



**Indian National Centre for Ocean Information Services (INCOIS)
Suo motu disclosure of information under Section 4 of the RTI Act
for the year 2025-26**

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/site/index.jsp https://incois.gov.in/site/contactus.jsp</p>
1.1.2	Head of the organization	<p>Dr. T.M Balakrishnan Nair E-mail: director[at]incois[dot]gov[dot]in Telephone: +91 40 23886002</p>

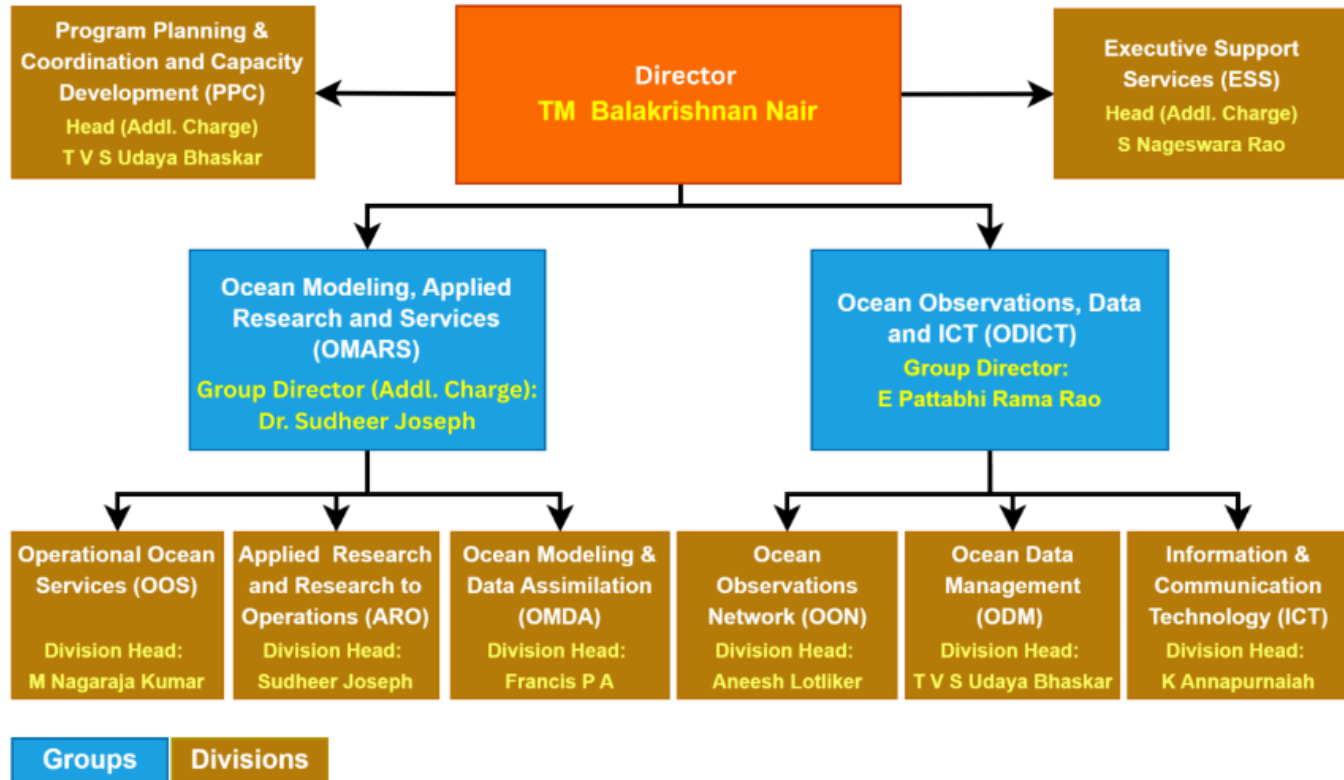
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		<p>Fax: +91 40 23895001 Date of Joining as Director, INCOIS, Hyderabad: 09-05-2025 (FN). Please click here to view the Profile of the Director.</p>
1.1.3	<p>Vision, Mission and Key Objectives</p>	<p><u>Our Vision</u> To emerge as a Knowledge and 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.

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		<ul style="list-style-type: none">  To encourage and support governmental and non-governmental agencies/organizations for furthering programmes in the generation and dissemination of ocean information.  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.
1.1.4	Functions and Duties	<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_2024.pdf) Official Language Implementation Committee (https://incois.gov.in/documents/RTI/OLIC_2026.pdf)</p> <p>The Organization Structure for INCOIS w.e.f. 28th May 2025 is given below.</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:

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Group	Division	Prime Responsibilities
Ocean Modeling, Applied Research & Services(OMARS) Group	Applied Research and Research to Operations (ARO)	Service Enhancements, Research to Operations, Product Validation, User 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.)
Ocean Observations,Data and Information & Communication Technology (ODICT) Group	Ocean Data Management (ODM)	Data Acquisition & Processing, Quality Control, Data Products, Ocean Data Management and Data Services

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		<table border="1"> <tr> <td></td> <td>Ocean Observation Network (OON)</td> <td>Ocean observation Platforms, Process specific observations</td> </tr> <tr> <td></td> <td>Information & Communication Technology (ICT)</td> <td>Computing Facilities, Communication Facilities & Ground Stations, Application Software Development, Engineering Services & Estate Management</td> </tr> <tr> <td>.....</td> <td>Program Planning & Coordination and Capacity Development (PPC)</td> <td>Program Management, Communication & Outreach, International Affairs, Regional Centres, ITCO-Ocean Programmes, Competency Development, Academic Programmes, Knowledge Resource Centre</td> </tr> <tr> <td>.....</td> <td>Executive Support Services (ESS)</td> <td>Accounts & Finance, Purchase & Stores, Personnel & General Administration</td> </tr> </table>		Ocean Observation Network (OON)	Ocean observation Platforms, Process specific observations		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
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.....	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,	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												

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1.2.1	Powers and Duties of Officers (administrative, financial, and judicial)	<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> <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>
1.2.2	Power and Duties of other Employees	<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</p>

