

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 ADMN(O/o SSP/UT). PHQ Sec - 9, 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	Chandigarh Police DSP/ADMN-cum-CPIO , PHQ Sec-09, Chandigarh www.chandigarhpolice.nic.in
		(ii) Head of the organization	Director General Of Police, U.T, Chandigarh
		(iii) Vision, Mission and Key objectives	To provide satisfactory information to the applicant under RTI Act 2005.
		(iv) Function and duties	To dispose of RTI matters as well as Appeals within stipulated time period.
		(v) Organization Chart	DSP, I/C of HAC & CRU branches

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)	Supervision of HAC & CRU branches and provide satisfactory information under RTI Act 2005 and to maintain the record.
		(ii) Power and duties of other employees	Supervision of HAC & CRU branches and provide satisfactory information under RTI Act 2005 and to maintain the record.
		(iii) Rules/ orders under which powers and duty are derived and	As per provision under RTI Act 2005. To dispose of RTI matter.
		(iv) Exercised	
		(v) Work allocation	To dispose of all RTI matters as well as Appeals relates with CPIO/ADMN (O/o SSP/UT) and to maintain record.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Process of decision for the disposal of RTI is made by CPIO concerned.
		(ii) Final decision making authority	FAA :- W/SSP/U.T./Chandigarh .
		(iii) Related provisions, acts, rules etc.	As per RTI Act 2005
		(iv) Time limit for taking a decisions, if any	As per provision under RTI Act 2005, time limit for the disposal of RTI is 30 days.
		(v) Channel of supervision and accountability	(1) CPIO (2) First Appellate Authority (FAA)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	To dispose of RTI matters as well as Appeals within stipulated time period.
		(ii) Norms/ standards for functions/ service delivery	The branch is working under the provision of RTI Act.
		(iii) Process by which these services can be accessed	As per RTI Act 2005.
		(iv) Time-limit for achieving the targets	RTI application disposed-off within 30 days.
		(v) Process of redress of grievances	<u>Not</u> Applicable.

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.	Manual and Online.
		(ii) List of Rules, regulations, instructions manuals and records.	As prescribed under the provision of RTI Act.
		(iii) Acts/ Rules manuals etc.	As prescribed under the provision of RTI Act.
		(iv) Transfer policy and transfer orders	As per CVC guidelines.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Manual as well as in the shape of electronic forms i.e. Pen Drive etc.
		(ii) Custodian of documents/categories	Manual as well as in the shape of electronic forms i.e. Pen drive etc.
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.	Police Department.
		(ii) Composition	CPIO/ADMN (O/o SSP/UT)
		(iii) Dates from which constituted	Year 2005.
		(iv) Term/ Tenure	<u>Not</u> Applicable.
		(v) Powers and functions	To furnish RTI matters & Appeals.
		(vi) Whether their meetings are open to the public?	<u>Not</u> Applicable.
		(vii) Whether the minutes of the meetings are open to the public?	<u>Not</u> Applicable.

		(viii) Place where the minutes if open to the public are available?	<u>Not</u> Applicable.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Ms. Sita Devi, CPS, DSP- cum-CPIO/ADMN, Police Headquarters, Sector-9.
		(ii) Telephone , fax and email ID	0172-2760818 dsp-admin@chd.gov.in
1.9	Monthly Remuneration received by officers &employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<u>As</u> 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	<u>Compensation</u> as per GOI and Central Government rules.

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	CPIO/ADMN (O/o SSP/UT), Sector- 9.Chd, Ph. No. 01722760817. Ms. Sita Devi , CPS, DSP-cum-, CPIO/ADMN (O/o SSP/UT) Sec -9, Chd. FAA – Ms. Kanwardeep Kaur, IPS, SSP/ UT/Chd. Ph. No. 01722760832
		(ii) Address, telephone numbers and email ID of each designated official.	Mail. pssput-chd@nic.in (FFA) Room no. 104, 1 st floor, Phq Sec-9, Chandigarh, Ph. No. 01722760817 dsp-admin@chd.gov.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) Finalized for Minor penalty or major penalty proceedings	Nil.
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmers	(i). Officers/Officials attend time to time training programmes to get more knowledge about RTI and its implementation as and when opportunity comes. (ii) . Sincere efforts are being made time to time.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	(iii). CPIO/APIO attend training programmes as and when organized.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	(iv). <u>Not</u> Applicable.

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	Budget of all the units of Chandigarh Police made by the SO/Accounts/Purchase Branch under the supervisions of Senior officers of PHQ.
		(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 (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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh.
		(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	Not Applicable.

		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	<u>Not</u> Applicable.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<u>Not</u> Applicable.	
		(ii) Objective of the programme	<u>Not</u> Applicable.	
		(iii) Procedure to avail benefits	<u>Not</u> Applicable.	
		(iv) Duration of the programme/ scheme	<u>Not</u> Applicable.	
		(v) Physical and financial targets of the programme	<u>Not</u> Applicable.	
		(vi) Nature/ scale of subsidy /amount allotted	<u>Not</u> Applicable.	
		(vii) Eligibility criteria for grant of subsidy	<u>Not</u> Applicable.	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	<u>Not</u> Applicable.	
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	<u>Not</u> Applicable.	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	<u>Not</u> Applicable.	
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	<u>Not</u> Applicable.	
		(ii) For each concessions, permit or authorization granted	a) Eligibility criteria	<u>Not</u> Applicable.
			b) Procedure for getting the concession/ grant and/ or permits of authorizations	<u>Not</u> Applicable.
			c) Name and address of the recipients given concessions/ permits or authorisations	<u>Not</u> Applicable.
		d) Date of award of concessions /permits of authorizations	<u>Not</u> Applicable.	

