

## 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	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Director School Education, Chandigarh Administration <a href="http://chdeudcation.gov.in">http://chdeudcation.gov.in</a>
		(ii) Head of the organization	Director School Education, Chandigarh Administration
		(iii) Vision, Mission and Key objectives	To provide education for all
		(iv) Function and duties	Establishment of the school teachers (NTT, JBT, Master/Mistress) of all Govt. Schools under the control of School Education Department, UT, Chandigarh and plan and monitor all academic activities in school
		(v) Organization Chart	Attached (Annexure 'A')
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)	List attached (Annexure 'B')
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	Punjab Civil Service Rules
		(iv) Exercised	Secretary & Head of the Department
		(v) Work allocation	Establishment of teachers & accounts matter

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 rules
		(ii) Final decision making authority	Education Secretary
		(iii) Related provisions, acts, rules etc.	PCSR/DFPR
		(iv) Time limit for taking a decisions, if any	As per rules
		(v) Channel of supervision and accountability	Sr. Asstt., Supdt. Registrar, (DD-I, DD-II), Director School Education, Education Secretary DC(F&A), AC(F&A), SO
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Establishment & Accounts
		(ii) Norms/ standards for functions/ service delivery	As per rules
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
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.	N.A.
		(ii) List of Rules, regulations, instructions manuals and records.	N.A.
		(iii) Acts/ Rules manuals etc.	N.A.
		(iv) Transfer policy and transfer orders	Executive orders are issued from time to time of Chandigarh Administration
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	N.A.
		(ii) Custodian of documents/categories	N.A.
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.	N.A.
		(ii) Composition	N.A.
		(iii) Dates from which constituted	N.A.
		(iv) Term/ Tenure	N.A.
		(v) Powers and functions	N.A.
		(vi) Whether their meetings are open to the public?	N.A.
		(vii) Whether the minutes of the meetings are open to the public?	N.A.
		(viii) Place where the minutes if open to the public are available?	N.A.
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	N.A.
		(ii) Telephone , fax and email ID	N.A.

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	N.A.
		(ii) System of compensation as provided in its regulations	N.A.
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	List Attached (Annexure 'C')
		(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) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil
		(ii) Efforts to encourage public authority to participate in these programmes	Nil
		(iii) Training of CPIO/APIO	As per Department of Personnel
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	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	N.A., as the matter covered under Higher Education
		(ii) Budget for each agency and plan & programmes	N.A.
		(iii) Proposed expendituresmn	N.A.
		(iv) Revised budget for each agency, if any	N.A.
		(v) Report on disbursements made and place where the related reports are available	N.A.
2.2	Foreignand domestic tours during 2019-20	(i) Budget	N.A.
		(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	N.A.
		(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.	N.A., as the matter covered under Higher Education
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	List of scholarship expenditure 2020-21 Attached (Annexure 'D')
		(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	N.A.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	N.A.
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	Nil
		(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 authorisations d) Date of award of concessions /permits of authorizations	N.A.
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	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 with or representation by the members of the public	N.A.
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(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	N.A.
		Public- private partnerships (PPP)	N.A.
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	N.A.

		(iii) Concession agreements.	N.A.
		(iv) Operation and maintenance manuals	N.A.
		(v) Other documents generated as part of the implementation of the PPP	N.A.
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N.A.
		(vii) Information relating to outputs and outcomes	N.A.
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A.
		(ix) All payment made under the PPP project	N.A.
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	Nil
		(ii) Outline the Public consultation process	Nil
		(iii) Outline the arrangement for consultation before formulation of policy.	Nil
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)	<a href="http://chdeducation.gov.in">http://chdeducation.gov.in</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Nil
		(ii) Printed format	Nil
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	N.A.
		(ii) At a reasonable cost of the medium	N.A.

