

# National Centre for Polar and Ocean Research

Headland Sada, Vasco-da-Gama, Goa 403804

## RIGHT TO INFORMATION ACT, 2005

### Obligations of Public Authority

#### Manuals

(Updated as on 01.07.2024)

#### Manual 1:

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 study.



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

**Name & Address of the Organization:**

National Centre for Polar and Ocean Research  
Headland Sada, Vasco-da-Gama, Goa 403804  
(<https://www.ncpor.res.in>)

**Head of the Organization:** Dr. Thamban Meloth, Director NCPOR

**Vision, Mission and Key Objectives:**

**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**

- 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.
- Augment the logistical assets of the country including new research bases, polar research vessels, scientific augmentations;
- Expansion of a significant, interdisciplinary observing network to support a new robust earth system models;
- 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;
- Use the congregation of emerging technologies for the scientific study in strategic programs.

**Key Objectives**

The key objectives of the Institute are detailed in the Memorandum of Association (MoA) of the institute (<https://ncpor.res.in/upload/contents/Society%20%20Memorandum%20of%20Association%202022.PDF>)

## **Functions & Duties:**

The functions and duties of the institute are detailed in the Citizen Charter of the institute (<https://ncpor.res.in/upload/contents/Citizen%20carter%20NCPOR%2021032023%20Bilingual.PDF>)

**Organizational Chart/Structure of the Institute:** Available on the institute website (<https://ncpor.res.in/pages/display/262-organization-chart>)

## **Any other Details – the genesis, inception, formation of the departments and HoD from time to time as well as Committees constituted:**

Brief History of the institute along with formation of other department is given in the first page of this manual. Formation of various departments along with staff, facilities/laboratories etc. are given under the Link 'About NCPOR' in the institute website; (<https://ncpor.res.in>)

## **Name of Director:**

**Details of present Director are available at**  
<https://ncpor.res.in/pages/display/285-our-director>

**Details of previous Directors are available at**  
<https://ncpor.res.in/pages/display/353-former-directors>

## **Manual 2:**

The Powers and Duties of NCPOR's officers and employees.

**This manual includes the Powers and duties of the following officers and employees of the Institute as contained in the Memorandum of Association and Recruitment and Service Rules:**

**Powers and duties of Chairman of the Board of Governors, Director contained in the Rules and Regulations 2022 of the institute:**  
(<https://ncpor.res.in/upload/contents/NCPOR%20Rules%20and%20Regulations%202022.PDF>)

**Delegation of Powers of the Chairman, the Director, the Administrative Officer and the Accounts officer are available at**  
<https://ncpor.res.in/upload/contents/NCPOR%20Bye%20Laws%202022.PDF>

**Duties of other office bearers, is listed in Rules and Regulations 2022 of the institute:**  
(<https://ncpor.res.in/upload/contents/NCPOR%20Rules%20and%20Regulations%202022.PDF>)

**Duties of staff is as per the RRs of the institute.**

**Rules** under which these powers and duties are derived and **executed/exercised** – Powers & Duties of above Officers of the institute are defined in the Bye Laws and Rules & Regulations 2022 of the Institute.

**Work Allocation:** In a public authority, the competent authority allocates the work to different departments from time to time as per the provisions of MoA and institute Rules. The same is communicated through internal Office Orders and Notifications.

### **Manual 3:**

The Procedure followed in the decision making process, including channels of supervision and accountability.

**This manual highlights the Procedures followed for decision making including channels of supervision and accountability as per the rules of the Government of India or approved by Ministry of Education (MoE), Govt. of India/BoGs.**

The institute follows the **Process of Decision Making** as per MoA and Rules. The decisions are at different levels mainly at BoGs/Academic Council, Director/HoD and, in some cases it is at the ministry (MoE).

**Final Decision-Making Bodies:** Policy matters are decided at the level of Governing Body (GB) and Administrative Ministry (MoES) as per MoA and Rules.

Stages through which Proposal/Scheme is being implemented:

- a) Officials/ Officers: As per the work allocation orders issued to Official/Officers from time to time the proposals/files are examined and further submitted to the Director of the institute for administrative sanction/approval.
- b) Director: Give the administrative/financial approvals and if required the file is further forwarded to MoES for their concurrence. After going through all these stages the scheme/proposal is implemented by the Institute.

**Time limit** for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute. Likewise, the time limit for dispose of RTI letters and appeals is as per RTI Act, 2005.

**Channel of Supervision and Accountability:** The Organizational Chart at Manual 1 shows the Channel of Supervision & Accountability. In Scientific Group, each group is headed by a Group Head, who supervises the work of the staff of the projects under his supervision and reports to the Director of the institute. In Administration, Finance & Accounts and Purchase & Stores Section, Head of the Section supervises the work of the staff of their sections and reports to the Director (as the case may be). <https://ncpor.res.in/pages/display/275-organisation>

### **Manual 4:**

The Norms set by the Institute for the discharge of its function.

**This manual includes the norms prescribed by Governing Body of NCPOR under the Rules of Government of India as well as Memorandum of Association.**

**The Nature of functions/services offered are given below:**

To conduct scientific research towards achieving the objectives of the Institute

**Normal procedure** as per norms laid by the Governing Body is followed by the institute while executing various activities/ programmes i.e. proposal received from the departments asking for permission for financial sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/approvals are implemented.

**Time limit for Achieving Targets:** The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.

**Process of Redress of Grievances:**

A grievance Officer has been appointed at the Institute for the purpose of redressal of grievances of the staff and others. All aggrieved may approach to the Grievance Officer of the institution in the first

instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the Director NCPOR directly. Director NCPOR shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal.

