



# Citizen's Charter (2020-21)

for

**राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केन्द्र**  
**National Centre For Polar and Ocean Research**

(पृथ्वी विज्ञान मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी संस्थान)  
(An Autonomous Society under the Ministry of Earth Sciences, Govt. of India)

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Website ID	<a href="http://www.ncpor.res.in">www.ncpor.res.in</a>
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## VISION

To contribute towards building scientific capability besides carrying out scientific research of National relevance and to play pivotal role in running strategic Polar and Ocean programs which are directly of country's interest in terms of exploring and exploiting resources towards socio-economic benefit of the society.

## MISSION

- (i) To plan, promote, co-ordinate and execute the entire gamut of polar science and logistic activities of the country in order to ensure a perceptible and influential presence of India in Antarctica and to uphold our strategic interests in the global framework of nations in the southern continent and the surrounding oceans.
- (ii) Augment the logistical assets of the country including new research bases, polar research vessels, scientific augmentations;
- (iii) Expansion of a significant, interdisciplinary observing network to support a new robust earth system models;
- (iv) Unified scientific social responsibility program to plan and implement improved mechanisms for reaching out to people and develop enhanced international collaboration in scientific field area;
- (v) Use the congregation of emerging technologies for the scientific study in strategic programs.

## FUNCTIONS

A broad view of the role of the Centre is as under: -

- Leadership role in niche areas of scientific research in the domain of polar and ocean sciences.
- Lead role in the geo-scientific surveys of the country's EEZ and its extended continental shelf beyond 200M, deep-sea drilling in the Arabian Sea basin through the IODP, exploration for ocean non-living resources such as the gas hydrates and multi-metal sulphides in mid-ocean ridges.
- Facilitator role in the scientific research activities being undertaken by several national institutions and organizations in Antarctica, the Arctic, the third pole – Himalaya and in the Indian Ocean sector of the Southern Ocean.
- Management role in implementing all scientific and logistics activities related to the Annual Indian Expeditions to the Antarctica, Arctic and the Southern Ocean.
- Management and upkeep of the Indian Antarctic Research Bases 'Maitri' and 'Bharati', the Indian Arctic base 'Himadri' and The Himalayan station 'Himansh'.
- Management of the Ministry's research vessel ORV Sagar Kanya as well as the other research vessels chartered by the Ministry.

## Main Transactions/ Projects/ Activities

Sl.	Transactions/ Projects / Activities	Responsible Person & Designation	Email
1	<b>Antarctic Operations and Infrastructure</b> <ul style="list-style-type: none"> <li>• Antarctic Science Coordination</li> <li>• Antarctic Logistics</li> <li>• Arctic Programme &amp; Logistics</li> <li>• Information Communication Technology – Web Based Services</li> <li>• Polar Biology</li> <li>• Space Weather Studies</li> <li>• Vessel Operations and Management</li> <li>• Infrastructure and Maintenance</li> </ul>	Mr. M. Javed Beg, Sci. G	mjbeg@ncpor.res.in
2	<b>Polar Sciences</b> <ul style="list-style-type: none"> <li>• Antarctic Cryospheric Studies</li> <li>• Himalayan Cryospheric Studies</li> <li>• Isotop Geochemistry</li> <li>• Polar Micropalaeontology &amp; Past Climate</li> <li>• Palaeoceanography</li> <li>• Polar Remote Sensing and Hydrodynamics of Indian Ocean Section</li> </ul>	Dr. Thamban Meloth, Scientist F	meloth@ncpor.res.in
3	<b>Ocean Sciences</b> <ul style="list-style-type: none"> <li>• Biological Oceanography</li> <li>• Environmental Impact Assessment of Anthropogenic Activities at Indian Polar Stations-A local and Global Perspective</li> <li>• Information Communication Technology – Polar Data Centre</li> <li>• Physical Oceanography</li> <li>• Indian Scientific Expedition to Southern Ocean</li> </ul>	Dr. Anil Kumar, Scientist 'F'	anil@ncpor.res.in
4	<b>Geo-scientific Studies</b> <ul style="list-style-type: none"> <li>• IODP and Deep Crustal Studies</li> <li>• Extended Continental Shelf Programme</li> <li>• Indian Ocean Geoid Low</li> <li>• Origin of the largest Geoid Low on the Earth</li> </ul>	Dr. Dhananjai K. Pandey, Scientist F	pandey@ncpor.res.in

