

No. 58/101/2016-WE  
Government of India  
Ministry of New and Renewable Energy

Block no. 14, CGO Complex,  
Lodhi Road, New Delhi-110003  
Dated: 20 May, 2016

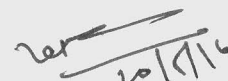
**Office Memorandum**

Subject: Guidelines for effective leadership in autonomous institutions under administrative control of MNRE - reg.

In order to create effective leadership in the autonomous institutions under the administrative control of the Ministry following guidelines have been approved for adoption.

- a) In the absence of Director General (DG) on account of tour/leave/LTC or otherwise, the senior most Dy. Director General (DDG)/Scientist (F or G), will look after the duties of Director General and will exercise all the administrative and financial powers except disciplinary powers without any additional remuneration.
- b) In case a regular DG demits his office in the Institute and the appointment of regular DG is in process, the senior most DDG/Scientist (F or G) may be appointed as the Acting DG by the MNRE.
- c) The position of Head of Division /Head of Groups should be rotated amongst the DDGs/Scientist (F or G) and Directors/Scientist (F or E) at least once in two/three years. If such level is not available in any particular Division or Group, then the position of Head of Division/Head of Group should be given to a senior most Scientist/Officer of that Division / Group.

2. It is requested that the above guidelines may kindly be brought to the notice of all concerned for information, compliance and necessary action.



(J. K. Jethani)  
Scientist-D

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To:

1. Director General, National Institute of Solar Energy (NISE), 19th Milestone, Institutional Area, Gurgaon-Faridabad Road, Gwalpahari, Gurgaon
2. Director General, National Institute of Wind Energy (NIWE), Velachery – Tambaram High Road, Pallikaranai, Chennai 600100
3. Director General, Sardar Swaran Singh National Institute of Bio-Energy (SSS NIBE), 12th K. M. Stone, Jalandhar - Kapurthala Road, Wadala Kalan, Kapurthala - 144601

Copy to:

1. PS to Hon'ble Minister
2. PS to Secretary, MNRE
3. All Group Heads, MNRE
4. All Divisional Heads, MNRE
5. CMD, IREDA
6. MD, SECI

O/c