

MANUAL-1

Particulars of Organization, Functions and Duties

H.E. the Governor is to discharge Constitutional obligations and also help the citizen of Bihar by redressing their grievances in an appropriate manner. Governor is also the Chancellor of Universities of Bihar and discharges his function as per provision of relevant Acts, Statutes, Regulations, Rules and Ordinance.

GOVERNOR :-

Chapter II of the Constitution of India deals with the subject - "The Governor". According to Article 153 of the Constitution of India, there shall be a Governor for each State. According to Article 154 of the Constitution of India, the Executive power of the State shall be vested in the Governor and shall be exercised by him either directly or through officers subordinate to him in accordance with the Constitution of India. According to Article 155, the Governor of a State shall be appointed by the President by warrant under his hand and seal. As per Article 156, the Governor shall hold office during the pleasure of the President and shall be entitled to Emoluments, Allowances and Privileges as per the Governors (Emoluments, allowances and Privileges) Act, 1982 and the Governors (Allowances and Privileges) Rules, 1987, made thereunder. According to Article 163, there shall be a Council of Ministers with the Chief Minister at the head to aid and advise the Governor in the exercise of his functions, except in so far as he is by or under the Constitution required to exercise his functions or any of them in his discretion. Under Article 166, all executive action of the State Government shall be expressed to be taken in the name of the Governor and also that all orders and other instruments made and executed in the name of the Governor shall be authenticated in such manner as may be specified in the rules to be made by the Governor, and the validity of an order or instrument which is so authenticated shall not be called in question on the ground that it is not an order or instrument made or executed by the Governor. Governor being the Constitutional Head of the State, has also powers and functions relating to the Legislature and Judiciary.

In exercise of the powers conferred under Article 166 of the Constitution of India, the Rules of Executive Business 1979 have been issued. According to Notification No. A 933, dated 25th January, 1952 of Appointment Department, Government of Bihar, Orders and Instruments made or executed by or on behalf of Governor shall be expressed to be made or executed in the name of the Governor of Bihar shall be authenticated by a Principal Secretary to Government/ Secretary to Government/Special/Additional/Joint/Deputy/Under Secretary to Government or by such other officer as may be specially empowered in that behalf by the Governor.

Powers and function of Governor :

1. Under Article 161 the Governor of a State shall have the power to grant pardons, reprieves, respites, or remissions of punishment or to suspend remit or commute the sentence of any person convicted of any offence against any law relating to a matter to which the executive power of the State extends.
2. Under Article 164, the Chief Minister shall be appointed by the Governor and the other Ministers shall be appointed by the Governor on the advice of the Chief Minister, and the Minister shall hold office during the pleasure of the Governor.
3. Under Article 165, the Governor shall appoint a person who is qualified to be appointed a Judge of a High Court to be Advocate-General for the State.
4. Nomination of persons having special knowledge or practical experience in the field of Literature, Science, Art, Co-operative Movement and Social Service, to the Legislative Council in accordance with the provisions of Article 171(3)(e) of the Constitution.
5. Summon from time to time the House or each House of the Legislature of the State to meet at such time and place as deem fit as per Article 174(1) of the Constitution. Also Prorogue the House or either House or dissolve the Legislative Assembly as per Article 174(2) of the Constitution of India.
6. As per the provisions of Article 175 of the Constitution of India address the Legislative Assembly or both the Houses of Legislature and may for that purpose require attendance of Members. Also send messages to the House/Houses of Legislature whether with respect to a Bill then pending in the Legislature or otherwise, and a House to which any message is so sent shall with all convenient dispatch consider any matter required by the message to be taken into consideration.
7. Address the Joint Session at the commencement of the first session after each general election to the Legislative Assembly and at the commencement of the first session of each year as per Article 176 of the Constitution of India.
8. Consideration of the Bills passed by both Houses of the Legislature, for assent as per Article 200.
9. Ensuring presentation of the Statement of estimated receipts and expenditure of the State for every financial year (Annual Financial Statement) in both the Houses of Legislature as per article 202 of the Constitution.
10. Ensuring presentation of Statement showing the estimated additional amount of expenditure of the State if any, before the Legislative Assembly as per Article 205 of the Constitution.
11. Promulgation of Ordinance when the State Legislature is not in Session to meet the exigencies of administration.
12. Appointment of Chairman and Members of Bihar Public Service Commission as per Article 316 of the Constitution.
13. Sending periodical reports to the Government of India about the Affairs of the State.

14. Considering and disposal of the appeals under Rule 57(5) of Civil Services (Classification, Control and Appeal) Rule 1930.
15. Protocol concerning the visiting Heads of State, Foreign Diplomats/Emissaries and Constitutional Authorities like the President and the Prime Minister of India.
16. Administering oath of office and secrecy to the constitutional and statutory authorities like the Chief Justice and Judges of the High Court of Bihar, Lokayukta, etc.
17. Presides over Government and non-Governmental functions in the State, as the Constitutional head of the State.
18. Governor is also Chancellor of the Universities in the State and presides over Convocation functions of the Universities. Also discharges duties and functions attached to the Chancellor of the Universities under the relevant Acts and Statutes of the Universities like appointment of Vice Chancellors and determining their terms and conditions of appointment; appointment of other statutory authorities of the University, Nomination of Members to the Syndicate and Senate under different categories, giving assent to the Statutes, Regulations and Ordinances proposed by the Universities, consideration and approval of Inter-University transfer of officers and teachers.
19. As the Constitutional Head of the State, Citizens make representations / submit memorandum and petitions for consideration and favourable orders/directions to the concerned authorities.

