

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.

1. Organization and Function

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)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	1.1.1 Name of the Organization and its website	State Council of Educational Research and Training (SCERT), Sector 32, Chandigarh http://scertchd.edu.in
		1.1.2 Head of the organization	Director SCERT, Sector 32, Chandigarh.
		1.1.3 Vision, Mission and Key objectives	Annexure-A
		1.1.4 Function and duties	SCERT, UT Chandigarh is working under Department of Education, Chandigarh Administration. SCERT has six Divisions and is working as a lead academic Institution. SCERT is a Nodal Agency for providing In-Service Teacher Training to Government School Teachers, Teacher Educators and Educational Administrators. SCERT is running two years D.El.Ed. course recognized by NCTE with intake of 100 students.
		1.1.5 Organization Chart	Annexure-B
		1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	NA
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	1.2.1 Powers and duties of officers (administrative, financial and judicial)	Central Civill Service rules, w.e.f. 01.04.2022 In view of Gazette notification dated 29.03.2022 of Central Govt. of India adopted by Chandigarh Administration from time to time as applicable to the employees of Chandigarh Administration. Instructions issued by the Government of India and the same are available on the respective Ministry/Department's website. Further, copies of Acts, Gazette, Notifications are available on www.eGazettee.chd.gov.in Annexure-C
		1.2.2 Power and duties of other employees	
		1.2.3 Rules/ orders under which powers and duty are derived and	
		1.2.4 Exercised	
		1.2.5 Work allocation	

1.3	Procedure followed in decision	1.3.1 Process of decision making. Identify key decision making points	Cases are initiated by dealing clerk/dealing Assistant of the branch through Superintendent to the Officers (Director Higher Education/Secretary Education/Secretary/Chief Secretary and Hon'ble Administrator as the case may be for according approval. Annexure-D
		1.3.2 Final decision making authority	The cases are decided as per delegation of Administrative, Financial and Judicial power.
		1.3.3 Related provisions, acts, rules etc.	Central Civil Service Rules and instructions/ guidelines issued by the Government of India are followed from time to time.
		1.3.4 Time limit for taking a decisions, if any	The services notified under Right to Service ACT are provided within time limit and complaints received through CPGRAM portal are disposed of within 21 days.
		1.3.5 Channel of supervision and accountability	As per Organization chart
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	1.4.1 Nature of functions/ services offered	Annexure-E
		1.4.2 Norms/ standards for functions/ service delivery	
		1.4.3 Process by which these services can be accessed	
		1.4.4 Time-limit for achieving the targets	
		1.4.5 Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	1.5.1 Title and nature of the record/ manual/ instruction.	Annexure-F
		1.5.2 List of Rules, regulations, instructions manuals and records.	
		1.5.3 Acts/ Rules manuals etc.	
		1.5.4 Transfer policy and transfer orders	The Chandigarh Administration has been implemented the policy i.e. Intra Departmental Transfer Policy (IDTP) and the transfers from one office to other office of Chandigarh Administration is being made by the Personnel Department of Chandigarh Administration from time to time and our Institute is also part of said policy
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	1.6.1 Categories of documents	Annexure-G
		1.6.2 Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	1.7.1 Name of Boards, Council, Committee etc.	Annexure-H
		1.7.2 Composition	
		1.7.3 Dates from which constituted	
		1.7.4 Term/ Tenure	
		1.7.5 Powers and functions	
		1.7.6 Whether their meetings are open to the public?	
		1.7.7 Whether the minutes of the meetings are open to the public?	No

		1.7.8 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)]	1.8.1 Name and designation	Annexure-I
		1.8.2 Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	1.9.1 List of employees with Gross monthly remuneration	Annexure-J
		1.9.2 System of compensation as provided in its regulations	No system of compensation other than salary.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	CPIO - Mrs. Usha Rani, Superintendent, Mob: 8146622470 Email: supdt-scrt@chd.nic.in Appellate Authority- Dr. Surender Singh Dahiya Email: scrt-chd.nic.in

		1.10.2 Address, telephone numbers and email ID of each designated official.	Telephone number: 0172- 2667011 Email: scert-chd.nic.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	1.11.1 No. of employees against whom disciplinary action has been taken (i) Pending for Minor penalty or major penalty proceedings	Nil
		1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	1.12.1 Educational programmes	Annexure-K
		1.12.2 Efforts to encourage public authority to participate in these programmes	Annexure-L
		1.12.3 Training of CPIO/APIO	
		1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned	Annexure-M
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	1.13.1 Transfer policy and Transfer Orders [F No. 1/6/2011-IR dt. 15.4.2013]	The Chandigarh Administration has been implemented the policy i.e. Intra Departmental Transfer Policy (IDTP) and the transfers from one office to other office of Chandigarh Administration is being made by the Personnel Department of Chandigarh Administration from time to time and our Institute is also part of said policy

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)]	2.1.1 Total Budget for the public authority	Annexure-N
		2.1.2 Budget for each agency and plan & programmes	
		2.1.3 Proposed expenditures	
		2.1.4 Revised budget for each agency, if any	
		2.1.5 Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2022-23	2.2.1 Budget	Annexure-N
		2.2.2 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	Nil
		d. Expenditure on the visit	-

