

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

Crime Branch, Sector-11, 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 [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Crime Branch, Sector-11 of Chandigarh Police. CPIO : Udaypal Singh, Dy.SP/Crime Contact No. 0172-2972797 Pdspcr-chd@nic.in
		(ii) Head of the organization	W/DGP/UT
		(iii) Vision, Mission and Key objectives	To work out heinous crime cases as well as control & detect the crime within the jurisdiction of UT, Chandigarh.
		(iv) Function and duties	Officials of Crime Branch are being deployed on QRT duty as well as teams of Crime Branch remain ready 24X7 hours to deal with any type heinous crime incident in the jurisdiction of UT, Chandigarh. To provide back up support to Police Stations of Chandigarh Police in solving heinous crime cases as well as performing law & order duties as per requirement.
		(v) Organization Chart	DSP/Crime--- Inspector Crime--- 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 with in stipulated period. 24X7 hours security and safety of General Public by detecting and controlling crime within the jurisdiction of U.T., Chandigarh.
		(ii) Power and duties of other Employees	Officials of Crime Branch are being deployed to deal with heinous as well as Local & Special Laws crime.
		(iii) Rules / orders under which powers and duty are derived and	Under PPR
		(iv) Exercised	
		(v) Work allocation	1. Safety & Security of General Public. 2. Deployment to deal with heinous as well as local & special laws crime cases. 3. Prevention and detention of Crime. 4. Collection of Intelligence.
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 Crime Branch, UT, Chandigarh.
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	<u>IPC, CrPC, PPR, Local & Special Law and police Work etc.</u>
		(iv) Time limit for taking a decisions, if any	RTI application disposed-off with in 30 days and other references/ enquiries as per direction of Senior Officers.

		(v) Channel of supervision and accountability	W/DGP—W/IG—W/SP/Crime—DSP/Crime—Inspector Crime.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	CITIZEN CHARTER
		(ii) Norms/ standards for functions/ service delivery	CITIZEN CHARTER
		(iii) Process by which these services can be accessed	CITIZEN CHARTER
		(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 now 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.	As Per PPR
		(ii) List of Rules, regulations, instructions manuals and records.	As Per PPR
		(iii) Acts/ Rules manuals etc.	as per PPR and other relevant Acts.
		(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, U.T, Chandigarh.

	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Reader to DSP Crime and MHC / Record Keeper of Crime Branch, Sector-11, UT, 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?	Crime Branch, Sector-11, Chandigarh. Powers as per PPR and CrPC.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	Udaypal Singh, DSP Crime, Sector-11, Chandigarh. Telephone - 0172-2972797 Fax - 0172-2972797 Pdsper-chd@nic.in
1.9	Monthly Remuneration received by officers & employees	(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.

	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 (ii) Address, telephone numbers and email ID of each designated official.	Sh.Udaypal Singh, DSP Crime Sh. Ketan Bansal, IPS, SP Crime & HQ Crime Branch, Sector-11, Chandigarh, Ph. No. 01722972797 Pdspcr-chd@nic.in CPIO SP/Crime PHQ, Sector-09, Chandigarh , Ph.No. 01722740541, E-mail. Spphq @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. 1 Guide For Information Seekers 2 Guide For the Central Public Information Officers 3 Guide For the Public Authorities

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 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 Crime Branch, Sector-11, 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 [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	
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 Crime Branch. Relates to Senior Officers of PHQ, 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 [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

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)] [F No 1/6/2011-IR dt. 15.04.2013]	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.
		(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 authorisation 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	
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 PHQ, 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. The final approved Regulations/Guidelines are also put up on website for wide publicity.
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	http://chandigarhpolice.gov.in/ Pdspcr-chd@nic.in