Ex-Officio Roles of Governor, Bihar :

The Governor is the ex-officio President of the Indian Red Cross Society Bihar Branch, Bihar State Council for Child Welfare and also the Chairman of following organisations :

1. Nava Nalanada Mahavihara, Society Nalanda.
2. Khuda Bakhsh Oriental Public Library, Patna.
3. Gandhi Sangrahalaya, Patna (Concept Committee).
4. Bihar Sainik Kalyana Nideshalaya, Patna.
5. Lady Stephenson Hall, Patna - trustee
6. Bihar Relief Fund, Raj Bhavan, Patna.
7. Sahityakar Kalakar Kalyan Kosh, Patna.

MANUAL-2

Powers and Duties of Officers and Employees

Powers and function of officers and employees :

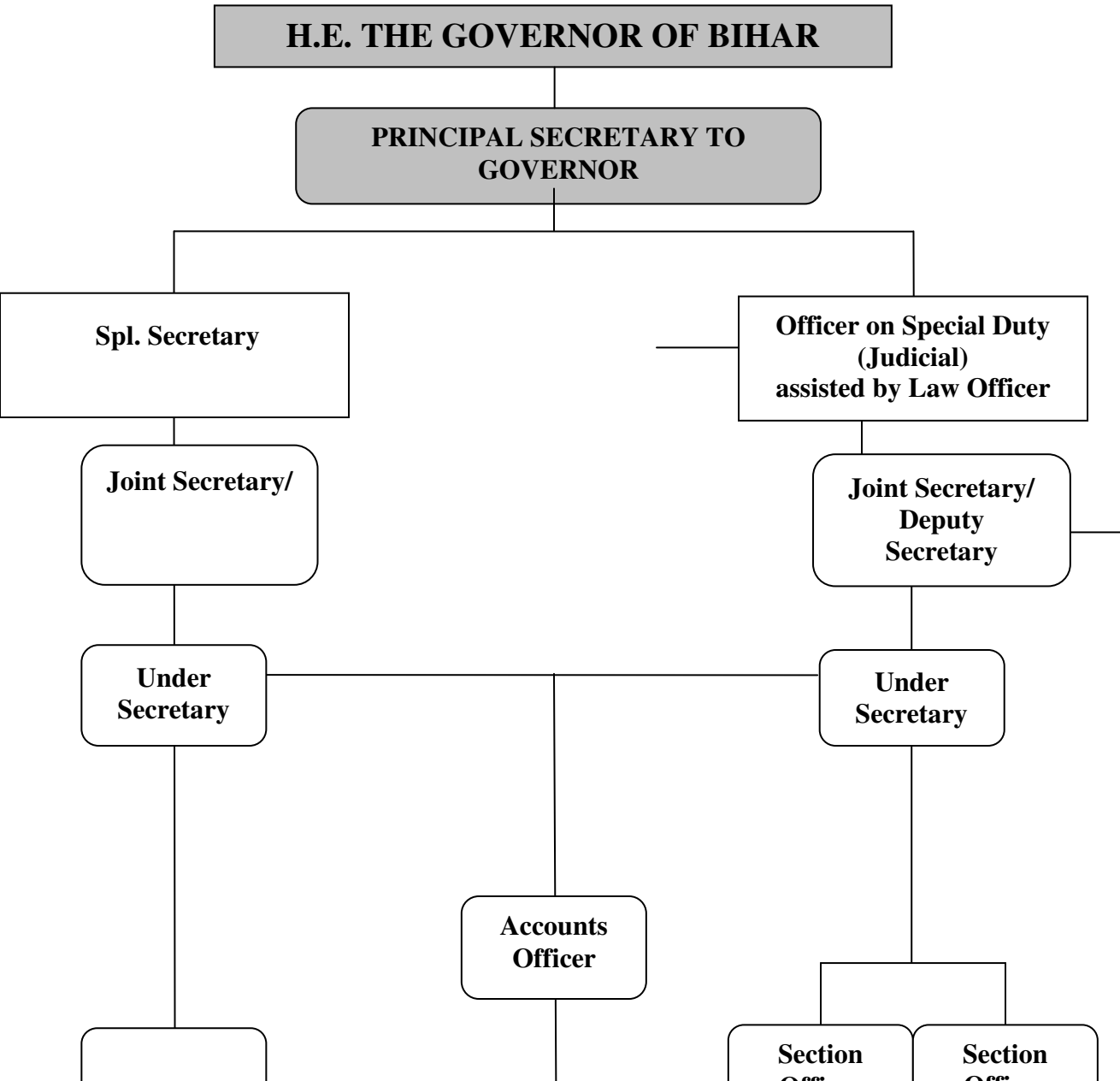
According to Rule 5 of the Governors (Allowances and Privileges) Rules, 1987 issued by the Government of India under Section 13 of the Governors (Emoluments, Allowances and Privileges) Act, 1982, in addition to the Household establishment as per rule 4 of the said rules, the Governor Shall be entitled to a separate Secretarial Staff which shall be provided by the concerned State Government.

