

## Admin-1A

As on 31.03.2026

<b>1.2</b>	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	The powers and duties of the officers/officials of Adm.1A Section are as provided in rules/instructions of Government of India.
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and exercised	Powers of officers/officials of Adm.IA are derived and exercised from the Manual / Procedure etc of GOI.
1.2.4	Work allocation	Work allocation of officers, being dealt in Adm.1A Section, may be provided as "Annexure I".

### Annexure I

<b>Administration IA/Recruitment Section</b>					
<b>S. NO</b>	<b>Full_Name</b>	<b>Designation</b>	<b>Email</b>	<b>Mobile Number</b>	<b>Division</b>
1	Prof. Pravakar Sahoo	Senior Lead	<a href="mailto:pravakar.sahoo@gov.in">pravakar.sahoo@gov.in</a>	9891294741	PD (Economics & Finance- I)
2	Shri Yugal Kishore Joshi	Lead	<a href="mailto:yugal.joshi@gov.in">yugal.joshi@gov.in</a>	9810973200	PD (Information Technology including Frontier Technology and Telecommunication)  PD (Water & Land Resources) North-East States Communication
3	Dr. Banusri Velpandian	Senior Specialist	<a href="mailto:banusri.v@gov.in">banusri.v@gov.in</a>	9810996672	Law, Research and Networking
4	Dr. Shashank Shah	Senior Specialist	<a href="mailto:shashank.shah@gov.in">shashank.shah@gov.in</a>	9441034682	Education, Strategic Communication, Viksit Bharat- Perspective Planning & Visioning
5	Dr. Sakshi Khurana	Senior Specialist	<a href="mailto:sakshi.khurana@gov.in">sakshi.khurana@gov.in</a>	9899116470	Skill Development & Entrepreneurship, Labour & Employment Knowledge Support Unit
6	Dr. Pravin Kumar	Specialist	<a href="mailto:pravin.kumar81@gov.in">pravin.kumar81@gov.in</a>	9555141965	Economics and Finance-II

## Law Division

(As on 21.05.2026)

<b>1.2</b>	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>	<p>The powers and duties shall be exercised and performed in accordance with the office orders issued by NITI Aayog, from time to time on work allocation and as per the extant rules, regulations, instructions &amp; guidelines etc. of the Government of India, as applicable.</p> <p>Further, the rules/regulation etc. as applicable to Central Government Employees/All India Service Officers and Central Government Offices are followed for discharging of its functions. Manuals and procedures on financial delegations are issued by the IFD NITI Aayog in terms of the relevant Government of India Policies/instructions/guidelines.</p>
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## Water and Land Resources Division

As on 31.03.2026

<b>1.2</b>	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	As per the official orders issued by NITI Aayog, Government of India, from time to time.
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and exercised	
1.2.4	Work allocation	

## Admn. II Section

As on 31.03.2026

1.2	<b>Power and duties of its officers and employees [Section 4(1) b (ii)]</b>	
1.2.1	Power and duties of its officers (administrative, financial and judicial)	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 Government 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.
1.2.2	Power and duties of other employees	
1.2.3	Rules/order under which powers and duty are derived and Exercised	
1.2.4	Work allocation	Work allocation –  i. Vice Chairperson and Members at <b>Annexure III</b>  ii. Officers being dealt in Admin.IISection, NITI Aayog at <b>Annexure IV</b>  (iii)Functions/duties of Admin II section, NITI Aayog at <b>Annexure V</b>

For Internal Circulation only

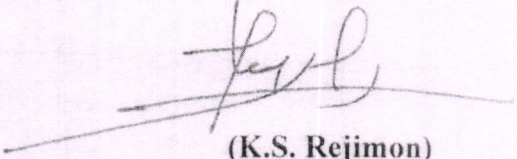
No. A-52012/33/2026-Adm.II  
Government of India  
NITI Aayog

Sansad Marg, New Delhi  
Dated 15<sup>th</sup> May, 2026

**OFFICE ORDER**

**Subject: Work distribution amongst the Hon'ble Vice Chairman, Members, and the CEO, NITI Aayog-reg.**

The undersigned is directed to enclose herewith a copy of the work distribution amongst the Hon'ble Vice Chairman, Members, and the CEO, NITI Aayog.

