1. Organization and Function:

1.1- Particulars of itsorganization, functions and duties [Section 4(1)(b)(i)]

1.1.1 Name and address of the Organization

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

1.1.2 Head of the organization

Dr. Roop Singh Kankara, Scientist-G & Director

1.1.3 Vision, Mission and Key objectives:

Vision

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

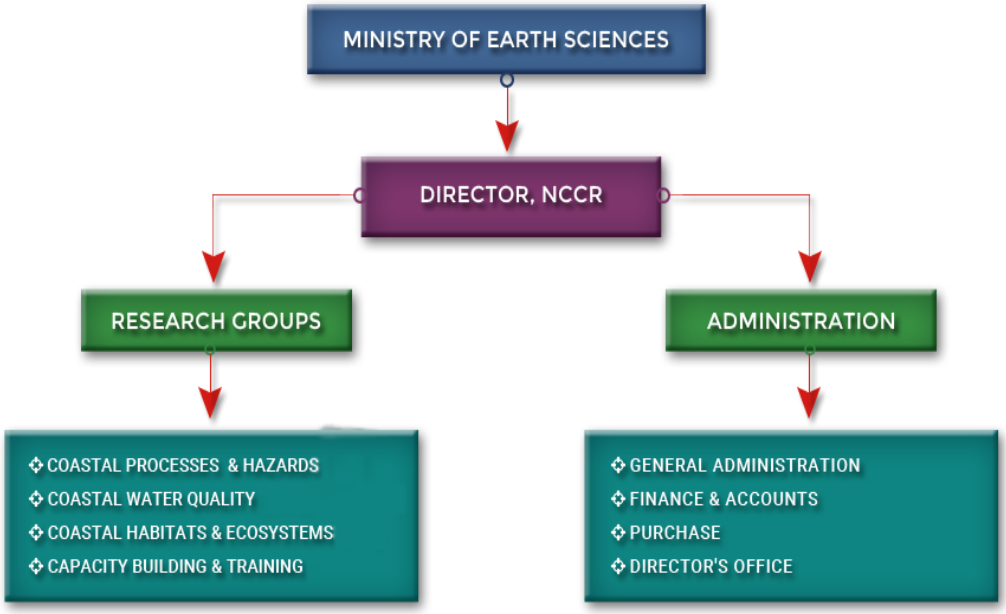
Mission

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

1.1.4 Function and duties:

The NCCR provides the best possible technological and scientific services/support for sustainable management of coastal areas by developing and improving capabilities related to Coastal Water Quality, Coastal Processes, Shoreline Management, Coastal Hazards-Vulnerability, and Coastal Ecosystems through multi-disciplinary and integrated research programmes. NCCR is envisaged to develop and improve the country's capabilities in addressing the challenging problems prevailing in the coastal zone, which have societal, economical and environmental implications. These activities of NCCR would be an integral part of the Ministry's mission to offer scientific and technical support to coastal communities and stakeholders for integrated and sustainable use of resources towards the socio-economic benefit of the society.

1.1.5 Organization Chart:



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

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

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

In order to provide a long-term organizational framework to continue these research activities, the Project Directorate is designated as the "National Centre for Coastal

Research (NCCR)" an attached office of MoES. NCCR is envisaged to develop and improve the country's capabilities in addressing the challenging problems prevailing in the coastal zone, which have societal, economical and environmental implications. These activities of NCCR would be an integral part of the Ministry's mission to offer scientific and technical support to coastal communities and stakeholders for integrated and sustainable use of resources towards the socio-economic benefit of the society.

Former Directors

Name	Duration
Dr. B. R. Subramanian	**(1998-2002 & 2003-2012)**
Dr. V. Sampath	**2002-2003**
Dr. M.A. Atmanand	**2013-2015**
Dr. Satheesh C. Shenoi	**2015-2016**
Dr. M.V. Ramana Murthy	**2016 – 31.05.2025**

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

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

1. Director

The Director, NCCR, exercises the powers of Head of Department (HoD), as delegated under the Government of India Delegation of Financial Power Rules. In addition, the Director has been delegated additional financial powers vide MoES OM No.A-36013/1/2021-Estt. Dated 14.06.2021 (Click Here).

