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	Particulars
1.1	Particulars of its organization, functions and	(i) Name of the Organization and its website	Punjab Engineering College (Deemed To Be University), Chandigarh
	duties [Section 4(1)(b)(i)]	(ii) Head of the organization	Prof. DheerajSanghi
		(iii) Vision, Mission and Key objectives	Available on website of the institute https://pec.ac.in/vision
		(iv) Function and duties	https://pec.ac.in/sites/default/files/uploads/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)	(i) Powers and duties of officers (administrative, financial andjudicial)	https://pec.ac.in/sites/default/files/u ploads/delegation_document_10- 12-15.pdf
	(b)(ii)]	(ii) Power and duties of other employees	Faculty: Teaching & Research Staff: As assigned by Respective Head/Incharge
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	https://pec.ac.in/rules-guidelines-forms
		(v) Work allocation	

Procedure (i) Process of decision making points (ii) Final decision making process (iii) Final decision making authority (iii) Final decision making authority (iii) Final decision making authority (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (iv) Channel of supervision and accountability (iv) Process by which these services can be accessed (iv) Process by which these services can be accessed (iv) Process of redress of grievances (iv) Process of redress of grievance (iv) Process of redr			() 5	T
making process [Section 4(1)(b)(iii)] (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (iii) Norms for discharge of functions [Section 4(1)(b)(iv)] (iii) Process by which these services offered (iv) Process by which these services of redress of grievances (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (v) Process of redress of grievances (iv) Time-limit for achieving the targets (vi) Process of redress of grievances (viii) Title and nature of the record/manual functions [Section 4(1)(b)(vi)] (vi) (vi) (vi) (vi) (vi) (vi) (vi) (vi)	1.3	Procedure	(i) Process of decision making.	5 1 (0
[Section 4(1)(b)(iii)] [Section 4(1)(b)(iii)] [In all decision making authority (iii) Related provisions, acts, rules etc. [In Y Time limit for taking a decisions, if any (V) Channel of supervision and accountability of Unctions [Section 4(1)(b)(iv)] 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] [In Process by which these services can be accessed (iii) Norms/ standards for functions/ service delivery procedures [In Process by which these services can be accessed (iv) Time-limit for achieving the targets [In Process of redress of grievances [In Process of redress of grievances of discharging functions [Section 4(1)(b)(vi)] [In International and records for discharging functions [Section 4(1)(b)(vi)] [In International and records for documents held by the authority under its control [Section 4(1)(b)(vii)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(viii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4(1)(b)(viii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4(1)(b)(viii)] 1.8 Power and functions (iii) Dates from which constituted (iv) Term/Tenure [In Dates from which constituted (iv) Term/Tenure [In Dates from which constituted (iv) Term/Tenure [In Process of very delivery procedures are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes of the meetings are open to the public? (viii) Place where the minutes of the process in/sites/default/files/uploads/delivery process in/sites/default/files/				
authority (iii) Related provisions, acts, pulse set.			<u> </u>	https://pec.ac.in/board-of-governors
Time limit for taking a decisions, it any N. A.		[Section 4(1)(b)(iii)]		
Tules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (ii) Nature of functions services offered (iii) Norms/ standards for functions/ services offered (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (iv) Time-limit			•	
(iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability (vi) Channel of services can be accessed (vi) Process of redress of grievances (vi) Title and nature of the record/manual functions (section 4(1)(b)(vi)) (vi) (vi) (vi) (vi) (vi) (vi) (vi			• •	https://pec.ac.in/rules-guidelines-forms
1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] (i) Nature of functions/ services offered (ii) Norms' standards for functions/ services can be accessed (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iii) Carbonius and records for discharging functions [Section 4(1)(b)(v)] (ii) Transfer policy and transfer orders			rules etc.	
1.4 Norms for discharge of functions (Section 4(1)(b)(iv)) (ii) Process by which these services of redress of grievances (iii) Norms/standards for functions/ service delivery (iiii) Process by which these services can be accessed (iv) Time-Imit for achieving the targets (v) Process of redress of grievances (iii) List of Rules, regulations, instructions manual and records for discharging functions (Section 4(1)(b)(v)) 1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (Section 4(1)(b)(viii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority (iv) Deceion (iv) Transfer policy and transfer of the Public (iv) Transfer policy and transfer of the Public (iv) Transfer policy and transfer of the Public (iv) Transfer policy of the public are open to the public are available?			(iv) Time limit for taking a	N. A.
1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] 1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.7 Bards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Bards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.9 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.10 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.11 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.12 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.13 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.14 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.15 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.17 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.18 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.19 Categories of documents for the public are available? 1.19 All documents related to other staff are in under the control of the office of the Registrar. 1.19 All documents related to other staff are in under the control of the office of the Registrar. 1.19 All documents related to other staff are in under the control of the office of the Public Authority [Section 4(1)(b) (viii)] 1.19 All documents related to other staff are in under the control of the office of the Public Authority [Section 4(1)(b) (viii)] 1.19 All documents related to other staff are in under the control of the office of the Public Authority [Section 4(1)(b) (viii) Dates from Authority [Section 4(1)(b) (viii) Dates from Authority [Sec			decisions, if any	
