

Section 4(1)(b)(i)

The particulars of functions & duties in the office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.

Name of the office – Office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai

Address – New Administrative Building, 1st Floor, Madam Cama Road, Mumbai-400032.

Head of the Office – Registrar

Parent Govt. Dept. – General Administration Department

Reporting to which authority – The Governor of Maharashtra.

Jurisdiction – Geographical - Whole of the State of Maharashtra

Jurisdiction - Functional - Investigation of complaints against the public servant as defined in Section 2(k) of the Maharashtra Lokayukta and Upa-Lokayuktas Act 1971 and to function within the jurisdiction as specified in Section 7, 8 and 21 of the said Act. Similarly, the additional functions in relation to redressal of grievances and eradication of corruption conferred on the Lokayukta / Upa-Lokayukta by the Governor of Maharashtra as per the provisions of Section 17(1), (2) and (3) of the said Act.

Objectives –

- (1) Investigation of administrative action taken by or on behalf of the Government of Maharashtra or certain public authorities in the State of Maharashtra in certain cases and for matters connected therewith.
- (2) Also to remove general discontent among the people and provide a prompt sense of satisfaction and to ensure public confidence in the efficiency and integrity of the public services.

Scope - As specified in Section 2(k) and Sections 7, 8, 17 & 21 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971.

Functions – The functions of the Lokayukta and Upa-Lokayukta are laid down in Section 10, 11, 12 and 17 of the said Act.

**Organisations structural Chart at each level-
Give linkage of jurisdiction & Address, Tel. No. & Office Timings -**

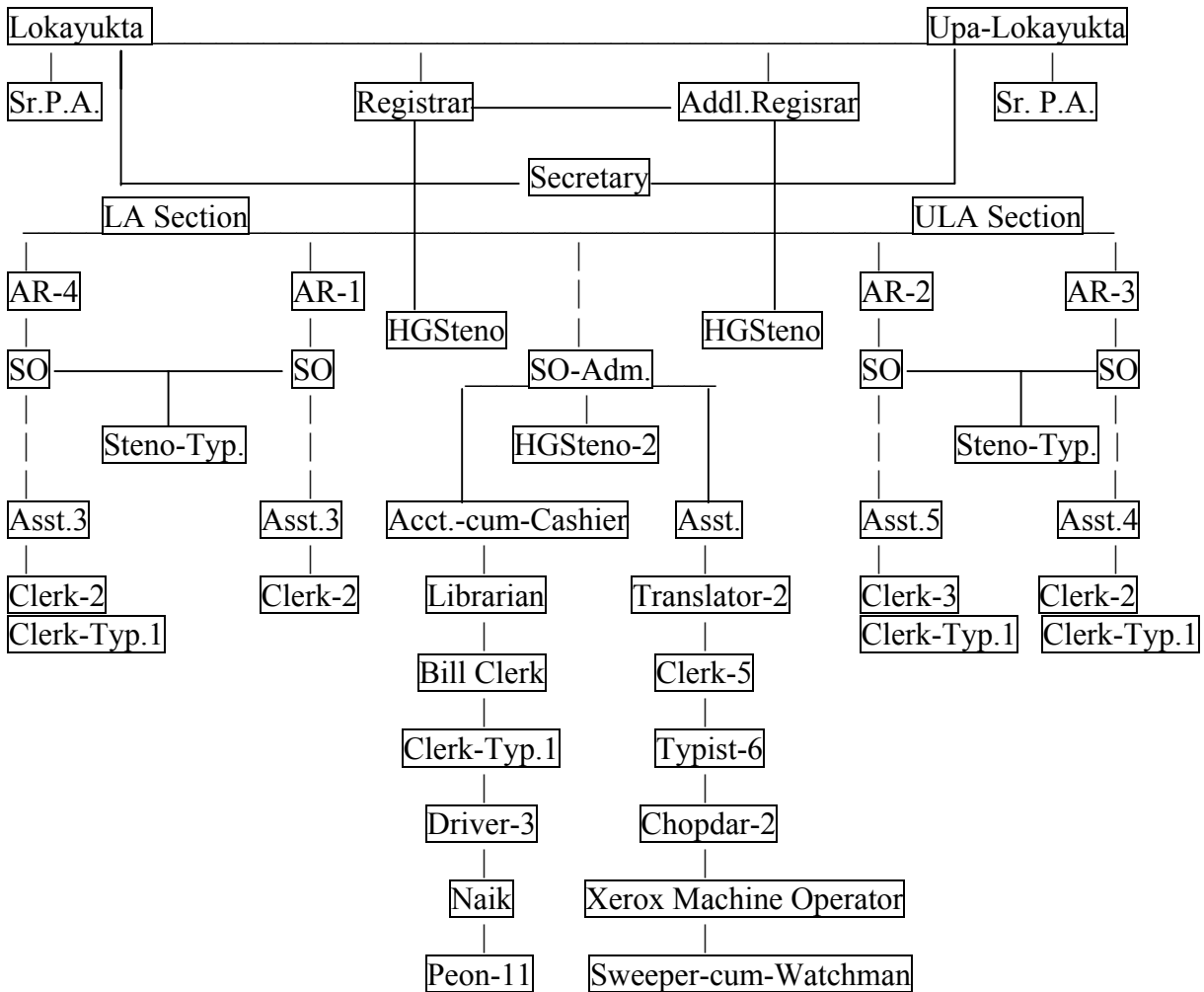
Address : Office of the Lokayukta and Upa-Lokayukta, New Administrative Building, 1st Floor, Madam Cama Road, Mumbai-400 032.

Tel.No. 2202 4540

Office Timings : 10.00 a.m. to 5.45 p.m.

Weekly holidays - All Sundays and 2nd and 4th Saturdays of each month.

ORGONOGRAM



Section 4(1)(b)(ii) format A

The powers of officers & employees in the office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.

A

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/orders/GRs./circulars	Remark
1	Registrar	Financial powers	Finance Department, Government Resolution No.DFP-1076/1217/713/GEN-5, dated 20.11.1976 and Bombay Financial Rules, 1959.	