The Director provides strategic leadership in coastal and marine research and sets national priorities in areas like climate resilience, hazard mitigation, and coastal zone management.

The Director oversees major national missions such as Marine Spatial Planning, Shoreline Change Mapping, and Blue Economy initiatives, ensuring coordination with government bodies and international partners.

The Director supervises research programs, approves scientific studies, advises on policy and regulation (e.g., CRZ), and ensures science-based, sustainable coastal development.

The Director also manages administration, HR, finance, infrastructure, and capacity-building efforts, including training young scientists and maintaining coastal observatories and research facilities.

2. Assistant Accounts Officer (AAO)

The AAO serves as the Drawing and Disbursing Officer, managing bill processing, salary disbursement, and compliance with financial rules. Responsibilities include maintaining

accounts, handling statutory deductions, coordinating with audit offices, and ensuring accurate financial records and expenditure certification.

3. Personal Assistant (PA)

The PA provides secretarial and administrative support, managing schedules, meetings, correspondence, and official files & records. The role involves drafting and processing notes, letters, and office orders, coordinating communication, handling travel logistics, and ensuring confidentiality and procedural compliance.

4. Junior Secretariat Assistant (JSA)

The JSA performs clerical duties such as typing, data entry, file handling, and dispatch work. They assist in processing files, maintaining records, supporting senior officers, and managing office equipment and meeting logistics.

1.2.2 Power and duties of other employees

1. Scientist-G

The Scientist-G at NCCR provides scientific leadership for research projects assigned by the Director. They supervise teams of scientists and project staff, monitor progress, and ensure timely project delivery. Responsibilities include reviewing research plans and reports, promoting innovative and interdisciplinary approaches, and managing resources within the group. The Scientist-G represents NCCR on technical committees and assists in strategic planning and policy alignment. This role combines technical expertise with research management to support national coastal research priorities.

2. Scientist-F

The Scientist-F supports the implementation and management of coastal and marine research projects under the guidance of senior scientists. They lead specific research components, supervise junior staff and project scientists, and ensure timely execution of assigned tasks. The role involves preparing technical reports, analyzing data, developing methodologies, and contributing to interdisciplinary studies. Scientist-F also coordinates with external institutions, provides inputs for project planning, ensures scientific quality, and executes research alignment with national objectives.

3. Scientist-E

The Scientist-E supports coastal and marine research by planning and executing studies under the guidance of senior scientists. They contribute to both basic and applied research, revise project objectives as needed, and lead data analysis and reporting. The role includes supervising junior staff, supporting collaborations, and developing technical resources for policy and decision-making. They also engage in training and capacity-building efforts in line with national priorities. Scientist-E also fosters collaborations with academic and government institutions, disseminates research findings, and undertakes specific technical assignments as directed by senior leadership.

4. Scientist-D

The Scientist-D at NCCR assists in executing coastal and marine research projects, carrying out experiments, and data analysis under the guidance of senior scientists. They contribute to preparing technical reports, maintaining research documentation, and supporting project activities to meet scientific objectives. The role includes coordinating with team members, ensuring the timely completion of assigned tasks, and helping in the development of research tools and methodologies. Scientist-D also supports collaboration efforts, participates in capacity-building activities, and undertakes technical duties as assigned by supervisors.

5. Scientist-C

The Scientist-C at NCCR supports the implementation of coastal and marine research by conducting experiments, collecting data, and assisting in analysis under supervision. They help prepare research documentation, maintain records, and contribute to routine project tasks to ensure smooth progress. The role involves coordinating with team members, supporting fieldwork and laboratory activities, and assisting in report preparation. Scientist-C also participates in training programs and carries out technical assignments as directed by senior staff.

