

←	1.1.4	Function and Duties	<p>The PPPAU vertical is a part or branch of NITI Aayog, it is headed by the division head [Adviser (PAMD/PPP)] and functions under the overall administrative and organisational set-up of NITI Aayog/Ministry of Planning.</p> <p>The PPPAU of PAMD/PPP Vertical in NITI does the work, <i>inter-alia</i>, of policy framing or advising on Public-Private Partnership (PPP) by developing guiding principles/Model Concession Agreements (MCAs) in different sectors, does appraisal of PPP projects by reviewing and providing comments on the PPP projects of Central Government, and also evolves and suggests suitable institutional, regulatory and procedural reforms on PPP policy & projects (O.M. dated 12.12.2019 annexed – Annexure PPP - 1)</p>	Rest are to be provided by O&M
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213227/2019/PAMD

2

No.N-22011/03/2019-PAMD
 Government of India/ भारत सरकार
 NITI Aayog/ नीति आयोग
 (PPP/PAMD Vertical)
 (सरकारी निजी कंपनी भागीदारी/ परियोजना मूल्यांकन और प्रबंधन प्रभाग)

NITI Bhawan, New Delhi-1
 Dated: 12th December, 2019

Office Memorandum

Sub: Collection of information regarding duties & responsibilities from all Verticals/ Divisions of NITI Aayog- reg.

The undersigned is directed to refer to OM&C Section's O.M. No.38038/13/2019-OM&C dated 09.10.2019 on the subject mentioned above.

2. Duties and responsibilities of the PPP/PAMD vertical are as under:

- One of the core functions of NITI Aayog is the appraisal of public sector programmes/ schemes/ projects and Public Private Partnership (PPP) projects, which is undertaken by the PPP / PAMD (Project Appraisal Management Division) Vertical.
- PAMD conducts comprehensive appraisal of projects costing Rs.500 crore and above related to Public Investment Board (PIB), the Expenditure Finance Committee (EFC) and the Committee of Public Investment Board (CPIB). Proposals of Ministry of Railways costing Rs.500 crore and above, to be considered by the Expanded Board of Railways (EBR), are also appraised.
- Revised Cost Estimate (RCE) proposals are also appraised by the Vertical to analyze the factors attributed to cost and time overruns and their impact on the viability.
- The PAMD has been assigned to discharge the following functions;
 - i) Prescribe guidelines and develop formats for the submission of proposals for projects and programmes for techno economic appraisal;
 - ii) Undertake support research studies to improve the methodology and procedure for appraisal of projects and programmes;
 - iii) Undertake techno economic appraisal of major projects and programmes in the public sectors; and
 - iv) Assist Central ministries in establishing proper procedures for preparation of reports of projects and programmes.

F.No. H-12012/02/2019-A/C-I
NITI AAYOG
Accounts-I Section

Subject: Duties and responsibility of Accounts-I Section.

Accounts-I Section is dealing with Pay bills and other related Accounts matters of all Gazetted Officers of NITI AAYOG including Vice Chairman, MOS, Members, Senior Officers and NPS.

- (2) This Section also deals with all retirement matters related dues and payments in respect of all Gazetted Officers.
- (3) Maintenance of GPF accounts including GPF withdrawal/advance and transfer matters/reconciliation of GPF in respect of all gazette officers.
- (4) Settlement of Income Tax matters, (TDS at source).
- (5) Settlement of LTC Bills including with LTC Advance Leave encashment and adjustment of LTC Bills.
- (6) Reimbursement related to Domestic Travelling Allowance including , T.A. advance, in respect of all Gazetted officers and Non Officials and settlement of air travel bills received from General Section/Individual /officer for their settlement. Final settlement of Travel bills related to FTE including inward Claims from Ministry of External Affairs.
- (7) In addition to above Accounts-I Section also deals with fee/remuneration /TA matters of YP, Consultants ,RA ,Experts Managers etc.
- (8) Preparation of PFMS for medical advance and reimbursement of Medical bills.

1.1.3 /	Vision, Mission, and Key objective	As Mentioned in Annexure-I	
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1.2

ADMIN-II

1.1.2	Head of the organization	CEO	
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1.2

ADMIN 3

1.1	Particulars of its organisation, functions, and duties.	Adm.3 has nothing to add to the general information in respect of NITI Aayog in this regard.
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1.1

ADMINII

1	Organization and Function	NITI Aayog	
1.1	Particulars of its organization, function and duties (Section 4(1) (b)(i))		

1.2.1

ADMIN- II

1.1.1 —	Name and address of the organization	NITI Aayog, NITI Bhavan, Sansad Marg, New Delhi)
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1.1.6

ADMIN - II

1.1.6	Any other details- the genesis, inception, formation of the department	N.A.	
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Sr. No	Details of disclosure	Relevant information furnished	Remarks
1	Organization and Function		Part of NITI Aayog
1.1	Particulars of its organization, function and duties (Section 4(1) (b)(i))	Accounts Vertical (comprising Accounts-I, Accounts-II and DDO Section).	
1.1.1	Name and address of the organization	Accounts Vertical of NITI Aayog (comprising A/cs-1, A/cs-2 and DDO Section) . (situated at NITI Aayog, NITI Bhavan, Sansad Marg, New Delhi)	Details to be furnished by nodal vertical in a consolidated manner.
1.1.2	Head of the organization	Adviser (Administration) is Head of Accounts Vertical	-do-
1.1.3	Vision, Mission, and Key objective	As part of NITI Aayog	Details to be furnished by nodal vertical in a consolidated manner.
1.1.4	Function and Duties	Functions & Duties or Responsibilities of Accounts-I, Accounts-II and DDO Section are annexed at Annexure I, II & III ,	<u>link</u>

1.24	1.1.4	Function and Duties	<p style="text-align: center;">PPP (PAMD)</p> <p>The PAMD vertical is a part or branch of NITI Aayog, it is headed by the division head [Adviser (PAMD/PPP)] and functions under the overall administrative and organisational set-up of NITI Aayog / Ministry of Planning.</p> <p>The PAMD Vertical conducts comprehensive appraisal of projects costing Rs.500 Crore and above related to Public Investment Board (PIB), the Expenditure Finance Committee (EFC) and the Committee of Public Investment Board (CPIB). Proposals of Ministry of Railways costing Rs.500 crore and above, to be considered by the Expanded Board of Railways (EBR), are also appraised. Revised Cost Estimate (RCE) proposals are also appraised by the Vertical to analyze the factors attributed to cost and time over-runs and their impact on the viability.</p>	Rest are to be provided by O&M
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1.2

PPPAU

Sr.No	Details of disclosure	Relevant information furnished	Remarks
1	Organization and Function	--	To be given by O&M or GCS or Admin. in a consolidated manner.
1.1	Particulars of its organization, function and duties (Section 4(1) (b)(i))	PPPAU vertical of PPPAU & PAMD division is a part or branch of NITI Aayog	-do-
1.1.1	Name and address of the organization	PPPAU Vertical is a part or branch of NITI Aayog situated at NITI Bhawan, Sansad Marg, New Delhi-110001	-do-
1.1.2	Head of the organization	--	-do-
1.1.3	Vision, Mission, and Key objective	--	-do-
1.1.4	Function and Duties	<p>The PPPAU vertical is a part or branch of NITI Aayog, it is headed by the division head [Adviser (PAMD/PPP)] and functions under the overall administrative and organisational set-up of NITI Aayog/Ministry of Planning.</p> <p>The PPPAU of PAMD/PPP Vertical in NITI does the work, <i>inter-alia</i>, of policy framing or advising on Public-Private Partnership (PPP) by developing guiding principles/Model Concession Agreements (MCAs) in different sectors, does appraisal of PPP projects by reviewing and providing comments on the PPP projects of Central Government, and also evolves and suggests suitable institutional, regulatory and procedural reforms on PPP policy & projects (O.M. dated 12.12.2019 annexed – Annexure PPP - 1)</p>	Rest are to be provided by O&M

Government of India
NITI Aayog
(PPPAU Vertical)

Annexure – PPP – 6

Model Agreements (Available i.e. uploaded in NITI Website)

S.No.	Title
1	Public Private Partnership in Medical Education - Concession Agreement Guiding Principles
2	Public Private Partnership in Medical Education - Request for Proposals Guiding Principles
3	Model Concession Agreement for Public Private Partnership in Operation and Maintenance of Electric Buses in Cities (OPEX Model)
4	(DRAFT) Model Concession Agreement for Setting up Passenger Ropeway Projects under Public Private Partnership
5	Concession Agreement for Setting up and Operating Automated Inspection and Certification Centres for Transport Vehicles - Draft for Comments
6	Model Agreement for Engineering, Procurement and Construction (EPC) of Civil Works - Draft for Comments
7	Public Private Partnership in Development and Operation of Eco-Tourism Resort and Supporting Infrastructure - Concession Agreement Guiding Principles
8	Agreement for Public-Private Partnership for Non-Communicable Diseases

Sr.No	Details of disclosure	Relevant information furnished	Remarks
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	---	Points 1.1.1 to 1.1.3 & 1.1.5 to 1.1.6 pertain to O&M and Admin. division and to be furnished by them in consolidated form.
1.1.1	Name and address of the Organisation	---	-do-
1.1.4	Function and Duties	Functions & Duties of the Communication & Social Media Cell is attached at Annexure - CM (01)	Rest of the points of Clause 1 pertain to O&M and/or Admin. Vertical.
1.2.5	Work Allocation	Attached at Annexure - CM (02) & Annexure-CM (03)	Points 1.2.1 to 1.2.4 under item 1.2 are primarily related to Administration division.

14/02/2019-CMU
Communication Cell
NITI (National Institution for Transforming India) Aayog
Government of India

Sansad Marg, New Delhi-110001
Dated:-25/11/2019

Office Memorandum

Sub:- Collection of information regarding duties & responsibilities from all Verticals/ Divisions of NITI Aayog.

OM&C Section, NITI Aayog, may kindly refer to its O.M. No.38038/13/2019-OM&C dated 18/11/2019 & O.M. of even no. dated 22/08/2019, wherein it had requested all the Verticals/Divisions to furnish their latest duties & responsibilities with the approval of concerned Advisers/Heads of Verticals. Towards this, it is submitted that Communication & Social Media Vertical comprises two cells (i) Communication Cell & (ii) Social Media Cell. The Communication Cell further has two sub-units (i) Charts, Maps & Equipment Unit & (ii) Photostat Unit. The duties being performed by the Communication & Social Media Vertical are as under:-

Communication Cell	
Charts, Maps & Equipment Unit	<ul style="list-style-type: none"> • Providing Creative, Technical & Logistic support to all the Verticals/ Divisions of NITI Aayog during meetings held inside/outside NITI Aayog. • Procurement & Maintenance of Audio-Video Equipment installed in the Committee Rooms. • Managing the contracts of the Creative Agency and the Digital Amplification, Social Media Management & Website Development/Maintenance Agency for NITI Aayog.
Photostat Unit	<ul style="list-style-type: none"> • Providing Prinouts (Colour & Black and White), of various official documents like reports, handouts of presentations etc. • Executing bulk Photocopying/Duplicating works. • Executing document Binding work.
Social Media Cell	
<ul style="list-style-type: none"> • Liaison with the digital amplification agency for posting day to day activities on Facebook, Twitter, LinkedIn and Instagram page of NITI Aayog. Regular roll out of news articles related to NITI Aayog to be posted over social media handles. • Assisting in creative content creation such as video recordings, Twitter and/or Facebook Live updates. • Liaison with the creative agency for all design related requirements that may arise including but not limited to designing creatives, graphics and collaterals to be posted over social media handles, covers for books and reports, standees, backdrops, Audio-Visual content creation etc. • Providing PR related support during major events including press and other media involvements through Information Officer and PIB nodal contacts. • Working as the Nodal Point between the Verticals, Subordinate Offices of NITI Aayog & the Creative Agency and Social Media Agency. 	

