

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

Establishment Section, PHQ

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Establishment CPIO :Smt. Jasbir Kaur, Superintendent (Admn.).Police Headquarter, Sector -9 U.T., Chandigarh Jasbirkaur.17@gov.in
		(ii) Head of the organization	W/DGP/UT
		(iii) Vision, Mission and Key objectives	Dealing in service matters
		(iv) Function and duties	Dealing in service matters
		(v) Organization Chart	SP/Hqrs-Ad.O-Supdt (Admn.)
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	To provide the RTI Information to the applicant with in stipulated period.
		(ii) Power and duties of other employees	Put up files regarding service matters etc.
		(iii) Rules/ orders under which powers and duty are derived and	Under Punjab CSR
		(iv) Exercised	

		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of Establishment section.
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	<u>As per Punjab Civil Service Rules.</u>
		(iv) Time limit for taking a decisions, if any	RTI application disposed off with in 30 days and other references/ enquiries as per direction of Senior Officers.
		(v) Channel of supervision and accountability	W/DGP—W/DIG—W/SP/Hqrs—Ad/O—Supdt. (Admn.).
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	as per Punjab Civil Service Rules
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	Other services /work done which cannot be standardized or time frame as per directions of Senior Officers.

		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	<u>as Per Punjab CSR</u>
		(ii) List of Rules, regulations, instructions manuals and records.	<u>as Per Punjab CSR</u>
		(iii) Acts/ Rules manuals etc.	<u>as per Punjab CSR and other relevant rules.</u>
		(iv) Transfer policy and transfer orders	By HAC Branch for CPIOs of Chandigarh Police Department
1.6		(i) Categories of documents	All the reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh.
	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]		
		(ii) Custodian of documents/categories	RTI/Estb Branch.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Establishment section, Police Headquarters Sector-9 Chandigarh
		(ii) Composition	powers as per Punjab CSR.
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	

		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Smt. Jasbir Kaur, Supdt. (Admn.)
		(ii) Telephone , fax and email ID	01722760897, dspops-chd@nic.in
1.9	Monthly Remuneration received by officers & employees	(i) List of employees with Gross monthly remuneration	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions.
		ii) System of compensation as provided in its regulations	Compensation as per GOI and Punjab Government rules.

	including system of compensation [Section 4(1) (b) (x)]		
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Smt. Jasbir Kaur, Supdt. (Admn.) CPIO Sh. T.P Singh, Administrative Officer FFA of Operations Cell.
		(ii) Address, telephone numbers and email ID of each designated official.	Police Headquarters, Sector-09, UT., Chandigarh, Ph. No. 01722793897 Jasbirkaur.17@gov.in CPIO Police Headquarters, Sector-09, UT., Chandigarh, Ph. No. 01722793812 Jasbirkaur.17@gov.in CPIO

1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil Nil
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	No training has been attended yet regarding RTI Act.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Budget/Procurements of all the units of Chandigarh Police made by the SO/Accounts/Purchase Branch under the supervisions of Senior officers of PHQ.
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	

2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and	
		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Execution of subsidy programmes are not carried out in Establishment Section.
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Discretionary and non-

	grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(ii) Annual accounts of all legal entities who are provided grants by public authorities	discretionary grants are not done by Establishment Branch. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Particulars of recipients of concessions, permits of authorizations are not granted by Establishment Section.
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	NA

