

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

CDFD/8/OM/1
January 10, 2020

OFFICE MEMORANDUM

Subject : Notifying the Bye-laws of CDFD – Reg.

The approved Bye-laws of CDFD have been displayed on the website of CDFD for a period of 07 days from 02.01.2020 to 08.01.2020 as required vide Clause No. 53 of Bye-laws of CDFD and the same have been removed from the website on 09.01.2020.

The CDFD Bye-laws – 2019 as approved by the DBT vide letter No. BT/AI/15022/02/2019 dated 22.11.2019 are hereby notified for implementation which will come into force w.e.f. 10.01.2020.

The CDFD Bye-laws – 2019 are available on CDFD website under RTI page.

This issues with the approval of Director, CDFD



(G RAVINDAR)

I/c - Administration

Copy to:

1. Dr. A K Rawat, Adviser, DBT, Block-0, 7th floor, C.G.O. Complex, Lodi Road, New Delhi - 110003
2. CPIO, CDFD
3. CVO, CDFD
4. I/c - Bioinformatics
5. Director's Secretariat
6. Master File

भारत सरकार

विज्ञान और प्रौद्योगिकी मंत्रालय

जैव प्रौद्योगिकी विभाग

GOVERNMENT OF INDIA

MINISTRY OF SCIENCE & TECHNOLOGY

DEPARTMENT OF BIOTECHNOLOGY



सत्यमेव जयते

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

No.BT/AI/15022/02/2019

^{22nd.}
Dated : 20th November, 2019

The Director,
Centre for DNA Fingerprinting and Diagnostics (CDFD),
Inner Ring Road, Uppal,
Hyderabad-500039

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


Sir,

I am directed to forward herewith a copy of Bye-laws of Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 7003 dated 30.09.2019.

Yours faithfully,

Encls: As above.


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

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

Copy to for information:-

- Scientist 'G' (Dr. Arun Kumar Rawat) - Scientific Coordinator for CDFD, Hyderabad.
- Scientist 'E' (Dr. Sanjay Kalia) - Nodal Officer for CDFD, Hyderabad.

The Admission for NA
one copy do be
given for Director's
office!
[Signature]



BYE LAWS-2019

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS
HYDERABAD – 500 039

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



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CONTENTS:

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

APPENDICES:

- a. Appendix-1: OM No. ^{03/01/15022/02/2019} dated 24/11/2018 issued by Department of Biotechnology
- b. Appendix-2: A copy of Memorandum of Association including Certificate of Incorporation and Rules & Regulations of CDFD
- c. Appendix-3: Current composition of CDFD Society, Governing Council and Finance Committee and Scientific Advisory Committee of CDFD.
- d. Appendix-4: Ministry of Finance, Department of Expenditure OM No F. No 8(4)E-Coord./84 dated 15.10.1984.

ANNEXURES:

1. Annexure 1: Delegation of Financial Powers to Authorities of the Institute.
2. Annexure 2: Components of User Charges.
3. Annexure 3: CDFD Recruitment Rules 2018 + 07 Schedules.
4. Annexure 4: Code of Conduct for contractually engaged staff.
5. Annexure 5: IPR Licensing Rules
6. Annexure 6: Consultancy Rules
7. Annexure 7: CDFD Staff Welfare Fund



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi



INTRODUCTION:

The Centre for DNA Fingerprinting and Diagnostics (CDFD) is an autonomous organization funded by the Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India. CDFD receives funding also from other agencies on specific collaborative projects.

In addition, DNA Fingerprinting and Diagnostics services provided by the centre support some of the activities. The Centre is recognized by the University of Hyderabad for pursuing Ph.D. programme in Life Sciences. The centre is equipped with world class state-of-the-art instrumentation and computing infrastructure to facilitate working in frontier areas of research in Life Sciences.

Aims and Objectives:

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

- i. To carry out scientific research pertaining to DNA profiling and related analysis in civil cases like paternity disputes, immigration, and exchange of newborns in hospitals, for various agencies including private parties, on appropriate payment;
- ii. To provide DNA fingerprinting and related analysis and facilities to crime investigation agencies;
- iii. To assist police personnel, forensic scientists, lawyers and the judiciary in understanding the evidential value of the DNA profile analysis and related techniques in crime investigation and family matters;
- iv. To establish DNA diagnostic methods for detecting genetic disorders and to develop probes for such detection;
- v. To use DNA fingerprinting techniques for the authentication of plants and animal cell materials, cell lines and to develop new probes where necessary for such purposes;
- vi. To provide training in DNA fingerprinting techniques;
- vii. To undertake basic, applied and developmental R & D work;
- viii. To provide consultancy services to medical institutions, public health agencies and industry in the country;
- ix. To collaborate with foreign research institutions and laboratories and other international organizations in fields relevant to the objectives of the Centre;
- x. To establish affiliation with recognized universities and institutions of higher learning for the purpose of enabling research scholars to register for post-graduate degrees;
- xi. To receive grants, donations and contributions in cash or in other forms from the Government of India, State Governments, Charitable Institutions / Trusts, individuals and industry within the country;

- xii. To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programmes, scientific research and other activities;
- xiii. To acquire by gift, purchase, exchange, lease, hire or otherwise howsoever, any property movable or immovable or to construct, improve, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying on the activities of the Centre;
- xiv. For the purpose of the Centre, to draw and accept, make and endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques or other Negotiable Instruments;
- xv. For investing the funds of or money entrusted to the Centre, to open such securities or in such manner as may from time to time be determined by the Governing Council and to sell or transpose such investment;
- xvi. To do all such other lawful acts as may be necessary, incidental or conducive to the attainment of all or any of the above objectives;
- xvii. To institute Professorships, other faculty positions, fellowships including visiting fellowships, research and cadre positions, scholarships, etc. for realizing the objectives of the Centre;
- xviii. To establish, maintain and manage laboratories, workshops, stores, library, office and other facilities for scientific and technological work of the Centre;
- xix. To acquire or transfer technical know-how from / to entrepreneurs and industries; and
- xx. To register patents, designs & technical know-how that may be developed by the Centre and transfer any portion of such patents / designs / technical know-how in the interest of the Centre.
- xxi. To achieve the above, all actions, endeavors, provisions and mechanisms of the Institute are centric to enable the performance, relevance and impact of the Institute and its personnel within the applicable rules of the Govt. of India.

Now, In exercise of the powers conferred under Rules 33, 34 (viii) of the Rules & Regulations of Center of, DNA Fingerprinting and Diagnostics Society, the Governing Council of the Institute hereby frames these Bye-Laws subject to approval of the Central Government.

The draft Bye-laws were approved by the Governing Council in its ...th meeting held on and the Governing Council cleared the same for submission to the Department of Biotechnology after incorporating the suggestions of the Department in itsthe meeting held on

.....

1. **Short Title and Commencement:**
 - i. These Bye-Laws shall be called the Centre for DNA Fingerprinting and Diagnostics (CDFD) Bye-Laws 2019, hereinafter referred to as "**CDFD Bye-Laws**". These shall come into effect from the date of notification of the same by institute. These bye-laws have the approval of the Department of Biotechnology, Ministry of Science and Technology, Government of India.
 - ii. **A copy of the approval of the** Department of Biotechnology, Ministry of Science and Technology, Government of India is placed at **Appendix-1** to these Bye Laws.
 - iii. These Bye-Laws may be read in conjunction with the "**Memorandum of Association (MOA) of CDFD Society**" and "**The Rules and Regulations**" there under filed with the Registrar of Societies, Hyderabad under the Andhra Pradesh (Telangana areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F) vide Certificate of Registration No. 1604 of 1996 dated 26.03.1996 including current amendments / incorporations. A copy of the same is enclosed as **Appendix-2**.
2. **Definitions and Interpretation: In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:**
 - i. **Bye-laws** means the Bye-laws framed under Rule 34 (viii) of the Rules & Regulations of **CDFD Society**";
 - ii. **Central Government** means the Government of India represented by the Department of Biotechnology, Ministry of Science and Technology Headquartered at New Delhi;
 - iii. **Director:** shall mean the Director of the institute.
 - iv. **Chairperson** means the Chairman of the Governing Council of the CDFD Society.
 - v. **Finance Committee** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time.
 - vi. "**Financial Year**" means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India;
 - vii. **Governing Council** means the Governing Council of the Institute in terms of Rules 7 (I) and **Rules 24-44** of the "**The Rules and Regulations of CDFD Society**";
 - viii. **Head of Administration:** Administrative Officer shall be Head of Administration for all administrative and financial matters of the Institute and assist Director of the Institute in accordance with Rules and Regulations of the CDFD Society for administrative and financial matters. **In the absence of Head of Administration, senior most officers from administration duly authorized by the Director would be construed as Head of the Administration.**

- ix. Head of the Institute:** Shall mean Director of the Institute appointed under “*The Rules and Regulations of the CDFD Society*”.
- x. Institute:** means the Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad.
- xi. Non Member of Governing Council (GC) / Finance Committee (FC)/ Research Area Panels-Scientific Advisory Committee (RAP-SAC):** shall mean any officer of the Department of Biotechnology / Institute who shall be part of such Committee / Body as may be decided by the Governing Council but shall not have any voting rights in the proceedings of GC / FC / RAP-SAC. Such members shall have important advisory role and their advice shall be duly considered by GC / FC / RAP-SAC. The number of such nonmembers shall not be more than “TWO” in any such Body / Committee of the Institute;
- xii. President:** shall mean the President of CDFD Society in terms of Rule 3 (e) of “*The Rules and Regulations of CDFD Society*” and shall invariably be Minister of Science and Technology, Government of India in terms of Rule 8 of “*The Rules and Regulations of CDFD Society*”;
- xiii. The Rules and Regulations** shall mean The Rules and Regulations of CDFD Society filed with the Registrar of Societies, Hyderabad under the Andhra Pradesh (Telangana areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F) vide Certificate of Registration No. 1604 of 1996 dated 26.03.1996;
- xiv. Society** means the CDFD Society herein referred as ‘CDFD Society’ registered under the Societies Registration Act, 1996 and registered in the office of Registrar of Societies, Hyderabad under the Andhra Pradesh (Telangana areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F) vide Certificate of Registration No. 1604 of 1996 dated 26.03.1996.

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



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

CHAPTER- I CONSTITUTION & GOVERNANCE

1. Constitution of CDFD Authorities:

1.1 **Society:** shall be as per *Rule 1 of the Rules and Regulations of CDFD Society* with Minister of Science and Technology, Government of India as President of the CDFD Society. A copy of Memorandum of Association and Rules & Regulations of CDFD Society is annexed as **Appendix-2**.

1.2 **Governing Council:** shall be as per *Rule 24 of the Rules and Regulations of CDFD Society* with Joint Secretary (Admn.) also being member of the Governing Council (vide DBT order no. BT/AI/14013/4/2016 dated 4th July, 2016).

1.3 **Finance Committee:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (**Appendix-3**).

1.4 **Scientific/Research Area Panels/Advisory Committee:** shall be as per *page 18* of the Rules and Regulations of CDFD Society.

2. CONDUCT OF BUSINESS OF CDFD:

2.1 **Society:** shall be in accordance with Rule 11-23 of “The Rules and Regulations of CDFD Society”.

2.2 **Governing Council:** shall be in accordance with Rules 24-44 of “The Rules and Regulations of CDFD Society”.

2.3 **Finance Committee:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (**Appendix-3**).

2.4 **Scientific/Research Area Panels/Advisory Committee:** shall be in accordance with *page 18* of “The Rules and Regulations of CDFD Society” subject to restrictions imposed by Society / Governing Council / Government of India from time to time.

2.5 **Other Committees:** Constituted by the Governing Council to achieve the objectives of the Society in accordance with Rule 34 (vi) of the society.

2.5.1 **Building Committee:** shall be constituted by the Institute with the approval of Governing Council. The term of the Building Committee shall be for a period of three years. Terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any civil work and/or change, in the approved plan for building construction, concurrence of Building Committee is mandatory.

2.6 The current composition of Society, Governing Council, Finance Committee and Research Area Panels-Scientific Advisory Committee is placed as **Appendix-3**, as approved by DBT.

3. FUNCTIONS AND POWERS OF VARIOUS AUTHORITIES:

3.1 **President of the Society:** shall be in accordance with Rules 12,13,19 & 23 of "*The Rules and Regulations of CDFD Society*"

3.2 Governing Council:

3.2.1 To recommend appointments to various posts of the Institute to achieve the objectives of the Society in accordance with the Recruitment Rules or as recommended by Department of Biotechnology, Ministry of Science and Technology, Government of India.

3.2.2 The functions and powers of the Governing Council shall be in accordance with Rules 32-34 of "*The Rules and Regulations of the CDFD Society*" subject to the provisions of Government of India as indicated below:

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

3.2.2.2 Fundamental Rules and Supplementary Rules.

3.2.2.3 General Financial Rules, 2017 (GFRs).

3.2.2.4 Any other rules/instructions issued by Department of Biotechnology, Ministry of Science and Technology, Government of India from time to time applicable on Autonomous Institutions funded through government grants.

3.3 Chairman of Governing Council:

3.3.1 Shall be in accordance with Rule 45-46 of the Rules and Regulations of CDFD Society subject to **Clause 3.2.2** of these BYE LAWS.

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

3.3.3 In the event of indisposition of the Director, CDFD for a period not exceeding 90 days due to emergent/urgent/medical/personal/other reasons, Chairman, through Administrative Department shall make interim arrangement for the entire duration of indisposition of the Director, CDFD. Such in-charge Directors shall be responsible for overseeing only day to day functions of the Institute and shall not have any powers in matters of appointment/promotion/finalization of tenders. During the temporary arrangement period, in-charge Director shall have only the financial powers as outlined vide **S. No 2 of Annexure - 1** to these Bye Laws so as to meet the working expenses of the Institute.

All important financial decisions involving expenditure *above Rs 1.0 Crores* including policy decisions shall be executed only with the prior approval of Chairman /Governing Council. For the period of indisposition of the Director exceeding 90 days, approval of President of the Society i.e. Hon'ble Minister shall be obtained by the Chairperson, Governing Council to continue with the temporary charge arrangement

3.4 **Director of CDFD:** shall be in accordance with Rules 7 (II), 9 and 47-50 of Rules and Regulations of CDFD Society, Recruitment Rules of CDFD, powers delegated to him by the Governing Council / Chairman-GC subject to **Clause 3.2.2** of these BYE LAWS. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **Annexure-1** to these Bye-Laws.

3.5 **Administrative Officer:** shall be Head of Administration and Finance and shall exercise powers and discharge functions as delegated to him by the Governing Council / Director subject to Recruitment Rules of CDFD and Clause 3.2.2 of these BYE LAWS.

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

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

3.5.3 He / She shall on behalf of the Institute and as authorized by Governing Council / Director of the Institute, sign all such documents or agreements and authenticate records as may be delegated by Governing Council / Director and shall exercise such powers and perform such duties as may be specified by Governing Council / Director of the Institute. He/ She shall also be responsible for settling all the audit paras pertaining to the administrative matters of the Institute.

3.5.4 He / She shall exercise financial powers in accordance with Delegation of Financial Powers annexed as **Annexure-1** to these Bye-Laws.

