



User Manual

For

Mapping of Auditor (Training Institute) by public authority

Prepared by

Central Information Commission

Introduction – The new functionality for **adding/mapping** the Auditor/ Training Institute by the public authority has been implemented in PA module software. For this purpose the Public Authority may follow the steps mentioned below:

Step 1 – The nodal officer of the Public Authority needs to login into PA module portal using the website– www.dsscic.nic.in/users/pn-login or visit www.cic.gov.in -> Public Authority -> Submit Quarterly returns/ Transparency Audit . After opening the following window will appear.

1. Click on the Public Authority Radio Button
2. In Public Authority option Select the name of the Public Authority
3. Fill the password
4. Type the 6 digit Captcha code
5. Click on login

Step 2 – After login into the PA module account the following window will appear:

The user needs to select the option **Transparency Audit** -> **Mapping of Auditor**, This menu option will open the new window for adding/mapping of Auditor.

Step 3: After opening the Menu **Mapping of Auditor** the following window will appear:

| Sl. No | Public Authority | Auditor Name |
|--------|--------------------------------|--------------|
| 1 | Central Information Commission | ABC |

1. Corresponding year for which mapping will be done.
2. Name of Auditor and email id will be displayed in the Drop Down menu. If the required Auditor's name is available in the List the user may select the name of the Auditor and Click on "Submit" Button to save the "Auditor" for the Current year.
Note: An email will be sent to Auditor after mapping by public authority.
3. If the required Auditor's name is **not available** in the List, the user needs to click on the hyper link "**Click Here**" to create/add the new Auditor in the list.

Step 4: After click on the hyper link "**Click Here**" to create/add the new Auditor in the list the following window will appear to fill the required information.

6 digit numerical value may be chosen/Typed in as user id

After filing all the information in the above form click on "save" button. After this process an email will be sent to the concerned auditor for enabling/creating the password to login into the account.