

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. Mohd. Aslam

Managing Director, BIRAC

Biotechnology Industry Research Assistance Council (BIRAC)

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

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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 qualifications and experience. A Contract Career path has been developed for BIRAC employees .The Initial contracts is for 4 years, with the next two renewals of 5 years and thereafter for 10 years or till attainment of the age of superannuation i.e. 60 years, whichever is earlier.

Compensation structure

The compensation structure of BIRAC w.e.f. 1st January 2017 is as under:-

Levels	Designations	Bands	Pay Scales
E1	Officer	Band1	40,000 - 1,20,000
		Band2	45,000 - 1,40,000
E2	Dy. Manager	Band1	50,000 - 1,50,000
		Band2	55,000 - 1,60,000
E3	Manager	Band1	60,000 - 1,70,000
		Band2	65,000 - 1,80,000
E4	Sr. Manager	Band1	70,000 - 1,90,000
		Band2	75,000 - 2,00,000
E5	Chief Manager	Band1	80,000 - 2,10,000
		Band2	90,000 - 2,20,000
E6	Dy. General Manager	Band1	90,000 - 2,30,000
		Band2	1,00,000 - 2,40,000
E7	General Manager	Band1	1,00,000 - 2,50,000
		Band2	1,10,000 - 2,60,000
E8	Group General Manager	Band1	1,20,000 - 2,70,000
		Band2	1,30,000 - 2,80,000

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.

Perks and Allowances:

In addition to the pay given as per the scales indicated above, BIRAC employees are also paid HRA @ 24% of Basic pay and Perks limited to 35% of Basic pay.

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



BOARD OF DIRECTORS

The Board of Directors of BIRAC consists of the following:

1. Dr. Renu Swarup, Secretary DBT & Chairperson
2. Dr. Mohd. Aslam, MD & Government Nominee Director
3. Prof. Ashok Jhunjhunwala, Independent Director
4. Shri. Naresh Dayal, Independent Director
5. Prof. Akhilesh Tyagi, Independent Director
6. Prof. Pankaj Chandra, Independent Director

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

The Names of the Departments/Divisions and the Names & Designations of Employees are as under:-

DEPARTMENTS/DIVISIONS	NAME	DESIGNATION
INVESTMENT	Dr. Sanjay Saxena	General Manager & HoD - Investment
	Ms. Sonia Gandhi	Senior Manager
	Dr. Poonam Singh	Manager
	Dr. Sonali Tandon	Manager
	Dr. Artee	Manager
	Dr. Prachi Kaushik	Dy. Manager
	Ms. Mandvi Tiwari	Dy. Manager
	Dr. Nutan	Dy. Manager
TECHNICAL	Dr. P K S Sharma	General Manager & HoD - Technical
	Dr. Amita Joshi	Senior Manager
	Dr. Shilpi Gupta	Senior Manager
	Dr. Dhiraj Kumar	Manager
	Dr. Aparna Sharma	Manager
	Dr. Saishyam Narayanan	Dy. Manager
SPECIALIZED SERVICE	Dr. Vinita Jindal	Senior Manager
	Dr. Chhaya Chauhan	Manager
	Mr. Amit Katiyar	Manager
SPED	Dr. Manish Diwan	Dy. General Manager & HoD - SPED
	Dr. Shilpy Kochhar	Manager
	Mr. Utkarsh Mathur	Manager
	Ms. Taranjeet Kaur	Dy. Manager
FINANCE & ACCOUNTS	Ms. Lalitha Balakrishnan	Dy. General Manager & HoD - F&A
	Ms. Bhawna Nagpal	Senior Manager
	Mr. Shariq Suhail	Dy. Manager
	Mr. Shashikant Vishwakarma	Finance & Account Officer
LEGAL & Corporate Affairs	Ms. Kavita Anandani	Dy. General Manager & HoD - CS
	Ms. Jaya Sitaram	Senior Manager
	Ms. Alka Sharma	Officer
	Mr. Amit Kumar	Officer
HR & ADMINISTRATION	Ms. Namita Khare	Chief Manager & HoD – HR & Admin.
	Mr. Nitin Bakshi	Senior Manager
	Mr. Amarnath Shukla	Manager
	Ms. Kavita Sardana	Administrative Officer

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

Updated 13 June 2019