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Point No. I { Section 4 (1) (b) (i) }

Particulars of organization, functions and duties :

Functions and duties of the Governor :-

The Governor is the Executive Head of the State within the meaning of Articles 153 and 154 of the Constitution of India. Article 154 vests the executive powers of the State in the Governor who exercises it either directly or through officers subordinate to him in accordance with the Constitution. Under Article 163, the Governor as the Constitutional Head exercises all powers under the Constitution on the aid and advice of the Council of Ministers. It includes summoning and proroguing the Session of the State Legislature, promulgation of Ordinances, giving assent to the Bills and appointing the Council of Ministers. There are certain functions, which are possibly to be exercised by the Governor in his discretion as sending report to the President under Article 356 and reserving Bill for the consideration of the President under Article 200. The Governor has also special responsibilities under Article 371 (2) of the Constitution of India to establish Development Boards for Vidarbha, Marathwada and rest of Maharashtra Region and also ensure equitable distribution of developmental expenditure over the three regions subject to requirement of the State as a whole.

The Governor is the appointing authority in respect of the following authorities:

1. Advocate General.
2. The Lokayukta and Upa Lokayukta.
3. The State Election Commissioner.
4. The Chairman and Members of the Maharashtra Administrative Tribunal.
5. The Chairman and Members of the Human Rights Commission.
6. The Chairman and Members of the Maharashtra Public Service Commission.
7. The Chairmen and Members of the 3 Development Boards.
8. The Sheriff of Mumbai.
9. The State Chief Information Commissioner.

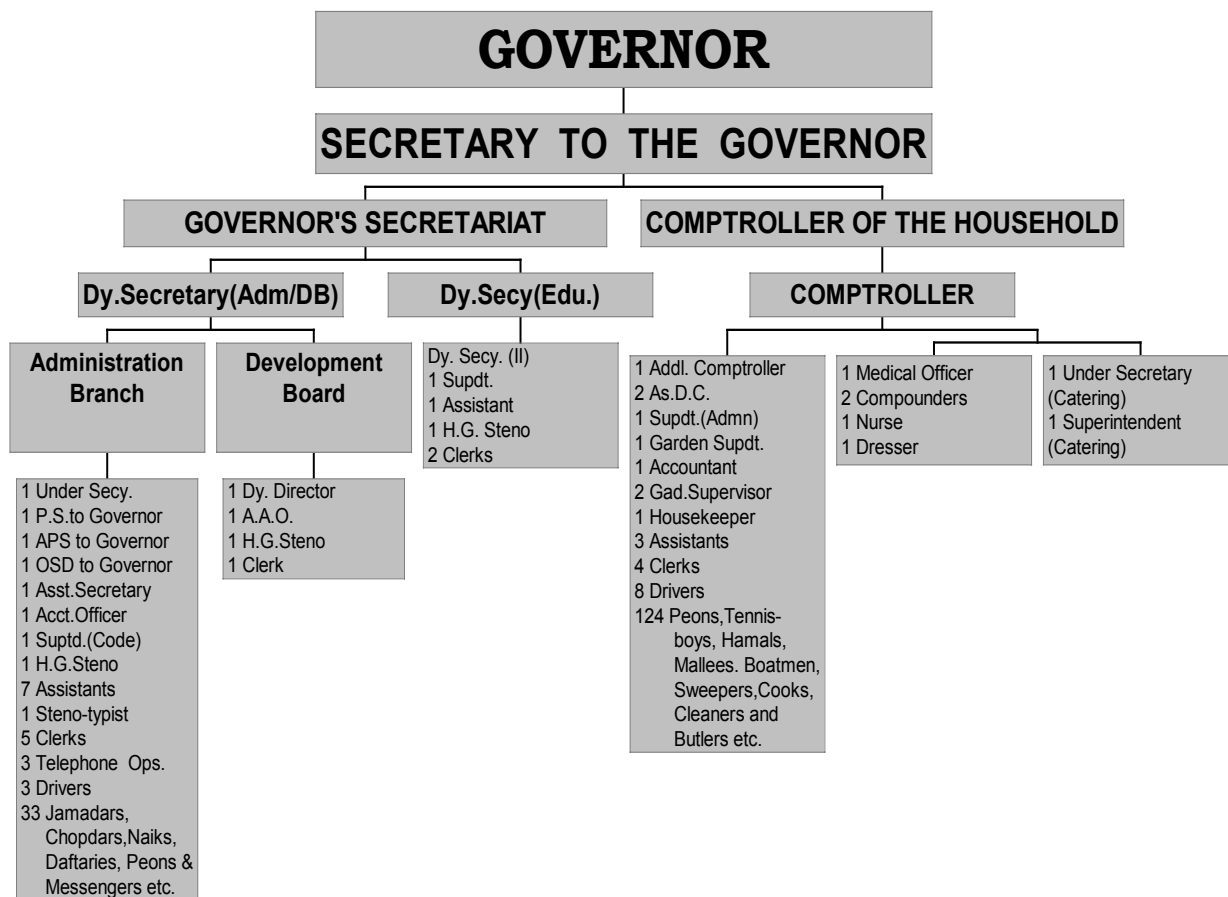
The Governor also nominates members on (i) the Managing Committee of Special Fund (Maharashtra) for Reconstruction and Rehabilitation of Ex-servicemen (ii) the South Central Zone Cultural Centre, Nagpur (iii) King George V Memorial Trust, Mumbai and (iv) the Indian Red Cross Society.

All the functions and duties of the Governor as laid down in the Constitution are expounded at annexure – "A".

Under the Universities Act, the Governor is Chancellor of all the Universities in Maharashtra. At present there are 19 Universities in the State i.e. 10 Traditional Universities, 4 Agricultural Universities, 1 Technological University, 1 Open University, 1 Sanskrit University, 1 Health University and 1 Animal & Fishery Science University. The Governor makes appointment of Vice Chancellors of the Universities and also nominates his representatives on the Senate, Executive and Management Council, Academic Council, Selection Committee, Building and Works Committee and Legal Advisory Committee of each University.

