

REGULATIONS OF LOKAYUKTA 2021

ORDER NO. 1

The 25th January, 2021

No. SLAP/09/2020/63.—In exercise of power, conferred by section 58 of the Arunachal Pradesh Lokayukta Act, 2014 (No. 7 of 2014) read with rule 25 of the Arunachal Pradesh Lokayukta Rule, 2018 the Arunachal Pradesh Lokayukta is pleased to constitute a Committee consisting of the following Members to make various regulations under the Act.

- | | | |
|----------------------------------|---|---------------------------|
| (a) Chairperson of the Lokayukta | — | Chairman |
| (b) Member of the Lokayukta | — | Member |
| (c) Secretary of the Lokayukta | — | Convenor of the committee |

Published and printed by Directorate of Printing, Naharlagun.- 44/2021-DoP-250-1-2021.

The committee, so constituted, shall sit from time to time in order to frame various regulations, as required under section 58 of the Arunachal Pradesh Lokayukta Act, 2014 or to supervise the application or implementation of various Regulations, framed under the Act or to advise modifications, alterations or amendments of various regulations, so framed .

The regulations, so framed or the regulations, so modified, altered or amended shall be published in the Official Gazette by the Secretary of the Lokayukta and such publication shall be made in the name of the Arunachal Pradesh Lokayukta.

The regulations, so framed or the regulations, so modified, altered or amended shall come into force from the date of their publication.

Mr Yeshi Tsering (IAS Retd)
(Member, Lokayukta)

Justice (Retd) PK Saikia
(Chairperson, Lokayukta)

The Arunachal Pradesh Lokayukta Regulations, 2021

In exercise of the powers, conferred by section 58(2) (d) and Section 58(2) (e) of the Arunachal Pradesh Lokayukta Act, 2014 (No.7 of 2014) read with rule 25 of the Arunachal Pradesh Lokayukta Rule, 2018, the Lokayukta Arunachal Pradesh is pleased to make the following regulations and forms to carry out the provisions of the Act aforesaid.

1. (1) These regulations may be called the Arunachal Pradesh Lokayukta (General) Regulations, 2021.
- (2) They shall come into force on and from the date of their publication in the **OFFICIAL GAZETTE**.
- (3) Any word or group of words which has/have not been defined in the Act of 2014 or the rules of 2018 would carry same meaning as has/have been given in The General Clauses Act, 1897.

Chapter- I

Instructions regarding filing of the complaint

Part - A

2. (1) Every complaint shall be filed in the form prescribed under the rules.
- (2) A complaint may be presented in person **to either the Secretary or any other officer duly** authorized by the Lokayukta in that behalf.
- (3) A complaint may also be sent to the Secretary by registered post/speed post.
- (4) The complainant shall along with the complaint furnish **in the prescribed in Form 23 format a list of witnesses** whom he wants to examine in support of the allegations in the complaint and also showing therein which of witnesses will be produced before **the Lokayukta** on his own and which of witnesses are to be summoned by the Lokayukta.
- (5) The complainant shall also furnish **in the prescribed in Form 24 format** a list of documents showing which of the documents are in his possession and which of the documents are to be sent for by the Lokayukta.

Part - B

3. (1) On receipt of complaint, the officer, authorized to receive the same, will furnish the complainant a computer generated acknowledgement in the prescribed format in Form-I.
- (2) The officer, authorised to receive the complaint, shall compare the same with check list, **prescribed in that regard in Form 2** and if any defect(s) is noticed, same be recorded for the information of the Secretary, Arunachal Pradesh Lokayukta.
- (3) The complaint, so checked, together with remark(s), if any, shall be forwarded to the Secretary, Arunachal Pradesh Lokayukta for further scrutiny and for doing needful.

Chapter - II

Instructions regarding registers of proceedings to be maintained in office of the Lokayukta

4. (1) Following the receipt of the complaint, the particulars of the same shall be entered in a book / register in the prescribed format in Form 21 which shall be called the register of complaints. Such entries shall be numbered in every year according to the order in which the complaints **are presented**.
- (2) Following the filing of any miscellaneous application, the particulars of the same shall be entered in a book/register in the prescribed format in Form 22 which shall be called the register of miscellaneous applications. Such entries shall be numbered in every year according to the order in which the miscellaneous applications **are presented**.

