

# **RTI DISCLOSURE**

**Under Section 4 of the Right to Information Act, 2005**



**NAGALAND LOKAYUKTA**

**(2023)**

**RTI DISCLOSURE**  
**THE NAGALAND LOKAYUKTA**  
**UNDER SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005.**

**Manual – 1 : ORGANISATION, FUNCTIONS, DUTIES.**

*Name & address of the office* : NAGALAND LOKAYUKTA, New Capital Complex, Kohima.

To redress the grievances of the citizens which were increasing 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 Nagaland, the Nagaland Lokayukta Bill, 2017 was passed by Nagaland Legislative Assembly on 15-12-2017, and the Hon'ble Lokayukta took the oath on 22<sup>nd</sup> February 2019 and assumed his office with effect from 23-02-2019, to enable the Institution to march forward as an effective instrument in the hands of the public for curbing the evils of corruption and maladministration in the State of Nagaland.

**SALIENT FEATURES OF THE INSTITUTION:** The most prominent features of the Institution of Lokayukta 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 anyone;
- 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/ Govt.

For the purpose of conducting an investigation in accordance with the provisions of the Act, the Governor, by warrant under his hand and seal, appoint a person if he/she has been a Judge of a Supreme Court or a retired Chief Justice of High Court or a Judge of a High Court to act as Lokayukta and 4 (four) persons to be known as Upa-Lokayukta, 2(two) shall be comprise of Judicial members who has been a Judge of a High Court or eligible to be appointed as Judge of the High Court and other 2(two) shall be or a person who has held the office of not lower than a Secretary to the Government of Nagaland or a person of impeccable integrity and Social standing having special knowledge and experience of not less than twenty years in the matter relating to Anti-Corruption policy, public administration, Vigilance, finance including insurance and banking, law and management.

## **ORGANIZATION**

The Nagaland Lokayukta Organization established under the Nagaland Lokayukta Act 2017 and the Nagaland Lokayukta (Amendment) Act, 2019. The Nagaland Lokayukta Organization is headed by Hon'ble Lokayukta (Chairman) and assisted by two Hon'ble Upa-Lokayukta. The present structure of Nagaland Lokayukta organization consists of four wings viz. (i) Administrative Wing (ii) Directorate of Investigation (iii) Technical Wing (iv)Judicial Wing/Prosecution Wing

**1. ADMINISTRATIVE WING:** The Administrative Wing of the Nagaland Lokayukta is headed by Secretary who is normally an NCS officer on deputation. The Secretary, Nagaland Lokayukta Organization, with the assistance of one Under Secretary, performs its function as the head of the Administrative Wing, consisting of the Establishment and Accounts Sections. The Establishment Section is headed by one Section Officer and it deals with the work relating to Conditions of Service of the officers and Employees of entire Nagaland Lokayukta Organization including Library, Stores, Furniture, Maintenance of Motor Vehicles, Stationery, Dispatch, Accommodations, Office Expenditures, clothing & equipments, Purchase & delivery, GPF, Pension, Training, Professional engagement, Investigation, Rent, Rate and Taxes, Training and various other administrative matters etc.

The Accounts Section functions under the supervision of one Assistant Superintendent, who is assisted by one LDA cum-Computer Assistant, one peon. This section deals with entire financial matters such as budget, salary, T.A., and other related matters. Besides, there are 6(six) post of Stenographers who are attached with Hon'ble Lokayukta, Hon'ble Upa-Lokayukta and other Officers like Secretary of the Organization, IGP & Director Nagaland Lokayukta Police and other senior Police Officers. However, there is no separate Section dealing with judicial methods/ files which is to be headed by a legally qualified Registrar and Assistant Registrar. Thus, the Judicial orders passed by Hon'ble Lokayukta and Upa-Lokayukta and dispatch of correspondence including letters, notices and memo etc in respect thereof are for the present being done only by a dispatch Assistant of Establishment section.

