees are entitled to travel by taxi.

**9.3.7 Foreign Travel in connection with the affairs of PBTI.**

- 9.3.7.1 Cases of foreign tours / visits in respect of CEO and other officers of PBTI will require the prior approval of Chairman of Governing Council of PBTI.
- 9.3.7.2 TA / DA on foreign visit shall be payable as per State Government norms.

However, Hotel charges will be paid on actual basis or as per the entitlement (as per the norms) fixed by the Govt. from time to time for different countries.

**9.3.8 SUBMISSION OF TA BILLS**

- 9.3.8.1 All TA bills shall be submitted on the PBTIs prescribed performa for tours during the calendar month by 15<sup>th</sup> of the following month.
- 9.3.8.2 For calculating actual time of travelling for claiming daily allowance, the scheduled time of departure and arrival of the aircraft/train/bus shall be taken into account.
- 9.3.8.3 For journey not covered by these rules, TA may be allowed at such rates and to such extent as may be decided by CEO, PBTI.
- 9.3.8.4 For journey outside India, TA/DA will be allowed at the rates as admissible to the State Govt. Employees

**9.3.9 Leave Travel Concession (LTC)**

All the employees of PBTI working in regular pay scales will be entitled to avail the facility of LTC for "Home Town" and "Anywhere in India" as per Government Rules as amended from time to time.

## **CHAPTER - 10**

### **LEAVE RULES**

#### **10.1 Title**

These rules may be called Punjab Biotechnology Incubator (PBTI) Leave Rules.

#### **10.2 Date of Applicability**

These rules shall come into force with effect from the date of their approval by the Governing Council.

#### **10.3 Scope of Application**

These rules shall be applicable to all employees of PBTI including those on deputation.

#### **10.4 General Principles**

10.4.1 Leave cannot be claimed as a matter of right.

10.4.2 The leave sanctioning authority may refuse or revoke leave of any kind in public interest, but, the nature of leave applied for cannot be altered

10.4.3 An official during leave cannot take up any service or employment elsewhere.

10.4.4 An employee who is on leave on medical grounds will be permitted to return on duty only on production of medical fitness certificate from AMA / Government Dispensary or Hospitals / Approved Hospitals.

10.4.5 After the expiry of sanctioned leave, the absence of an employee from duty will be treated as willful absence from duty and render an employee liable to disciplinary action.

10.4.6 Absence without leave in continuation of any authorized leave will constitute an interruption of service unless it is regularized.

#### **10.5 Type of Leave**

All employee of the PBTI; including those on deputation, will be entitled to the following kinds of leave:

##### **10.5.1 Casual Leave**

<b>Length of Service</b>	<b>Casual Leave</b>	<b>Restricted Holidays</b>
Less than 10 years	10 days	2 days
Exceeding 10 years to 20 years	15 days	2 days
More than 20 years	20 days	2 days

- NOTE -**
- i. Casual leave will be non-cumulative and no other leave of any kind can be combined with it.
  - ii. Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than 8 days at a time except under special circumstances with the approval of Chief Executive Officer.

## 10.5.2 Special Casual Leave for family Planning

### 10.5.2.1 Male Employees

**10.5.2.1.1** Maximum of 6 working days admissible for vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another six days will be admissible on the production of medical certificate.

**10.5.2.1.2** Maximum of 7 days if his wife undergoes tubectomy, / laproscopy or salpingectomy operation. The leave should follow from the date of operation.

### 10.5.2.2 Female Employees

**10.5.2.2.1** Maximum of 7 days, if she undergoes tubectomy, / laproscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.

**10.5.2.2.2** Admissible for one day on the day of IUCD/IUD insertion/re-insertion.

**10.5.2.2.3** Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

## 10.5.3 Earned Leave

Length of Service	Earned Leave
Upto 10 years	1/24 of duty period
Exceeding 10 years but less than 20 years	1/18 of duty period
More than 20 years	1/12 of duty period

**(Subject to maximum accumulation of 300 days)**

**10.5.4 Maternity Leave**

The Chief Executive Officer may grant to a female employee who has put in atleast two years of continuous service, maternity leave for a period of 135 days. Extension beyond 135 days shall, however, be permissible by grant of leave of the kind due. Maternity leave shall not be debited to the leave account of the employee and shall be granted to Female Employees with less than two surviving children. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of the PBTI.

Married female employees are also eligible for a total of 15 days leave in the entire service on miscarriage / abortion (induced or otherwise). Application should be supported by medical certificate.

**10.5.5 Leave to contractual employees on fixed remuneration****10.5.5.1 Casual Leave :**

<b>Length of Service</b>	<b>Casual Leave</b>	<b>Restricted Holidays</b>
Less than 10 years	10 days	2 days
Exceeding 10 years to 20 years	15 days	2 days
More than 20 years	20 days	2 days

**NOTE -**

- i. Casual leave will be non-cumulative and no other leave of any kind can be combined with it.
- ii. Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than 8 days at a time except under special circumstances with the approval of Chief Executive Officer.

**10.5.5.2 Privileged Leave:**

<b>Length of the services</b>	<b>Privileged Leave</b>
Upto 10 years	1/24 of the duty period
Exceeding 10 years but less than 20 years	1/18 of duty period
More than 20 years	1/12 of duty period

**NOTE -**

- i. Privileged Leave will not be encashed.
- ii. Privileged Leave shall not be carried forward in case of less than two (02) years of continuous service.

- iii. After completion of continuous two years of service with PBTI the privileged leave accrued and un-availed in the previous year shall be carried forward to the next successive year. The same if remains un-availed in the successive year shall stand lapsed.

#### **10.5.5.3 Maternity Leave :**

Maternity Leave of 90 days with pay for female staff working on consolidated salary, who has put continuous service for more than two (02) years. Female employees with less than two surviving children will be eligible for maternity leave.

#### **10.5.6 Paternity Leave**

PBTI's Male employees with less than 2 surviving children are eligible for 10 working days as paternity leave during wife's confinement.

#### **10.5.7 Leave Encashment**

All employees of PBTI working in regular pay scale shall be entitled to Leave encashment of Earned Leave on resignation or superannuation as per the following entitlement :

<b>Period of Contract appointment</b>	<b>Maximum Earned Leave for which encashment will be allowed.</b>
Upto 5 years	No encashment
More than 5 years upto 7 years	50 days
More than 7 years upto 10 years	100 days
More than 10 years upto 15 years	150 days
More than 15 years upto 20 years	200 days
More than 20 years upto 25 years	250 days
More than 25 years	300 days

#### **10.5.8 Authority for Encashment of Earned Leave**

The competent authority to sanction earned leave encashment will be the Chief Executive Officer

#### **10.5.9 Authority to sanction leave**

Leave of all kinds will be sanctioned either by CEO or by any officer of PBTI as authorized by Chief Executive Officer, to the extent of such authority.

Note :

- i. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of PBTI
- ii. When an employee retires, resigns or his services are terminated, except dismissal of service for misconduct, the employee shall be paid for the leave due to his/her credit as per limit prescribed by PBTI from time to time.
- iii. Extraordinary leave may be granted to any PBTI's employee in special circumstances :-
  - When no other leave is admissible, or the employees specifically ask for it.  
The authority empowered to grant leave may commute retrospectively: -
  - Period of absence without leave into extraordinary leave in exceptional cases.
- iv. Employees on deputation shall be governed by the rules of their parent department.

## **CHAPTER - 11**

### **TERMINAL BENEFITS**

#### **11.1 Provident Fund Rules**

Every employee of the PBTI shall be covered under the Employees Provident Fund and Family Pension Act, 1952, irrespective of the pay drawn by him/her. However, an employee who is already a member of the Contributory Employees Provident Fund Scheme under the said Act on the date of his/her joining the PBTI, shall become a member of the said fund from the date of his/her joining the PBTI.

#### **11.2 Gratuity Rules**

Gratuity shall be payable to the employees of the PBTI as per Gratuity Act amended from time to time.

#### **11.3 Ex-Gratia Grants**

The families of the employees of the PBTI shall be entitled to Ex-gratia Grants as per Rules applicable to the Punjab Government employees.

#### **11.4 Bonus Productivity Linked Incentives/ Honorarium**

CEO, PBTI may sanction Bonus / Productivity Linked Incentives/ Honorarium to the employees of PBTI as approved by the Governing Council.

