

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 andFunction

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 [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Higher Education Department Chandigarh. http://Chdeducation.gov.in
		(ii) Head of the organization	Director Higher Education Department UT, Chandigarh.
		(iii) Vision, Mission and Key objectives	N.A
		(iv) Function and duties	Establishment of the Directorate as well as all Govt. Colleges/Institution under the control of Higher Education Department UT, Chandigarh.
		(v) Organization Chart	Attached
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial andjudicial)	List attached
		(ii) Power and duties of other employees	List attached
		(iii) Rules/ orders under which powers and duty are derived and	Punjab Civil Service Rule
		(iv) Exercised	Secretary & Head of the Department
		(v) Work allocation	Establishment & Accounts matter.

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	NA
		(ii) Final decision making authority	Education Secretary
		(iii) Related provisions, acts, rules etc.	PCSR/DFPR Rules
		(iv) Time limit for taking a decisions, if any	NA
		(v) Channel of supervision and accountability	Sr. Assistant, Supdt., Registrar, Director, Education Secretary DC F&A, AC F&A), SO,
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Establishment & Accounts
		(ii) Norms/ standards for functions/ service delivery	N.A
		(iii) Process by which these services can be accessed	N.A
		(iv) Time-limit for achieving the targets	N.A
		(v) Process of redress of grievances	N.A
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.	N.A
		(ii) List of Rules, regulations, instructions manuals and records.	N.A
		(iii) Acts/ Rules manuals etc.	N.A
		(iv) Transfer policy and transfer orders	Executive orders are issued from time to time of Chandigarh Administration.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	N.A
		(ii) Custodian of documents/categories	N.A
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.	N.A
		(ii) Composition	N.A
		(iii) Dates from which constituted	N.A
		(iv) Term/ Tenure	N.A
		(v) Powers and functions	N.A
		(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?	N.A
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	N.A
		(ii) Telephone , fax and email ID	N.A

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	List Attached
		(ii) System of compensation as provided in its regulations	N.A
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	List Attached
		(ii) Address, telephone numbers and email ID of each designated official.	List Attached
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	
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil
		(ii) Efforts to encourage public authority to participate in these programmes	Nil
		(iii) Training of CPIO/APIO	As per Department of Personnel
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil

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	List attached
		(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 during 2019-20	(i) Budget	Nil
		(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	N.A
		(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.	Manpower outsourcing tender on Gem (under process)
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme or activity	N.A
		(ii) Objective of the programme	N.A
		(iii) Procedure to avail benefits	N.A
		(iv) Duration of the programme/scheme	N.A
		(v) Physical and financial targets of the programme	N.A
		(vi) Nature/ scale of subsidy /amount allotted	N.A

		(vii) Eligibility criteria for grant of subsidy	N.A
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	N.A
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	N.A
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	N.A
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	NIL
		(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	N.A
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.	Nil

3. Publicity Band Publicinterface

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 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	N.A
		(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	N.A
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	N.A
		(ii) Detailed project reports (DPRs)	N.A
		(iii) Concession agreements.	N.A
		(iv) Operation and maintenance manuals	N.A
		(v) Other documents generated as part of the implementation of the PPP	N.A
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N.A
		(vii) Information relating to outputs and outcomes	N.A
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A
(ix) All payment made under the PPP project	N.A		
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	NIL
		(ii) Outline the Public consultation process	NIL
		(iii) Outline the arrangement for consultation before formulation of policy.	NIL

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://Chdeducation.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronicformat	Nil
		(ii) Printedformat	Nil
3.5	Whether information manual/handbook available freeof cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	N.A
		(ii) At a reasonable cost of themedium	N.A

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	(i) English	N.A
		(ii) Vernacular/ Local Language	N.A
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	N.A
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	N.A
		(ii) Name/ title of the document/record/ other information	N.A
		(iii) Location where available	N.A
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	N.A
		(ii) Details of information made available	N.A
		(iii) Working hours of the facility	During working office hours
		(iv) Contact person & contact details (Phone, faxemail)	List attached
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Director Higher Education
		(ii) Details of applications received under RTI and information provided	247
		(iii) List of completed schemes/projects/ Programmes	NIL
		(iv) List of schemes/ projects/programme underway	NIL
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NIL
		(vi) Annual Report	NIL
		(vii) Frequently Asked Question (FAQs)	NIL

		(viii) Any other information such as a) Citizen's Charter	N.A
		c) Six monthly reports loaded on the website or not	N.A
		d) Performance against the benchmarks set in the Citizen's Charter	N.A
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	247 and disposed
		(ii) Details of appeals received and orders issued	38
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Lok Sabha questions: - 03 Rajya Sabha:- 03

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	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	List attached
		(ii)	Details of third party audit of voluntary disclosure	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 Director/ Additional Director	NIL
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	NIL
			(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	NIL
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S.r.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	-	Yes http://Chdeducation.gov.in