

**Indian National Centre for Ocean Information Services  
Hyderabad**

INCOIS: ADMIN. 78/2020

December 21, 2020

**OFFICE ORDER NO. 353/2020**

**Sub: Re-organization of activities at INCOIS**

With immediate effect and until further orders, INCOIS activities are re-organized as set forth in this Office Order.

**1. Activity Grouping:**

In order to achieve operational and research efficiencies across the full spectrum of activities encompassing the institutional mandate and future aspirations, INCOIS activities and human resources are re-organised into three Groups and eight Divisions as follows:

Group	Division	Prime Responsibilities
Operational Ocean Services & Applied Research (OSAR)	Operational Ocean Services (OOS)	<ul style="list-style-type: none"> <li>➤ Ecosystem Services                             <ul style="list-style-type: none"> <li>○ Potential Fishing Zone</li> <li>○ Coral Bleaching Alert</li> <li>○ Harmful Algal Bloom</li> </ul> </li> <li>➤ Multi-Hazard Early Warning Services                             <ul style="list-style-type: none"> <li>○ Tsunami Early Warning</li> <li>○ Storm Surge Early Warning</li> <li>○ Ocean State Forecast</li> <li>○ High Waves, S&amp;R, Oil Spill, etc.</li> </ul> </li> </ul>
	Applied Research and Research to Operations (ARO)	<ul style="list-style-type: none"> <li>➤ Service Enhancements</li> <li>➤ Research to Operations</li> <li>➤ Product Validation</li> <li>➤ User Engagement</li> <li>➤ Commercialization</li> </ul>
Ocean Observation, Modeling & Data Assimilation (OMDA)	Ocean Observation Network (OON)	<ul style="list-style-type: none"> <li>➤ Ocean observation Platforms</li> <li>➤ Process specific observations</li> </ul>
	Ocean Modeling & Data Assimilation (MDA)	<ul style="list-style-type: none"> <li>➤ Ocean and Coastal Modelling</li> <li>➤ Coupled Ocean Atmosphere Modelling</li> <li>➤ Data Assimilation</li> <li>➤ Model enhancements through process studies</li> </ul>
Information & Communication Technology and Data Management (ICTD)	Ocean Data Management (ODM)	<ul style="list-style-type: none"> <li>➤ Data Acquisition &amp; Processing</li> <li>➤ Quality Control</li> <li>➤ Data Products</li> </ul>
	Information & Communication Technology (ICT)	<ul style="list-style-type: none"> <li>➤ Computing Facilities</li> <li>➤ Communication Facilities &amp; Ground Stations</li> <li>➤ Application Software Development</li> <li>➤ Engineering Services &amp; Estate Management</li> </ul>



.....	Program Planning & Coordination and Capacity Development (PPC)	<ul style="list-style-type: none"> <li>➤ Program Management</li> <li>➤ Communication &amp; Outreach</li> <li>➤ International Affairs</li> <li>➤ Regional Centres</li> <li>➤ ITCO-Ocean Programmes</li> <li>➤ Competency Development</li> <li>➤ Academic Programmes</li> <li>➤ Knowledge Resource Centre</li> </ul>
.....	Executive Support Services (ESS)	<ul style="list-style-type: none"> <li>➤ Accounts &amp; Finance</li> <li>➤ Purchase &amp; Stores</li> <li>➤ Personnel &amp; General Administration</li> </ul>

## 2. Key Personnel

### 2.1. Operational Ocean Services & Applied Research (OSAR) Group

Dr. T.M. Balakrishnan Nair, Scientist 'G' is designated as Group Director, Operational Ocean Services & Applied Research Group, overseeing the following Divisions:

- 2.1.1. Operational Ocean Services (OOS) Division: Mr. M. Nagaraja Kumar, Scientist 'E' is designated as the Division Head, OOS
- 2.1.2. Applied Research and Research to Operations (ARO) Division: Dr. Sudheer Joseph, Scientist 'F' is designated as the Division Head, ARO

### 2.2. Ocean Observations, Modeling & Data Assimilation (OMDA) Group

Mr. E. Pattabhi Rama Rao, Scientist 'F' is designated as Group Director, Ocean Observations, Modeling & Data Assimilation Group, overseeing the following Divisions:

- 2.2.1. Ocean Observation Network (OON) Division: Dr. Aneesh Lotliker, Scientist 'E' is designated as the Division Head, OON
- 2.2.2. Ocean Modeling & Data Assimilation (MDA) Division: Dr. Francis P A, Scientist 'F' is designated as the Division Head, MDA

### 2.3. Information & Communication Technology and Data Management (ICTD) Group

Mr. B. V. Satyanarayana, Scientist 'G' is designated as Group Director, Information & Communication Technology and Data Management Group, overseeing the following Divisions:

- 2.3.1. Ocean Data Management (ODM) Division: Dr. T. V. S. Udaya Bhaskar, Scientist 'F' is designated as the Division Head, ODM
- 2.3.2. Information & Communication Technology (ICT) Division: Mr. K. Annapurnaiah, Scientist 'E' is designated as the Division Head, ICT

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

- 2.4.1. Dr. T. V. S. Udaya Bhaskar, Scientist 'F', in addition to his normal responsibilities, will assist Director, INCOIS in programme planning & coordination and capacity development activities of INCOIS. In this capacity, he is designated as the Head (Additional Charge), PPC.



## 2.5. Executive Support Services (ESS) Division

Mr. B. V. Satyanarayana, Scientist 'G' in addition to his normal responsibilities, will assist Director, INCOIS with Executive Support Services of INCOIS. In this capacity, he is designated as the Head (Additional Charge), ESS overseeing the following functions:

- 2.5.1. Accounts & Finance: Mr. S. Nageswara Rao, Manager is designated as the Accounts & Finance Officer
- 2.5.2. Purchase & Stores: Mr. Devendra Kumar, Joint Manager is designated as the Purchase & Stores Officer
- 2.5.3. Personnel & General Administration: Mr. V. Subrahmanyam, Joint Manager is designated as the Administrative Officer

3. The Group Directors and Division Heads of PPC and ESS will report to Director, INCOIS. All other Division Heads and Officers will report to their respective Group Directors / Division Heads.

## 4. Management Committee

The following Management Committee has been constituted to:

- (i) Advice and assist Director on matters pertaining to programme planning and implementation
- (ii) Assist Director in all organisational policy matters
- (iii) Budget Expenditure Planning and Monitoring
- (iv) Human Resources Development and Employee Welfare Measures
- (v) Any other matter referred to it by Director

1. Director, INCOIS	Chairman
2. Group Director, ICTD	Member
3. Group Director, OSAR	Member
4. Group Director, OMDA	Member
5. All Division Heads	Members
6. Head, PPC	Convener

5. A separate office order with detailed responsibilities and human resource allocation to each Group and Division will follow.
6. Separate project teams and committees will be established for implementing mission-mode projects and for providing administrative support.

This supersedes all earlier office orders on the subject.



  
21/12/2020

(T. Srinivasa Kumar)  
Director

To  
All concerned  
Copy to: Chairman, INCOIS Governing Council – for kind information  
File concerned

