

PROCEEDINGS OF THE Director

(Present: Amit Meena I A S)

Abstract

ANERT - Restructuring of ANERT - Duties & Responsibilities - Hierarchy of officials - Approved - orders issued

File No.ANERT-ADM/13/2021-JM(HRM)

AO. No. 59 /HRM/ANERT/2021

23/03/2021

- Read:
1. G.O(Rt) No.382/2017/Pd dated 09/11/2017
 2. G.O(Ms) No.8/2021/PD dated 25/02/2021
 3. AO. No.41/HRM/ANERT/2021 dated 26/02/2021
 4. G.O(Ms) No.12/2021/PD dated 19/03/2021

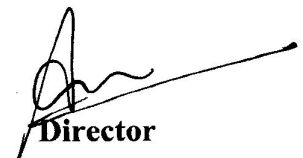
ORDER

As per the reference 1st cited, Government have accorded administrative sanction for the organisation study of ANERT. As per reference 2nd cited, the restructuring of ANERT was approved by the Government. Based on the G.O, the restructuring of ANERT was implemented w.e.f. 25/02/2021 vide reference 3rd cited. As per the reference 4th cited, certain posts were renamed.

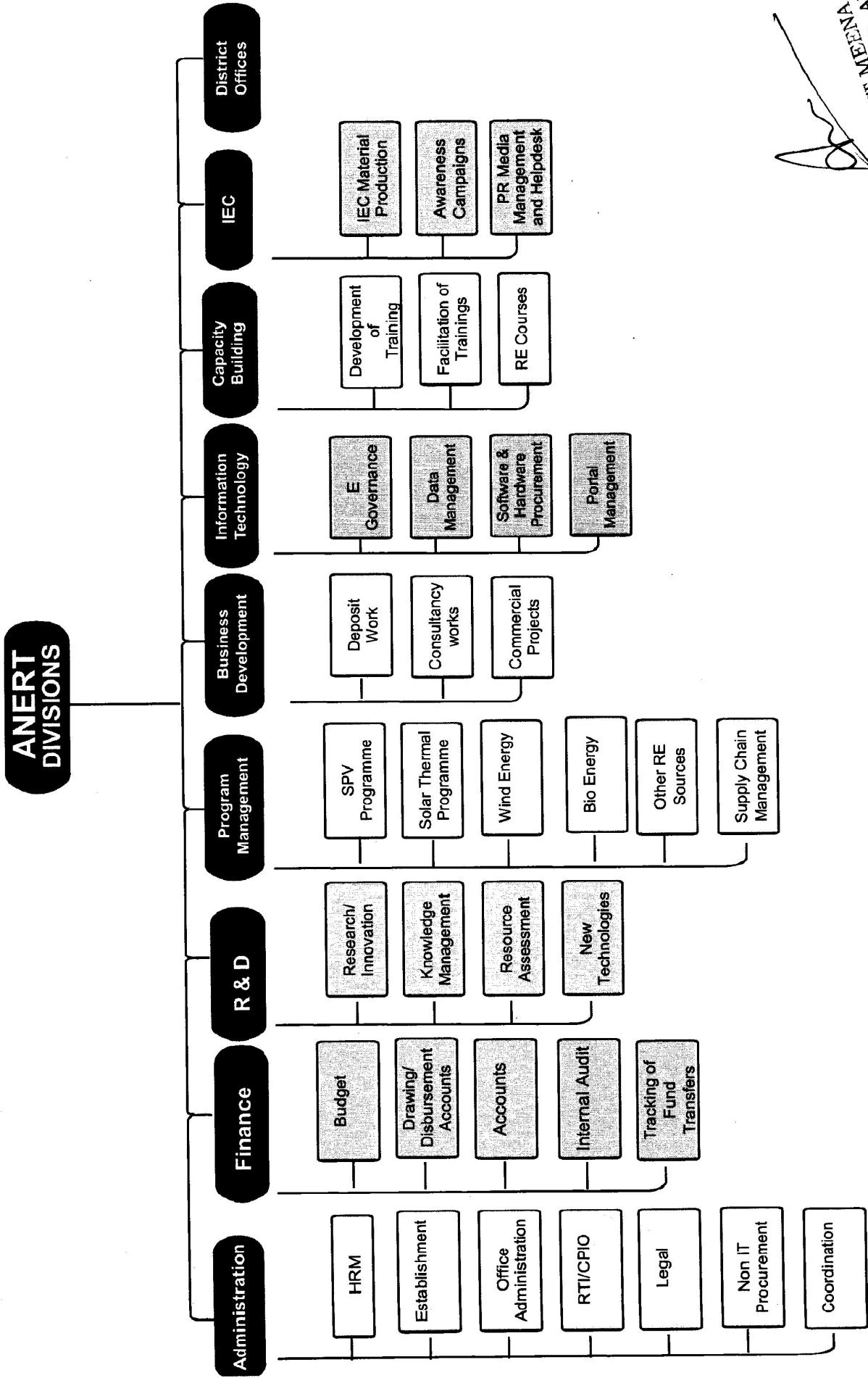
In the above circumstance, the duties and responsibilities and hierarchy of officers is hereby approved which is attached as Annexures to this order.

