

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

1. Organization and Function

Security Wing, UT Chandigarh.

Sr. 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 [Section4(1)(b)(i)]	(i) Name and address of the Organization and its websites	Security Wing, Chandigarh Police. CPIO : Jasbir Singh, DSP/Security (HQ) dspsec-phq-chd@nic.in
		(ii) Head of the organization	W/DGP/UT
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of VIPs/ VVIPs/ Protected Persons
		(iv) Function and duties	To provide security cover to residential PP and visiting PP.
		(v) Organization Chart	DSP/Sec(HQ) & DSP/Sec(Ops) -- Inspector -- 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)	Administrative
		(ii) Power and duties of other employees	To provide security cover to various protected persons.
		(iii) Rules/ orders under which powers and duty are derived and	Under PPR
		(iv) Exercised	
		(v) Work allocation	Providing security cover to residential PP and visiting PPs/Dignitaries.

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 Security Wing.
		(ii)	Final decision making authority	W/DGP/UT/Chandigarh
		(iii)	Related provisions, acts, rules etc.	IPC, CrPC, PPR, Local & Special Law 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	W/DGP—W/DIG—W/SSP-Security—DSP-Sec (HQ) & DSP-Sec (Ops)—Inspectors Security Wing.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)	Nature of functions/ services offered	CITIZEN CHARTER
		(ii)	Norms/ standards for functions/ service delivery	CITIZEN CHARTER
		(iii)	Process by which these services can be accessed	CITIZEN CHARTER
		(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 Know Your Case and Redressal Campaign organized from time to time.
1.5	Rules, regulation, 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 PEB Branch of Chandigarh Police 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	All the reports, circular and standing orders issued by the PHQ, Sector-9, UT, Chandigarh.
		(ii)	Custodian of documents / categories	Inspector Special Security/MHC Security Wing

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.	Security Wing, Chandigarh Police
		(ii) Composition	Powers as per PPR and Cr.PC.
		(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 [Section4(1)(b) (ix)]	(i) Name and designation	Sh. Jasbir Singh, DSP-Security (HQ) Sh. Gurmukh Singh, DSP-Security (Ops)
		(ii) Telephone, fax and e-mail Id	0172-2925629, dspsec-phq-chd@nic.in Fax-0172-2741197
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	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 [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information(s) & Appellate Authority	CPIO- Sh. Jasbir Singh, DSP-Security (HQ) First Appellate Authority Ms. Manisha Choudhary, IPS, SSP-Security & Traffic.
		(ii) Address, telephone numbers and email ID of each designated official.	<u>CPIO</u> Security & Traffic Lines, Sector-29 B, Chandigarh Tele No. 0172-2925629 e-mail: dspsec-phq-chd@gmail.in <u>Appellate Authority</u> SSP Security & Traffic, PHQ, Sector-9 D, Chandigarh. Tele No. 0172-2760834 e-mail: psspst@chd.nic.in (FAA)

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
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalized for Minor penalty or major penalty proceedings	Nil
		(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. Guide For Information Seekers 2. Guide For the Central Public Information Officers 3. Guide For the Public Authorities
		(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			

2. Budget and Programme:-

Sr. 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 & 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 (F. No. 1/8/2012- IR dt. 11.9.2012)	(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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(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.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Execution of subsidy programmes is not carried out Security Wing
		(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	-NA-
		(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	-NA-
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> 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 authorizations d) Date of award of concessions/ permits of authorizations 	
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.	-NA-

3. **Publicity Band Public interface**

Sr. 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 [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 stakeholders. The draft regulations are put on the Chandigarh Police website for public comments.
		(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	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)	Public- private partnerships (PPP) related works are not carried out by the Security Wing
		(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 authorization 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			

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.
		(iii) Outline the arrangement for consultation before formulation of policy	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)	www.chandigarhpolice.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	-NA-
		(ii) Printed format	-NA-
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	-NA-
		(ii) At a reasonable cost of the medium	

4. E. Governance

Sr. 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	(i) English	English Language
		(ii) Vernacular/ Local Language	English/Hindi Language as per record available.
4.2	When the information Manual/Hand book was 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	-NA-
		(ii) Name/ title of the document/record/ other information	-NA-
		(iii) Location where available	-NA-
4.4	Particulars of facilities available to citizen for obtaining information [Section4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO Security Wing Office hours on all working days. Phone-01722925629 E-mail : dspsec-phq-chd@nic.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	DSP-Security(HQ) & DSP-Security (Ops) and Inspectors Security Wing are designated as Grievance Officer for the Unit of Security Wing.
		(ii) Details of applications received under RTI and information provided	Total 22 RTI applications received during the FY 2021-22 and all were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	-NA-

		(iv) List of schemes/ projects/programme underway	-NA-
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	-NA-
		(vi) Annual Report	-NA-
		(vii) Frequently Asked Question(FAQs)	-NA-
		(viii) Any other information such as a) Citizen's Charter	-NA-
		c) Six monthly reports loaded on the website or not	Report Uploaded by the RTI Branch PHQ, Sector-9, Chd.
		d) Performance against the benchmarks set in the Citizen's Charter	-NA-
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Total 22 RTI applications received during the FY 2021-22 and all were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	04 appeals received against RTI application during the FY 2021-22.
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 Security Wing the reply of the same has been sent on priority basis.

			<p>Earlier FAA--- Sh. Ravi Kuma, IPS, SP/Security & Traffic 20.01.2017 to 30.7.2017 FFA of Security Wing, PHQ, Sector-09, Chd , Ph. No 01722760834.</p> <p>Earlier FAA--- Sh. Eish Singhal, IPS, SP/Security & Traffic 08.05.2016 to 19.01.2017 FFA of Security Wing, PHQ, Sector-09, Chd , Ph. No 01722760834.</p> <p>Earlier FAA--- Sh. Maneesh Chaudhary, IPS, SSP/Security & Traffic 08.05.2012 to 07.5.2016 FFA of Security Wing, PHQ, Sector-09, Chd , Ph. No 01722760834.</p>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Audit has been carried out.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HOD	Sh. Rajnish, DSP(HQ)-cum-(Nodal Officer)
		(a) Date of appointment (b) Name & Designation of the officers	27.09.2021 Sh. Rajnish DSP/HQ(Nodal Officer)
		(iv) Consultancy committee of key stake holders for advice on suo-moto disclosure (a) Dates from which constituted (b) Name & Designation of the officers	<u>Current CPIO</u> Sh. Jasbir Singh DSP/Security(HQ) DOJ: 22.11.2019
		(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	<u>Current FAA</u> Ms. Manisha Choudhary, IPS, SSP/Security & Traffic 01.12.2020 to till date FFA of Security Wing, PHQ, Sector-09, Chandigarh, Ph. No 01722760834.

6. Information Disclosed on own Initiative

Sr. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/ partially met)
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.	Fully met