

(22)

**BIO-RESOURCES
DEVELOPMENT CENTRE
(BRDC)
SHILLONG**

**MEMORANDUM OF ASSOCIATION
(including RULES AND REGULATIONS)**

1998

BIO-RESOURCES DEVELOPMENT CENTRE (BRDC), SHILLONG

MEMORANDUM OF ASSOCIATION

1. Name of the Society:

The name of the Centre shall be the "Bio-Resources Development Centre (BRDC), Shillong."

2. Office:

The Registered Office of the Centre is C/o Planning Department, Meghalaya Sectt., Shillong - 793 001.

3. Objectives:

The objectives for which the Centre is established are :

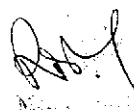
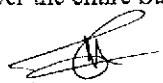
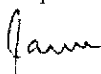
- (i) Genetic improvement / upgrading and multiplication of horticultural and medicinal plants.
- (ii) Improvement and health care of livestock.
- (iii) Germplasm collection of non-mulberry silk moths and their wild relatives for genetic enhancement.
- (iv) Development of microbial inoculants for forest trees and agricultural crops, bio-prospecting of microbes for drugs and industrial products, mushroom bio-technology and microbial transformation of agricultural waste to nutritive feed.
- (v) Establishment of bio-informatics unit.
- (vi) Development of human resource in biotechnology.

4. Functions:

- (i) Collection, conservation, breeding, improvement and multiplication of orchids.
- (ii) Breeding, improvement, virus indexing of citrus.
- (iii) Improvement and disease indexing of banana, prunus and jackfruit.
- (iv) Multiplication and marketing of ornamentals.
- (v) Ex-situ conservation, improvement, agro-technologies and sustainable use of medicinal plants.
- (vi) Assessment of diversity in mycorrhiza and Frankia associations, particularly with respect of their use in afforestation and re-forestation programmes.
- (vii) Development of microbial inoculants for agricultural crops.
- (viii) Selection, improvement and cultivation of native edible mushroom species.
- (ix) Microbial transformation of lignocellulosic products (particularly from waste of broomsticks).
- (x) Collection and cultivation of host plants in an arboretum and maintenance of moths/ larval of eri, tasar and muga and their wild relatives as a live collection.
- (xi) Improvement and health care of cattle and pigs using vaccines and diagnostics.
- (xii) Development of bio-informatics system.
- (xiii) Providing opportunity for training in bio-technology relevant to the activities of the Centre.

5. Area of Operation of the Society :

The area of operation of the Centre shall cover the entire State of Meghalaya.



6. Rules of the Society:

- The Rules & Regulations of the Centre are laid down in the Annexure

7. Names of the Members of the Governing Council:

The Governing Council of the Centre shall consist of :

- (i) Chairman : Chief Secretary, Meghalaya.
- (ii) Vice-Chairman : Principal Secretary/Comm. & Secretary, Planning (S&T), Meghalaya.

(iii) Members :

- (a) Principal Secretary/Comm. & Secretary/Secretary, Agriculture, Meghalaya.
- (b) Principal Secretary/Comm. & Secretary/Secretary, Forests, Meghalaya.
- (d) Representative of Deptt. of Bio-Technology, Govt. of India.
- (e) Representative of Deptt. of Science and Technology, Govt. of India.
- (f) Scientist in charge, Botanical Survey of India, Shillong.
- (g) Scientist in charge, Zoological Survey of India, Shillong.
- (h) Dean, Life Sciences, NEHU, Shillong.
- (i) Director, ICAR, NEH-Complex, Barapani, Meghalaya.
- (iv) 2 (two) Nominated Members:
 - To be nominated by the Govt. of Meghalaya
- (v) Member-Secretary : Officer on Special Duty, Bio Resource Development Centre, Planning Deptt. Meghalaya
- (vi) Assistant Member-Secretary : Member -Secretary, SCSTF, Meghalaya

8. Present Members of the Society :

The present members of the Centre are the members of the Governing Council as indicated at Clause 7. above.

9. The names and addresses of the Signatories of the Memorandum:

Enclosed in the prescribed format

Law

[Signature]

[Signature]

BIO-RESOURCES DEVELOPMENT CENTRE(BRDC),SHILLONG.