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		<p>calibration of various oceanographic equipment's, their deployment, maintenance and recovery, data acquisition, 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/site/structure.jsp) for the detailed functions and activities of each division.</p>
1.2.3	<p>Rules/ orders under which powers and duty are derived and Exercised</p>	<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> <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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1.2.4	Work allocation	As per the details in 1.2.1 and 1.2.2 Please click here (https://incois.gov.in/site/structure.jsp) 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 above. The Institute has organized the institutional structure as shown at here (https://incois.gov.in/site/structure.jsp) . 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="margin-left: auto; margin-right: auto;"> <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/site/structure.jsp) 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/site/index.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/site/index.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. Sudheer Joseph Public Grievance Officer INCOIS, Ocean Valley, Pragathi Nagar (PO) Nizampet (BO), Hyderabad-500091 Mobile: 9440832534 Email: sjo@incois.gov.in</p> <p>Please click here (https://incois.gov.in/documents/RTI/Uploads/file_1_4_5_2024-2025.pdf) for the details of status of latest grievances.</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://www.youtube.com/playlist?list=PLWhan-NjT91bUhEZvZILHci8zZttVQ2Ev) Annual Reports in English (https://incois.gov.in/site/annual_report.jsp) and Hindi (https://incois.gov.in/site/annual_report.jsp?lang=Hindi) Technical Reports(https://incois.gov.in/site/technical_report.jsp) Research Papers (https://incois.gov.in/site/research_pub.jsp) General reports(https://incois.gov.in/site/general_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>
1.6	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) 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%20INCOISEC.pdf)</p>

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		<p><u>Scientific / Technical Documents</u></p> <p>Scientific Documentary Films (https://www.youtube.com/playlist?list=PLWhan-NjT91bUhEZvZILHci8zZttVQ2Ev) Annual Reports in English (https://incois.gov.in/site/annual_report.jsp) and Hindi (https://incois.gov.in/site/annual_report.jsp?lang=Hindi) Technical Reports(https://incois.gov.in/site/technical_report.jsp) Research Papers (https://incois.gov.in/site/research_pub.jsp) General reports(https://incois.gov.in/site/general_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	<p>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.</p>	
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) • 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. August 18, 2025 to till further orders) • ESSO-INCOIS Management Council (w.e.f. 21.12.2020 to 3 years or till further orders) <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
1.7.2	Composition	
1.7.3	Dates from which constituted	

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		<p>➤ Official Language Implementation Committee Click here (https://incois.gov.in/site/structure.jsp) 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/documents/RTI/Uploads/file_1_7_1_2024-25.pdf
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)]	
1.8.1	Name and designation	Please click here - https://incois.gov.in/documents/RTI/Uploads/file_1_8_1_2025-2026.pdf for the details (Updated as on 31 March 2026)
1.8.2	Telephone, fax and email	

Indian National Centre for Ocean Information Services (INCOIS)
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S. No	Name	Designation	Phone (O)	Email
1	Dr. Balakrishnan Nair TM	Director	040-23895000 040-23886002	director[at]incois[dot]gov[dot]in, bala[at]incois[dot]gov[dot]in
OCEAN MODELLING, APPLIED RESEARCH & SERVICES (OMARS) GROUP				
2	Sudheer Joseph	Scientist 'G' & Group Director (Addl. Charge), OMARS & Division Head, ARO	040-23894647 040-23886047	sjos[at]incois[dot]gov[dot]in
3	Francis P. A.	Scientist 'G' & Division Head, OMDA	040-23886032	francis[at]incois[dot]gov[dot]in
4	Nagaraja Kumar M	Scientist 'F' & Division Head, OOS	040-23886031	raja[at]incois[dot]gov[dot]in
OPERATIONAL OCEAN SERVICES (OOS) DIVISION				
5	R. Harikumar	Scientist 'F'	040-23886059 23886059	harikumar[at]incois[dot]gov[dot]in
6	B. Ajay Kumar	Scientist 'E'	040-23886071 23886071	ajay[at]incois[dot]gov[dot]in
7	V. Chandra Sekhar	Scientist 'B'	040-23886034	chandrsekhar[at]incois[dot]gov[dot]in
8	Varadarajan K	Sci. Asst. 'B'	040-23886034	varadarajan[at]incois[dot]gov[dot]in
9	Ashutosh Kumar Mishra	Sci. Asst. 'B'	040-23886034	ashutosh[at]incois[dot]gov[dot]in

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10	Rajesh T V	Sci. Asst. 'B'	040-23886034	rajeshtv[at]incois[dot]gov[dot]in
11	Rohit Mishra	Sci. Asst. 'B'	040-23886034	rohit[at]incois[dot]gov[dot]in
12	K. Rajesh	Sci. Asst. 'B'	040-23886034	rajesh[at]incois[dot]gov[dot]in
13	K. Dinesh	Sci. Asst. 'B'	040-23886088	dinesh[at]incois[dot]gov[dot]in
APPLIED RESEARCH AND RESEARCH TO OPERATIONS (ARO) DIVISION				
14	Hasibur Rahaman S K	Scientist 'G'	040-23886052	rahman[at]incois[dot]gov[dot]in
15	Mahendra R S	Scientist 'E'	040-23886165	mahendra[at]incois[dot]gov[dot]in
16	Patanjali Kumar Ch	Scientist 'E'	040-23886067	patanjali[at]incois[dot]gov[dot]in
17	M. Vijaya Sunanda	Scientist 'F'	040-23886089	sunanda[at]incois[dot]gov[dot]in
18	Dipankar Saikia	Scientist 'E'	040-23886162	dipankar.s[at]incois[dot]gov[dot]in
19	P. Vijay	Scientist 'D' (CAT Recruitment)	040-23886125	vijay.p[at]incois[dot]gov[dot]in
20	Alakes Samanta	Scientist 'D' (CAT Recruitment)	040-23886140	samanta.a[at]incois[dot]gov[dot]in
21	Prakash Chandra Mohanty	Scientist 'D'	040-23886158	mohanty[dot]pc[at]incois[dot]gov[dot]in
22	Nidheesh A G	Scientist 'D'	040-23886051	nidheesh[dot]ag[at]incois[dot]gov[dot]in
23	Sanjiba Kumar Baliarsingh	Scientist 'C'	040-23886120	baliarsingh.s[at]incois[dot]gov[dot]in
24	Dhanya M Lal	Scientist 'B'	040-23886251	dhanya[dot]ml[at]incois[dot]gov[dot]in
OCEAN MODELLING AND DATA ASSIMILATION (OMDA) DIVISION				
25	Sandhya K G	Scientist 'F'	040-23886036	sandhyakg[at]incois[dot]gov[dot]in

