

**Indian National Centre for Ocean Information Services (INCOIS)
Suo motu disclosure of information under Section 4 of the RTI Act
for the year 2023-24**

S. No	Item	Disclosure Details
1	Organisation and Function	
1.1	Particulars of Organisation, Functions and Duties [Section 4(1)(b)(i)]	
1.1.1	Name and Address of the Organization	<p>Indian National Centre for Ocean Information Services (INCOIS)</p> <p>Postal Address: "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090</p> <p>Land Mark: Indian National Centre for Ocean Information Services (INCOIS), Near " ALEAP", 1 KM From Pragathi Nagar, OPP:JNTU Road, Hyderabad - 500 090, India</p> <p>Contact Details: General Nos. Telephone: +91-40-23886000 (Office Hours: 9 am-5:30 pm) Fax: +91-40-23892910 E-mail: webmaster[at]incois[dot]gov[dot]in director[at]incois[dot]gov[dot]in RTI Related: cpio[at]incois[dot]gov[dot]in</p> <p>Website: https://incois.gov.in/ https://incois.gov.in/portal/contactus</p>
1.1.2	Head of the organization	<p>Dr. Tummala Srinivasa Kumar Email: director@incois.gov.in Tel: +91 40 23886002 Fax: +91 40 23895001</p>

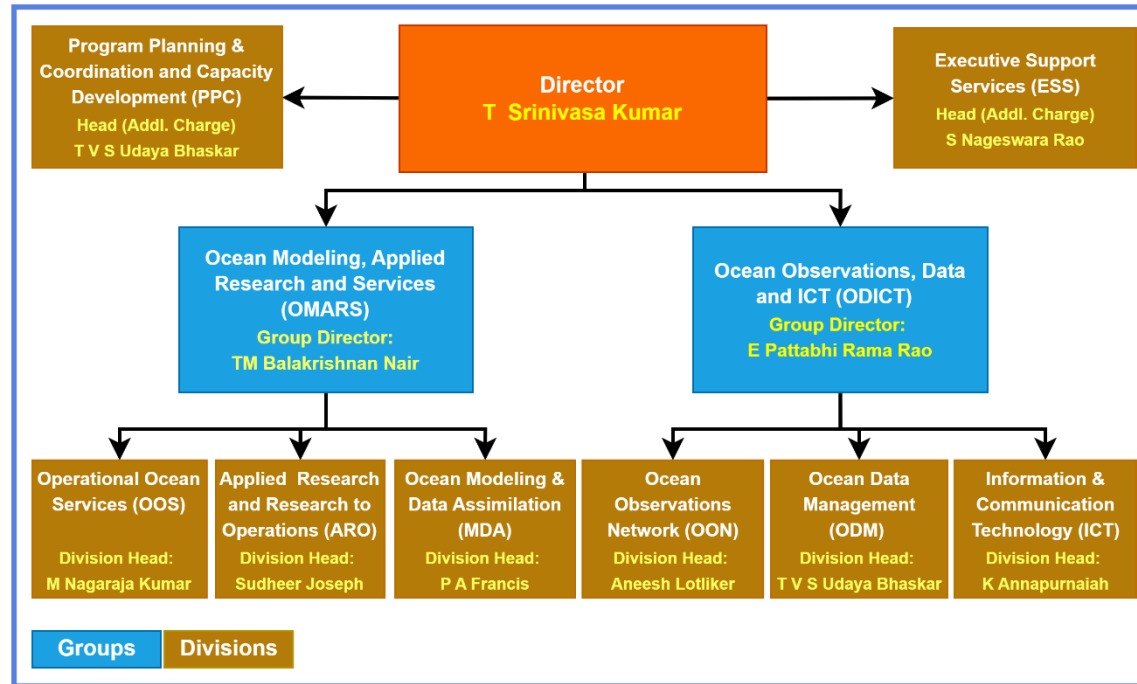
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		<p>Date of Joining INCOIS, Hyderabad: xx-08-2020 Please click here to view the Profile of the Director</p>
<p>1.1.3</p>	<p>Vision, Mission and Key Objectives</p>	<p><u>Our Vision</u> To emerge as a Knowledge and Information Technology Enterprise for the Oceanic realm.</p> <p><u>Our Mission</u> To provide ocean data, information and advisory services to society, industry, the government and the scientific community through sustained ocean observations and constant improvements through systematic and focused research in information management and ocean modelling.</p> <p><u>The major objectives of ESSO-INCOIS are:</u></p> <ul style="list-style-type: none"> ✚ To establish, maintain and manage systems for data acquisition, analysis, interpretation and archival for Ocean Information and related services. ✚ To undertake, aid, promote, guide and co-ordinate research in the field of ocean information and related services including satellite oceanography. ✚ To carry out surveys and acquire information using satellite technology, ships, buoys, boats or any other platforms to generate information on fisheries, minerals, oil, biology, hydrology, bathymetry, geology, meteorology, coastal zone management and associated resources. ✚ To generate and provide data along with value added data products to user communities. ✚ To cooperate and collaborate with other national and international institutions in the field of ocean remote sensing, oceanography, atmospheric sciences/meteorology and coastal zone management. ✚ To establish Early Warning System for Tsunami and Storm Surges. ✚ To support the research centres in conducting investigations in specified areas related to oceanic processes, ocean atmospheric interaction, coastal zone information, data synthesis, data analysis and data collection. ✚ To organise training programmes, seminars and symposia to advance study and research related to oceanography and technology. ✚ To publish and disseminate information, results of research, data products, maps and digital information through all technologically possible methods to users for promoting research and to meet societal needs for improvement of living standards. ✚ To provide consultancy services in the fields of ocean information and advisory services. ✚ To co-ordinate with space agencies to ensure continuity, consistency and to obtain state-of-the-art ocean data from satellite observations. ✚ To encourage and support governmental and non-governmental agencies/organizations for furthering programmes in the generation and dissemination of ocean information.

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		<p>✚ To undertake other lawful activities as may be necessary, incidental or conducive to the attainment and furtherance of all or any of the above objectives of ESSO-INCOIS.</p>
1.1.4	<p>Functions and Duties</p>	<p>INCOIS is an autonomous institute under the administrative control of the Ministry of Earth Sciences, Government of India, chaired by the Secretary to Government of India for Ministry of Earth Sciences. INCOIS was registered as a society under the Andhra Pradesh (Telengana) Public Societies Registration Act (1350, Falsi), at Hyderabad on 3rd February 1999. The affairs of the Society are managed, administered, directed, and controlled, subject to the Bye laws of the Society, by the Governing Council.</p> <p> INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) INCOIS Activities (https://incois.gov.in/documents/RTI/MC_Meeting.pdf) INCOIS Society (https://incois.gov.in/documents/RTI/INCOIS-Society.pdf) INCOIS Governing Body (https://incois.gov.in/documents/RTI/INCOIS-GC.pdf) INCOIS Finance Committee (https://incois.gov.in/documents/RTI/INCOIS-FC.pdf) INCOIS Research Advisory Committee (https://incois.gov.in/documents/RTI/INCOIS-RAC.pdf) INCOIS Management Council (https://incois.gov.in/documents/RTI/MC_Meeting.pdf) INCOIS Standing Committee on Purchase (https://incois.gov.in/documents/RTI/INCOIS_P&S_2021.pdf) INCOIS Standing Committee on Personnel & General Administration (https://incois.gov.in/documents/RTI/INCOIS_P&G_2021.pdf) Sexual Harassment Redressal Committee (https://incois.gov.in/documents/RTI/INCOIS_P&G_2021.pdf) Official Language Implementation Committee (https://incois.gov.in/documents/RTI/INCOIS_Lang_commiteeorder_2022.pdf) </p> <p>The Organization Structure for INCOIS w.e.f. 11th May 2023 is given belw.</p>

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Activity Grouping: (https://incois.gov.in/documents/RTI/MC_Meeting.pdf)

In order to achieve operational and research efficiencies across the full spectrum of activities encompassing the institutional mandate and future aspirations, INCOIS activities and human resources are re-organised into three Groups and eight Divisions, with key personnel and responsibilities as follows:

Group	Division	Prime Responsibilities
<u>Ocean Modeling, Applied Research & Services(OMARS) Group</u>	Applied Research and Research to Operations (ARO)	Service Enhancements, Research to Operations, Product Validation, User

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	(https://incois.gov.in/hrd/groups.jsp?groupid=OMARS)		Engagement, Commercialization
		Ocean Modeling & Data Assimilation (OMDA)	Ocean and Coastal Modelling, Coupled Ocean Atmosphere Modelling, Data Assimilation, Model enhancements through process studies
		Operational Ocean Services (OOS)	Ecosystem Services (Potential Fishing Zone, Coral Bleaching Alert, Harmful Algal Bloom) and Multi-Hazard Early Warning Services (Tsunami Early Warning, Storm Surge Early Warning, Ocean State Forecast, High Waves, M S & R, Oil Spill, etc.)
	<u>Ocean Observations, Data and Information & Communication Technology (ODICT) Group</u>	Ocean Data Management (ODM)	Data Acquisition & Processing, Quality Control, Data Products, Ocean Data Management and Data Services
	(https://incois.gov.in/hrd/groups.jsp?groupid=ODICT)	Ocean Observation Network (OON)	Ocean observation Platforms, Process specific observations

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		Information & Communication Technology (ICT)	Computing Facilities, Communication Facilities & Ground Stations, Application Software Development, Engineering Services & Estate Management
		Program Planning & Coordination and Capacity Development (PPC)
		Program Management, Communication & Outreach, International Affairs, Regional Centres, ITCO-Ocean Programmes, Competency Development, Academic Programmes, Knowledge Resource Centre
		Executive Support Services (ESS)
			Accounts & Finance, Purchase & Stores, Personnel & General Administration
1.1.5	Organization Chart	Please click here to view the Organization Chart	
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs	The expert group of Indian Climate Research Programme (ICRP) expressed that generation of data from satellites, moored buoys, expandable bathythermograph etc. is essential for implementation of the programme. The group felt that data from both moored buoys and satellites would provide the most reliable and essential information for ocean state forecasts. It was strongly felt that there is a need to make operationally available some of the ocean information services like PFZ information and near real-time data on ocean parameters like wave, wind, temperature, and coastal zone maps.	