3.6 **Group Leaders of the Institute:**

3.6.1 They shall be Discipline/Mission Heads of the groups

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

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

CHAPTER – II FINANCE AND ACCOUNTS

5. **Funds: The funds of the society shall consist of the following:**
- Recurring and Non-recurring grants made by the Central Government
 - Fees and other charges received by the Society.
 - All money received by the society by way of grants, gifts, donations, endowments (as per provisions of IT Act, 1961), sponsorships and/or other legally valid contributions from individuals and bodies corporate of societies.
 - All funds received by the Society shall be paid into the Society's account with Treasuries / Sub Treasuries like the Reserve Bank of India, Nationalized Banks and their subsidiaries.
6. **User Charges: 'User Charges' are an important component of the non-tax revenues of the Institute.**
- Identification of User Charges:** the Institute shall identify all the areas / activities / services / technology patented and commercialized which shall be levied at such rates as may be duly approved by the Governing Council on a permanent basis and temporarily for a period of not more than 6 months if the same are levied with the approval of the Director of the Institute.
 - Review of User Charges:** there shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a duly constituted Committee which shall compulsorily have representation of officials of Department of Biotechnology (*as decided by the Government*). The recommendations of the Committee shall be placed for approval of the Governing Council in the following GC meeting following which the new rates shall be applicable as duly notified by the Institute.
 - Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering its recurring expenditure which is funded through government grants. The Institute shall enter into an annual Memorandum of Understanding (MoU) with the Department of Biotechnology, Government of India at the start of each financial year in terms of Rule 229 (xi) of GFR 2017 before end of the 1st quarter of each financial year to realize its objectives.
 - Components of User Charges:** The current rates for user charges are given in Annexure-2 of the Bye-laws. Any change in the items/activities for which user charges will be charged as decided with the approval of GC from time to time.
7. **Preparation of Budget Estimates:** Not later than the 1st August of each year, the Director of the Institute shall prepare detailed estimates of the Receipts and Expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:
- All Recurring Expenditure including salary component which shall be prepared separately.
 - All Non Recurring Expenditure which shall include Capital Costs.
 - All estimates of incomes including extramural and user charges which shall be part of non tax revenues.

- d. Statement of Income and Expenditure.
- e. Demand for Grants required from the Government.

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

8. Sanction of Budget Estimates:

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

9. Appropriation:

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

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

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority as defined in the Delegation of Financial & Administrative Powers.
- b. The Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- c. The Head of Administration of the Institute shall have powers of Head of Office (as laid down in DFPRS) to sanction an expenditure of a miscellaneous or contingent nature etc. as prescribed by the Governing Council from time to time.
- d. The Director shall maintain oversight over the expenditure against all the grants. In cases, where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Council's approval and obtain the supplementary grant from the Government before incurring the expenditure.
- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.



- f. The Director of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts as may be specified by the Governing Council from time to time.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and as such other conditions as the Governing Council and the Central Government may like to impose from time to time.

12. Advances:

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

13. Execution of Contracts on behalf of the Institute: All agreements, contracts, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by Head of Administration for and on behalf of Director of the Institute except for the contract agreements, affidavits, MoUs signed by

- a. Director with the Governing Council.
- b. The Head of Administration with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Council to be signed by the Director of the Institute.

The Head of Administration shall be responsible for keeping a centralized record of all the contract agreements, affidavits, MoUs signed / executed by the Institute except for the contract agreement signed by Head of Administration with the Institute which shall remain in the custody of the Director of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Council and the Director of the Institute shall have full powers to call for all or any of the agreements, contract, affidavits, MoUs executed by the Institute from Head of Administration who shall promptly provide the same as and when required.

14. Investments:

- a. The funds of the Institute may be invested only in such manner as may be prescribed by the Department of Biotechnology, Ministry of Science and Technology, Government of India as per GFRs.
- b. All investments of the funds of the Institute shall be made in the name of the Institute. All purchases, sales or/alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be

executed by the Director on behalf of the Governing Council. *The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration of the Institute to be nominated by the Governing Council.*

- c. Head of Administration or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds:

- i. **Receipts:** All money received for or on behalf of the Institute shall be placed in a savings bank account in the name of the Institute with nationalized banks or their subsidiaries.
- ii. **Payments:** Payments by and on behalf of the Institute shall be made by cheques or electronic transfers. All cheques/ authorizations for electronic transfers will be signed by any two of the following with prior approval of the Director:
- a. Accounts Officer.
- b. Head of Administration or Authorized Officer.
- c. Director.
- iii. All bills for payment shall bear an endorsement "**Passed for Payment**", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.
- iv. All cheque books will be kept in the personal custody of the Accounts Officer or any other person as may be authorized by the Director on his behalf.
- v. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.
- vi. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Director for this purpose before these are passed by the Accounts Officer for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Accounts Officer. The monthly pay and allowance bills shall be submitted by the Account Officer to the Director through Head of Administration and passed for payment by him. Payment will be made by means of demand drafts or cheques or online bank transfer as the case may be.
- vii. **Any domestic outstation tour of the:**
- a. Employees of the Institute shall be sanctioned by the Director for officials in Level-12 and above and for the employees of Level-11 and below the concerned Controlling Officer shall be the sanctioning authority. The TA bills shall be countersigned by the Controlling Officer for employees in Level 11 or below. No countersigning of TA bills will be required for TA claims of officers in Level-12 and above.
- b. In the case of tour of Director of the Institute, any domestic outstation tour exceeding **05 days** in a month in single visit (*with prefixing and suffixing of gazetted holidays/Saturdays and Sundays*) intimation to the Chairman, Governing Council shall be obtained. If during any such outstay, leading to indisposition of the Director for any reason (*personal/medical/otherwise*), he will immediately inform the Chairman and also the Coordinator/ Nodal Officer in the Department

regarding his indisposition, subsequent to which, the Chairman shall invariably invoke the provisions of Clause 3.3.3 of the Byelaws.

- c. In the event of untimely demise of the Director; Nodal Officer, Department of Biotechnology shall inform the same to Chairman and Joint Secretary/Administration, Government of India. Provisions of Clause 3.3.3 of the Byelaws shall then be invoked by the Chairman with due approvals of the President of the Society i.e. Hon'ble Minister.

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

16. Accounts:

- i. The annual accounts of the Institute shall be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.
- ii. The 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. Accounts Officer shall be responsible to the Head of Administration for accuracy and completeness of the accounts of the Institute.
- iii. The Accounts Officer will be responsible to the Head of Administration for the accuracy and completeness of the accounts of the Institute. The Accounts Officer shall also render necessary advice to the DIRECTOR in all proposals involving financial implication.

- 17. Annual Accounts, Audit and Results of Audit:** The accounts of the Institute shall be subject to the CAG audit and annually by the Chartered Accountant(s) appointed in terms of Rule 54 of "*The Rules and Regulation of CDFD Society*" and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- i. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:
- ii. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained:
- a. A proper Charter of Accounts is maintained and complied with;
- b. An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
- c. A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);
- d. Proper stores accounts and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
- e. A system of reporting to the Governing Council on losses of cash, stores and other assets after proper investigation is followed;
- f. All tax and legal compliances are maintained;

- g. All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology are made on time.
- iii. To achieve this audit task, the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfillment of such verification as above.
- iv. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of CDFD Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- v. Disposal/Write off of items shall be as per GFR provisions.
- vi. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded annually to the Governing Council and to the Department of Biotechnology, Ministry of Science and Technology latest by 30th September each year for placing before the Parliament (as per GFRs) and also to the other authorities/bodies as directed by the Governing Council.

CHAPTER-III LEGAL COMPLIANCES

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

18. Andhra Pradesh (Telangana Areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F).

- a. All provisions of the above Act shall apply to the society.
- b. A list of Governing Council members shall be submitted annually to the Registrar of Societies as required by the above Act.
- c. Any kind of amendment in the constitution of the society shall be made and reported to the Registrar of Societies as per the above Act.

19. Tax compliances: The society shall comply with all direct & indirect taxation requirements as stipulated by the Department of Revenue, Ministry of Finance and applicable to the institute. These relate to Income Tax (Income Tax Act 1961), Goods & Service Tax Act, 2017, Customs Act 1962, any prevailing act relevant to tax and their respective Rules. All returns as required by the tax laws of the Indian Union shall be submitted by the institute, by the designated staff under intimation to the Governing Council.

20. Contract law and interpretation:

- a. All goods & services contracts entered into by the institute through its designated staff shall be for and on behalf of the Director of the Institute.
- b. All contracts entered into by the institute shall be subject to the provisions of the Indian Contract Act 1872 and Rules thereof, Representations & Warranties within the contract shall be interpreted as per provisions of the Indian Contract Act and its rules.

21. Other legal compliances: The Institute shall comply with and submit returns required for all laws of the Indian Union, established by the Central Government and the State Government for Telangana State, by designated staff under intimation to the Governing Council, related to operations of the institute and covering staff, environment and occupational issues.

22. Legal proceedings:

- a. The Society may sue or be sued in the name of the President/Secretary of the Society, or his authorized representative, as per Andhra Pradesh (Telangana Areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F).
- b. No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/staff of the institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-laws made there under.
- c. The Director of the Institute shall appoint lawyers or advocate to defend its case in courts of law, and will inform to the Governing Council or its authorized representative and in line with the Advocates Act 1961 and rules thereof.

23. Indemnity, Surety & Guarantees:

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

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

25. Jurisdiction of High Court: In cases of any dispute arising between the Institute and others, the jurisdiction of The High Court of Telangana in which the Institute is situated shall apply.



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

CHAPTER – IV ACADEMIC & INSTITUTIONAL SPECIFIC ISSUES

26. Scholarships, Fellowships, Grants-in-aid, Special Programs, Faculties etc.:

- i. In order to carry out the objectives of the Institute as set forth in the Rules and Regulation of CDFD Society, the Governing Council may institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and project subject to provisions of Clause 3.2.2 of these Bye Laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars and permit them for registration for a Ph.D. degree as per CDFD mandate in any University or academic institution, which has acquired the status of a University subject to provisions of Clause 3.2.2 of these Bye Laws. These students will be registered with a Scientist of CDFD as supervisor/guide.
- ii. The terms and conditions of above activities shall be decided and recommended by the Director for the approval of the Governing Council and the approved by the Central Government.

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

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

28. Visiting Scientists:

The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities/ to deliver lecturers. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Council. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the institute. The honorarium of scientist/ scholars will be decided by the institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work and 1-3 day for delivering lecturers and research planning etc.

29. Consultant:

The institute may hire consultants on contractual basis for conducting specific work for a specific period up to one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultant should not be more than 5 percent of total approved staff of the institution. The institute will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of retired Government Officers'. The consultancy shall be governed by Consultancy rules as at Annexure-6.

30. Khorana Chair (1 position) and Haldane Chair (1 position):

The Director may appoint these Chairs. The awardees would be exceptionally distinguished researchers / academicians, who are internationally recognized leaders in their respective fields and who would be able to develop and undertake research programs of excellence in the Centre. In addition, they would be expected to mentor young faculty and students in order to enhance the academic standards and achievements of CDFD. The appointments are to be done through a rigorous selection procedure involving wide advertisement and a Selection Committee of suitably distinguished experts. Each of the appointments shall carry consolidated emoluments of Rs.1,50,000/- per month with an annual increase of 7%. The duration of the chair as per contract shall not exceed 5 years. The age at end of the award chair shall not be more than 64 years. The entitlement to be provided for research, travel etc will be as for a Distinguished Visiting Professor in the institute. The extension can be done through confidential and rigorous review.

31. APPOINTMENT OF RAMACHANDRAN/ RAMALIGASWAMI / RAMANUJAN / DBT-WELLCOME TRUST ALLIANCE / DST-INSPIRE FELLOWS

- 31.1 The rules regarding the engagement of Ramachandran Fellows and their emoluments are based on the recommendations of the Governing Council and approval by DBT with extra budget allocation for emoluments.
- 31.2 The engagement shall be as an independent position of faculty rank equivalent to Staff Scientist – IV in the Centre.
- 31.3 The engagements shall be based on the recommendations of Selection Committee constituted for this purpose. The tenure and financial terms are identical to those of the Ramalingaswami Fellowships awarded by the Department of Biotechnology (Govt. of India).
- 31.4 The Centre may consider engagement of DBT-Ramalingaswami, DST-Ramanujan, DBT-Wellcome Trust and DST-INSPIRE fellows. These appointments shall also follow the same terms and conditions stated for the Ramachandran Fellows.

32. Sabbatical:

The Institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per CDFD's mandate. The institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be got approved from the Central Government.

CHAPTER-V GENERAL PROVISIONS

33. Recruitment and Promotion rules:

The Director or authority to whom the power shall lie under the Recruitment Rules shall with the approval of the approving authority, appoint against regular sanctioned posts of the Institute such of the persons selected through due process as defined in the CDFD Recruitment Rules to achieve the objectives of the Institute. In these regard, the provisions contained in **CDFD Recruitment Rules- 2018**, annexed as **Annexure-3** to these Bye Laws shall prevail at all times.

34. **Engagement on Contract Basis:** The Director shall, on the recommendations of the duly constituted committee against advertised positions be competent to engage a person on contract basis.

- i. **Project staff** whose term shall be co-terminus with the terms of project and project duration. There shall be in no case any regularization of such project staff against regular sanctioned posts in the Institute and contract terms and conditions, remuneration of such project staff shall be clearly spelt out in the contract agreement. The project staff so engaged shall however be covered under the Code of Conduct of the Institute for Employees on Contract Basis dealt separately in these Bye Laws. Maternity benefits to female project staff shall be as per guidelines issued by Ministry of Women and Child Development. Other benefits like leave, medical, travel etc shall be clearly spelt out in their contract agreement. Head of Administration shall be the authorized officer to enter into and execute the contract.
- ii. **Director** of the Institute shall in subsequent meeting of the Governing Council place before it the statement of contractually engaged staff/ consultants in the interim of two GC meetings for their information.

35. Service conditions:

- i. All regularly appointed employees against sanctioned positions of the Institute as per Recruitment Rules shall be covered by the provisions of the Central Civil Services (*Conduct*) Rules 1964& Central Civil Services (*Classification, Control and Appeal*) Rules, 1965 in force and as amended from time to time.
- ii. Service of employees in the Institute under these Bye Laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- iii. Contractually engaged staff and all project staff shall be governed by the contract conditions and Code of Conduct framed for such staff which is annexed at **Annexure-4** to the Bye Laws which has the approval of the Governing Council.

36. **Disciplinary and Appeal Rules:** The Institute shall at all time follow CCS (*Classification, Control, Appeal*) Rules 1965 in force and amendments thereof, in matters of violation of Conduct Rules applicable to regularly appointed employees of the Institute. The delegation of authorities to initiate Disciplinary proceedings under the Rules against delinquent employees shall be as under:

- i. **Disciplinary Authority:** shall be the Appointing authority or any higher controlling authority of the delinquent employee under whom the employee is working whichever is higher to the appointing authority. Appointing Authority is mentioned in Recruitment and promotion Rules.
 - ii. **Appellate Authority:** shall be the authority higher than the Disciplinary authority.
 - iii. **Reviewing Authority:** Shall be authority higher to the Appellate Authority.
37. **Residential accommodation** may be provided, subject to availability, eligibility and entitlement, to eligible scientists/staff according to Government of India (*Directorate of Estate guidelines*) rules in force.
38. **Estate Officer/Assistant Engineer (Civil):** Shall be the Estate Officer in terms of PPE Act for the purpose of being custodian of land records and coordination with land agencies, developmental authorities, municipal corporations and state government. He shall report to Head of Administration.
39. **Leave Rules:**
- a. CCS (*Leave*) Rules, 1972 in force and amendments thereof shall be applicable to all regularly appointed employees of the Institute.
 - b. For contractual employees including women employees, contract terms and conditions shall prevail. Maternity benefits to contractual women employees and project staff shall be regulated as in terms of Maternity Benefit Act.
40. **Medical Benefits:** CDFD will follow CS (MA) rules, 1944 in accordance to the Govt. of India rules mutatis-mutandis in respect of regular and retired employees.
41. **Mechanism of dealing complaints against Sexual Harassment at Work Place:** The Institute shall follow Government of India guidelines so as to fulfill its statutory obligations in this regard. Director is authorized to constitute Complaints and Redressal Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Director who shall initiate appropriate.
- i. Disciplinary action in case of regularly appointed staff in terms of Conduct Rules and CCS(CCA) Rules of Government of India.
 - ii. Implement relevant clauses of Contract Agreement in cases of Contractual employees.
42. **Performance Management System:** All employees (regular and contractual) employed by the Institute shall be appraised annually for their performance achievement against planned outcomes of each financial year through the system of APAR (Annual Performance Appraisal Report) by 31 October of next financial year. Format of appraisal shall be similar to the format being used in DBT for Annual Performance Appraisal Report for all positions in the institute. The review and reporting of the official shall cover scientific/technical/administrative achievements, personal attributes, integrity, health, ability to shoulder higher responsibilities, awards and penalties during the period of appraisal, etc. The appraisal shall be an important document while considering employees promotion/MFCS/renewal-review of contract and other relevant decisions.
- 42.1 Annual Medical Examination (AME) for all the regular officers above 40 years of age is mandatory. The guidelines of Ministry of Health and Family Welfare issued vide communication No. A.17020/1/2010-

MS dated 21.10.2011 amended from time to time shall be adhered to. The AME report shall be part of APAR.

