

NABI has mentioned in its Citizen Charter a list of user charges for doing sample analysis and also the concessions are being given to Govt. institutions and non-profit making government organizations @ 50% of existing rates.



## **Citizen's / Client's Charter for**

### **National Agri-Food Biotechnology Institute (NABI)**

(An autonomous Institute of Department of Biotechnology, Govt. of India)  
Sector-81 (Knowledge City), PO Manauli, S.A.S. Nagar,  
Mohali-140306, Punjab, India.

Website: [www.nabi.res.in](http://www.nabi.res.in)

Tel: 0172-5221-300;Telefax: 0172-5221-100

**Vision:**

“To be a nodal organization for knowledge generation and translational science leading to value added products based on agri- food biotech innovations”.

**Mission:**

- To transform agri-food sector into globally rewarding and sustainable Biotechnology based enterprise through innovative solutions in primary, secondary and tertiary agriculture including high end food processing.
- To develop synergy among knowledge providers and investors in agri-food sector to carry innovations to marketplace.

**Objectives:**

The aims and objectives of the Institute are, as under:

- a) To develop new opportunities to promote the cause of agriculture and food sector in the country.
- b) To develop a centre of excellence in genomics, precision, breeding and designer crops.
- c) To develop a centre of excellence in agri-biotech translational work for developing designer crop varieties, hybrids, genes, molecular markers, technologies, high value molecules and food products.
- d) To discover genes for breeding crops for stress tolerance, nutrition improvement, shelf life extension and other value added traits for food processing.
- e) To improve varieties of cereals, pulses, oilseeds, cotton, fruits and vegetables and products thereof.
- f) To synergize with industry for developing designer varieties of crop plants for food, fruit and nutrition industry.
- g) To establish translational capacity for:
  - a) Performance trials of GM crops,
  - b) Coordinating trials of value added food products.
- h) To develop resource centers by establishing linkages with national and regional institutions and biotech parks.
- i) To develop human resource in agri-food biotechnology and nutrition sectors so as to enhance country's capability in agri-food research and product development through uniquely designed inter -disciplinary educational programmes.

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- j) To set up “Gene and Germplasm Resource Centre(s)” in the State of Punjab and elsewhere. These Centres would have access to the various translational facilities of the NABI and would therefore receive opportunities for learning state-of-art biotechnological processes through short and long term training. The resource centers to be identified in existing institutions will work closely on research projects with the NABI, help in evaluation of new technologies, provide and maintain multi location facilities and receive funds from the NABI as per agreements.
- k) To interact on long term basis and develop formal and informal linkages with Center of Innovative and Applied Bioprocessing (CIAB), Formerly Bio Processing Unit (BPU) which is an autonomous unit co-located at Mohali, (Punjab) under Department of Biotechnology and also with Agri-Food Biotech Park (ABP) also located at Mohali, (Punjab).
- l) The NABI may create industry-partnered chairs, user-friendly technology incubators and platform technology centers and promote shared-cost research and development programs and create research and development centers in partnership with industry to achieve the goals of the NABI.
- m) The NABI may proactively seek resources in support of its mission from the Government, foundations, industry, and philanthropic sources, both nationally and internationally and develop nationally and globally networked research programmes.
- n) The NABI may create business development centre in partnership with the ABP.
- o) The NABI will fully participate in collective governance of the ABP at Mohali, Punjab to be established by Department of Biotechnology, Govt. of India along with the Government of Punjab.

All the income, earning, movable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past members of the Society or to any person claiming through any or more of the present or past members. No member of the Society shall have any personal claim on any moveable or immovable properties of the Society or make any profit, whatsoever by virtue of his membership.

**Services/Transactions:**

Sr. No.	Services/Transactions	Process	Document Required	Mode of payment	Rates in INR
1).	Analysis of samples at analytical facility available at NABI, Mohali with equipments GCMS, ICPMS and QTRAP etc.	Receipt of request in writing from the: a) Industry/Private Institutes b) Government Institutions / Universities.	a) A formal request is required in writing. b) Completely filled Sample Requisition Form available at analytical facility, NABI.	Cash / DD / Bank Transfer.	<a href="#">Please click on following link</a>  (Sheet Attached)
2).	Training of six months i.e. Twice in a year, duration for the students pursuing final year of their Post Graduation in Agricultural Biotechnology, Computational Biology and Bioinformatics, Food Science & Technology and Nutrition Science & Technology etc. from various Institutes, Colleges & Universities.	a) Candidates should apply through proper channel in the prescribed formats along with required supporting documents as per the guidelines mentioned in the advertisement. b) Selection of the candidates will be through screening and based on the merit, experience, and expression of interest submitted by candidates.	1) A complete application form 2) Synopsis 3) Application forwarded by Head of Department 4) Self attested copies of mark sheets/certificates/experiences /birth certificate 5) Expression of interests. (500 word statement describing significance of research in the subject category applied for).	Nil	

**Vigilance Officer:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. Vikas Rishi	Scientist-F	0172-5221123	<a href="mailto:vikasrishi@nabi.res.in">vikasrishi@nabi.res.in</a>

