



**CHANDIGARH POLICE**

**OFFICE OF DEPUTY SUPERINTENDENT OF POLICE, SUB DIVISION EAST, UT CHANDIGARH.**

**Subject: - A framework for transparency audit.**

Sir,

Kindly refer to your letter no. D-250-74/CPIO/Hqrs./Nodal Officer/RTI dated 17.04.2023 on the subject cited above. In this regard, the requisite information is as under:-

**1. Organization and Function**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
1.1	Particulars of its organization, functions and duties [Section4(1)(b)(i)]	(i) Name and address of the Organization	Sub-Division /East, Sector-26, of Chandigarh Police. <b>CPIO : Ms. Palak Goel, DSP/East.</b> <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a> , <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a>
		(ii) Head of the organization	<b>W/DGP/UT</b>
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public & Crime Control
		(iv) Function and duties	Supervision of Police Stations.
		(v) Organization Chart	<b>DSP/East--- SHOs--I/C PPs--NGOs-- HCs—Constables--HGVs.</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)	City is divided into Sub-divisions and Incharge of the Sub-division is an officer of the Deputy Superintendent of Police. Prevention, investigation and detection of crime as also maintenance of law & order are the important functions of police. The officer Incharge of Police Station has to prevent & detect crime and maintain law & order within his jurisdiction. The Police Stations are manned by officers of the rank of Sub-Inspectors, Assistant Sub-Inspectors. Head Constables and Constables both in Law and Order duties as well as investigation and the Incharge of the Police Station is an officer of the rank of Inspector or Sub-Inspector.

		(ii) Power and duties of other employees	<ol style="list-style-type: none"> <li>1. Registration of FIR/DDR.</li> <li>2. Investigation of the cases, arrest of the accused, recovery of stolen property, challaning of the cases and prosecution.</li> <li>3. Recording report regarding missing persons and children and tracing them.</li> <li>4. Verification of servants/chowkidars and tenants and registration of security agencies,</li> <li>5. Safety and security of General Public.</li> <li>6. Deployment to deal with any emergency.</li> <li>7. Prevention and detention of Crime.</li> <li>8. Collection of Intelligence.</li> </ol>
		(iii) Rules/ orders under which powers and duty are derived and	As per the provision of Cr. P.C, IPC and other Local & Special Laws.
		(iv) Exercised	
		(v) Work allocation	For the effective implementation of law and order, the jurisdiction of East Sub-Division is divided in to three Police Stations i.e. :- Police Station Sector-19 Police Station Sector-26 Police Station Sector-IA
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	All Police officers exercise the powers and duties as prescribed for them under law. The channels of supervision are such that SHO, or officer In-charge of Police Station is responsible for ensuring effective policing and redressed of grievance in his area of jurisdiction. He is supervised by an officer of the rank of Dy. Supdt. of Police and then Superintendent of Police of a city. The Senior Superintendent of Police is supervisory in-charge of a City/UT, whereas the Director General of Police exercises overall supervision and control in the City. This channel also is one through which orders are given and grievances redressed.
		(ii) Final decision making authority	<b>W/DGP/UT/Chandigarh</b>
		(iii) Related provisions, acts, rules etc.	<b><u>IPC, Cr.P.C, PPR, Local &amp; Special Law and Police Practical Work &amp; Evidence Act etc.</u></b>
		(iv) Time limit for taking a decisions, if any	<ul style="list-style-type: none"> <li>• For complaint disposal—90 days</li> <li>• RTI application disposed -- within 30 days</li> <li>• Other references/ enquiries --as decided by the Competent Authority /Senior officers.</li> </ul>
		(v) Channel of supervision and accountability	<b>W/DGP—W/DIG—W/SSP/UT— DSP/East—SHOs--IOs</b>
1.4	Norms for discharge of functions	(i) Nature of functions/services offered	<a href="#"><u>CITIZEN CHARTER</u></a>

