

वर्ष 2025-26 के लिए स्व-मूल्यांकन रिपोर्ट
(हिंदी अनुभाग)

अधिकारियों एवं कर्मचारियों की शक्तियां एवं कर्तव्य [धारा 4(1) बी (ii)]

| क्रम सं. | विषय | सूचना |
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| 1.2.1 व 1.2.4 | अधिकारियों का कार्य आबंटन | <p>1. उप निदेशक, राजभाषा का कार्य विवरण:</p> <p>(क) राजभाषा नीति के संलग्न अनुलग्नक के अनुसार कार्यान्वयन कार्य कराना और उसकी निगरानी करना।</p> <p>(ख) अनुवादकों द्वारा किए गए अनुवाद कार्य का पुनरीक्षण कार्य।</p> <p>2. परामर्शदाता, राजभाषा का कार्य विवरण:</p> <p>(क) राजभाषा नीति के संलग्न अनुलग्नक के अनुसार कार्यान्वयन कार्य कराना और उसकी निगरानी करना।</p> <p>(ख) अनुवादकों द्वारा किए गए अनुवाद कार्य का पुनरीक्षण कार्य।</p> |

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| 1.2.2 व 1.2.4 | कर्मचारियों का कार्य आबंटन | <p>1. वरिष्ठ अनुवाद अधिकारियों तथा कनिष्ठ अनुवाद अधिकारियों का कार्य विवरण:</p> <p>(क) अनुभाग के संबंधित अधिकारियों द्वारा सौंपे गए राजभाषा नीति का कार्यान्वयन कार्य।</p> <p>(ख) अनुवाद कार्य।</p> <p>2. निजी सहायकों का कार्य विवरण:</p> <p>(क) अनुभाग के संबंधित अधिकारी द्वारा सौंपे गए राजभाषा नीति के कार्यान्वयन कार्य से संबंधित आशुलेखन एवं टंकण कार्य।</p> <p>(ख) टंकण कार्य: राजभाषा नीति का कार्यान्वयन कार्य तथा अनुवाद का टंकण और त्रुटिशोधन कार्य।</p> <p>3. एमटीएस का कार्य विवरण:</p> <p>(क) अनुभाग के अधिकारियों द्वारा सौंपे गए कार्य, पत्र-वाहक कार्य, फाइल-रखरखाव आदि कार्य।</p> |
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| <p>1.2.3 व 1.2.4</p> | <p>राजभाषा अनुभाग, नीति आयोग के कर्तव्य और कार्य</p> | <p>(क) संघ सरकार की राजभाषा नीति का कार्यान्वयन संबंधी कार्य:</p> <ol style="list-style-type: none">1. विभाग में राजभाषा नीति, राजभाषा अधिनियम और उसके तहत बने नियमों, राजभाषा हिंदी के प्रयोग के संबंध में प्रशासनिक निर्देशों आदि का कार्यान्वयन।2. विभागीय राजभाषा कार्यान्वयन समिति, हिंदी सलाहकार समिति, केंद्रीय राजभाषा कार्यान्वयन समिति, संसदीय राजभाषा समिति, केंद्रीय हिंदी समिति तथा हिंदी के प्रयोग और प्रचार-प्रसार से संबंधित कार्यान्वयन कार्य।3. संसदीय राजभाषा समिति द्वारा नीति आयोग/योजना मंत्रालय और इसके अधीनस्थ/संबद्ध कार्यालयों का निरीक्षण तथा समिति के सुझावों/आश्वासनों पर की गई कार्रवाई से संबंधित कार्य।4. कार्यालय से संबंधित सरकारी कामकाज में राजभाषा हिंदी को बढ़ावा देने के उद्देश्य से हिंदी कार्यशालाओं का आयोजन करना।5. हिंदी के प्रगामी प्रयोग संबंधी तिमाही/छमाही प्रगति रिपोर्ट तथा वार्षिक मूल्यांकन रिपोर्ट आदि को समेकित कर राजभाषा विभाग, गृह मंत्रालय को ऑनलाइन भिजवाना।6. हिंदी को बढ़ावा देने के लिए विभिन्न स्कीमों/प्रोत्साहन योजनाएं लागू करना।7. हिंदी दिवस/हिंदी पखवाड़ा के अवसर पर हिंदी टिप्पण/आलेखन, निबंध प्रतियोगिता, विभागीय शब्दावली, अनुवाद प्रतियोगिता, |
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| | <p>राजभाषा हिंदी ज्ञान प्रतियोगिता, हिंदी आशुलिपि/टंकण प्रतियोगिता और श्रुतलेखन प्रतियोगिता आदि जैसे विभिन्न प्रकार की प्रतियोगिताओं का आयोजन करना।</p> <p>8. अधिकारियों/कर्मचारियों से हिंदी ज्ञान संबंधी जानकारी एकत्र कर हिंदी शिक्षण योजना-हिंदी भाषा प्रशिक्षण, हिंदी आशुलिपि और हिंदी टंकण प्रशिक्षण के लिए नामांकन संबंधी कार्य।</p> <p>9. राजभाषा विभाग द्वारा आयोजित हिंदी कार्यशलाओं /सम्मेलनों /कंप्यूटर प्रशिक्षण हेतु अधिकारियों/कर्मचारियों को नामित करना।