

Section 4 (1) (a) (vi)

Statement of Categories of documents held in the office of Cabinet Secretariat & Co-ordination Deptt. At Patna, Bihar.

Sr. No.	Subject	Type of Documents file/muster/register/voucher etc.	Particulars of Heading/type in the documents	Periodicity of preservation

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office.

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity

Section 4 (1) (b) (viii) Format A

List of committees to be published under

Sr. No.	Name of the Committee	Compositio n of committee	Purpose of the committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 4 (1) (b) (viii) Format B

List of boards to be published under

Sr. No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 2 (h) Format A

Department wise list of Public Authorities under Section 2 (h) RTIA 2005

Name of the Deptt.- Cabinet Secretariat & Co-ordination Deptt. Patna, Bihar
(General Section)

Under Section 2 (h) a/b/c/d -

Sr. No.	Name of the Authority	Designation of the head	Location/Address
1.	Sri A.K. Chaudhary	Chief Secretary	Main Secretariat Building, Patna
2.	Sri K.D. Sinha	Chairman, BCECE Council	Main Secretariat Building, Patna
3.	Sri Sudhir Kumar	Controller of Examination	I.A.S Building Airport Road, Patna

Section 2 (h) Format B

List of Public Authority substantially financed by Govt.

Name of the Deptt.- Cabinet Secretariat & Co-ordination Deptt. Bihar, Patna
(General Section)

BIHAR STATE CITIZEN AND NATIONAL INTEGRITY COUNCIL

Sr. No.	Name of the Authority	Designation of the head	Location/Address
1.	H.E. Governor	Patron	Albert Ekka Bhawan Adalatganj, Patna
2.	Sri Nitish Kumar	Chairman	

Section 4 (1) (b) (i) Format A

The power of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt.

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rules/orders/GRs ./circulars	Remark
1.	Chief Secretary		Financial Rules Treasury code. Delegation of Financial powers by finance Department circulars Rules of Executive Business	
2.	Secretary	As vested Under Budgetary Provision		
3.	Special Secretary/ Addl. Secretary/Joint Secretary	Recommending Authority		
4.	Dy. Secretary	As above		
5.	Under Secretary	As above		

Section 4 (1) (b) (i) Format A

The power of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
1.	Chief Secretary	<p>1. Order convey by Chief Minister/Ministers and may call for any file/document/paper from any department and pass order/instructions of his own/present the matter before the Minister or Chief Minister for final order.</p> <p>2. The Chief Secretary put up the files/paper to the Chief Minister or Minister in charge of various department.</p> <p>3. The Chief Secretary is the Secretary to the Council of Ministers and hence discharges his related procedural functions.</p> <p>4. The Chief Secretary may on the orders of the Chief Minister or of any Minister or of his own motion ask to see papers relating to any case in the department and any such request by him shall be complied with by the Secretary o the department.</p> <p>5. The Chief Secretary, may after examination of the case submit it for the orders of the Minister-in-charge or of the Chief Minister.</p>	<p>Rules of Executives-Business-1st schedule Rule 27 (4) (i) (a) and (b)</p> <p>Rules 32 and 29 of Rules of Executives-Business</p>	
2.	Secretary	<p>1. All works as an administrative head of the department.</p> <p>2. As powers conferred by the Personal & administrative Reforms department. (Notification/Resolution/Executive order issued time to time.</p>		
3.	Special Secretary	As delegated by Secretary/Chief Secretary		
4.	Dy. Secretary	As above		
5.	Under Secretary	As above		

Section 4 (1) (b) (i) Format A

The power of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

C

Magisterial

Sr. No.	Designation	Powers-Magisterial	Under which legislation/rules/orders/GRs ./circulars	Remark

There are no delegated Magisterial power to the Officers of this deptt.

Section 4 (1) (b) (i) Format A

The power of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

D

Quasi judicial

Sr. No.	Designation	Powers-Quasi Judicial	Under which legislation/rules/orders/GRs ./circulars	Remark

There is no delegated Quasi judicial power to the Officers of this Deptt. except disciplinary and departmental proceedings.

Section 4 (1) (b) (iii)

The Procedure followed in the decision-making process, including channels of Supervision & accountability in the office of the Cabinet Secretariat & Co-ordination Deptt.

NAME OF ACTIVITY -

Related Provisions -

Name of the Act/Acts -

Rules- Rules of Executive Business

Secretariat Instruction

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day1/Day16 etc.	Authority Responsible for that activity	Remark

Section 4 (I) (b) (iv) Format (A)

Norms set for discharge of its functions in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

ORGANISATIONAL TARGETS (Annual) :- Not Defined

Sr. No.	Function/Activity	Units to be covered	Financial Targets in Rs.	Remark

Not Applicable.
Not Communicated.
Not defined.