B

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
1	Additional Registrar	Administrative powers	General Administration Department, Government Resolution, No.एलपीएल-४१९५/प्र.क्र.५९/पंघरा, dated 31 st January, 1997.	

C

Sr. No.	Designation	Powers of Civil Court	Under which legislation/rules/orders/GRs./circulars	Remark
1	Lokayukta	Powers of the civil court for the purpose of investigation of complaints.	Under Section 11(2) of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971	
2	Upa-Lokayukta	- do -	- do -	

D

Sr. No.	Designation	Powers – Judicial	Under which legislation/rules/orders/GRs./ circulars	Remark
1	Lokayukta	Any proceeding before the Lokayukta/ Upa-Lokayukta shall be deemed to be judicial proceedings within the meaning of Section 193 of the Indian Penal Code.	Under Section 11(3) of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971	
2	Upa-Lokayukta	- do -	- do -	

Section 4(1)(b)(ii) format B

The duties of officers and employees of the Office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.

1. **Registrar -** He is the Head of the Department.
 - (1) He deals with all legal matters and to give legal opinion as and when the Lokayukta / Upa-Lokayukta directs.
 - (2) To accord sanction to all the financial matters as per the powers conferred upon him under the Bombay Financial Rules 1959.
 - (3) To decide the following complaints by virtue of powers delegated to him under Section 19 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971.
 - (1) The power to decide not to investigate a complaint or a grievance in respect of the matters covered under Section 8 or Section 21 of the above said Act (the power under the proviso to Section 8(1)(b) of the said Act does not stand delegated.)
 - (2) The power to decide not to investigate applications which are not capable of enquiry for want of adequate details such as for instance, full details of the name and address and identity of the complainant or the public servant, if any, complained against, details regarding the nature of the grievance as also the power not to commence investigation of complaints which are addressed in routine to several authorities in the form of cyclostyle or xerox applications or are unsigned and complaints which on the face of the record are seen to be pseudonymous and also only make general / non specific allegations.
 - (3) The power to call for reports from the Competent Authorities in regard to claims relating to retired Government Servants, retired Municipal Corporation employees, retired Zilla Parishad employees, retired teachers including teachers in Zilla Parishads and in grant in aid institutions, wherever the complaint involves a grievance of routine delay in the settlement of the claim but where there are no allegations of malafide against any public servant or to send such complaints in the first instance to concerned competent authorities for disposal.

- (4) The power to call for reports from the competent authority on the complaint relating to land record and revenue records and land acquisition matters involving a grievance of delay or lack of prompt action on the part of the Revenue Authorities / Land Record Authorities but there are no allegations of malafide against any public servant or to send such complaints in the first instance to concerned competent authorities for disposal.

- (5) The power to exercise discretion to send complaint which are not entertainable, under –
 - (1) above all complaints where it is felt that the appropriate authorities should first look into the matter, to such authorities for disposal or for action as deemed fit and proper.
After reports are received, however, the power to take a final view in regard to the cases is not delegated except where it is clearly established that the claim has been settled and the grievance is redressed.
 - (2) Likewise the power is not delegated in respect of cases, where deliberate delay or malafide is alleged against the authorities or public servants concerned.

- (4) To dispose of the appeals as First Appellate Authority under Section 19(1) of the Right to Information Act, 2005.
- (5) To distribute fresh complaints filed in the office.
- (6) To supervise over all and ensure efficient working of the office.

2. Additional Registrar -

- (1) He deals with all administrative matters as per the General Administration Department, Government Resolution No.एलपीएल-४१९५/प्र.क्र.५९/पंथरा, dated 31.01.1997.
- (2) To decide the following complaints by virtue of powers delegated to him under Section 19 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971.
 - (1) The power to decide not to investigate a complaint or a grievance in respect of the matters covered under Section 8 of the Act or Section 21 of the above said Act (the power under the proviso to Section 8(1)(b) does not stand delegated.)
 - (2) The power to decide not to investigate applications which are not capable of enquiry for want of adequate details such as for instance, full details of the name and address and identity of the complainant or the public servant, if any, complained against, details regarding the nature of the grievance as also the power not to commence investigation of complaints which are addressed in routine to several authorities in the form of cyclostyle or xerox applications or are unsigned and complaints which on the face of the record are seen to be pseudonymous and also only make general / non specific allegations.
 - (3) The power to call for reports from the Competent Authorities in regard to claims relating to retired Government Servants, retired Municipal Corporation employees, retired Zilla Parishad employees, retired teachers including teachers in Zilla Parishads and in grant in aid institutions, wherever the complaint involves a grievance of routine delay in the settlement of the claim but where there are no allegations of malafide against any public servant or to send such complaints in the first instance to concerned competent authorities for disposal.
 - (4) The power to call for reports from the competent authority on the complaint relating to land record and revenue records and land acquisition matters involving a grievance of delay or lack of prompt action on the part of the Revenue Authorities / Land Record Authorities but there are no allegations of malafide against any public servant or to

send such complaints in the first instance to concerned competent authorities for disposal.

(5) The power to exercise discretion to send complaint which are not entertainable, under –

(1) above all complaints where it is felt that the appropriate authorities should first look into the matter, to such authorities for disposal or for action as deemed fit and proper.

After reports are received, however, the power to take a final view in regard to the cases is not delegated except where it is clearly established that the claim has been settled and the grievance is redressed.

(2) Likewise the power is not delegated in respect of cases where deliberate delay or malafide is alleged against the authorities or public servant concerned.

- (3) To dispose of the appeals as First Appellate Authority under Section 19(1) of the Right to Information Act, 2005.
- (4) To prepare Annual Consolidated Report of the Lokayukta and Upa-Lokayukta.
- (5) To assist the Lokayukta at the time of hearing of the cases whenever required and to draft recommendations / special reports.
- (6) To ensure punctual attendance of the members of the staff and officers.
- (7) To discharge the duties and functions of the Registrar whenever required.

3. Assistant Registrar - There are two Assistant Registrars each in the Lokayukta and Upa-Lokayukta Section.

- (1) To examine and note upon the notes and proposals put up by the Section Officers and Noting Assistants on complaints for orders of the Lokayukta / Upa-Lokayukta.
- (2) To check up and approve D.O. letters to be issued to the officers and to sign the notices and intimations prescribed under The Maharashtra Lokayukta and Upa-Lokayuktas Rules, 1974.
- (3) To attest the affidavits of the parties to be filed in this office.