43. Pay and Allowances:

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

44. Miscellaneous Provisions:

i. Intellectual Properties:

- a. All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation / presentations / published work in national / international forums / journals shall be the intellectual property of the Institute and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copy right Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013.
- b. Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the institute related to the objectives of the institute. This information may be in print or electronic forms.
- c. The Director shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the Institute. The person(s) or organization(s) in whose name(s) such patents are to be taken and propose for the distribution of the profits if any accruing from such patents.
- d. The Director shall place before the Governing Council a six monthly statement of:
 - i. Patents filed in the period.
 - ii. Amount of income generated consequent to commercial exploitation of these patents and its distribution thereof to various heads (*like Institute Income, Program Division, Govt. of India, etc.*)
 - iii. The distribution of income generated out of commercial exploitation of all the patents filed by the Institute shall have specific approval of Government of India, Department of Biotechnology in each such case of commercial exploitation of patents in the country or abroad.

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

ii. Information Protection:

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

iii. **Contribution to Scientific Periodicals:** Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall contain the Institute's and Department of Biotechnology's name and the content/data of the contribution shall be the sole property of the Institute and Department of Biotechnology, the record of which shall be maintained by Manager/IPR. A copy of every such contribution shall be got approved from the Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Director.

iv. **Extra mural lectures:** Members of the staff of the institute may, with the prior permission of the Director, accept invitations to give lectures in their field of work to Universities or learned societies within the country, provided such lectures do not interfere with their work at the institute.

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

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

45. **Consulting or Royalty of services or externally sponsored research projects:** The Institute may render consulting services/conduct sponsored research projects to/for other organizations related to its objectives through its institutional framework and as approved by the Director under intimation to the Governing Council. All such consulting services shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Director or his authorized representative subject to:

- i. That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
- ii. The Director shall appoint staff to the consulting assignment(s)/ sponsored research projects as deemed appropriate by him. In case of consulting assignments/ sponsored research projects brought to the institute through its staff, the staff member initializing the assignment shall be given priority in appointment to the assignment.
- iii. All consulting/ sponsored research assignments shall be contracted by the institute in its own name on approval of the Director. No staff member employed by the institute shall enter into any private consulting/ sponsored research assignments independent of the institute and such acts will be deemed as a breach of conduct rules as defined by the CCS (Conduct) Rules 1964.

- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of receipts sharing between the institute and its staff in such assignments shall be in the ratio of 50:35:10:05 in respect of *Institute: Concerned Research Team: Supporting Staff: CDFD Staff Welfare Fund* respectively. The 50% institute's share shall be credited as revenue to the Institute.
- v. The guidelines for consultancy by CDFD are enclosed as **Annexure-6**.

46. Collaboration with other institutions of repute:

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives. The collaborations shall be made by the Director under intimation to the Chairman, Governing Council and Administrative Ministry. In cases of international collaborations, prior clearances of the Department of Biotechnology, Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA) shall be taken.
- ii. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaboration shall be approved by the Chairman, Governing Council under intimation to the Administrative Ministry and shall at all times be FCRA Compliance.
- iii. All collaborations shall be effected through legally sound term-sheets under approval of the Chairman, Governing Council and Administrative Ministry.
- iv. Collaborations with the Industry (*private / government-national / international*) shall be done only with the prior approval of the Chairman, Governing Council provided for all international industrial collaborations prior approval of the Department of Biotechnology shall be obtained before entering into such industrial collaborations. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
- v. Collaborations with institutions are generally understood to be sharing of facilities (*with applicable and approved user charges*), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

47. Endowments:

- i. Endowments for institution of Chairs can be instituted by donating a sum of not less than Rupees five crores or equivalent Dollars as corpus fund by an individual or trust or body corporate after the approval of the Governing Council.
- ii. The Chair can be named after an institution or an individual in any specific branch of the institute's research objectives or a subject of inter-disciplinary area.
- iii. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- iv. The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount; *provided also that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the endowment;*
- v. The Director shall invite eminent academicians or jurists to occupy the chair on the basis of the recommendations of a duly appointed Selection Committee in which a representative of the funding individual/agency is there.

- v. The institute shall organize endowment lectures in honor of the person the donor would like the institute to organize. For this, the donor shall make a contribution of Rupees Ten Lakhs or equivalent US Dollars to the institute. The series of lectures delivered would be published in the form of a book for under circulation.
48. **RETIRAL BENEFITS:**
- i. **Only For Regular Employees:**
- a. The age of superannuation of all employees of the Institute shall be sixty (60) yrs or as notified by the Central Government from time to time.
- b. Shall subscribe to New Pension Scheme for the employees who have been appointed on or after 01.01.2004. However, for the appointees on or before 31.12.2003, the old Pension Scheme / CPF / EPF shall be applicable.
- c. Gratuity and leave encashment benefits shall be regulated by Government of India instructions.
49. **CDFD EMPLOYEES WELFARE FUND:** There shall be an employee's welfare fund for all the employees (regular/contractual) of the Institute in terms of **Annexure-7** to these Bye Laws so as to achieve the Institute's objective towards its corporate social responsibility.
50. **Compassionate Appointments:** All Compassionate Appointments shall be regulated as per Department of Personnel & Training (DoP&T) O.M. No. 14014/6/2012-Estt.(D) dated 16.01.2013, subject to amendments thereto from time to time. Director shall have full powers to appoint any dependent major (*not below 18 yrs*) family member of the bereaved family of an employee of the Institute dying while on duty or in harness, after following the due procedure as laid down DoP&T O.M. dated 16.01.2013 referred above, subject to the following:
- i. Such appointments shall be restricted to Level 5/Group C and below.
- ii. Such appointment is made only in favour of only one of the legal heirs of the deceased provided if such appointment is made in favour of spouse of the deceased, then educational qualifications shall not be insisted upon in case of widows for appointments in Level-5 and below.
- iii. The candidate who is offered appointment on compassionate ground (other than the widow) should at least 10th pass.
- iv. Posts filled on compassionate grounds shall be exempt from reservation rules.
- v. Cases of compassionate appointment should be preferably finalized in 18 months and application to that effect may be taken from the 1st surviving legal heir of the deceased on who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow shall have full rights to take appointment for self or exercise the option in favour of any of her major eligible wards.
51. **Custodian of Assets of the Institute:** The Head Administration shall be the custodian of all the assets of the Institute (*includes immovable, movable, tangible and intangible*) in the Institute or outside and shall maintain and keep a record of these in a manner prescribed as per GFR's. The disposal/write off of any of the asset or part thereof shall be done as per GFR's. He may authorize such officers who shall be responsible for safety, maintenance, inventory and updating records, stock registers of the assets as per GFR's created/procured from government/non government funds.

52. **Conflict resolution:** In case of a doubt regarding the interpretation of any of the provisions of these bye-laws, the matter shall be referred to the Governing Council for a decision. In the event of their being any inconsistency between the Rules and Regulation of CDFD Society, Byelaws of the Institute and Government of India rules / instructions, the provisions of the Government of India instructions shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Governing Council or Government of India shall be the final. Governing Council of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Biotechnology for necessary clarifications.

53. **Review, Display and Notification of the Bye-laws:** There shall be compulsory review of these Bye Laws every five years by a duly constituted committee approved by the Governing Council having compulsory representation of Government of India. The reviewed Byelaws shall be placed for approval of the Governing Council in subsequent GC meeting which shall then be forwarded by the Director of the Institute for the approval of the Bye Laws from the Department of Biotechnology. Approved Byelaws shall be displayed on the Institute website and notice board for a period of 7 days before being notified by the Institute. Only after the notification the new Byelaws shall come into effect from the date of notification.

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

- i. The Society / Governing Council only with the prior approval of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India (Central Government) reserves the right to **relax, amend, modify and repeal** any provisions of these Bye-laws with/without assigning any reasons thereof, with prospective effect.
- ii. However, The Department of Biotechnology, Ministry of Science & Technology, Govt. of India (Central Government) may on the recommendations of the Society / Governing Council or suo moto reserve the right to **relax, amend, modify or repeal** any part thereof or whole of these Bye-laws with or without assigning any reasons thereof. In any event, the decision of Central Government shall be binding at all times in this regard.

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



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No. BT/AI/15022/02/2019

Dated : 20th November, 2019

The Director,
Centre for DNA Fingerprinting and Diagnostics (CDFD),
Inner Ring Road, Uppal,
Hyderabad-500039

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


Sir,

I am directed to forward herewith a copy of Bye-laws of Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 7003 dated 30.09.2019.

Yours faithfully,

Encls: As above.

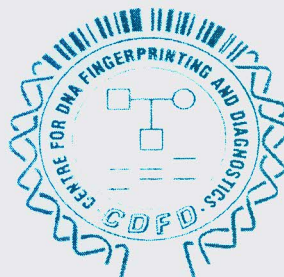

(Subodh Kumar Ram)
Under Secretary to the Govt. of India
Tel: 2436 0983

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

Copy to for information:-

- (i) Scientist 'G' (Dr. Arun Kumar Rawat) - Scientific Coordinator for CDFD, Hyderabad.
- (ii) Scientist 'E' (Dr. Sanjay Kalia) - Nodal Officer for CDFD, Hyderabad.

**MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS**



**CENTRE FOR DNA FINGERPRINTING
AND
DIAGNOSTICS**

HYDERABAD

**MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS**

**CENTRE FOR DNA FINGERPRINTING
AND
DIAGNOSTICS**

HYDERABAD

MARCH 1996

CONTENTS

	Page
1 Certificate of Registration	i
2 Memorandum of Association	1-7
<i>Certificates</i>	4
<i>Witnessess</i>	7
3 Rules and Regulations	9-22
<i>Interpretation</i>	9
<i>Members of the Centre</i>	10
<i>Authorities and Officers of the Centre</i>	10
<i>Proceedings of the Society</i>	11
<i>The Governing Council</i>	12
<i>Functions and powers of the Governing Council</i>	14
<i>Proceedings of the Governing Council</i>	16
<i>Function and powers of the chairman</i>	17
<i>Function and powers of the Director</i>	17
<i>The Finance & the Scientific Advisory Committee</i>	18
<i>Funds of the Society</i>	19
<i>Accounts and Audit</i>	20 ^{NA}
<i>Annual Report</i>	20
<i>Alteration of Rules</i>	21
<i>Winding up</i>	21
<i>Essential Certificate</i>	22
<i>Witnessess</i>	22

OFFICE OF THE REGISTRAR OF SOCIETIES
HYDERABAD

CERTIFICATE OF REGISTRATION

(Registration No. 1604 of 1996)

I hereby certify that **CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS** is this day registered under the Andhra Pradesh (Telangana areas) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F.).

Given under my hand seal at Hyderabad this the 26th day of *March one thousand nine hundred and ninety six.*

Sd/-
Registrar of Societies

(Seal)



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

बायोटेक्नॉलॉजी निगम / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी विभाग / M/o S.

Centre for DNA Fingerprinting and Diagnostics

MEMORANDUM OF ASSOCIATION
OF
CENTRE FOR DNA FINGERPRINTING & DIAGNOSTICS

1. The name of the Society shall be *Centre for DNA Fingerprinting & Diagnostics* (CENTRE).
2. The Registered Office of the Society shall be at Hyderabad and is at present in the East Wing, 3rd Floor, Centre for Cellular and Molecular Biology, Uppal Road, Hyderabad 500 007.
3. The objectives for which the *Centre for DNA Fingerprinting & Diagnostics* is established are:
 - i To carry out scientific research pertaining to DNA profiling and related analysis in civil cases like paternity disputes, immigration, and exchange of newborns in hospitals, for various agencies including private parties, on appropriate payment;
 - ii To provide DNA fingerprinting and related analysis to crime investigation agencies;
 - iii To assist police personnel, forensic scientists, lawyers and the judiciary in understanding the evidential value of the DNA profile analysis and related techniques in crime investigation and family matters;
 - iv To establish DNA diagnostic methods for detecting genetic disorders and to develop probes for such detections;
 - v To use DNA fingerprinting technique for the authentication of plants and animal cell materials, cell lines and develop new probes where necessary for such purposes;
 - vi To provide training in DNA fingerprinting techniques;
 - vii To undertake basic, applied and developmental R&D work;
 - viii To provide consultancy services to medical institutions, public health agencies and industry in the country;



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

2 Memorandum of Association and Rules and Regulations

- ix To collaborate with foreign research institutions and laboratories and other international organisations in fields relevant to the objectives of the Centre;
- x To establish affiliation with recognised universities and institutions of higher learning for the purpose of enabling research scholars to register for post-graduate degrees;
- xi To receive grants, donations and contributions in cash or in other forms from the Government of India, State Governments, Charitable Institutions/Trusts, individuals and industry within the country;
- xii To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organisations for training programmes, scientific research and other activities;
- xiii To acquire by gift, purchase, exchange, lease, hire or otherwise howsoever, any property movable /or immovable or to construct, improve, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying on the activities of the CENTRE;
- xiv For the purpose of the CENTRE, to draw and accept, make and endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques or other Negotiable Instruments;
- xv For investing the funds of or money entrusted to the CENTRE, to open such securities or in such manner as may from time to time be determined by the Governing Council and to sell or transpose such investment;
- xvi To do all such other lawful acts as may be necessary, incidental or conducive to the attainment of all or any of the above objectives;
- xvii To institute Professorships, other faculty positions, fellowships including visiting fellowships, research and cadre positions, scholarships, etc., for realising the objectives of the CENTRE;
- xviii To establish, maintain and manage laboratories, workshops, stores, library, office and other facilities for scientific and technological work of the CENTRE;
- xix To acquire or transfer technical know-how from / to entrepreneurs and industries; and



Centre for DNA Fingerprinting and Diagnostics

3

- xx To register patents, designs and technical know-how that may be developed by the CENTRE and transfer any portion of such patents / designs / technical know-how in the interest of the CENTRE.
4. a The Government of India may appoint one or more persons to review the work and progress of the CENTRE and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Government of India may stipulate: and upon receipt of any such report, the Government of India may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the CENTRE shall be bound to comply with such directions.
- b The Government of India may give directives to the CENTRE in respect of its policies and programmes.
- c If at any time a difficulty arises in the functioning of the CENTRE because of any lacunae in the Memorandum of Association or in the Rules, or the failure of any of their provisions to operate, the Government of India shall have powers to give directives to resolve the difficulty and such directives shall be binding on officers and authorities of the CENTRE.
5. The Governing Council of the CENTRE shall be the BODY constituted to be the Governing Council under the Rules and Regulations of the said CENTRE and the Governing Council members shall be the members of the Society and further the first members of the Governing Council shall be:

Name	Address	Occupation/Designation
1. Dr V S Rama Murthy	CII/41 Moti Bagh New Delhi 110 021	Secretary, DBT <i>Chairman</i>
2. Dr R A Mashelkar	DG's Suite CSIR Science Centre Lodi Gardens Gate No. 2 New Delhi 110 003	DG, CSIR <i>Member</i>
3. Dr Manju Sharma	D-1/55 Satya Marg Chanakyapuri New Delhi 110 023	Advisor I, DBT <i>Member</i>

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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4 Memorandum of Association and Rules and Regulations

4. Shri S B Krishnan	D-11/234, Vinay Marg Chanakyapuri New Delhi 110 021	Joint Secretary & Fin. Adviser, DBT	Member
5. Shri V K Malhotra	C-11/124 Moti Bagh I New Delhi 110 021	Joint Secretary (CS) MHA	Member
6. Shri P C Kannan	B.5, Andrews Ganj Extn. New Delhi 110 049	Joint Secretary & Legal Adviser M/o Law & Justice Dept. of Legal Affairs	Member
7. DG, BPR&D or his nominee		DG, BPR&D	Member
8. Prof D Balasubramanian	C6, IICT Quarters IICT Campus Hyderabad 500 017	Director, CCMB	Member
*9. Chairman of the Scientific Advisory Committee of the CENTRE			
*10. Reputed scientist as individual expert			
*11. Reputed scientist as individual expert			
12. Dr Lalji Singh	D18, IICT Quarters IICT Campus Hyderabad 500 017	Scientist F, CCMB & Officer on Special Duty CDFD	Secretary

** (to be nominated by the Governing Council of the CENTRE)*

6. CERTIFICATES

- a Certified that the Society is formed with no profit motive and no commercial activity is involved in its working.
- b Certified that the members are not paid from the funds of the Society.