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	<p>from time to time as well as the committees/ Commissions consulted from time to time have been dealt</p>	<p>With this background, the DOD constituted a Working Group on Ocean and Atmospheric Climatology to develop a 5-10 Years perspective plan as inputs for 9th plan under the Chairmanship of Prof. R. Narasimha. The group met in February 1996 and discussed and recommenced the need for an Ocean Service Center and constituted a Working Group on Ocean Service Center under the Chairmanship of Prof. B.L. Deekshitulu with members from NIO, NRSA, SAC, SCI (Shipping Corporation of India), DOS (Department of Space), FSI (Fishery Survey of India) and IMD (Indian Meteorology Centre). The Working Group reviewed the status of ocean parameters, which can be retrieved from space borne sensors and possible generation of operational data products and model derived value-added products using satellite data, conventional data from ships, data buoys and others in-situ observations. The Working Group has recommended for setting up of a dedicated national centre to provide the ocean information services on operational basis.</p> <p>The Ministry of Earth Sciences (MoES), earlier known as Department of Ocean Development (DOD), Government of India, established Indian National Centre for Ocean Information Services (INCOIS) at Hyderabad, Andhra Pradesh (Now in Telangana, post division of the state of Andhra Pradesh) with the responsibility to provide the coastal and ocean information services, supporting developmental and operational sectors like ports, fisheries, shipping, meteorology, environment, off shore and coastal zone management in addition to promote advanced oceanographic research, in the country.</p> <p>Indian National Centre for Ocean Information Services (INCOIS) was registered on 3rd February 1999 as a society under the Andhra Pradesh (Telangana Area) Public Societies Registration Act 1350 Fasli at Hyderabad.</p> <p>Authorities of the Society / Institute: The General Body } The Governing Council; and }--- Please click here for the details The Director of the Institute }</p> <p>The details about various departments and HoDs can be viewed here (https://incois.gov.in/portal/structure).</p> <p>The Old structure of the groups / divisions has been restructured as per the orders, Officer Order No. 353/2020 (https://incois.gov.in/documents/RTI/OO353-Reorganisation-Dec212020.pdf), dated Dec 21, 2020 and Officer Order No. 90/2022 (https://incois.gov.in/documents/RTI/OO-90_RTI_2022.pdf), dated September 1, 2022.</p>
1.2	Power and Duties of its Officers and Employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and Duties of	<p>The Powers and Duties of the Officers and Employees are derived from the Acts and Statutes and exercised as per the details provided in the following links:</p>

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	<p>Officers (administrative, financial, and judicial)</p>	<p>INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) Fundamental Rules & Supplementary Rules (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf)</p>
<p>1.2.2</p>	<p>Power and Duties of other Employees</p>	<p>Powers and Duties of Officers and Employees</p> <p>Director</p> <p>As per the clause 11 of INCOIS Bye-Laws and as per the delegation of Administrative and Financial Powers as approved by Governing Council -05 on June 22, 2001.</p> <p>Group Director / Division Heads</p> <p>These are functional designations, and the designated Group Director (GD) / Division Heads oversees the activities of its divisions, provide scientific and technical guidance to the Division Heads (DH) / employees of the divisions. The GDs/ DHs acts as the Reporting / Reviewing officer to the group members during the Annual Performance Appraisal and sanctions or forwards, as the case may be, the applicable leaves, tour programmes, foreign deputations, financial expenditures, etc.</p> <p>Scientists</p> <p>The Scientists will carry out research and development activities under various scientific programmes of the institute and works towards development of new products / services and/or improvement of existing products / services. The Scientists involves in procurement of project components in coordination with Purchase section and provides scientific and technical support to Director, INCOIS in scientific matters as well as administrative matters.</p> <p>Scientific Assistants</p> <p>The Scientific Assistants carries out the day-to-day operations of all operational ocean services, as well as the maintenance of the communication facilities, computational facilities, civil infrastructure, etc. The Scientific Assistants extends support to the scientists in processing of heterogenous data sets, modelling, testing, and calibration of various oceanographic equipment's, their deployment, maintenance and recovery, data acquisition,</p>

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		<p>processing and analysis, collection of water samples from ocean & their laboratory analysis, etc. The nature of duties of scientific assistants are multitude and not limited to the above.</p> <p>Manager / Joint Manager</p> <p>The Manager and Joint Managers are responsible for overall activities of the Accounts & Finances, Purchase & Stores and Personnel & General Administration. Three functional designations are made to look after these three divisions viz. Sr. Accounts Officer, Purchase & Stores Officer, and Administrative Officer respectively. They act as the Reporting / Reviewing officer to the group members during the Annual Performance Appraisal and sanctions or forwards, as the case may be, the applicable leaves, tour programmes, foreign deputations, financial expenditures, etc.</p> <p>Executive / Sr. Executive / Assistant Manager</p> <p>These designated officials will assist in day-to-day activities of office administration including human resources management, Accounts & finance related works, purchase, and stores related activities. These teams assist their reporting officers in carrying out the smooth functioning of their respective division activities.</p> <p>Please click here (https://incois.gov.in/portal/structure.jsp) for the detailed functions and activities of each division.</p>
1.2.3	Rules/ orders under which powers and duty are derived and	<p>The Governing Council is the decision taking authority for INCOIS matters; however, GC has vested the Administrative and Financial powers to Director, INCOIS as defined in 1.2.1 and 1.2.2 above. The affairs of INCOIS are mainly monitored/controlled/ administered by two major committees i.e. (i) Governing Council (ii) Financial Committee.</p>
1.2.4	Exercised	<p>While performing the duties assigned to the different officers/staff, they exercise powers as prescribed by the guidelines issued by the Government from time to time as well as those prescribed under different manuals, rules like General Financial Rules, Delegation of Financial Power Rules, Manual of Office Procedures, office orders, etc. In addition to the documents provided in 1.2.1. above, please click the following links for more details.</p> <ul style="list-style-type: none"> - <u>Fundamental Rules & Supplementary Rules</u> (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf) - General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf) - Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India - Administrative Procedures are as per the CCS Conduct Rules

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1.2.5	Work allocation	As per the details in 1.2.1 and 1.2.2 Please click here (https://incois.gov.in/portal/structure) to view the detailed work allocation.														
1.3	Procedure followed in decision-making process [Section 4(1)(b)(iii)]															
1.3.1	Process of decision making Identify key decision-making points	Decisions are taken in accordance with the provisions of the Act/Statutes/Ordinances/ Rules & Regulations / Policies, Rules etc. of the Institute received from Ministry of Earth Sciences and the decisions taken by Governing Council / Society from time to time and procedures/practices of the Institute. Policy matters are decided at the level of Director/Governing council Additional details are provided at 1.2.3 and 1.2.4 above. The Institute has organized the institutional structure as shown at here (https://incois.gov.in/portal/structure) . The Group Directors, Division Heads, Joint Manager's, etc. were given certain authorities as defined at 1.2.2. above.														
1.3.2	Final decision-making authority	The Governing Council is the decision taking authority for INCOIS matters; however, GC has vested the Administrative and Financial powers to Director, INCOIS as defined in 1.2.1 and 1.2.2 above														
1.3.3	Related provisions, acts, rules etc.	Please click the following links for details: INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) Fundamental Rules & Supplementary Rules (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf) General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf)														
1.3.4	Time limit for taking decisions, if any	The policy decisions, if any are taken at Governing Council of the organization, which will be held every six months and further approvals from Ministry of Earth Sciences as per the procedures of the ministry. However, the following are the turnaround time for ocean services that this public authority provides. <p style="text-align: center;">Turn Around Time for Ocean Services</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl. No.</th> <th style="text-align: center;">Details of Service</th> <th style="text-align: center;">Requirements from the information seekers</th> <th style="text-align: center;">Check list</th> <th style="text-align: center;">** Maximum Turnaround time / time of</th> <th style="text-align: center;">Contact Details of the official</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl. No.	Details of Service	Requirements from the information seekers	Check list	** Maximum Turnaround time / time of	Contact Details of the official	Remarks							
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				availability of service		
1.	Potential Fishing Zone (PFZ) Advisories	Any stakeholder with Non-commercial usage / fishermen	One time Registration through Email / Phone / Website. Details of location for which PFZs are required.	Every day by 1700 Hrs except during fishing ban period and high wave/swell warning days	Synergistic Ocean Prediction and Services (SynOPS) Lab	
2.	Ocean State Forecast (OSF) Services	All sea going community with non-commercial usage / fishermen	One time Registration through Email / Phone / Website. Details of location for which OSF data are required.	Every day by 2000 Hrs	040-23895011 040-23886034 040-23886064	
3.	Tsunami Early Warning Services	All coastal community	One time Registration through Email / Phone / Website	Possibility of tsunami bulletins within 10 minutes from the time of occurrence of earthquake	In-charge: 040-23886071	
4.	High Wave / Swell	All coastal community	One time Registration	Every day by 1700 Hrs		

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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;">Warnings / Alerts</td> <td style="width: 25%;"></td> <td style="width: 25%;">through Email / Phone / Website</td> </tr> </table> <p>** Note: In case of an unavoidable situation or where insufficient details are provided and application is incomplete, the applicant will be intimated within given timelines for providing required information.</p>		Warnings / Alerts		through Email / Phone / Website
	Warnings / Alerts		through Email / Phone / Website			
1.3.5	Channel of supervision and accountability	As per the Organizational Structure and Hierarchy (https://incois.gov.in/portal/structure) of the institute.				
1.4	Norms for Discharge of Functions [Section 4(1)(b)(iv)]					
1.4.1	Nature of functions/ services offered	<p>To provide ocean data, information and advisory services to society, industry, the government and the scientific community through sustained ocean observations and constant improvements through systematic and focused research in information management and ocean modelling.</p> <p>To list, the services are broadly related to Ecosystem Services such as Potential Fishing Zone (PFZ) Advisory Services, Coral Bleach Alert System (CBAS), Harmful Algal Bloom (HAB) Services and Multi-Hazard Services such as Ocean State Forecast (OSF) Services, Tsunami Early Warning Services (TEWS), High Wave/ Swell Alert Services, Oil Spill Advisory services, Search and Rescue Aided Tool (SARAT) Services and many more. The services can be accessed at https://incois.gov.in/portal/services.jsp</p>				
1.4.2	Norms/ standards for functions/ service delivery	<p>Dissemination of Ocean Services for the benefit of Coastal Population</p> <p>Indian National Centre for Ocean Information Services (INCOIS) provides ocean information services such as Potential Fishing Zone (PFZ) Advisories (Daily basis), Ocean State Forecasts (OSF)(Daily basis), Tsunami Early Warning Services (TEWS)(Event basis), Coral Bleach Alerts, Harmful Algal Blooms, High Wave Alerts, Search and Rescue Services, Oil Spill Trajectory, etc. for the benefit of various user communities in the country. These multi-lingual PFZ (except during Marine fishing ban period and high wave / swell conditions) and OSF advisories are disseminated to the entire fishermen community situated all over the entire coast of India and Islands under 14 sectors, viz. Gujarat, Maharashtra, Goa, Karnataka, Kerala, South Tamil Nadu, North Tamil Nadu, South Andhra Pradesh, North Andhra Pradesh, Orissa, West Bengal, Andaman Islands, Nicobar Islands and Lakshadweep Islands.</p> <p>All INCOIS Services were disseminated in 90's using the traditional ways by using Telephone and/ or Fax. In the beginning of the 20's, PFZ Advisories were also disseminated using the Internet/ website, email and Web-GIS as</p>				

