

**GOVERNMENT OF INDIA**  
**DEPARTMENT OF ATOMIC ENERGY**  
**BOARD OF RADIATION & ISOTOPE**  
**TECHNOLOGY**



**2018**

# **PREFACE**

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India envisaged a need for a unified, comprehensive manual pertaining to its activities.

In accordance with the guidelines issued by the Department of Administrative Reforms & Public Grievance vide DO letter no. K-11022/43/2015-ARC(Pt) dated 08.09.2016, Board of Radiation & Isotope Technology constituent unit of Department of Atomic Energy has brought out this manual for information and guidance of the stakeholders and the general public and gives information about BRIT and its activities.

Efforts have been made to maintain concordance between organisational goals, procedures of work and functionaries entrusted with the responsibility of discharging them.

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## **Chapter 1**

### **MISSION STATEMENT**

#### **Our Vision: (Citizen Charter)**

The vision of Board of Radiation and Isotope Technology (BRIT) is to empower India through Technology, creation of more wealth and providing better of life to its citizen. This is to be achieved by making India energy independent, contributing to provision of sufficient, safe and nutritious food and better health care to our people through development and deployment of radiation technologies and their applications.

## **Chapter 2**

### **DESCRIPTION OF THE ORGANISATION WITH ITS OBJECTIVES**

#### **i) General**

**Board of Radiation & Isotope Technology (BRIT), the unit of Department of Atomic Energy, is focussed on bringing the benefits of the use of radioisotope applications and radiation technology across industry, healthcare, research and agricultural sectors of the society. Harnessing the spin-offs from the mainstream programmes of DAE, such as R&D programmes at BARC and Nuclear Power plants for generating electricity by NPCIL, BRIT has independently created a separate visible area of contribution to the society.**

**The application of radioisotopes in healthcare, industry, agriculture and research is one of the most wide-spread peaceful uses of the nuclear sciences, next to nuclear power production. Realizing the importance of the use of the radioisotopes for societal benefits and national development, the Department of Atomic Energy has, over the years, built up adequate infrastructure facilities for the production and applications of radioisotopes which is in the form of Board of Radiation & Isotope Technology (BRIT). BRIT continues its endeavour towards providing its best services to mankind through meeting the demands of the users, be it in the fields of nuclear medicine, healthcare or towards advanced technologies such as engineering and radiation technology equipments for medical as well as industrial uses, radiation processing services, isotope applications or radioanalytical services.**

**Radiopharmaceuticals, Labelled Compound and Nucleotides, Sealed Radiation Sources, Gamma Chambers, Blood Irradiator, Radiography Exposure Devices are some of the major products offered by BRIT.**

**BRIT offers radiation processing services at ISOMED and RPP Vashi, Project consultancy for setting up radiation processing plants in private sector, isotope application services and Radioanalytical services to its customers.**

**Radiopharmaceuticals, Labelled Compounds and RIA laboratories, RPP, Vashi, REPF, Column Generator Plant, Radioanalytical Laboratory, Isotope Applications Group and Electron Beam facilities and administration and accounts are located at Vashi Complex in Navi Mumbai. Customer Support, Sealed Sources group, ISOMED and Medical Cyclotron Facility are located at other places in Mumbai. Besides, BRIT has six regional centres located at Bengaluru, Delhi, Dibrugarh, Hyderabad, Kolkata and Kota.**

## **(II) Our Activities:**

**The Organization is engaged in healthcare, agriculture, research and industry i.e. radiation based techniques for diagnosis and therapy of disease particularly Cancer, Technology for safe drinking water, better environment and robust industry, better crop varieties, techniques for control / eradication of insects thus protecting the crops, radiation based post harvest technologies. It is also developing advanced technologies which contribute to the national prosperity. The human resource development and technical services being rendered by the Department/Organization have been greatly helping the Indian industry.**

## PRODUCTS OF BRIT :

Radiopharmaceuticals, Labelled Compounds and Nucleotides, Sealed Radiation Sources, Gamma Chambers, Blood Irradiator and Radiography Exposure Devices are some of the major products offered by BRIT.



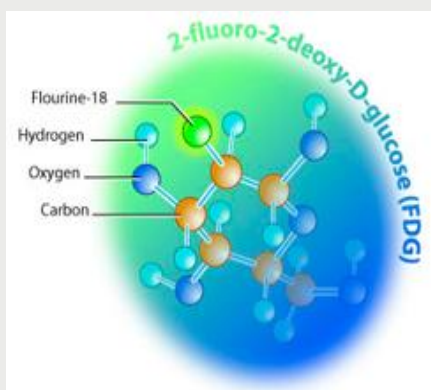
RADIOPHARM



IMMUNOASSAY



SOURCES



FDG for PET



LAB COMPDS



ROLI 2



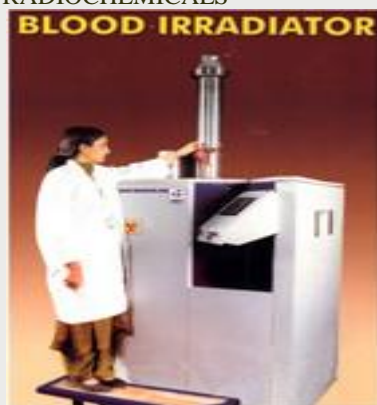
RADIOCHEMICALS



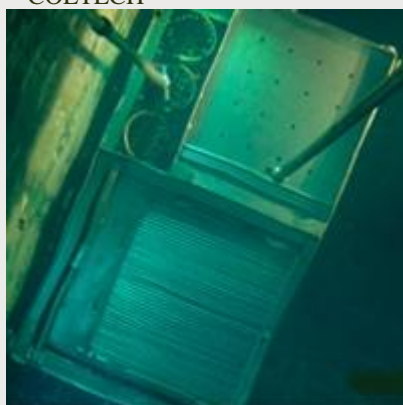
COLTECH



CTS



BI 2000



IND SOURCES



$^{131}\text{I}$  CAPSULES

BRIT offers following services to its customers :

Project Consultancy for Setting up of Radiation Processing Plant in Private Sector

Radiation Processing Services

Isotope Application Services

Radioanalytical Laboratory

Electron Beam Processing Services

Calibration Services

Irradiation Services in Research Reactors for Neutron Activation Analysis and Radiation Damage Studies