- (4) To assist the Lokayukta / Upa-Lokayukta at the time of hearing of the complaints.
- (5) To review the old cases of his unit and put up proposals for orders of the Lokayukta / Upa-Lokayukta.
- (6) To attend the members of the public seeking guidance or information and the complainants and officers visiting the office for hearing.
- (7) To select the worth mentioning closed cases with the help of Section Officer and Noting Assistant for inclusion in the Annual Report and to ensure that the summaries of those cases are prepared and kept in separate file.
- (8) To examine and process the reports submitted for further orders received from the Anti Corruption Bureau.
- (9) One Assistant Registrar each from the Lokayukta and Upa-Lokayukta Section has been designated as Public Information Officer. They discharge the duties of Public Information Officer under the Right to Information Act, 2005.

4. Secretary -

- (1) To look to all the personal matters of the Lokayukta and Upa-Lokayukta.
- (2) He shall be in charge of all the personal files of the Lokayukta.
- (3) To look into the maintenance and arrangement of cars and drivers for the Lokayukta and Upa-Lokayukta.
- (4) To attend the visitors calling on the Lokayukta.
- (5) To assist the Lokayukta at the hearing at Camp Office.
- (6) In addition, to perform such other duties as may be assigned by the Lokayukta and Upa-Lokayukta from time to time orally or in writing.
- (7) At present he discharges duties and functions of Drawing and Disbursing Officer.

5. Senior Personal Assistant - There are two posts of Senior Personal Assistant. One Senior Personal Assistant is attached to the Lokayukta and other one is attached to the Upa-Lokayukta.

- (1) To assist the Lokayukta / Upa-Lokayukta at the time of hearing conducted in the office and at Camp Office.

- (2) To take dictation from the Lokayukta / Upa-Lokayukta.
- (3) Any other work assigned and directed by the Lokayukta / Upa-Lokayukta.
- (4) To discharge the duties and functions of the Secretary in his absence.

6. Section Officer - There are two Section Officers for each of the Lokayukta and Upa-Lokayukta Section. One Section Officer is for establishment branch of this office.

- (1) In the day to day work, he shall guide the Assistants and Clerks in his section, whenever necessary.
- (2) To supervise and ensure efficient working in his section.
- (3) To see the punctual attendance to the duties by the staff of his section.
- (4) To see the fresh complaints and references given to him and to the Assistants are processed promptly and at any rate within 15 days.
- (5) To prepare and submit the monthly balance sheet assistant-wise in the prescribed format to the Assistant Registrar and onwards and to the Lokayukta / Upa-Lokayukta.
- (6) To examine the interim reports put up by the Assistants in the cases and to issue directions.
- (7) To maintain register of files and documents received from the various departments of the Government, Offices and Institutions.
- (8) To assist and guide the complainants and public.
- (9) To note in the table diary the cases fixed for hearing and to see that the intimations are sent to the parties concerned well in advance.
- (10) To see as soon as the first orders are passed, the gist of the complaint is entered in the complaint register by the Noting Assistants or Clerk concerned and after the case is finally disposed of, the final orders are also entered in the complaint register.
- (11) To check and approve the draft letters to the complainant, authorities put up by the Noting Assistants.
- (12) To examine the fresh complaints allotted to him and put up to the Additional Registrar / Registrar in the case of grievances and to the Lokayukta / Upa-Lokayukta in the case of allegations and also to process the reports of the cases which are dealt with by him.

- (13) To check up the classification of papers of the closed cases done by the Noting Assistants and endorse a certificate in the prescribed format and the classified papers are transmitted to the Record-Keeper.
- (14) To see that each Assistant prepares balance sheet of the cases of his table and submits it at the end of every month.
- (15) To maintain common balance-sheet of his section showing the position of the receipt and disposal of the new complaints and references.
- (16) To maintain a Register showing the total disposal – actionwise and fresh institution – departmentwise as required for the Annual Report.
- (17) To see the summaries of cases selected for Annual Reports are prepared and submitted to the Assistant Registrar. To see that every office register, diary or book of his section is regularly and properly maintained and every official paper is kept in the cupboard.
- (18) To perform such other duties as may be assigned by the higher officers.

Section Officer of Establishment Branch – He deals with various matters falling under the following categories with the guidance from the Additional Registrar / Registrar :-

Office establishment, personal matters, stationery and dead stock articles, budget estimates and watching expenditure, compliance with the Government circulars, LAQs and LCQs and maintenance and upkeep premises, machines, furniture and dead stock articles and stationery etc. In particular, his duties includes –

- (1) To ensure maintenance of register and files.
- (2) To report to the Additional Registrar whenever there is a vacancy and to take steps to invite list of suitable candidates from the concerned authorities.
- (3) To maintain D.C. roaster and to arrange for their test and selection for recruitment of suitable candidates under the directions of the Additional Registrar and to plan and make arrangements for holding departmental examination.
- (4) To maintain gradation list as approved by the Lokayukta / Upa-Lokayukta.
- (5) To process representation of various members of the staff for suitable orders.
- (6) To look to the requirements of the officers and the members of the staff in the matter of discharge of official duties such as supply of necessary stationery.

