

Chapter 1

Introduction

1.1 Background of this hand-book

This hand-book has been prepared in pursuance to “The Right to Information Act, 2005”, a legislation passed by the Parliament, which received assent of the President of India and has been published in the Gazette of India on 21st June, 2005.

1.2 Objective/ purpose of this hand-book

As a public authority, Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL) has taken its first step towards implementation of this rule, by preparing this handbook of information. This hand-book contains information pertaining to various categories ranging from the organizational structure to the achievements and commitments of the company for the welfare of citizens of India.

1.3 Intended users of this hand-book

This hand-book is being prepared for the citizens of India, who wish to get more information about the company and its function, as a public authority.

1.4 Organization of the information in this hand-book

The information in this hand-book has been divided into various chapters for the ease of the readers, who wish to gain valuable information from this hand-book.

Chapter 1	:	Introduction
Chapter 2	:	Functions and Duties of Organization
Chapter 3	:	Powers and Duties of Officers and Employees
Chapter 4	:	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
Chapter 5	:	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
Chapter 6	:	A statement of the categories of documents that are held by it or under its control
Chapter 7	:	A statement of boards, council, committees and other bodies constituted as its part
Chapter 8	:	The names, designations and other particulars of the Public Information Officers

Chapter 9	:	Procedure followed in Decision Making Process
Chapter 10	:	Directories of Officers and Employee
Chapter 11	:	The Monthly Remuneration Received By Each of its officers and Employees, Including the system of Compensation as Provided in Regulations
Chapter 12	:	The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
Chapter 13	:	The manner of Execution of Subsidy Programmes
Chapter 14	:	Particulars of Recipients of Concessions, permits or authorization granted by it
Chapter 15	:	Norms set by it for the discharge of its functions
Chapter 16	:	Information available in an electronic form
Chapter 17	:	Particulars of the facilities available to citizens for obtaining information
Chapter 18	:	Other Useful Information

1.5 Definitions

The definitions of various terms used in this hand-book are as follows.

Company / Public Authority	:	Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL), incorporated Under Companies Act 1956 in 1989.
Plant	:	Manufacturing Unit setup at Village Chola, Bulandshahr, U.P.
OPV	:	Oral Polio Vaccine
Bulk	:	Bulk concentrate containing Type I, II & III Monovalent Oral Polio Vaccine
M.D / C.E.O	:	Managing Director / Chief Executive Officer
WHO	:	World Health Organization
GMP	:	Good Manufacturing Practices
SOP	:	Standard Operating Procedure
ILTP	:	Integrated Long Term Programme of Co-operation in Science & Technology between India and Russia run under Department of Science and technology.
VSQ	:	Vaccine Supply Qualification as certified by WHO.
Q.C	:	Quality Control
Q.A	:	Quality Assurance
IPVE	:	Institute of Poliomyelitis and Viral Encephalitis, Moscow.

DCGM	:	Deputy Chief General Manager
G.M	:	General Manager
D.G.M	:	Deputy General Manager
A.G.M	:	Assistant General Manager
C.S	:	Company Secretary
P&A	:	Personnel & Administration
F&A	:	Finance & Accounts
R&D	:	Research & Development
P.D	:	Project Development

1.6 Contact Person for obtaining more information on topics covered in the hand-book

1. Mr. Sandip Kumar Lal - Public Information Officer,
 2. Mr. J. C. Pandey - Asst. Public Information Officer
- Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL),
Chola, Bulandshahr – 203 203 (U.P)
Ph: 05732 238758 to 238 763 Fax: 05732 238757

1.7 Procedure and Fee Structure for getting information not available in the hand-book

Requests for additional information about the organization may be made to either of the following officers:

Mr. Sandip Kumar Lal - Public Information Officer,
Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL),
Chola, Bulandshahr – 203 203 (U.P)
Ph: 05732 238758 to 238 763 **Fax:** 05732 238757

(or)

Mr. J.C. Pandey
Asst. Public Information Officer,
Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL),
Chola, Bulandshahr – 203 203 (U.P)
Ph: 05732 238758 to 238 763 **Fax:** 05732 238757

The fee for procurement of information will be in addition to the actual postal charges, which has been fixed at **Rs.2/-** per page or part thereof.

Chapter-2 (Manual-1) Functions and Duties of Organization

2.1 Objective / purpose of the public authority

Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL), is a Central Public Sector Unit, under the Department of Biotechnology, Ministry of Science & Technology, Government of India. BIBCOL was established as a Public Sector Unit in 1989, with the aim to achieve self-sufficiency for the nation with respect to production and supply of high quality Polio Vaccine. Production of Oral Polio Vaccine Project was included under the Integrated Long Term Programme of Co-operation in Science and Technology between India and Russia (ILTP). A specific Memorandum of Understanding (MOU) for technology consultancy co-operation between Institute of Poliomyelitis and Viral Encephalitis (IPVE), Moscow and BIBCOL, India was signed leading to the establishment of a state of the art production facility for production of Oral Polio Vaccine at village Chola, Bulandshahr, Uttar Pradesh, India.

2.2 Mission/Vision Statement of the public authority

BIBCOL's principal mission is to save the lives of millions of children from avoidable disability, through polio vaccination. Since its inception, it has contributed significantly to the eradication of Poliomyelitis in the country through National Immunization Program. In addition, BIBCOL also has ambitious plans to take up the production & supply of Measles, DPT, IPV Vaccines and Zinc Tablets for protection of people against the dreadful diseases. BIBCOL is also considering diversification into the production of other neutraceuticals and diagnostics.

2.3 Brief history of the public authority and context of its formation

Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL) is a Central Public Sector Unit, under the Department of Biotechnology, Ministry of Science & Technology, Government of India. BIBCOL was established as a Public Sector Unit in 1989, incorporated under the Company's Act 1956, with the objective to achieve self-sufficiency for the nation with respect to production and supply of high quality polio vaccine. During the year 1989, about 30 young scientists and technologists from the field of Microbiology, Immunology, Biotechnology, Biochemistry, Pharmaceutical sciences, Biochemical Engineering were recruited and trained in the field of Vaccine production and quality control in reputed institutes in India. They had also undergone specialized training at the Institute of Poliomyelitis and Viral Encephalitis, Moscow, Russia.

During the year 1994, BIBCOL made public issue of its equity shares. The shares of the company were listed in Delhi, Mumbai and U.P. Stock Exchanges. The company started formulating of

OPV from bulk since January 1996 and as of today; BIBCOL is the pioneer in the field of Polio vaccine. During the year 2004-05 the company secured a place among the Top 20 Biotech companies in the country, through its commendable performance.

2.4 Duties of the public authority

1. Large-scale manufacture of Oral Polio Vaccine (OPV) through formulation of bulk imported from WHO certified organizations abroad.
2. Supply of GMP standard Oral Polio Vaccine to the National Immunization Program as well as international agencies like UNICEF on a case to case basis.
3. Modification of processes and/or infrastructure for vaccine production, as per WHO mandates on time to time basis.
4. Conducting energy audits within the plant to make the whole process energy efficient
5. Convening meeting of Board of Directors and its committee within the organization on a regular basis and conducting meeting of Members of the company as per requirements of the Companies Act 1956.
6. Maintaining records related to processes and other financial documents and publish financial results on quarterly basis.

