CHANDIGARH STATE AIDS CONTROL SOCIETY
International Youth Hostel, Sector 15-A,
U.T., Chandigarh
Phone:0172-2544589, 0172-2783300

To

The Superintendent (Admin),
Health Department,
GMSH 16, Chandigarh.

Memo No.: CSACS/RTI/2023/ 1412
Dated, Chandigarh the 3/5/23

Subject: Disclosure of the information in the public domain – reg.

Reference your letter No. MH-III-2023/7349-60, dated 05.04.2023, please find enclosed herewith the compiled report of Chandigarh SACS along with annexure 1 to 12 and same is also being uploaded on CSACS website.

Project Director-cum-CPIO,
Chandigarh State AIDS Control Society,
Union Territory, Chandigarh

1A 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.

Organization andFunction

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i)Name of the Organization and its website	**Chandigarh State AIDS Control Society, UT, Chandigarh Website:** http://chandigarhsacs.org.in
		(ii)Head of the organization	Project Director
		(iii) Vision, Mission and Key objectives	Objectives, Vision and Mission as conveyed by NACO are attached at Annexure I
		(iv) Function and duties	All the duties and functions of organization are at Annexure 2
		(v) Organization Chart	As per Annexure 3
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	As per Annexure 2
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which derived and powers and duty are	CSACS function as per directives/instructions/guidelines issued by NACO from time to time. The guidelines are available at NACO website http://naco.gov.in/about-us/policies-guidelines (Annexure – 4)
		(iv) Exercised	Clearly defined at Annexure 2
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i)Process of decision making points making. Identify key decision	Case to case varies
		(ii) Final decision making authority	Secretary Health Chandigarh Administration/DH&FW/Project Director
		(iii) Related provisions, acts, rules etc	Implement the policies framed by National AIDS Control Organisation, GOI, N. Delhi
		iv) Time limit for taking a decisions, if any	Case to case varies

		(v) Channel of supervision and accountability	Concerned Programme Officers of CSACS/Project Director and overall supervision by DH&FW
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Chandigarh SACS is providing services to High Risk Population through Targeted Interventions, STI Care, Condom Promotion programme and Enabling Environment. CSACS is also providing services to Low Risk Population by Blood Safety, HIV counseling & Testing, IEC and Social Mobilization and Mainstreaming activities. Information is available at Chandigarh SACS website link is : http://chandigarhsacs.org.in/PreventiveServices.html
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Grievance Redress Committee has been constituted by CSACS as per Annexure 5
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ instruction/ manual	Chandigarh SACS is functioning as per rules, regulation and instructions provided by NACO. All the NACO Policies/Modules are available at NACO website http://naco.gov.in/about-us/policies-guidelines
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Placed at Annexure 6
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents (ii) Custodian of documents/categories	Nil
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Governing Body & Executive Committee
		(ii) Composition	Annexure 7 & 8 (Powers of the committees)
		(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?	
1.8	Directory of	(i) Name and	Annexure 9

	officers and employee section 4(2) (b) (ix)	designation (ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	i) List of employees with Gross Monthly remuneration.	Annexure 10
		ii) System of compensation as provided in its regulations	Besides monthly remuneration, there is no system of compensation.
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 (ii) Address, telephone numbers and email ID of each designated official	<table><tr><th>Sr. No.</th><th>Name</th><th>Designation</th></tr><tr><td>1</td><td>Dr. V.K. Nagpal</td><td>Project Director-cum-CPIO, CSACS 9466116611 chandigarhsacs@gmail.com</td></tr><tr><td>2.</td><td>Mr. Parvinder Sharma</td><td>Assistant Director (F)-cum-CAPIO, CSACS 9417377407 chandigarhsacs@gmail.com</td></tr></table> **APPELLATE AUTHORITY:** Dr. Suman Singh, DH&FW-cum-FAA, Chandigarh SACS. Contact No.: 0172-7652006 Email: dhs_ut@yahoo.co.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	No such case exists in CSACS.
		(ii) Finalized for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i)Educational programmes	Concerned CPIO and CAPIO attended the training as and when organized by Chandigarh Administration.
		(ii)Efforts to encourage public authority to participate in these programmes	
		(iii)Training of CPIO/APIO	
		(iv)Update & publish guidelines on RTI by the Public Authorities concerned	

1.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	(i)Total Budget for the public authority	Approved Annual Action Plan 2022-23	Details of budget approved for the FY 2022-23 is placed at Annexure –11	Targets fully achieved
	(ii)Budget for each agency and plan & programmes			
	(iii)Proposed expenditures	Annual Action Plan 2023-24	Rs. 1250.06 lacs	Targets to be achieved.
	(iv)Revised budget for each agency, if any			
	(v)Report on disbursements made and place where the related reports are available	All the payment are made through PFMS – EAT Module & DBT Module.		
2.2	Foreign and domestic tours during 2022-23	(i) Budget	Rs. 500,387.00	
		(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	No foreign tour done by any Programme Officer in the FY 2021-22. Domestic tour programme details available at Annexure 12	
		(iii) 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	All the procurement done through GeM. However, in case of medicines which are not available on GeM, procurement is done through E-tendering.	