- 1. Principal Secretary / Secretary to Governor :** Principal Secretary / Secretary to Governor is the Head of the Governor's Secretariat responsible for over all Administration, Superintendence and Control of Governor's Secretariat, proper maintenance and up-keeping of Raj Bhavan and its premises coordinating all the activities and functions at Raj Bhavan. Principal Secretary / Secretary also assists H.E the Governor in the proper discharge of all his Constitutional and other Statutory duties and obligations. Ensure proper protocol to the H.E. the Governor and the visiting dignitaries.
- 2. Officer on Special Duty to Governor :** Assists H.E. the Governor and the Principal Secretary / Secretary in the proper discharge of their duties and obligations. Also decides issues as per delegation of powers both Administrative and Financial.
- 3. Officer on Special Duty (Judicial) to Governor :** Assists H.E. the Governor and the Principal Secretary / Secretary in the proper discharge of their duties and obligations with regard to legal and University matters.
- 4. Joint Secretaries:** They look after all the Administration matters and the University matters and assists Principal Secretary.
- 5. Officer on Special Duty(University):** Look after all the university matters.
- 6. Deputy Secretaries to Governor :** There are two posts of Deputy Secretary in Governor's Secretariat, Bihar. They look after all the Administration matters and the University matters and assists Principal Secretary in all such matters. The Deputy Secretary to Governor looks after House Hold matters of H.E. the Governor and also assists Principal Secretary in the maintenance and up-keep of the Raj Bhavan and its premises apart from specific duties assigned by the Principal Secretary / Secretary.
- 7. ADCs to Governor :** Accompanying and assisting H.E the Governor in the day to day appointments / engagements and tour programmers and providing immediate necessary assistance as and when required. Receives Memorandum in the absence of H.E. the Governor and also receives VVIPS and other dignitaries who visit Raj Bhavan. ADC (Police) also looks after the matters relating to maintenance and running of Raj Bhavan vehicles and ADC (Military) looks after the supervision of Raj Bhavan Garden.
- 8. Private Secretaries to Governor :** Looks after the personal and general correspondences of H.E. the Governor. Manages personal effects of Governor. Assists Governor in day to day functions.

8. **Under Secretaries to Governor :** There are two posts of Under Secretary in Governor's Secretariat, Bihar. They look after all the administrative and the University matters and assists Deputy Secretary / Officer on Special Duty and Principal Secretary / Secretary in all such matters.
9. **Medical Officers :** Taking care of the personal Health of H.E. the Governor. There is a State Dispensary in Raj Bhavan for Officers and Staff and their family members which is being look after by Medical Officer and Lady Medical Officer.
10. **Technical Director,NIC :** He is the In-charge of Computer Cell of Raj Bhavan and looks after the computerization work of Governor's Secretariat (on deputation).
11. **Public Relation Officer :** Assists H.E. the Governor in Public relation and prepares message/good wishes and speeches (on deputation).
12. **Accounts Officer :** He looks after all the financial matters and also assists Under Secretary / Deputy Secretary and Principal Secretary / Secretary in all financial matters.
13. **Section Officers :** There are two posts of Section Officers each heading the sections of Establishment and University. Apart from these two Officers one Section Officer is on deputation from State Govt. They deal the respective matters and assist the Raj Bhavan Administration in respect of those matters.
14. **Protocol Officer :** Looks after VVIP and other dignitaries who visit Raj Bhavan.
15. **Law Officer :** Assists OSD (Judicial) with regard to legal and University matters (Contractual).
16. **Sergeant Major :** Works under guidance and instructions of ADCs (on deputation).
17. **House Superintendent :** Control and Supervision of the House Hold Staff and their functions and duties. Assisting the Raj Bhavan Administration in the matters of House Keeping, and maintenance of Raj Bhavan and its premises making arrangements for functions to be held in Raj Bhavan.

MANUAL-3

ORGONOGRAM OF GOVERNOR'S SECRETARIAT, BIHAR



MANUAL-4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Documents / Acts kept for reference at Raj Bhavan :-

1. The Constitution of India.
2. Rules of Executive Business 1979.
3. Bihar Service Code.
4. Bihar Financial Rule.
5. Bihar Pension Rule.
6. Secretariat Instruction.
7. Rules framed by the State Government to govern the service conditions of the employees of the State Government.
8. The Governors (Emoluments, Allowances and Privileges) Act, 1982 and the Governors (Allowances and privileges) Rules 1987.
9. Bihar State Universities Act, 1976 (as amended up-to-date).
10. Patna University Act, 1976 (as amended up-to-date).
11. Bihar Agricultural University Act, 1987.
12. Nalanda Open University Act, 1995.
13. Bihar Inter University Board Act, 1981.
14. Bihar State University (Constituent Colleges) Service Commission Act, 1987.

MANUAL-5

The names, designations and other particulars of the Public Information Officers

Public Information Officer, Governor's Secretariat, Bihar, Patna.

Sr. No.	Name	Designation	STD Code	Ph. No.		FAX	e-mail	Address
				Office	Home			
1.	Shri Priya Ranjan	Under Secretary	0612	2786102-07 Ext-110	Ext-177	2786110		Raj Bhavan, Patna. PIN-800022
2.	Shri Bhairo Singh	University Inspector	0612	2217202-07 Ext-111	Ext-115	2786111		Raj Bhavan, Patna. PIN-800022

