

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 organisational 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-Organisation 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. Organisation and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, 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	The Director, Punjab Engineering College, (Deemed to be University) Chandigarh.
		(iii) Vision, Mission and Key Objectives	Available on the institute's website https://pec.ac.in/civil/vision-mission
		(iv) Function and Duties	https://pec.ac.in/sites/default/files/forms/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/forms/delegation_document_01-06-22.PDF
		(ii) Power and duties of other employees	Technical and Ministerial Staff: As assigned by respective Head/In charge – Annexure- I
		(iii) Rules/ Orders under which powers and duties are derived and	Duties and Powers of Officers are delegated in pursuance with the decision taken in 46 th Meeting of Board of Governors dated 06 th May 2015. Detailed notification on
		(iv) Exercised	

		(v) Work allocation	delegation of powers is available on the website as per following link. https://pec.ac.in/sites/default/files/forms/delegation_document_1-06-22.PDF https://pec.ac.in/rules-guidelines-forms
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identifies key decision making points	Board of Governors https://pec.ac.in/board-of-governors Senate https://pec.ac.in/minutes-senate-meetings
		(ii) Final decision making authority	It varies from case to case.
		(iii) Related provisions, acts, rules etc.	https://pec.ac.in/rules-guidelines-forms
		(iv) Time limit for taking a decision, if any	N. A.
		(v) Channel of supervision and accountability	https://pec.ac.in/institute-functionaries
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	The rules & guidelines for UG/PG programmes available are as below: https://pec.ac.in/rules-guidelines-forms
		(ii) List of Rules, regulations, instructions manuals and records.	The prospectus for the year 2023-24 is documented is available in the O/o DAA
		(iii) Acts/ Rules manuals etc.	https://pec.ac.in/prospectus The rules & guidelines fro Ph.D programmes from 2022 batch onwards are available are as below:- https://pec.ac.in/prgoammes/phd
		(iv) Transfer policy and transfer orders	As per due process and procedure.

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” 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 under the control of the office of the Registrar.
		(ii) Custodian of documents/ categories	
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.	https://pec.ac.in/administration
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	https://pec.ac.in/rules-guidelines-forms (MoA)
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	Yes
		(viii) Place where the minutes if open to the public are available?	https://pec.ac.in/minutes-meetings
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	https://pec.ac.in/institute-functionaries Annexure-II
		(ii) Telephone , fax and email ID	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.	Faculty: AICTE pay rules Staff: Punjab Civil Services rules Annexure-III Consultancy : https://pec.ac.in/norms-and-forms
		(ii) System of compensation as provided in its regulations	

1.10	Name, designation and other particulars of public information officers [Section 4(1)(b) (xvi)]	<div data-bbox="611 132 1035 349">(i) Name and designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority</div> <div data-bbox="611 349 1035 882">(ii) Address, telephone numbers and email ID of each designated official.</div>	https://pec.ac.in/rti FAA:1. Dr. Uma Batra, (w.e.f. 24.06.2024 to continue) Professor, Material and Metallurgical Engg. Department Contact: 0172-2753052 Mobile No. 9501013054 Email: dd@pec.edu.in 2.Dr. Siby John, (w.e.f. 01.09.2019 to 03.06.2024) Professor, Civil Engineering Department Contact: 0172-2753953 Mobile No.9463495575. CPIO: Col RM Joshi (w.e.f 29.06.22 to continue) Registrar-cum- CPIO Contact No-0172-2753055 & 0172-2748197 Mobile No.9779546536 Email registrar@pec.edu.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: <div data-bbox="611 1016 1035 1140">(i) Pending for Minor penalty or major penalty proceedings</div> <div data-bbox="611 1140 1035 1240">(ii) Finalized for Minor penalty or major penalty proceedings</div>	<div data-bbox="1083 994 1538 1140">Nil</div> <div data-bbox="1083 1140 1538 1240">Nil</div>
1.12	Programmes to advance understanding RTI (Section 26)	<div data-bbox="611 1240 1035 1296">(i) Educational programmes</div> <div data-bbox="611 1296 1035 1420">(ii) Efforts to encourage public authority to participate in these programmes</div> <div data-bbox="611 1420 1035 1476">(iii) Training of CPIO/ APIO</div> <div data-bbox="611 1476 1035 1610">(iv) Update & publish guidelines on RTI by the Public Authorities concerned</div>	<div data-bbox="1083 1408 1538 1442">https://pec.ac.in/rti</div>

