

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	Director School Education, Chandigarh Administration http://chdeudcation.gov.in
		(ii) Head of the organization	Director School Education, Chandigarh Administration
		(iii) Vision, Mission and Key objectives	To provide quality for equitable education for all
		(iv) Function and duties	Establishment of the school teachers (NTT, JBT, Principals/Heads, Master/Mistress) of all Govt. Schools under the control of School Education Department, UT, Chandigarh and plan and monitor all academic activities in school
		(v) Organization Chart	Attached (Annexure '1')
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)	List attached (Annexure '2')
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	Central Civil Service Rules 1965 and to UT employees w.e.f. 1.4.2022
		(iv) Exercised	Secretary & Head of the Department
		(v) Work allocation	Establishment of teachers & accounts matter as well as Misc matters.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	<u>For establishment/ misc. matters:-</u> Sr. Asstt., Supdt. Registrar, (DD-I, DD-II, DD-III, DD-IV), Director School Education, Education Secretary <u>For Accounts matter:-</u> Sr.Asstt., Supdt., Section Officer, AC(F&A), DC(F&A), Director School Education, Education Secretary
		(ii) Final decision making authority	Education Secretary
		(iii) Related provisions, acts, rules etc.	Centre Civil Service Rules/ Delegation of Financial & Power Rules

		(iv) Time limit for taking a decisions, if any	As per rules
		(v) Channel of supervision and accountability	For establishment/ misc. matters:- Sr. Asstt., Supdt. Registrar, (DD-I, DD-II, DD-III, DD-IV), Director School Education, Education Secretary For Accounts matter:- Sr.Asstt., Supdt., Section Officer, AC(F&A), DC(F&A), Director School Education, Education Secretary
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Establishment, Accounts & Academics of school management
		(ii) Norms/ standards for functions/ service delivery	As per rules
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Online
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.	Establishment of the school teachers (NTT, JBT, Principals/Heads, Master/Mistress) of all Govt. Schools under the control of School Education Department, UT, Chandigarh and plan and monitor all academic activities in school
		(ii) List of Rules, regulations, instructions manuals and records.	Central Civil Service Rules w.e.f. 1.4.2022
		(iii) Acts/ Rules manuals etc.	
		(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	Establishment of the school teachers (NTT, JBT, Principals, Heads, Master/ Mistress) of all Govt. Schools under the control of School Education Department, UT, Chandigarh and plan and monitor all academic activities in school/personal files of teaching & non-teaching staff.
		(ii) Custodian of documents/categories	Clerks/Record keeper
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.	Committee under Prevention of Sexual Harassment
		(ii) Composition	Yes
		(iii) Dates from which constituted	29/05/2024
		(iv) Term/ Tenure	Up to three years
		(v) Powers and functions	To prevent prohibit and address sexual harassment of women in the workplace.
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	No
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	List Attached (Annexure '3')
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration	(i) List of employees with Gross monthly remuneration	List Attached (Annexure '4')

	received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	As per 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 (ii) Address, telephone numbers and email ID of each designated official.	List Attached (Annexure '5') Updated email i.d office/personal both
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) Finalized for Minor penalty or major penalty proceedings	03 01
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.	Nil Nil As per Department of Personnel Nil

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 (ii) Budget for each agency and plan & Programmes (iii) Proposed expenditure (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available.	The matter covered under Higher Education
2.2	Foreign and domestic tours during 2024-25	(i) Budget (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	An Amount of Rs. 5, 16,000/- has been allocated under the Head of Domestic Travel Expenses during the year 2025-26. The Total Expenditure under the said Head incurred amounting to Rs. 2,25,158/-. Copy of the budget allocation is placed at Annexure "6"

