



MINISTRY OF CORPORATE AFFAIRS

GOVERNMENT OF INDIA

Information under Section 4(1)(b) of the Right to Information Act, 2005

(As on 1st April, 2011)

**'A' Wing, 5th Floor, Shastri Bhavan,
Dr. Rajendra Prasad Road,
New Delhi**

Website: <http://www.mca.nic.in>

MANUAL**MANUAL 1****PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

[Section 4(1)(b)(i)]

1. Aims and objectives of the organization

The aim of the Ministry of Corporate Affairs is primarily to provide and sustain in the democratic society in India an ethical business culture so as to ensure that large corporations are well-run and to which investors as well as lenders can confidently commit their funds. The objectives are achieved by way of formulating a set of appropriate policies, acts, rules, processes, etc. and creating appropriate institutional mechanism by which businesses are operated, regulated, administered and controlled, while promoting fundamental values of a market economy.

2. Vision

To facilitate corporate growth with enlightened regulation.

3. Mission

To be responsive and sensitive to changes in the business environment and suitably formulate and modify corporate laws and regulations from time to time.

4. Brief history and background.

The Department of Company Affairs was renamed as The Ministry of Company Affairs vide Presidential notification dated the 27th may, 2004 to function under a Minister of State with independent charge. The Ministry of Company Affairs was further renamed as the "Ministry of Corporate Affairs" vide Presidential notification dated the 9th May, 2007, amending the Government of India (Allocation of Business) Rules, 1961. The new name not merely reflects a change in the form but also in the vision and approach that drives the initiatives of the Ministry.

The focus of the Ministry's working is no longer limited to the administration of companies but has increasingly acquired an all-inclusive role of addressing a wide sweep of functions - Corporate Governance reforms and the emerging legal framework. Apart from administering the Companies Act, 1956 and the Limited Liability Partnership Act, 2009, the Ministry of Corporate Affairs also administers the following Acts:

Acts

- I. The Cost and Work Accountants Act, 1959
- II. The Chartered Accountants Act, 1949
- III. The Corporate Secretaries Act, 1980
- IV. The Partnership Act, 1932
- V. The Societies Registration Act, 1860
- VI. The Companies (Donation to National Fund) Act, 1951
- VII. The Competition Act, 2002

4. Functions

- Administration of Companies Act, 1956, other Acts and simplifying existing Act from time to time.
- Convergence of India standards with IFRS.
- Formulation of rules and regulations under various Acts administered by the Ministry.
- Implementation of Competition Act and to facilitate the working of Competition Commission.
- Implementation of e-Governance in MCA.
- Detection of irregularities in corporate functioning through Early Warning Systems.
- Dissemination of official statistics related to Corporate sector.
- Undertaking investor education and awareness programmes.
- To undertake investigation of serious frauds through the Serious Fraud Investigation office.

- Administration of the ICLS Cadre and training through IICA.

The following subjects have been allocated to the Ministry of Corporate Affairs:

1. Administration of Companies Act, 1956 (1 of 1956)
2. Administration of the Companies (Donations of National Funds) Act, 1951. (54 of 1951)
3. All matters relating to Competition Policy, the Competition Act, 2002 (12 of 2003) and residual work, if any, under Monopolies and Restrictive Trade Practices Act, 1969.
4. Matters relating to the Serious Frauds Investigation Office.
5. Matters relating to the Company Law Board.
6. Matters relating to the Law on Limited Liability Partnerships.
7. Matters relating to the National Company Law Tribunal and National Company Law Appellate Tribunal.
8. Profession of Accountancy {The Chartered Accountants Act, 1949 (38 of 1949)}, Profession of Cost and Works Accountancy {The Cost and Works Accountants Act, 1959 (23 of 1959), and Profession of Corporate Secretaries {the Corporate Secretaries Act, 1989 (56 of 1980).
9. Legislation relating to law of Partnership and the exercise of certain functions under Chapter VII of the Indian Partnership Act, 1932 (9 of 1932) in centrally administrated areas. (The administration of the Act vests in the State Government.)
10. Legislation in relation of societies registration and exercise of functions under the Societies Registration Act, 1860 (21 of 1860) in centrally administered areas.
11. The responsibility of the Centre relating to matters concerning centrally administered areas in respect of any of the above items.
12. Collection of Statistics relating to Companies and all work relating to the electronic registry of the Corporate Sector.
13. Matters relating to the Indian Institute of Corporate Affairs.

4. Organizational setup

The Ministry of Corporate Affairs has a three-tier organizational set-up, namely, the Secretariat with its attached offices at New Delhi, the Regional Directorates at Mumbai, Kolkata, Chennai, NOIDA, Ahmedabad and Hyderabad, offices of Registrar of Companies in States and Union Territories and Official Liquidators, attached to the High Courts.

The Regional Directors in-charge of the respective Regional Directorates supervise the working of the Offices of the Registrars of Companies and the Official Liquidators working in their respective jurisdiction. They also maintain liaison with the respective State Governments and the Central Government in matters relating to the administration of the Companies Act, 1956. Certain powers of the Central Government under the Act have been delegated to the Regional Directors to be

exercised by them in their respective regions, along with appropriate administrative and financial powers. An Inspection Unit is also attached to the office of every Regional Director for carrying out inspection of the books of accounts of companies under section 209A of the Act.

The Registrar of Companies (ROCs) appointed under Section 609 of the Companies Act, covering the various States and Union Territories, are vested with the primary duty of registering companies floated in the respective States and the Union Territories and ensuring that such companies comply with the statutory requirements under the Act. Their offices function as registry of records relating to the companies registered with them.

The Official Liquidators are officers appointed by the Central Government under Section 448 of the Companies Act and are attached to the various High Courts. The Official Liquidators are under the administrative charge of the respective Regional Directors who supervise their functioning on behalf of the Central Government. In the conduct of the winding up of the companies, however, Official Liquidators act under the directions of the High Courts.

1. Company Law Board

The Company Law Board has been functioning as an independent quasi-judicial body w.e.f. 31.5.1991 set up by the Central Government under Section 10E of the Companies Act, 1956. The procedure followed for filing the applications/petitions before the Company Law Board is as prescribed in the Company Law Board Regulation, 1991. The Central government has prescribed the fees for making applications/petitions before the Corporate Law Board under the Corporate Law Board (Fees on applications and Petitions) Rules 1991.

The Board has its Principal Bench at New Delhi and the Additional Principal Bench at Chennai. It has Regional Benches at Mumbai, Kolkata, Chennai and New Delhi.

The Companies (Second Amendment) Act, 2002, envisages the establishment of National Company Law Tribunal (NCLT) and National Company Law Appellate Tribunal.

2. National Company Law Tribunal (NCLT)/National Company Law Appellate Tribunal (NCLAT)

The National Company Law Tribunal (NCLT) and the National Company Law Appellate Tribunal (NCLAT) have not been constituted as yet since the companies (Second) Amendment Act, 2002 relating to setting up of the NCLT/NCLAT faced a legal challenge, and the matter was subjudice on account of a Special Leave Petition (SLP) filed by the Central Government in the Supreme Court, following a ruling by the Madras High Court in the matter. Constitutional Bench of Supreme Court of India has since delivered its verdict in the matter. The judgement of Hon'ble Supreme Court

has been considered in the Ministry. Necessary action to amend the Companies Act, paying way for constitution of NCLT/NCLAT is being taken.

After constitution of the NCLT/NCLAT, the CLB, BIFR, AAIFR and the company jurisdiction of the High Court(s) regarding winding up, amalgamation and merger etc. will subsume in the NCLT.

MCA has received the approval from Department of Expenditure, Ministry of Finance for revival /filling up the posts under revised pay scale on 28.09.10 comprising of-

- One President, 29 members, 1 Registrar in the NCLT;
- One Chairperson, two Members, one Registrar in the NCLAT; and
- 167 officers/officials for NCLT/NCLAT

In the first phase, MCA proposes to set up principal bench of NCLT and NCLAT at New Delhi besides Benches of the NCLT at Jaipur, Ahmedabad, Chennai, Hyderabad, Indore, Jaipur, Kolkata, Mumbai and Noida.

In the second Phase, MCA propose to set up Benches of NCLT at Chandigarh, Cochin, Cuttack, Guwahati and Patna.

4. Serious Fraud Investigation Office

The Government in the backdrop of major failure of non-banking financial institutions, phenomenon of vanishing companies, plantation companies and the recent stock market scam had decided to set up Serious Fraud Investigation Office (SFIO), a multi-disciplinary organization to investigate corporate frauds. The Organization has been established and it has started functioning since 1st October, 2003.

5. Competition Commission of India

The Competition Commission of India (CCI) was established under the Competition Act, 2002 for the administration, implementation and enforcement of the Act, and was duly constituted in March 2009. The following are the objectives of the Commission.

- (i) To prevent practices having adverse effect on competition.
- (ii) To promote and sustain competition in markets.
- (iii) To protect the interests of consumers, and
- (iv) To ensure freedom of trade

Consequent upon a challenge to certain provisions of the Act and the observations of the Hon'ble Supreme Court, the Act was amended by the Competition (Amendment) Act, 2007.

6. Competition Appellate Tribunal

Section 53A of the Competition Act, provide for establishment of Competition Appellate Tribunal with a view to:-

(a) to hear and dispose of appeals against any direction issued or decision made or order passed by the Commission under sub-sections (2) and (6) of section 26, section 27, section 28, section 31, section 32, section 33, section 38, section 39, section 43, section 43A, section 44, section 45 or section 46 of the Act;

(b) to adjudicate on claim for compensation that may arise from the findings of the Commission or the orders of the Appellate Tribunal in an appeal against any finding of the Commission or under section 42A or under sub-section (2) of section 53Q of this Act, and pass orders for the recovery of compensation under section 53N of this Act.

2. The composition of the Competition Appellate Tribunal is one Chairman and two Members. The incumbents to the post of Chairperson and that of Members are as under:-

- (1) Dr. Justice Arijit Pasayat, Chairman
- (2) Sh. Rahul Sarin, Member
- (3) Smt. Praveen Tripathi, Member

3. The Headquarter of the Competition Appellate Tribunal is in Delhi.

1. Other Important Functions

(i) National Foundation for Corporate Governance

A National Foundation for Corporate Governance (NFCG) is a trust set up by the government under the Ministry of Corporate Affairs for creating better corporate governance climate in the country. First meeting of the governing Council of the Foundation was convened on 28.7.2004 under the Chairmanship of the Hon'ble Minister and Shri Narayana Murthy of Infosys was taken as second Vice Chairman. On the same day, the Minister of Corporate Affairs launched the web site of the foundation, which is expected to serve as a medium for exchange of views between various stakeholders and help in formulation of policies for better corporate governance. The Foundation will provide a platform for deliberation of issues relating to good corporate governance, sensitising corporate leaders, developing a framework for corporate governance reforms, for research, training, capacity building, advocacy etc. in the field of corporate governance.

(ii) Investors Protection

The Investor Protection Cell (now renamed as the Investor Grievances Management Cell) set up in the Ministry of Corporate Affairs is computerized and provides a mechanism for facilitation redressal of investor's grievances. The Cell also co-ordinates with the Reserve Bank of India, Department of Economic Affairs and The Securities and Exchange Board of India (SEBI) for redressal of complaints wherever the subject matters of the complaint is not within the domain of the Ministry of Corporate affairs.

