

**State Finance Division**  
**NITI Aayog**  
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**Dated: 26.05.2026**

**Subject: Self-Appraisal Form Under Section 4(1)(b) of RTI Act, 2005**

**Manual 1.3: Procedure followed in decision making process [Section 4(1) (b) (iii)]**

<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>	
1.3.1	Process of decision making Identify key decision-making points	State Finance division follows extant process of decision making of Govt. of India and competent authority of NITI Aayog as applicable from case to case.
1.3.2	Final decision making authority	Final decision making authority varies from case to case and includes authority upto the level of the PD (SF)/CEO/VC as the case may be.
1.3.4	Time limit for taking a decisions, if any	Cases are disposed of within the minimum possible time depending upon the level of disposal of a particular case.
1.3.5	Channel of supervision and accountability	Actions are taken in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases.

## Accounts Section

31.03.2026

<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>	
1.3.1	Process of decision making- Identify key decision making points	Decisions are taken based on the relevant records (orders, sanctions etc.) of each case as well as relevant or applicable rules/ regulations/ instructions etc. of Govt. of India
1.3.2	Final decision making authority	Matters related to Salary are disposed of at the level of DDO. Cases on GPF, LTC, TA, CEA, Reimbursement of Medical expenses are disposed of at the level of Under Secretary (Accounts)/Drawing and Disbursing Officer. Other cases/ proposals/claims requiring settlement or decision are first examined at the respective Section level and submitted to Under Secretary (Accounts) & Deputy Secretary (Accounts)/ Head of Department (HoD) for taking a decision Wherever required, the matters/cases are further submitted to Adviser (Admin.)/ CEO through Deputy Secretary (Accounts) for a final decision
1.3.4	Time limit for taking a decision, if any	Time limit of taking a decision depends on case to case or matter to matter basis. Various functions by Accounts Vertical are discharged/ disposed of as per time limit stipulated, if any under relevant Rules/ instructions of Govt. and competent authorities of NITI Aayog, if any.
1.3.5	Channel of supervision and accountability	As per Organization Chart of NITI Aayog. The channel of Submission and level of Disposal at NITI Aayog as per Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances and instruction, if any, issued by the O&M Division of NITI Aayog or any other Competent Authority from time to time.

**Government of India**  
**NITI Aayog**  
**(ADP & ABP Division)**

**Self Appraisal Report for Year 2025- 26 :**

The Aspirational Districts Programme & Aspirational Blocks Programme (ADP & ABP) unit has following broad responsibilities

1. ADP and ABP related matters

The details of ADP & ABP are as follows:

<b>S.No</b>	<b>Details of Disclosure</b>	<b>Brief Reply</b>
<b>1.3</b>	<b>Procedure followed in decision making process (Section 4 (1) (b) (iii)</b>	
<b>1.3.2</b>	<b>Final Decision Making Authority</b>	MoS(I/C)/VCH/CEO as the case may be
<b>1.3.4</b>	<b>Time limit for taking decisions, if any</b>	Depends upon the nature of work
<b>1.3.5</b>	<b>Channel of Supervision and Accountability</b>	Empowered Committee (EC) of Secretaries for ADB/ABP Scheme co-ordinate the overall implementation of the programme and to take all necessary measures to maximize the impact of the programme. The ADP/ABP Programme Division is headed by the Mission Director and is assisted by the Additional Mission Director, Deputy Secretary, Under Secretary, Consultants and Young Professionals. The implementation of projects are being made by the District Magistrates/District Collectors of the States