



No.BT/AI/30021/01/2019

Dated : 13th November, 2019

The Executive Director,
Translational Health Science and Technology Institute,
Faridabad

Subject:- Forwarding of approved Bye-laws of THSTI, Faridabad-reg.

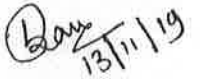
Madam,

I am directed to forward herewith a copy of amended Bye-laws of Translational Health Science & Technology Institute (THSTI), Faridabad duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 6997 dated 30.09.2019.

Yours faithfully,

Encls: As above.

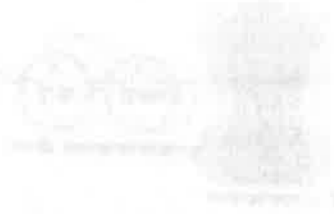

(Subodh Kumar Ram)
Under Secretary to the Govt. of India
Tel: 2436 0983

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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Copy to for information:-

- | | | |
|------|---------------------|--|
| (i) | Scientist 'G' (AS) | - Scientific Coordinator for THSTI, Faridabad. |
| (ii) | Scientist 'E' (JML) | - Nodal Officer for THSTI, Faridabad. |

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एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE
AND TECHNOLOGY INSTITUTE

BYE LAWS -2019

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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PHYSICS 435
PHYSICS DEPARTMENT
THE UNIVERSITY OF CHICAGO



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Department of Biology
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TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE

INTRODUCTION

The Department of Biotechnology has established the Translational Health Science and Technology Institute (THSTI) as one of its Autonomous Institutions with the approval from the cabinet on 6th Sept. 2007. The institute framed its Memorandum of Association and Rules and Regulation there under that were approved by the Department of Biotechnology, Ministry of Science and Technology (Government of India). The institute was registered as a Society under the Societies Registration Act of 1860 as applicable to the National Capital Territory on 15th July, 2009. The Governing Body approved and adopted the Memorandum of Association and Rules and Regulation thereunder

The institute has its mandate to facilitate biomedical researchers to translate their innovative research ideas into actual process/product development by bringing together the interdisciplinary groups to work to understand development of technologies to fulfil unmet needs from bedside to bench and bench to bedside.

THSTI started functioning from the interim laboratory space which was acquired on rental basis at 496, Udyog Vihar Phase III, Gurgaon (Haryana) during 2009. The buildings and laboratory designs for the permanent campus at Faridabad were approved and the Phase-I of the campus development was initiated in the year 2010. During February 2015, the Institute shifted from its interim location to its permanent facility in the National Capital Region – Biotech Science Cluster (NCR-BSC) campus in Faridabad.

The Mission, Vision, Aims and Objectives of THSTI as approved by the Cabinet are given below:

Mission

Translating of science generated knowledge and platform technologies into products for public health system and for defined patient groups. To pursue grand challenges in public health related to affordable technologies through group excellence.

Vision

Initial focus on infectious diseases, to extend to cover chronic diseases.

Aims & Objectives

- To support and create a network of scientific collaboration and research resource centres, to provide seed funds for novel translational work facilitated by a separate evaluation process. The research resource centres shall be given core support.
- To develop de novo or by acquisition of early leads generated by others, new or improved vaccines, adjuvants, bio-therapeutic products, bio-diagnostics and biomarkers, nutraceuticals, delivery systems for drugs and vaccines and cell based technologies.
- To identify technologies that are relevant to primary, secondary and tertiary healthcare irrespective of the source of development, optimize them and facilitate their diffusion. Support would be provided for scale-up validation and commercialization of the relevant

technologies developed by other institutions and Small Medium Enterprises (SMEs) and internationally developed technologies provided the technology is licensed to an Indian company with whom the institute can partner.

- To make 20% of the institute's lab space accessible to the researchers of small and medium companies on a user charge basis and to other extramural scientists but for translational purpose. These facilities may be in terms of developing novel and validated assays for product evaluation, clinical trial design and coordination, regulatory and Intellectual Property Rights (IPR) support, product design and refinement services access to platform technologies i.e. genomics, proteomics, imaging, nuclear magnetic resonance, chemical and molecular libraries, biosafety level III and others.
- To co-ordinate inter-institutional translational research such as cohort and molecular ecology studies for understanding the molecular mechanisms of disease. The knowledge generated by the studies will complement the technology development process and development of interventions.
- To develop a centralized core equipment facility to be available on user charge basis to other institutes and SMEs.
- To achieve the above, to recruit a unique faculty with basic scientists, technologists, physicians, researchers, engineers, statisticians, bio-informaticians to work under one roof.
- To set up a unit for developing policies related to Health Science Technologies, identify needs, facilitate conceptualization and design of new technologies and products. This unit will create ready to use ideas and grand challenges for Council of Scientific and Industrial Research (CSIR) labs, Indian Council of Medical Research (ICMR), Department of Science and Technology (DST), SMEs and for programmes of Department of Biotechnology (DBT) and its autonomous Institutions. The unit will be funded from the budget of the translational centre but be manned only by contract appointees.
- Education and Training: To initiate Masters / Fellowships / Diploma courses in Translational Health Science, interdisciplinary PhD and Post-Doctoral programmes in association with other participating institutions for physician scientists, short term training for SME and other professionals in product development, in regulation and IPR management and to support the activity in other medical schools in India.
- To provide platforms for active interaction among scientists, health specialists, technologists and entrepreneurs both nationally and internationally.
The spin-offs and outputs of the institute are knowledge, human resources development and skill gain as well as tangible and non-tangible outcomes.

To achieve the above, all actions, endeavors, provisions and mechanisms of the institute are centric to enable the performance, relevance and impact of the institute and its personnel within the applicable rules of the Govt. of India.

Now, in exercise of the powers conferred under Rules 33, 34 (viii) of the Memorandum of Association of **Translational Health Science and Technology Institute Society**, the Governing Body of the institute hereby frames these Bye-Laws subject to the approval of the Central Government.

The draft Bye-Laws were approved by the Governing Body in its 20th GB meeting held on 22.10.2018 and the Governing Body cleared the same for submission to the Department of Biotechnology.

1. Short Title and Commencement


- I. These Bye Laws shall be called the THSTI (THSTI) Bye Laws 2019, hereinafter referred to as 'THSTI Bye Laws'. These shall come into effect from the date of notification issued by the Institute after due approval of the same from Department of Biotechnology, Ministry of Science and Technology, Government of India.
- II. **The Bye Laws and Recruitment Rules have been approved by the Department of Biotechnology, Ministry of Science and Technology, Government of India, and placed at Appendix 1 to these bye laws.**
- III. These Bye Laws may be read in conjunction with the "Memorandum of Association(MOA) of Translational Health Science and Technology Institute Society" and "The Rules and Regulations of Translational Health Science and Technology Institute Society" filed with the Registrar of Societies, (Govt. of NCT of Delhi, Delhi) vide certificate No. S/66271/2009 dated 15th July, 2009 under. A copy of the Memorandum of Association and the Rules and Regulations of Translational Health Science and Technology Institute Society is enclosed as **Appendix-2.**

2. Definitions and Interpretation: In these Bye Laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

- I. **Bye Laws** means the Bye Laws framed under Rules 33 and 34 (viii) of "The Rules and Regulation of Translational Health Science and Technology Institute Society";
- II. **Central Government** means the Government of India represented by the Department of Bio-Technology, Ministry of Science and Technology Headquartered at New Delhi under Rule 3(c) of "The Rules and Regulations of the Translational Health Science and Technology Institute Society";
- III. **Chairperson** means the Chair of the Governing Body of the Translational Health Science and Technology Institute Society vide Rules 3(f), 8 & 24 of "The Rules and Regulations of Translational Health Science and Technology Institute Society".
- IV. **Executive Director** shall have the same meaning as defined at Rules 3(g), 7 (b), 24 & 9 of the Rules and Regulations of the THSTI Society and who shall be ex-officio Member - Secretary of THSTI Society.
- V. **Administrative Officer (Finance and Accounts), THSTI** shall be the Finance and Accounts Officer of the Institute who shall be responsible for all finance and accounts matters of the Institute. He shall be the non-member secretary of the Finance Committee of the Institute and shall not have any voting rights.
- VI. **Finance Committee (FC)** means the Finance Committee of the Institute in terms of Rule 51 of Rules and Regulation of Translational Health Science and Technology Institute Society.
- VII. **Financial Year (FY)** means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India.
- VIII. **Governing Body (GB)** means the Governing Body of the Institute in terms of Rules 3(d) and 24-31 of "The Rules and Regulations of Translational Health Science and Technology Institute Society";

- IX. **Head of Administration** of THSTI shall be the Head of Administration for all administrative and financial matters of the Institute and assist Executive Director of the Institute in accordance with Rules and Regulations of the Society for administrative and financial matters. In the absence of Head-Administration, the senior most officer from administration authorized by the Executive Director would be construed as Head of the Administration.
- X. **Head of the Institute** shall mean the Executive Director of the Institute appointed under Rule 7 (b), 24 & 9 of "The Rules and Regulations of the Translational Health Science and Technology Institute Society".
- XI. **Institute** means the Translational Health Science and Technology Institute under Rule 3 (a) of "The Rules and Regulations of the Translational Health Science and Technology Institute Society".
- XII. **Non Member of Governing Body/Finance Committee/Scientific Advisory Committee** shall mean any officer of the Department of Biotechnology/Institute who shall be part of such committee/Body as may be decided by the Governing Body but shall not have any voting rights in the proceedings of GB/FC/SAC. Such members shall have important advisory role and their advice shall be duly considered by GB/FC/SAC. The number of such non-members shall not be more than "TWO" in any such Body/Committee of the Institute.
- XIII. **President** shall mean the President of the Translational Health Science and Technology Institute Society in terms of Rules 3(e) and 8 of "The Rules and Regulations of Translational Health Science and Technology Institute Society" and shall invariably be Minister of Science and Technology, Government of India or his/her nominee in terms of Rule 8 of "The Rules and Regulations of Translational Health Science and Technology Institute Society".
- XIV. **The Rules and Regulations** shall mean The Rules and Regulations of Translational Health Science and Technology Institute Society filed with the Registrar of Societies, (Govt. of NCT of Delhi, Delhi) vide certificate of Societies Registration Act XXI of 1860 on 15th July, 2009.
- XV. **Secretary** of Translational Health Science and Technology Institute Society shall mean the Executive Director, Translational Health Science and Technology Institute under Rule 3(h) of "The Rules and Regulations of the Translational Health Science and Technology Institute Society" and shall be the ex-officio Member - Secretary of the Translational Health Science and Technology Institute Society.
- XVI. **Society** means the Translational Health Science and Technology Institute Society under Rule 3(b) of "The Rules and Regulations of the Translational Health Science and Technology Institute Society" herein referred as 'Translational Health Science and Technology Institute Society' registered under (the Societies Registration Act 2009) and registered in the office of Registrar of Societies, (Govt. of NCT of Delhi, Delhi) vide certificate of Societies Registration Act XXI of 1860 on 15th July, 2009.

(Words imparting the singular number shall include the plural number. Words imparting the masculine gender shall include the feminine gender as per context mutatis mutandis)



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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CHAPTER- I CONSTITUTION & GOVERNANCE

1. **Constitution of Translational Health Science and Technology Institute Authorities**
 - 1.1. **Society:** Minister of Science and Technology or his nominee, Government of India shall be the President of the Translational Health Science and Technology Institute Society. Its initial constitution is detailed vide Memorandum of Association annexed as Appendix-2 to these ByeLaws.
 - 1.2. **Governing Body:** In terms of Rules 24-31of the Rules and Regulations of Translational Health Science and Technology Institute Society, the current composition of the Governing Body of Translational Health Science and Technology Institute is detailed vide Appendix-3of these Bye Laws.
 - 1.3. **Finance Committee:** In terms of Rule 51 of the Rules and Regulations of Translational Health Science and Technology Institute Society, the current composition of Finance Committee is detailed vide Appendix-3 to these Bye Laws.
 - 1.4. **Scientific Advisory Committee:** In terms of Rule 51 of the Rules and Regulations of Translational Health Science and Technology Institute Society, the current composition of the Committee is detailed vide Appendix-3to these Byelaws.
2. **Conduct of Business of Translational Health Science and Technology Institute**
 - 2.1. **Society:** shall be in accordance with Rule 3(b) of "The Rules and Regulations of Translational Health Science and Technology Institute Society".
 - 2.2. **Governing Body:** shall be in accordance with Rules 3(d) and 24-31of "The Rules and Regulations of Translational Health Science and Technology Institute Society".
 - 2.3. **Finance Committee:** shall be in accordance with Rule 51 of "The Rules and Regulations of Translational Health Science and Technology Institute Society"
 - 2.4. **Scientific Advisory Committee:** shall be in accordance with Rule 51 of "The Rules and Regulations of Translational Health Science and Technology Institute Society", subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
 - 2.5. **Technical Advisory Committee:** shall be in accordance with Rule 51 of "The Rules and Regulations of Translational Health Science and Technology Institute Society", subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
 - 2.6. **Other Committees:** constituted by the Governing Body to achieve the objectives of the Society.
 - 2.6.1. **Building Committee:** Will be constituted by the Institute with the approval of Governing Body, which will be common to the National Capital Region – Biotech Science Cluster (NCR-BSC). The term of the Building Committee shall be for a period

of three years. Terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any civil work and/or change in the approved plan for building construction, concurrence of Building Committee is mandatory.

