
ACTION PLAN FOR OBTAINING ISO:9001 CERTIFICATION

(March 25, 2012)



सत्यमेव जयते

Ministry of Earth Sciences
Government of India

The ministry is basically a scientific ministry dealing with Research and Developmental activities relating to Earth Sciences and designed its activities to provide a wide range of services catering to various sectors viz., Agriculture, Aviation, fisherman, shipping, defence etc., Most of the services relating to meteorological, oceanographic and seismological are being rendered for the welfare of the people of the country and developmental activities. These products are offered currently as national services and to neighboring countries as a part of international commitment. The details of eight sections of the required Action Plan are briefly given below:

Action 1: Constitute the Management Committee

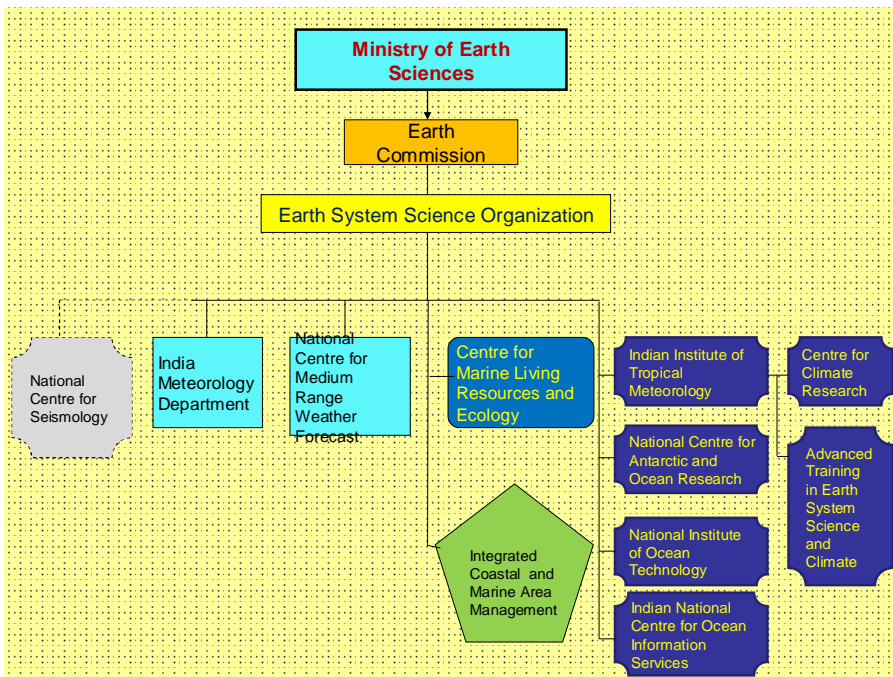
The proposed Management Committee of the Ministry of Earth Sciences to spearhead the implementation process is as given below:

Management Committee for Implementation of ISO 9001:2008			
Ministry/ Department: Earth Sciences			
S. No	Name	Designation	Committee Status
1	Dr. Shailesh Nayak	Secretary, MoES	Chairman
2	Dr. S.K.Das	Advisor (SKD)	Secretary
3		Joint Secretary	Management Representative
4.	Dr., L.S. Rathore	Director General, India Meteorological Department, Delhi	Member
5.	Dr. B.N. Goswami	Director, Indian Institute of Tropical Meteorology, Pune	Member
6.	Dr. Swati Basu	Director, National Centre for Medium Range Weather Forecast, Noida	Member
7.	Dr. V.N. Sanjeevan	Director, Centre for Marine Living Resources and Ecology, Kochin	Member
8.	Dr. B.R. Subramanian	Director, Integrated Coastal and Marine Area Management, Chennai	
9.	Dr. S.S.C. Shenoi	Director, Indian National Centre for Ocean Information Services , Hyderabad	Member
10.	Dr. Rasik Ravindra	Director, National Centre for Antarctic and Ocean Research, Goa	Member
11	Dr. M.A. Atmanand	Director, National Institute of Ocean Technology, Chennai	Member

Action 2: Define Scope

To conduct front ranking research in the field of Science and Technology of Earth System Science (atmosphere, biosphere, hydrosphere, cryosphere and geosphere) towards socio-economic benefit of the Indian Sub-continent and in the Indian Ocean region, particularly to various sectors like Agriculture, Aviation, fisherman, Defense, shipping, ports and navy.

Action 3: Depict Organizational Structure



Action 4: Review and finalize Vision and Mission Statements

VISION

To excel in knowledge and technology enterprise for the earth system science (atmosphere, biosphere, hydrosphere, cryosphere and geosphere) realm towards socio-economic benefit of the Indian Sub-continent and in the Indian Ocean region.

MISSION

To develop and improve capability to forecast, weather, climate and hazard related phenomena for societal, economic and environmental benefits including addressing climate change science and developing climate services and integrated Himalayan meteorology,

To conduct scientific surveys for exploring ocean resources for socio-economic benefit including develop required state-of-the art technology for harnessing marine non-living resources is major mission of the ministry.

