

1.6

ADMIN-3

Manual - 7

(Updated upto 31.08.2020)

1.6	Categories of documents held by the authority under its control	Adm.3 maintains the service records of the 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 under its administrative control.
-----	---	--

1.6

IFD

1.6	Categories of documents held by the authority under its control	Category C documents such as DDGs on annual basis,	Information on DDGs are kept in both manual and electronic medium. Rest are all in electronic form. www.riti.gov.in/IFD-documents
-----	---	--	---

1.6

PAMD

1.6	Categories of documents held by the authority under its control [Section 4(1) b (vi)]	As regard categories of documents held by or under the control of the PAMD vertical, the copies of the Appraisal Notes on the Proposals, as prepared and issued at the time of processing from time to time, are kept in the e-files concerned.	
-----	--	---	--

1.6.1

ACCOUNTS-I

1.6.1	Categories of documents	Category - B and C Category - B : Pay Bill Registers and Cash Book. Other Category: Such as Cash Book, TA Register, Medical Reimbursement Register and other payment records including personal file related to Accounts matters, Register for Advances, GPF Accounts records and e-files	
-------	-------------------------	---	--

1.6.1

PPPAU

1.6.1	Categories of documents	As regards categories of documents held by or under control of the PPPAU of the PAMD/PPP Vertical, the copies of the Appraisal Notes on SFC Memo or PPPAC Memo prepared by PPPAU unit for the SFC/PPPAC proposals are kept, either physically or in soft copy/electronic form (i.e. in physical or electronic form as	
		prepared and issued at the time of processing and furnishing of the appraisal notes/comments, from time to time) in the PPPAU unit/section's files/e-files for records.	

1.6.1

HRD

1.6.1	Categories of documents	The copies of EFC/SFC/Cabinet Notes/PPR Appraisal Notes/PIB/CEE received from Line Ministries from time to time, are kept in the e-files concerned.
-------	--------------------------------	---

1.6.1 -	Categories of documents	Category- B : R/R of Posts, Files relating to creation of posts etc. Other Category : Such as File opening register, Service Books, Personal files etc. and e-files as opened from time to time.	
------------	-------------------------	---	--

1.6.1

PAMD

—	1.6.1	Categories documents	of	-do-		
---	-------	----------------------	----	------	--	--

1.6.2

ACCOUNTS- I

		as opened from time to time.	
1.6.2 —	Custodian of documents/categories	The documents of Accounts Vertical are held under the primary custody of respective Section Officer or in-charge of Accounts-I, Accounts-II and DDO Section of NITI Aayog and are held as per the hierarchical organizational structure of NITI Aayog. NITI Aayog is the overall custodian of the documents/ records / files etc. handled and held by Accounts Vertical.	

1.6.2

PPPAU

1.6.2	Custodian of documents/categories	<p>Copies of the Draft and Final Model Concession Agreement (MCA) prepared by the PPPAU of the PAMD/PPP Vertical, NITI are also kept in the Vertical. Eight of the Model Concession Agreements are presently uploaded on the Website of NITI (https://niti.gov.in/) and can be accessed and seen under the RTI menu on the said Website. The PPP project proposals are finally examined and submitted in e-files under e-office system for finalization and approval of competent authority on the appraisal note/comments and the appraisal notes/comments on the proposals are issued and the scanned copies thereof are kept in the concerned e-files under the e-office system of NITI Aayog under the custody of E.O. (PPP Section). NITI Aayog is the overall custodian of the documents/files of PPPAU.</p>	
-------	-----------------------------------	---	--

1.6.2	Custodian of documents/categories	The documents of Adm.IA/Adm.II Section are held under the primary custody of Section Officer of Adm.IA/Adm.II Section of NITI Aayog and are held as per the hierarchical organizational structure of NITI Aayog. NITI Aayog is the overall custodian of the documents/ records / files etc. handled and held by Adm.IA/Adm.II Section	
-------	-----------------------------------	---	--

1.6.2

HRD

1.6.2.	Custodian of documents/categories	Matters/proposals by HRD Vertical are generally processed in e files in the e-office system of NITI Aayog(as provided by NITI Aayog) and these e-files records are thus held/maintained in the e-office system itself.
--------	--	--

1.6.2	Custodian of documents/categories	Matters/proposals by PAMD vertical are generally processed in e-files in the e-office system of NITI Aayog(as provided by NIC) and these e-file records are thus held/maintained in the e-office system itself. The e-files as well as physical papers/matters (if any) are usually initiated from the PAMD Section. After decision/final action on the proposals/matters, the records (e-files, physical office copies of dispatched communications, etc.) are kept or maintained under the custody of the PAMD Section, which is supervised by EO(PAMD). NIT Aayog is the overall custodian of the documents/files of PAMD vertical.
-------	-----------------------------------	--