

**PROACTIVE DISCLOSURE UNDER SECTION 4(1) (B)
OF RIGHT TO INFORMATION ACT, 2005**

Gujarat Biotechnology Research Centre (GBRC)
Department of Science & Technology
6th Floor, M. S. Building, Sector 11,
Gandhinagar, Gujarat - 382011

Right to Information

Manuals to be maintained (Clause 4(1) (b) of the RTI Bill lays down that each public authority shall compile and publish) within 120 days from the enactment of the Act, the following 17 manuals.

Chapter 1	Particulars of Organization, Functions and Duties
Chapter 2	Powers and Duties of its Officers and Employees
Chapter 3	Procedure followed in the decision making process including channels, of supervision and accountability
Chapter 4	The norms set by it for the discharge of its functions
Chapter 5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
Chapter 6	A statement of the categories of documents that are held by it or under its control
Chapter 7	The particulars, of any arrangement, that exists for consultation with, or representation by the members of the public, in relation to the formulation of its policy or at administration there of
Chapter 8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
Chapter 9	A directory of its officers and employees
Chapter 10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
Chapter 11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
Chapter 12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
Chapter 13	Particulars of recipients of concessions, permits or authorizations granted by it
Chapter 14	Details in respect of the information, available to or held by it, reduced in an electronic form
Chapter 15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
Chapter 16	The names, designations and other particulars of the Public Information Officers
Chapter 17	Any such other information as maybe prescribed

Chapter 1 Particulars of Organization, Functions and Duties

A. Organization Details:

Gujarat Biotechnology Research Centre (GBRC) is a society established by Govt. of Gujarat & registered under the society's registration Act, 1860 having Registration No. GUJ/2849/Gandhinagar, Dtd. 10/07/18 and the Bombay Public Trust Act, 1950 having Registration No. F/2807/Gandhinagar, Dtd. 10/07/18.

B. Location: Gujarat Biotechnology Research Centre (GBRC) 6th Floor, M.S. Building, Gandhinagar- 382011

C. Objectives:

GBRC shall act as an independent and autonomous body to plan, implement and coordinate research and development of biotechnology and allied sciences in the state and shall have in general, the following aims and objectives:

- 1.1 To undertake, promote, coordinate and catalyze research and development activities in all areas of biotechnology with applications in Agri-horticulture, Industrial, Healthcare, Marine, Animal and Veterinary sciences, Forestry and Environment, etc. in the State for the overall socio-economic welfare and sustainable development of the Gujarat.
- 1.2 To undertake, assist, support, promote, coordinate and catalyze the research and development in the cutting edge areas of biotechnology and interdisciplinary sciences with reference to research, infrastructure, manpower and technology up-gradation.
- 1.3 To build an approach for identifying state relevant problem and design programs, projects, network for solving it with biotechnology interventions and undertake translational research resulting into development of product(s), Process(es), Prototype(s).
- 1.4 To act as the state-of-art R&D facility for the State government for coordinating the issues pertaining to research and development of biotechnology, and to provide expert advice to various agencies/line departments in the areas of Biotechnology and its applications and any other matters as may be assigned by the Government from time to time.
- 1.5 To act as Centralized instrumentation facility and Shared laboratory for the Biotechnology stakeholders in the State.
- 1.6 To undertake translational research, optimization, development and transfer of technology, and allow formation of spin-offs/ start-ups resulting in from research and development activities of GBRC.
- 1.7 To set up Centre(s) of excellence, specialized laboratories, units with specific objective of facilitating biotechnology research and development within GBRC independently or

in collaboration with any agencies, institutes, organizations, individuals, industries, Government and Non-Government bodies of State, National and International level.

- 1.8 To undertake and encourage research, skill development for:
 - 1.8.1 Development of Biotechnology and allied sciences
 - 1.8.2 Conservation, evaluation and utilization of the Nation's Biological wealth.
 - 1.8.3 Development and harnessing benefit of Biotechnology in all spheres of society.
 - 1.8.4 Information Dissemination, Technology Development, Commercialization and Communication
- 1.9 To initiate, promote, support, facilitate, coordinate and undertake skill development, capacity building, scientific expertise and professional manpower in all the fields of biotechnology.
- 1.10 To organize training courses, workshops, seminars, conferences, discussions, dissertations and exhibitions, independently or in association with other, agencies, bodies, societies, departments, Governments, industries etc. from regional, national and international recognition for the benefit of and development of biotechnology sector.
- 1.11 To promote, undertake or support advancement of Education in Biotechnology and allied sciences with or without help of institutions, universities, colleges or any other bodies.
- 1.12 To participate in workshops, trainings, seminars, conferences, exhibitions, fairs, at regional, national and international level, independently or in association with other agencies, Government or non-government, for the benefit of development of biotechnology sector as professional or as organization.
- 1.13 To undertake and allow involvement of Scientists, Post-Doctoral, Doctoral, Masters, Graduates, Associates, Fellows and Interns in Biotechnology and other interdisciplinary sciences from regional, national and international level to strengthen research activities.
- 1.14 To facilitate, monitor, supervise, guide programs, projects, professionals, students, for improving research and development in biotechnology in the state for knowledge / technology development.
- 1.15 To undertake contract and/ or sponsored research, services, consultancies, advisory, etc. from any agencies, bodies, societies, departments, Governments, industries etc. from regional, national and international recognition.
- 1.16 To publish papers, books, journals, periodicals, newsletters, leaflets, information in any forms etc. towards the development of Biotechnology and its applications.
- 1.17 To organize field trips, joint exertion programs within the country for the benefit of Development of Biotechnology Sector.
- 1.18 To constitute committee(s), study groups, working groups, task forces and if necessary, to establish or help to establish initiative(s)/ unit(s)/ CoE(s)/ referral laboratory(ies) to

achieve the objective of research and development of biotechnology and allied sciences in the state.

