

# 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 guidelines for record management, so that the information could be easily stored and retained , the sub-sections b, c and d of sector 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

Sr. No.	Items	Details of disclosure	Particulars
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization.	Accounts & Procurement Branch, 3 <sup>rd</sup> floor, PHQ, Sector-9, Chandigarh.  Sh. Rajnish, DSP/Hqrs-cum-CPIO (Accounts & Procurement Branch)
		(ii) Head of the organization.	<b>Director General of Police, Chandigarh (UT).</b>
		(iii) Vision, Mission and Key objectives.	<b><u>Procurement:</u></b> After receiving indents/demand from units, procurement branch seeks approval from the competent authority.  <b><u>Accounts:</u></b> After releasing sanction orders by Procurement branch Accounts branch makes the payment. Besides this disbursal of Salary, Medical bills, Final settlement of GPF, TA bills and Pension cases through PFMS and E-Sevarth portal.
		(iv) Function and duties.	<b>Purchase, disbursement of salaries as well as financial matters.</b>
		(v) Organization Chart.	Director General of Police--- Inspector General of Police--- Superintendent of Police(Headquarters) --- AC(F&A) --- SO/Accounts--- Supdt(Acctts)/Supdt(Proc.) ---Ministerial Staff---HCs---Constables.
1.2	Power and duties of its officers and employees [Section4(1)(b)(ii)]	(i) Power and duties of officers (administrative, financial and judicial)	To check, verify and approve the bills for purchase, salary & medical and for further onward submission of the same to the Treasury/AGs.

		(ii) Power and duties of other employees.	To check, verify and 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.	Under Punjab CSR & 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, salary & medical and for further onward submission of the same to the Treasury/AGs.
1.3	Procedure followed in decision making process [Section4(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 of Accounts and 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---IGP---SP/Headquarters---AC(F&A)---SO(Accounts & Proc.)---Supdt.(Accounts/Procurement)
1.4	Norms for discharge of functions [Section4(1)(b)(iv)]	(i) Nature of functions/services offered.	Finance 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/local market (as per provisions of the 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 [Section4(1)(b)(v)]	(i)	Title and nature of the record/manual/instruction.	As per orders issued by Chandigarh Administration from time to time.
		(ii)	List of Rules, regulations, instructions manuals and records.	As per orders issued by Chandigarh Administration from time to time.
		(iii)	Acts/Rules manuals etc.	As per orders issued by Chandigarh Administration from time to time.
		(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 [Section4(1)(b)(vi)]	(i)	Categories of documents.	All the reports, circulars and standing orders issued from PHQ, Sector-9, U.T., Chandigarh.
		(ii)	Custodian of documents/categories.	Supdt. (Accounts)/Supdt. (Procurement)/Ministerial Staff.
1.7	Boards, councils, Committees and other Bodies constituted as part of the Public Authority [Section4(1)(b)(viii)]	(i)	Name of the Boards, Councils, Committee, etc.	N.A
		(ii)	Compositions.	N.A
		(iii)	Dates from which constituted.	N.A
		(iv)	Term/Tenure.	N.A
		(v)	Powers and functions.	N.A
		(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
		(viii)	Place where the minutes if open to the public are available?	N.A
1.8	Director of officers and employees [Section4(1)(b)(ix)]	(i)	Name and designation.	Sh. Manoj Kumar Meena, IPS (SSP/Hqrs-cum-FAA(Accounts & Procurement Branch)  Sh. Rajnish, DSP/Hqrs-cum-CPIO (Accounts & Procurement Branch).
		(ii)	Telephone, fax and email ID	Telephone: 0172-2760809, email: <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> Telephone: 0172-2760815, email: <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section4(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. [Section4(1)(b)(xvi)]	(i)	Name and designation of the public information officer (PIO), Assistant Public Information(s) & Appellate Authority.	Sh. Rajnish, DSP/Hqrs-cum-CPIO (Accounts & Procurement Branch).  Sh. Manoj Kumar Meena, IPS (SSP/Hqrs-cum-FAA(Accounts & Procurement Branch))
		(ii)	Address, telephone numbers and email ID of each designated official.	Police Headquarters Sector-9, Chandigarh. Telephone: 0172-2760809, email: <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> Telephone: 0172-2760815, email: <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a>
1.11	No. of employees against whom disciplinary action has been propsed/taken [Section4(2)]	(i)	No. of employees against whom disciplinary action has been proposed/taken.  Pending for Minor penalty or major penalty proceedings.	Nil.  Nil.
		(ii)	Finalised 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.  1. <a href="http://www.mati.gov.in/compendium_instructions/guidelines-information-seeker.pdf">http://www.mati.gov.in/compendium_instructions/guidelines-information-seeker.pdf</a> 2. <a href="http://nromoef.gov.in/Guide%20For%20the%20Central%20Public%20Information%20Officers.pdf">http://nromoef.gov.in/Guide%20For%20the%20Central%20Public%20Information%20Officers.pdf</a> 3. <a href="http://nromoef.gov.in/Guide%20For%20the%20Public%20Authorities.pdf">http://nromoef.gov.in/Guide%20For%20the%20Public%20Authorities.pdf</a>
		(ii)	Efforts to encourage public authority to participate in these programmes.	
		(iii)	Training of CPIO/APIO	
		(iv)	Update & publish guidelines on RTI by the Public Authorities concerned.	

