

F.No.A-45011/11/2011-Ad.I  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhawan  
New Delhi-110001, 4<sup>th</sup> March, 2011

**OFFICE ORDER**

In supersession of earlier orders, the allocation of work and channel of submission among officers in this Ministry will be as per Annexure-I with immediate effect and until further orders.

2. In addition, the Additional Secretary will look after the following items of work:
  - (i) General Coordination among all Divisions
  - (ii) Matters related to representation on Financial and Corporate Services in International Trade Negotiations
  - (iii) Formulation of CSR Policy and related work
  - (iv) All Plan matters and coordination for formulation of budget and releases
3. In addition, the Joint Secretary (S) will look after the work relating to formulation of CSR Policy and related work.
4. All officers will attend to any other item of work specifically assigned by Secretary.
5. JS (A) will be the Link Officer for JS (R), JS (R) for JS (S) and JS (S) for JS (A).
6. The Link Officers for Under Secretaries, Deputy Secretaries, Directors will be as per Annexure-II.
7. This issues with the approval of Secretary, CA.

(J.S.Gupta)  
Under secretary to the Govt. of India

1. All Officers/ Sections at Headquarters.
2. Heads of all Attached Offices.
3. All RDs/ RoCs/ OLs
4. e-Governance – for placing on the website.

## Annexure-I

### WORK DISTRIBUTION AMONG SECTIONS AND CHANNEL OF SUBMISSION

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
1.	CL-I	To deal with all legislative proposals pertaining to the following Acts: - i) The Companies Act, 1956 ii) The Indian Partnership Act, 1932 iii) The Societies Registration Act, 1860 iv) The Companies (Donation of National Fund) Act, 1951 v) The Limited Liability Partnership Act 2009	--	N.K. Dua, DD	--	DII (ES)	JS(R)	Addl. Secy.	Secretary
2.	CL-II	i) Processing of technical scrutiny reports, inspection reports and complaints against companies ii) All legal matters arising out of inspection/ investigation in the field offices. iii) Matters relating to Central Economic Intelligence Bureau (CEIB) and Regional Economic Intelligence Councils (REICs). iv) Matter related to vanishing companies & holding of CMC meeting v) Satyam and Connected Matters	R.S. Kaushik, SO; I.H. Ansari, AD; Parvinder Singh, AD; Alok Tandon, AD; A. Bunkar, AD; R.K. Bakshi, AD; M.S. Pachouri, AD	P. Sheela, DD	Naubat Singh, JD; R.K. Meena, JD	DII (DR)	--	Addl. Secy.	Secretary
		--	Sanjay Shorey, DD; Vinod Kumar, DD	--	DII (DR)	JS (A)	Addl. Secy.	Secretary	
3.	CL-III	i) Merger / De-merger of government companies.	Maha Singh, SO	Rita Dogra, US	Jaikant Singh, Dir.	--	JS(S)	--	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
		<ul style="list-style-type: none"> <li>ii) Approval for providing depreciations</li> <li>iii) Exemption from audit of accounts</li> <li>iv) Exemption to file balance sheet and profit and loss account in respect of a foreign company</li> <li>v) Issue arising of availability of names</li> <li>vi) Further issue of share capital /reduction in share capital in Government Companies.</li> </ul>							
4.	<p>CL-IV <b>(A) Litigation</b></p> <p><b>(B) Legal</b></p>	<ul style="list-style-type: none"> <li>i) Monitoring of Court Cases.</li> <li>ii) Engaging Government Counsels.</li> <li>iii) Vetting of draft replies.</li> <li>iv) Assisting domain Section in defending Court cases.</li> <li>v) Payment of fees to Govt. Counsels.</li> <li>i) Tendering Legal Advice on all matters being handled in the Ministry</li> </ul>	Sarla Aggarwal, SO	Rajinder Singh, US	Vinod Sharma, DD; B.K.L. Srivastava, DD	--	JS (R)	--	Secretary
5.	CL-V	i) Law and Policy: Continue to serve as policy section, comments on Cabinet Notes, and also to deal with the matters relating to government companies. Framing of rules and regulations under various Acts and also to facilitate implementation of MCA-21 Project	Monika Gupta AD; Seema Rath, AD	R K Shah, DD; Sanjay Shorey, DD	J.N. Tikku, JD	DII (ES)	JS(R)	Addl. Secy.	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