Departmental Appellate Authority :-

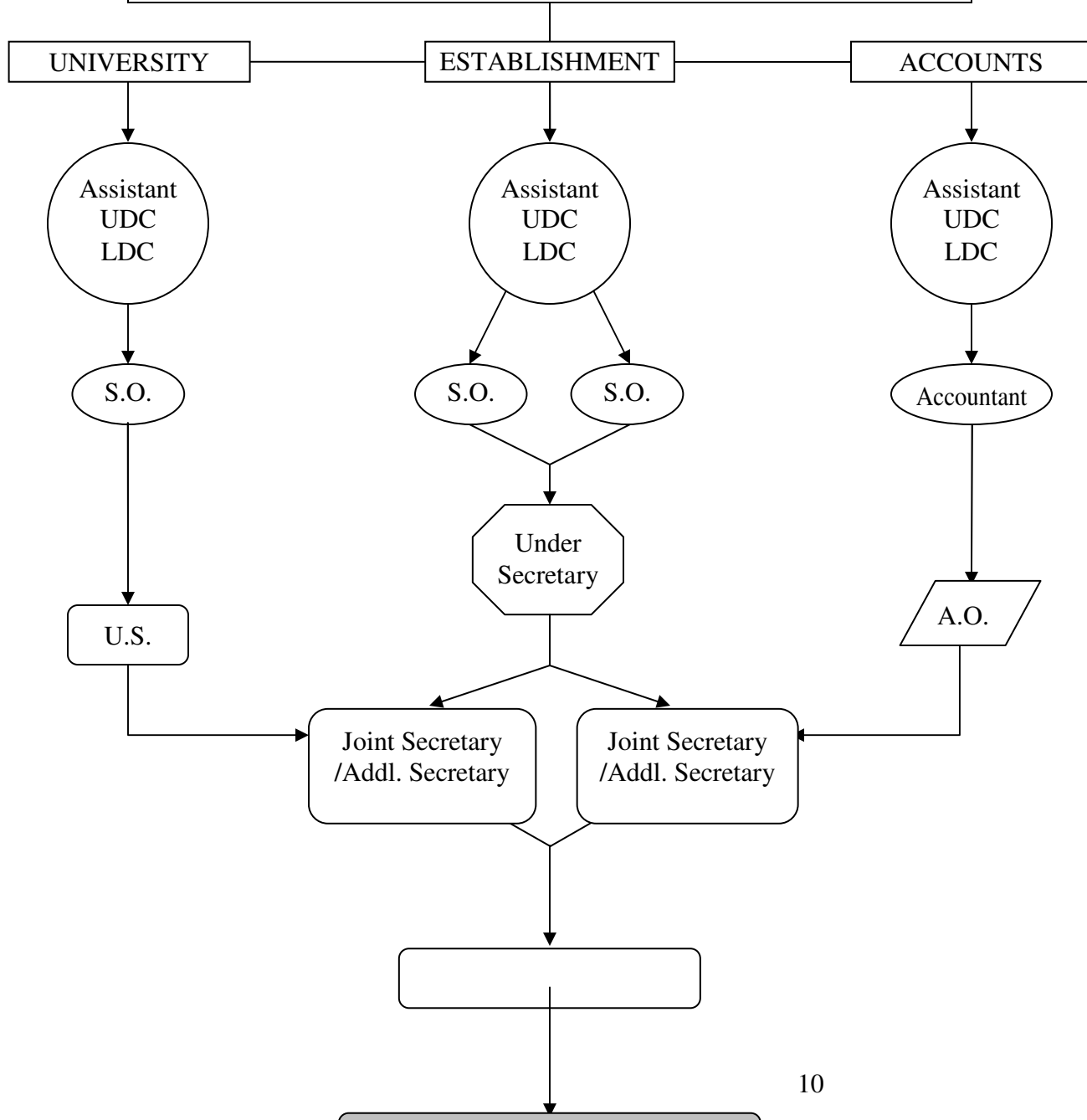
Sr. No.	Name	Designation	STD Code	Ph. No.		FAX	e-mail	Address
				Office	Home			
1.	Shri. Vijay Kumar	Addl. Secy.	0612	2786149 2786102-07 Ext-149	Ext-155	2786178		Raj Bhawan, Patna. PIN-800022

MANUAL-6

Procedure followed in Decision Making Process

1. **Constitutional and Statutory Matters :** Governor being the Constitutional Head of the State, acts on the aid and advise of the Council of Ministers. Having regard to the provisions of the Rules of Executive Business 1979 the matter is processed in the concerned department of the Bihar Government Secretariat and with the approval of the Cabinet or the Minister in charge of portfolio, the proposal is submitted to H.E. the Governor by the concerned Principal Secretary / Secretary to Government following the procedures laid down in the Rules of Executive Business 1979. When the concerned Government file is received in the Governor's Secretariat, the matter is examined by processed concerned Section except in respect of University matters which will be processed / examined in the University Section. After ensuring the correctness and completeness of the proposal submitted for approval of H.E. the Governor, the file is submitted to H.E. by the Principal Secretary / Secretary to Governor for approval of Governor / Chancellor. The same procedure also applies to the consideration of the appeals by Government Servants under Rule 57(5) of Civil Services (Classification, Control and Appeal) Rule 1930 wherein decision is taken by the Governor on the advice of Cabinet.
2. **Petitions :** The petitions received in person or through post (addressed to H.E.) are brought to the notice of H.E. the Governor and orders of H.E. the Governor on such petition are carried out. Where it is considered necessary and desirable to further pursue the matter; a report is called for from the concerned authorities and the report so received is brought to the notice of H.E. for further orders and disposed accordingly. Where it is considered necessary to issue direction to the concerned authorities, appropriate directions are issued to consider the request of the petitioner in the light of the provisions of law and take appropriate decision under intimation to the petitioner. Copies of such directions issued are also sent to the petitioner for information.

CHANNELS OF SUPERVISION AND ACCOUNTABILITY.



