

## 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

### Community Policing Division, PHQ, Sector-09, U.T., Chandigarh.

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section4(1)(b)(i)]	(i) Name and address of the Organization	Community Policing Division, Sector-09, PHQ, Chandigarh Police. CPIO :. Sita Devi, DSP/CPD pdsp-cpd@chd.gov.in
		(ii) Head of the organization	<b>W/DGP/UT</b>
		(iii) Vision, Mission and Key objectives	To provide all non crime related police services under one roof.
		(iv) Function and duties	To provide all non crime related police services under one roof:- <ul style="list-style-type: none"> <li>• eFIR Registration</li> <li>• Complaint Registration</li> <li>• Character Verification</li> <li>• Employee Verification</li> <li>• Tenant Verification</li> <li>• Servant Verification</li> <li>• Lost Article Report</li> </ul>

			<ul style="list-style-type: none"> <li>• Locked House Registration</li> <li>• Passport verification</li> <li>• Know the status of Complaints/Case</li> <li>• Application for Horse Riding School.</li> <li>• Application for Shooting Range</li> <li>• Police Clearance Certificate</li> <li>• Senior Citizen Sticker</li> </ul>
		(v) Organization Chart	DSP/CPD--- Inspector CPD--- 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)	<ul style="list-style-type: none"> <li>• To provide the RTI Information to the applicant with in stipulated period.</li> <li>• To provide non-crime related police services under one roof within stipulated time period.</li> </ul>
		(ii) Power and duties of other employees	<ul style="list-style-type: none"> <li>• To provide all non crime related police services under one roof i.e. eFIR Registration, Complaint Registration, Character Verification, Employee Verification, Tenant Verification, Servant Verification ,Lost Article Report, Locked House Registration, Passport verification, Know the status of Complaints/Cases, Application for Horse Riding School, Application for Shooting Range, Police Clearance Certificate, Senior Citizen Sticker.</li> </ul>
		(iii) Rules/ orders under which powers and duty are derived and	<b>Under PPR as well as standing order of Department.</b>
		(iv) Exercised	
		(v) Work allocation	<ul style="list-style-type: none"> <li>• To provide all non crime related police services under one roof i.e. eFIR Registration, Complaint Registration, Character Verification,Employee Verification, Tenant Verification, Servant Verification ,Lost Article Report, Locked House Registration, Passport verification, Know the status of Complaints/Case, Application for Horse Riding School, Application for Shooting Range, Police Clearance Certificate, Senior Citizen Sticker within stipulated time period.</li> <li>• Awareness Campaigns.</li> <li>• Meeting with Advisory Committee (prominent persons of area ) set up in all 16 Police Stations.</li> </ul>

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of Community Policing Division.</b>
		(ii) Final decision making authority	<b>W/DGP/UT/Chandigarh</b>
		(iii) Related provisions, acts, rules etc.	<b><u>, BNS, BNSS, PPR, Local &amp; Special Law and police Work etc.</u></b>
		(iv) Time limit for taking a decisions, if any	RTI application disposed off with in 30 days and other services/verifications as per time specified in Right to Service Act.
		(v) Channel of supervision and accountability	<b>W/DGP—DIG—SSP/UT—DSP/CPD—Inspector CPD-In-Charges Samavesh Kendras.</b>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b><u>CITIZEN CHARTER</u></b>
		(ii) Norms/ standards for functions/ service delivery	<b><u>CITIZEN CHARTER</u></b>
		(iii) Process by which these services can be accessed	<b><u>CITIZEN CHARTER</u></b>
		(iv) Time-limit for achieving the targets	<b>Other services /work done which cannot be standardized or time frame as per directions of Senior Officers.</b>
		(v) Process of redress of grievances	The General public grievances <b>Redressed</b> with the help of Advisory Committee formed in every Police Station, during Know Your Case and Redressal Campaign organized from time to time.
1.5	Rules, regulations, instructions manual	(i) Title and nature of the record/ manual /instruction.	<b><u>As Per PPR</u></b>

	and records for discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	<a href="#">As Per PPR</a>
		(iii) Acts/ Rules manuals etc.	<a href="#">As per PPR and other relevant Acts.</a>
		(iv) Transfer policy and transfer orders	By PEB Branch of Chandigarh Police as per CVC Guidelines.
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	Insp. CPD, In-Charge Verification Br.& Passport Br. , In-charges of all Samavesh Kendras are the record Keeper of Community Policing.
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.	Community Policing Division, PHQ, Sector-9 Chandigarh was established on 09.10.2023.
		(ii) Composition	powers as per PPR and BNSS.
		(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,CPS DSP/CPD
		(ii) Telephone , fax and email ID	pdsp-cpd@gov.in.
1.9	Monthly Remuneration received by officers & employees	(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 Central 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/CPD CPIO SSP/UT FAA of Community Policing Division.  Community Policing Division, PHQ, Sector-09, Chandigarh, pdsp-cpd@chd.gov.in CPIO SSP/UT, PHQ, Sector-09, Chd , Ph.no 01722760832. Mail. <a href="mailto:psput-chd@nic.in">psput-chd@nic.in</a> (FAA)
		(ii) Address, telephone numbers and email ID of each designated official.	
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) Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to	(i) Educational programmes	Officers are sent on trainings to get more knowledge about RTI act

advance understanding of RTI  (Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	and its implementation. As and when opportunity comes, officers are sent on RTI training.  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>
	(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	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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 (F. No. 1/8/2012- IR dt. 11.9.2012)	(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. 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 there on, 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 CPD, PHQ, Sector-9, CHD
		(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 grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	N/A
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	Particulars of recipients of	(i) Concessions, permits or authorizations granted by public authority	

	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 authorizations d) Date of award of concessions /permits of authorizations	Particulars of recipients of concessions, permits of authorizations are not granted by CPD, PHQ, Sector-9, CHD.  Relates to Senior Officers of PHQ, Sector-9, Chandigarh
<b>2.6</b>	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports(ATRs) after the schave 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

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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)]	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 uploaded the Chandigarh Police website for public comments.



