

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. Organisation 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 organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Central Administrative Tribunal, Opposite Hotel Shivalikview , Sector-17E, Chandigarh -160017
		(ii) Head of the organization	Hon'ble Mr. Sanjeev Kaushik, Member(J)HOD
		(iii) Vision, Mission and Key objectives	Vision The Tribunal, being a Judicial Organization has an objective to bring down the pendency of cases and to deliver Natural Justice on top priority. Steps have been taken to dispose of the oldest pending cases inter-alia the cases of senior citizens.

			<p>Mission and Key objectives :- To ensure capacity building at all levels including and supporting a culture of transparency and accountability and to continue zero tolerance against indiscipline and corruption in public affairs, and to make the functioning of the Tribunal both on Administrative and judicial side more efficient and responsive and to put in best talent in the organization inter-alia to maintain speedy disposal with quality of judgments and orders.</p>
		(iv) Function and duties	Holding of regular sittings at Chandigarh Bench besides Circuit Benches (i) Shimla (ii) J&K (Jammu & Kashmir)
		(v) Organization Chart	
		(vi) 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 [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>1. Registrar (Vacant)(1) 2. Deputy Registrar (1) In-charge of Judicial Administration, Establishment, GA, Cash & Accounts. Assisting the Hon'ble Members. In the absence of Registrar, to look after his duties and responsibilities. 3. PPS/Private Secretaries (5) All secretarial work, Stenographic Assistance in writing judgments, arranging meetings/trips, supervision of subordinate staff.</p>

			<p>4. Section Officer/Court Officer (05) 02 Vacant: <u>Filing/Judicial Section:-</u> Filing of various applications, scrutiny thereon, taking action on defaced, torn or damaged documents as per the prescribed Rules of Practice assigning the dairy number inter-alia completing the Scrutiny Report. Classifying the applications and submitting the case files to the Registrar or authorised officer. Supervision of filing section in the Bench and making correspondence where necessary. Assigning of OA, CP, MA numbers; sending the files for listing before Courts, issuance of notices after the orders of Court, recording the service of notice/process, placing the pleadings in the concerned files and incorporation of amendment applications in the record of the case. Recording the files receipt from the Court. Issuance of dasti orders/fresh notices and final orders to the concerned. Preparation of daily cause lists in respect of various cases to be listed at Chandigarh Bench, besides Circuit Benches at Jammu and Srinagar in J&K state and Himachal Pradesh State at Shimla.</p> <p><u>Establishment:</u> Maintaining of all service records of all employees of the bench. Initiation of process of filling up of vacant posts, as per provisions of relevant Recruitment Rules in respect of all officers and staff by various modes, through Principal Bench, New Delhi. Preparation of various type of payment bills viz. Contingent bills, Salary bills, arrears bills etc. Preparation of Budget Estimates and Revised Estimates every year. Processing of pension papers of various retirees on Bhavishya Portal, Processing</p>
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			<p>of various bills on PFMS portal, filing of quarterly returns and annual returns of Income Tax as per rules, filing of various monthly returns, quarterly returns, half yearly returns and annual returns as prescribed under relevant rules from time to time. Processing of various RTI applications and RTI returns as received from time to time, issuance of receipts and maintenance of various prescribed registers in the Establishment and cash section, Processing of various type of applications submitted by officers and other staff viz. Leave applications, GPF withdrawal/advance applications, T.A. claims processing, LTC claims processing and other miscellaneous Matters pertaining to establishment and cash section. Online feeding of data in PIMS is also being done by the Establishment Section.</p> <p><u>Courts:</u></p> <p>The Court Officers are supposed to Assist the Court in all respects and to maintain legibly court diary wherein the proceedings of the court for each sitting day is to be recorded with respect to applications/petitions of the daily cause list as to whether the case is adjourned, ordered part-heard and heard and disposed off or orders in the case is reserved as the case may be. To receive Statutes/Citations for reference from the parties. Calling the cases listed in cause list in the serial order. To ensure that no inconvenience for wastage of time is caused to the Bench in making available services of Court Master/Stenographer/MTS. To maintain perfect silence in and around the Court and to maintain dignity and decorum of the Court.</p>
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			<p>After the Orders of the Court, to ensure that the records of the case along with proceedings/orders are transmitted immediately to the Judicial Branch for verification of records and further necessary action.</p> <p><u>General Administration:</u></p> <p>Supervision of GA Section. Purchase and issue of various items, repair & maintenance of Staff Cars, office building and providing caretaking assistance. General superintendence over canteen, photocopy kiosk and bookseller. Making arrangements for circuit sittings at Jammu, Srinagar and Shimla.</p> <p>5. Accounts Officer (1)</p> <p>Preparation of RE & BE, in consultation with Establishment and Cash Section, supervision of the expenditure on various "sub-heads" Concurrence of various proposal. Maintenance of all records relating to accounts. Preparation of various bills and arranging payments. Processing of various bills for e-payment through PFMS portal. Uploading of license fee details/schedules on e-awas website, uploading of monthly contributions of NPS subscribers every month as per prescribed procedure online.</p> <p>7. ALIO (1)</p> <p>Administration of Library, Reference & Bibliographical services, Purchase of Law Books and Journals, Circulation of Journals and Periodicals, Work related to Library online software's, processing of documentation, binding</p>
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			<p>work, publication Law Judgements, supervision of work related physical verification, assist to Hon'ble Members .</p>
		<p>(ii) Power and duties of other employees</p>	<p>1. Sr. Translator(1) All Translation work Hindi to English and English to Hindi. Assisting senior officers in Implementation of Official Language, policies and in Holding of quarterly meeting of Official Language Implementation Committee and Hindi Work Shops. Forwarding of quarterly, half yearly and annual Hindi report. Besides this, all other work assigned from time to time by superiors are being performed by the Senior Translator, in addition to his own duties.</p> <p>2. JR. ACCOUNTS OFFICER (Vacant)(1)</p> <p>3. Court Masters (04) 02 Vacant</p> <p>All Stenographic Assistance in writing judgments/orders both in courts and chambers. Other work assigned by the Hon'ble Members.</p> <p>4. Assistants (03) Preparation of Court wise Cause list as per approved roster & submission of case files for constitution of bench in case the Hon'ble Member ceases to be the Member of the Bench and in case part-heard matters are released. Preparation of pashies, issue of notices, summons Examining and Submission of various proposals, concerning their sections. Purchase of stationary items and issue thereof, Maintaining record. Examining and Submission of various proposals, concerning their sections. Examining and Submission of various</p>

