A FRAMEWORK FOR TRANSPARENCY AUDIT

E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative. 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 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, information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programs, 3- Publicity and public interface, 4-The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While

Organization and Function

DSP- cum CPIO IRB Campus, Sarangpur, UT Chandigarh.

						(1.1			S. No.
				[Section 4(1)(b)(i)].	functions and duties	Particulars of its			Item .
· (v)	(iv)	(iii)	(ii)			(i)			
(v) Organization Chart	Function and duties	Vision, Mission and Key objectives	Head of the organization	¥.	0	Name and address of the Organization			Details of disclosure
Asstt Comdt./IRB Inspector-IRB NGOs HCsConstables.	IRBn officials are being deployed in Law & Order, Parliamentary & Assembly Election duty and Security duty in any emergency situations.	Key 24X7 hours security and safety of General Public.	W/DGP/UT/Chandigarh	Pdspirb2.chd@gmail.com www.chandigarhpolice.gov.in	Ph.no - 0172 2760655	DSP- cum-CPIO IRB, Sarangpur, Chandigarh. CPIO: Sh. Lakshav Pandev, DANIPS	treated as fully met/partially met)	(Fully met/partially met/ not met- Not applicable will be	Remarks/ Reference Points

	1.4				1.3				1.2
	Norms for discharge of functions [Section 4(1)(b)(iv)]			[Section 4(1)(b)(iii)]	Procedure followed in decision making process			[Section 4(1) (b)(ii)]	Power and duties of its officers and employees
(ii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery	(v) Channel of supervision and accountability	(iv) Time limit for taking a decision, if any	(ii) Final decision-making authority	(i) Process of decision making Identify key decision-making points	(v) Work allocation	(iii) Rules/ orders under which powers and duty are derived and (iv) Exercised	(ii) Power and duties of other employees	(i) Powers and duties of officers (administrative, financial and judicial)
RTI application disposed off within 30 days. Not Applicable.	To dispose of RTI matters as well as Appeals within stipulated time period. The branch is working under the provision of RTI Act.	W/Comdt/IRBnAsstt.Comdt/IRBnInspector IRBnLO-IRBn	As per RTI Act 2005 As per provision under RTI Act 2005, time limit for the disposal of RTI is 30 days.	FAA :- W/Comdt./IRBn /UT/Chandigarh	Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of Chandigarh Police IRBn.	1. Safety and security of General Public. 2. Deployment to deal with any emergency. 3. Prevention and detention of Crime.	As per provision under RTI Act 2005. To dispose of RTI matter.	IRBn officials are being deployed in Law & Order, Parliamentary & Assembly Election duty and Security duty in any emergency situations.	To provide the RTI Information to the applicant with in stipulated period. 24X7 hours security and safety of General Public.

1.8		1.7	1.6	1.5
Directory of officers	4(1)(b)(viii)]	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]
(i) Name and designation St	(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?	(i) Name of Boards, Council, II Committee etc. (ii) Composition C	(i) Categories of documents (ii) Custodian of Note that the contents of the c	(i) Title and nature of the record/ manual //instruction. (ii) List of Rules, regulations, instructions A manuals and records. (iii) Acts/ Rules manuals etc. A (iv) Transfer policy and transfer orders A
Sh. Lakshay Pandey, DANIPS, DSP- cum-CPIO IRBn, IRB Complex	Not Applicable. To furnish RTI matters & Appeals. Not Applicable. Not Applicable. Not Applicable.	IRBn Chandiagrh Police was established in year 2009 CPIO IRB Year 2005.	All the reports, circular and standing orders issued from PHQ. Sector-9, UT, Chandigarh. Manual as well as in the shape of electronic forms i.e. CD/DVD. MHC/Record Keeper of IRB Unit	As prescribed under the provision of RTI Act. As prescribed under the provision of RTI Act. As prescribed under the provision of RTI Act. As per CVC guidelines.

Page 3 of

				1.9		
[Section 4(1) (b) (x)]	&employees including system of	received by officers	Remuneration	Monthly	[Section 4(1) (b) (ix)]	
. /		i)		(E)	* (ii)	
	provided in its regulations	System of compensation as	monthly remuneration	List of employees with Gross	Telephone, fax and email ID	
		IS CC	sar	As	Ph.	. Sai
		as Compensation as per GOI and Punjab Government rules.	same is fixed as per the pay Commissions.	As regards the remuneration of other officers/employees, the	Ph.no – 0172 2760655 Pdspirb2.chd@gmail.com	Sarangpur -cum Nodal officer (RTI).

