

Admn. III

As on 31.03.2026

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	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.
1.4.2	Norms/ standards for functions/ service delivery	Adm.3 follows extant norms/ standards of Govt. of India for functions/ service delivery.
1.4.3	Process by which these services can be accessed	Adm.3 follows extant procedures of Govt. of India.
1.4.4	Time-limit for achieving the targets	Adm.3 adheres to prescribed time-limit for achieving the targets as per extant instructions of Govt. of India.
1.4.5	Process of redressal of grievances	Adm.3 follows extant procedure of Govt. of India for redressal of grievances.

Admin-IV

As on 31.03.2026

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	As per details given in para 1.2.4
1.4.2	Norms/ standards for functions/ service delivery	Adm.4 follows extant norms/ standards of Govt. of India for functions/ service delivery.
1.4.3	Process by which these services can be accessed	Adm.4 follows extant procedures of Govt. of India.
1.4.4	Time-limit for achieving the targets	As mentioned at para 1.3.4
1.4.5	Process of redressal of grievances	Adm.4 follows extant procedure of Govt. of India for redressal of grievances

Agriculture Policy Division

As on 31.03.2026

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	<ul style="list-style-type: none"> • Policy analysis and strategic recommendations on agricultural development, reforms, diversification, marketing, trade, price support policies, and rural transformation. • Coordination with Central Ministries, State Governments, research institutions, and other stakeholders for policy formulation, implementation, and evaluation. • Documentation and dissemination of best practices, policy reforms, analytical studies, and successful agricultural development models. • Conduct of research, scenario analysis, and preparation of policy briefs, advisory notes, and strategic reports on agriculture and allied sectors.
1.4.2	Norms/ standards for functions/service delivery	<ul style="list-style-type: none"> • Evidence-based inputs grounded in field data and research • Inter-ministerial coordination and stakeholder consultations • Responsiveness to State-specific demands and national strategies
1.4.3	Process by which these services can be accessed	<ul style="list-style-type: none"> • Through official communications by Ministries, State Governments, autonomous institutions, Parliament questions, or references from Hon'ble VC/Member/CEO, NITI Aayog • Participation in Working Groups, Committees, and Consultations organized by NITI Aayog • Review meetings, workshops, and written submissions from stakeholders including research institutions and civil society organizations.
1.4.4	Time-limit for achieving the targets	<ul style="list-style-type: none"> • Time-bound tasks are adhered to as per directives from higher authorities or inter-ministerial deadlines
1.4.5	Process of redress of grievances	<ul style="list-style-type: none"> • Grievances are routed via the Central Public Grievance Redress and Monitoring System (CPGRAMS) • Nodal officers or concerned officers handle public grievances and VIP references on a case-to-case basis