

# **1. Organization and Function:**

## **1.1- Particulars of its organization, functions and duties [Section 4(1)(b)(i)]**

### **1.1.1 Name and address of the Organization**

National Centre for Coastal Research,  
Ministry of Earth Sciences,  
NIOT Campus,  
Velacherry-Tambaram Main Road,  
Pallikaranai,  
Chennai – 600 100.

### **1.1.2 Head of the organization**

Dr. M.V. Ramana Murthy, Scientist-G and Director

### **1.1.3 Vision, Mission and Key objectives:**

#### **Vision**

To be a centre of excellence for coastal research and offer scientific, advisory and outreach services to the coastal states and stakeholders for sustainable management of the coastal areas.

#### **Mission**

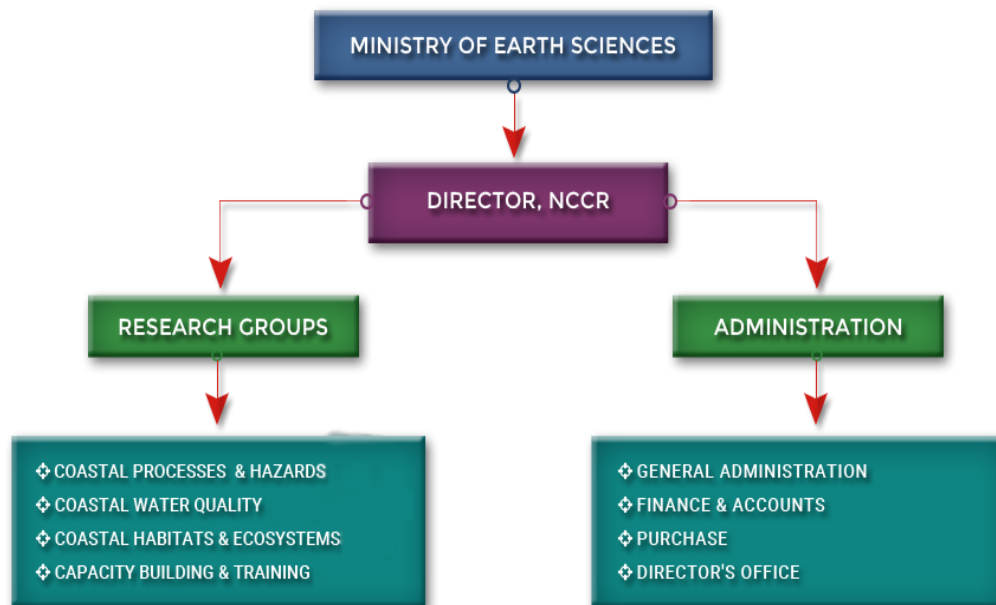
To carry out multi-disciplinary research related to coastal water quality, coastal process, shoreline management, coastal hazards-vulnerability and coastal ecosystems for the benefit of society and environment.

### **1.1.4 Function and duties:**

The NCCR is mandated to provide best possible technological and scientific services / support for sustainable management of coastal areas by developing and improving capabilities related to coastal water quality, coastal processes, shoreline management, coastal hazards- vulnerability and coastal ecosystems through multi-disciplinary and integrated research programmes.

NCCR will provide scientific and technical support to coastal states and stakeholders for effective management of coastal areas and resources.

### 1.1.5 Organization Chart:



### 1.1.6 Any other details-the genesis, inception,formation of the department and the HoDs from time to time as well as the Committees/Commissions constituted from time to time have been dealt:

In 1997, Government of India implemented Environment Management Capacity Building (EMCB) programme for a period of five years, funded by the International Development Association through the World Bank. The Department of Ocean Development (DOD) established a Project Directorate i.e., Integrated Coastal and Marine Area Management (ICMAM-PD), at Chennai in January 1998 with the approval of the Cabinet Committee on Economic Affairs to implement the EMCB programme. After completion of the World Bank assignment, it was decided by DOD to continue the activities of ICMAM, as a long-term R&D activity with a mandate to promote research addressing issues related to coastal processes, ecosystems, shoreline erosion, pollution, hazards and coastal vulnerability.

