

## 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 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 Recruitment & Training, 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 [Section 4(1)(b)(i)]	(i) Name and address of the Organization	DSP- cum CPIO Recruitment & Training, Sector-26, Chandigarh. CPIO : SITA DEVI <a href="mailto:pdsptrg-chd@nic.in">pdsptrg-chd@nic.in</a>
		(ii) Head of the organization	<b>W/DGP/UT</b>
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function and duties	To dispose of RTI matters as well as Appeals.
		(v) Organization Chart	<b>DSP/Rectt. &amp; Trg.- Insp.Indoor/Outdoor-- NGO-HCs--- Constables.</b>
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.
		(ii) Power and duties of other employees	To provide training to the new recruits and promotional courses. Conduct workshops to enhance the knowledge regarding of Police force.
		(iii) Rules/ orders under which powers and duty are derived and	<b>Under PPR</b>
		(iv) Exercised	
		(v) Work allocation	Provide Training to the New recruits Provide Training to the Promotional Courses Conduct the workshops and seminars Recruitment Process

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work.</b>
		(ii) Final decision making authority	<b>W/DGP/UT/Chandigarh</b>
		(iii) Related provisions, acts, rules etc.	<b><u>IPC, CrPC, PPR, Local &amp;Special Law and police Work etc.</u></b>
		(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	<b>W/DGP—W/DIG—W/SP/Trg. &amp; HQ—DSP/Trg—Inspector Outdoor/Indoor</b>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b><u>CITIZEN CHARTER</u></b>
		(ii) Norms/ standards for functions/ service delivery	<b><u>CITIZEN CHARTER</u></b>
		(iii) Process by which these services can be accessed	<b><u>CITIZEN CHARTER</u></b>
		(iv) Time-limit for achieving the targets	<b>As per direction of Senior Officer</b>
		(v) Process of redress of grievances	NA

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.	<a href="#"><u>As Per PPR</u></a>
		(ii) List of Rules, regulations, instructions manuals and records.	<a href="#"><u>As Per PPR</u></a>
		(iii) Acts/ Rules manuals etc.	<a href="#"><u>As per PPR and other relevant Acts.</u></a>
		(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	Training related record and Record regarding recruitment process
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.	RTC, Sector-26, 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	CPIO : SITA DEVI, DSP-Recruitment & Training
		(ii) Telephone , fax and email ID	01722920939, pdsptrg-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	<b>Compensation as per GOI and Punjab Government rules.</b>
	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	Ms. Sita Devi, DSP-cum CPIO, RTC, Sector-26, Chd. Sh. Manoj Kumar SP/HQ & Trg. FAA of Training & Recruitment Inspector-Sukhdev Sharma, Inspector-Recruitment(CAPIO) Inspector-Punam Dilawari, Inspector-CLI (CAPIO)
		(ii) Address, telephone numbers and email ID of each designated Official.	Ms. Sita Devi, DSP-cum CPIO, RTC, Sector-26, Chd. 01722920939, <a href="mailto:pdsptrg-chd@nic.in">pdsptrg-chd@nic.in</a> Inspector-Sukhdev Sharma, Inspector-Recruitment RTC, Sector-26, Chandigarh, Ph. 0172-2791620 (CAPIO) Inspector-Punam Dilawari, Inspector-CLI RTC, Sector-26, Chandigarh, Ph. 0172-2750029(CAPIO) Sh. Manoj Kumar Meena, SP/HQ & Trg. FAA of Training & Recruitment <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a> CPIO W/SP/HQ, Sector-09, Chd , Ph.no 0172-2760835 <a href="mailto:Mail.-psphq@chd.nic.in(FAA)">Mail.-psphq@chd.nic.in(FAA)</a>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	Nil

	(Section 4(2))	(ii) Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmers (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 <a href="#">Guide For Information Seekers</a> 2 <a href="#">Guide For the Central Public Information Officers</a> 3 <a href="#">Guide For the Public Authorities</a>

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	(i) Budget	Relates to Senior Officers of PHQ, Sector-9, Chandigarh

	(F. No. 1/8/2012- IR dt. 11.9.2012)	(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	NA.
		(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	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of	(i) Concessions, permits or authorizations granted by public authority	

	recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]		Particulars of recipients of concessions, permits of authorizations are not granted by Recruit Training Centre.  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	
<b>2.6</b>	`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.	No CAG and PAC pares 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  [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)	<b>Public- private partnerships (PPP) related works are not carried out by the Recruit Training Centre.</b>
		(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)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p>	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	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<a href="mailto:police-chd@nic.in">http://police-chd@nic.in</a>

	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	

**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	<b>English Language</b>
		(ii) Vernacular/ Local Language	<b>English/Hindi Language as per record available.</b>