1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] 1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.7 Bards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Bards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.9 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.10 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.11 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.12 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.13 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.14 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.15 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.17 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.18 Categories of documents for the Public Authority [Section 4(1)(b) (viii)] 1.19 Categories of documents for the public are available? 1.19 All documents related to other staff are in under the control of the office of the Registrar. 1.19 All documents related to other staff are in under the control of the office of the Registrar. 1.19 All documents related to other staff are in under the control of the office of the Public Authority [Section 4(1)(b) (viii)] 1.19 All documents related to other staff are in under the control of the office of the Public Authority [Section 4(1)(b) (viii)] 1.19 All documents related to other staff are in under the control of the office of the Public Authority [Section 4(1)(b) (viii) Dates from Authority [Section 4(1)(b) (viii) Dates from Authority [Sec			·	https://pec.ac.in/institute-functionaries
1.4 Norms for discharge of functions (Section 4(1)(b)(iv)) (iii) Process by which these services can be accessed (iii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (iv) Time-limit for achieving the targets (v) Process of redress of grievances (iii) Carponia (iii) List of Rules, regulations, instructions manual and records for discharging functions (Section 4(1)(b)(v)) (iv)			•	
discharge of functions [Section 4(1)(b)(iv)] All functions [Section 4(1)(b)(iv)] (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Process of redress of grievances (iv) Time-limit for achieving the targets (iv) Time-limit for achieving thittps://pec.ac.in/qiminstration (iv) Time-limit for achieving the	1 4	Norms for	•	https://pec.ac.in/programmes
functions [Section 4(1)(b)(iv)]			()	- The state of the
A(1)(b)(iv) functions/service delivery procedures				https://pec.ac.in/programmes/rules-
Categories of documents held by the authority under its control [Section 4(1)(b)(viji)] Section 4(1)(b)(vijii) 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.8 Categories of documents held by the authority under its control [Section 4(1)(b)(vijii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.9 Categories of documents held by the authority under its control [Section 4(1)(b) (viji)] 1.1 Categories of documents held by the authority and the Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.1 Categories of documents held by the authority and the Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.1 Categories of documents held by the authority and the Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.2 Categories of documents held by the authority and the Bodies constituted as part of the Public Authority [Section 4(1)(b)(vijii)] 1.3 Categories of documents held by the authority and the Public Authority [Section 4(1)(b)(vijii)] 1.4 Categories of documents held by the authority and the public are open to the public? 1.5 Rules, regulations, instructions instruction 1.6 Categories of documents held by the authority inder its control of the office of the DFA. 2.1 All documents related to Facultyare in under the control of the office of the DFA. 3.1 All documents related to Facultyare in under the control of the office of the DFA. 3.1 All documents related to Facultyare in under the control of the office of the DFA. 3.1 All documents related to Facultyare in under the control of the office of the DFA. 4.1 All documents related to Facultyare in under the control of			• •	
Services can be accessed (iv) Time-limit for achieving the targets		.(.)(2)()]	runctions/ service delivery	<u>procedures</u>
Services can be accessed (iv) Time-limit for achieving the targets			(iii) Dragge by which these	
Title Titl				https://pag.go.in/admissions
targets (iv) Process of redress of grievance-redressal-committee 1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Boards, Councils, (ii) Name of Boards, Council, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 Compastion (iii) Dates from which constituted (iv) Term/ Tenure 1.9 Powers and functions interestings are open to the public? (vi) Whether the minutes of the public? (vii) Place where the minutes if open to the public are available?				nttps://pec.ac.in/admissions
Committee Comm			` ,	
Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders				
1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 (vi) Powers andfunctions (vii) Dates from which constituted (vi) Term/ Tenure (v) Powers andfunctions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public are available? (vii) Place where the minutes if of the record/manual instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders (ii) Categories of documents (ii) Custodian of documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. (iii) 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?			` '	
instructions manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.9 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Description are open to the public? 1.8 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.9 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Description are open to the public? 1.8 Doards, Councils, Committee and other staff are in under the control of the office of the Registrar. 1.9 Doards, Councils, Committee and other staff are in under the control of the office of the Registrar. 1.9 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.0 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.0 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.0 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.10 Doards, Councils, Committees and other staff are in under the control of the office of the Public and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and			grievances	<u>committee</u>
