

**INFORMATION UNDER SECTION 4(1)(b)  
(RTI ACT, 2005) JANUARY 2020**

(i)	The particulars of Organization, functions and duties.
(ii)	The powers and duties of officers and employees.
(iii)	The procedure followed in the decision making process.
(iv)	The norms set for the discharge of functions.
(v)	The Rules, Regulations, Manuals used by the employees for discharging functions.
(vi)	The statement of categories of Registers that are maintained.
(vii)	The particulars of any arrangement that exists for consultation.
(viii)	A statement of the boards, councils, committees and other bodies.
(ix)	The Directory of Officers and employees.
(x)	The monthly salaries of the Officers and employees.
(xi)	The Budget allocation.
(xii)	The manner of execution of subsidy programs.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;
(xv)	The particulars of facilities available to citizens for obtaining information:
(xvi)	The Names, Designations and other particulars of the Public Information Officers.
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.

**(i) PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:**

In order to redress the grievances of the citizens which were pouring more in number, the Administrative Reforms Commission, appointed by the Union Government in 1966, recommended the constitution of the Institutions of Lokayukta and Upa-Lokayukta, taking a clue from the Institution like OMBUDSMAN in the Scandinavian countries. In the light of those recommendations, the Institutions of Lokayukta were established in various States of our country with jurisdiction to deal with complaints not only against elective public servants, but also against the other categories of public servants defined in the Act.

In Andhra Pradesh, the A.P. Lokayukta Act 11 of 1983 came into force with effect from 1-11-1983 and this Institution started functioning from 15-11-1983 and since then this Institution has been able to march forward as an effective instrument in the hands of the public for curbing the evil of corruption and maladministration.

**SALIENT FEATURES OF THE INSTITUTION:**

The most prominent features of the Institution of Lokayukta in this State are:

- i) Independence from Executive Control;
- ii) Informal procedure and easy accessibility to complaints; and
- iii) Almost free and prompt services to the citizens.

**FUNCTIONS & DUTIES:**

The matters and actions of Public servants, which can form the subject matter of the complaint to the Institution of Lokayukta and Upa-Lokayukta, are:

- 1) Any administrative action involving abuse of power for personal gain or to harm any one;
- 2) Administrative actions motivated by improper or corrupt motives causing loss to the State or to any person; and
- 3) All actions involving outright corruption or lack of integrity.

There are three modes for the Lokayukta and the Upa-Lokayukta to act for taking up investigation of Administrative actions of the nature as stated above.

Firstly, any citizen or aggrieved person can make a complaint. Secondly, the Lokayukta and Upa-Lokayukta suo-moto can take up investigation on the basis of information received by him otherwise than by way of complaints like newspapers, reports, etc. Thirdly, the Lokayukta or Upa-Lokayukta can act on a reference from the Governor.

For the purpose of conducting an investigation in accordance with the provisions of the Act, the Governor appoints a Judge or a retired Chief Justice of High Court to act as Lokayukta and one or more District Judges to act as Upa-Lokayuktas.

## ADMINISTRATION

The administration of the Institution is under the charge of the Registrar who is declared as the Head of the Department. The administrative structure consists of four wings viz., (1) Administration, (2) Judicial, (3) Legal and (4) Investigation.

### 1. ADMINISTRATION WING:

The Registrar, with the assistance of the Deputy Registrar, supervises the Administrative Wing, which consists of the Establishment and Accounts Section. The Establishment Section is headed by a Section Officer and it deals with the work relating to Conditions of Service of the Employees, Library, Stores, Furniture, Maintenance of Motor Vehicles, Stationery, Roneo, Inward, Dispatch, etc. The Accounts Section functions under the supervision of an Assistant Registrar, who is assisted by an Accounts Officer and other staff, and deals with financial matters such as budget, salary, T.A., and other related matters.

