

F.No. 3-1/2019-NRAA
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
(National Rainfed Area Authority)

NASC Complex, 2nd Floor,
DPS Marg, Pusa, New Delhi
Dated 25th January, 2019

ORDER

With the filling up of many of the posts/positions in NRAA, specific work distribution was issued amongst various Divisions vide order of even number dated 11.1.2019. As a sequel to para 2 of this order, all the Divisions/Units are requested to process cases involving financial implication after assessing availability of budgetary provisions in the relevant Head of Account from US/SO, NRAA, either formally or informally. Any change in the amount of expenditure, subsequently, if any, should also be brought to the notice of US/SO, NRAA, so that they can keep track of the expenditure vis-à-vis the budget provisions. Similarly on their part, US/SO, NRAA will note down these expenditure figures under process, in their record, so as to avoid any situation where the sanction is not passed for payment for lack of funds.

2. All the Division/Units also need to ensure that the requisite Utilization Certificates complete in all respects are received within the prescribed time period from the organizations to whom funds have been sanctioned by NRAA.

3. It is also reiterated to all the officials and staff that any new file should be opened in the relevant head as mentioned in the File Register, 2019 (copy enclosed), in consultation with the Administrative Unit.

(B. Rath)
Technical Expert (WM)

To

1. All the officials and staff in NRAA
2. Guard File

Copy to: CEO, NRAA.

MINISTRY OF AGRICULTURE & FARMERS WELFARE

(NATIONAL RAINFED AREA AUTHORITY)

FILE REGISTER – 2019

S. No.	Major Head	Subject	Page Numbers
1.	01	Framing of Recruitment Rules, Creation of posts, revival of posts	
2.	02	Filing up of the regular posts and staff on secondment basis, hiring of Consultants and other staff through outsourcing	
3.	03	Personal/pension/APAR files and internal instructions/ orders to staff	
4.	04	All items pertaining to purchases, housekeeping, maintenance, repair, printing, hiring of office/residential accommodation and vehicles, expenditure on entertainment refreshment etc.	
5.	05	Holding/sponsoring/co-sponsoring of Seminar/Workshops/ Symposia/Conference / Meetings	
6.	06	Sponsoring of NRAA staff for training and organizing training programmes to officials of other organizations/State Governments etc.	
7.	07	Budget/Accounts/Audit related matters including imprest	
8.	08	Periodical returns/reports including Annual Report/ Monitoring of GoS recommendation	
9.	09	VIP/PMO/Parliament Question/ RTI/ Complaints/ Grievances / Suggestions	
10.	10	Miscellaneous administrative matters	
11.	11	Pilot Projects / Studies	
12.	12	SFC/ EFC/ CCEA	
13.	13	Matters pertaining to Bundelkhand	
14.	14	Gender/ SCP/ TSP/ Others	
15.	15	Other Technical matters	