



उत्तराखण्ड शासन

Memorandum of Association and Rules & Regulations



UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY

(Department of Biotechnology, Govt. of Uttarakhand)

उत्तराखण्ड जैवप्रौद्योगिकी परिषद्

संख्या 1327

पत्रावली सं०- KUS1396

दिनांक 16/02/2015



सोसाइटी-रजिस्ट्रीकरण का

प्रमाण-पत्र

(अधिनियम संख्या 21,1860 के अधीन)

संख्या 198/2014 - 2015

एतद्वारा प्रमाणित किया जाता है कि उत्तराखण्ड जैव प्रौद्योगिकी परिषद। बायोटेक भवन, हल्दी, जिला उधमसिंह नगर-263146, उत्तराखण्ड। को आज उत्तरांचल में अपनी प्रवृत्ति के सम्बन्ध में यथासंशोधित सोसाइटी रजिस्ट्रेशन अधिनियम, 1860 ई० के अधीन सम्यक् रूप से रजिस्ट्रीकृत किया गया है। यह प्रमाण-पत्र 15/02/2020 तक विधिमार्ग्य होगा।

आज दिनांक 16/02/2015 को मेरे हस्ताक्षर से दिया गया।

नोट - कृपया पत्राचार करते समय पत्रावली संख्या का उल्लेख अवश्य करें।

16/2/15
सोसाइटी के रजिस्ट्रार,
उत्तराखण्ड
जैव प्रौद्योगिकी परिषद
उधम सिंह नगर (उत्तराखण्ड)



MEMORANDUM
OF
ASSOCIATION

UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY, HALDI, U.S. NAGAR
MEMORANDUM OF ASSOCIATION

In the Matter of Societies Registration Act, 1860
and

In the Matter of Uttarakhand Council for Biotechnology

1. COUNCIL
The name of the society shall be “Uttarakhand Council for Biotechnology (UCB)” hereinafter referred to as the “*Council*”.
2. OFFICE
The registered office of the *Council* will be situated at Biotech Bhawan, Haldi- 263146, Udham Singh Nagar, Uttarakhand
3. OPERATIONAL AREA
The operational area of the *Council* will be whole of India.
4. AIMS AND OBJECTIVES
The main aims and objectives incidental or ancillary thereto for which the *Council* is established are:
 - i. This council is aimed to use biotechnology, aptly described as the “technology of hope” in employment generation, intellectual wealth creation, expanding entrepreneurial opportunities, augmenting industrial growth, sustainably using of biowealth in Uttarakhand.
 - ii. The primary objective is to encourage applied research and facilitate its actual transfer and utilization in the field.
 - iii. Liaison with the National Committee on science and biotechnology, various National laboratories and research institution and universities in other States in pursuit of the above objectives.
 - iv. To work as state Nodal Agency of Department of Biotechnology, Govt. of India, for implementation of the whole biotechnology spectrum including Biotech Education, Research and Developmental, Human Research Development, Establishment of Biotechnology Parks in the State.
 - v. Uttarakhand Council for Biotechnology will carry out the Central proposal and plan for research of

the state particularly for weaker section of the society in the state.

- vi. To advance biotechnology in Uttarakhand as a successful biotech industrial hub based on affordability and accessibility and to foster a balance between innovation and biotechnology diffusion.
- vii. To provide research and development support to teaching and research organization of the State in specified areas pertaining to biotechnology.
- viii. To organize training, lectures, seminars, conference and symposia for advance study and research in biotechnology and its applications.
- ix. To establish specialized center of excellence or academic institute in the core area of mountain specific biotechnology to generate talent pools in multiple scientific disciplines.
- x. To explore expected area of biotechnology research and development institute in intensive and potentially relevant research and industry sector associated with Biotechnology to upgrade infrastructure.
- xi. To develop institutional management to convert bio-resources of Uttarakhand in to economic wealth and employment opportunities through checked environmental degradation.
- xii. Preparation, publication and dissemination of annual report on researches carried out.
- xiii. Formulation of science and Biotechnology frame work to ensure that basic needs of the people are met by efficient and judicious use of the resource of Uttarakhand ensuring maximum employment, technological and economical competence and selfreliance in strategic sector of economy.
- xiv. To cooperate and collaborate with other National and International institution, organizations in the field of basic and transitional research in key Biotechnological processes.
- xv. To promote conservation of bioresources and ensuring safety of products and processes.
- xvi. To establish and support or aid in the

establishment of any institution, or organization calculated to assist the society in conduct of its objectives.

