

भारतीयराष्ट्रीयमहासागरसूचनासेवाकेंद्र
Indian National Centre for Ocean Information Services
(पृथ्वीविज्ञानमंत्रालय, भारतसरकारकेअधीनएकस्वायत्तिकाय)
(an autonomous body under Ministry of Earth Sciences, Govt. of India)
"Ocean Valley", Pragathi Nagar (B.O), Nizampet (S.O), Hyderabad – 500090

INCOIS:ADMIN:78/2023

March 06, 2023

कार्यालयआदेश सं. 45/ 2023

OFFICE ORDER No. 45/ 2023

Sub: Re-organization of activities at INCOIS

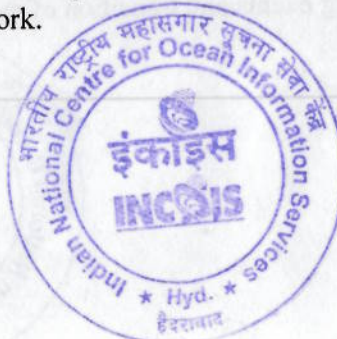
In continuation of this Office Order Nos.353/2020, dated December 21, 2020, Office Order No.358/2020, dated December 23, 2020 and Office Order No.90/2022, dated September 1, 2022, with immediate effect and until further orders, INCOIS activities and human resources are re-organized as set forth in this Office Order. This order will supersede prior orders on the subject.

1. Ocean Modeling, Applied Research & Services (OMARS) Group

Dr. T M Balakrishnan Nair, Scientist 'G' is designated as Group Director, Ocean Modelling, Applied Research & Services (OMARS), and will oversee three (3) divisions with the following key responsibilities and scientific personnel:

1.1. Operational Ocean Services (OOS) Division

- Operational delivery of all existing and new INCOIS services including:
 - Ecosystem Services
 - Potential Fishing Zone (PFZ)
 - Coral Bleaching Alert (CBA)
 - Harmful Algal Bloom (HAB)
 - Multi-Hazard Early Warning Services
 - Tsunami Early Warning (TEW)
 - Storm Surge Early Warning (SSEW)
 - Ocean State Forecast (OSF)
 - High Wave Alert (HWA)
 - Marine Search and Rescue (MSAR)
 - Oil Spill Trajectory (OST)
 - Marine Heat Wave (MHW)
 - Small Vessel Advisory(SVA)
- Integrated 24 x 7 operations for all services, including national and regional operational responsibilities of the Indian Tsunami Early Warning Centre.
- Develop and adhere to Standard Operational Procedures (SOPs) for all services.
- Generate and maintain daily reports of the functioning of operational data systems, hardware, software, Decision Support Systems and dissemination systems.
- Maintain and update dissemination lists of operational users for all services.
- Ensure competency development of operational staff for effective delivery of services, through the ITCO framework.



- **User Engagement:** Strengthen interaction with users of INCOIS products / services to enhance awareness, build capacities, promote adoption, obtain feedback and future needs assessment through regular user interactions workshops, market research surveys, etc.
- **Commercialization:** Develop a business model, including pricing and marketing strategies for value added products / services and consultancy services for national and international users, industry, etc.

The division will comprise of the following personnel:

Regular Staff (Dr./Mr./Ms.)	Project Mode Staff (Dr./Mr./Ms.)
1. M Nagaraja Kumar, Scientist 'F' & Division Head	1. K Srinivas, Expert/Consultant
2. R Harikumar, Scientist 'E'	2. P Surya Narayana Charyulu, Project Scientist – I I
3. B Ajay Kumar, Scientist 'D'	3. V Chandra Sekhar, Project Scientist – I
4. K Varadarajan, Sci. Asst. 'B'	4. B Sivaiah, Project Scientist - I
5. Ashutosh Kumar Mishra, Sci. Asst. 'B'	5. G Vignesh, Project Scientist - I
6. N Nagaswetha, Sci. Asst. 'B'	6. M P Sandra, Project Scientist - I
7. Rakhi Kumari, Sci. Asst. 'B'	7. D Gopinadh, Project Scientist – I
8. T V Rajesh, Sci. Asst. 'B'	8. Govande Prashant Goutam, Project Scientist – I
9. Rohit Mishra, Sci. Asst. 'B'	9. Aswathi Pacha, Project Scientist – I
10. K Rajesh, Sci. Asst. 'B'	10. Y LVijayalakshmi, Project Scientist–I
11. K Dinesh, Sci. Asst. 'B'	11. T Venkata Narayana, Project Assistant
	12. Manisha Vivek Ingle, Project Assistant
	13. P Shubham Subhash, Project Assistant
	14. Chandan Ramnarayan Thakur, Project Assistant
	15. Khairnar Tushar Ravindra, Project Assistant
	16. Chandan Kumar, Project Assistant
	17. Ch Kiran, Project Assistant
	18. R Suresh, Project Assistant
	19. G.N.V.V. Varalakshmi, Project Assistant
	20. N Pragnya Bharathi, Project Sci. Admin Assistant

1.2. Applied Research and Research to Operations (ARO) Division:

- **Applied Research:** Pursue focussed R & D aimed at improvement of existing products / services (PFZ, CBA, HAB, TEW, SSEW, OSF, HWA, MSAR, OST, etc) including impact-based forecasting.
- **Research to Operations:** Collaborate with research / modelling / observations / technology / operations / user teams to improve existing products / services and develop new products / services for operational use
- **Product Validation:** Conduct validation of operational and new products / services, publish reports and provide feedback to research and modelling teams to aid continuous enhancements.
- Provide backstopping for operational services division, as “on-call” staff during early warning events and transition of new products / services to operational mode.



The division will comprise of the following personnel:

Regular Staff (Dr./Mr./Ms.)	Project Mode Staff (Dr./Mr./Ms.)
1. Sudheer Joseph, Scientist 'G' & Division Head	1. Prakash Chandra Mohanty, Project Scientist-III
2. S K Hasibur Rahman, Scientist 'F'	2. S J Prasad, Project Scientist – III
3. R S Mahendra, Scientist 'E'	3. Sandip Giri, Project Scientist - II
4. Ch Patanjali Kumar, Scientist 'E'	4. Sneha Jha, Project Scientist – II
5. M Vijaya Sunanda, Scientist 'E'	5. V Trinadha Rao, Project Scientist - II
6. Dipankar Saikia, Scientist 'D'	6. Harisha, Project Scientist - I
7. P Vijay, Scientist 'D'	7. Ch Sathish, Project Scientist – I
8. Alakes Samantha, Scientist 'C'	8. G Venkata Sai, Project Scientist - I
9. Sanjiba Kumar Baliarsingh, Scientist 'B'	9. S Surya Chella Reddy, Project Scientist- I
	10. Bhagyashree Dash, Project Scientist - I
	11. Vishnu K Nambiar, Project Scientist - I
	12. R Prem Kumar, Project Scientist - I
	13. Khairnar Gaurav Bapurao, Project Scientist - I
	14. Naga Durga Manikanta, Project Scientist-I
	15. Sapna Ghavri, Project Scientist - I
	16. Susmita Raulo, Project Scientist – I
	17. Meribeni Tsopoe, Project Scientist – I
	18. K Srinivasu, Project Scientist – I
	19. S Sreelakshmi, Research Associate
	20. Meenakshi Shreejith, SRF
	21. Raheema Rahman, JRF
	22. Ghulam Ghaush Zahid, JRF
	23. Roshyal Joy, JRF

1.3. Ocean Modelling & Data Assimilation (OMDA) Division:

Implementation of the unified ocean modelling and forecasting framework in support of institutional and national mandate including Ocean Modelling and Advisory Services and Deep Ocean Mission.