Section 4 (I) (b) (iv) Format (B)

Time limits for the activitiesfor discharge of its functions

Time frame for each activity-

Sr. No.	Activity	No. of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure.

Secretariat Instruction

Circulars of Personnel and Administrative Deptt.

Section 4 (I) (b) (v) Format (A)

The rules/regulation related with the functions of Cabinet Secretariat and Co-ordination Deptt., Bihar, Patna.

Sr. No.	Subject as indicated in the notification	Rule No. & its Year	Remarks if any
1.	Bihar State Guest Rules 2005	877/26.10.2005	
2.	Protocol Manual		
3.	The Bihar Dy. Minister's (allowances) rules 1954	No. 111/M-2-103/54-AR-39 dt. 10.05.1954	
4.	Other rules mentioned in Bihar Financial Rules, Bihar Service code, Bihar Treasury code, Board Misc. Rules 1947, Budget manuals, Secretariat instructions (Bihar Government)-1952, Bihar Pension rules 20th January 1950, Bihar T.A. Rules 1st July 1949, Bihar G.P.F. Act-19/1925, Bihar G.P.F. Rules 1948. Bihar State Govt. Rules, 2005 Protocol manual		

Section 4 (I) (b) (v) Format (B)

The Government Resolution related with the functions of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
1.	Releven parts of Rules of Executive Business		
2.			

As mentioned in 4(1) (b) (i) functions

Section 4 (I) (b) (v) Format (C)

Secretariat Instructions
Rules of Executive Business

Including the following Circulars related with the functions of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Subject as indicated in the circular	Circular No. and its date	Remarks if any
1.	Regarding leaving headquarters to divisional Commissioners & dist. Magistrate	290/19.01.1962	
2.	As above	2201/13.06.1979	
3.	As above	3533/29.09.1980	
4.	As above	607/21.03.1988	
5.	As above	1335/23.07.1990	
6.	As above	2326/26.12.1990	
7.	As above	2275/06.07.1992	
8.	Regarding disposal of the letters of Govt. of India.	3667/05.10.1993	
9.	Regarding appointment of Private Secretaries of Ministers.	763/28.04.1995	

Section 4 (I) (b) (v) Format (D)

The office Orders/Policy Circulars related with the function of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any

As mentioned in Format 'C'

Section 4 (I) (b) (v) Format (E)

List of documents available in the office/section/ward/branch of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
1	Log Books of the Assistants		
2	File Movement Register		
3	Files/Order etc.		

Section 4 (I) (b) (vi)

Statement of Categories of documents held in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Subject	Type of documents file/muster /register/v oucher etc.	Particulars of Heading/type in the documents	Periodicity of preservation
1.	Petitions of public grievance	File	<ol style="list-style-type: none"> 1. Regarding public petitions received from president Secretariat. 2. Regarding public petitions received from P.M. office. 3. Regarding public petitions received from Governor's Secretariat. 4. Regarding public petitions received from Chief Minister Secretariat. 5. Regarding public petitions addressed to Chief Secretary/Secretary and other departmental officers of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna. 	
2.	Inter departmental Co-ordination	File	According to the subject received from other Deptt.	
3.	Appointment of Minister & Distribution of their Departments.	File	<ol style="list-style-type: none"> 1. Regarding constitution of Cabinet and appointment of Minister there on. 2. Regarding distribution of departments among Ministers. 	
4.	Emoluments and other facilities to the Ministers	File	<ol style="list-style-type: none"> 1. Regarding Emoluments, allowances and other admissible facilities to the Ministers of Bihar Govt. 2. Regarding misc. grievances/claims of Ministers as telephone, stationary, residence etc. 	
5.	Appointment of Private Secretaries	File	Regarding appointment of Private Secretary of Minister concerned.	
6.	Assembly/Cou	File	According to the subject of the	

	ncil/Parliament questions		question received.	
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Section 4 (I) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office.

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity
1.	To educate and elicit full cooperation from the citizen shall affairs of National securities and solidarities.	Bihar state citizen and National Intermigration Council.	1805/21.07.1993	
2.	To instil and develop a sense of National integration communal harmony amongst the citizen.			
3.	To Elicit public cooperation in implementation of 20-point programme and other development programme.			
4.	To create strong public atmosphere in favour of National integration and unity.			
5.	To create appropriate atmosphere for secularism and communal harmony, goodwill, Nation integrity and elicit public cooperation therefore.			