		(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.	With regard to no tender/ bids have been awarded/ placed during the year 2025-2026.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	The PM POSHAN Scheme (Pradhan Mantri Poshan Shakti Nirman provision of hot cooked meal to eligible children studying in Bal Vatika and Classes I to VIII in Government and Government aided schools.
		(ii) Objective of the programme	To improve the nutritional status of Children encourage regular attendance in schools and help children concentrate better on classroom activities by providing nutritious.
		(iii) Procedure to avail benefits	The benefit is provided to eligible students through their respective Government/Government-aided schools. The schools prepare and serve hot cooked meals as per the prescribed food and nutrition norms under the PM POSHAN Scheme.
		(iv) Duration of the programme/ scheme	During the academic year, on all eligible school working days as per the approved PAB under PM PoSHAN.
		(v) Physical and financial targets of the Programme	Provision of hot cooked meals to eligible children of Bal Vatika to Class VIII in Government and Government-aided schools of UT Chandigarh. The financial assistance covers components such as food grains, material cost transportation assistance, honorarium to cook-cum-Helpers and Management Monitoring & Evaluation (MME) as per approved norms.
		(vi) Nature/ scale of subsidy /amount allotted	Material Cost/Cooking Cost w.e.f .01.05.2025:
		(vii) Eligibility criteria for grant of subsidy	Bal Vatika & Primary: Rs 6.78

		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Cooking Cost per child per day. Upper Primary:-Rs. 10.17 cooking cost per child per day. For UTs without Legislature including Chandigarh the Central Government bears 100% of the material cost as per the prescribed funding pattern. <i>It is further submitted that no subsidy amount is transferred directly to the beneficiaries in the form of cash or money under the PM POSHAN scheme. The benefit under the scheme is provided in the form of prepared hot cooked meals of eligible students of Government and Government-aided schools, as per the prescribed norms and guidelines of the PM POSHAN Scheme.</i>
2.4	Discretionary and non-discretionary grants. Detail if allowed	(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	NA
2.5	Particulars of recipients of concessions, permits or authorizations same as above by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Same as above
		(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 authorizations d) Date of award of concessions /permits of authorizations	
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

2. 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	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.

	public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	(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)	N.A.
		(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.
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) Electronic format	Yes
		(ii) Printed format	No
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	N.A.
		(ii) At a reasonable cost of the medium	N.A.

3. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	Yes
		(ii) Vernacular/ Local Language	No
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	31/03/2025

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	All the information related to Directorate of School Education, UT, Chandigarh is available in offline and online mode on departmental website
		(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	All the facilities are available for citizens both in offline and online mode Office Address: Directorate of School Education, UT, Chandigarh, Additional Deluxe Building, Sec-9, Chandigarh
		(ii) Details of information made available	
		(iii) Working hours of the facility	During working office hours (9:30 to 5:30)
		(iv) Contact person & contact details (Phone, fax email)	List Attached (Annexure 3)
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Director School Education
		(ii) Details of applications received under RTI and information provided	857
		(iii) List of completed schemes/ projects/ Programmes	
		(iv) List of schemes/ projects/ programme underway	
		(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	NA
		c) Six monthly reports loaded on the website or not	Yes, pgportal.gov.in (grievance)
		d) Performance against the benchmarks set in the Citizen's Charter	Performance measured in accordance with the RTI Act.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	<u>857</u>
		(ii) Details of appeals received and orders issued	<u>126</u>
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Total 25 Lok Sabha questions received during the year 2025-2026 for which the reply have also been given.