		2.2.3 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	a. Manpower outsourcing tender on Gem finalized. b. Bid No. GEMC-511687783102121 dated 24-12-2024 M/s Shine & Sind Security Solutions Pvt. Ltd. c. Amount: Rs. 85,04,501/- d. DC Rate as Fixed By the Deputy Commissioner UT, Chandigarh.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	2.3.1 Name of the programme of activity 2.3.2 Objective of the programme 2.3.3 Procedure to avail benefits 2.3.4 Duration of the programme/ scheme 2.3.5 Physical and financial targets of the Programme 2.3.6 Nature/ scale of subsidy /amount allotted 2.3.7 Eligibility criteria for grant of subsidy 2.3.8 Details of beneficiaries of subsidy programme (number, profile etc.)	Annexure-O
2.4	Discretionary and non-discretionary grants.	2.4.1 Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/ other institutions 2.4.2 Annual accounts of all legal entities who are provided grants by public authorities	Nil
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	2.5.1 Concessions, permits or authorizations granted by public authority 2.5.2 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	- Processing fee concession to the SC and ST students for the Admission to D.El.Ed. Course.
2.6	CAG & PAC paras	2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Replies of Audit Paras raised by Audit Party are given as per departmental instructions. Annexure-P

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)] [F No. 1/6/2011-IR dt. 15.04.2013]	3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Nil
		3.1.2 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	
		3.1.3 Public- private partnerships (PPP) - Details of Special Purpose Vehicle (SPV), if any	N.A
		3.1.4 Public- private partnerships (PPP) - Detailed project reports (DPRs)	N.A
		3.1.5 Public- private partnerships (PPP) Concession agreements.	N.A
		3.1.6 Public- private partnerships (PPP) - Operation and maintenance manuals	N.A
		3.1.7 Public- private partnerships (PPP) – Other documents generated as part of the implementation of the PPP	N.A
		3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N.A
		3.1.9 Public- private partnerships (PPP) - Information relating to outputs and outcomes	N.A
		3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	N.A
		3.1.11 Public- private partnerships (PPP) - 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)]	3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	https://www.scertchd.edu.in/sie/notices/
		3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	NIL
		3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - 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)]	3.3.1 Use of the most effective means of communication - Internet (website)	http://dhe.chd.gov.in https://www.scertchd.edu.in/sie/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	3.4.1 Information manual/handbook available in - Electronic format	All the relevant Information is available on website http://scertchd.edu.in
		3.4.2 Information manual/handbook available in - Printed format	Nil
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	3.5.1 List of materials available Free of cost	All the relevant Information is available on website http://scertchd.edu.in
		3.5.2 List of materials available At a reasonable cost of the medium	All the relevant Information is available on website http://scertchd.edu.in

4 E. Governance

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)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.04.2013]	4.1.1 English	Yes
		4.1.2 Vernacular/ Local Language	Yes (Hindi and Punjabi)
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt. 15.04.2013]	4.2.1 Last date of Annual Updation	14-08-2026
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	4.3.1 Details of information available in electronic form	All the relevant Information is available on website https://www.scertchd.edu.in/sie/
		4.3.2 Name/ title of the document/record/ other information	-
		4.3.3 Location where available	https://www.scertchd.edu.in/sie/

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	4.4.1 Name & location of the facilities	All the relevant Information is available on website https://www.scertchd.edu.in/sie/
		4.4.2 Details of information made available	SCERT, Sector 32, Chandigarh.
		4.4.3 Working hours of the facility	During working office hours 9:30 am to 5:30 pm
		4.4.4 Contact person & contact details (Phone, fax, email)	Admin office staff
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	4.5.1 Grievance redressal mechanism	Annxure-H
		4.5.2 Details of applications received under RTI and information provided	07 RTI applications received & disposed off during the year 2025-26
		4.5.3 List of completed schemes/ projects/ Programmes	NIL
		4.5.4 List of schemes/ projects/ programme underway	NIL
		4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Manpower outsourcing: M/s Shine & Sind Security Solutions Pvt. Ltd. Amount: Rs. 85,04,501/- Date of Completion : 31-12-2026
		4.5.6 Annual Report	NIL
		4.5.7 Frequently Asked Question (FAQs)	Annxure-Q
4.6	Receipt & Disposal of RTI applications & appeals [F No. 1/6/2011-IR dt. 15.04.2013]	4.5.8 Any other information such as (a) Citizen's Charter (b) Result Framework Document (RFD) (c) Six monthly reports on the (d) Performance against the benchmarks set in the Citizen's Charter	Nil Yes NA
		4.6.1 Details of applications received and disposed	07 RTI applications received & disposed off during the year 2025-26
		4.6.2 Details of appeals received and orders issued	-
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	4.7.1 Details of questions asked and replies given	Annexure-R

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 [F No. 1/6/2011-IR dt. 15.04.2013]	5.1.1 Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Annexure-S
		5.1.2 Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	-
		5.1.3 Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	-
		5.1.4 Consultancy committee of key stake holders for advice on suo-moto disclosure (a) Dates from which constituted (b) Name & Designation of the officers	-
		5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Annexure-S

6 Information Disclosed on own Initiative

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)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	For the convenience of the public, necessary information has been posted on the website at link http://scertchd.edu.in
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	6.2.1 Whether STQC certification obtained and its validity. 6.2.2 Does the website show the certificate on the Website?	No No