



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"><li>All works related to General Administration including maintenance of Service books</li><li>All establishment &amp; Recruitment matters related to regular, project staff, consultants, etc.</li><li>APARs, Immovable property return, Reservation Rosters and related matters</li><li>Custody of Administrative records.</li><li>CPIO for RTI related to Administration</li><li>RTI compliance, return &amp; Proactive disclosure</li><li>Independence Day &amp; Republic Day celebrations</li><li>Legal Matters</li></ul>	DDG (JP)	Director General	Shri Rahul Kumar
2.	Shri Sandeep Sehrawat, Deputy Director (Admin)	<ul style="list-style-type: none"><li>IFD</li><li>Rajbhasha, Flight Tickets, Transportation &amp; its related work</li><li>CPGRAM and Public Grievance related matters</li><li>Medical Policy and related matters</li><li>Legal Matters</li><li>Central Diary &amp; Dispatch</li><li>Public Relations</li></ul>	Director General DDG (JP) <sup>1</sup>	Director General	Shri A Vijay Kumar
3.	Shri A. Vijay Kumar, Deputy Director (Admin)	<ul style="list-style-type: none"><li>Disposal of scraps and auction of obsolete items.</li><li>Work Services (Major, Minor and Maintenance)</li><li>Horticulture</li><li>Security services</li></ul>	DDG (AY)	Director General	Shri Sandeep Sehrawat

<sup>1</sup> Main reporting officer

1 | Page

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


6.	Shri Deepak Khandelwal, Assistant Director (Admin)	<ul style="list-style-type: none"> <li>• DDO-I</li> <li>• Finance &amp; Accounts Division</li> <li>• CNA, PFMS and Statuary Payment related compliances</li> <li>• Audit (Internal and External)</li> <li>• Coordination of Meetings of Finance Committee</li> <li>• Guest House, Hostel and Residences</li> </ul>	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 24<sup>th</sup> January 2025.

This issues with the approval of Competent Authority.

  
 Dr Jai Prakash  
 डॉ. जय प्रकाश / Dr. Jai Prakash  
 उपमहानिदेशक (तकनीकी) / Dy. Director General (Tech.)  
 राष्ट्रीय सार ऊर्जा संस्थान / National Institute of Solar Energy  
 गुरुग्राम, हरियाणा / Gurugram, Haryana-122 003



राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन एवं नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

**National Institute of Solar Energy**

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

गुरुग्राम - फरीदाबाद मार्ग, ग्वाल पहाड़ी, गुरुग्राम - 122 003, हरियाणा, भारत

Gurugram - Faridabad Road, Gwal Pahari, Gurugram -122 003, Haryana, India

No. A-5001/1/2022-Admin-Part(I)/134

Date: 09.08.2024

## OFFICE ORDER

In partial modification of office order no. A-5001/1/2022-Admin-Part(1)/332 dated 08.03.2024 & office order no. A-5001/1/2022-Admin-Part(1)/254 dated 18.01.2024, revised work allocation of following officials are hereby accorded as per detailed below-

S. No.	Name of the Official	Name of the Position	Work/Division Assigned	Reporting Officer
<b>Director (Technical)</b>				
1.	Dr. Prashant Misra	Director (Technical)	I. ALMM II. PLI III. R & D on EoL PV Management, PV recycling and EoL Battery.	Dr. Jai Prakash <sup>1</sup> , DDG
			IV. Certification Cell V. Nodal Officer for MNRE VI. CPOI for RTI technical matters	Director General
<b>Deputy Directors (Technical)</b>				
2.	Shri Yogendra Singh	Deputy Director (Technical)	I. Solar Thermal Testing Lab II. R&D on Solar Thermal III. Commercialization of Product develop at NISE IV. Internship & Visits V. CSC Incharge	Dr. Avadhesh Yadav <sup>1</sup> , DDG
			VI. Hydrogen & Fuel cell	Dr. Chandan Banerjee, DDG
3.	Shri Vikrant Yadav	Deputy Director (Technical)	I. Solar Product Development II. R&D on Solar Thermal	Dr. Avadhesh Yadav <sup>1</sup> , DDG
			III. Hydrogen and Fuel Cell	Dr. Chandan Banerjee, DDG
<b>Executive Assistants – I (Technical)</b>				
4.	Shri Sandeep Tiwari	Executive Assistant-I (Technical)	I. ALMM Cell II. PLI	Dr. Prashant Misra, Director (Tech.)