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		<p>mode of communication. The Web-GIS is one such advanced tool used by ESSO-INCOIS during 2002 itself thereby enabling the user to query and retrieve the advisories interest to his region. Later, with the state of art of technology available, INCOIS has designed and installed Electronic Display Boards (EDB) at major fishing harbours which have made significant impact in the delivery chain. These EDB's have undergone to various changes and lead towards the new Generation of EDB's which facilitates dissemination of satellite pictures, animations, short-films, ocean state information, disaster information and Disaster warning and alert system in addition to the normal text information.</p> <p>Presently, the mobile services are also playing a major role as the mobile is now being available with most of the fishermen community in the country. Hence, mobile has been used as an effective tool for dissemination of the PFZ advisories directly to the user. ESSO-INCOIS in collaboration with various partners (NGOs, Industry, Government and Private firms) have initiated various mobile based dissemination mechanisms such as Interactive Voice Response System (IVRS), mobile applications viz. INCOIS, Fisher Friend Mobile Application (FFMA), mKRISHI, Voice Messages / Audio Advisories / MMS and SMS in local languages, etc. In addition to this, the advisories are also being disseminated through Local Cable TV Networks, Doordarshan, All India Radio, Community Radio's, FM Radio Stations, Local News Papers, Help-line systems, NGOs, Social Media (Facebook, Twitter, etc.), Email, GTS, Fax, Digital Display Boards, etc.</p> <p>Presently INCOIS is providing the PFZ and OSF services through SMS to about 7 lakhs of fishermen covering all coastal states. In addition to the fishermen community, OSF services are being provided to various public and private firms such as Indian Coast Guard, Indian Navy, Shipping industries, Maritime boards, ONGC, etc. INCOIS extended the Ocean State Forecast services to neighbouring countries like Comoros, Madagascar, Maldives, Mozambique, Seychelles and Sri Lanka. The Tsunami early warning services are provided to 24 neighbouring countries in the Indian Ocean. Also, in order to disseminate the information to the sailors in the deep sea, who are out of range of mobile signals, INCOIS in partnership with ISRO and Airports Authority of India (AAI) developed satellite based disseminations through NAVIC and GAGAN systems respectively.</p>
1.4.3	Process by which these services can be accessed	<p>All ocean services provided by INCOIS on its website are open to public. Customized services are provided to specific commercial users / Industry on payment basis. The data services are governed by the Data Policy of Government of India and INCOIS.</p> <p>The services can be accessed at https://incois.gov.in/portal/services.jsp</p>
1.4.4	Time-limit for achieving the targets	As per Sl. No.1.3.4

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1.4.5	Process of redressal of grievances	<p>RTI applications can be filed here.</p> <p>INCOIS has both external and internal administrative mechanism for redressing the grievances from general public and employs. Centralized Public Grievance Redress And Monitoring System (CPGRAMS) is an online (https://pgportal.gov.in/) web-enabled system developed by NIC, in association with Directorate of Public Grievances (DPG) and Department of Administrative Reforms and Public Grievances (DARPG). CPGRAMS is the platform based on web technology which primarily aims to enable submission of grievances by the aggrieved citizens from anywhere and anytime (24x7) basis to Ministries/Departments/Organisations who scrutinize and take action for speedy and favorable redress of these grievances. Tracking grievances is also facilitated on this portal through the system generated unique registration number. INCOIS employs can approach Grievance Officer for settlement of their grievances. The Public Grievance Officer, INCOIS report to the Central Grievance Officer, Ministry of Earth Sciences, New Delhi.</p> <p>The address of Public Grievance Officer at INCOIS</p> <p>Dr. Balakrishnan Nair Public Grievance Officer INCOIS, Ocean Valley, Pragathi Nagar (PO) Nizampet (BO), Hyderabad-500091 Mobile: 940191659 Email: bala@incois.gov.in</p> <p>The number of grievances received up to 31.03.2024 – 06 Nos. Status: All grievances addressed</p>
1.5	Rules, Regulations, Instructions Manual and Records for Discharging Functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/manual/instruction	<p>INCOIS holds documents related to the following and are accessible at their respective links.</p> <p>INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf)</p> <p>INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf)</p> <p>Fundamental Rules & Supplementary Rules (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf)</p> <p>General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf)</p>

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		<p>Scientific Documentary Films (https://incois.gov.in/hrd/isdf/index.jsp) Annual Reports in English (https://incois.gov.in/portal/annualreports) and Hindi (https://incois.gov.in/portal/annualreports_hindi.jsp) Technical Reports (https://incois.gov.in/portal/technicalreports.jsp) Research Papers (https://incois.gov.in/krc/research_papers.jsp) Other Scientific / Technical Reports (https://incois.gov.in/portal/other_reports.jsp)</p>								
1.5.2	List of Rules, regulations, instructions manuals and records.	<p>Please click the following links for details.</p> <p>INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf)</p>								
1.5.3	Acts/ Rules manuals etc.	<p>Fundamental Rules & Supplementary Rules (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf) General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf)</p>								
1.5.4	Transfer Policy and Transfer Orders	<p>The employee joined at INCOIS is liable to serve anywhere in India, in any other centre, unit/ project under the control of INCOIS. The transfer policy, if any framed by MoES will be adhered from time-to-time.</p> <p>The following office orders provides the details of the transfer of staff with in INCOIS:</p> <table border="1"> <thead> <tr> <th>Office Order No.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>168/2023</td> <td>Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Dr%20Francis%20office%20order.pdf)</td> </tr> <tr> <td>45/2023</td> <td>Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Office_Order_45_2023%20Reorganization%20.pdf)</td> </tr> <tr> <td>353/2020</td> <td>Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/OO353-Reorganisation-Dec212020.pdf)</td> </tr> </tbody> </table>	Office Order No.	Description	168/2023	Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Dr%20Francis%20office%20order.pdf)	45/2023	Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Office_Order_45_2023%20Reorganization%20.pdf)	353/2020	Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/OO353-Reorganisation-Dec212020.pdf)
Office Order No.	Description									
168/2023	Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Dr%20Francis%20office%20order.pdf)									
45/2023	Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Office_Order_45_2023%20Reorganization%20.pdf)									
353/2020	Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/OO353-Reorganisation-Dec212020.pdf)									
1.6	Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]									
1.6.1	Categories of documents	<p>The following are the documents held under its control.</p> <p><u>Administrative documents</u> INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf)</p>								

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		<p>Fundamental Rules & Supplementary Rules https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf General Financial Rules https://incois.gov.in/documents/RTI/GFR2017_0.pdf Certificate of GST Registration https://incois.gov.in/documents/RTI/GST%20RC%20AA3606170146446_RC19072018.pdf DSIR /Customs Duty Exemption Certificate https://incois.gov.in/documents/RTI/INCOIS%20%20DSIR.pdf PAN Card https://incois.gov.in/documents/RTI/PAN%20TAN%20OF%20INCOIS.pdf Importer-Exporter Certificate https://incois.gov.in/documents/RTI/IMPORT%20EXPORT%20CODE%20CERTIFICATE%20OF%20INCOISI_EC.pdf</p> <p><u>Scientific / Technical Documents</u></p> <p><u>Scientific Documentary Films</u> https://incois.gov.in/hrd/isdf/index.jsp Annual Reports in <u>English</u> https://incois.gov.in/portal/annualreports and <u>Hindi</u> https://incois.gov.in/portal/annualreports_hindi.jsp <u>Technical Reports</u> https://incois.gov.in/portal/technicalreports.jsp <u>Research Papers</u> https://incois.gov.in/krc/research_papers.jsp <u>Other Scientific / Technical Reports</u> https://incois.gov.in/portal/other_reports.jsp</p>
1.6.2	Custodian of documents / categories	<ul style="list-style-type: none"> ➤ Group Directors & Division Heads of each group is custodian of the documents pertaining to the corresponding group. ➤ Administrative Officer is custodian of the documents pertaining to Personnel and General Administration (P&GA). ➤ Respective Section Heads are custodians of the documents pertaining to Stores and Purchase (S&P) and Accounts and Finance(A&F).
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
	A statement of boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the propose of its advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	
1.7.1	Name of Boards, Council, Committee etc.	<p>The following are the Boards / Councils / Committees of INCOIS</p> <ul style="list-style-type: none"> • ESSO-INCOIS Society (w.e.f. July 06, 2022 to till further orders)

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1.7.2	Composition	<ul style="list-style-type: none"> • ESSO-INCOIS Governing Body (w.e.f. April 25, 2022 to till further orders) • ESSO-INCOIS Finance Committee (FC) (w.e.f April 12, 2022 to till further orders) • ESSO-INCOIS Research Advisory Committee (RAC) (w.e.f. March 29, 2022 to till further orders) • ESSO-INCOIS Management Council (w.e.f. 21.12.2020 to 3 years or till further orders)
1.7.3	Dates from which constituted	<p>and</p> <p>Internal Committees:</p> <ul style="list-style-type: none"> ➤ Standing Committee on Purchase ➤ Standing Committee on Personnel & General Administration ➤ Sexual Harassment Redressal Committee ➤ Official Language Implementation Committee <p>Click here (https://incois.gov.in/portal/structure) to view in detail about Boards / Council / Committees and other bodies of INCOIS</p>
1.7.4	Term / Tenure	The Boards/Committees are perpetual in nature and are constituted as per the Bye-laws and the Statutes of the institute. The terms and tenures are listed in the respective orders of the boards/ councils / committees.
1.7.5	Powers and Functions	As defined in the Bye-Laws of the institute, Delegation of Financial Powers, etc. and as mentioned at 1.2.1 and 1.2.2 above.
1.7.6	Whether their meetings are open to the public?	The Meetings of the Boards, Councils, Committees, and other Bodies are not open to the public but only for the invited members. User Interaction/ Awareness workshops are open to public and other interested stakeholders on invitation.
1.7.7	Whether the minutes of the meetings are open to the public?	The minutes are not open to the public, but available to its employees on Intranet with login credentials. https://incois.gov.in/porta/rti_minutes.jsp
1.7.8	Place where the minutes if open to the public are available?	Minutes are available at https://incois.gov.in/intranet/index.jsp but are only accessible to its employees through login credentials.
1.8	Directory of Officers and Employees [Section 4(1) (b) (ix)]	

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1.8.1	Name and designation	Please click here (https://incois.gov.in/portal/rti2005_8) for the details (Updated as on 12 April 2024)						
1.8.2	Telephone, fax and email	S. No	Name of the Official (Dr./Mr./Ms.)	Present Designation	Telephone (direct)	Telephone (Internal/ Ext)	E-mail	
		1	Dr. T. Srinivasa Kumar	Director	040-23895000	23886002	director[at]incois[dot]gov[dot]in, srinivas[at]incois[dot]gov[dot]in	
		OCEAN MODELLING, APPLIED RESEARCH & SERVICES (OMARS) GROUP						
		2	Balakrishnan Nair TM	Scientist 'G' & Group Director, OMARS	040-23895007	23886007	bala[at]incois[dot]gov[dot]in	
		3	Sudheer Joseph	Scientist 'G' & Division Head, ARO	040-23894647	23886047	sjo[at]incois[dot]gov[dot]in	
		4	Dr. Francis P. A.	Scientist 'F' & Division Head, OMDA	NIL	23886032	francis[at]incois[dot]gov[dot]in	
		5	Nagaraja Kumar M	Scientist 'F' & Division Head, OOS	NIL	23886031	raja[at]incois[dot]gov[dot]in	
		OPERATIONAL OCEAN SERVICES (OOS) DIVISION						
		6	R. Harikumar	Scientist 'E'	NIL	23886059	harikumar[at]incois[dot]gov[dot]in	
		7	B. Ajay Kumar	Scientist 'D'	NIL	23886071	ajay[at]incois[dot]gov[dot]in	
		8	V. Chandra Sekhar	Scientist 'B'	NIL	23886034	chandrasedkhar[dot]v[at]incois[dot]gov[dot]in	
9	Varadarajan K	Sci. Asst. 'B'	NIL	23886034	varadarajan[at]incois[dot]gov[dot]in			
10	Ashutosh Kumar Mishra	Sci. Asst. 'B'	NIL	23886034	ashutosh[at]incois[dot]gov[dot]in			

