

# **INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT (IBSD), Imphal - 795001, Manipur, India.**

## **1.1 Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]**

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

Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal-795001, Manipur.

### **1.1.1 Head of the organization**

Director, IBSD, Imphal.

### **1.1.2 Vision, Mission and Key Objectives**

#### **IBSD AS AN INSTITUTE**

The Institute of Bioresources and Sustainable Development (IBSD) although registered in April, 2001, under the Manipur Societies Registration Act, 1989, the regular activity of the Institute could be started only with the appointment of its first Director on 18th January, 2003 to achieve the following mission, goal and objectives.

#### **Mission**

Bioresources development and their sustainable use through biotechnological interventions for the socio-economic growth of the region.

#### **Goal**

Scientific management of bioresources in the Indian region falling under Indo-Burma Biodiversity Hotspot.

#### **Objectives**

1. To set up the state of art biotechnology research facilities at Imphal which is at the centre of the Indo-Burmese Biodiversity Hotspot for sustainable development of bioresources using -tools of modern biology.
2. To study and document the unique biodiversity of bio-geographic junction of the Indian and oriental landmasses.
3. To develop biotechnological interventions for sustainable development and utilization of bioresources.
4. To undertake capacity building (human resource development) in bioresources conservation and management.
5. To generate technological packages for employments generation and economic progress of the region.
6. To collaborate with other institutions/- organizations/- universities nationally and internationally in furthering research pursuits in bioresources.

### **1.1.3 Function and duties**

#### **Director**

Subject to any order that may be passed by the Chairperson in exercise of the powers delegated to him by the Governing Council, and the decision of the Governing Council, the Director shall be responsible for the prayer administration of the affairs and funds of the Society under the direction

and guidance of the Governing Council. He/She shall be vested with such executive and administrative power of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.

He/she shall be subject to the provisions of these Rules and Bye laws and decisions of the Governing Council and Chairperson, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions.

The Director shall co-ordinate and exercise general Supervision over all the activities of the Society. The Director of the "INSTITUTE" shall be the Secretary Of the Society. The Society may sue or be sued in the name of the Secretary of the Society.

### **Senior Administrative Officer**

He/she shall be Head of Administration and shall exercise such powers and discharge such functions as delegated to him by the Governing Council/Director, subject to Recruitment Rules of IBSD and clause 3.2.2 of the Bye-Laws.

- a) He/She shall directly report to Director for all administrative and non-scientific matters.
- b) He/She shall be responsible for conduct of meetings of the Society, Governing Council, Finance Committee and placement of Annual Reports, before them as per schedule in accordance with Rules and Regulations of IBSD Society.

He/She shall on behalf of the Institute and as authorized by the Governing Council/Director of the Institute enters into agreements, sign all such documents and authenticate records as may be delegated by Governing Council/Director, IBSD and shall exercise such powers and perform such duties as may be specified by the Governing Council/Director, IBSD of the Institute.

### **Senior Account Officer:**

Senior Accounts Officer shall be the Finance and Accounts Officer of the Institute who shall be responsible for all finance and account matters of the Institute. He shall be the non-member secretary of the Finance Committee of the Institute and shall not have any voting rights.

#### 1.1.4 Organization Chart

Society  
GC  
FC  
SAC  
Institute

- 1.1.5 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt.

## **1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]**

### 1.2.1 Powers and duties of officers (administrative, financial and judicial)

#### **Senior Administration Officer**

He/She shall be Head of Administration and shall exercise such powers and discharge such functions as delegated to him by the Governing Council/Director, subject to Recruitment Rules of IBSD and clause 3.2.2 of the Bye-Laws.

He/She shall directly report to Director for all administrative and non-scientific matters.

He/She shall be responsible for conduct of meeting of the Society, Governing Council, Finance Committee and placement of Annual Reports, before them as per Schedule in accordance with Rules and Regulations of IBSD Society.

He/She shall on behalf of the Institute and as authorized by the Governing Council/Director of the Institute enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Council/Director, IBSD and shall exercise such powers and perform such duties as may be specified by the Governing Council/Director, IBSD of the Institute.

As may be vested by the Governing Body/Director. As on the date of notification of these Bye-laws, the financial powers of the Senior Administrative Officer for sanctioning any work (*for creation of capital assets, sanction of projects, etc*) in each such case, shall be upto Rs. 1,00,000/- (Rupees One Lakh only).

### **Senior Accounts Officer**

The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.

The Senior Accounts Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Council in consultation with the Central Government. Such an officer will be responsible to the Controller of Administration for accuracy and completeness of the accounts of the Institute.

