

**NATIONAL INSTITUTE OF
SOLAR ENERGY**

**REGISTRATION NO.
HR 018 2013 01092**

AN AUTONOMOUS BODY

OF

MINISTRY OF NEW AND RENEWABLE ENERGY

GWAL PAHARI, GURGAON

ADMINISTRATIVE ORDER

MEMORANDUM OF ASSOCIATION

**BYE -LAWS
(RULES AND REGULATIONS)**

IMMEDIATE

No.A.11015/40/2010-SEC

भारत सरकार/ Government of India

नवीन और नवीकरणीय ऊर्जा मंत्रालय/Ministry of New & Renewable Energy

**Block-14, CGO Complex, Lodhi Road,
New Delhi, Dated 24th September, 2013**

Order

Subject:- Setting up of an autonomous institution named "National Institute of Solar Energy" (NISE) under the Societies Registration Act, 1860 and under the administrative control of Ministry of New & Renewable Energy (MNRE).

The undersigned is directed to convey the approval of the President of India for setting up of an autonomous institution with the name "National Institute of Solar Energy", by converting the existing "Solar Energy Centre" Gwalpahari Gurgaon, with its Headquarters and the research facilities at Gwalpahari Village, District Gurgaon (Haryana) which can later expand to other parts of the country also. The other decisions of the Government are as under:-

- (i) The newly created autonomous institution namely "National Institute of Solar Energy" (NISE), shall be registered under the applicable Societies Registration Act of the registering State.
- (ii) The existing land, infrastructure and all other facilities of the SEC shall stand transferred in the name of NISE after the date of its registration through an agreement with MNRE.
- (iii) It will have all necessary independence and flexibility for its working as per the Memorandum and Articles of Association.
- (iv) One post of Director General (at the level of Joint Secretary) in PB-4 (Rs. 37,400 - 67,000/- + Grade Pay Rs. 10,000/-) is created to head the newly created/converted organization.
- (v) With the creation of one post of Director General in PB-4+G.P Rs. 10,000/- four posts (one post each of Junior Analyst - PB-2 + GP Rs.4600), Foreman -PB-2+GP Rs.4200, Stenographer Gr. C - PB-2 + GP Rs.4200 and Stenographer Gr. D - PB-1 + GP Rs.2400) shall stand abolished;
- (vi) The National Institute of Solar Energy would assist the Ministry and function as the apex National Centre for research and technology development and related activities in the area of solar energy technologies in the country. The institute would also perform all related tasks to achieve this objective to coordinate various S&T related tasks under the Mission and other activities as decided by the Government from time to time.
- (vii) As a broad guideline, the task of policy formulation for various S&T activities and sanctioning of R&D projects envisaged under the Mission will continue to remain with the Ministry. However, the implementation and coordination related tasks for various S&T activities envisaged under the Mission would be the responsibility of the autonomous institution. An indicative list of the objective and the main functions of the autonomous institute are given at **Annexure-I**.
- (viii) The Institute will be under the administrative control of MNRE. Its affairs will be managed by a Governing Council to be headed by Secretary, MNRE and an Executive Committee headed by Director General. An Organizational Chart giving details of Structure & Management is given at **Annexure-II**.

- (ix) For the time being, MNRE support and grant shall be restricted to the budgetary allocation made for SEC for the 12th Five Year Plan.
- (x) The NISE will commence its activities with the existing posts of Scientist & Administrative Staff, details of which are given in Annexure-III who will continue to draw salaries as now with SEC.
- (xi) Subsequently, the Governing Council of NISE shall decide upon the requirement of Scientific & Administrative manpower. To start with, the existing executive strength will be re-designated by the Governing Council and will be treated as holding charge of posts in NISE while being employees of MNRE till they are absorbed or taken on deputation in NISE.
- (xii) The existing scientists and supporting staff of Solar Energy Centre (SEC) will be given an option either to join the autonomous institute or remain with the Government (MNRE). In case the existing scientists and supporting staff of SEC opt to join the autonomous Institute, they would need to go through a selection process. However, necessary age relaxation would be provided to them. But those existing scientists and supporting staff who want to remain with the Government (MNRE), they would be posted, on deputation, to NISE in accordance with the existing Government rules and policies/bylaws of NISE. They would be allowed to retain Government accommodation for the time being.

To start with, the existing executive strength may be re-designated upon Cabinet approval and the staff positing will be done accordingly. However, initially the new posts and existing posts will co-exists.

- (xiii) NISE is being set up with a vision to develop this as a world class institute. Thereafter, a broad based National Team in the form of a Review-cum-Strategy Formulation Committee would be set up with representation from industry, scientific community, financial institutions etc. to prepare a blue print. This committee would look at various models available in the country and outside and prepare a roadmap for the NISE, Gurgaon.

2. This issues with the approval of the competent authority.



(A. N. Srivastava)
Director

Telefax: 011-24363498

To

1. All Central Government Ministries/Departments (as per list)
2. All State Nodal Agencies/ Power/ Energy Departments
3. CII, New Delhi / ASSOCHAM, New Delhi / FICCI, New Delhi
4. CMD, IREDA, New Delhi
5. CMD, NVVN, Scope Complex, New Delhi
6. Chairman, Solar Energy Corporation of India, New Delhi

Copy to:-1.PS to Minister, NRE

2. ~~PSO~~ PSO to Secretary, MNRE

3. PS to JS&FA

4. All Group Heads / JS (TK) / JS (AS)

5. All Officers in MNRE

6. Dir. (NIC) for uploading this on the MNRE Website

7. Concerned office file (SO: NSM)



(A.N. Srivastava)
Director

Details of the Objective and the main functions of the proposed Autonomous Institute

The main objective of setting up of National Institute of Solar Energy (NISE) as an autonomous S&T institute under the Societies Registration Act, 1860 under the administrative control of the Ministry of New and Renewable Energy, would be to assist the Ministry and function as the apex national centre for research and technology development and related activities in the area of solar energy technologies in the country. The institute would also perform all related tasks to achieve this objective, as stated in the policy framework of the Jawaharlal Nehru National Solar Mission, coordinate various S&T related tasks under the Mission and other activities as decided by the Government from time to time.