2. Budget and Programme:

S. No.	Item	Details of disclosure		Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4 (1)(b)(xi)] 2023-24	(i) Total Budget for the public authority : (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:- <ul style="list-style-type: none"> • Revised budget • Grant-in-Aid- General • Grant-in-Aid-Salaries (v) Report on disbursements made and place where the related reports are available: Chandigarh Administration.		Budget Allocated = Rs.12200.00 Lacs Expenditure upto March 2024= Rs.11003.95 Lacs Annexure-IV
2.2	Foreign and domestic tours during FY 2023-24.	(i) Budget		Rs. 25,00,000/-
		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		Annexure-V

		(iii) Information related to procurements a) Notice/ tender enquires, and corrigendum 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/2024-07/proactive-disclosure.pdf . Annexure-VI
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 concession, permits of authorization granted by the public authority [Section 4(1) (b) xiii)]	(i) Concessions, permits or authorizations granted by public authority	https://pec.ac.in/programmes/scholarships
		(ii) For each concession 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	https://pec.ac.in/programmes/student-support/scholarship-office-orders-sanction-orders
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 VII

3. Publicity Band Public Interface: N.A.

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)]	Arrangement for consultations with or representations by the members of the public:	Suggestion box at the Main Entry point of Administrative block. May obtained through email or by visit to the office between 09:00 A.M. to 05:00 P.M. (Monday – Friday)
		(i) Relevant Acts, Rules, Forms and other documents, which are normally accessed by citizens. (ii) Arrangement for consultation with or representations 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	
		Public- private partnerships (PPP):	Not applicable
		(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	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	Detail of policies decisions available on website
		(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)	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 The Annual Report for the year 2023-24, is available in office of CIM..
		(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://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 Updating	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 (Monday to Friday) Phone No.0172-2753055& 0172-2748197 Email ID: registrar@pec.edu.in
		(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	No of RTI Application Received and disposed =100 No. of 1 st appeal Received-and disposed=28
		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/pdf/procuremnt teqip.pdf
		vi)Annual Report	https://pec.ac.in/igac-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	No. of RTI Received and disposed =100 No. of 1st appeal Received-and disposed=28
		(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	No. of query asked= 2 Nos. No. of query Replied=2 Nos. Annexure - VIII

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	<p><u>2015-16</u> CPIO -Dr. Sanjeev Kumar FAA- Dr. Sanjeev Sofat</p> <p><u>2016-19</u> CPIO-Dr. Sanjeev Kumar FAA - Dr.Uma Batra.</p> <p><u>2019-20</u> CPIO-Dr. Rajesh Kumar (from:01.11.2019 to 31.12.21) FAA- Dr. Siby John, Deputy Director (from. 01.09.2019 to continue).</p> <p><u>2020-21</u> CPIO-Dr. Rajesh Kumar (from: 01.11.2019 to 31.12.21) FAA- Dr. Siby John, Deputy Director (from. 01.09.2019 to continue)</p> <p><u>2021-22</u> CPIO-Dr Sushant Samir (from 01.01.202 to 31.12.2022) FAA- Dr. Siby John (from:.01.11.2019 to continue).</p> <p><u>2022-23</u> CPIO-Col RM Joshi (Veteran) (from 29.06.22 to continue) FAA- Dr. Siby John (from:.01.11.2019 to continue</p> <p><u>2023-24</u> CPIO-Col RM Joshi (from 29.06.22 to continue) FAA-1.Dr. Siby John (from:.01.11.2019 to 03.06.2024 2. Dr. Uma Batra (From 24.06.24 to continue)</p>

		(ii)	Details of third party audit of voluntary disclosure	Third Party Audit Carried out On 30 July 2024
			(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	Col R M Joshi
			(a) Date of appointment (b) Name & Designation of the officers	a)29.06. 2022 b)Col RM Joshi - Registrar –cum- CPIO
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A.
			(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	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	Proactive Disclosure 2023-24 under Section 4 of RTI Act.	Mandatory disclosure on website of institute: https://pec.ac.in

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