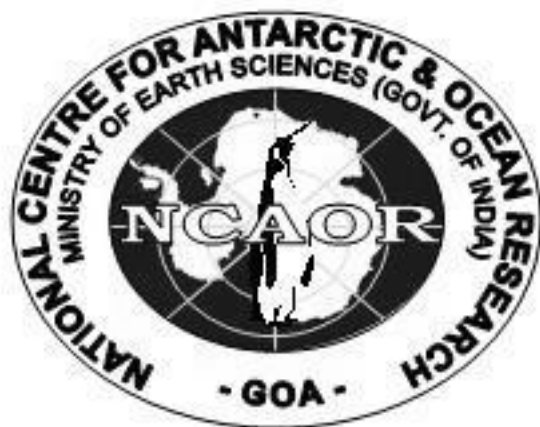


*RIGHT TO INFORMATION ACT, 2005*



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  $-20^{\circ}\text{C}$  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 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 COMMITTEE MEMBERS**

1	Dr. Shailesh Nayak	Secretary, MoES	Ex-Officio Chairman
2	Prof. U. R. Rao	Member, Space Commission	Co-Chairman
3	Shri. J.B. Mohapatra	Jt. Secretary & Financial Adviser, MoES	Ex-Officio Member
4	Shri Anand Khati	Jt. Secretary (Admin), MoES	Ex-Officio Member
5	Dr. V.J. Bhaskar Rao	Director, NGRI	Ex-Officio Member
6	Dr. S. W. A. Naqvi	Director, NIO	Ex-Officio Member
7	Prof. Sunil Bajpai	Director, BSIP	Member
8	Dr. A. S. Kiran Kumar	Director, SAC	Ex-Officio Member
9	Shri B.N. Satpathy	Advisor (S&T), Planning Commission	Ex-Officio Member
10	Commodore Harshad Datar	Director, Naval R&D	Ex-Officio Member
11	Dr. S. Rajan	Director, NCAOR	Member secretary

#### **RESEARCH ADVISORY COMMITTEE MEMBERS**

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

#### **FINANCE COMMITTEE MEMBERS**

1	Shri J.B. Mahapatra	Additional Secretary & Financial Adviser, MoES	Chairperson
2	Shri Anand Khati	Jt. Secretary (Admin), MoES	Ex-Officio Member
3	Shri R. K. Sharma	Scientist G, MoES	Ex-Officio Member
4	Shri Manish Bansal	Director (Finance), MoES	Ex-Officio Member
5	Dr. S. Rajan	Director, NCAOR	Ex-Officio Member
6	<b>To be nominated</b>		Member-Secretary

