

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_01-06-22.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 (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decision, if any (v) Channel of supervision and accountability	The Board of Governors (BoG) of the Institute makes the policy level decisions. The operational decisions are made by the officers in terms of the Delegation of Powers approved by the BoG. The channels of supervision and performance monitoring are made by the concerned Head of Department and the decisions are taken at the level of HoDs, Registrar and Director. Link of Delegation of Powers: https://pec.ac.in/sites/default/files/forms/delegation_document_01-06-22.PDF https://pec.ac.in/sites/default/files/forms/delegation_document_10-12-15.pdf
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances	https://pec.ac.in/programmes https://pec.ac.in/search/node?keys=prospectus https://pec.ac.in/programmes/rules-procedures https://pec.ac.in/admissions 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. (iii) Acts/ Rules manuals etc.	The rules & guidelines for UG/PG programmes available are as below: https://pec.ac.in/rules-guidelines-forms The prospectus for the year 2020-21 is documented is available in the O/o DAA and same is implemented for 2025-26. https://pec.ac.in/prospectus https://pec.ac.in/sites/default/files/forms/Amended-MOA-PEC.pdf The rules & guidelines for Ph.D programmes from 2022 batch onwards are available are as below:- https://pec.ac.in/prgoammes/phd

		(iv) Transfer policy and transfer orders	Employees of the Institute are transferred within the Departments/Centres/Offices, keeping in view of the functional requirement from time to time.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents (ii) Custodian of documents/categories	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.
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. (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?	BoG: https://pec.ac.in/administration Senate: https://pec.ac.in/senate-members Finance Committee (FC) : https://pec.ac.in/finance-committee https://pec.ac.in/sites/default/files/forms/Amended-MOA-PEC.pdf BoG: 24.06.2024 Senate : 20.02.2025 FC : 06.06.2024 New BoG/EC; Senate/AC; FC is to be constituted. 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 email ID	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.	Annexure-II
		(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 Officer (APIO) & Appellate Authority	https://pec.ac.in/rti FAA:1. Col RM Joshi (w.e.f 09.09.24 to 06.01.26) Registrar-cum- FAA Contact No-0172-2753055 & 0172-2748197 Mobile No.9779546536 Email registrar@pec.edu.in 2. Prof. Shobhna Dhiman, (w.e.f 07.01.26 to continue) Registrar-cum- FAA Contact No-0172-2753055 & 0172-2748197 Mobile No. 9779546536 Email registrar@pec.edu.in CPIO: Dr Sandeep Salodkar CPIO (w.e.f 09.09.24 to continue) Professor Mechanical Engg. Deptt. Mobile No. 6284957074 Email smsalodkar@pec.edu.in
		(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:	
		(i) Pending for Minor penalty or major penalty proceedings	Nil
		(ii) Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding RTI (Section 26)	(i) Educational programmes	https://pec.ac.in/rti
		(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	

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)] 2025-26	(i) Total Budget for the public authority :	Budget Allocated = Rs. 149.61 Lacs(Including Internal) Revenue Generation(IRG)= Rs. 79.61 Cr. Expenditure = Rs.121.46 Cr
		(ii) Budget for each agency and plan& Programmes	= 10.00 Cr +
		• Grant in –Aid-General	= 60.00 Cr +
		• Grant-in-Aid-Salaries	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any:-	=10.00 cr.
		• Revised budget	
		• Grant-in-Aid- General	= 60.00 cr
		• Grant-in-Aid-Salaries	
		• Internal Revenue Generation	= 79.61 cr.
			= 149.61 cr.
		(v) Report on disbursements made and place where the related reports are available: Chandigarh Administration.	Copy of Revised budget as Grant in Aid received from Chandigarh Administration & UC of GIA enclosed Annexure - III
2.2	Foreign and domestic tours during FY 2025-26.	(i) Budget	Rs. 81620/-

		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-IV
		(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-V
2.3	Manner of execution of subsidy Programme [Section 4(i)(b)(xii)]	(i) Name of the Programme of activity (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.)		Currently no subsidy scheme
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 VI

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 there of [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.
		(i) Relevant Acts, Rules, Forms and other documents, which are normally accessed by citizens.	
		(ii) Arrangement for consultation with or representations by	May obtained through email or by visit to the office between 09:00 A.M. to 05:00 P.M. (Monday – Friday)
		(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):	
		(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	Not applicable
		(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) (b) (fiii)]	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 (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy.	Details of policies decisions available on Institute website https://pec.ac.in
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 https://pec.ac.in/sites/default/files/2025-05/annual-report-cim-2023-24.pdf
		(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
		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/sites/default/files/2025-05/annual-report-cim-2023-24.pdf

		(vii) Frequently Asked Question (FAQs)	https://pec.ac.in/
		(viii) Any other information such as a) Citizen's Charter	N.A.
		b) Result Framework Document (RFD)	N.A.
		c) Six monthly reports loaded on the website or not	https://pec.ac.in/sites/default/files/2025-05/annual-report-cim-2023-24.pdf
		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	No. of RTI Received and disposed =100
		(ii) Details of appeals received and orders issued	No. of 1 st appeal Received-and disposed=28
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 - VII

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

		(ii)	Details of third party audit of voluntary disclosure	Third Party Audit Carried out
			(a) Dates of audit carried out (b) Report of the audit carried out	On 28.07.2026 by Ms. Arthya representing MGSIPA
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Dr Sandeep Salodkar
			(a) Date of appointment (b) Name & Designation of the officers	a) 09.09.2024 b) Dr Sandeep Salodkar 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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