<sup>1</sup>Main Reporting Officer.

2. Dr. Vikrant Sharma, Deputy Director (Tech) will be in-charge of IT Division in Place of Dr. Anish Malan, Deputy Director (Tech) and will report to Dr. Avadhesh Yadav, DDG (Tech) for this activity. Further the remaining work allotted to respective officers vide office order no. A-5001/1/2022-Admin-Part(1)/254 dated 18.01.2024 will be remain same.

*This is issued with the approval of DG, NISE.*

*Rahul Kumar*

(Rahul Kumar)  
Administrative Officer

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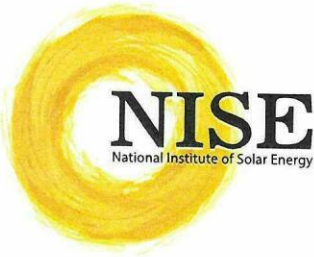
All Concerned

- DG, NISE for kind information.
- All Regular Officials of NISE.
- PD, MNRE.
- Personal file of incumbents.



दूरभाष / Tel. No. : 0124-285 3009

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राष्ट्रीय सौर ऊर्जा संस्थान

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Gurugram - Faridabad Road, Gwal Pahari, Gurugram -122 003, Haryana, India

No. A-5001/1/2022-Admin-Part(1)/ 332

Date: 08.03.2024

**OFFICE ORDER**

In partial modification of Office Order issued vide its No. A-5001/1/2022-Admin-Part(1)/254 dated 18.01.2024, Revised work allocation of following officials are hereby accorded & implemented with immediate effect to streamline the continuity of work as per details below:-

S. No.	Name of the Official	Work/Division Assigned	Reporting Officer	Reviewing Officer	Link Officer
1.	Dr. Siva Reddy V Director (Tech)	i. All activities related to Solar Thermal ii. Skill Development Division iii. Intellectual property/publication iv. Coordination IGOT platform v. Support related to Governing Council and AGM vi. Suryamitra Skill Development Programme vii. Parliamentary Questions related to Technical matters.	Dr. Avadhesh Yadav	Director General	Dr. Prashant Misra
2.	Dr. Prashant Misra Director (Tech)	i. R&D on EoL PV management, PV recycling and EoL Battery	Dr. JaiPrakash <sup>1</sup>	Director General	Dr. Siva Reddy V
		ii. ALMM and PLI	Dr. Chandan Banerjee	Director General	
		iii. Public relation officer (Technical matters), Outreach		Director General	
iv. R & D related to material science and solar cells	Director General				
v. Certification Cell					
vi. CPIO for RTI technical matters					
3.	Shri Anil Kumar Yadav, Director(Admin) (Admin-II)	i. Procurement Cell (all goods and services Including GeM & E Wizard) ii. Work Services (major, minor and Maintenance)	Dr. Avadhesh Yadav	Director General	Shri Sandeep Sehrawat
4.	Shri Sandeep Sehrawat, Deputy Director(Admin) (Admin-III)	i. DDO-I ii. Audit (Internal and External) iii. Legal Matters iv. Raj Bhasha, Flight Tickets, Transportation & its related work. v. All tasks related to personal bills (TA/DA, Medical, CEC, Telephone etc.) of NISE staff (Regular, Contractual & Outsource staff) vi. Disposal of scrapes and auction of obsolete items.	Dr. Chandan Banerjee	Director General	Shri A Vijay Kumar
5.	Shri A. Vijay Kumar, Deputy Director(Admin) (Admin-III)	i. IFD	DG NISE		Shri Sandeep Sehrawat
		i. Celebration of various events / days. ii. Management of Auditorium & Halls iii. Central Diary & Dispatch iv. CPGRAM and Public Grievance related matters. v. Stores Management	Dr. Chandan Banerjee <sup>1</sup>	Director General	



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राहुल कुमार/RAHUL KUMAR  
प्रशासनिक अधिकारी/Administrative Officer  
राष्ट्रीय सौर ऊर्जा संस्थान, गुरुग्राम हरियाणा  
National Institute of Solar Energy  
Gurugram Haryana - 122003