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.	Not Applicable.
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3. Publicity and 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> <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>	<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 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>

		Public- private partnerships (PPP)	<u>Not</u> Applicable.
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	<u>Not</u> Applicable.
		(iii) Concession agreements.	<u>Not</u> Applicable.
		(iv) Operation and maintenance manuals	<u>Not</u> Applicable.
		(v) Other documents generated as part of the implementation of the PPP	<u>Not</u> Applicable.
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	<u>Not</u> Applicable.
		(vii) Information relating to outputs and outcomes	<u>Not</u> Applicable.
		(viii) The process of the selection of the private sector party (concessionaire etc.)	<u>Not</u> Applicable.
		(ix) All payment made under the PPP project	<u>Not</u> Applicable.
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	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) www.chandigarhpolice.gov.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	<u>Not</u> Applicable.
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	Information supplied as proscribed under RTI Act besides this free of cost provided to the applicant who belongs below poverty line (BPL). As fee prescribed under RTI Act 2005.

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	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	Updation are being made time to time.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	www.chandigarhpolice.gov.in
		(ii) Name/ title of the document/record/ other information	The complaints of General public which closed/filed after enquiry.
		(iii) Location where available	Record Room, Phq Sec – 9, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO/ADMN (O/o SSP/UT) receiving applications online/off-line. Working hours- on all working days. Phone- 01722760817. E-mail : dsp-admin@chd.gov.in
		(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	<u>Not</u> Applicable.
		(ii) Details of applications received under RTI and information provided.	Total 913 (742 Offline RTI & 375 Online RTI) applications received during the FY 2023-2024 (16 July to 31 March 2025). Note:- This office is established from 16 July 2024.
		(iii) List of completed schemes/ projects/ Programmes	<u>Not</u> Applicable.
		(iv) List of schemes/ projects/ programme underway	<u>Not</u> Applicable.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<u>Not</u> Applicable.
		(vi) Annual Report	<u>Not</u> Applicable.
		(vii) Frequently Asked Question (FAQs)	<u>Not</u> Applicable.
		(viii) Any other information such as a) Citizen's Charter	<u>Not</u> Applicable.
		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	<u>Not</u> Applicable.		

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 1117 (742 Offline RTI & 375 Online RTI) applications received during the FY 2024 to 2025 ((16 July 2024 to 31 March 2025). Total 790 RTI applications have been disposed of within stipulated time period.
		(ii) Details of appeals received and orders issued	Total 71 appeal received during the FY 2024 to 2025 (16 July 2024 to 31 March 2025) and All of these appeals have been disposed of within stipulated time period.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	The information sought in questionably shape is not applicable in RTI.

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. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs	<p>Ms. Sita Devi , CPS, DSP-cum-, CPIO/ADMN (O/o SSP/UT) Sec -9, Chd. Ph. No. 01722760817.</p> <p>FAA – Ms. Kanwardeep Kaur, IPS, SSP/ UT/Chd. Ph. No. 01722760832 Mail. pssput-chd@nic.in (FFA)</p> <p>Room no. 104, 1st floor, Phq Sec-9, Chandigarh, Ph. No. 01722760817 dsp-admin@chd.gov.in</p>
		(b) Earlier CPIO & FAAs from 1.1.2015	<p>Ms. Sita Devi , CPS, DSP-cum-, CPIO/ADMN (O/o SSP/UT) Sec -9, Chd. Ph. No. 01722760817.</p> <p>FAA – Ms. Kanwardeep Kaur, IPS, SSP/ UT/Chd. Ph. No. 01722760832 Mail. pssput-chd@nic.in (FFA)</p> <p>Room no. 104, 1st floor, Phq Sec-9, Chandigarh, Ph. No. 01722760817 dsp-admin@chd.gov.in <i>Note:- This office is established from 16 July 2024.</i></p>

		(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 Mahatma Gandhi State Institutional of Public Administration Institutional Area, Sector-26, Chandigarh.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Current CPIO--- Ms. Sita Devi , CPS, DSP-cum-, CPIO/ADMN (O/o SSP/UT) Sec -9, Chd. Ph. No. 01722760817.
		(a) Date of appointment (b) Name & Designation of the officers	-----July 2024. Current CPIO--- Ms. Sita Devi , CPS, DSP-cum-, CPIO/ADMN (O/o SSP/UT) Sec -9, Chd. Ph. No. 01722760817.
		(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Ms. Sita Devi , CPS, DSP-cum-, CPIO/ADMN (O/o SSP/UT) Sec -9, Chd. Ph. No. 01722760817.
		(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	FAA – Ms. Kanwardeep Kaur, IPS, SSP/ UT/Chd. Ph. No. 01722760832 Mail. pssput-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)
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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 by any means of communication.	www.chandigarhpolice.nic.in
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