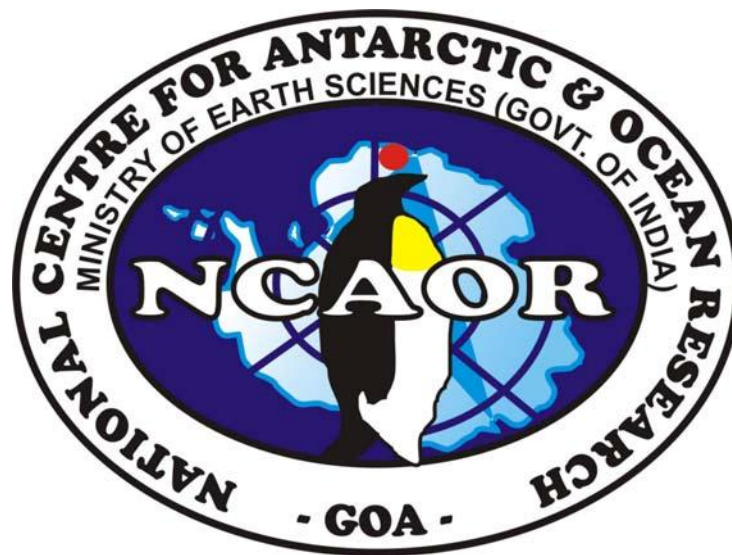


*RIGHT TO INFORMATION ACT, 2005*



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. 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](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). 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 MEMBERS

Sl. No.	Name of the Existing Member	Address	
1	Dr. Shailesh Nayak, Secretary	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex-Officio Chairman
2	Prof. U. R. Rao, Member	Space Commission, Dept. of Space, Antariksh Bhawan, New Bel Road, Bangalore - 560094	Co-Chairman
3	Shri Rajarshi Bhattacharya, IAS, Additional Secretary & Financial Adviser	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex- Officio Member
4	Joint Secretary (Administration)	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex- Officio Member
5	Dr. R. R. Navalgund, Director	Space Applications Centre, SAC P.O. Ahmedabad 380 053	Ex- Officio Member
6	Dr. S. R. Shetye, Director	National Institute of Oceanography, Dona Paula, Goa	Ex- Officio Member
7	Prof. Mrinal K. Sen, Director	National Geophysical Research Institute, Post Bag 724, Uppal Road, Hyderabad- 500 007	Ex- Officio Member
8	Commodre P. K. Mishra, Director, Naval R&D & Secretary, Naval Research Board	Naval Research Board, Ministry of Defence, Defence Research & Development Organisation, 3rd Floor, 'B' Block, DRDO HQ, DRDO Bhawan, Rajaji Marg, New Delhi- 110 105	Ex- Officio Member
9		Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi – 110001	Ex- Officio Member
10	Dr. N.C. Mehrotra, Director	Birbal Sahni Institute of Palaeobotany, 53 University Road, Lucknow - 226007, India	Member
11	Prof. A. K. Kashyap	Dept. of Botany, Banaras Hindu University Varanasi – 221005 (UP)	Ex- Officio Member (Deceased)
12	Director	National Centre for Antarctic and Ocean Research, Headland Sada, Vasco da Gama, Goa	Member Secretary

**FINANCE COMMITTEE MEMBERS**

Sl. No.	Name of the Existing Member	Address	
1	Shri Rajarshi Bhattacharya, IAS, Additional Secretary & Financial Adviser	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex-Officio Chairman
2	Joint Secretary (Administration)	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex- Officio Member
3	Shri R. K. Sharma, Adviser/ Program Officer	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex- Officio Member
4	Shri R. S. Kaim, Director (Finance)	Ministry of Earth Sciences, "Prithvi Bhavan", IMD Campus, Opp. India Habitat Centre, Lodi Road, New Delhi - 110 003	Ex- Officio Member
5	Director	National Centre for Antarctic and Ocean Research, headland Sada, Vasco da Gama, Goa	Ex- Officio Member
6	Dr. S. Rajan, Scientist G	National Centre for Antarctic and Ocean Research, headland Sada, Vasco da Gama, Goa	Member Secretary

