

## Admin-1A

As on 31.03.2026

1.5	<b>Acts, rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>	
1.5.1	Title and nature of the record/manual/Instruction.	Category-B: R/R of Posts/Guidelines for recruitment in Flexi Pool, Files relating to recruitment at various posts etc.
1.5.2	List of Acts, Rules, regulations, instructions manuals and records.	<p>Other Category: Such as File opening register, Service Books, Personal files etc.</p> <p>Applicable Rules, Regulations and Instructions etc., Decisions regarding recruitment are taken in accordance to the vacancies/requirements in various verticals and in terms of the RRs/Flexi pool guidelines. Decision regarding Service matters are taken based on relevant records (orders, sanctions etc.) of each case as well as relevant or applicable in accordance to the Rules/Regulations/MoP of DoPT/ Orders of MoHFW/ M/o Finance/ GoI Decisions/ Departmental Instructions like Channel of Submission issued by OM&amp;C and NITI Aayog's Flexi Pool Guidelines, etc., are also used for discharging functions.</p>
1.5.3	Acts/ Rules manuals, etc.	Powers of officers/officials of Adm. Section are derived and exercised from Manual/Procedure and Internal Delegation of Financial Powers issued by IFD of NITI and other relevant rules/ instructions of Govt. of India and any other departmental instructions issued by the Competent Authority.'

## Admn. II Section

As on 31.03.2026

1.5	<b>Acts, rules, Regulation, instruction manual and records for discharging function [Section 4(1) b (v)]</b>	
1.5.1	Title and nature of the record/manual/instruction	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,
1.5.2	List of Rules, Regulation, instruction manual and records	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.
1.5.3	Act/Rules /Manuals etc.	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.

## Law Division

(As on 21.05.2026)

1.5	<b>Acts, rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>	The rules, regulations, instruction manuals, and records governing the discharge of functions by the Law Division shall be in accordance with the norms and guidelines prescribed by NITI Aayog, Ministry of Planning.
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## Water and Land Resources Division

As on 31.03.2026

<b>1.5</b>	<b>Acts, rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>	
1.5.1	Title and nature of the record/manual/Instruction.	As per the rules issued by the Government of India, from time to time.
1.5.2	List of Acts, Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals, etc.	