			<p>proposals, concerning their sections. Examining and Submission of various proposals, concerning their sections. To assist the court, preparation of peshi, checking of orders. Submissions of various proposals relating to Accounts and Finance wing received from all benches. Issue of all certified copies to the counsels and litigants after photocopying the same and sending back the case files to the concerned section. Recording of Entries of all new cases including RA/CP/MA/TA Scrutiny of OA and other misc. Work assigned by SO Filing. Recording of OA/RA/TA and CP Nos. Placing pleadings, action for compliance of orders. Preparation of peshi. Consigning of judicial records to record room, verification of case files. Maintenance of Court registers. Submission of Hon'ble Supreme Court/High Court orders. Assisting the courts in the time of need. Preparation of Court wise Cause list as per approved roster & submission of case files for constitution of bench in case the Hon'ble Member ceases to be the Member of the Bench and in case part-heard matters are released.</p> <p>5. UDCs(07) 01 Vacant</p> <p><u>Judicial Section:</u></p> <p>Preparation of case files, scrutiny thereof and preparation of peshies, orders (including final orders)/notices and issuance of the same. Listing of cases, Maintenance of Case registers, file movement, listing of cases. Assisting the Courts, issue of certified-copies.</p>
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			<p><u>Establishment & Cash Section :</u> Maintaining of service related record of all Benches, Noting Drafting, Grant of various advances and issuance of sanction orders. Dealing with court cases of officers and staff of all benches. Preparation of salary bills of Hon'ble Chairman/Members, all officers and staff of Principal Bench, calculation of income tax, maintenance of CPF, preparation of contingency bills for re-imbursement and all related work concerning bank. Assisting the audit party.</p> <p><u>GA Section :</u> Noting/drafting, purchase and issue of stationary, Maintenance of office building and equipments, staff cars and condemnation thereof. Supervision over all MTS and their posting.</p> <p>6. Caretaker (Vacant) (01)</p> <p>7. Stenographers Grade 'D' (01) Stenographic assistance to Dy. Registrar, maintaining of all records of correspondence and files. Other typing work assigned by the judges.</p> <p>8. LDCs/Hindi Typist (12) 01 Vacant: Registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of all clerical work/ Assistance in concerned sections and courts. Compilation of Institution/disposal and pendency of cases. Uploading of daily cause list/notices/circulars, development. Maintenance of kiosk machine, bio metric attendance machines. Purchase of IT equipments and consumable items and maintaining their records</p>
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		<p>Serving of Dak/Dasti Notices and other work assigned by senior and superior.</p> <p>9. Staff Car Drivers (03) To drive the Government vehicle for Hon'ble Members and officers of CAT besides for touring Hon'ble Members from other benches. Maintaining log-book.</p> <p>10. Photocopier(01) : Photocopying of orders and other documents.</p> <p>11. Gestetner Operator (01) Cyclostyling of Cause List/Notices/ orders and other administrative and judicial work assigned by the competent Authority</p> <p>12. Daftri (03)</p> <p>13. Jamadar(04) 01 Vacant</p> <p>14. Peon(11) 01 Vacant</p> <p>15. Safaiwala (02)</p> <p>16. Chowkidar (02)</p>
	(iii) Rules/ orders under which powers and duty are derived and	As per relevant Rules and AT Act, 1985 as amended from time to time
	(iv) Exercised	As per relevant Rules and AT Act, 1985 as amended from time to time
	(v) Work allocation	<p>1. Ground Floor : (a) Reception Counter (b) CAT BAR Assn. Room (c) Chamber of Sr. Govt. Adv. (d) BAR Lib. (e) Driver room (f) Litigants room and (g) Canteen.</p> <p>2. 1st Floor : (a) Court No. 1 (b) Court No. 2 (c) Chambers of Hon'ble Members (d) Rooms of Private Secretaries</p> <p>3. 2nd Floor : (a) Establishment & Cash Section (b) GA Section (c) Judicial Section (d) Court Master Room (e) Registrar Room (f) Registrar Court (g) Deputy</p>