**2. DIRECTORATE OF INVESTIGATION:** The Directorate of Investigation of the Nagaland Lokayukta Police is headed by Director & DIGP who is assisted by 2(Two) Sr.S.P, 2(Two) S.P, 2(two) Addl.S.P, 5(five) Dy.S.P, 6(six) Inspectors, 11(eleven) S.I, 5(five) A.S.I, and 19 other different categories of Police personnel. The Directorate of Investigation inquiries into/Investigates such complaints as referred to the Investigation wing. After conducting necessary inquiries and/or investigation, they submit the report and charge sheet as the case may be. The Hon'ble Lokayukta and Hon'ble Upa-Lokayukta by way of Preliminary inquiry or Criminal investigation, 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 leveled against in the complaints under the Nagaland Lokayukta Act 2017, Code of Criminal Procedure and the Prevention of corruption Act. This agency maintains the confidentiality and secrecy of information during the discreet enquiry and conducts the probe impartially.

**3. TECHNICAL WING:** The technical wing of the Nagaland Lokayukta Organization is headed by one Executive Engineer and assisted by one Junior Engineer. The Technical officers are basically from the Cadre of Nagaland Public Works Department (NPWD) who is posted on Deputation. Their primary duty is to assist the Investigation Officers on technical matters. While rendering their service, it should be their duty to see that codal formalities are observed by the implementing departments, whether NPWD code was followed, tender formalities observed or not, payments and its related deduction of taxes like GST, royalty, work tax etc were followed, whether work were carried out as per the specification/DPR etc.

**4. JUDICIAL WING:** The Court under the Organisation plays the role of a regular court, Special Court Nagaland Lokayukta. All criminal Cases registered under the Lokayukta Police Station are taken cognizance by the D& SJ and Special Judge.

As at the state level, there is no separate Directorate of Prosecution or Prosecution wing under the Lokayukta Organisation. The Public Prosecutor is appointed to the Lokayukta on deputation from the cadre of law officers under the Justice & Law department. A District & Session Judge is appointed and posted as Special Judge by the High Court.

**Mission Statement:** The Nagaland Lokayukta Organisation is no longer a mere advisory body but acts as the force to counter all sophisticated white collar crimes in govt. departments.

1. Our mission is to contain or if possible to weed out corruption from all govt. establishments.
2. To develop the Organisation and to act as the watch-dog of the govt. in order to bring about transparency and accountability in govt. functioning.

