

Central Information Commission

Baba Gangnath Marg, Munirka
New Delhi 110067

F. No. 6/1/2013/JS(LAW)/CIC-V/2021/1127

Dated 27/09/2021

OFFICE MEMORANDUM

Subject: Timeline for Transparency Audit

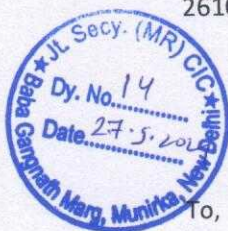
Department of Personnel & Training (DOPT) has issued guidelines vide OM No. 1/6/2011-IR dated 07/11/2019, as under:

"Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. The audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites the task of undertaking transparency audits may be given to the respective Training Institutes under each Ministry/Department/Public Authority and across the States and Union Territories. However, in cases where no training institute exists under the Ministries/Departments/Public Authorities the tasks of undertaking transparency audits may be given to any Government Training Institute. All Public Authorities should proactively disclose the names of the third part auditors on their website. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds."

2. In this connection, it is stated that the transparency audit exercise for the year 2020-21 through software is under process. The timelines for the audit exercise is as under:-

- i. The last date for submitting self appraisal form by Public Authorities on CIC's portal is 30/09/2021.
- ii. The last date for submitting audited report by training institute on CIC's portal is 15/10/2021.
- iii. The last date for submitting the recommendations/comments by Deputy Registrars of ICs of the Commission is 25/10/2021.

3. Accordingly, it is requested to submit self appraisal form on CIC's portal and also to nominate training institute for conducting third party audit through software in the line of para 4.4 of DOPT's OM no. 1/6/2011-IR dated 07/11/2019 within the timeline. Please intimate the details (Name, Mobile Number and Email address of Nodal Officer) of nominated training institute to the Commission for mapping in software through email on **sotransparency-cic@gov.in**. For further clarification, you may contact Mr. Manoj Kumar Gupta, Section Officer (Legal Cell) on 011-26181928 and Mr. Yogesh Kumar, UDC on 011-26716023/7906005703. For any issue regarding software, you may contact Mr. Rajeev Kumar Sah, Consultant on 011-26107030/9313037575."



To,

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

(Ajitkumar Sontakke)
Director (Law)

27/9/21