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

The officers and staff of the **National Centre for Coastal Research (NCCR)** discharge their functions in accordance with:

- **Guidelines issued by the Government of India** from time to time;
- **Rules and regulations** prescribed in various government manuals, including:
    - *General Financial Rules (GFR)*
    - *Delegation of Financial Powers Rules (DFPR)*
    - *Manual of Office Procedures (MoP)*
    - *Fundamental Rules and Supplementary Rules (FR&SR)*
    - *Central Civil Services (Conduct) Rules and Leave Rules*
- **Administrative and financial instructions** issued by the **Ministry of Earth Sciences.** *The powers and responsibilities of the officers/staff are also determined by the **scientific and administrative project requirements**, which are **approved by the Ministry**. Accordingly, work is allocated to scientific, technical, and administrative personnel during the project tenure, based on their roles and responsibilities.*

1.2.4 Exercised

The powers and duties assigned to the officers and staff of the National Centre for Coastal Research (NCCR) are exercised in accordance with the delegation of authority as prescribed by the Ministry of Earth Sciences (MoES) and relevant Government of India rules.

These are exercised through:

- **Administrative hierarchy**, with responsibilities distributed across various levels (Director, Scientists, Technical Officers, Administrative Officers, etc.);
- **Project-based assignments**, where staff carry out duties aligned with approved scientific and technical projects;
- **Financial powers**, exercised as per the *Delegation of Financial Powers Rules*

(DFPR) and *General Financial Rules (GFR)*;

- **Operational procedures**, guided by the *Manual of Office Procedures (MoP)* and other standard government protocols;
- **Timely review and monitoring**, ensuring that activities are in line with national priorities, coastal research goals, and the directives of the Ministry.

Work is discharged through internal office orders, sanctioned project documents, and approved administrative mechanisms, with due accountability and oversight.

1.2.5 Work allocation

General Administration- Report to Director and HOO		
1	Shri Anubhav Sharma	Assisting HOO in matters related to the Service book, personal files, and other related personnel records.
2	Smt. M. Sasikaladevi, Personal Assistant	Assists the Director & HOO in all Administrative matters and Establishment matters, including Vigilance, RTI, Grievances, Hindi, eHRMS, etc.
3	Shri. D. Elangovan, Jr. Secretariat Assistant	Assists the HOO relating to bill settlement, maintenance of cash book, vehicle arrangement, and other day-to-day administrative support functions.

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

The Director, NCCR is the primary decision-making authority and exercises powers in accordance with the rules, guidelines, and procedures laid down by the Government of India (GOI) and the Ministry of Earth Sciences (MoES). Key decision-making points include:

- **Scientific and Technical Project Approvals** – based on recommendations from RAC and other committees as per the Govt. of India norms.
- **Administrative and Establishment Matters** – guided by relevant GOI rules (e.g., GFR, FR&SR, DFPR).
- **Financial Sanctions and Expenditure** – as per delegated financial powers and in compliance with GFR and MoES guidelines.
- **Procurement and Asset Management** – decisions based on the General Financial Rules (GFR), GeM portal norms, and internal purchase committees.
- **Human Resource Management** – involving recruitment, promotion, training, and disciplinary actions, in consultation with MoES where required.

The decision-making process follows a **hierarchical flow**, with inputs from Head of Office, Finance Officer and subject matter experts, culminating in approval by the Director.

1.3.2 Final decision-making authority

The Director, National Centre for Coastal Research (NCCR), Chennai, under the administrative control of the Ministry of Earth Sciences (MoES), is the final decision-making authority for all matters concerning the Centre.