MANUAL-7

Directory of Officers and Employee With Sanction Post

Sl. No.	Post and Scale	Sanctio- ned Post	Work- ing	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7	8	9	10
1	Principal Secretary to Governor 37000-67000(8900)	0/H+1/S	1	0	Shri Vivek Kumar Singh I.A.S	01.08.2017			
	Special Officer(Univ.) 37400-67000(8900)	0/H+1/S	0	1	Vacant				
3	Officer on Special Duty (Judl) 51550-63070	0/H+1/S	0	0	Shri Phool Chandra Choudhary, BJS	07.03.2017	Deputed from Bihar Judicial Service		
4	Spl. Secy/ Addl. Secy. 37400-67000(8900)	0/H+1/S	0	1	Vacant				
5	Spl. Secretary/Addl. Secretary/Dy. Secy. 15600-39100 (7600) (Dy. Secy. Pay scale)	0/H+2/S	2	0	1. Shri Vijay Kumar, IAS 2. Shri Anil Kumar, BAS	31.10.2017 24.05.2016	Deputed from State Govt. Deputed from State Govt.		
6	A.D.C. 15600-39100(6600) & 37400-67000(8900)	2/H+0/S	2	0	1. Shri Rakesh Dubey, BPS 2. Maj. Himansu Tiwari	21.06.2017	Deputed from Army HQ.		
7	Under Secretary 15600-39100 (6600)	1/H+1/S	2	0	1. Shri P. Ranjan 2- Shri Jamil Akhtar	03-03-1984 01-10-1980		10-04-1961 12-06-1960	30-04-2021 30-06-2020
8	Private Secretary to Governor 15600-39100 (6600)	0/H+3/S	0	3	1. Vacant 2. Vacant 3. Vacant				
9	University Inspector 15600-39100 (6600)	0/H+2/S	2	1	1. Shri Bhairav Nath Singh 2. Vacant	26-09-1998		05-05-1966	31-05-2026
10	O.S.D 15600-39100(6600)	0/H+1/S	1	0	Shri Sanjay Kumar, BAS	18.04.2016	Deputed from State Govt.		
11	O.S.D. 15600-39100(5400)	0/H+3/S	1	2	1 Shri Ahmad Mahmood, BAS 2. Shri Sanjiv Kumar Dass (Gr I) 3. Vacant	11-09-2014	Deputed from State Govt.		
12	Section Officer 9300-34800 (4800)	1/H+1/S	2	0	1. Shri R.A.Rizvi 2. Shi Shahid Athar	01.12.1997 10-08-1994		15.04.1962 09-10-1968	30.04.2022 31-10-2028
13	Private Secretary/Sr. P.A. to Principal Sec. 9300-34800 (4800)	0/H+1/S	1	0		05-06-1995		19-07-1971	31-07-2031

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Date of Confirmation	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7		8	9	10
14	Protocol Officer 9300-34800 (4600)	0/H+1/S	0	1	VACANT					
15	Accounts Officer 9300-34800 (4200)	0/H+1/S	0	1	Shri Naresh Prasad	01.11.2017		On Contract Basis		
16	Personal Assistant 9300-34800 (4600) Stenographer 5200-20200 (2400)	0/H+7/S	1	4	1. Shri Zobair Ahmad 2. Shri Shiv Kr. Prasad. 3. <u>Smt. Pooja Singh</u> 4. Vacant 5. Vacant 6. Vacant 7. Vacant	09-07-1987 16-06-2017		(On Contract Basis) (Retd.) Vacancy of two posts for contractual appointment has already been published in Newspaper.	15-06-1959	30-06-2019
17	Assistant 9300-34800 (4600) U.D.C ./Typist/Routine Clerk 5200-20200 (2400) HOUSE HOLD POST Asstt-----0/H Routine Clerk-1/H L.D. Asstt.-----3/H Typist Gr.II---1/H LDC (including one L.D. Assistant Post of House Hold 5200-20200 (1900)	0/H+13/S 1/H+0/S 4/H+0/S	11 1 6	0 0 0	1. Shri Shailendra Kr. Asstt. 2. Shri Anil Kr., Asstt. 3. Md. Kalim Khan, Asstt. 4. Shri Ranjan Kr. I, Asstt.. 5. Shri Sanjay Kr. Asstt. PROMOTION POST ON U.D.C. 6. Shri Saidul Sarkar, UDC 7. Shri Ranjan Kr. II, UDC DIRECT APPOINTMENT POST ON L.D.C. 8. Shri Mahfooz Alam, LDC 9. Shri Vijay Kr. Ray, LDC 10. Shri Vivek Kr. Singh, LDC 11. Shri Vikas Ranjan, LDC 12. Shri Narendra Kumar 13. Shri Rishiraj Tripathi 14. Ms. Akansha 15. Smt. Leena, Computer operator-cum-caretaker 16. Md. Ahmaddin Khan 17. Shri Binay Kumar Dubey, L.D.C 18. Shri Avnish Sriwastava, L.D.C	02-12-1988 09-09-1995 03-07-1995 15-10-2001 09-11-2002 07.07.2010 07.07.2010 07.07.2010 15.12.2010 23.02.2011 23.02.2011 02.04.2014 27.01.2015 05.10.2016 02-02-2013 14-09-2017 14-09-2017	31.07.2001	Salary is being drawn against L.D.C	15-02-1967 10-01-1962 16-10-1968 20-01-1971 01-03-1978 30.08.1975 06.03.1971 02.01.1967 15.07.1988 30.11.1976 10.02.1991 02.03.1989 15.08.1994 06.02.1998 14-09-1984 20-02-1989 25-06-1973	28-02-2027 31-01-2022 31-10-2028 31-01-2031 28-02-2038 31.08.2035 31.03.2031 31.01.2027 31-07-2048 30.11.2036 28.02.2051 31.03.2049 31.08.2054 28.02.2058 30-09-2044 28-02-2049 30-06-2033

