

**RAJ BHAWAN,RAJASTHAN
CIVIL LINES, JAIPUR**

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

In pursuance of State Government's circular letter No.F.9(56)Home/Gr.5/99/Pt., dated 03.08.2005 issued by the Principal Secretary, Home Department, Government of Rajasthan and D.O.letter No.F.22(2) AR/RTI Cell/2013 dated 17.06.2013 issued by the Principal Secretary, Administrative Reforms, Government of Rajasthan, 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 21st June, 2005, the following information pertaining to the Raj Bhawan, Rajasthan, Jaipur 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 State Public Information Officers- Shri Praveen Kumar Lekhra, Deputy Secretary to Governor, SPIO-I, Shri Asu Singh, Deputy Secretary to Governor, SPIO-II, Shri Harish Kumar Lalwani, Financial Advisor & Officer Incharge Universities, SPIO-III Rajasthan, Raj Bhawan, Rajasthan, Jaipur. The First Appellate Authority is Shri Khem Chand Verma, Director, Tribal Welfare Cell (Addl. Charge), Raj Bhawan, Jaipur.

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

Sr. No.	Subject	Page No.
1.	The Particulars of Organisation, Functions And Duties: Section 4 (1) (b)(i)	3
2.	The Powers And Duties of Its Officers And Employees: Section 4 (1) (b) (ii)	3-13
3.	Ex- officio Chancellor of Universities & Other Offices	14-15
4.	The procedure followed in the decision making process, including channels of supervision and accountability section 4 (1) (b) (iii)	16
	The norms set by it for the discharge of its functions; section 4(1) (b) (iv)	16
	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)	16
5.	A statement of the categories of documents that are held by it or under its control section 4 (1) (b) (vi)	17
6.	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)	18
	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)	18
7.	A directory of its officers and employees; Section 4 (1) (b) (ix)	19-25
8.	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)	26-33
9.	The budget allocated to each of its agency, indicating the particular of all plans, proposed expenditures and reports on disbursements made; section 4 (1) (b) (xi)	34
	The manner of execution of subsidy programmes, including the amount allocated and details of beneficiaries of such programmes; section 4 (1) (b) (xii)	35
	Particulars of recipients of concessions, permits of authorisations granted by it; section 4 (1) (b) (xiii)	35
10.	Details in respect of the information, available to or held by it, reduced in an electronic form ; section 4 (1) (b) (xiv)	35
	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)	35
	The names, designations and other particulars of the public information officers; section 4 (1) (b) (xvi)	36

**THE PARTICULARS OF ORGANISATION,
FUNCTIONS AND DUTIES –
SECTION 4 (1) (b)(i)**

PARTICULARS

The Raj Bhawan, Rajasthan is the first office of the State Government. It is the office-cum-official residence of Head of State i.e. Hon'ble Governor, Rajasthan. 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:-

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 the Constitution.
- (2) Nothing in this article shall—
- (a) be deemed to transfer to the Governor any functions conferred by any existing law on 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.
160. Discharge of the functions of the Governor in certain contingencies.-The President may make such provision as he thinks fit for the discharge of the functions of the Governor of a State in any contingency not provided for in this Chapter.
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 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.
162. Extent of executive power of State.- Subject to the provisions of the Constitution, the executive power of a State shall extend to the matters with respect to which the Legislature of the State has power to make laws:

Provided that in any matter with respect to which the Legislature of State and Parliament have power to make laws, the executive power of the State shall be subject to, and limited by, the executive power expressly conferred by the Constitution or by any law made by Parliament upon the Union or authorities thereof.

163. Council of Ministers to aid and advise Governor.- (1) There shall be a Council of Ministers with the Chief Minister as 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.
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:
- (2) The Council of Ministers shall be collectively responsible to the Legislative Assembly of the State.
- (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.
- (4) A Minister who for any period of six consecutive months is not a member of the Legislature of the State shall at the expiration of that period cease to be a Minister.
165. Advocate-General for the State.- (1) The Governor of the State shall appoint a person who is qualified to be appointed a Judge of a High Court to be Advocate-General for the State.
- (2) It shall be the duty of the Advocate-General to give advice to the Government of the State upon such legal matters, and to perform such other duties of a legal character, as may from time to time be referred or assigned to him by the Governor, and to discharge the functions conferred on him by or under this Constitution or any other law for the time being in force.

- (3) The Advocate-General shall hold office during the pleasure of the Governor, and shall receive such remuneration as the Governor may determine.
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.
167. Duties of Chief Minister as respects the furnishing of information to Governor.- It shall be the duty of the Chief Minister of each State—
- (a) to communicate to the Governor of the State all decisions of the Council of Ministers relating to the administration of the affairs of the State and proposals for legislation;
- (b) to furnish such information relating to the administration of the affairs of the State and proposals for legislation as the Governor may call for; and
- (c) if the Governor so requires, to submit for the consideration of the Council of Ministers any matter on which a decision has been taken by a Minister but which has not been considered by the Council.
174. Sessions of the State Legislature, prorogation and dissolution.- (1) The Governor shall from time to time summon the House or each House of the Legislature of the State to meet at such time and place as he thinks fit, but six months shall not intervene between its last sitting in one session and the date appointed for its first sitting in the next session.
- (2) The Governor may from time to time—
- (a) prorogue the House or either House;
- (b) dissolve the Legislative Assembly.
175. Right of Governor to address and send messages to the House or Houses.- (1) The Governor may address the Legislative Assembly or, in the case of a State having a Legislative Council, either House of the Legislature of the State, or both Houses assembled together, and may for that purpose require the attendance of members.

