



**सूचना का अधिकार
सूचना मैनुअल / हैंडबुक
RIGHT TO INFORMATION (RTI)
INFORMATION MANUAL / HANDBOOK
(As per Section 4(1)(b) of RTI Act, 2005)**

नवोन्मेषी एवं अनुप्रयुक्त जैव - प्रसंस्करण केंद्र (सी० आई० ए० बी०)
CENTER OF INNOVATIVE AND APPLIED BIOPROCESSING (CIAB)
(जैव प्रौद्योगिकी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार
(Deptt. of Biotechnology, Ministry of Science & Technology, Govt. Of India)
(सैक्टर-81 (नॉलेज सिटी), पी०ओ० मनौली, एस०ए०एस नगर, मोहाली) पंजाब
Sec-81 (Knowledge City), P.O. Manauli, S.A.S. Nagar, Mohali-140306, (Punjab) INDIA

Organisation and Function

1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	Center of Innovative and Applied Bioprocessing, (CIAB) Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab (India)
1.1.2	Head of the organization	Prof. Ashwani Pareek Chief Executive Officer
1.1.3	Vision, Mission and Key objectives	<p><u>Vision:</u> To be a nodal research and innovation organization linking bioprocess and bioproducts, R&D system knowledge, technology, leads etc. with production system and serve as incubatorial platform for agri-process and agri-food-product related entrepreneurship along with the frontal role in translation, innovation, optimization and up-scaling of approaches and technologies for bioprocessing products to catalyze agro-industrial growth through progressive functional linkages and networking / collaborations with institutions and industries nationally and globally.</p> <p><u>Mission:</u></p> <ul style="list-style-type: none"> • To test, validate, translate, innovate, improve, up-scale and integrate approaches and technologies related to bioprocessing of agri-food / agri-mass for promotion of secondary agriculture. • To generate bioresources related knowledge and advance R&D leads and potential for the growth of research and innovation systems towards products development, technology translation, product quality assurance etc.in the sectors of agri-food and secondary agriculture including technology demonstrations, training, clustering of entrepreneurs/stake-holders etc. in the lab-to-market chain. <p><u>Key Objectives:</u></p> <ol style="list-style-type: none"> i. To carry out innovations, optimization, up-scaling and translation of knowledge, approaches, technologies and processes related and/or relevant to processing of bio-mass, agri-food, agri-produce etc. ii. To catalyze improvement and transformation of bioprocessing and agri-food sector through training, technological interventions, value addition, cultivating and evaluating ideas and models) etc. related to bioprocessing resources, processes and products etc.

		<ul style="list-style-type: none"> iii. To promote synergism among bioprocessing interested/relevant entrepreneurs, industrial establishment, start-up companies, resource holders, research and development institutes, educational and service institutions, individuals or innovator groups to function in partnership and/or collaborative mode. iv. To advance and synergize innovation systems related to bioprocessing for development of value-added/new/novel products and to serve as an incubator/service platform for the common interest groups/companies/entrepreneurs etc. v. To facilitate testing, validation, optimization, up-scaling etc. of the technologies and processes developed by Center of Innovative and Applied Bioprocessing (CIAB), National Agri-Food Biotechnology Institute (NABI) and/or public domain/open source institutions and/or from other sources in India and abroad, after acquiring/adopting them through licensing/agreement/mutual understanding/consent etc. in case of proprietary issues. vi. To develop collaborations and new models of partnership, and to provide consultancies, services and support to bioprocessing concerned companies/entrepreneurs/co-operatives/other organizations, mainly in the primary and secondary agriculture sector. vii. To undertake production of novel or improved foods or food products or feeds or other products for early development and for GMP compliance with respect to quality, regulatory, environment, safety etc. parameters and certifications thereof. viii. To provide services, consultancies and support to the companies/co-operatives etc. in food, nutrition, agri-products, agri-business, secondary agriculture and allied areas. ix. To innovate, test, translate and up-scale lab-level R&D leads and outcomes related to approaches and technologies of bioprocessing biomass and biomaterials into quality products of varied human utilities including feed, food, nutrition, nutraceuticals, functional foods, phytochemicals, supplementals, additives etc. and other utility byproducts/co-products. x. To establish globe-wide alliances with relevant industries/institutions and provide support, infrastructural, incubatory services to relevant companies, entrepreneurs and individuals including for dissertations or exploratory or feasibility studies/reports etc.
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1.1.4	Function and duties	<p>CIAB is designed to link the R&D system with the production facility to serve as an incubator for start-up agri-food companies. CIAB will not only facilitate the scale-up and process optimization of new technologies developed by NABI or acquired through licensing from other sources within India and abroad but also provide services, consultancies and support to the start-up companies. The CIAB will have large enough process capacity to support start-up companies for the initial one or two years till they get a feel of the market and can attain in-house capacity for setting up of large units. The basic objective and purpose are to develop a pilot plant facility that services the needs of the agri-food cluster at Mohali, Punjab. The facility would comprise of:</p> <ul style="list-style-type: none"> (i) Development laboratories - Staffed with scientists and technicians for taking ideas through the pre-prototype stage. In essence, this would be the feasibility stage. (ii) Scale-up evaluation at the mini pilot plant stage – Such a component will be housed in a small pilot plant which would meet cGMP and regulatory compliance for safety, environment and quality. (iii) A mini plant for experimentation in process parameter determination, particularly where quantities of material are limited. (iv) Large pilot plant facility which would also function as a small production unit.
1.1.5	Organization Chart	The information is available under the heading ‘Governance’ on institute’s website: www.ciab.res.in .
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Not applicable
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Powers and duties of the Officers and employees are as per the provisions mentioned in the CIAB's Bye-Laws and the same are uploaded on the institute’s website: www.ciab.res.in under the heading ‘Governance’.
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and	
1.2.4	Exercised	
1.2.5	Work allocation	

