

## Annexure “A”

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

- i) **Cyber Crime Investigation Cell & Information Technology, Sector-17, Chandigarh.(Chandigarh Police).**
- ii) **Computer Section, PHQ, Sector-09, Chandigarh.**
- iii) **Master Technical Monitoring Cell, PHQ, Sector-09, Chandigarh.**

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	<b>Union Territory, Chandigarh Police</b> <a href="http://Chandigarhpolice.gov.in">http://Chandigarhpolice.gov.in</a>  <b>Name of Unit :-</b>  i) Cyber Crime Investigation Cell & Information Technology, Sector-17, Chandigarh. Chandigarh Police. ii) Computer Section, PHQ, Sector-09, Chandigarh. iii) Master Technical Monitoring Cell, PHQ, Sector-09, Chd. <b>CPIO : Dr. Rashmi Sharma Yadav, Dy.SP/ CCIC &amp; IT,</b> Email Id:- <a href="mailto:dspeccic.chd@nic.in">dspeccic.chd@nic.in</a>

		(ii) Head of the organization	<b>Worthy/Director General of Police/UT, Chandigarh</b>
		(iii) Vision, Mission and Key objectives	i) Meet the challenges thrown by rampant growth in Cyber Crime. ii) Successful operationlisation of Cyber Crime Portal with active participation in Cyncord. iii) Investigation and enquiry of Cyber Crime related cases and complaints. iv) Maintenance of Chandigarh Police Website, Crime Criminal tracking networking system and other computer projects. v) Master Technical & Monitoring Cell unit provide mobile phone queries/services, Lawful Interception & Monitoring System to the Investigating Agencies of Chandigarh Police on their request as per SOP.
		(iv) Function and duties	<ul style="list-style-type: none"> <li>• Registration &amp; Investigation of Cyber Crime cases and enquiry of complaints related to cyber crimes.</li> <li>• Awareness to the public regarding cyber crimes, training to the police officials and students.</li> <li>• Maintenance of Chandigarh Police Website, Digital data, Personnel Information System and other computer related functions.</li> <li>• Master Technical &amp; Monitoring Cell unit provide mobile phone queries/services, Lawful Interception &amp; Monitoring System to the Investigating Agencies of Chandigarh Police on their request as per SOP.</li> </ul>
		(v) Organization Chart	W/DIG/UT, SP/CCIC, DSP/CCIC &IT --- Inspectors --- 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.
		(ii) Power and duties of other employees	Awareness to the general public regarding cyber crimes, training to the police officials and students.
		(iii) Rules/ orders under which powers and duty are derived and	<b>1. Criminal Procedure code-1973.</b> <b>2. Under Punjab Police Rules-1934.</b>

		(iv) Exercised	<b>3. Indian Penal code</b> <b>4. Information and Technology Act-2000</b> <b>5. Local and Special Law and Police Works etc.</b>
		(v) Work allocation	1. Safety and security of General Public from cyber Crimes. 2. Deployment of police officials for training to the students for prevention and detention of cyber Crime. 4. Collection of Intelligence to work out the cyber crime cases. 5. Maintenance of website and digital data etc. 6. To provide mobile phone queries/services.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Powers have also been delegated by Authority to the officers at various levels for smooth functioning of the work of Cyber Crime Investigation cell, Computer Section and Master Technical and Monitoring Cell.
		(ii) Final decision making authority	<b>Worthy/Director General of Police/UT, Chandigarh</b>
		(iii) Related provisions, acts, rules etc.	Indian Penal Code, Criminal Procedure Code , Punjab Police Rules , Information Technology Act, Local & Special Law and police Work etc.
		(iv) Time limit for taking a decisions, if any	Right to Information application disposed off with in 30 days and other references/ enquiries as per direction of Senior Officers.
		(v) Channel of supervision and accountability	<b>W/DGP—W/DIG— W/SP/CCIC -----DSP/CCIC &amp; IT — Inspector /CCIC</b>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	CCIC:- Investigation of Cyber Crime cases and enquiries. Computer Sec. :- Maintenance of Website & other projects. MTMC : Nodal Agency to deal with the Call Detail Reports etc.
		(ii) Norms/ standards for functions/ service delivery	CCIC:- As per law, Investigation of Cyber Crime cases and enquiries conducted. Computer Sec. :- Maintenance of Website & other projects. MTMC : Nodal Agency to deal with the Call Detail Reports etc.
		(iii) Process by which these services can be accessed	CCIC:- Work out of cases and disposal of complaints. Computer Sec. :- Status of website and projects. MTMC : Maintenance of reports etc.

		(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	The General public grievances Redressed during 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.	<b>1. Criminal Procedure code-1973.</b> <b>2. Under Punjab Police Rules-1934.</b> <b>3. Indian Penal code</b> <b>4. Information and Technology Act-2000</b> <b>5. Local and Special Law and Police Works etc.</b>
		(ii) List of Rules, regulations, instructions manuals and records.	<b>1. Criminal Procedure code-1973.</b> <b>2. Under Punjab Police Rules-1934.</b> <b>3. Indian Penal code</b> <b>4. Information and Technology Act-2000</b> <b>5. Local and Special Law and Police Works etc.</b>
		(iii) Acts/ Rules manuals etc.	As per Punjab Police Rules-1934 and other relevant Acts.
		(iv) Transfer policy and transfer orders	By Police Establishment Board Branch of Chandigarh Police as per Central Vigilance Commission guidelines.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	All the reports, circular and standing orders issued from Police Headquarters, Sector-9, UT, Chandigarh.
		(ii) Custodian of documents/categories	Moharrir Head Constable/Record Keeper of Cyber Crime Investigation Cell, Sector-17, Chandigarh.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc.	Cyber Crime Investigation Cell & Information Technology, Sector-17, Chandigarh.
		(ii) Composition	Powers as per Punjab Police Rules and Criminal Procedure Code.
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	

