

RAJ BHAVAN, JHARKHAND RANCHI

(Information for the Public under Right to Information Act, 2005)

In terms of the requirements of the Section **4(b) {(i) to (xvii)}** of the “**Jharkhand Right to Information Act,2005**”, the following information pertaining to the Raj Bhavan, Jharkhand, is made available on its website, for information of the general public. In case any person wishes to obtain further information relating to the functioning of this Office, he/she may contact the Public Information Officer, Governor's Secretariat, whose particulars have been indicated separately.

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THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

SECTION 4 (1) (b)(i)

PARTICULARS

The Raj Bhavan, the first office of the Government of Jharkhand, is the office-cum-official residence of the Head of the State i.e Hon'ble Governor of Jharkhand. The Constitutional functions and duties of the Governor are enumerated in the Constitution of India. Besides, by virtue of certain legislative enactments, the Governor discharges additional responsibilities as the :

- i. Indian Red Cross Society (Jharkhand State Branch);
- ii. Bihar Eye Bank Trust, (Running Jharkhand Eye Bank Hospital and Research Centre).

Hon'ble Governor is also the Chancellor of

- (a) Ranchi University, Ranchi
- (b) Kolhan University, Chaibasa
- (c) Vinoba Bhave University, Hazaribagh
- (d) Nilamber Pitamber University, Medininagar, Palamu
- (e) Birsa Agricultural University, Kanke, Ranchi
- (f) Binod Bihari Mahato Koyalanchal University, Dhanbad
- (g) Jharkhand University of Technology, Ranchi
- (h) Jharkhand State Open University, Kanke, Ranchi
- (i) Jharkhand Raksha Shakti University, Ranchi
- (j) Sido Kanhu Murmu University, Dumka
- (k) Dr. Shyama Prasad Mukherjee University, Ranchi
- (l) Jamshedpur Women's University, Jamshedpur

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

SECTION 4 (1) (b) (ii)

Governor

The Constitution of India provides as under:-

Article 153. Governors of States.- There shall be a Governor for each State.

Article 154. Executive power of State.- (1) 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 this Constitution.

(2) Nothing in this article shall--

- (a) be deemed to transfer to the Governor any functions conferred by any existing law or any other authority; or
- (b) prevent Parliament or the Legislature of the State from conferring by law functions on any authority subordinate to the Governor

Article 155. Appointment of Governor.- The Governor of a State shall be appointed by the President by warrant under his hand and seal.

Article 156. Term of office of Governor.- (1) The Governor shall hold office during the pleasure of the President.

(2) The Governor may, by writing under his hand addressed to the President, resign his office.

(3) Subject to the foregoing provisions of this article, a Governor shall hold office for a term of five years from the date on which he enters upon his office.

Article 157. Qualifications for appointment as Governor.- No person shall be eligible for appointment as Governor unless he is a citizen of India and has completed the age of thirty-five years.

Article 158. Conditions of Governor's office.- (1) The Governor shall not be a member of either House of Parliament or of a House of the Legislature of any State specified in the First Schedule, and if a member of either House of Parliament or of a House of the Legislature of any such State be appointed Governor, he shall be deemed to have vacated his seat in that House on the date on which he enters upon his office as Governor.

(2) The Governor shall not hold any other office of profit.

(3) The Governor shall be entitled without payment of rent to the use of his official residences and shall be also entitled to such emoluments, allowances and privileges as may be determined by Parliament by law and, until provision in that behalf is so made, such emoluments, allowances and privileges as are specified in the Second Schedule.

(4) The emoluments and allowances of the Governor shall not be diminished during his term of office.

Article 161. Power of Governor to grant pardons, etc., and to suspend, remit or commute sentences in certain cases. - The Governor of a State shall have the power to grant pardons, reprieves, respites or remission 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.

Article 163. Council of Ministers to aid and advise Governor.- (1) 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 this Constitution required to exercise his functions or any of them in his discretion.

(2) If any question arises whether any matter is or is not a matter as respects which the Governor is by or under this Constitution required to act in his discretion, the decision of the Governor in his discretion shall be final, and the validity of anything done by the Governor shall not be called in question on the ground that he ought or ought not to have acted in his discretion.

(3) The question whether any, and if so what, advice was tendered by Ministers to the Governor shall not be inquired into in any court.

Article 164. Other provisions as to Ministers: - (1) 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 Ministers shall hold office during the pleasure of the Governor.

(3) Before a Minister enters upon his office, the Governor shall administer to him the oaths of office and of secrecy according to the forms set out for the purpose in the Third Schedule.

Article 166. Conduct of business of the Government of a State.- (1) All executive action of the Government of a State shall be expressed to be taken in the name of the Governor.

