

*RIGHT TO INFORMATION ACT, 2005*



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

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INFORMATION ACT-2005

### 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

## **MISSION MANDATE**

**To plan, promote, co-ordinate and execute the entire gamut of polar science and logistic activities of the country in order to ensure a perceptible and influential presence of India in Antarctica and to uphold our strategic interests in the global framework of nations in the southern continent and the surrounding oceans.**

## Institutional Framework

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

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

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

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

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

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

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

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

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

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

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

1	Dr. M. Rajeevan, Secretary, Ministry of Earth Sciences (MoES)	Chairman
2	Additional Secretary & Financial Adviser, Ministry of Earth Sciences (MoES)	Member
3	Dr. Vipin Chandra, Joint Secretary, Ministry of Earth Sciences(MoES)	Member
4	Dr. Shailesh Nayak, RAC Chairman, NCPOR, Distinguishes Scientist & Former Secretary MoES	Member
5	Dr. Sunil K.Singh, Director, CSIR-National Institute of Oceanography (NIO), Goa	Member
6	Dr. Santanu Chowdhary, Director National Remote Sensing Centre (NRSC), Hyderabad	Member
7	Dr. V.M. Tiwari, Director CSIR-National Geophysical Research Institute (NGRI), Hyderabad	Member
8	Dr. G.A. Ramadass, Director, NIOT, Chennai	Member
9	Dr. M.V. Ramanamurthy, Director NCCR (Additional Charge)	Member
10	Dr. Vijay Kumar, Programme Head (NCPOR), MoES National Remote Sensing Centre (NRSC), Hyderabad	Permanent Invitee
11	Representative, NITI Aayog	Invitee
12	Director, NCPOR	Member secretary

#### **FINANCE COMMITTEE MEMBERS**

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

## RESEARCH ADVISORY COMMITTEE MEMBERS

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

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

Sl. No.	Name of the Staff	Designation	Phone No.		Email ID
			Office	Fax	
	<b><u>Director's Office</u></b>				
1	Dr. M. Ravichandran	Director	2520876/501	2520877	<a href="mailto:mravi@ncpor.res.in">mravi@ncpor.res.in</a>
2	Ms. Pallavi Naik	Executive (Admin)	2525511		<a href="mailto:pallavi@ncpor.res.in">pallavi@ncpor.res.in</a>
	<b><u>Antarctic Expeditions and Operations</u></b>				
1	Sh. M. Javed Beg (Group Director)	Scientist G	2525521/520		<a href="mailto:mjbeg@ncpor.res.in">mjbeg@ncpor.res.in</a>
2	Ms. Reena S. Naik	Coordinator Grade II	2525520/526		<a href="mailto:reena.log@ncpor.res.in">reena.log@ncpor.res.in</a>
	<b><u>Antarctic Science Coordination</u></b>				
1	Dr. Rahul Mohan (Scientist In-Charge)	Scientist F	2525531/532	2525532	<a href="mailto:rahulmohan@ncpor.res.in">rahulmohan@ncpor.res.in</a>
2	Dr. Mahesh B. S.	Project Scientist B	2525636		<a href="mailto:mahesh@ncpor.res.in">mahesh@ncpor.res.in</a>
	<b><u>Antarctic Logistics</u></b>				
1	Sh. M. Javed Beg (Group Director)	Scientist G	2525521/520		<a href="mailto:mjbeg@ncpor.res.in">mjbeg@ncpor.res.in</a>
2	Dr. Shailendra Saini (Scientist In-Charge)	Scientist E	2525568		<a href="mailto:shailendra@ncpor.res.in">shailendra@ncpor.res.in</a>
3	Dr. Yogesh Ray	Scientist E	2525530		<a href="mailto:yogesh@ncpor.res.in">yogesh@ncpor.res.in</a>
4	Dr. Ravi Mishra	Scientist D	2525640		<a href="mailto:ravimishra@ncpor.res.in">ravimishra@ncpor.res.in</a>
5	Dr. Anand. K. Singh	Scientist D	2525530		<a href="mailto:aks@ncpor.res.in">aks@ncpor.res.in</a>
6	Ms. Pratibha Pandey	Sr. Executive (F&A)	2525562		<a href="mailto:pandeypratibha@ncpor.res.in">pandeypratibha@ncpor.res.in</a>
7	Ms. Radhika Sawant	MTS	2525523		
8	Sh. Rahul Kumar	Project Scientist B			<a href="mailto:rahulkumar@ncpor.res.in">rahulkumar@ncpor.res.in</a>
9	Sh. Nitin Naik	Executive Assistant(P&S)			<a href="mailto:nitin.log@ncpor.res.in">nitin.log@ncpor.res.in</a>
10	Sh. Brijesh Suresh Desai	Executive Assistant(P&S)			<a href="mailto:brijesh.log@ncpor.res.in">brijesh.log@ncpor.res.in</a>
11	Sh. Uday Sharma	Jr. Research Fellow			<a href="mailto:uday@ncpor.res.in">uday@ncpor.res.in</a>
	<b><u>Space Weather Studies</u></b>				
1	Dr. Shailendra Saini (Scientist In-Charge)	Scientist E	2525568		<a href="mailto:shailendra@ncpor.res.in">shailendra@ncpor.res.in</a>
2	Dr. Anand. K. Singh	Scientist D	2525530		<a href="mailto:aks@ncpor.res.in">aks@ncpor.res.in</a>
	<b><u>Information Communication Technology – Web based Services</u></b>				
1	Sh. Lalit Kumar Ahirwar (Scientist In-Charge)	Scientist E	2525567		<a href="mailto:lalit@ncpor.res.in">lalit@ncpor.res.in</a>
2	Ms. Gautami S Asolker	Executive Assistant (Admin)	2525691		<a href="mailto:gautamiasolker@ncpor.res.in">gautamiasolker@ncpor.res.in</a>



