



Raj Bhavan Program Management
Governor House, Odisha, Bhubaneswar-751001, Khordha
www.rajbhavanodisha.gov.in



USER MANUAL

Raj Bhavan Program Management



Table of Contents

1	Introduction.....	3
2	Objective.....	3
3	Process.....	3
4	Timeline for Online Application & Submission.....	4
5	Application Form.....	4
5.1	Program Details	4
5.2	Organization/Applicant Details.....	5
6	How to Apply.....	6
7	Online Filling-up Application.....	6
8	Submission of Application	7
9	Track your Application Status.....	7
10	Helpdesk Support.....	8
11	Annexure-1 Sample Application (Blank) Form.....	9
12	Annexure-2 Sample Application (Filled-up) Form	10

1 Introduction

In order to streamline the requests of various organizations for presence of Hon'ble Governor (HG) in their functions / programs and to avoid last minute requests / inclusion of the program in the engagement list, a Standard Operating Procedure (SOP) has been finalized fixing the time line to process such requests with final approval by Hon'ble Governor. The SOP has been issued Raj Bhavan Odisha for public vide office order no.:560/SG, dated: 22.10.2018. The same has been widely covered print media.

For smooth implementation of the above SOP, an application software has been developed. It is named "Raj Bhavan Program Management (RBPM)".

2 Objective

The objectives of RBPM application software are as under

- a) To streamline the processing of requests of public / institutions for presence of Hon'ble Governor in their programs.
- b) To make the entire process from request to approval / regret transparent for all stake holders there by reducing anxiety and uncertainty.
- c) To reduce the repetitive work at all levels by using technology, thereby increasing efficiency.
- d) To leverage technology to provide mobile alerts and Email responses to stakeholders at appropriate intervals.
- e) To work towards complete digitation of the Program Management process in future.

3 Process

The applicant may note the following steps for applying under RBPM (i.e. to request Hon'ble Governor's presence in their program).

Step-01	<i>Website</i>	Access the Raj Bhavan Odisha website www.rajbhavanodisha.gov.in
Step-02	<i>RBPM Module</i>	Click on the RBPM banner on top right corner of the website home page OR directly one can go to www.rbpm.rajbhavanodisha.gov.in in the browser.
Step-03	<i>Read Before You Apply</i>	Download the User Manual & SOP. Go through them.
Step-04	<i>Online</i>	Apply online for seeking HG's presence in your

	Application	program. Fill in each field correctly and submit it online. Please not the Application reference Number for further query / reference.
Step-05	Offline Submission	Take a print out of the application (now barcoded), sign it and submit it along with a covering letter on your organization's letter pad at Raj Bhavan 20 days before the event / program.
Step-06	Processing at Raj Bhavan Online / Offline	Once submitted, it will be received by Raj Bhavan officials with Barcode Reader.
Step-07	SMS Alert	You will get SMS alert on Receipt or on approval / regret
Step-08	Query Your Status	You can know the status of your application by quoting your Application Reference number.

- NB: (i) Please note that One Time Password (OTP) authentication would be required before you submit your application online and when you query for your application status.
(ii) Please include copy of your Personal Proof of Identity along with barcoded signed application and covering letter while submitting physical copy to Raj Bhavan.

4 Timeline for Online Application & Submission

a)	Online Application	One can apply between 60th day to 25th day before the proposed date of the program. [For example, for a program scheduled on 15th March 2019, one can apply between 14th January 2019 to 17th February 2019. (i.e. not a day before 14th Jan 2019 and not a day after 17th Feb 2019)]
b)	Submission at Raj Bhavan	One need to ensure submission of signed online application, covering letter, copy of personal proof of identity of applicant 20 days before the proposed program in Raj Bhavan (either in Person or by post). For a program on 15th March 2019, it should be submitted by 22nd February 2019. Not a day after.