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]			
1.3.1	Process of decision making Identify key decision making points	CIAB has already uploaded its decision making organizational chart under the tab 'Governance' on website's homepage. Detailed society rules along with approved Bye-Laws & Recruitment Rules are also uploaded and accessible to large public on institute's website.		
1.3.2	Final decision making authority			
1.3.3	Related provisions, acts, rules etc.			
1.3.4	Time limit for taking a decisions, if any			
1.3.5	Channel of supervision and accountability			
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]			
1.4.1	Nature of functions/ services offered	The Officers, Scientists and Staff discharge their functions as per Society Rules & Regulations and Bye-laws of the institute. Annual targets are set by the institute and measured/evaluated through its Scientific Advisory Committee (SAC), Governing Body (GB) and Society.		
1.4.2	Norms/ standards for functions/ service delivery			
1.4.3	Process by which these services can be accessed			
1.4.4	Time-limit for achieving the targets			
1.4.5	Process of redress of grievances			
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]			
1.5.1	Title and nature of the record/manual /instruction.	CIAB has fully disclosed its Bye-Laws, RRs and Society rules on its website and all this information is easily accessible to larger public.		
1.5.2	List of Rules, regulations, instructions manuals and records.			
1.5.3	Acts/ Rules manuals etc.			
1.5.4	Transfer policy and transfer orders	Not applicable		
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]			
1.6.1	Categories of documents	Sr. No.	Title of the document	Custodian of the document
1.6.2	Custodian of documents/categories	1	अनुसंधान और विकास गतिविधियां/ Research and Development activities	डॉ. सुदेश कुमार, वैज्ञानिक-जी Dr. Sudesh Kumar, Scientist-G

		2	संसदीय प्रश्न/ Parliamentary Question	प्रशासनिक अधिकारी / प्रबंधन सहायक Administrative Officer / Management Assistant
		3	आरटीआई के तहत पत्र/ Letters under RTI	अधिकारी / प्रबंधन सहायक Central Public Information Officer / Management Assistant
		4	विभाग की वार्षिक रिपोर्ट/ Annual Report of the department	प्रशासनिक अधिकारी / Administrative Officer/ Management Assistant (ICT & CPM)
		5	विभिन्न एजेंसियों के साथ निष्पादित समझौते / संविदा / समझौतों का ज्ञापन/ Memorandum of Understanding/Contracts /Agreements executed with various agencies	प्रशासनिक अधिकारी / प्रबंधन सहायक Administrative Officer/ Management Assistant
		6	विभाग द्वारा भारत की संसद में पेश किए जाने वाले खातों का लेखापरीक्षित विवरण/ Audited statement of accounts which are required to be tabled in the parliament of India by the department	प्रबन्धक (वित्त) / प्रबंधन सहायक (लेखा) Manager (Finance) / Management Assistant (Accounts)
		7	अनुदान सहायता के लिए उपयोग प्रमाणपत्र/ Utilization certificates for the grants-in-aid received	प्रबन्धक (वित्त) / प्रबंधन सहायक (लेखा) Manager (Finance) / Management Assistant (Accounts)
		8	विभाग की लेखापरीक्षा रिपोर्ट/ Audit reports of the department	प्रबन्धक (वित्त) / प्रबंधन सहायक (लेखा) Manager (Finance) / Management Assistant (Accounts)
		9	अधिकारियों / संकाय के संबंध में नियुक्तियों के संबंध में आदेश/ Prashasnik Adhikari / Prabandhan Sahayak	प्रशासनिक अधिकारी / प्रबंधन सहायक