	<b><u>Vessel Operations and Management</u></b>				
1	Sh. M. M. Subramaniam (Scientist In-Charge)	Scientist D	2525553		<a href="mailto:mmsubbu@ncpor.res.in">mmsubbu@ncpor.res.in</a>
2	Sh. Bala Laxman Mhadgut	Scientific Asst Grade A	2525529		<a href="mailto:bala@ncpor.res.in">bala@ncpor.res.in</a>
3	Sh. Smitesh Nerurkar	Project Technical Asst	2525559		<a href="mailto:prv1@ncpor.res.in">prv1@ncpor.res.in</a>
4	Sh. Seneroid Allen Fernandes	Project Technical Asst	2525559		<a href="mailto:prv2@ncpor.res.in">prv2@ncpor.res.in</a>
5	Sh. Rahul Mavi	Shipboard Asst.	2525529		<a href="mailto:rahul@ncpor.res.in">rahul@ncpor.res.in</a>
6	Sh. Anish Kharrangate	Shipboard Asst.	2525529		<a href="mailto:sk1@ncpor.res.in">sk1@ncpor.res.in</a>
7	Dr. Ashok Saha	Consultant			
	<b><u>Infrastructure and Maintenance</u></b>				
1	Sh. Ravikant Sharma (Scientist In-Charge)	Scientist D	2525542		<a href="mailto:ravikant@ncpor.res.in">ravikant@ncpor.res.in</a>
2	Sh. Manoj Oturkar	Dy. Manager	2525527		<a href="mailto:manoj@ncpor.res.in">manoj@ncpor.res.in</a>
3	Sh. Rajendra Kumar	Executive Asst (Admin)	2525576		<a href="mailto:rajendra@ncpor.res.in">rajendra@ncpor.res.in</a>
	<b><u>Polar Sciences</u></b>				
1	Dr. Thamban Meloth (Group Director)	Scientist G	2525622/623		<a href="mailto:meloth@ncpor.res.in">meloth@ncpor.res.in</a>
	<b><u>Polar Micropalaeontology &amp; Past Climate</u></b>				
1	Dr. Rahul Mohan (Scientist In-Charge)	Scientist F	2525531/532	2525532	<a href="mailto:rahulmohan@ncpor.res.in">rahulmohan@ncpor.res.in</a>
2	Ms. Sahina Gazi	Scientific Asst. Grade A	2525634		<a href="mailto:sahina@ncpor.res.in">sahina@ncpor.res.in</a>
3	Dr. Mahesh BS	Project Scientist B			<a href="mailto:Mahesh@ncpor.res.in">Mahesh@ncpor.res.in</a>
4	Sh. Abhilash Nair	Project Scientist B	2525630		<a href="mailto:abhilash@ncpor.res.in">abhilash@ncpor.res.in</a>
5	Dr. Michelle Fernandes	Project Scientist B			<a href="mailto:michelle@ncpor.res.in">michelle@ncpor.res.in</a>
6	Dr. Cheryl A. Norohna E. D'Mello	Project Scientist B			<a href="mailto:cheryl@ncpor.res.in">cheryl@ncpor.res.in</a>
7	Mr. Syed Mohammad Saalim	Project Scientist B			<a href="mailto:saalim@ncpor.res.in">saalim@ncpor.res.in</a>
8	Dr. Shramik M. Patil	DST INSPIRE Faculty	2525630		<a href="mailto:shramik@ncpor.res.in">shramik@ncpor.res.in</a>
9	Sh. Mohamad Nuruzzama	Jr. Research Fellow (CSIR)	2525633		<a href="mailto:nuruzzama95@ncpor.res.in">nuruzzama95@ncpor.res.in</a>
10	Ms. Pallavi Choudhari	Sr. Research Fellow – DST-INSPIRE)	2525630		<a href="mailto:pallavichoudhari@ncpor.res.in">pallavichoudhari@ncpor.res.in</a>
11	Sh. G. Harikrishnan	Sr. Research Fellow	2525630		<a href="mailto:ghari@ncpor.res.in">ghari@ncpor.res.in</a>
12	Ms. Nibedita Sahoo	Sr. Research Fellow	2525630		<a href="mailto:nibedita@ncpor.res.in">nibedita@ncpor.res.in</a>
	<b><u>Palaeoceanography</u></b>				
1	Dr. Manish Tiwari (Scientist In-Charge)	Scientist E	2525694		<a href="mailto:manish@ncpor.res.in">manish@ncpor.res.in</a>
2	Sh. Vikash Kumar	Scientist C	2525678		<a href="mailto:vikash@ncpor.res.in">vikash@ncpor.res.in</a>
3	Ms. Viola Rodrigues	Scientific Asst. A			<a href="mailto:viola@ncpor.res.in">viola@ncpor.res.in</a>
4	Sh. Sarath Chandraprasad T.	Project Scientist B			<a href="mailto:tsarath@ncpor.res.in">tsarath@ncpor.res.in</a>
5	Sh. Shubham Tripathi	Project Scientist B	2525646		<a href="mailto:shubham@ncpor.res.in">shubham@ncpor.res.in</a>

