



**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

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**Minutes of Meeting of 55<sup>th</sup> Executive Committee Meeting of NISE**

The 55<sup>th</sup> Meeting of the Executive Committee (EC) of National Institute of Solar Energy (NISE) was held on 24.10.2024 at 03:00 PM under the Chairmanship of Dr. Mohammad Rihan, Director General, NISE at office of DG NISE, Surya Bhawan, NISE Campus, Gurugram. The meeting was attended by following:

(i)	<b>Dr. Mohammad Rihan, DG,NISE</b>	<b>Chairman</b>
(ii)	Dr. Chandan Banerjee, DDG(Technical)	Member
(iii)	Dr. Jai Prakash, DDG(Technical)	Member
(iv)	Dr. Avadhesh Yadav, DDG(Technical)	Special Invitee
(v)	Shri Anil Kumar Yadav, Director (Admin)	Member
(vi)	Shri Sandeep Sehrawat, Dy. Director (Admin)	Member Convener
(vii)	Shri A Vijay Kumar, Dy. Director (Admin)	Special Invitee

DG, NISE welcomed all members of the Executive Committee in 55<sup>th</sup> Meeting of EC of NISE. Shri Sandeep Sehrawat, Deputy Director (Admin) commenced item wise agenda with the permission 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: Discussion on Medical Policy of NISE.**

Shri A. Vijay Kumar, Deputy Director (Admin) at NISE, briefed the members that in 51st Executive Committee (EC) meeting of NISE a committee was constituted to review the existing medical policy of the institute and to explore possible revisions to the existing medical policy. Shri A. Vijay Kumar presented the proposal to the EC members, discussing potential changes and improvements that could be made to the current medical policy of NISE.

**Decision:** The committee thoroughly discussed the proposal for medical facilities for NISE employees, along with the expenditure incurred by NISE for medical reimbursements (IPD+OPD) over the last three financial years. Based on this review, the following measures were recommended for consideration in next FC meeting of NISE:

*M/Rihan*

*Shri A. Vijay Kumar*  
21/10/24

*Shri Sandeep Sehrawat*  
11/11/24

*Shri Anil Kumar Yadav*

**Regular Employees of NISE:**

[A] **IPD Medical Treatment:** The IPD medical facilities for treatment would be applicable for all the serving regular employees of NISE and their dependents as per declaration. For IPD, Medical Insurance would be taken for which 40% of Gross Salary (Basic+ DA) may be used towards premium of Insurance.

[B] **OPD Medical Treatment:** The OPD medical facilities for treatment would be applicable for all the serving regular employees of NISE and their dependents as per declaration. The Reimbursements for OPD medical expenses will be made as per actual costs incurred. However, reimbursements will be up to balance available after the IPD reimbursement of one-month Gross Salary (Basic + DA).

[C] The employees who avail the medical facility of NISE shall be required for a monthly contribution as per CGHS rates.

**Contractual Employees of NISE:**

**IPD Medical Treatment:** Contractual staff with a contract period of at least one year may be eligible for reimbursement of medical insurance coverage, up to a sum assured of Rs. 5,00,000. A monthly contribution of Rs. 300 will be deducted from their salary for this purpose.

**Agenda Item No. 3.0: Discussion on Guest House Policy of NISE.**

The Executive committee approval is sought for consideration of revised guest house policy of NISE. Sh. Anil Kumar Yadav, Director, Admin NISE apprised the committee that the current officer order No. A-5001/1/2022-admin/186 dated 22.11.2023 is set to expire on dated 14.11.2024. A Guest house committee was established by DG, NISE on 04.10.2024 to review the room rent and regulations of NISE Guest house. The recommendation of this committee, including revised rules and regulations, were presented to the members of the Executive Committee.

Further, it was also brought to the attention of the committee that the proposal to hire residential accommodation for the DG, NISE was approved in the 15<sup>th</sup> meeting of GC held on 27.09.2024. However, due to issues such as price escalation and GST compliance, suitable accommodation could not yet be arranged. Therefore, the committee, constituted by the DG, recommended the allocation of two VIP rooms within the Guest House as temporary residential accommodation for the DG, NISE.