### RESEARCH ADVISORY COMMITTEE MEMBERS

Sl. no.	Name of the Existing Member	Address	
1	Prof. U. R. Rao, Member	Space Commission, Dept. of Space, Antariksh Bhawan, New Bel Road, Bangalore - 560094	Chairman
2	Prof. S. Krishnaswami, INSA Senior Scientist	Physical Research Laboratory, Navarangapura Ahmedabad – 380 009	Member
3	Prof. B. N. Goswami, Director	Indian Institute of Tropical Meteorology Homi Bhabha Road, Pashan, Pune – 411 008	Member
4	Dr. Sudipta Sen Gupta, Professor	Department of Geology, Jadavpur University, Kolkatta	Member
5	Dr. S. Shivaji, Scientist G (Dy. Director)	Centre for Cellular and Molecular, Biology (CCMB), Uppal Road, Hyderabad 500 007	Member
6	Prof. Archana Bhattacharyya, Former Director	Indian Institute of Geomagnetism, Kalamboli Highway, New Panvel, Navi Mumbai – 410 218	Member
7	Director	National Centre for Antarctic and Ocean Research, headland Sada, Vasco da Gama, Goa	Member Secretary

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

Sr. No.	Name of the Staff	Designation	Phone No.		Email ID
			Office	Fax	
<b>Director's Office</b>					
1	Dr. S. Rajan	Scientist G & Director-in-charge	2520876	2520877	<a href="mailto:rajan@ncaor.org">rajan@ncaor.org</a>
2	Dr. C. T. Achuthankutty	Visiting Scientist	2525517		<a href="mailto:achu@ncaor.org">achu@ncaor.org</a>
3	Dr. Parmanand Sharma	Project Scientist D	2525505		<a href="mailto:pnsarma@ncaor.org">pnsarma@ncaor.org</a>
4	Sh. Anish Kumar Warriar	Research Scientist B	2525631		<a href="mailto:anish@ncaor.org">anish@ncaor.org</a>
5	Sh. Mahesh B.S.	Research Scientist B	2525637		<a href="mailto:Mahesh@ncaor.org">Mahesh@ncaor.org</a>
6	Ms. Tejeswini Phakkide	Coordinator Gr. I	2520876/2525503		<a href="mailto:tejaswini@ncaor.org">tejaswini@ncaor.org</a>
7	Ms. Vidhya Deshmukh	Administrative Asst.	2520876/2525503		
8	Ms. Radhika Sawant	MTS	2525503		
9	Sh. Sachin Joshi	Driver			
<b>ICE CORE</b>					
1	Dr. Thamban Meloth	Scientist E	2525622		<a href="mailto:meloth@ncaor.org">meloth@ncaor.org</a>
2	Dr. Waliur Rahaman	Scientist C	2525637		<a href="mailto:waliur@ncaor.org">waliur@ncaor.org</a>
3	Ms. Runa Antony	Scientist B	2525635		<a href="mailto:runa@ncaor.org">runa@ncaor.org</a>
4	Sh. Bhikaji L. Redkar	Scientific Asst. Gr. B	2525624/625		<a href="mailto:redkar@ncaor.org">redkar@ncaor.org</a>
5	Sh. Ashish Paiguinkar	Scientific Asst. Grade A	2525642		<a href="mailto:ashish@ncaor.org">ashish@ncaor.org</a>
6	Sh. Mahalinganathan K.	Research Sc. B	2525636		<a href="mailto:maha@ncaor.org">maha@ncaor.org</a>
7	Sh. Manoj M.C.	Sr. Research Fellow	2525636		<a href="mailto:manojmc@ncaor.org">manojmc@ncaor.org</a>
8	Ms. Roseline Mary Cutting	Sr. Research Fellow	2525636		<a href="mailto:roseline@ncaor.org">roseline@ncaor.org</a>
9	Ms. Sunaina Wadekar	Project Asst.	2525642		-
10	Ms. Soumya Tari	Project Asst.	2525622/623		<a href="mailto:soumya@ncaor.org">soumya@ncaor.org</a>
11	Ms. Vaishnavi Dicholkar	Helper			