Organisational set up :

There are two establishments in Raj Bhavan, viz. Governor's Secretariat and Household establishments. The Governor's Secretary is the Head of the Department for both the offices. The Secretariat attends to all secretarial work of the Governor. The main function of the Household establishment is efficient running of the Household of the Raj Bhavan at Mumbai, Pune and Nagpur. The detailed chart showing Organisational set up of Raj Bhavan is as follows :-



**ABSTRACT OF TOTAL POSTS ON ESTABLISHMENT
OF THE GOVERNOR'S SECRETARIAT**

Particulars	Total number of posts	Posts filled	Posts vacant
Class-I Officers	10	10	-
Class-II Officers	3	3	-
Class-III Staff	27	24	3
Class-IV Staff	33	32	1
Total	73	69	4

**ABSTRACT OF TOTAL POSTS ON ESTABLISHMENT
OF THE COMPTROLLER'S HOUSEHOLD**

Particulars	Total number of posts	Posts filled	Posts vacant
Class-I Officers	6	6	-
Class-II Officers	4	4	-
Class-III Staff	21	18	3
Class-IV Staff	125	119	6
Total	156	147	9

The Governor of Maharashtra has three official residences known as Raj Bhavans, one each at Mumbai, Pune, Nagpur and a fourth smaller residence in the hill resort of Mahabaleshwar.

The main residence of the Governor is in Mumbai. It is situated in about 50 acres of land and is surrounded by the sea on three sides. It has a mile long stretch of thick forest, a sandy beach and several lush lawns and buildings.

Point No. II { Section 4 (1) (b) (ii) }

Powers and Duties of Officers and Employees

There are different wings in Raj Bhavan to assist and advise the Governor on various subjects.

Duties of officers in general –

GOVERNOR'S SECRETARIAT :

Secretary to the Governor :

By virtue of his position as the Head of the Department, the Governor's Secretary shall be in overall charge of the Secretariat of the Governor including the Household establishment and shall be responsible for the overall control and discipline of all officers and staff working in Raj Bhavan, Mumbai, Pune and Nagpur. He shall provide efficient and effective secretarial assistance to the Governor and for that purpose he shall scrutinize every file/proposal initiated by the Administration , Education, Development Board Branch as well as the Comptroller's Office and he shall record his specific recommendation before the file is submitted to the Governor.

Deputy Secretary to the Governor (Development Board / Administration Branch) :

The Deputy Secretary (Development Board) is Head of the Development Boards and Administration Branch. He works under the supervision of the Governor's Secretary. He provides secretarial assistance to the Governor in discharge of his function under the Constitution. He submits files relating to

Development Board and Administration Branch to the Governor through the Governor's Secretary.

The Deputy Secretary to the Governor (Education) :

There are two posts of Deputy Secretaries in the Governor's Secretariat. They deal with the files relating to appointment of Vice Chancellors, Statutes and Ordinances, appointment of Chancellor's nominees on Senate, Executive and Management Council, Academic Council, Selection Committee, Buildings and Works Committee, Legal Advisory Committee, Convocations, Meetings of the Senate, Conferment of Honorary Degrees, meetings of the Joint Board of Vice Chancellors, Enquiry Committee, Writ Petitions, Appeals, Representations, Complaints and Election petitions.

Officer on Special Duty to the Governor (Public Relation Officer) :

The Officer on Special Duty functions as Public Relation Officer to the Governor. He also prepares the drafts speeches and messages of the Governor.

Private Secretary/Additional Private Secretary to the Governor :

The functions of Private Secretary and Additional Private Secretary are to assist the Governor and maintain the record of his correspondence, notes, discussion with various people, instructions, directives and orders given by him, his speeches and writing as may be entrusted to them including his correspondence of personal nature and with the high official dignitaries.

Under Secretary to the Governor (Administration) :

The Under Secretary deals with files relating to mercy petitions, review petitions, patronage of the Governor, prosecution cases, grievances of public, election petitions, swearing-in ceremonies of dignitaries, meetings and functions held in Raj Bhavan. Besides, he deals with regular establishment matters, such as pay, pension, leave and discipline of staff in Governor's Secretariat and counter signing officer for expenditure under the head – Secretariat.

Assistant Secretary to the Governor (Administration) :

The Assistant Secretary deals with the files relating to Bills and Ordinances, Recruitment Rules of Government employees, President's Police medal and Police Medal, Padma Award medals, appointments of Chairmen and Members of the Maharashtra Administrative Tribunal, Human Rights Commission, High Court Judges, the Lokayukta and Upa-Lokayukta, Sheriff of Mumbai, Nomination of MLCs. He also looks after work relating to nomination of Members of the State Managing Committee of the Special Fund (Maharashtra) for Reconstruction and Rehabilitation of Ex-servicemen, the King George-V Memorial and the Swearing-in Ceremonies of Council of Ministers.

Deputy Director (Development Board) :

The Deputy Director deals with the files relating to Development Boards, which include the appointments of the Chairmen and Members of the three Development Boards, backlog in Irrigation and other sectors, annual plan

allocations for liquidation of backlog and Governor's directives issued under Rule-7 of Development Boards Rules, 1994.

Superintendent :

The Superintendent in the Secretariat assists the Deputy Secretary (Education) in dealing with the files relating to the appointment of Vice Chancellors and Pro – Vice Chancellors of the 19 Universities in Maharashtra; appointment of Chancellor's nominees on the Managing Council, Academic Council, Senate, Executive Council of Agricultural Universities , Scrutiny of Ordinances and holding of Senate meetings, Convocations and scrutiny of Writ Petitions.

Accounts Officer

He is the drawing and disbursement officer for both the Secretariat and Household establishments. He maintains a record of their accounts and looks after the establishment matters.

Assistant

The Assistant in Raj Bhavan assists Under Secretary (Admn.) and Assistant Secretary (Admn.) in dealing with the files received from Mantralaya. He also scrutinizes the appeals, representations and complaints received by the Governor/Chancellor from the public or Government officials.

Stenographers :

Higher Grade Stenographers on Raj Bhavan establishment provide stenographical assistance to Governor's Secretary and Deputy Secretaries.

Steno Typist :

The Steno Typist provides stenographical and typing assistance to the concerned section Heads.

Accounts Clerk

The Accounts Clerk looks after the Inward and Outward work in Accounts Branch and prepares contingency bills of both the establishments. He prepares the Pay Bills, T.A., L.T.C., and maintains the service books. He also maintains the files, registers of pay bills, disbursement of monthly salary of the staff and correspondence in respect of salary/establishment etc.