(2) Orders and other instruments made and executed in the name of the Governor shall be authenticated in such manner as may be specified in 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.

(3) The Governor shall make rules for the more convenient transaction of the business of the Government of the State, and for the allocation among Ministers of the said business in so far as it is not business with respect to which the Governor is by or under this Constitution required to act in his discretion.

The Governor has delegated his powers to the State Government through "Rules of Executive Business-2000, Government of Jharkhand . The exercise of powers is regulated by law.

Chancellor of Universities

The Governor of Jharkhand is the Chancellor of the following Universities in the State: -

- a) Ranchi University, Ranchi
- b) Kolhan University, Chaibasa Shri Hari Kumar Keshari
- c) Vinoba Bhave University, Hazaribagh
- d) Nilamber Pitamber University, Medininagar, Palamu
- e) Birsa Agricultural University, Kanke, Ranchi
- f) Binod Bihari Mahato Koyalanchal University, Dhanbad
- g) Jharkhand University of Technology, Ranchi
- h) Jharkhand State Open University, Kanke, Ranchi
- i) Jharkhand Raksha Shakti University, Ranchi
- j) Sido Kanhu Murmu University, Dumka
- k) Dr. Shyama Prasad Mukherjee University, Ranchi
- l) Jamshedpur Women's University, Jamshedpur

Powers of the Chancellor are prescribed in the relevant Acts/Statutes of the Universities.

Other offices

The following organizations are also headed by the Governor:

- i) Indian Red Cross Society (Jharkhand State Branch).
- ii) Bihar Eye Bank Trust, (Running Jharkhand Eye Bank Hospital and Research Centre).

The Governor is assisted by his Secretariat for the discharge of his functions. Principal Secretary to Governor is Head of Department . He is also drawing and disbursing officer and controlling officer in respect of expenditure and establishment of the Raj Bhavan and the Governor's Household. The powers of DDO have further been delegated to Under Secretary, Raj Bhavan.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

SECTION 4 (1) (b) (iii)

(1) Constitutional and Statutory Matters:-

The Governor, as the Constitutional Head of the State, acts on the advice of the Council of Ministers headed by the Chief Minister, save in situations provided in the Constitution of Jharkhand. The matters requiring the Governor's consideration are processed by the concerned department of the Jharkhand Government and, with the approval of the Minister-in-charge/Cabinet, the related proposals are submitted to the Governor by the Chief Minister, in the form of a Memorandum, in terms of the procedures laid down in the Jharkhand Government Business Rules. Such proposals are subsequently examined in the Governor's Secretariat and placed before the Governor for consideration/orders.

(2) Public Grievances

On receipt of a representation through post/person/E-mail, a report is sought from the concerned State Government Department or appropriate advice is communicated to the concerned Department, for consideration of the petitioner's request.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

SECTION 4 (1) (b) (iv)

The Office discharges its function under the directions / guidance of the Governor.

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS,
HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS**

SECTION 4 (1) (b) (v)

In the discharge of its functions the Governor's Secretariat is required to refer, interalia, to the Indian Constitution, the Jharkhand Government Business Rules, Jharkhand Civil Service Regulations, and such other Acts and/or Regulations (issued by the State Government from time to time) as may be relevant to the examination of a given matter. All employees follow rules, regulations, instructions and manuals of Jharkhand Government in discharging their official functions.

**STATEMENTS OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD
BY IT OR UNDER ITS CONTROL:**

SECTION 4 (1) (b) (vi)

The following important documents are, *inter alia*, maintained in the Raj Bhavan.

- (1) Warrant of appointment of Governors.
- (2) Papers related to appointment of Chief Minister, and Ministers, and their Oath of Office.
- (3) Oath or Affirmations of Office administered by the Governor to high dignitaries such as Chief Justice of Jharkhand High Court, Chairman of the Jharkhand Public Service Commission, State Chief information Commissioner and State Information Commissioners, Chairperson and Members of the State Accountability Commission etc.
- (4) Papers related to appointment of the Vice Chancellors of various Universities and also those relating to University matters requiring the Chancellor's approval.
- (5) Reports received from State Government Departments in regard to representations/petitions received at Raj Bhavan.
- (6) Personal files of Raj Bhavan employees.
- (7) Monthly Reports to the President of India.
- (8) Remission/Pardon cases of convicts under Article 161 of Constitution of India.

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

SECTION 4 (1) (b) (vii)

The Governor is the Constitutional Head of the State. He receives representations / applications from the general public for the redressal of their grievances relating to policies / actions of the State Government. These are forwarded to the concerned Department of the State Government for appropriate consideration / action. As regards Constitutional matters, the Governor discharges his functions as per the Constitution and on the advice of the Council of Ministers excepting matters under his discretion.