## 1. Budget and Programme

Sr. No.	Item	Details of disclosures	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursement made etc. [Section 4(1)(b)(xi)]	(i) Total budget for the public authority.	The budget falls under the preview of the Police Headquarters Chandigarh Police.
		(ii) Budget for each agency and plan & programme.	
		(iii) Proposed expenditures.	
		(iv) Revised budget for each agency, if any.	A-1(Budget) Branch
		(v) Report on disbursements made and place where the related reports are available.	
2.2	Foreign and domestic tours during 2021-22.	(i) Budget.	Rs. 71,00,000/-
		(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.	The domestic tours are undertaken by the officers as and when required for the official work.
		a). Places visited.	
		b). The period of visit.	
		c). The number of members in the official delegation.	
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	d). Expenditure on the visit.	(a) After receiving intendants from units, approval from HOD is sought for publishing Tender/E-Tender, thereafter tender notice is published in local newspaper through DPR. (b) After opening of tender, the bids are evaluated through police purchase committee and its recommendation for purchase is submitted. (c) After having approval of the competent authority, the supply orders have been issued to L-1 as per recommendations of the committee. (d) The rate/rates and the total amount of such procurement varies depending upon the type of work and volume of work to be procured.
		(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.	Execution of subsidy programmes is not carried out by accounts and procurement branch.
		(i) Name of the programme of activity	
		(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.	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/ other institutions.	Nil.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities.	
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 Accounts & Procurement branch.
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria. b) Procedure for getting the concession/ grant and/or permits of authorization. c) Name and address of the recipients given concession. d) Date of award of concessions/ permits of authorizations.	
2.6	CAG & PAC	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Audit Paras are received and replied by concerned authority.

### 3. Publicity Band Public Interface

Sr. No.	Item	Details of disclosures	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation	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.	N.A.
		(ii) Arrangements for consultation with or	The regulations/guidelines etc. are prepared based on the discussions

	of policy or implementation there of [Section 4(1)(b)(vii)]	<p>representation by</p> <p>a). Members of the public in policy formulation/ policy implantation.</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>	involved with the stakeholders. The draft regulations are put on the Chandigarh Police website for public comments.
		<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>	N.A.
		<p>(vii) Information relating to outputs and outcomes.</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p>	
		(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> <p>(ii) Outline the Public consultation process.</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	<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.</p> <p>Draft regulations/guidelines are kept on website for public comments. The final approved regulations/guidelines are also put up on website for wide publicity.</p>
3.3	Dissemination of information widely and in	Use of the most effective means of communication	(i) Internet (Chandigarh Police Website) <a href="http://chandigarhpolice.gov.in/">http://chandigarhpolice.gov.in/</a>

	such form and manner which is easily accessible to the public [Section 4(3)]	(i) Internet (website)	
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.
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.

#### 4. E.Governance

Sr. No.	Item	Details of disclosures	Particulars
4.1	Language in which information manual/handbook available	(i) English (ii) Vernacular/Local language	English 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. (ii) Name/ title of the document/record/ other information. (iii) Location where available	Information in electronic form is available in computer system, pendrive, CD Drives, etc. Accounts Branch, PHQ, Sector-9, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (phone, fax, email)	CPIO (Accounts & Procurement) is the nodal officer for receiving applications online/off-line. Working Hours: 9.30A.M. to 5.30P.M. on all working days. Sh. Rajnish, DSP/Hqrs-cum-CPIO (Accounts & Procurement Branch) Telephone: 0172-2760809, email: <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a> Sh. Manoj Kumar Meena, IPS (SSP/Hqrs-cum-FAA(Accounts & Procurement Branch) Telephone: 0172-2760815, email: <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a>