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6.	Dr. Umakanta Sahoo	i. Solar Thermal R & D ii. Solar Product Development and Commercialization iii. Policy related to Technology transfer and licensing	Dr. Siva Reddy V <sup>1</sup>	Dr. Avadhesh Yadav	
		iv. CSC In-charge v. Internship & visits vi. Training (Admin and Technical staffs)	Dr. Avadhesh Yadav	Director General	
7.	Shri Rahul Kumar, Administrative Officer (Admin-I)	i. All works related to General Administration including maintenance of Service books. ii. All establishment & Recruitment matters related to regular, outsourced staff, contractual staff, project staff consultants, etc. iii. APARs, Immovable property return, Reservation Rosters and related matters. iv. Custody of Administrative records. v. Parliamentary Questions related to Administration vi. Medical Policy and related matters. vii. RTI compliance, return & Proactive disclosure. viii. CPIO for RTI related to Administration. ix. Labour compliances and its related returns.	Dr. Jai Prakash	Director General	Shri Dhananjay Pandey
8.	Shri Dhananjay Pandey, Assistant Director (Admin) (Admin-II)	i. O&M of Electricity Generation, DG Sets, Air Conditioners, Lifts and Fire hydrants, etc. ii. Canteen/Hospitality Services and Horticulture iii. Printing of annual report, publicity material, templates etc. iv. Housekeeping , security services and Sports & Gym.	Dr. Avadhesh Yadav <sup>1</sup>	Director General	Shri Deepak Khandelwal
		v. To assist in duties and responsibilities attached with procurement cell			
9.	Shri Deepak Khandelwal, Assistant Director (Admin) (Admin-III)	i. DDO-II ii. Finance & Accounts Division iii. CNA, PFMS and Statuary Payment related compliances iv. Guest House v. Coordination of Meetings related to Finance Committee & Executive Committee	Dr. Chandan Banerjee, DDG	Director General	Shri Dhananjay Pandey

The work allocation of other regular officials/staffs shall be governed as appended in earlier order issued dated 18.01.2024 in this regard.

*This issues with the approval of the Competent Authority*

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All Concerned

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1. Office of DG-NISE.
2. DDG, NISE
3. PD, MNRE



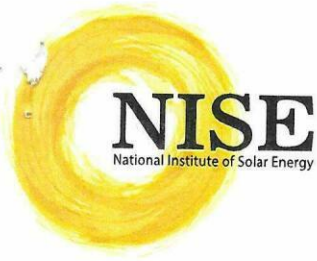
(Rahul Kumar)  
Administrative Officer

राहुल कुमार/RAHUL KUMAR  
प्रशासनिक अधिकारी/Administrative Officer  
राष्ट्रीय सौर ऊर्जा संस्थान, गुरुग्राम हरियाणा  
National Institute of Solar Energy  
Gurugram Haryana - 122003

(Rahul Kumar)

Administrative Officer

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प्रशासनिक अधिकारी/Administrative Officer  
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राष्ट्रीय सौर ऊर्जा संस्थान

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Gurugram - Faridabad Road, Gwal Pahari, Gurugram -122 003, Haryana, India

No. A-5001/1/2022-Admin-Part(I)/254

Date: 18.01.2024

## OFFICE ORDER

In suppression of all work related to work allocation of all regular officials/staffs, the competent authority after due consideration has accorded revised work order as per details below w.e.f. 22.01.2024:

S. No.	Name of the Official	Work/Division Assigned	Reporting Officer	Reviewing Officer
<b>Deputy Director General</b>				
1.	Dr Chandan Banerjee	I. Testing Labs: Module and System (SPV Lighting, Inverter, Battery, water pumping) II. R & D on Solar cells and power electronics III. Solar Cell Calibration & characterization IV. Green Hydrogen & Fuel Cell V. Quality Assurance and NABL all Testing labs VI. Annual report VII. Head of administration activities related to Finance & Accounts and related activities (Admin-III).	Director General	Secretary, MNRE
2.	Dr Jai Prakash	I. R & D on PV module (Reliability, Asset management, EoL, Recycling), Agro PV, Battery, Battery EOL, solar water pumping, micro-irrigation & micro-grid II. Solar Energy research and analytics Lab (SARAL) III. Solar Potential and Forecasting IV. ALMM and PLI V. Solar radiometer calibration lab VI. Technical Consultancy VII. Head of administration activities for Establishment and related activities (Admin-I).	Director General	Secretary, MNRE
3.	Dr. Avadhesh Yadav	I. Solar Thermal R & D and related activities II. Skill development and ITEC III. Customer Service Cell (CSC) IV. Policy related to Technology transfer and licensing V. IT Division VI. Library VII. Head of administration activities for Procurement cell, work services and related activities (Admin-II).	Director General	Secretary, MNRE
<b>Technical Division</b>				
<b>Directors (Technical)</b>				
1.	Dr. Siva Reddy V	I. All activities related to Solar Thermal II. Skill Development Division III. Intellectual property/publication IV. Coordination IGOT platform V. Support related to Governing Council and AGM	Dr. Avadhesh Yadav <sup>1</sup>	Director General