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Date of confirmation	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7		8	9	10
18	House Keeper 9300-34800 (4200)	1/H+0/S	1	0	Shri Madan Mohan Shukla	12-03-1988		In charge of Protocol Officer	25-10-1961	31-10-2021
19	Accountant 5200-20200 (2800)	1/H+0/S	0	1	VACANT					
20	Garden Supervisor 5200-20200 (2800)	1/H+0/S	0	1	VACANT Shri J.K. Burman (Retd.) Contract Basis	08-07-1982		Shri J. K. Burman(Retd)working against this post on contract Basis w.e.f. 1.3.2014	15-02-1954	28-02-2014
21	Computer Operator 9300-34800 (4200)	0/H+2/S	2	0	1.Shri Ranjeet Singh 2.Shri Alok Kumar Rajak	16-05-2000 16-05-2000			01-06-1973 26-01-1972	31-06-2033 31-01-2032
22	Receptionist 9300-34800 (4200)	0/H+1/S	1	0	1. Shri Bhupendra Singh	11.01.2016			21.02.1991	28.02.2051
23	Cashier 5200-20200 (4200)	0/H+1/S	1	0	Vacant					
24	Telephone Operator 5200-20200 (1900)	0/H+3/S	3	0	1.Md. Haider Ali 2.Shri Manoj Kumar Singh 3.Shri Shivaji Singh	04-01-1992 22-06-1998 21-08-1999			05-08-1962 31-03-1974 12-07-1967	31-08-2022 31-03-2034 31-07-2027
25	Tailor 5200-20200 (1900)	1/H+0/S	1	0	1. Shri Rajiv Kumar	29-08-2015			04-05-1980	31-05-2040
26	Head Cook/Cook 5200-20200 (1900) 2nd Cook 4440-7440 (1650) Mat Cook 4440-7440 (1650)	1/H+0/S 1/H+0/S 1/H+0/S	3	0	1.Shri Alexander Rozario (Head Cook) 2. Shri Narsimha Pujari (Second Cook) 3- Shri Md. Illias	1-6-1984 28-11-1986 10-6-1992			05-02-1962 05-02-1969 05-01-1971	28-02-2022 28-02-2029 31-01-2031

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Date of confirmation	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7		8	9	10
27	Head Driver/Driver 5200-20200 (1900) Driver Driver	1/H 5/H 2/S	8	0	1.Shri Radha Krishna Thakur (Head Driver) 2.Shri Jairam Singh 3.Shri Tanvir Ahmad 4.Shri Harendra Sharma 5.Shri Ragunath Prasad 6.Shri Vinay Knat Jha 7.Md. Nazim+ 8 Shri Sone Lal 9. Shri Raju Driver	15-02-1984 9-10-1990 12-12-1995 08-06-1996 14-8-2001 11-6-2003 29-8-1998 11-06-2003 02-02-2013		+After bifurcation of Bihar, the staff strength of ROSD office at Bihar Bhavan, New Delhi was apportioned between Bihar & Jharkhand. One Driver retained in Bihar for which Govt. has been approached. Excess against sanctioned post of Driver but regularise & adjusted against the post of Chaubdar.	05-11-1965 02-02-1964 01-07-1966 04-05-1971 15-03-1972 16-01-1974 15-08-1963 06-07-1976 10-08-1982	30-11-2025 28-02-2024 30-06-2026 31-05-2031 31-03-2032 31-01-2034 31-08-2023 31-07-2036 31-08-2042
28	Treasury Sarkar 5200-20200 (1800)	1/H+0/S	0	1	VACANT			Adjusted one Garden Mazdoor Shri Chandra Mandal against the vacant post of Tr. Sarkar who is excess in the sanctioned post of Garden Mazdoor joined by the order of Hon'ble High court.		
29	Store Keeper 5200-20200 (1900)	1/H+0/S	1	0	Shri Jainendra Kumar	3-6-1985			15-03-1965	31-03-2025
30	Daftary-cum-record Supervisor (4440-7440 (1650)	1/H+0/S	1	0	Shri Ansar Ahmad	27-4-1984			25-01-1966	31-01-2026
31	Record Supplier 4440-7440 (1650)	0/H+1/S	1	0	Shri Zaki Haider	4-3-1997			12-01-1972	31-01-2032
32	Daftary 4440-7440 (1650)	0/H+1/S	1	0	Md. Salimuddin	6-5-1998			20-08-1976	31-08-2036
33	Chaubdar 4440-7440 (1800)	2/H+0/S	0	2	1.Shri Raju Yadav, Driver 2..VACANT	02-02-2013 Adjusted against the post of Chaubdar		Adjusted one Garden Mazdoor Shri Sant Lal Mandal against the vacant post of Chaubdar who is excess in the sanctioned post of Garden Mazdoor joined & working by the order of Hon'ble High Court.	10-08-1982	30-08-2042

