

*RIGHT TO INFORMATION ACT, 2005*



NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH  
(Erstwhile National Centre for Antarctic & Ocean Research)  
(An Autonomous Body under the Ministry of Earth Sciences, Government of India)  
Headland Sada, Vasco-da-Gama, Goa – 403 804

DISCLOSURE OF INFORMATION AS PER THE REQUIREMENT OF SECTION 4 OF THE RIGHT TO  
INFORMATION ACT-2005

## (i) Particulars of Organization, Functions and Duties

### Introduction



National Centre for Polar and Ocean Research (NCPOR), (formerly known as the “Antarctic Study Centre” and “National Centre for Antarctic & Ocean Research”) an autonomous R&D organization of the Ministry of Earth Sciences, Government of India, is involved in conducting and facilitating a variety of scientific research activities ranging from co-ordinating and implementing the National Polar Programme, to scientific research in the Southern Ocean realm. Spread across 1,47,660 sq. mtr. of area on the Sada Headland, overlooking the Arabian

Sea, this Centre, since its inception has been playing a key role in:

- the overall planning, co-ordination and implementation of the scientific programmes mounted in

Antarctica

- Establishing and maintaining National Research bases in Arctic and Antarctica and for providing the operational and logistic support for the Annual Indian Scientific Expeditions to both Arctic and Antarctica as well as to Southern Ocean.
- Implementation of the Indian Continental Shelf Programme on behalf of the Ministry .
- Technical management of the country’s flagship ORV Sagar Kanya and other vessels chartered by the Ministry
- Surveys in Exclusive Economic Zone (EEZ) of India, an undertaking marine geological studies .



In addition to the above, the Centre has a well-focused scientific mandate of initiating and supporting basic and applied research in a variety of scientific disciplines and themes that are otherwise not being pursued by any institution or laboratory in the country. This scientific mandate recognizes, as its backdrop, the need to understand the relationships of the polar, atmospheric, and southern ocean realms vis-à-vis global processes, the importance of the Antarctic and Southern Ocean regions for our understanding of the global environment, the need to understand these regions as unique entities, and the opportunities presented by these realms as research platforms.



At NCPOR, the scientific endeavors are multidisciplinary in scope and content. The institute boasts of the country’s only ice-core archival, processing and analytical facilities comprising an ultra-cold room at a temperature of  $-20^{\circ}\text{C}$  and a class 100 clean room.

The analytical instrumentation for the ice samples consists of such state-of-the-art tools as Inductively Coupled Plasma, Mass Spectrometer for high sensitivity ultra-trace elemental studies,

reagent-free Ion Chromatograph, Stable Isotope Mass Spectrometer, etc. Complementing the chemical studies of the ice samples brought from Antarctica are the research activities of the Southern Ocean group with its expertise in physical, chemical, biological and geological oceanographic studies. Environmental and ecological studies pertaining to the pristine continent of Antarctica are two of the other emerging thrust areas of research at NCPOR

## **MISSION MANDATE**

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.

## Institutional Framework

NCPOR is led by a Governing Council comprising of 12 members representing a cross section of the country's leadership in Polar and Ocean Sciences, research education and administration. The Secretary, Ministry of Earth Sciences, who is also the ex-officio, Chairman, of the Governing Council, appoints the Committee. A Research Advisory Committee headed by Dr. Shailesh Nayak, Distinguished Scientist and Former Secretary, MoES advises the Centre on the formulation of the R&D programmes keeping in view the national priorities, the international developments in Polar Sciences and the opportunity areas. The overall responsibility for the planning, administration and functioning of the Centre as well as for the execution of the in-house R&D activities is vested with the Director, who is also the Member-Secretary of the Governing Council as well as that of Research Advisory Committee.

