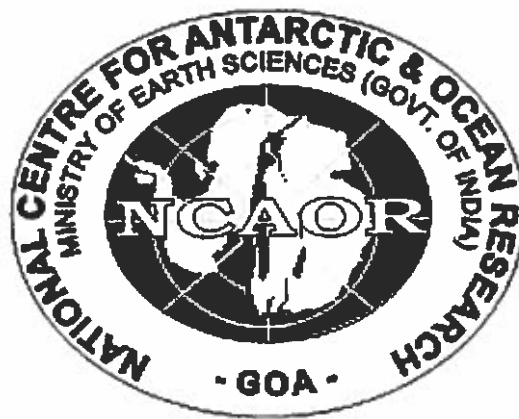


RIGHT TO INFORMATION ACT, 2005



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.

GENERAL BODY & GOVERNING COUNCIL MEMBERS

1	Dr. M. Rajeevan, Secretary, Ministry of Earth Science	Chairman
2	Prof. H. K. Gupta, Member AERB, President -Geological Soc. of India & IUGG	Member
3	Ms. Anuradha Mitra, Jt. Secretary & Financial Adviser, MoES	Member
4	Shri Anand Singh Khati, Jt. Secretary (Admin), MoES	Member
5	Dr. S. W. A. Naqvi, Director, NIO	Member
6	Shri Hamza Yusuf Bhai, Dy. Director General, GSI, Faridabad	Member
7	Dr. M.P. Wakdikar, Scientist G, MoES	Member
8	Dr. S.S.C. Shenoi, Director, NIOT, Chennai	Member
9	Dr. V. K. Dadhwal, Director, NRSC, Hyderabad	Member
10	Dr. M. Ravichandran, Director, NCAOR	Member secretary

RESEARCH ADVISORY COMMITTEE MEMBERS

1	Prof. H. K. Gupta, Member AERB, President -Geological Soc. of India & IUGG	Chairman
2	Prof. B.N. Goswami, Former Director -IITM	Member
3	Prof. Archana Bhattacharyya, Former Director -IIG	Member
4	Dr. A.K. Singhvi, Hon. Scientist PRL & President, Gujarat Science Academy	Member
5	Sh. B.K. Saha, Former Sr. Dy. Director General, GSI	Member
6	Sh. Ashwagosh Ganju, Director, SASE, DRDO	Member
7	Dr. Raj Kumar, Head OSD, AOSG/EPISA, SAC	Member
8	Dr. Anil V. Kulkarni, Distinguished Visiting Scientist, DCCC, IISC, Bangalore	Member
9	Dr. Anil Bhardwaj, Director, SPL, VSSC, ISRO	Member
10	Dr. Yogesh Souche, Scientist 'G', National Centre for Cell Science, Pune	Member
11	Dr. Thamban Meloth, Scientist F, NCAOR	Member Secretary

FINANCE COMMITTEE MEMBERS

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2	Shri Anand Singh Khati, Jt. Secretary (Admin), MoES	Member
3	Dr. M.P. Wakdikar, Scientist G, MoES	Member
4	Shri Manish Bansal, Director (Finance), MoES	Member
5	Dr. M. Ravichandran, Director, NCAOR	Member Secretary

