

ESSO-INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES
(an autonomous body under Ministry of Earth Sciences, Govt. of India)
HYDERABAD

INCOIS: ADMN: 78/2021

February 17, 2021

OFFICE ORDER No.46/2021

Sub: Reorganization of various Committees of INCOIS

With immediate effect and until further, INCOIS Committees are reorganized as set forth in this Office Order. This supersedes earlier Office Order Nos. 189/2018, 172/2020 & 297/2020 issued on the subject.

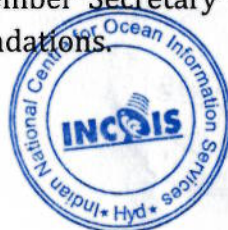
| Description | Members (Dr / Mr / Ms) | Terms of Reference |
|--|---|--|
| Standing Committee on Purchase and Stores (SC-P&S) | <ol style="list-style-type: none"> 1. T M Balakrishnan Nair, Group Director, OSAR- Chairman 2. Francis P A, Division Head, MDA - Alt. Chairman 3. Satya Prakash, Scientist –E, ARO - Member 4. R Venkat Shesu, Scientist–E, ODM - Member 5. Aneesh Lotliker, Division Head, OON - Member 6. K Annapurnaiah, Division Head, ICT - Member 7. M Vijaya Sunanda, Scientist–E, ARO - Member 8. S Nageswara Rao, Manager (Accounts) - Member 9. Devendra Kumar, Joint Manager (S&P) - Member Secretary | <ul style="list-style-type: none"> • Review and recommend all cases of purchase of goods / services and contracts including: <ul style="list-style-type: none"> ○ need aspect & budget provision ○ mode of purchase ○ tender documents ○ tender opening ○ purchase proposals and contract documents • Oversee stores activities including: <ul style="list-style-type: none"> ○ physical stock verification ○ recommend write-off of equipment (on-site / offshore) ○ recommend scrapping of material • Any other matter pertaining to purchase of goods / services and stores, and / or assigned by Director |
| Standing Committee on Personnel & General Administration (SC-P&GA) | <ol style="list-style-type: none"> 1. E Pattabhi Rama Rao, Group Director, OMDA-Chairman 2. Hasibur Rahman, Scientist-F, OSAR - Alt. Chairman 3. M Nagaraja Kumar, Division Head, OOS - Member 4. R Hari Kumar, Scientist –E, ARO - Member | <ul style="list-style-type: none"> • Oversee Estate Management including <ul style="list-style-type: none"> ○ housekeeping and gardening ○ security& transport ○ office workspace, canteen and residential facilities (hostel, guesthouse, quarters) including allocation |



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| | <p>5. R S Mahendra, Scientist –E, ARO - Member</p> <p>6. K G Sandhya, Scientist –E, MDA - Member</p> <p>7. V Venugopala Rao, Scientist –E, ICT - Member</p> <p>8. S Nageswara Rao, Manager (Accounts) - Member</p> <p>9. V Subrahmanyam, Joint Manager (Admin) - Member Secretary</p> | <ul style="list-style-type: none"> ○ public health, civil, electrical, mechanical, HVAC, etc. • Library, academic, seminars, conferences • Medical • Legal, MoUs / Agreements • Sports, cultural & welfare • Swachh Bharat • Covid-19 related activities • Any other matter pertaining to personnel & general administration and / or assigned by Director |
| Redressal of Complaints from Women at Workplace | <p>1. P G Remya, Scientist –D, ARO - Chairman</p> <p>2. M S Girish Kumar, Scientist –E, OON - Member</p> <p>3. Rakhi Kumari, Scientific Assistant–B, OOS - Member</p> <p>4. N Nagaswetha, Scientific Assistant-B, OOS – Alternate Chairman</p> <p>5. Representative from NGO or Association, Member</p> <p>6. K Suhasini, Assistant Manager, ESS – Member Secretary</p> | <ul style="list-style-type: none"> • To uphold the dignity of women at workplace • To facilitate a gender-sensitive and congenial working environment |
| Official Language Implementation Committee | <p>1. Director, INCOIS- Chairman</p> <p>2. Suprit Kumar, Scientist –D, ODM – Alternate Chairman</p> <p>3. Prerna Singh, Scientist –C, MDA - Member</p> <p>4. Alakes Samantha, Scientist –C, ARO - Member</p> <p>5. Rakhi Kumari, Scientific Assistant–B, OOS - Member</p> <p>6. Santosh Kumar, Senior Executive, ESS – Member Secretary</p> | <ul style="list-style-type: none"> • To review the status of implementation of Hindi and suggest measures for improvement |

1. SC-P&GA will meet at least twice a month (first and third Wednesday). SC – P & S will meet at least twice a month (first and third Thursday). More frequent meetings may be planned on need-basis at the discretion of the Chair. The Chair may assign any Member/(s) of the committee to oversee specific activities within its mandate and co-opt other INCOIS personnel on need-basis. Member-Secretary will be responsible for preparing the agenda, background papers and record of discussions of each meeting in consultation with the Chair. Member Secretary will also be responsible for diligent implementation of the recommendations.



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2. Shri BV Satyanarayana, GD, ICTD will continue to look after the activities of Vigilance matters in the capacity of Vigilance Officer.
3. Dr. Balakrishnan Nair, GD, OSAR will continue to look after the activities of Grievance matters in the capacity of Grievance Officer.
4. Shri E Pattabhi Rama Rao, GD, OMDA will continue to look after the activities of RTI matters in the capacity of Chief Public Information Officer (CPIO).
5. The Management Committee (MC) will also review and approve the high-level annual procurement plans of INCOIS at the beginning of every financial year, based on the programmatic needs and budget allocation.
6. Director, INCOIS will constitute other specific Committees from time to time to meet any other requirements of the organization.

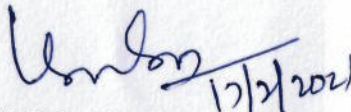
This issues with the approval of Director, INCOIS.



To
All the staff of INCOIS

Copy to:

1. Director, INCOIS – for kind information
2. All Group Directors & Division Heads
3. File concerned


(V. Subrahmanyam)
Joint Manager (Admin)