

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	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization and its website	DSP- cum CPIO Recruitment & Training, Sector-26, Chandigarh. CPIO : Ms. Jaswinder Kaur, CPS pdsptrg-chd@nic.in Chandigarh Police : www.chandigarhpolice.gov.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	To dispose of RTI matters as well as Appeals.
		(v) Organization Chart	DSP/Recruitment & Training.- 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)	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 of Police force.
		(iii) Rules/ orders under which powers and duty are derived and	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	Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work.
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	IPC, CrPC, PPR, Local & Special Law and police Work etc.
		(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/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	<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	As per direction of Senior Officer
		(v) Process of redress of grievances	NA
1.5	Rules, regulations, instructions manual and records for	(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>

	discharging functions [Section 4(1)(b)(v)]	(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 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.	Recruit Training Centre, 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 :Ms. Jaswinder Kaur, DSP-Recruitment & Training
		(ii) Telephone , fax and email ID	01722920939, pdsptrg-chd@nic.in
1.9	Monthly Remuneration received by officers & employees including system of compensation	(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.

	[Section 4(1) (b) (x)]		
1.10	<p>Name, designation and other particulars of public information officers</p> <p>[Section 4(1) (b) (xvi)]</p>	<p>(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority</p> <p>(ii) Address, telephone numbers and email ID of each designated Official.</p>	<p>Ms. Jaswinder Kaur, DSP-cum-CPIO/Recruitment & Training, RTC, Sector-26, Chd. Inspector-Punam Dilawari, Inspector-CLI (CAPIO) Inspector- Daya Ram, Inspector-CDI & Recruitment(CAPIO) Sh. Ketan Bansal, IPS, SP/HQ & Trg. FAA of Training & Recruitment</p> <p>Ms. Jaswinder Kuar, DSP-cum CPIO/Recruitment & Training, RTC, Sector-26, Chd. 01722920939, Email: pdsptrg-chd@nic.in Inspector-Punam Dilawari, Inspector-CLI, RTC, Sector-26, Chandigarh Ph. 0172-2924772(CAPIO), Email: punamdilawari.69cp@chd.nic.in Inspector-Daya Ram, Inspector-Recruitment & CDI, RTC, Sector-26, Chandigarh, Ph. 0172-2750066 (CAPIO), Email: dayaram.66cp@chd.nic.in Sh. Ketan Bansal, IPS, SP/HQ & Trg. FAA of Training & Recruitment W/SP/HQrs, PHQ-Sector-09, Chd , Ph.no 0172-2760835 .Email.-psphq@chd.nic.in (FAA)</p>
1.11	<p>No. Of employees against whom Disciplinary action has been proposed/ taken</p> <p>(Section 4(2))</p>	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings</p> <p>(ii) Finalized for Minor penalty or major penalty proceedings</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>
1.12	<p>Programmes to advance understanding of RTI</p> <p>(Section 26)</p>	<p>(i) Educational programmers</p> <p>(ii) Efforts to encourage public authority to participate in these programmes</p> <p>(iii) Training of CPIO/APIO</p> <p>(iv) Update & publish guidelines on RTI by the Public Authorities concerned</p>	<p>Officers are sent on trainings to get more knowledge about RTI act and its implementation. As and when opportunity comes. In addition to that, various workshop/ Training programs in respect of RTI act and its implementation are also conducted for the officers / officials of Chandigarh Police at RTC</p> <p>1 Guide For Information Seekers</p> <p>2 Guide For the Central Public Information Officers</p> <p>3 Guide For the Public Authorities</p>

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.	

