

Procedure followed in decision making process
[Section 4(1) b(iii) of RTI Act, 2005]

The CDFD is an Autonomous Institute of the Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India registered under the Andhra Pradesh (Telangana areas) Public Societies Registration Act 1350 Fasli (Act I of 1350 F.) the CDFD is governed by the Memorandum of Association, and Bye-Laws as approved by the Department of Biotechnology. As per the Memorandum of Association and Rules and Regulations of the Centre, the following shall be the authorities of the Centre:

- (1) CDFD Governing Council
- (2) Director of the Centre and
- (3) Such other authorities and officers as may be constituted / appointed as such by the Governing Council

The Hon'ble Minister of Science & Technology shall be the President of the Centre, if he accepts the office, or he can nominate a person to be the President of the Centre. The Secretary of the Department of Biotechnology shall be the Chairman of the Governing Council. The Director of the Centre shall be the Principal Executive officer of the Centre.

The administrative, technical and financial management of the Centre would vest in the Governing Council. The Governing Council would conduct periodical review and monitoring of the activities and take remedial measures as deemed fit to meet the aims and objectives of the Centre. The Governing Council would nominate the Finance Committee and the Scientific Advisory Committee. The Finance Committee will consider important financial matters and make its recommendations to the Governing council. The Scientific Advisory Committee shall evolve the scientific and technical programs, review them periodically and shall take further course of action as would be deemed fit for furthering scientific and technological research of the Centre. The recommendations of the Committee would be submitted to the Governing Council for approval.

The Centre follows the Recruitment Rules as approved by the Department of Biotechnology for appointment and promotions of the staff. The Appointing Authority and Approving Authority are as follows:

- i. **For Director:** Chairman, Governing council after the approval of the Appointments committee of Cabinet, Govt. of India.
- ii. **For all posts in Level 14 and above:** Director, with the approval of the Governing Council.
- iii. **For positions carrying from Level 11 to Level 13A:** Head of Administration with the approval of the Director.
- iv. **For positions carrying Level 10 and below:** Head of Administration with the approval of Director.

The Competent Authority in relation to exercise of powers under the recruitment Rules shall be essentially be the Minister – in charge of Department of Biotechnology/ Ministry of Science and Technology or any such authority to which such power is so delegated.

Head-Administration is the Director of Public Grievance and Grievance Redressal Officer for the Persons with Disabilities. CDFD nominated senior officials to discharge the duties and responsibilities as Chief Vigilance Officer (CVO), Central Public Information Officer (CPIO) First Appellate Authority (FA), and Liaison Officers under the relevant rules.



Citizens' / Clients' Charter
for
Centre for DNA Fingerprinting and Diagnostics (CDFD)

Address:

Inner Ring Road, Opp. Metro Rail Pillar No. NUP-9
Uppal, Hyderabad – 5000 039, Telangana State

Phone: +91 40 27216018

Website: www.cdfd.org.in

The Centre for DNA Fingerprinting and Diagnostics (CDFD) is an autonomous organization funded by the Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India, CDFD receives funding also from other agencies on specific collaborative projects.

In addition, DNA Fingerprinting and Diagnostics services provided by the Centre support some of the activities. The Centre is recognized by the University of Hyderabad for pursuing Ph.D. programme in Life Sciences.

CDFD MANTRA

“We dedicate ourselves to achieve world class excellence in basic research and simultaneously endeavor to transfer the benefits of modern biology to every section of society. We view our population not as a problem, but as an advantage, which is unique to India. We believe we can use our extraordinarily large pool of genetic diversity as a “genetic playground” to address a number of questions; questions which will continue to accumulate and will demand answers, as the new millennium is bombarded with increasing arrays of nucleotide sequences as a consequence of global genome projects. Compassion, when coupled with science, can realize its highest ideal, viz., improving the quality of life of the average citizen. This is the lifeline of our activities at CDFD. We are prepared to face the challenging tasks ahead of us with our exceptional human resources. We are confident that we will meet and surpass the expectations and responsibilities reposed in us by the creation of the CDFD”.

MISSION

- i) Providing high quality services in the areas of Human and Plant DNA Fingerprinting and Diagnostics of genetic disorders; and
- ii) Undertake basic research in different areas of modern biology.

MANDATE

The objectives for which the Centre for DAN Fingerprinting and Diagnostics (CDFD) was established, as enumerated in Memorandum of Association and Rules and Regulations of CDFD Society, are as follows:

- i. To carry out scientific research pertaining to DNA profiling and related analysis in civil cases like paternity disputes, immigration, and exchange of newborns in hospitals, for various agencies including private parties, on appropriate payment;
- ii. To provide DNA fingerprinting and related analysis and facilities to crime investigation agencies;

- iii. To assist police personnel, forensic scientists, lawyers and the judiciary in understanding the evidential value of the DNA profile analysis and related techniques in crime investigation and family matters;
- iv. To establish DNA diagnostic methods for detecting genetic disorders and to develop probes for such detection;
- v. To use DNA fingerprinting techniques for the authentication of plant and animal cell material, cell lines and to develop new probes where necessary for such purposes;
- vi. To provide training in DNA fingerprinting techniques;
- vii. To undertake basic, applied and developmental R & D work;
- viii. To provide consultancy services to medical institutions, public health agencies and industry in the country;
- ix. To collaborate with foreign research institutions and laboratories and other international organizations in fields relevant to the objectives of the Centre;
- x. To establish affiliation with recognized universities and institutions of higher learning for the purpose of enabling research scholars to register for postgraduate degrees;
- xi. To receive grants, donations and contributions in cash or in other forms from the Government of India, State Governments, Charitable Institutions/Trusts, individuals and industry within the country;
- xii. To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programmes, scientific research and other activities;
- xiii. To acquire by gift, purchase, exchange, lease, hire or otherwise howsoever, any property movable or immovable or to construct, improve, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying on the activities of the Centre;
- xiv. For the purpose of the Centre, to draw and accept, make and endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques or other Negotiable Instruments;
- xv. For investing the funds of or money entrusted to the Centre, to open such securities or in such manner as may from time to time be determined by the Governing Council and to sell or transpose such investment;

- xvi. To do all such other lawful acts as may be necessary, incidental or conducive to the attainment of all or any of the above objectives;
- xvii. To institute Professorships, other faculty positions, fellowships including visiting fellowships, research and cadre positions, scholarships, etc. For realizing the objectives of the Centre;
- xviii. To establish, maintain and manage laboratories, workshops, stores, library office and other facilities for scientific and technological work of the Centre;
- xix. To acquire or transfer technical know-how from/to entrepreneurs and industries; and
- xx. To register patents, designs & technical know-how that may be developed by the Centre and transfer any portion of such patents/designs/technical know-how in the interest of the Centre.

VALUES

The CDFD believes in human values, scientific integrity, transparency and responsibility towards Society.

STANDARDS

The Centre is equipped with world class state-of-the-art instrumentation and computing infrastructure to facilitate working in frontier areas of research in life Sciences.

ENQUIRIES

We are open for queries regarding scientific curiosity and questions. Scientific staff can be approached directly for such queries. Other questions can be addressed to Head-Administration, CDFD.

MODALITIES OF IMPLEMENTATION

CDFD is committed to provide all possible assistance to the public. Information related to publications, patents, RTI, infrastructure, employment etc. can be found on our website (www.cdfd.org.in)