

1: *Organisation and Function*

1.1: *Particulars of its organization, functions and duties [Section 4(1)(b)(i)]*

National Centre for Medium Range Weather Forecasting (NCMRWF), a renowned Centre of Excellence in Weather and Climate Modeling operating under the Ministry of Earth Sciences. Our dedicated mission is to continually advance and enhance numerical weather prediction systems, ensuring increased reliability and accuracy across India and its neighboring regions. Through extensive research, development, and the demonstration of innovative applications, we strive to maintain the highest level of knowledge, skills, and technical expertise in our field.

1.1.1: *Name and address of the Organization*

National Centre for Medium Range Weather Forecasting (NCMRWF), Ministry of Earth Sciences, A-50, Sector 62 NOIDA Uttar Pradesh 201309

1.1.2: *Head of the organization*

Dr. V S Prasad Head & Scientist 'G'

1.1.3: *Vision, Mission and Key objectives*

The National Centre for Medium Range Weather Forecasting (NCMRWF) is a Centre of Excellence in Weather and Climate Modelling under the Ministry of Earth Sciences. The mission of the Centre is to continuously develop advanced numerical weather prediction systems, with increased reliability and accuracy over India and neighbouring regions through research, development and demonstration of new and novel applications, maintaining highest level of knowledge, skills and technical bases. The mandate of NCMRWF mainly includes,

- Development and improvement of numerical weather prediction models to underpin IMD's forecasting capability
- Development of Data Assimilation (DA) systems for both Global Forecast System (GFS) & Unified Model (UM)
- Development of a Seamless prediction system based on UM

1.1.4: *Function and duties*

Details can be found at [Particulars of organization](#)

1.1.5: Organization Chart & Administration

- i. Ministry of Earth Sciences (MoES) Hon'ble Minister and Secretary
Details at <https://www.moes.gov.in>
- ii. Finance Committee
- iii. Administration
(Details at <https://www.ncmrwf.gov.in/Admin-detail>)

