

A FRAMEWORK FOR TRANSPARENCY AUDIT

*Third Party audit by CPIO
FY-2020-21
(Report covering Period
ref. 01.01.20 to 31.03.2021)*

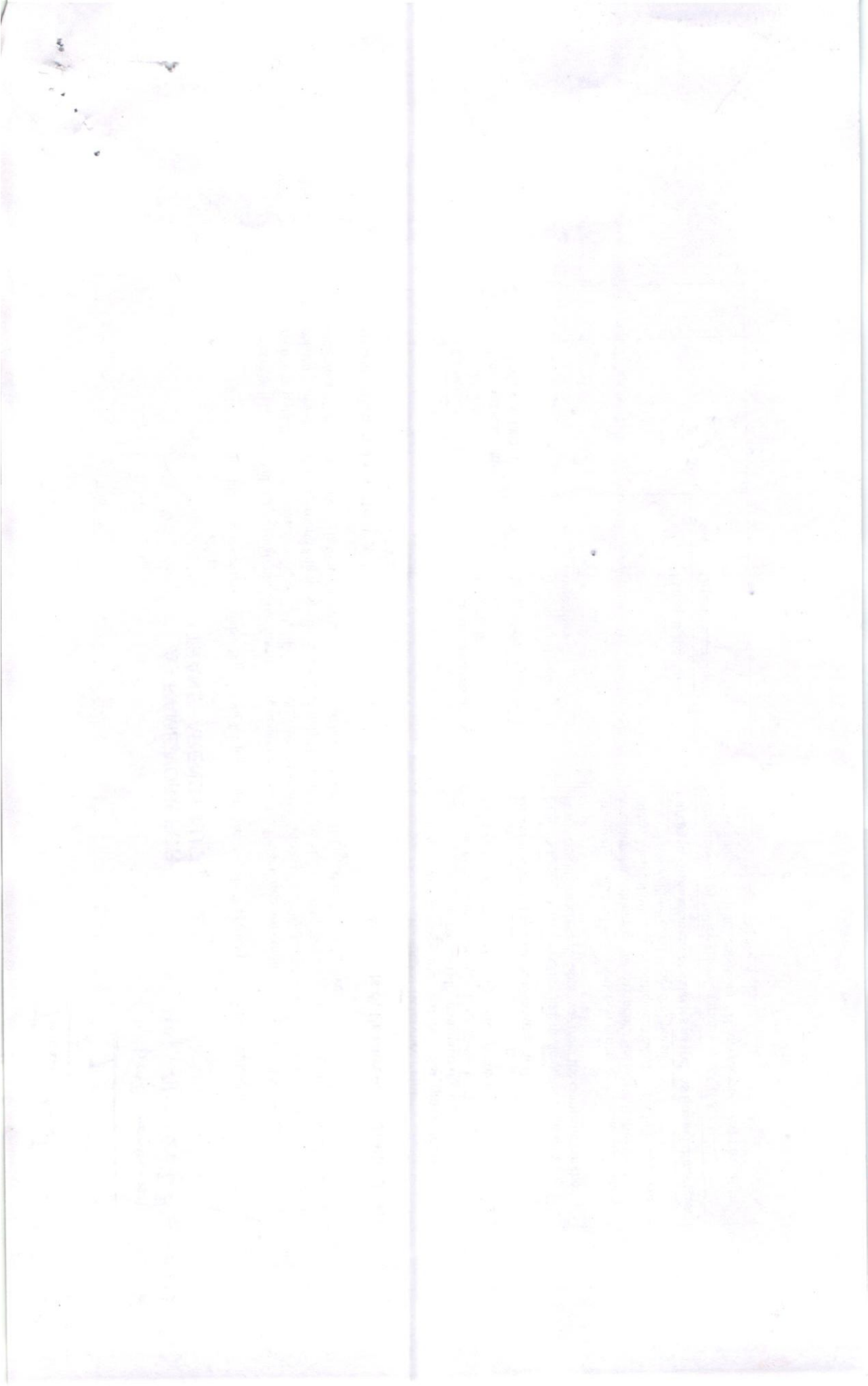
The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