- 1.19 To establish, run and maintain field stations/ laboratories/ units, as and when required for the implementation of research and development in biotechnology in the state.
- 1.20 To establish and maintain a library including e-library, specimen repository and research facilities catering to the needs of GBRC.
- 1.21 To apply for, obtain, purchase or otherwise acquire prolong and renew any patents, patent rights, brevets de-invention, processes, scientific technical or such other assistance of all types, manufacturing, process know-how such other, information, designs, patents, copyrights, trademarks, licences, concessions and rights or benefits, conferring an exclusive or non-exclusive or limited or right or use thereof, which may seem capable if being used for or in connection with the main objects of the Society or the acquisition of which may seem directly or indirectly to benefit the Society on payment of any fee, royalty or such other consideration of all type and to use, exercise or develop the same or grant licences in respect thereof and to spend money in experimenting, upon, testing or improving any such patents, inventions, rights or concessions.
- 1.22 To acquire and takeover the whole technology or any part of the technology business, business acceleration, goodwill, trade-marks, properties and liabilities of any person or persons, firms, companies or undertake other existing or new, engaged in or carrying or proposing to carry on the main business which the Society is authorized to carry on and possessed of any property or rights suitable for the main business of the Society and to pay for the same either in cash or in shares or partly in cash and partly in shares or by any other kind of financial arrangement.
- 1.23 To adopt existing and new technology(ies), regulatory policies, compliances, laws, bills, guidelines, rules, regulations pertaining to biotechnology and allied activities as and when required.
- 1.24 To initiate, promote, coordinate, undertake and encourage research in biotechnology independently or in collaboration with agencies, institutes, organizations, individuals, industries, Government and Non-Government bodies of State, National and International level
- 1.25 To interact, collaborate and enter into agreement, with foreign and national agencies and like Institutions in specialized areas pertaining to the activities related to Biotechnology and allied sciences for exchange of professionals, study tours, training, conducting joint projects, programs, knowledge and technology exchange and for other matter consistent with the aims and objectives of the Society.
- 1.26 To develop, interact and strengthen formal and informal linkages of GBRC professionals with professionals, agencies, organizations, institutes, industries, existing network(s) at all levels – Regional, National and International, for enabling the exchange and updating of skills and knowledge in the field of biotechnology.
- 1.27 To collaborate with existing network(s) at all levels – Local, Regional, National and International --- for exchange of information, strengthening partnerships and support,

and coordinate the activities of various organization, trusts, Institutes, Government, Private or corporate bodies, engaged in the field of biotechnology for promoting cooperation among them for the overall development of biotechnology.

- 1.28 To interact, collaborate, enter into agreement with foreign scientific institutes, agencies, organization, in any part of the world, having expertise in specialized areas of biotechnology for providing technical and financial assistance for the purpose of establishment of research programs, training programs and development of relevant infrastructure.
- 1.29 To receive funds for biotechnology development and to ensure optimum utilization of these funds obtained in the form of grant, gift, donations, sponsorship, grant-in-aid assistance, securities, subscriptions or loan from Government of Gujarat, Government of India, National, International, Bilateral agencies, donors, NGO's, financial institutions, industries, public and private trusts or any other organization(s).
- 1.30 To receive awards and grants/funds in forms of chairs, fellowship, prizes, trainee-ships, associateship, membership, mentorship, adjunct position, remuneration, honorarium, accreditation, recognitions, affiliations, etc. to GBRC or to its professionals by any agencies, bodies, societies, departments, Governments, industries etc. from regional, national and international recognition.
- 1.31 To raise money through financial institutions, bonds, deposits, services, consultancies or through such other manner as may be permissible under the provisions of Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950.
- 1.32 To acquire by purchase, lease, exchange or otherwise any movable or immovable property and any rights or privileges which the Society may deem necessary convenient for the main operation of the Society.
- 1.33 To import, buy, exchange all kinds of plant machinery, apparatus, tools and things, necessary for carrying on the main operation of the Society.
- 1.34 To do all other acts and things conducive for the attainment of the above objectives in most efficient manner possible and such other activities which are relevant to fulfil the objectives of the society.

D. Functions:

To achieve the above objectives, GBRC shall carry out following functions: -

- 1.1 Shall undertake, promote, coordinate and catalyze research and development activities in all areas of biotechnology with applications in Agri-horticulture, Industrial, Healthcare, Marine, Animal and Veterinary sciences, Forestry and Environment, etc. in

the State for the overall socio-economic welfare and sustainable development of the Gujarat.

- 1.2 Shall undertake, assist, support, promote, coordinate and catalyze the research and development in the cutting edge areas of biotechnology and interdisciplinary sciences with reference to research, infrastructure, manpower and technology up-gradation.
- 1.3 Shall build an approach for identifying state relevant problem and design programs, projects, network for solving it with biotechnology interventions and undertake translational research resulting into development of product(s), Process(es), Prototype(s).
- 1.4 Shall act as the state-of-art R&D facility for the State government for coordinating the issues pertaining to research and development of biotechnology, and to provide expert advice to various agencies/line departments in the areas of Biotechnology and its applications and any other matters as may be assigned by the Government from time to time.
- 1.5 Shall act as Centralized instrumentation facility and Shared laboratory for the Biotechnology stakeholders in the State
- 1.6 Shall undertake translational research, optimization, development and transfer of technology, and allow formation of spin-offs/ start-ups resulting in from research and development activities of GBRC.
- 1.7 Shall set up Centre(s) of excellence, specialized laboratories, units with specific objective of facilitating biotechnology research and development within GBRC independently or in collaboration with any agencies, institutes, organizations, individuals, industries, Government and Non-Government bodies of State, National and International level.
- 1.8 Shall undertake and encourage research, skill development for:
 - 1.8.1 Development of Biotechnology and allied sciences
 - 1.8.2 Conservation, evaluation and utilization of the Nation's Biological wealth.
 - 1.8.3 Development and harnessing benefit of Biotechnology in all spheres of society.
 - 1.8.4 Information Dissemination, Technology Development, Commercialization and Communication
- 1.9 Shall initiate, promote, support, facilitate, coordinate and undertake skill development, capacity building, scientific expertise and professional manpower in all the fields of biotechnology.
- 1.10 Shall organize training courses, workshops, seminars, conferences, discussions, dissertations and exhibitions, independently or in association with other, agencies,

bodies, societies, departments, Governments, industries etc. from regional, national and international recognition for the benefit of and development of biotechnology sector.