IAS



CONSULTANCY



ISOMED



Radioanalytical  
Laboratory Vashi

Gross Alpha & Beta

$^{226}\text{Ra}$   $^{228}\text{Ra}$   $^{238}\text{U}$  in water

$^{60}\text{Co}$   $^{137}\text{Cs}$  in steel

$^{238}\text{U}$   $^{232}\text{Th}$   $^{226}\text{Ra}$   $^{40}\text{K}$  in

coal, flyash & soil

IRRADIATORS



RAL RPP VASHI



KRUSHAK



EBU



**(III) Mandate:**

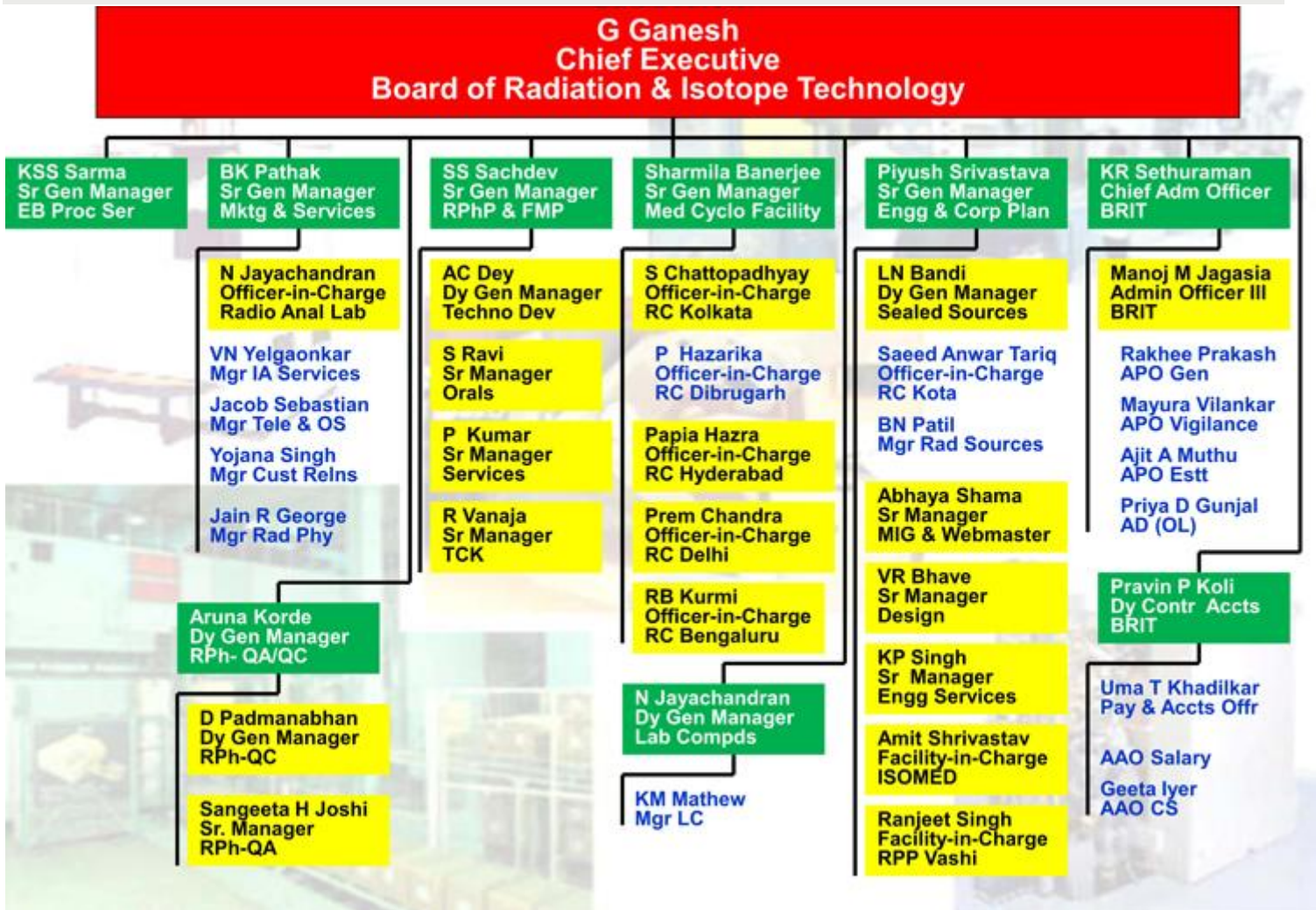
The mandate of the Organization, on which its program are based, covers:

- i. Reaching the fruits of R&D in the field of radioisotope and radiation technology to the society.
- ii. Commercial exploitation of this technology without losing sight of societal obligations.
- iii. Propagation of relevant technology.
- iv. Production of radioisotopes through research reactors and carrying out radiation technology applications in the field of medicine, agriculture and industry.
- v. Interaction with Universities and academic institutions, Support to research and development projects having a bearing in DAE's programmes and international cooperation in relation to advanced areas of research.
- vi. Contributing to national Security.

## Chapter – 3

### ORGANIZATIONAL HIERARCHY CHART OF BRIT

#### Organization Structure



## CHAPTER - 4

DUTIES OF CONCERNED OFFICES, OFFICERS/EMPLOYEES :(i) GENERAL

Board of Radiation & Isotope Technology with its Headquarters at Vashi, Navi Mumbai, Maharashtra is functioning under the overall charge of the Chief Executive.

Duties of Chief Executive :

- Planning & Review of Projects and R & D Activities.
- Seeking Government approval for planned activities viz. Five Year Plan, Annual Plan and specific Projects.
- Responsible for implementation of policy matters in BRIT as approved by the Department / BRIT Board
- Approval of Contracts and Purchases as per delegation.
- Appointing & Disciplinary authority pertain to Group ‘B’ officials of BRIT
- Approving supply of BRIT products within DAE and other Organization in India for specified use.
- Approving export of BRIT products after DAE approval.
- Approval to Administrative proposals submitted under delegated powers

Chief Executive is assisted by Senior General Managers, Chief Administrative Officer and Deputy Controller of Accounts as incharge of various programmes/sections in BRIT as below :

Name of the incumbent official	Designation	Programme
Shri B.K.Pathak	SGM	Marketing & Services
Shri S.S.Sachdev	SGM	Radiopharmaceuticals
Shri Piyush Srivastava	SGM	Engineering & Corporate Planning
Shri K.S.S.Sarma	SGM	EBPS
Dr. (Smt) Sharmila Banerjee	SGM	Medical Cyclotron Facility & Regional Centres
Shri K.R. Sethuraman	CAO	Administration
Shri Pravin Koli	DCA	Accounts

ii) ROLES , RESPONSIBILITIES & FUNCTIONS UNDER DIFFERENT PROGRAMMES IN BRIT:

A) RADIOPHARMACEUTICALS (RPhP):

Roles & Responsibilities :

- Production of radiopharmaceuticals products as per guidelines approved by Radiopharmaceuticals Committee, DAE
- Packing of radiopharmaceutical products as per procedure
- Maintain production laboratories as per approved procedure
- Maintenance of production laboratories and working areas and procure material
- Maintain stock of raw materials as per procedure
- Procure and maintain stock of packing material
- Maintain stock/inventory of radiopharmaceutical products
- Research & Development related to radiopharmaceuticals
- Research & Development related to Hot Cell gadgets and remote handling equipments and process equipment for radioactive products
- Operation & Maintenance of laboratory equipment, ventilation electrical & waste (radioactive & inactive) management.

