

*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  $-20^{\circ}$  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. H.K. Gupta, Member AERB, President-Geological Soc. of India & IUGG 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 as detailed below is given as links in NCAOR 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 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).

viii. **Directory of its Officers and Employees**

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1	Dr. John Kurian P. (Group Director)	Scientist E	2525570		<a href="mailto:john@ncaor.gov.in">john@ncaor.gov.in</a>
2	Dr. Parijat Roy (Scientist In-Charge)	Scientist D	2525677		<a href="mailto:parijatroy@ncaor.gov.in">parijatroy@ncaor.gov.in</a>
3	Dr. Sheryl O. Fernandes	Project Scientist C	2525680		<a href="mailto:sheryl@ncaor.gov.in">sheryl@ncaor.gov.in</a>
4	Sh. Srinivas Rao Arvapalli	Project Scientist B	2525673		<a href="mailto:srinivas@ncaor.gov.in">srinivas@ncaor.gov.in</a>
5	Sh. Bijesh C.M	Project Scientist B	2525543		<a href="mailto:bijeshcm@ncaor.gov.in">bijeshcm@ncaor.gov.in</a>
6	Sh. Rupesh K. Sinha	Project Scientist B	2525673		<a href="mailto:rupesh@ncaor.gov.in">rupesh@ncaor.gov.in</a>
7	Sh. Mahesh Narayanan	Project Scientist B	2525673		<a href="mailto:maheshn@ncaor.gov.in">maheshn@ncaor.gov.in</a>
8	Dr. Surya Prakash Lankalapalli	Project Scientist B	2525673		<a href="mailto:surya@ncaor.gov.in">surya@ncaor.gov.in</a>
9	Sh. Koushick Sen	Project Scientist B	2525680		<a href="mailto:koushick@ncaor.gov.in">koushick@ncaor.gov.in</a>
10	Sh. Deepak K. Agarwal	Project Scientist B	2525680		<a href="mailto:deepakagarwal@ncaor.gov.in">deepakagarwal@ncaor.gov.in</a>
<b>Exclusive Economic Survey Mapping</b>					
1	Dr. John Kurian P. (Group Director)	Scientist E	2525570		<a href="mailto:john@ncaor.gov.in">john@ncaor.gov.in</a>
2	Sh. Abhishek Tyagi (Scientist In-Charge)	Scientist C	2525551		<a href="mailto:abhishek@ncaor.gov.in">abhishek@ncaor.gov.in</a>
3	Dr. Sacchi Rajappa	Project Scientist B	2525543		<a href="mailto:sacchi@ncaor.gov.in">sacchi@ncaor.gov.in</a>
4	Sh. Prajith A.	Project Scientist B	2525543		<a href="mailto:prajith@ncaor.gov.in">prajith@ncaor.gov.in</a>
5	Sh. Susanth S.	Project Scientist B	2525543		<a href="mailto:susanths@ncaor.gov.in">susanths@ncaor.gov.in</a>
6	Dr. Twinkle Damodaran	Project Scientist B	2525543		<a href="mailto:twinkle@ncaor.gov.in">twinkle@ncaor.gov.in</a>
<b>Cobalt Crust</b>					
1	Dr. John Kurian P. (Group Director)	Scientist E	2525570		<a href="mailto:john@ncaor.gov.in">john@ncaor.gov.in</a>
<b>Planning, Coordination and International Affairs</b>					
1	Dr. Rahul Mohan (Group Director)	Scientist E	2525531/532	2525532	<a href="mailto:rahulmohan@ncaor.gov.in">rahulmohan@ncaor.gov.in</a>
<b>Programme Planning &amp; Coordination</b>					
1	Dr. Rahul Mohan (Group Director)	Scientist E	2525531/532	2525532	<a href="mailto:rahulmohan@ncaor.gov.in">rahulmohan@ncaor.gov.in</a>
2	Dr. Avinash Kumar (Scientist In-Charge)	Scientist D			
<b>International Affairs &amp; Outreach Activities</b>					
1	Dr. Rahul Mohan (Group Director & Scientist In-Charge)	Scientist E	2525531/532	2525532	<a href="mailto:rahulmohan@ncaor.gov.in">rahulmohan@ncaor.gov.in</a>
2	Dr. Swati Nagar	Project Scientist B	2525636		<a href="mailto:swatinagar@ncaor.gov.in">swatinagar@ncaor.gov.in</a>
3	Dr. M. V. Ramesh	Research Associate	2525636		<a href="mailto:mvramesh@ncaor.gov.in">mvramesh@ncaor.gov.in</a>
<b>Management and Support Services</b>					
1	Dr. KP Krishnan (Group Head)	Manager (I/C)	2525508/509		<a href="mailto:shri@ncaor.gov.in">shri@ncaor.gov.in</a>
<b>Administration</b>					
1	Sh. S. Anoop (Section Head)	Administrative Officer / Joint Manager (Admin)	2525555	2525566	<a href="mailto:sanoop@ncaor.gov.in">sanoop@ncaor.gov.in</a>
2	Ms. Sarita Honavarkar	Asst. Manager (Admn.)	2525558		<a href="mailto:sarita@ncaor.gov.in">sarita@ncaor.gov.in</a>
3	Sh. Ravinder Singh	Sr. Executive (Admin)	2525556		<a href="mailto:ravinder@ncaor.gov.in">ravinder@ncaor.gov.in</a>
4	Sh. Aman Kumar Sharma	Executive (PR)	2525557		<a href="mailto:aksharma@ncaor.gov.in">aksharma@ncaor.gov.in</a>
5	Sh. Santosh Naik	Jr. Asst. (Driver)	2525560		
6	Ms. Rupali Rane	Jr. Asst. (Admn.)	2525556		<a href="mailto:rupali@ncaor.gov.in">rupali@ncaor.gov.in</a>
7	Ms. Sushama Chodankar	Jr. Asst. (Admn.)	2525559		<a href="mailto:sushma@ncaor.gov.in">sushma@ncaor.gov.in</a>
8	Sh. Mohammad Sayeed	Jr. Asst. (Admn.)	2525556		<a href="mailto:sayeed@ncaor.gov.in">sayeed@ncaor.gov.in</a>
9	Sh. Tari P. Narayan	MTS	2525560		
10	Sh. Jadhav Kishor Kalgo	MTS	2525557		
11	Sh. Umesh Halamkar	MTS	2525557		
12	Sh. Kedar Talaulikar	Officer (Admin, Gen Admin & Services)	2525557		<a href="mailto:officer-admin@ncaor.gov.in">officer-admin@ncaor.gov.in</a>
<b>Library</b>					
1	Ms. Kaveri Kumbar	Executive (Library)	2525620		<a href="mailto:library@ncaor.gov.in">library@ncaor.gov.in</a>
2	Ms. Shyamala KG Nair	MTS			<a href="mailto:shyamala@ncaor.gov.in">shyamala@ncaor.gov.in</a>
<b>Finance &amp; Accounts</b>					
1	Additional Charge	Manager	2525508/509		<a href="mailto:shri@ncaor.gov.in">shri@ncaor.gov.in</a>
2	Ms. Kaushambi Prashad	Asst. Manager (F&A)	2525564		<a href="mailto:kaushambi@ncaor.gov.in">kaushambi@ncaor.gov.in</a>
3	Sh. A. Lakshmana Rao	Asst. Manager (F&A)	2525687		<a href="mailto:lakshman@ncaor.gov.in">lakshman@ncaor.gov.in</a>