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11	Nagaswetha N	Sci. Asst. 'B'	NIL	23886156	swetha[at]incois[dot]gov[dot]in
12	Rakhi Kumari	Sci. Asst. 'B'	NIL	23886057	rakhi[at]incois[dot]gov[dot]in
13	Rajesh T V	Sci. Asst. 'B'	NIL	23886034	rajeshtv[at]incois[dot]gov[dot]in
14	Rohit Mishra	Sci. Asst. 'B'	NIL	23886034	rohit[at]incois[dot]gov[dot]in
15	K. Rajesh	Sci. Asst. 'B'	NIL	23886034	rajesh[at]incois[dot]gov[dot]in
16	K. Dinesh	Sci. Asst. 'B'	NIL	23886088	dinesh[at]incois[dot]gov[dot]in
APPLIED RESEARCH AND RESEARCH TO OPERATIONS (ARO) DIVISION					
17	Dr. Hasibur Rahaman S K	Scientist 'F'	NIL	23886052	rahman[at]incois[dot]gov[dot]in
18	Mahendra R S	Scientist 'E'	NIL	23886165	mahendra[at]incois[dot]gov[dot]in
19	Patanjali Kumar Ch	Scientist 'E'	NIL	23886067	patanjali[at]incois[dot]gov[dot]in
20	M. Vijaya Sunanda	Scientist 'E'	NIL	23886089	sunanda[at]incois[dot]gov[dot]in
21	Dipankar Saikia	Scientist 'E'	NIL	23886162	dipankar.s[at]incois[dot]gov[dot]in
22	P. Vijay	Scientist 'D' (CAT Recruitment)	NIL	23886125	vijay.p[at]incois[dot]gov[dot]in
23	Alakes Samanta	Scientist 'D' (CAT Recruitment)	NIL	23886140	samanta.a[at]incois[dot]gov[dot]in
24	Prakash Chandra Mohanty	Scientist 'D'	NIL	23886158	mohanty[dot]pc[at]incois[dot]gov[dot]in
25	Nidheesh A G	Scientist 'D'	NIL	23886051	nidheesh[dot]ag[at]incois[dot]gov[dot]in
26	Sanjiba Kumar Baliarsingh	Scientist 'B'	NIL	23886120	baliarsingh.s[at]incois[dot]gov[dot]in

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27	Dhanya M Lal	Scientist 'B'	NIL	23886251	dhanya[dot]ml[at]incois[dot]gov[dot]in
OCEAN MODELLING AND DATA ASSIMILATION (OMDA) DIVISION					
28	Sandhya K G	Scientist 'E'	NIL	23886036	sandhyakg[at]incois[dot]gov[dot]in
29	Kunal Chakraborty	Scientist 'E'	NIL	23886080	kunal.c[at]incois[dot]gov[dot]in
30	Arya Paul	Scientist 'E'	NIL	23886141	aryapaul[at]incois[dot]gov[dot]in
31	Abhisek Chatterjee	Scientist 'E'	NIL	23886030	abhisek.c[at]incois[dot]gov[dot]in
32	Remya P G	Scientist 'D'	NIL	23886140	remya.pg[at]incois[dot]gov[dot]in
33	B Balaji	Scientist 'D' (Transfer from IITM)	NIL	23886119	Balaji.b[at]incois[dot]gov[dot]in
34	U. Srinivasu	Scientist 'D' (CAT Recruitment)	NIL	23886146	srinivasu.u[at]incois[dot]gov[dot]in
35	Prerna Singh	Scientist 'D' (CAT Recruitment)	NIL	23886140	prerna.s[at]incois[dot]gov[dot]in
36	Biswamoy Paul	Scientist 'D' (CAT Recruitment)	NIL	23886140	biswamoy.p[at]incois[dot]gov[dot]in
37	K. Siva Srinivas	Scientist 'C' (Transfer from MoES)	NIL	23886124	sivasrinivas.k[at]incois[dot]gov[dot]in
38	Rohith B	Scientist 'C'	NIL	23886131	rohith[dot]b[at]incois[dot]gov[dot]in
39	Dhage Laxmikanth Anilrao	Scientist 'C'	NIL	23886051	laxmikant[dot]d[at]incois[dot]gov[dot]in

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OCEAN OBSERVATIONS, DATA AND INFORMATION & COMMUNICATION TECHNOLOGY (ODICT) GROUP					
40	Pattabhi Rama Rao E	Scientist 'G' & Group Director, ODICT	040-23895008	23886008	pattabhi[at]incois[dot]gov[dot]in
41	Udaya Bhaskar T V S	Scientist 'G' & Division Head, ODM & PPC	NIL	23886048	uday[at]incois[dot]gov[dot]in
42	Aneesh A Lotliker	Scientist 'F' & Division Head, OON	NIL	23886038	aneesh[at]incois[dot]gov[dot]in
43	Annapurnaiah K	Scientist 'F' & Division Head, ICT	NIL	23886049	anup[at]incois[dot]gov[dot]in
OCEAN DATA MANAGEMENT (ODM) DIVISION / PROGRAMME PLANNING & CO-ORDINATION AND CAPACITY DEVELOPMENT DIVISION (PPC)					
44	Venkat Shesu Reddem	Scientist 'F'	NIL	23886069	venkat[at]incois[dot]gov[dot]in
45	N. Srinivasa Rao	Scientist 'E'	NIL	23886035	srinivasn[at]incois[dot]gov[dot]in
46	P. Laxmi Tharun	Scientist 'C'	NIL	23886035	tharun[dot]pl[at]incois[dot]gov[dot]in
47	Pavan Kumar J	Scientist 'C'	NIL	23886176	pavankumar[dot]j[at]incois[dot]gov[dot]in
48	M. Vivekananda Swamy	Sci. Asst. 'B'	NIL	23886140	vivekananda[at]incois[dot]gov[dot]in
49	R U V N Satish	Sci. Asst. 'A'	NIL	23886129	satish.r[at]incois[dot]gov[dot]in
OCEAN OBSERVATIONS NETWORK (OON) DIVISION					
50	M.S. Girishkumar	Scientist 'E'	NIL	23886094	girish[at]incois[dot]gov[dot]in

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51	B. Praveen Kumar	Scientist 'E'	NIL	23886170	praveen.b[at]incois[dot]gov[dot]in
52	N. Suresh Kumar	Scientist 'E'	040-23895020	23886060	sureshkumar[at]incois[dot]gov[dot]in
53	Arun Nherakkol	Scientist 'D'	NIL	23886144	arunn[at]incois[dot]gov[dot]in
54	V ^P Thangaprakash	Scientist 'D'	NIL	23886168	thangaprakash.vp[at]incois[dot]gov[dot]in
55	S. Shivaprasad	Scientist 'D'	NIL	23886127	shivaprasad.s[at]incois[dot]gov[dot]in
56	Jeyakumar Ch	Sci. Asst. 'B'	NIL	23886263	jeyakumar[at]incois[dot]gov[dot]in
INFORMATION & COMMUNICATION TECHNOLOGY (ICT) DIVISION					
57	Venugopala Rao V	Scientist 'E'	NIL	23886096	venu[at]incois[dot]gov[dot]in
58	N. Kiran Kumar	Scientist 'E'	NIL	23886037	kirankumar[at]incois[dot]gov[dot]in
59	G. Vijay	Scientist 'E'	NIL	23886083	vijay[at]incois[dot]gov[dot]in
60	A. Murali Krishna	Scientist 'E'	NIL	23886072	muralikrishna[at]incois[dot]gov[dot]in
61	J. Padmanabham	Scientist 'E'	NIL	23886126	padmanabham[at]incois[dot]gov[dot]in
62	S.P. Vighneshwar	Scientist 'D'	NIL	23886269	vigneshwar[at]incois[dot]gov[dot]in
63	T N C Karthik	Scientist 'D' (transfer from MOES)	NIL	23886124	karthik.tnc[at]incois[dot]gov[dot]in
64	Syed Mohaboob Moinudeen	Sci. Asst. 'B'	NIL	23886097	moinudeen[at]incois[dot]gov[dot]in
65	Raju Devender	Sci. Asst. 'B'	NIL	23886098	devender[at]incois[dot]gov[dot]in
66	N ^B Subrahmanyam	Sci. Asst. 'B'	NIL	23886075	nsubrahmanyam[at]incois[dot]gov[dot]in
67	S. Nirmala Devi	Sci. Asst. 'B'	NIL	23886135	nirmala[at]incois[dot]gov[dot]in

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68	Kaki Rajesh	Sci. Asst. 'B'	NIL	23886136	rajeshkaki[at]incois[dot]gov[dot]in
69	Sidhartha Sahoo	Sci. Asst. 'B'	NIL	23886040	sidhartha[at]incois[dot]gov[dot]in
70	B. Thirumal	Sci. Asst. 'A'	Nil	23886157	thirumal.b[at]incois[dot]gov[dot]in
71	Ch. Naresh	Sci. Asst. 'A'	NIL	23886202	naresh.ch[at]incois[dot]gov[dot]in
72	G. Naresh	Sci. Asst. 'A'	NIL	23886264	naresh[dot]g[at]incois[dot]gov[dot]in
EXECUTIVE SUPPORT SERVICES (ESS) DIVISION					
73	S. Nageswara Rao	Manager, (Accounts & Finance) & Head, ESS (addl. charge)	NIL	23886024	nag[at]incois[dot]gov[dot]in
74	V. Subrahmanyam	Joint Manager, (Personal & General Adminstration)	NIL	23886022	manyam[at]incois[dot]gov[dot]in
75	Devendra Kumar	Joint Manager, (Purchase & Stores)	NIL	23886074	devendra[dot]kumar[at]incois[dot]gov[dot]in
76	R.V. Giridhar	Asst. Manager (P&S)	NIL	23886055	rvgiridhar[at]incois[dot]gov[dot]in
77	K.Suhasini	Asst. Manager (P&GA)	NIL	23886023	suhasini[at]incois[dot]gov[dot]in
78	Dasari Prasad	Asst. Manager (P&S)	NIL	23886082	dasariprasad[at]incois[dot]gov[dot]in
79	H. Nagoji Rao	Sr. Executive (P&GA)	NIL	23886058	nagoji[at]incois[dot]gov[dot]in