instructions manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.9 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Description are open to the public? 1.8 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.9 Doards, Councils, Committeed as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Description are open to the public? 1.8 Doards, Councils, Committee and other staff are in under the control of the office of the Registrar. 1.9 Doards, Councils, Committee and other staff are in under the control of the office of the Registrar. 1.9 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.0 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.0 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.0 Doards, Councils, Committees and other staff are in under the control of the office of the Registrar. 1.10 Doards, Councils, Committees and other staff are in under the control of the office of the Public and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and the control of the office of the Paulica and				
manual and records for discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Whether the impublic? 1.8 Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.9 Powers and functions 1.0 Dates from which constituted (iv) Dewes and functions are open to the public? 1.9 Powers are open to the public are available? 1.9 Powers and functions 1.0 Powers and functions 1.0 Powers and functions 1.1 Powers and functions instruction. 1.2 Powers and functions (ii) List of Rules, regulations, instructions manuals and records. 1.0 Categories of documents control of the office of the DFA. 1.1 All documents related to other staff are in under the control of the office of the Registrar. 1.2 Powers and functions (iii) Composition 1.3 Powers and functions (iii) Composition 1.4 Idocuments related to other staff are in under the control of the office of the Registrar. 1.7 Powers and functions (iii) Composition 1.8 Idocuments related to other staff are in under the control of the office of the Registrar. 1.8 Idocuments related to other staff are in under the control of the office of the Registrar. 1.9 Powers and functions (iii) Composition (iii) Dates from which constituted (iv) Term/Tenure 1.0 Powers and functions (iii) Dates from which constituted equation document 10-12-15.pdf 1.0 Powers and functions (iii) Power and functions (iii) P	1.5	_	\ /	
records for discharging functions [Section 4(1)(b)(v)] [IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				
discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 (i) Dates from which constituted 1.9 Powers and functions (ii) Dates from which constituted (iv) Term/Tenure (v) Powers andfunctions (vi) Whether their meetings are open to the public? (vii) Place where the minutes of the meetings are open to the public are available? (iii) Acts/Rules manuals and records. (iii) Acts/Rules manuals etc. (iv) Transfer policy and transfer orders (ii) Categories of documents (ii) Custodian of documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. (iii) Committeeetc. (iii) Committeeetc. (iii) Dates from which constituted (iv) Term/Tenure (v) Powers and functions https://pec.ac.in/administration https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf No 1.7 (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?			/instruction.	
discharging functions [Section 4(1)(b)(v)] 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)] 1.8 Categories of documents (ii) Categories of documents control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. (ii) Name of Boards, Council, Committeeetc. (iii) Composition (iiii) Dates from whichconstituted (iv) Term/ Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether the minutes of the meetings are open to the public? (vii) Place where the minutes if open to the public are available?			(ii) List of Rules, regulations,	https://pac.ac.in/rules_guidelines_forms
4(1)(b)(v)] 4(1)(b)(v)] (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders (i) Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (ii) Dates from whichconstituted (iv) Tram/ Tenure (v) Powers andfunctions (vi) Transfer policy and transfer orders (ii) Categories of documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. (iii) Composition (iii) Dates from whichconstituted (iv) Term/ Tenure (v) Powers andfunctions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public are available? (viii) Place where the minutes if open to the public are available?				https://pec.ac.m/rules-guidennes-forms
4(1)(b)(v)] (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders (i) Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (ii) Dates from whichconstituted (iv) Term/ Tenure (v) Powers andfunctions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public are available? (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders All documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. All documents related to other staff are in under the control of the office of the Registrar. All documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. All documents related to other staff are in under the control of the office of the DFA. All documents related to Facultyare in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in un			records.	
(iv) Transfer policy and transfer orders 1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 (iv) Transfer policy and transfer orders (ii) Categories of documents (iii) Custodian of documents related to other staff are in under the control of the office of the Registrar. (iv) Name of Boards, Council, Committee to control of the office of the Registrar. (iv) Name of Boards, Council, Committee to control of the office of the Registrar. (iv) Composition (iv) Categories of documents All documents related to other staff are in under the control of the office of the Registrar. (iv) Committee to control of the office of the Registrar. (iii) Composition (iii) Dates from whichconstituted (ivi) Dates from whichconstituted (ivi) Term/ Tenure (v) Powers andfunctions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public are available? (viii) Place where the minutes if open to the public are available?		4(1)(b)(v)]		
1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 William (ii) Custodian of documents/categories (ii) Categories of documents control of the office of the DFA. (iii) Custodian of documents related to other staff are in under the control of the office of the Registrar. (ii) Categories of documents control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. (iii) Committees and other Bodies constituted as part of the Public (iii) Dates from which constituted (iv) Term/Tenure (v) Powers and functions https://pec.ac.in/administration (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? (viii) Place where the minutes if open to the public are available?			() Trate, I taree manages ever	