	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 reasonable 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 dt 15.4.2013]	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	http://chandigarhpolice.gov.in/
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	Crime Branch, Sector-11,, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	DSP Crime is the CPIO Crime/Nodal Agency of Crime Branch for receiving applications online/off-line. Working hours- on all working days. Phone-01722972797 E-mail : pdspr-chd@nic.in
		(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 redressed mechanism	DSP Crime and In-charge Crime Branch are designated as Grievance Officer for the Unit of Crime Branch
		(ii) Details of applications received under RTI and information provided	Total 38 RTI applications received during the financial year, 2022-23 and all were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	Crime Branch officials and team of Drug Abuse Awareness Team aware to the youngsters about the menace of drugs and how to get rid-off this problem by visiting in slum colonies, vulnerable places, markets, parks and schools.
		(iv) List of schemes/ projects/ programme underway	N/A
		(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	During the year, 2022-23, Chandigarh Police registered/solved out 106 cases by arresting 126 accused persons.
		(vii) Frequently Asked Question (FAQs)	<u>N/A</u>
		(viii) Any other information such as a) Citizen's Charter	N/A
		c) Six monthly reports on the	Report uploaded by the RTI Branch PHQ, Sector-9, Chandigarh.
		d) Performance against the benchmarks set in the Citizen's Charter	NA

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 38 RTI applications received during the year 2022-23 and all were disposed off within stipulated period
		(ii) Details of appeals received and orders issued	05 Appeals received against RTI application during the financial year 2022-23.
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 Crime Branch all 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 dated 17.8.2016, F No. 1/6/2011-IR dated 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs	<p>Current CPIO---Udaypal Singh DSP/Crime dated 27.05.2023 to till date. Crime Branch, Sector-11, Chandigarh. Phone 01722927797 Pdspocr-chd@nic.in CPIO</p> <p>Current FAA---Sh. Ketan Bansal, IPS, SP/Crime FFA of Crime Branch. SP/PHQ, Sector-09, Chd , Ph.No 01722740541. Mail. Sphq@chd.nic.in (FFA)</p> <p>Earlier - Sh. Rajnish, DSP/Crime dated</p>

		<p>(b) Earlier CPIO & FAAs from 01.01.2015</p>	<p>28.09.2021 to 27.05.2023. Crime Branch, Sector-11, Chandigarh Ph. No. 01722927797 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier - Sh. Udaypal Singh, DSP/Crime dated 22.06.2021 to 28.09.2021. Crime Branch, Sector-11, Chandigarh Ph. No. 01722927797 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier - Rajeev Kumar Ambasta, DANIPS, DSP/Crime dated 11.07.2019 to 22.06.2021. Crime Branch, Sector-11, Chandigarh Ph. No. 01722927797 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier CPIO –Sh. Sukhraj Katewa, DANIPS Dated 13.02.2019 to 11.07.2019 Crime Branch, Sector-11, Chandigarh, Ph. No. 01722927797 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier CPIO –Sh. Pawan Kumar DANIPS Dated 01.08.2018 to 12.02.2019 Crime Branch, Sector-11, Chandigarh, Ph. No. 01722760000 Pdsprcr-chd@nic.in CPIO</p>
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			<p>Earlier CPIO –Sh. Amrao Singh, CPS Dated 09.04.2018 to 01.08.2018 Crime Branch, Sector-11, Chandigarh, Ph. No. 01722760000 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier CPIO –Smt. Harjit Kaur, CPS Dated 10.02.2018 to 09.04.2018 Crime Branch, Sector-11, Chandigarh, Ph. No. 01722760000 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier CPIO –Smt. Pawan Kumar, DANIPS Dated 01.05.2016 to 10.02.2018 Crime Branch, Sector-11, Chandigarh, Ph. No. 01722760000 Pdsprcr-chd@nic.in CPIO</p> <p>Earlier CPIO –Jagbir Singh, CPS Dated 25.02.2014 to 30.04.2016 Crime Branch, Sector-11, Chandigarh, Ph. No. 01722760000 Pdsprcr-chd@nic.in CPIO</p>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit of voluntary disclosure has been done.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Ms. Niyati Mittal, DSP/Hqrs Nodal Officer online RTI email dsphq-chd@nic.in Contact No. 0172-2760842 0172-2760815

		(a) Date of appointment	Date of Posting as Nodal Officer on 05.07.2023.
		(b) Name & Designation of the officers	Ms. Niyati Mittal, DSP/Hqrs Nodal Officer Online RTI.
		(IV) Consultancy committee of key stake holders for advice on Suo-Motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Current CPIO---Udaypal Singh from 27.05.2023 to till date. Crime Branch, Sector-11, Chandigarh, Ph. No. 01722972797 Pdspcr-chd@nic.in CPIO
		(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	Current FAA---Sh. Ketan Bansal, IPS, SP/Crime. Sector-09, Chd , Ph.No 01722740541. Mail. Spphq@chd.nic.in (FFA)

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	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	Fully met