

CHANDIGARH ADMINISTRATION
HOME GUARDS DEPARTMENT, UNION TERRITORY, CHANDIGARH

MANDATORY DISCLOSURE UNDER SECTION 4(1)(B) OF RTI ACT 2005

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 and address of the Organization and its website	Chandigarh Home Guards, Home Guards Headquarter, Sector 17-E, Chandigarh. Department has not its own website
		(ii) Head of the organization	W/CGHG/UT, Chandigarh
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function and duties	1.To assist the local police in day to day functioning of Police Stations, patrolling duty, traffic duties, PCR and other units of the department. 2.To assist the local police on demand during different agitations, strikes, dharnas, rallies, rasta-roko programs, processions, demolition drives etc.
		(v) Organization Chart	<pre> graph TD A[W/Commandant General Home Guards] --> B[Addl.Commandant General Home Guards] B --> C[Asst. Commandant General home Guards] C --> D[District Commandant Home Guards] D --> E[Company Commander] E --> F[Platoon Commander] E --> G[ADC] F --> H[H/CC] F --> I[HI, QM] G --> J[Clerks, DR, Peon] H --> K[H/PC] K --> L[PS/SL] L --> M[HGVs] </pre>

1.2	Power and duties of its officers and employees [Section	(i) Powers and duties of officers (administrative, financial and judicial)	
		Commandant General Home Guards, U.T., Chandigarh	He is the Head of the Department and responsible for exercising control over all subordinates, taking decision in all policy matter, promotions, postings of volunteers and the transfer of District Commandant Home Guards, is made by the Administration on his recommendation. He is also the controlling authority of all the funds allotted to the department by Chandigarh Administration
		Additional Commandant General Home Guards, U.T., Chandigarh	He is second in command of Chandigarh Home Guards
		Assistant Commandant General Home Guards, U.T., Chandigarh	He is third in command of Chandigarh Home Guards
		District Commandant Home Guards, U.T., Chandigarh	He is the Officer in Charge of Chandigarh Home Guards
		(ii) Power and duties of other employees	
		Company Commander (HQs), U.T., Chandigarh	He is responsible for the duties relating to the deployment of volunteers force to assist the Chandigarh Police to maintain law and order and other duties, training and making payment of subsistence allowances to Volunteers.
		PC (HQ)	He assists Company Commander (HQ) in his duties to i.e. deployment of volunteers to maintain law and order, to impart the training to the volunteers, to lead the ceremonial parades etc.
		ADC	He is as assistant to the District Commandant Home Guards in office establishment, accounts works etc.
		Havaldar Instructors	They give the training to the volunteers and maintain their records
		Quarter Master	He looks after the work of clothing store articles being issued to the volunteers and keeps the records in this regards and other inventory items
		Clerks	They are doing the official file work and maintain office record.
		Home Guards Volunteers	They assist the local police in different types of multifarious duties assigned to them.
		Dispatch Rider	Diary and Dispatch work
		(iii) Rules/ orders under which powers and duty are derived and	Under Punjab CSR and Notification from Chandigarh Administration from time to time
		(iv) Exercised	As per rules
		(v) Work allocation	As per department norms

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making /Identify key decision making points		Different powers have been delegated by Authority to the officers at various levels for smooth functioning of the work of Home Guards Organisation.	
		(ii) Final decision making authority		Commandant General Home Guards	
		(iii) Related provisions, acts, rules etc.		As per Punjab Civil Service Rules/ Central Civil Services Rules.	
		(iv) Time limit for taking decisions, if any		All the decisions are taken timely.	
		(v) Channel of supervision and accountability			
	Sr. No.	Nature/type of work	Level at which the case is initiated (name of the post)	Name of the post which deals with the case before the decision making authority	
	1	All Policy matters	DCHG	Additional Commandant General Home Guards & Assistant Commandant General Home Guards, U.T., Chandigarh	
	2	Promotions	DCHG	DPC, constituted by CMT. GEN. from time to time	
	3	Transfers and posting of volunteers	DCHG	Additional Commandant General Home Guards & Assistant Commandant General Home Guards, U.T., Chandigarh	
		4	New Proposals	DCHG	Additional Commandant General Home Guards & Assistant Commandant General Home Guards, U.T., Chandigarh