- Global /regional models for simulation of ocean General Circulation for ocean analysis/reanalysis
- Coastal/shelf sea/estuary models for specific applications
- Biogeochemical modelling for global, regional and coastal applications
- Downscaling of atmospheric forcing to force high-resolution models, etc.
- Couple ocean models with regional atmosphere models, wave models, etc.
- Data assimilation in ocean general circulation and wave models.
- Evaluation and synthesis of observations and model simulations for model improvements.
- Porting, integration and pre-processing and post-processing of models / products for operational use.



The division will comprise of the following personnel:

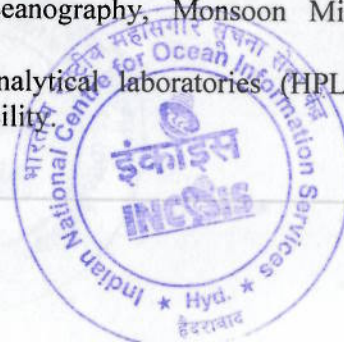
Regular Staff (Dr./Mr./Ms.)	Project Mode Staff (Dr./Mr./Ms.)
1. Sudheer Joseph, Scientist 'G' & Division Head, Addl. Charge	1. Soumya Mukhopadhyay, Project Scientist – II
2. K G Sandhya, Scientist 'E'	2. R Prashanth, Project Scientist – II
3. Kunal Chakraborty, Scientist 'E'	3. Jagdish Prajapati, Project Scientist - II
4. Arya Paul, Scientist 'E'	4. R Remya, Project Scientist – II
5. Abhisek Chatterjee, Scientist 'E'	5. P Sreeraj, Project Scientist - II
6. P G Remya, Scientist 'D'	6. Wadalkar ArchitSirish, Project Scientist – I
7. B Balaji, Scientist 'D'	7. Ch Lakshmi Sravani, Project Scientist – I
8. U Srinivasu, Scientist 'D'	8. M Afroosa Balkies Bai, Project Scientist - I
9. Prerna Singh, Scientist 'C'	9. Vinod Daiya, Project Scientist - I
10. Biswamoy Paul, Scientist 'C'	10. Malavika Sudhakaran, Project Scientist - I
11. K Siva Srinivas, Scientist 'C'	11. V Raam Balaji, Project Scientist - I
	12. Apurva P Joshi, Project Scientist - I
	13. B Mithun Sundhar, Project Scientist - I
	14. Trishneeta Bhattacharya, SRF
	15. C K Sajidh, SRF
	16. V Midhila Varna, SRF
	17. Prasanna Kanti Ghoshal, JRF
	18. S Anjana, SRF
	19. Saraswathi Sabu, JRF
	20. Dhruva Jyoti Goswami, JRF
	21. Sumana Mandal, JRF

2. Ocean Observations, Data and Information & Communication Technology (ODICT) Group

Mr. E Pattabhi Rama Rao, Scientist 'G' is designated as Group Director, Ocean Observations, Data and Information & Communication Technology (ODICT) Group and will oversee three (3) divisions with the following key responsibilities and scientific personnel:

2.1. Ocean Observations Network (OON) Division:

- Design and implement an integrated ocean and coastal observing network in support of institutional and national mandate, dovetailing into the international Global Ocean Observing System (GOOS) framework.
- Ocean observing platforms to be managed include Argo, Drifters, Coastal Current Meter Moorings, Equatorial Current Meter Moorings, XBT, Tsunami Buoys, Tide Gauges, GNSS, Flux Mooring, UCTDs, Gliders, UAVs, Coastal Buoys, Wave Rider Buoys, Ship-based AWS, Wave Height Meters, new platforms, etc.
- Implement process-specific observational campaigns and data analysis, to enable better representation of ocean, coastal and atmosphere processes in numerical models (Coastal Monitoring, Satellite Oceanography, Monsoon Mission, Deep Ocean Mission, etc.)
- Operations and maintenance of analytical laboratories (HPLC, wet-lab, CFNA, IRMS) and National Global Test Facility.