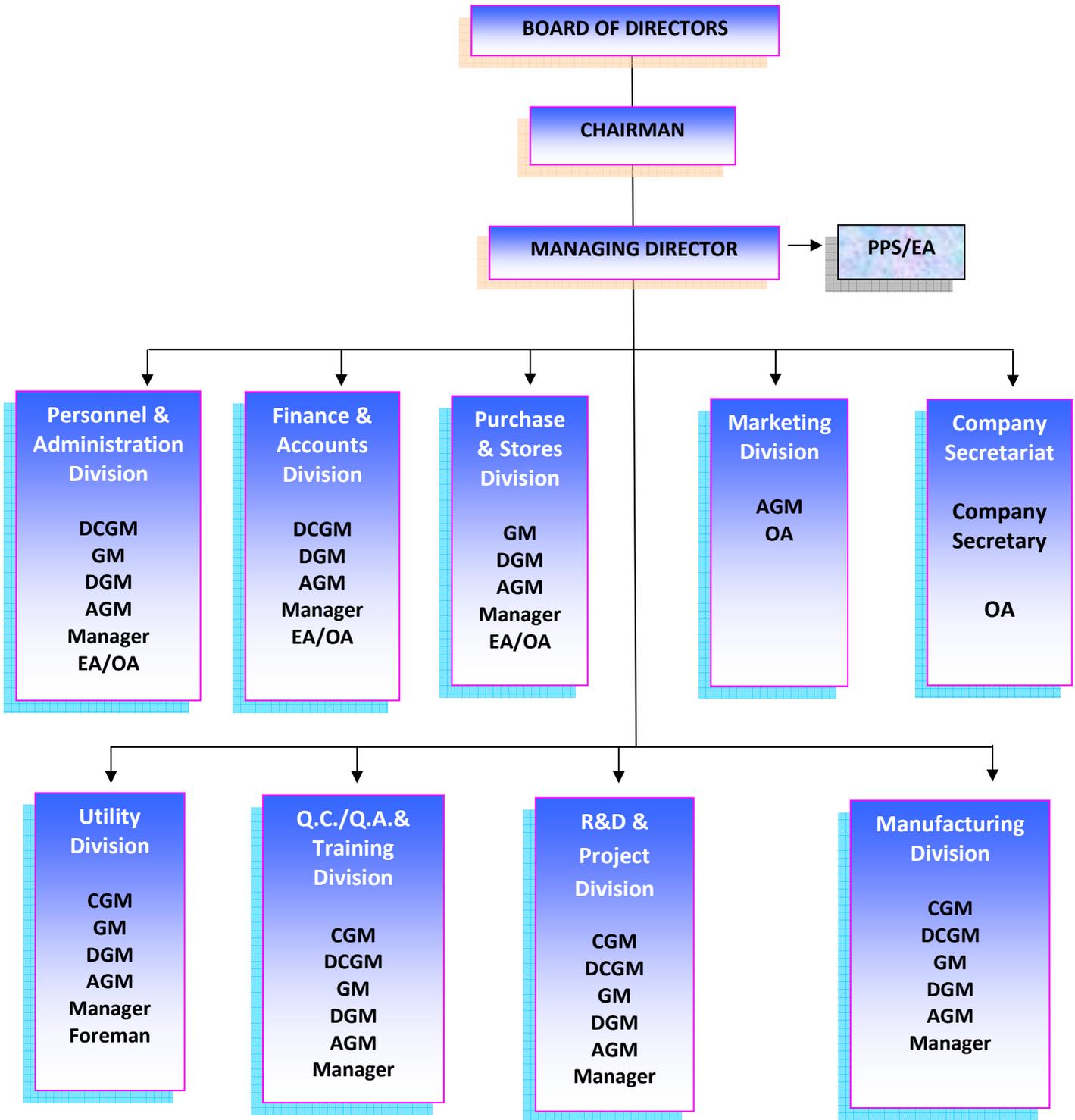
2.5 Main Activities/ functions of the public authority

1. Large-scale manufacture of Oral Polio Vaccine (OPV) through formulation of bulk imported from WHO certified manufacturers abroad.
2. Supply of standard quality certified Oral Polio Vaccine to the National Immunization Program as well as international agencies like UNICEF on a case to case basis

2.6 List of services being provided by the public authority

Supply of standard quality certified Oral Polio Vaccine to the National Immunization Program as well as international agencies like UNICEF on a case to case basis

2.7 Organizational Structure Diagram- position as on 10/10/2005



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency

Involvement of public is very essential to create awareness among the people about the benefits of polio vaccination and to remove all the prejudices related to polio vaccination through awareness programs conducted by various NGOs.

2.9 Arrangements and methods made for seeking public participation/ contribution

1. Shares of BIBCOL are listed in Mumbai, New Delhi and U.P. Stock Exchanges. In case of further issue of equity shares, Public can participate and share in the growth of the Company.
2. Public can also participate in the awareness programs organized by various NGOs and supported by BIBCOL for disseminating knowledge about the benefits of polio vaccination.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution

Shareholder Grievance Committee is in place under the supervision of the Board of Directors of the company to monitor/ resolve the grievances raised by the public as well as Shareholders.

2.11 Addresses of the main office and other offices

Registered and Corporate Office

Bharat Immunologicals and Biologicals Corporation Limited (BIBCOL),

OPV Plant, Village Chola, Bulandshahr – 203 203 (U.P)

Ph: 05732 238758 to 238 763 Fax: 05732 238757

2.12 Morning hours of the office: 9.00 A.M

Closing hours of the office: 5.30 P.M

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

2.11 Addressees Registered and Corporate Office:

M/s. Bharat Immunologicals & Biologicals Corporation Limited

OPV Plant, Village Chola, Bulandshahr-203203 (U.P.), India.

Phone : 05732-238758-63

Fax : 05732-238757

Email : bibcolindia@gmail.com

2.12 Morning hours of the office : 9.00 a.m.

Closing hours of the office : 5.30 p.m.

3.1 Details of powers and duties of officers and employees of the organization:

Details of powers and duties of officers and employees of the organization:

Designation	Chairman (Part time)	
Powers	Administrative / Financial / others	<ol style="list-style-type: none">1. As per powers delegated by the Board of Directors of BIBCOL2. Empowered under rules/regulations as provided under BIBCOL Rules .3. To award contracts for works/supplies above Rs. 50 lakhs and Rs. 25 lakhs respectively with the approval of the Chairman and above Rs. 250 lakhs and Rs. 125 lakhs respectively for works and suppliers the approval of the Board is necessary.4. To sanction accommodation charges to officers while on tour for company's works beyond prescribed limits with the approval of the Chairman in special case.5. To fix discount commission brokerage to be paid to Agents, Stockiest etc. above 10% and upto 20% with the approval of the Chairman.
Duties	To Chair the Board Meeting & its sub committees and help in formulation of policies for efficient conduct of the bushiness of the Company within the frame work set up by Department of Public Enterprises and other controlling agencies.	

Designation	Managing Director	
Powers	Administrative / Financial / Other	<ol style="list-style-type: none"> 1. Powers delegated by the Board of Directors of BIBCOL 2. Empowered under rules/regulations as provided under BIBCOL Rules . 3. To sanction reward/honorarium/allowance to any employees of the company under intimation to Chairman. 5. To order transfer and deployment of employees of all categories of the company. 6. To send employees of the company for training in India 7. To take disciplinary action against employees. 8. <ol style="list-style-type: none"> i. To accord administrative approval for works and sanction estimates of works included in the annual investments plan other than residential buildings/ works. The expenditure is subject to budget provisions. ii. To conduct negotiations, enter into agreements of all nature and magnitude in respect of works and suppliers, with reference to the approval given by the competent authority. To award contracts for works/supplies upto the value of Rs. 50 lakhs for works and Rs. 25 lakhs for suppliers. To award contracts for works/supplies beyond these values after approval by the competent authority. 9. Power to sanction expenditure on account of Wharfage /demurrage. 10. Disposal by public auction on goods. 11. To recommend final withdrawal from Contributory Provident Fund. 12. To sanction gratuity/retrenchment compensation allowances to the employees of the company.

		<p>13. To sanction expenditure on meetings and entertainment of guests etc,</p> <p>14. To sanction reimbursement of expenditure of conveyance to employees for company's business at respective HQs. And while tour.</p> <p>15. To sanction legal charges.</p> <p>16. to sanction publicity advertisement.</p> <p>17. To write off losses of cash, stores and property due to theft, fraud, negligence or undercharging upto Rs.25,000/- in each case.</p> <p>18. To prescribed form for execution of lease deeds, contract,, instruments on behalf of the company.</p> <p>19. To institute, conduct, defend or abandon legal proceeding by or against BIBCOL and also to compromise and allow time for payment.</p> <p>20. To sanction expenditure on staff car for repairs, maintenance and feed consumption.</p> <p>21. To settle claims in respect of sales purchase commission.</p> <p>22. To declare stores, property as surplus or unserviceable and prescribe mode of their disposal.</p> <p>23. To sanction expenditure of special nature.</p> <p>24. to fix discount, commission brokerage to be paid to agents, Stockiest etc, upto a maximum of 10%.</p> <p>25. To enter into agreements with Banks/Financial Institutions for loans long and short terms on pledge and hypothecation of goods and property and to draw necessary amounts for use in the activities of the Company.</p> <p>26. To frame, improve, revise amend or make changes in the standing instruction prescribed regulate the business and activities of BIBCOL.</p> <p>27.i. The Managing Director will exercise all financial powers in connection with the construction of the project and also for carrying out the day to day activities of the company as per rules laid down above.</p> <p>ii. To sanction and incur full contingent expenditure, miscellaneous expenditure on works. Purchase of all categories of fixed assets and stores and to sanction</p>
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		expenditure for the execution of all contracts during construction stage and after completion of construction, as per rules laid down above.
Duties	Over responsibility to conduct the affairs of the Company in an efficient manner and to ensure the growth of the Company by formulating Corporate plans within the broad guidelines and directions issued by the Board of Directors and Department of Public Enterprises.	