  
(K.S. Rejimon)  
Joint Secretary (Admn.)

To:

1. DG, DMEO
2. MD (AIM)
3. All Programme Directors, NITI Aayog

Copy to:

1. O/o VCH
2. O/o Member (RG)/ Member (KVR) / Member (GD) / Member (MS) / Member (AK) / Member (RB) / Member (JA)
3. O/o CEO

Office of Vice Chairperson  
NITI Aayog

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Subject: Work Allocation between Vice Chairperson and Members- regarding

In supersession of the order dated 23<sup>rd</sup> December, 2025 and consequent upon joining of VCH, Members in NITI Aayog in pursuance of the Cabinet Secretariat's Notifications No. 511/1/1/2024-Cab. Dated 24<sup>th</sup> April, 2026 and 02<sup>nd</sup> May, 2026, the revised work allocation amongst VCH, Members and CEO, NITI Aayog shall be as under:

Sl. No.	Name	Subject	Ministries/Departments
01	Vice Chairperson	• Industry & Foreign Investment	1. PMO 2. Ministry of Commerce and Industry
		• State Finances	3. Ministry of Finance 4. Ministry of MSME
		• Economic & Finance	5. Ministry of Textiles 6. Ministry of Steel 7. Ministry of Corporate Affairs 8. Ministry of Heavy Industries
		• Services	9. All Ministries
02	Shri Rajiv Gauba, Member (RG)	• Governance and Reforms	1. All Ministries
		• Monitoring Flagship Programmes	2. All Ministries
		• Infrastructure	3. Ministry of Railways 4. Ministry of Road Transport & Highways 5. Ministry of Civil Aviation 6. Ministry of Ports, Shipping and Waterways
		• Public-Private Partnership	7. All Ministries
		• Urbanization	8. Ministry of Housing and Urban Affairs
		• Law	9. Ministry of Law and Justice
		• Security and Strategic Affairs	10. Ministry of Home Affairs 11. Ministry of External Affairs 12. Ministry of Defence
		• Green Transition, Energy, Climate & Environment	13. Ministry of Environment, Forests & Climate Change 14. Ministry of Power 15. Ministry of New & Renewable Energy. 16. Ministry of Coal 17. Ministry of Petroleum & Natural Gas, 18. Dept. of Chemicals and Petro-Chemicals

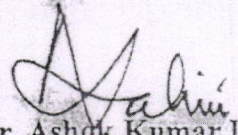
03	Prof. K. V. Raju, Member (KVR)	<ul style="list-style-type: none"> <li>• Agriculture Technology</li> </ul>	1. Ministry of Agriculture Farmers Welfare
		<ul style="list-style-type: none"> <li>• Agriculture Policy</li> </ul>	2. Ministry of Food Processing Industries 3. Ministry of Fisheries, Animal Husbandry & Dairying 4. Ministry of Cooperation 5. Ministry of Consumer Affairs, Food & Public Distribution 6. Department of Fertilizers
04	Prof. Gobardhan Das, Member (GD)	<ul style="list-style-type: none"> <li>• Data Management &amp; Analysis</li> </ul>	7. Ministry of Statistics & Programme Implementation
		<ul style="list-style-type: none"> <li>• Health Research</li> </ul>	1. Department of Health Research
		<ul style="list-style-type: none"> <li>• Higher &amp; Technical Education</li> </ul>	2. Department of Higher Education
		<ul style="list-style-type: none"> <li>• Mines &amp; Minerals</li> </ul>	3. Ministry of Mines
05	Prof. Abhay Karandikar, Member (AK)	<ul style="list-style-type: none"> <li>• Biotechnology</li> </ul>	4. Department of Biotechnology
		<ul style="list-style-type: none"> <li>• Science &amp; Technology (excluding biotechnology)</li> </ul>	1. Ministry of Science & Technology (excluding Department of Biotechnology) 2. Dept. of Space 3. Ministry of Earth Sciences
		<ul style="list-style-type: none"> <li>• Nuclear Energy</li> </ul>	4. Department of Atomic Energy
06	Dr. M. Srinivas, Member (MS)	<ul style="list-style-type: none"> <li>• IT &amp; Telecommunications</li> </ul>	5. Ministry of Electronics & Information Technology (MEITY) 6. Ministry of Communications
		<ul style="list-style-type: none"> <li>• Women &amp; Child Development</li> </ul>	1. Ministry of Women and Child Development
07	Dr. R. Balasubramaniam Member (RB)	<ul style="list-style-type: none"> <li>• Health &amp; Family Welfare Nutrition (excluding Health Research)</li> </ul>	2. Department of Health and Family Welfare 3. Ministry of AYUSH 4. Dept. of Pharmaceuticals
		<ul style="list-style-type: none"> <li>• Social Justice &amp; Empowerment</li> </ul>	1. Ministry of Social Justice and Empowerment 2. Ministry of Tribal Affairs 3. Ministry of Minority Affairs
		<ul style="list-style-type: none"> <li>• Sustainable Development Goals (SDGs)</li> </ul>	4. All Ministries
		<ul style="list-style-type: none"> <li>• Drinking Water &amp; Sanitation</li> </ul>	5. Ministry of Jal Shakti
		<ul style="list-style-type: none"> <li>• Rural Development &amp; Panchayati Raj</li> </ul>	6. Ministry of Rural Development 7. Ministry of Panchayati Raj