Clerk

The Clerk maintains inward/outward register, registers of telephone, water and electricity bills as well as the stationery items. He also looks after the work of allotment of duties to Peons and messengers.

Clerk Typist

The Clerk Typist does the typing work.

Cashier

He handles cash and maintains cash Registers.

Daftary

He maintains official record of files and stationary items. He also looks after printing work.

Ronio Operator

He is mainly in-charge of the copier machine and also performs duties assigned to him by Under Secretary (Administration).

Peons

This category includes all the peons, Chobdar and Jamadar as per their seniority. They basically attend to the Governor, VIPs, other guests and officers in Raj Bhavan.

Messengers

Messengers in Raj Bhavan deliver "tapal" to the Mantralaya Departments, allied offices and others concerned. They also collect newspapers / magazines for Governor and the guests in Raj Bhavan.

GOVERNOR'S HOUSEHOLD :

Comptroller and Addl. Comptroller of Governor's Household :

The Comptroller and Additional Comptroller of the Governor's Household are responsible for efficient running of the three Raj Bhavan at Mumbai, Pune and Nagpur. They are also required to look after the comfort of the dignitaries; catering arrangements, arrangement for State banquet, accommodation for VIPs. Besides, they deal with regular establishment matters in respect of employees working in the Governor's Household side. They are also the counter signing officers for expenditure under the head – Household.

AIDES-DE-CAMP :

There are two Aides-de-Camp to the Governor taken on deputation from the Armed Forces or Paramilitary Forces. The most important duty of the ADC is to accompany the Governor on all ceremonial, State or official / Social occasions, inside or outside Raj Bhavan and on the Governor's tours. They also attend the protocol duties such as receiving and seeing off the transacting foreign dignitaries and receiving and seeing off the VIPs staying at Raj Bhavan.

Medical Officer :

The Medical Officer takes care of the personal health of the Governor and his family as well as the officers and staff of Raj Bhavan.

Catering Supervisor (Under Secretary) :

The Catering Supervisor is responsible for making catering arrangements for the Governor and his official guests staying in Raj Bhavan. He also looks after the catering arrangements at Sahyadri State Guest House, Mumbai.

Catering Superintendent :

The Catering Superintendent assists the Under Secretary (Catering) in making catering arrangements of the Governor and his official guests staying in Raj Bhavan.

Superintendent (CGH) :

The Superintendent in the Comptroller's office is responsible for supervision of Governor's Household. He assists the Comptroller in the discharge of his duties.

Garden Superintendent :

The Garden Superintendent is responsible for maintenance of gardens in Raj Bhavan. He supervises the working of Malees on Raj Bhavan establishment.

Garden Supervisor :

There are two posts of Garden Supervisors on the Comptroller's Establishment, one at Pune and other at Nagpur. They are responsible for maintenance of gardens in the respective Raj Bhavans.

Housekeeper

The Housekeeper is in-charge of maintenance and daily upkeep of all the bungalows in Raj Bhavan including the Governor's residence and guest houses. He is responsible for proper supervision over the staff working under him i.e. hamals, tailors, dhobis, lascars, polishers, sweepers etc. He is also responsible for the upkeep of go-downs.

Invitation Assistant

The Invitation Assistant is responsible for printing and distribution of Governor's daily engagements cards. He sends invitations for State banquets and officials functions in Raj Bhavan. He assists ADCs while making table plans for official dinners etc.

Garage Clerk

He is in charge of Raj Bhavan Garage. He is responsible for making arrangement of vehicles for the Governor, his official guests and officers in Raj Bhavan. He allots duties to Drivers, Motor Cleaners and other staff working

under him. He also maintains the record of fuel required for Raj Bhavan vehicles.

Lascar Tindal

The Lascar Tindals assist the Housekeeper in loading and unloading of luggage during functions at Raj Bhavan as well as Governor's tours.

Cooks

The duty assigned to the cooks is to cook food for the Governor, VVIPs and other guests staying at Raj Bhavan as well as for parties and banquets held in Raj Bhavan.

Butler/Assistants

The Butlers and their Assistants are responsible for serving food to the Governor, his family, VIPs and other guests accommodated in Raj Bhavan.

Tailor

He makes upholstery work of Governor's Bungalow, Guest Houses and arrangements of party tables etc.

Tennis Boys

They work as Tennis boys and deliver letters, invitation cards etc. They also fetch daily newspapers and medicines required by the Raj Bhavan dispensary.

Dresser

He works as a dresser in Raj Bhavan Dispensary.

Malees

The Malees are responsible for daily maintenance of the Raj Bhavan gardens.

Motor Cleaner

He is responsible for the cleanliness of the Raj Bhavan vehicles.

Hamals

Hamals, under the supervision of Housekeeper look after the daily cleanliness of the Governor's residence, office, guest houses, banquet hall and Darbar hall.

Care Taker

He maintains the Governor's residence and the guest houses in Raj Bhavan, Pune.

Point No. III { Section 4 (1) (b) (iii) }

Procedure followed in decision making process including channels of supervision.

The Governor being the Constitutional Head of the State, acts on the aid and advice of the Council of Ministers having regards to the provisions of the Maharashtra Government Rules of Business, 1975. The matters processed in the concerned departments of Mantralaya, with the approval of the Cabinet or the Chief Minister are submitted to the Governor. On receipt of such files, they are examined at the level of either Assistant Secretary or Under Secretary and are submitted to the Governor through Deputy Secretary and Governor's Secretary. The files pertaining to Universities are processed in the Education Branch wherein the Superintendent after examining the issues submits the files through Deputy Secretary (Education) to the Secretary and from there they are presented before the Chancellor.

The petitions, representations received in person or through post are brought to the notice of the Governor and orders of the Governor on such petition / representation are carried out. Where it is considered necessary and desirable to further pursue the matter, a report is called for from the concerned departments and the report so received is brought to the notice of the Governor for further order and disposed accordingly.

Point No. IV { Section 4 (1) (b) (iv) }

The norms set up for the discharge of the functions

No separate norms have been set up for the discharge of Governor's functions. The Governor performs his duties as per the provisions of the Constitution. As Chancellor of the Universities he discharges his functions as per the Universities Acts and Rules framed thereunder.

