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-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.

Organization and Function

S. No.	Item	Details of disclosure	Particular
1.1	Particulars of its organization,	(i) Name of the Organization and its website	Chandigarh Transport Undertaking www.chdctu.gov.in
	functions and duties (Section 4(1)(b)(i))	(ii) Head of the organization	Director Transport
		(iii) Vision, Mission and Key objectives	Annexure I
		(iv) Function and duties	Annexure I
		(v) Organization Chart	Annexure II
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 II
		(ii) Power and duties of other employees	Annexure II
		(iii) Rules/ orders under which powers and duty are derived and	Central Service Rules and instructions issued by
		(iv) Exercised	Undertaking www.chdctu.gov.in Director Transport Annexure I Annexure II Annexure II Annexure II General Financial Rules 2017, Central Service Rules and instructions issued by Chandigarh Administration
-		(v) Work allocation	Annexure II

3	Procedure followed in	 Process of decision making. Identify key decision making points 	Annexure III
	decision making process [Section 4(1)(b)(iii)]	(ii) Final decision making authority	Annexure III
		(iii) Related provisions, acts, rules etc.	General Financial Rules 2017, Central Service Rules and Instructions Issued by Chandigarh Administration from time to time
		(iv) Time limit for taking a decisions, if any	As per concerned subject matter/rules
	1	(v) Channel of supervision and accountability	Annexure III
.4	Norms for	(i) Nature of functions/ services offered	General public transport
	discharge of functions Section	(ii) Norms/ standards for functions/ service delivery	As per rules
	4(1)(b)(iv)]	(iii) Process by which these services can be accessed	Through official channel as per concerned Branch.
		(iv) Time-limit for achieving the targets	As per concerned subject matter/rules
		(v) Process of redress of grievances	As per conduct rules through CP gram portal
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 IV
		(ii) List of Rules, regulations, instructions manuals and records.	Participate 14
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Inter Departmental Transfer Policy
1.6	Categories of	(i) Categories of documents	Annexure V
	documents held by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Annexure V
1.7	Boards, Councils,	(i) Name of Boards, Council, Committee etc.	Not applicable
	Committees and other Bodies	(ii) Composition	
	constituted as par of the Public	(iii) Dates from which constituted	
	Authority (Section	(iv) Term/ Tenure	
	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?	
1.8		(i) Name and designation	Annexure VI
	officers and employees [Section 4(1) (b) (ix)]	(ii) Telephone , fax and email ID	Annexure VI

1.9	Monthly Remuneration	(i) List of employees with Gross monthly remuneration	Annexure VII
	received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	As per Central Civil Services Rules.
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	FAA – Sh. Pradhuman Singh, Director Transport. 0172-2990216. CPIO- Sh. Krishan Lal, Superintendent M:9988667768 :8837518572
		 (ii) Address, telephone numbers and email ID of each designated official. 	Plot No. 701, Industrial Area, Phase I, Chandigarh Telephone No.0172-2990216 Email Id – ctu-chd@nic.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	Done
		 (ii) Finalized for Minor penalty or major penalty proceedings 	
1.12	Programmes to advance	(i) Educational programmes	
	understanding of RTI (Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	Provided by Department of Personnel, Chandigarh Administration
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	N.A

2. Budget and Programme

S. No.	Item	Details of disclosure	Particular
2.1	Budget allocated to	(i) Total Budget for the public authority	
	each agency including all plans,	(ii) Budget for each agency and plan & programmes	
	proposed expenditure and	(iii) Proposed expenditures	
	reports on disbursements made	(iv) Revised budget for each agency, if any	Annexure VIII 2023-24
	etc. [Section 4(1)(b)(xi)]	 (v) Report on disbursements made and place where the related reports are available 	
2.2	Foreignand	(i) Budget	NA
	domestic tours during 2023-24	(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
		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.	
2.3	Manner of execution	(i) Name of the programme of activity	Not applicable
	of subsidy programme [Section	(ii) Objective of the programme	
	4(i)(b)(xii)]	(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
	5	(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	

		(vii)	Eligibility criteria for grant of subsidy	Not applicable
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
2.4	Discretionary and non-discretionary grants.	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable
		(ii) An	nual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of	(i)	Concessions, permits or authorizations granted by public authority	Not applicable
	concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(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	
2.6	CAG & PAC paras	TAKES TO A SECRETAR SECTION OF THE SEC.	AC paras and the action taken reports (ATRs) have been laid on the table of Administrator, ligarh.	Audit paras are received by the department and are replied upon adequately