To cater to its mission mandate as well as to ensure the smooth and efficient functioning of the Centre, the institutional framework of NCPOR has been organized into different scientific, technical and management divisions/services, as follows:

- Programme Planning and Evaluation
- National Antarctic Programme (NAP)
- National Arctic Program
- Oceanographic Surveys and Services Group (OSSG)
- Southern Ocean Group
- In- House Research and Development Group
- Legal Continental Shelf Project
- Exclusive Economic Zone (EEZ) Surveys
- Management Services (Administration, Finance, Procurement & Stores)

The detailed information on Divisions as detailed below is given as links in NCPOR website [www@ncaor.gov.in](http://www@ncaor.gov.in)

- (i) Powers and Duties of its Officers and Employees**
- (ii) The procedure followed in its decision making process, including channels of supervision and accountability**
- (iii) The norms set by it for the discharge of its functions**
- (iv) The rules, regulations, instructions, manuals and records used by its employees for discharging its functions**

The Governing Council is the decision taking authority on all NCPOR matters; however, GC has vested the Administrative and Financial powers to Director, NCPOR. While performing the duties assigned to the different officers/staff, they exercise the powers as prescribed in the guidelines issued by the Ministry of Earth Sciences/Government of India from time to time, as well as those prescribed under different Manuals such as the General Financial Rules, the Manual of Office Procedures, the NCAOR Manual on Personnel & Administration Rules and Regulations 2003, etc.

- v. Statement of the categories of the documents held by it or under its control**
- vi. The particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof.**

There is no provision to seek direct consultation/participation of public or its representatives for formulation of policies of NCPOR or for its implementation. The policies are framed after due deliberations in the Research Advisory Council, Finance Committee and with the approval of the

Governing Council of NCPOR / the Government of India.

- vii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public or the minutes' of such meetings are accessible to the public**

The affairs of NCPOR are mainly monitored /controlled/ administered by three major committees i.e. (i) Governing Council (GC), (ii) Research Advisory Committee (RAC), & (III) Finance Committee (FC). The composition of the three Committees are as detailed below. The Minutes of the GC, RAC & FC meetings are not accessible to the public.

#### **GENERAL BODY & GOVERNING COUNCIL MEMBERS**

1	Dr. M. Rajeevan, Secretary, Ministry of Earth Sciences (MoES)	Chairman
2	Sh. B Anand, Additional Secretary & Financial Adviser, Ministry of Earth Sciences (MoES)	Member
3	Dr. Vipin Chandra, Joint Secretary, Ministry of Earth Sciences(MoES)	Member
4	Dr. Shailesh Nayak, RAC Chairman, NCPOR, Distinguishes Scientist & Former Secretary MoES	Member
5	Dr. Sunil K.Singh, Director, CSIR-National Institute of Oceanography (NIO), Goa	Member
6	Dr. Y.V.N. Krishnamurthy, Director National Remote Sensing Centre (NRSC), Hyderabad	Member
7	Dr. V.M. Tiwari, Director CSIR-National Geophysical Research Institute (NGRI), Hyderabad	Member
8	Dr. M. A. Atmanand, Director, NIOT, Chennai	Member
9	Dr. M. Sudhakar, Director ESSO - Centre for Marine Living Resources & Ecology (CMLRE) Kochi	Member
10	Dr. Vijay Kumar, Programme Head (NCPOR), MoES National Remote Sensing Centre (NRSC), Hyderabad	Permanent Invitee
11	Representative, NITI Aayog	Invitee
12	Director, NCPOR	Member secretary

#### **FINANCE COMMITTEE MEMBERS**

1	Sh. B Anand, Additional Secretary & Financial Adviser, Ministry of Earth Sciences (MoES)	Chairperson
2	Dr. Vipin Chandra, Joint Secretary, Ministry of Earth Sciences(MoES)	Member
3	Dr. Vijay Kumar, Programme Head (NCPOR), MoES National Remote Sensing Centre (NRSC), Hyderabad	Member
4	Director (Finance) / Deputy Secretary, MoES	Member
5	Dr. M. Ravichandran, Director, NCPOR	Member Secretary

