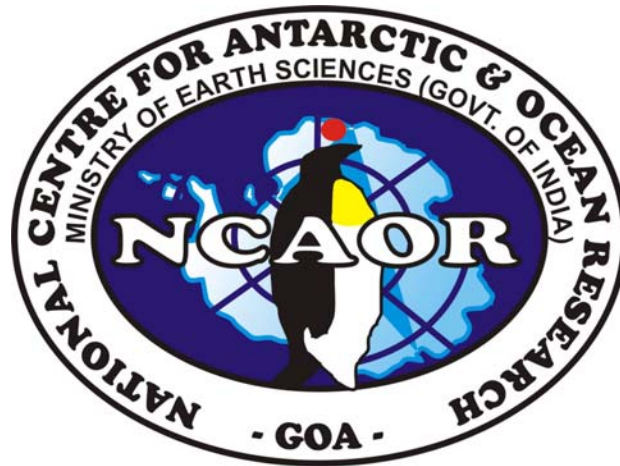


RIGHT TO INFORMATION ACT, 2005



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 Antarctic and Ocean Research (NCAOR), formerly known as the “Antarctic Study Centre” 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 NCAOR, 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°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 NCAOR

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

NCAOR 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 Prof. U. R. Rao, Member, Space Commission 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 NCAOR 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 is given as links in NCAOR website 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 NCAOR matters; however, GC has vested the Administrative and Financial powers to Director, NCAOR. 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 NCAOR 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 NCAOR / 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 NCAOR 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.

GOVERNING COUNCIL COMMITTEE MEMBERS

1	Dr. Shailesh Nayak	Secretary, MoES	Ex-Officio Chairman
2	Prof. U. R. Rao	Member, Space Commission	Co-Chairman
3	Shri Shashi Shekhar	Additional Secretary & Financial Adviser, MoES	Ex-Officio Member
4	Shri Anand Khati	Jt. Secretary (Admin), MoES	Ex-Officio Member
5	Prof. Mrinal K. Sen	Director, NGRI	Ex-Officio Member
6	Dr. S. W. A. Naqvi	Director- Incharge, NIO	Ex-Officio Member
7	Dr. N.C. Mehrotra	Former Director, BSIP	Member
8	Dr. A. S. Kiran Kumar	Director, SAC	Ex-Officio Member
9	Shri A. K. Verma, Adviser	Advisor (S&T), Planning Commission	Ex-Officio Member
10	Commodore P. K. Mishra	Director, Naval R&D	Ex-Officio Member
11	Prof. A.K. Kashyap	Dept. of Botany, Banaras Hindu University, Varanasi – 221005 (UP)	Member (Deceased)
12	Dr. S. Rajan	Director, NCAOR	Member secretary

RESEARCH ADVISORY COMMITTEE MEMBERS

1	Prof. U. R. Rao	Member, Space Commission	Chairman
2	Prof. B. N. Goswami	Director, IITM	Member
3	Prof. S. Krishnaswami	Emeritus Scientist, PRL	Member
4	Prof. S. Sengupta	Professor, Jadavpur University	Member
5	Dr. S. Shivaji	Dy. Director, CCMB	Member
6	Dr. Archana Bhattacharya	Former Director, IIG	Member
7	Dr. S. Rajan	Director, NCAOR	Member

FINANCE COMMITTEE MEMBERS

1	Shri Shashi Shekhar	Additional Secretary & Financial Adviser, MoES	Chairperson
2	Shri Anand Khati	Jt. Secretary (Admin), MoES	Ex-Officio Member
3	Shri R. K. Sharma	Scientist G, MoES	Ex-Officio Member
4	Shri R. S. Kaim	Director (Finance), MoES	Ex-Officio Member
5	Dr. S. Rajan	Director, NCAOR	Ex-Officio Member
6	To be nominated		Member-Secretary

viii. Directory of its Officers and Employees

Sr. No.	Name of the Staff	Designation	Phone No.		Email ID
			Office	Fax	
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10	Sh. Sachin Joshi	Driver			
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16	Sh. Premanand Tari	MTS	2525557		
17	Sh. Umesh Halarnkar	MTS	2525557		
18	Sh. Marcelino D'Souza	Driver			
19	Sh. Prashant Redkar	Helper			
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9	Ms. Mahananda Mandrekar	Project Asst.	2525562		
10	Ms. Sidhi S. Mesta	Project Asst.	2525561		
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5	Ms. Nisha Tamse	Project Asst.	2525576		
6	Ms. Sangeeta Rane	Project Asst.	2525576		
7	Ms. Nutan Metha	Project Asst.	2525576		
8	Ms. Sufala Shet Desai	Project Asst.	2525576		
9	Ms. Siddhita Sawant	Project Asst.	2525576		
	Security (Main Gate)		2525600 2525601		2525600 & 2525601 is also pilot no. to access the any official's no. which are not shown here.