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26	Kunal Chakraborty	Scientist 'F'	040-23886080	kunal.c[at]incois[dot]gov[dot]in
27	Arya Paul	Scientist 'F'	040-23886141	aryapaul[at]incois[dot]gov[dot]in
28	Abhisek Chatterjee	Scientist 'E'	040-23886030	abhisek.c[at]incois[dot]gov[dot]in
29	Remya P G	Scientist 'D'	040-23886140	remya.pg[at]incois[dot]gov[dot]in
30	B Balaji	Scientist 'D' (Transfer from IITM)	040-23886119	Balaji.b[at]incois[dot]gov[dot]in
31	U. Srinivasu	Scientist 'D' (CAT Recruitment)	040-23886146	srinivasu.u[at]incois[dot]gov[dot]in
32	Prerna Singh	Scientist 'D' (CAT Recruitment)	040-23886140	prerna.s[at]incois[dot]gov[dot]in
33	Biswamoy Paul	Scientist 'D' (CAT Recruitment)	040-23886140	biswamoy.p[at]incois[dot]gov[dot]in
34	K. Siva Srinivas	Scientist 'C' (Transfer from MoES)	040-23886124	sivasrinivas.k[at]incois[dot]gov[dot]in
35	Rohith B	Scientist 'C'	040-23886131	rohith[dot]b[at]incois[dot]gov[dot]in
36	Dhage Laxmikanth Anilrao	Scientist 'C'	040-23886051	laxmikant[dot]d[at]incois[dot]gov[dot]in
OCEAN OBSERVATIONS, DATA AND INFORMATION & COMMUNICATION TECHNOLOGY (ODICT) GROUP				
37	Pattabhi Rama Rao E	Scientist 'G' & Group Director, ODICT	040-23895008 040- 23886008	pattabhi[at]incois[dot]gov[dot]in

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38	Udaya Bhaskar T V S	Scientist 'G' & Division Head, ODM & PPC	040-23886048	uday[at]incois[dot]gov[dot]in
39	Aneesh A Lotliker	Scientist 'F' & Division Head, OON	040-23886038	aneesh[at]incois[dot]gov[dot]in
40	Annapurnaiah K	Scientist 'F' & Division Head, ICT	040-23886049	anup[at]incois[dot]gov[dot]in
OCEAN DATA MANAGEMENT (ODM) DIVISION / PROGRAMME PLANNING & CO-ORDINATION AND CAPACITY DEVELOPMENT DIVISION (PPC)				
41	Venkat Shesu Reddem	Scientist 'F'	040-23886069	venkat[at]incois[dot]gov[dot]in
42	N. Srinivasa Rao	Scientist 'E'	040-23886035	srinivasn[at]incois[dot]gov[dot]in
43	P. Laxmi Tharun	Scientist 'C'	040-23886035	tharun[dot]pl[at]incois[dot]gov[dot]i n
44	Pavan Kumar J	Scientist 'C'	040-23886176	pavankumar[dot]j[at]incois[dot]gov[dot]in
45	M. Vivekananda Swamy	Sci. Asst. 'B'	040-23886140	vivekananda[at]incois[dot]gov[dot]in
46	R U V N Satish	Sci. Asst. 'A'	040-23886129	satish.r[at]incois[dot]gov[dot]in
OCEAN OBSERVATIONS NETWORK (OON) DIVISION				
47	M.S. Girishkumar	Scientist 'F'	040-23886094	girish[at]incois[dot]gov[dot]in
48	B. Praveen Kumar	Scientist 'F'	040-23886170	praveen.b[at]incois[dot]gov[dot]in
49	N. Suresh Kumar	Scientist 'E'	040-23895020 040-23886060	sureshkumar[at]incois[dot]gov[dot]i n

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50	Arun Nherakkol	Scientist 'E' (On deputation)	040-23886144	arunn[at]incois[dot]gov[dot]in
51	V Thangaprakash	Scientist 'D'	040-23886168	thangaprakash.vp[at]incois[dot]gov[dot]in
52	S. Shivaprasad	Scientist 'E'	040-23886127	shivaprasad.s[at]incois[dot]gov[dot]in
53	Jeyakumar Ch	Sci. Asst. 'B'	040-23886263	jeyakumar[at]incois[dot]gov[dot]in
INFORMATION & COMMUNICATION TECHNOLOGY (ICT) DIVISION				
54	Venugopala Rao V	Scientist 'F'	040-23886096	venu[at]incois[dot]gov[dot]in
55	N. Kiran Kumar	Scientist 'F'	040-23886037	kirankumar[at]incois[dot]gov[dot]in
56	G. Vijay	Scientist 'F'	040-23886083	vijay[at]incois[dot]gov[dot]in
57	A. Murali Krishna	Scientist 'E'	040-23886072	muralikrishna[at]incois[dot]gov[dot]in
58	J. Padmanabham	Scientist 'E'	040-23886126	padmanabham[at]incois[dot]gov[dot]in
59	S.P. Vighneshwar	Scientist 'D'	040-23886269	vigneshwar[at]incois[dot]gov[dot]in
60	T N C Karthik	Scientist 'D' (transfer from MOES)	040-23886124	karthik.tnc[at]incois[dot]gov[dot]in
61	M Veera Ganesh	Scientist 'D'	040-23886198	ganesh[at]incois[dot]gov[dot]in
62	Syed Mohaboob Moinudeen	Sci. Asst. 'B'	040-23886097	moinudeen[at]incois[dot]gov[dot]in
63	Raju Devender	Sci. Asst. 'B'	040-23886098	devender[at]incois[dot]gov[dot]in
64	N Subrahmanyam	Sci. Asst. 'B'	040-23886075	nbsubrahmanyam[at]incois[dot]gov[dot]in
65	S. Nirmala Devi	Sci. Asst. 'B'	040-23886135	nirmala[at]incois[dot]gov[dot]in

