


Chandigarh
Police

OFFICE OF THE DEPUTY SUPERINTENDENT OF POLICE, PROVISIONING, LOGISTICS & WELFARE CENTER, SECTOR-26, CHANDIGARH.

No. D 574 /DSP-PLWC, UT, Chandigarh the dated, 15-4-2025.

Subject: - Proactive disclosure package audited by third party by Central Public Information Officer (CPIOs) under Section-4 of Right to Information Act, 2005 for the FY 2024-25.

Sir,

Kindly refer to your office no. D-131-57/CPIO/Hqrs./Nodal Officer/RTI dated: 08.04.2025, on the subject cited above. The requisite information in prescribe Performa is attached herewith please.
Submitted please.

P. Anand
Dy. Superintendent of Police-cum-
CPIO, PLWC,
Sector-26, UT Chandigarh.

Copy to

Project Co-ordinator,
Mahatma Gandhi State Institute of Public Administration

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

PLWC, Sector-26, Chandigarh.

Sr. No./Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	Chandigarh Police & Website - www.chandigarhpolice.gov.in W/DGP/UT 24 X 7 hours security/safety/Law & order etc. Officials are being deployed on different types of duties to deal with any emergency. DSP/PLWC---- Insp. PLWC-----Incharge's of Sub-Units---ORs. To provide the RTI information to the applicant within stipulated period. 24X7 hours security/safety/Law & order etc.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(iii)]	Officials are being deployed on different types of duties to deal with any emergency. Under Punjab Police Rules.
	(i) Powers and duties of officers (administrative, financial and judicial)	
	(ii) Power and duties of other employees	
	(iii) Rules/ orders under which powers and duty are derived and	
	(iv) Exercised	
	(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	1. Safety and security of VIPs as well as General Public. 2. Deployment to deal with any emergency. 3. Protection and timely appearance of prisoners before the Hon'ble Courts. Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of PLWC. W/DGP/UT/Chandigarh Bharviya Nagarik Suraksha Sanhita, PPR, Local & Special Law and Police Work etc. RTI application disposed off within 30 days and other references/ enquiries as per direction of Senior Officers. W/DGP—W/IGP-W/SP/Hqrs.— DSP/PLWC—Insp. PLWC---Incharges of Sub-Units.
	(i) Process of decision making. Identify key decision making points	
	(ii) Final decision making authority	
	(iii) Related provisions, acts, rules etc.	
	(iv) Time limit for taking a decisions, if any	
	(v) Channel of supervision and accountability	

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered (ii) Norms/ standards for functions/ service delivery. (iii) Process by which these services can be accessed. (iv) Time-limit for achieving the targets (v) Process of redress of grievances	In practice the laws and judicial decisions are enforced by the police. Thus, the police are the savior of modern civil society. Norms/standard prescribed by the competent authority.
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. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	Other services /work done which cannot be standardized or time frame as per directions of Senior Officers. as Per Punjab Police Rules as Per Punjab Police Rules as per Punjab Police Rules and other relevant Acts.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	Categories of documents Custodian of documents/categories	By PEB Branch of Chandigarh Police as per CVC Guidelines. All the reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh. Insp. PLWC/Incharges of Sub-Units, PLWC, Sector-26, Chandigarh.
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. (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?	PLWC, Sector-26 Chandigarh was established in year 1966. Powers as per PPR and Bhartiya Nagarik Suraksha Sanhita.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone, fax and email ID	Sh. P. Abinadnan, DSP/PLWC, Sector-26, Chandigarh, Ph. No. 01722991838, E-Mail- plwc-police@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 (ii) System of compensation as provided in its regulations	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions. 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 (ii) Address, telephone numbers and email ID of each designated official.	Sh. P. Abinanadhan, CPIO PLWC, Sector-26, Chandigarh, Ph. No. 017222991838 plwc-police@chd.nic.in Sh. Manjeet IPS, SP/Hqrs FFA of PLWC, Sec-26, Chd.. SP/Hqrs PHQ, Sector-09, Chd , Ph. no 017222760809. Mail. psphq@chd.nic.in (FFA)
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 (ii) Finalized for Minor penalty or major penalty proceedings	Nil Nil Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (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	Officers are sent on trainings to get more knowledge about RTI act and its implementation. As and when opportunity comes, officers are sent on RTI training. Guide For Information Seekers Guide For the Central Public Information Officers Guide For the Public Authorities