	[F No 1/6/2011-IR dt. 15.04.2013]	(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 uploaded 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	<b>Public- private partnerships (PPP) related works are not carried out by the CPD Staff.</b>
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	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 (iii) Outline the arrangement for consultation before formulation of policy	Draft regulations/guidelines are uploaded 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)	<a href="http://chandigarhpolicе.gov.in/pdsp-cpd@chd.gov.in">http://chandigarhpolicе.gov.in/pdsp-cpd@chd.gov.in</a>
	easily accessible to the public [Section 4(3)]		
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Not Applicable
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 judicable cost of the medium	Not Applicable

## E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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 dt15.4.2013]	Last date of Annual updation	rtionline.gov.in
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<a href="http://chandigarhpolice.gov.in/">http://chandigarhpolice.gov.in/</a>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	CPD, PHQ, Secor-9 U.T. Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>CPIO CPD is the nodal officer of CPD, Passport Branch, Verification Br, and Insp. CPD unit for receiving applications online/off-line.</b> <b>Working hours- on all working days.</b> <b>E-mail : <a href="mailto:pdsp-cpd@chd.gov.in">pdsp-cpd@chd.gov.in</a>.</b>
		(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	<b>DSP CPD and In-charge CPD are designated as Grievance Officer for the Unit Of CPD.</b>
		(ii) Details of applications received under RTI and information provided	<b>Total 09 RTI applications received during the F.Y. 2024-2025 i.e 01.04.2024 to 31.03.2025 and all were disposed off within stipulated period.</b>
		(iii) List of completed schemes/ projects/ Programmes	<b>All the services provided are digitalized</b>
		(iv) List of schemes/ projects/ programme underway	Awareness Campaigns. Meeting with Advisory Committees (prominent persons of area ) set up in all 16 Police Stations to deal with the local area problems. .
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>N/A</b>
		(vi) Annual Report	<b>w.e.f 01.04.2024 to 31.03.2025 Total complaints disposed off-4511, Passport verification conducted-37342, other verification-22749 Awareness campaigns conducted-1447 Meeting with RWA &amp; MWA &amp;, Senior Citizen Visit 8467</b>
		(vii) Frequently Asked Question(FAQs)	<b><u>N/A</u></b>
		(viii) Any other information such as a) Citizen's Charter	<b>Senior Citizen Visit to resolve their issues.</b>
		c) Six monthly reports on the website or not	<b>Report Uploaded by the RTI Branch PHQ, Sector-9, Chandigarh.</b>
		d) Performance against the benchmarks set in the Citizen's Charter	<b>NA</b>

4.6	Receipt & Disposal of RTI applications & appeals [F.No. 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Total 09 RTI applications received during the F.Y. 2024-2025 i.e 01.04.2024 to 31.03.2025 and all were disposed off within stipulated period.
		(ii) Details of appeals received and order issued	Nil
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 CPD the reply of the same has been sent on priority basis.

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) Name &amp; details of</p> <p>(a) Current CPIOs &amp;FAAs</p> <p>(b) Earlier CPIO &amp; FAAs from 1.1.2015</p>	<p>Current CPIO--- Sita Devi DSP/CPD dt.16.01.2024 to till date. Community Policing Division, PHQ Sector-09, Chandigarh. <a href="mailto:Pdsp-cpd@chd.gov.in">Pdsp-cpd@chd.gov.in</a></p> <p>Current FAA—Ms. Kanwardeep Kaur, SSP/UT, PHQ, Sector-09, Chd , Ph.no 01722760832. Mail. <a href="mailto:Pssput-chd@nic.in">Pssput-chd@nic.in</a> (FAA)</p> <p>Note:- The community Policing Division has been established recently on 09.10.2023 and</p>

			<b>DSP/CPD is appointed as CPIO on 16.01.2024.</b>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	<b>3 rd party Audit is carried by MGSIPA Sector-26, CHD</b>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	<b>Presently Nodal Officer:</b> <b>Ms. Niyati Mittal, DSP/Hqrs.</b> <b>DSP/Hqrs-cum- Nodal Officer</b> <b>Online RTI email <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a> w.e.f. 06.07.2023 to till date</b> <b>Contact No. 0172-2760842</b> <b>0172-2760815</b>

		(a) Date of appointment	<b>Date of Posting as Nodal Officer on 01.04.2017 to 22.06.2021.</b>
		(b) Name & Designation of the officers	
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	<b>Current CPIO--- Sita Devi DSP/CPD dt16.01.2024 to till date. Community Policing Division, PHQ Sector-09, Chandigarh. <a href="mailto:Pdsp-cpd@chd.gov.in">Pdsp-cpd@chd.gov.in</a></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	<b>Current FAA—Ms. Kanwardeep Kaur, SSP/UT, PHQ, Sector-09, Chd , Ph.no 01722760832. Mail. <a href="mailto:Pssput-chd@nic.in">Pssput-chd@nic.in</a> (FAA)</b>  <b>Note:- The community Policing Division has been established recently on 09.10.2023.</b>

## 6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	<b>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</b>	<b>Fully complied</b>