Details of Grievance Officer is appended below: -

Dr. Sarat Chandra Tripathi  
Scientist F and Grievance Officer, NCPOR  
Headland Sada, Vasco-da-Gama -403804  
Goa  
Ph. 0832-2525635

Citizen of India can utilize the Public Grievance portal to report grievance

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

## **Manual 5:**

The Rules, Regulations, Instructions, Manuals and Records, held by the Institute or under its control or used by the Institute employees for discharging its functions.

**The manual contains the by-laws specified in Memorandum of Association, Fundamental Rules & Service Rules, General Financial Rules of Government of India, Recruitment and Service Rules & Quarters Allotment Rules and other such rules. The institute follows GFR of Govt. of India for all finance/purchase related matters and CCS rules for administrative matter as per decision/amendment by BoGs.**

Bye Laws including Service Conditions etc.

<https://ncpor.res.in/upload/contents/NCPOR%20Bye%20Laws%202022.PDF>

Rules and Regulations-

<https://ncpor.res.in/upload/contents/NCPOR%20Rules%20and%20Regulations%202022.PDF>

Memorandum of Association

<https://ncpor.res.in/upload/contents/Society%20%20Memorandum%20of%20Association%202022.PDF>

Rules of Pay and allowances As per prevalent Government of India Norms.

## **Transfer Policy and Transfer Orders:**

NCPOR is a Central Autonomous Body under Ministry of Earth Sciences, Govt. of India. There is no provision for transfer from one Autonomous Body to other Autonomous Body. As such, there is no transfer policy prescribed at the Institute. However, internal transfers of the employees of Institute are made from time to time for internal management. On transfer of a staff from one section to another, he/she has to handover the charge to another person and take charge of his/her respective section. In case of additional charge is assigned to an employee, he/she has to perform additional duties of additional charge assigned in addition to his/her existing duties. **Transfer Orders are uploaded in e-office notice Board of the institute which is open to all members of the Institute.**

## **Manual 6:**

**A Statement of the categories of documents that are held by the Institute or under its control.**

**This manual lists the documents held by the Institute such as Establishment and Administration Manual (Swamy's complete manual for central government offices), Manual on Disciplinary Proceedings (Swamy's complete manual for central government offices), Service Register, Pay Ledger, GPF Register, Confidential Reports, Cash Book, Annual Reports (<https://ncpor.res.in/annualreports>), Agenda/Minutes of Governing Body Meetings, Agenda/Minutes of Finance Committee Meetings, Important MoUs, Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, Hostel/Guest House Room occupancy, etc. The decision of Governing Body are circulated to members.**

Each Department/Section at the institute holds different categories of document relating to the work allocated to them by the competent authority as per MoA and related GOI Rules. The documents held by the institute are categorized in terms of the different Department holding them.

**Custodians of these documents/categories** are the respective Group Heads / Section In charges.

## Manual 7:

The affairs of NCPOR are mainly monitored /controlled/ administered by four major committees i.e. (i) Society (ii) Governing Body (GB), (iii) Research Advisory Committee (RAC), & (iv) Finance Committee (FC). The composition of the four Committees are as detailed below.

### SOCIETY

<https://ncpor.res.in/pages/display/437-society>

Hon'ble Minister, President Ministry of Earth Sciences (MoES)	Minister In-charge in the concerned Scientific Ministry, Member Govt. of Goa
Dr. M. Ravichandran, Member (Secretary, Ministry of Earth Sciences (MoES), Govt. of India)	Secretary, Member Department of Space, Govt. of India
Secretary, Member Department of Scientific & Industrial Research, Govt. of India	Principle Secretary, Member in- charge of the Department handling MoES or concerned Scientific Ministry, Govt. of Goa
Joint Secretary, Member (Ministry of Earth Sciences (MoES))	Financial Advisor, Member Ministry of Earth Sciences (MoES)
Dr. Harsh K Gupta, Member (Former Secretary, DOD/Ministry of Earth Sciences (MoES))	Dr. P. S. Goel, Member (Former Secretary, Ministry of Earth Sciences (MoES))
Dr. Shailesh Nayak, Member ( Former Secretary, Ministry of Earth Sciences (MoES) & Director, National Institute of Advanced Studies (NIAS),Bengaluru	Dr. K. Radhakrishnan, Member (Former Chairman, Indian Space Research Organisation (ISRO), Bengaluru)
Dr. Satheesh Reddy, Member Secretary, Department of Defense R&D	Dr. K. J. Ramesh, Member (Former Director General, India Meteorological Department (IMD), New Delhi)
Director, Member Secretary (National Centre for Polar and Ocean Research (NCPOR),Goa)	

### **GOVERNING BODY**

<https://ncpor.res.in/pages/display/255-governing-body>

Dr. M. Ravichandran, Secretary, Chairperson Ministry of Earth Sciences (MoES)	Joint Secretary, Member Ministry of Earth Sciences (MoES)
Financial Adviser, Member Ministry of Earth Sciences (MoES)	Chairperson RAC, Member National Centre for Polar and Ocean Research (NCPOR), Goa
Scientist G/H, Member Ministry of Earth Sciences (MoES) working as Program Head, National Centre for Polar and Ocean Research (NCPOR), Goa	Director, Member National Centre for Polar and Ocean Research (NCPOR), Goa
Senior most Scientist, Member National Centre for Polar and Ocean Research(NCPOR), Goa	Representative of NITI Aayog, Member looking after the work of Ministry of Earth Sciences (MoES)
Dr. Rasik Ravindra, Member Former Director, National Centre for Polar and Ocean Research (NCPOR), Goa	Prof. Harilal Menon, Member Vice Chancellor, Goa University
Dr. R. Krishnan, Member Director, Indian Institute Of Technology Madras (IITM), Pune	Dr. Prakash Chauhan, Member Director, National Remote Sensing Centre (NRSC), Indian Space Research Organisation, Department of Space, Hyderabad
Head/In-charge of Administration, Member Secretary National Centre for Polar and Ocean Research (NCPOR), Goa	