2.7. The current composition of Society, Governing Body, Finance Committee, Scientific Advisory Committee and Building Committee is placed as **Appendix-3 as approved by DBT.**


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अवर सचिव / Under Secretary
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3. Functions and powers of various authorities

- 3.1. **President of the Society** shall be in accordance with Rules 11-23 of "The Rules and Regulations of Translational Health Science and Technology Institute Society".
- 3.2. **Governing Body:** To recommend appointments to various posts of the Institute to achieve the objectives of the Society in accordance with the Recruitment Rules approved by Government of India.
- 3.2.1. Shall be in accordance with Rules 24-44 of "The Rules and Regulations of the Translational Health Science and Technology Institute Society" subject to the provisions of Government of India as indicated below :
- 3.2.1.1. Ministry of Finance, Department of Expenditure OM No F. No 8(4)/E.Coord./84 dated 15.10.1984. Copy of the OM is annexed as **Appendix-4**.
- 3.2.1.2. Fundamental Rules and Supplementary Rules'.
- 3.2.1.3. General Financial Rules, 2017 (GFRs).
- 3.2.1.4. Any other rules/instructions issued by Department of Biotechnology, Ministry of Science and Technology, Government of India from time to time applicable on Autonomous Institutions funded through government grants.
- 3.3. **Chairperson of Governing Body**
- 3.3.1 Shall be in accordance with Rules 45 & 46 of the Rules and Regulations of THSTI Society, subject to Clause 3.2 of these Bye Laws.
- 3.3.2 Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **Annexure-1** to these Bye-Laws.
- 3.3.3 In the event of indisposition of the Executive Director, THSTI for a period not exceeding 90 days due to emergent/urgent/medical/personal/other reasons, Chairperson through administrative department shall make interim arrangement for the entire duration of indisposition of the Executive Director, THSTI. Such in-charge Executive Director shall be responsible for overseeing only day to day functions of the Institute and shall not have any powers in matters of appointment/promotion/finalization of tenders. During the temporary arrangement period, the in-charge Executive Director shall have only the financial powers as outlined vide **Annexure-1** to these Bye Laws so as to meet the working expenses of the Institute. All important financial decisions involving expenditure above Rs 1.0 Crores including policy decisions shall be executed only with the prior approval of Chairperson/Governing Body. For the period of indisposition of the Executive Director exceeding 90 days, approval of President of the Society shall be obtained by the Chairperson, Governing Body to continue with the temporary charge arrangement.
- 3.4. **Executive Director** of THSTI shall be in accordance with Rules 47-50 of Rules and Regulations of THSTI Society, Recruitment Rules of THSTI, powers delegated to him/her by the Governing Body/Chairperson-GB subject to Rule 9 of these Bye Laws. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **Annexure-1** to these Bye Laws.

- 3.5. **Head of Administration** shall exercise such powers and discharge such functions as delegated to him by the Governing Body/Executive Director subject to the Recruitment Rules of THSTI and Rules 34(iii) of these Bye Laws.
- 3.5.1 He shall directly report to Executive Director for all non-scientific matters.
- 3.5.2 He shall be responsible for conduct of meetings of the Society, Governing Body, Finance Committee and placement of Annual Reports, Audited Accounts before them as per schedule in accordance with Rules and Regulations of THSTI Society.
- 3.5.3 He shall on behalf of the Institute and as authorized by Governing Body/ Executive Director of the Institute enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Body/ Executive Director and shall exercise such powers and perform such duties as may be specified by Governing Body/ Executive Director of the Institute. He shall also be responsible for settling all the audit paras pertaining to the administrative matters of the Institute.
- 3.5.4 He shall exercise financial powers in accordance with Delegation of Financial Powers annexed as **Annexure-1** to these Bye Laws.
- 3.6. **Deans** of the THSTI shall be in accordance with Rule 51 of Rules and Regulations of THSTI Society, Recruitment Rules of THSTI. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **Annexure-1** to these Bye Laws.
- 3.6.1 They shall be Discipline/Mission Heads of thematic research and development strategies of the Institute namely
- (i) Infectious disease and Immunology;
 - (ii) Maternal & Child Health;
 - (iii) Non Communicable Diseases;
 - (iv) Multi-disciplinary clinical and translational research;
- and any other research program the Institute may so form for realizing the objectives of the Society.
- 3.6.2 They shall be essential members of the Scientific Advisory Committee and the Technical Advisory Committee.
- 3.6.3 Where new research programs/partnerships are developed with outside agencies (public/private national/ international), they shall execute their roles within the parameters of the agreement executed by the Institute with these agencies and duly approved by the Governing Body.
4. **Delegation of Financial & Administrative Powers:** for various Authorities of the Institute shall be governed by **Annexure-1** to these Bye Laws.

CHAPTER – II
FINANCE AND ACCOUNTS

5. **Funds:** In terms of Rule 52-54 of “The Rules and Regulations of Translational Health Science and Technology Institute Society”, the funds of the society shall consist of the following:
- Recurring and non-recurring grants made by the Central Government.
 - Fees and other charges received by the society.
 - All monies received by the society by way of grants, gifts, donations, endowments (as per provisions of IT Act 1961), sponsorships and/or other legally valid contributions from individuals and bodies corporate or societies.
 - All funds received by the society shall be paid into the society’s account with Treasuries/ Sub-Treasuries like the Reserve Bank of India, other Indian banks and their subsidiaries.
6. **User Charges:** - ‘User Charges’ are an important component of the non-tax revenues of the Institute.
- Identification of User Charges:** the Institute shall identify all the areas areas/activities/services/technology patented and commercialized for which user charges shall be levied at such rates as may be duly approved by the Governing body on a permanent basis and temporarily for a period of not more than 6 months if the same are levied with the approval of the Executive Director of the Institute.
 - Review of User Charges:** there shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a duly constituted Committee which shall compulsorily have representation of officials of Department of Biotechnology (as decided by the Government). The recommendations of the Committee shall be placed for approval of the Governing Body in the following GB meeting following which the new rates shall be applicable as duly notified by the Institute.
 - Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering a proportion of its recurring expenditure which is funded through Government Grants. The Institute shall also enter into annual Memorandum of Understanding (MoU) with Department of Biotechnology, Govt. of India at the start of each financial year in terms of Rule 229 (xi) of GFR 2017 before end of 1st quarter of the financial year to realize its objective.
 - Components of User Charges:** The current rates of user charges are given in **Annexure-2** of the Bye Laws. Any change in the items / activities for which user charges will be charged as decided with the approval of Governing Body from time to time.
7. **Preparation of Budget Estimates:** Not later than 1st August of each year, the Executive Director of the Institute shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:
- All Recurring Expenditure including salary component which shall be prepared separately.
 - All Non-Recurring Expenditure which shall include Capital Costs.
 - All estimates of income including extramural and user charges, which shall be part of non-tax revenues.
 - Statement of Income and Expenditure.
 - Demand for Grants required from the Government.

Should it be proposed, during the course of a financial year, to finance any scheme approved by the Governing Body which has not been included in the estimates for that year, the sanction of the Body, shall be obtained for the method proposed for financing it, whether that be by means of a supplementary grant from Government, or by re-appropriation within the sanctioned estimates or through extramural grants/funding through other sources.

8. Sanction of Budget Estimates:

- a. In the first week of August every year, the Executive Director shall place the budget estimates for the next financial year before the Finance Committee for the remarks and recommendations of the Finance Committee. The budget estimates shall be submitted for approval of the Governing Body after the recommendations of the Finance Committee in such manner and at such time as decided by the Governing Body. The budget estimates for the next financial year shall thereafter be submitted to the Government of India for approval by not later than the 30th September in each year.
- b. The approval of the Governing Body or the competent authority, through the Delegation of Financial & Administrative Powers, as the case may be, shall be necessary for implementation of all schemes proposed to be financed from the funds of the Institute.

9. Appropriation:

- a. All expenditure within the budget grant shall be approved and sanctioned by the authorities as per **Annexure-1** to these Bye Laws.
- b. The funds of the Institute shall not be appropriated for expenditure on any item/scheme which has not been approved in the budget estimates by the Governing Body.

10. Re-appropriation: from one head to another head shall only be done with the prior approval of Department of Biotechnology.

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority as defined in the Delegation of Financial & Administrative Powers.
- b. The Executive Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- c. The Head of Administration of the Institute shall have powers of Head of Office (as laid down in DFPRs) to sanction an expenditure of a miscellaneous or contingent nature, etc., as prescribed by the Governing Body from time to time.
- d. The Executive Director shall oversee the expenditure against all the grants. In cases where inescapable expenditure necessitating an additional grant is involved, s/he shall take steps to get Governing Body's approval and obtain the supplementary grant before incurring the expenditure.
- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye Laws to cover it.
- f. The Executive Director of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts as may be specified by the Body from time to time.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and as such other conditions as the Governing Body and the Central Government may like to impose from time to time.

12. Advances:

- a. A rolling advance of a sum to be fixed from time to time by the Governing Body may be kept by the Finance and Accounts Officer or any other Authorized Officer for cash payments against contingent expenditure approved by the competent authority. Setting off expenses made under the rolling advance and replenishments shall be as per GFRs /Indian Accounting Standards.
- b. Imprest advances shall be payable to staff for meeting contingent expenditure, as approved by the Executive Director. The grant of such approvals shall be on a case-to-case basis with prior financial concurrence and the periods for holding advances and settling of accounts against drawn imprests shall be explicitly mentioned within the approval document. All running/rolling imprest shall be settled/surrendered/ adjusted automatically on 31st March of each FY.

13. Execution of Contracts on behalf of the Institute: All agreements, contract, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by Head of Administration for and on behalf of the Executive Director of the Institute except for the contract agreements, affidavits, MoUs signed by

- a. Executive Director with the Governing Body.
- b. The Head of Administration with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Body to be signed by the Executive Director of the Institute.

The Head of Administration shall be responsible for keeping a centralized record of all the contract agreements, affidavits, MoUs signed/executed by the Institute except for the contract agreement signed by Head of Administration with the Institute which shall remain in the custody of the Executive Director of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Body and the Executive Director of the Institute shall have full powers to call for all or any of the agreements, contract, affidavits, MoUs executed by the Institute from Head of Administration who shall promptly provide the same as and when required.

14. Investments

- i. The funds of the Institute may be invested only in such manner as may be prescribed by the Government of India as per GFRs.
- ii. All investments of the funds of the Institute shall be made in the name of the Institute. All purchases, sales or/alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Executive Director on behalf of the Governing Body. The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration of the Institute to be nominated by the Governing Body.
- iii. Head of Administration or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds

- i. **Receipts:** All monies received for or on behalf of the Institute shall be placed in a savings bank account in the name of the Institute with national banks or their subsidiaries.
- ii. **Payments:** Payments by and on behalf of the Institute shall ordinarily be made by cheques or electronic transfers. All cheque authorizations for electronic transfers will be signed by any two of the following with prior approval of the Executive Director:
 - a) Finance Officer
 - b) Head of Administration or authorized officer
 - c) Dean
 - d) Executive Director
- iii. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Executive Director or by an officer to whom the power has been delegated by the Executive Director.
- iv. All cheque books will be kept in the personal custody of the Finance Officer or any other person as may be authorized by the Executive Director on his/her behalf.
- v. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Executive Director.
- vi. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Executive Director for this purpose before these are passed by the Finance Officer for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Finance Officer. The monthly pay and allowance bills shall be submitted by the Finance Officer to the Executive Director through Head of Administration and passed for payment by Finance Officer of the Institute. Payment will be made by means of demand drafts or cheques or electronic transfer, as the case may be.
- vii. **Any domestic outstation tour of the**
 - a. employees of the Institute shall be sanctioned by the Executive Director for officials in Level-12 and above and for the employees of Level-11 and below the concerned Controlling Officer shall be the sanctioning authority. The TA bills shall be countersigned by the Controlling Officer for employees in Level 11 or below. No countersigning of TA bills will be required for TA claims of officers in Level-12 and above.
 - b. In the case of tour of Director of the Institute, any domestic outstation tour exceeding 05 days in a month in single visit (with prefixing and suffixing of gazette holidays/Saturdays and Sundays) intimation to the Chairperson, Governing Body for stay shall be obtained. If during any such outstation visit, the Executive Director is indisposed for any reason (personal/medical/otherwise), he will immediately inform the Chairperson and also the Nodal Officer in the Department regarding his indisposition, subsequent to which, the Chairperson shall invariably invoke the provisions of Clause 3.3.3 of the Byelaws.
 - c. In the event of untimely demise of the Executive Director; Nodal Officer, Department of Biotechnology shall inform the same to Chairperson and Joint Secretary/Administration, Government of India. Provisions of Clause 3.3.3 of the Byelaws shall then be invoked by the Chairperson with due approvals of the President of the Society.
- viii. **Foreign Tours and Air Travel:** Guidelines issued by the Department of Biotechnology and/or by the Ministry of Finance from time to time on foreign travel/air travel shall be strictly

adhered to. Budget under separate head for "Foreign Travel Expenses" shall be approved at the beginning of the financial year by the Governing Body. Under no circumstances, expenditure in excess of the approved budget shall be incurred nor any funds shall be re-appropriated to meet expenses on foreign travel account without the prior approval of the Governing Body.

16. Accounts:

- i. The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.
- ii. The Finance Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body in consultation with the Central Government. Such an officer will be responsible to the Head of Administration for accuracy and completeness of the accounts of the Institute.
- iii. The Finance Officer will be responsible to the Head of Administration for the accuracy and completeness of the accounts of the Institute. The Finance Officer shall also render necessary advice to the Executive Director in all proposals involving financial implication.

17. Annual Accounts, Audit and Results of Audit: The accounts of the Institute shall be subject to the CAG audit and annually by the Chartered Accountant(s) appointed per terms of Rule 55 of "The Rules and Regulation of THSTI" and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- i. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:
- ii. Proper accounts of receipts & expenditure incurred from government grants and other sources is maintained
 - a) A proper Charter of Accounts is maintained and complied with
 - b) An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
 - c) A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);
 - d) Proper stores accounts and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals
 - e) A system of reporting to the Governing Body on losses of cash, stores and other assets after proper investigation is followed.
 - f) All tax and legal compliances are maintained;
 - g) All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology are made on time.
- iii. To achieve this audit task, the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfilment of such verification as above.
- iv. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of Translational Health Science and Technology Institute Society or these Bye Laws affecting the accounts of the Institute shall be in written, signed & dated form.