		Orders regarding appointments in respect of officers/faculty	Administrative Officer / Management Assistant
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]		
1.7.1	Name of Boards, Council, Committee etc.	The information is available under the heading 'Governance' on CIAB's website. http://www.ciab.res.in/page.aspx?id=62	
1.7.2	Composition		
1.7.3	Dates from which constituted		
1.7.4	Term/ Tenure		
1.7.5	Powers and functions		
1.7.6	Whether their meetings are open to the public?	No	
1.7.7	Whether the minutes of the meetings are open to the public?	No	
1.7.8	Place where the minutes if open to the public are available?	NA	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]		
1.8.1	Name and designation	Appended below as Annexure-A	
1.8.2	Telephone, fax and email ID		
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]		
1.9.1	List of employees with Gross monthly remuneration	Appended below as Annexure-B	
1.9.2	System of compensation as provided in its regulations	Compensation is payable as per Govt. of India rules & regulations as applicable from time to time apart from salary.	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]		
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	<u>First Appellate Authority</u> Prof. Ashwani Pareek Chief Executive Officer (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab, India Tel: 0172-5221501; Fax: 0172-5221499 E-mail: ceo@ciab.res.in <u>Central Public Information Officer (CPIO)</u> Sh. Anil Dhankhar Administrative Officer	
1.10.2	Address, telephone numbers and email ID of each designated official.		

		Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab, India Tel: 0172-5221505 Fax: 0172-5221499 E-mail: ao@ciab.res.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	
1.12.1	Educational programmes	Not applicable
1.12.2	Efforts to encourage public authority to participate in these programmes	Not applicable
1.12.3	Training of CPIO/APIO	CPIO is deputed for various training programmes conducted by different bodies/institutions.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Guidelines and details are updated on website from time to time.
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not applicable

Budget and Programme (2022-23)

Sr. No	Details of disclosure	Information
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1) (b) (xi)]	
2.1.1	Total Budget for the public authority	GIA- Salary - 3.50 crores
2.1.2	Budget for each agency and plan programmes	GIA-General - 6.00 crores GIA Capital - 3.50 crores
2.1.3	Proposed expenditures	Total: 13 crores
2.1.4	Revised budget for each agency, if any	
2.1.5	Report on disbursements made and place where the related reports are available	Finance & Accounts Section
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	Included in 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department – (a) Places visited, (b) The period if visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	NIL
2.2.3	Information related to procurements (a) Notice/tender enquires, and corrigenda if any thereon (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured (c) The work contracts concluded- in any such combination of the above and (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed	All the procurement related Notices/tender enquiries and corrigenda issued thereon by CIAB are available on the Government e Marketplace, Central Public Procurement Portal (CPPP) and on the institute's website: www.ciab.res.in as well.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity.	Not applicable
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme.	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy/ amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011- IR dt. 15.04.2013]	

2.4.1	Discretionary and non-discretionary grant/ allocations to State Govt./ NGOs/ other institutions	NIL										
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not applicable										
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]											
2.5.1	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	NIL										
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility Criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations and (d) Date of award of concessions/ permits of authorizations	Not applicable										
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]											
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<u>CAG paras summary</u> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Audit Paras Raised</th> <th>Audit Paras Replied</th> <th>Audit Paras settled</th> <th>Pending</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> </tbody> </table> <p>Action taken on the pending audit para has been reported to CAG for settlement.</p>			Audit Paras Raised	Audit Paras Replied	Audit Paras settled	Pending	10	10	0	10
Audit Paras Raised	Audit Paras Replied	Audit Paras settled	Pending									
10	10	0	10									