### **FINANCE COMMITTEE**

<https://ncpor.res.in/pages/display/257-finance-committee>

Sl.	Members
1.	Financial Adviser, Chairperson Ministry of Earth Sciences (MoES)
2.	Scientist G/H, Member Ministry of Earth Sciences ( MoES) working as Program Head, National Centre for Polar and Ocean Research (NCPOR), Goa
3.	Director, Member National Centre for Polar and Ocean Research (NCPOR), Goa
4.	Head/In-charge of Administration, Member National Centre for Polar and Ocean Research (NCPOR), Goa
5.	Director, Member Indian National Centre for Ocean Information Services (INCOIS), Hyderabad
6.	Ms. Madhulika Sukul, Member Former Secretary to Govt. of India & Controller General of Defense Accounts.
7.	Mr. Parveen Kumar Bansal, Member CA, (Ex, VP, Income Tax App. Tribunal)
8.	Senior Finance Officer, Member Secretary National Centre for Polar and Ocean Research (NCPOR), Goa



## RESEARCH ADVISORY COMMITTEE

<https://ncpor.res.in/pages/display/256-research-advisory-committee>

Dr. Shailesh Nayak, Chairperson Director, National Institute of Advanced Studies (NIAS), Bengaluru & Former Secretary, Ministry of Earth Sciences(MoES)	Scientist G/H, Member Ministry of Earth Sciences (MoES) working as Program Head, National Centre for Polar and Ocean Research (NCPOR), Goa
Director, Member National Centre for Polar and Ocean Research(NCPOR), Goa	Dr. Rasik Ravindra, Member Former Director, National Centre for Polar and Ocean Research (NCPOR), Goa
Prof. Harilal Menon, Member Vice Chancellor, Goa University	Dr. R Krishnan, Member Director, Indian Institute of Tropical Meteorology (IITM), Pune
Dr. Prakash Chauhan, Member Director, National Remote Sensing Centre (NRSC), Indian Space Research Organisation, Department of Space, Hyderabad	Dr. John Turner, Member British Antarctic Survey, Cambridge, UK
Prof. K.S. Krishna, Member University of Hyderabad, Hyderabad	Prof. D. Sengupta, Member Chairman, Centre for Atmospheric and Oceanic Sciences (CAOS), Bengaluru
Dr. N.C. Pant, Member Delhi University, New Delhi	Prof. A. A. Mohamed Hatha, Member Cochin University of Science and Technology(CUSAT), Kochi
Senior most Scientist, Member Secretary National Centre for Polar and Ocean Research (NCPOR), Goa	

In addition to statutory committees, the institute follows a practice of constituting committees on issues pertaining to stake holders or representations by stake holders to examine. Decision follows the recommendations of the committees.

**The meetings are open only for members.**

**The Minutes of the GB, RAC & FC meetings are accessible to members of the Institute.**



## Manual 8:

### A directory of NCPORs Officers and Employees:

- Names and designations of the officers of the institute (department-wise) are mentioned in the reporting structure mentioned in Annexure 1
- Individual profiles of employees of the institute including their phone numbers and email-id is uploaded on institute website (<https://ncpor.res.in/profiles>)
- Contact details of Laboratory areas are appended below (STD code 0832): -

	<u>Laboratories</u>	<u>Phone</u>
1	FE-SEM LAB	2525579
2	Isotrace Lab	2525518/519
3	Plankton Bio Lab	2525693
4	MASTIL lab	2525646
5	IRMS Lab	2525625
6	Ice Core lab/HPLC	2525627
7	Wet Chemistry Lab	2525642
8	Environmental Lab	2525675
9	Polar Biology Lab	2525628
10	AAS Lab	2525639
11	Hydrothermal	2525673
12	Cryo-Bio Lab	2525582
13	Sem Lab	2525634

Note:- For any details please contact Pilot No. 2525600/601 [Security (Main Gate)]  
NCPOR Address: National Centre for Polar & Ocean Research  
(Ministry of Earth Sciences, Government of India)  
Headland Sada, Vasco-da-Gama, Goa-403804

Email – [info@ncpor.res.in](mailto:info@ncpor.res.in)  
Web Site – [www.ncpor.res.in](http://www.ncpor.res.in)

## Manual 9:

The monthly remuneration received by each of NCPORs regular officers and employees, including the system of compensation as provided in its regulations.

**This manual includes the remuneration received by each of its officer and employees. It also describes the system of compensation such as compensatory leave, Extra Ordinary Leave & Commuted Leave on Medical grounds. The remuneration benefits as approved by the BoGs based on the instructions of the ministry are implemented in the institute.**

- List of regular employees with Basic pay is placed at Annexure 2 of this document.
- Property Return details of Group A' employees of the institute uploaded on the institute website (<https://ncpor.res.in/contents/listing/2/>)

**System of Compensation** as provided in its regulations: Compensatory Leave, Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds, Medical care etc. as per (CCS, 1972 Rules) GoI Rules and Regulations available at: <https://doppw.gov.in/en/rulesregulations/central-civil-services-pension-rules-1972>.

