

(updated upto 31.08.2020)

1.3	Procedure followed in the decision making process	Adm.3 follows extant procedures of Govt. of India.
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# IFD

1.3	Procedure followed in decision making process	The proposals received in IFD are examined at the sectional level and submitted to SS&FA through US & Director for taking a decision. Wherever required, the proposals further submitted to CEO for a final decision.	
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HRD

1.3

**Procedure followed in decision making process [Section 4(1)(b)(iii)]**

The proposal received in HRD Vertical are put up at the Section level and submitted to Adviser(HRD) through Senior Research Officer for finalization. The draft note is further submitted to CEO for final approval.

## PAMD

1.3	<b>Procedures followed in decision making process[Section 4(1) b (iii)]</b>	The proposals received in PAMD are examined at the Section level and submitted to Adviser (PAMD) through Deputy Adviser (PAMD) for finalization of Draft Appraisal Notes. The draft note is further submitted to CEO for a final approval. After approval, the appraisal note is forwarded to all concerned.	
1.3.1	Process of decision making identify key decision making points	As above (i.e. as stated at 1.3)	
1.3.2	Final decision making authority	CEO, NITI Aayog	

## ACCOUNTS-I

1.3	<b>Procedures followed in decision making process[Section 4(1) b (iii)]</b>	<p>Matters related to Salary are disposed of at the level of DDO. Cases on GPF, LTC, TA, CEA, Reimbursement of Medical expenses are disposed of at the level of Under Secretary(A/cs)/DDO. Other cases/proposals/claims requiring settlement or decision are first examined at the respective Section level and submitted to US (A/C) &amp; D.S. (A/C) / Head of Department (HoD) for taking a decision. Wherever required, the matters/cases are further submitted to Adviser (Admin.)/ CEO through D.S (A/c) for a final decision.</p>	
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## COMMUNICATION CELL

1.3	<b>Procedures followed in decision making process[Section 4(1) b (iii)]</b>	The secretarial proposals received in the Communication Cell are examined at the Section level and submitted to Director(Commun.) / Adviser(Commun.) through Technical Officer(Commun.) & Under Secretary(Commun.) for taking a decision. Wherever required, the proposals are further submitted to the CEO for the final decision. The Creative works assigned to the C& SM division are performed by Senior Artists under the supervision of Technical Officer (Commun.) and are executed as per the needs of the Verticals concerned.
1.3.1	Process of decision making identify key decision making points	-Do-

.3	<b>Procedures followed in decision making process[Section 4(1) b (iii)]</b>	Matters related to Increment/LTC etc. are disposed of at the level of Section Officer. Cases on pay fixation, Medical reimbursement /forwarding of application/grant of NOCs/permission under conduct rules are first examined at the Section level and submitted to US (Adm.II) & D.S. (Adm.II) / Head of Department (HoD) for
✓		taking a decision. Wherever required, the matters/cases are further submitted to Adviser (Admin.)/ CEO through D.S (Adm.II) for a final decision.

1.3.1	Process of decision making identify key decision making points	Decisions are taken based on the relevant records (orders, sanctions etc.) of each case as well as relevant or applicable rules/regulations/instructions etc. of Govt. of India, which are available on DoPT/MoF website.
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1.3.1

# COMMUNICATION CELL

✓ 1.3.1	Process of decision making identify key decision making points	-Do-
✓ 1.3.2	Final decision making authority	CEO, NITI Aayog
✓ 1.3.5	Channel of supervision and accountability	The Communication Cell is supervised by Technical Officer at Section Level, by US(Communication) at branch level, by Director(Communication) at Division Level, by Adviser (Admin/Comm) at

Immediate tasks of the cell are: 1. Formulation, planning, guiding etc., is done on JSM

1.3.1

## ACCOUNTS-I

1.3.1	Process of decision making identify key decision making points	Decisions are taken based on the relevant records (orders, sanctions etc.) of each case as well as relevant or applicable rules/regulations/instructions etc. of Govt. of India.	
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1.3.2