Section 4 (I) (b) (viii) Format A

List of committees to be published under

Sr. No.	Name of	Composition	Purpose of	Frequency	Whether	Minutes
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	the Committee	of committee	the committee	of meetings	open to public or not	available in the office of

Section 4 (I) (b) (viii) Format B

List of boards to be published under

Sr. No.	Name of	Composition	Purpose of	Frequency	Whether	Minutes
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	the boards	of boards	meetings	of meetings	open to public or not	available in the office of

Section 4 (I) (b) (viii) Format C

List of councils to be published under

Sr. No.	Name of	Composition	Purpose of	Frequency	Whether	Minutes
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	the councils	of Council	the councils	of meetings	open to public or not	available in the office of
1.	Bihar combined Entrance Exam. Council					
2.	Bihar State citizen and National Integration council		For National Integration and to establish communal harmony			

Section 4 (I) (b) (viii) Format D

List of other bodies to be published under

Sr. No.	Name of the	Composition	Purpose	Frequency	Whether	Minutes
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	other bodies	of other bodies	of the other bodies	of meetings	open to public or not	available in the office of
1	Standing committees of Council of Minister			Secluded in one month		
2	BCECE					
3	Sri Krishna Memorial Development committee					
4	Nagrik Surakcha Parishad					

Section 4 (1) (b) (ix)

Directory of the officers & employees & their monthly remuneration in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Designation	Name of the officers/employee	Cadre	Dt. of Joining the post	Contact Details Ph/Fax/E-mail	Gross Salary
1.	Chief Secretary	Shri A.K. Chaudhary	I.A.S	01.06.05 (F.N.)	O- 2223804 F- 2222085 R- 2287425 M- 933433189	
2.	Secretary	Shri Girish Shanker	I.A.S		O- 2223246 R- 2275544 R- 2275050 F- 2222698	
3.	Joint Secretary	Shri R.K. Chaudhary		08.11.02	O- 2224878	
4.	Dy. Secretary	Shri Madan Mohan Prasad	B.A.S	10.04.04	O- 2224771 R- 2221781	Rs. 27,805/-
5.	Dy. Secretary	Shri Phuleshwar Paswan	Asstt. Joint Cadre	19.02.05		
6.	Under Secretary	Shri Umakant Choubey	B.A.S	06.01.05		Rs. 25,285/-
7.	Under Secretary	Shri Braj Bhushan Rai	Asstt. Joint Cadre	04.09.04		
8.	Secretary to Chief Secretary	Shri Suresh Nandan Prasad	P.A Joint Cadre	27.11.00		Rs. 27,347/-
9.	Secretary to Secretary	Shri Digamber Labh	P.A Joint Cadre	12.08.00		Rs. 24,939/-
10.	Section Officer	Shri Jai Krishan Das	Asstt. Joint Cadre	15.07.00		Rs. 19,538/-
11.	Section Officer	Shri Ravindra Nath Gupta	Asstt. Joint Cadre	18.07.05		Rs. 21,285/-
12.	Section Officer	Shri Ajay Kumar Jaiswal	Asstt. Joint Cadre			Rs. 19,045/-
13.	Section Officer	Shri Vidya Bhushan Prasad	Asstt. Joint Cadre	10.06.02		Rs. 20,269/-
14.	Senior P.A	Shri Ram	P.A	01.01.01		Rs.

		Prakash Prasad	Joint Cadre			19,901/-
15.	P.A	Shri Madan Mohan Prasad	P.A Joint Cadre	01.09.03		Rs. 21,080/-
16.	P.A	Shri Ram Bahal Singh	P.A Joint Cadre			Rs. 19,419/-
17.	P.A	Shri Iqbal Singh	P.A Joint Cadre			Rs. 21,742/-
18.	P.A	Shri Shrinarayan Jha	P.A Joint Cadre	24.10.05		Rs. 19,453/-
19.	P.A	Shri Govind Narayan Singh	P.A Joint Cadre	24.10.05		Rs. 16,372/-
20.	P.A	Md. Khursid	P.A Joint Cadre			Rs. 15,545/-
21.	P.A	Shri Suresh Pd.	P.A Joint Cadre			Rs. 13,196/-
22.	P.A	Md. Sakeel Akhtar	P.A Joint Cadre			Rs. 17,413/-
23.	P.A	Shri Manoranjan Choudhary	P.A Joint Cadre	24.10.05		Rs. 13,717/-
24.	Asstt.	Shri Sammer Kumar Singh	Asstt. Joint Cadre	31.05.03		Rs. 15,545/-
25.	Asstt.	Shri Shshi Bhushan Pandey	Asstt. Joint Cadre	01.02.99		Rs. 17,413/-
26.	Asstt.	Shri Raj Kumar Singh	Asstt. Joint Cadre	31.05.01		Rs. 15,182/-
27.	Asstt.	Shri Md. Kazi Habib waris	Asstt. Joint Cadre	13.01.96		Rs. 16,573/-
28.	Asstt.	Shri Alakh Kr. Ojha	Asstt. Joint Cadre	06.01.01		Rs. 17,413/-