Point No. V { Section 4 (1) (b) (v) }

**The rules, regulations, instructions, manuals and records, held or used by
for discharging the functions**

The Governor being the Head of the State has to discharge his functions as per the provisions of the Constitution. Article-wise list is at Annexure "A". Besides, several Government rules, regulations and acts are used by this office while examining the Government files. While functioning as the Chancellor of the Universities, the Governor has to deal with various provisions of the Universities Acts. The list of important rules, regulations, instructions and manuals used by this office for examining the cases is produced below :

Sr. No.	Name of the Act, Rules, Regulations etc.	Subject
1.	The Development Board for Vidarbha, Marathwada and rest of Maharashtra Order, 1994 and Development Board Rules, 1994.	The appointment of Chairman and Members of the Development Boards.
2.	The Maharashtra Lokayukta and Upa-Lokayukta Act, 1971.	The cases concerning the appointment of Lokayukta, annual reports, special reports etc.
3.	The Maharashtra Administrative Tribunal Act.	The appointments of the Chairman and the Members of the MAT.
4.	The Maharashtra State Human Rights Commission Rules, 2000.	The appointments of the Chairman and the Members of the HRC.
5.	The Maharashtra Public Service Commission (Members and Staff) (Condition of service) Regulation, 1971.	Appointment of Secretary of the Commission.

6.	The Maharashtra Civil Services (Discipline and Appeal) Rule, 1979.	Review petitions of the Government employees.
7.	The Code of Criminal Procedure.	Sanction to prosecute public servants.
8.	The Maharashtra Agricultural Universities (Krishi Vidypateeth) Act, 1983.	Appointment of Vice Chancellors and other University matters.
9	The Maharashtra Universities Act, 1994.	Appointment of Vice Chancellors and other University matters.
10	The Maharashtra University of Health Sciences Act, 1998	Appointment of Vice Chancellors and other matters relating to health University.
11	The Maharashtra Animal and Fishery Sciences University Act, 1998	Appointment of Vice Chancellors and other matters relating to Animal and Fishery University
12	The Kavi Kulguru Kalidas Sanskrit University Act, 1997.	Appointment of Vice Chancellors and other matters relating to Sanskrit University
13	Dr. Babasaheb Ambedkar Technological University Act, 1989.	Appointment of Vice Chancellors and other matters relating to this University
14	Yashvantrao Chavan Maharashtra Open University Act, 1989.	Appointment of Vice Chancellors and other matters relating to this University
15	The Maharashtra Finance Commission Act, 1994.	Appointment of Finance Commissioner and Submission of Report.
16.	The Election Commissioner Act.	Appointment of Election Commissioner.
17.	The Administrative Tribunal Act, 1955.	Appointment of the Chairman and Members of the Tribunal.

Point No. VI { Section 4 (1) (b) (vi) }

Statement of the categories of documents those are held by this office.

The records/registers maintained by this office are as under :

1. Inward Register
2. Outward Register
3. Telephone Register
4. Stationary Register.
5. Stock Register.
6. Peon's duty Register.
7. Numbered file Register.
8. Movement Register.
9. Petition Register.
10. Postal Stamp Register.
11. Casual Leave Register.
12. Muster Register.
13. Pension cases Register.
14. Cash Book.
15. Service Book Register.
16. Furniture Inventory Register.
17. Catering Register.

Point No. VII { Section 4 (1) (b) (vii) }

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.

Not applicable. However, Governor does interact with the public on issues of importance.

Point No. VIII { Section 4 (1) (b) (viii) }

A statement of the boards, 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 meetings.

The Governor of Maharashtra is also Ex-Officio Chairman of - (i) the Chairman of the State Managing Committee of Special Fund (ii) The Indian Red Cross Society (iii) South Central Zone Cultural Centre, Nagpur and (iv) Dr. P.V. Cherian Artificial Kidney Trust. The Governor is also the Chairman of the Apex Committee for Prevention and Control of AIDs. The meetings of those Boards, Councils and Bodies are not open to the public. However, the copies of the minutes can be made available to the public on demand.

The Education Branch in this Secretariat convenes the meetings of Joint Board of Vice Chancellors.

Point No. IX & X { Section 4 (1) (b)}

IX- A directory of officers and employees of Raj Bhavan.

X- The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

The Information on the aforesaid two points is produced below :

Governor's Secretariat

LIST OF THE INCUMBENTS AND THEIR EMOLUMENTS

Sr. No.	Name of the Incumbent	Designation	Emoluments
	<u>CLASS- I OFFICERS</u> <u>(Group -A)</u>		
1.	Shri Jayakar Jerome, IAS	Secretary to Governor	37857
2.	Shri Ashwini Bhide, IAS	Deputy Secretary to Governor (Development Board)	23335
3.	Shri Vinayak Dalvie	Deputy Secretary to Governor (Education)	28494
4.	Shri C.M. Alegaon	Deputy Secretary to Governor (Education)	23993
5.	Shri C.S. Bhosle	Under Secretary (Adm)	20132
6	Shri B.S. Shridhar	Private Secretary	31538

7	Shri Ulhas Munagekar	Addl. Private Secretary	17850
8	Shri U.R. Kashikar	Officer on Special Duty/ PRO	20702
9	Shri D.C. Khade	Assistant Secretary	15744
10	Smt. V.R. Sabban	Deputy Director (Development Board)	16271
	<u>CLASS-II OFFICERS (Group -B) :</u>		
11	Shri P.V. Jogle	Accounts Officer	22530
12	Shri S.M. Salunke	Superintendent (Admn.)	15218
13	Shri Shivaji Londhe	Superintendent (Code)	15338
	<u>CLASS-III(Group -B) :</u>		
14	Smt. N.P. Shetty	Stenographer (H.G.) Marathi	16622
15	Smt. Suchita U. Shinde	Stenographer (H.G.)	15033
16	Smt. Archana A. Ambokar	Stenographer (H.G.)	15033
17	Shri P.N. Shirdhankar	A.A. Officer	14165
	<u>Class III (Group - C) :</u>		
18	Shri Usman Khan	Assistant	14165