Additionally, the Committee recommended establishing a crèche facility in a suitable room within the Guest House.

**Decision:** The Committee reviewed and thoroughly discussed the existing Guest House policy and the proposed revisions to the NISE Guest House policy. Following a comprehensive examination, the Committee approved the revised room rent, updated rules and regulations, as well as the Do's and Don'ts for the Guest House, as detailed in *Enclosure – I*. The Executive Committee also recommended renaming the old NISE Guest House as the "Visitor's Hostel".

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The Committee discussed the allocation of two VIP rooms within the Guest House to serve as temporary residential accommodation for the Director General (DG) of NISE. The Committee approved the re-designation of these rooms for this purpose, with the condition that the DG's willingness to use this facility be obtained and that no House Rent Allowance (HRA) will be admissible during the stay in the DG Residence (Temporary). Furthermore, the Committee instructed that the construction of a permanent DG Residence, along with other government accommodations for staff on the NISE campus, be expedited. In addition to that, Committee also recommended designating at least four rooms within the Guest House as transit accommodations for NISE employees. The Guest house committee was instructed to formulate rules and regulations for these facilities.

With respect to the establishment of a Crèche facility, the Committee recommended that the feasibility of setting up a Crèche in a suitable room within the NISE Guest House be explored.

**Agenda Item No. 4.0: Discussion on Conference Participation policy and Professional Society Membership Policy.**

The Executive Committee was informed that NISE currently lacks a formal policy for Conference Participation and Professional Society Membership.

**Decision:** The Committee discussed this matter and agreed to establish a dedicated committee to draft a policy on Conference Participation and Professional Society Membership. The committee will comprise the following members:

1. Dr. Avadhesh Yadav, DDG, NISE - Chairman
2. Dr. Mrinal Dutta, DD (Tech.) - Member
3. Dr. Nikhil PG, DD (Tech.) - Member


The Executive Committee directed that this committee formulate a comprehensive policy on Conference Participation and Professional Society Membership for NISE and present it at the next Executive Committee meeting.


**Agenda Item No. 5.0: Any other item with the approval of Chairman:**


With no other matter to discuss, the meeting ended with a vote of thanks to the Chair.

  
(Sandeep Sehrawat)  
Member Convener

  
(Dr. Jai Prakash)  
Member

  
(Dr. Mohammad Rihan)  
Chairman

  
(Anil Kumar Yadav)  
Member

  
(Dr. Chandan Banerjee)  
Member

**DRAFT OFFICE ORDER**

In supersession of all earlier orders in this regard; based on the duly approved recommendations of committee constituted vide office order No A-5001/1/2022–Admin dated 11.10.2024, with effect from 15.11.2024 and till further orders, room rent of Old and New Guest Houses of NISE will be as follows: -

**1. Rate for Visitors Hostel (Earlier Known as Old Guest House)**

Sr. No.	Category	Rate per day in ₹ + GST Extra	Rate per Month in ₹ + GST Extra
a)	Students (interns, trainee etc. enrolled in college/university)*	100 Per Bed	2,500 Per Bed
b)	NISE Staff (Room with Two Bed Only)	250 Per Bed	Not Applicable
c)	Other (Room with Two Bed)	400 Per Bed	
d)	Other (Room With Four Bed)	300 Per Bed	

**2. Rate for New Guest House**

Sr. No.	Category	Rate per day in ₹ +GST Extra	Rate per Month in ₹ + GST Extra
a)	Students (interns, trainee etc. enrolled in college/university)*	250 Per bed	4,000 Per bed
b)	NISE Staff		Not Applicable
	Single Bed Room	300/-	
	Double Bed Room	500/-	
c)	Other		
	Single Bed Room	500/-	
	Double Bed Room	700/-	

\* In case of exceptional cases of justified necessity and availability, based on the recommendations of duly constituted Guest House Committee and respective DDG, no room charges will be levied for Students (interns, trainee etc. enrolled in college/university) staying in Visitors Hostel (Earlier Known as Old Guest House) or New Guest House of NISE.