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 programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

Accounts & Procurement Branch, PHQ

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 organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Accounts & Procurement Branch, PHQ, Sector-9, Chandigarh. Mr. Mohammad Ramzan, SO-Cum-CPIO (Accounts/Procurement).
		(ii) Head of the organization	Director General of Police, Chandigarh (UT)
		(iii) Vision, Mission and Key objectives	Procurement. After receiving indents/demand from units, Procurement branch seeks approval from the competent authority.
		(iv) Function and duties	Accounts. After releasing sanction orders by Procurement branch, Accounts branch makes the payment. Besides this disbursement of salary, Medical bills, Final settlement of GPF, TA bills and Pension cases through PFMS and E-Sevarth portal.
	(v) Organization Chart		Purchase, disbursement of salaries as well as financial matters. Superintendent of Police (Headquarters) ----AC(F&A)---- SO/Accounts—Suptd(Accts)/Suptd (Procurement)—Ministrial Staff--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 check, verify and approve the bills for purchase, salaries & Medical bills and further onward submission of the same to the Treasury/AGs.
		(ii) Power and duties of other employees	To prepare /make payments on account of salaries, Medical bills of the employees of Chandigarh Police Department and to process/clear the payment of bills for purchases.
		(iii) Rules/ orders under which powers and duty are derived and	Under PPR & GFR
		(iv) Exercised	
		(v) Work allocation	To prepare /make payments on account of salaries, Medical bills of the employees of Chandigarh Police Department and to process/clear the payment of bills for purchases and further its checking verifying and approve the bills for purchase, salaries & Medical bills and further onward submission of the same to the Treasury/AGs.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making identifying key decision making points	Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of Accounts & Procurement Branch
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	Punjab Civil Services Rules and GFR etc.
		(iv) Time limit for taking a decisions, if any	Depending upon the nature of the case or as per orders issued by the Chandigarh Administration from time to time.
		(v) Channel of supervision and accountability	W/DGP—W/DIG—W/SP/Headquarters-----AC(F & A)-----SO (Accounts & Procurement)—Supdt(Accts)/Supdt (Procurement).

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Financial and Accounts matters.
		(ii) Norms/ standards for functions/ service delivery	As per the provisions of GFR or Rules of Chandigarh Administration
		(iii) Process by which these services can be accessed	Government e-market portal or as per the provisions of GFR.
		(iv) Time-limit for achieving the targets	Depending upon the nature of the case or as per orders issued by the Chandigarh Administration from time to time.
		(v) Process of redress of grievances	As per Rules
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 orders issued by the Chandigarh Administration from time to time.
		(ii) List of Rules, regulations, instructions manuals and records.	As per orders issued by the Chandigarh Administration from time to time.
		(iii) Acts/ Rules manuals etc.	As per orders issued by the Chandigarh Administration from time to time.
		(iv) Transfer policy and transfer orders	By PEB Branch of Chandigarh Police as per 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	Supdt(Accounts)/Supdt (Procurement)/Ministrial Staff.

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.	NA
		(ii) Composition	NA
		(iii) Dates from which constituted	NA
		(iv) Term/ Tenure	NA
		(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	Sh. Anil Kamboj, AC(F&A)-Cum- FAA (Accounts & Procurement Branch), Sh. Mohammad Ramzan, SO-Cum-CPIO(Accounts & Procurement)
		(ii) Telephone, fax and email ID	01722760814 01722760846, dspps-chd@nic.in
		(i) List of employees with Gross monthly remuneration received by officers & employees	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions.
1.9	Monthly Remuneration received by officers & employees	ii) System of compensation as provided in its regulations	Compensation as per GOI and Punjab Government rules.