xvii. Any specific work entrusted by the state Government relating to Biotechnology programmes.

5. GOVERNING BODY

The names, addresses and occupations of the first members of the Governing body of Uttarakhand Council for Biotechnology, and to whom by the rules and regulations of the Council, the management of the council affairs is entrusted are given below.

1	Hon'ble Minister, Biotechnology Department, Govt. of Uttarakhand	President
2	Secretary, Department of Biotechnology, Government of Uttarakhand	Vice- President
3	Additional Secretary, Department of Biotechnology, Government of Uttarakhand	Member
4	Director General, I. C. F. R. E. Dehradun or Nominee	Member
5	Nominee of Department of Biotechnology, Government of India	Member
6	Director, Uttarakhand Medical Education, Dehradun	Member
7	Director, Department of Agriculture, Uttarakhand	Member
8	Director, Cold Water Fisheries Research Institute, Bhimtal, Uttarakhand	Member
9	Director, Horticulture, Uttarakhand	Member
10	Chief Secretary/Secretary, Finance Department, Govt of Uttarakhand	Member
11	Director, Defence Institute of Bioenergy Research (DIBER), Haldwani, Uttarakhand	Member
12	Director General, Indian Council of Medical Research or Nominee	Member
13	Director/Incharge, Central Institute of Medicinal and Aromatic Plants, Dairy farm, Nagla U. S. Nagar, Uttarakhand	Member
14	Renowned Five Biotechnologist of Uttarakhand (Special Invitees)	Member
15	N. R. I. (01) Domicile of Uttarakhand	Member
16	Director Uttarakhand Council for Biotechnology	Member Secretary

MEMORANDUM OF ASSOCIATION

6. A copy of the rules of the Council certified to be a corrected copy by three members of the Governing Body is filled along with the Memorandum of Association.

7. We, the persons whose names and addresses are given in the list of governing body as point 5, having associated ourselves for the purpose described in the Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our name to this Memorandum of Association and set our respective hands here-unto and form ourselves, into a society under Registration of Societies act, 1860 of this 16th day of February, year 2015 at U.S. Nagar.



RULES
&
REGULATIONS

RULES AND REGULATIONS OF ASSOCIATION

OF THE

UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY, HALDI, UDHAM SINGH NAGAR

1. SHORT TITLE
These rules be called the Rules and Regulations of Association of the Uttarakhand Council for Biotechnology, Haldi, Udham Singh Nagar

2. DEFINITIONS
In these rules and Regulations, unless the context otherwise requires:
 - a) 'Council' means the Uttarakhand Council for Biotechnology.
 - b) 'Governing Body' means the Governing Body of Uttarakhand Council for Biotechnology.
 - c) 'President' means the President of Council
 - d) 'Director' means the Director of Council
 - e) 'Member Secretary' means the member secretary of the Council
 - f) 'Government' means the Government of Uttarakhand

3. AUTHORITIES OF THE COUNCIL
The authorities of the Council shall be:
 - A. The President
 - B. The Vice-President
 - C. The Director
 - D. Such other authorities as may be constituted by the Council to give effect to the provisions of the memorandum of association of the Council and these Rules and Regulation.

4. CHIEF EXECUTIVE OFFICER
The Director shall be the chief executive officer of the Council and he/she will be signing authority to sign agreement, Memorandum of Understanding,

lease deeds and other documents for and on behalf of the Council.

