



CHANDIGARH POLICE

OFFICE OF DEPUTY SUPERINTENDENT OF POLICE, SUB DIVISION EAST, UT CHANDIGARH.

Subject: - A framework for transparency audit.

Sir,

Kindly refer to your letter no. D-250-275/CPIO/Hqrs./Nodal Officer/RTI dated 02.04.2024 and reminder No. D-425-449/CPIO/Hqrs./Nodal Officer/RTI dated 12.06.2024 on the subject cited above. In this regard, the requisite information is as under:-

1. Organization and Function

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	Sub-Division /East, Sector-26, of Chandigarh Police. <b>CPIO : Sh. Rajnish, SDPO/East.</b> <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a> , <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</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 & Crime Control
		(iv) Function and duties	Supervision of Police Stations.
		(v) Organization Chart	<b>SDPO /East-- SHOs--I/C PPs--NGOs-- HCs—Constables--HGVs.</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)	City is divided into Sub-divisions and Incharge of the Sub-division is an officer of the Deputy Superintendent of Police. Prevention, investigation and detection of crime as also maintenance of law & order are the important functions of police. The officer Incharge of Police Station has to prevent & detect crime and maintain law & order within his jurisdiction. The Police Stations are manned by officers of the rank of Sub-Inspectors, Assistant Sub-Inspectors. Head Constables and Constables both in Law and Order duties as well as investigation and the Incharge of the Police Station is an officer of the rank of Inspector or Sub-Inspector.

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	[Section 4(1)(b)(iv)]	(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 decided by the Competent Authority/Senior officers and as per law.
		(v) Process of redress of grievances	The General public grievances Redressed during 'Samvedna Camp', 'Know Your Case' and 'Redressal Campaign' organized from time to time.
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.	<b><u>As Per PPR</u></b>
		(ii) List of Rules, regulations, instructions manuals and records.	<b><u>As Per PPR</u></b>
		(iii) Acts/ Rules manuals etc.	<b><u>A per PPR and other relevant Acts.</u></b>
		(iv) Transfer policy and transfer orders	As per the order of District PEB, Police Establishment board, Police Headquarters and 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, circulars and standing orders issued from PHQ, Sector-9, UT, Chandigarh.
		(ii) Custodian of documents/categories	<b>MHCs/Record Keepers of Police Stations, Reader DSP/East.</b>
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.	SDPO/East, Sector-26 Chandigarh
		(ii) Composition	-
		(iii) Dates from which constituted	SDPO/East, Sector-26, Chandigarh was established in year 1990
		(iv) Term/ Tenure	Desired by Senior Officers
		(v) Powers and functions	Powers as per PPR and Cr.P.C.
		(vi) Whether their meetings are open to the public?	N.A
		(vii) Whether the minutes of the meetings are open to the public?	N.A

1.12	Programs to advance understanding of RTI (Section 26)	(i) Educational programs	<p>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.</p> <p><u>Guide For Information Seekers</u></p> <p><u>Guide For the Central Public Information Officers</u></p> <p><u>Guide For the Public Authorities</u></p>
		(ii) Efforts to encourage public authority to participate in these programs	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

## 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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(ii) Budget for each agency and plan & programmes	
		(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
		(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. <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul>	

2.6	CAG & PAC paras	CAG and PAC paras 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	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)]	<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> <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 &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>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/she may visit the office in working hours.</p> <p>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.</p> <p>The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders.</p> <p>The draft regulations are put on the Chandigarh Police website for public comments.</p>
		<p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>Public-private partnerships (PPP) related works are not carried out by the SDPO/East Staff.</p>

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	<b>RTI matter file</b>
		(iii) Location where available	SDPO/East, Sector-26, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO-cum-SDPO/East is the nodal officer for receiving applications online/off-line.
		(ii) Details of information made available	
		(iii) Working hours of the facility	Working hours- on all working days.
		(iv) Contact person & contact details (Phone, fax email)	Phone-0172-2750053 E-mail : <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a> , <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a>
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	SDPO/East and SHOs are designated as Grievance Officer for the Unit Of SDPO/East
		(ii) Details of applications received under RTI and information provided	Total <b>276</b> RTI applications received during the financial <b>year 2023-2024</b> and all have 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	As directed by senior officers

			FAAs details may be sought from the o/o FFA-cum-SSP/UT Chandigarh.
		(ii) Details of third party audit of voluntary disclosure. (a) Dates of audit carried out. (b) Report of the audit carried out.	Third party audit carried out by the team of MGSIPA, Sector-26, Chandigarh.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HOD.	NA
		(a) Date of appointment. (b) Name & Designation of the officers.	NA
		(iv) Consultancy committee of key stake holders for advice on suo- motu disclosure (a) Dates from which constituted. (b) Name & Designation of the officers.	<u>Current CPIO / FAA</u> CPIO : Sh. Rajnish, SDPO/East w.e.f 04.07.2024 Current FAA: Smt. Kanwardeep Kaur, IPS, SSP/UT. Additional Deluxe Building PHQ, Sector -09, Chandigarh. Ph. No. 01722760832. Mail id. <a href="mailto:ssput-chd@nic.in">ssput-chd@nic.in</a> (FAA)
		(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.	

#### 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 of the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant any means of communication	<a href="http://www.chandigarhpolice.nic.in">www.chandigarhpolice.nic.in</a>

CPIO/Hqrs.

Sub Divisional Police Officer,  
Sub Division East, Sector-26  
UT Chandigarh. 13/7/24