

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.

**Address, Tel. No. & Office Timings of the
Office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai.**

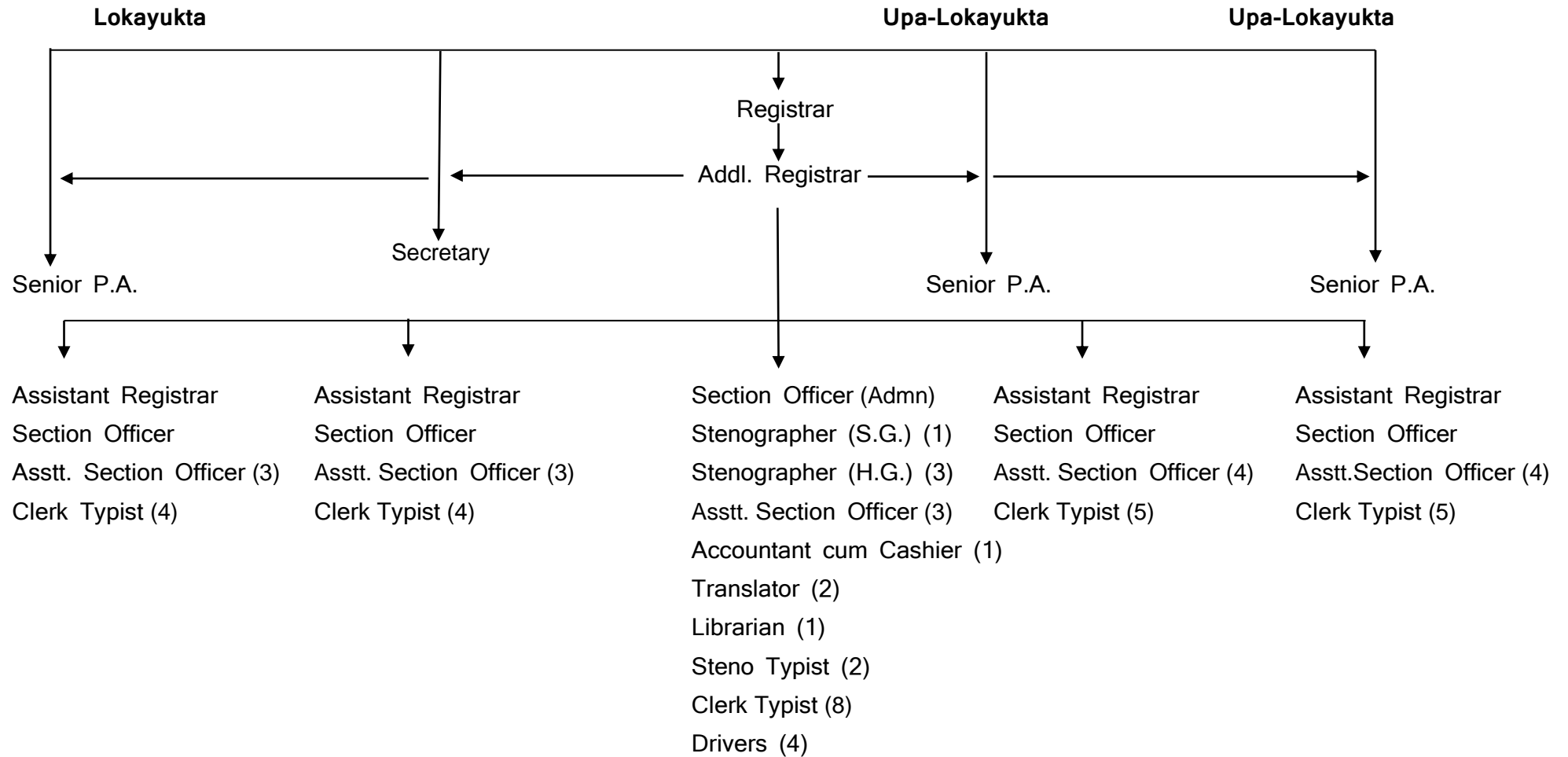
Address : Office of the Lokayukta and Upa-Lokayukta,
1st Floor, New Administrative Building,
Madam Cama Road, Hutatma Rajguru Chowk,
Opp. Mantralaya,
Mumbai-400 032.