		d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Further other items, if not available one GeM, procured as per GFR rules.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)Name of the programme of activity	Not applicable as no subsidy scheme is in existence	
		(ii)Objective of the programme		
		(iii)Procedure to avail benefits		
		(iv)Duration of the programme/scheme		
		(v)Physical and financial targets of the programme		
		(vi) Nature/scale of subsidy/amount allotted		
		(vii)Eligibility criteria for grant of subsidy		
		(viii) Details of beneficiaries of subsidy programme (number, profile etc		
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and grants/allocations to State Govt. / NGOs/other institutions	Not applicable as no Discretionary grants are given. Non discretionary grants given to NGOs/ institutions as per sanctioned and approved by NACO.	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities		
2.5	Particulars of Recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority:	N.A.	
		ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions / permits of authorizations	N.A.	

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.	06 number of CAG para exists in CSACS and will be got settled at the time of next audit. However, there is no PAC exists in CSACS. Audit done as per NACO norms. Statutory audit and internal audit are being done by CA and AG audit by Chd. Administration.	

2. **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)]	Arrangement for consultations with or representation by the members of the public i. Relevant Acts, Rules, Forms and other documents which are accessed by citizens.	Not Applicable. As Chandigarh SACS is implementing agency for the policy framed by National AIDS Control Organisation, GOI, N. Delhi.	
		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.		
		Public- private partnerships (PPP) (i)Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports(DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government (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)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii)Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Not Applicable. As CSACS is implementing the policy framed by NACO, hence no policy or rule is formulated at the level of Chandigarh SACS.	
3.3	Dissemination of information widely and in	Use of the most effective means of communication (i) Internet(website)	http://chandigarhsacs.org.in	

	such form and manner which is easily accessible to the public [Section 4(3)]			
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i)Electronic format	Nil	
		(ii)Printed format	No	
3.5	Whether information manual/ handbook available freeof cost or not [Section4(1)(b)]	List of materials available (i)Free of cost	No	
		(ii)At a reasonable cost of the medium	No	

3. **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	N/A	
		(ii) Vernacular/ Local Language	N/A	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	i)Details of information available in electronic form	Nil	
		ii)Name/ title of the document/record/ other information		
		iii) working of information made available.	Nil	
4.4	Particulars of facilities available	(i) Name & location of the facilities	Nil	

	to citizen for obtaining information [Section 4(1)(b)(xv)]			
	do	(ii) Details of information made available		
	do	(iii) Working hours of the facility		
	do	iv)Contact person & contact details (Phone, fax email		
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i)Grievance redressal mechanism	Annexure 5	
		(ii)Details of applications received under RTI and information provided	In the FY 2022-23, total 10 applications received under RTI Act and all are disposed off.	
		(iii)List of completed schemes/projects/ Programmes	-	
		(iv)List of schemes/ projects/programme underway	-	
		v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.	-	
		(vi)Annual Report	-	
		(vii)Frequently Asked Question(FAQs)	-	
		(viii) Any other information such as a) Citizen's Charter	-	
		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	In the FY 2022-23, total 10 applications received under	

			RTI Act and all are disposed off.	
		(ii) Details of appeals received and orders issued	Nil	
4.7.	**Replies to questions asked in the parliament { Section 4(i)(d)(2)}**	Details of questions asked and replies given.	In the FY 2022-23, 04 number of parliament questions were received and reply was given to all.	

4. 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	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO& First Appellate Authority (FAAs) from the period	Sr. No. / Name / 1 / Dr. V.K. Nagpal, Project Director-cum-CPIO, CSACS chandigarhsacs@gmail.com / Year April, 2022 2. / Mr. Parvinder Sharma, Assistant Director (F)-cum-CAPIO, CSACS chandigarhsacs@gmail.com / Year Oct. 2019 **FIRST APPLELATE AUTHORITY.** 1. Dr. Suman Singh 1.10.2021 to till date Contact No. 0172-7652006 Email: dhs_ut@yahoo.co.in	Fully met
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates	No	

			from which constituted (b) Name & Designation of the officers		
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	No	
			(a) Dates from which constituted (b) Name &		

5. 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	Information is available on Chandigarh SACS website i.e. http://chandigarhsacs.org.in	Fully met

Project Director-cum-CPIO,
Chandigarh SACS,
UT, Chandigarh