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3	G.H. F-9		2525681		
4	G.H. F-10		2525682		
5	G.H. F-11		2525683		
6	G.H. F-12		2525684		
7	G.H. F-13		2525685		
8	G.H. F-14		2525686		
9	G.H. F-15		2525670		
10	G.H. F-16		2525671		
	Plankton Bio Lab		2525693		
	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, Logistics Section-2525520, Administrative Officer -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 01.10.2016
	Scientists			
1	Dr. M. Ravichandran	Director	PB-4	--
2	Sh. M.J. Beg	Scientist G	PB-4	61510
3	Dr. Thamban Meloth	Scientist F	PB-4	56940
4	Dr. Anil Kumar N.	Scientist E	PB-4	55080
5	Dr. Dhananjai Kumar Pandey	Scientist E	PB-4	51910
6	Dr. Rahul Mohan	Scientist E	PB-4	48920
7	Dr. Shiv Mohan Singh	Scientist E	PB-4	48920
8	Dr. John Kurian P.	Scientist E	PB-4	48920
9	Dr. Alvarinho Luis	Scientist E	PB-4	47490
10	Sh. V.S. Sakthivel Samy	Scientist E	PB-4	47490
11	Dr. Sarat Chandra Tripathy	Scientist E	PB-4	47490
12	Dr. Rajani Kant Mishra	Scientist E	PB-3	46100
13	Dr. Manish Tiwari	Scientist D	PB-3	33220
14	Dr. Anju Pandey	Scientist D	PB-3	33220
15	Dr. Parmanand Sharma	Scientist D	PB-3	33220
16	Dr. Prince Prakash	Scientist D	PB-3	33220
17	Dr. K. P. Krishnan	Scientist D	PB-3	32590
18	Dr. Anoop Kumar Tiwari	Scientist D	PB-3	32590
19	Dr. Laluraj C.M.	Scientist D	PB-3	32590
20	Sh. Lalit Kumar Ahirwar	Scientist D	PB-3	32550
21	Dr. Shailendra Saini	Scientist D	PB-3	32240
22	Dr. Shailesh Pednekar	Scientist D	PB-3	32520
23	Dr. Waliur Rahaman	Scientist D	PB-3	30440
24	Dr. P.V. Bhaskar	Scientist D	PB-3	32210
25	Dr. Sabu p.	Scientist D	PB-3	31300
26	Dr. Babula Jena	Scientist D	PB-3	31300
27	Dr. Yogesh Ray	Scientist C	PB-3	27710
28	Dr. Parijat Roy	Scientist C	PB-3	27710
29	Dr. Avinash Kumar	Scientist C	PB-3	27710
30	Dr. Ravi Mishra	Scientist C	PB-3	27150
31	Sh. Ajeet Kumar	Scientist C	PB-3	27110
32	Dr. Nuncio Murukesh	Scientist C	PB-3	27890
33	Ms. Runa Antony	Scientist C	PB-3	26360
34	Sh. Abhishek Tyagi	Scientist C	PB-3	26360
35	Sh. M.M. Subramaniam	Scientist C	PB-3	26320
36	Ms. Divya David	Scientist C	PB-3	26320
37	Sh. Ravikant Sharma	Scientist C	PB-3	24880
38	Ms. Lathika N.	Scientist C	PB-3	24840
39	Dr. Anand Kumar Singh	Scientist C	PB-3	24840
40	Sh. Sourav Chatterjee	Scientist B	PB-3	22280
41	Sh. Vikash Kumar	Scientist B	PB-3	21630
42	Sh. N. Lachit Singh	Scientist B	PB-3	21630
43	Ms. Archana Singh	Scientist B	PB-3	21630

