

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.: +911124389600

Website:

www.birac.nic.in

The Appellate authority is:

Dr. Renu Swarup

Managing Director

Biotechnology Industry Research Assistance Council (BIRAC)

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

Tel.:+911124389600

ORGANIZATION STRUCTURE

Biotechnology Industry Research Assistance Council (BIRAC) is a Public Sector Unit under the Department of Biotechnology, Ministry of Science & Technology, Government of India registered under Section 25 of the Companies Act, 1956 (now a Section 8 Company under the Companies Act, 2013). It has been granted the Status of a Schedule B CPSE by the 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 to address 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 is working in partnership with private, public and international groups. The organisation has 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.
- 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

Competency based assessment parameters have been set for each level. 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 devised for BIRAC where there is no level wise reporting, but is 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:

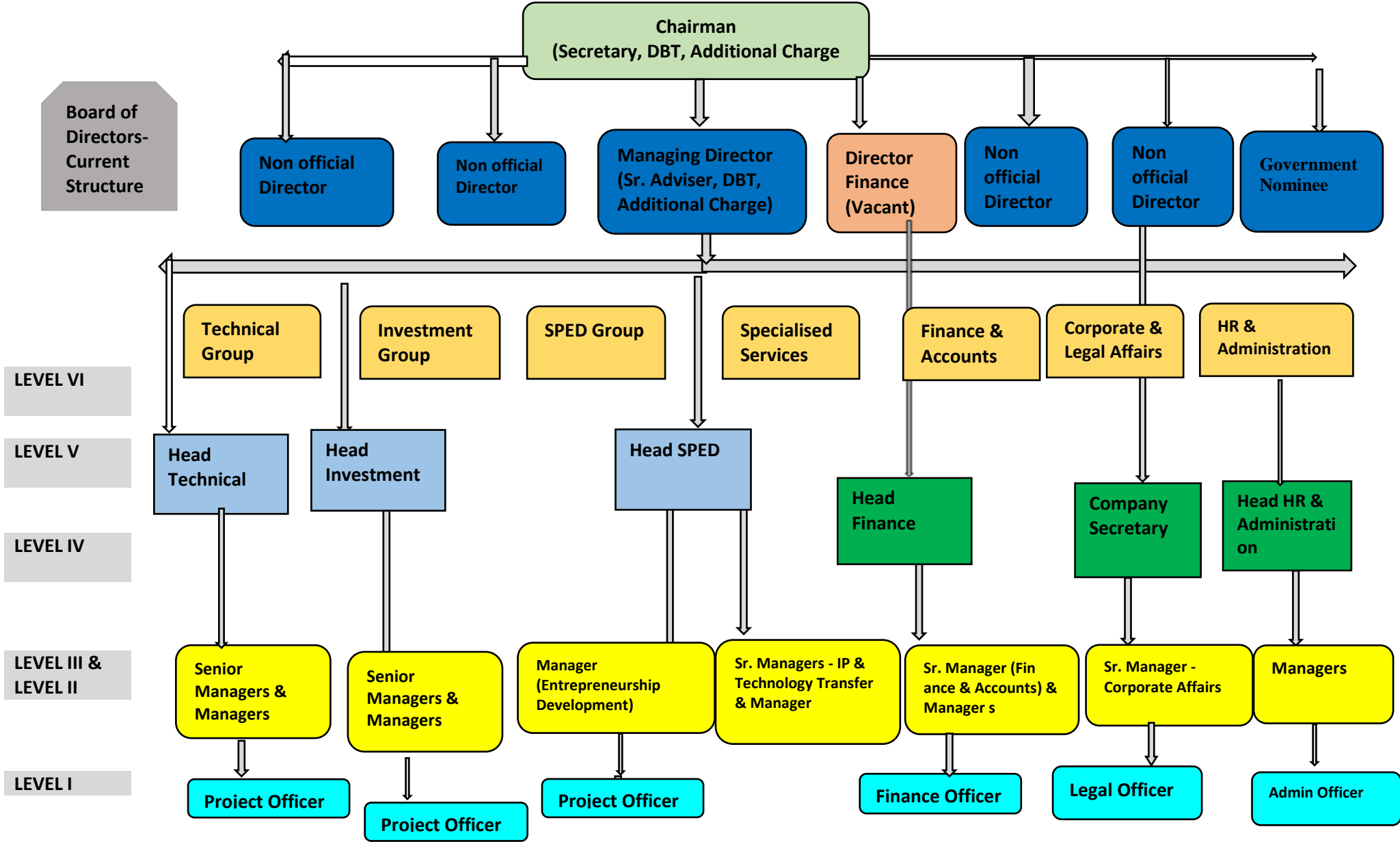
The core strength does not include the other need based/ project based units. In case, a need based Project Management unit has to be formed for larger partnerships, then a typical unit structure will be followed and the number of positions will be based on requirements. Such units may be a complete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

