

45

**Government of Bihar**  
**Cabinet Secretariat Department**

**-:: Notification ::-**

**Patna, 15 Dated...1.5.12...2025**

File No:- MM-01/Mantriparishad-06/2025/ 1569 / In exercise of the powers conferred by clause (3) of the Article-166 of the Constitution of India, the Governor of Bihar is pleased to make the following Rules for amendment in the Rules of Executive Business, Bihar, 1979 (As amended from time to time) :-

1. Short title, extent and commencement :-
  - i. These rules may be called "Rules of Executive Business (Amended), Bihar, 2025"
  - ii. It shall extend to the whole of the State of Bihar.
  - iii. It shall come into force with immediate effect.

2. (A) In the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) after serial number 45 a new serial number 46 shall be added namely "**Youth, Employment and Skill Development Department**" and the following functions shall be hereby allocated to it:-

1. Implementation of schemes and formulation of policies to promote employment and skill development
2. Creation of employment-related acts/rules
3. Registration for employment and establishment of the Directorate of Employment
4. Creation and operation of an employment-related e-portal
5. Organization of job fairs
6. Liaisoning with all types of private companies/industries/establishments and MSME units for employment
7. Special Employment Directorate
8. Arrangement of sector-wise vocational and technical training for youth
9. Industrial Training Institutes (ITI)
10. Coordination with various ongoing schemes of the Central Government for skill development
11. Implementation of apprenticeship schemes and industry-based training
12. Coordination with various departments such as Labour Resources, Education, Industry, Science, Technology and Technical Education, and



144

Rural Development Department, etc., regarding ongoing schemes related to employment generation and skill development

13. Work related to the Bihar Skill Development Mission
14. Work related to National Cadet Corps/National Service Scheme/National Youth Corps/Nehru Yuva Kendra/Bihar Youth Commission, etc.
15. Identification and nurturing of youth talent
16. All work related to youth welfare
17. Control of all personnel employed in the department
18. Administrative charge of all buildings under the control of the department
19. Administrative control and work related to all boards, corporations, and institutions constituted in the department

(B) In the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) after serial number 46 a new serial number 47 shall be added namely "**Higher Education Department,**" and the following functions shall be hereby allocated to it:-

1. University Education and Administration of Acts related to it.
2. Establishment of libraries in universities.
3. Administrative control of institutions engaged in research work of university level in social, economic, scientific and other fields such as K.P. Jaiswal Shodh Sansthan, A.N. Sinha Institute of Social studies, Jagjivan Ram Institute of Parliamentary studies, Lalit Narayan Mishra Institute of Management etc.
4. Administration of Trusts and non lapsable charitable funds for educational projects related to university education.
5. Promotion of special study and research related to university.
6. Co-ordination and determination of standards in higher education institutions, research institutions and sciences institutions.
7. Bihar State University Service Commission.
8. Determination of Policy regarding teaching and non-teaching officers/ employees in university and higher education institutions.
9. Control of all officers serving in the department.
10. Administrative charge of all buildings occupied by and in the possession of the department.
11. Charge of Educational Acts related to the department.
12. Constitution of vernacular academies such as Sanskrit Academy, Prakrit Academy, Pali Academy, Maithili Academy, Maghi Academy, Bhojpuri Academy. Bangala Academy etc and their administrative control.
13. Bihar Rashtra Bhasha Parishad.

- 14. Bihar Hindi Granth Academy.
- 15. Teacher's education and teacher's training.
- 16. Administration, constitution and management of institutions of higher education in subjects like Law, Management, Practical, Education etc.
- 17. Distance Education.

(C) In the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) after serial number 47 a new serial number 48 shall be added namely "**Civil Aviation Department,**" and the following functions shall be hereby allocated to it:-

- 1. Purchase and maintenance of government aircrafts and helicopters as well as all the works related to their flying.
- 2. Development, regulation and organization of air transport to be developed in the State Sector.
- 3. Development, operation, and control of all airports and heliports under the State Government.
- 4. Coordination in relation to all airports under the Government of India.
- 5. Bihar Flying Institute.
- 6. Aeronautical training and its regulation.
- 7. Control of all personnel employed in the department
- 8. Administrative charge of all buildings under the control of the department
- 9. Work related to and administrative control of all boards, corporations, and institutions constituted in the department.