## **CHAPTER – 12**

### **GENERAL RULES**

- 12.1 The employee shall be at the disposal of PBTI for 24 hrs. The working hours shall normally be the same as observed by the Punjab Government offices from time to time, but, eight hours duty can be staggered in two parts by the CEO / Senior Scientist (Quality Manager) keeping in view the requirement of the Laboratory.
- 12.2 No employee shall directly or indirectly be engaged in any other business, occupation or employment, nor shall enter into any partnership or other business/relationship, accept any fees, endowment or commission, whatsoever, from any party other than the PBTI, except with the prior permission of the CEO, PBTI provided that the work and smooth functioning of PBTI is not affected in any way.
- 12.3 Every employee shall be liable to be transferred by the CEO from one post to another post within the cadre or to any other place in the interest of PBTI.
- 12.4 No employee of PBTI shall take part in politics or in any political activities or contest for election of any House of the State Legislature or Parliament or of any local/authority or indulge in activities against the interest of the PBTI/Govt.
- 12.5 PBTI shall extend protection to its employees in Courts of Law or elsewhere in respect of all acts done in good faith while performing its official duties connected with the affairs of PBTI.
- 12.6 PBTI may grant permission to any employee for improving the academic & professional qualification against the leave of kind due to the employee, provided the work of PBTI will not suffer and employee must have rendered minimum service of two years with PBTI.

12.7 All employees of PBTI have to file an annual return regarding the immovable property for the year preceding the financial year by 30<sup>th</sup> April of the year.

#### 12.8 Telephone Facility

12.8.1 CEO shall be provided with cellular & landline phone facility with ISD, STD, both at office and residence.

12.8.2 CEO PBTI may allow Mobile / cellular facility to any employee on need and functional basis. Instrument/Mobile phone will be purchased by the beneficiary at its own cost.

#### 12.9 Canteen Facilities

12.9.1 The employees of the PBTI will be served free tea twice a day.

#### 12.10 Holidays

PBTI shall remain closed on three national holidays :

- i. Republic Day
- ii. Independent Day
- iii. Gandhi Jayanti

Besides these national holidays, employees will be entitled to seven holidays out of the list of holidays declared by the Govt. These seven holidays will be decided / declared by CEO, PBTI after consultation with Senior Scientist & AF&AO, keeping in view that the work of PBTI is not affected.

#### 12.11 Working Days

PBTI will observe six days working week. Alternative Saturdays will be observed as off day in addition to Sunday on rotation basis, as approved by Chief Executive Officer”.

#### 12.12 Amendment of Rules

The PBTI reserves the right to modify/cancel or amend all or any of these rules and issue supplementary rules or amendment thereto without previous notice. The PBTI also reserves the right to give effect to the modifications/cancellations or amendments of the rules and/or supplementary rules from the date these are approved by the Governing Council.

#### 12.13 Interpretation of Rules

The Governing Council of the PBTI reserves the right to interpret these rules. The decision of the Governing Council shall be final.

## Appendix-A

## NORMS, QUALIFICATIONS &amp; EXPERIENCE FOR FILLING UP VARIOUS POSTS IN PBTI

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
<b>A. Administrative, Secretarial &amp; Supporting Staff</b>					
1.	Chief Executive Officer	1	37400-67000	12000	<p><b>Essential:</b> Ph.D. in Microbiology / Biotechnology / other allied Sciences (Bio-Engineering/Chemical Engineering) with minimum of 20 years experience in project development &amp; implementation, business development and administrative affairs.</p> <p><b>Desirable:</b> 5 years experience in development of policy framework, linkages with national / international institutions / organizations, technical consultancy in biotechnology sector.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for day-to-day running of the Biotechnology Incubator including its marketing and self-sustainability.</p> <p><b>Age:</b> Below 55 years.</p>
2.	Administrative cum Finance & Accounts Officer	1	15600-39100	6600	<p><b>Essential:</b> M.Com with minimum 10 years of experience in Accounts, Finance &amp; Administration OR MBA (Finance)/C.A. (inter) with minimum 7 years experience in Public Sector Undertaking / Industry etc.</p> <p><b>Desirable :</b> Preference will be given to persons who are well versed in Computerized Accounting &amp; Computer Applications in Administration.</p> <p><b>Job Requirements:</b> The incumbent will execute and monitor the Finance, Accounts &amp; Administration of the Biotechnology Incubator. Will be responsible for formulation of Plans, Budgets and Personnel Policies and liaise with Banks, Govt. Departments, Personnel at all levels. Execute the financial and personnel policies in a dynamic and growth-oriented manner. Develop high degree of motivation and commitment in the organization. Monitor project fund/sponsored by the State / Central Govt.</p> <p><b>Age :</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience.</p>