29.	Asstt.	Shri Revati Moham Jha	Asstt. Joint Cadre	01.03.01		Rs. 15,859/-
30.	Asstt.	Smt. Pusplata Tirkey	Asstt. Joint Cadre	12.12.89		Rs. 15,182/-
31.	Asstt.	Shri Bhola Baitha	Asstt. Joint Cadre	10.01.96		Rs. 17,831/-
32.	Asstt.	Shri Shailendra Kumar	Asstt. Joint Cadre	28.06.05		Rs. 14,456/-
33.	Asstt.	Shri Kamal Deo Prasad	Asstt. Joint Cadre	26.10.98		Rs. 15,145/-
34.	Supretendent (Type Section)	Shri Ashish Rajak	Typist Cadre			Rs. 22,417/-
35.	Head Typist	Shri Vasudeo Pd.	Typist Cadre			Rs. 16,369/-
36.	Typist	Shri Ramnath Gupta	Typist Cadre			Rs. 13,730/-
37.	Typist	Shri Yogendra Prasad	Typist Cadre	Jan 1988		Rs. 13,253/-
38.	Typist	Shri Shambhu Pd. Singh	Typist Cadre			Rs. 14,840/-
39.	Routin Clerk	Shri Shailesh Kumar				Rs. 12,085/-
40.	Routin Clerk	Shri Vijay Kumar Singh				Rs. 10,338/-
41.	Routin Clerk	Shri Kripa Shanker Mishra				Rs. 10,555/-
42.	L.D.C.	Shri S.K. Lakra				Rs. 6,956/-
43.	L.D.C.	Shri Srikant Gudia				Rs. 6,956/-
44.	L.D.C.	Smt. Sujata Mejran Ekka				Rs. 6,956/-
45.	L.D.C.	Smt. Nupur Sinha				Rs. 6,803/-
46.	L.D.C.	Smt. Sushma Pd.				Rs. 6,803/-
47.	Asstt. Machine operator	Shri Sant Prasad		04.10.75		Rs. 9,249/-
48.	Driver	Shri Sacchinand				Rs.

		Singh				9,574/-
49.	Peon	Shri Ramanand Ram				Rs. 7,075/-
50.	Peon	Shri Kameshwar Thakur		16.05.73		Rs. 8,210/-
51.	Peon	Shri Bانشropan Prasad		04.02.70		Rs. 8,051/-
52.	Peon	Shri Vishwanath pd. Yadav		07.01.81		Rs, 7,894/-
53.	Peon	Shri Krishna Ram		09.03.81		Rs. 7,057/-
54.	Peon	Shri Jai Ram Prasad				Rs. 7,894/-
55.	Peon	Shri Patrick Raphial		14.05.81		Rs. 7,894/-
56.	Peon	Shri Prem Prakash Tiwari		11.05.81		Rs, 7,894/-
57.	Peon	Shri Ramayan Ram		08.07.70		Rs. 8,057/-
58.	Peon	Shri Indra kant Jha		04.01.86		Rs. 7,894/-
59.	Peon	Shri Bharat Paswan		04.01.86		Rs. 7,894/-
60.	Peon	Shri Khali Kuddin Ansari		04.01.86		Rs. 7,894/-
61.	Peon	Shri Girija Nand Thakur		04.01.86		Rs. 7,894/-
62.	Peon	Shri Daya Nand Mandal		05.10.87		Rs. 7,609/-
63.	Peon	Shri Shravan Paswan		05.10.87		Rs. 6,803/-
64.	Peon	Shri Dharmendra Paswan		05.10.87		Rs. 6,803/-
65.	Peon	Shri SheoJee Sahani		05.10.87		Rs. 7,609/-
66.	Peon	Shri Kamal Kishore Jha		05.10.87		Rs. 7,609/
67.	Peon	Shri Yogendra Pandey		05.10.87		Rs. 7,609/
68.	Peon	Shri Nawal Kumar Karn		05.10.87		Rs. 7,609/
69.	Peon	Shri Deo Kant Sharma		05.10.87		Rs. 7,609/
70.	Peon	Shri Rabindra		05.10.87		Rs.