</p> <p>10. राजभाषा विभाग, गृह मंत्रालय द्वारा जारी वार्षिक कार्यक्रम में निर्धारित लक्ष्यों की प्राप्ति की दिशा में प्रगति पर निगरानी रखना।</p> <p>11. नीति आयोग/योजना मंत्रालय के संबद्ध कार्यालयों और इसके अनुभागों/प्रभागों का राजभाषा संबंधी निरीक्षण करके समीक्षा करना तथा पाई गई कमियों को दूर करने हेतु सुझाव देना।</p> <p>(ख) अनुवाद कार्य:</p> <p>1. नीति आयोग से संबंधित विभिन्न दस्तावेजों का अंग्रेजी से हिंदी अनुवाद और तकनीकी दस्तावेजों का हिंदी से अंग्रेजी में अनुवाद कार्य करना।</p> <p>2. संसद सदस्यों के पत्रों और संसद प्रश्नों, नीति आयोग के सदस्यों से प्राप्त नीतिगत और विविध लेख (आर्टिकल) सहित कार्यालय के अनुभागों/प्रभागों से प्राप्त विभिन्न दस्तावेजों का अनुवाद कार्य।</p> |
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| 1.2.4 | नीति आयोग के हिंदी अनुभाग द्वारा किए जाने वाले कार्य | <p>(क) क्रम सं. 1.2.3 के अनुसार राजभाषा नीति के कार्यान्वयन का कार्य</p> <p>(ख) अनुवाद कार्य: हिंदी अनुभाग द्वारा निम्नानुसार कार्यों का निष्पादन किया जा रहा है:</p> <p>(1) कैबिनेट नोट; (2) डिटेल डिमांड्स फॉर ग्रांट्स; (3) ग्राउंड नोट; (4) संसदीय स्थाई समिति की बैठक संबंधी की गई कार्रवाई रिपोर्ट; (5) भर्ती संबंधी विज्ञप्तियां; (6) उपाध्यक्ष, सदस्य, सीईओ एवं अपर सचिव आदि से प्राप्त विभिन्न आर्टिकल, भाषण, अर्धशासकीय पत्र; (7) पावर प्वाइंट प्रजेंटेशन; (8) शासी परिषद बैठक से संबंधित विभिन्न कार्य; (9) मुख्य सचिवों का राष्ट्रीय सम्मेलन से संबंधित विभिन्न कार्य; (10) वेब पोर्टल का कार्य; (11) संसद संबंधी प्रश्नोत्तर का अनुवाद; (12) बैंक ग्राउंड नोट; (13) कार्यालयीय आदेश, कार्यालय जापन, अधिसूचनाएं, आरटीआई; (14) वर्किंग पेपर; (15) नीति आयोग की वार्षिक रिपोर्ट का अनुवाद कार्य आदि।</p> <p>विशेष कार्य - जीवनोपयोगी विषयों पर चर्चा-परिचर्चा कार्यक्रम का आयोजन।</p> |
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DM&A Division

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| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | |
| 1.2.1 | Power and duties of officers (administrative, financial and judicial) | Power and duty are derived and exercised under extant Rules/ orders issued by Govt. 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 | Work allocation i.r.o. DM&A is given at Annexure. |

Work allocation i.r.o DM&A Division

The Data Management and Analysis (DMA) division primarily deals with issues relating to streamlining data usage for public policy. The core functions broadly include:

- Managing data integration and governance activities for the National Data & Analytics Platform (NDAP), including formulation of data sourcing and collection frameworks, coordination with Ministries/Departments, monitoring of key performance indicators, and guiding the strategic roadmap for the continued evolution of the platform.
- Preparation of policy papers and strategic documents in consultation with experts from Government, academia, and industry, along with organisation of seminars and workshops to promote the use of data and analytics in policy formulation.
- Examine issues related to data management and usage, and leverage technology for improved statistical systems and processes.

