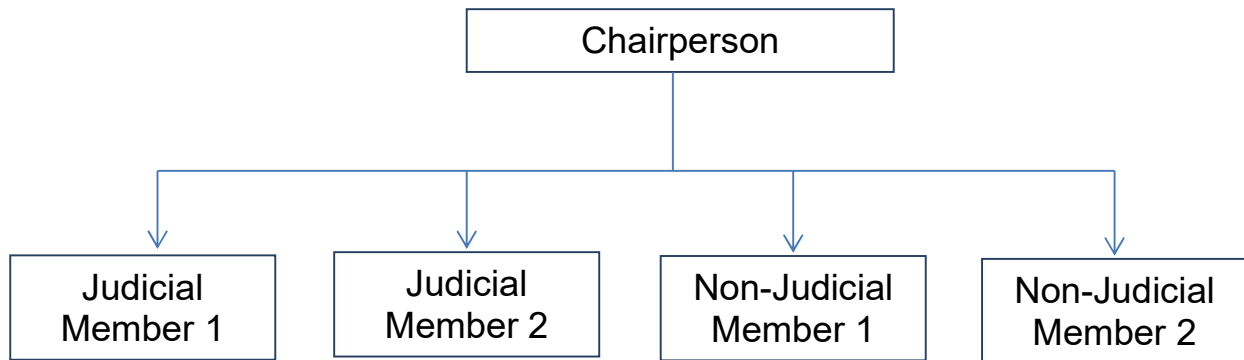


## **TAMIL NADU LOKAYUKTA**

### ***(i) Particulars of its organisation, functions and duties :-***



### ***Function and Duties:***

Tamil Nadu Lokayukta Act, 2018 is an Act for the establishment of a body of Lokayukta for the State of Tamil Nadu to inquire into allegations of corruption against certain public servants and for matters connected therewith or incidental thereto.

The Powers and Functions of the Tamil Nadu Lokayukta are as stated in Chapter V to VII of the Tamil Nadu Lokayukta Act, 2018.

### ***(ii) The powers and duties of its officers and employees :-***

#### **SECRETARY**

- Chief Executive – reporting to the Hon’ble Chairperson.
- Head of all the Wings and Sections
- Overall in-charge and control of all the officers and staff including Private Secretary and P.As.
- Regular Inspection of all the sections.
- Day-to-day administration of all the sections
- Any other work as and when assigned by the Hon’ble Chairperson.

**UNDER SECRETARY- I :**

- Appointment by Transfer, by Deputation, on contract basis, Re-employment.
- Extension of service of staff, Ratification etc.
- Liaison with Human Resources Department and other Departments of Secretariat and other offices;
- Sanctioning of increment;
- Pay fixation;
- G.P.F temporary / Part Final;
- Disciplinary proceedings;
- Maintenance of details of all categories of officers and staff;
- Budget Co-ordination with Chief Accounts Officer;
- LTC of Hon'ble Chairperson and Members;
- In charge arrangement for Hon'ble Chairperson;
- Correspondence with Hon'ble Governor's office;
- Staff Training Programmes;
- Recording of Annual Confidential Report on officers and staff;
- Arrangement of Protocol duty;
- Police Security;
- Any other work as and when assigned by the Secretary;

**UNDER SECRETARY- II:**

- Purchase of Service Postage;
- Engaging Manpower through outsourcing;
- Purchase of Stationary items;
- Library, purchase of books, expansion of Library, maintaining Library Register.
- Maintenance of Registers of Casual Leave and other Leave of Hon'ble Chairperson and Members, Secretary and Registrar;
- Communicating the Casual Leave of Hon'ble Chairperson and Members to Governor's Office;
- Arrangement of duty allocation of Office Assistants and Record Clerks;
- Disposal of all waste papers;

- Administrative Reforms;
- Appointment and Payment to Sweepers;
- Any other work as and when assigned by the Secretary;

### **CHIEF ACCOUNTS OFFICER**

- Budget;
- All Bills (Salaries & Non-Salaries);
- Maintenance of Registers:-
  - Appropriation Register
  - TNTC 70 Register
  - Reconciliation Register
  - GPF Register
  - Service Registers of all Staff / Officers
  - Cheque Register
  - Cash Register
  - Undisbursed Payment Register
  - Payment Register
- Reconciliation Statement / Certificate;
- Maintenance of Bank Passbook and Cheque Book;
- Income Tax Statement and Tax Deducted at Source (TDS) deduction statement;
- Co-ordination with Pay and Accounts Office and Accountant General Office (AG);
- Issuing of Non-Drawal Certificate, Last Pay Drawn Certificate to staff of Tamil Nadu Lokayukta;
- Any other work as and when assigned by the Honb'le Chairperson;

