

**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 1.5: Act, rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]**

<b>1.5</b>	<b>Act, rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>	As per instructions issued from time to time by the competent authority of NITI Aayog and other relevant rules/regulations/instructions of Govt. of India.
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## Accounts Section

31.03.2026

<b>1.5</b>	<b>Acts, rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>	
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 instruction etc., as mentioned above at item/para 1.5, are also used for discharging functions.</p>
1.5.2	List of Acts, Rules, regulations, instructions manuals and records.	<p>(i)Manual of Office Procedure, (ii) General Financial Rules. 2017, (iii) Delegation of Financial Power Rules, 1978, (iv) FR &amp; SR, (v) CCS(Revised Pay) Rules,2016, (vi)GPF Rules, (vii) Instructions issued by Ministry of Finance/ Department of Personnel and Training, Department of Pension and Pensioner’s welfare etc. (viii) Internal Delegation of financial Power 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 as required of application for processing of each matter/case.</p>
1.5.3	Acts/ Rules manuals, etc.	