

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 Chandigarh.

DSP- cum CPIO Recruitment & Training, Sector-26,

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart	DSP- cum CPIO Recruitment & Training, Sector-26, Chandigarh. CPIO : SITA DEVI pdsprtg-chd@nic.in W/DGP/UT 24X7 hours security and safety of General Public. To dispose of RTI matters as well as Appeals. DSP/Rectt. & Trg.- Insp.Indoor/Outdoor-- NGO-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) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and	To provide the RTI Information to the applicant with in stipulated period. To provide training to the new recruits and promotional courses. Conduct workshops to enhance the knowledge regarding of Police force. Under PPR

		(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 (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability	Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work. W/DGP/UT/Chandigarh IPC, CrPC, PPR, Local & Special Law and police Work etc. RTI application disposed off within 30 days and other references/ enquiries as per direction of Senior Officers. W/DGP—W/DIG—W/SP/Trg. & HQ—DSP/Trg—Inspector Outdoor/Indoor
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery	CITIZEN CHARTER CITIZEN CHARTER

		<u>CITIZEN CHARTER</u>	
		(iii) Process by which these services can be accessed	As per direction of Senior Officer
		(iv) Time-limit for achieving the targets	
		(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.	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	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 PHQ, Sector-9, UT, Chandigarh.
		(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. (ii) Composition (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?	RTC, Sector-26, Chandigarh. Powers as per PPR and CrPC.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	CPIO : SITA DEVI, DSP-Recruitment & Training 01722920939, pdsprtg-chd@nic.in
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration ii) System of compensation as provided in its regulations	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions. Compensation as per GOI and Punjab Government rules.

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.	Ms. Sita Devi, DSP-cum CPIO, RTC, Sector-26, Chd. Sh. Manoj Kumar SP/HQ & Trg. FAA of Training & Recruitment Inspector-Sukhder Sharma, Inspector-Recruitment(CAPIO) Inspector-Punam Dillawari, Inspector-CLI (CAPIO) Ms. Sita Devi, DSP-cum CPIO, RTC, Sector-26, Chd. 01722920939, pdsprtg-chd@nic.in Inspector-Sukhdev Sharma, Inspector-Recruitment RTC, Sector-26, Chandigarh, Ph. 0172-2791620 (CAPIO) Inspector-Punam Dillawari, Inspector-CLI RTC, Sector-26, Chandigarh, Ph. 0172-2924772(CAPIO) Sh. Manoj Kumar Meena, SP/HQ & Trg. FAA of Training & Recruitment dsphq-chd@nic.in CPIO W/SP/HQ, Sector-09, Chd , Ph.no 0172-2760835 Mail-psphq@chd.nic.in(FAA)
1.11	No. Of employees against whom disciplinary action has been proposed/taken	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalized for Minor penalty or major penalty proceedings (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					Particulars
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 (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				

Relates to Senior Officers of PHQ, Sector-9, Chandigarh

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (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) (i) Discretionary and non-discretionary grants/ allocations to State Govt/ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	NA.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]		Not applicable
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 (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	Particulars of recipients of concessions, permits of authorizations are not granted by Recruit Training Centre. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
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 Public interface

S. No.	Item	Details of disclosure	Particulars
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 (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 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	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. 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) related works are not carried out by the Recruit Training Centre.

		(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 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 (iii) Outline the arrangement for consultation before formulation of policy	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 on website for public comments. The final approved Regulations/Guidelines are also put up on website for wide publicity. http://police-chd@nic.in
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)]		
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)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Not applicable
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	Not applicable

4. E. Governance

S No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	English 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	Information in electronic form is available in computer system, pen drive, CD Drivers etc.
		(ii) Name/ title of the document/record/ other information	RTI
		(iii) Location where available	RTI - https://rtionline.gov.in/