<b>OSSG</b>					
1	Dr. Anil Kumar N.	Scientist E	2525512/2525513		<a href="mailto:anil@ncaor.org">anil@ncaor.org</a>
2	Dr. Rajani Kant Mishra	Scientist D	2525640		<a href="mailto:rajanimishra@ncaor.org">rajanimishra@ncaor.org</a>
3	Dr. Sarat Chandra Tripathy	Scientist D	2525640		<a href="mailto:sarat@ncaor.org">sarat@ncaor.org</a>
4	Dr. P.V. Bhaskar	Scientist C	2525637		<a href="mailto:bhaskar@ncaor.org">bhaskar@ncaor.org</a>
5	Dr. Sabu P.	Scientist C	2525553		<a href="mailto:sabu@ncaor.org">sabu@ncaor.org</a>
6	Shri. M.M. Subramaniam	Scientist B	2525553		<a href="mailto:mmsubbu@ncaor.org">mmsubbu@ncaor.org</a>
7	Dr. Denny P. Alappattu	Scientist B	2525551		<a href="mailto:denny@ncaor.org">denny@ncaor.org</a>
8	Ms. Divya David T	Scientist B	2525551		<a href="mailto:divya@ncaor.org">divya@ncaor.org</a>
9	Shri. Ganesh Chandvale	Scientific Asst. Gr. B	2525554		<a href="mailto:ganesh@ncaor.org">ganesh@ncaor.org</a>
10	Ms. Racheal Chacko	Research Sc B	2525636		<a href="mailto:racheal@ncaor.org">racheal@ncaor.org</a>
11	Dr. Deepti R. Gauns Dessai	Research Sc. B	2525636		<a href="mailto:diptidessai@ncaor.org">diptidessai@ncaor.org</a>
12	Ms. Honey U.K. Pillai	Research Sc B	2525551/552		<a href="mailto:honey.pillai@ncaor.org">honey.pillai@ncaor.org</a>
13	Ms. Melena A. Soares	Research Sc. B	2525636		<a href="mailto:melena@ncaor.org">melena@ncaor.org</a>
14	Dr. Ravidas Naik	Research Sc. B	2525551/552		<a href="mailto:ravi@ncaor.org">ravi@ncaor.org</a>
15	Ms. Almeida Celsa	JRF(CSIR)	2525636		<a href="mailto:celsa@ncaor.org">celsa@ncaor.org</a>
16	Sh. Jenson. V. George	SRF (CSIR)	2525636		<a href="mailto:jenson@ncaor.org">jenson@ncaor.org</a>
17	Sh. Amey Hajare	Project Technical Asst	2525553/554		<a href="mailto:amey.hajare@ncaor.org">amey.hajare@ncaor.org</a>
18	Sh. Pavan Shirodkar	Project Technical Asst	2525553/554		<a href="mailto:pavan.shirodkar@ncaor.org">pavan.shirodkar@ncaor.org</a>
19	Sh. Sandesh Dicholkar	Shipboard Asst.	2525553/554		<a href="mailto:sandesh@ncaor.org">sandesh@ncaor.org</a>
20	Sh. Rohit Mohan Bodnekar	Shipboard Asst.	2525553/554		<a href="mailto:rohit@ncaor.org">rohit@ncaor.org</a>
21	Ms. Vaishnavi Nagvekar	Project Asst.	2525512		
<b>EEZ</b>					
1	Dr. John Kurian	Scientist D	2525570		<a href="mailto:john@ncaor.org">john@ncaor.org</a>
2	Dr. Babulal Jena	Scientist C	2525567		<a href="mailto:bjena@ncaor.org">bjena@ncaor.org</a>
3	Dr. Ravi Mishra	Scientist B	2525640		<a href="mailto:ravimishra@ncaor.org">ravimishra@ncaor.org</a>
4	Sh. Abhishek Tyagi	Scientist B	2525540		<a href="mailto:abhishek@ncaor.org">abhishek@ncaor.org</a>
5	Dr. Avinash Kumar	Research Sc B	2525543		<a href="mailto:avinash@ncaor.org">avinash@ncaor.org</a>
6	Dr. M.V. Ramesh	Research Associate	2525540/636		<a href="mailto:mvramesh@ncaor.org">mvramesh@ncaor.org</a>
7	Ms. Smita Rane	Project Asst.	2525567		<a href="mailto:smitarane@ncaor.org">smitarane@ncaor.org</a>