- v. Disposal/Write off of items shall be as per GFR provisions.
- vi. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded annually to the Governing Body and Department of Biotechnology, Ministry of Science and Technology latest by 30th September of each year for laying before the Parliament as per GFRs and also to the other authorities/bodies as directed by the Governing Body.

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

CHAPTER –III
LEGAL COMPLIANCES

The Executive Director of the Institute shall ensure all statutory compliances of the Institute w.r.t the law of the land, namely,

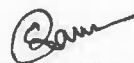
- 18. Societies Registration Act (Act XXI) 1860, (Punjab registration Amendment Act 1957)**
- All provisions of the above Act shall apply to the society.
 - A list of Governing Body members shall be submitted annually to the Registrar of Societies as required by the Section 4 of the above Act.
 - Any kind of amendment in the constitution of the Society shall be made and reported to the Registrar of Societies as per Section 12 & 12A of the above Act.
- 19. Tax compliances:** The society shall comply with all direct & indirect taxation requirements as stipulated by the Department of Revenue, Ministry of Finance and applicable to the institute. These relate to Income Tax (Income Tax Act 1961), Goods and Service Tax Act, 2017, Customs Act 1962, any prevailing act relevant to tax and their respective Rules. All returns as required by the tax laws of the Indian Union shall be submitted by the institute, by the designated officer under intimation to the Governing Body.
- 20. Contract law and interpretation**
- All goods & services contracts entered into by the institute through its designated staff shall be for and on behalf of the Executive Director of the Institute.
 - All contracts entered into by the institute shall be subject to the provisions of the Indian Contract Act 1872 and Rules thereof, Representations & Warranties within the contract shall be interpreted as per provisions of the Indian Contract Act and its rules.
- 21. Other legal compliances:** The Institute shall comply with and submit returns required for all laws of the Indian Union, established by the Central Government and the State Government, by designated staff under intimation to the Governing Body, related to operations of the institute and covering staff, environment and occupational issues.
- 22. Legal proceedings**
- The Society may sue or be sued in the name of the Secretary of the Society, or his/her authorized representative, as per Section 6 of the Societies Registration Act 1860 (Act XXI).
 - No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/staff of the institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-laws made there under.
 - The Executive Director of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform the Governing Body or its authorized representative and in line with the Advocates Act 1961 and rules thereof.

23. Indemnity, Surety & Guarantees

- a. The Institute shall be indemnified against all third-party claims arising out of its operations or the acts of its staff acting in private/ unauthorized capacity, as per Section 124 of the Indian Contracts Act 1872.
- b. The Institute shall not enter into a contract of guarantee regarding its operations or that of its staff, as understood under the Indian Contracts Act 1872, until unanimously approved by the Governing Body.
- c. The Institute shall not provide any surety for the results of its operations or the performance of duties by its staff and their whole conduct intrinsic to their employment, employment terms and extrinsic to it.

24. Arbitration: Arbitration entered into by the institute shall be as per provisions of the Arbitration & Conciliation Act, 1996 and amendments thereof.

25. Jurisdiction of High Court: In cases of any dispute arising between the Institute and others, the jurisdiction of The High Court of Delhi shall apply.



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अवर सचिव / Under Secretary
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Amended on 30.09.2019

CHAPTER IV
ACADEMIC & INSTITUTIONAL SPECIFIC ISSUES

26. Scholarships, Fellowships, Grants-in-aid, Special Programs, Faculties etc.

- a. In order to carry out the objectives of the Institute as set forth in the Rules and Regulations of the THSTI Society, the Governing Body may institute medals, prizes, scholarships and fellowships, to be managed under the direction of the Executive Director. The Institute may sponsor and finance deputations within the country and abroad, establish research schemes and project subject to provisions of Clause 3.2 of these Bye Laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars and permit them for registration for a Ph.D. degree as per its mandate in any University or academic institution, which has acquired the status of a University subject to provisions of Clause 3.2 of these Bye Laws. These students will be registered with a Faculty/ Scientist of the Institute as supervisor/guide.
- b. The terms and conditions of above activities shall be decided and recommended by the Executive Director for the approval of the Governing Body and the Government.

27. Professor of Eminence/ Science Chair Professorship/ Emeritus Scientists: The institute may engage above positions of Professor of Eminence/ Science Chair Professorship/ Emeritus Scientists to speed up research in high priority areas or to take up new areas related to the mandate of the institute as per the guidelines approved by the Department of Biotechnology.


28. Adjunct faculty:

The Institute may engage scientists as Adjunct faculty on honorary basis, to carry out research work or teaching to fortify the Institute's capabilities or to continue the Institute's ongoing research or teaching activities. Adjunct faculty will be entitled to shared facilities, office space and 50% of the core funding provided to regular faculty depending on the nature of their contributions, as recommended by the Executive Director and approved by the Governing Body. There will not be any restriction in the number of Adjunct faculty to be engaged on honorary basis.

29. Visiting Scientists/Scholars:

The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities/ to deliver lecturers. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Body. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the institute. The honorarium of scientist/ scholars will be decided by the institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work and 1-3 day for delivering lecturers and research planning etc.

- 30. Consultant:** The institute may hire consultants on contractual basis for conducting specific work for a specific period upto one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultants should not be more than 5 percent of the total approved staff of the institution. The institute will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of retired Government Officers. The consultancy shall be governed by Consultancy rules as per **Annexure-6**.
- 31. Sabbatical:**
The institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per THSTI's mandate. The institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be got approved from the Central Government.



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CHAPTER V
GENERAL PROVISIONS

- 32. Recruitment and Promotion rules:** The Executive Director or authority to whom the power shall lie under the Recruitment Rules shall, with the approval of the approving authority, appoint against regular sanctioned posts of the Institute such of the persons selected through due process as defined in the THSTI Recruitment Rules to achieve the objectives of the Institute. In this regard, the provisions contained in THSTI Recruitment Rules- 2019, annexed as **Annexure 3** to these Bye Laws shall prevail at all times.
- 33. Engagement on Contract Basis:** The Executive Director shall, on the recommendations of the duly constituted committee against advertised positions be competent to engage a person on contract basis:
- Project staff** whose term shall be co-terminus with the terms of project and project duration. There shall be in no case any regularization of such project staff against regular sanctioned posts in the Institute and contract terms and conditions, remuneration of such project staff shall be clearly spelt out in the contract agreement. The project staff so engaged shall however be covered under the Code of Conduct of the Institute for Employees on Contract Basis dealt separately in these Bye Laws. Maternity benefits to female project staff shall be as per guidelines issued by Ministry of Women and Child Development. Other benefits like leave, medical, travel etc. shall be clearly spelt out in their contract agreement. Head of Administration shall be the authorized officer to enter into and execute the contract.
 - The Executive Director of the Institute shall in subsequent meeting of the Governing Body place before it the statement of contractually engaged staff/consultants in the interim of two GB meetings for their information.
- 34. Service conditions**
- All employees appointed against regularly sanctioned positions of the Institute shall be governed by the provisions of the Central Civil Services (Conduct) Rules 1964 & Central Civil Services (Classification, Control and Appeal) Rules, 1965 in force and as amended from time to time.
 - Service of employees in the Institute under these Bye Laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
 - Contractually engaged staff shall be governed by the contract conditions. The Code of Conduct framed for such staff is annexed at **Annexure-4** of the Bye Laws.
- 35. Disciplinary and Appeal Rules:** The Institute shall follow CCS (Classification, Control, Appeal) Rules 1965 in force and amendments thereof, in matters of violation of Conduct Rules applicable to regularly appointed employees of the Institute. The delegation of authorities to initiate disciplinary proceedings under the Rules against delinquent employees shall be as under:
- Disciplinary Authority:** shall be the Appointing Authority or any higher controlling authority of the delinquent employee under whom the employee is working, whichever is higher to the appointing authority. The Appointing Authority for each position is stated in the Recruitment Rules.

- ii. **Appellate Authority:** shall be the authority higher than the Disciplinary Authority.
- iii. **Reviewing Authority:** Shall be the authority higher to the Appellate Authority.
36. **Residential accommodation** may be provided, subject to availability, eligibility and entitlement, to eligible scientists/staff according to Government of India (Directorate of Estate guidelines) rules in force.
37. **Estate Officer:** Engineer/ Technical Officer (Civil) shall also be the Estate Officer in terms of Public Premises Eviction (PPE) Act for the purpose of being custodian of land records and coordination with land agencies, developmental authorities, municipal corporations/nagarnigam and State Government. He shall report to Head of Administration.
38. **Leave Rules**
- a. CCS(Leave) Rules, 1972 in force and amendments thereof, shall be applicable to all regularly appointed(as per Recruitment Rules) employees of the Institute.
- b. For contractual employees including women employees, contract terms and conditions shall prevail. Maternity benefits to contractual women employees and project staff shall be regulated as in terms of Maternity Benefit Act.
39. **Medical Benefits:** THSTI will follow CS (MA) Rules, 1944 in accordance to the Govt. of India, mutatis-mutandis in respect of regular employees.
40. **Mechanism of dealing complaints against Sexual Harassment at Work Place:** The Institute will follow Government of India guidelines to fulfill its statutory obligations in this regard. The Executive Director is authorized to constitute the Complaints and Redressal /Internal Complaints Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Executive Director, who shall initiate appropriate
- a. disciplinary action in case of regularly appointed staff in terms of Conduct Rules & CCS(CCA) Rules.
- b. Implement relevant clauses of Contract Agreement in case of Contractual employees.
41. **Performance Management System:** All employees (regular and contractual) employed by the Institute shall be appraised annually for their performance achievement against planned outcomes of each financial year through the system of APAR (Annual Performance Appraisal Report) by 31 October of next financial year. Format of appraisal shall be similar to the format being used in DBT for Annual Performance Appraisal Report for all positions in the institute. The review and reporting of the official shall coverscientific/technical/administrative achievements, personal attributes, integrity, health, ability to shoulder higher responsibilities, awards and penalties during the period of appraisal, etc. The appraisal shall be an important document while considering employees promotion/MFCS/renewal-review of contract and other relevant decisions.
- 41.1 Annual Medical Examination (AME) for all the regular officers above 40 years of age is mandatory. The guidelines of Ministry of Health and Family Welfare issued vide communication No. A.17020/1/2010-MS dated 21.10.2011 amended from time to time shall be adhered to. The AME report shall be part of APAR.

42. Pay and Allowances :

- i. **For regular employees:** Government of India, Department of Expenditure/Department of Biotechnology instructions, Fundamental Rules of Government of India shall prevail at all times. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- ii. **For contractual employees:** Shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

43. Miscellaneous Provisions :

i. Intellectual Properties:

- a. All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation/presentations/ published work in national/ international forums / journals shall be the intellectual property of the Institute and Department of Biotechnology (in cases where the cost of the project is funded by Central Government grants/schemes, fellowships, etc) and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copy right Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013. This Policy may be subject to change but it can be applied consistently to arrive at a position that is as equitable as possible to all parties concerned.
- b. Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the institute related to the objectives of the Institute. This information may be in print or electronic forms.
- c. The Executive Director shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the Institute, the person(s) or organization(s) in whose name(s) such patents are to be taken and propose in such manner the distribution of the profits if any accruing from such patents.
- d. The Executive Director shall place before the Governing Body a six monthly statement of
 - i. patents filed in the period.
 - ii. amount of income generated consequent to commercial exploitation of these patents and its distribution thereof to various heads (like Institute Income, Program Division, Govt. of India, etc).
 - iii. the distribution of income generated out of commercial exploitation of all the patents filed by the Institute shall have specific approval of Government of India, Department of Biotechnology in each such case of commercial exploitation of patents in the country or abroad.

The guidelines for licensing of Intellectual Property Rights and Technology by THSTI are enclosed as **ANNEXURE-5**.

ii. Information Protection:

- a. All information related to the Institute and generated by the normal operations of the Institute and its employed/ contractual staff shall be covered by the provisions of the Indian IT Act 2000 and the IT Amendment Act 2008/ other amendment acts notified in the Gazette of India from time to time.
- b. The Executive Director shall issue suitable instructions for protection of electronic information through back-ups and otherwise, as deemed necessary from time to time.

- iii. **Contribution to Scientific Periodicals:** Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall duly acknowledge support of the Institute and Department of Biotechnology and the content/data of the contribution shall be the sole property of the Institute and Department of Biotechnology, the record of which shall be maintained by the Institute administration. A copy of every such contribution shall be approved by the Executive Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Executive Director.
- a. **Extra mural lectures:** Members of the staff of the institute may, with the prior permission of the Executive Director, accept invitations to give lectures in their field of work to Universities or learned societies within the country, provided such lectures do not interfere with their work at the institute.
- b. **Examiner-ships:** Members of the staff of the institute may, if invited to do so, and with the prior intimation to the Executive Director, accept university examiner-ships, normally only for post-graduate students preferably at doctoral level.
- c. **Seminars, conferences, symposium, and workshops/training:** The Executive Director or any staff of the Institute may be deputed by the Executive Director/Chair, Governing Body, to attend scientific conferences, symposia and congress, workshops, brainstorming sessions, business or collaborative meetings/interactions etc. in the country. If however, such conferences, symposia, workshops, seminars, lectures are held outside the country, the guidelines issued by the Department of Biotechnology/Government of India on foreign deputation, foreign travel and foreign hospitality shall be adhered to on each such occasion/event.
44. **Consulting/royalty services of externally sponsored research projects:** The Institute may render consulting services/conduct sponsored research projects to/for other organizations related to its objectives through its institutional framework and as approved by the Executive Director under intimation to the Governing Body. All such consulting services shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Executive Director or his authorized representative subject to:
- That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
 - The Executive Director shall appoint staff to the consulting assignment(s)/ sponsored research projects as deemed appropriate by him/her. In case of consulting assignments/ sponsored research projects brought to the institute through its staff, the staff member initializing the assignment shall be given priority in appointment to the assignment.
 - All consulting/ sponsored research assignments shall be contracted by the institute in its own name on approval of the Executive Director. No staff member employed by the institute shall enter into any private consulting/ sponsored research assignments independent of the institute and such acts will be deemed as a breach of conduct rules as defined by the CCS (Conduct) Rules 1964 and rules thereof.

- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of receipts sharing between the institute and its staff in such assignments shall be normally in the ratio of 50:35:10:5 in respect of Institute: Concerned Research Team: Supporting Staff: THSTI Staff Welfare Fund respectively as detailed in guidelines at **Annexure-6**. The 50% Institute's share shall be credited as revenue to the Institute.
- v. The guidelines for consultancy by THSTI are enclosed as **Annexure - 6**.

45. Collaboration with other institutions of repute

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives. The collaborations shall be made by the Executive Director under intimation to the Chairman, Governing Body and Administrative Ministry. In cases of international collaborations, prior clearances of Government (namely DBT, MHA & MEA) shall be taken.
- ii. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaborations shall be approved by the Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- iii. All approved collaborations shall be effected through legally sound term-sheets under approval of the Chairperson, Governing Body and the Administrative Ministry.
- iv. Collaborations with the Industry (private/government-national/international) shall be done only with the prior approval of the Governing Body provided for all international collaborations the prior permission of the Government shall be obtained. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
- v. Collaborations with institutions are generally understood to be sharing of facilities (with applicable and approved user charges), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

46. Endowments

- i. Endowments for institution of Chairs can be instituted by donating a sum as decided by the Governing Body, but not less than Rupees five crores INR or equivalent US Dollars or an equivalent amount in foreign currency as corpus fund by an individual or trust or body corporate after the approval of the Governing Body.
- ii. The Chair can be named after an institution or an individual in any specific branch of the institute's research objectives or a subject of inter-disciplinary area.
- iii. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- iv. The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount; provided also that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the endowment;

- v. The Executive Director shall invite eminent academicians to occupy the chair on the basis of the recommendations of a duly appointed Selection Committee in which a representative of the funding individual/agency is there.
- vi. The institute shall organize endowment lectures in honor of the person the donor would like the institute to organize. For this, the donor shall make a contribution of sum as decided by the Governing Body, but not less than Rupees ten lakhs or equivalent US Dollars to the institute. The series of lectures delivered would be published in the form of a book for circulation.
- 47. Retirement Benefits**
- I. For Regular Employees**
- a. The age of superannuation of all employees of the Institute shall be sixty (60) years or as notified by the Central Government from time to time
- b. Shall subscribe to New Pension Scheme.
- c. Gratuity and leave encashment benefits shall be regulated by Government of India instructions.
- II. For contractual employees:** shall be regulated by contract agreement.
- 48. THSTI Employees Welfare Fund:** There shall be an employee's welfare fund for all the employees (regular/contractual) of the Institute in terms of **Annexure 7** to these Bye Laws so as to achieve the Institute's objective towards its social responsibility.
- 49. Compassionate Appointments:** : All compassionate appointments (CG) shall be regulated as per Department of Personnel & Training (DoP&T) OM No. 14014/6/2012-Estt.(D) 16.01.2013, subject to amendments thereto from time to time. Executive Director shall have full powers to appoint any dependent major (*not below 18 years*) family member of the bereaved family of an employee of the Institute dying while on duty or in harness, after following the due procedure as laid down in the DoP&T O.M. dated 16.01.2013 referred above, subject to the following:-
- i. Such appointments shall be restricted to Level 5/Group C and below.
- ii. Such appointment is made only in favour of only one of the legal heirs of the deceased provided if such appointment is made in favour of spouse of the deceased, then educational qualifications shall not be insisted upon in case of widows for appointments in Level 5 and below.
- iii. The candidate who is offered appointment on compassionate grounds (other than the widow) should at least be 10th pass.
- iv. Posts filled on compassionate appointment shall be exempt from reservation rules.
- v. Cases of compassionate appointment should be preferably finalized in 8 months and application to that effect may be taken from the 1st surviving legal heir of the deceased as to who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow shall have full rights to take appointment for self or any of her major wards.
- 50. Custodian of Assets of the Institute:** The Head of Administration shall be the custodian of the assets of the Institute in the Institute or outside and shall maintain and keep a record of these in a manner prescribed as per GFR's. The disposal/write off of any of the asset or part thereof

shall be governed by GFR's. He may authorize such officers who shall be responsible for safety, maintenance, inventory and updating records, stock registers of the assets as per GFR's created/procured from government/non-government funds.

51. **Conflict resolution:** In case of a doubt regarding the interpretation of any of the provisions of these Bye-laws, the matter shall be referred to the Governing Body for a decision. In the event of their being any inconsistency between the Rules and Regulation of THSTI Society, Bye-laws of the Institute and Government of India rules/instructions, the provisions of the Government of India shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Body or Government of India shall be the final. Governing Body of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Biotechnology for necessary clarifications.
52. **Review, Display and Notification of the Bye Laws:** There shall be compulsory review of these Byelaws every five years by a duly constituted committee approved by the Governing Body having compulsory representation of Government of India. The reviewed Bye Laws shall be placed for approval of the Governing Body in subsequent Governing Body meeting which shall then be forwarded by the Executive Director of the Institute for the approval of the Byelaws from the Department of Biotechnology. Approved Bye Laws shall be displayed on the Institute website and notice board for a period of 10 days before being notified by the Institute. Only after the notification, the new Bye Laws shall come into effect from the date of notification.
53. **Power to relax, amend, modify and repeal:** in terms of Rule 34(viii) of the Rules and Regulations of the institute
- The Governing Body, with the approval of Central Government reserves the right to relax, amend, modify and repeal any provisions of these Bye Laws with/without assigning any reasons thereof, with prospective effect.
 - However, the Central Government may on the recommendations of the Governing Body or *suomoto* reserve the right to relax, amend, modify or repeal any part thereof or whole of these Bye Laws with or without assigning any reasons thereof. In any event, the decision of Central Government shall be binding at all times in this regard.

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
जैव प्रौद्योगिकी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, 7वां तल, सीजीओओ कम्प्लेक्स
लोधी रोड, नई दिल्ली-110003
Block-2, 7th Floor, C.G.O. Complex
Lodhi Road, New Delhi-110003
Tele : 011-24365071 Fax : 011-24362884
Website : <http://www.dbtindia.nic.in>

No.BT/AI/30021/01/2019

Dated : 13th November, 2019

The Executive Director,
Translational Health Science and Technology Institute,
Faridabad

Subject:- Forwarding of approved Bye-laws of THSTI, Faridabad-reg.

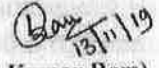
Madam,

I am directed to forward herewith a copy of amended Bye-laws of Translational Health Science & Technology Institute (THSTI), Faridabad duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 6997 dated 30.09.2019.

Yours faithfully,


Encls: As above,


(Subodh Kumar Ram)
Under Secretary to the Govt. of India
Tel: 2436 0983

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Copy to for information:-

- (i) Scientist 'G' (AS) - Scientific Coordinator for THSTI, Faridabad.
- (ii) Scientist 'E' (JML) - Nodal Officer for THSTI, Faridabad.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

Registration No. SI 66271 12009

I hereby certify that TRANSLATIONAL HEALTH
SCIENCE AND TECHNOLOGY INSTITUTE (THSTI)

Located at DBT CELL, NATIONAL INSTITUTE OF
IMMUNOLOGY CAMPUS, JNU COMPLEX, ARUNA
ASAF ALI MARG, NEW DELHI-67 has been registered* under
SOCIETIES REGISTRATION ACT OF 1860.

Given under my hand at Delhi on this 15th day of
July Two Thousand Nine.

Fee of Rs. 50/- Paid

(S.C. Kala)

**REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI**



* This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association/person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract/assignment with them.

(Signature)

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MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY:

The name of the Society shall be the 'Translational Health Science and Technology Institute' (THSTI).

2. REGISTERED OFFICE:

The registered office of the Society shall be in the National Capital Territory of Delhi and is currently located at DBT Cell, National Institute of Immunology Campus, JNU Complex, Aruna Asaf Ali Marg, New Delhi – 110067.

3. AREA OF OPERATION: All India

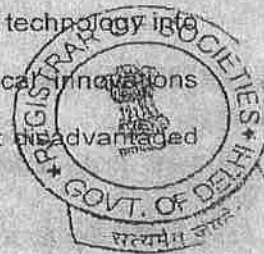
4. AIMS & OBJECTIVES:

Mission

By integrating the fields of medicine, science, engineering and technology into translational knowledge, and making the resulting biomedical innovations accessible to public health, to improve the health of the most disadvantaged people in India and throughout the world.

Vision

As a networked organization linking many centers of excellence, THSTI is envisioned as a collective of scientists, engineers and physicians that will effectively enhance the quality of human life through integrating a culture of shared excellence in research, education and translational knowledge with the



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entrepreneurial spirit to take technologies into the public sphere. In fulfillment of its vision, the THSTI will work with other constituents of the technology cluster at Faridabad such as the Regional Centre for Biotechnology Training, Education and Research (RCB) through long term partnerships.

Aims & Objectives

The Institute shall carry out major research and development functions within the framework of its overall goals. The specific Aims and Objectives would be:

- [1] To promote innovation and indigenous development of health technologies and translational knowledge and thereby promote public health in India.
- [2] To develop technologies for prevention, early detection, diagnosis and treatment of important diseases prevalent in India by way of inter alia new and improved vaccines, therapeutic and diagnostic products, nutraceuticals and medical devices, through an active interaction amongst scientists, technologists, public health workers and industry.
- [3] To develop the Institute as a key centre of translational health science promoting scientific innovation, product development, standardization and validation, technology diffusion, training and technical assistance, and information dissemination.
- [4] To undertake discovery-oriented research by a faculty of diverse expertise in the area of infectious and chronic disease biology by



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developing cohorts and studying the pathogenesis and the molecular mechanisms of disease to generate knowledge to complement the processes of designing interventions and technology development.

[5] To recruit a unique faculty of basic scientists, technologists and physician researchers, using performance-based mechanisms, to work cohesively under one roof, and to foster their active participation in entrepreneurial processes where appropriate to fulfill the institutional mission.

[6] To identify relevant healthcare technologies from varied sources, optimize and develop the processes and products involved, and facilitate their diffusion. To provide support for scale-up, validation and commercialization of relevant technologies developed by other institutions including internationally developed technologies as feasible.

[7] To support R&D efforts in a network mode to find affordable and implementable solutions, to analyze the barriers in product evaluation and diffusion, and to address these issues in global expert consultative processes. In this regard, THSTI will serve as a technology policy analysis think-tank mediating between industry and academia on one hand, and between technology development and healthcare systems on the other.

[8] To produce, by itself or through partnership programs with RCB and other universities and institutes, human resource for translational health

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science and disease biology, and to conduct such post-graduate degree programs as may be most appropriate from time to time for the purpose of human resource development.



[9] To have long term academic affiliation with RCB and other universities/institutes of higher learning for award of Master's and/or PhD degrees, or seek deemed university status for the same.

[10] To create THSTI as a virtual anchor center to which independent groups from other institutions could connect dynamically as in a shared entity. THSTI will support centres in other institutions in the country.

[11] To provide a platform for active interaction among scientists, groups and institutions both nationally and internationally to work in the area of multidisciplinary translational research in health sciences and to undertake analysis of technology policy. The Institute will organize initiatives such as, inter alia, national and international seminars and symposia, and will invite national and international experts to participate in these discussions for knowledge generation and dissemination



[12] To establish a functionally independent extramural unit (EMU) for promoting innovation and translational research in the country, innovation funding centre, support units in other institutes

[13] To establish the National Development Service Agency (NDSA), a functionally independent unit with core components such as, inter alia, a

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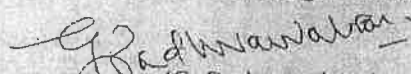
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pre-clinical and clinical development service and training with integral, long-term national and/or international partnerships with public or not-for-profit organizations. The services of this establishment will be shared with other constituents of Faridabad cluster.

- [14] The NDSA will have the status of an independent organization as society that will generate and manage funds independently through providing consultancies, services, technology transfer/licensing, services to public agencies, hospitals and industry related to pre-clinical and clinical development of products; and will conduct training courses, seminars, symposia, conferences, and exhibitions to promote and fulfill the objectives of the Institute. The NDSA will have three not-for-profit long term partners as a part of it that have capacity to oversee product development. The EMU and NDSA will also generate other alliances and collaboration. The NDSA will have its own Board of Governors, and the management structure headed by a Chief Operating Officer. The services of NDSA will be shared with other constituents of Faridabad cluster.

- [15] To establish in partnership with RCB or others, scientifically-independent specialized centers around translational programs such as, inter alia, health science technology, vaccines, immunology and infectious diseases, in vitro diagnostics and imaging, pediatric translational science and engineering, nano-science for medicine, and molecular medicine centers for chronic diseases. The supervision of these centers will be through individual scientific/technical advisory boards, and their


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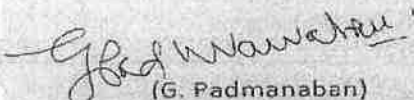

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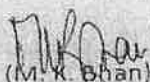
management will be through a committee of Deans and the Executive Director of THSTI, along others, with the respective Deans of the centers serving as the member secretaries. The management board of the THSTI/RCB partnership may set centers' partnership with other institutions and give them representation on the advisory board and management committees. The partners of THSTI will be entitled to receive funds from THSTI annual budget as per the terms of the agreement.

[16] To establish and provide, through institute and its specialized centers and networks, and in partnership with RCB, project-based support to units of excellence in universities, institutes, medical schools and clinical research organizations in furtherance of its role in promoting health science and technology development.

[17] To function as core node in a virtual network of translational science excellence, and in pursuit of its goals, to develop performance-based mechanisms to identify and appoint talented scientists, engineers, physicians and entrepreneurs as joint/associate/adjunct/visiting faculty nationally and internationally. In the endeavor, THSTI will work in close consultation with RCB.