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Date of confirmation	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7	8	9	10	
34	Head Khansama 5200-20200 (1900) Sr. Khansama 5200-20200 (1800) Jr. Khansama 4440-7440(1650)	1/H 4/H 1/H	5	1	1.Shri Shiv Kumar Lal, 2.Shri Safirullah 3.Md. Ali Ahmad 4.Shri Raghbir Rai 5. Shri Dinesh Kumar	1-7-1977 1-7-1984 1-7-1995 6-10-1998 19-11-1999		Adjusted one Garden Mazdoor Shri Wakil Pandit against the vacant post of Khansama who is excess in the sanctioned post of Garden Mazdoor joined & working by the order of Hon'ble High court.	08-01-1959 01-11-1966 02-12-1969 04-12-1981 20-07-1972	31-01-2019 31-10-2026 31-12-2029 31-12-2041 31-07-2032
35	House Bearer 4440-7440 (1650) Bearer	2/H 4/H	6	0	1.Smt. Guncha 2.Md. Yunus 3.Shri Kamal Deo Rai 4.Shri Suresh Kumar Sinha 5.Shri Surendra Singh 6. Shri Sanjay Kumar	6-8-1993 1-7-1995 4-11-1997 19-11-1999 13-11-2000 10-03-2014	31.11.2000		12-03-1970 07-07-1970 10-02-1962 12-10-1964 25-03-1969 10-02-1985	31-03-2030 31-07-2030 28-02-2022 31-10-2024 31-03-2029 28-02-2045
36	Office Jamadar 4440-7440 (1800) Head Jamadar 2 nd Jamadar	1/H+1/S 1/H 1/H	4	0	1. Firoz Khan (Newly appointed) 2. Shri Tanvir Khan 3. Shri Ashok Prasad 4. Shri Kamaldeo Prasad	08-09-2017 05-06-1980 01-06-1987 01-06-1987			15-07-1983 15-01-1960 02-08-1969 05-08-1967	31-07-2043 31-01-2020 31-08-2029 31-08-2027
37	Tour Peon 4440-7440 (1650) Adeshpal 4440-7440 (1650) Govt. of India letter O.O. No-590, dt. 8-3-2003 Chaparsi 4440-7440 (1650) Adeshpal/Peon 4440-7440 (1650)	2/H 3/H 10/H 17/S	32	0	1. Vacant 2.Smt. Bhagirathi Devi 3.Shri Ambika Prasad Rai 4.Shri Anil Kumar Singh 5.Smt. Lichma Devi 6.Shri Ajay Kumar 7.Shri Ramjeewan Paswan 8.Shri Shivjeet Kumar 9.Shri Raj Kumar 10. Shri Badri Mishra	22-10-1988 09-10-1990 06-08-1992 25-08-1993 19-11-1999 03-01-2008 03-01-2008 03-01-2008 01-06-1987	03.01.2011 03.01.2011 03.01.2011	Adjusted one Garden Mazdoor Shri Rajendra Mahto against the vacant post of Peon who is excess in the sanctioned post of Garden Mazdoor joined and working by the order of Hon'ble High Court.	15-10-1959 29-07-1963 25-12-1971 15-06-1966 25-03-1974 15-01-1971 15-04-1979 02-03-1968 21-12-1959	31-10-2019 31-07-2023 31-12-2031 30-06-2026 31-03-2034 31-01-2031 30-04-2039 31-03-2028 31-12-2019

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Date of confirmation	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7		8	9	10
					11.Smt. Asma Khatoon 12. Shri Faiyaz Hussain 13.Shri Rajendra Maharaj 14.Shri Baliram Das 15.Shri Bihari Prasad 16.Shri Anil Kumar Yadav 17.Md. Qyamuddin 18.Ms. Marium Khes 19.Shri Ranjeet Mahto 20.Shri Om Prakash 21..Shri Ram Singh 22..Shri Sujeet Kumar 23.Shri Sabir 24.Shri Ram 25.Shri Dipu Kumar Ram 26. Shri Raj Kr. Rajak 27. Shri Upendra Kumar 28. Shri Sanjeet Kumar 29.Smt. Farzana Khatoon 30.Shri Dharmendra Kumar 31. Shri Harsh Kumar. Gupta 32. Shri Rajeshwar Chaudhary	10-9-1990 9-7-1993 9-7-1993 2.7.1998 2-7-1998 10-02-2001 10-07-2001 20-10-2005 11-11-2005 15-5-2007 11-08-2008 11-08-2008 29-10-2010 29-10-2010 29-10-2010 29-10-2010 17-03-2013 17-03-2013 22-09-2014 22-09-2014 10-02-2015 09.12.2016	01.07.2001 01.07.2001 20.10.2008 11.05.2010 20.10.2013 29.10.2013 20.10.2013	Working as sweeper Working as Dhobi	10-09-1959 19-07-1967 20-01-1965 03-06-1972 10-09-1968 05-05-1971 01-02-1973 16-09-1970 01-01-1986 01-01-1981 21-01-1978 02-05-1982 01-7-1984 04-01-1990 15-01-1985 15-02-1984 02-02-1986 05-11-1976 02-01-1986 25-07-1990 24-07-1993 10.01.1976	30-09-2019 31-07-2027 31-01-2025 30-06-2032 30-09-2028 31-05-2031 31-01-2033 30-09-2030 31-12-2045 31-12-2040 31-01-2038 31-05-2042 30-6-2044 31-01-2050 31-01-2045 28-02-2044 28-02-2046 30-11-2036 31-01-2045 31-07-2050 31-07-2053 31.12.2036
38	Safai Mazdoor 4440-7440 (1650)	0/H+4/S	4	0	1.Shri Sunil Kumar Thakur 2.Shri Nand Kishore Paswan 3.Shri Vijay Kumar Singh 4.Shri Rajesh Kumar	03-01-2008 03-01-2008 03-01-2008 03-01-2008	03.01.2011 03.01.2011 03.01.2011 03.01.2011		05-03-1977 20-05-1974 02-11-1974 05-03-1978	31-03-2037 31-05-2034 30-11-2034 31-03-2038
39	Garden Mazdoor 4440-7440 (1650)	0/H+9/S	9	0	1.Shri Ramji Rai 2.Smt. Sushila Devi 3.Shri Triloki Singh 4.Md. Sharif 5.Shri Binod Kumar 6.Md. Javed 7.Shri Chhotan Rajak 8.Shri Bijendra Kumar 9.Smt. Lila Devi	27-12-1985 10-09-1990 03-01-2008 03-01-2008 03-01-2008 03-01-2008 03-01-2008 03-01-2008 03-01-2008 11-08-2008	03.01.2011 03.01.2011 03.01.2011 03.01.2011 03.01.2011 03.01.2011 03.01.2011 03.01.2011 11.08.2011		01-01-1962 15-10-1964 03-09-1974 20-09-1976 06-01-1977 10-12-1975 05-04-1975 05-01-1976 15-04-1978	31-12-2021 31-10-2024 30-09-2034 30-09-2036 31-01-2037 30-12-2035 30-04-2035 31-01-2036 30-04-2038

