

MANUAL OF THE RIGHT TO INFORMATION ACT, 2005.

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CHAPTER 1

Introduction

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

- 1.2. This hand book 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 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 payable to the DDO of Ministry of New and Renewable Energy, payable at State Bank of Hyderabad, Scope Complex, Lodi Road, New Delhi 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 bankers cheque payable to the DDO of Ministry of Non-conventional Energy, payable at State Bank of Hyderabad, Scope Complex, Lodi Road, New Delhi Sources 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.
- 1.6.1 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.
- 1.6.2 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 State (Independent Charge) for Non-conventional Energy Sources 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. The various group heads at the level of Additional Secretary/Joint Secretary are

incharge of each such group.

The Ministry is broadly organized into (i) Deployment, (ii) Development and (iii) Support Group as follows:

I. Deployment Groups dealing with renewable energy programme:

1. Integrated Rural Energy Programme (IREP);
2. Renewable Energy for Urban, Industrial and Commercial Applications (UICA);
3. Remote Village Electrification Programme (RVEP)
4. Grid interactive and Distributed (750 KW) Renewable Power – Biomass, Bagass Cogeneration and Wind; and
5. Grid Interactive and Distributed (750 KW) Renewable Power – Small Hydro Power (SHP)

II. Development Groups dealing with Research and Development:

1. New Technologies;
2. Alternate Fuels; GIFT (bio-synthetic) and GIPG (Bio-synthetic)
3. Solar
4. Wind
5. Small Hydro Power

III Support Groups:

1. Administration, Policy Planning, Vigilance, RTI Cell and Coordination
2. Information, Publicity and Awareness
3. Integrated Finance Division.

2.4 The Ministry has 9 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	Chandigarh	Jammu & Kashmir, Punjab, Haryana, Himachal Pradesh, Chandigarh, Delhi;
2.	Ahmedabad	Gujarat, Rajasthan, Dadra & Nagar Haveli and Daman & Diu;
3.	Lucknow	Uttar Pradesh and Uttaranchal;
4.	Guwahati	Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Meghalaya and Sikkim;
5.	Bhopal	Madhya Pradesh, Maharastra and Chhattisgarh;
6.	Hyderabad	Andhra Pradesh, Karnataka and Goa;
7.	Bhubaneshwar	Orissa and West Bengal;
8.	Chennai	Kerala, Tamil Nadu, Andaman & Nicobar, Pondicherry and Lakshadeep;
9.	Patna	Bihar and Jharkhand.

2.5 Other Establishments

- The Solar Energy Centre, which functions as a part of the Ministry at Gwalpahari in Gurgaon District, Haryana serves as the technical focal point for Solar power development.
- A Centre for Wind Energy Technology (C-WET), an Autonomous Institution under the administrative control of this Ministry, serves as the

technical focal point for wind power development.

- The Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) is being 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.

2.5.1 The Right to Information pertaining to Centre for Wind Energy Technology (C-WET) and Indian Renewable Energy Development Agency (IREDA) Ltd. can be obtained from these organizations or their website as given below:

IREDA: www.iredaltd.com

C-WET: www.cwet.tn.nic.in

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 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 out put. 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 will be limited to indigenously developed 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 by 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. Key Development Areas

2.11.1 Area Summary

2.11.1.1. Key Development Areas have been identified as under:

- i) Alternate Fuels (hydrogen, bio & synthetic) – production, storage, distribution, delivery and appliances-to replace liquid hydrocarbons in stationary, portable and transport applications;
- ii) Alternate Fuel based Green Initiative for Future Transport (GIFT) for land, air & sea applications;
- iii) Alternate Fuel based Green Initiative for Power Generation (GIP) for stationary & portable applications;
- iv) IC engine electric hybrid vehicle with onboard charging facility
- v) New and renewable energy systems/devices for rural areas for

household/village level applications for meeting the comprehensive energy needs of cooking, lighting and motive power;

- vi) New and renewable energy systems/devices for industrial, commercial and urban applications in light, heat, combined heat and power or power, apart from devices for conventional energy conservation;
- vii) Distributed new and renewable energy systems to provide area specific energy needs of cooking, lighting and motive power;
- viii) Energy recovery (including cogeneration) from urban and industrial wastes and effluents;
- ix) SPV materials, cells, modules, systems;
- x) MW scale solar thermal (high temperature) power generation systems;
- xi) MW scale wind power generation systems;
- xii) MW scale biomass-integrated gasifier/gas generation systems;
- xiii) Simulators for renewable electricity stations; and
- xiv) Resource Survey, Assessment and Mapping.

2.12. Objective/Purpose

The following subjects have been assigned to the Ministry:- turbine power

- Research and development of biogas and programmes relating to biogas units;
- Commission for Additional Sources of Energy (CASE);
- Solar Energy including Solar Photovoltaic devices and their development, production and applications.
- Programme relating to improved chulhas and research and development thereof;

- Indian Renewable Energy Development Agency;
- All matters relating to small/mini/micro hydel projects of and below 25 MW capacity;
- Research and development of other non-conventional/renewable sources of energy and programmes relating thereto;
- Tidal energy;
- Integrated Rural Energy Programme (IREP);
- Geothermal Energy.

2.13. VISION

To create MNES into a scientific institution characterized by pursuit of excellence in the area of new and renewable energy. In this regard, to develop and thereafter deploy new and renewable energy technologies, products, processes, raw materials and services in furtherance of the national goal of energy security and sustainable development. Further, to make the country a leader in new and renewable energy by making it a net foreign exchange earner.

2.14. MISSION

- ⌚ To focus on development and thereafter deployment of alternate fuels, namely, hydrogen, biofuels and synthetic fuels to replace liquid and gaseous hydrocarbons, covering the entire cycle: production, storage, delivery, distribution and applications- stationary, mobile and portable.
- ⌚ To focus on development and thereafter deployment of distributed

renewable energy systems to provide the energy needs of cooking, lighting and motive power.

- ⌚ To focus on development and thereafter deployment of stand-alone renewable energy devices for cooking, lighting and motive power.
- ⌚ To focus on development and thereafter deployment of grid-interactive renewable electricity.

2.15 FUNCTIONS/ AREAS

- i) Research, development, demonstration through prototype development, commercialization and deployment of new and renewable energy systems/ devices for transportation, portable and stationary applications in rural, urban, industrial and commercial sectors.
- ii) Alternate Fuels- hydrogen, bio and synthetic.
- iii) Green Initiative for Future Transport (GIFT)- Systems / Devices using alternate fuels.
- iv) Green Initiative for Power Generation – Systems / Devices using alternate fuels.
- (v) New and Renewable Energy for Urban Applications.
- (vi) New and Renewable Energy for Industrial and Commercial Applications.
- (vii) New and Renewable Energy for Rural Applications – cooking, lighting and motive power.

2.16 CLIENTS

- ⌚ 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).

2.17 Addresses & contact numbers of the Ministry and its other organisation

Address	Contact Nos.
Ministry of New and Renewable Energy Block No.14, C.G.O. Complex, Lodi Road New Delhi - 110 003	Tel.No.011-24360707 , 011 - 2436 0404 Fax: 011-24361298
Solar Energy Centre, Gwal Pahari, Gurgaon-Faridabad Road, Gwal Pahari, Gurgaon, Haryana, PIN : 122001	Ph No. 0124-2579214 Fax: 0124-2579207

Regional offices	
Regional office - North Kendriya Sadan, Block -4, 4th Floor, Sector -9A, Chandigarh- 160017. Pubjab & Haryana	Tele/Fax:0172- 2741339
Regional office - North Central Hall No.2, 7th Floor, Kendriya Bhawan, Sector-H, Aliganj, Lucknow- 226024. Uttar Pradesh	0522-2328937 0522-2762634(Fax)
Regional office - East	Tel./Fax 0674-2561248

A/28, Nilakantha Nagar, Nayapalli, Bhubaneswar- 751012. Orissa	
Regional office – East Central 95/1E, New Patliputra Colony, Patna-800013 Bihar.	Tel/fax: 0612-2278208
Regional office – North East A.T. Road, Bharelukh(Ashirbad) Ground Floor) opposite BSNL Training Centre, P&T Colony, Guwahati-781009 Assam.	Tele/fax: 0361 2543162
Regional office - West Screen Building, 5 th floor, Drive-in-cinema Drive Road, Ahmedabad-380054. Gujarat.	Tel.No. 079-2757858
Regional office – Central E-I/85, Arera Colony	Tele/fax: 0755-2420546

Bhopal – 462 016 Madhya Pradesh	
Regional office – South Central Plot No.21, H.No.3/43/130, Lalithanagar, West Marredpally,, Hyderabad Andra Pradesh	Tel: 040-27800972 Fax: 040-27800962
Regional office – South E1 B - Block, Rajaji Bhawan, Besant Nagar, Chennai -600090.	Tel. 044-24462158 Fax:24918742

Tamil Nadu	
Autonomous Bodies	
Centre for Wind Energy Technology (C-WET), R-8, North Main Road, Anna Nagar, West Extension, Chennai-600101	. 044-22464982/83/894 044-25010002 (Direct)
Sardar Swaran Singh National Institute of Renewable Energy (SSS-NIRE) Village & P.O. Wadala Kalan, Jalandhar - Kapurthala Road,, Kapurthala - 144601, Punjab.	Tele No. 01822-39795
Public Sector Undertaking	
Indian Renewable Energy Development Agency (IREDA), India Habitat Centre, Core-4' A', East Court, 1st Floor, Lodi Road, New Delhi-3.	Tel.No. 011- 24682200(O) FAX : 011-24682202

2.18. 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 Minister of State for Non-Conventional Energy Sources (Independent charge) for final disposal. The Minister of State for Non-conventional Energy Sources(Independent Charge) may review the decisions, if necessary on any of the file.

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 of 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(NES) 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 MOS(NES).
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 MNES.
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 and operated through NBB and Hilly hydro and other projects.
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	MOS(NES)
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(Plannin Division)
7	Parliament Question Starred Unstarred Inputs to other Ministries	Scientist-B/C/D/F/Dir./ Scientist-G Scientist-B/C/D/F/Dir./ Scientist-G Secretary	MOS(NES) MOS(NES)
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	Issue of guidelines for Wind Electronic Generator Manufacturers/Nodal Agencies	Scientist-B/C/D/F/Dir/ Scientist/G	Secretary/MOS(NI)
13	VIP letters/references	Section Officer / Scientist-B/C/D/F/Dir/ Scientist/G	Secretary/MOS(NI)
14	Proposal of Foreign Aid/Collaborations/Meetings abroad.	Section Officer / Scientist-B/C/D/F/Dir/ Scientist/G	Secretary
15	Policy matters(other than CASE matters)	Section Officer/Scientist F/Dir/Scientist-G/ Secretary	MOS(NES)
16	Annual Report	Section Officer/Scientist-B/C/ or Scientist D/F/Dir/G	Secretary
17	Legal matters	Section	Secretary

		Officer/Scientist-D or Scientist-F/Dir/G	
18	Customs/Excise duty Exemption certificate.	Section Officer/Scientist-D/F/Dir	Scientist-G

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 /JS/Secretary	MOS(NES)
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/JS	Secretary
9.	Progress of Monthly Expenditure	Scientist-D/F/Dir/JS	Secretary

10.	Input for speech of President/Vice President/Prime Minister/Finance Minister	-do-	Secretary
11.	Parliament Question	Scientist-D/F/Dir	Secretary
12.	Coordination of Fiscal Incentive Proposals sent to Ministry of Finance.	-do-	Secretary
13.	Review of Annual Action Plan.	Section officer/ 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 MNES	Scientist-D/F/Dir/G or Sr.Adv./JS/Secretary	MOS(NES)
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.
1.	APPOINTMENTS		
	(i)Group `A'(JS& above)	SO/US/Dir/JS/Secretary	ACC
	(ii)Group `A'(Dir. & below)	SO/US/Dir/JS/Secretary	MOS(NES)
	(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
2.	WORK ALLOCATION AND POSTING AND TRANSFERS IN THE MINISTRY/REGIONAL OFFICES/SOLAR ENERGY CENTRE		
	(i) US or above	SO/US/Dir/JS	Secretary
	(ii) SO and equivalent	SO/US/Dir	JS
	(iii) Assistant and below	SO/US	Dir.
3.	PERMISSION/INTIMATION UNDER CCS CONDUCT RULES		
	(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
4.	ADVANCE UNDER GPF		
	(i) Advances permissible under normal limits	SO/US	HOD
	(ii) Advances in excess	SO/US	HOD
5.	HOUSE BUILDING ADVANCE		
	(i) Group `A` & `B`	SO/US	HOD
	(ii) Group `C` & `D`	SO/US	
	OTHER ADVANCES UNDER GENERAL FINANCIAL RULES		
	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
	WITHDRAWAL FROM GPF		
	(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/MOS (NES)

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	MOS(NES)
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	MOS(NES)
14.	Communicating the approvals.	SO/US	US/Dir

15.	Ammendments to the Recruitment Rules	SO/US/Dir/JS	Secretary/ MOS(NES)
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/ MOS(NES)
20.	Miscellaneous references	Assistant/SO/SO	Dir (in some cases)
21.	FRAMING OF RECRUITMENT RULES		
	(i) Group `A' Posts	SO/US/Dir/JS	Secretary/ MOS(NES)
	(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

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 MOS(NES).	

