

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,  
Head of Offices of all Organizations under the Ministry (list attached)

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

Sir,

This refers to the D.O. letter No. 15011/4/2025-Legal-CIC dated 02.04.2025 received from the Secretary, Central Information Commission (CIC) (copy enclosed).

2. All the Public Authorities under the Ministry's purview are mandated to undertake a Third Party Audit of their organisation for year 2024-25 regarding proactive disclosure under Section 4 of the RTI Act, 2005.

3. All the Heads of Organisation under this Ministry (as per enclosed list) are requested to initiate the Third-Party Audit process with respect to their respective Public Authorities. After completion of the Third Party Audit, a compliance report may be submitted to the Ministry and the CIC by each organization.

Encl.: as above

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

Copy to:-

- i. PSO to Secretary (MoEF&CC) / AS(VVY) / JS(SM)

O/C  
Issued  
on 23/5/2025

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



सत्यमेव जयते



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

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

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

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 Chowdhary)

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

## List of Organizations

Sl No.	Name and Address of Organization	Name of Head of the Organization	Address of Office
1.	2.	3.	
1.	Forest Survey of India, HQ Dehradun	Sh. Anoop Singh, DG	Forest Survey of India, HQ Dehradun Kaulagarh road, Dehradun. Pin-248195
2.	Botanical Survey of India, Kolkata	Dr. Ashiho Asosii Mao, Director	BOTANICAL SURVEY OF INDIA Headquarter CGO COMPLEX SECTOR I SALT LAKE CITY KOLKATA 700064
3.	Zoological Survey of India, Kolkata	Dr. Dhriti Banerjee, Director	Zoological Survey of India, Headquarters Zoological Survey of India, Prani Vigyan Bhavan, 535, M-Block, New Alipore, Kolkata - 700053
4.	Indira Gandhi National Forest Academy, Dehradun	Dr. Jagmohan Sharma, Director	Indira Gandhi National Forest Academy, New Forest, Dehradun-248006
5.	Directorate of Forest Education, P.O. New Forest, Dehradun- 248006	Mrs. Meera Iyer, IFS, Director	Directorate of Forest Education, P.O. New Forest, Dehradun- 248006
6.	National Zoological Park, Mathura Road, New Delhi	Sh. Ramesh Kumar Pandey, Director	National Zoological Park, Mathura Road, New Delhi
7.	National Museum of Natural History, New Delhi	Ms. Naaz Rizvi, Director	Old CBI Building, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi - 110003
8.	G.B. Pant National Institute Himalayan Environment (NIHE),	Prof. Sunil Nautiyal, Director	NIHE, Kosi-Katarmal, Almora, Uttarakhand Pin-263643
9.	Indian Council of Forestry Research & Education(HQ)	Ms. Kanchan Devi, DG	ICFRE (Headquarters) ICFRE, P.O. New Forest, Dehradun-248006
11.	Indian Institute of Forest Management, Bhopal	Dr. Ravichandran, Director	Indian Institute of Forest Management, P.O. 357, Nehru Nagar, Bhopal,
12.	Wildlife Institute of India	Sh. V.R. Tiwari, IFS, Director	Wildlife Institute of India, Dehradun Chandrabani, Dehradun-248001 (Uttarakhand)

13.	Central Zoo Authority	Dr. P.S.N. Rao, Director	B1 Wing, 6 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi - 110003
14.	National Biodiversity Authority, Chennai	Sh. B. Balaji, Secretary	National Biodiversity Authority 5 <sup>th</sup> Floor, TICEL Bio-park, CSIR Road, Taramani, Chennai-600113, Tamil Nadu.
15.	National Tiger Conservation Authority, New Delhi	Sh. G.S. Bhardwaj, ADG	B-1 Wing 7th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi, Delhi 110003
16.	National Green Tribunal- Principal Bench, New Delhi	Hon'ble Mr. Justice Prakash Shrivastva, Chairperson	National Green Tribunal- Principal Bench, Principal Bench, Faridkot House, Copernicus Marg, New Delhi-110001
17.	Central Pollution Control Board, New Delhi	Sh. Bharat Kumar Sharma, Member Secretary	Parivesh Bhawan, East Arjun Nagar Shahdara, Delhi - 110032
18.	Wildlife Crime Control Bureau,	ADG, WL(MoEF&CC)	Jal Wing , 5th Floor, Indira Paryavaran Bhawan, Jor Bagh, New Delhi – 110003
19.	National Centre for Sustainable Coastal Management (NCSCM)	Dr. Purvaja Ramachandran, Director	National Centre for Sustainable Coastal Management, Anna University Campus, Chennai - 600025
20.	Integrated Regional Office, RO HQ, MoEFCC	Director, ROHQ Division	Agni Wing , 3rd Floor, Indira Paryavaran Bhawan, Jor Bagh, New Delhi – 110003
21.	Sálim Ali Centre for Ornithology and Natural History (SACON)	Dr. P.V. Karunakaran Director	Anaikatty (Post), Coimbatore- 641108, Tamil Nadu,
22.	National Afforestation and Eco-Development Board (NAEB)	Dr. VL Roui Kullai, IGF	Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi, Delhi 110003