

RAJIV GANDHI CENTRE FOR BIOTECHNOLOGY (RGCB)
THIRUVANATHAPURAM

SUO MOTO DISCLOSURE OF INFORMATION
UNDER SECTION-4 OF THE RTI ACT 2005

Sl No	Information to be disclosed	Information disclosed
01	The particulars of its Organization, functions and duties	https://rgcb.res.in/
02	The powers and duties of its Officers and employees	The Director and other designated Officers discharge their functions & responsibilities as per the powers delegated to them in the approved Office Manual of RGCB. Amendments, if required, are authorized by the Governing Council.
03	The procedure followed in the decision making process including channels of supervision and accountability.	As per RGCB Memorandum of Association, Bye-laws, Rules and Regulations.
04	The norms set by it for the discharge of its functions	As per RGCB Memorandum of Association, Bye-laws, Rules and Regulations.
05	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	As described in the RGCB Office Manual.
06	A statement of the categories of documents that are held by it or under its control	The relevant documents relating to various research projects, procurement management, personnel management, management of services, demands for grant, Annual Reports, performance report, audit reports etc are held by the Organization.
07	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	RGCB concentrates on research and developments in the field of advanced biotechnology. The Institute has developed various methods and devices which has direct benefits to the members of the public in the areas of disease biology, DNA Fingerprinting, and diagnostic services. RGCB has major institutional coordination mechanism developed with a number of

		organizations in the field of biotechnology. There are also appropriate mechanism to coordinate with educational institutions and national laboratories. Programmes of RGCG are accessible to general public through its web site, presentations on seminars etc and also through annual reports.
08	A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	The following Committees are functioning: RGCB Society RGCB Governing Council Scientific Advisory Council Finance Committee The meetings of these bodies or the minutes thereon are not open to public.
09	A directory of its Officers and employees	https://rgcb.res.in/scientistdirectory https://rgcb.res.in/admnstaff https://rgcb.res.in/tecstaff
10	The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations	RGCB follows the approved pay structure recommended by the 7 th Central Pay Commission.
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made	As per allotment yearly by the Department of Biotechnology, Government of India
12	The manner of execution of subsidy programmes, including the mounts allocated and the details of beneficiaries of such programmes;	RGCB does not deal with the execution of any subsidy programmes.
13	Particulars of recipients of concession, permits or authorizations granted by it	RGCB does not give any concessions
14	Details in respect of the information, available to or held by it reduced in an electronic form	Maximum information is disclosed in the website, which is updated periodically.
15	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room,	RGCB maintains a good and up-to-date library for the research students and scientists. There is no library or reading room for use of the general public.

	if maintained for public use	
16	The names, designations and other particulars of the Public Information Officers	Assistant Public Information Officer: Jayalakshmi U S Administrative Officer Central Public Information Officer: N. Jayakrishnan Senior Chief Manager (Purchase) Appellate Authority: Santhosh Kumar T.R,PhD Scientist G
	Such other information as may be prescribed	Nil