[18] To create industry-partnered chairs, user-friendly technology incubators and platform technology centers, and to promote shared-cost research and development programs and create research and development centers in partnership with the industry to achieve THSTI goals.


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[19] To proactively seek resources in support of the THSTI mission from government, foundation, industry, and philanthropic sources, both nationally and internationally.

[20] To create business development centre in partnership with RCB.

[21] THSTI will fully participate in collective governance of the technology cluster at Faridabad, established by Department of Biotechnology, Govt. of India.

[22] All the income, earning, movable, immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objectives only set forth in the memorandum of association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past member of the society or to any person claiming through any or more of the present or past member. No member of society shall have any personal claim on any moveable or immovable properties of the society or make any profit, whatsoever by virtue of his membership.

5. GOVERNING BODY:

The names, addresses, occupations and designations of the members of the governing body to whom the management of the society is entrusted as required under section 2 of Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi are as follows.

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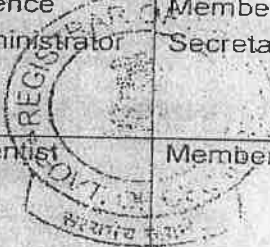
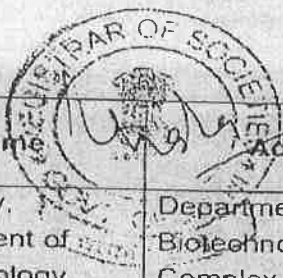
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No	Name	Address	Occupation	Designation in the society
1	Secretary, Department of Biotechnology, Govt. of India	Department of Biotechnology, CGO Complex, New Delhi-110 003	Science Administrator	Chairman, Ex-officio
2	Director, National Institute of Immunology	Aruna Asaf Ali Marg, New Delhi – 110 067	Science Administrator	Member, Ex-officio
3	Director General, Indian Council of Medical Research	Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110 029	Science Administrator	Member, Ex-officio
4	Joint Secretary & Financial Advisor, Department of Biotechnology	Department of Biotechnology, CGO Complex, New Delhi - 110 003	Financial Administrator	Member, Ex-officio
5	Advisor (Medical Biotechnology), Department of Biotechnology	Department of Biotechnology, CGO Complex, New Delhi - 100 003	Science Administrator	Member - Secretary
6	Prof. G. Padmanaban	Biochemistry Department, Indian Institute of Science, Bangalore 560 001	Scientist	Member
7	Prof. Ashok Jhunjunwala	Department of Electrical Engg., IIT Madras, Chennai	Engineer	Member
8	Dr. B. Ravindran,	Institute of Life Sciences, Bhubaneswar	Scientist	Member
9	Dr. J. Gowrishankar	Center for DNA Fingerprinting and Diagnostics, Hyderabad	Scientist	Member
10	Dr. G. C. Mishra	National Center for Cell Sciences, Pune	Scientist	Member
11	Dr. R. Pillai	Rajiv Gandhi Center for Biotechnology, Thiruvananthapuram	Scientist	Member



Subodh Kumar Ram

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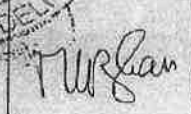
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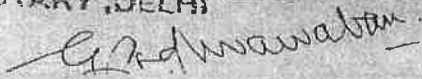
12	Dr. G. B. Nair	National Institute of Cholera and Enteric Diseases, Kolkata	Scientist	Member
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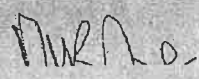
6. DESIROUS PERSONS:

We the undersigned are desirous of forming a Society namely 'Translational Health Science and Technology Institute' under Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi in the pursuance of the Memorandum of Association of the society:

No	Name & Address	Designation in Society	Occupation	Signature
1.	Dr. G. Padmanabhan, 5, 8 th Main Road, Vyalikaval, Malleshwaram, Bangalore - 560 003	President	Scientist/ Academician	 ①
2.	Prof. M. K. Bhan F-14, Hauz Khas Enclave, New Delhi - 110 016	Member, Ex-officio	Scientist/ Administrator	 ②
3.	Prof. Avadhesh. Surolia, Director's Residence, National Institute of Immunology, New Delhi- 110 067	Member, Ex-officio	Scientist/ Administrator	 ③
4.	Dr. V. M. Katoch, 21, Amar Loke Colony, Taj Ganj, Agra, UP	Member, Ex-officio	Scientist/ Administrator	 ④
5.	Prof. Ashok Jhunjunwala, C2-02-05 3rd Loop Road, IIT Madras Adyar, Chennai - 600 036	Member	Engineer/ Academician	 ⑤

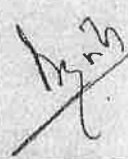
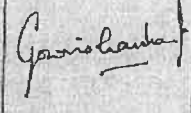
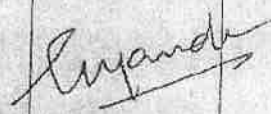
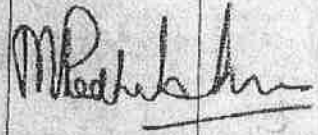
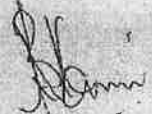


NOTARY
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 ADVOCATE
 Area DELHI
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6.	Dr. B. Ravindran, 3/11 Kanchanjanga Enclave Chandrasekharapur, Bhubaneshwar, Orissa - 751 016	Member	Scientist/ Administrator	
7.	Dr. J. Gowrishankar, N-2, Nemali Meadows, 12-2-715/B Padmanaba Nagar, Mehdiapatnam, Hyderabad - 500 028	Member	Scientist/ Administrator	
8.	Dr. G. C. Mishra, Director's Bungalow, NCCS Complex, Ganeshkind, Pune - 411 007	Member	Scientist/ Administrator	
9.	Dr. R. Pillai, Gowrishankar, T.C. 4/2, Chittaalloor, Trivendrum - 695 003	Member	Scientist/ Administrator	
10.	Dr. G. B. Nair, D6 Cluster 11 Purbachal, Salt Lake City, Kolkata - 700 097	Member	Scientist/ Administrator	 (4)
11.	Shri K. P. Pandian E-2/92 Asian Games Village Complex, New Delhi -110049	Member, Ex-officio	Administrator	
12.	Dr. T. S. Rao, D II B 41 Moti Bagh, New Delhi - 110 021	Member- Secretary	Science Administrator	 (5)

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TARY, DELHI

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Area DELHI
Regd. N. 31/196
OF INDIA

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NOTARY, DELHI

3 JUL 2009

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RULES & REGULATIONS
OF
THE TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY
INSTITUTE

1. **NAME OF THE SOCIETY:** Translational Health Science and
Technology Institute (THSTI)

2. **LOCATION OF THE OFFICE:**

The registered office of the Society shall be at the National Capital Territory of Delhi and is currently located at DBT Cell, National Institute of Immunology Campus, JNU Complex, Aruna Asaf Ali Marg, New Delhi – 110067.

INTERPRETATION

3. In these rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context:

- The "Institute" shall mean the Translational Health Science and Technology Institute.
- The "Society" shall mean the Translational Health Science and Technology Institute.



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(G. Padmaban)

M. K. Bhan
(M. K. Bhan)

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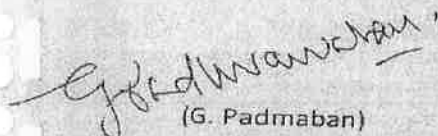
- c. The "Central Government" shall mean the administrative Ministry of the Government of India, concerned with Science & Technology.
- d. The "Governing Body" shall mean the Governing Body of the Institute.
- e. The "President" shall mean the President of the society.
- f. The "Chairman" shall mean the Chairman of the Governing Body of the Institute.
- g. The "Executive Director" shall mean the Director of the Institute appointed under the rules of the Institute.
- h. The "Secretary" shall mean the Secretary of the Society appointed in accordance with the by-laws of the Society.
- i. The "year" shall mean the period of 12 calendar months commencing from the first day of April and ending on the 31st day of March of the subsequent year.

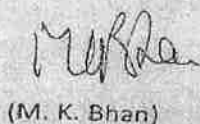


Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

MEMBERS OF THE INSTITUTE

- ✓ 4. The "INSTITUTE" shall consist of all members of the Governing Body set up under Rule 24 of the Rules and Regulations and such other persons who may be nominated by the Government of India.


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5. The "INSTITUTE" shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.
6. The "INSTITUTE" shall function notwithstanding any vacancy in its body and no act or proceeding of the INSTITUTE shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

AUTHORITIES AND OFFICERS OF THE INSTITUTE

7. The following shall be the authorities of the INSTITUTE:
 - a. The Institute Governing Body
 - b. The Institute Executive Director, and
 - c. The Deans of the Institute and the Center Directors
 - d. Such other authorities and officers as may be appointed as such by the Governing Body.
8. The Minister of Science & Technology, Govt. of India, or his nominee shall be the President of the Institute. The Secretary of the Department of Biotechnology, Govt. of India shall be the Chairman of the Governing Body.
9. The Executive Director of the Institute, who shall be a distinguished scientist, shall be appointed by the Governing Body, following the procedure laid down by the Central Government and relevant by-laws of the Institute in this behalf. He shall be the Principal Executive



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Officer of the Institute. Until such time a full time Executive Director of the Institute is appointed in accordance with rules and by-laws, the Governing Body may appoint a distinguished scientist as Honorary Director and the person so appointed shall have full powers, functions and status as the Executive Director in accordance with these rules.

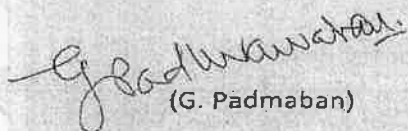
10. The Society shall establish and maintain its own office, laboratories and workshops. Appointment to various posts under the Institute shall be made in accordance with the by-laws framed for the purpose by the Governing Body.

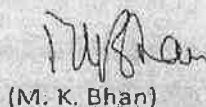
PROCEEDINGS OF THE SOCIETY

- ✓ 11. An Annual General Meeting of the Society shall be held at such time, date & place as may be determined by the President giving not less than fifteen days' clear notice. At such Annual General Meeting the Secretary shall submit the Annual Report and the Audited Accounts of the society, together with the Auditor's Report thereon. The Annual Report duly passed and adopted by the Society shall be submitted to the Government for placing the same before the Parliament. The quorum of the meeting shall be 2/3rd of the society members.

12. The President may convene a Special General Meeting of the Society, whenever he/she thinks fit.

13. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.


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14. Any requisition so made by the members of the Society shall express the objectives of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
15. At all Special General Meetings no subjects other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorized by the President.
16. Excepting as otherwise provided in these rules, all meetings of the Society shall be called by notice under the signature of the Secretary or the President.
17. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
18. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
19. The President of the Institute shall preside at all meetings of the Society and if he is not present at any meeting or in his absence, the Chairman of the Governing Body shall preside at that meeting. In case the Chairman of the Governing Body is also not present, in his absence, then a member shall be elected from amongst those present to preside over that meeting.
20. No business shall be discussed at a meeting of the Society, whilst the chair is vacant except the election of a Chairman.



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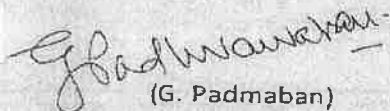
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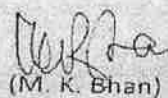
21. Seven members of the Society present in person shall form a quorum at every meeting of the Society.
22. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.
23. Each member of the Society shall have one vote. In case of an equality of votes, the President, Chairman or member presiding over the meeting, as the case may be, shall have the casting vote.

THE GOVERNING BODY

24. The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, by laws and orders of the Governing Body. The Governing Body of the Society for Societies Registration Act XX1 of 1860 shall consist of the following:

Secretary, Department of Biotechnology Govt. of India	Chairman, Ex-Officio
Director General, Indian Council of Medical Research	Member, Ex-Officio
Joint Secretary & Financial Adviser Department of Biotechnology, Govt. of India	Member, Ex-Officio
Adviser (Medical Biotechnology) Department of Biotechnology, Govt. of India	Member, Ex-Officio
Directors of the cluster institutions	Member, Ex-Officio
All the Deans of the Institute	Members, Ex-Officio
One faculty member by annual rotation from each of the THSTI centers	Members


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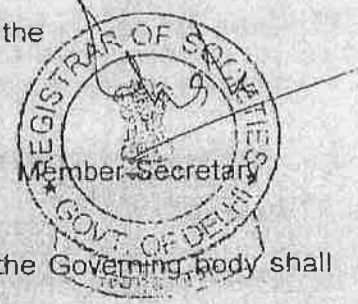
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Up to 10 Scientists/Engineers/Medical Experts including from industry to be nominated by the Secretary, Department of Biotechnology

Members

Executive Director of the Institute



The nominations of the expert members to the Governing body shall ordinarily be done by the Chairman in accordance with the guidelines framed for this purpose in the THSTI bylaws.

25. Unless his membership of the Governing Body is terminated as provided in Rule 26 and subject to the provisions of Rule 26, each nominated member of the Governing Body shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Body, but he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the out-going member.



26. A member of the Governing Body shall cease to be a member on the happening of any of the following events:

a. If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Body or he goes abroad for a continuous period exceeding one year.

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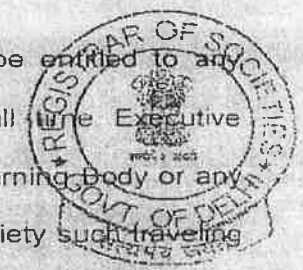
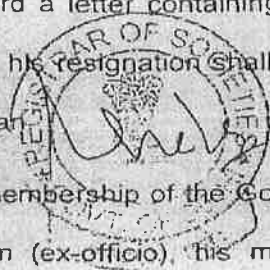
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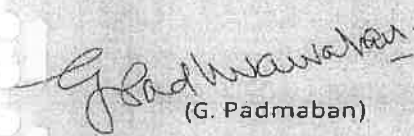
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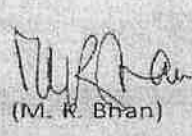
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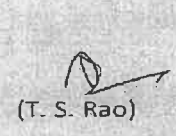
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- b. If he does not attend three consecutive meetings of the Governing Body.
27. Whatever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the Chairman.
28. Whenever a person holds the membership of the Governing Body by virtue of an office held by him (ex-officio), his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
29. The members of the Governing Body shall not be entitled to any remuneration from the Society excepting the full time Executive Director of the Institute. The members of the Governing Body or any Committee appointed by it may be paid by the Society such traveling and daily allowances and honorarium as may be provided for in the bye-laws.
30. A person holding the membership of the Governing Body by virtue of an office held by him (ex-officio) shall normally attend the Governing Body meetings himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part in the proceedings of that meeting, but not to vote thereat.