NKA
(N. K. Arora)

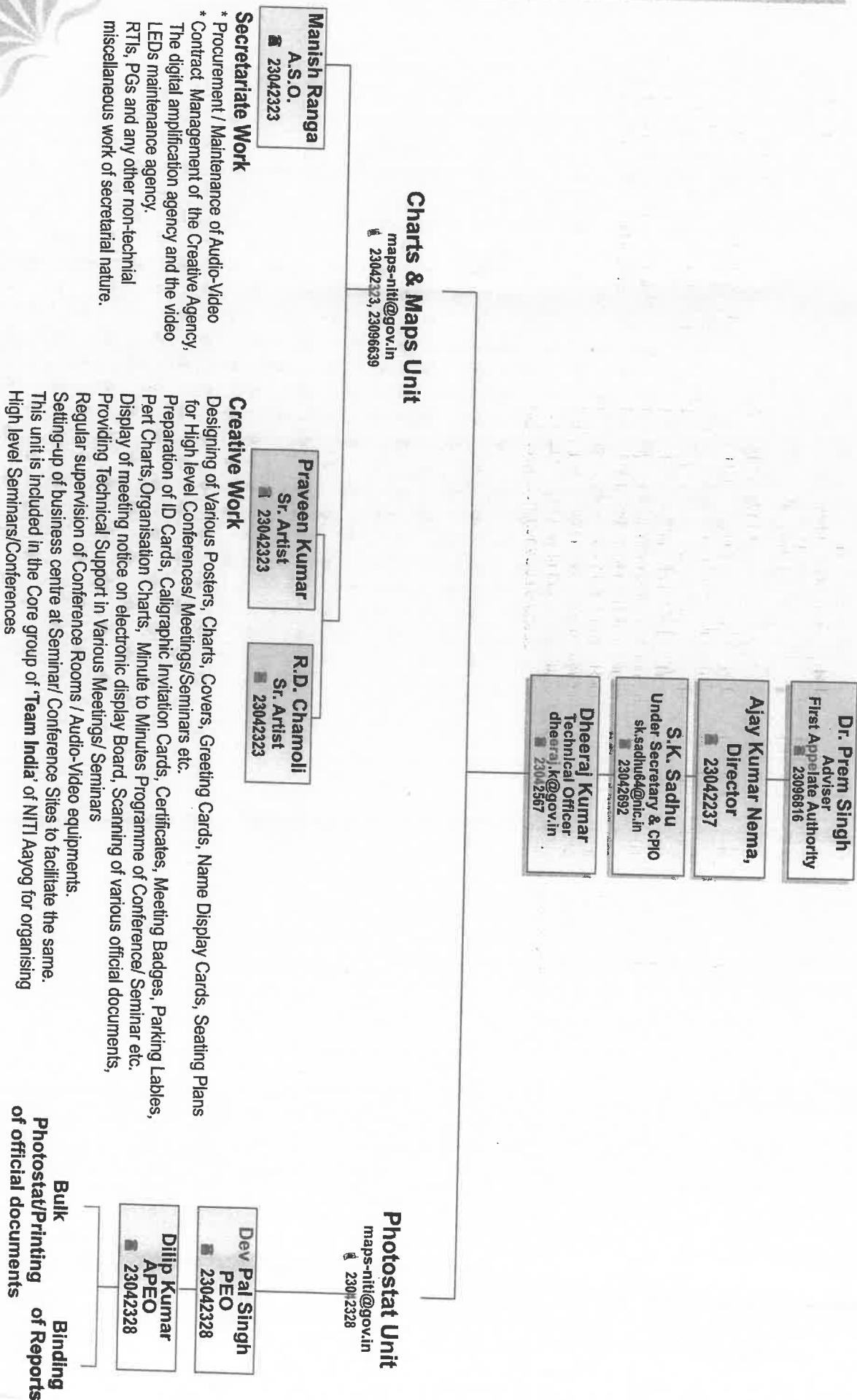
Under Secretary to the Govt. of India
25/11/2019

Copy to:-

1. O&M Section, NITI Aayog

Information under clause 4(1)(b)(iii), 4(1)(b)(ix) and 4(1)(b)(xvi) **Organisational Chart and Channel of Submission of Communication Cell**

As on 10.07.2020



No.A-11016/01/2015-Adm.I
Government of India
National Institution for Transforming India
Administration I

Sansad Marg, New Delhi
Dated / 6th December, 2015

ORDER

In partial modification of Order No. A-43011/119/2015 - Adm.I dated 07.12.2015, it has been decided by the Competent Authority that the charge allocation in r/o the following items of work is as mentioned hereunder:

S.No.	Items of work	Old section	New section
1.	Service matters of Staff Car Drivers	Admn. 3	Admn. 4
2.	Issue of Id Card (both Permanent & Temporary)	Gen. 1	OM&C
3.	Printing of Documents	Some documents are printed by Gen.2 and others are decentralized	CM&E Unit or decentralize to concerned sections
4.	Procurement/ Maintenance of Audio-Video equipment of Committee Rooms	Gen. 2	CM&E Unit
5.	Cable TV Services	Gen. 2	General 1 & 2 (Protocol/welfare)
6.	Procurement of Crockery for committee rooms/canteen etc.	Gen. 2	General 1 & 2 (Protocol/welfare)
7.	Rubber Stamp/Painting/ Photo-framing	Gen.1	General 1 & 2 (Protocol/welfare)
8.	Telephone (MTNL)	Protocol	General 1 & 2 (Protocol/welfare)
9.	Telephone (Mobile/KTS/Intercom)	Gen. 2	Gen. 3 & 4

2. This issues until further orders.

(Ram Vilas Premi)

Under Secretary to the Govt. of India

To be circulated through NIC Mail



STQC Website Quality Certification Services
Ministry of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi - 110003

Website Quality Certificate

It is hereby certified that the website of

NITI Aayog

New Delhi - 110 001.

URL: <http://www.niti.gov.in>

Fulfills the requirements* of the
Website Quality Certification Scheme
Quality Level I

It is verified that the website meets the requirements of the
Guidelines for Indian Government Websites

This also refers to their Website Quality Manual and
the certification is subject to continued compliance



This certificate is valid up till 9th July, 2020 **

Approval Number : **CQW/ 113**

Date of issue : **10th July, 2017**

(Ravi Prakash Sondhi)
Chief Executive Officer &
Scientist - G

- * With 3 exemptions as per Annexure - I attached.
- ** Subject to availability of Valid Security Audit Certificate

1.9.14

IFD

Ministry Name : NITI AAYOG

Public Authority Name : IFD, NITI Aayog

1. Organization and Function

Sl.No	Details of Disclosure	Relevant Information link	Remarks
1.1.4	Functions and duties	annexed	Rest are to be provided by O&M
1.2.5	Work Allocation	annexed	Rest are to be provided by O&M
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.	
1.4.1	Nature of functions/services offered	Advisory function. Preparation of Detailed Demand for Grants on an annual basis. Allocation of funds during the financial year. Coordination with Budget Division, MoF and Department of Expenditure, MoF.	Rest are to be provided by O&M

Functions- NITI Aayog (National Institution for Transforming India):

- (i) To evolve a shared vision of national development priorities sectors and strategies with the active involvement of States in the light of national objectives
- To foster cooperative federalism through structured support initiatives and mechanisms with the States on a continuous basis, recognizing that strong States make a strong nation
- To develop mechanisms to formulate credible plans at the village level and aggregate these progressively at higher levels of government
- To ensure, on areas that are specifically referred to it, that the interests of national security are incorporated in economic strategy and policy
- To pay special attention to the sections of our society that may be at risk of not benefiting adequately from economic progress
- To design strategic and long term policy and programme frameworks and initiatives, and monitor their progress and their efficacy. The lessons learnt through monitoring and feedback will be used for making innovative improvements, including necessary mid-course corrections
- To provide advice and encourage partnerships between key stakeholders and national and international like-minded Think tanks, as well as educational and policy research institutions.
- To create a knowledge, innovation and entrepreneurial support system through a collaborative community of national and international experts, practitioners and other partners.
- To offer a platform for resolution of inter-sectoral and inter departmental issues in order to accelerate the implementation of the development agenda.
- To maintain a state-of-the-art Resource Centre, be a repository of research on good governance and best practices in sustainable and equitable development as well as help their dissemination to stake-holders
- To actively monitor and evaluate the implementation of programmes and initiatives, including the identification of the needed resources so as to strengthen the probability of success and scope of delivery
- To focus on technology upgradation and capacity building for implementation of programmes and initiatives
- To undertake other activities as may be necessary in order to further the execution of the national development agenda, and the objectives mentioned above

(ii) National Institute of Labour Economics Research and Development (NILERD)

2. The NITI Aayog is the successor in interest to the Planning Commission.

1.2

PAMD

1.1.4	Function and Duties	<p>The PAMD vertical is a part or branch of NITI Aayog, it is headed by the division head [Adviser (PAMD/PPP)] and functions under the overall administrative and organisational set-up of NITI Aayog / Ministry of Planning.</p> <p>The PAMD Vertical conducts comprehensive appraisal of projects costing Rs.500 Crore and above related to Public Investment Board (PIB), the Expenditure Finance Committee (EFC) and the Committee of Public Investment Board (CPIB). Proposals of Ministry of Railways costing Rs.500 crore and above, to be considered by the Expanded Board of Railways (EBR), are also appraised. Revised Cost Estimate (RCE) proposals are also appraised by the Vertical to analyze the factors attributed to cost and time over-runs and their impact on the viability.</p>	Rest are to be provided by O&M
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Annexure – PAMD –I

213227/2019/PAMD

Annexure – PAMD –I (M2) 2

No.N-22011/03/2019-PAMD
Government of India/ भारत सरकार
NITI Aayog/ नीति आयोग
(PPP/PAMD Vertical)

(सरकारी निजी कंपनी भागीदारी/ परियोजना मूल्यांकन और प्रबंधन प्रभाग)

NITI Bhawan, New Delhi-1

Dated: 12th December, 2019

Office Memorandum

Sub: Collection of information regarding duties & responsibilities from all Verticals/ Divisions of NITI Aayog- reg.

The undersigned is directed to refer to OM&C Section's O.M. No.38038/13/2019-OM&C dated 09.10.2019 on the subject mentioned above.

2. Duties and responsibilities of the PPP/PAMD vertical are as under:

- One of the core functions of NITI Aayog is the appraisal of public sector programmes/ schemes/ projects and Public Private Partnership (PPP) projects, which is undertaken by the PPP / PAMD (Project Appraisal Management Division) Vertical.
- PAMD conducts comprehensive appraisal of projects costing Rs.500 crore and above related to Public Investment Board (PIB), the Expenditure Finance Committee (EFC) and the Committee of Public Investment Board (CPIB). Proposals of Ministry of Railways costing Rs.500 crore and above, to be considered by the Expanded Board of Railways (EBR), are also appraised.
- Revised Cost Estimate (RCE) proposals are also appraised by the Vertical to analyze the factors attributed to cost and time overruns and their impact on the viability.
- The PAMD has been assigned to discharge the following functions;
 - i) Prescribe guidelines and develop formats for the submission of proposals for projects and programmes for techno economic appraisal;
 - ii) Undertake support research studies to improve the methodology and procedure for appraisal of projects and programmes;
 - iii) Undertake techno economic appraisal of major projects and programmes in the public sectors; and
 - iv) Assist Central ministries in establishing proper procedures for preparation of reports of projects and programmes.

213227/2019/PAMD

- With respect to PPP, the work undertaken by the Vertical can be broadly categorised under (i) policy; and (ii) projects appraisals. More specifically, the Vertical works on:
 - i) Developing Concession Agreement Guiding Principles Model Concession Agreements in different sectors including stakeholder consultations.
 - ii) Reviewing and providing comments on Central Government PPP projects via the PPPAC / SFC process.
 - iii) Promotion of Public-Private Partnerships (PPP) as the preferred mode for infrastructure projects.
 - iv) Suggesting institutional, regulatory and procedural reforms.
 - v) Evolving suitable reforms and policy initiatives for consideration of the Government and appraisal of PPP projects.

[Signature]

(Niraj Singh)

Under Secretary (PAMD)

Ph:2309 6766

To,

[Signature]
17/12/19

Sh. J.K.Kerketta, US (OM&C)
Decentralized Planning Division, NITI Aayog

o/c

Annexure – PAMD

File No. A-22011/10/2018-PAMD
NITI Aayog
(Project Appraisal & Management Division)

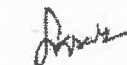
New Delhi, Dated 28th July, 2020

Office Order

In supersession of the earlier order, the Work Allocation among PAMD officers will henceforth be as under with immediate effect:

Sl. No.	Officers handling the subject	Works (Subjects relating to)	Overall Coordination and Finalization of Appraisals
1.	Shri Amit Bhardwaj, SRO	Road Transport and Highways, Civil Aviation, Shipping, Ports, Tourism, Railways, Micro, Small and Medium Industries, Housing and Urban Development, Urban Transport, Public Grievances and Pension, Home Affairs, Personnel.	Shri Devendra Dhagarna, Dy. Adviser Shri Rajendra Singh, EO
2.	Shri Chandrashekhar Jain, Consultant	Petroleum and Natural Gas, Chemical and Fertilizers, Information and Broadcasting, Communication and Information Technology, Textiles, Coal, Mines, Steel, Food Processing Industries, Youth Affairs and Sports, NITI Aayog, Consumer Affairs, Statistics, External Affairs, Corporate Affairs, Water Resources,	
3.	Ms. Arpana Bhatt, Consultant	Heavy Industries and Public Enterprises, Commerce and Industry, Power, New and Renewable Energy, Disinvestment, Finance	
4.	Dr Amrit Pal Kaur, Specialist, Ms Akshita Bindal, YP	Rural Development, Women & Child Development, Human Resource Development, Environment & Forest, Agriculture and Cooperation, Animal Husbandry and Dairying, Panchayati Raj, ICAR, Drinking Water and Sanitation, Food and Public Distribution, Parliamentary Affairs, Earth Sciences, Science and Technology including Bio Technology and CSIR, DoNER, Health and Family Welfare, AYUSH, Tribal Affairs, Minority Affairs, Labour and Employment, Social Justice and Empowerment, Law and Justice, Poverty Alleviation, Skill Development, Culture.	
5.	Shri S K Sadhu, US	Administration of the Division, Parliamentary Work & Coordination	

2. Notwithstanding the above allocation an officer can be assigned works allocated to any of the officers in case of urgency and bunching of proposals.
3. This issues with approval of Adviser (PAMD)



(SK Sadhu)
Under Secretary (PAMD/PPP)
Dated: 28/07/2020

To
All PAMD Officers

1.2.4

ACCOUNTS-I

Function and Duties	Functions & Duties or Responsibilities of Accounts-I, Accounts-II and DDO Section are annexed at Annexure I, II & III,	<u>link</u>
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Subject: Duties and responsibility of Accounts-I Section.