Publicity Band Public Interface

Sr. No.	Details of disclosure	Information
3.1	Particulars for ant arrangements for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Society Rules & Regulation, Memorandum of Association, Bye-Laws
3.1.2	Arrangements for consultation with or representation by – (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not applicable
3.1.5	Public- private partnerships (PPP)-Concession agreements.	Not applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not applicable
3.1.7	Public—Private Partnerships (PPP) – Other documents generated as part of the implementation of the PPP	Not applicable
3.1.8	Public- private partnerships (PPP)- Information related to fees, or the other kinds of revenues that may be collected under authorization from the government	Not applicable
3.1.9	Public – private partnerships (PPP) Information relating to outputs and outcomes	Not applicable
3.1.10	Public Private partnerships (PPP) – The process of the selection of the private sector party (concessionaire etc.)	Not applicable
3.1.11	Public Private partnerships (PPP) – all payment made under the PPP project	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(C)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Policy decisions/ legislations taken in the previous one year	Not applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public	Not applicable

	to make the process more interactive- Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication- Internet (Website)	All the recruitment advertisement, EOIs, Tenders etc. are uploaded on the website of the institute.
3.4	From of accessibility of information manual/handbook [Section 4(1) (b)]	
3.4.1	Information manual/handbook available in Electronic format	All the information related to the institute is available in electronic form.
3.4.2	Information manual/handbook available in Printed format	No.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List materials available free of cost	Information available in electronic form on the website is available free of cost.
3.5.2	List of materials available at a reasonable cost of the medium	

E- Governance

4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011 – IR dt. 15.4.2013]			
4.1.1	English	Yes		
4.1.2	Vernacular/ Local Language	No		
4.2	When was the information Manual / Handbook last update? [F No. 1/6/2011-IR dt 15.4.2013]			
4.2.1	Last date of Annual updation	07-08-2023		
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]			
4.3.1	Details of information available in electronic form	Appended below as Annexure-C.		
4.3.2	Name/ title of the document/ record/ other information			
4.3.3	Location where available			
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]			
4.4.1	Name & location of the facility	Administrative Building, Center of Innovative and Applied Bioprocessing (CIAB), Sector-81, Mohali		
4.4.2	Details of information made available	As per point 4.3 above.		
4.4.3	Working hours of the facility	Monday to Friday (09:00 AM to 05:30 PM)		
4.4.4	Contact person & contact details (Phone, fax email)	Sh. Anil Dhankhar, Central Public Information Officer (CPIO) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO-Manauli, SAS Nagar, Mohali – 140306 (Punjab) Ph: 0172-5221505 FAX: 0172-5221499 Email: ao@ciab.res.in		
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)			
4.5.1	Grievance redressal mechanism	A Grievance Redressal Committee has been constituted in the institute.		
4.5.2	Details of applications received under RTI and information provided	Year	Applications/Appeals Received	
		Disposed off		
		2013-14	16	16
		2014-15	05	05
		2015-16	04	04
		2016-17	16	16
		2017-18	11	11
		2018-19	19	19
		2019-20	26	26
		2020-21	13	13
	2021-22	22	22	
	2022-23	52	52	
4.5.3	List of completed schemes/ projects/ programmes	1. Innovation and Demonstration of Technologies for Improved Production and Enhanced shelf life of Tomato and Onion.		

		<p>2. Novel Industrial dairy waste management processing for the development of nutritional enriched whey beverage blend using high pressure processing (HPP).</p> <p>3. Protein engineering and gene mining strategies for the development of thermo-acidic D-psicose 3-epimerase, useful in generating functional products.</p> <p>4. Transformation of agro residue-rice straw - into downstream dicarboxylic acids- precursor for bioplastics - with nanoparticle encapsulated zeolites.</p> <p>5. Chemo-enzymatic processing of Kinnow juice industry for Value added Nutritional products.</p> <p>6. A novel approach of production of functional products from sweet sorghum.</p> <p>7. Engineering photosynthetic Nanopigments for efficient valorization of Lignocellulosic Biomass.</p> <p>8. Developing & Optimization of Fresh Produce Supply chain and storage Systems.</p> <p>9. Complete utilization of Whey for the production of whey protein hydrolysate bacterial cellulose and tagatose from various food application.</p> <p>10. Setting up of Secondary Agriculture/Food Processing Entrepreneurial Network in Punjab Phase-I.</p> <p>11. Agreement for consultancy Research project (Transformation of biomass-derived glycolaldehyde using chemocatalysis).</p>
4.5.4	List of schemes/ projects/ programme underway	<p>1. Setting up of Rural Biotech Innovation and Application centre (RBIAC) in Kandi Area of Punjab).</p> <p>2. Utilization of Rice Residues for Value Added Product Development (Flagship programme).</p> <p>3. BRICS technology platform for integrated bioprocessing of agriculture residues for eco-sustainable production of biofuels and by-products.</p> <p>4. Exploration of native microorganisms and biocatalysts from traditional fermented products of Sikkim Himalayas for development of lactose free and bioactive peptide enriched milk-based functional products.</p> <p>5. Agro-Biomass derived Lignin based low-Cost, Water-resistant, self-cleaning nano-films.</p>
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Appended below as Annexure-D.
4.5.6	Annual Report	Annual Reports of the institute are available on the website.
4.5.7	Frequently Asked Question (FAQs)	FAQs have been uploaded on the website.
4.5.8	Any other information such as (a) Citizen's Charter, (b) Result Framework	Citizen's charter is available on the website.