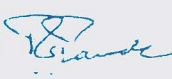




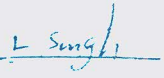
Centre for DNA Fingerprinting and Diagnostics

5

- c Certified that the Society would not engage in agitational activities to ventilate grievances.
- d Certified that the office bearers signatures are genuine.
7. We, the several persons, whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association do hereby subscribe our names to the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Public Societies Registration Act, 1350 Fasli, this 15th day of **March** 1996.

Name of the office bearers S/O, W/O, D/O	Age	Designation of their Locus standi in the Society	Occupation	Residential Address	Signature
1. Prof V S Rama Murthy S/O Shri V Subramanian	53	Chairman Ex-officio	Secretary DBT	CII/41 Moti Bagh New Delhi 110 021	
2. Dr Manju Sharma W/O Dr V P Sharma	56	Member Ex-officio	Adviser I DBT	D-1/55 Satya Marg Chanakyapuri New Delhi 110 023	
3. Prof D Balasubramanian S/O (Late) Shri V Dorairajan	56	Member Ex-officio	Director CCMB	C6, IICT Quarters IICT Campus Hyderabad 500 007	
4. Dr K V Raghavan S/O (late) Shri Krishnamachari	52	Member Ex-officio	Director IICT	Director's Bungalow IICT Campus Hyderabad 500 007	
5. Dr P M Bhargava S/O (late) Dr R C Bhargava	68	Member	Founder Director CCMB	12-5-27 C Vijayapuri Tarnaka Hyderabad 500 017	
6. Dr K P C Gandhi S/O Shri K V Rao	48	Member	Director Forensic Science Laboratory Hyderabad	H.No. PJ32 Govt. Quarters Panjagutta Hyderabad 500 482	

6 Memorandum of Association and Rules and Regulations




7. Shri V K Malhotra S/O Shri O C Malhotra	50	Member Ex-officio	Jt. Secretary (CS) MHA	C-II/124 Moti Bagh I New Delhi 110 021	
8. Dr R A Mashelkar S/O Shri A T Mashelkar	53	Member Ex-officio	DG, CSIR	DG's Suite CSIR Science Centre Lodi Gardens Gate No. 2 New Delhi 110 003	
9. Dr R S Paroda S/O Shri R K Singh Paroda	53	Member Ex-officio	DG, ICAR	C-II/77 Moti Bagh New Delhi 110 021	
10. Dr G V Satyavati W/O Dr D N Prasad	59	Member Ex-officio	DG, ICMR	D-2-1 Multistorey flats Sector 13, R K Puram New Delhi 110 022	
11. Dr N K Ganguly S/O Shri P K Ganguly	55	Member	Professor PGIMER Chandigarh	H. No. 63 Sector 24-A Chandigarh	
12. Dr P K Ghosh S/O Shri G D Ghosh	53	Member Ex-officio	Advisor DBT	Block CII B Flat 5A Janak Puri New Delhi	
13. Shri S B Krishnan S/O Shri T N S Sharma	55	Member Ex-officio	Jt Secy. & Fin. Adviser DBT	D-11/234, Vinay Marg Chanakyapuri New Delhi-110 021.	
14. Dr Lalji Singh S/O Shri Surya Narain Singh	48	Secretary Ex-officio	Scientist CCMB & Officer on Special Duty CDFD, Hyderabad	D18, IICT Quarters IICT Campus Hyderabad 500007	



Centre for DNA Fingerprinting and Diagnostics

7

WITNESSES

Name S/O, W/O, D/C	Age	Occupation	Residential Address	Signature
1. Dr S Shivaji S/O (late) Shri S Raghunadham	45	Scientist E II CCMB	1-2-37/2 Kakatiya Nagar Street No. 3 Hubshiguda Hyderabad 500 007	
2. Dr K C Majumdar S/O Shri B Majumdar	44	Scientist E I CCMB	3/1, J Block Kakatiya Nagar Hubshiguda Hyderabad 500 007	
3. Dr Rajesh Kapur S/O Dr H Kapur	39	Pr. Scientific Officer DBT	1126, R. K. Puram Sector-IV New Delhi 110 022	



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

**RULES & REGULATIONS OF THE
CENTRE FOR DNA FINGERPRINTING & DIAGNOSTICS**

1. Name of the Society: *Centre for DNA Fingerprinting & Diagnostics.*
2. Location of the Office: The registered office of the Society shall be at Hyderabad and is at present in the East Wing, 3rd Floor, Centre for Cellular and Molecular Biology, Uppal Road, Hyderabad 500 007.

INTERPRETATION

3. In these rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context:
 - a The "Centre" shall mean the Centre for DNA Fingerprinting & Diagnostics.
 - b The "Society" shall mean the Centre for DNA Fingerprinting & Diagnostics.
 - c The "Central Government" shall mean the administrative Ministry of the Government of India, concerned with Science & Technology.
 - d The "Governing Council" shall mean the Governing Council /General Body of the Centre.
 - e The "President" shall mean the President referred to in these rules.
 - f The "Chairman" shall mean the Chairman of the Governing Council of the Centre.
 - g The "Director" shall mean the Director of the Centre appointed under the rules of the Centre.
 - h The "Secretary" shall mean the Secretary of the Society appointed in accordance with the bye-laws of the Society.
 - i The "year" shall mean the period of 12 calendar months commencing from first day of April and ending 31st day of March of the subsequent year.

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

10 *Memorandum of Association and Rules and Regulations*

MEMBERS OF THE CENTRE

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

AUTHORITIES AND OFFICERS OF THE CENTRE


7. The following shall be the authorities of the CENTRE:
 - I The Governing Council
 - II The Director, and
 - III Such other authorities and officers as may be constituted / appointed as such by the Governing Council.
8. The Minister of Science & Technology shall be the President of the Centre, if he accepts the office, or he can nominate a person to be the President of the Centre. The Secretary of the Department of Biotechnology shall be the Chairman of the Governing Council.
9. The Director of the Centre, who shall be a distinguished scientist, shall be appointed by the Governing Council. He shall be the Principal Executive Officer of the Centre. Until such time a full time Director of the CENTRE is appointed in accordance with rules and bye-laws, the Governing Council may appoint a distinguished scientist as Director and the person so appointed shall have full powers, functions and status as the Director in accordance with these rules.
10. The Society shall establish and maintain its own office, laboratories and workshops. Appointment to various posts under the Centre shall be made in accordance with the bye-laws framed for the purpose by the Governing Council.



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अवर सचिव / Under Secretary
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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

PROCEEDINGS OF THE SOCIETY

11. An Annual General Meeting of the Society shall be held at such time, date & place as may be determined by the President. At such Annual General Meeting, the Secretary shall submit the Annual Report and the Audited Accounts of the Society, together with the Auditor's Report thereon.
12. The President may convene a Special General Meeting of the Society, whenever he/she thinks fit.
13. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.
14. Any requisition so made by the members of the Society shall express the objectives of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
15. At all Special General Meetings no subjects other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
16. Excepting as otherwise provided in these rules, all meetings of the Society shall be called by notice under the signature of the Secretary or the President.
17. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
18. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
19. The President of the Centre shall preside at all meetings of the Society and if he is not present at any meeting or in his absence, the Chairman of the Governing Council shall preside at that meeting. In case the Chairman of the Governing Council is also not present, in his absence, then a member shall be elected from amongst those present to preside over that meeting.
20. No business shall be discussed at a meeting of the Society, whilst the chair is vacant except the election of a Chairman.


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21. Seven members of the Society present in person shall form a quorum at every meeting of the Society.
22. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.
23. Each member of the Society shall have one vote. In case of an equality of votes, the President, Chairman or member presiding over the meeting, as the case may be, shall have a casting vote.

THE GOVERNING COUNCIL

24. The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, bye-laws and orders of the Governing Council. The Governing Council of the Society for the purpose of Public Societies Registration Act 1350 F shall consist of the following:

i	Secretary, Department of Biotechnology	<i>Chairman</i> <i>Ex-officio</i>
ii	Director General, Council of Scientific & Industrial Research or his nominee	<i>Member</i> <i>Ex-officio</i>
iii	Senior Scientist from Department of Biotechnology	<i>Member</i> <i>Ex-officio</i>
iv	Joint Secretary & Financial Adviser Department of Biotechnology	<i>Member</i> <i>Ex-officio</i>
v	Joint Secretary (CS), Ministry of Home Affairs, Govt. of India	<i>Member</i> <i>Ex-officio</i>
vi	Joint Secretary or his nominee Ministry of Law, Justice & Company Affairs	<i>Member</i> <i>Ex-officio</i>
vii	Director General or his nominee Bureau of Police Research & Development	<i>Member</i> <i>Ex-officio</i>



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Centre for DNA Fingerprinting and Diagnostics

13

- | | | |
|------|--|----------------------|
| viii | Director
Centre for Cellular and Molecular Biology
Hyderabad | Member
Ex-officio |
| ix | Chairman of the Scientific Advisory Committee
of the CENTRE | Member
Ex-officio |
| x | Two reputed Scientists to be nominated by the
Governing Council as individual experts | Members |
| xi | | |
| xii | Director of the CENTRE | Member-Secretary |
25. Unless his membership of the Governing Council is terminated as provided in Rule 26 and subject to the provisions of Rule 26, each nominated member of the Governing Council shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Council, but he shall be eligible for re-appointment, in case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the out-going member.
26. A member of the Governing Council shall cease to be a member on the happening of any of the following events:
- If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Council or he goes abroad for a continuous period exceeding one year.
 - If he does not attend three consecutive meetings of the Governing Council.
27. Whenever a member desires to resign from the membership of the Governing Council, he shall forward a letter containing his resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the Chairman.
28. Whenever a person holds the membership of the Governing Council by virtue of an office held by him (ex-officio) his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.



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14 Memorandum of Association and Rules and Regulations

29. The members of the Governing Council shall not be entitled to any remuneration from the Society excepting the full time Director of the Centre. The members of the Governing Council or any Committee appointed by it may be paid by the Society such travelling and daily allowances and honorarium as may be provided for in the bye-laws.
30. A person holding the membership of the Governing Council by virtue of an office held by him (ex-officio) shall normally attend the Governing Council meetings himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Council and the representative so nominated shall be entitled to take part in the proceedings of that meeting.
31. The Secretary shall attest the signatures of all the members of newly elected Governing Council and will ensure that the said signatures of the outgoing Governing Council tally with the annual list as filed with the Registrar of Societies before 15 days of the succeeding month in which elections were held.

FUNCTIONS AND POWERS OF THE GOVERNING COUNCIL

32. The Governing Council shall generally carry out and pursue the objectives of the Society, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Council.
33. The Governing Council shall exercise all the powers of the Society, subject, nevertheless, to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.
34. In particular and without prejudice to the generality of the foregoing provisions, the Governing Council shall have the power, subject to the provisions of these rules and the bye-laws to:
- consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the Governing Council may think fit;
 - create and abolish posts;



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- iii appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties and terms of employment;
- iv enter into arrangements with the Government of India and with the State Government and other public or private organisations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and /or international agencies or organisations the prior approval of the Government of India shall be obtained.
- v take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society; provided for any such activity involving a foreign and /or international agency or organisation, the prior approval of the Government of India shall be obtained.
- vi appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them;
- vii delegate such administrative and financial powers as it may think proper to the Chairman, the Director, and such other officers of the Society as may be considered necessary; and
- viii to frame, amend or repeal bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:-
 - a preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;
 - b procedure for recruitment of officers and establishment in the service of the Society;



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अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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16 Memorandum of Association and Rules and Regulations

- c terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society;
- d terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects not inconsistent with the objectives of the Society.
- e such other matters as may be necessary for the administration of the affairs and funds of the Society.
- f Till such time bye-Laws are framed by the Governing Body and approved by the Government, the Centre may follow Government of India rules mutatis-mutandis.

PROCEEDINGS OF THE GOVERNING COUNCIL

- 35. Every meeting of the Governing Council shall be presided over by the Chairman and in his absence a member chosen from amongst themselves by members present, to provide for the occasion.
- 36. Five members of the Governing Council present in person, shall constitute a quorum at any meeting of the Governing Council.
- 37. Not less than fifteen day's clear notice of every meeting of the Governing Council shall be given to each member of the Governing Council. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 38. Normally one meeting of the Governing Council shall be held at least once in each half of the year or more frequently, if need arises in the opinion of the Chairman.
- 39. The decision of the Governing Council shall be taken by the majority of the members present and voting.
- 40. The Chairman may himself call, or by a requisition in writing signed by him, may require the Secretary to call a meeting of the Governing Council at any time and on the receipt of such a requisition, the Secretary shall forthwith call such a meeting.



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Centre for DNA Fingerprinting and Diagnostics

17


41. Four members of the Governing Council may by a requisition in writing signed by them request the Secretary to call a meeting of the Governing Council and on the receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.
42. Each member of the Governing Council shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Council, the Chairman or the member presiding over the meeting shall have a casting vote.
43. Any business which may be necessary for the Governing Council to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Council provided that at least five members of the Governing Council have recorded their approval to the resolution.
44. The Chairman may, irrespective of the opinion of the members of the Governing Council, refer any question, which in his opinion is of sufficient importance, for decision to the Government of India. The decision of the Government of India shall be binding on the Society and its Governing Council.

FUNCTIONS AND POWERS OF THE CHAIRMAN

45. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Council.
46. The Chairman may, in writing, delegate such of his powers as he may think necessary to the Director.

FUNCTIONS AND POWERS OF THE DIRECTOR

47. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Council, and the decisions of the Governing Council, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Council. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these rules and bye-laws.


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18 Memorandum of Association and Rules and Regulations

48. The Director shall subject to the provisions of these rules and bye-laws and decisions of the Governing Council and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions.
49. The Director shall coordinate and exercise general supervision over all the activities of the Society.
50. The Director of the Centre shall be the Secretary of the Society. For the purposes of the Public Societies Registration Act 1350 F, the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

THE FINANCE COMMITTEE & THE SCIENTIFIC ADVISORY COMMITTEE

The administrative, technical and financial management of the CENTRE would vest in the Governing Council. The Governing Council would conduct periodical review and monitoring of the activities and take remedial measures as deemed fit to meet the aims and objectives of the Centre. The Governing Council would nominate the Finance Committee and the Scientific Advisory Committee. The Finance Committee would consist of the following:

i	Joint Secretary and Financial Adviser, DBT or his nominee.	Member Ex-officio
ii	Joint Secretary and Financial Adviser, MHA or his nominee	Member Ex-officio
iii	Senior Scientist, DBT	Member
iv	Director of the Centre	Member
v	Two members of the Governing Council to be nominated by the Governing Council	Member
vi	Financial Controller of the CCMB	Member
vii	Senior Finance Officer of the CENTRE	Member Secretary and Convenor


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Centre for DNA Fingerprinting and Diagnostics

19

The Chairman of the Finance Committee shall be nominated by the Governing Council.