Accounts-I Section is dealing with Pay bills and other related Accounts matters of all Gazetted Officers of NITI AAYOG including Vice Chairman, MOS, Members, Senior Officers and NPS .

- (2) This Section also deals with all retirement matters related dues and payments in respect of all Gazetted Officers .
- (3) Maintenance of GPF accounts including GPF withdrawal/advance and transfer matters/reconciliation of GPF in respect of all gazette officers.
- (4) Settlement of Income Tax matters, (TDS at source).
- (5) Settlement of LTC Bills including with LTC Advance Leave encashment and adjustment of LTC Bills.
- (6) Reimbursement related to Domestic Travelling Allowance including , T.A. advance, in respect of all Gazetted officers and Non Officials and settlement of air travel bills received from General Section/Individual /officer for their settlement. Final settlement of Travel bills related to FTE including inward Claims from Ministry of External Affairs.
- (7) In addition to above Accounts-I Section also deals with fee/remuneration /TA matters of YP, Consultants ,RA ,Experts Managers etc.
- (8) Preparation of PFMS for medical advance and reimbursement of Medical bills.

NITI Aayog
Accounts II Section

Subject: Duties and responsibility of Accounts-II Section.

Accounts II Section is dealing with Pay Bills and other related Accounts matters of all Non Gazetted Officers of NITI Aayog including Departmental Canteen, NITI Aayog.

2. This Section also deals with all retirement cases related dues and payments in r.o. all Non-Gazetted Officers including Departmental Canteen, NITI Aayog.
3. Maintenance of GPF accounts including GPF withdrawals/advances and transfer matters/reconciliation of GPF in r.o. all Non-Gazetted Officers including Departmental Canteen, NITI Aayog.
4. Settlement of Income Tax Matters including Departmental Canteen, NITI Aayog.
5. Settlement of LTC Bills including LTC advance/Leave Encashment/adjustment of LTC bills/TA of Non-Gazetted officials including Departmental Canteen, NITI Aayog.
6. Preparation of Medical advance/reimbursement of Medical Bills of Non-Gazetted officials and Departmental Canteen staff including Departmental Canteen, NITI Aayog.

F.No. 27034/02/2019-DDO
Government of India
NITI Aayog
DDO Section

Subject:- Duties & responsibilities of DDO Section - reg.

1. DDO Section is dealing with Contingency Bills – All types of bills pertains to NITI Aayog, Atal Innovation Mission, Economic Advisory Committee i.e. Purchases, Services, AMCs, Grant-in-aids, Professional Services, Hospitality, MTNL, Water & Electricity Bills, Speed Post, Conveyance, News Paper, Purchase of Suit-case/Bag by the Employees of NITI Aayog, Imprest/Advances, Salary bills of outsourcing staff, Salary bills of Daily Wagers.
2. Preparation & filing of GST Return.
3. TDS deduction of Non-Salary.
4. Preparation of Salary & Non-Salary Returns.
5. Monitoring of Budget in the Head of Salary & Wages.
6. Maintenance of Cash Book.
7. Co-ordination with all Accounts & PAO.
8. Co-ordination with Audit Parties.



(Chanchal Soni)
DDO

Function and duties of Parliament Section:-

- I. Coordinates parliament matters of the NITI Aayog, which includes:-
- (a) Parliament Questions: Receipt of Parliament Questions from Lok/Rajya Sabha Secretariats and distribution of them to concerned Officers/Sections/Divisions/Verticals for preparation of replies, preparation of sets, sending photocopied copies of replies to Lok Sabha and Rajya Sabha Secretariats after Minister's approval both in English and Hindi version.
 - (b) Calling Attention Notices, Half-an-Hour discussions, Resolutions, No-Day-Yet-Named Motions, Special Motions, Private Members Bills, short duration discussions.
 - (c) Laying of Reports/Statements in both Houses of Parliament.
 - (d) Arranging temporary Passes for all officers and session-wise passes for the Officers above the rank of Joint Secretary for Parliament House during business.
 - (e) Parliament Assurances-to keep record and watch of
 - (f) Follow-up action on reports/recommendations received from Parliamentary Committees
 - (g) Informal Consultative Committee Meetings
- II. Maintains for reference purposes, Questions-Answers in respect of both Houses of Parliament (Session-wise)
- III. Meetings with Minister of Planning along with the concerned Heads of Divisions for briefing on Starred Questions and other parliamentary matters.
- IV. Any other assignments given by the seniors from time to time.

Powers and duties of the Officers/Official of Parliament Section**(A) Shri Niraj Singh, Under Secretary**

I. Controlling administratively the parliament matters of the NITI Aayog, which includes:-

(h) Parliament Questions: Receipt of Parliament Questions from Lok/Rajya Sabha Secretariats and distribution of them to concerned Officers/Sections/Divisions/Verticals for preparation of replies, preparation of sets, sending photocopied copies of replies to Lok Sabha and Rajya Sabha Secretariats after Minister's approval both in English and Hindi version.

(i) Calling Attention Notices, Half-an-Hour discussions, Resolutions, No-Day-Yet-Named Motions, Special Motions, Private Members Bills, short duration discussions.

(j) Laying of Reports/Statements in both Houses of Parliament.

(k) Arranging temporary Passes for all officers and session-wise passes for the Officers above the rank of Joint Secretary for Parliament House during business.

(l) Parliament Assurances-to keep record and watch of

(m) Follow-up action on reports/recommendations received from Parliamentary Committees

(n) Informal Consultative Committee Meetings

III. Maintains for reference purposes, Questions-Answers in respect of both Houses of Parliament (Session-wise)

III. Meetings with Minister of Planning along with the concerned Heads of Divisions for briefing on Starred Questions and other parliamentary matters.

IV. Any other assignments given by the seniors from time to time.

(B) Pradhan Singh, Section Officer

1. supervising Parliament matters of the NITI Aayog, which includes:-

(i) Parliament questions: Preparation of sets, sending photocopied copies of replies to Lok Sabha and Rajya Sabha Secretariats after Minister's approval both in English and Hindi version.

(ii) Calling Attention Notices, Half-an-Hour discussions, Resolutions, Special Motions, Private Members Bills, Private Members Resolutions, Short duration discussions. Documents related to Rule 377

(iii) Laying of Reports/Statements in both Houses of Parliament.

(iv) Arranging temporary passes for all officers and session-wise passes for the Officers above the rank of Joint Secretary and some officials/staff members of NITI Aayog (related to parliamentary work) for Parliament House during business.

(v) Parliament Assurances – to keep record and watch of

(vi) Follow-up action on reports/recommendations received from Parliamentary Committees

(vii) Informal Consultative Committee Meetings

2. Maintaining records for reference purposes, Questions-Answers in respect of both Houses of Parliament (Session-wise)

3. Arranging meetings with Minister for Planning along with the concerned Heads of Divisions for briefing on Starred Questions and other parliamentary matters.

4. Ensure strictly giving reply of question of Hindi Language in Hindi

5. Apart from transferring the questions to various Government Departments/Ministries/Institutions, also paid official visits frequently to settle down the disputed allocation of questions and other materials.

6. Making arrangement of logistics supports to the staff of other Sections engaged in Parliament Section for performing duties during all the sessions.

7. Attending the works relating to uploading proactively the information of NITI Aayog in official website.

8. Other works assign from time to time by seniors.

(C) Pankaj Kumar Jha, Assistant Section Officer

1. Coordination of Parliament matters of NITI Aayog, which includes:-

a. Parliament Questions: Preparation of sets, sending requisite copies of replies of Lok Sabha and Rajya Sabha Secretariats after Minister's approval both in English and Hindi versions.

b. Calling Attention Notices, Half-an-Hour discussions, Resolutions, Special Motions, Private Members Bills, Private Members Resolutions, Short duration discussions, Documents related to Rule 377.

c. Laying of Reports/Statements in both Houses of Parliament.

- d. Arranging temporary passes for all officers and session-wise passes for the Officers above the rank of Joint Secretary and some officials/staff members of NITI Aayog (related to Parliamentary work) for Parliament House during business.
 - e. Parliament Assurances - to keep record and watch of.
 - f. Follow-up action on reports/recommendations received from Parliamentary Committees.
 - g. Informal consultative Committee Meetings
2. Maintaining Questions-Answers in respect of both Houses of Parliament (Session wise) for reference purposes.
 3. Arranging meetings with Minister for Planning along with the concerned Heads of Divisions for briefing on Starred Questions and other Parliamentary matters.
 4. Escorting Senior Officers of NITI Aayog for visiting/attending various Committees' meetings.
 5. Apart from transferring the questions to various Government Departments/Ministries/Institutions, also pays official visits frequently to settle down the disputed allocation of questions and other materials.
 6. Making Arrangement of logistics supports to the staff of other Sections engaged in Parliament Section for performing duties during all the Sessions.
 7. Any other assignments given by the seniors from time to time.

GENERAL

1.2

1.2.1

1	1.2	Power and duties of its officers and employees (Section 4(1)(b)(ii))	
	1.2.1	Power and duties of officers (administrative, financial and judicial)	D.S. (GA) has been designated as Head of Department. He has been assigned certain financial powers as per O.M. No. G-20016/01/2010-IFD dated 6/6/2016. Copy attached. Annexure-I

Annexure - 1

No.G-20016/01/2010-IFC
Government of India
NITI Aayog
(Integrated Finance Division)

Sansad Marg, New Delhi-110001.
Dated: 16th December, 2019

CORRIGENDUM

Subject: Revised Delegation of Financial Powers to HoD under Delegation of Financial Power Rules (DFPRs) 1978, amendment regarding.

. With reference to IFDs OM of even number dated 10.12.2019 the number indicated below the S.No. column may be read as "14" instead of '114'.



(Sanchita Shukla)
Director (Finance)

To:

Through Standard Distribution: niti@ismgr.nic.in

No G-20016-01/2016-HC
Government of India
NITI Aayog

Sansad Marg, New Delhi
Dated: 7 October 2016

OFFICE MEMORANDUM

Subject:- Revised Delegation of Financial Powers to the Heads of Departments (HODs) under Delegation of Financial Power Rules (DFPRs), 1978.

In pursuance of Rule 13 of the Delegation of Financial Power Rules, 1978, Department of Expenditure's Notification No. 1/7(L.H.A)/2008, dated 30.05.2008, the Government decided to revise the delegation of enhanced financial powers to the Head of the Department under Schedule V & VI of DFPRs as per annexure enclosed.

2. The delegated financial powers shall continue to be exercised subject to the following conditions:-

- (i) The codal provisions as laid down in GFR, 2005 and the procedures laid down in orders issued by Ministry of Finance, Planning Commission and Vigilance Commission from time to time shall continue to govern the exercise of financial powers contained in this order.
- (ii) The exercise of the delegated powers for Procurement of Goods and Services shall be done in accordance with GFR 2005, Manual on Policies and Procedures for Purchase of Goods and Manual of Policies and Procedure of Empowerment of Consultants issued by Ministry of Finance.

3. The revised Scheme of delegation shall supersede all previous orders on delegation in reference to Rule 13 of DFPRs., 1978, including the previous OMs issued on 19.11.2010 and 29.10.2013.

4. This issues with the approval of the AS & FA, NITI Aayog

(A. S. Sarda)
Director (Finance)

Standard distribution through e-mail

Delegation of Financial Powers to the Head of the Department, NITTI & Co.

