

## **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**

| <b>S. No.</b> | <b>Item</b>  | <b>Details of disclosure</b>   | <b>Particulars</b>   |
|---------------|--|--|--|
| 1.1           | Particulars of its organization, functions and duties [Section 4(1)(b)(i)] | (i) Name of the Organization and its website                               | CPIO Establishment : Sh. Rajnish, DANIPS, DSP/Hqrs, Police Headquarter, Sector -9 U.T., Chandigarh Ph.No. 01722760879<br><a href="http://chandigarhpolice.gov.in/">http://chandigarhpolice.gov.in/</a> |
|               |  | (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                                   | Deals with files regarding service matters etc.  |
|               |  | (iii) Rules/ orders under which powers and duty are derived and            | Under Punjab CSR   |
|               |  | (iv) Exercised   |  |
|               |  | (v) Work allocation  | As per rules   |

|     |   |  |  |
|-----|---|--|--|
| 1.3 | Procedure followed in decision making process<br>[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.                         | As per Punjab Civil Service Rules  |
|     |   | (iv) Time limit for taking a decisions, if any                     | RTI application disposed off within 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<br>[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                               | Problems of citizens are addressed on priority by the concerned units of Chandigarh Police.  |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions<br>[Section 4(1)(b)(v)] | (i) Title and nature of the record/ manual /instruction.           | as Per Punjab CSR  |
|     |   | (ii) List of Rules, regulations, instructions manuals and records. | as Per Punjab CSR  |
|     |   | (iii) Acts/ Rules manuals etc.                                     | as per Punjab CSR and other relevant rules.  |
|     |   | (iv) Transfer policy and transfer orders                           | By HAC Branch for CPIOs of Chandigarh Police Department  |

|     |  |   |  |                    |                   |
|-----|--|---|--|--------------------|-------------------|
| 1.6 | Categories of documents held by the authority under its control<br>[Section 4(1)(b) (vi)]                            | (i) Categories of documents   | All the reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh. |                    |                   |
|     |  | (ii) Custodian of documents/ categories                             | RTI/Estb Branch.   |                    |                   |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority<br>[Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc.                         | -NA-   |                    |                   |
|     |  | (ii) Composition  |  |                    |                   |
|     |  | (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<br>[Section 4(1) (b) (ix)]   | (i) Name and designation  | <b>Name &amp; Designation</b>  | <b>Contact No.</b> | <b>e-Mail</b>     |
|     |  | (ii) Telephone , fax and email ID                                   | Sh. Praveer Ranjan, IPS<br>DGP, Chandigarh   | 0172-2760805       | dgp-chd@nic.in    |
|     |  |   | Sh. Omvir Singh, IPS<br>DIGP, Chandigarh   | 0172-2760806       | dig-chd@nic.in    |
|     |  |   | Sh. Kuldeep Singh<br>Chahal, IPS<br>SSP/Chandigarh                                       | 0172-2760807       | pssput-chd@nic.in |

|      |   |  |  |              |                   |
|------|---|--|--|--------------|-------------------|
|      |   |  | Ms. Manisha Chaudhary,<br>IPS<br>SSP/Sec. & Traffic  | 0172-2760834 | psspst@chd.nic.in |
|      |   |  | Shri Manoj Kumar<br>Meena, IPS<br>SP/Hqrs.   | 0172-2760809 | psphq@chd.nic.in  |
|      |   |  | Sh. Ketan Bansal, IPS<br>SP/Operations   | 0172-2760810 | spops-chd@nic.in  |
| 1.9  | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | (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.   |              |                   |
| 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 | PIO- Sh. Rajnish DANIPS, DSP/Hqrs-cum-CPIO/Establishment Police Headquarters, Sector-09, UT., Chandigarh, Ph. No. 01722760879 Email-dsphq-chd@nic.in |              |                   |
|      |   | (ii) Address, telephone numbers and email ID of each designated official.  | FAA-Sh. Manoj Kumar Meena, IPS, SP/Hqrs PHQ, Sector-09, Chandigarh, Ph. No. 01722760809 Email-psphq@chd.nic.in                                       |              |                   |
| 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   | Nil  |              |                   |
|      |   | (i) Pending for Minor penalty or major penalty proceedings   | Nil  |              |                   |

|      |   |   |      |
|------|---|---|------|
|      |   | (ii) Finalised for Minor penalty or major penalty proceedings                 | Nil  |
| 1.12 | Programmes to advance understanding of RTI to advance understanding of RTI (Section 26) | (i) Educational programmes  | -NA- |
|      |   | (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  | Particulars   |
|--------|--|--|---|
| 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 |   |

|            |  |  |   |
|------------|--|--|---|
| <b>2.2</b> | Foreign and domestic tours during 2019-20                          | (i) Budget   | NIL   |
|            |  | (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.<br>a) Places visited<br>b) The period of visit<br>c) The number of members in the official delegation<br>d) Expenditure on the visit   |   |
|            |  | (iii) Information related to procurements<br>a) Notice/tender enquires, and corrigenda if any thereon,<br>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,<br>c) The works contracts concluded – in any such combination of the above-and<br>d) The rate /rates and the total amount at which such procurement or works contract is to be executed. |   |
| <b>2.3</b> | Manner of execution of subsidy programme<br>[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)   |   |
| <b>2.4</b> | Discretionary and non-discretionary                                | (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions  | Discretionary and non-discretionary grants are not                            |

|     |   |   |   |
|-----|---|---|---|
|     | grants  | (ii) Annual accounts of all legal entities who are provided grants by public authorities  | 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  | Particulars of recipients of concessions, permits of authorizations are not granted by Establishment Section. |
|     |   | (ii) For each concessions, permit or authorization granted<br>a) Eligibility criteria<br>b) Procedure for getting the concession/ grant and/ or permits of authorizations<br>c) Name and address of the recipients given concessions/ permits or authorisations<br>d) Date of award of concessions /permits of authorizations |   |
| 2.6 | CAG & PAC paras   | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh  | NA  |