(iii) **Vanishing Companies**

The capital market had witnessed a boom period during 1993-94 and 1994-95 when many new companies tapped the capital market and collected funds from the public through public issue of shares/debentures. Some of these companies defaulted in their commitments made to the public while mobilising funds. The Securities and Exchange Board of India (SEBI) had originally identified 229 listed companies as `vanished`. Central Coordination and Monitoring Committee (CMC) co-chaired by Secretary MCA and Chairman, SEBI has been set up for taking stringent action against unscrupulous promoters who raised capital from investors and misused them. The CMC is assisted by four Task Forces, each headed by a Regional Director of the Ministry located at Delhi, Mumbai, Chennai and Kolkata.

(iv) **e-Governance**

The Ministry of Corporate Affairs has drawn up an ambitious e-Governance Project. In the first phase, the Business process of the Registrar of companies and related functions of the Office of the RD and Headquarters are being put on e-Governance Mode under the MCA 21 Project. With this Project, all the companies would be able to file their compliance related documents on the Website of the Ministry from the comfort of their home or office. The Pilot for MCA 21 was launched in February, 2006 at Coimbatore. All the other ROC locations alongwith the Offices of RD and the Ministry Headquarters are scheduled to "go live" progressively by May, 2006.

In the Phase-II of the e-Governance Project, the Business Process of the Official Liquidators are proposed to be put on e-Governance Mode. The work for Second Phase has already been initiated.

With the introduction of MCA 21 e-Governance Project, the Ministry has launched a new portal www.mca.gov.in. The portal serves as a virtual window for authentic information pertaining to activities and programmes of the Ministry. Besides being an informative portal, it serves as a virtual front office for availing all registry related MCA services.

(v) **RTI Monitoring Cell**

The RTI Monitoring Cell has been set up in the Ministry of Corporate Affairs with effect from 5.10.2005 to keep a record of all requests for information received from various persons and to monitor the progress in processing/final disposal of such requests under the RTI Act, 2005 within the prescribed time limit. In terms of the provisions of the RTI Act, 2005, CPIOs and Appellate Authorities have been designated by the Ministry for its headquarters and all its field/attached/subordinate offices. Other functions of the RTI Monitoring Cell include maintaining updated information in the website of MCA on all matters pertaining to RTI as required under the Act,

providing regular and updated information/reports to the CIC on the progress in implementation of the RTI Act by MCA, wide circulation in MCA of all Office Orders/Circulars of the CIC as well as the Department of Personnel and Training in connection with matters relating to the RTI Act, 2005 and to ensure overall and effective monitoring of the implementation of the RTI Act related issues under the purview of MCA.

8. Citizen interaction:

Ministry of Corporate Affairs (1) acknowledges applications, returns and all communications within 7 days of their receipt, (2) resolves expeditiously complaints regarding delay in issue of allotment letters & share/debenture certificates, refund of application money, delay in transfer of shares & non payment of dividends/interest on shares/ debentures/fixed deposits etc. in close co-ordination with agencies (3) ensure that all applications submitted to the Ministry of Corporate Affairs, Regional Directors and Registrar of Companies, are processed within the time frame (4) are courteous, prompt, effective & provide time bound services, and (5) provide services without charge or demanding any money other than remuneration prescribed by law.

9. Postal address of the Secretariat Office at New Delhi.

The postal address of Ministry of Corporate Affairs is as under:

‘A’ Wing, 5th Floor, Shastri Bhavan,
Dr. Rajendra Prasad Road,
New Delhi-110001

Website

MCA Web Site (<http://www.mca.gov.in>) is operational for over seven years. It contains, inter alia, useful information on the organization of the Ministry, publications, guidelines, circulars, notifications, citizens charter, Press release, monthly corporate growth, database search for registered companies and Reports submitted by various Committees set up by the Ministry.

The postal addresses of the attached/ subordinate offices of the Ministry are given at **Annexure-I**.

11. Working Hours both for office and public:

The working hours of the Ministry is between 9.00 AM to 5.30 PM on weekdays.

MANUAL 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4(l)(b)(ii)]

- (a) **Secretary** - A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser to the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided.
- (b) **Special Secretary/Additional Secretary/Joint Secretary** - When the volume of work in a Ministry exceeds the manageable charge of a Secretary one or more wings may be established with Special Secretary/Additional Secretary/Joint Secretary, in charge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.
- (c) **Director/Deputy Secretary** - Director /Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.
- (d) **Under Secretary** - An Under Secretary is in charge of the Branch in a Ministry consisting of two or more Sections and in respect thereto exercises control both in regard to the despatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

Section Officer

A. General Duties -

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses of the Staff.

B. Responsibilities relating to Dak -

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to know that it is being properly maintained.

C. Responsibilities relating to issue of draft -

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of despatch.

- (vii) Responsibility of efficient and expeditious disposal of work and checks on delays

- (viii) to keep a note of important receipts with a view to watching the progress of action;

- (ix) to ensure timely submission of arrear and other returns;

- (ix) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;

- (x) to ensure that cases are not held up at any stage;

- (xi) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

D. Independent disposal of cases -

He should take independently action of the following types -

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.
- (iv) Duties in respect of recording and indexing
- (v) to approve the recording of files and their classification;
- (vi) to review the recorded file before destruction;
- (vii) to order and supervise periodic weeding of unwanted spare copies;
- (viii) ensuring proper maintenance of registers required to be maintained in the section;
- (ix) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (x) Ensuring neatness and tidiness in the Section;
- (xi) Dealing with important and complicated cases himself;
- (xii) Ensuring strict compliance with Departmental Security Instructions.

E. Assistant/Upper Division Clerk

He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points: -

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

F. Private Secretary! Personal Assistant! Stenographer

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- (i) taking dictation in shorthand and its transcription in the best manner possible;
- (ii) fixing up of appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the Officer;
- (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
- (ix) (ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

G. Lower Division Clerk

Lower Division Clerks are ordinarily entrusted with work of routine nature, for example - registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

H. Assistant Director (Hindi)

He has to supervise the work of Hindi Branch. In addition to that he has to provide help in translation work.

I. Sr./ Jr. Hindi Translator

They have to do translation work of Parliament Questions, Cabinet Notes and other papers/documents provided by officers/Sections of the Ministry.

J. Sr. Librarian

She/He is responsible for the maintenance of the library and its supervision.

K. Jr. Librarian

Jr. Librarian is responsible for maintaining the records of the books and issuance.

L. Investigating Officer

1. Technical analysis of Balance Sheets
2. Compilation & Dissemination of corporate sector data
3. Correspondence with field offices of Department, RBI, CSO, State Government etc.
4. Supervision of day to day work carried out by Statistical Assistants.
5. Preparation of Annual Report of the Ministry.

6. Press Note on the growth of Corporate Sector

M. Statistical Assistants

They have to assist the Investigating Officers in connection with the above mentioned work and also to do the work assigned to them by the officers of the R&S Division.

N. Sr. Technical Assistant/Jr. Technical Assistants

They are generally posted in the Sections dealing with the provisions of the Companies Act, 1956. They work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them.

Where the line of action on a case is clear or the Branch Officer or higher Officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view, the following points:-

1. to see whether all facts as are open to check have been correctly stated;
2. to point out any mistakes or mis-statements of the facts;
3. to draw attention where necessary to precedents or Rules and Regulations on the subject;
4. to put up the Guard File, if necessary, and supply other relevant facts and figures;
5. to bring out clearly the question under consideration and suggest a course of action wherever possible.

O. Computer

He has to work under the guidance of his superiors and do work being handled in R&S Division.

P. Assistant Manager (Canteen)

He has to supervise the functioning of the canteen and has to maintain the accounts of the canteen.

Q. Coupon Clerk

He is responsible for issuing the coupons of different denominations to the users for availing the facilities in the canteen.

R. Sr. /Jr. Gestetner Operator

He has to operate the duplicating machines and keep them in good working condition.

S. Research Assistants

They have to work under Sr. Analyst and Jr. Analyst in O&M Section to deal with the work relating to O&M Section.

T. Sr. Library Attendant/Jr. Library Attendant

He has to assist in the functioning of library.

U. Daftry / Sr. Peon/Peon

He has to be posted with Sr. Officers/Sections. In Sections they have to arrange files and distribute the dak.

V. Care-taker

He has to be posted in General Branch and responsible for the cleanliness and up keep of office premises.

Duties of the Officers

<u>Sl. No.</u>		<u>Name S/Shri</u>	<u>Designation</u>	<u>Powers & Duties</u>
1.		Sh. D.K. Mittal	Secretary	Administrative in - charge of the Ministry of Corporate Affairs
2.		Sh. Sudhir Mital	Additional Secretary	1. General Coordination of all Divisions 2. Indian Institute of Corporate Affairs (IICA) Section 3. International Cooperation Section 4. Competition Section (All matters relating to the Competition Commission of India and Competition Appellate Tribunal) 5. Admn. IV Section 6. CL-II Section (Inspection, Investigation and Enforcement) 7. All matters relating to Parliamentary work 8. Matters relating to Institute of Cost and Works Accountants of India (ICWAI) except General matters (including Legal matters) 9. Matters relating to representation on Financial and Corporate Services in International Trade negotiations 10. Any other work specially assigned by Secretary.
3.	(i)	Shri Avinash Kumar Srivastava	Joint Secretary	1. Admn. I Section (Establishment matters in respect of MCA Headquarters) 2. Admn. II Section (Establishment matters in respect of IC) 3. Admn. III Section (work pertaining to SFIO, monitoring of performance of field offices, training etc.) 4. E-Governance Cell, Vigilance Section, Hindi Section, Co-ordination Section, Cash Section, IEPF Section, General Section, Infrastructure Section. 5. Any other work specially assigned by Secretary or in his absence by Additional Secretary.
	(ii)	Smt. Renuka Kumar	Joint Secretary	1. CL-I Section (Drafting of new legislation including LLP) 2. CL-III Section (Matters relating to Insolvency; Mergers and Amalgamations in respect of Government Companies, exemptions under Section 211 & 212 of the Companies Act, 1956, etc.)

				<p>3. CL-IV Section (Legal advice on litigation and the cases concerning the Ministry in the Supreme Court, High Courts and other Courts)</p> <p>4. CL-V Section (Law and Policy Division, matters relating to statutory applications under the Companies Act, 1956 in respect of Government Companies.</p> <p>5. CL-VI Section (Loans to Directors, appointment of sole agents, permission for acceptance of deposits, NIDHI Companies)</p> <p>6. CL-VII Section (Managerial Remuneration), Insolvency Section, Investors Grievances Management Section and Statistics Section.</p> <p>7. Framing of Rules and Regulations to facilitate implementation of the MCA -21 projects.</p> <p>8. Matters related to Capital Market and SEBI related issues, Institute of Chartered Accountants of India(ICAI) and General matters including Legal matters related to the three Professional Institutes.</p> <p>9. Any other work specially assigned by Secretary or in his absence by Additional Secretary.</p>
	(iii)	Vacant	Joint Secretary	<p>1. CL-III Section (Matters relating to Insolvency; Mergers and Amalgamations in respect of Government Companies;</p> <p>2. CL-VI Section (Loans to Directors, appointment of sole agents, permission for acceptance of deposits, NIDHI Companies)</p> <p>3. CL-VII Section (Managerial Remuneration), Insolvency Section and OL e-Governance Project.</p> <p>4. All matters relating to the three Professional Institutes.</p> <p>5. Formulation of CSR Policy and related work.</p> <p>6. Any other item of work assigned by Secretary or in his absence by Special Secretary.</p>