Sl. No.	Item of Expenditure	Rules applicable & Delegation of Financial Powers to Head
(A)	(B)	(C)
1.	Contingent & Miscellaneous Expenditure	
1.1	Bicycle	Full powers subject to the restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to S.O. No. 1 of DEPRs.
1.2	Conveyance Hire.	Full powers subject to the restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to S.O. No. 1 of DEPRs.
1.3	Electric, gas & water charges	Full powers subject to the restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to S.O. No. 1 of DEPRs.
1.4	Fixtures & Furniture (Purchase & Repair)	Upto ₹ 30.00 lakhs per annum subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column(1) of the annexure to S.O. No. 1 of DEPRs. [The expenditure shall be subject to such conditions and scales as may be prescribed by the Ministry of Works and Housing.]
1.5	Freight and demurrage/ wharfage charges.	Full powers subject to the restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to S.O. No. 1 of DEPRs.
1.6	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Full powers subject to the restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to S.O. No. 1 of DEPRs.
1.7	Legal charges:	
	(i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires	Full powers subject to the restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to S.O. No. 1 of DEPRs.
	(ii) Other legal charges	Full powers subject to the restrictions or scales mentioned in Column (1) of the annexure to S.O. No. 1 of DEPRs.
	(iii) Reimbursement of legal expenses incurred by Govt. servants in cases arising out of their official duties	

Sl. No.	Item of Expenditure	Rules applicable & Delegation of Financial Powers to HoI
(A)	(B)	
1.8	Motor Vehicles:	
	(i) Purchase hiring of vehicles on regular basis	(i) No powers.
	(ii) Replacement hiring in lieu of regular (mature) condemned vehicles.	(ii) Full powers subject to 2005 & also to the provisions of 2005.
	(iii) Replacement hiring in lieu of prematurely condemned vehicles.	(iii) No powers.
	(iv) Replacement/ purchase in lieu of mature or premature condemned vehicle	(iv) Subject to instructions by Ministers from time to time.
	(v) Maintenance, upkeep & repairs of vehicles	(v) Full powers.
	(vi) Mature & premature condemnation of vehicles	(vi) Full powers (condemnation expenditure) approached for condemnation.
1.9	Municipal rates and taxes	Full powers subject to restrictions or scales in Column 3 of the annexure of DFPRs.
1.10	Petty works and repairs:	
	(i) Execution of petty works.	(i) Upto ₹ 50,000/- in a year subject to the ceiling of ₹ 10,000/-.
	(ii) Special repairs including sanitary fittings, water supply & electric installations in the building and repairs to such installations.	(ii) Upto ₹ 10,00,000/- for estimates submitted to CPWD and also executed by CPWD.
	(iii) Repairs and alterations to hired and requisitioned buildings.	(iii) ₹ 50,000 in a year recurring and ₹ 25,000 annum for recurring.
1.11	Postal & Telegraph charges	Full powers subject to restrictions or scales in Column 3 of the annexure of DFPRs.

Sl. No.	Item of Expenditure	Rules applicable & Delegation of Financial Powers to HoD
(A)	(B)	
1.12	Printing & binding	(i) Full powers to HoD in case of printing done in Govt. Press or through Govt. Printing subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs. (ii) ₹ 5.00 lakh per annum for private party including cost of paper and binding subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.13	Publication: (i) Official publication (ii) Non-official publication	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.14	Repairs to and removal of machinery (where expenditure is not of capital nature)	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.15	Rewards, fees, bonus etc. (other than those granted under service Rules)	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.16	Staff paid from Contingencies	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.17	Purchase of stationery	Upto ₹ 50.00 lakh per annum subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.18	Stores	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.19	Supply of uniforms etc.	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.

Sl. No.	Items of Expenditure	Rules applicable & Delegation of Authority
(A)	(B)	(C)
1.20	Telephone/ TV Cable/ DTH connection/ Internet/ Broadband etc. charges	Full powers subject to the rules, restrictions mentioned in Column(3) for the items specified (1) of the annexure to Schedule V of DFRs.
1.21	Tents & camp furniture	Full powers subject to the rules, restrictions mentioned in Column(3) for the items specified (1) of the annexure to Schedule V of DFRs.
1.22	All office equipments including Typewriters, Electronic Typewriters, Dedicated Word Processors, Intercom equipment, calculators, electronic stencil cutters, Dicta phones, Tape-recorders, photocopiers, copying machine, franking machine, filing & indexing systems etc.	Full powers subject to the rules, restrictions mentioned in Column(3) for the items specified (1) of the annexure to Schedule V of DFRs.
1.23	Computers:	
	(i) Hardware, Software & Peripherals.	(i) Full powers against DGS&D rate contract upto ₹ 5.00 lakhs in each case for other than DGS&D rate contract (Non-recurring) subject to a ceiling of ₹ 40.00 lakh per annum and subject to the rules, restrictions mentioned in Column(3) for the items specified (1) of the annexure to Schedule V of DFRs.
	(ii) Consumables	(i) Full powers: (a) Against DGS&D rate contract (b) Other than DGS&D rate contract subject to the provisions.
2	Other items of Contingent Expenditure (not listed above)	Upto ₹ 10.00 lakh per annum.
3	Outsourcing/ Procurement of services (excluding hiring of manpower)	(i) All AMCs Upto ₹ 5.00 lakh in each case except hiring of manpower. (ii) Any other service falling under outsourcing upto ₹ 5.00 lakh in each case. (iii) All manpower contracts shall require the approval of IFD.
4	Hospitality	(i) Up to ₹ 5.00 lakhs in each case on recurrent expenditure including expenditure on refreshment/snacks/meals subject to the prescriptions of Department of Expenditure and further subject to the guidelines on economy in government expenditure (recurring). (ii) Full powers in respect of expenditure on refreshment/snacks/meals subject to prescriptions of Department of Expenditure (Recurring) and further subject to the guidelines on economy in government expenditure.
5	Payment of subsequent instalment(s) to the contract holder firms/ organizations - Where contract has been finalized with the concurrence of IFD	Full powers subject to the terms and conditions including:- (a) At the rate approved for the contract. (b) Upto the quantity for which contract is approved. (c) Upto the contract value of the instalment. (d) For the period of the contract as approved.

S.No.	Details of disclosure	Brief Reply
1.2	Power and duties of its officers and employees (Section 4(1)(b)(ii))	The powers and duties of the officers and employees posted by NITI Aayog Administration in HRD Vertical are derived & exercised from the orders issued by NITI Aayog administration division and other concerned senior officers, the work allocation orders and the extant rules, regulations, instructions & guidelines etc. of the Government of India, as applicable.
1.2.1	Power and duties of officers (administrative, financial and judicial)	-do-
1.2.2	Power and duties of other employees	-do-
1.2.3	Rules/orders under which powers and duty are derived and Exercised	-do-

No.P-11099/1/2020-HRD
Government of India
NTI Aayog
(HRD Vertical)

Self-appraisal report for Year 2019-20

S.No.	Details of disclosure	Brief Reply
1.2	Power and duties of its officers and employees(Section 4(1)(b)(ii))	Dr. Prem Singh, Adviser – School Education, Higher Education, Sports & Youth Affairs Shri Harshit Mishra, SRO – School Education, Higher Education, Sports & Youth Affairs Smt. Mamta Rani, ASO - School Education, Higher Education, Sports & Youth Affairs Shri Piyush, Senior Associate – School Education Ms. Richa Choudhary, Young Professional – Higher Education Ms. Zainab Ashan - School Education
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	
1.3.2	Final Decision-making authority	VCH/CEO as the case may be
1.3.4	Time limit for taking decisions, if any	Depends upon the nature of work
1.3.5	Channel of supervision and accountability	<p>Senior Research Officer proposes action with the help of Senior Research Associates, Young Professionals, Assistant Section Officer, posted in his Vertical in accordance with departmental instructions prescribing the level of final disposal and channel of submission for each category of cases.</p> <p style="text-align: center;">Adviser</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Senior Research Officer</p> <p style="text-align: center;">↓</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Senior Associate</p> <p>↓</p> </div> <div style="text-align: center;"> <p>Young Professionals</p> <p>↓</p> </div> <div style="text-align: center;"> <p>Assistant Section Officer</p> <p>↓</p> </div> </div>

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/Services offered	Annexure attached
1.4.4	Time limit for achieving the targets	Depends on the nature of work
1.4.5	Process of redress of grievances	Through the DAPRG portal
1.5.1	Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO - Shri Harshit Mishra Current FAA - Dr. Prem Singh
1.6	Information Disclosed on own Initiative	
1.6.1	Item/information disclosed so that public has minimum resort to use of RTI Act	School Education Quality Index(SEQI) and SATH(Sustainable Action for Transforming Human Capital)-Education have been made available to the public on the website at https://niti.gov.in/content/school-education-quality-index and https://niti.gov.in/index.php/sustainable-action-transforming-human-capital-sath respectively.

Rest of the information may be treated as Nil/NA

✓ C
RTI Cell,
NITI Aayog

DUTIES AND RESPONSIBILITIES OF HRD VERTICAL, NITI AAYOG

HRD Vertical in the Team India Hub of NITI Aayog, is concerned with all aspects of developmental planning in the field of Education, Sports and Youth Affairs. However, education related to agriculture and allied sectors, public health, and medical education are not the domain areas of HRD Vertical.

2. The Line Ministries related to HRD Vertical are as under:

- Ministry of Human Resource Development
- Ministry of Youth Affairs & Sports

3. The HRD Vertical is dealing with all Schemes and Programs pertaining to the Department of School Education & Literacy and Department of Higher Education of Ministry of Human Resource Development. Similarly, the vertical is also dealing with all Schemes and Programs pertaining to the Department of Sports and Department of Youth Affairs of Ministry of Youth Affairs and Sports.

4. The vertical is also the part of Development Support Services to States(DSSS), initiative of NITI Aayog and is implementing project SATH- Education in collaboration with three states – Jharkhand, Madhya Pradesh and Odissa.

5. The vertical has been playing significant role in the Social Sector initiatives of NITI Aayog as per its mandate of Competitive Federalism and has developed 1st version of School Education Quality Index, which was released on 30th September, 2019.

6. The Vertical has been playing a key role in work on reforms in the higher education regulatory framework. This includes analysing existing regulations and legislations to identify challenges and then recommending reforms. The Vertical has been contributing to drafting of new regulations and the new parliamentary legislation for higher education, in collaboration with the Department of Higher Education. The Vertical is also involved in work on strategic/ policy documents in the area of higher education.

1.2.1

1.2.2

ADMIN-II

1.2.1	Power and duties of its officers (administrative, financial and judicial)	The powers and duties of the officers/officials of Adm.1A/Adm.II Section are as provided rules/instructions of Govt. of India.	
1.2.2	Power and duties of other employees	-do-	

1.2	Power and duties of its officers and employees [Section 4(1) b (ii)]		
1.2.1	Power and duties of its officers (administrative, financial and judicial)	The powers and duties of the officers/officials of Accounts vertical are as provided under the Receipts and Payments Rules , Civil Accounts Manual and other rules/instructions of Govt. of India.	
1.2.2	Power and duties of other employees	-do-	

F.No. H-12012/02/2019-A/C-I
NITI AAYOG
Accounts-I Section

Subject: Duties and responsibility of Accounts-I Section.

Accounts-I Section is dealing with Pay bills and other related Accounts matters of all Gazetted Officers of NITI AAYOG including Vice Chairman, MOS, Members, Senior Officers and NPS .

- (2) This Section also deals with all retirement matters related dues and payments in respect of all Gazetted Officers .
- (3) Maintenance of GPF accounts including GPF withdrawal/advance and transfer matters/reconciliation of GPF in respect of all gazette officers.
- (4) Settlement of Income Tax matters, (TDS at source).
- (5) Settlement of LTC Bills including with LTC Advance Leave encashment and adjustment of LTC Bills.
- (6) Reimbursement related to Domestic Travelling Allowance including , T.A. advance, in respect of all Gazetted officers and Non Officials and settlement of air travel bills received from General Section/Individual /officer for their settlement. Final settlement of Travel bills related to FTE including inward Claims from Ministry of External Affairs.
- (7) In addition to above Accounts-I Section also deals with fee/remuneration /TA matters of YP, Consultants ,RA ,Experts Managers etc.
- (8) Preparation of PFMS for medical advance and reimbursement of Medical bills.

