

## HOW TO FILE COMPLAINT BEFORE THE LOKAYUKTA /UPA- LOKAYUKTA

**(A) Background:-** Lokayukta / Upa-Lokayukta office has been entrusted through a Statute with the task of investigating all corruption related allegations and grievances against the public servants. Thus, Lokayukta office deals with the following complaints:-

(i) Allegations- "allegation" in relation to a public servant, means any affirmation that such public servant,-

(i) has abused his position as such to obtain any gain or favour to himself or to any other person or to cause undue harm or hardship to any other person,

(ii) was actuated in the discharge of his functions as such public servant by personal interest or improper or corrupt motives, or

(iii) is guilty of corruption, or lack of integrity in his capacity as such public servant;

(ii) Grievance:- "*grievance*" means a claim by a person that he sustained injustice or undue hardship in consequence of maladministration.

The 'Allegations' and 'Grievance' which are beyond the jurisdiction of the Lokayukta/Upa-Lokayukta are given in the 'Lokayukta/Upa-Lokayukta Act' which can be accessed at <http://lokayukta.maharashtra.gov.in>

**(B) How to File a Complaint:-**

**(1) Where to file a complaint:-** A complaint can be filed against any public servant (as defined u/s 2 (k) of the Maharashtra Lokayukta and Upa-Lokayuktas Act) in Maharashtra either by e-mail, or on Lokayukta website or by post or personally :-

**(i) Email Address:-** Complaint can be sent on any of the following e-mail addresses:-

[lokayukta@maharashtra.gov.in](mailto:lokayukta@maharashtra.gov.in)

[upalokayukta@maharashtra.gov.in](mailto:upalokayukta@maharashtra.gov.in)

[upalokayukta2@maharashtra.gov.in](mailto:upalokayukta2@maharashtra.gov.in)

**(ii) Online Complaint:-** Online complaint can be filed on the following website:-

<http://lokayukta.maharashtra.gov.in>

**(iii) Postal Address for filing a complaint:-**

Office of the Lokayukta and Upa-Lokayukta,  
New Administrative Building, 1<sup>st</sup> Floor,  
Madame Cama Road,  
Opposite- Mantralaya,  
Mumbai- 400 032

**(2) \* Format of Complaint**

**Schedule 'A'**

Before the Lokayukta / Upa-Lokayukta, Maharashtra, Mumbai

Complaint No.LA/ULA/COM/-----/----- (T- ----)

-----

-----

-----

(Name & Address)

..... Complainant

Versus

-----

-----

-----

(Name & Address)

..... Complainant

Brief information of the Complainant - (viz. date of retirement, designation, office name in the case of grievances of retired Government employees). (How the corruption / misuse of powers came to the notices of complainant, Information about the complainant).

Brief substance of the action complained against and of the grievance or allegation. (Lengthy statements should be avoided).

Place:

Date:

Complainant

---

\* Although the format of complaint is prescribed under the schedule, however, the Lokayukta office does not insist on the complainant to file a complaint in the prescribed format. The complainant has to furnish his full name, address for correspondence, mobile or any other contact number, e-mail address if available in his complaint. Every complaint should be duly signed by the complainant or if he is

illiterate it should bear his thumb impression duly attested by a literate person. The complainant should submit his complaint along with its enclosures in duplicate and also should attach the copies of correspondence already made with the concerned authorities regarding his complaint. Similarly, in the case of complaint involving allegations, the complainant should file an original affidavit in support of allegations made against the public servant, duly sworn in before the competent authority as well as many spare copies of complaint and its enclosure as there are public servants alleged against.

**(3) Format of Affidavit in case of 'Allegation':-**

**Affidavit**

Before the Lokayukta / Upa-Lokayukta, Maharashtra, Mumbai

Complaint No.LA/ULA/COM/-----/----- (T- ----)

I, (First Name, Father's or Husband's Name, Surname), aged \_\_\_\_\_ Occupation / Profession \_\_\_\_\_ resides at (Residential Address) and my PAN / Aadhar Number is \_\_\_\_\_).

- 1.
- 2.
- 3.

I do swear in the name of God / solemnly affirm that I (Full Name) personally making this affidavit and this is my signature / thumb impression.

I further swear / solemnly affirm that the contents of this affidavit / complaint are true and what is stated in paragraphs \_\_\_\_\_ to \_\_\_\_\_ is true to my personal knowledge and what is stated in paragraphs \_\_\_\_\_ to \_\_\_\_\_ is the information which I believe to be true.

Attestation by literate person in the case of thumb impression of deponent.

Signature / Thumb impression of Deponent.

In the presence of

**(4) Documents to be filed along with the complaints:-**

Copies of the correspondence already made with the concerned authorities regarding the complaint and any other documents in support of the complaint are to be filed in the list given in Schedule (B)- below:-

**Schedule 'B'**

Before the Lokayukta / Upa-Lokayukta, Maharashtra, Mumbai

Complaint No.LA/ULA/COM/-----/----- (T- ----)

-----

(Name)

..... Complainant

Versus

-----

(Names, designation & Office name)

..... Public Servant Complaint Against

Serial No. of Document	Brief Description of the document	Original certified copy or true copy	Remark
(1)	(2)	(3)	(4)

Date:-

Signature of the party filing

Verified

Signature of the officer