

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	Punjab Engineering College (Deemed to be University), Chandigarh https://pec.ac.in
		(ii) Head of the organization	Dr. Dheeraj Sanghi
		(iii) Vision, Mission and Key objectives	Available on website of the institute https://pec.ac.in/civil/vision-mission
		(iv) Function and duties	https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf
		(v) Organization Chart	https://pec.ac.in/institute-functionaries
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)	https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf
		(ii) Power and duties of other employees	Faculty: Teaching & Research Staff: As assigned by respective Head/Incharge – <i>Annexure-I</i>
		(iii) Rules/ orders under which powers and duty are derived and	https://pec.ac.in/rules-guidelines-forms

		(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	Board of Governors https://pec.ac.in/board-of-governors
		(ii) Final decision making authority	Senate https://pec.ac.in/minutes-senate-meetings
		(iii) Related provisions, acts, rules etc.	It varies from case to case.
		(iv) Time limit for taking a decisions, if any	https://pec.ac.in/rules-guidelines-forms
		(v) Channel of supervision and accountability	N. A.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	https://pec.ac.in/programmes
		(ii) Norms/ standards for functions/ service delivery	https://pec.ac.in/programmes/rules-procedures
		(iii) Process by which these services can be accessed	https://pec.ac.in/admissions
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	https://pec.ac.in/grievance-redressal-committee
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title & Nature of record/ manual/ instructions	
		(ii) List of Rules, regulations, instructions manuals and records.	https://pec.ac.in/rules-guidelines-forms
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Group "A" and "B"
		(ii) Custodian of documents/ categories	All documents related to Faculty are under the control of the office of the DFA. Group "C" and "D" All documents related to other staff are in under the control of the office of the Registrar.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public	(i) Name of Boards, Council, Committee, etc.	
		(ii) Composition	https://pec.ac.in/administration
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	

	Authority [Section 4(1)(b)(viii)]	(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?	https://pec.ac.in/rules-guidelines-forms (MoA) No Yes https://pec.ac.in/minutes-meetings
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and emailID	https://pec.ac.in/institute-functionaries https://pec.ac.in/departments
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. (ii) System of compensation as provided in its regulations	Faculty: AICTE pay rules Staff: Punjab Civil Services rules Annexure - II Professional Development Allowance: https://pec.ac.in/sites/default/files/uploads/pda_guidelines_updated.PDF Consultancy: https://pec.ac.in/norms-and-forms
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 (ii) Address, telephone numbers and email ID of each designated official.	https://pec.ac.in/rti FAA: Dr. Siby John, Professor, Civil Engineering Department Contact: 0172-2753052 Email: dd@pec.edu.in CPIO: Dr. Rajesh Kumar Kanda, Mechanical Engineering Department Contact: 0172-2753559 Email: kandarajesh@yahoo.co.in
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: (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/ APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	https://pec.ac.in/rti

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	<p>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.</p> <p>[Section4(1)(b)(xi)]</p>	(i) Total Budget for the public authority : 5225.00	Annexure – II
		(ii) Budget for each agency and plan & programmes	
		<ul style="list-style-type: none"> • Grant in –Aid-General • Grant-in-Aid-Salaries 	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any:-	
	(v) Report on disbursements made and place where the related reports area available: Chandigarh Administration.		
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:-	
		<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. 	https://pec.ac.in/sites/default/files/uploads/procurement report teqip3.pdf

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity		https://pec.ac.in/sites/default/files/uploads/procurement_report_teqip3.pdf
		(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 concession, permits of authorization 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		<i>Annexure – III</i>
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:

N.A.

S. No.	Item	Details of disclosure	Particulars
3.1	<p>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</p> <p>[Section 4(1)(b)(vii)]</p>	<p>Arrangement for consultations with or representations by the members of the public:</p> <ul style="list-style-type: none"> (i) Relevant Acts, Rules, Forms and other documents, which are normally accessed by citizens. (ii) Arrangement for consultation with or representations by <ul style="list-style-type: none"> (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 <p>Public- private partnerships (PPP):</p> <ul style="list-style-type: none"> (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 	<p>Suggestion box at the Main Entry point of Administrative block.</p> <p>Through email or through visit to the office between 09:00 A.M. to 05:00 P.M. (Monday – Friday)</p> <p>Not applicable</p>
3.2	<p>Are the details of policies/ decisions, which affect public, informed to them</p> <p>[Section 4(1) (c)]</p>	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <ul style="list-style-type: none"> (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy. 	<p>Detail of policies decisions informed to public through website</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)	https://pec.ac.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/ handbook available in:- (i) Electronic format	Yes, https://pec.ac.in/annual-reports
		(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, https://www.pec.ac.in/search/node/handbook
		(ii) At a reasonable cost of the medium	N.A.

4. E-Governance

S. No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/ Handbook Available	(i) English	Yes, https://www.pec.ac.in/search/node/handbook
		(ii) Vernacular/ Local Language	No
4.2	When was the information Manual/ Handbook last updated?	Last date of Annual Update	Regularly updated

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	https://pec.ac.in
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	https://pec.ac.in
		(ii) Details of information made available	
		(iii) Working hours of the facility	Email and contact numbers of all the officers were in institute website. Visiting Time: 9.00hrs to 17.00hrs From Monday to Friday; Phone-2753055
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	https://pec.ac.in/grievance-redressal-committee
		(ii) Details of applications received under RTI and information provided	Annexure - IV
		(iii) List of completed schemes/ projects/ Programmes	https://pec.ac.in/research/overview
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	https://pec.ac.in/sites/default/files/uploads/procurement_report_teqip3.pdf
		(vi) Annual Report	https://pec.ac.in/annual-reports
		(vii) Frequently Asked Question (FAQs)	N.A
		(viii) Any other information such as (a) Citizen's Charter	
		(b) Result Framework Document (RFD)	
(c) Six monthly reports loaded on the website or not			
	(d) Performance against the benchmarks set in the Citizen's Charter		
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Fully met and updated on RTI Portal Annexure - IV
		(ii) Details of appeals received and orders issued	

4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully met and updated on RTI Portal <i>Annexure – V</i>
-----	---	--	---

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	<u>2015-16:-</u> <ul style="list-style-type: none"> • CPIO - Dr. Sanjeev Kumar (up to 30.10.19) • FAA-Dr. Sanjeev Sofat <u>2016-19</u> <ul style="list-style-type: none"> • CPIO-Dr. Sanjeev Kumar • FAA - Dr. Uma Batra. <u>2019-20:-</u> <ul style="list-style-type: none"> • CPIO-Dr. Rajesh Kumar (w.e.f.- 01.11.2019) • FAA - Dr. Siby John, Deputy Director (w.e.f. 01.09.2019)
		(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 Carried out on 02.08.2021
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	Dr. Rajesh Kumar Associate Professor 01.11.2019 to till date Dr. Rajesh Kumar, Associate Professor
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	N.A.

		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	N.A
			(a) Dates from which constituted (b) Name & Designation of the Officers	

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		Mandatory disclosure on website of institute : https://pec.ac.in

-X-X-X-X-X-X-X-X-X-X-X-