1.3.3 Related provisions, acts, rules etc.

The decision-making processes at NCCR are governed by the rules, provisions, and guidelines applicable to the attached office of the Government of India (GOI) and as approved by the Ministry of Earth Sciences (MoES). These include (but are not limited to):

- General Financial Rules (GFR), 2017/2021
- Delegation of Financial Powers Rules (DFPR)
- Manual of Office Procedures
- Fundamental Rules and Supplementary Rules (FR&SR)
- Central Civil Services (CCS) Rules
- Applicable provisions under the RTI Act, 2005
- Guidelines issued by MoES from time to time

1.3.4 Time limit for taking a decisions, if any

Decisions are taken in a **time-bound manner**, depending on the nature and urgency of the matter. Internal processes strive to adhere to timelines prescribed by:

- GOI/Ministry norms and office memoranda
- Project implementation schedules
- Service delivery commitments and administrative requirements

Efforts are made to ensure that delays are minimized and processes are streamlined for efficient functioning.

1.3.5 Channel of supervision and accountability

The channel of supervision follows the approved organizational hierarchy of NCCR. Supervision and accountability flow from the Director down through various levels of scientific, technical, administrative, and support staff.

- Each officer/employee is accountable for tasks assigned by their immediate supervisor or competent authority.
- Work is monitored through file movement, project review meetings, internal reporting systems, and periodical evaluations.

The overall accountability is maintained through adherence to government rules, internal audits, project reviews, and Ministry oversight.

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

1.4.1 Nature of functions/ services offered

The National Centre for Coastal Research (NCCR) is mandated to provide scientific and technological services for the sustainable management of India's coastal areas. Key functional areas include:

- Monitoring and assessment of coastal water quality
- Understanding and modelling coastal processes and dynamics
- Developing shoreline management plans for erosion-prone coasts
- Studying and mitigating coastal hazards and vulnerability

- Conducting research on coastal and marine ecosystems

NCCR offers scientific and technical support to coastal states, Union Territories, and stakeholders, helping them manage and conserve coastal resources effectively through multi-disciplinary, integrated research programmes.

1.4.2 Norms/ standards for functions/ service delivery

All functions and services at NCCR are delivered in accordance with the rules, norms, and guidelines issued by the Government of India and the Ministry of Earth Sciences (MoES). These include:

- General Financial Rules (GFR)
- Delegation of Financial Powers Rules (DFPR)
- Manual of Office Procedures (MoP)
- Other applicable rules and instructions issued by MoES/DoPT/GOI

Officers and staff are expected to follow these norms in discharging their assigned duties to ensure transparency, efficiency, and accountability.

1.4.3 Process by which these services can be accessed

The scientific and technical services of NCCR can be accessed through the following channels:

- Official correspondence with NCCR or the Ministry of Earth Sciences
- Project-based collaborations or formal requests from coastal states, national institutions and international organisations
- Meetings, workshops, and stakeholder consultations organized by NCCR

Participation in joint research programmes or government-supported initiatives.

1.4.4 Time-limit for achieving the targets

NCCR implements its projects and research programmes based on the standard plan period and annual targets defined by the Ministry of Earth Sciences (MoES) and the Government of India (GoI). Timelines may vary depending on:

- Nature and scale of the project
- Scientific complexity
- Approval and funding cycle
- Collaboration with states or institutions

Periodic reviews ensure progress remains within the prescribed timeframe.

1.4.5 Process of redress of grievances

Grievances can be redressed through the mechanisms established at NCCR, which include:

- Internal Complaints Committee (ICC)
- Public Grievance Redressal mechanisms
- RTI responses (under RTI Act, 2005)
- Regular follow-ups through administrative channels

For grievance redressal, please visit:

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

1.5 - Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

1.5.1 Title and nature of the record/ manual/instruction.

The officers/staff of NCCR discharge their functions based on the guidelines issued by the Government of India from time to time as well as those prescribed under different manuals, rules like General Financial Rules, Delegation of Financial Power Rules, Manual of Office Procedures, etc.

These documents form the basis for carrying out official functions in a systematic, transparent, and accountable manner.