Chapter-4 (Manual-3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

- 4.1 List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name / title of Type of the document
the document

Choose one of the types given below.
(rules, regulations, instructions,
manual and records)

Brief Write-up on the Document

1. BIBCOL General Service Rules 1990
2. BIBCOL Conduct, Discipline and Appeal Rules 1990
3. BIBCOL Leave Rules 1990
4. BIBCOL Traveling Allowances Rules 1990
5. BIBCOL Leave Travel Concession Rules 1990
6. BIBCOL Medical Attendance Rules 1990
7. BIBCOL Recruitment and Promotion Rules 1997
8. Instruction relating to grant of Causal leave and Special Leave
9. Scheme of Education Assistance to BIBCOL employees.

From where one can get a copy of rules,
regulations, instructions, manual and records. Address:

Sh.Gautam Kumar
General Manager (P&A)
OPV plant, Village. Chola,
Bulandshahr-203203 (U.P.)
Telephone No.: 05732-238758-63
Fax : 05732-238757
Email: bibcolindia@gmail.com

Fee charged by the department for a copy of rule,
Regulations, instructions, manual and records (if any)

Rs. 2 per page or part thereof

**BHARAT IMMUNOLOGICALS & BIOLOGICALS CORPORATION
LIMITED.
CONDUCT, DISCIPLINE AND APPEAL RULES,
1990.**

1. These rules may be called Bharat Immunologicals & Biologicals Corporation Limited, Conduct, Discipline and Appeal Rule, 1990.
2. They shall come into force with effect from.....
3. These rules shall apply to the regular employees of BIBCOLD and shall not apply to –
 - (a) Persons in casual, daily – rated or part – time employer.
 - (b) Persons paid from contingencies.
 - (c) Persons employed in work – charged establishment.

4. Definitions:

In these rules, unless the context otherwise requires –

- (a) “Company” mean called Bharat Immunologicals & Biologicals Corporation Ltd., the abbreviated form being BIBCOLD.
- (b) “The Board” means the Board of Directors of the compare.
- (c) “Chairman and Managing Director” means the Chairman and Managing Director for the time being of the compare.
- (d) “The Government” means the Central Government.
- (e) “Member of family” I relation to an employees includes.
 - (i) The wife or husband, as the case may be, of the employees whether residing with the employee or no but does not include a wife or husband, as the can may be, separated from the employee by a decree or order of a competent court;
 - (ii) Son or daughter or step – son or step – daughter of the employee and wholly dependent on him, but does no include a child or step – child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived of by or under any law;
 - (iii) Any other person related, whether by blood or marriage, to the employee or to the employee’s wife or husband and wholly dependent on the employee.
- (f) “ Appointing Authority” in relation to an employee means the Authority which appointed the employee to the post or grade which he holds for the time being or the Authority empowered to make appointments to such post or grade, whichever authority is higher.

- (g) “Disciplinary Authority” means the authority competent under these rules to impose on an employee any of the penalties specified in Rule 27.
- (h) “Public Servant” shall mean and include a person as mentioned in Section 21 of the India Penal Code as amended from time to time.

5. **GENERAL**

- (1) Every employee of the Company shall at all times: -
 - (i) Maintain absolute integrity.
 - (ii) maintain devotion to duty: and
 - (iii) do nothing which is unbecoming of a Public Servant
- (2)
 - (i) Every employee of the Company holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.
 - (ii) No employee shall in the performance of his office duties, or in the exercise of the powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.
 - (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
 - (iv) An employees who has received oral direction from his official superior shall seek confirmation or the same in writing as early as possible, where – upon it shall be the duty of the official superior to confirm the direction in writing.

Acts and conducts which amount to misconduct –

- (1) if the act or conduct is prejudicial or likely to be prejudicial to the interest of the master or to the reputation of the master;
- (2) if the act or conduct is inconsistent or incompatible, with the due or peaceful discharge of his duty to his master.
- (3) if the act or conduct of an employee makes it unsafe for the employer to retain his in service;
- (4) if the act or conduct of the employee is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
- (5) if the act or conduct of the employee is such that the master cannot on th faithfulness of his employee.
- (6) if the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (7) if the employee is abusive or if he disturbs the peace at the place of his employment.

- (8) if he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and servant;
- (9) if the employee is habitually negligent in respect of the duties for which he is engaged;
- (10) if the neglect of the employee though isolated, tends to cause serious consequences;
- (11) willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior;
- (12) Infidelity, unfaithfulness, untrustworthiness, dishonest theft and fraud, or dishonesty in connection with the employee's business or property;
- (13) Strike, picketing, gherao – striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law;
- (14) Gross moral misconduct – Acts subversive of discipline – Riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline.
- (15) Riotous and disorderly behavior during and after the factory hours or in office/business premises.
- (16) Habitual late attendance.
- (17) Negligence or neglect of work or duty amounting to misconduct – Habitual negligence or neglect of work.
- (18) Habitual absence without permission and overstaying leave.
- (19) Conviction by a criminal Court.

(The above list is only illustrative and not exhaustive).

- Note: 1. An employee who may be convicted in a Criminal Court should inform official superiors of the fact of his conviction and the circumstance, connected therewith, soon as it is possible for him to do so. Failure on the part of any employee so to inform his official superior will be regarded as suppression of material information and will render him liable to disciplinary action on the ground alone, apart from the penalty called for on the basis of the offence on which his conviction was based.
2. Employees should take prior permission in writing from the Personnel & Administration wing before joining educational institutions or Courses of studies for the joining of educational institutions involve advance commitment about attendance at specific hours and absence from duty during periods of examinations. While requested for permission to join educational institutions or Courses of studies for University Degrees will normally be agreed to, the permission given may be withdrawn at any moment without assigning any reasons. Where permission is granted, there should be no neglect of the duties for the sake of studies. In the event of any neglect of the duties, besides withdrawal of the permission for studies, Departmental permission is not considered adequate.

3. Those holding responsible posts should maintain independence and impartiality in the discharge of their duties.
 4. A public servant should besides being honest should also have the reputation of being honest.
 5. In their dealings with Members of Parliament and Members of State Legislatures, the employees should show courtesy and consideration to them.
 6. Though the employees of the Company are entitled in their private lives freely to profess, practice or propagate any religion, they should so conduct them – selves in public as to leave no room for an impression to arise that they are likely in their official dealing to favour persons belonging to any particular religion.
 7. Every employees of the Company is expected to maintain a responsible and decent standard of conduct in his private life and not bring discredit to his organization be his misdemeanors.
 8. Every employee should not only observe strictly the la in force in the matter of “untouchability” but also set an example to others in the matter of elimination of the practice of untouchability in any form.
 9. Making of joint representations in matter of common interest by the employees of the Company will be views will not, therefore be entertained. Every employee making a representation should do so separately and in his own name.
 10. The employees of the Company should observe proper decorum during lunch –break.
6. Employment of near relatives of employees in private firms or under parties enjoying patronage from Company.
- (1) No employee who is holding a post in level of MS – I and MS – II shall, except the previous sanction of the Managing Director, permit any member of his family to accept employment with any private firm/party with which he has official dealing with the company.
 - (2) An employee holding a post, other than a post in the level of MS –I or MS – II, shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any firm or with any party , intimate such acceptance to the Chairman & Managing Director and also intimate whether he has or had any official dealing with that firm/party.
 - (3) No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to that firm or party if any relative of his is employed in that firm or with that party or if any relative of his if interested in such matter or contract in any other manner and the employee shall refer every such matter of contract to his official superior and the matter or contract shall be disposed of according to the instruct of the authority to whom the reference in made.

Note: For the propose of this sub – rule, the term “relative” shall have the same definition as in the Companies Act, 1956 as amended from time to time.

