

A-42011/26/2011-Ad.II  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhawan,  
R.P. Road, New Delhi  
dated the 21-3-2011

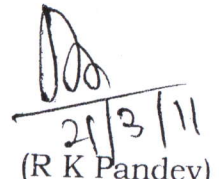
**Office Memorandum**

**Subject: Engagement of trainees from Professional Institutes - ICSI and ICWAI.**

The undersigned is directed to refer to the above subject and to convey that the following guidelines will be applicable on the above subject:-

- (1) The trainees from above institutes will be given exposure for a period not exceeding six months in the offices of RoC/RD/OL and the Ministry. This will be beneficial to the trainees and our field offices, where
  - (a) It will train these youngsters properly to know fully the corporate law fully;
  - (b) They will help regular staff of our offices in routine work and the regular staff will follow-up all critical activities.
- (2) These trainees will be given a training allowance of Rs.7000/- per month. Moreover, there will be some trainees, which will consist of qualified Company Secretaries and Costs & Works Accountants, and they will be given training allowance of Rs.10,000/- per month.
- (3) For selection, short-listing of candidates will be done by the Institutes.
- (4) To begin with, it will be implemented in Delhi region and thereafter will be extended to rest of India.
- (5) The expenditure will be met out of 'office contingencies' on trainees.
- (6) All the Regional Directors and concerned officers in field/attached/headquarter offices of Ministry of Corporate Affairs are instructed to take action as per above guidelines. The action taken report has to be sent on monthly basis.

o/c

  
21/3/11  
(R K Pandey)

Under Secretary to the Government of India  
Telefax : 23383507

To,  
All field, attached and headquarter offices of Ministry of Corporate Affairs.

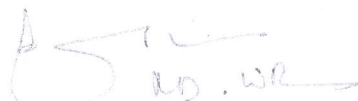
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Asst. Secretary Bi JD o/o RD (SR) Chennai

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No. A-42011/26/2011-Ad-II  
Government of India  
Ministry of Corporate Affairs


Shastri Bhavan, 'A' Wing, 5<sup>th</sup> Floor  
New Delhi, Dated 5<sup>th</sup> March, 2013

**Office Memorandum**

**Sub: Continuation of the scheme of engagement of CS and CWA trainees in MCA headquarters and field offices, beyond the original period**

The undersigned is directed to convey the approval of Secretary CA to continuation of the scheme of engagement of CS and CWA trainees in MCA headquarter and its field offices up to 31.3.2013.

2. It is requested to pay the stipend to the engaged CA/CWA trainees up to 31.3.2013 from the relevant Budget head.

  
5/3/13  
(R.K. Pandey)

Under Secretary to the Government of India  
Ph: 23383507

To:  All RDs --- for necessary action for their office and their subordinate ROC and OL offices.

Copy to:  SO (General section) MCA Hqr.

all issued  
06/3/13

A-42011/26/2011-Ad.II  
Government of India  
Ministry of Corporate Affairs

New Delhi dated the 4<sup>th</sup> July 2013


**OFFICE MEMORANDUM**

**Subject : Continuation of scheme of engagement of trainees from professional institutes (PIs) (ICSI, ICoAI, IChAI) till 31-3-2014**

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Please refer to MCA's OM of even number dt 21.03.2011 which initiated the above scheme and MCA's OM of even number dt 05.03.2013 which extended it till March 2013.

2. After receipt of feedback from field offices and controlling officers and after consultation with JS&FA, the competent authority has now decided to revive this scheme for this financial year, as non plan expenditure, under object head 'wages', though the numbers of trainees to be engaged has been reduced.
3. As per above approval, and in view of decisions taken in the OL conference dt 09-04-2013, the competent authority has approved the engagement of 4 trainees from PIs for the office of OL Ahmedabad with immediate effect. RD Ahmedabad and OL Ahmedabad may take necessary action.
4. The re-distribution order for remaining offices will follow.
5. All conditions mentioned in the initial OM dt 21.03.2011 shall be applicable.

  
4/7/13  
(RK Pandey)

Under Secretary to the Government of India  
Telefax: 23383507

1. RD (NWR) Ahmedabad
2. OL Ahmedabad
3. DS(SK), MCA