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

The Scientific Advisory Committee will have the following composition:

- | | | |
|------|---|-------------------------------|
| i | Renowned scientist in areas of DNA fingerprinting/ Molecular Biology to be nominated by the Governing Council | Chairman |
| ii | Representative from DBT | Member |
| iii | Representative from ICAR | Member |
| iv | Representative from ICMR | Member |
| v | Representative from CCMB | Member |
| v) | Representative from Forensic Science Lab to be nominated by MHA | Member |
| vii | Two Scientists to be nominated by the Governing Council | Members |
| viii | Director of the CENTRE | Member-Secretary and Convenor |

The Scientific Advisory Committee shall evolve the scientific and technical programmes of the CENTRE, review them periodically and shall take further course of action as would be deemed fit for furthering scientific and technological research of the Centre. The recommendations of the Committee would be submitted to the Governing Council for approval. It should meet at least twice a year.

FUNDS OF THE SOCIETY

51. The funds of the Society will consist of the following:
- Lumpsum and recurring grant made by the Government of India.

20 Memorandum of Association and Rules and Regulations

- ii Charges for providing DNA fingerprinting and DNA diagnostic services to public and investigation agencies received by the Centre.
 - iii All money received by the Society by way of grants, gifts, donations or other contributions.
52. All funds of the Society shall be paid into the Society's account with either in a Government Treasury/Sub Treasury or Reserve Bank of India, branches of the State Bank of India and its subsidiaries or in a scheduled/nationalised bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on his behalf by the Governing Council.
53. The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other person in return for any service rendered to the Society.

ACCOUNTS AND AUDIT

54. The Accounts of the Society shall be audited by such person or persons who is a Chartered Accountant and may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by bye-laws to be framed by the Governing Council and approved by the Government of India.

ANNUAL REPORT

55. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Director of the Centre under the



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अवर सचिव / Under Secretary
आयोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi


supervision of Governing Council for the information of the Government of India and the members of the Society. This report and the audited accounts of the Society along with the auditor's reports thereon shall be placed before the Society at the Annual General Meeting.

ALTERATION OF RULES

56. The Rules of the Society may be altered at any time on the recommendation of the Governing Council by a Resolution passed by a majority of the members of the Society present at any meeting of the Society.
57. All provisions contained in the Societies Registration Act, 1350 F as applicable to State of Andhra Pradesh, shall apply to this Society.
58. Upon a resolution passed by a majority of the members of the Society, not less than 2/3rd of the total members of the Society can determine that the Society shall be dissolved forthwith or on such date as may be agreed upon and confirmed by 2/3rd of the members present at a second special meeting.

WINDING UP

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


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अवर सचिव / Under Secretary
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Issued on 30.09.2019

22




Memorandum of Association and Rules and Regulations

ESSENTIAL CERTIFICATE

59. "Certified that this is the correct copy of the Rules and Regulations of the Society".

Name S/O, W/O, D/O	Occupation	Designation	Residential Address	Signature
1. Dr Manju Sharma W/O Dr V P Sharma	Adviser I DBT	Member	D-1/55 Satya Marg Chanakyapuri New Delhi 110 023	
2. Shri S B Krishnan S/O Shri T N S Sharma	Jt. Secy. & Fin. Adviser DBT	Member	D-11/234, Vinay Marg, Chanakyapuri New Delhi 110 021	
3. Prof D Balasubramanian S/O (Late) Shri V Dorairajan	Director CCMB	Member	C6, IICT Quarters IICT Campus Hyderabad 500 007	

WITNESSES

Name S/O, W/O, D/O	Age	Occupation	Residential Address	Signature
1. Dr S Shivaji S/O (late) Shri S Raghunadham	45	Scientist E II CCMB	1-2-37/2 Kakatiya Nagar Street No. 3 Hubshiguda Hyderabad 500 007	
2. Dr K C Majumdar S/O Shri B Majumdar	44	Scientist E I CCMB	3/1, J Block Kakatiya Nagar Hubshiguda Hyderabad 500 007	
3. Dr Rajesh Kapur S/O Dr H Kapur	39	Pr. Scientific Officer DBT	1126, R. K. Puram Sector-IV New Delhi 110 002	



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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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APPENDIX-3

COMPOSITION OF THE GOVERNING COUNCIL:

The composition of the Governing Council will be in accordance with the Rule 24 of the MoA and Rules and Regulations of the CDFD and the instructions issued by DBT and Governing Council from time to time in this regard. The composition of the Governing Council is as below:

1.	Secretary, Department of Biotechnology (DBT)	Chairperson Ex-officio
2.	Director General, Council of Scientific & Industrial Research or his nominee	Member Ex-officio
3.	Joint Secretary (Admin.) Department of Biotechnology (DBT)	Member Ex-officio
4.	Joint Secretary & Financial Adviser, Department of Biotechnology (DBT)	Member Ex-officio
5.	Joint Secretary (PM), Ministry of Home Affairs, Govt. of India	Member Ex-officio
6.	Joint Secretary or his nominee Ministry of Law, Justice & Company Affairs	Member Ex-officio
7.	Director General or his nominee Bureau of Police Research and Development (BPR&D)	Member Ex-officio
8.	Director, Centre for Cellular and Molecular Biology (CCMB), Hyderabad	Member Ex-officio
9.	Chairman of the Research Area Panel-Scientific Advisory Committee (RAP-SAC) of CDFD	Member Ex-officio
10.	Two reputed Scientists to be nominated by the Governing Council as individual experts	Members
11.	Nodal Officer, CDFD Department of Biotechnology (DBT)	Member Ex-officio
12.	Director, Centre for DNA Fingerprinting and Diagnostics (CDFD), Hyderabad	Member- Secretary

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


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अवर सचिव / Under Secretary
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COMPOSITION OF THE CDFD FINANCE COMMITTEE :

The composition of the Finance Committee will be in accordance with the Rule 34 (vi) of Rules and Regulations of the CDFD and the instructions issued by DBT from time to time in this regard.

The composition of the Finance Committee in view of the Rules and Regulations of CDFD, and the instructions of the DBT vide letter No. BT/AI/14013/4/2017 dated 27.06.2018 and as approved by the CDFD Governing Council in its 45th meeting held on 02.11.2018, is as below :

i	Financial Adviser, DBT	Chairman Ex-Officio
ii	Joint Secretary and Financial Adviser, MHA or his nominee	Member Ex-officio
iii	Scientific Coordinator / Programme Officer, CDFD	Member
iv	Director of Centre	Member
v	Two members of the Governing Council to be nominated by the Governing Council	Member
vi	Finance & Accounts Officer of the CCMB	Member
vii	Senior Finance Officer of the Centre	Member Secretary and Convenor




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RESEARCH AREA PANELS-SCIENTIFIC ADVISORY COMMITTEE (RAP-SAC):

The RAP-SAC will have the following composition in accordance with the Rule 34 (vi) of the Rules and Regulations of the CDFD. However, additional members may be nominated by the Director, CDFD from time to time.

1.	Renowned scientist in areas of DNA fingerprinting / Molecular Biology to be nominated by the Governing Council	Chairperson
2.	Representative from DBT	Member
3.	Representative from ICAR	Member
4.	Representative from ICMR	Member
5.	Representative from CCMB	Member
6.	Representative from Forensic Science Lab to be nominated by MHA	Member
7.	Two Scientists to be nominated by the Governing Council	Members
8.	Director, CDFD	Member-Secretary & Convenor


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Composition of CDFD Society:

i	Hon'ble Minister of Science & Technology	Chairperson
ii	Secretary, Department of Biotechnology	Member Ex-Officio
iii	Director General, Council of Scientific & Industrial Research or his nominee	Member Ex-officio
iv	Senior Scientist from Department of Biotechnology (CDFD Nodal Officer)	Member Ex-officio
v	Joint Secretary & Financial Adviser, Department of Biotechnology or his nominee	Member Ex-officio
vi	Joint Secretary (Admin), Department of Biotechnology or his nominee	Member Ex-officio
vii	Joint Secretary (CS), Ministry of Home Affairs, Govt. of India	Member Ex-officio
viii	Joint Secretary or his nominee, Ministry of Law, Justice & Company Affairs	Member Ex-officio
ix	Director General or his nominee, Bureau of Police Research & Development	Member Ex-officio
x	Director, Centre for Cellular and Molecular Biology, Hyderabad	Member Ex-officio
xi	Chairman of the Scientific Advisory Committee of the Centre	Member Ex-officio
xi xiii	Two reputed Scientists to be nominated by the Governing Council as individual experts	Members
xiv	Director of the Centre	Member-Secretary

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चन्द्र प्रकाश गोयल
संयुक्त सचिव
CHANDRA PRAKASH GOYAL
Joint Secretary



सत्यमेव जयते



भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY
Block-2, (7th Floor) CGO Complex
Lodhi Road, New Delhi-110003

D.O. No.BT/AI/14013/4/2017
Dated : 27.06.2018

Dear All,

As per the directions of Secretary, Department of Biotechnology the Autonomous Institutes under Department of Biotechnology are advised to take up the following steps regarding constitution and organization of meetings of Finance Committee(FC), General Council / Body(GC/GB) and Building Committee (BC).

- (i) The Chairman of Finance Committee shall be Financial Adviser, DBT.
- (ii) Finance Committee shall always discuss Audit Paras, replies on Audit Paras. Action Taken Report with summary as compulsory agenda.
- (iii) Approval of Chairman, GB/GC/FC for holding the meeting shall be obtained at least 4 weeks prior to the meeting of GB/GC/FC.
- (iv) All Autonomous Institutes will submit the draft agenda 2 weeks prior to any meeting of GC/GB/FC to the Nodal Officer for approval. The approved agenda shall be sent to all members of the GB/GC/FC at least one week prior to the meeting.
- (v) Scientific Advisory Committee (SAC) of the institute should compulsorily be held at least once a year.
- (vi) All GB/GC/FC shall have a compulsory agenda item for Audit Paras, replies on Audit Paras, Action Taken Report on Audit Paras, summary of RTIs and CPGRAM/Grievances in all the meetings.
- (vii) The Building Committee shall have no representation from DBT.
- (viii) The tentative Calendar for different meetings to be held in any Financial Year should necessarily be submitted to the Nodal Officer in the first month of each Financial Year.

Best Wishes

Yours sincerely

(CHANDRA PRAKASH GOYAL)

27.06.2018

- To
- 1) Directors of all Autonomous Institutes
 - 2) Nodal Officers of all AIs
 - 3) PSO to SBT

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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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ANNEXURE-4

315

30/10

Appendix-16

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

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

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

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

2. With a view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/Departments are requested to take following action:-

- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure;
- (ii) In the case of larger autonomous bodies a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
- (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing body of the

315

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भारत सरकार, नई दिल्ली / Govt of India, N. Delhi

316

Autonomous Organization on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India the matter may be referred to the Minister of the administrative Ministry concerned and the Finance Minister for a decision.

3. Ministries/Departments are requested to take immediate action to incorporate the necessary amendments suggested in the preceding para in the Rules/Bye-laws/Regulations of the Autonomous Organizations under their administrative control under intimation to this Ministry. They are also requested to ensure that before a new autonomous body is formed, the Rules/Bye-laws/Regulations concerning financial matters are finalized in consultation with this Ministry

Hindi version will follow.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.

To


All Ministers/Departments
(By name to any officer of the rank of Jt. Secretary)

Copy to all Financial Advisers.

Implementation of this O.M. may please be watched by them carefully and reported to this Ministry from time to time.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of Indian.

316


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अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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Annexure-1

CDFD-DELEGATION OF FINANCIAL POWERS TO VARIOUS AUTHORITIES

S.NO	AUTHORITY	FINANCIAL POWER
1	Controller of Administration	As may be vested by the Governing Body/Director. As on the date of notification of these Bye-laws, the financial powers of the Controller of Administration for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be upto Rs 1,00,000/- (Rupees One Lakh only).
2	Officiating/ <i>Protem</i> / <i>Locum tenens</i> /In-Charge Director (in terms of Section 3.3.3. of the Bye-laws)	As on the date of notification of these Bye-laws, the financial powers of the Officiating/ <i>Protem</i> / <i>Locum tenens</i> /In-Charge Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) shall in each such case, shall be upto Rs 1.00 Crore.
3	Director	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) in each such case, shall be upto Rs 5.00 Crore. <i>Provided that the Director shall have FULL powers to incur expenditure on account of legal matters in the Courts of Law in the country and with the approval of the Government outside the Country.</i>
4	Governing Body	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Governing Body for sanctioning any work (<i>for creation of capital assets, sanction of projects etc</i>), in each such case, shall be upto Rs 20 Crores subject to the following: that all such proposals relating to emoluments structure i.e. adoption of pay scales, pay and allowances and revision thereof, creation of posts would be in accordance with rules and instructions of Government of India as amended from time to time
5	Provided that the Financial Powers vested on S. No 1-4 cannot be further delegated by these authorities.	

Note:- Separate approval of Department of Biotechnology shall be obtained for any expenditure of more than Rs. 20.00 crores and above in each case. The approval of Governing Body be also attached for seeking approval for expenditure beyond Rs. 20.00 crores.

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अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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ANNEXURE-2

ANNEXURE - 2

COMPONENT OF USER CHARGES

S.No.	Type	Sub Type	Rate for DBT and DBT aided institutions	Rate for other Government Institutions	Rate for Private Individuals / Bodies / Industry in private capacity	Rates for International Bodies / foreigners	Last notified on	Remarks
1	User Charges for CDFD Technical Services	a) Human DNA Fingerprinting Services		<p>Civil cases :</p> <p>Each blood sample @ ₹ 5750/- + GST of 18% (₹ 6785/- per sample)</p> <p>Criminal cases :</p> <p>Each blood sample @ ₹ 1500/- + GST of 18% (₹ 1770/- per sample)</p> <p>Each non blood sample @ ₹ 5000/- + GST of 18% (₹ 5900/- per sample)</p>	<p>Civil cases :</p> <p>Each blood sample @ ₹ 5750/- + GST of 18% (₹ 6785/- per sample)</p> <p>Criminal cases :</p> <p>Each blood sample @ ₹ 1500/- + GST of 18% (₹ 1770/- per sample)</p> <p>Each non blood sample @ ₹ 5000/- + GST of 18% (₹ 5900/- per sample)</p>		2018	
		b) Diagnostic tests for genetic disorders	The charges as per the list enclosed at Annexure – 2.1					
		c) Plant DNA Fingerprinting		<p>Basmati sample:</p> <p>₹ 10000/- + 18% GST = ₹ 11,800/-</p>	<p>Basmati sample :</p> <p>₹ 10000/- + 18% GST = ₹ 11,800/-</p>		2017	

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61

II	User charges for CDFD facilities	a) Guest house	Any Govt. official on official duty ₹ 150/- per day Govt. official for personal visit ₹ 300/- per day	Any Govt. official on official duty ₹ 150/- per day Govt. official for personal visit ₹ 300/- per day Guests of CDFD staff on personal visit ₹ 300/- per day	Non-CDFD persons for personal visit (non-employees / non-students / non-dependants) ₹ 500/- per day AC suite rooms (double occupancy) ₹ 800/- per day		2018	
		b) Hostel			Student's parents (single) ₹ 100/- per day Students guests ₹ 200/- per day Project long term students ₹ 150/- per day		2018	
III	User charges for experimental support & instrument usage	The charges as per the list enclosed at Annexure – 2.2						
IV	Road show for commercial Scientific vendors				₹ 5000/- per day		2018	


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No. BI/A/1502/02/2019
Government of India
Ministry of Science & Technology
Department of Biotechnology

CCFD Bye-Laws 2019

V	Academic and Training	Dissertation based Research Training Programme	Programme fee details 6 months duration without accommodation	Programme fee details 6 months duration with accommodation	30%	
			₹ 18,000/- without accommodation	₹ 21,000/- with accommodation		
			₹ 21,000/- with accommodation	₹ 21,000/- with accommodation		


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Issued on 30.09.2019

No. BT/AI/15022/02/2019
 Government of India
 Ministry of Science & Technology
 Department of Biotechnology

