

No.A-26011/1/2011-Admn.III
Government of India
Ministry of Corporate Affairs

Room No.518, 5th Floor, 'A' Wing,
Shastri Bhawan, New Delhi-110001
Dated: 16.05.2011

OFFICE ORDER

Subject:- Inspection of field offices-regarding.

It has been observed that the Inspection Reports of field offices carried out by the respective officers in the Ministry are not kept as record for further follow up action.

2. Secretary, MCA has desired that in future the following course of action may be taken in the matter:

- a) Ad.III Section will keep a record of the inspection Reports and will maintain a file on each office of RD, ROC, OL and relating to their inspection.
- b) Each Inspecting Officer will requisition this file for Ad. III Section and issue the inspection note from it to all concerned.
- c) Ad.III Section will trace the Inspection Reports of last two years and keep a copy on this file.
- d) Concerned JS will be responsible for overseeing compliance of the inspection done by him/her or their superiors.

3. The first inspection report may be submitted by the end of June 2011.


(J.S. Gupta)

Under Secretary to the Govt. of India

To

1. JS(A)/JS(R)/JS(S)
2. DII(DR)/DII(ES)
3. All RDs/ROCs/OLs with a request to send copies of Inspection Report of their offices for the last 2 years.
4. E-Governance Cell for placing on the website.

Copy for information to:

1. PPS to Secretary.
2. PS to Additional Secretary.