2.	Convening the meetings of the Consultative Committee or MPs of attached to the Ministry	SO/US/Dir/JS/Secretary	MOS(NES)
3.	Draft of the minutes of the Consultative Committee	SO/US/Dir/JS/Secretary	MOS(NES)
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/ MOS(NES)
6.	Matter related to ACR	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	MOS(NES)

RTI SECTION

Sl.No.	Type of Cases	Channel of Submission	Level of final disposal
1	2	3	4
1	Applications seeking information under RTI Act	US/SO	DS (CPIO)
2.	Appeals received by Ist Appellate Authority	SO/US/DS	JS(Admin.) - Ist Appealte Authority

INTERNATIONAL RELATION

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	MOS(NES)

2	Foreign Deputation of officers	Scientist B/C or Scientist D/F/Dir/JS/ AS&FA/Secretary/Screening Committee. In case of Secretary, Sr.Advisor and non-	MOS(NES)
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		officials	
3	Seminars/Conferences	Scientist B/C or Scientist D/F/IFD/JS	Secretary/MOS(NES)
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.	MOS(NES)

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-
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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	MOS(NES)
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. INFORMATION AND PUBLIC AWARENESS GROUP

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/ 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	MOS(NES)
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
BUDGET & ACCOUNT SECTION			
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 posers of the Ministry	Account/AO/Dir(F) AS & FA/Secretary	MOF/Parliament
5	Routine cases/Returns	Accountant	AO
IF SECTION			
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 coordinated 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 and Technology, New Member Delhi.
6. The Secretary, Ministry of Environment & Forest, Parayavaran Member Bhavan, New Delhi

7. The Secretary, Ministry of Power, Shram Shakti Bhawan, Member New Delhi

II. HINDI SALAHKAR SAMITI

1. Composition

Minister of State for Non-conventional Energy Sources (independent charge)-Chairman

Non-Official Members

MPs nominated by Ministry of Parliamentary Affairs

1. Dr. Ramchandra Dom, Lok Sabha Member
2. Shri Raghuraj Singh Shakya, -do--do-
3. Smt. Jamna Devi Barupal, Rajya Sabha -do-
4. Shri Laxminarayan Sharma, -do--do-

Kendriya Sachivalaya Hindi Parishad Representative

5. Shri Gopal Krishna Farliya
Member Deputy-Chairman,

Akhil Bharatia Hindi Sanstha Sangh Representative

6. Shri V.R. Ralte, Member Secretary, Mizoram Hindi Prachar Sabha,

Members nominated by concerned Ministry

7. Shri P.L. Kothari, Senior Journalist, Member
8. Shri Shilesh Sharma, Member
Chief of Bureau, Lokmat,
9. Shri S.N. Vinod, -do- Executive Editor, NavBharat, Nagpur,
10. Shri Prakash Dubey, -do- Editor, Dainik Bhaskar, Nagpur,

Members nominated by Deptt. of Official Language, Ministry of Home Affairs

- | | |
|---|--------|
| 11. Dr. Pandey Shashi Bhushan Shitanshu, ' Saikripa', | Member |
| 12. Prof. Madhusadan Gajanan Mule, Quick Computer, | -do- |
| 13. Shri Vikash Gyaneshwar Vagh, Vagh Dairy, | -do- |

MPs nominated by Parliamentary Committee on Official Language

- | | |
|--------------------------|--------------------|
| 14. Shri Mohan Singh, | (Lok Sabha) Member |
| 15. Shri G. Venkatswami, | (Lok Sabha) Member |

Official Members

- | | |
|---|-------------------|
| 1. Secretary, Ministry of Non-Conventional Energy Sources | Member |
| 2. Secretary, Department of Official Language | -do- |
| 3. Joint Secretary, MNES | Member- Secretary |
| 4. Joint Secretary, Department of Official Language | Member |
| 5. Adviser, Solar Energy Centre | -do- |
| 6. Managing Director, Indian Renewable Energy Development Agency Ltd. | -do- |
| 7. Executive Director, C-Wet. | -do- |

2. Functions :

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 :

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

- (a) The Headquarter of the Samiti shall be at New Delhi but it may hold its meetings at any other station also, if necessary.
- (b) The non-official members of the Committee will be paid TA/DA for attending the meetings of the Committee in accordance with the guidelines contained in Deptt. of Official language O.M. No. II/20034/4/86- O.L (A-2) dated 22.01.1987 and at the rates and rules prescribed by the Govt. of India and revised from time to time.

IV. HIGH-LEVEL STEERING GROUP ON VILLAGE ENERGY SECURITY.

Composition:

1. Secretary, MNRE - Chairman
 2. Secretary, Ministry of Power or his nominee - Member
 3. Secretary, Ministry of Environment & Forest or his nominee - Member
 4. Secretary, Department of Science & Technology or his nominee - Member
 5. Secretary, Ministry of Rural Development or his nominee - Member
 6. Adviser (Energy), Planning Commission - Member
 7. SS & FA, MNRE - Member
 8. Dr. M. Sanjappa, Director, Botanical Survey of India, Kolkata - Member
- In general, all the meetings are held at the Ministry's Headquarter i.e. Block No.14, CGO Complex, Lodi Road, New Delhi-110003 in which except for the Committee/Board members, no one else can participate.