## **Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]**

<b><u>OFFICIALS</u></b>	<b><u>DESIGNATION</u></b>	<b><u>TEL. NO.</u></b>
Dr. Thamban Meloth	First Appellate Authority	0832-2525501,
Sh. M. M. Subramaniam, Scientist E	Central Public Information Officer	0832-2525553
Working Hours	09:00 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 :
- 1 – for each page (in A-4 or A-3 size paper) Rs. 2/- per page
  - 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

## **No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**

**No. of employees against whom disciplinary action has been: Pending for Minor penalty or major penalty proceedings since 01.04.2023: Nil**

**No. of employees against whom disciplinary action has been: Finalised for Minor penalty or major penalty proceedings since 01.04.2023: 01**

## **Programmes to advance understanding of RTI (Section 26)**

### **Programmes to advance understanding of RTI:**

#### **Educational programmes:**

The institute included one session of 1 hour on RTI Act, 2005 in many of the short term and long term training programmes. Nodal Officer and CPIO of the institute have delivered expert talks on RTI Act, 2005 in various STCs in the institute. In addition, expert sessions (online mode) are also arranged. Lat such training was held on Mar 2024.

#### **Efforts to encourage public authority to participate in these programmes:**

Faculty, staff and students are encouraged to participate in the programmes. In addition, circulars/notifications received from CIC are forwarded to employees of the institute.

#### **Update & publish guidelines on RTI by the Public Authorities concerned: RTI Manuals,**

Mandatory Disclosures, other information, etc. are uploaded/updated on regular intervals (as on 01.07.2024).

## **Manual 10:**

The budget allocated to NCPOR, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

**The annual budget allocation and proposed expenditures is included in this manual. The budget is proposed by the HoDs/Section Incharges based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and Governing Body for consideration and approval. The activities approved by the Governing Body are carried out and budget allocated for activities are utilized by the department.**

### **Tentative Budget allocation FY 2023-24**

	Budget Estimates (Crore)
Revenue	215.0700
Capital	303.2500
Total	518.3200

Report on Disbursements made is placed in the institute annual reports <https://ncpor.res.in/annualreports>

The reports are made available on the above linking soon after tabling it before both the Houses of Parliament.

## **The Foreign and Domestic Tours**

No separate Budget is allocated for foreign and domestic tours. The expenditure is met from within the Institute budget received from MoES. The details of Grants received from MoE is mentioned in Annual Report available on <https://ncpor.res.in/annualreports>

## **Information related to Procurements**

a) Notice/tender enquires, and corrigenda if any thereon is available under the link, 'Tender' on the institute website: <https://ncpor.res.in/tenders>

(b) the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and (d) the rate/ rates and the total amount at which such procurement or works contract is to be executed for the procurement made through GeM are available on for all such orders placed through the GeM portal [https://gem.gov.in/view\\_contracts](https://gem.gov.in/view_contracts) [Name of Buyer Entity: National Centre for Antarctic and Ocean Research (NCAOR)].

## **Manual 11:**

The **Manner of execution of subsidy programmes**, including the amounts allocated and the details of beneficiaries of such programmes:

**The institute does not operate any subsidy programmes.**

### **Discretionary and non-discretionary Grants:**

No such grant is available with the institute for allocation to State Govt./ NGOs/other institutions.

## **Manual 12:**

**Particulars of Concessions, Permits or Authorizations granted by the Institute.**

NIL

### **CAG Paras and the Action Taken Report (ATR) is available at:**

The annual accounts of the Institute have been audited by CAG up to year 2022-23 in October 2023. A total of 36 CAG Audit para are outstanding as on 01.07.2024 and there is no PACs / ATR pending for submission to parliament in respect of the Institute.

### **Manual 13:**

#### **Publicity band Public Interface**

Relevant Acts, Rules, Forms and other documents which are normally accessed by citizen are provided in Institute website <https://ncpor.res.in/> and on <https://ncpor.res.in/contents/listing/2/>

Details in respect of the information, available to or held by NCPOR, reduced in an electronic form.

Information manual/handbook available in Electronic format: Yes <https://ncpor.res.in/contents/listing/2/>  
Information manual/handbook available in Printed format : Yes available with CPIO Whether

Information manual/ handbook available free of cost or not [Section 4(1)(b)]:

#### **List of Materials available at Free of Cost:**

The Softcopy of Annual Report, RTI Information Manual, Institute Publications/documents, Journal Abstracts, Newsletter, MoA, Rules & Regulations,, e-print resources and other manuals can be downloaded free of cost from the institute's website.

All the publications of the Institute and Antarctic expedition reports are available in digital depository of the NCPOR Library available at <https://ncpor.res.in/libraries>

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.

#### **List of information available at reasonable cost:**

All the information accessible (except exempted material under provision of RTI) as per RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules.

#### **E-Governance:**

RTI Manuals are available in English Language. The manual is available under the link RTI Act in the institute website at: <https://ncpor.res.in/contents/listing/2/>

Last date of Annual updation: 01.07.2024

Information available in electronic form [Section 4(1)(b)(xiv)]: List is presented in Manual 6 above.

### **Manual 14:**

#### **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.**

**The requisite information under RTI Act can be had from CPIO of the Institute on all working days from 9.00AM to 5.30PM.**

Sh. M.M. Subramaniam, Scientist E , NCPOR  
Headland Sada, Vasco-da-Gama – 403804 Goa'

Ph. 0832-2525553, [mmsubbu@ncpor.res.in](mailto:mmsubbu@ncpor.res.in)

#### Current and past CPIOs

Sl.	Name of CPIO	From	To
1	Sh. S. Anoop	20.02.2017	27.06.2022
2	Dr. Krishna K.P.	28.06.2022	16.03.2023
3	Sh. M.M. Subramaniam	16.03.2023	Till date

#### Current and past FAAs:

Sl.	Name of CPIO	From	To
1	Dr. M. Ravichandran	20.02.2017	10.10.2021
2	Sh. M.J. Beg	28.06.2022	31.08.2022
3	Dr. Thamban Meloth	16.03.2023	Till date

**Most of the Schemes/Projects/programmes of NCPOR** are ongoing and outcome of the same are updated in the Annual report of the Institute.