(Rs. In Thousands)

S.N.	Head	Budget Allotted Financial Year of 2020-21	Revised Estimate- 2020-21	Final Grant- 2020-21	Cumulative Exp. As on 31.03.2021
1.	Salaries	4572957	4475957	4425733	4425198
2.	Wages	16000	16000	15326	15323
3.	Reward	6900	6900	3716	3716
4.	Medical Treatment	39443	39443	28843	28843
5.	Domestic Travel	7100	4000	1115	1115
6.	Office Expenses	59000	49000	51481	51468
7.	Other Administrative Expenses	20000	20000	4743	4739
8.	Supplies & Material	22500	22500	12659	12593
9.	Arms & Ammunition	30000	30000	14822	14821
10.	Clothing & Tentage	90000	90000	75138	75136
11.	Advertising & Publicity	14000	14000	6193	6192
12.	Professional Services	9000	9000	21661	21661
13.	Grant-In- Aid(Road Safety)	25000	25000	25000	25000
14.	Secret Service	12500	12500	5000	5000
15.	Other Charges	140200	140200	12500	12500
16.	Other Charges	1000	1000	66918	66917
17.	Other Charges(Road Safety)	2500	2500	2500	0
18.	Motor Vehicle	50000	30000	30245	2499
19.	Machinery & Equipment	30000	20500	5728	30245
20.	Total	5160600	5021000	4816381	4814617

	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)]	(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.	Sh. Mohammad Ramzan, SO-Cum-CPIO (Accounts & Procurement) Sh. Anil Kamboj, AC(F&A)-Cum- FAA (Accounts & Procurement Branch). Sh. Mohammad Ramzan, SO-Cum-CPIO (Accounts & Procurement), 3 rd Floor, PHQ, Sector-9 Chandigarh, 0172 2760846 Sh. Anil Kamboj, AC(F&A)-Cum- FAA (Accounts & Procurement Branch), 3 rd Floor, PHQ, Sector-9 Chandigarh, 0172 2760814
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised 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/APPIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil Nil Nil 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 <u>Guide For Information Seekers</u> 2 <u>Guide For the Central Public Information Officers</u> 3 <u>Guide For the Public Authorities</u>
1.12	Programmes to advance understanding of RTI (Section 26)		

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	Rs 5.1 Cr (Copy attached)
		(ii) Budget for each agency and plan & programmes	Copy enclosed.
		(iii) Proposed expenditures	As on 31.08.2020 (Copy attached)
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	Rs 5.02 Cr (Copy attached)
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget (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	No Foreign/Domestic tours by Sh. Sanjay Baniwal, IPS, DGP, UT, Chandigarh for the period with effect from 01.01.2020 to 31.03.2021.

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>(a) After receiving indents from units, approval from HOD is sought for publishing Tender/E-Tender, thereafter tender notice is published in local newspaper through DPR.</p> <p>(b) After opening tender the bids are evaluated through Police Purchase Committee and submit its recommendations for purchase.</p> <p>(c) After having approval of the competent authority, the supply orders have been issued to L-1 as per recommendations of the Committee.</p>
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2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	Execution of subsidy programmes are not carried out by Accounts & Procurement Branch.
		(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	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(vii)	Eligibility criteria for grant of subsidy	Nil
		(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	
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 Accounts & Procurement Branch. 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 paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		Yes (Information provided separately as Appendix 'K' attached)

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 thereof of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	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	NA 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) (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	NA
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 (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.
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)	(i) Internet (Chandigarh Police Website)

	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	Nil Nil
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	Nil Nil

4. E. Governance

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)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	English/Hindi Language as per record available. English Language
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	The information/data is being uploaded on Chandigarh Police website by the RTI Branch on regular basis.
4.3	Information available	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information	Information in electronic form is available in computer system, pen drive, CD Drives etc.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(iii) Location where available (i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Accounts Branch, PHQ, Sector-9, Chandigarh. CPIO (Accounts & Procurement Branch) is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722760846

