

Right to Information Act, 2005

BIRAC is a Public Authority as per the definition given under the Right to Information Act, 2005 and is committed to complete transparency and accountability in its working. BIRAC endeavours to make available such information on the website of the organization in consonance with the spirit and provisions of the "Right to Information Act, 2005". Any Citizen of India can freely have access to this information and also seek information as defined under the RTI Act. Any application seeking information from BIRAC may be addressed to the CPIO by following the procedure as prescribed under the ACT in the address as given under:

Ms. Kavita Anandani
CPIO

Biotechnology Industry Research Assistance Council (BIRAC)

1st Floor, MTNL Building, 9, CGO Complex, Lodhi Road, New Delhi-110003

Tel.: + 91-11-24389600

The Appellate authority will be:

Dr. Renu Swarup

Managing Director

Biotechnology Industry Research Assistance Council (BIRAC)

1st Floor, MTNL Building, 9, CGO Complex, Lodhi Road, New Delhi-110003

Tel.: + 91-11-24389600

ORGANIZATION STRUCTURE

BIRAC a Public Sector Unit under Department of Biotechnology, Ministry of Science & Technology, and Government of India was registered under India Companies Act 1956 now a Section 8 Company under Companies Act 2013. It is has been granted the Status of a Schedule B CPSE by Department of Public Enterprises. As an interface agency for Department of Biotechnology, BIRAC aims to apply unique methodologies for nurturing and promoting innovation led research by providing financial, infrastructural, institutional and mentoring support. BIRAC works towards fulfilment of the goal of empowering and enabling the biotech innovation ecosystem for affordable product development.

BIRAC's core mission is to work as a Development Agency in the field of biotechnology which addresses the national needs of health and food security problems through bottom up competitive grant Approach or through top down product development programmes. To achieve this, BIRAC would be working in partnership with private, public and international groups. The organisation will have diverse teams and still affirm operational reciprocity.

Since, it is one of a kind organization it requires a very special and unique governance structure for successful and effective functioning. Therefore, it has a distinctive structure as provided herein:

- The Core function is to provide support for discovery technologies, product development/ translational stages and for technology diffusion across different sectors like Public Health, Agriculture and Green technology and Industrial process. So, BIRAC has both horizontal and vertical teams to fulfil this mission
- The verticals address the different stages of biotechnology product development, the lateral teams are cross cutting inter disciplinary groups (like healthcare, agriculture, green technology) which focusses on a particular product and see it through from discovery to diffusion stage
- There are other groups such as Investment, Specialized Services, Strategic Partnerships, and Entrepreneurship Development which facilitate the core function
- The Area Specialized Group has specialists/ scientists from various sectors who act as technical support group and provide technical guidelines.
- It is proposed to establish an Idea Generation/ Policy Unit within the organization with area specialists working as Adjunct Advisors. These specialists would provide support to the core function of the organization.
- There are support services groups like HR and Admin, Finance, Corporate Affairs and legal which are mandatory and important for smooth functioning of BIRAC
- Each of these groups provide support to each other in their activities, and there inter and intra team collaborations and assistance required for different activities.
- Each team is led by a Team Lead or Head and the members are brought in as per the requirement and specialization.
- The team lead/ head of each team would report to the Chiefs/ or Respective Directors as per the level of reporting.

All BIRAC employees are appointed on Contractual basis (Contract of Service) at different Levels and bands based on their qualification and experience. Initial contracts are for 3 years, with the next renewal of 4 years and 5 years renewal thereafter.

These team members would be placed in a particular level and band based on their qualification and experience. The different bands are proposed at each level to provide a growth path to the employees of BIRAC while keeping the structure a flat one without increasing the hierarchies.

LEVELS	BANDS	Monthly CTC Min(Fixed + Variable) (in INR)	Monthly CTC Max (Fixed + Max Variable) (in INR)
Level 6	Band 2	1,67,000	1,95,000
	Band 1	1,50,000	1,75,000
Level 5	Band 2	1,30,000	1,55,000
	Band 1	1,15,000	1,35,000
Level 4	Band 2	1,05,000	1,20,000
	Band 1	92,000	1,10,000
Level 3	Band 2	82,000	95,000
	Band 1	75,000	86,000
Level 2	Band 2	65,000	74,000
	Band 1	57,000	67,000
Level 1	Band 2	46,000	56,000
	Band 1	38,000	48,000

- The support staff like secretaries, data entry operators, assistants would be taken on 'Contract for Service' agreements on three year contractual agreements.