- 1.11 Shall promote, undertake or support advancement of Education in Biotechnology and allied sciences with or without help of institutions, universities, colleges or any other bodies.
- 1.12 Shall participate in workshops, trainings, seminars, conferences, exhibitions, fairs, at regional, national and international level, independently or in association with other agencies, Government or non-government, for the benefit of development of biotechnology sector as professional or as organization.
- 1.13 Shall undertake and allow involvement of Scientists, Post-Doctoral, Doctoral, Masters, Graduates, Associates, Fellows and Interns in Biotechnology and other interdisciplinary sciences from regional, national and international level to strengthen research activities.
- 1.14 Shall facilitate, monitor, supervise, guide programs, projects, professionals, students, for improving research and development in biotechnology in the state for knowledge / technology development.
- 1.15 Shall undertake contract and/ or sponsored research, services, consultancies, advisory, etc. from any agencies, bodies, societies, departments, Governments, industries etc. from regional, national and international recognition.
- 1.16 Shall publish papers, books, journals, periodicals, newsletters, leaflets, information in any forms etc. towards the development of Biotechnology and its applications.
- 1.17 Shall organize field trips, joint exertion programs within the country for the benefit of Development of Biotechnology Sector.
- 1.18 Shall constitute committee(s), study groups, working groups, task forces and if necessary, to establish or help to establish initiative(s)/ unit(s)/ CoE(s)/ referral laboratory(ies) to achieve the objective of research and development of biotechnology and allied sciences in the state.
- 1.19 Shall establish, run and maintain field stations/ laboratories/ units, as and when required for the implementation of research and development in biotechnology in the state.
- 1.20 Shall establish and maintain a library including e-library, specimen repository and research facilities catering to the needs of GBRC.
- 1.21 Shall apply for, obtain, purchase or otherwise acquire prolong and renew any patents, patent rights, brevets de-invention, processes, scientific technical or such other assistance of all types, manufacturing, process know-how such other, information, designs, patents,

copyrights, trademarks, licences, concessions and rights or benefits, conferring an exclusive or non-exclusive or limited or right or use thereof, which may seem capable if being used for or in connection with the main objects of the Society or the acquisition of which may seem directly or indirectly to benefit the Society on payment of any fee, royalty or such other consideration of all type and to use, exercise or develop the same or grant licences in respect thereof and to spend money in experimenting, upon, testing or improving any such patents, inventions, rights or concessions.

- 1.22 Shall acquire and takeover the whole technology or any part of the technology business, business acceleration, goodwill, trade-marks, properties and liabilities of any person or persons, firms, companies or undertake other existing or new, engaged in or carrying or proposing to carry on the main business which the Society is authorized to carry on and possessed of any property or rights suitable for the main business of the Society and to pay for the same either in cash or in shares or partly in cash and partly in shares or by any other kind of financial arrangement.
- 1.23 Shall adopt existing and new technology(ies), regulatory policies, compliances, laws, bills, guidelines, rules, regulations pertaining to biotechnology and allied activities as and when required.
- 1.24 Shall initiate, promote, coordinate, undertake and encourage research in biotechnology independently or in collaboration with agencies, institutes, organizations, individuals, industries, Government and Non-Government bodies of State, National and International level.
- 1.25 Shall interact, collaborate and enter into agreement, with foreign and national agencies and like Institutions in specialized areas pertaining to the activities related to Biotechnology and allied sciences for exchange of professionals, study tours, training, conducting joint projects, programs, knowledge and technology exchange and for other matter consistent with the aims and objectives of the Society.
- 1.26 Shall develop, interact and strengthen formal and informal linkages of GBRC professionals with professionals, agencies, organizations, institutes, industries, existing network(s) at all levels – Regional, National and International, for enabling the exchange and updating of skills and knowledge in the field of biotechnology.
- 1.27 Shall collaborate with existing network(s) at all levels – Local, Regional, National and International --- for exchange of information, strengthening partnerships and support, and coordinate the activities of various organization, trusts, Institutes, Government,

Private or corporate bodies, engaged in the field of biotechnology for promoting cooperation among them for the overall development of biotechnology.

- 1.28 Shall interact, collaborate, enter into agreement with foreign scientific institutes, agencies, organization, in any part of the world, having expertise in specialized areas of biotechnology for providing technical and financial assistance for the purpose of establishment of research programs, training programs and development of relevant infrastructure.
- 1.29 Shall receive funds for biotechnology development and to ensure optimum utilization of these funds obtained in the form of grant, gift, donations, sponsorship, grant-in-aid assistance, securities, subscriptions or loan from Government of Gujarat, Government of India, National, International, Bilateral agencies, donors, NGO's, financial institutions, industries, public and private trusts or any other organization(s).
- 1.30 Shall receive awards and grants/funds in forms of chairs, fellowship, prizes, traineeships, associateship, membership, mentorship, adjunct position, remuneration, honorarium, accreditation, recognitions, affiliations, etc. to GBRC or to its professionals by any agencies, bodies, societies, departments, Governments, industries etc. from regional, national and international recognition.
- 1.31 Shall raise money through financial institutions, bonds, deposits, services, consultancies or through such other manner as may be permissible under the provisions of Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950.
- 1.32 Shall acquire by purchase, lease, exchange or otherwise any movable or immovable property and any rights or privileges which the Society may deem necessary convenient for the main operation of the Society.
- 1.33 Shall import, buy, exchange all kinds of plant machinery, apparatus, tools and things, necessary for carrying on the main operation of the Society.
- 1.34 Shall do all other acts and things conducive for the attainment of the above objectives in most efficient manner possible and such other activities which are relevant to fulfill the objectives of the society.

E. Powers and Duties of the Governing Body:

- 1.1 Subject to superintendent, control and directions of the Governing body, the day-to-day Management and Administration of 'GBRC' shall be vested in the Member Secretary. Save as herein expressly provided or if directed by the State Government all duties,

powers, functions and rights whatsoever or consequential and incidental to the carrying out of the objective of 'GBRC' shall be exercised by the Governing body.

1.2 In particular, and without prejudice to the generally of the foregoing provisions, and subject to the provisions of the Memorandum of Association, and Rules and Regulations, the Governing Body shall have the following powers.