**BIOTECHNOLOGY INDUSTRY RESEARCH ASSISTANCE COUNCIL
(BIRAC)**



BOARD OF DIRECTORS

The Board of Directors of BIRAC consists of the following:

1. Prof. K. VijayRaghavan, Chairman & Secretary, DBT
2. Dr. Renu Swarup, Managing Director & Sr. Adviser, DBT
3. Prof. Ashok Jhunjhunwala, Independent Director
4. Shri. Naresh Dayal, Independent Director
5. Prof. Akhilesh Tyagi, Independent Director
6. Prof. Pankaj Chandra, Independent Director
7. Dr. Mohd. Aslam, Government Nominee Director

The Board is serviced by Ms. Kavita Anandani, Company Secretary.

	NAME	DESIGNATION
DEPARTMENTS	Dr. Sanjay Saxena	Head Investment
	Ms. Sonia Gandhi	Senior Manager (Investment)
	Dr. Poonam Singh	Project Manager
	INVESTMENT	
	Dr. Sonali Tandon	Project Manager
	Dr. Artee	Project Manager
	Dr. Prachi Kaushik	Project Officer
	Ms. Mandavi Tiwari	Project Officer
	Dr. Nutan	Project Officer
TECHNICAL	Dr. P K S Sharma	Head -- Technical
	Dr. Amita Joshi	Sr. Manager Technical
	Dr. Shilpi Gupta	Sr. Manager Technical
	Dr. Dhiraj Kumar	Manager Technical
	Dr. Aparna Sharma	Technical Manager
	Dr. Saishyam Narayanan	Technical Officer
	Dr. Ajay Kumar Manhar	Technical Officer
SPECIALIZED SERVICE	Mr. Rajneesh Kumar	Sr. Manager - IP & Technology Transfer
	Dr. Vinita Jindal	Sr. Manager - IP & Technology Transfer
	Mr. Amit Katiyar	Project Manager –IP &
SPED	Dr. Satya Prakash Dash	Head –SPED
	Dr. Shilpy Kochhar	Entrepreneurship Development Manager
	Ms. Taranjeet Kaur	Entrepreneurship Development officer
FINANCE DEPARTMENT	Ms. Lalitha Balakrishnan	Head -- Finance & Accounts
	Mr. Nand Kishore	Senior Finance Officer
	Mr. Avinash Gupta	Senior Manager (Finance & Accounts)
	Ms. Bhawna Nagpal	Manager Finance
	Mr Trilok Mathur	Manager (Finance & Accounts)
	Mr. Shariq Suhail	Finance & Accounts Officer
LEGAL & Corporate Affairs	Ms. Kavita Anandani	Company Secretary
	Ms. Jaya Sitaram	Senior Manager Corporate
	Ms. Alka Sharma	Legal officer

HR & ADMINISTRATION	Ms. Namita Khare	Head (HR.& Admin)
	Mr. Nitin Bakshi	Manager (HR & Admin)
	Mr. Amarnath Shukla	Manager IT

BIRAC ACTIVITIES

BIRAC operates under three Verticals

Investment schemes provide funding support to entrepreneurs, start-ups, SMEs and Biotech Companies for all stages of the product development value chain from discovery to proof of concept to early and late stage development to validation and scale up, right upto pre-commercialization. There are also special product development missions.

Entrepreneurship Development which focuses not only on the funding support, but also on making available the right infrastructure, mentoring and other networks for technology transfer and licensing, IP and business mentoring including regulatory guidance.

Strategic Partnership group works closely with all partners – national and international which includes Government departments and Ministries both Central and State, industry organisations, international bilateral agencies, philanthropic organisations and corporate sector, to leverage the strength and expertise and mobilize resources and extend the outreach of its activities.

For the Details of Schemes, Strategic Partnerships, Mentorship & capacity Building, IP & TT refer to BIRAC Website www.birac.nic.in

This Document is updated on 26th May 2017