Competency based assessment parameters have been set for each level. Since, BIRAC is a unique organization with a specialized structure where one team would be dependent on the other team and its resources heavily for any project. The BIRAC functional teams comprise members from various groups and at different levels who would be assigned with the specialized tasks in their field/ area of work and would be responsible for finishing the assigned tasks on time, inter team collaboration and developing good working relationships with other teams. Based on the organization structure, a special reporting system has been derived for BIRAC where there would be no level wise reporting, but will be based on functional coherence. Since, BIRAC is a unique organization with a specialized structure where one team would be dependent on the other team and its resources heavily for any project; therefore, when an executive of specialized services group would be working with the Investment group then his/her performance for that much allocated time would be appraised by Team Lead/ Head of Investment Group.

Employees shall be eligible for a defined basic pay with an annual increment. The Flexible Benefit Component will comprise: House Rent Allowance, Reimbursement for Medical & Car Maintenance, Telephone Expenses and Leave Travel Allowance. Additional benefits would also be offered to BIRAC employees such as Medical Insurance, Provident Fund and Gratuity.

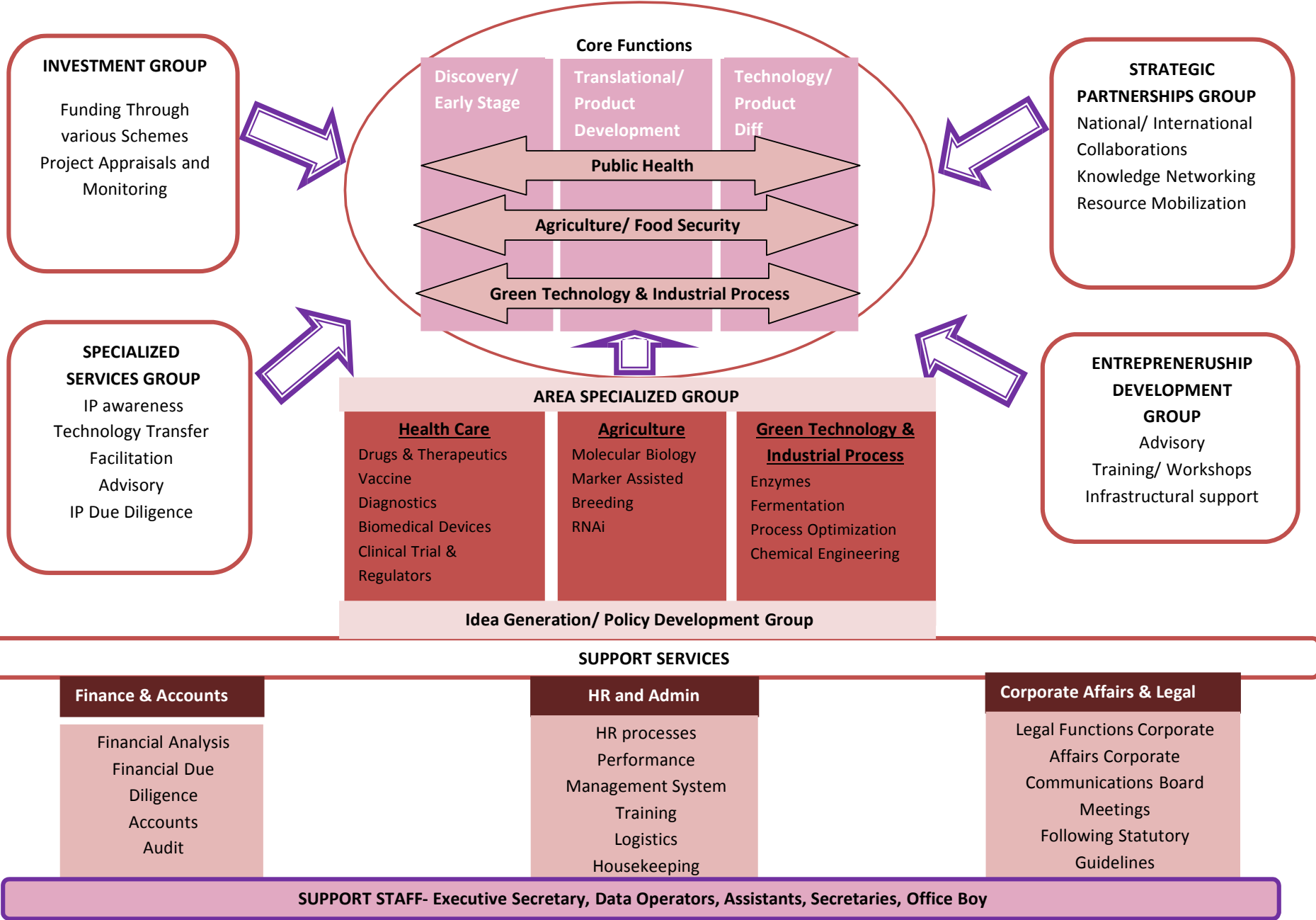
Project Management Unit:

The core strength does not include the other need based/ project based units. In case, a need based Project Management unit has to be formed for larger partnerships, then a typical unit structure will be followed and the number of positions will be based on requirements. Such units may be a complete structure within itself encompassing a technical unit and finance and legal as its integral part. The units would be form on

A need based basis and the compensation offered to these people and the terms of contract would be decided by the management. The number of people to be appointed in these units would be based on requirements which would be worked out by BIRAC internally as and when need arises. A well designed Career Growth Plan through a Performance Management System has been developed. The Need Based Units or Project Specific Units would be set up on a need based basis for certain projects that would be undertaken by BIRAC individually or in collaboration. The teams for these units would be contracted by BIRAC for the specific time period. The 'Contract for Service' candidates who would be appointed on a need basis or for specific project would be given a lump sum amount as a payment of their services to the organization.

The compensation structure for BIRAC employees has been designed to ensure that good performance is rewarded and to create healthy competition at work place.

The overall administrative structure in the organization is depicted in the diagram below.



OFFICERS & EMPLOYEES OF BIRAC:

Dr. Vijay Raghavan, Chairman, BIRAC

Dr. Renu Swarup, Managing Director, BIRAC

Group /Division	Name	Designation
INVESTMENT	Dr. Sanjay Saxena	Head Investment
	Ms. Sonia Gandhi	Senior Manager (Investment)
	Dr. Prachi Kaushik	Project Officer
	Ms. Mandavi Tiwari	Project Officer
	Dr. Nutan	Project Officer
	Dr. Harsimran Kaur	Project Officer
TECHNICAL	Dr. P K S Sharma	Head -- Technical
	Dr. Amita Joshi	Sr. Manager Technical
	Dr. Shilpi Gupta	Sr. Manager Technical
	Dr. Jyoti Shukla	Sr. Manager Technical
	Dr. Dhiraj Kumar	Manager Technical
SPECIALIZED SERVICE	Mr. Rajneesh Kumar	Sr. Manager - IP & Technology Transfer
	Dr. Vinita Jindal	Sr. Manager - IP & Technology Transfer
	Mr. Amit Katiyar	Project Manager –IP & Technology
SPED	Dr. Satya Prakash Dash	Head –SPED
	Mr. Ankur Gupta	Senior Manager Business Development
FINANCE DEPARTMENT	Ms. Lalitha Balakrishnan	Head -- Finance & Accounts
	Mr. Nand Kishore	Senior Finance Officer
	Ms. Bhawna Nagpal	Manager Finance
	Mr. Avinash Gupta	Senior Manager (Finance & Accounts)
	Mr Trilok Mathur	Manager (Finance & Accounts)
	Mr. Shariq Suhail	Finance & Accounts Officer
LEGAL & Corporate Affairs	Ms. Kavita Anandani	Company Secretary
	Ms. Jaya Sitaram	Corporate affairs Manager
HR & ADMINISTRATION	Ms. Namita Khare	Senior Manager (HR.& Admin)
	Mr. Nitin Bakshi	Manager (HR & Admin)
	Mr. Amarnath Shukla	Manager IT
PMUBMGF		
	Ms. Arshi Mehboob	Program Officer
	Mr. Ritesh Kumar Jaiswal	Administrative & Finance Officer

REPORTING STRUCTURE

The organization structure for BIRAC is a very specialized one as it is one of a kind organization in the country. Based on the organization structure, a special reporting system has been derived for BIRAC where there would be no level wise reporting, but all the team members, irrespective of the levels on which they are would report to the Team Lead/ Head of the group. The Team Lead/ Head would be decided upon based on the experience, qualification of the person and the one who is most suited for the job.

The Teams are lead by a Level 4 or Level 5 person who would be responsible for the completion of activities of that team, meeting the set targets, final deliverables, and optimum utilization of the manpower and performance appraisals of their team.

The teams comprise of other members at different levels who are assigned with the specialized tasks in their field/ area of work and are responsible for finishing the assigned tasks on time, inter team collaboration and developing good working relationships with other teams.

Since, one team is dependent on the other team and its resources heavily for any project; therefore, when an executive of specialized services group is working with the Investment group then his/her performance for that much allocated time would be appraised by Team Lead/ Head of Investment Group.

BOARD OF DIRECTORS

The Board of Directors of BIRAC consists of the following:

1. Chairman
2. MD
3. Four Independent Directors
5. One Government Nominee

The Board is serviced by Company Secretary.