

S.No	As per Sec 4(1) (b) of RTI Act, every Public Authority shall publish.	Remarks
1	The particulars of its organization, functions and duties	<p>The National Biodiversity Authority (NBA) was established by the Central Government in 2003 to implement India's Biological Diversity Act (2002). The NBA is a Statutory Body and it performs facilitative, regulatory and advisory functions for the Government of India on issues of conservation, sustainable use of biological resources and fair and equitable sharing of benefits arising out of the use of biological resources.</p> <p>The Biological Diversity Act (2002) mandates implementation of the provisions of the Act through decentralized system with the NBA focusing on advising the Central Government on matters relating to the conservation of biodiversity, sustainable use of its components and equitable sharing of benefits arising out of the utilization of biological resources; and advising the State Governments in the selection of areas of biodiversity importance to be notified under Sub- Section (1) of Section 37 as heritage sites and measures for the management of such heritage sites. The NBA considers requests by granting approval or otherwise for undertaking any activity referred to in Sections 3,4 and 6 of the Act.</p> <p>The State Biodiversity Boards (SBBs) focus on advising the State Governments, subject to any guidelines issued by the Central Government, on matters relating to the conservation of biodiversity, sustainable use of its components and equitable sharing of the benefits arising out of the utilization of biological resources;</p> <p>The SBBs also regulate, by granting of approvals or otherwise upon requests for commercial utilization or bio-survey and bio-utilization of any biological resource by the Indians. The local level Biodiversity Management Committees (BMCs) are responsible for promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats, conservation of land races, folk varieties and cultivars, domesticated stocks and breeds of animals and microorganisms and chronicling of knowledge relating to biological diversity.</p> <p>The NBA with its headquarters in Chennai, Tamil Nadu, India delivers its mandate through a structure that comprises of the Authority, Secretariat, SBBs, BMCs and Expert Committees. Since its establishment, NBA has supported creation of SBBs in 28 States, UT's and facilitated establishment of around 2,76,653 BMCs.</p>

2	The Power and duties of its officers and employees	<p>The Powers & Duties are as mandated under the Biological Diversity Act, 2002, Biological Diversity (Amendment) Act 2023 & Biological Diversity Rules, 2004, Biological Diversity Rules 2024.</p> <p>http://nbaindia.org/uploaded/act/BDACT_ENG.pdf</p> <p>http://nbaindia.org/uploaded/pdf/BDAct_2023.pdf</p> <p>http://nbaindia.org/uploaded/pdf/BD_Rules.pdf</p>								
3	The procedure followed in the decision-making process, including channels of supervision and accountability	<p>http://nbaindia.org/content/684/62/1/applicationprocess.html</p>								
4	The norms set by it for the discharge of its functions	<p>http://nbaindia.org/content/25/19/1/act.html</p> <p>http://nbaindia.org/content/17/20/1/rules.html</p> <p>http://nbaindia.org/content/18/21/1/notifications.html</p>								
5	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions	<p>http://nbaindia.org/content/25/19/1/act.html</p> <p>http://nbaindia.org/content/17/20/1/rules.html</p> <p>http://nbaindia.org/content/18/21/1/notifications.html</p>								
6	A statement of the categories of documents that are held by it or under its control	<p>Compendium of Act, Rules, Guidelines, Annual reports including Annual Accounts and Agreements of the National Biodiversity Authority.</p>								
7	The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof	<p>This is being carried out through Centralized Public Grievance Redressal and Monitoring System (CPGRAMS) besides through the NBA website which has relevant contact details of the organization and relevant provisions of the RTI Act, 2005.</p> <p>The Authority conducts periodical stakeholders meetings / workshops.</p>								
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	<p>http://nbaindia.org/content/98/17/1/members.html</p> <p>http://nbaindia.org/content/21/18/1/committees.html</p> <p>http://nbaindia.org/blog/311/24/1/meetings.html</p>								
9	A directory of its officers and employees	<p>National Biodiversity Authority EPBEX No: 044 – 22542777 and the extension numbers are as below for the officers and employees:</p> <table border="1" data-bbox="708 2069 1506 2175"> <thead> <tr> <th data-bbox="708 2069 807 2175">Extension No</th> <th data-bbox="807 2069 1034 2175">Designation</th> <th data-bbox="1034 2069 1283 2175">Present incumbent</th> <th data-bbox="1283 2069 1506 2175">Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Extension No	Designation	Present incumbent	Email				
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		21	Chairman	Shri Virendra Tiwari, IFS (Retd.)	chairman@nba.nic.in
		22	Secretary	Dr. B. Balaji, IFS	secretary@nba.nic.in
		27	Administrative Officer	Shri. A. Elango	admn@nba.nic.in
		25	PS to Chairperson	Shri R. Ramesh	pstoch@nba.nic.in
		28	Accounts Officer	Vacant	accounts@nba.nic.in
		29	Advisor (Law)	Shri K. Chitrarasu	advisorlaw@nba.nic.in
		31	Technical Officer(Benefit Sharing)	Dr. K. P.Raghuram	techbs@nba.nic.in
		24	Technical Officer (Intellectual PropertyRights)	Ms. Rambha Chaudhary	toipr@nba.nic.in
		26	PS to Secretary	Vacant	pstosecy@nba.nic.in
		38	Office Assistant/ Computer Assistant	Shri D. Chezhan	admnasst@nba.nic.in
		31	Office Assistant/ Computer Assistant	Ms. S. Kanchana	acctsasst@nba.nic.in
		95	Technical Assistant	Shri P.Jaishankar	techasstb@nba.nic.in
		46	Technical Assistant	Shri P.Anandhakumar	techasstz@nba.nic.in
		41	Stenographer 'C'	Ms. Sheeba.G.S.	steno@nba.nic.in
		23	Stenographer 'D'	Shri Bellamkonda Azad	stenod@nba.nic.in
		10	M.T.S	Shri Surendra Ram	mts@nba.nic.in