3. The Guests/officials/Resource person or such other person staying in NISE guest house in connection with official work will be treated as institute guest and accordingly no room charge will be levied for the same after bringing it on record at the time of booking the accommodation. The approval of DG, NISE to be obtained for above noted person by respective division with the recommendations of DDG of the concerned division where the guest is engaged in official work and copy of such approval to be submitted to the Officer in Charge, Guest House for further allotment of room in Guest House.

4. Advance from other than staffs and student will be taken at the time of booking as per prescribed room charges and same will be adjusted at the time vacating the guest house.

5. The requisition form for guest house booking will be as per **Annexure-I**. Guest House Rules and Regulations will be as per **Annexure-II** and Guest House Do's and Don'ts will be as per **Annexure-III**.

This is issued with approval of the competent authority i.e. DG, NISE.

**Enclosure:** As above

**Copy to:**

- Entire staff of NISE
- DG, NISE – for kind information, please
- Notice Boards
- Guard File

(Deepak Khandelwal)  
AD(Admin)

**NISE**  
National Institute of Solar Energy

राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

**National Institute of Solar Energy**

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)

गुरुग्राम - फरीदाबाद रोड, ग्वाल पहाड़ी, गुरुग्राम -122003, हरियाणा, भारत

Gurugram-Faridabad Road, Gwal Pahari, Gurugram - 122003, Haryana, India

**अतिथि गृह मे कक्ष आवंटन हेतु आवेदन पत्र**

**Booking Form for Guest House Booking**

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1. नाम/Name : \_\_\_\_\_
2. पिता का नाम/Father's Name : \_\_\_\_\_
3. आईडी नं./ID No. : \_\_\_\_\_
4. डाक का पता/Postal Address : \_\_\_\_\_
5. संपर्क सूत्र/Contact No. : \_\_\_\_\_
6. आवश्यक कमरे का प्रकार (i) सिंगल बेड  (ii) डबल बेड   
Type of room required (i) Single Bed  (ii) Double Bed   
(एक पर निशान लगाएं/Tick any one)
7. श्रेणी (केवल एक पर निशान लगाएं) : नाइस स्टाफ/नाइस स्टाफ के अतिरिक्त / छात्र  
Category (Any Tick One) : NISE Staff / Other than NISE Staff / Student
8. प्रयोजन/Reason : \_\_\_\_\_
9. अवधि/Duration : से /From \_\_\_\_\_  
तक /To \_\_\_\_\_
10. दिनों की संख्या / No. of days :

(अभ्यर्थी का नाम और हस्ताक्षर)

Name & Signature of the Guest) \_\_\_\_\_

11. उपलब्धता के अनुसार कमरे की आवश्यकता/Room requirement as per availability

श्रेणी (केवल एक पर निशान लगाएं)/Category (Tick any One)

अतिथि गृह के प्रकार / Type of Guest House

नया / New	स्टाफ / Staff	<input type="checkbox"/>	सिंगल बेड / Single Bed	डबल बेड / Double Bed
	छात्र / Students	<input type="checkbox"/>		
	अन्य गैर-कर्मचारी / Other Non-staff	<input type="checkbox"/>		
पुराना / Old	स्टाफ / Staff	<input type="checkbox"/>		
	छात्र / Students	<input type="checkbox"/>		
	अन्य गैर-कर्मचारी / Other Non-staff	<input type="checkbox"/>		
वीआईपी सूट / VIP Suit	स्टाफ / Staff	<input type="checkbox"/>		
	अन्य गैर-कर्मचारी / Other Non-staff	<input type="checkbox"/>		

*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*

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11. अग्रिम भुगतान (रु)/ Advance Paid in (Rs.....)  
यूटीआर सं. / UTR No. ....(प्रति संलग्न / Copy attached)
12. संस्थान अतिथि / Institute Guest      हाँ / Yes       नहीं / No   
(यदि हां, तो प्रति संलग्न करें/ If Yes, Copy Enclosed.
13. विद्यार्थी हेतु संस्थान के पर्यवेक्षक/अधिकारी द्वारा अनुशंसा | Recommendation of Supervisor/  
Staff of NISE for Students.