- (7) To maintain Muster Roll and Late Muster Roll and account of leave of officers/staff and to process and put up for orders, the application for casual leave, earned leave, half pay leave and also to report absence without leave and seek appropriate orders. To process the applications for advances by officers and members of the staff for G.P.F., C.P.F. and advances from the Government on various occasions.
- (8) To take steps for repair and maintenance of typewriters, computers, watches, water cooler, fax machine, Xerox machine and air conditioner etc. and for purchase of new furniture and other articles required for use in the office.
- (9) To prepare annual budget estimates and 4 monthly, 8 monthly budget and 9 monthly revised budget estimates with the help of staff working under him.
- (10) To prepare and submit various prescribed returns to the Government.
- (11) To supervise the disposal of waste papers and newspapers.
- (12) To look to the requirements of the Lokayukta / Upa-Lokayukta.
- (13) To prepare draft list of holidays. To look to the compliance of audit objections.
- (14) To prepare in time, papers for pension, gratuity and all other terminal benefits to the employees/officers.
- (15) To seek orders for membership for Group Insurance Scheme.
- (16) To supervise maintenance of the register of stationery and list of dead stock articles. To supervise and look to the maintenance of inward and outward registers and work of despatch and account of service postage stamps.
- (17) To perform other miscellaneous duties assigned to him by the Additional Registrar / Registrar.
- (18) To check the dead stock in accordance with the dead stock register and to certify to that effect in the month of January of every year.
- (19) In case of any discrepancy, to place the matter before the Additional Registrar and to seek orders for disposal of any item of dead stock, which is of no use.

7. Higher Grade Stenographer –

- 1) Every Higher Grade Stenographer shall take care of the typing machine / computer entrusted to him / her and to keep it in good order and in safe custody.
- 2) He / she shall report and take immediate steps if the machine / computer requires repairs or replacement of any part.
- 3) To take dictations of the Class-I Officers and of the Lokayukta and the Upa-Lokayukta, whenever necessary and to type the same promptly and carefully on priority basis.
- 4) Every Higher Grade Stenographer shall take up typing work whenever free and do it promptly and carefully.
- 5) Every Higher Grade Stenographer shall do any other work assigned and directed by the officer to whom he / she is attached or by the Additional Registrar / Registrar.

8. Accountant-cum-Cashier -

- (1) To supervise and manage the entire account section.
- (2)(a) He is responsible for proper and timely maintenance of Cash Book.
 - (b) Accounts of -
 - (i) General Provident Fund account of Class IV and muster list of Class III.
 - (ii) House Building Allowance,
 - (iii) Festival Advance,
 - (iv) Permanent Advance,
 - (v) Group Insurance Scheme,
 - (vi) Sumptuary allowance
 - (c) Challan Registers
 - (d) Telephone Bill Register
 - (e) Cheque Register
 - (f) Bill Registers of staff and officer
 - (g) Abstract Bill Register
 - (h) T.A. advance Bill Register etc.

- (i) Increment Register
 - (j) Appropriation Register
 - (k) Pay Bill Register
 - (l) Receipt Book of payments made to Government
 - (m) Register of Undisbursed Pay and Allowance.
 - (n) Transit Register
 - (o) Annual account of G.P.F. of Class IV employees, calculating interest thereon and issuing account slips to Class IV employees. To show the G.P.F. accounts to each of the G.P.F. account holder.
 - (p) To maintain Service Books of the staff and officers. Personal files of the Lokayukta and Upa-Lokayukta. Office copies of pay bills, contingency bills (headwise)
 - (q) Acquittance Roll, Computer data of the pay bill. Compilation of the office orders in respect of appointment, promotion, leave, retirement etc. Compilation of detailed bills about advances drawn.
- (3) To prepare and to process Gazetted Officers pay bills, T.A. bills, medical reimbursement bills etc.
- (4)(i) To verify all pay bills, contingent bills etc. prepared by Bill Clerk.
- (ii) G.P.F. account Slips of Class III, Class II, Class I and C.P.F. accounts slip of Lokayukta / Upa-Lokayukta received from the Accountant General, Maharashtra-1.
- (5) To reconcile progress of monthly expenditure and returns, monthly and quarterly returns.
- (6) To submit returns of G.P.F. accounts of Class IV.
- (7) To furnish information regarding :-
- (i) Leave accounts of employees and officers,
 - (ii) Balance in G.P.F. accounts of employees,
 - (iii) Salary income certificate,
 - (iv) Any other particulars required by office.
- (8) To bring cheques from the Pay and Accounts Officer and to deposit cheque in the bank in the account of the Drawing and Disbursing Officer.
- (9) To disburse –

- (i) Pay and Allowances and other dues to the members of the staff and officers.
 - (ii) Amounts of petty expenses, sumptuary allowances, witness allowance etc.
- (10) To effect recovery of small savings, life insurance premium, Maharashtra Mantralaya and Allied Offices Co-operative Bank Limited etc. from the members of the staff and crediting the amounts in the post office and LIC etc.
- (11)(i) To prepare professional tax statement.
- (ii) To prepare income tax statement.
- (12) To look to the requirement of Forms, Registers etc.
- (13) To perform such other duties as may be assigned to him by the Additional Registrar / Registrar orally or in writing.

9. Noting Assistants -

- (1) To receive fresh complaint marked to him / her under his / her signature in the distribution register.
- (2) To examine fresh complaint and to make under his / her signature a note with a proposal in the prescribed format for the orders of the Lokayukta / Upa-Lokayukta / Registrar / Additional Registrar which should be done at the earliest and at any rate, within 15 days of the receipt of the complaint.
- (3) To receive the references in the pending complaints under his signature in the Register maintained by the Inward Clerk.
- (4) To scrutinise / examine reports and / or references or letters and to submit a brief note on the noting sheet on the very day and, at any rate, within 15 days of the receipt thereof.
- (5) To maintain a Jantri mentioning therein datewise the number of the cases to be taken out on the respective dates.
- (6) After the orders are passed, next date for taking out the case should be put in the right hand column and the said number should be entered on the respective date in the Jantri.

- (7) To take out cases shown in the Jantri on the respective dates and to process them for the orders of the Lokayukta / Upa-Lokayukta / Registrar / Additional Registrar.
- (8) As soon as the first orders are passed in the fresh complaints, gist thereof should be entered in the Complaint Register.
- (9) To put up drafts of the letters or reminders to be issued from time to time in the pending cases.
- (10) To maintain a continuous day to day worksheet entering therein the fresh complaints as well as the references that are pending and to process the same mentioning the date of processing against the said number, on the right hand side of the Jantri.
- (11) To maintain a balance sheet of the cases and to prepare a new one at the beginning of each month in a stitched book omitting the cases disposed of in the previous month and adding the new ones received in the previous month.
- (12) To submit to the Section Officer on the last day of the month the total number of cases disposed of and of the fresh complaints received during the month.
- (13) As soon as the case is closed :
 - (1) to enter the result of the case in the complaint register;
 - (2) to take immediate steps to return the documents and files to the respective parties; and
 - (3) to classify the papers in A, B, C files and to submit the same to the Section Officer for verification.
- (14) Whenever cases are fixed for hearing and /or for discussion, the Noting Assistant shall take steps well in advance to issue notices or letters of intimation to the parties and officers to be called.
- (15) To enter the cases fixed for hearing in the table diary of the Section Officer.
- (16) To draft the summaries of the cases selected for Annual Reports and put up the drafts of the letters or reminders to be issued from time to time in the pending cases.
- (17) And to do any other work assigned or directed by the Section Officer, Assistant Registrar or Additional Registrar or Registrar.