	Document (RFD), (c) Six month reports on the, (d) Performance against the benchmarks set the Citizen's Charter																																					
4.6	Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]																																					
4.6.1	Details of applications received and disposed	Kindly refer point 4.5.2 above.																																				
4.6.2	Detail of appeals received and orders issued	Kindly refer point 4.5.2 above.																																				
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]																																					
4.7.1	Details of questions asked and replies given	<table border="1"> <thead> <tr> <th>Year</th> <th>Questions Asked</th> <th>Replies Given</th> </tr> </thead> <tbody> <tr> <td>2012-13</td> <td>01</td> <td>01</td> </tr> <tr> <td>2013-14</td> <td>01</td> <td>01</td> </tr> <tr> <td>2014-15</td> <td>10</td> <td>10</td> </tr> <tr> <td>2015-16</td> <td>12</td> <td>12</td> </tr> <tr> <td>2016-17</td> <td>07</td> <td>07</td> </tr> <tr> <td>2017-18</td> <td>12</td> <td>12</td> </tr> <tr> <td>2018-19</td> <td>12</td> <td>12</td> </tr> <tr> <td>2019-20</td> <td>14</td> <td>14</td> </tr> <tr> <td>2020-21</td> <td>08</td> <td>08</td> </tr> <tr> <td>2021-22</td> <td>08</td> <td>08</td> </tr> <tr> <td>2022-23</td> <td>07</td> <td>07</td> </tr> </tbody> </table>	Year	Questions Asked	Replies Given	2012-13	01	01	2013-14	01	01	2014-15	10	10	2015-16	12	12	2016-17	07	07	2017-18	12	12	2018-19	12	12	2019-20	14	14	2020-21	08	08	2021-22	08	08	2022-23	07	07
Year		Questions Asked	Replies Given																																			
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2020-21		08	08																																			
2021-22		08	08																																			
2022-23	07	07																																				

Information as may be prescribed

Sr. No.	Details of disclosure	Information
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name and details of – (a) Current CPIOs and FAAs, (b) Earlier CPIOs and FAAs from 1.1.2015	<p><u>Current FAA (w.e.f. 21-01-2021)</u> Prof. Ashwani Pareek Chief Executive Officer (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221501, Fax: 0172-5221499 ceo@ciab.res.in</p> <p><u>Current CPIO (w.e.f. 29-12-2021)</u> Sh. Anil Dhankhar Administrative Officer Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221505, Fax: 0172-5221499 ao@ciab.res.in</p> <p><u>FAA from 01-01-2015 to 16-08-2017</u> Dr. Rajender Singh Sangwan Chief Executive Officer Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221501, Fax: 0172-5221499 ceo@ciab.res.in</p> <p><u>FAA from 17-08-2017 to 27-01-2020</u> Dr. T. R. Sharma Chief Executive Officer (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221501, Fax: 0172-5221499 ceo@ciab.res.in</p> <p><u>FAA from 28-01-2020 to 28-05-2020</u> Dr. Ramesh V. Sonti Chief Executive Officer (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221501, Fax: 0172-5221499 ceo@ciab.res.in</p>

		<p><u>FAA from 29-05-2020 to 21-01-2021</u></p> <p>Dr. Amulya K. Panda Chief Executive Officer (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221501, Fax: 0172-5221499 ceo@ciab.res.in</p> <p><u>CPIO from 01-01-2015 to 28-12-2021</u></p> <p>Sh. Suneet Verma Manager (Finance) (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221155, Fax: 0172-5221499 suneetverma@nabi.res.in</p>
5.1.2	Details of third party audit of voluntary disclosure – (a) Dates of audit carried out, (b) Report of the audit carried out	NIL
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD – (a) Date of appointment, (b) Name & Designation of the Officers	Prof. Ashwani Pareek Chief Executive Officer (Addl. Charge) Center of Innovative and Applied Bioprocessing (CIAB), Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar, Mohali-140306, Punjab Tel: 0172-5221501, Fax: 0172-5221499 ceo@ciab.res.in
5.1.4	Consultancy Committee of key stakeholders for advice on suo-motu disclosure – (a) Dates from which constituted, (b) Name & Designation of the Officers	NIL
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI – (a) Dates from which constituted, (b) Name & Designation of the Officers	NIL

