

## **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 endeavors 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:

### **The Appellate authority is:**

Dr. Jitendra Kumar  
Managing Director, BIRAC  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020  
Tel.: +91-11-29878000, Website: [www.birac.nic.in](http://www.birac.nic.in)

### **The Transparency Officer is:**

CA Ms. Nidhi Shrivastava  
Director-Finance, BIRAC  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020  
Tel.: +91-11-29878000, Website: [www.birac.nic.in](http://www.birac.nic.in)

### **The Nodal & CPIO is:**

Ms. Kavita Anandani  
Company Secretary General Manager & HoD - CLA  
Biotechnology Industry Research Assistance Council (BIRAC)  
5th Floor, NSIC Business Park, NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020  
Tel.: +91-11-29878000, Website: [www.birac.nic.in](http://www.birac.nic.in)

## ***Organization Structure***

Biotechnology Industry Research Assistance Council (BIRAC) is a not-for-profit Section 8, Schedule B, Public Sector Enterprise, set up by Department of Biotechnology (DBT), Government of India as an Interface Agency to strengthen and empower the emerging Biotech enterprise to undertake strategic research and innovation, addressing nationally relevant product development needs.

BIRAC is an industry-academia interface and implements its mandate through a wide range of **impact initiatives**, be it providing access to risk capital through targeted funding, technology transfer, IP management and hand holding schemes that help bring **innovation excellence** to the biotech firms and make them globally competitive. In its Five years of existence, BIRAC has initiated several schemes, networks and platforms that help to **bridge the existing gaps** in the industry-academia Innovation research and facilitate novel, high quality affordable products development through cutting edge technologies. BIRAC has initiated partnerships with several national and global partners to collaborate and deliver the salient features of its mandate.

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 bottomup Competitive grant approach or through topdown product development programmes. To achieve this, BIRAC is working in partnership with private, public and international groups. The organization has diverse teams and still a firm operational reciprocity.

BIRAC has a unique organization and governance structure for successful and effective functioning:

- 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 cross functional teams to fulfill 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 enabling groups like HR and Admin, Finance, Corporate Affairs and legal which are imperative for smooth functioning of BIRAC.
- Each department is led by a Head and the team members are hired based on the requirement and area of specialization.

All BIRAC employees are appointed on Contractual basis (Contract of Service) at different Levels 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. 1<sup>st</sup> January 2017 is as under: -

Level	Designation	Band	Pay Scale
E1	Officer	Band1	40,000 - 1,20,000
		Band2	45,000 - 1,40,000
E2	Deputy 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	Senior 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	Deputy 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

## ***Perks and Allowances***

BIRAC employees are paid HRA @ 24% of Basic Pay. This will be revised to 27% when DA crosses 25% and further revised to 30% when DA crosses 50% as per DPE instructions. The Perquisites will also be given to all employees under the 'Cafeteria approach' limited to 35% of the Basic Pay. Under the concept of 'Cafeteria approach' the executives are allowed to choose from a set of perks & allowances within the ceiling of 35% of Basic Pay.

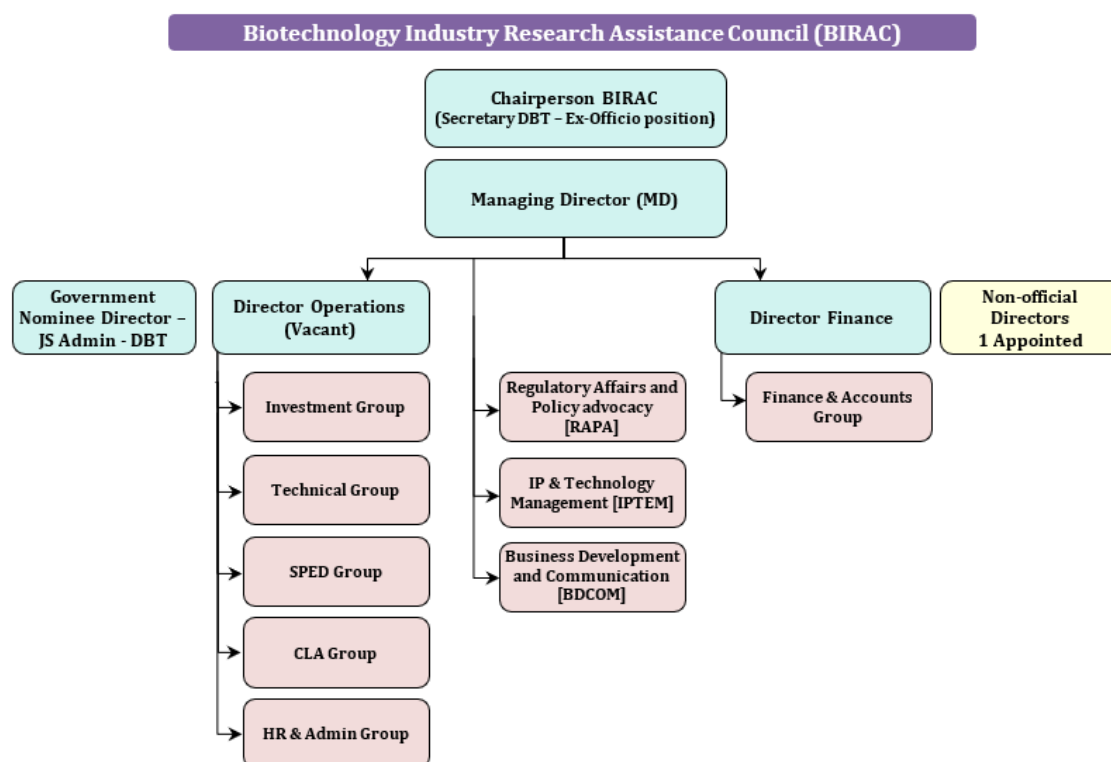
BIRAC has a well-defined performance appraisal system wherein KPIs and KRAs are defined for each employee in the beginning of the financial year and based on their performance promotions are awarded to the deserving candidates Competency based assessment parameters have been set for each level.

