

# MANUAL OF THE RIGHT TO INFORMATION ACT, 2005.

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## CHAPTER 1

### Introduction

The objective of this Manual is to give information to the public in accordance with the Right to Information Act 2005. This Manual provides information on the obligations and functions of authorities functioning in the Ministry of New and Renewable Energy (MNRE). This Manual is only indicative. However, for any information on the RTI Act and statutory interpretation, the RTI Act may be referred.

1.2. This Manual will be useful to the intended users such as:

- Public,
- Research and Development Institutions,
- Developers of new and renewable energy technologies, products, processes and raw materials (public/ private sector industry),
- Deployers and users of new and renewable energy technologies, products, processes, raw materials (States/ UTs government departments/ agencies, non-governmental organisations, panchayats, local bodies and citizens).

1.3 The information means any material in any form including records, documents, memos, emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models and data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

1.4 The right to information by public will include the right to inspect works, documents, records, to take notes, extracts or certified copies of documents or records, certified samples of material or to obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.

## 1.5 **Procedure for seeking information**

- 1.5.1 An application be made in writing or through electronic means in English or Hindi or in the official language of the area, to the Public Information Officer (PIO), specifying the particulars of the information sought for. The application for obtaining information under sub-section (1) of section 6, shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque / Indian Postal Order payable to the DDO of Ministry of New and Renewable Energy payable at New Delhi.
- 1.5.2 For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque / Indian Postal Order payable to the DDO of Ministry of New and Renewable Energy, at the following rates:
- (i) rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - (ii) actual charge or cost price of a copy in large size paper;
  - (iii) actual charge or price for samples or models; and
  - (iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- 1.5.3 For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by postal order or by demand draft or Banker's cheque payable to the DDO of Ministry of New and Renewable Energy, at the following rates:
- (i) for information provided in diskette or floppy rupees fifty per diskette or floppy; and

- (ii) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

- 1.5.4 The aforesaid indicated application fees are as prescribed by Government. However, if further fees are required, then the same will be intimated in writing with details of calculation. Applicant can seek review of the decision on fees charged by PIO by applying to the Appellate Authority. No fees will be charged from people living below the poverty line.
- 1.5.5 If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration. The third party is given a chance to make a representation before the PIO within 10 days from the receipt of such notice.
- 1.5.6 The information shall be provided in 30 days from the date of application or in 48 hours from the information concerning the life and liberty of a person. In case the application for information is given to Assistant Public Information Officer (APIO), 5 days shall be added to the above representation. If the interest of a third party is involved then time limit will be 40 days (maximum period plus time given to the third party to make representation). Failure to provide information within the specified period is deemed refused. No information shall be provided, if it is covered by exemption from disclosure and/or if it infringes copy right of any persons other than the state.

## CHAPTER 2

### Organization, functions and Duties

#### 2.1 Brief History of the Ministry:

2.1.1 The Commission for Additional Sources of Energy (CASE) was established in 1981 in the Department of Science & Technology on the lines of the Atomic Energy Commission and the Space Commission to oversee the development of renewable energy sources in the country. The Commission comprises of Secretaries of various Ministries under the chairmanship of Secretary, MNRE and has the following responsibilities:-

- Formulating policies and programmes for the development of new and renewable sources of energy;
- Coordinating and intensifying research and development activities in new and renewable sources of energy;
- Ensuring implementation of Government's policies in regard to all matters concerning new and renewable sources of energy.

2.1.2 In 1982, a separate Department of Non-conventional Energy Sources was created in the Ministry of Energy and entrusted with the charge of development and deployment of non-conventional energy sources and CASE was transferred to it. In 1992, DNES became a separate Ministry of Non-Conventional Energy Sources (MNES). This Ministry was **rechristened** as Ministry of New and Renewable Energy in 2006

2.1.3 MNRE is the nodal Ministry of the Government of India for all matters relating to new and renewable energy. It is charged with the development and deployment of new and renewable energy systems and devices in pursuance of the aims of energy security and energy independence.

2.3 The Ministry is headed by a Minister of New and Renewable Energy and a Secretary to the Government of India being the administrative head of the Ministry. The Secretary is principal adviser of the Minister on all matters of policy and administration within his Ministry. Various programmes of the Ministry are headed at the level of Joint Secretary / Scientist "G" .

The Major programmes of the Ministry are broadly organized into following categories: -

#### **Wind Power**

1. Generation Based Incentive (GBI) for Grid interactive wind power projects.
2. Scheme for Small Wind Energy and Hybrid Systems (SWES).

#### **Solar Energy**

3. Solar Power Projects under JNNSM
4. Off-grid & Decentralized Solar Applications
  - Solar PV Systems
  - Solar water Heater
  - Concentrating Solar Technology for Community Cooking Space cooling & process heat applications
  - Domestic Solar Cooker
  - Grid Connected Rooftop
5. Development of Solar Cities Programme
6. Energy Efficient Solar/ Green Building Programme

## **Small Hydro Power**

7. Small Hydro Power Programme (up to 25 MW Capacity)

## **Bio Energy**

8. Biomass Power and Bagasse Cogeneration Projects in Sugar mills
9. Energy from Urban, Industrial and Agricultural Wastes / Residues
10. Biomass Gasifier Programme
11. National Biogas and Manure Management Programme (NBMMP)
12. Biogas Power (Off-grid) programme

## **Energy Access**

13. Energy Access/ Remote Village Electrification Programme (RVE)
14. Unnat Chulla Abhiyan (UCA) Programme
15. Information & Public Awareness Programme.
16. Special Area Demonstration Project Scheme.
17. Human Resources Development Programme in New & Renewable Energy.
18. New Technologies

2.4 The Ministry has 2 Regional Offices which carry out monitoring and inspection of projects and maintain liaison with the concerned State Governments State Nodal Agencies and other Implementing Agencies.

The functional jurisdiction of Regional Offices is given below:

Sl. No	Location of the Regional Office	Functional jurisdiction in States / UTs
1.	Guwahati	Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Meghalaya and Sikkim;
2.	Bhubaneswar	Orissa and West Bengal;

## 2.5 Other Establishments

- The Solar Energy Centre, (SEC) functions at Gwalpahari in Gurgaon District, Haryana, as the technical focal point for Solar Energy Research. SEC has recently been converted to National Institute of Solar Energy (NISE), an Autonomous Institution under the administrative control of this Ministry.
- A Centre for Wind Energy Technology (C-WET) functions at Chennai, as the technical focal point for wind power development. C-WET has recently been converted to National Institute of Wind Energy (NIWE), an Autonomous Institution under the administrative control of this Ministry
- The Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) is an Autonomous Institution under the administrative control of this Ministry set up near Kapurthala, in Punjab for R&D in Bio-energy and Synthetic fuels.
- The Indian Renewable Energy Development Agency Limited, (IREDA), Public Sector, Non-banking Financial Company, is under the administrative control of this Ministry.
- Solar Energy Corporation of India functions at New Delhi as planner and executer of Ultra Mega and large scale Solar Power Projects besides other solar power projects activities. SECI is set up under company Act under the administrative control of the Ministry

2.5.1 The Right to Information pertaining to National Institute of wind Energy (NIWE). Indian Renewable Energy Development Agency (IREDA) and Sardar Swaran Singh National Institute



of Renewable Energy (SSS-NIRE) can be obtained from these organizations or their website as given below:

NIWE:	<a href="http://niwe.res.in">http://niwe.res.in</a>
IREDA:	<a href="http://www.ireda.gov.in">http://www.ireda.gov.in</a>
SSS-NIRE:	<a href="http://www.nire.res.in">http://www.nire.res.in</a>
SECI	<a href="http://seci.gov.in">http://seci.gov.in</a>

## **2.6. Development Priorities**

2.6.1. During the past two decades or so renewable energy deployment has somewhat outpaced research and development effort. Consequently, the country remains a net importer of new and renewable energy products and services. This situation needs to be reversed on priority in order that the current pace of deployment cannot only be sustained but also further accelerated in keeping with the growing demand for energy of an expanding economy. Furthermore, current deployment has tended more towards replacement of coal rather than liquid fossil fuel. The priority of the country is to develop substitutes for liquid, gaseous and solid fossil fuels, in that order.

## **2.7. Development Focus**

2.7.1. Development effort will be made in close concert with corporates (public/domestic owned private) and scientific & technical institutions in order to make the domestic new and renewable energy industry globally

competitive and a net foreign exchange earner at least by 2022. Development focus shall be on the following:-

- I. Technology Mapping and Benchmarking;
- II. Identifying Research, Development, Demonstration and Commercialization (RDDC) needs and facilitate execution of the same;
- III. Standards, specifications and performance parameters of Indigenously developed products & services to be at par or even excel at international levels and further to facilitate industry in attaining the same;
- IV. Aligning costs of new and renewable products and services with International levels or even lower and further to facilitate industry in attaining the same;
- V. Facilitating industry to obtain appropriate international level quality assurance accreditation;
- VI. Facilitating industry to become internationally competitive and a net foreign exchange earner through (ii) to (v) above and related measures; and
- VII Resources Survey, Assessment and Mapping.

## **2.8 Development Concerns**

2.8.1 Development effort will be carried out keeping the following key concerns in view:-

- I. RDDC will be product development oriented and carried out with active participation and involvement of the end user, who is the consumer or RDDC output. In formulating RDDC projects, the end user will play a major role. Further, in laying down objectives and outputs of RDDC projects, the end user will be actively involved apart from ensuring his involvement during the entire RDDC phase, including RDDC output appraisal. Where industry is not the end user, the end user will be identified and made a part of the RDDC process, as above;
- II. RDDC projects should invariably result in tangible and quantifiable outputs, including patents and peer reviewed scientific and technical

- papers of merit that are published in reputed journals apart from product development and its commercialization;
- III. Inter-linkages and inter-dependencies of RDDC activity will need to be clearly established so as to eventually lead the development of an integrated system;
  - IV. RDDC activity in the same broad area will invariably demonstrate improvement in outputs already obtained; and
  - V. Technology demonstration of indigenously developed technologies, including technology validation under India conditions of imported technologies, processes, materials, components, sub-systems, products and services. Exemption to this condition could be given in rare cases where technology demonstration involves dual purpose and/or strategic technologies that subserve national energy security concerns. Even in such cases, import will be restricted to critical components only.

## **2.9 Standards, Specifications & Performance Parameters**

2.9.1 The Bureau of Indian Standards would be assisted in reviewing and updating existing standards as also to develop and notify standards for new and renewable systems/ devices for which standards have not yet been laid down at par or even higher than international levels. Guidelines for product specification and performance parameters will be developed and institutionalized.

## **2.10 Industry as R&D Partner**

2.10.1. Renewable energy technologies are at different stages of development across the globe. In this connection, partnerships are being forged elsewhere to develop new and renewable energy

products and services, including fusion technology. Although the country would have to go through the R&D process mainly on its own, beneficial international partnerships could be considered on a case to case basis. Further, as the task becomes even more daunting and challenging, R&D effort would necessarily have to be highly focused, output oriented, time-bound and cost-effective. Industry, as the end user of R&D, will have to be actively involved so that the output of research and development is gainfully utilized. Government will support such effort.

## **2.11 ROLE:**

Facilitating research, design, development, manufacture and deployment of new and renewable energy systems / devices for power generation, portable and stationery application in rural, urban, industrial and commercial sectors and transportation, through:

- (i) Resource assessment, Technology Mapping, Benchmarking, and related activities;
- (ii) Identify Research, Design and Development thrust areas and Facilitate work on the same;
- (iii) To develop Standards, specifications and performance parameters at par with international levels, and facilitate industry in attaining the same.
- (iv) Align costs of new and renewable energy products and services with international levels, and facilitate industry in attaining the same;
- (v) Appropriate international level quality assurance accreditation, and facilitate industry in obtaining the same;
- (vi) Provide sustained feed-back to manufacturers on performance parameters of new and renewable energy products and services with the aim of effecting continuous up-gradation so as to attain State of the art in the shortest possible time span;
- (vii) Facilitate industry in becoming internationally competitive

- (viii) Identify areas in which new and renewable energy products and services need to be deployed in keeping with the goal of national energy security and energy independence; and
- (ix) Deployment strategy for various indigenously developed and manufactured new and renewable energy products and services;

## **2.12 OBJECTIVES:**

- (i) To promote deployment of grid-interactive renewable power generation projects to augment contribution of renewables in total electricity mix.
- (ii) To promote renewable energy initiatives for meeting energy needs in rural areas
- (iii) To promote renewable energy initiatives to supplement energy needs in urban areas
- (iv) To promote renewable energy initiatives to supplement energy needs in industry and commercial establishments
- (v) To promote research, design and development activities at premier national institutions and industries on different aspects of new and renewable energy (NRE) technologies.
- (vi) To promote new initiatives and management actions for the increasing deployment of Renewable Energy Sources
- (vii) To Develop resource base for enhancing the potential of Renewable Energy Sources
- (viii) To promote funding of Innovative Clean Energy Projects from National Clean Energy Fund (NCEF)
- (i) To promote effective Systems for monitoring the programme /performance of installed projects, Programmes /Schemes of MNRE

### **2.13. FUNCTIONS:**

- (i) Putting in place suitable policy and regulatory framework at the national and State levels for growth of new and renewable energy sector.
- (ii) Making available necessary fiscal and financial incentives to domestic industry, developers/ investors and users for development/ deployment of: -Grid interactive / Off-grid renewable power systems to supplement fossil fuels based electricity generation -Standalone RE systems/ devices and services to supplement energy needs of cooking, lighting & motive power in rural areas -RE systems and services for urban, industrial & commercial application.
- (iii) Promoting Human Resource Development in the new and renewable energy sector.
- (iv) Fostering international cooperation in new and renewable energy sector
- (v) Information, Publicity, Public Awareness creation in the Renewable Energy (RE) sector.
- (vi) Supporting related Research & Development (R&D) activities / projects taken up by institutions and industry.
- (vii) Undertaking resource assessment and potential estimation studies for all new and renewable sources of energy.

### **2.14 ALLOCATION OF BUISNESS:**

1. Research and development of bio-gas and programmes relating to bio-gas units.
2. Commission for Additional Sources of Energy (CASE) (non-functional since beginning of 11th plan).
3. Solar Energy – including photovoltaic devices and their development, production and applications.
4. All matters relating to small/mini/micro hydel projects of and below 25 MW capacity.
5. Programmes relating to improved Chulhas and research and development thereof ( transferred to states at the end of 9th plan)

6. Indian Renewable Energy Development Agency.
7. Research and development of other non-conventional/ renewable sources of energy and programmes relating thereto.
8. Tidal Energy.
9. Integrated Rural Energy Programme (IREP) (transferred to States w.e.f. 11th plan).
10. Geothermal Energy.
11. Biofuels programme:-
  - (i) National Policy on Bio-fuels;
  - (ii) Research, development and demonstration on transport, stationery and other applications of
  - (iii) Setting up of a National Bio-fuel Development Board and strengthening the existing institutional mechanism; and
  - (iv) Overall coordination concerning bio-fuels

## **2.15 CLIENTS**

- a. Research and Development Institutions.
- b. Developers of new and renewable energy technologies, products, processes and raw materials (Public/ Private sector industry).
- c. Deployers and users of new and renewable energy technologies, products, processes, raw materials (States/ UTs government departments/ agencies, non-governmental organisations, panchayats, local bodies and citizens).

## **2.16 Addresses & contact numbers of the Ministry and its other organisation**

Address	Contact Nos.
Ministry of New and Renewable Energy	Tel.No.011-24360707 / 011 - 24360404

Block No.14, C.G.O. Complex, Lodi Road New Delhi - 110 003	Fax: 011-24361298
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Regional offices	
Regional office - East A/28, Nilakantha Nagar, Nayapalli, Bhubaneswar- 751012. Orissa	Tel./Fax 0674-2554322
Regional office - North-East A.T. Road, Bharelukh (Ashirbad) Ground Floor) opposite BSNL Training Centre, P&T Colony, Guwahati-781009 Assam	Tele: 0361- 2543162 Fax : 0361-2639187
Autonomous Bodies	
National Institute of Solar Energy (NISE) Gwal Pahari, Gurgaon-Faridabad Road, Gurgaon, Haryana, PIN : 122001	Ph No. 0124-2579208 Fax: 0124-2579207
National Institute of Wind Energy, (NIWE)  657/1A2, Velachery- Tambaram Main Road Pallikaranai, Chennai - 600100	Ph No. 044- 22463982/83/84 Fax : 044-22463980
Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) Village & P.O. Wadala Kalan, Jalandhar - Kapurthala Road, Kapurthala - 144601, Punjab.	Tele No. 01822-255545 01822-507403 Fax : 01822 - 255544
Public Sector Undertaking	
Indian Renewable Energy Development Agency(IREDA), Regd. Office : India Habitat Centre, Core - 4 a, 1st Floor, East Court, Lodi Road, New Delhi - 110003  Corp. Office : 3rd Floor, August Kranti Bhawan, Bikaji Cama Place, New Delhi - 110066	Tel.No. 011-24682206 - 19 (EPABX) Fax : 011-24682202  Tel.No. 011- 26717400-13 (EPABX) Fax: 011-26717416



Company Solar Energy Corporation of India, D-3, A-Wing, 1st Floor, Religare Building, District Centre, Saket, New Delhi -110017	Ph. No.011- 71989200 Fax : 011-71989244
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2.17. The Ministry functions from Monday to Friday having working hours  
from 9:00 a.m. to 5:30 p.m. with lunch break from 1:00 p.m. to 1.30 pm.

\*Some of the Ministry's offices are also housed on 9th and 10th floor of Paryavaran  
Bhavan, CGO Complex, Lodhi Road, New Delhi.

## **CHAPTER 3**

### **Powers and Duties of Officers and Employees**

#### **3.1 MATTERS REQUIRED TO BE SUBMITTED TO THE MINISTER FOR DECISION**

The following matters/cases are submitted to the Minister of New and Renewable Energy for final disposal. The Minister of New and Renewable Energy may review the decisions, if necessary on any of the files.

1. Appointments/framing and revision of recruitment rules in respect of Group 'A' posts.
2. Review of cases regarding retention of Group 'A' officers on their attaining 50/55 years of age or completing 30 years of service.
3. Imposition of penalties under the discipline and appeal rules of the CCS(CCA) rules in respect of Group 'A' officers.
4. Appeals/memorials submitted to the President.
5. Grant of permission to the Secretary, MNRE under the provisions of the conduct rules.
6. Deputation/delegation abroad.
7. Approval of new schemes/projects for all groups.
8. All cases relating to Agreements/Memorandum of Understanding for international cooperation and all foreign aided projects.
9. Institution of awards/medals.
10. Replies to questions/debates/discussions in Parliament and other Parliamentary work in the name of Minister, NRE.
11. Appointments of officials/non-officials on high level committees at national level. Boards of corporation, PSUs etc.
12. All policy matters and guidelines thereto: and revisions/modifications in

the existing schemes/programmes.

13. Proposals requiring consideration of the Cabinet or Cabinet Committees initiated by MNRE.
14. Cases requiring submission to the Prime Minister or President.
15. All legislative proposals.
16. Creation of posts requiring approval of Finance Minister.
17. Any other case where action is taken in the name of the President, unless the power to dispose off such cases is delegated.
18. Projects which are assisted through grants from UNDP/GEF.
19. Decisions of Programme and Project Advisory Committee Meetings:  
In addition, the following need to be put up to the Minister well in time for information:
  - a) Agenda of CASE Meeting.
  - b) Agenda of programme and Project Advisory Committee Meetings.

The channel of submission and final decision making level for matters/cases in respect of various Divisions of the Ministry is as indicated below (Division-wise). Officers concerned will dispose off cases on matters concerning their Divisions in accordance with the channel of submission indicated below.