4. Information as may be prescribed

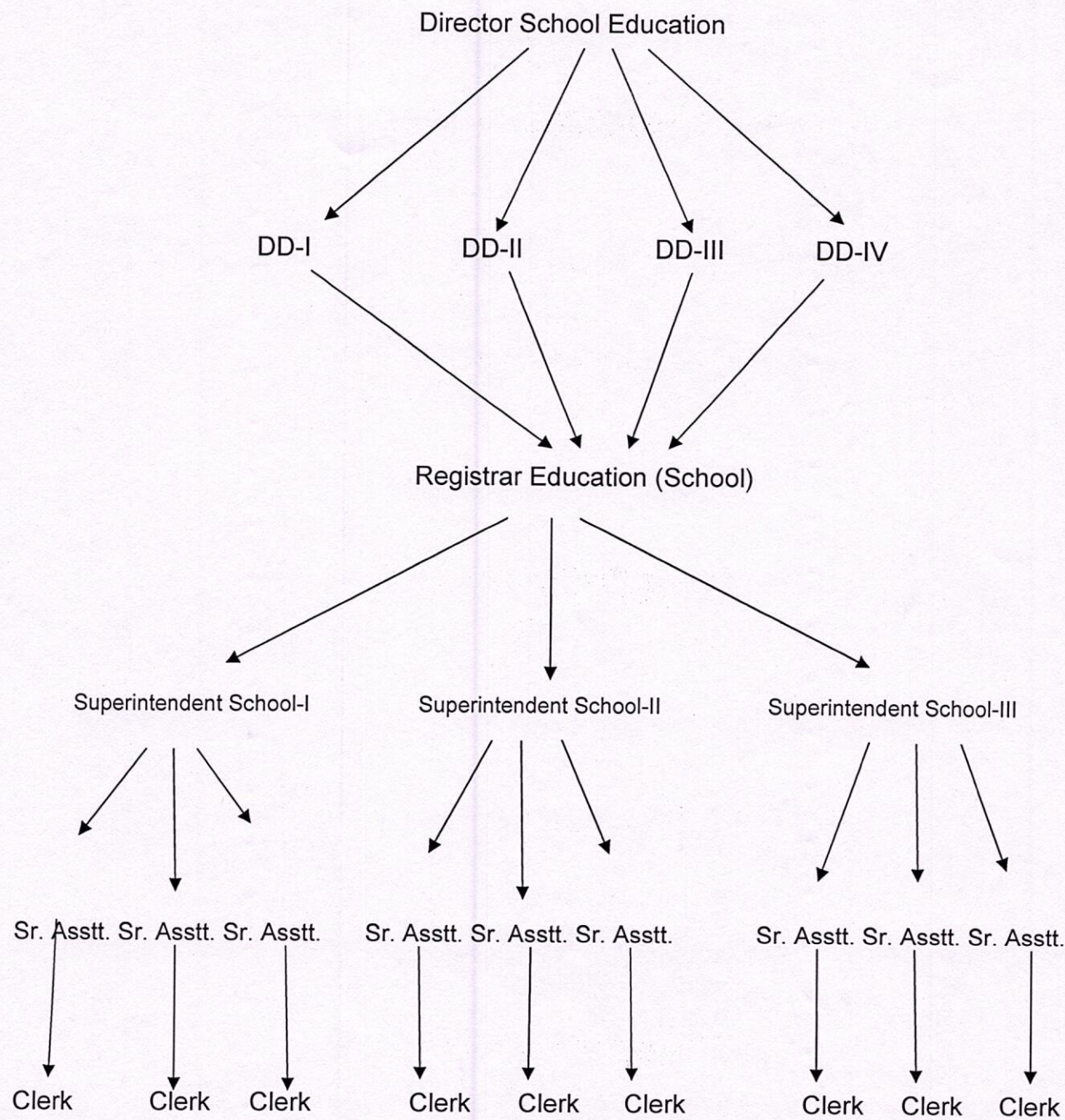
S.No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	List attached (Annexure '5')

		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried out on ----- by MGSIPA.
			(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	

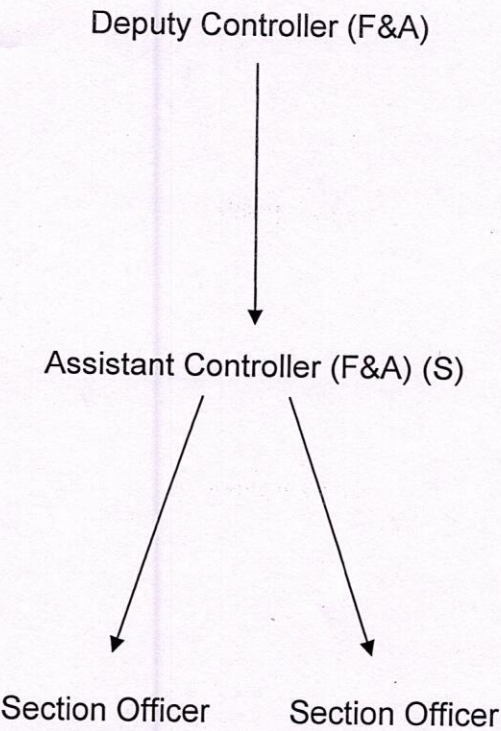
5. Information Disclosed on own Initiative

