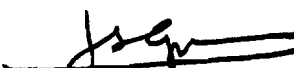


5th Floor, 'A' Wing, Shastri Bhawan,
New Delhi dated 13th September, 2011

OFFICE ORDER

Shri Naubat Singh, a retired officer of Indian Corporate Law Service is appointed as a full time Consultant in the Ministry of Corporate Affairs initially for a period of three months w.e.f. 01.08.2011 to 31.10.2011.

2. Shri Naubat Singh will be required to undertake the following work :
 - a) Review of old complaint files and inspection files.
 - b) Weeding out of old records/files of CL-II Section.
 - c) Creation of master files for Parliament Questions.
 - d) Review of monthly D.O. reports for inspections received from RDs/ROCs.
 - e) To study the balance sheet formats of MCA, RBI, SEBI and I.T. with a view to bringing out a comprehensive format on which corporate can file their balance sheet for use of all concerned.
 - f) Any other work to be assigned from time to time.
3. Shri Naubat Singh will be paid a consolidated fee of Rs.35,000/- (Rupees thirty five thousand only) per month.
4. His headquarter will be at New Delhi and he will work from Paryavaran Bhawan.
5. He will not take up any other assignment during the period of his Consultancy.
6. This issues with the concurrence of IF Division of MCA vide their note dated 2.09.2011.
7. The expenditure involved in this sanction will be met from Demand No.18, 3451- Secretariat Economic Services (Major Head), 00.090 - Secretariat (Minor Head), 05- Ministry of Corporate Affairs, 05.03 - Establishment, 05.03.28 - Professional Services for the financial year 2011-12.


(J.S. Gupta)

Under Secretary to the Govt. of India

1. Pay & Accounts Officer, Ministry of Corporate Affairs, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
2. Cash Section (2 copies).
3. Shri Naubat Singh, Consultant, New Delhi.
4. AS&FA, Ministry of Corporate Affairs.
5. PS to Corporate Affairs Minister/PS to MOS, Corporate Affairs.
6. Secretary/AS/JS(A)/JS(R)/JS(M).
7. e-Governance Cell for uploading in MCA Website.
8. Guard File.