		Singh				7,609/
71.	Peon	Shri Krishna Pd.		05.10.87		Rs. 7,609/
72.	Peon	Shri Ganesh Singh				Rs. 7,202/-
73.	Farash	Shri Ram Jatan Prasad				Rs. 7,497/-
74.	Librarian	Shri Ganga Ram Yadav		04.03.02		Rs. 11,473/-
75.	Librarian	Shri Prabhaka Sha		25.02.03		Rs. 11,168/-

Section 4 (1) (b) (x)

Details of remuneration of officers & employees in the office of Chief Secretary/Secretary, Cabinet Secretariat & Co-ordination Deptt.

Sl. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA/Transport Allowance	Occasional (Like TA Bill)	Special like (project allowance, training allowance, special Pay)
1.	Sri A.k. Chaudhary IAS -I	26,000/- Fix	DA Pay, DA, CCA	TA	Medical Reimbursement
2.	Sri Girish Shanker IAS-1		DA Pay, DA, CCA	TA	Medical Reimbursement
3.	Sri R.K. Chaudhary BAS-1	14,300-18,300	DA Pay, DA, CCA,MA	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
3.	Sri M.M. Prasad BAS-1	12,000/-	DA Pay, DA, CCA,MA	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
4.	Sri P. Paswan Asst. Joint Cadre	12,000/-	DA Pay, DA, CCA,MA	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
5.	Sri U.K. Choubey BAS-1	10,000-15,200	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
6.	Sri S.N. Prasad Sec.Ser-1	10,000-15,200	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
7.	Sri D. Labh Sec.Ser-1	10,000-15,200	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
8.	Sri J.K. Das Asst. Grade-II	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
9.	Sri V.B. Prasad Asst. Grade-II	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
10.	Sri R.N. Gupta Asst. Grade-II	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
11.	Sri A.K. Jaiswal Asst. Grade-II	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
12.	Sri A. Rajak Typist-II	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
13.	Sri Ram Prakash P.A. Grade-II	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
14.	Sri M.M. Prasad P.A. Grade-III	10,000-15,200	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
15.	Sri R.B. Singh P.A. Grade-III	10,000-15,200	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
16.	Sri Ekbal Singh P.A. Grade-III	10,000-15,200	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only

17.	Sri N. Jha P.A. Grade-III	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
18.	Sri G.P. Singh P.A. Grade-III	5,500-9,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
19.	Sri Md. Khursid P.A. Grade-III	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
20.	Sri Shkil Akhtr P.A. Grade-III	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
21.	Sri M. Choudhary P.A. Grade-III	5,500-9,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
22.	Sri S. Prasad P.A. Grade-III	5,500-9,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
23.	Sri Bhola Baitha Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
24.	Sri Q.M.H. Waris Asst. Cader	5,500-9,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
25.	Sri S.B. Panday Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
26.	Sri R.K. Singh Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
27.	Smt. P. Tirki Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
28.	Sri S.K. Singh Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
29.	Sri A.K. Ojha Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
30.	Sri K.D. Prasad Asst. Cader	5,500-9,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
31.	Sri R.M. Jha Asst. Cader	5,500-9,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
32.	Sri S. Kumar Asst. Cader	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
33.	Sri G.R. Yadav Library Service-III	5,000-8,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
34.	Sri P. Sah Library Service-III	5,000-8,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
35.	Sri B. Prasad Typist Cader-III	5,000-8,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
36.	Sri R.N. Gupta Typist Cader-III	6,500-10,500	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only

37.	Sri S.P. Singh Typist Cader-III	5,000-8,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
38.	Sri Y. Prasad Typist Cader-III	5,000-8,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
39.	Sri S. Kumar Routin Clerk-III	4,500-7,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
40.	Sri B.K. Singh Routin Clerk-III	4,500-7,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
41.	Sri K.S. Mishra Routin Clerk-III	4,000-6,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
42.	Sri S.K. Lakra LD-Cader-III	3,050-4,590	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
43.	Sri S. Gudia LD-Cader-III	3,050-4,590	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
44.	Smt. S.M. Ekka LD-Cader-III	3,050-4,590	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursements Indoor Treatment in Govt. Hospital only
45.	Smt. N. Sinha LD-Cader-III	3,050-4,590	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
46.	Smt. S. Prasad LD-Cader-III	3,050-4,590	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
47.	Sri Sant Prasad Cader-III	3,200-4,900	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
48.	Sri S.N. Singh Driver Cader-III	3,200-4,900	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
49.	Sri R.N. Ram Peon Cader-IV	2,750-4,400	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursements Indoor Treatment in Govt. Hospital only
50.	Sri K. Thakur Peon Cader-IV	2,750-4,400	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
51.	Sri B. Prasad Peon Cader-IV	2,750-4,400	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
52.	Sri V. Yadav Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
53.	Sri K. Ram Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
54.	Sri J. Prasad Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
55.	Sri P. Rafail Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
56.	Sri P.P. Tiwari Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only