Tel.No.: 2202 4540

Office Timings : 09.45 a.m. to 06.15 p.m.

Weekly holidays - All Saturdays & Sundays.

Organisation Chart of the Lokayukta & Upa-Lokayuktas Office, Maharashtra State



Besides this there are total 15 posts of Class IV employees including 3 Chopdars, 1 Naik, 1 Xerox Machine Operator, 9 Peons and 1 Sweeper on the establishment of the Office of the Lokayukta & Upa-Lokayuktas, Maharashtra State.

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.॥.५९/पंधरा, 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 gives legal opinions 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 exercise the powers delegated to him by the Hon'ble Lokayukta under Section 19 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971 by any specific or general orders.
 - (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 overall 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.॥.५९/पंधरा, dated 31.01.1997.
 - (2) To exercise the powers delegated to him / her by the Hon'ble Lokayukta under Section 19 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971 by any specific or general orders.
 - (3) To prepare Annual Consolidated Report of the Lokayukta and Upa-Lokayukta.
 - (4) To assist the Lokayukta / Upa-Lokayukta at the time of hearing of the cases whenever required and to draft recommendations / special reports.
 - (5) To ensure punctual attendance of the members of the staff and officers.
 - (6) To discharge the duties and functions of the Registrar whenever required.

- (7) To discharge the duties of Public Information Officer under the Right to Information Act, 2005 for Administrative Wing.

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) Every Assistant Registrar 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 / She 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 / she discharges duties and functions of Drawing and Disbursing Officer.

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

- (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 a balance sheet of the cases of his table and submits it at the end of every month.
- (15) To maintain the 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 include –

- (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 a 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 at the requirements of the Lokayukta / Upa-Lokayukta.
- (13) To prepare a draft list of holidays. To look at 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. Selection Grade Stenographer - There is one post of Selection Grade Stenographer. He / She is attached to one of the senior Authority / Officer viz., the Lokayukta / Upa-Lokayukta / Registrar / Additional Registrar as per need of the office.

- (1) To take dictation from the Lokayukta / Upa-Lokayukta / Registrar / Additional Registrar.
- (2) Any other work assigned and directed by the Lokayukta / Upa-Lokayukta / Registrar.
- (3) To discharge the duties and functions of the Senior Personal Assistant in his/her absence.

8. Higher Grade Stenographer –

- 1) 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 a priority basis.
- 2) Every Higher-Grade Stenographer shall take up typing work whenever free and do it promptly and carefully.
- 3) 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.

9. 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.
- (4) To reconcile progress of monthly expenditure and returns, monthly and quarterly returns.
- (5) To submit returns of G.P.F. accounts of Class IV.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.

10. Assistant Section Officer-

- (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, the 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, the gist thereof should be entered into 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 into 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.

11. 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.

12. 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.

13. Steno-Typist -

- (1) To take dictations of the Officers and to type the same promptly and carefully on a priority basis.
- (2) 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.
- (3) 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.

14. Clerk-Typist

- (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.

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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, diaries 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(1) 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)

**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)

**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 undischarged 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 memorandum of Government. | - do - | |
| 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)(vii)

The particulars of any 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.

- NIL

Section 4(1)(b)(viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or 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.

- NIL

SECTION 4(1) (b) (ix)

Directory of the Officers & Employees in the Office of the Lokayukta and Upa-Lokayukta, Maharashtra State, Mumbai – 400 032