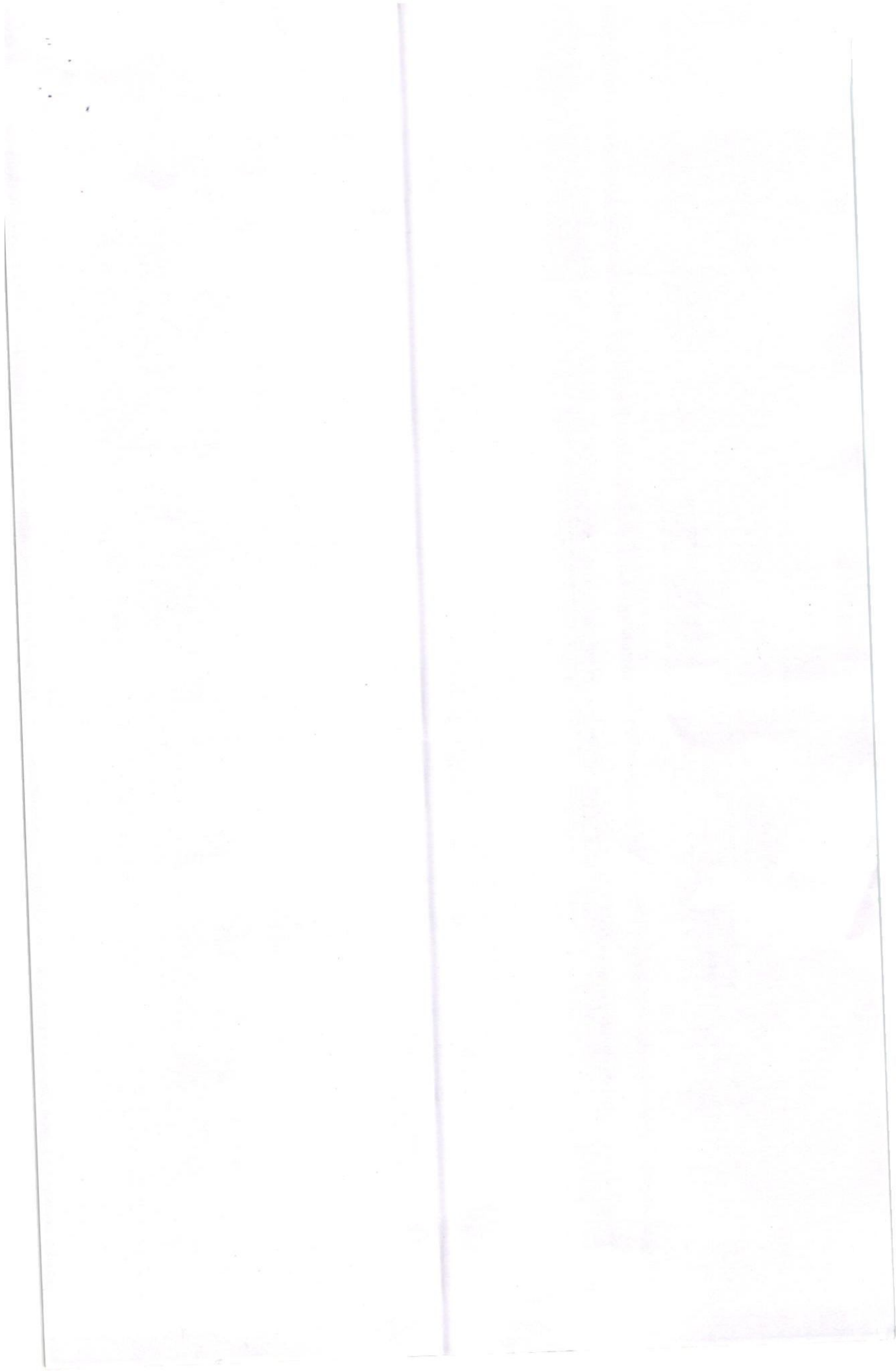
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<p>(i) Grievance redressal mechanism</p> <p>(ii) Details of applications received under RTI and information provided</p> <p>(iii) List of completed schemes/ projects/ Programmes</p> <p>(iv) List of schemes/ projects/ programme underway</p> <p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>(vi) Annual Report</p> <p>(vii) Frequently Asked Question (FAQs)</p> <p>(viii) Any other information such as a) Citizen's Charter c) Six monthly reports on the</p> <p>d) Performance against the benchmarks set in the Citizen's Charter</p>	<p>Assistant Controller (Finance & Accounts) and SO/Accounts</p> <p>Total 70 RTI applications received during the year 2020 and 20 RTI applications upto 31.03.2021. All these RTI applications were disposed off within the stipulated period.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>==</p> <p>N/A</p> <p>No Public Dealing</p> <p>Report Uploaded by the RTI Branch PHQ, Sector-9, Chd.</p> <p>NA</p>
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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 70 RTI applications received during the year 2020 and 20 RTI applications upto 31.03.2021. All these RTI applications were disposed off within the stipulated period.
		(ii) Details of appeals received and orders issued	14 Appeals against RTI applications during the year 2020 and 03 Appeals upto 31 Mar 2021 and all were disposed of within the stipulated period.
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 Accounts Branch 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 (Fully met/ partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F.No. 1/6/2011-IR dt.	(i) Name & details of (a) Current CPIOs & FAAs	<p>Current CPIO--- Sh. Mohammad Ramzan, SO-Cum-CPIO (Accounts & Procurement), 3rd Floor, PHQ, Sector-9, Chandigarh, 0172 2760846</p> <p>Current FAA--- Sh. Anil Kanhoji, AC (F&A)-Cum- FAA (Accounts & Procurement Branch), 3rd Floor, PHQ, Sector-9 Chandigarh, 0172 2760814</p> <p>Earlier CPIO ---Sh. Pardeep Kumar, SO-Cum-CPIO/Accounts.</p>

