



**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI-2**  
**(AN ISO 9001-2000 QMS CERTIFIED ORGANIZATION)**

**e-mail: jd-rti@esic.nic.in**

**No.Z-12/14/ID No.1450/B.N.S./10-RTI**

**Dated: 07.03.2011**

**To**

**All Officers at Headquarters,  
All Branches at Headquarters.  
ESI Corporation,  
New Delhi**

**Sub: Providing information under RTI Act, 2005.**

**Madam/ Sir,**

It is informed that in a recent decision in a complaint case, the CIC has decided that the CPIO shall interpret various provisions of RTI Act and furnish information to the applicants within the time limit prescribed under the Act. Accordingly, the D.G. has desired that all offices in ESIC shall follow the guidelines of CIC. In this connection, it may please be noted that Section 5 (4 & 5) of RTI Act enjoins upon any officer (custodian of information) whose assistance has been sought under Section 5(4) by the CPIO to furnish desired information so that the same could be provided to the citizen within the time limit. Section 5 (4 & 5) of RTI Act, 2005 are quoted below: -

**Section 5(4)** - The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

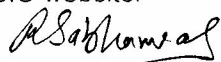
**Section 5(5)** - Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

To avoid delay, it is requested that, henceforth, information/ reply to the points pertaining to their division duly approved by the Competent Authority shall be sent by the concerned officer (deemed CPIO) to the CPIO before expiry of 30 days for onward transmission to the requestor. The deemed CPIO shall be held responsible for any delay in providing the information, if the delay occurs at his/ her level and/ or for any contravention of the provisions of RTI Act. The deemed CPIO may, however, seek the advice/ opinion of CPIO if he so desires at any time on any matter concerning RTI. The interpretation of CPIO shall be final.

Yours faithfully,

**(RAJ KUMARI SABHARWAL)**  
**ASSISTANT DIRECTOR (RTI)**

- Copy to:** 1. All Regional Directors/Directors/Jt. Director I/cs of Regional/Sub Regional/Divisional Offices, All SSMCs/ SMCs/ MSs of E.S.I. Hospitals/ Model Hospitals, D(M) Noida/ Delhi for information. Suitable instructions may be issued to the offices under their control streamlining the procedure for providing timely information as per provisions of RTI Act.
2. P.S. to AC (P&A), Hqrs. with reference to note No.D-12/16/5/08-Estt.VI dt.24.1.2011.
3. JD (Systems), Hqrs. with the request to upload the circular on ESIC website.

  
**ASSISTANT DIRECTOR (RTI)**