

I. Secretary to Governor: Head of the Department.

- i). Establishment matters relating to Secretariat Staff & Household Staff of Raj Bhavan.
- ii). All types of service matters of Raj Bhavan Staff.
- iii). To co-ordinate with State Government and all Universities for various directions/wishes of the Governor.
- iv). All financial sanctions relating to expenditure in Raj Bhavan.
- v). Assisting the Governor in discharge of his duties as Head of the State & as Chancellor of the Universities & Appointing authority of various Offices.
- vi). Appointing & Disciplinary authority in respect of all categories of Staff of Raj Bhavan.

II. AsDC to Governor: There are two AsDC One from Army of the rank of Captain/Major and other from Police Service to assist the Governor in day to day business. Main duties of the AsDC are as under:

- i) To fix up the engagements & to conduct all the interviews/ engagements of the Governor.
- ii) To put up all invitations/greetings, wireless messages & any other communication to the Governor.
- iii) Security arrangements at Raj Bhavan.
- iv) Pilot & Escort arrangements of the Hon'ble Governor.
- v) Accompanying him on tours within & outside the State.

III. Senior Private Secretaries to Governor:

- i) Dictation Work of H.E. the Governor.
- ii) To draft & prepare Secret Monthly Report of the Governor.
- iii) Arrangements for Oath taking Ceremony.
- iv) Correspondence regarding dissolution of State Assembly.
- v) Correspondence regarding promulgation of President Rule and Emergency.
- vi) Submission of Government Files relating to ordinances, Bills for the consideration of the President of India/other Legislative matters including the files received from the Government and mercy petitions.
- vii) All the personal and private correspondence of H.E. the Governor and Lady Governor.

IV. Comptroller, Governor's Household:

- i) To manage the affairs of the Governor's Household.
- ii) To make catering arrangements of Hon'ble Governor, Members of his family and guests staying at Raj Bhavan.
- iii) To make arrangements for all functions lunches, dinners and parties etc. at Raj Bhavan.
- iv) Supervision of the work of Household employees.
- v) To ensure proper maintenance of Raj Bhavan Building and Garden attached thereto.
- vi) To purchase/supervise and maintenance of stores (Household) including crockery, cutlery and kitchen utensils etc.

V. Under Secretary:

- i) All correspondence relating to personnel matters/ Financial sanctions/ Universities matters etc. are routed through to the Secretary to Governor.
- ii) Ordinary Public representations forwarded to the concerned departments for report & appropriate action.

VI. Section Officer:

- i) To supervise all the work relating to personnel /Budget/ University and Public Representations etc.
- ii) To ensure all the dealing Assistants and Diarist for maintaining all required registers and keep the same updated.
- iii) To keep careful watch on the movement of dak and files between Section & higher Authorities.
- iv) To ensure timely submission of time bound cases/court cases.
- v) To ensure that all manual, rules, instructions, guard file etc. of the Section are kept update.

VII. Superintendents, Gr.-II(Regular):

- i). To supervise all the work of dealing Assistants under their control.
- ii) To ensure timely submission of all papers according to their priority.

VIII. Personal Assistants(One with Secretary & one with AsDC to H.E. the Governor):

- i) Dictation work .
- ii) Top Secret correspondence/Top secret complaints.
- iii) Appointments of Chief Minister /Speaker/ Ministers/ Chief Justice/, Lokayukta/Advocate General/ Chairman & Members HPPSC.
- iv) Memorandum submitted by the political parties.
- v). Correspondence regarding IB/CID Reports.

IX. Senior Assistants:

- i) Opening and maintenance of files to deal cases including noting and drafting. Updating of various types of data and maintenance of various registers of their respective subjects.
- ii) Establishment matters including R & P Rules, maintenance of service books, service record, leave account pension cases, disciplinary matters, pay fixation, finalisation of seniority, Court Cases and other miscellaneous matters.
- iii) Preparation of Budget, Reconciliation of Expenditure with AG Office, Issue of Liveries to Drivers & Class-IV employees.
- iv) Correspondence related to Voluntary Organisations.
- v) Correspondence of All four Universities of the State, appointments of Vice-Chancellors, amendments in Act, Statutes, Ordinances etc.
- vi) Correspondence relating to Public Representations of the State & out of the States, Mercy Appeal, Memorandum etc.

vii) Preparation of Sumptuary Account of the Governor.

viii) Correspondence relating to Governor's Allowances & Privileges Grant.

X. Housekeeper:

i) Upkeep of House of H.E. the Governor, to maintain store & stock of Household of H.E. the Governor.

XI. Junior Assistants/Clerks:

i) Diary & Dispatch, preparation of Pay Bills T.A. Bills, Medical Bills, EPABX Operation.

ii) Preparation of lists of Invitees for various functions, Oath Taking Ceremony etc.

XII. Daftri, Jamadar, Peon, Messanger, Chowkidar, Sweeper.

i). Stitching of files, perform duties with H.E. the Governor, Secretary, AsDC and other Officers.

ii) Deliver local official letters to other offices.

iii) Deliver files, dak etc. to higher authorities.

XIII. Household Staff

i) Head Khidmatgar, Head Cook/ Cooks, Khidmatgar, Housebearer, Masalchi, Dhobi, Dhobi's Mate for service in the Kitchen & Official Residence of H.E. the Governor.

ii) Garden Supervisor & Malis for maintenance & upkeep of the lawns & gardens of the Raj Bhavan.