19	Shri S.S. Kirdat	Assistant	14165
20	Shri A.A. Chindarkar	Assistant	12410
21	Shri P.S. Rathod	Assistant	11425
22	Smt. Almas Khan	Assistant	9075
23	Shri N.L. Shiwankar	Assistant	10764
24	Shri J.G. Chaudhary	Assistant & Cashier	8673
25	Smt. Manisha C. Hire	Steno Typist	9220
26	Smt. M.M. Shetkar	Bill Clerk	10102
27	Shri R.S. Kadam	Clerk-Typist	7671
28	Shri V.D. Ghadge	Clerk-Typist	7001
29	Shri S.V. Kolabkar	Clerk-Typist	8679
30	Shri S.J. More	Bill Clerk	8679
31	Shri V.G. Gavankar	Clerk-Typist (Marathi)	8679
32	Shri Jit Kumar G. Jassal	Clerk-Typist (Marathi)	6738
33	Shri V.R. Mahagaonkar	Telephone Operator	7408
34	Shri K.K. Jadhav	Telephone Operator	7408
35	Shri Suresh D. Kamble	Driver	9125
36	Shri Prakash Nakaye	Driver	6869
37	Shri P.L. Kengale	Driver	7026
	<u>CLASS-IV (Group - D)</u>		
38	Shri S.P. Bhosle	Jamadar	8075
39	Shri V.P. Shinde	Chobdar	6869

40	Shri M.U.Satpute	Havildar	6851
41	Shri R.S. Bhoir	Havildar	6974
42	Shri K.S. Bagade	Daftary	6729
43	Shri V.R. More	Roneo Operator	6851
44	Shri P.S. Sakpal	Naik	6729
45	Shri Rambhau B. Bhoir	Peon	6729
46	Shri R.B. Gaikwad	Peon	6729
47	Shri G.S. Khandagale	Peon	6483
48	Shri Sayed Shakil	Peon	6729
49	Shri A.Y. Shingre	Peon	6237
50	Shri S.S. Jadhav	Peon	6237
51	Shri A.M. Kadam	Peon	6237
52	Shri B.L. Malhari	Peon	7577
53	Shri R.D. Sakpal	Peon	5992
54	Shri A.K. More	Peon	5992
55	Shri Shaikh Aziz	Peon	5992
56	Shri C.G. Jamble	Peon	5992
57	Shri S.D. Kamble	Peon	6237
58	Shri V.V. Bankar	Peon	5711
59	Shri S.R. Malkar	Peon	5711
60	Shri R.S. Shinde	Peon	5605
61	Shri U.C. Shelar	Peon	5605
62	Shri R.R. Mayekar	Peon	5320
63	Shri A.S. Kanojia	Peon	5320

64	Shri M.S. Ragade	Peon	5320
65	Shri D.M. Shelar	Messenger	5109
66	Shri Manish Bagade	Messenger	5004
67	Shri V.A. Lokhande	Messenger	6355
68	Smt. Nilima N. Shinde	Messenger	6223
69	Smt. Savitri K. Chhajalani	Messenger	4600

COMPTROLLER'S ESTABLISHMENT

LIST OF THE OFFICERS/EMPLOYEES AND THEIR EMOLUMENTS

<u>SR. NO.</u>	<u>NAME OF THE INCUMBENT</u>	<u>DESIGNATION</u>	<u>Emoluments (in Rs.)</u>
	<u>CLASS - I OFFICERS (GROUP-A) :</u>		
1.	Shri. V.S. Redij	Comptroller	24651
2.	Shri. Philip Fernandes	Addl. Comptroller	20702
3.	Lt. S. Ghosal	Aide-de-Camp	16965
4.	Maj. Sandeep Kumar	Aide-de-Camp	16965
5.	Shri. P. K. Biswas	Under Secretary (Catering)	22413
6.	Dr. U. N. Deshpande	Physician	29716

	<u>CLASS-II OFFICERS'</u> <u>(GROUP-B) :</u>		
7.	Shri. R.B. Patil	Superintendent	14165
8.	Shri. P.R. Unhavane	Asstt. Catg. Supdt. *(Catg. Sup.)	14516
9.	Shri. M. B. Patil	Garden Superintendent	12059
	<u>CLASS-III</u> <u>(GROUP-B) :</u>		
10.	Shri. M.R. Bhoite	Asstt. Supdt. & Acctt.	11795
	<u>CLASS-III</u> <u>(GROUP-C) :</u>		
11.	Smt. A.A. Mhatre	First Assistant	10128
12.	Shri. K.R. Deshmukh	Assistant	9426
13.	Shri. P.B. Angane	Assistant	8549
14.	_Shri. D.J. Patil	Clerk Typist	7513
15.	Shri. R.K. Yewale	Asst. Gard Supv. (N)	8780
16.	Shri. K. D. Gaikwad	Asstt. Gard Supv, (P)	7436
17.	Shri P.D.Mohare	Garage Clerk	7687
18.	Shri. A. J. Tellis	Clerk Typist	7687
19.	Shri. G. S. Gokhale	Compounder	13024

20	Shri. G. Makwana	Clerk Typist (Marathi)	7026
21.	Shri Amit Sakpal	Housekeeper	9045
22.	<u>CLASS-IV</u> <u>(GROUP-D)</u> Shri. D.V. Kadam	Daftary	6851
23.	Shri. D. K. Mhaskar	Peon	6974
24.	Shri. A. S. Kamble	Peon	6851
25.	Shri. A. H. Kalekar	Peon	6729
26.	Shri. R. C. Dhanawade	Peon	5500
27.	Shri. Deepak Sapkal	Peon	5553
28.	Smt. A. Fernandes	Messenger	4959
29.	Shri. A. M. Karkar	Messenger	5500
30.	Shri. R. V. Chavan	Messenger	5109
31.	Shri. D. Keluskar	Tennis Boy	5848
32.	Shri P.S. Jadhav	Leading Driver	8609
33.	Shri. V. P. Mate	Driver	9777
34.	Shri. C.R. Bhalekar	Driver	9426
35.	Shri. M. D. More	Driver	7706