The projects implemented included preparation of model ICMAM plans, GIS-based information for critical habitats, determination of waste assimilation capacity, development of EIA guidelines, determination of 'no impact zone', determination of use classification for coastal waters, shoreline management plans for selected locations, ecosystem modelling for coastal habitats, marine ecotoxicology and storm surge inundation modelling. The activities were long term in nature and continued through subsequent five-year plans with expanded scope and wider geographical coverage.

In order to provide a long-term organizational framework to continue these research activities, the Project Directorate is designated as the “National Centre for Coastal Research (NCCR)” an attached office of MoES. NCCR is envisaged to develop and improve the country's capabilities in addressing the challenging problems prevailing in the coastal zone, which have societal, economical and environmental implications. These activities of NCCR would be an integral part of the Ministry's mission to offer scientific and technical support to coastal communities and stakeholders for integrated and sustainable use of resources towards the socio-economic benefit of the society.

<b>Name</b>	<b>Duration</b>
<b>Dr. B. R. Subramanian</b>	<b>(1998-2002 &amp; 2003-2012)</b>
<b>Dr. V. Sampath</b>	<b>2002-2003</b>
<b>Dr. M.A. Atmanand</b>	<b>2013-2015</b>
<b>Dr. Satheesh C. Shenoi</b>	<b>2015-2016</b>
<b>Dr. M.V. Ramana Murthy</b>	<b>2016 - till date</b>

## **1.2- Power and duties of its officers and employees [Section 4(1)(b)(ii)]**

### **1.2.1 Powers and duties of officers (administrative, financial and judicial)**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Powers and Duties</b>
1	Dr. M.V. Ramana Murthy	Director	Head of the Department
2	Dr. Sisir Kumar Dash	Scientist-F	Head of Office
3	Shri G. Kannan	Sr. Accounts Officer	Finance Officer
4	Shri Anubhav Sharma	Asstt. Accounts Officer	DDO

### **1.2.2 Power and duties of other employees**

<b>S. no</b>	<b>Name</b>	<b>Designation</b>	<b>Powers and Duties</b>
<b>Scientists</b>			
1	Dr. M.V. Ramana Murthy	Director	Head of the Department
2	Dr. Tune Usha	Scientist-G	Group Head of Coastal Vulnerability due to Climate Change, Sea Level Rise and Natural Hazards.
3	Dr. T. Shunmugaraj	Scientist-G	Group Head of Coastal Resource and Assessment Management

4	Dr. Pravakar Mishra	Scientist-G	Group Head of Predication of Water Quality and Marine Litter and Micro Plastic
5	Shri K. Venkatarama Sharma	Scientist-F	Group Head of Marine Ecological Risk Assessment
6	Dr. Uma Sankar Panda	Scientist-F	Group Head of Ecosystem Modeling
7	Dr. Sisir Kumar Dash	Scientist-F	Coastal Vulnerability due to Climate Change, Sea Level Rise and Natural Hazards
8	Dr. Karri Ramu	Scientist-F	Group Head of Seawater Quality Monitoring
9	Dr. Sivaji Patra	Scientist-E	Prediction of Water Quality
10	Shri V. Ramanathan	Scientist-E	Group Head of Coastal Process and Shoreline Mapping
11	Dr. S.R. Marigoudar	Scientist-E	Marine Ecotoxicology & Ecological Risk Assessment
12	Shri Satya Kiran Raju Alluri	Scientist-E	Coastal Process and Shoreline Mapping
13	Dr. Rabindra Kumar Sahoo	Scientist-D	Predication of Water Quality
14	Dr. Sanitha K. Sivadas	Scientist-D	Seawater Quality Monitoring
15	Smt. Preethi Sekar	Scientist-C	Coastal Process and Shoreline Mapping
16	Shri Sondi Sudheer	Scientist-C	Coastal Process and Shoreline Mapping
<b>General Administration- Report to Director and HOO</b>			
17	Smt. Sasikaladevi	Personal Assistant	PA to the Director
18	Shri D.Elangovan	Jr. Secretariat Assistant	Work assigned by HOO

### 1.2.3 Rules/ orders under which powers and duty are derived and

The officers/staff of NCCR discharge their functions based on the guidelines issued by the Government of India 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, etc. Based on the Ministry approved scientific projects, works can be allotted to various scientific, technical and administrative staffs during the tenure.