Organization Chart

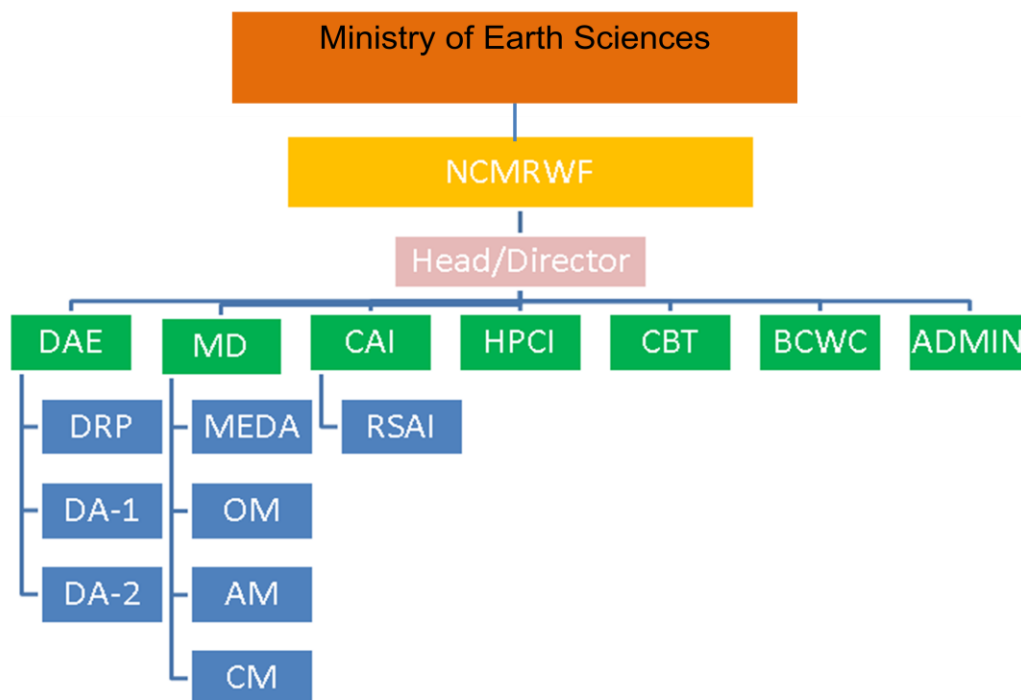


Table of abbreviations and details

SN	Group Abr.	Section Name	Team Leader
1.	DRP	Data Reception & Processing	Dr. S. Indira Rani
2.	DA-1	Data Assimilation -1 (NCUM/NEPS)	Dr. Imran Ali Momin
3.	DA-2	Data Assmilation-2 (NGFS)	Dr. S. Indira Rani
4.	MEDA	Model Evaluation, Diagnostics & Applications	Dr. Anumeha Dube
5.	OM	Ocean Modelling	Dr. D.K. Mohapatra
6.	AM	Atmospheric Modelling	Dr. A. Jayakumar
7.	CM	Coupled Modelling	Dr. Akhilesh Kumar Mishra
8.	RS AI	Remote Sensing & Artificial Intelligence	Dr. M.N. Raghavendra Sreevathsa

SN	Group Abr.	Group Full Name	Team Leader
1.	Head/Director	Head/Director	Dr. V.S. Prasad
2.	DAE	Data Assimilation & Ensembles	Dr. John P George
3.	MD	Model Development	Dr. Saji Mohandas
4.	CAI	Computer & AI	Dr. Preveen Kumar D.
5.	HPCI	HPC & Infrastructure	Dr. B. Athiyaman
6.	CBT	Capacity Building & Training	Dr. Ashish Routray
7.	BCWC	BIMSTEC Center for Weather & Climate	Dr. Raghavendra Ashrit
8.	ADMIN	Administration	Sh. Devendra Parihar

Details at <https://www.ncmrwf.gov.in/Division-manager>

1.1.6: Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

1.1.6.1 NCMRWF is also doubling up as BIMSTEC Centre for Weather and Climate (BCWC) and the details are given below.



The Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) is a regional organization that was established on 06 June 1997. Initially known as BIST-EC (Bangladesh-India-SriLanka-Thailand Economic Cooperation), the organization is now known as BIMSTEC and comprises seven Member States with the admission of Myanmar on 22 December 1997, and Bhutan and Nepal in February 2004. The Member States of BIMSTEC are the People’s Republic of Bangladesh, the Kingdom of Bhutan, the Republic of India, the Republic of the Union of Myanmar, Nepal, the Democratic Socialist Republic of Sri Lanka, and the Kingdom of Thailand. One of the main purposes of BIMSTEC is to accelerate the economic growth and social progress in the Bay of Bengal region by promoting active collaboration in economic, social, technical and scientific fields.

The cooperation within BIMSTEC focuses on various sectors and subsectors led by different member countries. The details are available at <https://bimstec.org/bimstec-history/>. India is leading the sector “Security” which includes the sub-sectors: Counter-Terrorism and

Transnational Crime, Disaster Management and Energy. BIMSTEC Centre for Weather and Climate (BCWC) is under the sub-sector “Disaster Management”.

The Memorandum of Association (MoA) was signed on 04 March 2014 for establishment of BCWC at National Centre for Medium Range Weather Forecasting. The objectives of BCWC are:

- To promote and encourage cooperation between BIMSTEC member countries in identified areas of fundamental and applied scientific research in weather prediction and climate modelling
- To promote scientific capacity building in weather and climate research
- Encourage and assist the publication of important results of research obtained within the framework of the BIMSTEC cooperation on weather and climate

BCWC is also a very important component of the umbrella scheme entitled “Research, Education, Training and Outreach (REACHOUT)” of Ministry of Earth Sciences, Government of India. It is involved in several activities to strengthen the cooperation and collaboration with member nations in disaster management and risk reduction. It organizes annual workshops and training programs for the capacity building in BIMSTEC member countries. It shares various model forecast products (both deterministic and probabilistic) on real time with BIMSTEC member nations. In addition, BCWC holds weekly online discussions on the model based forecast outlook at which the scientists of Hydromet departments of the member countries participate. BCWC scientists are actively involved in weather and climate research in collaboration with scientists of BIMSTEC member countries.

