

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Details of disclosure	Relevant Information furnished	Remarks
Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions		
Rules, Regulation, instruction manual and records for discharging function [Section 4(1) b (v)]	Functions are discharged based on the relevant records (orders, sanctions etc.) of each case as well as relevant or applicable rules/ regulations /instructions/Manual of Office Procedure/ Record retention schedule etc. of Govt. of India, issued by Department of Personnel and Training, Department of Administrative Reforms and Public Grievances , Ministry of Finance, Ministry of Health and Family Welfare and the concerned Nodal Departments/ Ministries, as amended from time to time, and departmental instructions (if applicable) like Channel of Submission & Level of Disposal of NITI Aayog, Delegation of financial and administrative powers issued by OM&C section of NITI Aayog or Departmental instructions issued by other competent authority, as amended from time to time	Channel of Submission & Level of Disposal of NITI Aayog, Delegation of financial and administrative powers are issued/compiled by OM&C section of NITI Aayog
List of Rules, Regulations, Instructions, manual and records	-do-	-do-
Act/Rules /Manuals etc.	-do-	-do-
Title and nature of the record/ manual/ instructions	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 Applicable/ Relevant Rules, Regulations and Instructions etc., as mentioned above are also used for discharging functions.	
Transfer policy and transfer orders	As per transfer policy /guidelines issued by DoPT/CVC/nodal Ministries/Departments	