Publicity Band Public interface

S. No.	Item	Details of	disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the	Arrangem represent (i)	ent for consultations with or ation by the members of the public Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	We follow the rules and regulations of Chandigarh Administration.
	public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	(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	
		(i) (ii)	vate partnerships (PPP) Details of Special Purpose Vehicle (SPV), if any Detailed project reports (DPRs)	
		(iii)	Concession agreements.	
		(iv)	Operation and maintenance manuals Other documents generated as part of	
		747	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)]	policies or a make the p		Yes through website www.chdctu.gov.in
	1	(ii)	Outling the Bublic area to the	
	1	iii) Out	Outline the Public consultation process line the arrangement for	
	P	consultation	line the arrangement for 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)	Yes through website www.chdctu.gov.in
3.4 Form of accessible of information	Form of accessibility of information	Information manual/handbook available in (i) Electronic format	No
	manual/ handbook [Section 4(1)(b)]	(ii) Printed format	No
3.5	Whether	List of materials available	Not applicable
	information manual/	(i) Free of cost	A DESCRIPTION OF STREET
	handbook available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	

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4. E. Governance

S.No.	Item	Details of disclosure	Particular
1.1	Language in which	(i) English	
	Manual/Handbook Available	nual/Handbook (ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	Wal-danstroom
4.3	Information available in electronic form	electronic form	All the department information is
	[Section 4(1)(b)(xiv)]	information	wailable on the website
		(iii) Edebuari Wiles & Wasser	www.chdctu.gov.in
4.4	Particulars of facilities available to citizen for obtaining	(i) Name & location of the facilities	Plot No.701, Industrial Area, Phase-I, Chandigarh.
	information [Section	(ii) Details of information made available	chdctu.gov.in
	4(1)(b)(xv)]		09.30 am to 05.30 pm on all working days
		(iv) Contact person & contact details (Phone, fax email)	0172-2990216 M:9988667768 :8837518572
4.5	Such other Information as may be prescribed under section 4(i) (b)(xvii)		Grievance are received offline are dealt by Superintendent-Head Office, Establishment Assistant General (Head Office) branch.
			(ii) Details of applications received under RTI and information provided
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	
		 (v) Details of all contracts entered into including name the contractor, amount of contract and period of completion of contract 	of

		(vi) Annual Report	
		(vii)Frequently Asked Question (FAQs)	
		(viii) Any other information such as a) Citizen's Charter	Not applicable
		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	Received-272 Provided-265 272 applications received during the 2023-24 FY out of which 265 disposed off, Hence, 7
		*-	applications are forward to concerned branch
		(ii) Details of appeals received and orders issued	Received – 41 Nos. Disposed – 33 Nos. (FY-2023-24)
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	No parliamentary query was received during Financial year 2023-24. As and when such queries are received they are replied adequately

Information as may be prescribed

S. No.	Item	Deta	ils of disclosure	Particulars	
5.1	Such other information as may be prescribed	(i)	(a) Correct CosOs R. First Annellate Authority (FAAs)	FAA – Sh. Pradhuman Singh, Director Transport. 0172-2990216 CPIO- Sh. Krishan Lal, Superintendent M:9988667768 :8837518572	
		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried ou on 27.06.2024.	
			(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	Sh. Krishan Lal, Superintendent -cum-CPIO in the year 2024.	
			(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	
		1	(a) Dates from which constituted (b) Name & Designation of the officers		
		(v)	t non-cent and the sigh evaggigance in	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	Particular
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information, whatever is available with the department is available on the website to the General Public.	www.chdctu.gov.in

ANNEXURE-! PUBLICATION OFINFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(I) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, functions and duties) Name of organization /Department / Function and duties Sr No Board/Corporation/Institution (In brief) 1. Chandigarh Transport Undertaking, Chandigarh Transport Undertaking Chandigarh came into existence w.e.f. 01.11.1966 with a fleet strength of 30 buses only. as a result of trifurcation of Punjab Roadways at the time of reorganization of Punjab State. The Head Office of CTU is located at Plot No. 701 in Industrial Area, Phase-I, Chandigarh. The main function is to provide bus services to the general public within the city, Sub Urban area and in adjoining States i.e. Punjab, Haryana, Delhi, Himachal Pradesh, J& K, Uttar Pradesh, Rajasthan etc.

