

## **Mandatory Declarations Under Section 4(1)(b) of RTI Act 2005.**

### **1. About Lokayukta Organization, Its Functions And Duties.**

#### **As per Section 4(1)(b)(i)**

Lokayukta Organization is a quasi-judicial body created by virtue of Haryana Lokayukta Act, 2002 passed by the Haryana Vidhan Sabha. This Act of the State Legislature received the assent of the President of India on 6<sup>th</sup> January, 2003 and the organization formally came into being. This organization is located in the New Secretariat Building, Haryana, Near Bus Stand. Sector-17, Chandigarh.

The purpose of creation of this organization is to enquire and investigation into the allegations and grievances against public servants of Haryana State and for matters connected therewith.

### **2. Powers and Duties of the Officers and Employees of Lokayukta Office**

#### **As per Section 4(1)(b) (ii)**

##### **(i) Lokayukta**

A sitting or retired judge of the Supreme Court, sitting or retired Chief Justice and/or Judge of a high Court can be appointed as Lokayukta by the Governor of Haryana as per provisions of Haryana Lokayukta Act, 2002. Lokayukta is empowered to enquire and investigation into the allegations and grievances against public servants of Haryana State and for matters connected therewith. Any aggrieved person may submit a complaint of any grievance and any person may level allegations against any public servant as per prescribed procedure to Lokayukta. The Govt. may also make such a reference to Lokayukta. Any act or conduct of any person other than a public servant, where it is considered necessary for the purpose of any enquiry into any allegation of misconduct against a public servant, can also be enquired into by the Lokayukta. If in the opinion of Lokayukta certain complaint is not entertain-able same can be closed after applying the prescribed procedure as per relevant provision of Lokayukta Act. Lokayukta has certain powers of a Civil Court while trying a suit under Code of Civil Procedure 1908 and also section 100 of Code of Criminal Procedure 1973. The detailed mention in this respect is available in Haryana Lokayukta Act, 2002, Haryana Lokayukta (Functions, Powers, Inquiry and Investigation) Rules, 2008 and Citizen Charter of this Organization. All these documents are available in the office of Lokayukta as well as posted at this website itself. Lokayukta, being head of the organization, is also appointing authority of the staff of the organization.

**(ii) Secretary o/o Lokayukta**

The Secretary heads the Administrative wing of the Organization. Issues of extension in terms of staff posted in this organization, disposal of certain administrative issues pertaining to day to day affairs of organization are disposed of by him. He is also designated as Controlling Officer for the purpose of incurring expenditure upto certain level as per prescribed rules. He is also 1<sup>st</sup> Appellate Authority of the Organization under RTI Act 2005.

**(iii) Registrar**

.He scrutinizes the complaint as to whether same is in conformity with the provisions of the Act or the rules before the same is submitted to Lokayukta. This post is vacant for the time being.

**(iv) Deputy Secretary/Under Secretary O/o Lokayukta**

He is empowered to dispose of certain issues of administrative nature and also acts as O&M Officer, designated as such as per relevant rules of Administrative Reforms Deptt. of State Govt., to help and guide the staff posted in the office in discharge of their official duties both formally and informally. He is also State Public Information Officer under RTI Act, 2005 and acts as such accordingly.

**(v) Secretary to Lokayukta**

He assists Lokayukta in discharge of his official duties.

**(vi) Private Secretary**

Private Secretary assists his boss in discharge of his official duties.

**(vii) Personal Assistant**

A Personal Assistant helps his boss in due discharge of his official duties.

**(viii) Reader**

The Reader heads the judicial branch, scrutinizes the public complaints duly put by judicial branch and submits for the observations/orders of Hon'ble Lokayukta. He also helps Hon'ble Lokayukta during the course of hearing.

**(ix) Deputy District Attorney/Public Prosecutor**

He presents/conducts the complaint cases during the course of hearing before the Lokayukta and also gives legal opinion thereupon, if desired. This post is vacant for the time being.

**(x) Superintendent**

He heads the Administration/Establishment Branch of the Organization. He examines /supervises the cases put up to him and puts up the same to superior authorities with his comments, wherever necessary.