### 2. JUDICIAL WING:

For the sake of convenience, the Bench of the Hon'ble Lokayukta is identified as B-1 and that of the Hon'ble Upa-Lokayukta as B-2. The Complaints Section receives the complaints, scrutinizes the same and registers the complaints for placing them before the Hon'ble Lokayukta. This Section is headed by the Assistant Registrar, who is assisted by a Section Officer and other staff members. After registration of complaints, the complaints are taken up by the staff of the B-1 Section and B-2 Section respectively, headed by the Section Officers, with supporting staff.

Besides, the Special Category Stenographers would assist in taking down dictation of the orders on Bench of the Hon'ble Lokayukta and Hon'ble Upa-Lokayukta. This apart, there is usual Process Sections separately for B-1 and B-2 sections to process the files as per the orders of the Hon'ble Lokayukta and Hon'ble Upa-Lokayukta and Dispatch the letters, notices, memos etc., to the concerned with the support of Dispatching Assistant.

### 3. LEGAL WING:

Legal Wing consists of Director (Legal) and Deputy Director (Legal). Both assist the Hon'ble Lokayukta and the Hon'ble Upa-Lokayukta respectively, in all legal matters such as processing the reports received and presenting them before the Court and render assistance to the complainants in conducting the proceedings. Even if a complainant is not having the legal assistance, that deficiency is filled up by the Legal Wing. The Director (Legal) and the Deputy Director (Legal) also perform the duties of Presenting Officers in the Courts and would assist in conducting final investigation by the Hon'ble Lokayukta and Hon'ble Upa-Lokayukta by way of submitting Written Comments, Written Briefs, etc., during the preliminary verification stage and draft statement of allegations, etc., when it reaches the final investigation stage.

### 4. INVESTIGATION WING:

The Director (Investigation), who is of the rank of Inspector General of Police, is heading this wing with the assistance of (5) Deputy Directors, (2) Investigating Officers, Head Constables and Police Constables. This Agency probes into such of the complaints

that are referred to it, by the Hon'ble Lokayukta and Hon'ble Upa-Lokayukta and after collecting the necessary material by conducting discreet enquiries, submit a report, which is of immense help in determining as to whether it is a fit case to investigate into the allegation levelled in the complaints or otherwise. This agency maintains the confidentiality and secrecy of information during the discreet enquiry and conducts the probe impartially.

### ACCOMMODATION

The Institution of Lokayukta is presently accommodated in the Government Building bearing No.5-9-49, Basheerbagh, Hyderabad. The building consists of two parts. Nearly half of the built up area consists of heritage structure and the remaining is subsequently constructed.

\*\*\*\*\*

**(ii) THE DUTIES OF OFFICERS AND EMPLOYEES**

Sl.No.	Designation	Powers and duties
1	Registrar	1) Major Head of The Institution 2) Controlling Officer of the Budget and administration of the Institution. 3) Supervising Authority over all Sections. 4) Drawing and Disbursing Officer of the officers and entire staff. 5) First Appellate Authority under Right to Information Act, 2005.
2	Deputy Registrar	1) Assist the Registrar in all administration matters and accounts matters. 2) Public Information Officer under Right to Information Act, 2005.
3	Director (Legal)	1) Head of Legal Section. 2) Perform the duties of Presenting Officer in B-1 Court. 3) Assist in conducting preliminary verification and also the final investigation in respect of the complaint by the Hon'ble Lokayukta.
4	Deputy Director (Legal)	1) Performs the duties of Presenting Officer in B-2 Court. 2) Assist in conducting preliminary verification and also the final investigation in respect of the complaint by the Hon'ble Upa-Lokayukta.
5	Assistant Registrar (Judicial)	1) Attend Protocol duties 2) Assistant Public Information Officer under Right to Information Act, 2005.
6	Assistant Registrar (Complaints)	Prepare scrutiny note in respect of the complaints received and place the same before the Hon'ble Lokayukta and Hon'ble Upa-Lokayukta, along with scrutiny notes.
7	Assistant Registrar (Accounts)	1) Assist the Deputy Registrar in Accounts Matters. 2) Over All Supervision Over the Accounts Section.
8	Section Officer, B-1 Section	1) Attend B-1 Court as Court Officer. 2) Verify the communications to be sent to various authorities/complainants in compliance with the orders passed by the Hon'ble Lokayukta.
9	Section Officer, B-2 Section	1) Attend B-2 Court as Court Officer. 2) Verify the communications to be sent to the various authorities/complainants in compliance with the orders passed by the Hon'ble Lokayukta.
10	Section Officer (Legal Section)	1) Update the parallel files relating to the complaints and place the same before the Deputy Director (Legal). 2) Maintenance of files relating to the Writ Petitions filed before the Hon'ble High Court/Hon'ble Supreme Court.
11	Section Officer (Establishment Section)	1) Over all In charge of Establishment Section. 2) Attend to the duties. 3) Assist the Deputy Registrar in all administrative matters.

