

## *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:

Ms. Kavita Anandani  
CPIO  
Biotechnology Industry Research Assistance Council (BIRAC)  
1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, Lodhi Road, New Delhi-110003  
Tel.: +91 - 11 - 24389600, Website: [www.birac.nic.in](http://www.birac.nic.in)

The Appellate authority is:

Ms. Anju Bhalla  
Managing Director, BIRAC  
Biotechnology Industry Research Assistance Council (BIRAC)  
1<sup>st</sup> Floor, MTNL Building, 9, CGO Complex, Lodhi Road, New Delhi-110003  
Tel.: +91 - 11 - 24389600, 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 handholding 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 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 organization has diverse teams and still affirm 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.

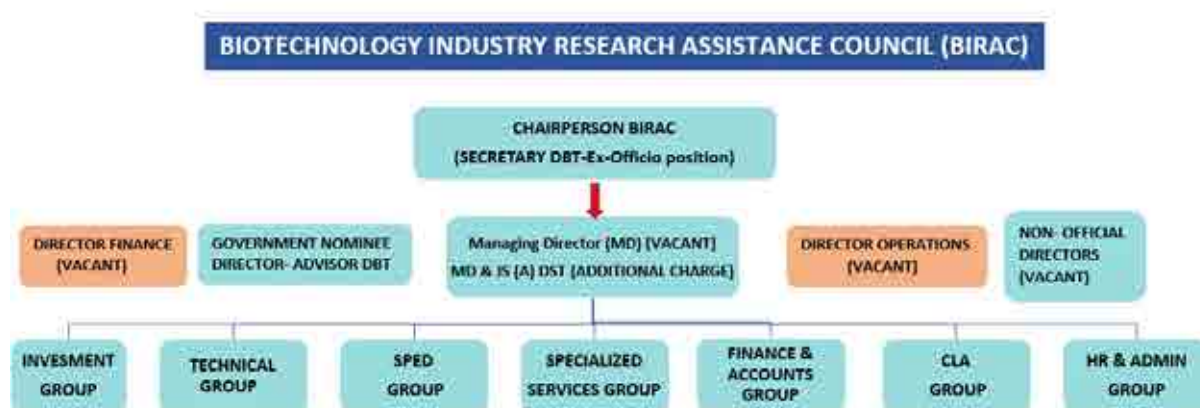
BIRAC has a well-defined performance appraisal system wherein KPIs and KRAs are defined for each employee in the beginning of the financial year and based on their performance promotions are awarded to the deserving candidates. Competency based assessment parameters have been set for each level.

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 Directors*

The Board of Directors of BIRAC consists of the following:

1. Dr. Renu Swarup, Secretary DBT & Chairperson
2. Ms. Anju Bhalla, Managing Director & JS(A) DST
3. Dr. Mohd. Aslam, Government Nominee 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	Chief Manager
	Dr. Sonali Tandon	Senior Manager
	Dr. Artee	Senior Manager
	Dr. Poonam Singh	Manager
	Dr. Prachi Kaushik	Manager
	Dr. Nutan	Manager
	Ms. Mandvi Tiwari	Deputy Manager
TECHNICAL	Dr. P. K. S. Sarma	General Manager & HoD - Technical
	Dr. Shilpi Gupta	Chief Manager
	Dr. Amita Joshi	Chief Manager
	Dr. Dhiraj Kumar	Senior Manager
	Dr. Aparna Sharma	Senior Manager
	Dr. Prachi Agarwal	Senior Manager
	Dr. Saishyam Narayanan	Deputy Manager
	Dr. Yogesha M.	Officer
SPECIALIZED SERVICES	Dr. Vinita Jindal	Chief Manager
	Mr. Amit Katiyar	Senior Manager
	Ms. Rashmika Singh	Officer
STRATEGIC PARTNERSHIP & ENTREPRENEURSHIP DEVELOPMENT (SPED)	Dr. Manish Diwan	Deputy General Manager & HoD – SPED
	Dr. Shilpy Kochhar	Senior Manager
	Mr. Utkarsh Mathur	Manager
	Dr. Chhaya Chauhan	Manager
	Ms. Taranjeet Kaur	Deputy Manager
	Ms. Poonam R. Bishnani	Officer
FINANCE & ACCOUNTS	Ms. Lalitha Balakrishnan	Deputy General Manager & HoD - F&A
	Ms. Bhawna Arora	Senior Manager
	Mr. Devatma Nand Varma	Senior Manager
	Mr. Shariq Suhail	Deputy Manager
	Mr. Shashikant Vishwakarma	Finance & Account Officer
	Mr. Ravinder Kumar	Finance & Account Officer
LEGAL & CORPORATE AFFAIRS	Ms. Kavita Anandani	Company Secretary Deputy General Manager & HoD - CLA
	Ms. Jaya Sitaram	Senior Manager Corporate Affairs
	Ms. Alka Sharma	Legal Officer
	Mr. Amit Kumar	Legal Officer
	Ms. Kirti Gupta	Corporate Affairs Officer
HUMAN RESOURCE & ADMINISTRATION	Ms. Nameeta Khare	Deputy General Manager & HoD - HR & Admin
	Mr. Nitin Bakshi	Senior Manager
	Mr. Amarnath Shukla	Senior Manager
	Ms. Kavita Sardana	Administrative Officer
	Ms. Vipul Kumar	Officer
	Ms. Deepa Panth	Administrative Officer

## *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.

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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