#### **SCIENTIFIC GROUPS DEALING WITH DEVELOPMENT & DEPLOYMENT**

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	2.	3.	4.
1.	CASE matters	Scientist-D/Scientist-F/Dir./Scientist-G	Secretary

2.	Issue of Administration approval after approval of the case	Scientist-B/C/Scientist-D/Dir.	Scientist-G
3.	Taking up of new project	Scientist-B/C/D/Dir. Scientist-G/Secretary	Minister, NRE
4.	Issue of routine sanction	Section Officer/ Scientist-B/C/D/IFD	Scientist-F/Dir
5	Formulation of Budget proposal	Scientist-B/C/D/Dir	Scientist-G/IFD
6	Annual Plan Five year Plans	Scientist-F/C/D/F /Dir	Scientist-G(Planning Division )
7	Parliament Question Starred Unstarred Inputs to other Ministries	SO/US/DS/Scientist-B/C/D/F/G/Dir./ Secretary	Minister, NRE
8	Standing Committee Replies	Scientist-F/Dir/Scientist-G	Secretary
9	Appointment of Consultant	Scientist- B/C/D /Dir./F Scientist-G	Secretary
10.	Arrangement of Meeting	Section officer /Scientist-D/F/Dir.	Scientist-G
11.	FIPB Proposal	Scientist-B/C/D/F/Dir/ Scientist/G	Secretary

12.	VIP letters/references	Section Officer /US/DS/Scientist- B/C/D/F/G/Director/JS	Secretary/ Minister, NRE
13	Proposal of Foreign Aid/Collaborations/Meetings abroad.	Section Officer /US/ Scientist- B/C/D/F/G/Director/JS	Secretary
14	Policy matters(other than CASE matters)	Section Officer/US/Scientist F/Dir/Scientist-G/JS/ Secretary	Minister, NRE
15	Annual Report	Section Officer/Scientist- B/C/ or Scientist D/F/Dir/G	Secretary
16	Legal matters	Section	Secretary

		Officer/Scientist-D or Scientist-F/Dir/G	
17	Customs/Excise duty Exemption Certificate	SO/US/DS/Scientist- D/F/Director	Scientist-G / Joint Secretary

## II. ADMINISTRATION & COORDINATION GROUP PLANNING AND COORDINATION

Sl.No.	Type of Cases	Channel of submission	Level of final disposal
1.	2.	3.	4.
1.	Formulation and Review of Plan proposals of the Ministry	Scientist-D/F/Dir /E.A./Secretary	Minister, NRE
2.	Annual Action Plan of the Ministry	-do-	-do-
3.	Formulation and Coordination of Five Year and Annual Plan.	-do-	-do-
4.	Interaction with Planning Committee	-do-	-do-
5.	Coordinate, Monitoring and Evaluation of all Plan Schemes and Projects including Central Sector/Centrally Sponsored Scheme.	-do-	-do
6.	Interaction with the Ministry of Programme Implementation.	-do-	-do-
7.	Quarterly Progress Report	Scientist-D/F/Dir.	JS
8.	Monthly DO to Cabinet Secretary & Monthly Summary to the Cabinet.	Scientist-D/F/Dir/E.A.	Secretary

9.	Progress of Monthly Expenditure	Scientist-D/F/Dir/E.A.	Secretary
10.	Input for speech of President/Vice President/Prime Minister/Finance Minister	-do-	Secretary
11.	Parliament Question	SO/US/DS/Scientist-D/F/Dir./JS/Secretary	Minister, NRE
12.	Coordination of Fiscal Incentive Proposals sent to Ministry of Finance.	-do-	Minister, NRE
13.	Review of Annual Action Plan.	SO/US/DS/Director/Scientist-D/F	Secretary
14.	Appointment of Nodal Officers	-do-	Secretary
15.	Coordination of information required by PM.	Scientist-D/F.	JS
16.	Notes for Cabinet or Cabinet Committees initiated by MNRE	Scientist-D/F/Dir/G or Sr.Adv./JS/Secretary	Minister, NRE
17.	Comments of MNES on draft cabinet notes of Other Ministries/Departments.	Scientist-D/F/Dir/G/JS Sr.Advisor	Secretary

#### **ADMINISTRATION-I**

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	2.	3.	4.
<b>1.</b>	<b>APPOINTMENTS</b>		

	(i)Group `A'(JS& above)	SO/US/Dir/JS/Secretary	ACC
	(ii)Group `A'(Dir. & below)	SO/US/Dir/JS/Secretary	Minister, NRE
	(iii)Group `B/(Gazetted)	SO/US/Dir/JS	Secretary
	(iv)Group `B'(Non-Gazetted)	SO/US/Dir	JS
	(v) Group `C'	SO/US/Dir	JS
	(vi) Group `D'	Asstt./SO	US
<b>2.</b>	<b>WORK ALLOCATION AND POSTING AND TRANSFERS IN THE MINISTRY/REGIONAL OFFICES/SOLAR ENERGY CENTRE</b>		
	(i) US or above	SO/US/Dir/JS	Secretary
	(ii) SO and equivalent	SO/US/Dir	JS
	(iii) Assistant and below	SO/US	Dir.
<b>3.</b>	<b>PERMISSION/INTIMATION UNDER CCS CONDUCT RULES</b>		
	(i)Cases of Officers of the level of JS and above	SO/US/Dir/JS	Secretary
	(ii) Other Group `A' officers	SO/US/Dir.	JS
	(iii) Group `B' officers	SO/US	Dir
	(iv) Group `C' & `D' officers	SO/US	Dir
<b>4.</b>	<b>ADVANCE UNDER GPF</b>		
	(i) Advances permissible under normal limits	SO/US	HOD
	(ii)Advances in excess	SO/US	HOD
<b>5.</b>	<b>HOUSE BUILDING ADVANCE</b>		
	(i) Group `A' & `B''	SO/US	HOD
	(ii) Group `C' & `D'	SO/US	HOD
	<b>OTHER ADVANCES UNDER GENERAL FINANCIAL RULES</b>		



	Sanction of advances for purchase of conveyance	Asstt./SO	HOO
	(1) Bicycle/Fan	Asstt/SO	HOO
	(2) Advance of Pay & TA Transfer	Asstt/SO	HOO
	(3) Advance of LTC	Asstt./SO	HOO
	(4) Advance of TA Tour	Asstt./SO	HOO
	(5) Festival Advance	Asstt./SO	HOO
	(6) LTC Grant Permission to change declared place of visit after commencement of journey	Asstt/SO	HOO
	<b>WITHDRAWAL FROM GPF</b>		
	(1)Final withdrawal from GPF as permissible under rules for all Officers(upto 75% of the balance)	SO/US	HOD
	(2)Final withdrawal in excess of 75% upto 90% of balance for all officers except for HBA for the reasons not specified in the rules.	SO/US/HOD/JS	Secretary
	(3) Conversion of advance into withdrawal: (a) For Officers of the level of JS and above (b) For other Group `A`	SO/US/HOD/JS SO/US	Secretary HOD
	Officers/Group `B` officers (c) For Group `C` & `D` Officers	SO/US	HOD

6.	Ad-hoc appointment made to Group `A' & `D' posts without consultation with UPSC	SO/US/Dir./JS	Secretary/ Minister, NRE
7.	Employment of family members of Government servants in Foreign Mission/Organisation etc. in India	SO/US/Dir./JS	Secretary
8	Flexible complementing Scheme(FCS). Assessment Board Meeting-ACC approval in r/o Scientific Officers	SO/US/Dir./JS/Secretary	Secy./ ACC
9.	Pension/retirement benefits/voluntary retirements/Deaths etc.	SO/US/HOO	PAO
10.	Proposal for promotion under Flexible Complementing Scheme/Direct Rectt./Deputation	SO/US/Dir./JS/Secretary	Minister, NRE
11	Screening of applications for recruitment/deputation	SO/US	Dir.
12	Constitution of Department Selection committees/ Assessment Board/ Convening their DPC meetings/ Approval of minutes etc.	SO/US/Dir./JS	Secretary

13.	Seeking approval to the proposals recommended by DPC/ Assessment Board/Selection Committee, for Group `A` posts.	SO/US/Dir/JS/ Secretary	Minister, NRE
14.	Communicating the approvals.	SO/US	US/Dir
15.	Ammendments to the Recruitment Rules	SO/US/Dir/JS	Secretary/ Minister, NRE
16.	Probation clearance/confirmation	SO/US/Dir	JS/Secretary Or UPSC (in some cases)
17	Pay fixation on appointments/promotion	Assistant/SO	US
18.	Compassionate appointments/Promotion	SO/US/Dir.	JS
19	Re-employment	SO/US/Dir.	HOD/JS/ Secretary/ Minister, NRE
20.	Miscellaneous references	Assistant/SO/SO	Dir (in some cases)
21.	<b>FRAMING OF RECRUITMENT RULES</b>		
	(i) Group `A` Posts	SO/US/Dir/JS	Secretary/ Minister, NRE
	(ii)Group `B`	SO/US/Dir.	JS
	(ii)Group `C` & `D` Posts	SO/US/Dir.	JS
22.	Entries in Service Book	Assistant/SO	US
23.	Permission to acquire movable/immovable Property.	SO/US	Dir./JS

24.	(i) Issue of leave Orders(DS and below)	Asstt./SO	US
	(ii) Issue of Leave Orders(JS & above)	Asstt/SO	US
25.	Grant of permission to receive Honorarium fee from outside agencies for talks, meetings, airlines examination fee Interview Board etc.		
	(i) JS/ Adviser and above.	SO/US/Dir/JS	Secretary
	(ii) Dir/DS	SO/US/Dir	JS
	(iii) US and other equivalent posts	SO/US	Dir
	(iv) Group `B`,`C` & `D` posts	Asstt./SO	US
	(v) Sanction of Honorarium where scale has been prescribed such as verbatim records of proceedings examination tests fee etc.	SO/US	Dir/HOD
26.	Payment of Honorarium	SO/US	Dir/HOD
	(i) JS/ Adviser and above	Dir/JS	Secretary
	(ii) Others	SO/US	HOD/ Secretary
27.	Forwarding of applications in respect of Advertisement of general circulars		
	(i) JS/ Advisors and above.	SO/US/Dir/JS	Secretary
	(ii) All others	SO/US/Dir	HOD
28.	Engagement of Consultants	SO/US/Dir/JS	Secretary
29.	Continuation of Posts.	SO/US/Dir/JS/IFD	Secretary

30.	Hiring/Enhancement of Rent	SO/US/Dir.	HOD
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### ADMINISTRATION II

Sl.No.	Type of Cases	Channel of submission	Level of final disposal
1.	Maintenance of office building/cleanliness/conservancy/repair/renovation/furnishing	SO/US	Dir.
2.	Purchase and maintenance of staff car and other vehicles	SO/US/Dir.	JS
3.	Procurement/purchase/maintenance and supply Of (a)furniture(b)stationery / typewriter/ office equipment/sundries-briefcases, towels etc.	SO/US	Dir.
4	Providing and maintenance of air-conditioners/room coolers /heaters	SO/US	Dir.
5	Procurement and supply of uniform to class IV staff.	SO/US	Dir.
6	Payment of telephone bills	SO/US	Dir.
7	Receipt and issue of postal and other dak	SO	US
8	Operational of Internal Telephone exchange	SO	US
9	Supervision of Duplicating Unit	SO	US
10	Celebration/Observeance of Days/Dates Like Anti-Terrorism Day Martyrdom Day Sadhbhavana Diwas Quami Ekta Week Armed Force Flag Day	SO/US/Dir./JS	Secretary

11.	Booking/Cancellation of air/ rail tickets for officers and non-officials	SO	US
12.	Processing of Indian Air Lines/ Air India/Travel Agents Bills	-do-	-do-
13	Liaison with Protocol Div. of the Ministry of External Affairs.	SO/PSO(IR)	Dir(IR)
14.	Arranging issuance and revalidation of official passport s/ visa for officers going abroad.	SO	US
15.	Arrangement of Hotel Accommodation for Guests and foreign dignitaries.	-do-	-do-
16.	Arrangement of official lunch/ dinner hosted by MOS/Secretary.	-do-	-do-
17.	Republic Day and Independence Day passes	-do-	-do-
18.	Engagement of services of casual workers and labourers on daily wages.	-do-	-do-

### PARLIAMENT

Sl.No.	Type of Cases	Channel of submission	Level of final disposal
1.	2.	3.	4.

1.	Parliament Questions	All the Parliament Questions are processed in the concerned divisions. Starred Question are routed through Secretary and the Unstarred Questions through the concerned Group Head. All the questions are disposed off at the level of Minister, NRE	
2.	Convening the meetings of the Consultative Committee or MPs of attached to the Ministry	SO/US/Dir/JS/Secretary	Minister, NRE
3.	Draft of the minutes of the Consultative Committee	SO/US/Dir/JS/Secretary	Minister, NRE
4.	Matter relating to laying of Annual Report, Demand for Grants, legislative proposals etc.	SO/US/Dir/JS	Secretary
5.	Review of Parliamentary Assurance given by the Ministry	SO/US/Dir./Scientist-G/JS	Secretary/Minister, NRE
6.	Matter related to APAR	SO/US/Dir	JS
7.	Miscellaneous references/SC/ST Cell	SO/US/Dir.	JS

#### VIGILANCE CELL

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1	2	3	4
1	Complaints from pseudonymous and anonymous sources	US(Vig.)/Dir.(Vig.)	JS

2	Complaints forwarded from CVC.	-do-	JS
3	Vigilance cases against Ministerial staff for which Secretary(NES0 is the appointing authority	US(Vig.)/Dir.(Vig.)/JS	Secretary
4	Vigilance cases against Ministerial and non-Ministerial staff for whom President is the appointing authority.	US(Vig.)/Dir(Vig.)/JS Secretary	Minister, NRE

#### RTI SECTION

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1	2	3	4
1.	Forwarding of applications to concerned CPIOs in MNRE	SO	DS
2.	Transfer of applications to other CPIOs	SO	DS
3.	Submission of periodical RTI Reports	SO	DS
4.	Applications seeking information under RTI Act	US/SO	DS (CPIO)
5.	Appeals received by Ist Appellate Authority	SO/US/DS	JS(Admin.) - Ist Appealte Authority



### INTERNATIONAL RELATIONS

Sl..	Type of Cases	Channel of Submission	Level of final disposal
1	2.	3.	4.
1.	Bilateral/Multilateral matters-Agreements/MOUs	Scientist B/C or Scientist D/F/Dir/JS/Secretary	Minister, NRE
2	Foreign Deputation of official or on the basis of invitation from foreign Stake-Holders	Scientist B/C or Scientist D/F/Dir/JS/ AS&FA/Secretary/Screening Committee of Secretaries (In case of Secretary and non - officials)	Minister, NRE
3	Seminars/Conferences	Scientist B/C or Scientist D/F/IFD/JS	Secretary/Minister, NRE
4	Foreign investment in Renewable Energy proposals for FIPB clearances	Concerned Group Head	Secretary
5.	Human Resources Development-Deputation of officers on study tours,Conferences	Scientist B/C or ScientistD/F/Dir /JS/IFD Secretary/Screening Committee in respect of Officers in the pay scale of Additional Secretary or above.	Minister, NRE

**CASH SECTION**

Sl.No.	Types of Cases	Channel of submission	Level of final disposal
1.	2.	3.	4.
1	Pay Bills	Dealing Hand	DDO
2	Contingent Bills	-do-	-do-
3	Grant-in-aid Bills	-do-	-do-
4	TA/LTC Bills	-do-	-do-
5	Miscellaneous Bills, Conveyance Bills, Arrear Bills, Bills for Advance etc.	-do-	-do-

**OFFICIAL LANGUAGE**

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1	2	3	4
1	Hindi Translation Hindi(Implementation)	Sr.Hindi Translator.	DD(OL)
2	Hindi Training	Dy. Director (OL)/Dir	JS
3	Progressive use of Hindi	Dy. Director (OL)/Dir.	JS
4	Award Scheme(original Books in Hindi)	DD/Dir./JS/Secretary	Minister, NRE

5	Incentive Schemes	Dy. Director (OL)/Dir.	JS
6	Hindi Salahkar Samiti Meeting	Dy. Director (OL)/Dir.	JS
7	Official Language Implementations Committee	Dy. Director (OL)/Dir.	JS
8	Quarterly Progressive Report to Department of Official Language, Ministry of Home Affairs.	Dy. Director (OL)/Dir.	JS

### III. INTEGRATED FINANCE DIVISION

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1.	2	3	4
1.	Preparation of Annual Plan(Budget)	Director	Scientist-G/EA/ Secretary
2	Grant-in-aid to State Nodal Agencies for Exhibitions & Mobile Exhibition Van	Photo officer/Director	Scientist-G
3	Printing-Annual Report-Brochures, Advt. Etc.	Photo Officer/Director	Scientist-G/ Secretary
4	Electronics Media Radio jingles/TV Spots etc.	Photo Officer/Dir.	Scientist-G/ Secretary

5	Films/Serials	Photo Officer /Dir/Scientist- G/Secretary	Minister, NRE
6	Publication of Books	Photo Officer/Dir.	Scientist-G

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1	2	3	4
<b>BUDGET &amp; ACCOUNT SECTION</b>			
1	Demand for Grants	Accountant/ AO.US/Dir.	AS & FA
2	Settlement of CAG Paras/	AO/US/Dir.	AS&FA
3	Reappropriation within the powers of Ministry	Accountant/ AO/US/Dir.	AS & FA
4	Reappropriation beyond the powers of the Ministry	Account/ AO/Dir(F) AS & FA/Secretary	MOF/Parliament
5	Routine cases/Returns	Accountant	AO
<b>IF SECTION</b>			
1.	Scrutiny of cases having financial implications upto Rs.10 lakhs.	Asstt. or Acctt./SO/US	Dir(F)
2	Scrutiny of cases having	Asstt. or	AS&FA
	financial implications above Rs.10 lakhs	Acctt./SO/Dir(F)	
3.	To screen all expenditure proposal to be referred to the Ministry of Fin./DP & T.	Asstt. or Acctt./SO/Dir(F)	AS&FA

4.	To process cases for creation/continuance of posts.	Asstt. or Acctt./SO/US/Dir(F)	AS&FA
5.	Processing of cases for SFC/EFC clearance for	SO/US/Dir(F)	AS&FA
6	Performance Budget	Asstt. or Acctt./SO/US(F)/Dir(F)	AS&FA
7	To process cases relating to Deputation/Delegation	US(F)/Dir(F)	AS&FA
8	To scrutinize proposals for redelegation of powers to subordinate authorities	Asstt. or Acctt./SO/US Dir(F)	AS&FA
9	Routine cases/Returns.	Asstt. or Acctt.	SO

## CHAPTER 4

### **Rules, regulations, instructions, manuals and records, for discharging functions**

The Ministry is following the norms and instructions issued by the Government of India from time to time. Besides the following Rules are used by its employees for discharging its functions

Sl. No.	Name/title of document	Type of the document
1.	Establishment Matters & Manual	General Rules
2	Fundamental Rule & Supplementary Rules	
3	Central Civil Service (Leave) Rules,	
4	Central Civil Service (Pension) Rules, 1972	
5	Central Civil Service (CCA) Rules, 1965	
6	Leave Traveling Concession Rules CCS(LTC) Rules 1988	
7	General Provident Fund Rules-1960	
8	Delegation of Financial Powers Rules - 1978	Financial Rules
9	General Financial Rules, 2005	
10	Manual of Office Procedure	Manual
11	Electricity Act, 2003	Act.
12	Swamy's TA Rules Made Easy	Guide Books
13.	Swamy's Pension Rules Made Easy	
14.	Swamy's Leave Rules Made Easy	
15.	Swamy's Master Guide to FR&SR and Service Rules.	

16.	Swamy's Hand Book for Central Govt. Servants	
17.	Seamy's Complete Manual on Establishment and Administration for Central Govt. Offices	
18	Right to Information Act, 2005	Act

## CHAPTER 5

### **Arrangement for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

The Ministry has a participatory and consultative forum for the formulation and implementation of policy. The process of participation and consultation is facilitated by well co-ordinated set of guidelines for associating non-officials, experts, professionals, concerned persons etc., in the various Committees of the Ministry.



## CHAPTER 6

### **Boards, council, committees and other bodies constituted as its part**

This Ministry has the following Commission/Boards/other bodies.

**THE COMMISSION FOR ADDITIONAL SOURCES OF ENERGY (CASE):** It was established in 1981 on the lines of the Atomic Energy Commission and the Space Commission to oversee the development of new energy sources in the country. The Commission functions under the chairmanship of Secretary, MNES and has the following responsibilities:-

- Formulating policies and programmes for the development of new and renewable sources of energy.
- Coordinating and intensifying research and development activities in new and renewable sources of energy. Ensuring implementation of Government's policies in regard to all matters concerning new and renewable sources of energy.

The Members are as under

1. The Secretary of Ministry of New and Renewable Energy - Chairman
2. The Secretary, Ministry of Rural Development - Member
3. The Secretary, Department of Expenditure, Ministry of Finance - Member
4. The Secretary, Planning Commission, New Delhi - Member
5. The Secretary, Department of Science & Technology, New Delhi - Member
6. The Secretary, Ministry of Environment & Forest, Parayavaran Bhavan, New Delhi - Member
7. The Secretary, Ministry of Power, Shram Shakti Bhawan, New Delhi - Member

## **II. HINDI SALAHKAR SAMITI**

Hindi Advisory Committee has been setup in the Ministry to advise on proper implementation of official language policy of the Govt. of India. Currently the Hindi Advisory Committee of the Ministry of New & Renewable Energy is being reconstituted. The proposed composition of Hindi Advisory Committee is as follows:

### **1. Composition**

Minister of New and Renewable Energy

Chairman

#### **Non-Official Members**

Four (4 ) MPs ( 2 each from Rajya Sabha and Lok Sabha ) are nominated by

Ministry of Parliamentary Affairs

Member

Two (2) MPs are nominated by Committee of Parliament on Official Language, Member

One representative from Kendriya Sachivalaya Hindi Parishad

Member

One Representative from Akhil Bharatia Hindi Sanstha Sangh

Member

Four (4) Members are nominated by concerned Ministry. These members are nominated by Hon'ble MOS (NRE)

Member

Three (3) Members are nominated by Deptt. of Official Language, Ministry of Home Affairs

Member

#### **Official Members**

1. Secretary, Ministry of New and Renewable Energy	Member
2. Secretary, Department of Official Language	-do-
3. Economic Adviser, Ministry of New and Renewable Energy	Member- Secretary
4. Joint Secretary, Department of Official Language	Member
5. D.G, NISE	-do-
6. Managing Director, Indian Renewable Energy Development Agency Ltd.	-do
7. Executive Director, NIWE.	-do-
8. Director, SSS-NIRE	-do-
9. Executive Director, SECI	-do-

## **2. Functions of the Samiti:**

The Samiti shall advise the Ministry of New and Renewable Energy on matters relating to the progressive use of Hindi for official purposes.

## **3. Tenure of the Samiti:**

The term of the Samiti will be three years from the date of its formation, provided that:

- (a) A Member of Parliament nominated to the Samiti shall cease to be a member of the Samiti as soon as he/she ceases to be a Member of Parliament;
- (b) Ex-officio members of the Samiti shall continue as members so long as they hold the office by virtue of which they are members of the Samiti; and
- (c) Members appointed against mid-term vacancies shall hold office only for the residual period of the three year's tenure.

#### 4. General

The Headquarter of the Samiti shall be at New Delhi but it may hold its meetings at any other station also, if necessary.

### **R& D Committees**

#### **Committee Composition**

10.1 In order to facilitate faster approvals of RDD&D project proposals, it has been decided to categorize project proposals in terms of their cost and to set up Committees with different composition for each of the category for appraising and recommending projects for approval of competent authority.

10.2 For the purpose of appraising and recommending projects of budget up to Rs. one crore for approval of the competent authority in all areas of renewable energy except solar energy (solar thermal as well as solar photovoltaics), separate R&D Sectoral Project Appraisal Committees (RDSPACs) are being set up with the following composition:

Sl. No.	Name/ Designation	Status
	Concerned Group Head	Chairman
	Subject Area Expert	Member
	Subject Area Expert (One of the Reviewers)	Member
	Director (Finance)	Member
	Director (R&D Policy and Coordination)	Member
	Concerned Director, MNRE	Member-Secretary

10.3 Keeping in view the need to accelerate RD&D efforts in solar energy technologies, subject experts have a greater role to assist the Ministry in appraisal of the projects and their early approval. Therefore, to meet the specific requirements of R&DD projects in the area of solar thermal and solar photovoltaics especially in view of the challenge of achieving grid parity as announced by the Jawaharlal Nehru National Solar Mission, it has been decided to have the following composition of the R&D Sectoral Project Appraisal Committees (RDSPAC) for the purpose of appraising and recommending R&DD projects of total project cost of up to Rs. five crore in these areas:

Sl. No.	Name/ Designation	Status
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	Eminent Expert Solar PV: Prof A. K. Barua, Kolkata; Solar Thermal: Prof R. Natarajan, Bangalore	Chairman
	Concerned Group Head, MNRE	Co-Chairman
	Group Head for R&D Policy and Coordination, MNRE	Member
	Subject Area Expert(s)	Member (s)
	Subject Area Expert (One of the Reviewers)	Member
	Subject Area Expert (One of the Members of the team deputed to visit the Implementing Institution for Project proposals costing more than RS. 1.0 crore)	Member
	Director (Finance), MNRE	Member
	Concerned Director, MNRE	Member-Secretary

10.4 For the purpose of appraising and recommending RD&D projects beyond the costs of Rs. 5.0 crore for solar thermal and solar photovoltaics and Rs. 1.0 crore for all other areas of renewable energy technologies, separate technology specific RD&D Project Appraisal Committees (RDPACs) in each of the subject areas (viz. solar photovoltaics, solar thermal, new technology, wind, biogas, biomass, bio-fuels, small hydro and waste-to-energy) are being set up with the following composition:

Sl. No.	Name/ Designation	Status
	Secretary, MNRE	Chairman#
	Financial Adviser, MNRE	Member#
	Group Head for R&D Policy and Coordination, MNRE	Member#
	Concerned Group Head	Member
	Subject Area Expert (In case of solar thermal and Solar photovoltaics, he could be the Chairman of the concerned RDSPACs )	Member
	Subject Area Expert (One of the Reviewers)	Member
	Subject Area Expert (One of the Members of the team deputed to visit the Implementing Institution)	Member
	Concerned Director, MNRE	Member-Secretary

# Permanent members on each Committee, while rest of the members would be specific to the subject area.

## Procedure and Guidelines

11.1 Members cannot nominate others to take their place on the RD&D/ Project Appraisal Committees. However, Financial Adviser, MNRE may depute Director (IFD), MNRE as his representative, in case he is pre- occupied. Meetings of the RSPACs and RDPACs would be organized by the respective Groups/ Divisions depending upon the requirements.