RULES AND REGULATIONS

1.Title:

These Rules may be called the "Bio-Resources Development Centre (BRDC), Shillong Rules and Regulations, 1998"

2.Definitions:

In these Rules and Regulations, unless the context otherwise requires, the following words shall have the meanings assigned to them, namely:

- 2.1 "Centre" means the Bio-Resources Development Centre (BRDC), Shillong.
- 2.2 "Government" means the Government of Meghalaya in the Planning (S&T) Department.
- 2.3 "Chairman" and "Vice-Chairman" mean the Chairman and the Vice-Chairman of the Governing Council respectively.
- 2.4 "Member-Secretary" and "Asst. Member-Secretary" means the Member-Secretary and the Asst. Member-Secretary of the Governing Council respectively.
- 2.5 "Council" means the Governing Council of the Centre.
- 2.6 "Member" means all categories of the members of the Governing Council.
- 2.7 "Membership" means membership of the Governing Council.
- 2.8 "Official Member" means the Officers nominated to the Governing Council by the Government by virtue of the of the office held by them.
- 2.9 "Nominated Members" means the persons nominated by the Government to the Governing Council in addition to the official members.
- 2.10 "Office Bearers" means and includes the Chairman, Vice-Chairman, Member-Secretary and Asst. Member-Secretary, of the Governing Council.
- 2.11 "Year" means the period between the First of April of the Calendar Year up to the Thirty First of March of the subsequent year.
- 2.12 Words imparting the singular number shall include the plural number and vice-versa and words imparting the masculine gender shall include the feminine gender and vice-versa.

3. Composition of the Council.

The Council shall be constituted by the Government and shall comprise the following members:

- 3.1.1. Chairman (Ex-Officio): Chief Secretary, Meghalaya.
- 3.1.2. Vice-Chairman (Ex-Officio) : Principal Secretary/Comm. & Secretary, Planning (S&T), Meghalaya.
- 3.1.3. Member-Secretary (Ex-Officio): Officer on Special Duty, Bio-Resources Development Centre, Planning Deptt.
- 3.1.4. Assistant Member-Secretary (Ex-Officio) : Member-Secretary, SCSTE, Meghalaya.
- 3.1.5. Official Members: Officers to be nominated by the Government.
- 3.1.6. Nominated Members: The members to be nominated shall be persons having special knowledge or experience in the field of Bio-Technology.

Vice Chair

4. Office Bearers:

- 4.1 The Chairman, Vice-Chairman, Member-Secretary and Asst. Member-Secretary shall be the Office Bearers of the Council.
- 4.2. The Office Bearers shall be classed as Grade 1 Officers of the Government for all purposes.

5. Membership :

- 5.1 The Membership of any person shall take effect immediately from the date the notification of his nomination was issued by the Government.
- 5.2 When a person becomes or is appointed or is nominated a member by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and vacancy so caused shall be filled by his successor to that office.
- 5.3 Should a person who is a member by virtue of the office held by him be prevented from attending the meeting of the Council, a substitute to take his place at that meeting may be nominated by him. Such a substitute shall be entitled to take part in the proceedings of that meeting for which he has been nominated and he shall also have the right to vote thereat.
- 5.4 The Council shall function notwithstanding that any person entitled to be a member by reason of his office is not represented on the Council for the time being. The proceedings of the Council shall not be invalidated by this reason or from the existence of any vacancy or any defects in the appointment/ nomination of any of its members.

6. Term :

- 6.1 The term of all members, other than the official members shall be 3 (three) years from the date of notification of their nomination unless the membership is terminated by the Government.

7. Filling up of vacancies:

- 7.1 In case of any vacancy in the Council by death, resignation or otherwise, it may be filled up by fresh nomination, but the term of this newly nominated member shall be limited to the unexpired portion of the out-going member.

8. Termination of a member:

- 8.1. The Government may, at its discretion, terminate the membership of a person, who has been nominated as a member.

9. Cessation of a member :

- 9.1. A member shall cease to such a member if he:
 - (a) dies, or
 - (b) resigns his membership, or
 - (c) becomes of unsound mind, or
 - (d) becomes insolvent, or
 - (e) if convicted of any criminal offense involving moral turpitude, or
 - (f) is removed by the State Government.

10. Resignation:

- 10.1. Wherever any nominated member desires to resign from the membership, he shall address his resignation to the Government and send it to the Member-Secretary. His resignation shall take effect on its acceptance by the Government.



Asst. Member-Secretary,
Resource Development Centre,
Sh...

22

- ## 12. Meeting of the Council:

- ### 13. Functions, Duties and Powers-of the Council :

- Law

14. Duties and Responsibilities of the Office Bearers :

14.1. Chairman:

- 14.1.1. The Chairman shall preside over all meetings of the Council and during his absence the Vice-Chairman will preside over such meetings. In absence of both of them, members present shall elect any one of the members present to act as Chairman.
- 14.1.2. The Chairman shall have the power to invite any person or persons, not being member of the Council, to attend and take part in the deliberations of the meeting of the Governing Council but such invitee(s) shall not be entitled to vote in the meeting.
- 14.1.3. In case of emergent situations, the Chairman shall exercise any power of the Council and take action on its behalf as may be warranted. The exercise of such powers and actions taken together with the facts of the emergent situations shall be reported to the Council in its next meeting for ratification.
- 14.1.4. The Chairman may take disciplinary action against any officer or employee of the Centre, provided that, when the punishment involves dismissal, the matter shall have to be approved or ratified by the Council.