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 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 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	
2.6	`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.	Not applicable

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 there of [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	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 Recruit Training Centre.
		(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 easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	https://rtionline.gov.in/ http://police-chd@nic.in www.chandigarhpolice.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	Printed/Electronic Format only
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p>	As per RTI Act 2005 regulations of Fees and 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	Particulars
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. www.chandigarhpolice.gov.in
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 - 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	CPIO DSP-Training is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722-2920939. E-mail: pdsptrg-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-Training and In-charge Indoor/Outdoor are designated as Grievance Officer for the Unit RTC.
		(ii) Details of applications received under RTI and information provided	Total 38 (17 Offline RTI & 21 Online RTI) applications received during the FY 2023-24 and all the 38 RTIs were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	1. Upper School Course (ASI to SI)- 21 Batches 2. Intermediate School Course (HC to ASI)- 17 Batches 3. Lower School Course (Constable to HC)- 2 Batches

			4. Basic Training Course (Newly recruited Constables)- 22 Batches 5. Recruitment Process
		(iv) List of schemes/ projects/ programme underway	To enhance the skills and knowledge of in-service police officer/officials various Workshops/ Training programmes are conducted at RTC, Sector-26.
		(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. Pre-Course Training 5. Refresher course 6. 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 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	N/A
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Total 38 (17 Offline & 21 Online) RTI applications received during the FY 2023-24 and all the 38 RTIs were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	Total 7 (4 offline + 3 Online) appeals 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 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.	<div>(i) Name & details of</div> <div>(a) Current CPIOs & FAAs</div> <div>(b) Earlier CPIO & FAAs from 1.1.2015</div>	<p>Current CPIO--- Ms. Jaswinder Kaur, DSP-Trg dt. 19.11.2021 to till date. RTC, Sector-26, Chandigarh, Ph. No. 01722920939 Pdsptrg-chd@nic.in CPIO</p> <p>Current FAA--- Sh. Ketan Bansal, IPS, SP/HQ & Trg. FAA of Training & Recruitment SP/HQ & Trg, PHQ, Sector-09, Chandigarh, Ph.No. 01722760835, E-mail. psphq@chd.nic.in (FAA)</p> <p>Earlier CPIO ---Ms. Sita Devi, DSP/Trg. dt. 02.07.2019 to 18.11.2021 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO ---Sh. Daleep Rattan DSP/Trg. dt. 22.02.2019 to 02.07.2019. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO -Sh. Satish Kumar DSP/Trg. dt. 01.08.2018 to 22.02.2019. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO ---Sh. Charanjit Singh Virk DSP/Trg. dt. 19.06.2018 to 01.08.2018. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p>

			<p>Earlier CPIO -Sh. Amrao Singh DSP/Trg. dt. 30.05.2017 to 19.06.2018. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO ---Sh. Rajeev Kumar Ambasta DSP/Trg. dt. 28.02.2017 to 30.05.2017. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO ---Sh. Jaswinder Singh DSP/Trg. dt. 26.09.2016 to 28.02.2017. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO -Sh. Krishan Kumar/ DSP-Trg dt. 21.06.2016 to 26.09.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO -Sh. Deepak Yadav/ DSP-Trg dt. 01.04.2016 to 21.06.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO Sh. Suman Kumar/DSP-Trg dt. 01.10.2015 to 31.03.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p> <p>Earlier CPIO ---Sh. Ashwani Kumar/ DSP-Trg dt. 11.07.2014 to 30.09.2015 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO</p>
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			<p>Earlier FAA--- Sh. Manoj Kumar, FFA of Training & Rectt. SSP/HQ & Trg, Sector-09, Chd , Ph.no 01722760835 Mail. psphq@chd.nic.in (FAA) Dt. 06.09.2019 to 11.4.2023</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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.</p>
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			psphq@chd.nic.in (FFA) Earlier FAA---Smt. Urvija Goel, SP/Hqrs. FFA of Recruitment & Training Dt. 15.04.2015 to 01.10.2015 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 by the team of MGSIPA, Sector-26, Chandigarh.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Ms. Niyati Mittal, DANIPS, DSP-HQ, PHQ, Sector-9, Chandigarh.
		(a) Date of appointment (b) Name & Designation of the officers	Relates to PHQ, Sector-9, Chandigarh. 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--- Ms. Jaswinder Kaur, DSP-Trg dt. 19.11.2021 to till date. RTC, Sector-26, Chandigarh, Ph. No. 01722920939 Pdsptrg-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, IPS, SP/HQ & Trg. FAA of Training & Recruitment SP/HQ & Trg, PHQ, Sector-09, Chandigarh, Ph.No. 01722760835, E-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	www.chandigarhpolice.gov.in