4.		Dr. Joseph Abraham	Economic Advisor	<ol style="list-style-type: none"> 1. Policy on Capital Markets & SEBI. 2. R&S Division. 3. Annual Reports, Economic Survey & other publications. 4. FIPB and other economic matters. 5. Disinvestments. 6. Right to Information Act.
5.	(i)	Sh. Dhanraj	DII	Inspection, Investigation, Technical Scrutiny report & Complaint
	(ii)	Shri E. Selvaraj	Director	Policy & Re-codification
	(iii)	Shri R. K. Meena	Jt. Director	Investigation/report
	(iv)	Sh. J. N. Tikku	Jt. Director	E- Governance
	(v)	Sh. Naubat Singh	Jt. Director	Inspection/Investigation
	(vi)	Sh. Alok Samantrai	Jt. Director	Policy Matters(CL-V Section)
	(vii)	Sh. Vinod Sharma	Dy. Director	CL-IV/ CL-V Section
	(viii)	Sh. Sanjay Shorey	Dy. Director	Capital Market
	(ix)	Smt. P. Sheela	Dy. Director	Inspection/Investigation
	(x)	Sh. N. K. Dua	Dy. Director	CL-I Section
	(xi)	Mr. Saud Ahmed	Dy. Director	Inspection/Investigation
	(xii)	Shri Shyam Sunder	Dy. Director	E- Governance
	(xiii)	Sh. Sanjay Yadav	Dy. Director	Insolvency
	(xiv)	Sh. R. K. Shah	Dy. Director	CL-V Section
	(xv)	Sh. B.K. L. Srivastava	Dy. Director	Legal
	(xvi)	Sh. R. K. Bakshi	Asstt Director	Inspection/ Investigation
	(xvii)	Sh. M. S. Pachouri	Asstt Director	
	(xviii)	Sh. Parvinder Singh	Asstt Director	
	(xix)	Sh. Alok Tandon	Asstt Director	
	(xx)	Mr. I. H. Ansari	Asstt Director	
	(xxi)	Sh. A. K. Bunker	Asstt Director	
	(xxii)	Ms. Seema Rath	Asstt Director	
	(xxiii)	Ms Monika Gupta	Asstt Director	Policy matters
	(xiv)	Sh. Puneet Duggal	Asstt Director	Insolvency
6.		Sh. B. B. Goyal	Advisor (Cost)	Cost Audit Branch
7.	(i)	Shri Jaikant Singh	Director	<ol style="list-style-type: none"> 1. CL-III Section 2. Insolvency Section

				3. Professional Institutes
	(ii)	Smt. Nirupama Kotru	Director	1. E- Governance 2. Admn. -II 3. Admn.-III
	(iii)	Shri K. Gurumurthy	Deputy Secretary	1. Admn.I 2. Hindi/IFD 3. Vigilance 4. Parliament
	(iv)	Shri Alok Kumar	Director	1. Work relating to IICA as assigned by OSD/DG & CEO, IICA in addition to his duties in IICA.
	(v)	Shri Anil Bhardwaj	Director	1. Admn. IV/Competition Section 2. All matters relating to Completion Law
	(vi)	Shri V. K. Kapoor	Deputy Secretary	Budget/Cash/Co-ordination/General/IGM Section
	(vii)	Shri B. K. Malhotra	Deputy Secretary	IICA/IEPF/Infrastructure/ IC
	(viii)	Shri Kamala Kanta Nath	Deputy Secretary	Statistics/CL-VI/CL - VII

8.	(i)	Sh. S. N. Tobria	Joint Director	R & A
	(ii)	Sh. Radhey Shyam	Joint Director	R & A
	(iii)	Sh. V. K. Agarwal	Director	Cost Audit
9.		Sh. G. C. Pandey	Sr. PPS	Office of Secretary, MCA
10	(i)	Sh. J. S. Gupta	Under Secretary	Admn. I, Ad.III, Parliament
	(ii)	Smt. Rita Dogra	Under Secretary	Professional Institutes, CL-III
	(iii)	Shri Lekan Thakkar	Under Secretary	IICA
	(iv)	Sh. Rajinder Singh	Under Secretary	Legal, Insolvency, Ad.IV
	(v)	Sh. R. C. Tully	Under Secretary	Vigilance, Coordination, Cash
	(vi)	Sh. J. B. Kaushish	Under Secretary	Competition Section
	(vii)	Sh. B. P. Bimal	Under Secretary	IGM, IEPF
	(viii)	Sh. L. K. Trivedi	Under Secretary	CL-VI, CL-VII
	(ix)	Sh. G. V. Gubbaiah	Under Secretary	CLB
	(x)	Sh. R. K. Pandey	Under Secretary	Admn. II
	(xi)	Sh. Anil Prashar	Under Secretary	IICA, Infrastructure
	(xii)	Sh. Anil Kumar	Under Secretary	CL-III, Budget , IFD
	(xiii)	Sh. Gour Pada Sarkar	Under Secretary	General, IC

11.	(i)	Sh. Ashutosh Anand	Section Officer	Admn. -I
	(ii)	Sh. Lalit Grover	Section Officer	Professional Institutes
	(iii)	Sh. Ram Bachan	Section Officer	Admn. -III
	(iv)	Sh. Surendra Kumar	Section Officer	Admn. - IV
	(v)	Sh. R. S. Kaushik	Section Officer	CL-II
	(vi)	Sh. Maha Singh	Section Officer	CL- III
	(vii)	Smt. Sarla Aggarwal	Section Officer	CL - IV (Legal)
	(viii)	Sh. R. L. Arora	Section Officer	CL-VII
	(ix)	Sh. Kailash Chander	Section Officer	CL-VI
	(x)	Sh. Pankaj Kumar Prabhat	Section Officer	Vigilance
	(xi)	Sh. S. L. Meghwal	Section Officer	Budget`
	(xii)	Sh. Kanti Prasad	Section Officer	IFD
	(xiii)	Smt. Kamlesh Makkar	Section Officer	IC, Infrastructure
	(xiv)	Smt. Veena Batra	Section Officer	Coordination
	(xv)	Sh. Sandeep Jain	Section Officer	Admn. - II
	(xvi)	Smt. Shalini Juneja	Section Officer	IGM
	(xvii)	Sh. Kshitish Kumar	Section Officer	IICA
	(xviii)	Sh. Vinod Kumar	Section Officer	Competition Section
	(xix)	Sh. R. K. Dhar	Section Officer	General
	(xx)	Sh. Manbar Singh	Section Officer	Cash

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

[Section 4(1)(b)(iii)]

The work in the Ministry of Corporate Affairs has been distributed among 31 Sections to ensure smooth functioning.

The process of work starts with the receipt of dak by the Receipt and Issue Section or directly by concerned Sections/Officers on every working day. The dak received in the R & I Section or directly by the Officers are sent to the respective sections for initiating appropriate action. The receipts are duly examined by the dealing hands in accordance with the rules, regulations etc in force on the subject matter and submitted to the higher authorities through the Sectional in-charge for approval/orders.

The Channel of supervision are:

Sectional Dealing Hands

Section Officer/Assistant Director

Under Secretary/Deputy Director

Deputy Secretary/Joint Director/Director

Additional Secretary/Joint Secretary/Economic Advisor/Cost Advisor

Secretary

Minister

All the Officers and officials are responsible and accountable in respect of any action taken by them.

MANUAL 4

Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

Citizens Charter-time limit for disposal of various items of work

S. No.	Service / Transaction	Service Standard
1	Disposal of applications for availability of names for incorporation of a Company	3 Working days
2	Disposal of applications for Incorporation of a Company (subject to applicant fulfils all the statutory requirements*) and non-STP forms i.e. Forms No's 2, 5, 32, 23, 25C, 18, 20, 20A etc	3 Working days
3	Disposal of applications for Incorporation of an existing business as a Company (subject to applicant fulfils all the statutory requirements)	3 Working days
4	Registering a place of business in India by a foreign company (subject to applicant fulfils all the statutory requirements)	1 Working days
5	Filing of a Prospectus before IPO or FPO (Subject to furnishing of hard copy and attachments and the prospectus being otherwise in order)	3 Working days
6	Disposal of Charge Creation/modification/satisfaction	1 Working days
7	Filing of Annual Returns & Balance Sheets (Other than disputed cases and cases of offline submission of shareholders data)	1 Hour
8	Disposal of applications for extensions to hold AGM/ Change of Accounting Year.	3 Working days
9	Processing of applications by ROC in respect of Scheme of amalgamations for sending reports to Regional Director.	15 Working days
10	Taking on record of Court or CLB Order.	2 Working days
11	Disposal of applications for compounding offences by sending reports to Regional Director or Company Law Board.	15 Working days
12	On demand scanning - if requested by a company to include any physical document filed prior to MCA-21 in the documents of the said company subject to the documents being available and not subject to destruction Rules.	3 Working days
13	Provide certified copies of documents of a company (subject to submission of non-judicial requisite stamp paper and adequate fees paid by the applicants).	3 Working days

14	All designated partners of the proposed LLP shall obtain "Designated Partner Identification Number (DPIN)" by filing an application individually online in Form-7	3 Working days
15	Once the name is reserved by the Registrar, log on to the portal and fill up Form 1 and Form-2 "Incorporation Document and Statement".	4 Working days
16	Form 3 (Information with regard to LLP agreement and changes, if any made therein) and Form-4 (Notice of Appointment of Partner/Designate Partner, his consent etc.) may be filed with the prescribed fee simultaneously at the time of filing Form 2 or within 30 days of the date of incorporation or within 30 days of such subsequent changes	30 Working days
17	Conversion of firm and company to LLP	5 Days
18	Application for confirmation by Regional Director for change of registered office of the company within the state from the jurisdiction of one Registrar to jurisdiction of another Registrar	30 Days
19	Form for filing application to Regional Director - Various matters Section 297/25/224	45 Days
20	Form for filing application for opening branch(s) by a nidhi company	20 Days
21	Application for compounding application. (ROC forward to RD or CLB within 15 days)	60 Days
22	Application for grant of license under section 25 of the Companies Act.	60 Days
23	Removal of Auditor under section 224/225 of the Companies Act.	90 Days
24	Issue of Directions under section 22 of the Companies Act.	45 Days
25	Disposal of the matters relating to modification to be stated in the company's balance sheet or profit and loss account (Section 211(4))	90 Days
26	Disposal of the matters relating to the exemption from attaching the annual accounts of the subsidiary companies , Balance Sheet with the holding company (Section 212)	90 Days
27	Processing of the applications filed for not providing depreciation (Section 205(2C)) of the Act	90 Days
28	Processing of the applications filed for appointment of cost auditor (IGC)	30 Days
29	Disposal of the application for giving loans to the directors or the companies/firms in which directors are interested and , providing security or guarantee in connection with a loan etc (Section 295)	90 Days
30	Disposal of an application , where in the relative of the director is appointed in the place of profit and for obtaining prior consent for holding of any office or place of profit in the	120 Days

	company by certain persons (Section 314)	
31	Disposal after processing an application for declaration as Nidhi Company (Section 620)	120 Days
32	The disposal of various matters relating to the further information called for in the matter relating to form 25A,24B etc. - CL VII	60 Days
33	The processing for an approval for declaration of dividend out of reserves (Section 205A(3))	90 Days
34	The disposal of an application for removal of disqualification of directors	120 Days
35	Disposal of an application for approval of the appointment of sole selling agents by the company (Section 294AA)	90 Days
36	Disposal of an application for approval of the appointment of sole buying agent by a company (Section 294AA)	90 Days
37	The grant of permission for increase in the number of directors of the company beyond 12 directors - (CL VII / Section 259)	30 Days
38	The disposal of an application for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing or whole-time director(s) or manager and commission or remuneration or expression of opinion to directors (Section 198/309)	90 Days
39	The disposal of an application for approval to amendment of provisions relating to managing, whole time or non rotational director (Section 309)	60 Days
40	Investor Grievance Redressal *	30 Days
41	Other Grievances / Complaints (Related to MCA 21) *	5 Working days