(iv). Not Applicable.	(iv) Update & publish guidelines on RTI by the Public Authorities concerned (iv). Not Applicable.		
(iii). CPIO/APIO attend training programme as and when organized.	(iii) Training of CPIO/APIO	(Section 26)	
more knowledge about RTIs and its implementation as and when opportunity comes. (ii). Sincere efforts are being made time to time.	(ii) Efforts to encourage public authority to participate in these programme	advance understanding of RTI	
	(i) Educational programmers	Programme to	1.12
Zii.	(ii) Finalized for Minor penalty or major penalty proceedings	(Section 4(2))	
	penalty proceedings	taken	
Nil.	(i) Pending for Minor penalty or major	has been proposed/	
		Disciplinary action	
	iplinary action has been	ıst	
Nil.	No. of employees against whom: Nil.	No. Of employees	1.1
FAA Sh. Jasbir Singh, DANIPS, ComdtIRB Office of FAA- IRB Complex Sarangpur Chandigarh, Ph. 0172-2760672 EMail:- rdcommandantirb@gmail.com (FFA)	(ii) Address, telephone numbers and email ID of each designated official.	[Section 4(1) (b) (xvi)]	
(i) Name and designation of the public Sr. Lakshay Pandey, DANIPS, Asstt. Comdt cum-CPIO IRB information officer (PIO), Assistant Sarangpur Chd. Public Information (s) & Appellate IRB Complex Sarangpur Chandigarh,	(i) Name and designation of the public Sr. Lakshay Painformation officer (PIO), Assistant Sarangpur Chd. Public Information (s) & Appellate IRB Complex Sa Authority Authority Ph.no. 0172 276	Name, designation other particulars of public information officers	1.10

2. Budget and Programme

		2.2 Foreign domesti (F. No. dt. 11.9	reports disburs etc. [Sectio	2.1 Budg each inclu prop	S. No.
		Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Budget allocated to agency including all plans, proposed expenditure	Item
above-and	b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit (iii) Information related to procurements	 (i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Sector-9, Chandigarh. Joint Secretary to the Government and above, as well as the heads of the Department. 	(iv) Revised budget for each agency, if any(v) Report on disbursements made and place where the related reports are available	(i) Total Budget for the public authority(ii) Budget for each agency and plan & programmers(iii) Proposed expenditures	Details of disclosure
	Not Applicable.	Relates to Senior Officers of PHQ, Sector-9, Chandigarh.		Budget of all the units of Chandigarh Police made by the SO/Accounts/Purchase Branch under the supervisions of Senior officers of PHO.	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)

2.5	2.4			2.3
Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]		[Section 4(i)(b)(xii)]	Manner of execution of subsidy programme
(ii)	(ii)	(vii) (viii)	(iv) (iii)	(j)
Concessions, permits or authorizations granted by public authority For each concession, 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	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions -Annual accounts of all legal entities who are provided grants by public authorities	Nature/ scale of subsidy /amount allotted Eligibility criteria for grant of subsidy Details of beneficiaries of subsidy programme (number, profile etc)	Objective of the programme Procedure to avail benefits Duration of the programme/ scheme	The rate /rates and the total amount at which such procurement or works contract is to be executed. Name of the programme of activity
Particulars of recipients of concessions, permits of authorizations are not granted by IRBn. Relates to Senior Officers of PHQ, Sector-9, Chandigarh	Discretionary and non- discretionary grants are not done by IRBn. Relates to Senior Officers of PHQ. Sector-9. Chandigarh	Not Applicable. Not Applicable. Not Applicable. Not Applicable.	Not Applicable. Not Applicable. Not Applicable.	Not Applicable. Execution of subsidy programme are not carried out by IRB, Chandigarh.

		2.6
15 4 20131	No. 1/6/2011- IR dt.	'CAG & PAC paras [F
	No. 1/6/2011- IR dt. been laid on the table of both houses of the parliament.	2.6 CAG & PAC paras [F CAG and PAC pares and the action taken reports (ATRs) after these have
		Not Applicable.

3. Publicity Band Public interface

					E	,	3.1	
	[F No 1/6/2011-IR dt.	[Section 4(1)(b)(vii)]	implementation there of	in relation to the formulation of policy	representation by the members of the public	arrangement for consultation with or	Particulars for any	Item
implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to required, he/she may visit the office provide publications frequently sought by RTI applicants in working hours.	(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy members of the public through RTI				normally accessed by citizens	the public (i) Relevant Acts. Rules, Forms and other documents which are	Arrangement for consultations with or representation by the members of	Details of disclosure
letters are properly addressed by replying the letter to the addressee. If required, he/she may visit the office in working hours.	The representation made by the members of the public through RTI			in working hours.	replying the letter to the addressee. If required, he/she may visit the office	members of the public through RTI letters are properly addressed by	The representation made by the	(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)

