

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** - **Women Police Station & Anti Human Trafficking Unit, Sector 17, Chandigarh.**

Sr. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, functions and duties [Section4(1)(b)(i)]	(i) Name and address of the Organization	WPS & AHTU, Sector-17 of Chandigarh Police. CPIO : Sita Devi, Dy.S.P./W&CSU. chandigarhpolice.gov.in
		(ii) Head of the organization	W/DGP/UT
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function and duties	Matrimonial disputes in Women Police Station and missing children cases in AHTU are dealt.
		(v) Organization Chart	DSP/W&CSU---Inspector/SHO-WPS & Inspector/Incharge-AHTU---NGOs----HCs--- Constables.

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 within stipulated period. 24X7 hours security and safety of General Public.
		(ii) Power and duties of other employees	Provide counseling to the estranged couples in WPS and trace missing children in AHTU.
		(iii) Rules/ orders under which powers and duty are derived and	Under PPR
		(iv) Exercised	Under PPR
		(v) Work allocation	1. Efforts made to resolve the matrimonial disputes. 2. Efforts made to trace the missing children, reunite the recovered children. 3. Provide self defence training to the women/girls in schools, college, institutes etc. 4. Awareness camps organized to aware the general public about Human Trafficking, Child Labour etc.
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 WPS and AHTU.
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	IPC, CrPC, PPR and Police Work etc.
		(iv) Time limit for taking 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	<pre> graph TD W/DGP --> W/DIG W/DIG --> W/SP/W&CSU W/SP/W&CSU --> DSP/W&CSU DSP/W&CSU --> InspectorSHO[Inspector/SHO-WPS] DSP/W&CSU --> InspectorAHTU[Inspector/Incharge-AHTU] </pre>
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	CITIZEN CHARTER CITIZEN CHARTER CITIZEN CHARTER Other services/work done which cannot be standardized or time frame as per directions of Senior Officers. The General public grievances Redressed during counseling of parties in complaint, Know Your Case and Redressal Campaign organized from time to time.
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	As Per PPR As Per PPR As Per PPR and other relevant Acts. By PEB of Chandigarh Police.

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	MHCs/Record Keepers of WPS & AHTU.
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.	WPS and AHTU Sec-17, Chd. were constituted on 29.08.2015 and 28.03.2011, respectively.
		(ii) Composition	Powers as per PPR and Cr.P.C.
		(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	Sita Devi, DSP/W&CSU
		(ii) Telephone, fax and email ID	01722922163, pdspwcsu-chd@nic.in
1.9	Monthly Remuneration received by	(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.

	officers employees	&	(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	Sita Devi, DSP/W&CSU Sh. Ketan Bansal, SP/W&CSU, FAA of W&CSU.
		(ii) Address, telephone numbers and email ID of each designated official.	W&CSU, Sector-17, Chandigarh, Ph. No.01722922163 E-Mail : pdspwcsu-chd@nic.in (CPIO) SP/W&CSU, Home Guard Building Sec-17, Chd, Ph. No.01722924257. E-Mail : speowccic@gmail.com (FAA)
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	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. 1 Guide For Information Seekers 2 Guide For the Central Public Information Officers 3 Guide For the Public Authorities
		(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

Sr. 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 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 during 2019-20	(i) Budget	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(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. <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 	

			(iii) Information related to procurements <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	Executions of subsidy programmes are not carried out by WPS and AHTU Sector-17, Chandigarh.
		(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 WPS and AHTU. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of	(i)	Concessions, permits or authorizations granted by public authority	Particulars of recipients of

	Recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(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	concessions, permits of authorizations are not granted by WPS and AHTU. 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 both houses of the parliament.	No CAG and PAC paras laid on the table of both houses of the parliament.

3. Publicity Band Public interface

Sr. 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. The regulations/guidelines etc. are prepared based on the discussions involved with the stake holders. The draft regulations are put on the Chandigarh Police website for public

	[F No 1/6/2011-IR dt. 15.04.2013]	<ul style="list-style-type: none"> (ii) Arrangements for consultation with or representation by <ul style="list-style-type: none"> 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 	<p>comments.</p> <p>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.</p>
		<p>Public- private partnerships (PPP)</p> <ul style="list-style-type: none"> (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 	<p>Public-Private Partnerships (PPP) related works are not carried out by the WPS and AHTU.</p>
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> <ul style="list-style-type: none"> (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process 	<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.</p> <p>Draft</p>

		(iii) Outline the arrangement for consultation before formulation of policy	regulations/guidelines are kept on website for public comments. 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	Use of the most effective means of communication (i) Internet(website)	chandigarhpolice.gov.in
	easily accessible to the public [Section 4(3)]		
3.4	Form of accessibility of information manual/handbook [Section4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	N.A.
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	N.A.