1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.7 Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] 1.8 Categories of documents (ii) Custodian of documents related to other staff are in under the control of the office of the Registrar. (iii) Committeeetc. (iii) Commosition (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?				
documents held by the authority under its control [Section 4(1)(b) (vi)] 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, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (ii) Dates from which constituted (iv) Term/Tenure (v) Powers and functions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available? (ivi) Custodian of All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar. All documents related to other staff are in under the control of the office of the DFA. All documents related to other staff are in under the control of the office of the Registrar.			orders	
by the authority under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (ii) Name of Boards, Council, Committeeetc. (ii) Composition (iii) Composition (iii) 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? (vi) Boards, Council, Committee to other staff are in under the control of the office of the Registrar. All documents related to other staff are in under the control of the office of the Registrar. All documents related to other staff are in under the control of the office of the Registrar. All documents related to other staff are in under the control of the office of the Registrar. (ii) Committeeetc. (iii) Composition (iii) Dates from which constituted (iv) Term/Tenure (v) Powers and functions (vi) Whether their meetings are open to the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	1.6	Categories of	(i) Categories of documents	All documents related to Facultyare in under the
under its control [Section 4(1)(b) (vi)] 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (i) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether the minutes of 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?		documents held	(II) 2	control of the office of the DFA.
[Section 4(1)(b) (vi)] 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)] (iii) Dates from whichconstituted (iv) Term/Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public are available? (viii) Place where the minutes if open to the public are available?			` '	
1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (v) Powers andfunctions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public are available? (vi) Name of Boards, Council, Committeestc. (ii) Composition https://pec.ac.in/administration https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?		under its control	documents/categories	
1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (vi) Powers andfunctions (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?		[Section 4(1)(b)		the control of the office of the Registrar.
Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (iii) Dates from whichconstituted (iv) Term/ Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether their meetings are open to the meetings are open to the public? (viii) Place where the minutes if open to the public are available?		(vi)]		
Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (iii) Dates from whichconstituted (iv) Term/ Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (vi) Whether their meetings are open to the meetings are open to the public? (viii) Place where the minutes if open to the public are available?		<u> </u>	(1)	
other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] (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? (viii) Place where the minutes if open to the public are available?	1.7			
constituted as part of the Public Authority [Section 4(1)(b)(viii)] (iii) Dates from whichconstituted (iv) Term/Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (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? (viii) Place where the minutes if open to the public are available?				
of the Public Authority [Section 4(1)(b)(viii)] (iii) Dates from whichconstituted (iv) Term/ Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (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? (viii) Name and desire at its series of the public are available?			(ii) Composition	https://poo.go.in/odministration
Authority [Section 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? (viii) Place where the minutes if open to the public are available?			····	nups://pec.ac.in/administration
4(1)(b)(viii)] (iv) Term/ Tenure (v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (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? A Directory of the public are available and the public are available?			` '	
(v) Powers andfunctions https://pec.ac.in/sites/default/files/uploads/delegation_document_10-12-15.pdf (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
egation_document_10-12-15.pdf (vi) Whether their meetings are open tothe 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?		4(1)(b)(VIII)]	(iv) Term/ Tenure	
egation_document_10-12-15.pdf (vi) Whether their meetings are open tothe 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?			(v) Downers on alf 1	https://poo.go.in/citos/dofoult/files/ploods/dof
(vi) Whether their meetings are open tothe 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?			(v) Powers anarunctions	
are open tothe 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? (i) News and designation				egation_document_10-12-15.pdf
are open tothe 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?			(vi) \\/\bathanthanthair	No
(vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?				INO
meetings are open to the public? (viii) Place where the minutes if open to the public are available? (iii) Place where the minutes if https://pec.ac.in/minutes-meetings				
public? (viii) Place where the minutes if open to the public are available? A 2 Directors of (i) Normal and design at its problem.			` ,	Yes
(viii) Place where the minutes if https://pec.ac.in/minutes-meetings open to the public are available?				
open to the public are available?			public?	
open to the public are available?			(viii) Place where the minutes if	https://pec.ac.in/minutes-meetings
available?				
1.8 Directory of (i) Name and designation https://pec.ac.in/institute-functionaries	L	<u> </u>		
intps://pec.ac.in/institute-functionalles	1.8	Directory of	(i) Name and designation	https://pec.ac.in/institute-functionaries
		-		mipo.//poo.ao.m/monute-runolionanes