#### **1.2.4 Exercised**

#### **1.2.5 Work allocation**

[Work allocation for administrative staffs dated 28.02.2023](#)

[Work allocation for administrative staffs dated 07.07.2023](#)

### **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**

Director, NCCR is the decision-making authority based on the rules and regulation as per GOI norms.

#### **1.3.2 Final decision-making authority**

Director, NCCR, MoES, Chennai

#### **1.3.3 Related provisions, acts, rules etc.**

As per the rules and guidelines issued by GOI and approved by the MoES.

#### **1.3.4 Time limit for taking a decisions, if any**

Matters are decided based on time bound manner.

#### **1.3.5 Channel of supervision and accountability**

The channel of supervision as per the organization chart/structure. Every employee is accountable towards the duties assigned by the authorities from time to time.

### **1.4- Norms for discharge of functions [Section 4(1)(b)(iv)]**

#### **1.4.1 Nature of functions/ services offered**

The NCCR is mandated to provide best possible technological and scientific services/ support for sustainable management of coastal areas by developing and improving capabilities related to coastal water quality, coastal processes, shoreline management, coastal hazards- vulnerability and coastal ecosystems through multi-disciplinary and integrated research programmes.

NCCR will provide scientific and technical support to coastal states and stakeholders for effective management of coastal areas and resources.

#### **1.4.2 Norms/ standards for functions/ service delivery**

While performing the duties assigned to the different officers/staff, they exercise by and large the powers prescribed by the guidelines issued by the Government of India 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, etc.

#### **1.4.3 Process by which these services can be accessed**

Through meetings and discussions

#### **1.4.4 Time-limit for achieving the targets**

NCCR, MoES implements research schemes and programmes as per the standard plan period of GoI.

#### **1.4.5 Process of redress of grievances**

<https://www.nccr.gov.in/?q=internal-complaints-committee>

### **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.**

The officers/staff of NCCR discharge their functions based on the guidelines issued by the Government of India 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, etc.

#### **1.5.2 List of Rules, regulations, instructions manuals and records.**

General Financial Rules, Delegation of Financial Power Rules, Manual of Office Procedures, CCS CCA Rules, RTI, The sexual Harassment of Women at Workplace Act, etc.

#### **1.5.3 Acts/ Rules manuals etc.**

General Financial Rules, Delegation of Financial Power Rules, Manual of Office Procedures, CCS CCA Rules, RTI, The sexual Harassment of Women at Workplace Act, etc.

#### **1.5.4 Transfer policy and transfer orders**

Under the control of MoES & DoPT, Govt of India.

### **1.6 - Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]**

#### **1.6.1 Categories of documents.**

Scientific papers, books and reports, finance documents, Establishment/Administrative documents, Library Books and documents, etc.

### **1.6.2 Custodian of documents/categories.**

All scientific documents under the Custody of the HoD, Finance related documents under the custody of Sr.AO/AAO, All administrative documents under the custody of Head of Office. All Library books and documents under the custody of Library in charge.

## **1.7 - Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**

### **1.7.1 Name of Boards, Council, Committee etc.**

- (i) Research Advisory Committee (RAC)
- (ii) Needs Committee:
- (iii) Purchase Committee
- (iv) Official Language Implementation Committee
- (v) Internal Complaints Committee
- (vi) Verification committee:
- (vii) Condemnation committee:
- (viii) Local Purchase Committee (LPC)
- (ix) Finance Committee (> Rs.2.0 Cr.)
- (x) Data and Information management, Publication Committee
- (xi) Satellite Data Procurement/Indent Committee
- (xii) Land/Infrastructure Committee
- (xiii) Website/Twitter Operation
- (xiv) Overall Expenditure/Budget Committee
- (xv) Planning and Coordinating Committee
- (xvi) GeM Committee
- (xvii) Stores and Works Committee (SWC)/Purchase Committee (< 2.9 cr.)
- (xviii) Outreach, Public Relation, Hindi Implementation Committee
- (xix) Hindi Advisory Committee
- (xx) Staff Welfare Committee

### **1.7.2 Composition**

The compositions of the Committees were made based on the scope of the matter to be dealt by the respective Committee. Where ever financial matters are involved the concerned finance officer has been incorporated and technical experts as per the requirement.