### **REGISTRAR**

- Receiving of Complaints;
- Registration and Processing of Complaints;
- Placing of complaints / Lok C.Cs (Calendar Cases) before Hon'ble Chairperson for made over;

- Receiving of orders etc. from Benches;
- Placing of orders etc. before Hon'ble Chairperson for perusal;
- Assigning of Lok C.C No.;
- Matters relating to Vigilance Commission;
- Forwarding referral orders etc. to Vigilance Commission;
- Forwarding referral orders etc. to the Inquiry Wing;
- Liaison with Vigilance Commission, Directorate of Vigilance and Anti-Corruption, Inquiry Wing;
- Processing of Reports from V.C., D.V.A.C., I.W.;
- Supervisor of the Inquiry Wing;
- Placing of Reports before Hon'ble Chairperson;
- Liaison with Rules and Regulation Committee;
- Any other work as and when assigned by the Hon'ble Chairperson;

#### **ASSISTANT REGISTRAR - I**

- Following the proceedings of the Court cases and other legal matters;
- Providing of legal aid to respondents and others;
- Supervision of the Filing Section;
- Issue of Notice, Official Memorandum, Orders etc. and to follow-up action of the service of all the Notice, Official Memorandum, Orders etc. to the Complainant and Respondent / Public Servant.
- Arrangements of Benches on the Hearing date.
- Any other work as and when assigned by the Registrar;

#### **ASSISTANT REGISTRAR - II**

- Indexing of disposed case-records;
- Preparation of weekly, monthly, quarterly, half yearly and Annual Statement.
- To Supervise the details that to upload on the website i.e. case status and statement;
- Consigning of disposed case records to Record Room;
- Any other work as and when assigned by the Registrar;

**INQUIRY WING:****DIRECTOR (Superintendent of Police)****ASSISTANT DIRECTOR (Deputy Superintendent of Police)**

- Conducting confidential inquiries as ordered by the Honourable Lokayukta Bench into allegations of corruption against any public servant referred to section 12 of Tamilnadu Loayukta Act 2018 and submitting the reports to Honourable Lokayukta Bench.

***(iii) Procedure followed in the decision making process, including channels of supervision and accountability :-***

As per Chapters V, VI & VII of Tamil Nadu Lokayukta Act, 2018

***(iv) Norms set by it for discharge of its functions:-***

Each complaint shall be disposed off at early without any unnecessary delay.

***(v) Rules, Regulations, instructions, manuals and records held by or under its control or used by its employees for discharging its functions :-***

- Tamil Nadu Lokayukta Act, 2018  
[https://tamilnadulokayukta.tn.gov.in/media/documents/lokyukta\\_act\\_2018.pdf](https://tamilnadulokayukta.tn.gov.in/media/documents/lokyukta_act_2018.pdf)
- Tamil Nadu Lokayukta Rules, 2018  
<https://tamilnadulokayukta.tn.gov.in/media/documents/Rules.pdf>
- Tamil Nadu Lokayukta Regulations, 2022  
[https://tamilnadulokayukta.tn.gov.in/media/documents/35\\_VI\\_1\\_2023\\_2.pdf](https://tamilnadulokayukta.tn.gov.in/media/documents/35_VI_1_2023_2.pdf)
- Prevention of Corruption Act, 1988  
[https://tamilnadulokayukta.tn.gov.in/media/documents/The\\_Prevention\\_of\\_Corruption\\_Act\\_1988.pdf](https://tamilnadulokayukta.tn.gov.in/media/documents/The_Prevention_of_Corruption_Act_1988.pdf)

***(vi) Statement of the categories of documents under control :-***

- Attendance Register
- Turn Duty Register
- R.O.C Register
- Stock Register
- Library Register
- Record Destruction Register
- Receiving Complaints Register
- Made Over to Bench Register
- Lok C.C. Register
- Record Issue Register
- Hearing Register
- Handing Over of Records Register
- Miscellaneous Petition Register
- Orders sent to V.C. and Inquiry Wing Register
- Appropriation Register
- TNTC 70 Register
- Reconciliation Register
- GPF Register
- Service Registers of all Staff / Officers
- Cheque Register
- Cash Register
- Undisbursed Payment Register
- Payment Register
- Maintenance of Service Register
- RTI Register
- Stationery Register

***(vii)Particulars of any arrangement for consultation with or representation by, the member of the public in relation to the formulation of its policy or implementation thereof :-***

Public are at liberty to meet Registrar in relation to their grievances / allegations made in their complaints.

**(viii) 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 advise and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public :-**

No Boards / Councils / Committees and other Bodies etc. are open to the public at this stage.