			Registrar Room (h) Accounts Section (i) Despatcher's room (J) Registrar's P.S. Room. 4. 3rd Floor : (a) Library (b) Record Room (c) Computer/Server Room (d) Photocopier Room (e) Guest House
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Receipt of Dak/Complaint/Other Papers by the receipt clerk</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Dak/Complaint/other papers handed over to the concerned Dealing Assistant</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Concerned Dealing Assistant puts up the case with rule position before SO, the concerned branch incharge.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">After verification of facts and scrutiny by SO, file is placed before higher officers</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Deputy Registrar</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Hon'ble the HOD of the Bench</div>
		(ii) Final decision making authority	Hon'ble Member(J)/HOD
		(iii) Related provisions, acts, rules etc.	Original Applications/ Miscellaneous Applications etc are filed and processed and adjudicated upon as per Administrative Tribunal Act, 1985 read with the Central Administrative Tribunal (Procedure) Rules 1987 & The Central Administrative Tribunal Rules of Practice, 1993.
		(iv) Time limit for taking a decisions, if any	Time limit in decision making process depends upon the nature of proposal. It is on the same day, within a week, or a fortnight and where the matters are referred

			to the Government, decision is taken only after the advice/instructions by it.
		(v) Channel of supervision and accountability	Administrative and Financial matters are dealt with as per extant Govt. of India guidelines, Rules and regulations and Central Secretariat Manual of Office Procedure to the extent possible
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	To Adjudicate service matters disputes of Central Government Employees UT Chandigarh Employees and various other category of employees covered under the jurisdiction of Central Administrative Tribunal posted in States of J&K,HP, Punjab, Haryana and UT Chandigarh
		(ii) Norms/ standards for functions/ service delivery	As per AT Act, 1985 as amended time to time
		(iii) Process by which these services can be accessed	As per Rules
		(iv) Time-limit for achieving the targets	As per Rules
		(v) Process of redress of grievances	As per Prescribed procedure
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	http://cgatnew.gov.in
		(ii) List of Rules, regulations, instructions manuals and records.	http://cgatnew.gov.in/catweb/rules.htm
		(iii) Acts/ Rules manuals etc.	http://cgatnew.gov.in
		(iv) Transfer policy and transfer orders	Liability to be posted anywhere in India where Bench of Central Administrative Tribunal Exists.