6	Sh. Tejeswar Dash	Jr. Research Fellow	2525678		<a href="mailto:tejeswar@ncpor.res.in">tejeswar@ncpor.res.in</a>
7	Ms. Padmasini Behera	Jr. Research Fellow	2525678		<a href="mailto:pbehera@ncpor.res.in">pbehera@ncpor.res.in</a>
8	Sh. Sharmila Sherin	Jr. Research Fellow – CSIR	2525678		<a href="mailto:sharmila@ncpor.res.in">sharmila@ncpor.res.in</a>
<b><u>Polar Remote Sensing &amp; Hydrodynamics of Indian Ocean Sector</u></b>					
1	Dr. Alvarinho J. Luis (Scientist In-Charge)	Scientist E	2525525/528		<a href="mailto:alvluis@ncpor.res.in">alvluis@ncpor.res.in</a>
2	Sh. Kiledar Singh Tomar	Project Scientist B			<a href="mailto:kiledar@ncpor.res.in">kiledar@ncpor.res.in</a>
3	Sh. Ashutosh Ventakesh Prasad	Junior Research Fellow			<a href="mailto:ventakesh@ncpor.res.in">ventakesh@ncpor.res.in</a>
4	Dr. Joshua Rosario D'Mello	Post Doctorate Fellow DST-SERB			<a href="mailto:Joshua@ncpor.res.in">Joshua@ncpor.res.in</a>
<b><u>Himalayan Cryosphere Programme</u></b>					
1	Dr. Thamban Meloth (Group Director)	Scientist G	2525622/623		<a href="mailto:meloth@ncpor.res.in">meloth@ncpor.res.in</a>
2	Dr. Parmanand Sharma (Scientist In-Charge)	Scientist E	2525506		<a href="mailto:pnsharma@ncpor.res.in">pnsharma@ncpor.res.in</a>
3	Dr. Bhanu Pratap	Scientist C	2525636		<a href="mailto:bhanu@ncpor.res.in">bhanu@ncpor.res.in</a>
4	Sh. Lavkush K. Patel	Project Scientist B	2525636		<a href="mailto:luvkushpatel@ncpor.res.in">luvkushpatel@ncpor.res.in</a>
5	Sh. Sunil Oulkar	Sr. Research Fellow	2525636		<a href="mailto:sunil@ncpor.res.in">sunil@ncpor.res.in</a>
6	Sh. Aaditya Nath Kapil	Junior Research Fellow – CSIR			<a href="mailto:aaditya@ncpor.res.in">aaditya@ncpor.res.in</a>
<b><u>Antarctic Cryosphere Studies</u></b>					
1	Dr. Thamban Meloth (Group Director)	Scientist G	2525622/623		<a href="mailto:meloth@ncpor.res.in">meloth@ncpor.res.in</a>
2	Dr. Laluraj C.M. (Scientist In-Charge)	Scientist E	2525641		<a href="mailto:lalucm@ncpor.res.in">lalucm@ncpor.res.in</a>
3	Dr. Waliur Rahaman	Scientist E	2525637		<a href="mailto:waliur@ncpor.res.in">waliur@ncpor.res.in</a>
4	Dr. Runa Antony	Scientist D	2525632		<a href="mailto:runa@ncpor.res.in">runa@ncpor.res.in</a>
5	Sh. Bhikaji L. Redkar	Scientific Asst. Grade B	2525624/625		<a href="mailto:redkar@ncpor.res.in">redkar@ncpor.res.in</a>
6	Sh. Ashish Paiguinkar	Scientific Asst Grade A	2525632		<a href="mailto:ashish@ncpor.res.in">ashish@ncpor.res.in</a>
7	Sh. K. Mahalinganathan	Project Scientist C	2525636		<a href="mailto:maha@ncpor.res.in">maha@ncpor.res.in</a>
8	Sh. Vikram Goel	Project Scientist B			<a href="mailto:vikram@ncpor.res.in">vikram@ncpor.res.in</a>
9	Ms. Gautami Samui	Project Scientist B	2525636		<a href="mailto:gautami@ncpor.res.in">gautami@ncpor.res.in</a>
10	Ms. Aritri Sanyal	Research Associate			
11	Sh. Tariq Ejaz	Sr. Research Fellow	2525680		<a href="mailto:tariq@ncpor.res.in">tariq@ncpor.res.in</a>
12	Sh. Rahul Dey	Junior Research Fellow (UGC)			<a href="mailto:rahuldey@ncpor.res.in">rahuldey@ncpor.res.in</a>
13	Sh. Milind Muntale	Junior Research Fellow			<a href="mailto:milind@ncpor.res.in">milind@ncpor.res.in</a>
14	Sh. Sibin Sion	Junior Research Fellow – CSIR			<a href="mailto:sibin@ncpor.res.in">sibin@ncpor.res.in</a>