11.2 As far as possible, R&D projects should be taken with industry as end-users to ensure that they are involved right from the conception stage of the project. Such projects should clearly quantify outputs that should be challenging and bench- marked to pre-identified aims. In order to make use of the R&D capabilities of the institutions for expansion of new and renewable energy in the country, core R&D Groups/ Centres need to be strengthened so as to take up advanced research involving other institutions and promote new and renewable energy in the country.

11.3 The Group Heads will identify experts in their respective subject areas for seeking comments on the prospective RD&D projects and will get them endorsed by the RDPACs.

11.4 Group Heads shall develop RD&D projects in consultation with the concerned industry/ institution/organizations of civil society including NGOs and may also solicit proposals through advertisements placed in newspapers and/or on the MNRE website. The concerned group in MNRE may also involve an expert R&D organization in evaluating the proposed project so as to generate good quality projects. The revised format, as given in Annexure, will be used for developing and submitting all new R&DD projects to the MNRE. The project proposals which have already been received in the old format will, however, be considered in the same format.

11.5 As and when RD&D proposals are received, the respective Group shall examine the same to ascertain the relevance of the projects in line with the guidelines of MNRE. In case, the proposal is not found relevant or deficient in critical information, the Group will intimate the PI accordingly. In all other cases, the concerned Group would seek comments/recommendations on the proposal from at least three referees. In each case, at least 2 referees should support the project. The measure of support should be considered by a rating of 60% or higher by each of the experts.

11.6 For project proposals with overall cost exceeding Rs. 1.0 crore, an Expert Committee would be deputed to visit the institution proposing the project to have on the spot assessment of the capabilities and capacity of the project team, and also to have an assessment of the available technical and administrative set up at the institution. A presentation would also be made by the PI of the project to the visiting team. The Expert Committee would submit a report to the Ministry for follow up actions.

11.7 In the cases when major changes/revision are suggested, the comments will need to be sent to the Principal Investigator for the revision of the proposal incorporating comments of the experts. The revised proposal shall be sent again to the same experts for final comments.

11.8 The concerned Committees would consider RD&D project proposals and would recommend the same to the competent authority.

11.9 Financial assistance for RD&D projects including the technology validation and demonstration projects that involve partnership with industry/civil society organizations should normally be restricted to 50% of the project cost. However, for any proposal from academic institutions, Government/non-profit research organizations and NGOs, Ministry may provide up to 100% funding. Private academic institutions, especially, engineering colleges will have to furnish a declaration that they do not levy and collect donations for admissions from the students at the time of applying for R & D grants. In case the project is sanctioned by the MNRE and it is subsequently brought to the notice of the MNRE that the donations are being collected, the grants would be cancelled; the institutions will be required to refund the grant released with interest and such institutions will be banned from getting grants from this Ministry. However, such institutions which get donations can be provided grants up to a maximum 50% of total budget for the project as applicable for industry.

11.10 The Technology Validation and Demonstration Projects involving industry shall generally cover the activities taken up after successful completion of a lab scale/ bench scale work either by industry and/or by lab/ institutions with a view to facilitate field evaluation and demonstration of the product(s), processes, technology, system-integration having potential to lead to their commercialization in the country. These projects may also support technologies sourced from other countries for assessing their suitability and adaptability under Indian conditions.

11.11 In case there is a request from industry for financial support in excess of the percentage indicated in Para 11.9 above and up to a maximum of 75% of the project cost, the same will have to be justified on the basis of expected time horizon for technological maturity and commercialization and its long-term cost competitiveness.

11.12 Ministry may provide up to 100% financial assistance as core support to R & D institutions for setting up specialized Centres of Excellence in the area of renewable energy on the basis of recommendations of RDSPAC/RDPAC as the case may be.

11.13 In order to facilitate procurement of equipment early, upto 50% of the total assistance minus institutional charges/overheads would be released initially along with the sanction depending on the requirements of equipment in the project. For projects where equipment cost exceeds 50% of the project cost, higher initial release may be considered by the Ministry. The balance assistance minus institutional charges/Overheads would be sanctioned as per yearly allocation based on achievement of aims and progress of implementation of the project. The final payment i.e. institutional charges/ overheads would be released only after successful completion of the project and review by a Monitoring Committee and on receipt of project completion report.

11.14 Projects having approved project cost of more than ` 1.0 crore on completion will be presented to the respective Appraisal Committees. Completed project reports shall be posted on MNRE website and hard copy will be placed in the Library.

11.15 For all projects that are approved by the Ministry, the concerned Group/ Division shall issue the sanction order and make all releases of financial assistance as per the policy guidelines. The project grant shall be utilized as per the “general terms & conditions of the grant for R&D/technology development project” as per revised Annexure, and the same be enclosed with sanction order for compliance. Copies of all sanction orders would be endorsed to R&D Policy and Coordination Division with a view to have consolidation of the information.

11.16 TA/DA as per entitlement and a sitting fee shall be provided to the members of the RDSPAC/RDPAC at the rate which would be decided as per separate sanction order.

11.17 Policy guidelines will be issued by the R&D Policy and Coordination Group in the MNRE and the database on all the projects sanctioned by the Ministry will continue to be dealt by the Group. The Concerned Groups will develop the RD&D project proposals and process them for their appraisal including organizing meetings of the Committees and issuing approved minutes etc.



## CHAPTER 7

### Names, designations and other particulars of the Public Information Officers / Appellate Authorities (as on 12.07.2018)

S. No	Subject	CPIO	Appellate Authority
1	Climate Change related initiatives including Clean Development Mechanism (CDM), Renewable Purchase Obligations (RPO) related issues, REC Policy, INSPA, NCEF, Hydrogen, Fuel Cell and IREP, Electrical Vehicle and National Board of Electric Mobility, New Technology , Specific references of Information & Public Awareness and Renewable Energy Policy and Regulations.	Shri Dipesh Pherwani, Scientist 'B'	Dr. P.C. Maithani, Scientist 'G'
2	Planning and Coordination, IREDA	Shri Anubhav Uppal Scientist 'B'	Dr. Pankaj Saxena, Scientist 'F'
3	Innovative Financing for Renewable Energy Projects ,Externally aided projects on Energy Access (partly funded UNDP/GEF, D FID and GIZ)	Shri Vijay Kumar Bharti, Scientist 'B'	Dr. G Prasad, Scientist 'F'
4	Solar Scheme for Farmers, Green Energy Corridor , Geothermal, Ocean /Tidal,	Shri Rohit Thakwani, Scientist 'B'	Shri Girish Kumar, Scientist 'E'
5	Solar Thermal Group-Solar Conc. and Solar Cookers , NTPC - Bundling Scheme NTPC - EPC Scheme	Shri Aravindh MA, Scientist 'B'	Shri H R Khan, Scientist 'G'
6	Biogas Power , National Biogas Programme, Biogas Training Centres and Biogas R&D	Shri S.R. Meena, Scientist 'C'	Shri G. L. Meena, Scientist 'G'
7	R& D Coordination , Lab Policy, Standards & Quality Control	Ms. Vasantha V. Thakur, Scientist 'D'	Dr. B. S. Negi, Scientist 'G'
8	HRD & Training including ITEC Innovation Centre,	Ms. Vasantha V. Thakur, Scientist 'D'	Dr. P.C Pant, Scientist 'F'
9	Off-Grid Solar, Agri Pump Scheme, Street Light , Home Light	Shri Shobhit Srivastava, Scientist 'C'	Shri Jeevan Kumar Jethani, Scientist 'E'
10	Small Hydro Projects (Private Sector) Watermills, Small Hydro Projects (Government Sector) of Uttarakhand, North East Watermills, Mini -Micro Hydel	Shri S. K Shahi, Scientist 'C'	Dr. P. C. Pant, Scientist 'F'
11	VGF Scheme, GBI	Shri Neeraj Kumar, Scientist 'C'	Shri B.L Ram, Scientist "G"
12	Energy Storage, E-Mobility and International Solar Alliance and Specific references of Renewable Energy Policy and Regulations	Shri Tarun Singh Scientist 'C'	Dr. P.C. Maithani, Scientist "G"
13	Solar Rooftop	Shri Hiren Borah, Scientist 'C'	Shri Jeevan Kumar Jethani, Scientist 'E'

14	Small Wind Energy, Off – Shore wind, Manufacturing of Wind Turbine (CCDC) (Concessional Custom Duty Certificate,	Shri P.K Dash Scientist 'C'	Shri B.K Panda Scientist 'E'
15	Wind Energy, Wind RPO (Renewable Purchase Obligations), REC (Renewable Energy Certificate), NIWE	Shri Rahul Rawat, Scientist 'B'	Shri G Upadhyay Scientist 'F'
16	Solar (R&D), (ST&SPV), Solar Water Heater, Solar Thermal Group – Flat Plate/ Evacuated Tube Collector / Non concentrating Collector Systems – Air Heaters, driers, direct cooking system and All issues relating to Application relating to Regional Testing Centre,	Shri Anil Kumar, Scientist 'C'	Shri I.P Singh, Scientist 'F'
17	Grid Connected PV&ST-I (HVVA related and all others), Greening of Islands	Shri Sanjay Karndhar, Scientist 'C'	Shri Ruchin Gupta, Director
18	CCDC Solar Power	Shri Arun Kumar, Scientist "C"	Shri Anand Nirvane, Scientist 'E'
19	Solar City Programme Green Building	Shri Arun Kumar, Scientist "C"	Shri H R Khan, Scientist 'G'
20	Biomass Cookstove	Dr. Preeti Kaur, Scientist 'D'	Dr. G.Prasad, Scientist 'F'
21	Organization of RE – Invest	Dr. P.C. Pant, Scientist 'F'	Shri Bhanu Pratap Yadav, JS
22	DBT Cell	Shri Sohail Akhtar, Scientist 'G'	Shri Bhanu Pratap Yadav, JS
23	NIC Matters, Work related to Dashboard and E-office.	Shri S.K Jagawani Scientist 'F'	Shri Bhanu Pratap Yadav, JS
24	GST related to Biogas	Shri S.R Meena, Scientist 'C'	Shri Ruchin Gupta, Director
25	GST related to Wind CDC/EDE	Shri P.K Dash, Scientist 'C'	Shri Ruchin Gupta, Director
26	GST related to Solar CDC/EDE	Shri Arun Kumar, Scientist 'C'	Shri Ruchin Gupta, Director
27	GST related to Grid Solar	Shri Sanjay Karandhar, Scientist 'C'	Shri Ruchin Gupta, Director
28	GST related to Off Grid Solar	Shri Shobhit Srivastava, Scientist 'C'	Shri Ruchin Gupta, Director
29	GST related to Biomass	Ms. Priya, Scientist 'B'	Shri Ruchin Gupta, Director
30	Biomass Power Schemes and Policies, Bio Energy Mission, Biomass Gassifier, Waste to Energy	Shri S. K Khurana, US	Dr. G. Prasad, Scientist 'F'
31	Seminar & Symposia	Raghunath, US	Ms. Alka Joshi, DS
32	I & PA	Raghunath, US	Dr. P.C. Maithani, Scientist 'G'
33	Vigilance	Ms. Sunita Dhewal, US	Shri Ruchin Gupta, Director
34	National Solar Mission, Solar Park, Defence Schemes,	Shri Devendra Singh, US	Shri Dilip Nigam, Scientist 'G'
35	NISE, SECI	Shri Devendra Singh, US	Shri Ruchin Gupta, Director
36	International Relations (IR)	Shri Sachin Tulsi, US	Ms. Veena Sinha, Director

37	O/o Minister of State (IC), NRE	Shri SachinTulsi, US	Shri A.N Sharan, JS
38	Parliament Work,	Shri A.K. Singh, US	Dr. Pankaj Saxena, Scientist 'F'
39	Public Grievances	Shri A.K. Singh, US	Ms. Alka Joshi, DS
40	Administration	Shri Arvind Pokhriyal, US	Shri G Upadhyay, Scientist 'F'
41	SSS-NIBE	Shri Arvind Pokhriyal, US	Dr. G. Prasad Scientist 'F'
42	Integrated Finance Division (IFD)	Shri Sandeep Mukherjee,  US	Ms. Gargi Kaul JS & FA
43	RTI Matters	Ms. Alka Joshi , D S	Ms. Sutapa Majumdar, EA
44	Hindi, Library	Ms. Alka Joshi, DS	Ms. Sutapa Majumdar, EA
45	SADP, Akshay Urja Shop,	Shri K.C Vasudevan US	Shri J.K Jethani, Scientist 'E'
46	PAO , Budget	Shri Pratap Singh Sr. AO	Shri Sanjay Pandey, Controller of Accounts

## **CHAPTER 8**

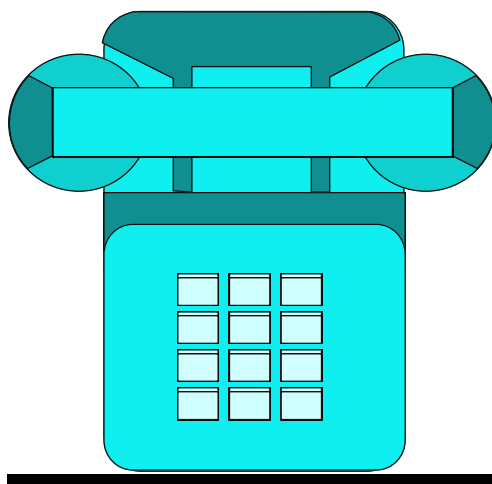
### **Procedure followed in Decision Making Process**

The procedures set down in Government instruction and manuals to take action and decision on matter coming under the purview of the Ministry are followed. The procedures have been defined in Manual of Procedure and notes on office procedure. The hierarchy as defined by instruction as well as departmental instructions. Levels of decision making are being followed as per levels defined in Chapter – 3.

**CHAPTER 9**  
**Directory of officers and employee**

**BLOCK NO.14, C.G.O. COMPLEX, LODHI ROAD**

*NEW DELHI - 110 003*



**TELEPHONE DIRECTORY**

*FEBRUARY, 2018*

<b>EPBAX:</b>	<b>Fax No:</b>
24360707, 24360404	<b>(Block No.14)</b> 24361298(Genl.)

WEBSITE: [www.mnre.gov.in](http://www.mnre.gov.in)

NAME & DESIGNATION	I.C	ROOM NO.	OFFICE	RESIDENCE ADDRESS
<b>MINISTER'S OFFICE</b>				
<b>MINISTER</b>				
<b>RAJ KUMAR SINGH</b> <a href="mailto:raj.ksingh@gov.in">raj.ksingh@gov.in</a>	-	117	<b>MNRE</b> 24360396 24360774 24362554 (Fax)	3 TALKATORA ROAD, NEW DELHI-110001
<b>PS</b>				
<b>MANOJ KUMAR SINGH</b> <a href="mailto:manoj.ksingh82@gov.in">manoj.ksingh82@gov.in</a>	2123	118	<b>MNRE</b> 24360396 24360774 24362554 (Fax)	
<b>APS</b>				
<b>ALOK SINGH</b> <a href="mailto:aksingh.mps@gmail.com">aksingh.mps@gmail.com</a>	2122	119	<b>MNRE</b> 24360396 24360774 24362554 (Fax)	
<b>UNDER SECRETARY</b>				
<b>SACHIN TULSI</b> <a href="mailto:sachin.tulsi93@nic.in">sachin.tulsi93@nic.in</a>	2115	108	24360396 24360774	

			24362554 (Fax)	
<b>MINISTER'S STAFF</b>	2112 2126	113	24360396  24360774, 24362554  (Fax)	

### MNRE HEADQUARTER

NAME & DESIGNATION	I.C	ROOM B-14	OFFICE	E-mail I.D.
<b>SECRETARY</b>				
ANAND KUMAR	2102	102	2436-1481  2436-2772  24367329 (Fax)	<a href="mailto:secy-mnre@nic.in">secy-mnre@nic.in</a>
<b>SECRETARY'S OFFICE</b>				
K.S.SUBRAMANIAN, PPS	2101	101		<a href="mailto:subu@nic.in">subu@nic.in</a>
A.K DAS, PA	2104	101	2436-1481  2436-2772	
<b>ADDITIONAL SECRETARY</b>				
PRAVEEN KUMAR	2211	207	24368901	<a href="mailto:as.mnre@gov.in">as.mnre@gov.in</a>

A.K. SETH, PPS	2213	209	24368901	<a href="mailto:ak.seth@nic.in">ak.seth@nic.in</a>
Ms. MEENAKSHI SAWHNEY, PS	2213	209		
<b>ADDITIONAL SECRETARY AND FINANCIAL ADVISER</b>				
GARGI KAUL(Ms)	2222	222	24362308  (MNRE)  24642145  (M/o Civil Aviation)	<a href="mailto:faoffice.mnre@gov.in">faoffice.mnre@gov.in</a>  <a href="mailto:kaulg@nic.in">kaulg@nic.in</a>
<b>Y.K. KAPOOR, PS</b>	2228	220		
<b>JOINT SECRETARIES</b>				
ANJANI NANDAN SHARAN  (Administration, Biomass, Biogas)	2236	202	24361027  24367861  (Fax)	<a href="mailto:an.sharan@nic.in">an.sharan@nic.in</a>
Ms. ANJU VIJ, PPS				



	2209 2201	201	24361027	<a href="mailto:anjuvij.mnre@gov.in">anjuvij.mnre@gov.in</a>
<b>JOINT SECRETARIES</b>				
<b>NAME &amp; DESIGNATION</b>	<b>I.C</b>	<b>ROOM B-14</b>	<b>OFFICE</b>	<b>E-mail I.D.</b>
<b>BHANU PRATAP YADAV</b>  [Hydro project, PM's Package of Laddakh Renewable Energy Initiatives small Hydro projects, small Hydro project of uttarakhand & NE WA termless, Mini micro Hydel, gharat, Promotion of Wind Energy, GBI, Scheme Repowering & Hybrid policies, wind Bidding framework, off shore wind Energy, Small wind Energy, Wind Recourse Assessment, CCDC and EDEC, Organization of RE-Invest, IREDA]  <b>JITENDER BHAGAT, PPS</b>  Ms. LATHA KARUNANETHY,PS	2205	206	24360359	<a href="mailto:yadavbp@cag.gov.in">yadavbp@cag.gov.in</a>
	2204	206	24360359	<a href="mailto:jitender.bhagat@nic.in">jitender.bhagat@nic.in</a>
	2204	206	24360359	<a href="mailto:latha.mnre@gov.in">latha.mnre@gov.in</a>



ECONOMIC ADVISER AND CVO				
NAME & DESIGNATION	I.C	ROOM B-14	OFFICE	E-mail I.D.
<b>Ms. SUTAPA MAJUMDAR</b> (P & C, Coordination with Cabinet, Other (PMO), coordination, Cabinet Notes, MIS, WEB, OL, RTI, Akshay Urja Shop Budget UC, CPGRAMS, Citizen Charter)	2225	225	24362891	<a href="mailto:ecoadv.mnre@gov.in">ecoadv.mnre@gov.in</a>  <a href="mailto:sutapa.m@nic.in">sutapa.m@nic.in</a>
S.P. SINGH, PS	2239	220A	24362891	<a href="mailto:Shripal.singh@gov.in">Shripal.singh@gov.in</a>
<b>AGRIM KAUSHAL</b> (Reinvest Strategy for Financial Sustainability)			124-2853068  124-2853073 (fax)	<a href="mailto:agrim@nic.in">agrim@nic.in</a>

Contact EPABX No. 24360404, 24360707 and dial / ask for extension number (i.e. Intercom Number)

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>SCIENTISTS "G"</b>				
AKHTAR SOHAIL (DBT Cell)	1029	1029	24368906	<a href="mailto:sohaliakthar@nic.in">sohaliakthar@nic.in</a>
BHATT B.K.  (SHP)	2231	221	24365619	<a href="mailto:bkbhatt@nic.in">bkbhatt@nic.in</a>
PA	2244	221		
JAIN V. K.  (UNDP/GEF Project on Barriers to Biomass Power Generation, UN womaen Project for Women Enterpreneurship for Energy Aceso)	3127	119 (B-3)	24369788	<a href="mailto:jainvk@nic.in">jainvk@nic.in</a>
KHAN H.R.  (NTPC-Bundling Scheme, NTPC-EPC Scheme, Solar City Programme, Green Buildings, Solar Thermal Group-Solar Concentrator and Solar Cookers)	3128	118	24368917	<a href="mailto:hrkhan@nic.in">hrkhan@nic.in</a>
PS	3124	118	(*)	
MEENA G.L.  [Biogas Power (Off Grid Programme), National Biogas Programme, Biogas Training Centres and Biogas R&D]	1008	1008	24368904	<a href="mailto:gl.meena@nic.in">gl.meena@nic.in</a>
PS	1007	1007	(*)	

<b>MAITHANI P.C.(Dr.)</b>  (Climate Change related initiatives including Clean Development Mechanism (CDM), Renewable Energy Policy & Regulations including RPO related issues, REC Policy, ISA, NCEF, New Technologies including Hydrogen Fuel Cells, Green Climate Fund projects and coordination with MoEF & CC and NABARD, I &P A Division, Energy Storage, Electric Mobility, Akshay Urja Magazine)  <b>PS</b>	2217	217	24361830	<a href="mailto:pcmaithani@nic.in">pcmaithani@nic.in</a>
	2215	211	(*)	
<b>NEGI B.S. (Dr.)</b>  (R & D Coordination, HRD & Training including ITEC Innovation Centre, Lab Policy, Standards & Quality Control and additional charge of Director General SSS-NIBE, Kapurthala Punjab)  <b>PA</b>	2207	204	24368581	<a href="mailto:neqi@nic.in">neqi@nic.in</a>
	2234	211	(*)	
<b>NAME &amp; DESIGNATION</b>	<b>I.C</b>	<b>ROOM NO</b>	<b>OFFICE</b>	<b>E-mail I.D.</b>
<b>SCIENTISTS "G"</b>				

<b>NIGAM DILIP</b>  [Solar Mission, Solar RPO (Renewable Purchase Obligations), REC (Renewable Energy Certificate), Akshay Urja Newsletter]  <b>PS</b>	2230	223	24368911	<a href="mailto:dilipnigam@nic.in">dilipnigam@nic.in</a>
	2223	223	(*)	
<b>RAM B.L.</b>  [Solar VGF Scheme, GBI Scheme, Demonstration Scheme]  <b>PS</b>	1024	1024	24368894	<a href="mailto:bl.ram@nic.in">bl.ram@nic.in</a>
	1051	1022(Hall)	(*)	
<b>Dr. D.R. Das</b>	1026	1026		
<b>SCIENTIST “F”</b>				
<b>JAGWANI S. K.</b>  [IT]	1020	1020	24368908	<a href="mailto:skjagwani@nic.in">skjagwani@nic.in</a>