Details at <https://www.ncmrwf.gov.in/bcwc>

1.6.1.2 *NCMRWF HEADS SINCE 1988*

Details at <https://www.ncmrwf.gov.in/former>

1.2 *Power and duties of its officers and employees [Section 4(1) (b)(ii)]*

1.2.1: *Powers and duties of officers (administrative, financial and judicial) Powers and Duties of Officers and Employees*

[Power and duties of officers and Employees](#)

1.2.2,3,4&5 *Powers of other employees, Rules, orders under which powers and duty are derived, Exercised and Work allocation:*

Details can be found at [Power and duties of officers and Employees](#)

1.3 *Procedure followed in decision making process [Section 4(1)(b)(iii)]*

1.3.1,2&3: *Process of decision making Identify key decision making points, Final decision making authority and Related provisions, acts, rules etc.*

Details can be found at [Procedure for Decision Making](#)

1.3.4: *Time limit for taking a decision, if any*

The scientific projects as sanctioned by MoES are time bound in manner and their components have time line for completion. The other office and administrative work is completed within their time line as per the general office rules. The RTI related matters are completed adhering to the RTI Act 2005 rules.

1.3.5: *Channel of supervision and accountability*

Channel of supervision is as per the organization chart of the Institute. Every employee is accountable towards duties assigned by the competent authority.

1.4 *Norms for discharge of functions [Section 4(1)(b)(iv)]*

1.4.1, 2, 3 & 4: *Nature of functions/ services offered, Norms/ standards for functions/ service delivery, Process by which these services can be accessed, Time-limit for achieving the targets*

Details can be found at [Norms for discharge of functions](#)

1.4.5 *Process of redress of grievances*

The details can be found at [Grievance-cell](#)

1.5 *Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]*

1.5.1, 2 & 3: *Title and nature of the record/ manual/instruction, List of Rules, regulations, instructions manuals and records, Acts/ Rules manuals etc.*

The record/manual/instruction are given in the form of notification in the Gazette of India at part II section 3(i) and classified as extraordinary. Details at <https://www.moes.gov.in/sites/default/files/inline-files/List-of-rules-regulations-instruction-manuals-and-records-MFCS-RRs.pdf>

1.5.4: *Transfer policy and transfer orders*

NCMRWF scientists are appointed by Ministry and posted at NCMRWF, Noida and non-transferable in nature.

1.6 *Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]*

1.6.1 & 2: *Categories of documents and Custodian of documents/categories*

There are in general two types of documents (i) Research related and (ii) Administration related. They may be broadly categorized as per the following:

- i. Research Publications
- ii. Hindi Publications

- iii. Annual reports
- iv. Tender related
- v. Forms
- vi. Recruitment results
- vii. Call for research proposals
- viii. RTI related
- ix. Audit reports
- x. Rules and regulations
- xi. News Letter
- xii. Internal Complaint Committee (ICC) for women related
- xiii. Notices
- xiv. Photogallery
- xv. Events, e.g., upcoming Conference, Webinar, Workshop, etc.
- xvi. Research Reports
- xvii. Weather Charts and Reports
- xviii. Citizen Charter
- xix. High Performance Computing (HPC) related
- xx. NCMRWF Guest House SOP
- xxi. Upcoming vacancies
- xxii. Administrative Rules and Regulations

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1,2,3,4,5,6,7&8: Name of Boards, Council, Committee etc., Composition, Dates from which constituted, Term/ Tenure, Powers and functions, Whether their meetings are open to the public?, Whether the minutes of the meetings are open to the public?, Place where the minutes if open to the public are available?

Details at [List of boards, Councils, committees and other bodies](#)

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

1.8.1: Name and designation

Please, refer to <https://www.ncmrwf.gov.in/new-structure>

1.8.2: Telephone, fax and email ID

Please, refer to

<https://www.ncmrwf.gov.in/Director-detail>

<https://www.ncmrwf.gov.in/Scientist-detail>

<https://www.ncmrwf.gov.in/Admin-detail>

<https://www.ncmrwf.gov.in/hindi-related-matter>

1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

1.9.1: *List of employees with Gross monthly remuneration*

Basic Pay of Officers/ staff of NCMRWF, Noida as on 30.06.2024 is given in the link below:

https://www.ncmrwf.gov.in/Monthly_remuneration_of_officers-employees.php

Note: The gross salary includes House Rent Allowance (HRA), Dearness Allowance(DA) and Travel (TPT).