14.2. Vice-Chairman:

- 14.2.1. He shall function as the Chairman of the Council during the absence of the Chairman.

14.3. Member-Secretary :

- 14.3.1. He shall convene all Council meetings in consultation with the Chairman and send information to all members for the same.
- 14.3.2. He shall prepare agenda, agenda papers and any other necessary papers for placing before the Council in any of its meetings.
- 14.3.3. He shall be responsible for communicating with all on behalf of the Council and he shall carry out all correspondences in the name of the Council.
- 14.3.4. He shall be responsible for the day to day monitoring, supervision, control, follow-up etc. of the activities of the Centre for achieving the objectives of the Centre.
- 14.3.5. He shall exercise any other functions / powers as may be instructed / delegated to him by the Council / Government from time to time.
- 14.3.6. He shall constitute project committees / programme organising committees, technical committees, working groups, purchase committees whenever it is necessary for the effective implementation of the programmes and projects of the Centre.
- 14.3.7. The Secretary shall be competent to issue instructions as may be necessary to give effect to and carry out the purpose and provisions of these rules.
- 14.3.8. He shall be responsible for maintaining records of all activities undertaken by the Centre and report the same to the Council.

14.4 Assistant Member-Secretary :

- 14.4.1. He will assist the Member-Secretary in carrying out duties and responsibilities assigned.

15. Functions, Duties and Powers of the Governing Council :

- 15.1. It shall have the overall responsibility to follow up, co-ordinate and supervise the implementation of programmes and projects for fulfilment of the objectives of the Centre.
- 15.2. The Council shall have the power to regularise and determine matters concerning the Centre.
- 15.3. Except as herein provided, all duties, functions, rights and powers whatsoever or consequential and incidental to be carried out to further the objectives of the Centre shall be exercised by the Council.

[Signature]

[Signature]

[Signature]

It shall be the duty of the Council to take appropriate decisions and to issue instructions to person(s), institution(s), etc. concerned for fulfilment of the objectives and related to the field of activities of the Centre.

15.5. The Council shall have the power to approve the Annual Plans, Project Proposals, Budget Estimates, etc. submitted by the Member-Secretary of the Council.

15.6. The Council shall be vested with powers to make rules, regulations and by-laws in consistence with these rules for the conduct of the administration and the function of the Centre and other affairs and also to amend these whenever necessary with the concurrence of the Government.

15.7. The Council shall appoint Committees, Boards and Sub-Committees, etc. for such purpose and on such terms as it may deem fit and to dissolve or re-institute any of them.

15.8. The general superintendence, management, direction and control of the affairs of the Centre shall be vested in the Council and it shall be the final authority of the Centre.

15.9. The Council shall have Executive power of the Centre.

16. Technical Support:

16.1. The Centre (as well as the Council) shall be serviced by a full time compact S&T team manned by professionals headed by a Director.

16.2. The S&T team is to be multi-disciplined specializing on relevant fields for promoting the objectives of the Centre.

16.3. The S&T team shall be headed by the Director of the Centre and the person appointed / nominated as the Director of the Centre shall be a professional having a sound knowledge and good experience in Bio-Technology with any additional specialisation and qualifications as considered necessary by the Council.

16.4. The Director of the Centre shall be the Chief Executive Officer of the Centre in whom the Executive Authority of the Centre will vest. The Director shall be responsible for the smooth and effective administration of the Centre and for the control of the employees of the Centre.

16.5. The Director of the Centre shall write the Confidential Reports of all the employees of the Centre.

16.6. The Director shall be the controlling and disbursing authority in respect of expenditures from any Centre's fund.

17. Fund of the Society :

The Centre is to have a Consolidated Fund as follows:

17.1. The Administration Fund released by the Deptt. of Bio-Technology, Govt. of India for the purpose of running the Centre.

17.2. Project Fund sanctioned and released by the Central Govt. / State Govt. and other Departments / Agencies for implementation of specific projects and programmes.

17.3. Other grants that may be released by the Government of India, State Government and other Agencies for furtherance of the objectives of the Centre.

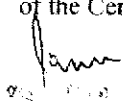
17.4. Fund accruing from investments and properties, donations, subscription, gift, assistance from different sources.

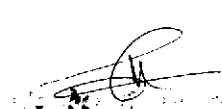
17.5. Service charges, maintenance, consultant fees and other income in pursuance of the objectives of the Centre.