4	Ms. Pratibha Pandey	Sr. Executive (F&A)	2525562		<a href="mailto:pandeypratibha@ncaor.gov.in">pandeypratibha@ncaor.gov.in</a>
5	Sh. Kennedy Sequiera	Jr. Executive (Admn)	2525544		<a href="mailto:kennedy@ncaor.gov.in">kennedy@ncaor.gov.in</a>
6	Sh. Vir Uttam Navso	MTS	2525564		
7	Sh. Vikram Shet	Officer (Finance & Accounts)	2525517		<a href="mailto:officer-fin1@ncaor.gov.in">officer-fin1@ncaor.gov.in</a>
8	Sh. Purushottam Keni	Officer (Finance & Accounts)	2525517		<a href="mailto:officer-fin2@ncaor.gov.in">officer-fin2@ncaor.gov.in</a>
9	Ms. Rupa Patil	Project Accountant	2525561		<a href="mailto:rupa@ncaor.gov.in">rupa@ncaor.gov.in</a>
<b>Procurement &amp; Stores</b>					
1	Additional Charge given to Admn. Officer	Joint Manager (P&S)	2525571/572		
2	Sh. Pradeep K. Singh	Sr. Executive (P&S)	2525574		<a href="mailto:pradeep@ncaor.gov.in">pradeep@ncaor.gov.in</a>
3	Ms. Axada Satardekar	Jr. Executive (Stores)	2525574		<a href="mailto:akshada@ncaor.gov.in">akshada@ncaor.gov.in</a>
4	Sh. Tolu D. Velip	MTS	2525576		
5	Sh. Y. Srinivas Rao	MTS	2525576		
6	Sh. Rajh Kumar CS	Officer (Purchase & Stores)	2525571/573		<a href="mailto:officer-ps@ncaor.gov.in">officer-ps@ncaor.gov.in</a>
7	Sh. Varun Gupta	Officer (Purchase & Stores)	2525571/573		<a href="mailto:officer-ps1@ncaor.gov.in">officer-ps1@ncaor.gov.in</a>
<b>Laboratories</b>					
1	FE-SEM LAB		579		
2	Isotrace Lab		518/519		
3	Plankton Bio Lab		693		
4	MASTIL lab		646		
5	IRMS Lab		625		
6	Ice Core lab/HPLC		627		
7	Wet Chemistry Lab		642		
8	Environmental Lab		675		
9	Polar Biology Lab		628		
10	AAS Lab		639		
11	Hydrothermal		673		
12	Cryo-Bio Lab		582		
13	Sem Lab		634		
<b>FELLOW LAB</b>					
1	Fellow Lab/Guest House Reception		2525672		
2	Fellow Lab Conference		2525680		
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		
	<b>Security (Main Gate)</b>		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)