1.2	Power and duties of its officers and employees [Section 4(1) b (ii)]	The powers and duties of the officers and employees posted by NITI Aayog administration in PAMD vertical are derived & exercised from the orders issued by NITI Aayog administration division and other concerned senior officers, the work allocation orders and the extant rules, regulations, instructions & guidelines etc. of the Government of India, as applicable.	
1.2.1	Power and duties of its officers(administrative, financial and judicial)	-Do-	
1.2.2	Power and duties of other employees	-Do-	
1.2.3	Rules/orders under which powers and duty are derived and	-Do-	
1.2.4	Exercised	-Do-	

1.2

ADMINISTRATION - III

	1.2	Power and duties of its officers and employees	Adm.3 has nothing to add to the general information in respect of powers and duties of Central Secretariat Service Officers/employees, i.e., ASOs/SOs. So far as work allocation under point 1.2.5 is concerned, 02 ASOs of this Section deal with all administrative and service matters of incumbents of 185 sanctioned posts of Senior Research Officers, Research Officers, Economic Officers, Technical Officer, Senior Artist, Research Assistant, Official Language Officers and staff, Senior Associates, Associates, Section Officers, Assistant Section Officers, Carpenter etc.
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राजभाषा/हिंदी प्रभाग

नीति आयोग का राजभाषा प्रभाग मुख्यतया निम्नलिखित विषयों से संबंधित कार्य करता है:-

- (i) दस्तावेजों और संबंधित पत्राचार का अंग्रेजी से हिंदी अनुवाद और विलोमतः।
- (ii) नीति आयोग तथा इसके सम्बद्ध/अधीनस्थ कार्यालयों में संघ की राजभाषा नीति के कार्यान्वयन से संबंधित मामले।
- (iii) राजभाषा के प्रगामी प्रयोग के लिए नीति आयोग के विभिन्न वर्टिकलों/प्रभागों/सम्बद्ध/अधीनस्थ कार्यालयों से प्राप्त तिमाही/वार्षिक रिपोर्टें तथा अन्य सूचना की निगरानी और समीक्षा।
- (iv) संसदीय राजभाषा समिति के निरीक्षणों से संबंधित पत्राचार, समिति को प्रस्तुत की जाने वाली सम्बद्ध और अधीनस्थ कार्यालयों की प्रश्नावलियों की जांच तथा समिति को दिए गए आश्वासनों पर अनुवर्ती कार्रवाई।
- (v) संसदीय राजभाषा समिति द्वारा राष्ट्रपति को प्रस्तुत की गई अपनी रिपोर्ट के विभिन्न भागों में की गई सिफारिशों पर जारी किए गए राष्ट्रपति के आदेशों का अनुपालन तथा नीति आयोग और इसके सम्बद्ध/अधीनस्थ कार्यालयों में इनका कार्यान्वयन।
- (vi) नीति आयोग के अधिकारियों/कर्मचारियों को प्रशिक्षण प्रदान करने के लिए तिमाही आधार पर हिंदी कार्यशालाएं आयोजित करना ताकि उन्हें राजभाषा हिंदी में कार्य करने में सक्षम बनाया जा सके।
- (vii) नीति आयोग में हिंदी सलाहकार समिति/राजभाषा कार्यान्वयन समिति का गठन और पुनर्गठन करना, इनकी बैठकों का आयोजन करना तथा इन बैठकों में लिए गए निर्णयों पर अनुवर्ती कार्रवाई सुनिश्चित करना।
- (viii) केन्द्रीय हिंदी समिति, केन्द्रीय राजभाषा कार्यान्वयन समिति आदि में लिए गए निर्णयों पर अनुवर्ती कार्रवाई।
- (ix) राजभाषा विभाग, केन्द्रीय हिंदी प्रशिक्षण संस्थान आदि से प्राप्त परिपत्रों को नीति आयोग के प्रशासन प्रभागों और इसके अधीनस्थ/संबद्ध कार्यालयों को अग्रेषित करना ताकि विभिन्न हिंदी कक्षाओं जैसे कि प्रबोध, प्रवीण एवं प्राज्ञ, हिंदी टंकण एवं हिंदी आशुलिपि के लिए अधिकारियों/कर्मचारियों के नामांकन को सुसाध्य बनाया जा सके और नामित कक्षाओं में उनका प्रवेश, नियमित उपस्थिति और परीक्षाओं में बैठना सुनिश्चित किया जा सके।
- (x) राजभाषा नीति के अनुपालन के विशिष्ट विषय के संबंध में नीति आयोग के वर्टिकलों/प्रभागों तथा इसके सम्बद्ध/अधीनस्थ कार्यालयों का निरीक्षण करना।

- (xi) नीति आयोग और इसके सम्बद्ध/अधीनस्थ कार्यालयों में द्विभाषी उपकरणों की उपलब्धता के संबंध में संघ की राजभाषा नीति का कार्यान्वयन सुनिश्चित करना।
- (xii) नीति आयोग में सितम्बर माह में हिंदी पखवाड़े का आयोजन एवं अधिकारियों/कर्मचारियों को हिंदी में अधिक से अधिक कार्य करने के लिए प्रेरित करने के उद्देश्य से हिंदी की विभिन्न प्रतियोगिताओं का आयोजन करना।
- (xiii) नीति आयोग में हिंदी टिप्पण एवं आलेखन संबंधी हिंदी प्रोत्साहन योजना लागू करना।

1.2 RD VERTICAL

Self appraisal report for Year (2019-20)

Ministry Name : NITI Aayog (RD Vertical)
 Department Name :
 Public Authority Name: NITI Aayog

Sr. No.	Details of disclosure	Brief reply
1.2	Power and duties of its officers and employees [Section 4(1) (b) (ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Rural Development Vertical of the NITI Aayog provides overall policy guidance to the Department of Rural Development within the Ministry of Rural Development in programmes and schemes implemented by them. The Vertical also monitors the progress of the various schemes/programmes. It also deals all the matters related to State of Andhra Pradesh
1.2.2	Power and duties of other employees	
1.2.3	Rules/Orders under which powers and duty are derived and	
1.2.4	Exerised	
1.2.5	Work allocation	
1.10	Name, designation and other particulars of public information Officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	CPIO(RD & AP) - Ms. Mimansa Mishra, Associate Appellate Authority (RD & AP)- Ms. Sanyukta Samaddar, Adviser
1.10.2	Address, telephone numbers and email ID of each designation official	CPIO(RD & AP) - Room No. W-028, 5th floor, NITI Aayog, NITI Bhavan, Sansad Marg, New Delhi-110001, Tel: 23042182, email- mimansa.mishra@gov.in

1.2.4

WORK ALLOCATION

NITI Aayog (Human Resource Development Vertical)

Work Allocation

	<u>Dr. Prem Singh, Adviser (HRD, Sports & Youth Affairs)</u>
1.	Shri Harshit Mishra, Senior Research Officer School Education & Literacy, Teacher Education, Adult Education, Sports, Higher Education, CPIO-RTI matters, Public Grievances, Coordination with line Ministries (MoE, MYA&S), Parliament related works, Coordination with States/UTs, EFC/SFC/Cabinet Notes/PPR Appraisals, Project SATH, School Education Quality Index and all other works as directed by the Adviser (HRD).
2.	Shri Piyush Prakash, Senior Associate All schemes and programmes related to the School Education Sector, Annual Report and all other works as directed by the senior officers.
3.	Ms. Mamta Rani, Assistant Section Officer All section related works, Public Grievances, RTI, Parliament matters, Payment related works of the Vertical, Monthly D.O. letters, Raj Bhasha related works and all other works as directed by the senior officers.
4.	Ms. Richa Chaudhary, Young Professional Higher & Technical Education sector, HECI Bill, Youth Affairs sector, and all other works as directed by the senior officers.
5.	Ms. Zainab Ahsan, Young Professional School Education sector, Secondary Education, Higher Secondary Education, Sports sector, and all other works as directed by the senior officers.

Administration-I-A and Recruitment Section

All administrative/establishment matters pertaining to the following Gazetted posts:

1. CEO, Special Secretary, Addl. Secretary and Adviser.
2. Pay fixation / increment of the posts;
3. Probation / Confirmation /Resignation or Retirement cases;
4. Allocation & Distribution of work among above officers.
5. Issue of APAR forms in respect of IES, GCS Advisers; issue No Report Certificate and No Review Certificate, Annual Confidential Report and communication of adverse remarks, wherever required;
6. Leave sanction and up-dation;
7. Verification of LTC advance, GPF withdrawal, Tuition Fee applications, CGHS Forms;
8. Leave encashment;
9. Maintenance of Service Records/ Grant of Leave/Grant of HBA etc.
10. Verification and acceptance of DE-2 form, acceptance of allotment and issue of authority slip online on E-Awas portal.
11. Parliament Questions and compilation of information relating thereto pertaining to the Section;
12. Court cases pertaining to the Section;
13. Postings / Transfers;
14. RTI cases pertaining to the Section.
15. Medical permissions and reimbursement of medical claims;
16. Promotion of Joint Adviser as Adviser (Non-Discipline);
17. Verification matters with Accounts-I Section and Pay and Account office;
18. Updating of ACC vacancy through SUPEREMO;
19. Any other matter pertaining to administration of above class of officers;
20. Any other administrative matter entrusted by the higher officers.
21. Recruitment of Senior Adviser/Adviser of Flexi Pool and KIH, Senior Specialist/Specialist in Flexi Pool, Joint Adviser / Deputy Adviser in KIH.

Admn.II

All administrative/establishment matters pertaining to the following Gazetted posts:

1. VC, MoS(I/C), Members, Joint Adviser, Deputy Adviser, Director, Deputy Secretary, Under Secretary, Chief Librarian-cum-Documentation Officer;
2. Allocation & Distribution of work among above officers;
3. Postings / Transfers of above officers;
4. Pay fixation / increment;
5. Probation / Confirmation /Resignation or Retirement cases;
6. MACP cases;
7. Issue of APAR forms; No Report Certificate and No Review Certificate;
8. Leave sanction and up-dation;
9. Verification of LTC advance, GPF withdrawal, Tuition Fee applications, CGHS Forms;
10. Leave encashment;
11. Filling up of the posts through UPSC in respect of JointAdviser/Dy. Adviser/Chief Librarian-cum-Documentation Officer;
12. Filling up the posts of DS/Director under Central staffing Scheme throughDoPT;
13. Verification and acceptance of DE-2 form, acceptance of allotment and issue of authority slip online on E-Awas portal;
14. Parliament Questions and compilation of information relating thereto pertaining to the Section;
15. Court cases pertaining to the Section;
16. Engagement of Research Assistants as short term Consultants;
17. RTI cases pertaining to the Section;
18. Medical permissions and reimbursement of medical claims;
19. Grant of HBA;
20. Service verification matters with Accounts-I Section and Pay and Account office;
21. Electricity and water bills of VC, Members;
22. Forwarding of Application of above officers;
23. Any other matter pertaining to administration of above class of officers;
24. Any other administrative matter entrusted by the higher officers.

Work distribution in RTI

1. Shri Pradhan Singh, Section Officer to supervise the following: -

- To ensure Compliance of the guidelines of DOPT as well as CIC follow the instructions / Guidelines of DOPT issued from time to time in RTI Section.
- To ensure scrutinize the online and offline RTI applications and appeals received under RTI Act, 2005.
- To ensure mark and distribute the RTI applications/appeals to the concerned CPIOs/ FAA after registration of the same.
- To ensure maintenance of records of all RTI applications appeals.
- To ensure keep record of the fees deposited for seeking documents/information under RTI Act, 2005.
- To ensure compile the information received from multiple CPIOs /FAAs w.r.t RTI applications/appeals and furnishing of a consolidated information to the applicants/appellants.
- To ensure transfer the RTI applications /Appeals to other Public Authorities which are not related to NITI Aayog.
- To ensure coordinate with the Central Information Commission in regard to appeals.
- To ensure submit the Monthly Report /Dashboard to GCS for onward transmission to Cabinet as well as PMO.
- To ensure submit Quarterly Report to CIC.
- To ensure circulate Monthly Statement of RTI applications/Appeals amongst all concerned CPIOs/FAAs.
- To ensure prepare the material relating to the RTI applications/Appeals for a monthly review to be conducted by the Senior Officers in NITI Aayog.
- To ensure prepare and submit Quarterly Report in regard to progress made in HINDI language.
- To ensure arrange and coordinate Annual Inspection of the information disclosed proactively under Section 4 of RTI Act, 2005 in the official website of NITI Aayog.

- To arrange and coordinate Annual Inspection of the information disclosed proactively under Section 4 of RTI Act, 2005 in the official website of NITI Aayog.
- Making miscellaneous correspondence with all the Verticals/Divisions of NITI Aayog and also with other Public Authorities in connection with RTI related matters.
- Court cases relating to RTI matters.
- Management of records prescribed under MOP (Manual on Office procedure).

3. Mr. Vikas Singh – Office Assistant

- Preparation and submission of Monthly, Quarterly returns relating to RTI Applications and appeals.
- Registration and proper sending of the RTI Application and appeals other related documents to the concerned authorities.
- Maintenance of RTI Application, appeals and Fees records.
- Any other works assigned from time to time.
- To scrutinize the online and offline RTI applications and appeals received under RTI Act, 2005.
- To mark and distribute the RTI applications/appeals to the concerned CPIOs/ FAA after registration of the same.
- To maintain the records of all RTI applications appeals.
- To keep record of the fees deposited for seeking documents/information under RTI Act, 2005.
- To compile the information received from multiple CPIOs /FAAs w.r.t RTI applications/appeals and furnishing of a consolidated information to the applicants/appellants.
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- To prepare and submit Quarterly Report in regard to progress made in HINDI language.
- To arrange and coordinate Annual Inspection of the information disclosed proactively under Section 4 of RTI Act, 2005 in the official website of NITI Aayog.
- Making miscellaneous correspondence with all the Verticals/Divisions of NITI Aayog and also with other Public Authorities in connection with RTI related matters.
- Court cases relating to RTI matters.
- Management of records prescribed under MOP (Manual on Office procedure).