12	Section Officer (Records Section)	1) Maintain records relating to closed complaints in chronological order. 2) Over all In charge of Records Section.
13	P.A. to Hon'ble Lokayukta	Attends the bench work of Hon'ble Lokayukta and other works as entrusted by the Hon'ble Lokayukta.
14	P.A. to Hon'ble Upa-Lokayukta	Attend the bench work of Hon'ble Upa-Lokayukta and other works as entrusted by the Hon'ble Upa-Lokayukta.
15	P.A. to Registrar	Attend the dictation work and other duties as entrusted by the Registrar.
16	Director (Investigation)	1. Head of the Investigation Wing. 2. Entrust the investigations to the Dy. Directors and
17	Deputy Director (Investigation)	Conduct enquiries into the complaints entrusted by the Director (Investigation) and submits enquiry report to the Director (Investigation)
18	Investigating Officer	Conduct enquiries into the complaints entrusted by the Director (Investigation) and submits enquiry report to the Director (Investigation)
19	Constable	Assist the Deputy Director (Investigation) and Investigating Officer in conducting the investigation into the complaints.
20	Assistant Section Officer	Assist the Section Officers in day to day work.
21	Assistant	Assist the concerned Asst. Section Officers. and Section Officers in day to day work.
22	Special Category Stenographer	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same.
23	U.D. Stenographer	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same.
24	Steno-Typist	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same.
25	Typists	Attend to typewriting work in concerned Sections.
26	Record Assistant	Assist the concerned Asst. Section Officers. and Section Officers in day to day work.
27	Roneo Operator	Attend the Roneo Operator work and also Xerox work.
28	Drivers	Attend Driver duties.

**(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

On receiving a complaint, the complaint section prepares scrutiny notes and place the complaints before the Hon'ble Lokayukta for distribution of complaints to Hon'ble Lokayukta and Hon'ble Upa-Lokayukta. The Hon'ble Lokayukta will pass appropriate orders allotting complaints to Hon'ble Lokayukta and Hon'ble Upa-Lokayukta to undertake preliminary verification by whatever mode suitable, to ascertain if there is a prima-facie case in the allegations. The initial probe and verification may be done by calling for reports from the concerned authorities or by entrusting the matter to the Investigation Agency of this Institution, which may conduct a discreet probe and submit a report to the Lokayukta or Upa-Lokayukta. At this stage, probing or enquiry is confidential to safeguard the identity of the apprehensive complaints and to protect the reputation of the public servants complained against.

Once a prima-facie case is held to have been made out, a regular enquiry (Investigation) is conducted after giving opportunity to the complainant as well as the public servant complained against, to put forth their versions and to adduce their evidence. This enquiry is on the lines of a trial in a court in which parties are permitted to be represented by their lawyers.