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 (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	Budget of all the units of Chandigarh Police made by the SO/ Accounts/ Purchase Branch under the supervisions of Senior officers of PHQ.
2.2	Foreign and domestic tours during 2024-25	(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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh

		goods/ services being procured, c) The works contracts concluded-in any such combination of the above-and 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 (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)	Execution of subsidy programmes is not carried out PLWC, Sector-26, Chandigarh.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Discretionary and non-discretionary grants are not done by PLWC, Sector-26, Chandigarh. 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 For each concessions, permit or authorization granted Eligibility criteria Procedure for getting the concession/ grant and/or permits of authorizations Name and address of the recipients given concessions/ permits or authorizations Date of award of concessions /permits of authorizations	Particulars of recipients of concessions, permits of authorizations are not granted by PLWC, Sec-26, Chd. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
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 Administrator, UT, Chandigarh.	No CAG and PAC paras laid on the table of Administrator, UT, Chandigarh.

3. Publicity Band Public interface

No.	Item	Details of disclosure	Particulars
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 there of	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. 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.
	[Section 4(1)(b)(vii)]	(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.
	[F No 1/6/2011-IR dt. 15.04.2013]	(iii) 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 works are not carried out by the PLWC, Sector-26, Chandigarh.
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 (iii) Outline the arrangement for consultation before formulation of	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 approved Regulations/Guidelines are also

	policy	put up on website for wide publicity.
3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	(i) Internet (website) Deputy Superintendent of PLWC, Sector-26, Chandigarh Email : plwc-police@chd.nic.in
4	Form of accessibility of information manual / handbook [Section 4(1)(b)]	NA
5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	NA

4. E. Governance.

Sr. No.	Item	Details of disclosure	Particulars
1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	English Language English/Hindi Language as per record available.
2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt.15.4.2013]	Last date of Annual up-dation	The information/data is being uploaded on Chandigarh Police website by the RTI Branch on regular basis.
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	www.chandigarhpolice.gov.in
4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	CPIO PLWC is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722991838 E-mail : plwc-police@chd.nic.in
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 underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	DSP-PLWC and Inspector PLWC are designated as Grievance Officer for the Unit Of PLWC Total 04 RTI applications received during the year 2024-25 and all were disposed off within stipulated period. NA NA NA

	(vi) Annual Report	NA
	(vii) Frequently Asked Question (FAQs)	NA
	(viii) Any other information such as	No Public Dealing
	a) Citizen's Charter	
	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
6	Receipt & Disposal of RTI applications & appeals [F.No1/6/2011-IR dt. 15.04.2013]	Total 04 RTI application received during the year 2024-25 and all were disposed off within stipulated period 01 appeals received against RTI application during the year 2024-25.
7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	As and when any parliament question received in PLWC the reply of the same has been sent on priority basis.

5. Information as may be prescribed

No.	Item	Details of disclosure	Particulars
1	Such other information as may be prescribed	(i) Name & details of a) Current CPIOs & First Appellate Authority (FAAs) b) Earlier CPIO & FAAs from 01.01.2015 (ii) Details of third party audit of voluntary disclosure a) Dates of audit carried out b) Report of the audit carried out (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional Director a) Date of appointment b) Name & Designation of the officers	Current CPIO--- Sh. P. Abinanadhan, DSP/PLWC, Sec-26, Chandigarh, Ph. No. 01722991838 plwc-police@chd.nic.in CPIO from 21.10.24 to till date Current FAA---Sh. Manjeet IPS, SP/Hqrs. FFA of PLWC SP/HQrs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier CPIO---Ms. Palak Goel (DANIPS) , DSP/PLWC Dt:04.07.2024 to 21.10.24 Earlier CPIO---Ms. Niyati Mittal (DANIPS) , DSP/PLWC Dt: 01.04.2024 to 04.07.24. Third Party Audit is carried out by Mahatma Gandhi State Institute of Public Administration. Sh. P. Abinanadhan, (DNIPS), Deputy Superintendent of PLWC-CUM-CPIO Relates to PHQ, Sector-9, Chandigarh. Relates to PHQ, Sector-9, Chandigarh.

(iv) Consultancy committee of key stake holders for suo-motu disclosure a) Dates from which constituted b) Name & Designation of the officers	advice on-----NA-----
(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	

b. Information Disclosed on own Initiative

. No.	Item	Details of disclosure	Particulars
.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	www.chandigarhpolice.gov.in