Information disclosed on own initiative

Sr. No.	Details of disclosure	Information
6.1	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information	CIAB has put all efforts in dissemination of information available at institute on its website i.e. www.ciab.res.in and each individual may access to this webpage for getting information whatever they desired. Further, the institute has also uploaded information under <i>suo motu</i> disclosure on its above mentioned webpage and the public may approach as per their requirements. The institute also keeps on updating its webpage regularly so that it could reach to wider public for their benefits.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel,	
6.2.1	Whether STQC certification obtained and its validity	No.
6.2.2	Does the website show the certificate on the website?	Not applicable.

वैज्ञानिकों, अधिकारियों और कर्मचारियों की निर्देशिका Directory of Scientists, Officers and Employees		
मुख्य कार्यकारी अधिकारी सचिवालय Chief Executive Officer's Secretariat		
कर्मचारी का नाम Employee Name	पद Designation	टेलीफोन Telephone
प्रो. अश्वनी पारीक Prof. Ashwani Pareek	मुख्य कार्यकारी अधिकारी Chief Executive Officer	0172-5221501
वैज्ञानिक संकाय / Scientific Faculty		
डॉ सुदेश कुमार Dr. Sudesh Kumar	वैज्ञानिक-जी Scientist-G	0172-5221494
डॉ सास्वता गोस्वामी Dr. Saswata Goswami	वैज्ञानिक-एफ Scientist-F	0172-5221461
डॉ एस सरवनामुरुगन Dr. S. Saravanamurugan	वैज्ञानिक- एफ Scientist-F	0172-5221514
डॉ ससीकुमार एलुमलाय Dr. Sasikumar Elumalai	वैज्ञानिक-ई Scientist-E	0172-5221444
डॉ जयीता भौमिक Dr. Jayeeta Bhaumik	वैज्ञानिक-ई Scientist-E	0172-5221539
डॉ बी बी मिश्र Dr. B. B. Mishra	वैज्ञानिक-डी Scientist-D	0172-5221541
डॉ सुधीर प्रताप सिंह Dr. Sudhir Pratap Singh	वैज्ञानिक-डी Scientist-D	0172-5221415
डॉ मीना कृष्णियां Dr. Meena Krishania	वैज्ञानिक-सी Scientist-C	0172-5221530
वित्त और प्रशासन / Finance & Administration		
श्री हरदीप सिंह Sh. Hardip Singh	भंडारा एवं क्रय अधिकारी Store and Purchase Officer	0172-5221522

श्री अनिल धनखड़ Sh. Anil Dhankhar	प्रशासनिक अधिकारी Administrative Officer	0172-5221505
श्री अनिल धनखड़ Sh. Anil Dhankhar	वित्त अधिकारी (अतिरिक्त कार्यभार) Finance Officer (Additional Charge)	0172-5221505
श्री अमन सेठी Sh. Aman Sethi	प्रबंधन सहायक Management Assistant	0172-5221506
श्री सुखजींदर सिंह Sh. Sukhjinder Singh	प्रबंधन सहायक Management Assistant	0172-5221555
श्री एस.एल. पासी Sh. S. L. Pasi	प्रबंधन सहायक Management Assistant	0172-5221509
तकनीकी और अभियंता / Technical and Engineering		
श्री बलवान सिंह Sh. Balwan Singh	सहायक कार्यकारी अभियंता (विद्युत) Asst. Executive Engineer (Electrical)	0172-5221422
श्री मनजीत सिंह Sh. Manjeet Singh	सहायक अभियंता (सिविल) Asst. Engineer (Civil)	0172-5221438
श्री उमेश सिंह Sh. Umesh Singh	तकनीकी अधिकारी Technical Officer	0172-5221493
डॉ निधि बुधलाकोटी Dr. Nidhi Budhalakoti	तकनीकी अधिकारी Technical Officer	0172-5221531
सुश्री सुवोश्री मुखर्जी Ms. Suvosree Mukherjee	वरिष्ठ तकनीकी सहायक Sr. Technical Assistant	0172-5221446
श्रीमती संध्या यादव Smt. Sandhya Yadav	वरिष्ठ तकनीकी सहायक Sr. Technical Assistant	0172-5221515
अन्य नम्बर Other Numbers		
मुख्य रिसेप्शन Main Reception		0172-5221400
कार्यालय फैक्स Office Fax		0172-5221499

