



File no.: A-5001/1/2022-Admin-Part(1)

Date: 17.01.2025

Work Allocation for Admin staff (W.E.F. 24.01.2025)

S. No.	Name of the official	Work/division assigned	Reporting Officer	Reviewing Officer	Link Officer
1.	Shri Anil Kumar Yadav, Director (Admin)	<ul style="list-style-type: none">All works related to General Administration including maintenance of Service booksAll establishment & Recruitment matters related to regular, project staff, consultants, etc.APARs, Immovable property return, Reservation Rosters and related mattersCustody of Administrative records.CPIO for RTI related to AdministrationRTI compliance, return & Proactive disclosureIndependence Day & Republic Day celebrationsLegal Matters	DDG (JP)	Director General	Shri Rahul Kumar
2.	Shri Sandeep Sehrawat, Deputy Director (Admin)	<ul style="list-style-type: none">IFDRajbhasha, Flight Tickets, Transportation & its related workCPGRAM and Public Grievance related mattersMedical Policy and related mattersLegal MattersCentral Diary & DispatchPublic Relations	Director General DDG (JP) ¹	Director General	Shri A Vijay Kumar
3.	Shri A. Vijay Kumar, Deputy Director (Admin)	<ul style="list-style-type: none">Disposal of scraps and auction of obsolete items.Work Services (Major, Minor and Maintenance)HorticultureSecurity services	DDG (AY)	Director General	Shri Sandeep Sehrawat

¹ Main reporting officer

1 | Page

		<ul style="list-style-type: none"> • Protocol officer for various VIP guests • Celebration of various events / days • Overall management and maintenance of Aditya Bhavan including auditorium and halls. 			
4.	Shri Rahul Kumar, Administrative Officer	<ul style="list-style-type: none"> • All establishment & Recruitment matters related to outsourced staff • Coordination of Meetings of EC, GC and AGM. • Parliamentary Questions related to Administration • Labour compliances and its related returns. • Safety Officer • Stores Management • Housekeeping, Sports and Gym. • Overall management and maintenance of Surya Bhavan including auditorium/ halls. • Independence Day & Republic Day celebrations 	Dir (Admin)	DDG(JP)	Shri Dhananjay Pandey
5.	Shri Dhananjay Pandey, Assistant Director (Admin)	<ul style="list-style-type: none"> • DDO-II • O&M of Electricity Generation, DG Sets, Air Conditioners, Lifts and Fire hydrants, etc. • Coordination with ISA on administrative and financial matters • Canteen/Hospitality Services • All tasks related to personal bills (TA/DA, Medical, CEC, Telephone etc.) of NISE staff (Regular, Contractual & Outsource staff) • Procurement Cell (all goods and services Including GeM and E Wizard) • Printing of annual report, publicity material, templates etc. 	DDG(CB)	Director General	Shri Deepak Khandelwal




6.	Shri Deepak Khandelwal, Assistant Director (Admin)	<ul style="list-style-type: none"> • DDO-I • Finance & Accounts Division • CNA, PFMS and Statuary Payment related compliances • Audit (Internal and External) • Coordination of Meetings of Finance Committee • Guest House, Hostel and Residences 	DDG (CB)	Director General	Shri Dhananjay Pandey
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Points of contact for MNRE:

1. Technical Matters- Dr Prashant Mishra, Director (Tech)
2. Administrative Matters- Shri Anil Kumar Yadav, Director (Admin)
3. Financial Matters- Shri Deepak Khandelwal, Assistant Director (Admin)

The above work allocation will be effective from 24th January 2025.

This issues with the approval of Competent Authority.


 Dr Jai Prakash
 डॉ. जय प्रकाश / Dr. Jai Prakash
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