As a broad guideline, the task of policy formulation for various S&T activities and sanctioning of R&D projects envisaged under the Mission will continue to remain with the Ministry. However, the implementation and coordination related tasks for various S&T activities envisaged under the Mission would be the responsibility of the proposed autonomous institution. MNRE would also provide the initial and continuing budgetary support required to the autonomous institution.

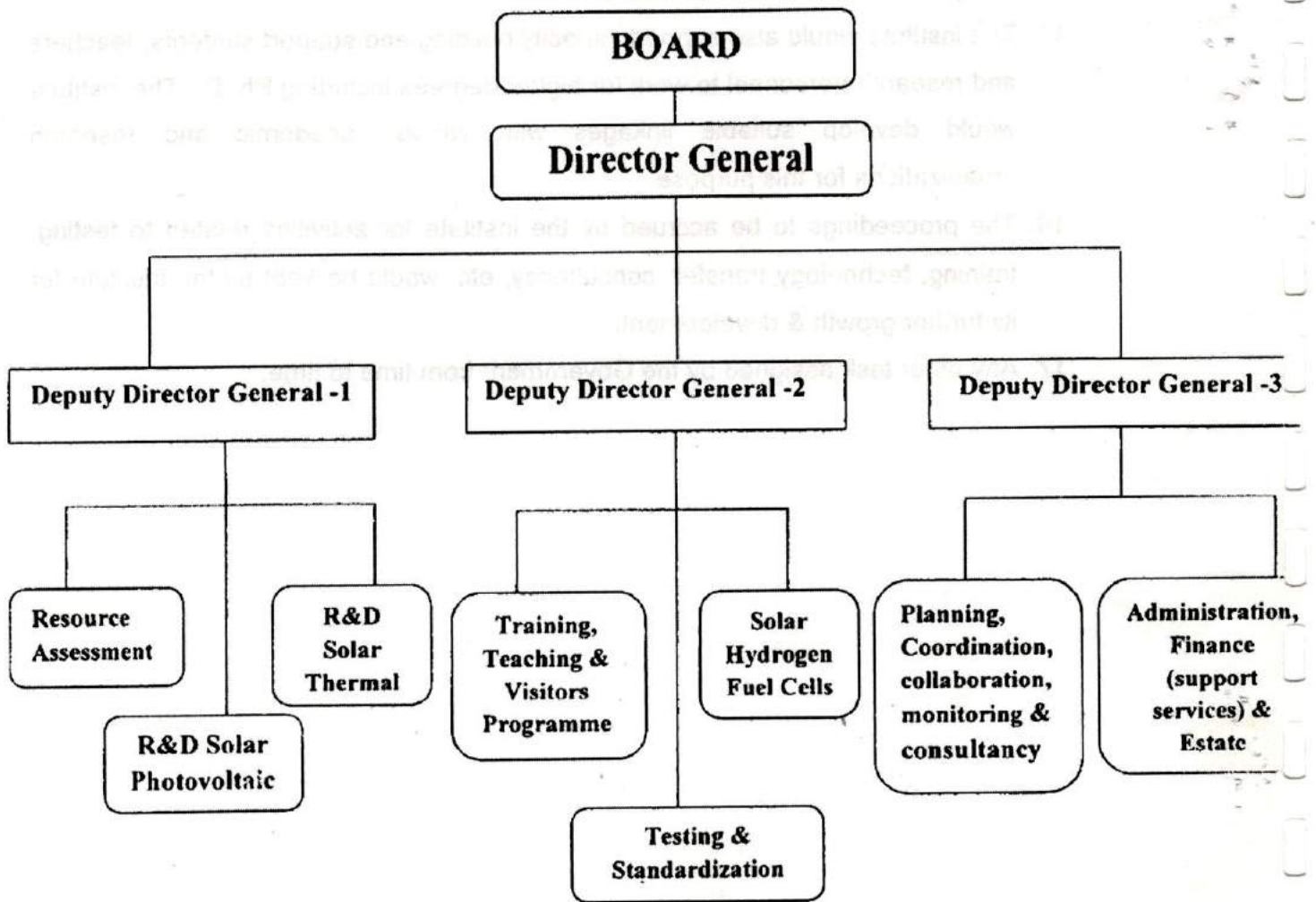
An indicative list of activities proposed for the autonomous institute is outlined below:

1. The main functions of the autonomous institute would include assisting the Ministry in implementing the Mission objectives through appropriate mechanisms, evolving S&T programmes and projects, managing special projects, overseeing and coordinating with all relevant stakeholder agencies in the pursuit of the above objectives.
2. The institute would be responsible for providing thrust to R&D in solar energy and related technologies under the Mission. It would facilitate work related to demonstration and technology validation projects. The Institute will also consider the sector specific R&D needs to commercialize the solar applications. These target sectors could be buildings, rural areas and industries for lighting and any other applications. The objective of solar application and R&D efforts should also target replacement of Kerosene and Diesel being used by the sectors stated above.

3. The institute would be responsible for R&D, resource assessment, training, testing/standardization work assigned to the institute by the Ministry from time to time. It will maintain a data bank for use by industry and other institutions.
4. The institute would also undertake R&D projects on different aspects of solar energy technologies, hybrid systems and storage techniques/systems.
5. The internal administrative functions, international cooperation projects on research, training and testing, technology validation will be undertaken by the institute.
6. The institute would also work as the Secretariat for the work of the R&D Advisory Council. The Solar Research Advisory Council would facilitate the development of a technology roadmap and provide inputs on all matters related to R&D and capacity building to the Mission Steering Group. The institute will also work closely with the Solar Corporation of India set up by the Ministry for implementation of the Mission.
7. The institution under the guidance of the Ministry and the Mission Steering Group be responsible for Coordination with the (i) other Centres of Excellence identified under the Mission, (ii) R&D projects funded in the field of solar energy in the country, (iii) other S&T Ministries/Organizations in the country.
8. The institute would strive to bridge the gap between existing R&D institutions and Industry, and get the Industry on board, through partnership programmes and projects.
9. The institute would collaborate with the international S&T organizations to further R&D and related capacity building in the areas of solar energy and the related activities assigned to the institute by the Ministry from time to time.
10. The institute would keep track of latest global developments based on technology forecasting and fore sighting relating to solar energy and related technologies including storage techniques and provide inputs to the Ministry and the Mission Steering Group for the accelerated development of the indigenous solar energy technologies and industry in the country.
11. The institute would also provide technical support to other R&D and testing organizations, as considered necessary.
12. The institute would assist the Ministry in preparation of technology roadmap and the related S&T policies for effective implementation of the S&T component of the Mission.
13. The institute would also coordinate the work of technical monitoring of projects covered under the S&T roadmap for the Mission and also undertake technical studies and evaluations.