- (2) The Governor may send messages to the House or Houses of the Legislature of the State, 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 despatch consider any matter required by the message to be taken into consideration.
176. Special address by the Governor.- (1) 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, the Governor shall address the Legislative Assembly or, in the case of a State having a Legislative Council, both Houses assembled together and inform the Legislature of the causes of its summons.
- (2) The Governor may send messages to the House or Houses of the Legislature of the State, 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 despatch consider any matter required by the message to be taken into consideration.
188. Oath or affirmation by members.- Every member of the Legislative Assembly or the Legislative Council of a State shall, before taking his seat, make and subscribe before the Governor, or some person appointed in that behalf by him, an oath or affirmation according to the form set out for the purpose in the Third Schedule.
192. Decision on questions as to disqualifications of members.- (1) If any question arises as to whether a member of a House of the Legislature of a State has become subject to any of the disqualifications mentioned in clause (1) of article 191, the question shall be referred for the decision of the Governor and his decision shall be final.
- (2) Before giving any decision on any such question, the Governor shall obtain the opinion of the Election Commission and shall act according to such opinion.
200. Assent to Bills.- When a Bill has been passed by the Legislative Assembly of a State or, in the case of a State having a Legislative Council, has been passed by both Houses of the Legislature of the State, it shall be presented to the Governor and the Governor shall declare either that he assents to the Bill or that he withholds assent therefrom or that he reserves the Bill for the consideration of the President: Provided that the Governor may, as soon as possible after the presentation to him of the Bill for assent, return the Bill if it is not a Money Bill together with a message requesting that the House or Houses will reconsider the Bill or any specified provisions thereof and, in particular, will consider the desirability of introducing any such amendments as he may recommend in his message and, when a Bill is so returned, the House or Houses shall reconsider the Bill accordingly, and if the Bill is passed again by the House or Houses with or without

amendment and presented to the Governor for assent, the Governor shall not withhold assent therefrom:

Provided further that the Governor shall not assent to, but shall reserve for the consideration of the President, any Bill which in the opinion of the Governor would, if it became law, so derogate from the powers of the High Court as to endanger the position which that Court is by this Constitution designed to fill.

202. Annual financial statement.- (1) The Governor shall in respect of every financial year cause to be laid before the House or Houses of the Legislature of the State a statement of the estimated receipts and expenditure of the State for that year, in this Part referred to as the "annual financial statement".

(2) The estimates of expenditure embodied in the annual financial statement shall show separately-

(a) the sums required to meet expenditure described by this Constitution as expenditure charged upon the Consolidated Fund of the State; and

(b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State;

and shall distinguish expenditure on revenue account from other expenditure.

(3) The following expenditure shall be expenditure charged on the Consolidated Fund of each State—

(a) the emoluments and allowances of the Governor and other expenditure relating to his office;

205. Supplementary, additional or excess grants.- (1) The Governor shall—

(a) if the amount authorised by any law made in accordance with the provisions of article 204 to be expended for a particular service for the current financial year is found to be insufficient for the purposes of that year or when a need has arisen during the current financial year for supplementary or additional expenditure upon some new service not contemplated in the annual financial statement for that year, or

(b) if any money has been spent on any service during a financial year in excess of the amount granted for that service and for that year,

cause to be laid before the House or the Houses of the Legislature of the State another statement showing the estimated amount of that expenditure or cause to be presented to the Legislative Assembly of the State a demand for such excess, as the case may be.

207. Special provisions as to financial Bills.- (1) A Bill or amendment making provision for any of the matters specified in sub-clauses (a) to (f) of clause (1) of article 199

shall not be introduced or moved except on the recommendation of the Governor, and a Bill making such provision shall not be introduced in a Legislative Council:

Provided that no recommendation shall be required under this clause for the moving of an amendment making provision for the reduction or abolition of any tax.

- (2) A Bill or amendment shall not be deemed to make provision for any of the matters aforesaid by reason only that it provides for the imposition of fines or other pecuniary penalties, or for the demand or payment of fees for licences or fees for services rendered, or by reason that it provides for the imposition, abolition, remission, alteration or regulation of any tax by any local authority or body for local purposes.
 - (3) A Bill which, if enacted and brought into operation, would involve expenditure from the Consolidated Fund of a State shall not be passed by a House of the Legislature of the State unless the Governor has recommended to that House the consideration of the Bill.
213. Power of Governor to promulgate Ordinances during recess of Legislature.- (1) If at any time, except when the Legislative Assembly of a State is in session, or where there is a Legislative Council in a State, except when both Houses of the Legislature are in session, the Governor is satisfied that circumstances exist which render it necessary for him to take immediate action, he may promulgate such Ordinances as the circumstances appear to him to require:
- Provided that the Governor shall not, without instructions from the President, promulgate any such Ordinance if—
- (a) a Bill containing the same provisions would under this Constitution have required the previous sanction of the President for the introduction thereof into the Legislature; or
 - (b) he would have deemed it necessary to reserve a Bill containing the same provisions for the consideration of the President; or
 - (c) an Act of the Legislature of the State containing the same provisions would under this Constitution have been invalid unless, having been reserved for the consideration of the President, it had received the assent of the President.
- (2) An Ordinance promulgated under this article shall have the same force and effect as an Act of the Legislature of the State assented to by the Governor, but every such Ordinance—
 - (a) shall be laid before the Legislative Assembly of the State, or where there is a Legislative Council in the State, before both the Houses, and shall cease to operate

at the expiration of six weeks from the reassembly of the Legislature, or if before the expiration of that period a resolution disapproving it is passed by the Legislative Assembly and agreed to by the Legislative Council, if any, upon the passing of the resolution or, as the case may be, on the resolution being agreed to by the Council; and

(b) may be withdrawn at any time by the Governor.

Explanation.—Where the Houses of the Legislature of a State having a Legislative Council are summoned to reassemble on different dates, the period of six weeks shall be reckoned from the later of those dates for the purposes of this clause.

(3) If and so far as an Ordinance under this article makes any provision which would not be valid if enacted in an Act of the Legislature of the State assented to by the Governor, it shall be void:

Provided that, for the purposes of the provisions of this Constitution relating to the effect of an Act of the Legislature of a State which is repugnant to an Act of Parliament or an existing law with respect to a matter enumerated in the Concurrent List, an Ordinance promulgated under this article in pursuance of instructions from the President shall be deemed to be an Act of the Legislature of the State which has been reserved for the consideration of the President and assented to by him.

219. Oath or affirmation by Judges of High Courts.- Every person appointed to be a Judge of a High Court shall, before he enters upon his office, make and subscribe before the Governor of the State, or some person appointed in that behalf by him, an oath or affirmation according to the form set out for the purpose in the Third Schedule.

244. Administration of Scheduled Areas and Tribal Areas.- (1) The provisions of the Fifth Schedule shall apply to the administration and control of the Scheduled Areas and Scheduled Tribes in any State other than the States of Assam, Meghalaya, Tripura and Mizoram.

