

**MANIPUR**



**GAZETTE**

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**GOVERNMENT OF MANIPUR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE REFORMS DIVISION)**

**NOTIFICATION**

Imphal, 02<sup>nd</sup> August, 2022

No. ACTS-2011/2020-AR-AR: In exercise of the powers conferred under Clause (2) (a) of Section 59 of the Manipur Lokayukta Act, 2014 (Manipur Act No. 11 of 2014) and in supersession of all the existing Regulations on the subject, THE MANIPUR LOKAYUKTA (SALARIES, ALLOWANCES AND CONDITIONS OF SERVICE OF THE SECRETARY AND OTHER OFFICERS AND STAFF) REGULATIONS, 2022 is hereby published in the Official Gazette

**1. Short Title and Commencement:**

- (1) These Regulations may be called the Manipur Lokayukta (Salaries, Allowances and Conditions of Service of the Secretary and Other Officers and Staff) Regulations, 2022.
- (2) These shall come into force from the date of publication in the Official Gazette of the State.

**2. Definitions:** In these regulations, unless the context otherwise requires:-

- (a) "Act" means the Manipur Lokayukta Act, 2014 (Manipur Act No. 11 of 2014);
- (b) "Chairperson" means the Chairperson of the Lokayukta appointed under section 4(1) of the Act;
- (c) "Deputation" means the existing Deputation Rules of the Government of Manipur and includes the Deputation Rules of the various organised services;
- (d) "Government" means the State Government of Manipur;
- (e) "Inquiry Wing" means the Inquiry wing constituted under section 11 of the Act;
- (f) "Lokayukta" means the Manipur Lokayukta established under section 3 of the Act;
- (g) "Member" means a Member of the Lokayukta appointed under section 4(1) of the Act;
- (h) "Posting" means posting of officials of Government of Manipur on additional charge basis or otherwise
- (i) "Prosecution wing" means the Prosecution Wing constituted under section 12 of the Act;
- (j) "Rules" means the Manipur Lokayukta Rules, 2018;
- (k) "Schedule" means schedule appended to these regulations;

- (l) "Secretary, other Officers and Staff" mean the Secretary, other Officers and Staff appointed under section 10 of the Act and listed under Schedule -I of these Regulations as amended from time to time;
- (m) "Utilization" means officials who are utilized by Manipur Lokayukta u/s 28 of the Manipur Lokayukta Act including officials deputed and posted by the Government of Manipur for utilization of their service; and
- (n) Words and Expressions used in these Regulations and not defined in these Regulations shall have the same meanings as assigned to them in the Act and the rules made thereunder as amended from time to time.

3. **Classification:** The Service of the Manipur Lokayukta shall consist of the following categories of officers and employees

**(1) Gazetted Officers:**

- (i) Group - A
- (ii) Group B (Gazetted)

**(2) Non Gazetted Officers and Employees**

- (1) Group B (Non-Gazetted)
- (2) Group-C
- (3) Group -D

4. **Category and Number of Post and Scale of pay:** The sanctioned posts and the pay scale against each category of post at Schedule-I hereto annexed have been approved by the Governor vide Order No. 25/3/2019-AR (L) dated 26-8-2019. Each category of the Service shall consist of as many and such posts as are set out at **Schedule -I** subject to any addition thereto or any modification thereof as may, from time to time, be made by the Chairperson with the approval of the Governor of the State of Manipur where such approval is necessary. Subsequent additions or deletions of posts shall be annexed in this Schedule in continuation.

5. **Appointing Authority:** The Secretary to Manipur Lokayukta, Director of Inquiry and Director of Prosecution will be appointed by the Chairperson of Manipur Lokayukta as per Section 10 of the Manipur Lokayukta Act.

(i) The Secretary to the Lokayukta who shall be of the rank of Secretary to the State Government shall be appointed by the Chairperson from a panel of names sent by the state Government.

