

**भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र**  
**Indian National Centre for Ocean Information Services**  
 (पृथ्वी विज्ञान मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)  
 (an autonomous body under Ministry of Earth Sciences, Govt. of India)  
 "Ocean Valley", Pragathi Nagar (B.O), Nizampet (S.O), Hyderabad – 500090

INCOIS/ADMIN/78/2024

October 14, 2024


**OFFICE ORDER No. 276 /2024**

**Sub: Reorganization of various Committees of INCOIS – reg.**

With immediate effect and until furthers, INCOIS Committees are reorganized as set forth in this Office Order. This supersedes all earlier Office Orders issued on the subject.

Description	Members (Dr/Mr/Ms)	Terms of Reference
Standing Committee on Purchase & Stores (SC-P&S)	<ol style="list-style-type: none"> <li>1. T M Balakrishnan Nair, Scientist- G &amp; GD, OSAR - Chair</li> <li>2. R Venkat Shesu, Scientist- F - Alt.Chair</li> <li>3. Aneesh A Lotliker, Scientist – F - Member</li> <li>4. K. Annapurnaiah, Scientist – F - Member</li> <li>5. Arya Paul, Scientist- E, - Member</li> <li>6. M.Vijaya Sunanda, Scientist-E - Member</li> <li>7. Devendra Kumar, AO(F&amp;A) - Member</li> <li>8. V. Subrahmanyam, , AO(P) - Member</li> <li>9. Dasari Prasad, Asst. Manager - Mem.Sec.</li> </ol>	<p><b>Review and recommend all cases of purchase of goods / services and contracts including:</b></p> <ul style="list-style-type: none"> <li>• need aspect &amp; budget provision</li> <li>• mode of purchase</li> <li>• tender documents</li> <li>• tender opening</li> <li>• purchase proposals and contract documents.</li> <li>• recommendations of payment proposals of &gt;Rs.25 lakhs.</li> <li>• ratification of payment proposals of &lt;Rs.25 lakhs.</li> </ul> <p><b>Oversee stores activities in compliance to GFR including:</b></p> <ul style="list-style-type: none"> <li>• Inventory management</li> <li>• physical stock verification.</li> <li>• recommend write-off of equipment (on-site / offshore).</li> <li>• recommend scrapping of material.</li> <li>• Any other matter pertaining to purchase of goods / services and stores, and / or assigned by Director.</li> </ul>



  
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SC(P&S)-Sub-Committee for payment recommendation for procurement of materials <Rs.25 lakhs	<ol style="list-style-type: none"> <li>1. K. Annapurnaiah, Scientist –F</li> <li>2. N. Srinivasa Rao, Scientist – E</li> <li>3. N. Kiran Kumar, Scientist- E</li> <li>4. K Suhasini, Asst. Manager</li> <li>5. Santosh Kumar, Sr. Executive</li> </ol>	<ul style="list-style-type: none"> <li>- Chair</li> <li>- Alt.Chair</li> <li>- Member</li> <li>- Member</li> <li>- Mem. Sec.</li> </ul>	<p>To oversee and recommend the payment process of stores &amp; purchase of &lt;Rs.25 lakhs.</p> <ul style="list-style-type: none"> <li>• Recommendations will be submitted to Director, INCOIS for approval.</li> <li>• Upon approval, the normal process of initiating the payment will be routed for release.</li> <li>• The same will be ratified in the subsequent SC-P&amp;S committee meeting.</li> </ul>
SC-P&S Committee Sub-Committee for Physical Stock and Inventory Management	<ol style="list-style-type: none"> <li>1. R Venkat Shesu, Scientist-F</li> <li>2. S Shivaprasad, Scientist-D</li> <li>3. M Veera Ganesh, Scientist-D</li> <li>4. S Nageswara Rao, SAO</li> <li>5. R V Giridhar, Asst. Manager</li> </ol>	<ul style="list-style-type: none"> <li>Chair</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Mem. Sec.</li> </ul>	<p><b>Oversee stores activities in compliance to GFR including:</b></p> <ul style="list-style-type: none"> <li>• Inventory management</li> <li>• physical stock verification.</li> <li>• recommend write-off of equipment (on-site / offshore).</li> <li>• recommend scrapping of material.</li> <li>• Gate Pass Management</li> </ul> <p>Any other matter pertaining to stores assigned by Director from time to time.</p>
Standing Committee on Personnel & General Administration (SC-P&GA)	<ol style="list-style-type: none"> <li>1. E. Pattabhi Rama Rao, Scientist –G &amp; GD, ODICT</li> <li>2. Dr Hasibur Rahman, Scientist F</li> <li>3. M Nagaraja Kumar, Scientist – F</li> <li>4. R S Mahendra, Scientist –F</li> <li>5. G. Vijay, Scientist – E</li> <li>6. V Venugopala Rao, Scientist –E</li> <li>7. Remya P.G, Scientist – E</li> <li>8. S. Nageswara Rao, SAO</li> <li>9. T Rajasekhar, Senior Executive</li> </ol>	<ul style="list-style-type: none"> <li>- Chair</li> <li>- Alt.Chair</li> <li>- Member</li> <li>- Member</li> <li>- Member</li> <li>- Member</li> <li>- Member</li> <li>- Member</li> <li>- Mem.Sec.</li> </ul>	<p>Oversee Estate Management including</p> <ul style="list-style-type: none"> <li>• housekeeping and gardening</li> <li>• security&amp; transport</li> <li>• office workspace</li> <li>• canteen and residential facilities (hostel, guesthouse, quarters)</li> <li>• including allocation, public health, civil, electrical, mechanical, HVAC, etc.</li> <li>• Library, academic, seminars, conferences</li> <li>• Medical</li> <li>• Legal, MoUs / Agreements</li> <li>• Sports, cultural&amp; welfare</li> <li>• Swachh Bharat activities</li> <li>• Any other matters pertaining to personnel &amp; general</li> </ul>



