



**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 56<sup>th</sup> Executive Committee Meeting of NISE**

The 56<sup>th</sup> Meeting of the Executive Committee (EC) of National Institute of Solar Energy (NISE) was held on 13.12.2024 at 03:30 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 Rahul Kumar, Administrative Officer (Admin)	Special Invitee

DG, NISE welcomed all members of the Executive Committee in 56<sup>th</sup> Meeting of EC of NISE. Shri Sandeep Sehrawat, Deputy Director (Admin) commenced item wise agenda with the permission of chairman.

Before initiating the agenda items, the DG, NISE, emphasized the need to review the composition of the Executive Committee members prior to the next Governing Council (GC) meeting. The DG, NISE also directed that the EC composition be cross-checked with NIWE and NIBE for alignment.

**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: Review of tender of outsourced manpower and its admissibility of remuneration.**

Shri Rahul Kumar, Administrative Officer (Admin) at NISE, apprised the members that a committee was constituted under the chairmanship of Dr. Avadhesh Yadav, DDG, NISE to review the issues related to outsourced manpower and to provide recommendation on admissibility of wages and their essential qualification along with experience required for discharge of work related to administrative and technical division of NISE, as the present contract of M/s Quickman Security Services Pvt. Ltd is upto 22.01.2025. The meeting of the constituted committee was held on **13.12.2024 (F/N)**, and its recommendations were presented to the EC.

The Committee recommended that to streamline the operations and work attached to different division of NISE, **95 outsourced manpower** are recommended to be hired in place of the existing **81 outsourced manpower** on outsource basis considering the inflation and other factors effecting cost of living, medical/travelling etc. The Committee also presented the revised designations and remuneration structure for outsourced manpower, along with the associated financial implications amounting to ₹3.93 crore as outlined **Annexure-I, Annexure-II, and Annexure-III** of the *Minutes of the Meeting* dated **13.12.2024 (F/N)**.

**Decision:** The committee extensively deliberated on the issues of outsourced manpower and approved the engagement of 95 outsourced manpower in place of the existing 81 outsourced manpower. The revised designations and remuneration structure for outsourced manpower, along with the associated financial implications amounting to ₹3.93 crore, were also approved. The committee further emphasized that the increase in outsourced manpower will be implemented strictly on a need basis.

The committee also approved the extension of the current contract with M/s Quickman Security Services Pvt. Ltd. for up to three months with revised service charges @3.85% as per OM vide no. F/6/1/2023-PPD dated 06.01.2023 of DoE.

**Agenda Item No. 3.0: Proposal for construction of facility for storage of samples received for Testing at NISE Gurugram costing ₹2,14,60,200/-through CPWD.**

The committee was apprised that, presently NISE is not having a centralized facility for storage of samples due to which samples are kept at open places in staggered locations. This results in further damage /deterioration of samples and many times leads to theft attempts by mischiefs. Therefore, requirement of a centralized space is considered as essential for safe storage of samples such as PV Modules, Batteries, Inverters, Solar Lighting systems, and such other samples. This centralized storage space will be useful for safe storage of samples and will prevent theft attempts. The above said proposal for construction of facility for storage of samples was submitted for considerations and recommendations of TEPC IV. Recommendations of TEPC IV dated 18.11.2024 are submitted at Annexure-II of agenda item no. 03. The approval of EC solicited for issuance of draft work Order to CPWD Faridabad Division at total cost of civil work amounting to ₹2,14,60,200/- from Capital / Revenue pool account.

**Decision:** EC Discussed the proposal and deferred.

**Agenda Item No. 4.0: Proposal for renovation (Electrical works) of System Lab, Vacuum Laminator Lab, Thermal Lab, etc. at NISE Gurugram costing approximately Rs. 1,48,40,559/-.**

The EC was informed that, the requirement was received from various divisions regarding renovation of System Lab, Vacuum Laminator Lab, Thermal Lab, etc. at NISE. Accordingly, after approval from Executive Committee in its 53rd meeting held on 23.08.2024 work order No. Adm. 2-CW0LW/2/2024-Admin dated 24.09.2024 for civil work of renovation of System Lab, Vacuum Laminator Lab, Thermal Lab, etc. at NISE **Annexure-V of agenda Item no. 04** was issued to CPWD, Faridabad division. Now, preliminary estimate vide CPWD letter No. 23(1)(5) SE Cum PD/FPC/ 2024-25/1008 dated 28.11.2024 for electrical work also has been received in NISE on 02.12.2024 from CPWD, Faridabad Division. Above said preliminary estimate and draft Work Order to be issued to CPWD for Electrical work of renovation of System Lab, Vacuum Laminator Lab, Thermal Lab, etc. was submitted to TEPC IV for considerations and recommendations during its meeting held

**26707/2025/Admin/F**

on 03.12.2024. After detailed assessment and discussions, TEPC IV observed that the above said electrical work is essential and urgently required for smooth functioning of said labs. The approval of EC solicited for issuance of draft work Order to CPWD Faridabad Division at total cost of 1,48,40,559/- for electrical work from Capital / Revenue pool account.

**Decision:** EC Discussed the proposal and deferred till next EC meeting.


**Agenda Item No. 5.0: Review of Bus Services at NISE.**

In the 54th meeting of Executive Committee of NISE and EC observed that bus service in NISE is required due to remote location of NISE campus and non-availability of public transport, but the observations of audit party are also to be accounted for. Therefore, the EC directed the division to explore the options which are in line with genuine requirement of bus as well as addressing the concerns of audit party. Division discussed with the concerned staff members and apprised about audit observations. EC was requested to take cognizance of above and give further directives in this regard.