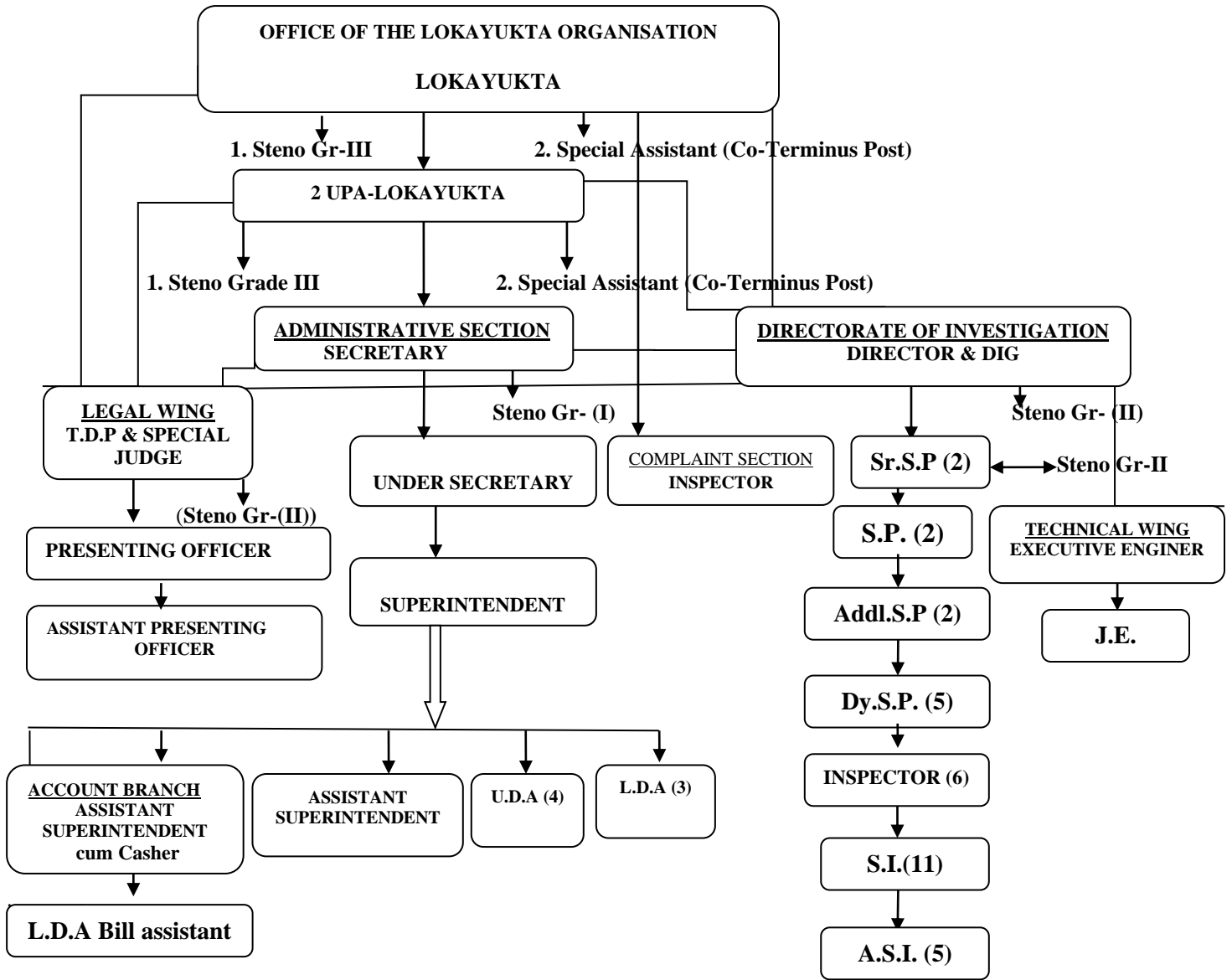
**Core Values:** We believe in Honesty, integrity, transparency, expediency, efficiency and citizen friendly attitude and to create awareness among the govt. servants as well as the general public about the need to foster economic development in a transparent manner.

Office Address:-

Office of the Nagaland Lokayukta is located below New Secretariat Complex Kohima.

Name of the Office:- Nagaland Lokayukta  
Nagaland, kohima-797001  
Ph.No. 0370-2271450  
Fax No.0370-2271446.

# STRUCTURE OF THE NAGALAND LOKAYUKTA ORGANISATION.



## ADMINISTRATIVE & LEGAL SECTION

- (1) Typist Sr-Grade (2)
- (2) Record/Supplier
- (3) Jamadar (1)
- (4) Daftri (1)
- (5) Peon (7) Regular
- (6) Chowkidar (1)
- (7) Sweeper (1) Regular
- (8) Peon (1) fixed
- (9) Sweeper (4) Fixed
- (10) Driver (4) Fixed

## INVESTIGATION & TECHNICAL

- (1) Driver Spl. grade.(10) Nos
- (2) Constable Driver (5) Nos
- (3) Constable Driver Fixed (7) Nos