<b>LCS</b>					
1	Dr. S. Rajan	Scientist G	2525510/2525511		<a href="mailto:rajan@ncaor.org">rajan@ncaor.org</a>
2	Dr. Dhananjai Kumar Pandey	Scientist D	2525580		<a href="mailto:pandey@ncaor.org">pandey@ncaor.org</a>
3	Sh. Ajeet Kumar	Scientist B	2525548		<a href="mailto:ajeet@ncaor.org">ajeet@ncaor.org</a>
4	Ms. Ashlesha Saxena	Research Sc B	2525548		<a href="mailto:ashlesha@ncaor.org">ashlesha@ncaor.org</a>
5	Ms. Anitha Goli	Research Sc B	2525569		<a href="mailto:anitha@ncaor.org">anitha@ncaor.org</a>
6	Dr. Jane T. Bhaskar	Principal Investigator	2525637		<a href="mailto:jane@ncaor.org">jane@ncaor.org</a>
7	Ms. Neelu Singh	Sr. Research Fellow	2525636		<a href="mailto:neelu@ncaor.org">neelu@ncaor.org</a>
8	Ms. Purnima Wagle	Administrative Asst.	2525510		<a href="mailto:purnima@ncaor.org">purnima@ncaor.org</a>
9	Ms. Sita Bandekar	MTS			
<b>LOGISTIC SECTION</b>					
1	Sh. M.J. Beg	Scientist F	2525521/2525520		<a href="mailto:mjbeg@ncaor.org">mjbeg@ncaor.org</a>
2	Dr. Shailendra Saini	Scientist C	2525568		<a href="mailto:shailendra@ncaor.org">shailendra@ncaor.org</a>
3	Ms. Reena R. Naik	Coordinator Gr. II	2525523		<a href="mailto:reena.log@ncaor.org">reena.log@ncaor.org</a>
4	Sh. Rahim Rajpari	Administrative Asst	2525523/522		<a href="mailto:rahim.log@ncaor.org">rahim.log@ncaor.org</a>
5	Ms. Pratibha Shetye	Project Asst	2525523		<a href="mailto:pratibha.log@ncaor.org">pratibha.log@ncaor.org</a>
6	Ms. Akshada Satardekar	Project Asst	2525523		<a href="mailto:akshada.log@ncaor.org">akshada.log@ncaor.org</a>
7	Ms. Uma Acharya	Project Asst	2525523		<a href="mailto:Umacharya.log@ncaor.org">Umacharya.log@ncaor.org</a>
8	Ms. Shayamala Nair	MTS	2525523		
<b>ICT Division</b>					
1	Sh. V. Sakthivel Samy	Scientist D	2525515		<a href="mailto:vssamy@ncaor.org">vssamy@ncaor.org</a>
2	Sh. Lalit Kumar Ahirwar	Scientist C	2525567		<a href="mailto:lalit@ncaor.org">lalit@ncaor.org</a>
3	Sh. Nexsan Barreto	Technician Grade B	2525567/691		<a href="mailto:nixon@ncaor.org">nixon@ncaor.org</a>
<b>POLAR METEOROLOGY &amp; ATMOSPHERIC SCIENCE</b>					
1	Dr. K. Satheesan	Scientist D	2525570		<a href="mailto:satheesan@ncaor.org">satheesan@ncaor.org</a>
2	Dr. Nuncio Murukesh	Scientist B	2525528		<a href="mailto:nuncio@ncaor.org">nuncio@ncaor.org</a>
<b>ANTARCTIC SCIENCE</b>					
1	Dr. Rahul Mohan	Scientist D	2525531/532		<a href="mailto:rahulmohan@ncaor.org">rahulmohan@ncaor.org</a>
2	Ms. Sahina Gazi	Scientific Asst. Grade 'A'	2525634		<a href="mailto:sahina@ncaor.org">sahina@ncaor.org</a>
3	Sh. Suhas S. Shetye	Research Sc. B	2525640		<a href="mailto:suhas@ncaor.org">suhas@ncaor.org</a>
4	Sh. Shramik Maruti Patil	Sr. Research Fellow	2525633		<a href="mailto:shramik@ncaor.org">shramik@ncaor.org</a>
5	Sh. Abhilash Nair	Jr. Research Fellow	2525633		<a href="mailto:abhilash@ncaor.org">abhilash@ncaor.org</a>
6	Ms. Rajeshree Patil	Project Asst.	2525532		
7	Ms. Sweta Morje	Project Asst.	2525532		
<b>LIBRARY</b>					
1	Dr. Laluraj C. M.	Scientist C	2525641		<a href="mailto:lalucm@ncaor.org">lalucm@ncaor.org</a>
2	Ms. Kaveri Kumbar	Executive (Library)	2525620		<a href="mailto:library@ncaor.org">library@ncaor.org</a>
<b>ADMINISTRATION &amp; ESTATE SECTION</b>					
1	Sh. Arun Kumar Singh	Joint Manager (Admn)	2525555	2525566	<a href="mailto:aksingh@ncaor.org">aksingh@ncaor.org</a>
2	Sh. Manoj Oturkar	Asst. Manager (P&S)	2525527		<a href="mailto:manoj@ncaor.org">manoj@ncaor.org</a>
3	Ms. Sarita Honavarkar	Sr. Executive (Admn.)	2525558		<a href="mailto:sarita@ncaor.org">sarita@ncaor.org</a>
4	Sh. Saroj Kumar Pattanayak	Co-ordinator Grade III	2525556		<a href="mailto:saroj@ncaor.org">saroj@ncaor.org</a>
5	Sh. Ganesh C. Das	Jr. Executive (Admn)	2525557		<a href="mailto:gcdas@ncaor.org">gcdas@ncaor.org</a>
6	Sh. Aman Kumar Sharma	Jr. Executive (PR)	2525556		<a href="mailto:aksharma@ncaor.org">aksharma@ncaor.org</a>
7	Ms. Pallavi Naik	Jr. Executive.(Admn)	2525558		<a href="mailto:pallavi@ncaor.org">pallavi@ncaor.org</a>
8	Sh. Santosh Naik	Jr. Asst. (Driver)	2525560		
9	Ms. Rupali Rane	Jr. Asst. (Admn.)	2525556		<a href="mailto:rupali@ncaor.org">rupali@ncaor.org</a>
10	Ms. Sushama H. Chodankar	Jr. Asst. (Admn.)	2525559		<a href="mailto:sushma@ncaor.org">sushma@ncaor.org</a>
11	Sh. Mohammad Sayeed	Jr. Asst. (Admn))	2525556		<a href="mailto:sayeed@ncaor.org">sayeed@ncaor.org</a>
12	Sh. Deepak Naik	Engineer (Elect)	2525541		<a href="mailto:estate@ncaor.org">estate@ncaor.org</a>
13	Ms. Anamika Mohite	Engineer (Civil)	2525578		<a href="mailto:anamika@ncaor.org">anamika@ncaor.org</a>
14	Ms. Urmila Patil	Project Asst.	2525578		
15	Sh. Jadhav Kishor Kalgo	MTS	2525560		
16	Sh. Premanand Tari	MTS			
17	Sh. Umesh Halarnkar	MTS			
18	Sh. Marcelino D'Souza	Driver			
19	Sh. Prashant Redkar	Helper			