PA	1051	1022(Hall)	(*)	
<b>KHARE D K (Dr.)</b>  (Waste to Energy, Biomass cookstove and SSS-NIBE, Biomass Gasifier based Energy Projects for rural area, industry including grid connected, UNDP/GEF Project on Organic Waste Streams for Industrial RE Applications)  PA	2014	012	24363402	<a href="mailto:dk_khare@nic.in">dk_khare@nic.in</a>
	2016	008	(*)	
<b>PANT P.C.(DR.)</b>  [Small Hydro Projects (Private Sector), Small Hydro Projects (govt. Sector) of Uttrakhand & NE), Watermills, Mini Micro Hydel]  PA	2216	212	24365496	<a href="mailto:pcpant@nic.in">pcpant@nic.in</a>
	2241	219	(*)	
<b>NAME &amp; DESIGNATION</b>	<b>I.C</b>	<b>ROOM NO</b>	<b>OFFICE</b>	<b>E-mail I.D.</b>

SCIENTIST "F"				
UPADHYAY G.  (wind Energy Division)  PA	2227    2241	227    219	24364362    (*)	<a href="mailto:upadhyay@nic.in">upadhyay@nic.in</a>
PRASAD G.(Dr.)  [Biomass power Schemes and policies, bio-Energy Mission Administration]  PS	2224    2229	224    224	24361151    (*)	<a href="mailto:g.prasad@nic.in">g.prasad@nic.in</a>
SAXENA PANKAJ (Dr.)  [ Planning and Coordination(P&C), IREDA & Parliament Work]  PA	2015    2012	014    004	24368910    (*)	<a href="mailto:spankaj@nic.in">spankaj@nic.in</a>
SINGH I P  [Solar R & D (Solar Thermal & Solar PV) + Solar Waters Heating System & Solar Air Heating /Dryer]	1031	1020-A	24368902	<a href="mailto:ipsingh@nic.in">ipsingh@nic.in</a>



SCIENTIST "E"				
NARVANE A. ANAND  (Solar Plants Certification, Custom)	1022	1022-C	24362243	<a href="mailto:anandnarvane@nic.in">anandnarvane@nic.in</a>
GIRISH KUMAR  (Geothermal Energy, Kusum, Green Energy Corridor, Ocean/Tidal)  <b>PA</b>	1011  1014	1009-A  10 <sup>th</sup> floor Hall	24368915  (*)	<a href="mailto:gkumar.mnre@nic.in">gkumar.mnre@nic.in</a>
B.K. PANDA (Wind (Off Shore), Small Wind, R & D, CCDC)	1917	917	24363035	<a href="mailto:bivash.mnre@gov.in">bivash.mnre@gov.in</a>
JEEVAN KUMAR JETHANI [Rooftop Solar, Solar offgrid systems UNDP/GEF Project ]	2214	210	24365666	<a href="mailto:jethani.jk@nic.in">jethani.jk@nic.in</a>

Contact EPABX No. 24360404, 24360707 and dial / ask for extension number (i.e. Intercom Number)

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
SCIENTIST "D"				
GUPTA SUNIL KUMAR (National Solar Mission (NSM))  <b>PA</b>	1901  1923	901  901	24360764  (*)	<a href="mailto:sk.gupta81@nic.in">sk.gupta81@nic.in</a>  <a href="mailto:rshyam.mnre@gov.in">rshyam.mnre@gov.in</a>

PREETI KAUR (Dr.)  (Biomass Cookstove Programme, SSS NIBE)	1001	1001	24362935	<a href="mailto:preeti.mnre@gov.in">preeti.mnre@gov.in</a>
THAKUR VASANTA V. (DR.) [HRD & Training Including innovation Center, Lab policy, Standards & quality Control]	1023	1025	24360331	<a href="mailto:vasanta.thakur@nic.in">vasanta.thakur@nic.in</a>
<b>SCIENTIST “C”</b>				
ANIL KUMAR [Solar R & D (PV &ST) + SWHS & Air. Dryer]	1034	1027	(*)	<a href="mailto:anil.kumar.mnre@nic.in">anil.kumar.mnre@nic.in</a>
ARUN KUMAR  [Solar Plants Certification, Custom/Excise Duty]	1006	1006	(*)	<a href="mailto:arun.kumat81@nic.in">arun.kumat81@nic.in</a>
BORAH HIREN CHANDRA [Grid Connected Solar Roof Top Projects]	1054	1016	24361242	<a href="mailto:hiren.borah@nic.in">hiren.borah@nic.in</a>
KARNDHAR SANJAY G. [Grid Connected PV & ST-I (HVVA Related and all others), Greening of Island]	2021	017	(*)	<a href="mailto:karndhar.sg@nic.in">karndhar.sg@nic.in</a>
MEENA SITA RAM [Biogas Training Centers & National Biogas Programme Biogas R& D ]	1047	1022D	24361920  (Tel - Fax )	<a href="mailto:meena.sr@nic.in">meena.sr@nic.in</a>
NEERAJ KUMAR [VGF Schemes RPSSGP, Demo Solar GBI]	1005	1005	(*)	<a href="mailto:neeraj.mnre@gov.in">neeraj.mnre@gov.in</a>
PARIRA ANINDYA S. [Solar Parks Scheme,]	1017	1017	24363546	<a href="mailto:anindya.parira@nic.in">anindya.parira@nic.in</a>
A.HARI BHASKARAN [Wind Power Project/ON-Shore, NIWE, Non-Solar, RPO, RLMM]	1902	902  (PB)	24368909	<a href="mailto:hari.a@nic.in">hari.a@nic.in</a>

Contact EPABX No. 24360404, 24360707 and dial / ask for extension number (i.e. Intercom Number)

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>SCIENTIST "C"</b>				
P.K. DASH [Wind Energy (Offshore)]	1025	1006A	24362267	<a href="mailto:prabir.dash@nic.in">prabir.dash@nic.in</a>
SANJAY PRAKASH	-On Leave-		9582356723	<a href="mailto:sanjay.prakash83@nic.in">sanjay.prakash83@nic.in</a>
SRIVASTAVA SHOBHIT [Off Grid Solar]	1016	1015-A	(*)	<a href="mailto:shobhit.srivastava@nic.in">shobhit.srivastava@nic.in</a>
SHAHI SANJAY KUMAR [Small Hydro Power (State Govt. & Private sector)]	3112	Block 03	24363067	<a href="mailto:sk.shahi@nic.in">sk.shahi@nic.in</a>
TARUN SINGH [Renewable Energy Policy & Regulations RPD, Energy Storage, Electric Mobility, ISA Related Issued]	2022	17A	24362620	<a href="mailto:tarun.singh@nic.in">tarun.singh@nic.in</a>
PNBV Chalapathi Rao, [International Relations]	1907	907		<a href="mailto:chalapathi.rao@nic.in">chalapathi.rao@nic.in</a>

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>SCIENTIST "B"</b>				
BARIK PABITRA MOHAN [Biogas Power (Off Grid Programme), National Biogas Programme, Biogas Training Centres and Biogas R &D]	1908	908 (PB)	(*)	<a href="mailto:pabitra.mnre@gov.in">pabitra.mnre@gov.in</a>
BISHT MANISH SINGH [Solar Rooftop Projects]	1004	1004	(*)	<a href="mailto:manish.mnre@gov.in">manish.mnre@gov.in</a>
DHAKA VIKRAM [Small Hydro Power (Private Sector)]	3106	106 (B-3)	(*)	<a href="mailto:vikram.mnre@gov.in">vikram.mnre@gov.in</a>
GAKKHAR NIKHIL [Agri Pump Scheme, Street Light, Home Light]	1003	1003 (PB)	(*)	<a href="mailto:nikhil.mnre@gov.in">nikhil.mnre@gov.in</a>
M A ARAVINDH (Solar Thermal Group- Solar Conc. And Solar Cookers,	1927	908		<a href="mailto:aravindh.mnre@gov.in">aravindh.mnre@gov.in</a>

NTPC – Bundling Scheme, NTPC- EPC Scheme)		(PB)		
<b>PRIYA (Ms.)</b> [Biomass Power Schemes and Policies, Bio Energy Mission]	1940	906 (PB)	(*)	<a href="mailto:priya.mnre@gov.in">priya.mnre@gov.in</a>
<b>PHERWANI DIPESH</b> [Hydrogen fuel Cell]	1909	908 (PB)	(*)	<a href="mailto:dipesh.mnre@gov.in">dipesh.mnre@gov.in</a>
<b>RAWAT RAHUL</b> [Canal Banks & Canal Tops, Solar Manufacturing]	2017	022	(*)	<a href="mailto:rahul.mnre@gov.in">rahul.mnre@gov.in</a>
<b>THAKWANI ROHIT</b> [Green Energy Corridor, Geothermal Energy Ocean Energy, Solar Farmers Scheme, Re-Invest]	2025	022	(*)	<a href="mailto:rohit.mnre@gov.in">rohit.mnre@gov.in</a>
<b>UPPAL ANUBHAV</b> [P&C]	2035	022	(*)	<a href="mailto:anubhav.mnre@gov.in">anubhav.mnre@gov.in</a>
<b>VIJAY KUMAR BHARTI</b> [Waste to Energy]	3107	105 (B-3)	(*)	<a href="mailto:vijay.mnre@gov.in">vijay.mnre@gov.in</a>

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>DIRECTORS</b>				
<b>SINHA VEENA (Ms)</b>  (International Relation)	2226	226	24362706  2226 (Extn.)	<a href="mailto:veena.sinha@nic.in">veena.sinha@nic.in</a>
<b>PS</b>	2221	219	(*)	

DEPUTY SECRETARIES				
<b>GUPTA RUCHIN</b> [Greening of Islands, Guidelines & SBDs, CPSU Scheme, Grid Connected PV & ST Canal Top Solar Projects, Swedish Energy Agency: Andaman Project, GST Cell, SECI, NISE, Vigilance, Lokpal & Lokayukt]  <b>PA</b>	2220	218	24362488	<a href="mailto:ruchin.gupta@gov.in">ruchin.gupta@gov.in</a>
	2219	218	(*)	
<b>JOSHI ALKA (Ms.)</b> [Seminar & Symposia, Akshay Urja Shop, Official Language, Library, RTI, Media Policy & Web Management, Public Grievances & CPGRAMS, Special Area Development Programme (SADP)]  <b>PA</b>	1027	1027A	24362356	<a href="mailto:alka.mnre@gov.in">alka.mnre@gov.in</a>
	1036	1022(Hall)	(*)	
UNDER SECRETARIES				
<b>ASHOK KUMAR SINGH</b>  [Parl., Public Grievances, Court Cases, Citizen Charter, CPGRAMS, Reports furnished by PSU/PSE]	1035	1020 'A'	(*)	<a href="mailto:ashok.mnre@gov.in">ashok.mnre@gov.in</a>
<b>DHEWAL SUNITA (Ms.)</b>  [VIG, Wind]	1905	905	24361932	<a href="mailto:sunitadhewal.mnre@gov.in">sunitadhewal.mnre@gov.in</a>

KHURANA SANDEEP KUMAR [Biomass]	1032	1022A	24362011	<a href="mailto:sk.khurana67@nic.in">sk.khurana67@nic.in</a>
POKHRIYAL ARVIND [Admn. I, II,]	2109	107	24362621	<a href="mailto:arvind_p@nic.in">arvind_p@nic.in</a>
RAGHUNATH [ Seminar and Symposia, I&PA]	1002	1002	(*)	<a href="mailto:raghu.mnre@nic.in">raghu.mnre@nic.in</a>
<b>NAME &amp; DESIGNATION</b>	<b>I.C</b>	<b>ROOM NO</b>	<b>OFFICE</b>	<b>E-mail I.D.</b>
<b>UNDER SECRETARIES</b>				
SURESH KUMAR K.G [IFD]	2023	013	24367864	<a href="mailto:kg.sureshkumar@nic.in">kg.sureshkumar@nic.in</a>
SINGH DEVENDRA [NSM, Grid connected Solar Power]	1912	912	24360625	<a href="mailto:dev.mishra@nic.in">dev.mishra@nic.in</a>
TULSI SACHIN [Minister Office & IR]	2115	108	24362369	<a href="mailto:sachin.tulsi93@nic.in">sachin.tulsi93@nic.in</a>
VASUDEVAN K.C. [CASH]	3129	120 (B-3)	(*)	<a href="mailto:kcvasudevan.mnre@gov.in">kcvasudevan.mnre@gov.in</a>
SANDEEP MUKHERJEE	2013	008	24363203	<a href="mailto:sandeepm.mnre@nic.in">sandeepm.mnre@nic.in</a>

(Integrated Finance Division)				
<b>SECTION OFFICERS</b>				
SEEMA SRIVASTAVA [Cash]	3102	B-3	(*)	<a href="mailto:seema.mnre@gov.in">seema.mnre@gov.in</a>
GOEL ANURADHA [IR]	2007	004	24364188	<a href="mailto:anuradhagoel@nic.in">anuradhagoel@nic.in</a>
MANSUKHANI BINA (Ms) [Vig.]	2010	009	(*)	<a href="mailto:bina.mansukhani@nic.in">bina.mansukhani@nic.in</a>
RAJNISH KUMAR (IFD)	2004	003	(*)	<a href="mailto:rajnish.mnre@gov.in">rajnish.mnre@gov.in</a>
SHARMA SANDEEP KUMAR (Admn.-I)	2118	113	24363471	<a href="mailto:sandeepkumar.sharma@nic.in">sandeepkumar.sharma@nic.in</a>
SUBRAMANYAM ROHINI (Waste To Energy Division)	2028	020	(*)	<a href="mailto:rohini.mnre@gov.in">rohini.mnre@gov.in</a>
TYAGI VIRENDER [Admn.II]	2117	110	24363802 24363471	<a href="mailto:virender.tyagi27@gov.in">virender.tyagi27@gov.in</a>
V. PRABHA (IFD)	2002	003	(*)	<a href="mailto:vprabha.mnre@nic.in">vprabha.mnre@nic.in</a>

Contact EPABX No. 24360404, 24360707 and dial / ask for extension number (i.e. Intercom Number).

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>PROTOCOL</b>				
SODHI R.S.	2116	110	24363802, 24363471	<a href="mailto:protocolmnre@gmail.com">protocolmnre@gmail.com</a>
<b>CARETAKER</b>				
RAI BINOD KUMAR	2116	110	24363471	<a href="mailto:b.krai.mnre@gov.in">b.krai.mnre@gov.in</a>
<b>COMPLAINT CELL</b> <b>(ADMN. II)</b>	2119	110	24363802 24363471	
<b>COMPLAINT</b> <b>REGARDING E-OFFICE</b> <b>(NIC)</b>	2218	205	(*)	

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>CASHIER</b> Damodhar Upadhyay	3101	B-3	(*)	<a href="mailto:dupadhyay1959@yahoo.co.in">dupadhyay1959@yahoo.co.in</a>
<b>LIBRARY</b>				
SANKALP TIWARI (Library & Information Assistant)	3136	B-3		<a href="mailto:sankalp.mnre@gov.in">sankalp.mnre@gov.in</a>
<b>P&amp;C Section</b>	2001	005	(*)	
<b>Biogas Section</b>	1037	1022	-	
<b>Parliament Section</b>	2111	111	24361884	
<b>Hindi Section</b> Rakesh Kumar Jha	2027	008	(*)	<a href="mailto:rakeshjha.mnre@gov.in">rakeshjha.mnre@gov.in</a>



(Sr. Translator)				
<b>Wind</b>	2009	007	(*)	
<b>Solar Thermal Div.</b>	1013	1012(PB)	(*)	
<b>I&amp;PA</b>	1914	9th hall	(*)	
<b>Solar/ST Section</b>	2024	006	(*)	
<b>NT Section</b>	1012	1012	(*)	
<b>R&amp;D</b>	2006		(*)	
<b>RVE Section</b>	1039		(*)	
<b><u>PS/PAs</u></b>				
P.A'S Room	2241	219	(*)	
	2221	219		
	2229	224		
	2012	004		
PS/PA's	2215	211	(*)	
<b>C R SECTION (Day Duty)</b>				
<b>J.S. Bhatia</b>	2018	023	24364798	
<b>NIGHT DUTY</b>	2018	023	24364798	
<b>STATIONERY STORE</b>	2026		(*)	
<b>Rakesh Kumar</b> Telephone Operator	2031	001(EPABX Room)	(*)	
<b>CANTEEN ( Block 14)</b>	2008	010	-	-
<b>CANTEEN ( PB)</b>	1019	1019		
<b>CANTEEN (Block 03)</b>	3143			

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<b>RECEPTION (Block 14)</b>	2030	Gr. Floor.	-	-
<b>RECEPTION ( PB)</b>	1040	Gr. Floor		
<b>SSF (Security)</b> Block No.3	3144		(*)	
<b>Conference Room</b>	2108	105	(*)	
<b>Meeting Room</b>		002	(*)	
<b>A.k. Upreti,</b> <b>Asstt. Commandant,</b> <b>CISF</b>	1046	Gate No. 2	(*)	
<b>CONTROL ROOM,</b> <b>CISF- GATE No. 3, (P.B)</b>	1045		011- 24365275	
<b>SECURITY (CISF)</b> GATE No. 2(CGO)	1046		(*)	
<b>DUSHYAN SINGH</b> CSO (Home Ministry)			23092035	

### SENIOR CONSULTANT/ CONSULTANT/SECTION CONSULTANT

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>SECTION CONSULTANT</b>				
<b>GHATAK NIMAI</b> (I & PA)	1904	904	(*)	<a href="mailto:nimaighatak@gmail.com">nimaighatak@gmail.com</a>
<b>JOSHI G.C.</b> (Admn.I)	2114	113	(*)	<a href="mailto:girish.mnre@nic.in">girish.mnre@nic.in</a>

(I.R) SECTION	2011	004	(*)	
NAUTIYAL B.K. (P&C)	2001	005	(*)	<a href="mailto:nautiyalbk55@gmail.com">nautiyalbk55@gmail.com</a>
<b>ASSISTANT CONSULTANT</b>				
KARAN NAYAR (Legal Cell)	2034	015		<a href="mailto:knayar1953@gmail.com">knayar1953@gmail.com</a>

## **PROJECTS**

<b>NAME &amp; DESIGNATION</b>	<b>I.C</b>	<b>ROOM NO</b>	<b>OFFICE</b>	<b>E-mail I.D.</b>
<b>PMU-UNDP</b>				
DURLAV DHADUMIA, Technical Officer, PMU	3103	109(B-3)	011- 24361152	
ISHAN PALIWAL, Technical officer, PMU	3103	109(B-3)	011- 24361152	
SUVASH BASNET, Assistant, PMU	3104	109(B-3)	011- 24361152	
NIWE	3142	B-3	(*)	

## PAY & ACCOUNTS OFFICE

NAME & DESIGNATION	I.C	ROOM NO	OFFICE	E-mail I.D.
<b>CHIEF CONTROLLER OF ACCOUNTS</b>				
SANJAY PANDEY		Jal Block, 7 <sup>th</sup> floor, Indira Parayaran Bhavan, Jor Bagh New Delhi	24695438	<a href="mailto:cca.mnre@gov.in">cca.mnre@gov.in</a>
<b>DEPUTY CONTROLLER OF ACCOUNTS</b>				
ANUPAM RAJ  PA	1916  1925	913,914	24363181  24364536  (Fax)	<a href="mailto:anupam.raj@gov.in">anupam.raj@gov.in</a>
<b>PAY &amp; ACCOUNT OFFICER.</b>				
PRATAP SINGH	1913	916	24361349	
KEDAR NATH	1911	911	24361349	<a href="mailto:knath.mnre@gov.in">knath.mnre@gov.in</a>
<b>ACCOUNTS OFFICER</b>				
(Budget Section)	1918  1922	9 <sup>th</sup> Hall	(*)	
<b>ASSISTANT ACCOUNTS OFFICERS</b>				
KISHORE KUMAR KAUSHIK	1921	9 <sup>th</sup> Hall	(*)	<a href="mailto:kkkaushik.mnre@gov.in">kkkaushik.mnre@gov.in</a>
SUNIL KUMAR	1926	9 <sup>th</sup> Hall	(*)	<a href="mailto:sunil.mnre@gov.in">sunil.mnre@gov.in</a>
ABHIJIT SINGH	1920	9 <sup>th</sup> Hall	(*)	<a href="mailto:paomnre_2007@yahoo.com">paomnre_2007@yahoo.com</a> <a href="mailto:abhijitsingh.mnre@gov.in">abhijitsingh.mnre@gov.in</a>

<b><i>NIC COMPUTER CELL</i></b>				
BANSAL DEEP, Dir(Tech.)	2206	205	24360548	<a href="mailto:deep_bansal@nic.in">deep_bansal@nic.in</a>
NIC STAFF (BLOCK 14)	2218	205		
ABRAHAM SAJI K. Dir (Tech)	1015	1015	24361891	<a href="mailto:saji.ka@nic.in">saji.ka@nic.in</a>

Contact EPABX No. 24360404, 24360707 and dial / ask for extension number (i.e. Intercom Number).

