

Scope of work of Administration 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 appointment, confirmation, promotion and maintenance of service records in respect 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-imbusement claim /Leave Travel Concession claims in respect of staff dealt in this Section.
6. Matter related to Govt. accommodation on e-Sampada Portal.
7. Verification of CGHS application form/govt. accommodation forms.
8. Reimbursement of medical bill processing through PFMS portal.
9. Maintain all employees data in e-HRMS v.2.0 portal.
10. Issue of forms for filling up APAR in respect of all staff dealt in Admn. IV Section.
11. Grant of House Building Advance.
12. Constitution of Departmental Promotion Committee/ cases under FR 56 (J).
13. Sanction of Honorarium to all NITI Aayog personnel.
14. Maintenance of Service book/leave account/release of increment, internal audit etc.
15. Pay fixation/increment of the above officers.
16. Probation / confirmation / resignation or retirement /cases requiring administrative disciplinary action.
17. Parliament Questions and compilation of information relating thereto pertaining to this Section.
18. Court/CAT cases pertaining to the above posts.
19. Taking up of Service Verification matters with concerned Accounts Sections and Pay & Accounts Office.
20. Furnishing of information/replies to Audit Party/IF Cell/Accounts Section/OM&C etc.in respect of above staff.
21. RTI Matters pertaining to above posts.
22. Appointment/financial upgradation under MACPS/Promotion/Probation/confirmation/resignation/retirement/cases requiring administrative disciplinary action.
23. Issue of NOC related to Passport/higher studies/Retirement/VRS/Death/relieving.
24. Permission & Intimation under Conduct Rules.
25. Other miscellaneous matters.