**(xi) Section Officer**

He supervises the Financial and Accounts matters.

**(xii) Assistant**

Assistant examines the cases at first instance, gives comments thereupon and puts up the same to superior authorities for further action/decision.

**(xiii) Senior Scale Stenographer**

.He takes dictation, transcribes the same and also maintains the movement of office documents passes through the authorities with which he is attached.

**(xiv) Translator**

He translates the official matters from English to Hindi and vice versa, as and when need so arises. For the time being this post is lying vacant.

**(xv) Typist/Data Entry Operator**

.He types the official papers and enters the data into computer as per office requirements.

**(xvi) Clerk**

. He diaries the papers reaching in the concerned branch and dispatches the papers going out of office maintaining proper record of the same. He puts up the cases to Assistant with necessary/previous records and also maintains the records of office.

**(xvii) Driver**

.He drives the official vehicle.

**(xviii) Record Supervisor**

He looks after and maintains the records of Judicial Branch relating to public complaints.

**(xix) Peon, Sweeper, Chowkidar-cum-Sweeper, Cook & Mali**

They perform their respective duties.

**INVESTIGATION SECTION**

- 1. Superintendent of Police**
- 2. Dy. Superintendent of Police**
- 3. Inspector**
- 4. Personal Assistant**
- 5. Asstt. Sub Inspector**
- 6. Head Constable**
- 7. Constable**

The duty of this section is to investigate the complaint case(s), as and when same is/are assigned to them by the Hon'ble Lokayukta.

**3. Procedure Followed in the Decision making Process, including Channels of Supervision and Accountability**

**As per Section 4(1) (b) (iii)**

All the complaint cases are put up by the judicial branch through Reader to Hon'ble Lokayukta and the same are decided by him as per provisions of the Haryana Lokayukta Act,2002 and the concerned Rules.

The administrative/Financial matters are put up the administration branch through Superintendent/Section Officer, as the case may be, and are decided by the Deputy Secretary, Secretary O/o Lokayukta and Hon'ble Lokayukta himself. Every below officer/official while submitting a certain case to the superior competent authority examines and scrutinizes the same and also offers his comments thereupon, where ever necessary. Every officer/official is accountable for the course of action of any matter that passes through his channel.

**4. Norms Set by the Organization for the Discharge of its Functions.**

**As per Section 4 (1) (b) (iv)**

All the administrative/financial matters are dealt with and decided in accordance with the relevant fundamental rules/ instructions issued from time to time by the State Government.

**5. Rules, Regulations, Instructions, Manuals and Records held by the organization or under its control or used by its employees for discharging its function.**

**As per Section 4 (1) (b) (v)**

The relevant Rules, Regulations etc. which are issued by the State Government in due course.

**6. Statement of the Categories of Documents that are held by it or under its Control.**

**As per Section 4 (1) (b) (vi)**

- i)- The Haryana Lokayukta Act, 2002 and relevant Rules that provide basically the procedure to deal with the public complaints.
- ii)- Instructions issued by the Govt. on administrative matters
- iii)- Instructions issued by the Govt. for financial matters.
- iv)- RTI Act and related rules
- v) – Relevant files as per respective subjects
- vi)- Citizens' Charter

**7. Arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

**As per Section 4(1)(b)(vii)**

At the level of this organization no such arrangements exists.

**8. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

**As per Section 4(1)(b)(viii)**

No such arrangement exists in this organization.