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		80	P. Srikrishna Chaitanya	Asst. Manager (F&A)	NIL	23886172	chaitanya[at]incois[dot]gov[dot]in
		81	T. Rajasekhar	Sr. Executive (P&GA)	NIL	23886128	rajasekhart[at]incois[dot]gov[dot]in
		82	Santosh Kumar	Sr. Executive (F&A)	NIL	23886002	santosh[dot]kumar[at]incois[dot]gov[dot]in
		83	Laxmi kumari	Junior Hindi Translator	NIL	23886142	laxmi[dot]k[at]incois[dot]gov[dot]in
		84	Richa Bharti	Junior Executive (Transfer from NCESS)	NIL	23886105	richa[dot]b[at]incois[dot]gov[dot]in
1.9	Monthly Remuneration received by Officers and Employees including system of compensation [Section 4(1) (b) (x)]						
1.9.1	List of employees with Gross monthly remuneration	Remuneration is being remitted to the bank accounts of employees on a monthly basis. The Basic Pay of the Officers/Staff of the Indian National Centre for Ocean Information Services (as on May 16 th , 2023) is 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 INCOIS from time to time.					
		S.No.	Name of the Official (Dr./Mr./Ms.)	Designation	Basic Pay		
		1	T SRINIVASA KUMAR	Director	217600		
		2	T M BALAKRISHNAN NAIR	Scientist 'G' & Group Director, OMARS	193800		
		3	E PATTABHI RAMA RAO	Scientist 'G' & Group Director, ODICT	188200		
		4	SUDHEER JOSEPH	Scientist 'G' & Division Head, ARO	182700		
		5	T V S UDAYA BHASKAR	Scientist 'G' & Division Head, ODM & PPC	177400		
		6	M NAGARAJA KUMAR	Scientist 'F' & Division Head OOS	156600		
		7	P A FRANCIS	Scientist 'F' & Division Head, MDA	166100		
		8	K ANNAPURNAIAH	Scientist 'F' & Division Head, ICT	143300		

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9	ANEESH A LOTLIKER	Scientist 'F' & Division Head, OON	152000
10	S K HASIBUR RAHMAN	Scientist 'F'	161300
11	K G SANDHYA	Scientist 'E'	138500
12	R S MAHENDRA	Scientist 'E'	143300
13	CH PATANJALI KUMAR	Scientist 'E'	143300
14	R VENKAT SHESU	Scientist 'E'	152000
15	V VENUGOPALA RAO	Scientist 'E'	138500
16	N KIRAN KUMAR	Scientist 'E'	134500
17	M VIJAYA SUNANDA	Scientist 'E'	134500
18	A MURALI KRISHNA	Scientist 'E'	134500
19	G VIJAY	Scientist 'E'	134500
20	J PADMANABHAM	Scientist 'E'	134500
21	M S GIRISH KUMAR	Scientist 'E'	138500
22	R HARI KUMAR	Scientist 'E'	134500
23	N SRINIVASA RAO	Scientist 'E'	126800
24	KUNAL CHAKRABORTY	Scientist 'E'	138500
25	ARYA PAUL	Scientist 'E'	138500
26	B PRAVEEN KUMAR	Scientist 'E'	134500
27	ABHISEK CHATTERJEE	Scientist 'E'	130600
28	N SURESH KUMAR	Scientist 'E'	130600
29	ARUN NHERAKKOL	Scientist 'D'	88700
30	S P VIGNESHWAR	Scientist 'D'	91400
31	S SHIVAPRASAD	Scientist 'D'	88700
32	V P THANGA PRAKASH	Scientist 'D'	88700
33	DIPANKAR SAIKIA	Scientist 'E'	123100

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34	P G REMYA	Scientist 'D'	88700
35	B AJAY KUMAR	Scientist 'D'	86100
36	PRAKASH CHANDRA MOHANTY	Scientist 'D'	78800
37	NIDHEESH A G	Scientist 'D'	78800
38	ROHITH B	Scientist 'C'	67700
39	P LAKSHMI THARUN	Scientist 'C'	67700
40	PAVAN KUMAR J	Scientist 'C'	67700
41	DHAGE LAXMIKANT ANILRAO	Scientist 'C'	67700
42	CHANDRA SEKHAR VEDULA	Scientist 'B'	56100
43	SANJIBA KUMAR BALIARSINGH	Scientist 'B'	59500
44	DHANYA M LAL	Scientist 'B'	57800
45	K VARADARAJAN	Sci. Asst. 'B'	68000
46	ASHUTOSH K MISHRA	Sci. Asst. 'B'	60400
47	SYED MAHABOOB MOINUDEEN	Sci. Asst. 'B'	60400
48	N NAGA SWETHA	Sci. Asst. 'B'	60400
49	RAKHI KUMARI	Sci. Asst. 'B'	60400
50	T V RAJESH	Sci. Asst. 'B'	60400
51	ROHITH MISHRA	Sci. Asst. 'B'	60400
52	SIDHARTHA SAHOO	Sci. Asst. 'B'	60400
53	KUPPLILI RAJESH	Sci. Asst. 'B'	56900
54	RAJU DEVENDER	Sci. Asst. 'B'	56900
55	N B SUBRAHMANYAM	Sci. Asst. 'B'	56900
56	CH JEYAKUMAR	Sci. Asst. 'B'	56900
57	S NIRMALA DEVI	Sci. Asst. 'B'	56900
58	KAKI RAJESH	Sci. Asst. 'B'	56900

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		59	M VIVEKANANDA SWAMY	Sci. Asst. 'B'	55200
		60	K DINESH	Sci. Asst. 'B'	56900
		61	R U V N SATISH	Sci. Asst. 'A'	46200
		62	BANOTH THIRUMAL	Sci. Asst. 'A'	42300
		63	CH NARESH	Sci. Asst. 'A'	37600
		64	NARESH G	Sci. Asst. 'A'	35400
		65	S NAGESWARA RAO	Manager (F&A)	88400
		66	V SUBRAHMANYAM	Joint Manager (P&GA)	73400
		67	DEVENDRA KUMAR	Joint Manager (P&S)	73200
		68	R V GIRIDHAR	Asst. Manager (P&S)	55200
		69	K SUHASINI	Asst. Manager (P&GA)	56900
		70	DASARI PRASAD	Asst. Manager (P&S)	56900
		71	P SRIKRISHNA CHAITANYA	Asst. Manager (F&A)	56900
		72	H NAGOJI RAO	Sr. Executive (P&GA)	55200
		73	T RAJASEKHAR	Sr. Executive (P&GA)	46200
		74	SANTOSH KUMAR	Sr. Executive (F&A)	43600
		75	LAXMI KUMARI	Junior Hindi Translator	35400
1.9.2	System of compensation as provided in its regulations	System of Compensation is as provided in the regulations including the Casual Leaves, Child Care Leave, Earned Leave, Half-Pay / commuted Leave on medical grounds, Compensatory Off leaves to applicable employees, maternity, and paternity leaves, etc. as per GOI Rules and Regulations such as CCS, 1972 Rules, etc.			
1.10	Name, Designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]				
1.10.1	Name and designation of the Central	Central Public Information Officer Mr. M. Nagaraja Kumar Scientist-F			

**Indian National Centre for Ocean Information Services (INCOIS)
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	<p>Public Information Officer (CPIO), Assistant Public Information Officer (APIO) and Appellate Authority</p>	<p>INCOIS, Hyderabad-500090, Telangana 040- 23886031 E-mail: cpio@incois.gov.in</p> <p>Nodal Officer Mr. M. Nagaraja Kumar Scientist-F INCOIS, Hyderabad-500090, Telangana 040- 23886031 E-mail: cpio@incois.gov.in</p> <p>Appellate Authority</p> <p>Dr. T. Srinivasa Kumar First Appellate Authority Director, INCOIS Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090 Telephone: 040-23886002 E-mail: director@incois.gov.in</p>										
<p>1.10.2</p>	<p>Address, telephone numbers and email of each designated official</p>	<p>Please click here (https://incois.gov.in/portal/rti2005_15) for viewing the Contact Details of the Officials dealing with RTI</p> <p>First Appellate Authority (w.e.f August 2021)</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name & Designation</th> <th>Address</th> <th>Telephone Nos.</th> <th>Email ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dr. T. Srinivasa Kumar Director, INCOIS</td> <td>Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090</td> <td>040-23886002</td> <td>director@incois.gov.in</td> </tr> </tbody> </table>	S.No	Name & Designation	Address	Telephone Nos.	Email ID	1	Dr. T. Srinivasa Kumar Director, INCOIS	Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090	040-23886002	director@incois.gov.in
S.No	Name & Designation	Address	Telephone Nos.	Email ID								
1	Dr. T. Srinivasa Kumar Director, INCOIS	Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090	040-23886002	director@incois.gov.in								

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INCOIS has designated the following officers as Current Central Public Information Officer (CPIO), Vigilance Officer and Grievance Officer :-

Central Public Information Officer (CPIO)/ RTI Nodal Officer (w.e.f July 15, 2021)

S.No.	Name & Designation	Address	Telephone Nos.	Email ID
1.	Mr. M. Nagaraja Kumar Scientist-F, INCOIS	Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090	040-23886031	cpio@incois.gov.in

Grievance Officers

S.No.	Name & Designation	Tenure
1.	Dr. M. Ravichandran Scientist-G	02.09.2003 - 07.11.2016
2.	Dr. T.M. Balakrishnan Nair Scientist-G INCOIS, Hyderabad-500090, Telangana Tel No.040-23886007 E-mail: bala@incois.gov.in	08.11.2016 to at present

Vigilance Officers

S.No.	Name & Designation	Tenure
1.	Dr. K. Somasundar Scientist-D	Feb,1999 to June, 2002
2.	Dr. M. Ravichandran Scientist-G	June, 2002 - 7.11.2016
3.	Mr. B.V. Satyanarayana Scientist - G	08.11.2016 to 13.07.2021
4.	Mr. E. Pattabhi Rama Rao Scientist-G INCOIS, Hyderabad-500090, Telangana Tel No.040-23886008 Email: pattabhi@incois.gov.in	14.07.2021 to at present

CPIO's

S.No.	Name & Designation	Tenure
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**Indian National Centre for Ocean Information Services (INCOIS)
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		1.	Mr. E. Pattabhi Rama Rao Scientist-G INCOIS, Hyderabad-500090, Telangana Tel No.040-23886008 Email: pattabhi@incois.gov.in	2006 to 14.07.2021		
		2.	Mr. M. Nagarja Kumar Scientist-F INCOIS, Hyderabad-500090, Telangana Tel No.040-23886031 Email: raja@incois.gov.in	15.07.2021 to at present		
FAA's						
		S.No.	Name & Designation	Tenure		
		1.	Dr. Shailesh Nayak Director-INCOIS	2006 to 2009		
		2.	Dr. S.S.C. Shenoi Director-INCOIS INCOIS, Hyderabad-500090, Telangana	April 2009 to May 2020		
		3.	Dr. T. M. Balakrishnan Nair Scientist-G & Director-In-charge INCOIS, Hyderabad-500090, Telangana Tel No.040-23886002 Email: director@incois.gov.in	June 2020 to August 2021		
		4.	Dr. T. Srinivasa Kumar Director-INCOIS INCOIS, Hyderabad-500090, Telangana Tel No.040-23886002 Email: director@incois.gov.in	August 2021 to present		
Independent External Monitors (IEMs)						
		S.No.	Name & Designation	Address	Telephone Nos.	Email ID
		1.	Sh. Ajay Kumar Lal IRAS(Retd.) DDA	HIG, Block 3A/101 A, Motia Khan (Near Jhandewalan Temple), D.B. Gupta Road, New Delhi-110015	9560712003	ajay_k_lal@yahoo.com

