The third meeting of the Departmental Faculty Board for the academic session 2019-2020 was held on **Wednesday, October 09, 2019** at **3 PM** in the Departmental Committee Room (I-230).

The following members were present:

- Prof. D. Sundar, Chairperson
- Prof. Saroj Mishra, Member
- Prof. Ashok Srivastava, Member
- Prof. Atul Narang, Member
- Prof. Shilpi Sharma, Member
- Prof. Ravikrishnan Elangovan, Member
- Prof. Ashish Misra, Member
- Prof. Lucinda E. Doyle, Member
- Prof. Rohan Jain, Member
- Prof. Ritu Kulshreshtha, Convener

1. **Confirmation of the minutes of 2nd meeting of the DFB for the session 2019-2020 held on September 04, 2019.**

   The minutes of the meeting were confirmed as circulated.

2. **Matters arising out of the minutes.**

   **Item No. 2. (Audit of -80 °C freezer usage in the department (Item No. 2 from the previous meeting and Item No. 9 from DFB-02/2018-2019)**

   The Board discussed the email dated October 09, 2019 sent by Prof. Prashant Mishra indicating his objection to the moving out of the Telstar -80°C freezer from I-203 lab to Instrumentation lab. The board maintained the previously taken decision that all the major equipments purchased through PLN funds would be kept in the shared space of the Department and not in individual faculty research labs. It was decided to convey to Prof. Prashant Mishra to move the -80°C freezer to the Instrumentation lab without any further delay. It was also reiterated that other such equipments purchased from PLN funds would also be moved in due course of time. The departmental Stores is compiling such a list and will soon be presented to the DFB.

   *(Action: Prof. Prashant Mishra)*

   **Item No. 3 - Departmental representatives to Institute bodies, constitution of DRC, and nomination of faculty for handling various departmental responsibilities.**

   It was informed by the Head that another non-professorial member was to be nominated for the BAP and hence Prof. Preeti Srivastava was nominated to the membership of BAP for the session 2019-2020.
3. Regulation of purchases through Government e-Market Place (GeM) and procedure for purchases to be made from the departmental budget

The Head apprised of the rules pertaining to GeM purchases and requested the faculty to acquire DDO's prior approval for non-GeM purchases. The faculty members were requested to get the login access for the GeM portal, so that they can complete their purchases on GeM at their convenience.

4. Status of utilization of budget allocated by the Institute (PLN03/PLN03F/NPN05/books).

The Head presented the status of utilization of budget allocated by the Institute under various budget heads (Annexure I). It was noted that additional funding would be required for some purchases and the board approved the formation of a new PFC for such purchases. The buyers of various items were requested to expedite the purchases. It was also decided that for utilization of NPN05 funds, first priority would be given to the purchase of chemicals required for practicals to be conducted in UG lab in the coming semester. The Head requested the UG lab incharges to place order for the chemicals required for conducting the UG practicals in Semester 2, 2019-2020 by early November 2019, following which the decision of allocation of remaining funds would be taken in the next DFB. It was decided to collate a list of books required for different courses and purchase them from the budget allocated for books (Action – Preeti Srivastava).

5. Posting of departmental technical staff and identification of new Reporting Officers.

The Head apprised the board on the status of recruitment of 3 SLA posts. It was informed that the shortlisting is completed and the selections are expected in the next few months. The Board reviewed the status of existing non-teaching technical/administrative staff in the department (Annexure 2) and finalized the new posting of the technical staff to various laboratories in the department with immediate effect (Annexure 3).

6. Matters for information of the DFB

The Head apprised about the meeting the Director had with all the Institute Postdoctoral Fellows and the Heads of the Departments. The Director has stressed the need for the postdoctoral training to help the candidates develop academic independence to develop their research ideas as well as hone their teaching skills by being part of tutorials, lab sessions, etc. The Board took note of this and decided to encourage post-docs to be involved in various departmental activities.

7. Any other item with the permission of the Chair.

Nomination from the Department for purchase of special laboratory furniture for DBEB space in the new building 99C1.