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		Yes http://chdeducation.gov.in

ESTABLISHMENT

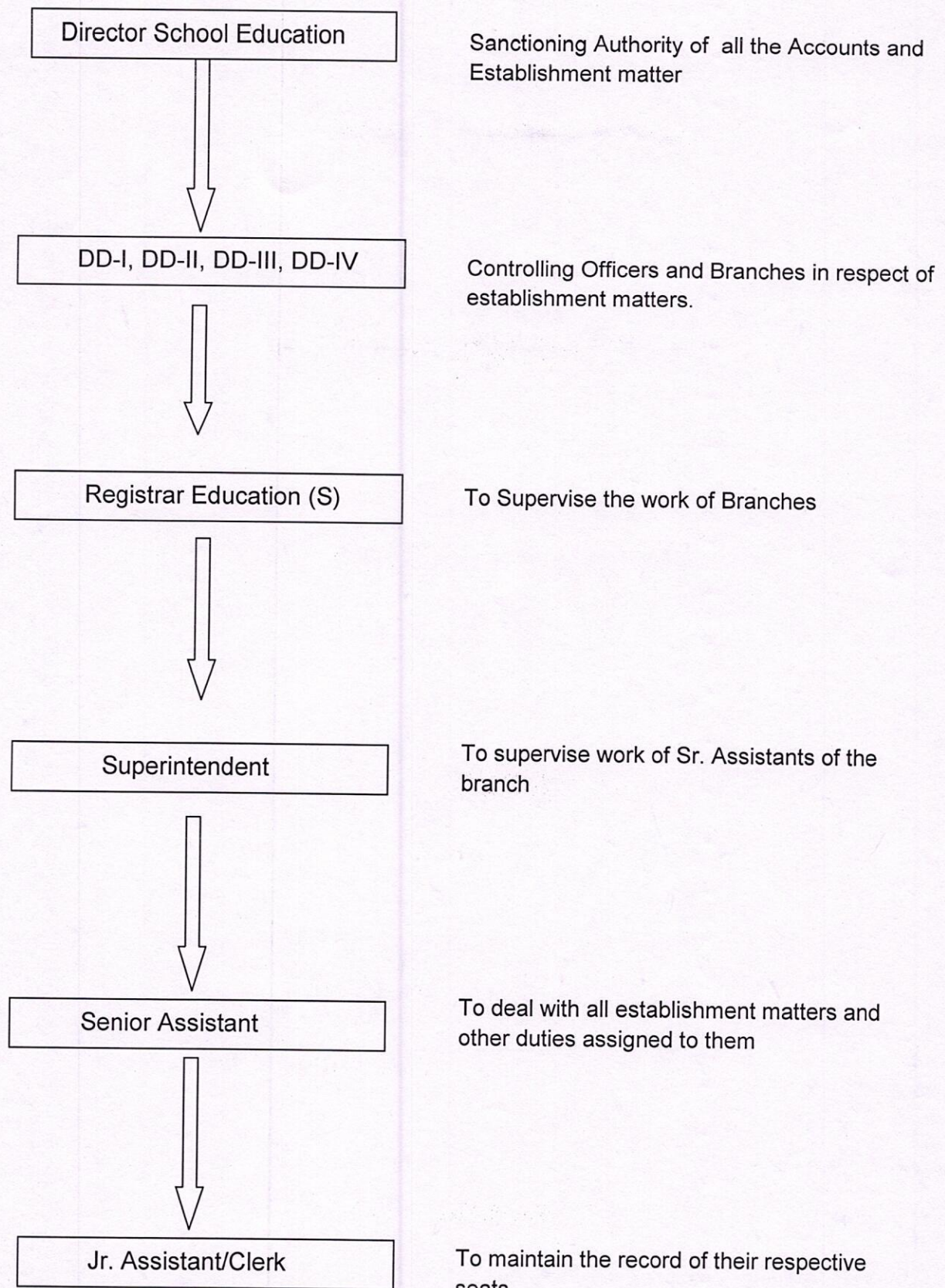


(ACCOUNTS FUNCTIONARIES)



