

## **HARYANA RAJ BHAVAN**

SECTOR-6, CHANDIGARH

As on 4.04.2011

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

In pursuance of State Government's circular letter No.5/4/2002-1AR, dated 30.9.2005 issued by the Financial Commissioner & Secretary to Government, Haryana, Administrative Reforms Department, with a view to promote openness, transparency and accountability in the working of public offices and as per the requirements of the provisions 4(b) (i) to (xvii) of the "Right to Information Act, 2005" as notified and published in the Gazette of Government of India on 21<sup>st</sup> June, 2005, the following information pertaining to the Haryana Raj Bhavan is made available for information of the general public. In case any person wishes to obtain any further information relating to the functioning of this office, he/she may contact the Public Information Officer- Smt. Vinod Sabharwal, Section Officer, Haryana Raj Bhavan. The First Appellate Authority is Sh. V.P.Vats, Joint Secretary, Haryana Raj Bhavan.

### **THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES –**

#### **SECTION 4 (1) (b)(i)**

### **PARTICULARS**

The Haryana Raj Bhavan is the first office of the State Government. It is the office-cum-official residence of Head of State i.e. His Excellency, the Governor of Haryana. The functions and duties of the Governor are enumerated in the Constitution of India.

**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 Business of the Government of Haryana, 1977”. The exercise of powers is regulated by law.

**Ex- officio Chancellor of Universities**

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

1. C.C.S. Haryana Agricultural University, Hisar
2. Kurukshetra University, Kurukshetra
3. Maharshi Dayanand University, Rohtak
4. Guru Jambheshwar University of Science & Technology, Hisar
5. Chaudhary Devi Lal University, Sirsa
6. Deenbandhu Chhotu Ram University of Sc. & Tech., Murthal
7. Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat
8. Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak
9. YMCA University of Science & Technology, Faridabad.

Powers of the Chancellor are prescribed in the relevant Acts/Statutes of the Universities. Besides, H.E. the Governor is ex-officio visitor of the following private Universities in the State:-

1. O.P.Jindal Global University, Sonipat.
2. ITM University, Gurgaon (sponsored by Educate India Society Sector 23-A, HUDA, Gurgaon)
3. Apeejay Stya University, Gurgaon (Sponsored by Apeejay Stya Education Foundation,14, Commercial Complex, Masjid Moth, Greater Kailash 2, New Delhi)
4. Amity University, Manesar (Gurgaon)
5. Maharishi Markandeshwar University, Sadopur –Ambala.

### **Other offices**

The following organizations are also headed by the Governor:

- i) Kurukshetra Development Board,
- ii) Mewat Development Board,
- iii) Rajya Sainik Board, Amalgamated Fund,
- iv) State Environment Protection Council, Haryana,
- v) Special Board of Motilal Nehru Sports School, Rai,
- vi) Indian Red Cross Society, Haryana State Branch,
- vii) St. John Ambulance Association, Haryana State Branch,
- viii) Haryana State Council for Child Welfare,
- ix) Haryana Saket Council,
- x) Haryana State Hearing and Speech Handicapped Society,
- xi) Haryana State Bharat Scouts and Guides,
- xii) Bhartiya Grameen Mahila Sangh (Haryana State Branch),
- xiii) Hind Kusht Nivaran Sangh, Haryana State Branch.

The Governor is assisted by his Secretariat for the discharge of his functions. Secretary to Governor is Head of Department as well as Administrative Secretary of Haryana Raj Bhavan Affairs. 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)**

All matters / representations are processed by the secretariat staff and put up to His Excellency the Governor for his orders / approval through the Secretary to Governor.

**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;**

**SECTION 4 (1) (b) (iv)**

The office attempts to discharge its function in an efficient, transparent and time bound manner under the able directions/guidance of His Excellency 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)**

Most of the secretarial staff posted in Raj Bhavan is on deputation from various departments. They belong to IAS, IPS, Army, Haryana Secretariat Service and SAS Cadre. Therefore, they are governed by the procedure, rules, regulations, instructions and manuals of their respective cadre/department.

Others who are borne on Raj Bhavan cadre are governed by Raj Bhavan rules. All employees follow rules, regulations, instructions and manuals of Haryana Government in discharging their official functions.

**A 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. Files relating to appointment of Chief Minister, Ministers, and their oath of office.
3. Appointment of high dignitaries such as Lokpal, Advocate General and members of Haryana Public Service Commission, Chief Information Commissioner, Information Commissioners etc.
4. Remission/Pardon cases of convicts under Article 161 of Constitution of India.
5. Files relating to appointment of Vice Chancellors of different Universities, and also those relating to University matters requiring the Chancellor's approval.
6. Files relating to memorials received from Government employees.
7. Reports received from Government on various references/petitions received at Raj Bhavan.
8. Personal files of Raj Bhavan staff.
9. Monthly Secret Reports.