Annual Report of the institute is available at: <https://ncpor.res.in/annualreports>

**Frequently Asked Questions (FAQs):** It is available at the link: <https://ncpor.res.in/upload/contents/FAQ%20RTI%20NCPOR.PDF>

#### Manual 15:

**Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]:**

The name, designation and other particulars of the **CPIO appointed**

Sh. M.M. Subramaniam, Scientist E , NCPOR  
Headland Sada, Vasco-da-Gama – 403804 Goa'  
Ph. 0832-2525553, [mmsubbu@ncpor.res.in](mailto:mmsubbu@ncpor.res.in)

The name, designation and other particulars of the **First Appellate Authority appointed**

Dr. Thamban Meloth, Director NCPOR  
First Appellate Authority  
Ph. 0832-2525501, [Director@ncpor.res.in](mailto:Director@ncpor.res.in)

**The name, designation and other particulars of the Chief Vigilance Officer** appointed vide office Order No. HRA-12013/1/2022-ADMIN-NCPOR dated 28.05.2024

Dr. Manish Tiwari, Scientist F, NCPOR  
Ph. 08322525694, [manish@ncpor.res.in](mailto:manish@ncpor.res.in)

**Third Part Audit of Proactive Disclosures of detailed information of NCPOR (as required under RTI Act 2005)**

Third Party Audit of NCPOR, carried out by external institutes/organizations is given as per detail given below:

1. By Indian Institute of Public Administration (IIPA), New Delhi-110002 for year 2020-21  
Report available at  
[https://ncpor.res.in/upload/contents/Third%20Party%20Audit%20Report%202020\\_21\\_110724.PDF](https://ncpor.res.in/upload/contents/Third%20Party%20Audit%20Report%202020_21_110724.PDF)

**Details about Number of applications received (by both CPIO and First Appellate Authority) under RTI Act, 2005 and Information provided (from 2019-20 onwards)**

Year	No. of applications received	No. of applications disposed	No. of applications transferred	No. of appeals received	No. of appeals disposed	No. of applications filed with CIC
2019-20	25	24	1	1	1	0
2020-21	16	16	0	1	1	0
2021-22	19	19	0	1	1	0
2022-23	16	16	0	1	1	0
2023-24	47	47	0	3	3	0

**Any Other Information**

- a) **Citizens' Charter:** <https://ncpor.res.in/contents/listing/2>

A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. The objective of Charter exercise is to build bridges between citizens and administration and to streamline administration in tune with the needs of citizens. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders etc.

**Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information:**

<https://ncpor.res.in> and <https://ncpor.res.in/contents/listing/2>

**Whether STQC certification obtained and its validity:** The institute has initiated the process of obtaining STQC.

The reporting structure of the Institute as on 01.07.2024 is appended below: -

	<b>Director</b> Thamban Meloth	<b>Director Office</b> PA to Director – Pallavi Naik, Executive (Admn)		Pallavi Naik, Executive (Admn) Travel Desk
		<b>Program Planning Section</b> Section Head – Lalit Kumar Ahirwar*, Sci. F		PP Desk
	<b>Groups &amp; Group Director</b>		<b>Sections &amp; Scientist-in-Charge</b>	<b>Staff</b>
<b>1</b>	<b>Polar Sciences Group</b> Group Director - Rahul Mohan, Scientist F	1.1	Biological Oceanography Section SIC – Sarat Chandra Tripathy Scientist F	Sarat Chandra Tripathy, Sci. F P. V. Bhaskar, Sci. E Pandi Sudarsanarao, Project Sci.-II Pratika Singh, RA
		1.2	Biogeochemistry Section SIC – Rajani Kanta Mishra Scientist F	Rajani Kanta Mishra, Sci. F Ganesh Chandavale, Sci. Asst. Gr. B Ravidas K Naik*, Project Sci.-III Venkataramana Vankara, Project Sci.-II Melena Soares Augusta, Project Sci.-II Anand Prakash, Project Sci. Asst.
		1.3	Physical Oceanography Section SIC – Alvarinho J. Luis Scientist F	A. J. Luis, Scientist F Prince Prakash, Sci. E Shailesh Pednekar, Sci. E K Gurumoorthi, Project Sci.-I
		1.4	Polar Remote Sensing Section SIC – Babula Jena, Scientist E	A. J. Luis, Sci. F* Babula Jena, Sci. E
		1.5	Ocean Observations and Modelling Section SIC –Sabu P., Scientist E	Sabu P., Sci. E Jenson George, Sci. E Ravidas K Naik, Project Sci.-III Pauly Baby John, Project Sci.-I
		1.6	Past Climate and Ocean Studies Section (SIC – Manish Tiwari, Sci. F)	Rahul Mohan, Sci. F Manish Tiwari, Sci. F Shramik Patil, Sci E Vikash Kumar, Sci. D Sahina Gazi, Sci Asst. Gr. A Viola Rodrigues, Sci Asst. Gr. A Abhilash Nair, Project Sci.-II Cheryl A. Norohna E. D'Mello, Project Sci.-I Sarath Chandraprasad T., Project Sci.-I Biswajit Roy, DST-INSPIRE Sreevidya E., DST-SERB NPDP
		1.7	Himalayan Cryosphere Section (SIC – Parmanand Sharma, Sci. F)	Thamban Meloth*, Director Parmanand Sharma, Sci. F Bhanu Pratap, Sci. D Sunil Oulkar, Project Sci.-I Anupam Gokhale, RA
		1.8	Antarctic Cryosphere & Environment Section (SIC – Laluraj C.M., Sci. F)	Thamban Meloth* , Director Laluraj C.M., Sci. F Anoop Kumar Tiwari, Sci. F Waliur Rahaman, Sci. E* Runa Antony, Sci. E Bhanu Pratap, Sci D*



