

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 programs, 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	PWD (B&R) , Architecture Wing www.chiefarchitectpunjab.com
		(ii) Head of the organization	Chief Architect, Punjab
		(iii) Vision, Mission and Key objectives	Annexure - 1 (Para-II) (See ABOUT US in navigation bar)
		(iv) Function and duties	
		(v) Organization Chart	Annexure -2 (See ORGANISATION in navigation bar)
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 -1 (See ABOUT US in navigation bar)
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	Annexure-2 (See ORGANISATION in navigation bar)
		(iv) Exercised	
		(v) Work allocation	

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Annexure - 1 (Para- III) (See ABOUT US in navigation bar)
		(ii) Final decision making authority	Principal Secretary / Chief Architect
		(iii) Related provisions, acts, rules etc.	Manual of Govt. Rules and Instructions
		(iv) Time limit for taking a decisions, if any	NA
		(v) Channel of supervision and accountability	As per Organization structure
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Annexure-1 (Para-III and Para –IV) (See ABOUT US in navigation bar)
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	As per decision of the Govt. and need of the client department.
		(v) Process of redress of grievances	As per Govt. Rules and Instructions
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.	CSR and PFR and Annexure-1(Para-V) (See ABOUT US and RTI ACT 2005 under RTI in navigation bar)
		ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Govt. Rules and Instructions
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Architectural Drawings
		(ii) Custodian of documents/categories	Chief Architect, Punjab
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	
		(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?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Annexure -3 (See RTI in navigation bar)
		(ii) Telephone , fax and email ID	

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	Annexure -3
		(ii) System of compensation as provided in its regulations	NIL
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	Sh. Surinder Singh, Additional Chief Architect SCO 149-152, sector 17C, Chandigarh. Phone N. 94171-85124
		(ii) Address, telephone numbers and email ID of each designated official.	Sh. Ramandeep Singh Architect SCO 149-152, sector 17C, Chandigarh. Ph. 98883-76367
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	Programs to advance understanding of RTI (Section 26)	(i) Educational programs	Government designated programs are attended timely too advancing understanding of RTI
		(ii) Efforts to encourage public authority to participate in these programs	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Program

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)]	<ul style="list-style-type: none"> (i) Total Budget for the public authority (ii) Budget for each agency and plan & programs (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available 	11 Lacs (Contingency)
2.2	Foreign and domestic tours during 2019-20	<ul style="list-style-type: none"> (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. <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 (iii) Information related to procurements <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. 	<p>NIL</p> <p>As per official record. Annexure – V (See RTI in navigation bar)</p>
			NA
2.3	Manner of execution of subsidy program [Section 4(i)(b)(xii)]	<ul style="list-style-type: none"> (i) Name of the program of activity (ii) Objective of the program (iii) Procedure to avail benefits (iv) Duration of the program/ scheme (v) Physical and financial targets of the program (vi) Nature/ scale of subsidy /amount allotted 	NA

		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy program (number, profile etc.)	NA
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		(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	NA
		(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	NA
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 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 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	NA
		(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	NA
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
(ix) All payment made under the PPP project	NA		
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	NA
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for consultation before formulation of policy.	NA

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) www.chiefarchitectpb.com	NA
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NA
		(ii) Printed format	NA
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	NA

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	NA
		(ii) Vernacular/ Local Language	NA
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	NA
		(ii) Name/ title of the document/record/ other information	NA
		(iii) Location where available	NA
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	NA
		(ii) Details of information made available	NA
		(iii) Working hours of the facility	NA
		(iv) Contact person & contact details (Phone, fax email)	NA
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	NA
		(ii) Details of applications received under RTI and information provided	NA
		(iii) List of completed schemes/ projects/Programs	NA
		(iv) List of schemes/ projects/ program underway	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 (ii) Details of appeals received and orders issued	As per Official Record and Annexure IV (See RTI in navigation bar)
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA

5. 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	Annexure-VI (See RTI in navigation bar)
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Audit has been Carried Out on Dated 09.02.2021
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	Smt. Abha.J.Sharma Senior Architect Since 22-03-2013
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NA
		(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 of the Officers	Sh. Surinder Singh Additional Chief Architect Ph No. 9417185124 O/o Chief Architect,Punjab, S.C.O. 149-152, Sector 17-C, Chandigarh.

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		www.chiefarchitectpb.com