ACCOUNTS-I

1.2.5	Work allocation	Work allocation in Accounts-I, Accounts-II and DDO Section are annexed at Annexure IV, V & VI	
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Accounts Vertical

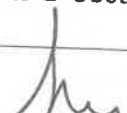
Accounts- I Section
NITI Aayog

Dated 3rd February, 2020

Office Order

The allocation of work in Accounts-1 Section will be as per details below:-

Shri S.K. Bhatia, Assistant Section Officer	Pay bills and other accounts related matter of PSO Addl.PS/OSD/Sr.PPS/PS/1 st P.A./A.P.S, including GPF- withdrawal/Advance/Transfer/advance/advance/adjustment bill . Also take care of the complicated cases of Travelling Allowance including foreign travel and Non-official travel. Reply of RTI matters will specifically be done by him in consultation with the concerned Dealing Hand(s).
Shri K. Sathianathan, Assistant Section Officer	Pay bills and all other accounts related matters including GPF Advance/Withdrawal/transfer in respect of VCH, MOS, Member ,CEO, Principal Adviser/Sr. Adviser ,/Adviser/Joint Secretary/Joint Adviser/Directors/Dy. Advisers/Joint Directors(OL)/D.S./U.S. including equal level officers of AIM and EAC to and all NPS officers. Recording, Reviewing and weeding out of files with the help of office Assistant.
Shri Naresh Kumar , Assistant Section Officer	TA/TTA advance/adjustment bills including TTA on retirement and TA to Non Officials. Settlement of air travel bills received from General Section -II Section/individual/officers for their settlement . Reconciliation with Balmer Lawrie or authorized agents.
Shri Rajeev Kumar, Assistant Section Officer	Preparation of Salary bills in r/o SRO/SO/Ad(OL)AL&IO/AIO/RO/EO including GPF withdrawal /Advance/Transfer and the cases related to LTC advance/adjustment
Senior Office Assistant (Contractual)	Preparation of Fee/salary bills in r/o Non officials paid from professional Services with the assistance of dealing hand under the supervision of Section Officer
Senior Office Assistant (Contractual)	Diary, Dispatch and preparation of Medical advance/adjustment bills, under the supervision of Section officer She will assist ASOs of Accounts-1 in PFMS related work in addition to her own duties
Daily Wager,	Assistance in PFMS and TA related work of Accounts-1 Section in addition to his routine duties


 (SAVITA SHARMA)
 Section officer(Accounts-1)


Accounts Vertical
Accounts II Section
NITI Aayog

Dated 30th February 2020.

Office Order

The work allocation of Accounts-II Section will be as per details below:-

Sh. H C. S Rawat, Assistant Section Officer	Pay Bills and other accounts related matter of MTS and staff of Departmental Canteen including GPF withdrawl/Advance/adjustment bill. Proper checking of interest on (i)HBA/MCA/Computer advance;(ii) GPF/final Payment in death/retirement cases of the employees of NITI Aayog. Checking of Income Tax Calculation of employees of NITI Aayog. As a Cashier in NITI Aayog, responsible for disbursement of all cash payments, maintaining of Cash Book, Cheque Register, Impress register, Challan file, preparation of challan to deposit the amount into Government Treasury. Recording, Reviewing and weeding out of files with the help of office Assistant.
Sh. Raja Sharma, Assistant Section Officer	Preparations of salary bills in r.o. ASOs, JSA, Carpenter, APEO, Staff Car Driver, Sr./Jr. Hindi Translator, Despatch Rider, Library Staff of NITI Aayog including GPF withdrawl/ Advance/Transfer/adjustment bill. Calculation of interest on HBA/Computer advance, GPF final payment in death/retirement cases. Cases related to Leave salary encashment and Children Education allowance.
Ms. Phalguni Banerjee, Assistant Section Officer	Pay Bills and other Accounts/Service matters relating to Steno Grade D/ASO(NPS)/Co-Terminus/MOS-staff/EAC-staff including RTI matters related with the officials dealt with A/Cs. II Section in consultation with the concerned dealing hands. Making salary arrears, Maintenance of PBRs in r.o. above mentioned officials. Matters like 10days leave encashment/service verification/Due-Drawn statement/Making of Income Tax report and Calculation statement/tuition Fees reimbursement etc.
Senior Office Assistant (Contractual)	Diary, Despatch and preparation of Medical advance/adjustment bills including Hindi Quarterly Report with the assistance of dealing hand under the supervision of Section Supervisor.
Senior Office Assistant (Contractual)	TA related work /LTC advance/adjustment of Accounts II Section with the assistance of dealing hand under the supervision of Section Supervisor.



(M.K. Gaur)
Section Supervisor

To
All Concerned:

NITI Aayog
DDO Section

Work Allocation amongst the officials of DDO Section is as under:-

S.No.	Name of the Official	Work allocated
1.	Jeevan Dhakal, ASO	GeM bills, Maruti Sales, Safdarjung, AAI, New Friends Cable Network, Gulkhan, AIM Grants-in-Aid, Coffee Board, Tea Board, Department Canteen, Hospitality, Telephone bills, water & electricity, Good House keeping, Perm Oil Corporation Speed Post bills conveyance, Brief case bills, file management. Any other work assigned by the DDO.
2.	Daily Wager	NICSI IT-OE, NA-OE (with TDS), R.S. Contractor (Flower), Preparation of Non-Salary return (26Q), Professional Services, Research Grants-in-Aids, Printing bills, OYNX, SCD, NICSI, Daily Wager Telephone Operators AMC, New Yadav Tourist, Tax, All advances & adjustments ITDC, ITC Maurya, Monitoring of budget balance heads of salary under DDO, Any other work assigned by the DDO
3.	Office Assistant (Contractual)	Newspaper, E-Office, EIS Operation, Preparation of GST Return in consultation with SCS, Library, Preparation of GST Return and filing of GST return, Any other work assigned by the DDO.



(Chanchal Soni)

Drawing & Disbursing Officer

Dated: 07.08.2020.

1. Shri Jeevan Dhakal, ASO
2. Guard File

1.2

F. No. M-13013/3/2020-S-NE

NITI Aayog

(NE States Division)

NITI Bhawan, Sansad Marg

New Delhi-110001, Date: 02.06.2020

OFFICE ORDER

In supersession to the Office Order No. M-13040/45/2016-S-NE dated 14.08.2019 & 09.12.2019 and consequent upon joining of Md. Faisal Abdullah, R.O, the work distribution of the Officers of NE States Division will be as follows with immediate effect:

S. No.	Name and Designation	Work Assigned	Reporting Officer	Link Officer
1	Shri T. Kabilan, Director	NE States division	Dr. Prem Singh, Adviser	-
2	Shri R. Ramesh, SRO	i. State – Nagaland, Manipur – All matters including EAP ii. Matters related to MHA iii. PMEAC iv. Ease of Doing Business Report v. HR matters. vi. RTI Matters vii. Any other work as and when allotted	Shri T. Kabilan, Director	Md. Faisal Abdullah, RO
3	Md. Faisal Abdullah, Research Officer	i. State – Tripura, Sikkim and Mizoram – All matters including EAP ii. NITI Forum for North East iii. Vision Document iv. Act East Policy v. NEWMA vi. Tripura Chintan Shibir Any other work as and when allotted	Shri T. Kabilan, Director	Shri Naveen Kumar, Economic Officer
4	Shri Naveen Kumar, Economic Officer	i. State – Assam, Meghalaya and Arunachal Pradesh – All matters including EAP ii. Work related to SPA iii. Matters related to NEIP and NEIDS, DIPP iv. Review of infra projects of NER (Subansiri HEP, Agartala-Akhaura, Sivok-Rangpo) v. Proposals under NITI Research Scheme vi. Ropeway Projects vii. Bamboo Development Project, INBAR proposal viii. Any other work as and when allotted	Shri T. Kabilan, Director	Md. Faisal Abdullah, Research Officer

15. Integrated Finance

Integrated Finance was introduced in Planning Commission vide Ministry of Finance D.O. letter 182/SE/88-I dated 6th June, 1988 and is being continued in NITI Aayog as well.

The advice of Integrated Financial Adviser is available to the administrative Secretary i.e. CEO, NITI Aayog for taking a decision. The Integrated F A. is also more closely associated with the formulation of Schemes and the Budget, from the initial stages. The introduction of the Integrated Finance Scheme is to ensure smooth and expeditious flow of financial advice work, to the benefit of the Planning Commission.

The Integrated Finance is in overall charge of Budget and Accounts Sections in addition to the Internal Finance Section. It is the duty of the Integrated Finance.

- i. To ensure that the schedule for preparation of Budget is adhered to and the Budget is drawn up according to the instructions issued by the Ministry of Finance from time to time.
- ii. To scrutinize the budget proposals thoroughly, before sending them to Ministry of Finance;
- iii. To see that complete departmental accounts are maintained in accordance with the requirements under the General Financial Rules. To ensure, in particular, that the Department not only maintains account of expenditure against the Grants or Appropriations directly controlled by it but also obtains figures of the expenditure incurred by the subordinate offices so that it has a complete month to month picture of the entire expenditure falling within its jurisdiction;
- iv. To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling authorities where the progress of expenditure is not even;
- v. To ensure the proper maintenance of the Register of Liabilities and Commitments as required under the G.F.Rs. to facilitate realistic

preparation of Budget Estimates, watching of book debits and timely surrender of anticipated savings;

- vi. To screen the proposals of supplementary demands for grants;
- vii. To formulate the foreign exchange budget for the Department and to process individual cases for release of foreign exchange in accordance with the intrusions issued by Department of Economic Affairs from time to time;
- viii. To advise the Administrative Department on all matters falling within the field of delegated powers. This includes all powers other than those devolving on a Department in its capacity as Head of Office. It has to be ensured that the sanction issued by Administrative Department in exercise of delegated powers clearly indicates that they issue after consultation with I.F.A.;
- ix. To identify, in particular, specific savings in cases of creation of posts and to maintain a Register for this purpose;
- x. To Scrutinize proposals for re-delegation of powers to subordinate authorities;
- xi. To Keep closely associated with the formulation of schemes and important expenditure proposals from their initial stages;
- xii. To associate with the evaluation of progress/ performance in the case of projects and other continuing schemes, and to see that the results of such evaluation studies are taken into account in the budget formulation;
- xiii. To watch the settlement of audit objections, Inspection Report, draft audit paras., etc.;
- xiv. To ensure prompt action on Audit Reports and Appropriation Accounts, Reports of Public Accounts Committee, Estimates Committee and Committee on Public Undertakings;
- xv. To Screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence of comments;
- xvi. To ensure regular and timely submission to the Ministry of Finance of quarterly staff statements and other reports and returns required by Finance;
- xvii. To render technical advice in the all matters requiring clarity of financial interpretation of rules by administration Secretary.

	<ul style="list-style-type: none"> ➤ Making Incumbency list in r/o Consultants / YPs / RAs/ SSs/ OSDs/ OAs etc. in NITI Aayog. ➤ Weekly Arrear report. ➤ Data Entry, Word Processing, figure work in MS Excel etc. ➤ Assist to Director (Finance) Under Secretary (IFD), SO (B&A) and SO (IFD). ➤ Data analyzing, Word Processing, Excel work, e-mailing. <p>12. Any other work as assigned.</p>
2.5.6 Ms. Seema Rani	<ol style="list-style-type: none"> 1. To keep record of incoming/outgoing dak, files/registers etc. to keep filing upto date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy; 2. To maintain confidentiality and secrecy; 3. To type and take dictation in shorthand and to transcribe it accurately; 4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings; 5. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings; 6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention; 7. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed; 8. To keep track of the progress of cases/matters till these are finally disposed of; 9. To keep reference books, rules ordinances, statutes, etc. upto date; 10. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Schools/Centers/ Departments/ Branches; 11. To extend cooperation to his seniors;
2.5.7 Sh. Deepak Vyas, MTS (IFD)	<ol style="list-style-type: none"> 1. Physical Maintenance of records of the Section. 2. General cleanliness & upkeep of the Section. 3. Carrying of files & other papers within the building. 4. Photocopying, sending of Fax etc. 5. Other non-clerical work in the Section. 6. Assisting in routine office work like diary, dispatch etc., including on computer. 7. Delivering of dak (outside the building). 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Any other work assigned by the superior authority.

- xviii. To implement cash management system, economy measures etc. as circulated by Department of Expenditure from time to time.
- xix. To get relaxation in travel in case where other than Air India travel is sought for by the officials of NITI Aayog/ Ministry of Planning.
- xx. Any other item as instructed/directed by Financial Adviser of the Department.