Fax Nos.:- Director – 2520877/2525511, Logistics Section-2525520, Joint Manager (Admin)-2525566, Joint Manager (P&S)-2525573

Note:- For any details please contact Pilot No. 2525600/601

NCAOR Address: National Centre for Antarctic & Ocean Research
(Ministry of Earth Sciences, Government of India)
Headland Sada, Vasco-da-Gama, Goa-403804

Email – info@ncaor.gov.in
Web Site – www.ncaor.gov.in

ix **the monthly remuneration received by each of its officers and Employees, including system of compensation as provided in its regulations**

The Basic Pay of the Officers/Staff of the National Centre for Antarctic & Ocean Research is as given below. In addition, the officers/staff are drawing admissible allowances as per the orders of the Government of India issued and as implemented at NCAOR from time to time.

Sl. No	Name of the Staff	Designation	Pay Band	Basic pay as on 01.01.2013
	Scientists			
1	Dr. S. Rajan	Director	PB-4	53000
2	Sh. M.J. Beg	Scientist F	PB-4	52100
3	Dr. Anil Kumar N.	Scientist E	PB-4	48920
4	Dr. Thamban Meloth	Scientist E	PB-4	48920
5	Dr. Dhananjai Kumar Pandey	Scientist E	PB-3	46100
6	Dr. Rahul Mohan	Scientist D	PB-3	32280
7	Dr. Shiv Mohan Singh	Scientist D	PB-3	32280
8	Dr. John Kurian P.	Scientist D	PB-3	32280
9	Dr. Alvarinho Luis	Scientist D	PB-3	32280
10	Dr. K. Satheesan	Scientist D	PB-3	31310
11	Sh. V.S. Sakthivel Samy	Scientist D	PB-3	31310
12	Dr. Rajani Kant Mishra	Scientist D	PB-3	30390
13	Dr. Sarat Chandra Tripathy	Scientist D	PB-3	30390
14	Dr. Manish Tiwari	Scientist D	PB-3	29500
15	Dr. Anju Pandey	Scientist D	PB-3	29500
16	Dr. Parmanand Sharma	Scientist D	PB-3	29500
17	Dr. Prince Prakash	Scientist D	PB-3	29500
18	Dr. Laluraj C.M.	Scientist C	PB-3	27150
19	Sh. Lalit Kumar Ahirwar	Scientist C	PB-3	27150
20	Dr. K. P. Krishnan	Scientist C	PB-3	27150
21	Dr. Anoop Kumar Tiwari	Scientist C	PB-3	27150
22	Dr. Shailesh Pednekar	Scientist C	PB-3	27150
23	Dr. Shailendra Saini	Scientist C	PB-3	26900
24	Dr. P.V. Bhaskar	Scientist C	PB-3	26900
25	Dr. Sabu p.	Scientist C	PB-3	26110
26	Dr. Babula Jena	Scientist C	PB-3	26110
27	Dr. Waliur Rahaman	Scientist C	PB-3	26110
28	Dr. Ravi Mishra	Scientist B	PB-3	22280
29	Sh. Ajeet Kumar	Scientist B	PB-3	22280
30	Dr. Nuncio Murukesh	Scientist B	PB-3	22950
31	Ms. Runa Antony	Scientist B	PB-3	21630
32	Sh. M.M. Subramaniam	Scientist B	PB-3	21630
33	Sh. Abhishek Tyagi	Scientist B	PB-3	21630
34	Ms. Divya David	Scientist B	PB-3	21630
35	Sh. Ravikant Sharma	Scientist B	PB-3	21000
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41	Sh. Manoj Jayant Oturkar	Asst. Manager (P&S)	PB-2	20790

42	Sh. Bhikaji Laxman Redkar	Scientific Asst. Gr. B	PB-2	17030
43	Sh. Anemi Lakshmana Rao	Sr. Executive (F&A)	PB-2	14760
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45	Ms. Pratibha Pandey	Sr. Executive (F&A)	PB-2	13910
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47	Sh. Ashish Paiguinkar	Scientific Asst. Gr. A	PB-2	13500
48	Sh. Saroj Kumar Patnayak	Co-ordinator Gr. III	PB-2	13500
49	Sh. Pradeep Kumar Singh	Executive (P&S)	PB-1	12430
50	Ms. Kaveri Kumbhar	Executive (Library)	PB-1	11700
51	Ms. Reena S. Naik	Coordinator Gr. II	PB-1	14310
52	Sh. Ganesh Chandra Das	Jr. Executive (Admin)	PB-1	11860
53	Sh. Aman Kumar Sharma	Jr. Executive (PR)	PB-1	10840
54	Ms. Pallavi R. Naik	Jr. Executive (Admin)	PB-1	10840
55	Ms. Tejaswini Pakhidde	Coordinator Gr. I	PB-1	10210
56	Sh. Kennedy C. Sequeira	Jr. Executive (Admin)	PB-1	11200
57	Sh. Nexsan Barreto	Technician Gr. B	PB-1	9910
58	Sh. Santosh Naik	Jr. Asst. (Driver/Helper)	PB-1	10580
59	Ms. Rupali Rane	Jr. Executive (Admin)	PB-1	8210
60	Ms. Sushama H. Chodankar	Jr. Executive (Admin)	PB-1	8210
61	Sh. Mohd. Sayeed	Jr. Executive (Admin)	PB-1	7970
62	Sh. Tari P. Narayan	MTS	PB-1	9870
63	Smt. Shyamala K.G. Nair	MTS	PB-1	9870
64	Sh. Radhika Sawant	MTS	PB-1	9870
65	Sh. Vir Uttam Navso	MTS	PB-1	9870
66	Smt. Sita R. Bandekar	MTS	PB-1	9870
67	Sh. Jadhav Kishor Kalgo.	MTS	PB-1	9870
68	Sh. Tolu D. Velip	MTS	PB-1	9870
69	Sh. Umesh Halarnkar	MTS	PB-1	9870
70	Sh. Y. Srinivas Rao	MTS	PB-1	7000