7. (a) Taking part in politics and Elections

Except in so far as may otherwise be specifically authorized by any law, no employee shall be a member of, or be otherwise associated with any political party or any organization which takes part in politics, or assist any political movement or activity, or stand for election, without the permission of the Company, as a member of a local authority or a legislative body.

(b) Taking part in demonstrations.

No employee of the Company shall engage himself or pertain to in any demonstration which involves incitement to an offence.

8. Joining of Associations.

No employee of the Company shall join, or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

9. Connection with press or radio or electronic media.

(1) No employee of the Company shall except with previous sanction of the Managing Director, own wholly or in part or conduct or participate in the editing or management of, any newspaper or other periodical publication.

(2) No employee of the Company shall except with the previous sanction of the Managing Director or except in the bonafide discharge of his duties -

(a) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or

(b) Participate in a radio broadcast or telecast or contribute an article or write a letter to a newspaper or a periodical, either in his own name or anonymously or pseudonymously or in the name of any other person.

(i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or

(ii) If such contribution, broadcast or writing is of purely literary, artistic or scientific character.

10. Criticism of Government and/or Company.

No employee of the Company shall, in any radio broadcast or telecast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion -

(i) Which has the effect of an adverse criticism of any current or recent policy or action of the Company, the Central Government, or a state Government.

Provided that nothing contained in this clause shall apply to bonafide expression of views by a worker as an office bearer of a trade union of the factory workers for the purpose of safeguarding the conditions of service of such workers or for securing an improvement thereof.

- (ii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

Provided that nothing in this rule apply to any statements made or views expressed by an employee in his official capacity in the performance of the duties assigned to him.

11. Evidence before a committee or any other authority.

- (1) Save as Provided in sub – rules (3), no employee of the Company shall, except with the previous sanction of the Managing Director, give evidence in connection with any enquiry conducted by any person, Committee or authority.
- (2) Where any sanction has been accorded under sub – rule (3) no employee of the Company of the Company giving such evidence shall criticize the policy or any action of the Company of the Central Government or of a State Government.
- (3) Noting in this rule shall apply to: -
 - (a) Evidence given at an enquiry before an authority appointed by the Company, the Government, Parliament or a State Legislature.
 - (b) Evidence given in any judicial enquiry; or
 - (c) Evidence given at nay departmental enquiry ordered by the Chairman & Managing Director or by a subordinate authority authorized to so order.

12. Unauthorised Communication of information.

No employee of the Company, shall, except in accordance will any general or special order of the Company or in the performance in good faith of the duties assigned to him communicate directly or indirectly, an official document or any part thereof of information to any one to whom he is not authorized to communicate such document or information.

13. Gifts

- (1) Save as otherwise provided in these rules, no employee of the company shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee. A casual meal, lift or other social hospitality shall not be deemed to be a gift.

- (2) On occasions such as weddings, anniversaries, funeral or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice an employee may accept gifts from his near relatives but he shall make a report to the Managing Director if the value of any such gift exceeds Rs. 500/- on such occasions, an employee may accept gifts from his personal friends having no official dealings with him, but he shall value of any such gift exceeds Rs. 200/-.
- (3) In any other case, an employee shall not accept, any gift without the sanction of the Chairman and Managing Director if the value thereof exceeds Rs. 75/-.

14. Dowry.

No employee of the Company shall –

- (1) give or take or abet the taking or giving of dowry; or
- (2) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, an dowry.

Explanation: For the purpose of this rule, “down” has the same meaning as in the dowry Prohibition Act, 1961 (28.0—1961).

15. Private trade or employment:

- (1) No employee of the Company shall, except with the previous sanction of the Chairman & Managing Director engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.
- (2) An employee may, without any such previous permission undertake honorary work of social or Charitable nature or occasional work of a literary, artistic or scientific character provided that he shall discontinue taking part in such activities, if so directed by Chairman & Managing Director.
- (3) Every employee shall report to the Chairman and Managing Director if any member of his family is engage in a trade or business or owns or manages an insurance agency or commission agency.

16 Investment, lending and borrowing:

- (1) No employee of the company shall speculate in any stock, share or other investment or make, either himself or through someone acting on his behalf, any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (2) NO employee of the company shall, save in the ordinary course of business with a Bank, the Life Insurance Corporation or a Public Limited Company, either himself or through someone acting on his behalf lend or borrow or deposit money or otherwise place himself under any pecuniary obligation to an person or firm or a Company.

17. Insolvency and habitual indebttness.

An employee of the Company shall so manage his private affairs as to avoid habitual indebtedtness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceeding to the Chairman and Managing Director.

18. Movable, Immovable and valuable property.

- (1) Every employee of the Company holding a post in MS – I and MS – II or SS – I on appointment in the Company shall submit a return of his assets giving full particulars regarding properties, both movable ad immovable as also shares, debentures and cash including bank deposits, inherited by him, owned or acquired by him or held by him either in his own name or in the name of any other person. He should also submit a return of his liabilities giving full particulars regarding the debts and other liabilities incurred by him directly or indirectly.

Note: In all returns, the values of items of movable property worth less than Rs. 2000/- may be added and shown as lump sum. The value of articles of daily need not be included in such returns.

(2) Every employee holding a MS – I or MS – II post shall submit an annual return, in such form as may be prescribed giving full particulars regarding the immovable properties inherited by him to owned or acquired by him or held by him either in his own name or of any other person.

(3) No employee shall, except with the previous knowledge of the Managing Director, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any other person, provided that the previous sanction of Chairman & Managing Director shall be obtained by the employee if any such transaction is with a person having official dealings with him.

(4) Where an employee enters into a transaction in respect of movable property either in his own name or the name of a member of his family, he shall, within one month from the date of such transaction report the same to the Managing Director if the value of such property exceeds Rs. 10,000/- in the case of an employee holding any MS – I or MS –II post or Rs. 5,000/- in the case of an employee holding any SS – I or SS – II post provided that previous sanction of Chairman & Managing Director shall be obtained having official dealing with him.

(5) The Managing Director may, at any time, by general or special order, require an employee to furnish within a period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him or on his behalf or by a member of his family as may be specified in the order. Such statement shall, if so required by the Chairman & Managing Director, include the details of the means by which, or the source from which, such property was acquired.

(19). Canvassing of non – official or outside influence.

No employee of the Company shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Company.

20. Restriction regarding marriage.

(1) No employee of the Company shall enter into, or contract a marriage with a person having a spouse living, and

(2) No employee having a spouse living, shall enter into or contract, a marriage with any person:

Provided that the Managing Director may permit an employee to enter into or contract any such marriage as is referred to in clause (1) or clause (2), if he is satisfied that –

(a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

(b) There are other grounds for so doing.

(3) An employee who has married or marries a person other than of India nationality shall forthwith intimate the fact to the Chairman & Managing Director.

21. Consumption of intoxication drinks and drugs.

An employee shall –

- (a) Strictly abide by any law relating to intoxication drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or;
- (c) refrain from consuming any intoxicating drink or drug in a public place;
- (d) not appear in a public place in a state of intoxication;
- (e) not use any intoxicating drink or drug to excess.

22. Classification of posts.

The post in the Company shall be classified as follows: -

Sl. No.	Description of posts	Classification of posts
1.	All posts carrying a pay or a scale of pay with a maximum of not less than Rs. 4,000/-	Managerial Staff – I
2.	All posts carrying a pay or a scale of pay with a maximum of not less than Rs. 2900/- but less than Rs. 4,000/-	Managerial Staff – II
3.	All posts carrying a pay or a scale of pay with a maximum of over Rs. 1150/- but less than Rs. 2900/-	Support Staff – I
4.	All posts carrying a pay or a scale of pay with a maximum of which is Rs. 1150/- or less.	Support Staff – II

23. Appointing Authority.

- (1) All appointments to posts classified as Managerial Staff – I and Managerial Staff – II shall be made by the Managing Director.

Explanation: “The Chairman shall be and shall always be deemed to have been the appointing in respect of the appointments made to the posts specified in sub Rule (1) upto 2nd November 1993. the resultant powers attributable to the deemed staunts would operate prospectively.”

- (2) All appointments to classified as Support Staff – I shall be made by the Manager (Personal & Administration).

- (3) All appointment to posts classified as Supports Staff I – I shall be made by the General Manager (Personal & Administration).

24. Suspension.

- (1) The appointment Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Board of Director by general or special order, may place an employee under suspension.

