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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 in manner specified. The text of the notification is as follows.

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, Nalanda.
2. Khuda Bakhsh Oriental Public Library, Patna.
3. Prakrit Jain.
4. Bihar Sainik Kalyana Nideshalaya, Patna.
5. Mahila Imdad Committee, Raj Bhavan, Patna.
6. Lady Stephenson Hall, Patna

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Powers and Duties of Officers and Employees

Powers and function of officers and employees :

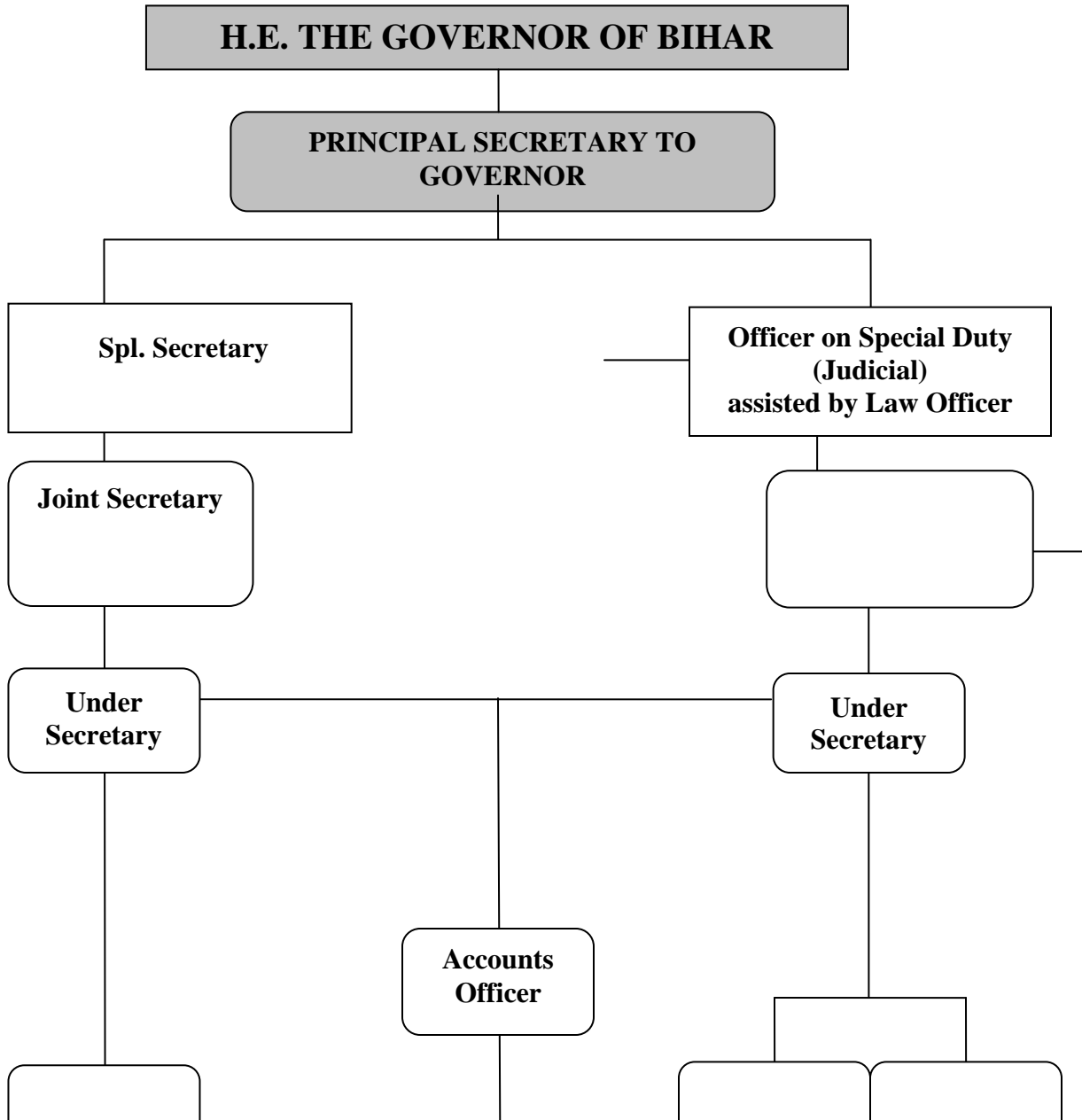
According to Rule 5 of the Governors (Allowances and Privileges) Rules, 1987 issued by the Government of India under Section 13 of the Governors (Emoluments, Allowances and Privileges) Act, 1982, in addition to the Household establishment as per rule 4 of the said rules, the Governor Shall be entitled 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. **Joint 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 Secretary:** There are two posts of Under Secretary in Governor's Secretariat, Bihar. They look after all the administrative and the University matters and assists Joint 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 / Joint 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.
16. **Dy. S.P. (Security):** For the Security of Raj Bhavan.
17. **Sergeant Major :** Works under guidance and instructions of ADCs.
18. **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.
19. **Garden Supervisor:** Looks after the Garden, orchard, lawns, ponds, cultivation etc of Raj Bhavan.