The Board decided to nominate Prof. Ziauddin Shaikh Ahammad as the departmental nominee to be part of the Institute Infrastructure Committee for the purchase of special laboratory furniture for DBEB space in the new building 99C1.

The meeting ended with a vote of thanks to the Chair.

Ritu Kulshreshtha
Convener, DFB

Distribution

All Faculty (by email)
### Status of Purchases from PLN03

<table>
<thead>
<tr>
<th>S.NO</th>
<th>PFC NO</th>
<th>PFC DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>BUYER</th>
<th>CHAIRMAN</th>
<th>MEMBER</th>
<th>MEMBER</th>
<th>MEMBER</th>
<th>STATUS (as on Oct 09)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27436</td>
<td>05/09/19</td>
<td>REPAIR OF MICRO AND ULTRA FILTRATION UNIT</td>
<td>250000</td>
<td>RJ</td>
<td>AN</td>
<td>ZAS</td>
<td>RJ</td>
<td>Repair of micro and ultra filtration unit</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>27439</td>
<td>05/09/19</td>
<td>DIGITAL MICROSCOPIC UNIT</td>
<td>250000</td>
<td>RJ</td>
<td>TRS</td>
<td>RJ</td>
<td>AM</td>
<td>Quotations received, budget is low.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>27504</td>
<td>05/09/19</td>
<td>VERTICAL GEL ELECTROPHORESIS UNIT PLUS POLY CHROMA</td>
<td>200000</td>
<td>PS</td>
<td>RK</td>
<td>PS</td>
<td>RJ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>27506</td>
<td>05/09/19</td>
<td>PERISTALTIC PUMPS (order 1)</td>
<td>200000</td>
<td>AN</td>
<td>RKE</td>
<td>AN</td>
<td>ZAS</td>
<td>DDO approval received on 07/10/2019</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>27457</td>
<td>05/09/19</td>
<td>CENTRIFUGE WITH DIFFERENT ROTORS</td>
<td>120000</td>
<td>RJ</td>
<td>AN</td>
<td>RJ</td>
<td>ZAS</td>
<td>AM</td>
<td>Looking for cheaper less sophisticated centrifuge</td>
</tr>
<tr>
<td>6</td>
<td>27500</td>
<td>05/09/19</td>
<td>REPAIR OF FFLC</td>
<td>58000</td>
<td>SM</td>
<td>AN</td>
<td>SM</td>
<td>PS</td>
<td>RKE</td>
<td>As the representative from Pharmacia is now not sure if the computer is working, he would like us to have the computer upgraded or repaired. So, the quotation may have to be revised. We are looking into it and hope to finalize the purchase in the next 10 days or so.</td>
</tr>
<tr>
<td>7</td>
<td>27503</td>
<td>05/09/19</td>
<td>CO2 INCUBATOR WITH ACCESSORIES</td>
<td>65000</td>
<td>RK</td>
<td>PM</td>
<td>RK</td>
<td>RKE</td>
<td>AM</td>
<td>Will reorder the CO2 incubator purchased by Dr. Vivek (KBSIS) and Dr. Jayanta (CMIE). Was unsure of the GMI issue regarding this purchase. Now, I will soon go ahead with the purchases.</td>
</tr>
<tr>
<td>8</td>
<td>27505</td>
<td>05/09/19</td>
<td>AUTOSAMPLE FOR HPLC (SHIMADZU)</td>
<td>40000</td>
<td>ZAS</td>
<td>AN</td>
<td>ZAS</td>
<td>AM</td>
<td>RJ</td>
<td>Vendors has asked 5,6 lakhs for the autosampler. Negotiating to get it within our budget.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>SPARE OF BIOENGINEERING BIOREACTORS</td>
<td>25000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>To be budgeted for 7 lakhs for repair of old ones</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>NEW GC MS</td>
<td>250000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>2 GAS ANALYZER</td>
<td>50000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>waiting for setup of software</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>2 MASS FLOW CONTROLLERS</td>
<td>20000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>waiting for software upgrade</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>3 MASS FLOW METERS</td>
<td>35000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>waiting for software upgrade</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>4 DESKTOP PCS</td>
<td>20000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>Purchasing of 1 desktop through DEM (under processing) PFC 31121 AMT 76000</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td>ADDA TERMINAL &amp; PCI WITH CABLE</td>
<td>10000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>waiting for software upgrade</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>WATER DEMINERALIZATION UNIT</td>
<td>16000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>no bid for pilot plant, waiting for Mr. Khan</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>SPARE OF LC MS</td>
<td>150000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>repair, quotations to be obtained this week</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td>FEINS ALTIC PUMPS (order 2)</td>
<td>20000</td>
<td>AN</td>
<td></td>
<td></td>
<td></td>
<td>To be ordered after receiving the previous ones</td>
<td></td>
</tr>
</tbody>
</table>