**9. Directory of officers and employees of this organization**

**As per Section 4(1)(b)(ix)**

Sr.No.	Name & Designation	Phone No.	
		Office	Residence
1.	Hon'ble Mr. Justice (Retd.)N.K. Sud, Lokayukta	2713996	2725221
2.	Sh. S.K. Joshi, IAS,	2701321	2560857

	Secretary O/o Lokayukta		
3.	Sh. Mange Ram Kataria Deputy Secretary	2780172	2580309
4.	Sh. Rajender Paul Secretary to Lokayukta	2713996	2562136
5.	Ms. Sushma Nanda Superintendent	2780172	
6.	Sh. Vijay Grover Section Officer	2780172	
7.	Sh.S.S. Rana, Reader	2780172	
8.	Sh. K.K. Batra Personal Assisstant to Lokayukta	2713996	
9.	Sh. Mahender Singh Saini Personal Assistant to Lokayukta	2713996	
10.	Sh. Kartar Singh Ghangash Assistant	2780172	
11.	Sh. Mohan Lal Ahuja, Assistant	2780172	
12.	Sh. Ashok Bhatnagar Assistant	2780172	
13.	Smt. Asha Lata Senior Scale Stenographer	2780172	
14.	Sh. P.C. Dogra, Record Suprvisor	2780172	
15.	Sh. Bishan Kumar Clerk	2780172	
16.	Sh. Sajjan Singh Data Entry Operator	2780172	
17.	Smt. Anita Rani Data Entry Operator	2780172	
18.	Sh. Jaibir Singh Data Entry Operator	2780172	
19.	Sh. Tej Bahadur Roka Restorer	2725221	
20.	Sh. Gian Chand Peon	2713996	
21.	Sh. Hardeep Singh Peon	2780172	
22.	Sh. Sukhvinder Singh Peon	2780172	
23.	Sh. Nand Raj, Peon	2780172	
24.	Sh. Vijay Kumar, Peon	2713996	
25.	Sh. Sushil Kumar Driver	2780172	
26.	Sh. Shiv Raj Cook	2725221	
27.	Sh. Ram Sajivan Kurma Mali	2725221	
28.	Sh. Baldev Singh Peon	2725221	
29.	Sh. Raj Pal, Sweeper	2725221	

**10. Monthly remuneration received by each of its officieirs and employees, including the system of compensation- as provided in its regulations;**

**As per Section 4(1)(b)(x)**

Pay structure applicable to officers/officials of this organization is as under:-

Sr.No.	Post	Pay Band/Scale+Grade Pay+Spl. Pay
1.	Hon'ble Lokayukta	80000/-fixed +12000-Sumptuary allowance
2.	Secretary O/o Lokayukta	PB-4 37400-67000+10000
3.	Registrar	As applicable to Distt. & Sessions Judge/Additional Distt. & Sessions Judge
4.	Deputy Secretary	PB-3- 15600-39100+7600+400
5.	Secretary to Lokayukta	PB-3 -15600-39100+6000+400
6.	Public Prosecutor/DDA	PB-2 9300-34800+5400
7.	Superintendent	PB-2-9300-34800+5400+200
8.	Section Officer	PB-2 9300-34800+4600+100
9.	Reader	PB-2-9300-34800+4200+200
10.	Personal Assistant	PB-2-9300-34800+4200
11.	Assistant	PB-2-9300-34800+3300+60
12.	Senior Scale Stenographer	PB-2-9300-34800+3300+60
13.	Translator	PB-2- 9300-34800+3200
14.	Record Supervisor	PB-1 5200-20200+1900+30
15.	Clerk	PB-1 5200-20200+1900+40
16.	Data Entry Operator	PB-1 5200-20200+1900+30
17.	Restorer	PB-1 5200-20200+1900+30
18.	Peon	1S 4440-7440+1300+30
19.	Sweeper	1S 4440-7440+1300+30
20.	Chowkidar-cum-Sweeper	1S 4440-7440+1300+30
21.	Driver	PB-1 5200-20200+2400+300
22.	Cook	1S-4440-7440+1650+30
23..	Mali	1S 4440-7440+1300+30
<b>INVESTIGATION SECTION</b>		
1.	Supdt. of Police	PB-3 15600-39100+6400
2.	Dy. Supdt. of Police	PB-2 9300-34800+5400
3.	Inspector	PB-2 9300-34800+4600
4.	Personal Assistant	PB-2 9300-34800+3600+150
5.	Assistant Sub-Inspector	PB-1 5200-20200+2800
6.	Head Constable	PB-1 5200-20200+2400
7.	Constable	PB-1 5200-20200+2000