PAMD

1.3.2.	Final decision making authority	CEO, NITI Aayog
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1.3.2

# COMMUNICATION CELL

1.3.1	Process of decision making identify key decision making points	-Do-
1.3.2	Final decision making authority	CEO, NITI Aayog
1.3.5	Channel of supervision and accountability	The Communication Cell is supervised by Technical Officer at Section Level, by US(Communication) at branch level, by Director(Communication) at Division Level, by Adviser (Admin/Comm) at

Immediate tasks of the cell, such as monitoring, planning etc., is done on a PM

HRD

1.3.2	<b>Final Decision-making authority</b>	VCH/CEO as the case may be
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NITI Aayog  
Parliament Section  
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**For para 1.3.2**

Final decision making Authority in respect of Parliament Section, NITI Aayog is  
CEO/Vice Chairman, NITI Aayog.

## ADMIN-II

1.3.2

1.3.2

Final decision  
making authority

As per detail given in Sr. No. 1.3  
and as per the Channel of  
Submission & Level of Disposal  
of NITI Aayog applicable to each  
matter/case.

The Channel of Submission  
& Level of Disposal of NITI  
Aayog is compiled/issued  
by O & M Section.

1.3.3

ADMIN-II

1.3.3

Related Provision,  
acts, rules etc

Same as for Sr. No. 1.2.3.



1.3.4 /	Time limit for taking a decision, if any	Time limit for taking a decision depends on case to case or matter to matter basis. Various functions by Adm.1A/Adm.II Section are discharged/disposed of as per time limit stipulated (if any) under relevant rules/instructions of Govt. and competent authorities of NITI Aayog, if any.
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1.3.4

## Accounts

1.3.4	Time limit for taking a decision, if any	Time limit for taking a decision depends on case to case or matter to matter basis. Various functions by Accounts Vertical are discharged/disposed of as per time limit stipulated (if any) under relevant rules/ instructions of Govt. and competent authorities of NITI Aayog, if any.	
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1.3.5

HRD

1.3.5	<b>Channel of supervision and accountability</b>	Normally, Senior Research Associate/Young Professional/Assistant Section Officer submits the work to Senior Research Officer(HRD), who submits to Adviser(HRD) and he/she submits(if required) the proposal to CEO, NITI Aayog, either direct or through AS/SS for final decision.
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# COMMUNICATION CELL

1.3.5

1.3.1	Process of decision making identify key decision making points	-Do-
1.3.2	Final decision making authority	CEO, NITI Aayog
1.3.5	Channel of supervision and accountability	The Communication Cell is supervised by Technical Officer at Section Level, by US(Communication) at branch level, by Director(Communication) at Division Level, by Adviser (Admin/Comm) at

Immediate head of the cell is the Technical Officer, who is also the

1.3.5

PAMD

PAMD

1.3.5	Channel of supervision and accountability	The normal channel of work flow & supervision / decision making / accountability is, as under:-	
		EO (PAMD) or Consultants/Associates etc. submits work, through SRO/US(PAMD) or direct, to Dy. Adviser(PAMD), who submits (if required) to Adviser(PAMD) and he/she submits work/cases to CEO(NITI Aayog), either direct or through AS/ SS, for final decision.	

1.3.5	Channel of supervision and accountability	As per Organization Chart of NITI Aayog, Channel of Submission & Level of Disposal of NITI Aayog and as per Manual of Office Procedure issued by Department of Administrative Reforms and Public Grievances and instructions (if any) issued by O&M vertical of NITI Aayog or	
		any other competent authority, from time to time.	

1.3.5

# ACCOUNTS-I

1.3.5	Channel of supervision and accountability	As per Organization Chart of NITI Aayog, Channel of Submission & Level of Disposal of NITI Aayog and as per Manual of Office Procedure issued by Department of Administrative Reforms and Public Grievances and instructions (if any) issued by O&M vertical of NITI Aayog or any other competent authority, from time to time.	
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