Hierarchy of Director School Education, UT, Chandigarh

ANNEXURE- 2



Office of Director School Education, UT, Chandigarh

Sr. No.	Name of the official (Mr./Ms.)	Designation	Branch	Email-id	Mobile No.	Land line No.
1.	Nitish Singla	DSE	HoD	dpi-chd@nic.in	9872279287	0172 - 2740 411
2.	Neena kalia	DD-I	Controlling Officer	ddse-1-chd@nic.in	9781046969	0172 - 2740 647
3.	Bindu Arora	DD-II	Controlling Officer	dd2utchd@gmail.com	9872662994	0172 - 5049 258
4.	Rajan Jain	DD-III	Controlling Officer	dd3utchd@gmail.com	9779770007	0172 - 5049 258
5.	Nirmal Sharma	DD-IV	Controlling Officer	dd4utchd@gmail.com	9878026434	0172 - 5049 258
6.	Jasvir Kumari	RE(S)	To supervise the work of branches	Jasvir.kumari@chd.gov.in	6280179159	
7.	Mr. Shish Pal Kaushik	Supdt.	School-I	dseutschool1@gmail.com	9417183930	
8.	Maninder Sharma	Sr. Asstt.	School-I	dseutschool1@gmail.com	9815668833	
9.	Rajinder Singh	Sr. Asstt.	School-I	dseutschool1@gmail.com	9872266400	
10.	Manav Kanojia	Sr. Asstt.	School-I	dseutschool1@gmail.com	9056678777	
11.	Ramesh	Sr. Asstt.	School-I	dseutschool1@gmail.com	8168501223	
12	Amit Kumar	Sr. Asstt.	School-I	dseutschool1@gmail.com	8818055475	
13	Manjit Kaur	Supdt.	School-II	dpiutschool2branch@gmail.com	7009179309	
14	Sandeep	Sr. Asstt.	School-II	dpiutschool2branch@gmail.com	8053367724	
15	Ramesh Kumar	Sr. Asstt.	School-III	dpiutschool2branch@gmail.com		
16	Shally	Sr. Asstt.	School-III	educationschool.3@gmail.com	8544881296	
17	Ramesh Kumar	Sr. Asstt.	School-III	dpiutschool2branch@gmail.com	8168501223	

Net Salaries After All Deductions Details

Name of the Office : ASSTT DIRECTOR VOC DPI(00146)

Bill No : 202503002

For the Month of : March/2025

Emp. Code	Name	Designation	Deptt_id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	NG Rec	O.Gpf	O.Gis	Net Salary
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2021010604B	Kamal Kishore	Clerk		21700	0	39918	39918		.00	0	0	39918
1997010133L	Rajni Bala	Superintendent		76500	0	136099	136099		.00	0	0	136099
1997010136C	Manju Bala	Superintendent		76500	0	136099	136099		.00	0	0	136099
2018010228X	Saran	Clerk		39400	0	71916	71916		.00	0	0	71916
2007010106Y	Amrinder Singh	Senior Assistant		60400	0	108246	108246		.00	0	0	108246
1999010514U	Harsuhinderpal Singh Brar	Director School Education		94100	0	132098	132098		.00	25000	120	106978
2016010783L	Harish Kumar	Senior Assistant		43600	0	79182	79182		.00	0	0	79182
2000010372M	Anil Yadav	Section officer		56900	0	102191	102191		.00	0	0	102191
1991010205R	Sunil Kumar Bedi	Deputy Director School Edu		170100	0	295273	295273		.00	0	0	295273
2018010389H	Jeevan Kumar	Clerk		39400	0	71916	71916		.00	0	0	71916
1987010953K	Hardeep Singh Rana (Account)	Assistant Controller	Account	114400	0	204420	204420		.00	0	0	204420
2017010257E	Nitin Saini (clerk)	Clerk	clerk	41800	0	76068	76068		.00	0	0	76068
						1453426		1453426		0		1428306