1. Annexure 1- Divisions
2. Annexure 2 - Organisational Structure
3. Annexure 3 - Divisions and designated Officers
3. Annexure 4 - File routing

Necessary changes in eOffice may be made for the routing of files.

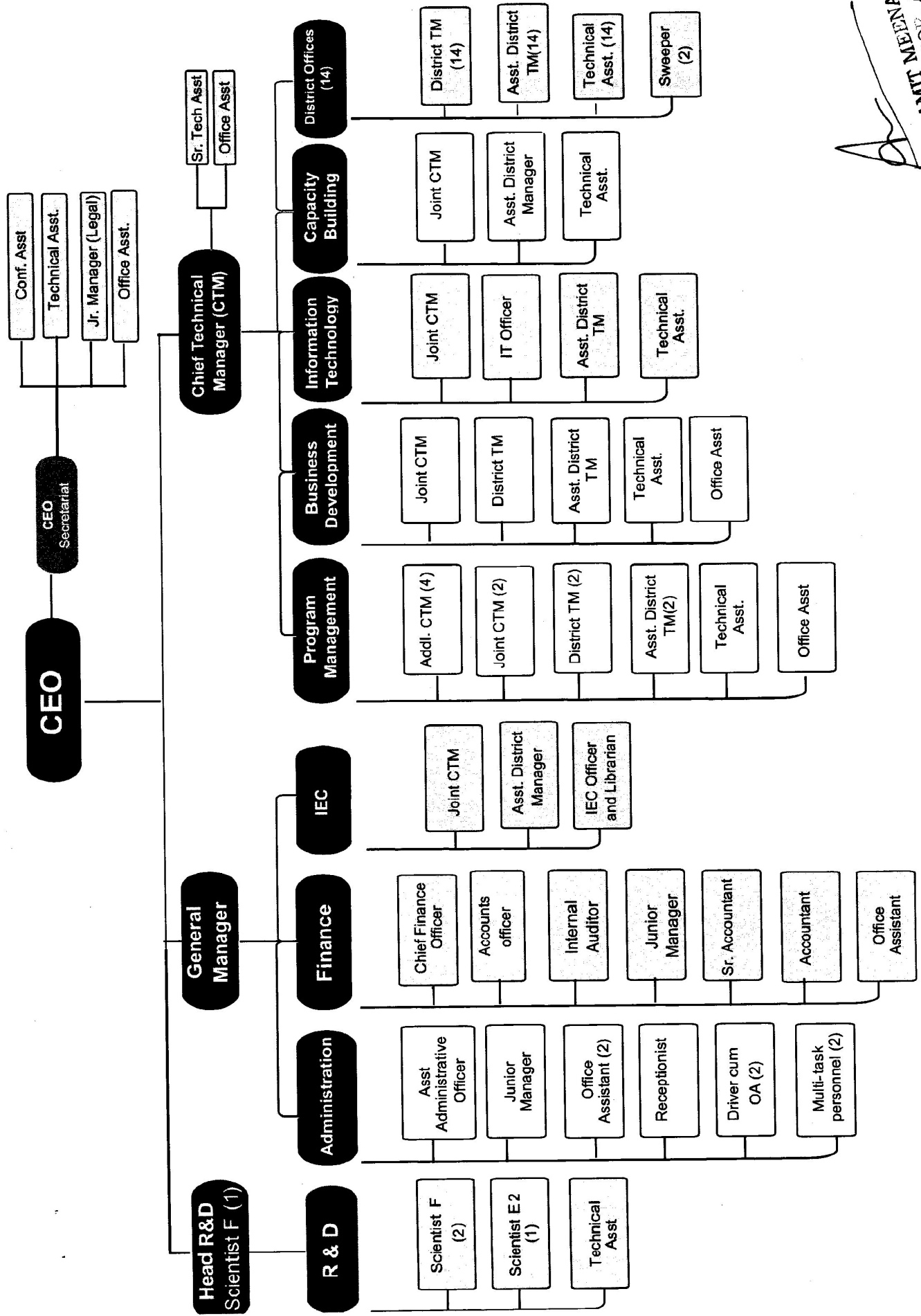

Director

1. The concerned Officers
2. CA to Director
3. Stock file




 ANIL MEENA IAS
 DIRECTOR, ANERT

ANERT - ORGANISATIONAL STRUCTURE



A
 DIRECTOR, ANERT IAS

Divisions and designated Officers**1. R &D Division**

Head – Sri. Premkumar. K

| Sl. No | Designation | Name of Officer | Programme |
|--------|----------------|-------------------|--|
| 1 | Scientist - F | Smt. Kamaladevi.V | Research /Innovation |
| 2 | Scientist - F | Sri. Valsaraj.P | Knowledge Management and Resource Assessment |
| 3 | Scientist - F | Sri. Premkumar. K | Additional charge of Information Technology |
| 4 | Scientist - E2 | Sri. Pramod. N.E | New Technologies |

2. General Manger - Sri. Chandrasekharan. P (on deputation)**a. Administration**

| Sl. No | Designation | Name of Officer |
|--------|------------------------------|---------------------------------|
| 1 | Asst. Administrative Officer | Smt. P.Sughitha |
| 2 | Junior Manager | Sri. P. Chandrabose |
| 3 | Office Assistant | Sri. Sinu.S (on deputation) |
| 4 | Multi Task Personnel | Smt. Veena. M.S (on deputation) |

b. Finance

| Sl. No | Designation | Name of Officer |
|--------|-----------------------|---|
| 1 | Chief Finance Officer | Sri. Muhammed Harris. M (on deputation) |
| 2 | Junior Manager | Sri. A. Arockyadas |
| 3. | Accountant | Smt. Suweatha A Jabaraj (on deputation) |
| 4. | Office Assistant | Smt. Archana. R |
| 5. | Multi Task Personnel | Smt. Sunithakumari.S |

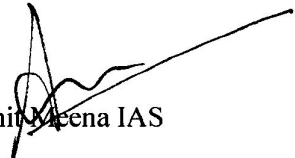
c. IEC

| Sl. No | Designation | Name of Officer |
|--------|-------------------------|-------------------|
| 1 | Asst. Technical Manager | Sri. B. Anilkumar |

File No. ANERT-ADM/13/2021-JM(HRM)