| Sr.No. | Designation | Name of the Officers/Employee | Group | Date of Joining the Post | Contact/Details Ph./Fax/Remarks |
|--------|------------------------------|-------------------------------|---------------------|--------------------------|---------------------------------|
| 1 | Lokayukta | Justice V. M. Kanade | Statutory Post | 19/08/2021 | Ph.22023822 Fx.22024540 |
| 2 | Upa-Lokayukta | Vacant | Statutory Post | ----- | Ph.22024503 Fx.22024540 |
| 3 | Upa-Lokayukta | Vacant | Statutory Post | ----- | Ph. 22024540 Fx. 22024540 |
| 4 | Registrar | Shri Ashok S. Jadhav | Group-A | 01/12/2023 | Ph.22832901 Fx.22024540 |
| 5 | Additional Registrar | Smt. N. N. Tare | Group-A | 01/03/2026 | Ph.22852901 Fx.22024540 |
| 6 | Assistant Registrar | Smt. S. M. Dukhande | Group-A | 01/06/2025 | Ph.22835600 |
| 7 | Assistant Registrar | Shri R. M. Samant | Group-A | 01/07/2025 | Ph. 22835600 |
| 8 | Assistant Registrar | Shri D. N. Chavan | Group-A | 01/03/2026 | Ph.22824358 |
| 9 | Assistant Registrar | Smt. R. S. Sathe | Group-A | 01/04/2026 | Ph. 22824358 |
| 10 | Secretary | Smt. D. D. Jadhav | Group-A | 01/06/2021 | Ph.22023822 |
| 11 | Senior Personal Assistant | Smt. A. T. Patil | Group-A | 21/04/2016 | Ph.22024503 |
| 12 | Senior Personal Assistant | Shri. S. M. Patil | Group-A | 01/12/2020 | Ph.22024540 |
| 13 | Senior Personal Assistant | Vacant | Group-A | ----- | |
| 14 | Section Officer | Shri S. S. Naik | Group-B Gazetted | 01/12/2024 | Ph.22852901 |
| 15 | Section Officer | Shri N. H. Dhuri | Group-B Gazetted | 01/06/2025 | Ph. 22824358 |
| 16 | Section Officer | Smt. P. S. Chodankar | Group-B Gazetted | 01/07/2025 | Ph. 22835600 |
| 17 | Section Officer | Shri. P. M. Dhawal | Group-B Gazetted | 01/03/2026 | Ph.22824358 |
| 18 | Section Officer | Shri V. S. Uppalkar | Group-B Gazetted | 01/04/2026 | Ph.22835600 |
| 19 | Selection Grade Stenographer | Shri N. S. Rajgole | Group-B Gazetted | 22/09/2022 | Ph.22024540 |
| 20 | Higher Grade Stenographer | Smt. L. L. Mascarenhas | Group-B | 21/04/2016 | |
| 21 | Higher Grade Stenographer | Vacant | Group-B | ----- | |
| 22 | Higher Grade Stenographer | Vacant | Group-B | ----- | |
| 23 | Assistant Section Officer | Shri D. B. Sanap | Group-B | 01/12/2015 | |

| | | | | | |
|----|--|------------------------|---------|------------|--|
| 24 | Assistant Section Officer | Shri S. S. Pukale | Group-B | 01/12/2015 | |
| 25 | Assistant Section Officer | Shri P. B. Tupe | Group-B | 01/02/2017 | |
| 26 | Assistant Section Officer (Accountant- Cum- Cashier) | Shri P. P. Pawar | Group-B | 01/12/2018 | |
| 27 | Assistant Section Officer | Shri S. V. Solkar | Group-B | 01/04/2022 | |
| 28 | Assistant Section Officer | Shri Y. D. Toskar | Group-B | 15/09/2022 | |
| 29 | Assistant Section Officer | Shri V. S. Batwal | Group-B | 15/09/2022 | |
| 30 | Assistant Section Officer | Shri K. D. Khiste | Group-B | 14/11/2022 | |
| 31 | Assistant Section Officer | Smt. S. S. Jadhav | Group-B | 06/02/2023 | |
| 32 | Assistant Section Officer | Shri M. U. Shendge | Group-B | 07/06/2023 | |
| 33 | Assistant Section Officer | Shri P. P. Chavan | Group-B | 20/01/2025 | |
| 34 | Assistant Section Officer | Shri S. M. Bhojewar | Group-B | 06/02/2025 | |
| 35 | Assistant Section Officer | Shri S. P. More | Group-B | 01/06/2025 | |
| 36 | Assistant Section Officer | Shri S. S. Jadhav | Group-B | 01/06/2025 | |
| 37 | Assistant Section Officer | Shri P. S. Suryavanshi | Group-B | 05/07/2025 | |
| 38 | Assistant Section Officer | Shri S. S. Bodare | Group-B | 01/03/2026 | |
| 39 | Assistant Section Officer | Shri V.V.Borhade | Group-B | 01/04/2026 | |
| 40 | Assistant Section Officer | Vacant | Group-B | ----- | |
| 41 | Translator | Vacant | Group-C | ----- | |
| 42 | Translator | Vacant | Group-C | ----- | |
| 43 | Librarian | Vacant | Group-C | ----- | |
| 44 | Steno Typist | Kum. N. D. Gaikwad | Group-C | 03/12/2018 | |
| 45 | Steno Typist | Vacant | Group-C | ----- | |
| 46 | Clerk-Typist | Shri A. N. Sudarshane | Group-C | 01/08/2016 | |
| 47 | Clerk-Typist | Shri V. S. Nande | Group-C | 25/08/2025 | |
| 48 | Clerk-Typist | Shri P. B. Pawar | Group-C | 26/08/2025 | |
| 49 | Clerk-Typist | Kum. D. D. Nikam | Group-C | 26/08/2025 | |
| 50 | Clerk-Typist | Shri P. B. Gandal | Group-C | 25/08/2025 | |
| 51 | Clerk-Typist | Shri. T. R. Gore | Group-C | 25/08/2025 | |
| 52 | Clerk-Typist | Kum. T. S. Tandel | Group-C | 16/09/2025 | |