Annexure-B

मुआवजे की प्रणाली सहित अधिकारियों और कर्मचारियों द्वारा प्राप्त मासिक पारिश्रमिक [धारा 4 (1) (बी) (एक्स)]/

Monthly Remuneration received by officers & employees including system of compensation [section 4(1)(b)(x)]

वैज्ञानिक/SCIENTIFIC:

क्रमांक/ Sr. No.	कर्मचारी का नाम Name of the Employee	वेतन मैट्रिक्स में स्तर / Level In Pay Matrix (7 th CPC)
1	प्रो. अश्वनी पारीक, मुख्य कार्यकारी अधिकारी Prof. Ashwani Pareek, Chief Executive Officer	Additional Charge
2	डॉ सुदेश कुमार, वैज्ञानिक-जी Dr. Sudesh Kumar, Scientist-G	Level-14
3	डॉ साखता गोस्वामी, वैज्ञानिक-एफ Dr. Saswata Goswami, Scientist-F	Level-13A
4	डॉ एस सरवनामुरुगन, वैज्ञानिक- एफ Dr. S. Saravanamurugan, Scientist-F	Level-13A
5	डॉ ससीकुमार एलुमलाय, वैज्ञानिक-ई Dr. Sasikumar Elumalai, Scientist-E	Level-13
6	डॉ जयीता भौमिक, वैज्ञानिक- ई Dr. Jayeeta Bhaumik, Scientist-E	Level-13
7	डॉ बी बी मिश्र, वैज्ञानिक-डी Dr. B.B Mishra, Scientist-D	Level-12
8	डॉ सुधीर प्रताप सिंह, वैज्ञानिक-डी Dr. Sudhir Pratap Singh, Scientist-D	Level-12
9	डॉ मीना कृष्णियां, वैज्ञानिक-सी Dr. Meena Krishania, Scientist-C	Level-11

प्रशासनिक:/ADMINISTRATIVE:

1	श्री हरदीप सिंह, भंडारण एवं क्रय अधिकारी Sh. Hardip Singh, Store and Purchase Officer	Level-11
2	श्री अनिल धनखड़, प्रशासनिक अधिकारी Sh. Anil Dhankhar, Administrative Officer	Level-11
3	श्री अनिल धनखड़, वित्त अधिकारी Sh. Anil Dhankhar, Finance Officer	Additional Charge
4	श्री अमन सेठी, प्रबंधक सहायक Sh. Aman Sethi, Management Assistant	Level-6
5	श्री एस.एल. पासी, प्रबंधन सहायक	Level-6

	Sh. S. L. Pasi, Management Assistant	
6	श्री सुखजींदर सिंह, प्रबंधन सहायक Sh. Sukhjinder Singh, Management Assistant	Level-6

तकनीकी:/TECHNICAL

1	श्री बलवान सिंह, सहायक कार्यकारी अभियंता (विद्युत) Sh. Balwan Singh, Asst. Executive Engineer (Electrical)	Level-10
2	श्री मनजीत सिंह, सहायक अभियंता (सिविल) Sh. Manjeet Singh, Asst. Engineer (Civil)	Level-7
3	श्री उमेश सिंह, तकनीकी अधिकारी Sh. Umesh Singh, Technical Officer	Level-7
4	डॉ निधि बुद्धलाकोटी, तकनीकी अधिकारी Dr. Nidhi Budhalakoti, Technical Officer	Level-7
5	सुश्री सुवोश्री मुखर्जी, वरिष्ठ तकनीकी सहायक Ms. Suvosree Mukherjee, Sr. Technical Assistant	Level-6
6	श्रीमती संध्या यादव, वरिष्ठ तकनीकी सहायक Smt. Sandhya Yadav, Sr. Technical Assistant	Level-6

