

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	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	Department of Environment, Chandigarh Administration www.chandigarhenvi.gov.in
		(ii) Head of the organization	Director, Department of Environment, Chandigarh Administration
		(iii) Vision, Mission and Key objectives	The key motive of the plan schemes implemented by the Department of Environment is to create environment education and awareness by undertaking environment awareness/action based programmes/activities in association with Eco-Clubs/Environment Societies established in School/Colleges of U.T. Chandigarh and other local environmental NGOs/Institutes. The Department also conducts independent research & development studies in the field of environment improvement to have repository of data besides desolation/soil conservation works are also undertaken with the help of Departments/Bodies. The department also host the Expert Appraisal Committee and Environment Impact Assessment Authority, U.T., Chandigarh for granting environment clearance to the different projects in the Union Territory of Chandigarh.
		(iv) Function and duties	Annexure-I
		(v) Organization Chart	Annexure-II

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)	Annexure-II		
		(ii) Power and duties of other employees	Annexure-II		
		(iii) Rules/ orders under which powers and duty are derived and	Punjab Civil Services Rules Vol.I &II		
		(iv) Exercised			
		(v) Work allocation	Annexure-II		
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Annexure-III		
		(ii) Final decision making authority	HOD/Secretary, Department of Environment (depending upon financial implication)		
		(iii) Related provisions, acts, rules etc.	Punjab Civil Services Rules Vol.I &II		
		(iv) Time limit for taking a decisions, if any	Annexure-IV		
		(v) Channel of supervision and accountability	Jr. Asstt./Sr. Asstt./Scientist 'SD'/Head of Department/Secretary Environment		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	The key motive of the plan schemes implemented by the Department of Environment is to create environment education and awareness by undertaking environment awareness/action based programmes/activities		
		(ii) Norms/ standards for functions/ service delivery	Annexure-IV		
		(iii) Process by which these services can be accessed	By way of submitting an application to the department		
		(iv) Time-limit for achieving the targets	-		
		(v) Process of redress of grievances	Representation to the department and through RTI		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of	The record pertaining to establishment section, purchase/store section, account section, cash section record pertaining to the schemes being maintained by the Department		
		(ii) List of Rules, regulations, instructions manuals and records.	1.	Administrative matters:- Punjab Civil Services Rules and the instructions issued from time to time by the Govt. of Punjab and adopted by the Chandigarh Administration are followed.	
			2.	Financial matters:- General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time are followed.	
		(iii) Acts/ Rules manuals etc.	-Do-		
(iv) Transfer policy and transfer orders	Transfer policy of Chandigarh Administration				
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)]	(i) Categories of documents	Sr. No.	Category of Documents	Custodian
		(ii) Custodian of documents/categories	1.	Property return of Group C&D	Establishment General
			2.	ACRs of Group C&D	Establishment personal

	(vi)]		3.	Service Book Record of Group A,B,C&D	Account Section		
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. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	Annexure-V				
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone, Fax and email ID	Name of the Officer/Employer	Designation	Telephone No.		
			Sh. Jatinder K. Verma	Sr. Scale Stenographer	2700065		
			Sh. Mukesh Kumar	Sr. Asstt.	-do-		
			Sh. Prafullo Pradhano	Jr. Asstt.	-do-		
			Sh. Varinder Singh	Driver	-do-		
			Sh. Naresh Kashyap	Peon	-do-		
			Sh. Surinder Pal	Attendant	-do-		
			Sh. Hardeep Singh	Attendant	-do-		
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 (ii) System of compensation as provided in its regulations	Sr. No.	Name of the officer/official	Monthly Emoluments (Rupees) Ending July-2020		
			1.	Sh. Jatinder Kumar Verma	91,348/-		
			2.	Mrs. Mukesh Kumar,	58,122/-		
			3.	Sh. Prafullo Pradhano,	51,443/-		
			4.	Sh. Varinder Singh,	53,191/-		
			5.	Sh. Naresh Kashyap,	44,207/-		
			6.	Sh. Surinder Pal,	46,575/-		
			7.	Sh. Hardeep Singh,	27,140/-		
			Besides monthly remuneration, there is no system of compensation.				
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Sr. No.	Name of the Central Publication Information Officer.	Designation	Telephone No. (Office/Residence)	Residential Address

	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	1.	Sh. Debendra Dalai, IFS	Director Environment	0172-2700065(O) nodenv-chd@nic.in direnvchandigarh@gmail.com	#200, Sector 7-A, Chandigarh.	
			1.	Sh. Mukesh Kumar	Senior Assistant (Env.)	0172-2700065(O) nodenv-chd@nic.in direnvchandigarh@gmail.com	#3351, Sector 22-D, Chandigarh.	
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					
			One					
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	RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time					
			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	Annexure-VI	
		(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	All the payments are made through the Central Treasury, UT, Chandgiarh	
2.2	Foreign and domestic tours during 2019-20	(i) Budget	No separate budget is allotted for tours	
		(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	Nil	
		(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	Not Applicable	

		executed.		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable as no subsidy scheme is in existence	
		(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 grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as no discretionary and non discretionary grants are given.	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities		
2.5	Particulars of recipients of concessions, permits	(i) Concessions, permits or authorizations granted by public authority	Not Applicable as no concessions, permits or authorizations is	

	of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(ii) For each concessions, permit a) Eligibility criteria b) Procedure for permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	granted	
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.	01	

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	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 (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Through email or through visit to office between 09.00 hrs to 17.00hrs from Monday to Friday		
		(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	Time allotted for the visitors 11.00hrs to 12.00hrs from Monday to Friday		
		Public- private partnerships (PPP)		Not Applicable	
		(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		
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;	Through website	
		(i) Policy decisions/ legislations taken in the previous one year		
		(ii) Outline the Public consultation process		
		(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)	www.chandigarhenvs.gov.in	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	Information available on website of the Department	
		(i) Electronic format	Nil	
		(ii) Printed format		
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	Information available on website	
		(i) Free of cost		
		(ii) At a reasonable cost of the medium	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	Information available on website	
		(ii) Vernacular/ Local Language	N.A.	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Update	N.A.	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information electronic form	Information available on website	
		(ii) Name/ title of the document/record/ other information	-	
		(iii) Location where available	www.chandigarhervis.gov.in	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Through email or through visit to office	
		(ii) Details of information made available	between 09.00 hrs to 17.00hrs from	
		(iii) Working hours of the facility	Monday to Friday	
		(iv) Contact person & contact details (Phone, fax email)	0172-2700065	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Through CPGRAMs portal and through Grievance portal of Chandigarh Administration	
		(ii) Details of applications received under RTI and information provided	28 in the year 2019-20	
		(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	-	
		(vi) Annual Report	-	

		(vii)Frequently Asked Question (FAQs)-		
		(viii) Any other information such as a) Citizen's Charter	-	
		c) Six monthly reports loaded on the website or not	yes	
		d) Performance against the benchmarks set in the Citizen's Charter	-	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	28 in the year 2019-20	
		(ii) Details of appeals received and orders issued	1 in the year 2019-20	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	-	

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). (b) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	CPIO Sh. Mukesh Kumar FAA Sh. Debendra Dalai, Director CPIO Sh. P.J.S. Dadhwal upto 31.12.2017 FAA Sh. Santosh Kumar, Director, upto 03.09.2018	
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Under process	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	Nil	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	No	
		(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	No	

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	Relevant information is available on website i.e. www.chandigarhenvi.gov.in	

-Sd-
(Debendra Dalai, IFS)
Director Environment