**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 as well as Executive Head of the State. He receives representations / applications from the general public for the redressal of their grievances. He discharges his functions 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)**

The Raj Bhavan has not constituted any Board, Council, Committee and other Bodies on its own.

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;**

**SECTION 4 (1) (b) (ix)**

Sr. No.	Name S/Shri/ Smt.	Designation	Telephone No.	
			Office	Residence
1	Sh. Jagannath Pahadia	Governor	2740654	2740643
2.	Mohinder Kumar, IAS	Secretary to Governor	2740652	2543511
3.	Inderjeet Sukhija	Joint Secretary	2742548	2791766
4.	V.P.Vats	Joint Secretary (additional charge)	2742959	2714980
5.	Sudha	Under Secretary cum Comptroller Governor's Household	2748405	2567942
6	Jag Parvesh Dahiya	ADC(P)	2742121	-

7	Major Bhaskar Jha	ADC(M)	2742121	2794063
8.	Dr. Rakesh Talwar	Medical Officer	2792897	2790066
9.	Bakhvinder Singh	PS/HE	2740654	2792866
10.	Satish Kumar	PS/GS	2740652	2550111
11.	Vacant	Comptroller Governor's Household (HCS Cadre)	2748284	--
12.	B.L.Dhiman	Information Pubic Relations Officer	2744607	-
13.	Vinod Sabharwal	Section Officer (SAS Cadre)	-	2795600

**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)**

1.	2.	3.	4.
Sr. No.	Name of the sanctioned Post	No. of sanctioned Post(s)	Pay scale
<b>CLASS-I</b>			
1.	Secretary to Governor (IAS Cadre)	1	PB-4 Rs. 37400-67000+ 10000/- GP
2.	Joint Secretary	.1	PB-3 Rs. 15600-39100+ 8000/- GP
3.	A.D.C (P)	1	PB-3 Rs. 15600-39100+ 5400/- GP
4.	A.D.C (M)	1	PB-3 Rs. 15600-39100+ 6600/- GP+ Rs. 6000/- MSP
5.	O.S.D. to Governor	1	PB-3 Rs. 15600-39100+ 7600/-GP
6.	Deputy Secretary	2	PB-3 Rs. 15600-39100+ 7600/-GP
7.	Comptroller Governor's Household (HCS Cadre)	1	PB-3 Rs. 15600-39100+ 5400/- GP
<b>CLASS-II</b>			
8.	Sr. Medical Officer	1	PB-3 Rs. 15600-39100+ 6000/- GP + NPA

9.	Private Secretary	2	PB-2 Rs. 9300-34800+ 4800/- GP
10.	Public Relations Officer	1	PB-2 Rs.9300-34800+ 4600/- GP+300/- SP
<b>CLASS-III</b>			
11.	Section Officer (SAS Cadre)	1	PB-2 Rs. 9300-34800+ 4600/- GP+100/- GP
12.	Personal Assistant	4	PB-2 Rs. 9300-34800+ 4200/- GP
13.	Assistant	7	PB-2 Rs. 9300-34800+ 3600/- GP
14.	Senior Scale Stenographer	3	PB-2 Rs. 9300-34800+ 3600/- GP+60/- SP
15.	Junior Programmer/ Network Assistant	1	PB-2 Rs. 9300-34800+ 3200/- GP
16.	House Keeper	1	PB-2 Rs. 9300-34800+ 3200/- GP
17.	Pharmacist	1	PB-2 Rs. 9300-34800+ 3200/- GP
18.	Lab Tech.	1	PB-1 Rs. 5200-20200+ 2800/- GP
19.	English Cook	1	PB-1 Rs. 5200-20200+ 1900/- GP
20.	Junior Scale Stenographer	2	PB-1 Rs. 5200-20200+ 2400/- GP+40/- SP
21.	Driver	6	PB-1 Rs. 5200-20200+ 2400/- GP+300/- SP
22.	Scooter Swar	1	PB-1 Rs. 5200-20200+ 2400/- GP + 300/- SP
23.	Clerk	5	PB-1 Rs. 5200-20200+ 1900/- GP + 40/- SP
24.	Tele-printer Operator- cum-Clerk	1	PB-1 Rs. 5200-20200+ 1900/- GP + 40/- SP
25.	Telephone Attendant	3	PB-1 Rs. 5200-20200+ 2400/- GP + 80/- SP
26.	Steno-typist	1	PB-1 Rs. 5200-20200+ 1900/- GP+100/- SP
27.	Store-Keeper	1	PB-1 Rs. 5200-20200+ 1900/- GP + 40/- SP
28.	Cook	1	PB-1 Rs. 5200-20200+ 1800/- GP
29.	Butler (Head Khidmatgar)	1	PB-1 Rs. 5200-20200+ 1800/- GP
30.	Restorer	1	PB-1 Rs. 5200-20200+ 1900/- GP + 40/- SP
<b>CLASS-IV</b>			