Sl.	Transactions/ Projects / Activities	Responsible Person & Designation	Email
5	<b>Deep Sea Exploration and Mapping</b> <ul style="list-style-type: none"> <li>• Exclusive Economic Survey Mapping</li> <li>• Hydrothermal Exploration</li> <li>• Cobalt Crust</li> </ul>	Dr. John Kurian, Scientist F	john@ncpor.res.in
6	<b>International Cooperation and Outreach</b> <ul style="list-style-type: none"> <li>• International Affairs &amp; Outreach Activities</li> <li>• Programme Planning &amp; Coordination</li> </ul>	Dr. Rahul Mohan, Scientist F	rahulmohan@ncpor.res.in
7	<b>Arctic Operations</b> <ul style="list-style-type: none"> <li>• Arctic Ocean – Atmospheric Studies</li> <li>• Arctic Ecology &amp; Biogeochemistry</li> <li>• Arctic Logistics</li> </ul>	Dr. Krishnan Kottekkatu Padinchati, Scientist E	krishnan@ncpor.res.in

## Grievance Redress Mechanism

Website url to lodge Grievance-

<https://pgportal.gov.in/>

## Implementation of RTI Act 2005

Website url to file RTI applications/appeal <https://rtionline.gov.in/>

Sl.	Name of the CPIO	Helpline number	Email
1	Shri S. Anoop, Administrative Officer	0832-2525555	sanoop@ncpor.res.in

Sl.	Name of the First Appellate Authority	Helpline number	Email
1	Dr. M. Ravichandran, Director	0832-2525501	mravi@ncpor.res.in

## List of Stakeholders

Sl.	Stakeholders / clients
1)	Ministry of Earth Sciences and its attached, sub-ordinate and autonomous institutes
2)	Department of Science and Technology
3)	Ministry of Shipping
4)	Ministry of External Affairs
5)	Ministry of Civil Aviation
6)	Ministry of Home Affairs (MHA)
7)	Ministry of Defence
8)	Ministry of Health and Family Welfare
9)	Central, State and UT Administration and Govt. Service Providers
10)	Geological Survey of India
11)	ISRO/SAC/NRSC
12)	University Grants Commission (UGC)
13)	National / State/ International Universities and other Academic Institutes
14)	National Hydrographic Office
15)	All India Institute of Medical Sciences, New Delhi
16)	Indo Tibet Border Police
17)	Regional Passport Office, Goa
18)	Public Works Department
19)	Goa State Employment agencies
20)	Disaster Management (NDMA and State DMA) Authorities
21)	Media (Electronic & Print)
22)	Insurance Industry(LIC and other Insurance companies)
23)	Off shore operators (Oil Exploration, Sailing etc.)
24)	Tourism, Adventure & Sports organizers
25)	Shipping Companies
26)	National / State Research Institutes
27)	Health Services Providers and Managers
28)	Port / Harbour Trusts and Managers
29)	Private vendors / service providers

## Indicative Expectations from Service Recipients

Sl.	Indicative Expectations from Service Recipients
1	Submit duly completed application forms/ documents in all respects.
2	Institutions to responsibly use the funds released to them for research.
3	Always keep proper records of your letters and communications with the Centre.
4	If you have an appointment with an officer in the Centre, please arrive 10 minute prior to the appointment
5	If you want to cancel an appointment, please give a written notice or email well in advance
6	Send reports in the prescribed format as per prescribed timelines.
7	To check the Website regularly for updates on policies, programs and procedure.
8	Give their suggestions/ inputs on drafts placed on Centre's website/ those circulated to them.
9	Please disclose your identity to the Security personnel prior entering the Centre Campus.