## **Manual (ii) : THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

### **(i). ADMINISTRATIVE WING.**

<b>SL. NO</b>	<b>Designation</b>	<b>POWERS AND DUTIES</b>
1	Secretary	1. Head of the Administrative Branch.(ii) Controlling officer of the Budget and administration Institution.(iii) Supervising authority of over all sections. (iv) First appellate Authority under Right to Information Act, 2005.
2	U/Secretary	(i).To assist Secretary Nagaland Lokayukta in all administration matters.(ii) Budget and Accounts matters
3	Superintendent.	(i) General supervision of the Administrative Branch of Nagaland Lokayukta. (ii) Assist the Under Secretary in all administrative matters (ii) PIO (Establishment) under Right to Information Act,2015.
4	Assistant Supdt. (I)	(i) Handling of Cash & record (ii) Assist Superintendent (iii) APIO (Establishment)
5	Assistant Supdt. (II)	Assist the Superintendent in day to day work
6	UDA	Assist the concerned Asst. Section Officers. and Section Officers in day to day work.
7	L D A	Assist the concerned Asst. Section Officers. and UDA in day to day work.
8	Steno	Attend to dictation work as entrusted by the Officers to whom they are attached and transcribe the same
9	Typist	Attend to typewriting work in concerned Sections.
10	Driver	Attend Driver duty.
11	Record & Supplier.	Attend Xerox work.
12	Peon	Attend the Peon duty

### **(II) : INVESTIGATION WING**

<b>Sl.No</b>	<b>Designation</b>	<b>POWERS AND DUTIES</b>
1	Director & DIGP	1) Over-all head of the Nagaland Lokayukta Police Investigation Wing. 2) Officer-in-Charge of the Nagaland Lokayukta Police Station. 3. Entrust the investigations to the Sub-ordinate Officers.
2	Sr. S.P.	1. Conduct enquiries into the complaints entrusted by the IGP & Director (Investigation) and submits enquiry report to the IGP 7 Director (Investigation). 2. To assist IGP & Director in all the cases.
3	S.P.	1. Conduct enquiries into the complaints entrusted by the IGP & Director (Investigation) and submits enquiry report to the IGP & Director (Investigation).

		2. Supervision of Subordinate officer and Assist to Sr.S.P.
4	Additional S.P.	1. Conduct enquiries into the complaints entrusted by the IGP & Director (Investigation) and submits enquiry report to the IGP & Director (Investigation). 2. Supervision of Subordinate officer and Assist to S.P.
5	Dy. S.P.	1. Conduct enquiries into the complaints entrusted by the IGP & Director (Investigation) and submits enquiry report to the IGP & Director (Investigation )
6	Inspector	
7	S.I.	
		} <b>Investigating Officers</b>
8	A.S.I	2. Assist the Investigating Officer in conducting the investigation into the complaints.
19	Havildar	
10	Naik	
11	Constable	

**(iii) Technical Wing.**

Sl.No	Designation	POWERS AND DUTIES
40	Executive Engineer	To extend technical assistance in investigation.
41	J.E.	To assist Executive Engineer at the time of verification /investigation.

**(iv) Legal Wing.**

Sl.No	Designation	POWERS AND DUTIES
1	Special Judge (Court	Trying of criminal/corruption cases of offences under Prevention of Corruption Act 1988 and also I.P.C
2	P.O (Public Prosecutor)	Presentation of cases in Departmental enquiries and prosecutor in criminal cases.
3	A.P.O	To assist erstwhile Presenting Officer in all the case assigned to P.O.

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

The entire major issues, like administrative, financial, investigation of preliminary cases and any other policy matters, the Hon'ble Lokayukta is the final decision making authority. When the Nagaland Lokayukta Organisation receives a complaint, the complaint section of the Nagaland Lokayukta prepares a scrutiny notes and places the complaints before the Hon'ble Lokayukta for examination and decision. Thereafter, the Lokayukta decides whether to go for a Preliminary enquiry or to register as criminal case. The Director & DIGP assigned the new cases to different officers depending on their workload and also the nature of allegation. The Investigating Officer submits periodical status reports of the Investigation to the Lokayukta through the Director & DIGP. Appropriate orders are passed at different stages of the Investigation either by the Lokayukta or Upa Lokayukta till the case comes to a logical conclusion.

**Manual –IV: THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

Transparency and Accountability, Industrious, efficiency, expediency, honesty, integrity, and friendly attitude to Citizen.