FIFTH SCHEDULE

(Article 244(i))

Provisions as to the Administration and Control of Scheduled Areas and Scheduled Tribes

PART A

GENERAL

- 1. Interpretation.- In this Schedule, unless the context otherwise requires, the expression "State" does not include the States of Assam, Meghalaya, Tripura and Mizoram.**
- 2. Executive power of a State in Scheduled Areas.- Subject to the provisions of this Schedule, the executive power of a State extends to the Scheduled Areas therein.**
- 3. Report by the Governor to the President regarding the administration of Scheduled Areas.- The Governor of each State having Scheduled Areas therein shall annually, or whenever so required by the President, make a report to the President regarding the administration of the Scheduled Areas in that State and the executive power of the Union shall extend to the giving of directions to the State as to the administration of the said areas.**

PART B

ADMINISTRATION AND CONTROL OF SCHEDULED AREAS AND SCHEDULED TRIBES

- 4. Tribes Advisory Council.- (1) There shall be established in each State having Scheduled Areas therein and, if the President so directs, also in any State having Scheduled Tribes but not Scheduled Areas therein, a Tribes Advisory Council consisting of not more than twenty members of whom, as nearly as may be, three-fourths shall be the representatives of the Scheduled Tribes in the Legislative Assembly of the State:

Provided that if the number of representatives of the Scheduled Tribes in the Legislative Assembly of the State is less than the number of seats in the Tribes Advisory Council to be filled by such representatives, the remaining seats shall be filled by other members of those tribes.**
- (2) It shall be the duty of the Tribes Advisory Council to advise on such matters pertaining to the welfare and advancement of the Scheduled Tribes in the State as may be referred to them by the Governor.**

- (3) The Governor may make rules prescribing or regulating, as the case may be,
- (a) the number of members of the Council, the mode of their appointment and the appointment of the Chairman of the Council and of the officers and servants thereof;
- (b) the conduct of its meetings and its procedure in general; and
- (c) all other incidental matters.
5. Law applicable to Scheduled Areas.- (1) Notwithstanding anything in this Constitution, the Governor may by public notification direct that any particular Act of Parliament or of the Legislature of the State shall not apply to a Scheduled Area or any part thereof in the State or shall apply to a Scheduled Area or any part thereof in the State subject to such exceptions and modifications as he may specify in the notification and any direction given under this sub-paragraph may be given so as to have retrospective effect.
- (2) The Governor may make regulations for the peace and good government of any area in a State which is for the time being a Scheduled Area.
- In particular and without prejudice to the generality of the foregoing power, such regulations may—
- (a) prohibit or restrict the transfer of land by or among members of the Scheduled Tribes in such area;
- (b) regulate the allotment of land to members of the Scheduled Tribes in such area;
- (c) regulate the carrying on of business as money-lender by persons who lend money to members of the Scheduled Tribes in such area.
- (3) In making any such regulation as is referred to in sub-paragraph (2) of this paragraph, the Governor may repeal or amend any Act of Parliament or of the Legislature of the State or any existing law which is for the time being applicable to the area in question.
- (4) All regulations made under this paragraph shall be submitted forthwith to the President and, until assented to by him, shall have no effect.
- (5) No regulation shall be made under this paragraph unless the Governor making the regulation has, in the case where there is a Tribes Advisory Council for the State, consulted such Council.

PART C
SCHEDULED AREAS

6. **Scheduled Areas.- (1) In this Constitution, the expression “Scheduled Areas” means such areas as the President may by order declare to be Scheduled Areas.**
- (2) The President may at any time by order.**
- (a) direct that the whole or any specified part of a Scheduled Area shall cease to be a Scheduled Area or a part of such an area;**
- (aa) increase the area of any Scheduled Area in a State after consultation with the Governor of that State;**
- (b) alter, but only by way of rectification of boundaries, any Scheduled Area;**
- (c) on any alteration of the boundaries of a State or on the admission into the Union or the establishment of a new State, declare any territory not previously included in any State to be, or to form part of, a Scheduled Area;**
- (d) rescind, in relation to any State or States, any order or orders made under this paragraph, and in consultation with the Governor of the State concerned, make fresh orders redefining the areas which are to be Scheduled Areas,**
- and any such order may contain such incidental and consequential provisions as appear to the President to be necessary and proper, but save as aforesaid, the order made under sub-paragraph (1) of this paragraph shall not be varied by any subsequent order.**

PART D
AMENDMENT OF THE SCHEDULE

7. **Amendment of the Schedule.- (1) Parliament may from time to time by law amend by way of addition, variation or repeal any of the provisions of this Schedule and, when the Schedule is so amended, any reference to this Schedule in this Constitution shall be construed as a reference to such Schedule as so amended.**
- (2) No such law as is mentioned in sub-paragraph (1) of this paragraph shall be deemed to be an amendment of this Constitution for the purposes of article 368.**

316. Appointment and term of office of members.- (1) The Chairman and other members of a Public Service Commission shall be appointed, in the case of the Union Commission or a Joint Commission, by the President, and in the case of a State Commission, by the Governor of the State:

Provided that as nearly as may be one-half of the members of every Public Service Commission shall be persons who at the dates of their respective appointments have held office for at least ten years either under the Government of India or under the Government of a State, and in computing the said period of ten years any period before the commencement of this Constitution during which a person has held office under the Crown in India or under the Government of an Indian State shall be included.

(1A) If the office of the Chairman of the Commission becomes vacant or if any such Chairman is by reason of absence or for any other reason unable to perform the duties of his office, those duties shall, until some person appointed under clause (1) to the vacant office has entered on the duties thereof or, as the case may be, until the Chairman has resumed his duties, be performed by such one of the other members of the Commission as the President, in the case of the Union Commission or a Joint Commission, and the Governor of the State in the case of a State Commission, may appoint for the purpose.

(2) A member of a Public Service Commission shall hold office for a term of six years from the date on which he enters upon his office or until he attains, in the case of the Union Commission, the age of sixty-five years, and in the case of a State Commission or a Joint Commission, the age of [sixty-two years]. whichever is earlier:

Provided that-

(a) a member of a Public Service Commission may, by writing under his hand addressed, in the case of the Union Commission or a Joint Commission, to the President, and in the case of a State Commission, to the Governor *of the State, resign his office;**

(b) a member of a Public Service Commission may be removed from his office in the manner provided in clause(1) or clause (3) of article 317.

(3) A person who holds office as a member of a Public Service Commission shall, on the expiration of his term of office, be ineligible for re-appointment to that office.