31.	Daftri	2	IS Rs. 4440-7440+ 1650/- GP+30/- SP
32.	Jamadar to Peons	2	IS Rs. 4440-7440+ 1650/- GP+30/-SP
33.	Peon	15	IS Rs. 4440-7440+ 1300/- GP+30/- SP
34.	Sweeper	7	IS Rs. 4440-7440+ 1300/- GP+30/- SP
35.	Chowkidar	1	IS Rs. 4440-7440+ 1300/-GP+30/- SP
36.	Tailor	1	IS Rs. 4440-7440+ 1300/- GP
37.	Camp Jamadar	1	IS Rs. 4440-7440+ 1800/- GP
38.	Asstt. Camp Jamadar	2	IS Rs. 4440-7440+ 1650/- GP
39.	Head House Bearer	1	IS Rs. 4440-7440+ 1650/- GP
40.	House Bearer	4	IS Rs. 4440-7440+ 1300/- GP+50/- SP
41.	Cook	1	IS Rs. 4440-7440+ 1300/- GP
42.	Guest House Attendant	1	IS Rs. 4440-7440+ 1300/- GP+30/- SP
43.	Khalasi	9	IS Rs. 4440-7440+ 1300/- GP
44.	Khidmatgar	3	IS Rs. 4440-7440+ 1300/- GP+50/- SP
45.	Masalchi	3	IS Rs. 4440-7440+ 1300/- GP
46.	Dhobi	1	IS Rs. 4440-7440+ 1650/- GP
47.	Mate Dhobi	1	IS Rs. 4440-7440+ 1300/- GP
48.	Cycle Swar	2	IS Rs. 4440-7440+ 1300/- GP
49.	Motor Cleaner	1	IS Rs. 4440-7440+ 1300/- GP+30 SP
50.	Jamadar to Sweeper	1	IS Rs. 4440-7440+ 1650/- GP
51.	Dispensary Attendant	1	IS Rs. 4440-7440+ 1300/- GP +30/- SP
	<b>TOTAL</b>	<b>115</b>	

The list of incumbents of these posts is available in the office. All the officers/officials are provided with free accommodation + free facility of electricity/water upto 6.25% of Basic Pay+SP+NPA+free telephone facility at residence to the Officers/Officials as per their entitlement fixed by Printing & Stationery Department, Haryana.

### **COMPENSATION**

The employees are compensated under the "Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules, 2006".

**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)**

<b>FY 2010-2011</b>	
<b>Major Head "2012-President/Vice-President/ Governors/ Administrators of Union Territories"-'Charges'(Non-Plan)</b>	
<b>Minor Heads</b>	<b>Budget (RE) (in Rupees)</b>
090-Sectt. Staff of the Governor	2,89,00,000.00
101-Emoluments and Allowances of the Governor	13,20,000.00
102-Discretionary Grant of the Governor	2,00,00,000.00
103-Household Estt. of the Governor	1,38,79,000.00
105-Medical facility to the Governor, his family and staff	24,89,000.00
106-Entertainment Expenses of the Governor	10,00,000.00
107-Expenditure of Contract Allowances of the Governor	12,00,000.00

108-Tour Expenses of the Governor	10,00,000.00
<b>Total:</b>	<b>6,97,88,000.00</b>

**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 carried out by this office. However, financial assistance is provided by H.E, the Governor from his Discretionary Grant to the poor persons as well as needy institutions.

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATIONS GRANTED BY IT;**

**SECTION 4 (1) (b) (xiii)**

Haryana 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)**

Not applicable.

**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)**

Though members of the public are free to meet the Governor at any time, with prior appointment, yet the office does not deal directly with the public. The public can, however, make complaints in respect of their grievances to the Governor and obtain information by contacting the concerned members of the Raj Bhavan staff. In respect of this, notice board regarding appointment of State

Public Information Officer and First Appellate Authority has been affixed out side the Main Gate of Haryana Raj Bhavan, Sector-6, Chandigarh.

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**

**SECTION 4 (1) (b) (xvi)**

Name & designation of the officer	Designated as	Telephone numbers	
		Office	Residence
Smt. Vinod Sabharwal Section Officer	State Public Information Officer	0172-2740581, 0172-2740583 Ext. 144	0172-2795600
Sh. V. P.Vats, Joint Secretary	First Appellate Authority	0172-2742959	0172-2714980

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

**SECTION 4 (1) (b) (xvii)**

Nil.

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