		<ul style="list-style-type: none"> <li>• Skill Development and Entrepreneurship</li> </ul>	8. Ministry of Skill Development & Entrepreneurship
		<ul style="list-style-type: none"> <li>• Labour and Employment</li> </ul>	9. Ministry of Labour & Employment
08	Dr. Joram Aniya, Member (JA)	<ul style="list-style-type: none"> <li>• Tourism &amp; Culture</li> </ul>	1. Ministry of Tourism 2. Ministry of Culture
		<ul style="list-style-type: none"> <li>• School Education</li> </ul>	3. Department of School Education and Literacy
		<ul style="list-style-type: none"> <li>• Youth Affairs &amp; Sports</li> </ul>	4. Ministry of Youth Affairs and Sports

2. All matter related to ADP/ABP, State Support Mission, Governing Council Secretariat & Coordination (GCS&C), Law and Voluntary Action Cell, Public Finance & Policy Analysis, Viksit Bharat – Perspective, Planning & Visioning, Frontier Technology Hub shall continue to be handled by CEO directly.

3. Any subject matter that are not mentioned above shall be dealt with by the Vice-Chairperson.

4. All Cabinet Notes in the respective subject areas would be put up by the officials to their respective members and after obtaining their inputs, PD concerned would submit to the CEO for onward submission to the Vice-Chairperson for his final approval.

  
 (Dr. Ashok Kumar Lahiri)  
 Vice Chairperson, NITI Aayog  
 15<sup>th</sup> May, 2026

Member (RG)

Member (KVR)

Member (GD)

Member (AK)

Member (MS)

Member (RB)

Member (JA)

Complete Programme Work Allocation (US to PD)

Annexure IV

Dated:- 15/05/2026

Sl. No.	Programme/Subject allocation	Programme Director(PD)		Reporting, Resident Fellow	DS/Director equivalent or	US
		Nomenclature	Officer			
1.	<b>States</b> i) State Co-ordination ii) State Support Mission(SSM) iii) Aspirational Districts Program(ADP) iv) Aspirational Block Program(ABP)	<b><u>PD(States)</u></b>	Shri Rohit Kumar, Addl. Secretary & Mission Director (ADP & ABP)	<u>SSM</u> Shri K.S. Rejimon, JS & MD(SSM); <u>ABP</u> Shri S. Kishore, Sr. Consultant	1. Ms. Keerti Tiwari, Director (addl.)- SSM  2. Shri Shoyabahmed Kalal, Director(addl.)- SSM  3. Shri Mahendra Kumar, DS and Addl. MD- ABP, ADP  4. Shri Gaurav Katiyar, DS – ABP, ADP	1. Shri Vikram Singh Negi, US, State Support Mission (SSM) and State coordination (addl.)  2. Ranjay Kumar, US (ADP/ABP)
	v) National Chief Secretaries Coordination Division		Ms. Gitanjali Gupta, Addl. Secretary			
2.	<b>North-East States</b>	<b><u>PD(NE)</u></b>	Ms. Gitanjali Gupta, Addl. Secretary	Shri Yugal Kishore Joshi, Lead (addl.)	1. Shri Mohd Zubair Ali Hashmi, Director (addl.)	1. Shri Goutam Malhotra, US