- a) The Governing body shall have powers to expel any person who is found to act prejudices to the interest of 'GBRC' and also have powers to restrict him from 'GBRC' premises. The Governing body need not assign any reason for expelling any person.
- b) The Governing body shall have full power and absolute authority to pay, appropriate or apply the whole or such part of 'GBRC' Fund including the income and accretion to 'GBRC' Fund at any time/or times after the date thereof for the purpose of 'GBRC' and shall be entitled to utilize the corpus or the income of 'GBRC' for carrying out activities for the furtherance of the objects of 'GBRC' unless otherwise provided in Memorandum of Rules and Regulations of the 'GBRC'.
- c) The Governing body shall hold any immovable property or properties comprised in 'GBRC' Fund with powers to sale the same with power to postpone the sale thereof or part thereof for such period as he shall in his absolute discretion either to retain the same in the existing State thereof for such periods as he shall in his absolute discretion think fit and shall hold all comprised of the sale or any part thereof. The Governing body shall hold the net proceeds of any sale or investment comprised in 'GBRC' and all other money held or received by him upon 'GBRC' to invest the same at his discretion in any investment of any nature hereby authorized.
- d) The Governing body is empowered to do all acts and things that are incidental thereto for achieving the objectives of GBRC.

F. Powers and Duties of the Executive Committee:

1.1 Save as herein explicitly provide, as having to be passed by the society in the general body meeting, all the duties, powers, functions and rights, what so ever consequential

and incidental to the carrying of the objectives of GBRC, shall be exercised or performed by the Executive Committee.

1.2 In particular, and without prejudice to the generally forgoing provisions, the Executive Committee will:

- a. Make, amend or repeal any byelaws, relating to administration and management of the affairs of the GBRC, subject to observation of the provisions contained in the Act,
- b. Consider the annual budget and the annual action plan, its subsequent alterations, placed before it by the Member Secretary and Director from time to time and pass it with such modifications, as the Governing Body may think fit
- c. Accept donations and endowment or give grant, upon such terms and conditions, as it may think fit
- d. Delegate its powers, other than those of making rules to the Chairman or Member Secretary and Director or other authorities as it may think fit
- e. Appoint experts, committee, sub-committee, boards, etc. for such purpose and on such terms, as it may deem fit and to remove any one of them,
- f. Lay down recruitment rules, qualifications, experience and act as selection committee for the recruitment and appointment of key administrative and technical staff of the GBRC
- g. Set policy for the secretariat of the GBRC
- h. Monitor the financial position of the GBRC, in order to ensure smooth income flow and review annual audited accounts
- i. To constitute advisory Board or Committee consisting of who need not be members of the GBRC, with such advisory as the Executive Committee may think fit.

1.3 The Executive Committee shall generally do all such acts and things, as may be necessary or incidental to carry out the objectives of the GBRC, provided that nothing herein contained, shall authorize the Executive Committee to do any act or to pass any bye laws which may be repugnant to the provisions hereof, to the power hereby conferred on the Executive Committee and other authorities, or which may be inconsistency with the objective of GBRC.

1.4 It shall be lawful for the Executive Committee:

- j. To appoint Technical Advisory Committee, sub-Committee(s) or such other committees to assist him in day-to-day management and administration of this GBRC and also to assist him to do the needful to achieve the object of this GBRC and it shall also be lawful for the Executive Committee to dissolve such Committee. Acts done by such Committees shall have same effect as if the Executive Committee

has done the same. The Executive Committee shall have absolute power to frame Rules and Regulations of such Committee.

- k. To sell or dispose of any portion of the GBRC assets, either by public auction or any private contract on such terms and conditions relating to titles or otherwise, in all respects as he may be in his absolute discretion think fit and proper and to re-sell same without being answerable for any loss occasioned thereby and for that purpose to sign and execute all the non-conveyances, transfers and other deeds and assurance and to pass valid and effectual receipt and discharges for the money received by him.
- l. To have an inherent power to open, maintain and operate banking accounts in the name of the GBRC with any nationalized banks as they shall from time to time decide and all money shall be paid in such account or accounts and carry on all banking transactions with any banks in such manner as the Member may decide in his absolute discretion.
- m. To accept, upon such terms as they may be think fit. Any donations or contributions, which any person may be desirous of making to the GBRC funds (whether such donation or contributions be of money shares and securities, debentures, bonds, stocks and/or other property movable or immovable including agricultural/non-agricultural land.).

PROVIDED ALWAYS that the terms upon which such donations or contribution shall be accepted shall not in any way be inconsistent with or without repugnant to the objects of these presents and shall only be for the purpose of the GBRC created under these presents to be utilized only in furtherance of its objects.

PROVIDED ALWAYS AND IT IS HEREBY DECLARED AND AGREED that save as otherwise expressly provided by the terms of the donations or contributions aforesaid the Executive Committee shall in that absolute discretion be entitled to treat such donations or contributions or any pan thereof as part of the corpus of the GBRC'S funds to utilize such donations or contributions or any pan thereof for the furtherance and fulfilment of the objects of the GBRC.

- n. Subject to the approval of Governing body, to raise or borrow money required for the purpose of any objects of the GBRC and or for carrying out any repairs to any immovable property or properties for the time being belonging to the GBRC upon such terms and conditions and securities as the Member in his absolute discretion deem fit and proper from time to time and in particular upon the mortgage, hypothecation or pledge of the GBRC's fund or any part thereof, with or without any securities and at such rate of interest and on such terms and conditions as the Member may in his absolute discretion think fit and proper if the situation so require.

- o. To delegate by power of attorney or otherwise to any Member or other person or persons whosoever except any powers implied by law or conferred by statute or vested in the Member by this presents but the Member shall not be held liable or responsible for the acts or defaults of any such Member or persons but only for his own respective acts and defaults.
- p. To apportion the GBRC's funds and to compromise or compound all actions suits and other proceedings and all difference and demands to arbitration and to adjust, settle and approve all accounts relating to the GBRC's funds and to execute release all documents necessary in the premises and to do all other things relating thereto respectively as full as if they were absolutely entitled the GBRC's funds and without being answerable for the loss occasioned thereby.

G. Powers and Duties of the Member Secretary & Director:

The Member Secretary and Director is empowered to do all the things that are incidental thereto for the day to day running of the GBRC and in particular the Member Secretary shall do the following, subject to the regulation under the Society Registration Act, 1860, and the Bombay Public Trust Act, 1950 and the relevant laws framed or to be framed by the Government from time to time.