17.6. The fund of the Centre shall be kept in the Bank(s) as authorised by the Government.

17.7. The fund of the Centre shall not be withdrawn unless signed by the Member-Secretary or the Director or both as authorized by the Government / Council from time to time as the case may be.

17.8. The Director shall be the controlling and disbursing authority in respect of expenditure of the Centre's Fund.







Asst. Member-Secretary
Responsible for the Centre

18. Amendment of the Memorandum of Association :

The Memorandum of Association including the Rules and Regulations of the Centre shall not be amended except by a 2/3(two-thirds) majority of members present in the meeting of the Council convened for the purpose. But, such amendment shall become effective only after the approval of the Government.

19. Dissolution of the Centre :

19.1. The Centre shall not be dissolved except by a 3/5 (three-fifths) majority of members present in the meeting of the Council specially summoned for the purpose. But, such dissolution shall become effective only after the approval of the Government.

19.2. If on dissolution of the Centre, there shall remain, after the satisfaction of its debts, liabilities, any properties whatsoever, the same shall be dealt with in such a manner as the Government may decide with due regard to provisions of the Societies Registration Act, 1860.

20. Auditors :-

20.1. The Auditors shall audit the financial accounts of the Centre and prepare a report of the same to be presented to the General Body.

20.2. The Auditors shall also furnish reports regarding the assets & liabilities of the Centre and present it to the General Body.

21. Miscellaneous :-

21.1. The power to sue or be sued in the name of the Centre shall rest with the Chairman and the Member-Secretary or any offices bearer(s) duly appointed by the Executive Committee or General Body for the purpose.

21.2. Other matters not specifically laid down above shall be governed by the provisions of the Societies Registration Act, 1860.

[Signature]

[Signature]

[Signature]



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5½ Mile. Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



brdcshillong@gmail.com / brdc-shillong@gov.in

E-File No. E/17/2023/AAS(BRDC)/78

Dated. Shillong, the 7th July, 2023

NOTIFICATION

The BRDC is pleased to reconstitute the Research Advisory Committee (RAC) with the following members with immediate effect:

- | | |
|--|--------------------|
| 1 Member Secretary, BRDC | - Chairman |
| 2 Director, ICAR, Umiam | - Member |
| 3 Scientist-in-Charge, Botanical Survey of India, Eastern Circle, Shillong | - Member |
| 4 Scientist-in-Charge, Zoological Survey of India, Shillong | - Member |
| 5 Representative from Department of Biotechnology, Ministry of Science & Technology, Government of India | - Member |
| 6 Director, Institute of Bioresources & Sustainable Development, Imphal or representative | - Member |
| 7 Director, Agriculture, Govt. of Meghalaya or representative | - Member |
| 8 Director, Sericulture & Weaving, Govt. of Meghalaya or representative | - Member |
| 9 Head, Department of Bio-Chemistry, North Eastern Hill University, Shillong or representative | - Member |
| 10 Scientist-in-Charge, BRDC, Shillong | - Member Secretary |

Terms of Reference (TORs) :

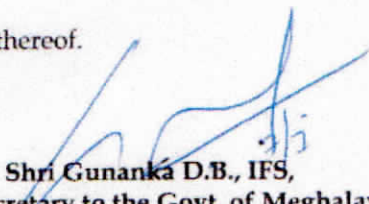
1. Meeting:

- A minimum of 4 (four) times meeting per year, to be held at the call of the Chairman.
- Every notice calling for a meeting of the Committee shall state the date, time and place of such meetings and shall be delivered by hand, email or sent by registered post to every member not less than 5 days before the date fixed for the meeting.
- The senior most Scientist of BRDC will act as Member Secretary of the committee in the absence of the Scientist-in-Charge.

2. **Quorum:** Half or more than half of the members of the Committee shall form the quorum. No quorum shall be necessary for a meeting adjourned from a previous meeting for want of quorum.

3. Mandate:

- i) The Committee shall provide advice in taking up Research & Development activities for promotion and sustainable utilization of bio-resources of Meghalaya and livelihood promotion in the State.
- ii) The Committee shall provide necessary advice on top priority project proposals to be submitted for funding from other Government Institutions.
- iii) The Committee will provide supervision of Key strategic activities.
- iv) Periodic monitoring and review of the performance of the Scientific Staff and the activities of the Centre.
- v) Prepare recommendations for the Governing Council thereof.
- vi) Review development of Annual report.


Shri Gunanka D.B., IFS,
Joint Secretary to the Govt. of Meghalaya,
Planning Department &
Member Secretary,
Bio-Resources Development Centre,
Shillong.