3.	Viksit Bharat - Perspective Planning & Visioning	<u>PD(VB- PP&amp;V)</u>	Ms. Gitanjali Gupta, Addl. Secretary	Shri Partha Sarathi Reddy Chevuru, Adviser (addl.)	1. Dr. Shashank Shah, Senior Specialist (addl.)	-
4.	Communications	<u>PD(Comm.)</u>		Shri Yugal Kishore Joshi, Lead (addl.) and (He will also look after the work related to good governance practices of Knowledge portal)	1. Ms. Keerti Tiwari, Director 2. Dr. Shashank Shah, Sr. Specialist (Strategic Communications) (Nodal officer for the work related to Development of NITI Intranet) (addl.)	
5.	Administration/HR including GA, RTI	<u>PD(Admin)</u>	Shri Rajeev Singh Thakur, Adviser (AS rank) (addl.)	Shri K.S. Rejimon, JS (addl.)	1. Shri Nirmal Kumar Bhagat, Director 2. Shri Shoyabahmed Kalal, Director & HoD 3. Dr. Ashish Kumar Panda, Director and link HoD 4. Shri Vinod Kumar, DS 5. Shri Hemant Kumar, DS 6. Shri Amit Kumar Singh, DS	1. Shri Biswajeet Mandhata Patnaik, US 2. Shri Vikram Singh Negi, US 3. Shri Rajender Singh Kaushik, US 4. Shri Rakesh Kumar, US 5. Shri Harinder Singh, US (addl.) 6. Shri Arvind Kumar, US 7. Ms. Sangeeta, US 8. Shri Ashvin Verma, US
6.	Data Management & Analysis	<u>PD(DMA)</u>	Ms. Anna Roy, Principal Econ. Adviser	Ms. Swapnalee Bhattacharya, DDG	1. Shri Arvind Kumar, DS(DMEO)	1. Shri Jagvir Singh, US

7.	Urbanization	<u>PD(Urban)</u>		-	1. Ms. Pooja Sharma, DS (addl.)	-
8.	Research & Networking	<u>PD(R&amp;N)</u>		-	1. Dr. Banusri Velpandian, Sr. Specialist	1. Shri. Jagvir Singh, US (addl.)
9.	Infrastructure – Connectivity-I (Roads, Railways)	<u>PD(Tpt-Infra-I)</u>	Ms. Archana Mittal, Adviser	-	1. Ms. Pooja Sharma, DS	-
10.	Infrastructure-Connectivity-II (Transport- Ports, Shipping, Waterways, Civil aviation)	<u>PD(Tpt-Infra-II)</u>	Shri Rajeev Singh Thakur, Adviser (AS rank)		1. Shri M.Vijaya Kumar, Joint Adviser 2. Lt Col P Balu Phanikar, OSD (on loan basis w.e.f. 29.01.2025)	-
11.	Governance and Reforms	<u>PD(G&amp;R)</u>		Ms. Archana Mittal, Adviser	1. Ms. Pooja Sharma, DS (addl.)	-
12.	Industry & Foreign Investment	<u>PD(Industry &amp; Foreign Investment)</u>	Shri Ishtiyaque Ahmed, Senior Consultant		1. Ms. Aashwita Lal, Director 2. Shri Upendra Kumar Gupta, Deputy Adviser 3. Ms. Neha Nautiyal, DS(DMEO)	-
13.	Governing Council Secretariat & Coordination (GCS&C), Parliament	<u>PD(Coord)</u>	Dr.Yogesh Suri, Sr. Adviser	-	1. Mukund Bihari, Joint Director – GCS&C, Parliament	1. Shri Rakesh Kumar, US (addl.) – Parliament, GCS&C.
14.	Health & Family Welfare, Nutrition	<u>PD(Health)</u>	Shri Rajib Kumar Sen, Sr. Adviser	Dr. Sumana Arora, Sr. Consultant	1. Shri Hemant Kumar Meena, Director	-
15.	Women and Child Development	<u>PD(WCD)</u>		-	1. Shri Hemant Kumar Meena, Director (Addl.)	-
16.	State Finances	<u>PD(State Finances)</u>		-	-	1. Shri Jagvir Singh, US (addl.)