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

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1	Dr. John Kurian	Scientist D	2525570		<a href="mailto:john@ncaor.gov.in">john@ncaor.gov.in</a>
2	Dr. Anju Pandey	Scientist D	2525647		<a href="mailto:anju@ncaor.gov.in">anju@ncaor.gov.in</a>
3	Dr. Dinesh Pandit	Project Sci. C	2525548		<a href="mailto:dpandit@ncaor.gov.in">dpandit@ncaor.gov.in</a>
4	Ms. Niyati Kalangutkar	Project Sci. C	2525543		<a href="mailto:niyati@ncaor.gov.in">niyati@ncaor.gov.in</a>
5	Dr. Y. Rajesh Singh	Project Sc. B	2525569		<a href="mailto:rajesh@ncaor.gov.in">rajesh@ncaor.gov.in</a>
<b><u>LIBRARY</u></b>					
1	Ms. Kaveri Kumbar	Executive (Library)	2525620		<a href="mailto:library@ncaor.gov.in">library@ncaor.gov.in</a>
<b><u>ESTATE SECTION</u></b>					
1	Sh. Ravikant Sharma	Scientist B	2525636		<a href="mailto:ravikant@ncaor.gov.in">ravikant@ncaor.gov.in</a>
2	Sh. Manoj Oturkar	Asst. Manager (P&S)	2525527		<a href="mailto:manoj@ncaor.gov.in">manoj@ncaor.gov.in</a>
3	Ms. Anamika Mohite	Engineer (Civil)	2525578		<a href="mailto:anamika@ncaor.gov.in">anamika@ncaor.gov.in</a>
4	Sh. Abhijit Naik	Engineer (Elect)	2525541		<a href="mailto:estate@ncaor.gov.in">estate@ncaor.gov.in</a>
5	Ms. Arti Shetye	Project Asst.	2525578		
<b><u>ADMINISTRATION SECTION</u></b>					
1	Sh. Arun Kumar Singh	Administrative Officer	2525555	2525566	<a href="mailto:aksingh@ncaor.gov.in">aksingh@ncaor.gov.in</a>
2	Ms. Sarita Honavarkar	Sr. Executive (Admn.)	2525558		<a href="mailto:sarita@ncaor.gov.in">sarita@ncaor.gov.in</a>
3	Sh. Saroj Kumar Pattanayak	Coordinator Gr. III	2525559		<a href="mailto:saroj@ncaor.gov.in">saroj@ncaor.gov.in</a>
4	Sh. Ganesh C. Das	Jr. Executive (Admn)	2525557		<a href="mailto:gcdas@ncaor.gov.in">gcdas@ncaor.gov.in</a>
5	Sh. Aman Kumar Sharma	Jr. Executive (PR)	2525556		<a href="mailto:aksharma@ncaor.gov.in">aksharma@ncaor.gov.in</a>
6	Ms. Pallavi Naik	Jr. Executive.(Admn)	2525558		<a href="mailto:pallavi@ncaor.gov.in">pallavi@ncaor.gov.in</a>
7	Sh. Santosh Naik	Jr. Asst. (Driver)	2525560		
8	Ms. Rupali Rane	Jr. Asst. (Admn.)	2525556		<a href="mailto:rupali@ncaor.gov.in">rupali@ncaor.gov.in</a>
9	Ms. Sushama H. Chodankar	Jr. Asst. (Admn.)	2525559		<a href="mailto:sushma@ncaor.gov.in">sushma@ncaor.gov.in</a>
10	Sh. Mohammad Sayeed	Jr. Asst. (Admn))	2525556		<a href="mailto:sayeed@ncaor.gov.in">sayeed@ncaor.gov.in</a>
11	Sh. Jadhav Kishor Kalgo	MTS	2525560		
12	Sh. Premanand Tari	MTS	2525557		
13	Sh. Umesh Halarnkar	MTS	2525557		
14	Sh. Marcelino D'Souza	Driver			
15	Sh. Prashant Redkar	Helper			
<b><u>FINANCE SECTION</u></b>					
1	Sh. K. Shripathi	Joint Manager (F&A)	2525508/2525509		<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 Anemi Lakshmana Rao	Asst. Manager (F&A)	2525562		<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	Ms. Rupa Patil	Project Accountant	2525561		<a href="mailto:rupa@ncaor.gov.in">rupa@ncaor.gov.in</a>
8	Ms. Saraswati Girap	Project Asst.	2525564		<a href="mailto:finance@ncaor.gov.in">finance@ncaor.gov.in</a>
9	Ms. Mahananda Mandrekar	Project Asst.	2525562		<a href="mailto:finance@ncaor.gov.in">finance@ncaor.gov.in</a>
10	Ms. Sidhi S. Mesta	Project Asst.	2525561		<a href="mailto:finance@ncaor.gov.in">finance@ncaor.gov.in</a>
<b><u>PROCUREMENT &amp; STORES SECTION</u></b>					
1	Sh. K. Venkateswarlu	Joint Manager (P&S)	2525571/2525572		<a href="mailto:warlu62@ncaor.gov.in">warlu62@ncaor.gov.in</a>
2	Sh. Pradeep Kumar Singh	Executive (P&S)	2525574		