- (a) Where a disciplinary proceeding against him is contemplate or is pending; or

(b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial

(2) An employee shall be deemed to have been placed under suspension by an order of the Appointment Authority -

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty – eighty hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced a term of imprisonment exceeding forty – eighty hours and is not forthwith dismissed or removed from service consequent to such conviction.

(3) Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.

(4) Where a penalty of dismissal or removal from services imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstance of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders:

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) an order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

25. Subsistence Allowance.

(1) An employee under suspension or deemed to have been placed under suspension by an order of the Appointing Authority shall be entitled to a subsistence at an amount equal to the leave salary which the employee should have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.

(2) Where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows: -

(a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months if, in the opinion of the said authority the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

(b) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee.

(c) The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (a) and (b) above.

(3) The employee under suspension or deemed to have been placed under suspension shall also be entitled to any other compensatory allowance admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension subject to the fulfillment of other conditions laid down for the drawal of such allowance.

26. Admissibility of pay and allowances and treatment of service on reinstatement after suspension.

(1) When an employee who has been suspended is reinstated, the authority competent to order reinstatements shall consider and make a specific order: -

(a) Regarding the pay and allowance to be paid to the employee for the period of suspension ending with reinstatement or the date of retirement (in case of retirement while under suspension) as the case may be; and

(b) Whether or not the said period shall be treated as a period spent on duty.

(2) Notwithstanding anything contained in Rule 25, where an employee under suspension dies before the disciplinary or court proceedings against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowance for that period to which he would have been entitled had he not been suspended subject to adjustment in respect of subsistence allowance already paid.

(3) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified, the employee shall, subject to his satisfying the condition for grant of the allowance, be paid full pay and allowances to which he would have been entitled, had he not been suspended and the period of suspension shall be treated as a period spent on duty for all purposes.

(4) Where departmental proceedings against a suspended employee for the imposition of a major penalty finally end with the imposition of a minor penalty, the suspension would be deemed to be wholly unjustified for the purpose of this rule.

27. Penalties.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee, namely: -

Minor Penalties

(i) Censure

(ii) Withholding of his promotion.

- (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the company by negligence or breach of orders.
- (iv) Withholding of increments of pay;

Major Penalties.

- (v) reduction to a lower stage in the time-scale of pay for a specific period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will not have the effect of postponing the future increments of his pay;
- (vi) reduction to lower time-scale of pay, grade, or post,
- (vii) removal from service which shall not be a disqualification for future employments;
- (viii) dismissal from service which shall ordinarily be a disqualification for future employment.

Provided that, in every case in which the charge of acceptance from any person of any gratification, other than legal remuneration as a motive or reward for doing or forbearing to do any office act is established, the penalty mentioned in clause (vii) or clause (viii) shall be imposed.

In any exceptional case for special reasons to be recorded in writing, any other penalty may be imposed.

EXPLANATION The following shall not amount to a penalty within the meaning of this rule, namely –

- (i) Withholding of increment of an employee for his failure to pass any departmental examination.
- (ii) Stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the par;
- (iii) non-promotion of an employee, after consideration of case, to a grade or post for promotion to which he is eligible.
- (iv) reversion of an employee officiating in a higher grade or post to a lower grade or post on the ground that he is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with his conduct.
- (v) reversion of an employee appointment on probation to any other grade or post to his regular grade or post in accordant with the terms of his appointment or the rules and orders governing such probation.
- (vi) Replacement of the service of an employee at the disposal of his parent organization from which he is on deputation to BIBCOL.
- (vii) Retirement of an employee in accordance with the provisions relating to his superannuation or retirement.
- (viii) Termination of the service -

- (a) of an employee appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and order governing such probation.
- (b) of an employee appointed in a temporary capacity, otherwise than under an agreement or on contract, on the expiration of the period for which he was appointed, or earlier in accordance with the terms and conditions of his appointments.
- (c) of an employee appointed under an agreement or on contract, in accordance with the terms of such agreement of contract.
- (d) of an employee on account of reduction I establishment.

28. Disciplinary Authority:

- (1) The Board of Directors / Managing Director may impose any of the penalties specified in Rule 27 on any employee.
- (2) Without prejudice to the provisions of sub – rule (1), and subject to the condition that no penalty specified in clause (v) to (viii) of Rule 27 shall be imposed by any authority subordinate to the Appointment Authority, penalties specified in Rule 27 to the extent as indicated in column 3 of the table below may be imposed by the Authority specified in column 4 thereof on an employee coming under the classification indicated in column 2 of the table:

S.No.	Classification of posts (Rule 22)	Authority competent to impose penalty and penalties which it may impose (---reference to clause numbers in Rule	
		Penalties	Authority
1	2	3	4
1.	Managerial Staff - I	All	Managing Director
2.	Managerial Staff – II	All (i)	Managing Director Deputy Chief General Manager (Personal & Administration)
3.	Support Staff – I	All (i)	Deputy Chief General Manager (Personal & Administration) General Manager (Personal & Administration)
4.	Support Staff – II	All	General Manager (Personal & Administration)

29. Authority to institute proceedings.

(1) The Managing Director or any other authority empowered by him by general or special order may -

(a) Institute disciplinary proceedings against any employee.

(b) direct a disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose, under these rules, any of the penalties specified in Rule 27.

(2) A Disciplinary Authority specified in Rule 28 competent to impose penalty specified in clause (i) of Rule 27 may institute disciplinary proceedings against an employee for imposition of any of the penalties specified in clause (ii) (viii) of Rule 27, not with standing that such disciplinary authority is not competent under these rules to impose any of the latter penalties.

30. Procedure for imposing major penalties.

(1) No order imposing any of the penalties specified in clauses (v) to (viii) of Rule 27 shall be made, except after an inquiry held, as far as may be, in the manner provided in this Rule and Rule 31.

(2) Wherever the disciplinary authority is of the opinion there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against an employee, it self inquiry into, or appoint an authority, either from within the Company or from another Public Sector Enterprises or a Public servant (herein after called the Inquiring Authority to inquiry into the truth thereof.

(3) Where it is proposed to hold an inquiry against an employee under this Rule and Rule 31, the disciplinary authority shall draw up or cause to be drawn up -

(i) the substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge:

(ii) a statement of the imputations of misconduct or misbehavior in support of each article of charge, which shall contain.

(a) a statement of all relevant facts including any admission or confession made by the employee;

(b) a list of documents by which, and a list of witness by whom, the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy each of the documents specified in sub- rule (3) above and shall require the employee to submit, within such time as may be specified, a written statement of his defence and state whether he desires to be heard in person.

(5) (a) on receipt of the written statement of defence, the disciplinary authority may itself into such of the articles of charge as are not admitted, or, if it considers in necessary to do so, appoint under sub – rule (2), an inquiring authority for the purpose, and where all the articles of charge have been admitted by the employee in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 31.

(b) If no written statement of defence is submitted by the employee, the disciplinary authority itself inquire into the articles of charge, or may, if, it considers it necessary to do so, appoint, under sub – rule

(2) an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any articles of charge or appoints an inquiring authority for holding an inquiry into such charge, it may, by an order, appoint an employee of the Company or an employee of another Public Sector Enterprises or Public Servant or a legal practitioner, to be known as the “Presenting Officer” t present on its behalf the case in support of the articles of charge.

(6) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority -

(i) A copy of the articles of charge and the statement of the imputations of misconduct and misbehavior

(ii) A copy of the written statement of the defence, if nay submitted by the employee.

(iii) A copy of the statement of witnesses, if any, referrer to an sub – rule (3);

(iv) evidence proving the delivery of the documents referrer to in sub – rule (3) to the employee; and

(v) A copy of the order appointing the “Presenting Officer”.

(7) The employee shall appear I person before the inquiring authority on such day and at such time within ten working days from the date of receipt by him of the articles of charge and the statement of imputations of misconduct or misbehavior, as the inquiring authority may, by notice in writing, specify, in this behalf, or within such further time, not exceeding ten days as the inquiring authority may allow.

(8) The employee may take the assistance of any other employee – of the Company or of nay other Public Sector Enterprises or Government – posts in any office at his headquarters or at the place where the inquiry is held, to present the case on his behalf, but may not engage a legal practitioner for the purpose, unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or, the disciplinary authority, having regard to the circumstances of case, so permits:

NOTE: The employee shall not take the assistance of any other employee who has two pending disciplinary cases on hand in which he has to give assistance.

