

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 of IRB Campus, Sarangpur, 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 [Section4(1)(b)(i)]	(i) Name and address of the Organization	IRB unit of Chandigarh Police. CPIO : Sh. Rajnish, DANIPS. pdspirb2.chd@nic.in
		(ii) Head of the organization	W/DGP/UT
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function and duties	IRB officials are being deployed in Law & Order, Parliamentary & Assembly Election duty and Security duty in any emergency situations.
		(v) Organization Chart	DSP/IRB--- Inspector-IRB--- 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. 24X7 hours security and safety of General Public.
		(ii) Power and duties of other employees	IRB officials are being deployed in Law & Order, Parliamentary & Assembly Election duty and Security duty in any emergency situations.
		(iii) Rules/ orders under which powers and duty are derived and	Under PPR
		(iv) Exercised	
		(v) Work allocation	1. Safety and security of General Public. 2. Deployment to deal with any emergency. 3. Prevention and detention of Crime.

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 IRB Chandigarh Police.
		(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 as per direction of Senior Officers.
		(v) Channel of supervision and accountability	W/DGP—W/IGP—W/SSP-UT- W/Comdt.-IRB----DSP/IRB—Inspector IRB—LO-IRB
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 from 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.	as per PPR and other relevant Acts.
		(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 IRB Unit
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.	IRB Chandigarh Police was established in year 2009
		(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	i. Sh. Rajnish DANIPS, Asstt. Comdt./IRB
		(ii) Telephone , fax and email ID	i. 0172-2760655, pdspirb2.chd@nic.in (Admn.) ii. 0172-2760677, pdspirb3.chd@nic.in (Training)
1.9	Monthly Remuneration received by officers &	(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.

	employees	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 (ii) Address, telephone numbers and email ID of each designated official.	Sh. Rajnish DANIPS, DSP/IRB-CPIO Smt. Kanwardeep Kaur, IPS SSP-UT FAA of IRB. IRB Sarangpur Chandigarh, Ph. No. 0172-2760655 pdspirb2.chd@nic.in CPIO-IRB SSP-UT PHQ, Sector-09, Chd , Ph.no 01722760001. Mail. pssput-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 taken (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings	Nil Nil Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (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	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

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 domestic tours during 2023-24	(i) Budget	Relates to 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	Execution of subsidy programme is not carried out by IRB, Chandigarh.
		(ii) Objective of the programme	

		<div>(iii) Procedure to avail benefits</div> <div>(iv) Duration of the programme/scheme</div> <div>(v) Physical and financial targets of the programme</div> <div>(vi) Nature/ scale of subsidy /amount allotted</div> <div>(vii) Eligibility criteria for grant of subsidy</div> <div>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</div>	
2.4	Discretionary and non-discretionary grants	<div>(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions</div> <div>(ii) Annual accounts of all legal entities who are provided grants by public authorities</div>	Discretionary and non- discretionary grants are not done by IRB . Relates to Senior Officers of PHQ, Sector-9, Chandigarh
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<div>(i) Concessions, permits or authorizations granted by public authority</div> <div>(ii) For each concessions, permit or authorization granted <div>a) Eligibility criteria</div> <div>b) Procedure for getting the concession/ grant and/or permits of authorizations</div> <div>c) Name and address of the recipients given concessions/ permits or authorizations</div> <div>d) Date of award of concessions /permits of authorizations</div> </div>	Particulars of recipients of concessions, permits of authorizations are not granted by IRB . 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.	No CAG and PAC paras laid on the table of both houses of the parliament.

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 thereof [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	<p>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.</p> <p>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.</p>
		(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	<p>The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders.</p> <p>The draft regulations are put on the Chandigarh Police website for public comments.</p>

		Public- private partnerships (PPP)	Public- private partnerships (PPP) related works are not carried out by the IRBn Staff.
		(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 air 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	Use of the most effective means of communication (i) Internet(website)	www.chandigarhpolice.gov.in
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	easily accessible to the public [Section 4(3)]		
3.4	Form of accessibility of information manual/ handbook [Section4(1)(b)]	Information manual/handbook available in (i) Electronic format	Not applicable
		(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	Not Applicable
		(ii) At a reasonable cost of the medium	

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 Language as per record available.
4.2	When was the information Manual/Handbook last updated?	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	Not Applicable
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	DSP-Admn./IRB is the CPIO-IRB for receiving applications online/off-line. Working hours- on all working days. Phone-0172-2760655 E-mail : pdspirb2.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-IRB and In-charge IRB are designated as Grievance Officer for the Unit Of IRB
		(ii) Details of applications received under RTI and information provided	Total 05 RTI applications received during the Financial year 2023-24 and all were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/Programme's	Nil
		(iv) List of schemes/ projects/ programme under way	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	<u>Achievements as Annexure 'A'</u>
		(vii) Frequently Asked Question (FAQs)	<u>N/A</u>
		(viii) Any other information such as a) Citizen's Charter	No Public Dealing
		c) Six monthly reports loaded on the website or not	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	(i) Details of applications received and disposed	Total 05 RTI application received during the Financial year 2023-24 and all were disposed off within stipulated period
		(ii) Details of appeals received and orders issued	No any appeal received against RTI application during the FY 2023-24.
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 IRB 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	(i) Name & details of (a) Current CPIOs & FAAs Earlier CPIO & FAAs from 01.01.2015	<p>Current CPIO Sh. Rajnish, DANIPS DSP/IRB dt. 06.06.2023 to till date.IRB, Sarangpur, Chandigarh, Ph. No. 01722760655 Mail:- pdspirb2.chd@nic.in Current FAA:- Smt. Kanwardeep Kaur, IPS SSP-UT, PHQ, Sector-09, Chd , Ph.no 01722760001. Mail:- pssput-chd@nic.in</p> <p>Earlier CPIO:- Mrs. Anjitha Chepyala DSP-IRB Dt. 16.07.2014 to 31.08.2016 IRB, Sarangpur, Chandigarh, Ph. No. 01722760655 Email:- pdspirb2.chd@nic.in</p>