### **1.7.3 Dates from which constituted**

The committees were constituted as per the requirement from time to time.

### **1.7.4 Term/ Tenure**

The tenure of the Committee as per the scope of the work and requirement. Which may vary from months to years.

### 1.7.5 Powers and functions

As per the scope of the work levied by the delegated authority.

### 1.7.6 Whether their meetings are open to the public?

The meetings are open for the members of the respective Committees and these don't involve public participation. However, some special cases public participation is allowed like auctioning.

### 1.7.7 Whether the minutes of the meetings are open to the public?

No, Minutes are generally restricted within the committee and the staff of NCCR.

### 1.7.8 Place where the minutes if open to the public are available?

No

## 1.8 - Directory of officers and employees [Section 4(1)(b)(ix)]

### 1.8.1 Name and designation

S. No	Name	Designation	Email address	Contact No.
1	Dr. M.V. Ramana Murthy	Director	<a href="mailto:mvr@nccr.gov.in">mvr@nccr.gov.in</a>	044-66783585
2	Dr. Tune Usha	Scientist - G	<a href="mailto:usha@nccr.gov.in">usha@nccr.gov.in</a>	044-66783587
3	Dr. T. Shunmugaraj	Scientist - G	<a href="mailto:raj@nccr.gov.in">raj@nccr.gov.in</a>	044-66783588
4	Dr. Pravakar Mishra	Scientist - G	<a href="mailto:mishra@nccr.gov.in">mishra@nccr.gov.in</a>	044-66783591
5	Sh. K.V. Sharma	Scientist - F	<a href="mailto:venkat@nccr.gov.in">venkat@nccr.gov.in</a>	044-66783590
6	Dr. Uma Sankar Panda	Scientist - F	<a href="mailto:uspanda@nccr.gov.in">uspanda@nccr.gov.in</a>	044-66783592
7	Dr. Sisir Kumar Dash	Scientist - F	<a href="mailto:skdash@nccr.gov.in">skdash@nccr.gov.in</a>	044-66787033
8	Dr. Karri Ramu	Scientist - F	<a href="mailto:ramu@nccr.gov.in">ramu@nccr.gov.in</a>	044-66787410
9	Dr. Anitha Gera	Scientist - F	<a href="mailto:anitha@nccr.gov.in">anitha@nccr.gov.in</a>	044-66787803
10	Dr. Sivaji Patra	Scientist - E	<a href="mailto:sivajipatra@nccr.gov.in">sivajipatra@nccr.gov.in</a>	044-66787852
11	Sh. V. Ramanathan	Scientist - E	<a href="mailto:vram@nccr.gov.in">vram@nccr.gov.in</a>	044-66783597
12	Dr. S.R. Marigoudar	Scientist - E	<a href="mailto:srmarigoudar@nccr.gov.in">srmarigoudar@nccr.gov.in</a>	044-66787051
13	Sh. Satya Kiran Raju Alluri	Scientist - E	<a href="mailto:rajusk@nccr.gov.in">rajusk@nccr.gov.in</a>	044-66783584
14	Dr. Rabindra Kumar Sahoo	Scientist - D	<a href="mailto:sahoork@nccr.gov.in">sahoork@nccr.gov.in</a>	044-66787810
15	Dr. Sanitha K Sivadas	Scientist - D	<a href="mailto:sanitha@nccr.gov.in">sanitha@nccr.gov.in</a>	044-66787811
16	Smt. Preethi Sekar	Scientist - C	<a href="mailto:preethi@nccr.gov.in">preethi@nccr.gov.in</a>	-
17	Sh. Sondi Sudheer	Scientist - C	<a href="mailto:ssudheer@nccr.gov.in">ssudheer@nccr.gov.in</a>	-
18	Sh. G. Kannan	Sr.AO	<a href="mailto:fo@nccr.gov.in">fo@nccr.gov.in</a>	044-66787500
19	Sh. Anubhav Sharma	AAO	<a href="mailto:ddo@nccr.gov.in">ddo@nccr.gov.in</a>	044-66783599
20	Smt. M. Sasikaladevi	PA	<a href="mailto:sasiram@nccr.gov.in">sasiram@nccr.gov.in</a>	044-66783596
21	Sh. D. Elangovan	JSA	<a href="mailto:elango@nccr.gov.in">elango@nccr.gov.in</a>	044-66787069

