



OFFICE OF THE DSP/HQ-cum-CPIO/ETABLISHMENT
POLICE DEPARTMENT, UT, CHANDIGARH
Phone No: 0172-2760879

No. RTI-2025-26/CPIO/Estt/UT/ *30843* Dated, Chandigarh the: *25-5-26*

Subject: Proactive disclosure package audited by Third Party by Central Public Information Officers (CPIOs) under Section-4 of the Right to Information Act, 2005 for the Financial Year 2025-26.

Please refer to letter No. MGSIPA/Third Party Audit/U.T./2026/2906 dated 30.03.2026 received from Dr. R.K Sharma, Project Coordinator, Mahatma Gandhi State Institute of Public Administration, Sector-26, Chandigarh, on the subject cited above.

2. Enclosed herewith is the duly filled proforma pertaining to the DSP/HQ-cum-CPIO Establishment, Police Headquarters, Sector-9, U.T., Chandigarh, for the financial year 2025-26, in connection with the Third Party Audit under Section 4 of the Right to Information Act, 2005 for uploading on the official website of Chandigarh Police.



I/C Computer Section

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DSP/HQ-cum-CPIO/Estt.,
Police Headquarters (U.T),
Sector-9, Chandigarh *25/5/26*

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

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart	CPIO Establishment: Sh. P. Abinandhan, DANIPS, DSP/Hqrs-cum-CPIO/Estt., Police Headquarter, Sector -9, U.T., Chandigarh Ph. No. 01722760879 http://chandigarhpolice.gov.in/ W/DGP/UT/Chandigarh Dealing in service matters Dealing in service matters SP/Hqrs-Ad.O-Suptd.(Admn.)
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and judicial)	To provide information to the applicant with in stipulated period.

employees [Section (b)(ii)]	4(1)	(ii) Power and duties of other employees	Deals with files regarding service matters etc.
		(iii) Rules/ orders under which powers and duty are derived and	As per CCS Rules
		(iv) Exercised	As per CCS Rules
		(v) Work allocation	As per rules

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 Establishment section.
		(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	As per CCS Rules
		(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—IGP—DIG—SP/Hqrs—Ad.O—Supdt. (Admn.)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	As per CCS Rules
		(ii) Norms/ standards for functions/service delivery	As per CCS Rules
		(iii) Process by which these services can be accessed	As per CCS Rules
		(iv) Time-limit for achieving the targets	Other services/work which cannot be standardized or time framed as per directions of Senior Officers.
		(v) Process of redress of grievances	Problems of citizens are addressed on priority by the concerned units of Chandigarh Police.

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 CCS Rules
		(ii) List of Rules, regulations, instructions manuals and records.	As per CCS Rules
		(iii) Acts/ Rules manuals etc.	As per CCS Rules and other relevant rules of Chandigarh Administration
		(iv) Transfer policy and transfer orders	By HAC Branch for CPIOs of Chandigarh Police Department
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	All reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh.
		(ii) Custodian of documents/categories	Concerned branch
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-NA- to the public are available?			
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Name & Designation	Contact No.	e-mail address
		(ii) Telephone , fax and email ID	Dr. Sagar Preet Hooda, IPS, DGP, Chandigarh	0172-2760805	dgp-chd@nic.in
			Sh. Pushpendra Kumar, IPS, IGP/UT	0172-2760806	igp-ut@chd.nic.in
			Sh. Rajiv Ranjan Singh, IPS, DIG/UT	0172-2760824	dig-chd@nic.in
			Sh. Sumer Pratap Singh, IPS, SSP/Security & Traffic	0172-2760829	psspst@chd.nic.in
			Ms. Kanwardeep Kaur, IPS, SSP/UT	0172-2760001	psspst-chd@nic.in
			Sh. Manjeet, IPS, SP/Hqrs	0172-2760810	psphq@chd.nic.in
			Ms. Geetanjali Khandewal, IPS, SP/Operations	0172-2760816	spops-chd@nic.in
			Ms. K M Priyanka, IPS, SP/City	0172-2760811	pspcity@chd.nic.in
			Sh. Anurag Daru, IPS, Commandant/ IRBn		pspccommandant- irb@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	Remuneration of officers / employees is fixed as per Pay Commissions.
		(ii) System of compensation as provided in its regulations	Compensation as per GOI and Chandigarh Administration 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. P. Abinandhan, DANIPS, DSP/Hqrs-cum-CPIO/Establishment Police Headquarters, Sector-09, UT., Chandigarh, Ph. No. 01722760842 Email-dsphq-chd@nic.in
		(ii) Address, telephone numbers and email ID of each designated official.	FAA-Sh. Manjeet, IPS, SP/Hqrs, PHQ, Sector-09, Chandigarh, Ph. No. 01722760810 Email-psphq@chd.nic.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	-NA-
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalized for Minor penalty or major penalty proceedings	-NA-
1.12	Programmes to	(i) Educational programmes	-NA-

advance understanding of RTI (Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	-NA-
	(iii) Training of CPIO/APIO	-NA-
	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	-NA-