15	Sh. Mohd. Tarique	Jr. Research Fellow (UGC)	2525519		<a href="mailto:tarique@ncpor.res.in">tarique@ncpor.res.in</a>
16	Ms. Kamini Meshram	Junior Research Fellow			<a href="mailto:kamini@ncpor.res.in">kamini@ncpor.res.in</a>
17	Ms. Gayathri EM	JRF			<a href="mailto:gayathriem@ncpor.res.in">gayathriem@ncpor.res.in</a>
18	Sh. Shivam Sundram	Junior Research Fellow – CSIR			<a href="mailto:shivam@ncpor.res.in">shivam@ncpor.res.in</a>
	<b><u>Isotope Geochemistry</u></b>				
1	Dr. Thamban Meloth	Scientist G	2525622/623		<a href="mailto:meloth@ncpor.res.in">meloth@ncpor.res.in</a>
2	Dr. Waliur Rahaman (Scientist In-Charge)	Scientist E	2525637		<a href="mailto:waliur@ncpor.res.in">waliur@ncpor.res.in</a>
3	Ms. N. Lathika	Scientist C	2525632		<a href="mailto:lathika@ncpor.res.in">lathika@ncpor.res.in</a>
4	Sh. Priyesh Prabhat	Junior Research Fellow (UGC)			<a href="mailto:priyeshprabhat@ncpor.res.in">priyeshprabhat@ncpor.res.in</a>
	<b><u>Arctic Operations</u></b>				
1	Dr. K. P. Krishnan (Group Director)	Scientist E	2525510	-	<a href="mailto:krishnan@ncpor.res.in">krishnan@ncpor.res.in</a>
	<b><u>Arctic Ecology and Biotechnology</u></b>				
1	Dr. K. P. Krishnan (Scientist in-Charge)	Scientist E	2525510	-	<a href="mailto:krishnan@ncpor.res.in">krishnan@ncpor.res.in</a>
2	Dr. Anand Jain	Project Scientist C	2525636		<a href="mailto:ajain@ncpor.res.in">ajain@ncpor.res.in</a>
3	Sh. Vipindas P	Project Scientist B	2525636		<a href="mailto:vipin@ncpor.res.in">vipin@ncpor.res.in</a>
4	Sh. Jabir T	Project Scientist B			<a href="mailto:jabir@ncpor.res.in">jabir@ncpor.res.in</a>
5	Sh. Venkatachalm S	Post Doct. Fellow SERB			<a href="mailto:venkatachalam@ncpor.res.in">venkatachalam@ncpor.res.in</a>
6	Ms. Rehitha T.V.	Research Associate (CSIR)			<a href="mailto:rehitha@ncpor.res.in">rehitha@ncpor.res.in</a>
7	Sh. Dinesh SL	Research Associate			<a href="mailto:dinesh@ncpor.res.in">dinesh@ncpor.res.in</a>
8	Ms. Femi A. Thomas	Jr. Research Fellow	2525582		<a href="mailto:femianna@ncpor.res.in">femianna@ncpor.res.in</a>
9	Ms. Meena Rathore	Jr. Research Fellow	2525629		<a href="mailto:meenarathore@ncpor.res.in">meenarathore@ncpor.res.in</a>
10	Sh. Pranav S Prem	Jr. Research Fellow – CSIR			<a href="mailto:pranav@ncpor.res.in">pranav@ncpor.res.in</a>
11	Ms. Anju Chalari	Jr. Research Fellow – CSIR			<a href="mailto:anjuchalari@ncpor.res.in">anjuchalari@ncpor.res.in</a>
	<b><u>Arctic Ocean-Atmospheric Studies</u></b>				
1	Dr. M. Ravichandran	Director	2520876/501	2520877	<a href="mailto:mravi@ncpor.res.in">mravi@ncpor.res.in</a>
2	Dr. Nuncio Murukesh (Scientist In-Charge)	Scientist D	2525679		<a href="mailto:nuncio@ncpor.res.in">nuncio@ncpor.res.in</a>
3	Dr. Rohit Srivastava	Scientist D			
4	Ms. Divya David T	Scientist D			<a href="mailto:divya@ncpor.res.in">divya@ncpor.res.in</a>
5	Dr. Arnab Mukherjee	Scientist D			<a href="mailto:arnab@ncpor.res.in">arnab@ncpor.res.in</a>
6	Sh. Sourav Chatterjee	Scientist C	2525678		<a href="mailto:sourav@ncpor.res.in">sourav@ncpor.res.in</a>
7	Dr. Vidya P. J	Project Scientist C	2525680		<a href="mailto:vidya@ncpor.res.in">vidya@ncpor.res.in</a>
8	Mr. Asutosh Acharya	Project Scientist B			<a href="mailto:asutosh@ncpor.res.in">asutosh@ncpor.res.in</a>
9	Sh. Subeesh M.P.	Project Scientist B	2525680		<a href="mailto:subeesh@ncpor.res.in">subeesh@ncpor.res.in</a>

10	Ms. Atulya R	Jr. Research Fellow -MRFP			<a href="mailto:rathulya@ncpor.res.in">rathulya@ncpor.res.in</a>
	<b><u>Arctic Logistics</u></b>				
1	Dr. K. P. Krishnan (Scientist in Charge)	Scientist E	2525510	-	<a href="mailto:krishnan@ncpor.res.in">krishnan@ncpor.res.in</a>
2	Ms. Archana Singh	Scientist C	2525631		<a href="mailto:archanasingh@ncpor.res.in">archanasingh@ncpor.res.in</a>
3	Ms. Nazira Begum	Scientific Asst. GradeA	2525627		<a href="mailto:nazira@ncpar.res.in">nazira@ncpar.res.in</a>
	<b><u>Ocean Sciences</u></b>				
1	Dr. Anilkumar N (Group Director)	Scientist F	2525512/513		<a href="mailto:anil@ncpor.res.in">anil@ncpor.res.in</a>
	<b><u>Physical Oceanography</u></b>				
1	Dr. Anilkumar N	Scientist F	2525512/513		<a href="mailto:anil@ncpor.res.in">anil@ncpor.res.in</a>
2	Dr. Sarat Chandra Tripathy (Scientist In-Charge)	Scientist F	2525635		<a href="mailto:sarat@ncpor.res.in">sarat@ncpor.res.in</a>
3	Dr. Prince Prakash	Scientist E	2525577		<a href="mailto:prakash@ncpor.res.in">prakash@ncpor.res.in</a>
4	Dr. Shailesh Pednekar	Scientist D	2525540		<a href="mailto:shailesh@ncpor.res.in">shailesh@ncpor.res.in</a>
5	Dr. Sabu P.	Scientist D	2525641		<a href="mailto:sabu@ncpor.res.in">sabu@ncpor.res.in</a>
6	Dr. P. V. Bhaskar	Scientist D	2525676		<a href="mailto:bhaskar@ncpor.res.in">bhaskar@ncpor.res.in</a>
7	Ms. Sita Bandekar	MTS	2525512		
8	Ms. Jane Theophline Bhaskar	DST WOS-A			<a href="mailto:jane@ncpor.res.in">jane@ncpor.res.in</a>
9	Dr. Pandi Sundarsanarao	Project Scientist B			<a href="mailto:sundarsanarao@ncpor.res.in">sundarsanarao@ncpor.res.in</a>
10	Ms. Anvita Ulhas Kerkar	Jr. Research Fellow (DST-INSPIRE)			<a href="mailto:anvita@ncpor.res.in">anvita@ncpor.res.in</a>
	<b><u>Biological Oceanography</u></b>				
1	Dr. Rajani Kant Mishra (Scientist In-Charge)	Scientist E	2525550		<a href="mailto:rajanimishra@ncpor.res.in">rajanimishra@ncpor.res.in</a>
2	Dr. Babula Jena	Scientist E	2525637		<a href="mailto:bjena@ncpor.res.in">bjena@ncpor.res.in</a>
3	Dr. Jenson V George	Scientist D			<a href="mailto:jenson@ncpor.res.in">jenson@ncpor.res.in</a>
4	Sh. Ganesh Chandavale	Scientific Asst. Grade B	2525554		<a href="mailto:ganesh@ncpor.res.in">ganesh@ncpor.res.in</a>
5	Dr. Ravidas Naik	Project Scientist C	2525635		<a href="mailto:ravi@ncpor.res.in">ravi@ncpor.res.in</a>
6	Sh. V. Venkatramana	Project Scientist B	2525636		<a href="mailto:venkat@ncpor.res.in">venkat@ncpor.res.in</a>
7	Ms. Melena A. Soares	Project Scientist B	2525636		<a href="mailto:melena@ncpor.res.in">melena@ncpor.res.in</a>
8	Dr. C. C. Bajish	Project Scientist B			<a href="mailto:bajish@ncpor.res.in">bajish@ncpor.res.in</a>
9	Sh. Sreetrag A	JRF - MRFP	2525674		<a href="mailto:sreerag@ncpor.res.in">sreerag@ncpor.res.in</a>
10	Ms.Aswathi Das M.T	JRF (CSIR)			<a href="mailto:aswathidas@ncpor.res.in">aswathidas@ncpor.res.in</a>
11	Kshitija Suryawanshi	JRF - MRFP			<a href="mailto:Kshitija@ncpor.res.in">Kshitija@ncpor.res.in</a>
	<b><u>Environmental Impact Assessment</u></b>				
1	Dr. Anoop K Tiwari (Scientist In-Charge)	Scientist E	2525603		<a href="mailto:anooptiwari@ncpor.res.in">anooptiwari@ncpor.res.in</a>
2	Dr Magesh Nochyil Sivan	Project Scientist B	2525626		<a href="mailto:nsmagesh@ncpor.res.in">nsmagesh@ncpor.res.in</a>