	officers and employees [Section 4(1) (b) (ix)]	(ii) Telephone , fax and emailID	https://pec.ac.in/departments
1.9	Monthly Remuneration received by officers	(i) List of employees with Gross monthly remuneration	Faculty: AICTE pay rules Staff: Punjab Civil Services rules
	&employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	Professional Development Allowance: https://pec.ac.in/sites/default/files/uploads/ pda_guidelines_updated.PDF Consultancy:https://pec.ac.in/norms-and- forms
1.10	Name, designation and other particulars of public information officers [Section 4(1)	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	https://pec.ac.in/rti CPIO: Dr. Rajesh Kumar Kanda, Mechanical Engineering Department 0172-2753559 kandarajesh@yahoo.co.in
	(b) (xvi)]	numbers and email ID of each designatedofficial.	
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 (Recorded in Annexure-I,Point No.1.11)
		(ii) Finalized for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in theseprogramme s	https://pec.ac.in/rti
		(iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

2		rogramme	T	
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		(i) Total Budget for publicauthority: 5225 (ii) Budget for each plan& Programmes Grant in -Aid-G Lacs Grant-in-Air-Sal Lacs (iii) Proposedexper (iv) Revised budget agency, ifany Revised budget: 5926.00 n-Aid- General: 2000.00 Grant-in-Air-Salaries: 39	oo Lacs agency and eneral: 2000.00 aries: 225.00 ditures for each D Lacs. Grant-Lacs	Partially met
		(v) Report on disbumade and place related reports a	where the areavailable:	
2.2	Foreignand domestic tours during 2019-20	c) The numer member official of	mestic Tours d officials of secretary d above, as ds of the risited iod ofvisit	nks not available.
		(iii) Information relatoprocurements a) Notice/tenand corriganythereon b) Details of awarded of names of the goods/ serbeingprocutor. c) The works concluded such combather aboved d) The rate / retotal amounts.	ted https://pec.ac es/uploads/pi teqip3.pdf and teqip3.pdf teqip3.pdf teqip3.pdf	in/sites/default/fil ocurement_report

