

**INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES**  
(Ministry of Earth Sciences, Govt. of India)  
**HYDERABAD**

INCOIS:EST:78/2013

April 16, 2013

**OFFICE ORDER No. 64 /2013**


With effect from May 01, 2013 and until further orders, the following committees are constituted /re-constituted in INCOIS.

<b>I. Purchase Committee</b>		
<ol style="list-style-type: none"> <li>1. Dr. M. Ravichandran, Head, MOG</li> <li>2. Shri B V Satyanarayana, Head, CWG</li> <li>3. Shri K K V Chary, Sr. Admn. Officer</li> <li>4. Dr. T V S Udaya Bhaskar, Scientist 'D', DMG</li> <li>5. Shri R.S. Mahendra, Scientist 'C', ASG</li> <li>6. Shri A. Murali Krishna, Scientist 'B', CWG</li> <li>7. Shri S. Nageswara Rao, Accounts Officer</li> <li>8. Shri V. Subrahmanyam, Administrative Officer</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee shall review and recommend all cases of purchases of equipment / stores and contracts of value upto 50 lakhs in the case of Open Tender / Limited Tender and Rs.25 lakhs in the case of single Tender / Proprietary items.</p>
<b>II. Tender Opening</b>		
<ol style="list-style-type: none"> <li>1. Shri V. Venugopala Rao, Scientist 'C', CWG</li> <li>2. Dr. Kunal Chakraborty, Scientist 'C', ISG</li> <li>3. Shri R V Giridhar, Sr. Executive, ESG</li> <li>4. Ms. K. Suhasini, Sr. Executive, ESG</li> <li>5. Shri V. Subrahmanyam, Administrative Officer</li> </ol>	<p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee will open all the Tenders.</p>
<b>III. Need Aspect Committee</b>		
<ol style="list-style-type: none"> <li>1. Dr. T. Srinivasa Kumar, Head, ASG</li> <li>2. Dr. P A Francis, Scientist 'D', ISG</li> <li>3. Shri R. Venkat Shesu, Scientist 'C', DMG</li> <li>4. Shri K Annapurnaiah, Scientist 'C', CWG</li> <li>5. Shri S P Vigneshwar, Scientist 'B', CWG</li> <li>6. Shri S. Shivaprasad, Scientist 'B', MOG</li> <li>7. Shri V. Subrahmanyam, Administrative Officer</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee shall consider and recommend need aspect for item of equipment / non-consumable in nature of a value of Rs.50,000 and above.</p>
<b>IV. Physical Stock Verification</b>		
<ol style="list-style-type: none"> <li>1. Dr. Hasibur Rahaman, Scientist 'D', MOG</li> <li>2. Dr. Satyaprakash, Scientist 'C', ISG</li> <li>3. Shri Syed Moinuddin, Scientific Asst 'B', CWG</li> <li>4. Shri N.B. Subrahmanyam, Scientific Asst 'A', CWG</li> <li>5. Shri K. Dinesh, Scientific Asst 'A', MOG</li> <li>6. Ms. S. Niramala Devi, Scientific Asst 'A', CWG</li> <li>7. Shri H. Nagoji Rao, Sr. Executive, ESG</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee will take-up Physical verification of stores acquired by INCOIS at the end of each financial year.</p>

