तात्काळ/कालमर्यादा

असप्र१०१४/प्र.क्र. १२७/चौदा
सामान्य प्रशासन विभाग,
मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,
मंत्रालय, मुंबई-४०० ०३२
दिनांक:- १८.०५.२०१५

प्रति,

सह/उप सचिव,
सर्व मंत्रालयीन विभाग (आस्थापना),
मंत्रालय, मुंबई-४०० ०३२

विषय:- राज्यपालांचे सचिव कार्यालयाच्या आस्थापनेवरील अवर सचिव (प्रशासन) व अवर सचिव (शिक्षण) गट-अ हे पद प्रतिनियुक्तीने भरण्याबाबत.

महोदय/महोदया,

राज्यपालांचे सचिव कार्यालयाच्या आस्थापनेवरील अवर सचिव (प्रशासन) व अवर सचिव (शिक्षण) गट-अ हे पद रु. १५६००-३९१०० ग्रेड पे रू.६६००/-या वेतनश्रेणीतील (गट-अ राजपत्रित) मंत्रालयातील अवर सचिव (समकक्ष) संवर्गातून प्रतिनियुक्तीने भरावयाचे आहे. सदर पदांसाठी निश्चित करण्यात आलेल्या कर्तव्य व जबाबदाऱ्या सोबत जोडल्या आहेत.

२. तेव्हा सर्व मंत्रालयीन विभागांना पुन्हा एकदा विनंती करण्यात येते की, सदर पदांसाठी निश्चित करण्यात आलेल्या कर्तव्य व जबाबदाऱ्या लक्षात घेऊन उपरोक्त पदावर प्रतिनियुक्तीने जाण्याकरिता इच्छुक असलेल्या आपल्या विभागातील अवर सचिवांची नावे त्यांचे मागील पाच वर्षीचे गोपनीय अहवाल अवर सचिवांपेक्षा कमी दर्जा नसलेल्या अधिकाऱ्यांनी साक्षांकीत केलेले, वैयक्तिक माहिती (Bio-Data) व विभागीय चौकशीचे प्रमाणपत्र इ. बाबतच्या माहितीसह या विभागाकडे **दिनांक-१०.६.२०१५** पर्यंत निश्चितपणे प्राप्त होतील अशा रितीने कृपया पाठवावीत. तसेच इच्छुक अधिकाऱ्यांची प्रतिनियुक्तीसाठी निवड झाल्यास त्यांना संबंधित विभाग कार्यमुक्त करेल किंवा कसे याबाबतही कृपया अभिप्राय द्यावेत. आपल्या विभागातून प्रतिनियुक्तीसाठी कोणीही अवर सचिव इच्छुक नसल्यास **निरंक** असेही कृपया कळविण्यात यावे. एकदा निवड झालेल्या अधिकाऱ्याला त्याचे नाव मागे घेता येणार नाही. सदर पत्राची प्रत सहपत्रासह महाराष्ट्र शासनाच्या http://intranet.maharashtra.gov.in/ या वेबसाईटवर संदेश फलकावर प्रसिध्द करण्यात आली आहे.

आपला,

(जहांगीर खान)
कक्ष अधिकारी, महाराष्ट्र शासन

सहपत्र- वरील प्रमाणे (कर्तव्य व जबाबदाऱ्या website वरून Print काढाव्यात)

Duties & Responsibilities of Officers & Staff in Raj Bhavan, Mum

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(A) ADMINISTRATION BRANCH

1. Under Secretary to the Governor (Administration)

The Officer is entrusted with the responsibility of initiating the following matters :—

(1) To deal with regular establishment matters, such as pay, pension, leave and discipline of staff in the Governor's Secretariat. Countersigning Officer for expenditure under the "Head 090-Secretariat".

(2) Public Information Officer under Right to Information Act, 2005 for Office of the Secretary to the Governor (Administration Branch / Development Board Branch)

(3) General Supervision over the Administration Branch and Accounts Branch.

(4) Appointment of Council of Ministers and allocation of portfolios among them.

(5) Swearing-in ceremonies of the Governor, Chief Minister, Ministers and Chief Justice, Sheriff, Lokayukta and Upa-Lokayukta etc.

(6) To prepare draft of the Monthly Report of the Governor to the President.

(7) Work pertaining to Governor's Conference.

(8) Work pertaining to Governor's address to the Joint Session of the State Legislature.

(9) Appointment of Judges

(10) Padma Awards

11. Meeting of Dr. P.V. Cherian Artificial Kidney Trust, Countess of Duffrin Fund, State Level Committee for Prevention of Control of AIDs.

