

No. MoES/36/OOIS/OMI/2017
Government of India
Ministry of Earth Sciences
Prithvi Bhawan, Lodhi Road,
New Delhi – 110003

Date: 27 March 2017

Administrative Order

In continuation of earlier Administrative Order No. MoES/36/OOIS/CF/2012 dated 11 July 2012, sanction of the President is hereby accorded under the Rule 18 of the Delegation of Financial Power Rules, 1978 for continuation of the project on “**Operations & Maintenance of INCOIS (OMI)**” by the Director, Indian National Centre for Ocean Information Services (INCOIS), Hyderabad at a cost of **Rs 106.29 Crores (One Hundred and Six Crores and Twenty Nine lakhs only)** during the Plan Period (2017 – 2020) on the terms and conditions detailed hereunder:

2.0 Project

2.1 Project Title

“Operations & Maintenance of INCOIS (OMI)”

2.2 Implementation

The project will be implemented by Indian National Center for Ocean Information Services (INCOIS), Hyderabad, an autonomous body under the Ministry of Earth Sciences.

2.3 Project Objectives

- Maintenance of all the existing installations in good conditions and maintaining quality power supply and air conditioning ensuring proper safety and security following energy efficient methods.
- To provide support to the staff for organizing various National and International events including extending executive service support to various on-going projects.
- Taking care of institute specific contributions to the International Organizations
- Designing, planning, implementation and maintenance of the Information and Communication Technology (ICT) infrastructure for real time data acquisition from various observational platforms.
- Providing High Performance Computing (HPC) infrastructure required for running various numerical models within the stipulated time lines.
- Data back-ups & archival of ocean data and information.
- Development and Maintenance of the website for dissemination of various ocean products
- To provide salary, travel support other admissible allowance to the staff available on rolls
- To operate and maintain 60 acres campus including office building, canteen, restrooms etc.

2.4 Time Schedule

The duration of the project is 3 years (2017-18 to 2019-20).

2.5 Key Personnel/Staff

INCOIS operations and Maintenance work shall be carried out with the existing manpower approved by the Government (Ministry of Finance). However additional manpower (Project Scientists/Research Fellow Office Assistant) for realization of the proposed activities under the Computational and Web based services may be engaged on contract basis temporarily within the budget of the project (**ANNEXURE_I**) by following due procedure and in consultation with IFD.

Creation of new permanent manpower and expenditure thereon shall be subject to the prior approval of the Government (Ministry of Finance, Dept. of Expenditure as per their OM No F.7 (1)/E.Coord.1/2012 dated 31/05/2012).

2.6 Equipment

The expenditure for the purchase and maintenance of equipment required for the Operation & Maintenance of INCOIS (OMI), Office Equipment, Furniture, etc may be met from the funds indicated in para 2.8 of this Administrative Order.

2.7 Project Schedule

The project is scheduled for entire duration of 3 years (2017 – 2020) with deliverables as under:

Year	Deliverables
2017-18	INCOIS has got sanctioned strength of 77, out of which 66 are for Scientific Services and 11 are for Executive Support Services. The salary travel assistance, allowance, vehicle maintenance, estate maintenance and outsourcing services such as Security, Garden maintenance, Housekeeping, Canteen and Guest maintenance, plumbing etc., are the activities presently covered under the Operations and Maintenance of INCOIS. In addition to the above activities, ESS Group is also to take care the maintenance of 69 Acres of campus and the logistics support and extend the infrastructure facilities support for the various other ongoing and upcoming programmes. Providing the timely support to the scientific staff to drive forward the Programmes sanctioned by MoES.
2018-19	
2019-20	

2.8 Project Cost Rs 106.29 Crores (One Hundred and Six Crores Twenty Nine lakhs only). The details of item-wise and year wise expenditure is given at ANNEXURE_II.

A brief summary of the financial requirement is as under:

(Rs. In crores)

Sl No.	Head	2017-18	2018-19	2019-20	TOTAL
1	Manpower	14.38	16.94	19.37	50.69
2	Travel	0.48	0.54	0.58	1.60
3	Office Expenditure*	13.32	14.95	16.47	44.74
4	Minor Works	0.40	0.30	0.35	1.05
5	Machinery & Equipment	2.97	3.19	2.05	8.21

*Office expenditure includes payment of international institutional contributions and institutional membership fee with the international organizations.

2.9 **Project Monitoring**

The programme/projects of INCOIS will continue to be monitored by Governing Council of INCOIS under the Chairmanship of Secretary, MoES and Finance Committee under the Chairmanship of the Financial Advisor, MoES.

Payment of salaries, allowances, travel and other administrative expenses should follow Government of India Rules.

Operation and maintenance activities and other procurement activities should be carried out as per the provisions of GFR.

3.0 **The expenditure under the project would be met from the following Head of Account:**

Major Head – 3403 Oceanographic Research

Minor Head - 00.101 Research and Development

08 Ocean Services, Technology, Observations, Resources Modelling and Science (O-STROMS)

08.00.31 Grants-in-aid General

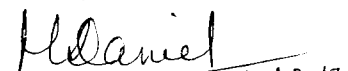
08.00.35 Grants for Creation of Capital Assets

08.00.36 Grants-in-air Salary

4.0 **Other Terms and Conditions**

Annexure - III

5.0 This issues with the concurrence of IFD 267/AS&FA/2017 dated 16/03/2017 and with the approval of Competent Authority of the Ministry vide HMoES Dy.No. 3379 dated 22/03/2017


(Manjula Daniel) 6/4/2017

Under Secretary to the Government of India

To

Director

Indian National Center for Ocean Information Services (INCOIS),

“Ocean Valley”,

Pragathinagar (BO), Nizampet (SO),

Hyderabad – 500 090, India

Copy to:

1. The Pay and Accounts Officer, Ministry of Earth Sciences, Prithavi Bhawan, Lodhi Road, New Delhi 110 003.
2. Controller of Accounts MoES New Delhi
3. Director of Audit (Scientific Departments), AGCR Building, New Delhi.
4. PPS to Secretary/ PS to JS/ PS to Advisor (KS)/Director (KVS)/Scientist-C(EH)
5. Accounts Section, MoES
6. IFD/Guard File/Hindi Section

((Manjula Daniel)

Under Secretary to the Government of India