Authority Name : Punjab Biotechnology Incubator

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
3.	Maintenance Engineer	1	15600-39100	6600	<p><b>Essential:</b> M.E. (Electronics) with 55% marks having four years experience / B.E. (Electronics) with 55% marks and seven years experience / Diploma (Electronics) with 55% and 10 years experience in the maintenance of hi-end &amp; sophisticated analytical, spectroscopy and chromatography instruments.</p> <p><b>Desirable :</b> The candidate with relevant experience of managing the electronic &amp; allied engineering services will be preferred.</p> <p><b>Age :</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience.</p>
4.	Store and Purchase Officer	1	15600-39100	6600	<p><b>Essential:</b> Graduate with at least 55% marks having 10 years experience or Postgraduate with at least 55% marks having 07 years experience in handling store and purchase of scientific equipment and plant &amp; machinery.</p> <p><b>Desirable:</b> Degree/Diploma in Material Management and conversant with import procedures, inventory control and experience in computer and data entry operation.</p> <p><b>Job Requirements:</b> The incumbent will be responsible for purchase of equipment and plant &amp; machinery and maintenance of store records of all assets of the Biotechnology Incubator. Maintain record and inventory of the assets of the Biotechnology Incubator.</p> <p><b>Age :</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience.</p>
5.	Security Officer	1	10300-34800	3200	<p><b>Essential :</b> Ex-Army Officer of Captain Rank</p> <p><b>Job Requirements:</b> The incumbent will be responsible for the Security of all installations &amp; equipments in the PBTI's Laboratory.</p>
6.	Private Secretary	1	15600-39100	5400	<p><b>Essential :</b> Graduate having 5 years experience as Personal Assistant or 10 years as Senior Scale Stenographer in Govt. Departments/Undertakings. Persons working in equivalent or higher posts in Public/Private Sector are also eligible. Should have a minimum speed of 120/45 w.p.m. in Shorthand &amp; Typing both in English and Punjabi. Must be fluent in English and Punjabi. Knowledge of MS Office software and other computer peripherals is pre-requisite.</p> <p><b>Job Requirement:</b> The incumbent should be mature, dynamic, result-oriented with an extremely cooperative, non-bureaucratic attitude. To handle all correspondence, maintain engagement diary and the record &amp; responsible for all secretarial functions.</p> <p><b>Age:</b> Below 40 years.</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
7.	Personal Assistant	2	10300-34800	4200	<p><b>Essential</b> : A graduate with 3 years experience as Junior Scale Stenographer or 7 years experience as Steno-typist with a speed of 100/35 w.p.m. in English shorthand &amp; Typing and 80/25 w.p.m. in Punjabi Shorthand &amp; Typing. Knowledge of MS Office software and other computer peripherals is pre-requisite. Fluency in English is essential.</p> <p><b>Job Requirement:</b> The incumbent should have knowledge of all secretarial functions, office routine, capable of independently handling administrative matters including correspondence, personnel matters, public relations and coordination apart from maintaining office files of the concerned officer.</p> <p><b>Age:</b> Below 35 years.</p>
8.	Assistant (Store & Purchase)	1	10300-34800	3200	<p><b>Qualification</b> : Should be minimum Graduate. The applicant should be well versed in the computer operation and handling of EPABX. The applicants with pleasing personality, excellent manners and etiquettes need to apply. Proficiency in written and spoken English is a must.</p> <p><b>Experience</b> : Candidate should have more than 2 years experience of computer operation and handling of telephone operations in reputed organization.</p> <p>Preference will be given to female candidates with pleasing personality, excellent manners and etiquettes.</p> <p><b>Age</b> : Below 35 years.</p>
9.	Driver	2	5910-20200	2400	<p><b>Essential</b> : Must possess a driving licence for motor vehicle with minimum 5 years experience with a reputed organization as a Motor Car/Jeep Driver.</p> <p><b>Age:</b> Below 35</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
<b>B. Scientific Staff in regular pay scale</b>					
1.	Senior Scientist	1	37400-67000	8700	<p><b>Essential Qualifications:</b> Master Degree in Life Science / Agriculture Science /Chemical Science/Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject will be preferred.</p> <p><b>Experience :</b> Ph.D. with seven years experience or M.Tech first class with eight years experience or M.Sc. first class with ten years experience in R&amp;D / industry in the field of Biotechnology/ Food Science &amp; Technology/ and Analytical Chemistry. The candidate with experience of working with national/international food testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025 : 2005) and NABL accreditation will be preferable.</p> <p><b>Desirable :</b> Knowledge of testing protocols and national/international standards for quality testing of food. Experience of coordinating, monitoring the functions of technical team, administrative work and knowledge of GLP practices.</p> <p><b>Job Description :</b> The incumbent would be responsible for coordinating &amp; monitoring the functions of chemical and biological laboratories, implementation of Laboratory Quality Management System. The incumbent would also be responsible for developing linkages with user industry / organization/groups.</p> <p><b>Age :</b> Not exceeding 45 years</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
2.	Scientist (Biology)	1	15600-39100	6600	<p><b>Essential Qualifications:</b> Master Degree in Life Science / Agriculture Science / Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject would be preferred.</p> <p><b>Experience :</b> Four year experience after M.Sc. in R&amp;D / industry in the field of microbiology / molecular biology techniques (testing for food pathogens, Genetically Modified products, purity of germ plasm etc.). The candidate with experience of working with national/international testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025 : 2005) and lab accreditation, shall be preferred.</p> <p><b>Desirable :</b> Hand on experience of equipment like PCR, ELISA, Gel Electrophoresis &amp; Documentation System, DNA Finger Printing etc. Knowledge of testing protocols and national/international standards for quality testing of food and GLP practices.</p> <p><b>Job Description :</b> The incumbent would be responsible for microbiological / molecular biological testing (microbial pathogens, toxins, Genetically Modified products, purity of germ plasm etc.) of samples as per national/international standards and responsible for maintaining Technical Management System of the laboratories under Biological section as per the requirement of accreditation agency.</p> <p><b>Age :</b> Not exceeding 40 years</p>
3.	Scientist (Chemical)	1	15600-39100	6600	<p><b>Essential Qualifications :</b> Master Degree in Life Science / Agriculture Science/Chemical Science/Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject would be preferred.</p> <p><b>Experience :</b> Four year experience after M.Sc. in R&amp;D / industry in the field of chemical / analytical testing (pesticide / drug residue / toxin etc.). The candidate with experience of working with national/international food testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025 : 2005) and lab accreditation, shall be preferred.</p> <p><b>Desirable :</b> Hand on experience of equipment like HPLC, GC, GC-MS, AAS etc. Knowledge of testing protocols, national/international standards for quality testing of food and GLP practices.</p> <p><b>Job Description :</b> The incumbent would be responsible for chemical / analytical testing (pesticide/ drug residues / toxin / elemental analysis / chemical / biochemical analysis etc.) of samples as per national/international standards and responsible for maintaining Technical Management System of the laboratories under Chemical section as per requirements of accreditation body.</p> <p><b>Age :</b> Not exceeding 40 years</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
<b>B. Technical staff on consolidated salary</b>					
1.	Project Associate	3	16000 + 15% HRA + EPF		<p><b>Essential:</b> M.Sc. / M.Tech. / M.Pharma in Basic Sciences / Agricultural &amp; Allied Sciences / Pharmaceutical Sciences with 3 years analytical experience in the relevant fields.</p> <p><b>Desirable:</b> Experience of more than 1 year of working with national / international testing &amp; certification laboratories /organizations. Knowledge of protocols &amp; national/international standards for quality testing.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for carrying out quality testing for chemical, bio-chemical, microbiological, molecular and genetic parameters of agri-produce / agro-products.</p> <p><b>Age:</b> Below 35 years.</p>
2.	Project Fellow	3	12000 + 15% HRA + EPF		<p><b>Essential:</b> M.Sc. / M.Tech. / M.Pharma in Basic Sciences / Agricultural &amp; Allied Sciences / Pharmaceutical Sciences with 1 year analytical experience in the relevant fields.</p> <p><b>Desirable:</b> Experience of working with national / international testing &amp; certification laboratories /organizations. Knowledge of protocols &amp; national/international standards for quality testing.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for qualitative &amp; quantitative analysis of agri-produce / agro-products and food products for chemical / pesticides / drug residues.</p> <p><b>Age:</b> Below 35 years.</p>
3.	Project Assistant	4	8000 + 15% HRA + EPF		<p><b>Essential:</b> M.Sc. in Basic Sciences / Agricultural &amp; Allied Sciences or B.Sc./ B.Tech. / B.Pharma with Chemistry, Biochemistry, Biotechnology, Microbiology, Food Science, Environmental Science or Pharmaceutical Science with 1 year analytical experience in the relevant fields.</p> <p><b>Desirable:</b> Experience of working with national / international testing &amp; certification laboratories /organizations. Knowledge of protocols &amp; national/international standards for quality testing.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for qualitative &amp; quantitative analysis of agri-produce / agro-products and food products for chemical / pesticides / drug residues.</p> <p><b>Age :</b> Below 35 years.</p>

**Note :** Any post of the above cadres can be filled with modified qualification as recommendations by Chief Executive Officer as per the job requirement and approved by the Governing Council of PBTI.

**Appendix-B****Punjab Biotechnology Incubator**  
(A joint venture of GOP and DBT, GOI)**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR \_\_\_\_\_**  
**Scientific & Technical Staff****Part I**  
**PARTICULARS**

1. Name (in Block Letters) : \_\_\_\_\_
2. Employee's Code : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of joining PBTI : \_\_\_\_\_
5. (a) Programmes/Activity(ies) : \_\_\_\_\_  
(b) Project/Section/Laboratory : \_\_\_\_\_
6. Present status
  - a. Designation : \_\_\_\_\_
  - b. Group & Grade : \_\_\_\_\_
  - c. Date of joining to the present post : \_\_\_\_\_
7. Reporting Officer : \_\_\_\_\_
8. Reviewing Officer : \_\_\_\_\_
9. Accepting Officer : \_\_\_\_\_

**Administrative-cum-Finance  
& Accounts Officer**

**INSTRUCTIONS**

1. Overall gradation is to be given as per the scheme given below. First by totaling the marks in every column and then taking the grade total :-

<b>Grade</b>	<b>Points / Marks</b>
Outstanding	90 and above
Excellent	80 but less than 90
Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

2. Reviewing Officer can change the rating of Reporting Officer and Accepting Officer can change the rating of Reviewing Officer and/or Reporting Officer in any column at his discretion by putting his initials.
3. The assessing officer should be only those under whom the employees have worked for at least three months.
4. Judgment should be based on performance during the entire period and not only on isolated incidents.
5. Each factor has to be assessed independently without influence of any other factor.

## PART II

### PERFORMANCE APPRAISAL

#### SELF ASSESSMENT REPORT BY THE EMPLOYEE

(From ..... to.....)

**1. Any improvement in qualification during the period under report**

Degree /Diploma / Certificate	Year	University/ Institute	Subject / Specialization

**2. Membership of Professional Bodies / Institute / Associations during the period under report.**

Sr. No.	Name of the Professional Body / Institute / Association	Date of taking the membership	Class of Membership (Ordinary / Life / any other)

**3. Programme(s) Activity(ies)/ Project(s) (Give titles)**

- a.
- b.
- c.