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

BUDGET ESTIMATES FOR 2012 – 2013

Rupees in crores

Name of the Scheme	BE 2012-13
A-1. Continuing Schemes	
1. Polar Science & Cryosphere	
a. Polar Science & Cryosphere: (Expedition to Antarctica, 3 rd station, Southern Ocean Studies, Expedition to the Arctic, Polar Research Vessel and NCAOR)	290.00
2. Ocean Resources	
a. Delineation of Outer Limits of Continental Shelf	2.00
b. EEZ Surveys	25.00
c. Integrated Ocean Drilling Program	8.00
A-2. New Schemes proposed for XII Plan* (Token provision by MoES for the new initiatives)	
1. Polar Science & Cryosphere	
a. Replacement of Maitri	
b. Long term monitoring of the Kongsfjorden System for climate change studies	1.00
c. Himalayan cryosphere	20.00
2. Ocean Survey & Mineral Resources	
a. Preparatory activity towards filing application to ISBA for allocation of mine site in the Indian Ocean in respect of Polymetallic Sulphides	83.50
3. Geoscience	
a. Exploring the origin of the largest Geoid low on the Earth	1.00
b. <u>Cryosphere Processes And Climate Change</u> (CryoP ACC)	
c. Deep crustal studies	1.00
4. OCEAN RESEARCH VESSELS	
a. Construction and commissioning of an oceanographic research vessel as a replacement for Sagar Kanya	1.00

x. 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.

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

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

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

NCAOR has its own website www.ncaor.gov.in wherein information in detail is available about the NCAOR and its various activities

xiii. 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.

NCAOR library is maintained for the use of NCAOR 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 NCAOR 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) NCAOR web site
- (2) Through Newspapers – as & when published
- (3) Notice Board
- (4) Printed Report (**Annual Report**)

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

Director, NCAOR has been designated as First Appellate Authority and Shri Arun Kumar Singh, Administrative Officer/ Joint Manager (A) 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 NCAOR 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>
Director	First Appellate Authority	2520876(O), 2525610/2525611(R)
Sh. Arun Kumar Singh	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 NCAOR 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 fees shall be charged who live below the poverty line to make an application for disclosure of information.

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

Email – info@ncaor.org
Web Site – www.ncaor.gov.in

राष्ट्रीय अंटार्कटिक एवं समुद्री अनुसंधान केन्द्र
National Centre for Antarctic & Ocean Research
हेडलैण्ड सडा, वास्को-डा-गामा
Headland Sada, Vasco-da-Gama
गोवा/Goa-403804

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

Date: 03.10.2012

OFFICE MEMORANDUM

Sub:- Nomination of Public Information Officer & Assistant Public Information Officer under Right to Information Act, 2005 – Reg.

In partial modification of OM No. NCAOR/I/Gen(12)/05 dtd. 24.02.2006 and with reference to MoES letter No. MoES/20/01/2012-RTI dtd. 24.09.12, the undersigned is directed to inform that in terms of the provisions contained in section 5 of the Right to Information Act – 2005, the following officers in respect of NCAOR have been re-designate as First Appellate Authority and Central Public Information Officer, NCAOR, Goa to deal with the requests from persons seeking information.

First Appellate Authority:

Director
National Centre for Antarctic & Ocean Research
Headland Sada, Vasco-da-Gama
Goa – 403804.

Tel: 2520876 (Off)
2525610/611 (Res)

Central Public Information Officer:

Shri Arun Kumar Singh
Administrative Officer/ Joint Manager (A)
National Centre for Antarctic & Ocean Research
Headland Sada, Vasco-da-Gama
Goa – 403804.

Tel: 2525555 (Off)

Sd/-
Administrative Officer/
Joint Manager (A)

To,

- 1) The PIO, NCAOR
- 2) The APIO, NCAOR
- 3) All NCAOR Officers
- 4) Notice Board

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. B.K. Thakur, CPIO & Sci. B, MoES, New Delhi

Administrative Officer/
Joint Manager (A)

Dated: 04.02.2013

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.

Sr. No	Name of the Department	CPIO (Central Public Information Officer)	First Appellate Authority
1	MoES (Hqr)	Sh. Sandesh Saxsena, (US)	Dy. Secretary (Sh. Rishi Kumar)
2	NCAOR, Goa	Sh. Arun K Singh, (Admn Officer)	Director, NCAOR