Functions :

- Bulk solutions of short live isotopes are transported from BARC to BRIT vashi.
- Isotopes are processed to make radiopharmaceuticals / generator / capsule etc. for diagnostic and treatment of cancer and other diseases.
- Major isotope being handled are  $^{99m}\text{Tc}$ ,  $^{99}\text{Mo}$ ,  $^{153}\text{Sm}$ ,  $^{131}\text{I}$ ,  $^{125}\text{I}$ ,  $^{32}\text{P}$ ,  $^{177}\text{Lu}$ .
- Packed in a suitable package as per AERB guide line.
- Short live isotopes are supplied to Nuclear medicine centre, all over the India.

- Radio-immuno Assay (RIA) kit are produced regularly and supplied to various RIA canthers in India , for in vitro diagnosis of disease. RIA techniques are considered as gold standard.
- Supply of radio-chemicals for R&D and industrial application.
- Quality control of RPL product.
- To provide QC services for importer (if asked for).
- Production & supply of specific ligand/ cold kits for diagnostic application for Nuclear medicine centres.
- Provides training for the NM, RIA practitioner also serves faculty for universities to propagate NM practices.
- Provides guidance to setup nuclear medicine centres.

**B) LABELLED COMPOUNDS LABORATORY(LCL):**

- Production, quality control and supply of various carbon-14 and tritium labelled compounds research institutions. Various classes of compounds include <sup>14</sup>C-labelled amino acids, carbohydrates, fatty acids, acetyl co-A, deoxy glucose, <sup>14</sup>C-urea capsules (radiopharmaceutical), other miscellaneous compounds such as urea, thiourea, carbonate, bicarbonate etc. Important tritium labelled compounds supplied are tritiated thymidine, tritiated water, folic acid, deoxy glucose etc.
- Production, quality control and supply of sulphur-35 labelled amino acids to research institutions. Various formulations of two <sup>35</sup>S-amino acids (viz. <sup>35</sup>S-methionine and <sup>35</sup>S-cysteine) are supplied under this category.
- Production and supply of tritium-filled self-luminous sources of different sizes and shapes to various defence establishments in the country.
- Dispensing, packing and supply of deuterated solvents in association with Heavy Water Board (HWB). Six solvents supplied are acetone-d<sub>6</sub>, acetonitrile-d<sub>3</sub>, benzene-d<sub>6</sub>, chloroform-d, dimethyl sulphoxide-d<sub>6</sub> and deuterated water.

### **C) MARKETING & SERVICES(M&S):**

**The functions and operations of Marketing & Services programme at BRIT:**

- **Single window for customer support and services including complaint redressal.**
- **Sales and marketing of all products and services.**
- **Order processing for Products & Services from Customers.**
- **Monitoring of Sales, Targets, Revenue receipts and Outstanding dues.**
- **Interaction with AERB & RPAD regarding Authorization of Transportation Packages**
- **Approval of Transportation Packages for Disposal of Sources,**
- **Costing of Products & Services and Scheduling of Supplies.**
- **Market Research, Advertisements & Exhibitions.**
- **Providing trouble shooting services to industries especially petrochemical through radioisotope applications.**
- **Providing radiation survey instrument calibration services.**
- **Providing Radioactivity test in food and other commodities and radiation survey services for export consignments of steel.**

## **M&S- Process of sales**

Following are the steps involved in the order processing and supply of products and order processing of services-

### **Products other than radiography**

- Initial inquiry by users about products
- Formalizing quotation/proforma invoice
- Providing technical information about the products as well as procedure to be followed in procuring the radioactive products from BRIT.
- Receipt of order with AERB authorization in specified application form (A-1 A-2 A-3 RPh-A-1 SA-4 R-1)
- Order verification and registration
- Interaction with production groups for scheduling the supply
- Communication/ Interaction with users about order status
- Receipt of manifest from production groups for generating the packing notes
- Packing note generation
- Despatch by air/PC/ PD/Speed post
- Invoice generation and payment regularisation
- Display/communication of despatch information on website, e-Mail or Telecon
- Providing support with respect to the post despatch queries

### **Process of sales of Radiography camera and radiography source**

- Initial inquiry by users about products
- Formalizing quotation/proforma invoice
- Providing technical information about the products as well as procedure to be followed in procuring the radioactive products from BRIT.
- Receipt of order with AERB authorization in specified application form (Form R-1)
- Order verification and registration



- Intimation to user for sending device for source loading.
- Receipt of device/camera
- Removal of disused source for disposal
- Inspection of device/camera
- Interaction with production groups for scheduling the supply
- Communication! Interaction with users about order status
- Receipt of manifest from production groups
- Packing note generation
- Despatch by Air/PC
- Invoice generation and payment regularisation
- Display/communication of despatch information on website, e-Mail or Telecon
- Providing support with respect to the post despatch queries

## **Services**

### **General Procedure**

- Initial inquiry by users about services
- Formalizing quotation/proforma invoice
- Providing technical information about the service as well as the procedure to be followed in availing the service from BRIT
- Visit of the site to assess the nature and quantum of the job
- Communication/ Interaction with users about order status
- Execution of service
- Invoice generation and payment regularisation
- Providing support with respect to the post service queries

## **Radioanalytical Service**

- Initial inquiry by users about services
- Formalizing quotation/proforma invoice
- Providing technical information about the service as well as the procedure to be followed in availing the service from BRIT
- Receipt of the consignment for the analysis of radioactive content
- Communication/ Interaction with users about order status
- Providing test certificate.
- Invoice generation and payment regularisation
- Providing support with respect to the post service queries

## **Calibration of radiation measuring equipments**

- Initial inquiry by users about services
- Formalizing quotation/proforma invoice
- Providing technical information about the service as well as the procedure to be followed in availing the service from BRIT
- Receipt of the equipments for the calibration
- Communication! Interaction with users about order status
- Providing calibration certificate along with the equipment.
- Invoice generation and payment regularisation
- Providing support with respect to the post service queries

## **Radiation processing service**

- Initial inquiry by users about services
- Formalizing quotation/proforma invoice
- Providing technical information about the service as well as the procedure to be followed in availing the service from BRIT

- Receipt of the consignment for the irradiation
- Communication/ Interaction with users about order status
- Labelling of the packages with lot No and date
- Providing certificate along with the irradiated consignment.
- Invoice generation and payment regularisation
- Providing support with respect to the post service queries.

### **Dosimetry service for the irradiation plant**

- Initial inquiry by users about services
- Formalizing quotation/proforma invoice
- Providing technical information about the service as well as the procedure to be followed in availing the service from BRIT
- Visit of the plant to carry out the dosimetry job
- Providing certificate.
- Invoice generation and payment regularisation
- Providing support with respect to the post service queries.

**(D) MEDICAL CYCLOTRON FACILITY**

The Medical Cyclotron Facility is a facility for the production of Positron Emission Tomography (PET) tracers of F-18, C-11, N-13, O-15. The facility consists of following sub parts-

- (i) Cyclotron and support equipment
- (ii) Radiochemistry synthesis laboratory
- (iii) Quality control (QC) laboratory.

The Cyclotron is a GE PETtrace cyclotron capable of accelerating negative ions to bombard targets with either 16.5 MeV protons with beam current 75  $\mu$ A single port, 80  $\mu$ A dual port or 8.2 MeV deuterons with beam current of 60  $\mu$ A single port. The Cyclotron is unshielded and kept in a vault for radiation protection of handling personnel. The shielding material is boronated cement concrete having thickness of ~ 1.9 metres.