				Vikram Goel, Sci. D Bhikaji L. Redkar, Sci. Asst. Gr. B Ashish Paiguinkar, Sci. Asst. Gr. A Aritri Sanyal, Project Sci.-I Rahul Dey, Project Sci.-I Binish M.B, Project Sci.-I Ujwala Arun Amberkar, Project Sci.-I
		1.9	Isotope Geosciences Section (SIC – Waliur Rahaman, Sci. E)	Waliur Rahaman, Sci. E Lathika N., Sci. D Mohd Tarique, Sci D* Priyesh Prabhat, Project Sci.-I Khushi Tari, MTS
		1.10	Information Technology and Services Section (SIC – Lalit Ahirwar, Sci. F)	Lalit Ahirwar, Sci. F Nexsan Barreto, Technician Gr. B Divy Kumar Pandya, Project Sci.-I
		1.11	Antarctic Science Coordination Section (SIC – Yogesh Ray*, Sci. E)	Yogesh Ray*, Sci. E Shramik M. Patil*, Sci E Mahesh S. Badanal, Project Sci.-III
		1.12	Outreach and Cooperation Section (SIC – Avinash Kumar, Sci. E)	Rahul Mohan*, Sci. F Avinash Kumar, Sci. E Swati Nagar, Project Sci.-II Juhi Yadav, Project Sci.-I Biji V.C, Project Consultant-I (SSR)
		1.13	Infrastructure and Maintenance Section (SIC -Ravikant Sharma, Sci. E)	Ravikant Sharma, Sci. E Yogesh Thakur, Project Sci.-I Varun Gupta, Officer (P&S) Avinash B. Harijan, Project Engg.-(Civil) Mohmed Hilal, Project Engg.-I (Electrical)
		1.14	Polar Data Services Section (SIC- V. S. Samy, Scientist F)	V.S. Samy, Sci F Shubham Dwivedi, Project Sci.-I
<b>2</b>	<b>Marine Geosciences and Exploration Group</b> Group Director – John Kurian P., Scientist F	2.1	Marine Minerals Section (SIC – Parijat Roy, Sci. E)	Parijat Roy, Sci. E Mohd Tarique, Sci. D Shruti Rana, Sci. C Deepak Kumar Agarwal, Project Sci.-I Koushick Sen, Project Sci.-II Syed Aftab Hussain, Project Sci.-I
		2.2	Continental Shelf Studies Section (SIC – Ajeet Kumar, Sci. E)	John Kurian, Sci. F* Ajeet Kumar, Sci. E Nisha Nair, Sci. D* Arjun V H, Project Sci.-I Ashlesha Saxena, Sr. Project Associate
		2.3	Deep Sea Exploration Section (SIC – Sunil V, Sci. D)	K.A. Kamesh Raju <sup>#</sup> , Visiting Scientist John Kurian P., Sci. F Sunil V, Sci. D Sanjay Singh Negi, Sci. D* Bijesh C M, Sci. D John Savio Jose, Sci. C Tyson Sebastian, Project Sci.-II Srinivas Rao A, Project Sci.-II Maria Carlos Fernandes, Project Sci.-I Priyesh Kunnummal, Project Sci.-I

				Muhammad Shuhail, Project Sci.-I Muhammed Naseef P.V, Project Sci.-I Anoop T.R, Project Sci.-I
		2.4	Marine Geosciences Section (SIC – N. Lachit Singh, Sci. D)	N. Lachit Singh, Sci. D Sanjay Singh Negi, Sci. D Nisha Nair, Sci. D Thena T., Project Sci.-I Amit Kumar, Project Sci.-I Sribin C, Project Sci.-I
		2.5	Marine Environmental Studies Section (SIC- Surya Prakash L., Sci. D)	Baban Ingole <sup>#</sup> , Visiting Scientist Surya Prakash L., Sci. D Vidya P. J., Sci. D Usha Parameswaran, Sci. D Mohd Tarique, Sci. D* Ravidas K Naik*, Project Sci.-III Periasamy R, Project Sci.-II Bhagyashri Ramesh Naik, Project Sci.-I
		2.6	Vessel Operations and Management Section (SIC – M. M. Subramaniam, Sci. E)	M. M. Subramaniam, Sci. E Bala Laxman Mhadgut Sci. Asst. Gr. A Rajaram D Swar, Consultant Smitesh S Nerurkar, Project Sci.-I Anish Kharangate, Shipboard Asst. Pawan Shiroadkar, Project Sci. Asst. Mahesh C. Gaddadamath, Project Sci. Asst. Siddu Pavan Kalyan, Project Sci. Asst.
3	<b>Antarctic Operations Group</b> Group Director – Shailendra Saini, Scientist F	3.1	Antarctic Expedition Logistics Section (SIC – Yogesh Ray, Sci. E)	M. J. Beg Consultant <sup>##</sup> Shailendra Saini, Sci. F Yogesh Ray, Sci. E Ravi Mishra, Sci. E* Anand Kumar Singh, Sci. D* Reena S. Naik, Coordinator Grade -II Vikas Singh, Project Sci.-I Ariz Ahmad, Project Sci.-I Brijesh S Desai, Executive Asst. (P&S)
		3.2	Supply Chain Logistics Section (SIC – Ravi Mishra, Sci. E)	Shailendra Saini, Sci. F* Yogesh Ray, Sci. E* Ravi Mishra, Sci. E Anand Kumar Singh, Sci. E* Tejaswani Pakhidde*, Coordinator Gr. -I Rahul Kumar*, Project Sci.-II Partha Saratha Maji, Project Sci.-I Nitin N. Naik, Executive Asst. (P&S)
		3.3	Space Weather and Atmospheric Sciences Section (SIC – Anand Kumar Singh, Sci. E)	Shailendra Saini, Sci. F* Anand Kumar Singh, Sci. E Rahul Kumar, Project Sci.-I Ariz Ahmad*, Project Sci.-I Rashmi Rawat, DST-WOS(A)
4	<b>Arctic Operations Group</b> Group Director – Manish Tiwari, Scientist F	4.1	Arctic Expedition Logistics Section (SIC – Rohit Srivastava, Sci. E)	Manish Tiwari, Sci F* Rohit Srivastava, Sci. E Nuncio Murukesh, Sci. E* Arnab Mukherjee, Sci. E* Anand Jain, Sci. E* Divya David T, Sci. E*