MANUAL 5

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS
FOR DISCHARGING FUNCTIONS**

[Section 4(l)(b)(v)]

Rules and Regulations framed under the Companies Act, 1956

1. Companies (Central Government's) General Rules and Forms, 1956
2. Companies Regulations, 1956
3. Companies (Court) Rules, 1959
4. Companies (Fees on Applications) Rules, 1999
5. Companies (Appointment and Qualifications of Secretary) Rules, 1988
6. Department's instructions as regards procedure for grant of licence under section 25 of the Companies Act
7. Companies (Acceptance of Deposits) Rules, 1975
8. Companies (Application for Extension of Time or Exemption under sub-section (8) of section 58A) Rules, 1979
9. Private Limited Corporate and Unlisted Public Limited Corporate (Buy-back of securities) Rules, 1999
10. Public Companies (Terms of Issue of Debentures and Raising of Loans with Option to Convert such Debentures or Loans into Shares) Rules, 1977
11. Companies (Issue of Share Certificates) Rules, 1960
12. Companies (Transfer of Profits to Reserves) Rules, 1975
13. Companies (Declaration of Dividend out of Reserves) Rules, 1975
14. Companies Unpaid Dividend (Transfer to General Revenue Account of the Central Government) Rules, 1978
15. Companies (Disclosure of Particulars in the Report of Board of Directors) Rules, 1988

16. Companies (Particulars of Employees) Rules, 1975
17. Companies (Auditor's Report) Order, 2003
18. Companies (Branch Audit Exemption) Rules, 1961
19. Cost Audit (Report) Rules, 2001
20. Companies (Appointment of Sole Agents) Rules, 1975
21. Companies (Official Liquidator's Accounts) Rules, 1965
22. Companies Liquidation Accounts Rules, 1965
23. Application of Sec. 159 to Foreign Companies Rules, 1975
24. Guidelines on Corporate Identity Number
25. Companies (Compliance Certificates) Rules, 2001
26. Companies (Issue of Share Capital with Differential Voting Rights) Rules, 2001
27. Companies (Appointment of Small Shareholders' Directors) Rules, 2001
28. Companies (Passing of the Resolutions by Postal Ballot) Rules, 2001
29. Investor Education and Protection Fund (Awareness and Protection of Investors) Rules, 2001
30. Director's Relatives (Office or Place of Profit) Rules, 2003
31. Companies (Disqualification of Directors under section 274(1)(g) of the Companies Act, 1956) Rules, 2003
32. Unlisted Companies (Issue of Sweat Equity Shares) Rules, 2003
33. Unlisted Public Companies (Preferential Allotment) Rules, 2003
34. Producer Companies (General Reserves) Rules, 2003
35. Companies (Issue of Indian Depository Receipts) Rules, 2004

Service Rules

1. All India Services (AIS) Rules.
2. Indian Corporate Law Service Rules.
3. Central Secretariat Service Rules, 1962
4. Central Secretariat Clerical Service Rules, 1962
5. Central Secretariat Stenographers Service Rules.
6. CCS (Temporary Service) Rules, 1965
7. Central Civil Services (Leave Travel Concession) Rules, 1988
8. Central Civil Services (Leave) Rules
9. CCS (Conduct) Rules, 1964.
10. Central Civil Services (Classification, Control and Appeal) Rules.
11. FR & SR (Part I to V)
12. CCS (Pension) Rules, 1972.
13. CCS (Commutation of Pension) Rules.
14. Leave Travel Concession Rules.
15. General Financial Rules.
16. Delegation of Financial Power Rules.
17. CCS (Revised Pay) Rules, 2008.

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE
HELD BY IT OR UNDER ITS CONTROL**

[Section 4(l)(b)(vi)]

Ministry of Corporate Affairs is mainly concerned with the Administration of the Companies Act, 1956. The Ministry is required to keep the records as per the Companies Act and the Rules framed there under. In addition to this, routine official records as required under the Manual of Office Procedure are also maintained in this Ministry.

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION

[Section 4(1)(b)(vii)]

Formal mechanisms are available in the Ministry of Corporate Affairs for consultations in the form of Statutory Committees such as the Corporate Law Advisory Committee and the National Advisory Committee on Accounting Standards. Besides, the Ministry takes up in need-based manner consultations with stakeholders through Workshops, Seminars etc. on selected issues and through publication on Ministry's website. As regards legislative changes, these are subject to formal legislative procedures for approval of the Parliament.

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED

[Section 4(1)(b)(viii)]

The Ministry of Corporate Affairs constitutes Committees and sub-Committees consisting of required persons for a limited period for the purpose of advice, as and when necessary. These are as under:

- 1 National Advisory Committee on Accounting Standards (NACAS).
- 2 IEPF (Investor Education & Protection Fund) Committee.
- 3 Sub-Committee on IEPF (Investor Education & Protection Fund).
- 4 Coordination and Monitoring Committee on Vanishing Companies.
- 5 Monitoring Committee on Vanishing Companies.
- 6 Official Language Implementation Committee.
- 7 Board of Trustees of National Foundation for Corporate Governance (NFCG). (Board of Trustees)
- 8.

Meetings of these Committees and Board are not open to the public. However, requests for information under the Right to Information Act, 2005 relating to the minutes of these Committees /Board will be considered as per law.

**DIRECTORY OF OFFICERS AND EMPLOYEES AT HEAD QUARTERS
MINISTRY OF CORPORATE AFFAIRS**

[Section 4(1)(b)(ix)]

Name	Designation	Office	Residence
Sh. D.K. Mittal	Secretary	23382324/23384017 23384257(Fax)	23382644
Sh. G.C. Pandey	Sr. PPS	- do-	
Sh. S.P.S. Rawat	P.A.	-do-	24621782
Sh. Sudhir Mital	Additional Secretary	23381226/ 23389088(Fax)	
Sh. Jagjit Singh	PS to AS	23381226	
Sh. Saurabh Chandra	AS & FA	23062756	24640919
Sh. L.D. Sharma	PS to AS & FA	-do-	
Sh. A. K. Srivastava	Joint Secretary	23383180	2410544
Sh. V. K. Soota	PS to JS(A)	-do-	
Smt. Renuka Kumar	Joint Secretary	23074056/23384380	24644256
Sh. B.B. Tuli	PS to JS (R)	-do-	
Dr. T. V. Somnathan	Joint Secretary	23383345	
Sh. S. C. Puri	PA to JS(S)	-do-	
Sh. Dhan Raj(DII)	Director of Inspection &	23389602	22183294
Sh. H. Srivastava	PS to DII(DR)	-do-	
Sh. E. Selvraj	DII	23384502	
Smt. Devender	PA to DII	-do-	
Dr. Joseph Abraham	Economic Advisor	23385010	26115803
Sh. Sandeep Kr. Ambastha	PS to EA	-do-	
Sh. B.B. Goyal	Advisor(Cost)		
Smt. Pushpa Saini	PS to Advisor(Cost)		
Sh. Jaikant Singh	Director	23389227	26890808
Sh. Deepak Kumar	PA to Director(JKS)	-do-	
Smt. Nirupama Kotru	Director	23384470	
Smt. Santosh S. Singh	PA to Director(NK)	-do-	
Shri K. Gurumurthy	Deputy Secretary	23389204	
Smt. Shailaja Pillai	PPS to DS(KG)	-do-	
Shri Anil Bhardwaj	Director		
Sh. Namita Bakshi	PA to Dir(AB)	-do-	
Shri Alok Kumar	Director		
Smt. Urvashi Kumar	PA to Dir(AK)		
Sh. V. K. Kapoor	Deputy Secretary	23389263	
Smt. Durgesh Nandini	PA to DS(VKK)	-do-	
Sh. B. K. Malhotra	Deputy Secretary	23389403	
Sh. Om Prakash	PA to DS(BKM)	-do-	

Name	Designation	Office	Residence
Sh. K. K. Nath	Deputy Secretary		
Sh. Nand Kishore	PPS		
Sh. Pankaj Srivastava	Joint Director		
Shri A. Samantarai	Joint Director	23387263	24363526
Sh. Naubat Singh	Joint Director	23385285	
Sh. R. K. Meena	Joint Director	23073230	
Sh. J. N. Tikku	Joint Director	23384657	
Shri S.N. Tobria	Director(R&A)	23318973	23233052
Sh. Radhey Shyam	Director(R & A)		
Sh. V.K. Aggarwal	Director (Cost Audit)		
Sh. Rajender Singh	Under	23389298	
Sh. R. C. Tully	Under Secretary	23073734	
Sh. J. S. Gupta	Under Secretary	23389782	
Smt. Rita Dogra	Under Secretary	23386065	
Sh. B. P. Bimal	Under Secretary	23073017	
Sh. L. K. Trivedi	Under Secretary	23389782	
Sh. J. B. Kaushish	Under Secretary	23387939	
Sh. R. K. Pandey	Under Secretary	23383507	
Sh. G. V. Subbaiah	Under Secretary	23383507	
Sh. G. P. Sarkar	Under Secretary	23385382	
Sh. Anil Kumar	Under Secretary	23385382	
Sh. Anil Prashar	Under Secretary	23381243	

Shri Sanjay Shorey	Deputy Director	23389622	
Smt. P. Sheela	Deputy Director	23386065	
Shri B.K. L. Srivastava	Deputy Director	23070728	
Shri Vinod Sharma	Deputy Director	23385382	
Shri Shyam Sunder	Deputy Director	23384158	
Sh. E.Nagachandran	Deputy Director		
Shri N. K. Dua	Deputy Director	23071190	
Sh. Rajiv Wadhawan	Deputy Director		
Sh. Raj Kumar Sah	Deputy Director		
Sh. Sanjay Yadav	Deputy Director		
Sh. R.K. Bakshi	Asstt. Director		
Shri M.S. Pachouri	Deputy Director	23385285	
Shri Puneet Kr. Duggal	Asstt. Director	23389745	
Shri Parvinder Singh	Asst. Director	23385382	
Shri Alok Tandon	Asstt. Director	23385382	
Shri Iqbal Husain Ansari	Asstt. Director	23385382	

Ms. Monika Gupta	Asstt. Director	23387263	
Ms. Reeta Sood	Asstt. Director	23388512	
Sh. Arvind Kr. Bunker	Asstt. Director		
Sh. Manjit Singh	Asstt. Director	23384479	
Sh. B. Srikumar	Asstt. Director		
Smt. Bharti Sahai	Asstt. Director		
Sh. V.M. Prasanth	Asstt. Director		
Smt. Seema Rath	Asstt. Director		
Sh. Giri Kethraj	Addl. Pvt. Secy.		
Sh. K.S. Sitaraman	Addl. Pvt. Secy.		
Sh. D.K. Rana	Addl. Pvt. Secy.		
Sh. Murari Lal	Addl. Pvt. Secy.		
Sh. Ashutosh Anand(Admn.-I)	Section Officer	23389889	
Sh. Sandeep Jain(Admn.-II)	Section Officer	23389889	
Sh. Ram Bachan(Admn.-III)	Section Officer	23386896	
Sh. Surendra Kumar(Admn.-IV)	Section Officer	23386896	
Smt. Kamesh Makkar(General	Section Officer	23389391	
Sh. S. L. Megwal(Budget)	Section Officer	23388512	
Sh. R. K. Dhar(International	Section Officer	23386896	
Sh. Maha Singh(CL - III)	Section Officer	23384479	
Sh. Manabar Singh(Cash)	Section Officer	23385383	
Sh. R. L. Arora(CL-VI)	Section Officer	23389298	
Sh. Kailash Chander(CL-VII)	Section Officer	23385381	
Sh. P. K. Prabhat(Vigilance	Section Officer	23387415	
Sh. Vinod Kumar(Competition	Section Officer	23389796	
Sh. K. Satish(IICA/Infrastructure)	Section Officer	23389889	
Sh. R. S. Kaushik(CL-II)	Section Officer	23383594	
Smt. Veena Batra(Coord. Sec.)	Section Officer	23389796	
Sh. Kanti Prasad(IFD)	Section Officer	23385381	
Sh. Lalit Grover(Professional	Section Officer	23387631	
Smt. Shalini Juneja(IGM)	Section Officer	23384479	
Ms. Anjana Jhangiani	Investigation		
Shri Shrikrishan	Investigation	23387415	
Shri Naresh Kumar	Assistant	23383204	
Shri Jage Ram	Assistant	23385382	
Shri Shambhu Sharan Pandey	Assistant	23386110	
Shri Zile Singh	Assistant	23073218	
Ms. Bimla Sidhu	Assistant	23389745	
Ms. Rashmi Malik	Assistant	23386110	
Shri Subhas Chandra Chakraborty	Assistant	23389745	
Ms. Surinder Kaur	Assistant		
Shri Vijay Kumar Jha	Assistant		
Shri Pranab Kumar Hota	Assistant		
Shri Jai Parkash	Assistant		
Ms. Mohini Bala	Assistant		
Ms. A S Ratnam	Assistant		
Ms. Meenakshi Bhattacharya	Assistant		
Shri Rishi Raj	Assistant		
Shri Rajinder Kumar Bagri	Assistant		
Shri Kishan Lal	Assistant		