5. APPOINTMENT OF THE DIRECTOR

The Director shall be an eminent scientist in interdisciplinary fields related to Biotechnology having sound experience of teaching research and extension in terms national international projects, published papers, patents and other activities. The government shall appoint the Director through Deputation/Direct Recruitment/Additional Charge as and when required.

6. MEMBERSHIP

1. The Uttarakhand Council for Biotechnology shall be constituted with the representatives of various disciplines, of Biotechnology applications so that it may effectively function for fulfilling its objective.
2. All members of the Uttarakhand Council for Biotechnology other than ex-officio members shall hold their memberships for a period of three years from the date of constitution of the said Council, unless their membership not terminated earlier.
3. Where any person is the member of the Uttarakhand Council for Biotechnology by reason of the office of appointment he holds, his membership of the State Biotechnology shall terminate when he ceases to hold that office or appointment and in his vacancy, his successor in office of appointment of shall automatically be a member of the Biotechnology.
4. Any vacancy occurring due to death, or resignation addressed to the President, among persons nominated under sub rule 1 above, shall be filled up in accordance with the provisions of the rules.
5. Any new member will be incorporated with the due permission of Governing body and induction of new member into the council will come into force from the date of next meeting of the governing body.

6. The Uttarakhand Council for Biotechnology shall maintain a register of members giving: their names occupation and addresses. If a member of the State Biotechnology shall change his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the Roll of Members. But, if he fails to notify his new address, the address given in the Roll of Member shall be deemed to be his address.

7. TERMINATION
OF MEMBERSHIP

Membership may be terminated in case of:

1. In case of death.
2. In case of criminal proceedings.
3. In case of anti-council activities.
4. In case of lunacy.
5. In case of any such order passed by executive committee of the Governing Body of Council.

8. RESIGNATION

A resignation from the membership of the Council may be tendered to the President in writing and shall not take effect until accepted by the Chairman.

9. CHANGE IN THE ADDRESS
OF THE MEMBER

If a member of the Council changes his address, he/she shall notify new address to the member secretary, who shall thereupon enter his new address in the Roll of members. But, if he fails to notify his new address, the address given in the Roll of Members shall be deemed to be his address.

10. VACANCY IN THE
MEMBERSHIP

Any vacancy in the membership of the council caused by any of the reason mentioned in the provision to the duration and termination of membership shall be filled up in accordance with the provision of these rules. But the persons appointed in the vacancy shall hold office only for the remaining period of the term of the vacating member.

11. ACTS NOT TO
BE INVALID

No act of the Council shall be deemed to be invalid only because of any vacancy in its membership or any defect in its continuation or establishment.

12. MEETINGS

1. The Annual General Body Meeting (AGM) comprising of whole Governing body of the Uttarakhand Council for Biotechnology shall be held once every year at such time, date and place as the President may decide. At this meeting, called the Annual General Body Meeting, the report of the management of the Uttarakhand Council for Biotechnology for previous calendar years together, with an audit copy of balance sheet, income and expenditure account and the auditor's report and any other matter that be placed before it by the Steering Committee as Executive Committee shall be submitted for approval.
2. All meetings of the Governing Body of Uttarakhand Council for Biotechnology shall be called by notices under the signature of the Secretary or any other officer authorized in this behalf by the Secretary.
3. Every notice calling a meeting of the Uttarakhand Council for Biotechnology shall state the date, time and place of such meeting and shall be delivered by hand or send by registered post to every member at the address mentioned in the register of member not less than 15 clear days before the date appointed for the Annual General Meeting.
4. The President or in his absence the Vice-President shall preside at all meetings of the Uttarakhand Council for Biotechnology. In the temporary absence of the President and Vice-President, any member indicated by the President shall preside.
5. Subject experts will be appointed by President for a particular meeting on the proposal of secretary based on the nature of agenda items to be included in the meeting and will be invited by the Secretary as per rule given in point no.3.

