

Office order . . .  
National Centre for Biological Sciences  
Steering Committee.

It has been decided to set up a National Centre for Biological Sciences (NCBS). The Centre will be located at Bangalore. Prof. O. Siddiqui has been appointed Director of NCBS.

The management of the Centre will be carried out by the Director NCBS with the help of a steering committee <sup>(SC)</sup> consisting of designated staff members and officers of the Centre. The composition of the Steering Committee and its functions will be as follows:

Composition:

Prof. O. Siddiqui. (Director NCBS) Chairman

Dr. K. Vijayraghavan

Dr. M. K. Mathew

Dr. Jyankhedgar

.

.

.

.

(Who else ?  
How many ?)

T. M. Sahadevan. Non member Secretary

## Functions :

1. Management of the National Centre for Biological Sciences with powers approved by the Chairman of the Project Management Committee.
2. Academic programmes and research activities of N.C.B.S. Review of ongoing programmes and initiation of new programmes.
3. Creation of posts of academic, scientific, technical and administrative staff subject to necessary approvals by the empowered authority.
4. To recommend the appointment of academic staff and their promotion upto the level of Fellow (C and SD) to the appointing authority. Academic appointments above the level of Fellow (C and SD) will be dealt with by a standing committee to be constituted by Chairman PNC.

3. Creation of posts of academic, scientific, technical and administrative staff subject to necessary approvals by the designated authority

4. Appointment of academic staff, ~~to~~ and their promotion upto the level of ~~Fellow~~ ~~(C)~~ of Fellow (~~SD~~<sup>C</sup>~~or C~~<sup>SD</sup>) to the ~~designated~~ appointing authority, ~~for consideration~~.  
All academic appointment above Fellow <sup>(CSD)</sup> will be dealt with by a standing advisory committee to be constituted by ~~Director T.I.F.R.~~ Chairman P.M.C. and promotion

5. To recommend appointment, of scientific, technical, administrative and auxiliary staff for the Centre to the appointing authority. Appointments and promotions above the grade of SO (SD) will be dealt with by PMC.

6. Appointment of Visiting Fellows, Visiting Professors / Visiting members according to norms prescribed by ~~the~~ ~~for~~ TIFR.

7. Deputation to scientific conferences / symposia / schools etc. in India and Abroad

- 8. Conduct of the educational activities of the Centre.
- 10. Holding of Symposia, Seminars and schools.
- 11. Preparation of budget estimates and revised estimates for submission to the Council.
- 12. To evolve <sup>and implement</sup> a suitable administrative, financial, purchase and stores procedure appropriate for efficient functioning of the Centre.
- 13. Reappropriation of funds upto 10 lakhs, between different budget heads.
- 14. Sanction of expenditure for civil, ~~and~~ and engineering work the cost of which does not exceed Rs 25 lakhs.
- 15. Purchase of material and equipment costing upto Rs 25/- lakh according to prescribed procedures.
- 16. Waiver of tender formalities when cost does not exceed R 1.0 lakh.
- 17. Maintenance of equipment, Vehicle etc according to approved procedures.
- 18. Any other matter brought before the steering committee by ~~the~~ Director,

18. The steering committee may appoint sub committees or standing committee to help in its ~~work~~ efficient conduct of its work

19. ~~The steering committee may~~ Chairman steering committee may designate members of the steering committee to hold offices, for administrative purposes, with the approval of the Director. T.I.F.R.

The Steering Committee will meet at time and places notified by the chairman or a member of the committee authorized by the chairman. The decision of the committee will be made by a simple majority. The draft minutes will be circulated to all members and when signed by others, authenticated by the chairman. In case of a difference of opinion, the reasons for the majority decision and the dissenting views will be recorded. If a member of the committee wishes to have the matter referred to the Director (TIFR), action on the decision will be deferred until the approval of Director TIFR has been obtained. All ~~matter~~ decisions requiring prior approval by Director TIFR

will be sent to him for approval.

5.

Director NCBS, will take action all matters where he is empowered to act.