

Side-by-side instructions to be shown to the complainant while filling the Complaint

Form

Part A

<u>Serial No. of part</u> <u>A of the 'Form of</u> <u>Complaint'</u>	<u>Instructions to be shown while filling a particular column</u>
Serial No. 1	In this column, information is to be given whether the complaint is being made by an Individual, Company, Board, or other categories mentioned herein. Please select the appropriate box.
Serial No. 2	<p>In this column, you have to fill in your (complainant's) name. The name should be the same as written in the Identity proof being attached.</p> <p>In case if the complaint is being made by a Society, Association of persons, Trust, Company, Limited Liability Partnership, Board, Body, Corporation, Authority or Others, the name of the signatory to the complaint (the person who has been authorized to make the complaint) is to be filled in this column.</p>
Serial No. 3	In this column, you have to select your gender.
Serial No. 4	In this column, you have to fill in your age in complete years.
Serial No. 5	In this column, the nationality of the complainant is to be mentioned. If the complainant is not a citizen of India, a copy of his/her passport is to be attached as proof of identity.
Serial No. 6	<p>In this column, you have to upload and give details of your identity/residence proof.</p> <p>The identity/residence proof being submitted/uploaded by you has to be selected from the list of documents given in the drop-down menu.</p>

Serial No. 7	In this column, you have to give your permanent address.
Serial No. 8	In this column, you have to give your correspondence address.
Serial No. 9	In this column, you have to mention your occupation/designation. For eg. Engineer, farmer, manager, etc.
Serial No. 10	In this column, you have to give your telephone/mobile number on which you desire to be contacted by the office of Lokpal. Mobile number is mandatory because you will be informed about actions taken on your complaint on this number.
Serial No. 11	In this column, your email id has been pre-filled from the details given by you at the time of registration. The email id is mandatory because you will be informed about actions taken on your complaint on this email id.
Serial No. 12	Since the complaint is being filed through Lokpal Online, electronically has been selected by default in this column. However, a duly signed physical copy of the final complaint pdf, along with the original affidavit, uploaded proofs (identity/residence proof, authorization document, certificate of registration/ incorporation) and the documents relied upon have to be submitted to the office of Lokpal of India within 15 days of submitting this complaint. Also, at the top of the envelope, 'Complaint to the Lokpal of India under Lokpal and Lokayuktas Act, 2013' needs to be written clearly.
Serial No. 13	In this column, information is to be given whether a duly notarized affidavit on a non-judicial stamp paper is being enclosed with the complaint. The affidavit is to be sworn on a non-judicial stamp paper. (The term 'Non-judicial stamp paper' may be interpreted to include all modes of

	collection of stamp duty i.e. Non-Judicial stamp paper, by E-Stamping, Franking machine, Notary stamp, Revenue stamp, Adhesive/Non-adhesive stamp, and Court fee stamp.) The same has to be duly notarized.
Serial No. 14	In this column, information is to be given whether you (complainant) are the victim (whether you have been harmed by a crime, tort or other wrongs).

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Form

Part B

This part is to be filled only if the complaint is being filed on behalf of a Body or Board or Corporation or Authority or Company or Society or Association of Persons or Trust or Limited Liability Partnership. It does not have to be filled up by an 'individual' complainant.

<u>Serial No. of part B of the 'Form of Complaint'</u>	<u>Instructions to be shown to the complainant while filling a particular column</u>
Serial No. 1 (a)	In this column, information is to be given, whether such organisation (by which the complaint is being made) is based in India, by ticking the appropriate column.
Serial No. 1 (b)	In this column, information is to be given whether you have enclosed a certificate of registration/ incorporation with this complaint.
Serial No. 1 (c)	In this column, the name of the authority which has issued the certificate of registration/ incorporation of the organisation is to be given.
Serial No. 1 (d)	In Serial No. 8 of part A of the form, the correspondence address of the signatory to the complaint (the person who has been authorized to make the complaint) had to be filled, while in this column, the correspondence address of the Organisation (on whose behalf the complaint is being made) is to be filled in.
Serial No. 1 (f)	In Serial No. 10 of part A of the form, the telephone/mobile number of the signatory to the complaint (the person who has been