Chapter - III**Instructions regarding issue and service of summons upon the accused person**

5. (1) On receipt of the complaint, if the Lokayukta decide to conduct a preliminary inquiry, in summoning the accused person, the Secretary or the inquiry officer, as the case may be, will follow the procedures regarding issue and service of summons upon the defendant, as prescribed in **ORDER - V of the Civil Procedure Code, 1908**, so as far as they are applicable.
- (2) Every summon in prescribed format in Form 3 shall be accompanied by required number of the copy or copies of the complaint for being served on **the accused person (s)**.
- (3) Summons to the accused person shall also state that in the event of failure of the accused person to appear and respond to the allegations in the accompanying complaint, the allegation(s) levelled against him, will be heard and decide in his absence.

Chapter - IV**Instructions regarding summoning and attendance of witness (es)**

6. (1) The Secretary or the inquiry officer, as the case may be, while serving summons on the witness(es) shall follow the procedures regarding issue and service of summons upon the defendant, as prescribed in **ORDER - XVI of the Civil Procedure Code, 1908**, so as far as they are applicable.
- (2) Should the witness remains absent without any lawful cause or excuse despite summons being served on him as per procedure, prescribed, it may be lawful for the Lokayukta, or the officer, authorised in that behalf, to issue warrant of arrest in prescribed **Form - 5** against him to procure his attendance before them.
- (3) Summon to the witness shall be in prescribed format in Form - 4 in the rule.

Chapter - V**Instructions regarding production of documents**

7. (1) The provisions regarding service of summons on the defendant as rendered in section 27, 28 and 29, 31 and ORDER XIII of the CPC shall be followed as far as practicable in production of documents before the Lokayukta.
- (2) Notice to produce document(s) shall be in prescribed format in Form - 6.
- (3) Requisition for records from other office / court shall, as far as practicable, be in the prescribed format in Form 7.

Chapter - VI**Instructions regarding examining the witness on commission**

8. (1) At any stage of the proceeding, the Lokayukta may issue a commission for examination of witnesses or documents. However, a commission for examination of witnesses or documents shall not be issued unless the Lokayukta, for the reason to be recorded, thinks it necessary to do so.
- (2) An order for the issue of commission for examination of witness may be made by the Lokayukta, either on its own motion or on the application, supported by affidavit or otherwise, of any of the parties of the proceeding or on the application of witness to be examined.
- (3) In doing so, the Lokayukta or officer authorized in that behalf shall follow the procedures as rendered in **Order - XXVI Rule 1 to Rule 8 of the CPC** as far as practicable.
- (4) The order appointing the Commission to examine absent witness shall as far as practicable in the prescribed Form - 10.

Chapter - VII**Instructions regarding receiving of evidence**

9. (1) In receiving the evidence on affidavit or otherwise, procedures prescribed in **ORDER - XVIII Rule 3A and Rule 4 of the CPC**, are to be followed as far as they are practicable.
- (2) The deposition of the witness shall be recorded in the Form 9, prescribed in that regard.
- (3) The witness is to take oath in the Form 8 prescribed before giving evidence before the Lokayukta.

Chapter - VIII**Instructions regarding the processes, dispatched from the office of the Lokayukta**

10. (1) Particulars of **processes, sent** from the office of the Lokayukta, shall be entered in a register Form 25 kept in that regard.
- (2) There shall be a peon book in the prescribed Form 26.

Chapter - IX**Instructions regarding letters, dispatched from the office of the Lokayukta**

11. Particulars of **the letters, sent off** the office of the Lokayukta, shall be entered in a register in Form - 27 kept in that regard.

Chapter - X**Instructions regarding the letters, received in the office of the Lokayukta.**

12. Particulars of **the letters, received in the office of the Lokayukta, shall** be entered in a register in Form 28 kept in that regard.

Chapter - XI**Instructions regarding classification of records of proceedings before the Lokayukta**

13. (1) The records of proceedings before the Lokayukta are to be divided into two classes: Class I & (b) Class II.
- (2) Class I includes records of main proceedings.
- (3) Class II includes records of miscellaneous proceedings.

