

RIGHT TO INFORMATION ACT, 2005

Sl. No	Question	Answer
01	The particulars of its organization, functions and duties;	CSIR-Indian Institute of Chemical Biology (a constituent of CSIR, India), 4, Raja S.C. Mullick Road, Kolkata-700032. Research & Development in the field of biomedical sciences.
02	The powers and duties of its officers and employees;	Scientific and Technical Staff carry out R&D work in relevant fields and publish useful results in the appropriate fora or protect them through IPR. Training of students including summer trainees from higher educational institutions is carried out extensively to prepare them for future scientific and technical work in disease management. The administrative and other staff provides infrastructural support to these programmes.
03	The procedure followed in the decision making process, including channels of supervision and accountability;	The Institute is headed by the Director who functions as per the Bye laws and Rules & Regulations given by General Body, CSIR according to the delegated powers to him. Further the head of office is being guided by the advice of RC and MC in the scientific and administrative management of the Institute. Director supervises and exercise admin control on the staff of the lab. For the Administration purpose, the Institute follows the CCS Conduct Rules as adopted by CSIR through its Governing Body.
04	The norms set by it for the discharge of its functions;	The Governing Body of Council of Scientific & Industrial Research, keeping in view Five Year Plans, National priorities and opportunity area, formulates the policies. The procedure for such formulation / implementation of policies are provided in the Rules & Regulation and bye-laws of Council of Scientific & Industrial Research. CSIR-IICB is guided in all its activities by the controlling authority i.e. Council of Scientific & Industrial Research, and based on the directives the internal policies & road maps are drawn at the lab level by the Head of the Laboratory i.e. Director. The Head of the Laboratory is assisted by a Research Council comprising of external experts in the area of the Research & Development of the Laboratory to advice in the formulation of R & D

		<p>Programmes and future directions of the activities to be pursued by the Laboratory. The Director, CSIR-IICB is also assisted by the Management Council of the Laboratory for managing the affairs of the Laboratory within the framework of rules & regulations, the directions and guidelines which are issued by the Society, Governing Body, and Director General. The formulation of policies is done at the Governmental level and the laboratory implements its decision. The National priorities are drawn by the Council of Scientific & Industrial Research for implementation / execution by the respective labs. In order to achieve the goals, the Research Council advises on the formulation of the strategic plans of the laboratory and Management Council assists in the management of the affairs of the laboratory in implementation goals set by the laboratory. The interest of the public at large is duly considered by the experts nominated from industry and academics on the Research Council. In view of the strategic plans to be drawn in achieving the goals, the public participation in the meetings for such councils is limited to the extent of the members nominated on such councils</p>
05	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	We follow the rules and regulations of the Council of Scientific and Industrial Research (CSIR).
06	A statement of the categories of documents that are held by it or under its control;	Scientific publications, patents, testing results.
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;	Not Applicable

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;	Statement of the boards, councils, committees and other bodies Reference Link of CSIR-HQ Given Below: https://www.csir.res.in/right-informations
09	A directory of its officers and employees;	A directory of the Officers and employees is maintained in the office and published yearly in the annual report.
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Monthly remuneration is available in this following link: https://iicb.res.in/storage/rti/2025/StaffListApril2025.pdf
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Report is available in this following link: https://iicb.res.in/storage/rti/2025/expenditures.pdf
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	No applicable
13	Particulars of recipients of concessions, permits or authorizations granted by it;	No applicable
14	Details in respect of the information, available to or held by it, reduced in an electronic form;	Annual reports are available on CDs and institute's website contains wealth of information including job advertisement, tenders etc.

15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	There is a publication & information division and RTI Cell to answer to all queries from the public regarding the institute's activities. Library and reading room facilities are available to public with permission from appropriate authority within the working hours.
16	The names, designations and other particulars of the Public Information Officers;	<p>1. Appellate Authority Dr. Saumen Datta, Chief Scientist Email id - saumen_datta@iicb.res.in</p> <p>2. Nodal Officer Administrative Officer Email id – ao@iicb.res.in</p> <p>3. CPIO Smt.Sanhita Ganguly Section Officer(G) Email id - sanhitag@iicb.res.in</p> <p>4. APIO Sri Ayan Hans, Junior Stenographer Email id – ayanhans@iicb.res.in</p>
17	Such other information as may be prescribed; and thereafter update these publications every year;	The institute observed Open House during CSIR Foundation Day when members of public particularly students of educational institutes are encouraged to visit the laboratories and interact with scientists and Ph.D students.