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ORGONOGRAM OF GOVERNOR'S SECRETARIAT, BIHAR



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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. Arayabhatta Knowledge University Act, 2008.
14. Bihar Animal Science University Act.

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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 Kamlesh Pd. Sinha	S.O.	0612	2217202-07 Ext-111	Ext-115	2786111	governorbihar@nic.in	Raj Bhavan, Patna. PIN-800022

First Appellate Authority :-

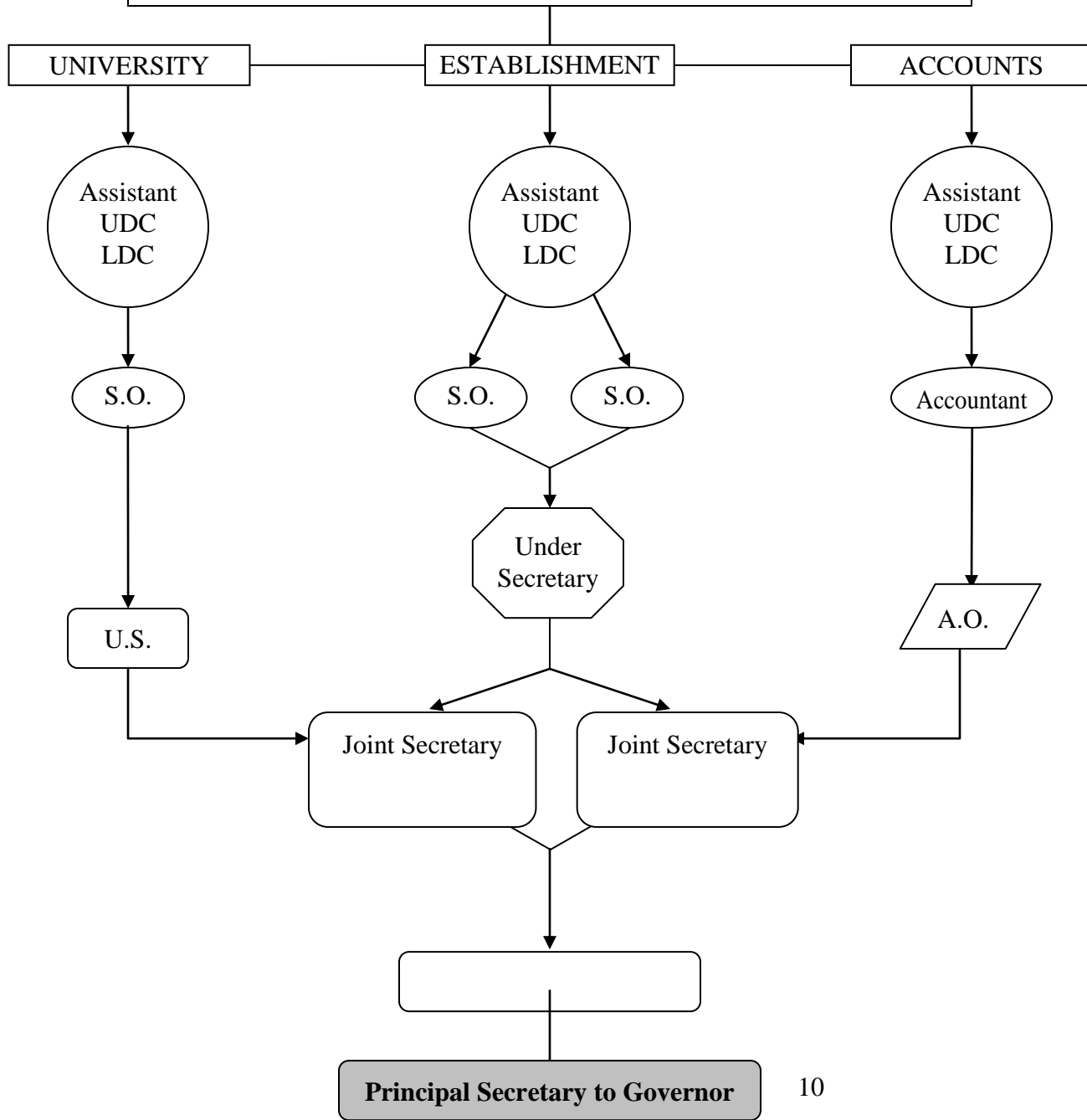
Sr. No.	Name	Designation	STD Code	Ph. No.		FAX	e-mail	Address
				Office	Home			
1.	Shri. Sanjay Kumar	O.S.D.	0612	2786181 2786102-07 Ext-181		2786178	osdj-gs-bih@nic.in	Raj Bhawan, Patna. PIN-800022