6. One fourth of the number of members shall form the quorum at a meeting.
7. The procedure to be followed at the meetings shall be laid down in the bye-laws framed by the Steering Committee.

13. QUORUM

One-fourth of the members of the governing body shall form the quorum, the requirements of the quorum shall not, however apply to adjourned meetings.

14. VOTE

All disputed matters/ questions at the meeting of the council shall be determined by Vote. In case of an equal division of votes, the chairman shall have a casting vote.

**15. PROCEEDING OF
THE MEETING**

The member secretary shall keep a record of proceeding of the meeting of the council and copy there of shall be sent to the state Government.

**16. POWER OF THE
GOVERNING BODY**

- (1) Decisions of the Governing Body
- I. All decision of the governing Body shall be taken by majority of the votes. Each member of the steering committee shall have one vote but the chairman may exercise casting vote in case of a tie.
 - II. The decision of the Governing Body may, with the consent of the President, also be obtained by circulation the proposal to the member and any proposal so circulated and approved by a majority of the member shall be as effectual and binding as if it had been passed at meeting of the Governing Body.
 - III. No act or proceeding of the Uttarakhand Council for Biotechnology or the Governing Body shall be invalid merely by reason or any vacancy therein or of any defect in appointment or nomination of any its members, or any defect or irregularity in the act not affecting the substance.

(2) Powers of Governing Body of Council

- a. The council shall be guided in the matter of, administration and management of the affairs of the council, and for carrying out its objectives as per following provision:
 - I. With the approval of the government, council shall have the powers to frame the regulations consistent with these rules, and
 - II. To alter, amend and repeal them from time to time for the administration and management of the affairs of the council and for carrying out its objectives.
- b. The council shall be guided by the directive of the government of Uttarakhand on the following matters:
 - I. The preparation and sanction of budget estimates, the sanctioning of expenditure execution of contracts, the investment of funds of the council, account & audits
 - II. Procedure for appointment of the officers and other staff of council
 - III. The terms and tenure of appointment, emolument, allowances, Rules and disciplines and other condition of service of the officers and other staff of council.
 - IV. Powers, functions and conduct of academics / business of such committees as may be constituted form time to time.
- c. The creation of posts, adsorption of employee engaged in any form and all kind of appointment of all category of officers (except Director) and staff for conducting the affairs of council consistence

with qualification, if any, specified by the Uttarakhand Council For Biotechnology and to fix their remuneration subject to the budget and define to the duties.

- d. To enter into arrangement with the government of India, State Government and other public or private organization or individuals for furthering the objectives, for securing and accepting endowment, grant-in-aid, donation or gift on mutually agreed terms and conditions provided that the conditions of such grant-in-aid, donation and gift shall not be in conflict with the objectives of the council or with the provision of these Rules.
- e. To draw, make accept, endorse, discount and negotiate State Government, Government of the India and other promissory notes, bills of exchange cheques or other negotiable instruments.
- f. To invest the fund of the council in such securities or in such manner as may be determined by the council from time to time and to sell or transfer such investments.
- g. To take over and acquire by purchase, gifts or otherwise from government and public bodies or private individuals, moveable or immoveable properties or other funds together with any attendant obligation and engagement consistent with the objects of the council
- h. To sell, transfer, lease or otherwise dispose off any moveable or immoveable property of the council, subject to the conditions that no immoveable property of the council shall be sold or transferred without the prior approval of the Government.

17. DELEGATION

The Governing Body may delegate to a committee or the President or Director such of its powers for the conduct of its business as it may deem fit,

subject to the condition that the action taken by the delegate shall be reported to the steering committee for its approval at its next meeting.

18. APPOINTMENT OF COMMITTEES

The council may be Resolution appoint:

- (a) Committees or sub-committees for such purpose and with such powers as it may think fit, and
- (b) Advisory committees or panels consisting of persons who need not necessarily be the members of the council with such advisory functions as the council may think proper , such as, fulfillment of special technical aspect. The council may dissolve any of the committee or sub-committees at any time.