**NATIONAL INSTITUTE OF SOLAR ENERGY, Gwalpahari, Gurgaon**

0124-2853056 (O) Fax-0124-2579207

<b>Sl. No</b>	<b>NAME &amp; DESIGNATION</b>	<b>OFFICE</b>	<b>RESIDENCE/ MOBILE</b>	<b>E-mail I.D.</b>
1	Dr. A.K Tripathi DG, Scientist-G	0124-2853056/3079 0124-2853000	9810880378	<a href="mailto:aktripathi@nic.in">aktripathi@nic.in</a>
2	Er. S.K. Singh, Sci. G/Advisor, Solar Thermal Technology 9711112801	0124-25792006	011-21211224	<a href="mailto:sk.singh.mnre@nic.in">sk.singh.mnre@nic.in</a>
3.	Dr. Rajesh Kumar, Sci. F, Dy. Director General, Solar Photovoltaic Testing 9711597084	0124-2853020 0124-2853028	0124-2388608	<a href="mailto:rajesh.mnre@gov.in">rajesh.mnre@gov.in</a>
4.	Dr. Chandan Banerjee, Dy. Director General, (Sci. "F"), Solar PV R & D 9205504510	0124-2853001 0124-2853032	9205504510	<a href="mailto:banerjee.mnre@gov.in">banerjee.mnre@gov.in</a>
5.	Sanjay Kumar, Dy. Director General (Sci. 'F'), Administration, etc.	0124-2853095 0124-2853089	8527915500	<a href="mailto:ddgsk.nise@gmail.com">ddgsk.nise@gmail.com</a> <a href="mailto:sanjay.mnre@gov.in">sanjay.mnre@gov.in</a>

# NATIONAL INSTITUTE OF WIND ENERGY

Velachery-Tambaram Main Road, Pallikaranai, Chennai-600100

Phone/EPABX:91-44-22463982/83/84 Fax: 91-44-  
22463980

29001162/29001167/29001195

SI.	NAME & DESIGNATION	OFFICE	RESIDENCE/	E-mail I.D.
1	Dr. K. Balaraman Director General	044-22463981		<a href="mailto:directorfa.niwe@gov.in">directorfa.niwe@gov.in</a>
2	DR.G. GIRIDHAR Deputy Director General & Head-SRRA	044-22463996	9445798022	<a href="mailto:giridhar.niwe@gov.in">giridhar.niwe@gov.in</a>
3	MR. A SENTHIL KUMAR Director & Head (S&C)	044-22463988	9445798006	<a href="mailto:asenthilkumar.niwe@nic.in">asenthilkumar.niwe@nic.in</a>
4	MR. S.A. MATHEW Director & Head (Testing)	044-22463992	9445798005	<a href="mailto:mathew.niwe@nic.in">mathew.niwe@nic.in</a>
5	MR. K BOOPATHI Additional Director & Head	044-22463993	9445798004	<a href="mailto:boopathi.niwe@nic.in">boopathi.niwe@nic.in</a>
6	Shri N. Raj Kumar Deputy Director (Technical)	044-22463982/83/84		<a href="mailto:rajkumar.niwe@nic.in">rajkumar.niwe@nic.in</a>
7	Mr. David Solomon J.C. Additional Director &	044-22463993 Extn: 450	9445798020	<a href="mailto:david.niwe@nic.in">david.niwe@nic.in</a>
8	Mr. P. Kanagavel Additional Director & Head (R & D, ITCS & IT)	044-22463994	9445798007	<a href="mailto:pkanagavel.niwe@nic.in">pkanagavel.niwe@nic.in</a>
9	Mr. A.M .Hussain Deputy Director General & Head-WTRS Kayathar	04632-261751/752/931	9445798009	<a href="mailto:hussain.niwe@nic.in">hussain.niwe@nic.in</a>
10	Dr. Rajesh Katyal Deputy Director General & Head (WRA & O)	044-65714240	9445798003	<a href="mailto:katyal.niwe@nic.in">katyal.niwe@nic.in</a>

11	Shri Deep Kurup Additional Director (WRA & O)		9445798023	<a href="mailto:deepa.niwe@nic.in">deepa.niwe@nic.in</a>
12	Shri A. G. Rangaraj Deputy Director (Tech.)	91-44-22463982/83/84	9445798025	<a href="mailto:rangaraj.niwe@nic.in">rangaraj.niwe@nic.in</a>
13	Shri M. Saravanan Deputy Director (Tech.)	044-22463982/83/84	9445798026	<a href="mailto:saravanan.niwe@nic.in">saravanan.niwe@nic.in</a>
14	Shri Bhukya Ramdas Deputy Director (Tech.)		9445798051	<a href="mailto:bhukyaramdas.niwe@nic.in">bhukyaramdas.niwe@nic.in</a>
15	Shri D. Lakshmanan Deputy Director General & Group Head (E & A)	044-22463985	9445798001	<a href="mailto:directorfa.niwe@gov.in">directorfa.niwe@gov.in</a>



**NATIONAL INSTITUTE OF BIO- ENERGY**

**12 KM STONE, JALANDHAR KAPURTHALA ROAD, DISTT. KAPURTHALA-144601  
(PUNJAB)**

<b>Sl. No.</b>	<b>NAME &amp; DESIGNATION</b>	<b>OFFICE</b>	<b>RESIDENCE/ MOBILE</b>	<b>E-mail I.D.</b>
1	Dr. Bijendra Singh Negi	Director Gernal	01822-255545, 9888580366  director@nire.res.in	<a href="mailto:director@nire.res.in">director@nire.res.in</a>  <a href="mailto:negi@nic.in">negi@nic.in</a>
2	Dr. Abhishek Gupta	Dy. Director  (F & A)	01822-255090  85912-50501  aao@nire.res.in	<a href="mailto:aao@nire.res.in">aao@nire.res.in</a>
3	Dr. A.K.Sarma	Scientist 'E', Also Head of Office	9988425251  01822507414	<a href="mailto:draksarma@gmail.com">draksarma@gmail.com</a>  <a href="mailto:sarmaak@nire.res.in">sarmaak@nire.res.in</a>  <a href="mailto:draksarma@nibe.res.in">draksarma@nibe.res.in</a>
4	Dr. Sachin Kumar	Scientist 'C'	93160-27800  01822-507415	<a href="mailto:sachin.biotech@gmail.com">sachin.biotech@gmail.com</a>  <a href="mailto:kumars@nire.res.in">kumars@nire.res.in</a>
5	Sh. R.A. Singh	Assistant Engineer  (Civil)	98882-54548	<a href="mailto:singhra@nire.res.in">singhra@nire.res.in</a>  <a href="mailto:anuj1552@yahoo.in">anuj1552@yahoo.in</a>
6	Sh. Chauhan Sanjay Bharat Kumar	Office Assistant- Accounts	93166-10525	<a href="mailto:schauhan1311@yahoo.co.in">schauhan1311@yahoo.co.in</a>
7	Sh. Vijay Bajala	Technical Assistant	99888-89454	<a href="mailto:bajalav@nire.res.in">bajalav@nire.res.in</a>  <a href="mailto:vj_rajchd@yahoo.co.in">vj_rajchd@yahoo.co.in</a>
8	Ms. Shuchi Sahu	Technical Assistant	08558891122	<a href="mailto:shuchi_7858@yahoo.co.in">shuchi_7858@yahoo.co.in</a>

				<a href="mailto:sahus@nire.res.in">sahus@nire.res.in</a>
--	--	--	--	--

## SOLAR ENERGY CORPORATION OF INDIA (SECI Ltd.)

D-3, A-wing, 1<sup>st</sup> Floor, Religare Building, District Centre, Saket, New Delhi – 110017

**PHONE:-** 011-71989200

S.N.	Name	Designation	Telephone nos.	E-mail I.D.
1	Shri Jatindra Nath Swain	Managing Director	Off. No: 71989201/202  Fax. No: 71989235	<a href="mailto:corporate@seci.gov.in">corporate@seci.gov.in</a>
2	Sunil Kumar Mehlawat	Manager (Company Secy)	71989240 9711616482	<a href="mailto:sunilmehlawat@seci.co.in">sunilmehlawat@seci.co.in</a>
3	Shri. C. Kannan	Director (F & T)	Off. No: 71989204 Mob: 9971011416 Fax:71989242 Res. No: 22618465	<a href="mailto:c.kannan@seci.co.in">c.kannan@seci.co.in</a>
4	Shri. Rajeev Bhardwaj	Director (HR)	Off. No: 71989206 Mob: 9810216788 Fax: 71989244 Res. No. (011) 26017134	<a href="mailto:dirhr@seci.co.in">dirhr@seci.co.in</a>
5.	Shri K. Ramesh Kumar	GM (Solar & IT)	71989224 9650990311	<a href="mailto:kumarramesh@seci.co.in">kumarramesh@seci.co.in</a>
6.	Shri Sanjay Sharma	GM ( C&P)	71989256 9910379462	<a href="mailto:sanjaysharma@seci.co.in">sanjaysharma@seci.co.in</a>
7.	Dr.Y.B.K.Reddy	Sr. GM (Solar)	71989230 9717273446	<a href="mailto:ybkreddy@seci.co.in">ybkreddy@seci.co.in</a>
8.	Shri Atulya Kumar Nayak	AGM(PS) (Power Trading & System)	77989214 9717954896	<a href="mailto:aknayak@seci.co.in">aknayak@seci.co.in</a>
9.	Shri S.K. Gupta	AGM (Fin.)	71989210 8800550542	<a href="mailto:shaileshgupta@seci.co.in">shaileshgupta@seci.co.in</a>
10.	Ms Meenakshy Thakur	AGM (Solar)(Project)	71989222 9810924247	<a href="mailto:agmsolar@seci.co.in">agmsolar@seci.co.in</a>
11.	Shri Kuber Malhotra	Sr. Manager (IT)	71989213 9868283100	<a href="mailto:Kubermahlotra@seci.co.in">Kubermahlotra@seci.co.in</a>
12.	Ms. Shilpi Singh	Manager (P&A)	71989222 9899977617	<a href="mailto:shilpi@seci.co.in">shilpi@seci.co.in</a>
13.	Shri A. Chatterjee	Advisor	71984-200	<a href="mailto:apurba@seci.co.in">apurba@seci.co.in</a>

**INDIAN RENEWABLE ENERGY DEVELOPMENT AGENCY LIMITED**

**Registered Office:** 1<sup>st</sup> Floor, East Court, India Habitat Centre, Lodhi Road, New Delhi – 110 003

**Tel: 24682206 to 19 | Fax: 2468 2202**

**Corporate Office:** 3<sup>rd</sup> Floor, August Kranti Bhawan, Bhikaiji Cama Place, New Delhi – 110 066

Tel: 011 - 26717400 – 13 | Fax : 011 26717 416 | Email: [cmd@ireda.gov.in](mailto:cmd@ireda.gov.in)

[www.ireda.gov.in](http://www.ireda.gov.in)

Name of the Officers	Office Telephone & Fax	Mobile / Residence	E-mail address
<b>K.S.Popli, Chairman &amp; Managing Director</b>	<u>IHC Office:</u>  24682201  24682202 (Fax)  <u>AKB Office:</u>  26717414 / 26717415  26717416 (Fax)	9899222277  26428152 (R)	<a href="mailto:kspopli@ireda.gov.in">kspopli@ireda.gov.in</a>
<b>S K Bhargava Director (Finance)</b>	26717425  26717418 (Fax)	9810705376  0120-2640546(R)	<a href="mailto:skbhargava@nic.in">skbhargava@nic.in</a>
<b>B.V. Rao Chief Vigilance Officer</b>	24682221  24682205 (Fax)	9810562552	<a href="mailto:bvr Rao@ireda.gov.in">bvr Rao@ireda.gov.in</a>
<b>Prabhat</b>		9868928002	<a href="mailto:cvo@ireda.gov.in">cvo@ireda.gov.in</a>

<b>Chief Vigilance Officer</b>			
<b>Abhilakh Singh</b> <b>General Manager</b> <b>(Tech)(TS-IV)</b>	26717428	9871692903	<a href="mailto:abhilakh@ireda.gov.in">abhilakh@ireda.gov.in</a>
<b>B.M.Chauhan</b> <b>General Manager (TS)</b>	26712716	9871692901	<a href="mailto:chauhanbm@ireda.gov.in">chauhanbm@ireda.gov.in</a>
<b>P Sreenivasan</b> <b>General Manager (HR)</b>	26717419	9910378178	<a href="mailto:psreenivasan@ireda.gov.in">psreenivasan@ireda.gov.in</a>
<b>Ruchin Gupta</b>	24362488		<a href="mailto:ruchin.gupta@gov.in">ruchin.gupta@gov.in</a>

### *MISCELLANEOUS*

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M/S KENDRIYA BHANDAR 26713782(telefax) 26713782 (RKP)

R.K Puram, New Delhi 24360435 (CGO)

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M/s. Flower Galaxy (Mr. Manoj Prop)	9958045741, 9958779826
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Photographer, M/s Dee Color Producers Pvt. Ltd.	29239216, 29248960, 29242533
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Mr. Karan Deep Rana	9810255309
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M/s Arora Reprographic	29232667, 29231688
------------------------	--------------------

Sh. Harish Arora	9811395049
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M/s K.D. Enterprises, (Electrical). Mr. Vinod	9911790009
---	------------

Nihal Singh Electrician, Shri Prem chand	9654623086, 7836957552
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M/s N.C.R Enterprises (Rubber Stamp & Name Plate, Banners)		
Mr. Anil		9958338033
<hr/>		
M/s Arrow IT Pvt. Ltd.(For UPS)		9811824917
(Sh. Shyam Batra)		
<hr/>		
M/s Eureka Forbes (Water Cooler)		
Ms. Payal		9999316538
<hr/>		
M/s Softlabs Solutions (Computer)		9811684093
(Sh. Manish Pal Sharma)		26174697, 26160498
Sh. Sonal		7838094236
Sh. Hamid		9718861380, 7011656755
<hr/>		
M/s Sun Shine Enterprises (Civil & Furniture)		9810126236 (Mr. Deepak
Banga)		
Mr. Rajiv Nautiyal (supervisor)		9990011485
<hr/>		
M/s V.R. Services (Dry Cleaning)		9818318733 (Mr. Deepak Rana)
<hr/>		
M/s. Raj Enterprises (Plant)		9871862704
Mr. Raj Karan		9650718401
<hr/>		
M/s. Techmart Systems Co, (Manipal Singh)		47771333.45401515- 9811754782-
(For RISO:RN2030 Copy Printer) Sh. Neeraj Goutam		98771805307
<hr/>		
M/s Mark Sales & Services – (FAX) - Sh. Rakesh Chugh		9810481265, 9871156273
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M/s Dhawan Caterers& Decorators	9810124035
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M/s Mittal Caterers	9810585360
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India Habitat World (Banquette- 43663083)	24682222, Fax: 24100241
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India International Centre	24619431
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ITDC Vigyan Bhawan	23022210
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M/s Sagar--Restaurant	24333110, 24333440
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Chidambaram's	24611726, 24617702
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New Madras Hotel	9312220478. 9811301534
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7, Khan Market, New Delhi

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M/s Deeksha Furniture (Mr. Mishra)	9810326737/08010161327
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Tata Sky (Mr. Anil Yadav)	9968825825, Office – 011-23014664
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Tata Sky (Mr. Sunil)	9560748592
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Tata Sky (Mr.Ratnakar )	9990587652
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M/s Meena & Sons Airconditioning Co.

Harish Kumar	9873860778
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Chain Singh	9540278704, 8377855048
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SCOPE BOOKING



Mr. Nitin Kulshrestha	9313989067
Asstt.Manager Engineer (Elect.)	24361747 (Off.)
E-mail- <a href="mailto:scope.convention@gmail.com">scope.convention@gmail.com</a>	24361371(Fax)

**CPWD (Civil)**

Superintendent Engg.(Civil)	26101840, 26101842
Chief Engg. (Civil) –	23464637, 23411487 (Fax)
JE (Civil) -	24369647
A.E (Civil)/ J.E. (Civil)-	24369647

**CPWD (Electrical)**

ExecutiveEngineer - (for P. B. & Block 14)	24367152, 24364708
AE (E) – 9818006181	24361434, 24360040,
JE (E)-	24361434, 9990902308
Electrician – Shri Sompal	9911376200
- Shri Vikram Singh	9560518240

**CPWD (Horticulture)**

Director	23378774
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Executive Engineer	23370919
J.E.	23378461

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**Break Down**

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Delhi Jal Board	29814106
Sr. Architect	23718138
CISF	24365257

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**FIRE CONTROL**

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JE (E)- Mr. Kunal Mohan Bhagwat	24361434,9990902308
Mr. VINESH KUMAR	9717455894

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**LIFT OPERATOR**

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JE (E)- Mr. Kunal Mohan Bhagwat	24361434,9990902308
Mr. JASPAL SINGH	9650232450
Mr. RAMPAL	9211944489
Mr. KRISHAN KUMAR	9213111302
Mr. CHANDRADEEP	8459110676/9818191620

## Chapter – 10

### The monthly remuneration received by each of its Officers and employees, including the system of compensation

Monthly remuneration Compensation such as overtime, honorarium, bonus is being given to employees as admissible/allowed. (as on 31.12.2015)

NAME	DESIGNATION	Total SALARY
Dr. J.C. Sharma	Economic Adviser	198494
Dr. O. S Sastry	Scientist F	190546
Shri. D K Khare	Scientist F	186437
Shri. U. Tripathy	Secretary	175200
Shri. TarunKapoor	Joint Secretary	170054
Smt. ParveenDhamija	Scientist F	168367
Shri. Girish Kumar	Scientist E	165173
Ms. Varsha Joshi	Joint Secretary	162398
Shri. P.C Maithani	Scientist F	153672
Dr. A. K.Tripathi	Scientist F	153672
Shri. Gaj Raj Singh	Scientist F	151553
Shri. K. C. Vaghri	Scientist F	151553
Smt. VeenaSinha	Director	150037
Dr. G. Giridhar	Scientist F	149339
Shri. P C Pant	Scientist F	148789
Shri. A Mohamed Hussain	Scientist F	148789
Smt. MuktaNidhiSamnotra	Director	148789
Shri. R P Goswami	Scientist F	142431
Shri. Pankaj Saxena	Scientist E	140148
Shri. S K Jagwani	Scientist F	138561
Shri. Bagara Raju	Scientist E	137014
Shri. S K Singh	Scientist F	134888
Dr. B S Negi	Scientist F	134138
Shri. Rajesh Dube	Scientist F	134138
Shri. H R Khan	Scientist F	134138
Shri. V K Jain	Scientist F	134138
Shri. M R Nouni	Scientist F	134138
Shri. Dilip Nigam	Scientist F	134138
Shri. SohailAkhtar	Scientist F	134138

Shri. B K Bhatt	Scientist F	134138
Shri. G L Meena	Scientist F	134138
Shri. B L Ram	Scientist F	134138
Dr. Rajesh Kumar	Scientist F	132257
Shri. G Upadhyay	Scientist F	131707
Shri. P Sivasankran	Senior PPS	127633
Dr. G. Prasad	Scientist E	124757
Shri. I P Singh	Scientist E	124107
Shri. A A Narvane	Scientist E	121797
Dr. S.K. Bharadwaj	Scientist E	110444
Shri. Jeevan Kumar Jethani	Scientist D	106910
Shri Sunil Kumar Gupta	Scientist D	104965
Sh. Chander Mohan Bhatla	DS	99536
Ruchin Gupta	DS	91143
Shri. JitenderBhagat	Principal Private Secretary	89877
Smt. AnjuVij	Principal Private Secretary	87560
Sh. S.K Khurana	US	85692
Sh. M Joel Franklin Asaria	Sci- D	85677
Sh. Sanjay Kr. Shahi	Sci - C	85518
Ms. Preeti Kaur	Scientist D	84497
Sh. Neeraj Kumar	Scientist D	82445
Smt. Subhash Kumar Kailey	Principal Private Secretary	81733
Shri K.S. Subramaniam	PPS	81030
Ms. SunitaDhewal	US	81011
Sh. K.G. Suresh Kumar	US	80413
Sh. Jatender Singh	US	80413
Sh. ArvindPokhriyal	US	78421
Sh. Y.K Kapoor	PS	74811
Smt. RenuChawla	PS	74811
Mrs. Vinita Chawla	Personal Assistant	74811
Sh. Goutam Bose	SO	74671
Smt. Bina Mansukhani	SO	74671
Smt. V. Parbha	SO	74671
Shri. Anil Kumar	Scientist C	74412
Shri Sunil Kumar	SO	73269
Shri. A. HariBhaskaran	Scientist C	72995
Smt. Satinder Kaur Ahluwalia	PS	72819
Shri R. Rangarajan	PPS	72489
Shri. P K Dash	Scientist C	72445
Smt. Dr. VasantaV.Thakur	Sci- C	72445
Shri. P.N.B.V. ChalapathiRao	Scientist C	72445
Sh. Devendar Singh	US	71969
Sh. Subhash Chandra Barman	PS	71648
Sh. Anuj Gupta	Add. PS To Minister	70130
Shri Sachin Tulsi	US	69489

Smt. SujataMattu	Senior Hindi Translator	69365
Sh. K.C. Vasudevan	SO	66707
Shri. S R Meena	Scientist C	66291
Smt. Tarawati	PS	65928
Mrs. Suman Lata Sharma	Assistant	65928
Shri. Dina Nath	Private Secretary	65872
Shri. Rakesh Mahajan	PS	65634
Smt. Latha Karunanethy	PS	64934
Smt. Meenakshi Sawhney	PS	64934
Shri. Arun Kumar	Scientist C	64561
Shri Sanjay Prakash	Scientist C	64561
Shri. Tarun Singh	Scientist C	64561
Shri. Shobhit Srivastava	Scientist C	28777(S.L)
Shri. Karndhar Sanjay Gorelal	Scientist C	64561
Shri. Anindya Sundar Parira	Scientist C	64561
Shri. Hiren Chandra Borah	Scientist C	64561
Shri. Rakesh Kumar Jha	Senior Hindi Translator	63638
Sh. Ashim Kr. Das	PA	63613
Sh. Rajnish Kumar	PA	61845
Smt. Babita Saini	PA	61845
Shri K.K. Tare	Assistant	61373
Sh. Kishor Kr. Hemdani	PA	58407
Sh. Rajnish Kumar	SO	58160
Shri. Mahesh Kumar	PS	56809
Smt. Usha Bashyam	AO	56718
Mrs. Rajesh Rani	Personal Assistant	54299
Shri. R S Sodhi	Assistant	51661
Smt. Pinki Rani	Assistant	51586
Sh. Jitender Kumar Meena	Assistant	51586
Sh. T Chandra ShekharRao	UDC	50092
Ms. Bhumika Sallan Malik	Assistant	47610
Ms. Jyoti Gaur	Assistant	46183
Ms. Anjana	Assistant	46183
Mr. Ram Prasad	Assistant	46183
Ms. Bhawna Shivani	Assistant	46183
Mr. Deepak Kumar	Assistant	46183
Mr. Hem Singh	Assistant	46183
Mr. Pawan Kumar Gupta	Assistant	46183
Mr. Virender Singh Naruka	Assistant	46183
Mr. SabhrakantiHajra	Assistant	46183
Mr. PraveshSidkar	Assistant	46183
Mr. Subhrajit Das	Assistant	46183

Ms. Suman Sourabh	Assistant	46183
Mr. Chandan Kumar	Assistant	46183
Mr. Yogesh Joshi	Assistant	46183
Shri Raj Kumar Baloda	Assistant	46183
Shri Saquib Ahmad	Assistant	46183
Shri Udai Bhan Singh Rathod	Assistant	46183
Sh. Ram Kumar	UDC	45685
Shri. Chander Mohan	Peon-II	45043
Shri. Leela Dhar	Upper Division Clerk	44913
Shri. Pala Ram	Assistant	44720
Mr. Niranjan Sethi	PA	44457
Shri. J S Bhatia	Reprographer-II	43952
Shri Shiv Dayal	Assisatant	43269
Shri. Suresh Pal Singh	Upper Division Clerk	42575
Shri. Chattar Pal Singh	Senior Peon Acp	40574
Shri. Puran Singh	Upper Division Clerk	40505
Mrs. Neelam Dhir	Lower Division Clerk	39659
Sh. Gurinder Singh	UDC	39617
Shri. BrijLal	Peon	38351
Shri. O P Upadhyay	Sr. Drafty	38042
Shri. Ram Niwas-I	Daftry-2	37807
Smt. Indu Pathak	Steno D	37368
Shri. Damodar Upadhyay	Upper Division Clerk	36806
Shri. Kishan Ram	Upper Division Clerk	36880
Shri. Ram Niwas-II	Senior Peon	36836
Shri. Bhagat Singh	Daftry	36836
Mrs. Archana Rani Meena	Upper Division Clerk	36596
Shri. Ravinder Kumar	Upper Division Clerk	33807
Shri. Shiv Kundal Prasad	Senior Peon Acp	33707
Shri. Avdesh Kumar	Senior Peon Acp	33685
Shri. Rajan	Senior Peon Acp	33685
Shri. Subhash Chander	Staff Car Driver Grade-II	33159
Shri. Bhagchand Singh	Lower Division Clerk	33085
Shri. Mehar Singh	Senior Peon	33041
Shri. Babu Ram Gupta	Addl.PS To Minister (NRE)	32872
Shri. Rajesh Kumar	Senior Peon	32831
Mrs. Shanti Devi	Senior Peon Acp	31880
Sh. Mohan Prasad	Steno D	31713
Shri. Surender Singh Negi	Sr. Drafty	31398
Shri. Madan Lal Gahlawat	Upper Division Clerk	31295
Shri. Suresh Kumar	Upper Division Clerk	31295
Mrs. Nirmala Devi	Senior Peon Acp	30846