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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 would be 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 will be examined in the 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 would be brought to the notice of H.E. the Governor and orders of H.E. the Governor on such petition would be carried out. Where it is considered necessary and desirable to further pursue the matter; a report would be called for from the concerned authorities and the report so received would be 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 would be 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 would also be sent to the petitioner for information.

CHANNELS OF SUPERVISION AND ACCOUNTABILITY.



MANUAL-7**Directory of Officers and Employee with Sanction Post****LIST OF OFFICERS AND STAFFS OF RAJ BHAVAN, PATNA**

SL.NO.	NAME	DESIGNATION	REMARKS
1.	SHRI ROBERT.L.CHONGTHU	PR. SECY. TO H.E	
2.	SHRI VINOD KUMAR TIWARI, BJS	OSD (J)	DEPUTED FROM JUDICIAL SERVICE
3.	SHRI PRAVIN KUMAR GUPTA, BAS	JOINT SECRETARY	
4.	SHRI BALIRAM KUMAR CHOUDHARY, IPS	A.D.C (P)	
5.	MAJOR DHIRAJ BISHT, IA	A.D.C (M)	
6.	SHRI SANJAY KUMAR, BAS	O.S.D	
7.	SHRI MAHABIR PRASAD SHARMA, BAS	O.S.D	
8.	SHRI VINAY KUMAR THAKUR, BAS	O.S.D	
9.	SHRI ANAND ABHISHEK	LAW OFFICER	DEPUTED FROM JUDICIAL SERVICE
10.	SHRI ABHIJEET KUMAR	SCIENTIST (B)	DEPUTED FROM NIC
11.	SHRI DHIRAJ KUMAR SUDHANSHU	P.R.O	
12.	SHRI BHAIKAV NATH SINGH	UNIVERSITY INSPECTOR	
13.	DR. JITENDRA MOHAN SINGH, BMS	MEDICAL OFFICER	
14.	DR. RUBY SRIVASTAVA	MEDICAL OFFICER (ON DEPUTATION)	
15.	SHRI SHAHID ATHAR	SECTION OFFICER	
16.	SHRI RAYEES AZAM RIZVI	SECTION OFFICER	
17.	SHRI BIRENDRA KUMAR	P.S TO PR. SECY.	DEPUTATED FROM STATE GOVT.
18.	SHRI SHAILENDRA KUMAR	ASSISTANT	
19.	MD. KALIM KHAN	ASSISTANT	
20.	SHRI RANJAN KUMAR	ASSISTANT	
21.	SHRI SANJAY KUMAR	ASSISTANT	
22.	SHRI MANOJ KUMAR	ASSISTANT	DEPUTATED FROM BIHAR SECRETARIAT SERVICE
23.	SHRI RANJEET KUMAR	ASSISTANT	DEPUTATED FROM BIHAR SECRETARIAT SERVICE
24.	SHRI KULDEEP KUMAR	ASSISTANT	DEPUTATED FROM BIHAR SECRETARIAT SERVICE
25.	SHRI RANJEET SINGH	COMPUTER OPERATOR	
26.	SHRI ALOK KUMAR RAJAK	COMPUTER OPERATOR	
27.	SHRI RANJAN KUMAR	U.D.C	
28.	SHRI SAIDUL SARKAR	U.D.C	
29.	SHRI VIJAY KUMAR RAY	L.D.C	