(9) If the employee who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has nay defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The inquiring authority shall return a finding of guilty in respect of those articles of charge to which the employee please guilty.

(11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence -

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub – rule (3):

(ii) submit a list of witnesses to be examined on his behalf.

NOTE: If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub – rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than the examination of the witnesses on behalf of the disciplinary authority.

(iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the discovery or production of any documents which are in the possession of the Company but not mentioned in the list referred to in sub – rule (3).

NOTE: The employee shall indicate the relevance of the document required by him to be discovered or produced by the company.

(12) The inquiring authority shall, on receipt of the notice for the discovery production of documents, forwards the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition. Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion not relevant to the case.

(13) On receipt of the requisition referred to in sub – rule'

(12) every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority;

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reason to be recorded by it in writing that the production of all or any of such documents would be against the interest of the Company it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production or discovery of documents.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of the disciplinary authority. The witnesses shall be produced by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross – examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such question to be witness as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority , the inquiring authority may in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive is adjourned. The inquiring authority shall give to the employee an opportunity of inspecting such documents before they employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary, in the interests of justice.

NOTE: New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

- (16) When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded, and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.
- (17) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross – examination re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.
- (18) The inquiring authority may, after the employee closes his case, and shall if the employee if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- (19) The inquiring authority may after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.
- (20) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails to comply with the provisions of this rule, the inquiring authority may hold the inquiry *ex parte*.
- (21) (a) Where a disciplinary authority competent to impose penalty specified in clause (i) of Rule 27, but not competent to impose any of the penalties specified in clause (ii) to (viii) of Rule 27, has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision of any of the findings of any inquiring authority appointed by it, is of the opinion that the penalties specified in clause (ii) to (viii) of Rule 27 should be imposed on the employee, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interest of justice, re-examine the witnesses and may impose on the employee such penalty as it may deem fit in accordance with these rules.
- (22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor or partly recorded by its predecessor and partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross –examine and re –examine any such witnesses as hereinbefore provided;

- (23) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain.
- (a) the articles of charge and the statement of the imputations of misconduct of misbehavior.
 - (b) the defence of the employee in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge;
 - (d) the findings on each article of charge and reasons therefore.

Explanation: If in the opinion of the inquiring authority the proceedings of the inquiring establish any article of charge different from the original articles of the charges, it may record its findings on such article of charge;

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include -

- (a) the report prepared by it under clause (i);
- (b) written statement of defence, if any, submitted by the employee;
- (c) The oral and documentary evidence produced in the course of the inquiry.
- (d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry and;
- (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

(31) Action on the inquiry report.

(1) The disciplinary authority, if it is not itself the inquiring authority may for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of Rule 30, as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any articles of charge, record its reasons for such disagreement and record its own findings on such charge if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the article of charge is of the opinion that any of the penalties specified in clause (i) to (iv) of Rule 27 should be imposed on the employee, it shall, notwithstanding anything contained in rule 32, make an order imposing such penalty.

(4) If the disciplinary authority having regard to its findings on all or any of the article of charge and on the basis of evidence adduced during the inquiry is of the opinion that any of the penalties specified in clause (v) to (viii) of Rule 27 should be imposed such and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.

32. Procedure for imposing minor penalties.

(1) Subject to the provisions of sub-rule (3) of Rule 31, no order imposing on an employee any of the penalties specified in clauses (i) to (iv) of Rule 27 be made except after -

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehavior on which it is proposed to be taken, and giving him reasonable opportunity of making such representation as he may wish to make against the proposal;
 - (b) holding an inquiry in the manner laid down in sub-rule (3) to (23) of Rule 30, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary.
 - (c) taking the representation, if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause (b) into consideration.
 - (d) recording a finding on each imputation of misconduct or misbehavior.
- (2) the record of the proceedings in such cases shall include
- (a) a copy of the intimation to the employee of the proposal to take action against him;
 - (b) a copy of the statement of imputations of misconduct or misbehavior delivered to him;
 - (c) his representation, if any;
 - (d) the evidence produced during the inquiry;
 - (e) the findings on each imputation of misconduct or misbehaviour; and
 - (f) the orders on the case together with the reasons therefore.

33. Communication of orders.

Order made by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of the findings on each article of charge, or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if have already been supplied to him.

34. Common proceedings.

Where two or more employees are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that the disciplinary action against all of them may be taken in a common proceeding and also specify subject to the provisions of sub-rule (2) of Rule 28, the authority which may function as the disciplinary authority.

35. Special procedure in certain cases

Notwithstanding anything contained in Rule 30 to 34 –

- (i) Where any penalty is imposed on employee on the ground of conduct which has led to his conviction on a criminal charge, or.
- (ii) Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, or
- (iii) Where the Chairman is satisfied that in the interest of the security of the State, it is not expedient to hold any inquiry in the manner provided in these rules,

The disciplinary authority may consider the circumstances of the case and make such order thereon as it deems fit.

Provided that the employee may be given an opportunity of making representation on the penalty proposed to imposed before any order is made in a case under clause (i)

(36) Provision regarding employees lent to other organization/ authorities etc.

(1) Where the services of an employee are lent to another organization, authority etc. (herein after in this rule referred to as the borrowing authority”), the borrowing authority shall have the powers of appointing authority for the purpose of placing such employee under suspension and of the Disciplinary Authority for the purpose of conducting a disciplinary proceeding against him;

Provided that the borrowing authority shall forthwith inform the Company of the circumstances leading to the orders of suspension of the employee or the commencement of the disciplinary proceedings, as the case may be.

- (2) In the light of the findings in the disciplinary proceedings conduct against the employee -
 - (i) If the borrowing authority is of the opinion that any of the penalties specified in clause (i) to (iv) of Rule 27 should be imposed on the employee, it may, after consultation with the Company, make such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the Company, the services of the employee shall be replaced at the disposal at the disposal of the Company:

- (ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (viii) of Rule 27 should be imposed on the employee, it shall replace his services at the disposal of the Company and transmit to it the proceedings of the inquiring and thereupon the Company and the appropriate disciplinary authority may pass such orders thereon as may deem necessary after complying with the provisions of sub-rules (3) and (4) of Rule 31 either on the basis of the record of the inquiring transmitted to the Company by the borrowing authority or after holding such further inquiry as it may deem necessary, as far as may be, in accordance with Rule 30.

37. Provisions relating to employees borrowed from other organizations/authority etc.

(1) Where an order of suspension is made or a disciplinary proceeding is conducted against an employee whose services have been borrowed from another organization, authority etc, the authority lending his services (hereinafter in this rule referred to as “the lending authority”) shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conduct against the employee.

- (i) If the disciplinary authority is of the opinion that any of the penalties specified in clause (i) to (iv) of Rule 27 should be imposed on, if may subject to sub-rule (3) of Rule 31, after consultation with the lending authority, pass such orders on the case as it may deem necessary –

Provided that in the event of a difference of opinion between the company the company and the lending authority the services of the employee shall be replaced at the disposal of the lending authority;

- (ii) if the disciplinary authority is of the opinion that any of the penalties specified in clause (v) to (viii) of Rule 27 should be imposed on the employee at the disposal of the lending authority and of such employee at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

38. Order against which no appeal lies.

Notwithstanding anything contained in the provisions in these rules relating to appeals, no appeal shall lie against –

- (i) any order made by the Board of Directors.
- (ii) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceedings; other than an order of suspension.
- (iii) any order passed by an inquiring authority in the course of an inquiry under Rule 30.

39. Order against which appeal lies.

Subject to the provision of Rule 38, an employee, including a person who has ceased to be in service of the Company, may prefer an appeal against all or any of the following orders, namely : -

- (i) an order of suspension made or deemed to have been made under Rule 24.
- (ii) an order imposing any of the penalties specified in rule 27 whether made by the disciplinary authority or by any appeal or revising authority.
- (iii) an order enhancing any penalty imposed under Rule 27.