NITI Aayog
(Skill Development, Labour and Entrepreneurship Division)

As on 31st March, 2026

| | | | |
|-----------------|------------|--|--|
| Manual-2 | 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | |
| | 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | <p>The SDE Division in NITI Aayog undertakes research and convenes stakeholder consultations to come up with policy reports, papers and briefs in the area of skill development, labor and employment.</p> <p>The division also undertakes appraisals of EFCs/SFCs/PPRIDs and Draft Cabinet Proposals.</p> |

Vertical : Agriculture Technology

| | | |
|------------|---|---|
| Manual – 2 | Powers and duties of its Officers and employees. [Section 4(1) (b)(ii)] | Powers and Duties of Officers and Employees <ul style="list-style-type: none">• Formulation and analysis of policies, programmes, and strategies relating to agriculture and allied sectors.• Providing inputs/comments on Cabinet Notes, CCEA Notes, EFCs, SFCs, and other policy documents.• Assisting in preparation of reports, policy papers, recommendations, and strategic documents.• Providing strategic and technical inputs to the Prime Minister’s Office, Central Ministries, and other stakeholders on agriculture-related issues.• Undertaking in-house research studies and coordinating research activities with academic institutions, research organizations, and subject experts.• Analyzing issues relating to farmers’ welfare, food security, agricultural productivity, sustainability, and impact assessment of schemes/programmes.• Representing the organization in national, regional, and international forums, conferences, workshops, and consultations.• Facilitating policy advocacy and dissemination of Government policies and initiatives related to agriculture and allied sectors.• Conducting stakeholder consultations with farmers’ organizations, industry bodies, State Governments, civil society organizations, and other stakeholders.• Collecting, compiling, and analyzing stakeholder feedback and suggestions for policy formulation |
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| | | <p>and implementation.</p> <ul style="list-style-type: none">• Monitoring trends, developments, and challenges in agriculture and the rural economy across States and Union Territories.• Coordinating with State Governments on policy matters, implementation issues, and monitoring of schemes/programmes.• Working in coordination with Central Ministries/Departments for formulation, implementation, monitoring, and evaluation of schemes and policy interventions.• Reviewing progress of various programmes/schemes and suggesting corrective measures for improving effectiveness and outcomes.• Performing any other duties/functions assigned by the competent authority from time to time. |
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As on 31.03.2026

**NITI Aayog
(Education Division)**

| | | |
|------------|--|---|
| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | |
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | Education Division has nothing to add to the general information in respect of power and duties of its officer and other employee |
| 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 duties are derived and excercised under extant Rules/orders issued by Govt. of India from time to time. |
| 1.2.4 | Work allocation | As per Annexure I |

Annexure I

**NITI Aayog
(Education Division)**

Work Allocation of its Officers and Employees (Section 4(1)(b)(ii))

| | |
|-----|--|
| 1. | Dr. Sonia Pant, Programme Director (Education) |
| 2. | Dr. Shashank Shah, Senior Specialist - Higher Education |
| 3. | Mr. Manish Kumar Vimal, Director – School Education |
| 4. | Lt. Col Jitendra Verma, OSD – School Education |
| 5. | Ms. Oshin Dharap, Consultant Grade I - Higher Education |
| 6. | Ms. Tarini Gupta , Consultant Grade I - Higher Education |
| 7. | Dr. Taneya Singh, Consultant Grade I - School Education |
| 8. | Ms. Nisha Sharma, Consultant Grade I - School Education |
| 9. | Ms. Mamta Rani, Assistant Section Officer - Education |
| 10. | Ms. Gauri Joshte, Young Professional - School Education |
| 11. | Ms. Yashavi Rana, Young Professional - School Education |
| 12. | Ms. Arunima Goyal, Young Professional - Higher Education |

Manual-2

Energy Division

| | | |
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| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | The Energy Vertical of NITI Aayog plays a key role in India's energy transition by supporting policy formulation, strategic coordination, and techno-economic analysis. It works closely with the line ministries - the Ministry of Power, Ministry of Coal, Ministry of Petroleum and Natural Gas, Department of Atomic Energy, and Ministry of New and Renewable Energy, to support integrated energy planning and policy development across coal, oil and gas, power, renewable energy, and nuclear sectors. Through data-driven analysis and cross-sectoral coordination, the Division helps ensure that India's energy transition is secure, sustainable, and economically viable. |
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | |
| 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 | |
| | | Team is enclosed |