17.	Sustainable Development Goals (SDGs)	<u>PD(SDGs)</u>		-	1. Shri Hemant Kumar Meena, Director (Addl.)	-
18.	Agriculture Technology	<u>PD(Agri-Tech)</u>	Dr. Neelam Patel, Sr. Adviser	-	-	-
19.	Agriculture Policy	<u>PD(Agri-Pol)</u>	Dr. Raka Saxena, Sr. Adviser	Dr. Babita Singh, Sr. Consultant	-	-
20.	Public Finance and Policy Analysis (formerly PAMD)	<u>PD(PFPA)</u>	Shri Anurag Goyal, Sr. Adviser	-	1. Shubash Chandra Meena, Economic Adviser (DMEO) 2. Dr. Ashis Kumar Dash, Director 4. Shri Sushant Sudan, Director 4. Dr. Muniraju SB, Deputy Adviser	-
21.	Science and Technology	<u>PD(S&amp;T)</u>	Dr. Vivek Kumar Singh, Sr. Adviser	-	1. Dr. Ashok Atmaram Sonkusare, Deputy Adviser 2. Dr. Thyagaraju B.M., Deputy Adviser	-
22.	Economics & Finance I: Economic Modelling, Scenario Building, Capital Markets	<u>PD(Eco &amp; Fin I)</u>	Dr. Pravakar Sahoo, Sr. Lead	-	1. Ms. T Nalina Sofia, Director	-
23.	Economics & Finance II i. All other matters of Economic & Finance Divisions not mentioned in E&F-I including G20, Multilateral Institutions and Disinvestment; ii. Trade & Commerce	<u>PD(Eco &amp; Fin II)</u>	Shri Sanjeet Singh, Sr. Consultant	-	1. Dr. Pravin Kumar, Specialist	1. Shri Harinder Singh, US
24.	Information Technology (including Frontier Technology) and Telecommunications	<u>PD(IT/Telecom)</u>	Shri Yugal Kishore Joshi, Lead	-	1. Shri Manish Kumar Vimal, Director (addl.) 2. Dr. Ashish Kumar Panda, Director- FTH	-

			Frontier Technology Hub (FTH) – Ms. Debjani Ghosh, Distinguished Fellow		(addl.) 3. Lt Col Rahul Kher, OSD (on loan basis w.e.f. 29.01.2025) 4.Lt Col Amrinder Singh, OSD (on loan basis w.e.f. 29.01.2025)	
25.	Water and Land Resources	<u>PD(WLR)</u>	Shri Yugal Kishore Joshi, Lead (addl.)	-	1.Shri A. Muralidharan, Deputy Adviser	-
26.	Drinking Water & Sanitation	<u>PD(DW&amp;S)</u>		-	1. Shri A. Muralidharan, Deputy Adviser (addl.)	
27.	Tourism and Culture	<u>PD(Tourism &amp; Culture)</u>			1. Shri Amit Bhardwaj, Deputy Adviser (addl.)	-
28.	Social Justice & Empowerment, Voluntary Action	<u>PD(SJ&amp;E/VA C)</u>	Shri K.S. Rejimon, JS (addl.)		1. Shri Arvind Kumar, DS, DMEO (addl.)	-
29.	Electric Mobility	<u>PD(e-Mobility)</u>	Ms. Archana Mittal, Adviser	-	-	-
30.	Rural Development and Panchayati Raj Institutions	<u>PD(RD &amp; PR)</u>	Dr. Neelam Patel, Senior Adviser	-	1. Shri Amit Bhardwaj, Deputy Adviser (addl.)	-
31.	Public Private Partnership(PPP) including High Speed Train and Asset Monetization	<u>PD(PPP)</u>	Shri Partha Sarathi Reddy Chevuru, Adviser	-	-	-
32.	Island Development	<u>PD(Island)</u>			1. Shri Amit Bhardwaj, Deputy Adviser	-
33.	Services	<u>PD(Services)</u>	Dr. Sonia Pant, Adviser	-	1. Shri Deepak Kumar, Deputy Secretary	-