Ms. Sulochana Raju	Assistant		
Shri Dinesious Savul NX	Assistant		
Ms. R Chandra Kumar	Assistant		
Shri S Pradhasaradhi	Assistant		
Ms. Neelam Suneja	Assistant		
Shri Kailash Chander Joshi	Assistant		
Shri S Ragothaman	Assistant		
Shri Amitesh Roy	Assistant		
Shri Laxman Kumar	Assistant		
Shri V Raghavan	Assistant		
Shri John Sebastian	Assistant		
Ms. Usha Rani	Assistant		
Ms. Kimjalam Karthak	Assistant		
Shri A Ravindran	Assistant		
Shri Harsha Natthuji Hedao	Assistant		
Shri Som Dutt	Assistant		
Shri Chander Bhan Viveki	Assistant		
Shri Manish Kumar	Assistant		
Shri Brijesh Singh	Assistant		
Shri Subhash Chander Gupta	Senior Technical		
Shri Anand Mani Sharma	Senior Technical		
Shri Devendra Kumar Sharma	Senior Technical		
Shri Pitambar Datt Tewari	Senior Technical		
Shri Surinder Wadhwa	Senior Technical		
Ms. Sunita Dhir	Senior Technical		
Shri Animesh Bose	Senior Technical		
Shri Chandray Soren	Assistant		
Shri Gopal Singh	Senior Technical		
Shri Nipane Vilas Gajanan	Senior Technical		
Shri Anshu Tandon	Senior Technical		
Shri Vikram Singh	Senior Technical		
Ms. Kamna Sharma	Senior Technical		
Shri Davinder Barara	Steno-Gr-I (GCS)		
Shri Satinder Malhotra	Senior Hindi		
Shri Vinod Kumar Sharma	Statistical		
Shri Chander Prakash Gupta	Statistical		
Shri Satyendra Kumar Jain	Statistical		
Shri Ten Singh	Junior Artist		
Shri Naresh Chand Jain	Computer		
Shri Udai Ram	Computer		
Shri Naresh Kumar	Computer		
Shri Sharwan Kumar	Dispatch Rider		
Shri Jai Prakash Bari	Personal Assistant		
Shri Om Prakash	Personal Assistant		
Shri Rajbir Singh Dhैया	Personal Assistant		
Shri Amod Kumar Pranav	Private Assistant		
Shri Sanjeev Kumar Anand	Private Assistant		
Shri Govind Kant Upadhaya	Junior Tech.		
Shri Chandra Mohan Mishra	Junior Tech.		
Shri Virendra Singh Panwar	Junior Tech.		

Ms. Yashoda Mendiratta	Junior Tech.		
Shri Dwarkesh Kumar Arora	Junior Tech.		
Shri Suresh Chandra Tiwari	Junior Tech.		
Shri Karapattu Jagadeesan	Junior Tech.		
Shri Suraj Bhan	Stenographer		
Ms. Savita Sharma	Junior Tech.		
Shri Jhabboo Ram Meena	Junior Tech.		
Shri Sandeep Kumar Ambastha	Stenographer		
Madduri Venkata Krishna Reddy	Stenographer		
Ms. Namita Bakshi	Stenographer		
Shri Pradeep Solanki	Stenographer		
Shri Rajendra Kumar	Stenographer Gr.IV		
Shri Deepak Kumar	Stenographer Gr.IV		
Mohd. Jamil Khan	Language P.A.		
Shri Rana Pratap Narad	Assistant		
Shri Durgesh Nandni	Stenographer Gr-C		
Shri K M Baby	Stenographer Gr-C		
Shri Suresh Chander Puri	Stenographer		
Shri Mohan Singh Bisht	Personal Assistant-		
Shri Udai Singh	UDC (CSCS)		
Shri Bal Kishan Sharma	Coupon clerk		
Shri Arun Raizada	Upper Division		
Shri Charanjeet Singh Bindra	Upper Division		
Ms. Kiran Narula	Upper Division		
Shri Anuj Sharma	Upper Division		
Shri Vishal Mani	Upper Division		
Shri Rabinder Nath Pani	UDC (CSCS)		
Shri Arun Kumar	Upper Division		
Shri Dinesh Kumar	UDC (CSCS)		
Shri Niraj Kumar	Upper Division		
Shri Ravindra Singh Bisht	Upper Division		
Shri Sunil Kumar Sharma	UDC (CSCS)		
Shri Niraj Kumar Suman	Upper Division		
Shri Subhash Chand Meena	Upper Division		
Shri Santosh S. Singh	Stenographer		
Shiv Singh Bisht	Lower Division		
Shri Bed Ram	LDC (CSCS)		
Shri Raj Kumar	Lower Division		
Shri Mahavir Singh Gusain	Lower Division		
Shri Roop Chand	Lower Division		
Shri Pritam Chand	Lower Division		
Ms. Sunita	Lower Division		
Shri Murlu Manohar Dhyani	Lower Division		
Shri Lalita Sharma	Lower Division		
Shri Bhagat Singh	Lower Division		
Shri Khushi Ram	Staff Car Driver		
Shri Mahabir	Staff Car Driver		
Shri Suresh Kumar	Staff Car Driver		
Shri Shish Pal Singh II	Staff Car Driver		
Shri Raj Kumar II	Staff Car Driver		

Shri Jeevan Nath Gaire	Staff Car Driver		
Sh. Parvinder Singh	Assistant Director		
Shri Rajiv Kumar Singh	Assistant		
Shri Kalloo Ram	Assistant		
Shri Awani Kr. Karna	Jr. Hindi		
Smt. Reeta Banerjee	Jr. Hindi		
Shri Prem Lal	Duftry		
Shri Yad Ram Sharma	Duftry		
Shri Ram Babu	Duftry		
Shri Moti Lal	Duftry		
Shri Raj Pal Singh	Duftry		
Shri Dev Saran Singh	Duftry		
Shri Amar Singh	Duftry		
Shri Mahipal Singh	Duftry		
Shri Kuldeep Singh	Frash		
Shri Vijay	Frash		
Shri Ranvijay Singh	Senior Peon		
Shri Ashok Kumar I	Senior peon		
Shri Suresh chander	Daftry		
Shri Ramesh Chand	Daftry		
Shri Karam Singh	Daftry		
Shri Vinod Kumar	Peon		
Shri Govinda Gupta	Peon		
Shri Vijay Jadav	Peon		
Shri Basant Shah	Peon		
Shri Chander Mohan	Peon		
Shri Om Prakash	Peon		
Shri Raj Kumar	Peon		
Shri Shish Pal Singh	Peon		
Shri Kartar Singh	Peon		
Shri Satish Kumar	Peon		
Shri Ravinder Kumar	Peon		
Shri Mahesh Chandra	Peon		
Ms. Asha Ram	Peon		
Shri Ashok Kumar	Peon		
Shri Yogesh Kumar	Peon		
Shri Baij Nath	Peon		
Shri Jagdish Prasad	Peon		
Shri Sewa Singh	Peon		
Shri Leelu Singh	Peon		
Shri P Venkatesan	Peon		
Shri Sandeep Kumar	Peon		
Shri Chet Narayan	Peon		
Shri Vijay Pal Singh	Peon		
Shri M. C. Madappan	Peon		
Shri Dharamveer	Peon		
Shri. Jai Chand	Peon		
Shri Raj Bahadur Sah	Peon		
Shri Hans Raj	Peon		
Shri Roshan Lal	Junior Gestetnor		

Shri Raju Ram	Safaiwala		
Shri Ghanshyam	Safaiwala		
Smt. Leela	Safaiwala		
Shri Rambir	Safaiwala		
Harsh Singh	Canteen Bearer		
Shri Mangal Singh	Canteen Bearer		
Shri Amar Dass	Canteen Bearer		
Shri Gabbar Singh	Canteen Bearer		
Shri Ravinder Kr. Puri	Canteen Bearer		
Shri Attar Singh	Canteen Bearer		
Raju II	Peon		

Research and Analysis Division			
Name	Designation	Office	Residence
Shri S.N. Tobria	Director(R&S)	23318973	23233052
Shri Radhey Shayam	Director	23318972	
Shri E. Nagachandran	Deputy Director	23318970	
COST AUDIT BRANCH			
Shri B. B. Goyal	Advisor(Cost)	23386003	25125790
Smt. Pushpa Saini	PS to Adviser(Cost)	-do-	
Shri Tarun Das	Deputy	23386685	27351205
Ms. Bharti Sahai	Asstt. Director(cost)	23386349	

LIMITED LIABILITY PARTNERSHIP(LLP) Paryavaran Bhavan, CGO Complex, New Delhi			
Sh. Santosh Kumar LLP	Registrar	24362189	
Sh. B. Srikumar	Asstt. Registrar	24362189	

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE
OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN THE REGULATIONS**

[4(1)(b)(x)]

The Monthly emoluments received by the officers and employees of Ministry of Corporate Affairs are given as under:

S.No.	Name	Designation	Basic Pay	Total Emoluments
1.	Shri D.K.Mittal	Secretary	80000	116000
2.	Shri Sudhir Mital	Addl. Secretary	79000	114550
3.	Shri Avinash Kumar Srivastava	Joint Secretary	73940	107213
4.	Ms. Renuka Kumar	Joint Secretary	65010	94265
5.	Shri T. V. Somanathan	Joint Secretary	61600	89320
6.	Shri Joseph Abraham	Economic Advisor	63450	92003
7.	Shri Bharat Bhushan Goyal	Advisor	63450	92003
8.	Shri E Selvaraj	Director of Invest. and Inspection	59150	114313
9.	Shri Rakesh Chandra	Director of Invest. and Inspection	62160	108780
11	Shri Radhey Shyam	Director	50390	93223
12	Shri S N Tobria	Director	56130	102868
13	Shri Jaikant Singh	Director	59550	113603
14	Shri Vijay Kumar Aggarwal	Director	51910	96133
15	Shri Alok Kumar	Director	53470	86172
16	Ms. Nirupama Kotru	Director	53470	86172
17	Shri Anil Kumar	Director	51910	99483
18	Shri B.K. Malhotra	Deputy Secretary	37950	71053
19	Shri Vijay Kumar Kapoor	Deputy Secretary	39510	61930
20	Shri K. Gurumurthy	Deputy Secretary	33590	63423