36.	Shri. S. S. Talekar	Driver	7001
37.	Shri. Mohansing Bist	Driver	6475
38.	Shri. S. R. Gouda	Driver	6211
39.	Shri. P.P. Pardeshi	Motor Cleaner	5992
40.	Shri. J.P. Patil	Motor Cleaner	5109
41	Shri. Tony Michael	Head Cook	7001
42	Shri. P. T. Chamola	Sr. Cook	6746
43	Shri. V. V. Kakade	Sr. Cook	6746
44.	Shri. C. Murugan	Jr. Cook	5763
45.	Shri. P. C. Surve	Jr. Cook	5992
46.	Shri S.M.Gajarmal	Head Butler	7934
47.	Shri. S.J. Sharma	First Butler	7001
48	Shri. Raghubir Dutt	Second Butler	6851
49.	Shri. A. B. Vilat	Sahayak	6729
50.	Shri. L. B. Parihad	Sahayak	6579
51.	Shri. S. M. Parihad	Sahayak	6579

52.	Shri. K.S. Shelar	Sahayak	6483
53.	Shri. Sayed Altaf	Sahayak	6483
54.	Shri. A. C. More	Sahayak	5992
55.	Shri R. Fernandes (on 5 years' Special Leave)	Sahayak	
56.	Shri. Joseph Dennis	Sahayak	5666
57.	Shri. Jacinto Coelho	Sahayak	5711
58.	Shri. J.M. Vanarse	Sahayak	5605
59.	Shri. V.A. Vilat	Sahayak	5711
60.	Shri. Sanjay Rai	Sahayak	5320
61.	Shri. K.S. Jagtap	Sahayak	5320
62.	Shri. K. Periasamy	Sahayak	5109
63.	Shri B. Pawan	Sahayak	5848
64.	Shri. Laldas R. Chavan	Dresser	6623
65.	Shri. M. D, Ravate	Mali Mukadam	7001
66.	Smt. A.D. Brayli	Asstt. Malee Mukadam	7130
67.	Smt. K.S. Atram	Head Malee (Nagpur)	6646

68.	Shri. J. S. Bagade	Malee	6746
69.	Shri. C.A. Kanade	Malee	6746
70.	C.D. Bavkar	Malee	6746
71.	Shri. D. D. Patole	Malee (Pune)	6696
72.	Smt. S. B. Jadhav	Malee (Pune)	6696
73.	Shri. S. B. Dhawale	Malee (Pune)	6556
74.	Shri. N.T. Bhande	Malee	6027
75.	Smt. P.D. Tervankar	Malee	6027
76.	Shri S. R. Pawar	Malee	7610
77.	Shri S.V. Ravate	Malee	6500
78.	Smt. S.B. Kurhade	Malee (Pune)	6450
79.	Shri. V.R. Londhe	Malee (Pune)	6450
80.	Shri. B.S. Mukhekar	Malee	6452
81.	Shri. C. R. Idhate	Malee	8062
82.	Shri. B.R. Gouda	Malee	6378
83.	Shri. P. G. Sonawane	Malee	5921

84.	Shri. V. B. Parihad	Malee	6009
85.	Smt. L. H. Gosavi	Malee	6009
86.	Smt. Asha Raut	Malee (Nagpur)	5716
87.	Shri. K. B. Kanse	Malee (Pune)	5766
88.	Shri. P. B. Dalvi	Malee	5816
89.	Shri. S. D, Agre	Malee	5816
90.	Smt. V. K. Ghongde	Malee	5711
91.	Shri. P. N. Kapse	Malee (Nag.)	5505
92.	Smt. N.V. Jagtap	Malee	5605
93	Kum. Vimal Kamble	Malee	5605
94	Shri. A. B. Ringe	Malee	5605
95	Shri. Subhash Bhorde	Malee	5320
96	Shri. P. S. Thorve	Malee (Nag.)	4839
97	Shri D.C. Nevare	Malee (Nagpur)	5526
98	Smt. P.K. Humbre	Malee	4600
99	Smt. Rekha Chikne	Malee (Pune)	4570

100	Smt. B. Kurhade	Malee (Pune)	4570
101.	Smt. S. Shigvan	Malee	4600
102.	Shri. G. R. More	Asstt. Hamal Mukadam	6606
103.	Shri. Prakash Kamble	Hamal	6606
104.	Shri- Gautam Barathe	Hamal	6483
105	Shri. Iftikar Ali	Hamal	6237
106.	Shri. P. P. Shembarkar	Hamal (Nagpur)	5892
107.	Shri. R. Y. Jadhav	Hamal	5711
108.	Shri. K. P. Kasbe	Hamal	5711
109.	Shri. Babu R, Shinde	Hamal	5605
110.	Shri. Rajesh B. Bhosle	Hamal	5320
111.	Shri. D. T. Dudhawde	Hamal	2687
112.	Shri. N. I. Pulekar	Hamal	5320
113.	Shri. S. Y. Shingre	Hamal	5109
114.	Shri. Phiroz Sayed	Hamal	4600
115.	Shri. V. Popere	Hamal (N)	4540

116.	Shri. S. B. Vilat	Lascar Tindal	7653
117.	Shri. C.D. Vilat	Lascar	7829
118.	Shri. S. G. Bendre	Lascar	5763
119.	Shri. D. R. Athavle	Lascar	6114
120.	Shri. S. Pawar	Lascar	5981
121.	Shri. S. M. Chajalani	Sweeper Mukadam	6881
122.	Smt. Aruna Chavan	Sweeper	6759
123.	Shri. Suresh Lalbegi	Sweeper	5816
124.	Smt. Kamal Unhalekar	Sweeper	5740
125.	Smt. Babita Patil	Sweeper	5741
126.	Shri. A.S. Jhanjhote	Sweeper (Nagpur)	5614
127.	Kum. Savita N. Jagtap	Sweeper	5635
128.	Smt. Saroj K. Waghela	Sweeper	5635
129.	Smt. Anita Lalbegi	Sweeper	5635
130.	Smt. P.S. Chajalani	Sweeper	5635
131.	Shri. Mahendra Chavan	Sweeper	5635
132.	Smt. A. J. Kamble	Sweeper	5034

133.	Smt. Urmila Jagtap	Rubbish Mazdoor	6733
134.	Smt. Ratnamala Garud	Rubbish Mazdoor	6759
135.	Smt. Jaibai Gajarmal	Rubbish Mazdoor	6759
136.	Smt. Aruna Badekar	Rubbish Mazdoor	6759
137.	Smt. Pushpa Patole	Rubbish Mazdoor	5846
138.	Smt. L. L. Hadal	Rubbish Mazdoor	5034
139	Smt. Ratna Pardeshi	Dhobi	7001
140.	Shri. S. S. Chaudhary	Dhobi	5878
141	Shri. R. M. Vanarse	Tailor (Upholstery)	8075
142.	Shri. M. M. Bhutkar	Tailor (Linen)	5886
143	Shri. S. B. Vanarse	Tailor	5763
144.	Shri. S. Kamble	Tailor	5981
145	Shri. B.B. Pedekar	Boatman	5992
146	Shri. R. D. Dhumal	Caretaker (Pune)	5766
147	Shri K.S. Gole	Polisher	8075

Point No. XI { Section 4 (1) (b) (xi) }

The budget allocated to each of its agency, indication the particulars of all plans, proposed expenditure and reports on disbursements made.