Shri. Jagdish Chand	Driver	30785
Ms. Deepika Bansal	Steno D	30496
Ms. Monica	Steno D	30496
Shri. Dinesh Kr. Patel	Steno D	30496
Shri Mohd. Akram	Steno D	30495
Shri. Surender Kumar	Senior Peon	30290
Shri. Ram Prakash	Lower Division Clerk	30091
Shri. Mahi Pal Singh	Senior Peon Acp	30078
Shri. Rambir Singh	Senior Peon	30040
Shri. Jai Pal	Senior Peon Acp	29830
Shri. Srinivas	Senior Peon Acp	29786
Smt. Kokila Garg	Steno D	29699
Ms. Jyoti	Steno D	29699
Ms. Meenakshi	Steno D	29699
Shri Binod Kumar	UDC	29675
Shri. Rajesh Kumar	Driver	29086
Sh. Rohit Kumar	Steno D	28927
Shri. ManoharLal	Senior Peon Acp	28801
Shri. Ravinder Singh	Senior Peon Acp	28268
Ms. Anju Sethi	Steno D	28180
Shri. Kamal	Driver	28078
Shri. Devender Singh	Senior Peon	28025
Shri. Partap Singh	Senior Peon Acp	27815
Shri. Deen Bhandu Prasad	Peon-I	27815
Shri. Shankar Lal	Senior Peon Acp	27815
Smt. Shilpi	Steno D	27813
Shri. V C Joshi	Peon-I	27434
Ms. Monika Kalra	Steno D	27244
Sh. Mahavir	LDC	27244
Shri. Sanjay Kumar Jena	Peon-I	26720
Shri. Dilip Kumar Kanwar	Farash	26720
Smt. Hemlata Upadhyay	Steno D	25423
Smt. Gurjeet Kaur	Peon	21050
Shri. Devender Kumar	Senior Peon Acp	US
Shri. Raj Kumar	Senior Peon Acp	US

## CHAPTER 11

SCHEME-WISE Proposal and Actual Allocation for 2015-16			
			Rs. in Crore
S.No.	Programme	Proposed B.E. 2015-16	Allocated
<b>I. GRID-INTERACTIVE AND DISTRIBUTED RENEWABLE POWER</b>			
<b>(A)</b>	<b>Gird-interactive (MW)</b>		
1	Wind Power	760.00	480.00
2	Small Hydro Power	160.00	100.00
3	Solar Power	1500.00	900.00
4	Biomass Power (Combustion)	7.00	2.5
	Biomass Power (Gasification)	3.00	2.5
	Bagasse Cogeneration	50.00	30.00
5	Urban & Industrial Waste to Energy	20.00	10.00
	<b>Sub-total (A)</b>	<b>2500</b>	<b>1525</b>
<b>(B)</b>	<b>Off-Grid/DRPS (MW)</b>		
1	Solar applications including ST Systems & Roof Top	2000.00	847.00
2	Energy from Urban/Municipal/Industrial Wastes	12.50	15.00
3	Non Bagasse Cogeneration in Industry	15.00	10.00
4	Biomass Gasifiers-Rural electrification	2.00	2.00
5	Biomass gasifiers for Industry	10.00	3.00
6	Micro hydel & Watermills	10.00	5.00
7	Aero-generators/Hybrid systems	5.00	3.00
	<b>Sub-total (B)</b>	<b>2054.50</b>	<b>885.00</b>
	<b>I-Total (A) + (B)</b>	<b>4554.50</b>	<b>2410.00</b>
<b>II- RENEWABLE ENERGY FOR RURAL APPLICATIONS</b>			
1	RVE PROGRAMME/Energy Access	100.00	5.00
2	Family type biogas plants	150.00	130.00
3	Other Biogas applications	5.00	3.00
4	Cook Stove	90.00	20.00
5	Solar Cookers	1.50	1.00
6	Solar Cookers for Schools Large	1.50	1.00
	<b>Sub-total (2-6)</b>	<b>248.00</b>	<b>155.00</b>
	<b>II-Total</b>	<b>348.00</b>	<b>160.00</b>
<b>III- RENEWABLE ENERGY FOR URBAN, INDUSTRIAL &amp; COMMERCIAL APPLICATIONS</b>			
1	Green buildings	5.00	2.00
2	Solar Cities/AKSHAY Urjashops/pilot/related activities	15.00	2.00
3	Alternate fuel vehicles	4.00	0.62
	<b>III-Total</b>	<b>24.00</b>	<b>4.62</b>
<b>IV-RESEARCH, DESIGN &amp; DEVELOPMENT IN RENEWABLE ENERGY</b>			
1	Bio-Energy		
	Bio-fuel	10.00	5.00



	Biogas	10.00	4.00
	Biomass Gasification	0.50	0.00
	Waste-to-Energy		0.00
	Cookstoves	2.00	0.50
	<b>Sub-total</b>	<b>22.50</b>	<b>9.50</b>
2	Solar Energy	75.00	34.00
3	Wind Energy	5.00	1.00
4	Small Hydro Power	6.00	2.00
5	New Technology		
	Hydrogen Energy & HEFC	15.00	9.00
	Fuel Cells	5.00	1.00
	Tidal Energy	1.00	0.00
	Geo Thermal	5.00	0.50
	Battery Operated Vehicles	1.00	0.25
	<b>Sub-total</b>	<b>27.00</b>	<b>10.75</b>
6	Solar Energy Centre (SEC)/NISE	100.00	19.75
7	C-WET	100.00	5.00
8	NISE	100.00	8.00
	<b>IV-Total</b>	<b>435.50</b>	<b>90.00</b>
<b>V-SUPPORT PROGRAMMES</b>			
1	Information and Publicity Programmes (incl. SADP)	30.00	6.25
2	International Relations	5.00	1.00
3	HRD & Training including setting up RE University	25.00	4.00
4	Monitoring & Evaluation	11.00	0.30
5	Plan Secretariat (Administration)	30.00	10.47
6	IREDA Equity	500.00	3.00
7	e-governance	2.00	0.10
8	Support to SNA	25.00	3.06
9	Solar Energy Corporation of India (Equity)	500.00	92.00
	<b>V-Total</b>	<b>1128.00</b>	<b>120.18</b>
	<b>Gand Total</b>	<b>6490.00</b>	<b>2784.80</b>
	<b>Externally Aided Projects (EAP)</b>	<b>10.00</b>	<b>2.87</b>
		<b>6500.00</b>	<b>2787.67</b>

## **CHAPTER 12**

### **The Manner of execution of Programmes/ Schemes**

#### **1. GRID – CONNECTED WIND POWER PROGRAMME**

##### **Objective**

The Wind Power Programme of the Ministry aims to catalyze commercialization of both grid interactive and off-grid wind power. The programme includes wind power generation; survey and assessment of wind resources; Research & Development; demonstration and field-testing of various wind power generating devices. India now ranks 5<sup>th</sup> in the world after China , USA, Germany, and Spain with a wind power installed capacity of about 23,444 MW up to March 2015.

##### **Potential**

Available wind data from field measurements carried out so indicate that strong wind regimes are available mainly in southern and western parts of the country, particularly in the States of Tamil Nadu, Karnataka, Andhra Pradesh, Kerala, Maharashtra, Gujarat, Madhya Pradesh and Rajasthan. The results from a study indicate that the country has a wind power potential of over 102,000 MW with 2% land availability in potential areas at 80 m height. This has to be validated with field measurements. It has been said by various national and international agencies that India has much more wind potential than what has been estimated by NIWE. The Ministry is in process of re-estimating the wind potential which may be 2-3 times than what has been estimated at present.

## **Wind Resource Assessment**

The most prominent feature of the wind climatology in India are the monsoon circulations. Winds in India are influenced by the strong south-west summer monsoon, which starts in May-June, when cool, humid air moves towards the land and the weaker north-east winter monsoon, which starts in October, when cool, dry air moves towards the ocean. During the period, March to August, the winds are uniformly strong over the whole Indian Peninsula, except the eastern peninsular coast. Wind speeds during the period November to March are relatively weaker, though higher winds are available during a part of this period on the Tamil Nadu coastline. These two monsoon winds make the generation potential in Tamil Nadu much higher than in most other states and are one of the factors for the quicker and greater development of wind energy in Tamil Nadu.

The Wind Resource Assessment Programme which is being coordinated by the Centre for Wind Energy Technology (C-WET), Chennai has so far covered 31 States and Union Territories involving establishment of 790 wind monitoring stations. Out of the total stations established so far, around 250 stations have found to have Wind power density in excess of 200 W/m<sup>2</sup> at 50 m height and are considered to be suitable for commercial wind power installations. Eight volumes of 'Wind Energy Resource Survey in India' have so far been published covering wind data for 234 sites in 14 States/UTs.

## **Achievements**

A total capacity of about 23444 MW has been established up to March 2015, mainly in Tamil Nadu, Gujarat, Maharashtra, Andhra Pradesh, Karnataka and Rajasthan. Wind electric generators of unit sizes between 225 kW and 2.50 MW have been deployed across the country. With introduction of Renewable Purchase Obligations (RPOs) and Renewable Energy Certificates (RECs), wind power has good demand in coming years. During 2012-13, a capacity of 1700 MW was installed showing a clear impact on achievements of withdrawal of Accelerated Depreciation(AD) benefit and discontinuation of Generation Based Incentive (GBI). After reintroduction of GBI scheme in September 2013, situation improved slightly with a capacity of 2079 MW in the year 2013-014. Further in July 2014, the AD benefit was reintroduced and therefore a capacity of 2312 MW was installed in 2014-15.

## **Manufacturing Base**

Wind Electric Generators are being manufactured in the country by 20 manufacturers, through (i) joint ventures under licensed production (ii) subsidiaries of foreign companies,

under licensed production and (iii) Indian companies with their own technology. An indigenization level up to 70% has been achieved. Wind turbines upto capacity of 2.50 MW are being manufactured in the country. Modern technologies like permanent magnet based turbines are available in the country. There are around 58 models of wind turbines of various capacities being manufactured in India

## **Fiscal and Promotional Incentives**

An attractive package of fiscal and financial incentives is available which includes concessions such as concessional custom duty on certain items, excise duty exemption, sales tax exemption, income tax exemption for 10 years on the profit, etc. In addition, most states are offering preferential tariffs for electricity generated from wind power projects. In order to attract independent power producers, foreign direct investment, NGOs, trusts etc, a generation based incentive (GBI) scheme has been introduced to provide Rs. 0.50 per unit of electricity generated from wind power projects. The GBI scheme which was stopped at the end of 11<sup>th</sup> Plan, has been continued in 12<sup>th</sup> Plan with increased ceiling of Rs. 1.00 crore per MW. The Accelerated Depreciation (AD) benefit, which was discontinued by Ministry of Finance w.e.f. 01.04.2012, has now been reintroduced.

## **Centre for Wind Energy Technology**

A Centre for Wind Energy Technology (C-WET), Chennai has been established in Tamil Nadu as an autonomous institution under the administrative control of the Ministry. The Centre serves as the technical focal point for wind power development and supports the growing wind power sector in the country. C-WET's main activities include research and development to achieve and maintain reliable and cost-effective technology; wind resource assessment; preparation of standards, testing and certification of wind power systems; information dissemination; human resource development; and offer various consultancy services to customers.

## **2. Off Grid/ Decentralized Wind Power Programme**

The financial outlay for the budget year 2015-16 is Rs. 3.00 Crores for the off grid programme for installation of Aerogenerators/Small wind and hybrid systems. The central financial assistance available under the scheme is as follows. The

detailed scheme is available in ministry's website <http://www.mnre.gov.in/file-manager/offgrid-wind-scheme/wind-hybrid-system.pdf>.

### 2.1 Demonstration Projects:

25 SWES projects will be taken up in remote locations such as districts on international borders, North-Eastern States including Sikkim, Jammu & Kashmir including Leh & Laddakh at various institutions/organizations and defence/para-military establishments, as special projects, having capacity in the range of 10 kW on demonstration basis with Central Financial Assistance @ Rs. 2.25 lakh / kW.

### 2.2 Small Wind and Hybrid Systems:

Description	Central Financial Assistance
Aerogenerators / Small Wind and Hybrid Systems (SWES)	Rs.1.00 lakh per kW for <b>community users only</b> . In case of installation of systems to be done through SNAs, an administrative charge @ 2% of CFA will be provided to SNAs at the time of final release

In case of installation of systems to be done through SNAs, an administrative charge @ 2% of CFA will be provided to SNAs at the time of final release.

### 2.3 Water pumping Wind Mills:

	Water pumping Wind Mills	Central Financial Assistance for <b>community Users only</b>	
		General Area	Island
1	Direct drive gear-less windmills such as Modified 12 PU 500 and similar other Windmills	Rs.20,000/-	Rs.30,000/-
2	Gear type windmill	Rs.30,000/-	Rs.50,000/-
3	AV55 Auroville type windmill	Rs.45,000/-	Rs.80,000/-

MNRE will provide administrative charges of 2,500 per windmill (wind pump) to the state agency.

### 2.4 Concessions:

This Ministry has issued essentiality certificate to the following Manufacturers for import of raw materials and parts for manufacture of Wind Energy Generators as per Department of Revenue Notification No. 12/2012-Customs, Notification no.

21/ 2012 dated 17.03.2012 amended from time to time and No.12/2012-CE dated 17.03.2012 amended from time to time by 2015-16.

- LM Wind power
- Global Wind
- Pioneer Wincon
- Regen Powertech
- Kenersys
- Inox Wind
- Kush Synthetics
- Wind World
- Suzlon Energy
- Vestas Wind
- Winergy
- Gamesa
- Winwind
- Kirloskar
- GE India
- RRB Energy
- Leitwind Shriram
- Saertex
- Diab Core
- Owens Corning
- Rothe Erde.
- Nupower Technology

### **3. Solar Power Projects under JNNSM**

#### **3.1 Scheme for setting up over 300 MW of Grid-Connected Solar PV Power Projects by Defence Establishments under Ministry of Defence and Para Military Forces with Viability Gap Funding under Phase-II/III of JNNSM.**

The Establishments in the border area and remote locations use diesel as the primary source of energy. In some areas they pay very high tariff. Solar power is clean source of energy and can replace diesel power generation to a large extent. Ordnance Factory Board (OFB) and other Defence Establishments agreed to set up solar power projects on the large tracts of land and vacant rooftops which they own.

#### **Salient Features**

- i. A capacity of 300 MW will be set up in various Establishments of Ministry of Defence i.e. Establishments of Army, Navy, Air Force, Ordnance Factory Board, Defence Laboratories and Defence PSUs etc. Para Military Forces would also be covered under this scheme. Minimum size of the project shall be 1 MW.
- ii. Inter-Ministerial group has recommended NCEF Support of Rs. 750 Cr @ Rs. 2.5 Cr./MW with DCR content.
- iii. The projects under this Scheme will mandatorily use solar cells/modules which are made in India.
- iv. The aforesaid Establishments would identify locations for developing solar projects, anywhere in the country including border areas from time to time.
- v. The Defence organisations/Establishments will be free to own the power projects i.e. get a EPC contractor to build the project for them or get a developer who makes the investment and supplies power at a fixed tariff of Rs.5.50 per unit for 25 years (or Rs. 4.75 with AD). EPC has been recommended by MHA, Planning Commission and MoD)
- vi. The MoD or the Defence Organization would be free to follow their own procurement systems or develop detailed guidelines or procedures for tendering. Tendering for inviting solar project developers to bid for developing projects, would be done by the Defence Establishments themselves. They may also lay down guidelines to cover security aspects related to working in Defence/Paramilitary Establishments. They can also take SECI on a turnkey basis.
- vii. The solar project developers will be provided VGF based on the bid. The bidders will be selected on the basis of bids for minimum VGF requirement for the project with commitment to supply solar power at Rs. 5.50/KWh for 25 years. However, the upper limits of the VGF are as follows:

Category-I: Rs.2.5 Cr./MW for project capacity upto 5 MW or 30% of the project cost whichever is lower;

Category-II: Rs. 2 Cr./MW for project capacity greater than 5 MW upto 25 MW or 30% of the project cost whichever is lower; and

Category-III: Rs. 1.5 Cr./MW for project capacity greater than 25 MW or 30% of the project cost whichever is lower.

**3.2 Implementation of scheme for setting up 1000 MW of Grid-Connected Solar PV Power Projects by Central Public Sector Undertakings (CPSUs) and Government of India organisations under various Central / State Schemes / self-use / 3<sup>rd</sup> party sale / merchant sale with Viability Gap Funding (VGF) under Batch-V of Phase-II of JNNSM**

CPSUs and Government of India organisations participate in various Central/State Government Tenders, from time to time, for sale of solar power to State Utilities/ Discoms/ self-use/3<sup>rd</sup> party sale/merchant sale. Such CPSUs and Government of India organisations are eligible under the scheme.

**Salient Features**

- i. Grid-connected solar PV power projects of 1000 MW by CPSUs and Government of India organisations.
- ii. Period of Implementation: 2014-15 to 2016-17
- iii. VGF would be provided through Solar Energy Corporation of India (SECI) at a fixed rate of Rs.1 Cr/MW for projects where domestically produced Cells and Modules are used, and Rs.50 lakh/MW would be provided in cases where domestically produced modules are used.
- iv. Inter-Ministerial group has recommended NCEF Support of Rs. 1000 Cr.
- v. The CPSUs may also sign Power Purchase Agreements (PPAs)/ Power Sale Agreements (PSAs) with State Utilities/ Discoms at tariff determined by Central Electricity Regulatory Commission (CERC) or State Regulators or may develop projects for their own use or for sale of power to a third party at mutually negotiated rates.

**Major Impact**

- i. Solar Capacity of 1000 MW will be added in 3 years period;
- ii. This will give a boost to domestic manufacturers of Solar Cells/Modules and thus enable them to become competitive in comparison to the imported solar cells/modules



### **3.3 Implementation of Scheme for Development of Solar Parks and Ultra Mega Solar Power Projects.**

The scheme for development of Solar Parks and Ultra Mega Solar Power Projects has been rolled out by Ministry of New & Renewable Energy 12-12-2014. The Scheme has been conceived on the lines of the “Charanka Solar Park” in Gujarat which is a first-of-its-kind large scale Solar Park in India with contiguous developed land and transmission connectivity.

This scheme envisages supporting the States in setting up solar parks at various locations in the country with a view to create required infrastructure for setting up of Solar Power Projects. The solar parks will provide suitable developed land with all clearances, transmission system, water access, road connectivity, communication network, etc. This scheme will facilitate and speed up installation of grid connected solar power projects for electricity generation on a large scale. All the States and Union Territories are eligible for benefitting under the scheme.

#### **Salient Features**

- i. It is proposed to set up at least 25 Solar Parks and Ultra Mega Solar Power Projects targeting over 20,000 MW of solar power installed capacity within a span of 5 years starting from 2014-15.
- ii. The capacity of the Solar Parks shall be 500 MW and above. However, smaller parks may be considered in Himalayan Region & other hilly States where contiguous land may be difficult to acquire in view of difficult terrain and in States where there is acute shortage of non-agricultural land.
- iii. The solar parks will be developed in collaboration with the State Governments and their agencies. The choice of implementing agency for developing and maintaining the park is left to the State Government.
- iv. The implementing agency will be sanctioned a grant of upto Rs.25 Lakh/Park for preparing Detailed Project Report (DPR) of the Solar Park.
- v. Thereafter, application may be made by the implementing agency to Solar Energy Corporation of India (SECI) for the grant of up to Rs. 20 lakhs/MW or 30% of the project cost including Grid-connectivity cost, whichever is lower. The approved grant will be released by SECI as per milestones prescribed in the scheme.

- vi. Subsequently, in-principle approval was accorded to 16 Solar Parks of aggregate capacity of 12120 MW planned to be set up in 10 States (A.P, Gujarat, Rajasthan, M.P, Telangana, Punjab, U.P, Tamil Nadu, Meghalaya and Karnataka). Grant of Rs. 172.50 Cr. has been released to Solar Energy Corporation of India (SECI).
- vii. M/s AP Solar Power Corporation Pvt. Ltd. a JV amongst SECI, AP Genco and NREDCAP, is setting up a Solar Power Park of capacity 1500 MW at Anantpur & Kadapa. M/s NTPC has planned to set up 1000 MW in the said Solar Park.

#### **4. Scheme for Off-Grid and Decentralised Solar PV Applications**

##### **Objectives:**

- To promote off-grid applications of solar photovoltaic (SPV) systems for meeting lighting, electricity requirements of individuals, institutions, communities, commercial and industrial establishments.
- To create awareness and demonstrate effective and innovative use of Solar systems for individual/ community/ institutional/ industrial applications.
- To encourage innovation in addressing market needs and promoting sustainable business models.
- To provide support to channel partners and potential beneficiaries, within the framework of boundary conditions and in a flexible demand driven mode.
- To create a paradigm shift needed for commoditization of off-grid decentralized solar applications.
- To support consultancy services, seminars, symposia, capacity building, awareness campaigns, human resource development, etc.
- To encourage replacement of kerosene, diesel, electricity and other fuels wherever possible.

Special thrust will be given on important applications especially in rural areas such as solar lighting, solar water pumping and mini/micro-grids. Thrust will also be given in encouraging new technologies like LED, Lithium ion batteries, high efficiency modules etc. MNRE may give job of disbursement of subsidy to SECI in a phased manner as may be considered appropriate after working out a mechanism.

##### **Scope and Eligibility Criteria:**

The scheme would be applicable to all parts of India during Phase II of the Jawaharlal Nehru National Solar Mission and thrust areas would be (a) Energy Access, (b) Diesel Replacement, (c) Promote agriculture based applications like

solar pumps, (d) Encourage Renewable Energy Service companies (RESCOs), and (e) Make solar products freely available in the market

Various off-grid/grid-connected and decentralized photo voltaic systems/ applications up to a maximum capacity of 500 kWp per site to meet/ supplement lighting, electricity/power and industrial heating requirements would be covered under the Scheme. Solar photovoltaic power plants having unit capacity up to 500 kWp in mini-grid mode for rural electrification would also be supported Solar Street / Home lights have been very popular during Phase I.