Synthesis of [F-18] Radiopharmaceuticals:  $^{18}\text{F}$  produced in the Cyclotron is transferred to the hot cell (Tracerlab®) through shielded Tefzel® tubing. The radionuclide is used to formulate clinically useful compounds like  $^{18}\text{F}$ [FDG-Fluorodeoxyglucose] (neurology, oncology and cardiology) /  $^{18}\text{F}$ [NaF- Sodium fluoride] (skeletal imaging),  $^{18}\text{F}$ [FLT-Fluorine labeled Thymidine] (tumor proliferation) /  $^{18}\text{F}$ [FMISO-Fluoro Misonidazole] (tumor hypoxia) /  $^{18}\text{F}$  [FET-Fluoro Ethyl Tyrosine] (amino acid transport). This is done using automated radiochemistry modules (computer controlled) with facility of manual intervention.

The labelled compounds are transferred to an automated dispensing unit for dispensing into glass vials as per the requirement of following Nuclear Medicine Centres a) Radiation Medicine Centre b) Tata Memorial Centre c) Hinduja Hospital d) Bombay hospital e) Nanavati Hospital, f) Med-Care, Sushrut Hospital g) SPECT Lab, Pune, h) KEM Hospital i) SevenHills Hospital j) Lilavati Hospital k) Jupiter Hospital l) Asvini Hospital and m) Breach Candy Hospital.

Typical sale of  $^{18}\text{F}$ - radiopharmaceuticals is Rs 5.5 Cr. Typically 70 PET scans are carried out daily with  $^{18}\text{F}$ -FDG and other  $^{18}\text{F}$  radiopharmaceuticals supplied to other hospitals. The facility is the sole supplier of non  $^{18}\text{F}$ -FDG,  $^{18}\text{F}$ - radiopharmaceuticals, in Mumbai. Also in adherence with the social commitments of Department of Atomic Energy, the PET services are offered, free of cost in RMC. Around 6000 batches of  $^{18}\text{F}$ -FDG have been produced and supplied in 15 years of continuous operation (from 2002). The medical cyclotron facility is licensed to operate till December 31, 2021.

## **(E) ENGINEERING & CORPORATE PLANNING (E&CP)**

The functions and operations of E&CP programme at BRIT :

### **Production quality control supply of Radiation Technology Equipment such as:**

#### **1.1 Radiography Camera**

1.1.a Remotely operated lead shielded radiography camera Roli – 1 SS  
Capacity 35 Ci Ir-192

1.1.b Remotely operated lead shielded radiography camera Roli – 2  
Capacity 65 Ci Ir-192

1.1.c Remotely operated lead shielded radiography camera Roli – 3  
Capacity 20 Ci Ir-192

#### **1.2 Laboratory Research Irradiator (Gamma Chamber)**

1.2.a Gamma Chamber – 5000  
Capacity 14000 Ci Co-60  
Irradiation Volume 5 litres Weight approx. 5 Ton

1.2.b Gamma Chamber – 5000  
Capacity 5000 Ci Co-60  
Irradiation Volume 1.2 litres Weight approx. 4 Ton

#### **1.3 Blood Irradiator**

1.3.a Blood Irradiator (BI) – 2000 with 810 Ci Co-60  
Capacity 2000 cc Weight 3.8 Ton

1.3.b Blood Irradiator – 2000 with 3050 Cs – 137  
Capacity 2000 cc Weight 3.8 Ton

### **Production and supply of sealed sources**

#### **2.1 Co-60 sealed source**

Cobalt – 60 sealed source are fabricated and supplied for following applications

2.1.a Commercial irradiator

2.1.b Gamma Chamber

2.1.c Blood Irradiators

2.1.d Nucleonic Gauges

2.1.e Radiography Camera

Cobalt – 60 source is fabricated at RAPPCOF, Kota as well as HIRUP, BARC and RLG

2.2 Ir-192 source are supplied for Radiography camera both indigenous as well as imported cameras. Apart from above various other reference and calibration sources are also produced and supplied on demand.

**Services :**

Engineering Group of BRIT has the two different type of services

**3.1 Services for customers**

**3.1.a Radiation Processing Services**

**Radiation Processing Plant :**

Engineering Group of BRIT is operated Radiation Processing Plant for hygienization of food and allied products. Plant capacity is 1000 kCi Co-60 and throughput us 30 Ton/day

ISOMED is another plant which is operated by Engineering Group / BRIT for sterilization of medical products. Plant capacity is 1000 kCi Co-60

**3.1.b Dosimetry Services**

Dosimetry services are provided by Engineering Group / BRIT for commissioning as well as routine dosimetry

**3.2 Services for Internal system**

Engineering / BRIT is engage in maintenance of Electrical System of BRIT Vashi Complex. Apart from this upkeeping of BRIT Complex Transport Services as which part of maintenance of overall operation.

Communication system through Intranet and regular telephone line is also provided by Engineering / BRIT.

Approx. 170 employees are working in this group.

**(F) ELECTRON BEAM PROCESSING SERVICES (EBPS) :**

The industrial type Electron Accelerator – (2 MeV/20 kW) offers its commercial services to the Indian industry in the following main fields

- Crosslinking of LDPE 'O' rings for high temperature dimension stability
- Partial crosslinking of automobile components

PTFE scrap degradation; Colour enhancement in gem stones

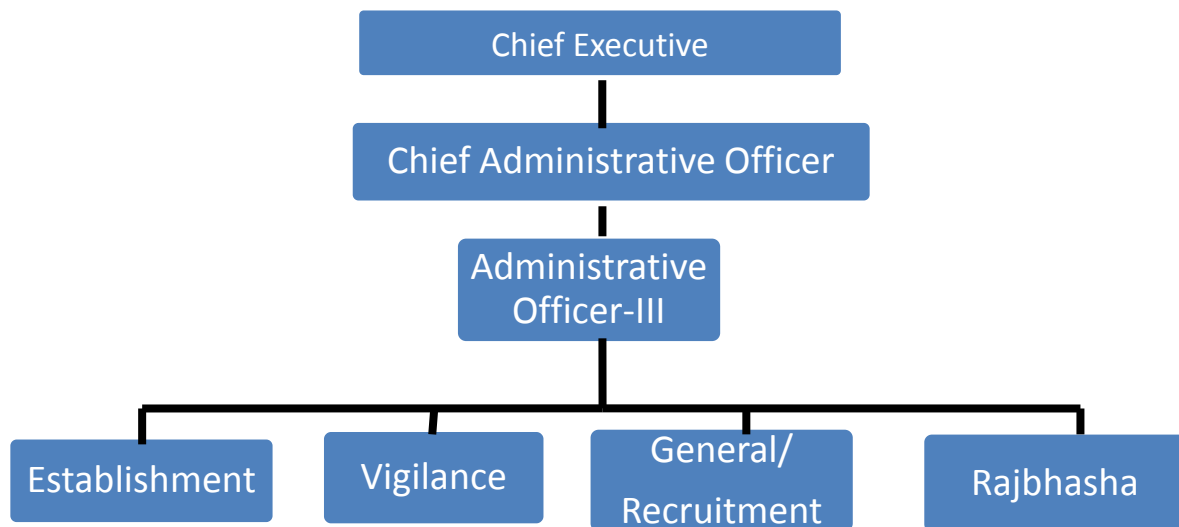
EB processing is an effective, environment-friendly and successful alternative process for polymer modifications, crystalline alterations, useful biological changes in materials