		or works contract is to be executed.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of theprogramme (iii) Procedure to availbenefits (iv) Duration of the programme/scheme (v) Physicalandfinancialtargets of the programme (vi) Nature/ scale of subsidy /amount allotted
2.4	Discretionary and non- discretionary grants.	(vii) Eligibility criteria for grant ofsubsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc) (i) Discretionary and nondiscretionary grants/ allocations to S (ii) Annual accounts of all legal entities who are provided grants by public authorities

2.5	Particulars of	(i) Concessions, permits or	Not applicable. (As per Annexure-I)	
	recipients	authorizations granted by public authority		
	of concessions,per mits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(ii) For each concessions, permit a) Eligibilitycriteria b) Procedure for permits of authorizations c) Name and address of the recipients givenconcessions/ permits or authorisations	Annexure-II (Point No.2.5)	
		d) Date of award of /permits of authorizations		
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.	Nil.	

3. Publicity Band Public interfaceN.A.

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicabl e will be treated as fully met/partially met/ met)
3.1	Particulars for any arrangement for consultation with or representation by	Arrangement for consultations with or representation by the members of thepublic (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA
	the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	(ii) Arrangements for consultation with or representationby a) Members of the public in policy formulation/ policy implementation b) Day & time allotted forvisitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Through email or through visit to the office between 09:00 A.M. to 05:00 P.M. (Monday – Friday)
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports(DPRs) (iii) Concessionagreements. (iv) Operation and maintenancemanuals (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 ofthe private sector party (concessionaire etc.)	NA
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 (ii) Outline the Public consultationprocess (iii) Outline the arrangement for consultation before formulation ofpolicy.	Detail of policies decisions informed to public through website

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)	Institute website: https://pec.ac.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronicformat	1. BOG Minutes https://pec.ac.in/b oard-of- governors/minutes -bog-meetings 2. Senate Minutes https://pec.ac.in/m inutes-senate- meetings 3. MOA https://pec.ac.in/ev ents/moa-signed- between-pec-and- siemens 4. Brochurehttps://pe c.ac.in/prospectus
		(ii) Printedformat	Nil
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of themedium	Yes, Available on Institute Website NA

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	(i) English	1. BOG Minutes https://pec.ac.in/board -of- governors/minutes- bog-meetings 2. Senate Minuteshttps://pec.ac. in/minutes-senate- meetings 3. MOAhttps://pec.ac.in /events/moa-signed- between-pec-and- siemens 4. Brochurehttps://pec.a c.in/prospectus
		(ii) Vernacular/ Local Language	NIL
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	Regularly updated on website : https://pec.ac.in
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	https://pec.ac.in
4.4	Particulars of facilities available to citizen for	(i) Name & location of the facilities (ii) Details of information made available	
	obtaining information [Section 4(1)(b)(xv)]	(iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Through email or through visit to office between 9.00hrs to 17.00hrs. From Monday to Friday Phone-2753055

4.5	Such other information as may be prescribed	(i) Grievance redressal mechanism	https://pec.ac.in/grievan ce-redressal-committee
	under section 4(i) (b)(xvii)	(ii) Details of applications received under RTI and information provided	Annexure –III (Point No.4.5)
		(iii) List of completed schemes/ projects/ Programmes	https://pec.ac.in/research/o
		(iv) List of schemes/ projects/ programme underway	<u>verview</u>
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period ofcompletion of contract	https://pec.ac.in/sites/defa ult/files/uploads/procurem ent report teqip3.pdf
		(vi) Annual Report	https://pec.ac.in/annual- reports
		(vii)Frequently Asked Question (FAQs)	
		(viii) Any other information suchas a) Citizen'sCharter	
		c) Six monthly reports loaded on the website or not	N.A
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications &	(i) Details of applications received and disposed	Annexure –III(Point
	appeals	(ii) Details of appeals received and orders issued	No.4.6.)
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Annexure-I (Point No.4.7)

5. Information as may be prescribed

S. No.	Item	Det	tails of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partiall y met)
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 i) -CPIO - Dr. Sanjeev Kumar(upto 30.10.19) ii) FAA-Dr. Sanjeev Sofat- 2016-19 1)CPIO-Dr. Sanjeev Kumar 2) FAA Dr.UmaBatra. 2019-20 a)CPIO-Dr. Rajesh Kumar,(wef 1.11.2019) b) FAA- Dr. Siby John, Deputy Director (wef 01.09.2019)
		(ii)	Details of third party audit of voluntary disclosure	Done on 8.8.2019 at https://pec.ac.in/sites/default /files/uploads/audit_report_r ti.pdf
			(a) Dates of audit carriedout (b) Report of the audit carriedout	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Dr. Rajesh Kumar Associate Prof.
			(a) Date of appointment(b) Name & Designation of theofficers	2020-21-Under Process.
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A.
			(a) Dates from whichconstituted (b) Name & Designation of theofficers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	N.A
			(a) Dates from whichconstituted (b) Name & Designation of the Officers	

6. Information Disclosed on ownInitiative

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 informatio n		Mandatory disclosure on website of institute: https://pec.ac.in/rti https://pec.ac.in/sites/defau lt/files/uploads/Amended- MOA-PEC.pdf