(ii) The Director of Inquiry and the Director of Prosecution who shall be of the rank not below the Additional Secretary to the State Government or equivalent shall be appointed by the Chairperson from a panel of names sent by the state Government.

(iii) The appointment of Secretary and other Officers and Staff of the Lokayukta shall be made by the Chairperson or such Member or officer of Lokayukta as the Chairperson may direct

(iv) All appointments/promotions to the Gazetted posts of the Manipur Lokayukta shall be made by the Chairperson. All appointments/promotions to the non- Gazetted posts of the Manipur Lokayukta shall be made by the Secretary of Manipur Lokayukta with the approval of the Chairperson.

**6. Method of Recruitment and Promotions:**

(i) Appointment to all categories of posts shall be done as per the prescribed Recruitment Rules of each category placed in **Scheduled – II**.

**7. Applicability of the General Services Rules:**

The general rules applicable to the Organised Services and Subordinate Services under the Government of Manipur shall govern all the members of the service of Manipur Lokayukta except to the extent otherwise expressly provided in these regulations.

**8. General Qualifications:** No person shall be eligible for appointment to the service by direct recruitment unless he /she satisfies the following:-

(a) that he/she is of sound health, active habits and free from any bodily defect or infirmity making him/her unfit for the service.

(b) that his/her character and antecedents are such as would not disqualify him/her from the service.

**9. Pay, Allowances, Leave, and Pension etc.:** In regard to pay, allowances, leave, leave salary or pension etc., the rules and regulations applicable to the members of the services under their respective service rules under the Government of Manipur including All India Services (AIS) shall apply mutatis mutandis to persons serving in the Manipur Lokayukta.

**10. Control and Discipline:** The Chairperson or any officer authorised by him shall be the Disciplinary Authority for the purpose of the CCS (CCA) Rules, 1965 or other applicable Rules for the time being in force in the State Government of Manipur.

Provided that the Secretary, Director of Inquiry and Director of Prosecution and other Officers on posting/ posting on additional charge /deputation or on utilization shall be governed by their respective Service Rules and Lokayukta has to consult the departments concerned in case any disciplinary proceeding is contemplated against the said officials on posting/ posting on additional charge /deputation or on utilization.

**11. Leave Sanctioning Authority.** The Chairperson or any officer authorised by him shall be the leave sanctioning authority for the purpose of the CCS (Leave) Rules, 1972 or other applicable Rules for the time being in force in the State Government of Manipur.

Provided that the Secretary, Director of Inquiry and Director of Prosecution and other Officers on posting/ posting on additional charge /deputation or on utilization shall obtain prior permission from the Chairperson or such Member or officer of Lokayukta as the Chairperson may direct before applying for leave of any kind under Leaves Rules of the Government.

12. **Other Conditions of Service:** Subject to the provisions of these Regulations, all the rules and orders for the time being in force and applicable to the Government servant of corresponding classes in the service of the State including broadly the Rules and Orders on Reservation, Age for recruitment, Probation, Confirmation, Increment, Seniority, Leave Pension, Age of superannuation, Control and Discipline including suspension, general conduct etc. shall mutatis mutandis regulate the service of the persons serving the Manipur Lokayukta except otherwise expressly provided in these regulations.

13. **Relaxation of Regulations by the Lokayukta.-**

- (a) Nothing in these regulations shall be construed to limit or abridge the powers of the chairperson, Manipur Lokayukta to deal with the case of any member of the service or any person to be appointed to the service in such manner as may appear to him to be just or equitable provided that if any such order or rule relates to salaries, allowance, leave or pensions of members of the Manipur Lokayukta, the same shall be made with the approval of the Governor of the State of Manipur.
- (b) Notwithstanding anything contained in these regulations including Schedule II and its appendices, the Chairperson of Manipur Lokayukta shall have the option for permanent absorption of the official serving the Lokayukta in the capacity as contract / outsourced personnel, by way of regularisation, prior to the commencement of these Regulations if the Chairperson, Manipur Lokayukta so deems it expedient to do so in the interest of the public and smooth functioning of Manipur Lokayukta taking into account the integrity and performance of the personnel by special order after obtaining the approval of the State Government.