<b>FINANCE SECTION</b>					
1	Shri. K. Shripathi	Joint Manager (F&A)	2525508/2525509		<a href="mailto:shri@ncaor.org">shri@ncaor.org</a>
2	Ms. Kaushambi Prashad	Asst. Manager (F&A)	2525564		<a href="mailto:kaushambi@ncaor.org">kaushambi@ncaor.org</a>
3	Shri Anemi Lakshmana Rao	Sr. Executive (F&A)	2525544		<a href="mailto:finance@ncaor.org">finance@ncaor.org</a>
4	Ms. Pratibha Pandey	Sr. Executive (F&A)	2525562		<a href="mailto:pandeypratibha@ncaor.org">pandeypratibha@ncaor.org</a>
5	Sh. Kennedy Sequiera	Junior Asst. (Admn)	2525544		
6	Sh. Vir Uttam Navso	MTS	2525564		
7	Ms. Rupa Patil	Project Accountant	2525561		
8	Ms. Saraswati Girap	Project Asst.	2525564		
9	Ms. Mahananda Mandrekar	Project Asst.	2525562		
10	Ms. Sidhi S. Mesta	Project Asst.	2525561		
<b>PROCUREMENT &amp; STORES SECTION</b>					
1	Shri. K. Venkateswarlu	Joint Manager (P&S)	2525571/2525572		<a href="mailto:warlu62@ncaor.org">warlu62@ncaor.org</a>
2	Sh. Pradeep Kumar Singh	Executive (P&S)	2525574		
3	Sh. Tolu Velip	MTS	2525576		
4	Sh. Srinivasrao R. Yedlla	MTS	2525576		
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		
<b>POLAR REMOTE SENSING</b>					
1	Dr. Alvarinho J. Luis	Scientist D	2525526		<a href="mailto:alvluis@ncaor.org">alvluis@ncaor.org</a>
2	Dr. Shailesh Pednekar	Scientist C	2525540		<a href="mailto:shailesh@ncaor.org">shailesh@ncaor.org</a>
3	Sh. Jawak Shridhar Digambar	Sr. Research Fellow	2525528		<a href="mailto:shridhar.jawak@ncaor.org">shridhar.jawak@ncaor.org</a>
<b>CRYOBIOLOGY</b>					
1	Dr. K.P. Krishnan	Scientist 'C'	2525637		<a href="mailto:krishnan@ncaor.org">krishnan@ncaor.org</a>
2	Sh. Kuldeep Attri	Research Sc. B	2525548		<a href="mailto:kuldeep@ncaor.org">kuldeep@ncaor.org</a>
3	Sh. Rupesh Kumar Sinha	Sr. Research Fellow	2525637		<a href="mailto:rupesh@ncaor.org">rupesh@ncaor.org</a>
<b>POLAR BIOLOGY</b>					
1	Dr. S.M. Singh	Scientist D	2525632/629		<a href="mailto:smsingh@ncaor.org">smsingh@ncaor.org</a>
2	Dr. Puja B. Gawas	Research Associate	2525632		<a href="mailto:puja@ncaor.org">puja@ncaor.org</a>
3	Ms. Simantini Naik	Project Asst.	2525632		
<b>MARINE STABLE ISOTOPE LAB</b>					
1	Dr. Manish Tiwari	Scientist C	2525637		<a href="mailto:manish@ncaor.org">manish@ncaor.org</a>
2	Sh. Kartik Thammiseti	Jr. Research Fellow	2525646		<a href="mailto:kartik@ncaor.org">kartik@ncaor.org</a>
3	Sh. Siddesh Nagoji	Jr. Research Fellow	2525646		<a href="mailto:siddesh@ncaor.org">siddesh@ncaor.org</a>
<b>POLAR ENVIRONMENT</b>					
1	Dr. Anoop Kumar Tiwari	Scientist C	2525632		<a href="mailto:anooptiwari@ncaor.org">anooptiwari@ncaor.org</a>
2	Sh. Brijesh Desai	Project Asst.	2525639		<a href="mailto:brijesh@ncaor.org">brijesh@ncaor.org</a>
<b>HYDROTHERMAL STUDIES</b>					
1	Dr. Anju Pandey (MoES)	Project Sci. D			
2	Dr. Dinesh Pandit	Project Sci. C	2525548		<a href="mailto:dpandit@ncaor.org">dpandit@ncaor.org</a>
3	Ms. Niyati Kalangutkar	Project Sci. C	2525543		<a href="mailto:niyati@ncaor.org">niyati@ncaor.org</a>
4	Dr. R. K. Bikaramaditya Singh	Project Sc. B	2525569		<a href="mailto:bikram@ncaor.org">bikram@ncaor.org</a>
5	Ms. Sarita Tiwari	Project Sc. B	2525569		<a href="mailto:saritatiwari@ncaor.org">saritatiwari@ncaor.org</a>
6	Dr. Y. Rajesh Singh	Project Sc. B	2525569		<a href="mailto:rajesh@ncaor.org">rajesh@ncaor.org</a>
	<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 – 25250877, Logistics Section-2525520, Dr. S. Rajan-2525511, 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](mailto:info@ncaor.gov.in)  
Web Site – [www.ncaor.gov.in](http://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 30.09.2012
	<b><u>Scientists</u></b>			
1	Dr. S. Rajan	Scientist G & Director-in-charge	PB-4	62380
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 D	PB-3	33700
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. Laluraj C.M.	Scientist C	PB-3	27150
15	Sh. Lalit Kumar Ahirwar	Scientist C	PB-3	27150
16	Dr. K. P. Krishnan	Scientist C	PB-3	27150
17	Dr. Anoop Kumar Tiwari	Scientist C	PB-3	27150
18	Dr. Shailesh Pednekar	Scientist C	PB-3	27150
19	Dr. Manish Tiwari	Scientist C	PB-3	27150
20	Dr. Shailendra Saini	Scientist C	PB-3	26900
21	Dr. P.V. Bhaskar	Scientist C	PB-3	26900
22	Dr. Sabu p.	Scientist C	PB-3	26110
23	Dr. Babula Jena	Scientist C	PB-3	26110
24	Dr. Waliur Rahaman	Scientist C	PB-3	26110
25	Dr. Ravi Mishra	Scientist B	PB-3	22280
26	Sh. Ajeet Kumar	Scientist B	PB-3	22280
27	Dr. Nuncio Murukesh	Scientist B	PB-3	22950
28	Ms. Runa Antony	Scientist B	PB-3	21630
29	Sh. M.M. Subramaniam	Scientist B	PB-3	21630
30	Dr. Denny P. Alappattu	Scientist B	PB-3	21630
31	Sh. Abhishek Tyagi	Scientist B	PB-3	21630
32	Ms. Divya David	Scientist B	PB-3	21630
	<b><u>Ministerial/ Scientific Support / Technical</u></b>			
33	Sh. Arun Kumar Singh	Joint Manager (Admn.)	PB-3	22950
34	Sh. K. Shripathi	Joint Manager (F&A)	PB-2	26230
35	Sh. K. Venkateswarlu	Joint Manager (P&S)	PB-2	26230
36	Sh. Ganesh Chandvale	Scientific Asst. Gr. B	PB-2	22440
37	Ms. Kaushambi Prashad	Asst. Manager (F&A)	PB-2	21200
38	Sh. Manoj Jayant Oturkar	Asst. Manager (P&S)	PB-2	20790
39	Sh. Bhikaji Laxman Redkar	Scientific Asst. Gr. B	PB-2	17030
40	Sh. Anemi Lakshmana Rao	Sr. Executive (F&A)	PB-2	14760
41	Ms. Sarita Honavarkar	Sr. Executive (Admn)	PB-2	14330
42	Ms. Pratibha Pandey	Sr. Executive (F&A)	PB-2	13910
43	Ms. Sahina Gazi	Scientific Asst. Gr. A	PB-2	13500