14. The institute will be eligible to receive research grants from MNRE, other Ministries/organizations including the international funding to carry out various assigned tasks and R&D activities.
15. The institute would also support capacity building and support students, teachers and research personnel to work for higher degrees including Ph. D. The institute would develop suitable linkages with various academic and research organizations for this purpose.
16. The proceedings to be accrued by the institute for activities related to testing, training, technology transfer, consultancy, etc. would be kept by the institute for its further growth & development.
17. Any other task assigned by the Government from time to time.

Organizational Structure of the NISE



It is also proposed that the posts are filled in a phased manner with the following break up.

40% through Regular Appointments

20% on Deputation

40% on invitation for tenure

Support Services will be outsourced.

The proposed autonomous institute under Societies Registration Act, 1860 will initially have eight Divisions/Groups as mentioned in the above Chart. A full time Head as Director General, who will be a Scientist/Technologist/Expert in the relevant field, will be responsible for the management of various scientific, technical and administrative activities of the proposed institution. In view of the innovative nature of activities of the apex Centre under the Mission, it is necessary to attract the best talent to work at the Centre. Therefore, it is proposed to appoint the Director General (at the level of Joint Secretary) of the institute in PB-4(Rs. 37,400/- to 67,000/-) plus Grade Pay of Rs. 10,000/-.

The scientific divisions are proposed to be headed by scientific/technical experts at the level of Dy. Director General, in the pay scale of Rs. 37400-67000 with PB-4, and Grade Pay of Rs. 8,700/-. Higher salaries and incentives may be also given by the Government in exceptional cases to attract best talent. The administrative & finance sections would be headed by the officers with administrative or financial background in the pay scale of Rs. 37400-67000 with PB4, and Grade Pay of Rs. 8,700/-.

The scientific, technical and administrative and support staff will be recruited through direct recruitment, deputation and short term assignment or on contract basis. In order to make appointments on contract basis of Scientist etc. with higher salaries on project basis, the NISE will devise its guidelines or scheme to have a clear provision for this purpose. The proposed NISE will have the flexibility of creating required number of positions for Researchers and Fellows on a time bound basis for perusing activities related to Research, Training, Teaching and Technology Evaluation.

This being an evolving technology area organization, it is proposed that the Government shall continue to provide budgetary support or grant for Plan; non-Plan and capital expenditure of the institute at least for the next 10 years.

The Institute will sign a MOU with the Ministry regarding its annual target and the performance of the Institute will be monitored with reference to the MOU.

Normally Government pay scales will be followed. The Governing Council may form an incentive scheme to provide salary over and above what is mentioned above. Only basic pay will be paid as per pay scale. There will be no DA. Rest will come through incentive scheme.

The officers of organized services from the Government would also be eligible to work on deputation.

Industry would be encouraged to depute their scientist/technologist to the institute on short term deputation basis and the scientists from the institute be deputed to the solar industry.

Distinguished experts who have superannuated or working elsewhere, including abroad, would be encouraged to work on contract basis with the institute. They would be engaged on lump sum amount as engagement/consultancy fee. They will also be eligible to guide research students.

Details of Existing Scientists and Supporting Staff of SEC

a) Executives

S. No.	Post	Pay Scale	Numbers
1.	Scientist 'G'	37,400 – 67,000/- (G.P. 10,000)	1
2.	Scientist 'F'	37,400 – 67,000/- (G.P. 10,000)	2
3.	Scientist 'F'	37,400 – 67,000/- (G.P. 8,900)	3
4.	Scientist 'E'	37,400 – 67,000/- (G.P. 8,700)	3
5.	Scientist 'D'	15,600 – 37,400/- (G.P. 7,600)	1
6.	Scientist 'B'	15,600 – 37,400/- (G.P. 5,400)	1

b) Administrative Staff

S.No.	Name of the Post	Scale of pay (initial)	Classification	No. of posts
1.	Administrative Officer	PB-3,15600-39100 GP 6600	Group 'A' Gazetted	1
2.	Assistant Administrative Officer	PB-2. 9300-34800, GP 4600	Group 'B' Gazetted	1
3.	Jr. Analyst	PB-2. 9300-34800, GP 4600	Group 'B' Gazetted	1
4.	Technical Assistant	PB-2, 9300-34800 GP 4200	Group 'B'	4
5.	Foreman	PB-2,9300-34800, GP-4200	Group 'B'	1
6.	Accountant	PB-2,9300-34800, GP-4200	Group 'B'	1
7.	Date Processing Assistant	PB-2,9300-34800, GP-4200	Group 'B'	1
8.	Library & Information Assistant	PB-2,9300-34800, GP-4200	Group 'B'	1
9.	Assistant	PB-2,9300-34800, GP-4200	Group 'B'	2
10.	Assistant Foreman	PB-2,9300-34800, GP-4200	Group 'B'	1
11.	Stenographer Grade 'C'	PB-2,9300-34800, GP-4200	Group 'B'	4
12.	Trademan 'E'	PB-1,5200-20200 GP 2800	Group 'C'	1
13.	Boiler Operator	PB-1,5200-20200	Group 'C'	1

		GP 2800 PB-1,		
14	Turbine Operator	PB-1, 5200-20200 GP 2800 PB-1,	Group 'C'	1
15.	Control & Instrumentation Mechanic	PB-1, 5200-20200 GP 2800PB-1,	Group 'C'	1
16.	Tradesman "D"	PB-1, 5200-20200 GP 2400	Group "C"	4
17.	Tradesman "C"	PB-1, 5200-20200 GP 2400	Group "C"	3
18	Tradesman "A"	PB-1, 5200-20200 GP 1900	Group "C"	5
19	Storekeeper	PB-1, 5200-20200 GP 2400	Group "C"	1
20	Stenographer Gr. "D"	PB-1, 5200-20200 GP 2400	Group "C"	1
21	Driver	PB-1, 5200-20200 GP 1900	Group "C"	3
22	Driver	PB-1, 5200-20200 GP 2400	Group "C"	1
23	MULTI-TASKING STAFF			
	Gestetner Operator	PB-1, 5200-20200 GP 1800	Group "C"	1
	Junior Library Attendant	PB-1, 5200-20200 GP 1800	Group "C"	1
	Peon	PB-1, 5200-20200 GP 1800	Group "C"	2
	Chowkidar	PB-1, 5200-20200 GP 1800	Group "C"	1
	Safaiwala	PB-1, 5200-20200 GP 1800	Group "C"	1
	Helper 'A'	PB-1, 5200-20200 GP 1800	Group "C"	9
	Helper/Cleaner	PB-1, 5200-20200 GP 1800	Group "C"	4




Certificate of Registration of Society.

