

केंद्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग/Baba Gangnath Marg
मुनिरका, नई दिल्ली/ Munirka, New Delhi – 110067

CIRCULAR

Subject: Submission of Quarterly Returns for the Year 2024-25.

This is with reference to section 25 of the RTI Act, 2005. As provided under sub-section (4) of this section, the Central Government has to cause a copy of the report of the Central Information Commission (CIC) to be laid before each House of Parliament, every year. For this purpose, section 25(1) of this Act mandates CIC to prepare a report on the implementation of the provisions of the Act during such reporting year and forward a copy thereof to the Central Government.

As it is required to prepare the report under this section and comply with the statutory requirements, section 25(2) of the Act provides that each Ministry or Department shall, in relation to the Public Authorities (PAs) within their jurisdiction, collect and provide certain information to the CIC.

The PAs, which have not yet provided the aforesaid information to CIC by way of submitting their quarterly returns using the software on CIC's web portal (**link <https://dsscic.nic.in/users/pn-login>**), are requested to complete the task at the earliest. The Annual Returns are accepted by CIC only through the aforesaid software i.e. digital mode and not through physical mode. **The timeline to submit aforesaid Quarterly Returns for the year 2024-25 is 30-05-2025.**

In case any clarification is needed, Ms Soniya, Section Officer (M&R) and Shri Rajeev Kumar Sah, Sr. Software Support Engineer may be contacted on 011-26101335 and 011-26107030/9313037575 respectively.

Sandeep Kumar
Deputy Secretary
(Monitoring & Reporting)

To,

1. All the Public Authorities