				Archana Singh, Sci. D* Nazira Begum, Sci. Asst. Gr. A
		4.2	Ocean-Atmosphere Section (SIC – Nuncio Murukesh, Sci. E)	Nuncio Murukesh, Sci. E Rohit Srivastava – Sci. E* Arnab Mukherjee, Sci. E Divya David T, Sci. E Sourav Chatterjee, Sci. D Teesha Mathew, Project Sci.-I
		4.3	Arctic Ecology & Biogeochemistry Section (SIC – Anand Jain, Sci. E)	Anand Jain, Sci. E Archana Singh, Sci. D Nazira Begum, Sci. Asst. Gr. A* Vipindas P. V, Project Sci.-II Venkatachalam S, Project Sci.-II Jabir T, Project Sci.-I Ashok Shivaji Jagtap, Project Sci.-I
<b>5</b>	<b>Management and Support Services Group</b>  Head, Director	5.1	Administration & Establishment (Section Head – M. M. Subramaniam*, Sci. E)	K.V.S. Kameswara Rao <sup>#</sup> , Consultant Sarita Honavarkar, Asst. Manager (A) Ravinder Singh, Sr. Executive (A) Aman Kumar Sharma, Executive (PR) Santosh Naik , Driver cum Helper Rupali A. Rane, Jr. Asst. (A) Sushama H. Chodankar, Jr. Asst. (A) Mohd. Sayeed, Jr. Asst. (A) Kedar Talaulikar, Officer (Admin. & Services) Seema Patnaik, Executive Asst. (A) Kaushalya G. Ghengat, Executive Asst. (A) Kishore Jadhav, MTS Umesh Halarnkar, MTS
		5.2	Finance & Accounts (Section Head – Lalit Ahirwar*, Sci.F)	Kaushambi Prashad, Asst. Manager (F&A) Rahul Ghule, Asst. Manager (F&A) Prakash V. Nayak, Consultant Pratibha DS. Pandey, Sr. Executive (F&A) Kennedy C. Sequeira, Jr. Executive (A) Purushottam Keni, Officer (F&A) Ashruta S Halankar, Executive Asst. (F&A) Shafula Shetty, Executive Asst. (F&A) Sameer S. Naik, Executive Asst. (F&A) Savani Naik, Executive Asst. (F&A) Uttam Navso Vir, MTS
		5.3	Procurement & Stores (Section Head – Manoj Oturkar, Jt. Manager (Admn))	Anemi Lakshmana Rao, Asst. Manager (F&A) Nikhil G Gurav, Asst. Manager (P&S) Saroj Kumar Pattanayak, Coordinator Gr. III Pradeep Kumar Singh, Sr. Executive (P&S) Axada G. Satardekar, Jr. Executive (P&S) Siddhesh D. Shirke, Executive Asst. (P&S) Vidhya S. Deshmukh, Executive Asst. (P&S) Tolu D. Velip, MTS
		5.4	Learning Resource Centre	Kaveri Kumbar, Executive (Library)

			(SIC – Parijat Roy*, Sci. E)	Sita R. Bandekar, MTS
		5.5	Rajbhasha Cell (SIC – Ravi Mishra*, Sci. E)	Ravi Mishra, Sci. E Saurabh Bhatt, Jr. Translation Officer Tejaswani Pakhidge, Coordinator Gr. I

