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-organsiation 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	1.1.1 Name of the Organization and its website	State Council of Educational Research and Training (SCERT), Sector 32,
	duties [Section 4(1)(b)(i)]		Chandigarh
			http://scertchd.edu.in
		1.1.2 Head of the organization	Dr. Surender Singh Dahiya
			Director SCERT, Sector 32, Chandigarh.
		1.1.3 Vision, Mission and Key objectives	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-A-
			<u>1.1.3.pdf</u>
		1.1.4 Function and duties	SCERT, UT Chandigarh is working under Department of School 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
			Education for all levels of School Teachers, Teacher Educators and Education
			Administrators. There is no DIET in UT Chandigarh, hence, SCERT is running two
		115 Our animation Chart	years D.El.Ed. course with 100 intakes.
		1.1.5 Organization Chart	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-B-1.1.5.pdf
			1.1.3.pdi
		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	
1.2	Power and duties of its officers and employees	1.2.1 Powers and duties of officers (administrative,	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-C-1.2.pdf
	[Section 4(1) (b)(ii)]	financial and judicial)	
		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	B 1 611 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1.2.5 Work allocation	1 // 1.1.1.1.1.1.1.1.1.1.1.1.1.1.
1.3	Procedure followed in decision making	1.3.1 Process of decision making. Identify key	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-D-1.3.pdf
<u> </u>	process [Section 4(1)(b)(iii)]	decision making points	

	T	1005' 11'' 1''	
		1.3.2 Final decision making authority	
		1.3.3 Related provisions, acts, rules etc.	
		1.3.4 Time limit for taking a decisions, if any	
		1.3.5 Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section	1.4.1 Nature of functions/ services offered	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-E-
	4(1)(b)(iv)]	1.4.2 Norms/ standards for functions/ service delivery	1.4.1.pdf
		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	1.5.1 Title and nature of the record/ manual/	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-F-1.5.1-to-
	records for discharging functions [Section	instruction.	1.5.3.pdf
	4(1)(b)(v)	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	1.6.1 Categories of documents	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-G-1.6.pdf
	under its control [Section 4(1)(b) (vi)]	1.6.2 Custodian of documents/categories	
1.7	Boards, Councils, Committees and other	1.7.1 Name of Boards, Council, Committee etc.	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-H-1.7-
	Bodies constituted as part of the Public	1.7.2 Composition	sexual-harrassment-committee.pdf
	Authority [Section 4(1)(b)(viii)]	1.7.3 Dates from which constituted	
		1.7.4 Term/ Tenure	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annxure-H-1.7-
		1.7.5 Powers and functions	grievance-redressal.pdf
		1.7.6 Whether their meetings are open to the public?	
		1.7.7 Whether the minutes of the meetings are open to	No
		the public?	
		1.7.8 Place where the minutes if open to the public are	N.A
		available?	
1.8	Directory of officers and employees [Section	1.8.1 Name and designation	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-I-1.8-
	4(1) (b) (ix)]	1.8.2 Telephone, fax and email ID	directory-of-staff.pdf
	(-) (-) ()]	110.2 Telephone, fair and email 12	
1.9	Monthly Remuneration received by officers &	1.9.1 List of employees with Gross monthly	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-J-1.9-
	employees including system of compensation	remuneration	gross-salary.pdf
	[Section $4(1)$ (b) (x)]		
	[1.9.2 System of compensation as provided in its	N.A
		regulations	
1.10	Name, designation and other particulars of	1.10.1 Name and designation of the public information	Mrs. Usha Rani, Superintendent, Mob: 8146622470
1.10	public information officers [Section 4(1) (b)	officer (PIO), Assistant Public Information (s) &	Email: supdtt-scert@chd.nic.in
	(xvi)]	Appellate Authority	Address: #3105, BJ Enclave, Sector 50 D, Chandigarh
<u> </u>	[(AVI)]	Appenate Aumonty	Addices. #5105, DJ Eliciave, Sector 50 D, Chandigain