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

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 Level	Basic pay as on 01-03-2018
1	Dr. M. Ravichandran	Director	14	199600
2	Sh. Mirza Javed Beg	Scientist G	14	167200
3	Dr. Thamban Meloth	Scientist F	13A	152000
4	Dr. Anil Kumar N.	Scientist F	13A	152000
5	Dr. Dhananjai Kumar Pandey	Scientist F	13A	143300
6	Dr. Rahul Mohan	Scientist E	13	130600
7	Dr. John Kurian P.	Scientist E	13	130600
8	Dr. Alvarinho Luis	Scientist E	13	130600
9	Sh.V. Sakthivel Samy	Scientist E	13	130600
10	Dr. Sarat Chandra Tripathy	Scientist E	13	130600
11	Dr. Rajani Kanta Mishra	Scientist E	13	130600
12	Dr. Manish Tiwari	Scientist E	13	126800
13	Dr. Parmanand Sharma	Scientist E	13	126800
14	Dr. Anoop Kumar Tiwari	Scientist E	13	126800
15	Dr. K. P. Krishnan	Scientist E	13	126800
16	Dr. Laluraj C.M.	Scientist E	13	123100
17	Dr. (Mrs.) Anju Pandey	Scientist D	12	88700
18	Sh. Prince Prakash	Scientist D	12	88700
19	Sh. Lalit Kumar Ahirwar	Scientist D	12	88700
20	Dr. Shailendra Saini	Scientist D	12	86100
21	Dr. Shailesh Pednekar	Scientist D	12	86100
22	Dr. Waliur Rahaman	Scientist D	12	83600
23	Dr. Parli Vekateswaran Bhaskar	Scientist D	12	86100
24	Dr. Sabu P.	Scientist D	12	83600
25	Dr. Babula Jena	Scientist D	12	83600
26	Dr. Yogesh Ray	Scientist D	12	81200
27	Dr. Parijat Roy	Scientist D	12	81200
28	Dr. Avinash Kumar	Scientist D	12	81200
29	Dr. Ravi Mishra	Scientist D	12	81200
30	Sh. Ajeet Kumar	Scientist C	11	71800
31	Dr. Nuncio Murukesh	Scientist C	11	74000
32	Dr. Runa Antony	Scientist C	11	71800
33	Sh. Abhishek Tyagi	Scientist C	11	71800
34	Shri. M.M. Subramaniam	Scientist C	11	71800
35	Ms. Divya David T.	Scientist C	11	71800
36	Sh. Ravikant Sharma	Scientist C	11	71800
37	Ms. Lathika N	Scientist C	11	71800
38	Dr. Anand Kumar Singh	Scientist C	11	71800
39	Sh. Sourav Chatterjee	Scientist C	11	67700
40	Sh. Vikash Kumar	Scientist B	10	59500
41	Ms. Archana Singh	Scientist B	10	59500
42	Sh. N. Lachit Singh	Scientist B	10	59500

