

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.

1. Organization and Function

Accounts & Procurement Branch,PHQ

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 organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Accounts & Procurement Branch, PHQ, Sector-9, Chandigarh. Mrs Seema Thakur, SO-Cum-CPIO (Accounts/Procurement).
		(ii) Head of the organization	Director General of Police, Chandigarh (UT)
		(iii) Vision, Mission and Key objectives	Procurement. After receiving indents/demand from units, Procurement branch seeks approval from the competent authority. Accounts. After releasing sanction orders by Procurement branch, Accounts branch makes the payment. Besides this disbursement of salary, Medical bills, Final settlement of GPF, TA bills and Pension cases through PFMS and E-Sevarth portal.
		(iv) Function and duties	Purchase, disbursement of salaries as well as financial matters.
		(v) Organization Chart	Superintendent of Police (Headquarters) ----DC(F&A)---- SO/Accounts—Supdt(Accts)/Supdt (Procurement)—Ministrial Staff--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 check, verify and approve the bills for purchase, salaries & Medical bills and further onward submission of the same to the Treasury/AGs.
		(ii) Power and duties of other employees	To prepare /make payments on account of salaries, Medical bills of the employees of Chandigarh Police Department and to process/clear the payment of bills for purchases.
		(iii) Rules/ orders under which powers and duty are derived and	Under PPR & GFR
		(iv) Exercised	
		(v) Work allocation	To prepare /make payments on account of salaries, Medical bills of the employees of Chandigarh Police Department and to process/clear the payment of bills for purchases and further its checking verifying and approve the bills for purchase, salaries & Medical bills and further onward submission of the same to the Treasury/AGs.
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 Accounts & Procurement Branch
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	Punjab cCivil Services Rules and GFR etc.
		(iv) Time limit for taking a decisions, if any	Depending upon the nature of the case or as per orders issued by the Chandigarh Administration from time to time.
		(v) Channel of supervision and accountability	W/DGP—W/DIG—W/SP/Headquarters-----DC(F & A)-----SO (Accounts & Procurement)—Supdt(Accts)/Supdt (Procurement).

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Financial and Accounts matters.
		(ii) Norms/ standards for functions/ service delivery	As pr the provisions of GFR or Rules of Chandigarh Administration
		(iii) Process by which these services can be accessed	Government e-market portal or as per the provisions of GFR.
		(iv) Time-limit for achieving the targets	Depending upon the nature of the case or as per orders issued by the Chandigarh Administration from time to time.
		(v) Process of redress of grievances	As per Rules
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 orders issued by the Chandigarh Administration from time to time.
		(ii) List of Rules, regulations, instructions manuals and records.	As per orders issued by the Chandigarh Administration from time to time.
		(iii) Acts/ Rules manuals etc.	As per orders issued by the Chandigarh Administration from time to time.
		(iv) Transfer policy and transfer orders	By PEB Branch of Chandigarh Police as per CVC Guidelines.
1.6		(i) Categories of documents	All the reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh.
	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Supdt(Accounts)/Supdt (Procurement)/Ministrial Staff.

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.	NA
		(ii) Composition	NA
		(iii) Dates from which constituted	NA
		(iv) Term/ Tenure	NA
		(v) Powers and functions	NA
		(vi) Whether their meetings are open to the public?	NA
		(vii) Whether the minutes of the meetings are open to the public?	NA
		(viii) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Sh. Vrinder Singh Thakur, DC(F&A)-Cum- FFA (Accounts & Procurement Branch), Mrs Seema Thakur, SO-Cum-CPIO(Accounts & Procurement)
		(ii) Telephone , fax and email ID	01722760814 01722760846, dspops-chd@nic.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 as provided in its regulations	Compensation as per GOI and 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 (ii) Address, telephone numbers and email ID of each designated official.	Mrs Seema Thakur, SO-Cum-CPIO(Accounts & Procurement) Sh. Vrinder Singh Thakur, DC(F&A)-Cum- FFA (Accounts & Procurement Branch). Mrs Seema Thakur, SO-Cum-CPIO(Accounts & Procurement), 3 rd Floor, PHQ,Sector-9 Chandigarh, 0172 2760846 Sh. Vrinder Singh Thakur, DC(F&A)-Cum- FFA (Accounts & Procurement Branch), 3 rd Floor, PHQ,Sector-9 Chandigarh, 0172 2760814
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 (ii) Finalised for Minor penalty or major penalty proceedings	Nil Nil Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (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	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

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	Rs 5.1 Cr (Copy attached)
		(ii) Budget for each agency and plan & programmes	Copy enclosed.
		(iii) Proposed expenditures	As on 31.08.2020 (Copy attached)
		(iv) Revised budget for each agency, if any	Rs 5.02 Cr (Copy attached)
		(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	Domestic tours by Sh. Sanjay Baniwal, IPS, DGP, UT, Chandigarh. 1. (a) Srinagar (b) 11/04/2019. (c) Self (d) Rs 19,900/- 2. (a) MHA, New Delhi (b) 19/08/2019. (c) Self (d) Rs 2,440/- 3. (a) Rashtrapati Bhawan, Delhi (b) 22/11/2019. (c) Self
		(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	