- a) To frame rules and regulations for the day to day management and functioning of the 'GBRC' and delegate powers to different persons connected with the 'GBRC'.
- b) To submit views or make representations before Government or other authorities, committees, commission or other bodies or any subject affecting the interest on any matter covered under the objects of the 'GBRC' and to promote or assist the formation of any legislation or regulation which may appear to be in the interest of the 'GBRC'.
- c) To purchase take on lease hire or otherwise acquire or hold any immovable and/or movable property rights or privileges from the Government local body or from private party and to improve and develop any property necessary for the purpose of the attainment of the object of the 'GBRC'.
- d) To negotiate and enter into any arrangement with other bodies Government, Municipal or local authority that may seem conducive to all or any of the objects of the 'GBRC'.
- e) To invest the Funds of the 'GBRC' in such manner as may, from time to time, as be determined.

- f) To appoint or employ any person or persons that may be required for the purpose of carrying out the objects and functions of the ‘GBRC’ and to pay to them or to the other persons concerned, salaries, wages, gratuities provident funds, pensions commission fees and such other emoluments.
- g) To accept any gift, grant, donations, contributions, or subscription for the promotion of the objects of the ‘GBRC’ and issue appeals and applications for money and Funds.
- h) To contribute, donate, and give aid to any person, association, body and/or movement having objects similar to those of the ‘GBRC’.
- i) To build construct, maintain, repair, adopt, alter, improve or develop or furnish any building or works considered necessary or convenient for the purpose of the ‘GBRC’.
- j) To do all such other things as may be necessary for or incidental or conducive to the aims and objects of the ‘GBRC’ and allied thereto.
- k) To pay the ground rent, municipal taxes and all other rates and taxes insurance premiums, maintenance charges, call on shares, etc. and all other outgoing in respect of the ‘GBRC’ Fund.
- l) To reimburse all other charges and expenses incurred by the Members for collection for the ‘GBRC’ Fund.
- m) To make repairs and additions and alterations as may be deemed necessary or expedient by the Government Council in respect of any immovable property or properties, belonging to the ‘GBRC’ and pay all the costs, charges and expenses thereof.
- n) To keep the movable and immovable properties forming part of the ‘GBRC’ Fund and to repair and duly insured properties from time to time.
- o) To pull down, to make any additions, alterations and improvements to the immovable property or properties of the ‘GBRC’ and to develop the same from time to time in such a manner as they in his discretion deem fit and proper.
- p) To sell, lease, mortgage or otherwise dispose-off any property belonging to the ‘GBRC’ commoditized in the ‘GBRC’ Fund, which does not consist of money for such consideration and upon such terms as the Member in his discretion, may deem fit and proper.

- q) To organize, manage, print, publish, distribute and make books, laboratory equipment, stationery and other equipment required and needed by researchers, Scientist or technocrats of the schools, colleges, Nurseries and other educational and technical institutions as managed by other public charitable societies and the ‘GBRC’.
- r) Constitute Advisory Boards or Committees consisting of persons who need not be members of the Society with such advisory functions as the Governing Body may think proper.
- s) Evaluate the performance of ‘GBRC’ and /or constitute panel of experts including those outside the Society for periodic evaluation of ‘GBRC’.

Chapter 2 Powers and Duties of its Officers and Employees

A. Director:

1. Supervises and Coordinates Strategic development of GBRC; Builds linkages; ensures flow of funding; delegates and supervises the implementation of day to day activities as well as programmes/ projects undertaken by GBRC; etc.
2. Acts as the Contact Point authorized by the Executive Committee of GBRC for all matters with the Government Departments, Funding Agencies, Strategic Partners, Stakeholders, Ecosystem Partners, etc.
3. Supervises, Delegates, Coordinates and Undertakes – Promotional Activities, Coordination, Communication, Documentation, Planning, Organizing, Conducting, Studying, etc. for the same as needed from time to time

B. Scientist-D and Joint Director (1)

1. Genomics and Molecular Biology Facility
2. Bio-banking (Microbes & Plant)
3. Analytical and Bioprospecting Facility
4. Plant Tissue Culture Facility
5. Services related to facilities
6. All the work related to Good Laboratory Practices(GLP)
7. Other matters as assigned by Director from time to time

C. Scientist-D and Joint Director (2)

1. Bioinformatics and IT Facility
2. Bio-banking (Human & Animal)
3. Cell Culture Facility
4. Marine Biotechnology Unit, Jamnagar
5. Services Related to facilities
6. All the work related to declaration of Shared Facilities for stakeholders
7. Other matters as assigned by Director from time to time

D. Scientist-D and Joint Director (3)

1. Proteomic Facility
2. Work related to Dead Stock Management

3. All work related to Trainings and Visits
4. Service related facilities
5. All work related to declaration of Shared lab facility for stakeholders
6. Other matters as assigned by Director from time to time

E. Accounts cum Administrative Officer (1)

1. All the work related to Budget, Accounts, Finance
2. Other matters as assigned by Director from time to time

F. Accounts cum Administrative Officer (2)

1. All the work related to Administration, Establishment, Purchase, Recruitment, Renewal
2. Other matters as assigned by Director from time to time

Chapter 3 Procedure followed in the decision making process including channels, of supervision and accountability

A. Administrative decisions:

In accordance with the provisions of MOA of the GBRC, and the powers given to Executive Committee and Governing Body,

The channel of submission and supervision, is Governing Body -----Executive Committee Member Secretary & Director, GBRC

Governing Body ----- Executive Committee ----- Member Secretary & Director, GBRC -----
(for decisions which don't fall within the powers of Executive Committee but fall within the powers of Governing Body)

Executive Committee ----- Member Secretary & Director, GBRC ----- Accountant-cum-Administrative Officer, (for decisions which do not fall within the powers of Member Secretary but fall within the powers of Executive Committee)

Member Secretary & Director, GBRC ----- Accountant-cum-Administrative Officer, (for the decision which fall within the power of Member Secretary)

B. Financial decisions:

The financial powers have been provisioned and the same have been delegated to the Executive Committee and Member Secretary & Director, GBRC,

The channel for financial decision is,

Governing Body ----- Executive Committee ----- Member Secretary & Director, GBRC-----
(for decisions which do not fall within the powers of Executive Committee but fall within the powers of Governing Body)

Executive Committee ----- Member Secretary & Director, GBRC ----- Accountant-cum-Administrative Officer, (for decisions which do not fall within the powers of Member Secretary but fall within the powers of Executive Committee)

Member Secretary & Director, GBRC ----- Accountant-cum-Administrative Officer, (for the decision which fall within the power of Member Secretary)

Chapter 4 The norms set by it for the discharge of its functions

For discharging the functions of organization, the norms and procedure set by Govt. is strictly followed.