(ANNEXURE-4)

Office of Director School Education, UT, Chandigarh

Sr. No.	NAME & Mob. Number	CPIO	BRANCH	FIRST APPELLATE AUTHORITY	Email ID
1.	Mr. Shish Pal Kaushik 9417183930	Supdt. School-I	SCHOOL-I	Deputy Director-III	Spkaushik67@gmail.com
2.	Mrs. Manjit Kaur 7009179309	Supdt. School-II	SCHOOL-II	Deputy Director-I	Manjit.kaur291976@gmail.com
3.	Mr. Ramesh Kumar 8360067639	Supdt. School-III	SCHOOL-III	Deputy Director-IV	Dharamk1921@gmail.com
4.	Mrs. Krimila 9872221770	Supdt. Accounts	Accounts Branch	DC(F&A)	

Annex - 6

PFMS DDO	DDO Name / Object Name	Allocation PFMS	Allocation CFAS	Expenditure 01/04/2026 To 31/07/2026	Expenditure During 08/2026	Total Expenditure	Balance	%Age
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SOE WISE SUMMARY

01 - Salaries	2661713000	2755213000	1044039390	6302243	1050341633	1611371367	39.46	
02 - Wages	1013940000	1013940000	328331566	74138525	402470091	611469909	39.69	
05 - Rewards.	16913000	16913000	237750	0	237750	16675250	1.41	
06 - Medical Treatment	40300000	40300000	8758253	1250644	10008897	30291103	24.84	
07 - Allowances	2532392000	2516392000	979073553	8715562	987789115	1544602885	39.01	
08 - Leave Travel Concession	5018000	5018000	190654	49372	240026	4777974	4.78	
11 - Domestic Travel Expenses	516000	516000	225158	0	225158	290842	43.64	
13 - Office Expenses	62550000	62550000	11793522	1449250	13242772	49307228	21.17	
14 - Rent Rates and Taxes	10000	10000	0	0	0	10000	0	
16 - Publications	15000000	15000000	1485794	280740	1766534	13233466	11.78	
18 - Rent for Others	800000	800000	0	0	0	800000	0	
19 - Digital Equipment	16950000	16950000	3505926	214026	3719952	13230048	21.95	
21 - Supplies and Material	155650000	155650000	51540338	16095	51556433	104093567	33.12	
24 - P.O.L.	465000	465000	140461	8948	149409	315591	32.13	
26 - Advertising and Publicity	850000	850000	24140	0	24140	825860	2.84	
27 - Minor Works	5000000	5000000	392991	81052	474043	4525957	9.48	
28 - Professional Services	3810000	3810000	1023948	197579	1221527	2588473	32.06	
29 - Repair and Maintenance	8910000	8910000	1819023	412193	2231216	6678784	25.04	
36 - Grants-in-aid - Salaries	165000000	165000000	39017628	18325	39035953	125964047	23.66	

COMPOSITE FINANCIAL ACCOUNTING SYSTEM
Expenditure Report From : 01-04-2026 - 12-08-2026
HEAD OF D.D.O : 000415 - hd415

PFMS DDO	DDO Name / Object Name	Allocation PFMS	Allocation CFAS	Expenditure 01/04/2026 To 31/07/2026	Expenditure During 08/2026	Total Expenditure	Balance	%Age
49 - Other Revenue Expenditure		197650000	197650000	21536931	6966979	28503910	169146090	14.42
51 - Motor Vehicles		10000	10000	0	0	0	10000	0
52 - Machinery and Equipment		25000000	25000000	5462225	0	5462225	19537775	21.85
71 - ICT Equipment		4000000	4000000	960000	0	960000	3040000	24.00
72 - Buildings and Structures		0	0	0	0	0	0	0
Grand Total		6932447000	7009947000	2499559251	100101533	2599660784	4332786216	37.50