Chapter - XII**Instructions regarding arrangement and preparation or records during trial**

14. (1) Every record under Class 1 shall consist of 4 files to be styled and marked respectively File A, File C, File C1 and File C2.
- (2) Title Page of every record under Class 1 shall be in the prescribed format in Forms 11, 12, 13 and 14.

File A shall contain: -

- (a) Table of contents in prescribed form 11 and 18,
- (b) The order- sheet,
- (c) Report of the inquiry officer, and
- (d) Finding as well as recommendation(s) of the Lokayukta on the report of the **Preliminary Inquiry.**
- (e) Finding as well as recommendation(s) of the Lokayukta on the report of the **detailed Inquiry.**
- (f) Decision of any higher authority on the finding and recommendation of the Lokayukta.
- (g) Action, if any, taken by competent authority on the report of the Lokayukta.

File C shall contain :

- (a) Table of contents in prescribed form 12 and 19,
- (b) The complaint,
- (c) Statements in defence, if any,
- (d) Comments of the public servant on the allegation(s) and
- (e) Comments of the competent authority of the public servant on the allegation(s).

File C1 shall contain :

- (a) Table of contents in prescribed form 13 and 20,
- (b) All the evidence, oral and documentary upon which the subject matter of the proceeding is decided ,
- (c) Lists of documents admitted in evidence.

File C-2 shall contain :

- (a) Table of contents in prescribed form 14 and 21,
- (b) All summons, processes, returns thereto, list of witnesses and any other documents and
- (c) Any other documents and papers not specified in File A, C-1 and C-2.
- (3) Every record under Class II shall consist of 3 files to be styled and marked respectively File B, File B 1 and File B2.
- (4) Title page of every record under Class 2 shall be in the prescribed format.

File B shall contain :

- (a) Table of contents in prescribed form 15 and 22,
- (b) The order- sheet,
- (c) Miscellaneous application(s),
- (d) Statements in defence, if any,
- (e) The finding of the Lokayukta on the applications.
- (f) Decision of any higher authority on the finding of the Lokayukta.

File B1 shall contain :

- (a) Table of contents in prescribed form 16 and 23,
- (b) Evidence, if any, tendered from the side of the applicant, and
- (c) Evidence, if any, tendered from the side of the opposite party.

File B2 shall contain :

- (a) Table of contents in prescribed form 17 and 24, and
- (b) Any papers and documents, not specified in B and B1 File.

Chapter - XIII**THE TITLE PAGE**

15. To each file of every record under Classes I and Classes II, shall be prefixed a title page in the prescribed Forms Nos.(F) 1 to (F) 7 showing the period of its preservation.

The title pages shall be of different colours-

File A	White
File B	Red
File C	Yellow
File C1	Blue
File C2	Green
File B1	Violet
File B2	Orange

Chapter - XIV**INSTRUCTIONS REGARDING DESTRUCTION OF RECORDS OF VARIOUS QUASI JUDICIAL PROCEEDINGS IN THE OFFICE OF THE LOKAYUKTA**

16. The following table shows the periods prescribed for the retention of the various parts of records in the various classes' of proceedings which are maintained in the office of the Lokayukta.-

Nature of Proceedings	<u>Number of years for which records are to be retained</u>						
	File A.	File B.	File C.	File C1	File C2	File B1	File B2
(1) In proceedings, classified as Class I - Permanent	—	12	—	3	—	1	—
(2) In proceedings, classified as- Class II-	—	12	—	—	—	3	—

Chapter - XV

17. At the end of every year, all records of quasi judicial proceedings should be gone through and carefully examined, in order to prevent the destruction of papers that may be needed for future reference of the correspondence which has become 12 years old. A Class correspondence /papers should be sent to the record room every year in the month of April for being preserved for ever. B Class, C Class and D Class correspondence/papers marked as B C and D respectively should be transferred to the record room every year in the month of April for being preserved and destroyed as per instructions rendered in that regard. Destruction must be by fire.