10	The monthly remuneration received by each of its officers and employees, including the system of compensation' s provided in its regulations	The remuneration as on 1 st April, 2025			
		SN	Designation	Pay Scale (7th CPC)	Level in Pay Matrix
		1	Chairman	225000/ - (Fixed)	Level 17
		2	Secretary	144200 - 224100	Level 14
		3	Administrative Officer	67700- 208700	Level 11

		4	PS to Chairperson	67700-208700	Level 11
		5	Accounts Officer	56100-177500	Level 10
		6	Advisor (Law)	47600-151100	Level 8
		7	Technical Officer (Benefit Sharing)	47600-151100	Level 8
		8	Technical Officer (Intellectual Property Rights)	47600-151100	Level 8
		9	PS to Secretary	44900-142400	Level 7
		10	Office Assistant/Computer Assistant	35400-112400	Level 6
		11	Office Assistant/ComputerAssistant	35400-112400	Level 6
		12	Technical Assistant	35400-112400	Level 6
		13	Technical Assistant	35400-112400	Level 6
		14	Stenographer 'C'	35400-112400	Level 6
		15	Stenographer 'D'	25500-81100	Level 4
		16	M.T.S	18000-56900	Level 1
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	http://nbaindia.org/content/103/37/1/reports.html			
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Subsidy programmes do not exist in NBA, hence this column is not applicable.			
13	Particulars of recipients of concessions, permits or authorizations granted by it	http://nbaindia.org/content/333/25/1/applicationstatus.html			
14	Details in respect of the information, available to or held by it, reduced in an electronic form	Available on "www.nbaindia.org"			
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Nil.			

16	The names, designations and other particulars of the Public Information Officers	Public Information Officer: A. Elango, Administrative Officer, National Biodiversity Authority, 5 th Floor, TICEL BioPark, CSIR Road, Taramani, Chennai – 600 113. Tel: 044-2254 2777	First Appellate Authority: Dr. B. Balaji, IFS, Secretary, National Biodiversity Authority, 5th Floor, TICEL BioPark, CSIR Road, Taramani, Chennai - 600 113. Tel: 044-2254 2777
17	Such other information as may be prescribed and thereafter update these publications every year	Nil	