



അനേർട്ട്
ANERT

Agency for New and renewable Energy Research and Technology
നവീകരണ പുനരുദ്ധരണയോഗ്യമായ ഊർജ്ജ ഗവേഷണങ്ങൾക്കും സാങ്കേതിക വിദ്യകൾക്കുമുള്ള ഏജൻസി
DEPARTMENT OF POWER, GOVERNMENT OF KERALA
Law College Road, PMG, Thiruvananthapuram 695033 • director@anert.in • www.anert.gov.in
Tel.: (+91-471) 2338077, 2334122, 2333124, 2331803 • Fax: (+91-471) 2329853



PROCEEDINGS OF THE Chief Executive Officer
(Present: Narendra Nath Veluri I F S)

Abstract

ANERT - Work distribution & routing of files – Approved – Orders issued – Reg
File no.: ANERT-ADM/28/2020-OA1(HRM)

A.O. No. 85/2021/ANERT

14/09/2021

ORDER

For administrative convenience, the following Works/Programms is hereby distributed among the officials of ANERT as follows.

Sl No.	Programme Description(Broad Classification)	Officer in – Charge	Session
1	Training and extension programme, including establishment of technology Hub at Palakkad. Handholding of local bodies for RE projects, Urjamithra service centers. Liaison with LSGD co-ordination committee. ACTM in charge of District offices .All meetings of EC and GB of ANERT. Any other Revenue generation projects under this portfolio without affecting Normal assigned work.	Jayachandran Nair P ACTM	T1
2	All type of Solar Rooftop projects under CAPEX, RESCO for Government and General Beneficiaries. Empanelment of agencies, Fixing rate contract, component Listing, Grievance redressal of beneficiaries, Central and state subsidy programmes. Any other Revenue generation projects under this portfolio without affecting Normal assigned work.	Kala K G ACTM	T2
3	New technologies like Hydrogen, Fuel Cells, Co-ordination of Green Hydrogen project of Vizhinjam Port, Concentrated solar , All project related Solar Streetlight, Solar lanterns, Concentrated Solar , Solar Driers , Solar water heaters etc.		

N. Waw

CHIEF EXECUTIVE OFFICER
ANERT

	Any other Revenue generation projects under this portfolio without affecting Normal assigned work.	Rajesh R ACTM	T3
4	Agricultural Pumps, including PM-KUSUM and related activities includes Tenders, Liaison with various stakeholder like MNRE, KSEBL, Agricultural, Department, Local bodies etc. Any other project supporting agriculture and farmers etc. Any other Revenue generation projects under this portfolio without affecting Normal assigned work	Jayakumar R JCTM	T4
5	Wind and Solar Resource assessment, preparation of Wind , Solar atlas for Kerala. Approval of wind projects by other proponents. Maintenance and up keeping of 2MW project at Kuzhalmandam. Liaison with KSERC, aggregation of potential area of solar wind hybrid projects. Organising presentations and webinars on new development in RE sector for technical staff of ANERT and public, Technical consultancy for Solar PV Projects. Any other Revenue generation projects under this portfolio without affecting Normal assigned work.	Ajith Gopi JCTM	T5
6	Distribution of EV on lease, EV Charging stations, Establishing ANERT's own EV sharing facility for Government and individuals. Finalising rate contract for Solar, small gadgets like Solar Street lights, Solar lanterns , domestic driers , Biogas plants etc.and listing the same in www.buymysun.com E-market place, Creating Business through E-Market place, Insurance schemes for Technicians, Employees , Hiring of Vehicle for field trips where Nexon(available electric car) Can't be used. Stores purchase and any other assigned by CEO from time to time. Any other Revenue generation projects under this portfolio without affecting Normal assigned work.	Manoharan J TM	T6
7	All IT related activities (e-office, Website, Buymy Sun, Server for inverters), REC & RPO. Establishing Wind Solar Hybrid at Ramakkalmedu. Implementation of Solar,wind projects on revenue sharing basis. Research and development work benefitting RE sector. Any other Revenue generation projects under this portfolio without affecting Normal assigned work.	Premkumar K Scientist	T7



