

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 belongings 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-cum-Equipment Operator, Despatch Rider, Multi-Tasking Staff, Staff Car Driver, Canteen Staff, Library Staff, Protocol Officer, Protocol Assistant 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/ Divisions etc.
5. Verification of Children's Educational Allowance/ Tuition Fee re-imbursement claim/ Leave Travel Concession claims in respect of staff dealt in this section.
6. Matter related to Government accommodation on e-Sampada Portal.
7. Verification of CGHS application form/ Government accommodation forms.
8. Re-imbursement of medical bill processing through PFMS portal.
9. Maintain all employees' data in e-HRMS 2.0 portal.
10. Issue of forms for filling up APAR in respect of all staff dealt in Admin-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. Appointment/ Financial Upgradation under MACPS/ Promotion/ 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 of Audit Party/ IF Cell/ Accounts Section/ OM & C etc. in respect of above staff.
21. RTI matters pertaining to above posts.
22. Issue of NOC related to Passport/ Higher Studies/ Retirement/ VRS/ Death/ Relieving.
23. Permission & Intimation under Conduct Rules.
24. Other miscellaneous matters.

Atal Innovation Mission

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1. Shri Surender Mehra, MD (AIM)
1.2.2	Power and duties of other employees	2. Sh. Nirmal Bhagat, Director Finance (AIM) 3. Ms. Amita Gupta, Head Admin (AIM) 4. Shri Jagvir Singh, Under Secretary (AIM) 5. Shri Pramit Dash, Consultant Gr. — II 6. Ms. Deepali Upadhyay Consultant Gr. — II 7. Shri Himanshu Joshi, Consultant Gr. — II
1.2.3	Rules/ orders under which powers and duty are derived and	Powers and duty are derived and exercised under extant Rules/ orders issued by Govt. of India and competent authority and as per NJTI Guidelines from time to time.
1.2.4	Exercised	
1.2.5	Work allocation	<p>Key Components</p> <p>Atal Tinkering Labs (ATLs) Set up in schools (grades H-12), offering hands-on STEM learning with tools like robotics, 3D printers, sensors. Over 10,000 labs across the country</p> <p>Atal Incubation Centres (AICs) Hosted by universities, institutions, and corporations, these incubators mentor and fund startups Operating 72 AICs by 2025, supporting 3,500+ startups</p> <p>Atal New India Challenges & Grand Challenges Competitive platforms co-funded with ministries/departments to develop innovative solutions for national issues.</p> <p>Atal Community Innovation Centres (ACICs) Centres in tier-2, tier-3, rural, tribal, and aspirational regions aimed at grassroots innovation. ARISE — Applied Research & Innovation for Small Enterprises Focused on MSME-driven innovation through research-to-product pathways.</p> <p>Mentor India (Mentors of Change)</p> <p>A national network of mentors to support innovators across AIM's ecosystem</p>