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64	Kaki Rajesh	Sci. Asst. 'B'	040-23886136	rajeshkaki[at]incois[dot]gov[dot]in
67	Ch. Naresh	Sci. Asst. 'A'	040-23886202	naresh.ch[at]incois[dot]gov[dot]in
68	G. Naresh	Sci. Asst. 'A'	040-23886264	naresh[dot]g[at]incois[dot]gov[dot]i n
EXECUTIVE SUPPORT SERVICES (ESS) DIVISION				
69	S. Nageswara Rao	Manager, (Accounts & Finance) & Head, ESS (addl. charge)	040-23886024	nag[at]incois[dot]gov[dot]in
70	V. Subrahmanyam	Joint Manager, (Personal & General Adminstration)	040-23886022	manyam[at]incois[dot]gov[dot]in
71	Devendra Kumar	Joint Manager, (Purchase & Stores)	040-23886074	devendra[dot]kumar[at]incois[dot]g ov[dot]in
72	R.V. Giridhar	Asst. Manager (P&S)	040-23886055	rvgiridhar[at]incois[dot]gov[dot]in
73	K. Suhasini	Asst. Manager (P&GA)	040-23886023	suhasini[at]incois[dot]gov[dot]in
74	Dasari Prasad	Asst. Manager (P&S)	040-23886082	dasariprasad[at]incois[dot]gov[dot]i n
75	H. Nagoji Rao	Sr. Executive (P&GA)	040-23886058	nagoji[at]incois[dot]gov[dot]in
76	P. Srikrishna Chaitanya	Asst. Manager (F&A)	040-23886172	chaitanya[at]incois[dot]gov[dot]in

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		77	T. Rajasekhar	Sr. Executive (P&GA)	040-23886128	rajasekhart[at]incois[dot]gov[dot]in
		78	Santosh Kumar	Sr. Executive (F&A)	040-23886002	santosh[dot]kumar[at]incois[dot]gov[dot]in
		79	Laxmi kumari	Junior Hindi Translator	040-23886142	laxmi[dot]k[at]incois[dot]gov[dot]in
		80	Richa Bharti	Junior Executive (Transfer from NCESS)	040-23886105	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 March 31 st , 2026) Remuneration_2026.pdf . 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.				
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 Public Information Officer	Central Public Information Officer Mr. M. Nagaraja Kumar Scientist-F INCOIS, Hyderabad-500090, Telangana 040- 23886031 E-mail: cpio@incois.gov.in				

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	<p>(CPIO), Assistant Public Information Officer (APIO) and Appellate Authority</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.M. Balakrishnan Nair 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/documents/RTI/Uploads/file_5_1_1_2024-25.pdf) 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" data-bbox="548 954 1887 1192"> <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.M. Balakrishnan Nair 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> <p>INCOIS has designated the following officers as Current Central Public Information Officer (CPIO), Vigilance Officer and Grievance Officer :-</p> <p>Central Public Information Officer (CPIO)/ RTI Nodal Officer (w.e.f July 15, 2021)</p>	S.No	Name & Designation	Address	Telephone Nos.	Email ID	1	Dr. T.M. Balakrishnan Nair 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.M. Balakrishnan Nair 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								

**Indian National Centre for Ocean Information Services (INCOIS)
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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 16.12.2024
3.	Dr. Sudheer Joseph Scientist-G & Division Head, ARO, Group Director(Addl.Charge), OMARS INCOIS, Hyderabad-500090, Telangana Tel No.040-23886047 E-mail: sjo@incois.gov.in	17.12.2024 to present

Vigilance Officers:

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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 13.08.2024
5.	Dr. T.V.S. Udaya Bhaskar Scientist-G & Head, ODM/PPC INCOIS, Hyderabad-500090, Telangana Tel No.040-23886048 Email: uday@incois.gov.in	14.08.2024 to at present
CPIO's		
S.No.	Name & Designation	Tenure
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. Nagaraja Kumar Scientist-F INCOIS, Hyderabad-500090, Telangana	15.07.2021 to at present

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	Tel No.040-23886031 Email: raja@incois.gov.in	
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. Balakrishnan Nair T.M 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 October 2024
5.	Dr. Balakrishnan Nair T.M Director-INCOIS INCOIS, Hyderabad-500090, Telangana Tel No.040-23886002 Email: director@incois.gov.in	November 2024 to at present
Independent External Monitors (IEMs)		

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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
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
Earlier Independent External Monitors (IEMs)				
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, New Delhi - 110075	Dwarka 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	The details of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings of INCOIS are provided at the link https://incois.gov.in/documents/RTI/Uploads/file_1_11_1_2025-2026.pdf		
1.11.2	(ii) Finalised for Minor	-		

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	penalty or major penalty proceedings	
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) ➤ 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	CPIO is continuously updating the knowledge through updated RTI books and resources available on internet
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	<p>Please click- here (https://incois.gov.in/documents/RTI/Uploads/INCOIS-RTI-Suomoto-Disclosure-Details-April_25-26.pdf) 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.	<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>

