

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	Chandigarh Child & Women Development Corporation Limited (A Chandigarh Administration Undertaking), Additional Town Hall Building, Sector-17C, Chandigarh <u>URL Link:</u> https://chdsw.gov.in/index.php/page/ccwdc-chandigarh-child-women-development-corporation
		(ii) Head of the organization	Managing Director Chandigarh Child & Women Development Corporation Limited
		(iii) Vision, Mission and Key objectives	The main objectives of this Corporation to provide for the economic development and welfare of children, women and persons with disabilities in the Union Territory of Chandigarh and any other activity that may directed by the Government NHFDC from time to time and provisions of Section 384 of the Companies Act, 1956.
		(iv) Function and duties	
		(v) Organization Chart	As per Annexure-I attached <u>URL:</u> https://chdsw.gov.in/uploads/media/1654075756-ANNEXURE_I.pdf
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)	As per Annexure-II attached <u>URL:</u> https://chdsw.gov.in/uploads/media/1654076781-ANNEXURE_II.pdf
		(ii) Power and duties of other employees	As per Annexure-II attached <u>URL:</u> https://chdsw.gov.in/uploads/media/1654076781-ANNEXURE_II.pdf
		(iii) Rules/orders under which powers and duty are derived and	As per Norms/standards fixed by Government of India under different Schemes/Policies/Acts/ Programs, Punjab Civil Services Rules and Chandigarh Administration

		(iv) Exercised	As per Annexure-II attached URL: https://chds.gov.in/uploads/media/1654076781-ANNEXURE_II.pdf
		(v) Work allocation	As per Annexure-II attached URL: https://chds.gov.in/uploads/media/1654076781-ANNEXURE_II.pdf
1.3	Procedure followed in decision making process[Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	As per Annexure-III attached URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
		(ii) Final decision making authority	As per Annexure-III attached URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
		(iii) Related provisions, acts, rules etc.	As per Annexure-III attached URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
		(iv) Time limit for taking a decisions, if any	As per Annexure-III attached URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
		(v) Channel of supervision and Accountability	As per Annexure-III attached URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Nature of functions/services offered by all dealing Assistants of this Corporation has been listed in Annexure-II. URL: https://chds.gov.in/uploads/media/1654076781-ANNEXURE_II.pdf
		(ii) Norms/ standards for functions/ service delivery	As per Norms/standards fixed by Government of India under different Schemes/Policies/Acts/ Programs, Punjab Civil Services Rules and Chandigarh Administration. Norms set by the department under different schemes as per Annexure-III. URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
		(iii) Process by which these services can be accessed	The services provided by this Corporation can be availed through physical records available with the concerned branch.
		(iv) Time-limit for achieving the targets	As per Annexure-III attached URL: https://chds.gov.in/uploads/media/1654076823-ANNEXURE_III.pdf
		(v) Process of redress of grievances	Grievances can be filed manually as well as online through CPGRAMS portal at website: www.pgportal.gov.in
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 the Corporation rules.
		(ii) List of Rules, regulations, Instructions manuals And records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority	(i) Categories of documents	Notifications, Orders, Acts, Rules, Minutes, Annual Reports, Circulars/Letters etc.

	under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Concerned Dealing Assistant of this Corporation.
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.	As per Annexure- IV attached URL: https://chdsw.gov.in/uploads/media/1654076847-ANNEXURE_IV.pdf
		(ii) Composition	
		(iii) Dates from which constituted	1981
		(iv) Term/ Tenure	As per Annexure- IV attached URL: https://chdsw.gov.in/uploads/media/1654076847-ANNEXURE_IV.pdf
		(v) Powers and functions	Supervising & Monitoring of the overall functioning of CCWDC & its Institutions/units.
		(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	As per Annexure- V attached URL : https://chdsw.gov.in/uploads/media/1654076884-ANNEXURE_V.pdf
		(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	As per Annexure- VI attached URL: https://chdsw.gov.in/uploads/media/1654076921-ANNEXURE_VI.pdf
		(ii) System of compensation as provided in its regulations	As per Punjab Civil Services Rules and Chandigarh Administration Guidelines.
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	As per Annexure –VII attached URL : https://chdsw.gov.in/uploads/media/1654077055-ANNEXURE_VII.pdf
		(ii) Address, telephone numbers and email ID of each designated official.	
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) Finalized for Minor penalty or major penalty proceedings	-Nil-
1.12	Programmes to	(i) Educational programmes	The training programme on “Right to

	advance understanding of RTI (Section 26)	(ii)Efforts to encourage public authority to participate in these programmes	Information” is being provided by the Chandigarh Administration, Department of Personnel & Training from time to time. However, no separate programme is being organized by this department under RTI Act.
		(iii)Training of CPIO/APIO	
		(iv)Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ 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	As per Annexure –VIII attached URL : https://chdsw.gov.in/uploads/media/1654077090-ANNEXURE_VIII.pdf
		(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	Not Applicable
		(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	
		(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.	Not Applicable
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(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	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
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	Not Applicable
		(ii) For each concessions, 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	Not Applicable
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.	Not Applicable