Chapter 5 The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Rules & Regulations:

The organization is following the rules and regulations set by Govt. of Gujarat and procedure laid down under the provisions of society registration act 1860.

Instructions:

Instructions issued by the state government from time to time, are compiled with reference to subject matter and used.

Records:

Accounts, establishment, service record, records of different schemes, projects under operations, maintained cash book, bank book, and journal book, stationary register, dead stock register; different files have been maintained for office use.

Chapter 6 A statement of the categories of documents that are held by it or under its control

List of Files:

Chapter 7 The particulars, of any arrangement, that exists for consultation with, or representation by the members of the public, in relation to the formulation of its policy or at administration there of

Policy Formulation:

The policy formulation mechanism stipulates the input, involvement of stakeholders. The Governing Body and the Executive Committee of GBRC, are responsible for overall policy planning and implementation, and has representation from Government, Stakeholders, Researchers, Academicians, professionals, etc. The Technical Advisory Committee advises on all technical matters.

Chapter 8 **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public**

A. Constitution of Governing Body

Sr. No.	Name and Designation	Role in Committee
1.	Additional Chief Secretary / Principal Secretary / Secretary, Science & Technology Department, Government of Gujarat	Chairman
2.	Additional Chief Secretary / Principal Secretary / Secretary, Agriculture, Agriculture & Co-operation Department, Government of Gujarat.	Member
3.	Additional Chief Secretary / Principal Secretary / Secretary, Animal Husbandry, Agriculture & Co-operation Department, Government of Gujarat.	Member
4.	Additional Chief Secretary / Principal Secretary / Secretary (Expenditure) Finance Department, Government of Gujarat.	Member
5.	Commissioner of Health, Jivraj Mehta Bhavan, Gandhinagar	Member
6.	Nominee of Secretary, DBT, Government of India	Member
7.	Mission Director, Gujarat State Biotechnology Mission, Gandhinagar	Member
8.	Chairperson, Scientific Advisory Committee, Gujarat Biotechnology Research Centre, Gandhinagar	Member
9.	Director, IIT, Gandhinagar or his nominee	Member
10.	Shri. Sudhir Vaid, Chairman & Managing Director, Concord Biotech Limited, Ahmedabad	Member
11.	Dr. Rajiv Gandhi, Chairman & Managing Director, Hester Bioscience Pvt. Ltd., Ahmedabad	Member
12.	Director of Research , Junagadh Agriculture University, Junagadh	Member
13.	Director of Research, Navsari Agriculture University, Navsari	Member
14.	Director, Gujarat Biotechnology Research Centre, Gandhinagar	Member Secretary

B. Constitution of Executive Committee

Sr. No.	Name and Designation	Role in Committee
1	Additional Chief Secretary / Principal Secretary / Secretary, Science & Technology Department, Government of Gujarat.	Chairman
2	Director, Agriculture, Krishi Bhavan, Gandhinagar	Member
3	Director, Animal Husbandry, Krishi Bhavan, Gandhinagar	Member
4	Commissioner, Fisheries, Jivraj Mehta Bhavan, Gandhinagar	Member

5	Additional Secretary / Joint Secretary / Deputy Secretary [BT], Science & Technology Department, Government of Gujarat.	Member
6	Chairperson, Scientific Advisory Committee, Gujarat Biotechnology Research Centre, Gandhinagar	Member
7	Mission Director, Gujarat State Biotechnology Mission, Gandhinagar	Member
8	Director of Research , Anand Agriculture University, Anand	Member
9	Director of Research, Sardar Krushinagar Dantiwada Agriculture University, Dantiwada	Member
10	Director of Research , Kamdhenu University, Gandhinagar	Member
11	Dean/Head, Biomedical Engineering Department, IIT Gandhinagar	Member
12	Director, Gujarat Biotechnology Research Centre, Gandhinagar	Member Secretary

C. GBRC Research Advisory Committee (RAC)

Sr No	Name and Designation	Role in Committee
1	Dr Renu Swaroop Former Secretary, Department of Biotechnology, GoI & Vice Chair, ICARS	Chairperson
2	Dr Ashwani Pareek Executive Director, iBRIC-National Agri-Food Biotechnology Institute, Mohali	Member
3	Dr Naveen Kumar Director, ICMR – National Institute of Virology, Pune	Member
4	Dr Arvind Sahu Executive Director, Regional Centre for Biotechnology (RCB), Faridabad - 121 001 Haryana (NCR Delhi), India arvindsahu@rcb.res.in, director@rcb.res.in	Member
5	Dr Radha Rangarajan Director, CSIR-Central Drug Research Institute, Lucknow	Member
6	Dr Ratan Tiwari Director, ICAR - Indian Institute of Wheat and Barley Research	Member
7	Dr Ramanuj Banerjee Counsellor, Science & Technology, Embassy of India, Germany	Member
8	Dr Arun Kumar Rawat Ex-Director, Department of Biotechnology, GoI, New Delhi	Member
9	Prof D Sundar Director, Institute of Bioinformatics and Applied Biotechnology, Bengaluru	Member
10	Dr Sindura Ganpati PSA Fellow, Office of Principal Scientific Advisor, GoI, New Delhi	Member
11	Dr K. G. Tirumurugan Professor and Project Director, Translational Research Platform for Veterinary Biologicals, TANUVAS, Chennai	Member
12	Dr Sunil Raghav Scientist-F, iBRIC-Institute of Life Sciences, Bhuvaneshwar	Member
13	Dr Megha Bedekar	Member

