



Chandigarh Police

OFFICE OF DY. SUPERINTENDENT OF POLICE-CUM-NODAL OFFICER (RTI),
POLICE HEADQUARTERS, SECTOR-9, CHANDIGARH.

To

Dr. R.K. Sharma,
Project Co-coordinator
Mahatma Gandhi State Institute of Public Administration,
Institutional Area, Sec-26, U.T., Chandigarh
Mobile No. 9814430666.

No. D- 169 /CPIO/Hqrs/RTI dated Chandigarh, the 30.04.2025

Subject: Proactive disclosure package audited by third party by Central Public Information Officers (CPIOs) under Section-4 of Right to Information Act, 2005 for the FY 2024-25.

Sir,

Please, refer to your office letter No. MGSIPA/Third Party Audit/U.T./2024-2025/1946 Dt. 07.03.2025 on the subject cited above.

In this regard, it is submitted that the requisite information relating to above said subject, is enclosed herewith as per prescribed performa.

Submitted for kind perusal, please.

P. Abhinandan

(P. Abhinandan, DANIPS)
DSP-cum-CPIO Hqrs,
Room No. 405, 4th Floor,
Police Headquarter, Sec-09, Chd.
Ph. No. 0172-2760842

copy to :-
I/C Computer section

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 programs, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

DSP- cum CPIO Hqrs. PHQ Sec - 9, 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)]	<div>(i) Name and address of the Organization</div> <div>(ii) Head of the organization</div> <div>(iii) Vision, Mission and Key objectives</div> <div>(iv) Function and duties</div> <div>(v) Organization Chart</div>	<div>DSP- cum-CPIO Hqrs, PHQ, Sec - 9, Chandigarh.</div> <div>CPIO : P. Abhinandan, DANIPS,</div> <div>Ph.no – 01722760842</div> <div>dsphq-chd@nic.in</div> <div>www.chandigarhpolice.gov.in</div> <div>W/DGP/UT/Chandigarh</div>
			To provide satisfactory information to the applicant under RTI Act 2005.
			To dispose of RTI matters as well as Appeals within stipulated time period.
			DSP/Hqrs (1) ---- Constables (04).
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<div>(i) Powers and duties of officers (administrative, financial and judicial)</div> <div>(ii) Power and duties of other employees</div> <div>(iii) Rules/ orders under which powers and duty are derived and</div> <div>(iv) Exercised</div> <div>(v) Work allocation</div>	<div>To provide satisfactory information under RTI Act 2005 and to maintain record.</div> <div>To provide satisfactory information to the applicant under RTI Act 2005.</div> <div>As per provision under RTI Act 2005.</div> <div>To dispose of RTI matter.</div> <div>To dispose of all RTI matters as well as Appeals relates with CPIO/HQRS and to maintain record.</div>

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	Process of decision for the disposal of RTI is made by CPIO concerned. FAA :- W/SP/Hqrs. U.T./Chandigarh. As per RTI Act 2005 As per provision under RTI Act 2005, time limit for the disposal of RTI is 30 days.
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	To dispose of RTI matters as well as Appeals within stipulated time period. The branch is working under the provision of RTI Act. As per RTI Act 2005. RTI application disposed off within 30 days. <u>Not</u> Applicable.
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	Manual and Online. As prescribed under the provision of RTI Act. As prescribed under the provision of RTI Act. As per CVC guidelines.
1.6	Categories of documents held by	(i) Categories of documents	Manual as well as in the shape of electronic forms i.e. CD/DVD.

	the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Manual as well as in the shape of electronic forms i.e. CD/DVD.
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?	Police Department. CPIO Headquarters Year 2005. Not Applicable. To furnish RTI matters & Appeals. Not Applicable. Not Applicable. Not Applicable.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone, fax and email ID	P. Abhinandan, DANIPS, DSP- cum-CPIO Hqrs, Police Headquarters, Sector-9 -cum Nodal officer (RTI). 0172-2760842 dspqh-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 (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.