**4. Status in the Programme(s)/Activity(ies) Project(s)****5. Type of work engaged in :**

- a. Testing
- b. Research and development
- c. Engineering services
- d. Any other (please specify)

**6. Task assigned and work done for the period under report (Give information in the format enclosed at Annexure-I)****7. Contribution(s) in documentation – prepared / reviewed**

- a. Quality Procedure
- b. Standard operating procedure
- c. Any other

**8. S&T Out put****9. Research publications, technical reports, conference papers, invited lectures etc. (give details)****10. Patents filed and sealed, if any.**

Item(s)	Team Leader / Member
---------	----------------------

**11. Consultancy assignment undertaken**

Item(s)	Team Leader / Member
---------	----------------------

**12. Training / workshops / seminar / symposia etc. organized, if any, (give detail)****13. Workshops / seminar / symposia attended, if any, (give detail)****14. Membership of Technical committees / Administrative Committees / Boards etc. (give detail)**

- 15. Output relating to Technical Support Services (for Engineering Section)**
  - a. Workshop and other technical support services (give details)
  - b. Operation and Maintenance of sophisticated equipment / facilities.
  - c. Other Technical Support Services (give details)
- 16. Honours/awards distinctions/citations received during the period (give details)**
- 17. Any other (give detail)**

Signature of the employee with date

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

**Part-III**

**(To be filled by the Reporting Officer)**

(Place a tick mark (✓) with initial in the box against the most appropriate rating in each box)

<b>Factor : Rating</b>	<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
1. Knowledge of work	Remarkable knowledge of all phases of his own and related work. <input type="checkbox"/> 10	Thorough knowledge of all phases of work <input type="checkbox"/> 8	Knowledge satisfies ordinary requirements of job. <input type="checkbox"/> 6	Slightly deficient in the required knowledge of work. <input type="checkbox"/> 4	Inadequate knowledge <input type="checkbox"/> 2
2. Sense of responsibility	Possesses a high sense of responsibility <input type="checkbox"/> 10	Quite keen to undertake responsibilities <input type="checkbox"/> 8	Prefers to do assigned works <input type="checkbox"/> 6	Tends to be responsible some times <input type="checkbox"/> 4	Has no sense of responsibility <input type="checkbox"/> 0
3. Ability to organize work and achieve results	An efficiency organizer <input type="checkbox"/> 8	Quite capable of organizing work <input type="checkbox"/> 6	Can generally organize work <input type="checkbox"/> 5	Inadequate ability to organize work <input type="checkbox"/> 3	Incapable of organizing work <input type="checkbox"/> 0

Factor : Rating	Outstanding	Excellent	Good	Average	Below Average
4. Initiatives	Always initiates actions on his own  8 <input type="checkbox"/>	Initiates actions on his own  6 <input type="checkbox"/>	Sometimes initiates actions on the advice of seniors  5 <input type="checkbox"/>	Initiates actions only on the advice of seniors  3 <input type="checkbox"/>	No initiatives, no interest of work, needs close supervision.  0 <input type="checkbox"/>
5. Efficiency & Accuracy	Always maintains a high standard of efficiency & accuracy  8 <input type="checkbox"/>	Maintains a very good standard of efficiency and accuracy : at times high standard  6 <input type="checkbox"/>	Efficiency and accuracy quite satisfactory  5 <input type="checkbox"/>	Efficiency & generally sensibility satisfactory  3 <input type="checkbox"/>	Very poor, needs improvements.  0 <input type="checkbox"/>
6. Innovativeness	Superior ability to think clearly, creative and arrives at sound suggestions/decisions  8 <input type="checkbox"/>	Worthwhile ideas of his own and ability to make useful suggestions/decisions.  6 <input type="checkbox"/>	Comes forward with ideas, but they need modifications  5 <input type="checkbox"/>	Some ability to comprehend, interpret or grasp new ideas  3 <input type="checkbox"/>	Unable to reason logically.  0 <input type="checkbox"/>
7. Attitude & Sociability	Takes genuine interest in people and extremely well likeld by others  6 <input type="checkbox"/>	A friendly person happy in a group develops good contacts.  5 <input type="checkbox"/>	Fond of mixing up with others  4 <input type="checkbox"/>	Generally mixes up with others  3 <input type="checkbox"/>	Has negative attitude towards sociability  0 <input type="checkbox"/>
8 Communication	Excelent expression puts forth his ideas convicingly & effectively  6 <input type="checkbox"/>	Very good expression, easily understands other  5 <input type="checkbox"/>	Good, can make others understand what he wants to convey  4 <input type="checkbox"/>	Somehow manages to convey  3 <input type="checkbox"/>	Very poor to convey  2 <input type="checkbox"/>

Factor : Rating	Outstanding	Excellent	Good	Average	Below Average
9. Development of Junior colleague	Highly enthusiastic in training and developing subordinates <input type="checkbox"/> 6	Guides his subordinates and shares their problems <input type="checkbox"/> 5	Has average interest in developing and training his juniors <input type="checkbox"/> 4	Enthusiasm in developing his subordinates <input type="checkbox"/> 3	Takes no interest <input type="checkbox"/> 0
10. Compliance of Audit observations & office instructions	Always responds to audit observations and head office instructions on his own <input type="checkbox"/> 6	Responds to audit observations/head office instructions most of time on his own <input type="checkbox"/> 5	Responds to audit observations/Head office instructions most of the time but after follow up <input type="checkbox"/> 4	Occasionally responds in audit observations/Head office instructions after follow up <input type="checkbox"/> 3	Does not bother audit observations/Head office instructions <input type="checkbox"/> 0
11. Leadership	Respected, inspiring, leader, generates high degree of cooperations and results <input type="checkbox"/> 6	Generally motivates employees to perform effectively, capable and consistent leader <input type="checkbox"/> 5	An indifferent leader, cannot enforce his views <input type="checkbox"/> 4	Unable to effectively direct work or command respect of subordinates. Has difficulty in communicating objectives. Relationship with staff could be better. <input type="checkbox"/> 3	Tends to be incompetent in instruction. Has difficulty in exercising controlling authority over subordinates. <input type="checkbox"/> 0
12. Industriousness	Exceptionally keen and energetic <input type="checkbox"/> 8	A good and industrious executive <input type="checkbox"/> 6	An executive with fair industriousness <input type="checkbox"/> 5	Occasionally industrious <input type="checkbox"/> 4	Frequently dis-industriousness Not enough attention paid to the job <input type="checkbox"/> 2

<b>Factor : Rating</b>	<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
13. Punctuality and good house keeping	Very orderly, systematic, keeps his work place clean consistently punctual, always on jobs in time.  <input type="checkbox"/> 8	Knows and demonstrates the value orderliness and systematic working. Attends work mostly in time  <input type="checkbox"/> 6	Knows the value of orderliness & systematic working but unable to achieve seldom late  <input type="checkbox"/> 4	Gives little or superficial care to cleanliness and orderliness. Occasionally late, not very conscious about punctuality  <input type="checkbox"/> 3	Has no regard for orderliness, completely lacks sense of cleanliness. Often late, very unpunctual  <input type="checkbox"/> 2
Total points					
Grand points					
Overall Grading					

**Dated Signature of  
Reporting Officer with Stamp**

**Part –III  
Report on integrity**

Integrity beyond doubt  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Integrity doubted  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dishonest is not depend able  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dated signature of reporting Officer and stamp_____ Dated signature of reviewing officer and stamp_____ Dated signature of accepting officer and Stamp_____
--	---	---	---

**(Tick mark the applicable rating)**

**PART-IV**

**(To be filled in by the reviewing officer, if any)**

**Comments**

**Reviewed Rating  
average**

**Outstanding**

**Excellent**

**Good**

**Average**

**Below**

**(tick mark the applicable rating)**

**Signature .....**

**(To be filled in by the Accepting Officer)**

**Remarks**

**Overall Rating**

**Outstanding**

**Excellent**

**Good**

**Average**

**Below average**

**(Tick mark the applicable rating)**

**Signature .....**

**Dated.....**

**Stamp.....**

**Appendix-C**

Strictly confidential

**PUNJAB BIOTECHNOLOGY INCUBATOR**  
(A joint venture of GOP and DBT, GOI)

**ANNUAL CONFIDENTIAL REPORT**  
General & Non Scientific Staff.

**Part-I**

(to be filled by Personnel Department)

1. Name of the Employee (in block letters) : \_\_\_\_\_
2. Employee's Code : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
3. Designation and grade : \_\_\_\_\_
4. Department/ Section : \_\_\_\_\_
5. Date of Appointment : \_\_\_\_\_
6. Date of Joining PBTI : \_\_\_\_\_
7. Present status
  - a. Designation : \_\_\_\_\_
  - b. Group & Grade : \_\_\_\_\_
  - c. Date of joining to the present post : \_\_\_\_\_
8. Reporting Officer : \_\_\_\_\_
9. Reviewing Officer : \_\_\_\_\_
10. Accepting Officer : \_\_\_\_\_

**Administrative-cum-Finance  
& Accounts Officer**

**INSTRUCTIONS**

1. Overall gradation is to be given as per the scheme given below. First by totaling the marks in every column and then taking the grade total :-

<b>Grade</b>	<b>Points / Marks</b>
Outstanding	90 and above
Excellent	80 but less than 90
Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

2. Reviewing Officer can change the rating of Reporting Officer and Accepting Officer can change the rating of Reviewing Officer and/or Reporting Officer in any column at his discretion by putting his initials.
3. The assessing officer should be only those under whom the employees have worked for at least three months.
4. Judgment should be based on performance during the entire period and not only on isolated incidents.
5. Each factor has to be assessed independently without influence of any other factor.