| S. No. | Name | Designation |
|--------|-----------------------------|------------------|
| 1 | Dr. Anshu Bhardwaj | Program Director |
| 2 | Sh. Rajnath Ram | Adviser |
| 3 | Sh. Manoj Kumar Upadhyay | Deputy Adviser |
| 4 | Ms. Poonam Kapur | Research Officer |
| 5 | Ms. Anjali Jain | CG-2 |
| 6 | Sh. Sunil Sansaniwal | CG-I |
| 7 | Sh. Ravi Kumar | CG-I |
| 8 | Ms. Anupama Kumari | CG-1 |
| 9 | Dr. Arvind Singh Bisht | CG-I |
| 10 | Sh. Fayaz Ahmad Tantray | CG-I |
| 11 | Sh. Sharvan Kumar Pushkar | CG-I |
| 12 | Sh. Vishal Kumar | YP |
| 13 | Ms. Afshaan Ameer | YP |
| 14 | Sh. Anurag Pandey | YP |
| 15 | Sh. Chandrabhal Chakraborty | YP |
| 16 | Ms. Srishti Dewan | YP |

| | Sr. No. | Details of Disclosure | Remarks |
|-----------------|----------------|--|---|
| Manual-2 | 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | <p>Analysing and providing comments on various rural sector schemes, programmes and projects through the appraisal of preliminary project reports; analysing and providing comments for proposals under EFC and SFC, reviewing and commenting upon Cabinet Notes.</p> <p>Engaging with the Department of Rural Development, State Govt. as well as local Govt. on various issues , policies and schemes.</p> <p>Development strategy papers on various thematic areas and factors that affect rural growth, infrastructural systems supporting them, and networks connecting them, These sectors, inter alia, include housing, employment, skill development and rural roads.</p> <p>Conducting research and holding discussions with eminent experts in the domains of rural sector.</p> |
| | 1.2.1 | Powers and duties of officers (administrative, financial and judicial) | |
| | 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 | |

State Support Mission

As on 31.03.2026

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| 1.2 | Power and Duties of its Officers and Employees (Section 4(1)(b)(ii)) | CEO, NITI Aayog – Final decision-making authority w.r.t. guidelines, financial power above ₹ 5 crore etc with the concurrence of IFD, NITI Aayog etc. |
| | | Shri Rohit Kumar, PD (States) – Financial powers upto ₹ 5 crore with the concurrence of IFD, NITI Aayog., Chairperson of Mission Implementation Committee etc. |
| | | Sh. K.S. Rejimon, MD (SSM) – Administrative Work |
| | | Shri Shoyabahmed Kalal, Director (SSM)-Administrative Work |
| | | Shri Vikram Singh Negi, US(SSM)-Administrative Work |
| | | Sh. Deepak Nailwal, SO(SSM)-Administrative work |
| | | Sh. Aman Yadav, ASO (SSM)-Administrative work |

Atal Innovation Mission, NITI Aayog

As on 31.03.2026

| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | |
|------------|--|---|
| 1.2.1 | Power and duties of officers (administrative, financial and judicial) | AIM has nothing to add to the general information in respect of power and duties of its officers and 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 /order issued by Govt. of India from time to time |
| 1.2.4 | Work Allocation | As per attached Annexure-I |

Annexure-I

Administration: Work allocation

1. All administrative and establishment matters pertaining to staff of AIM including Mission Director AIM such as issue of appointment/termination Orders, verification of their character and antecedents, leave account and grant of increment etc.
2. Preparation of bills in respect of procurement, remuneration etc. Outsourcing of staff for giving basic support to dignitaries/ officers/ Divisions etc.
3. Re-imburement of medical bill processing through PFMS portal.
4. Releasing of payments through PFMS Portal or GeM Portals.
5. Maintain employees' data in e-HRMS 2.0 portal & iGot Portal.
6. Issue of forms for filling up APAR in respect of all staff dealt in Section.
7. Maintenance of leave account/ release of increment, internal audit etc.
8. Budget related matter of Atal Innovation Mission.
9. Increment of the above officers.
10. Parliament Questions and compilation of information relating thereto pertaining to this Section.
11. Taking up of Service Verification matters with concerned Accounts Sections and Pay & Accounts Office.
12. Furnishing of information/ replies of Audit Party/ IF Cell/ Accounts Section/ OM & C etc. in respect of above staff.
13. RTI matters pertaining to above posts and AIM Divisions.
14. Issue of NOC related to Relieving.
15. Other miscellaneous matters.

Voluntary Action Cell

As on 31.03.2026

| | | |
|------------|---|---|
| 1.2 | Power and duties of its officers and employees [Section 4(1)(b)(ii)] | Sh. K.S. Rejimon, PD (VAC) – Final decision-making authority |
| | | Sh. Arvind Kumar, DS (VAC)- |
| | | Sh. R.N. Mundhe, SRO (VAC)- |
| | | Sh. Deepak Nailwal, SO(VAC)- Administrative work |
| | | Sh. Quaiser Azam, CG-I (VAC)- |
| | | Sh. Ratnesh Kumar, ASO (VAC)- Administrative work |
| | | Sh. Utkarsh Srivastava, ASO (VAC)- Administrative work |