4. E. Governance

Sr. No.	Item	Details of disclosure	Particulars
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/Hindi 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	Information in electronic form is available in computer system, pen drive, CD Drives etc.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	WPS and AHTU, Sector-17, Chandigarh.
4.4	Particulars of facilities available to citizen for	(i) Name & location of the faculty	CPIO W&CSU is the Nodal Officer for receiving applications online/off-line.
		(ii) Details of information made available	
		(iii) Working hours of the facility	Working Hours- On all

	obtaining information [Section 4(1)(b)(xv)]	(iv) Contact person & contact details (Phone, fax email)	working days. Phone-01722922163. E-mail : pdspwcsu-chd@nic.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	DSP W&CSU and In-charge WPS & AHTU are designated as Grievance Officer for their Units.
		(ii) Details of applications received under RTI and information provided	During the Financial Year, 2021-2022(w.e.f. 01.04.2021 to 31.03.2022), total 323 RTI applications received and 318 were disposed off within stipulated period.
		(iii) List of completed schemes/projects/Programmes	Self Defence and Awareness programmes in schools and colleges etc, are conducted by WPS & AHTU. As per Guidelines of BPR&D, workshops of "Training for Investigators and Prosecutors on Women Safety" are also got conducted by WPS. In addition to it, as per orders of senior officers, "Operation Muskaan" to search the missing children in different states of India, are also conducted by AHTU.
		(iv) List of schemes/projects/programme underway	Self Defence, Awareness programmes, "Training for

		Investigators and Prosecutors on Women Safety" and "Operation Muskaan" are organized/conducted time to time.
(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	Attached as Annexure-"A" containing the details of awareness and self defence programmes conducted in Schools, Colleges & Institutions etc. Attached as Annexure-"B" containing the details of workshops of "Training for Investigators and Prosecutors on Women Safety".
(vii)	Frequently Asked Question(FAQs)	N.A
(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 bench marks set in the Citizen's Charter	NA

4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	During the Financial Year, 2021-2022(w.e.f.01.04.2021 to 31.03.2022), total 323 RTI applications received and 318 were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	During the Financial Year, 2021-22 (w.e.f. 01.04.2021 to 31.03.2022), total 16 appeals received against RTI applications and in 15 appeals, orders have been received during this period. Rest orders in 01 appeal are pending to receive in the office of undersigned.
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 WPS and AHTU, the reply of the same are sent on priority basis.

5. Information as may be prescribed

Sr. No.	Item	Details of disclosure	Particulars
5.1	Such information may be prescribed other as be	(i) Name & details of (a) Current CPIOs & FAAs	<p><u>Current CPIO</u> <u>(w.e.f. Dt.23.11.2021 to till date)</u></p> <p>Sita Devi, CPS, DSP/W&CSU, Home Guard Building, Sec-17, Chandigarh. Ph. No.01722922163 E-Mail: pdspwcsu-chd@nic.in</p> <p><u>Current FAA</u> <u>(w.e.f. Dt.26.02.2021 to till date)</u></p> <p>Sh. Ketan Bansal, IPS, SP/W&CSU, Home Guard Building Sec-17, Chd., Ph.No.01722924257 E-Mail: speowccic@gmail.com</p> <p><u>Earlier FAA</u> <u>(w.e.f. Dt.19.01.2019 to21.08.2020)</u></p> <p>Mrs. Nilambari Jagadale, IPS, SSP/UT-cum-W&CSU, Police Head Quarter Sec-9, Chd. Ph.No.01722760832. pssput-chd@nic.in</p> <p><u>Earlier FAA</u></p>
		(b) Earlier CPIO & FAAs from1.1.2015	

			<p><u>(w.e.f. Dt.21.08.2020 to 18.09.2020)</u></p> <p>Sh. Vineet Kumar, IPS, SSP/UT-cum-W&CSU. Police Head Quarter Sec-9, Chd. Ph.No.01722760832. pssput-chd@nic.in</p> <p><u>Earlier FAA (w.e.f. Dt.18.09.2020 to 25.02.2021)</u></p> <p>Ms. Neha Yadav, IPS, SP/W&CSU, Home Guard Building, Sector-17, Chd., Ph.No.01722924257. E-Mail: speowccic@gmail.com</p>
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out</p> <p>(b) Report of the audit carried out</p>	<p>Third party audit carried out on 21/07/2022.</p>
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HOD</p>	<p>Sita Devi, Dy.S.P. 23.11.2021 to till date.</p>
		<p>(a) Date of appointment</p> <p>(b) Name & Designation of the officers</p>	<p>23.11.2021</p> <p>Sita Devi, Dy.S.P.</p>

		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure. (a) Dates from which constituted (b) Name & Designation of the officers	23.11.2021. Sita Devi, Dy.S.P.
		(IV) 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	26.02.2021 Sh. Ketan Bansal, IPS, Superintendent of Police.

6. Information Disclosed on own Initiative

Sr. 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 off the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant any means of communication	http://chnadigarhpolic.gov.in