(G) ADMINISTRATION WING:(i) Role of Administration :

The role of the Administration can be conceptually divided into two parts. In its large nodal role, it acts as the formulator of policy and the watch-dog of the Government for BRIT ensuring that norms, rules and regulations, as laid down by Government, are followed, in the recruitment, regulation of service conditions, posting/transfers, deputation of personnel as well as other related issues. Towards this end, Administration monitors implementation of guidelines issued by nodal agencies under Government of India viz. Department of Atomic Energy, Department of Personnel & Training etc for the benefit of staff and organization.

At a more immediate level, Administration has the direct responsibility of controlling the Administrative sections in BRIT.

(ii) Responsibilities of officers :Chief Administrative Officer :

- Overall In-charge of Administration Wing, which deals with activities like Recruitment, Establishment matters, General Administration, Vigilance, Welfare, Official language implementation, etc.

- To advise & assist the Chief Executive on all administrative matters and responsible for providing support services to the CE in the matters dealt with by the Adm. Wing, as per GoI/DAE rules
- Responsible for processing policy matters in subjects of Administration and liaise with DAE/DAE units /other State/Central Government offices as required.
- Monitor implementation of BRIT decisions in regard to Administrative matters.
- Exercise financial powers within the limits permitted by CE.
- To process the matters related to legal & statutory arising in BRIT
- To ensure good house keeping, working environment and facilities for achieving conformity of the service.
- Designated as Central Public Information Officer (CPIO) under Right to Information Act 2005.
- He is also designated as Grievance Officer.
- Chairs/ serves as Member in various committees of BRIT.
- Appointing /Disciplinary Authority for Group C posts in BRIT.
- Responsible for Implementation of Official Language policy in BRIT with the guidance of OLIC and CE, with assistance of AO III & AD(OL).
- To ensure furnishing of regular returns/reports to DAE on administrative matters including vigilance matters.

### Administrative Officer-III

- As In-charge of Administration Sections, supervise effective functioning of Sections dealing activities like Recruitment, Establishment matters, Pension matters, General Administration, Vigilance, Welfare, Official language implementation, etc.
- Responsible for co-ordination with SGM's/GMs/OIC's of Regional Centres (Kota / Hyderabad/ Kolkata/Dibrugarh/Delhi/Bangalore) and DAE in administrative matters.
- Co-ordinates with Government offices/ statutory authorities.
- Implementing and maintaining Quality system for Administration section and ensuring that quality policy is understood, implemented and maintained by all
- Responsible for emphasizing and implementing continuous improvement program by conducting section meetings periodically and by imparting training to staff.
- Responsible for ensuring availability of pertinent documents at all points of use and withdrawal of obsolete documents as per the retention periods.
- Ensures maintenance and upkeep of records
- Ensures good house keeping in their respective areas.
- Maintenance of office equipment and award of AMCs towards this
- Responsible for budgeting and procurement of stationery, office equipment, transport, communication facilities, etc.
- Assists Chief Administrative Officer in all administrative matters.
- Functions as Head of office
- In the absence of Chief Administrative Officer on tour or on leave, Administrative Officer – III will look after the current duties and responsibilities of Chief Administrative Officer.
- Nominated as Assistant Public Information Officer of BRIT, Vashi Complex, Navi Mumbai under Right To Information Act 2005
- Assisted by Asstt. Personnel Officer and administrative staff, who have well-rounded expertise to provide a number of services to BRIT officials.

(iii) **Functions in Administration :****ESTABLISHMENT SECTION**

Establishment Section is one of the important sections of administration looking after the personnel service matters of all BRIT officials from their joining to retirement. It performs the following functions. This section comprises Upper Division Clerks, Assistant and headed by a Asstt. Personnel Officer. The section caters to serving employees as well as pensioners

<b><u>Subjects dealt</u></b>	<b><u>In brief</u></b>	<b><u>Maintenence/ Processing Time Frame</u></b>
<b>SERVICE BOOK</b>	<ul style="list-style-type: none"> <li>➤ Every step in official's career is recorded and each entry attested</li> <li>➤ Service Book is sent to Accounts for verification of services and certificate of verification recorded in the Service Book after ensuring correctness of the entries.</li> <li>➤ After completion of 18 years service, Form-24 i.e. Form of certificate of verification of service, is issued to the Government official in consultation with Accounts Officer after verification of his qualifying service</li> <li>➤ In transfer cases, Certificate will be recorded for the period up to the date for which pay is drawn by the office, even if it is part of the month/year.</li> </ul>	Maintained in duplicate. First copy to be maintained by Head of the Office and the second copy given to the Government servant for safe custody. This is a continuous process.
<b>CLOSURE OF PROBATION</b>	<ul style="list-style-type: none"> <li>➤ The Programme/Section In-charge will recommend closing of probation of the employee, and to be extended, give reasons for the same. Then vigilance clearance is obtained in respect of the employee from Vigilance Section.</li> <li>➤ If all reports are in order, then the probation is closed. For Group A&amp;B officials, the competent authority to close probation is CE, and for Group C officials, it is CAO.</li> </ul>	Prior to completion or one year of service on initial appointment of the employee, action to close his probation is taken
<b>CONFIRMATION</b>	For confirmation, a list of employees who have completed one year of service is prepared. The personal file and APAR Dossier is then placed before the Confirmation Committee, for scrutinising for confirmation of the employee in the entry grade, one year after his entry in Government Service with the approval of CE, BRIT.	<ul style="list-style-type: none"> <li>➤ Action initiated after closure of probation closure</li> <li>➤ Committee meeting is convened once in six months</li> </ul>
<b><u>LEAVE</u></b>	A Government servant's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.	➤ Duly sanctioned leave application is taken on record and debited to leave account
<b><u>LEAVE TRAVEL CONCESSION</u></b>	It is the Concession for the Government servants to meet the cost of travel performed by the Government Servants & their family members to home town / any other station in entitled class	On receipt of application, complete in all respects, sanction is issued in 5 working days.  Dealing Hand->APO->AO-III/CAO