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. BIRAC has adopted flat organization structure with no level wise reporting.

## 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 organization structure of BIRAC is depicted in the diagram below.



### ***Board of Director***

The Board of Directors of BIRAC consists of the following:

1. Dr. Rajesh Sudhir Gokhale, Secretary DBT & Chairman, BIRAC
2. Dr. Jitendra Kumar, Managing Director, BIRAC
3. Ms. Ekta Vishnoi, Government Nominee Director, BIRAC & JS DBT.
4. CA Ms. Nidhi Shrivastava, Director (Finance), BIRAC
5. Dr. Penna Krishna Prasanthi, Non-Official Independent Director, BIRAC

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

### **Name, designation and other particulars of First Appellate Authority, Transparency Officer, Nodal & CPIO, DPIO's:**

<b>Name &amp; Designation of</b> First Appellate Authority (FAA)	Dr. Jitendra Kumar Managing Director Email: <a href="mailto:md.birac@nic.in">md.birac@nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
<b>Name &amp; Designation of</b> Transparency Officer	CA Ms. Nidhi Shrivastava Director - Finance Email: <a href="mailto:dir-finance@birac.nic.in">dir-finance@birac.nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
<b>Name &amp; Designation of</b> Nodal & Central Public Information Officer (CPIO)	Ms. Kavita Anandani Company Secretary Email: <a href="mailto:cs.birac@nic.in">cs.birac@nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020

<b>Name &amp; Designation of Deemed Public Information Officer (DPIO)</b>	<ol style="list-style-type: none"> <li>1. Dr. Amita Joshi DGM &amp; Incharge Technical Email: <a href="mailto:ajoshi.birac@nic.in">ajoshi.birac@nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> <li>2. Dr. Sanjay Saxena GM &amp; Head Investment Email: <a href="mailto:ssaxena@birac.nic.in">ssaxena@birac.nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> <li>3. Ms. Shiply Kochhar Chief Manager, HoD - BDCOM &amp; Head – SPEAD (Additional Charge) Email: <a href="mailto:spedo2@birac.nic.in">spedo2@birac.nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> <li>4. Ms. Lalitha Balakrishnan GM &amp; Head Finance Email: <a href="mailto:lbalakrishnan@birac.nic.in">lbalakrishnan@birac.nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> <li>5. Mr. Nitin Bakshi Chief Manager, HoD - HR &amp; Admin Email: <a href="mailto:nbakshi@birac.nic.in">nbakshi@birac.nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> <li>6. Dr. Madhavi Chandra Chief Manager - Programmes &amp; Incharge BMGF Email: <a href="mailto:pmubmgf5@birac.nic.in">pmubmgf5@birac.nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> <li>7. Dr. Raj Shirumalla Mission Director - NBM Email: <a href="mailto:technical.birac@nic.in">technical.birac@nic.in</a> Tel: + <a href="tel:91-11-29878000">91-11-29878000</a> Address: 5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020</li> </ol>
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**The Names of the Departments/Divisions and the Names & Designations of Employees are as under:**

DEPARTMENTS/ DIVISIONS	NAME	DESIGNATION
	<b>Dr. Jitendra Kumar</b>	<b>Managing Director</b>
	<b>Vacant</b>	<b>Director [Operations]</b>
	<b>CA Nidhi Shrivastava</b>	<b>Director [Finance]</b>
<b>Investment</b>	<b>Dr. Sanjay Saxena</b>	<b>General Manager &amp; HoD - Investment</b>
	Dr. Sonali Tandon	Chief Manager
	Dr. Artee	Chief Manager