	<p>authorized to make the complaint) had to be filled, while in this column, the telephone/mobile number of the Organisation (on whose behalf the complaint is being made) is to be filled in.</p>
Serial No. 1 (g)	<p>In Serial No. 11 of part A of the form, the email id of the signatory to the complaint (the person who has been authorized to make the complaint) had to be filled, while in this column, the email id of the Organisation (on whose behalf the complaint is being made) is to be filled in.</p>
Serial No. 2	<p>In this column, personal details of each Office Bearer and Head of the Organisation are to be filled in.</p> <p>Click the tab 'Click here' to fill in the details (such as name, address, mobile number, identity/residence proof etc.) in respect of each Office Bearer and Head of Organisation in the format as given in (S.Nos. 2-11 of) part A of the form.</p> <p>Copies of the same are also to be attached with the physical complaint which is to be submitted to the Lokpal of India.</p>
Serial No. 3	<p>In this column, details of the person who has authorised the signatory (i.e. the person who has authorised you to file this complaint on behalf of your organization) to file the complaint are to be given.</p>
Serial No. 4	<p>In this column, the name of the person who has authorised the signatory (i.e. the person who has authorised you to file this complaint on behalf of your organization) to file the complaint is to be filled in.</p> <p>The name should be the same as the name written in the Identity proof being attached at S. No. 8 below.</p>
Serial No. 5	<p>In this column, the gender of the person who has authorised the</p>

	signatory to file the complaint is to be filled in.
Serial No. 6	In this column, the age of the person who has authorised the signatory to file the complaint is to be filled in.
Serial No. 7	In this column, the Nationality of the person who has authorised the signatory to file the complaint is to be mentioned. In case the person authorising the signatory is not a citizen of India, only a copy of the Passport will be accepted as proof of identity.
Serial No. 8	In this column, details of identity/residence proof of the person who has authorised the signatory to file the complaint are to be filled/uploaded.
Serial No. 9	In this column, the permanent address of the person who has authorised the signatory to file the complaint is to be filled in.
Serial No. 10	In this column, the correspondence address of the person who has authorised the signatory to file the complaint is to be filled in.
Serial No. 11	In this column, the occupation/ designation/ avocation of the person who has authorised the signatory to file the complaint is to be given.
Serial No. 12	In this column, the telephone/mobile number of the person who has authorised the signatory to file the complaint is to be filled in.
Serial No. 13	In this column, the email id of the person who has authorised the signatory to file the complaint is to be filled in.
Serial No. 14	In this column, information is to be given whether you have enclosed an authorisation document with this complaint.
Serial No. 15	In this column, details of any third party (any person/organization other than the complainant and public servant complained against, whose reputation is) likely to be affected by the complaint are to be filled in.

Side-by-side instructions to be shown to the complainant while filling part C of the

Complaint Form

Part C

<u>Serial No. of part C of the 'Form of Complaint'</u>	<u>Instructions to be shown to the complainant while filling a particular column</u>
Serial No. 1	<p>In this column, you have to fill in the name of the public servant against whom the complaint is being made.</p> <p>If the complaint is against more than one public servant, click the tab 'Click here' to fill in a separate sheet of part C for each public servant (complained against).</p> <p>Details of any third party (any person/organization other than the complainant and public servant complained against, whose reputation is) likely to be affected by the complaint are also to be filled in.</p> <p>Copies of these separate sheets and details of any third party are also required to be enclosed with the physical copy of the complaint which is to be sent to the Lokpal of India within 15 days of filing this complaint.</p>
Serial No. 2	<p>In this column, you have to fill the present designation of the public servant against whom the complaint is being made. The previous designation of the public servant (at the time of the alleged misconduct) is not to be filled in this column.</p>

Serial No. 3	<p>In this column, information is to be given as to whether the public servant (complained against) is under or associated with the Lokpal i.e. whether the public servant is an officer or employee of the Lokpal or any (inquiry/investigative) agency engaged with the Lokpal.</p> <p>If the complaint is not against officials of the Lokpal, 'No' may be ticked in this column.</p>
Serial No. 4	<p>In this column, you have to fill in the designation of the officer/employee and Organisation/Agency having administrative control over the public servant (complained against). For eg. If the complaint is being made against an Under Secretary of a department/ministry, the said department/ministry would be the Organisation having administrative control over the public servant.</p>
Serial No. 5(a)	<p>In this column, you have to fill in the category of the public servant (complained against). If the public servant does not fall within the categories mentioned here, 'Any Other Category' may be selected and details of the same may be specified in Serial No. 5(b) below.</p> <p>You are advised to go through Section 14 of the Lokpal and Lokayuktas Act, 2013 to correctly fill this column.</p>
Serial No. 5(b)	<p>Category of the public servant as per Section 14 of the Lokpal and Lokayuktas Act, 2013 is to be filled in S. No. 5(a) above. Since you have selected 'Any Other Category' in Serial No. 5(a) above, you have to fill in the details of the other category in this column.</p>
Serial No. 6(a)	<p>In this column, information is to be given whether the organisation (of the public servant complained against) is wholly or partly financed by the Government.</p> <p>This is relevant in deciding the jurisdiction of Lokpal under Section 14 of the Lokpal and Lokayuktas Act, 2013.</p>