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	1/6/2011- IR Dt. 15.4.2013]	<p>The following office orders provides the details of the transfer of staff with in INCOIS:</p> <table border="1" data-bbox="548 302 1822 581"> <thead> <tr> <th data-bbox="548 302 680 370">Office Order No.</th> <th data-bbox="680 302 1822 370">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 370 680 440">168/2023</td> <td data-bbox="680 370 1822 440">Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Dr%20Francis%20office%20order.pdf)</td> </tr> <tr> <td data-bbox="548 440 680 509">45/2023</td> <td data-bbox="680 440 1822 509">Re-organization of activities at INCOIS (https://incois.gov.in/documents/RTI/Office_Order_45_2023%20Reorganization%20.pdf)</td> </tr> <tr> <td data-bbox="548 509 680 581">353/2020</td> <td data-bbox="680 509 1822 581">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)																			
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2	Budget and Programmes (2024 – 2025)																												
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.																											
2.1.2	Budget for each agency and plan & programmes	(All amounts in INR Crores)																											
2.1.3	Proposed expenditures	<table border="1" data-bbox="659 867 1887 1214"> <thead> <tr> <th data-bbox="659 867 737 1013">S. No.</th> <th data-bbox="737 867 999 1013">Name of the Programme</th> <th data-bbox="999 867 1110 1013">BE</th> <th data-bbox="1110 867 1230 1013">RE</th> <th data-bbox="1230 867 1367 1013">Opening Balance</th> <th data-bbox="1367 867 1503 1013">Grants Received</th> <th data-bbox="1503 867 1602 1013">Total</th> <th data-bbox="1602 867 1772 1013">Expenditure Incurred</th> <th data-bbox="1772 867 1887 1013">Closing Balance</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 1013 737 1159">1</td> <td data-bbox="737 1013 999 1159">Operation & Maintenance of INCOIS (OMI)</td> <td data-bbox="999 1013 1110 1159">29.00</td> <td data-bbox="1110 1013 1230 1159">30.00</td> <td data-bbox="1230 1013 1367 1159">0.00</td> <td data-bbox="1367 1013 1503 1159">29.00</td> <td data-bbox="1503 1013 1602 1159">29.00</td> <td data-bbox="1602 1013 1772 1159">29.00</td> <td data-bbox="1772 1013 1887 1159">0.00</td> </tr> <tr> <td data-bbox="659 1159 737 1214"></td> <td data-bbox="737 1159 999 1214">Core Grant - A</td> <td data-bbox="999 1159 1110 1214">29.00</td> <td data-bbox="1110 1159 1230 1214">30.00</td> <td data-bbox="1230 1159 1367 1214">0.00</td> <td data-bbox="1367 1159 1503 1214">29.00</td> <td data-bbox="1503 1159 1602 1214">29.00</td> <td data-bbox="1602 1159 1772 1214">29.00</td> <td data-bbox="1772 1159 1887 1214">0.00</td> </tr> </tbody> </table>	S. No.	Name of the Programme	BE	RE	Opening Balance	Grants Received	Total	Expenditure Incurred	Closing Balance	1	Operation & Maintenance of INCOIS (OMI)	29.00	30.00	0.00	29.00	29.00	29.00	0.00		Core Grant - A	29.00	30.00	0.00	29.00	29.00	29.00	0.00
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2.1.4	Revised budget for each agency, if any																												

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2	Ocean- Services, Modeling, Application, Resources and Technology (O-SMART)	65.01	65.06	0.00	64.48	64.48	64.48	0.00
3	International Training Centre for Operational Oceanography (ITCOcean)	6.40	6.40	0.00	6.40	6.40	6.40	0.00
4	People Centred Tsunami early warning for India (PCTWIN)	0.51	0.51	0.00	0.49	0.49	0.49	0.00
	PRITHVI - B	66.91	71.97	0.00	71.95	71.95	71.95	0.00
5	Deep Ocean Mission (DOM) - PHYSICALFUNDS	57.00	57.00	0.00	41.31	41.31	41.31	0.00
	DOM-C	57.00	57.00	0.00	41.31	41.31	41.31	0.00
6	Mission Mausam	0.36	0.36	0.00	0.36	0.36	0.36	0.00
	ACROSS - D	0.36	0.36	0.00	0.36	0.36	0.36	0.00
	GRAND TOTAL	153.27	159.33	0.00	142.62	142.6	142.62	0.00

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		2
		<p>Click here (https://incois.gov.in/documents/RTI/Uploads/file_2_1_1_2025-2026.pdf) to see the information related to procurements for the year 2024-25</p> <p>Webpage: https://incois.gov.in/site/rti.jsp</p>
2.1.5	Report on disbursements made and place where the related reports are available	<p>Annual reports of INCOIS: https://incois.gov.in/site/annual_report.jsp</p>
2.1.6	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the 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>Click here (https://incois.gov.in/documents/RTI/Procurements_2025-26.pdf) to see the information related to procurements for the year 2025-26</p> <p>Click here (https://incois.gov.in/documents/RTI/Procurements%202024-25.pdf) to see the information related to procurements for the year 2024-25</p> <p>Click here (https://incois.gov.in/documents/RTI/Procurements%202023-24.pdf) to see the information related to procurements for the year 2023-24</p> <p>Click here (https://incois.gov.in/documents/RTI/Procurements_2022-23.pdf) to see the information related to procurements for the year 2022-23</p> <p>Click here (https://incois.gov.in/documents/RTI/Procurements_2021-22.pdf) to see the information related to procurements for the year 2021-22</p> <p>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>
2.2	Foreign and Domestic Tours [F. No. 1/8/2012- IR dt. 11.9.2012]	

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2.2.1	Budget	<table border="1"> <thead> <tr> <th>Project</th> <th>Head</th> <th>Amount(Rs.)</th> </tr> </thead> <tbody> <tr> <td>OSMART</td> <td>Travel head</td> <td>1,53,99,310</td> </tr> <tr> <td>OMI</td> <td>Travel head</td> <td>19,950</td> </tr> <tr> <td>REACHOUT</td> <td>Travel head</td> <td>5,53,430</td> </tr> <tr> <td>DOM</td> <td>Travel head</td> <td>35,85,426</td> </tr> <tr> <td>MSMN</td> <td>Recurring /Travel head</td> <td>8,61,228</td> </tr> </tbody> </table>	Project	Head	Amount(Rs.)	OSMART	Travel head	1,53,99,310	OMI	Travel head	19,950	REACHOUT	Travel head	5,53,430	DOM	Travel head	35,85,426	MSMN	Recurring /Travel head	8,61,228
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2.2.2	<p>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</p>	<p>The details of the foreign and domestic tours of staff of INCOIS are provided at the link https://incois.gov.in/documents/RTI/Uploads/file_2_2_2_2025-2026.pdf</p>																		
2.3	Manner of Execution of Subsidy Programme [Section 4(i)(b)(xii)]																			

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2.3.1	Name of the programme of activity	Since the Centre is fully functioning under the Grant-in-aids of Govt. of India, no subsidy is given to any person/organization.
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	
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)]	

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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]	
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 there of [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	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. <u>Administrative documents</u>