5 Application Form

The following are various field of the online application for seeking Hon'ble Governor's Presence in a Program. The application is divided in two parts i.e. (a) Program Details (b) Organization/Applicant Details

5.1 Program Details

Sl#	Items	Description
1.	Proposed Date & Time of Program	Fill-up proposed date & time of the program (When you select a date, you can number of requests already made by different organization for the same data

Sl#	Items	Description
		<i>in a pop-up box)</i>
2(a).	Program Type	Select the type of program from the drop down list
2(b).	Program Information	Name of the program for which you are seeking Governor's presence.
3.	Proposed Venue of Program	Mention the name/details of the venue proposed for the program
4.	Distance of Proposed Venue (in KM) from the District HQ	Put distance of the proposed venue of the program (in KM) from the District HQ
5.	Expected Number of Audience	Mention the number of audience is expected to attend the program
6.	Whether Hon'ble Governor had attended this event in past	If yes, mention the date of the past event that Hon'ble Governor had attended.
7.	Revenue District	Select the revenue district name where the program venue is proposed
8.	Police District	Select the police district name where the program venue is proposed

5.2 Organization/Applicant Details

Sl#	Items	Description
1.	Name of the Organization	Full name of the organization
2.	Full Address of the Organization	Full address of the organization with District, Block, Police Station, etc
3.	Name of the Applicant	Full name of the applicant applying on behalf of the Organization
4.	Designation	Designation of applicant in that Organization for which application is shout
5.	Proof of Identity	Proof of Identify of the applicant applying on behalf of the Organization. One will give (Type & Number) any one of her/his identity on ADDHAAR, Driving License, PAN
6.	Mobile Number	Mobile Number of the applicant applying on behalf of the Organization. OTP will be sent to this number only for the authentication.
7.	Email Address	Email of the applicant applying on behalf of the Organization.
8.	VIP Reference	Provide any details of the VIP (if any) for reference

6 How to Apply

- a) Open the internet browser (Internet Explorer version 9.0 and above/ Google Chrome version 70.0 and above / Mozilla Firefox version 61.0 and above)
- b) Type www.rbpm.rajbhavanodisha.gov.in the internet browser & press enter on the keyboard OR go to www.rajbhavanodisha.gov.in and click on the **Raj Bhavan Program Management** banner on the homepage.
- c) Then you will find three different links i.e. **“Download”, “Apply Online” & “Check Status”**.
- d) Click on the download link to get the User Manual & SOP in a single file
- e) You must have Mobile Number, Email Address, Identity Proof (AADHAAR / Driving License / PAN) and knowledge about the program before applying online for Governor's program.
- f) Keep with you the registered **Mobile Number** and **Email Address** for secure and smooth commencement and completion of the Hon'ble Governor's proposed program.

7 Online Filling-up Application

- a) Click on “Apply Online” button to get the online application form
- b) Enter the data in the prescribed web form step by step
- c) All the (*) mark field are mandatory to be filled up mandatorily.
- d) After filling up the online application, click on the **“Submit”** button for the next step or click **“Reset”** to fill-up again.
- e) After clicking on **“Submit”** button, a pop-up will be displayed as *“Are you sure to submit the form?”* If you desire to continue click **“OK”** other click **“Cancel”** to be in the same page.

- f) Clicking on **“OK”**, the filled in 'Application Form' will be displayed for your verification. After verification you may click on **“Edit”** to change / modify the information or click **“Confirm”** for next step, if everything is alright.

- g) After clicking on **“Confirm”** button, it will promptly ask you to enter the One Time Password (OTP) in the box provided in the screen. This is basically to authenticate your mobile number.

One Time Password (OTP)

- A six digit number will be sent to the mobile number given by you in the online application form.
- The OTP will be valid for 5 minutes.
- If you will not get the OTP within 5 minutes, then click on the resend button for the same

- h) After putting the One Time Password (OTP), click on the **“Submit”** button.
- i) Then a confirmation page will be shown in your computer screen along with the reference number (e.g. 201901001) of your online application.
- j) Please note your **Online Application Form Reference Number** for tracking your application status.
- k) Take print of the filled in online application form by clicking on **“Print”** button.