I hereby certify that a Society bearing the Registration Number and name as under mentioned has been registered this 28th day of October month **2013** Year under the Haryana Registration and Regulation of Societies Act 2012(Haryana Act No. 1 of 2012)

State Code		District Code			Year of Registration			Registration Number					
H	R	0	1	8	2	0	1	3	0	1	0	9	2
Name of the society							Registered Office Address						
NATIONAL INSTITUTE OF SOLAR ENERGY.							VILL- GWALPAHARI, 19 MILE STONE, FARIDABAD ROAD, GURGAON						

Issued under my hand at Gurgaon this 28th day of October month, Year 2013




District Registrar
Firms & Societies
Gurgaon

Station: Gurgaon.

NATIONAL INSTITUTE OF SOLAR ENERGY

GWAL PAHARI, GURGAON



MEMORANDUM OF ASSOCIATION

An Autonomous Institution under the Administrative control of

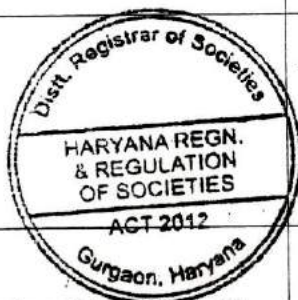
Ministry of New and Renewable Energy

Government of India

**NATIONAL INSTITUTE OF SOLAR ENERGY
GWAL PAHARI, GURGAON**

MEMORANDUM OF ASSOCIATION

Sr. No.	Subject	Description
1.	Name of the Society	National Institute of Solar Energy
2.	The registered office of the Society shall be at:	Village Gwal Pahari, 19th Milestone, Gurgaon Faridabad Road, Gurgaon, Haryan
3.	Jurisdiction	The Society shall carry out its major activities in the Gurgaon District with in the territory of the State of Haryana
4.	Aims and objects of the Society <i>Log MSSE</i>	The objectives for which the society is established are:



4.1 Technical

- Function as the National Research Organization for undertaking and/or sponsoring Research and Development Projects on various aspect of Solar Energy Technologies.
- Act as an Apex Organization for initiating and coordinating the R&D in the field of Solar Energy and related areas.
- Assisting the Ministry of New & Renewable Energy in implementing the National Solar Mission objectives through appropriate mechanisms, evolving S&T programmes and projects, managing special projects and coordinating with all relevant stakeholder agencies in the pursuit of the above objectives.
- Facilitate work related to demonstration and technology validation projects and commercialization of the solar applications.

Law

- Undertake at the behest of the MNRE, resource assessment for solar and other renewable resources, training, testing/standardization work assigned from time to time. It will maintain a data bank for use by industry and other institutions.
- The institute would also undertake R&D projects on different aspects of solar energy technologies, hybrid systems and storage techniques/systems.
- The internal administrative functions, international cooperation projects on research, training and testing, technology validation will be undertaken by the institute.
- The institute would also work as the Secretariat for the work of the R&D Advisory Council. The Solar Research Advisory Council would facilitate the development of a technology roadmap and provide inputs on all matters related to R&D and capacity building to the Mission Steering Group. The institute will also work closely with the Solar Corporation of India set up by the Ministry for implementation of the Mission.
- The institution under the guidance of the Ministry and the Mission Steering Group be responsible for: Coordination with the (i) other Centres of Excellence identified under the Mission, (ii) R&D projects funded in the field of solar energy in the country, (iii) other S&T Ministries/Organizations in the country.



The institute would strive to bridge the gap between existing R&D institutions and Industry, and get the Industry on board, through partnership programmes and projects.

The institute would collaborate with the international S&T organizations to further R&D and related capacity building in the areas of solar energy and the related activities assigned to the institute by the Ministry from time to time.

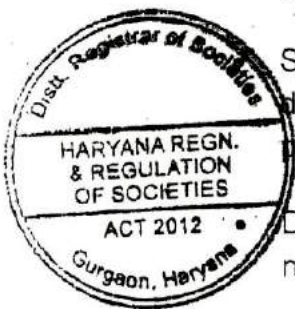
- The institute would keep track of latest global developments based on technology forecasting and fore sighting relating to solar energy and related technologies including storage techniques and provide inputs to the Ministry and the Mission Steering Group for the accelerated development of the indigenous solar energy technologies and industry in the country.
- The institute would also provide technical support to other R&D and testing organizations, as considered necessary.

Sanu

- The institute would assist the Ministry in preparation of technology road map and the related S&T policies for effective implementation of the S&T component of the Mission.
- The institute would also coordinate the work of technical monitoring of projects covered under the S&T roadmap for the Mission and also undertake technical studies and evaluations.
- The institute would also support capacity building and support students, teachers and research personnel to work for higher degrees including Ph. D. The institute would develop suitable linkages with various academic and research organizations for this purpose.
- Any other task assigned by the Government from time to time.

4.2 Financial

- Accept grants of money and other assistance from the Government of India and other sources, Indian or foreign or enter into any agreement with a view to promote the objectives of the Society provided that in respect of foreign resources prior approval of the Government of India is obtained.
- Acquire by gift or purchase or exchange or lease or hire or otherwise, howsoever, any lands, buildings situated in India, equipment and any other properties movable and or immovable for the furtherance of the objectives of the Society and construct or alter any building which may be necessary for the Society.



Sell or lease or transfer or exchange or mortgage or dispose of or otherwise deal with any properties whatever belongings of the Society, provided that prior approval of the Government of India is obtained.

- Draw, make, accept, endorse and discount cheques, notes or other negotiable instruments.
- Invest the funds of the Society, not immediately required, in any securities or in such manner as from time to time to be determined by the Governing Council.
- The institute will be eligible to receive research grants from MNRE, other Ministries/organizations including international funding to carry out various assigned tasks and R&D activities.