57.	Sri R. Ram Peon Cader-IV	2,750-4,400	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
58.	Sri I.K. Jha Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
59.	Sri B. Paswan Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
60.	Sri K. Ansari Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
61.	Sri G.N. Thakur Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
62.	Sri D. Mandal Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
63.	Sri S. Paswan Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
64.	Sri D. Paswan Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
65.	Sri S. Sahni Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
66.	Sri K.K. Jha Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
67.	Sri Y.K. Panday Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
68.	Sri N.K. Karn Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
69.	Sri R.P. Singh Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
70.	Sri K. Prasad Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
71.	Sri D.K. Sharma Peon Cader-IV	2,650-4,000	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
72.	Sri G. Singh Peon Cader-IV	2,750-4,400	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only
73.	Sri R. J. Prasad Faras Cader-IV	2,750-4,400	DA Pay, DA, CCA,MA,HRA,Conv.	TA	Medical Reimbursement Indoor Treatment in Govt. Hospital only

Section 4 (1) (b) (xi)

Details of allocation of budget & disbursement made in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

at.....for the year.....

- Publish copy of budget
- Publish copy of grant distribution

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise of work wise in a separate form)	If more grants expected then in Rs.	Remarks

Section 4 (1) (b) (xii) (A) format

Manner of execution of subsidy program in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

at.....

- Name of Program
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programmes
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application fees (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of Annexure.
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block level etc)
- List of beneficiaries in th format given below

N/Applicable

Section 4 (1) (b) (xii) format B

Details of beneficiaries of subsidy program in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

at.....

Name of the scheme/program-

Sr. No.	Beneficiary of Name & Address	Amount of subsidy/concession	Criteria of selection	Remarks

Not Applicable

Section 4 (1) (b) (xiii)

Particulars of recipients of concession permits or authorisation granted in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Type of license/permission/concession-

Sr. No.	Name of the license	Nature	License No.	Issued on	Valid up to	General Conditions	Details of the license**

Not Applicable

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Sr. No.	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge

- i) Tape
- ii) Film
- iii) CD
- iv) Floppy
- v) Any other

Under Process

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen to obtaining information in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Type o facilities :-

- Information about visiting hrs.
- Information about interactive website.
- Information about call center.
- Information about facilities for inspection or record.
- Information about facilities for inspection of works.
- Information about facilities for providing samples.
- Information about Notice boards.
- Information about library.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge	Grievance redressal

1. Important policy decisions are regularly taken in every Cabinet meeting by the Council of Ministers (Cabinet). It is made public through electronic and print media.

Section 4 (1) (b) (xvi)

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of
(public authority).....at.....

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO unde RTI	Address/Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	Sri Phuleshwar Paswan	Dy. Sectt.	Cabinet Sectt. & Co-ordination Department			Secretary, Cabinet Sectt & Co-ordination Deptt.

Section 4 (1) (b) (xvi)

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of (public authority)

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph. No.
1.	Sri Braj Bhushan Rai	Under Secretary	Cabinet Sectt. & Co-ordination Department	

Section 4 (1) (b) (xvi)

Details of Public Information Officers/APIOs/Appellate authority in the jurisdiction of (public authority)

Appellate authority

C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri Girish Shanker	Secretary	Cabinet Sectt. & Co-ordination Department		

Section 4 (1) (b) (xvii)

Section 4 (1) (c)

- List out routine decisions/important policies which you foresee will effect public. Formalise the details about publications in such cases. Publish such information under this heading.

Important policy decisions and other decisions regarding various issues are regularly taken by the Council of Minister's, is made public through press and electronic Media.

Section 4 (1) (b) (xvii)

Section 4 (1) (d)

- Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons.