34.	Education	<u>PD(Edu)</u>		-	1. Dr. Shashank Shah, Sr. Specialist 2. Shri Manish Kumar Vimal, Director (addl.)	-
35.	Skill Development & Entrepreneurship, Labour & Employment	<u>PD (SD&amp;E/L&amp;E)</u>		-	1. Shri Manish Kumar Vimal, Director 2. Dr. (Ms.) Sakshi Khurana, Senior Specialist 3. Lt Col Jitendra Verma, OSD (on loan basis w.e.f. 29.01.2025)	-
36.	Green Transition, Energy, Climate & Environment	<u>PD(Green Transition &amp; Climate)</u>	Dr. Anshu Bhardwaj, Senior Consultant	Shri Rajnath Ram, Adviser (Energy)  Shri Pradeep Singh, Adviser (Green Transition, Climate & Environment)	1. Shri Manoj Kumar Upadhyay, Dy. Adviser  2. Shri Sumit Gakhar, DS (addl.)	-
37.	Law	<u>PD(Law) And Mines and Mineral Sector (M/o Mines)</u>	Shri Anupam Lahiri, ADG	-	1. Dr. Banusri Velpandian, Sr. Specialist (addl.) 2. Shri R. Saravanabhavan, Deputy Adviser (work related to Mines and Mineral Sector(M/o Mines))	-

38.	Security and Strategic Affairs	<u>PD(SSA)</u>	Major General K. Narayanan, AVSM**, SM (Retd.), Senior Consultant	-	1. Shri Shoyabahmed Kalal, Director SSA- (addl.)	1. Shri Harinder Singh, Under Secretary (addl.)
39.	Youth Affairs and Sports	<u>PD(YA&amp;S)</u>	Shri Pradeep Singh, Adviser	-	-	-

1. Note 1:- Vigilance/APAR: Shri Anurag Goyal, Senior Adviser is appointed as the regular part-time Chief Vigilance Officer (CVO) of NITI Aayog and DMEO. Shri Partha Sarathi Reddy Chevuru, Adviser link CVO. Shri Amit Kumar Singh, DS is looking after the work of Vigilance Division under CVO on addl. charge basis). Ms. Sangeeta, US is assigned the work of APAR/Vigilance.

Note 2: Dr. Kumar Sanjay is Director (Library), NITI Aayog

Note 3: Shri Hemant Kumar, DS and Sh. Ashvin Verma, US, are looking after the work of Economic Advisory Council to the Prime Minister (EAC to PM) on additional charge basis.

Others including special initiatives/programs

1.	Knowledge Support Unit	Ms. Gitanjali Gupta, Addl. Secretary & Head (addl.)	-	1. Dr. Sakshi Khurana, Sr. Specialist(addl.)	-
2.	Economic Intelligence Unit	Dr. Sonia Pant, Adviser (addl.)	-	1. Shri Deepak Kumar, Deputy Secretary (addl.)	-
3.	Development Monitoring and Evaluation Office (DMEO)	Ms. Nidhi Chhibber, Director General, DMEO	Shri Samarendra Prakash Srivastava, DDG	1. Shri Mohd. Zubair Ali Hashmi, Director	(Staff of DMEO dealt by DMEO Admin)
4.	Atal Innovation Mission (AIM)	Dr. Deepak Bagla, MD, AIM, will look after the administrative and financial matter relating to AIM along with responsibility of HoD, AIM	-	1. Shri Sumit Gakhar, DS, Head (Admin) & Head (Finance), AIM	-
5.	National Institute of Labour Economics Research and Development (NILERD)	Shri Rajeev Singh Thakur, Adviser and Director General, NILERD (addl.)	-	Dealt by NILERD Admin	