10. Librarian -

- (1) To stamp seal of the office on the title page intermedial two or three pages inside and on the last page of the book.
- (2) To affix on the lower portion of the spine (Back) of the book, a label mentioning its Serial No.
- (3) To affix on the inside of the cover of every book, a label in the prescribed form.
- (4) To check the catalogue every two months and report having done so to the Additional Registrar / Registrar.
- (5) To report the loss of any book as soon as it is discovered.
- (6) To report every six months to the Additional Registrar / Registrar whether the books are in good condition.
- (7) To paste correction slips and make amendments in all Acts, Codes, Rules etc.
- (8) To make entries of books in both the Registers.

11. Translator -

- (1) To translate the Annual Consolidated Reports of the Lokayukta and Upa-Lokayukta.
- (2) To translate reports / correspondence whenever required in the complaint.
- (3) To perform such other duties as may be assigned by the higher officers.

12. Steno-Typist -

- (1) Every Steno-Typist shall take care of the typing machine / computer entrusted to him / her and to keep it in good order and in safe custody.
- (2) He / she shall report and take immediate steps if the machine / computer requires repairs or replacement of any part.
- (3) Every Steno-Typist shall take up typing work on an average of 3000 words per day in addition to the routine typing work given by the officer except when the officer to whom the Steno-Typist is attached certifies that he / she has sufficient work. He / she shall do the typing work promptly and carefully with due attention to neatness and decency.

- (4) Every Steno-Typist shall do any other work assigned and directed by the officer to whom he / she is attached or by the Additional Registrar / Registrar.

13. Clerk –

- (1) Complaint Registration Clerk shall maintain computerised data about the name, address of the complainant, public servant complained against and his / her name (if available), designation and name and address of his / her office / department, subject of the complaint in brief.
- (2) The Inward Clerk shall maintain an Index of the name of the complainants and a list of cases entrusted to the different Noting Assistants or Section Officers and shall mark the reference in those complaints to the respective Noting Assistants or Section Officers requiring him to put his signature or initial against the entry in the tapal distribution register.
- (3) The Clerk in the accounts section shall assist the Accountant-cum-Cashier / Bill Clerk in the preparation of bills. He shall maintain the registers etc. and shall perform such other duties assigned to him by the Accountant-cum-Cashier / Section Officer / Additional Registrar / Registrar.
- (4) A Clerk attached to a Noting Assistant or in the section to assist the Noting Assistants or Section Officers shall take out files and papers required for the references to be processed and those due to be taken out for further steps.
- (5) In the absence of the Noting Assistant, the Clerk attached to him shall continue the work of processing fresh complaints and references, wherever necessary by seeking guidance from the Section Officers or Assistant Registrar and shall bring to the notice of the Section Officer or Assistant Registrar, the fresh complaints or references more than 15 days old.
- (6) He shall handle the files or papers carefully and keep them at proper places in the cupboards.
- (7) The despatch Clerk shall maintain an account of service postage stamps in the prescribed register and get it verified every month.
- (8) He shall despatch letters on the same day after due entry in the Outward Register; - not a single letter to be left over on a day previous to a holiday – whenever necessary he may ask for help at 2.00 p.m.

- (9) He shall perform such other duties as may be assigned to him by the Additional Registrar / Registrar Orally or in writing.

14. Typist –

- (1) Ordinarily except when there is a specific order or direction from the Additional Registrar / Registrar – all Typists should sit together in the typing section.
- (2) Senior most Typist shall be the head of the typing section. He / she shall receive the entire typing work and enter the same in the “Typing Register” to be maintained in the Section. He / she shall divide the work of English and Marathi typing between the Typists equitably and get the work done efficiently.
- (3) Ordinarily a Typist is expected to type 7000 words in English or 5000 words in Marathi per day on an average whenever there is sufficient work. Every Typist shall do the work assigned to him accurately and promptly.
- (4) Every Typist should take care of the typing machine entrusted to him / her for work, and keep it in good order and in safe custody and report to the Head Typist immediately whenever he / she finds any defect needing repairs or replacement of any part.
- (5) Every Typist should do the work assigned to him promptly and carefully with due attention to neatness.
- (6) Every Typist shall perform such other duties as may be assigned to him by the Additional Registrar / Registrar orally or in writing.

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Section 4(1)(b)(iii)

The Procedure followed in the decision-making process, including channels of supervision & accountability in the office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.

NAME OF ACTIVITY – Investigation of complaints.

Related Provisions – As per the provisions of The Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971.

Name of the Act / Acts - The Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971.

Rules - The Maharashtra Lokayukta and Upa-Lokayuktas Rules, 1974.

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day1/ Day16 etc.	Authority Responsible for that activity	Remarks
1	Registration and Distribution of fresh complaints.	Within 2 working days.	Registrar/ Additional Registrar/ Registration Clerk	
2	To receive, diarise and distribute tapal.	Within 2 working days.	Inward Clerk	
3	To despatch letters / notices.	Within 1 working day.	Outward Clerk	
4	Each complaint shall be examined and put up with notes for orders of the Lokayukta or Upa-Lokayukta or Registrar or Additional Registrar (under the powers delegated to the Registrar / Additional Registrar under Section 19 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971.	Ordinarily within 15 working days.	Assistants and Section Officers	
5	The references or reports received in pending complaints shall be processed for orders of the Additional Registrar or Registrar (under the delegated powers as stated above) or Lokayukta or Upa-Lokayukta.	Ordinarily within 15 working days.	Assistants, Section Officers and Assistant Registrars.	