3. Chief Technical Manager - Sri. Aneesh S Prasad

| SI No | Designation | Name of Officer | Programme / Section |
|-------|--------------------------------------|---------------------------------|--|
| 1 | Additional Chief Technical Manager | Sri. Joseph George | Wind Energy and additional Charge of IEC |
| 2 | | Sri. Jayachandran Nair. P | SPV Programmes, Capacity Building , District Offices |
| 3 | | Sri. Rajesh. R | Other RE Sources Solar Thermal Programme |
| 4 | | Sri. Kala. K.G | Supply Chain Management, Business Development |
| 5 | Joint Chief Technical Manager | Sri. Ajith Gopi | Wind Energy, Other RE Sources, Business Development |
| 6 | | Sri. Jayakumar. R | Bio Energy, SPV Programmes, Solar Thermal Programme |
| 7 | Technical Manager | Smt. Ressy George | IEC |
| 8 | | Sri. Manoharan.J | Business Development |
| 9 | Junior Manager | Smt. A. Santhi | Supply Chain Management |
| 10 | Asst. Technical Manager | Sri.K.R.Prakash (on deputation) | Information Technology |
| 11 | Senior Technical Assistant | Sri. Suresh Babu. R | Programme Management |
| 12 | Technical Assistant /Field Assistant | Sri. Rajasekharan Nair. V | Capacity Building |
| 13 | Technical Assistant /Field Assistant | Sri. Murukeshan.T | Business Development |


Amit Meena IAS
Director

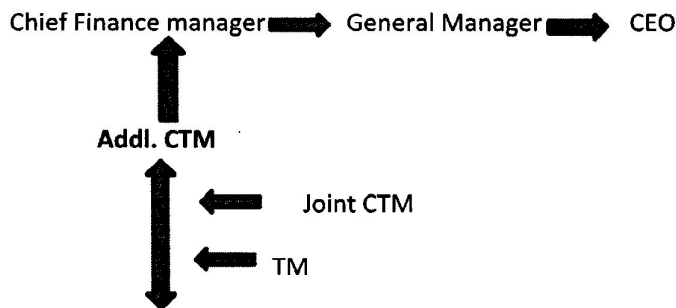
File routing across various divisions of ANERT

Programme Management (*Not involving Financial Transaction*)



Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by CTM or by Additional CTM authorised by CTM.. **Consolidated bi-weekly statement has to be submitted CEO for information.**

Programme Management (*Involving Financial Transaction*)



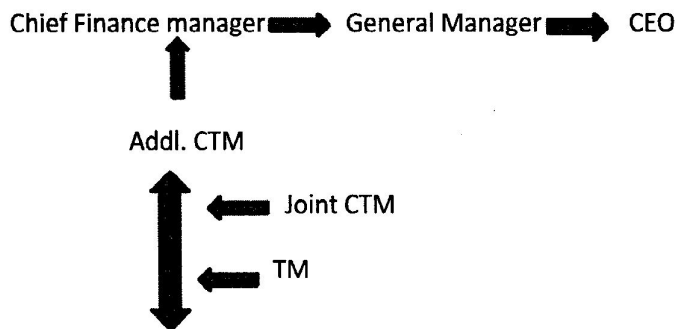
File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the executive committee of ANERT.

Business Development (*Not involving Financial Transaction*)



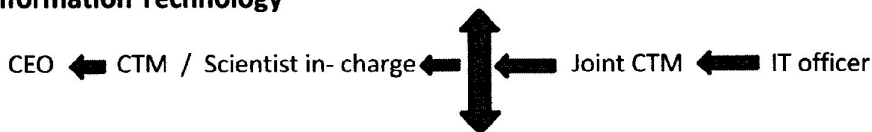
Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by CTM or by Additional CTM authorised by CTM.. **Consolidated bi-weekly statement has to be submitted CEO for information.**

Business Development (Involving Financial Transaction)



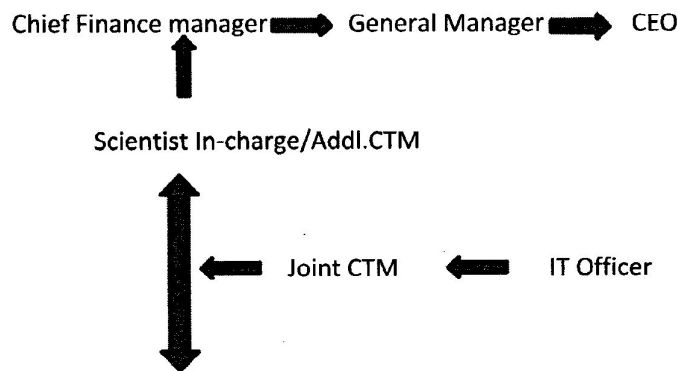
File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the executive committee of ANERT.