BUDGET FOR THE FINANCIAL YEAR 2005-2006

Sub-Heads	Bud-Provn.
	Rs.in Lakhs
<u>A) HOUSEHOLD</u>	
101-Emoluments	4.32
102-Discretionary	2.75
<u>103(1)-Comptroller</u>	
Salaries	99.00
T.A.	3.63
O.E.	7.21
Computer	1.00
Motor Vehicles	0.00
Total	110.84
103(2)Entertainment	0.60
<u>103(3)Medical</u>	
Salaries	8.47
T.A.	0.61
O.E.	4.63
Total	13.71
<u>103(4)Renewals & Furnishings</u>	
a) Maint. & Repairs	6.07
b) Renewals	1.59
Total	7.66

<u>103(5) Maint. Of Raj Bhavan</u>	
Salaries	26.66
T.A.	0.20
O.E.	59.17
Maint.	5.13
Total	91.16
106-Hospitality Exp.	22.00
107-Contract OE	14.40
Petrol	5.00
108-Tour Expenses	6.30
Total (Household)	278.74
B) SECRETARIAT	
Salaries	90.56
T.A.	5.38
O.E.	22.09
Petrol	1.60
Other Charges	2.12
Computers	1.53
Total	123.28
GRAND TOTAL	402.02

Point No. XII { Section 4 (1) (b) (xii) }

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes.

N.A.

Point No. XIII { Section 4 (1) (b) (xiii) }

Particulars of recipients of concessions, permits or authorizations granted by it.

N.A.

Point No. XIV { Section 4 (1) (b) (xiv) }

**Details in respect of the information, available to or held by it,
reduced in an electronic form.**

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Point No. XV { Section 4 (1) (b) (xv) }

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.

Information required by the citizens will be available with the officers designated as Assistant Information Officer and Public Information Officer during office hours at Raj Bhavan, Mumbai.

Point No. XVI { Section 4 (1) (b) (xvi) }

The names, designations and other particulars of the Public Information Officers.

The information on this point is produced below :-

Office of the Secretary to the Governor :

(A)	<u>Administration Branch :</u>	
1.	Smt. Ashwini Bhide, IAS, Deputy Secretary to the Governor	Appellate Authority
2.	Shri Chandrakant S. Bhosle, Under Secretary to the Governor	Public Information Officer
3.	Shri Devendra C. Khade, Assistant Secretary to the Governor	Assistant Public Information Officer
(B)	<u>Education Branch (relating to Universities) :</u>	
1.	Shri Vinayak V. Dalvie, Deputy Secretary to the Governor	Appellate Authority
2.	Shri Chandrashekhar M. Alegaon, Deputy Secretary to the Governor	Public Information Officer
3.	Shri Shrikrishna M. Salunke, Superintendent	Assistant Public Information Officer

Office of the Comptroller of the Household to the Governor :

1.	Shri Vijay S. Redij, Comptroller of the Household and Deputy Secretary to the Governor	Appellate Authority
2.	Shri Philip Fernandes, Addl. Comptroller of the Household to the Governor	Public Information Officer
3.	Shri Ramesh B. Patil, Superintendent.	Assistant Public Information Officer

Point No. XVII{ Section 4 (1) (b) (xvii) }

Other information.

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Constitutional Roles of the Governor
Article-wise List

Articles	Provisions
151	This Article lays down that reports of the Comptroller and Auditor General of India relating to the accounts of the State shall be submitted to the Governor, who shall cause them to be laid before the State Legislature.
153	This Article says there shall be a Governor for each State.
154	This Article vests the executive powers of the State in the Governor who exercises it either directly or through officers subordinates to him in accordance with the Constitution.
155	Appointment of the Governor. The Governor's appointment is made by the President by warrant under his hand and seal.
156	Term of office of the Governor. The Governor shall hold office for a period of five years and continues to hold office until his successor enters upon his office.
157	This Article describes qualification for Appointment as Governor.
158	Conditions of Governor's office.
159	Oath or affirmation by the Governor.
160	Discharge of the functions of the Governor in certain contingencies.
161	Power of Governor to grant pardons, etc and to suspend, remit or commit sentences in certain cases.
162	Article 162 says “--- 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”. This would mean that the Governor under the Constitution shall exercise all the executive powers on which the State Legislature can legislate.

163	This Article provides that the Council of Ministers with the Chief Minister at the Head shall aid and advise the Governor in the exercise of his functions, except in so far as he is by or under the constitution require to exercise his functions or any of them in his discretion.
164	Other provisions as to the Ministers.
165	Under this Article Governor appoints Advocate General for State.
166	All executive powers of the Governor of a State shall be expressed to be taken in the name of the Governor. For more convenient transaction of the Business of Government and for the allocation of the business of the Government among the Ministers, the Governor has in exercise of powers conferred by article 166, made the Maharashtra Government Rules of Business.
167	Duties of the Chief Minister in respect of furnishing of information to Governor.
174	This Article empowers the Governor to summon and prorogue the Sessions of the Stats Legislature.
175	Right of Governor to address and send message to the House or Houses.
176	At the commencement of the first session after each general election to the Legislative Assembly and at the commence of first session each year the Governor shall address the Joint Session of the State Legislature.
180	Under this Article the Protem Speaker is appointed by the Governor to perform the duties of the office of the Speaker/ Deputy Speaker when the offices of Speaker and Deputy Speaker are vacant.
184	Under this Article the Protem Chairman is appointed by the Governor to perform the duties of Chairman and deputy Chairman of the Legislative Council
200	Under this Article, Governor assents to the Bill passed by the State Legislature or withhold his assent or that he reserve the Bill for the consideration of the President.
202	The Governor shall in respect of every financial year cause to be laid before the Houses or Houses of the Legislature a statement of the estimated receipts and expenditure of the State for that year