| | | | | | |
|----|----------------|------------------------|---------|------------|-------------------|
| 53 | Clerk-Typist | Shri. S. S. Gaykar | Group-C | 10/09/2025 | |
| 54 | Clerk-Typist | Shri. R. P. Kambe | Group-C | 26/08/2025 | |
| 55 | Clerk-Typist | Shri. R. B. Kshirsagar | Group-C | 26/08/2025 | |
| 56 | Clerk-Typist | Smt. P. S. Bhoir | Group-C | 18/09/2025 | |
| 57 | Clerk-Typist | Kum. S. A. Randive | Group-C | 26/08/2025 | |
| 58 | Clerk-Typist | Shri. U. R. Shinde | Group-C | 18/09/2025 | |
| 59 | Clerk-Typist | Shri. N. V. Talpade | Group-C | 26/08/2025 | |
| 60 | Clerk-Typist | Kum. S. V. Walke | Group-C | 26/08/2025 | |
| 61 | Clerk-Typist | Kum. S.M. Waghmare | Group-C | 24/04/2023 | On contract basis |
| 62 | Clerk-Typist | Shri. R. M.Pandagale | Group-C | 24/04/2023 | On contract basis |
| 63 | Clerk-Typist | Shri. Y. R. Ghanvate | Group-C | 24/04/2023 | On contract basis |
| 64 | Clerk-Typist | Kum. K. D. Bhosale | Group-C | 24/04/2023 | On contract basis |
| 65 | Clerk-Typist | Shri R. J. Shinde | Group-C | 24/04/2023 | On contract basis |
| 66 | Clerk-Typist | Shri S. G.Kasare | Group-C | 25/04/2023 | On contract basis |
| 67 | Clerk-Typist | Shri A. S. Ghadigavkar | Group-C | 25/04/2023 | On contract basis |
| 68 | Clerk-Typist | Shri. P. U.Shejawale | Group-C | 25/04/2023 | On contract basis |
| 69 | Clerk-Typist | Kum. S. D. Dhandge | Group-C | 27/04/2023 | On contract basis |
| 70 | Clerk-Typist | Smt. Shrada S. Survade | Group-C | 02/03/2026 | On contract basis |
| 71 | Clerk-Typist | Vacant | Group-C | ----- | ----- |
| 72 | Driver | Shri G..K.Bharati | Group-C | 01/12/2012 | |
| 73 | Driver | Shri. Y. R. Bharati | Group-C | 25/05/2023 | |
| 74 | Driver | Shri. S. B. Shinde | Group-C | 01/03/2025 | |
| 75 | Driver | Vacant | Group-C | ----- | |
| 76 | Chopdar | Shri V.V.Kadam | Group-D | 16/05/2016 | |
| 77 | Chopdar | Shri M.P.Kapse | Group-D | 08/10/2021 | |
| 78 | Chopdar | Shri G.B.Kardi | Group-D | 01/07/2024 | |
| 79 | Naik | Shri S.R.Charuskar | Group-D | 13/03/2025 | |
| 80 | Xerox Operator | Shri A.G.Bane | Group-D | 13/03/2025 | |
| 81 | Peon | Shri. A.R. Sharma | Group-D | 22/01/2004 | |