CDFD Bye-Laws 2019

63

ANNEXURE - 2.1

S. No.	Type	Sub Type	Rate for DBT and DBT aided institutions	Rate for other Government institutions	Rate for Private individual / Bodies / Industry in private capacity	Last notified on	Remarks
	CYTOGENETICS TESTS					2018	
1		Karyotype from Blood	-	1650	1650		
2		Chromosomal Breakage study for Fanconi's Anemia by Mitomycin assay	-	1650	1650		
3		Karyotype from Amniotic fluid	-	4950	4950		
4		Karyotype from skin fibroblasts	-	4950	4950		
5		Karyotype from Products of conception	-	5000	5000		
6		Karyotype from cord blood	-	1875	1875		
7		Rapid antenatal aneuploidy detection - for	-	3750	3750		
8		MLPA Panel for multiple common microdeletion	-	3750	3750		
		Fibroblast culture	-	4000	4000		
9		Ag-NOR staining of slides for satellites of	-	1650	1650		
	MOLECULAR GENETICS TESTS						
1		Mutation analysis for Beta Thalassemia	-	3300	3300		
2		Mutation analysis for Sickle cell anemia	-	3300	3300		
3		Prenatal diagnosis for Beta thalassemia (Known mutation) including maternal cell contamination	-	8800	8800		
4		Prenatal diagnosis for Sickle cell anemia including maternal cell contamination	-	8800	8800		
5		Mutation analysis for Duchenne muscular dystrophy/Becker muscular dystrophy by MLPA	-	3300	3300		
6		Prenatal diagnosis for Duchenne muscular dystrophy (Known mutation) including maternal cell contamination	-	8800	8800		

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7	Mutation analysis for Spinal muscular atrophy MLPA	-	3300	3300		
8	Prenatal diagnosis for Spinal muscular atrophy (Known mutation) including maternal cell contamination	-	8800	8800		
9	Fragile X mutation analysis by PCR	-	2500	2500		
10	Spinocerebellar ataxia (one type)	-	2500	2500		
11	Spinocerebellar ataxia Type 1,2,3	-	5750	5750		
12	Huntington disease mutation analysis	-	2500	2500		
13	Friedreich's ataxia mutation analysis	-	2500	2500		
14	Myotonic dystrophy Type I mutation analysis	-	2875	2875		
15	Dentatorubropallidoluysian atrophy (DRPLA) mutation analysis	-	2500	2500		
16	Mutation analysis for Cystic fibrosis (4 common mutations)	-	2875	2875		
17	Factor V Leiden mutation study	-	1875	1875		
18	Factor II mutation study	-	1875	1875		
19	Carrier detection for Duchenne muscular dystrophy by MLPA	-	3300	3300		
20	Mutation analysis for Spinobulbar muscular atrophy	-	2500	2500		
21	Carrier detection for Spinal muscular atrophy by MLPA	-	3300	3300		
22	SRY gene deletion analysis	-	2500	2500		
23	DNA extraction from blood/tissue	-	750	750		
24	Maternal cell contamination analysis in fetal tissue	-	5250	5250		
25	Mutation analysis of Connexin 26 gene	-	2875	2875		
26	Mutation analysis of intron 22 inversion mutation in F8 gene for Hemophilia A	-	3750	3750		
27	Carrier analysis of intron 22 inversion mutation in F8 gene for Hemophilia A	-	3750	3750		
28	Carrier detection for Hemophilia A by linkage analysis	-	7500	7500		

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65


29	Prenatal diagnosis for Hemophilia A (targeted analysis of intron 22 inversion mutation or linkage analysis) including maternal cell contamination	-	8800	8800		
30	Mutation analysis of Achondroplasia (testing for common mutations T138G>A & T138 G>C)	-	2875	2875		
31	Mutation analysis of common mutations for hereditary pancreatitis (SPINK1 - N34S)	-	2250	2250		
32	Sequence analysis of one exon	-	800	800		
33	L1HON - 3 mutations (G1396A, G1478A, T1444C)	-	3625	3625		
34	Leigh' disease - 3 mutations (T1290C, A1308T, G1351A)	-	3625	3625		
35	MTHFR gene polymorphisms 677T>C and 1298A>C mutations	-	2875	2875		
36	Mutation analysis for common promotor mutation in Gilbert syndrome	-	2875	2875		
37	Fragile X mutation analysis by Amplidex PCR kit	-	5000	5000		
38	MLPA for Alpha Thalassaemia	-	3750	3750		
	BIOCHEMICAL GENETICS TESTS					
1	Metabolic screening with TLC aminoacids	-	500	500		
2	Thin layer chromatography (TLC) for amino acids	-	500	500		
3	Thin layer chromatography for oligosaccharides	-	500	500		
4	Thin layer chromatography for carbohydrates	-	500	500		
5	Paper chromatography for Homogentisic acid/ Alkaptonuria	-	500	500		
6	Galactosemia Panel (Urine TLC for Galactose, Blood Galactose, Galactose 1 phosphate uridyl	-	1250	1250		
7	Biotinidase assay	-	500	500		
8	HPLC for amino acids	-	1875	1875		
9	HPLC for sulphur amino acids (Homocysteine and others)	-	625	625		

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66

10	Qualitative and quantitative analysis of urine for MPS	-	500	500		
11	Cellulose acetate electrophoresis for Mucopolysaccharidosis	-	500	500		
12	Hurler syndrome - MPS I (Iduronidase)	-	2750	2750		
13	Hunter syndrome - MPS II (Iduronate 2-sulfatase)	-	1875	1875		
14	Sanfillipo disease-MPS III B-alpha-hexosaminidase	-	1875	1875		
15	Morquio Syndrome Type A- MPS IV A (galactose 6-sulfatase)	-	1875	1875		
16	Morquio Syndrome Type B- MPS IV B (Beta galactosidase)	-	1875	1875		
17	Maroteaux-Lamy syndrome MPS VI (Aryl sulphatase B)	-	1875	1875		
18	Sly disease MPS VII (Beta-glucuronidase)	-	1875	1875		
19	Fabry disease (Alpha-Galactosidase)	-	1875	1875		
20	GMI Gangliosidosis (Beta Galactosidase)	-	1875	1875		
21	Pompe disease (Alpha-Glucosidase)	-	1875	1875		
22	Gaucher disease (Beta-Glucosidase)	-	1875	1875		
23	Tay Sachs disease (Hexosaminidase A)	-	1875	1875		
24	Sandhoff disease (Hexosaminidase A and B)	-	1875	1875		
25	Metachromatic Leukodystrophy (Aryl sulphatase A)	-	1875	1875		
26	Alpha-Mannosidosis type I/II (Alpha Mannosidase)	-	1875	1875		
27	Krabbe disease (Galactocerebrosidase)	-	1875	1875		
28	Niemann Pick disease A and B (Sphingomyelinase)	-	1875	1875		
29	Fucosidosis (Fucosidase)	-	1875	1875		
30	Prenatal Diagnosis (Enzyme assay in CVS/ amniocytes)	-	6875	6875		


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 Government of India
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DFD Bye-Laws 2019

67

ANNEXURE - 2.2

S.No.	Type	Sub Type of Instrument	Rate for DBT and DBT aided institutions	Rate for other Government Institutions	Rate for Private Individuals / Bodies / Industry in private capacity	Rates for International Bodies / foreigners	Last notified on	Remarks
	Sophisticated Equipment Facility (SEF)						2017	
1		DNA Sequencers (3130/3730)	354/ reaction	354/ reaction	472/ reaction	-		
2		Genotyping (3130)	1770/ run (16 samples)	1770/ run (16 samples)	2360/run (16 samples)	-		
3		CD- Spectropolarimeter	708/ hour	708/ hour	1416/ hour	-		
4		Confocal LSM 700/ Leica Sp-8	1888/ hour	1888/ hour	3540/ hour	-		
5		Real Time PCR	708/ plate	708/ plate	1416/ plate	-		
6		Live Cell Imaging	944(0-3 hrs)	944(0-3 hrs)	1770 (0-3 hrs)	-		
			153/ hr (> 18 hrs)	153/ hr (> 18 hrs)	224/ hr (> 18 hrs)	-		
7		FACS ARIA	826/ sample	826/ sample	1416/ sample	-		
8		HPLC	944/run	944/run	1416/run	-		
9		Histopathology (Microtome)	531/ sample	531/ sample	708/ sample	-		



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विज्ञान और प्रौद्योगिकी विभाग
 बायोटेक्नोलॉजी विभाग
 GOVERNMENT OF INDIA
 MINISTRY OF SCIENCE & TECHNOLOGY
 DEPARTMENT OF BIOTECHNOLOGY
 No. BT/15021/01/2019



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

91

Dated: 30th April, 2019

The Director,
 Centre for DNA Fingerprinting & Diagnostics
 Inner Ring Road
 Secy, Hyderabad, Andhra Pradesh, Telangana State

Subject: Corrected/Revised Recruitment Rules of CDFD, Hyderabad—reg

Sir,

I am directed to refer to your letter No. CDFD/Dir/RR/2018 dated 21.08.2018 and this Department's communication of even no. dated 03.07.2018 regarding forwarding the approved Recruitment Rules of CDFD, Hyderabad.

In this regard, the typographical errors noticed in the RR have been corrected. The corrections/amendments are tabulated as under:-

Sl. No.	Page No. of the RR and Point/Rule No.	Revision/Amendments
1	8	The words "SC/ST Women Candidates" may be deleted. Row No. 2 and Row No. 4 in the table of Rule No. 8 (a).
2	Rule No. 8 (a)	The sentence may be corrected as:-
3	Rule No. 15 (a)	Authority to Waiving Cooling off Period: Shall be Chairman, Governing Council for officers in Level-15 and above and Director of the Institute for officers in Level-14 and below.
4	Rule No. 16 (a) The method of appointment by promotion	The word "Scientific" needs to be corrected as "Scientist".
5	16	The following sentence may be added:- "Promotion to higher grades shall be subject to the availability of the vacancies as per Schedule 7/4. If there is no promotion revenue"
6	11 Rule No. 20 (b) Contract Appointment	The words Governing Body may be corrected as Governing Council
7	11 Rule No. 20 (a) Contract Appointment	The word Executive Director may be corrected as Director
8	Schedule 7/2 (page 1) Column No. 8 Row No. 8/Scientist IV (Medical Post with NPA)	The words "By Direct Recruitment/Promotion" may be corrected as "By Direct Recruitment"
9	Schedule 7/2 (page 1) Column No. 8 Row No. 8/Scientist IV (Medical Post with NPA)	Schedule 7/2 Sl. No. 10 - Scientist IV (Medical Post with NPA) (Is the post included in Modified Flexible Complementing Scheme for promotions (only for posts in Scientific Cadre) - Yes
10	Schedule 7/2 (page 1) Column No. 10 Row No. 10/Scientist II	Schedule 7/2 Sl. No. 10 - Scientist II (Is the post included in Modified Flexible Complementing Scheme for promotions (only for posts in Scientific Cadre) - Yes

7/5/19

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

No. BT/AI/15022/02/2019
 Government of India
 Ministry of Science & Technology
 Department of Biotechnology

CDFD Bye-Laws 2019

92

Schedule 7 (para 1) Column No. 4	Schedule 7 (2) Sl. No. 10 Scientist B (Veterinarian) post with NPA is the post included in Modified Flexible Complementing Scheme for common posts for posts in Scientific Cadre. Yes
Schedule 7 (para 1) Column No. 4	The words "C-18" and "D-22" may be deleted
Schedule 7 (para 1) Column No. 4	The words "should" may be corrected as "may".
Schedule 7 (para 1) Column No. 4	The words Scientist E-II may be corrected as Scientist IV.
Schedule 7 (para 1) Column No. 4	The words "Career Advancement Scheme" may be corrected as "Merit and Normal Assessment Scheme (MANAS)".
Schedule 7 (para 1) Column No. 4	The words "by promotion" may be deleted
Schedule 7 (para 1) Column No. 4	The correction already worked out in the final copy of the RR's sent to CDFD.
Schedule 7 (para 1) Column No. 4	No correction required
Schedule 7 (para 1) Column No. 4	The words "Applicable" may be corrected as "Not applicable"
Schedule 7 (para 1) Column No. 4	The words "should" may be corrected as "good"
Schedule 7 (para 1) Column No. 4	The numbers may be changed and serial numbers may be written as 8,9,10,11,12
Schedule 7 (para 1) Column No. 4	The numbers may be changed and serial numbers may be written as 4,5,6,7,8,9,10,11,12,13,14,15


After making all these corrections a copy of the updated Recruitments Rules (as on 30.04.2019) is enclosed. This will supersede the RR's forwarded to CDFD vide this Department's communication of even no. dated 03.07.2018.

Yours faithfully,


 (Bharat Bhushan)
 Under Secretary to the Govt. of India

Encl: as above.

Copy to: Dr. Sanjay Kalra, Scientist 'E', DBT/Nodal Officer of CDFD, Hyderabad for information please


 सुबोध कुमार राम / Subodh Kumar Ram
 अवर सचिव / Under Secretary
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CDFD RECRUITMENT RULES-2018

1. SHORT TITLE AND COMMENCEMENT

These Rules shall be called 'CDFD Recruitment Rules-2018'.
They shall come into force from the date of notification by the Institute with the approval of the Government of India.

2. OBJECTIVES:

- To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfill Institute's objectives.
- To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- To establish a objective and reliable system of selection.
- To create growth opportunities of the employees with fulfilment of Institute's objectives.
- To provide for a system, which is, fair, objective and transparent in matters of promotion of employees.
- To ensure compliance with relevant Government policies and directives on recruitment and promotion.

3. DEFINITIONS and ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under:

- Approving Authority: Shall be as specified at Clause 12 to these Rules.
- Appointing authority: Shall be as specified at Clause 12 to these rules and shall be that authority who is holding charge in regular capacity under these rules.
- Bye Laws: Shall mean the Bye Laws framed and amended from time to time having the approval of the Government under whom the Autonomous Institute lies.
- Cadre: Shall essentially mean as total strength of a service (in all relevant grades ie from lowest to highest grade comprising lowest recruitment grade to highest promotional grade) or a part of a service sanctioned as a separate unit.
- Competent Authority: In relation to exercise of powers under these rules shall essentially be the Minister-in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.

(updated as on 30.04.2019)

The updated RRs of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated: 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

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Page 2 of 12

- v. DBT: Shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- vi. **Departmental Recruitment Committee (DRC)**: Shall be as per DBT instructions issued vide DoPT OM dated 19.07.2016 or DoPT/CVC provided that CVO/ CDFD shall not be part of any such selection committee.
- vii. **Departmental Promotion Committee (DPC)**: Shall be as per DBT instructions issued vide DoPT OM dated 19.07.2016 or DoPT/CVC provided that CVO/ CDFD shall not be part of any such committee.
- viii. **Director**: Shall mean the Director of the Institute.
- ix. **DoPT**: Shall mean the Department of Personnel and Training, Government of India.
- x. **Duty Post**: Shall mean all the posts which are included in row 3 of schedule to these rules.
- xi. **EFC**: Shall mean the Expenditure Finance Committee of Government.
- xii. **Institute**: Shall mean the CDFD.
- xiii. **Government**: As defined at Clause 3c of The Rules and Regulations of CDFD Society.
- xiv. **Governing Council**: Shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute. It shall at all times have ex-officio members of the Government.
- xv. **Levels**: Means level of posts specified in the Schedule 1-4 to these Rules as per 7th Pay Commission recommendations.
- xvi. **MHA**: Shall mean Ministry of Home Affairs under Government of India.
- xviii. **MEA**: Shall mean Ministry of External Affairs under Government of India.
- xix. **Recruitment Rules (RRs)**: Shall mean the Rules framed by the Governing Council for the purposes of appointment to the duty posts specified in the Schedules to these Rules and approved by the Government.
- xx. **Schedule**: Shall mean the Schedules attached to these rules.
- xxi. **SCSC**: Shall have the same meaning as defined in DoPT OM No. AB/14017/11/2004 Estt.(RR) dtd 30.07.2007, 21.10.2015 & 05.04.2016. Director of the Institute shall be an essential member of the committee for appointments to posts in Level-04 and above except to appointment for the post of Director. The SCSC shall be got approved from Minister in Charge.
- xxii. **The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities"** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.