1.6	<p>Categories of documents held by the authority under its control</p> <p>[Section 4(1)(b) (vi)]</p>	(i) Categories of documents	<p>A statement of the categories of documents that are held by it or under its control. Registrar and in his absence Deputy Registrar shall be overall custodian of all documents and files.</p> <p><u>Estt. Section</u></p> <ol style="list-style-type: none"> 1. Files relating to service matters of all officers and staff of the Tribunal. 2. Service Book of all serving officers and staff of the Tribunal. 3. Personal files of all serving officers and staff. 4. Maintenance of Pay Bill Registers, Salary Schedules, T.A. Registers, LTC Registers, Contingent Bills, Leave Encashment Files, Children Education Allowance, GPF, all statements files related to Cash and Administration, Income Tax, APARs etc. Related registers and files. <p><u>General Administration Section</u></p> <ol style="list-style-type: none"> 1. Purchase of Stationery items/miscellaneous cleaning items. 2. Purchase and maintenance of AC's /Water Coolers/furniture/fixture etc. 3. Printing of books/forms/letter head etc. 4. Reimbursement of telephone bills/canteen, coffee board, tea board bills. <p><u>Judicial Section/Record Section</u></p> <p>All pending/decided judicial record files.</p> <p><u>Accounts Section</u></p> <ol style="list-style-type: none"> 1. Maintenance of Prescribed Registers, 2. Processing and passing of various Bills presented by the DDO on PFMS Portal. 3. Making entry of License fee online on website of
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			Directorate of Estates(E-awas) 4. Making entries of various types of Bills on PFMS Portal 5. Making entry of NPS employees online on NSDL website 6. To give Financial concurrence to various files placed before the Accounts Section 7. Any other work assigned by superiors.										
		(ii) Custodian of documents/categories	Head of the Office										
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.	N.A.										
		(ii) Composition	N.A.										
		(iii) Dates from which constituted	N.A.										
		(iv) Term/ Tenure	N.A.										
		(v) Powers and functions	N.A.										
		(vi) Whether their meetings are open to the public?	N.A.										
		(vii) Whether the minutes of the meetings are open to the public?	N.A.										
		(viii) 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)]	(i) Name and designation											
		(ii) Telephone , fax and email ID	<table border="0"> <thead> <tr> <th>Sl. No.</th> <th>Name & Designation</th> <th>Telephone No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Registrar (Vacant)</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>Arun Kumar, Deputy Registrar</td> <td>0172- 2709750</td> </tr> <tr> <td>3.</td> <td>Satish Kumar, SO(GA)</td> <td>0172- 2709227</td> </tr> </tbody> </table>	Sl. No.	Name & Designation	Telephone No.	1.	Registrar (Vacant)	2.	Arun Kumar, Deputy Registrar	0172- 2709750	3.
Sl. No.	Name & Designation	Telephone No.											
1.	Registrar (Vacant)											
2.	Arun Kumar, Deputy Registrar	0172- 2709750											
3.	Satish Kumar, SO(GA)	0172- 2709227											

			<p>4. Ajay Walia, Accounts Officer/APIO 0172-2709738</p> <p>5. Harish Chandra, PS/CPIO 0172- 2709927</p> <p>FAX No. 0172-2709931</p> <p>Email ID - catrg-chd@nic.in</p>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<p>(i) List of employees with Gross monthly remuneration</p> <p>(ii) System of compensation as provided in its regulations</p>	<p>As per list provided at Page No. 24</p> <p>N.A.</p>
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	<p>(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority</p> <p>(ii) Address, telephone numbers and email ID of each designated official.</p>	<p>Sh. Arun Kumar, Deputy Registrar(Appellate Authority)</p> <p>Sh. Harish Chandra, PS (CPIO)</p> <p>Sh. Ajay Walia, Accounts Officer (APIO)</p> <p>Central Administrative Tribunal, Sector -17E, Chandigarh -160017.</p> <p>0172-2709750, Email ID - arunmonica6972@gmail.com (Appellate Authority)</p> <p>0172-2709927 Email ID-harishincat@yahoo.co.in (CPIO)</p> <p>0172-2709738 Email ID - ajaykumarwalia1963@gmail.com (APIO)</p>
1.11	No. Of employees against whom Disciplinary action has been	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings</p>	NIL

	proposed/ taken (Section 4(2))		
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	NIL
		(ii) Efforts to encourage public authority to participate in these programmes	N.A.
		(iii) Training of CPIO/APIO	No training imparted
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		