### Available balance under different Institute budget heads

<table>
<thead>
<tr>
<th>PLN03/BBCE</th>
<th>NPN05/BBCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Allocation by Institute</strong></td>
<td>₹1,15,02,000</td>
</tr>
<tr>
<td><strong>Amount already settled (A)</strong></td>
<td>₹12,19,658</td>
</tr>
<tr>
<td><strong>Amount committed (B)</strong></td>
<td>₹99,80,000</td>
</tr>
<tr>
<td><strong>Total Expense (A+B)</strong></td>
<td>₹1,11,99,658</td>
</tr>
<tr>
<td><strong>Available balance as on 07/10/2019</strong></td>
<td>₹3,02,342</td>
</tr>
<tr>
<td><strong>Available balance as per Anzo (as on Oct 03, 2019)</strong></td>
<td>₹63,36,367</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLN05/BBCE</th>
<th>PLN03F/BBCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Allocation by Institute</strong></td>
<td>₹1,88,235</td>
</tr>
<tr>
<td><strong>Amount already settled (A)</strong></td>
<td>₹0</td>
</tr>
<tr>
<td><strong>Amount committed (B)</strong></td>
<td>₹86,643</td>
</tr>
<tr>
<td><strong>Total Expense (A+B)</strong></td>
<td>₹86,643</td>
</tr>
<tr>
<td><strong>Available balance as on Sept 06, 2019</strong></td>
<td>₹99,592</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Books allocation</th>
<th>Faculty</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Allocation by Institute</strong></td>
<td>₹2,72,152</td>
<td>₹0</td>
</tr>
<tr>
<td><strong>Amount already settled (A)</strong></td>
<td>₹0</td>
<td>₹0</td>
</tr>
<tr>
<td><strong>Amount committed (B)</strong></td>
<td>₹0</td>
<td>₹0</td>
</tr>
<tr>
<td><strong>Total Expense (A+B)</strong></td>
<td>₹0</td>
<td>₹0</td>
</tr>
<tr>
<td><strong>Available balance as on Sept 06, 2019</strong></td>
<td>₹2,72,152</td>
<td>₹0</td>
</tr>
</tbody>
</table>
Annexure 2

List of Non-Teaching staff in DBEB (as on Oct 09, 2019)

