

To,

The Chief Secretary / Principal Secretary / Secretary / Commissioner / Chief Executive Officer /
Chairman / Managing Director / Director / Competent Authority

**The directions issued by the Central Information Commission regarding
conducting Third Party Transparency Audit as per RTI Act, 2005,**

**PROPOSAL FOR CONDUCTING THIRD-PARTY
AUDIT OF PROACTIVEDISCLOSURE PACKAGE
UNDER RTI**

SUBMITTED BY



NATIONAL INSTITUTE OF SECRETARIAT TRAINING & DEVELOPMENT
Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102,
India

Ph. +91-120-2682107, 2682110, 2682111,
Fax No:-+91-120-2682109, WhatsAppNo **+91-9212114923**,
E Mail:-info@nistd.in, infonistd@gmail.com

National Institute Of Secretariat Training & Development (NISTD), (Established by Govt. of NCT of Delhi) & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. NISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

1. Background

The Government has formulated guidelines to provide for a third party audit by the Public Authorities of the proactive disclosures to assess their level of compliance with these guidelines. The Government earlier issued detailed guidelines to Central Ministries / Departments for Proactive Disclosure under section 4 of the RTI Act on April 15, 2013. State Governments have also been requested to consider issuing similar guidelines, along with templates for disclosure at various levels, for better implementation of suo moto disclosure.

The Act casts an obligation on public authorities for suo-moto disclosure/publication of large amount of information. It shall be a constant endeavor of every public authority to take steps for providing as much information suo moto to the public at regular intervals through various means of communications, including internet, so that the public have to minimally resort to the use of this Act to obtain information. It

also requires the public authorities to supply information called for by any citizen and to permit him to inspect the documents and collect samples of various works.

The Centre has issued guidelines providing for a third party audit to assess compliance of a provision of the RTI Act, which mandates a public authority to put governance related information in the public domain. The departments have been asked to comply with these guidelines within six months as per Sec 4 of the RTI Act to ensure maximum transparency.

2. Methodology & Faculty

NISTD would conduct the audit based on the self-appraisal report of Public Authority on CIC website under the link: www.dsscic.nic.in/users/pn-login for submission of report to the Auditor (NISTD).

3. Fee and Other Terms & Conditions

NISTD will undertake the above project under the following terms and conditions:

- Total amount of Rs. 60,000/- (Rupees sixty Thousand only) plus 18 % GST for conduct of the audit.
- NISTD will raise the tax-invoice before starting of the audit and payment shall be made within 15 days from the date of tax-invoice.
- NISTD will start audit after receiving the payment.
- For all correspondence please contact:

Sh. Anil Aggarwal
Addl Director (Cordination)
Mob NO 09811094923

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

Yours Truly,

For National Institute Of Secretariat Training & Development



Dy. Director (Admin)