<u>Subjects dealt</u>	<u>In brief</u>	<u>Processing / Time Frame</u>
<b>PROVIDENT FUND</b>	<p>The GPF Rules are applicable to those Central Government employees who have been appointed on or before 31.12.2003.</p> <p>Advances and Withdrawals from the Fund is sanctioned to the employees for the purposes and to the extent admissible under the PF Rules</p>	<p>On receipt of application, complete in all respects, sanction is issued in 5 working days.</p> <p>Dealing Hand-&gt;APO-&gt;AO-III/CAO</p>
Conversion of an advance into a withdrawal	A subscriber can convert an advance drawn into withdrawal on his satisfying the conditions laid down under the Rules of Advances and withdrawals.	<p>Processes in 5 working days.</p> <p>Dealing Hand-&gt;APO-&gt;AO-III/CAO</p> <p>Within one week</p>
Final withdrawal of accumulations in the Fund	When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him.	Dealing Hand->APO->AO-III/CAO
<b><u>DEPOSIT-LINKED INSURANCE SCHEME</u></b>	In the case of death of a subscriber to PF, his/her family will be paid an amount equal to average balance maintained in his Provident Fund during 3 years (36 months) immediately preceding the month of death subject to meeting eligibility conditions.	
<b><u>ADVANCES</u></b>	All applications for grant of various Advances, such as HBA, conveyance advance etc. are examined to ascertain eligibility criteria as per Rules and the advances to the extent admissible granted to govt. servants.	Processed within one week, on receipt of application, complete with necessary documents
<b><u>TRAVELLING ALLOWANCE (TA) ON TRANSFER</u></b>	Govt. servant is entitled for TA on transfer (IN PUBLIC INTEREST) from one headquarter station in which he is employed to another such station, as per entitlement under TA Rules.	<p>Processed within one week, on receipt of application, complete with necessary documents</p> <p>Dealing Hand-&gt;APO-&gt;AO-III/CAO</p>
<b>TA ON RETIREMENT</b>	When the retired employee settles down in a station other than the last station of duty, he/she is entitled to Transfer TA for self and family as admissible under the Rules.	<p>Processed within one week, on receipt of application, complete with necessary documents</p> <p>Dealing Hand-&gt;APO-&gt;AO-III/CAO</p>
<b><u>RETIREMENT ON SUPERANNUATION</u></b>	A Government Servant retires on superannuation on the afternoon of last day of the month in which the superannuation falls i.e. he attains the age of 60 years. If the date of birth is the first of a month, the Government servant will retire on the afternoon of the last day of the preceding month on attaining the age of 60 years.	Two years prior to the retirement of the Government official, the work for his retirement should commence. In cases other than superannuation, action is initiated immediately on receipt of the approval of competent authority. Follow-up is made with the retiring govt. servant to obtain necessary documents for sanction of Pension and other benefits under Pension Rules and it is ensured that the sanctions are issued well within the stipulated time.
<b>FAMILY PENSION</b>	Family Pension is granted to eligible family members and action in Estt. Section is completed well within the stipulated time.	

## VIGILANCE SECTION

This section is looking after the vigilance matters pertaining to BRIT officials. This section comprises Upper Division Clerk, Assistant and headed by a Asstt. Personnel Officer.

<b>Subjects dealt</b>	<b>Processing in brief</b>
<b>Court /Vigilance cases</b>	<b>Monitoring/Attending Court / Vigilance cases are done and status of the cases updated to DAE.</b>
<b>PRIS(I)</b>	<b>PRIS(I) awarded to Scientific Officers, Scientific Assistants and Technical personnel are processed. Compilation of data with respect to their minimum eligibility period for promotion, 'M' component is determined for each Scientific &amp; Technical personnel. After the recommendation by the review committee, approval is conveyed to Accounts for payment.</b>
<b>Annual Performance Assessment Report (APAR)</b>	<b>For Scientific &amp; Technical staff the assessment period for APAR is from 1st July to 30<sup>th</sup> June. For Administrative staff /Accounts Staff and Drivers the assessment period for APAR is from 1<sup>st</sup> April to 30<sup>th</sup> March which are being done manual /online.</b>
<b>IPR</b>	<b>Monitoring of submission of Annual Immovable Property Returns by all staff. IPRs submitted by Group A officers to be uploaded on website.</b>
<b>Despatch</b>	<b>Centralised Despatch (receipts and distribution of official communication(dak). Despatch of dak by speed post under BNPL Agreement with Post Office. Settling bills received from the Post Office on a monthly basis.</b>
<b>Periodical reports to DAE</b>	<b>Reports pertaining to disciplinary/criminal cases, court matters. and other reports pertaining to vigilance section are sent to DAE periodically i.e. monthly/quarterly/half yearly/yearly basis</b>
<b>Issuing of Temporary I cards</b>	<b>Temporary I-cards are issued to Contract workers &amp; project trainees. Issue of Temporary I-cards to employees (valid for 3 months) and issue of Pensioners ID cards</b>
<b>CHSS cards</b>	<b>Revalidation of CHSS cards of children above the age of 18 years, parents/parents-in-laws, dependent family members of the prime beneficiary. Forwarding of application for addition/deletion of beneficiaries , for issue of new CHSS cards due to loss /mutilated etc to Medical Division, BARC.</b>
<b>Redressal Grievances</b>	<b>Monitoring the grievances/queries on the Public grievances portal. Addressing the grievances /queries by collecting information from the concerned officers/sections. Uploading the reply on the portal.</b>

## GENERAL & RECRUITMENT SECTION

This section is looking after the procurement of items, settlement of various bills pertaining to BRIT, promotion and appointment to various posts in BRIT. This section comprises Upper Division Clerks, Assistant and headed by a Asstt. Personnel Officer.

Subjects dealt	Maintenance /Processing in brief
Recruitment	<ul style="list-style-type: none"> <li>➤ Based on norms relevant for posts prescribed in the Department, candidates are selected after duly completing recruitment formalities like advertisement, screening, interview, Trade Test etc.</li> <li>➤ Issuing offer of appointment alongwith attestation forms to selected candidates</li> <li>➤ On receipt of C&amp;A forms from the selected candidates the same are to be sent to police/IB for C&amp;A verification</li> <li>➤ On receipt of verification reports, candidate is called for medical examination for fitness.</li> <li>➤ Verification of relevant documents of the selected candidates on reporting for duty</li> <li>➤ Obtaining approval of the appointing authority for issue of appointment order</li> <li>➤ Opening of service book for the concerned employee</li> <li>➤ Making relevant entry in the reservation roster</li> <li>➤ The recruitment of scientific and technical personnel is generally carried out through a well-formulated specific need based training schemes after successful completion of one-year training programme called Orientation Course for Engineering Graduates and Science Post Graduates [OCES] of BARC Training School and its affiliates..</li> <li>➤ Graduates in science and diploma holders in engineering are recruited through a two-year Stipendiary training scheme (Category-I). They are absorbed as Scientific Assistant-C after successful completion of the training. Similarly, candidates having qualification of HSC (science) or SSC followed by ITI certificate are also recruited under Two-years Stipendiary Training Scheme (Category-II) and they are absorbed as Technicians after successful completion of the training.</li> </ul> <p>Reservation orders of Govt. of India in respect of candidates belonging to SC / ST /OBC / Physically handicapped as applicable to DAE are followed in recruitment and promotion</p>
Promotion	<p>All Promotions of all Scientific and Technical personnel of BARC, DAE are based on merit. The promotion scheme therefore is known as, “Merit Based Promotion Scheme”. All recruitments and promotions are carried out finally by a Standing Selection Committee constituted by Competent Authority for various categories / posts / grades.</p> <ul style="list-style-type: none"> <li>➤ Processing of promotion proposals under Merit Promotion Scheme like arranging screening committee meeting, holding trade tests/selection committee meeting, preparing proposals for creation/abolition of posts, issue of appointment orders, making necessary entry in sanction registers, etc.,</li> <li>➤ Making arrangements for holding DPCs as and when required.</li> <li>➤ Maintaining and updating statistical information on manpower.</li> <li>➤ Submitting periodical returns to DAE</li> <li>➤ Maintenance of Reservation Rosters.</li> <li>➤ Furnishing replies to the agencies on matters relating to recruitment</li> </ul> <p>For more details of norms for promotion please visit Career Digest for Recruitment and Promotion Guidelines in DAE for Scientific &amp; Technical Personnel</p>

