

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

Economic Offences Wing, Sector-17, 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 of the Organization and its website	Economic Offences Wing, Sector-17 of Chandigarh Police. CPIO : Niyati Mittal, Dy.SP/EOW. http://chandigarhpolice.gov.in
		(ii) Head of the organization	W/DGP/UT, Chandigarh
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function and duties	Deals with Economic Offences such as cheating, forgery etc. amounting to more than Rs. One Crore.
		(v) Organization Chart	DSP/EOW--- Inspector EOW--- 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. To dispose off matters of general public fairly on priority basis
		(ii) Power and duties of other Employees	They conduct Investigation/Enquiries of ongoing matters and perform law and order duties as and when required.
		(iii) Rules/ orders under which powers and duty are derived and	Under Punjab Police Rules.

		(iv) Exercised	Under Punjab Police Rules.
		(v) Work allocation	1. Safety and security of General Public. 2. To solve Economic Crimes. 3. To dispose off RTI matters within Stipulated time period.
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 Economic Offences Wing.
		(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 within 30 days and other references/ enquiries in due course as per PPR and Cr.P.C. accordingly.
		(v) Channel of supervision and accountability	W/DGP—W/IGP—W/SP/EOW—DSP/EOW.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<u>CITIZEN CHARTER</u>
		(ii) Norms/ standards for functions/ service delivery	<u>CITIZEN CHARTER</u>
		(iii) Process by which these services can be accessed	<u>CITIZEN CHARTER</u>

		(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 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.	<u>as Per PPR</u>
		(ii) List of Rules, regulations, instructions manuals and records.	<u>as Per PPR</u>
		(iii) Acts/ Rules manuals etc.	<u>as per PPR and other relevant Acts.</u>
		(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	MHC/Record Keeper of Economic Offences Wing
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.	Economic Offences Wing, Sector-17, Chandigarh was established in year 1999.
		(ii) Composition	Powers as per PPR and CrPC.
		(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	Niyati Mittal, Dy.SP/EOW.
		(ii) Telephone , fax and email ID	01722922725, E-mail:- Pdspeow-chd@nic.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 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	Niyati Mittal, DSP/EOW-cum- CPIO Ms. Shruti Arora, IPS, SP/EOW FAA of Economic Offences Wing.
		(ii) Address, telephone numbers and email ID of each designated Official.	Economic Offences Wing, Sector-17, Chandigarh, Ph. No. 01722922725 Pdspeow-chd@nic.in CPIO SP/EOW, PHQ, Sector-09, Chd, Ph. No ----- 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	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 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

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 domesticators (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Relates to the 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	N.A.
		(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	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	(i) Particulars of recipients of concessions, permits of authorizations are not granted by Economic Offences Wing (ii) 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 authorizations 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, U.T. Chandigarh.	No CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T. Chandigarh.
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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 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)	Public- private partnerships (PPP) related works are not carried out by the Economic Offences Wing
		(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 (concession are 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)]	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	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 formed manner which is	Use of the most effective means of communication (i) Internet(website)	(i) Internet (www.chandigarhpolice.gov.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	Printed/Electronic Format only
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	As per RTI Act 2005 regulations of Fees and cost
		(ii) At a reasonable cost of the medium	As per RTI Act 2005 regulations of Fees and cost

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	(i) English	English Language
		(ii) Vernacular/ Local Language	English/Hindi/Punjabi languages 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	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 the computer of O/o DSP/EOW in RTI folder.
		(ii) Name/ title of the document/record/ other information	RTI folder in computer of O/o DSP/EOW
		(iii) Location where available	Economic Offences Wing, Sector-17, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO Economic Offences Wing is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722922725 E-mail : pdspeow-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 Redressal mechanism	DSP Economic Offences Wing is designated as Grievance Officer for the Unit Of Economic Offences Wing
		(ii) Details of applications received under RTI and information provided	18 RTI applications received in the current year 2023 (01.01.2023 to 31.03.2023) so far and the same have been disposed off within stipulated period.
		(iii) List of completed schemes/ projects/Programmers	N/A
		(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	Achievements of EOW Complaints disposed of during the period of 01.04.2022 to 31.03.2023 are 582. Total disposed of 22 cases during the period of 01.04.2022 to 31.03.2023.
		(vii) Frequently Asked Question(FAQs)	N/A
		(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, Chd.
		d) Performance against the benchmarks set in the Citizen's Charter	N/A

4.6	Receipt & Disposal of RTI applications & appeals [F.No1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Total 68 RTI applications received during the period of 01.04.2022 to 31.03.2023 and the same were disposed off within the stipulated time period.
		(ii) Details of appeals received and orders issued	<u>13 appeals received against RTI applications during the period of 01.04.2022 to 31.03.2023 and the same were disposed off within the stipulated time period.</u>
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 Economic Offences Wing 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-IRdt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & First Appellate Authority (FAAs)	Current CPIO---Niyati Mittal, DANIPS, DSP/EOW from 27.09.2021 to till date. Ph. No. 0172922725 Pdspeow-chd@nic.in Current FAA---- Ms. Shruti Arora, IPS, Superintendent of Police Dated 06.04.2023 to till date Mail.-- speowccic@gmail.com Earlier CPIO—Ms. Harjit Kaur, CPS

		Earlier CPIO & First Appellate Authority (FAAs) from 01.01.2015	DY. SP/EOW Date 05.07.2021 to 27.09.2021 Earlier CPIO—Sh. Udaypal Singh, CPS DY.SP/EOW Date 22.06.2021 to 05.07.2021 Earlier CPIO—Sh. Sukhraj Katewa, DANIPS Dy.SP/EOW Date 02.08.2018 to 22.06.2021 Earlier CPIO ---Sh. Pawan Kumar, DANIPS DySP/EOW dt. 14.08.2015 to 02.08.2018 Ph. No. 01722922725 Earlier FAA--- Ms. Neha Yadav, IPS Superintendent of Police, Economic Offences Wing. dt. 27.09.2020 to 25.02.2021 Earlier FAA--- Sh. Vineet Kumar, IPS Superintendent of Police, Economic Offences Wing. dt. 19.01.2019 to 26.07.2020 Earlier FAA--- Sh. Ketan Bansal, IPS Superintendent of Police, Economic Offences Wing. 26.07.2020 to 06.04.2023
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		(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.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HOD	Ms. Shruti Arora, IPS (SP/EOW)

		(a) Date of appointment	06.04.2023
		(b) Name & Designation of the officers	Ms. Shruti Arora, IPS Superintendent of Police , EOW
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Niyati Mittal, DANIPS, DSP/EOW From 27.09.2021 to till date. Ph. No. 0172922725 Pdspeow-chd@nic.in Current FAA Ms. Shruti Arora, IPS (SP /EOW) From 06.04.2023 to till date
		(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	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