

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-organization 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

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	CPIO Establishment: Ms Niyati Mittal, DANIPS, DSP/Hqrs-cum-CPIO/Estt., Police Headquarter, Sector -9, U.T., Chandigarh Ph. No. 01722760879 http://chandigarhpolice.gov.in/
		(ii) Head of the organization	W/DGP/UT/Chandigarh
		(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	(i) Powers and duties of officers (administrative, financial and judicial)	To provide information to the applicant with in stipulated period.

	employees [Section 4(1)(b)(ii)]	(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	As per CCS Rules
		(iv) Exercised	As per CCS Rules
		(v) Work allocation	As per rules

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.	As per CCS 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—IGP—DIG—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 CCS Rules
		(ii) Norms/ standards for functions/ service delivery	As per CCS Rules
		(iii) Process by which these services can be accessed	As per CCS Rules
		(iv) Time-limit for achieving the targets	Other services/work which cannot be standardized or time framed 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 [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction.	As per CCS Rules
		(ii) List of Rules, regulations, instructions manuals and records.	As per CCS Rules
		(iii) Acts/ Rules manuals etc.	As per CCS Rules and other relevant rules of Chandigarh Administration
		(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 [Section 4(1)(b) (vi)]	(i) Categories of documents	All reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh.
		(ii) Custodian of documents/categories	Concerned 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.	-NA-
		(ii) Composition	-NA-
		(iii) Dates from which constituted	-NA-
		(iv) Term/ Tenure	-NA-
		(v) Powers and functions	-NA-
		(vi) Whether their meetings are open to the public?	-NA-
		(vii) Whether the minutes of the meetings are open to the public?	-NA-

		(viii) Place where the minutes if open to the public are available?	NA-		
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Name & Designation	Contact No.	e-mail address
		(ii) Telephone , fax and email ID	Sh. Surendra Singh Yadav, IPS, DGP, Chandigarh	0172-2760805	dgp-chd@nic.in
			Sh. Raj Kumar Singh, IPS, IGP/UT	0172-2760806	igp-ut@chd.nic.in
			Ms. Kanwardeep Kaur, IPS, SSP/UT	0172-2760834	pssput-chd@nic.in
			Sh. Sumer Pratap Singh, IPS, SSP/Security & Traffic	0172-2760001	psspst@chd.nic.in
			Sh. Ketan Bansal, IPS, SP/Hqrs	0172-2760810	psphq@chd.nic.in
			Sh. Mridul, IPS, SP/operations & City	0172-2760633	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	Remuneration of officers / employees is fixed as per Pay Commissions.
		(ii) System of compensation as provided in its regulations	Compensation as per GOI and Chandigarh Administration 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	CPIO- Ms Niyati Mittal, 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. Ketan Bansal, IPS, SP/Hqrs, PHQ, Sector-09, Chandigarh, Ph. No. 01722760810 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	
		(ii) Finalized for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	-NA-
		(ii) Efforts to encourage public authority to participate in these programmes	-NA-
		(iii) Training of CPIO/APIO	-NA-

		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	-NA-
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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	
2.2	Foreign and	(i) Budget	-NA-

	domestic tours during 2023-224	<p>(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.</p> <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	
		<p>(iii) Information related to procurements</p> <ul style="list-style-type: none"> 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 grants.	(i)	Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/other institutions	Discretionary and non-discretionary grants are not done by Establishment Branch.

		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
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, a) Eligibility criteria b) Procedure for getting c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of	
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 [Section 4(1)(b)(vii)]	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) (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 authorization 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	Public- private partnerships (PPP) related work is not carried out by the Establishment Section.
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 (ii) Outline the Public consultation process	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. Draft regulations/guidelines are kept on website for public comments. The final

		(iii) Outline the arrangement of consultation before formulation of policy.	approved Regulations/ Guidelines are also put up on website for wide publicity.
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3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	http://chandigarhpolice.gov.in/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Printed format
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	As per RTI Act 2005 regulations of fees and cost rules.

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which	(i) English	English

	Information Manual/Handbook Available	(ii) Vernacular/ Local Language	
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 [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	http://chandigarhpolice.gov.in/
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	CPIO/Establishment received RTI applications through online/off-line mode related with service matters etc. on all working days. Phone-01722760879 E-mail : dsphq-chd@nic.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/Programmes (iv) List of schemes/ projects/ programme under way	Looking after the Grievance of the employees of Chandigarh Police regarding service matters Total 391 RTI applications received during the year 2023-24 and all disposed off within stipulated period. NA NA

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	NA
		(vii) Frequently Asked Question (FAQs)	NA

		(viii) Any other information such as a) Citizen's Charter	NA
		c) Six monthly reports loaded on the website or not	NA
		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 391 RTI applications received during the year 2023-24 and all disposed of within stipulated period.
		(ii) Details of appeals received and orders issued	32 first appeals received and disposed of.
4.7	Replies to questions asked in the parliament, if any. [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	Particulars
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	<p>Current CPIO---Ms Niyati Mittal, DANIPS, DSP/Hqrs-cum-CPIO/Establishment Police Headquarters, Sector-9, Chandigarh, Ph. No. 01722760879</p> <p>Earlier CPIO---Sh. Rajnish, DANIPS, DSP/Hqrs</p> <p>Earlier CPIO---Smt. Jasbir Kaur, Superintendent Admn.</p> <p>Earlier CPIO --- Sh. T.P. Singh, Administrative Officer</p> <p>Earlier CPIO --- Smt. Brij Bala, Administrative Officer</p> <p>Earlier CPIO --- Sh. Sucha Singh, Supdt (Admn.)</p> <p>Earlier CPIO --- Sh. Pawan Kumar Superintendent (Admn.)</p> <p>Earlier CPIO --- Sh. R G Dogra Dy. Director (Admn.)</p> <p>Current FAA --- Sh. Ketan Bansal, IPS, SP/Hqrs PHQ, Sector-09, Chandigarh, Ph. No. 01722760810</p> <p>Earlier FAA --- Sh. Manoj Kumar Meena, IPS, SP/Hqrs</p> <p>Earlier FAA---Sh. T.P. Singh, Administrative Officer</p> <p>Earlier FAA --- Sh. Manoj Kumar Meena, IPS, SP/Hqrs</p> <p>Earlier FAA --- Sh. Eish Singhal, IPS, SP/Hqrs</p> <p>Earlier FAA --- Sh. Sudhir Parashar, AC(F&A)</p>

		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried out by MGSIPA, Sector 26, Chandigarh.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	NA
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stakeholders for advice on suo-motu disclosure	NA
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	NA
			(a) Dates from which constituted (b) Name & Designation of	

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	Establishment/service matters	https://chandigarhpolice.gov.in/