



**OFFICE OF THE DEPUTY SUPERINTENDENT OF POLICE,  
SOUTH WEST DIVISION, SECTOR-36, UT, CHANDIGARH**

No.R-1435/SDPO/SW dated Chandigarh the,

**Subject:- Proactive disclosure package audited by third party by central public information officers (CPIOs) under section 4 of Right to Information Act 2005 for the FY 2024-25.**

Kindly refer to letter no 3/19-IH(12)/Pers.&Trg.-2025/9945 dated 22.07.2025 & 3/19-IH(12)/Pers.&Trg.-2025/4005 dated 25.03.2025 & E-office No. P-2035881 dated 26.03.2025 & P-2217319 dated 22.07.2025 and D-131-57/CPIO/Hqrs/Nodal officer/RTI dated 08.04.2025 & No. D-281-306/CPIO/Hqrs/Nodal officer/RTI dated 22.06.2025, on the subject cited above.

**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**

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	(i) Name and address of the Organization	CPIO-cum-SDPO, South-West, Sub Division, Sector-39, Chandigarh.  CPIO: Anurag Daru, IPS

	[Section 4(1)(b)(i)]		DSP/South-West, Sub Division. readersdposw.chd@gmail.com
		(ii) Head of the organization	<b>W/DGP/UT</b>
		(iii) Vision, Mission and Key objectives	24 X 7 hours security and safety of General Public.
		(iv) Function and duties	Crime control strategies, tips to promote community policing and general administration of the police station are to be adopted in the true sense of letter and spirit in order to be proactive and result oriented.
		(v) Organization Chart	<b>DSP/South-West--- Inspector's--- NGOs---- HCs----Constables.</b>
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	Crime control strategies, tips to promote community policing and general administration of the police station are to be adopted in the true sense of letter and spirit in order to be proactive and result oriented.
		(iii) Rules/ orders under which powers and duty are derived and	<b>Under PPR</b>
		(iv) Exercised	
		(v) Work allocation	1. Safety and security of General Public. 2. tips to promote community policing 3. Deployment to deal with any emergency. 4. Prevention and detention of Crime.
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 South-West Sub Division.
		(ii) Final decision making authority	<b>W/DGP/UT/Chandigarh</b>
		(iii) Related provisions, acts, rules etc.	<b>BNS, BNSS, PPR, BSA police Work etc.</b>
		(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	<b>W/DGP-W/DIG-W/SSP/UT-W/SP/City- SDPO/South-west - Inspector /SHOS.</b>
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	<b>Other services /work done which cannot be standardized or time frame as per directions of Senior Officers.</b>
		(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, 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.	<b>As per PPR</b>
		(iii) Acts/ Rules manuals etc.	<b>As per PPR</b>
		(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 from PHQ, Sector-9, UT, Chandigarh.
		(ii) Custodian of documents/categories	Kept with MHC/Record Keeper of Police Stations of South-West, Sub Division
1.7	Boards, Councils, Committees and other Bodies constituted as part of	(i) Name of Boards, Council, Committee etc.	CPIO-cum-SDPO, South-West, Sub Division, Sector-39, Chandigarh
		(ii) Composition	..... Powers as per PPR and CrPC.

	the Public Authority [Section 4(1)(b)(viii)]	(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?	Powers as per PPR and CrPC.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	<b>Sh. Anural Daru, IPS, SDPO/South-West, South Division</b> 0172-2993538, readersdposw.chd@gmail.com
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 ii) System of compensation as provided in its regulations	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions. <b>Compensation as per GOI and Punjab Government rules.</b>

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.	<b>Sh Anural Daru, IPS, SDPO-cum- CPIO/South-West South-West Division 0/0 SDPO South-West sector-39, Chandigarh, Ph. No. 0172-2993538, readersdposw.chd@gmail.com CPIO</b> Ms Kanwardeep Kaur, IPS, W/SSP/UT-cum-FAA. O/o W/SSP/UT, PHQ Sector-09, Chd, Ph.no 0172-2760807. Mail. Readerssput-chd@nic.in (FFA)
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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	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.  Guide For Information Seekers Guide For the Central Public Information Officers 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