ANNEXURE-II PUBLICATION OFINFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Name of the Department/Board/ Corporation/Institution/Office

Chandigarh Transport Undertaking, Chandigarh Admn. Chandigarh,

Sr No	Name of the post	Powers and duties		
1.	Director Transport	Head of the Department		
2.	General Manager	Overall Incharge of Depot		
3.	Assistant Controller(F&A)	To discharge the duties of DDO.		
4.	Superintendent	To make recruitment, promotion of the staff. Looks after the day to day activity of this Undertaking.		
5.	Senior Assistant	To check and verify the files put up by Junior Assistants / Clerks.		
6.	Jr Asstt / Clerks	Put up the matter to the Senior Assistants and also act as Record Keeper.		
7.	Peons	To attend the daily affairs of branches as well as distribution of local official letters.		
8.	Chowkidar	To discharge of watch and ward duties.		
9.	1.450.050.050.00	Sweeping and discharge of watch and ward duties.		

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ANNEXURE-III

PUBLICATION OFINFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(iii) OF THE RIGHT TO INFORMATION ACT, 2005

(The procedure followed in the decision making process, including channels of supervision and accountability)

Name of the Department/Board/ Corporation/Institution/Office

Chandigarh Transport Undertaking, Chandigarh Admn, Chandigarh,

Sr No	Nature /Type or Work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	
1.	Establishment Matter	Clerk / Jr. Asstt / Sr. Asstt	Superintendent	Director Transport
2.	Legal Matter	Clerk / Jr. Asstt / Sr. Asstt	Law Officer	Director Transport
3.	Financial Matter	Clerk / Jr. Asstt / Sr. Asstt	AC(F&A)	Director Transport

ANNEXURE-IV PUBLICATION OFINFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(V) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, Instructions, manuals and records, held by it or under Control or used by employees for discharging functions)

Name of the Department/Board/ Corporation/Institution/Office

 Chandigarh Transport Undertaking, Chandigarh Admn. Chandigarh,

Sr No	Nature /Type or Work	Name of the Rules	Name of the Manuals	Instructions (Write Circular No/Date	Any other record/document
1.	Establishment Matters	Central service rules General Financial Rules / Departmental Recruitment Rules / Medical Attendance Rules / LTC Rules	Manual of instructions on service matters	As issued by Chandigarh Admn from time to time	-
2.	Procurement	General Financial Rules, 2017		As issued by Finance Department, Chandigarh Admn from time to time.	

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ANNEXURE-V

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(vi) OF THE RIGHT TO INFORMATION ACT, 2005

(The Statement of the categories of documents that are held or under control)

Name of the Department/Board/ Corporation/Institution/Office

Chandigarh Transport Undertaking, Chandigarh Admn. Chandigarh.

Sr	Category of documents
No	
1.	Regarding Estt. Matters: - Service book of employees, ACR's files, Personal files, Pay bills, Pay bills register, Contingent bills and their vouchers, Stock registers etc.

ANNEXURE-VI

UPDATED LIST OF FAA & CPIO'S WITH E-MAIL & MOBILE NUMBER CHANDIGARH

Sr No	Name of the official	Designation	Mobile No.	E-Mail address
1.	Sh. Pradhuman Singh	Director Transport	9501155115	directorctuchd@gmail.com
2.	Sh. Krishan Lal	Nodal Officer	8837518572	nodalctuchd@gmail.com
1.	Sh. Amit Gupta	GM, Depot No-1	9464259337	gm1.ctuchd@gmail.com
2.	Sh. Yashjeet Gupta	COM, Depot No-2	8146236633	cbsschandigarh@gmail.com
3.	Sh. Amit Gupta	GM, Depot No-3	9464259337	gm1.ctuchd@gmail.com
4.	Sh. Yashjeet Gupta	COM, Depot No-4	8146236633	cbsschandigarh@gmail.com
5.	Sh. Sandeep Sethi	Accounts Officer (H)	9877633012	aohctu701@gmail.com
6.	Sh. Sunil Arora	Accounts Officer (II)	9878406959	arorasunil1971@gmail.com
7.	Sh.Vishajeet Sharma	Superintendent(H)	9872452483	Ctu-chd@nic.in
8.	Sh. Krishan Lal	Superintendent(I)	8837518572	Ctu-chd@nic.in
9.	Sh. Munish Kumar	Superintendent (II)	8968624320	Ctu-chd@nic.in
10	Sh.Yadwinder Singh	Law Officer (I) &(II)	9780050006	Ctu-chd@nic.in
11	Sh. Jagdish Dhull	Works Manager, Depot No-01	9467269917	Drkashyap8102@gmail.com
12	Sh. Jagdish Dhull	Works Manager, Depot No-02	9467269917	Worksmanager2@gmail.com
13	Sh Darshu Ram	Works Manager, Depot No-03	9416236160	admctuwm3@gmail.com
14	Sh. Darshu Ram	Works Manager, Depot No-04	9416236160	dhulljagdish1@gmail.com