3	Dr. Sathish Mohan Botsa	Project Scientist B			<a href="mailto:sathish@ncpor.res.in">sathish@ncpor.res.in</a>
4	Dr. Kirti Ranjan Das	Project Scientist B			<a href="mailto:kirtidas@ncpor.res.in">kirtidas@ncpor.res.in</a>
<b><u>Information Communication Technology – Polar Data Centre</u></b>					
1	Sh. V. S. Samy (Scientist In-Charge)	Scientist F	2525515/516		<a href="mailto:vssamy@ncpor.res.in">vssamy@ncpor.res.in</a>
2	Sh. Nexsan Barreto	Technician Grade B	2525691/581		<a href="mailto:nixon@ncpor.res.in">nixon@ncpor.res.in</a>
3	Sh. Immeneni Suresh	Project Scientist B	2525691/581		<a href="mailto:suresh@ncpor.res.in">suresh@ncpor.res.in</a>
<b><u>Geo-scientific Studies</u></b>					
1	Dr. Dhananjai K. Pandey (Group Director)	Scientist F	2525580		<a href="mailto:pandey@ncpor.res.in">pandey@ncpor.res.in</a>
2	Ms. Tejaswini Pakhidde	Coordinator Grade I	2525690		<a href="mailto:tejaswini@ncpor.res.in">tejaswini@ncpor.res.in</a>
<b><u>IODP</u></b>					
1	Dr. Dhananjai K. Pandey (Group Director & Scientist In-Charge)	Scientist F	2525580		<a href="mailto:pandey@ncpor.res.in">pandey@ncpor.res.in</a>
2	Dr. Nisha Nair	Scientist C	2525569		<a href="mailto:nishanair@ncpor.res.in">nishanair@ncpor.res.in</a>
3	Sh. Shoraisam Khogenkumar Singh	Project Scientist B	2525569		<a href="mailto:khogen@ncpor.res.in">khogen@ncpor.res.in</a>
4	Sh. Chandan Kumar	Project Scientist B	2525569		<a href="mailto:chandan@ncpor.res.in">chandan@ncpor.res.in</a>
<b><u>Extended Continental Shelf Studies</u></b>					
1	Dr. Dhananjai K. Pandey (Group Director)	Scientist F	2525580		<a href="mailto:pandey@ncpor.res.in">pandey@ncpor.res.in</a>
2	Sh. Ajeet Kumar (Scientist In-Charge)	Scientist D	2525640		<a href="mailto:ajeet@ncpor.res.in">ajeet@ncpor.res.in</a>
3	Dr. AK Chaubey	Consultant			<a href="mailto:chaubey@ncpor.res.in">chaubey@ncpor.res.in</a>
<b><u>Indian Ocean Geoid Low</u></b>					
1	Dr. Dhananjai K. Pandey (Group Director & Scientist In-Charge)	Scientist F	2525580		<a href="mailto:pandey@ncpor.res.in">pandey@ncpor.res.in</a>
2	Sh. Lachit N. Singh	Scientist C	2525569		<a href="mailto:lachit@ncpor.res.in">lachit@ncpor.res.in</a>
3	Sh. Sanjay Singh Negi	Project Scientist B			<a href="mailto:sanjay@ncpor.res.in">sanjay@ncpor.res.in</a>
4	Dr. Amit Kumar	Project Scientist B			<a href="mailto:amitkumar@ncpor.res.in">amitkumar@ncpor.res.in</a>
5	Sh. Rahul Yadav	JRF-CSIR			<a href="mailto:rahulyadav@ncpor.res.in">rahulyadav@ncpor.res.in</a>
<b><u>Deep Sea Exploration and Mapping</u></b>					
1	Dr. John Kurian P. (Group Director)	Scientist F	2525570		<a href="mailto:john@ncpor.res.in">john@ncpor.res.in</a>
<b><u>Hydrothermal Exploration</u></b>					
1	Dr. John Kurian P. (Group Director)	Scientist F	2525570		<a href="mailto:john@ncpor.res.in">john@ncpor.res.in</a>
2	Dr. Parijat Roy (Scientist In-Charge)	Scientist E	2525677		<a href="mailto:parijatroy@ncpor.res.in">parijatroy@ncpor.res.in</a>
3	Dr. Baban Ingole	Visiting Scientist	2525504		<a href="mailto:babaningole@ncpor.res.in">babaningole@ncpor.res.in</a>
4	Dr. Kamesh Raju	Visiting Scientist	2525592		<a href="mailto:kamesh@ncpor.res.in">kamesh@ncpor.res.in</a>
5	Sh. Srinivas Rao Arvapalli	Project Scientist B	2525673		<a href="mailto:srinivas@ncpor.res.in">srinivas@ncpor.res.in</a>
6	Sh. Rupesh K. Sinha	Project Scientist B	2525673		<a href="mailto:rupesh@ncpor.res.in">rupesh@ncpor.res.in</a>