Chapter - XVI**CLASSIFICATION OF VARIOUS REGISTERS MAINTAINED IN THE OFFICE OF THE LOKAYUKTA, ARUNACHAL PRADESH, ITANAGAR**

18. (1) To ensure that the registers, being maintained in the office of the Lokayukta, are neither prematurely destroyed nor kept for periods longer than necessary. Following arrangements are made for classification, retention and destruction of those registers. Therefore, depending on the nature and importance of various registers, they are classified into four categories; they are A, B, C & D.

(2) Category 'A' Registers.

The registers which are so precious that is in original must be preserved intact and access to it in the original form must be restricted to the barest minimum or the register likely to be required for frequent reference by different parties are to be classified as category 'A' register.

(3) Category 'B' Registers

The registers of historical importance if any are to be classified as category 'B' register.

(4) Category 'C' Registers

Registers which demand preservation for some time for administrative or judicial purposes but which do not come within purview of category 'A' or category 'B' registers are to be classified as category 'C' register.

(5) Category 'D' Registers

This category registers will include the register of secondary importance or ephemeral in nature and having reference for a very limited period.

Chapter - XVII**PRESERVATION OF THE REGISTERS MAINTAINED IN THE OFFICE OF THE LOKAYUKTA, ARUNACHAL PRADESH, ITANAGAR****-A-**

19. For preservation and destruction of those registers, following arrangements are made.
- (1) Registers which are classified as A-Class registers are to be preserved for ever.
 - (2) Registers which are classified as B-Class registers are to be preserved for twelve years.
 - (3) Registers which are classified as C-Class are to be preserved for three years and.
 - (4) Registers which are classified as D-Class registers are to be preserved for one year.

-B-

20. (1) Following registers are categorised as A-Class registers —

Sl. No.	Name of the register	Period of preservation
1.	Register of proceedings	Forever
2.	Establishment/Sanction Register	Permanent
3.	File register	Permanent
4.	Consolidated departmental Index	Permanent
5.	Departmental record room register	Permanent
6.	Monitoring of Court cases	Permanent

Above list is only illustrative and not exhaustive.

- (2) Following registers are categorised as B-Class registers —

Sl. No.	Name of the register	Period of preservation
1.	Register of miscellaneous proceedings	12 years
2.	Pay Bill Register	20 years
3.	Cash Book Register	10 years
4.	Office equipments Register	10 years

Above list is only illustrative and not exhaustive.

(3) Following registers are categorised as C-Class registers —

Sl.No.	Name of the register	Period of preservation
1.	Register of miscellaneous proceedings	For 3 years
2.	TA/Transfer TA Register	3 years after completion of audit
3.	Stock Register	3 years after completion of audit
4.	Bill Register	5 years
5.	Despatch Register	5 years
6.	Section Despatch Register	5 years
7.	Section Diary	3 years
8.	Stamp Account Register	5 years
9.	Staff Car log book	3 years

Above list is only illustrative and not exhaustive.

(4) Following registers are categorised as D-Class registers —

Sl.No.	Name of the register	Period of preservation
1.	Register of proceedings	For 1 years
2.	Dak Register , Issue Register, Receipt Registrar	1 year
3.	Monthly Expenditure Register	1 year
4.	Reconciliation of Accounts Register	1 year
5.	Increment Register , Issue register	1 year

Above list is only illustrative and not exhaustive.

Chapter - XVIII

Classification of correspondence/ papers in the office of the Lokayukta

21. Depending on the nature and importance of various letters/correspondence /papers, those letters/ correspondence /papers, are classified into four categories; they are A, B, C & D.
- (A) The correspondence of importance regarding creation and abolition of posts, constructions, repair and acquisition of buildings are to be classified as Class A correspondence.
- (B) The correspondence etc regarding matter of comparatively little importance and which is obviously un-necessary to keep **beyond 12 years** such as budgets, audit reports, stock register indents are to be classified as B-Class correspondence.
- (C) The correspondence etc regarding contingency grant circulars of little importance from govt. are to be classified as C-Class correspondence.
- (D) The correspondence etc which are ephemeral in nature and which do not come under the purview of correspondence classified as Class A, B and C are to be classified as D-Class correspondence.

Chapter - XIX

(A)

22. **Preservation of correspondence/papers in the office of the Lokayukta.**

- (1) Correspondence which is classified as A-Class is to be preserved for ever.
- (2) Correspondence which is classified as B-Class is to be preserved for twelve years.
- (3) Correspondence which is classified as C-Class is to be preserved for 3 years.
- (4) Correspondence which is classified as D-Class is to be preserved for 1 year.