30.	SHRI VIVEK KUMAR SINGH	L.D.C	
31.	SHRI VIKASH RANJAN	L.D.C	
32.	SHRI NARENDRA KUMAR	L.D.C	
33.	SHRI RISHI RAJ TRIPATHI	L.D.C	
34.	MS. AKANSHA	L.D.C	
35.	SHRI AVANISH SRIVASTAVA	L.D.C	
36.	SHRI VINAY KUMAR DUBEY	L.D.C	
37.	SHRI SACHIN CHAUHAN	L.D.C	
38.	SHRI MANOJ KUMAR CHAUHAN	L.D.C	
39.	SMT. LEENA	COMPUTER OPERATOR-CUM- CARE TAKER	
40.	SHRI BHUPENDRA SINGH	RECEPTIONIST	
41.	MD. HAIDER ALI	PBX OPERATOR	
42.	SHRI MANOJ KUMAR SINGH	PBX OPERATOR	
43.	SHRI SHIVAJI SINGH	PBX OPERATOR	
44.	SHRI RAJIV KUMAR	TAILOR	
45.	SHRI ZAKI HAIDER	RECORD SUPPLIER	
46.	SHRI JAYANT KUMAR SINHA	PHARMACIST	
47.	SMT. VIMAL BENU KUMARI	NURSE GRADE-I	
48.	SHRI JAINENDRA KUMAR	STORE KEEPER	
49.	SHRI SALIMUDDIN	DAFTARY	
50.	SHRI ANSAR AHMAD	DAFTARY-CUM- RECORD SUPPLIER	
51.	SHRI RADHA KRISHNA THAKUR	HEAD DRIVER	
52.	SHRI BINAY KANT JHA	DRIVER	
53.	MD. NAZIM	DRIVER	
54.	SHRI RAGHUNATH PRASAD	DRIVER	
55.	SHRI JAI RAM SINGH	DRIVER	
56.	MD. TANVIR AHMED	DRIVER	
57.	SHRI SONELAL CHOUDHARY	DRIVER	
58.	SHRI HARENDRA SHARMA	DRIVER	
59.	SHRI RAJU YADAV	DRIVER	
60.	SMT. GUNCHA	ROOM BEARER	
61.	MD. YUNUS	ROOM BEARER	
62.	SHRI SURESH KUMAR SINHA	ROOM BEARER	
63.	SHRI NARSIMHA PUJARI	SECOND COOK	
64.	MD. SAFIRULLAH	KHANSAMA	
65.	SHRI DINESH KUMAR	KHANSAMA	
66.	SHRI RAGHUVIR ROY	KHANSAMA	
67.	MD. ALI AHMAD	KHANSAMA	
68.	SHRI SHIVJEE MAHTO	KITCHEN MAZDOOR	
69.	MD. TOUSIF SIDDIQUI	KITCHEN MAZDOOR	
70.	SHRI PRAKASH KUMAR	MALE WARD ATTENDANT	
71.	SHRI SANTOSH KUMAR	MASALCHI	
72.	SHRI KRISHNA PRASAD	MASALCHI	
73.	MD. ILLYAS	MATE COOK	
74.	SHRI SURENDRA SINGH	ROOM BEARER	

