

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

PCR UNIT, 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 organization, functions and duties [Section4(1)(b)(i)]	(i) Name and address of the Organization, its website	Chandigarh Police & it's website is www.chandigarhpolice.gov.in
		(ii) Head of the organization	W/SSP/UT
		(iii) Vision, Mission and Key objectives	<ol style="list-style-type: none"> 1. TO PROVIDE QUICK POLICE ASSISTANCE AND HELP TO THE GENERAL PUBLIC IN NEED AND DISTRESS. 2. TO RENDER HELP TO THE INJURED PERSONS BY REMOVING THEM TO THE NEAREST HOSPITAL IMMEDIATELY. 3. TO CURB EVE TEASING EFFECTIVELY BY MAINTAINING PRESENCE OR PATROLLING IN THE AREAS IN THE VICINITY OF SCHOOLS AND COLLEGES. 4. TO PROVIDE AN EFFECTIVE BULWARK AGAINST TERRORISMS AND MOTORIZED CRIME. 5. TO PROVIDE HELP TO WOMEN, STUDENTS AND SENIOR CITIZENS IN ODD HOURS IN NEED OF ASSISTANCE. 6. ENDEAVOURS TO APPREHEND THE CRIMINALS RED HANDED BY REACHING THE SPOT OF INCIDENT IN THE SHORTEST POSSIBLE TIME.

		(iv) Function and duties	<p>THE PCR UNIT FUNCTIONS UNDER THE OVERALL SUPERVISION OF W/SSP/UT, CHANDIGARH WHO IS ASSISTED BY A DSP.</p> <p>THE DUTIES FOR THE POLICE CONTROL ROOM PERSONNEL HAS BEEN GROUPED INTO TWO CATEGORIES:-</p> <p>➤ THE FIELD STAFF AND ADMINISTRATIVE STAFF.</p> <ol style="list-style-type: none"> 1. THE PCR VEHICLE AND THE M/CYCLES ARE FUNCTIONING ROUND THE CLOCK. 2. PCR VEHICLES/STAFF ARE FUNCTIONING IN SHIFTS WISE, ROUND THE CLOCK..
		(v) Organization Chart	W/SSP/UT--DSP--INSP/ADMIN---LO—MHC--CHITHA MUNSHI---FIELD STAFF.
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)	<ol style="list-style-type: none"> 1. TO PROVIDE THE RTI INFORMATION TO THE APPLICANT WITH IN STIPULATED PERIOD. 2. TO DISPOSE OFF THE MATTERS OF GENERAL PUBLIC FAIRLY ON PRIORITY BASIS.
		(ii) Power and duties of other employees	<ol style="list-style-type: none"> 1. THEY PROVIDE QUICK POLICE ASSISTANCE AND HELP TO THE GENERAL PUBLIC IN NEED AND DISTRESS. 2. THEY CHECKED SUSPECTED PERSON/VEHICLE, 3. THEY KEEP WATCH ON THE ACTIVITIES OF GAMBLING, SATTA, DRINKING ON PUBLIC PLACE & UNAUTHORIZED SELL OF LIQUOR DURING ODD HOURS ETC. 4. THEY PERFORM LAW AND ORDER DUTIES AS AND WHEN REQUIRED.
		(iii) Rules/ orders under which powers and duty are derived and	Under Punjab Police Rules as well as standing orders.
		(iv) Exercised	
		(v) Work allocation	<ol style="list-style-type: none"> 1. SAFETY AND SECURITY OF GENERAL PUBLIC. 2. TO DISPOSE OFF RTI MATTERS WITHIN STIPULATED TIME PERIOD.
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 PCR UNIT.
		(ii) Final decision making authority	W/SSP /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 IN DUE COURSE AS PER PPR AND CRPC ACCORDINGLY.
		(v) Channel of supervision and accountability	W/SSP/UT—DSP/PCR—INSP/ADMN/PCR----LO/PCR—MHC/PCR.
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	ANY INFORMATION IS RECEIVED IN POLICE CONTROL ROOM ON DIAL NUMBER 112, THEN CONCERNED NET OPERATOR IMMEDIATELY PASSED THE SUCH INFORMATION TO CONCERNED PCR VEHICLE THROUGH EMERGENCY RESPONSE SUPPORT SYSTEM (ERRS) TO ATTEND THE SPOT.
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.	<u>as per PPR and other relevant Acts.</u>
		(iv) Transfer policy and transfer orders	BY PEB BRANCH OF CHANDIGARH POLICE 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	ALL THE REPORTS, CIRCULAR AND STANDING ORDERS ISSUED FROM SENIOR OFFICERS, PHQ, SECTOR-9, UT, CHANDIGARH.
		(ii) Custodian of documents/categories	DSP OFFICE, ADMIN OFFICE, MHC OFFICE AND STORE/PCR
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, Committees.	RELATED TO PHQ, SECTOR-9 CHANDIGARH.
		(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	SH. SUKHRAJ KATEWA DANIPS, DSP/PCR
		(ii) Telephone , fax and email ID	Tel:-0172 -2750021 & E-mail:- pdsppcr-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	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. SUKHRAJ KATEWA DANIPS, DSP/PCR SH. KULDEEP SINGH CHAHAL, IPS, SSP/UT-CHANDIGARH Tel:-0172 -2934843 & E-mail:- pdsppcr-chd@nic.in <u>Tel:- 0172-2760832 & Email:- ssput-chd@nic.in</u>
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) 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 domestictours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not Applicable
		(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	N.A.
		(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	-NA-
		(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 PCR Unit. 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 authorizations 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 para's 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 there of	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.
	[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 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) (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	Public- private partnerships (PPP) related works are not carried out by the PCR Unit.