The Governor of Rajasthan is the Ex-officio Chancellor of the following Universities in the State :-

1	<i>University of Rajasthan, Jaipur</i>
2	<i>Jai Narain Vyas University Jodhpur</i>
3	<i>Mohan Lal Sukhadia University, Udaipur</i>
4	<i>Maharshi Dayanand Saraswati University, Ajmer</i>
5	<i>University of Kota, Kota</i>
6	<i>Maharaja Ganga Singh University, Bikaner</i>
7	<i>Jagadguru Ramandacharya Rajasthan Sanskrit University, Jaipur</i>
8	<i>Vardhman Mahaveer Open University, Kota</i>
9	<i>Dr. Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur</i>
10	<i>Rajasthan Technical University, Kota</i>
11	<i>Rajasthan University of Health Sciences, Jaipur</i>
12	<i>Swami Keshvanand Rajasthan Agriculture University, Bikaner</i>
13	<i>Maharana Pratap University of Agriculture & Technology, Udaipur</i>
14	<i>The Rajasthan University of Veterinary and Animal Sciences, Bikaner.</i>
15	<i>The Sardar Patel University of Police, Security and Criminal Justice, Jodhpur.</i>
16	<i>The Rajasthan I.L.D. Skills University, Jaipur.</i>
17	<i>Govind Guru Tribal University, Banswara</i>
18	<i>Pt. Deendayal Upadhyay Shekhawati University, Sikar</i>
19	<i>Maharaja Surajmal Brij University, Bharatpur</i>
20	<i>Raj Rishi Bhartrihari Matsya University, Alwar</i>
21	<i>The Rajasthan Sports University, Jhunjhunu.</i>
22	<i>Sri Karan Narendra Agriculture University, Jobner</i>
23	<i>Agriculture University, Kota</i>
24	<i>Agriculture University, Jodhpur</i>
25	<i>Bikaner Technical University, Bikaner</i>
26	<i>Haridev Joshi University of Journalism and mass Communication, Jaipur</i>
27	<i>Dr. bhimrao Ambedkar Law University, Jaipur</i>

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

Other offices

The following organisations are also headed by the Governor:

- i) Chairperson, West Zone Cultural Centre, Udaipur.
- ii) President, Indian Red Cross Society, Rajasthan Branch.
- iii) President, Rajya Sainik Board (Sainik Kalyan Vibhag)
- iv) President, Management Committee of Amalgamated Fund for the benefit of Ex-Serviceman
- v) Chief Patteron Scouts and Guides, Rajasthan

The Governor is assisted by his Secretariat for the discharge of his functions. Secretary to Governor is the Head of Department as well as Administrative head of Raj Bhawan Affairs. He is Budget Controlling Officer in respect of expenditure and establishment of the Governor's Secretariat and the Governor's Household. The Financial Advisor has been declared as Head of Office for Raj Bhawan and the powers of DDO have further been delegated to Senior Accounts Officer.

**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 Hon'ble 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 Hon'ble 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)

The Officers and Staff posted in Rajbhawan belongs to IAS, IPS, RAS, RAcS, Indian Army, Secretariat Services and subordinate Services and other cadres. Therefore, they are governed by the procedure, rules, regulations, instructions and manuals of their respective cadres.

All employees follow rules, regulations, instructions and manuals of Rajasthan 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 Bhawan.

1. File relating to Warrant of appointment of Governor.
2. Files relating to appointment of Chief Minister, Ministers, and their oath of office and secrecy.
3. Files relating to Appointment of high dignitaries such as Lokayukta, members of Rajasthan Public Service Commission, Chief Information Commissioner etc.
4. Files relating to appointment of Vice Chancellors of different Universities, and also those relating to University matters requiring the Chancellor's approval.
5. Reports received from Government on various references/petitions received at Raj Bhawan.
6. Personal files of Raj Bhawan staff.
7. Rajasthan Report.

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 Bhawan has not constituted any Board, Council, Committee and other Bodies on its own.

A DIRECTORY OF OFFICERS AND EMPLOYEES;**SECTION 4 (1) (b) (ix)**

S. No.	Name	Designation	Telephone No. Office EPABX 2228716-19	Residence
1.	Shri Debasish Prusty, IAS	Secretary to Governor	2228792	2983977
2.	Dr. Deepak Yadav, IPS	ADC (P)	2228737	8285033480
3.	Sq. Ldr. Dabbiru Ravi	ADC (Air Force)	2228737	9784100004
4.	Shri Khem Chand Verma	Director (Tribal Welfare Cell) (Addl. Charge)	2222246	2466555
5.	Shri Mukund Sohoni, RAcS	SA to Hon'ble Governor	2228768	2812793
6.	Shri Harish Kumar Lalwani, RAcS	FA & OIC (Hr. Education)	2229500	2730205
7.	Shri Praveen Kumar Lekhra, RAS	Dy. Secretary to Governor (I)	2228734	9413347778
8.	Shri Ashu Singh	Dy. Secretary to Governor (II)	283	9460986948
9.	Shri Lokesh Kumar Sahal, RAS	Controller	230	98292-18860
10.	Shri Khem Chand Verma	Joint. Director (Tribal Welfare Cell)	2222246	2466555
11.	Dr. Naveen Kumar Ajmera (on Deputation from RFC)	Dy. Legal Remembrancer (as OSD, RP)	250	2524130
12.	Smt. Kirti Sharma	OSD (Hr. Education)	300	94139-74171
13.	Shri Rambabu Vijayvargiya (Addl. Charge)	Asstt. Secretary to Governor	286	92148-99181
14.	Shri Rambabu Vijayvargiya (Addl. Charge)	Asstt. Secretary to Governor	286	92148-99181
15.	Shri Mukesh Kumar Verma	Accounts Officer	235	8107303449
16.	Shri Sunil Kumar Gupta	Asstt. Legal Remembrancer	284	9414753349
17.	Shri Ram Babu Vijayvargiya	Section Officer	294	92148-99181
18.	Shri N.D. Sharma	Section Officer	239	9929047846
19.	Vacant	Section Officer		
20.	Smt. Kamal Kanta	Section Officer	234	9351877140
21.	Shri Vikram Singh (against Private Secretary Post)	Section Officer	280	9950167453
22.	Shri Vijay Singh	Programmer	206	9413334743
23.	Shri Lokesh Katariya	Programmer	240	8890934567
24.	Smt. Seema Chaturvedi	Librarian	231	----
25.	vacant	Stenographer		-----