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 there of [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	Detail of schemes, Forms, Public Notices, citizen charter, details of institutions Act, Rules and orders along with useful links are available at Social Welfare Department Website: www.chdsw.gov.in
		(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	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii) Detailed project reports (DPRs)	Not Applicable
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Not Applicable
		(vii) Information relating to outputs and outcomes	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix) All payment made under the PPP project	Not Applicable
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	Not Applicable
		(ii) Outline the Public consultation process	Not Applicable

		(iii) Outline the arrangement for consultation before formulation of policy.	Not Applicable
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)	Through the Social Welfare Department Website: www.chdsw.gov.in/ and www.eGazettee.chd .
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Not Applicable
		(ii) Printed format	Not Applicable
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Detail of schemes, Forms, Public Notices, citizen charter, details of institutions Act, Rules and orders alongwith with useful links are available at Social Welfare Department Website: www.chdsw.gov.in
		(ii) At a reasonable cost of the medium	Not Applicable

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 (ii) Vernacular/ Local Language	Information regarding schemes, Forms, Public Notices, citizen charter, details of institutions Act, Rules and orders alongwith with useful links are available at Social Welfare Department Website: www.chdsw.gov.in in English language.
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	Information updated time to time on Website of Social Welfare Department: www.chdsw.gov.in
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Information available at Social Welfare Department Website: www.chdsw.gov.in regarding Forms of different schemes, Institutions, Citizen Charter, Recruitment, RTI, Achievement, Act/Rules/ Orders
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made Available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Through Social Welfare Department Website: www.chdsw.gov.in All the Services related to this Corporation are available during the office hours. 9:30 AM to 5:30 PM Company Secretary, Chandigarh Child & Women Development Corporation Limited, Town Hall Extension Building, Near DC Office, 3rd Floor, Sector 17-C, Chandigarh 0172-2700609 mdccwdc@gmail.com
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided	Through CPGRAMS Portal Details of RTI applications received and information provided for the year 2021-2022 as per Annexure – IX attached URL: https://chdsw.gov.in/uploads/media/1654077120-ANNEXURE_IX.pdf

		(iii) List of completed schemes/ projects/ Programmes	This Corporation is implementing different schemes for residents of UT, Chandigarh i.e. for Women, Children, Senior citizens, Differently Abled Persons and details of these Schemes are available at Website: www.chdsw.gov.in .
		(iv) List of schemes/ projects/ programme underway	List of Projects:- <ul style="list-style-type: none"> ➤ Working Women Hostel ➤ Observation-cum-Special Home ➤ Sakhi (One Stop Centre) ➤ Protection Centre for Runaway Couples ➤ Women & Child Helpline ➤ National Helpline for Senior Citizens. ➤ Aasha Kiran ➤ Empowerment Centre ➤ Day Care Centre & Recreational Centre for Elderly Persons with Disabilities ➤ Senior Citizens' Home ➤ Aashiana/SAA ➤ Children Home, Snehalaya for Girls ➤ Children Home, Snehalaya (Boys) ➤ After Care Home for Boys & Girls List of Schemes:- <ul style="list-style-type: none"> ➤ Loans under Direct Bank Tie up and NHFDC ➤ Training under Swawlamban Scheme
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Contract for providing manpower services and security services on outsourcing basis attached at Annexure-X. URL : https://chdsw.gov.in/uploads/media/1654077145-ANNEXURE_X.pdf
		(vi) Annual Report	Not applicable
		(vii) Frequently Asked Question (FAQs)	Not applicable
		(viii) Any other information such as a) Citizen's Charter	Available on Social Welfare Department Website: https://chdsw.gov.in/index.php/page/right-to-service
		c) Six monthly reports loaded on the website or not	Not applicable
		d) Performance against the benchmarks set in the Citizen's Charter	Not applicable
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	As per Annexure IX Attached
		(ii) Details of appeals received and orders issued	URL: https://chdsw.gov.in/uploads/media/1654077120-ANNEXURE_IX.pdf

4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Replies to all the parliament question has been provided.
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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	As per Annexure– VII attached URL: https://chdsw.gov.in/uploads/media/1654077055-ANNEXURE_VII.pdf
		(ii)	Details of third party audit of voluntary disclosure	Under Process
			(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	
			(a) Date of appointment (b) Name & Designation of the officers	Sh. Rajinder Kumar, Senior Assistant of Child & Women Development Corporation Limited is appointed as Nodal Officer under RTI Act vide order dated 16.03.2020.
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Not applicable
			(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	Not applicable
			(a) Dates from which constituted (b) Name & Designation of the Officers	

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	Gazette Notifications, Forms of different schemes, Institutions, Citizen Charter, Recruitment, RTI, Achievement, Rules/Orders, Annual Reports are available on www.chdsw.gov.in and www.eGazettee.chd.gov.in . Copies of orders and instructions available on official website of CCWDC	Department of Social Welfare, Women & Child Development, U.T., Chandigarh Website: www.chdsw.gov.in , www.chandigarh.gov.in