The division will comprise of the following personnel:

Regular Staff (Dr./Mr./Ms.)	Project Mode Staff (Dr./Mr./Ms.)
<ol style="list-style-type: none"> 1. Aneesh A Lotliker, Scientist 'E' & Division Head 2. M S Girish Kumar, Scientist 'E' 3. B Praveen Kumar, Scientist 'E' 4. N Suresh Kumar, Scientist 'E' 5. Arun Nherakkol, Scientist 'D' 6. V P Thanga Prakash, Scientist 'D' 7. S Shivaprasad, Scientist 'D' 8. Ch Jeyakumar, Sci. Asst. 'B' 	<ol style="list-style-type: none"> 1. J V S Raju, Expert/Consultant 2. V Ravi Chandra, Project Scientist - III 3. Harsa Bardhan Dalabehera, Project Scientist - II 4. Sherin V Raju, Project Scientist - I 5. R Bharat Kumar, Project Scientist - I 6. R Chandra Sekhar Naik, Project Scientist - I 7. Ashin Kuriakose, Project Scientist - I 8. Jofia Joseph, Project Scientist - I 9. D Narsimha Rao, Project Scientist - I 10. Sai Theagarajan, Project Scientist - I 11. Y Rajasekhar, Project Scientist - I 12. A Chandra Mouli, Project Scientist - I 13. A Naga Sai Manoj Kumar, Project Assistant 14. K M Pooja, Project Assistant 15. Mohd Umair, Project Assistant 16. K Santosh, Project Assistant 17. Virendra Kumar, Project Assistant 18. Saurabh Santosh Jagdhane, Project Assistant 19. N Y Dharan, Project Assistant 20. G. Ashok Yadav, Project Sci. Admin Assistant 21. P C Mohammed Munzil, SRF 22. K Athulya, SRF 23. Abhijith Raj, SRF 24. Rupam Kalita, JRF 25. Asish K Sasidharan, JRF 26. Anupama Sahoo, JRF

2.2. Ocean Data Management (ODM):

- In-situ and Satellite Data reception and processing
- Generation and Validation of Satellite data products
- Ocean Data Management and Data services
- National Oceanographic Data Centre and Argo Data Centre

The division will comprise of the following personnel:

Regular Staff (Dr./Mr./Ms.)	Project Mode Staff (Dr./Mr./Ms.)
<ol style="list-style-type: none"> 1. T V S Udaya Bhaskar, Scientist 'F' & Division Head 2. R Venkat Shesu, Scientist 'E' 3. N Srinivasa Rao, Scientist 'E' 4. M Vivekananda Swamy, Sci. Asst. 'B' 5. R U V N Satish, Sci. Asst. 'A' 	<ol style="list-style-type: none"> 1. B Srinivasa Vishnu Tejaswi, Project Scientist- II 2. N Kameshwari, Project Scientist - II 3. P Suneeta, Project Scientist - I 4. E Vaibhav, Project Scientist - I 5. Goutami Ganga, Project Scientist - I 6. Sunil Kumar, Project Scientist - I 7. Aditya Kumar Sinha, Project Scientist-I 8. M Mahendar, Project Assistant 9. G Himakantha, Women Scientist



2.3 Information & Communication Technology (ICT) Division:

- Computing Facilities: Planning, implementation and augmentation of IT infrastructure including system administration, data centres, disaster recovery sites, IT security, etc.
- Communication Facilities: Planning, implementation and augmentation of communication infrastructure including integration of communication channels with observation platforms and dissemination channels including GAGAN, NAVIC, EDBs, etc.
- Application Software Development: Design, development and maintenance of application software including tsunami DSS, Digital Ocean, websites, mobile applications, and social media channels, etc.
- Engineering Services and Estate Management: Operations, maintenance and augmentation of electrical, HVAC & civil infrastructure including estate management services including work place hygiene, landscaping, water, canteen, guest house, hostels, residential quarters and liaison with state / central departments for engineering works, etc.