1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	CAPIO/PHQ/UT/PHQ, Sector-9,Chd, Ph. No. 017222760860. P. Abhinandan, DANIPS, DSP-cum-CPIO, Phq Sec -9, Chd. CAPIO/PHQ/UT/PHQ, SEC-9,Chd, Ph.no. 017222760842 FAA – Sh. Manjeet, IPS SP/HQ, Phq Sec – 9, Chandigarh. Ph.no – 017222760835 Mail. <u>psphq@-chd nic.in</u> (FAA)
	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	Room no. 405, 4 th floor, Phq Sec-9, Chandigarh, Ph. No. 017222760842 <u>dsphq-chd@nic.in</u> CPIO CAPIO/PHQ/UT/PHQ, Sector-9,Chd, Ph. No. 017222760860. SP/HQ, Phq Sec – 9, Chandigarh. Ph.no – 017222760835 Mail. <u>psphq@-chd nic.in</u> (FAA)
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been	Nil.
	(Section 4(2))	(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 programmers	(i). Officers/Officials attend time to time training programmes to get more knowledge about RTI and its implementation as and when opportunity comes.
		(ii) Efforts to encourage public authority to participate in these programmes	(ii). Sincere efforts are being made time to time.
		(iii) Training of CPIO/APIO	(iii). CPIO/APIO attend training programmes as and when organized.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	(iv). <u>Not</u> Applicable.

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 on reports disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmers (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Budget of all the units of Chandigarh Police made by the SO/Accounts/Purchase Branch under the supervisions of Senior officers of PHQ.
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(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 (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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh.
			Not Applicable.
		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Not Applicable.
2.3	Manner of execution of subsidy	(i) Name of the programme of activity	Not Applicable.

	programme [Section 4(i)(b)(xii)]	(ii) Objective of the programme	<u>Not Applicable.</u>
		(iii) Procedure to avail benefits	<u>Not Applicable.</u>
		(iv) Duration of the programme/ scheme	<u>Not Applicable.</u>
		(v) Physical and financial targets of the programme	<u>Not Applicable.</u>
		(vi) Nature/ scale of subsidy /amount allotted	<u>Not Applicable.</u>
		(vii) Eligibility criteria for grant of subsidy	<u>Not Applicable.</u>
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	<u>Not Applicable.</u>
		(i) Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	<u>Not Applicable.</u>
2.4	Discretionary and non-discretionary 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	<u>Not Applicable.</u>
		(i) Concessions, permits or authorizations granted by public authority	<u>Not Applicable.</u>
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(ii) For each concessions, permit or authorization granted	<u>Not Applicable.</u>
		a) Eligibility criteria	<u>Not Applicable.</u>
		b) Procedure for getting the concession/ grant and/ or permits of authorizations	<u>Not Applicable.</u>
		c) Name and address of the recipients given concessions/ permits or authorisations	<u>Not Applicable.</u>
		d) Date of award of concessions /permits of authorizations	<u>Not Applicable.</u>
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC pares and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<u>Not Applicable.</u>

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)
	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	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/she may visit the office in working hours.
	[Section 4(1)(b)(vii)] [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 representation made by the members of the public through RTI letters are properly addressed by replying the letter to the addressee. If required, he/she may visit the office in working hours.
		Public- private partnerships (PPP)	<u>Not</u> Applicable.
		(i) Details of Special Purpose Vehicle (SPV), if any	<u>Not</u> Applicable.
		(ii) Detailed project reports (DPRs)	<u>Not</u> Applicable.
		(iii) Concession agreements.	<u>Not</u> Applicable.
		(iv) Operation and maintenance manuals	<u>Not</u> Applicable.
		(v) Other documents generated as part of the implementation of the PPP	<u>Not</u> Applicable.

