OFFICE ORDER

Secretary, CA has directed that following course of action shall be followed in respect of various Agreements received from different Ministries/Departments of the Government of India for comments:-

i) All such requests shall be handled in International Cooperation (IC) Section.

ii) The IC Section will send a copy of draft of such an Agreement(s) to concerned Joint Secretaries for comments of their Division. These Divisions in-turn will obtain comments from organisations part of that Division and thereafter send consolidated views of the Division to IC Section.

iii) IC Section will compile this information and put it up through proper channel to Secretary for approval of Minister.

iv) After obtaining approval of Secretary /Minister, only single communication shall be sent by MCA to the respective Ministries/Departments.

v) In case any meeting (s) is /are called for by that Ministry /Department, an officer may be nominated with the approval of Secretary to participate in that meeting.

( J.S.Gupta )

Under Secretary to the Govt. of India

1. Secretary/Addl.Secy/JS(A)/JS(R).
2. All Officers/Sections at Headquarters.
3. Head of all Attached Offices.
4. All RDs /RoCs/OIs.
5. e-Governance – for placing on the website.