			<p>Sh. SPS Sondhi DSP/IRB dt. 08.02.2016 to 31.08.2016 IRB, Sarangpur, Chandigarh, Ph. 01722760655, pdspirb2.chd@nic.in</p> <p>Sh. Devinder Sharma, CPS DSP-IRB dt. 31.08.2016 to 15.04.2017 Ph. 01722760655, Mail:- pdspirb2.chd@nic.in</p> <p>Dr. Rashmi Sharma Yadav, DANIPS Dt. 16.04.2017 to 22.06.2021 Ph. 0172-2760655, pdspirb2.chd@nic.in</p> <p>Sh. Dilsher Singh, CPS Dt. 22.06.2021 to 16.11.2021 Ph. 0172-2760655, pdspirb2.chd@nic.in</p> <p>Sh. Shri Prakash, CPS Dt. 17.11.2021 to 06.05.2022 Ph. 0172-2760655, pdspirb2.chd@nic.in</p> <p>Sh. Dilsher Singh, CPS Dt. 07.05.2022 to 05.06.2023 Ph. 0172-2760655, pdspirb2.chd@nic.in</p> <p>Earlier FAA:- Sh. R.K. Meena IPS, Comdt.-IRB Dt. 11.09.2014 to 30.06.2016 Ph. no 01722760671. Mail:- rdcommandantirb@gmail.com</p> <p>Sh. Guriqbal Singh Sidhu, IPS, Comdt.-IRB Dt. 14.07.2016 to 08.11.2016 Ph. 0172-2760671, Mail: rdcommandantirb@gmail.com</p> <p>Sh. Roshan Lal CPS, Comdt.-IRB Dt. 14.12.2016 to 24.04.2019 Ph. 0172-2760671, Mail:- rdcommandantirb@gmail.com</p>
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			<p>Mrs. Nilambari Jagadale IPS, SSP-UT Chandigarh Dt.20.08.2018 to 21.08.2020 Ph.no 01722760001, Mail:- pssput-chd@nic.in</p> <p>Sh. Vineet Kumar IPS, SSP-UT Dt. 21.08.2020 to 30.09.2020 Ph.no 01722760001, Mail:- pssput-chd@nic.in</p> <p>Sh. Kuldeep Singh Chahal IPS, SSP-UT Dt. 01.10.2020 to 09.05.2022 Phone No. 0172-2760001, Mail pssput-chd@nic.in</p> <p>Ms. Shruti Arora IPS, Comdt-IRBn Dt. 10.05.2022 to 18.07.2023 Phone No. 0172-2760001, Mail pssput-chd@nic.in</p>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	<p>Yes, third party audit report has been delivered to Mahatma Gandhi State Institute of Public Administration Sec-26 UT, Chandigarh.</p>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	<p>SH. Rajnish DANIPS</p>
		(a) Date of appointment (b) Name & Designation of the officers	<p>a. DOA:- 05.06.2023 b. Rajnish, DANIPS DEPUTY SUPERINTENDENT OF POLICE</p>
		(IV) Consultancy committee of key stake holders for advice on suo-moto disclosure (a) Dates from which constituted (b) Name & Designation of the officers	<p>CPIO-IRB a. DOA:- 05.06.2023 b. Rajnish, DANIPS, Deputy Superintendent of Police</p>

		(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	CPIO:- DSP, Sh. Rajnish DANIPS DEPUTY SUPERINTENDENT OF POLICE DOA:- 05.06.2023 Ph.- 0172-2760655, Mail:- pdspirb2.chd@nic.in FAA:- Smt. Kanwardeep Kaur, IPS SENIOR SUPERINTENDENT OF POLICE, Chandigarh DOA:- 01.10.2020 Ph.no 01722760001, Mail:- pssput-chd@nic.in
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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

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(Rajnish, DANIPS)

Dy. Superintendent of Police

-cum-CPIO IRB Chandigarh

Achievements of IRBn during 2023-24

Election Duty during 2023-24

- Assembly Election Duty 2023 in Gujarat.
- Assembly Election Duty- 2023 held in Tripura and Nagaland.
- Assembly Election Duty-2023 in Karnataka.
- General Panchayat Election duty-2023 in West Bengal.
- Assembly Election Duty -2023 in Madhya Pradesh & Rajasthan.

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