- Lokayukta is allowed cost of two hundred liters of diesel as re-imbusement for the use of his official car per month.
- Secretary to Lokayukta and Personal Assistants are allowed conveyance allowance @ Rs. 150/- p.m.
- Every Class-IV employee is allowed Rs.100/- as Conveyance Allowance and Rs.240/- as Washing Allowance per month.
- Dearness Allowance is allowed to every regular employee as per rate applicable by the Govt. time to time. Rates of Dearness Allowance are announced by the Govt. that take effect January and July every calendar year.
- House Rent Allowance is allowed @ 20% of basic pay to those regular Govt. employees who are not having Govt. accommodation.
- Medical Allowance is allowed @ Rs.500/- per month to every regular Govt. employee.
- The officials engaged through Hartron and on the basis of Outsourcing Policy of the State Govt. are paid relevant Hartron rates and prevailing Daily Wages rates respectively. Apart from it the officers/officials

engaged on re-employment/contractual basis are paid the respective emoluments as may be sanctioned by the State Govt.

**Compensation.**

The employees are compensated under the compensation scheme of State Govt. namely "Haryana Compassionate Assistance to Dependents of Deceased Government Employees Rules, 2006".

**11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULAR OF ALL PLANS, PURPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;**

**As per Section 4 (1) (b) (xi)**

There is no agency/field office etc. of this organization. This organization is a composite unit and the budget allocated to it by the State Finance Deptt. for the financial year 2010-11 is as under:-

<b>Major Head "2070-Other Administrative Services-105-Special Inquiry Commission Lokayukta</b>	
Salary	64,33,000/-
Wages	3,60,000/-
D.A.	32,30,000/-
T.E.	1,40,000/-
O.E.	7,20,000/-
M.V.	90,000/-
P.O.L.	1,80,000/-
R.M.C.	2,00,000/-
L.T.C.	4,00,000/-
I.T.(Computerisation)	50,000/-
Total	1,17,93,000/-

**12. The Manner of Execution of Subsidy Programmes, Including the Amounts Allocated and the Details of Beneficiaries of Such Programmes.**

**As per Section 4 (1) (b) (xii)**

No such programme is executed by this organization.

**13. Particulars of Recipients of Concessions, Permits or Authorizations Granted by this organization.**

**As per Section 4 (1) (b) (xiii)**

As per Proviso of Rule 4 of Haryana Lokayukta (Functions, Powers, Inquiry and Investigation) Rules, 2008 Lokayukta may, on an application made by the complainant in his discretion waive the requirement of payment of fee in appropriate cases.