Technical Staff (Regular)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Code</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Basic Pay</th>
<th>Pay Scale</th>
<th>Current Lab Location in DBEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26155</td>
<td>RENU SETHI</td>
<td>Technical Superintendent</td>
<td>76500</td>
<td>47600-151100</td>
<td>Enzyme Engg. Lab</td>
</tr>
<tr>
<td>2</td>
<td>26646</td>
<td>RAJEEV KUMAR DAHIYA</td>
<td>Technical Superintendent</td>
<td>62200</td>
<td>47600-151100</td>
<td>Electrical workshop</td>
</tr>
<tr>
<td>3</td>
<td>26813</td>
<td>SUMEET KAPOOR</td>
<td>Technical Superintendent</td>
<td>53600</td>
<td>47600-151100</td>
<td>BRL</td>
</tr>
<tr>
<td>4</td>
<td>25713</td>
<td>SANT RAM</td>
<td>Jr. Tech. Superintendent</td>
<td>62200</td>
<td>44900-142400</td>
<td>Pilot Plant</td>
</tr>
<tr>
<td>5</td>
<td>27198</td>
<td>SITA RAM ROY</td>
<td>Jr. Laboratory Assistant</td>
<td>36100</td>
<td>21700-69100</td>
<td>Head's Office</td>
</tr>
<tr>
<td>6</td>
<td>26927</td>
<td>ANISH RAJU</td>
<td>Jr. Laboratory Assistant</td>
<td>26800</td>
<td>21700-69100</td>
<td>Bioprocess Lab</td>
</tr>
</tbody>
</table>

Administrative Staff (Regular)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Code</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Basic Pay</th>
<th>Pay Scale</th>
<th>Current Lab Location in DBEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27327</td>
<td>DEEPAK KERKETTA</td>
<td>Jr. Superintendent</td>
<td>36500</td>
<td>35400-112400</td>
<td>Head's Office</td>
</tr>
<tr>
<td>2</td>
<td>50572</td>
<td>SANJEEV KUMAR</td>
<td>Attendant</td>
<td>33000</td>
<td>19900-63200</td>
<td>Instrumentation Lab</td>
</tr>
</tbody>
</table>

Contractual Staff (through Outsourcing Agency)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Current work location</th>
<th>Contract expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SAKSHI BHATNAGAR</td>
<td>Jr. Assistant</td>
<td>Head's Office</td>
<td>Oct 21, 2019</td>
</tr>
<tr>
<td>2</td>
<td>JATIN KUMAR</td>
<td>Project Admin Assistant (PAA) - IRD</td>
<td>Dept Stores</td>
<td>Oct 21, 2019</td>
</tr>
<tr>
<td>3</td>
<td>SUSHIL KUMARI</td>
<td>Project Admin Assistant (PAA) - IRD</td>
<td>Dept Stores</td>
<td>Oct 21, 2019</td>
</tr>
<tr>
<td>4</td>
<td>ASHISH KUMAR</td>
<td>Multi-tasking Staff (MTS)</td>
<td>UG Lab</td>
<td>Oct 21, 2019</td>
</tr>
<tr>
<td>5</td>
<td>YOGESH KUMAR</td>
<td>Multi-tasking Staff (MTS)</td>
<td>Bioprocess Lab</td>
<td>Oct 21, 2019</td>
</tr>
<tr>
<td>6</td>
<td>PARSHANT KUMAR GOSWAMI</td>
<td>Multi-tasking Staff (MTS)</td>
<td>Electrical workshop</td>
<td>Oct 21, 2019</td>
</tr>
</tbody>
</table>

Contractual Staff (others)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Current work location</th>
<th>Contract expiry date</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MUKESH ANAND</td>
<td>Technical Superintendent</td>
<td>Instrumentation Lab</td>
<td>Oct 22, 2019</td>
<td>Institute (E-2)</td>
</tr>
<tr>
<td>2</td>
<td>MUKESH SINGH</td>
<td>MTS</td>
<td>UG Lab</td>
<td>Dec 04, 2019</td>
<td>Institute (E-2)</td>
</tr>
<tr>
<td>3</td>
<td>MUKESH PAL</td>
<td>Jr. Project Assistant</td>
<td>Dept Stores</td>
<td>Sep 21, 2019</td>
<td>DDF</td>
</tr>
</tbody>
</table>
# Annexure 3