(Monthly remuneration received by officers and employees for the the month of March 2024)

Sr. No.	Name of the officer/ZSW 3	Monthly Emoluments
1	Sh. Pradhuman Singh, DT	1,13,296/
2	Sh. Amil Gupta, GM	1,33,384/-
3	Sh. Satyender, GM	97,060/-
4	Sh. Krishan Lal, Supdc.	1,46,848/-
5	Sh. Pawan Kumar, Supdi:	1,08,700/-
6	Sh. Paramjit Kaur, Supdt.	1,44,850/-
7	Smt. Sumitra Rawat Sr. Asset	1,08,700/-
8	Sh. Rajinder Kumar, Jr. Asstt.	82,600/-
9	Sh. Rohit, Clerk	71,908/-

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It is intimated that the Financial Year under the column "BE" of the Annexure attached in the above referred letter may be read as "2023-24" instead of "2022-23".

> Finance and 🛭 for Finance Secretary, Chandigarh Alministration.

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Head of Account BE 2023-24 (Amount in Thousands) DEPARTMENT: 225 - CHANDIGARH TRANSPORT UNDERTAKING 3055 - Road Transport. 201 - Chandigarh Transport Undertaking. 01 - Management. 01 00 01 - Salaries 60000 01 00 05 - Rewards. 200 01 00 06 - Medical Treatment 1500 01 00 07 - Allowances 32300 01 00 08 - Leave Travel Concession 50 01 00 09 - Training Expenses 1000 01 00 11 - Domestic Travel Expenses 150 01 00 13 - Office Expenses 4150 01 00 49 - Other Revenue Expenditure 200 TOTAL: 01-Management. 99550 02 - Operation. 02 00 01 - Salaries 517720 02 00 02 - Wages 155000 02 00 05 - Rewards. 150 02 00 06 - Medical Treatment 22000 02 00 07 - Allowances 373700 02 00 08 - Leave Travel Concession 200 02 00 11 - Domestic Travel Expenses 2300 02 00 13 - Office Expenses 31930 02 00 14 - Rent Rates and Taxes 2400 02 00 16 - Publications 1000 02 00 18 - Rent for Others 1150 02 00 19 - Digital Equipment 10000 02 00 24 - P.O.L. 800000 02 00 26 - Advertising and Publicity 1000 02 00 28 - Professional Services 800 02 00 31 - Grants-in-aid - General 750000 02 00 49 - Other Revenue Expenditure(Charged) 31000 02 00 49 - Other Revenue Expenditure 207200 TOTAL: 02-Operation. 2907550 03 - Repairs and Maintenance. 03 00 01 - Salaries 78940 03 00 05 - Rewards. 50 03 00 06 - Medical Treatment 2700 03 00 07 - Allowances 38460 03 00 08 - Leave Travel Concession 50 03 00 21 - Supplies and Material 71000

03 00 29 - Repair and Maintenance

Head of Account	
	BE
	2023-24
TOTAL: 03-Repairs and Maintenance.	(Amount in Thousands)
798 - International Co-Operation	195200
01 - World Bank Sponsored Project	
01 00 49 - Other Revenue Expenditure	7000
TOTAL: 3055	70900 3273200
5055 - Capital Outlay on Road Transport.	32/3200
102 - Acquisition of Fleet	
01 - Chandigarh Transport Undertaking	
01 00 51 - Motor Vehicles	250000
201 - Chandigarh Transport Undertaking.	
01 - Expansion and Development of Bus Stands.	
01 00 72 - Buildings and Structures	14500
02 - Expansion and Development of Workshop.	
02 00 72 - Buildings and Structures	356000
03 - Administrative Block	
03 00 60 - Other Capital Expenditure	50000
TOTAL: 5055	670500
TOTAL: 225 - CHANDIGARH TRANSPORT UNDERTAKING	3943700