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)]	<ul style="list-style-type: none"> <li>(i) Total Budget for the public authority</li> <li>(ii) Budget for each agency and plan &amp; programmers</li> <li>(iii) Proposed expenditures</li> <li>(iv) Revised budget for each agency, if any</li> <li>(v) Report on disbursements made and place where the related reports are available</li> </ul>	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 (F. No. 1/8/2012- IR dt. 11.9.2012)	<ul style="list-style-type: none"> <li>(i) Budget</li> <li>(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. <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul> </li> <li>(iii) Information related to procurements <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded – in any such combination of the above-and</li> </ul> </li> </ul>	Relates to Senior Officers of PHQ, Sector-9, Chandigarh

		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 are not carried out in South-West Sub Division UT, Chandigarh
		(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 [F. No. 1/6/2011-IR dt. 15.04.2013]	(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	NA
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 SDPO/South-West, Sub Division
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> <li>a) Eligibility criteria</li> <li>b) Procedure for getting the concession/ grant and/ or permits of authorizations</li> <li>c) Name and address of the recipients given concessions/ permits or authorisations</li> <li>d) Date of award of concessions /permits of authorizations</li> </ul>	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 pares 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.
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### 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 there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	<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 &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>	<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 may visit the office in working hours.</p> <p>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.</p> <p>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.</p>

		<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 authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	
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 such form and manner which is	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<p>Internet (website) i.e. Chandigarhpolice.gov.in</p>

	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	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 (ii) At a reasonable cost of the medium	NA

#### 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 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 in computer system, pen drive, CD Drives etc.
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	CPIO-cum-SDPO/South-West, Sector-39, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>CPIO-cum-SDPO/South-West, sector-39, Chandigarh is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone:-0172-2993538, readersdposw.chd@gmail.com</b>
		(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	SDPO/South-West and SHO's of South-West, Sub Division are designated as Grievance Officer for the Unit of South-West, Sub Division
		(ii) Details of applications received under RTI and information provided	Total 259 RTI applications received during the year 2024-25 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	Attached as Annexure 'A'
		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as a) Citizen's Charter	NA

		c) Six monthly reports on the	Report Uploaded by the RTI Branch PHQ, sector-09, Chd.
		d) Performance against the benchmarks set in the Citizen's Charter	NA

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR 15.04.2013]	(i) Details of applications received and disposed	Total 259 RTI applications received during the year 2024-25, all were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	Total 32 appeal/orders received against RTI application during the year 2024-25, all were disposed off within 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 SDPO/South office 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)
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		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out (b) Report of the audit carried out</p>	Third party audit has been carried out by MGSIPA Sector 26 Chandigarh.
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p>	Relates to PHQ, Sector-9, Chandigarh
		<p>(a) Date of appointment (b) Name &amp; Designation of the officers</p>	<b>Relates to PHQ, Sector-9, Chandigarh</b>
		<p>(IV) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name &amp; Designation of the officers</p>	<p>Name of Current CPIO Sh Anural Daru IPS, SDPO/South-West dt. 20.09.2024 to till date. CPIO-cum-SDPO/South-West, Sector-39, Chandigarh, Ph. No.0172-2993538 <b>readersdposw.chd@gmail.com</b></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 b. Name &amp; Designation of the Officers</p>	<p>Current FAA---Ms Kanwardeep Kaur, IPS SSP/UT/Chandigarh cum-FAA. SSP/UT, PHQ, Sector-09, Chd, Ph.no 0172-2760832. Mail:- Readerssput-chd@nic.in(FFA</p>

## 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)
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.	Chandigarhpolice.gov.in

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