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	<b>The information/data is being uploaded on Chandigarh Police website by the RTI Branch on regular basis.</b>
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Information in electronic form is available in computer system, pen drive, CD Drivers etc.  RTI
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	RTI - <a href="https://rtionline.gov.in/">https://rtionline.gov.in/</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>CPIO DSP-Training is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-017222920939. E-mail : pdsptrg-chd@nic.in.</b>
		(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	<b>DSP-Training and Incharge Indoor/Outdoor are designated as Grievance Officer for the Unit RTC.</b>
		(ii) Details of applications received under RTI and information provided	<b>Total 45 (08 Offline RTI &amp; 37 Online RTI) applications received during the year 2020 in which two RTIs are under process and remaining 43 RTIs were disposed off within stipulated period.</b>
		(iii) List of completed schemes/ projects/ Programmes	<b>Various Basic, Promotional and refresher Course for police personnel.</b>

		(iv) List of schemes/ projects/ programme underway	Upper School Course Intermediate School Course Basic Training Course
		(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	1. Provide Training to the New recruits 2. Provide Training to the Promotional Courses 3. Conduct the workshops and seminars ( time to time workshops held like Cyber crime, Forensic science, Crime against women and child, Gender sensitization, reg. Human rights and new law amendments). 4. Refresher course 5. Recruitment Process.
		(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 45 (08 Offline RTI & 37 Online RTI) applications received during the year 2020 in which two RTIs are under process and remaining 43 RTIs were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	<u>17 appeals received against RTI application during the year 2020.</u>



			<p>RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier CPIO -Sh. Amrao Singh DSP/Trg.</b> <b>dt. 30.05.2017 to 19.06.2018.</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier CPIO ---Sh. Rajeev Kumar Ambasta DSP/Trg.</b> <b>dt. 28.02.2017 to 30.05.2017.</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier CPIO ---Sh. Jaswinder Singh DSP/Trg.</b> <b>dt. 26.09.2016 to 28.02.2017.</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier CPIO -Sh. Krishan Kumar/ DSP-Trg</b> <b>dt. 21.06.2016 to 26.09.2016</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier CPIO -Sh. Deepak Yadav/ DSP-Trg</b> <b>dt. 01.04.2016 to 21.06.2016</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier CPIO Sh. Suman Kumar/DSP-Trg</b> <b>dt. 01.10.2015 to 31.03.2016</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a></p>
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			<p>CPIO</p> <p><b>Earlier CPIO ---Sh. Ashwani Kumar/ DSP-Trg</b> <b>dt. 11.07.2014 to 30.09.2015</b> RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Earlier FAA---Sh. Vineet Kumar, SP/Hqrs. FFA of Recruitment &amp; Training</b> <b>Dt. 06.03.2019 to 05.09.2019</b> SP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FFA)</p> <p><b>Earlier FAA---Sh. Eish Singhal , SP/Hqrs. FFA of Recruitment &amp; Training</b> <b>Dt. 18.01.2019 to 05.03.2019</b> SP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FFA)</p> <p><b>Earlier FAA---Smt. Nilambhari Jagadale FFA of Recruitment &amp; Training</b> <b>Dt. 08.12.2018 to 18.01.2019</b> SSP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FFA)</p> <p><b>Earlier FAA---Sh. Milind M Dumbere , SP/Hqrs. FFA of Recruitment &amp; Trg</b> <b>Dt. 18.07.2018 to 07.12.2018</b> SP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FFA)</p> <p><b>Earlier FAA-Sh.Ravi Kumar,SP/Operations</b> <b>FFA of Recruitment &amp; Training</b> <b>Dt. 24.06.2016 to 17.07.2018</b> SP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760810 Mail. <a href="mailto:pspops-chd@nic.in">pspops-chd@nic.in</a> (FFA)</p> <p><b>Earlier FAA---Sh. Sukhchain Singh Gill, SP/Hqrs. FFA of Police Lines</b></p>
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			<p><b>Dt. 02.10.2015 to 23.06.2016</b>  <b>SP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail.</b>  <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FFA)  <b>Earlier FAA---Smt. Urvija Goel, SP/Hqrs. FFA of Recruitment &amp; Training</b>  <b>Dt. 15.04.2015 to 01.10.2015</b>  <b>SP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail.</b>  <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FFA)</p>
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out  (b) Report of the audit carried out</p>	<p><b>Third party audit of voluntary disclosure</b>  <b>Under process</b></p>
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p>	<p><b>Sh. Rajive Kumar Ambasta, DSP-HQ,</b>  <b>PHQ, Sector-9, Chandigarh.</b></p>
		<p>(a) Date of appointment</p> <p>(b) Name &amp; Designation of the officers</p>	<p>Relates to PHQ, Sector-9, Chandigarh.</p> <p>Relates to PHQ, Sector-9, Chandigarh.</p>
		<p>(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted  (b) Name &amp; Designation of the officers</p>	<p><b>Current CPIO--- Ms. Sita Devi, DSP-Trg dt. 02.07.2019 to till date.</b>  <b>RTC, Sector-26, Chandigarh, Ph. No. 01722920939</b>  <a href="mailto:Pdsptrg-chd@nic.in">Pdsptrg-chd@nic.in</a> CPIO</p> <p><b>Current FAA---Sh. Manoj Kumar Meena , FFA of Training &amp; Rectt.</b></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	<b>SP/HQ &amp; Trg, Sector-09, Chd , Ph.no 01722760835</b> <b>Mail. <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> (FAA)</b>
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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	<b>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</b>	<b>Fully met</b>