**Decision:** Committee discussed the above matter in length and felt that the bus service is utmost required for staff due to remote location of NISE campus and non-availability of public transport. In line with audit observations, EC directed division to charge a nominal monthly fee of Rs. 400/- per commuter. Considering the total number of commuters and past uses of bus, EC directed to hire mini bus (24-seater) instead of 45-seater bus. EC also agreed to grant extension to existing bus service contract for further three months or till the finalization of new contract on GeM portal, whichever is earlier.

**Agenda Item No. 6.0: 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 Schrawat)  
Member Convener

  
(Anil Kumar Yadav)  
Member

  
(Dr. Jai Prakash)  
Member

  
(Dr. Chandan Banerjee)  
Member

  
(Dr. Mohammad Rihan)  
Chairman

Minutes of the meeting on re-examination of recommendation submitted on MoM dated 12.12.2024: -Reg.

The committee constituted vide O. O. No.: - A-1801/1/2021-IT/177 dated 26.09.2024 has been advised to review the recommendation given on its Minutes dated on 12.12.2024 based on discussion held by all DDG's with DG, NISE on 13.12.2024. Therefore, in view of it meeting was held on 13.12.2024 (F/N) at 5<sup>th</sup> floor, Surya Bhawan, NISE, Gurugram-122003 under the chairmanship of Dr. Avadhesh Yadav, DDG (Tech), NISE. The meeting was attended by following officials: -

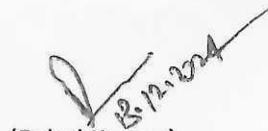
- |       |   |   |                  |
|-------|---|---|------------------|
| (i)   | Dr. Avadhesh Yadav<br>Deputy Director General, NISE | - | <b>Chairman</b>  |
| (ii)  | Sh. Anil Kumar Yadav<br>Director (Admin), NISE      | - | Member           |
| (iii) | Dr. Birinchi Bora<br>Deputy Director, NISE          | - | Member           |
| (iv)  | Sh. Rahul Kumar<br>Administrative Officer, NISE     | - | Member Secretary |

2. The Chairman welcomed all the members of the committee. After detailed discussion & deliberation the committee unanimously submit following recommendations to be considered by the competent authority: -


"It is being noted that the work attached to different division has been increased in many fold since floating of last tender for outsourced manpower in 2022. Therefore, to streamline the work attached to different divisions in effective way, NISE may hire 95 (Nos.) manpower in place of existing sanctioned 81 (Nos.) manpower on outsourced basis considering the inflation and other factors effecting cost of living, medical/travelling etc as per details given in Annex-I. Estimated financial implication (Approx. 3.93cr) in this regard is also attached at Annex-II.

3. Rest of recommendations given at para i, ii, iii & iv in Minutes dated 12.12.2024 (Annex-III) will remain as such.

Meeting ended with the vote of thanks to the chair.



(Rahul Kumar)  
Administrative Officer



(Birinchi Bora)  
Deputy Director (Technical)



(Anil Kumar Yadav)  
Director (Admin), NISE



(Avadhesh Yadav)  
Deputy Director General








# NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institute of Ministry of New & Renewable Energy)

Gwal Pahari, Gurugram

\*\*\*\*\*

## Minutes of the meeting regarding to review issues of outsourced manpower related to its wages & qualification required for effective utilization -Reg.

The committee has been constituted vide O. O. No.: - A-1801/1/2021-IT/177 dated 26.09.2024 to review the issues of outsource manpower and provide recommendation on admissibility of wages and their essential qualification along with experience required for discharge of work related to admin and technical division of NISE. Further, meetings were held on 03.10.2024, 29.10.2024 and 12.12.2024 at 5<sup>th</sup> floor, Surya Bhawan, NISE, Gurugram-122003 under the chairmanship of Dr. Avadhesh Yadav, DDG (Tech), NISE. The meeting was attended by following officials: -

- |       |   |   |                  |
|-------|---|---|------------------|
| (i)   | Dr. Avadhesh Yadav<br>Deputy Director General, NISE | - | Chairman         |
| (ii)  | Sh. Anil Kumar Yadav<br>Director (Admin), NISE      | - | Member           |
| (iii) | Dr. Birinchi Bora<br>Deputy Director, NISE          | - | Member           |
| (iv)  | Sh. Rahul Kumar<br>Administrative Officer, NISE     | - | Member Secretary |

2. The Chairman welcomed all the members of the committee. The convenor appraised the issues related to outsourced manpower in details & placed all the relevant documents for further perusal to all the committee members. After detailed discussion & deliberation the committee unanimously submits the following recommendations by the competent authority: -

- (i) The remuneration of outsourced manpower was earlier fixed in light of notification of minimum wage issued by Govt. of NCT Delhi in the past while deciding contract value of tender regarding outsourced manpower. Therefore, to protect the interest of manpower to be hired on outsourced basis, the remuneration under minimum wage for different categories as notified by Govt. of NCT Delhi may be taken into account for hiring of manpower in due course.
- (ii) The present contract with M/s Quickman Security Services Pvt. Ltd. is upto 22.01.2025. Therefore, to incorporate the revised qualification, remuneration, experience along with increase in manpower number, the fresh tender may be floated.
- (iii) The NISE may issue identity card stating exact entry date and end date of tenure to maintain uniform identification among outsourced staff deployed by ~~outsourcing~~ agency for looking after the ~~day to day~~ affairs of institute.
- (iv) The empanelled hospital of NISE may be requested to grant maximum admissible discount as per their convenience to outsourced manpower deployed to safeguard their issues related to health. No financial burden in this regard will be borne by the institute.