		(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 (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.
		(iii) Outline the arrangement for consultation before formulation of policy	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 easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	(i) Internet (www.chandigarhpolice.gov.in)
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Printed/Electronic Format only
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	As per RTI Act 2005 regulations of Fees and cost

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 Language as per record available.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt15.4.2013]	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	Chandigarh Police website www.chandigarhpolice.gov.in
		(ii) Name/ title of the document/record/ other information	RTI
		(iii) Location where available	PCR Unit D- Block RTC Police Line Sector-26 Chandigarh. www.chandigarhpolice.gov.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO -PCR Unit receiving applications online/off-line in working days Phone-0172-2934843 E-mail :- pdsppcr-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	N/A
		(ii) Details of applications received under RTI and information provided	Total 25 RTI applications received during the Finical year 2020-2021 and 23 were disposed off within stipulated period and two RTI received earlier.
		(iii) List of completed schemes/ projects/Programmes	N/A
		(iv) List of schemes/ projects/ programme under way	N/A
		(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	Attached herewith as Annexure 'A'
		(vii) Frequently Asked Question(FAQs)	N/A
		(viii) Any other information such as a) Citizen's Charter	N/A
		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	N/A
4.6	Receipt & Disposal of RTI applications & appeals [F.No dt. 1/6/2011-IR 15.04.2013]	(i) Details of applications received and disposed	Total 25 RTI applications received during the Finical year 2020-2021 and 23 were disposed off within stipulated period and two RTI received earlier.
		(ii) Details of appeals received and orders issued	No appeal has been received against RTI application during the year 2021.

	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 PCR Unit the reply of the same has been sent on priority basis.
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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 (a) Current CPIOs & FAAs</p> <p>(ii) Earlier CPIO & FAAs from 1.1.2015</p>	<p><u>Current CPIO:-</u> Sh. SUKHRAJ KATEWA DANIPS, DSP/PCR, assigned no 16.10.2020 to till date. <u>Current FAAs:</u> SH. KULDEEP SINGH CHAHAL, IPS, SSP/UT-CHANDIGARH</p> <p><u>Earlier CPIO's</u> Sh. Satish Kumar Dt; 22.12.2014 to 03.08.2015. Sh. Deepak Yadav dt. 04.08.2015 to 05.08.2016 Sh. Uday Pal Singh dt. 06.08.2016 to 09.04.2018 Sh. Sukhraj Ktewa. dt. 10.04.2018 to 22.02.02019. Sh. Davinder Sharma dt. 23.02.2019 to 02.07.2019. Sh. Gurmukh Singh dt. 03.07.2019 to 21.09.2020 Smt. Sita Devi Dt. 21.09.2020 to 16.10.2020</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 of voluntary disclosure carried out on 11.05.2021
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	W/SSP/UT, Chandigarh
		(a) Date of appointment	Relates to PHQ, Sector-9, Chandigarh.
		(b) Name & Designation of the officers	Relates to PHQ, Sector-9, Chandigarh.
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Current CPIO / FAA Sh. Sukhraj Katewa DANIPS, DSP-cum-CPIO assumed charge of PCR Unit on 16.10.2020 to till date.
		(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	Sh. Kuldeep Singh Chahal, IPS, SSP/UT-cum-FAA assumed charge as SSP-UT on 01.10.2020.

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)
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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	Chandigarh Police website www.chandigarhpolice.gov.in
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