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)]	(i) Total Budget for the public authority	
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Rs.55,699 thousands. (Non Plan) (F.Y. 2018-19)
		(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	N.A.
		(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 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 [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	No subsidy programme.
		(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 [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NIL
		(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	
		(ii)	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	http://cgatnew.gov.in
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		Not applicable

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	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(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	
	[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	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 authorisation 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	
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)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	
		(ii) Printed format	
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 the medium	

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. 15.4.2013]	(i) English	-
		(ii) Vernacular/ Local Language	-
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	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	-
		(ii) Name/ title of the document/record/ other information	-
		(iii) Location where available	-
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	-
		(ii) Details of information made available	-
		(iii) Working hours of the facility	-
		(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	As per RTI Act
		(ii) Details of applications received under RTI and information provided	Year 2015 25 Year 2016 28 Year 2017 28 The information sought for was provided.
		(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	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Year 2015 25 Year 2016 28 Year 2017 28 All the applications were disposed.
		(ii) Details of appeals received and orders issued	Year 2015 01 Disposed Year 2016 01 Disposed
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Not asked	-

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. 1/2/2016-IR dt. 17.8.2016, F. No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015</p>	<p>1. FAA Sh. Sanjiv Pandey, Registrar 01.01.2015 to 31.01.2018</p> <p>2. CPIO (a) Sh. Harish Chandra, PS/CPIO (b) (i) Sh. R. K. Dogra, Dy. Registrar(Retd.) (05.03.2014 to 30.04.2015) (ii) Sh. Sanjeev Kumar, PPS/CPIO (05-05-2015 to 02.02.2016) (iii) Sh. M.A. Sundar, PPS/CPIO(15.02.2016 TO 30.04.16) (iv)Sh. Kishore Kumar, C.O./CPIO (10.05.2016 to 23.05.2016) (v)Sh.kamal Kant Sharma,PS/CPIO (24.05.16 to 07.07.2016) (vi)Sh.Arun Kumar, DR/CPIO (08.07.2016 to 05.02.2018)</p>
		<p>(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out</p>	Not applicable
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers</p>	N.A.

		(iv) Consultancy committee of key stake holders for advice on suo-moto disclosure (a) Dates from which constituted (b) Name & Designation of the officers	N.A.
		(v) 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	NIL

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	On the website of Principal Bench i.e. cgatnew.gov.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)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	

Sr. No.	Name of the Post	Category	Existing Pay Band	Pay as per 7th CPC
1.	Registrar (Vacant)	Group 'A'	Level -13 A	Rs. 131100-216600
2.	Deputy Registrar	Group 'A'	Level- 11	Rs. 67700-208700
3.	PPS(Vacant)	Group 'A'	Level -11	Rs. 67700-208700
4.	Section Officer/Court Officer	Group 'B'	Level – 8	Rs. 47600-151100
5.	Private Secretary	Group 'B'	Level -8	Rs. 47600-151100
6.	Accounts Officer	Group 'B'	Level -7	Rs. 44900-142400
7.	ALIO	Group 'B'	Level-7	Rs. 44900-142400
8.	Sr. Translator	Group 'B'	Level-7	Rs. 44900-142400
9.	Court Master/Steno Gr. 'C'	Group 'B'	Level-7	Rs. 44900-142400
10.	Assistant	Group 'B'	Level-7	Rs. 44900-142400
11.	Jr. Accounts Officer	Group 'B'	Level-6	Rs. 35400-112400
12.	Caretaker	Group 'B'	Level-6	Rs. 44900-142400
13.	UDCs	Group 'C'	Level-4	Rs. 25500-81100
14.	Steno Grade 'D'	Group 'C'	Level-4	Rs. 25500-81100
15.	LDCs/Hindi Typist	Group 'C'	Level-2	Rs. 19900-63200
16.	Staff Car Driver Grade 'I'	Group 'C'	Level-4	Rs. 25500-81100
17.	Staff Car Driver Grade 'II'	Group 'C'	Level-4	Rs. 25500-81100
18.	Staff Car Driver	Group 'C'	Level-2	Rs. 19900-63200
19.	Photocopier	Group 'C'	Level-2	Rs. 19900-63200
20.	Gest. Operator	Group 'C'	Level-2	Rs. 19900-63200
21.	Senior Library Attendant	Group 'C'	Level-2	Rs. 19900-63200
22.	Multi Tasking Staff	Group 'C'	Level-1	Rs. 18000-56900

