

No. A-43020/06/2023-RTI-I  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

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North Block, New Delhi,  
Dated the 21<sup>st</sup> July, 2023

**OFFICE MEMORANDUM**

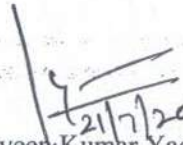
**Subject : Transparency Audit of the Public Authority with regard to adequacy of items in suo motu disclosure under Section 4 of the Right to Information Act, 2005 .**

The undersigned is directed to refer to DoPT's O.M. No. 1/6/2011-IR dated 07.11.2019(Copy enclosed) on the subject mentioned above and to say that Central Information Commission (CIC) vide their D.O. letter No. 6/1/2013/JS(LAW)/CIC-V/2022/1718 dated 04.05.2023(Copy enclosed) requested MHA to get its proactive disclosure package audited by third party from the training institute under the Ministry. The transparency audit of MHA for the year 2022-23 is due.

2. Accordingly, all Divisional Heads & Attached/Subordinate Offices in the Ministry of Home Affairs are requested to check their respective relevant material under suo motu disclosure available on the website and the same may be updated on the MHA's website with the assistance of IT Cell. Status in this regard may also be sent to RTI Section, MHA.

3. This issues with the approval of the competent authority.

**Encl.: As above.**

  
(Praveen Kumar Yadav)

Deputy Secretary (Admn.) & Nodal CPIO

To

All Divisional Heads & Attached/Subordinate Offices,  
(As per attached list)  
Ministry of Home Affairs

Copy to :-

✓ 1. The Section Officer (IT), MHA, North Block, New Delhi, for information and compliance.

रूप अवतार कौर, भारतीय वन सेवा  
अपर सचिव  
ROOP AVTAR KAUR, Indian Forest Service  
Additional Secretary



केन्द्रीय सूचना आयोग  
कमरा नं.-502, पांचवा तल, बाबा गंग नाथ मार्ग  
मुनिरका, नई दिल्ली-110067  
CENTRAL INFORMATION COMMISSION  
Room No. 502, 5th Floor,  
Baba Gang Nath Marg, Munirka  
New Delhi-110067

HS - on tour.

JSLC(Ord) 09/05/23

D.O. No. 6/1/2013/JS(LAW)/CIC-V/2022/1718

04<sup>th</sup> May, 2023

Dear Sir,

Reference is invited to DOPT's O.M. No. 1/6/2011-IR dated 7<sup>th</sup> November, 2019, and OM No. 1/34/2013-IR(Pt.) dated 20<sup>th</sup> September, 2022, regarding implementation of *suo motu disclosure* under Section 4 of Right to Information (RTI) Act, 2005- issue of guidelines.

2. In this connection, it is intimated that Central Information Commission (CIC) has made some changes in the functioning of the existing software for carrying out third party audit exercise for the year 2022-23 onwards. As per the new system Ministries/Departments/Public Authorities (PAs) need not send particulars of training institutes for third party audit to the CIC for mapping, this process is now provided to respective PA at their level. The video/PPT regarding functioning of software for carrying out third party audit shall be available on the website of the CIC soon.

3. It is, therefore, requested to start the process of carrying out third party audit exercise for the year 2022-23 through the software and the same may be notified to all the PAs under your Department. For further clarification/query, if any, Shri U.S. Kanyal, Consultant Section Officer (Law), Yogesh Kumar Gautam, Senior Assistant (Law) and Shri Rajeev Kumar Sah, Consultant may be contacted on 011-26181928, 011-26716023 and 011-26107030, respectively on any working day between 10 a.m. to 4 p.m.

Yours sincerely,

(Roop Avtar Kaur)

Shri Ajay Kumar Bhalla,  
Secretary,  
D/o Home,  
M/o Home Affairs,  
Room No. 113, North Block,  
New Delhi-110001

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**Timelines for completing third party audit exercise for the year 2022-23**

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**From :** Central Information Commission (no-reply@nic.in)  
<no-reply@nic.in>

Wed, Jul 05, 2023 12:19 PM

**Subject :** Timelines for completing third party audit exercise for  
the year 2022-23

**To :** praveenk yadav <praveenk.yadav@nic.in>

**Dear Sir/Madam,**

The timelines for completing third party audit exercise for the year 2022-23 are as under:-

1. The last date for submitting self appraisal form by Public Authorities on CIC's portal is 20.07.2023.
2. The last date for submitting audited report by training institute on CIC's portal is 21.08.2023.
3. The last date for submitting the recommendations/comments by Deputy Registrars of ICs of the Commission is 11.09.2023.

Accordingly, it is, therefore, requested to start the process of carrying out third party transparency audit exercise for the year 2022-23 through the software. For further clarification/query, if any, Shri U.S. Kanyal, Consultant Section Officer (Law), Shri Yogesh Kumar Gautam, Senior Assistant (Law) and Shri Rajeev Kumar Sah, Consultant may be contacted on 011-26181928, 011-26716023 and 011-26107030, respectively.

**Regards**  
**Central Information Commission**  
**Baba Gangnath Marg, Munrika,**  
**New Delhi - 110067**

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US (RTI)

copy please

6/7

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No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated the 5<sup>th</sup> November, 2019

OFFICE MEMORANDUM

7th

**Sub: Implementation of *suo motu* disclosure under Section 4 of Right to Information (RTI) Act, 2005 – Issue of guidelines regarding:**

The *suo motu* disclosure of information to public is mandated under Section 4 (2) of the RTI Act, 2005, so that the public have to resort minimally to the use of this Act to obtain information. Section 4(1)(b) of the Right to Information Act, 2005 lays down the information which should be disclosed by Public Authorities on a *suo motu* or proactive basis. Section 4(3) prescribes for wide dissemination of every information, in such form and manner which is easily accessible to the public.

2. The undersigned is directed to refer to this Department's O.M. of even number dated 15<sup>th</sup> April, 2013 and to reiterate the guidelines therein (Copy enclosed), duly incorporating a slight revision to Para 4.4 of the above guidelines allowing for third party audit by any Government Training Institute, in cases where no Training Institute exists under the concerned Ministry/Department/Public Authority.

3. Central Government Ministries/Departments are advised to undertake *suo motu* disclosure based on these guidelines, in compliance to Sections 4(1)(b) read with Section 4(2), 4(3) and 4(4) of the RTI Act, 2005

4. The enclosed guidelines may be brought to the notice of all Public Authorities under the Ministry/ Department including those in their Attached Offices, Subordinate Offices, Constitutional Bodies, Statutory Bodies, Autonomous Organizations and Public Sector Undertakings.

V Sinha  
(Varsha Sinha)  
Director

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Central Vigilance Commission, President's Secretariat, Vice-President's Secretariat, Prime Minister's Office, NITI Aayog, Election Commission
3. Central Information Commission, CIC Bhawan, Baba Gangnath Marg, Munirka, New Dehi-110067
4. Staff Selection Commission, CGO Complex, New Delhi
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to: Chief Secretaries of all the States/UTs.

etc

कार्यिक एवं प्रशिक्षण विभाग Dept. of Personnel & Trg प्रारिप और निगम अनुभाग Receipt & Issue Section
08/11/19
जारी किया/ISSUED [Signature]