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		<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) 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>Scientific Documentary Films (https://www.youtube.com/playlist?list=PLWhan-NjT91bUhEZvZILHci8zZttVQ2Ev) Annual Reports in English (https://incois.gov.in/site/annual_report.jsp) and Hindi https://incois.gov.in/site/annual_report.jsp?lang=Hindi Technical Reports (https://incois.gov.in/site/technical_report.jsp) Research Papers (https://incois.gov.in/site/research_pub.jsp) General reports (https://incois.gov.in/site/general_reports.jsp) Data Requisition Form (https://incois.gov.in/site/datarequisitionform.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</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>

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	details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable
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	Not Applicable

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	may be collected under authorisation from the government	
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)]	
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://incois.gov.in/site/rti.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	Not Applicable

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	make the process more interactive - Outline the Public consultation process	
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/site/index.jsp to visit the Institute's Website.
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	<u>Administrative documents</u>

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3.5.2	List of materials available at a reasonable cost of the medium	<p>All INCOIS services are free of cost and the list of services that the public can avail are provided below.</p> <table border="1" data-bbox="657 1125 1906 1370"> <thead> <tr> <th>Sl. No.</th> <th>Service / material / product</th> <th>Cost of the Service / material / product</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Potential Fishing Zone (PFZ) Advisory – Map and Text format</td> <td>NIL</td> </tr> <tr> <td>2.</td> <td>Coral Bleach Alert System (CBAS)</td> <td>NIL</td> </tr> <tr> <td>3.</td> <td>Harmful Algal Bloom Services</td> <td>NIL</td> </tr> <tr> <td>4.</td> <td>Tsunami Early Warning Services</td> <td>NIL</td> </tr> </tbody> </table>	Sl. No.	Service / material / product	Cost of the Service / material / product	1.	Potential Fishing Zone (PFZ) Advisory – Map and Text format	NIL	2.	Coral Bleach Alert System (CBAS)	NIL	3.	Harmful Algal Bloom Services	NIL	4.	Tsunami Early Warning Services	NIL
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5.	Ocean State Forecast (OSF) – Maps, animations, textual information	NIL	
6.	High Wave /Swell Alerts / Warnings	NIL	
7.	Search and Rescue Aided Tool (SARAT)	NIL	
8.	Oil Spill Advisory Services	NIL	
9.	Data Services	As per the data policy of INCOIS and the probable costs are given here.	

Table 1: Insitu data charges.

Parameter	Base price Per Month Per platform (Rs.)	Commercial / Consultancy Per Month Per platform (Rs.)
Air Pressure	600.00	6000.00
Air Temperature	600.00	6000.00
Humidity	600.00	6000.00
Wind	600.00	6000.00
Rainfall	600.00	6000.00
Radiation	600.00	6000.00
Water Temperature	600.00	6000.00
Water Salinity / Conductivity	600.00	6000.00
Currents	1200.00	12000.00
Waves	3000.00	30000.00
Tide	3000.00	30000.00

Table 2: Spatial data charges.

Parameter	Base Price Per Month Per Unit (Rs.)	Commercial / Consultancy Per Month Per Unit(Rs.)
Potential Fishing Zone Advisory	47600.00 per sector	476000.00 per sector

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		<table border="1"> <tr> <td colspan="3">Ocean State Forecast data products (3 Sectors: Arabian Sea, Bay of Bengal, Southern Indian Ocean)</td> </tr> <tr> <td>Currents</td> <td>30000.00</td> <td>300000.00</td> </tr> <tr> <td>Waves</td> <td>30000.00</td> <td>300000.00</td> </tr> <tr> <td>Temperature / Salinity</td> <td>30000.00</td> <td>300000.00</td> </tr> <tr> <td>Tides</td> <td>30000.00</td> <td>300000.00</td> </tr> <tr> <td>Winds</td> <td>30000.00</td> <td>300000.00</td> </tr> </table> <p>*The copies of records /reports that are available to the public through this webpage can be obtained at a reasonable price as specified in the RTI Act.</p>	Ocean State Forecast data products (3 Sectors: Arabian Sea, Bay of Bengal, Southern Indian Ocean)			Currents	30000.00	300000.00	Waves	30000.00	300000.00	Temperature / Salinity	30000.00	300000.00	Tides	30000.00	300000.00	Winds	30000.00	300000.00
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4	E-Governance Year (2025-26)																			
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]																			
4.1.1	Hindi	Annual Reports in Hindi https://www.incois.gov.in/site/annual_report.jsp?lang=Hindi RTI FAQs: https://incois.gov.in/documents/RTI/RTI%20Act%20Version%20Hindi.pdf INCOIS Website in Hindi can be accessed at https://www.incois.gov.in/site/index.jsp																		
4.1.1	English	Annual Reports in https://www.incois.gov.in/site/annual_report.jsp?lang=English 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	<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>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> </tbody> </table>	Language	RTI Document link	Telugu	https://incois.gov.in/documents/RTI/RTIAct_Telgu.pdf	Odiya	https://incois.gov.in/documents/RTI/rtiact%20odiya.pdf	Bangla	https://incois.gov.in/documents/RTI/RTI%20ACT%202005%20Bangla.pdf										
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**Indian National Centre for Ocean Information Services (INCOIS)
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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													
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 updation	20 May 2026												
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> 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) <u>Scientific / Technical Documents</u>												
4.3.3	Location where available													