	3.2		
	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]		
(iii)	Publish a decisions (i) Po	(ii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iii) (iiii) (iiii) (iiii) (iiii) (iiii) (iiii) (iiiii) (iiiii) (iiiiii) (iiiiiiii	Public- p
Outline the arrangement for consultation before formulation of policy	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 (ii) Outline the Public consultation process	 (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 	Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any
on website for public comments. The final approved Regulations/Guidelines are also put up on website for wide publicity Draft regulations/guidelines are kept on website for public comments. The final approved Regulations/Guidelines are also put up on website for wide publicity.	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. Draft regulations/guidelines are kept		Public- private partnerships (PPP) related works are not carried out by the IRBn Staff

				3.3
-	manner which is	and in such form and	information w	Dissemination
	IS.	and	widely	of
The second second			(i) Ir	Use of the m
			Internet (website)	of Use of the most effective means of communicati
				ans of commur
				iication
				(i) www.char
	+			ndigarhpolice.g
				ni.vo

(ii) At a reason	or not [Section 4(1)(b)]	e free of cost	manual/ handbook	3.5 Whether information List of materials available	manual/ handbook (ii) Printed format [Section 4(1)(b)]	3.4 Form of accessibility Information manual/handbook available in of information (i) Electronic format	[Section 4(3)]	easily accessible to
At a reasonable cost of the medium				ble	rat	ndbook available in armat		
As fee prescribed under RTI Act 2005.	belongs below poverty line (BPL).	provided to the applicant who	under RTI Act besides this free of cost	Information supplied as proscribed		Not Applicable.		•

4. E. Governance

4.4	+3	4.2	4.1	S.No.
Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	Information available in electronic form [Section 4(1)(b)(xiv)]	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	Item
(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)	(ii) Details of information available in electronic form (iii) Name title of the document/record other information (iii) Location where available	Last date of Annual updation	(i) English (ii) Vernacular/ Local Language	Details of disclosure
cpio DSP IRB is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-0172 2760655 E-mail: pdspirb2.chd@gmail.com	www.chandigarhpolice.gov.in The complaints of General public which closed/filed after enquiry. IRBn Complex Sarangpur, Chandigarh.	The information/data is being uploaded on Chandigarh Police website by the RTI Branch on regular basis.	English Language English/Hindi Language as per record available.	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)

									Se	D E.	4.5 Si
									section 4(i) (b)(xvii)	information as may be prescribed under	Such other
			(viii)	(iiiv)	(ii)	(v) De	(iv)	(iii)	(ii)		(i)
d) Performance against the benchmarks set in the Citizen's Charter		c) Six monthly reports on the	Any other information such as a) Citizen's Charter	Frequently Asked Question (FAQs)	Annual Report	(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	List of schemes/ projects/ programme underway	List of completed schemes/ projects/ Programme	Details of applications received under RTI and information provided		Grievance redressal mechanism
Not Applicable.	Chd.	Report Uploaded by the RTI Branch PHQ. Sector-9.	<u>Not</u> Applicable.	Not Applicable.	Achievements as Annexure 'A'	<u>Not</u> Applicable.	Not Applicable.	Not Applicable.	Total 03 (00 Offline RTI & 03 Online RTI) applications received during the FY 2024- 2025 (1st April 2024 to 31st March 2025)	IRB _M	Asstt.ComdtIRB and In-charge IRB are

5. Information as may be prescribed

		5.1	No.
	17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	Such other information as may be prescribed [F.No. 1/2/2016-IR dt.	Item
		(i) Name & details of (a) Current CPIOs & FAAs	Details of disclosure
Earlier CPIOSh. B. S. Chadda DSP- cum-CPIO IRBn., Sarngpur, Chandigarh. Dt. 01.01.2015 to 30.05.2016	Current FAA Sh. Jasbir Singh DANIPS, ComdtIRB Ph. 0172-2760672 Mail:- rdcommandantirb@gmail.com	Current CPIOSh. Lakshay Pandey, DANIPS DSP- cum-CPIO IRBn, Sarangpur, Chandigarh. Ph.no – 0172 2760655 Dt. 24.12.2024 to till date	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)

Earlier CPIODr.Vikas Sheokand DSP- cum-CPIO IRB., Sarngpur, Chandigarh. Dt. 23.08.2024 to 23.12.2024	Earlier CPIOSh. S.P.S Sondhi DSP- cum-CPIO IRB.,Sarngpur, Chandigarh. Dt. 05.07.2024 to 23.08.2024	Earlier CPIOSh. Rajnish DSP- cum-CPIO IRBn.,Sarngpur, Chandigarh. Dt. 05.06.2023 to 04.07.2024	Earlier CPIOSh.Dilsher Singh Chandel DSP- cum-CPIO IRBn.,Sarngpur, Chandigarh. Dt. 07.05.2022 to 05.06.2023	Earlier CPIOSh. Shri Parkash DSP- cum-CPIO IRBn., Sarngpur, Chandigarh. Dt. 17.11.2021 to 06.05.2022	Earlier CPIOSh.Dilsher Singh Chandel DSP- cum-CPIO IRBn.,Sarngpur, Chandigarh. Dt. 22.06.2021 to 16.11.2021	Earlier CPIOMs. Rashmi Yadav DSP- cum-CPIO IRBn.,Sarngpur, Chandigarh. Dt. 16.04.2017 to 22.06.2021	(b) Earlier CPIO & FAAs from 1.1.2015 Earlier CPIOSh. S.P.S Sondhi DSP- cum-CPIO IRBn., Sarngpur, Chandigarh. Dt. 01.06.2016 to 15.04.2017
							(b) Earlie

