

Dear Sir/ Madam,

Congratulations! Application for constitution of Institutional Biosafety Committee (IBSC) at Chitkara University has been approved.

Please find a copy of 'Office Memorandum' towards the constitution of IBSC at your organization attached herewith for your reference.

Your Unique Identification Code (UIC) number is: CHIT170220201218

Please use this UIC code to access RCGM for all RCGM related activities (one time process)

Being one of the esteemed member of this committee, you shall morally be responsible to ensure compliance to the regulatory requirements of biosafety onsite.

For further details please refer 'IBSC Handbook' published by Department of Biotechnology, New Delhi available on this web portal.

We thank you for exploring this online submission system.

Yours sincerely

Should you need further assistance/ clarification or any suggestions w.r.t. regulatory considerations by the IBSC, please write to [ibkp2019@dbt.nic.in](mailto:ibkp2019@dbt.nic.in) or call at 011-24360057  
{{ Important: Please do not reply to this email. This mailbox is not set up to receive email. }}

-----  
-----

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments contained in it.

## OFFICE MEMORANDUM

**Subject :** Nomination of DBT representative in the IBSC of **Chitkara University (CHITKARAUNIV-997), Rajpura.**

1. In accordance with the Notification of the Ministry of Environment and Forests vide Gazette Notification No. GSR 1037 (E) dated 05.12.1989, notified under the E.P. Act 1986, the Department of Biotechnology (DBT) had evolved the "Regulations and Guidelines on Biosafety of recombinant DNA Research and Bio containment, 2017 " for achieving personnel and environmental safety in the use of genetically manipulated organisms in research, manufacture and applications. The constitution of the Institutional Biosafety Committee (IBSC) is mandatory in R&D Centers at the institutions/ universities/ industries/ any other organization which intends to carry out or are engaged in research activities involving genetic manipulation of genetic materials, microorganisms, plants or animals.
2. In conformity with the above, institutions engaged in genetic engineering research constitute their IBSCs and the department nominate its representatives in all such committees. Accordingly, **Dr NEERAJ KHATRI, Principal Scientist & Head, Institute of Microbial Technology, Chandigarh, Chandigarh, CHANDIGARH** has been nominated to act as a DBT representative in the IBSC constituted at **Chitkara University (CHITKARAUNIV-997) , Chandigarh-Patiala National Highway (NH- 64), Village, Jansla, Rajpura, Patiala, Punjab, Patiala, PUNJAB-140401 .**

The complete composition of the IBSC is as under:

Chairman	:	Dr Navita Gupta, Chairman, Rajpura/Patiala/Punjab, PUNJAB
DBT Nominee	:	Dr NEERAJ KHATRI, Principal Scientist & Head, Institute of Microbial Technology, Chandigarh, Chandigarh, CHANDIGARH
Member Secretary	:	Dr Satyam Kumar Agrawal, Member Secretary, Rajpura/Patiala/Punjab, PUNJAB
Outside Experts	:	Dr Deepak Sharma, Outside Expert, Chandigarh, CHANDIGARH
Biosafety Officer	:	Dr Meenakshi Sood, Biosafety Officer, Rajpura/Patiala/Punjab, PUNJAB
Internal Experts	:	Dr Kiranjeet Kaur, Internal Member, Rajpura/Patiala/Punjab, PUNJAB## Dr Meesala Krishna Murthy, Internal Member, Rajpura/Patiala/Punjab, PUNJAB## Dr Varsha Singh, Internal Member, Rajpura, PUNJAB

3. The DBT nominee serves as link between department and the respective IBSC. The nominee should ensure that:
  - handbook on IBSC, Third revised edition, September 2020 is followed by IBSC,
  - the committee has been constituted as per the norms of the guidelines,
  - the Recombinant DNA Safety Guidelines are strictly followed in the company,
  - the IBSC meets regularly (at least twice in a year) to review the ongoing activities and provide yearly reports to RCGM/ DBT in the prescribed proforma,
  - all the activities within the purview of the guidelines are in the knowledge of RCGM/DBT and to guide the IBSC on biosafety issues.
  - the IBSC will follow the 'Simplified Procedures/Guidelines on Exchange(inter-state and inter-institutional supply/ receipt within India), Import and Export of Genetically Engineered Organism and Product(s) thereof for research Purpose', as per Department's OM dated 22.09.2015 and its revised version issued vide DBT OM dated 17.01.2020.
4. **He/she will work for 3 years on the respective committee. On the expiry of term of nominee, institution/ organizations are required to reconstitute its IBSC in prescribed proforma.**
5. The DBT, on the expiry of the term of its nominee shall re-nominate or appoint a new nominee, and such nomination shall be communicated to the institutes/ organizations.
6. Any special invitee/s to IBSC should be communicated to RCGM/ or taken prior approval.
7. **The IBSC of the institution will meet at least twice in a year. The institutes having the IBSC are required to submit yearly report of progress (1st January to 31st December) within one month, following the expiry of the period of Progress Report to the DBT for enabling the proper monitoring and consolidation of this information by the RCGM and the Government.**
8. The institute will meet the TA/DA & honorarium to the DBT nominee as per the GOI norms.

To

Dr Navita Gupta, Chairman, Rajpura/Patiala/Punjab, PUNJAB

Copy to:

1. Dr NEERAJ KHATRI, Principal Scientist & Head, Institute of Microbial Technology, Chandigarh, Chandigarh, CHANDIGARH
2. Dr Meenakshi Sood, Biosafety Officer, Rajpura/Patiala/Punjab, PUNJAB
3. Office Copy
4. Guard file

  
Member Secretary,  
RCGM, DBT

  
Member Secretary,  
RCGM, DBT

डॉ. नितिन कुमार जैन / Dr. NITIN K. JAIN  
वैज्ञानिक 'एफ' / Scientist 'F'  
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology  
विज्ञान और प्रौद्योगिकी. मंत्रालय / M/o Science & Tech.  
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi