

## 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-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.

### Organization and Function - Women Police Station & Anti Human Trafficking Unit, Sector-17, Chandigarh.

Sr. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, functions and duties [Section4(1)(b)(i)]	(i) Name and address of the Organization	Women Police Station & AHTU, Sector-17 of Chandigarh Police. CPIO/Women and Child Support Unit: DSP Jaswinder Kaur,CPS Email-pdspwcsu-chd@chd.gov.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	Matrimonial disputes in Women Police Station and missing children cases in AHTU are dealt.
		(v) Organization Chart	DSP/W&CSU Inspector/SHO-WPS & Inspector/Incharge-AHTU NGOs 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 provide the RTI Information to the applicant with in stipulated period. 24X7 hours security and safety of General Public.
		(ii) Power and duties of other employees	Provide counseling to the estrange couples in WPS and trace missing children in AHTU.
		(iii) Rules/ orders under which powers and duty are derived and	Under Punjab Police Rules

		(iv) Exercised	
		(v) Work allocation	<ol style="list-style-type: none"> <li>1. Efforts made to resolve the matrimonial disputes.</li> <li>2. Efforts made to trace the missing children, re-unite the recovered children.</li> <li>3. Provide self defence training to the women/girls in schools, college, institutes etc.</li> <li>4. Awareness camps organized to aware the general public about Human Trafficking, Child Labour etc.</li> </ol>
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 of WPS and AHTU.
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	IPC, CrPC, PPR and Police Work etc.
		(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	<pre> graph TD     W/DGP --&gt; W/IGP     W/IGP --&gt; W/SP/W&amp;CSU     W/SP/W&amp;CSU --&gt; DSP/W&amp;CSU     DSP/W&amp;CSU --&gt; Inspector_SHO_WPS[Inspector/SHO-WPS]     DSP/W&amp;CSU --&gt; Inspector_Incharge_AHTU[Inspector/Incharge-AHTU] </pre>
1.4	Norms for discharge of functions	(i) Nature of functions/ services offered	As per CITIZEN CHARTER available on website of Chandigarh Police i.e. <a href="http://chandigarhpolice.gov.in">http://chandigarhpolice.gov.in</a>

	[Section 4(1)(b)(iv)]	(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	Other services/work done which cannot be standardized or time frame as per directions of Senior Officers.
		(v) Process of redress of grievances	The General public grievances Redressed during counseling of parties in complaint, 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.	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	By Police Establishment Branch of Chandigarh Police.
1.6		(i) Categories of documents	All the reports, Standing/Circular orders issued from Police Head Quarter, Sector-9, Chandigarh.
	Categories of documents held by the authority under its control [Section4(1)(b) (vi)]	(ii) Custodian of documents/ categories	MHCs/Record Keepers of Women Police Station & Anti Human trafficking Unit.

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.	Women Police Station & Anti Human trafficking Unit were constituted on 29.08.2015 and 28.03.2011, respectively.
		(ii) Composition	Powers as per PPR and Cr.P.C.
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(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	Jaswinder Kaur, DSP/Women & Child Support Unit
		(ii) Telephone, fax and email ID	Office Contact No. 0172-2922163 Email- pdspwcsu-chd@chd.gov.in
1.9	Monthly Remuneration received by officers & employees	(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 provided in its regulations	as Compensation as per rules of Government of India & Punjab Government rules.

	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	Jaswinder Kaur , DSP/ Women & Child Support Unit Ms. K.M Priyanka, IPS, W/SP/Women & Child Support Unit & First Appellant Authority of Women & Child Support Unit
		(ii) Address, telephone numbers and email ID of each designated official.	Women & Child Support Unit, Sector-17, Chandigarh, Telephone No. 0172-2922163 E-Mail : pdspwcsu-chd@chd.gov.in SP/W&CSU, Chandigarh Police Headquarters, Sector-0, Chandigarh Ph. No.0172-2924257 E-Mail : spops_chd@nic.in
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	Nil
		(i) Pending for Minor penalty or major penalty proceedings	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.  <a href="#">Guide For Information Seekers</a> <a href="#">Guide For the Central Public Information Officers</a> <a href="#">Guide For the Public Authorities</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
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**Budget and Programme**

<b>Sr. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
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 (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	Budget of all the units of Chandigarh Police made by the SO/Accounts/Purchase Branch under the supervisions of Senior Officers of PHQ.
2.2	Foreign and domestic tours during 2019-20	(i) Budget  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. Places visited The period of visit The number of members in the official delegation Expenditure on the visit	Relates to Senior Officers of PHQ, Sector-9, Chandigarh

		Information related to procurements Notice/tender enquires, and corrigenda if any thereon, Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, 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 (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)	Executions of subsidy programmes are not carried out by WPS and AHTU Sector-17, Chandigarh.
2.4	Discretionary and non- discretionary grants.	(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	Discretionary and non- discretionary grants are not done by WPS and AHTU. Relates to Senior Officers of PHQ, Sector- 9, Chandigarh.
2.5	Particulars of Recipients of concessions,	(i) Concessions, permits or authorizations granted by public authority	Particulars of recipients of concessions, permits of authorizations are not granted

	permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	For each concessions, permit or authorization granted Eligibility criteria Procedure for getting the concession/grant and/or permits of authorizations Name and address of the recipients given concessions/ permits or authorisations Date of award of concessions/permits of authorizations	by WPS and AHTU. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
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.	No CAG and PAC paras laid on the table of both houses of the parliament.

**Publicity Band Public interface**

<b>Sr. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
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 stake holders. The draft regulations are put on the Chandigarh Police website for public comments.

	[F No 1/6/2011-IR dt. 15.04.2013]	Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation Day & time allotted for visitors 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 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	Public-Private Partnerships (PPP) related works are not carried out by the WPS and AHTU.
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	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

		(iii) Outline the arrangement for consultation before formulation of policy	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 easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	chandigarhpolice.gov.in
3.4	Form of accessibility of information manual/handbook [Section4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	N.A.
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	N.A.

#### E. Governance

Sr. No.	Item	Details of disclosure	Particulars
4.1	Language in which Information	(i) English	English Language

	Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(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	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 at website of Chandigarh Police i.e. <a href="http://chandigarhpolice.gov.in">http://chandigarhpolice.gov.in</a>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO/Women & Child Support Unit is the Nodal Officer for receiving applications online/off-line. Working Hours- On all working days. Phone-0172-2922163. E-mail : <a href="mailto:pdspwcsu-chd@chd.gov.in">pdspwcsu-chd@chd.gov.in</a>
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	DSP W&CSU and In-charge WPS & AHTU are designated as Grievance Officers for their Units.
		(ii) Details of applications received under RTI and information provided	During the Financial Year, 2024-25 (w.e.f. 01.04.2024 to 31.03.2025), total 669 RTI applications received and 662 were disposed off within stipulated period.
		(iii) List of completed schemes/projects/Programmes	Awareness programmes in public places, are conducted by AHTU.

		(iv) List of schemes/projects/programme underway	Programmes on Women & Child safety are conducted time to time.
		(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	Attached as Annexure-“A” Annual Work Report of Women Police Station. Attached as Annexure-“B” Annual Work report of Anti Human Trafficking Unit”.
		(vii) Frequently Asked Question(FAQs)	N.A
		Any other information such as Citizen’s Charter	Public Dealing
		c) Six monthly reports on the	Report Uploaded by the RTI Branch PHQ, Sector-9, Chd.
		d) Performance against the bench marks set in the Citizen’s Charter	NA
4.6	Receipt & Disposal of RTI applications & appeals	Details of applications received and disposed	During the Financial Year, 2024-25 (w.e.f. 01.04.2024 to 31.03.2025), total 669 RTI applications received and 662 were disposed off within stipulated period
		Details of appeals received and orders issued	During the Financial Year, 2024-25 (w.e.f. 01.04.2024 to 31.03.2025), total 23 appeals received against RTI applications and in 11 appeals, orders have been received during this 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 WPS and AHTU, the reply of the same has been sent on priority basis.

**Information as may be prescribed**

Sr. No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed	Name & details of Current CPIOs & FAAs	<p><b><u>Current CPIO</u></b>  <b><u>(w.e.f. Dt.4.7.2024 to till date)</u></b></p> <p>DSP Jaswinder kaur, CPS,  Women &amp; Child Support Unit  Home Guard Building, Sec-17,  Chandigarh.  Ph. No.01722922163  E-Mail: pdspwcsu-chd@nic.in</p> <p><b><u>Current FAA</u></b>  <b><u>(w.e.f. Dt.28.12.2024 to till date)</u></b></p> <p>Ms. K.M Priyanka, IPS, SP/ Women &amp; Child Support Unit,  Police Headquarters, Sector-9,  Chandigarh., Ph.No.01722924257</p>
		<p>Details of third party audit of voluntary disclosure</p> <p>Dates of audit carried out  Report of the audit carried out</p>	<p>Yes, audit has been carried out.</p>
		Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HOD	<p>DSP Jaswinder kaur, CPS,  Women &amp; Child Support Unit  Home Guard Building, Sec-17,  Chandigarh.  Ph. No.01722922163  E-Mail: pdspwcsu-chd@nic.in</p>

		Date of appointment	04.07.2024
		Name & Designation of the officers	DSP Jaswinder kaur, CPS,
		Consultancy committee of key stake holders for advice on suo-motu disclosure.	
		Dates from which constituted Name & Designation of the officers	04.07.2024 DSP Jaswinder kaur, CPS,
		Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	
		Dates from which constituted Name & Designation of the Officers	

**Information Disclosed on own Initiative**

<b>Sr. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
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.	<a href="http://chandigarhpolice.gov.in">http://chandigarhpolice.gov.in</a>