Subjects dealt	Maintenance /Processing in brief
General Administration	<ul style="list-style-type: none"> <li>➤ Furnishing replies to Audit queries/forwarding replies to Parliament Questions</li> <li>➤ purchase and issue of stationary items as per requirement, budgetary proposals, processing Payment of telephone bills, Annual Maintenance Contract for hiring of vehicles, photocopier ,water coolers/purifiers etc., procurement of rubber stamps</li> <li>➤ Maintenance of Permanent (Imprest) Advance of Administration</li> <li>➤ Procurement of Uniform and other livery items.</li> <li>➤ Booking of air tickets for official tours through authorised agents viz. Balmer &amp; Lawrie for officials of BRIT.</li> <li>➤ Nominations of officials for various training programme under ATI</li> <li>➤ Matters pertaining to Unions / Associations Dealing with representations from employees / Employees Associations / Unions. Grant-in-aid to BRIT Staff Club</li> <li>➤ For increasing the efficiency of services, an Office Council has been set up under Joint Consultative Machinery scheme in BRIT. The issues pertaining to employees in BRIT is taken care by Office Council. Chief Executive, BRIT is the Chairman of the council.</li> </ul>
Right to Information	<ul style="list-style-type: none"> <li>➤ Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training to provide a- RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities,PIOs etc. amongst others, besides access to RTI related information / disclosures.</li> <li>➤ The basic object of the Right to Information Act is to empower the citizens,promote transparency and accountability in the working of the Government,contain corruption, and make our democracy work for the people in real sense.</li> <li>➤ Chief Administrative Officer is the designated CPIO in BRIT and Chief Executive is the Appellate Authority in BRIT.</li> <li>➤ Application received under RTI is processed and disposed within stipulated time limit of 30days/45 days, as the case may be.</li> <li>➤ Details of RTI Applications are also uploaded on BRIT website under pro disclosure rule.</li> <li>➤ Quarterly returns are also submitted within stipulated time limit</li> </ul>

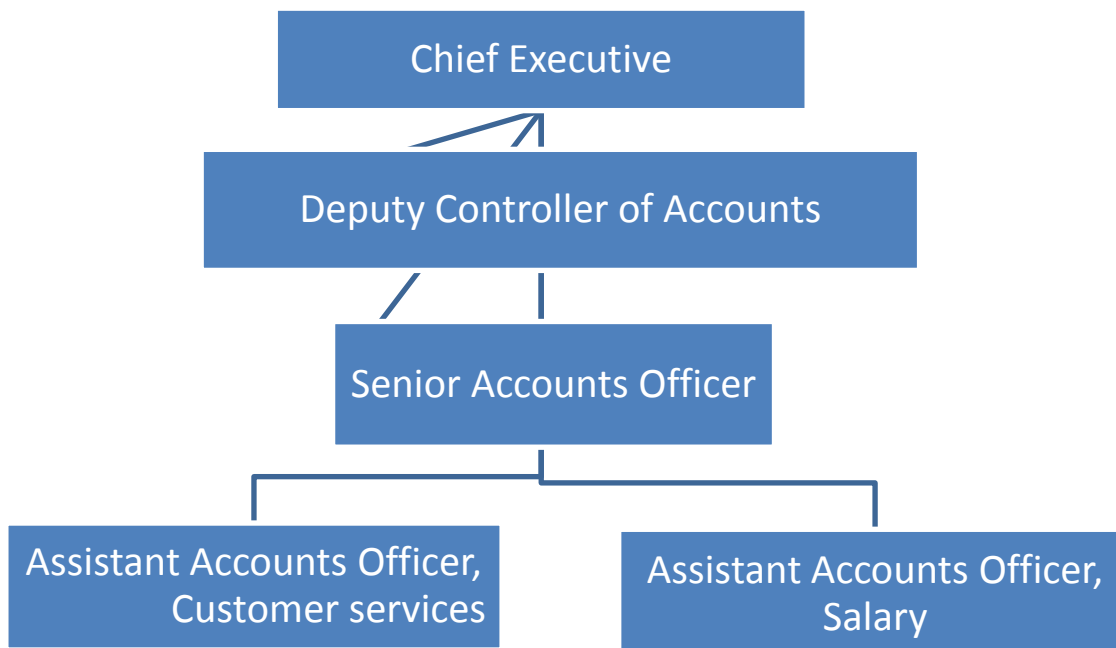
### RAJBHASHA Official Language

- The translation work from English to Hindi and vice-versa and vetting thereof.
- To acquaint the officers & staff of the BRIT with the provisions of the O.L. Act, Government rules & orders relating to Official Language and Hindi training and to help them in implementing the same
- To ensure proper compliance of the provisions of the official Languages Act and the orders pertaining to Hindi Teaching Scheme & Official Language policy in BRIT.
- to convene Official Language Implementation Committee meetings from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action taken on the decisions taken in the meetings.
- To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official language through proper channel.
- To prepare the reference and help literature to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business of BRIT
- To render services to senior officers of BRIT with regard to the implementation of orders pertaining to Hindi.
- To perform any other duty assigned by the senior officers of BRIT related to the implementation of official language Hindi.



## (H) ACCOUNTS

Duties and responsibilities of officers and subordinates in finance.



### **Dy. Controller of Accounts**

- Advises Chief Executive in matters related to finance
- Sending proposals for concurrence of IFA.
- Financial concurrence for all proposals of work and other proposals of BRIT
- Attending various meetings including Board meeting in the capacity of DCA's as well as a representative of IFA
- Preparation of budget documents, monitoring of expenditure ,replies to audit etc.

### **Senior Accounts Officer / Pay & Accts Officer**

- Responsible for all payments & its accounting and receipts.
- Giving inputs for preparation of budget.
- Vetting proposals, attending various meetings, submission of all weekly, monthly, quarterly reports to Pr. AO, DAE
- Expenditure control and authorization of pension payment order (PPO) & retirement benefits
- Attending to audit & preparing replies to audit etc.