**4. E. Governance**

<b>S .No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)</b>
4.1	Language in which Information Manual/Handbook Available	(i) English	N.A.
		(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 available in electronic form	N.A.
		(ii) Name/ title of the document/record/ other information	N.A.
		(iii) Location where available	N.A.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	N.A.
		(ii) Details of information made available	N.A.
		(iii) Working hours of the facility	During working office hours
		(iv) Contact person & contact details (Phone, fax email)	List Attached (Annexure 'C')
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Director School Education
		(ii) Details of applications received under RTI and information provided	271 received & 257 disposed
		(iii) List of completed schemes/ projects/ Programmes	Nil
		(iv) List of schemes/ projects/ programme underway	Nil
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Nil
		(vi) Annual Report	Nil
		(vii) Frequently Asked Question (FAQs)	Nil

		(viii) Any other information such as a) Citizen's Charter	N.A.
		c) Six monthly reports loaded on the website or not	Yes, pgportal.gov.in (grievance)
		d) Performance against the benchmarks set in the Citizen's Charter	N.A.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	257 disposed 14 pending
		(ii) Details of appeals received and orders issued	28 – 25 disposed 03 pending
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Nil

#### 5. Information as may be prescribed

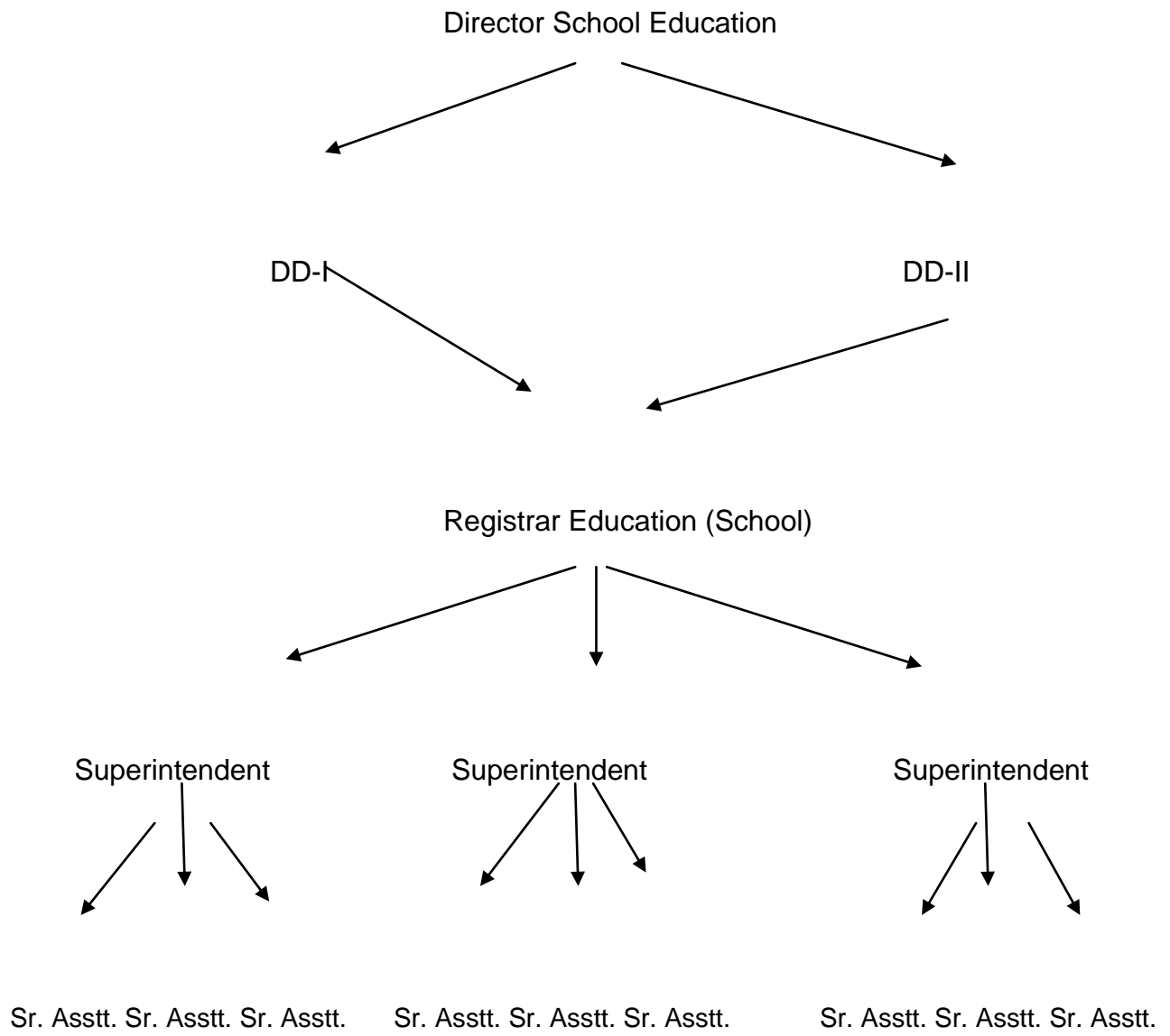
S. No.	Item	Details of disclosure		Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	List attached (Annexure 'C')
		(ii)	Details of third party audit of voluntary disclosure	
			(a) Dates of audit carried out (b) Report of the audit carried out	01.12.2020 03.08.2021
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Nil
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Nil
			(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	Nil
			(a) Dates from which constituted (b) Name & Designation of the Officers	



