

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-organization 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

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 of the Organization and its website	SP-cum CPIO PEB, PHQ Sec-9 Chandigarh. CPIO: Manoj Kumar , IPS, psphq-chd@nic.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	SP/PEB --- NGOs ----- 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 the stipulated period.
		(ii)	Power and duties of other employees	To dispose of RTI matters as well as appeals.
		(iii)	Rules/ orders under which powers and duty are derived and	Under PPR (Punjab Police Rules)
		(iv)	Exercised	Under PPR
		(v)	Work allocation	To dispose of RTI matters as well as Appeals...

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.	NA
		(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/DIG-W/SSP-W/SP/HQ & PEB
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Posting/Transfer
		(ii) Norms/ standards for functions/ service delivery	Posting/Transfer
		(iii) Process by which these services can be accessed	Posting/Transfer
		(iv) Time-limit for achieving the targets	NA
		(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.	<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	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	Record has been mentioned regarding RTI matters.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public	(i) Name of Boards, Council, Committee etc.	NA
		(ii) Composition	NA
		(iii) Dates from which constituted	NA
		(iv) Term/ Tenure	NA

	Authority [Section 4(1)(b)(viii)]	(v) Powers and functions	NA
		(vi) Whether their meetings are open to the public?	NA
		(vii) Whether the minutes of the meetings are open to the public?	NA
		(viii) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	CPIO : Manoj Kumar IPS
		(ii) Telephone , fax and email ID	01722760837, psphq-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	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.
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	Sh. Manoj Kumar , IPS, SP-cum CPIO, PEB, Sec-9, Chandigarh Sh Omvir Singh Bishnoi, IPS Deputy Inspector General of Police-cum-first Appellant Authority, Police Head Quarters sector-09,UT Chandigarh.
		(ii) Address, telephone numbers and email ID of each designated official.	PEB Branch Phq Sector-9, Chandigarh, Ph No 01722760837 psphq-chd@nic.in CPIO W/SP/HQ, Sector-9, Chandigarh, Ph. No 01722760835 Mail psphq-chd@nic.in (FFA)
1.11	No. Of employees against whom Disciplinary action has been proposed/	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL Nil

	taken (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 programmes	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.
		(ii) Efforts to encourage public authority to participate in these programmes	Guide for Information Seekers
		(iii) Training of CPIO/APIO	Guide for the Central Public Information Officers
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	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	NA
		(ii) Budget for each agency and plan & programmes	NA
		(iii) Proposed expenditures	NA
		(iv) Revised budget for each agency, if any	NA
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and	(i) Budget	Relates to Senior Officers of PHQ, Sector-9, Chandigarh

	domestic tours during 2019-20	(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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(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	NA
		(ii) Objective of the programme	NA
		(iii) Procedure to avail benefits	NA
		(iv) Duration of the programme/ scheme	NA
		(v) Physical and financial targets of the programme	NA
		(vi) Nature/ scale of subsidy /amount allotted	NA
		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA

2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Discretionary and non-discretionary grants are not done by RTI Branch.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Relates to Senior Officers of PHQ, Sector-9, Chandigarh.
2.5	Particulars of recipients of concessions, permits or 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 or authorizations are not granted by RTI Branch.
		(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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh.
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	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)]	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 websided for public comments.
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Public- private partnerships (PPP) works are not carried out by the PEB Branch.
		(ii) Detailed project reports (DPRs)	N/A
		(iii) Concession agreements.	N/A
		(iv) Operation and maintenance manuals	N/A
		(v) Other documents generated as part of the implementation of the PPP	N/A

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N/A
		(vii) Information relating to outputs and outcomes	N/A
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N/A
		(ix) All payment made under the PPP project	N/A
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.	N.A
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)	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	NA
		(ii) Printed format	NA

3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	As per RTI Act 2005 regulations of Fees and cost

4. E. Governance

S.N	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	(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.
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 drives etc.
		(ii) Name/ title of the document/record/ other information	N.A
		(iii) Location where available	PEB Branch, PHQ Sec-9, Chandigarh
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	CPIO SP PEB is the nodal officer for receiving applications online/off-line. Working hours- on all working days.
		(ii) Details of information made available	NA
		(iii) Working hours of the facility	24X7
		(iv) Contact person & contact details (Phone, fax email)	CPIO SP PEB Phone-01722760837 E-mail: psphq-chd@nic.in

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	SP PEB. PHQ Sec-9 is designated as Grievance Officer for the Unit of PEB Branch
		(ii) Details of applications received under RTI and information provided	Total 05 (0 Offline RTI & 05 Online RTI) applications received during the year 2020 and all were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	N/A
		(iv) List of schemes/ projects/ programme underway	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	N/A
		(vii) Frequently Asked Question (FAQs)	N/A
		(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 PEB 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 05 (Online RTI) applications received during the year 2020 and all were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	No any appeal received against RTI application during the year 2020.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	As and when any parliament question received in operation 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 (Fullymet/partiallymet/not met-Not applicable will be treated as fullymet/partially met)
5.1	Such other information as may be prescribed	Name & details of Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO& First Appellate Authority (FAAs) from 1.1.2015	Current CPIO—Manoj Kumar SP, dt. 10.04.2018 to till date., PEB/PHQ, Sector-9, Chandigarh, Ph. No. 01722760837 Email psphq-chd@nic.in Current FAA--- Sh Omvir Singh Bishnoi, IPS Deputy Inspector General of Police-cum-first Appellant Authority, Police Head Quarters sector-09,UT Chandigarh. Ph. 01722760831
		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
		iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	N.A
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Sh. Manoj Kumar , IPS ,
		(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	SSP/Chd, Sh Vineet Kumar, IPS

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		Yes