7	Sh. Koushick Sen	Project Scientist B	2525680		<a href="mailto:koushick@ncpor.res.in">koushick@ncpor.res.in</a>
8	Sh. Deepak K. Agarwal	Project Scientist B	2525680		<a href="mailto:deepakagarwal@ncpor.res.in">deepakagarwal@ncpor.res.in</a>
9	Dr. R. Periasamy	Project Scientist B			<a href="mailto:periasamy@ncpor.res.in">periasamy@ncpor.res.in</a>
10	Sh. Muhammad Shuhail	Project Scientist B			<a href="mailto:muhammad@ncpor.res.in">muhammad@ncpor.res.in</a>
11	Sh. Srinivas Rao Arvapalli	Project Scientist B	2525673		<a href="mailto:srinivas@ncpor.res.in">srinivas@ncpor.res.in</a>
12	Ms. Linsy P	Project Scientist B			<a href="mailto:linsy@ncpor.res.in">linsy@ncpor.res.in</a>
<b><u>Exclusive Economic Zone Mapping</u></b>					
1	Dr. John Kurian P. (Group Director)	Scientist F	2525570		<a href="mailto:john@ncpor.res.in">john@ncpor.res.in</a>
2	Sh. Abhishek Tyagi (Scientist In-Charge)	Scientist D	2525551		<a href="mailto:abhishek@ncpor.res.in">abhishek@ncpor.res.in</a>
3	Sh. Prajith A.	Project Scientist B	2525543		<a href="mailto:prajith@ncpor.res.in">prajith@ncpor.res.in</a>
4	Sh. Bijesh C.M	Project Scientist B	2525543		<a href="mailto:bijeshcm@ncpor.res.in">bijeshcm@ncpor.res.in</a>
5	Sh. Susanth S.	Project Scientist B	2525543		<a href="mailto:susanths@ncpor.res.in">susanths@ncpor.res.in</a>
6	Dr. Twinkle Damodaran	Project Scientist B	2525543		<a href="mailto:twinkle@ncpor.res.in">twinkle@ncpor.res.in</a>
7	Sh. Sheetabh Gaurav	Project Scientist B	2525543		<a href="mailto:sheetabh@ncpor.res.in">sheetabh@ncpor.res.in</a>
<b><u>Cobalt Crust</u></b>					
1	Dr. John Kurian P. (Group Director)	Scientist F	2525570		<a href="mailto:john@ncpor.res.in">john@ncpor.res.in</a>
<b><u>International Cooperation and Outreach</u></b>					
1	Dr. Rahul Mohan (Group Director)	Scientist F	2525531/532	2525532	<a href="mailto:rahulmohan@ncpor.res.in">rahulmohan@ncpor.res.in</a>
2	Dr. Avinash Kumar (Scientist In-Charge)	Scientist D			<a href="mailto:avinash@ncpor.res.in">avinash@ncpor.res.in</a>
3	Dr. Swati Nagar	Project Scientist B	2525636		<a href="mailto:swatinagar@ncpor.res.in">swatinagar@ncpor.res.in</a>
2	Dr. M. V. Ramesh	Research Associate	2525636		<a href="mailto:mvramesh@ncpor.res.in">mvramesh@ncpor.res.in</a>
<b><u>Management and Support Services</u></b>					
<b><u>Administration</u></b>					
1	Sh. S. Anoop (Section Head)	Administrative Officer / Joint Manager (Admin)	2525555		<a href="mailto:sanoop@ncpor.res.in">sanoop@ncpor.res.in</a>
2	Ms. Sarita Honavarkar	Asst. Manager (Admn.)	2525558		<a href="mailto:sarita@ncpor.res.in">sarita@ncpor.res.in</a>
3	Sh. Ravinder Singh	Sr. Executive (Admin)	2525556		<a href="mailto:ravinder@ncpor@res.in">ravinder@ncpor@res.in</a>
4	Sh. Aman Kumar Sharma	Executive (PR)	2525557		<a href="mailto:aksharma@ncpor.res.in">aksharma@ncpor.res.in</a>
5	Sh. Santosh Naik	Jr. Asst. (Driver)	2525560		
6	Ms. Rupali Rane	Jr. Asst. (Admn.)	2525556		<a href="mailto:rupali@ncpor.res.in">rupali@ncpor.res.in</a>
7	Ms. Sushama Chodankar	Jr. Asst. (Admn.)	2525559		<a href="mailto:sushma@ncpor.res.in">sushma@ncpor.res.in</a>
8	Sh. Mohammad Sayeed	Jr. Asst. (Admn.)	2525556		<a href="mailto:sayeed@ncpor.res.in">sayeed@ncpor.res.in</a>
9	Sh. Jadhav Kishor Kalgo	MTS	2525560		<a href="mailto:jadhav@ncpor.res.in">jadhav@ncpor.res.in</a>
10	Sh. Umesh Halarankar	MTS	2525557		<a href="mailto:umeshr@ncpor.res.in">umeshr@ncpor.res.in</a>
11	Sh. Kedar Talaulikar	Officer (Admin, Gen Admin & Services)	2525512		<a href="mailto:officer-admin@ncpor@res.in">officer-admin@ncpor@res.in</a>