### 3. Publicity Band Public interface

| S. No. | Item | Details of disclosure | Particulars |
|--------|------|-----------------------|-------------|
|        |      |                       |             |

|     |   |  |   |
|-----|---|--|---|
| 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<br><br>[Section 4(1)(b)(vii)] | Arrangement for consultations with or representation by the members of the public<br>(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<br>a) Members of the public in policy formulation/ policy implementation<br>b) Day & time allotted for visitors<br>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.<br>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)]                       | <p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> | 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.   |
|     |   | (iii) Outline the arrangement for consultation before formulation of policy   | The final approved Regulations/Guidelines are also put up on website for wide publicity.  |
| 3.3 | Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | <p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>   | <p>(i) Internet (website)</p> <p><a href="http://chandigarhpolice.gov.in/">http://chandigarhpolice.gov.in/</a></p>  |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)]   | <p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>   | Printed Format only   |
| 3.5 | Whether information manual/ handbook  | <p>List of materials available</p> <p>(i) Free of cost</p>  |   |

|  |   |  |
|--|---|--|
| available free of cost or not<br>[Section 4(1)(b)] | (ii) At a reasonable cost of the medium | As per RTI Act 2005 regulations of Fees and cost |
|--|---|--|

#### 4. E. Governance

| S .No. | Item   | Details of disclosure                                      | Particulars  |
|--------|--|--|--|
| 4.1    | Language in which Information Manual/Handbook Available                  | (i) English  | English Language   |
|        |  | (ii) Vernacular/ Local Language                            | English Language as per record available.  |
| 4.2    | When was the information Manual/Handbook last updated?                   | 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<br>[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 information | (i) Name & location of the faculty                         | CPIO Establishment is the nodal officer for receiving applications online/off-line related with service matters etc. Working |
|        |  | (ii) Details of information made available                 |  |
|        |  | (iii) Working hours of the facility                        |  |

|     |  |   |   |
|-----|--|---|---|
|     | [Section 4(1)(b)(xv)]  | (iv) Contact person & contact details (Phone, fax email)  | hours- on all working days.<br>Phone-01722760879 E-mail :<br>dsphq-chd@nic.in   |
|     |  |   |   |
| 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 195 RTI applications received during the year 2021-22 till date and all were disposed off within stipulated period except 14 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  | N/A   |
|     |  | (vii) Frequently Asked Question (FAQs)  | N/A   |
|     |  | (viii) Any other information such as<br>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                         | (i) Details of applications received and disposed   | Total 195 RTI applications received during the year 2021-22 and all were disposed off within stipulated period except 14 which are under process.           |



|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>Earlier CPIO --- Smt. Brij Bala,<br/>Administrative Officer<br/>(now transferred to parent department)</p> <p>Earlier CPIO --- Sh. Sucha Singh,<br/>Supdt (Admn.) (now retired)</p> <p>Earlier CPIO --- Sh. Pawan Kumar<br/>Superintendent (Admn.)<br/>(transferred)</p> <p>Earlier CPIO --- Sh. R G Dogra<br/>Dy. Director (Admn.)<br/>(transferred)</p> <p>Earlier FAA---Sh. T.P. Singh,<br/>Administrative Officer FFA of<br/>Establishment Section. (now retired)<br/>PHQ, Sector-09, Chandigarh</p> <p>Earlier FAA --- Sh. Manoj Kumar<br/>Meena, IPS, SP/Hqrs<br/>PHQ, Sector-09, Chandigarh</p> <p>Earlier FAA --- Sh. Eish Singhal, IPS,<br/>SP/Hqrs (transferred)<br/>PHQ, Sector-09, Chandigarh</p> <p>Earlier FAA --- Sh. Sudhir Parashar,<br/>AC(F&amp;A) (transferred)<br/>PHQ, Sector-09, Chandigarh</p> |
|--|--|--|---|

|  |  |  |   |
|--|--|--|---|
|  |  | (ii) Details of third party audit of voluntary disclosure<br>(a) Dates of audit carried out<br>(b) Report of the audit carried out   | Third party audit carried out on 21.06.2022 |
|  |  | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD<br>(a) Date of appointment<br>(b) Name & Designation of the officers                         | NA  |
|  |  | (IV) Consultancy committee of key stake holders for advice on suo-motu disclosure<br>(a) Dates from which constituted<br>(b) Name & Designation of the officers                        | NA  |
|  |  | (V) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI<br>a. Dates from which constituted<br>b. Name & Designation of the Officers |   |

## 6. Information Disclosed on own Initiative

| S. No. | Item  | Details of disclosure  | Particulars             |
|--------|---|--|-------------------------|
| 6.1    | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | To dispose of the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant any means of communication. | chandigarhpolice.gov.in |