## NEW posting of the Non-Teaching staff in DBEB

### Technical Staff (Regular)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Code</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Current Lab Location</th>
<th>NEW Lab Location</th>
<th>NEW Reporting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26155</td>
<td>RENU SETHI</td>
<td>Tech. Supdt.</td>
<td>Enzyme Engg. Lab</td>
<td>UG Lab</td>
<td>PS</td>
</tr>
<tr>
<td>2</td>
<td>26646</td>
<td>RAJEEV KUMAR DAHIYA</td>
<td>Tech. Supdt.</td>
<td>Electrical workshop</td>
<td>Electrical workshop</td>
<td>AN</td>
</tr>
<tr>
<td>3</td>
<td>26813</td>
<td>SUMEET KAPOOR</td>
<td>Tech. Supdt.</td>
<td>BRL</td>
<td>UG Lab</td>
<td>PS</td>
</tr>
<tr>
<td>5</td>
<td>27198</td>
<td>SITA RAM ROY *</td>
<td>Jr. Lab Assistant</td>
<td>Head’s Office</td>
<td>Head’s Office / UG Lab</td>
<td>DS / PS</td>
</tr>
<tr>
<td>6</td>
<td>26927</td>
<td>ANISH RAJU</td>
<td>Jr. Lab Assistant</td>
<td>Bioprocess Lab</td>
<td>UG Lab</td>
<td>PS</td>
</tr>
</tbody>
</table>

* Until further orders, Mr. Sita Ram Roy would work in the Head’s Office in the forenoons and work in the UG Lab in the afternoons. He will continue to be responsible for the departmental dak (diary dispatch) and perform other duties assigned by the Head.

### Administrative Staff (Regular)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Code</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Current Lab Location</th>
<th>NEW Lab Location</th>
<th>Reporting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27327</td>
<td>DEEPAK KERKETTA</td>
<td>Jr. Superintendent</td>
<td>Head’s Office</td>
<td>Head’s Office</td>
<td>DS</td>
</tr>
<tr>
<td>2</td>
<td>50572</td>
<td>SANJEEV KUMAR</td>
<td>Attendant</td>
<td>Instrumentation Lab</td>
<td>Instrumentation Lab</td>
<td>AN</td>
</tr>
</tbody>
</table>

### Contractual Staff (through Outsourcing Agency)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Current Lab Location</th>
<th>NEW Lab Location</th>
<th>Reporting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SAKSHI BHATNAGAR</td>
<td>Jr. Assistant</td>
<td>Head’s Office</td>
<td>Head’s Office</td>
<td>DS</td>
</tr>
<tr>
<td>2</td>
<td>JATIN KUMAR</td>
<td>Project Admn Assistant (PAA) - IRD</td>
<td>Dept Stores</td>
<td>Dept Stores</td>
<td>DS</td>
</tr>
<tr>
<td>3</td>
<td>SUSHIL KUMARI</td>
<td>Project Admn Assistant (PAA) - IRD</td>
<td>Dept Stores</td>
<td>Dept Stores</td>
<td>DS</td>
</tr>
<tr>
<td>4</td>
<td>ASHISH KUMAR</td>
<td>Multi-tasking Staff (MTS)</td>
<td>UG Lab</td>
<td>UG Lab</td>
<td>RJ</td>
</tr>
<tr>
<td>5</td>
<td>YOGESH KUMAR</td>
<td>Multi-tasking Staff (MTS)</td>
<td>Bioprocess Lab</td>
<td>Bioprocess Lab</td>
<td>AN</td>
</tr>
<tr>
<td>6</td>
<td>PARSHANT KUMAR GOSWAMI</td>
<td>Multi-tasking Staff (MTS)</td>
<td>Electrical workshop</td>
<td>Electrical workshop</td>
<td>AN</td>
</tr>
</tbody>
</table>

### Contractual Staff (others)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Emp Name</th>
<th>Designation</th>
<th>Current work location</th>
<th>NEW Lab Location</th>
<th>Reporting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MUKESH ANAND</td>
<td>Technical Superintendent</td>
<td>Instrumentation Lab</td>
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<td>MUKESH SINGH</td>
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<td>UG Lab</td>
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<td>RJ</td>
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<td>3</td>
<td>MUKESH PAL</td>
<td>Jr. Project Assistant</td>
<td>Dept Stores</td>
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