

Dairy No. Addl. I.G. (Prs.)/1991

Dated 8/10/2020

Receipt No VI.G.(Prs.)/624

Dated 7/10/2020

Dairy No. 7343

Dated 9/X/2020



MGSIPA

ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚੀਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ
Mahatma Gandhi State Institute of Public Administration,
Punjab

Institutional Area, Sector 26, Chandigarh 160019, India

(An ISO 9001:2015 Certified Punjab Government Organisation devoted to training and research in Public Administration)

Phone: +91-172-2793589/91 | Fax: +91-172-2793589/91 Extn: 400

Email: training.mgsipa@punjab.gov.in

From

Dr. R.K. Sharma,
Project Co-ordinator,
Mahatma Gandhi State Institute of Public Administration,
Institutional Area, Sector 26,
CHANDIGARH
Mobile No. 9814430666

To

✓ The I.G. Prisons,
U.T. Headquarters, Sector 9,
CHANDIGARH

No.MGSIPA/Third Party Audit/2020/ 2250 Dated: 01 October, 2020

Subject:

Proactive disclosure package audited by Third Party by Central
Public Information Officers (CPIOs) under Section-4 of Right to
Information Act, 2005.

Sir,

Kindly refer to your office letter No.6822/UT/AIG/Prs. dated 15th
September, 2020, forwarding us a revised copy of Proactive Disclosure Package
Proforma, duly filled in, in respect of your department, on the above subject.


In this connection, we hereby forward you a copy of our report on the
subject, in respect of your department under Section 4 of Right to Information Act, 2005,
for your reference and record.

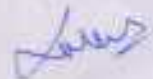
Thanking you,

Encl: As above


(Dr. R.K. Sharma)
Project Co-ordinator




9.10
Dr. R.K. Sharma



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 Prisons & Correctional Administration, UT, Chandigarh. www.chdmodeljail.gov.in
		(ii) Head of the organization	Inspector General of Prisons, UT Chandigarh.
		(iii) Vision, Mission and Key objectives	Annexure-X/1
		(iv) Function and duties	Annexure-X/2
		(v) Organization Chart	Annexure-X/3
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-X/2
		(ii) Power and duties of other employees	Annexure-X/2
		(iii) Rules/ orders under which powers and duty are derived and	Annexure-X/2
		(iv) Exercised	Annexure-X/2
		(v) Work allocation	Annexure-X/2
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Annexure-X/2
		(ii) Final decision making authority	Annexure-X/2
		(iii) Related provisions, acts, rules etc.	Annexure-X/2
		(iv) Time limit for taking a decisions, if any	Annexure-X/2
		(v) Channel of supervision and accountability	Annexure-X/2
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Annexure-X/2
		(ii) Norms/ standards for functions/ service delivery	Annexure-X/2
		(iii) Process by which these services can be accessed	Annexure-X/2
		(iv) Time-limit for achieving the targets	Annexure-X/2

		(v) Process of redress of grievances	Annexure-X/2
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.	Annexure-X/2
		(ii) List of Rules, regulations, instructions manuals and records.	Annexure-X/2
		(iii) Acts/ Rules manuals etc.	Annexure-X/2
		(iv) Transfer policy and transfer orders	Annexure-X/2
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Annexure-X/2
		(ii) Custodian of documents/categories	Annexure-X/2
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.	Annexure-X/2
		(ii) Composition	Annexure-X/2
		(iii) Dates from which constituted	Annexure-X/2
		(iv) Term/ Tenure	Annexure-X/2
		(v) Powers and functions	Annexure-X/2
		(vi) Whether their meetings are open to the public?	Annexure-X/2
		(vii) Whether the minutes of the meetings are open to the public?	Annexure-X/2
		(viii) Place where the minutes if open to the public are available?	Annexure-X/2
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Annexure-X/2
		(ii) Telephone , fax and email ID	Annexure-X/2
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-X/2
		(ii) System of compensation as provided in its regulations	Annexure-X/2
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	Annexure-X/2
		(ii) Address, telephone numbers and email ID of each designated official.	Annexure-X/2
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	Not Applicable
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalized for Minor penalty or major penalty proceedings	Not Applicable
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Yes
		(ii) Efforts to encourage public authority to participate in these programmes	Not Applicable
		(iii) Training of CPIO/APIO	Yes
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable

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-X/2
		(ii) Budget for each agency and plan & programmes	Annexure-X/2
		(iii) Proposed expenditures	Annexure-X/2
		(iv) Revised budget for each agency, if any	Annexure-X/2
		(v) Report on disbursements made and place where the related reports are available	Annexure-X/2
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	Not Applicable
		(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	Annexure-X/2
		(ii) Objective of the programme	Annexure-X/2
		(iii) Procedure to avail benefits	Annexure-X/2
		(iv) Duration of the programme/ scheme	Annexure-X/2
		(v) Physical and financial targets of the programme	Annexure-X/2
		(vi) Nature/ scale of subsidy /amount allotted	Annexure-X/2

		(vii) Eligibility criteria for grant of subsidy	Annexure-X/2
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Annexure-X/2
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, 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	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.	Annexure-X/4

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)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p> <p>Annexure-X/2</p>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	<p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>

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)	Not Applicable
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	Yes
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Yes
		(ii) At a reasonable cost of the medium	No

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	Yes, Punjab Jail Manual, 1996
		(ii) Vernacular/ Local Language	No
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Update	Not Applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Annexure-X/2
		(ii) Name/ title of the document/record/ other information	Annexure-X/2
		(iii) Location where available	Annexure-X/2
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Annexure-X/2
		(ii) Details of information made available	Annexure-X/2
		(iii) Working hours of the facility	Annexure-X/2
		(iv) Contact person & contact details (Phone, fax email)	Annexure-X/2
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Annexure-X/2
		(ii) Details of applications received under RTI and information provided	Annexure-X/2
		(iii) List of completed schemes/ projects/ Programmes	Annexure-X/2
		(iv) List of schemes/ projects/ programme underway	Annexure-X/2
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Annexure-X/2
		(vi) Annual Report	Annexure-X/2
		(vii) Frequently Asked Question (FAQs)	Annexure-X/2

		(viii) Any other information such as a) Citizen's Charter	Annexure-X/2
		c) Six monthly reports loaded on the website or not	Annexure-X/2
		d) Performance against the benchmarks set in the Citizen's Charter	Annexure-X/2
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Yes, on https://rtionline.gov.in/RTIMIS/login
		(ii) Details of appeals received and orders issued	As stated above.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Details of questions asked and replies given on email only.

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	Sh. Amandeep Singh, CPS, Deputy Superintendent Jail- I, Model Jail, Chandigarh – CPIO. Sh. Virat, HCS, Joint Inspector General of Prisons, UT Chandigarh – First Appellate Authority.
		(ii)	Details of third party audit of voluntary disclosure	Not Applicable
			(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	Sh. Parveen Kumar, Deputy Superintendent Jail, Model Jail, Chandigarh.
			(a) Date of appointment (b) Name & Designation of the officers	
		(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	Right to Information Act, 2005	Annexure-X/5