(B)

23. At the end of every year, all correspondence and papers should be gone through and carefully examined in order to prevent the destruction of papers that may be needed for future reference of the correspondence which has become 12 years old. A Class correspondence /papers should be sent to the record room every year in the month of April for being preserved for ever. B Class, C Class and D Class correspondence/ papers marked as B C and D respectively should be transferred to the record room every year in the month of April for being preserved and destroyed as per instructions rendered in that regard. Destruction must be by fire.

Chapter - XX**PREPARATION, MAINTENANCE, RETENTION AS WELL AS DESTRUCTION OF CASH REGISTRER, STOCK REGISTER ETC**

24. So far as the preparation, maintenance, retention as well as destruction of the Cash Book, Stock Register, TA/Transfer TA Register, Bill Register, Despatch Register, Section Despatch Register, Section Diary, Stamp Account Register, Staff Car log book, Dak Register, Issue Register, Receipt Registrar, Monthly Expenditure Register, Reconciliation of Accounts Register, Increment Register, Issue register are concerned, the relevant procedure, prescribed in the Manual of Office Procedure, 2010, Government of Arunachal Pradesh, shall as far as practicable, be followed in the establishment of the Lokayukta, Arunachal Pradesh.

Chapter - XXI**PREPARATION, MAINTENANCE, RETENTION AS WELL AS DESTRUCTION OF REGISTERS WHICH ARE NOT BEING MENTIONED ANYWHERE BEFORE**

25. So far as the preparation, maintenance, retention as well as destruction of registers which are not being mentioned anywhere before are concerned, the relevant procedure, prescribed in the Manual of Office Procedure, 2010, Government of Arunachal Pradesh, shall as far as practicable, be followed in the establishment of the Lokayukta, Arunachal Pradesh.

Chapter - XXII**PREPARATION, MAINTENANCE, RETENTION AS WELL AS DESTRUCTION OF FILES WHICH ARE NOT BEING MENTIONED ANYWHERE BEFORE**

26. So far as the preparation, maintenance, retention as well as destruction of files which are not being mentioned anywhere before are concerned, the relevant procedure, prescribed in the Manual of Office Procedure, 2010, Government of Arunachal Pradesh, shall as far as practicable, be followed in the establishment of the Lokayukta, Arunachal Pradesh.

27. POWER TO AMEND :

The Lokayukta has the power to amend this regulation from time to time as may be deemed appropriate.

FORM NO. 1**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL, ITANAGAR****Form for acknowledgement of the complainant**

(See regulation 3(1))

Received from Sri, the complainant or his duly authorised agent/ by post, a complaint in prescribed format.....at the office of the Arunachal Pradesh Lokayukta, Niti Vihar, Itanagar today at.....

(Seal of Office)

Date:-

(Signature of the staff receiving the complaint))

FORM NO. 2**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR****CHECK LIST**

(See regulation 3(2))

- | | | | |
|-------|--|-------|--------|
| (i) | Whether the complaint is signed by complainant | _____ | Yes/No |
| (ii) | Whether Affidavit of complainant is in the prescribed format | _____ | Yes/No |
| (iii) | Whether Affidavit of witness is in the prescribed format | _____ | Yes/No |
| (iv) | Whether name, designation and address of the public servant against whom complaint are furnished properly | _____ | Yes/No |
| (v) | Whether documents, relied upon or true copy thereof which are in the custody of the complainant are enclosed | _____ | Yes/No |
| (vi) | Whether particulars of documents, relied upon but not in the custody of complainant are furnished | _____ | Yes/No |
| (vii) | Whether required copies of affidavits and documents are enclosed | _____ | Yes/No |

Remarks of the officer checking the complaint

(Seal of Office)

Date:-

(Signature of the staff checking the complaint))

FORM NO. 3**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR****SUMMONS TO THE ACCUSED PERSON (S)**

(See regulation 5(2))

To..... (Name of the person, suspected of commission of offence(s), defined in the Act, 2014

(Address in detail)

WHEREAS your attendance is necessary to answer to allegation(s) of..... (State shortly the contents of the allegation(s), you are hereby required to appear in person before me (name and designation of the officer) aton the.....day of.....at o' clock.....in thenoon to answer the allegation(s).