		ii) Capital Market : Inputs on behalf of MCA n the Board Meeting of SEBI							
6.	CL-VI	Nidhi companies etc.	Kailash Chander, SO	L.K. Trivedi, US	K.K. Nath, DS	--	JS(S)	--	Secretary
7.	CL-VII	Managerial remuneration etc.	R.L. Arora, SO	L.K. Trivedi, US	K.K. Nath, DS	--	JS(S)	--	Secretary
8.	Professional Institutes	Matter relating to three professional institutes and the work pertaining to the new proposed Council for Valuation Professional	Lalit Grover, SO	Ms. Rita Dogra, US	Jaikant Singh, Dir.	--	JS(S)	--	Secretary
9.	Competition Cell	To deal with all policy issues including framing of rules/ regulation relating to Competition Act and also serve as a Secretariat for the Selection Committees to be constituted for selection of Chairperson and Members of the Competition Commission of India and Competition Appellate Tribunal	Vinod Kumar, SO	J.B. Kaushish, US	Anil Bhardwaj, Dir.	--	JS (R) (for legal matters)	Addl. Secy.	Secretary
10.	International Cooperation	All matters pertaining to International Cooperation, policy initiative of the Ministry required consultation with foreign countries, Indo – UK Task Force etc.	R.K. Dhar, SO	G.P. Sarkar, US	B.K. Malhotra, DS	--	JS (A)	Addl. Secy.	Secretary
11.	IICA	i) All matters pertaining to setting up of Indian Institute of Corporate Affairs, i.e. budgeting, creation of posts, policy and planning, monitoring etc. ii) All matters arising out of activities of IICA	Kshitish Kumar, SO	Anil Prashar, US	Anil Bhardwaj, Dir.	--	JS(S)	Addl. Secy.	Secretary
12.	e-Governance Cell	i) All matter pertaining to conceptualization, design, implementation and review of various e-Governance initiatives of	Sridharan, Junior Analyst; V.M. Prashant, AD	Shyam Sunder , DD	Ms. Nirupama Kotru, Dir.;	--	e-gov. for ROCs & LLP - JS(A)	--	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
		<p>the Ministry including MCA – 21 next generation MCA – 21, LLPs OLS offices etc.</p> <p>ii) Corporate statistics and dissemination of information to concerned organization i.e. CSO RBI etc.</p> <p>iii) Website coordination and updation</p>			Pankaj Srivastava, JD		e-gov for OLS- JS (S) JS (A)		
13.	Ad. I	<p>i) All Estt. Matters of Central deputations, CSS, CSCS, CSSS, services matter of encadred posts i.e. IES, ISS, ICAS;</p> <p>ii) Matter relating to personal staff of Ministers</p> <p>iii) Sanction of long term/short term advance, medical re-imburement, tuition fee, LTC etc in respect of all categories of staff being handled by the Section.</p> <p>iv) All Estt. Matters relating to library staff, Hindi staff at Headquarters, Staff car drivers and Multi-Tasking staff and canteen staff.</p>	Ashutosh Anand, SO	J.S. Gupta, US	K. Gurumurthy, DS	--	JS(A)	Addl. Secy. (Establishment matters of officers of JAG & above)	Secretary
14.	Ad.II	<p>i) All Estt. Matters of ICLS Cadre, IOs, STAs, JTAs and other feeder grades both in the field offices and at Headquarters.</p> <p>ii) Establishment matter relating to field offices (RDs, ROCs and OLS)</p> <p>iii) Estt. Matters pertaining to all Group B &amp; C technical posts both at Headquarter and field offices.</p> <p>iv) Restructuring of ICLS</p>	Sandeep Jain, SO	R.K. Pandey, US	Alok Kumar, Dir.	--	JS(A)	Addl. Secy. (Establishment matters of officers of JAG & above)	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
		v) Sanction of long term/short term advance, medical re-imburement and LTC of ICLS Cadre officers at Headquarter and Group B&C technical posts at Headquarter vi) Tour programmes of ICLS Officers							