	<b><u>Learning Resource Center</u></b>				
1	Dr. Waliur Rahaman (In-Charge)	Scientist E	2525637		<a href="mailto:waliur@ncpor.res.in">waliur@ncpor.res.in</a>
2	Ms. Kaveri Kumbar	Executive (Library)	2525620		<a href="mailto:library@ncpor.res.in">library@ncpor.res.in</a>
3	Ms. Shyamala KG Nair	MTS	2525620		<a href="mailto:shyamala@ncpor.res.in">shyamala@ncpor.res.in</a>
	<b><u>Finance &amp; Accounts</u></b>				
1	Sh. S. Anoop (Section Head)	Administrative Officer / Joint Manager	2525555		<a href="mailto:sanoop@ncpor.res.in">sanoop@ncpor.res.in</a>
2	Ms. Kaushambi Prashad	Asst. Manager (F&A)	2525564		<a href="mailto:kaushambi@ncpor.res.in">kaushambi@ncpor.res.in</a>
3	Sh. A. Lakshmana Rao	Asst. Manager (F&A)	2525687		<a href="mailto:lakshman@ncpor.res.in">lakshman@ncpor.res.in</a>
4	Sh. Kennedy Sequiera	Jr. Executive (Admn)	2525544		<a href="mailto:kennedy@ncpor.res.in">kennedy@ncpor.res.in</a>
5	Sh. Vir Uttam Navso	MTS	2525564		
6	Sh. Vikram Shet	Officer (Finance & Accounts)	2525573		<a href="mailto:officer-fin1@ncpor.res.in">officer-fin1@ncpor.res.in</a>
7	Sh. Purushottam Keni	Officer (Finance & Accounts)	2525573		<a href="mailto:officer-fin2@ncpor.res.in">officer-fin2@ncpor.res.in</a>
8	Sh. Uttam Naik	Consultant	2525564		<a href="mailto:fac@ncpor.res.in">fac@ncpor.res.in</a>
9	Sh. Vidya Bhushan	Executive Asst. (F&A)	2525564		<a href="mailto:vidyabhushan@ncpor.res.in">vidyabhushan@ncpor.res.in</a>
10	Ms. Shafula G Shetty	Executive Asst. (F&A)	2525561		<a href="mailto:shafula@ncpor.res.in">shafula@ncpor.res.in</a>
	<b><u>Procurement &amp; Stores</u></b>				
1	Sh. Venkateswarlu Kota (Section Head)	Joint Manager (P&S)	2525571		<a href="mailto:sanoop@ncpor.res.in">sanoop@ncpor.res.in</a>
2	Sh. Saroj Kumar Pattanayak	Coordinator Grade-III	2525576		<a href="mailto:saroj@ncpor.res.in">saroj@ncpor.res.in</a>
3	Sh. Pradeep K. Singh	Sr. Executive (P&S)	2525574		<a href="mailto:pradeep@ncpor.res.in">pradeep@ncpor.res.in</a>
4	Ms. Axada Satardekar	Jr. Executive (Stores)	2525574		<a href="mailto:akshada@ncpor.res.in">akshada@ncpor.res.in</a>
5	Sh. Tolu D. Velip	MTS	2525576		<a href="mailto:tolu@ncpor.res.in">tolu@ncpor.res.in</a>
6	Sh. Y. Srinivas Rao	MTS	2525576		<a href="mailto:srao@ncpor.res.in">srao@ncpor.res.in</a>
7	Sh. Rajh Kumar CS	Officer (Purchase & Stores)	2525512		<a href="mailto:officer-ps@ncpor.res.in">officer-ps@ncpor.res.in</a>
8	Sh. Varun Gupta	Officer (Purchase & Stores)	2525512		<a href="mailto:officer-ps1@ncpor.res.in">officer-ps1@ncpor.res.in</a>
9	Sh. Nikhil G Gurav	Executive Asst. (P&S)			<a href="mailto:nikhil@ncpor.res.in">nikhil@ncpor.res.in</a>
	<b><u>Rajbhasha Cell</u></b>				
1	Dr. Ravi Mishra (Rajbhasha Officer)	Scientist D	2525640		<a href="mailto:ravimishra@ncpor.res.in">ravimishra@ncpor.res.in</a>
2	Sh. Saurabh Bhatt	Jr. Translation Officer	2525512		<a href="mailto:saurabhbhatt@ncpor.res.in">saurabhbhatt@ncpor.res.in</a>
	<b><u>Laboratories</u></b>				
1	FE-SEM LAB		579		

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11	Hydrothermal	673	
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1	Fellow Lab/Guest House Reception	2525672	
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3	G.H. F-9	2525681	
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6	G.H. F-12	2525684	
7	G.H. F-13	2525685	
8	G.H. F-14	2525686	
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10	G.H. F-16	2525671	
	<b>Security (Main Gate)</b>	2525600 2525601	2525600 & 2525601 is also pilot no. to access any official's no. which are not shown here.

Fax Nos.:- Director-2520877, Logistics Section-2525520, Joint Manager (P&S)-2525573

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

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)



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1	Dr. M. Ravichandran	Director	14	218200
2	Sh. Mirza Javed Beg	Scientist G	14	182700
3	Dr. Thamban Meloth	Scientist G	14	172200
4	Dr. Anil Kumar N.	Scientist F	13A	166100
5	Dr. Dhananjai Kumar Pandey	Scientist F	13A	156600
6	Dr. Rahul Mohan	Scientist F	13A	152000
7	Dr. John Kurian P.	Scientist F	13A	152000
8	Sh.V. Sakthivel Samy	Scientist F	13A	152000
9	Dr. Sarat Chandra Tripathy	Scientist F	13A	147600
10	Dr. Alvarinho Luis	Scientist E	13	142700
11	Dr. Rajani Kanta Mishra	Scientist E	13	142700
12	Dr. Manish Tiwari	Scientist E	13	138500
13	Dr. Parmanand Sharma	Scientist E	13	138500
14	Dr. Anoop Kumar Tiwari	Scientist E	13	138500
15	Dr. K. P. Krishnan	Scientist E	13	138500
16	Dr. Laluraj C.M.	Scientist E	13	134500
17	Sh. Lalit Kumar Ahirwar	Scientist E	13	134500
18	Dr. Prince Prakash	Scientist E	13	130600
19	Dr. Shailendra Saini	Scientist E	13	130600
20	Dr. Waliur Rahaman	Scientist E	13	126800
21	Dr. Babula Jena	Scientist E	13	126800
22	Dr. Parijat Roy	Scientist E	13	123100
23	Dr. Yogesh Ray	Scientist E	13	123100
24	Dr. Shailesh Pednekar	Scientist D	12	94100
25	Dr. Parli Vekateswaran Bhaskar	Scientist D	12	94100
26	Dr. Sabu P.	Scientist D	12	94100
27	Dr. Avinash Kumar	Scientist D	12	88700
28	Dr. Ravi Mishra	Scientist D	12	88700
29	Dr. Nuncio Murukesh	Scientist D	12	83600
30	Dr. Runa Antony	Scientist D	12	81200
31	Sh. Abhishek Tyagi	Scientist D	12	83600
32	Shri. M.M. Subramaniam	Scientist D	12	83600
33	Dr. Rohit Srivastava	Scientist D	12	83600
34	Sh. Ajeet Kumar	Scientist D	12	83600
35	Sh. Ravikant Sharma	Scientist D	12	81200