Serial No. 6(b)	<p>In this column, information is to be given whether the annual income of the organisation (of the public servant complained against) exceeds one crore rupees.</p> <p>This column is applicable only in the case of the category of public servants covered in Section 14(1)(g) of the Lokpal and Lokayuktas Act, 2013.</p>
Serial No. 6(c)	<p>In this column, information is to be given whether the organisation (of the public servant complained against) is in receipt of any donation from any foreign source under the Foreign Contribution (Regulation) Act, 2010 in excess of ten lakh rupees in a year.</p> <p>This column is applicable only in the case of the category of public servants covered in Section 14(1)(h) of the Lokpal and Lokayuktas Act, 2013.</p>
Serial No. 7	<p>In this column, if aware, information is to be given as to whether the public servant (complained against) is presently serving the affairs of the State Government.</p> <p>This information is relevant as the consent of the concerned State Government is required before taking action against a public servant serving in connection with the affair of a State.</p>
Serial No. 8	<p>In this column, you have to fill in the post held by the public servant at the time of the commission of the alleged offence.</p> <p>This column is relevant as under provisions of Section 14 of the Lokpal and Lokayuktas Act, 2013, any person who is or has been at the posts/ categories mentioned therein are covered under the jurisdiction of the Lokpal of India.</p>
Serial No. 9	<p>In this column, you have to fill in the details of the offence, such as the date (by either typing in DD-MM-YYYY format or selecting the</p>

	relevant date from the calendar that pops up on clicking in the column) and the place of the offence.
Serial No. 10	<p>In this column, a summary of the complaint describing the alleged offence, along with facts, allegations of corruption, and details of the offences (under the Prevention of Corruption Act, 1988) are to be filled in.</p> <p>These offences are given under Sections 7, 7A, 8, 11 & 13 of the Prevention of Corruption Act, 1988.</p> <p>A duly signed detailed complaint is also to be uploaded here, a copy of which is to be enclosed with the physical copy of the complaint to be sent to the Lokpal of India within 15 days of filing this complaint.</p>
Serial No. 11	In this column, you have to fill in the details of the witnesses, if any.
Serial No. 12	In this column, you have to give the list of the documents, relied upon by you in your complaint.
Serial No. 13	In this column, you have to fill in any other details or information that may be relevant during the inquiry/investigation into the allegations of corruption, which you possess and desire to submit along with your complaint.
Serial No. 14	<p>In this column, you have to tick whether you have enclosed the copies of documents that you have relied upon/ referred to in your complaint.</p> <p>Copies of these documents are also to be enclosed with the physical copy of the complaint to be sent to the Lokpal of India within 15 days of filing this complaint.</p>
Serial No. 15	Since this complaint is being filed through LokpalOnline, in this column, you have to tick whether you have uploaded the pdf copies of documents that you have relied upon/ referred to in your complaint.

	<p>Copies of these documents are also to be enclosed with the physical copy of the complaint to be sent to the Lokpal of India within 15 days of filing this complaint.</p>
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Side-by-side instructions to be shown to the complainant while filling part D (Affidavit) of the Complaint Form

Part D (Affidavit)

The contents of the affidavit given herein are to be printed on a non-judicial stamp paper and the same has to be duly filled. The affidavit is then to be notarized and a copy of the same (in PDF format only) has to be uploaded here. The file size should not be greater than 20 MB.

In case if the complaint is being made on behalf of a Body or Board or Corporation or Authority or Company or Society or Association of Persons or Trust or Limited Liability Partnership, the affidavit would be sworn by the person who is the signatory to the complaint i.e. the person who is filing (and is authorized to file) the complaint on behalf of the said entity.

The duly notarized original affidavit is also to be enclosed with the 'physical copy of the complaint to be sent to the Lokpal of India' within 15 days of filing this complaint.

(Note: The term non-judicial stamp paper may be interpreted to include all modes of collection of stamp duty i.e. Non-Judicial Stamp paper, E-Stamping, Franking machine, Notary Stamp, Revenue Stamp, Adhesive/Non-adhesive Stamp, and Court Fee Stamp.)