CHAPTER 7

The names, designations and other particulars of the Public Information Officers

Appellate authority		
Ms. GAURI SINGH, JOINT SECRETARY.	Ministry of New and Renewable Energy	Block No.14, CGO Complex, New Delhi-110003 Tel.No.24361027 Fax: 24367413
Executive Director, C-WET as Appellate Authority	C-WET	C-WET, Valechery Tambaram Main Road, Ipallikarani Chennai 601 032 Ph.NO. 044-2222463981
S.P. REDDY Director (Fin.)	IREDA	IREDA, Core 4A, India Habitat Centre, Lodi Road, New Delhi 11- 003
Central Public Information Officer (CPIO)		
A.K. KAUSHIK, DY. Secretary (ADMN.)	Ministry of New and Renewable Energy	Block 14, CGO Complex, Lodi Road, New Delhi110003 Telefax No. 011-24362891
P.C.PANT (DR.) Scientist 'D'	Solar Energy Centre	Solar Energy Centre, Gwalpahari Gurgaon Tel.No. 95124-2579214
D.Lakshmanan GM (Fin.& Admn.)	C-WET	C-WET, Valechery Tambaram Main Road, Ipallikarni Chennai 601 302
A.A. Khatana, GM (PTS)	IREDA	Core 4A, India Habitat Centre, Lodi Road, New Delhi - 110 003, 24682200

Central Assistant Public Information Officers (CAPIO)
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UNDER SECRETARY (RTI)	Ministry of New and Renewable Energy	Block 14, CGO Complex, Lodi Road, New Delhi-3 Tel.No.011-24360707 Extn. 2023 Fax: 011-24361298
S.S.BEDI, Scientist - 'F'	Regional Office, Chandigarh	Kendriya Sadan, Block-4, 4 th Floor, Sector-9A, Chandigarh-160017 Tele/Fax: 0172-2741339 E
D.R.DAS, Scientist 'D'	Regional Office, Guwahati	A.T.Road, Bharelukh, Ground Floor, Opposite BSNL Training Centre, P&T Colony, Guwahati-781001 Tele/fax: 0361-2543162
PADAM SINGH, Scientist 'F'	Regional Office, Bhopal	E-1/85, Arera Colony, Bhopal-462016 Tele/fax: 0755-2420546 E-mail : psingh@mnesbpl.mp.nic.in
A.M. Hussan Scientist 'D'	Regional office, Chennai	E1,B-Block,Rajaji Bhawan,Besant Nagar, Chennai-600090 Tel. 044-24462158 Fax:24918742 E-mail : mnes@tn.nic.in
K.C.VAGHRI, Scientist 'D'	Regional office, ,Ahmedabad	Screen Building, 5 th Floor, Drive-In Road, Ahmedabad 380054 Tel.No. 079-2757858

	Regional office, Bhubaneswar	A/28, Nilakantha Nagar, Nayapalli, Bhubaneswar751012 Tel./Fax 0674-2561248 011-24361901, 24362830(fax) mnesbbs@ori.nic.in
N.B.RAJU, Scientist 'D'	Regional Office, Hyderabad	Plot No.21, H.No.3/43/130, Lalithnagar, West Marredpally, Hyderabad Tel: 040-27800972 Fax: 040-27800962 Email: mnesroh@ap.nic.in
B.L.RAM, Scientist 'D'	Regional Office, Lucknow	Hall No.2,7 th Floor, Kendriya Bhawan, Sector-H, Aliganj, Lucknow-226024. 0522-2328937 0522-2762634(Fax) E-mail blrkmne@up.nic.in
S.K. SINGH Scientist 'D'	Regional Office, Patna (Bihar & Jharkhand)	95/1E, New Patliputra Colony, Patna - 800 013 Telefax : 0612-2278208
P. Kanagavel, Scientist B, ITCS (for C-WET), Chennai	C-WET	C-WET, Velachery, Tambaram Main Road, Ipallikarni Chennai 601302
David Solomon, Scientist B for WTTS, Kayathan		Wind Testing and Turbine Station (WTTS) PH-PAI Compound, Tiruneveli Main Road, Kayathan 628952 (TN)
Raghu Nath Singh AAO	Solar Energy Centre (SEC)	Solar Energy Centre,Gwalpahari Gurgaon 95124-2579252
Pravesh Sharma	IREDA	Core 4 A, India Habitat Centre, Lodi Road, New Delhi 110 003 24682214/131

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 department 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

Dr. Farooq Abdullah	Minister	+91-11-24361193 Off +91-11-24362554 +91-11-24360396 Fax +91-11-24360774 Res +91-11-23795282 +91-11-23013721 Fax® +91-11-23013722
Shri Deepak Gupta	Secretary	Off : +91-11-24361481 : +91-11-24362772 Fax : +91-11-24367329 Res : +91-11-23389156 Email: secymnes@nic.in

Group Heads	Renewable Energy Technology/Programme	Contact
Ms Gauri Singh Joint Secretary	Small Hydro Power(SHP) Programme	Off : +91-11-24361027 Fax : +91-11-24367413 Res : +91-11-26149838 Email: gauri.ysingh@nic.in
	Small Hydro Power Programmes in North Eastern States	
	R&D Projects in Small Hydro Power	
	International Relations	
	R & D Co-ordination	
	HRD & Training	
	State Nodal Agencies	
	Seminars & Symposium	
	Women & Renewable Energy Development	
	Plan Secretariat	
	Technology Commercialization Funds	
Indian Renewable Energy Development Agency(IREDA)		

	Maithania Project	
	Regional offices	
Shri A. K. Gupta Scientist-G/Advisor	Energy from Urban & Industrial Wastes	Off :+91-11-24361152 Res :+91-11-24644932 Email: advakg@nic.in
	Solar Thermal Programme-II	
	Biomass Power / Bagasse Cogeneration -II	
	SPV Programme-II	
	SPV Water Pumps -II	
	Biomass Gasification-II	
	Village Energy Security Programme (VESP) Test projects	
Remote Village Electrification-II		
Dr. T. C. Tripathi Scientist-G/Advisor	Solar Photovoltaic (SPV) Programme - I	Off :+91-11-24361932 Res :+91-11-24654509 Email: advtct@nic.in
	Solar Thermal Programme - I	
	SPV Water Pumps - I	
	Solar Photovoltaic (SPV) Programme - I, Solar Thermal Programme - I and SPV Water Pumps - I in North Eastern States	
	R&D Projects in Solar Photovoltaics and Solar Thermal	
Shri N. P. Singh Scientist-G/Advisor	Information & Publicity	Off :+91-11-24362288 Res :+91-120-2612727 Email: npsinghmnes@nic.in
	Energy Parks	
	Rural Energy Entrepreneurship / Institutional Development	
	Market Development & Export Promotion	
	Information & Publicity and Energy Parks in North Eastern States	
Dr. B. Bandyopadhyay Scientist-G/Advisor	Solar Energy Centre	Off :+91-11-24360331 Res :+91-11-24692694 Email: bbiek@nic.in
Shri K P Sankumaran	Wind Power	Off :+91-11-24360359