**Indian National Centre for Ocean Information Services (INCOIS)
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		<table border="1"> <tr> <td>2.</td> <td>Sh. Pavan Kumar Jain IDSE (Retd.)</td> <td>A-402, Shree Ganesh Apartments, Plot No. 12B Sector-7 New Delhi-110075</td> <td>Dwarka 9313498388</td> <td>mespkj@gmail.com</td> </tr> </table> <p style="text-align: center;">Earlier Independent External Monitors (IEMs)</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name & Designation</th> <th>Address</th> <th>Telephone Nos.</th> <th>Email ID</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Dr. S K Sarkar IAS (Retd.)</td> <td>B-104, Nayantara Aprt, Plot 8 B Sector 07, Dwarka, New Delhi - 110075</td> <td>98111 49324</td> <td>SK.Sarkar@teri.res.in</td> </tr> <tr> <td>2.</td> <td>Shri Rakesh Goyal IRSE (Retd.)</td> <td>2094, Joy Apartment Sector 2, Dwarka New Delhi - 110075</td> <td>97176 44264</td> <td>goyal259@gmail.com</td> </tr> </tbody> </table>	2.	Sh. Pavan Kumar Jain IDSE (Retd.)	A-402, Shree Ganesh Apartments, Plot No. 12B Sector-7 New Delhi-110075	Dwarka 9313498388	mespkj@gmail.com	S.No.	Name & Designation	Address	Telephone Nos.	Email ID	1.	Dr. S K Sarkar IAS (Retd.)	B-104, Nayantara Aprt, Plot 8 B Sector 07, Dwarka, New Delhi - 110075	98111 49324	SK.Sarkar@teri.res.in	2.	Shri Rakesh Goyal IRSE (Retd.)	2094, Joy Apartment Sector 2, Dwarka New Delhi - 110075	97176 44264	goyal259@gmail.com
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2.	Shri Rakesh Goyal IRSE (Retd.)	2094, Joy Apartment Sector 2, Dwarka New Delhi - 110075	97176 44264	goyal259@gmail.com																		
1.11	No. of employees against whom Disciplinary Action has been proposed / taken [Section 4(2)]																					
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL																				
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	NIL																				
1.12	Programmes to Advance Understanding of RTI [Section 26]																					
1.12.1	Educational Programmes	<p>Click the following links for more information and understanding the Act.</p> <ul style="list-style-type: none"> ➤ RTI Act 2005 Gazette Notification (https://incois.gov.in/documents/RTI/rti-act-gazette.pdf) ➤ FAQ's on RTI (https://incois.gov.in/documents/RTI/RTI%20FAQs%20INCOIS.pdf) 																				

**Indian National Centre for Ocean Information Services (INCOIS)
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		<ul style="list-style-type: none"> ➤ RTI MIS Portal: https://rtionline.gov.in ➤ Central Information Commission: https://cic.gov.in/
1.12.2	Efforts to encourage public authority to participate in these programmes	<p>No specific training programmes were conducted. However, the public authority ensured and provided relevant RTI awareness materials on its website.</p> <ul style="list-style-type: none"> - Trainings on RTI, Transparency Audit, etc. - The Institute has observed Vigilance Awareness Week. - Integrity Pledge is administered to all the Employees as a part of the Vigilance Awareness Week conducted every year.
1.12.3	Training of CPIO/APIO	No specific training attended by CPIO.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	<p>Please click here (https://incois.gov.in/portal/rti.jsp) for viewing the Suo Moto Disclosure in the Institute's Website</p> <ul style="list-style-type: none"> ➤ RTI MIS Portal: https://rtionline.gov.in ➤ Central Information Commission: https://cic.gov.in/ ➤ DOPT Guidelines on RTI: https://dopt.gov.in/guidelines-on-rti
1.13	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	<p>The employee joined at INCOIS is liable to serve anywhere in India, in any other centre, unit/ project under the control of INCOIS. The transfer policy, if any framed by MoES will be adhered from time-to-time.</p> <p>No Transfers were made.</p>
2	Budget and Programmes	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	The Budget estimates proposed in the SFC/EFC documents are reviewed and the revised estimates are provided in the table below.

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2.1.2	Budget for each agency and plan & programmes	(All amounts in INR Crores)						
2.1.3	Proposed expenditures	S.No.	Name of the programme	Allocation 2023-24	Opening Balance/ Unspent Balance as on 01.04.23	Grants received 01.04.2023 to 31.03.24	Total	Expenditure incurred 01.04.2023 to 31.03.24
2.1.4	Revised budget for each agency, if any	1	Operation & Maintenance of INCOIS (OMI)	27.00	0.00	26.82	26.82	26.82
			Core Grant-A	27.00	0.00	26.82	26.82	26.82
		2	Ocean Modeling and Advisory Services (OMAS)	43.64	4.19	41.25	45.44	45.44
			Ocean Observation Networks (OON)	28.36	0.00	28.36	28.36	28.36
			O-SMART-B	72.00	4.19	69.61	73.80	73.80
		3	Deep Ocean Mission (DOM) - PHYSICAL FUNDS	30.00	4.75	21.63	26.38	26.38
			DOM-C	30.00	4.75	21.63	26.38	26.38
		4	International Training Centre for Operational Oceanography (ITCOcean)	7.85	1.61	6.24	7.85	7.57
			REACHOUT-(C)	7.85	1.61	6.24	7.85	7.57
		5	Monsoon Mission III	1.88	0.41	1.11	1.52	1.50
			ACROSS	1.88	0.41	1.11	1.52	1.50
			GRAND TOTAL	138.73	10.96	125.41	136.37	136.07

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		Webpage: https://incois.gov.in/portal/rti2005_10																	
2.1.5	Report on disbursements made and place where the related reports are available	Annual reports of INCOIS: https://incois.gov.in/portal/annualreports																	
2.2	Foreign and Domestic Tours [F. No. 1/8/2012- IR dt. 11.9.2012]																		
2.2.1	Budget		<table border="1"> <thead> <tr> <th>Project</th> <th>Head</th> <th>Amt in Rs. (Crores)</th> </tr> </thead> <tbody> <tr> <td>OSMART</td> <td>Travel head</td> <td>1.32</td> </tr> <tr> <td>REACHOUT</td> <td>Travel head</td> <td>0.03</td> </tr> <tr> <td>DOM</td> <td>Travel head</td> <td>1.05</td> </tr> <tr> <td>MSMN</td> <td>Recurring / Travel head</td> <td>1.38</td> </tr> </tbody> </table>	Project	Head	Amt in Rs. (Crores)	OSMART	Travel head	1.32	REACHOUT	Travel head	0.03	DOM	Travel head	1.05	MSMN	Recurring / Travel head	1.38	
Project	Head	Amt in Rs. (Crores)																	
OSMART	Travel head	1.32																	
REACHOUT	Travel head	0.03																	
DOM	Travel head	1.05																	
MSMN	Recurring / Travel head	1.38																	
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit	The details of the foreign and domestic tours of staff of INCOIS are provided at the link https://incois.gov.in/portal/rti_tours.jsp																	
2.2.3	Information related to procurements (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the	Click here (https://incois.gov.in/documents/RTI/Procurements%202023-24.pdf) to see the information related to procurements for the year 2023-24 Click here (https://incois.gov.in/documents/RTI/Procurements 2022-23.pdf) to see the information related to procurements for the year 2022-23 Click here (https://incois.gov.in/documents/RTI/Procurements 2021-22.pdf) to see the information																	

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	<p>bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>related to procurements for the year 2021-22 Click here (https://incois.gov.in/documents/RTI/Procurements_2020-21.pdf) to see the information related to procurements for the year 2020-21</p>
2.3	Manner of Execution of Subsidy Programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	<p>Since the Centre is fully functioning under the Grant-in-aids of Govt. of India, no subsidy is given to any person/organization.</p>
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	

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2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and Non-discretionary Grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
2.5	Particulars of Recipients of Concessions, Permits of Authorizations granted by the Public Authority [Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable
2.6	CAG & PAC Paras [F No. 1/6/2011- IR dt. 15.4.2013]	

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2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Inputs on various audit paras are submitted to Ministry of Earth Sciences. The latest Audit report available for MoES can be accessed at https://cag.gov.in/en/audit-report/details/112156
3	Publicity and Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	<p>Please click the following links for details. INCOIS has its own website www.incois.gov.in, where in information in detail is available about INCOIS and its various activities. The other documents that are accessible to the public are given below.</p> <p><u>Administrative documents</u> INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) Fundamental Rules & Supplementary Rules (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf) General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf) Certificate of GST Registration (https://incois.gov.in/documents/RTI/GST%20RC%20AA3606170146446_RC19072018.pdf) DSIR /Customs Duty Exemption Certificate (https://incois.gov.in/documents/RTI/INCOIS%20%20DSIR.pdf) PAN Card (https://incois.gov.in/documents/RTI/PAN%20TAN%20OF%20INCOIS.pdf) Importer-Exporter Certificate (https://incois.gov.in/documents/RTI/IMPORT%20EXPORT%20CODE%20CERTIFICATE%20OF%20INCOISIEC.pdf)</p> <p><u>Scientific / Technical Documents</u> Scientific Documentary Films (https://incois.gov.in/hrd/isdf/index.jsp)</p>

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		<p>Annual Reports in English (https://incois.gov.in/portal/annualreports) and Hindi (https://incois.gov.in/portal/annualreports_hindi.jsp)</p> <p>Technical Reports (https://incois.gov.in/portal/technicalreports.jsp)</p> <p>Research Papers (https://incois.gov.in/krc/research_papers.jsp)</p> <p>Other Scientific / Technical Reports (https://incois.gov.in/portal/other_reports.jsp)</p> <p>Data Requisition Form (https://incois.gov.in/portal/datainfo/drform.jsp)</p>
3.1.2	<p>Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>Periodic interaction with various stakeholders using our services is being conducted in partnership with local academia / research institutes / NGOs etc. where the public users can interact with the employees of INCOIS for understanding the ocean services, training and research opportunities. Stakeholders are encouraged to give their feedback and suggestions either during these interaction workshops / awareness campaigns, etc. or through emails.</p>
3.1.3	<p>Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any</p>	<p>Not Applicable</p>
3.1.4	<p>Public- private partnerships (PPP)- Detailed project reports (DPRs)</p>	<p>Not Applicable</p>
3.1.5	<p>Public- private partnerships (PPP)- Concession agreements.</p>	<p>Not Applicable</p>

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3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as per the implementation of the PPP	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable
3.2	Are the details of Policies / Decisions, which affect the public, informed to them? [Section 4(1) (c)]	

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3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	All details about INCOIS and its services are available at https://www.incois.gov.in/portal/index.jsp that are accessible to the public.
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive-Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	Dissemination of Information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	The information dissemination primarily happens through the Institute's Website. Please click here (https://incois.gov.in/portal/index.jsp) to visit the Institute's Website.

