

Dated – 27th June, 2025

Sl No.		Information reg. General Admin.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p><u>General I Section:</u> Staff Car Cell: Dealing with matters related with staff car and drivers.</p> <p>Central Registry Cell: Dealing with Dak received and distribution inward and out ward.</p> <p>Record Section: Management of records as per record retention schedule.</p> <p>Caretaker Cell: Take care of NITI Building along with the management in meetings, management of dusting and cleaning through housekeeping staffs and parking management.</p> <p>Welfare Section: Taking care of welfare related work in NITI Bhawan.</p> <p>General II Section: Deals with matters related with conducting meetings and its related management.</p> <p>General III Section: Providing of stationary, computers and related items.</p> <p>General IV Section: Providing of Furniture, space allocation and maintenance/ repair of NITI Building.</p>