The Senior Accounts Officer will be responsible to the Controller of Administration for the accuracy and complete less of the accounts of the Institute. The Senior Accounts Officer shall also render necessary advice to the Director in all proposals involving financial implication.

#### **1.2.2 Power and duties of other employees**

Depending upon the nature, class to which they belong to/recruit, power and duties are given/assigned.

#### **1.2.3 Rules/orders under which powers and duty are derived and**

As per Govt. of India rules, orders & regulations.

#### **1.2.4 Exercised**

As per Govt. of India rules, orders & regulations.

#### **1.2.5 Work allocation**

As per Govt. of India rules, orders & regulations.

### **1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]**

#### **1.3.1 Process of decision making Identify key decision making points**

Put up any matter that required action to be taken up, to the competent authority for final decision.

#### **1.3.2 Final decision making authority**

Director, IBSD.

#### **1.3.3 Related provisions, acts, rules etc.**

As per By-Laws and RR approved by DBT, Govt. of India.

#### **1.3.4 Time limit for taking a decisions, if any**

As soon as possible, as per rules, statutes, regulations, etc.

### 1.3.5 Channel of supervision and accountability

Proposals are put up by the dealing staff to Competent Authority through superior officer(s) for final disposal of the matter. The matter is accountable by the concerned staff member and superior(s).

## 1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]

### 1.4.1 Nature of functions/ services offered

As per the nature of GoI functions/services

### 1.4.2 Norms/ standards for functions/ service delivery

As per the By-Laws and RRs and GoI Norms/standard for function/delivered to the applicant/doorstep if required.

### 1.4.3 Process by which these services can be accessed

As per the existing process of the Institute

### 1.4.4 Time-limit for achieving the targets

Depends upon the matter. However, tried to achieve it as soon as possible.

### 1.4.5 Process of redress of grievances

Petitions are submitted to the superior officers /authority for redress of grievances

## 1.5 Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]

### 1.5.1 Title and nature of the record/ manual /instruction.

As per the By-Laws and RRs of the institute and GoI Rules/Norms

### 1.5.2 List of Rules, regulations, instructions manuals and records.

As per the By-Laws and RRs of the institute and GoI Rules/Norms

### 1.5.3 Acts/ Rules manuals etc.

As per the By-Laws and RRs of the institute and GoI Rules/Norms

### 1.5.4 Transfer policy and transfer orders

NA

## 1.6 Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]

### 1.6.1 Categories of documents

Academic, Administrative, Recruitment, Research, and financial documents.

### 1.6.2 Custodian of documents/categories.

Assigned Staff Members, Controlling officers of the concerned offices. However, Senior Administrative Officer is the custodian of the records, the common seal and such other property of the Institute.

## 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

### 1.7.1 Name of Boards, Council, Committee etc.

i) IBSD Society

- ii) Governing Council
- iii) Finance Committee
- iv) Scientific Advisory Committee
- v) Building Committee
- vi) Academic Committee,
- vii) Purchase Committee, etc.

### 1.7.2 Composition

#### **i) IBSD Society**

- a) Hon'ble Union Minister, Science & Technology and Earth and Sciences, Govt. of India, President
- b) Hon'ble Chief Minister, Govt. of Manipur, Vice President
- c) Hon'ble Minister, Science & Technology, Govt. of Arunachal Pradesh, Itanagar, Member
- d) Hon'ble Minister, Science & Technology, Govt. of Manipur, Member
- e) Hon'ble Minister, Science & Technology, Govt. of Tripura, Agartala, Member
- f) Hon'ble Minister, Science & Technology, Govt. of Nagaland, Kohima, Member.
- g) Hon'ble Minister, Science & Technology & Climate Change, Govt. of Sikkim, Gangtok, Member
- h) Hon'ble Minister, Science & Technology, Govt. of Mizoram, Aizawl, Member
- i) Hon'ble Minister, Science & Technology, Govt. of Assam, Guwahati, Member
- j) Hon'ble Minister, Science & Technology, Govt. of Meghalaya, Shillong, Member
- k) Secretary, Dept. of Biotechnology, Ministry of Science and Technology, Govt. of India, Member
- l) Adviser, Dept. of Biotechnology, Ministry of Science and Technology, Govt. of India, Member
- m) Secretary DST or his/her nominee, Dept. of Science and Technology, Member
- n) Director General ICAR or his/her nominee, Member
- o) Director General CSIR or his/her nominee, Member
- p) Secretary AYUSH or his/her nominee, Dept. of AYUSH, Ministry of Health and Family Welfare, Member
- q) Secretary or his/her nominee, Ministry of Environment and Forest and Climate Change, Govt. of India, Member
- r) Director or his/her nominee, Botanical Survey of India (BSI), Member
- s) Director or his/her nominee, Zoological Survey of India, Member
- t) Prof. C.R. Babu, Professor Emeritus, School of Environment Studies, Centre for Environmental Management of Degraded Ecosystems (CEMDE), Member
- u) Dr. L.M.S. Palni, Former Director, G.B. Pant Institute of Himalayan Environmental and Development, Member
- v) Dr. R.K. Rajan Singh, Lok Sabha, MP, Secretary, MASS, Member
- w) Shri O. Mohindro Singh, General Manager, Heirang, Member
- x) Dr. Suman Sahai, President Gene Campaign, Member
- y) Shri Jayesh P. Choksi, President & Managing Director, Gulfic Bioresources Limited, Member
- z) Prof. Pulok K. Mukherjee, Director, IBSD, Member Secretary

