

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 andFunction

Operations Cell, Sector-26, 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 organisation, functions and duties [Section4(1)(b)(i)]	(i) Name and address of the Organization	Operations Cell, Sector-26, of Chandigarh Police. CPIO : Dr. Rashmi Sharma Yadav, Dy.SP/Operation. Pdspops-chd@nic.in
		(ii) Head of theorganization	W/DGP/UT
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function andduties	Commandos are being deployed on QRTs to deal with any emergency.
		(v) OrganizationChart	DSP/OPS--- Inspector OPS--- 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	Commandos are being deployed on QRTs to deal with any emergency.
		(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. 4. Collection of Intelligence.
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 Operations Cell.
		(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 with in 30 days and other references/ enquiries as per direction of Senior Officers.
		(v) Channel of supervision and accountability	W/DGP—W/DIG—W/SP/Operations—DSP/Operations—Inspector Operations.
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.	As Per PPR
		(ii) List of Rules, regulations, instructions manuals and records.	As Per PPR
		(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 Operations Cell
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.	Operations Cell, Sector-26 Chandigarh was established in year 1999
		(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	Dr. Rashmi Sharma Yadav, DSP/Operations
		(ii) Telephone , fax and email ID	0172-2924834, dspops-chd@nic.in
1.9	Monthly Remuneration received by officers & employees	(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.

	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.	Dr. Rashmi Sharma Yadav, DSP/Operations CPIO Sh. Ketan Bansal, SP/OPS FAA of Operations Cell. Operations Cell, Sector-26, Chandigarh, Ph. No. 01722924834 Pdspops-chd@nic.in CPIO SP/OPS PHQ, Sector-09, Chd, Ph.no 01722760810. Mail. Spops-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 (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised 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 (F. No. 1/8/2012- IR dt. 11.9.2012)	(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 programmes are not carried out Operations Cell Sector-26, Chandigarh.
		(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)	
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	N/A
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
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	Particulars of recipients of concessions, permits of authorizations are not granted by Operations Cell. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(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	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	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 Publicinterface

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. 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	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.

		Public- private partnerships (PPP)	Public- private partnerships (PPP) related works are not carried out by the Operations Cell 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 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	
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)	http://chandigarhpolice.gov.in/ Pdspops-chd@nic.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	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 [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	rtionline.gov.in
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	http://chandigarhpolice.gov.in/
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	Operations Cell, Sector-26, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO Operations Cell is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722924834 E-mail : pdspops-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 Operations and In-charge Operations Cell are designated as Grievance Officer for the Unit Of Operations Cell
		(ii) Details of applications received under RTI and information provided	Total 14 RTI applications received during the F.Y. 2020-21 i.e 01.04.2020 to 31.03.2021 and all were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	Joint Exercises with NSG
		(iv) List of schemes/ projects/ programme underway	Mock Drills at Vital Installations are going on.
		(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	During the F.Y. 2020-2021 i.e. 01.04.2020 to 31.03.2021 total 35 cases were registered and investigated, 24 Mock Drills were conducted at various Vital Installations, 1334 Joint Checking with SIB, Haryana Police and Punjab Police in the Tri-city, 231 Law & Order duties and 133 VIP/VVIP duties were performed by the staff of Operations Cell, Sector-26, Chandigarh.
		(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 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. 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Total 14 RTI applications received during the F.Y. 2020-21 i.e. 01.04.2020 to 31.03.2021 and all were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	<u>One (01) appeal received against RTI application during the F.Y. 2020-2021 and the same was disposed off i.e. filed by W/SP/OPS/FAA.</u>
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 Operations Cell 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 [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---Dr. Rashmi Sharma Yadav DSP/OPS dt.21.02.2020 to till date. Operations Cell, Sector-26, Chandigarh, Ph. No. 0172-2924834 Pdspops-chd@nic.in CPIO Current FAA---Sh. Ketan Bansal, SP/OPS FAA of Operations Cell dt. 27.01.2021 to till date. SP/OPS PHQ, Sector-09, Chd, Ph.no 01722760810. Mail.

		(b) Earlier CPIO & FAAs from 1.1.2015	Spops-chd@nic.in (FAA) Earlier CPIO ---Sh. Satbir Singh DSP/OPS dt. 24.02.2014 to 18.08.2016 Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier CPIO ---Sh. SPS Sondhi DSP/OPS dt. 18.08.2016 to 05.12.2016 Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier CPIO ---Sh. Krishan Kumar DSP/OPS dt. 05.12.2016 to 09.04.2018 Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier CPIO ---Sh. Jaswinder Singh DSP/OPS dt. 09.04.2018 to 01.08.2018. Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO
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			Earlier CPIO ---Sh. Pawan Kumar DSP/OPS dt. 01.08.2018 to 12.02.2019. Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier CPIO ---Sh. Vineet Kumar DSP/OPS dt. 13.3.2019 to 01.03.2019. Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier CPIO ---Sh. Amrao Singh DSP/OPS dt. 01.03.2019 to 04.07.2019. Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier CPIO --Sh. Dilsher Singh DSP/OPS dt.05.07.19 to 20.02.2020. Operations Cell, Sector-26, Chandigarh, Ph. No. 01722793810 Pdspops-chd@nic.in CPIO Earlier FAA--- Sh. Sukhchain Singh Gill IPS, SSP/Operations
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			dt. 01.01.2015 to 15 June 2016. Ph.no 01722760810. Mail. Spops-chd@nic.in (FFA) Sh. RK Singh IPS, SP/OPS Dt. 16.06.2016 to 18.01.2019 Ph.no 01722760810. Mail. Spops-chd@nic.in (FFA) Sh. ShashankAnand IPS, SP/OPS, dt.19.01.2019 to 20.03.2019 Ph.no 01722760810. Mail. Spops-chd@nic.in (FFA) Ms. Niharika Bhatt IPS, SP/OPS, dt. 21.03.2019 to 30.06.2019 Ph.no 01722760810. Mail. Spops-chd@nic.in (FFA) Sh. Vineet Kumar IPS, SP/OPS, dt 01.07.2019 to 18.01.2021 Ph.no 01722760810. Mail. Spops-chd@nic.in (FFA)
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Last third party audit was carried out on 16.09.2020.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Sh. Rajeev Kumar Ambasta DSP/Hqrs Nodal Officer Online RTI email dsphq-chd@nic.in Contact No. 0172-2760842 0172-2760815

		(a) Date of appointment	Date of Posting as Nodal Officer on 01.04.2017.
		(b) Name & Designation of the officers	Sh. Rajiv Kumar Ambasta DSP/Hqrs Nodal Officer Online RTI.
		(IV) Consultancy committee of key stake holders for advice on suo-motudisclosure (a) Dates from which constituted (b) Name & Designation of the officers	Current CPIO---Dr. Rashmi Sharma Yadav DSP/OPS dt.21.02.2020 to till date. Operations Cell, Sector-26, Chandigarh, Ph. No. 0172-2924834 Pdspops-chd@nic.in CPIO
		(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	Current FAA---Sh. Ketan Bansal, SP/OPS FAA of Operations Cell dt 27.01.2021 to till date. SP/OPS PHQ, Sector-09, Chd , Ph.no 01722760810. Mail. Spops-chd@nic.in (FAA)

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