Ministerial/ Scientific Support / Technical				
44	Sh. K. Shripathi	Joint Manager (F&A)	PB-2	29530
45	Sh. K. Venkateswarlu	Joint Manager (P&S)	PB-2	29530
46	Sh. Ganesh Chandvale	Scientific Asst. Grade B	PB-2	25280
47	Sh. Manoj Jayant Oturkar	Dy. Manager (P&S)	PB-2	24340
48	Ms. Kaushambi Prashad	Asst. Manager (F&A)	PB-2	23880
49	Sh. Bhikaji Laxman Redkar	Scientific Asst. Grade B	PB-2	19180
50	Sh. Anemi Lakshmana Rao	Asst. Manager (F&A)	PB-2	17560
51	Ms. Sarita Honavarkar	Asst. Manager (Admn) /Administration In-Charge	PB-2	17040
52	Ms. Pratibha Pandey	Sr. Executive (F&A)	PB-2	15670
53	Ms. Sahina Gazi	Scientific Asst. Grade A	PB-2	15210
54	Sh. Ashish Paiguinkar	Scientific Asst. Grade A	PB-2	15210
55	Sh. Saroj Kumar Pattanayak	Coordinator Grade III	PB-2	15210
56	Ms. Nazira Begum	Scientific Asst. Grade A	PB-2	14760
57	Sh. Pradeep Kumar Singh	Sr. Executive (P&S)	PB-1	15880
58	Ms. Kaveri Kumbhar	Executive (Library)	PB-1	13200
59	Ms. Reena S. Naik	Coordinator Grade II	PB-1	16120
60	Sh. Ganesh Chandra Das	Executive (Admin)	PB-1	14180
61	Sh. Aman Kumar Sharma	Executive (PR)	PB-1	13000
62	Ms. Pallavi R. Naik	Executive (Admin)	PB-1	13000
63	Ms. Tejaswini Pakhidde	Coordinator Grade I	PB-1	11510
64	Sh. Kennedy C. Sequeira	Jr. Executive (Admin)	PB-1	12620
65	Sh. Nexsan Barreto	Technician Grade B	PB-1	11170
66	Ms. Axada Satardekar	Jr. Executive (P&S)	PB-1	10840
67	Sh. Santosh Naik	Jr. Assistant (Driver/Helper)	PB-1	11920
68	Ms. Rupali Rane	Jr. Assistant (Admin)	PB-1	9260
69	Ms. Sushama H. Chodankar	Jr. Assistant (Admin)	PB-1	9260
70	Sh. Mohd. Sayeed	Jr. Assistant (Admin)	PB-1	8990
71	Sh. Tari P. Narayan	MTS	PB-1	11130
72	Smt. Shyamala K.G. Nair	MTS	PB-1	11130
73	Sh. Radhika Sawant	MTS	PB-1	11130
74	Sh. Vir Uttam Navso	MTS	PB-1	11130
75	Smt. Sita R. Bandekar	MTS	PB-1	11130
76	Sh. Jadhav Kishor Kalgo.	MTS	PB-1	11130
77	Sh. Tolu D. Velip	MTS	PB-1	11130
78	Sh. Umesh Halarnkar	MTS	PB-1	11130
79	Sh. Y. Srinivas Rao	MTS	PB-1	7890

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

BUDGET ESTIMATES 2015-16

Rupees in Crores

No.	Name of Scheme/Project	BE 2015-16
1	Polar Science: Expedition to Antarctica	159.15
2	Indian Scientific Expedition to Southern Ocean	12.20
3	NCAOR: Manpower, Maintenance & Infrastructure	18.42
4	Expedition to Arctic	14.25
5	Acquisition of Polar Research Vessel	43.37
6	Cryosphere & Climate	21.29
7	Scientific Deep Drilling in Koyna Intra-plate Seismic Zone of Maharashtra	32.48
8	Scientific Ocean Drilling in Indian Ocean through Integrated Ocean Drilling Programme (IODP)	10.80
9	Exploring the Origin of the Largest Geoid Low on Earth	14.96
10	Deep Crustal Studies of Indian Continental Margins & its Interior	1.35
11	Delineation of the Outer limit of the Indian Continental Shelf	16.00
12	Geoscientific studies of the Exclusive Economic Zone	25.00
13	Survey, Exploration & EIA activities under Polymetallic Hydro Sulphides Programme	46.15
14	EIA Study under PMN Programme	7.69
15	Survey & Exploration under PMN Programme	7.61
16	Pre-investment activity for Acquisition of Ocean Research Vessels	4.75
17	ORV SagarKanya	2.47

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 Antarctic & 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

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

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) |

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

Director, NCAOR has been designated as First Appellate Authority and Ms. Sarita Honavarkar, Assistant Manager (A)/ Administration in-charge 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) 2525555(O)
Ms. Sarita Honavarkar	Central Public Information Officer	
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.gov.in
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:

Ms. Sarita Honavarkar
Assistant Manager (A)/ Administration in-charge
National Centre for Antarctic & Ocean Research
Headland Sada, Vasco-da-Gama
Goa – 403804.

Tel: 2525558 (Off)
2525555

Sd/-
Assistant Manager (A)/
Administration in-charge

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

Assistant Manager (A)/
Administration in-charge

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	Ms. Sarita Honavarkar, Admin. In-charge	Director, NCAOR