**6. Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Yes <a href="http://chdeducation.gov.in">http://chdeducation.gov.in</a>

**ESTABLISHMENT**

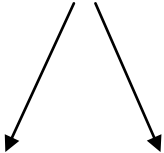


**(ACCOUNTS FUNCTIONARIES)**

Deputy Controller (F&A)



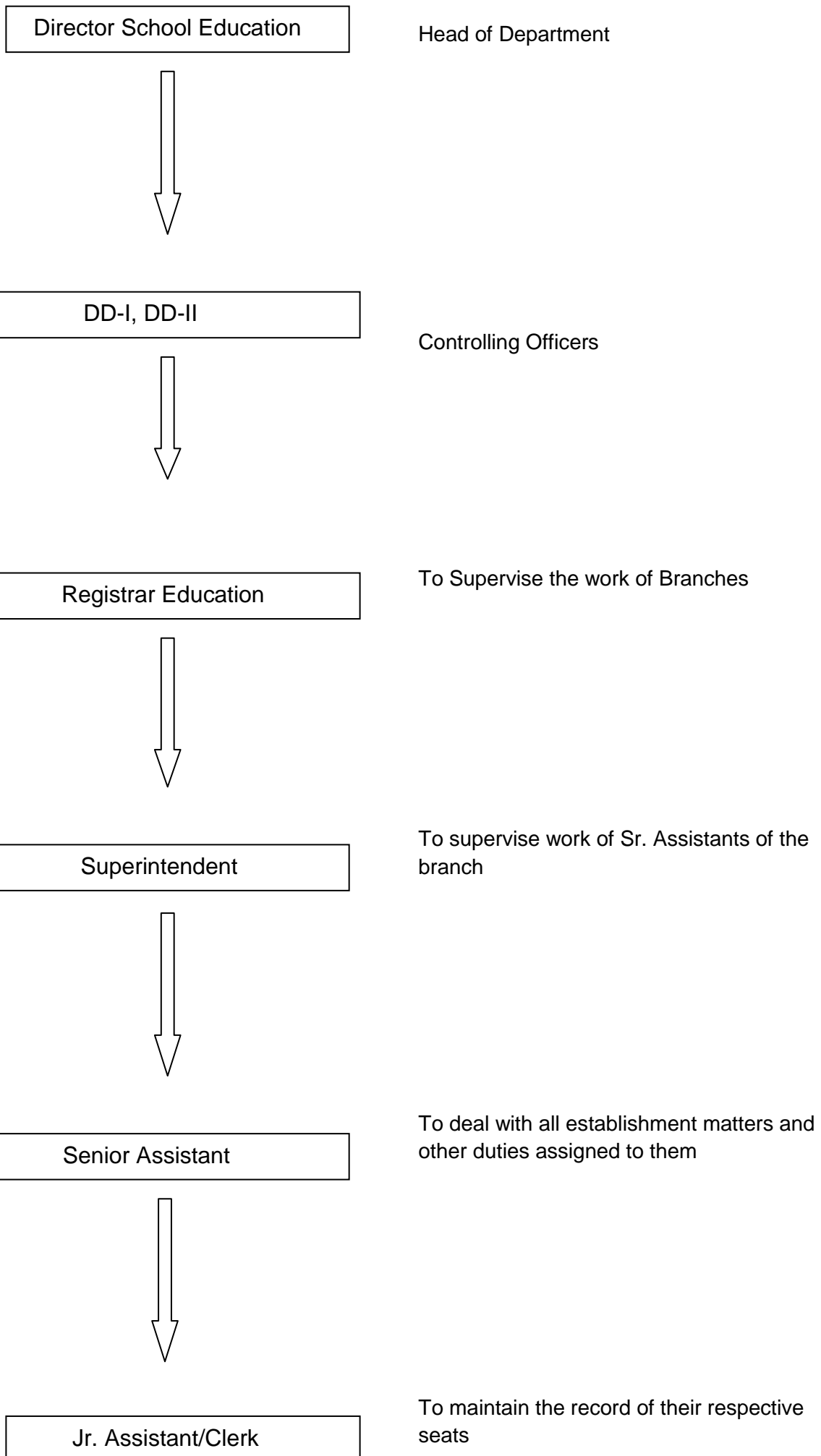
Assistant Controller (F&A)