#### **ii) Governing Council**

- a) Secretary, Dept. of Biotechnology, Govt. of India, Chairman
- b) Joint Secretary and Financial Advisor, Dept. of Biotechnology, Ministry of Science and Technology, Govt. of India, Member
- c) Joint Secretary (Administration), Dept. of Biotechnology, Govt. of India, Member
- d) Adviser, Dept. of Biotechnology, Ministry of Science and Technology, Govt. of India, Member
- e) Secretary, DST, Govt. of India, Member

- f) Secretary, DARE & DG, ICAR, Member
- g) Director General, CSIR and Secretary, DSIR, Member
- h) Representative of Secretary, Dept. of Agriculture and Cooperation, Govt. of India, Member
- i) Secretary, Dept. of Agriculture and Cooperation, Govt. of India, Member
- j) Secretary, Ministry of Environment, Forest and Climate Change, Member
- k) Commissioner & Secretary, Dept. of Science and Technology, Govt. of Manipur, Member
- l) Special Secretary, Science & Environment Deptt., Member
- m) Commissioner Secretary Planning and S&T, Planning Dept. & S&T and Chairman EC, Govt. of Meghalaya, Member
- n) Additional Principal Secretary to Govt. of Assam, Science and Technology Dept., Govt. of Assam, Member
- o) Secretary, Dept. of Science and Technology and Climate Change, Sikkim State Council of Science and Technology, Member
- p) Secretary, Planning & Programme Implementation Department (Science & Technology), Govt. of Mizoram, Member
- q) Commissioner & Secretary, Water Resources Science & Technology Dept., Govt. of Nagaland, Member
- r) Vice Chairman/Secretary, Dept. of Science & Technology Civil Secretariat, Govt. of Arunachal Pradesh, Member
- s) Prof. S.K. Sopory, Former Vice Chancellor, JNU, New Delhi, Member
- t) Director, National Institute of Plant Genome Research (NIPGR), New Delhi, Member
- u) Director, ILS, Bhubaneswar, Member
- v) CEO Health Care (Technical), Emami Ltd., Kolkata, Member
- w) Dr. Ramakant Harlalka, Nishant Aromas, Mumbai, Member
- x) Director, Himalayan Environment Studies & Conservation Organization (HESCO), Deharadun, Member
- y) Executive Director, M.S. Swaminathan Research Foundation, Chennai, Member
- z) Director, IBSD, Member Secretary

### **iii) Finance Committee**

- a) Financial Advisor, DBT, Chairman
- b) Addl. Secretary and Financial Advisor, Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India, Member
- c) Director, ILS, Bhubaneswar, Member
- d) Vice Chancellor, Central Agriculture University, Imphal, Member
- e) Director, National Institute of Plant Genome Research (NIPGR), New Delhi, Member
- f) Director, IBSD, Member
- g) Senior Accounts Officer, IBSD, Non-Member Secretary

### **iv) Scientific Advisory Committee**

- a) Prof. S.K. Sopory, Former Vice Chancellor, JNU, New Delhi, Chairman
- b) Dr. R. Uma Shaanker, Dept. of Crop Physiology and School of Ecology and Conservation, University of Agricultural Sciences, GKVK, Bangalore, Co-Chairman
- c) Dr. C.K. Katiyar, CEO Health Care (Technical), Emami Ltd., Kolkata, Member
- d) Dr. Ramakant Harlalka, Nishant Aromas, Mumbai, Member
- e) Prof. S.R. Yadav, Dept. of Botany, Shivaji University, Maharashtra, Member