Work allocation of Under Secretaries:

S.No.	Name of the Under Secretary	Work allocation
1.	Shri Niraj Singh	IFD
2.	Sh. Biswajeet Mandhata Patnaik	Admin II, Pension, Head of office
3.	Shri Rajender Singh Kaushik	Gen. I, Gen. II, Gen III, Gen IV, Records Officer
4.	Shri Jagvir Singh	State Finances, R&N, DMA
5.	Shri Harinder Singh	Economics & Finance II, RTI, SSA
6.	Shri Vikram Singh Negi	Admin IA/Rectt, State Support Mission (SSM), issue of sanction orders of State Coordination Divisions
7.	Shri Rakesh Kumar	CM & Training including issues related to Mission Karmayogi, Parliament, GCS & C
8.	Shri Ranjay Kumar	ADP/ABP
9.	Shri Arvind Kumar	Admn III, Admn.IV, Accounts
10.	Ms. Sangeeta	APAR/Vigilance, OM&C
11.	Shri Ashvin Verma	Admn. IB, EAC-PM
12.	Shri Goutam Malhotra	North East States

### Administration II : Work allocation

1. Administrative/establishment matters pertaining to VCH, CEO, Members, Addl. Secretary, Senior Adviser, Adviser, Joint Secretary, Director, Deputy Secretary, Deputy Adviser, Director, Deputy Secretary, Joint Director, Assistant Secretary, and Under Secretary level officers and Director (Library) of GCS, Central Staffing Scheme and Central Secretariat Scheme;
2. Allocation & Distribution of work among above officers; Posting/Transfers of above officers, nomination of Nodal officers;
3. Pay fixation/increment; MACP cases;
4. Appointment/Joining/Relieving/Resignation or Retirement cases of concerned officers;
5. Issue of APAR forms (offline and through SPARROW); No Report Certificate and No Review Certificate of concerned officers;
6. Updation of Leave records of concerned officers;
7. Verification of LTC advance, GPF withdrawal, Children Education allowance applications, CGHS Forms; leave encashment of above officers;
8. Verification and acceptance of Registration form, acceptance of allotment and issue of authority slip online on E-Sampada portal of above officers;
9. Parliament Questions and compilation of information relating thereto pertaining to the matters dealt by the Section;
10. Court cases pertaining to the matters dealt by the Section;
11. RTI matters/ Public grievance matters pertaining to the work dealt by the Section;
12. Medical permissions and reimbursement of medical claims; processing through file and PFMS
13. Grant of HBA; processing of HBA matters;
14. Updation of ACC vacancy through SUPREMO;
15. Furnishing data for Independence Day Celebrations, Republic Day Celebrations, Table of Precedence, Establishment strength for IFD and other inputs sought by IFD from time to time, inputs for Capacity Building, Induction Material, Channel of Submission;
16. Service verification matters with Accounts-I Section and Pay and Accounts office; Maintenance of Service books of the concerned officers
17. Creation/updation/maintenance of eOffice accounts of concerned officers, Aadhaar enabled Biometric Attendance report of concerned officers, compilation of establishment related information of concerned Admin sections as per directions of higher authorities.
18. Maintenance/Updation of E-HRMS accounts of concerned officers;
19. Electricity and water bills of VCH and Members;
20. Forwarding of Application of concerned officers;
21. Administrative support during lecture series and events organized by NITI Aayog like duty allocation, issuing directives for attending events, lectures etc.
22. Service/ establishment matters of above class of officers of EAC-PM.
23. Interface between NITI Aayog and NILERD w.r.t. service/ establishment matters of NILERD
24. Any other administrative matter entrusted by the higher officers