1.9.2: *System of compensation as provided in its regulations*

Permanent employees are eligible for LTC, Telephone/internet Allowance, Entertainment Allowance, Children Education Allowance etc. depending on their position (level on pay scale)

1.10 *Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]*

1.10.1: *Name and designation of the public information officer (PIO), Assistant Public Information officer(APIO) & Appellate Authority*

The details are available at https://www.ncmrwf.gov.in/rti_act.php

1.10.2: *Address, telephone numbers and email ID of each designated official*

The details are available at https://www.ncmrwf.gov.in/rti_act.php

1.11 *No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))*

1.11.1: *No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings: Nil*

1.11.2(ii) *Finalized for Minor penalty or major penalty proceedings: Nil*

The above information is as per the CVO NCMRWF.

1.12 *Programmes to advance understanding of RTI(Section 26)*

1.12.1: *Educational programmes*

The CPIO of the centre engaged the training programmes/workshop for the employees regarding RTI awareness from time to time. Vigilance Awareness Week is celebrated every year in which different events are organized to sensitise the employees.

1.12.2: *Efforts to encourage public authority to participate in these programmes*

The CPIO sends/issues the email and Circular for the encouragement of public authority to participate in these programmes time to time.

1.12.3: *Training of CPIO/APIO*

Dr. D. K. Mahapatra, CPIO and Dr. Hashmi Fatima APIO have attended the Annual Convention of CIC which normally held on 12 October of each year at VigyanBhawan, New Delhi (last on 9th Nov 2022). In addition, Dr. D. K. Mahapatra, CPIO attended Residential Workshop on RTI Act at Mussoorie during 01-03 May 2018 organized by NAHRD.

1.12.4: *Update & publish guidelines on RTI by the Public Authorities concerned*

All the RTI related guidelines and updates are available on the Institute website https://www.ncmrwf.gov.in/rti_act.php

1.13 *Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]*

1.13.1: *Transfer Policy and Transfer Orders[F No.1/6/2011- IR Dt. 15.4.2013]*

NCMRWF, NOIDA is a Centre of national importance under the Ministry of Earth Science. Hence, transfer policy outside the Centre is not applicable on the employees of the Centre.

2 *Budget and Programme*

2.1: *Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section4(1)(b)(xi)]*

NCMRWF, NOIDA being one subordinate office under the Ministry and hence, there are no other agencies involved for expenditure.

2.1.1, 2&3: *Total Budget for the public authority, Budget for each agency and plan & programmes and Proposed expenditures*

Budget Estimates for the year 2023-24 and VOA (Vote on Account) 2024-25.

Details at [Budget allocated to each agency](#)

2.1.4: *Revised budget for each agency, if any*

NCMRWF, NOIDA is the sub-ordinate office of Ministry of Earth Sciences and hence, there is no revised budget for any other agency.

2.1.5: *Report on disbursements made and place wherethe related reports are available*

Since NCMRWF, NOIDA is the sub-ordinate office of Ministry of Earth Sciences and hence, these records are for internal use and available with the accounts section of office.

2.2 *Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)*

2.2.1: *Budget*

No separate budget is earmarked for the foreign and domestic tour.

2.2.2: Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit

The details can be found at [Official Tour Details](#)

Note: The expenditure incurred shown is only for Air tickets and the TA, DA, Hotel Stay, etc. are separate as per their entitlement.

2.2.3: Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

For details please, see <https://www.ncmrwf.gov.in/tender.php>

Details of Tenders Awarded

MAJOR SERVICES OF NCMRWF HIRED FROM GEM S.N.	Nature of Services	Name of Service Provider	GeM contract No.	Period of the contract	Total Value of the contract
1.	Security Services at NCMRWF	M/s LDS Guarding Solutions Pvt. Ltd.	GEMC-511687705859259	12.03.2024 to 11.03.2025	` 1,58,51,413/-
2.	Housekeeping Service at NCMRWF	M/s RS Manpower Solutions	GEMC-511687792627946	01.03.2024 to 28.02.2026	` 1,03,45,423/-
3.	Horticulture Services at NCMRWF	M/s PT Services	GEMC-511687747956973	12.12.2023 to 11.12.2024	` 24,83,092/-
4.	Outsource Administrative Staff	M/s Aemrotech Construction Solutions Pvt. Ltd.	GEMC-511687773055435	01.04.2024 to 31.03.2026	` 97,38,252/-
5.	Taxi Services at NCMRWF	M/s Shri Shyam Travels	GEMC-511687791457945	18.07.2023 to 17.07.2025	` 16,22,400/-

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1, 2, 3, 4, 5, 6,7 & 8: Name of the programme of activity, Objective of the programme, Procedure to avail benefits, Duration of the programme/ scheme, Physical and financial targets of the programme, Nature/ scale of subsidy /amount allotted, Eligibility criteria for grant of subsidy and Details of beneficiaries of subsidy programme(number, profile etc)

Since NCMRWF, NOIDA is an R&D Centre and there is no public dealing there is no subsidy programme available at NCMRWF.