LETKHOGIN HAOKIP,  
Additional Chief Secretary (AR),  
Government of Manipur.

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**SCHEDULE – II**

[See Regulation-6]

**A. Method of appointment of Secretary, Director of Inquiry and Director of Prosecution**

The Secretary to Manipur Lokayukta, Director of Inquiry and Director of Prosecution will be appointed by the Chairperson of Manipur Lokayukta as per Section 10 of the Manipur Lokayukta Act as given below:

(i) The Secretary to the Lokayukta who shall be of the rank of Secretary to the State Government shall be appointed by the Chairperson from a panel of names sent by the state Government.

(ii) The Director of Inquiry and the Director of Prosecution who shall be of the rank not below the Additional Secretary to the State Government or equivalent shall be appointed by the Chairperson from a panel of names sent by the state Government.

**B. Appointment of Deputy Registrar, Public Relation Officer, Finance Officer**

1. The post of Deputy Registrar shall be filled up by deputation from officers of the Manipur Civil Service (MCS)/Manipur Judicial Service (MJS) of the rank of Deputy Secretary to the State Government or equivalent rank.

2. The post of Public Relation Officer shall be filled up by deputation from officers of the Manipur Civil Service (MCS)/Manipur Judicial Service (MJS)/Officers from DIPR of the rank of Deputy Secretary to the State Government or equivalent rank.

3. The post of Finance Officer shall be filled up by deputation from officers of the Manipur Finance Service (MFS) not below the rank of Under-Secretary or equivalent to the State Government.

**C. Appointment to the post of Office Assistants**

a. 75 % of the posts of Office Assistant shall be filled up by direct recruitment from Graduates of a recognised University/Institution with a CCC certificate [Course on Computer Concepts (DOS+MS Office+Multimedia+Internet)] from a recognised Institute by holding a competitive examination to be conducted by the Manipur Lokayukta as per the pattern of examination given at **Appendix-I**

b. 25 % of the sanctioned posts of Office Assistants shall be filled up by a competitive examination limited to Departmental Candidates from amongst the Group D/MTS Staff of Manipur Lokayukta who have rendered at least 5 (years) regular service in their respective grades. Only those Group D/MTS staff who had passed Bachelor's Degree / PUC (10+2)/Matriculate prior to their initial appointment or while in service with the permission of the competent authority shall be allowed to appear in the said Competitive Examination. The pattern for Competitive Examination limited to Departmental candidates is given in **Appendix-II**

*Provided that till such time eligible candidates are available for promotion from the feeder posts, the share of 25 % of the posts of Office Assistants earmarked for promotion through a limited departmental examination shall be filled up by direct recruitment as a one-time relaxation/arrangement only.*

- c. Promotees / Appointees should complete the CCC course during 6(six) months from the date of appointment.

**Note: Drawal of 2<sup>nd</sup> and subsequent increments will be subject to the passing of Office Procedure in both the cases i.e direct recruit Office Assistants and promotees on departmental examination.**