Jain

- The proceeds accruing to the institute through activities related to testing, training, technology transfer, consultancy etc. would be used by the institute for its running costs (including salaries and allowances) and future growth.

4.3 Administrative

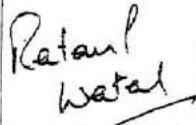
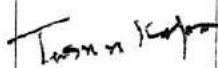

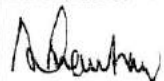

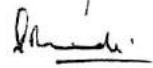
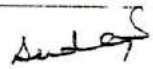
- Establish and award research studentships, fellowships.
- Retain or employ professional or technical advisors, consultants or workers to further the object of the Society and to pay there honorarium, fees or remuneration as may be thought expedient.
- Negotiate and enter into contracts on behalf of the Society and vary or rescind such contracts.
- Create administrative, technical, ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and regulations of the Society.
- Take appropriate measures for training and welfare of the employees.
- Make rules and regulations and bye-laws for the conduct of the affairs of the Society and to add, to amend, to vary or rescind them time to time with the approval of the Government of India.
- Do all such other lawful acts, deeds or things as are incidental or conducive to the attainment of any of the above objects.
- Create and maintain one of the foremost research and reference libraries, both physical and electronics on Solar Energy

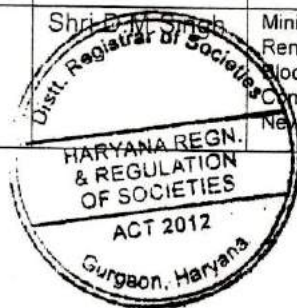


- 4.4 The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, howsoever, by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Society.

Law

4.5 If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debt and liabilities, any property whatsoever the same shall not to be paid to, or distributed among the members of the society or any of them but shall be dealt in such a manner as Government of India may determine.

5 The names of the founder members of the Society to which the rules and bye laws of the management affairs is entrusted are as under:					
Sr. No.	Name	Father's/ Husband's name	Address	Occupation	Signature
i)	RATAN P.WATAL	Shri Sunder.P.Watal	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	
ii)	TARUN KAPOOR	Shri R.K.Kapoor	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	
iii)	PRAVEEN SAXENA	Shri K.B.Saxena	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	
iv)	A.N.SRIVASTAVA	Shri G.N.Srivastava	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	
v)	ORUGANTI SANKAR SASTRY	Shri O.N.Sastry	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	
vi)	S.S.BEDI	Shri A.S.Bedi	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	
vii)	S.K.SINGH	Shri S.K.Singh	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	



NATIONAL INSTITUTE OF SOLAR ENERGY

GWAL PAHARI, GURGAON

**BYE – LAWS
(RULES & REGULATIONS)**



**An Autonomous Institution under the Administrative control of
Ministry of New and Renewable Energy
Government of India**

**NATIONAL INSTITUTE OF SOLAR ENERGY
GWAL PAHARI, GURGAON**

BYE – LAWS

RULES & REGULATIONS

Definitions	
(i)	National Institute of Solar Energy hereinafter referred to as the Society shall be governed by its Memorandum of Association and these Rules & Regulations.
(ii)	In these rules and regulations:-
a)	"Society" means the National Institute of Solar Energy with its headquarters at Gwal Pahari, Gurgaon.
b)	"Governing Council" means the Body which according to the Rule 28 shall exercise full powers on behalf of the Society.
c)	"President" means the President of the Society.
d)	"Executive Committee" of the Society means Executive Committee as set up under Rule 14
e)	"Director General" means the Principal Executive Officer of the Society as given under Rules 15(a)
f)	"Secretary" means the Secretary of the Society as given under Rule 15(b)
g)	"Year" means financial year commencing from 1 st day of April of any year and terminating on 31 st day of March of the following calendar year.



1. Name of the Society: **National Institute of Solar Energy**
2. The registered office of the Society shall be at: **Village Gwal Pahari,
19th Milestone,
Gurgaon Faridabad Road,
Gurgaon, Haryana**
3. The Society shall carry out its major activities in the Gurgaon District with in the territory of the State of Haryana

4. Membership

The membership of the Society shall include:

- (i) Secretary to the Government of India, Ministry of New & Renewable Energy (MNRE) who shall be the President of the Society.
- (ii) Members of the Governing Council

Secretary, MNRE
Financial Advisor, MNRE or his nominee
Joint Secretary, MNRE
Advisor (Solar), MNRE
Managing Director of Solar Energy Corporation of India
Director General, Central Power Research Institute
Two representatives from State Nodal Agencies to be nominated by MNRE
Two representatives from the private sector to be nominated by MNRE
Director General, National institute of Solar Energy(NISE)
Two Senior Officers of NISE to be nominated by MNRE
Two representatives from leading Research Organization or Technical Institution to be nominated by MNRE
Two experts in Solar Energy to be nominated by MNRE
Secretary, NISE shall be the Member Secretary.



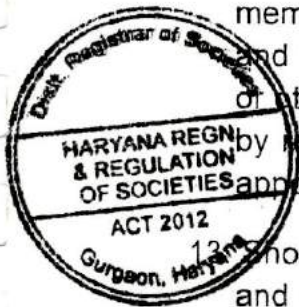
The society shall keep a roll of members giving their addresses and occupations and every member shall sign the same.

5. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll will be accordingly changed; but if he fails to notify his new address, the address in the roll of members shall be deemed to be his address.

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Duration of Appointment

6. Members of the Society nominated by the Government of India subject to provisions of Rules 8 & 9, shall hold office for a period of three years at a time. All the Members are eligible for reappointment. If a casual vacancy arises during the three year period, the person appointed in the vacancy shall hold office only for the unexpired period of that three year period.
 7. Where a person is appointed as a Member of the Society by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.
 8. The Government of India may terminate the membership of any member or at one and the same time' the membership of all the members other than ex-officio members of the Society. Upon such termination the vacancies shall be filled in accordance with the relevant provisions in these rules.
 9. A Member of the Society shall cease to be a Member, if he dies, resigns, becomes of unsound mind, become insolvent or is convicted of a criminal offense involving moral turpitude or absents for three consecutive meetings of the Society without proper leave of the President.
 10. A resignation of membership shall be tendered to the Society through the Secretary and shall not take effect until it has been accepted on behalf of the society by the President.
 11. Any vacancy in the membership of the Society caused by any of the reasons mentioned in rules 8 & 9 may be filled up by the Government of India at the request of the President.
 12. The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society for the time being and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society shall be invalidated merely by reasons of the happening of any of the above events or of any defect in the appointment of any of its members.
13. Should any member of the Society be unable to attend a meeting of the Society, and nominates a substitute on his behalf for that meeting, the President of the meeting at his discretion allow the substitute so named to participate in the meeting of the Society on behalf of the absenting member. Such a substitute shall have all the rights and privileges of a member of that Society including the right to vote in that meeting.