**Subsidy/Grant/Incentive provided under the Scheme:**

*State Renewable Energy Development Agencies and Solar Energy Corporation of India*

The programme will be implemented through SNAs only by inviting tenders. The Ministry will provide subsidy @ 30% of bench mark cost for solar lanterns, solar home lights, street lights, power packs/plants and solar pumps. Funding under the scheme would be in Project mode for systems larger than 5kWp or equivalent, i.e. there must be a project report which would, inter alia, include client details, technical & financial details, O&M and monitoring arrangements. Project proposals shall be submitted to the MNRE in the prescribed formats for small capacity systems, stand-alone SPV power plants and Mini-grid SPV power plants. For lower capacity systems; this would be operated in programme mode.

***NABARD/ SECI/ RRBs/Commercial Banks/IREDA/NHB:***

The Ministry will provide subsidy @ 40% of bench mark cost for solar lanterns, solar home lights, street lights, small capacity power plants etc. up to 300Wp unit capacity. For more than 300Wp to 1 kWp capacity Ministry will provide subsidy @ 30% of bench mark cost. Loan from the bank is mandatory to avail subsidy under the category. Only individual beneficiaries are eligible to avail subsidy under this category.

***RESCOs/ Channel Partners***

The Ministry will provide 30% subsidy of the bench mark cost decided for the particular category of application as CFA. Project proposals shall be submitted to the MNRE in the prescribed formats be put up to Project Appraisal Committee for approval.

***Other Large Govt. Departments/ PSUs***

Ministry will provide subsidy @ 30% of benchmark cost as CFA. Funding under the category would be in Project mode i.e. there must be a project report which would, inter alia, include client details, technical & financial details, O&M and monitoring arrangements. Project proposals shall be submitted to the MNRE in the prescribed formats.

90% of the capital subsidy for solar photovoltaic systems will be available only through the State Renewable Energy Development Agencies and SECI for the following categories and ONLY if procurement is made through open competitive bidding by SNA or SECI.

- Solar street lights & small capacity systems (100Wp) subject to the condition that SNA will maintain record of beneficiaries to avoid misuse & benefit going to the same beneficiary again & again.
- Central & State Govt. Ministries and their recognitions (not for commercial organizations and corporations), Govt. Education institutions, hospitals, community centres, Anganwadies, panchayat ghars, State & Central buildings, police stations, police posts, vocational training centres & Govt. Hostels up to 100 kWp SPV systems depending on requirement.
- Solar water pumping systems in State & Central Govt. Organizations, autonomous educational institutions, Govt. Schools/ colleges, irrigation departments, horticulture departments, animal husbandry etc.
- Standalone & micro/ mini grid solar PV power plants in rural areas, remote & different areas

#### **Implementation Arrangements:**

The following Categories of implementing agencies would be involved in the implementation of the Scheme: -

- State Renewable Energy Development Agencies (State Nodal Agencies)
- Financial Institutions/Financial Integrators (e.g. NABARD and Regional Rural Banks, Commercial Banks, IREDA and NHB)
- Channel Partners including RESCO
- Solar Energy Corporation of India
- Other Large Govt. Departments/PSUs

All Private Channel partners including RESCOs and reputed NGOs would need to get themselves accredited by rating agencies and the Ministry. For Govt. PSUs with manufacturing of Cell or module activity the accreditation of rating agencies is not required to become channel partners. The methodology for rating/accrediting these entities by MNRE has been put in place.

Up to 3% of CFA would be provided as service charges to NABARD/IREDA/SECI and State Renewable Energy Development Agencies. This would be provided by MNRE, in addition to the CFA.

At the beginning of each year MNRE will estimate broadly the capacity available under the off-grid scheme in that year. Not more than 50% of the capacity shall be available for execution through the channel partner route. All the RESCO/Channel Partners shall submit proposals on a quarterly basis and will be examined by the PAC. Proposals from State Renewable Energy Development Agencies and other Large Govt. PSU/Departments where programme will be implemented through tender, and proposals from NABARD, SECI and IREDA will not require PAC approval and will be directly processed by the division.

**Special Provisions, if any under the Scheme:**

- In very special and rare cases, the Ministry could consider higher CFA for undertaking pilot and demonstration projects either for demonstrating new and innovative applications or for demonstrating new technologies. Ministry may also consider sanctioning to SECI or other government institutions demonstrative projects with higher CFA with a provision for recovery of the CFA on savings in fuel usage. Detailed guidelines for such schemes would be separately drawn up if required.
- Ministry will set the technical specification and quality standards from time to time and rationalize them as may be required.
- The Channel Partners are an important implementing agency. It is essential to ensure that guidelines for selection, rating and appraisal of channel partners are transparent and simple. It shall also be ensured that there are no restrictions on the number of channel partners and all otherwise eligible agencies are empanelled subject to their rating and appraisal. In case of overcapacity of applications, the projects shall be allocated among channel partners in a transparent manner. MNRE shall issue detailed guidelines for channel partners covering all these aspects.
- The scheme would be reviewed by an Internal Review Committee on yearly basis and modifications therein would be incorporated by the Ministry

**4.1 Solar Water Pumping System:**

<b>Commissioning one lakh Solar Power based Agricultural Pumps</b>	
First Time Launched (Date)	16.06.2010 under JNNSM
Approved for Continuation (Date)	22.09.2014 (Guidelines revised for one lakh Solar pumps)
Scope Details	To promote solar photovoltaic water pumping systems for irrigation purpose to individual farmers.
Implementing Agency	NABARD/ State Nodal Agencies
Beneficiaries	Farmers/ Rural Families.

Time Lines	Total duration of the project is 2 Years.
Is it New/ revamped/ modified	New

## 5. Programme on Energy from Urban, Industrial and Agricultural Wastes/ Residues

### Objectives of the Scheme:

- (i) To promote setting up of projects for recovery of energy from urban, industrial and agricultural wastes; and
- (ii) To create conducive conditions and environment, with fiscal and financial regime, to develop, demonstrate and disseminate utilization of wastes and residues for recovery of energy.

### Scope and Eligibility Criteria:

- (i) Setting up of five pilot projects based on Municipal Solid Waste.
- (ii) Biogas production from Industrial waste.
- (iii) Power generation or production of bio-CNG from biogas produced from sewage and industrial wastes or from Urban and Agricultural wastes through biomethanation.
- (iv) Power generation from solid industrial waste.
- (v) Promotional activities.
- (vi) R&D, Resources assessment, technology Up-gradation and performance evaluation, etc.
- (vii) Installation of biomass co-generation projects (excluding bagasse co-generation) in industry for meeting the requirement of captive power and thermal energy with at least 50% of power for captive use, and an option for the surplus power to be exported to the grid.

### *Criteria based on type of wastes*

- (i) Projects based on any bio-waste from urban, agricultural, industrial/agro-industrial sector (excluding bagasse).
- (ii) Projects for co-generation /power generation and production of bio-CNG from biogas.
- (iii) Mixing of other wastes of renewable nature, including rice husk, bagasse, sewage, cow-dung, other biomass and industrial effluents (excluding distillery effluents) will be permissible.
- (iv) Biogas generation projects based on distillery effluents and projects based on wastes from fossil fuels and waste heat (flue gases) shall not be supported.

- (v) Municipal Solid Waste based projects selected through transparent competitive procedure would only be eligible for central financial assistance.
- (vi) In MSW to Power projects, any waste of renewable nature or biomass can be mixed to the extent of 25% based on gross Calorific Value. Use of a maximum of 25% conventional fuels would be allowed in Biomass Co-generation (Non-Bagasse) projects based on agricultural wastes and residues other than bagasse.

***Criteria based on technologies***

- (i) Projects based on waste-to-energy conversion technologies, namely, biomethanation, combustion, gasification, pyrolysis or a combination thereof.
- (ii) Projects for generation of power from biogas will be based either on 100% biogas engines or steam turbines with a minimum steam pressure of 42 bars.
- (iii) MSW based projects need to be developed in accordance with the decision of Hon'ble Supreme Court given during the hearing on May 15, 2007 and the recommendations of the Expert Committee referred therein.
- (iv) The projects based on biomethanation of MSW should be taken up only on segregated/ uniform Waste unless it is demonstrated that in Indian conditions, the waste segregation plant/ process can separate waste suitable for Biomethanation.
- (v) Bio-CNG to be produced will have to meet the BIS specifications as per ISI 6087: 2013.

***Criteria based on capacity***

There will be no minimum / maximum limit on capacity of projects supported under this programme, however, cattle dung based power generation projects of up to 250 kW capacity will not be considered under this programme.

**Subsidy/Grant/Incentive provided under the Scheme:**

Central Financial Assistance (CFA) for projects of different categories is given in the form of capital subsidy to the promoters and in the form of Grants-in-Aid for other activities, as given below:

S.No.	Wastes/ Processes/ Technologies	Capital Subsidy
1	Power generation from Municipal Solid Waste	Rs. 2.00 crore/ MW (Max. Rs.10 crore/ project)
2	Power generation from biogas at Sewage Treatment Plant or through biomethanation of Urban and Agricultural Waste/ residues including cattle dung or production of bio-CNG	Rs. 2.00 crore/MW or bio-CNG from 12000 m <sup>3</sup> biogas/day (Max. Rs. 5 crore/project)

S.No.	Wastes/ Processes/ Technologies	Capital Subsidy
3	Biogas generation from Urban, Industrial and Agricultural Wastes/residues	Rs. 0.50 crore/ MWeq. (12000 m <sup>3</sup> biogas /day with maximum of Rs. 5 crore/project)
4	Power Generation from Biogas (engine / gas turbine route) and production of bio-CNG for filling into gas cylinders	Rs. 1.00 crore/MW Or bio-CNG from 12000 m <sup>3</sup> biogas (Max. Rs.5 crore/project)
5	Power Generation from Biogas, Solid Industrial, Agricultural Waste/residues excluding bagasse through Boiler+ Steam Turbine Configuration	Rs. 0.20 crore/MW (Max. Rs. 1 crore/project)

The capital subsidy will be considered subject to the following:

- (i) The amount of capital subsidy would be calculated on the basis of installed capacity.
- (ii) Total capital subsidy would be limited to Rs.5.00 crore per project for Industrial Waste; however, it will be limited to Rs.1.00 crore per project in case of projects for power generation through boiler turbine configuration in standalone mode or through co- generation.
- (iii) Subsidy amount will be restricted to 20% of the project cost in Urban, Agricultural Waste/ residues and Industrial Waste while financial assistance will be limited to 40% for STP.
- (iv) In case of Special Category States (NE region, Sikkim, J&K, Himachal Pradesh and Uttarakhand), the capital subsidy would be 20% higher than that for other States. This provision will also be applicable two items (ii & iii) above.
- (v) CFA to Biomass co-generation projects would be limited to a maximum of Rs. 1.0 crore/project, irrespective of the installed capacity of the project.
- (vi) Financial assistance would be provided for organizing training courses, business meets, seminars/ workshops and publicity/ awareness on case-to-case basis, subject to a maximum of Rs. 3.0 lakhs per event/activity.
- (vii) Financial support would be provided for R&D projects, including studies on resources assessment, technology Upgradation, performance evaluation etc. to institutions/ industries. This will be governed by the procedures /guidelines issued by MNRE.

#### **Implementation Arrangements:**

The scheme will be implemented by State Nodal Agencies, Urban Local Bodies/ Municipal Corporations, private and public sector enterprises and organizations, as well as NGOs including through Energy Service Companies (ESCOs). For projects to be implemented without debt financing/ loans, the proposals will be directly submitted to the Ministry for financial support. In cases where debt financing/ loans from domestic FIs/ Banks is involved, the



proposals for financial support will be submitted by the promoters to the Ministry through Banks/ FI along with all the statutory clearances. The projects will be taken up by Urban Local Bodies and other Government organizations in Public Private Partnership mode. Financial Assistance for MSW based projects will be provided for projects selected through a transparent competitive procedure. State Nodal Agencies would be provided an incentive/ service charge @ Rs.1% of the subsidy restricted to Rs.5.00 lakh per project, in order to facilitate development of projects and their monitoring during implementation/ post commissioning. Service charges for Biomass co-generation (Non-bagasse) projects would be @ Rs.1 lakh/MW restricted to Rs. 5 lakh/project.

**Special Provisions, if any under the Scheme:**

The aforesaid programme is subject to change(s) and modification(s) as may be decided by the MNRE, Govt. of India from time to time, and subject to availability of funds. The Ministry shall in no way be liable for expenditure incurred by promoters for pre-project preparation or other activities, merely on the basis of these circular and / or related announcements by the Ministry. In case of any ambiguity on interpretation of any provisions of the scheme, the decision of the Ministry shall be final and binding.

**6. National Biogas and Manure Management Programme (NBMMP)**

**Objectives of the Scheme:**

- (i) To provide clean gaseous fuel mainly for cooking purposes and organic manure to rural and semi- urban households through family type biogas plants.
- (ii) To mitigate drudgery of rural women, reduce pressure on forests and accentuate social benefits.
- (iii) To improve sanitation in villages by linking sanitary toilets with biogas plants.
- (iv) To provide Bio-fertilizer/ organic manure to reduce use of chemical fertilizers.
- (v) To meet “lifeline energy’ needs for cooking as envisaged in “Integrated Energy Policy”.
- (vi) To mitigate climate change by preventing emissions of carbon dioxide and methane.

**Eligibility Criteria:** All households having at least two cattle and space for construction of biogas plant.

**Subsidy/Grant/Incentive provided under the Scheme:** Various grants and incentives provided in accordance with the targets fixed and achievements made on annual basis under this programme are as follows:

Sl.No.	Particulars of Central Financial Assistance (CFA)& States / Regions and Categories	Family Type Biogas Plants under NBMMP (1 to 6 cubic metre capacity perday )	
A.	Central Subsidy Rates Applicable	1 Cubic Metre	2-6 Cubic Metre
1.	NER States, Sikkim (except plain areas of Assam)and including SC and ST Categories of NE Region States.	15,000	17,000
2.	Plain areas of Assam.	10,000	11,000
3.	Jammu &Kashmir, Himachal Pradesh, Uttrakhand, Niligiri of TamilNadu,Sadar Kurseong &Kalimpong Sub Divisions of Darjeeling, Sunderbans (W.B.) and Andaman & NicobarIslands.	7,000	11,000
4.	ScheduledCastes/ScheduledTribesof otherthanNERRegionStatesincluding Sikkim& other Hilly States/regionsasgiveninSl.no.3 above.	7,000	11,000
5.	All Others	5,500	9,000
B.	<b>Turn-Key Job Fee including warranty for five years and quality control (inRs.per plant).</b>	Rs.1500/- per plant for fixed dome Deenbandhu type and floating gasholder KVIC type brick masonry models. Turn Key Job Fee also provided for biogas plants with prefabricated material involving part construction work either for digester or dome. No fee is provided for completely prefabricated / manufactured plants such as Bag	
C.	<b>Additional CFA for toilet linked Biogas</b>	1,200/-	
D.	<b>Administrative Charges – for physical</b>		
1.	100-3,000	<b>1,00,000^</b>	
2.	3,001-7,000	<b>10,50,000^^</b>	
3.	Above7,001	<b>24,50,000 *</b>	
E.	<b>Training support per-course (in Rs.)</b>		

1.	Users Course	3,000
2.	Staff Course	10,000
3.	Construction-cum Maintenance / Refresher	45,000
4.	Turn-key Workers & Management Course for TKWs/RETs/SHGs/Officials of SND/ SNA/Banks/FIs& Companies/	75,000
<b>F.</b>	<b>Biogas Development &amp; Training Centres.</b>	As per the pattern of CFA and staff strength/ positions conveyed vide Ministry's sanction letter No.19-3/2011-BE(Pt.) dated 16th November, 2011 and dated 2 <sup>nd</sup> March, 2012 and annual outlay allocated year-wise.
<b>G.</b>	<b>Support for Communication &amp; Publicity as per the target range</b>	
1.	Up to 1,000	2,00,000
2.	1,001-10,000	4,00,000
3.	More than 10,000	6,00,000
<b>H.</b>	Support for Repair of Non- functional Plants with the restriction of utilization of upto 5% of the annual outlay of the programme, earmarked for the year for the concerned SND/SNA/UT.	50% of the applicable central subsidy rate subject to sharing of 50% of the cost of repair by the respective beneficiary. Repair cost estimates for a non-functional all biogas plants would not exceed the total subsidy amount applicable as per the size of the biogas plant. The proposal repaired by SNDs/SNAs and KVIC by bunching of such non-functional plants, requires prior approval of the Ministry(MNRE).

<b>Household size Family Type Biogas Plants under NBMMP</b>
^ Extra Rs. 400 per plant in excess of 100 biogas plants.
^^ Extra Rs.350 per plant in excess of 3000 biogas plants.
* Extra Rs. 300 per plant in excess of 7,000 biogas plants <b>subject to maximum of Rs. 60.00 lakh (Rupees Sixty Lakhs).</b>

**Implementation Arrangements:**

The programme will be implemented by State Nodal Departments / State Nodal Agencies and Khadi & Village Industries Commission (KVIC), Biogas Development and Training Centres (BDTC), other State Government Agencies/ Organizations/ Departments, etc. However, within the State, the programme implementing State Nodal Departments/ State Nodal Agencies and KVIC, BDTC, etc. could also take help by identifying other skilled organizations that would function within their overall control. But in one State there may not be more than two agencies excluding KVIC. The implementing agencies within a State should work with proper coordination and share all the information with each other. The SNDs/ SNAs and KVIC may further take help of Panchayati Raj Institutions/ Gram Panchayats, Urban Local Bodies and Block/ Taluka Development Officers/ District Agriculture Offices, Kissan Vikas Kendras etc. in identification and selection of the potential beneficiaries. They may also involve them in post installation supervision of the plants. Financial participation of Scheduled Banks through their Regional Rural Development Banks, Grameen and Prathama Banks, IREDA, NABARD, and other financial institutions would be ensured by the SNDs / SNAs and KVIC as well as by the BDTCs.

### **Coordination Committees at the State and District Levels**

With a view to ensure proper monitoring, coordination and review of programme implementation, all State Nodal Departments/Agencies concerned and KVIC etc. should include the subject in the meeting at State/ District level. The details of the meetings of the Committee held during each quarter may be included in the quarterly progress report attaching the list of important decisions and sent to MNRE headquarters.

### **Demarcation of area of operation for KVIC and other Agencies**

SNDs/SNAs should demarcate the district/ block of operation for KVIC, etc. based on a mutual consultation in the beginning of the financial year earmarking specific area for implementation for each organization.

To ensure proper coordination and periodic review of the performance of BDTCs by the State, SNDs/ SNAs may setup “BDTC Programme Advisory & Review Committee” under the chairmanship of the concerned Secretary of the State Nodal Department/ Chief Executive Officer of the State Nodal Agency. **The committee should meet in the beginning of the year for formulation of the annual action plans, review of performance, etc.**

### **Special Provisions, if any, under the Scheme:**

- (i) In order to up scale the programme, State Nodal Departments/ State Nodal Agencies and KVIC and BDTCs may involve their recognized and registered Biogas Turn-Key Workers (BTKW) / Rural or Renewable Energy Technicians (RETs), Self Help Groups (SHGs) and other experienced and recognized organizations having skilled knowledge in the biogas technology development and implementation

- (ii) Installation of biogas plants with stress on the entrepreneurship model, and involvement of fast expanding Self Help Groups (SHGs) with the concept of **micro-finance** for better inclusive and sustainable growth.
- (iii) Introduction of competitive bidding for setting up of biogas plants on pilot scheme basis
- (iv) Uploading of year-wise and District-wise list of beneficiaries of biogas plants set up during a year is mandatory for all SNDs/SNAs and KVIC and BDTC(s) etc. and for other implementing agencies. This should be put on their websites in the prescribed format after finalising the annual physical progress for a year.
- (v) Maintenance of Database of Village-wise Beneficiaries, Beneficiary-wise, year-wise List on Websites, Maintenance of Records of Completed Biogas Plants, Identification Mark on the Biogas Plants and Photograph of the Beneficiary in CFA Claims and the records with respect to functionality status of biogas plants installed by them and also monitoring their recognized and registered Biogas Turn-Key Workers. All implementing State Nodal Departments/ Nodal Agencies & KVIC, BDTCs etc. should ensure that all the records of beneficiaries are computerized and updated on regular basis.

A monthly and quarterly progress reports are to be submitted regularly by the 10<sup>th</sup> of the following month in the prescribed formats.

## **7. Biogas Power (Off-Grid) Programme**

### **Objectives of the Scheme:**

To promote the biogas for generating power for decentralized power generation applications in the country in the small capacity range of 3 kW to 250 kW, based on the adequate availability of animal wastes and wastes from forestry, rural based industries (agro/food processing), kitchen wastes, etc at the site. The programme has a provision for use of biogas generated from such projects for thermal applications also.

**Eligibility Criteria:** .The projects to be taken up by any village level organizations, institutions, entrepreneurs etc. The implementing agencies are required to submit proposals on prescribed format as per annexure-III a and b available in MNRE website. The beneficiary organizations are required to give an undertaking that the plants would be operated and maintained for a minimum period of ten years.

### **Subsidy /Incentive provided under the Scheme:**

The funds would be released on re-imbursement basis after successful installation and commissioning of the plants on receipt of utilization certificates, audited statement of expenditure and the installation/ commissioning reports of biogas power plants. The projects should be completed within a year and in any case not more than 18 months from the date of sanction of the project. Rate of subsidies applicable under this programme are given below:

Power Generating Capacity	Biogas plant capacity	Requirement of DPR	CFA/ subsidy limited to the following ceiling or 40% of the cost of the system whichever is less		Administrative/Service charges to SNA/ BDTs for providing technical, supervision, training support & submission of project completion & monitoring report of successful operation	
			Power generation	Thermal application	Power generation	Thermal application
3-20kW	25M <sup>3</sup> to 85 M <sup>3</sup>	No DPR required	Rs 40,000 / kW	Rs 20,000/ kW	10% of the CFA	5% of the CFA
>20 kW up to 100kW	Any combination of above plants or approved alternate capacity/ design	DPR required	Rs 35,000/ kW	Rs 17,500/ kWeq	Rs 1,00,000/-	Rs 50,000/-
>100 kW up to 250 kW	Any combination of above plants or approved alternate capacity/ design.	DPR required	Rs 30,000/ kW	Rs15,000/ kWeq	Rs 1,50,000/-	Rs 75,000/-

#### Implementation Arrangements:

The programme would be implemented through State Nodal Departments/Agencies KVIC, BDTCs and institutions. The administrative charges, as prescribed, will be provided to the implementing organizations. The programme would be implemented through State Nodal Departments/Agencies of the States/Its. KVIC, BDTCs and institutions.

**Special Provisions, if any under the Scheme:** Nil.

## **8. Remote Village Electrification Programme (RVE)**

### **Objectives:**

To provide electrification/lighting through Renewable energy sources of the eligible un-electrified remote census villages and remote un-electrified hamlets of electrified census villages.

