

F. No. Z-20025/08/2017-RTI & Legal Cell  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg  
New Delhi, Dated the 21<sup>st</sup> April 2025

**OFFICE MEMORANDUM**

Subject: Third Party Audit Exercise for the Year 2025- reg.

The undersigned is directed to forward herewith a copy of D.O. No. 15011/4/2025-Legal-CIC dated 2<sup>nd</sup> April 2025 received from Central Information Commission on the subject mentioned above for taking necessary action.

*S. Chung Si* 21/04/25  
(Sesei Lkungdim)

Under Secretary to the govt. of India

Encl: As above

To

1. All the CPIOs of MoLE (for organisations under the Ministry)
2. Nodal Officer (RTI), DGLW
3. Nodal Officer (RTI), CLC (C)
4. Nodal Officer (RTI), DGE

2. Copy for information to O/o Chief Information Commissioner, Central Information Commission, R. No. 501, 5<sup>th</sup> Floor, Baba Gangnath Marg, Munirka, New Delhi-110067.

*rem*

*24/4/25*

*So (Lundin)*



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



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

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

8879/5/CRU  
8/4/2025  
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://dsscic.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://dsscic.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)

Sir pertain to RTI's  
Legal Cell.

US(PG)

US(PG)

Secretary  
Ministry of Labour & Employment,  
Room No.104, Shram Shakti Bhawan, Rafi Marg,  
New Delhi 110001.