19. AUTHORITIES OF THE UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY

The following shall be authorities of Uttarakhand Council for Biotechnology.

- a. President
- b. Vice President
- c. Secretary
- d. Officer and staff of the Uttarakhand Council for Biotechnology.

(A) President

The President of the Uttarakhand Council for Biotechnology (UCB) shall be the cabinet minister of Biotechnology department of the Government of Uttarakhand. He/She will be the chairman of the Governing Body to constitute the selection committee for appointments/recruitments of the officials/staff above the scale pay of Rs. 15600-39100 AGP-5400/- which is the apex body of Council. He/She will exercise powers on behalf of council subjected to approval of council.

(B) Vice President

The Vice President of the Uttarakhand Council for Biotechnology (UCB) shall be the Secretary of the Department of Biotechnology of the Government of Uttarakhand.

(C) Secretary

Director, Uttarakhand Council for Biotechnology would be the Secretary of the council, who shall be the Administrative Head of the Uttarakhand Council for Biotechnology. He will also be the Secretary of the Governing Body and the Convener of steering committee. Director shall be chairman of recruitment /selection committee of scientific and other staff of council in the pay scale of Rs. 15600-39100 AGP-5400/- and below.

(D) Officers and staff of Uttarakhand Council for Biotechnology

- i. Officers and staff of the Uttarakhand Council for Biotechnology shall be appointed in accordance with the service rules made by the steering committee.
- ii. Till the services rules are made in accordance with sub rule (1) the prior approval of the steering committee shall be necessary in case of every such appointment and service rules of Department of Biotechnology, Government of India or any other similar body of Uttarakhand may be adopted.
- iii. The terms and conditions of service of the member of staff appointed under sub rule (1) or sub rule (2) shall be such as may be approved by the steering committee from time to time.

20. PROCEDURE FOR AMENDMENT OF RULES

- A. These rules may be amended or altered by means of a resolution passed by majority of two-third of the members present at any meeting of the General Body of the council
- B. Notices for every meeting referred to in sub rules (A) shall be sent before the date of such meeting.

21. FUNDS OF THE UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY

- a) The funds of the council shall be utilized solely for the purpose of the council.
- b) Such funds shall be deposited in such bank or banks as the steering committee may from time to time

determine.

- c) Such funds shall be operated by the Director or persons authorized by the steering committee.

22. ACCOUNT AND AUDIT

1. The steering committee shall cause to prepare annually a budget estimate of the probable income and expenditure for the ensuing financial year together with a report of the working of the Uttarakhand Council for Biotechnology for the previous financial year for presentation in the Annual General Meeting of the General Body, duly certified by the auditor appointed under sub rule (B).
2. An auditor shall be appointed in the annual meeting of the General Body of the Uttarakhand Council for Biotechnology and shall be hold office for a period three years. But the auditor so appointed shall continue to work beyond the said period until his successor is duly appointed.
3. The Director shall cause true account to be kept of all financial transaction of the council and of all sums of money received and spent by it, maintain record of the receipts and expenses relating to such matter and of the assets, credit and liabilities of the council.
4. The steering committee shall cause to be prepared annually a balance sheet containing a summary of the properties, assets and liabilities of the council and financial statement thereof for the previous financial year.

23. SUIT OR PROCEEDING (1)The Department may sue or be sued through the Director or such other person as the steering committee may appoint for the purpose.
24. DOCUMENT AND RECORD
1. Membership Register
 2. Activity Register
 3. Stock Register
 4. Cash Book
 5. Other documents as required for keeping proper records of the council.
25. DISSOLUTION AND DISPOSAL OF PROPERTY OF THE COUNCIL IN CASE OF DISSOLUTION OF THE COUNCIL
- According to Articles 13 & 14 of Societies' Act 1860.
26. OTHER DESCRIPTIONS NECESSARY FOR FULFILLING THE OBJECTIVES OF THE COUNCIL
- A. Common seal**
- The Uttarakhand Council for Biotechnology shall have common seal of such make and design as the steering committee shall determine.
- B. Travelling allowance**
- The members of Council or the Governing body or the steering committee shall be paid daily allowance and travelling allowance for the journey undertaken to attend the meeting thereof or in connection with the business of the department according to rates approved by the Governing body.
- C. Contracts**
1. All contract for and on behalf of Uttarakhand Council for Biotechnology shall be expressed in the name of the Uttarakhand Council for Biotechnology and shall, except where the contract relates to his own employment be executive by the Director