### **Eligibility Criteria/Components of the Scheme:**

- Installation of power plants based on small hydro power, biomass, wind, biofuels, biogas, etc. for electrification of remote villages/hamlets. Solar photovoltaic power plants may also be supported if found to be cost effective. Combination of renewable energy systems or hybrid systems would also be supported. Solar home lighting systems for domestic and community lighting would be supported where no other renewable energy technology is found to be feasible.
- Initial surveys and studies if necessary for firming up of State-wise lists of remote un-electrified census villages and hamlets; assessing the renewable energy resources available in the villages and energy requirements of the community; and, identification of appropriate technology options for electrification, preparation of State-wise Master Plans.
- Institution development and capacity building, development of repair and maintenance infrastructure, etc.
- Training, orientation and awareness programmes for various target groups, conferences/seminars/ workshops for experience sharing among various stakeholders, etc.
- Development of remote village specific electricity generation systems and packages based on different renewable energy technologies.

### **Implementation Arrangements:**

- Scheme will be implemented through State Governments/State Nodal Agencies
- Notification by the state government identifying nodal implementation agency for the Remote Village Electrification Programme, if not already notified.
- Preparation of Detailed Project Reports by the nodal implementing agency as per the enclosed format for the villages/hamlets to be taken up for electrification under the

Programme; preparation of the plan for sustained operation of the projects including the revenue model proposed; and identification of appropriate village level bodies for actual implementation/overseeing of the work, wherever necessary.

- Approval of the DPRs and the proposals by the state government including the commitment for balance of the funds in the prescribed format. Commitment of the state government for replacement of batteries in solar photovoltaic systems, whenever required, is also mandatory.
- Submission of proposals to the Ministry for support along with the required documents.
- Competitive bidding process after sanction of the MNRE support. For photovoltaic systems, procurement should be done from suppliers having valid test certificate from a MNRE authorized test Centre. For biomass gasification systems, procurement should be from a MNRE approved manufacturer/supplier.
- Implementation of the project.
- Certification by the authorized village/district level officials/bodies that the village has been electrified or that work has been carried out as per the sanction order/DPR (for SPV home lighting systems)

#### **Special Provisions, if any under the Scheme:**

The technical specifications/standards and norms of the above SPV Systems will be the same as applicable for projects in Jawaharlal Nehru National Solar Mission (JNNSM) guidelines.

### **9. Unnat Chulha Abhiyan Programme**

The Unnat Chulha Abhiyan Programme being implemented by the Ministry was launched on 27<sup>th</sup> June, 2014, for development and deployment of improved biomass Cookstoves in all the State/UTs for providing clean cooking energy solutions. Under this programme provision also exists for training and user orientation, publicity and awareness generation and monitoring & evaluation. It is expected that by implementation of this programme, there will be immense saving in the fuel wood consumption, improving health of women and children and providing more time for taking up economic activities and mitigating climate change by reducing emissions. A target of 2.75 million improved Cook stoves/Chulhas will be disseminated/ Installed in the remaining period of the 12<sup>th</sup> Plan Period with a budgetary outlay of Rs. 294 Crores. During 2014-15 a revised target of 3.50 lakh of Unnat Chulhas are proposed to set up due to availability of a limited budget of Rs 12.00 Cr .State-wise targets have been allocated and funds towards first instalment have been released for implementation of UCA programme. In the current year also the target of 3.5 lakh has been setup with a budget allocation of Rs. 20.00 crores.



The programme is being implemented through State Nodal/Implementing Agencies, State Departments and similar departmental agencies where cook-stoves could be employed, NGOs/CSOs, manufacturers, business development organizations, etc. engaged in implementation of renewable energy projects at grassroot level. The target users are Individual households in rural areas who use biomass for cooking purposes and kitchens of Mid-day Meal (MDM) scheme, Aangwadis, Forest Rest Houses, Tribal Hostels and small business establishments (road side Dhabas, small hotels and restaurants and a variety of cottage industries like textile dyeing, drying of spices etc.) to be supplied with improved biomass cook-stoves/ Unnat chulhas complying with improved BIS standards for efficiency and emissions. In order to offer high quality solutions, a very robust and comprehensive framework and standards conforming to international practices for clean cooking devices has been developed. Four Biomass Cookstove Testing Centres have been set up in reputed institutions for continuous process of quality and performance improvement of clean Cookstoves. A total of 40 model of improved cookstoves and 25 manufacturer complying with BIS standards of efficiency & emission have been approved by MNRE and available at MNRE website [mnre.gov.in](http://mnre.gov.in).

Under the scheme following Central Financial Assistance is being provided for deployment of family size/community Cookstoves (both Natural and Forced draft) and also for earthen Chulhas with metal combustion chambers.

Type of Cookstoves	Central Financial Assistance
<b>Family sized /domestic cook-stoves / earthen cookstoves</b>	<p>(i) Upto 50% of cost of cookstoves with maximum ceiling of Rs.400 for natural draft (including earthen chulhas with metal combustion chambers) and Rs.800 for forced draft - average support taken at Rs.600/- per cookstove for 2014-15,</p> <p>(ii) Upto 40% of cost of cookstoves with maximum ceiling of Rs.300 for natural draft cookstoves (including earthen chulhas with metal combustion chambers) and Rs.600 for forced draft cookstoves, average support taken Rs.450for the years 2015-16 and 2016-17.</p> <p>(iii) the masons doing the construction of earthen chulhas will be provided construction fee @10% per Chulha which will added the overall cost of the earthen Chulha. The NGO/CSO doing the construction will pass on this charge to the mason and keep accounts.</p>
<b>Community Cook-stoves for MDM Kitchens, Anganwadis, Tribal / SC / Backward hostels,</b>	(i) Upto 50% of cost of cook-stoves with maximum ceiling of Rs.2500 for natural draft and Rs.5000 for forced draft type cook-stoves - average support taken at Rs.3750 per cook-stove for 2014-15.

<b>government and forest rest houses etc.</b>	(ii) up to 40% of cost of cookstoves with maximum ceiling on support Rs.2000 for natural draft cookstove and Rs.4000 for forced draft cookstove, the average support taken is Rs.3000 per cookstove for the years 2015-16 and 2016-17.
<b>Community cook-stoves for commercial outlets and industry</b>	Entire cost will be borne by the users. Implementing agency/manufacturer/nodal agency doing extension work including dissemination will be paid success fee @15%, 10% and 5% for the years 2013-15, 2015-16 and 2016-17 respectively.

## **10. Information & Public Awareness (I &PA) Programme**

### **Objectives:**

The broad aim of the scheme is to create publicity of the renewable energy technologies, systems & devices and also to disseminate information on technological developments and promotional activities taking place in the area of the renewable energy. Variety of media like electronic, print and outdoor publicity through exhibitions, bus panels, hoardings, kiosks, paintings and other outdoor media activities are used for popularization of NRSE systems and devices. The specific objectives of I& PA Programme are outlined as below:-

- To popularize and create awareness about new and renewable energy systems and devices highlighting their benefits;
- To create mass awareness about technological developments and promotional activities taking place in Non-Conventional Energy Sector from time to time in the country especially with focus on rural areas;
- To make people aware about the availability of NRSE systems and devices their proper use, repair and maintenance facilities, etc.;
- To expand and promote the market for NRSE systems & devices; and
- To raise awareness about NRSE amongst students, teachers, scientists and public at large.

### **Subsidy/Grant/Incentive provided under the Scheme:**

Under the programme, financial assistance/ support is provided to the SNAs in respect of the activities such as Publicity through Print Media; Publicity through Electronic Media; Publicity through Exhibitions and Outdoor Media; Rajiv Gandhi Akshay Urja Diwas; Information & Public Awareness activities (hoarding, kiosks, wall paintings, etc.); Renewable Energy Table au for Republic Day; Mobile Exhibition Vans; Media/ Students visits and Educational Excursion to Renewable Energy sites/ projects; and Awareness and Orientation Camps.

The quantum of CFA is provided to SNAs for organizing State level functions namely Rajiv Gandhi Akshay Urja Diwas is detailed as below:

S. No.	States/Union Territory	Quantum of CFA (Rs. In Lakh)
01.	Smaller States/ Union Territories: Andaman and Nicobar Islands, Chandigarh, Dadra and Nagar Haveli, Daman and Diu, Goa, Lakshadweep, Puducherry, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and Arunachal Pradesh	3.00
02.	Medium States/ Union Territory: Assam, Bihar, Chhattisgarh, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Karnataka, Kerala, Odisha, Punjab, Tamil Nadu, Uttarakhand, West Bengal and National Capital Territory of Delhi	5.00
03.	Larger States: Andhra Pradesh, Madhya Pradesh, Maharashtra, Rajasthan and Uttar Pradesh	8.00

The funds in normal course will be released to State Nodal Agencies (SNAs) for the sanctioned activities in the following manner:-

- 70% of the sanctioned outlay along with the sanction letter.
- 30% of the sanctioned outlay after completion of the sanctioned activities/items and on receipt of Completion Report, Utilization Certificate and audited Statement of Expenditure.

#### **Implementation Arrangements:**

The Programme is implemented through a pragmatic use of existing Government channels such as State Nodal Agencies (SNAs), Directorate of Advertising & Visual Publicity (DAVP), National Films Development Corporation (NFDC), Doordarshan, All India Radio (AIR), etc. among others.

## **11. Special Area Demonstration Projects (SADP) Scheme**

#### **Objectives:**

- To give publicity and create greater awareness about the renewable energy technologies / systems at places of National and International importance, besides meeting their partial energy needs.

**Eligibility Criteria:** All organizations specified under the scope for scheme.

**Subsidy/Grant/Incentive provided under the Scheme:**

- Maximum CFA of Rs.100 lakh for demonstration of RE Systems at State Level Energy Park and also for places of National and International importance.
- CFA up to Rs.50 lakh for State Assembly premises and also for religious places of National importance and tourists interests but with 30% user's contribution.
- CFA up to Rs. 25 lakh for Secretariats of various States/UTs and also for religious places of National repute and tourists interests but with 30% users contribution.
- CFA up to 75% with maximum support of Rs.7.5 lakh for Science Museums, Science Cities, National Parks, Zoological Gardens and Rs. 5 lakh in case of premises of Collectorates/District Magistrates office premises.

#### **Implementation Arrangements:**

- The Govt. Agencies/SNAs will be provided with agency charges limited to 2.5% or Rs.2.5 lakhs/location, whichever is lower for preparing the report, ensuring procurement and installation and monitoring of the systems, training etc. for all new schemes. The administrative charges will be released at the time of release of the third instalment of CFA, on commissioning of the system.
- Demonstration of RE systems/ devices at places of National & International importance.
- Demonstration of RE systems/ devices at centralized kitchens
- Demonstration of RE systems/ devices at roadside eating joints & restaurants.

**Special Provisions, if any under the Scheme: Nil**

## **12. Human Resource Development Programme**

#### **Objectives:**

- To institutionalize the renewable energy education and training in the country to cater the requirement of qualified and trained man power by roping in Universities and other Institutions of repute to undertake Renewable Energy Education as a subject/stream

#### **Eligibility Criteria:**

- The eligibility criteria are prescribed for each component of the programme separately in the guidelines issued by the Ministry.

#### **Subsidy/Grant/Incentive provided under the Scheme:**

<b>S.No</b>	<b>Components</b>	<b>Financial support</b>
1.	National Renewable Energy Fellowship Scheme	JRF – Rs.25000 pm + HRA SRF- Rs.28000pm + HRA PDF – Rs.36000 to 40000 pm + HRA MTech – Rs. 12400pm M.Sc. – Rs.4000pm
2.	National Solar Science Fellowship Scheme	Rs. 1 lakh per month per fellow (net of tax) with Research and Contingent Grant of Rs 20 lakh per annum to be

		provided to 10 fellows initially for a period of 3 years extendable to another 2 years.
3.	Scheme for support for lab and library Upgradation	Rs.50 lakh per institute to be provided to 25 institutions & 5 IREP Training centres
4.	Renewable Energy Chairs	Rs. 150 lakh per chair to be established in 15 institutions.
5.	Support for Short term training courses including skill development centre	For technician training Rs.1.5 lakh for 30 trainees for one week duration. For courses of other target groups assistance up to Rs.10 lakhs per course for 50 trainees for one week duration
6.	Support for ITIs	A grant up to Rs.5 lakh for district level ITI provided for upgrading the infrastructure and training facilities to ITIs.
7.	Networking of High end facilities	To facilitate the researchers to access to High end facilities created in universities, IITs, IISs etc., Rs.1 lakh per researcher per visit per year provided up to a maximum of 50 such visits every year.
8.	Support to States	Central Financial Assistance up to Rs.6 lakh each per consultant per annum to SNAs for hiring services of consultants to develop various RE projects based on the permission of different programmes of the Ministry.
9.	Support for course/study material development	Up to Rs.5 lakh to engage experts/institutions in developing the course material/modules.

### **Implementation Arrangements:**

Apart from the Universities and other Technical Education Institutions and Ministry's specialized technical institutions, reputed training institutes such as Indian Institutes of Management; Indian Institute of Public Administration, National Institute of Rural Development, Hyderabad; Administrative Staff College of India, Hyderabad; National Institute of Advanced Studies, Bangalore; IISc, Bangalore; Indian Institutes of Technology; National Power Training Institute, Faridabad; Banking Staff Training Institute, Pune; Public Sector Undertakings/ organizations; Autonomous Organizations under Central/ State Governments; NGOs such as Social Work Research Centres, Tilonia, The Energy & Research Institute, New Delhi, World Institute for Sustainable Energy, Pune, Development Alternative, New Delhi etc. And premier institutes working on different aspects of renewable energy abroad, will be associated for imparting training to the professionals and conducting other HRD activities.

### **Special Provisions, if any under the Scheme:**

- Promoting Skill development centres, first such effort with L&T constructions have started in Pilkhuwa, Ghaziabad from 24 January, 2014. CEL Sahibabad has also started one such activity since 2014-15.
- One of the promoters of Power Sector Skill Council (already operational) and Green Jobs Sector Skill Council (being formed to cover entire renewable energy sector).

### **13. Programme on Hydrogen Energy & Fuel Cells**

Hydrogen is a clean energy carrier with potential to replace liquid and gaseous fossil fuels in coming decades. In the recent years, notable progress has been reported globally for the development and demonstration of hydrogen energy and fuel cell technologies. The main drivers of increasing interest in developing technologies for production of hydrogen, its storage and utilization for motive power and electricity generation are energy security, depleting fossil fuel reserves, abatement of greenhouse gas emissions and improving air quality.

Considering the importance of hydrogen energy, the Ministry of New & Renewable Energy has been supporting a broad-based Research Development and Demonstration (RD&D) Programme on different aspects of Hydrogen Energy and Fuel Cell Technologies, including hydrogen production, its storage and applications for portable, stationary and transport applications, using internal combustion engine and fuel cell technologies.

RD&D projects are sanctioned to the Universities, academic institutions, research organisations and industry. Financial support up to 100% of the project cost is provided by the Ministry for such projects. RD&D projects are also supported to the industry with financial support up to 50% of the approved project cost. As a result of these projects, laboratory scale prototypes of hydrogen energy and fuel cell based systems have been developed by the implementing organisations. Some of these prototypes developed jointly by the academic institutions and industry have been demonstrated.

21 numbers of RD&D projects related to hydrogen energy and 4 numbers of projects related to fuel cells were under implementation as on 1.4.2015. A provision of Rs. 10.00 crore has been made in the budget of the Ministry for implementation of RD&D projects related to hydrogen energy and fuel cells during 2015-16.

## **Chapter -13**

### **Concessions and Subsidies Available**

The Ministry of New and Renewable Energy is facilitating setting up renewable energy projects by giving various fiscal and financial support to the project implementing organizations / PSUs / Manufacturers etc. The details of concession and subsidies may be seen in programmes / schemes in this Manual or <http://mnre.gov.in>

## **CHAPTER 14**

### **Norms set for the discharge of its functions**

Guidelines / Administrative Approval are issued by each Programme Division for implementing the Programmes / Schemes through organizations like SNAs/ Manufacturers/ PSUs etc.



## **CHAPTER -15**

### **Information available in an electronic form**

Ministry of New and Renewable Energy has hosted its Website (<http://mnre.gov.in>) in English as well as in Hindi through in-house efforts. It gives a comprehensive picture of the development and utilization of renewable energy sources in the country. The intra-MNES Website, launched for the use of officials of the Ministry, can be accessed at <http://intramnes.gov.in>. Both these Websites are upgraded /expanded time to time to include the latest information

## CHAPTER-16

### **Particulars of the facilities available to citizens for obtaining information and for Redressal of Grievances.**

- 16.1 The Ministry maintains an Information Facilitation Counter (IFC) in the Ground Floor of MNES Headquarter, Block No.14, CGO Complex, Lodi Road, New Delhi -110003. The IFC disseminates information to the general public in respect of various schemes of the Ministry, procedures and guidelines for submitting applications seeking financial assistance and various publications by the Ministry from time to time, etc. The IFC is equipped with a visitor-interactive “Solar Powered Touch Screen Information Kiosk” for providing information at a glance to the visitors.

For any information or queries, any person may contact or visit the IFC (Tel. No. 011-24360707/24360404, Fax: 24361298) or visit the Ministry’s website at URL: <http://mnes.gov.in>.

A broacher on the programmes /schemes of this Ministry, catered to the states, NGOs, Nodal Agencies etc. can be had from the facilitation counter.

#### **16.2 Office Library:**

The primary function of Ministry’s library is to serve government at different levels by making available all kind of information published by government and non-government bodies and individuals. Their clientele are elected representatives, ministers, administrators, scientists and other specialist, researchers. Library have a responsibility to contribute to and support the goals of the Ministry of disseminate the information specially in the field of New and Renewable Energy and to support the basic functions such as: the formulation of programmes and policies; administrative and regulatory actions; advisory functions; and research programmes. Ministry’s library playing a vital role and have good collection of useful literature / material related to renewable energy / sustainable energy.

### **16.3 Grievance Cell**

There is well established Grievance Redressal Machinery in the Ministry. Sh. Girish Kumar, Scientist E has been designated as Director, Public Grievances. In addition Shri G. Kumar has been designated as Nodal Officer for grievances of pensioners.

### **16.4 Liaison Officer for Implementation of Scheme of Reservation for Persons with Disability**

**Sh. B.L.Ram**, Scientist „F“ has been designated as Liaison Officer for implementation of scheme of reservation for persons of scheduled cast (SC) and person with disability. **Sh.G.L.Meena**, Scientist F has been designated as Liaison Officer for implementation of scheme of reservation for persons of Schedule Tribe (ST) category.

### **16.5 Constitution of Complaint Committee to Enquire into the Complaints of Sexual Harassment of the Working Women in the Ministry**

A Complaint Committee has been constituted to enquire into the complaints of sexual harassment of the working women made against officers/officials working in this Ministry. Dr (Mrs.) P. Dhamija , Scientist F is the chairperson of this committee.

### **16.6 Establishment of Sevottam Compliant Citizen's Charter and Grievance Redress Mechanism.**

As per recommendations of the Second Administrative Reforms Commission (ARC) in its 12th Report "Citizen Centric Administration – The Heart of Governance", accepted by the Government of India and the guidelines issued by the Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel, Public

Grievances and Pensions a Sevottam Compliant Citizen's / Client's Charter and Public

Grievance Redress Mechanism (CPGRAMS) has been established and made functional in this Ministry. Mrs. Mukta Nidhi Samnotra, Director is the officer in-charge of CPGRAMS. The Charter is available at Cabinet Secretariat's (RFMS) and MNRE's websites.

In order to make Service Standards more Citizen's Centric, prompt and effective the following course of action have been initiated while dealing with the proposals / requests received from stakeholders/ citizens:

- a. All fresh proposals from MNRE's Clients/ Stakeholders relating to the Services mentioned in the Charter (involving more than one Division in MNRE) shall be

received in the Office of Director (Office Management);

- b. These proposals will be given a Central Registration No. in the Office of Director (OM) and forwarded to the Group/Division Head concerned for examination/ processing and issue of necessary approval/ sanction/ letter to the applicant within the time frame set in the Charter;
- c. Proposals/ requests received direct in the Group/ Division shall be sent to the Office of Director (OM) who will give a Central Registration No. and return the same to the Division for processing and disposal.
- d. The Division concerned shall invariably send a copy of the approval to the Director (OM), who will in turn record the date its disposal against the Registration No. & Date of the proposal received in MNRE;
- e. For proposals which are likely to take more than scheduled time frame, an interim reply explaining the reasons shall be sent to the Client/Citizen within the timeline set for the service;
- f. In case it is not feasible to accede to a request/ proposal made, a reasoned speaking reply for its rejection may be issued for the same within the stipulated time limit.

## **16.7 GRIEVANCE REDRESS MECHANISM**

With a view to deliver expeditious redressal of grievances in a responsible and effective manner, the following measures have been put in place in the MNRE:

- i. Shri. Girish Kumar, Scientist E has been designated as Director (Public Grievances) Pensions. The grievances can be sent to him by Post, by Hand, by E- mail ([gkumar.mnre@nic.in](mailto:gkumar.mnre@nic.in)) or by Fax.
- ii. A Sevottam Compliant Public Grievance (PG) Cell has been constituted. Shri Girish Kumar, Scientist E, MNRE is heading this Cell. The public can meet him every Wednesday from 3.00 to 4.00 p.m. with their grievances.
- iii. A dedicated E-mail address: [pg.mnre@nic.in](mailto:pg.mnre@nic.in) has been created to receive Grievance petitions from the public in Electronic form. Copies of these complaints shall be forwarded by PG cell, MNRE to the Division Head concerned for taking necessary action.
- iv. The disposal of PG applications are monitored online in the Ministry. For this necessary customized software has also been created to undertake the

following functions:

- v. Send automatic acknowledgement to petitioners/complainants for grievances received by E-mail;
- vi. Monitor status of grievances/ complaints sent to the concerned Officer/ Division in MNRE;
- vii. To send automatic alerts to PG Cell as well as the Division concerned in MNRE for the pending cases whose timeline is over;
- viii. Disposal of pending grievances is followed up by sending reminders at Adviser/Director level at regular intervals.
- ix. Meetings are held from time to time at the level of Director (PG)/Joint Secretary/ Secretary to review pending grievances and take remedial actions.

The inspection of records can be done on written request to the concerned Group/Division stating the particulars of information required to. Information on various activities related to the Ministry is also available through its Annual Report published every year and available on Ministry's website. All the activities of this Ministry are highlighted in this report.

The activities of this Ministry are also being advertised through the leading News-papers, brochures, booklets, dockets and other information media from time to time.

## CHAPTER-17

### **Application Form for seeking information under Right to Information Act, 2005**

(To be submitted in duplicate by the applicant at the Central Registry Office) of the Ministry of New and Renewable Energy, Block 14, CGO. Complex, Lodi Road, New Delhi or By Post)

1. (a) Name and address of the applicant :  
(b) E-mail address:  
(c) Phone/Fax. No. :
2. Citizenship ( with Proof))
3. Category (BPL/General) :  
(For BPL category Fee is exempted, but BPL card copy should be attached)
4. Subject matter :
5. Details of information requested: (in 50-60 words) :
6. Period to which the information relates :  
(Maximum period in each application should not exceed three years) :
7. Fee enclosed (in cash to be deposited personally / IPO / DD / Banker's Cheque favouring DDO, MNRE, New Delhi) :
8. How the applicant would like his information :  
To be sent (please tick)
  - a By post
  - b To be collected personally
  - c By e-mail
  - d By fax

Signature of the applicant