Section 4(1)(b)(iv) format (B)

**Time limits for the activities in the Office of the Lokayukta and Upa-Lokayukta
for discharge of its functions**

Time frame for each activity –

Sr. No.	Activity	No. of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure.
1	Scrutiny of complaints, reports and related correspondence	Ordinarily within 15 working days.	Assistants, Section Officers, Assistant Registrars, Additional Registrar and Registrar	
2	The Administrative matters of this office.	Ordinarily within 15 working days and as per the specified time limit.	Section Officer of Establishment Branch.	

Section 4(1)(b)(v) format (A)

**The rules / regulation related with the functions of the
Office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.**

The complaints / communications received in this office are dealt with as per the provisions contained in -

- (1) The Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971
- (2) The Maharashtra Lokayukta and Upa-Lokayuktas Rules, 1974
- (3) Office Manual of this office.

Section 4(1)(b)(vi)

**Statement of Categories of documents held in the Office
of the Lokayukta and Upa-Lokayukta at Mumbai.**

Sr. No.	Type of Document file/muster /register/ voucher etc	Subject	Particulars of Heading/ type in the document	Periodicity of preservation
Administration Section				
1	Register / Computerised data file	Complaint Register. It contains the details of the complainant and public servant complained against and the gist of the complaint etc.		Permanent
2	Computerised data file	N.A.Register – complaints on which no action is taken.		3 years
3	File	Appointment of employees / officers and other matters related to conditions of service.		Permanent
4	File	Departmental examinations		Permanent
5	File	Correspondence with the Govt. and other agencies in respect of office working.		Permanent
6	File	Computer Management		
7	Register	History sheets of vehicles.		
8	File	Vehicles – LA/ULA / office car		3 years
9	Books	R.C. & T.C. books		
10	Register	Office Manuals		Permanent
11	File	Appointment, conditions of service and retirement of LA/ULA, free supply of electricity, telephone bills (Land line and cell phone), purchase and supply of furniture and electronic appliances (such as Laptop etc.), medical reimbursement bills, leave matters.		
12	File	Disciplinary action, Departmental Enquiry, leave, reimbursement of medical bills, G.P.F., retirement benefits of the officers / staff.		
13	File	Advances such as HBA, Motor vehicle advance, G.P.F. advance, T.A. bills of the officers / staff.		
14	File	Gradation list of the officers and members of the staff.		
15	File	Retirement benefits of the officers and		

		members of the staff.		
16	File	Supply of uniforms, umbrellas and woolen blankets to Class IV employees.		
17	File	Select file of all subjects dealt with by establishment		
18	File	Compilation of various G.Rs., Circulars, Government orders.		
19	File	Annual budget, revised budget		
20	File	Correspondence relating to Maharashtra Right to Information Act, 2002		
21	File	Computerisation of office		
22	File	Correspondence regarding amending to the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971 and Interstate Lokayuktas Office and the Lokpal at Centre.		
23	Register	Deadstock register		
24	File	Miscellaneous correspondence		
Cash Section				
25	Register	Yearwise Cash Books, Bill Register, Transit Register, Cheque Register, Service books of all the members of the staff and officers. Abstract Bill Register, T.A. Advance Bill Register, Appropriation Register, Pay Bill Register, Receipt book of payments made to the Government, Register of undisbursed pay and allowances, Annual account of G.P.F. of Class IV employees. Acquittance Rolls.	Accountant -cum- Cashier	
26	File	Personal files of LA/ULA and Gazetted Officers, office copies of Pay-bills and office copies of Contingency bills, counterfoils of challans, Cheque Books, Pay slips, G.P.F. Accounts Book of Class IV employees, G.P.F. Account Books and Registers, Statements regarding recoveries received from Banks and LIC.	- do -	
27	Computerised data file	Yearwise computerised data about pay bills, copies of orders regarding appointment, promotions and leave, office copies of detailed bills pertaining to advances drawn.	- do -	
Library				
28	Register	Register relating to purchase of books	Librarian	
29	Register	Accession Register		
30	Booklets	Selected Annual Reports of the Lokayukta and Upa-Lokayukta and explanatory	- do -	

		memorandum of Government.		
31	File	Files pertaining to purchase of books.	- do -	
List of Books/Reports/Files with the Registrar and Additional Registrar				
32	File	Confidential reports files of all the members of staff and officers except Class IV employees.	Registrar/ Additional Registrar	
Lokayukta and Upa-Lokayukta Sections				
33	File	Yearwise pending cases from the year 1997.		Till the case is finally disposed of.
34	File	Closed cases from the year 1999		3 years
35	File	The papers of the pending and closed cases filed as per the provisions of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971 subject to the destruction of records of the cases as per the Rule 42 of the Maharashtra Lokayukta and Upa-Lokayuktas Rules, 1974.		3 years
36	File	The papers of second appeals filed as the provisions of the Maharashtra Right to Information Act, 2002		
37	Register	Register relating to monthly progressive statistical data of the pending and closed appeals.		3 years
38	Diary	Sectionwise hearing diary.		
39	Jantri	Jantri of the pending and closed cases maintained by each Assistant.		
40		Monthly statistics of pending and closed cases maintained by each Assistant.		
41		Worksheet of each of the Clerk	Clerk	
42		Actionwise and departmentwise statistical data in prescribed format of the cases allotted to Lokayukta and Upa-Lokayukta Section.		

Section 4(1)(b)(ix)

Directory of the officers & employees & their monthly remuneration in the office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.