Section Officer

Section Officer

ANNEXURE-'B'



**DIRECTORATE OF SCHOOL EDUCATION**  
**CHANDIGARH ADMINISTRATION**  
School-III, Branch  
Additional Deluxe Building 3rd Floor, Sector-9D  
Chandigarh-160009

**FLAG -C**

**ORDER**

In partial modification of this office order No. DSE-UT-S11(98)2013 dated 18.03.2019, the following officers are hereby designated as CPIOs/appellate Authority under Education & Office of Block Education Officer with immediate effect as under: -

**Office of Director School Education**

S. No.	Branch	CPIO	First Appellate Authority
1	School-I	Superintendent School-I	Deputy Director –I
2	School-II	Superintendent School-II	Deputy Director –II
3	School-III	Superintendent School-III	Deputy Director –I
4	Vocational Education	ADVE	Deputy Director –I
5	Samagra Shiksha	AC(F&A), Amagra Siksha	Deputy State Project Director Samagra Shiksha
6	Accounts Branch	Superintendent Accounts	Deputy Controller (F&A)
7	Section Officer-I	Section Officer-I	Deputy Controller (F&A)
8	Section Officer-II	Section Officer-II	Deputy Controller (F&A)

**Office of District Education and Block Education Officer**

S. No.	Name of Office	CPIO	First Appellate Authority
1	DEO, Chandigarh	DEO	Deputy Director –I
2	BEO, Chandigarh	BEO	District Education Officer

Dated Chandigarh the,  
12<sup>th</sup> January, 2021

Rubinderjit Singh Brar, PCS,  
Director School Education,  
Chandigarh Administration.

**Endst No.DSE-UT-S11-11(98)2013**

**Dated 19.01.2021**

A copy is forwarded to the following for information and necessary action:-

1. All Officers concerned.
2. Director, Information Technology, UT, Chandigarh.
3. State Informatics Officer, NIC, Sector 9, Chandigarh.
4. District Education Officer, UT, Chandigarh T
5. Block Education Officer, UT, Chandigarh
6. All Superintendents concerned in the Directorate.
7. PA to DSE, UT, Chandigarh.
8. RTI Clerk.

Registrar Education (S),  
For Director Education School,  
Chandigarh Administration.

**Directorate of School Education**  
**Chandigarh Administration**  
 School-III, Branch  
 Additional Deluxe Building, 3<sup>rd</sup> Floor, Sector-9  
 Chandigarh-160009

**Memo. No. DSE-UT-S11-11(98)2013**

**Dated:**

**ORDER**

In pursuance of the Chandigarh Administration, Department of Personnel letter No. IH(I)-2005/11948 dated 6.7.2005 regarding enactment/ Enforcement of Right of Information Act, 2005, order to designate appellate Authority, Central Public Information Officers and Central Assistant Public Information Officers for School Education Department were issued, In supersession of all the said orders and in accordance with provision contained under section 5 & 19 of the said Act, the following officers/ Officials are hereby designated as Appellate Authority, Central Public Information Officers(CPIO) and Central Assistant Public Information Officers (ACPIO) to disseminate the information in respect office of Director School Education, District Education Officers and of Govt. Schools:-

