



No. A-04/004/2020-21/NISE/Admn/(EC)
NATIONAL INSTITUTE OF SOLAR ENERGY
 (An autonomous Institute of Ministry of New & Renewable Energy, GOI)
 Gwal-Pahari, Gurugram

Minutes of Meeting of 51st Executive Committee Meeting of NISE

The 51st Meeting of the Executive Committee (EC) of National Institute of Solar Energy (NISE) was held on 15.05.2024 at 02:30 PM under the Chairmanship of Dr. Mohd. Rihan, Director General, NISE at office of DG NISE, Surya Bhawan, NISE Campus, Gurugram. The meeting was attended by following:

(i)	Dr. Mohd. Rihan, DG, NISE	Chairman
(ii)	Dr. Chandan Banerjee, DDG, NISE	Member
(iii)	Dr. Jai Prakash, DDG, NISE	Member
(iv)	Dr. Avadhesh Yadav, DDG NISE	Special Invitee
(v)	Shri Anil Kumar Yadav, Director (Admin)	Member
(vi)	Dr Anish Malan, DD (Tech.)	Special invitee for agenda no. 5
(vii)	Shri Sandeep Sehrawat, Dy. Director (Admin)	Member Convener

Dr. Rihan extended a cordial welcome to all members of the Executive Committee. He expressed heartfelt gratitude for the invaluable contributions of Dr. Sangita M Kasture, former Director General of NISE, acknowledging her role in advancing the institute mission and objective.

Dr. Chandan Banerjee, Deputy Director General (DDG), NISE warmly welcomed the chairman and members to the 51st meeting of Executive Committee of NISE.

The meeting commenced its proceedings with the approval of chairman.

Agenda Item No.1.0: To grant leave of absence to the Members, not present in the meeting.

All the members of Executive Committee were present.

Agenda Item No. 2.0: Rectification and repair of STP (Sewage Treatment Plant), WTP (Water Treatment Plant), Fire Hydrant System and HVAC (Heating Ventilation and Air Conditioning) at NISE.

The Executive Committee's approval is sought for the rectification and repair works of the Sewage Treatment Plant (STP), Water Treatment Plant (WTP), Fire Hydrant System (including Fire Fighting, Fire Alarm, and Public Address System), and HVAC (Heating, Ventilation, and

Air Conditioning) at NISE Gurugram. The estimated cost of these works is approximately ₹2,50,41,097 (Rupees Two crore fifty lakhs forty-one thousand and ninety-seven only), to be procured through online bidding on the e-tendering portal.

Sh. Anil Kumar Yadav, Director (Admin), briefed the committee on the necessity of these works based on the recommendations of TEPC IV dated 09.04.2024. He informed the committee that a tender was floated to invite bids from Public Sector Undertakings (PSUs) under Central/State Government specialized to undertake the aforementioned works, as per the provisions of Rule 133(3)(i) of the General Financial Rules (GFR).

However, the tender could not be finalized due to less number of participation. Therefore, the proposal along with tender document is re-submitted to EC for consideration.

Decision: After thorough deliberation, the Executive Committee has recommended that, given the specialized nature of the project, in the absence of availability of internal expert the tender documents should undergo scrutiny by an external technical expert. The committee has directed the prompt engagement of an external expert for this purpose. Following the completion of the vetting process for the tender documents, the proposal will be presented for consideration at the subsequent Executive Committee meeting.

Agenda Item No. 3.0 Supply, Installation and Commissioning of ISO 7 Cleanroom at NISE.

The Executive Committee's approval is requested for the supply, installation, and commissioning of an ISO 7 Cleanroom at NISE Gurugram. The estimated cost of this project is approximately ₹3,82,71,110, to be procured through online bidding on the GeM portal.

Dr. Chandan Banerjee, Deputy Director General (DDG), NISE, highlighted that the institute currently has only one cleanroom facility, which is fully occupied by existing equipment. In accordance with the recommendations of TEPC II dated 11.03.2024 and considering the procurement of new equipment's, there is a requirement for an additional ISO 7 cleanroom facility.

Decision: The committee acknowledges that cleanroom is an important facility for NISE. However, committee thoroughly discussed and emphasizes that the plan for additional equipment and requirement of cleanroom facility should be submitted with proper justification. This proposal should outline the objectives, desired outcomes, alignment with the institute's vision and mission, necessity for augmentation, rationale for additional clean room facilities, specific deliverables, anticipated impact, and other pertinent details.

The committee directed that concern division will prepare a detailed justification, which will be submitted to all Deputy Director Generals (DDGs) for internal scrutiny and examination. Following this scrutiny, the proposal, along with the comments from the DDGs, will be presented at the next executive committee meeting.

In addition, the committee instructed that in future, all the purchases/procurement proposals (having significant budgetary requirement) should include a detailed justification on the same lines. The same should be communicated to all officers of NISE.

Agenda Item No. 4.0: Discussion on Group Insurance, Gratuity and Leave Encashment of NISE Staff.

Committee discussed the facilities available to NISE staff in the light of applicable norms of government and highlighted that NISE is lacking with the basic policies regarding Group Insurance, Gratuity, and Leave Encashment. Committee also emphasizes that while these provisions are applicable to autonomous bodies, NISE has yet to implement them for its employees.

Mr. Sandeep Sehrawat, DD NISE mentioned that we are in process and in communication with Life Insurance Corporation (LIC) regarding the implementation of Gratuity and leave encashment policies in NISE.

With reference to Group Insurance, committee emphasizes the importance of implementing a group insurance policy for all staff members at NISE, particularly due to the nature of their work which involves hazardous conditions in different labs of NISE and frequent travel for testing and consultancy work.

Decision: The committee has taken a proactive approach to address employee benefits by forming a separate committee for the implementation of Gratuity, Leave Encashment and Group Insurance. The committee will consist of the following members:

- (i) Dr. Chandan Banerjee, DDG NISE - Chairman
- (ii) Sh. Anil Kumar Yadav, Director (Admin) - Member
- (iii) Sh. Sandeep Sehrawat, DD (Admin) - Member

EC directed that the said committee may reach out to similar organizations and other govt. offices, and may explore options with various insurance companies in the market. The committee should submit a detailed concrete plan tailored to the organization's needs and the preferences of its employees and the proposal will be presented for consideration at the subsequent Executive Committee meeting.

Agenda Item No. 5.0: Discussion on Procurement of Webmail, Cloud & Dual factor authentication at NISE.

Dr. Anish Malan, DD NISE informed the committee that the implementation of Multifactor Authentication & Contextual Access Solution is critical for securing access and implementing LDAP for e-office and e-HRMS. Currently, NISE relies on NIC emails (assigned to former NISE staff) to access the e-office solution. Notably, the e-office accounts for permanent staff members are also under the names of past contractual staff. Despite the requests for administrative rights to these existing NIC accounts, NIC declined and recommended implementing LDAP for e-office access. Additionally, the implementation of e-HRMS has been stalled due to the absence of two-factor authentication. Thus, the deployment of a Multifactor Authentication & Contextual Access Solution is essential for NISE. Furthermore, the email solution is required for official and secure communication.

Moreover, NISE currently utilizes cloud resources to host its webmail, websites, and portals due to the lack of an on-site data Centre. The demand for cloud resources has increased with the necessity to host the Multifactor Authentication & Contextual Access Solution and additional portals, such as new manufacturing portal, DCR verification portal as required by MNRE. Consequently, the division has prepared tender specifications to accommodate the increased cloud resource requirement.

Decision: The EC discussed the recurring expenditures associated with these solutions, including the annual maintenance costs (AMC) for webmail, multifactor authentication, and yearly cloud subscription services and directed the division to explore the avenues of cost reduction and other alternate solutions (if any). Accordingly, the proposal may be discussed in next EC meeting. In the meantime, the division may extend the existing work order of webmail and cloud resource solutions for a duration of two months.

Agenda Item No. 6.0: Any other item with the approval of Chairman:

Discussion on Medical Policy of NISE:


EC discussed the current medical policy of the NISE. Under existing policy, the benefits are restricted to one-month basic salary of the employee. The breakdown of reimbursement consists 60% to OPD bills and 40% to IPD/Insurance policy as per CGHS rate.


Decision: The EC acknowledged the limitations of the current medical policy, and agreed to form a separate committee for possible revision in existing medical policy by exploring the medical policies of other similar institutes. The committee will consist of the following members:

- (i) Dr. Avadhesh Yadav, DDG NISE - Chairman
- (ii) Dr. Prashant Mishra, Director (Tech.) - Member
- (iii) Dr. Vikrant Sharma, DD (Tech.) - Member
- (iv) Sh. A Vijay Kumar, DD (Admin) - Member

EC directed the said committee will consider the institute constraints as well as employees benefits and interest to propose a sustainable medical policy.

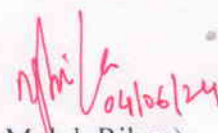
The meeting ended with a vote of thanks to the Chair.


(Sandeep Sehrawat)
Member Convener


(Dr. Jai Prakash)
Member


(Anil Kumar Yadav)
Member


(Dr. Chandan Banerjee)
Member


(Dr. Mohd. Rihan)
Chairman