- D. **Appointment to the post of Group C -Drivers and Group D/MTS (Multitasking Staff):**
- (a) **Drivers:** Recruitment shall be done from the candidates with minimum qualifications of HSLC (matriculation) or equivalent with valid license of driving of Light or Heavy Vehicles and at least 5 (five) years driving experience.
  - (b) **Group D/Multitasking Staff (MTS):** Recruitment shall be done from the candidates with minimum qualifications of HSLC (matriculation) or equivalent.
  - (c) Recruitment for (a) and (b) above shall be done through a competitive examination in the pattern given in **Appendix-III.**
- E. **Appointment to the post of Assistant Private Secretary (APS)**
- (a) Appointment to the post of Assistant Private Secretary shall be done by promotion on selection basis from amongst the Stenographers Grade- I who has completed 10 years of regular service in the grade failing which by deputation from (i) Stenographer Grade – I serving in the Government of Manipur including Statutory Bodies, Commission with the Bachelor's Degree in Law from any Govt. recognized Institute or University.
  - (b) The Lokayukta shall have the option for permanent absorption of the official on deputation on satisfactory completion of one year's service on deputation if the Chairperson so deems it expedient to do so in the interest of Lokayukta to absorb the incumbent official by special order after obtaining approval of the State Government.
  - (c) The selection for promotion shall be done by the Chairperson or such Member or officer of Lokayukta as the Chairperson may direct.
- F. **Appointment to the post of Stenographer Grade –I**
- A Stenographer Grade III who is on regular basis shall be eligible for appointment to Stenographer Grade – I on the basis of the tests conducted by the Manipur Public Service Commission in the manner given in **Appendix-IV**
- G. **Appointment to the post of Stenographer Grade-III**
- Appointment to the posts of Stenographer Grade III shall be done by direct recruitment from graduates of a recognized University/Institution with basic computer knowledge (e.g. CCC certificates etc.) on the basis of a Competitive Examination as given in **Appendix-V**

**Appendix - I**

[See Schedule II (C) (a)]

**Pattern for a Competitive Examination for Office Assistant**

Subject	Marks		Time Allowed
	Full Mark	Qualifying /Pass Mark	
1. General English, Precis Writing, Drafting and Essay	100	30%	3 hrs.
2. General Knowledge	50	30%	1 ½ hrs.
3. Computer (Practical)	50	30%	1 ½ hrs.

**Appendix - II**

[See Schedule II (C) (b)]

**Pattern for a Competitive Examination limited to Departmental Candidates of Office Assistant for promotion to Office Assistant from Group – D employees:**

Subject	Marks		Time Allowed
	Full Mark	Pass Mark	
1. General English	50	30%	1 ½ hrs.
2. Computer (Practical)	50	30%	1 ½ hrs.
3. Evaluation of ACRs			

**Appendix - III**

[See Schedule II (D) (c)]

Pattern for a competitive examination for Group C & D

Subject	Marks		Time Allowed
	Full Mark	Pass Mark	
1. General Knowledge	100	30%	3 hrs.
2. Basic Mathematics	50	30%	1 ½ hrs.
3. English Language	50	30%	1 ½ hrs.

**Appendix - IV**

[See Schedule II (F)]

Pattern for a Competitive Examination of Stenographers Grade- I

Subject	Full Marks	Pass Marks	Time Allowed
1. Computer Practical including Typing Test with a required speed of 60 words per minute (50 words per minute for SC/ST).	50	30%	1 ½ hours
2. Shorthand Test (English) 120 words per minute (100 words per minute for SC/ST)	50	30%	1 ½ hours

**Appendix - V**

[See Schedule II (G)]

**Pattern for a Competitive Examination of Stenographers Grade III**

Subject	Marks		Time Allowed
	Full Marks	Pass Marks	
1. General English, Precis Writing and Essay	100	30%	3 hours
2. General Knowledge	50	30%	1 ½ Hours
3. Computer (Practical)	50	30%	1 ½ Hours
4. Shorthand Test (English)	1) 65 Words per minute (60 words per minute for SC/ST) in respect of Stenographer Grade III.		5 Minutes each

Only those candidates who have been declared successful in the written test will be allowed to appear for the Computer (Practical). Those candidates who have cleared computer (practical) test shall appear for the shorthand test.

Subject	Full Marks	Pass Marks	Time Allowed
1. General English, Precis Writing and Essay	100	30%	3 hours
2. General Knowledge	50	30%	1 ½ Hours
3. Computer (Practical)	50	30%	1 ½ Hours
4. Shorthand Test (English)	1) 65 Words per minute (60 words per minute for SC/ST) in respect of Stenographer Grade III.		5 Minutes each