15.	Ad. III	i) Work relating to effective functioning of field offices (RDs, RoCs, OLs), including strategy, monitoring and evaluation. ii) Work pertaining to monthly meeting taken by Secretary with RDs and follow-up action on the same. iii) Follow-up action on quarterly performance review of RDs/RoCs/OLs region wise and inspection of field offices by Secretary/ other officers. iv) Work relating to Conference of RDs, RoCs and OLs v) Organization Development/ Restructuring offices of RoCs/OLs. vi) All work (Estt., Policy matters, financial matters) relating to SFIO vii) Capacity Building & training of ICLS and feeder grade employees at Hqrs., attached and field offices	Ram Bachan, SO	J.S. Gupta, US	Alok Kumar, Dir.	--	JS(A)	Addl. Secy. (Establishment matters of officers of JAG & above)	Secretary
16.	Ad. IV	Work (Estt. , Policy matter, Financial matter) relating to attached offices like CLB and NCLT & NCLAT;	Surendra Kumar, SO	J.B. Kaushish, US	Anil Bharadwaj, Dir	--	JS (R) (for legal matter)	Addl. Secy.	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
17.	Coordination Section	<ul style="list-style-type: none"> <li>i) All O&amp;M activities including monthly D.O.</li> <li>ii) All RTI matters</li> <li>iii) Miscellaneous activities like Flag Day Collections, Communal Harmony functions, Circulation of all Circulars received from various nodal Ministries on service matters etc.</li> <li>iv) Work pertaining to Sevottam &amp; RFD</li> <li>v) Weeding &amp; other O&amp;M activities</li> </ul>	Ms. Veena Batra, SO	R.C. Tully, US	V.K. Kapoor, DS	--	JS(A)	--	Secretary
18.	IFD	<ul style="list-style-type: none"> <li>i) Examination of all financial proposals exceeding the delegated powers;</li> <li>ii) Financial approvals of Foreign deputation proposals;</li> <li>iii) Audit Paras and related work thereof</li> <li>iv) PAC matters</li> </ul>	Kanti Prasad, SO	Anil Kumar, US	K. Gurumurthy, DS	--	--	AS&FA	--
19.	General Section	<ul style="list-style-type: none"> <li>i) All matters pertaining to House keeping;</li> <li>ii) Matter pertaining to running of Departmental Canteen and other welfare activities.</li> <li>iii) Purchase and maintenance of all officer stores, furniture, equipment and stationary and maintenance of stock register;</li> <li>iv) Telephones;</li> <li>v) Staff Cars;</li> <li>vi) R&amp; I Section;</li> <li>vii) Facilitation Centre;</li> <li>viii) Issue of Identity Cards. Liveries</li> <li>ix) Record Room</li> </ul>	Ms. Kamlesh Makkar, SO	G.P. Sarkar, US	B.K. Malhotra, DS	--	JS(A)	--	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
20.	Infrastructure Section	<ul style="list-style-type: none"> <li>i) Purchase of land/ Building for the Ministry and its field offices;</li> <li>ii) Capital work for construction/ renovation/ maintenance of all building (old &amp; new) for the Ministry and its field offices;</li> <li>iii) Approval for new cases of lease rentals and renewal of agreements for hiring of building on rent;</li> <li>iv) Tabulation of all relevant details in respect of Rent Agreement i.e. Date of Agreement , Rent payable, date of renewal of lease deed etc.</li> <li>v) Monitoring of progress of all capital work and timely payment/ revision of rent in rented premises;</li> <li>vi) Monitoring of utilization of Budget allocation under the capital section.</li> </ul>	Kshitish Kumar, SO	Anil Prashar, US	B.K. Malhotra, DS	--	JS(A)	---	Secretary
21.	Cash Section	<ul style="list-style-type: none"> <li>i) Preparation of Pay Bills, TA Bills , LTC Bills and Contingency Bills</li> <li>ii) Maintenance of GPF Account of Hqrs.</li> <li>iii) Air Travel Bills</li> <li>iv) All other activities required to be performed by DDO</li> </ul>	Manbar Singh, SO	R.C. Tully, US	--	--	JS(A)	--	Secretary
22.	Budget	<ul style="list-style-type: none"> <li>i) Preparation of BE/RE for the Ministry and its attached/ subordinate offices;</li> <li>ii) Compilation of expenditure figures;</li> <li>iii) Outcome Budget;</li> <li>iv) Work such as coordination pertaining to Parliamentary Standing Committee meeting with regard to finalization of Budget.</li> </ul>	S.L. Meghwal, SO	Anil Kumar, US	V.K. Kapoor, DS	--	CCA	AS&FA  (AS will look after all Plan matters and Coordination for formulation)	--



