

File. No. 5-1/2024-RC  
Government of India  
Ministry of Environment Forest and Climate Change  
(RTI Cell)

1<sup>st</sup> Floor, Jal Wing,  
Indira Paryavaran Bhawan, Jor Bagh,  
New Delhi-110003  
Dated 22<sup>nd</sup> May, 2025

To,

Dr. K. Ravichandran  
Director, Indian Institute of Forest Management  
PO Box 357, Nehru Nagar  
Bhopal, Madhya Pradesh  
India Pin: 462003.

Subject: Third Party Audit of Proactive Disclosure under RTI Act 2005 for the year 2024-25 of MoEFCC.

Sir,

Please find enclosed D. O. letter received from Secretary, Central Information Commission (CIC) regarding Third Party Audit of Proactive Disclosure under RTI Act 2005. The CIC has requested to carry out Third Party Audit exercise for the year 2024-25, from training institutes under each Ministry/ Department/ Public Authority with respect to Proactive Disclosure under RTI Act.

2. The competent authority in this Ministry has decided that Indian Institute of Forest Management shall conduct Third Party Audit of this Ministry with respect proactive disclosure under RTI Act, as mandated by the CIC. Guidelines for Third Party Audit are available at CIC web site: *(Transparency Audit of Disclosures Under Section 4 of the RTI Act by the Public authorities.pdf (cic.gov.in)*

3. You are requested to nominate a suitable officer from IIFM to coordinate and manage Third Party Audit of the Ministry and details of the Officer may be provided to Ministry.

O/C  
issued  
on 23/5/25

*Rakesh Sharma*  
(Rakesh Sharma)  
Director (RTI)  
Tel: 20819284  
22/5/2025

Copy to:-

- i. PSO to Secretary (MoEF&CC) / AS(VVY)/ JS(SM)
- ii. Registrar, Central Information Commission, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110067

रश्मि चौधरी, भा.रे.का.से.  
सचिव  
RASHMI CHOWDHARY, I.R.P.S.  
Secretary



केन्द्रीय सूचना आयोग  
कमरा नं.-501, पांचवा तल, बाबा गंगनाथ मार्ग  
मुनिरका, नई दिल्ली-110067  
CENTRAL INFORMATION COMMISSION  
Room No. 501, 5th Floor,  
Baba Gangnath Marg, Munirka  
New Delhi-110067

O/o AS (AG)  
Dy. No. 1448378  
Date 11/04/2025



D.O. No.15011/4/2025-Legal-CIC  
2nd April, 2025

Dear Sir/Madam,

Reference is invited to DOPT's O.M. No.1/6/2011-IR dated 15.04.2013 and 07.11.2019, 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 the portal for the Third Party Audit exercise for the year 2025 is active now on CIC's website (<https://dsscln.nic.in/users/pn-login>). The following steps are to be taken on CIC's portal:

- Each Public Authority (PA) has to login on CIC's portal for submitting self-appraisal on the basis of suo motu disclosure updated on its website.
- Each PA has to map its training institute after getting confirmation from them for carrying out audit of self appraisal submitted by PA on CIC's portal. The user manual regarding mapping is available on the website of CIC.
- After mapping, the training institute would be able to carry out the audit of self appraisal submitted by PA by logging on CIC's portal.

3. It is intimated that the timelines for carrying out the Third Party Audit exercise for the year 2025 are as follows:-

- Last date for submitting self appraisal/mapping with training institutes by PAs on CIC's portal: 15.05.2025
- Last date to get the self appraisal audited by third party (training institute) and submit the audited report on CIC's portal: 10.06.2025

4. It is, therefore, requested to start the process of carrying out Third Party Audit exercise for the year 2025 on CIC's portal and the same may be notified to all the PAs under your Ministry/Department. The Third Party audit will be through digital mode on CIC's portal (<https://dsscln.nic.in/users/pn-login>) only and no physical report will be accepted by the Commission. Shri Ankit Arora, Section Officer (Law) and Shri Deepak Kumar Mahto, Senior Assistant may be contacted on 011-26181928 and Shri Rajeev Kumar Sah, Sr. Software Support Engineer on 011-26107030 for any clarification.

Yours sincerely,

*Rashmi*  
(Rashmi Chowdhary)

Secretary  
M/o Environment, Forest and Climate  
Change, Indira Paryavaran Bhawan,  
Jorbagh Road, New Delhi-110003