	[Section 4(1)(b)(iv)]	(ii) Norms/ standards for functions/service delivery	<a href="#">CITIZEN CHARTER</a>
		(iii) Process by which these services can be accessed	<a href="#">CITIZEN CHARTER</a>
		(iv) Time-limit for achieving the targets	As decided by the Competent Authority/ Senior officers and as per law.
		(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.	<a href="#">As Per PPR</a>
		(ii) List of Rules, regulations, instructions manuals and records.	<a href="#">As Per PPR</a>
		(iii) Acts/ Rules manuals etc.	<a href="#">A per PPR and other relevant Acts.</a>
		(iv) Transfer policy and transfer orders	As per the order of District PEB, Police Establishment board, Police Headquarters and 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, circulars and standing orders issued from PHQ, Sector-9, UT, Chandigarh.
		(ii) Custodian of documents/categories	<b>MHCs/Record Keepers of Police Stations, Reader DSP/East.</b>
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.	SDPO/East, Sector-26 Chandigarh
		(ii) Composition	-
		(iii) Dates from which constituted	SDPO/East, Sector-26, Chandigarh was established in year 1990
		(iv) Term/ Tenure	Desired by Senior Officers
		(v) Powers and functions	Powers as per PPR and Cr.P.C.
		(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?	Electric & Print Media
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Ms. Palak Goel, SDPO/East <ul style="list-style-type: none"> <li>Inspector Juldhan Singh SHO/ PS-19,</li> <li>Inspector Davinder Singh SHO /PS-26,</li> <li>Inspector Jaspal Singh SHO/PS-Ind. Area,</li> </ul>
		(ii) Telephone , fax and email ID	<ul style="list-style-type: none"> <li>0172-2750053, <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></li> <li>0172-2924873, <a href="mailto:pshops19-chd@nic.in">pshops19-chd@nic.in</a></li> <li>0172-2924805, <a href="mailto:pshops26-chd@nic.in">pshops26-chd@nic.in</a></li> <li>0172-2679013, <a href="mailto:pshopsia-chd@nic.in">pshopsia-chd@nic.in</a></li> </ul>
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	<ol style="list-style-type: none"> <li>CPIO:- Ms. Palak Goel, DSP/East CPIO Sector-26, Chandigarh</li> <li>CAPIO:- Inspector Kulbir Kaur, Police Headquarters.</li> <li>1st Appellate Authority :- Ms. Kanwardeep Kaur, IPS, SSP/UT</li> </ol>
		(ii) Address, telephone numbers and email ID of each designated official.	<ol style="list-style-type: none"> <li>CPIO/East, Sec-26, Chandigarh <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, Ph. No. 0172-2750053</li> <li>Additional Deluxe Building Sector-9-D, Chandigarh CAPIO/PHQ/UT/PHQ, Sector- 9.Chd, Telephone. No. 01722760832.</li> <li>SSP/UT, Additional Deluxe Building Sector-9-D, Chandigarh E-Mail id- <a href="mailto:Ssput-chd@nic.in">Ssput-chd@nic.in</a> (FFA) Telephone. No. 01722760832.</li> </ol>
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  (i) Pending for Minor penalty or major penalty proceedings	Nil

		(ii) Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programs to advance understanding of RTI (Section 26)	(i) Educational programs	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 programs	
		(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	Particulars
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	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(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	(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	

		<ul style="list-style-type: none"> <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> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul> </li> </ul>	
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	N.A
		(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)	
<b>2.4</b>	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/o the institutions	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
<b>2.5</b>	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/East.
		(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 authorizations</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	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	N.A
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### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
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  (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 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.  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. 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.
		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 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	Public-private partnerships (PPP) related works are not carried out by the SDPO/East Staff.