The division will comprise of the following personnel:

Regular Staff (Dr./Mr./Ms.)	Project Mode Staff (Dr./Mr./Ms.)
1. K Annapurnaiah, Scientist 'E' & Division Head	1. B V Satyanarayana, Expert/ Consultant#
2. V Venugopala Rao, Scientist 'E'	2. R Raviteja, Project Scientist - I
3. N Kiran Kumar, Scientist 'E'	3. S Rajesh Khanna, Project Scientist - I
4. G Vijay, Scientist 'E'	4. P Mayukha, Project Scientist - I
5. A Murali Krishna, Scientist 'E'	5. Ch. Jagadeesh Kumar, Project Scientist-I
6. J Padmanabham, Scientist 'E'	6. Surya Datta Sudhakar, Project Scientist-I
7. S P Vighneshwar, Scientist 'D'	7. Kethavath Manthru, Project Assistant
8. T N C Karthik, Scientist 'D'	8. Sardar Karunakar, Project Assistant
9. Syed Mohaboob Moinudeen, Sci. Asst. 'B'	
10. Raju Devender, Sci. Asst. 'B'	
11. N B Subrahmanyam, Sci. Asst. 'B'	
12. S Nirmala Devi, Sci. Asst. 'B'	
13. K Rajesh, Sci. Asst. 'B'	
14. B Thirumal, Sci. Asst. 'A'	
15. Ch Naresh, Sci. Asst. 'A'	

Expert/Consultant mentioned at Sl.No.1 will report to Director, INCOIS.

3. Programme Planning & Coordination and Capacity Development (PPC) Division

Dr. T V S Udaya Bhaskar, Scientist 'F', in addition to his normal responsibilities, is designated as the Head (Additional Charge), Programme Planning & Coordination, and Capacity Development Division with oversight of the following key responsibilities and personnel:



3.1. Program Planning & Coordination:

- Management of Programme and Budget including EFC, GC, FC, RAC preparations and liaison with MOES
- Performance Monitoring and Reporting of INCOIS projects and activities including preparation of annual reports and other reports to MOES
- Communication & Outreach activities to various stakeholders including social media campaigns, technical reports, films, press, etc
- Establishment of Regional Centres
- Implementation of Quality Management System for INCOIS Services
- International Affairs including IOGOOS, IIOE-2 JPO, SIBER IPO, POGO, ARGO, IOTWMS, IORP, UN Decade, IOR-DCC, IRF, IOCINDIO, RIMES, IODE, GODAE, NOAA-MOES, etc.

3.2. Capacity Development:

- National & International Training Programmes under ITCO-Ocean framework
- Competency Development of INCOIS staff
- Academic Programmes (Ph.D. Students, Academic Projects, Research Fellows)
- Knowledge Resource Centre

In addition to their normal responsibilities, the division will be assisted by the following personnel:

Program Planning & Coordination (Dr./Mr./Ms.)	Capacity Development (Dr./Mr./Ms.)
1. T V S Udaya Bhaskar, Scientist 'F'	1. T V S Udaya Bhaskar, Scientist 'F'
2. M Nagaraja Kumar, Scientist 'F'	2. P V N Rao, Expert/Consultant #
3. Aneesh A Lotliker, Scientist 'E'	3. Nimit Kumar Joshi, Project Scientist – III
4. M Girish Kumar, Scientist 'E'	4. J Pavan Kumar, Project Scientist – II
5. R Venkat Shesu, Scientist 'E'	5. Anuradha Modi, Project Scientist -II
6. Kunal Chakraborty, Scientist 'E'	6. H Shiva Kumar, Project Scientist – II
7. B Ajay Kumar, Scientist 'D'	7. Aswathi Pacha, Project Scientist-I
8. S Nageswara Rao, Manager	8. K Tharunya, Project Sci. Admin Assistant
9. Sidhartha Sahoo, Sci. Asst. 'B'	9. Sweta Sharma, Project Sci. Admin Assistant
10. H Nagoji Rao, Sr. Executive	

Expert/ Consultant mentioned at Sl.No.2 will report to Director, INCOIS.

