

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 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)]	(i) Name and address of the Organization	www.chandigarhpolice.gov.in
		(ii) Head of the organization	W/DGP/UT/Chandigarh
		(iii) Vision, Mission and Key objectives	To provide satisfactory information to the applicant under RTI Act 2005.
		(iv) Function and duties	To dispose of RTI matters as well as Appeals within stipulated time period.
		(v) Organization Chart	DSP/Hqrs(1)---NGOs(02)--- Constables(04).

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 satisfactory information under RTI Act 2005 and to maintain record.
		(ii) Power and duties of other employees	To provide satisfactory information to the applicant under RTI Act 2005.
		(iii) Rules/ orders under which powers and duty are derived and	As per provision under RTI Act 2005. To dispose of RTI matter.
		(iv) Exercised	
		(v) Work allocation	To dispose of all RTI matters as well as Appeals relates with CPIO/HQRS and to maintain record.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Process of decision for the disposal of RTI is made by CPIO concerned.
		(ii) Final decision making authority	FAA :- W/SSP/UT/Chandigarh .
		(iii) Related provisions, acts, rules etc.	As per RTI Act 2005
		(iv) Time limit for taking a decisions, if any	As per provision under RTI Act 2005, time limit for the disposal of RTI is 30 days.
		(v) Channel of supervision and accountability	(1) CPIO (2) First Appellate Authority (FAA)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	To dispose of RTI matters as well as Appeals within stipulated time period.
		(ii) Norms/ standards for functions/ service delivery	The branch is working under the provision of RTI Act.
		(iii) Process by which these services can be accessed	As per RTI Act 2005.
		(iv) Time-limit for achieving the targets	RTI application disposed off within 30 days.
		(v) Process of redress of grievances	Not 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.	Manual and Online.
		(ii) List of Rules, regulations, instructions manuals and records.	As prescribed under the provision of RTI Act.
		(iii) Acts/ Rules manuals etc.	As prescribed under the provision of RTI Act.
		(iv) Transfer policy and transfer orders	As per CVC guidelines.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Manual as well as in the shape of electronic forms i.e. CD/DVD.
		(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.	Police Department.
		(ii) Composition	RTI Branch.
		(iii) Dates from which constituted	2005.
		(iv) Term/ Tenure	Not Applicable.
		(v) Powers and functions	To furnish RTI matters & Appeals.
		(vi) Whether their meetings are open to the public?	Not Applicable.
		(vii) Whether the minutes of the meetings are open to the public?	Not Applicable.
		(viii) Place where the minutes if open to the public are available?	Not Applicable.

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Sh. Rajeev Kumar Ambasta, DSP- cum CPIO HQRS, Police Headquarters, Sector-9 cum Nodal officer (RTI).
		(ii) Telephone , fax and email ID	0172-2760842, dsphq-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	(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. 01722760860. Sh. Rajeev Kumar Ambasta, DSP-cum CPIO, Phq Sec -9, Chd. CAPIO/PHQ/UT/PHQ, SEC-9,Chd, Ph.no. 01722760842. FAA - Sh. Kuldeep Singh Chahal IPS, SSP/ UT/Chd. Ph. No. 01722760832. Mail. pssput-chd@nic.in (FFA)
	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	RTI Branch, Phq Sec-9, Chandigarh, Ph. No. 01722760842. dsphq-chd@nic.in CPIO CAPIO/PHQ/UT/PHQ, Sector- 9.Chd, Ph. No. 01722760860. SSP/UT/Chd. Ph. No. 01722760832. Mail. pssput-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	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 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). Sincere efforts are being made time to time. (iii). CPIO/APIO attend training programmes on and when organized. (iv). Not Applicable.
		(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 & 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	
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	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)	(iii) Not Applicable.
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		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 programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable.
		(ii) Objective of the programme	Not Applicable.
		(iii) Procedure to avail benefits	Not Applicable.
		(iv) Duration of the programme/ scheme	Not Applicable.
		(v) Physical and financial targets of the programme	Not Applicable.
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable.
		(vii) Eligibility criteria for grant of subsidy	Not Applicable.
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable.
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	Not Applicable.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable.
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	Not Applicable.
		(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	Not Applicable.
			Not Applicable.
			Not Applicable.
			Not Applicable.
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.	Not Applicable.

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.
		(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 may visit the office in working hours.