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

The key rules, regulations, manuals, and records applicable to NCCR staff include:

- General Financial Rules (GFR)
- Delegation of Financial Powers Rules (DFPR)
- Manual of Office Procedures (MoP)
- Central Civil Services (Classification, Control & Appeal) Rules (CCS CCA Rules)
- Right to Information Act (RTI), 2005
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Complete Manual on Establishment and Administration
- Other relevant Government of India administrative and service rules.

1.5.3 Acts/ Rules manuals etc.

The major Acts, Rules, and Manuals guiding NCCR's functioning are:

- General Financial Rules (GFR)
- Delegation of Financial Powers Rules (DFPR)
- Manual of Office Procedures (MoP)
- CCS Classification, Control & Appeal Rules (CCS CCA Rules)
- Right to Information Act (RTI), 2005
- The Sexual Harassment of Women at Workplace Act, 2013
- Establishment and Administration Manual
- Any other Government of India notifications and guidelines relevant to administrative and financial management

1.5.4 Transfer policy and transfer orders

Transfers of officers and staff of NCCR are governed and administered under the policies and orders issued by the MoES & DoPT, GoI.

All transfers comply with the prevailing government service rules and guidelines.

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

1.6.1 Categories of documents.

The following categories of documents are maintained at the National Centre for Coastal Research (NCCR):

- **Scientific Documents**: Research papers, technical reports, project proposals, study findings, and publications.
- **Financial Documents**: Budget proposals, expenditure statements, audit reports, and financial approvals.
- **Establishment/Administrative Documents**: Service records, office orders, personal files, administrative circulars, and related correspondence.
- **Library Books and Records**: Scientific journals, technical books, reference materials, and digital resources available in the NCCR library.

1.6.2 Custodian of documents/categories.

Category of Documents	Custodian
Scientific Papers, Books, Reports	Head of the Department (HoD)
Financial Documents	Senior Accounts Officer (Sr.AO) / Assistant Accounts Officer (AAO)
Administrative/Establishment Records	Head of Office (HOO)
Library Books and Documents	Library In-Charge

Each custodian is responsible for the safe maintenance, classification, and retrieval of the respective documents in accordance with government norms and record retention policies.

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

1.7.1 Name of Boards, Council, Committee etc.

The following administrative, and advisory committees function at the National Centre for Coastal Research (NCCR):

1. Research Advisory Committee (RAC)
2. Needs Committee
3. Purchase Committee
4. Official Language Implementation Committee
5. Internal Complaints Committee
6. Verification committee:

7. Condemnation committee:
8. Local Purchase Committee (LPC)
9. Finance Committee (> Rs.2.0 Cr.)
10. Data and Information management, Publication Committee
11. Satellite Data Procurement/Indent Committee
12. Land/Infrastructure Committee
13. Website/Twitter Operation
14. Overall Expenditure/Budget Committee
15. Planning and Coordinating Committee
16. GeM Committee
17. Stores and Works Committee (SWC)/Purchase Committee (< 2.0 cr.)
18. Outreach, Public Relations, Hindi Implementation Committee
19. Hindi Advisory Committee
20. Staff Welfare Committee

1.7.2 Composition

The composition of each committee is determined based on the scope and purpose of the committee.

- Committees dealing with financial matters include the concerned finance officer.
- Committees related to technical or scientific functions include domain experts and senior scientists.
- Administrative and statutory committees are composed of appropriate officers and staff members, as per government guidelines or office orders.

1.7.3 Dates from which constituted

The above committees are **constituted from time to time** based on organizational needs, project requirements, and administrative instructions.

