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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 30th July, 2019

S.R.O. No. 258/2019— In exercise of the powers conferred by sub-section (1) read with clauses (h), (i) and (j) of sub-section (2) of Section 57 and read with Section 34 of the Odisha Lokayukta Act, 2014 (Odisha Act 12 of 2018) and in supersession of the rules issued in this regard under the Odisha Lokpal and Lokayuktas Act, 1995 so repealed except as respects things done or omitted to have been done before such supersession, the State Government do hereby make the following rules, namely:—

1. Short title and commencement.— (1) These rules may be called the Odisha Lokayukta (Financial and Administrative Power) Rules, 2019.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions.— (1) In these rules, unless the context otherwise requires.—

(a) “Act” means the Odisha Lokayukta Act, 2014 (Odisha Act 12 of 2018);

(b) “Form” means a Form appended to these rules; and

(c) “section” means a section of the Act.

(2) All other words and expressions used but not defined in these rules shall have the meaning, respectively, assigned to them in the Act.

3. Budget Estimates of the Lokayukta.— (1) The Budget Estimates of the Lokayukta for every financial year shall be prepared in form ‘A’ showing the receipt and expenditure of the Lokayukta and after due approval of such Budget Estimates by the Lokayukta, the same shall be forwarded to the State Government.

(2) The Budget Estimates as approved by the Lokayukta shall be submitted to the State Government normally by the 15th of November but in no case later than the end of December for each year:

Provided that the State Government may, on the request of the Lokayukta, extend the date of submission of Budget Estimate by such period as the Government as it may think fit.

(3) Without prejudice to the provisions of sub-rule (1), the Budget Estimate shall be prepared and forwarded to the State Government in accordance with the instructions and circulars issued by the Finance Department, from time to time.

(4) If during any financial year, for any reasons, substantial modification of Budget Estimate as finally approved by the State Government is likely to be involved, the Lokayukta shall submit for approval of the State Government supplementary estimate in such form and on such date as the State Government may, from time to time, direct.

4. Applicability of the Financial Rules and Administrative Rules, etc.— (1) The provisions of the Delegation of the Financial Power Rules, 1978, the Odisha General Financial Rules, 1959, the General Provident Fund (Odisha) Rules, 1938, the Odisha Travelling Allowance Rules, 1938, Odisha Budget Manual, the Odisha Records Manual, 1964 and the Odisha Treasury Code and Administrative Rules, as amended, from time to time, shall apply *mutatis mutandis* to the establishment of the Lokayukta and the powers shall be exercised in accordance with the provisions of section 34.

Explanation.— For the purpose of this rules, the expression “Administrative rules” means the Odisha Service Code, 1936, the Odisha Civil Service (Classification, Control and Appeal) Rules, 1962 and the Odisha Government Servants’ Conduct Rules, 1959, any other rules as applicable to State Government employees from time to time.

(2) The Lokayukta shall have the same powers as are conferred on Heads of Departments under the rules and manual referred to in sub-rule (1).

5. Maintenance of Accounts.— (1) The Secretary or any officer of the Lokayukta as may be authorized by the Chairperson, shall maintain proper accounts, Books of accounts, Vouchers, other documents and papers of the Lokayukta regularly in accordance with the rules, instructions and circulars issued by the State Government from time to time in consultation with the Accountant General, Odisha.

6. Annual Statement of Accounts.— (1) The annual statement of accounts of Lokayukta shall be prepared every financial year by the Secretary or such other officer of Lokayukta as may be authorized by the Chairperson.

(2) The annual statement of accounts shall be prepared in form 'B' and shall be forwarded by the Secretary duly approved by the Chairperson to the State Government along with the audit report duly certified by the Accountant General.

7. Furnishing of Annual return.— The Lokayukta shall furnish a return in Form 'C' in each Financial year so as to reach the State Government not later than fifteen days of the February of the Financial year which it relates along with the statement or such other particulars as the State Government may require.

FORM-A
(See rule 3)

Budget Estimates

PART-A

Receipt	Previous Year Actual	Current Year Budget Estimate	Current Year Revised Estimate	Next Year Budget Estimate
(1)	(2)	(3)	(4)	(5)

(A) Grant

(i) From the State Govt.:

(ii) Other sources:

(to be specified, if any)

(B) Receipt on Accounts

(i) Interest on investment

(ii) Interest on advance to employees

(iii) Interest on cash at Bank.