On the basis of such evidence, if the Lokayukta or the Upa-Lokayukta finds that the allegations against the public servant have been substantiated, either wholly or partly, a report has to be made to the competent authority under Sec.12 of the Act, communicating him findings and recommendations.

The Competent Authority, on receipt of the report, shall take action on the recommendation, including removal of the guilty public servant wherever recommended, without any further enquiry and intimate within three months of the date of receipt of the report, to the Institution of Lokayukta, the action taken or proposed to be taken on the basis of the report. In the event the Lokayukta or Upa-Lokayukta is not satisfied with the action taken or proposed to be taken by the Competent Authority, he may make a special report upon the case to the Governor and also inform the complainant accordingly. On receipt of a special report, the Governor shall cause a copy thereof, together with an explanatory memorandum, to be laid before each House of the State Legislative.

\*\*\*\*\*

**(iv) THE NORMS SET BY THE INSTITUTION FOR THE DISCHARGE OF ITS FUNCTIONS**

Honesty, integrity, transparency, expediency, efficiency and citizen friendly attitude.

**(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE INSTITUTION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The Following are the Acts and Rules governing the functioning of the Institution.

1. The Telangana Lokayukta Act, 1983
2. The Telangana Lokayukta and Upa-Lokayukta (Invn.) Rules, 1984
3. The Prevention of Corruption Act, 1988
4. The T.S. Civil Services Code
5. The T.S. State and Subordinate Service rules, 1996
6. The T.S. Medical Attendance Rules
7. The T.S. Civil Services (CC&A) rules, 1991
8. The T.S. C.S. (Conduct rules, 1964

Instructions, Manuals and others

1. The T.S. Financial Code
2. The T.S. Treasury Code
3. The T.S. Accounts Code
4. The T.S. Budget Manual
5. The T.S. Fundamental Rules and Subsidiary Rules
6. The T.S. Pension Code
7. The T.S. Provident Funds Manual
8. The Criminal Procedure Code
9. The Civil Procedure Code
10. The T.S. Leave Rules, 1933
11. The T.S. T.A. Rules, 1996

**(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS (REGISTERS) THAT ARE HELD BY IT OR UNDER ITS CONTROL**

Registers and relevant records maintained by the concerned sections

SL.No	Section	Registers Maintained
1.	Establishment Section	<ol style="list-style-type: none"><li>1. Increment Register</li><li>2. Casual Leave Registers</li><li>3. Attendance Registers</li><li>4. Late Attendance Register</li><li>5. ROC Registers</li><li>6. Law Journal Register</li><li>7. Library Books Issue Register</li><li>8. Stock Register</li><li>9. Livery Purchase &amp; Issue Register</li><li>10. Dispatch Register</li><li>11. Messenger Outward Register</li><li>12. Stamp Account Register</li><li>13. RP Ack.Due Register</li><li>14. Judicial Register (Inward)</li><li>15. Non-Judicial Register (Inward)</li></ol>



		16. Messenger Book 17. Log Book 18. Xerox Copying Register
2.	Accounts Section	1. Pay Bill Registers 2. Budget Control Register 3. Cash Book 4. Non-Government cash book 5. Permanent Advance register 6. Complaint fee register etc.
3.	Complaint Section	1. Complaint Register 2. Complaint Fee Register 3. Information Register 4. Inward Register 5. B1 Register 6. B2 Register 7. Certified Copies Register 8. Files Movement Register 9. Register – I (Applications) under RTI Act, 2005. 10. Register – II (Appeals) under RTI Act, 2005.
4.	B1 Section	1. Inward Register 2. Outward Register 3. Admission Register 4. Hearing Book 5. Bench to Process 6. Court Diary 7. Other Section Book 8. Bench to Legal 9. CMP Register 10. Complaint Pending Register 11. Files Movement Register
5.	B2 Section	1. Inward Register 2. Outward Register 3. Admission Register 4. Hearing Book 5. Bench to Process 6. Court Diary 7. Other Section Book 8. Bench to Legal 9. CMP Register 10. Complaint Pending Register 11. Files Movement Register
6.	Records Section	1. Files Movement Register 2. Destruction of Records Register
7.	Investigation Section	1. Complaint Register 2. Posting Register 3. Dispatch Register 4. Casual Leave register of DDs(I) and IOs.

