

## Admn. III

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)	Adm.3 has nothing to add to the general information in respect of powers and duties of Central Secretariat Service Officers, i.e., Section Officers and Assistant Section Officers.
1.2.3	Rules/ orders under which powers and duty are derived and Exercised	Powers and duty are derived and exercised under extant Rules/ orders issued by Govt. of India from time to time.
1.2.4	Work allocation	This Section deals with all administrative and service matters of incumbents of 178 posts of Senior Research Officers, Research Officers, Economic Officers, Technical Officer, Research Assistant, Official Language Officers, Senior Associates, Associates, Section Officers, Assistant Section Officers etc.

## Admin-IV

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	Power and duties of officers (administrative, financial and judicial)	Adm. 4 has nothing to add to the general information in respect of power and duties of its officers and other employees.
1.2.2	Power and duties of other employees.	
1.2.3	Rules/ orders under which powers and duty are derived and exercised.	Power and duty are derived and exercised under extant Rules/ orders issued by Govt. of India from time to time.
1.2.4	Work Allocation	Work Allocation/ Function & duties of Admin IV Section, NITI Aayog at Annexure-I.

**Administration IV: Work allocation**

1. All administrative and establishment matters pertaining to personal staff of Vice-Chairperson, Minister of State for Planning and Members, NITI Aayog such as issue of appointment/ termination Orders, medical examination, verification of their character and antecedents, maintenance of their service books, leave account and grant of increment etc.
2. All administrative and service matters of personnel belonging to CSSS staff of NITI Aayog cadre.
3. All administrative matters relating to appointment, confirmation, promotion and maintenance of service records in respect of Assistant Photostat-cum-Equipment Operator, Despatch Rider, Multi-Tasking Staff, Staff Car Driver, Canteen Staff, Library Staff, Protocol Officer, Protocol Assistant and Assistant Welfare Officer of NITI Aayog.
4. Preparation of bills in respect of daily wagers working in NITI Aayog. Outsourcing of staff for giving basic support to dignitaries/ officers/ Divisions etc.
5. Verification of Children's Educational Allowance/ Tuition Fee re-imbursement claim/ Leave Travel Concession claims in respect of staff dealt in this section.
6. Matter related to Government accommodation on e-Sampada Portal.
7. Verification of CGHS application form/ Government accommodation forms.
8. Re-imbursement of medical bill processing through PFMS portal.
9. Maintain all employees' data in e-HRMS 2.0 portal.
10. Issue of forms for filling up APAR in respect of all staff dealt in Admin-IV Section.
11. Grant of House Building Advance.
12. Constitution of Departmental Promotion Committee/ cases under FR 56 (J).
13. Sanction of Honorarium to all NITI Aayog personnel.
14. Maintenance of Service book/ leave account/ release of increment, internal audit etc.
15. Pay fixation/ increment of the above officers.
16. Appointment/ Financial Upgradation under MACPS/ Promotion/ Probation/ Confirmation/ Resignation or Retirement/ cases requiring administrative disciplinary action.
17. Parliament Questions and compilation of information relating thereto pertaining to this Section.
18. Court/ CAT cases pertaining to the above posts.
19. Taking up of Service Verification matters with concerned Accounts Sections and Pay & Accounts Office.
20. Furnishing of information/ replies of Audit Party/ IF Cell/ Accounts Section/ OM & C etc. in respect of above staff.
21. RTI matters pertaining to above posts.
22. Issue of NOC related to Passport/ Higher Studies/ Retirement/ VRS/ Death/ Relieving.
23. Permission & Intimation under Conduct Rules.
24. Other miscellaneous matters.