44	Sh. Ashish Paiguinkar	Scientific Asst. Gr. A	PB-2	13500
45	Sh. Saroj Kumar Patnayak	Co-ordinator Gr. III	PB-2	13500
46	Sh. Pradeep Kumar Singh	Executive (P&S)	PB-1	12430
47	Ms. Kaveri Kumbhar	Executive (Library)	PB-1	11700
48	Ms. Reena S. Naik	Coordinator Gr. II	PB-1	14310
49	Sh. Ganesh Chandra Das	Jr. Executive (Admin)	PB-1	11860
50	Sh. Aman Kumar Sharma	Jr. Executive (PR)	PB-1	10520
51	Ms. Pallavi R. Naik	Jr. Executive (Admin)	PB-1	10840
52	Ms. Tejaswini Pakhidde	Coordinator Gr. I	PB-1	10210
53	Sh. Kennedy C. Sequeira	Jr. Executive (Admin)	PB-1	11200
54	Sh. Nexsan Barreto	Technician Gr. B	PB-1	9910
55	Sh. Santosh Naik	Jr. Asst. (Driver/Helper)	PB-1	10580
56	Ms. Rupali Rane	Jr. Executive (Admin)	PB-1	8210
57	Ms. Sushama H. Chodankar	Jr. Executive (Admin)	PB-1	8210
58	Sh. Mohd. Sayeed	Jr. Executive (Admin)	PB-1	7970
59	Sh. Tari P. Narayan	MTS	PB-1	9870
60	Smt. Shyamala K.G. Nair	MTS	PB-1	9870
61	Sh. Radhika Sawant	MTS	PB-1	9870
62	Sh. Vir Uttam Navso	MTS	PB-1	9870
63	Smt. Sita R. Bandekar	MTS	PB-1	9870
64	Sh. Jadhav Kishor Kalgo.	MTS	PB-1	9870
65	Sh. Tolu D. Velip	MTS	PB-1	9870
66	Sh. Umesh Halarnkar	MTS	PB-1	9870
67	Sh. Y. Srinivas Rao	MTS	PB-1	7000