## PART II

### PERFORMANCE APPRAISAL

#### SELF ASSESSMENT REPORT BY THE EMPLOYEE

(From ..... to.....)

1. **Any improvement in qualification during the period under report**

Degree /Diploma / Certificate	Year	University/ Institute	Subject / Specialization

2. **Course(s)/Seminar(s)/Training(s) attended, if any during the period under report (give detail)**

3. **Brief description of duties / jobs performed during the period under report (give detail on separate sheet).**
4. **Honours/awards / distinctions received during the period (give details)**
5. **Any other (give detail)**

**Signature of the employee with date**

**PART-III****(to be filled by the Reporting Officer)****I. Personnel Assessment**

		<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
1.	How effectively the employee is performing the assigned work ?	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 6	<input type="checkbox"/> 2
2.	Is he/she resourceful to get the Job done	<input type="checkbox"/> 8	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3
3.	Is he/she industrious and having good conduct	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2
4.	Competence	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 3
5.	Commercial and service aptitude	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 1
6.	Is he/she obedient	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
7.	Compliance to Audit observation & office instructions	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
8.	Cooperation from others / social attitude	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2
9.	Honesty	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 4	<input type="checkbox"/> 0

10.	Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	4	3	2	1
11.	Quality, promptness, disposal of work and sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		8	6	5	3	1
12.	Neatness of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
13.	Fitness and shouldering higher responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0

**POINTS FOR SPECIFIC CATEGORIES OF STAF ONLY**

a.	Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Is he/she upto date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Preparation of Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iii.	Figure work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Compliance to the Different statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

## b. Assistants

i.	Competency in noting and drafting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Clarity in presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iii.	Brevity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

## c. Private Secretary / Personal Assistants / Stenographers / Typists / Data Entry Operator

i.	Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
ii.	Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
iii.	Follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Secrecy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

## d. Telephone Operators/ Receptionist

i.	Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Promptness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
iii.	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0

Authority Name : Punjab Biotechnology Incubator

e. Purchase / Store Officials

i.	Is the vender cards / Stock ledger upto date ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Promptness in arranging / issuing of material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iii.	Knowledge of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Compliance to the concerned guidelines for storage of materials and general maintenance of store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

f. Other General / Non Technical Staff

Assessment would be carried out based on their job performance during the period under report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	12	8	4	0

Total Points

Grand Points

Overall grading

**II. Training Needs**

(Mention the areas in which employee needs further training for career developments/better performance of existing duties)

**III. Job Rotation**

(Mention the areas where official can give better performance by providing alternative job)

IV. Was any punishment inflicted or disciplinary action initiated or was any Audit/Vigilance enquiry proceeding against the employee during the year under report ? If so, give details, (If any disciplinary action has been initiated or if any Audit/Vigilance case is proceeding against the employee, the final order when passed in the case should be stated here.)

Name..... Signature.....

Designation of Reporting Officer..... Date.....

**PART III**  
**(To be filled in by Reviewing Officer)**

Authority Name : Punjab Biotechnology Incubator

Assessment

Name..... Signature.....

Designation of Reviewing Officer..... Date.....

**PART IV**

**(To be filled in by Accepting Officer)**

Remarks

Gradation

Outstanding	Very Good	Good	Average	Below average

- (a) Have adverse comments, if any, been communicated to the officer ?
- (b) If answer to 'a' is yes, when ?
- (c) Representation, if any and decision thereon?
- (d) Any other remarks on ACR?

Signature.....Designation.....  
 Name.....Date.....

Note:- 1. To be checked and signed by the officer authorized in this behalf.

**Appendix-D****PAY & ALLOWANCES AND OTHER FACILITIES****1 PAY SCALES**

<b>Designation/Title</b>	<b>Pay-scales (in Rs.)</b>
	Revised
Driver	5910-20200+2000 (GP)
Assistant (Store & Purchase)	10300-34800+3200 (GP)
Security Officer	10300-34800+3200 (GP)
Personal Assistant	10300-34800+4200 (GP)
Private Secretary	15600-39100+5400 (GP)
Store & Purchase Officer	15600-39100+6600 (GP)
Maintenance Engineer	15600-39100+6600 (GP)
Administrative-cum-Finance & Accounts Officer	15600-39100+6600 (GP)
Project Assistant	8000/- + HRA + EPF (Consolidated)
Project Fellow	12000/-+ HRA + EPF (Consolidated)
Project Associate	16000/- HRA + EPF (Consolidated)
Scientist (Chemical), Analytical Lab	15600-39100+6600 (GP)
Scientist (Biological), Mol Biology Lab	15600-39100+6600 (GP)
Senior Scientist (Quality Manager)	37400-67000+8700 (GP)
Chief Executive Officer	37400-67000+12000 (GP)

**Annexure-I**

**Punjab Biotechnology Incubator**  
(A State Govt. Undertaking)

**Annual Confidential Report – Self Assessment to be filled by Individual**

Name \_\_\_\_\_ Designation \_\_\_\_\_ Department \_\_\_\_\_  
/ Section \_\_\_\_\_ Personal File No.  
\_\_\_\_\_ (to be filled by office)

Description of Duties

Self Assessment (Please attached extra page if required)

Dated : \_\_\_\_\_

Signature

Authority Name : Punjab Biotechnology Incubator

**5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions**

**5.1 Title and nature of the Record / manual / instructions gist of content**

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

All manuals and records which are required for different statutory compliances 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. Memorandum of Association (MOA) and Bye Laws
2. Financial Powers of CEO and other officers
3. Service Rules
4. Consultancy Rules
5. RTI Manual
6. Procedure for Condemnation of Equipment / Store
7. Instructions / Guidelines Issued by Govt. of Punjab from time to time
8. Agreements / contracts
9. Registration under various regulations
10. Various Manuals Related to employees and performance management etc.
11. Quality Manual
12. Work Instructions
13. Standing Operating Procedure
14. Quality Procedure (Technical & Management)
15. International / National / IS norms prescribed for analytical works
16. Analytical reports of sample tested in PBTI

**6th Manual: Categories of documents held by the Authority or which are under its control**

**Categories Of Documents Held By The Authority Or Which Are Under Its Control**

Sr. No	Title of the document	Category of the Document`	Procedure to obtain the document	Custodian of the document (Held by / Under control of)
1	Stamp, account and dispatch register	Administrative and Finance & Accounts	By submitting an application	Accounts Assistant / AF&AO
	Service books and personal files of employees			
	Log book of Vehicle			
	Repair Record Register			
	Bill Register / Ledger			
	EPF Record Register			
	Record of Advances			
	Cash Book			
	TA bills, Medical bills			
	Receipt Book			
	Records relating to various projects by Govt. agencies / funding agencies			
	Annual Report			
2	Agenda and Minutes of the Governing Council, Society, Business Development Committee, Building Construction Committee and other committees	Stock and store		AF&AO
3	Agenda and Minutes of Core Committee	Any other books		SPO
	Stationary Register Fixed Assets Register Liveries Register			Assistant (Store & Purchase) /

## **7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof**

### **7.1 Participation of Public for formulation of its policies**

PBTI is a Registered Society under Societies Registration Act 1860 engaged in providing Quality Testing, Contract Research Services as well as Services to translate Research Ideas into Commercially viable Technologies in agri, food, environment and allied sectors and does not have formal arrangement or platform wherein public can attend to formulate policies in the area of its activities.

### **7.2 Implementation of Policy**

PBTI does has a mechanism for collecting the feedback from customers / public about the quality of services provided and further improving / upgrading the facilities to meet the user's requirements.