2. No contract for the sale, purchase or supply of any good or material shall, except with the approval of the president, be made of Financial agreement entered in to for and on behalf of the Uttarakhand Council for Biotechnology with the any member of the council his relative or a firm in which such member or relative is a partner or shareholder.

D. Vacancy

- (I) Any vacancy in the Uttarakhand Council for Biotechnology of steering committee shall be filled in by the person or authority competent therefore under or in accordance with these rules.
- (II) If any vacancy referred to in sub rules (I) cannot be filled in accordance with these rules, the matter shall be referred to the governor of Uttarakhand and his decision thereon shall be final.

E. Steering committee

The main object of the steering committee shall be

- I. To advise the Uttarakhand Council for Biotechnology regarding the area of applications of Biotechnology.
- II. To assist the UCB in obtaining the ground truth information in various area of Researches.
- III. To help the UCB in periodically drawing up the priorities of investigations and
- IV. To provide feedback for better utilization of the technology by the user agencies.

F. Directive by the State Government

- I. The state Government may from time to time issue directives of the UCB as to exercise and performance of its function in matters involving the security of the state or substantial public interest and such other directives as it may consider

necessary in regard to the finances and conduct of business and affairs of the council. The council shall give immediate effect to the directive (s) so issued.

27. OTHERS

(i). Government of Uttarakhand shall as and when necessary issue directions to the Uttarakhand Council for Biotechnology from time to time which shall be binding on the council.

(ii). As per society act.

Steering Committee of Uttarakhand Council for Biotechnology (UCB)

- | | | |
|----|--|---------------------|
| 1. | <p>Secretary
 Science & Technology, Biotechnology and Information Technology
 Govt. of Uttarakhand
 4, Subash Road, Uttarakhand Secretariat, Dehradun - 248001</p> | Chairman |
| 2. | <p>Additional Secretary
 Science & Technology, Biotechnology and Information Technology
 Govt. of Uttarakhand
 4, Subash Road, Uttarakhand Secretariat, Dehradun - 248001</p> | Vice-Chairman |
| 3. | <p>Secretary
 Finance Department
 Govt. of Uttarakhand
 4, Subash Road, Uttarakhand Secretariat, Dehradun - 248001</p> | Member |
| 4. | <p>Director
 Directorate of Cold Water Fisheries Research
 IARI, Anusandhan Bhawan, industrial Area
 Bhimtal - 263136, Distt-Nainital, Uttarakhand</p> | Member |
| 5. | <p>Director
 Defence Institute of Bio-Energy Research (DIBER)
 Ministry of Defence Govt. of India
 Goraparao P.O.- Arjunpur, Haldwani - 263139, Uttarakhand</p> | Member |
| 6. | <p>Head
 Department of Biotechnology
 Indian Institute of Technology
 Roorkee - 247667, Uttarakhand</p> | Member |
| 7. | <p>Director
 Uttarakhand Council for Biotechnology
 Biotech Bhavan, Haldi - 263146
 U.S. Nagar, Uttarakhand</p> | Member
Secretary |



U.C.B.



उत्तराखण्ड शासन



UTTARAKHAND COUNCIL FOR BIOTECHNOLOGY (UCB)

BIOTECH BHAWAN, HALDI-263146

U. S. NAGAR, UTTARAKHAND, INDIA

WEBSITE: www.ucb.uk.gov.in Email: statebiotech@rediffmail.com

Phone/Fax: 05944-230567