### RESEARCH ADVISORY COMMITTEE MEMBERS

1	Dr. Shailesh Nayak, Director, National Institute of Advanced Studies (NIAS) & Former Secretary, Ministry of Earth Sciences, New Delhi	Chairman
2	Dr. Anil V. Kulkarni, Distinguished Visiting Scientist, Divecha Center for Climate Change, Indian Institute of Science, Bangalore	Member
3	Dr. R. Krishnan, Executive Director, Centre for Climate Change Research (CCCCR) Indian Institute of Tropical Meteorology, Pune	Member
4	Prof. John Turner, Senior Climatologist, British Antarctic Survey, Cambridge, UK	Member
5	Prof. Ola M. Johannessen, Founder Director, Nansen Environmental and Remote Sensing Center, Bergen, Norway	Member
6	Dr. A. Senthil Kumar, Director, Indian Institute of Remote Sensing, ISRO, Dehradun	Member
7	Dr. Yogesh Shouche, Scientist G, National Centre for Cell Science (NCCS), Pune	Member
8	Prof. N. C. Pant, Delhi University, New Delhi	Member
9	Dr. Thamban Meloth, Scientist F, ESSO-National Centre for Antarctic and Ocean Research	Member-Secretary

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72	Sh. Mohd Sayed	Jr. Asst. (Admin)	2	25200
73	Shri. Tari P. Narayan	Multi Tasking Staff	2	31100
74	Smt. Shyamala K.G. Nair	Multi Tasking Staff	2	31100
75	Smt. Radhika Sawant	Multi Tasking Staff	2	31100
76	Shri. Vir Uttam Navso	Multi Tasking Staff	2	31100

77	Smt. Sita R. Bandekar	Multi Tasking Staff	2	31100
78	Shri. Jadhav Kishore Kalgo	Multi Tasking Staff	2	31100
79	Shri. Tolu D. Velip	Multi Tasking Staff	2	31100
80	Shri Umesh Halarnkar	Multi Tasking Staff	2	31100
81	Sh. Y. Srinivas Rao	Multi Tasking Staff	1	21500

- x. **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

**Income F.Y. 2017-18**

(Annual report available on website [www.ncaor.gov.in](http://www.ncaor.gov.in))

Amount in Rs.(₹)

<b>Income</b>	<b>31-03-2018</b>	<b>31-03-2017</b>
Grants	3,40,04,52,817	2,76,50,30,148
Income from Services	5,22,54,177	11,44,58,014
Interest Earned	2,72,465	1,53,054
Other Income	6,12,581	5,180,480

**xi. The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes**

Since the Centre is fully functioning under the Grant-in-aids of Govt. of India, no subsidy is given to any person/organization.

**xii. particulars of recipients of concessions, permits or authorizations granted by it**

The activities of the National Centre for Polar & Ocean Research do not involve sanction for the grant of Concession/Permits/Authorization of any kind.

**xiii. details of the information available to, or held by it, reduced in an electronic form**

NCPOR has its own website [www.ncaor.gov.in](http://www.ncaor.gov.in) wherein information in detail is available about the NCPOR and its various activities

**xiv. 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.**

NCPOR library is maintained for the use of NCPOR scientists and employees. The students from Colleges, Universities and /or Academic Institutions can consult library after taking due approval. The desired information can be obtained from the Information Officers of NCPOR under the Right to Information Act-2005 from 0900 hrs to 1730 hrs on all working days. However the information is also available on :-

- (1) NCPOR web site      (2) Through Newspapers – as & when published
- (3) Notice Board      (4) Printed Report ([Annual Report](#))
- (5) NCPOR [Facebook](#) & [Twitter](#) account

**xv. the names, designations and other particulars of the Public information Officer**

Director, NCPOR has been designated as First Appellate Authority and Administrative Officer has been designated as Central Public Information Officer.

**Appellate Authority**

Secretary, Ministry of Earth Sciences, New Delhi who is Ex-Officio Chairman of the Governing Council of NCPOR is the Appellate Authority for dealing with the Appeals referred in Section 19 of the Right to Information Act-2005

## GENERAL INFORMATION

<u>OFFICIALS</u>	<u>DESIGNATION</u>	<u>TEL. NO.</u>
Dr. M. Ravichandran	First Appellate Authority	2520876(O), 2525610/ 2525611(R)
Shri. S. Anoop	Central Public Information Officer	2525555(O)
Working Hours	9.00 a.m. to 05.30 p.m. each working day	

Under Clauses (b) & (C) of sub-section (2) of section 27 of the Right to Information Act, 2005 the fee structure are as under which are payable at Vasco-da-Gama, drawn in favour of NCPOR by way of **Bank Demand Draft** only.