40. Appellate Authority.

(1) An employee, including a person who has ceased to be in the service of the Company, may prefer an appeal against all or any of the orders specified in Rule 39 to the authority specified as Appellate Authority under the following Table:

S.No	Classification of posts (Rule 22)	Authority which made the order appealed against and the nature of order	Appellate Authority
1.	Managerial Staff – I	Managing Director - Penalties - suspension	Board of Directors
2.	Managerial Staff – I	Managing Director - suspension - Penalties Enhancement of penalties Deputy Chief General Manager (Personal & Administration). - suspension - Penalties	Board of Directors & Chairman & Managing Director
3.	Support Staff – I	Managing Director - suspension - Penalties Enhancement of penalties Deputy Chief General Manager (Personal & Administration). - suspension - Penalties Enhancement of penalties General Manager (Personal & Administration). - suspension - Penalties	Board of Directors & Chairman & Managing Director Deputy Chief General Manager (Personal & Administration).
4.	Support Staff – II	Managing Director - suspension - Penalties Enhancement of penalties Deputy Chief General Manager (Personal & Administration). - suspension - Penalties Enhancement of penalties General Manager (Personal & Administration). - suspension - Penalties	Board of Directors & Chairman & Managing Director Deputy Chief General Manager (Personal & Administration)

(2) Notwithstanding anything contained in sub-rule (1)

(i) an appeal against an order in a common proceeding held under Rule 34 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate.

(ii) Where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.

41. Period of limited of appeals.

No appeal shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

42. Form and contents of appeal

(1) Every person preferring an appeal shall do so separately and in his own name:

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statement and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

(3) The authority, which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority any avoidable delay, and without waiting or any direction from the appellate authority.

43. Consideration of appeal.

(1) In the case of an appeal against an order of suspension the appellate authority shall consider whether in the light of the provision of Rule 24 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in Rule 27 or enhancing any penalty imposed under the said rules, the appellate authority shall consider -

- (a) Whether the proceeding laid down in these rules has been complied with and if not, whether such non-compliance has resulted in the failure of justice;
- (b) Whether the findings of the disciplinary authority are warranted by the evidence on record; and
- (c) Whether the penalty or the enhanced penalty imposed is adequate, inadequate or service;

- (i) confirming, enhancing, reducing or setting aside the penalty; or
- (ii) remitting, the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of these cases;

Provided that -

- (i) if such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (viii) of Rules 27 and an inquiry under Rule 30 has not already been held in the case, the appellate authority shall, subject to the provisions of Rule 35, itself hold such inquiry or direct that such inquiry to be hold in accordance with the provisions of Rule 30 and hereafter, on a consideration of the proceedings of such inquiry make such orders as it may deem fit
- (ii) if the enhanced penalty which the appellate authority proposes is one of the penalties specified in clauses (v) to (viii) of Rule 27 and inquiry under Rule 30 has already been held in the case, the appellate authority shall make such orders as it may deem fit; and
- (iii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity as been given a reasonable opportunity as far as may be, in accordance with the provisions of Rule 32, of making a representation against such enhanced penalty.

44. Implementation of orders in appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority

REVISION AND REVIEW

45. Revision

- (1) Notwithstanding anything contained in these rules-
 - (i) the Board of Directors; or
 - (ii) the Chairman; or
 - (iii) the appellate authority, within six months of the date of the order proposed to be revised; or
 - (iv) any other authority specified in this behalf by the Board of Directors by a general or special order and within such time as may be prescribed in such general or special order;

may at any time, either on his or its own motion or otherwise call for the records of any inquiry and revise any order made under these rules and may-

- (a) confirm, modify or set aside the orders; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or imposed by the order, or impose a penalty where no penalty has been imposed or
- (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or
- (d) pass such orders as it may deem fit;

Provided that no order imposing or enhancing any penalty shall be made by that any revising authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (viii) of Rule 27 or to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in those clauses, and if an inquiry under Rule 30 has not already been held in

the case no such penalty shall be imposed except after an inquiry in the manner laid down in Rule 30 subject to the provisions of Rule 35.

2. No proceeding for revision shall be commenced until after-
 - (i) the expiry of the period of limitation for an appeal, or
 - (ii) the disposal of the appeal, where any such appeal has been preferred.
3. An application for revision shall be dealt with in the same manner as if it were an appeal under these rules.

46. Review

The Board of Directors may at any time, either on its own motion or otherwise review any order passed under these rules, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come, or has been brought to its notice;

Provided that no order imposing or enhancing any penalty shall be made by the Board of Directors unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in Rule 27 or to enhance the minor penalty imposed by the order sought to be reviewed to any of the major penalties and if an inquiry under Rule 30 has not already been held in the case no such penalty shall be imposed except after inquiring in the manner laid down in Rule 30, subject to the provisions of Rule 35.

47. Service of orders, notice etc.

Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post.

48. Power to relax time-limit and to condone delay.

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

49. Interpretation

If there is any doubt regarding any of the provisions in these rules, it shall be referred to the Chairman and Managing Director for decision.

50. Power to relax

Where the Chairman is satisfied that the operation of any of these rules causes undue hardship in any particular case, the requirement of that rule may be dispensed with or relaxed to such an extent subject to such exceptions and conditions as the Board of Directors may consider necessary for dealing with the case in a just and equitable manner.

51. The Company reserves to itself the right to modify, cancel or amend all or any of these rules or any supplementary rules issued in connection with these rules and the right to give effect there to from the date of issue.

Chapter- 5 (Manual-4)

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.

Formulation of Policy

5.1. Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Not Applicable

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

Implementation of Policy

5.2. Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of such policy in following format.

Not Applicable

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

Chapter-6 (Manual-5)

A Statement of the Categories of documents that are held by its or under its control

- 6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others.

<i>Sr. No.</i>	<i>Category of the document</i>	<i>Name of the document and its introduction in one line</i>	<i>Procedure to obtain document</i>	<i>Held by/under control of</i>
1.	Rules & regulations of BIBCOL	BIBCOL CDA Rules 1990, Traveling Rule, Leave Rules, Medical Rules, Recruitment and promotion Rules etc.,	Payment of nominal fees as prescribed.	HOD (P&A)
2.	Document related to Incorporation of Company	Memorandum and Articles of Association and other documents	Payment of nominal fees as prescribed.	Board of Directors/ Company Secretary
3.	Accounts	Book of Accounts	As per provisions prescribed in the Companies Act 1956	HOD (F&A)

Chapter-7 (Manual-6)

A Statement of Boards, council, committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and other Bodies related to the public authority in the following format:

General Body of members

- Name and address : General Body of Members
C/o. Company Secretary, BIBCOL
OPV Plant Village Chola, Bulandshahr

- Type of Affiliated Body : Shareholders
- Brief introduction of the Affiliated body : Members of the Company as defined under Section 2(27) the Companies Act 1956
- Role of Affiliated Body : To approve all the transactions / business as Mentioned in the Notice of the meeting under the provisions of Companies Act 1956.

- Structure and Member Composition : Members of the Company on the date of Meeting

- Head of the Body : Chairman of the Meeting
- Address of main office : OPV Plant, Village Chola, Bulandshahr, UP
- Frequency of Meeting : Once in every year
- Can public participate in the Meeting : NO

- Are minutes of the meetings Prepared : Yes

Board of Directors

- Name and address : Board of Directors
C/o. Company Secretary, BIBCOL
OPV Plant Village Chola, Bulandshahr
- Type of Affiliated Body : Same as above
- Brief introduction of the Affiliated body : Board of Directors as constituted under the provisions of Companies Act 1956.
- Role of Affiliated Body : Role as prescribed under Companies Act 1956
- Structure and Member Composition : Non executive Independent Part-time Chairman
Managing Director and
Four part-time non functional Directors
- Head of the Body : Chairman
- Address of main office : OPV Plant, Village Chola, Bulandshahr, UP
- Frequency of Meeting : At least once in every quarter
- Can public participate in the Meeting : NO
- Are minutes of the meetings Prepared : Yes

Audit / Shareholders Grievance Committee

- Name and address : Committee of Board of Directors C/o.
Company Secretary, BIBCOL OPV
Plant Village Chola, Bulandshahr
- Type of Affiliated Body : Committee of Board of Directors
- Brief introduction of the Affiliated body : The role and terms of reference is governed under Section 292A of the Companies Act 1956 and Clause 49 of the Listing Agreement.