LIST OF OFFICERS/OFFICIALS WITH THEIR DESIGNATION POSTED IN THE CENTRAL ADMINISTRATIVE TRIBUNAL, CHANDIGARH BENCH AS ON DATE

Sr. No.	Name	Designation
01	Registrar (Vacant)
02	Sh. Arun Kumar	Deputy Registrar
03	Smt. Mamta Wadhwa	PS(against the Post of PPS)
04	Sh. Satish Kumar	Section Officer
05	Smt. Kavita Uppal	Section Officer
06	Sh. Vipin Vashishat	Section Officer (On Deputation)
07	Section Officer (Vacant)
08	Section Officer (Vacant)
09	Sh. Harish Chandra	PS
10	Smt. Neeru Dougall	PS
11	Sh. Kamal Kant Sharma	PS
12	Sh. Surinder Kumar	PS
13	Ms. Rasna Sharma	ALIO
14	Sh. Ajay Walia	AO
15	Sh. Rajeev Kishore Tiwari	Sr. Tr.
16	Sh. Neeraj Avasthi	Assistant
17	Smt. Saroj Munjal	Assistant
18	Sh. Babu Ram	Assistant
19	JAO (Vacant)

20	Caretaker (Vacant)
21	Sh. Rahul Dixit (On Short Term)	Court Master (against the vacant post of Court Master)
22	Sh. Ramesh Kumar	Staff Car Driver
23	Sh. Surinder Kumar	Staff Car Driver
24	Sh. Satnam Singh	Staff Car Driver
25	Sh. Tejinder Pal	UDC
26	Smt. Shashi Gosian	UDC
27	Smt. Kusum Arora	UDC
28	Sh. Jagat Singh	UDC
29	Sh. Ram Krishan	UDC
30	Sh. Ashok Kumar	UDC
31	Sh. Dhirender Singh	UDC
32	UDC(Vacant)
33	Smt. Kamla Devi	Steno Grade 'D'
34	Sh. Rishi (On Short Term)	Steno Grade 'D' (against the vacant post of Court Master)
35	Court Master (Vacant)
36	Court Master (Vacant)
37	Sh. Kapoor Chand	LDC
38	Sh. Darbara Singh	LDC
39	Sh. Kusam Lata	LDC
40	Sh. Jagdish Prasad	LDC

41	Sh. Komal Parsad	LDC
42	Sh. Chander Mohan	LDC
43	Sh. Sukhdev	LDC
44	Kumari Hema	LDC
45	Sh. Parveen Kumar	LDC
46	Sh. Rohit Kumar	LDC
47	Sh. Seemant Kumar(Adhoc)	Hindi Typist
48	LDC (Vacant)
49	Sh. Rajpal	Photocopier
50	Smt. Reeta Devi	SLA
51	Sh. Bam Dev	Gest. Operator
52	Sh. Ram Singh	Daftri
53	Sh. Raj Kumar	Daftri
54	Sh. Dilmani	Daftri
55	Sh. Suresh Kumar Yadav	Jamadar
56	Sh. Santosh Kumar	Jamadar
57	Sh. Balwinder Pal	Jamadar
58	Sh. Om Singh	Safaiwala
59	Sh. Roshan Singh	Peon
60	Sh. Satpal Sharma	Peon
61	Sh. Manohar Lal	Peon
62	Smt. Kamlesh Rani	Peon
63	Sh. Surjeet Singh	Chowkidar

64	Sh. Vikas	Safaiwala
65	Sh. Hoshiar Singh	Peon
66	Sh. Charanjeet Singh	Peon
67	Sh. Bharat Kumar	Peon
68	Sh. Sunil Kumar	Chowkidar
69	Sh. Vijay Gupta (Adhoc)	Peon
70	Sh. Iqbal (Adhoc)	Peon
71	Sh. Manjeet (Adhoc)	Peon
72	Jamadar (Vacant)
73	Peon (Vacant)