

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 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 CENTRAL Sec - 17, 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	Sub Division Police Officer, Central Police Station Sector-17, Chandigarh
		(ii) Head of the organization	DIRECTOR GERNAL OF POLICE, UT
		(iii) Vision, Mission and Key objectives	24X7 hours security, safety & to maintain law& order in city.
		(iv) Function and duties	24X7 hours security, safety & to maintain law& order in city.
		(v) Organization Chart	DGP- DIGP- SSP-DSP – SHO's
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 supervise the working of the SHOs posted in the Police Stations Central Sub Division.
		(ii) Power and duties of other employees	To maintain law & order, Security and safety of the citizens as per the provision of Cr. P.C, IPC and other Local & Special Laws.
		(iii) Rules/ orders under which powers and duty are derived and	Cr.P.C., IPC, Local & Special Laws and Punjab Police Rules.
		(iv) Exercised	To maintain law & order, Security and safety of the citizens as per the provision of Cr. P.C, IPC and other Local & Special Laws.

		(v) Work allocation	The jurisdiction of Central Sub Division is divided in to four Police Station i.e. :- Police Station Sector-3 Police Station Sector-11 Police Station Sector-17 Police Station – Sarangpur
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	Director General of Police UT, Chandigarh
		(iii) Related provisions, acts, rules etc.	IPC, Cr.P.C., PPR, Local & Special Law and Punjab Police Rules etc.
		(iv) Time limit for taking a decisions, if any	As decided by the Competent Authority /Senior officers.
		(v) Channel of supervision and accountability	DGP- DIGP-SSP-DSP.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	CITIZEN CHARTER
		(ii) Norms/ standards for functions/ service delivery	CITIZEN CHARTER
		(iii) Process by which these services can be accessed	CITIZEN CHARTER

		(iv) Time-limit for achieving the targets	As decided by the Competent Authority/ Senior officers.
		(v) Process of redress of grievances	In case of any grievances, appropriate action is being taken to redress the grievances as soon as possible.
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	As per the order of District PEB, Police Establishment board Police Headquarters and 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	Office of SDPO Central and SHO of Police Station
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	(i) Name of Boards, Council, Committee etc.	Sub Divisional Police Officer, Central, UT, Chandigarh
		(ii) Composition	N.A
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	

	4(1)(b)(viii)]	(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	<ul style="list-style-type: none"> • DSP KRISHAN KUMAR, SDPO, CENTRAL • Inspector Sher Singh SHO/ PS-3, • Inspector Rajiv Kumar SHO /PS-11, • Inspector Ram Rattan SHO/PS-17, • Inspector Jasbir Singh SHO/PS-Sarangpur
		(ii) Telephone , fax and email ID	<ul style="list-style-type: none"> • 01722700395, psdpocent-chd@nic.in • 01722760008 pshops3-chd@nic.in • 01722760002 pshops11-chd@nic.in • 01722700453 pshops17-chd@nic.in • 01722680981 pshopsspur.chd@nic.in
1.9	Monthly Remuneration received by officers & employees	(i) List of employees with Gross monthly remuneration	N.A
		ii) System of compensation as provided in its regulations	N.A

	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)]	<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>CPIO:- Sh. Krishan Kumar, DSP-cum CPIO, Central, Sec -17, Chandigarh. CAPIO:- Inspector Dilbag Singh, Police Headquarters. 1st Appellate Authority :- Sh. Vineet Kumar, IPS, SSP/UT.</p> <p>SDPO Central, Police Station, Sec-17, Chandigarh, Ph. No. 01722700395. psdpocent-chd@nic.in</p> <p>Additional Deluxe Building Sector-9-D, Chandigarh CAPIO/PHQ/UT/PHQ, Sector- 9.Chd, Ph. No. .</p> <p>Additional Deluxe Building Sector-9-D, Chandigarh CAPIO/PHQ/UT/PHQ, Sector- 9.Chd, Ph. No. 01722760832. SSP/UT. Ssput-chd@nic.in (FFA)</p>
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	<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>N.A.</p> <p>N.A.</p> <p>N.A.</p>
1.12	Programmes to advance understanding of RTI	<p>(i) Educational programmers</p> <p>(ii) Efforts to encourage public authority to participate in these programmes</p>	<p>Nil</p> <p>Nil</p>

	(Section 26)	(iii) Training of CPIO/APIO	Nil
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes

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	N.A.
		(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	N.A.
		(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	N.A.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	N.A.
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	N.A
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> 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 	N.A.

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.	N.A.
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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	<p>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</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p>	N.A.
		<p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	N.A.

		Public- private partnerships (PPP)	N.A.
		(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)]	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	

3.3	Dissemination of information widely and in such form and manner which is	Use of the most effective means of communication (i) Internet (website)	<ul style="list-style-type: none"> • psdpocent-chd@nic.in • pshops3-chd@nic.in • pshops11-chd@nic.in • pshops17-chd@nic.in • pshopsspur.chd@nic.in
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	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 (ii) Printed format	Printed pamphlets were distributed among the Citizens Format attached as Annexure-1
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	Free of cost No

E. Governance

SN	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 dt 15.4.2013]	Last date of Annual updation	N.A
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	N.A
4.4	Particulars of facilities available to citizen for obtaining information	(i) Name & location of the faculty	CPIO Central, Police Station, sector-17. Working hours- on all working days. Phone-0172700395. E-mail : psdpocent-chd@nic.in
		(ii) Details of information made available	
		(iii) Working hours of the facility	

	[Section 4(1)(b)(xv)]	(iv) Contact person & contact details (Phone, fax email)	
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4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	DSP Central Sec-17 is designated as Grievance Redressal Officer to cover the receipt and processing of complaints from citizens and action taken on any issue raised by them to avail services more effectively.
		(ii) Details of applications received under RTI and information provided	Total 557 applications received during the year 2019 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	Annual Crime report for the year 2019 is Annexure as "B"
		(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	Consolidated Report of Chandigarh Police Uploaded on the website CIC Delhi.
		d) Performance against the benchmarks set in the Citizen's Charter	N/A

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 557 RTI applications received during the year 2019 and all were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	Total 25 RTI appeal received during the year 2019 and all were disposed off within stipulated period.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	N/A

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)

		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Yes, carried on 11.09.2020.by the team of MGSIPA, Sector-26, Chandigarh.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Rajiv Kumar Ambasta, DSP Hqrs. Additional Deluxe Building, Police Headquarters, Sector-9, 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- Krishan Kumar DSP- cum CPIO, Central, Sector-17, Chandigarh. Contact No:- 0172-2700395 Mail Id:- psdpocent-chd@nic.in 09.04.2018.
		(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-Vineet Kumar, IPS, SSP/UT. Additional Deluxe Building PHQ ,Sector -09, Chd, Ph. No. 01722760832. Mail. Ssput-chd@nic.in (FFA)

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	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