Third Scheduled of Rules of Executive Business

Section 4 (1) (b) (ii) Format B

The duties officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Financial

Sr. No.	Designation	Duties	Under which Act/rules	Remark
1.	Chief Secretary	All State's financial matter liable to be put up before the Cabinet for approval related to different Department.	Provisions of under rules of Executive Business	
2.	Secretary	Departmental Budget production before the finance department. To pass order for department purchase and payment. To meet the audit objection made time to time by AG (audit) Bihar and finance (audit) department. Delegation of financial power.		
3.	Spl. Secretary	Delegated by Secretary		
4.	Dy. Secretary	As above		
5.	Under Secretary	As above		

Section 4 (1) (b) (ii) Format B

The duties of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Administrative

Sr. No.	Designation	Duties	Under which Act/rules	Remark
1.	Chief Secretary	Control and co-ordinate all deptts/all divisions/all districts Speedy and quick implementation of govt. policy/policies		
2.	Secretary	As the administrative head of the department he is responsible for its smooth working.	By Secretariat instruction rule No. 1.3	
3.	Spl. Secretary/ Addl. Secretary/ Joint Secretary	To organise the Cabinet meetings and pass order related to it duties given by Secretary Order No. 599 dt. 19.03.05		
4.	Dy. Secretary	Duties given by order No. 599 dt. 19.03.05		
5.	Under Secretary	Duties given by order No. 599 dt. 19.03.05 (order enclosed)		

NB-As mentioned in format 'A'

Section 4 (1) (b) (ii) Format B

The duties of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Magisterial

Sr. No.	Designation	Duties	Under which Act/rules	Remark

There are no magisterial duties of the officers of this Deptt.

Section 4 (1) (b) (ii) Format B

The duties of officers & employees in the office of Cabinet Secretariat & Co-ordination Deptt., Bihar, Patna.

Quasi Judicial

Sr. No.	Designation	Duties	Under which Act/rules	Remark

There are no Quasi Judicial duties of the officers of this Deptt. except departmental Action.

मंत्रिमंडल सचिवालय एवं समन्वय विभाग तथा अधीनस्थ कार्यालयों के अपीलीय प्राधिकार, लोक सूचना पदाधिकारियों तथा सहायक, लोक सूचना पदाधिकारियों के दूरभाष, मोबाइल एवं फैक्स से संबंधित सूचनाएं :-

