

DECLARATION UNDER SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005

17 Manuals under section 4(1) (b), Right Information Act-2005

No	Particulars	Remarks
1	The particulars of its organisation, functions and duties	<p>The Kerala Lok Ayukta investigates complaints involving grievance or allegations raised against Public Servants. Lok Ayukta and Upa Lok Ayuktas conduct investigation under the Act. Complaint is considered by the Division Bench of a Lok Ayukta and an Upa Lok Ayukta or by the Single Bench of an Upa Lok Ayukta. Complaints filed against public servants holding senior positions are investigated by the Division Bench and those filed against others are investigated by the Single Bench. Staff strength as on 01/12/2024 is as follows. Deputy Registrar (1), SP (1), DySP (1), CI (3) and SCPOs (3), Section Officers/Court Officers (3), Assistant (11), Sr Accountant (1), PS (1), PA (1), DEO (2), CA (7), Computer Assistant (4), Duplicator Operator (1), Attender (2), Driver (4), OA (7), Court Keeper (1), Record Keeper (1), Cook (1), PTS (4).</p>
2	The powers and duties of its officers and employees	<p>The Registrar is the Chief Executive Officer. All proceedings of administrative nature are issued by the Registrar as per the powers delegated by the Lok Ayukta. Deputy Registrar is responsible for communicating orders of judicial nature. Director of Investigation conducts enquiry as directed by the Lok Ayukta/Upa Lok Ayuktas. All</p>

		other staff undertakes duties as assigned to them from time to time by the Registrar as instructed by the Hon'ble Lok Ayukta.
3	The procedure followed in the decision making process, including channels of supervision and accountability	<p>A. Complaints are considered and orders issued by the Hon'ble Lok Ayukta/Upa Lok Ayukta as laid down in the Kerala lok Ayukta Act, 1999.</p> <p>B. Administrative files are dealt in the Administrative wing. The Assistants working in the wing are its custodians. They place files before the Registrar who issues orders as per the direction of the Hon'ble Lok Ayukta.</p> <p>C. Investigation wing conducts enquiries under the control and supervision of the ADGP/IG/ Superintendent of Police who acts as per the direction of the Hon'ble Lok Ayukta/Upa Lok Ayukta</p> <p>D. Competent Authority wing deals with the scrutiny and verification of the assets and liabilities statements filed by the Public Servants. The Assistants working in this wing places the files before the Registrar, Kerala Lok Ayukta. As the Competent Authority of the Public Servants, the Registrar, Kerala Lok Ayukta conducts enquiry and places reports before the</p>

		Hon'ble Lok Ayukta/Upa Lok Ayukta
4	The norms set by it for the discharge of its functions	As per the Kerala Lok Ayukta Act, 1999 & Rules
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Kerala Lok Ayukta Act, 1999 & Rules
6	A statement of the categories of documents that are held by it or under its control	All relevant registers as mandated by KSR, KS&SSR, KFC, KBM including Cash book, Contingent Register, Attendance Register, Increment Register Pay Bill Register, Stock Register, Log Books, Complaint registration register, Property Statement Register, Inward register, Despatch Register, Stamp Account Register.
7	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;	Rules Committee inter alia consists of Lawyers, Bar Council Members and Bar Association Office Bearers. Committee under POSH Act has a woman representative from among Lawyers.
8	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;	NA
9	A directory of its officers and employees	Zacharia Mathew, Deputy Registrar 9594201910 Salim Kumar, SP, Investigation Agency 8129767220 Rajesh Rajan, Court Officer 9497267442 Rajesh D, Court Officer 9995212736 Binuraj, P. K, Court Officer 8848421503
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Available in the office. Applications for information will be considered under the RTI Act
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Total Budget allotment for 2024-2025 is 8,57,54,000. Budget allocation is as per the Annual Appropriation Bill passed by the Assembly and charged under the

		Consolidated fund of the state. The allocation and expenditure statements are available in the office. Applications for information will be considered under the RTI Act
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	NA
13	Particulars of recipients of concessions, permits or authorisations granted by it;	NA
14	Details in respect of the information, available to or held by it, reduced in an electronic form	Website- lokayuktakerala.gov.in
15	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	Help Desk and Library are open from 10 AM to 5 PM
16	The names, designations and other particulars of the Public Information Officers	Binuraj P. K. Court Officer (State Public Information Officer)
17	Such other information as may be prescribed; and thereafter update these publications every year;	NA