



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)/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
Deputy Director General				
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
Technical Division				
Directors (Technical)				
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 ¹	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 ¹	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	
Deputy Directors (Technical)				
1.	Dr. Birinchi Bora	I. Testing labs: PV module and System (SPV Lighting, Inverter, Battery, water pumping)	Dr Chandan Banerjee ¹	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 ¹	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 ¹	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 ¹	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 ¹	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		
Assistant Directors (Technical)				
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 ¹	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		

¹ 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 ¹	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 ¹	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 ¹	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) (Admin-II)	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) (Admin-III)	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 ¹	Director General	A Vijay Kumar
3	Shri A. Vijay Kumar, Deputy Director (Admin) (Admin-III)	i. IFD	DG NISE		Shri Sandeep Sehrawat
		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 ¹	Director General	

		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.