26.	Shri Dilip Singh	APS	227	----
27.	Shri Ram Lal Meena	Asstt. Section Officer	238	----
28.	Shri Fateh Singh	Asstt. Controller	239	----
29.	Shri Mohd. Rais	Asstt. Section Officer	102	----
30.	Smt. Bharti Sharma	Asstt. Section Officer	238	----
31.	Shri Ram Kumar Yadav	Asstt. Section Officer	237	----
32.	Shri Nirpendra Singhal	Asstt. Section Officer	237	----
33.	Shri Mohal Lal Sharma	AAO-II	238	----
34.	Shri Vinod Kumar Gupta	AAO-II	238	----
35.	Shri Dhanna Lal Sharma	Agriculture Supervisor	232	----
36.	Shri Ganesh Singh Rathore	Statistical Inspector	289	----
37.	Smt. Mohini Mathur	Clerk Grade-I	234	----
38.	Shri Rajendra Yadav	Clerk Grade-I	291	----
39.	Shri Buddhi Prakash Sharma	Clerk Grade-I	279	----
40.	Smt Seema Devi Pal	Clerk Grade-I	289	----
41.	Shri Rajnikant	Clerk Grade-I	216	----
42.	Shri Gulab Singh	Clerk Grade-I	241	----
43.	Shri Vishnu Sharma	Clerk Grade-I	279	----
44.	Shri Rajesh Sharma	Clerk Grade-I	217	----
45.	Shri Brij Kishore Sharma (On probation)	Junior Accountant	238	----
46.	Shri Pawan Kumar Sharma	House keeper	242	----
47.	Shri Naresh Kumar Kataria (on Deputation)	House keeper	242	----
48.	Shri Ajay Bihari Sharma	Telephone Operator	200	----
49.	Shri Ram Pratap Singh	Telephone Operator	200	----
50.	Shri Umed Singh	Telephone Operator	200	----
51.	Shri Jai Prakash Singh	Telephone Operator	200	----
52.	Vacant	Telephone Operator		
53.	Shri Dinesh Kumar Sawlani	Informatic Assistant	318	----
54.	Shri Rajendra Meena	Informatic Assistant	239	

55.	Shri Jorawar Singh	Library Assistant	231	----
56.	Shri Rajkumar Swamkar	Clerk Grade-II	289	----
57.	Shri Rajkumar Pareek (Suspend)	Clerk Grade-II	238	
58.	Shri Vinod Kumar Saini	Clerk Grade-II	296	----
59.	Shri Akash Agarwal	Clerk Grade-II	250	----
60.	Shri Rajendra Prasad	Clerk Grade-II	237	----
61.	Smt. Neha Sharma	Clerk Grade-II	230	----
62.	Shri Ashok Kumar Raigar	Clerk Grade-II	239	----
63.	Shri Alok Sharma	Clerk Grade-II	228	----
64.	Shri Anil Sharma	Clerk Grade-II	238	----
65.	Shri Manoj Kumar Sharma	Clerk Grade-II	226	----
66.	Shri Ankit Jain	Clerk Grade-II	237	----
67.	Shri Bishan Singh	Clerk Grade-II	227	----
68.	Shri Manish Kumar Tank (On probation)	Clerk Grade-II	223	----
69.	Shri Dinesh Kumar Palsaniya (On probation)	Clerk Grade-II	239	----
70.	Miss Anju (On probation)	Clerk Grade-II	234	----
71.	Shri Abhishek Pandey (On probation)	Clerk Grade-II	237	---
72.	Vacant	Clerk Grade-II		
73.	Vacant	Clerk Grade-II		
74.	Vacant	Clerk Grade-II		
75.	Shri Laxman Rai	Chef	320	----
76.	Vacant	Painter	----	----
77.	Vacant	Carpenter	----	----
78.	Shri Raj Bihari	Carpenter	----	----
79.	Vacant	Upholster	----	----
80.	Shri Raghuveer Singh	Driver	----	----
81.	Shri Suraj Mal Saini	Driver	----	----
82.	Shri Mohd. Anish	Driver	----	----

83.	Shri Naresh Kumar Sain	Driver	----	----
84.	Shri Yashwant Singh	Driver	----	----
85.	Shri Ladu Singh	Driver	----	----
86.	Shri Nahnu Ram Meena	Driver	----	----
87.	Shri Malu Singh	Driver	----	----
88.	Shri Sudesh Kotiya	Driver	----	----
89.	Shri Desh Raj Yadav	Driver	----	----
90.	Shri Bhanwar Lal	Driver	----	----
91.	Shri Ravindra Kumar	Driver	----	----
92.	Shri Chand Mal Sharma	Driver	----	----
93.	Shri Nathu Lal Saini	Electrician Grade-II	----	----
94.	Shri Kalyan Sahai Saini	Plumber	----	----
95.	Vacant	Jamadar	----	----
96.	Shri Suresh Kumar Sain	Jamadar	----	----
97.	Shri Balu Ram	Jamadar	----	----
98.	Vacant	Daftari	----	----
99.	Smt. Geeta Devi	Peon /Class IV Employee	----	----
100.	Shri Sajjan Singh	Peon /Class IV Employee	----	----
101.	Shri Banshi Lal Sain	Peon /Class IV Employee	----	----
102.	Shri Kailash Kumawat	Peon /Class IV Employee	----	----
103.	Shri Gopal Lal Meena	Peon /Class IV Employee	----	----
104.	Shri Mali Ram	Peon /Class IV Employee	----	----
105.	Shri Kalu Ram Meena	Peon /Class IV Employee	----	----
106.	Smt. Kamla Devi	Peon /Class IV Employee	----	----
107.	Shri Farukh Khan	Peon /Class IV Employee	----	----
108.	Shri Om Prakash Pareek	Peon/Class IV Employee	----	----
109.	Shri Laxmi Narayan	Peon/Class IV Employee	----	----
110.	Shri Devi Singh Palawat	Peon/Class IV Employee	----	----
111.	Smt. Geeta Gurjar	Peon/Class IV Employee	----	----