Sr. No.	Designation	Name of the officers/ employee	Cadre	Date of Joining the post	Contact Details Ph / Fax / E-mail
1	Lokayukta	Justice G.D. Patil		27.01.2004	Ph. 22023822 Fx. 22024540
2	Upa-Lokayukta	Shri Suresh Kumar		14.06.2004	Ph. 22024503 Fx. 22024540
3	Registrar	Shri D.N.Bhargande	Class-I	15.01.2002	Ph. 22024540 Fx. 22024540
4	Additional Registrar	Shri S. T. Rane	- do -	01.03.2005	Ph. 22852901 Fx. 22024540
5	Assistant Registrar	Shri R.J.Patil	- do -	19.09.2001	22835600
6	Assistant Registrar	Shri C.D.Aurangabadkar	- do -	31.03.2004	22824358
7	Assistant Registrar	Shri G. L. Gosavi	- do -	01.06.2004	22824358
8	Assistant Registrar	Shri A. G. Sakpal	- do -	31.08.2005	22835600
9	Secretary	Mr. P.V.Kadam	- do -	01.07.1997	22023822
10	Senior Personal Assistant	Mrs. R.A.Deshpande	- do -	16.03.2002	22024503
11	Senior Personal Assistant	Mr. P.K.Naukudkar	- do -	16.03.2002	22024540
12	Section Officer	Mr. N.S.Barate	Class-II	01.10.2001	22852901
13	Section Officer	Mr. S.B.Daware	- do -	01.10.2003	22835600
14	Section Officer	Mr. S.R.Chavan	- do -	31.03.2004	22824358
15	Section Officer	Mr. D.C.Deulkar	- do -	01.06.2004	22824358
16	Section Officer	Vacant	- do -	-	22835600
17	Higher Grade Stenographer	Mrs. D. D. Jadhav	Class-III	01.07.1997	
18	Higher Grade Stenographer	Mrs. A.T.Patil	- do -	01.07.1997	
19	Higher Grade Stenographer	Mr. S.M.Patil	- do -	17.11.1997	
20	Higher Grade Stenographer	Vacant	- do -	-	
21	Accountant-cum-Cashier	Mr. V.K.Borade	- do -	01.06.2004	
22	Assistant	Mrs. A.A.Deshpande	- do -	17.11.1995	
23	Assistant	Ms. R.V.Palwankar	- do -	01.08.1996	
24	Assistant	Mrs. N.N.Tare	- do -	01.11.1996	
25	Assistant	Mr. N.R.Shirodkar	- do -	26.02.1997	
26	Assistant	Mr. J.V.Jadhav	- do -	14.01.1998	
27	Assistant	Mr. S.K.Chavan	- do -	02.03.1993	
28	Assistant	Mrs. S.P.Thakur	- do -	01.09.1999	
29	Assistant	Mrs. A.M.Rao	- do -	01.03.1994	
30	Assistant	Mr. U.M.Kamble	- do -	05.08.1996	
31	Assistant	Mr. P.P.Padhye	- do -	01.09.1998	
32	Assistant	Ms. S.S.Pandit	- do -	03.10.2001	
33	Assistant	Mr. L.S.Sawant	- do -	01.10.2003	
34	Assistant	Mrs. S.S.Sankhe	- do -	31.03.2004	
35	Assistant	Mr. P.S.Patil	- do -	01.06.2004	
36	Assistant	Mrs. M. S. Jatkar	- do -	01.07.2004	
37	Assistant	Vacant	- do -	-	
38	Translator	Mrs. M.M.Mungekar	- do -	28.01.1997	
39	Translator	Mr. N.H.Dhuri	- do -	01.07.1997	
40	Librarian	Mrs. V. N. Shirodkar	- do -	01.07.2004	
41	Steno – Typist	Mr. N.S.Rajgole	- do -	05.12.2003	
42	Steno – Typist	Mrs. L.L.Mascarenhas	- do -	08.12.2003	
43	Clerk	Mr. M.M.Gour	- do -	04.12.1973	

44	Clerk	Mr. S.T.Puranik	- do -	01.01.1986	
45	Bill Clerk	Mrs. S.U.Pawar	- do -	01.07.2004	
46	Clerk	Mrs. S.M.Dukhande	- do -	09.09.1996	
47	Clerk	Mr. R.M.Kamble	- do -	09.09.1996	
48	Clerk	Mr. D.N.Chavan	- do -	09.09.1996	
49	Clerk	Mrs. V.M.Deodhar	- do -	14.01.1998	
50	Clerk	Ms. R.S.Khare	- do -	01.02.1997	
51	Clerk	Mr. S.S.Naik	- do -	05.02.1997	
52	Clerk -Typist	Mrs. P.S.Chodankar	- do -	01.04.1998	
53	Clerk	Mr. P.M.Dhaval	- do -	05.08.1999	
54	Clerk - Typist	Mrs. T.R.Narvekar	- do -	05.08.1999	
55	Clerk	Mrs. S.A.Sawant	- do -	01.09.1999	
56	Clerk	Mr. U.S.Sawant	- do -	01.09.1999	
57	Clerk	Mr. V.S.Upalkar	- do -	11.05.2005	
58	Clerk	Mr. D.B.Sanap	- do -	14.05.2005	
59	Clerk - Typist	Mr. U. V. Talekar	- do -	16.09.2004	
60	Clerk	Mr. P. B. Tupe	- do -	01.10.2004	
61	Clerk - Typist	Kum. A. A. Koli	- do -	01.10.2004	
62	Clerk - Typist	Mr. S. S. Pukale	- do -	01.10.2004	
63	Typist	Mrs. V.S.Mukadam	- do -	01.06.1974	
64	Typist	Mrs. N.N.Tare	- do -	06.10.1981	
65	Typist	Mr. N.C.Kshirsagar	- do -	08.09.1983	
66	Typist	Mr. S.P.Nirhali	- do -	04.06.1985	
67	Typist	Mrs. S.P.Chalke	- do -	01.09.1988	
68	Typist	Mr. P.M.Gosavi	- do -	14.01.1998	
69	Driver	Mr. S.R.Batwal	- do -	11.01.1979	
70	Driver	Mr. S.N.Joshi	- do -	07.05.1993	
71	Driver	Mr. R.V.Chafe	- do -	06.10.1998	
72	Chopdar	Mr. P.M.More	Class-IV	04.09.1993	
73	Chopdar	Mr. M.J.Mohite	- do -	03.02.1998	
74	Naik	Mr. S.M.Chambhare	- do -	03.02.1998	
75	Xerox Operator	Mr. G.K.Bharati	- do -	04.09.1998	
76	Peon	Mr. P.S.Chavan	- do -	01.07.1985	
77	Peon	Mr. V.V.Kadam	- do -	01.12.1989	
78	Peon	Mr. M.P.Kapse	- do -	18.10.1993	
79	Peon	Mr. G.B.Kardi	- do -	26.03.1997	
80	Peon	Mr. S.R.Salpe	- do -	15.04.1997	
81	Peon	Mr. R.L.Jadhav	- do -	15.04.1997	
82	Peon	Mr.S.R.Charuskar	- do -	03.07.1997	
83	Peon	Mr. S.V.Solkar	- do -	02.02.1998	
84	Peon	Mr. A.G.Bane	- do -	16.07.1999	
85	Peon	Mr.A.R.Sharma	- do -	22.01.2004	
86	Peon	Mr. Y. D. Toskar	- do -	16.09.2004	
87	Sweeper-cum-Watchman	Mr. N. D. Pawar	- do -	07.10.2004	