**Manual (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.**

**Manual (VI) : A STATEMENT OF THE CATEGORIES OF DOCUMENTS (REGISTERS) THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

Documents Registers and relevant records maintained by the concerned sections.

SL.NO	SECTION	REGISTERS MAINTAINED
1	Lokayukta Section	
2	Upa-Lokayukta Section	1. Inward Register 2. Outward Register 3. Cause list Register 4. Hearing Book 5. Files Movement Register
3	Establishment section	1. Casual Leave Registers. 2. Attendance Registers 3. Late Attendance Register 4. Library Books Issue Register 5. Stock Register 6. Purchase & Issue Register 7. Dispatch Register 8. Receipt Register 9. Dak runner Register 10. Stamp Account Register 10. Log Book



		<ul style="list-style-type: none"> <li>11. File movement Register</li> <li>12. File index Register</li> <li>13. USS sanction Register</li> <li>14. Office Order compilation Register</li> <li>15. Miscellaneous expenditure Register.</li> <li>16. RTI related Register</li> <li>17. Budget Expenditure record Register.</li> <li>18. Grade IV GPF ledger Register.</li> <li>19. Closed File Register</li> </ul>
4	Account Section	<ul style="list-style-type: none"> <li>1. Pay Bill Registers</li> <li>2. Loans and Advance Registers</li> <li>3. Treasury Bill Register</li> <li>4. Budget Control Register</li> <li>5. Cash Book</li> <li>6. Fixed pay payment Register</li> <li>7. Bill payment Register</li> <li>8. Telephone bill, News paper bill, water bill and electricity bill payment Register.</li> <li>9. Monthly expenditure monitoring Register.</li> <li>10. PIMS Register.</li> <li>11. NPS deduction Register</li> <li>12. GPF withdrawal payment Register.</li> </ul>
5	Complain Section	<ul style="list-style-type: none"> <li>1. Complaints Register</li> <li>2. Complaint Fee Register</li> <li>3. Information Register</li> <li>4. Inward Register</li> <li>5. Certified Copies Register</li> <li>6. Files Movement Register</li> </ul>
4	Investigation Wing	<ul style="list-style-type: none"> <li>1. Complaints Register</li> <li>2. Case record Register</li> <li>3. Case file closed Register</li> <li>4. Attendance Register</li> <li>5. Casual Leave register</li> <li>6. File movement Register</li> <li>7. Summon Register.</li> <li>8. Case assignment Register</li> <li>9. Malkana maintenance Register</li> <li>10. Police Station maintenance Register</li> <li>11. UTP maintenance Register</li> <li>12. Clothing &amp; Equipments maintenance Register.</li> <li>13. Professional related expenditure maintenance Register.</li> <li>15. G.D. Register</li> <li>14. Miscellaneous Register.</li> </ul>
5	Legal Wing	<ul style="list-style-type: none"> <li>1. Inward Register</li> <li>2. Outward Register</li> <li>3. Hearing Book</li> <li>4. Files Movement Register</li> </ul>

**MANUAL – VII : 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:**

No such arrangement exists in the Nagaland Lokayukta Organisation at the moment.

**MANUAL – 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 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:**

No such boards, councils, committees or other bodies exist in the Nagaland Lokayukta Organisation.

**Manual – IX : DIRECTORY OF ITS OFFICERS & EMPLOYEES:**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone Number</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Smti. Banuo Z Jamir	Lokayukta	03702271461 (O)
2	Shri. Mayang Lima	Upa-Lokayukta	0370-2271446 (O) 0370-2240149 (R)
3	Smti. Khanrinla T. Koza	Upa-Lokayukta	0370- 2270147 (O)
4	Shri. P Mono Khamniungan, NCS	Secretary	0370-2271450 (O)
5	Shri. T.Holtoh . Sema	Director & DIGP	0370-2271449 (O) 0370-2242326(R)
6	Smti. Duvelu Vero	T.D.P. & Spl. Judge	0370-2271445 (O)
7	Smti. Oponlumi	Sr. S.P-I	0370-2271444 (O)
8	Shri. L Mayang Ao	Sr.S.P-II	0370-2270153 (O)
9	Shri.Vikhozo Vitsu	P.O	0370-2271017 (O)
10	Smti. Nayangro Murry	Under Secretary	0370-2271448(O)
11	Shri. Temjenzulu	Superintendent	0370-2271447 (O)