112.	Smt. Bindrawati	Peon /Class IV Employee	----	----
113.	Shri Jai Singh Yadav	Peon /Class IV Employee	----	----
114.	Smt. Munesh Swami	Peon /Class IV Employee	----	----
115.	Shri Hari Ram Gurjar	Peon /Class IV Employee	----	----
116.	Smt. Pushpa Devi	Peon /Class IV Employee	----	----
117.	Shri Rajendra Singh Gurjar	Peon /Class IV Employee	----	----
118.	Shri Manjeet Singh	Peon /Class IV Employee	----	----
119.	Shri Gopal Singh Sisodia	Peon /Class IV Employee	----	----
120.	Shri Sharukh Khan	Peon /Class IV Employee	----	----
121.	Shri Dhanraj	Peon /Class IV Employee	----	----
122.	Shri Pramod Rai	Peon/Class IV Employee	----	----
123.	Shri Bhola Nath	Peon/Class IV Employee	----	----
124.	Shri Rakesh Kumar Saini	Peon/Class IV Employee	----	----
125.	Shri Saiful Haq	Peon/Class IV Employee	----	----
126.	Shri Gopal Krishna Meena	Peon/Class IV Employee	----	----
127.	Smt. Saroj kavar	Peon/Class IV Employee	----	----
128.	Shri Shambhu Dayal	Peon/Class IV Employee	----	----
129.	Shri Ramswaroop Chaudhary	Peon/Class IV Employee	----	----
130.	Shri Bhawar Lal	Mali	----	----
131.	Shri Balbir Meena	Mali	----	----
132.	Shri Ram Niwas Singh	Mali	----	----
133.	Shri Moolchand Meena	Mali	----	----
134.	Shri Pema Ram	Mali	----	----
135.	Shri Ganesh Ram (Mt. Abu)	Mali	----	----
136.	Shri Chhotu Ram Saini	Mali	----	----
137.	Shri Gajendra Singh	Mali	----	----
138.	Shri Hajari Lal Meena	Mali	----	----
139.	Smt. Rama	Mali	----	----
140.	Shri Satya Narayan Singh	Mali	----	----

141.	Shri Jitendra Rai	Mali	----	----
142.	Shri Deenbadhu Yadav	Mali	----	----
143.	Shri Srinarayan Meena	Farash	----	----
144.	Shri Banshilal Saini	Farash	----	----
145.	Smt. Sumitra Devi	Farash	----	----
146.	Shri Virendra Pratap Singh	Farash	----	----
147.	Shri Mukesh Singh	Farash	----	----
148.	Smt. Sarla Pal	Farash	----	----
149.	Shri Manish Kumar Jangid	Farash	----	----
150.	Shri Rajendra Kumar Saini	Farash	----	----
151.	Ms. Lajwanti	Farash	----	----
152.	Shri Kailash Chand Sharma	Steward	----	----
153.	Shri Madan Singh Khangarot	Butler	----	----
154.	Shri Mahendra Singh	Butler	----	----
155.	Shri Kailash Sain	Butler	----	----
156.	Shri Jitendra Singh Choudhary	Butler	----	----
157.	Shri Dev narayanPandit	Head Cook	----	----
158.	Shri Vinod Mehra	Head Cook	----	----
159.	Shri Gyan Bahadur	Head Cook	----	----
160.	Shri Ram Milan Verma	Deshi Cook	----	----
161.	Smt. Naman	Dhobi	----	----
162.	Shri Deepak Nenwal (On Probation)	Dhobi	----	----
163.	Shri Ramdhan Meena	Bhisti	----	----
164.	Shri Heera Lal	Sweeper	----	----
165.	Smt. Phoola Devi	Sweeper	----	----
166.	Smt. Durga Devi	Sweeper	----	----
167.	Shri Tulsi Ram (Mount Abu)	Sweeper	----	----
168.	Shri Pramod Kumar	Sweeper	----	----
169.	Shri Budh Prakash	Sweeper	----	----

170.	Shri Ram Babu Rai	Chowkidar	----	----
171.	Shri Narpat Singh (Mt. Abu)	Chowkidar	----	----
172.	Shri Dinesh Kumar Sharma	Chowkidar	----	----
173.	Shri Nandan Singh	Attendant	----	----
174.	Shri Shiv Kumar Gadaria	Atendant	----	----
175.	Shri Hans Raj Mali	Messenger	----	----
176.	Shri Gokul Chand Gurjar	Mate	----	----
177.	Shri Mukesh Kumar Chadhar	Mate	----	----
178.	Shri Mahendra Kumar	Khallasi	----	----
179.	Shri Sandesh Kumar	Khallasi	----	----
180.	Shri Narsingh Sen	Masalchi	----	----
181.	Shri Dwarka Prasad	Masalchi	----	----
182.	Shri Ashok Kumar Yadav	Masalchi	----	----
183.	Shri Kaluram Meena	Masalchi	----	----
184.	Shri Jaswant Singh	Masalchi	----	----
185.	Shri Shivraj Singh	Helper (Garage)	----	----

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)

S. No.	Name	Designation	Pay Level
1.	Shri Debasish Prusty, IAS	Secretary to Governor	L-14 (AIS)
2.	Vacant	Director (Tribal Welfare)	
3.	Dr. Deepak Yadav, IPS	ADC (P)	(AIS)
4.	Sq. Ldr. Dabbiru Ravi	ADC (Air Force)	L-11 (IA)
5.	Shri Mukund Sohoni, RAcS	SA to Hon'ble Governor	L-23
6.	Shri Harish Kumar Lalwani, RAcS	FA & OIC (Hr. Education)	L-21
7.	Shri Praveen Kumar Lekhra, RAS	Dy. Secretary to Governor (I)	L-19
8.	Shri Ashu Singh	Dy. Secretary to Governor (II)	L- 19
9.	Shri Lokesh Kumar Sahal, RAS	Controller	L-16
10.	Shri Khem Chand Verma	Jt. Director (Tribal Welfare)	L-18
11.	Dr. Naveen Kumar Ajmera (on Deputation from RFC)	Dy. Legal Remebrancer (As OSD, RP)	L-19
12.	Smt. Kirti Sharma	OSD (Hr. Education)	L-16
13.	Shri Ram Babu Vijayvargiya (Addl. Charge)	Asstt. Secretary to Governor	L-12
14.	Shri Ram Babu Vijayvargiya (Addl. Charge)	Asstt. Secretary to Governor	L-12
15.	Shri Sunil Kumar Gupta	Asstt. Legal Remembrancer	L-15
16.	Shri Mukesh Kumar Verma	Accounts Officer	L- 14
17.	Shri Ram Babu Vijayvargiya	Section Officer	L-12
18.	Shri N.D. Sharma	Section Officer	L-12
19.	Smt. Kamal Kanta	Section Officer	L-12
20.	Vacant	Section Officer	L-12
21.	Shri Vikram Singh (against Private Secretary Post)	Section Officer	L-12
22.	Shri Vijay Singh	Programmer	L-12