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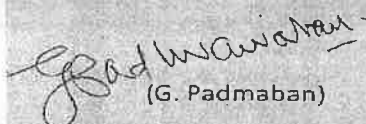
31. The Secretary shall attest the signatures of all the members of newly elected Governing Body and will ensure that the said signature of the outgoing Governing Body tally with the annual list as filed with the Registrar of Societies before 15 days of the succeeding month in which elections were held.

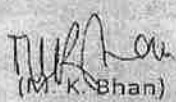


FUNCTIONS AND POWERS OF THE GOVERNING BODY

32. The Governing Body shall generally carry out and pursue the objectives of the Society, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.
33. The Governing Body shall exercise all the powers of the Society subject, nevertheless, to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.
34. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provision of these rules and the bye-laws to:
- consider the annual and supplementary budgets placed before it by the Executive Director from time to time, and pass them with such modifications as the Governing Body may think fit.
 - create and abolish posts in accordance with the relevant bye-laws of the Institute




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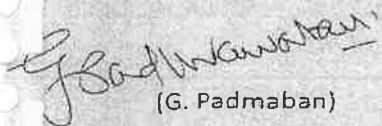
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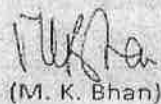


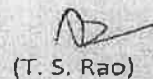
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- iii appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties and terms of employment.
- iv enter into arrangements with the Government of India and with the State Government and other public or private organizations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and/ or international agencies or organizations the prior approval of the Government of India has been obtained.
- v take over, acquire by purchase, gifts, exchange, lease of hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society; provided for any such activity involving a foreign and/ or international agency or organization, the prior approval of the Government of India has been obtained.



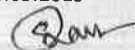

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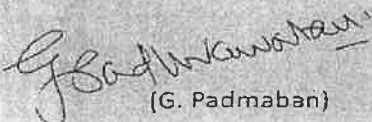
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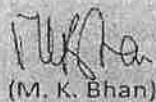


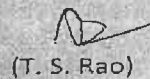
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- iii appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties and terms of employment.
- iv enter into arrangements with the Government of India and with the State Government and other public or private organizations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and/ or international agencies or organizations the prior approval of the Government of India has been obtained.
- v take over, acquire by purchase, gifts, exchange, lease of hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society; provided for any such activity involving a foreign and/ or international agency or organization, the prior approval of the Government of India has been obtained.



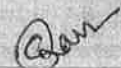

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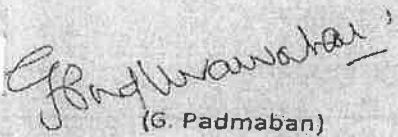
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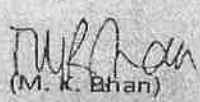
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- vi appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them;
- vii delegate such administrative and financial powers as it may think proper to the Chairman, the Executive Director, Deans and such other officers of the Society as may be considered necessary; and
- viii to frame, amend or repeal bylaws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:-
- a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;
- b) procedure for recruitment of scientists and officers in the service of the Society;
- c) terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society;
- d) terms and conditions governing the grant of scholarships, fellowships, awards and grants-in-aid for research schemes


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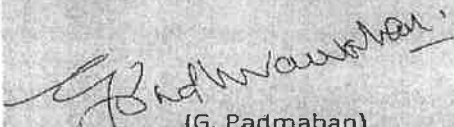
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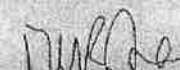
and projects not inconsistent with the objectives of the Society.

- e) such other matters as may be necessary for the administration of the affairs and funds of the Society.

PROCEEDINGS OF THE GOVERNING BODY

35. Every meeting of the Governing Body shall be presided over by the Chairman and in his absence a member chosen from amongst themselves by members present, to provide for the occasion.
36. Seven members of the Governing Body present in person, shall constitute a quorum at any meeting of the Governing Body.
37. Not less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
38. Normally one meeting of the Governing body shall be held at least once in each half of the year or more frequently, if need arises in the opinion of the Chairman.
39. The decision of the Governing Body shall be taken by consensus of the members present or the majority of the members present and voting.


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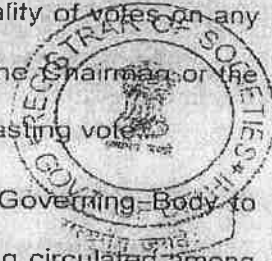

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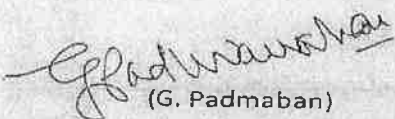

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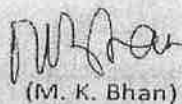
सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
कोषोपनिषद् विभाग / Deptt. of Biotechnology

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40. The Chairman may himself call, or by a requisition in writing signed by him, may require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall forthwith call such a meeting.
41. Four members of the Governing Body may, by a requisition in writing signed by them, request the Secretary to call a meeting of the Governing Body and on receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.
42. Each member of the Governing Body shall have one vote, except as provided in Rule 30 and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman or the member presiding over the meeting shall have a casting vote.
43. Any business which may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least five members of the Governing Body have recorded their approval to the resolution.
44. The Chairman may, irrespective of the opinion of the members of the Governing Body, refer any question, which in his opinion is of sufficient importance, for decision to the Government of India. The




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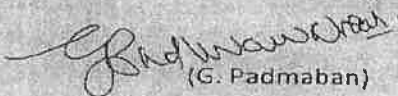
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decision of the Government of India shall be binding on the Society and its Governing Body.

FUNCTIONS AND POWERS OF THE CHAIRMAN

45. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.
46. The Chairman may, in writing, delegate such of his powers as he may think necessary to the Executive Director.

FUNCTIONS AND POWERS OF THE EXECUTIVE DIRECTOR

47. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, the Executive Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these rules and by-laws.
48. The Executive Director shall, subject to the provisions of these rules and by-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions through the respective Deans of the institute.

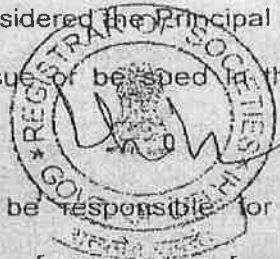

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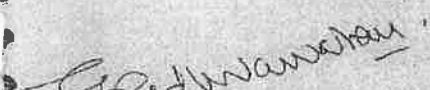

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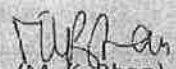

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49. The Executive Director of the Institute shall be the Secretary of the Society. For the purposes of the Societies Registration Act XXI of 1860, the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.
50. The Executive Director shall be responsible for designing and maintaining the unified integrity of perspective for the THSTI, and ensuring that various centers of the Institute function coordinately in the framework of this perspective. Further, the Executive Director will conduct the administration and financial business of the society and the institute through the 'Institute Management Committee' (IMC) comprising of all the Deans of the institute (ex-officio members), one faculty member by annual rotation from each of the centers of the Institute, and himself as the Chair. The IMC will prepare the Institute budget which shall be submitted to Department of Biotechnology, Govt. of India or other funding sources by the Executive Director. The other major responsibilities of the IMC include the constitution of the Scientific Advisory Committee of the Institute, and the Technical Advisory Boards of various centers, Management committees of the various centers of THSTI along the similar lines, allocation of budgets to various centers of the institute, and the general administration of the institute. Where Centers are developed in partnership with outside agencies, the terms of agreement for governance shall be adhered to, within the overall THSTI spirit of collaborative management)





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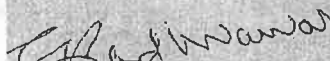

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech
भारत सरकार

FUNCTIONS AND POWERS OF DEANS

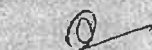
51. The THSTI will work as the umbrella organization to several scientifically independent specialized research and/or service centers such as the Vaccine and Infectious Disease Research Center (VIDRC), Health Science and Technology Centre, Child Biology Center, and others. The individual deans of THSTI will be the Directors of these centers and will provide scientific leadership. The Deans will have administrative and financial powers for the day-to-day functioning of their centers within the allocated budget in consultation with the Center Management Committee. The administrative and financial powers of the Deans and Center Directors will be as determined by the Institute Governing Body in furtherance of the stated objectives of the centers and the institute, and in harmony with the spirit of functional autonomy of various centers. Where Centers are developed in partnership with outside agencies, the Deans and the central management committee will execute their leadership functions within the parameters of governance set by the terms of the agreement as approved by the Governing Body and within the overall THSTI spirit of collaborative management.

THE FINANCE COMMITTEE & THE SCIENTIFIC ADVISORY COMMITTEE

The administrative, technical and financial management of the Institute would vest in the Governing Body of the Institute. The Governing Body would conduct periodical review and monitoring of


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the activities and take remedial measures as deemed fit to meet the aims and objectives of the Institute. The Governing Body would nominate the Finance Committee and the Scientific Advisory Committee. The Finance Committee would consist of the following:

Secretary, Department of Biotechnology	Chairman, Ex-Officio
Joint Secretary & Financial Adviser, Department of Biotechnology	Member, Ex-Officio
Executive Director of the Institute	Member, Ex-Officio
Adviser (Medical Biotechnology), Department of Biotechnology	Member, Ex-Officio
All the Deans of the Institute	Members, Ex-Officio
Senior Manager of the Institute	Non-Member Secretary and Convener

The Finance Committee will consider important financial matters and make its recommendations to the Governing Body. It should meet at least twice a year or as often as considered necessary.

COMPOSITION OF THE SCIENTIFIC ADVISORY COMMITTEE

(A renowned and distinguished scientist in areas of development, optimization and evaluation of technologies for public health and interdisciplinary research for translation of technologies for public health)(Chairman)

Representative from the Department of Biotechnology (Member)

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Representative from ICMR (Member)

Representative from Industry (Member)

Executive Director of the Institute (Member-Secretary, Ex-Officio)

All the Deans of the Institute (Members, Ex-Officio)

Five distinguished Scientists, Medical Biotechnologists to be nominated by the committee of the Executive Director and Deans with approval of the Governing Body Chairman (Members)

The Scientific Advisory Committee shall evolve the scientific and technical programmes of the Institute, review them periodically and shall take further course of action as would be deemed fit for furthering scientific and technological research and other functions of the Institute. The recommendations of the Committee would be submitted to the Governing Body for approval. It should meet at least once a year. The tenure of the Committee shall ordinarily be for a period of 3 years, which can be extended or reconstituted by the Governing Body after 3 years.

The specialized centers of the institute will have an independent Technical Advisory Committee with relevant subcommittees. The committee will be constituted by the Center Director in consultation with the Executive Director of the Institute.

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FUNDS OF THE SOCIETY

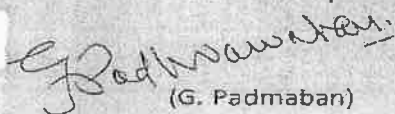
52. The funds of the Society will consist of the following:

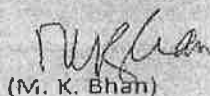
- i Lump sum, recurring, and non-recurring grant made by the Govt. of India.
- ii Research projects undertaken from other project funding agencies, industry.
- iii All money received by the Society by way of grants, gifts, donations or other contributions

Note: The Society will promote the National Development Service Agency (NDSA) as an autonomous body. The Society will have no jurisdiction over the finances/ earning of the NDSA.

53. All funds of the Society shall be paid into the Society's account with either in a Government Treasury/ Sub Treasury or Reserve Bank of India, branches of the State Bank of India and its subsidiaries or in a scheduled/ nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on this behalf by the Governing Body.

54. The income and property of the Society, however derived, shall be applied towards the promotion of the objectives thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or


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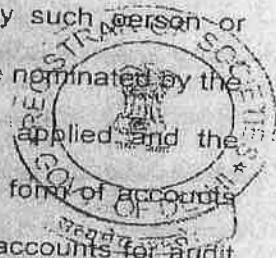
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transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Society.



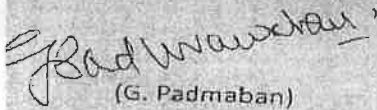
ACCOUNTS AND AUDIT

55. The Accounts of the Society shall be audited by such person or persons who is a Chartered Accountant and may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by by-laws to be framed by the Governing Body and approved by the Government of India.



ANNUAL REPORT

56. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Executive Director of the Institute under the supervision of Governing Body for the information of the Government of India and the members of the


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(M. K. Bhan)


(T. S. Rao)

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Society. This report and the audited accounts of the Society along with the auditor's reports thereon shall be placed before the Society at the Annual General Meeting

ALTERATION OF RULES

57. The Rules of the Society may be altered at any time on the recommendation of the Governing Body by a resolution passed by a majority of the members of the Society present at any meeting of the Society.
58. All provisions contained in the Societies Registration Act, XXI of 1860 as applicable to State of Delhi, shall apply to this Society.
59. Upon a resolution passed by a majority of the members of the Society, not less than $2/3^{\text{rd}}$ of the total members of the Society, can determine that the Society shall be dissolved forthwith or on such date as may be agreed upon and confirmed by $2/3^{\text{rd}}$ of the members present at a second special meeting.

WINDING UP

The Society shall at the same meeting and at the time of passing a resolution dissolving the Society, determine the method to be followed for disposal and settlement of its property and debts. In the event of dissolution, the property and funds of the Society that remain after the satisfaction of all its debts and liability shall not be paid to or

(G. Padmaban)

(M. K. Bhan)

(T. S. Rao)

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distributed among the members of the Society or any of them but shall be given to some other Society with similar aims and objectives which has been recognized by the Income Tax authorities under the provisions of Income Tax Act, provided that such other Society shall be determined by the votes not less than 3/4th of the members present personally at the time of the dissolution or in default thereof by the Principal court of original civil jurisdiction of the district in which the registered office of the Society is then situated.



