

**MOST IMMEDIATE**  
**AT ONCE**

No.A-50011/4/2011-Admn.III  
Government of India  
Ministry of Corporate Affairs

Room No.518, 5<sup>th</sup> Floor, 'A' Wing,  
Shastri Bhawan, New Delhi-110001  
Dated: 30.06.2011

**OFFICE MEMORANDUM**

**Subject: Workshop to familiarize the officers of the rank of Director/Deputy Secretary, Under Secretary and Section officer of the Ministry on 4<sup>th</sup> July, 2011 from 10:00 AM to 01:00 PM in MCA Conference Room.**

The undersigned is directed to say that a half-day Workshop for non-ICLS officers is being organized on 4<sup>th</sup> July, 2011 from 10:00 AM to 01:00 PM in MCA Conference Room to familiarize the officers of the Ministry of the rank of Director/Deputy Secretary, Under Secretary (who could not attend the Workshop on 26<sup>th</sup> March, 2011 at SCOPE Complex, New Delhi) and all Section Officers at MCA Hqrs.

2. The objective of the Workshop is to familiarize the officers of the Ministry with the broad areas of the Companies Act, 1956.
3. All Section officers are also required to attend the Workshop. Any other officer who wish to participate in the Workshop is also welcomed.
4. Participation of nominated officers is compulsory.
5. This issues with the approval of Addl. Secretary.

  
(J.S. Gupta)

Under Secretary to the Govt. of India  
Tele: 2338 9782

To

1. Shri Alok Kumar, Director
2. Shri Pankaj Srivastava, DS
3. Shri R.C. Tully, US
4. Shri R.K. Pandey, US
5. Shri Rajinder Singh, US
6. Shri J.B. Kaushish, US
7. Shri L.K. Trivedi, US

Copy to:

1. All Section officers at MCA Hqrs.
2. All other officers at MCA Hqrs.
3. Director, IICA – Paryavaran Bhawan, New Delhi.
4. Shri Manoj Kumar Arora, IICA
5. e-Governance – for uploading on MCA website
6. General Branch – for making arrangement for refreshment.

Copy for information to: PS to AS/ PS to JS(A)