



**Raj Bhavan Program Management**  
Governor House, Odisha, Bhubaneswar-751001, Khordha  
[www.rajbhavanodisha.gov.in](http://www.rajbhavanodisha.gov.in)



# **USER MANUAL**

**Raj Bhavan Program Management**



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## 1 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 digitations of the Program Management process in future.

## 2 Timeline for Online Application & Submission

a)	Online Application	One can apply minimum 20 days and maximum 60 days before the proposed date of the program.
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## 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).

<b>Step-01</b>	Website	Access the Raj Bhavan Odisha website <a href="http://www.rajbhavanodisha.gov.in">www.rajbhavanodisha.gov.in</a>
<b>Step-02</b>	RBPM Module	Click on <b>Raj Bhavan Services</b> banner on top right corner of the website home page then click on <b>“Apply” button of Raj Bhavan Program Management(RBPM)</b> <b>OR</b> directly one can go to <a href="http://www.rbpm.rajbhavanodisha.gov.in">www.rbpm.rajbhavanodisha.gov.in</a> in the browser.
<b>Step-03</b>	Read Before You Apply	“How to Apply” section to download the User Manual & SOP. Go through them properly.
<b>Step-04</b>	Online Application	“Apply online” section for seeking Hon’ble Governor's presence in your program. Fill in each field correctly and submit it online. Please note the application reference number for future reference.
<b>Step-05</b>	SMS Alert	You will get SMS alert on Submission or on Approval / Regret/ Further Query.
<b>Step-06</b>	Query Your Status	You can know the status of your application by quoting your Application Reference number in “Application Status” section.

**NB: Please note that One Time Password (OTP) authentication would be required before you submit your application online and when you check the application status.**

#### 4 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](http://www.rbpm.rajbhavanodisha.gov.in) the internet browser & press enter on the keyboard OR go to [www.rajbhavanodisha.gov.in](http://www.rajbhavanodisha.gov.in) and click on **Raj Bhavan Services** banner on top right corner of the website home page then click on **“Apply” button of Raj Bhavan Program Management(RBPM)**.
- 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) Before applying online for Governor's program, you must have Mobile Number, Email Address, Identity Proof (AADHAAR / Driving License / PAN), a cover letter in organization letter head and knowledge about the 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.

#### 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 A. PROGRAM DETAILS

Sl#	Items	Description
1.	Select Program Date Type	Two types available there- <b>Fixed Date</b> , to choose particular date of the program and <b>Flexible Date</b> , to choose a date range
2.	Proposed Date & Time of Program	Fill-up proposed date & time period of the day
3(a).	Program Type	Select the type of program from the drop down list
3(b).	Program Information	Name of the program for which you are seeking Governor's presence.
4.	Proposed Venue of Program	Mention the name/details of the venue proposed for the program
5.	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(a).	Distance of Proposed Venue (in KM) from Bhubaneswar	Put distance of the proposed venue of the program (in KM) from Bhubaneswar, Odisha
6.	Expected Number of Audience	Mention the number of audience is expected to attend the program

7.	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.
8.	Revenue District	Select the revenue district name where the program venue is proposed
9.	Police District	Select the police district name where the program venue is proposed

## 5.2 B. ORGANIZATION / APPLICANT DETAILS

Sl#	Items	Description
1.	Organization Type	Select organization type from the drop down list
2.	Name of the Organization	Full name of the organization
3.	Full Address of the Organization	Full address of the organization with District, Block, Police Station etc.
4.	Name of the Applicant	Full name of the applicant applying on behalf of the Organization
5.	Designation	Designation of applicant in that Organization for which application is shout
6.	Proof of Identity	This section available for Identity Proof details
6(a).	Identification Type	Select Identify proof type from drop down list
6(b).	Identification Number	Identity card number of selected type on point-6(a).
6(c).	Identification Document	Attach the soft copy of Identity proof here as on point-6(a) and 6(b).
7.	Mobile Number	Mobile Number of the applicant applying on behalf of the Organization. OTP will be sent to this number only for the authentication.
8.	Email Address	Email address of the applicant applying on behalf of the Organization.
9.	VIP Reference	Provide any details of the VIP (if any) for reference
10.	Upload Related Document	If any, VIP reference documents available to be uploaded here
11.	Organization's forwarding letter	Upload scan copy of Organization's forwarding letter on letter head with seal & signature

## 6 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 and Email ID.
- 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) You can take print copy of the filled in online application form by clicking on “**Print**” button for future reference.