- Role of Affiliated Body : As prescribed in the Companies Act 1956 and Listing Agreement entered with various Stock exchanges.
- Structure and Member Composition : Non executive Part time Chairman
Managing Director and
Two non-executive, Non functional Directors
- Head of the Body : Chairman of the Committee
- Address of main office : OPV Plant, Village Chola, Bulandshahr, UP
- Frequency of Meeting : At least once in every quarter
- Can public participate in the Meeting : NO
- Are minutes of the meetings Prepared : Yes

Chapter-8 (Manual-7)

The names, designations and other particulars of the Information officers

8.1. Please provide contact information about the public Information Officers. Assistant public Information Officers and Departmental Appellate Authority of the public authority in the following format:

Name of the Public Authority:

M/s Bharat Immonologicals & Biologicals Corporation Limited

(A Govt. of India Undertaking)

OPV Plant, Village Chola, Bulandshahr-203203 (U.P.), India. Phone : 05732-238758-63

Fax : 05732-238757

Email : bibcolindia@hotmail.com

Assistant Public Information Officers:

Sr. No.	Name	Designation	STD Code	Phone		Fax	Email	Address
1	J.C. Pandey	APIO/ Executive Asstt.	05732	Office 238758- 63	Res.	238757	bibcolindia @gmail. com	OPV Plant, Village Chola, Bulandshahr -203203 (U.P.)

Public Information Officers:

Sr. No.	Name	Designation	STD Code	Phone		Fax	Email	Address
1	Sandip Kumar Lal	PIO/ Company Secretary	05732	Office 238758 -63	Res	238757	bibcolindia @gmail. com	OPV Plant, Village Chola, Bulandshahr -203203 (U.P.)

Appellate Authority:

Sr. No.	Name	Designation	STD Code	Phone		Fax	Email	Address
1	S.Sreeshan Raghavan	Managing Director	05732	Off. 238211	Res	238757	bibcolindia @gmail. com	OPV Plant, Village Chola, Bulandshahr -203203 (U.P.)

Chapter-9 (Manual-8)

Procedure followed in decision Making Process

- 9.1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rules of business manual, and other rules / regulations etc can be made)**

Concerned heads of the divisions are required to put up proposal beyond their delegated powers to the MD/CEO. In case the Chief Executive is empowered to take the final decision as per the powers delegated to him by the Board of Directors, the decision is taken by him. In case the decision requires the approval of Chairman, the decision is taken with the approval of Chairman. The proposal beyond the above delegated powers is placed before the Board of Directors either in its regular meeting or by circulation.

- 9.2. What are the documented procedures / laid down procedures / defined criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

Same as above.

- 9.3. What are the arrangements to communicate the decision to the public**

1. Publication of quarterly / half yearly financial Results in newspapers in English and Hindi
2. Circulation of Annual Report among members of the Company.
3. Filing of Annual Accounts and Annual return of the Company with the Registrar of Companies at Kanpur, U.P.

- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?**

1. Operational Head / User division.
2. Finance Head for taking financial concurrence.
3. Managing Director.

- 9.5. Who is the final authority that vets the decision?**

Managing Director / Chairman / Board of Directors

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl/ No.	
Subject on which the decision is to be taken.	Formation of the Policy for efficient conduct of the Company
Guideline / Direction, if any process of Execution.	The Board of Directors takes the decisions as per the Provisions of Companies Act, Memorandum and Articles of Association and Guidelines issued by Department of Public Enterprises.
Process of Execution.	The decision of Board of Directors is recorded in the form of Minutes and circulated for implementation of the decision.
Designation of the officers involved in decision making.	Head of the Divisions / Managing Directors / Chairman / Board of Directors
Contact information of above mentioned officers.	Company secretary M/s. Bharat Immunologicals & Biologicals Corporation Ltd OPV Plant, Village Chola, Bulandshahr-203203 (U.P.), India. Phone : 05732-238758-63 Fax : 05732-238757
If not satisfied by the decision, where and how to appeal.	Board of Directors

CHAPTER- 10

Directories of Officers & Employees of BIBCOL

CHAPTER- 11

THE MONTHLY REMUNERATION OF OFFICERS & EMPLOYEES OF BIBCOL

Chapter- 13 (Manual-12)

The Manner of Execution of Subsidy Programmes

This Chapter is not Applicable as the Company is not executing any Subsidy programme.

13.1 Please provide the information as per the following format:

- Name of Programme/scheme
- Duration of the programme/scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Details of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying ---
- Application Fee (Where applicable)
- Other Fees (Where applicable)
- Application Format (Where applicable)
- List of Attachments
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available funds
- List of beneficiaries

Not Applicable

Chapter -14 (Manual-13)

Particulars of Concessions, permits or authorization granted by it

This Chapter is not Applicable as the Company is not granting any concession / permits or authorization.

14.1 Please provide the information as per the following format

- Name of the Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)

Chapter-15 (Manual-14)

Norms set by it for the discharge of its functions

15.1. Please provide the details of the Norms / standards set by the department for execution of various activities / programs.

The activities of the Company depend upon the supply orders procured by it from Ministry of Health and Family Welfare, Government of India through Competitive bidding process. Standard operating procedures have been prepared in respect of each activity of production, Quality Control and Quality Assurance. Execution of all the activities is governed by the standard operating procedures.

Chapter-16 (Manual-15) Information available in an electronic form

The website of BIBCOLD is under construction and will be available shortly. The details of the information pertaining to various activities of the company and other relevant details are made available in the website of Department of Biotechnology, Ministry of Science & Technology, Government of India. The URL of the website is mentioned below.

<http://www.dbtindia.gov.in/bibcol/index.htm>

Chapter -17 (Manual –16) Particulars of the facilities available to citizens for obtaining information

The website of BIBCOLD is under construction and will be available shortly to the public for obtaining information or through which the information about the company can be disseminated. There is also provision for issuing copies of documents @ Rs.2/- per document, which can be availed by the public for general information.

Chapter-18 (Manual-17)

Other Useful Information

18.1. Frequency Asked Questions and their Answers by Public

- **Whether the Company has declared dividend?**

Due to insufficiency of profits, the Board of Directors did not declare any dividend till the financial year 2004-2005.

- **Whether the company is diversifying into production other vaccines?**

The company is actively considering diversification into the production of DPT, IPV and Measles vaccines.

- **Where the manufacturing facilities of the Company are located?**

The manufacturing unit of the Company is located at Village Chola, Bulandshahr-203203 (U.P.) India.

18.2. Related to seeking information

- **Application form (a copy of filled application form for reference)**

Application Form

Name of the Applicant :
Complete address of the Applicant :
Type of Information sought :
Purpose of seeking information :
Mode of payment of Fees :

- **Fee**

Rs. 2/- per page or part thereof of the documents through Demand draft /Cash

- **How to write precise information request-Few tips**

Before seeking the information please contact Public Information Officer / Asst. public Information Officer over telephone to know precisely the document required.

- **Right of the Citizen in case of denial of information and procedure to appeal**

Any person who does not receive the information within the specified time or is aggrieved by the decision of the public information officer may prefer an appeal to the appellate authority.

The second appeal against the decision of the appellate authority may be preferred with Central Information Commission within 90 days from the date on which decision should have been made or was actually received

18.3. With relation to training imparted to public by public Authority.

- **Name of training programme with brief description**
- **Time period for training programme / Scheme**
- **Objective of training**
- **Physical and financial Targets (Last Year)**
- **Eligibility for training**
- **Pre-requisite for training (if any)**
- **Financial and other form of help (if any)**
- **Description of help**
- **Contact information for applying**
- **Application Fee (wherever applicable)**
- **Other fees (wherever applicable)**
- **Application Form (in case the application is made on plain paper, please mention the details which the applicant has to provide)**
- **List of enclosures / documents**
- **Procedure of application**
- **Selection procedure**
- **Time table of training programme (in case available)**
- **Process to inform the trainee about the training schedule**

- Arrangement made by the Public Authority for creating Public awareness about the training programmes
- List of Beneficiary of the training programme at various level like district level, block level.

Not Applicable

18.4. With relation to certificate, No objection certificate etc issued by the Public Authority not included in Manual-13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application fee
- Other fees (wherever applicable)
- Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the public Authority after receipt of application
- Normal time taken for issuance of certificate

Not Applicable

18.5. With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites(if any)
- Contact information for applying
- Application fee(whenever applicable)
- Other fees(whenever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

Not Applicable

18.6. With relation to collection of tax by public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)

- **Name and description of tax**
- **Purpose of tax collection**
- **Procedure and criteria for determination of tax rates**
- **List of major defaulters**

Not Applicable

18.7. With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc.

Not Applicable

18.8. Details of any other public services provided by the Public Authority.

Not Applicable