

RESPONSIBILITIES OF OFFICERS/STAFF OF RAJ BHAVAN GOA
(RAJ BHAVAN WEBSITE)

<u>DESIGNATION</u>	<u>DUTIES</u>
Secretary to Governor	<p>Secretary to Governor is the Head of the Department of offices of Raj Bhavan, Goa and looks after overall supervision of administration, discipline, superintendence and control of offices of Raj Bhavan.</p> <p>The Secretary to Governor also assists Hon'ble Governor in the proper discharge of all his Constitutional and other Statutory duties and obligations.</p>
Spl/Addl/Joint Secretary to Governor	<ul style="list-style-type: none"> • Raj Bhavan Drawing and disbursing officer • Processing of all Government /Secretariat / Legislature / Judiciary / Universities files • Matters towards reports to the President of India and State Administrative Report. • Matter related to Governors' Conference/ At Home/Swearing functions • Matters relating to Organizations with which the Governor is associated with Ex-officio role /Honorary President / Chairman • Matter related to Constitutional, Statutory and Official functions of the Governor. • All Matters related to Raj Bhavan Schemes
Aide-De-Camp (Armed Forces /Police)	<ul style="list-style-type: none"> • Fixing of day to day appointments/engagements and tour programs of Hon'ble Governor and Spouse. • Assist Hon'ble Governor in carrying out all ceremonial functions/responsibilities • Receiving of VVIPs and other Dignitaries visiting Raj Bhavan. • Matters of Raj Bhavan Control Room • All Ceremonial activities at Raj Bhavan
Comptroller of Governor's Household	<ul style="list-style-type: none"> • Entire Arrangements for all functions at Raj Bhavan. • Extending of Invitations on behalf of Hon'ble Governor for all functions of Raj Bhavan and RSVPs • Hospitality Arrangements of VVIPs/ High Dignitaries/ Guests staying at Raj Bhavan. • Responsible for upkeep/ usage of guest rooms/ DarbarHallat Raj Bhavan. • Procurement of permanent items required at Raj Bhavan • Matters related to all properties in Raj Bhavan campus. • Matters related to maintenance of upcoming/existing infrastructure in Raj Bhavan campus • Maintaining of all inventory of Raj Bhavan assets. • Matters relating Raj Bhavan Darshan.

<p align="center">Private Secretary to Governor</p>	<ul style="list-style-type: none"> • Maintenance of Hon'ble Governor's personal papers / files / emails. • Maintaining files relating to Political matters. • Matter related to Appeals / Petitions received from important dignitaries, political parties. • Forwarding of messages/ speeches of Hon'ble Governor including the Pre - video recording. • Matters related to Requests received by Hon'ble Governor for recommendation of awards.
<p align="center">Medical Officer</p>	<ul style="list-style-type: none"> • Medical/ health aspects of Hon'ble Governor and Spouse including coordination with Hospitals/Specialists • Providing medical cover during functions inside/outside Raj Bhavan within the state for Hon'ble Governor • Providing Medical assistance/ facilities to employees and their families residing in Raj Bhavan Campus. • Incharge of the sanitation and Hygiene of Raj Bhavan and its Compound. • All matters relating to Raj Bhavan Dispensary.
<p align="center">Protocol Officer and Deputy Comptroller of Governor's Household</p>	<ul style="list-style-type: none"> • Responsible for Governor's / Raj Bhavan Kitchen. • Responsible for Raj Bhavan Laundry • Procurement of items required for the Governor's / Raj Bhavan Kitchen. • Raj Bhavan Protocol Duties at Airports /Railway under supervision of AsDC • Responsible for overall control of the garage and Raj Bhavan vehicles
<p align="center">Assistant Horticulture Officer</p>	<ul style="list-style-type: none"> • Responsible for development and upkeep of flora/fauna of Raj Bhavan. • Responsible for all agriculture / Horticulture produces from Raj Bhavan Campus • Special plantation drive in Raj Bhavan Campus. • Responsible for development, maintenance, upkeep of "VamanVriksha Kala Vatika" (Bonsai) and Gaushala
<p align="center">Chief Security Officer/ PI Raj Bhavan Security</p>	<ul style="list-style-type: none"> • Primarily responsible for the safety and security of the Governor including static camps. • Reconnaissance of the route/ places of function/visit within state and liaise with authorities including ASL. • Responsible for proper scrutiny, security checks and related operations at Main Entrance Gate of Raj Bhavan. • Ensure of patrolling and Sentry points Guards of Raj Bhavan campus

<p style="text-align: center;">Section Officer</p>	<ul style="list-style-type: none"> • Supervision over the administrative staff and proper allocation of duties among them. • All Matter related to Establishment/Service matters / personal/GPF files of officials/staff/MACP/ACRs/RTI act • Scrutinizing of the appeals, representation and complaints received from Public / Govt Officials • Supervision of matter related to Discretionary funds • Matter related to RTI Act • Any other matter related to Governor's Secretariat.
<p style="text-align: center;">Senior Assistant</p>	<ul style="list-style-type: none"> • Processing of all files received from Government/ Secretariat / Legislature / Judiciary / Universities • All Matters related to Raj Bhavan Library / Raj Bhavan Employee ID cards
<p style="text-align: center;">Accountant</p>	<ul style="list-style-type: none"> • Overall In charge for the Account section of Raj Bhavan • Preparation of Budget. • Monthly expenditure/ Re-appropriation of funds. • All kind of bills of Raj Bhavan • Matter related to e-pagaar system/Income tax/audits.
<p style="text-align: center;">Public Relation Officer</p>	<ul style="list-style-type: none"> • Daily News briefing to Hon'ble Governor related to Raj Bhavan and all important news and maintenance of record of Newspaper cuttings • Preparation of the Speeches/ statements/ messages. • Responsible for issuing Press Releases/ Communiqués, arranging Media Coverage for important functions in Raj Bhavan and when VVIPs visit the Hon'ble Governor. • He is also in charge for arranging Press Conferences as and when the Hon'ble Governor desires. • Maintenance of Raj Bhavan, Goa social media platforms and Website. • Incharge of Raj Bhavan Library • Incharge for Photography/videography of major events and recording them and their maintenance.

Note: - The above list is illustrative only and the detailed duties/responsibilities prescribed by official orders will prevail.