S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
								of budget and releases)	
23.	Vigilance	i) All vigilance matters pertaining to officers and staff of Hqrs and Group 'A' and 'B' officers of the attached and subordinate offices; ii) Dealing with CVC/CVO iii) Maintenance of CRs of Group 'A' and 'B' and 'C' officers at Hqrs and Group A and B officers of attached and Subordinate offices; iv) Review cases for pre-mature retirement of the above mentioned officers and staff; v) Disciplinary cases	P.K. Prabhat, SO	R.C. Tully, US	K. Gurumurthy, DS	--	JS(A)	--	Secretary
24.	Parliament	i) Coordinate with Section on matters pertaining to Parliament and Parliament questions; ii) Monitoring the status of fulfillment of Parliament Assurance; iii) Coordinating the Consultative/ Standing Committee Meeting of Parliament	D. Savul (Parliament Assistant) (So - Vacant)	J.S. Gupta, US	K. Gurumurthy, DS	--	--	Addl. Secy.	Secretary
25.	Hindi	i) Work relating to the Implementation of Official Language Act; ii) Work pertaining to Parliamentary Committee on Official Language Hindi Salahakar Samiti etc. iii) Work relating to promotion of use of Hindi in the Ministry and Coordination with the field offices; iv) All Hindi translation matters	Ms. Rita Sood, AD	--	K. Gurumurthy, DS	--	JS(A)	Addl. Secy	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
26.	IEPF / NFCG	<ul style="list-style-type: none"> <li>i) All matters pertaining to implementation of programmes under the aegis of Investors Education and Protection Fund;</li> <li>ii) Monitoring of Sponsored Websites</li> <li>iii) Meetings of Committee and sub-Committee on IEPF;</li> <li>iv) Work pertaining to Corporate Governance including NFCG and CSR.</li> <li>v) Projection of Ministry's achievements</li> </ul>	Manjeet Singh, AD	B.P. Bimal, US	B.K. Malhotra, DS	--	JS(A)	--	Secretary
27.	Investor Grievances Management Cell	<ul style="list-style-type: none"> <li>i) All matter pertaining to Investor and Depositor Grievances;</li> <li>ii) Management and outsourcing of grievance handling;</li> <li>iii) Monitoring of <a href="http://www.investorhelpline.in">www.investorhelpline.in</a> including follow up in respect of non-responsive companies</li> <li>iv) Coordination with Hardship Committee for payments to Depositors;</li> <li>v) Reporting the cases of recurrent defaulting companies requiring technical scrutiny, inspection and prosecution to the concerned Section for further action;</li> </ul>	Ms. Shalini Juneja, SO	B.P. Bimal, US	B. K. Malhotra, DS	--	JS(A)	--	Secretary
28.	Insolvency	<ul style="list-style-type: none"> <li>i) Liquidation matters in respect of companies under liquidation.</li> <li>ii) Exemption from filing the statement of accounts</li> <li>iii) Overseeing payment of unclaimed dividend.</li> </ul>	Puneet Duggal, AD	Rajinder Singh, US	Jaikant Singh, Dir.	--	JS(S)	--	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
		iv) Review of mechanism of functioning of OLS and issue about control over OLS. v) All matters pertaining to policy in respect of the work of OLS including restructuring/ opening/ closing of offices of OLS. vi) All work pertaining to functioning of OLS and their offices including all actions arising out of observations of Courts, complaints about functioning of OLS offices (excluding Vigilance) and other grievances. vii) Work relating to formulation of new schemes (Plan/Non-Plan) or strengthening / streamlining the work of offices of OLS. viii) Work relating to issue of financial sanctions, projection of budget provision for the activities of the offices of OLS.							
29.	Research & Analysis Division	i) Research and Analysis pertaining to growth on corporate sector, material for economic survey, RBI etc. ii) Preparation and publication of Annual Report of the Ministry and Working & Administration of Companies Act, 1956 iii) Control and Monitoring of expenditure under 'Publication' iv) Work pertaining to Capital Market, coordination with DEA and SEBI.	--	E. Nagachandran, DD	S.N. Tobria, Dir.  Radhey Shyam, Dir.	Economic Advisor	--	Addl. Secy.	Secretary