		Public- private partnerships (PPP)	Not Applicable.
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	Not Applicable.
		(iii) Concession agreements.	Not Applicable.
		(iv) Operation and maintenance manuals	Not Applicable.
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable.
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable.
		(vii) Information relating to outputs and outcomes	Not Applicable.
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable.
		(ix) All payment made under the PPP project	Not Applicable.
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	Draft regulations/guidelines are kept 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)	(i) 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 (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	Information supplied as proscribed under RTI Act besides this free of cost provided to the applicant who belongs below poverty line.
		(ii) At a reasonable cost of the medium	As fee prescribed under RTI Act 2005.

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/Punjabi 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	www. chandigarhpolice.gov.in
		(ii) Name/ title of the document/record/ other information	The complaints of General public which closed/filed after enquiry.
		(iii) Location where available	Record Room, Phq Sec – 9, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	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
		(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	Not Applicable.
		(ii) Details of applications received under RTI and information provided	Total 877 (657 Offline RTI & 220 Online RTI) applications received during the FY 2020-2021.
		(iii) List of completed schemes/ projects/ Programmes	Not Applicable.
		(iv) List of schemes/ projects/ programme underway	Not Applicable.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable.
		(vi) Annual Report	Not Applicable.
		(vii) Frequently Asked Question (FAQs)	Not Applicable.
		(viii) Any other information such as a) Citizen's Charter	Not Applicable.
		c) Six monthly reports on the	Consolidated Report of Chandigarh Police Uploaded on the website CIC Delhi.
		d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable.

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 877 (657 Offline RTI & 220 Online RTI) applications received during the FY 2020 to 2021. All of these applications has been disposed of within stipulated time period.
		(ii) Details of appeals received and orders issued	Total 42 (25 offline RTI & 17 Online RTI) appeal received during the FY 2020 to 2021 and All of these appeals has been disposed of within stipulated time period.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	The information sought in questionably shape is not applicable in RTI.

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]	(i) Name & details of (a) Current CPIOs & FAAs	Current CPIO---Sh. Rajeev Kumar Ambasta. DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842. Dt. 01.08.2018 to dsphq-chd@nic.in

		<p>(b) Earlier CPIO & FAAs from 1.1.2015</p>	<p>Current FAA---Sh. Kuldeep Singh Chahal, IPS, SSP/ UT/Chd. Ph. No. 01722760832. Mail.pssput-chd@nic.in (FFA)</p> <p>Earlier CPIO ---Sh. B S Negi DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Dt. 29.09.2014 to 31.03.2016. Ph.no – 01722760842. dsphq-chd@nic.in</p> <p>Earlier CPIO ---Sh. Anil Joshi DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. dt. 01.04.2016 to 16.08.2016. Ph.no – 01722760842. dsphq-chd@nic.in</p> <p>Earlier CPIO ---Sh. Uday Pal Singh . DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842. dt. 23.08.2016 to 09.04.2018 dsphq-chd@nic.in</p> <p>Earlier CPIO ---Sh. Sukhraj Katewa DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd Ph.no – 01722760842. dt. 10.04.2018 to 01.08.2018. dsphq-chd@nic.in</p> <p>Earlier FAA - Sh. Manoj Kumar Meena IPS, SP/HQ, Phq Sec – 9, Chd. Ph.no – 01722760835.</p>
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			<p>Mail. psphq@-chd.nic.in (FAA) Earlier FAA---Ms. Nilambri Jagdle IPS SSP/UT FAA of RTI Branch. PHQ, Sector -09, Chd, Ph. No. 01722760832. Mail. pssput-chd@nic.in (FFA)</p> <p>Earlier FAA--- Sh. Eish Singhal IPS SP/UT FAA of RTI Branch. PHQ, Sector -09, Chd, Ph. No. 01722760835. Mail. psphq@-chd.nic.in (FAA)</p> <p>Earlier FAA---Sh. Sukhchain Singh Gill IPS SSP/UT FAA of RTI Branch.PHQ, Sector -09, Chd. Ph. No. 01722760832. Mail. pssput-chd@nic.in (FFA)</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 is under Process.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Current CPIO---Sh. Rajeev Kumar Ambasta. DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842. dsphq-chd@nic.in

		(a) Date of appointment	Dt. 01.08.2018 to
		(b) Name & Designation of the officers	Sh. Rajeev Kumar Ambasta DSP HQ.
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure	Sh. Rajeev Kumar Ambasta. DSP- cum CPIO Hqrs. PHQ Sec - 9, Chd. Ph.no – 01722760842.
		(a) Dates from which constituted (b) Name & Designation of the officers	Dt. 01.08.2018 to
		(V) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	FAA---Sh. Kuldeep Singh Chahal, IPS, SSP/ UT/Chd. Ph. No. 01722760832.
		a. Dates from which constituted b. Name & Designation of the Officers	Mail. pssput-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 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