

## **Particulars of Organisation**

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The organisational set up of Lt. Governor's Secretariat is broadly divided into two main divisions

- Secretariat Wing
- Household Wing

The Lt. Governor's Secretariat is headed by the Secretary to the Lt. Governor, who is the Administrative Secretary of the Secretariat as well as the Head of the Department vested with statutory administrative & financial powers as laid down in the respective Rules. As a special dispensation he is also vested with the powers of Lt. Governor in matters relating to creation of posts, meeting contingent expenditure etc.

Assisting him in the Secretariat functions is the Private Secretary to Lt. Governor. The Private Secretary to Lt. Governor is vested with the powers of Head of Office and is directly in-charge of the superintendence of the functioning of the Secretariat as well as the Household notwithstanding his duties of preparing speech materials and messages for Hon'ble Lt. Governor.

The Protocol and security of Hon'ble Lt. Governor and Raj Nivas are vested with the ADC to Lt. Governor. An Additional ADC assists him.

The Household wing attends to the hospitality of Hon'ble Lt. Governor and the Guests and VVIPs who visit Raj Nivas. The Comptroller of House Hold is responsible for this wing as well as for the aesthetic maintenance of Raj Nivas.

The Public Grievance petitions submitted to Hon'ble Lt. Governor form a vital component of function that has interaction with the Public. To effectively monitor this, a software package has been specifically developed. The petitions submitted by the Public are forwarded to the Departments concerned and the progress is monitored using the "Petition Monitoring Software package". The information stored in the database is retrieved and the Petitioners are informed about the progress of their representation, on request

Apart from the function pertaining to Petition Monitoring System that has a direct interaction with the Public, the Lt. Governor's Secretariat operates two types of funds for the welfare of the Public

- ***Lt. Governors Discretionary Fund***

In accordance with the Rules framed by the Ministry of Home Affairs, a sum of Rs.10,000/- has been placed as a Discretionary grant at the disposal of the Lt. Governor of Pondicherry every year. Based on the request received, a grant of an amount of Rs.250/- in the case of individual and an amount of Rs.500/- in the case of institutions is made after verification of the authenticity of the claim.

- ***Lt. Governors Welfare Fund***

The Lt. Governor's Welfare Fund comes under the purview of Charitable Endowments Act, 1890. The main object of the fund is to grant relief to individuals and cultural and charitable institution in cases of privation due to natural calamities or any other cause,

to workers thrown out of employment for reasons beyond their control, to administer and apply funds for other welfare measure and to do all other things which are incidental to the above objects.

The fund is administered and managed by a General Committee with the Lt. Governor as the Chairman and Chief Secretary, Secretary (Revenue), Secretary (Welfare), Secretary to Lt. Governor as Members and Private Secretary to Lt. Governor as Member cum Treasurer.

**Address:**

RAJ NIVAS,  
LT. GOVERNOR'S SECRETARIAT,  
RANGAPILLAI STREET,  
PUDUCHERRY - 605 001

**Working Hours:**

Morning                    :: :: 8.45 A.M.  
Closing Hours            :: :: 5.45 P.M.

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**ORGANISATIONAL CHART OF LT. GOVERNOR'S SECTT.**


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