75.	SHRI SANJAY KUMAR	ROOM BEARER	
76.	SHRI BAIJNATH KUMAR	DHOBI	
77.	SHRI AMIT KUMAR	DHOBI	
78.	SMT. SHARDA KUMARI	FEMALE WARD ATTENDANT	
79.	SHRI KAMAL DEO PRASAD	OFFICE JAMADAR	
80.	SHRI ASHOK PRASAD	OFFICE JAMADAR	
81.	SHRI AMBIKA PRASAD RAY	PEON	
82.	SHRI BIRENDRA KUMAR	PEON	
83.	SHRI AJAY KUMAR	PEON	
84.	SHRI ANIL KUMAR SINGH	TREASURY SARKAR	
85.	SMT. LICHHMA DEVI	PEON	DEPUTED AT BIHAR NIWAS, NEW DELHI
86.	SHRI BIHARI PRASAD	PEON	
87.	SRHI FIROZ KHAN	PEON	
88.	MD. FAIYAZ HUSSAIN	PEON	
89.	SHRI RAJENDRA MAHARAJ	PEON	
90.	SHRI BALIRAM DAS	PEON	
91.	MD. QAYAMUDDIN	PEON	
92.	SHRI ANIL KUMAR YADAV	PEON	
93.	SHRI OM PRAKASH KUMAR	PEON	
94.	SHRI DHARMENDRA KUMAR	PEON	
95.	SMT. FARZANA KHATOON	PEON	
96.	MISS MARIUM XESS	PEON	DEPUTED AT BIHAR NIWAS, NEW DELHI
97.	SHRI RANJEET KUMAR MAHTO	PEON	
98.	SHRI RAMJIWAN PASWAN	PEON	
99.	SHRI RAJ KUMAR	PEON	
100.	SHRI SHIVJEET KUMAR	PEON	
101.	SHRI SUJEET KUMAR	PEON	
102.	SHRI RAM SINGH	PEON	
103.	SHRI DIPU KUMAR RAM	PEON	
104.	SHRI RAJ KUMAR RAJAK	PEON	
105.	SHRI SHRI RAM	PEON	BIHAR NIWAS, NEW DELHI
106.	MD. SABIR	PEON	
107.	SHRI SANJEET KUMAR	PEON	
108.	SHRI HARSH KUMAR GUPTA	PEON	
109.	SHRI UPENDRA KUMAR	PEON	
110.	SHRI RAJESHWAR CHOUHARY	PEON	
111.	SHRI KRISHNA NAND SINGH	PEON	
112.	SHRI VISHAL YADAV	PEON	
113.	SHRI CHANDRA KISHORE CHAUHAN	PEON	
114.	SHRI VIJAY KUMAR SINGH	SAFAI MAZDOOR	
115.	SHRI RAJESH KUMAR	SAFAI MAZDOOR	
116.	SHRI SUNIL KUMAR THAKUR	SAFAI MAZDOOR	
117.	SHRI NAND KISHORE PASWAN	SAFAI MAZDOOR	
118.	SHRI SHASHI KANT	SWEEPER	
119.	SHRI PINTU KUMAR	SWEEPER	