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(G. Padmaban)

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(M. K. Bhan)

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(T. S. Rao)

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(T. S. Rao)

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Appendix - 3

Current composition of THSTI Society

S. No.	Name of the Nominee and Designation	Position
1.	Hon'ble Minister for Science & Technology/ nominee of the Hon'ble Minister	President
2.	Secretary to the Government of India, Department of Biotechnology, New Delhi	Ex-Officio Member
3.	Director General, Indian Council of Medical Research and Secretary to the Government of India, Department of Health Research, New Delhi	Ex-Officio Member
4.	Additional Secretary and Financial Advisor, Department of Biotechnology, New Delhi	Ex-Officio Member
5.	Adviser-DBT/Coordinator-THSTI	Ex-Officio Member
6.	Director, National Institute of Immunology (NII), New Delhi	Ex-Officio Member
7.	Director, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram	Member
8.	Director ,inStem, Bangalore	Nominated
9.	Director, AIIMS, New Delhi	Nominated
10.	Visiting Faculty, IISER, Pune	Nominated
11.	Director, Malaviya National Institute of Technology Jaipur	Nominated
12.	Professor, SreeChitraTirunal Institute, Thiruvananthapuram	Nominated
13.	Executive Director, THSTI	Member Secretary

Amended vide DBT letter no. AID-25021/2/2020-AIPSU-DBT dated 12.10.2020 appended as Amendment No. 1 on page no. 87

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi
Amended on 20.09.2019

Current composition of Governing Body of THSTI


S. No	Name of the Nominee and Designation	Position
1.	Secretary to the Government of India, Department of Biotechnology, New Delhi	Chairperson, Ex-officio
2.	Director General, Indian Council of Medical Research	Member Ex-officio
3.	Additional Secretary and Financial Advisor, Department of Biotechnology, New Delhi	Member Ex-officio
4.	Joint Secretary, (Administration), Department of Biotechnology, New Delhi	Member Ex-officio
5.	Advisor (Medical Biotechnology), Department of Biotechnology, New Delhi	Member Ex-officio
6.	Directors of the Cluster institutions	Member Ex-officio
7.	All the Deans of the Institute	Member Ex-officio
8.	One Faculty member by annual rotation from each of the THSTI centres	Member
9.	Up to 10 Scientists/Engineers/Medical Experts including from industry to be nominated by the Secretary, Department of Biotechnology	Member
10.	Executive Director, THSTI, Faridabad, NCR	Member Secretary

Amended vide DBT letter no. AID-25021/2/2020-AIPSU-DBT dated 12.10.2020 appended as Amendment No. 1 on page no. 88

Current composition of Finance Committee of THSTI

S. No	Name of the Nominee and Designation	Position
1.	Additional Secretary and Financial Advisor, Department of Biotechnology (DBT), New Delhi	Chairperson (Ex-Officio)
2.	Executive Director of the institute	Member Ex-officio
3.	Advisor (Medical Biotechnology), DBT, New Delhi	Member Ex-officio
4.	All the Deans of the Institute	Member Ex-officio
5.	Senior Manager of the Institute	Member Ex-officio
6.	Director (Finance), DBT	Ex-officio member
7.	Senior Manager of the Institute	Non-Member Secretary and Convener

Amended vide DBT letter no. AID-25021/2/2020-AIPSU-DBT dated 12.10.2020 appended as Amendment No. 1 on page no. 89


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi


Current composition of Scientific Advisory Committee of THSTI

S. no	Name of the Nominee and Designation	Position
1	A renowned and distinguished scientist in areas of development optimization and evaluation of technologies from public health and interdisciplinary research for translation of technologies for public health	Chairperson
2	Representative from the Department of Biotechnology	Member
3	Representative from ICMR	Member
4	Representative from Industry	Member
5	Executive Director of the Institutes	Member-Secretary, Ex-Officio
6	All the Deans of the Institute	Member-Ex-Officio
7	Five distinguished Scientists Medical Biotechnology to be nominated by the committee of the Executive Director and Deans with approval of the Governing Body Chairman	Member

Amended vide DBT letter no. AID-25021/2/2020-AIPSU-DBT dated 12.10.2020 appended as Amendment No. 1 on page no. 90

Current composition of Building committee of THSTI

S.no	Name	Affiliation
1.	Nominated by Secretary , DBT	Chairperson
2.	Executive Director, THSTI, Faridabad	Member Ex-officio
3.	Director, NBRC, Manesar, NCR	Member Ex-officio
4.	Executive Director, RCB, Faridabad, NCR	Member Ex-officio
5.	Executive Director, NII, New Delhi	Member Ex-officio
6.	Director, NIPGR, New Delhi	Member Ex-officio
7.	Advisor (Medical Biotechnology) DBT, New Delhi	Member Ex-officio
8.	Nominated by Secretary , DBT	Member
9.	Nominated by Secretary , DBT	Member
10.	Dean Clinical Research, THSTI, Faridabad	Member



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योग. मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Appendix-16**Govt of India orders regarding financial powers of autonomous bodies funded by Govt of India**

F No 8(4)E-Coord./84
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

The Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Government of Indian should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of post, revision of pay and allowances of their staff and similar establishment expenditure and provide for prior approval of the Central Government in specific cases. It has come to the notice that this has not been done in a number of cases resulting the Governing Bodies of some Autonomous Organizations taking decisions on the above matters, which do not conform, to the general pattern of the Central Government.

2. With a view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/Departments are requested to take following action:-

- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure;
- (ii) In the case of larger autonomous bodies a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
- (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing body of the

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BT/AI/30021/01/2019
Govt. of India
Ministry of Science and Technology
Department of Biotechnology

THSTI Bye-laws 2018

Autonomous Organization on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India the matter may be referred to the Minister of the administrative Ministry concerned and the Finance Minister for a decision.

3. Ministries/Departments are requested to take immediate action to incorporate the necessary amendments suggested in the preceding para in the Rules/Bye-laws/Regulations of the Autonomous Organizations under their administrative control under intimation to this Ministry. They are also requested to ensure that before a new autonomous body is formed, the Rules/Bye-laws/Regulations concerning financial matters are finalized in consultation with this Ministry.

Hindi version will follow.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.

To


All Ministers/Departments
(By name to any officer of the rank of Jt. Secretary)

Copy to all Financial Advisers.

Implementation of this O.M. may please be watched by them carefully and reported to this Ministry from time to time.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of Indian.

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Page | 70

Amended on 30.09.2019

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE -DELEGATION OF FINANCIAL POWERS TO VARIOUS AUTHORITIES

S.NO	AUTHORITY	FINANCIAL POWER
1	Head- Administration	As may be vested by the Governing Body/Executive Director. As on the date of notification of these Bye-laws, the financial powers of the Head of Administration for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be upto Rs 1,00,000/- (Rupees One Lakh only).
2.	Officiating/ <i>Protem/Locum tenens</i> /In-Charge Executive Director (in terms of Section 3.3.3 of the Bye-Laws)	As on the date of notification of these Bye-laws, the financial powers of the Officiating/ <i>Protem/Locum tenens</i> /In-Charge Executive Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be up to Rs 1.00 Crore.
3.	Executive Director	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Executive Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be up to Rs 5.00 Crores with concurrence of Institute's Finance committee. <i>Provided that the Executive Director shall have FULL powers to incur expenditure on account of legal matters in the Courts of Law in the country and with the approval of the Government outside the Country.</i>
4	Governing Body	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Governing Body for sanctioning any work (<i>for creation of capital assets, sanction of projects etc.</i>), in each such case, shall be upto Rs 20 Crores subject to the following: that all such proposals relating to emoluments structure i.e. adoption of pay scales, pay and allowances and revision thereof, creation of posts, etc. would be in accordance with rules and instructions of Government of India as amended from time to time.
5	Provided that the Financial Powers vested on S. No. 1-4 cannot be further delegated by these authorities.	

Note:- Separate approval of Department of Biotechnology shall be obtained for any expenditure of more than Rs. 20.00 crore and above in each case. The approval of Governing Body be also attached for seeking approval for expenditure beyond Rs. 20.00 crores.

Components of User Charges

S.No	Type	Sub Type	Rate for DBT and DBT aided Institutions	Rate for other Government Institutions	Rate for Private Individuals/Bodies /Industry in private capacity	Rates for International Bodies/foreigners	Last Notified on	Remarks
1	INFRASTRUCTURE	Guest House (incl. AC + Housekeeping charges)	(On Duty Rates) - NIL					Only for the purpose of Scientific, Academic and Research.
			Off Duty rates) - Rs.500.00 per room					
		Auditorium	Rs. 10000/- for full day Rs. 5000/- for half day					
		Conference Halls	Rs. 6000/- for full day Rs. 3000/- for half day					
		Green Area adjacent to CIAB Building	Rs. 3000/- per day + Rs. 1000/- towards electricity charges					
2	INSTRUMENTATION SERVICES OFFERED	Available in the website						
3	CONSULTATION	As per guidelines of THSTI						
4	TRAINING	Six Months	Rs. 10,000/- Fixed					
		One Month or up to 5 months	Rs. 5,000/- per month					

1. Schedule of Rates shall be maintained separately
2. The user charges shall be fixed/revised from time to time by the Institute by a duly constituted committee.
3. Provided that the rates shall be further reviewed by a duly constituted committee every two/three years subsequently.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Under Clause 30 of the Bye-laws of the Translational Health Science and Technology Institute (THSTI)

RECRUITMENT RULES– 2019

1. Short title

These rules may be called the Recruitment Rules, 2019.

2. Interpretation

Unless otherwise provided, the definitions and meanings of the words and expressions used in these rules shall be the same as in the bye-laws of the Institute.

3. Recruitment of posts

4. Recruitment of posts in the Institute

5. Recruitment of posts in the Institute

6. Recruitment of posts in the Institute

7. Recruitment of posts in the Institute

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11. Recruitment of posts in the Institute

12. Recruitment of posts in the Institute

13. Recruitment of posts in the Institute

14. Recruitment of posts in the Institute


15. Recruitment of posts in the Institute

Annexure 4

Translational Health Science and Technology Institute - Code Of Conduct for Contractual Employees And All Project Staff

The contractual employees should note the below mentioned points while performing duties at the institute. Any violation in this regard will lead to disciplinary action and decision taken by the Competent Authority will be final and binding.

1. Any lapse in performing his/her duties including punctuality, adherence of dress code and other safety norms while working in laboratory area with hazardous chemicals/instruments emitting radiation.
2. Indulging in communal activities, criminal activities and anti-national activities.
3. Making inappropriate remarks on caste, creed, sex, race or religion of junior/fellow/senior employees (Regular/Contractual) of the Institute.
4. Offending the dignity and modesty of employees by the way of overtures, gestures, remarks, physical contacts and physical intimidation within the campus premises of the institute.
5. Offending/demeaning anybody's religious beliefs and cultural habits of persons coming from particular region or segment of the society.
6. Refusal to carry out orders of administrative or academic functionaries without assigning any reason.
7. Habitual cases of insolvency, intoxication etc.
8. Convicted by court of law for any criminal offences under the relevant act.
9. Spending 3 days in judicial custody or more than 6 days in police custody.
10. Disclosure of incorrect/false information so as to get employment in the institute
11. Use of any kind of political influence to advance one's career prospects in the institute.
12. Indulging in trade union activities.
13. Unauthorized assembly during duty hours of more than 10 employees.
14. Disclosure of confidential information/data to outsiders/press without necessary approvals.
15. Any other act/activity not covered under this Code which is unbecoming of an employee of the Institute and is in violation of contract terms and conditions and not in the interests of the Institute/State.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

ANNEXURE-5

IPR LICENSING RULES

Definition & Scope

The intellectual property shall include patents, trademarks, service marks, tradenames, domain names, industrial designs, copyrights, know how, software inventions, formulae, experimental details, flowcharts, confidential or secret data, product or processes, trade secrets, in any part of the world whether or not registered or registerable with all extensions and renewals thereof and all applications for registration in connection with the foregoing. Licensing of IP shall mean granting the licensee (exclusively or non-exclusively) the right to further develop IP or to utilize the IP to develop process(s) or commercializable knowhow, technology/technique to make the resulting product(s), either for commercial/captive or as otherwise agreed to.

Costing

The costing on development of IP/technology shall include the estimated expenditure on raw material, consumables, equipment usage, IP protection and maintenance, outsourcing of services, if any, contingency, manpower, administrative cost, etc. The Competent Authority shall constitute a Standing Committee to evaluate the cost of development of IP/technology and licensing. THSTI may invite the expression of interest (EOI) for licensing IP/technology generated by THSTI. Taxes as applicable will be payable by the licensee as extra.

Sharing of monies from licensing of IP/technology

The consolidated guidelines for sharing of monies from licensing of Intellectual Property and technology with the THSTI staff are as under:

THSTI	45%
Concerned Inventor / Inventors	50%
THSTI Staff Welfare Fund	5%

General Terms and Conditions for Sharing of Monies/fees Earned through IP/Technology Licensing:

- A legally valid agreement should be executed for IP/technology licensing.
- The IP/technology transfer/licensing should be completed in accordance with the terms of the agreement;
- The monies/fees should be received as per the terms and conditions of the licensing agreement;
- The maximum amount of money receivable by an employee from licensing of Intellectual Property/ technology will be as recommended by the Standing Committee and approved by the Competent Authority.

- e. The Rules stipulated in this document may be reviewed by THSTI, if necessary, from time to time.

Categorization of Staff

- a. Inventors may comprise scientists/faculty and other S&T staff (research fellows/post-docs/technical) who have provided innovative developmental/design/engineering, experimental data/information, testing/analytical/repair/fabrication/training/ business development/marketing inputs for the project/activity;
- b. S&T and supporting staff comprise the remaining regular staff who have not been included in the category staff 'a' (i.e. faculty, technical, administration, finance, store and purchase, and services).