3	Ms. Axada Satardekar	Jr. Executive (Stores)	2525574		<a href="mailto:akshada.log@ncaor.gov.in">akshada.log@ncaor.gov.in</a>
4	Sh. Tolu Velip	MTS	2525576		
5	Sh. Srinivasrao R. Yedlla	MTS	2525576		
6	Ms. Vidhya Deshmukh	Administrative Asst.	2520876/2525503		
7	Ms. Sufala Shet Desai	Project Asst.	2525576		
8	Ms. Nisha Tamse	Project Asst.	2525576		
9	Ms. Sangeeta Rane	Project Asst.	2525576		
10	Ms. Nutan Metha	Project Asst.	2525576		
	<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)  
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 01.08.2014
	<b><u>Scientists</u></b>			
1	Dr. S. Rajan	Director	PB-4	68180
2	Sh. M.J. Beg	Scientist F	PB-4	55280
3	Dr. Anil Kumar N.	Scientist E	PB-4	51910
4	Dr. Thamban Meloth	Scientist E	PB-4	51910
5	Dr. Dhananjai Kumar Pandey	Scientist E	PB-4	48920
6	Dr. Rahul Mohan	Scientist D	PB-3	34250
7	Dr. Shiv Mohan Singh	Scientist D	PB-3	34250
8	Dr. John Kurian P.	Scientist D	PB-3	34250
9	Dr. Alvarinho Luis	Scientist D	PB-3	34250
10	Dr. K. Satheesan	Scientist D	PB-3	33220
11	Sh. V.S. Sakthivel Samy	Scientist D	PB-3	33220
12	Dr. Rajani Kant Mishra	Scientist D	PB-3	32250
13	Dr. Sarat Chandra Tripathy	Scientist D	PB-3	32250
14	Dr. Manish Tiwari	Scientist D	PB-3	31310
15	Dr. Anju Pandey	Scientist D	PB-3	31310
16	Dr. Parmanand Sharma	Scientist D	PB-3	31310
17	Dr. Prince Prakash	Scientist D	PB-3	31310
18	Dr. K. P. Krishnan	Scientist D	PB-3	30710
19	Dr. Anoop Kumar Tiwari	Scientist D	PB-3	30710
20	Dr. Laluraj C.M.	Scientist D	PB-3	30710
21	Sh. Lalit Kumar Ahirwar	Scientist D	PB-3	30680
22	Dr. Shailesh Pednekar	Scientist C	PB-3	28810
23	Dr. Shailendra Saini	Scientist C	PB-3	28550
24	Dr. P.V. Bhaskar	Scientist C	PB-3	28550
25	Dr. Sabu p.	Scientist C	PB-3	27710
26	Dr. Babula Jena	Scientist C	PB-3	27710
27	Dr. Waliur Rahaman	Scientist C	PB-3	26900
28	Dr. Yogesh Ray	Scientist C	PB-3	26110
29	Dr. Parijat Roy	Scientist C	PB-3	26110
30	Dr. Avinash Kumar	Scientist C	PB-3	26110
31	Dr. Ravi Mishra	Scientist C	PB-3	25590
32	Sh. Ajeet Kumar	Scientist C	PB-3	25550
33	Dr. Nuncio Murukesh	Scientist B	PB-3	24350
34	Ms. Runa Antony	Scientist B	PB-3	22950
35	Sh. M.M. Subramaniam	Scientist B	PB-3	22950
36	Sh. Abhishek Tyagi	Scientist B	PB-3	22950
37	Ms. Divya David	Scientist B	PB-3	22950
38	Sh. Ravikant Sharma	Scientist B	PB-3	21630
39	Ms. Lathika N.	Scientist B	PB-3	21630
40	Dr. Anand Kumar Singh	Scientist B	PB-3	21630
41	Sh. Shriram Gullapalli	Scientist B	PB-3	21630
42	Sh. Sourav Chatterjee	Scientist B	PB-3	21000
	<b><u>Ministerial/ Scientific Support / Technical</u></b>			
43	Sh. Arun Kumar Singh	Administrative Officer (Admn)	PB-3	24350
44	Sh. K. Shripathi	Joint Manager (F&A)	PB-2	27830

45	Sh. K. Venkateswarlu	Joint Manager (P&S)	PB-2	27830
46	Sh. Ganesh Chandvale	Scientific Asst. Gr. B	PB-2	23820
47	Ms. Kaushambi Prashad	Asst. Manager (F&A)	PB-2	22500
48	Sh. Manoj Jayant Oturkar	Asst. Manager (P&S)	PB-2	22070
49	Sh. Bhikaji Laxman Redkar	Scientific Asst. Gr. B	PB-2	18070
50	Sh. Anemi Lakshmana Rao	Asst. Manager (F&A)	PB-2	16540
51	Ms. Sarita Honavarkar	Sr. Executive (Admn)	PB-2	15210
52	Ms. Pratibha Pandey	Sr. Executive (F&A)	PB-2	14760
53	Ms. Sahina Gazi	Scientific Asst. Gr. A	PB-2	14330
54	Sh. Ashish Paiguinkar	Scientific Asst. Gr. A	PB-2	14330
55	Sh. Saroj Kumar Pattanayak	Coordinator Gr. III	PB-2	14330
56	Ms. Nazira Begum	Scientific Asst. Gr. A	PB-2	13910
57	Sh. Goverdhan Kantepudi	Scientific Asst. Gr. A	PB-2	13910
58	Sh. Pradeep Kumar Singh	Executive (P&S)	PB-1	13200
59	Ms. Kaveri Kumbhar	Executive (Library)	PB-1	12430
60	Ms. Reena S. Naik	Coordinator Gr. II	PB-1	15190
61	Sh. Ganesh Chandra Das	Jr. Executive (Admin)	PB-1	12590
62	Sh. Aman Kumar Sharma	Jr. Executive (PR)	PB-1	11510
63	Ms. Pallavi R. Naik	Jr. Executive (Admin)	PB-1	11510
64	Ms. Tejaswini Pakhidde	Coordinator Gr. I	PB-1	10840
65	Sh. Kennedy C. Sequeira	Jr. Executive (Admin)	PB-1	11890
66	Sh. Nexsan Barreto	Technician Gr. B	PB-1	10520
67	Ms. Axada Satardekar	Jr. Executive (P&S)	PB-1	10210
68	Sh. Santosh Naik	Jr. Assistant (Driver/Helper)	PB-1	11230
69	Ms. Rupali Rane	Jr. Assistant (Admin)	PB-1	8720
70	Ms. Sushama H. Chodankar	Jr. Assistant (Admin)	PB-1	8460
71	Sh. Mohd. Sayeed	Jr. Assistant (Admin)	PB-1	8460
72	Sh. Tari P. Narayan	MTS	PB-1	10480
73	Smt. Shyamala K.G. Nair	MTS	PB-1	10480
74	Sh. Radhika Sawant	MTS	PB-1	10480
75	Sh. Vir Uttam Navso	MTS	PB-1	10480
76	Smt. Sita R. Bandekar	MTS	PB-1	10480
77	Sh. Jadhav Kishor Kalgo.	MTS	PB-1	10480
78	Sh. Tolu D. Velip	MTS	PB-1	10480
79	Sh. Umesh Halarnkar	MTS	PB-1	10480
80	Sh. Y. Srinivas Rao	MTS	PB-1	7430