(ii) **Functions in Accounts :**ACCOUNTS - SALARY SECTION

Work related to drawal of salary and other allowances employees and their verification of documents and calculation for Income tax purpose, service verification and preparation of pension papers, other retirement benefits, filing of all returns. This section comprises Upper Division Clerks, Assistant Accountant and headed by Assistant Accounts Officer. The section caters to serving employees as well as pensioners

- Drawal of all payments including salary as per sanction received,
- payment of advances and its settlement,
- maintenance of DDR balances, payment of retirement benefits.
- tender opening, signing of invoices etc, preparation of receipt pension budget,
- preparation of all weekly, monthly, quarterly returns
- preparation , verification of income tax calculation and uploading its details in ACES website,
- checking of service verification and pension papers.
- Acceptance of receipt, entry into ROV, preparation challan, credit to bank & keep tap of its realization,
- Return of cheques/DD's if not realised, liaison with bank, preparation of MIS report
- preparation of monthly / preparation of receipt budget quarterly returns to Principal Accounts Office, input to COMPACT, uploading of pension documents. Preparation of Pay & Allowance report.
- Payment of TA/LTC advance as per sanctions and their settlement, passing of all contingency bills and airway bills, maintenance of registers, submission of monthly returns and passing of entertainment bills
- Maintenance of DDR balances and its reconciliations, maintenance of broadsheets, payment of loans and advances and its recovery, maintenance of GPF/CPF ledger, issue of annual slip and closing of accounts. Maintenance of NPS account and its uploads.

- **Revision of PPO's already issued, e-revision and its uploads, service verification of old cases pending about three decades, COMPACT entries and its uploads.**
- **Passing of medical bills both retired and existing employees, collection of data and maintenance of excise records. Uploading the same in CBEC website after due validation. Passing of imprest and temporary advances and its adjustments, work related to GST.**
- **Passing of works bills, fabrications bills and contingent bills. Compilation of accounts, COMPACT entries and its consolidation. Maintenance of contractors income tax details and its upload in 24Q.**
- **All advances are monitored for recovery/repayment/adjustment**
- **Pension cases are forwarded to CPAO atleast one month in advance from the month of retirement.**
- **Register of valuables are closed monthly.**
- **Cheque books accounts & receipt book accounts are maintained.**
- **Temporary advance register is monitored to watch the settlement within 15 days from the drawal of the advance.**
- **Monthly account and related documents are submitted to PrAO, DAE.**
- **Quarterly pay & allowance report is submitted to Pay Research Unit, Delhi.**
- **Progressive expd status for the financial year is provided to authorities as and when required.**
- **Appropriation account, saving note, action taken note are prepared annually and forwarded to PrAO, DAE.**
- **Form no. 16 showing the summary of Gross income and income tax deducted at source is given to each employee at the end of the financial year.**
- **PF slips showing up to date GPF/CPF balances are given to each employee at the end of financial year.**

ACCOUNTS – CUSTOMER SERVICESAsst. Accounts Officer (Customer Services)

Invoice signing, Acceptance of receipts & its adjustments, remittance of receipts into bank, watching realization, pursue the customers for payments, attending to customers queries, preparation of monthly MIS reports, responding to audit, correspondence with banks.

- Signing of invoices, attending to customer queries, sending reminders, review of customer accounts, maintaining customer records after giving due credit to the money received.
- Maintenance of Service tax records
- Drawal of cheque/cash against bills received, collection & remittance, distribution of cash and issuance of receipt for the money received. Maintenance of cheque book, cash book, receipt book, and its daily closing

## Chapter 5

### Act, Rule & Regulation pertaining to BRIT

#### Atomic Energy Act, Rules and Notifications

- The Atomic Energy Act, 1962
- Atomic Energy (Arbitration Procedure) Rules, 1983
- Atomic Energy (Working of the mines, minerals and handling of prescribed substances) Rules, 1984
- Notification (July 15, 2005): w.r.t Rule 13 of Atomic Energy (Working of the mines, minerals and handling of prescribed substances) Rules, 1984
- Atomic Energy (Safe disposal of radioactive wastes) Rules, 1987
- Atomic Energy (Factories) Rules, 1996
- Atomic Energy (Radiation Protection) Rules, 2004
- Notification on Schedule of prescribed substances under Atomic Energy Act, 1962 (January 20, 2006)
- Notification: Guidelines for Nuclear Transfers (Exports) (February 1, 2006)
- Civil liability for Nuclear Damage Act
- Notification of coming into force of Civil Liability for Nuclear Damage Act 2010
- Notification of Civil Liability for Nuclear Damage Rules 2011
- Atomic Energy Radiation Processing of food and allied products rules 2012
- Career Digest of Scientific and Technical Personnel
- DAE Recruitment Rules for Administration and Accounts Personnel
- DAE Recruitment and Promotion guidelines for Auxiliary Personnel
- Guidelines for co-operation with other countries regarding peaceful uses for Atomic Energy(English Version)
- Amendment to para 8 on guidelines for co-operation with other countries regarding peaceful uses for Atomic Energy (April 2013)

➤ **Rules, Regulations, Instructions, Manual and Records for Discharging  
Administrative, Personnel & Financial Functions**

Being an organisation under Government of India, the Institute follows all such rules, regulations, instructions and manual issued by the concerned departments of government from time to time and applicable to it such as:

**Central Secretariat Manual of Office Procedure**

**Notes on Office Procedure**

**General Financial Rules**

**Delegation of Financial Power Rules**

**Central Civil Service (Pension) Rules**

**Central Civil Service (Leave) Rules**

**Central Civil Service (Leave Travel Concession) Rules**

**Central Civil Service (Conduct) Rules**

**Central Civil Service (Classification, Control and Appeal) Rules**

**Fundamental Rules and Supplementary Rules**

**General Provident Funds Rules**

**Instructions issued by the Ministry of Finance, Ministry of Health &**

**Family Welfare and Ministry of Personnel, Public Grievances and**

**Pensions in respect of establishment and administration matters**

**CS (MA) Rules**

## CHAPTER - 6

### GRIEVANCE REDRESSAL

**Grievance Redressal** is a management- and governance-related process and primarily covers the receipt and processing of complaints and a wider definition includes actions taken on any issue raised by them to avail services more effectively.

BRIT supports the right of every employee to lodge a grievance with their superiors, if they believe a decision, behaviour or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. The grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance. Grievance redressal for citizen is also implemented in BRIT in the form of RTI.

**Mechanism available for grievance redressal:**

- (i) Liaison cell/ special cell : to ensure prompt disposal of the grievance of SC/ST employees, ensure due compliance of the orders of reservation
- (ii) Nodal officer for the welfare of Pensioners
- (iii) Regional office council under the Joint Consultative Mechanism to consider issues concerning the employees in general
- (iv) Right to Information Act – Appellate Authority (1) , Central Public Information Officer (CPIO) (1) , Assistant Public Information officers (APIO) – (7)
- (v) Grievance Officer – to look into complaints/grievances of employees in BRIT
- (vi) Centralised Public Grievance Redress and Monitoring System (CPGRAMS) - Grievances of complainant are monitored and disposed without delay.