4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i) Grievance redressal mechanism	Sh. Manoj Kumar Meena, IPS (SSP/Hqrs-cum-FAA(Accounts & Procurement Branch)) Telephone: 0172-2760815, email: <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a>
		(ii) Details of applications received under RTI and information provided.	Total 117 RTI applications received during the year 2021-2022 (upto to 31.03.2022) and all were disposed of within stipulated time period.
		(iii) List of completed schemes/projects/programmes	N.A.
		(iv) List of schemes/projects/ programme underway	
		(v) Details of all contract entered into including name of the contractor, amount of contract and period of completion of contract.	
		(vi) Annual Report	
		(vii) Frequently Asked Questions (FAQs)	
		(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, Chandigarh.
		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 117 RTI applications received during the year 2021-2022 (upto to 31.03.2022) and all were disposed of within stipulated time period.
		(ii) Details of appeals received and orders issued.	15 appeals received against the RTI applications and disposed off during the year 2021-22 (upto to 31.03.2022).
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 Accounts Branch, the reply of the same has been sent on priority basis.

## 5. Information as may be prescribed

Sr. No.	Item	Details of disclosures	Particulars
5.1	Such other information as may be prescribed	(i) Name & details of a). Current CPIOs & First Appellate Authority (FAAs). Earlier CPIO & First Appellate Authority	<b>Current CPIO:</b> Sh. Rajnish, DSP/Hqrs-cum-CPIO (Accounts & Procurement Branch) Telephone: 0172-2760815, email: <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a>

		(FAAs) from 01.01.2015.	<p><b><u>Current FAA:</u></b>  Sh. Manoj Kumar Meena, IPS  (SSP/Hqrs-cum-FAA(Accounts &amp; Procurement Branch))  Telephone: 0172-2760809, email: <a href="mailto:psphq@chd.nic.in">psphq@chd.nic.in</a></p> <p><b><u>Earlier CPIOs:</u></b>  Sh. Pardeep Kumar  Sh. Jaspal Singh  Sh. Ravinder Kumar  Sh. Jagdeep Singh</p> <p><b><u>Earlier FAAs:</u></b>  Sh. RG Dogra  Sh. Khagesh Bhandari  Sh. Sudhir Parashar  Sh. Vrinder Thakur</p>
		(ii) Details of third party audit of voluntary disclosure. a). Dates of audit carried out. b). Report of the audit carried out.	Audit carried out by MGSIPA, Sector-26, Chandigarh.

		(iii) Appointment of Nodal Officers not below the rank of Joint Director/Addl. Director.  a). Date of appointment.  b). Name and designation of the officers.	Sh. Rajnish DSP/Hqrs-cum-CPIO/Headquarters Nodal Officer(RTI), Police Headquarters, Sector-9, Chandigarh (UT).  Relates to PHQ, Sector-9, Chandigarh.  Relates to PHQ, Sector-9, Chandigarh.
		(iv) Consultancy committee of key stake holders for advice on suo-moto disclosure.	<p><b><u>Current CPIO</u></b>  Sh. Rajnish, DSP/Hqrs-cum-CPIO (Accounts &amp; Procurement Branch)  Telephone: 0172-2760815, email: <a href="mailto:dsphq-chd@nic.in">dsphq-chd@nic.in</a></p>

		a). Dates from which constituted. b). Name and designation of the officers.	<b>Current PIOs</b> <b>Supdt./Procurement</b> 1. M.L. Kalra (Supdt.) (Now- Bahadur Singh) 2. P-4 – Sh. Gurwinder Singh, Jr. Asstt. 3. P-5 – Sh. Rakesh Kumar, Jr. Asstt. 4. P-5Q- Sh. Om Parkash, Jr. Asstt. 5. P-8 – Mrs. Manju Bala, Sr. Asstt. 6. Misc. Store- Sh. Om Parkash, Jr. Asstt. <b>Supdt./Accounts</b> 1. Ramesh Khurana (Supdt.) 2. A-1/A-9- Sh. Suraj Parkash, Sr. Asstt. 3. A-2- Sh. Surinder Kumar, Jr. Asstt. 4. A-3- Sh. Tarlochan Singh, Sr. Asstt. 5. A-4- Sh. Deepak Gahlawat, Clerk 6. A-5(Medical)- ASI/LR Hari Om No. 2927/CP 7. A-6 & RTI Matters- HC/PR Ravinder Kumar 501/CP 8. A-7- Smt. Sudesh Saini Sr. Asstt. 9. A-10- Sh. Kuldeep, Jr. Asstt. 10. A-11- Sh. Satish Kumar, Sr. Asstt.
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI. a). Dates from which constituted. b). Name and designation of the officers.	

**6. Information Disclosed on own initiative**

Sr. No.	Item	Details of disclosures	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.	chandigarhpolice.gov.in