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1: Discretionary and non-discretionary grants/allocationsto State Govt./ NGOs/other institutions

Not Applicable

2.4.2: Annual accounts of all legal entities who are provided grants by public authorities

Not Applicable

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

2.5.1: Concessions, permits or authorizations granted by public authority

Not Applicable

2.5.2: For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations

Not Applicable

2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

2.6.1: CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

The internal audit report is given at [Internal Audit Report by MoES](#)

The external audit report is given at [External Audit Report](#)

3 Publicity Band Public interface

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

NCMRWF, NOIDA is an R&D centre for weather and climate and does not deal directly with public and hence, there is no consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof.

3.1.1: Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

The rules, forms and other documents which are normally accessed by citizens are given in this document and in addition, there are research reports, publications etc. given at <https://www.ncmrwf.gov.in/publications.php> and such other links given on the webpage under several headings. To address the grievances of working women's and female students (doing dissertation, etc.), the centre have Internal Complaints Committee (ICC) which has representation from NGO (<https://www.nituk.ac.in/internal-complaints-committee>).

3.1.2: Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

There are arrangements for giving out information under the RTI Act (2005) as and when required. The applicant is normally given date and time to interact and get desired data by physically visiting the centre on working days. Normally, one office staff attend the applicant for help. The applicant can get the data in desired format by paying permissible fee as the case may be. For example, for photo copying the charge is Rs. 2/- per page as mentioned in the RTI Act 2005.

3.1.3: Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any

There is no public-private partnership as the centre is purely central government in nature. However, there are private, NGO and government bodies who use NCMRWF weather data for their use. The Government entities like Indian Army, Navy, Air Force, other ministries, state government bodies like pollution control bodies, state disaster management bodies, etc. get data under MoU signed with them and free of cost. The private companies like, Adani Green, etc. get data as of free now but will be charged in future as per the policy chalked out by Ministry. For details the Annual reports can be seen at <https://www.ncmrwf.gov.in/annual-reports.php>.

3.1.4: Public- private partnerships (PPP)- Detailed Project reports (DPRs)

There are no DPRs but the centre takes feedback from the data users and they reflect on the research publications as given at <https://www.ncmrwf.gov.in/publications.php>

3.1.5: Public- private partnerships (PPP)- Concession agreements.

There are no concession agreements but the private companies gives undertaking on data confidentiality, etc.

3.1.6: Public- private partnerships (PPP)- Operation and maintenance manuals

There are no operation and maintenance manuals but there are MoUs which includes data confidentiality undertakings, etc.

3.1.7: Public- private partnerships (PPP) – Other documents generated as part of the implementation of the PPP

Feedback on their requirements and data reliability is taken periodically from the users and sometime leads to research publications.

3.1.8: *Public-private partnerships (PPP)-Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government*

The weather data shared is free of cost as of now but private entities will be charged as per the policy developed by the Ministry for compensating use of infrastructure, man power, etc.

3.1.9: *Public- private partnerships (PPP) –Information relating to outputs and outcomes*

Periodic feedback are taken from the users for data reliability, etc. and research publications.

3.1.10: *Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)*

The user who required weather or meteorology data approach through proper channel and selected based on their requirement through meetings, etc.

3.1.11: *Public- private partnerships (PPP) - All payment made under the PPP project*

No such payments as on date.

3.2 *Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]*

Yes, when there are changes in operational procedures which affect some weather output data.

3.2.1: *Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year*

Yes, by contacting them through e-mails and video conferencing, etc. Workshops are also organized for sharing views on data use.

3.2.2: *Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process*

Yes, by contacting them through e-mails, personal meetings and video conferencing, etc.

3.2.3: *Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy*

Periodic feedbacks are taken from the users for operational procedures adopted, data reliability, etc.

3.3 *Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]*

3.3.1: *Use of the most effective means of communication - Internet (website)*

Through e-mails, ftp servers and website <https://www.ncmrwf.gov.in>

3.4 *Form of accessibility of information manual/ handbook [Section 4(1)(b)]*

3.4.1: *Information manual/handbook available in Electronic format*

Yes, on the website <https://www.ncmrwf.gov.in/> and also in CDs, DVDs, etc. in the NCMRWF Library.