गेस्ट हाउस प्रभारी अधिकारी  
Guest House Officer In-charge

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टिप्पणी / Note

- (i). छात्र तथा नाइस के स्टाफ के अतिरिक्त अन्य सभी से अनुरोध है कि अतिथि गृह में कमरा लेते समय अतिथि गृह के निर्धारित शुल्क अग्रिम जमा करवाएं।  
: All persons (other than NISE Staff and Students) are requested to deposit Guest House Charges in Advance at the time of occupying room in Guest House.
- (ii). डबल बेड की सुविधा केवल नए गेस्ट हाउस के लिए उपलब्ध है।  
Double bed facility is available for new guest house only.






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Guest House Rules and Regulations

These Guidelines are to ensure that you enjoy your stay at the Guest House, allow others to do the same and also help us maintain the place well! Please contact Officer-in-charge through email at [guesthouse@nise.res.in](mailto:guesthouse@nise.res.in) for Guest House booking. Booking can be done only with the reference received from staff of NISE and ISA. Booking can be done for the other govt officials also subject to submission of valid govt ID. Booking request received from any other person may be considered based on the recommendations of Director(Admin).

1. Registration - It is mandatory for all guests to register and furnish an identity proof at the time of check-in. Government of India regulations require that non-Indian nationals must provide a copy of the documents i.e. Passport, Visa/Overseas Citizen of India card, and a passport sized photograph at the time of registration.
2. Allotment & Duration
  - 2.1 Duration of maximum stay in NISE guest house will be 90 days in a calendar year. This duration will be counted from the date of issue of this order.
  - 2.2 Considering the non-availability of Accommodation in NISE; stay beyond above said duration (excluding students) will be considered as transit accommodation. This will be subject to the recommendations of Guest House Committee and approval of DG, NISE considering the justified need and availability.
  - 2.3 Allotment can be treated as cancelled/shifted/withdrawn in case it is required for VIP use/exigency/Official use with the approval of DG, NISE on the recommendations of DDG of the concerned division. All existing and new users of Guest house to give an undertaking to Officer-in-charge, Guest house for acceptance & compliance of this rule regarding cancellation/shift/withdrawal of allotment. Some rooms shall be kept available with the Officer-in-charge, Guest House for priority allotment for VIP use/exigency/Official use.
  - 2.4 Duration of maximum stay in NISE for the Students (interns, trainee etc. enrolled in college/university) will be as required for their training/project/internship, etc.
3. Damage of Property - Residents are responsible for any damage that may be caused to the property of the NISE by themselves or their guests. Any damage or loss to the property of the NISE will be subject to a fine which would be paid by the requisitioner.
4. Security of Belongings - NISE is not liable to compensate members residing in the Guest House for any loss/damage to their personal belongings.
5. Mosquito Repellents - The room is fitted with an electric mosquito repellent. Please do not burn Mosquito Repellents Coils.
6. Canteen Cafeteria Hours are as follows: -
 

Morning tea:	06:30-07:00hrs
Breakfast:	07:30-09:00hrs
Lunch:	13:30-14:30hrs
Dinner:	19:00-21:00hrs
7. Guests must pay for their meals at the Canteen counter.
8. Sound Level - Kindly ensure that you do not disturb fellow guests with the sound of the television, music or conversation in your room.
9. Waste - Minimize the plastic waste that you generate.
10. Checking Out – All dues must be cleared before checkout. The room key should be handed over to care taker or at the reception of Surya Bhawan at the time of departure.
11. Enquiries/Assistance - Please contact Mr. Daleep Thakur, Mobile: 9130778897

Guest House Do's and Don'tsDo's

- Enter your complete details in the Form & Register.
- Maintain Good Hygiene/Be Understanding, it is a Guest House.
- Avoid Smelly Foods or Drinks inside Guest House.
- Keep your rooms / washrooms / common area neat and tidy at all times.
- Switch off appliances when not in use.
- Dust bins be used for putting up waste including biscuit/sweet wrappers, etc.

Don'ts

- Party inside the room /Guest House premises without permission.
- Smoke, drinks or indulge in substance abuse.
- Keep valuables or heavy cash in your rooms.
- Light candles in and around the guest house premises.
- Waste water or electricity.
- Trees/plants and its flowers are for you to see and enjoy