			<p>(d) Rs 9,005/-</p> <p>4. (a) Pune (b) 06/12 to 08/12/2019. (c) Self (d) Rs 28,668/-</p>
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p>	<p>(a) After receiving indents from units, approval from HOD is sought for publishing Tender/E-Tender, thereafter tender notice is published in local newspaper through DPR.</p> <p>(b) After opening tender the bids are evaluated through Police Purchase Committee and submit its recommendations for purchase.</p> <p>(c) After having approval of the competent authority, the supply orders have been issued to L-1 as per recommendations of the Committee.</p>

		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 by Accounts & Procurement Branch.
		(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	Nil
		(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	Particulars of recipients of concessions, permits of authorizations are not granted by Accounts & Procurement Branch. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
		(ii) For each concessions, permit or authorization granted 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 authorisations d) Date of award of concessions /permits of authorizations	
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.	Yes (Information provided separately as Appendix 'K' attached)

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	<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>NA</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>

		Public- private partnerships (PPP)	NA
		(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	
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	
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) Internet (Chandigarh Police Website)

	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	Nil
		(ii) Printed format	Nil
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Nil
		(ii) At a reasonable cost of the medium	Nil

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	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	Accounts Branch, PHQ, Sector-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 (Accounts & Procurement Branch) is the nodal officer for receiving applications online/off-line. Working hours- on all working days. Phone-01722760846
		(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	Deputy Controller (Finance & Accounts) and SO/Accounts
		(ii) Details of applications received under RTI and information provided	Total 46 RTI applications received during the year 2020 and all were 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	---
		(vii) Frequently Asked Question (FAQs)	<u>N/A</u>
		(viii) Any other information such as a) Citizen's Charter	No Public Dealing
		c) Six monthly reports on the	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 [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Total 46 RTI application received during the year 2020 and all were disposed off within stipulated period
		(ii) Details of appeals received and orders issued	09 appeals received against RTI application and disposed of during the year 2020.
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 Accounts Branch 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)
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	Current CPIO--- Mrs Seema Thakur, SO-Cum-CPIO(Accounts & Procurement), 3 rd Floor, PHQ,Sector-9 Chandigarh, 0172 2760846 Current FAA--- Sh. Vrinder Singh Thakur, DC(F&A)-Cum- FFA (Accounts & Procurement Branch), 3 rd Floor, PHQ,Sector-9 Chandigarh, 0172 2760814

		(b) Earlier CPIO & FAAs from 1.1.2015	<p>Earlier CPIO ---Sh. Pardeep Kumar, SO-Cum-CPIO/Accounts.</p> <p>Earlier CPIO ---Sh. Jaspal Singh, SO-Cum-CPIO/Accounts.</p> <p>Earlier CPIO ---Sh. Ravinder Kumar, SO-Cum-CPIO/Accounts.</p> <p>Earlier CPIO ---Sh. Jagdeep Singh, SO-Cum-CPIO/Accounts.</p> <p>Earlier FAA--- Sh. RG Dogra, Dy Dir (Admn.)-Cum-FAA (Establishment & Accounts)</p> <p>Sh. Khangesh Bhandari, AC(F&A)-Cum-FAA (Establishment & Accounts)</p> <p>Sh. Sudhir Parashar, AC(F&A)-Cum-FAA (Establishment & Accounts)</p>
		(ii) Details of third party audit of voluntary disclosure	Yes audit has been carried out
		(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Sh. Rajeev Kumar Ambasta, DSP-Cum-CPIO/Headquarters, Nodal Officer (RTI), Police Headquarters, Sector-9, Chandigarh (UT)

		(a) Date of appointment	Relates to PHQ, Sector-9, Chandigarh.
		(b) Name & Designation of the officers	Relates to PHQ, Sector-9, Chandigarh.
	(IV)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Current CPIO--- Mrs Seema Thakur, SO-Cum-CPIO(Accounts & Procurement), 3 rd Floor, PHQ,Sector-9 Chandigarh, 0172 2760846
		(a) Dates from which constituted	
		(b) Name & Designation of the officers	
	(V)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Current PIOs.
		a. Dates from which constituted	1. Supdt/Procurement. Mrs Kusum Bala.
		b. Name & Designation of the Officers	2. P-4. Sh Gurwinder Singh, Jr. Asst. 3. P-5. Sh Om Parkash, Jr. Asst. 4. P-8. Sh Surender Kumar, Jr. Asst. 5. Supdt Accounts/A-2. Mrs Ramesh Khurana. 6. A-1/A-5. Sh Suraj Parkash, Jr. Asst. 7. A-3. Sh Tarlochan Singh, Jr. Asst. 8. A-4/A-7/A-10. Sh Satish Kumar, Sr. Asst.

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 off the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant any means of communication	Yes