Sub- Naming of Section Officers posted in IFD.

Consequent upon the posting of Shri Vineesh Arora, Section Officer and with incumbent Section Officer Shri Joses Vashum we may allocate the work among the officers as under:

Sl. No.	Shri Joses Vashum	Shri Vineesh Arora
1	All Budget related work including re-appropriation proposal	All proposals relating to engagement of YPs, Consultants etc.
2	Audit coordination and follow up	All proposals relating to GAD Division
3	Audit para monitoring system	All proposals relating to research division
4	Manpower management system	All proposals relating to PAMD
5	Preparation of DDG and Parliamentary Standing Committee related work	All proposals relating to SMDs
6	Revalidation of sanctions	All travel related proposals
7	Allocation of funds	All proposals relating to DMEO, AIM, NILERD etc.
8	Parliament question and RTI relating to Budget and Audit	All proposals relating to training and foreign travel etc.
9	Reporting of MEP and QEP	Parliament question and RTI relating to IFD
10	Any other work as assigned	Any other work as assigned

2. In order to have differentiation in their work the designations of the two Section officers shall be as under:

Shri Joses Vashum - Section Officer, Budget & Audit

Shri Vineesh Arora - Section Officer, Integrated Finance

3. Both the officers shall be link officer among themselves as such in the absence of one SO the other SO shall look after the work of his counterpart and vice-versa.

4. Submitted for consideration and orders.

Director (Finance)

(G. Nagar)
Under Secy
Dt. 08.08.

NITI Aayog
Addl. Secretary & Financial Advisor
Dy. No. IFS No. 33339
Date 8/8/19

8/8/19

At: Joint room, to (N.A) AS & FA (NITI Aayog)

Shri Vineesh Arora

with

9/

Name	Designation	Telephone No	Email
Sh. Santosh Kumar	Appellate Authority & Director (Finance)	23096770	Santosh.kumar69@gov.in
Sh. G. Nagarajan	Central Public Information Officer & Under Secretary (IFD)	23096812	g.nagaraian@gov.in
Sh. Vineesh Arora	Assistant Public Information Officer & Section Officer (IFD)	23096711	vineesh.arora@gov.in
Sh. R. Joses Vashum	Section Officer (Budget & Audit)	23096711	joses.v@gov.in

MINISTRY OF PLANNING

DEMAND NO. 75

Ministry of Planning

(in ₹ crores)

	Actual 2017-2018			Budget 2018-2019			Revised 2018-2019			Budget 2019-2020		
	Revenue	Capital	Total	Revenue	Capital	Total	Revenue	Capital	Total	Revenue	Capital	Total
Gross	258.57	0.38	258.95	338.97	0.68	339.65	485.83	0.68	486.51	582.28	1.11	583.40
Recoveries	-0.80	—	-0.80	—	—	—	—	—	—	—	—	—
Receipts	—	—	—	—	—	—	—	—	—	—	—	—
Net	257.77	0.38	258.15	338.97	0.68	339.65	485.83	0.68	486.51	582.28	1.11	583.40
A. The Budget allocations, net of recoveries, are given below												
CENTRE'S EXPENDITURE												
Establishment Expenditure of the Centre												
1. Secretariat	67.42	—	67.42	72.85	—	72.85	71.20	—	71.20	74.31	—	74.31
2. Development Monitoring and Evaluation Office	11.39	—	11.39	18.00	—	18.00	10.31	—	10.31	11.00	—	11.00
Total-Establishment Expenditure of the Centre	78.81	—	78.81	90.85	—	90.85	81.51	—	81.51	85.31	—	85.31
Central Sector Schemes/Projects												
3. Atal Innovation Mission(AIM) including Self Employment and Talent Utilization (SETU)	139.32	—	139.32	200.00	—	200.00	335.00	—	335.00	303.74	—	303.74
4. Ongoing Programme and Schemes	31.53	0.38	31.91	39.12	0.68	39.80	60.32	0.68	61.00	183.89	1.11	185.00
Total-Central Sector Schemes/Projects	170.85	0.38	171.23	239.12	0.68	239.80	395.32	0.68	396.00	487.63	1.11	488.74
Other Central Sector Expenditure												
Autonomous Bodies												
5. National Institute of Labour Economics Research and Development	8.91	—	8.91	9.00	—	9.00	9.00	—	9.00	9.35	—	9.35
Others												
6. Actual Recoveries	-0.80	—	-0.80	—	—	—	—	—	—	—	—	—
Total-Other Central Sector Expenditure	8.11	—	8.11	9.00	—	9.00	9.00	—	9.00	9.35	—	9.35
Grand Total	257.77	0.38	258.15	338.97	0.68	339.65	485.83	0.68	486.51	582.28	1.11	583.40

	Actual 2017-2018			Budget 2018-2019			Revised 2018-2019			Budget 2019-2020		
	Revenue	Capital	Total	Revenue	Capital	Total	Revenue	Capital	Total	Revenue	Capital	Total
B. Developmental Heads												
Economic Services												
1. Secretariat-Economic Services	66.86		66.86	72.85		72.85	71.20		71.20	74.31		74.31
2. Other General Economic Services	190.91		190.91	286.12		286.12	414.63		414.63	507.98		507.98
3. Capital Outlay on Other General Economic Services		0.38	0.38		0.68	0.68		0.68	0.68		1.11	1.11
Total-Economic Services	257.77	0.38	258.15	338.97	0.68	339.65	485.83	0.68	486.51	582.28	1.11	583.40
Grand Total	257.77	0.38	258.15	338.97	0.68	339.65	485.83	0.68	486.51	582.28	1.11	583.40

1. Secretariat: Provides for the Secretariat expenditure of the Ministry, including NIT) Ayog.

2. Development Monitoring and Evaluation Office: Provides for the expenditure of Development Monitoring and Evaluation Office(DMEO).

3. Atal Innovation Mission(AIM) including Self Employment and Talent Utilization (SETU): The Atal Innovation Mission (AIM) is an innovation platform involving academics, entrepreneurs and researchers and draw upon national and international experiences to foster a culture of innovation, R&D and scientific research in India. AIM will create mechanism to incentivize innovators through grants, awards and challenge programmes. Self Employment and Talent Utilization (SETU) will be a Techno-financial, incubation and facilitation programme to support all aspects of start-up businesses, and other self-employment activities, particularly in technology-driven areas.

4. Ongoing Programmes and Schemes: Provides for the expenditure in respect of erstwhile Planning Commission's ongoing programmes and schemes such as Strengthening Office Processes and Systems, International Contributions, Research & Study, Plan Formulation Appraisal and Review, UNDP assistance for Human Development towards Bridging Inequalities and UNDP assisted project for Strengthening Capacities for Decentralized Planning.

Special programme for Aspirational Districts under which Government of India provides unified fund to Aspirational Districts on challenge method. As per the programme, every month (beginning January 2019), Districts are to be provided additional allocation on the basis of rank secured by them which in turn is calculated by capturing incremental progress in key performance indicators of Aspirational District Programme. In addition for Aspirational District Programme, Government of India has set up an Empowered Committee of Secretaries. This Committee is empowered to sanction critical projects for the Aspirational Districts in addition to taking up projects for monitoring and validating data pertaining to SDGs in India.

5. National Institute of Labour Economics Research and Development: Provides for support to National Institute of Labour Economics Research and Development (NILERD).

Details DTE/FTE Allocations are as under:

Sl. No.		(Rs.in crore)
1	Department of Planning	
	Domestic Travel Expenses	0.04
	Foreign Travel Expenses	0.03
2	Headquarters (NA)	
	Domestic Travel Expenses	2.50
	Foreign Travel Expenses	2.00
3	Economic Advisory Council to the Prime Minister	
	Domestic Travel Expenses	0.10
	Foreign Travel Expenses	0.10
4	Development Monitoring and Evaluation Office	
	Domestic Travel Expenses	0.40
	Foreign Travel Expenses	0.05
5	Atal Innovation Mission (AIM) including Self Employment and Talent Utilization (SETU)	
	Domestic Travel Expenses	1.50
	Foreign Travel Expenses	1.00
6	Plan Formulation Appraisal and Review	
	Domestic Travel Expenses	1.00
	Foreign Travel Expenses	0.00
7	Official Development Assistance (ODA) from Japan International Cooperation Agency (JICA) for Sustainable Development Goals (SDGs)	
	Domestic Travel Expenses	0.05
	Foreign Travel Expenses	0.00
	Total - DTE	5.59
	Total - FTE	3.18

	<ul style="list-style-type: none"> ➤ Making Incumbency list in r/o Consultants / YPs / RAs/ SSs/ OSDs/ OAs etc. in NITI Aayog. ➤ Weekly Arrear report. ➤ Data Entry, Word Processing, figure work in MS Excel etc. ➤ Assist to Director (Finance) Under Secretary (IFD), SO (B&A) and SO (IFD). ➤ Data analyzing, Word Processing, Excel work, e-mailing. <p>12. Any other work as assigned.</p>
2.5.6 Ms. Seema Rani	<ol style="list-style-type: none"> 1. To keep record of incoming/outgoing dak, files/registers etc. to keep filing upto date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy; 2. To maintain confidentiality and secrecy; 3. To type and take dictation in shorthand and to transcribe it accurately; 4. To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings; 5. To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings; 6. To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention; 7. To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed; 8. To keep track of the progress of cases/matters till these are finally disposed of; 9. To keep reference books, rules ordinances, statutes, etc. upto date; 10. To perform such other duties as may be assigned to him from time to time in relation to the functions assigned to the Schools/Centers/ Departments/ Branches; 11. To extend cooperation to his seniors;
2.5.7 Sh. Deepak Vyas, MTS (IFD)	<ol style="list-style-type: none"> 1. Physical Maintenance of records of the Section. 2. General cleanliness & upkeep of the Section. 3. Carrying of files & other papers within the building. 4. Photocopying, sending of Fax etc. 5. Other non-clerical work in the Section. 6. Assisting in routine office work like diary, dispatch etc., including on computer. 7. Delivering of dak (outside the building). 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Any other work assigned by the superior authority.

1.2-

1.2.3

वर्ष (2019-20) के लिए स्व-मूल्यांकन रिपोर्ट

मंत्रालय का नाम: नीति आयोग

विभाग का नाम: हिन्दी अनुभाग

क्रम सं. 1.2.5 - कार्य आवंटन के संबंध में

नीति आयोग के हिन्दी अनुभाग के कार्य निम्नानुसार हैं:

(क) राजभाषा नीति के संलग्न अनुलग्नक के अनुसार कार्यान्वयन कार्य।

(ख) योजना मंत्रालय के संसद प्रश्नोत्तर, आश्वासन, कैबिनेट नोट, अनुदान मांग, नीति आयोग की वार्षिक रिपोर्ट, निष्पादन बजट, आरटीआई, अधिसूचनाएं, प्रेस विज्ञप्ति, वरिष्ठ अधिकारियों द्वारा भेजे जाने वाले लेख, अर्धशासकीय पत्र, नवभारत@75 के लिए कार्यनीति संबंधी रिपोर्ट, भारत में एसडीजी के कार्यान्वयन हेतु तैयार की गई लेखा संबंधी एसडीजी की रिपोर्ट, वित्त संबंधी संसदीय स्थायी समिति से संबंधित सामग्री, वीआईपी पत्र, कार्यालय ज्ञापन, आदेश आदि का अनुवाद कार्य, टंकण कार्य एवं पुनरीक्षण।

हिन्दी अनुभाग में कार्यरत निम्नलिखित अधिकारियों/कर्मचारियों को आवंटित कार्य तथा उनके द्वारा किए जाने वाले कार्य विवरण निम्नानुसार हैं:

1. श्री सूरज प्रकाश बडगूजर, उप निदेशक - राजभाषा

कार्य विवरण:

(क) राजभाषा नीति के संलग्न अनुलग्नक के अनुसार कार्यान्वयन कार्य।

(ख) योजना मंत्रालय के संसद प्रश्नोत्तर, आश्वासन, कैबिनेट नोट, अनुदान मांग, नीति आयोग की वार्षिक रिपोर्ट, निष्पादन बजट, आरटीआई, अधिसूचनाएं, प्रेस विज्ञप्ति, वरिष्ठ अधिकारियों द्वारा भेजे जाने वाले लेख, अर्धशासकीय पत्र, नवभारत@75 के लिए कार्यनीति संबंधी रिपोर्ट, भारत में एसडीजी के कार्यान्वयन हेतु तैयार की गई लेखा संबंधी एसडीजी की रिपोर्ट, वित्त संबंधी संसदीय स्थायी समिति से संबंधित सामग्री, वीआईपी पत्र, कार्यालय ज्ञापन, आदेश आदि का अनुवाद कार्य एवं पुनरीक्षण कार्य।