12. Requests from Institutions for Patronage of the Governor and his wife.

13. Correspondence with Centre and State Government, Corporations etc.

14. Work pertaining to South Central Zone Cultural Centre, Nagpur.

15. Work pertaining to Sainik Welfare Board, Pune

16. Nominations of MLCs/MLAs

17. Mercy Petitions under Article 161, Review Petitions, Writ Petitions, Disqualifications under Article 192, prosecution against Ministers.

18. Appointment of Members of Tribe Advisory Council, SCZCC, King George Vth Memorial, Sainik Welfare Board, Indian Red Cross Society etc.

19. To deal with the Annual Reports of Tribal Development Department.

20. Memoranda from Political parties and Social Organisations

21. Complaints regarding public grievances.

22. Acceptance of official functions by the Governor.

23. To attend to other miscellaneous work, such as the meetings, functions, delegations in Raj Bhavan etc.

24. Control over Peons / Messengers.

25. To attend to tapal during Secretary's absence.

26. Supervision of Computers, Xerox Machine, Fax Machins and other office quipments.

27. Maintenance of M.T.N.L. Telephones and EPABX Telephone Exchange.

28. Any other matters entrusted by the Governor's Secretary.

2. Assistant Secretary to the Governor

The Officer is entrusted with responsibilities of initiating following matters :—

1. Files received from the Mantralaya relating to Bills and Ordinances.

2. Summoning and Proroguration of the State Legislature.

3. Appointment of Chairman, Members and Secretary of the Maharashtra State Public Service Commission (MPSC) and allied matters.

4. Appointment of Chairman and Members of,—

(*i*) Maharashtra Administrative Tribunal (MAT)

(*ii*) Maharashtra State Human Rights Commission

(*iii*) State Chief Information Commissioner and State Information Commissioners

HG 2202

(*iv*) State Election Commissioner

(*v*) Finance Commission

(*vi*) Water Resources Regulatory Authority.

5. Leave applications of Chairman, Members and allied matters of the above mentioned Constitutional Bodies.

6. Submission of Annual Reports of the Comptroller and Auditor General, Lokayukta and Upa- Lokayukta, Finance Commission and the MPSC.

7. President's Police Medal, Home Guards and Civil Defence Medals and Fire Service Medals etc.

8. To deal with the files relating to Recruitment Rules and Amendments to various Rules

9. Appointment of Lokayukta and Upa-Lokayukta,

10. Appointment of Sheriff of Mumbai

11. Swearing in ceremonies of the Council of Ministers, Lokayukta and Upa Lokayukta, Sheriff of Mumbai.

12. Work relating to Office maintenance.

13. Allotment of peon duties to VIP/VVIPs.

14. Memoranda from political parties and other social workers etc.

15. Maintenance of Computers

16. Maintenance of EPABX Exchange

17. Purchase of official stationary

(Papers / files on the subjects 10 to 17 will be submitted to J.S./D.S. (A) through U.S.(A))

Duties and Responsibilities.

2. Under Secretary (Education)

1. All the Statutes and Ordinances received from all the Universities and submits them to the Chancellor for his assent.

2. Work relating to representations, complaints and election petitions.

3. Work relating to writ petitions connected with Universities.

4. Work relating to interpretation of provisions of the Acts, Statutes and Ordinances referred to the Chancellor by the Vice-Chancellors.

5. Work relating to petitions received from candidates aggrieved by the recommendations of the Selection Committee.

6. Correspondence relating to Universities with Higher & Technical Education Department, Agriculture and ADF Department, Law & Judiciary Department, Medical Education & Drugs Department, Law Secretary, Advocate General and the University Grants Commission.

7. Demands of teaching and non-teaching staff and the students.

8. Work relating to the Ashwamedh / Indradhanushya / Avishkar / Avhan / Abhiyan and Other projects of the Chancellor.

9. To deal with the applications received under Right to Information Act, 2005, as Public Information Officer.

10. Any other work assigned to him by the Joint Secretary/Deputy Secretary (Education).

3. Superintendent

1. Matters relating to the appointment of Chancellor's nominees on the various authorities, bodies and Committees of al the Universities in the State.

2. Work relating to the meetings of the Joint Board of Vice-Chancellors.

3. Matters relating to appointment of Vice-Chancellors and Pro-Vice-Chancellors.

4. To submit on files the correspondence relating to service conditions and allied matters including Contract of Service of Vice-Chancellors.

5. Correspondence relating to leave applications of all the Vice-Chancellors of the Universities in the State.

6. Correspondence relating to proposals received from the Universities for holding Senate meetings; Convocation and Conferment of Hon. Degrees on eminent persons, etc.

7. Correspondence relating to proposals received from the Universities for construction of various works of its own.

8. Any other work assigned to him by the Joint Secretary (Education)

4. Higher Grade Stenographer

Takes dictations from the Joint Secretary / Deputy Secretary (Education) and transcribes them, attends to the telephone calls of JS(E) / DS(E), maintains telephone