



EMPLOYEES STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. ROAD  
NEW DELHI – 110 002  
Website - esic.nic.in Ph : (011) 23234092

No.P-11/12/11/04/2018 Rev.II

Dated : 28.01.2020

To

All RDs/Director (I/c)/JD (I/c/DD (I/c)  
All ROs/SROs

**Sub: Clarification regarding checking of records beyond 5 year period for conducting test inspections and other inspections**

Sir,

Hqrs. Office is receiving representations from employers regarding demand of records beyond 5 years period by ESIC officials for conducting test inspection/inspection. As per second proviso to section 45-A (1) the time limit of five years is strictly to be followed in determining the contributions and issue of speaking orders by authorized officer. Authorized officer shall not ask for any records beyond five years from the employer. As the contribution cannot be determined for the period beyond five years the SSO shall not ask for any records beyond five years from the employer for inspection marked through SSP/Hqrs.

The RO/SRO shall mark the Test inspections as per the instruction No.S-11/15/1/2010-Rev-II dt.14.03.2012 promptly and in such a ways that the TIO is able to complete the test inspection within the time limit of five years.

This instruction may be brought to the knowledge of all officers/officials concerned for strict compliance and any deviation from the above will be viewed seriously.

This issues with the approval of Insurance Commissioner (Rev.).

Yours faithfully

(MOHIT RAJA)  
DY. DIRECTOR(REV.)

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