15.4.2013]	(b) Earlier CPIO & FAAs from 1.1.2015	<p>CPIO ---Sh. Jaspal Singh, SO-Cum-CPIO/Accounts.</p> <p>CPIO ---Sh. Ravinder Kumar, SO-Cum-CPIO/Accounts.</p> <p>CPIO ---Sh. Jagdeep Singh, SO-Cum-CPIO/Accounts.</p> <p>CPIO - Mrs. Seema Thakur, SO-Cum-CPIO/Accounts & Procurement Branch)</p> <p>Earlier FAA--- Sh. RG Dogra, Dy Dir (Admn.)-Cum-FAA (Establishment & Accounts)</p> <p>Sh. Khanges Bhandari, AC (F&A)-Cum-FAA (Establishment & Accounts)</p> <p>Sh. Sudhir Parashar, AC (F&A)-Cum-FAA (Establishment & Accounts)</p> <p>Sh. Vrinder Singh Thakur, DC (F & A) -Cum-FAA (Accounts & Procurement Branch)</p> <p>Yes audit has been carried out</p>
	(ii) Details of third party audit of voluntary disclosure	
	(a) Dates of audit carried out (b) Report of the audit carried out	
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional Hold	<p>Sh. Rajeev Kumar Ambasta, DSP-Cum-CPIO/Headquarters, Nodal Officer (RTI), Police Headquarters, Sector-9, Chandigarh (UT)</p>



	<p>(a) Date of appointment</p> <p>(b) Name & Designation of the officers</p> <p>(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(V) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>a. Dates from which constituted</p> <p>b. Name & Designation of the Officers</p>	<p>Relates to PHQ, Sector-9, Chandigarh.</p> <p>Relates to PHQ, Sector-9, Chandigarh.</p> <p>Current CPIO--- Sh. Mohammad Ramzan, SO-Cum-CPIO(Accounts & Procurement), 3rd Floor, PHQ, Sector-9 Chandigarh, 0172 2760846</p> <p>Current PIOs.</p> <ol style="list-style-type: none"> 1. Supdt/Procurement. Sh. ML Kalra 2. P-4. Sh Gurvinder Singh, Jr. Asst. 3. P-5. Sh Rakesh Kumar, Jr. Asst. 4. P-8. Sh Surender Kumar, Jr. Asst. 5. Supdt Accounts/A-2. Mrs Ramesh Khurana. 6. A-1/A-5. Sh Suraj Parkash, Sr. Asst. 7. A-3. Sh Tarlochan Singh, Jr. Asst. 8. A-4. Sh Satish Kumar, Sr. Asst. 9. A-7. Mrs Sudesh Rao, Jr Asst.
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