| | | | | | |
|----|------------------------|-----------------------|---------|------------|-------------------|
| 82 | Peon | Shri N.D.Pawar | Group-D | 01/06/2008 | |
| 83 | Peon | Shri S. G. Kadam | Group-D | 26/08/2015 | |
| 84 | Peon | Smt. S. S. Chavan | Group-D | 09-01-2024 | |
| 85 | Peon | Shri. A. M. Gothankar | Group-D | 09-01-2024 | |
| 86 | Peon | Shri. R. B. Pendhari | Group-D | 09-01-2024 | |
| 87 | Peon | Smt. S. C. Rathod | Group-D | 04-11-2025 | on contract basis |
| 88 | Peon | Vacant | Group-D | | |
| 89 | Peon | Vacant | Group-D | | |
| 90 | Sweeper -Cum- Watchman | Vacant | Group-D | | |

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 Matrix | Pay scale | Admissible allowances in Rs. | | | | | |
|---------|------------------------------|------------|-----------------------------|------------------------------------|------|------|-------|-----|----------|
| | | | | Regular (included in the salary) . | | | | | |
| | | | | H.R.A. | D.A. | T.A | C.L.A | W.A | Smpt. A. |
| 1 | Lok Ayukta | | 250000 (Fixed) (-) pension | - | 58 % | - | - | - | 34000 |
| 2 | Upa lokayukta | | 225000(Fixed) (-) pension | - | 58 % | - | - | - | 27000 |
| 3 | Registrar | | Grade pay of District Judge | - | - | - | - | - | - |
| 4 | Additional Registrar | S-27 | 123100-215900 | 30% | 58 % | 5400 | 300 | - | - |
| 5 | Assistant Registrar | S-24 | 71100-211900 | 30% | 58 % | 5400 | 300 | - | - |
| 6 | Secretary | S-25 | 78800-209200 | 30% | 58 % | 5400 | 300 | - | - |
| 7 | Senior P.A. | S-24 | 71100-211900 | 30% | 58 % | 5400 | 300 | - | - |
| 8 | Section Officer | S-17 | 47600-151100 | 30% | 58 % | 2700 | 300 | - | - |
| 9 | Stenographer (Selection Gr.) | S-17 | 47600-151100 | 30% | 58 % | 2700 | 300 | | |
| 10 | Stenographer(H.G) | S-16 | 44900-142400 | 30% | 58 % | 2700 | 300 | - | - |
| 11 | Accountant-Cashier | S-16 | 44900-142400 | 30% | 58 % | 2700 | 300 | - | - |
| 12 | Assistant Section Officer | S-16 | 44900-142400 | 30% | 58 % | 2700 | 300 | - | - |
| 13 | Translator | S-13 | 35400-112400 | 30% | 58 % | 2700 | 300 | - | - |
| 14 | Librarian | S-10 | 29200-92300 | 30% | 58 % | 2700 | 300 | - | - |
| 15 | Steno typist | S-8 | 25500-81100 | 30% | 58 % | 2700 | 300 | - | - |
| 16 | Clerk-cum-Typist | S-6 | 19900-63200 | 30% | 58 % | 1000 | 200 | - | - |
| 17 | Driver | S-6 | 19900-63200 | 30% | 58 % | 1000 | 200 | 50 | - |
| 18 | Chopdar | S-6 | 19900-63200 | 30% | 58 % | 1000 | 200 | 50 | - |
| 19 | Naik | S-3 | 16600-52400 | 30% | 58 % | 1000 | 200 | 50 | - |
| 20 | Xerox Operator | S-3 | 16600-52400 | 30% | 58 % | 1000 | 200 | 50 | - |
| 21 | Peon | S-1 | 15000-47600 | 30% | 58 % | 1000 | 200 | 50 | - |
| 22 | Sweeper-cum-Watchman | S-1 | 15000-47600 | - | 58 % | - | - | - | - |