1.7.4 Term/ Tenure

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

1.7.5 Powers and functions

Each committee functions as per the powers and responsibilities delegated to it by the competent authority (e.g., Director, NCCR). These may include:

- Technical evaluations
- Administrative recommendations

- Financial scrutiny
- Review and approval of procurement/establishment matters
- Compliance monitoring and reporting

1.7.6 Whether their meetings are open to the public?

No, committee meetings are not open to the public. They are attended by the official members only. However, in certain cases—such as public auctions or tenders—public participation may be allowed as per government procedures.

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

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

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

The minutes are not open to the public and hence are not displayed or made publicly available.

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

1.8.1 Name and designation

S. No	Name	Designation	Email address	Contact No.
1	Dr. R.S. Kankara	Director	kankara@nccr.gov.in direcctor@nccr.gov.in	044-66783585
2	Dr. Tune Usha	Scientist - G	usha@nccr.gov.in	044-66783587
3	Dr. T. Shunmugaraj	Scientist - G	raj@nccr.gov.in	044-66783588
4	Sh. K.V. Sharma	Scientist - F	venkat@nccr.gov.in	044-66783590
5	Dr. Uma Sankar Panda	Scientist - F	uspanda@nccr.gov.in	044-66783592
6	Dr. Sisir Kumar Dash	Scientist - F	skdash@nccr.gov.in	044-66787033
7	Dr. Karri Ramu	Scientist - F	ramu@nccr.gov.in	044-66787410
8	Dr. Sivaji Patra	Scientist - F	sivajipatra@nccr.gov.in	-
9	Sh. V. Ramanathan	Scientist - E	vram@nccr.gov.in	044-66783597
10	Dr. S.R. Marigoudar	Scientist - E	srmarigoudar@nccr.gov.in	044-66787051
11	Dr. Rabindra Kumar Sahoo	Scientist – E	sahoork@nccr.gov.in	044-66787810
12	Dr. Sanitha K Sivadas	Scientist - E	sanitha@nccr.gov.in	044-66787811
13	Dr. J. Satheesh Kumar	Scientist - D	jskumar@nccr.gov.in	044-66783584
14	Smt. Preethi Sekar	Scientist - C	preethi@nccr.gov.in	-
15	Sh. Sondi Sudheer	Scientist - C	ssudheer@nccr.gov.in	-
16	Sh. Anubhav Sharma	AAO	ddo@nccr.gov.in	044-66783599
17	Smt. M. Sasikaladevi	PA	sasiram@nccr.gov.in	044-66783596
18	Sh. D. Elangovan	JSA	elango@nccr.gov.in	044-66787069

1.8.2 Telephone, fax and email ID

Mentioned above

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

1.9.1 List of employees with Gross monthly remuneration.

S. No	Name	Designation	Basic Pay (Rs.)
1	Dr. R.S. Kankara	Director	218200
2	Dr. Tune Usha	Scientist - G	205600
3	Dr. T. Shunmugaraj	Scientist - G	218200
4	Sh. K.V. Sharma	Scientist - F	210300
5	Dr. Uma Sankar Panda	Scientist - F	161300
6	Dr. Sisir Kumar Dash	Scientist – F	156600
7	Dr. Karri Ramu	Scientist – F	156600
8	Dr. Sivaji Patra	Scientist - F	156600
9	Sh. V. Ramanathan	Scientist - E	134500
10	Dr. S.R. Marigoudar	Scientist - E	130600
11	Dr. Rabindra Kumar Sahoo	Scientist – E	126800
12	Dr. Sanitha K Sivadas	Scientist - E	126800
13	Dr. J. Satheesh Kumar	Scientist - D	78800
14	Smt. Preethi Sekar	Scientist - C	71800
15	Sh. Sondi Sudheer	Scientist - C	71800
16	Sh. Anubhav Sharma	AAO	50500
17	Smt. M. Sasikaladevi	PA	49000
18	Sh. D. Elangovan	JSA	39400