<p>Scientist-G/Advisor</p>	<p>Small Wind Energy & Hybrid Systems</p> <p>Biomass Power / Bagasse Cogeneration - I</p> <p>Biomass Gasification - I</p> <p>Biogas Programme - II</p> <p>R&D Projects in Wind Power</p> <p>Centre for Wind Energy Technology</p>	
<p>Shri Sudhir Mohan Scientist-G/Advisor</p>	<p>Remote Village Electrification Programme – I</p>	<p>Off :+91-11-24362267 Res :+91-11-26160318 Email:sudhirmohan@nic.in</p>
<p>Dr. A. R. Shukla Scientist-G/Advisor</p>	<p>R&D Projects in Bioenergy and Synthetic fuels</p> <p>Biogas Programme - I</p> <p>Biogas Programme - I in North Eastern States</p> <p>Community Biogas Programme/Institutional Biogas Programme(CBP/IBP)</p> <p>Improved Chulha Programme</p> <p>SSS-NIRE</p> <p>R & D Co-ordination</p> <p>Technology Information Forecasting Assessment & Data Bank(TIFAD)</p>	<p>Off :+91-11-24361604 Res :+91-11-24362748 Email:shuklaar@nic.in</p>
<p>Dr. B. M. S. Bist Scientist-G/Advisor</p>	<p>Hydrogen Energy</p> <p>Chemical Sources of Energy (Fuel cells)</p> <p>Alternate fuels for surface transportation, Geothermal Energy, Tidal Energy, Bio-Fuels</p> <p>Integrated Rural Energy Programme (IREP)</p>	<p>Off 91-11-24362360 Res 91-11-26183497 bmsbist@nic.in</p>

SCIENTIST-F/DIRECTOR

Officer	Programme/Area	Telephone		E-mail Address
		Office	Residence	
AGGARWAL SURESH	Rural Village Electrification Programme/North East	24361151	26887926	sureshagarwal@nic.in
BHARGAVA DR.B.	Solar Photovoltaic Development	24361891	26171647	bhargava@nic.in
CHOPRA, A.K.	Small Hydro Programme	24363067	23811304	chopraak@nic.in
DHAMIJA DR.P. (MRS.)	Alternative Fuels for Surface Transportation, Geothermal Energy, Tidal Energy.	24362728	26119158	pdhamija@nic.in
DHUSSA A.K.	Urban Waste To Energy	24364188	24640088	akdhussa@nic.in
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ARAYANAN A.N.	P&C	(*)		
SINGH RUPALI BANERJEE	NT	(*)		

DEPUTY DIRECTOR OFFICIAL LANGUAGES

ANDEY D.K.			9868830613	
------------	--	--	------------	--

INFORMATION OFFICER

ALKIWALA KALPANA			9811111763	
------------------	--	--	------------	--

SECTION OFFICERS		
	New Technology & Integrated Rural Energy Prog.	1018*
(Mrs.)SUMAN DIXIT	Cash Section	2244* 2222*
NAUTIYAL S.N.	Parliament Unit & Administration II	24361884, 24363471
MANJU JYOTI (MRS)	Solar Thermal & Solar Photovoltaic	1010*
M.P. SINGH	International Relation	2005*
MRS.MEENAKSHI ANAND	Planning & Coordination	2119*
D.N. YADAV	Wind Energy	2009*
MS. SUMINDEDR KAUR	Administration I	2118*
SMT. PREETI KHANNA	TIFAD	2006*
R.S. VERMA	IFD	2004*
P.C. MAJUMDAR	IFD	2002*
MS.INDIRA MOHIL	SMALL HYDRO PROJECT	2007*
HARPREET SINGH	BUDGET	1918*
R.P. SINHA	RVE	1039*

V.P. SINGH	RTI & VIGILANCE	2010*
B.P.S. BAKSHI	SADP	1012*
RADHEY SHYAM	UICA	2019
OTHER OFFICERS		
GHATAK NIMAI Photo Officer	Information & Public Awareness	24363588
D.K. PANDEY Dy. Director	Official Language	2228*
B. DHANESH Account officer	Integrated Finance Division	2002*

SHARMA R.K. Jr. Exhibition officer	Exhibition	1904*
SODHI R.S.	Protocol / Administration-II	24361884, 24363471
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MS.KANIKA BALACHANDRA Cashier	Cash	2228*
RAM PRAKASH	Caretaker / Administration-II	24363471 24364798
	READING ROOM	2024*
V.P. SINGH	FACILITATION COUNTER	2030*
	C.R. SECTION/NIGHT DUTY	2018*

Contact EPABX No. 24360404, 24360707 and dial / ask for extension number(*)

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SHARMA P.N. ASSISTANT ACCOUNTS OFFICER	24361349 1921*	

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Jagannath Das (DR.) Scientist 'F'		
DEEP BANSAL Scientist 'E'	24360548	22113094
GUPTA A.K. Scientist 'D'	2206*	
ABRAHAM SAJI K. Scientist 'D'	2206*	
SINGH VIR Scientist 'D'	1014*	
KUMAR PRABHANJAN Scientist 'C'	1014*	

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.

Sl. No.	Column1	Designation	Gross Salary
1	Shri. N P SINGH	Scientist G	135660
2	Dr. A K SINGHAL	Scientist F	116693
3	Dr. PRAVEEN SAXENA	Scientist F	116693
4	Shri. DEEPAK GUPTA	Secretary	116000
5	Shri. J B. S GIRDHAR	Scientist F	113403
6	Shri. S. S. BEDI	Scientist F	113403
7	Dr. B BANDYOPADHYAY	Scientist G	111621
8	Shri. SUDHIR MOHAN	Scientist G	111621
9	Dr. O S SASTRY	Scientist F	110760
10	Dr. A R SHUKLA	Scientist G	107518
11	Dr. AHMAR RAZA	Scientist F	97484
12	Dr. BHARAT BHARGAVA	Scientist F	97484
13	Dr. ASHVINI KUMAR	Scientist F	97484
14	Shri. H L SHARMA	Scientist F	97484
15	Shri. J R MESHRAM	Scientist F	97484
16	Shri. A K DHUSSA	Scientist F	97484
17	Ms GAURI SINGH	Joint Secretary	96469
18	Dr. RAKESH RAMAN	Scientist F	95408
19	Dr. JUGAL KISHORE	Scientist F	94870
20	Shri. GAJ RAJ SINGH	Scientist F	94870
21	Shri. J P SINGH	Scientist F	94870
22	Shri. K. C. VAGHRI	Scientist F	94870
23	Dr. SANT RAM	Scientist F	94758
24	Shri. SURESH AGGARWAL	Scientist F	94758
25	Dr. R N SAWANT	Scientist F	94758
26	Shri. D K KHARE	Scientist F	92568
27	Shri. S K JAGWANI	SCIENTIST E	92333
28	Shri. D K TEWATIA	Director	92030
29	Shri. GIRISH KUMAR	Director	91748
30	Shri. A K VARSHNEY	Scientist F	88378
31	Shri. P C MAITHANI	Scientist F	88378
32	Dr. A K TRIPATHI	Scientist F	88378
33	Dr. RAJESH KUMAR	SCIENTIST E	88298
34	Dr. G. GIRIDHAR	SCIENTIST E	88298
35	Shri. P C PANT	SCIENTIST E	87748
36	Shri. A MOHAMED HUSSAIN	SCIENTIST E	87748
37	Shri. ROHIT KANSAL	PS to Minister	86172
38	Shri. AKHILESH KUMAR KAUSHIK	Deputy Secretary (NFSG)	81706
39	Shri. S K SINGH	Scientist F	80152
40	Shri. R P GOSWAMI	SCIENTIST E	79748
41	Shri. RAJESH DUBE	Scientist F	79402
42	Shri. H R KHAN	Scientist F	79402
43	Shri. V K JAIN	Scientist F	79402
44	Dr. B S NEGI	Scientist F	79402
45	Shri. MANSA RAM NOUNI	Scientist F	79402
46	Shri. DILIP NIGAM	Scientist F	79402

