

# Central Information Commission

Baba Gangnath Marg, Munirka  
New Delhi 110067

Dated 06.03.2024

## CIRCULAR

### **SUBJECT: TIMELINE FOR THIRD PARTY TRANSPARENCY AUDIT FOR THE YEAR 2023-24.**

References: 1. DoPT OM No. 1/6/2011-IR dated 15.04.2013  
2. DoPT OM No. 1/6/2011-IR dated 07.11.2019

In pursuance to above referred OM's, the process of carrying out Third Party Audit exercise for the year 2023-24 through software has already been started. The timelines for the said audit exercise are as under:-

- i. The last date **for submitting self appraisal** form by Public Authorities (PAs) on CIC's portal is **15.04.2024**.
- ii. The last date **for submitting audited report** by training institutes on CIC's portal is **15.05.2024**.
- iii. The last date **for offering the advice/recommendations** by the Commission on the audit reports received is **05.06.2024**.

Further, the Pas may please refer para 6.1 of the OM at reference-2 above, wherein, the Ministries/Departments have been directed for mandatory inclusion of details about compliance with proactive disclosure guidelines in the relevant chapter in Annual Report. Accordingly, in view of the timelines for laying of the Annual Reports on the Table of the House, all the PAs are requested to complete the process of carrying out subject audit exercise strictly as per the above schedule.

In case of need for any clarification, Shri Pawan Kumar Ram, Section Officer (Law), Shri Yogesh Kumar Gautam, Senior Assistant (Law) and Shri Rajeev Kumar Sah, Sr. Software Support Engineer, CIC may be contacted on 011-26181928, 011-26716023 and 011-26107030, respectively.



(Ajitkumar Sontakke)  
Joint Secretary (Law)

To,

1. All the Public Authorities
2. All Deputy Registrars of the Registries of the Commission