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		administration and / or assigned by Director.
SC-P&GA Sub-Committee for Canteen, Guest House Sports, Cultural & Welfare activities	<ol style="list-style-type: none"> <li>1. V Venugopala Rao, Scientist – E - Chair</li> <li>2. S.P. Vighneshwar, Scientist-E - Member</li> <li>3. S. Nageswara Rao, SAO - Member</li> <li>4. Dhanya M Lal, Scientist-B - Member</li> <li>5. S. Nirmala Devi, Scientific Assistant-B - Member</li> <li>6. Sri K Rajesh, Scientific Assistant-B - Member</li> <li>7. H. Nagoji Rao, Senior Executive - Mem.Sec.</li> </ol>	<ul style="list-style-type: none"> <li>• To oversee the INCOIS canteen and guest house activities including day to day operations and manpower requirement.</li> <li>• To follow the guidelines for “inhouse maintenance of canteen” approved vide note dated 01.06.2012.</li> <li>• Committee shall recommend (i) welfare measures for the staff, (ii) arranging sports and cultural events periodically (including material requirement).</li> </ul>
Redressal of Complaints from Women at Workplace	<ol style="list-style-type: none"> <li>1. K.G. Sandhya, Scientist-E - Chair</li> <li>2. Arya Paul, Scientist-E - Member</li> <li>3. Dhanya M Lal, Scientist-B - Member</li> <li>4. P. Padmavathi, Sociologist-Representative from NGO/Association (External) - Member</li> <li>5. S. Nirmala Devi, Scientific Assistant-B - Member</li> <li>6. K. Suhasini, Assistant Manager - Mem.Sec.</li> </ol>	<ul style="list-style-type: none"> <li>• To uphold the dignity of women at workplace.</li> <li>• To facilitate a gender-sensitive and congenial working environment.</li> <li>• The tenure of the committee is for three years.</li> </ul>
Official Language Implementation Committee	<ol style="list-style-type: none"> <li>1. Director, INCOIS - Chair</li> <li>2. R. Venkat Shesu, Scientist – F - Alt.Chair</li> <li>3. S. Nageswara Rao, SAO - Member</li> <li>4. Rakhi Kumari, Scientific Asst-B - Member</li> <li>5. Sidharth Sahoo, Scientific Asst-B - Member</li> <li>6. H. Nagoji Rao, Senior Executive, - Member</li> <li>7. Santosh Kumar, Senior Executive - Member</li> <li>8. Laxmi Kumari, Jr. Hindi Translator - Mem.Sec.</li> </ol>	<ul style="list-style-type: none"> <li>• To review the status of implementation of Hindi and suggest measures for improvement.</li> </ul>

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

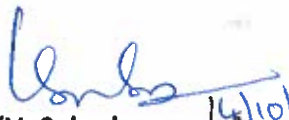


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2. Dr. T V S Udaya Bhaskar, Scientist – G will look after the activities of Vigilance matters in the capacity of Vigilance Officer.
3. Dr. T.M. Balakrishnan Nair, Scientist – G will continue to look after the activities of Grievance matters in the capacity of Grievance Officer.
4. Shri M. Nagaraja Kumar, Scientist – F will look after the activities of RTI matters in the capacity of Chief Public Information Officer (CPIO).
5. The Management Committee (MC) will also review and approve the high-level annual procurement plans of INCOIS at the beginning of every financial year based on the programmatic needs and budget allocation before they are submitted to MoES and uploaded to INCOIS Website.
6. Director, INCOIS may constitute any other specific Committees from time to time to meet other requirements of the organization.

This issues with the approval of Director, INCOIS.



  
(V. Subrahmanyam)  
Administrative Officer

To  
All the concerned staff

**Copy to:**

- Director, INCOIS – for kind information
- All Group Directors & Division Heads of INCOIS
- File concerned