### 1.8.2 Telephone, fax and email ID

Mentioned above



## 1.9 - Monthly Remuneration received by officers & employees including system of compensation [Section4(1)(b) (x)]

### 1.9.1 List of employees with Gross monthly remuneration.

S. No	Name	Designation	Basic Pay (Rs.)
1	Dr. M.V. Ramana Murthy	Director	218200
2	Dr. Tune Usha	Scientist - G	193800
3	Dr. T. Shunmugaraj	Scientist - G	205600
4	Dr. Pravakar Mishra	Scientist - G	188200
5	Sh. K.V. Sharma	Scientist - F	204200
6	Dr. Uma Sankar Panda	Scientist - F	156600
7	Dr. Sisir Kumar Dash	Scientist – F	152000
8	Dr. Karri Ramu	Scientist – F	147600
9	Dr. Anitha Gera (on loan basis)	Scientist-F	-
10	Dr. Sivaji Patra	Scientist - E	142700
11	Sh. V. Ramanathan	Scientist - E	130600
12	Dr. S.R. Marigoudar	Scientist - E	126800
13	Sh. Satya Kiran Raju Alluri	Scientist - E	123100
14	Dr. Rabindra Kumar Sahoo	Scientist - D	86100
15	Dr. Sanitha K Sivadas	Scientist - D	86100
16	Smt. Preethi Sekar	Scientist - C	67700
17	Sh. Sondi Sudheer	Scientist - C	67700
18	Sh. G. Kannan	Sr.AO	98400
19	Sh. Anubhav Sharma	AAO	47600
20	Smt. M. Sasikaladevi	PA	46200
21	Sh. D. Elangovan	JSA	37200

Sl.No.	Designation	No. of staffs	Basic Pay for single staff (Rs.)
<b>Project Staffs</b>			
1	Project Scientist - I	24	56000
2	Project Scientist - II	29	67000
3	Project Scientist - III	3	78000
4	Technical Assistant	1	20000
5	Senior Research Fellow	1	35000
<b>Outsourcing Staffs</b>			
6	Jr. Accounts Officer	1	44900
7	Executive	3	35400
8	Highly Skilled	8	29190
9	Skilled	8	26910
10	Unskilled	6	22080
11	Field Assistant	8	25400
12	Lab Assistant	2	25400

## **1.9.2 System of compensation as provided in its regulations.**

In addition to the basic pay the staff is paid HRA, DA & TA as per prevailing rules and regulations. The officers and staff of NCCR are drawing admissible allowances including availing the facilities of LTC, Children Education Allowance and Medical benefits as per the Government of India orders from time to time.

## **1.10 - Name, designation and other particulars of public information officers [Section 4(1(b) (xvi)]**

### **1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority.**

<https://www.nccr.gov.in/?q=right-information>

### **1.10.2 Address, telephone numbers and email ID of each designated official.**

<https://www.nccr.gov.in/?q=right-information>

## **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.**

NCCR organizes a session on the RTI awareness programme for the employees and the scholars of the NCCR with the guidelines sent by CIC.

### **1.12.2 Efforts to encourage public authority to participate in these programmes.**

The public authority ensured and provided relevant RTI awareness materials on our website. The circulars, guidelines, OMs of the GoI are circulated to the employees from time to time.

- 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.**

CPIO of NCCR was deputed for training to attend INSA, NCCG Scientific Leadership Programme at Delhi.

### **1.12.4 Update & publish guidelines on RTI by thePublic Authorities concerned**

Please [click here](#) for viewing the Suo Moto Disclosure in the Institute's Website

- 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]**

NCCR is an attached office of MoES, so transfer policy is under the control of MoES & DoPT.