

**Copy to:**

1. Personal Secretary to Shri Satyanand Mishra, Chief Information Commissioner, Central Information Commission, Room No.306, II Floor, August Kranti Bhavan, Bhikaji Cama Place, New Delhi - 110 066.
2. PS to FC/ CVO/ MC/ IC/ Commissioner, (P&A) & Commissioner (Rectt.), CE,
3. Shri Jose Cherian, Commissioner (NTA) and Transparency Officer with the request to kindly attend the seminar on the scheduled date and time.
4. Joint Director (E-V), Hqrs. to please make arrangements for:
  - (i) lighting of lamp in the Conference Hall,
  - (ii) Floral Decoration in the Committee Room & Conference Hall,
  - (iii) Display board at entrance hall indicating the scheduled seminar,
  - (iv) Photographer for taking snaps,
  - (v) lunch for 10 people including the dignitary and other senior officers at 1.30 PM in the Committee Room,
  - (vi) Tea serving during the seminar and High Tea at the end of the Seminar for about 100 participants.
5. Shri Ranbir, PS to I.C. and Mrs. Rupa Chourasiya, PA to please attend the seminar and take notes and hand over the transcript to Shri H.C. Sharma, CPIO.
6. PS to DG and Caretaker, Hqrs for information and keeping the Committee Room and the Conference Hall reserved for the seminar on the scheduled date and time.
7. All Staff of RTI Branch to attend the seminar for registration of participants and smooth conduct of the seminar.
8. Joint Director (PR), Hqrs to make ready about 100 copies of RTI Manual (Revised addition) for distribution to the participants in the Seminar.
9. Joint Director (Systems), Hqrs with the request to upload this letter on ESIC website.

  
**DIRECTOR/ CPIO**