(C) Other receipts:

(i) Fee, if any charged by the Lokayukta

(ii) Miscellaneous receipts (to be specified)

PART-B

Expenditure	Previous Year Actual	Current Year Budget Estimate	Current Year Revised Estimate	Next Year Budget Estimate
(1)	(2)	(3)	(4)	(5)

(A) Establishment Charges:

- (i) Salaries (Chairperson and Members of the Lokayukta).
- (ii) Salaries (Officers and other employees)
- (iii) Payment for professional and other services
- (iv) Travel expenses (to be specified)
- (v) Medical expenses
- (vi) Other establishment charges

(B) Administrative and other expenses:

- (i) Seminar/Conference charges
- (ii) Telephone & Fax expenses.
- (iii) Rent/Rates and Taxes
- (iv) Library, Journals and periodical expenses.
- (v) Postage and process expenses
- (vi) Stationary and printing expenses
- (vii) Water and Electricity charges
- (viii) Publication

(ix) Repair and Maintenance (Machinery and equipments)

(x) Furniture and Fixture.

(xi) Vehicle

(xii) Petrol and Lubricant

(xiii) Audit and Legal charges

(xiv) Other miscellaneous charges

(C) Provident Fund and other contributions

(i) Pension, Gratuity and commuted value of pension

(ii) Contribution to C.P.F.

(iii) Insurance Scheme (to be specified)

(iv) Interest on C.P.F

(v) Interest on G.P.F

(vi) G.I.S

(vii) Leave salary and pension contribution

(viii) Surrender leave salary, if any.

Form-B
(See rule 6)

Annual Statement of Accounts

Receipt	Programme Expenditure	Administrative Expenditure	Total amount (Rupees)	Payment	Programme Expenditure	Administrative Expenditure	Total amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A. Opening Balance (i) Cash in hand (ii) Cash in Bank B. Grants from the Government. (i) Recurring (ii) Non-Recurring C. Grants from other sources. (i) Recurring (ii) Non-Recurring				1 .Recurring A. Establishment charges (i) Salaries (Chairperson and Members) (ii) Salaries (officers and employees) (iii) Payment for professional and other services (iv) Travel expenses (v) Medical and Health care facilities (vi) Other establishment charges.			

<p>D. Receipt of Commission Recurring.</p> <p>(i) Fees charged by the Commission</p> <p>(ii) Contribution of medical and health care benefit</p>				<p>B. Administrative and other expenses.</p> <p>(i) Seminar Conference Charges.</p> <p>(ii) Telephone & Fax expenses</p>			
<p>(iii) Miscellaneous Receipts</p> <p>E. Recovery of advance to staff.</p> <p>(i) House Building Advance.</p> <p>(ii) Motor Car/ Scooter/ Motor cycle Advance.</p> <p>(iii) Personal Computer Advance.</p> <p>(iv) Other advances(to be specified)</p> <p>F. Recovery of Contingent Advance</p> <p>(i) Advance to suppliers</p> <p>(ii) Other advances (to be specified)</p> <p>G. Other deposits</p> <p>(i) Security deposits</p> <p>(ii) Earnest money deposits</p>				<p>(iii) Rent, Rates and Taxes</p> <p>(iv) News paper/ periodicals</p> <p>(v) Postage</p> <p>(vi) Liveries</p> <p>(vii) Stationery</p> <p>(viii) Printing</p> <p>(ix) publication</p> <p>(x) Water and Electricity charges</p> <p>(xi) Repair and maintenance</p> <p>(xii) Petrol & Lubricant</p> <p>(xiii) Hospitality expenses</p> <p>(xiv) Audit fees</p> <p>(xv) Legal charges</p> <p>C. Advance to staff</p> <p>(i) House Building</p> <p>(ii) Motor car/Scooter/ Motor Cycle/ Computer Advance</p> <p>(iii) Personal Computer Advance</p>			

(iii) Any other deposits (to be specified) (H) Remittance Receipts (i) License fee (ii) Income Tax (iii) G.S.T.				(iv) Other advances (to be specified) D. Contingent Advances. (i) advance to suppliers			
(iv) OVAT (v) G.I.S. Non-recurring (to be specified)				(ii) Other Advances (to be specified) E. Deposits (i) Security Deposit (ii) Earnest money Deposit F. Other Advances (i) License Fee (ii) Income Tax (iii) G.S.T (iv) OVAT (v) GIS G. Contribution- (i) Pension Gratuity (ii) Other contribution (to be specified) 2. Non recurring (i) Land (ii) Buildings (iii) Furniture, Fixtures (iv) Machinery & equipment (v) Motor vehicle (vi) Books & Publication			

Form –C

(See rule 7)

Annual Return for the Financial year, 20 .. .20

1. Review of receipt and expenditure :
2. Audit report, if any :
3. Fees paid for different matters :
4. Loss on write-off of assets :
5. Matter relating to Pension :
6. Matter relating to Insurance :
7. Provident Fund :
8. Travelling Expenses :
9. Conveyance :
10. Different allowances and facilities
provided to the Chairman, Members, :
Officers and employees of the Lokayukta.

(Secretary)

Lokayukta, Odisha

[No. 21122–GAD-LK-LOK-0008/2019/Gen.]

By Order of the Governor

S.N. GIRISH

Special Secretary to Government