**Grievance Redressal Mechanism:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. Vikas Rishi	Scientist-F	0172-5221123	<a href="mailto:vikasrishi@nabi.res.in">vikasrishi@nabi.res.in</a>
2).	Dr. Kanthi Kiran K	Scientist-D	0172-5221246	<a href="mailto:kiran@nabi.res.in">kiran@nabi.res.in</a>
3).	Sh. Suneet Verma	Mgr (Finance)	0172-5221155	<a href="mailto:suneetverma@nabi.res.in">suneetverma@nabi.res.in</a>
4).	Ms. Hema Pharswan	MA (A/Cs)	0172-5221167	<a href="mailto:hema@nabi.res.in">hema@nabi.res.in</a>

**Grievance Redressal Mechanism under New Pension Scheme:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. Vikas Rishi	Scientist-E	0172-5221123	<a href="mailto:vikasrishi@nabi.res.in">vikasrishi@nabi.res.in</a>
2).	Sh. S. Krishnan	AO / Mgr (Admin.)	0172-5221109	<a href="mailto:ao@nabi.res.in">ao@nabi.res.in</a> <a href="mailto:purchase@nabi.res.in">purchase@nabi.res.in</a>

**Central Public Information Officer (CPIO) under RTI Act:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Sh. S. Krishnan	Central Public Information Officer (CPIO)	0172-5221109	<a href="mailto:ao@nabi.res.in">ao@nabi.res.in</a> <a href="mailto:purchase@nabi.res.in">purchase@nabi.res.in</a>

**Transparency Officer under RTI Act:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. Vikas Rishi	Scientist-F	0172-5221123	<a href="mailto:vikasrishi@nabi.res.in">vikasrishi@nabi.res.in</a>

**Appellate Authority under RTI Act:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. T. R. Sharma	Executive Director	0172-5221106	<a href="mailto:edoffice@nabi.res.in">edoffice@nabi.res.in</a>

**Nodal Officer under Bio-medical Waste:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. Ajay K Pandey	Scientist-E	0172-5221124	<a href="mailto:pandeyak@nabi.res.in">pandeyak@nabi.res.in</a>

**Prevention of Sexual Harassment of working women:**

Sr.No.	Employee Name	Designation	Contact No.	Email ID
1).	Dr. Monika Garg, Scientist-D	Presiding Officer	0172-5221205	<a href="mailto:monikagarg@nabi.res.in">monikagarg@nabi.res.in</a>
2).	Ms. Hema Pharswan, MA (A/Cs)	Member	0172-5221167	<a href="mailto:hema@nabi.res.in">hema@nabi.res.in</a>
3).	Ms. Anu Kiran, Library Asstt.	Member	0172-5221274	<a href="mailto:anukiran@nabi.res.in">anukiran@nabi.res.in</a>
4).	Sh. Sashi Kumar Rana, Home Club, Lions Club Chandigarh Greater, Plot No.-4, Sector- 38A, Chandigarh	Member from the Non-Government Organisation / association as per section (4)(2)(c ) of chapter-II.	-	-

**List of Stakeholders / Clients:**

Sr.No.	Stakeholders / Clients
1).	Department of Biotechnology, Ministry of Science & Technology
2).	Other Government Institutions, Colleges, Universities & Departments, Hospitals and Other related industries.
3).	Public Funded Research & Development Institutions
4).	Other related autonomous institutions
5).	Students and research scholars

**Indicative expectations from service recipients:**

<b>Sr.No.</b>	<b>Indicative expectations from service recipients</b>
1).	Timely submission of request / indents or requirements by the line departments.
2).	Timely follow up action by the recipients.
3).	Stakeholder's response and participation in utilization of information / data for varied uses.
4).	Adoption / implementation of Govt. of India action plans for efficient resource utilization
5).	Regular feedback of the adoption measures and constraints in implementation.
6).	Deployment of the personnel trained in Agricultural, Food and Nutritional Biotechnology, Bioinformatics and Computational Biotechnological sciences and related activities.

**Action Plan to mitigate potential areas of corruption in National Agri-Food Biotechnology Institute, Mohali:**

- Wide publication of Tender documents of procurement of goods and services by giving sufficient time to submit the bids.
- Publication of Tender Notice in the Local / National newspapers and their uploading on the Institute's website to enable e-publishing.
- Electronic Transfer of funds to all suppliers / vendors / agencies dealing with the Institute.
- Electronic Transfer of funds of salary and other payment of the employees.
- Developing transparency in various forms such as publicizing accounts, budget, contract arrangement, annual report etc.

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Sample analysis Charges at NABI

Instrument Name	Proposed charges for private industries
GC-MS	Rs. 3600/sample or hour Library search: Rs. 200/peak
HPLC	Rs. 1980/sample or hour
LC-MS-MS	OTRAP: Rs.4898/hour Triple TOF: Rs. 5797/hour
MALDI-TOF-MS	MALDI-MS : Rs. 6306/sample MS-MS: Rs. 7000/sample
UV-Vis	Rs. 532/sample
HPTLC	Rs. 3410/hour or sample
ICP-MS	Rs. 1931/element/sample Subsequent element per sample: Rs. 400 /element/sample
DLS	Rs. 1296/hour
LA-ICPMS	Rs. 19766/sample
Real time PCR	Rs. 190/sample
DNA Analyser	Rs. 360/sample

\* The government academic institutes/universities/ nonprofit making government organizations will be charged half of the price indicated in the service charges of the instrument.

*Kishan Rosh  
Koushik Malhotra*