

As on 31.03.2021

## Manual -1

The particulars of its organisations, functions and duties.

Sl. No. 1

### 1.1.4 - Function and duties (Admh. IV)

#### Annexure-II

All administrative/establishment matters pertaining to the following posts in NITI Aayog:

1. CSSS (All Grades), Ceterminus Staff, GCS posts (Library Staff, Protocol Staff, Departmental Canteen Staff, Staff Car Drivers, Photostat Unit, Despatch Riders, Multi Tasking Staff)
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/NFSG/Stepping-Up cases;
7. Issue of APAR forms (offline and through SPARROW); 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 the posts on Deputation, STC, Absorption basis, as applicable under RRs.
12. Verification and acceptance of DE-2 form, acceptance of allotment and issue of authority slip online on E-Awas portal;
13. Parliament Questions and compilation of information relating thereto pertaining to the Section;
14. Court cases pertaining to the Section;
15. RTI cases pertaining to the Section;
16. Medical permissions and reimbursement of medical claims;
17. Grant of HBA;
18. e-Samiksha
19. Furnishing data for Independence day celebrations, Republic day celebrations, establishment strength for IFD
20. Service verification matters with Accounts-I/II Section and Pay and Account office;
21. Forwarding of Applications of above officers;
22. Any other matter pertaining to administration of above class of officers;
23. Any other administrative matter entrusted by the higher officers like Process improvement in NITI Aayog by Kaizen Institute, Annual reports, Annual Action Plans, Govt. Instant Messaging System and any new tasks which are assigned from time to time.