8 Submission of Application

- a) Take print of the filled in online application form (barcoded) generated from the RBPM module.
- b) Prepare a cover letter addressing to Hon'ble Governor, Odisha in your organization letter pad.
- c) Enclose the online application form (barcoded) and the photocopy of the personal identity proof details of which was given in the application while applying online.
- d) Submit duly signed application (each page of the document set) to the Security Personnel at Raj Bhavan Gate No.: 2 **OR** send by registered post/speed post/courier addressing to ADC, Raj Bhavan, Odisha Bhubaneswar, 751008

9 Track your Application Status


- a) You can track your application status by clicking on **“Check Status”** button in the RBPM home page.
- b) Then you need to put your 9-digits application reference number and the mobile number given during the online application.
- c) After putting reference number and mobile number click on **“View”** button.
- d) It will promptly ask you to enter the One Time Password (OTP) in the box provided in the screen.
- e) You can see the status of your application in the following stages
 - *Applied not Submitted at Raj Bhavan*
 - *Received & Under Process*
 - *Approved & Sent for MTM*
 - *MTM Approved*
 - *Regretted*

[MTM: Minute to Minute Program]

10 Helpdesk Support

- a) The helpdesk is intended to provide support to the applicants at the time of applying application form.
- b) The purpose of a help desk is usually to troubleshoot the problems or provide guidance about application modules for filling-up Raj Bhavan Program Management software.
- c) An expert is available for handling the queries in both functional & technical aspect of the application.
- d) Applicants can call to the **0674-**_____ during office hours on working days of Raj Bhavan, Odisha

A. PROGRAM DETAILS

1. Proposed Date & Time of Program *  --Select-- --Select--

2(a) Program Type * --Select--

2(b) Program Information * (Max 50 characters allowed)

3. Proposed Venue of Program* (Max 200 characters allowed)

4. Distance of Proposed Venue (in KM) from the District HQ *

5. Expected Number of Audience *

6. Whether Hon'ble Governor had attended this event in past * Yes No

7. Revenue District * --Select--

8. Police District * --Select--

B. ORGANIZATION / APPLICANT DETAILS

1. Name of the Organization * (Max 100 characters allowed)

2. Full Address of the Organization * (Max 200 characters allowed)

3. Name of the Applicant *

4. Designation *



5. Proof of Identity --Select-- Enter Number

Note: Please Provide Correct Information as the same would be verified with the hard copy.

6. Mobile Number * +91 (Will be validate through OTP)

7. Email Address *

8. VIP Reference (if any)

 Raj Bhavan Program Management Governor House, Odisha, Bhubaneswar-751001, Khordha www.rajbhavanodisha.gov.in		 201901066
PLEASE ATTACH THIS BARCODED APPLICATION ALONG WITH YOUR COVERING LETTER		
A. PROGRAM DETAILS		
1. Proposed Date & Time of Program	31-Jan-2019 06:00 PM	
2(a). Program Type	Annual Function	
2(b). Program Information	Annual Function of the Institute	
3. Proposed Venue of Program.	Institute Auditorium	4. Distance of Proposed Venue (in KM) from the District HQ. 2.25
5. Expected Number of Audience.	250	
6. Whether Hon'ble Governor had attended this event in past.	Yes	Date 23-Jan-2018
7. Revenue District	Anugul	8. Police District Anugul
B. ORGANIZATION / APPLICANT DETAILS		
1. Name of the Organization	Institute of Engineering & Research	
2. Full Address of the Organization	Sector-1, Angul	
3. Name of the Applicant	R.K. Tiwari	
4. Proof of Identity	Driving License	Number DL007
5. Designation	President	8. VIP Reference (if Any) NIL
6. Mobile Number	9437302000	7. Email Address gmail@gmail.com
N.B. Only covering letter without this Barcoded Application will not be entertained by Raj Bhavan, Odisha		
Date: __/__/____		Signature of Applicant
C. FOR OFFICE USE ONLY		
1. Date of Receipt of Request in Raj Bhavan (RB)		
2. In Principle Decision of RB		
3. Whether Credential Check Required		
4. Date of receipt of Credential check Report from SP / DCP / Collector in RB		
5. Date of issue of final consent to the applicant		
6. Date of receipt of Minute-to-Minute Program from Applicant		
7. Date of issue of Final MTM Program		
8. Remarks (if Any)		