Mail:- rdcommandantirb@gmail.com Earlier FAA - Sh. R.K. Meena IPS, Comdt.-IRB Earlier FAA--Ms.Kanwardeep Kaur IPS, Comdt.-Dt.10.05.2022 to 09.07.2023 Earlier FAA--- Ms.Shruti Arora IPS, Comdt.-IRB Mail:- rdcommandantirb@gmail.com Earlier FAA--- Sh. Kuldeep Singh Chahal IPS, Mail:- rdcommandantirb@gmail.com Ph. 0172-2760672 Dt. 14.12.2016 to 31.05.2020 Earlier FAA--- Sh. Roshan Lal CPS, Comdt.-IRB Mail: rdcommandantirb@gmail.com Ph. 0172-2760672 Dt. 14.07.2016 to 08.11.2016 Earlier FAA---Sh.Dr. Guriqbal Singh Sidhu, IPS Ph. no 01722760672 Dt. 11.09.2014 to 30.06.2016 Mail:- Pdspirb2.chd@gmail.com Ph.no - 0172 2760655 DSP- cum-CPIO IRB., Sarngpur, Chandigarh. Present CPIO ---Sh. Lakshay Pandey Mail:- rdcommandantirb@gmail.com Ph. No. 0172-2760672 Ph. No. 0172-2760672 Comdt.-IRB Dt. 01.10.2020 to 09.05.2022 Comdt.-IRB Dt. 24.12.2024 to till date

(IV) Consultancy committee of key stake holders for advice on suomotu disclosure (a) Dates from which constituted (b) Name & Designation of the officers		 (ii) Details of third-party audit of voluntary disclosure (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 	
Sh. Lakshay Pandey, DANIPS DSP- cum-CPIO IRBn.,Sarangpur, Chandigarh. Ph.no – 0172 2760655	24.12.2024 Current CPIO Sh. Lakshay Pandéy, DANIPS DSP- cum-CPIO IRBnSarangpur, Chandigarh. Ph.no — 0172 2760655 Pdspirb2.chd@gmail.com	Dt. 10.07.2023 to 17.12.2024 Ph. No. 0172-2760672 Mail:- rdcommandantirb@gmail.com Present FAA Sh. Jasbir Singh DANIPS, ComdtIRB Dt. 17.12.2024 to till date Ph. 0172-2760672 Mail:- rdcommandantirb@gmail.com Third Party Audit carried out by Mahatma Gandhi State Institutional of Public Administration Institutional Area, Sector-26, Chandigarh. Current CPIOSh. Lakshay Pandey, DANIPS DSP- cum-CPIO IRBn.,Sarangpur, Chandigarh. Ph.no - 0172 2760655 Pdspirb2.chd@gmail.com	İRB

			3
a. Dates from which constituted b. Name & Designation of the Officers		identify frequently sought information under RTI	Committee of PIOs/FAAs with rich experience in RTI to
	Mail:- rdcommandantirb@gmail.com	Ph. 0172-2760672	FAA Sh. Jasbir Singh DANIPS, ComdtIRB

6. Information Disclosed on own Initiative

		11/1-12/5"	
www.chandigarhpolice.gov.in Fully met	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.	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.	6.1
Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	Details of disclosure	Item	S. No.

(Sh. Lakshay Pandey, DANIPS)
Asstt.Comdt./IRB UT, Chandigarh

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Achievements of IRBn during 2024-25

Election Duty during 2024-25

- companies of IRBn performed duty in 7 phases from 06.04.2024 to 23.06.2024 Parliamentary Election 2024 held in different states of the country where total 5
- where Chandigarh Police sent 03 companies of the IRBn for election duty. The election After removing article 370, the first assembly election was held in Jammu and Kashmir force was 11th September 2024 to 6th October 2024 during election was completed peacefully with the coordination of Chandigarh police. The period of
- 6.11.2024 to 03.12.2024 and 19.01.2025 to 06.02.2025 respectively Election in NCT of Delhi 2025 were held where 3-3 companies of IRBn were sent from During the period under review, Assembly Election Maharashtra 2024 and Assembly

by the Senior officers enthusiasm. After completion of the Election duty the companies also got appreciation companies deployed in election duty had performed their duty with keen interest and All these Election duties are very sensitive and as well as imperative and the IRBn