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		VI. Suryamitra Skill Development Programme	Director General	
2.	Dr. Prashant Misra	I. R&D on EoL PV management, PV recycling and EoL Battery	Dr. Jai Prakash <sup>1</sup>	Director General
		II. ALMM and PLI		
		III. Public relation officer (Technical matters), Outreach		
		IV. R & D related to material science and solar cells	Dr Chandan Banerjee	Director General
		V. Certification Cell	Director General	
		VI. CPIO for RTI technical matters	Director General	
<b>Deputy Directors (Technical)</b>				
1.	Dr. Birinchi Bora	I. Testing labs: PV module and System (SPV Lighting, Inverter, Battery, water pumping)	Dr Chandan Banerjee <sup>1</sup>	Director General
		II. Testing lab development		
		III. R & D related to Module characterization and reliability	Dr. Jai Prakash	
		IV. End-of life PV management, PV recycling and Agro PV		
		V. Asset management: PV plant performance & ratings		
2.	Ms. Richa Parmar	I. R & D related to solar water pumping, micro-irrigation and Agro PV	Dr. Jai Prakash <sup>1</sup>	Director General
		II. Distributed generation and microgrid		
		III. Support to MNRE for pumping related activities		
		IV. Library Management	Dr. Avadhesh Yadav	
3.	Dr. Vikrant Sharma	I. R&D on Battery Storage, EoL battery, EOL PV management and PV module reliability	Dr. Jai Prakash <sup>1</sup>	Director General
		II. Asset management: PV plant performance & ratings		
		III. ITEC programme	Dr. Avadhesh Yadav	
4.	Dr. Mrinal Dutta	I. Solar Cell Calibration & characterization	Dr Chandan Banerjee <sup>1</sup>	Director General
		II. Establishment of R & D facility for solar cell, material and related activities.		
		III. Certification cell	Dr. Prashant Misra	
		IV. R & D related to material science and solar cells		
5.	Shri Kishore K Menon	I. Hydrogen & Fuel cell	Dr. Chandan Banerjee	Director General
		II. Quality Assurance and NABL all Testing labs		
		III. Annual Report		
		IV. ISA related activities		
6.	Dr. Umakanta Sahoo	I. Solar Thermal R & D	Dr. Siva Reddy V <sup>1</sup>	Dr. Avadhesh Yadav
		II. Solar Product Development and Commercialization		
		III. Policy related to Technology transfer and licensing		
		IV. CSC In-charge	Dr. Avadhesh Yadav	Director General
		V. Internship & visits		
<b>Assistant Directors (Technical)</b>				
1.	Shri Arup Dhar	I. Solar Module and cell testing lab	Dr. Birinchi Bora	Dr. Chandan Banerjee
		II. R&D Solar Cell and module		
2.	Dr. Kamlesh Yadav	I. System testing Lab (SPV Lighting, Inverter, Battery, water pumping)	Dr. Birinchi Bora <sup>1</sup>	Dr. Chandan Banerjee
		II. R & D related to power electronics		
		III. NISE's PV power plant management		
		IV. Distributed generation, microgrid and battery	Dr. Jai Prakash	Director General
3.	Dr. Nikhil P G	I. Technical Consultancy	Dr. Jai Prakash	Director General
		II. Solar radiometer calibration lab		
		III. PLI		