**(ix) Directory of Officers and Employees :-**

Secretary	044-29504181
Registrar	044-29504182
Under Secretary-I	044-29995408 [Ext-206]
Under Secretary-II	044-29995408 [Ext-204]
Assistant Registrar-I	044-29995408 [Ext-207]
Assistant Registrar-II	044-29995408 [Ext-205]
Chief Accounts Officer	044-29995408 [Ext-225]
Section Officer (J-Section)	044-29995408 [Ext-239 & 240]
Section Officer (E-Section)	044-29995408 [Ext-218]
Section Officer (G-Section)	044-29995408 [Ext-222 & 223]
Section Officer (A-Section)	044-29995408 [Ext-213; 214 & 215]

**(x) Monthly Remuneration of Officers and employees :-**

Sl. No.	Name of the Post	No. of Post	Level of Pay (in Rupees)
1.	Secretary	1	125200-219800
2.	Registrar	1	123400-216300
3.	Director (Superintendent of Police)	1	61900-196700
4.	Under Secretary	2	59300-187700

5.	Chief Accounts Officer	1	59300-187700
6.	Assistant Registrar	2	59300-187700
7.	Assistant Director (Deputy Superintendent of Police)	1	56100-177500
8.	System Analyst	1	56100-177500
9.	Section Officer	8	56100-177500
10.	Section Officer (Bills)	1	56100-177500
11.	Assistant Section Officer	8	36400-115700
12.	Assistant Section Officer (Bills)	1	36400-115700
13.	Inspector	2	37700-119500
14.	Sub-Inspector	4	35900-113500
15.	Police Constable (Grade-I)	4	18500-58600
16.	Private Secretary	1	56100-177500
17.	Personal Assistant	7	36400-115700
18.	Personal Clerk	5	20600-65500
19.	Assistant	5	20000-63600
20.	Typist	9	19500-62000
21.	Record Clerk	5	15900-60400
22.	Office Assistant	20	Appointment through Outsourcing
23.	Driver	9	
24.	Messenger	1	
25.	Sweeper	2	
26.	Watchman	1	

**(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements :-**

- ✓ Budget Allocation for the year 2019-2020  
<https://tamilnadulokayukta.tn.gov.in/media/documents/2019-2020.pdf>
- ✓ Budget Allocation for the year 2020-2021



<https://tamilnadulokayukta.tn.gov.in/media/documents/2020-2021.pdf>

- ✓ Budget Allocation for the year 2021-2022  
<https://tamilnadulokayukta.tn.gov.in/media/documents/2021-2022.pdf>
- ✓ Budget Allocation for the year 2022-2023  
<https://tamilnadulokayukta.tn.gov.in/media/documents/2022-2023.pdf>
- ✓ Budget Allocation for the year 2023-2024  
<https://tamilnadulokayukta.tn.gov.in/media/documents/2023-2024.pdf>

***(xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :-***

- ❖ Not applicable

***(xiii) Particulars of recipients of concessions, permits or authorisation granted :-***

- ❖ Not applicable

***(xiv) Details in respect of the information, available to or held by it reduced in an electronic form :-***

Tamil Nadu Lokayukta website [www.tamilnadulokayukta.tn.gov.in](http://www.tamilnadulokayukta.tn.gov.in)

***(xv) Facilities available to citizen for obtaining information, including the working hours of a library or reading room :-***

- The Lokayukta's website i.e. ([www.tamilnadulokayukta.tn.gov.in](http://www.tamilnadulokayukta.tn.gov.in)) provides information and guidelines for the public.
- Reception Desk assists the public who approach the office for assistance or for information during in working hours are between 10.00 AM to 5.45 PM on Government working days.
- The Library facility is available to the officers and officials.

**(xvi) Name, designation and other particulars of the Public Information Officer :-**

Tmt A.Kavitha,  
Public Information Officer / Section Officer,  
Tamil Nadu Lokayukta.  
Email Address: [pio.tnla@tn.gov.in](mailto:pio.tnla@tn.gov.in)

**(xvii) Such other information as may be prescribed; and thereafter update these publications every year :-**

In Rules 26, 27, 28 & 29 of Tamil Nadu Lokayukta Rules, 2018 it is prescribed as follows:-

**(26) In camera proceedings.-**Subject to the provisions of the Right to Information Act, 2005 (Central Act 22 of 2005), every inquiry shall be conducted in private and in particular the identity of the complainant and of the public functionary affected by the inquiry shall not be disclosed to the public or the press or published in any manner whether before, during or after the inquiry.