**CHIEF EXECUTIVE OFFICER
ANERT**

8	<p>Small Wind (up to 10KW). Exploring the possibility of making it hybrid with Solar Pumping scheme. Floating solar power plants technology demonstration, development and implementation of business models of floating Solar.</p> <p>Research and development work benefitting RE sector.</p> <p>Any other Revenue generation projects under this portfolio without affecting Normal assigned work.</p>	Pramod N E Scientist	T8
9	<p>Waste to Energy. Assessment and quantifying availability of waste and its energy content etc .</p> <p>Finalising appropriate technology for the state.</p> <p>Implementation of Waste Energy projects. Co-ordinating with local bodies for waste to energy conversion. (Especially Waste to Energy under Solar City)</p> <p>Research and development work benefitting RE sector.</p> <p>Any other Revenue generation projects under this portfolio without affecting Normal assigned work.</p>	Valsaraj P Scientist	T9
10	<p>Hydrogen for Green Transport. Green hydrogen generation, Deploying Hydrogen vehicles , liaison with other agencies working in this filed. Development solar induction cook stoves. Field testing and demonstration of such systems. Development of Solar gadgets supporting farmers and general public.</p> <p>Research and development work benefitting RE sector.</p> <p>Any other Revenue generation projects under this portfolio without affecting Normal assigned work.</p>	Kamala Devi Scientist	T10
11	<p>Supporting CEO in</p> <p>All project related activities. Co-ordination and review of activities of all divisions of Programme implementation. Liaison with HRM and Finance Divisions for project related activities.</p> <p>Managing projects other than listed and projects under ANERT 20-20 through project cell of CTM.</p>	Chief Technical Manager	
12	<p>Supporting CEO in</p> <p>All HRM activities of employees of ANERT. Follow up and getting approval of all HRM related files from Government.</p> <p>All non-technical activities like Processing LA and Parliament Questions, Correspondence other than technical matters. Providing manpower and administrative support to Programme implementation</p>	General	

N — Jaw
CHIEF EXECUTIVE OFFICER
ANERT

	<p>division. Fixing terms and conditions for temporary appointment and support services.</p> <p>Supporting land acquisition, leasing, boundary marking getting clearance from authorities for land use. Maintenance and up keep head office building. Lease, rental or arranging office space for district offices from available government spaces.</p> <p>Distribution of Tapal based on this work order to concerned divisions.</p> <p>All communications not related to technical aspects to any departments of Government will be handled.</p>	<p>Manager HRM division</p>	
13	<p>Supporting CEO in</p> <p>Getting release of Plan and non- plan allocation in time. Preparation of audited statement of accounts and make it current. Managing all payments. Managing Central Finance Assistance . Handling PFMS and all online portal of state and central governments. Preparation and submission of Statement of expenditure and submission UC. Safe custody of all security documents like Bank guarantee, DD receipts etc.</p> <p>Financial planning of each year's requirements in advance. Helping Programme management division in fund mobilization . Providing monthly statements and forecasting of fund requirements etc. mobilizing fund through loan or crowd funding for income generation projects etc.</p>	<p>Chief Finance Officer Accounts & Finance Division</p>	

The files will be routed as follows

1. All the papers received in office of ANERT should be received in Tapal section of ANERT and after the entering in tapal register they must be placed to GM for marking to various sections according to work that is assigned to each section, as defined above.
2. All technical/ files related to projects will be routed hereafter as follows.

Section → CTM → CEO

3. The technical/ Project files dealing sanctioning finance to the various projects should be routed as follows.

Section → CTM → CFO → CTM → CEO

4. The files dealing with manpower requirements be it technical or non-technical

N. Raw

**CHIEF EXECUTIVE OFFICER
ANERT**

with respect to projects should be routed as follows.

CTM → HRM → GM → CFO → CEO

5. All other files dealing non-technical subjects such as training of Employees, advertisement in print / Visual Media should also be routed as follows.

Section → HRM → GM → CFO → CEO

6. All communications to Government and other Government agencies including judicial bodies with respect to administrative matters should be routed through HRM to CEO.
7. Any other papers that are not mentioned in the subject distribution are when there is ambiguity on whether matter is Technical/Non-technical/Finance, it shall be routed to CEO and CEO decision in this regard will be final.



Chief Executive Officer

1. All Officials of ANERT
2. CA to Director
3. Stock File