203	No demand for grant shall be made except on recommendation of the Governor. This clause required that every “demand” shall be recommended by the Governor.
204.	Appropriation Bills.
205.	Supplementary, additional or excess grants to be placed before the State Legislature by the Governor under this Article.
207.	Financial Bills. A money Bill shall not be introduced or moved except on the recommendation of the Governor. However, no recommendation shall be required under this clause for the moving of an amendment making provision for the reduction or abolition of any tax. A Bill involving expenditure from the Consolidated Fund shall not be passed by the Legislature unless the Governor has recommended the Bill.
213.	Under this Article powers are vested in the Governor to promulgate Ordinances during the recess of the Legislature. It is not a discretionary power but must be exercised with the aid and advise of the Council of the Ministers and that the Ordinance must be laid before the State Legislature when it reassembles and shall automatically cease to have effect at the expiry of six weeks from the date of reassembly.
217.	Appointment of the High Court Judges is made in consultation with the Governor.
219.	Every person appointed to be a Judge of High Court before he enters upon his office is required to make and subscribe before the Governor or some person appointed in that behalf by the Governor, an oath or affirmation as per the form prescribed.
227	Power of superintendence over all Courts. Governor’s approval is necessary under this Article to fix the tables of fees to be allowed to the Sheriff, attorneys and advocates, etc.
229.	The rules regarding Salaries, Allowances, Leave and Pension of High Court employees require the previous approval of the Governor.
233.	Appointment of District Judges shall be made by the Governor.

234.	Appointment of persons other than District Judges to the Judicial service is to be made in accordance with the rules made by the Governor after consultation with the Maharashtra Public Service Commission.
243-I.	Under this Article the Governor is empowered to constitute Finance Commission to review the financial position of Panchayats and Municipalities. This Article further lays down that the Governor shall cause every recommendation of the Commission to be laid before the State Legislature.
243-K	This Article is for providing staff to Election Commission by the Governor.
258.	Powers of the Union to confer powers, etc. on the State in certain cases. This article says that “ the President may, with the consent of the Governor of a State entrust either conditionally or unconditionally to that Government or to its officers functions in relation to any matter to which the executive power of the State extends.
267.	The Legislature of a State may by law establish a Contingency Fund in the nature of an imprest to be entitled “the Contingency Fund of the State” into which shall be paid from time to time such sums as may be determined by such law, and the said Fund shall be placed at the disposal of the Governor.
299.	All contracts made in exercise of the executive power of State shall be made by the Governor or on his behalf by the Officers appointed by him.
309.	Power to make rules for making recruitment in respect of Government employees vests in the Governor.
310.	Tenure of office of persons serving the Union or a State. A person holding a civil post under a State holds office during the pleasure of the Governor.
311.	Dismissal, removal or reduction in the rank of persons employed in civil capacities under the Union or a State. This clause says that “No person in the said services shall be dismissed or removed or reduced in the lower ranks except after an enquiry. This clause

	shall not apply where the President or the Governor as the case may be is satisfied that in the interest of the security of the State, it is not expedient to hold such enquiry.
315-316	Appointment of the Chairman and members of the Maharashtra Public Service Commission is made by the Governor.
317.	Removal and suspension of a member of a Public Service Commission. This article gives protection to the Chairman and Members of the Commission in the matter of removal on the ground of misbehaviour. The President of India is empowered to remove this persons. The Chairman or any member of the Commission can be suspended in the manner as provided in clause (2) of article 317 of the Constitution of India.
318.	Governor is empowered to make regulations as to conditions of service of members and staff of the Maharashtra Public Service Commission.
320.	Advices of the Governor. Under this article it is the duty of the Public Service Commission to advice on any matter so as to referred to them and on any other matter which the Governor of the State, may refer to them.
323.	Under this clause Annual Reports of the Public Service Commission are presented to the Governor. The Governor forwards such reports to the Chief Minister for placing it together with explanatory memorandum before the State Legislature.
324 (6)	The Governor provide staff to Election Commission.
333	Under this Article, a Member of an Anglo Indian Community is required to be appointed by the Governor (in 289 members) Legislative Assembly.
338 (7)	Under this clause a report of the National Commission for the Scheduled Castes and Scheduled Tribes received from the Commission are required to be forwarded to the State Government for placing the same before the State Legislature.
341-342	The President after consultation with the Governor, specify Castes, races or tribes in the list of Scheduled Caste/Scheduled Tribes.
348	Under this Article, the Governor is empowered to use any other language for official purpose with the consent of the President.

356	Emergency in the State - In case of failure of Constitutional machinery in the States, President is empowered to issue proclamation after receipt of a report from the Governor.
361.	This Article says that “the President or the Governor of a State shall not be answerable to any court for the exercise of powers and duties of his office or for any act done or purporting to be done by him in exercise and performance of his powers and duties”.
371	Special responsibility of the Governor. This Article provides for special responsibility of the Governor for <ul style="list-style-type: none"> (1) the establishment of separate Development Boards for Vidarbha, Marathwada and the rest of Maharashtra. (2) Equitable allocation of funds for developmental expenditure over the said areas, subject to the requirement of the State as a whole (3) An equitable arrangement providing adequate facilities for technical education and vocational training and adequate opportunities for employment in service under the control of State Government , in respect of all the said areas, subject the requirement of the State.
Second Schedule	Provisions as to the President and the Governors of the States- Salaries, Allowances & Privileges.
Fifth Schedule	Paragraph 3 of Part I of 5 th Schedule to the Constitution of India requires the Governor to submit to the President a report on the Administration of the Scheduled Areas in the State annually or whenever so required by the President. <p>Part B empowers the Governor is to appoint the Chairman and members of the Tribe Advisory Committee.</p> <p>It shall be the duty of the Tribe Advisory Council to advice on such matters pertaining to the welfare and advancement of Scheduled Tribes in the State as may be referred by them to the Governor.</p> <p>Party C empowers the President to increase the areas of Scheduled Areas after consultation with the Governor of a State.</p>

Maharashtra Raj Bhavan

Information on 17 Points
as specified
at Section 4 (1) (b) of the
Right to Information Act-2005

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