

SUB: The process involved in doing the transparency audit:-

1. On receiving a request from a Public Authority a quotation is sent with terms and conditions & the process of completing the transparency audit.
2. RTI Cell, IIMC then assist the respective CPIO to fill the Self -Appraisal form on the software made by the CIC.
3. After submission of Self-Appraisal form, RTI Cell, IIMC request the CIC to Map the Public Authority for transparency audit to IIMC. In case the public authority is outside the nodal Ministry permission is to be taken for doing transparency audit from DoPT with prior intimation to the CIC.
4. Once the Public Authority is mapped to IIMC, RTI Cell, IIMC scan the website of the public authority based on the filled Self-Appraisal form, Section 4 of the RTI Act, Allocation of Business rules 1961 & guidelines issued by the CIC & DoPT on suo-Moto Disclosure. It takes about 15-20 hours to audit a single public authority & prepare a report
5. A BILL & final report with recommendation and findings is sent to the respective public authority for disbursement of the payment.
6. On confirmation of receiving the payment the report is submitted to the CIC online on the software & a copy to the public authority.
7. Submitted for approval please.

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Approved as proposed.

AKS
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San Ankur