



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(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			
		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		
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*

**Copy to: -**

All Concerned

**Copy for information: -**

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



(Rahul Kumar)  
Administrative Officer

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प्रशासनिक अधिकारी/Administrative Officer  
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