120.	SHRI VIJAY KUMAR	SWEEPER	
121.	SMT RITA DEVI	SWEEPER	
122.	SHRI RAJU RAM	SWEEPER	
123.	SHRI DEEPAK KUMAR	SWEEPER	
124.	SHRI ABDUL RASHID	GARDEN MAZDOOR	
125.	SHRI KAPIL DEO PANDIT	GARDEN MAZDOOR	
126.	SHRI DEVENDRA RAI	GARDEN MAZDOOR	
127.	SHRI GOPAL PRASAD	GARDEN MAZDOOR	
128.	SHRI PARMESHWAR MURMU	GARDEN MAZDOOR	
129.	SHRI RAJDEO RAM	GARDEN MAZDOOR	
130.	SHRI GUNA BHAGAT	GARDEN MAZDOOR	
131.	SHRI MADAN RAI	GARDEN MAZDOOR	
132.	SHRI YOGENDRA MAHTO	GARDEN MAZDOOR	
133.	SMT. VIDYAWATI DEVI	GARDEN MAZDOOR	
134.	SMT. NIRMALA DEVI	GARDEN MAZDOOR	
135.	SHRI DINESH KUMAR	GARDEN MAZDOOR	
136.	SMT. SUSHILA DEVI	GARDEN MAZDOOR	
137.	SHRI WAKIL PANDIT	GARDEN MAZDOOR	
138.	SHRI CHANDRA MANDAL	GARDEN MAZDOOR	
139.	SMT. MANJU DEVI	GARDEN MAZDOOR	
140.	SHRI TRILOKI SINGH	GARDEN MAZDOOR	
141.	MD. SHARIF	GARDEN MAZDOOR	
142.	SHRI VINOD KUMAR	GARDEN MAZDOOR	
143.	MD.JAWAID	GARDEN MAZDOOR	
144.	SHRI CHHOTAN RAJAK	GARDEN MAZDOOR	
145.	SHRI VIJENDRA KUMAR	GARDEN MAZDOOR	
146.	SMT. LEELA DEVI	GARDEN MAZDOOR	
147.	SHRI UPENDRA KUMAR	GARDEN MAZDOOR	

LIST OF CO-TERMINUS OFFICER / EMPLOYEE

SL.NO.	NAME	DESIGNATION	REMARKS
1	SHRI VIJAY SINGH	P.S	
2	SHRI SUGRIV CHAUHAN	P.A	
3	SHRI SONU KUMAR YADAV	P.A	
4	SHRI MANI LAL CHAUHAN	L.D.C	
5	SHRI S.K. SRIVASTAVA	PEON	
6	SHRI M.G. KESHARWANI	PEON	

LIST OF OFFICERS/STAFF WORKING ON CONTRACTUAL BASIC IN RAJ BHAVAN,
PATNA

SL.NO.	NAME	DESIGNATION	REMARKS
1	SHRI JAMIL AKHTAR	UNDER SECY (CONT. BASIS)	
2	SHRI KAMLESH PRASAD SINHA	SECTION OFFICER CUM PUBLIC INFORMATION OFFICER (CONT. BASIS)	
3	SHRI NARESH PRASAD	ACCOUNT OFFICER (CONT. BASIS)	
4	SHRI ANIL KUMAR	ASSISTANT (CONT. BASIS)	
5	MD. TANBIR KHAN	OFFICE JAMADAR (CONT. BASIS)	
6	SHRI RAMJI RAI	GARDEN MAZDOOR (CONT. BASIS)	
7	MD. EHTESHAMUL HAQUE	(CONT. BASIS)	
8	SHRI SANJAY KUMAR	DRIVER (CONT. BASIS)	
9	SHRI DHIRAJ KUMAR	ROOM BEARER (CONT. BASIS)	
10	SHRI PANKAJ JHA	ROOM BEARER (CONT. BASIS)	
11	SHRI SANTLAL MANDAL	GARDEN MAZDOOR (CONT. BASIS)	