Section 4(1)(b)(x)

Details of remuneration of the Lokayukta, Upa-Lokayukta, Officers and employees in the office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.

Sr. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.									
			Regular (included in the salary) like D.A.							Occasional (like T.A.)		
			D.P.	H.R .A.	T. A.	C.L. A.	W. A.	Spl. Pay	Smpt. A.	T.A.	D.A per day	
1	Lok Ayukta	30000(fixed) (-) Pension	50%	-	-	300	-	-	3000	Actual	400	
2	Upa lokayukta	26000(fixed) (-) Pension	50%	-	-	300	-	-	2000	Actual	400	
3	Registrar	16750-400-19150-450-20500	50%	30%	-	300	-	-	-	Actual	-	
4	Additional Registrar	14300-400-18300	50%	30%	800	300	-	-	-	Actual	-	
5	Assistant Registrar	10650-325-15850	50%	30%	800	300	-	-	-	Actual	70/-	
6	Secretary	10650-325-15850	50%	30%	800	300	-	-	-	Actual	70/-	
7	Senior P.A.	10000-325-15200	50%	30%	800	300	-	-	-	Actual	70/-	
8	Section Officer	6500-200-10500	50%	30%	400	300	-	-	-	Actual	60/-	
9	Stenographer(H.G)	6500-200-10500	50%	30%	400	300	-	-	-	Actual	60/-	
10	Accountant-Cashier	5500-175-9000	50%	30%	100	300	-	200	-	Actual	-	
11	Assistant	5500-175-9000	50%	30%	100	300	-	-	-	Actual	-	
12	Translator	5000-150-8000	50%	30%	100	300	-	-	-	Actual	-	
13	Librarian	4500-125-7000	50%	30%	100	300	-	-	-	Actual	-	
14	Stenotypist	4000-100-6000	50%	30%	100	300	-	-	-	Actual	-	
15	Bill Clerk	3050-75-3950-80-4590	50%	30%	100	200	-	80	-	Actual	-	
16	Clerk	3050-75-3950-80-4590	50%	30%	100	200	-	-	-	Actual	45/-	
17	Clerk-cum-Typist	3050-75-3950-80-4590	50%	30%	100	200	-	-	-	Actual	-	
18	Typist	3050-75-3950-80-4590	50%	30%	100	200	-	-	-	Actual	-	
19	Driver	3050-75-3950-80-4590	50%	30%	100	200	30	-	-	Actual	45/-	
20	Chopdar	3050-75-3950-80-4590	50%	30%	100	200	30	-	-	Actual	45/-	
21	Naik	2610-60-2910-65-3300-70-4000	50%	30%	100	200	30	-	-	Actual	45/-	
22	Xerox Operator	2610-60-2910-65-3300-70-4000	50%	30%	100	200	30	-	-	Actual	45/-	
23	Peon	2550-55-2660-60-3200	50%	30%	100	200	30	-	-	Actual	45/-	
24	Sweeper-cum-Watchman	2550	50%	30%	-	-	-	-	-	Actual	-	

Section 4(1)(b)(xi)

**Details of allocation of budget & disbursement made
in the office of the Lokayukta and Upa-Lokayukta at Mumbai
for the year 2005-2006**

Sr No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.	Remarks
1	01 Salaries	1,28,62,000	-		
2	03 Travelling Expenses	3,00,000	-		
3	05 Office Expenses	6,30,000	-		
4	06 Petrol, Oil & lubricant	2,00,000	-		
5	10 Hospitality & Entertainment	26,000	-		
6	54 Computer	51,000	-		

Section 4(1)(b)(xiv)

**Details of information available in electronic form
in the office of the Lokayukta and Upa-Lokayukta at Mumbai.**

Computerised data of (1) complaints received in this office, (2) monthly pay bills of staff / officers, (3) Tapal received in this office is available on computer hard disk.

Section 4(1)(b)(xvi)

Details of Public Information Officers / APIOs/ Appellate authority in the jurisdiction of (public authority) Office of the Lokayukta and Upa-Lokayukta at Mumbai.

A**PIO**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph.no	E-mail id for purpose of RTI	Appellate authority
1	Shri R.J.Patil	Assistant Registrar	Lokayukta Section and Establishment branch of this office.	Office of the Lokayukta and Upa-Lokayukta, New Administrative Building, 1 st Floor, Madam Cama Road, Mumbai-400032. Ph. 2202 5600	-	Registrar
2	Shri C. D. Aurangabadkar	Assistant Registrar	Upa-Lokayukta Section	- do - Ph. 2202 4358	-	Additional Registrar

B**APIOs**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ph.no
1	Shri S. B. Daware	Section Officer	Lokayukta Section and Establishment branch of this office.	Office of the Lokayukta and Upa-Lokayukta, New Administrative Building, 1 st Floor, Madam Cama Road, Mumbai-400032. Ph. 2202 5600
2	Shri S. R. Chavan	Section Officer	Upa-Lokayukta Section	- do - Ph. 2202 4358

C**Appellate authority**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri D. N. Bhargande	Registrar	Lokayukta Section and Establishment branch of this office	Shri R. J. Patil, Assistant Registrar	
2	Shri S.T.Rane	Additional Registrar	Upa-Lokayukta Section	Shri C. D. Augrangabadkar Assistant Registrar	