47	Shri. SOHAIL AKHTAR	Scientist F	79402
48	Shri. B K BHATT	Scientist F	79402
49	Shri. G L MEENA	Scientist F	79402
50	Mr. MOHAN LAL BAMBORIA	Scientist F	79402
51	Shri. B L RAM	Scientist F	79402
52	Shri. BABU RAM MISHRA	SCIENTIST E	79098
53	Shri. B S NEGI	SCIENTIST E	75574
54	Shri. GANGESH UPADHAYAY	SCIENTIST E	73501
55	Shri. P SIVASANKARAN	Senior PPS	73501
56	Dr. SUNIL KUMAR SHARMA	Scientist D	72113
57	Shri. PANKAJ SAXENA	Scientist D	71945
58	Shri. SAID AHMED SHEIKH	Addl.PS to Minister (NRE)	69098
59	Shri. A A NARVANE	Scientist D	64210
60	Shri. PREM CHAND	Under Secretary	63178
61	Dr. G. PRASAD	Scientist D	60970
62	Shri. I P SINGH	Scientist D	60320
63	Shri. MOHAN LAL	Deputy Secretary	59755
64	Shri. BHANU SURENDER	Under Secretary	59485
65	Smt. VEENA BHATNAGAR	Deputy Director (OL)	58278
66	Shri. NIMAI GHATAK	Photo Officer	57986
67	Shri. BRAJESH KUMAR TRIKHA	Under Secretary	57945
68	Shri. SURESH KUMAR	Under Secretary	55845
69	Shri. RAVINDER PAL BATRA	Deputy Secretary	54158
70	Shri. ARUN KUMAR JAIN	Addl.PS to Minister (NRE)	52619
71	Shri. ANIL KUMAR JOSHI	Under Secretary	52128
72	Shri. R S SAROJ	Privat Secretary-II	51225
73	Shri. V RICHARD	Privat Secretary-II	51015
74	Mrs. ANITA KUMARI	Privat Secretary-II	50683
75	Shri. A.N. NARAYANAN	Under Secretary	49921
76	Smt. MANJU JYOTI	Section OfficerII	49735
77	Shri. AJAY KUMAR MISHRA	Under Secretary	49178
78	Mrs. MEENA NAGPAL	Privat Secretary-II	47883
79	Smt. SEEMA SAREEN	Privat Secretary-II	47340
80	Smt. USHA G RAJEEV	Privat Secretary-II	47253
81	Shri. SURENDER SINGH	Privat Secretary-II	47253
82	Shri. RADHEY SHYAM	Section Officer-I	47200
83	Shri. BENODE ROUTH	Under Secretary	46966
84	Shri. HARPREET SINGH	Section Officer-I	45993
85	Smt. PREETI KHANNA DEEPAK	Section Officer-I	45048
86	Shri. BABU RAM GUPTA	Addl.PS to Minister (NRE)	44820
87	Shri. KALI CHARAN	Library Information Assistant	43953
88	Shri. PREM SAGAR	Section OfficerII	43773
89	Smt. INDIRA MOHIL	Section OfficerII	43305
90	Shri. D. N. YADAV	Section Officer-I	43283
91	Smt. VEENA JUNEJA	Personal Assitatnt(P)	43270
92	Shri. ANIL KUMAR	Scientist B	42493
93	Shri. PRITHVI RAJ MONGIA	Personal Assitatnt(P)	42290

94	Shri. PRABIR KUMAR DASH	Scientist B	41390
95	Shri. SHOBHIT SRIVASTAVA	Scientist B	41390
96	Shri. SANJAY PRAKASH	Scientist B	41390
97	Shri. ANINDYA SUNDAR PARIRA	Scientist B	41390
98	Shri. P.N.B.V. CHALAPATHI RAO	Scientist B	41390
99	Shri. HIREN CHANDRA BORAH	Scientist B	41390
100	Mrs. RAJESH GUPTA	Assistant	41293
101	Mrs. VINITA CHAWLA	Personal Assistant	41205
102	Shri. GURUCHARAN	Section OfficerII	40768
103	Smt. NEELAM DUGGAL	Private Secretary	40488
104	Mrs. NEELAM CHAWLA	Personal Assistant	40225
105	Shri. YUGAL KISHORE	Assistant	39805
106	Shri. DHEERAJ KUMAR MEENA	Assistant	39805
107	Shri. D BANERJEE	Assistant	39805
108	Shri. R K MEHRAULIA	Assistant	39805
109	Shri. M R DOGRA	Accountant	39740
110	Shri. SANJAY K JAIN	Personal Assistant	39103
111	Mrs. R K LAKHWANI	Assistant(ACP)	39088
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114	Smt. G BINDU	Personal Assistant-N	38703
115	Shri. RAJENDER KUMAR	Personal Assistant (Adhoc)	38703
116	Shri. ASHOK KUMAR	Personal Assistant	38703
117	Mrs. KANTA DUDEJA	Personal Assistant (Adhoc)	38703
118	Mrs. SHASHI BALA SALUJA	Personal Assistant (Adhoc)	38703
119	Mrs. SHOBHA VERMA	Personal Assistant (Adhoc)	38703
120	Shri. VINOD KUMAR JHA	Personal Assistant-N	38703
121	Smt. LAJJAWATI	Personal Assistant	38703
122	Smt. TARAWATI	Personal Assistant	38703
123	Mr. RAJ GOPAL SHARMA	Assistant	38545
124	Ms SUMINDER KAUR	Section Officer-I	38121
125	Mrs. K BALACHANDRAN	Assistant	38035
126	Mr. SUSHIL KUMAR DAWAR	Assistant	37845
127	Shri. PARMINDER SINGH	Personal Assistant (Adhoc)	37635
128	Mrs. SUMAN LATA SHARMA	Assistant	37635
129	Shri. S K TALWAR	Assistant (Adhoc)	36813
130	Shri. HARI KRISHAN	Assistant (Adhoc)	36813
131	Shri. RAKESH KUMAR JHA	Senior Hindi Translator	36270
132	Shri. SITA RAM MEENA	Scientist B	36004
133	Mrs. ROOPA SETHI	Steno 'D' (ACP)	35220
134	Mrs. SARITA TUTEJA	Steno 'D' (ACP)	35220
135	Smt. SONIA SHARMA	Steno 'D' (ACP)	35220
136	Shri. KSHITIJ TYAGI	Scientist B	35090
137	Shri. ARUN KUMAR	Scientist B	35090
138	Shri. TARUN SINGH	Scientist B	35090
139	Shri. A. HARI BHASKARAN	Scientist B	35090
140	Shri. KARNDHAR SANJAY GORELAL	Scientist B	35090