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 put up on website for wide publicity.
		(iii) Outline the arrangement for consultation before formulation of policy	
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 [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	NA

#### 4. E-Governance

S. No.	Item	Details of disclosure	Particulars
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 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	Information in electronic form is available in computer system, pen drive, CD Drives etc.
		(ii) Name/ title of the document/record/ other information	<b>RTI matter file</b>
		(iii) Location where available	SDPO/East, Sector-26, Chandigarh.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	CPIO-cum-SDPO/East is the nodal officer for receiving applications online/off-line.
		(ii) Details of information made available	
		(iii) Working hours of the facility	Working hours- on all working days.
		(iv) Contact person & contact details (Phone, fax email)	Phone-0172-2750053 E-mail : <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a> , <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a>
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	SDPO/East and SHOs are designated as Grievance Officer for the Unit Of SDPO/East
		(ii) Details of applications received under RTI and information provided	Total <b>328</b> RTI applications received during the financial <b>year 2022-2023</b> and all have disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	N/A
		(iv) List of schemes/ projects/ programme underway	N/A
		(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	N/A
		(vii) Frequently Asked Question(FAQs)	N/A
		(viii) Any other information such as a) Citizen's Charter	As directed by senior officers

		c) Six monthly reports on the	Report Uploaded by the RTI Branch PHQ, Sector-9, Chandigarh
		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 <b>303</b> RTI applications received during the financial <b>year 2022-2023</b> and all have disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	Total <b>25</b> RTI appeals received during the financial <b>year 2022-2023</b> and all have been disposed off.
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 the office of SDPO/East, the reply of the same is sent on priority basis.

### 5. Information as may be prescribed

S.No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed	<p>(i) Name &amp; details of</p> <p>(a) Current CPIOs &amp; FAAs</p> <p>(b) Earlier CPIO &amp; FAAs from 1.1.2015</p>	<p>Current CPIO---Ms. Palak Goel, DSP/East dt. 07.05.2022 to till date. SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Current FAA---Ms. Kanwardeep Kaur, IPS SSP/UT FFA of SDPO/East. SSP/UT PHQ, Sector-09, Chd , Ph. No 0172-2760832. Mail. <a href="mailto:ssput-chd@nic.in">ssput-chd@nic.in</a> (FFA)</p> <p>Earlier CPIO ---Sh. Parvinder Singh IPS dt. 01.01.2015 to 15.04.2015 SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO -Dr Guriqbal Singh Sidhu IPS dt. 15.04.2015 to 21.6.2016 SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053</p>

			<p><a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO ---Sh. Satish Kumar, DANIPS dt. 21.06.2016 to 01.8.2018 SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO ---Mrs Harjit Kaur CPS dt.01.08.2018 to 22.02.2019. SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO ---Sh. Amrao Singh DSP/East dt.01.03.2019 to 04.07.2019. SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO - Sh. Dilsher Singh Chandel DSP/East dt.05.07.2019 to 17.09.20 SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO- Sh. Gurmukh Singh DSP/East dt. 18.09.20 to 18.11.21 SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>Earlier CPIO- Sh. Udaypal Singh DSP/East dt. 18.11.2021 to 07.05.2022 SDPO/East, Sector-26, Chandigarh, Ph. No.0172-2750053 <a href="mailto:psdpoeast-chd@nic.in">psdpoeast-chd@nic.in</a>, <a href="mailto:readersdpoeast.chd@gmail.com">readersdpoeast.chd@gmail.com</a></p> <p>FAAs details may be sought from the o/o FFA-cum- SSP/UT Chandigarh.</p>
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		(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 the team of MGSIPA, Sector-26, Chandigarh.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HOD.	NA
		(a) Date of appointment. (b) Name & Designation of the officers.	NA
		(iv) Consultancy committee of key stake holders for advice on suo- motu disclosure (a) Dates from which constituted. (b) Name & Designation of the officers.	<a href="#">Current CPIO / FAA</a> CPIO : Ms. Palak Goel, DSP/East w.e.f 07.05.2022 Current FAA: Smt. Kanwardeep Kaur, IPS, SSP/UT. Additional Deluxe Building PHQ, Sector -09, Chandigarh. Ph. No. 01722760832.
		(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.	Mail id. <a href="mailto:Ssput-chd@nic.in">Ssput-chd@nic.in</a> (FFA)

#### 6. Information Disclosed on own Initiative.

S. No.	Item	Details of disclosure	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	<a href="http://www.chandigarhpolice.nic.in">www.chandigarhpolice.nic.in</a>

Sub Divisional Police Officer,  
Sub Division East, Sector-26  
UT Chandigarh.