- a) a request for obtaining information under sub-section (1) of section 6 the Application fee will be Rs. 10/-
- b) for providing the information under sub-Section (1) of section 7 the fee shall be charged : Rs. 2/- per page
- 1 – for each page (in A-4 or A-3 size paper)
- 2 – actual charge or cost price of a copy in large size paper
- 3 – Inspection of record No fee for one hour.
- Thereafter Rs. 5/- for each 15 minutes
- a) for providing the information under subsection (5) of section 7 the Fee shall be charged :
- 1 – Diskette or Floppy Rs. 50/-
- 2 – For information in printed form Rs. 2/- per page

**Note : No fee shall be charged under RTI Act from persons who live below the poverty line.**

**NCPOR Address :** National Centre for Polar & Ocean Research  
(M/o Earth Sciences Government of India)  
Headland Sada, Vasco-da-Gama,  
Goa – 403 804

**Email** – [info@ncaor.gov.in](mailto:info@ncaor.gov.in)  
**Web Site** – [www.ncaor.gov.in](http://www.ncaor.gov.in)

**ई एस एस ओ - राष्ट्रीय अंटार्कटिक एवं समुद्री अनुसंधान केन्द्र**  
**ESSO - NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH**

**हेडलेण्ड सडा, वास्को-द-गामा, गोवा- ४०३८०४**  
**Headland Sada, Vasco-da-Gama – Goa – 403 804**

No: NCAOR/I/Gen(6)/12

Date: 20.02.2017

**OFFICE MEMORANDUM**

Sub:- Nomination of First Appellate Authority & Central Public Information Officer  
under Right to Information Act, 2005 – Reg.

In terms of Section 5 and Section 19 of the Right to Information Act, 2005 and in supersession of earlier orders issued on the subject, the following officers are hereby designated as Central Public Information Officer (CPIO) and First Appellate Authority (FAA) for providing information/ considering appeal in respect of applications preferred by person seeking information/ appeals under RTI Act, 2005 in respect of NCAOR.

**First Appellate Authority:**

Dr. M. Ravichandran

Director

National Centre for Antarctic & Ocean Research

Headland Sada, Vasco-da-Gama

Goa – 403804.

Tel: 0832-2525501/2520876

Fax: 0832-2520877

**Central Public Information Officer:**

Shri S. Anoop

Administrative Officer

National Centre for Antarctic & Ocean Research

Headland Sada, Vasco-da-Gama

Goa – 403804.

Tel: 0832-2525555

Fax: 0832-2525566

This issues with the approval of Competent Authority.

(एस. अनूप/ S. Anoop)

प्रशासनिक अधिकारी/ Administrative Officer

To,

All concerned

Copy for information to:

- 1) The Director, CMLRE, Kochi
- 2) The Director, ICMAM-PD, Chennai
- 3) The Director, INCOIS, Hyderabad
- 4) The Director, NIOT, Chennai
- 5) Shri. E. Haque, Scientist C, CPIO, MoES, New Delhi

(एस. अनूप/ S. Anoop)

प्रशासनिक अधिकारी/ Administrative Officer

**Sub: Declaration of PIOs/Appellate Authorities for MoES and its Attached Office/ Autonomous Body**

The following officials has been declared as the CPIOs (Central Public Information Officer) and Appellate Authorities for MoES and its Attached Offices/ Autonomous Bodies.

<b>Sr. No</b>	<b>Name of the Department</b>	<b>CPIO (Central Public Information Officer)</b>	<b>First Appellate Authority</b>
1	MoES (Hqr)	Shri. Ehtasham-ul-Haque, Scientist 'D'	Director, MoES, New Delhi
2	NCPOR, Goa	Shri. S. Anoop, Administrative Officer	Dr. M. Ravichandran, Director