21	Shri N. Raja	Deputy Secretary	37950	59668
22	Shri K.K. Nath	Deputy Secretary	30510	51931
21	Shri Dhan Raj	Regional Director	60660	106155
22	Shri Alok Singh	PS to MCA	48920	76134
23	Shri Naubat Singh	Joint Director (S24)	38370	60277
24	Shri Ramesh Kumar Meena	Joint Director (Tech.)	47490	87748
26	Shri Jyotinder Nath Tikku	Joint Director	47490	87748
27	Alok Samantarai	Joint Director	53470	82172
28	Pankaj Srivastava	Joint Director	31120	49764
27	Shri Girish Chandra Pandey	SR Principal Personal Secy	.38040	55158
28	Shri Nand Kishore	Principal Private Secretary	30940	58785
29	Ms. Santosh Kumar	Registrar of Companies	27710	53133
30	Shri Bal Krishna Lal Srivastava	Deputy Director	33450	63178
31	Shri Sanjay Shorey	Deputy Director	30640	58260
32	Shri Saud Ahmad	Deputy Director (Insp.)	29150	55653
33	Shri Vinod Sharma	Deputy Director (Insp.)	26710	51383
34	Ms. P. Sheela	Deputy Director (Insp.)	29830	56843
35	Shri Narendra Kumar Dua	Deputy Director (Insp.)	27320	52450
36	Shri Tarun Das	Deputy Director (Cost)	33350	52998
37	Shri Rajiv Wadhawan	Deputy Director (Cost)	27470	52713
38	Shri Raj Kumar Sah	Deputy Director	27280	52380
39	Shri Sanjay Yadav	Deputy Director (Tech.)	29110	56133
40	Shri Shayam Sunder	Deputy Director (Tech.)	27320	52450
41	Ms. Nimmi Dhar	Under Secretary	34150	64403
42	Shri J B Kaushish	Under Secretary	31060	58995
43	Shri Robert Charles Tully	Under Secretary	33450	53143

44	Shri Rajinder Singh	Under Secretary	34150	64403
45	Shri Jitender Singh Gupta	Under Secretary	34150	64403
46	Ms. Rita Dogra	Under Secretary	34150	64403
47	Shri Anil Prashar	Under Secretary	25550	49903
48	Shri R K Pandey	Under Secretary	27700	53115
49	Shri B P Bimal	Under Secretary	29800	56790
50	Shri G Venkata Subbaiah	Under Secretary	27700	53665
51	Shri Gour Pada Sarkar	Under Secretary	28650	46183
52	Shri Anil Kumar	Under Secretary	25900	49965
53	Ms. Lakshmi Kant Trivedi	Under Secretary	29180	46951
54	Shri Ravinder Kumar Bakshi	Assistant Director	26190	50473
55	Shri Mahindeer Singh Pachouri	Assistant Director (Insp.)	23990	39426
56	Ms. Reeta Sood	Assistant Director	24780	48005
57	Shri B Srikumar	Assistant Director	22560	44320
58	Ms. Bharti Sahai	Assistant Director	21000	41390
59	Shri Iqbal Hussain Ansari	Assistant Director (Insp.)	24600	47690
60	Shri Arvind Kumar Bunkar	Assistant Director	22560	37352
61	Shri Puneet Kumar Duggal	Assistant Director	22280	43630
62	Ms. Monika Gupta	Assistant Director (Insp.)	21920	43000
63	Shri V M Prasanth	Assistant Director (Insp.)	21920	43000
64	Shri Alok Tandon	Assistant Director (Insp.)	21630	42943
65	Shri Manjit Singh	Assistant Director (Insp.)	21470	42213
66	Ms. Seema Rath	Assistant Director	21630	42173
67	Shri Giri Kethraj	Additional Private Secretary	32520	61550
68.	Shri Sumit Wadhwa	Assistant Private Secretary	18700	35045
69.	Shri Suresh Kumar Kaushik	Personal Assistant	25270	48863
70.	Shri Satyapal Singh Rawat	Personal Assistant	23950	39368
71.	Shri Nutan Kumari	Asst. Librarian Info	19640	36690

		Officer		
72.	Shri Anand Singh	Assistant Private Secretary	17520	30276
73.	Ms. Urvashi Kumar	Personal Assistant	14320	23084
74.	Ms. Veena Batra	Section Officer	22390	41503
75.	Shri Kanti Prashad	Section Officer	21640	40190
76.	Shri Rattan Kumar Dhar	Section Officer	21950	40733
77.	Shri Rajender Singh Kaushik	Section Officer	24400	47340
78.	Shri Manbar Singh	Section Officer	25290	41311
79.	Ms. Kamlesh Makkar	Section Officer	22610	41888
80.	Shri Ram Lal Arora	Section Officer	25710	49633
81.	Shri Vinod Kumar	Section Officer	23070	42693
82.	Shri Sua Lal Meghwal	Section Officer	21640	40190
83.	Ms. Shalini Juneja	Section Officer	22600	44190
84.	Shri Maha Singh	Section Officer	27080	52430
85.	Shri Kshitish Kumar	Section Officer	26650	51278
86.	Shri Lalit Grover	Section Officer	23600	45940
87.	Shri Surendra Kumar	Section Officer	25730	49668
88.	Shri Pankaj Kumar Prabhat	Section Officer	23060	44995
89.	Shri Ram Bachan	Section Officer	21640	40190
90.	Shri Sandeep Jain	Section Officer	23620	45975
91.	Shri Ashutosh Anand	Section Officer	23560	45870
92.	Shri S Sridharan	Junior Analyst	20670	33326
93.	Shri Pratyush Shukla	Private Secretary	18150	50333
94.	Shri K.C.Chanddna	Private Secretary	27040	51960
95.	Shri Harbhajan Kaur	Private Secretary	24770	45668
96.	Ms. Pushpa Saini	Private Secretary	25910	49983
97.	Ms. Sushma Sikri	Private Secretary	24530	47568
99.	Shri Jagjit Singh	Private Secretary	30870	55163
100.	Shri Manjeet Gupta	Private Secretary	23120	38164
101.	Shri Saibal Bhattacharjee	Private Secretary	22200	34510
102.	Shri S M Das	Private Secretary	21160	33002
103.	Shri Thakur S Negi	Private Secretary	25320	48950
104.	Shri Brij Bhushan Tuli	Private Secretary	26110	34083
105.	Shri Harishikesk Srivastava	Private Secretary	21840	42860
106.	Shri V.K Soota	Private Secretary	24770	45668
108	Ms. Anjana Jhangiani	Investigation Officer	24980	38541
109.	Shri Shrikrishan	Investigation Officer	22820	42255
110.	Shri Naresh Kumar	Assistant	20180	37635
111	Shri Jage Ram	Assistant	21420	39805
112.	Shri Shambhu Sharan Pandey	Assistant	21420	33589
113.	Shri Zile Singh	Assistant	21420	40405
114.	Ms. Bimla Sidhu	Assistant	20790	32466
115.	Ms. Rashmi Malik	Assistant	21420	39805
116.	Shri Subhas Chandra Chakraborty	Assistant	21420	33379
117.	Ms. Surinder Kaur	Assistant	21420	39805

118.	Shri Vijay Kumar Jha	Assistant	21420	33379
119.	Shri Pranab Kumar Hota	Assistant	21420	39805
120.	Shri Jai Parkash	Assistant	18350	29138
121.	Ms. Mohini Bala	Assistant	21420	39805
122.	Ms. A S Ratnam	Assistant	20790	38703
123.	Ms. Meenakshi Bhattacharya	Assistant	21420	33379
124.	Shri Rishi Raj	Assistant	21420	33379
125.	Shri Rajinder Kumar Bagri	Assistant	20180	31581
126.	Shri Kishan Lal	Assistant	20790	32466
127.	Ms. Sulochana Raju	Assistant	20180	31581
128.	Shri Dinesious Savul NX	Assistant	20180	31581
129.	Ms. R Chandra Kumar	Assistant	21420	33379
130.	Shri S Pradhasaradhi	Assistant	20180	31581
131.	Ms. Neelam Suneja	Assistant	20180	37635
132.	Shri Kailash Chander Joshi	Assistant	20180	31581
133.	Shri S Ragothaman	Assistant	20790	32466
134.	Shri Amitesh Roy	Assistant	20180	31581
135.	Shri Laxman Kumar	Assistant	19590	30726
136.	Shri V Raghavan	Assistant	20180	37635
137.	Shri John Sebastian	Assistant	20180	31581
138.	Ms. Usha Rani	Assistant	16010	25535
139.	Ms. Kimjalam Karthak	Assistant	18350	28928
140.	Shri A Ravindran	Assistant	15560	25092
141.	Shri Harsha Natthuji Hedao	Assistant	20180	37635
142.	Shri Som Dutt	Assistant	21420	33379
143.	Shri Chander Bhan Viveki	Assistant	21420	40015
144.	Shri Manish Kumar	Assistant	18190	28696
145.	Shri Brijesh Singh	Assistant	20790	38913
146.	Shri Subhash Chander Gupta	Senior Technical Assistant	21920	40680
147.	Shri Anand Mani Sharma	Senior Technical Assistant	23690	36881
148.	Shri Devendra Kumar Sharma	Senior Technical Assistant	22610	44208
149.	Shri Pitambar Datt Tewari	Senior Technical Assistant	25320	41354
150.	Shri Surinder Wadhwa	Senior Technical Assistant	26500	51015
151.	Ms. Sunita Dhir	Senior Technical Assistant	20240	37740
152.	Shri Animesh Bose	Senior Technical Assistant	24970	48338
153.	Shri Chandray Soren	Assistant	13900	22475
154.	Shri Gopal Singh	Senior Technical Assistant	21970	34177
155.	Shri Nipane Vilas Gajanan	Senior Technical Assistant	19810	31045
156.	Shri Anshu Tandon	Senior Technical	21100	39245

		Assistant		
157.	Shri Vikram Singh	Senior Technical Assistant	20670	38493
158.	Ms. Kamna Sharma	Senior Technical Assistant	20670	38493
159.	Shri Davinder Barara	Steno-Gr-I (GCS)	23170	42868
160.	Shri Satinder Malhotra	Senior Hindi Translator	21360	39700
161.	Shri Vinod Kumar Sharma	Statistical Assistant (ACP)	24120	44530
162.	Shri Chander Prakash Gupta	Statistical Assistant	30970	58838
163.	Shri Satyendra Kumar Jain	Statistical Assistant (ACP)	30970	58838
164.	Shri Ten Singh	Junior Artist	19400	36270
165.	Shri Naresh Chand Jain	Computer	19600	30740
166.	Shri Udai Ram	Computer	19270	36043
167.	Shri Naresh Kumar	Computer	18930	29769
168.	Shri Sharwan Kumar	Dispatch Rider	11040	21700
169.	Shri Jai Prakash Bari	Personal Assistant	13500	25945
170.	Shri Om Prakash	Personal Assistant	21840	34198
171.	Shri Rajbir Singh Dhaiya	Personal Assistant	19200	36130
172.	Shri Amod Kumar Pranav	Private Assistant	20180	37635
173.	Shri Sanjeev Kumar Anand	Private Assistant	21420	39805
174.	Shri Govind Kant Upadhaya	Junior Tech. Assistant	18590	29276
175.	Shri Chandra Mohan Mishra	Junior Tech. Assistant	19570	30697
176.	Shri Virendra Singh Panwar	Junior Tech. Assistant	20570	32147
177.	Ms. Yashoda Mendiratta	Junior Tech. Assistant	19570	36568
178.	Shri Dwarkesh Kumar Arora	Junior Tech. Assistant	19900	37145
179.	Shri Suresh Chandra Tiwari	Junior Tech. Assistant	20670	32692
180.	Shri Karapattu Jagadeesan Jayalakshmi	Junior Tech. Assistant	19910	31190
181.	Shri Suraj Bhan	Stenographer	21070	39193
182.	Ms. Savita Sharma	Junior Tech. Assistant	19910	31190
183.	Shri Jhabboo Ram Meena	Junior Tech. Assistant	19910	31190
184.	Shri Sandeep Kumar Ambastha	Stenographer	12290	23828
185.	Madduri Venkata Krishna Reddy	Stenographer	19590	30726
186.	Ms. Namita Bakshi	Stenographer	21420	39805
187.	Shri Pradeep Solanki	Stenographer	12100	23495
188.	Shri Rajendra Kumar	Stenographer Gr.IV	20180	31581