## Agriculture Policy 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>	<p>The Agriculture Policy Division shall undertake policy formulation, strategic analysis, inter-ministerial coordination, research, monitoring, stakeholder engagement, and advisory support for promoting sustainable and inclusive agricultural transformation in alignment with national development priorities and the vision of Viksit Bharat.</p> <p><b>Key Duties:</b></p> <ul style="list-style-type: none"><li>• Formulate evidence-based agricultural policies and strategies.</li><li>• Provide policy guidance for agri-led transformation in States.</li><li>• Examine EFC/SFC proposals, Cabinet Notes, and major policy documents.</li><li>• Coordinate with Central Ministries and State Governments on agricultural initiatives.</li><li>• Monitor implementation and impact of Central Schemes and flagship programmes.</li><li>• Conduct research and analysis on agriculture, allied sectors, and rural economies.</li><li>• Document and promote best practices and innovative agricultural models.</li><li>• Facilitate inter-ministerial coordination and resolve implementation bottlenecks.</li><li>• Organize consultations, working groups, and stakeholder engagements on agricultural issues. Develop strategies to enhance agricultural growth, resilience, competitiveness, and rural livelihoods in line with the vision of Viksit Bharat.</li></ul>
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**Industry & Foreign Investment Division  
(MSME)**

As on 31.03.2026

<b>1.2 Power and Duties of its officers and employees [Section 4(1)(b)(ii)]</b>	<p>Industry &amp; Foreign Investment Division deals with key sectors: Heavy Industries, Steel, Mining, Revenue, MSME, Food Processing, Textiles and Corporate Affairs.</p> <p>The Division examines project proposals in the form of SFC/EFC/PIB/PPR/Cabinet Notes/CCEA Notes etc. for decisions.</p> <p>The Division provides inputs for formulation of policies/strategies for development of industrial sector in India.</p> <p>Keeping in view the national priorities and socio-economic objectives, the Division constantly focuses on enhancing the quality and quantity of engagements of the various industry stakeholders with the different arms of the government including the central and state governments.</p> <p>The Division also regularly engages with apex Industry Associations such as Federation of Indian Chambers of Commerce and Industry (FICCI), Confederation of Indian Industry (CII), ASSOCHAM, FISME etc. for industrial development in India.</p> <p>Mines Division prepare strategic policies for the sector in order to ensure - (a) enhanced exploration and extraction of minerals (b) raw material security for all user industries (c) focus towards rare earth and technology minerals (d) ensure overall sustainability (e) generate more employment opportunities and (f) decrease overall mineral import and enhance export.</p> <p>MSME Division focuses on empowerment and strengthening of MSME sector in the country. The Division provides regular inputs on development of MSME sector in the country.</p> <p>The link for Reports published by Industry Division is as under:</p> <p><a href="https://niti.gov.in/sites/default/files/2026-01/Achieving_Efficiencies_in_MSME_Sector_Through_Convergence_of_Schemes.pdf">https://niti.gov.in/sites/default/files/2026-01/Achieving_Efficiencies_in_MSME_Sector_Through_Convergence_of_Schemes.pdf</a></p> <p><a href="https://niti.gov.in/sites/default/files/2025-07/NITI-Aayog-Chemical-industry-report.pdf">https://niti.gov.in/sites/default/files/2025-07/NITI-Aayog-Chemical-industry-report.pdf</a></p> <p><a href="https://niti.gov.in/sites/default/files/2025-05/Designing-a-Policy-for-Medium-Enterprises.pdf">https://niti.gov.in/sites/default/files/2025-05/Designing-a-Policy-for-Medium-Enterprises.pdf</a></p> <p><a href="https://niti.gov.in/sites/default/files/2025-05/Enhancing_Competitiveness_of_MSMEs_in_India.pdf">https://niti.gov.in/sites/default/files/2025-05/Enhancing_Competitiveness_of_MSMEs_in_India.pdf</a></p> <p><a href="https://niti.gov.in/sites/default/files/2025-06/Automotive%20Industry%20Powering%20India%E2%80%99s%20participation%20in%20GVC_Non%20Confidential.pdf">https://niti.gov.in/sites/default/files/2025-06/Automotive%20Industry%20Powering%20India%E2%80%99s%20participation%20in%20GVC_Non%20Confidential.pdf</a></p>
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