

As on 31.03.2022

Manual -1

The particulars of its organisations, functions and duties.

Government of India
NITI Aayog
(Administration-II Section)

Manual - I
Admn. - II

Sansad Marg, New Delhi.
Dated: 5th August, 2022.

Subject: Submission of Self-appraisal by Public authorities on the CIC's portal for conducting transparency audit.

The Undersigned is directed to refer to email dated 02.08.2022 received from RTI Cell on the above cited subject. The information under Section 4(1) (b) of RTI Act, 2005 pertaining to Administration Section- IA & Adm.II sections against only those points which need updation are furnished as under:

Sr. No	Details of disclosure	Relevant information furnished	Remarks
1.	Organization and Function		
1.1.5	Organization Chart	As mentioned in Annexure I	For updation in Manual 1
1.2.5	Work allocation	Work allocation of officers being dealt in Adm.1A/ Adm.II Section are annexed at Annexure II	For updation in Manual 1
1.10	Name, designation and other particulars of public information officers [Section requested to kindly upload all the information directly in the Manuals under section 4(i) (b) of RTI Act, 2005 on the official website of NITI Aayog on or before 04.08.2022 under intimation to RTI Cell along with soft copy.4(1) b (xvi)]	At present CPIO and FAA of Adm.I A/Adm.II Section are as given below : Central Public Information Officer: For Adm.IA- CPIO Shri Ashok Kumar, Under Secretary (Adm.1A), room No. 406, Phone 011-23096797, Email: ashok.kumar72@nic.in First Appellate Authority: Shri Shashi Pal, Director(Adm.) Room No. 322, Phone 011-23096746, email: pal.shashi@nic.in For Adm.II Section CPIO Shri Dinesh Kochher, Under Secretary(Adm.II) Room No. 358, Phone 011-23096521, email: dinesh.kochher@nic.in First Appellate Authority: Shri Shashi Pal, Director(Adm.) Room No. 322, Phone 011-23096746, email: pal.shashi@nic.in.	For updation in Manual 17

Munish R Kumar
5/8/2022
(Munish R Kumar)
Section Officer (Adm.1A)

Ms. Saloni Sachdeva YP(Communications), NITI Aayog
NA ID note A-51011/11/2020-Adm.II dated 5th August, 2022.

Copy to RTI Cell for information


M-1 - MU Vertical

**Government of India
NITI Aayog
(Managing Urbanisation Vertical)**

Subject: Submission of Self-appraisal by Public Authorities on the CIC's Portal for conducting transparency audit – reg.

Please refer Email dated 02.08.2022 of DS/Nodal Officer (RTI), NITI Aayog on the subject as mentioned above and the information under Section 4(1)(b) of RTI Act, 2005 with respect to Managing Urbanization Vertical is enclosed herewith.

Encl.: As above.


(Biswanath Bishoi)
Dy. Adviser/CPIO (MU)
Email: b.bishoi@gov.in

Sh. Sushil Ekka, DS/Nodal Officer (RTI), NITI Aayog

NITI U.O. No. NITI-H-4-01-2018-MU/FTS-23091 Dated: 3rd August, 2022

Ministry Name: NITI Aayog (Managing Urbanization Vertical)

Public Authority Name: NITI Aayog

Section 4.	Details of disclosure	Brief reply
4(1) (b)	Power and duties of its officers and employees	The managing urbanization vertical in NITI Aayog focuses on urbanization in close association with the Ministry of Housing and Urban Affairs. The vertical also collaborates with national and international knowledge centres/institutions, think tanks, experts, policymakers for capacity building of various stakeholders and initiating dialogue through knowledge-sharing workshops, meetings, etc., on various sub-sectors, etc. Besides, the vertical also examines proposals, detailed project reports received from states and union territories for GoI funding and/or external assistance for various projects proposed to be undertaken by them.
	The names, designations and other particulars of the Public Information Officers	CPIO (MU) – Dr. Biswanath Bishoi, Dy. Adviser, Room No. 364, NITI Bhawan, Sansad Marg, New Delhi. Tel. No. 23096819 Appellate Authority (MU) – Sh. Kunder Kumar, Adviser, Room No. 233, NITI Bhawan, Sansad Marg, New Delhi. Tel. No. 23096811

F.No. A-52012/9/2021-Adm.IV
Government of India
NITI Aayog

Sansad Marg, New Delhi,
Dated the 10th August, 2022

OFFICE MEMORANDUM

Subject: Information in respect of Section 4(i)(b) of RTI Act, 2005 – reg.

The undersigned is directed to forward herewith the information under Manuals 1 & 7 u/s 4(i)(b) of RTI Act, 2005 in respect of Admin.IV section, NITI Aayog for the F.Y. 2021-22 as under for further necessary action at your end:

Manual	Particulars	Information
Manual 1	Functions of Admin.IV Section	Encl. at Annexure-I
Manual 7	Work allocation of officers dealt in Admin.IV section	Encl. at Annexure-II
Manual 17	Details of CPIO & FAA	<u>CPIO</u> : Shri Ajay Joshi, Under Secretary, Room no. 411, NITI Aayog, Phone 23042411, email: a.joshi@nic.in <u>FAA</u> : Smt. Poornima Malik, Deputy Secretary (retd.), Room no. 404, Phone 23042404, email: poornima.malik@nic.in

Ranjay
10/8/22
(Ranjay Kumar)
Section Officer

Encl.: As above.

RTI Cell, NITI Aayog

Duties & Functions of Admin.IV Section

1. All administrative and establishment matters pertaining to personal staff of Vice-Chairperson, Minister of States for Planning and Members, NITI Aayog such as issue of appointment/termination Orders, medical examination, verification of their character and antecedents, maintenance of their service books, leave account and grant of increment etc.
2. All administrative and service matters of personnel belonging to CSSS staff of NITI Aayog cadre.
3. All administrative matters relating to recruitment, appointment, confirmation, promotion and maintenance of service records in respect of GCS posts of Assistant Photostat Equipment operator, Dispatch Rider, Multi Tasking Staff, Staff Car Driver and Canteen Staff, Library Staff, Protocol Officer, Protocol Assistant and Accountant and Assistant Welfare Officer of NITI Aayog.
4. Preparation of bills in respect of daily wagers working in NITI Aayog. Outsourcing of staff for giving basic support to dignitaries/Officers/verticals/Divisions etc.
5. Verification of Children's Educational Allowance/ Tuition Fee re-imburement claim/Medical re-imburement claim/Leave Travel Concession claims in respect of staff dealt in this Section.
6. Verification of CGHS application form/govt. accommodation forms.
7. Issue of forms for filling up APAR in respect of all staff dealt in Admn. IV Section.
8. Grant of House Building Advance.
9. Constitution of Departmental Promotion Committee/ cases under FR 56 (J).
10. Sanction of Honorarium to all NITI Aayog personnel.
11. Maintenance of Service book/leave account/release of increment, internal audit etc.