- f) Dr. T.R. Sharma, Former Executive Director National Agri-Food Biotechnology Institute (NABI), Member
- g) Director, National Institute of Plant Genome Research (NIPGR), New Delhi, Member
- h) Prof. S.R. Rao, Biotechnology and Bioinformatics, North Eastern Hill University (NEHU), Shillong, Member
- i) Prof. Paramjit Khurana, Head, Dept. of Plant Molecular Biology, University of Delhi, Member
- j) Prof. Ashok Pandey, Distinguished Scientist Centre for Innovation and Translational Research CSIR, UP, Member
- k) Director, ILS, Bhubaneswar, Member
- l) Dr. Jyoti Saroop, General Manager, Unati Cooperative Marketing cum Processing Society, Punjab, Member
- m) Director, Himalayan Environmental Studies & Conservation Organization (HESCO), Uttarakhand, Member
- n) Dr. A.K. Sahu, Former Principal Scientist, Central Institute of Freshwater Aquaculture, Odisha, Member
- o) Adviser, (Scientist-G), Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India, Member.
- p) Director, IBSD, Member Secretary

**v) Building Committee**

- a) Director, ILS, Bhubaneswar, Chairman
- b) Dr. R.B. Srivastav, Ex-Director, Defence Institute of High Altitude Research (DIHAR), DRDO, J&K, Member
- c) Shri Harjeet Singh, Senior Manager, National Institute of Animal Biotechnology (NIAB), Hyderabad, Member
- d) Dr. S.R. Rao, Department of Biotechnology and Bioinformatics, North Eastern Hill University (NEHU), Shillong, Member
- e) Chief Engineer, PWD, Govt. of Manipur, Member
- f) Director, IBSD, Member Secretary

**vi) Academic Committee**

- a) Dr. H. Sunitibala Devi, Scientist-E, IBSD, Chairperson
- b) Dr. Y. Rajashekar, Scientist-D, Co-Chairman
- c) Dr. Sudripta Das, Scientist-F, Member
- d) Dr. H. Nanaocha Sharma, Scientist-E, Member
- e) Dr. S. Indira Devi, Scientist-E, Member
- f) Incharge, Sikkim, Member
- g) Incharge Meghalaya, Member
- h) Incharge, Mizoram, Member

**vii) Purchase Committee**

- a) Dr. Sudripta Das, Scientist-F, IBSD, Chairman
- b) Dr. H. Nanaocha Sharma, Scientist-E, IBSD, Member
- c) Dr. S. Indira Devi, Scientist-E, IBSD, Member
- d) Dr. Y. Rajashekar, Scientist-D, IBSD, Member
- e) Mr. O. Bishan Singh, Senior Accounts Officer, IBSD, Member
- f) Mr. A. Samarendra Singh, Purchase-i/c, IBSD, Member Secretary

g) Indenter, Co-opted Member

1.7.3 Dates from which constituted

**IBSD Society –**

**Governing Council – 24/08/2018**

**Finance Committee -24/08/2018**

**Scientific Advisory Committee – 24/08/2018**

**Building Committee – 24/08/2018**

**Academic Committee – 10/08/2020**

**Purchase Committee - 01/07/2020**

1.7.4 Term/ Tenure

**IBSD Society –**

**Governing Council – 03 years**

**Finance Committee -03 years**

**Scientific Advisory Committee – 03 years**

**Building Committee – 03 years**

**Academic Committee – Untill further order**

**Purchase Committee - NA**

1.7.5 Powers and functions

1.7.6 Whether their meetings are open to the public?

As and when requires.

1.7.7 Whether the minutes of the meetings are open to the public?

As and when requires.

1.7.8 Place where the minutes if open to the public are available?

Depending upon the matter, any suitable place.

**1.8 Directory of officers and employees[Section 4(1) (b) (ix)]**

1.8.1 Name and designation

Annexure-2

1.8.2 Telephone , fax and email ID

Annexure-2

**1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]**

1.9.1 List of employees with Gross monthly remuneration

As per Pay Scales Level 1 to 18(Annexure-3)

1.9.2 System of compensation as provided in its regulations

Payments of Salary are being made to staff on monthly basis.



**1.10 No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))**

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority

NA

1.10.2 Address, telephone numbers and email ID of each designated official.

NA

1.11.1 (i) No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings

NA

1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings

NA

**1.12 Programmes to advance understanding of RTI(Section 26)**

1.12.1 Educational programmes

NA

1.12.2 Efforts to encourage public authority to participate in these programmes

NA

1.12.3 Training of CPIO/APIO

As and when required.

1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned

NA

1.13.1 Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]