You are further informed that in default of your appearance before the undersigned at place and time mentioned above without any just cause or excuse, the matter will be heard and decided in your absence.

Details of the proceeding:-

Dated, thisday of..... 20.....

(Seal of Office)

(Signature)

FORM NO. 4**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR****SUMMONS TO WITNESS**

(See regulation 6(2))

To.....of.....

WHEREAS complaint has been made before me that..... (name of the accused/suspect) of(address) has (or is suspected to have) committed the offence of.....(state the offence(s) concisely with time and place), and it appears to me that you are likely to give material evidence having bearing on the matter under inquiry significance .

You are hereby summoned to appear before..... on the.....day of..... at ten o'clock in the forenoon, to give evidence what you know concerning the matter under inquiry, and not to depart thence without leave of

Dated, this.....day of....., 20.....

(Seal of the office)

Secretary
Or any other officer authorised in that behalf

(Signature)

Name and designation of the officer
(Already framed and notified by the govt.)

**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR****FORM NO. 5****WARRANT OF ARREST OF WITNESS**

(see regulation 6(2))

To,

The Officer-in-Charge,

Police Station,

District.....

Whereas has been duly served with a summons but has fallen to attend (absconds and keeps out of the way for the purpose of avoiding service of a summons); you are hereby ordered to arrest and bring the said..... before the Arunachal Pradesh Lokayukta, State Banquet Hall, Niti Vihar, Itanagar.

You are further ordered to return this warrant on or before the day of..... 20..... with an endorsement certifying the day on and the manner in which it has been executed, or the reason why it has not been executed.

Given under my hand and the seal of the Court, this..... day of.....20.....

Secretary
Or any other officer, authorised in that behalf Seal of the Office

FORM NO. 6**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR****NOTICE TO PRODUCE DOCUMENT(S)**

(see regulation 7(2))

To.....of.....

WHEREAS complaint has been made before me that..... (name of the accused)
of(address) committed the offence(s) of.....(give a concise statement of the
allegation(s) quoting the offence(s) if possible), and it appears to me that you are likely to produce following
document(s) having bearing on the matter under inquiry in connection with the proceeding , the details of which
are given below .

You are hereby asked to produce aforesaid document(s) before me on the.....day of.....
at ten o'clock in the forenoon either personally or through your duly authorised agent; and you are hereby
warned that, if you shall without just cause neglect or refuse to produce the aforesaid documents on the time
and place aforementioned, necessary process/ proceeding will be dealt with in accordance to law.

The details of the case / proceeding :

- (i)
- (ii)

Dated, this.....day of....., 20.....

(Seal of the office)

Secretary
Or any other officer authorised in that behalf

(Signature)

Name and designation of the officer

FORM NO. 7**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR****REQUISITION FOR RECORDS**

(see regulation 7(3))

Under the provision of Section 27 (1) (iv) of the Arunachal Pradesh Lokayukta Act, 2014 and in the
circumstances, set forth below, you are requested to forward the record of(give the details
of the record sent for) or copy thereof which is required in connection with case noted below to the office of the
Arunachal Pradesh Lokayukta at Niti Vihar, Banquet Hall, Itanagar on or before.....

Details of the proceeding before the Lokayukta :

The circumstances requiring the undersigned to call for the record of the case/proceeding aforesaid

(Seal of the office)

Signature of the requisition officer

FORM NO. 8
(See regulation 9(3))

Form for taking oaths and affirmations before the Lokayukta

The following forms of oaths and affirmations are prescribed by the Lokayukta under Section 7, Act X of 1873-

(I) Oaths for witnesses :

"I swear that the evidence which I shall give in this case shall be true, that I will conceal nothing and that no part of my evidence shall be false. So help me God".

(II) Affirmation for witness:

"I solemnly declare that the evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false".

FORM NO. 9
(See regulation 9(2))

Form for recording the deposition of the witness in any proceeding before the Lokayukta

The Deposition of Witness No..... for the..... aged about..... years, taken on oath or affirmation, before me..... of..... this day of 20.....