189.	Shri Deepak Kumar	Stenographer Gr.IV	11170	21868
190.	Mohd. Jamil Khan	Language P.A.	13910	26663
191.	Shri Rana Pratap Narad	Assistant Mgr/Store Keeper	16920	32430
192.	Shri Durgesh Nandni	Stenographer Gr-C (CSSS)	22290	34641
193.	Shri K M Baby	Stenographer Gr-C (CSSS)	13900	22475
194.	Shri Suresh Chander Puri	Stenographer Grade-III (CSSS)	25570	41920
195.	Shri Mohan Singh Bisht	Personal Assistant-II	12100	21626
196.	Shri Udai Singh	UDC (CSCS)	12520	20474
197.	Shri Bal Kishan Sharma	Coupon clerk	13090	25228
198.	Shri Arun Raizada	Upper Division Clerk	12100	23495
199.	Shri Charanjeet Singh Bindra	Upper Division Clerk	11630	22673
200.	Ms. Kiran Narula	Upper Division Clerk	12290	23828
201.	Shri Anuj Sharma	Upper Division Clerk	11870	19532
202.	Shri Vishal Mani	Upper Division Clerk	11270	18662
203.	Shri Rabinder Nath Pani	UDC (CSCS)	11440	18908
204.	Shri Arun Kumar	Upper Division Clerk (CSCS)	10900	21395
205.	Shri Dinesh Kumar	UDC (CSCS)	11440	22340
206.	Shri Niraj Kumar	Upper Division Clerk	10790	21203
207.	Shri Ravindra Singh Bisht	Upper Division Clerk	11440	22340
208.	Shri Sunil Kumar Sharma	UDC (CSCS)	11440	22340
209.	Shri Niraj Kumar Suman	Upper Division Clerk	10790	21203
210.	Shri Subhash Chand Meena	Upper Division Clerk	10030	19873
211.	Shri Santosh S. Singh	Stenographer Grade-III (GCS)	19500	30595
212.	Shiv Singh Bisht	Lower Division Clerk	8510	15763
213.	Shri Bed Ram	LDC (CSCS)	10580	17661
214.	Shri Raj Kumar	Lower Division Clerk	10420	20555
215.	Shri Mahavir Singh Gusain	Lower Division Clerk	10230	17154
216.	Shri Roop Chand	Lower Division Clerk	10490	17531
217.	Shri Pritam Chand	Lower Division Clerk	9810	16545
218.	Ms. Sunita	Lower Division Clerk	9290	14341
219.	Shri Murli Manohar Dhyani	Lower Division Clerk	7100	11165
220.	Shri Lalita Sharma	Lower Division Clerk	9620	16269
221.	Shri Bhagat Singh	Lower Division Clerk	10420	21566
222.	Shri Khushi Ram	Staff Car Driver	7320	13680
223.	Shri Mahabir	Staff Car Driver (Grade-I)	12890	24938
224.	Shri Suresh Kumar	Staff Car Driver	10210	17395
225.	Shri Shish Pal Singh II	Staff Car Driver	9290	14611
226.	Shri Raj Kumar II	Staff Car Driver (Grade-II)	11120	18714
227.	Shri Jeevan Nath Gaire	Staff Car Driver	9380	16191
228.	Sh. Parvinder Singh	Assistant Director	21630	42493

229.	Shri Rajiv Kumar Singh	Assistant	21420	33379
230.	Shri Kalloo Ram	Assistant	18190	34153
231.	Shri Awani Kr. Karna	Jr. Hindi Translator	15670	29743
232.	Smt. Reeta Banerjee	Jr. Hindi Translator	17130	27159
233.	Shri Prem Lal	Duftry	11200	18722
234.	Shri Yad Ram Sharma	Duftry	11940	23275
235.	Shri Ram Babu	Duftry	11800	19490
236.	Shri Moti Lal	Duftry	10710	21123
237.	Shri Raj Pal Singh	Duftry	10690	21088
238.	Shri Dev Saran Singh	Duftry	10500	21280
239.	Shri Amar Singh	Duftry	10500	17815
240.	Shri Mahipal Singh	Duftry	10500	20755
241.	Shri Kuldeep Singh	Frash	9790	16576
242.	Shri Vijay	Frash	9490	16141
243.	Shri Ranvijay Singh	Senior Peon	10690	21088
244.	Shri Ashok Kumar I	Senior peon	10130	17069
245.	Shri Suresh chander	Daftry	10690	17881
246.	Shri Ramesh Chand	Daftry	10690	18091
247.	Shri Karam Singh	Daftry	10500	20755
248.	Shri Vinod Kumar	Peon	9520	19040
249.	Shri Govinda Gupta	Peon	6240	11850
250.	Shri Vijay Jadav	Peon	6240	11685
251.	Shri Basant Shah	Peon	6240	11685
252.	Shri Chander Mohan	Peon	10690	21088
253.	Shri Om Prakash	Peon	10690	17881
254.	Shri Raj Kumar	Peon	10510	17620
255.	Shri Shish Pal Singh	Peon	9790	16576
256.	Shri Kartar Singh	Peon	10050	20178
257.	Shri Satish Kumar	Peon	10050	19968
258.	Shri Ravinder Kumar	Peon	10050	16953
259.	Shri Mahesh Chandra	Peon	10040	16938
260.	Ms. Asha Ram	Peon	8830	13734
261.	Shri Ashok Kumar	Peon	9520	16184
262.	Shri Yogesh Kumar	Peon	9520	16184
263.	Shri Baij Nath	Peon	9520	19040
264.	Shri Jagdish Prasad	Peon	9520	19250
265.	Shri Sewa Singh	Peon	9520	16394
266.	Shri Leelu Singh	Peon	9520	19040
267.	Shri P Venkatesan	Peon	9520	16394
268.	Shri Sandeep Kumar	Peon	9520	19250
269.	Shri Chet Narayan	Peon	9520	19250
270.	Shri Vijay Pal Singh	Peon	9520	19040
271.	Shri M. C. Madappan	Peon	9520	16244
272.	Shri Dharamveer	Peon	9510	16170
273.	Shri. Jai Chand	Peon	9210	16170
274.	Shri Raj Bahadur Sah	Peon	9240	14328
275.	Shri Hans Raj	Peon	9510	16380
276.	Shri Roshan Lal	Junior Gestetnor	11810	23048

		Operator		
277.	Shri Raju Ram	Safaiwala	10500	20755
278.	Shri Ghanshyam	Safaiwala	9490	14169
279.	Smt. Leela	Safaiwala	9130	16141
280.	Shri Rambir	Safaiwala	9490	18988
281.	Harsh Singh	Canteen Bearer	11810	18591
282.	Shri Mangal Singh	Canteen Bearer	10700	17895
283.	Shri Amar Dass	Canteen Bearer	10500	17605
284.	Shri Gabbar Singh	Canteen Bearer	10500	17605
285.	Shri Ravinder Kr. Puri	Canteen Bearer	10500	17605
286.	Shri Attar Singh	Canteen Bearer	10540	17663
287.	Raju II	Peon	9130	16141

MANUAL-11**THE BUDGET ALLOCATED TO EACH AGENCY****[Section4 (1) (b) (xi)]**

Ministry of Corporate Affairs has the Budget Estimates of Rs. 238.94 crore for the year 2011-12. Out of this, Rs. 28.00 crore is under the Plan Scheme for establishment of Indian Institute of Corporate Affairs (IICA). Non-Plan Budget Estimates for the financial year 2011-12 is Rs. 210.94 crore, out of which Rs. 119.46 crore has been allocated to Ministry of Corporate Affairs (Headquarters including Pay & Accounts Offices at Delhi, Kolkata, Chennai and Mumbai). The balance amount of Rs. 91.48 crore has been allocated to the 49 field offices and other attached offices under the Ministry.

MANUAL 12
THE MANNER OF EXECUTION OF SUBSIDY PROGRAM

[Section 4(1)(b)(xii)]

Ministry of Corporate Affairs has no subsidy programmes and no amount is allocated and, therefore, there are no beneficiaries.

MANUAL 13
**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATIONS GRANTED**

[Section 4(1)(b)(xiii)]

The Ministry of Corporate Affairs does not grant any concessions, permits or authorizations.

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

[Section 4(1)(b)(xiv)]

The Ministry of Corporate Affairs has its own website <http://www.mca.gov.in>. All the important information pertaining to the various areas of its functioning such as Guidelines, Queries/case status, Acts/Bills, Reports, Notifications, Circulars, Press Release, Vanishing Companies, MCA21 Newsletter, What's New, Sr. level Posts, Right to Information Act, 2005, Citizens Charter, Corporate Governance, Parliament Questions, Site Map, MCA offices, Important Link, Concept paper, etc. is available on the website of the Ministry. The website also contains a system for online filing of complaints by the investors. It has a provision for issuing acknowledgement automatically to the complainants. The website also contains links to the details regarding the activities undertaken under Investor Education and Protection Fund (IEPF); Serious Fraud Investigation Office (SFIO); Competition Commission of India (CCI); Vanishing Companies, etc.

The information available on the website of the Ministry is periodically updated. The website also provides information on the implementation of MCA21 e-governance project undertaken by the Ministry with a view to make citizen interface more friendly and effective. The basic information regarding implementation of MCA 21 programme has been circulated by Secretary, Ministry of Corporate Affairs through a News Letter titled "Know Your MCA 21". The Ministry has also taken steps to create a new website under the domain name of mca21.gov.in and mca.gov.in which will be in operation by February 2006.

MANUAL 15

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

[Section 4(1)(b)(xv)]

The Citizens can obtain information either from the website <http://www.mca.gov.in> of the Ministry of Corporate Affairs or through the Facilitation Centre set up by the Ministry of Corporate Affairs at gate No. 3, Shastri Bhavan, New Delhi within working hours on any working day.

No Library/reading room is being maintained for public use.

NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

[Section 4(1)(b)(xvi)]

In terms of Sections 5(2) and 19(1) of the Right to Information Act, 2005 and in supersession of all earlier Office Orders issued on the subject, the following officers of the Ministry of Corporate Affairs (HQs) are hereby designated as Central Public Information Officers / Appellate Authorities in respect of the sections mentioned against their names.