		1.10.2 Address, telephone numbers and email ID of each designated official.	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-I-1.8-directory-of-staff.pdf
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	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI	1.12.1 Educational programmes	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-K.pdf
	(Section 26)	1.12.2 Efforts to encourage public authority to	
		participate in these programmes	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-L.pdf
		1.12.3 Training of CPIO/APIO	
		1.12.4 Update & publish guidelines on RTI by the	https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-M.pdf
		Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No.	1.13.1 Transfer policy and Transfer Orders [F No.	The Chandigarh Administration has been implemented the policy i.e. Intra
	1/6/2011-IR dt. 15.4.2013]	1/6/2011-IR dt. 15.4.2013]	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	2.1.1 Total Budget for the public authority	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/2.1-Budget.pdf
	plans, proposed expenditure and reports on	2.1.2 Budget for each agency and plan &	
	disbursements made etc. [Section 4(1)(b)(xi)]	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	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/2.1-Budget.pdf
		2.2.2 Foreign and domestic Tours by ministries and	Nil
		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
		2.2.3 Information related to procurements
		a. Notice/tender enquires, and corrigenda if a. No
		any thereon,
		b. Details of the bids awarded comprising b. M/s Shine & Sind Security Solutions Pvt. Ltd.
		the names of the suppliers of goods/
		services being procured, c. Yes
		c. The works contracts concluded in any
		such combination of the above- and d. Rs. 8225182.06
		d. The rate /rates and the total amount at
		which such procurement or works
		contract is to be executed
2.3	Manner of execution of subsidy programme	2.3.1 Name of the programme of activity https://www.scertchd.edu.in/sie/wp-content/uploads/2024/04/Annexure-O-2.3.pdf
	[Section 4(i)(b)(xii)]	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.)
2.4	Discretionary and non-discretionary grants.	2.4.1 Discretionary and non-discretionary Nil
		grants/allocations to State Govt./ NGOs/ other
		institutions
		2.4.2 Annual accounts of all legal entities who are
		provided grants by public authorities
2.5	Particulars of recipients of concessions,	2.5.1 Concessions, permits or authorizations granted -
	permits of authorizations granted by the public	by public authority
	authority [Section 4(1) (b) (xiii)]	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
2.6	CAG & PAC paras	2.6.1 CAG and PAC paras and the action taken reports NA
		(ATRs) after these have been laid on the table of
		Administrator, U.T., Chandigarh.

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 there of [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 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	Nil
		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)	
		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	NIL
	affect public to make the process more interactive -	
	Outline the Public consultation process	
	3.2.3 Publish all relevant facts while formulating	NIL
	important policies or announcing decisions which	
	affect public to make the process more interactive -	
	Outline the arrangement for consultation before	
	formulation of policy.	
Dissemination of information widely and in	3.3.1 Use of the most effective means of	http://Chdeducation.gov.in
such form and manner which is easily	communication - Internet (website)	https://www.scertchd.edu.in/sie/
accessible to the public		
[Section 4(3)]		
Form of accessibility of information manual/	3.4.1 Information manual/handbook available in -	Nil
handbook [Section 4(1)(b)]	Electronic format	
	3.4.2 Information manual/handbook available in -	Nil
	Printed format	
Whether information manual/ handbook	3.5.1 List of materials available Free of cost	N.A
available free of cost or not [Section 4(1)(b)]	3.5.2 List of materials available At a reasonable cost	N.A
	of the medium	
	such form and manner which is easily accessible to the public [Section 4(3)] Form of accessibility of information manual/ handbook [Section 4(1)(b)] Whether information manual/ handbook	important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process 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. Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] Form of accessibility of information manual/ handbook [Section 4(1)(b)] The printed format and manual/ handbook available in - Printed format Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] Section 4(1)(b)] important policies or announcing decisions which affect public consultation process 3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public consultation process 3.2.1 Use of the most effective means of communication - Internet (website) 3.4.1 Information manual/handbook available in - Printed format 3.4.2 Information manual/handbook available in - Printed format Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] 3.5.1 List of materials available At a reasonable cost

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	4.1.1 English	No
	Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.04.2013]	4.1.2 Vernacular/ Local Language	-
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	-
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	4.3.1 Details of information available in electronic form	https://www.scertchd.edu.in/sie/
		4.3.2 Name/ title of the document/record/ other information	-
		4.3.3 Location where available	-
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	4.4.1 Name & location of the facilities	https://www.scertchd.edu.in/sie/
		4.4.2 Details of information made available	-
		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,	Admin office staff

		email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	4.5.1 Grievance redressal mechanism	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annxure-H-1.7-grievance-redressal.pdf
		4.5.2 Details of applications received under RTI and information provided	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Screenshot-of-RTI-portal-4.5.24.6.1.pdf
		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	NIL
		4.5.6 Annual Report	NIL
		4.5.7 Frequently Asked Question (FAQs)	RTI FAQs https://rtionline.gov.in/faq.php
		4.5.8 Any other information such as (a) Citizen's Charter	Nil
		(b) Result Framework Document (RFD)	37
		(c) Six monthly reports on the(d) Performance against the benchmarks set in the Citizen's Charter	Yes NA
4.6	Receipt & Disposal of RTI applications & appeals [F No. 1/6/2011-IR dt. 15.04.2013]	4.6.1 Details of applications received and disposed	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Screenshot-of-RTI-portal-4.5.24.6.1.pdf
		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	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-R-4.7.1-Rajya-Sabha-and-Lok-Sabha-Questions.pdf

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	5.1.1 Name & details of	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-
	No. 1/6/2011-IR dt. 15.04.2013]	(a) Current CPIOs & FAAs	S-5.1.1-CPIO-and-Appellate-Authority-List.pdf
		(b) Earlier CPIO & FAAs from 1.1.2015	
		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	https://www.scertchd.edu.in/sie/wp-content/uploads/2025/05/Annexure-
identify frequently sought information under RTI	S-5.1.1-CPIO-and-Appellate-Authority-List.pdf
(a) Dates from which constituted	
(b) Name & Designation of the Officers	

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