

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-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 Communicating Wing, PHQ, Sec. 9, UT, 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 & Address of the organization	ERSS Control Room, PHQ, Sec. 9, Chandigarh CPIO: Sh. Dilsher Singh, DSP/Comn. Pdspcomn-chd@nic.in
		II. Head of the organization	W/DGP/UT
		III. Vision, Mission and Key objective	Provide emergency services for Police ,Fire and Medical services on calling Dial-112 round the clock, 24x7 hours
		IV. Function and duties	Main aims of this unit is to provide immediate help to the person in distress who seek help by dialing 112 emergency number to maintain communication setup of Chandigarh Police.
		V. Organization Chart	DSP/Communication-Inspector-Comn-Inspector-Technical-NGOs—HCs--Constables
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	I. Power and duties of its officers (administrative, financial and judicial).	1. To supervise all duties of Communication & Technical Wing. 2. To provide the RTI information to the applicant with a stipulated period.
		II. Power and duties of other employees.	To provide 24x7 hours immediate help to the persons in distress who seek help by dialing emergency number 112.
		III. Rules/orders under which powers and duty are derived and	Under PPR
		IV. Exercised	
		VI. Work allocation	1. Providing emergency service to general public. 2. Deployment of PCR vehicle to deal with any emergency.

			3. Providing Communication.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability and accountability	Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of Communication Wing. W/DGP/UT/Chandigarh As per orders/directions of the Senior Officers issued time to time. RTI application disposed off within 30 days and other references/enquiries as per direction of Senior Officers. W/DGP—W/DIG— W/SP/Hqrs./Comn—DSP/Comn.- Inspector Comn.-Inspector-Technical.
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 Average response time of 3-5 minutes for providing Police assistance. Main aim of this wing is to provide timely help to the general public while in distress.
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 Branch of Chandigarh Police as per CVC Guidelines or as per directions of Senior Officers.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents (ii) Custodian of documents/ categories	All the reports, circular and standing orders issued from PHQ, Sector-9, UT, UT, Chandigarh. Record Keeper of Communication and Technical 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. (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?	Communication Wing, Police Headquarters, Sector-9, Chandigarh Powers as per PPR and Cr.P.C.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	Sh. Dilsher Singh, DSP/Communication Tel: 0172-2760818 Fax: 0172-2746100 Mail: pdspcomn-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	Compensation as per GOI and Punjab Government rules.
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	Sh. Dilsher Singh, DSP/Communication, CPIO Sh. Manoj Kumar SP/Hqrs, FAA of Communication Wing
		(ii) Address, telephone numbers and email ID of each designated Officials.	2 nd Floor, PHQ, Sector-9, Chandigarh, Ph. No. 0172-2760818 pdspcomn-chd@nic.in CPIO SP/Hqrs PHQ, Sector-09, Chd, Ph. No 0172-2740730 Mail. psphq-chd@nic.in (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	
		Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours During 2019-20	(i) Budget (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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh

		(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 (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)	N.A.
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 (ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
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 (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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
2.6	CAG & PAC paras .	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	N.A.

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)
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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)] [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	N.A.
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	N.A.
		(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	
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 form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	www.chandigarhpolice.nic.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	N.A
		(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	N.A
		(ii) At a reasonable cost of the medium	N.A

4. 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.	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	Communication Wing, PHQ-9 and Wireless Workshop, Sec-29, UT, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO Communication is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722793818 E-mail : pdspcomn-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 Communication and Inspector Communication are designated as Grievance Officer for the Unit Of Communication Wing.
		(ii) Details of applications received under RTI and information provided	Total 76 RTI applications received during the year 2020 and all were disposed off within stipulated period.
		(iii) List of completed schemes/projects/ Programmes	ERSS project for Dial-112
		(iv) List of schemes/projects/ programme underway	Nil
		(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	Please see annexure-"A"
		(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 benchmarks set in the Citizen's Charter	NA
4.6	Receipt & Disposal of RTI applications & appeals [F.No	(i) Details of applications received and disposed	Total 76 RTI application received during the year 2020 and all were disposed off within stipulated period

	1/6/2011-IR 15.04.2013]	dt. (ii) Details of appeals received and orders issued.	7 RTI appeals received against RTI application during the year 2020.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	N.A.

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 & details of</p> <p>(a) Current CPIOs & FAAs</p> <p>(b) Earlier CPIO & FAAs from 1.1.2015</p>	<p>Current CPIO---Sh. Dilsher Singh, DSP/Comn. dt. 17.06.2020 to till date. Communication Wing, PHQ, Sector-9, Chandigarh, Ph. No. 01722760818 pdspcomn-chd@nic.in CPIO</p> <p>Current FAA---Sh. Manoj Kumar, IPS, SP/Hqrs FFA of Communication Wing PHQ, Sector-09, Chd Ph.no 01722740735. Mail. psphq-chd@nic.in (FFA)</p> <p>CPIOs</p> <p>Sh. Roshan Lal DSP/Comn. Dt. 01.01.2015 to 21.02.2017</p> <p>Sh. Kewal Krishan, CPIO/Comn. Dt. 22.02.2017 to 18.04.2017</p> <p>Sh. Roshan Lal SP/Comn. Dt. 19.04.2017 to 31.05.2020</p> <p>Ms. Sita Devi, SP/Comn. Dt. 17.06.2020 to 18.09.2020</p> <p>Present - Sh. Dilsher Singh, DSP/Comn. Dt. 17.05.2020 to till date</p> <p>Earlier FAA</p> <p>Sh. Sukhchain Singh Gill IPS, SSP/UT,</p> <p>Sh. Ish Singal, IPS, SSP/UT</p> <p>Sh. Ish Singal, IPS, SP/Hqrs&Comn.</p> <p>Sh. Milind Mahadev Dumbere, IPS, SP/Hqrs&Comn.</p> <p>Sh. Vineet Kumar, IPS, SP/Hqrs&Comn.</p> <p>Present FAA</p> <p>Sh. Manoj Kumar, IPS, SP/Hqrs&Comn.</p>
		(ii) Details of third party audit of voluntary disclosure	Audit has been carried out.
		(a) Dates of audit carried out	
		(b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Relates to PHQ, Sector-9, UT, Chandigarh.
		(a) Date of appointment	Relates to PHQ, Sector-9, UT, Chandigarh.
		(b) Name & Designation of the officers	Relates to PHQ, Sector-9, UT, Chandigarh.
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure	
		(a) Dates from which constituted	w.e.f 20-09-2020.
		(b) Name & Designation of the officers	Sh. Dilsher Singh, DSP-cum-CPIO, Communication.

		(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	w.e.f 05-09-2019 Sh. Manoj Kumar, IPS, FAA.
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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