**Basic Pay of regular employees as on 01st July 2024**

Sr.	Name of the Employee	Designation	Pay Level	Basic Pay as on 01.07.2024
1	Dr. Thamban Meloth	Director, NCPOR	15	205100
2	Dr. Rahul Mohan	Scientist-F	13A	171100
3	Dr. John Kurian	Scientist-F	13A	171100
4	Sh. V. Sakthivel Samy	Scientist-F	13A	166100
5	Dr. Sarat Chandra Tripathy	Scientist-F	13A	166100
6	Dr. Rajani Kanta Mishra	Scientist-F	13A	166100
7	Dr. Manish Tiwari	Scientist-F	13A	161300
8	Dr. Parmanand Sharma	Scientist-F	13A	161300
9	Dr. Alvarhino J. Luis	Scientist-F	13A	166100
10	Dr. Laluraj C.M.	Scientist-F	13A	161300
11	Dr. Anoop Kumar Tiwari	Scientist-F	13A	156600
12	Sh. Lalit Kumar Ahirwar	Scientist-F	13A	152000
13	Dr. Shailendra Saini	Scientist-F	13A	143300 (Interim)
14	Dr. Prince Prakash	Scientist-E	13	147000
15	Dr. Waliur Rahaman	Scientist-E	13	142700
16	Dr. Babula Jena	Scientist-E	13	138500
17	Dr. Yogesh Ray	Scientist-E	13	138500
18	Dr. Parijat Roy	Scientist-E	13	138500
19	Dr. P.V. Bhaskar	Scientist-E	13	134500
20	Dr. Avinash Kumar	Scientist-E	13	134500
21	Dr. Ravi Mishra	Scientist-E	13	134500
22	Dr. Sabu P.	Scientist-E	13	134500
23	Dr. Shailesh Pednekar	Scientist-E	13	134500
24	Dr. Rohit Srivastava	Scientist-E	13	130600
25	Dr. Nuncio Murukesh	Scientist-E	13	130600
26	Mr. M.M. Subramaniam	Scientist-E	13	130600
27	Mr. Abhishek Tyagi	Scientist-E	13	123100 (Interim)
28	Sh. Ajeet Kumar	Scientist-E	13	126800
29	Dr. Runa Antony	Scientist-E	13	123100 (Interim)
30	Sh. Ravikant Sharma	Scientist-E	13	126800
31	Dr. Shramik Maruti Patil	Scientist-E	13	123100
32	Dr. Anand Jain	Scientist-E	13	123100
33	Dr. Divya David	Scientist-E	13	123100
34	Dr. Anand Kumar Singh	Scientist-E	13	123100
35	Dr. Sunil V.	Scientist-D	12	86100
36	Mr. Sourav Chatterjee	Scientist-D	12	86100
37	Mr. Vikash Kumar	Scientist-D	12	83600
38	Ms. Archana Singh	Scientist-D	12	83600
39	Mr. N. Lachit Singh	Scientist-D	12	83600
40	Dr. Bhanu Pratap	Scientist-D	12	81200
41	Dr. Sanjay Singh Negi	Scientist-D	12	81200
42	Dr. Bijesh C.M.	Scientist-D	12	81200

Sr.	Name of the Employee	Designation	Pay Level	Basic Pay as on 01.07.2024
43	Dr. Vikram Goel	Scientist-D	12	81200
44	Dr. Surya Prakash Lankalapalli	Scientist-D	12	81200
45	Dr. Vidya P.J.	Scientist-D	12	81200
46	Dr. Usha V. Parameswaran	Scientist-D	12	81200
47	Sh. Mohd. Tariq	Scientist-D	12	78800
48	Dr. Nisha Nair	Scientist-D	12	78800
49	Dr. John Savio Jose	Scientist-C	11	69700
50	Dr. Shruti Rana	Scientist-C	11	69700
51	Mr. Manoj Oturkar	Dy. Manager (P&S)	10	82400
52	Mr. Ganesh Chandvale	Scientific Assistant Grade-B	8	86100
53	Ms. Kaushambi Prasad	Assistant Manager (F&A)	8	81200
54	Mr. Bhikaji L. Redkar	Scientific Assistant Grade-B	7	64100
55	Mr. Anemi Lakshamana Rao	Assistant Manager (F&A)	7	58600
56	Ms. Sarita Honavarkar	Assistant Manager (Admin)	7	58600
57	Mr. Rahul Pandurang Ghule	Assistant Manager (F&A)	7	49000
58	Sh. Nikhil G. Gurav	Assistant Manager (P&S)	7	44900
59	Ms. Pratibha Pandey	Sr. Executive (F&A)	7	53600
60	Ms. Sahina Gazi	Scientific Assistant Grade-A	7	52000
61	Mr. Ashish Paiguinkar	Scientific Assistant Grade-A	7	52000
62	Sh. Saroj Kumar Pattanayak	Coordinator Grade-II	7	52000
63	Mr. Nazira Begum	Scientific Assistant Grade-A	7	50500
64	Mr. Pradeep Kumar Singh	Sr. Executive (P&S)	6	52000
65	Sh. Bala Mhadgat	Scientific Assistant – A	6	43600
66	Ms. Viola Rodrigues	Scientific Assistant – A	6	43600
67	Sh. Ravinder Singh	Sr. Executive (Admin)	6	42300
68	Mr. Saurabh Bhatt	Jr. Hindi Translator	6	42300
69	Ms. Reena Naik	Coordinator Grade - II	6	55200
70	Ms. Kaveri Kumbar	Executive (Library)	6	46200
71	Mr. Aman Kumar Sharma	Executive (PR)	5	42800
72	Ms. Pallavi Naik	Executive (Admin)	5	42800
73	Mr. Kennedy Sequiera	Jr. Executive (Admin)	4	42200
74	Mr. Tejaswini Pakhidde	Coordinator Grade – I	5	39200
75	Mr. Nexsan Barreto	Technician Grade – B	5	38100
76	Ms. Axada Satardekar	Jr. Executive (P&S)	5	37000
77	Mr. Santosh Naik	Jr. Assistant (Driver)	4	42200
78	Ms. Rupali Rane	Jr. Assistant (Admin)	3	32000
79	Ms. Sushma Chodankar	Jr. Assistant (Admin)	3	32000
80	Mr. Umesh Halarnkar	M.T.S.	3	38300
81	Mr. Jadhav Kishore Kalgo	M.T.S.	3	38300
82	Mr. Tolu D. Velip	M.T.S.	3	38300
83	Ms. Sita Bandekar	M.T.S.	3	38300
84	Mr. Uttam Vir Navso	M.T.S.	3	38300
85	Mr. Mohammad Sayeed	Jr. Assistant (Admin)	3	31100
6	Ms. Khushi Tari	MTS	1	19700