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 2025-2026**

| Sr No. | Budget head description | Actual Expenditure |
|---------------|---|---------------------------|
| 1 | 01 Salaries | 7,41,63,774 |
| 2 | 03 Overtime Allowances | 2,28,500 |
| 3 | 06 Telephone, Electricity & water Charges | 3,16,679 |
| 4 | 10 Contractual Services | 55,59,091 |
| 5 | 11 Domestic Travel Expenses | 4,86,153 |
| 6 | 13 Office Expenses | 41,70,665 |
| 7 | 17 Computer Expenses | 15,13,136 |
| 8 | 20 Other Administrative Expenses | 2350 |
| | TOTAL | 8,64,40,348 |

Section 4(1)(b)(xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

- NIL

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorisations granted by it.

- NIL

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)(xv)

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

- NIL

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/ Email | Appellate authority |
|---------|---------------------|----------------------|--------------------------------------|--|---------------------|
| 1 | Smt. N.N.Tare | Additional Registrar | Establishment branch of this office. | Office of the Lokayukta and Upa-Lokayukta, New Administrative Building, 1 st Floor, Madam Cama Road, Mumbai-400032. Ph. 22852901 soadm.lokayukta@maharashtra.gov.in | Registrar |
| 2 | Smt. S. M. Dukhande | Assistant Registrar | Lokayukta Section (Unit-I) | - do - Ph. 22835600 soadm.lokayukta@maharashtra.gov.in | Registrar |
| 3 | Shri. R. M. Samant | Assistant Registrar | Lokayukta Section (Unit-II) | - do - Ph. 22835600 soadm.lokayukta@maharashtra.gov.in | Registrar |
| 4 | Shri. D. N. Chavan | Assistant Registrar | Upa-Lokayukta Section (Unit-I) | - do - Ph. 2282 4358 soadm.lokayukta@maharashtra.gov.in | Registrar |
| 5 | Smt. R. S. Sathe | Assistant Registrar | Upa-Lokayukta Section (Unit-II) | - do - Ph. 2282 4358 soadm.lokayukta@maharashtra.gov.in | Registrar |

B**APIOs**

| Sr. No. | Name of APIO | Designation | Jurisdiction as APIO under RTI | Address/ph.no |
|---------|----------------------|-----------------|--------------------------------------|--|
| 1 | Shri. S. S. Naik | Section Officer | Establishment branch of this office. | Office of the Lokayukta and Upa-Lokayukta, New Administrative Building, 1 st Floor, Madam Cama Road, Mumbai-400032. Ph. 22852901 |
| 2 | Shri V. S. Uppalkar | Section Officer | Lokayukta Section (Unit-I) | - do - Ph. 22835600 |
| 3 | Smt. P. S. Chodankar | Section Officer | Lokayukta Section (Unit-II) | - do - Ph. 22835600 |
| 4 | Shri. P. M. Dhawal | Section Officer | Upa-Lokayukta Section (Unit-I) | - do - Ph. 22824358 |
| 5 | Shri N. H. Dhuri | Section Officer | Upa-Lokayukta Section (Unit-II) | - do - Ph. 22824358 |

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 Ashok S. Jadhav | Registrar | Establishment branch of this office | Smt. N. N. Tare, Additional Registrar | soadm.lokayukta@maharashtra.gov.in |
| 2 | Shri Ashok S. Jadhav | Registrar | Lokayukta Section (Unit-I) | Assistant Registrar, Smt. S.M. Dukhande | -do- |
| 3 | Shri Ashok S. Jadhav | Registrar | Lokayukta Section (Unit-II) | Shri. R. M. Samant, Assistant Registrar | -do- |
| 4 | Shri Ashok S. Jadhav | Registrar | Upa-Lokayukta Section (Unit-I) | Shri D. N. Chavan, Assistant Registrar | -do- |
| 5 | Shri Ashok S. Jadhav | Registrar | Upa-Lokayukta Section (Unit-II) | Assistant Registrar, Smt. R. S. Sathe | -do- |

Section 4(1)(b)(xvii)

Such other information as may be prescribed.

- NIL -