Law

Authorities of the Society

14. The following shall be the authorities of the Society:

- i) The Governing Council
- ii) The President of the Society
- iii) Executive Committee
- iv) The Director General of NISE
- v) The Secretary

Executive Committee

Executive Committee headed by Director General will be formed by the Governing Council of NISE.

Officers of the Society

15. a) The Director General of the National Institute of Solar Energy shall be the Principal Executive Officer of the Society.
- b) The Secretary shall also be the Secretary of the Society and shall be assisted by such other officers and officials as the Society may consider it necessary for the satisfactory performance of its functions.

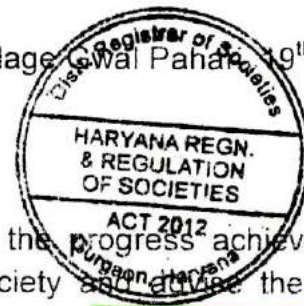
Office of the Society

16. The Office of the Society shall be situated at Village Chawal Pahar, 19th Milestone, Gurgaon Faridabad Road, Gurgaon, Haryana.

Proceedings of the Society

17. i) The Society shall meet annually to review the progress achieved towards realization of objectives set forth for the Society and advise the Governing Council measures necessary.
- ii) The annual general meeting of the Society shall be held at such date, time and place as may be determined by the President. At such annual meetings, the Society shall submit drafts of the annual report and yearly accounts for discussion and recommendations. The same shall thereafter be adopted and passed by the Society with such modifications as may be deemed proper.
- iii) Except as otherwise provided in these rules, all meetings of the Society shall be called by the notice under the hand of the Secretary.

18. The President may convene a special meeting of the Society whenever he thinks fit.



Law

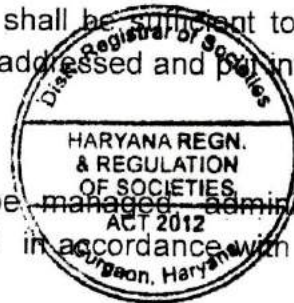
19. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than twenty-one clear days before the day appointed for the meeting.
20. If the President is not present at the meeting, the members of the Society shall choose one of the members present to be the Chairman of the meeting.
21. No meeting of the Society shall be held during the vacancy of the President.
22. Six of the members present in person of the Society shall form a quorum at every meeting of the Society.
23. All disputed questions at meetings of the Society shall be determined by majority vote.
24. Each member of the Society shall have one vote.
25. In the event of an equality of votes, the Chairman shall have a casting vote.

Notice

26. A notice will be deemed to be duly served upon any member of the Society if it is given to him personally or if it is sent to him by post in an envelope addressed to him at his address shown in the roll of members.
27. Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same is posted and proving such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.

The Governing Council

28. The affairs of the Society shall be managed, administered, directed and controlled by the Governing Council in accordance with the rules, regulations and bye-laws of the Society.
29. The Governing Council shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Governing Council for the time being and notwithstanding any other vacancy in its body whether by the non-appointment by authority entitled to make the appointment otherwise and no act or proceedings of the appointment of any of its members.
30. A member who fails to attend three consecutive meetings of the Governing Council without proper leave of the President shall cease to be member thereof.

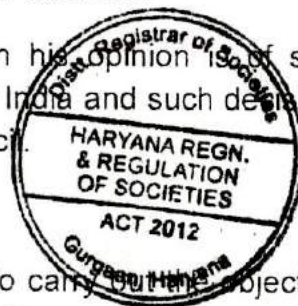


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31. Any vacancy in the membership of the Governing Council shall be filled up by the appointment or nomination by the authority entitled to make such appointment or nomination.
32. Every Meeting of the Governing Council shall be presided over by the President and in the absence of the President members shall choose one of the members present to be Chairman of the Meeting.
33. Five of the members present in person of the Governing Council shall constitute a quorum at any meeting of the Governing Council.
34. Not less than 15 clear days notice shall be given to each member for every meeting of the Governing Council.
35. The Governing Council shall meet as often as possible. At least one meeting of the Governing Council shall be held at every six months.
36. The Director General in consultation with the President shall call for a meeting of the Governing Council at any time.
37. a) Each member of the Governing Council including the President shall have one vote and if there be an equality of votes on any question, the President or the member who presides over the meeting under provisions of Rule 32, shall in addition have a casting vote.
b) The representative of the Ministry of Finance shall have the right to ask any financial matter which in his opinion is beyond the financial powers of the Governing Council be referred by the Ministry of Finance.
c) In the event of disagreement between a representative of the Ministry of Finance and the President on a Financial matter beyond the delegated powers of the Ministry/Deptt. of the Government of India, the matter shall be referred by the Society through the Ministry of New & Renewable Energy to Minister of New & Renewable Energy and Finance Minister for decision.
38. The President may refer any question, which in his opinion is of sufficient importance, for the decision of the Government of India and such decision shall be binding on the Society and its Governing Council.

Functions & Powers of the Governing Council

39. It shall be the function of the Governing Council to carry out the objects of the society as set forth in the Memorandum of Association.
40. a) The Governing Council shall have the management of all the affairs and funds of the Society and shall have authority to exercise all the powers of the Society, subject to nevertheless in respect of expenditure to such limitations as the Govt. of India may from time to time impose.



Law

b) The Governing Council may by a resolution delegate to the President, the Director General, or any other officer of the society, such of its powers for the conduct of the business as they may deem fit, subject to the condition that the action taken by the President, the Director General or any other officer of the Society under the powers delegated by this Rule shall be reported at the next meeting of the Governing Council.

c) The Governing Council may also form and authorize following Standing Committees consisting of three officers to examine and take decisions, on behalf of the Governing Council in respect of matters which are not within the delegation of powers to the President, the Director General or any other officers of the Society subject to the condition that such decisions would be reported to the Governing Council at its next meeting.