141	Mr. RAJA RAM	Section OfficerII	35012
142	Shri. C K RAJENDRAN	Assistant	34822
143	Shri. KULDEEP KUMAR SHARMA	Section OfficerII	34822
144	Ms SHASHI PRABHA	Section OfficerII	34612
145	Shri. UPINDER KUMAR MAINI	Section OfficerII	34612
146	Shri. JAGDISH KUMAR	Section OfficerII	34612
147	Shri. RAKESH MAHAJAN	Personal Assitatnt(P)	34467
148	Smt. APARNA	Personal Assistant	34433
149	Mrs. SANGEETA	Personal Assistant (Adhoc)	34061
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151	Shri. N RAMACHANDRAN	Assistant	33589
152	Shri. S MOHAMED SAFI	Stenographer D	33313
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156	Shri. AJIT SINGH KADYAN	Personal Assistant	32466
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158	Shri. MAHESH KUMAR	Personal Assistant	31581
159	Shri. NEMRAJ BALOTIA	Accountant	30775
160	Shri. OM PRAKASH	Upper Division Clerk	28994
161	Shri. PALA RAM	Upper Division Clerk	28784
162	Mrs. RAJESH RANI	Personal Assistant	26927
163	Mr. RAJNISH KUMAR	Assistant	25945
164	Shri. J S BHATIA	Reprographer-II	25560
165	Mrs. S KALPANA	Stenographer D	24983
166	Shri. DHARAM SINGH	Lower Division Clerk	24440
167	Shri. RAMESH KUMAR	Sr. Drafttry	24355
168	Mrs. NEELAM DHIR	Lower Division Clerk	24213
169	Shri. SHYAM LAL	Driver	23779
170	Ms BABITA GUNJIYAL	Junior Hindi Translator	23722
171	Shri. RAM MANAGER RAM GAUTAM	Driver	23555
172	Shri. LEELA DHAR	Upper Division Clerk	23093
173	Shri. V MURALI KRISHNA	Upper Division Clerk	22708
174	Shri. ASHOK KUMAR VISHWAKARMA	Driver	22628
175	Shri. DAMODAR UPADHYAY	Upper Division Clerk	22550
176	Mrs. ARCHANA RANI MEENA	Upper Division Clerk	22340
177	Shri. SURESH PAL SINGH	Upper Division Clerk	22288
178	Shri. O P UPADHYAY	Sr. Drafttry	22085
179	Shri. CHANDER MOHAN	Peon-II	21999
180	Shri. OM PRAKASH	Sr. Drafttry	21875
181	Shri. RAM NIWAS-I	Dafttry-2	21875
182	Shri. KAILASH CHANDER	Record Sorter	21694
183	Shri. MEHAR SINGH	Senior Peon	21525
184	Shri. BODH RAJ	Dispatch Rider	21462
185	Shri. RAM NIWAS-II	Senior Peon	21315
186	Shri. BHAGAT SINGH	Peon	21315
187	Shri. RAVINDER KUMAR	Upper Division Clerk	21185

188	Shri. PURAN SINGH	Upper Division Clerk	21133
189	Mrs. MEENA PAUDAL	Stenographer D	21098
190	Shri. JAGDISH CHAND	Driver	20930
191	Shri. CHATTAR PAL SINGH	Senior Peon ACP	20458
192	Shri. BRIJ LAL	Peon	20458
193	Shri. LAKHAN LAL	Sr. Draftery	20433
194	Shri. VED RAM	Senior Peon ACP	19950
195	Shri. NATHU RAM	Peon	19740
196	Shri. CHHOTE LAL	PEON(ACP)-1	19548
197	Mrs. SHANTI DEVI	Senior Peon ACP	19478
198	Shri. DEVENDER KUMAR	Senior Peon ACP	19058
199	Shri. SUNIL KUMAR PANDEY	Peon	19005
200	Shri. PURUSHOTTAM DUTT	Upper Division Clerk	18908
201	Shri. BHAGCHAND SINGH	Lower Division Clerk	18875
202	Shri. MADAN LAL GAHLAWAT	Upper Division Clerk	18647
203	Shri. AVDESH KUMAR	Senior Peon ACP	18533
204	Shri. SHIV KUNDAL PRASAD	Senior Peon ACP	18533
205	Shri. RAJESH KUMAR	Senior Peon	18269
206	Shri. SUBHASH CHANDER	Staff Car Driver Grade-II	18229
207	Shri. SURESH KUMAR	Upper Division Clerk	18169
208	Shri. BINOD KR. RAI	Upper Division Clerk	17690
209	Shri. MAHI PAL SINGH	Senior Peon ACP	17614
210	Shri. MAAN SINGH	Senior Peon	17591
211	Shri. RAMBIR SINGH	Senior Peon	17569
212	Shri. JAI PAL	Senior Peon ACP	17559
213	Shri. SURENDER KUMAR	Senior Peon	17359
214	Shri. SURENDER SINGH NEGI	Sr. Draftery	17337
215	Shri. RAM PRAKASH	Lower Division Clerk	16982
216	Shri. RAJ KUMAR	Senior Peon ACP	16974
217	Mrs. NIRMALA DEVI	Senior Peon ACP	16680
218	Shri. SRINIWAS	Senior Peon ACP	16547
219	Shri. DEVENDER SINGH	Senior Peon	16394
220	Shri. RAVINDER SINGH	Senior Peon ACP	16233
221	Shri. MANOHAR LAL	Senior Peon ACP	16199
222	Shri. DHAN SINGH	Senior Peon ACP	15158
223	Shri. RAJAN	Senior Peon ACP	14343
224	Shri. KAMAL	Driver	14343
225	Shri. RAJESH KUMAR	Driver	14343
226	Shri. SHANKAR LAL	Senior Peon ACP	14343
227	Shri. PARTAP SINGH	Senior Peon ACP	14343
228	Shri. DEEN BHANDU PRASAD	Peon-I	14183
229	Shri. V C JOSHI	Peon-I	14089
230	Shri. DILIP KUMAR KANWAR	Farash	14006
231	Shri. SANJAY KUMAR JENA	Peon-I	13806
232	Shri. ABDUL SALAM DAGA	Driver	13680
233	Shri. PARVEZ AHMED	Peon	13488
234	Shri. MAHESH KUMAR	Peon	13488