**LIST OF PROGRAMMER / STENO / DATA ENTRY OPERATORS DEPUTED FROM
BELTRON, PATNA**

1	SHRI ATUL KUMAR	I.T. MANAGER	DEPUTED FROM BIHAR PRASHASANIK SUDHAR MISSION SOCIETY (G.A.D.)
2	SHRI ABHYANAND	PROGRAMMER	
3	SHRI ASHISH KUMAR	STENOGRAPHER	
4	SHRI RISHIKESH KUNDAN	DATA ENTRY OPERATOR	
5	SMT. PRIYANKA SAGAR	DATA ENTRY OPERATOR	
6	SHRI MANOJ KUMAR SINGH	DATA ENTRY OPERATOR	
7	SHRI SATYENDRA KUMAR	DATA ENTRY OPERATOR	
8	SMT. KISHWAR FATMA	DATA ENTRY OPERATOR	
9	SHRI NEERAJ KUMAR CHOUDHARY	DATA ENTRY OPERATOR	
10	SMT. RUPANJALI RAJ	DATA ENTRY OPERATOR	
11	SHRI DEEPAK RAJPAL	DATA ENTRY OPERATOR	
12	SHRI KANHAIYA KUMAR	DATA ENTRY OPERATOR	
13	MS. NITU KUMARI	DATA ENTRY OPERATOR	
14	MS. KANCHAN KUMARI	DATA ENTRY OPERATOR	
15	SHRI RANJEET KUMAR	DATA ENTRY OPERATOR	
16	SHRI SUNIL KUMAR	DATA ENTRY OPERATOR	
17	MS. SANDHYA RANI	DATA ENTRY OPERATOR	
18	SHRI KARANJEET KUMAR	DATA ENTRY OPERATOR	
19	SHRI VIJAY KUMAR	DATA ENTRY OPERATOR	
20	SMT. ANURADHA SINHA	DATA ENTRY OPERATOR	
21	SHRI UJWAL KUMAR SINHA	DATA ENTRY OPERATOR	

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The Budget Allocated to Governor's Secretariat, Bihar

Please see another PDF file. which is enclosed herewith.

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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 Robert L. Chongthu, I.A.S. Principal Secretary to Governor	2217468	
Shri Vinod Kumar Tiwari, OSD (J)	2786145	
Maj. Dhiraj Bisht, I.A., ADC (M)	2786184	
Shri Baliram Kumar Choudhary, IPS	2786142	
Shri Pravin Kumar Gupta (Joint Sec.)	2786180	
Shri Sanjay Kumar, OSD (E)	2786181	
Shri Mahabir Prasad Sharma, OSD (U)	2786157	
Shri Vinay Kumar Thakur, OSD (A)		
Shri Kamlesh Prasad Sinha, Section Officer-Cum- Public Information Officer, RTI Cell	2786111	
Shri Anand Abhishek, (Law Officer)		
Shri Vijay Kumar Singh, PS to H.E.	2786113	
Shri, Protocol Officer (Incharge)	2786120	
Shri Birendra Kumar, P.S Principal Secretary's Cell	2217468	
Shri Dhiraj Kumar Sudhanshu Public Relation Officer	2786119	
Shri Shahid Athar, Section Officer	2786152	
Shri Naresh Prasad, A.O. Accounts Section (Contract Basis)	2786137	

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Shri Jamil Akthar, Under Secretary, University Section.	2786144	
Shri Abhijeet Kumar, Scientist (B) NIC Computer Section.	2786185	
Shri Dhirendra Mohan, JE, Bhawan Nirman Vibhag.	2786146 2786146	
Shri Shekhar Kumar, J E, Elect.	2786135	
Shri Bhairaw Nath Singh, Univ. Ins.	2786139	
Shri Jainendra Kr, (Store Keeper)	2786139	
Raj Bhawan Reception Shri Rajeshwar Prasad, Sgt.Maj.	2786136	
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. Jitendra Mohan Singh, M.O.	2786112	
Dr. (Mrs) Ruby Srivastava, M.O.	2786112	
State Bank of India, Raj Bhawan Shri Subrata Kumar	2215860	
Post Office, Raj Bhawan	2217073	
Raj Bhawan, Press	2786170	