Annexure-C

इलेक्ट्रॉनिक रूप में उपलब्ध जानकारी Information available in electronic form		
क्रमांक Sr. No.	दस्तावेज़ का शीर्षक Title of the document	स्थान जहां उपलब्ध है Location where available
1	अनुसंधान और विकास गतिविधियां Research and Development activities	सी.आई.ए.बी की वेबसाइट तथा संबंधित अनुभाग में उपलब्ध है। CIAB's website and in concerned section.
2	संसदीय प्रश्न Parliamentary Question	संबंधित अनुभाग में उपलब्ध है। Available in concerned section.
3	आरटीआई के तहत पत्र Letters under RTI	संबंधित अनुभाग में उपलब्ध है। Available in concerned section.
4	विभाग की वार्षिक रिपोर्ट Annual Report of the department	सी.आई.ए.बी की वेबसाइट तथा संबंधित अनुभाग में उपलब्ध है। CIAB's website and in concerned section.
5	निष्कर्ष / संविदा / समझौते के ज्ञापन का ज्ञापन विभिन्न एजेंसियों के साथ Memorandum of Understanding/Contracts /Agreements executed with various agencies	संबंधित अनुभाग में उपलब्ध है। Available in concerned section.
6	खातों का लेखापरीक्षित विवरण जिसमें इन्हें प्रस्तुत करने की आवश्यकता है विभाग द्वारा भारत की संसद Audited statement of accounts which are required to be tabled in the parliament of India by the department	सी.आई.ए.बी की वेबसाइट तथा संबंधित अनुभाग में उपलब्ध है। CIAB's website and in concerned section.
7	अनुदान सहायता के लिए उपयोग प्रमाणपत्र Utilization certificates for the grants-in-aid received	संबंधित अनुभाग में उपलब्ध है। Available in concerned section.
8	विभाग की लेखापरीक्षा रिपोर्ट Audit reports of the department	संबंधित अनुभाग में उपलब्ध है। Available in concerned section.
9	अधिकारियों / संकाय के संबंध में नियुक्तियों के संबंध में आदेश Orders regarding appointments in respect of officers/faculty	संबंधित अनुभाग में उपलब्ध है। Available in concerned section.

Annexure-D**Period: 2022-23**

अ.क्र./ Sr. No.	ठेकेदार का नाम/ Name of the Contractor	अनुबंध की राशि/ Amount of Contract	अनुबंध पूरा होने की अवधि/ Period of completion of contract
1	M/s Swift Securitas Pvt. Ltd. Limited (For providing outsourced manpower and security services)	Rs. 8,00,000/- per month (Approx.)	Upto 27-10-2023
2	M/s Rainbow Environments Pvt. Ltd. (For disposal of bio-medical waste)	Rs. 8,325/- plus GST	Continuing
3	M/s Airads Limited (Empanelment for issuance of advertisement)	As per DAVP rates	Continuing
4	M/s Pamm Advertising Limited (Empanelment for issuance of advertisement)	As per DAVP rates	Continuing
5	M/s Crayons Advertising Pvt. Ltd. (Empanelment for issuance of advertisement)	As per DAVP rates	Continuing
6	M/s Shammi Garg & Co.	Rs. 8,000/- plus GST	Continuing
7	M/s Sukhjit Singh (Provision of Kitchen for Cafeteria near Bio Coal Plant)	Rs. 1,69,563/-	06 weeks
8	Supply And Installation of Butterfly valves/isolation valves in Chilled water line (HVAC Low side) in CIAB building. M/s Kausnvi international Pvt. Ltd.	Rs. 1,84,200/-	04 Weeks
9	Refilling of HFC 227 gas in Fire suppression System in UPS Room. M/s Karvin Enterprises	Rs. 1,88,070/-	10 weeks
10	Purchase of Control card of Diesel Generator from OEM Authorized Firm under AMC contract. M/s PAL SWAM POWER SOLUTIONS PVT. Ltd.	Rs. 2,05,816/-	02 weeks

11	AMC of UPS System (comprehensive). M/s Autometers Alliance Ltd.	Rs. 4,34,109/-	1 year
12	AMC of Passenger lift (Comprehensive). M/s Kone Elevator India Pvt. Ltd.	Rs. 1,04,056/-	1 year
13	AMC of Cargo Lift (Comprehensive). M/s Kone Elevator India Pvt. Ltd.	Rs. 1,04,056/-	1 year
14	AMC of YEWS Chillers (Comprehensive). M/s Johnson Controls (India)	Rs. 5,92,560/-	1 year
15	AMC of Diesel Generators (750 KVA- 02) (Non Comprehensive) M/s PAL Engineers	Rs. 58,800/-	1 year
16	Operation and Maintenance Contract of Electro-mechanical Inventory of CIAB. M/s Aircon Technique Pvt. Ltd.	Rs. 33,95,683/-	1 year
17	Operation and Maintenance Contract of HVAC Inventory of CIAB. M/s Aircon Technique Pvt. Ltd.	Rs. 15,63,000/-	1 year
18	AMC for LT/HT/DG/ transformer control panels M/s Sterling and Wilson Pvt. Ltd	Rs. 2,56,992/-	1 year