

HARYANA RAJ BHAVAN
OFFICE ORDER

The following duties are hereby assigned to the Personal Assistants to Hon'ble Governor, Haryana with immediate effect:

1. Shri Shankha Chatterjee, PA to HG

1. He will assist Hon'ble Governor in day-to-day issues/works related to the functions of organizations/institutions of Kolkata/West Bengal in consultation with the Senior Private Secretary to Hon'ble Governor regarding visit of Hon'ble Governor to Kolkata/West Bengal. All kinds of coordination with the management of organizations/institutions alongwith fixing the date and time of the visit of Hon'ble Governor to such institutions as per their requests shall be done.
2. He will keep a note of all the activities of institutions/organizations during the visit of Hon'ble Governor to West Bengal and ensure that the visit of Hon'ble Governor goes smooth as per the scheduled programme.
3. He will also keep note of all announcements made by Hon'ble Governor during such visits including announcement of discretionary grants to such institutions.
4. He will also brief to Hon'ble Governor about the background of any person/dignitary from West Bengal wishing to meet Hon'ble Governor at Raj Bhavan, Haryana.
5. He will coordinate with the official photographer of Haryana Raj Bhavan to click photos of dignitary/person meeting the Hon'ble Governor from Kolkata/West Bengal after seeking due permission from Hon'ble Governor or OSD/HG.
6. He will also assist Hon'ble Governor in the IT work pertaining to social media management of Haryana Raj Bhavan in consultation with the IPRO.
7. Any other task/work to be assigned by the competent authority from time to time.

2. Shri Rahul Kumar Dagar, PA to HG

1. He will assist Hon'ble Governor in day-to-day issues/works related to the functions of organizations/institutions except the organizations headed by Hon'ble Governor and Govt./Private Universities in consultation with the Senior Private Secretary to Hon'ble Governor. All kind of coordination with the management of organizations/institutions alongwith fixing the date and time of the visit by Hon'ble Governor to such institutions as per their requests.
2. He will put up all requests received from organizations/institutions mentioned in Point No.1 to ADC to Hon'ble Governor for necessary action/finalization.
3. He will keep a note of all activities of institutions/organizations during the visit of Hon'ble Governor and ensure that the visit of Hon'ble Governor go smooth as per the scheduled programme.
4. He will also keep note of all the announcements made by Hon'ble Governor during such visits including announcement of discretionary grant to such institutions.
5. He will also brief to Hon'ble Governor about the background of any private person/dignitary from Haryana wishing to meet Hon'ble Governor at Raj Bhavan, Haryana.
6. He will coordinate with the official photographer of Haryana Raj Bhavan to click photos of dignitary/person meeting the Hon'ble Governor from Haryana after seeking due permission from Hon'ble Governor or OSD/HG.
7. Any other task/work assigned by the competent authority from time to time.

Both the PAs may accompany Hon'ble Governor during tour as per his convenience subject to the condition that necessary prior permission be obtained in writing from Secretary to Governor, Haryana.

**Dated Chandigarh the
10th September, 2025**


Dusmanta Kumar Behera, IAS
Secretary to Governor, Haryana

A copy of the same is forwarded to the following for information and necessary action:-

1. Sh. Shankha Chatterjee, Personal Assistant to Hon'ble Governor, Haryana Raj Bhavan, Chandigarh.
2. Sh. Rahul Kumar Dagar, Personal Assistant to Hon'ble Governor, Haryana Raj Bhavan, Chandigarh

Kaulesh

Superintendent

for Secretary to Governor, Haryana

INTERNAL DISTRIBUTION:-

- ✓ 1. AsDC to Hon'ble Governor
2. OSD to Hon'ble Governor
3. PS to the Secretary to Hon'ble Governor
4. CDH-cum- Senior Private Secretary to Hon'ble Governor
5. Deputy Secretary
6. Under Secretary
7. IPRO
8. Superintendent
9. Section Officer

10. GA, RA, AA, Cashier, VA, UA, CT, SK and JP/NA

Haryana Raj Bhavan