Signature

(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT

Signature

Page 1 of 12

4. CONSTITUTION

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

These Rules include contractually appointed persons on the rolls of the Institute before commencement of these Rules whose appointments are recommended for confirmation and regularization by a duly constituted three member committee constituted 90 days before the end of the contract period with the approval of the Approving Authority. Minutes of the committee shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute. In the interest of administration and with the mutual consent of the contractual employee, Director, CDFD may constitute the confirmation committee (for all such employees in Level 13A and below) at an earlier date before the end of the contractual period which is not earlier than 90% of the successful completion of total contract period. 100-50% benefit of the period spent on contract basis after regularization of services in the grade is to be counted for eligibility for promotion to next grade.

5. SCHEDULES to these Rules are detailed as under:

- i. Schedule-7/1 Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- ii. Schedule - 7/2 Appointment to posts in Scientific Cadre
- iii. Schedule - 7/3 Appointment to posts in Technical Cadre
- iv. Schedule - 7/4 Appointment to posts in Administrative Cadre.

6. ELIGIBILITY NORMS: Shall at all times conform to provisions of Para 8 of DBT OM No. BT/AB/14013/3/2011 dated 19.07.2016 with respect to NATIONALITY, AGE, EDUCATIONAL QUALIFICATIONS and extant DoPT instructions. Work experience if required, shall be counted from the date of acquiring minimum educational qualifications and as on the closing date of advertisement notified for filling the post.

7. LEVELS (7th CPC scales), AUTHORISED STRENGTH

- i. The names, designation, levels for Scientific, Technical, Administrative posts are detailed vide Schedule 7/1-4 of these Rules.
- ii. The orders for creation of these posts are detailed vide Clause 5 (i) of these Rules.
- iii. Notwithstanding anything contained in Clause 7-(ii) of these Rules, the Government may, by notification:
 - a) Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in Schedule 7/1-4 of these Rules.

(updated as on 30.04.2019)

The updated RR's of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhusan, Under Secretary, DBT.

(b) Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute.

8. FUTURE MAINTENANCE OF THE SERVICE and Method of Recruitment For Scientific Cadre Posts.

- i. From the commencement of these rules, all the initial appointments to be made in levels by method of direct recruitment as specified in the Schedules in these Rules.
- ii. The particular method of appointment (by Direct Recruitment/Promotion/Deputation/Contract (including short term Contract) or Absorption) to any level and percentage of appointment by each method is detailed in the Schedules to these Rules.
- iii. Post which are essentially to be filled by direct recruitment method in any level shall not be exempt from the purview of reservation. Reservation rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Community shall be applicable in terms of extant DoPT instructions as amended vide P.F. OM No. BT/AI/141/03/2011 dated 19.07.2016 and issued thereafter.
- iv. Scientific grade posts in Level-10 to Level-14 detailed vide Schedule- 7/2 of these Rules shall be eligible for appointment under the Modified Flexible Complementing Scheme 2010 as per extant DoPT instructions and amendments thereof.
- v. Upper age limit for unreserved candidates shall be as per extant DoPT instructions for all posts to be filled by Direct Recruitment method. Age relaxations as per DoPT OM No. 15012/2/2010-Ext. (D) dated 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex-serviceman shall be applicable.
- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules 7/2-4 of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. The residency period required for the promotions to higher grades and eligibility norms are detailed vide Schedules 7/2-4 of these Rules.
- ix. Composition and level of DRC/ DPC shall be as per Clause 3(vi) of these Rules.
- x. Detailed procedure for recruitment periodicity between two recruitments shall be got approved from the Appointing authority before advertisement.
- xi. Instructions contained vide DBT OM No. BT/01/7/1/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT/CVC in

(updated as on 30.04.2019)

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Page 5 of 11

Directors, Government and MHA for filling up of posts in the above cadre shall refer to the above as and when these instructions are issued.

x. Following shall be the Application Fees for candidates applying for posts to be filled by open advertisement

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

a. All efforts to be made by the institution to have posts filled by open advertisement to be a cost neutral exercise

b. The fee structure shall be reviewed every 02 years by a duly constituted committee under the chairmanship of the Director

9. METHOD OF SELECTION

- The method of appointment for all the positions viz Level 13A and below as detailed at Schedules 7/2-4 which are to be filled by open advertisement shall be in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/2011 dated 19.07.2016 and issued thereafter.
- Committees constituted for the purposes of recruitment/promotion shall be in conformity with the Schedules of these Rules as well as Clause 3 (vii - viii) of these Rules.
- CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall NOT be member of any such committee.
- No person who is a recipient of grants or funding from the Ministry concerned (i.e. DST, DSIR/CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee.
- Complete transparency shall be observed in the all appointments.
- The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the Approving Authority as provided in the RRs.
- There shall be no change in vacancy or any of the procedures once the recruitment (including criteria of eligibility, qualifying standards and criteria of empanelment) or promotion has been initiated by way of advertisement/notification and the conditions mentioned in the

(updated as on 30.04.2019)

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advertisement notification shall be strictly adhered to except with the approval of competent authority

- vii. The various methods of appointment by direct recruitment/promotion/deputation/absorption/contract including applications, level, experience/qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of extant DoP instructions circulated vide DBT OM no. BT/AI/14013/3/2011 dttd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before actually being appointing any candidate/employee.
- viii. The panel recommended by the DRC/DPC prepared in order of merit for all posts in below Level 14 shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.
- ix. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- x. Appointment shall be made by the appointing authority.
- xi. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (from the date of advertisement/notification till approval from appointing authority).
- xii. All recruitment/promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xiii. In case of shortage of staff/difficulty in filling of posts then if considered necessary relaxation of eligibility conditions prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the same is advertised or notified.

10. Determination of MERIT before APPOINTMENT

- i. In case of selection of two or more candidates in the same Grade on the same date the recommendation shall invariably be made in order of merit of selected candidates for the purpose of determining seniority. In case the marks obtained are same then merit among such candidates shall be decided as under:
 - a) Age - Elder one will be placed above in merit, if the candidates have same date of birth then.
 - b) By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- ii. The Selection Committee recommendations when approved by the Approving Authority shall remain valid for a period of one year from the date of such approval.

(updated as on 30.04.2019)

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Page 7 of 12

11. FIRST APPOINTMENT.

- i. For all cases of Direct Recruitment for the Level 14 or below shall be in conformity in terms of extant DoPT instructions circulated vide DBT/AM no. BT/AM/4013/3/2011 dated 19.07.2016 and issued thereafter.
- ii. All appointments in the Institute will be subject to the selected candidates being found medically fit by the medical authority as prescribed in the rules.

12. APPOINTING AUTHORITY AND APPROVING AUTHORITY:

- i. For Director (Chairman, Governing Council) after the approval of the Appointments Committee of Cabinet, Govt. of India.
- ii. For all posts in Level 14 Director, with the approval of the Governing Council.
- iii. For positions carrying from Level 11 to Level 13A: Head of Administration with the approval of the Director.
- iv. For positions carrying Level 10 and below: Head of Administration with the approval of Director.

13. PROBATION AND CONFIRMATION.

- i. A candidate/staff member on initial appointment by direct recruitment (Contract including Short term contract (>2 years period) (except for the post of Director) shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the authority defined at Clause 13 (v) of these Rules.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
 - a) The services of the probationer, if he was directly recruited, will be terminated forth with and
 - b) If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.

(updated as on 30.04.2019)

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Page 8 of 12

- v. All cases of confirmation of probation shall be approved by—
- Chairman, Governing Council for confirmation in Level-14 and above
 - Director for confirmation in Level-13A and below
 - Head of Administration for confirmation in Level-8 and below
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case the approving authority does not agree with the recommendations of the confirmation committee, he shall record his reasons in writing, before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be a regular employee of the Institute till his resignation/death/superannuation whichever is earlier.
- viii. Only regular confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, medical benefits, other benefits, etc.
- ix. Only a regular appointed and confirmed employees shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed at Schedule-7/2-4 of these Rules, and—
- subject to the clearance from vigilance, minimum grading of very good in his annual performance report for last 04 years and all recommendations of duty constituted DPC.
- x. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed and regularized by due process as outlined at Clause 4 of these Rules.
- 14. NATIONALITY**
- Only Indian citizen shall be eligible for appointment for all Technical and administrative posts as detailed in Schedule 7/1.
 - Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 7/1 subject to the condition that for all appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA) or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals.
- 15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION:** Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that—
- The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only, after the written consent of the incumbent and lending organization. The total period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not

(updated as on 30.04.2019)

The updated RRS of CDFD are issued vide Department's letter No. BT/AI/15021/01/2018 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

normally exceed 5 years, unless extended upto the prescribed maximum period of 5 years with consent of the candidates and the lending organization. The terms and conditions of tenure of deputation shall be as applicable in terms of extent Govt. of India's provisions issued from time to time.

Subject to the approval of the lending Ministries/Departments/Organizations/Institutions etc. as also the willingness of the incumbent, the candidate, or as prescribed in the Institute at any time during the period of deputation against a vacant post if selected by the Selection Committee.

- v. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- vi. In the case of a person who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the date of absorption. If he has however been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department whichever is earlier.
- vii. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- viii. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organizations as mentioned above.
- ix. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute.
- x. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- xi. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.
- xii. Posts filled by Deputation shall be exempt from the purview of Reservation Rules.
- xiii. Cooling off period between two successive Deputations: at least 3 years.
- xiv. **Authority to Waiver Cooling of Period:** Shall be Chairman, Governing Council for officers in Level-15 and above and Director of the Institute for officers in Level-14 and below.

(updated as on 30.04.2019)

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16. The method of appointment by promotion: Promotion will be given to employees as under

(i) Promotion for Scientific Cadre:

In Scientific cadre, the promotion will be made through Modified Flexible Composite Grading Scheme (MFCS) in situ promotion. The promotion will be governed as per DoP&T O.M. No. AE-14017/37/2019 (1st) (RR) dated 10.09.2019 as amended from time to time. A Scientist will be eligible for promotion through the process of MFCS as applicable to the Scientific personnel in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1	PB-3 (Rs. 15600-39100) Grade Pay Rs. 5400/-	Scientist B/Staff Scientist-III or equivalent	3 years
2	PB-3 (Rs. 15600-39100) Grade Pay Rs. 6600/-	Scientist C/Staff Scientist-III or equivalent	4 years
3	PB-3 (Rs. 15600-39100) Grade Pay Rs. 7600/-	Scientist D/Staff Scientist-IV equivalent	4 years
4	PB-4 (Rs. 37400-67000) Grade Pay Rs. 8700/-	Scientist E/Staff Scientist-V or equivalent	5 years
5	PB-4 (Rs. 37400-67000) Grade Pay Rs. 8900/-	Scientist F/Staff Scientist-VI or equivalent	5 years
6	PB-4 (Rs. 37400-67000) Grade Pay Rs. 10000/-	Scientist G/Staff Scientist-VII or equivalent	

(ii) Promotion for Administrative Cadre:

Promotion to higher grades shall be subject to the availability of the vacancies as per Schedule 7/4. If there is no promotion avenue in Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACPS), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

(iii) Promotion for Technical Cadre: The Merit and Normal Assessment Scheme (MANAS) for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 (copy enclosed as **Anneure-7A**) amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link -

http://www.csir.res.in/sites/default/files/PPS_1990_14.pdf

(updated as on 30.04.2019)

The updated RR of CDFD are issued vide Department's letter No. BT/AI/15021/01/2019 dated 30.04.2019 signed by Shri Bharat Bhushan, Under Secretary, DBT.

17. **LIABILITY OF OFFICERS TO SERVE IN INDIA OR ABROAD:** All the employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as directed by the Director of the institute.
18. **DISQUALIFICATION:** No person who has entered into or contracted a marriage with a person having a spouse living or who is having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts whose character or conduct antecedent has been objected to by District Magistrate & Collector or where a identity has not been established by the Police shall be eligible for appointment to the service on regular basis or engagement on contract basis.
19. **REVOCAION of APPOINTMENT:** can be done at any stage during the period of probation (without notice) or during service (after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee) if the appointed person at any stage before or after appointment has
a) Withheld information, given any false information or provided false certificates/testimonials so as to secure appointment through wrongful means or intent,
b) lied under oath
c) has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
d) indulged in activities which are prejudicial to the interests of the STATE.
20. **CONTRACT APPOINTMENTS:**
a) All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the institute in terms of Clause 13(k) of these Rules.
b) The institute shall get model contract agreement duly approved from the Governing Council
c) No contractual engagement shall exceed a period of 36 months (for Scientific Cadre except the post of Director) which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months
d) For non-scientific cadre staff, no contract shall exceed for a period of more than 11 months
e) The contract appointments will be made as per the bye laws of the institute.
21. **DISPLAY of RRs:** These Rules shall be displayed on the website of the institute for a period of 07 days before being notified by the institute
22. **PERIODIC REVIEW OF RRs :** Shall be compulsorily done once in 05 years with view to affecting the changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.
23. **AUTHORITY to exercise powers under these Rules.** Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/InCharge/Pro tem/looking after Directors shall not have any appointing powers.

[updated as on 30.04.2019]

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Page 12 of 12

24. **POWERS TO RELAX / AMEND / MODIFY:** Notwithstanding anything contained in these Rules, any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Government of India upon the recommendations of the Governing Council of the Institute, provided they are in conformity with the instructions of the Government of India.
25. **JURISDICTION OF THE COURTS:** In cases of any dispute arising between the Institute and members, the jurisdiction of The High Court of Judicature at Hyderabad for the States of Telangana and Andhra Pradesh in whose jurisdiction the Institute lies shall apply.
26. **SAVING:** Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Encl:

- i. Schedule - 70: Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- ii. Schedule - 71: Appointment to posts in Scientific Cadre.
- iii. Schedule - 72: Appointment to posts in Technical Cadre.
- iv. Schedule - 73: Appointment to posts in Administrative Cadre.

(updated as on 30.04.2019)

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No BT/AI/15022/02/2019
 Government of India
 Ministry of Science & Technology
 Department of Biotechnology

CDFD Bye-Laws 2019

BT
 Schedule 2/3

Name of the Centre for DNA Engineering and Biotechnology (CDFB) Details of Sanctioned Posts and Amount of Expenditure

Sl. No.	Category	Designation	Pay Band	No. of Posts	No. of Posts Filled	No. of Posts Vacant	No. of Posts Sanctioned	Date of Sanction	Amount of Expenditure (Rs. Lakhs)		
									2018-19	2019-20	2020-21
		DIRECTOR	40000-100000	1	1	0	1	11.07.2018	10	11	17
	Scientific	Scientist VI	48900	134	1	0	1	08.07.2018	0	1	
	Scientific	Scientist V	47000	13	3	0	3	08.07.2018	1	1	0
	Scientific	Scientist E-II (R)	57000	13	1	0	1	24.04.2018	1	1	0
	Scientific	Scientist IV	76000	12	6	0	6	08.07.2018	6	6	0
	Scientific	Scientist III	66000	11	11	0	11	22.07.2018	11	11	0
	Scientific	Scientist II	54000	10	5	0	5	22.07.2018	5	4	1
		Sub Total			28	0	0		28	26	2
2	Technical	Assistant Engineer	4600	7	2	0	2	25.07.2018	2	2	0
	Technical	Technical Officer-II	4600	7	6	0	6	22.07.2018	6	6	0
	Technical	Technical Officer-I	4200	6	10	0	10	22.07.2018	10	10	0
	Technical	Technical Assistant	4200	6	19	0	19	22.07.2018	19	18	1
	Technical	Tradesman*	1900	2	5	0	5	22.07.2018	5	6	0
		S Total			42	0	0		42	42	1
3	ADMIN	Administrative Officer	6600	11	1	0	1	11.12.1996	1	1	0
	ADMIN	Accounts Officer	4600	7	1	0	1	21.12.1996	1	1	0
	ADMIN	Section Officer	4600	7	2	0	2	14.12.1994	2	2	0
	ADMIN	Security Officer	4600	7	1	0	1	21.06.1996	1	1	0
	ADMIN	Management Assistant	4200	6	3	0	3	08.07.2018	3	3	0
	ADMIN	Junior Managerial Assistant	2800	5	4	0	4	11.12.1996	4	4	0
	ADMIN	Assistant Security Officer	2800	5	4	0	4	25.06.1996	4	4	0

The updated RPs of CDFB are issued vide Department's letter No. BT/AI/15022/02/2019 dated 03.09.2019 signed by Sd/- R. S. Ghosh, Under Secretary, DBT

Gov
 सुबोध कुमार राम / Subodh Kumar Ram
 अवर सचिव / Under Secretary
 बायोटेक्नोलॉजी विभाग / Dept. of Biotechnology

No. BT/AI/15022/02/2019
 Government of India
 Ministry of Science & Technology
 Department of Biotechnology

CDFD Bye-Laws 2019

Sl. No.	Grade	Category	Post	Min. Qual.	Min. Exp.	Min. Age	Max. Age	Number of Posts	Number of Posts Reserved for SC	Number of Posts Reserved for ST	Number of Posts Reserved for OBC	Number of Posts Reserved for PwD
1	ADMIN	Senior	Asst. Dir.	PB 1	2400	1	3	0	0	0	0	0
2	ADMIN	Junior	Asst. Dir.	PB 1	1400	2	3	0	0	0	0	0
3	ADMIN	Senior	Asst. Dir.	PB 1	1900	2	3	0	0	0	0	0
4	ADMIN	Attendant	Asst. Dir.	PB 1	1830	1	3	0	0	0	0	0
5	ADMIN	Attendant	Asst. Dir.	PB 1	1800	1	3	0	0	0	0	0
S Total								50	0	0	0	0
G Total								120	0	0	0	0

At the post of Assistant Director, both the posts are to be filled by SC and ST candidates only.