## **8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public**

### **8.1 Name of Board, Council, Committee etc.,**

#### **LIST OF MEMBERS OF THE SOCIETY**

<b>Sr. No.</b>	<b>President / Vice President / Members</b>
1.	<b>Chief Secretary</b> to Govt. of Punjab Punjab Civil Secretariat -I Chandigarh President
2.	<b>Secretary</b> Science, Technology & Environment Govt. of Punjab Punjab Civil Secretariat -2 Chandigarh Vice President
3.	<b>Principal Secretary,</b> Department of Finance, Govt. of Punjab Punjab Civil Secretariat-I Chandigarh Member
4.	<b>Adviser (Food &amp; Nutrition),</b> Department of Biotechnology, Govt. of India, New Delhi Member
5.	<b>Executive Director,</b> Punjab State Council for Science & Technology, Chandigarh Member
6.	<b>Prof. R.K. Kohli</b> Vice Chancellor Central University Punjab Bathinda Member
7.	<b>Dr.B.L. Sarswat</b> Executive Director, Department of Agriculture and Cooperation, Ministry of Agriculture, Govt. of India New Delhi Member
8.	<b>Dr. Naresh Kumar,</b> Dean Academics DAV University, Village Sarmastpur Jalandhar Member
9.	<b>Sh. J.S. Kamyotra</b> Director Central Pollution Control Board Parivesh Bhawan, Delhi Member
10.	<b>Dr. Purnima Sharma</b> Executive Director Biotech Consortium India Limited New Delhi Member
11.	<b>AF&amp;AO,</b> Punjab Biotechnology Incubator SCO: 7&8, Phase-V, SAS Nagar (Mohali) Treasurer
12.	<b>Chief Executive Officer</b> Punjab Biotechnology Incubator SCO: 7&8, Phase-V, SAS Nagar (Mohali) Member Secretary

**LIST OF MEMBERS OF GOVERNING COUNCIL**

<b>Sr. No.</b>	<b>Chairman / Vice Chairman / Members</b>	
1.	<b>Chief Secretary</b> to Govt. of Punjab Punjab Civil Secretariat, <b>Chandigarh</b>	<b>Chairman</b>
2.	<b>Secretary,</b> Science, Technology & Environment Govt. of Punjab Room No. 220, Mini Secretariat <b>Chandigarh</b>	<b>Vice Chairman</b>
3.	<b>Principal Secretary,</b> Department of Finance, Govt. of Punjab Room no. 16, 8 <sup>th</sup> floor Punjab Civil Secretariat, <b>Chandigarh</b>	<b>Member</b>
4.	<b>Adviser (Food &amp; Nutrition),</b> Department of Biotechnology, Govt. of India, New Delhi	<b>Member</b>
5.	<b>Dr. N. Sathyamurthy,</b> Director Indian Institute of Science Education and Research, Sector-81, Knowledge City <b>Mohali</b>	<b>Member</b>
6.	<b>Dr. P.K. Khanna</b> Registrar, PAU, <b>Ludhiana</b>	<b>Member</b>
7.	<b>Dr. K.C. Bansal,</b> Director National Bureau of Plant Genetic Resources, Pusa, <b>New Delhi</b>	<b>Member</b>
8.	<b>Dr. S.K. Saxena,</b> Director Export Inspection Council (Department of Commerce, Ministry of Commerce and Industry), GOI <b>New Delhi</b>	<b>Member</b>
9.	<b>Dr. Naresh Kumar</b> Dean Academics DAV University, Village Sarmastpur, <b>Jalandhar</b>	<b>Member</b>
10.	<b>Sh. Sanjay Trehan</b> Senior Vice President Panacea Biotec, Industrial Area Phase-2, <b>SAS Nagar (Mohali)</b>	<b>Member</b>
11.	<b>Chief Executive Officer</b> Punjab Biotechnology Incubator SCO: 7&8, Phase-V, <b>SAS Nagar (Mohali)</b>	<b>Member Secretary</b>

**8.2 Composition, powers and functions :**

Composition, powers and functions of the Society and Governing Council of PBTI are detailed in MOA of PBTI. Copy of MOA is enclosed at **Annexure-A of Manual-III**

**8.3 Whether their meetings are open to the public ?**

NO

**8.4 Whether the minutes of the meeting are open to the public :**

Yes, except confidential matters.

**8.5 Place whether the minutes if open to the public is available ?**

Punjab Biotechnology Incubator (PBTI)  
SCO : 7&8, Phase-V,  
SAS Nagar (Mohali)

**9th Manual: Directory of Officers and employees**

	Name	Designation	E-mail ID	Telephone & Fax Nos. 0172-5020895
1.	Dr. S.S. Marwaha	Chief Executive Officer	pbti2005@yahoo.com	0172-5020891
2.	Dr. Ajit Dua	Senior Scientist	ajit_dua@yahoo.com	0172-5020894
3.	Mr. Arwinder Singh	Administrative-cum-Finance & Accounts Officer	arwindersingh@pbttilabs.com	0172-5093595
4.	Mr. Rajiv Mahajan	Store & Purchase Officer (SPO)	mahajanrajiv@pbttilabs.com	0172-5020896
5.	Dr. Vandana Awasthi	Scientist (Biology)	vandanaawasthi@pbttilabs.com	-
6.	Mr. Santosh Kumar Singh	Scientist (Chemical)	santoshsingh@pbttilabs.com	-
7.	Ms. Nidhi Yadav	Assistant Scientific Officer	nidhirao@pbttilabs.com	-
8.	Dr. Sanjivan Alkesh	Assistant Scientific Officer	sanjivan@pbttilabs.com	-
9.	Mr. Amit Agarwal	Assistant Scientific Officer	amitagarwal@pbttilabs.com	-
10.	Ms. Ravneet Kaur	Assistant Scientific Officer	ravneet@pbttilabs.com	-
11.	Ms. Shainandani Dogra	Junior Scientific Officer	shainandni@pbttilabs.com	-
12.	Ms. Anju Thakur	Junior Scientific Officer	anju@pbttilabs.com	-
13.	Ms. Aarti Bhardwaj	Junior Scientific Officer	aarti@pbttilabs.com	-
14.	Ms. Dimple Trikha	Junior Scientific Officer	dimple@pbttilabs.com	-
15.	Mr. Vikas Chandra Roy	Scientific Assistant	vikas@pbttilabs.com	-
16.	Mr. Rajesh	Scientific Assistant	rajesh@pbttilabs.com	-
17.	Mr. Daljeet Singh	Maintenance Engineer	daljit@pbttilabs.com	9501096547
18.	Mr. Ravi Madan	Private Secretary	pbti2005@yahoo.com	0172-5020895
19.	Mr. K.L. Thakur	Assistant (Store & Purchase)	thakurkl@pbttilabs.com	0172-5020892
20.	Mr. Surya Kant	Accounts Assistant	surya@pbttilabs.com	0172-5093595
21.	Mr. Gurcharan Singh	Driver	-	

**Note :**

As PBTI is a Quality Testing facility, maintenance of confidentiality and secrecy is must. To keep the secrecy of the samples / reports, contact numbers of the Scientific Staff mentioned at Sr. No. 5 to 16 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.***

**10th Manual: Monthly Remuneration received by officers & employees including system of compensation**

**10.1 Name and designation of the employees**

**10.2 Monthly remuneration**

**10.3 System of compensation as provided by in its regulations - NA**

Sr. No.	Name	Designation	Monthly Basic Pay as on 31.03.2015
1.	Dr. S.S. Marwaha	Chief Executive Officer	77000
2.	Dr. Ajit Dua	Senior Scientist	56740
3.	Mr. Arwinder Singh	Administrative-cum-Finance & Accounts Officer	22200
4.	Mr. Rajiv Mahajan	Store & Purchase Officer (SPO)	28270
5.	Dr. Vandana Awasthi	Scientist (Biology)	30850
6.	Mr. Santosh Kumar Singh	Scientist (Chemical)	23560
7.	Mr. Ravi Madan	Private Secretary	21000
8.	Mr. K.L. Thakur	Assistant (Store & Purchase)	16630
9.	Mr. Surya Kant	Accounts Assistant	13500
10.	Ms. Nidhi Yadav	Assistant Scientific Officer	15760
11.	Dr. Sanjivan Alkesh	Assistant Scientific Officer	15760
12.	Mr. Amit Aggarwal	Assistant Scientific Officer	15760
13.	Ms. Ravneet Kaur	Assistant Scientific Officer	15760
14.	Ms. Shainandani Dogra	Junior Scientific Officer	14940
15.	Ms. Anju Thakur	Junior Scientific Officer	14940
16.	Ms. Aarti Bhardwaj	Junior Scientific Officer	14940
17.	Ms. Dimple Trikha	Junior Scientific Officer	14940
18.	Mr. Vikas Chandra Roy	Scientific Assistant	13500
19.	Mr. Rajesh	Scientific Assistant	13500
20.	Mr. Daljeet Singh	Maintenance Engineer	32950*
21.	Mr. Gurcharan Singh	Driver	11220

\*Mr. Daljeet Singh is working on contract at consolidated salary as per the approval of competent authority.

