

1.5

PPPAU

Manual - 6

(Updated upto 31.08.2020)

1.5	Rules, Regulation, instruction manual and records for discharging function [Section 4(1) b (v)]	The PPP proposals are appraised by PPPAU Vertical of NITI per the guidelines on PPP projects issued by the Ministry of Finance, the Model Concession Agreements prepared (if any) by NITI, and various other relevant facts, circumstances and data etc. as relevant to the extant policy of Government and to the respective PPP proposals received from the concerned line Ministries or State Govt. concerned.	
1.5.1,	Title and nature of the record/manual/instruction	As stated at 1.5 above	
1.5.2	List of Rules, Regulation, instruction manual and records	As stated at 1.5 above	
1.5.3	Act/Rules manuals etc,	As stated at 1.5 above	
1.5.4	Transfer policy and transfer orders	N.A.	

EVS

1.5

ADMIN-II

1.5	Rules, regulations, instructions, manuals and records for discharging functions	Adm.3 follows extant rules, regulations, and instructions of Govt. of India.
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1.5	Rules, regulations, instructions manual and records for discharging functions	<ul style="list-style-type: none"> i) Manual of Office Procedure ii) General Financial Rules, 2017 iii) Delegation of Financial Powers, 1978. iv) Manual for Procurement of consultancy and other Services v) Manual for procurement of Goods vi) Manual for Works vii) Instructions issued by CVC viii) Instructions issued by Ministry of Finance – Budget Division and Department of Expenditure ix) Internal Delegation of Financial Powers 	<p>https://darpg.gov.in/sites/default/files/CSMOP_0_0.pdf www.finmin.nic.in</p> <p>www.cvc.nic.in</p> <p>https://doe.gov.in/manuals/manual-procurement-counsltancy-and-other-services-2017</p> <p>https://doe.gov.in/manuals/manual-procurement-goods-2017</p> <p>https://doe.gov.in/manuals/manual-procurement-works-2019</p> <p>https://eprocure.gov.in/cppp/rulesandprocs/kbadqkdlcswfidelrquehwuxcfmilmuixngudufbuubg</p>
			<p>https://www.finmin.nic.in/circular-links/delegation-of-financial-powers</p> <p>In respect of 1.5.4 – Administration Division to provide.</p>

1.5

PAMD

1.5	Rules, Regulations, instruction manual and records for discharging function [Section 4(1) b (v)]	The functions of PAMD vertical are discharged as per instructions issued from time to time by competent authorities of NITI Aayog, and other relevant rules/regulations/instructions etc. (like	In respect of 1.5.4 – Administration Division to provide.
		Manual of Office Procedure, FR, SR, GFR, DFPR, etc.) of Govt. of India.	

<p>1.5 /</p>	<p>Rules, Regulation, instruction manual and records for discharging function [Section 4(1) b (v)]</p>	<p>(i) Manual of Office Procedure, (ii) General Financial Rules, 2017, (iii) Delegation of Financial Powers Rules, 1978, (iv) FR & SR, (v) CCS (Revised Pay) Rules, 2016, (vi) GPF Rules, (vii) Instructions issued by M/o Finance/DOPT/DoPPW, etc. (viii) Internal Delegation of Financial Powers issued by IFD of NITI and other relevant rules/instructions of Govt. of India.</p> <p>For discharging the functions, the relevant record(s) such as PBRs, the relevant Sanction Orders, Pay fixation orders, Expenditure Control Register, TA/LTC/Medical Reimbursement Registers including Personal file on Accounts matter etc. are used</p>	<p>www.persmin.nic.in www.finmin.nic.in www.cga.nic.in</p>
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1.13

ADMIN-3

1.13	Transfer policy and transfer orders	<p>The incumbents of the General Central Service posts under the control of Administration-3 Section, namely, Senior Research Officer/Research Officer/Economic Officer etc. cannot be transferred to other department/Ministry, due to the non-availability of these posts anywhere else.</p> <p>Incumbents of posts, for which the cadre controlling authorities are Department of Economic Affairs, Department of Official Language etc., are transferred from time to time by the respective cadre controlling</p>
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New Delhi dated the 31st July, 2020**Subject:- Proactive Disclosures of Information under Section 4(1) (b) of RTI Act.**

RTI Cell is directed to refer to their mail dated 14.7.2020 and 20.7.2020 on the above noted subject. In so far as OM&C Section is concerned, the requisite information is as below:-