23.	Shri Lokesh Katariya	Programmer	L-12
24.	Smt. Seema Chaturvedi	Librarian	L-13
25.	Vacant	Stenographer	----
26.	Shri Dilip Singh	Addl. PS	L-13
27.	Shri Ganesh Singh Rathore	Statistical Inspector	L-12
28.	Shri Mohan Lal Sharma	AAO-II	L-12
29.	Shri Vinod Kumar Gupta	AAO-II	L-12
30.	Shri Dhanna Lal Sharma	Agriculture Supervisor	L-12
31.	Shri Ram Lal Meena	Asstt. Section Officer	L-11
32.	Shri Fateh Singh	Asstt. Controller	L-11
33.	Shri Mohd. Rais	Asstt. Section Officer	L-11
34.	Smt. Bharti Sharma	Asstt. Section Officer	L-11
35.	Shri Ram Kumar Yadav	Asstt. Section Officer	L-11
36.	Shri Nirpendra Singhal	Asstt. Section Officer	L-11
37.	Smt. Mohini Mathur	Clerk Grade-I	L-10
38.	Shri Rajendra Yadav	Clerk Grade-I	L-10
39.	Shri Buddhi Prakash Sharma	Clerk Grade-I	L-10
40.	Smt Seema Devi Pal	Clerk Grade-I	L-8
41.	Shri Rajnikant	Clerk Grade-I	L-8
42.	Shri Gulab Singh	Clerk Grade-I	L-8
43.	Shri Vishnu Sharma	Clerk Grade-I	L-8
44.	Shri Rajesh Sharma	Clerk Grade-I	L-8
45.	Shri Brij Kishore Sharma (On probation)	Junior Accountant	L-10
46.	Shri Pawan Kumar Sharma	House keeper	L-11

47.	Shri Naresh Kumar Kataria	House keeper	L-10
48.	Shri Ajay Bihari Sharma	Telephone Operator	L-9
49.	Shri Ram Pratap Singh	Telephone Operator	L-9
50.	Shri Ummed Singh	Telephone Operator	L-9
51.	Shri Jai Prakash Singh	Telephone Operator	L-8
52.	Vacant	Telephone Operator	
53.	Shri Jorawar Singh	Library Assistant	L-8
54.	Shri Dinesh Kumar Sawlani	Infomatic Assistant	L-8
55.	Shri Rajendra Meena	Infomatic Assistant	L-8
56.	Shri Rajkumar Swamkar	Clerk Grade-II	L-5
57.	Shri Rajkumar Pareek (Suspend)	Clerk Grade-II	L-5
58.	Shri Vinod Kumar Saini	Clerk Grade-II	L-5
59.	Shri Akash Agarwal	Clerk Grade-II	L-5
60.	Shri Rajendra Prasad	Clerk Grade-II	L-5
61.	Smt. Neha Sharma	Clerk Grade-II	L-5
62.	Shri Ashok Kumar Raigar	Clerk Grade-II	L-5
63.	Shri Alok Sharma	Clerk Grade-II	L-5
64.	Shri Anil Sharma	Clerk Grade-II	L-5
65.	Shri Manoj Kumar Sharma	Clerk Grade-II	L-5
66.	Shri Ankit Jain	Clerk Grade-II	L-5
67.	Shri Bishan Singh	Clerk Grade-II	L-5
68.	Shri Manish Kumar Tank (On probation)	Clerk Grade-II	L-5 (Fix 14600/-)
69.	Shri Dinesh Kumar Palsaniya (On probation)	Clerk Grade-II	L-5 (Fix 14600/-)

70.	Miss Anju (On probation)	Clerk Grade-II	L-5 (Fix 14600/-)
71.	Shri Abhishek Pandey (On probation)	Clerk Grade-II	L-5 (Fix 14600/-)
72.	Vacant	Clerk Grade-II	
73.	Vacant	Clerk Grade-II	
74.	Vacant	Clerk Grade-II	
75.	Shri Laxman Rai	Chef	L-11
76.	Vacant	Painter	--
77.	Vacant	Carpenter	--
78.	Shri Raj Bihari	Carpenter	L-11
79.	Vacant	Upholster	--
80.	Shri Raghuv eer Singh	Driver	L-11
81.	Shri Suraj Mal Saini	Driver	L-11
82.	Shri Mohd. Anish	Driver	L-11
83.	Shri Naresh Kumar Sain	Driver	L-11
84.	Shri Yashwant Singh	Driver	L-8
85.	Shri Ladu Singh	Driver	L-8
86.	Shri Nahnu Ram Meena	Driver	L-8
87.	Shri Malu Singh	Driver	L-9
88.	Shri Sudesh Kotiya	Driver	L-8
89.	Shri Desh Raj Yadav	Driver	L-5
90.	Shri Bhanwar Lal	Driver	L-5
91.	Shri Ravindra Kumar	Driver	L-5
92.	Shri Chand Mal Sharma	Driver	L-5
93.	Shri Nathu Lal Saini	Electrician Grade-II	L-6

94.	Shri Kalyan Sahai Saini	Plumber	L-5
95.	Vacant	Bhisti	
96.	Shri Suresh Kumar Sain	Jamadar	L-4
97.	Shri Balu Ram	Jamadar	L-4
98.	Vacant	sweeper	
99.	Smt. Geeta Devi	Peon /Class IV Employee	L-4
100.	Shri Sajjan Singh	Peon /Class IV Employee	L-4
101.	Shri Banshi Lal Sain	Peon /Class IV Employee	L-4
102.	Shri Kailash Kumawat	Peon /Class IV Employee	L-3
103.	Shri Gopal Lal Meena	Peon /Class IV Employee	L-3
104.	Shri Mali Ram	Peon /Class IV Employee	L-3
105.	Shri Kalu Ram Meena	Peon /Class IV Employee	L-3
106.	Smt. Kamla Devi	Peon /Class IV Employee	L-3
107.	Shri Farukh Khan	Peon /Class IV Employee	L-3
108.	Shri Om Prakash Pareek	Peon/Class IV Employee	L-4
109.	Shri Laxmi Narayan	Peon/Class IV Employee	L-3
110.	Shri Devi Singh Palawat	Peon/Class IV Employee	L-3
111.	Smt. Geeta Gurjar	Peon/Class IV Employee	L-3
112.	Smt. Bindrawati	Peon /Class IV Employee	L-2
113.	Shri Jai Singh Yadav	Peon /Class IV Employee	L-2
114.	Smt. Munesh Swami	Peon /Class IV Employee	L-2
115.	Shri Hari Ram Gurjar	Peon /Class IV Employee	L-2
116.	Smt. Pushpa Devi	Peon /Class IV Employee	L-2
117.	Shri Rajendra Singh Gurjar	Peon /Class IV Employee	L-2