## 7 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 as follows:
  - *Application submitted at Raj Bhavan*
  - *Application under process*
  - *Application provisionally approved*
  - *Application regretted*
  - *Application is on hold for more information*

## **8 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** (\*) Mandatory Filed

1. Select Program Date Type \*  Fixed Date  Flexible Date

2. Proposed Date & Time of Program \*  --Select--

3(a) Program Type \*  --Select--

3(b) Program Information \*  Enter here  
(Max 200 characters allowed)

4. Proposed Venue of Program\*  Enter here  
(Max 200 characters allowed)

5. Distance of Proposed Venue (in KM) from the District HQ \*  Enter here

5(a) Distance of Proposed Venue (in KM) from Bhubaneswar \*  Enter here

6. Expected Number of Audience \*  Enter here

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

8. Revenue District \*  --Select--

9. Police District \*  --Select--

**B. ORGANIZATION / APPLICANT DETAILS**

1. Organization Type \*  --Select--

2. Name of the Organization \*  Enter here  
(Max 100 characters allowed)

3. Full Address of the Organization \*  Enter here  
(Max 200 characters allowed)

4. Name of the Applicant \*  Enter here

5. Designation \*  Enter here

6. Proof of Identity \* (Note: Please Provide Correct Information as the same would be verified with the hard copy)

6(a) Identification Type \*  --Select--

6(b) Identification Number \*  Enter Number

6(c) Identification Document \*  Choose File No file chosen  
(Max 1 MB - pdf, jpg, jpeg scan copy allowed)

7. Mobile Number \*  +91  Enter here  
(Will be validated through OTP)

8. Email Address \*  Enter here

9. VIP Reference (if any)  Enter here

10. Upload Related Document   
Note: If any VIP reference documents are available, then to be uploaded here. (Max 1MB - pdf, jpg, jpeg allowed for each scan copy)

11. Organization's forwarding letter \*   
Note: Attach scan copy of Organization's forwarding letter on Letter head with seal/signature (Max 1MB - pdf, jpg, jpeg allowed for each scan copy)

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Raj Bhavan Program Management

 <b>Raj Bhavan Program Management</b> Governor House, Odisha, Bhubaneswar-751008, Khordha <a href="http://www.rajbhavanodisha.gov.in">www.rajbhavanodisha.gov.in</a>	 202212078
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**A. PROGRAM DETAILS**

1. Select Program Date Type	Flexible		
2. Proposed Date & Time of Program	28-Dec-2022 To 31 Jan 2023 ( Afternoon )		
3(a). Program Type	Annual Function		
3(b). Program Information	Peace Trust Annual Function		
4. Proposed Venue of Program.	Peace Trust Mini Stadium, Giripada	5. Distance of Proposed Venue (in KM) from the District HQ.	3.00
5.(a) Distance of Proposed Venue (in KM) from Bhubaneswar.	200.00		
6. Expected Number of Audience.	2000		
7. Whether Hon'ble Governor had attended this event in past.	No		
8. Revenue District	Angul	9. Police District	Anugul

**B. ORGANIZATION / APPLICANT DEATILS**

1. Organization Type	NGO	2. Name of the Organization	Peace Trust
3. Full Address of the Organization	At/Po-Kema, PS-Banta, District-Angul, 753129		
4. Name of the Applicant	Subrat Dash		
5. Proof of Identity	Driving License	Number	OD331908
6. Designation	Trustee	7. VIP Reference	
8. Mobile Number	6788990887	9. Email Address	peace.trust@gmail.com