DEPARTMENTS/ DIVISIONS	NAME	DESIGNATION
	Dr. Poonam Singh	Chief Manager
	Dr. Prachi Kaushik	Senior Manager
	Dr. Vishwadeep Kapare	Officer
<b>Regulatory Affairs and Policy advocacy [RAPA]</b>	<b>Ms. Sonia Gandhi</b>	<b>Dy. General Manager, HoD - RAPA</b>
<b>Technical</b>	<b>Dr. Amita Joshi</b>	<b>Deputy General Manager &amp; Incharge Tech.</b>
	Dr. Shilpi Gupta	Deputy General Manager
	Dr. Dhiraj Kumar	Chief Manager
	Dr. Aparna Sharma	Chief Manager
	Dr. Prachi Agarwal	Chief Manager
	Dr. Sujit Das	Officer
<b>IP &amp; Technology Management [IPTeM]</b>	<b>Dr. Vinita Jindal</b>	<b>Dy. General Manager &amp; HoD - IPTeM</b>
	Mr. Amit Katiyar	Chief Manager
<b>Biofoundry, NCR Biotech Cluster &amp; IVCOL Mission Director - Make In India for Biotech sector</b>	<b>Dr. Manish Diwan</b>	<b>General Manager &amp; Head - Biofoundry, NCR Biotech Cluster &amp; IVCOL Mission Director - Make In India for Biotech sector</b>
<b>Business Development and Communication [BDCOM]</b>	<b>Dr. Shilpy Kochhar</b>	<b>Chief Manager, HoD - BDCOM &amp; Head – SPEAD (Additional Charge)</b>
<b>Strategic Partnership &amp; Entrepreneurship Development [SPED]</b>	Dr. Chhaya Chauhan	Senior Manager
	Ms. Taranjeet Kaur	Senior Manager
	Ms. Rashmika Singh	Deputy Manager
	Ms. Poonam R. Bishnani	Officer
	Ms. Apurva Shrivastava	Officer
	Ms. Harshita Bhawsar	Officer
	Ms. Diksha Rathore	Officer
<b>Finance &amp; Accounts</b>	<b>Ms. Lalitha Balakrishnan</b>	<b>General Manager &amp; HoD - F&amp;A</b>
	Ms. Bhawna Arora	Chief Manager
	Mr. Devatma Nand Varma	Chief Manager
<b>Corporate Affairs &amp; Legal</b>	<b>Ms. Kavita Anandani</b>	<b>Company Secretary, GM &amp; HoD - CLA</b>
	Ms. Asha Damani	Manager
	Ms. Alka Sharma	Deputy Manager
	Mr. Amit Kumar	Deputy Manager
	Ms. Kirti Gupta	Deputy Manager
<b>Human Resource &amp; Administration and IT</b>	<b>Mr. Nitin Bakshi</b>	<b>Chief Manager, HoD - HR &amp; Admin</b>
	Ms. Kavita Sardana	Deputy Manager
	Ms. Vipul Kumar	Deputy Manager
	Ms. Deepa Panth	Deputy Manager

## ***BIRAC Activities***

Various activities of BIRAC are:

**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 organizations, international bilateral agencies, philanthropic organizations and corporate sector, to leverage the strength and expertise and mobilize resources and extend the outreach of its activities.

BIRAC through its PPP schemes and other programs 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 up to pre-commercialization. There are also special product development missions.

- **Funding support programmes:** BIRAC offers funding support to start ups and entrepreneurs through various schemes including earlystage Funding to students and entrepreneurs, Royalty based grants to Startups and SMEs, Equity funding for validation and scale up, Product Commercialization Fund etc. BIG scheme provides up to INR 50 Lakh grant-in-aid to individual entrepreneurs and start-ups. Equity Fund schemes include SEED, LEAP and AcE Fund. BIRAC through its PPP schemes also promote start-ups across the country through i4 programme (Intensifying the impact of Industrial Innovation) and SIIP (Social Innovation Immersion Programme).
- **Incubation and pre-incubation support programmes:** BIRAC's BioNEST scheme offers a platform through which a strong incubation network has been created across the country. 74 BioNEST bioincubators and EYUVA Centers of BIRAC offer access of shared facilities, high end instrumentation, specialized infrastructure, connect with mentors, IP & legal support etc. all under one roof. Pre-incubation facility is provided to students through E-YUVA centres located within University/Institutes.
- **Networks & Facilitation Programmes:** BIRAC has established partnerships with several national and international agencies which offer opportunity to connect and seek mentorship from technical as well as business advisors. The startups are also provided facilitation for showcasing their innovations at both national and global level.
- **IP & Regulatory Facilitation Programmes**
  - BIRAC has a dedicated IP cell which supports and guides startups for IP drafting, filing etc. BIRAC PATH is one such scheme.
  - FIRST Hub is an initiative of BIRAC that connects startups with regulatory bodies such as CDSCO, ICMR etc. and facilitates quick resolution of regulatory queries.



- **Validation/pilot testing at clinical sites**
  - BIRAC supports pilot testing of products & technologies developed by startups by deploying these solutions at clinical sites. WISH is one such partner.
- **Online showcasing of products developed by startups through BIRAC website ([www.biotechinnovations.com](http://www.biotechinnovations.com))**
- **Workshops, technical trainings and Investor Connect Meets** (organized directly by BIRAC and through its partners and Regional Centres)
- **Policy guidance and Advisory through Make in India Cell for Biotechnology**

For the Details of Schemes, Strategic Partnerships, Mentorship & capacity Building, IP & TT refer to BIRAC Website [www.birac.nic.in](http://www.birac.nic.in)

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