S.No.	Title	Details	Link
1	The procedure followed in the decision making process, including channels of supervision and accountability.	Link of Channel of submission attached.	https://niti.gov.in/sites/default/files/2020-07/Channel_of_submission.pdf
2	Norms set by it for the discharge of its functions	Link of citizen charter may be seen	https://niti.gov.in/sites/default/files/2019-09/Citizen's%20stakeholder's%20charter%20of%20Niti%20Aayog.pdf
3	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	1.Records, Retention schedule 2.Guidelines for applying temporary and permanent pass	https://darpg.gov.in/sites/default/files/RRS_WC.pdf https://evisitors.nic.in/PublicSite/CandidateLogin.aspx(Temporary) https://validation.mha.gov.in/(Permanent)
4	A statement of the categories of documents that are held by it or under its control	1.Application form for applying for Authorized Medical Attendant. 2. Character Certificate for applying for temporary pass.	None
5	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Does not pertain to OM&C	Does not pertain to OM&C

6	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Does not pertain to OM&C	Does not pertain to OM&C
7	Details in respect of the information, available to or held by it, reduced in an electronic form;	Filing of public grievances and disposal	https://pgportal.gov.in/cpgoffice/
8	The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use	Does not pertain to OM&C	Does not pertain to OM&C



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Under Secretary to the Govt. of India
Tel.: 23042487

Sh. Pradhan Singh, SO (RTI)

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1.5.1,	Title and nature of the record/manual/instruction	As stated at 1.5 above	
1.5.2	List of Rules, Regulation, instruction manual and records	As stated at 1.5 above	
1.5.3	Act/Rules manuals etc,	As stated at 1.5 above	
1.5.4	Transfer policy and transfer orders	N.A.	

2/13

1.5.1	Title and nature of the record/manual/instruction	<p>Category- B : R/R of Posts, Files relating to creation of posts etc.</p> <p>Other Category : Such as File opening register, Service Books, Personal files etc.</p> <p>Applicable Rules, Regulations and Instructions etc., as mentioned above at item/para 1.5, are also used for discharging functions..</p>
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1.5.1	Title and nature of the record/manual/instruction	<p>Category- B : Pay Bill Register and Cash Book.</p> <p>Other Category : Such as TA Register, LTC Register, Medical Reimbursement Register and other payment records.</p> <p>Applicable Rules, Regulations and Instructions etc., as mentioned above at item/para 1.5, are also used for discharging functions..</p>	
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1.5.2	List of Rules, Regulation, instruction manual and records	As per para 1.5	
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1.5.2

PPPAU

1.5	Rules, Regulation, instruction manual and records for discharging function [Section 4(1) b (v)]	The PPP proposals are appraised by PPPAU Vertical of NITI per the guidelines on PPP projects issued by the Ministry of Finance, the Model Concession Agreements prepared (if any) by NITI, and various other relevant facts, circumstances and data etc. as relevant to the extant policy of Government and to the respective PPP proposals received from the concerned line Ministries or State Govt. concerned.	
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1.5.4	Transfer policy and transfer orders	N.A.	

Q. No.

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2/1/13

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1.5.4	Transfer policy and transfer orders	N.A.	

1.5.4

ADMIN-II

1.5.4	Transfer policy and transfer orders	As per transfer policy /guidelines issued by DoPT/CVC	
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6	Information Disclosed on own Initiative	The eight(08) no. of MCAs prepared by PPPAU Vertical of NITI are already uploaded on the Website of NITI Aayog.	Link: www.niti.n
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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	<p>The following information has been disclosed on the NITI Aayog's website</p> <ul style="list-style-type: none"> (a) National and District wise statistics (b) Sustainable Development Goals (c) National, State and District Statistics (d) Documents- Reports and Publications, Annual Reports, MOU, Working Papers, NITI Policy Briefs, NITI Briefs, Budget Papers, Articles (e) Knowledge Hub – Best Practices/Learning, Project Appraisal & Management Division, NITI Library, Presentations, UNDP Assisted Projects, (f) NITI Initiative's (g) Working with the States (h) Atal Innovation Mission (i) Subgroup of Chief Ministers (j) Governing Council meetings (k) Task Forces 	Fully Met

6.1	Item/information disclosed so that public has minimum resort to use of RTI Act	School Education Quality Index(SEQI) and SATH(Sustainable Action for Transforming Human Capital)- Education have been made available to the public on the website at https://niti.gov.in/content/school-education-quality-index and https://niti.gov.in/index.php/sustainable-action-transforming-human-capital-sath respectively.
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Rest of the information may be treated as Nil/NA

Anexure I

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6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	Information is made available as per RTI Act, 2005 as and when applicable and required.
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<p>6.2</p> <p>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)</p>	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	<p>Fully Met Valid upto 9th July 2020</p> <p>Yes</p>
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