3.4.2: *Information manual/handbook available in Printed format*

Yes, in the NCMRWF Library.

3.5 *Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]*

3.5.1&2: *List of materials available Free of cost and List of materials available at a reasonable cost of the medium*

The website provides free of cost materials, however others like hard copy materials are available with photo copying/copying charges from the NCMRWF Library.

4 E-Governance

4.1 *Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]*

4.1.1: *English*

Yes, please refer to website at <https://www.ncmrwf.gov.in/>

4.1.2: *Vernacular/ Local Language*

Yes, please refer to website at <https://www.ncmrwf.gov.in/>

4.2 *When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]*

4.2.1: *Last date of Annual updation*

On 25.07.2023

4.3 Information available in electronic form[Section 4(1)(b)(xiv)]

4.3.1: *Details of information available in electronic form*

1. About the Center.
2. Information about administration.
3. Information about research areas.
4. Information about external users.
5. Information about central facilities.
6. Information about various committees of the Center.
7. Information about procurement.
8. Information about recruitment& recruitment rules.
9. Other information related to RTI
10. Guidance and products related to weather and climate.

4.3.2: *Name/ title of the document/record/ other information*

- i. Research Publications
- ii. Hindi Publications
- iii. Annual reports
- iv. Tender related
- v. Forms
- vi. Recruitment results
- vii. Call for research proposals
- viii. RTI related
- ix. Audit reports
- x. Rules and regulations
- xi. News Letter
- xii. Internal Complaint Committee (ICC) for women related
- xiii. Notices
- xiv. Photogallery
- xv. Events, e.g., upcoming Conference, Webinar, Workshop, etc.
- xvi. Research Reports
- xvii. Weather Charts and Reports
- xviii. Citizen Charter
- xix. High Performance Computing (HPC) related

4.3.3: *Location where available*

On the website <https://www.ncmrwf.gov.in/> and at NCMRWF Library.

4.4 Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]

4.4.1: *Name & location of the faculty*

The Library of the centre is primarily meant for the Employees of the Centre only, and not for the public in general. The information on super computing facility is available to public/students only with prior permission

4.4.2: *Details of information made available*

1. About the Center.
2. Information about administration.
3. Information about research areas.
4. Information about external users.
5. Information about central facilities.
6. Information about various committees of the Center.
7. Information about procurement.
8. Information about recruitment & recruitment rules.
9. Other information related to RTI.
10. Guidance and products related to weather and climate.

4.4.3: *Working hours of the facility*

09:00 am to 05:30 pm

4.4.4: *Contact person & contact details (Phone, fax, email)*

Central Public Information Officer (CPIO)
Dr. D.K.Mahapatra, Scientist-E
Email ID - cpio.ncmrwf@gov.in, Tel: Off : 0120-2419421 Ext - 421

4.5 *Such other information as may be prescribed under Section 4(i) (b)(xvii)*

4.5.1: *Grievance redressal mechanism*

Employees of the Institute who have any grievance can approach to the Grievance Cell directly. The Grievances Cell is constituted by the Centre; the details of the Grievance Cell are available on the centre website <https://www.ncmrwf.gov.in/grievance-cell.php>.

4.5.2: *Details of applications received under RTI and information provided*

Please, refer to [Quarterly returns of 2023-24](#)

4.5.3: *List of completed schemes/ projects/ Programmes*

Please, refer to <https://www.ncmrwf.gov.in/annual-reports.php>

4.5.4: *List of schemes/ projects/ programme underway*

- (i) Numerical Modelling of Weather and Climate (NMWC),
- (ii) BIMSTEC Centre for Weather and Climate (BCWC)
- (iii) National Monsoon Mission, Phase II
- (iv) High Performance Computing Project