- T V S Udaya Bhaskar, Scientist 'F', in addition to his normal responsibilities, is designated as Manager, Academic Programmes and Knowledge Resource Centre.
- M. Nagaraja Kumar, Scientist 'F', in addition to his normal responsibilities, is designated as Manager, International Affairs.
- All other scientific staff will provide support during the conduct of training programmes in their respective fields of expertise.



4. Executive Support Services (ESS) Division

Mr. S Nageswara Rao, Senior Accounts Officer, in addition to his normal responsibilities, is designated as the Head (Additional Charge), Executive Support Services Division, and will oversee the Executive Support Services comprising the following key responsibilities and personnel:

- Personnel and General Administration (P & GA)
- Accounts and Finance (A & F)
- Purchase and Stores (P & S)

Mr. D J N Prasad, Expert/ Consultant will assist Head, ESS.

4.1. Accounts and Finance

Shri S. Nageswara Rao is responsible for the overall activities of Accounts & Finance. In this capacity, he is designated as the Sr. Accounts Officer, and will be assisted by the following personnel:

- P Srikrishna Chaitanya, Asst. Manager
- Santosh Kumar, Sr. Executive

4.2. Purchase and Stores

Shri Devendra Kumar is responsible for the overall activities of Purchase & Stores. In this capacity, he is designated as the Purchase & Stores Officer, and will be assisted by the following personnel:

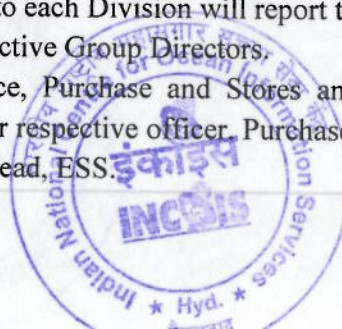
- R V Giridhar, Asst. Manager
- Dasari Prasad, Asst. Manager (He will also provide secretarial assistance to Director, INCOIS)

4.3. Personnel and General Administration

Shri V Subrahmanyam is responsible for the overall activities of Personnel & General Administration. In this capacity, he is designated as the Administrative Officer, and will be assisted by the following personnel:

- K Suhasini, Asst. Manager
- T Rajasekhar, Sr. Executive
- Richa Bharti, Jr. Executive

5. All Division Heads in consultation with their Group Directors will prepare a detailed document comprising their work plan for achieving the key responsibilities of their Division, including planned activities, expected deliverables, timelines and responsibilities of individual team members.
6. The scientific / administrative personnel assigned to each Division will report to the respective Head. All Division Heads will report to their respective Group Directors.
7. The personnel assigned to Accounts and Finance, Purchase and Stores and Personnel & General Administration Officers will report to their respective officer. Purchase Officer (S&P) & Administrative Officer (P&GA) will report to Head, ESS.



8. Group Directors, Head PPC, Manager, Academic Programmes and Knowledge Resource Centre, Manager International Affairs and Head, ESS will report to Director, INCOIS.
9. The scientific and administrative personnel shall also carry out any other tasks assigned to them from time to time by the Director or the respective Group Directors / Division Heads.
10. Separate project teams and committees will be established for implementing mission-mode projects and for administrative support.



(T Srinivasa Kumar)
Director

6/3/23

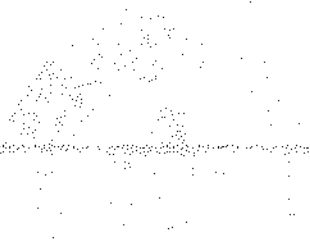
To

All concerned staff

Copy to:

- i) Chairman, INCOIS Governing Council – for kind information
- ii) File Concerned

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