The details of recipients of this concession/facility are as under:-

Sr.No.	Name & Address of the complainant/recipient	Complaint No.
1.	Sh. Suraj Mal, S/o Sh. Munshi Ram Jogi, R/o Village Nara Khass, Distt. Panipat.	91/2008
2.	Sj. Jai Bhagwan son of Late Sh. Brahmatt, V&PO Kharkari Suhan, Tehsil Tosam, Distt. Bhiwani.	105/2008
3.	Sh. Tara Chand, S/o Sh. Chandgi Ram Vill. P.O. Singla Boot House, Tosam, distt. Bhiwani.	107/2008
4.	Sh. Ajad S/o Sh. Jugti Ram V&PO Kherkheri Suhan, Tehsil-Tosam Distt. Bhiwani	108/2008
5.	Sh. Deep Chand S/o Sh. Chunni Lal, Village Rojhuwas, P.O. Rodia, Block Jatu Sana, Distt. Rewari.	130/2008
6.	Sh. Budhu Ram, S/o Sh. Mangu Ram, R/o Vill./Kheri Raiwali, P.O. Baraut, Sub-Tehsil Dand, Distt. Kaithal	141/2008
7.	Sh. Shiva Nand Shajlayan, Asst. Retd./(Pensioner) S/o Late Sh. Ram Singh, Village Khaparwas, P.O. Matanhail, Distt. Jhajjar	15/2009
8.	Sh. Rajesh s/o Sh. Phool Singh, Resident of village Jevli, Tehsil Charakhi Dadri, District Bhiwani.	33/2009
9.	Sh. Suraj Mal s/o Munshi, resident of village Nara, Panipat	37/2009
10.	Smt. Sarti Devi, W/o Late Sh. Bani Singh, Village Mokhara, Distt. Rohtak	69/2009
11.	Sh. Rav Rattan Singh Yadav, S/o Sh. Baldev Singh Yadav, R/o Vill. Balawas Ahir, P.O. Bodiya Kamalpur, Teh & Distt. Rewari.	118/2009
12.	Shri Ramesh, S/o Sh. Bhai Ram, VPO Karoli, Distt. Rewari.	132/2009
13.	Sh. Dalip Singh, S/o Sh. Baru Ram, R/o Vill. Bhartana, Sub Tehsil Pillokhera, Distt. Jind.	138/2009
14.	Sh. Dalip Singh, S/o Sh. Baru Ram, R/o Vill. Bhartana, Sub Tehsil Pillokhera, Distt. Jind.	149/2009
15.	Sh. Hari Ram, S/o Sh. Kishori Lal, R/o Village Bhirtana, Sub-Tehsil Pillukhera, Distt. Jind.	46/2010
16.	Sh. Ishwar Singh, S/o Sh. Harji Ram, R/o Village Dharan, P.O. Dharan, Tehsil Bawal, Distt. Rewari.	84/2010
17.	Sh. Dayanand Parashar, S/o Sh. Niwas, R/o Sahuwas, P.O. Fatehgarh, Distt. Bhiwani.	88/2010
18.	Sh. Dayanand Parashar, S/o Sh. Niwas, R/o Sahuwas, P.O. Fatehgarh, Distt. Bhiwani.	89/2010
19.	Sh. Dayanand Parashar, S/o Sh. Niwas, R/o Sahuwas, P.O. Fatehgarh, Distt. Bhiwani.	90/2010
20.	Smt. Tarawati, Widow of Tej Pal, R/o Mandhiya Khurd, Tehsil & Distt. Rewari.	92/2010

**14. Details in respect of the Information, available to or Held by Organization Reduced in an Electronic Form.**

**As per Section 4 (1) (b) (xiv)**

All the necessary information as mandated by Section 4 (1) (b), Haryana Lokayukta Act, 2002-the statute originating this organization, Haryana Lokayukta (Functions, Powers, Inquiry and Investigation) Rules, 2008- the rules made under the Lokayukta Act for better working of organization, Citizens' Charter and all the follow-up informations in respect of complaints filed in this organization are available on its official website. The complaint follow-up is periodically updated also.

**15. The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

**As per Section 4 (1) (b) (xv)**

A citizen may receive any of the informations as may be given under the provisions of RTI Act 2005 under any of the prescribed modes.

No library or reading room is available in the office.

**16. The Names, Designations And Other Particulars Of The Public Information Officers.**

**As per Section 4 (1) (b) (xvi)**

Sr.No.	Name & Designation	Office Address	Phone No.	
			Office	Residence
1.	Ms. Sushma Nanda, Superintendent, Assistant State Public Information Officer.	4 <sup>th</sup> Floor, New Sectt. Building, Haryana, Near Bus Stand, Sector-17, Chandigarh.	2780172	--
2.	Sh, Mange Ram Kataria, Deputy Secretary,  State Public Information Officer	4 <sup>th</sup> Floor, New Sectt. Building, Haryana, Near Bus Stand, Sector-17, Chandigarh.	2780172	2580309
3.	Sh. S.K. Joshi, IAS Secretary o/o Lokayukta  1 <sup>st</sup> Appellate Authority	O/o Director, Industrial Training & Vocational Education, Haryana, 1 <sup>st</sup> Floor, 30 Bays Building, Sector-17, Chandigarh.	2701321	2560857

**17. Any other information.**

**As per Section 4 (1) (b) (xvii)**

The status/follow-up of the complaint cases is periodically updated on the official website of the organization.