**Manual – X : MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

ENCLOSED IN EXCEL FORMAT

**Manual (XI) : THE BUDGET ALLOCATED DURING THE YEAR 2023-2024 .**

<b>DEMAND NO :15-Lokayukta</b>				
<b>Abstract of Major Head-Wise Fund Provision (Budget Estimate 2023-2024)</b>				
<b>(Rs. In Lakh)</b>				
<b>Code</b>		<b>Non Development</b>	<b>Development</b>	<b>Total</b>
	<b>Revenue</b>			
<b>2062</b>	Vigilance			
	103- Lokayukta/Upa Lokayukta			
	01- Nagaland Lokayukta			

**Abstract of Detailed Head-Wise Fund Provision**

<b>Code</b>	<b>Detail Head</b>			
<b>REVENUE</b>				
<b>1</b>	<b>Salaries</b>	1033.26	0.00	1033.26
<b>2</b>	<b>Wages</b>	16.47	0.00	16.47
<b>3</b>	<b>Travel Expenses</b>	20.00	0.00	20.00
<b>4</b>	<b>Office Expenses</b>	20.00	0.00	20.00
<b>5</b>	<b>Professional &amp; Special Services</b>	3.00	0.00	3.00
<b>6</b>	<b>Rent Rate &amp; Taxes</b>	5.00	0.00	5.00
<b>14</b>	<b>Minor Works</b>	00	0.00	00
<b>16</b>	<b>Motor Vehicles'</b>	39.13	0.00	39.13
<b>17</b>	<b>Maintenance</b>	0.00	0.00	0.00
<b>26</b>	<b>Other Charges (Investigation)</b>	13.00	0.00	13.00
<b>27</b>	<b>Clothing &amp;Tentage</b>	5.00	0.00	5.00
	<b>Total</b>	<b>1154.86</b>	<b>0.00</b>	<b>1154.86</b>
	<b>GRAND TOTAL</b>			

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

NOT APPLICABLE..

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

NOT APPLICABLE.

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

NOT APPLICABLE.

**Manual (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:

1. The general public can obtain information through the Reception Counter and also have the liberty to approach the Complaint Section of the Nagaland Lokayukta Organization during working hours (10.00 AM to 04.00 P.M.) to know the procedure or any other information for filing a complaint. Further, after filing complaints, the complainants may approach to the concerned Sections to know the detail status of the Case or any relevant information pertaining to their complaints. If needed, they may approach the IGP & Director Nagaland Lokayukta Police for other information to inquire the status of the case.

2. The Library facility in the Nagaland Lokayukta Office is available only to its employees during office hours.

**Manual – XVI : THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

SL. NO	NAME & DESIGNATION	DESIGNATION UNDER RTI	CONTACT NUMBER
1	<i>Shri. P Mono Khamniungan Secretary</i>	<i>Appellate Authority</i>	<i>0370-2271450(O)</i>
2	<i>Shri. B. Phongtau Phom, Adll. SP</i>	<i>P.I.O .(Investigation)</i>	<i>9862259370 (O)</i>
3	<i>Shri. Vikhozo Presenting Officer</i>	<i>P.I.O.(Legal )</i>	<i>9436005590 0370-2271017 (O)</i>
4	<i>Shri. Temjenzulu Superintendent</i>	<i>P.I.O. Establishment</i>	<i>9612000752 0370-2271447 (O)</i>

**Manual (XVII): SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:**

The information if any will be updated as and when required.

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