

No. A-12011/03/2012-Ad-I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan,
New Delhi dated 13th March, 2012

OFFICE ORDER

The competent authority in the Ministry of Corporate Affairs is pleased to engage Shri Balwinder Singh, a retired officer of IPS and former Special Director, CBI, as an Advisor under Rule 176 of GFR to provide advisory services subject to the terms and conditions stipulated hereunder :-

1. **Nature of Duties & Responsibilities:**

To advise the Ministry and its affiliated organizations on investigative work and capacity building in this regard. He will also advise on re-engineering systems and processes to enhance capacities for preventing risks arising out of frauds and other violations of laws and procedures. And any other areas as Secretary/Ministry is able to identify with time (copy of note sheet depicting certain deliverables is also enclosed).

He will report on the aforesaid issues to the Secretary, Corporate Affairs .

2. **General terms and conditions:**

- (i) Emoluments: -The total consolidated fee would be Rs.1,45,660/- per month without any additional perks.
- (ii) Period of engagement:-The period of engagement will be initially for a period of one year from the date of his assumption of charge.
- (iii) Termination:- Two months notice on either side
- (iv) Place of work: - The place of work will be SFIO at Paryavaran Bhawan, CGO Complex, New Delhi and the logistics support will be provided by the SFIO.
- (v) Full time basis:-The engagement will be on full time basis. He will not take any other assignment during the period of his engagement with this Ministry
- (vi) He will not be entitled to any holiday/leave except the Gazetted holidays allowed to Central Government Employees.
- (vii) Conveyance will be provided by the Ministry/SFIO commensurate to his position.

3. This issues with the concurrence of Secretary vide Dy. No.269/Secy dated 12.3.2012 and AS&FA vide Dy. No.427/12/MCA dated 9.3.2012.

4. 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.



(K.Gurumurthy)
Deputy Secretary to the Govt. of India
Tel Fax: 2338 9204

1. Pay & Accounts Officer, Ministry of Corporate Affairs, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
2. Cash Section (2 copies).
3. Shri Balwinder Singh, Special Director (Retd.), CBI, 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)/DII(DR)
7. Director, SFIO, New Delhi with a request to provide proper sitting arrangements in SFIO, Paryawaran Bhavan, CGO Complex, New Delhi.
8. DS(BKM) with a request to provide vehicle commensurate to his position during his tenure.
9. JD(RLM)/CL-II/Admn-III
9. e-Governance Cell for uploading in MCA Website.
10. Guard File.

Deliverables to the Ministry of Corporate Affairs by the Adviser
(Shri Balwinder Singh)

1. Capacity Building on Corporate laws specially the Companies Act, 1956, Accounting and investigating techniques in consonance with Cyber, forensic and other mobile forensic tools.
2. Analysis of modus operandi adopted in the scams by the corporate sector in the past.
3. Development of standard investigation practices including relevant evidences.
4. Formation of letter of regulatory and alternative methods to procure the attendance for facilitating investigation and prosecution.
5. Creation of modules to track diversion of funds through shell companies or otherwise.
6. Development of module to monitor utilization of funds raised through IPO's and FPO's.
7. Mechanism to detect the cases of over invoicing, under invoicing, benami shareholdings and window dressing of Balance-Sheet.
8. Study of the legal techniques/practices for effective and speedy prosecutions.
9. Some more areas as Ministry is able to identify with time.

KFS
12/3/12