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

REVISED BUDGET ESTIMATES FOR 2011-2012

Rupees in lakhs

Sl. No.	Resources 2011-2012	Expenditure	RE 2011-2012	
I-	<b>1 Indian Antarctic Programme</b>			
	Closing Balance of the year 2010-2011	436.47	<b>Recurring –</b> Charter Hire of Ship and Helicopters, Expedition to Antarctica & Research Station in Antarctica - Annexure-A	
	Bank Interest and Misc. receipt of the year 2007-2008 to 2010-2011 of all the funds received at NCAOR.	1286.10		
	Grant receivable	7777.43		
	<b>Total</b>	<b>9500.00</b>		<b>9500.00</b>
	<b>2 Establishment of the Third Station in Antarctica</b>			
	Grant receivable	19000.00	Expenditure	19000.00
	<b>Total</b>	<b>19000.00</b>		<b>19000.00</b>
	<b>3 Southern Oceanographic Studies</b>			
	Closing Balance of the year 2010-2011	607.43	Expenditure	900.00
	Grant receivable	292.57		
	<b>Total</b>	<b>900.00</b>		
	<b>4 NCAOR including Phase III Civil Works</b>			
	Closing Balance of the year 2010-2011	592.98	<b>Recurring –</b> Admn. & Manpower, Operation & Maintenance, Office Expenditure & Misc. Annexure-B	987.00
	Grant received	200.00		
	Grant receivable	800.00	<b>Non-Recurring –</b> Office Equipments & Phase III Civil Works Annexure-C	605.98
	<b>Total</b>	<b>1592.98</b>		<b>1592.98</b>
	<b>5 In-House R &amp; D</b>			
	Closing Balance of the year 2010-2011	(-97.10)	Expenditure	500.00
	Grant received	375.00		
Grant receivable	222.10			
<b>Total</b>	<b>500.00</b>	<b>500.00</b>		

