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	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 conservation of biological resources, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resources and knowledge associated thereto. 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. The NBA considers requests by granting approval or otherwise for undertaking any activity referred to in Sections 3, 4 and 6 of the Act. The SBBs also regulate, by granting of approvals or otherwise upon requests for commercial utilization of any biological resource and its associated knowledge by the persons referred in Section 7 of the Act. At local level, the 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. 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 in establishment of SBBs in 28 States, UTBC's in 8 Union Territories and facilitated in constitution of around 2,76,653 BMCs.
2	The Power and duties of its officers and employees	The powers and duties of the National Biodiversity Authority and its officers and employees are governed by the Biological Diversity Act, 2002, as amended by the Biological Diversity (Amendment) Act, 2023, the Biological Diversity Rules, 2004, the Biological Diversity Rules, 2024, and other applicable statutory rules, regulations, notifications, guidelines and orders issued thereunder. The relevant Acts and Rules are

		available on the NBA website at: https://www.nbaindia.nic.in/acts-and-rules/acts https://www.nbaindia.nic.in/index.php/acts-and-rules/rules
3	The procedure followed in the decision-making process, including channels of supervision and accountability	The decision-making process of NBA is carried out in accordance with the Biological Diversity Act, 2002, as amended, the Biological Diversity Rules, 2024, applicable regulations, guidelines and prescribed procedures. Applications and matters received by NBA are processed through the designated officers/sections and, wherever applicable, placed before the competent authority, committees or the Authority for consideration and decision. The relevant application processing procedures are available at the link given below. The respective officers/committees/competent authorities exercise supervision and accountability in accordance with the applicable statutory provisions, delegated powers and office procedures https://www.nbaindia.nic.in/index.php/application-form/Process
4	The norms set by it for the discharge of its functions	NBA follows the norms, standards, statutory provisions, rules, regulations, guidelines, notifications and procedures prescribed under the Biological Diversity Act, 2002, as amended, the Biological Diversity Rules, 2024, and guidelines, notifications and other applicable norms are available at: https://www.nbaindia.nic.in/acts-and-rules/acts https://www.nbaindia.nic.in/index.php/acts-and-rules/rules https://www.nbaindia.nic.in/public-information/notification-guidelines
5	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions	The rules, regulations, instructions, manuals, guidelines and other records used by NBA and its employees in the discharge of their functions include the Biological Diversity Act, 2002, as amended, the Biological Diversity Rules, 2004, the Biological Diversity Rules, 2024, The principal Acts, Rules, notifications and guidelines are available at: https://www.nbaindia.nic.in/acts-and-rules/acts https://www.nbaindia.nic.in/index.php/acts-and-rules/rules https://www.nbaindia.nic.in/public-information/notification-guidelines

<table>
<tr><td></td><td></td><td></td></tr>
<tr><td>6</td><td>A statement of the categoriesof documents that are held by it or under its control</td><td>The categories of documents held by or under the control of NBA include, inter alia, Acts, Rules, regulations, guidelines, notifications, applications, approvals, correspondence, records relating to access and benefit sharing, committee/Authority records, minutes, annual reports, annual accounts, financial records, grants-in-aid released to States, records of ABS receipts and disbursements, administrative records and other records relating to the functions of NBA. The category-wise information is made available through the relevant sections of the NBA website and official records, subject to applicable provisions of the RTI Act, 2005.</td></tr>
<tr><td>7</td><td>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</td><td>NBA provides avenues for consultation with and representation by members of the public in matters relating to formulation and implementation of its policies and functions. Such consultation is facilitated through stakeholder meetings, workshops, public communications, the Centralized Public Grievance Redressal and Monitoring System (CPGRAMS), and the NBA website, which provides relevant information and contact details. The Authority also conducts stakeholder meetings/workshops periodically, as considered necessary for implementation of its mandate.</td></tr>
<tr><td>8</td><td>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.</td><td>Details regarding the composition/membership and functions of such committees, Information relating to meetings of the Authority are available at the following links:

https://www.nbaindia.nic.in/index.php/about-us/members

https://www.nbaindia.nic.in/index.php/about-us/functional-committees

https://www.nbaindia.nic.in/index.php/public-information/meetings-of-the-authority</td></tr>
<tr><td>9</td><td>A directory of its officers and employees</td><td>National Biodiversity Authority EPBEX No: 044 – 22542777 and the extension numbers are as below for the officers and employees:

<table>
<tr><th>Extension No</th><th>Designation</th><th>Present incumbent</th><th>Email</th></tr>
<tr><td>21</td><td>Chairman</td><td>Shri Virendra Tiwari, IFS (Retd.)</td><td>chairman@nba.nic.in</td></tr>
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</td></tr>
</table>

		22	Secretary	Dr. B. Balaji, IFS	secretary@nba.nic.in
		27	Administrative Officer	Shri. A. Elango	admn@nba.nic.in
		25	PS to Chairperson	Vacant	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. Chezhian	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
		51	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 1st April, 2026			

SN	Designation	Pay Scale (7th CPC)	Level in Pay Matrix
1	Chairman	2,25,000/- (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 9 (MACP)
		7	Technical Officer (Benefit Sharing)	47600-151100	Level 9 (MACP)
		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 7 (MACP)
		11	Office Assistant/ ComputerAssistant	35400-112400	Level 7 (MACP)
		12	Technical Assistant	35400-112400	Level 7 (MACP)
		13	Technical Assistant	35400-112400	Level 7 (MACP)
		14	Stenographer ‘C’	35400-112400	Level 7 (MACP)
		15	Stenographer 'D'	25500-81100	Level 4
		16	M.T.S	18000-56900	Level 2 (MACP)
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget allocated to NBA, details of plans and proposed expenditure, and reports relating to expenditure/disbursement are available at https://www.nbaindia.nic.in/resource/reports The information is updated annually			
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not Applicable. NBA does not operate any subsidy programme. Accordingly, there are no subsidy programmes administered by NBA for which particulars of amounts allocated or beneficiaries are required to be disclosed under this provision.			
13	Particulars of recipients of concessions, permits or authorizations granted by it	Particulars relating to approvals/authorisations granted by NBA under the Biological Diversity Act, 2002, as amended, including relevant access and benefit-sharing/e-filing information, are made available through the NBA's website, subject to the provisions of the RTI Act, 2005 and other applicable laws relating to confidentiality, commercial confidence, personal information and third-party information. The application/ status information is available at: https://www.nbaindia.nic.in/abs-e-filing-application-status			

14	Details in respect of the information, available to or held by it, reduced in an electronic form	Information available with or held by NBA in electronic form includes Acts, Rules, regulations, guidelines, notifications, application forms, online application/e-filing facilities, application status, annual reports, publications, meeting-related information, public notices and other information relating to the functions of NBA. Such information is available through the official NBA website: www.nbaindia.nic.in, including its relevant online application and public-information sections.	
15	The particulars of facilities available to citizens for obtaining information, including the working hours ofa library or reading room, if maintained for public use	Information and facilities available to citizens for obtaining information from NBA include the official NBA website, online information resources, RTI application mechanism, contact facilities and access to the designated Public Information Officer and First Appellate Authority. Citizens may obtain information in accordance with the RTI Act, 2005 and applicable rules/procedures. The NBA's general contact number is 044-22542777. Details of the CPIO and FAA are provided under Item 16 below. No separate public library/reading room is maintained by NBA, as applicable.	
16	The names, designations and other particulars of the Public Information Officers	**Public Information Officer:** A. Elango, Administrative Officer, National Biodiversity Authority, 5th 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 asmay be prescribed and thereafter update these publications every year	Information required to be disclosed under Section 4(1)(b)(xvii) of the RTI Act, 2005, including such additional information as may be prescribed by the Central Government/competent authority from time to time, is disclosed by NBA through its official website and other appropriate modes. The disclosures under Section 4 are reviewed and updated at least annually and whenever there is a material change in the information, in accordance with the requirements of the RTI Act, applicable Government/DoPT instructions and transparency requirements.	