\*\*\*\*\*

**(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;**

.. NOT APPLICABLE..

**(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.....**

.. NOT APPLICABLE..

\*\*\*\*\*

(ix) TELEPHONE DIRECTORY

S.No.	NAME (Sri / Smt. )	DESIGNATION	OFFICE (Phone/Fax)
01.	Justice C.V. Ramulu	Hon'ble Lokayukta	23299098
02.	V. Niranjan Rao	Hon'ble Upa Lokayukta	23240892
03.	Syed Lateef Ur Rahman	Registrar	23226946 23241614(Fax)
04.	Patil Vital Rao	Director (Legal)	23241646
05.	P.V.K. Satyanarayana	Deputy Director (Legal)	23232877
06.	V.B.G. Shekhar Reddy	Deputy Registrar	23234030
07.	M. Sarada Prasuna	Asst. Registrar (Accounts)	23232877
08	K.Neeraja	Asst. Registrar (Judicial)	23232877
09	R. Radhika	P.A. to Hon'ble Upa-Lokayukta	23240892
10	Smt. S. Padma Sree	P.A. to Hon'ble Lokayukta	23299098
11	Smt. V. Anuradha	P.A. to Registrar	23226946
<b>INVESTIGATION WING</b>			
12.	Vacant	Director (Inv.)	23221645
13.	Sri V. Muchap Rao,	Dy. Director (Invn.)	23223245
14.	Sri Md. Tajuddin,	Dy. Director (Invn.)	23223245
15.	Sri B. Janardhan Reddy,	Dy. Director (Invn.)	23223245
16	Sri Mathew Koshy,	Investigating Officer	23223245

(x)

**INSTITUTION OF LOKAYUKTA OF TELANGANA::HYDERABAD  
PAY SCALES OF OFFICERS AND STAFF MEMBERS**

S.No.	Designation	Revised Pay Scale 2014 (Rs.)
1	Registrar	87130-110850
2	Deputy Registrar	56870-105810
3	Director (Legal)	73270-108330
4	Deputy Director (Legal)	56870-105810
5	Secretary to Hon'ble Lokayukta /Hon'ble Upa-Lokayukta	56870-105810
6	Assistant Registrar	46060-98440
7	Personal Assistant	37100-91450
8	Accounts Officer	37100-91450
9	Section Officer	37100-91450
10	Special Category Stenographer	35120-87130
11	Assistant Section Officer	26600-77030
12	U. D. Stenographer	26600-77030
13	Librarian	23100-67990
14	Steno-Typist	18400-55410
15	Typist	16400-49870
16	Assistant	16400-49870
17	Driver	15460-47330
18	Motor Cycle Messenger	15030-46060
19	Record Assistant	15030-46060
20	Roneo Operator	15030-46060
21	Jamedar	15030-46060
22	Attender	13000-40270
23	Chowkidar	13000-40270
24	Sweeper-cum-Scavenger	13000-40270
25	Gardener	13000-40270
<b><u>INVESTIGATION WING</u></b>		
1	Director (Investigation)	37400-67000
2	Deputy Director (Investigation)	40270-93780
3	Investigating Officer	35120-87130
4	Head Constable	21230-63010
5	Police Constable	15030-46060