<b>Government Schools</b>			
<b>Sr. No.</b>	<b>Name of the School</b>	<b>CPIO</b>	<b>First Appellate Authority</b>
1	Govt. Model Sr, Secondary School/ Govt. Sr. Secondary School	Principal of the School	District Education Officer Chandigarh
2	Govt. Model High School	Headmaster/ Head – Mistress of the School	District Education Officer, Chandigarh
3	Govt. High School	Headmaster/ Head – Mistress of the School	District Education Officer, Chandigarh
4	Govt. Model Middle School/ Govt. Middle School	DDO, of Sr. Sec/ High with whom Middle School is attached	District Education Officer, Chandigarh
5	Govt. Primary School	BEO Chandigarh	District Education Officer, Chandigarh

**Office of Director School Education, District Education Officers**

<b>Sr. No.</b>	<b>Branch</b>	<b>CPIO</b>	<b>First Appellate Authority</b>
1	School Branch-I	Supdt. Of the School Branch –I	Dy. Director School Education-II, Chandigarh
2	School Branch-II	Supdt. Of the School Branch –II	Dy. Director School Education-I, Chandigarh
3	School Branch-III	Supdt. Of the School Branch –III	Dy. Director School Education-II, Chandigarh
4	Accounts Branch-DSE Office	1. Supdt. of Accountants. Branch. 2. Section officer-I of SO-I Branch 3. Section officer-I of SO-II Branch	Dy. Director School Education-I Chandigarh
5	Vocational Education	Assistant Director, Vocational Education	Dy. Director School Education-I, Chandigarh
6	Accounts Branch DEO	Superintendent of Accounts Branch	Dy. Director School Education-I, Chandigarh
7	Establishment	Superintendent of	Dy. Director School

	Branch DEO	Establishment Branch	Education-II, Chandigarh
8	BEO	BEO Chandigarh	Dy. Director School Education-II, Chandigarh
9	Branch dealing with Sports	Sr. Sports Organized, Office of DEO	Dy. Director School Education-II, Chandigarh
10	Branch Dealing with private Schools	ADO officer of DEO	Dy. Director School Education-I, Chandigarh

A separate bank account shall be opened in the name of Assistant Controller (F&A), Education Department, UT, Chandigarh for receiving the fees/ payments of the application received under RTI Act.

The above orders shall be strictly complied with.

Dated Chandigarh the,

Rubinderjit Singh Brar, PCS,  
Director School Education,  
Chandigarh Administration.

**Endst. No - DSE-UT-S11-11(98)2013**

**Dated:**

A copy is forwarded to the following for information and further necessary action:-

1. Director Information Technology, Chandigarh.
2. Director Higher Education, Chandigarh.
3. Joint Secretary, Personnel, Department of Personnel, Chandigarh.
4. State Informatics Officers, NIC Sector-9, Chandigarh.
5. All the Officers Concerned.
6. District Education Officer, Chandigarh.
7. Heads of all Govt. Schools in Chandigarh.
8. All the Superintendent, Office of DSE, Chandigarh.
9. Assistant Controller (F&A), Chandigarh.
10. Steno Typist to RE(S00/o DSE, Chandigarh to update these orders on website.

Registrar Education(S),  
for Director School Education,  
Chandigarh Administration.

Scholarship Expenditure 2020-21

Scheme Code	Name of Scheme	Budget	Expenditure	Remarks
2115	Attendance Scholarship to Girls Students	16000000	11210000	
2119	Scholarship to physical handicapped	200000	197400	
2120	Merit Scholarship to SC Students on the basis of 5 <sup>th</sup>	50000	95400	Budget Demanded
2121	Merit Scholarship to 9 <sup>th</sup> class students on the basis of 8 <sup>th</sup> class	100000	63000	
2117	Stipend to SC BC students under Harijan Welfare scheme from 6 <sup>th</sup> to 8 <sup>th</sup>	2400000	749400	
2118	Meritorious Scholarship to SC/ST students from 9 <sup>th</sup> to 12 <sup>th</sup>	2900000	590400	
2116	Attendance scholarship to SC students from 1 <sup>st</sup> to 8 <sup>th</sup> Class	6000000	2907500	