A STATEMENT OF THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:

SECTION 4 (1) (b) (viii)

Hon'ble Governor is the

- (1) Ex- Officio President of Indian Red Cross Society (Jharkhand Branch).
- (2) Ex- Officio President of Bihar Eye Bank Trust, (Running Jharkhand Eye Bank Hospital and Research Centre).

The Minutes of the meetings of these Boards are maintained in the respective offices of the Boards, which are located outside the Raj Bhavan.

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:
SECTION 4 (1) (b) (ix)

Name	Designation	Telephone No's
		Office
Shri Nitin Madan Kulkarni	Principal Secretary to Governor	0651- 2283468
Shrikant Suresh RaoKhotre	ADC (P)	0651- 2283465 /66/67 Ext- 103 Mob- 9431103913
Maj Naveen Dhatteerwal	ADC (M)	0651- 2283465 /66/67 Ext- 103 Mob- 9431103914
Shri Mukulesh Chandra Narain	OSD (Judicial)	0651- 2283465/66/67 Ext- 305 Mob- 9431129704
Shri A.K. Satyajeet	Additional Secretary	0651- 2283465 /66/67 Mob- 9431701138
Shri E. Balagurusamy	Academic Advisor to the Governor	0651- 2283465/66/67
Shri Manikandan Pillai T C	Senior Personal Secretary to the Governor	0651- 2283465/66/67 Ext- 300
Smt. Archana Mehta	Joint Secretary	0651- 2283465 /66/67
Shri Sagar Kumar	Deputy Secretary	0651- 2283465/66/67 Ext- 308 Mob- 9431927652
Shri Rohit Singh	OSD (Household)	0651- 2283465/66/67 Ext- 312 Mob- 7677241224
Shri Vishwanath Jha	Under Secretary (Est.)	0651- 2283465/66/67 Mob- 9973778239
Md. Ziauddin Khan	Under Secretary	0651- 2283465/66/67 Ext- 309 Mob- 9471548712

Shri Deepak KumarVerma	PA to Principal Secretary to the Governor	0651- 2283465/66/67 Ext- 104 Mob- 8102506876
Mr. Saurabh Kumar	PS Cell	Mob: 9122888364
Shri Vijay Kumar	Deputy Director, I& PR Unit	0651- 2283465/66/67 Ext- 109 Mob- 6204800931
Shri Kranti Kant	APRO	0651- 2283465/66/67 Ext- 109 Mob- 9431578661
Dr. Shashi Kumari	Medical Officer	0651- 2283465/66/67 Ext- 314
Dr. Laxmi Narayan Das	Medical Officer	0651- 2283465/66/67 Ext- 314
Mr Saroj	Photographer	0651- 2283465/66/67 Ext- 109 Mob- 9431389466
Mr. Ravi Ranjan	Videographer	0651- 2283465/66/67 Ext- 109 Mob- 9308773284

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

SECTION 4 (1) (b) (x)

Post Name	Sanctioned Strength	Pay Scale +Grade Pay
<i>Governors Secretariat</i>		
Principal Secretary to Governor	01	37400-67000+10000
Officer on special Duty(Judicial)	01	51550-1230-58930-1380-63070
Joint Secretary	01	37400-67000+8700
ADC(P) to Governor	01	15600-39100+6600
ADC(M) to Governor	01	15600-39100+6600
Deputy Secretary	02	15600-39100+7600

Under Secretary	01	15600-39100+6600
Officer on special Duty	02	15600-39100+7600
University Inspector	01	15600-39100+6600
Financial Advisor	01	15600-39100+6600
Private Secretary to Governor	02	15600-39100+6600
Private Secretary to Principal Secretary	01	9300-34800+4800
Secretary to Principal Secretary	01	15600-39100+6600
House Controller	01	15600-39100+5400
House Superintendent	01	9300-34800+4200
Accounts Officer	01	15600-39100+5400
Medical Officer	01	15600-39100+6600
Sectional Officer	02	9300-34800+4800
Senior PA to Governor	01	9300-34800+4800
Senior PA to Secretary	01	9300-34800+4800
Assistant	11	9300-34800+4600
Personal Assistant	05	9300-34800+4600