	[Section 4(1)(b)(viii)]	(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	Dr. Rashmi Sharma Yadav, DSP/CCIC &IT
		(ii) Telephone , fax and email ID	0172-2710046 dspccic.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	<b>Compensation as per Govt. of India and Punjab Government rules.</b>
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	Dr. Rashmi Sharam Yadav, DSP-cum- CPIO/CCIC & IT, Sh. Ketan Bansal, IPS, 1 <sup>st</sup> AA-cum-SP/CCIC  PS-17, U.T. Chandigarh. Ph. No. 0172-2710046 <a href="mailto:dspccic.chd@nic.in">dspccic.chd@nic.in</a> Central Public Information Officer.
		(ii) Address, telephone numbers and email ID of each designated official.	SP/CCIC, Chandigarh, Phone-0172-2924297 <a href="mailto:speowccic@gmail.com">speowccic@gmail.com</a> (First Appellate Authority) Office situated in Chandigarh Home Guard Building, Sector-17, Chandigarh

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	Officials are deployed for advanced training to develop the knowledge pertaining to cyber crime investigations as well as right to information act. 1 <a href="#">Guide For Information Seekers</a> 2 <a href="#">Guide For the Central Public Information Officers</a> 3 <a href="#">Guide For the Public Authorities</a>
		(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 of all the units of Chandigarh Police made by the Section Officer /Accounts/Purchase Branch under the supervisions of Senior officers of Police Headquarters.
		(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	(i) Budget	Relates to Senior Officers of Police Headquarters, Sector-9, Chandigarh  <b>N.A</b>
		(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.	
<b>2.3</b>	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 by Cyber Crime Investigation Cell & Information Technology, 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)	
<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 done by Cyber Crime

	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	Investigation Cell & Information Technology, Chandigarh. Relates to Senior Officers of Police Headquarters, 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 Cyber Crime Investigation Cell.  Relates to Senior Officers of Police Headquarters, Sector-9, Chandigarh
		(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	
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 of UT, Chandigarh.	No CAG and PAC paras laid on the table of both houses of the parliament.



### 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 there of  [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<ul style="list-style-type: none"> <li>The representation made by the members of the public through Right to Information Act, letters are properly addressed by replying to the addressee. If required, he may visit the office on working hours.</li> <li>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.</li> </ul> <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> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party</p>	<p><b>Public- private partnerships (PPP) related works are carried out by the CCIC(Cyber Crime Investigation Cell Staff).</b></p>

		(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 Police Headquarters, 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) <a href="http://www.Chandigarhpolice.gov.in">www.Chandigarhpolice.gov.in</a></p>	(i) Internet (website) <a href="http://www.Chandigarhpolice.gov.in">www.Chandigarhpolice.gov.in</a>
3.4	Form of accessibility of/ information manual / handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format and pamphlet</p> <p>(ii) Printed format</p>	Printed/Electronic Format only
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p> <p>(ii) At a reasonable cost of the medium</p>	As per Right to Information 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/Hindi 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 Right to Information 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 Chandigarh Police Website: <a href="https://chandigarhpolice.gov.in">https://chandigarhpolice.gov.in</a>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	Cyber Crime Investigation Cell & Information Technology, Sector-17, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Central Public Information Officer & Information Technology is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722710046 E-mail : <a href="mailto:dspccic.chd@nic.in">dspccic.chd@nic.in</a>
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(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	Know your cases and Grievances redressal camp has been organized.
		(ii) Details of applications received under RTI and information provided	Total 60 Right to Information applications received during the year 01.04.2020 to 31.03.2021 and all were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	<ul style="list-style-type: none"> <li>• Directorate, Cyber Crime Investigation.</li> <li>• Beat System</li> <li>• CCTNS</li> <li>• Cyber Forensic Lab.</li> </ul>
		(iv) List of schemes/ projects/ programme underway	<ul style="list-style-type: none"> <li>➤ Beat System</li> <li>➤ CCTNS</li> <li>➤ Cyber Forensic Lab.</li> </ul>
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<ul style="list-style-type: none"> <li>• Beat System</li> <li>• CCTNS</li> <li>• Cyber Forensic Lab.</li> </ul>
		(vi) Annual Report	Not related to this office
		(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 website or not.	Report Uploaded by the Right to Information Branch, Police Headquarters , Sector-9, Chandigarh.
		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 60 Right to Information applications received during the year 01.04.2020 to 31.03.2021 and all were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	03 and filed



		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	Yes, audit has been carried out on dated 19/05/2021
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Relates to Police Headquarters, Sector-9, Chandigarh.

		(a) Date of appointment	Relates to PHQ, Sector-9, Chandigarh.
		(b) Name & Designation of the officers	Relates to PHQ, Sector-9, Chandigarh.
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure:- (a) Dates from which constituted (b) Name & Designation of the officers	<a href="#">Current CPIO / FAA</a> <b>Current CPIO---</b> <b>Dr. Rashmi Sharma Yadav DSP/CCIC&amp; IT,</b> <b>dt. 18.08.2014 to till date. <a href="mailto:dspeccic.chd@nic.in">dspeccic.chd@nic.in</a></b> <b>CPIO</b>
		(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	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of Right to Information 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.	<a href="https://chandigarhpolice.gov.in">https://chandigarhpolice.gov.in</a>