Information Technology



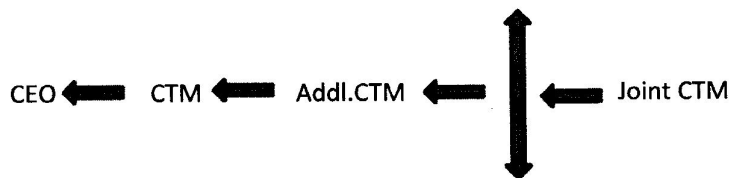
Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by CTM or by Scientist in charge . **Consolidated bi-weekly statement has to be submitted CEO for information.**

Information Technology (Involving Financial Transaction)



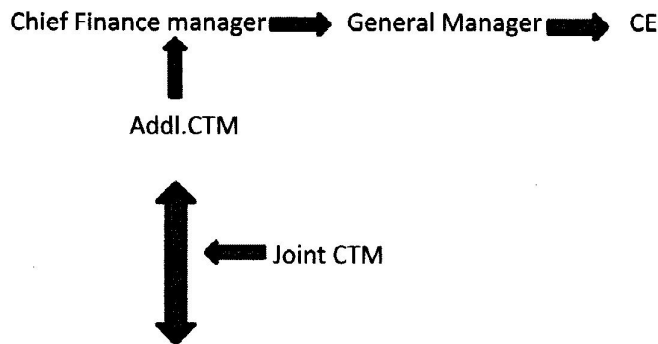
File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the executive committee of ANERT

Capacity Building (Not involving Financial Transaction)



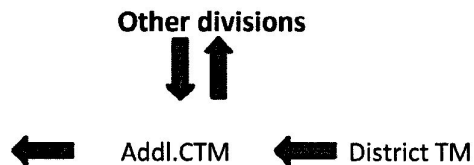
Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by CTM or by Additional CTM authorised by CTM.. **Consolidated bi-weekly statement has to be submitted CEO for information.**

Capacity Building (Involving Financial Transaction)



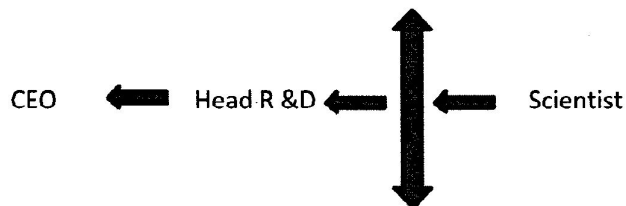
File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the executive committee of ANERT

District Offices



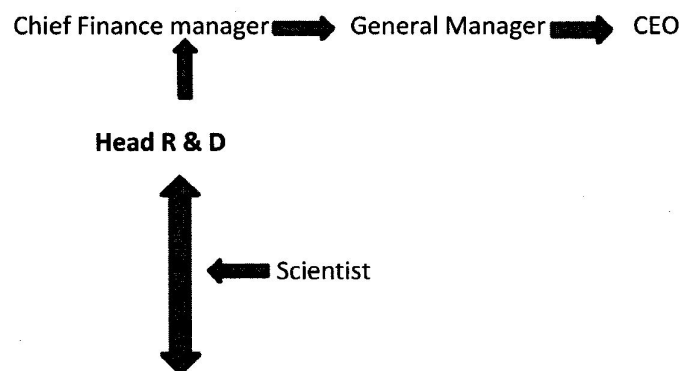
All file transactions of district offices should be through Additional CTM. Designated for the same.