36	Ms. Divya David T.	Scientist D	12	83600
37	Dr. Anand Kumar Singh	Scientist D	12	81200
38	Sh. Sourav Chatterjee	Scientist C	11	74000
39	Sh. Vikash Kumar	Scientist C	11	71800
40	Sh. N. Lachit Singh	Scientist C	11	71800
41	Ms. Archana Singh	Scientist C	11	69700
42	Dr. Nisha Nair	Scientist C	11	69700
43	Sh. S. Anoop	Administrative Officer	10	63100
44	Shri Venkateswarlu Kota	Joint Manager (P&S)	9	87700
45	Shri Manoj Jayant Oturkar	Dy. Manager	8	72100
46	Shri. Ganesh Chandvale	Scientific Assistant Grade B	7	74300
47	Ms. Kaushambi Prashad	Asst. Manager (F&A)	7	70000
48	Sh. Bhikaji Laxman Redkar	Scientific Assistant Grade B	7	56900
49	Shri Anemi Lakshmana Rao	Asst. Manager (F&A)	7	52000
50	Ms. Sarita Honavarkar	Asst. Manager (Admn)	7	52000
51	Ms. Pratibha DS. Pandey	Senior Executive (F&A)	6	46200
52	Sh. Saroj Kumar Pattanayak	Coordinator Grade-III	6	44900
53	Ms. Sahina Gazi	Scientific Assistant Grade 'A'	6	44900
54	Sh. Ashish Paigunekar	Scientific Assistant Grade 'A'	6	44900
55	Ms. Nazira Begum	Scientific Assistant Grade A	6	43600
56	Sh. Pradeep Kumar Singh	Senior Executive (P&S)	6	46200
57	Sh. Bala Laxman Mhadgut	Scientific Assistant Grade A	6	39900
58	Ms. Viola Rodrigues	Scientific Assistant Grade A	6	39900
59	Sh. Ravinder Singh	Sr. Executive (Admin)	6	38700
60	Sh. Saurabh Bhatt	Junior Translation Officer	6	37600
61	Ms. Kaveri Kumbar	Executive (Lib)	5	39200
62	Ms. Reena S. Naik	Coordinator Grade -II	5	46800
63	Sh. Aman Kumar Sharma	Executive (PR)	5	38100
64	Ms. Pallavi R. Naik	Executive (Admin)	5	38100
65	Ms. Tejaswani Pakhidde	Coordinator Grade -I	4	34300
66	Shri.Kennedy C. Sequeira	Jr.Exe. (Admin)	4	37500
67	Shri. Nexsan Barreto	Technician Grade 'B'	4	32300
68	Ms. Axada G. Satardekar	Jr. Ex. (Stores)	4	31400
69	Shri. Santosh Naik	Jr. Asst. (Driver cum Helper)	3	36100
70	Ms. Rupali A. Rane	Jr. Asst. (Admin)	2	27600
71	Ms. Sushama H. Chodankar	Jr. Asst. (Admin)	2	27600
72	Sh. Mohd Sayed	Jr. Asst. (Admin)	2	26800
73	Smt. Shyamala K.G. Nair	Multi Tasking Staff	2	33000
74	Smt. Radhika Sawant	Multi Tasking Staff	2	33000
75	Shri. Vir Uttam Navso	Multi Tasking Staff	2	33000
76	Smt. Sita R. Bandekar	Multi Tasking Staff	2	33000

77	Shri. Jadhav Kishore Kalgo	Multi Tasking Staff	2	33000
78	Shri. Tolu D. Velip	Multi Tasking Staff	2	33000
79	Shri Umesh Halarnkar	Multi Tasking Staff	2	33000
80	Sh. Y. Srinivas Rao	Multi Tasking Staff	1	22800

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

(Annual report available 2018-19 on website [www.ncpor.res.in](http://www.ncpor.res.in))

**Income F.Y. 2019-20**

Amount in Rs.(₹)

<b>Income</b>	<b>31-03-2020</b>	<b>31-03-2019</b>
Grants	3,072,091,176	2,252,204,821
Income from Services	320,153	125,666
Interest Earned	4,288,056	62782,138
Other Income	21,586,349	935,010

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

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

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

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

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

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

**xiv. the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

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

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

**xv. the names, designations and other particulars of the Public information Officer**  
Director, NCPOR has been designated as First Appellate Authority and Administrative Officer has been designated as Central Public Information Officer.

**GENERAL INFORMATION**

<b><u>OFFICIALS</u></b>	<b><u>DESIGNATION</u></b>	<b><u>TEL. NO.</u></b>
Dr. M. Ravichandran	First Appellate Authority	2520876(O), 2525610/ 2525611(R)
Shri. S. Anoop	Central Public Information Officer	2525555(O)
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 : Rs. 2/- per page
- 1 – for each page (in A-4 or A-3 size paper)
- 2 – actual charge or cost price of a copy in large size paper
- 3 – Inspection of record No fee for one hour. Thereafter Rs. 5/- for each 15 minutes
- a) for providing the information under subsection (5) of section 7 the Fee shall be charged :
- 1 – Diskette or Floppy Rs. 50/-
- 2 – For information in printed form Rs. 2/- per page

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

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

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



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

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

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