- i) Finance & Accounts Committee
- ii) Research Advisory Committee



41. The Governing Council shall have power, with the approval of the Government of India, to frame, amend or repeal bye-laws not inconsistent with these rules for the administration and management of the affairs of the Society.

42. a) Subject to these Rules and the Bye-laws, the Governing Council shall have the Power to create posts of the Scientific, Technical, Administrative and Other officers and Staff for conducting the affairs of the Society, to fix the amount of their remuneration subject to budget provision and to define their duties. The Governing Council shall have full powers in the formulation of all personnel policies of the Society including matters connected with health, discipline, training conditions of service etc.

b) Notwithstanding the provisions of sub-rule (a) appointments to the posts of Director General and Dy. Director General shall be made with the approval of Government of India.

c) The proposals for the creation of posts under sub-rule (a) and sub-rule (b) shall be subject to observance of the orders imposing ban on creation of posts issued by the Government of India from time to time.

42 A) The Governing Council shall have full financial powers, not inconsistent with these rules, subject to the conditions that all financial matters shall be brought up before the Governing Council only after receiving due scrutiny from the Finance Branch and that no decision on financial matters shall be taken without the concurrence of the member representing Ministry of Finance, Integrated Finance Division of the Administrative Ministry.

43. The Governing Council shall have the power to enter into agreements with the Govt. of India, State Governments and other public or private organizations or individuals for securing and accepting endowments, grants-in-aid, donations or

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gifts to the Society on mutually agreed terms and conditions provided that the conditions of such grants-in-aid, donations or gifts, if any, shall not be inconsistent or in conflict with the nature or objects of the Society or with the provisions of the rules.

44. a) The Governing Council shall have the power to take over and acquire by purchase, gift or otherwise, from Government and other public bodies or private individuals willing to transfer the same, libraries, laboratories, museums, collections, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects stated in the Memorandum of Association and the provision of these rules.
- b) The Governing Council shall have the power to execute contracts in connection with setting up of new laboratories or alteration of existing laboratories or matter connected with any other works to be taken in pursuance of the objectives of the Society.

Powers of the President

45. Appointment for positions other than the Director General and Dy. Director General shall be made with the approval of the President.
46. The Governing Council may by Resolution delegate to the President such of its powers for the conduct of business as they may deem fit, subject to the condition that the action taken by the President under the powers delegated by this rule shall be reported for confirmation at the next meeting of the Governing Council.
47. The President may, in writing, delegate such of his powers as may be necessary to the Director General.
48. The President shall have the authority to review periodically the work and progress of the Society, to order enquiries into the affairs of the Society, and to pass orders on the recommendation of the reviewing or enquiry committees.

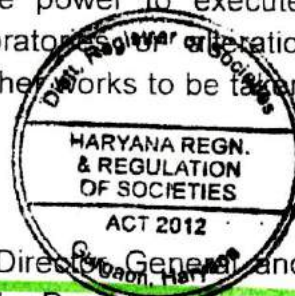
Functions & Powers of Executive Committee:

49. Governing Council shall delegate powers to the Executive Committee necessary for day to day functioning of the Society. These powers would be other than the powers to Director General.

Executive Committee will consist of five members three of which will also be the member of Governing Council and balance two amongst Senior Officers of NISE.

Functions & Powers of the Director General:

49. A) Director General as the Principal Executive Officer of the Society, shall be responsible for the proper administration of the affairs of the Society under the



direction and guidance of the Governing Council. It will be the primary responsibility of the Director General to ensure preparation of Annual Report and Profit & Loss Account of the Company and maintenance of accounts, getting accounts audited and informing the Governing council about finances of the Society from time to time.

50. Director General shall exercise powers as may be delegated by Governing Council or by the President including powers connected with financial matters and execution of infrastructural works.
- 50 A) Director General shall have financial powers as delegated by the Governing Council through resolutions as specified in Delegation of Financial Power Rules, 1978 to authorize expenditure for the purposes of travel, transport, canteen etc. subject to the budgetary ceilings previously approved under various sub-heads and shall further be subject to the condition that all orders of economy and re-appropriation issued by the Government of India are strictly observed.
51. He shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary subject to these rules and the bye-laws.
52. It shall be the duty of the Director General to co-ordinate and exercise general supervision over all scientific and industrial researches and other activities under the Society. It shall be his duty to ensure that all assets of the Society are held and maintained properly for use of the Society.
53. The Director General shall exercise his powers under the direction, superintendence and control of the President of the Society who will also be his controlling Officer.

Functions and Powers of the Secretary

54. The Secretary shall maintain a record of the proceedings of the Society and the Governing Council and shall perform the duties hereinafter directed to be performed by the Secretary and all such other duties as usually pertain to the Office of the Secretary and not otherwise specifically provided for by these rules.

Funds of the Society

55. The funds of the society will consist of the following:

- i) Grants made by the Govt. of India for the furtherance of the objects of the Society.
- ii) Contributions from other Sources.
- iii) Income from Investments.
- iv) Receipts of the Society from the Other Sources.



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56. The Bankers of the Society shall be the State Bank of India and/or any other Nationalized Banks. All funds shall be paid into the Society's Account with the State Bank of India and/or any other Nationalized Banks and shall not be withdrawn except on a cheque signed by such Officer as may be duly empowered in this behalf by the President.

Accounts and Audit

57. The society shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government.
58. The Accounts of the Society shall be audited annually by an authority approved by the Government for the purpose and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the society.
59. The auditing authority shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and inspect any of the offices of the Society.
60. The Accounts of the Society, as certified by the auditing, together with the audit report thereon shall be forwarded annually to the Central Governments and the Government shall cause the same to be laid before Parliament.



Annual Report

61. An annual report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Governing Council for the information of the Govt. of India and of the members of the Society. A draft of the Annual Report and the yearly Accounts of the Society shall be placed before the society at its annual general meeting for its consideration and approval. Copies of the Annual Report and yearly accounts as finally approved by the society shall be supplied to the members of the Society.

Alteration or Extension of the purpose of Society:

62. Subject to the provision of the Haryana Registration and Regulation of Societies Act, 2012 the Society may alter or extent it the purposes for which it is extended.