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the faculty (iv) Contact person & contact details (Phone, fax email)	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.
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report	DSP-Training and Incharge Indoor/Outdoor are designated as Grievance Officer for the Unit RTC. Total 42 (07 Offline RTI & 35 Online RTI) applications received during the FY 2020-21 and all the 42 RTIs were disposed off within stipulated period. Various Basic, Promotional and refresher Course for police personnel. Upper School Course Intermediate School Course Stress relief and wellness focused training programme, Two in a month for the Year-2021. N/A 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)	N/A
		(viii) Any other information such as a) Citizen's Charter c) Six monthly reports on the	No Public Dealing
		d) Performance against the benchmarks set in the Citizen's Charter	Report Uploaded by the RTI Branch PHQ, Sector-9, Chd.
		(i) Details of applications received and disposed	N/A
4.6	Receipt & Disposal of RTI applications & appeals	(ii) Details of appeals received and orders issued Details of questions asked and replies given	Total 42 (07 Offline RTI & 35 Online RTI) applications received during the FY 2020-21 and all the 42 RTIs were disposed off within stipulated period.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]		15 appeals received against RTI application during the FY 2020-21. As and when any parliament question received in DSP-Training office the reply of the same has been sent on priority basis.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed.	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO--- Ms. Sita Devi, DSP-Trg dt. 02.07.2019 to till date. RTC, Sector-26, Chandigarh, Ph. No. 01722920939 <u>Pdsptrg-chd@nic.in</u> CPIO Current FAA---Sh. Manoj Kumar Meena, FFA of Training & Rectt. SP/HQ & Trg, Sector-09, Chd, Ph.no 01722760835 Mail. <u>psphq@chd.nic.in</u> (FAA) Earlier CPIO ---Sh. Daleep Rattan DSP/Trg. dt. 22.02.2019 to 02.07.2019. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@nic.in</u> CPIO Earlier CPIO -Sh. Satish Kumar DSP/Trg. dt. 01.08.2018 to 22.02.2019. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@nic.in</u> CPIO Earlier CPIO ---Sh. Charanjit Singh Virk DSP/Trg. dt. 19.06.2018 to 01.08.2018. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@nic.in</u> CPIO Earlier CPIO -Sh. Amrao Singh DSP/Trg. dt. 30.05.2017 to 19.06.2018.

		RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@mic.in</u> CPIO Earlier CPIO ---Sh. Rajeev Kumar Ambasta DSP/Trg. dt. 28.02.2017 to 30.05.2017. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@mic.in</u> CPIO Earlier CPIO ---Sh. Jaswinder Singh DSP/Trg. dt. 26.09.2016 to 28.02.2017. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@mic.in</u> CPIO Earlier CPIO -Sh. Krishan Kumar/ DSP-Trg dt. 21.06.2016 to 26.09.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@mic.in</u> CPIO Earlier CPIO -Sh. Deepak Yadav/ DSP-Trg dt. 01.04.2016 to 21.06.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 CPIO <u>Pdsptrg-chd@mic.in</u> Earlier CPIO Sh. Suman Kumar/DSP-Trg dt. 01.10.2015 to 31.03.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 CPIO <u>Pdsptrg-chd@mic.in</u> Earlier CPIO ---Sh. Ashwani Kumar/ DSP-Trg dt. 11.07.2014 to 30.09.2015 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 <u>Pdsptrg-chd@mic.in</u> CPIO
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		Earlier FAA---Sh. Vineet Kumar, SP/Hqrs. FFA of Recruitment & Training Dt. 06.03.2019 to 05.09.2019 SP/HQrs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier FAA---Sh. Eish Singhal, SP/Hqrs. FFA of Recruitment & Training Dt. 18.01.2019 to 05.03.2019 SP/HQrs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier FAA---Smt. Nilambhari Jagadale FFA of Recruitment & Training Dt. 08.12.2018 to 18.01.2019 SSP/HQrs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier FAA---Sh. Milind M Dumbere, SP/Hqrs. FFA of Recruitment & Trg Dt. 18.07.2018 to 07.12.2018 SP/HQrs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier FAA-Sh.Ravi Kumar,SP/Operations FFA of Recruitment & Training Dt. 24.06.2016 to 17.07.2018 SP/HQrs. PHQ, Sector-09, Chd, Ph. No. 01722760810 Mail. pspops-chd@nic.in (FFA) Earlier FAA---Sh. Sukhchain Singh Gill, SP/Hqrs. FFA of Police Lines Dt. 02.10.2015 to 23.06.2016 SP/HQrs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier FAA---Smt. Urvija Goel, SP/Hqrs. FFA of Recruitment & Training Dt. 15.04.2015 to 01.10.2015
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		SP/HQrs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. psphq@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	Audit has been carried out. 14 September 2020, By MGSIPA, Sector-26, Chandigarh. Submitted by the audit team
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Sh. Rajive Kumar Ambasta, DSP-HQ, PHQ, Sector-9, Chandigarh.
	(a) Date of appointment	Relates to PHQ, Sector-9, Chandigarh. Relates to PHQ, Sector-9, Chandigarh.
	(b) Name & Designation of the officers (IV) Consultancy committee of key stake holders for advice on suo-motu disclosure	Current CPIO--- Ms. Sita Devi, DSP-Trg dt. 02.07.2019 to till date. RTC, Sector-26, Chandigarh, Ph. No. 01722920939 pdsptrg-chd@nic.in CPIO
	(a) Dates from which constituted (b) Name & Designation of the officers (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. Manoj Kumar Meena , FFA of Training & Rectt. SP/HQ & Trg, Sector-09, Chd , Ph.no 01722760835 Mail. psphq@chd.nic.in (FAA)

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
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