118.	Shri Manjeet Singh	Peon /Class IV Employee	L-2
119.	Shri Gopal Singh Sisodia	Peon /Class IV Employee	L-2
120.	Shri Sharukh Khan	Peon /Class IV Employee	L-2
121.	Shri Dhanraj	Peon /Class IV Employee	L-3
122.	Shri Pramod Rai	Peon/Class IV Employee	L-2
123.	Shri Bhola Nath	Peon/Class IV Employee	L-2
124.	Shri Rakesh Kumar Saini	Peon/Class IV Employee	L-2
125.	Shri Saiful Haq	Peon/Class IV Employee	L-2
126.	Shri Gopal Krishna Meena	Peon/Class IV Employee	L-1
127.	Smt. Saroj kawar	Peon/Class IV Employee	L-1
128.	Shri Shambhu Dayal	Peon/Class IV Employee	L-1
129.	Shri Ramswaroop Chaudhary	Peon/Class IV Employee	L-3
130.	Shri Bhawar Lal	Mali	L-4
131.	Shri Balbir Meena	Mali	L-4
132.	Shri Ram Niwas Singh	Mali	L-3
133.	Shri Moolchand Meena	Mali	L-3
134.	Shri Pema Ram	Mali	L-3
135.	Shri Ganesh Ram (Mt. Abu)	Mali	L-2
136.	Shri Chhotu Ram Saini	Mali	L-3
137.	Shri Gajendra Singh	Mali	L-2
138.	Shri Hajari Lal Meena	Mali	L-3
139.	Smt. Rama	Mali	L-3
140.	Shri Satya Narayan Singh	Mali	L-1
141.	Shri Jitendra Rai	Mali	L-1

142.	Shri Deenbadhu Yadav	Mali	L-1
143.	Shri Srinarayan Meena	Farash	L-4
144.	Shri Banshilal Saini	Farash	L-4
145.	Smt. Sumitra Devi	Farash	L-3
146.	Shri Virendra Pratap Singh	Farash	L-2
147.	Shri Mukesh Singh	Farash	L-2
148.	Smt. Sarla Pal	Farash	L-2
149.	Shri Manish Kumar Jangid	Farash	L-1
150.	Shri Rajendra Kumar Saini	Farash	L-1
151.	Ms. Lajwanti	Farash	L-1
152.	Shri Kailash Chand Sharma	Steward	L-8
153.	Shri Madan Singh Khangarot	Butler	L-8
154.	Shri Mahendra Singh	Butler	L-6
155.	Shri Kailash Sain	Butler	L-6
156.	Shri Jitendra Singh Choudhary	Butler	L-4
157.	Shri Dev narayanPandit	Head Cook	L-5
158.	Shri Vinod Mehra	Head Cook	L-4
159.	Shri Gyan Bahadur	Head Cook	L-5
160.	Shri Ram Milan Verma	Deshi Cook	L-4
161.	Smt. Naman	Dhobi	L-3
162.	Shri Deepak Nenwal (On Probation)	Dhobi	L-2 (Fix 12600/-)
163.	Shri Ramdhan Meena	Daftri	L-4
164.	Shri Heera Lal	Sweeper	L-4
165.	Smt. Phoola Devi	Jamadar	L-4

166.	Smt. Durga Devi	Sweeper	L-4
167.	Shri Tulsi Ram (Mount Abu)	Sweeper	L-4
168.	Shri Pramod Kumar	Sweeper	L-2
169.	Shri Budh Prakash	Sweeper	L-2
170.	Shri Ram Babu Rai	Chowkidar	L-3
171.	Shri Narpat Singh (Mt. Abu)	Chowkidar	L-3
172.	Shri Dinesh Kumar Sharma	Chowkidar	L-1
173.	Shri Nandan Singh	Attendant	L-4
174.	Shri Shiv Kumar Gadaria	Atendant	L-1
175.	Shri Hans Raj Mali	Messenger	L-1
176.	Shri Gokul Chand Gurjar	Mate	L-2
177.	Shri Mukesh Kumar Chadhar	Mate	L-1
178.	Shri Mahendra Kumar	Khallasi	L-2
179.	Shri Sandesh Kumar	Khallasi	L-1
180.	Shri Narsingh Sen	Masalchi	L-4
181.	Shri Dwarka Prasad	Masalchi	L-4
182.	Shri Ashok Kumar Yadav	Masalchi	L-3
183.	Shri Kaluram Meena	Masalchi	L-3
184.	Shri Jaswant Singh	Masalchi	L-1
185.	Shri Shivraj Singh	Helper (Garage)	L-2

The list of incumbents of these posts is available in the office. All the officers/officials are provided with free accommodation and re-imbusement facility of electricity/water upto 4% of Basic Pay, telephone facility at residence to the Officers/Officials as per their entitlement .

COMPENSATION

The employees are compensated under the “Rajasthan Compassionate Appointment of Dependents of Deceased Government Servant Rules,1996”.

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)

F.Y. 2019-20	
Major Head "2012-President/Vice-President/Governors/Administrators of Union Teritories" - 'Charge- (Non-Plan)	
Minor Heads	Budget (in Rupees) 2019-20
090-Secretariat Staff of the Governor	83177000.00
101-Emoluments and Allowances of the Governor	4200000.00
102-Discretionary Grant of the Governor	5000000.00
103-Household Estt. of the Governor	64523000.00
104-Sumtury Allowance to the Governor	2000000.00
105-Medical Facility to the Governor	2076000.00
106-Entertainment Expenses to th Governor	1100000.00
107-Expenditure of Contract Allowance	2367000.00
108-Tour Expenses of the Governor	2000000.00
110-State Conveyance & Motors Cars	2700000.00
Total	169143000.00

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 Hon'ble 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)

Raj Bhawan Rajasthan 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 Bhawan staff. In respect of this, notice board regarding appointment of State Public Information Officer and First Appellate Authority has been affixed in Governor's Secretariat Building, Raj Bhawan, Civil Lines, Jaipur

**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
Shri Khem Chand Verma Director (Tribal Welfare) (Addl. Charge)	First Appellate Authority	0141-2222244 0141-2228716
Shri Praveen Kumar Lekhra, RAS, Deputy Secretary to Governor	State Public Information Officer-(I)	0141-2228734 0141-2228716
Shri Harish Kumar Lalwani, FA & Officer Incharge Univerities, Raj Bhawan	State Public Information Officer-(III)	0141-2228716 0141-2229500
Shri Ashu Singh, Deputy Secretary to Governor	State Public Information Officer-(II)	0141-2221156 0141-2228716

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;

SECTION 4 (1) (b) (xvii)

Nil.

.....