

1.5	Rules, Regulation, instruction manual and records for discharging function [Section 4(1) b (v)]		
1.5.1	Title and nature of the record/manual/instruction	<p>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</p> <p>File work is done on digital platform i.e. eoffice portal. Other records include File opening register, Service Books, IPR Register, RTI register, Medical claims register, Service book register, Electricity/ Water Bills register etc.</p>	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
1.5.2	List of Rules, Regulation, instruction manual and records		
1.5.3	Act/Rules /Manuals etc.		
1.5.4	Transfer policy and transfer orders	As per transfer policy /guidelines issued by DoPT/CVC/nodal Ministries/ Departments	