4.5.5: *Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract*

MAJOR SERVICES OF	Nature of Services	Name of Service Provider	GeM contract No.	Period of the	Total Value of the contract
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NCMRWF HIRED FROM GEM S.N.				contract	
1.	Security Services at NCMRWF	M/s LDS Guarding Solutions Pvt. Ltd.	GEMC-511687705859259	12.03.2024 to 11.03.2025	` 1,58,51,413/-
2.	Housekeeping Service at NCMRWF	M/s RS Manpower Solutions	GEMC-511687792627946	01.03.2024 to 28.02.2026	` 1,03,45,423/-
3.	Horticulture Services at NCMRWF	M/s PT Services	GEMC-511687747956973	12.12.2023 to 11.12.2024	` 24,83,092/-
4.	Outsource Administrative Staff	M/s Aemrotech Construction Solutions Pvt. Ltd.	GEMC-511687773055435	01.04.2024 to 31.03.2026	` 97,38,252/-
5.	Taxi Services at NCMRWF	M/s Shri Shyam Travels	GEMC-511687791457945	18.07.2023 to 17.07.2025	` 16,22,400/-

4.5.6: Annual Report

Please, refer to <https://www.ncmrwf.gov.in/annual-reports.php>

4.5.7: Frequently Asked Question (FAQs)

Q.1 What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2 What is a Public Authority?

A "public authority" is any authority or body or institution of self-government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4 What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of ` 10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this

Act.

Q.5 What is the Fee for the BPL applicant for Seeking Information?

No fees is required from the applicant below poverty line. However applicant should submit a proof in support of his/her claim to belong to the below poverty line.

Q.6 Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7 What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.8 Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.9 Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10 Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.11 What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.12 What is the Method of Seeking Information?

A citizen who desires to obtain any information under the RTI Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

4.5.8: Any other information such as - (a) Citizen's Charter, (b) Result Framework

Document (RFD),(c)Sixmonthlyreports on the,(d)Performance against the benchmarks set in the Citizen's Charter

Sou-Moto disclosures u/s 4 of the RTI Act, 2005 are available on the Institute website (<https://www.ncmrwf.gov.in/rti-act.php>). Other information is available on the Institute website (<https://www.ncmrwf.gov.in/Citizen-Charter.php>).

4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

Please, refer to [Quarterly returns of 2023-24](#)

4.6.1:Details of applications received and disposed

Please, refer to [Quarterly returns of 2023-24](#)

4.6.2:Details of appeals received and orders issued

Please, refer to [Quarterly returns of 2023-24](#)

4.7 Replies to questions asked in the parliament[Section 4(1)(d)(2)]

4.7.1:Details of questions asked and replies given

The details are given at [Question and reply in the Parliament](#) for 2022-23 and there were no question asked in 2023-24 about the centre.

5 Information as may be prescribed

5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

5.1.1: Name & details of - (a) Current CPIOs &FAAs,(b) Earlier CPIO & FAAs from 1.1.2015

The details are available at <https://www.ncmrwf.gov.in/rti-act.php>

S.No.	CPIO	FAA	From	To
1.	Dr. Munmun Das Gupta, Sc-F	Dr. Rajagopal, Sc-G	01.01.2025	17.10.2016
2.	Dr. D.K.Mahapatra, Sc-D	Dr. Munmun Das Gupta, Sc-F	18.10.2016	31.03.2022
3.	Dr. D.K.Mahapatra, Sc-E	Dr. Saji Mohandas, Sc-G	01.04.2022	Till date

5.1.2:Details of third party audit of voluntary disclosure(a)Datesofauditcarriedout,(b)Reportofthe audit carried out

The Third Party Audit Report for 2022-23 can be found at [NCMRWF Audited Report 2022 23](#)

5.1.3: *Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers*

Date of Appointment: 01.04.2022
Dr. Saji Mohandas, Scientist-G, NCMRWF
Email ID –saji@ncmrwf.gov.in
Tel: Off: 0120-2419412 Ext - 412

5.1.4: *Consultancy committee of key stake holders for advice on suo-motu disclosure –*

(a) Dates from which constituted: 23.07.2023

(b) Name & Designation of the Officers

The Consultancy committee comprising of FAAs, CPIOs and Heads will be constituted.

5.1.5: *Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI-*

(a) Dates from which constituted: 23.07.2023

(b) Name & Designation of the Officers

1. Dr. Saji Mohandas, Sc-G
2. Dr. D.K. Mahapatra, Sc-E
3. Dr. Arungupta, Sc-E

6 *Information Disclosed on own Initiative*

6.1 *Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information*

6.1.1: *Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information*

The Center related all information available on the website (www.ncmrwf.gov.in).

6.2 *Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions*

6.2.1: *Whether STQC certification obtained and its validity:* Under process

6.2.2: *Does the website show the certificate on the Website?* No