	HoD, Aquatic Environment and Health Management, ICAR Central Institute of Fisheries Education, Mumbai	
14	Dr Mukul Jain President, Zydus Research Centre, Ahmedabad	Member
15	Dr Hemant Purohit Vice President, Microbiome Research Centre, HiMedia Laboratories, Nagpur	Member
16	Dr Snehal Bagatharia Joint Director, R&D, Gujarat State Biotechnology Mission	Member
17	Dr Onkar Nath Tiwari Scientist-F, Department of Biotechnology, GoI	Member
18	Dr Sudhir Pratap Singh Professor, Gujarat Biotechnology University	Member
19	Director, Animal Husbandry, GoG or Nominee	Member
20	Director, Agriculture, GoG or Nominee	Member
21	Commissioner Fisheries GoG or Nominee	Member
22	Additional Director Health/Additional Director Medical Education and Research or /Executive Director SHSRC GoG or Nominee	Member
23	PCCF, Wildlife, Forest and Environment Department, GoG or Nominee	Member
24	Commissioner, FDCA, GoG or Nominee	Member
25	Member Secretary GPCB or GoG or Nominee	Member

D. GBRC Shared Laboratory Facility Committee

Sr. No.	Name and Designation	Role in Committee
1	Prof. Datta Madamwar Advisor, CHARUSAT, Changa	Chairman
2	Prof. Rakesh Rawal Dept. of Life Sciences, Gujarat university, Ahmedabad	Member
3	Dr. K.K Tiwari Senior Scientific Officer, SICART, Vallabh Vidya Nagar	Member
4	Dr. Rukam Singh Tomar Assistant professor, Dept. of Biotechnology, Junagadh	Member
5	Dr. Snehal Bagatharia Joint Director, R & D & HRD, GSBTM, Gandhinagar	Member
6	Dr. Madhvi Joshi Scientist D & Joint Director, GBRC, Gandhinagar	Member
7	Dr. Bhargav Patel Assistant Professor, NFSU, Gandhinagar	Member
8	Mr. Dinkar Patel Accounts cum Administrative Officer, GBRC, Gandhinagar	Member
9	Dr. Nirajkumar Singh Scientist D & Joint Director, GBRC, Gandhinagar	Member Secretary

E. GBRC Institutional Ethics Committee (IEC)

Sr. No.	Name and Designation	Role in Committee
1	Dr. Kamlesh Upadhyay Professor & HOD of Medicine Department, B J Medical College and Civil Hospital, Ahmedabad	Chairperson
2	Dr. Neeta Shrivastava Deputy Director, B.V.Patel PERD Centre, Ahmedabad	Basic Medical Scientist
3	Dr. Prabhudas Patel Professor & Head (Retired), The Gujarat Cancer and Research Institute, Ahmedabad	Basic Medical Scientist
4	Dr. Hansa Goswami Professor & Head Department of Pathology, B J Medical College and Civil Hospital, Ahmedabad	Clinician
5	Mr. Dipak Chaudhary Assistant Professor, Indian Institute of Teacher Education, Gandhinagar	Social Scientist
6	Ms. Ila Vora LLB, High Court Of Gujarat	Legal Expert
7	Mr. Rajesh Raval BA (Economics)	Lay Person
8	Dr. Siddharth Shah MBBS (M.S.ENT), Zydus Hospital	Member
9	Dr. Madhvi Joshi B.sc (Microbiology), Gujarat Biotechnology Research Centre, Gandhinagar	Member Secretary

F. GBRC Institutional Bio-safety Committee (IBSC) Committee

Sr. No.	Name and Designation	Role in Committee
1	Prof. Chaitanya Joshi Director, GBRC, Gandhinagar	Chairman
2	Dr. Dhiraj Bhatia, Assistant Professor, Indian Institute of Technology, Gandhinagar	DBT Nominee
3	Dr. Shobhna Gupta Professor and Dean, Gujarat Medical Education and Research Society, Gandhinagar	Biosafety Officer
4	Dr. Anju Pappanchan Assistant Professor, Central University of Gujarat, Gandhinagar	Expert
5	Dr. Vijai Singh Associate Professor,	Expert

	Indrashil University, Kadi, Mehsana	
6	Dr. Malay Shukla Assistant Professor, National Forensic Science University, Gandhinagar	Expert
7	Dr. Chandrashekar Mootapally Assistant Professor, Gujarat Technological University, Ahmedabad	Expert
8	Dr. Satyamitra Shekh Scientist B, GBRC, Gandhinagar	Member
9	Dr. Madhvi Joshi Scientist D & Joint director, GBRC, Gandhinagar	Member
10	Dr. Rameshchandra Pandit Scientist B, GBRC, Gandhinagar	Member
11	Dr. Amrutlal Patel Scientist D & Joint Director, GBRC, Gandhinagar	Member Secretary

Chapter 9 A directory of its officers and employees

Sr. No.	Name & Designation	Telephone No.	Email
1	Prof. Chaitanya G. Joshi Director, GBRC	079- 23258680	dir-gbrc@gujarat.gov.in
2	Dr. Madhvi Joshi Scientist-D & Joint Director(1)	079- 23258677	jd1-gbrc@gujarat.gov.in
3	Dr. Amrutlal Patel Scientist-D & Joint Director(2)	079- 23258678	jd2-gbrc@gujarat.gov.in
4	Dr. Nirajkumar Singh Scientist-D & Joint Director(3)	079- 23258679	jd3-gbrc@gujarat.gov.in
5	Mr. Dinkar Patel Account-cum-Admin Officer	079- 23258227	aao-gbrc@gujarat.gov.in
6	Dr. Bhumika Prajapati Scientist-B	079- 23258231	scib1-gbrc@gujarat.gov.in
7	Dr. Dhvani Jhala Scientist-B	079- 23258231	scib2-gbrc@gujarat.gov.in
8	Dr. Rameshchandra Pandit Scientist-B	079- 23258231	scib3-gbrc@gujarat.gov.in
9	Dr. Satyamitra Shekh Scientist-B	079- 23258231	scib4-gbrc@gujarat.gov.in
10	Dr. Sonal Sharma Scientist-B	079- 23258231	scib5-gbrc@gujarat.gov.in
11	Dr. Fenil Patel Scientist-B	079- 23258231	scib6-gbrc@gujarat.gov.in
12	Dr. Apurvasinh Puvar Scientist-B	079- 23258231	scib7-gbrc@gujarat.gov.in
13	Dr. Ishan Raval Scientist-B	079- 23258231	scib8-gbrc@gujarat.gov.in
14	Dr. Masi HaidarAbbas Scientist-B	079- 23258231	scib9-gbrc@gujarat.gov.in
15	Dr. Darshan Dharajiya Scientist-B	079- 23258231	scib10-gbrc@gujarat.gov.in
16	Dr. Sanman Samova Scientist-B	079- 23258231	scib11-gbrc@gujarat.gov.in
17	Dr. Pritesh Sabara Scientist-B	079- 23258231	scib12-gbrc@gujarat.gov.in
18	<u>Dr. Hemang Brahmhatt</u> Scientist B	<u>079-</u> <u>23258231</u>	scib13-gbrc@gujarat.gov.in
19	<u>Dr. Krishna Bharwad</u> Scientist-B	<u>079-</u> <u>23258231</u>	krishna.scib@gbrc.res.in