S.No.	Name of the CPIO	Designation	Telephone Number	Subject	Name of the Appellate Authority with designation and telephone number
1.	Shri J.S. Gupta	Under Secretary	23389782	All matters dealt with in Ad. I, Hindi & Parliament Sections	Smt. Savita Prabhakar, Director Tel. No. 23070954
2.	Shri R.K. Pandey	Under Secretary	23383507	All matters dealt with in Ad.II Section	Smt. Nirupama Kotru, Director Tel. No. 23384470
3.	Shri G.P. Sarkar	Under Secretary	23385382	All matters dealt with in Ad.III Section	Smt. Nirupama Kotru, Director Tel. No. 23384470
4.	Shri J.B. Kaushish	Under Secretary	23387939	All matters dealt with in Ad.IV and Competition Sections	Smt. Bina Rani Vij, Deputy Secretary Tel. No. 23382386
5.	Shri G.V. Subbaiah	Under Secretary	23383507	All matters dealt with in International Cooperation Section	Shri B.K. Malhotra, Deputy Secretary Tel. No. 23389403
6.	Shri R.C. Tully	Under Secretary	23073734	All matters dealt with in Vigilance Section	Smt. Savita Prabhakar, Director Tel. No. 23070954
7.	Shri R.C. Tully	Under Secretary	23073734	All matters dealt with in Coord. Section	Shri V.K. Kapoor, Deputy Secretary Tel. No. 23389263
8.	Shri L.K. Trivedi	Under Secretary	23389782	All matters dealt with in CL-VI and CL-VII Sections	Shri K.K. Nath, Deputy Secretary Tel. No. 23389204
9.	Shri Rajinder Singh	Under Secretary	23389298	All matters dealt with in Insolvency Section	Shri Jai Kant Singh, Director Tel. No. 23389227

10.	Shri B.P. Bimal	Under Secretary	23073017	All matters dealt with in IEPF & Infrastructure Sections	Shri B.K. Malhotra, Deputy Secretary Tel. No. 23389403
11.	Shri Anil Prashar	Under Secretary	23381243	All matters dealt with in IGM Section	Shri K.K. Nath, Deputy Secretary Tel. No. 23389204
12.	Shri B.P. Bimal	Under Secretary	23073017	All matters dealt with in Cash Section	Shri V.K. Kapoor, Deputy Secretary Tel. No. 23389263
13.	Shri Anil Kumar	Under Secretary	23381243	All matters dealt with in CL-III Section	Shri Jai Kant Singh, Director Tel. No. 23389227
14.	Shri Alok Samantrai	Joint Director	23387263	All matters dealt with in CL-I and CL-V Sections	Shri E. Selvaraj, DII Tel. No. 23384502
15.	Shri Naubat Singh	Joint Director	23385285	All matters dealt with in CL-II Section	Shri Dhan Raj, DII Tel. No. 23389602
16.	Smt. Rita Dogra	Under Secretary	23386065	All matters dealt with in Professional Institutes Section	Shri Jai Kant Singh, Director Tel. No. 23389227
17.	Shri G.P. Sarkar	Under Secretary	23385382	All matters dealt with in General Section	Shri V.K. Kapoor, Deputy Secretary Tel. No. 23389263
18.	Shri G.V. Subbaiah	Under Secretary	23383507	All matters dealt with in Budget Section	Shri V.K. Kapoor, Deputy Secretary Tel. No. 23389263
19.	Shri Shyam Sunder	Deputy Director	23384158	All matters dealt with in e-Governance Cell	Smt. Nirupama Kotru, Director Tel. No. 23384470
20.	Shri Tarun Dass	Deputy Director	23386349	All matters dealt with in Cost Audit Branch	Shri V.K. Aggarwal, Director Tel. No. 23386685
21.	Shri Rajinder Singh	Under Secretary	23389298	All matters dealt with in Legal Section	Shri B.K.L. Srivastava, Joint Director Tel. No. 23070728
22.	Shri Sanjay Shorey	Deputy Director	23389622	All matters dealt with in Capital Markets Section and Special Cell	Shri Alok Samantrai, Joint Director Tel. No. 23387263
23.	Anil Prashar	Under Secretary	23381243	All matters dealt with in IICA Section	Shri B.K. Malhotra, Deputy Secretary Tel. No. 23389403

MANUAL 17
OTHER INFORMATION AS MAY BE PRESCRIBED

[Section 4(1)(b)(xvii)]

NIL

Annexure – I**Regional Directors,
Ministry of Corporate Affairs.**

O/O REGIONAL DIRECTOR (ER)/(NER),
Nizam Palace,
II MSO Building, 3rd Floor,
234/4 A.J.C Bose Road,
Kolkata-700020.
Phone: 033-22870383

O/O REGIONAL DIRECTOR (NWR)
Roc Bhavan ,
Opp Rupal Park Society,
Behind Ankur Bus Stop,
Naranpura,
Ahmedabad-380013
Phone:-079-27437597.

O/O REGIONAL DIRECTOR,(SER)
3-5-398, Kendriya Sadan,
2nd Floor, Sultan Bazar, Koti,
Hyderabad (A.P.)- 500095

O/O REGIONAL DIRECTOR (WR),
Everest 5th Floor,
100, Marine Drive,
Mumbai-400002.
Phone:-022-22817259, 22811493

O/O REGIONAL DIRECTOR (NR),
A-14, Sector - 1,
PDIL Bhawan,
Noida-201301 (U.P.).
Phone:-0120-2445342.

O/O REGIONAL DIRECTOR (SR),
5th Floor , Shastri Bhawan,
26, Haddows Road,
Chennai-600006.
Phone:-044-28280436

Registrar of Companies, Ministry of Corporate Affairs

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
2nd floor, Kendriya Sadan, Sultan Bazar,
Koti, Hyderabad - 500195.
Phone:-040-4657937, 4652807.

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
Morello Building, Ground Floor,
Kachari Road,
Shillong - 793001.
Phone:-0364-2223665

O/O REGISTRAR OF COMPANIES-CUM-OL
Ministry of Corporate Affairs,
Maurya Lok Complex,
A-Block, 4TH Floor,
Dak Bungalow Road,
Patna - 800001.
Phone:-0612-222172

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
4TH Floor IFCI Tower, 61,
Nehru Place,
New Delhi - 110019.
Phone-011-26235702

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
Company Law Bhawan, 1ST Floor,
BMC Road, Trikkakara P.O.,
Kochi - 682021.
PHONE:-0484-2423749, 242148

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
A- Block, Sanjay Complex,
3rd Floor,
Jayendra Ganj,
Gwarior - 47009.
Phone:-0751-2331853

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
"Everest" Building, 100,
Marine Drive,
Mumbai-400002.
PHONE:-022-22812639

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
PMT Commercial Building, 11th Floor,
Deccan, Gymkhana,
Pune-41 1004.

O/O REGISTRAR OF COMPANIES-CUM-OL
Ministry of Corporate Affairs,
2nd floor, OFDC, Chalchitra Bhawan,
Buxi Bazar, Cuttack-753001.
Phone:- 0671-2305361

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
10/499-B, Allenganj, Khalasi Line,
Kanpur-208002.
Phone:-0512-352304

O/O REGISTRAR OF COMPANIES CUM OL,
Ministry of Corporate Affairs,
Company Law Bhawan,
EDC Complex, Plot No. 21,
Poatto Plaza, Panaji,
Goa - 403001.
Phone:-0832-2438617, 2438618

O/O REGISTRAR OF COMPANIES,
Ministry of Corporate Affairs,
ROC Bhawan OPP. Rupal Park, Society,
Behind Ankur Bus Stand,
Naran Pur,
Ahmedabad - 380013.
Phone:-079-27437597

O/O REGISTRAR OF COMPANIES-CUM-OL
 Ministry of Corporate Affairs,
 HALL NO. 405 to 408, Bahu Plaza,
 4TH Floor,
 South Block, Rail Head Complex,
 Jammu - 180012.
 Phone:-2470306

O/O REGISTRAR OF COMPANIES,
 Ministry of Corporate Affairs,
 'E' Wing, 2ND Floor, Kendriya
 Sadan, Koramangala,
 Banglore - 560034.
 Phone:-080-25537449, 25633104

O/O REGISTRAR OF COMPANIES,
 Ministry of Corporate Affairs,
 NO.35,Elango Nagar,
 1St Floor, III Cross,
 Puducherry- 605011
 Phone:-0413-2240129

O/O REGISTRAR OF COMPANIES,
 Ministry of Corporate Affairs,
 Plot-no-4B, Sector-27B,
 Madhya Marg, Chandigarh-160019.
 Phone:-0172-2639415, 2639416.

O/O REGISTRAR OF COMPANIES-CUM-OL
 Corporate Bhawan,
 G/ 6-7, Second Floor,
 Residency Area, Civil Lines,
 Jaipur-302001.
 Phone:-0141-2222465, 2222466

O/O REGISTRAR OF COMPANIES,
 Ministry of Corporate Affairs,
 Block- NO-6, B- Wing ,
 2Nd Floor, Shastri Bhawan,
 26, Haddows Road,
 Chennai- 600006
 Phone:-044-28277182, 28272676

O/O REGISTRAR OF COMPANIES,
 Ministry of Corporate Affairs,
 Building, 2nd Floor,683,
 Trichy Road, Singanallur,
 Coimbatore-641005.
 PHONE:-0422-2318089, 2318170

O/O REGISTRAR OF COMPANIES,
 Ministry of Corporate Affairs,
 Nizam palace, 2nd MSO Building,
 2nd FLOOR, 234/4, A.J.C.B.Road,
 Kolkata-700020
 Phone:-033-22800409

O/O REGISTRAR OF COMPANIES-CUM- OL
 Ministry of Corporate Affairs,
 H. NO.239, Road No.4,
 Magistrate Colonu, Doranda, Ranchi,
 (Jharkhand) - 834002
 Phone:- 0651-2482811.

Official Liquidators Ministry of Corporate Affairs

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of MP & Chattishgarh,
1st Floor, Old CIA Building,
Opp. GPO, Comps Residency Area,
Indore, (MP)
Phone:-0731-2710051.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
9, Old Post Office Street,
Kolkata. (WB)
Phone:-033-22486501.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Guwahati,
Guwahati. (Assam)
Phone:-0364-2223665.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Kerala,
Companies Law Bhawan,
BMC Road, Thikkakakra P.O.
Cochin. (Kerala)- 692021

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Bombay,
Bank of India Building,
5th Floor, Mahatma Gandhi Road,
Mumbai, (Maharashtra)
Phone:-022-22692307.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
9th Floor, Sangam Place,
Civil Lines, Allahabad (UP)-211001.
Phone:-0532-2624943.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
2nd Floor, No. 29 Rajaji Salai,
Chennai :- 600001. (TN)
Phone:-044-25271150.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
A-2,W-2, Curzon Road'
Kasturba Gandhi Marg,
New Delhi. (Delhi)
Phone:-011-23389996.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Andhra Pradesh,
5-4-400, 2nd Floor, East Wing,
Gagan Vihar Building,
Opp. Gandhi Bhavan,
Nampally,
Hyderabad, (AP).
Phone:-040-24736883.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Gujarat,
Jivabahi Chamber, Behind Ashram Road,
Navrang Pura,
Ahemedabad, (Gujarat).
Phone:-079-26581912.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Karnataka,
no.-26-27, 12th Floor,
Raheja Tower, West wing,
M. G. Road, Bangalore.
Phone:-080-25521918.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Punjab, Haryana & HP,
Corporate Bhavan, Plot No.-4B,
Sector-27 B, Madhya Marg,
Chandigarh - 100019.
Phone:-0172-2790074.

O/o OFFICIAL LIQUIDATOR,
Ministry of Corporate Affairs,
High Court of Mumbai At Nagpur,
New Secretariat Building,
2nd Floor, East Wing, Civil Lines,
Nagpur, (Maharashtra).
Phone:-0712-2527512.

THE DIRECTOR,
SERIOUS FRAUD INVESTIGATION OFFICE,
Parayavaran Bhawan,
B- Block, CGO Complex,
Lodi Road,
New Delhi.

THE SECRETARY,
COMPANY LAW BOARD,
Paryavaran Bhawan,
B- Block, CGO Complex,
Lodhi Road, New Delhi.