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

**BUDGET ESTIMATES FOR 2014 – 2015**

Rupees in Crores

<b>No.</b>	<b>Name of Scheme/Project</b>	<b>BE 2014-15</b>
<b>I</b>	<b>Ocean Survey &amp; Mineral Resources</b>	
1	Continental Shelf Program	20.00
2	Swath Bathymetry Survey of the EEZ	25.00
3	PMN-Survey (EIA, Metallurgy)	13.49
4	Hydrothermal Sulphides	90.15
<b>II</b>	<b>Ocean Research Vessels</b>	
1	Replacement of ORV Sagar Kanya	5.00
<b>III</b>	<b>Polar Science &amp; Cryosphere</b>	
1	Expedition to Antarctica	126.30
2	Indian Scientific Expedition to Southern Ocean	11.55
3	Expedition to Arctic	15.15
4	Ice-class vessel	199.20
5	Replacement of Maitri Station	25.00
6	ESSO-NCAOR-Operation & Maintenance	16.16
7	Himalayan Cryosphere	26.40
<b>IV</b>	<b>Marine geoscientific Studies</b>	
1	IODP	59.90
2	Geoid Low	15.00
3	Deep Crustal Studies of Indian Continental	8.65

**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**)

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

Director, NCAOR has been designated as First Appellate Authority and Shri Arun Kumar Singh, Administrative Officer/ Joint Manager (A) has been designated as Central Public Information Officer.

**Appellate Authority**

Secretary, Ministry of Earth Sciences, New Delhi who is Ex-Officio Chairman of the Governing Council of NCAOR is the Appellate Authority for dealing with the Appeals referred in Section 19 of the Right to Information Act-2005

## GENERAL INFORMATION

<u>OFFICIALS</u>	<u>DESIGNATION</u>	<u>TEL. NO.</u>
Director	First Appellate Authority	2520876(O), 2525610/2525611(R)
Sh. Arun Kumar Singh	Central Public Information Officer	2525555(O)
Working Hours	9.00 a.m. to 05.30 p.m. each working day	

Under Clauses (b) & (C) of sub-section (2) of section 27 of the Right to Information Act, 2005 the fee structure are as under which are payable at Vasco-da-Gama, drawn in favour of NCAOR by way of **Bank Demand Draft** only.

- a) a request for obtaining information under sub-section (1) of section 6 the Application fee will be Rs. 10/-
- b) for providing the information under sub-Section (1) of section 7 the fee shall be charged :
- 1 – for each page (in A-4 or A-3 size paper) Rs. 2/- per page
  - 2 – actual charge or cost price of a copy in large size paper
  - 3 – Inspection of record No fee for one hour. Thereafter Rs. 5/- for each 15 minutes
- a) for providing the information under subsection (5) of section 7 the Fee shall be charged :
- 1 – Diskette or Floppy Rs. 50/-
  - 2 – For information in printed form Rs. 2/- per page

**Note :** No fees shall be charged who live below the poverty line to make an application for disclosure of information.

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

**Email** – [info@ncaor.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/I/Gen(6)/12

Date: 03.10.2012

**OFFICE MEMORANDUM**

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

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

**First Appellate Authority:**

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

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

**Central Public Information Officer:**

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

Tel: 2525555 (Off)

Sd/-  
Administrative Officer/  
Joint Manager (A)

To,

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

Copy for information to:

- 1) The Director, CMLRE, Kochi
- 2) The Director, ICMAM-PD, Chennai
- 3) The Director, INCOIS, Hyderabad
- 4) The Director, NIOT, Chennai
- 5) Shri. B.K. Thakur, CPIO & Sci. B, MoES, New Delhi

Administrative Officer/  
Joint Manager (A)

**Dated: 04.02.2013**

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

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

<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)	Dy. Secretary (Sh. Rishi Kumar)
2	NCAOR, Goa	Sh. Arun K Singh, (Admn. Officer)	Director, NCAOR