(D) As a result of the Creation of new Departments, the total number of departments listed in the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) will be 48 instead of 44. The new departments will be listed in the following order:

- Serial No. 45 - Sports Department
- Serial No. 46 - Youth, Employment and Skill Development Department
- Serial No. 47 - Higher Education Department
- Serial No. 48 - Civil Aviation Department

(E)(i) - As a result of Creation of the new Departments functions allocated to the serial number 01 "**Cabinet Secretariat Department**" of the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be deleted and the updated allocated functions shall be as follows:-



42

**(A) CABINET SECRETARIAT**

1. Works relating to the meeting of the Council of Ministers.
2. Monitoring of letters addressed to the Chief Secretary other than those relating to General Administration Department and Home Department and incidental actions.
3. Co-ordination of reports of monthly activities of the Government Departments.
4. Inter-departmental co-ordination at the Secretariat level on matters other than those disposed by the Development Commissioner.
5. Works relating to the functions and duties of the Chief Secretary vested in the Rules of Executive Business and establishment of the Chief Secretary.
6. Constitution, amendment, interpretation of the Rules of Executive Business.
7. Context relating to the appointment of Governor.
8. Administrative matters relating to the Governor's Secretariat.
9. Appointment of the Ministers and distribution of departments amongst them.
10. Appointment of Private Secretaries and subordinate Private Secretaries to the Ministers.
11. Emolument of the Ministers, State Ministers, Deputy Ministers and Parliamentary Secretaries.
12. Administrative matters relating to the Chief Minister's Secretariat.
13. Recognition of Associations of State Government employees.
14. Works relating to the hospitality to the Ministers, high officials of the Government of India or other State and personages from foreign countries.
15. Protocol and arrangement of Staff Cars relating there to and their maintenance.
16. State Emblem, National Anthem, National Song and National Flag.
17. Organising Ceremonial Functions of the State.
18. Celebration of Republic Day and Independence Day.
19. State Funeral.
20. State Guest House (including the V.I.P wing in the Patna Guest House).
21. Bihar Bhawan, Bihar Niwas and Bihar Sadan.
22. The Secretariat Library.
23. State Archives.



24. Bihar Rajya Nagrik Parishad (Citizens Council).
- (a) Appointment of advisor to the Chief Minister
  - (b) Constitution of standing committees of the Cabinet, Cabinet Committees, State Level monitoring committee and Group of Ministers.

### **(B) RAJBHASHA**

25. Works related to the determination, implementation and co-ordination of the language policy of the State.
26. Hindi translation of official literature along with translation of Gazetteer and laws.
27. Preparation, compilation and publication of lexicon and guidelines of literatures for propagation of government works in Hindi.
28. Determination of the status of Rajbhasha Hindi in the Departmental Examination to be held for appointment, confirmation and promotion of Government services.
29. Conducting Hindi training and examination for Government Servants.
30. Inspection works of progress of Hindi in the Government offices.
31. Bihar State Hindi Pragati Samiti and other advisory committees.

### **(C) PROGRAMME IMPLEMENTATION**

32. Successful implementation, Co-ordination and monitoring of the 20 points programmes.
33. Co-ordination and Monitoring of the other Programmes prescribed by the Government.

(ii) As a result of Creation of the new Departments functions allocated to the serial number 22-"**Education Department**" of the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be deleted and the updated allocated functions shall be as follows:-

1. Elementary Education (up to 8<sup>th</sup> level).
2. Secondary Education (up to 12<sup>th</sup> level).
3. Bihar Intermediate Education Council.
4. Bihar School Examination Board.
5. Mass Education.
6. Skill development and vocational education.
7. Public library (including Sub-division, District, Division and State libraries).



- 40
8. Appointment, determination of service conditions etc and control of teaching and non teaching officers/employees in the department.
  9. Publication of Text-Books.
  10. Mid-day meal in schools.
  11. Administrative charge of government buildings related to secondary, primary, non-conventional and adult education.
  12. Sanskrit Education Board and Madarsa Board.
  13. Administration of all Acts related to Primary and Secondary Education.
  14. State Education, Research and Training Council.