क्र०	नाम	पदनाम	सूचना का अधिकार अधि० के तहत धारित पद	पता	ई० मेल	दूरभाष सं०	मोबाईल सं०	फैक्स सं०
1	2	3	4	5	6	7	8	9
मंत्रिमंडल सचिवालय एवं समन्वय विभाग, बिहार पटना (मुख्यालय)								
1	श्री गिरीश शंकर	सचिव, मंत्रिमंडल सचिवालय एवं समन्वय विभाग	अपीलीय प्राधिकार	105 बी०, पाटलीपुत्रा कॉलोनी, पटना	Secy-cab-bih@ nic. In	2223256 (का०) 2275544 (आ०)	9431012646	2222698
2	श्री फुलेश्वर पासवान	उप सचिव ,,	लोक सूचना पदाधिकारी	आनन्द बिहार, अनीसावाद,	ds_cab_bih@ nic.in			2222698
3	श्री ब्रज भूषण राय	अवर सचिव ,,	सहा० लोक सूचना पदा०	अनीसावाद, पटना-2		2223246 (का०)		2222698
मंत्रिमंडल (संसदीय कार्य) सचिवालय एवं समन्वय विभाग, बिहार, पटना								
1	श्री अखिलेश्वर प्रसाद गिरि	सचिव	अपीलीय प्राधिकार			2226616 (का०) 2220336 (आ०)		
2	श्री फुलेश्वर पासवान	उप सचिव ,,	लोक सूचना पदाधिकारी	आनन्द बिहार, अनीसावाद,	ds_cab_bih@ nic.in			
3	श्री सुरेन्द्र झा	प्रशाखा पदाधिकारी	सहा० लोक सूचना पदा०	राजीव नगर, रोड नं०-14		2227836 (का०)		
मंत्रिमंडल (राजभाषा) सचिवालय एवं समन्वय विभाग, बिहार, पटना								
1	श्री गिरीश शंकर	सचिव, मंत्रिमंडल सचिवालय एवं समन्वय विभाग	अपीलीय प्राधिकार	105 बी०, पाटलीपुत्रा कॉलोनी, पटना	Secy-cab-bih@ nic. In	2223256 (का०) 2275544 (आ०)	9431012646	2222698
2	श्री विमलेश मिश्र	राजभाषा पदाधिकारी	लोक सूचना पदाधिकारी	आ० सं०- 228 / 400, रोड नं०-4 राजवंशीनगर		3297590 (आ०)		
3	डा० मु० शाहिद जीमल खॉ	राजभाषा पदाधिकारी काटी (उद्.) ,,	स० लोक सूचना पदा०	आ० सं०-6 सी, पथ सं०-5 आर ब्लॉक		2226905 (आ०)		
मुख्यमंत्री सचिवालय, बिहार, पटना।								
1	श्री रामचन्द्र प्रसाद सिंह	मुख्यमंत्री के सचिव	अपीलीय प्राधिकार	1 ए०, अणु मार्ग		2223999 (का०)	9430830612	2205800
2	श्री सचिदानन्द सिन्हा	उप सचिव	लोक सूचना पदाधिकारी	शिव सदन मोहनपुर, पुनाईचक, पटना-23		2222793 (का०)	9431619798	2205800
3	श्री सुरेन्द्र प्रसाद सिन्हा	उप सचिव	लोक सूचना पदाधिकारी	आवास सं०-4बी०, बुद्ध मार्ग		2226066 (का०)	9334152484	2205800
4	श्री विजय शंकर सिन्हा	उप सचिव	लोक सूचना पदाधिकारी	हाउस सं०-14, रोड नं०-10 पटेल नगर (पूर्वी)		2205911 (का०) 2280323 (आ०)	9431453433	2205800
5	श्री चितरंजन सिंह	उप सचिव	लोक सूचना पदाधिकारी	72 / 84		2224289 (का०)	9431418198	2205800
6	श्री आदित्य कु० दास	अवर सचिव	सहा० लोक सूचना पदा०	2बी०, वैदेही अपार्टमेंट, जगदेव पथ				2205800
राज्यपाल सचिवालय, बिहार, पटना।								
1	श्री आर० जे० एम० पिल्लई	महामहिम राज्यपाल के प्रधान सचिव	अपीलीय प्राधिकार	राज भवन परिसर	govnrhsa@ sancharnet. In	2225468 (का०) 2210807 (का०) 2207644 (आ०)	9431024333	2228910
2	श्री विजय नारायण झा	उप सचिव	लोक सूचना पदाधिकारी			2226202-07(का०) Ext-340		2228910
3	श्री बी० एन सिंह	उप सचिव	लोक सूचना पदाधिकारी	क्वार्टर नं० ए 3 राजभवन परिसर		2226202 (का०) Ext-340		2228910
4	श्री निर्मल कुमार सिंह	प्रशाखा पदाधिकारी	सहा० लोक सूचना पदा०	बी०-4 राजभवन परिसर		2226202-07(का०) Ext-317 (का०) Ext-319 (आ०)		
5	श्री प्रिय रंजन	प्रशाखा पदाधिकारी	सहा० लोक सूचना पदा०	राजभवन परिसर		2226202 (का०) Ext- 323 (का०)		
बिहार संयुक्त प्रवेश परीक्षा वर्ष								
1	श्री सुधीर कुमार	परीक्षा नियंत्रक	अपीलीय प्राधिकार	बी० / 3 / 3 बेली रोड, पटना।		2201618 (का०) 2291189 (आ०)	9431437950	2225387
2	श्री अनिल कुमार सिन्हा	प्रशाखा पदा-सह विशेष पदाधिकारी	लोक सूचना पदाधिकारी	पटेल नगर, रोड नं०-10		2225387 (का०) 2283554 (आ०) 2246472 (आ०)	9835023697	2225387

3	श्री बी० के० शरण	प्रशाखा पदाधिकारी	सहा० लोक सूचना पदा०	महेश नगर, ए० एन० कॉलेज के पीछे		2220230 (का०)		2225387
बिहार राज्य अभिलेखागार								
1	श्री गिरीश शंकर	सचिव, मंत्रिमंडल सचिवालय एवं समन्वय विभाग	अपीलीय प्राधिकार	105 बी०, पाटलीपुत्रा कॉलोनी, पटना		2223256 (का०) 2275544 (आ०)	9431012646	2222698
2	श्री रविन्द्र नाथ बैठा	प्रभारी निदेशक, अभिलेखागार	लोक सूचना पदाधिकारी	पूर्वी पटेल नगर, रोड नं०-6, नागेश्वर कुंज		2225196 (का०)		
3	श्री राजीव रंजन प्रसाद	पुराभिलेखपाल	सहा० लोक सूचना पदा०	पिपुल्स को० अप्परेटिव कॉलोनी, कंकड़बाग, पटना		2225196 (का०)		
बिहार भवन, नई दिल्ली								
1	श्री संजय कुमार	विशेष सचिव, विधि (न्याय) विभाग, बिहार, पटना	अपीलीय प्राधिकार			2224666 (का०)		2224763
2	श्री चन्द्र किशोर मिश्रा	स्थानिक आयुक्त, बिहार भवन, नई दिल्ली	लोक सूचना पदाधिकारी			011-23014945	09810945566	23012274
3	श्री शिव प्रसन्न पाठक	आशुटकक	सहा० लोक सूचना पदा०			011-23792657(का०) 011-23010147(आ०) Ext- 303		23012274