R & D(Not involving Financial Transaction)



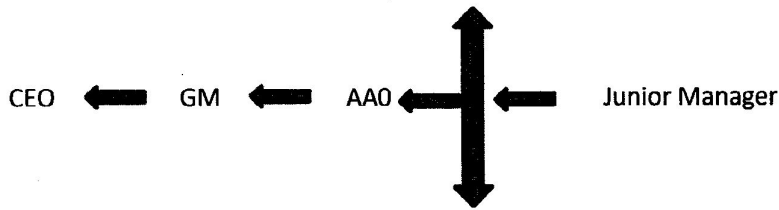
Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by Head R& D. **Consolidated bi-weekly statement has to be submitted CEO for information.**

R & D(Involving Financial Transaction)



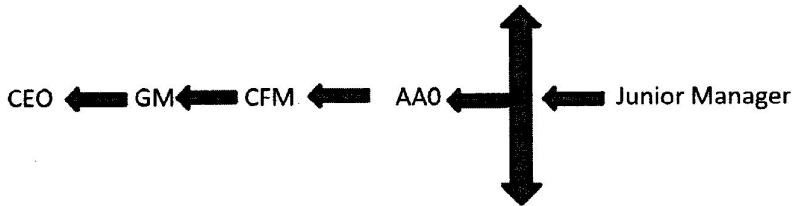
File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the executive committee of ANERT

Administration(Not involving Financial Transaction)



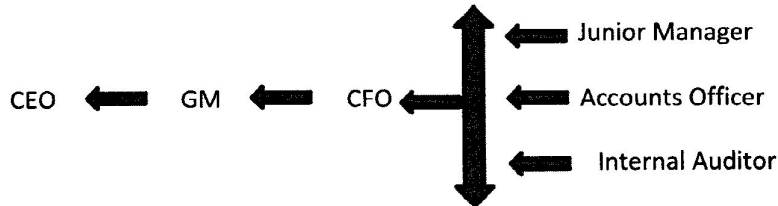
Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by GM . **Consolidated bi-weekly statement has to be submitted CEO for information**

Administration(Involving Financial Transaction)



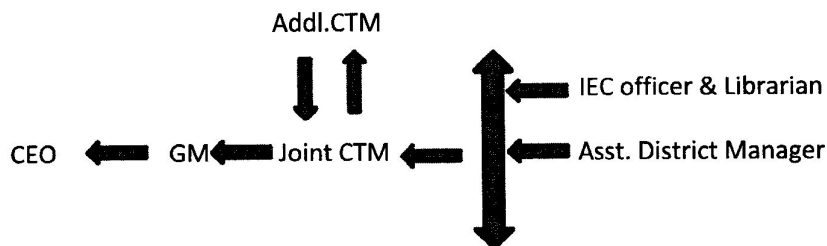
File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the executive committee of ANERT

Finance



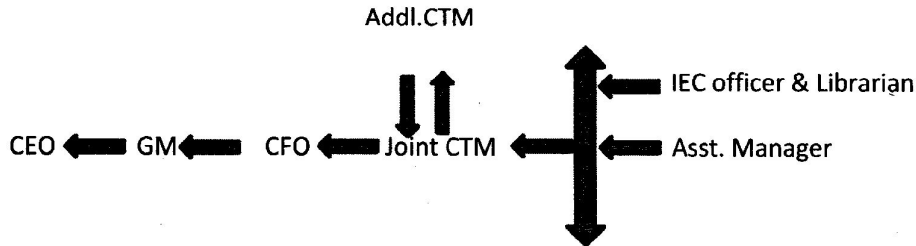
Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by GM or CFO based on the authorisation of GM. **Consolidated bi-weekly statement has to be submitted CEO for information.**

IEC (Not involving Financial Transaction)



Files having policy matters have to be approved by CEO. The routine programme files for which approved guidelines are available shall be approved by GM . **Consolidated bi-weekly statement has to be submitted CEO for information**

IEC (Involving Financial Transaction)



File to be approved by CFM/GM/CEO based on the financial delegation. This will be decided by the Executive Committee of ANERT

NB:-

1. Internal routing of files has to be decided by Division Head
2. All files to be returned to originating officer through Division Head(for information)
3. Decisions can be taken in meetings also. In such case CEO/CTM shall convene meeting and approved minutes of the meeting has to be diarised. In such case routing of file is not needed.
4. If an officer on leave or not available the file may be routed to higher officer, if situation demands.
5. File routing has been planned based on present financial delegation. This has to altered and rearranged based on new structure.


Director
ANERT