

Government of India  
NITI Aayog  
General Administration

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Sansad Marg, New Delhi  
Dated the 8<sup>th</sup> May, 2024

With reference to email received from RTI Cell dated 7<sup>th</sup> May, 2024, the solicited information as per Rule 4 (1)(b) pertaining to General Administration (General 1 to 4, Welfare Section, Record Cell) are given below:

Sl No.	Solicited information	Reply of General Administration
1	General scope of work (Section wise)	<p><b>General I Section:</b></p> <p><b>Staff Car Cell:</b> Dealing with matters related with staff car and drivers.</p> <p><b>Central Registry Cell:</b> Dealing with Dak received and distribution inward and out ward.</p> <p><b>Record Section:</b> Management of records as per record retention schedule.</p> <p><b>Caretaker Cell:</b> Take care of NITI Building along with the management in meetings, management of dusting and cleaning through housekeeping staffs and parking management.</p> <p><b>Welfare Section:</b> taking care of welfare related work in NITI Bhawan.</p> <p><b>General II Section:</b> Deals with matters related with conducting meetings and its related management.</p> <p><b>General III Section:</b> Providing of stationary, computers and related items.</p> <p><b>General IV Section:</b> Providing of furniture, space allocation and maintenance/ repair of NITI Building.</p>

2	Manual- 2 “The procedure followed in the decision making process, including channels of supervision and accountability.”	As per Central Secretariat Manual of Office Procedure (CSMOP).
3.	Manual- 3 “ The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function.”	AS per rule containing in GFR- 2017 and Delegation of Financial Power Rules.
4	Manual- 6 “Rules, regulations, instruction, manuals and records for discharging functions.”	As per Central Secretariat Manual of Office Procedure (CSMOP).
5	Manual- 12 “The budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and reports on disbursement made.”	As per budget allocated for FY 2024-25 and conveyed through IFD’s F No.G-20011/04/2023-IFD dated 08 <sup>th</sup> March, 2024 (copy enclosed).