**HOD : LOK AYUKTA & UPA LOK-AYUKTA,HOD**

Head of Account (Establishment)	BE 2019-20 (Rupees in lakhs)
<b>2062 Vigilance</b>	
<b>103 Lokayukta - Upa Lokayukta</b>	
<b>04 Lokayukta - Upa Lokayukta</b>	
<b>010 Salaries</b>	
011 Pay (V)	2,70.95
012 Allowances (V)	7.23
013 Dearness Allowance (V)	1,03.11
014 Sumptuary Allowance (V)	3.50
016 House Rent Allowance (V)	49.99
017 Medical Reimbursement (V)	2.70
018 Encashment of Earned Leave (V)	12.50
019 Leave Travel Concession (V)	2.70
<b>Total D.H. 010</b>	<b>4,52.68</b>
<b>110 Domestic Travel Expenses</b>	
111 Travelling Allowances (V)	15.00
112 Bus Warrants (V)	0.75
<b>Total D.H. 110</b>	<b>15.75</b>
<b>130 Office Expenses</b>	
131 Service Postage, Telegram and Telephone Charges (V)	13.00
132 Other Office Expenses (V)	22.50
133 Water and Electricity Charges (V)	12.50
<b>Total D.H. 130</b>	<b>48.00</b>
<b>240 Petrol, Oil and Lubricants (V)</b>	12.50
<b>270 Minor Works</b>	
272 Maintenance (V)	12.50
<b>280 Professional Services</b>	
281 Pleaders Fees (V)	2.50
<b>510 Motor Vehicles</b>	
511 Maintenance of Office Vehicles (V)	7.50
<b>Total S.H. 04</b>	<b>5,51.43</b>
<b>Total G.S.H. 00</b>	<b>5,51.43</b>
<b>Total M.H. 103</b>	<b>5,51.43</b>
<b>Total S.M.J.H. 00</b>	<b>5,51.43</b>

**HOD : LOK AYUKTA & UPA LOK-AYUKTA,HOD**

Head of Account (Scheme)	BE 2019-20 (Rupees in lakhs)
<b>2062 Vigilance</b>	
<b>103 Lokayukta - Upa Lokayukta</b>	
<b>25 State Sector Schemes</b>	
<b>04 Lokayukta - Upa Lokayukta</b>	
200 Other Administrative Expenses (V)	0.78
<b>310 Grants-in-Aid</b>	
312 Other Grants-in-Aid (V)	0.03
<b>410 Secret Service Expenditure (V)</b>	0.26
<b>510 Motor Vehicles</b>	
512 Purchase of Motor Vehicles (V)	1.95
<b>520 Machinery and Equipment</b>	
521 Purchases (V)	1.30
<b>Total S.H. 04</b>	<b>4.32</b>
<b>Total G.S.H. 25</b>	<b>4.32</b>
<b>Total M.H. 103</b>	<b>4.32</b>
<b>Total S.M.J.H. 00</b>	<b>4.32</b>
<b>Total M.J.H. 2062</b>	<b>4.32</b>
<b>Total LOK AYUKTA &amp; UPA LOK-AYUKTA,HOD</b>	<b>4.32</b>

**(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS.**

.. NOT APPLICABLE..

**(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GANTED BY IT.**

.. NOT APPLICABLE..

**(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

.. NOT APPLICABLE..

**(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION:**

Public are at liberty to approach the Complaint Section of the Institution during working hours (10.30 AM to 05.00 P.M.) to know the procedure or any other information for filing a complaint. After filing complaints, the complainants may approach the concerned Sections to know the stage or any other information relating to their complaints. If necessary, they may approach the Registrar also.

**(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

S.No.	Name and designation	Designation under RTI Act, 2005	Contact Numbers
01.	Smt. K. Neeraja, Assistant Registrar (Judicial)	Assistant Public Information Officer	040-23232877
02.	Sri V.B.G. Shekar Reddy, Deputy Registrar	Public Information Officer	040-23234030
03.	Sri Syed Lateef Ur Rahman Registrar	Appellate Authority	040-23226946

**(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:**

.. INFORMATION WILL BE UPDATED AS AND WHEN REQUIRED.

\*\*\*\*\*