My name is

My father's/husband's name is.....

I am by religion

My home is at Village..... Police Station.....

District where I amfollowing forms of oaths and affirmations are prescribed by the Lokayukta under Section 7, Act X of 1873-

(I) Oaths for witnesses:

"I swear that the evidence which I shall give in this case shall be true, that I will conceal nothing and that no part of my evidence shall be false. So help me God".

(II) Affirmation for witness:

"I solemnly declare that the evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false".

FORM NO. 10

**OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, NITI VIHAR, BANQUET HALL,
ITANAGAR**

COMMISSION TO EXAMINE ABSENT WITNESS

(see regulation 8(4))

To

.....

Whereas the evidence ofis required by thein the above proceeding and whereas....., you are requested to take the evidence of such witness....., and you are hereby appointed Commissioner for that purpose. The evidence will be taken in the presence of the parties and their agents if in attendance , who be at liberty to question the witness on the points, specified, and you are further requested to make return of such evidence as soon as it may be taken.

Process to compel the attendance of the witness will be issued by any Court having jurisdiction should you make an application for the same.

A sum of Rs....., being your fee in the above, is herewith forwarded.

Given under my hand and the seal of the Office, thisday of.....20.....

Secretary

Or any other officer authorised in that behalf

(Seal of the office)

(Signature)

Name and designation of the officer

FORM NO. 11

(See regulation 14(2))

OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE A)

Complaint Case No..... of 20.....

IN THE MATTER OF

.....

Complainant

AND

Public servant

.....

Date of report by the Inquiry Officer, conducting preliminary inquiry.....

Date of decision, taken by the Lokayukta, on the preliminary report.....

Date of recommendation, if any, on the preliminary report.....

Action taken by the concerned Competent Authority on the recommendation of the Lokayukta.....

Date of closure of the Case.....

Period for preservation of the file.....

FORM NO. 12

(See regulation 14(2))

OFFICE OF THE, ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE C)

Complaint Case No..... of 20.....

IN THE MATTER OF

.....

Complainant

AND

Public Servant

.....

Date of opening of the file.....

Date of closing of the file.....

Date of closure of the connected complaint case.....

Period for preservation of the file.....

FORM NO. 13

(See regulation 14(2))

OFFICE OF THE ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE C1)

Complaint Case No..... of 20.....

IN THE MATTER OF

.....
Complainant

AND

.....
Public Servant

Date of opening of the file.....

Date of closing of the file.....

Date of closure of the connected complaint case.....

Period for preservation of the file.....

FORM NO. 14

(See regulation 14(2))

OFFICE OF THE, ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE C 2)

Complaint Case No..... of 20.....

IN THE MATTER OF

.....
Complainant

AND

.....
Public Servant

Date of opening of the file.....

Date of closing of the file.....

Date of closure of the connected complaint case.....

Period for preservation of the file.....

FORM NO. 15

(See regulation 14(4))

OFFICE OF THE, ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE B)

Misc Case No..... of 20.....

Arising out of Complaint Case No.....

IN THE MATTER OF

..... Applicant

AND

..... Opposite Party

Date of opening of the file.....

Date of closing of the file.....

Date of closure of the connected complaint case.....

Period for preservation of the file.....

FORM NO. 16

(See regulation 14(4))

OFFICE OF THE, ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE B1)

Misc Case No..... of 20.....

Arising out of Complaint Case No.....

IN THE MATTER OF

..... Applicant

AND

..... Opposite Party

Date of opening of the file.....

Date of closing of the file.....

Date of closure of the connected complaint case.....

Period for preservation of the file.....

FORM NO. 17
(See regulation 14(4))

OFFICE OF THE, ARUNACHAL PRADESH LOKAYUKTA, ITANAGAR, NITIVIHAR

TITLE PAGE

(FILE B2)

Misc Case No..... of 20.....

Arising out of Complaint Case No.....

IN THE MATTER OF

.....

Applicant

AND

.....

Opposite Party

Date of opening of the file.....

Date of closing of the file.....

Date of closure of the connected complaint case.....

Period for preservation of the file.....