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3.4	Form of accessibility of Information Manual/ Handbook [Section 4(1)(b)]	
3.4.1	Information manual / handbook available in electronic format	INCOIS has its own website www.incois.gov.in , where in detailed information is available about INCOIS and its various activities
3.4.2	Information manual / handbook available in Printed format	The desired information can be obtained by the general public from the following means: -- INCOIS Website https://www.incois.gov.in/ -- Printed Reports including Annual reports -- Brochures and Pamphlets -- Newspapers-as and when published --Exhibitions-as and when participated in the national and international seminars/symposia/conferences
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	<p><u>Administrative documents</u> INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) Fundamental Rules & Supplementary Rules (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf) General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf) Certificate of GST Registration (https://incois.gov.in/documents/RTI/GST%20RC%20AA3606170146446_RC19072018.pdf) DSIR /Customs Duty Exemption Certificate (https://incois.gov.in/documents/RTI/INCOIS%20%20DSIR.pdf) PAN Card (https://incois.gov.in/documents/RTI/PAN%20TAN%20OF%20INCOIS.pdf) Importer-Exporter Certificate (https://incois.gov.in/documents/RTI/IMPORT%20EXPORT%20CODE%20CERTIFICATE%20OF%20INCOISIEC.pdf)</p> <p><u>Scientific / Technical Documents</u> <u>Scientific Documentary Films</u> (https://incois.gov.in/hrd/isdf/index.jsp) Annual Reports in <u>English</u> (https://incois.gov.in/portal/annualreports) and <u>Hindi</u> (https://incois.gov.in/portal/annualreports_hindi.jsp)</p>

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		Technical Reports (https://incois.gov.in/portal/technicalreports.jsp) Research Papers (https://incois.gov.in/krc/research_papers.jsp) Other Scientific / Technical Reports (https://incois.gov.in/portal/other_reports.jsp) Data Requisition Form (https://incois.gov.in/portal/datainfo/drform.jsp)																														
3.5.2	List of materials available at a reasonable cost of the medium	All INCOIS services are free of cost and the list of services that the public can avail are provided below.																														
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4.1.1	English	Annual Reports in English (https://incois.gov.in/portal/annualreports) RTI FAQs: https://incois.gov.in/documents/RTI/RTI%20FAQs%20INCOIS.pdf INCOIS website in English can be obtained from https://www.incois.gov.in/ . The website also provides all INCOIS services in English																																				
4.1.2	Vernacular / Local Language	Annual Reports in Hindi (https://incois.gov.in/portal/annualreports_hindi.jsp) RTI FAQs (Hindi) (https://incois.gov.in/documents/RTI/RTI%20FAQs%20Hindi%20-INCOIS.pdf)																																				

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		<p>INCOIS Website in Hindi can be accessed at https://incois.gov.in/portal/hindi/home.do</p> <p>Some of the services (ex: PFZ) is available in vernacular language such as Gujarati, Marathi, Kannada, Malayalam, Tamil, Telugu, Odiya and Bengali in addition to English and Hindi and the same can be accessed through respective service pages in INCOIS website.</p> <p>The RTI Act Documents in other languages is given below.</p> <table border="1"> <thead> <tr> <th>Language</th> <th>RTI Document link</th> </tr> </thead> <tbody> <tr> <td>Telugu</td> <td>https://incois.gov.in/documents/RTI/RTIAct_Telgu.pdf</td> </tr> <tr> <td>Hindi</td> <td>https://incois.gov.in/documents/RTI/RTI%20Act%20Version%20Hindi.pdf</td> </tr> <tr> <td>Odiya</td> <td>https://incois.gov.in/documents/RTI/rtiact%20odiya.pdf</td> </tr> <tr> <td>Bangla</td> <td>https://incois.gov.in/documents/RTI/RTI%20ACT%202005%20Bangla.pdf</td> </tr> <tr> <td>Gujarati</td> <td>https://incois.gov.in/documents/RTI/rti-act-2005-gujarati.pdf</td> </tr> <tr> <td>Kannada</td> <td>https://incois.gov.in/documents/RTI/rtiact-kannada.pdf</td> </tr> <tr> <td>Malayalam</td> <td>https://incois.gov.in/documents/RTI/RTIAct_Malayalam.pdf</td> </tr> <tr> <td>Urdu</td> <td>https://incois.gov.in/documents/RTI/rtiact-urdu.pdf</td> </tr> <tr> <td>Tamil</td> <td>https://incois.gov.in/documents/RTI/rtiact-tamil.pdf</td> </tr> <tr> <td>Marathi</td> <td>https://incois.gov.in/documents/RTI/rtiact-marathi.pdf</td> </tr> </tbody> </table>	Language	RTI Document link	Telugu	https://incois.gov.in/documents/RTI/RTIAct_Telgu.pdf	Hindi	https://incois.gov.in/documents/RTI/RTI%20Act%20Version%20Hindi.pdf	Odiya	https://incois.gov.in/documents/RTI/rtiact%20odiya.pdf	Bangla	https://incois.gov.in/documents/RTI/RTI%20ACT%202005%20Bangla.pdf	Gujarati	https://incois.gov.in/documents/RTI/rti-act-2005-gujarati.pdf	Kannada	https://incois.gov.in/documents/RTI/rtiact-kannada.pdf	Malayalam	https://incois.gov.in/documents/RTI/RTIAct_Malayalam.pdf	Urdu	https://incois.gov.in/documents/RTI/rtiact-urdu.pdf	Tamil	https://incois.gov.in/documents/RTI/rtiact-tamil.pdf	Marathi	https://incois.gov.in/documents/RTI/rtiact-marathi.pdf
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Tamil	https://incois.gov.in/documents/RTI/rtiact-tamil.pdf																							
Marathi	https://incois.gov.in/documents/RTI/rtiact-marathi.pdf																							
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]																							
4.2.1	Last Date of Annual updating	April 10, 2024																						
4.3	Information available in Electronic Form [Section 4(1)(b)(xiv)]																							
4.3.1	Details of information available in electronic form	Please click the following links for details. INCOIS Services are available in electronic form at https://www.incois.gov.in/portal/services.jsp																						
4.3.2	Name/ title of the document/record/ other information	Other documents can be obtained from the following links. <u>Administrative documents</u> <u>INCOIS Society Memorandum of Association</u> (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf)																						
4.3.3	Name/ title of the document/record/ other information	<u>INCOIS Bye-Laws</u> (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) <u>Fundamental Rules & Supplementary Rules</u> (https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf)																						

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4.3.4	Location where available	<p>General Financial Rules (https://incois.gov.in/documents/RTI/GFR2017_0.pdf) Certificate of GST Registration (https://incois.gov.in/documents/RTI/GST%20RC%20AA3606170146446_RC19072018.pdf) DSIR /Customs Duty Exemption Certificate (https://incois.gov.in/documents/RTI/INCOIS%20%20DSIR.pdf) PAN Card (https://incois.gov.in/documents/RTI/PAN%20TAN%20OF%20INCOIS.pdf) Importer-Exporter Certificate (https://incois.gov.in/documents/RTI/IMPORT%20EXPORT%20CODE%20CERTIFICATE%20OF%20INCOISIEC.pdf)</p> <p><u>Scientific / Technical Documents</u></p> <p><u>Scientific Documentary Films</u> (https://incois.gov.in/hrd/isdf/index.jsp) Annual Reports in <u>English</u> (https://incois.gov.in/portal/annualreports) and <u>Hindi</u> (https://incois.gov.in/portal/annualreports_hindi.jsp) <u>Technical Reports</u> (https://incois.gov.in/portal/technicalreports.jsp) <u>Research Papers</u> (https://incois.gov.in/krc/research_papers.jsp) <u>Other Scientific / Technical Reports</u> (https://incois.gov.in/portal/other_reports.jsp)</p>										
4.4	Particulars of Facilities available to Citizens for obtaining information [Section 4(1)(b)(xv)]											
4.4.1	Name & location of the facilities	<p>The following are the facilities at INCOIS for the citizens of India. Entire spectrum of activities, services / information available with INCOIS is available at its website https://www.incois.gov.in. In addition, the desired information can be obtained by the general public from institutional notice boards, library, et. which are open from 0900 hrs to 1730 hrs (except holidays) and , exhibitions (as and when conducted)..</p>										
4.4.2	Details of information made available											
4.4.3	Working hours of the facility	<p>The office hours are 0900 Hrs – 1730 Hrs of IST https://www.incois.gov.in/portal/contactus</p>										
4.4.4	Contact person & contact details (Phone, fax email)	<p style="text-align: center;">First Appellate Authority (w.e.f August 2021)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1f5fe;"> <th style="text-align: center;">S.No</th> <th style="text-align: center;">Name & Designation</th> <th style="text-align: center;">Address</th> <th style="text-align: center;">Telephone Nos.</th> <th style="text-align: center;">Email ID</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Dr. T. Srinivasa Kumar Director, INCOIS</td> <td>Indian National Centre for Ocean Information Services "Ocean Valley",</td> <td>040-23886002</td> <td>director@incois.gov.in</td> </tr> </tbody> </table>	S.No	Name & Designation	Address	Telephone Nos.	Email ID	1	Dr. T. Srinivasa Kumar Director, INCOIS	Indian National Centre for Ocean Information Services "Ocean Valley",	040-23886002	director@incois.gov.in
S.No	Name & Designation	Address	Telephone Nos.	Email ID								
1	Dr. T. Srinivasa Kumar Director, INCOIS	Indian National Centre for Ocean Information Services "Ocean Valley",	040-23886002	director@incois.gov.in								

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		Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090	
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INCOIS has designated the following officers as Current Central Public Information Officer (CPIO),
Vigilance Officer and Grievance Officer:-

Central Public Information Officer (CPIO)/ RTI Nodal Officer (w.e.f July 15, 2021)

S.No.	Name & Designation	Address	Telephone Nos.	Email ID
1.	Mr. M. Nagaraja Kumar Scientist-F, INCOIS	Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090	040- 23886031	cpio@incois.gov. in

Grievance Officers

S.No.	Name & Designation	Tenure
1.	Dr. M. Ravichandran Scientist-G	02.09.2003 - 07.11.2016
2.	Dr. T.M. Balakrishnan Nair Scientist-G INCOIS, Hyderabad-500090, Telangana Tel No.040-23886007 E-mail: bala@incois.gov.in	08.11.2016 to at present

Vigilance Officers

S.No.	Name & Designation	Tenure
1.	Dr. K. Somasundar Scientist-D	Feb,1999 to June, 2002
2.	Dr. M. Ravichandran Scientist-G	June, 2002 - 7.11.2016
3.	Mr. B.V. Satyanarayana Scientist - G	08.11.2016 to 13.07.2021
4.	Mr. E. Pattabhi Rama Rao Scientist-G INCOIS, Hyderabad-500090, Telangana	14.07.2021 to at present

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		<p>Tel No.040-23886008 Email: pattabhi@incois.gov.in</p>	
		CPIO's	
		S.No.	Name & Designation
		1.	<p>Mr. E. Pattabhi Rama Rao Scientist-G INCOIS, Hyderabad-500090, Telangana Tel No.040-23886008 Email: pattabhi@incois.gov.in</p>
		2.	<p>Mr. M. Nagaraja Kumar Scientist-F INCOIS, Hyderabad-500090, Telangana Tel No.040-23886031 Email: raja@incois.gov.in</p>
		FAA's	
		S.No.	Name & Designation
		1.	<p>Dr. Shailesh Nayak Director-INCOIS</p>
		2.	<p>Dr. S.S.C. Sheno Director-INCOIS INCOIS, Hyderabad-500090, Telangana</p>
		3.	<p>Dr. T. M. Balakrishnan Nair Scientist-G & Director-In-charge INCOIS, Hyderabad-500090, Telangana Tel No.040-23886002 Email: director@incois.gov.in</p>
		4.	<p>Dr. T. Srinivasa Kumar Director-INCOIS INCOIS, Hyderabad-500090, Telangana Tel No.040-23886002 Email: director@incois.gov.in</p>
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)		

