

A-42011/25/2013-AD.II

भारत सरकार/ Government of India

कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

5th Floor, 'A'- Wing, Shastri Bhawan,
New Delhi, Dated: 2nd August, 2016

OFFICE MEMORANDUM

Sub: Engagement of CS/ CoA trainees from Professional Institutes (PIs) (ICSI, ICAI (Cost) till 31.03.2017- reg.

The undersigned is directed to convey the approval of Secretary, CA to continuation of the scheme of engagement of Company Secretary and Cost Accountant trainees in field offices of MCA up to 31.03.2017. The Competent Authority has approved the following distribution of trainees for offices in RDs, ROCs, and ROC-cum-OLs:

| S. No. | Office | No. of offices | CS trainee in each office |
|----------------------------------|----------------|----------------|---------------------------|
| 1. | O/o RD | 7 | One trainee per office |
| 2. | O/o ROC | 15 | |
| 3. | O/o ROC-cum-OL | 9 | |
| Total number of CS/ CoA trainees | | | 31 |

2. The following guidelines will be applicable on the above mentioned subject:-
- The Trainees from above Institutes will be given exposure for a period not exceeding six months in the offices of RD/ ROC/ ROC-cum-OL. This will be beneficial to the trainees and our field offices, where
 - It will train these youngsters properly to know fully the corporate law;
 - They will assist regular staff of our offices in routine work and the regular staff will follow-up all critical activities.
 - These trainees will be given a training allowance of Rs. 10,000/- per month. Trainees, who would be qualified Company Secretaries and Costs Accountants, will be given training allowance of Rs. 15,000/- per month.

3. For selection, the Regional Directors would coordinate with the concerned PIs and short-listing of candidates will be done by the Institutes. The concerned Institute [ICSI & ICAI (Cost)] will be asked by the Regional Directors to nominate a particular number of trainees (one trainee for each office of RD, ROC and ROC-cum-OL). RDs would communicate with the PI to engage Company Secretary/ Cost Accountant trainees in offices of ROCs and ROC-cum-OLs lying under their jurisdiction. All the Regional Directors are instructed to take action as per above guidelines. The action taken report has to be sent to the Ministry on monthly basis.

4. The Budget Section vide its OM dated 21.06.2016 has allocated the Budget to the tune of Rs 3.33 Lakh to O/o RD Delhi, and Rs. 3.32 lakh (Mumbai, Chennai, Kolkata, Guwahati, Hyderabad and Ahmedabad) respectively under the object Head "Other Administrative Expenses" for the payment of remuneration of CS/ CoA trainees being engaged in 7 RDs, 15 RoCs and 9 RoC-cum-OLs.

Rakesh Kumar
(Rakesh Kumar)

Under Secretary to the Government of India
Tele/fax: 011- 23383507

To,

1. All RDs/ ROCs/ ROC-cum-OLs.
2. Insolvency Section, MCA.
3. E-Governance Section for placing this in employees corner (Internship with Ministry of Corporate Affairs).