<b>V. Canteen Committee</b>		
<ol style="list-style-type: none"> <li>1. Shri T V S Udaya Bhaskar, Scientist 'D', DMG</li> <li>2. Dr. Aneesh A Lotlikar, Scientist 'C', ASG</li> <li>3. Shri N. Kiran Kumar, Scientist 'C', CWG</li> <li>4. Ms. K G Sandhya, Scientist 'C', ISG</li> <li>5. Ms. M. Vijaya Sunanda, Scientist 'C', ASG</li> <li>6. Shri Sidhartha Sahoo, Scientific Asst., 'A', ISG</li> <li>7. Shri Dasari Prasad, Sr. Executive, ESG</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<ol style="list-style-type: none"> <li>1. Committee to review the day to day activities of the canteen.</li> <li>2. Committee also to appraise the canteen activities periodically to Director, INCOIS and obtain specific approval wherever matter involves financial implication.</li> </ol>
<b>VI. Library and Seminar Committee</b>		
<ol style="list-style-type: none"> <li>1. Dr P A Francis, Scientist 'D', ISG</li> <li>2. Shri M. Nagaraja Kumar, Scientist 'D', ASG</li> <li>3. Dr. M S Girishkumar, Scientist 'C', MOG</li> <li>4. Dr. N Srinivasa Rao, Scientist 'C', DMG</li> <li>5. Shri N. Kiran Kumar, Scientist 'C', CWG</li> <li>6. Shri Kaki Rajesh, Scientific Asst 'A', CWG</li> <li>7. Shri Sidhartha Sahoo, Scientific Asst. 'A', ISG</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee shall review and recommend all cases of library requirement/s and organize seminars as and when takes place.</p>
<b>VII. Official Language Implementation Committee</b>		
<ol style="list-style-type: none"> <li>1. Shri K K V Chary, Sr. Admn. Officer</li> <li>2. Shri S Nageswara Rao, Accounts Officer</li> <li>3. Shri Venkat Shesu R, Scientist 'C', DMG</li> <li>4. Dr. R Harikumar, Scientist 'C', ISG</li> <li>5. Dr. Satyaprakash, Scientist 'C', ISG</li> <li>6. Shri Suprit Kumar, Scientist 'B', DMG</li> <li>7. Shri Anil Kumar, Assistant (C), ESG</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee shall meet at least once in a quarter to review the status of implementation of Hindi and suggest measures for improvement.</p>
<b>VIII. Sports, Cultural &amp; Welfare Committee</b>		
<ol style="list-style-type: none"> <li>1. Dr. T Srinivasa Kumar, Head, ASG</li> <li>2. Shri K K V Chary, Sr. Admn. Officer</li> <li>3. Ms. K G Sandhya, Scientist 'C', ISG</li> <li>4. Ms. M. Vijaya Sunanda, Scientist 'C', ASG</li> <li>5. Shri J. Padmanabham, Scientist 'B', ASG</li> <li>6. Shri S. Nageswara Rao, Accounts Officer</li> <li>7. Shri K Rajesh, Scientific Asst. 'A', ASG</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<p>Committee shall recommend welfare measures for the staff and arranging sports and cultural events periodically. (including material requirement)</p>
<b>IX. Vehicles and Transport Committee</b>		
<ol style="list-style-type: none"> <li>1. Dr. T M Balakrishnan Nair, Head, ISG</li> <li>2. Shri E. Pattabhi Rama Rao, Head, DMG</li> <li>3. Shri M. Nagaraja Kumar, Scientist 'D', ASG</li> <li>4. Shri V. Venugopala Rao, Scientist 'C', CWG</li> <li>5. Shri Ch. Patanjali Kumar, Scientist 'C', ASG</li> <li>6. Shri T. Rajasekhar, Sr. Executive, ESG</li> </ol>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member-Secretary</p>	<ol style="list-style-type: none"> <li>1. Formulate the guidelines to enable the efficient usage of INCOIS vehicles and hired vehicles.</li> <li>2. Provide overall guidance on the operational aspects.</li> <li>3. Carry out periodic review of the performance of transport system and submit reports to Sr. Admn. Officer for necessary action.</li> </ol>

X. Advisory Committee on IT and Computer Infra-structure		
1. Director, INCOIS 2. Dr. M. Ravichandran, Head, MOG 3. Shri B. V. Satyanarayana, Head, CWG 4. Shri E. Pattabhi Rama Rao, Head, DMG 5. Dr. P A Francis, Scientist 'D', ISG 6. Dr. Arya Paul, Scientist 'C', ISG 7. Dr. Kunal Chakraborty, Scientist 'C', ISG 8. Shri J. Padmanabham, Scientist 'B', ASG 9. Shri P L N Murthy, Scientist 'B', ASG 10. Shri K. Annapuranaiah, Scientist 'C', CWG	Chairman Member Member Member Member Member Member Member Member-Secretary	To formulate the policies on matters relating to : i) enhancement of Information Technology Infrastructure in INCOIS, ii) on upgrade / purchase of computers and IT hardware and software iii) outsourcing of services related to IT and computer infrastructure iv) efficient usage of HPC and other systems in INCOIS and v) formulation of policies on regular backups and data storage.
Xi. Safety and Security Committee		
1. Shri E. Pattabhi Rama Rao, Head, DMG 2. Shri K K V Chary, Sr. Admn. Officer 3. Shri S. Nageswara Rao, Accounts Officer 4. Shri V. Subrahmanyam, Administrative Officer 5. Shri A Muralikrishna, Scientist 'B', CWG 6. Shri J. Padmanabham, Scientist 'B', ASG 7. Shri S P Vigneshwar, Scientist 'B', CWG 8. Shri G. Suresh, Scientific Assistant 'A', ESG 9. G. Vijay, Scientist 'C', CWG	Chairman Member Member Member Member Member Member Member-Secretary	i) To formulate security policies. ii) Supervise the security activities. iii) Review & advice to Director, INCOIS on the safety and security aspects.
Xii. Committee for Redressal of Complaints from Women at Workplace		
1. Ms. K G Sandhya, Scientist 'C', ISG 2. Ms. M. Vijaya Sunanda, Scientist 'C', ASG 3. Ms. Remya PG, Scientist 'B', ISG 4. Ms. V. Manorama, Sr. Executive, ESG 5. Ms. K. Suhasini, Sr. Executive, ESG	Chairman Member Member Member Member-Secretary	i) To uphold the dignity of women at work. ii) To facilitate a gender-sensitive and congenial working environment.



  
 (S.S.C Shenoi)  
 Director, INCOIS

To

All Concerned

Copy to :

Chairman, INCOIS-GC & Secretary, MoES – for kind information  
 Office Orders File