MEDICAL STAFFS

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7	8	9	10
1	Medical Officer 22500-26000	2	2	0	1. Dr. P.K. Verma 2. Dr. (Smt.) Sheela Sharma		To be retired the age of 65 To be retired the age of 65	11-07-1953 31-12-1954	31-07-2018 31-12-2019
2	Pharmacist	1	1	0	Shri Jayant Kumar	31-01-1992		11-11-1963	31-11-2023
3	Nurse Grade 'A'	1	1	0	Smt. Bimal Benu Kumari	05-07-1988		01-01-1965	31-01-2025
4	Male Attendant	1	1	0	Shri Prakash Kumar	08-05-2000		15-03-1981	31-03-2041
5	Female Attendant	1	1	0	Smt. Sharda Kumari	21-01-1983		12-05-1962	31-05-2022
6	Sweeper	1	1	0	Shri Shashi kant				
		7	7	0					

(On Co-terminus Post)

Sl. No.	Post and Scale	Sanctioned Post	Working strength	Vacancy	Remarks
1	2	3	4	5	8
1	Private Secretary	01	Shri Virender Rana	0	
2	Personal Assistant	02	Shri Kunwar Singh vacant	0	
3	L.D.C	01	Shri Vishal Sheokhand	0	
4	Peon	02	1. Shri Manoj Dhiman 2. Shri Ganga Singh	0	

JAN SHIKAYAT KOSHANG

Sl. No.	Post and Scale	Sanctioned Post	Working Post	Vacant Post	Name of the Employees working against post	Date of First Appointment/ Posting	Remarks	Date of Birth	Date of Retirement
1	2	3	4	5	6	7	8	9	10
1	Section Officer	1		1		Vacant	Posts Sanctioned for appointment on Contract basis (Fixed Emolument)		
2	Computer Operator / Date Entry Operator	3	1	2	Ms. Nitu Kumari	Vacant	Deputed from BELTRON		

MANUAL-8

The Budget Allocated to Governor's Secretariat, Bihar

Please see another PDF file. which is enclosed herewith.

MANUAL-9

Other useful information

Telephone Numbers of Governor's Sectt., Bihar
Raj Bhawan EPABX No. 2786101-105

Name of Designation	Office No.	Mobile No.
H.E. the Governor of Bihar	2217626 2786191	
Shri Vivek Kumar Singh, I.A.S. Principal Secretary to Governor	2217468	94731-91458
Shri Phool Chandra Choudhary, OSD (J)	2786145	85444-27137
Maj. Himanshu Tiwari, I.A., ADC (M)	2786184	94310-17702
Sri Rakesh Dubey, BAS	2786184	94310-17650, 93865-94299
Shri Bijay Kumar (Additional Sec.)	2786149	94722-21900
Shri Anil Kumar (Joint Sec.)	2786189	94314-25126
Shri Sanjay Kumar, OSD (E)	2786181	94318-33309
Shri Ahmad Mahmood, OSD (U)	2786157	94308 61273
Shri P. Ranjan, Under Secretary Public Grievance Cell & RTI Officer	2786110	94310-75305
Shri R.V.S. Parmar, (Law Officer)		85444-27211
Shri Virender Rana, PS to H.E.	2786113	98999-96968
Shri Kanwar Singh, PA to to H.E.	2786114	93105-33211
Shri Vishal Sheokand, PA to to H.E.		94721-28011
Shri Sanjiv Kumar Dass, OSD.	2786140	9891904665
Shri M M Shukla, Protocol Officer (Incharge)	2786120	94314-58759
Shri Rajesh Kumar, P.S Principal Secretary's Cell	2217468	9572509136
Shri Amar Nath Dubey, PS	2786141	94310-96582
Shri Sunil Kr. Pathak Public Relation Officer	2786119	94312-83596
Shri R A Rizvi, S.O.(P.G.Cell)	2786110	94704-84167
Shri Shahid Athar, S.O., Establishment Section	2786152	95462-44898
Shri Naresh Prasad, A.O. Accounts Section	2786153	98352 93481

<u>Telephone Numbers of Governor's Sectt., Bihar</u>		
Shri Jamil Akthar, Under Secretary, University Section.	2786144	94314-95202
Shri Bijay Kumar, Technical Director NIC Computer Section.	2786185	94314-95404
Shri Sanjay Kumar, JE, Bhawan Nirman Vibhag.	2786146 2786146	70702-58377, 94310-47230
Shri Hasmat Reyaz, J E, Elect.	2786135	94720-16700
Shri Bhairaw Nath Singh, Univ. Ins. Incharge House Superintendent.	2786139	94310-17653
Shri Jainendra Kr, (Store Keeper)	2786139	94318-05049
Raj Bhawan Reception Shri Ashish Kr. Singh, Sgt.Maj.	2786136	77650-05840
Raj Bhawan BMP Gate	2786160	
Raj Bhawan Main Bldg. Entrance	2786154	
Raj Bhawan Garage	2786114	
Bihar Council for Child Welfare	2786151	
Raj Bhawan Dispensary Dr. P. K. Verma, M.O.	2786112	94314-95119
Dr. (Mrs) Sheela Sharma, M.O.	2786112	94310-35071
State Bank of India, Raj Bhawan Shri Subrata Kumar	2215860	99559-97287
Post Office, Raj Bhawan	2217073	89862-17354
Raj Bhawan, Press	2786170	90605-80052