Sl.No.	Designation	No. of staff	Basic Pay for single staff (Rs.)
Project Staffs			
1	Project Scientist - I	24	56000
2	Project Scientist - II	21	67000
3	Project Scientist - III	2	78000
4	Technical Assistant	1	20000
5	Senior Research Fellow	1	42000
Outsourcing Staffs			
6	Highly Skilled	6	31050
7	Skilled	2	28620
8	Semi skilled	5	26040
9	Unskilled (X - city)	5	23490
10	Unskilled (Z - City)	1	15780
11	Field Assistant (X - city)	6	28620
12	Lab Assistant (Z - city)	2	22170

1.9.2 System of compensation as provided in itsregulations.

The officers and staff of the National Centre for Coastal Research (NCCR) are compensated as per the rules and regulations of the Government of India. The

compensation system includes:

- Basic Pay as per the applicable Central Government Pay Matrix
- Dearness Allowance (DA)
- House Rent Allowance (HRA)
- Transport Allowance (TA)
- Other admissible allowances and benefits such as:
    - Leave Travel Concession (LTC)
    - Children Education Allowance (CEA)
    - Medical Reimbursement / CGHS Facility
    - Pension and Retirement Benefits (as applicable)

All financial benefits are governed by the latest orders and circulars issued by the Department of Personnel & Training (DoPT), Ministry of Finance, and the Ministry of Earth Sciences (MoES).

1.10 - Name, designation andother particularsof public information officers [Section 4(1(b) (xvi)]

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

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

1.10.2 Address, telephone numbers and email ID ofeach designated official.

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

1.11 - No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

1.11.1 No. of employees against whom disciplinary actionhas been (i) Pending for Minor penalty or major penaltyproceedings.

One case is currently pending under disciplinary proceedings involving either a minor or major penalty.

1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings

The case is currently under process and yet to be finalized.

1.12 - Programmes toadvance understanding of RTI (Section 26)

1.12.1 Educational Programmes.

NCCR regularly organizes various capacity-building programmes, training sessions, and school outreach activities to promote awareness about science and ocean-related topics.
These include:

- Capacity-building programmes for researchers and technical staff
- Training sessions for project scientists and administrative personnel
- School and college outreach activities to promote awareness on coastal and

ocean sciences

- RTI Awareness Programmes, conducted in accordance with the guidelines issued by the Central Information Commission (CIC), for employees, research scholars, and interns to promote transparency and accountability in governance.

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

To ensure active participation and awareness, the public authority has taken the following initiatives:

- Circulation of RTI-related circulars, guidelines, and Office Memoranda (OMs) issued by the Government of India among employees
- Regular updates and posting of RTI awareness materials on the official website
- Observation of Vigilance Awareness Week, with participation from all staff
- Administration of the Integrity Pledge during Vigilance Week to reinforce ethical conduct and integrity in public service.

1.12.3 Training of CPIO/APIO.

The Central Public Information Officer (CPIO) of NCCR was deputed for training under the INSA-NCCG Scientific Leadership Programme held in Delhi, aimed at enhancing knowledge on leadership, governance, and transparency.

1.12.4 Update & publish guidelines on RTI by thePublic Authorities concerned

NCCR ensures regular updates and easy access to RTI guidelines and compliance frameworks. Key resources include:

- Suo Motu RTI Disclosure – NCCR Website
- RTI MIS Portal: https://rtionline.gov.in/
- Central Information Commission: https://cic.gov.in/
- DOPT Guidelines on RTI: https://dopt.gov.in/guidelines-on-rti

These resources are made available to both employees and the public to ensure transparency and informed access to information.

1.13 -Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]

The National Centre for Coastal Research (NCCR) is an attached office under the Ministry of Earth Sciences (MoES), Government of India. Therefore, the transfer policy applicable to the officers and staff of NCCR is governed by the rules and guidelines issued by:

- The Ministry of Earth Sciences (MoES)
- The Department of Personnel & Training (DoPT), Government of India

Transfers are carried out in accordance with the central government service rules, and any transfer orders issued are processed through the administrative control of MoES.