To promote scientific research and capacity building in the academic institutions/ university and other related research organizations in the field of Earth System Science.

To participate in international scientific endeavours like climate change, polar research and deep sea mineral exploration. Through defining and deploying satellite based, airborne and in-situ atmospheric, ocean and lithosphere observing systems, which is also a part of the mission.

Action 5: Identify Processes

Sl.	Name of process / procedures	Process owner
1.	Atmospheric observation Network	DG, IMD
2.	Atmospheric Processing and Modelling	Director, NCMWRF
3.	Climate Science and Services	Director, IITM
4.	Ocean Observations	Director, INCOIS
5.	Ocean Science and Services	Director, INCOIS
6.	Ocean Technology Development	Director, NIOT
7.	Ocean Mineral Survey	Director, NCAOR
8.	Polar Research Activities	Director, NCAOR
9.	Ocean Research Vessels	Director, NCAOR
10.	Seismology	Adv(BKB)
11.	Research and Education and Training	Adv(SB)
12.	Administration	Joint Secretary
13.	Financial Procedure	AS&FA

Action 6: Define the Sequence and Interaction of Processes

Ministry/ Department: MoES			
Process	PI-TI-01	Description	Delivery of Met-Services
Sequence of activities			

No	Activity	Responsibility	Remarks
1	Receiving of Proposals for release of funds	Program Head	
2.	Processing of the proposal	Program Division	
3	Financial Concurrence	Director- IFD	
4.	Preparation of bill, passing and electronic transfere	DDO/PAO - CA	
5.	Periodical Monitoring of the activity towards delivery of product and periodical validation of forecast	Group Head	
6.	Ensure procedures for procurement of items	Director, IMD	
7	Site preparation and installation of equipment	CPWD/IMD	
8.	Data reception and assimilation of data	Director/Observations	
9	Dissemination and Validation of forecast	Director, Modeling	
	Interact with Stakeholders periodically through User	DG IMD	
10	workshops and get feedback		
11	Pass on the feedback for refining or improve the forecast	Director, Modeling	

The processes for sl. No. 1 to 9 remain same as above and for Sl. No. 10 and 11 are as follows;

	Process	Responsible	Remarks
1.	Solicit proposals from Academic and other research institutions	Program Head	
2	Circulate to PAMB	Program Division	
3	Get them reviewed and obtain recommendations	Program Head	
4	Put up recommendations and obtain approvals of Finance	Program Division	
5	Obtain competent Authority and communicate approvals to the PIs	Program Divison	
6	Periodical Monitoring by PAMB and acquire the data products and transfer them to the respective centre for implementation	Program Division	
7	Operation of the respective products by the centre of MoES	Centre Director	

The processes for sl. No. 12 and 13 are as follows;

	Process	Responsible	Remarks
1.	Receiving of the Financial Proposal from the Program Division	Director (F)	
2	Process and put up the proposals	Integrate Finance Divisions	
3	Concurrence on the Proposals after receiving clarifications, if any, from the program division	AS&FA	
4	Issue of Sanction Order after obtaining the competent authority along with CPSMS and ECR	Program Division	
5	Preparation of Bill and put up to PAO	DDO	
6	Passing the bill and Electronic Transfer to PIs	PAO/CA	

Action 7: Describe Duties of Each Designated Position

Sl	Designation	Responsibility
	<ul style="list-style-type: none"> Group Head 	<ul style="list-style-type: none"> Liaison with the centre head in smoothing functioning of the activities Periodical Progress report of the project to Secretary, MoES and appraise the developments Interact and intervene with the Finance division and appraise AS&FA Monitor the performance of the forecast and discuss with concerned officials on any lapse Interact periodically with forecasting and operational groups on possible improvement in the forecast Identify new areas of interest and pass it on to the Forecasting group Prepare various reports, statistics and data required to fulfill obligations
	Centre Director	Interact with Operational and Modeling groups periodically to improve delivery of product with value addition
	Finance Division(IFD/CA)	To support smooth flow of funds
	Secretary, MoES	Take a monthly review on the progress of the project

Action 8: Prepare a List of Documents

The following list of documents would be required for all the Processes Sl. 1 to 10 (except for Sl. No. 6)

Document No.	Document Title	Description	Responsibility
	Standard Operating Manual	For issue of forecast	Director, Operations
	Manuals of running global models	Data flow and initial conditions, assimilation of data	Director, Modeling
	User Interaction manual	How to use the forecast in the field	Director Operation

For Process Sl.No. 6 Ocean Technology

Document No.	Document Title	Description	Responsibility
	Technical Manual	Details documentation of all technical aspects of products developed including operating instruction	Project Head

For Sl. No. 12 Financial Procedures

Document No.	Document Title	Description	Responsibility
	Document required for smooth processing of the proposals	Details indicating check list for processing and formats required for effective dispersal of funds	Director(F)/CA