235	Smt. TARA DEVI	Peon	13488
236	Shri. BABU LAL DURANI	Peon	13120

CHAPTER 11

The budget allocated to each Programme (Plan outlay)

(Rs. in crores)

S. No.	Name of the Programmes/Schemes	BE 2010-11	RE 2010-11
1	Grid Interactive Renewable Power		
	Wind Power	40.00	
	Hydro Power	65.00	
	Biopower	42.00	
	Solar Power	30.00	
2	Off-Grid/Distributed and Decentralized Renewable Power		
	Wind Power	5.00	
	Hydro Power	10.00	
	Biopower	33.00	
	Solar Power	227.00	
3	Renewable Energy for Remote Villages		
	Remote Village Electrification (RVE)/Ligthing Programme	75.00	
4	Renewable Energy for all Villages		
	Biogas Programme (incl. GIA to States)	88.00	
5	ST, SPV and other RE systems		
	Renewable Energy Application	10.00	
6	Solar Thermal Systems-Solar Water Heating		
	Renewable Energy Applicatin	15.00	
7	R&D in New and Renewable Energy Technologies		
	Bio Energy	14.00	
	Solar Energy	65.00	
	Small Hydro Power	7.00	
	New Technologies	40.00	
8	Research Institutions/Centres (Including MNRE Institutions : SEC, C-WET, NIRE)		
	Solar Energy Centre (incl. Major/Minor works)	10.00	
	Centre for Wind Energy Technology	8.00	
	National Institute of Renewable Energy	4.00	
9	Supporting Programmes		
	Information, Education and Communication	20.00	
	Extension of Renewable Energy Application	5.00	
	International Cooperation including investment promotion	6.00	
	Monitoring/Evaluation and other Studies	4.00	
	Human Resource Development and traning	5.00	
	Support to States	1.00	
	Support to Industries	0.60	
	Information Technology/e-Governance and other initiatives	1.00	
10	Externally Aided Projects	3.00	

11	Spillover Liabilites (incl. States)	1.00	
12	North East Programmes	100.00	
13	IREDA - Investments	50.00	
14	Secretariate Expenditure	12.70	
15	Regional Offices Expenditure	0.70	
	GRAND TOTAL	998.00	

CHAPTER 12

The Manner of Execution of Subsidy Programmes

Under Preparation

Chapter -13

Particulars of Recipients of Concessions, permits or authorization granted by it

Under Preparation

CHAPTER 14

Norms set by it for the discharge of its functions

The following are the ongoing Norms/Standards set by the Ministry for execution of its activities/programmes/schemes:

1. Programme for Electrification of Remote Unelectrified Census Villages through Non-Conventional Energy Sources - Administrative Approval for the year 2005-06
 - 2.* Biomass Energy and Co-generation Programmes - Administrative Approval for the year 2003-04
 3. Programme for deployment of Solar Photovoltaic Water Pumping Systems during 2005-06 - Sanction -Reg
 4. Guidelines for Planning, Implementation and Funding of the Test Projects On Village Energy Security
 5. Information & Public Awareness (I&PA) Programme for the year 2005-2006
 6. Sanction for continuation of Seminar/Symposia/Workshop Conference scheme in the Ministry of New and Renewable Energy during the year 2005-06.
 7. Programme on Biomass Energy and Co-generation (non-bagasse) in Industry for implementation in 2005-06.
 8. Accelerated Programme for the recovery of energy/power generation from industrial and commercial wastes and effluents for implementation in 2005-06.
 9. * Small Hydro Power Programme (Upto 25 Mw Station Capacity) 2003-04.
 10. Accelerated Programme on Energy Recovery from Urban Wastes - sanction for the year 2005-06
 - 11*. Wind Power Programme – Administrative Approval for the year 2003 -04
- These administrative approval is being followed for discharging of its functions & activities as on date.

CHAPTER -15

Information available in an electronic form

- 15.1 Ministry of New and Renewable Energy has hosted its Website (<http://mnes.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 continually upgraded/expanded to include the latest information. A new addition is a database on R&D projects supported by the Ministry.
- 15.2 A visitor-interactive 'Solar Powered Touch Screen Information Kiosk' has been installed at the Ministry's Facilitation Centre for providing information at a glance to the visitors, apart from demonstrating the use of solar PV power pack in providing uninterrupted power supply to the Kiosk.

CHAPTER-16

Particulars of the facilities available to citizens for obtaining information

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 Library is the document repository of the Ministry for dissemination of information in the field of Non-conventional Energy Sources and its associated areas. It has a collection of many books and technical reports etc. Besides, the library also receives national/international journals covering diverse areas of renewable energy sources.

16.2.1 The library performs an important role in the planning, promotion, implementation and coordination of the Ministry's objectives by providing timely access to relevant and comprehensive information to its users - officials of the Ministry, external organizations (both governmental and non governmental)

research students and decision makers.

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, docketts 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 reception office/facilitation cell of the Ministry of New and Renewable Energy, Block 14, CGO. Complex, Lodi Road, New Delhi)

1. (a) Name and address of the applicant :
(b) E-mail address :
(c) Phone/Fax. No. :
2. Date of submission of application :
3. Subject matter :
4. Details of information requested : (in 50-60 words)
5. Period to which the information relates :
(Maximum period in each application :
should not exceed three years)
6. Purpose of the information :
7. Fee enclosed (in cash/DD/Banker's Cheque :
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 faxSignature of the applicant