<sup>1</sup> Main reporting officer

4.	Dr Anish Malan	I. Solar Energy research and analytics Lab (SARAL) II. End-of life PV management & PV recycling	Dr. Jai Prakash <sup>1</sup>	Director General
		III. R & D Solar Thermal IV. IT division	Dr. Avadhesh Yadav	
5.	Shri Yogendra Singh	I. Hydrogen & Fuel cell II. Quality Assurance and NABL all Testing labs	Shri Kishore K Menon	Dr. Chandan Banerjee
6.	Shri Vikrant Yadav	I. R&D on Solar Thermal II. Solar Product development	Dr. Siva Reddy V <sup>1</sup>	Dr. Avadhesh Yadav
		III. R&D on Hydrogen & Fuel cell	Mr. Kishore K Menon	Dr Chandan Banerjee
		IV. ALMM	Dr. Prashant Misra	Dr. Jai Prakash

**Executive Assistants – I (Technical)**

1.	Ms. Ditipriya Bose	I. Module testing lab (indoor and outdoor)	Shri Arup Dhar	Dr. Birinchi Bora
2.	Shri Deepak Yadav	I. System testing Lab (SPV Lighting, Inverter, Battery, water pumping)	Dr. Kamlesh Yadav	Dr. Birinchi Bora
3.	Shri Sandeep Tiwari	I. Technical Consultancy	Dr. Nikhil P G	Dr. Jai Prakash
4.	Shri Siddharth Saroha	I. Solar Thermal Activities	Dr. Umakant Sahoo <sup>1</sup>	Dr. Siva Reddy V
		II. Certification	Dr Mrinal Dutta	Dr. Prashant Misra

**Administrative Division**

S. No	Name of the Official	Work/Division Assigned	Reporting Officer	Reviewing Officer	Link Officer
1.	Shri Anil Kumar Yadav, Director (Admin) <b>(Admin-II)</b>	i. Procurement Cell (all goods and services Including GeM & E Wizard) ii. Work Services (major and minor) iii. Flight Ticket Booking iv. Transportation (buses, cars, taxis) related work.	Dr. Avadhesh Yadav	Director General	Shri Sandeep Sehrawat
2	Shri Sandeep Sehrawat, Deputy Director (Admin) <b>(Admin-III)</b>	i. DDO-I ii. F&A Division iii. Accounts Division and statutory payments iv. Audit (Internal and External) v. Legal Matters. vi. Raj Bhasha & its related work	Dr Chandan Banerjee <sup>1</sup>	Director General	A Vijay Kumar
3	Shri A. Vijay Kumar, Deputy Director (Admin) <b>(Admin-III)</b>	i. IFD ii. Sports and gym iii. Celebration of various events / days. iv. Management of Auditorium & Halls v. Central Diary & Dispatch vi. CPGRAM and Public Grievance related matters. vii. Stores Management	Dr Chandan Banerjee <sup>1</sup>	DG NISE Director General	Shri Sandeep Sehrawat

		viii. Coordination of Meetings related to Finance Committee & Executive Committee.			
4.	Shri Rahul Kumar, Administrative Officer  (Admin-I)	i. All works related to General Administration including maintenance of Service books. ii. All establishment & Recruitment matters related to regular, outsourced staff, contractual staff, project staff consultants, etc. iii. APARs, Immovable property return, Reservation Rosters and related matters. iv. Custody of Administrative records. v. Parliamentary Questions related to Administration vi. Medical Policy and related matters. vii. RTI coordination and CPIO for RTI related to Administration. viii. Guest House	Dr Jai Prakash	Director General	Shri Dhananjay Pandey
5.	Shri Dhananjay Pandey, Assistant Director (Admin)  (Admin-II)	i. DDO-II ii. O&M of Electricity Generation, DG Sets, Air Conditioners, Lifts and Fire hydrants, etc iii. Canteen/Hospitality Services and Horticulture iv. Printing of annual report, publicity material, templates etc. v. All tasks related to bills Institute and staff vi. Housekeeping and security services	Shri Avadhesh Yadav	Director General	Shri Rahul Kumar

2 In addition to the above assigned work, any work may be assigned to the officers from time to time.

This is issued with the approval of DG, NISE.

  
18.01.2024

(Rahul Kumar)  
Administrative Officer

Copy to: -

- (i) All Concerned
- (ii) DG-NISE for kind information.
- (iii) PD, MNRE.
- (iv) Personal file of incumbents.