Clerk	01	5200-20200+1900
Computer Operator	02	9300-34800+4200
Garden Superintendent	01	9300-34800+4200
Garden Supervisor	02	5200-20200+2400
Head Typist	01	5200-20200+2800
Steno Typist	02	5200-20200+2800
Urdu Typist	01	5200-20200+2800
Assistant Manager	01	5200-20200+2400
Storekeeper	01	5200-20200+1900
Telephone Operator	03	5200-20200+1900
Librarian	01	5200-20200+2800
Head Driver	01	5200-20200+1900
Driver	14	5200-20200+1900
Treasury Sarkar	01	5200-20200+1800
Record Keeper	01	4440-7440+1650
Head Jamadar	01	4440-7440+1650
Jamadar of Messenger	01	4440-7440+1650
Choubdar	02	4440-7440+1650
Nurse	01	9300-34800+4200
Head Khansama	01	5200-20200+1900
Khansama	03	4440-7440+1650
Daftari	01	4440-7440+1650
Jamadar	01	4440-7440+1650
Head Cook	01	4440-7440+1650
Second Cook	02	4440-7440+1650
Masalchi	04	4440-7440+1650
Dhobi	01	4440-7440+1650
Buttler	01	4440-7440+1650
House Bearer	03	4440-7440+1650
Khitmatgar	03	4440-7440+1650
Assistant Camp Jamadar	02	4440-7440+1650

Head Sweeper	01	4440-7440+1650
Sweeper	06	4440-7440+1650
Garden Mazdoor	07	4440-7440+1650
Peon	12	4440-7440+1650
Messenger	03	4440-7440+1650
Khalasi	09	4440-7440+1650
Motor Cleaner	01	4440-7440+1650
Leave Reserve Driver	01	5200-20200+1900
Met to Dhobi	01	4440-7440+1650
Care taker cum Night Guard (Raj Bhavan Dumka)	01	4440-7440+1650
OSD (Vth Schedule)	01	15600-39100+7600
Investigating Officer (Vth Schedule)	01	9300-34800+4800
Data Entry Operator	01	5200-20200+2400

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULAR OF ALL PLANS, PURPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

SECTION 4 (1) (b) (xi)

<i>Major Head 2012 President, Vice President / Governor / Administrator of Union Territories</i>		
Sub Major Head	03 Governor/Administrator of Union Territories	
Minor Head	090-Secretariat	
Sub Head	01 Secretariat Estb. (Charged)	
Detail Head	Detail Head Description	Expenditure (In Rs.)
		F.Y:2015-16
1	Salary	27220000
2	Dearness Allowance	26465000
12	Leave Travel Concession	510000
13	Domestic Travelling Allowance	4660000
15	Office Expense	5008000
18	Publication	400000
22	Other Administrative Expense	28000
32	Library	200000
33	Telephone	980000
34	Uniform	420000
37	Electricity Charge	3125000
38	Hospitality Expense	114000
42	Motor Vehicle Fuel and Repair	3500000
43	Maintenance Repair and Furnishing (Material)	50000
47	Discretionary Grant	2000000
58	Tax/Duty	1000
59	Other Charge	1500000
85	Medical Reimbursement	500000
Total: Rs.		76681000

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:
SECTION 4 (1) (b) (xii)

No subsidy programme is being run by this Office. However, financial assistance is provided by His Excellency the Governor from his Discretionary Grant to the deserving and needy persons/institutions.

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATIONS GRANTED BY IT:

SECTION 4 (1) (b) (xiii)

Jharkhand Raj Bhavan grants no concessions, permits or authorizations.

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

SECTION 4 (1) (b) (xiv)

Raj Bhavan Jharkhand has hosted its website www.rajbhavanjharkhand.nic.in on the internet and Public Grievances are also received on its Email-id [jhrgov\[at\]jhr\[dot\]nic\[dot\]in](mailto:jhrgov[at]jhr[dot]nic[dot]in)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:

SECTION 4 (1) (b) (xv)

The Office does not deal directly with public. However, members of the public are free to meet the Governor on any working day, with prior appointment. The public also make complaints through post, E-mail, representations or meetings (with prior appointment) regarding their grievances, which are generally referred to the State Government for report/appropriate action.

**APPELLATE AUTHORITY & PUBLIC INFORMATION OFFICER OF
GOVERNOR'S SECRETARIAT, RAJ BHAVAN, JHARKHAND, RANCHI .**

SECTION 4 (1) (b) (xvi)

#	Name	Address	Phone No (O)
First Appellate Authority	Shri Vishwanath Jha Under Secretary	Governor's Secretariat, 4 th Floor, Suchana Bhavan, Ranchi , Jharkhand - 834008	0651 – 2283465/66/67 Extn. – 308 Fax - 2201101
Public Information Officer (PIO)	Shri Anurag Ravi Kujur Section Officer	Governor's Secretariat, 4 th Floor, Suchana Bhavan, Ranchi , Jharkhand - 834008	0651 – 2283465/66/67 Extn. – 307 Fax - 2201101

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:
SECTION 4 (1) (b) (xvii)**

Nil.

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