

State Finance Division

NITI Aayog

Dated: 26.05.2026

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

Manual 1.2: Power and duties of its officers and employees [Section 4(1) (b)(ii)]

S.No.	Name	Designation
1	Shri Rajib Kumar Sen	PD (State Finance)
2	Shri Jagvir Singh	Under Secretary (State Finance)
3	Dr. Shelly Dahiya	Consultant Gr. – I (State Finance)
4	Mr. Sushil Kumar Modi	Young Professional (State Finance)
5	Ms. Ankita Nigam	Young Professional (State Finance)

1.2.3	Rules/ orders under which powers and duty are derived and	Powers and duty are derived and exercised under extant Rules/ orders issued by Govt. of India and competent authority of NITI Aayog from time to time.
1.2.4	Exercised	
1.2.5	Work allocation	<p>The Division has been entrusted with the responsibility of maintaining a State-wise database on macroeconomic, financial, fiscal and social indicators; assessing the financial health of the States, including the assessment of transfers from the Centre to the States; and fostering cooperative federalism through structured support and initiatives.</p> <p>The Division has launched “NITI NCAER States Economic Forum” portal, in collaboration with the National Council of Applied Economic Research (NCAER) and 16th Finance Commission</p>

		<p>which is a comprehensive repository of data on social, economic and fiscal parameters, research reports, papers, and expert commentary on State Finances.</p> <p>The Division is also undertaking a Research Study on “Reforming State Public Sector Enterprises (SPSEs) / State Autonomous Bodies (SABs) in India.</p> <p>The Division also acts as the nodal for all recommendations made from NITI Aayog to Department of Expenditure, Ministry of Finance relating to ‘Special Assistance’ to States under the demand ‘Transfers to States’. Additionally, the issues related to the Finance Commission, funding requests for special projects and inter-governmental transfers are also handled by the Division.</p> <p>The Division has been proactively engaging with leading institutions and think tanks facilitating knowledge support to States on their fiscal and financial matters.</p>
--	--	--

Accounts Section

31.03.2026

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)	The powers and duties of the officers/officials of Accounts vertical are as provided under the Receipts and Payments Rules, Civil Accounts Manual and other Rules/instructions of Govt. of India
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and Exercised	Power of officers/officials of Accounts Division are derived and exercised form the following: (i) Manual of Office Procedure (ii) General Financial Rule, 2017 (iii) Delegation of Financial Power Rules, 1978 (iv) FR & SR (v) CCS (Revised Pay) Rules-2016 (vi) GPF Rules (vii) other relevant rules/instruction etc. issued by Govt. of India (viz. M/o Finance/ DOPT etc.). (viii) Internal delegation of Financial Power issued by IFD of NITI Aayog (ix) Receipts & Payments Rules. etc
1.2.4	Work allocation	Work allocation/Function & duties of Accounts Section, NITI Aayog at Annexure I.

Accounts Section: Work allocation/function & Duties

1. Preparation of Monthly & Supplementary pay-bills of all Gazetted and Non Gazetted Officers of NITI Aayog including Vice Chairman, MOS, Members, Senior Officers and Departmental Canteen employees of NITI Aayog.
2. Calculation of Income Tax of all the above categories of officers and submission of quarterly and Annual Return to Income Tax Authority.
3. Issue Form 16 Part A/Part B in lieu of tax deduction.
4. Effecting recoveries in respect of demands from NITI Aayog Hire Purchase Society, yearly recovery of contribution from employees of concerned recognized Employee Unions etc.
5. TA Bills on official tours, ISTM training tour, transfer and on retirement etc. of all the above categories of officers. Final settlement of Travel bills related to FTE including inward Claims from Ministry of External Affairs.
6. Settlement of LTC Bills including with LTC Advance/ Leave encashment and adjustment of LTC Bills. Preparation of Honorarium bills.
7. Preparation of bills related to DCRG, Commutation of pension, CGEGIS, GPF and leave Encashment of all officers on their retirement etc.
8. Preparation of NPS Oversight Mechanism.
9. Medical Advance/Re-imbusement bills/Tuition fee reimbursement bills.
10. Preparation of House Building Advance / Computer Advance bills.
11. Processing of GPF withdrawals and Advances, conversion of GPF Advance to withdrawal, Transfer of GPF assets and final payment on retirement/in death case etc.
12. Preparation and issue of LPCs/ Submission of expenditure returns to DDO/IF Cell. Verification of service book of all the above category of employees.
13. Online submission of license fee schedule to Directorate of Estates and time to time reconciliation of individual accounts. Reply of R.T.I. related applications/appeals.
14. Coordination work with the Audit party. Reply to Audit Objections.
15. Record, review and weeding out of old files/documents.
16. Preparation & filling of GST Return. dealing with Contingency Bills. Maintenance of Cash Book etc.

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:

S.No	Details of Disclosure	Brief Reply
1.2	Powers and duties of its officers and employees (Section 4 (1) (b) (ii))	<ol style="list-style-type: none">1. Mission Director (ADP & ABP)2. Additional Mission Director (ADP & ABP)3. Deputy Secretary (ABP & ABP)4. Under Secretary (ABP & ABP)5. Consultants6. Young Professionals7. Section Officer8. Assistant Sections Officers Monitoring and execution of ADP and ABP Scheme.