20	Vikas Patidar Technical Assistant	-	ta4-gbrc@gujarat.gov.in
21	Priyank Chavda Technical Assistant	-	ta8-gbrc@gujarat.gov.in
22	Kajal Patel Technical Assistant	-	ta9-gbrc@gujarat.gov.in
23	Nimesh Patel Technical Assistant	-	ta11-gbrc@gujarat.gov.in
24	Dr.Vamsi Suraparaju Satyavolu Technical Assistant	-	ta5-gbrc@gujarat.gov.in
25	Chetanaben Bhalaiya Technical Assistant	-	ta7-gbrc@gujarat.gov.in
26	Hemanshukumar Maisuria Technical Assistant	-	ta10-gbrc@gujarat.gov.in
27	<u>Dhruvinkumar Vadee</u> Technical Assistant	=	ta1-gbrc@guajrat.gov.in
28	<u>Kinjalben Sandipkumar Dobaria</u> Technical Assistant	=	ta3-gbrc@guajrat.gov.in
29	<u>Sandipkumar Danabhai Chhasia</u> Technical Assistant	=	ta6-gbrc@guajrat.gov.in
30	Niravkumar Chauhan Accountant	079- 23258227	acct2-gbrc@gujarat.gov.in
31	Atul Makwana Accountant	079- 23258227	acct-gbrc@gujarat.gov.in
32	Raj Varma Assistant	079- 23258228	asst-gbrc@gujarat.gov.in
33	Anant Makvana Typist-Cum-Clerk	079- 23258227	clerk2-gbrc@gujarat.gov.in
34	Sandip Chaudhary Typist-Cum-Clerk	079- 23258228	Clerk1-gbrc@gujarat.gov.in

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Dept. of Science & Technology,

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Gandhinagar- 382 011

Email: info-gbrc@gujarat.gov.in

Tel: 079-23258500

Chapter 10 The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sr. No.	Designation	Pay Scale as per 7th Pay Matrix
1	Director	131100-216600 (Level – 13A)
2	Scientist E	118500-214100 (Level 13)
3	Scientist-D & Joint Director	78800-209200 (Level – 12)
4	Scientist C	67700-208700 (Level 11)
5	Scientist-B	56100-177500 (Level – 10)
6	Senior Technical Assistant	44900-142400 (Level – 8)
7	Technical Assistant	39900-126600 (Level – 7)
8	Deputy Director	67700-208700 (Level 11)
9	Accounts-cum-Administrative Officer	44900-142400 (Level – 8)
10	Accountant	39900-126600 (Level – 7)
11	Assistant	39900-126600 (Level – 7)
12	Typist-cum-clerk	19900-63200 (Level – 2)

Chapter 11 **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

Allocated Budget for the year 2025-26 particulars of all head:

Sr. No	Head	Head Name	Financial Provision (Rs. in Cr.)
1	3425 60 004 05	Gujarat Biotechnology Research Centre	10.07
2	3425 60 004 04	Research in Biotechnology	22.40
3	5425 00 600 05	Other Capital Expenditure	106.00
Total			138.47

Chapter 12 The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not applicable presently.

**Chapter 13 Particulars of recipients of concessions, permits or authorizations granted
by it**

NIL, presently.

Chapter 14 **Details in respect of the information, available to or held by it, reduced in an electronic form**

- Government Resolution
- Annual Report
- BT Policy
- Publication
- Shared laboratory facility (Online booking system)
- Newsletters
- Patents
- Tender
- Initiative (Our initiative, Prabodh, Kaushalya, Monthly Review Meeting)
- Technologies (Agriculture, Environment, Industrial)
- Collaborations (Regional, National, International)
- POSH-ACT-2013

Chapter 15 The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The facilities available to the citizens for obtaining information includes

- Website of GBRC, www.gbrc.gujarat.gov.in

Chapter 16 The names, designations and other particulars of the Public Information Officers

Public Information Officer (PIO)	Subject	Appellate Authority
Dr. Madhvi Joshi Scientist-D and Joint Director	1. Genomics and Molecular Biology Facility. 2. Bio-banking (Microbes & Plant). 3. Analytical and Bioprospecting Facility. 4. Plant Tissue Culture Facility. 5. Management of all Services related to above facilities. 6. All the work related to Good Laboratory Practices(GLP). 7. Management of equipments, machines and consumable etc related to above facilities, subject and projects.	Prof. Chaitanya G. Joshi Director Gujarat Biotechnology Research Centre [GBRC] Dept. of Science & Technology, 6 th Floor, M.S. Building, Gandhinagar- 382 011 Email: info-gbrc@gujarat.gov.in Tel : 079-23258680
Dr. Amrutlal Patel Scientist-D and Joint Director	1. Bioinformatics and IT Facility. 2. Bio-banking (Human & Animal). 3. Cell Culture Facility. 4. Marine Biotechnology Unit, Jamnagar. 5. Management of all Services Related to above facilities. 6. All the work related to declaration of Shared Facilities for stakeholders. 7. Management of equipments, machines and consumable etc. related to above facilities, subject and projects.	
Shri. Dinkar Patel, Accounts-cum- Administrative Officer	1. All the work related to Budget, Account, Finance etc... 2. All the work related to Administration, Establishment, Purchase, Recruitment, Renewal etc...	

Chapter 17 Any such other information as may be prescribed