Sl.No.	Resources 2011-2012	Expenditure	RE 2011-2012
<b>6</b>	<b>Expedition to Arctic</b>		
	Closing Balance of the year 2010-2011	121.02	Expenditure
	Grant receivable	1378.98	
	<b>Total</b>	<b>1500.00</b>	<b>1500.00</b>
<b>7</b>	<b>Ice Class Research Vessel</b>		
	Closing Balance of the year 2010-2011	572.85	Expenditure
	Grant received	4000.00	
	Grant receivable	2327.15	
<b>Total</b>	<b>6900.00</b>	<b>6900.00</b>	
<b>8</b>	<b>Integrated Ocean Drilling Programme- IODP</b>		
	Closing Balance of the year 2010-11	86.40	<i>Expenditure</i>
	Grant receivable	513.60	
	<b>Total</b>	<b>600.00</b>	<b>600.00</b>
<b>9</b>	<b>Indian Ocean Geotraces Research Programme</b>		
	Grant received	350.00	<i>Expenditure</i>
	<b>Total</b>	<b>350.00</b>	<b>350.00</b>
<b>10</b>	<b>CLCS Programme</b>		
	Closing Balance of the year 2010-2011	42.64	<i>Expenditure</i>
	Grant received	48.36	
	<b>Total</b>	<b>91.00</b>	<b>91.00</b>
<b>11</b>	<b>Geological &amp; Tectonic Evolution of the Arabian Sea &amp; Bay of Bengal</b>		
	Closing Balance of the year 2010-11	154.68	<i>Expenditure</i>
	<b>Total</b>	<b>154.68</b>	<b>154.68</b>
<b>12</b>	<b>ORV Sagar Kanya</b>		
	Closing Balance of the year 2010-11	43.00	<i>Expenditure</i>
	Grant receivable	27.00	
	<b>Total</b>	<b>70.00</b>	<b>70.00</b>
<b>13</b>	<b>Sea Bed Survey of the EEZ of India</b>		
	Closing Balance of the year 2010-2011	424.56	Expenditure
	Grant receivable	73.44	
	<b>Total</b>	<b>498.00</b>	<b>498.00</b>
<b>14</b>	<b>Chartering of A. Boris Petrov.</b>		
	Closing Balance of the year 2010-2011	1647.43	Expenditure
	<b>Total</b>	<b>1647.43</b>	<b>1647.43</b>

Sl. No.	Resources 2011-2012	Expenditure	RE 2011-2012
15	<b>PMN-ORVSK &amp; Sagar Sampada - Payment to SCI &amp; Norinco (P). Ltd.</b>		
	Grant received	1177.00	Expenditure
	<b>Total</b>	<b>1177.00</b>	
16	<b>Tectonic &amp; Ocean Process Along Indian Ridge System</b>		
	Closing Balance of the year 2010-2011	131.42	<i>Expenditure</i>
	<b>Total</b>	<b>131.42</b>	
17	<b>ORV Sagar Sampada</b>		
	Closing Balance of the year 2010-2011	6.89	<i>Expenditure</i>
	<b>Total</b>	<b>6.89</b>	
18	<b>IT &amp; e-Governance</b>		
	Closing Balance of the year 2010-2011	52.00	<i>Expenditure</i>
	Grant received	85.00	
	<b>Total</b>	<b>137.00</b>	
	<b>GRAND TOTAL</b>	<b>44756.40</b>	<b>44756.40</b>

**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](http://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 and 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 Shri Arun Kumar Singh, Joint Manager (A)/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

<b><u>OFFICIALS</u></b>	<b><u>DESIGNATION</u></b>	<b><u>TEL. NO.</u></b>
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](mailto:info@ncaor.org)  
**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/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  
Joint Manager (A)/ Administrative Officer  
National Centre for Antarctic & Ocean Research  
Headland Sada, Vasco-da-Gama  
Goa – 403804.

Tel: 2525555 (Off)

Sd/-  
Joint Manager (A)/  
Administrative Officer

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

Joint Manager (A)/  
Administrative Officer

Ministry of Earth Science (RTI Cell)

No: MoES/29/59/2010-RTI

Dated: 13.01.2011

**OFFICE MEMORANDUM**

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

In supersession to Ministry of Earth Sciences OM No. MoES/29/59/2010-RTI dated 5.10.2010, the following 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)	Sh. Sandesh Saxsena, (US)	Director (ICC) (Sh. Taranjit Singh)
2	NCAOR, Goa	Sh. Arun K Singh, (Admn Officer)	Director, NCAOR

**(Taranjit Singh)**  
**Director (ICC)**