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Alteration of Rules

63. The sanction of the Government of India shall be obtained before the rules & regulations of the Society and any amendment to them are brought into force. The said rules and regulations save except the Rule 62 may be altered at any time with the sanction of the Government of India by a resolution passed by the majority of the members of society present at any meeting of the Society which shall have been duly convened for the purpose.
64. Amendment to the Memorandum of Association and Rules & Regulations of the Society shall be carried out in accordance with the procedure laid down in Haryana Registration and Regulation of Societies Act, 2012

Initial Constitution

65. The Society shall be constituted initially with the land, building, laboratory equipment at Solar Energy Centre, Gwal Pahari, 19th Milestone, Gurgaon Faridabad Road, Gurgaon. The staff of Solar Energy Centre prior to the formation of the Society will continue to work for the Society under the existing terms and conditions for a period of three years or until such time alternative arrangements are made for the working of the Society whichever is earlier

The existing scientists and supporting staff of SEC will be given an option either to join the autonomous institute or remain in Government. In case the existing scientists and supporting staff of SEC opt to join the autonomous organization, they would need to go through a selection process. However, necessary age relaxation would be provided. In case the existing scientists and supporting staff of SEC opt to remain in Government, they would be posted at NISE on deputation basis. They would be allowed to retain their Government accommodation.

Working Hours

66. The working hours of the Society shall be as follows:

9.00 hours – 13.00 hours

14.00 hours – 17.30 hours

except Saturdays, Sundays and Central Govt. Holidays. However, the timings may be modified for the whole or a section of the Staff, by the Director General depending upon exigencies of work.



Signature

Member's Subscription

67. Members having been admitted to the membership of the Society shall pay an annual subscription of Rupee one only and shall sign roll or list of members of the Society. No member shall be entitled to vote or to be counted as a member, whose subscription at the time shall have been in arrears for a period exceeding three months.
68. Balance Sheet and other annual returns to be filed with Registrar of Societies.
69. For matters and things not specifically provided for therein above, the provisions of Society Act and Rules & Regulations made there-under shall apply.

Provision for Dissolution

70. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debt and liabilities, any property whatsoever the same shall not to be paid to, or distributed among the members of the society or any of them but shall be dealt in the manner as Government of India may determine.

Legal Proceedings

71. The society may sue or be sued in the name of the President, National Institute of Solar Energy in accordance with the provisions laid down under Haryana Registration and Regulation of Societies Act, 2012

Applicability of Government Rules

72. Till such time as the Society frames its Regulations, the Financial Rules, Fundamental and Supplementary Rules and such other Rules as applicable to the Central Government Society would be applicable, *mutatis mutandis* to the employee of the Society also.



ALLOWED AND CERTIFIED ONLY AIMS AND OBJECTIVES COVERED UNDER THE HARYANA REGISTRATION AND REGULATION OF SOCIETIES ACT, 2012. HARYANA ACT No-1 OF 2012, CHAPTER-III, SECTION 6 AND SUBSECTION I TO XII

District Registrar of Firms & Societies,
Gurgaon, Haryana W

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Indemnity

73. Subject to the provisions of the Haryana Registration and Regulation of Societies Act, 2012, the President and other office bearers for the time being of the Society being acting in relation to any of the affairs of the Society and their heirs and their executors shall be indemnified out of the assets and funds of the Society from and against all bonafide suits, proceedings, costs, charges, loss, damages and expenses which they or any of them shall or may incur or sustain by reasons of any act done or committed in or about the execution of their duties in their respective offices except those done through their willful neglect or default.

We, the several persons whose names & addresses are subscribed hereunder, certify the above to be the true copy of the Bye-laws of the society.

Sr. No.	Name	Father's/ Husband's name	Address	Occupation	Signature
i)	RATAN P.WATAL	Shri Sunder.P.Watal	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Ratan P Watal</i>
ii)	TARUN KAPOOR	Shri R.K.Kapoor	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Tarun Kapoor</i>
iii)	PRAVEEN SAXENA	Shri K.B.Saxena	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Praveen</i>
iv)	A.N.SRIVASTAVA	Shri G.N.Srivastava	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Abraham</i>
v)	ORUGANTI SANKAR SASTRY	Shri O.N.Sastry	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>O.N.Sastry</i>
vi)	S.S.BEDI	Shri A.S.Bedi	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>S.S.Bedi</i>
vii)	S.K.SINGH	Shri D.M.Singh	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>S.K.Singh</i>

**NATIONAL INSTITUTE OF SOLAR ENERGY
GWAL PAHARI, GURGAON**

List of Members of the Society

Sr. No.	Name	Father's/ Husband's name	Address	Occupation	Signature
i)	RATAN P.WATAL	Shri Sunder.P.Watal	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Ratan P. Watal</i>
ii)	TARUN KAPOOR	Shri R.K.Kapoor	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Tarun Kapoor</i>
iii)	PRAVEEN SAXENA	Shri K.B.Saxena	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Praveen</i>
iv)	A.N.SRIVASTAVA	Shri G.N.Srivastava	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Ashwini</i>
v)	ORUGANTI SANKAR SASTRY	Shri O.N.Sastry	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Oruganti Sankar Sastry</i>
vi)	S.S.BEDI	Shri A.S.Bedi	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>S.S. Bedi</i>
vii)	S.K.SINGH	Shri D.M.Singh	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Sudeep</i>



**NATIONAL INSTITUTE OF SOLAR ENERGY
GWAL PAHARI, GURGAON**

Resolution

We the Members of the Society namely "NATIONAL INSTITUTE OF SOLAR ENERGY" authorise Dr. Praveen Saxena, Adviser, Ministry of New and Renewable Energy, Government of India, who is among the first members of the Governing Council of the Society, to file the application for registration of the Society under Haryana Registration and Regulation of Societies Act, 2012

Sr. No.	Name	Father's/ Husband's name	Address	Occupation	Signature
i)	RATAN P.WATAL	Shri Sunder.P.Watal	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>Ratan P Watal</i>
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vii)	S.K.SINGH	Shri D.M.Singh	Ministry of New & Renewable Energy Block-14, CGO Complex, Lodhi Road New Delhi	GOVERNMENT SERVANT	<i>S.K. Singh</i>