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Assist local police in maintaining Law & Order and other multifarious duties.
		(ii) Norms/ standards for functions/ service delivery	Department norms as laid by Chandigarh Administration
		(iii) Process by which these services can be accessed	Home Guard department is a supporting department to police

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 Punjab CSR, Compendium of instruction issued by DGCD/HG&FS MHA, New Delhi/CCSR
		(ii) List of Rules, regulations, instructions manuals and records.	Chandigarh Home Guards follows the rules of Punjab Home Guards, adopted by Chandigarh Administrations as well as Compendium of Instructions issued by Directorate General Civil Defense, Ministry of Home Affairs, Govt. of India, R.K., Puram, New Delhi.
		(iii) Acts/ Rules manuals etc.	As per Punjab CSR and other relevant rules.
		(iv) Transfer policy and transfer orders	By Chandigarh Police for CPIOs & DCHG of Chandigarh Home Guards. Transfer of DDO has made by the Chandigarh Administration. Transfer of Clerks under Common Cadre has been made by Chandigarh Administration. Transfer of other officials has made by Commandant General Home Guards. Transfer of HGVs has been made by Addl.CGHG & Asst.CGHG on the recommendation of Commandant General Home Guards.

1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]	(i) Categories of documents	All the letters, reports, circular and standing orders etc. issued from Senior Officers of Home Guards, Chandigarh Administration and MHA.
		(ii) Custodian	Concerned Branch

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	Name & Designation	Contact No.	e-Mail
		(ii) Telephone , fax and email ID	Sh. Raj Kumar Singh, IPS, CGHG	0172-2760805 0172-2740106	igp-chd@nic.in
			Sh. Manjeet, IPS, Asst. CGHG	0172-2760810 0172-2749797	spops-chd@nic.in
			P. Abhinandan, DANIPS DCHG	0172-2710918	ddohg-chd.nic.in

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	The remunerations of officers/ employees is fixed as per the Pay Commissions and policy of Chandigarh Administration.
		ii) System of compensation as provided in its regulations	As per Central Civil Service 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	1. P. Abhinandan, DANIPS, DCHG-cum-CPIO 2. 0172-2710918 e-mail ddohg-chd.nic.in 3. Sh. Manjeet, IPS Asst.CGHG-cum-1 st Appellate 0172-2760810 0172-2749797 e.mail spops- chd@nic.in
		(ii) Address, telephone numbers and email ID	1. CPIO 0172-2710918 ddohg-chd.nic.in Home Guards Headquarters, Sector 17-E, UT Chandigarh, 2. Appellate Authority, PHQ, Sector 9, Chandigarh, 0172-2760810

1.11	No. Of employees against whom Disciplinary action has been proposed/ taken under Section 4(2)	No. of employees against whom disciplinary action has been taken.	Nil
		(i) Pending for Minor penalty or major penalty proceedings. (ii) Finalized for Minor penalty or major penalty proceedings	

1.12	Programs to advance understanding of RTI(Section 26)	(i) Educational programs	-NA-
		(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 Programs

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	Budget of Home Guards Department made by the SO of Accounts / Purchase Branch under the supervisions of Senior officers of Home Guards.
		(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	
2.2	Foreign and domestic tours (F. No.1/8/2012- IR dt. 11.9.2012)	(i) Budget	No such budget is allocated for foreign and domestic travels.
		(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	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda, if any. 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	One post of Peon has been filled-up through outsource from M/s Secure Guard Security & Manpower Services, Office-151, Ind. Area, PH-II, Chandigarh through GeM Portal vide Contract No. 511687732087591 dated 08.08.2023

		contract is to be executed.	
2.3	Manner of execution of subsidy program [Section 4(i)(b)(xii)]	(i) Name of the program of activity	N/A
		(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	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy program (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F No. 1/6/2011-IR dt. 15.04.2013]	(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	
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 (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	N/A
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	N/A