43	Sh. S. Anoop	Administrative Officer	10	57800
44	Ms. Nisha Nair	Scientist B	10	56100
45	Shri Manoj Jayant Oturkar	Dy. Manager (P&S)	8	66000
46	Shri. Ganesh Chandvale	Scientific Assistant Grade B	7	68000
47	Ms. Kaushambi Prashad	Asst. Manager (F&A)	7	64100
48	Sh. Bhikaji Laxman Redkar	Scientific Assistant Grade B	7	52000
49	Shri Anemi Lakshmana Rao	Asst. Manager (F&A)	7	47600
50	Ms. Sarita Honavarkar	Asst. Manager (Admn)	7	47600
51	Ms. Pratibha DS. Pandey	Senior Executive (F&A)	6	42300
52	Ms. Sahina Gazi	Scientific Assistant Grade 'A'	6	41100
53	Sh. Ashish Paigunekar	Scientific Assistant Grade 'A'	6	41100
54	Ms. Nazira Begum	Scientific Assistant Grade A	6	39900
55	Sh. Pradeep Kumar Singh	Senior Executive (P&S)	6	42300
56	Sh. Bala Laxman Mhadgut	Scientific Assistant Grade A	6	36500
57	Ms. Viola Rodrigues	Scientific Assistant Grade A	6	36500
58	Sh. Ravinder Singh	Sr. Executive (A)	6	35400
59	Ms. Kaveri Kumbar	Executive (Lib)	5	35900
60	Ms. Reena S. Naik	Coordinator Grade -II	5	42800
61	Sh. Aman Kumar Sharma	Executive (PR)	5	34900
62	Ms. Pallavi R. Naik	Executive (Admn)	5	34900
63	Ms. Tejaswani Pakhidde	Coordinator Grade -I	4	31400
64	Shri.Kennedy C. Sequeira	Jr.Exe. (Admn)	4	34300
65	Shri. Nexsan Barreto	Technician Grade 'B'	4	29600
66	Ms. Axada G. Satardekar	Jr. Ex. (Stores)	4	28700
67	Shri. Santosh Naik	Jr. Asst. (Driver cum Helper)	3	32000
68	Ms. Rupali A. Rane	Jr. Asst. (Admn)	2	25200
69	Ms. Sushama H. Chodankar	Jr. Asst. (Admn)	2	25200
70	Sh. Mohd Sayed	Jr. Asst. (Admn)	2	24500
71	Shri. Tari P. Narayan	Multi Tasking Staff	2	30200
72	Smt. Shyamala K.G. Nair	Multi Tasking Staff	2	30200
73	Smt. Radhika Sawant	Multi Tasking Staff	2	30200
74	Shri. Vir Uttam Navso	Multi Tasking Staff	2	30200
75	Smt. Sita R. Bandekar	Multi Tasking Staff	2	30200
76	Shri. Jadhav Kishore Kalgo.	Multi Tasking Staff	2	30200
77	Shri. Tolu D. Velip	Multi Tasking Staff	2	30200
78	Shri Umesh Halarnkar	Multi Tasking Staff	2	30200
79	Sh. Y. Srinivas Rao	Multi Tasking Staff	1	20900

**ix. The budget allocated**

**Income F.Y. 2016-17**

Amount in Rs.

<b>Income</b>	<b>31-03-2017</b>	<b>31-03-2016</b>
Grants	276,50,30,148	253,92,75,986
Income from Services	1,53,054	1,48,165
Interest Earned	11,44,58,014	15,67,41,594
Other Income	5,80,480	11,27,435

**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](http://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)
- (5) NCAOR Facebook & Twitter account

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

Director, NCAOR 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 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>
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 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](mailto:info@ncaor.gov.in)  
**Web Site** – [www.ncaor.gov.in](http://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//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 supercession 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 (Hq.)	Shri. Ehtasham-ul-Haque, Scientist 'C'	Director, MoES
2	NCAOR, Goa	Shri. S. Anoop, Administrative Officer	Dr. M. Ravichandran, Director