S. No.	Name of Section	Allocation of Work	Section Officer / Asst. Director	Under Secretary / Deputy Director	Director / Deputy Secretary / Joint Director	SAG	Joint Secretary	Addl. Secretary	Secretary
		v) Examination of the agenda papers for SEBI Board Meeting and providing inputs; vii) IPOs and matters related thereto. viii) Work pertaining to Vanishing Companies and Meeting of Central Coordination and Monitoring Committee (CMC) and Monitoring Committee (MC) for action against promoters of Vanishing Companies. ix) Preparation and Revision of the Citizen Charter of Ministry; x) Policy issue , Manuals etc. pertaining to RTI Matters;							
30.	Cost Audit	i) Identification of Companies for inspection of book account and issue of Cost Audit orders. ii) Examination of Cost Audit Report iii) Monitoring of Compliance of relevant provision of the companies Act and issue show cause notice to the defaulting Companies and cost Auditor	Ms. Bharti Sahai, AD	Rajiv Wadhawan, DD	V.K. Aggarwal, Dir.	B.B.Goyal, Advisor (Cost)	--	Addl. Secy.	Secretary

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## Annexure-II

S. No.	Section	US/DD	Link Officer	Dir/DS/JD	Link Officer
1	IEPF/NFSG	US (BPB)	US (GPS)	DS (BKM)	DS (KG)
2	IGM	US (BPB)	US (GPS)	DS (BKM)	DS (KG)
3	IC	US(GPS)	US(BPB)	DS (BKM)	DS (KG)
4	General	US (GPS)	US (BPB)	DS (BKM)	DS (KG)
5	Cash	US (RCT)	US (BPB)	-	
6	Vig.	US (RCT)	US (JSG)	DS (KG)	DS (BKM)
7	Coor.	US (RCT)	US (JSG)	DS (VKK)	DS (BKM)
8	Parl.	US (JSG)	US (RCT)	DS (KG)	DS (BKM)
9	Hindi	-	-	DS (KG)	DS (BKM)
10	Ad.I	US (JSG)	US (RCT)	DS (KG)	DS (BKM)
11	Ad-II	US (RKP)	US (GPS)	Dir (AK)	Dir (NK)
12	Ad. III	US (JSG)	US (RCT)	Dir (AK)	Dir (NK)
13	e-gov		-	Dir (NK)	Dir (AB)
14	CL-IV	US (RS)	US (JBK)	DD (BKL)	DD (VS)
15	Insolvency	US (RS)	US (JBK)	Dir (JKS)	DS (KKN)
16	Ad. IV	US (JBK)	US (RS)	Dir (AB)	Dir(NK)
17	CS	US (JBK)	US (RS)	Dir (AB)	Dir(NK)
18	CL-VI	US (LKT)	US (AP)	DS (KKN)	Dir (JKS)
19	CL-VII	US (LKT)	US (AP)	DS (KKN)	Dir (JKS)
20	IICA	US (AP)	US (RD)	Dir(AB)	DS(BKM)
21	INFRA	US (AP)	US (RD)	DS (BKM)	Dir (AB)
22	PI	US (RD)	US (LKT)	Dir (JKS)	DS (KKN)
23	CL-III	US (RD)	US (LKT)	Dir (JKS)	DS (KKN)
24	Budget	US (AK)	US (RCT)	DS (VKK)	DS (KG)
25	IFD	US (AK)	US (JSG)	DS (KG)	DS (VKK)