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The representation made by the members of the public through RTI letters are properly addressed by replying the letter to the addressee. If required, he may visit the office in working hours.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders. The draft regulations are put on the Chandigarh Police website for public comments.
		Public- private partnerships (PPP)	Public- private partnerships (PPP) related works are not carried out by the Establishment Section.
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	The Policies/Decisions of all the units of Chandigarh Police are being made/taken by the senior officers of PHQ, Sector-9, Chandigarh as per directions of Chandigarh Administration.
		(ii) Outline the Public consultation process	Draft regulations/guidelines are kept on website for public comments. The final approved Regulations/Guidelines are also put up on website for wide publicity.
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is	Use of the most effective means of communication	(i) Internet (website)
	easily accessible to the public [Section 4(3)]	(i) Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	Printed Format only
		(i) Electronic format	
		(ii) Printed format	
3.5	Whether information manual/ handbook	List of materials available	
		(i) Free of cost	

available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	As per RTI Act 2005 regulations of Fees and cost
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E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English Language
		(ii) Vernacular/ Local Language	English Language as per record available.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	The information/data is being uploaded on Chandigarh Police website by the RTI Branch on regular basis.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	No information is available in electronic form
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	NA
4.4	Particulars of facilities available to citizen for obtaining	(i) Name & location of the faculty	CPIO Establishment is the nodal officer for receiving applications online/off-line related with service matters ets.
		(ii) Details of information made available	

	information [Section 4(1)(b)(xv)]	(iii) Working hours of the facility	Working hours- on all working days. Phone-01722793897 E-mail : jasbirkaur.17@gov.in
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Looking after the Grievance of the employees of Chandigarh Police regarding service matters
		(ii) Details of applications received under RTI and information provided	Total 109 RTI applications received during the year 2020 till date and all were disposed off within stipulated period except 10 which are under process.
		(iii) List of completed schemes/ projects/ Programmes	Nil
		(iv) List of schemes/ projects/ programme underway	Nil
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N/A
		(vi) Annual Report	---
		(vii) Frequently Asked Question (FAQs)	<u>N/A</u>
		(viii) Any other information such as a) Citizen's Charter	No Public Dealing
		c) Six monthly reports on the	Report Uploaded by the RTI Branch PHQ, Sector-9, Chd.
		d) Performance against the benchmarks set in the Citizen's Charter	NA

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Total 109 RTI applications received during the year 2020 and all were disposed off within stipulated period except 10 which are under process. 6 Appeals received out of which 02 are under process.
		(ii) Details of appeals received and orders issued	6 Appeals received out of which 02 are under process.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	As and when any parliament question received in Establishment Section the reply of the same is sent on priority basis.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs	Current CPIO---Smt. Jasbir Kaur, Superintendent (Admn.) Police Headquarters, Sector-9, Chandigarh, Ph. No. 01722793897 Current FAA---Sh. T.P. Singh, Administrative Officer FFA of Establishment Section. PHQ, Sector-09, Chd , Ph.no 01722760812. Mail. Earlier CPIO --- Sh. T.P. Singh,

		(b) Earlier CPIO & FAAs from 1.1.2015 Administrative Officer PHQ, Sector-09, Chandigarh, Ph. No. 01722793812 Earlier CPIO --- Smt. Brij Bala, Administrative Officer (now transferred to parent department) Earlier CPIO --- Sh. Sucha Singh, Supdt (Admn.) (now retired) Earlier CPIO --- Sh. Pawan Kumar Superintendent (Admn.) (transferred) Earlier CPIO --- Sh. R G Dogra Dy. Director (Admn.) (transferred) Earlier FAA --- Sh. Manoj Kumar Meena, IPS, SP/Hqrs PHQ, Sector-09, Chandigarh, Ph. No. 01722793809 Earlier FAA --- Sh. Eish Singhal, IPS, SP/Hqrs (transferred) PHQ, Sector-09, Chandigarh, Ph. No. 01722793809 Earlier FAA --- Sh. Sudhir Parashar, AC(F&A) (transferred) PHQ, Sector-09, Chandigarh, Ph. No. 01722793809
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		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit of voluntary disclosure Never carried out
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Not relates with this office
		(a) Date of appointment (b) Name & Designation of the officers	As above As above
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	<u>Current CPIO / FAA</u>
		(V) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI a. Dates from which constituted b. Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	To dispose off the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant any means of communication	Fully met