Maintenance of Project Records

The project leader/PI shall ensure that the following records are maintained and retained in the laboratory:

i) Project File

Document containing information on a systematic basis on initiation of the idea; date of starting of the project; list of inventors (as defined earlier); responsibilities of the individuals and extent of their participation (whether whole time or part time); significant contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

ii) Completion Report

A document/record book listing the outcome of the project/activity including the contributions made by each of the inventors, S&T and supporting staff should be maintained. The final record should be signed by each of the inventors and the project leader/PI.

Procedure for Distribution of Monies/Fees

a) A Standing Committee shall be constituted by the Executive Director, THSTI to consider and decide on the share of the inventors, S&T and supporting staff from the monies realized from licensing of IP/technology.

b) The project leader/PI shall recommend to the Standing Committee the names of the inventors/consultants for a specific IP/technology.

c) The recommendations of the Standing Committee shall be intimated to each of the inventors and S&T and supporting staff and also displayed on the laboratory and other appropriate notice boards.


In case no objections/representations are received within fifteen days on the date of notification, then the same can be submitted for consideration and approval of the competent authority.

d) Representations, if any, against the recommendations of the Standing Committee, within the stipulated time limit, shall be reconsidered by the Standing Committee. The Fresh Recommendations of the Standing Committee, along with the details of representations shall be put up to the competent authority for consideration.

e) The decision of the competent authority on recommendations of the Standing Committee shall be intimated to each of the inventors and S&T and supporting staff and displayed on appropriate notice boards. Distribution of the monies/fees will then be done if no representations are received against the decision of the competent authority within thirty days of the date of notification.

f) A person will be entitled for a share from the monies/fees even in the event of his/her transfer/retirement/resignation from THSTI. In the event of death of a person, his/her legal heir shall be entitled for his/her share of monies/fees.

g) The decision of Executive Director, THSTI shall be final and binding on all concerned.



ANNEXURE-6
CONSULTANCY RULES

These rules shall be called Rules for consultancy, sharing of income there from and incentive for applied research work. Different aspects of consultancy, including the pattern of distribution of honorarium will be decided by the duly constituted committee of THSTI on case to case basis.

Definition & Scope

The laboratory should ensure that owing to financial benefits accruing to staff members from consultancy work, attention is not diverted from R&D related activities. A proper balance of the manpower and other resources to be deployed on R&D activities, consultancy and technical services should be decided by the committee constituted by THSTI.

All consultancy services in THSTI shall be institutional. Consultancy shall be in an area of expertise of the Principal Investigator (PI) or the laboratory, preferably its thrust areas. For purpose of definition there shall be two categories of consultancy, viz;

A) Advisory Consultancy

Wherein the services would involve professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual(s), rendered outside the THSTI and not envisaging use of any facilities of the laboratory (including experimental, informational, computational etc.), and also not involving any kind of primary research, i.e., surveys.

Approvals for projects will be accorded by the head of the institute/competent authority at THSTI.

The terms and conditions should include a disclaimer on responsibility of the laboratory for the advice/recommendations given in the consultancy. In case the head of the institute/competent authority feels that an agreement would be technically and legally useful, the party may be asked to enter into a legal agreement.

B) General Consultancy

Wherein the services shall comprise scientific, technical, engineering or other professional advice/assistance based on the available knowledge-base/expertise of the THSTI staff, and envisaging use of facilities for essential experimentation or other efforts needed to meet the objectives of the consultancy assignment.

General consultancy may inter-alia cover:

- Preparation of literature survey/feasibility studies, state of the-art/project/technology/forecasting reports;
- Conduct of research or testing in areas that are mutually agreed between the external agency and THSTI faculty

- Interpretation and validation of test results and data,
- any other area where the institute has expertise.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall also be taken up as General Consultancy. The competent authority for approving the consultancy shall have the power to decide on the category of a particular consultancy assignment.

Costing of Consultancy Projects

It is feasible to make realistic estimates of inputs for a consultancy project. The amount to be payable by the client seeking consultancy will be negotiated by the Consultant. While fixing the consultancy charges, estimated expenditure on various components including contingency, travel expenses etc. may be taken into account. Taxes as applicable will be payable by the client as extra. Institute may instruct the consultant to submit the consultancy proposal for evaluation of costs by a duly constituted committee with mutual agreement.

Record of deployment of resources for a consultancy project, especially the manpower, should be separately and carefully maintained and the resources deployed should by and large be in conformity with the approved estimates.

Honorarium for Consultancy Work

Honorarium is payable to the team of consultants and S&T and supporting staff of THSTI. In case there is no staff under S&T and supporting staff associated with a consultancy project, the share of honorarium earmarked for this category shall then go to the consultant/team.

The 'Team of Consultants' shall comprise only such staff members who provide intellectual inputs to the specific consultancy work while 'S&T and supporting staff' shall generally include the remaining regular staff (faculty and technical staff employed in institute)).

Apportionment of distributable amount of consultancy charges can be done by the competent authority on case to case basis, or as decided by a duly constituted committee of THSTI. In case of Advisory Consultancy projects for which the duration of the contract is more than a year, consultancy charges may be distributed annually, provided the amount due for the respective year has been received from the client.

Ceiling on period of Consultancy

The total man days a staff will devote per year for consultancy work shall not exceed 52 working days and this period will be treated as 'on duty'. The Director can, however, permit a staff member to devote time for consultancy beyond this limit in exceptional circumstances by grant of special permission; such circumstances would, however, required to be specifically documented (with justification) in each case.

Other Aspects

I. TA/DA/per diem allowances

THSTI shall be free to negotiate TA/DA for the staff deputed outside the institute on the project work in respect of assignments from non-Govt. clients only. The TA/DA and per diem allowances should not be less than that prescribed by THSTI.

II. Guidelines for work/contracts with foreign clients

Work taken up for foreign clients shall continue to be negotiated on a case to case basis, as per present procedures stipulated in the extant guidelines. However, in every contract negotiation on the 'opportunity value' should be cashed upon through timely response, with the approval of the competent authority.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Translational Health Science and Technology Institute Staff Welfare Fund Rules

1. These Rules shall be called as Translational Health Science and Technology Institute Staff Welfare Fund Rules.
2. **Members:**All regularly appointed/contractually engaged employees shall be members of the Translational Health Science and Technology Institute Staff Welfare Fund.
3. **Managing Body:** The Translational Health Science and Technology Institute Staff Welfare Fund shall be managed by a body of not more than 06 members as under
 - a. Chairman:Executive Director (ex officio) of the Institute
 - b. Secretary:Head of Administration of the Institute
 - c. Treasurer:Finance and Accounts Officer of the Institute
 - d. Other Members:one each from Scientific, Administrative and Technical cadres to be nominated by the Chairman.
 - e. At least one-third of the members shall be female.
4. Credits to the Translational Health Science and Technology Institute Staff Welfare Fund: shall comprise of all such amounts as detailed under:
 - a. 0.5% of total non-tax revenue of the Institute.
 - b. 5% of the total revenue earned by way of USER Charges through consulting assignments in terms of Clause 42(iv) of these Bye Laws.
 - c. 10% of any award money won by the Institute or Group of Employees of the Institute.
 - d. Member Contribution on monthly basis: shall be as under:
 - i. Regular Employees
 - a. In Level 14 and above: Rs 200/-
 - b. In Level 10 and above: Rs 150/-
 - c. In Level 6 and above: Rs 75/-
 - d. In Level 5 and below: Rs 50/-
 - ii. Contractual Employees:
 - a. Remuneration \leq Rs 50000/-: Rs 75/-
 - b. Remuneration $>$ Rs 50000/-: Rs 150/-.
5. **Debits to the Fund:** shall comprise as under:
 - a. Financial assistance to bereaved family members of deceased employee in service: Rs 7500/- (may be decided by Chairman/SWF as per prevailing circumstances to be valid for single financial year). To be made available within 10 days of bereavement.
 - b. Funeral Grant: Rs 1500/- per death. To be made available immediately
 - c. Medical Assistance: Rs 5000/- per case of emergency life situations. Chairman/SWF to decide increase or decrease in the amount which shall remain valid for single financial year. To be made available immediately.
 - d. Damage to property due to natural/manmade disasters like earthquake, floods, fires, etc : To be decided by the Chairman/SWF taking into account the number of affected families and the finances of the fund. To be made available within 48 hrs of the disaster.
 - e. Recreation/Sports Events/Employee Camps for Translational Health Science and Technology Institute employees: the amount of debit shall not exceed Rs 5.0 Lakhs in a financial year with

employees contributing 50% of the cost of the camp/recreation and 50% of the cost is borne from SWF subject to annual ceiling limits.

- f. Staff farewell upon superannuation/voluntary retirement: Rs 1500/- for Gift to the superannuating/voluntary retiring employee and Rs 50/- per head for refreshments.
- g. Honorarium: to staff engaged in managing the affairs of the fund who are in non-gazetted level: to be decided by the Chairman with the opinion of at least 30% of the members of the SWF.
- h. Any other Head: subject to approval of all the members of the fund in its Annual meeting.
- i. Periodic review of Debits: There shall be annual review of the rates debited under each Head which shall be effective from the next financial year taking into account the financial health of the fund.
- j. No unauthorized or unapproved debit: No debit shall be made from the fund unless the same is sanctioned by the Chairman for items detailed at Clause (a-h).

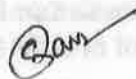
6. Meetings

- a. General Meetings: All the members shall meet at least once during the financial year, preferably by 30 September, wherein the details of expenditure incurred and future expenditure to be incurred shall be laid for information and approval of the members. 40% of the members present shall comprise the quorum for the meeting to be held.
- b. Special meeting: shall be convened by the Chairman on the behest of at least 50% of the members requesting and 50% of these present during the meeting. The special meeting may be convened to seek approval for incurring expenditure not classified under any head and the extent to which the same is required to be concurred. Decision of the Chairman/SWF shall be final.
- c. The Managing Body: shall meet once in a quarter the date of which shall be fixed by the Chairman. Secretary/SWF to initiate file in this regard.

7. Maintenance of Bank Account

- a. Translational Health Science and Technology Institute SWF will explore the feasibility of managing its credits and debits through a current account in a nationalized bank.
- b. Drawal of Amount: The account shall be jointly held in the name of Secretary/SWF and Treasurer/SWF.
- c. Auditing of account: Secretary/SWF shall get the annual accounts audited by the Finance and Accounts Officer of Translational Health Science and Technology Institute which shall be duly certified by the Institute's Chartered Accountant before the same is displayed on the Institute Noticeboard for at least 07 days by 15th April of the next financial year.

8. Powers to amend, relax, modify any of the provisions: shall rest with the Translational Health Science and Technology Institute -SWF with at least 51% of the members present in the meeting voting in favour of the motion for amendment.


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विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
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Composition of THSTI Society

S.No.	Designation
1	President, Union Minister for Science & Technology
Official Members (Ex-Officio)	
2	Minister in-charge of the Department handling Biotechnology matters in the State where respective AI is situated
3	Secretary, Department of Biotechnology, Government of India
4. to 5.	Two Secretaries of Government of India from the Departments/Ministries of Government of India pertaining to Health Research (DHR), Scientific & Industrial Research (DSIR), Science & Technology (DST), Agricultural Research & Education (DARE), Animal Husbandry & Dairying (DAH&D), to be invited by Chairperson of the Governing Body
6.	Principal Secretary in-charge of the Department handling Biotechnology in the State where respective AI is situated.
7	Joint Secretary (Administration), Department of Biotechnology, Government of India
8	Financial Adviser, Department of Biotechnology, Government of India
9	Director/Executive Director/Chief Executive Officer of the respective AI (Member Secretary)
10 to 15	Six members nominated by President of the Society for a term of three years or as decided by the President of the Society

Composition of Governing body of THSTI

S.No.	Designation
1	Chairperson : Secretary, Department of Biotechnology, Government of India
Official Members (Ex-Officio)	
2	Joint Secretary (Administration), Department of Biotechnology, Government of India
3	Financial Adviser, Department of Biotechnology, Government of India
4	Scientist 'G'/'H' level officer of Department of Biotechnology, Government of India working as Scientific Coordinator of respective AI
5	Director/Executive Director/Chief Executive Officer of the respective AI
6	Senior most Scientist of the respective AI
7	Nodal Officer of respective AI in DBT
8	Head-in charge of Administration of the respective AI (Member Secretary)
Nominated Members	
9 to 12	Four experts nominated by the President of the Society for a term of three years or as decided by the President of the Society

Composition of Finance Committee of THSTI

S.No.	Designation
1	Chairperson : Financial Adviser, Department of Biotechnology, Government of India
Official Members (Ex-Officio)	
2	Scientist 'G'/'H' level officer of Department of Biotechnology, Government of India working as Scientific Coordinator of respective AI
3	Director/Executive Director/Chief Executive Officer of the respective AI
4	Head-in charge of Administration of the respective AI
5	Senior Finance Officer of the respective AI (Member Secretary)
Nominated Members	
6	Director/Executive Director/Chief Executive Officer of another AI of Department of Biotechnology , Government of India nominated by Chairperson of the Society
7 to 8	Two experts with Finance background nominated for a term of two years or as decided by the President of the Society

Composition of Scientific Advisory Committee of THSTI

S.No.	Designation
1	Chairman : An eminent Scientist decided by Society in its annual meeting for term of three years and/or as decided by Society
2	Scientist 'G'/'H' level officer of Department of Biotechnology, Government of India working as Scientific Coordinator of respective AI
3	Director/Executive Director/Chief Executive Officer of the respective AI (Member Secretary)
Nominated Members	
4 to 7	Four permanent invitees from amongst the experts in the Governing Body of respective AI nominated by Chairperson of the Governing Body
8 to 12	Five experts (including one from overseas) nominated for a term of three years or as decided by President of the Society