**11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.**

**11.1 Total Budget for the Public Authority**

As per **Annexure-C**

**11.2 Budget for each agency and Plan & programmes**

As per **Annexure-C**

**11.3 Proposed expenditure**

Expenditure made during the F.Y. 2013-14 as per **Annexure-D & E.**

**11.4 Revised Budget for each agency, if any**

NA

**11.5 Report on disbursements made and place where the related reports are available**

As per **Annexure-C.** Reports available with Accounts & Finance Section of PBTI.

## Annexure-C

(Rs.in lakhs)

SN	Sub-head/ Scheme	12th Plan (2012- 17) Outlay	Expen diture 2012- 13	Annual Plan 2013-14				Annual Plan 2014-15						Rema rks
				Approve d Outlay	Work Plan approved by GOI (if applicabl e)	Exp. (Up to 30/9/2013)	% age Perfor mance	Propos ed Outlay	Receiv ed Outlay	Capital Conten t (Out of col.9)	SCSP Compon ent (Out of col.9)	Women Compon ent ( Out of col.9)	Rural Compo ent (Out of col.9)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SR-03	Grant in aid to Biotechnol ogy incubator	100.00	Nil	150.00	-	Govt. of Punjab sanctioned a sum of Rs. 100.00 lacs, but no funds released	-	100	50	-	-	-	-	-

**Annexure-D**

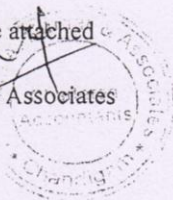
**PUNJAB BIOTECHNOLOGY INCUBATOR-MOHALI**

**BALANCE SHEET AS ON MARCH 31ST, 2014**

SOURCES OF FUNDS	SCHEDULE	AMOUNT(Rs.)
Capital Fund	A	139738649.14
Unspent Fund	B	25250000.00
<b>Grand Total</b>		<b>164988649.14</b>
<b>APPLICATION OF FUNDS</b>		
Fixed Assests	C	76876084.92
Current Assest,Loans & Advances	D	98817782.72
Less:Current Liabilities & Provisions	E	<u>10705218.50</u>
		88112564.22
Significant Accounting Policies & Notes to Accounts	F	
<b>Grand Total</b>		<b>164988649.14</b>

As per report of even date attached

For Agarwal A.Kumar & Associates  
Chartered Accountants



Date : 30.06.2014  
Place : MOHALI

FOR PUNJAB BIOTECHNOLOGY INCUBATOR

*D.K. Grover*  
AF&AO

*N. S. Chahal*  
CHIEF EXECUTIVE OFFICER

**Annexure-E**

PUNJAB BIOTECHNOLOGY INCUBATOR-MOHALI			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING MARCH 31ST, 2014			
EXPENDITURE	AMOUNT(Rs)	INCOME	AMOUNT(Rs)
Opening stock	3454656.00	Grant Received from Govt. of Punjab	1200000.00
Purchases		Interest Received	4279915.25
-Lab Chemicals	3425632.50	Interest on savings bank accounts	136836.00
- Lab Consumables	1011064.00	Interest on Income tax refund	85400.00
- Lab Glassware	159949.00	Application fees	15500.00
Advertisement & publicity	120588.00	Team Mobilisation Charges	179348.00
Annual maintenance Charges	1122250.00	Testing Fess	36171568.00
Bank charges	2904.00	Miscellaneous income	13872.36
Calibrationn charges	321548.00	Closing stock	2307351.00
Cleaning & Santination	53690.00		
Depreciation	13387557.58		
DG set Running Expenses	173517.00		
Electricity & water Expenses	1725063.00		
Contribution to PF & Other Adm.funds	1135764.00		
Fees & Taxes	226800.00		
Audit fees	21000.00		
Foreign Exchange Fluctuation	22796.00		
Freight & carriages	397079.00		
Vehicle Hire Charges	81268.00		
Housekeeping charges	149231.00		
Insurance Charges	73778.00		
Lab Consumables Spares	970861.00		
Labour Charges	75885.00		
Medical reimbursements	39221.00		
Miscelleneous expenses	10355.23		
Service tax	157554.00		
Newspapaer & Periodicals	2806.00		
Office Expenses	80341.00		
Performance Verification Charges	226249.00		
Postage & courier	29705.00		
Printing & Stationary	351416.00		
Professional & Consultancy Charges	184900.00		
Project Consultancy	188600.00		
Recognition & Registration fees	20815.00		
Refilling of Gasses	467514.00		
Rent	2779233.00		
Repair & maintenance			
- General	417357.00		
- Electrical	332387.00		
- Computer	112775.00		
- Lab equipment	261399.00		
Running & Maintenance			
- Tata winger	242807.00		
- Car	233699.00		
Salaries & Wages	12405006.00		
Seminar fee	85000.00		
Sample collection charges	89950.00		
Security charges	399219.00		
Sitting fees	197500.00		
Staff welfare	130591.00		
Subscription & Publications	15986.00		
Telephone & internet Expenses	140391.00		
Testing expenses	126057.00		
Training fee	48866.00		
Travelling Expenses	472460.00		
Excess of Income over expenditure	6826750.29		
	55189790.61		55189790.61

As per report of even date attached

For Agarwal A Kumar & Associates  
Chartered Accountants



Date : 30.06.2014  
Place : MOHALI

FOR PUNJAB BIOTECHNOLOGY INCUBATOR

AF&AQ

CHIEF EXECUTIVE OFFICER

**12th Manual: Manner of execution of subsidy programmes**

Not applicable

**13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority**

Not Applicable

**14th Manual: Information available in electronic form****14.1 Details of information available in electronic form:**

PBTI has developed its website namely [www.pbtilabs.com](http://www.pbtilabs.com) depicting activities of the organization and its vision and mission.

**14.2 Name/title of the document/record/other information:**

Records pertaining to meeting of the Society, Governing Council and other committees are duly maintained in the electronic form by PBTI.

**14.3 Location where available:** Administration Section of PBTI.

**15th Manual: Particulars of facilities available to citizens for obtaining information**

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

**16th Manual: Names, designations and other particulars of public information officers**

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

**i. First Appellate Authority**

Principal Secretary / Secretary  
Department of Science, Technology and Environment, Punjab  
Room No. 603, 6<sup>th</sup> Floor  
Punjab Civil Secretariat-II,  
Chandigarh  
Tel: 0172-2740459  
E-mail ID: sste\_612@yahoo.com

**ii. Public Information Officer**

Dr. S.S. Marwaha,  
Chief Executive Officer  
SCO: 7&8, Phase-V, Mohali  
Tel: 0172-5020891  
Fax: 0172-5020895  
E-mail ID: pbt2005@yahoo.com

**iii. Assistant Public Information Officer**

Mr. Arwinder Singh  
Administrative-Cum-Finance & Accounts Officer  
SCO: 7&8, Phase-V, Mohali  
Tel: 0172-5093595  
Fax: 0172-5020895  
E-mail ID: pbt2005@yahoo.com

**17th Manual: Any other useful information****17.1 Citizen Charter**

Punjab Biotechnology Incubator - A State Govt. Undertaking, has been setup to provide Incubation Services to translate Research Ideas into Commercially viable Technologies through quality testing and contract research in agri, food, environment and allied sectors and to promote & support agri producers, processors and marketers in the agriculture, food and allied sectors.

**17.2 Grievance Redressal**

Grievances related to this organization is being handled by Administrative Section

**Contact :**

Administrative Cum Finance and Accounts Officer  
Punjab Biotechnology Incubator  
SCO: 7&8, (Top Floor), Phase-V  
SAS Nagar (Mohali) 160059, Punjab, India  
Phone : 0172-5093595

**17.3 Details of applications received under RTI and Information Provided (upto 31<sup>st</sup> March 2015)**

Year	Application Received	Information Provided	Pending
2013	03	03	Nil
2014	11	11	Nil
2015	4	4	Nil

**17.4 List of completed schemes / projects / programmes****A. Completed Schemes :**

Completed schemes for the setting up and upgradation of PBTI's facilities are as follows :

1. Setting up of Biotechnology Incubator by Govt. of Punjab with the financial support by DBT, GOI under extra mural project

2. Upgradation of PBTI's Agri & Food Testing Laboratory being funded by MOFPI, Govt. of India
3. Up-gradation of PBTI's Agri & Food Testing Facilities to Boost Export" funded by PSIEC Under ASIDE of Ministry of Commerce, Govt. of India.