		<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 (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p><u>Not Applicable.</u></p> <p><u>Not Applicable.</u></p> <p><u>Not Applicable.</u></p> <p><u>Not Applicable.</u></p>
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> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	<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.</p> <p><u>Not Applicable.</u></p> <p>Draft regulations/guidelines are kept on website for public comments.</p> <p>The final approved Regulations/Guidelines are also put up on website for wide publicity</p> <p>Draft regulations/guidelines are kept on website for public comments.</p> <p>The final approved Regulations/Guidelines are also put up on website for wide publicity.</p>
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)</p>	<p>(i) www.chandigarhpolice.gov.in</p>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	<p><u>Not Applicable.</u></p>
3.5	Whether information manual/ handbook available free of cost or not	<p>List of materials available</p> <p>(i) Free of cost</p>	<p>Information supplied as proscribed under RTI Act besides this free of cost provided to the applicant who belongs below poverty line (BPL).</p>

[Section 4(1)(b)]	(ii) At a reasonable cost of the medium	As fee prescribed under RTI Act 2005.
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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 (ii) Vernacular/ Local Language	English 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	Updation are being made time to time.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available (i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	www.chandigarhpolice.gov.in The complaints of General public which closed/filed after enquiry. Record Room, Phq Sec – 9, Chandigarh. CPIO DSP HQ is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722760842. E-mail : dsphq-chd@nic.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]		

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii) Frequently Asked Question (FAQs) (viii) Any other information such as a) Citizen's Charter c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen's Charter	<u>Not Applicable.</u> Total 601 (443 Offline RTI & 158 Online RTI) applications received during the FY 2024- 2025 (1april 2024 to 31 March 2025) <u>Not Applicable.</u> <u>Not Applicable.</u> <u>Not Applicable.</u> <u>Not Applicable.</u> <u>Not Applicable.</u> <u>Not Applicable.</u> Consolidated Report of Chandigarh Police Uploaded on the website CIC Delhi. <u>Not Applicable.</u>
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 (ii) Details of appeals received and orders issued	Total 601 (443 Offline RTI & 158 Online RTI) applications received during the FY 2024- 2025 (1april 2024 to 31 March 2025) All of these applications have been disposed of within stipulated time period. Total 39 (24 offline RTI & 15 Online RTI) appeal received during the FY 2024 to 2025 (1april 2024 to 31 March 2025) and All of these appeals have been disposed of within stipulated time period. The information sought in questionably shape is not applicable in RTI.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	

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 01.04.2024</p>	<p>Current CPIO --- P. Abhinandan, DANIPS DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842 Dt. 26.12.2024 to till date <u>dsphq-chd@nic.in</u> Current FAA --- Sh. Manjeet, IPS SP/HQ, Phq Sec – 9, Chandigarh. Ph.no – 01722760835 Mail: <u>psphq@-chd nic.in</u> (FAA)</p> <p>Earlier CPIO --- A Venkatesh, DANIPS DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Dt. Dt. 22.10.2024 to 26.12.2024 Ph.no – 01722760842 <u>dsphq-chd@nic.in</u></p> <p>Earlier CPIO --- Palak Goel, DANIPS, DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd Dt. 05.07.2024 to 21.10.2024 Ph.no – 01722760842 <u>dsphq-chd@nic.in</u></p> <p>Earlier FAA - Sh. Ketan Bansal, IPS, SP/HQ, Phq Sec – 9, Chandigarh. Ph.no – 01722760835 Mail: <u>psphq@-chd nic.in</u> (FAA)</p>
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out</p> <p>(b) Report of the audit carried out</p>	Third Party Audit carried out by Mahatma Gandhi State Institutional of Public Administration Institutional Area, Sector-26, Chandigarh.

	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Current CPIO--- P. Abhinandan, DANIPS DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842 dsphq-chd@nic.in
	(a) Date of appointment (b) Name & Designation of the officers	Current CPIO--- P. Abhinandan, DANIPS DSP- cum- CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842 dsphq-chd@nic.in
	(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure	P. Abhinandan, DANIPS DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842
	(a) Dates from which constituted (b) Name & Designation of the officers	
	(V) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	FAA--- Sh. Manjeet, IPS SP/HQ, Phq Sec – 9, Chandigarh. Ph.no – 01722760835 Mail. psphq@-chd.nic.in (FAA)
	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 of the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant by any means of communication.	www.chandigarhpolice.gov.in Fully met