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		<p>Scientific Documentary Films (https://www.youtube.com/playlist?list=PLWhan-NjT91bUhEZvZILHci8zZttVQ2Ev) Annual Reports in English (https://incois.gov.in/site/annual_report.jsp) and Hindi (https://incois.gov.in/site/annual_report.jsp?lang=Hindi) Technical Reports(https://incois.gov.in/site/technical_report.jsp) Research Papers (https://incois.gov.in/site/research_pub.jsp) General reports(https://incois.gov.in/site/general_reports.jsp) Data Requisition Form (https://incois.gov.in/site/datarequisitionform.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	The following are the facilities at INCOIS for the citizens of India.															
4.4.2	Details of information made available	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)..															
4.4.3	Working hours of the facility	The office hours are 0900 Hrs – 1730 Hrs of IST https://incois.gov.in/site/contactus.jsp															
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> <th style="width: 5%;">S.No .</th> <th style="width: 30%;">Name & Designation</th> <th style="width: 35%;">Address</th> <th style="width: 10%;">Telephone Nos.</th> <th style="width: 20%;">Email ID</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Dr. T. M. Balakrishnan Nair Director, INCOIS</td> <td>Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO) Hyderabad-500090</td> <td style="text-align: center;">040-23886002</td> <td style="text-align: center;">director@incois.gov.in</td> </tr> </tbody> </table> <p>INCOIS has designated the following officers as Current Central Public Information Officer (CPIO), Vigilance Officer and Grievance Officer:-</p> <p style="text-align: center;">Central Public Information Officer (CPIO)/ RTI Nodal Officer (w.e.f July 15, 2021)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S.No .</th> <th style="width: 30%;">Name & Designation</th> <th style="width: 35%;">Address</th> <th style="width: 10%;">Telephone Nos.</th> <th style="width: 20%;">Email ID</th> </tr> </thead> </table>	S.No .	Name & Designation	Address	Telephone Nos.	Email ID	1	Dr. T. M. Balakrishnan Nair 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
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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 16.12.2024	
3.	Dr. Sudheer Joseph Scientist-G & Division Head, ARO, Group Director(Addl.Charge), OMARS INCOIS, Hyderabad-500090, Telangana Tel No.040-23886047 E-mail: sjo@incois.gov.in		17.12.2024 to present	
Vigilance Officers				
S.No.	Name & Designation		Tenure	
1.	Dr. K. Somasundar Scientist-D		Feb,1999 to June, 2002	

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		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 13.08.2024
		5.	Dr. T.V.S. Udaya Bhaskar Scientist-G & Head, ODM/PPC INCOIS, Hyderabad-500090, Telangana Tel No.040-23886048 Email: uday@incois.gov.in	14.08.2024 to at present
CPIO's				
		S.No.	Name & Designation	Tenure
		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. Nagaraja Kumar Scientist-F INCOIS, Hyderabad-500090, Telangana Tel No.040-23886031 Email: raja@incois.gov.in	15.07.2021 to at present
FAA's				

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		S.No.	Name & Designation	Tenure
		1.	Dr. Shailesh Nayak Director-INCOIS	2006 to 2009
		2.	Dr. S.S.C. Sheno Director-INCOIS INCOIS, Hyderabad-500090, Telangana	April 2009 to May 2020
		3.	Dr. Balakrishnan Nair T.M 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 October 2024
		5.	Dr. Balakrishnan Nair T.M Director-INCOIS INCOIS, Hyderabad-500090, Telangana Tel No.040-23886002 Email: director@incois.gov.in	November 2024 to at present
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)			
4.5.1	Grievance redressal mechanism	The address of Public Grievance Officer at INCOIS is as below: Dr. Sudheer Joseph Public Grievance Officer		

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		<p>INCOIS, Ocean Valley, Pragathi Nagar (PO) Nizampet (BO), Hyderabad-500091 Mobile: 9440832534 Email: sjo[at]incois.gov.in</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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 2025 – March 2026</td> <td>03</td> <td>03</td> <td>00</td> </tr> <tr> <td>2</td> <td>April 2024 – March 2025</td> <td>04</td> <td>03</td> <td>01</td> </tr> <tr> <td>3</td> <td>April 2023 – March 2024</td> <td>06</td> <td>06</td> <td>00</td> </tr> <tr> <td>4</td> <td>April 2022 – March 2023</td> <td>04</td> <td>02</td> <td>00</td> </tr> </tbody> </table> <p>*As on the date of update, no grievance is pending</p>	S.No.	Period	Number of Grievances			Received	Resolved	Pending	1	April 2025 – March 2026	03	03	00	2	April 2024 – March 2025	04	03	01	3	April 2023 – March 2024	06	06	00	4	April 2022 – March 2023	04	02	00
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3	April 2023 – March 2024	06	06	00																										
4	April 2022 – March 2023	04	02	00																										
4.5.2	List of completed schemes/ projects/ Programmes	No Project is completed during FY 2021-22 to 2025-26 The List of Projects completed before 2021 are available at https://incois.gov.in/documents/RTI/budget_summary.pdf																												
4.5.3	List of schemes/ projects/ programme underway	<p>The following Projects started from 1st April 2021:</p> <ol style="list-style-type: none"> 1. Ocean- Services, Modeling, Applications, Resources and Technology (O-SMART) 2. Research, Education, Training and Outreach (REACHOUT) 3. Deep Ocean Mission (DOM) 4. Mission Mausam (MM) 																												
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and	https://incois.gov.in/documents/RTI/Uploads/file_2_1_6_2025-2026.pdf																												