## **B. Completed Projects :**

PBTI Completed following Contract Research Projects :

1. Bovine Milk – Effect of Different treatments
2. Control of Indigenous Thermotolerant Microbial community in Barley during malting to improve the quality of Malted Barley
3. Method Validation Report for Qualitative Detection of Anionic Detergent in milk using kit developed by NDRI
4. Assessment of variation of Neem (Azardiacin Indica) from Punjab
5. Preparation of guidelines for "Recognition of Food Testing Laboratories" by FSSAI, Govt. of India
6. Nutrition and Safety Evaluation of Khichari viz a viz Shishu Aahar used for Feeding Children - Pilot Study
7. Quality and safety assessment of potable water purified by using different technologies.
8. Report on Status of Industrial Pollution Control (Large, Medium, Small)
9. Testing of Water samples from Tubewell and Handpumps in Punjab for heavy metals
10. Testing of 478 RO Water for eight heavy metals and four general parameters
11. Validation of Strip based tests developed for detection of Neutralizer, Urea, Glucose & Hydrogen Peroxide in Milk
12. To Study the effect of treatment of vegetables with multifunctional ozone generator on chemical contaminants pesticides and microbiological pathogens and comparison with normal washing
13. Qualitative determination of Starch & Protein in Treated Cereal Slurry.
14. Ambient Air Quality Monitoring at Shri Guru Granth Sahib University, Fatehgarh Sahib
15. Ambient Air Quality Monitoring at Indian Institute of Science

Education and Research (IISER), Sector - 81, Mohali

16. Ambient Air Quality Monitoring for the proposed site to setup Common Municipal Solid Waste Management Facility in Village Sawara, Rasanheri & Janjheri on Landra Sirhind Road, Distt Mohali

### **C. Completed Training Programmes :**

1. "Texture Analysis & Viscosity Measurement of Food & Agricultural Products" organized on 28th February 2008 jointly with M/s Scientific & Digital System (SDS).
2. "Orientation Workshop regarding sampling and transportation of Samples" organized on 11.01.2010
3. Regulations for Food Contaminants organized on 06.04.2012 jointly with M/s Thermofisher Scientific Pvt. Ltd.,
4. "Interactive Meet on Food Safety" organized on 23.01.13 in collaboration with M/s Agilent Technologies.
5. "Laboratory Quality Management System" organized by jointly by PBTI and BIS.
6. Sample Preparation for Food and Environmental Samples jointly with M/s ThermoFisher Scientific
7. Hands on training on Microbiological Techniques (5 Days) in August 2014.
8. Hands on training on elemental analysis using AAS (5 Days) in Nov. 2014.

### **17.5 List of schemes / projects / programmes underway**

#### **A. Underway Schemes :**

1. Setting up of Facilities for Basmati verification to promote the Export of Rice from Punjab being funded by PSIEC under ASIDE Scheme of Ministry of Commerce, Govt. of India.
2. Setting up the Facilities for the Testing of Honey for Export being funded by PSIEC under ASIDE Scheme of Ministry of Commerce, Govt. of India.

Authority Name : Punjab Biotechnology Incubator

- 3 First Solution Facility in Agri and Food Sectors to Promote Export from Punjab under ASIDE Scheme of Ministry of Commerce, Govt. of India
- 4 Development of PBTI's Infrastructure as per the Statutory Guidelines to Promote Export from Punjab under ASIDE Scheme of Ministry of Commerce, Govt. of India
- 5 Setup of Dedicated Comprehensive Facilities for the testing of Rice / Basmati Rice to promote their Export under ASIDE Scheme of Ministry of Commerce, Govt. of India
- 6 Setting up of Network of Drinking Water Quality Testing Facilities at State and Sub Division Levels in Punjab included in the memorandum submitted by State Govt. for funding under 14<sup>th</sup> Finance Commission by Govt. of India
- 7 Setting up of Knowledge Centre in Punjab For Food and Environment Safety included in the memorandum submitted by State Govt. for funding under 14th Finance Commission by Govt. of India
- 8 Empanelment of PBTI As National Referral Laboratory For Testing of GMOs approved by the committee of Ministry of Agriculture, Govt. of India. Proposal under consideration of Expenditure Finance Committee, Ministry of Finance, Govt. of India.
- 9 Application for Assistance For Creation of Infrastructural Facilities For Human Resource Development for funding under National Mission for Food Processing by Ministry of Food Processing, Govt. of India through Dept. of Food Processing, Govt. of Punjab.

#### **B. Underway Projects :**

1. Testing of 7646 Water samples from Tubewell and Handpumps in Punjab for heavy metals and general parameters for the DWSS, Punjab
2. Scientific Evaluation of Water Purification System in Schools of Punjab for PSCST.
3. India Method Harmonization with M/s Abbott Nutrition India.
4. Milk Metabolomics based characterization of indigenous, exotic and crossbred cows with NBAGR, Karnal

**17.6 Details of all contract entered into including name of the contractor, amount of contract and period of completion of contract**

NA

**17.7 Any other information**

PBTI has signed MOUs with Academic Institutions at State and National Level for joint research & developmental activities and human resource development. Following MOUs have been signed with :

- 17.7.1 **Indira Gandhi National Open University (IGNOU)** to act as Programme Study Centre for Human Resource Development through PG Diploma in Food Safety and Quality Management (PGDFSQM).
- 17.7.2 **Baba Farid University of Health Sciences (BFUHS), Faridkot** to encourage research in medical and allied sciences, guide PG students/Ph.D. Scholars of different streams for carrying out dissertation work at BFUHS and PBTI and for other research collaborations from time to time.
- 17.7.3 **Central University of Punjab, Bathinda (CUPB)** to join hands to promote quality research and high end science and decided to sign Memorandum of Understanding (MOU) to initiate academic and research programmes between the two Institutions in the broad area of Chemical, Biological, Environmental sciences and Biotechnology needs to be supplemented

## 17.7.4

**Form 'A'**

Form of application for seeking information under the Right to Information Act, 2005

I.D.No \_\_\_\_\_

(For official use)

**To**  
**The Public Information Officer,**  
**Authority Name**  
**City**

1. Full Name of the Applicant \_\_\_\_\_

2. Father's/Spouse's name \_\_\_\_\_

3. Permanent Address \_\_\_\_\_

4. Correspondence Address \_\_\_\_\_

5. Particulars of information required

a. Subject matter of information\*:  
\_\_\_\_\_b. The period to which the information relates\*\*  
\_\_\_\_\_c. Specify details of information required  
\_\_\_\_\_d. Whether information is required by post or in person  
\_\_\_\_\_

(The actual postal charges shall be included in providing information)

E. In case by post (Ordinary, Registered or Speed post.)  
\_\_\_\_\_6. Is this information not made available by the Public Authority under voluntary disclosure?  
\_\_\_\_\_7. Do you agree to pay the required fee?  
\_\_\_\_\_8. Have you deposited application fee? (If yes, details of such deposit)  
\_\_\_\_\_

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place : .....

Date : .....

Full Signature of the applicant and Address

E-mail address, if .....

Tel. No.(Office).....(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

Authority Name : Punjab Biotechnology Incubator

**ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D No \_\_\_\_\_

Dated: \_\_\_\_\_

1. Received an application in Form A from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. \_\_\_\_\_ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the Public Information Officer  
PICT

Dated.....

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No : \_\_\_\_\_

=====

**Form 'B'**  
**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_

Date: .....

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir / Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_ addressed to the Undersigned regarding supply of information on \_\_\_\_\_

2. The requested information does not fall within the jurisdiction of this Corporation and, Therefore, your application is being referred herewith to Shri \_\_\_\_\_

3 This is supersession of the acknowledgement given to your on \_\_\_\_\_

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**Form 'C'**  
**Rejection Order**  
**[See rule 8&9]**

From \_\_\_\_\_

Dated: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/ Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
addressed to the undersigned regarding supply of information on

- 2. The information asked for cannot be supplied due to following reasons: -
  - i).....
  - ii).....
- 3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.  
E-mail address: \_\_\_\_\_  
Web-site: \_\_\_\_\_  
Tel. No. \_\_\_\_\_

=====

**FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY**

I.	Name & Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt	Receipt no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

**18. Publish all relevant facts while formulating important policies or announcing the decisions which affect public:** The facts of important programmes/policies/decisions are published in the PBTI's website – [www.pbttilabs.com](http://www.pbttilabs.com)

**19. Provide reasons for its administrative or quasi-judicial decisions to affected persons.**  
PBTI is not quasi-judicial body and its decisions are taken by its Governing Council/ Society for PBTI.