The job is reserved for SC and ST candidates only. Department's order No. BT/AI/15022/02/2019/10.



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

No. BT/AI/15022/02 2019
 Government of India
 Ministry of Science & Technology
 Department of Biotechnology

COFD Bye-Laws 2019

100

Schedule-1/2 - Posts in Scientific Cadre of CSIR

Sl. No.	Type	Director	Scientist III	Scientist II (B)	Scientist II (A)	Scientist IV	Scientist V	Scientist III	Scientist II	Scientist I	Total
								3	10	2-31	
			4	5	6	7	8	9	10	11	12
		Head of the Institute	12.8	13	11	17	17	Scientist III	Scientist II	Scientist I	
1	Department Level in 7th EPC	Head of the Institute	12.8	13	11	17	17	Scientist III	Scientist II	Scientist I	12
2	Age of Direct Recruits of method of appointment to be (Direct Recruitment for unreserved candidates)	Not exceeding 38 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 40 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)	Not exceeding 35 years (As applicable as per Central Govt. orders amended from time to time)
3	Educational Qualification and Experience	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.	Ph.D. or equivalent degree in the field of Science or Technology or in any other discipline as may be specified in the advertisement for recruitment.
4	Experience for Appointment	NA	5 Year's experience as Scientist III or in equivalent grade pay	5 Year's experience as Scientist IV or in equivalent grade pay	5 Year's experience as Scientist IV or in equivalent grade pay	4 Year's experience as Scientist III or in equivalent grade pay	NA	1 Year's experience as Scientist II or in equivalent grade pay	NA	NA	NA

Subodh

Subodh

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

No. BT/AI/15022/02/2019
 Government of India
 Ministry of Science & Technology
 Department of Biotechnology

CDFD Bye-Laws 2019

Type	Director	Scheme-1/2 (Project level)				Scheme-3 (Centre level)				Total
		1	2	3	4	5	6	7	8	
Departments	1	4	3	2	7	3	11	11	11	11
Level of T in CN	11	11	11	11	11	11	11	11	11	11
Composition of Selection Committee	11	11	11	11	11	11	11	11	11	11
Composition of Qualification Committee	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Provision for Selection (S) or Selection (N)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Composition of Post-Selection Committee	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Number of regular tenure reported including grade for promotion up to higher grade	11	11	11	11	11	11	11	11	11	11

Subodh

189

Subodh
 सुबोध कुमार राम / Subodh Kumar Ram
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115

Sl. No.	Subject	Category	Grade	Points in Technical Cadre of CDFD	
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 भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Section	Description	Details	Notes	Remarks	Comments	Approval	Date	Signature	Official Seal
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Issued in the form of a Bye-Law on 30.09.2019

[Official Seal]

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No. BT/AI/15022/02/2019
Government of India
Ministry of Science & Technology
Department of Biotechnology

CDFD Bye-Laws 2019

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Sl. No.	Name of the Institution	Address	State	Year of Establishment	Category	Grade	Remarks
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114

Sl. No.		Name of the Institution		Address		Date of Commencement		Date of Termination	
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Annexure-4

CDFD CODE OF CONDUCT for Contractual Employees and all Project Staff:

The contractual employees should note the below mentioned points while performing duties at the institute. Any violation in this regard will lead to disciplinary action and decision taken by the Competent Authority will be final and binding.

1. Any lapse in performing his/her duties including punctuality, adherence of dress code and other safety norms while working in laboratory area with hazardous chemicals/instruments emitting radiation.
2. Indulging in communal activities, criminal activities and anti-national activities.
3. Making inappropriate remarks on caste, creed, sex, race or religion of junior/fellow/senior employees (Regular/Contractual) of the Institute.
4. Offending the dignity and modesty of employees by the way of overtures, gestures, remarks, physical contacts and physical intimidation within the campus premises of the institute.
5. Offending/demeaning anybody's religious beliefs and cultural habits of persons coming from particular region or segment of the society.
6. Refusal to carry out orders of administrative or academic functionaries without assigning any reason.
7. Habitual cases of insolvency, intoxication etc.
8. Convicted by court of law for any criminal offences under the relevant act.
9. Spending 3 days in judicial custody or more than 6 days in police custody.
10. Disclosure of incorrect/false information so as to get employment in the institute
11. Use of any kind of political influence to advance one's carrier prospects in the institute.
12. Indulging in trade union activities.
13. Unauthorized assembly during duty hours of more than 10 employees.
14. Disclosure of confidential information/data to outsiders/press without necessary approvals.
15. Any other act/activity not covered under this Code which is unbecoming of an employee of the Institute and is in violation of contract terms and conditions and not in the interests of the Institute/State.



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ANNEXURE - 5

IPR LICENSING RULES

Definition & Scope

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

Costing

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

Sharing of monies from licensing of IP/technology

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

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

Technical Services

Technical services may include assistance to the clients based on available knowledge/ expertise/ skills/ infrastructures/ and facilities at CDFD. Technical services may include testing and analysis, routine training, providing information and/or any other services not covered above. The cash inflow through such services will be credited to CDFD account without any provision of sharing with CDFD staff. These services may not be taken up as regular activities, and may be rendered depending upon the availability of facilities, expertise etc.

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

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

- d. The maximum amount of money receivable by an employee from licensing of Intellectual Property technology/consultancy will not exceed Rs. 5 lakhs per financial year.
- e. The guidelines stipulated in this document may be reviewed by CDFD, if necessary, from time to time.

Categorization of Staff

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

Maintenance of Project Records

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

i) Project File

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

ii) Completion Report

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

Procedure for Distribution of Monies/Fees

- a) A Standing Committee shall be constituted by the Director, CDFD to consider and decide on the share of the inventors, S&T and supporting staff from the monies realized from licensing of IP/technology/consultancy.
- b) The project leader shall recommend to the Standing Committee the names of the inventors/consultants for a specific IP/technology/consultancy.
- c) The recommendations of the Standing Committee shall be intimated to each of the inventors/consultants and S&T and supporting staff and also displayed on the laboratory and other appropriate notice boards. In

case no objections/representations are received within fifteen days on the date of notification, then the same can be submitted for consideration and approval of the competent authority.

d) Representations, if any, against the recommendations of the Standing Committee, within the stipulated time limit, shall be reconsidered by the standing committee. The Fresh Recommendations of the Standing Committee, along with the details of representations shall be put up to the competent authority for consideration.

e) The decision of the competent authority on recommendations of the Standing Committee shall be intimated to each of the inventors and S&T and supporting staff and displayed on appropriate notice boards. Distribution of the monies/fees will then be done if no representations are received against the decision of the competent authority within thirty days of the date of notification.

f) A person will be entitled for a share from the monies/fees even in the event of his/her transfer/retirement/resignation from CDFD. In the event of death of a person, his/her legal heir shall be entitled for his/her share of monies/fees.

g) The decision of Director, CDFD shall be final and binding on all concerned.



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ANNEXURE -6

CONSULTANCY RULES:

Consultancy:

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

Collaborative Research:

Collaborative project is a joint endeavor. Thus while costing CDFD's inputs for a collaborative project the intellectual fee should be included in notional project charges. As the client may bear only a part of the CDFD's project expenses, the laboratory should endeavor to ensure that the balance of project charges are recovered by earnings from licensing the R&D results/intellectual property to the collaborator/third party.

Composite Projects:

Some projects are composite in nature and envisage diverse inputs of CDFD. These may include consultancy, technical services, contract R&D, etc. Such type of projects can, for purposes of CDFD costing/accounting, be split into appropriate contract research, consultancy and technical services components; and approval of competent authority be obtained for each component indicating the overall project profile.

1. Consultancy by CDFD:

Definition & Scope:

The laboratory should ensure that owing to financial benefits accruing to staff members from consultancy work, attention is not diverted from R&D related activities. A proper balance of the manpower and other resources to be deployed on R&D activities, consultancy and technical services should be decided by the committee constituted by CDFD.

To facilitate the operation of 'consultancy' services two categories of consultancy, viz. (a) Advisory Consultancy (b) General Consultancy may be demarcated each with its own scope definition, ceiling and pattern of honorarium.

All consultancy services in CDFD shall be institutional. Consultancy shall be in an area of expertise of the laboratory, preferably its thrust areas. For purpose of definition there shall be two categories of consultancy, viz;

A) Advisory Consultancy:

Wherein the services would involve scientific, technical, engineering or other professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual(s), rendered outside the CDFD and not envisaging use of any facilities of the laboratory (including experimental, informational, computational etc.), and also not involving any kind of survey, detailed study or report preparation/submission.

B) General Consultancy:

Wherein the services shall comprise scientific, technical, engineering or other professional advice/assistance based on the available knowledgebase/expertise of the laboratory, and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment.

General consultancy may inter-alia cover:

- Preparation of literature survey/feasibility studies, state of the-art/project/technology/forecasting reports;
- Interpretation and validation of test results and data, risk and hazard/environment impact analysis etc.;
- Design engineering.
- Assistance in erection, commissioning, operation, fabrication/tendering and purchase of requirement, trouble shooting, productivity improvements, pollution abatement/control measures, energy conservation, waste utilization, technology assessment/evaluation.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall be taken up as General Consultancy. The competent authority for approving the consultancy shall have the power to decide on the category of a particular consultancy assignment.

Approvals for projects will be accorded by the competent authority may be based on recommendations by a committee constituted by the competent authority of CDFD.

Approvals for contracts for consultancy services of a minor nature, formal agreement on a stamp paper may be dispensed with and the terms and conditions settled through exchange of letters. However, the terms and conditions should include a disclaimer on responsibility of the laboratory for the advice/recommendations given in the consultancy. In case the head of the institute/competent authority feels that an agreement would be technically and legally useful, the party may be asked to enter into a legal agreement.

Costing of Consultancy Projects:

It is feasible to make realistic estimates of inputs for a consultancy project. The amount to be payable by the client seeking consultancy will be decided by a duly constituted committee by the Director, CDFD. While fixing the consultancy charges, estimated expenditure on various components including raw materials, consumables, equipment, contingency, travel expenses etc. may be taken into account. Taxes as applicable will be payable by the client as extra.

Record of deployment of resources for a consultancy project, especially the manpower, should be separately and carefully maintained and the resources deployed should by and large be in conformity with the approved estimates.

Honorarium for Consultancy Work:

Honorarium is payable to the team of consultants and S&T and supporting staff of CDFD. In case there is no staff under S&T and supporting staff associated with a consultancy project the share of honorarium earmarked for this category shall then go to the team of consultants.

The pattern of distribution of consultancy honorarium for **general consultancy** work taken up may be as follows:

CDFD	40%
Team of consultants	45%
S&T and supporting staff	10%
CDFD welfare fund	5%

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

CDFD	40%
Team of consultants	55%
CDFD welfare fund	5%

The 'Team of Consultants' shall comprise only such staff members who provide intellectual inputs to the specific consultancy work while 'S&T and supporting staff' shall generally include the remaining regular staff (faculty, technical, administration, finance, store and purchase, and services).

If needed, apportion of distributable amount can be done by the competent authority on case to case basis. The amount will be distributed after successful completion of the consultancy assignment.

In case of Advisory Consultancy projects for which the duration of the contract is more than a year, honorarium may be distributed annually, provided the amount due for the respective year has been received from the client.

Ceiling on Amount of Honorarium:

The maximum amount of honorarium receivable by an individual in a financial year shall be limited to ₹ 5,00,000 (Rupees five lakhs). The amount of honorarium receivable by an individual during a financial year shall be computed for all the consultancy projects completed during the particular financial year and the amount, if any, in excess of the prescribed ceiling, shall not be carried over to the following financial year, but shall be credited to the CDFD Welfare Fund.

Other Aspects:

I. TA/DA/per diem allowances:

The laboratory shall be free to negotiate on TA/DA for the staff deputed outside the laboratory on the project work in respect of assignments from non-govt. clients only. The TA/DA and per diem allowances should not be less than that prescribed by CDFD.

II. Guidelines for work/contracts with foreign clients:

Work taken up for foreign clients shall continue to be negotiated on a case to case basis, as per present procedures stipulated in the extant guidelines. However, in every contract negotiation on the 'opportunity value' should be cashed upon through timely response, with the approval of the competent authority.

CDFD STAFF WELFARE FUND RULES:

1. **These Rules shall be called as CDFD Staff Welfare Fund Rules.**
2. **Members:** All regularly appointed/contractually engaged employees shall be members of the CDFD Staff Welfare Fund.
3. **Managing Body:** The CDFD Staff welfare Fund shall be managed by a body of not more than 06 members as under:
 - a. **Chairman:** Director (ex officio) of the Institute.
 - b. **Secretary:** Head of Administration (officio) of the Institute.
 - c. **Treasurer:** Accounts Officer of the Institute.
 - d. **Other Members:** one each from Scientific, Administrative and Technical cadres to be nominated by the Chairman.
 - e. **At least one third members of the managing body shall be female members.**
4. **Credits to the CDFD Staff Welfare Fund: shall comprise of all such amounts as detailed under:**
 - a. 0.5% of total non tax revenue of the Institute.
 - b. 5% of the total revenue earned by way of USER Charges through consulting assignments in terms of Clause 42 (iv) of these Byelaws.
 - c. 10% of any award money won by the Institute or Group of Employees of the Institute.
 - d. Member Contribution on monthly basis: shall be as under:
 - a. **Regular Employees:**
 - a. In Level 14 and above: Rs 200/-
 - b. In Level 10 and above: Rs 150/-
 - c. In Level 6 and above: Rs 75/-
 - d. In Level 5 and below: Rs 50/-
 - i. **Contractual Employees:**
 - a. Remuneration \leq Rs 50000/-: Rs 75/-
 - b. Remuneration $>$ Rs 50000/-: Rs 150/-.
5. **Debits to the Fund: shall comprise as under:**
 - a. **Financial assistance to bereaved family members of deceased employee in service: Rs 7500/-** (may be decided by Chairman/SWF as per prevailing circumstances to be valid for single financial year). To be made available within 10 days of bereavement.
 - b. **Funeral Grant: Rs 1500/- per death.** To be made available immediately.
 - c. **Medical Assistance: Rs 5000/- per case of emergency life situations.** Chairman/SWF to decide increase or decrease in the amount which shall remain valid for single financial year. To be made available immediately.