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	Budget/Procurement of all the units of Chandigarh Police made by the 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	(i) Budget	-NA-

	domestic tours during 2024-25	<p>(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.</p> <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	
		<p>(iii) Information related to procurements</p> <ul style="list-style-type: none"> 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 are not carried out in Establishment Section.
		(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	Discretionary and non-discretionary grants are not done by Establishment Branch.

		(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 (ii) For each concessions, a) Eligibility criteria b) Procedure for getting c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of	Particulars of recipients of concessions, permits of authorizations are not granted by Establishment Section.
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	-NA-

3. **Publicity Band Public interface**

S. No.	Item	Details of disclosure	Particulars
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>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 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>

		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 work is not carried out by the Establishment Section.
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 (ii) Outline the Public consultation process	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. Draft regulations/guidelines are kept on website for public comments. The final

	(iii) Outline the arrangement of consultation before formulation of policy.	approved Regulations/ Guidelines are also put up on website for wide publicity.
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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)	http://chandigarhpolice.gov.in/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Printed format
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	As per RTI Act 2005 regulations of fees and cost rules.

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which	(i) English	English

	Information Manual/Handbook Available	(ii) Vernacular/ Local Language	
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	http://chandigarhpolice.gov.in/
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	CPIO/Establishment received RTI applications through online/off-line mode related with service matters etc. on all working days. Phone-01722760879 E-mail : dsphq-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	Looking after the Grievance of the employees of Chandigarh Police regarding service matters.
		(ii) Details of applications received under RTI and information provided	Total 152 RTI applications received during the year 2025-26 and all disposed off within stipulated period.
		(iii) List of completed schemes/ projects/Programmes	NA
		(iv) List of schemes/ projects/ programme under way	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	NA
		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 152 RTI applications received during the year 2025-26 and all disposed of within stipulated period.
		(ii) Details of appeals received and orders issued	14 first appeals received and disposed of.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	As and when any parliament question received in Establishment Section the reply of the same is sent on priority basis.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars
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5.1	Such other information as may be prescribed	(i)	<p>Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015</p>	<p>Current CPIO---Sh. P. Abinandhan, DANIPS, DSP/Hqrs-cum-CPIO/Establishment Police Headquarters, Sector-9, Chandigarh, Ph. No. 01722760879</p> <p>Earlier CPIO---Sh. A. Venkatesh, DANIPS, DSP/Hqrs</p> <p>Earlier CPIO---Ms Palak Goel, DANIPS, DSP/Hqrs</p> <p>Earlier CPIO--- Ms Niyati Mittal, DANIPS, DSP/Hqrs</p> <p>Earlier CPIO---Sh. Rajnish, DANIPS, DSP/Hqrs</p> <p>Earlier CPIO---Smt. Jasbir Kaur, Superintendent Admn.</p> <p>Earlier CPIO --- Sh. T.P. Singh, Administrative Officer</p> <p>Earlier CPIO --- Smt. Brij Bala, Administrative Officer</p> <p>Earlier CPIO --- Sh. Sucha Singh, Supdt (Admn.)</p> <p>Earlier CPIO --- Sh. Pawan Kumar Superintendent (Admn.)</p> <p>Earlier CPIO --- Sh. R G Dogra Dy. Director (Admn.)</p> <p>Current FAA --- Sh. Manjeet, IPS, SP/Hqrs PHQ, Sector-09, Chandigarh, Ph. No. 01722760810</p> <p>Earlier FAA --- Sh. Ketan Bansal, IPS, SP/Hqrs</p> <p>Earlier FAA --- Sh. Manoj Kumar Meena, IPS, SP/Hqrs</p> <p>Earlier FAA---Sh. T.P. Singh, Administrative Officer</p> <p>Earlier FAA --- Sh. Manoj Kumar Meena, IPS, SP/Hqrs</p> <p>Earlier FAA --- Sh. Eish Singhal, IPS, SP/Hqrs</p> <p>Earlier FAA --- Sh. Sudhir Parashar, AC(F&A)</p>
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		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried out by MGSIPA, Sector 26, Chandigarh.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	NA
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	NA
			(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	NA
			(a) Dates from which constituted (b) Name & Designation of	

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	Establishment/service matters	https://chandigarhpolice.gov.in/