

## Declaration under Section 4 of the RTI Act 2005

### 1. The particulars of organization, functions and duties

The Kerala Lok Ayukta investigates complaints involving grievance or allegations raised against Public Servants. A Lok Ayukta and two 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).

### 2. The powers and duties of officers and employees

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 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.

Complaints filed in the Registry are posted for hearing before the Benches as directed by the Hon'ble Lok Ayukta. All files of

administrative nature are initiated by the Assistants and submitted to the Registrar for appropriate orders.

4. The norms set by for the discharge of functions  
The KSR, KS&SSR and other relevant administrative rules are followed in the case of administrative files and as regards Complaints, the provisions of the Kerala Lok Ayukta Act are followed.
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.  
KSR, KS&SSR and other service rules are followed with regard to administrative matters and the Kerala Lok Ayukta Act 1999 and various rules made thereunder are followed with regard to Complaints.
6. A statement of the categories of documents that are held by it or under its control.
  - a. Complaints and accompanying documents
  - b. Property Statements filed by Public Servants
  - c. Investigation Reports
  - d. Administrative files
  - e. Pay Bill register
  - f. Filing Register for complaints
  - g. IA register
  - h. Transmission books
  - i. Attendance register
  - j. Movement register
  - k. Cash Book
  - l. Copies of bills
  - m. Stock register
  - n. Stamp account register

- o. Despatch register
- p. Inward register
- q. Tapal book
- r. Property statement register
- s. Posting Book
- t. Library stock 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;  
Nil

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;  
Nil

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;  
Will be uploaded soon

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
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes  
Not applicable
13. Particulars of recipients of concessions, permits or authorizations granted by it;  
Not applicable
14. Details in respect of the information, available to or held by it, reduced in an electronic form;  
[www.lokayuktakerala.gov.in](http://www.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 open from 10AM to 5PM
16. The names, designations and other particulars of the Public Information Officers;  
Rajesh Rajan, First Appellate Authority  
Binuraj P. K, State Public Information Officer.
17. Such other information as may be prescribed.  
Not applicable.