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)] [F No 1/6/2011-IR dt. 15.04.2013]	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	The representation made by the public through letters are properly addressed by replying the letters to the addressee. If required he/she may visit the office in working hours. The regulations/guidelines etc. are prepared based on the decisions involved with the stake holders
		(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	Visitors are allowed in working hours of the department.
		Public- private partnerships (PPP)	Public-Private Partnerships (PPP) related works are not carried out by the department.
		(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	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	Since, Home Guards department has no such public dealing, the decision/policies made by the Senior Officers of the department do not affect public.
		(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)	The department has not its own website. However, information are updated periodically on the website of Chandigarh Administration i.e. http://chandigarh.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Printed Format only
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	No
		(ii) At a reasonable cost of the medium	As per RTI Act 2005 regulations of Fees and cost

3. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English Language
		(ii) Vernacular/ Local Language	English Language as per record available.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	The information/data is being updated on Chandigarh Administration website as and when required.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Department information is available on the website of Chandigarh Administration.
		(ii) Name/ title of the document/record/ other information	Mandatory disclosure under RTI Act
		(iii) Location where available	http://chandigarh.gov.in/
4.4	Particulars of facilities available to citizen for obtaining information	(i) Name & location of the faculty	P. Abhinandan, DANIPS, DCHG-cum-CPIO Home Guards, HGHQ, Sector-17-E, UT, Chandigarh
		(ii) Details of information made available	Available official records
		(iii) Working hours of the facility	Working hours of all working days

	[Section 4(1)(b)(xv)]	(iv) Contact person & contact details (Phone, fax email)	P.Abhinandan, DANIPS, DCHG-cum-CPIO Home Guards 0172-2703964 ddohg-chd@nic.in
4.5	Such other information as may be prescribed under section 4 (i) (b)(xvii)	(i) Grievance redressal mechanism	Looking after the service related Grievance of the employees of Chandigarh Home Guards organization
		(ii) Details of applications received under RTI and information provided	Total 45 RTI applications received during the year 2023-24 and all were disposed of within stipulated period.
		(iii) List of completed schemes/ projects/ Programs	-Nil-
		(iv) List of schemes/ projects/ program underway	-Nil-
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N/A
		(vi) Annual Report	N/A
		(vii) Frequently Asked Question (FAQs)	N/A
		(viii) Any other information such as a) Citizen's Charter	No Public Dealing
		c) Six monthly reports on the	Reports are up-loaded timely
		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	Total 45 RTI applications have been received during the year 2023-24 and all were disposed of within stipulated period.
		(ii) Details of appeals received and orders issued	One 2 nd appeal has been disposed of by CIC.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	As and when any parliament question received, the reply of the same is sent on priority basis.

4. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars	
5.1	Such other information as may be prescribed [F.No.1/2/2016-IR dt.17.8.2016, F.No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of Current CPIOs & FAAs	CPIO	FAA
			Ms. P. Abhinandan, DANIPS (DCHG)	Sh. Manjeet, IPS (Asst. CGHG)
		(ii) Earlier CPIO & FAAs from 1.1.2015	Sh. B.S. Chadha DY.SP (DCHG)	Sh. Alok Kumar, IPS(DIG)
			Smt. Kamla Meena DANIPS (DCHG)	Sh. Eish Singal, IPS(Asst.CGHG)
			Sh. B.S. Negi (Dy.SP) (DCHG)	Sh. Vineet Kumar, IPS(Asst.CGHG)
			Sh. Devinder Kumar Sharma Dy.SP (DCHG)	Sh. Milind MahadeoDumber, IPS (Asst.CGHG)
			Sh. Kewal Krishan, Dy.SP(DCHG)	Sh. Ketan Bansal, IPS, (Asst.CGHG)
			Sh. Kewal Krishan, Dy.SP(DCHG)	
			Sh. Sukhwinder Pal Sondhi, Dy.SP (DCHG)	
			Sh. Jaswinder Singh	

			Dy. SP (DCHG) Sh. Sukhwinder Pal Sondhi, Dy. SP (DCHG) Sh. Rajeev Kumar Ambasta, DANIPS (DCHG), Sh. Amrao Singh, CPS (DCHG) Ms.Palak Goel, DANIPS (DCHG)	
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out		Third party audit for the year 2024-25 is pending.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers		NA
		(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		

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	The department has no direct relation-ship with public and maximum information available in the department has not in large public interest.	Department has not its own website