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4.5.1	Grievance redressal mechanism	<p>INCOIS has both external and internal administrative mechanism for redressing the grievances from general public and employs. Centralized Public Grievance Redress And Monitoring System (CPGRAMS) is an online (https://pgportal.gov.in/) web-enabled system developed by NIC, in association with Directorate of Public Grievances (DPG) and Department of Administrative Reforms and Public Grievances (DARPG). CPGRAMS is the platform based on web technology which primarily aims to enable submission of grievances by the aggrieved citizens from anywhere and anytime (24x7) basis to Ministries/Departments/Organisations who scrutinize and take action for speedy and favourable redress of these grievances. Tracking grievances is also facilitated on this portal through the system generated unique registration number. INCOIS employs can approach Grievance Officer for settlement of their grievances. The Public Grievance Officer, INCOIS report to the Central Grievance Officer, Ministry of Earth Sciences, New Delhi.</p> <p>The address of Public Grievance Officer at INCOIS is as below:</p> <p>Dr. Balakrishnan Nair Public Grievance Officer INCOIS, Ocean Valley, Pragathi Nagar (PO) Nizampet (BO), Hyderabad-500091 Mobile: 940191659 Email: bala@incois.gov.in</p> <table border="1" data-bbox="842 935 1703 1076"> <thead> <tr> <th rowspan="2">S.No.</th> <th rowspan="2">Period</th> <th colspan="3">Number of Grievances</th> </tr> <tr> <th>Received</th> <th>Resolved</th> <th>Pending</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>April 2022 – March 2023</td> <td>04</td> <td>02</td> <td>00</td> </tr> <tr> <td>2</td> <td>April 2023 – March 2024</td> <td>06</td> <td>06</td> <td>00</td> </tr> </tbody> </table>	S.No.	Period	Number of Grievances			Received	Resolved	Pending	1	April 2022 – March 2023	04	02	00	2	April 2023 – March 2024	06	06	00
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		Received	Resolved	Pending																
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2	April 2023 – March 2024	06	06	00																
4.5.2	Details of applications received under RTI and information provided	<p>The details of RTI Applications received and information provided are mentioned below:</p> <table border="1" data-bbox="657 1162 1858 1369"> <thead> <tr> <th>Year</th> <th>1st Quarter</th> <th>2nd Quarter</th> <th>3rd Quarter</th> <th>4th Quarter</th> </tr> </thead> <tbody> <tr> <td>2023-24</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q1.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q2.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q3.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q4.pdf</td> </tr> </tbody> </table>	Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2023-24	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q1.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q2.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q3.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q4.pdf								
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4.5.3	List of completed schemes/ projects/ Programmes	List of completed schemes/ projects/ Programmes: https://incois.gov.in/portal/rti_4.5.3.jsp No project is completed during 2023-24 The list of projects completed before 2021 are available at https://incois.gov.in/portal/rti_budget_2017-20.jsp																		
4.5.4	List of schemes/ projects/ programme underway	Ocean Services, Modelling, Applications, Resources and Technology (OSMART) (started from 1st April 2021) Research, Education, Training and Outreach (REACHOUT) (started from 1st April 2021) Deep Ocean Mission (started from 1st April 2021) Monsoon Mission (started from 1st April 2021)																		
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and	https://incois.gov.in/documents/RTI/Procurements%202023-24.pdf																		

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	period of completion of contract																			
4.5.6	Annual Report	Annual Reports in English (https://incois.gov.in/portal/annualreports) and Hindi (https://incois.gov.in/portal/annualreports_hindi.jsp)																		
4.5.7	Frequently Asked Question (FAQs)	Frequently asked questions on RTI can be found at the following links: English: https://incois.gov.in/documents/RTI/RTI%20FAQs%20INCOIS.pdf Hindi: https://incois.gov.in/documents/RTI/RTI%20FAQs%20Hindi%20-INCOIS.pdf																		
4.5.8	Any other information such as (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the (d) Performance against the benchmarks set in the Citizen's Charter	The inputs are submitted to the nodal ministry i.e., Ministry of Earth Sciences and the information is available on MoES website https://moes.gov.in/about-us/Citizen-Charter-%26-Commitments The Result Framework Document (RFD) are available at this link https://moes.dashboard.nic.in/																		
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4.6	Receipt & Disposal of RTI Applications and Appeals [F. No. 1/6/2011-IR dt. 15.04.2013]																			
4.6.1	Details of applications received and disposed	The details of the RTI Applications received and responded by the Public Authority INCOIS are mentioned below:																		

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4.6.2	<p>Details of appeals received, and orders issued</p>	<p>The details of appeals received during 2023-24: 02 and the details can be found at https://incois.gov.in/documents/RTI/RTI%20Appeal%20Applications%20April%202023%20-%20March%202024.pdf</p> <p>The details of RTI appeals received and orders received are mentioned below:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>1st Quarter</th> <th>2nd Quarter</th> <th>3rd Quarter</th> <th>4th Quarter</th> </tr> </thead> <tbody> <tr> <td>2023-24</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q1.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q2.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q3.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q4.pdf</td> </tr> <tr> <td>2022-23</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q1.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q2.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q3.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q4.pdf</td> </tr> <tr> <td>2021-22</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q1.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q2.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q3.pdf</td> <td>https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q4.pdf</td> </tr> </tbody> </table>	Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2023-24	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q1.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q2.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q3.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202023-24-Q4.pdf	2022-23	https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q1.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q2.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q3.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q4.pdf	2021-22	https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q1.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q2.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q3.pdf	https://incois.gov.in/documents/RTI/RTI%20Report%202021-22-Q4.pdf
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4.7	Replies to Questions asked in the Parliament [Section 4(1)(d)(2)]																					
4.7.1	<p>Details of questions asked and replies given</p>	<p>INCOIS doesn't provide any replies to Parliament and all the details of the questions asked and replies given to the parliament through Ministry of Earth Sciences (MoES) are available at https://moes.gov.in/parliament/parliaments-questions-and-answers</p>																				

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5	Information as may be Prescribed	
5.1	Such other Information as may be Prescribed [F. No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name and details of (a) Current CPIO and FAAs, (b) Earlier CPIO and FAAs from 1.1.2006	As provided in Sl. No. 1.10.2 above.
5.1.2	Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Transparency Audit Report for 2022-23 can be accessed from https://incois.gov.in/documents/RTI/TpAudit_AuditedReport_INCOIS_Hyderabad_2022-23.pdf Transparency Audit Report for 2021-22 can be accessed from https://incois.gov.in/documents/RTI/TpAudit_AuditedReport_INCOIS_Hyderabad_2021-22-NITTR.pdf Transparency Audit Report for 2020-21 can be accessed from https://incois.gov.in/documents/RTI/Third%20Party_RTI_Audit_for_INCOIS_July_2021-FinalReport.pdf
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment, (b) Name and Designation of the officers	M. Nagaraja Kumar, Scientist F & Head, OOS Division Date of Appointment: July 15, 2021
5.1.4	Consultancy committee of key stake holders for advice on Suo Moto Disclosure (a) Dates from which constituted, (b) Name and Designation of the officers	The Following committee constituted vide Office Order No.82/2022 w.e.f. August 26, 2022 (https://incois.gov.in/documents/RTI/OM%20Committee%20for%20FAQ%20RTIs.pdf) 1. Dr. T. Srinivasa Kumar, FAA 2. Mr. E, Pattabhi Rama Rao, Earlier CPIO & present Vigilance Officer 3. Mr. M. Nagaraja Kumar, CPIO
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to	The following committee has been constituted to identify the frequently sought information under RTI vide Office Order No.82/2022 w.e.f. August 26, 2022 (https://incois.gov.in/documents/RTI/OM%20Committee%20for%20FAQ%20RTIs.pdf)

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	<p>identify frequently sought information under RTI (a) Dates from which constituted, (b) Name and Designation of the Officers</p>	<ul style="list-style-type: none"> ➤ Dr. T. Srinivasa Kumar, Director, INCOIS & FAA ➤ Shri E. Pattabhi Rama Rao, Group Director, ODMG and earlier CPIO ➤ Shri M. Nagaraja Kumar, DH, OOS and CPIO ➤ Transparency Officer of INCOIS 								
6	Information Disclosed on Own Initiative									
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information									
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	<p>Please click on the following links to view the details https://incois.gov.in/portal/rti.jsp The details of the RTI Applications received and responded by the Public Authority INCOIS are mentioned below:</p> <table border="1" data-bbox="657 651 1887 902"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">April 2023- March 2024</td> <td style="text-align: center;">https://incois.gov.in/documents/RTI/RTI%20Applications%20from%20%20April%202023-March%202024.pdf</td> </tr> <tr> <td style="text-align: center;">April 2022- March 2023</td> <td style="text-align: center;">https://incois.gov.in/documents/RTI/RTI%20Applications%20for%20April2022-March2023-Final.pdf</td> </tr> <tr> <td style="text-align: center;">April 2021- March 2022</td> <td style="text-align: center;">https://incois.gov.in/documents/RTI/RTI%20Applications%20for%20April2021-March2022.pdf</td> </tr> </tbody> </table> <p><u>Administrative documents</u> INCOIS Society Memorandum of Association (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) INCOIS Bye-Laws (https://incois.gov.in/documents/RTI/INCOIS_Byelaws_new.pdf) Fundamental Rules & Supplementary Rules https://incois.gov.in/documents/RTI/Compilation_FR_SR_EnglishNX.pdf General Financial Rules of GST Registration https://incois.gov.in/documents/RTI/GFR2017_0.pdf https://incois.gov.in/documents/RTI/GST%20RC%20AA3606170146446_RC19072018.pdf DSIR /Customs Duty Exemption Certificate https://incois.gov.in/documents/RTI/INCOIS%20%20DSIR.pdf PAN Card (https://incois.gov.in/documents/RTI/PAN%20TAN%20OF%20INCOIS.pdf)</p>	Year	Details	April 2023- March 2024	https://incois.gov.in/documents/RTI/RTI%20Applications%20from%20%20April%202023-March%202024.pdf	April 2022- March 2023	https://incois.gov.in/documents/RTI/RTI%20Applications%20for%20April2022-March2023-Final.pdf	April 2021- March 2022	https://incois.gov.in/documents/RTI/RTI%20Applications%20for%20April2021-March2022.pdf
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		<p>Importer-Exporter Certificate (https://incois.gov.in/documents/RTI/IMPORT%20EXPORT%20CODE%20CERTIFICATE%20OF%20INCOISIEC.pdf)</p> <p><u>Scientific / Technical Documents</u></p> <p><u>Scientific Documentary Films</u> (https://incois.gov.in/hrd/isdf/index.jsp) Annual Reports in <u>English</u> (https://incois.gov.in/portal/annualreports) and <u>Hindi</u> (https://incois.gov.in/portal/annualreports_hindi.jsp) <u>Technical Reports</u> (https://incois.gov.in/portal/technicalreports.jsp) <u>Research Papers</u> (https://incois.gov.in/krc/research_papers.jsp) <u>Other Scientific / Technical Reports</u> (https://incois.gov.in/portal/other_reports.jsp) <u>Data Requisition Form</u> (https://incois.gov.in/portal/datainfo/drform.jsp)</p>
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension	
6.2.1	Whether STQC certification obtained and its validity	STQC Certification is initiated
6.2.2	Does the website show the certificate on the Website?	NIL