2. श्री नवीन कुमार टोप्पो, सहायक निदेशक - राजभाषा

कार्य विवरण:

क) राजभाषा नीति के संलग्न अनुलग्नक के अनुसार कार्यान्वयन कार्य।

(ख) योजना मंत्रालय के संसद प्रश्नोत्तर, आश्वासन, कैबिनेट नोट, अनुदान मांग, नीति आयोग की वार्षिक रिपोर्ट, निष्पादन बजट, आरटीआई, अधिसूचनाएं, प्रेस विज्ञप्ति, वरिष्ठ अधिकारियों द्वारा भेजे जाने वाले लेख, अर्धशासकीय पत्र, नवभारत@75 के लिए कार्यनीति संबंधी रिपोर्ट, भारत में एसडीजी के कार्यान्वयन हेतु तैयार की गई लेखा संबंधी एसडीजी की रिपोर्ट, वित्त संबंधी संसदीय स्थायी समिति से संबंधित सामग्री, वीआईपी पत्र, कार्यालय ज्ञापन, आदेश आदि का अनुवाद कार्य एवं पुनरीक्षण कार्य।

3. श्री राम बाबू, वरिष्ठ अनुवाद अधिकारी

कार्य विवरण:

क) अनुभाग के संबंधित अधिकारी द्वारा सौंपे गए राजभाषा नीति का कार्यान्वयन कार्य।

(ख) योजना मंत्रालय के संसद प्रश्नोत्तर, आश्वासन, कैबिनेट नोट, अनुदान मांग, नीति आयोग की वार्षिक रिपोर्ट, निष्पादन बजट, आरटीआई, अधिसूचनाएं, प्रेस विज्ञप्ति, वरिष्ठ अधिकारियों द्वारा भेजे जाने वाले लेख, अर्धशासकीय पत्र, नवभारत@75 के लिए कार्यनीति संबंधी रिपोर्ट, भारत में एसडीजी के कार्यान्वयन हेतु तैयार की गई लेखा संबंधी एसडीजी की रिपोर्ट, वित्त संबंधी संसदीय स्थायी समिति से संबंधित सामग्री, वीआईपी पत्र, कार्यालय ज्ञापन, आदेश आदि का अनुवाद कार्य।

4. सुश्री नित्या आर., वरिष्ठ अनुवाद अधिकारी

कार्य विवरण:

क) अनुभाग के संबंधित अधिकारी द्वारा सौंपे गए राजभाषा नीति का कार्यान्वयन कार्य।

(ख) योजना मंत्रालय के संसद प्रश्नोत्तर, आश्वासन, कैबिनेट नोट, अनुदान मांग, नीति आयोग की वार्षिक रिपोर्ट, निष्पादन बजट, आरटीआई, अधिसूचनाएं, प्रेस विज्ञप्ति, वरिष्ठ अधिकारियों द्वारा भेजे जाने वाले लेख, अर्धशासकीय पत्र, नवभारत@75 के लिए कार्यनीति संबंधी रिपोर्ट, भारत में एसडीजी के कार्यान्वयन हेतु तैयार की गई लेखा संबंधी एसडीजी की रिपोर्ट, वित्त संबंधी संसदीय स्थायी समिति से संबंधित सामग्री, वीआईपी पत्र, कार्यालय ज्ञापन, आदेश आदि का अनुवाद कार्य।

5. श्रीमती सोनिया शर्मा, कनिष्ठ अनुवाद अधिकारी

कार्य विवरण:

क) अनुभाग के संबंधित अधिकारी द्वारा सौंपे गए राजभाषा नीति का कार्यान्वयन कार्य।

(ख) योजना मंत्रालय के संसद प्रश्नोत्तर, आश्वासन, कैबिनेट नोट, अनुदान मांग, नीति आयोग की वार्षिक रिपोर्ट, निष्पादन बजट, आरटीआई, अधिसूचनाएं, प्रेस विज्ञप्ति, वरिष्ठ अधिकारियों द्वारा

1.2.1

ALLOCATION - PARLIAMENT SEC.

I. Coordinates parliament matters of the NITI Aayog, which includes:-

- (a) Parliament Questions: Receipt of Parliament Questions from Lok/Rajya Sabha Secretariats and distribution of them to concerned Officers/Sections/Divisions/Verticals for preparation of replies, preparation of sets, sending photocopied copies of replies to Lok Sabha and Rajya Sabha Secretariats after Minister's approval both in English and Hindi version.
- (b) Calling Attention Notices, Half-an-Hour discussions, Resolutions, No-Day-Yet-Named Motions, Special Motions, Private Members Bills, short duration discussions.
- (c) Laying of Reports/Statements in both Houses of Parliament.
- (d) Arranging temporary Passes for all officers and session-wise passes for the Officers above the rank of Joint Secretary for Parliament House during business.
- (e) Parliament Assurances-to keep record and watch of
- (f) Follow-up action on reports/recommendations received from Parliamentary Committees
- (g) Informal Consultative Committee Meetings

II. Maintains for reference purposes, Questions-Answers in respect of both Houses of Parliament (Session-wise)

III. Meetings with Minister of Planning along with the concerned Heads of Divisions for briefing on Starred Questions and other parliamentary matters.

WORK ALLOCATION - RTI CELL

1.2.1

1. To follow the instructions / Guidelines of DOPT as well as CIC issued from time to time.
2. To scrutinize the online and offline RTI applications and appeals received under RTI Act, 2005.
3. To mark and distribute the RTI applications/appeals to the concerned CPIOs/ FAA after registration of the same.
4. To maintain the records of all RTI applications appeals.
5. To keep record of the fees deposited for seeking documents/information under RTI Act, 2005.
6. To compile the information received from multiple CPIOs /FAAs w.r.t RTI applications/appeals and furnishing of a consolidated information to the applicants/appellants.
7. To transfer the RTI applications /Appeals to other Public Authorities which are not related to NITI Aayog.
8. To coordinate with the Central Information Commission in regard to appeals.
9. To submit the Monthly Report /Dashboard to GCS for onward transmission to Cabinet as well as PMO.
10. To submit Quarterly Report to CIC.
11. To circulate Monthly Statement of RTI applications/Appeals amongst all concerned CPIOs/FAAs.
12. To prepare the material relating to the RTI applications/Appeals for a monthly review to be conducted by the Senior Officers in NITI Aayog.
13. To prepare and submit Quarterly Report in regard to progress made in HINDI language.
14. To arrange and coordinate Annual Inspection of the information disclosed proactively under Section 4 of RTI Act, 2005 in the official website of NITI Aayog.
15. Making miscellaneous correspondence with all the Verticals/Divisions of NITI Aayog and also with other Public Authorities in connection with RTI related matters.
16. Others works assigned from time to time.
17. Court cases relating to RTI matters.
18. Management of records prescribed under MOP (Manual on Office procedure).

WORK ALLOCATION - ACCOUNTS

Annexure-IV

Accounts Vertical

Accounts-1 Section
NITI Aayog

Dated 3rd February, 2020

Office Order

The allocation of work in Accounts-1 Section will be as per details below:-

Shri S.K. Bhatia, Assistant Section Officer	Pay bills and other accounts related matter of PSO Addl.PS/OSD/Sr.PPS/PS/1 st P.A./A.P.S, including GPF- withdrawal/Advance/Transfer/advance/advance/adjustment bill . Also take care of the complicated cases of Travelling Allowance including foreign travel and Non-official travel. Reply of RTI matters will specifically be done by him in consultation with the concerned Dealing Hand(s).
Shri K. Sathianathan, Assistant Section Officer	Pay bills and all other accounts related matters including GPF Advance/Withdrawal/transfer in respect of VCH,MOS, Member ,CEO, Principal Adviser/Sr. Adviser ,/Adviser/Joint Secretary/Joint Adviser/Directors/Dy. Advisers/Joint Directors(OL)/D.S./U.S. including equal level officers of AIM and EAC to and all NPS officers. Recording, Reviewing and weeding out of files with the help of office Assistant.
Shri Naresh Kumar , Assistant Section Officer	TA/TTA advance/adjustment bills including TTA on retirement and TA to Non Officials. Settlement of air travel bills received from General Section -II Section/individual/officers for their settlement . Reconciliation with Balmer Lawrie or authorized agents.
Shri Rajeev Kumar, Assistant Section Officer	Preparation of Salary bills in r/o SRO/SO/Ad(OL)AL&IO/AIO/RO/EO including GPF withdrawal /Advance/Transfer and the cases related to LTC advance/adjustment
Senior Office Assistant (Contractual)	Preparation of Fee/salary bills in r/o Non officials paid from professional Services with the assistance of dealing hand under the supervision of Section Officer
Senior Office Assistant (Contractual)	Diary, Dispatch and preparation of Medical advance/adjustment bills, under the supervision of Section officer She will assist ASOs of Accounts-1 in PFMS related work in addition to her own duties
Daily Wager,	Assistance in PFMS and TA related work of Accounts-1 Section in addition to his routine duties

(SAVITA SHARMA)
Section officer(Accounts-1)

Accounts Vertical
Accounts II Section
NITI Aayog

Dated 30th February 2020.

Office Order

The work allocation of Accounts-II Section will be as per details below:-

Sh. H C. S Rawat, Assistant Section Officer	Pay Bills and other accounts related matter of MTS and staff of Departmental Canteen including GPF withdrawal/Advance/adjustment bill. Proper checking of interest on (i)HBA/MCA/Computer advance;(ii) GPF/final Payment in death/retirement cases of the employees of NITI Aayog. Checking of Income Tax Calculation of employees of NITI Aayog. As a Cashier in NITI Aayog, responsible for disbursement of all cash payments, maintaining of Cash Book, Cheque Register, Impress register, Challan file, preparation of challan to deposit the amount into Government Treasury. Recording, Reviewing and weeding out of files with the help of office Assistant.
Sh. Raja Sharma, Assistant Section Officer	Preparations of salary bills in r.o. ASOs, JSA, Carpenter, APEO, Staff Car Driver, Sr./Jr. Hindi Translator, Despatch Rider, Library Staff of NITI Aayog including GPF withdrawal/ Advance/Transfer/adjustment bill. Calculation of interest on HBA/Computer advance, GPF final payment in death/retirement cases. Cases related to Leave salary encashment and Children Education allowance.
Ms. Phalguni Banerjee, Assistant Section Officer	Pay Bills and other Accounts/Service matters relating to Steno Grade D/ASO(NPS)/Co-Terminus/MOS-staff/EAC-staff including RTI matters related with the officials dealt with A/Cs. II Section in consultation with the concerned dealing hands. Making salary arrears, Maintenance of PBRs in r.o. above mentioned officials. Matters like 10days leave encashment/service verification/Due-Drawn statement/Making of Income Tax report and Calculation statement/tuition Fees reimbursement etc.
Senior Office Assistant (Contractual)	Diary, Despatch and preparation of Medical advance/adjustment bills including Hindi Quarterly Report with the assistance of dealing hand under the supervision of Section Supervisor.
Senior Office Assistant (Contractual)	TA related work /LTC advance/adjustment of Accounts II Section with the assistance of dealing hand under the supervision of Section Supervisor.



(M.K. Gaur)

Section Supervisor

To
All Concerned:

NITI Aayog
DDO Section

Work Allocation amongst the officials of DDO Section is as under:-

S.No.	Name of the Official	Work allocated
1.	Jeevan Dhakal, ASO	GeM bills, Maruti Sales, Safdarjung, AAI, New Friends Cable Network, Gulkhan, AIM Grants-in-Aid, Coffee Board, Tea Board, Department Canteen, Hospitality, Telephone bills, water & electricity, Good House keeping, Perm Oil Corporation Speed Post bills conveyance, Brief case bills, file management. Any other work assigned by the DDO.
2.	Daily Wager	NICSI IT-OE, NA-OE (with TDS), R.S. Contractor (Flower), Preparation of Non-Salary return (26Q), Professional Services, Research Grants-in-Aids, Printing bills, OYNX, SCD, NICSI, Daily Wager Telephone Operators AMC, New Yadav Tourist, Tax, All advances & adjustments ITDC, ITC Maurya, Monitoring of budget balance heads of salary under DDO, Any other work assigned by the DDO.
3.	Office Assistant (Contractual)	Newspaper, E-Office, EIS Operation, Preparation of GST Return in consultation with SCS, Library, Preparation of GST Return and filing of GST return, Any other work assigned by the DDO.



(Chanchal Soni)

Drawing & Disbursing Officer

Dated: 07.08.2020.

1. Shri Jeevan Dhakal, ASO
2. Guard File

1.2.3

ADMIN-II

1.2.3 ✓	Rules/orders under which powers and duty are derived and	Powers of officers/officials of Adm.1A/Adm.II are derived and exercised from the Manual / Procedure etc. of GOI	www.persmin.nic.in www.finmin.nic.in etc.
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