(iii) The "**Animal and Fisheries Resources Department**" listed at serial number 31 and in the list of classification and distribution of works amongst the Secretariat Department of the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be renamed as "**Dairy, Fisheries and Animal Resources Department**".

(iv) The "**Art, Culture and Youth Department**" listed at serial number 39 and in the list of classification and distribution of works amongst the Secretariat Department of the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be renamed as "**Department of Art and Culture**". As a result of Creation of the new Departments functions allocated to the serial number 39- "**Department of Art and Culture**" of the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be deleted and the updated allocated functions shall be as follows:-

1. All works related to the development of art and culture.
2. Protection and development of ancient historical monuments and records and archaeological sites and remains declared by the Parliament by law to be national importance and and other archaeological sites and remains.
3. Museums and other similar institutions.
4. Administrative control of all Academies related to art and culture such as Bhartiya Nritya Kala Mandir, Lalit Kala academy, Premchandra Rangshala, Sangeet Natak Academy etc.
5. Administrative charge of Acts related to the department.
6. Administrative charge of departmental buildings.
7. Regulation of appointments and determination of their service conditions etc. and administrative control of the officers/employees employed under the department,
8. Bihar State Film Development and Finance Corporation.

(v) The "**Labour Resources Department**" listed at serial number 41 and in the list of classification and distribution of works amongst the Secretariat Department of the

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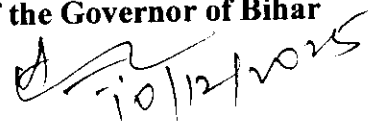
139

First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be renamed as "**Labour Resources and Migrant Workers Welfare Department.**" As a result of Creation of the new Departments functions allocated to the serial number 41- "**Labour Resources and Migrant Workers Welfare Department** of the First Schedule of the Rules of Executive Business, Bihar, 1979 (as amended from time to time) shall be deleted and the updated allocated functions shall be as follows:-

1. Posts and Telegraphs, Telephones and Wireless
2. Regulation of labour and safety measures for the labourers working in mines.
3. Emigration, Immigration and Inter-State Migration.
4. Wages of Labour
5. Compilation of all kinds of data relating to labour and labourers.
6. All work relating to Trade Unions and the office of the Labour Commissioner
7. Strikes and Industrial and Labour Disputes
8. Welfare of Labour including conditions of work, provident fund, employer's liability, workmen's compensation, invalid pension and maternity benefit.
9. Boilers
10. Employees State Insurance Scheme
11. Secretariat Canteens
12. Control over all the officers employed in the Department
13. Control over all buildings under occupied by the Department
14. Plans relating to the welfare of Labourers.

(3) As a result of the creation of new departments, all actions related to the creation/upgradation/downgrading/transfer of posts under them will be carried out by the General Administration Department in coordination with the concerned departments, and the budget allocation will be made by the Finance Department, while the provision of buildings and offices will be handled by the Building Construction Department.

By order of the Governor of Bihar

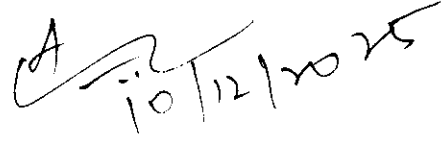
  
10/12/2025

(Arvind Kumar Chaudhary)

Additional Chief Secretary to the Government

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Copy forwarded to Principal Secretary to the Hon'ble Governor/Principal Secretary to the Hon'ble Chief Minister/Chief Secretary, Bihar/Development Commissioner, Bihar/Chairman-cum- Member, Board of Revenue, Bihar/All Private Secretary to the Hon'ble Ministers of Bihar/All Additional Chief Secretary/Principal Secretary/Secretary /Heads of the Departments, Govt. of Bihar for information and necessary action.

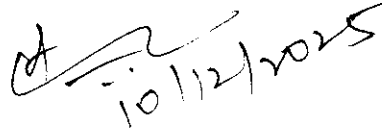
  
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10/12/2025

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