**(27) Discontinuance of inquiry.-** (1) The Chairperson or Members, as the case may be, in their discretion, at any time, after the commencement of any inquiry under the Act order discontinuance of further inquiry of any complaint involving an allegation, may refuse to inquire or cease to inquire any complaint if in his opinion,-

- (i) There are no sufficient grounds for inquiring or as the case may be, for continuing the inquiry; or
- (ii) Other remedies are available to the complainant and in the circumstance of the case it would be more proper for the complainant to avail of such remedies.

(2) In any case where the Lokayukta decides to discontinue any inquiry in respect of a complaint, it shall record the reasons therefor and communicate the same to the complainant and the public functionary concerned.

**(28) Death of the complainant.-** When the complainant after making a complaint either dies or does not take further steps for substantiating the allegation, the Chairperson or Members, as the case may be, for reasons to be recorded in writing, proceed further with the complaint on the basis of the material available.

**(29) Withdrawal of complaint.-**No complaint shall be permitted to be withdrawn unless the Lokayukta is satisfied that the complaint was made under a *bona-fide* mistake.

**TAMIL NADU LOKAYUKTA**

**List of Officers and Employees**

<b>Sl. No</b>	<b>Category of the post</b>	<b>Total sanction of post</b>	<b>Name of the person in working Thiru / Tmt/ Selvi</b>	<b>No. of Vacant</b>
1.	Secretary	<b>1</b>	V.ThangaMariappan	<b>-</b>
2.	Registrar	<b>1</b>	S.Pandian	<b>-</b>
3.	<b><u>INQUIRY WING</u></b>			
	(a) Director <b>(Superintendent of Police)</b>	<b>1</b>	<b>Vacant</b>	<b>1</b>
	(b) Assistant Director <b>(Deputy Superintendent of Police)</b>	<b>1</b>	<b>Vacant</b>	<b>1</b>
	(c) Inspectors	<b>2</b>	1) A.Neelaveni 2) <b>Vacant</b>	<b>1</b>
	(d) Sub-Inspectors	<b>4</b>	<b>Vacant</b>	<b>4</b>
	(e) Police Constable (Grade-I)	<b>4</b>	<b>Vacant</b>	<b>4</b>
4.	Under Secretary	<b>2</b>	1) J.S.VimalaRatna 2) C.Arun	<b>-</b>
5.	Chief Accounts Officer	<b>1</b>	D.Semanalini	<b>-</b>
6.	Assistant Registrar	<b>2</b>	1) A.Dhanasekaran 2) <b>Vacant</b>	<b>1</b>
7.	System Analyst	<b>1</b>	S.MahendraBrabu	<b>-</b>
8.	Section Officers	<b>8</b>	1) A.Kavitha 2) R.ChandraSena 3) N.Shakila 4) V.S.Swarna 5) P.Shobana 6) C.Senthamilvelan 7) R.Thandayuthapani 8) <b>Vacant</b>	<b>1</b>

9.	Section Officer (Bills)	<b>1</b>	G.Senthil Kumar	<b>-</b>
10.	Assistant Section Officers	<b>8</b>	1) M.S.Vimalan 2) C.V.Rajeswari 3) N.Senthil Kumar 4) M.Kandhavel 5) S.Naresh Kumar 6) N.Sudhir 7) K.Sankareswari 8) <b>Vacant</b>	<b>1</b>
11.	Assistant Section Officer (Bills)	<b>1</b>	<b>Vacant</b>	<b>1</b>
12.	Private Secretary	<b>1</b>	<b>Vacant</b>	<b>1</b>
13.	Personal Assistant	<b>7</b>	1) A.MayuriMariammal 2) V.Ramalakshmi 3) S.Uma 4) B.Kothaimaruthi 5) A.Uma 6) P.Rajkumar 7) S.Sarala Devi	<b>-</b>
14.	Personal Clerk	<b>5</b>	1) K.Rathiya 2) S.Tamilventhan 3) D.Hemalatha 4) <b>Vacant</b> 5) <b>Vacant</b>	<b>2</b>
15.	Assistant	<b>5</b>	1) C.S.Priyanka 2) K.Rohit 3) N.Karthika 4) M.Arun Kumar 5) E.Ezhilarasi	<b>-</b>
16.	Typist	<b>9</b>	1) P.Vignesh 2) M.Nagaraj 3) S.Priya 4) <b>Vacant</b> 5) <b>Vacant</b> 6) <b>Vacant</b> 7) <b>Vacant</b> 8) <b>Vacant</b> 9) <b>Vacant</b>	<b>6</b>

17.	Record Clerk	<b>5</b>	<b>Appointment through Outsourcing</b>
18.	Office Assistant	<b>20</b>	
19.	Driver	<b>9</b>	
20.	Messenger	<b>1</b>	
21.	Sweeper	<b>2</b>	
22.	Watchman	<b>1</b>	