FORM NO. 18
(See regulation 14(2))

Table of contents

Case No.

Complainant

Applicant

Accused

Opposite Party

FILE - A

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM NO. 19
(See regulation 14(2))

Table of contents

Case No.

Complainant
Applicant
Accused
Opposite Party

FILE - C

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM NO.20
(See regulation 14(2))

Table of contents

Case No.

Complainant
Applicant
Accused
Opposite Party

FILE - C1

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM NO. 21
(See regulation 14(2))

Table of contents

Case No.

Misc Case No.
Connected
Complaint Case
Applicant
Opposite Party

FILE - C2

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM NO. 22
(See regulation 14(2))

Table of contents

Case No.

Misc Case No.
Connected
Complaint Case
Applicant
Opposite Party

FILE - B

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM NO. 23
(See regulation 14(2))

Table of contents

Case No.

Misc Case No.
Connected
Complaint Case
Applicant
Opposite Party

FILE - B1

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM NO. 24
(See regulation 14(2))

Table of contents

Case No.

Misc Case No.
Connected
Complaint Case
Applicant
Opposite Party

FILE - B2

Sl. No.	Number of sheets	Description of Documents	Value of the Stamps if any	Remarks
1	2	3	4	5

FORM No.21
(See Regulation 4(1))

REGISTER OF COMPLAINTS

Sl. No.	Date of presentation of the complaint.	Name of the complainant(s) with full address.	Name of the public servant against whom complaint is made with full address.	Brief facts relating to allegation(s), complained of.	Name and full address witnesses(s), if any.	
1	2	3	4	5	6	
Amount of fee paid.	Date of registration of the proceeding	Sl. No. of the proceedings.	Date of final disposal of the proceeding (preliminary enquiry)	Result of the proceeding in brief.	Whether the decision of Lokayukta is challenged before any other authority and result thereof.	Remarks
7	8	9	10	11	12	13

*Perhaps the format of the register complaints may be notified by the Govt. in exercise of the power conferred on it under Section 57(2)(n) of the Act of 2014.

FORM No. 22
(See Regulation 4(2))
REGISTER OF MISCELLANEOUS PROCEEDINGS

Sl No.	Date of presentation of the miscellaneous application.	Name of the applicant(s) with full address.	Name of the opposite party with full address.	Name and full address of the witnesses(s), if any.
1	2	3	4	5
Brief facts relating to contents of the application	Date of registration	Sl. No. of the miscellaneous proceedings.	Result of the proceedings in brief.	
6	7	8	9	

FORM No. 23
(See Regulation 2(3))
LIST OF WITNESSES FROM THE SIDE OF THE COMPLAINANT

Sl No.	Name of the witnesses along with their occupations, if any, and full addresses.	Whether the witnesses are to be produced by the complainant	Whether the witnesses are to be summoned by the Lokayukta		Remarks.
1	2	3	4		5

FORM No. 24

(See Regulation 2(4))

LIST OF DOCUMENTS RELIED ON BY THE COMPLAINANT.

SI No.	Particulars of documents relied upon by the complainant in support of the Allegations.	Documents which are available with the complaints and enclosed with the complaint.	Documents not in the possession of the complainant.		Remarks.
			Documents which are in the possession of private person(s) with their detail address.	Documents which are in the custody of Court or other govt office.	
1	2	3	4		5

FORM No. 25**Issue Register (process, issued)**

(See regulation No 10 (1))

Date	Consecutive No. of the register	To whom addressed	Subject in brief	Where placed (office reference number)	Value of stamps affixed
1	2	3	4	5	6

FORM No. 26
Peon Book
 (See regulation No 10(2))

Date	Name and address of the addressee	contents	Name of MTS	Time	Receiver's signature
1	2	3	4	5	6

FORM No. 27
Issue Register (letters, issued)
 (See regulation No 11)

Date	Consecutive No. of the register	To whom addressed	Subject in brief	Where placed (office reference number)	Value of stamps affixed
1	2	3	4	5	6

FORM No. 28
Receipt Register
(See regulation 12)

Consecutive No.	Date of receipt	From whom received	No. & date of Letter	Subject in brief	Initial of Assistant to whom made over	File No. of which dealt with
1	2	3	4	5	6	7