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	period of completion of contract																			
4.5.5	Annual Report	Annual Reports in English (https://www.incois.gov.in/site/annual_report.jsp) and Hindi (https://www.incois.gov.in/site/annual_report.jsp?lang=Hindi)																		
4.5.6	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																		
4.5.7	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 www.moes.gov.in/ministry/our-performance?page=1 The Result Framework Document (RFD) are available at this link https://www.moes.gov.in/																		
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="width: 5%;">S. No.</th> <th style="width: 35%;">Our Services and Transactions</th> <th style="width: 35%;">How we measure performance in this area</th> <th style="width: 25%;">Our Service Standard</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">1</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">Ocean Information and Advisories</td> <td>Fishing advisory</td> <td>Every day by 1700 Hrs except during fishing ban period and high wave/swell warning day</td> </tr> <tr> <td>Ocean State Forecast for General Public, Fishing, Industry and defence/ Security/ Researchers</td> <td>Every day by 2000 Hrs</td> </tr> <tr> <td>Tsunami Early Warning Bulletins</td> <td>Possibility of tsunami bulletins within 10 minutes from the time of occurrence of earthquake</td> </tr> <tr> <td>High Wave / Swell Warnings / Alerts</td> <td>Everyday by 1700 Hrs</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">2</td> <td style="text-align: center; vertical-align: middle;">Implementation of RTI Act , 2005</td> <td style="text-align: center; vertical-align: middle;">Disposal of RTI application and appeal</td> <td style="text-align: center; vertical-align: middle;">As per RTI Act 2005</td> </tr> </tbody> </table>	S. No.	Our Services and Transactions	How we measure performance in this area	Our Service Standard	1	Ocean Information and Advisories	Fishing advisory	Every day by 1700 Hrs except during fishing ban period and high wave/swell warning day	Ocean State Forecast for General Public, Fishing, Industry and defence/ Security/ Researchers	Every day by 2000 Hrs	Tsunami Early Warning Bulletins	Possibility of tsunami bulletins within 10 minutes from the time of occurrence of earthquake	High Wave / Swell Warnings / Alerts	Everyday by 1700 Hrs	2	Implementation of RTI Act , 2005	Disposal of RTI application and appeal	As per RTI Act 2005
		S. No.	Our Services and Transactions	How we measure performance in this area	Our Service Standard															
		1	Ocean Information and Advisories	Fishing advisory	Every day by 1700 Hrs except during fishing ban period and high wave/swell warning day															
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2	Implementation of RTI Act , 2005	Disposal of RTI application and appeal	As per RTI Act 2005																	
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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		Year	Details			
		April 2025-March 2026	https://incois.gov.in/documents/RTI/RTI_Applications_from_April2025-March2026.pdf			
		April 2024-March 2025	https://incois.gov.in/documents/RTI/RTI_Applications_from_April2024-March2025.pdf			
		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			
4.6.2	Details of appeals received, and orders issued	<p>The details of appeals received during 2025-26: 01 and the details can be found at https://incois.gov.in/documents/RTI/RTI_Appeal_Applications_April2025-March2026.pdf</p> <p>The details of RTI appeals received and orders received are mentioned below:</p>				
		Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
		2025-26	https://incois.gov.in/documents/RTI/RTI_Report_2025-26-Q1.pdf	https://incois.gov.in/documents/RTI/RTI_Report_2025-26-Q2.pdf	https://incois.gov.in/documents/RTI/RTI_Report_2025-26-Q3.pdf	https://incois.gov.in/documents/RTI/RTI_Report_2025-26-Q4.pdf
		2024-25	https://incois.gov.in/documents/RTI/RTI_Report_2024-25-Q1.pdf	https://incois.gov.in/documents/RTI/RTI_Report_2024-25-Q2.pdf	https://incois.gov.in/documents/RTI/RTI_Report_2024-25-Q3.pdf	https://incois.gov.in/documents/RTI/RTI_Report_2024-25-Q4.pdf
		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-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	https://incois.gov.in/documents/RTI/RTI%20Report%202022-23-Q4.pdf

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			%202022-23-Q1.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	
4.7	Replies to Questions asked in the Parliament [Section 4(1)(d)(2)]					
4.7.1	Details of questions asked and replies given	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				
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	<p>Transparency Audit Report for 2024-25 can be accessed from https://incois.gov.in/documents/RTI/RTI_TPTA_2024-25.pdf</p> <p>Transparency Audit Report for 2023-24 can be accessed from https://incois.gov.in/documents/RTI/RTI%20TPTA%202023-24.pdf</p> <p>Transparency Audit Report for 2022-23 can be accessed from https://incois.gov.in/documents/RTI/TpAudit_AuditedReport_INCOIS_Hyderabad_2023-24.pdf</p> <p>Transparency Audit Report for 2021-22 can be accessed from https://incois.gov.in/documents/RTI/TpAudit_AuditedReport_INCOIS_Hyderabad_2021-22-NITTTR.pdf</p> <p>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</p>				

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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	<p>M. Nagaraja Kumar, Scientist F & Head, OOS Division</p> <p>Date of Appointment: July 15, 2021</p> <p>https://incois.gov.in/site/rti.jsp</p>				
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	<p>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)</p> <ol style="list-style-type: none"> 1. Dr. Balakrishnan Nair T.M., FAA 2. Dr. T.V.S. Udaya Bhaskar, Vigilance Officer 3. Mr. M. Nagaraja Kumar, CPIO 				
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted, (b) Name and Designation of the Officers	<p>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)</p> <ul style="list-style-type: none"> ➤ . Dr. Balakrishnan Nair T.M., Director, INCOIS & FAA ➤ Dr. T.V.S. Udaya Bhaskar, Vigilance Officer ➤ 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/site/rti.jsp</p> <p>The details of the RTI Applications received and responded by the Public Authority INCOIS are mentioned below:</p> <table border="1" data-bbox="659 1260 1887 1369"> <thead> <tr> <th data-bbox="659 1260 831 1300">Year</th> <th data-bbox="831 1260 1887 1300">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 1300 831 1369">April 2025-March 2026</td> <td data-bbox="831 1300 1887 1369">https://incois.gov.in/documents/RTI/RTI_Applications_from_April2025-March2026.pdf</td> </tr> </tbody> </table>	Year	Details	April 2025-March 2026	https://incois.gov.in/documents/RTI/RTI_Applications_from_April2025-March2026.pdf
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		<p><u>Administrative documents</u> <u>INCOIS Society Memorandum of Association</u> (https://incois.gov.in/documents/RTI/INCOIS_SOCIETY_REGD.pdf) <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) <u>General Financial Rules</u> (https://incois.gov.in/documents/RTI/GFR2017_0.pdf) <u>Certificate of GST Registration</u> (https://incois.gov.in/documents/RTI/GST%20RC%20AA3606170146446_RC19072018.pdf) <u>DSIR /Customs Duty Exemption Certificate</u> (https://incois.gov.in/documents/RTI/INCOIS%20%20DSIR.pdf) <u>PAN Card</u> (https://incois.gov.in/documents/RTI/PAN%20TAN%20OF%20INCOIS.pdf) <u>Importer-Exporter Certificate</u> (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://www.youtube.com/playlist?list=PLWhan-NjT91bUhEZvZILHci8zZttVQ2Ev) <u>Annual Reports in English</u> (https://incois.gov.in/site/annual_report.jsp) and <u>Hindi</u> https://incois.gov.in/site/annual_report.jsp?lang=Hindi <u>Technical Reports</u>(https://incois.gov.in/site/technical_report.jsp)</p>								

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		Research Papers (https://incois.gov.in/site/research_pub.jsp) General reports(https://incois.gov.in/site/general_reports.jsp) Data Requisition Form (https://incois.gov.in/site/datarequisitionform.jsp)
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