



MINISTRY OF CORPORATE AFFAIRS

GOVERNMENT OF INDIA

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

(As on 1st April, 2012)

**'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 Company 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 Company 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 |

** Present Chairman is Justice (Retd.) V.S. Sirpurkar since 22nd May 2012.

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.

(v) 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. Naved Masood	Secretary	Administrative in - charge of the Ministry of Corporate Affairs
2.		Sh. Sudhir Mital	Special 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.)
				3. CL-IV Section (Legal advice on litigation and the cases concerning the Ministry in the Supreme Court, High Courts and other Courts)
				4. CL-V Section (Law and Policy Division, matters relating to statutory applications under the Companies Act, 1956 in respect of Government Companies.
				5. CL-VI Section (Loans to Directors, appointment of sole agents, permission for acceptance of deposits, NIDHI Companies)
				6. CL-VII Section (Managerial Remuneration), Insolvency Section, Investors Grievances Management Section and Statistics Section.
				7. Framing of Rules and Regulations to facilitate implementation of the MCA -21 projects.
				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.
				9. Any other work specially assigned by Secretary or in his absence by Additional Secretary.
	(iii)	Shri Manoj Kumar	Joint Secretary	1. CL-III Section (Matters relating to Insolvency; Mergers and Amalgamations in respect of Government Companies;
				2. CL-VI Section (Loans to Directors, appointment of sole agents, permission for acceptance of deposits, NIDHI Companies)
				3. CL-VII Section (Managerial Remuneration), Insolvency Section and OL e-Governance Project.
				4. All matters relating to the three Professional Institutes.
				5. Formulation of CSR Policy and related work.
				6. Any other item of work assigned by Secretary or in his absence by Special Secretary.

4.		Smt. Sibani Swain	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 reports & Complaints
	(ii)	Shri U.C. Nahta	DII	Policy & legislative proposals
	(iii)	Shri R. K. Meena	Joint Director	Investigations
	(iv)	Sh. J. N. Tikku	Joint Director	Policy Matters
	(v)	Sh. Alok Samantrai	Joint Director	Policy Matters(CL-V Section)
	(vi)	Sh. Sanjay Shorey	Joint Director	Policy Matters
	(vii)	Sh. B.K. L. Srivastava	Joint Director	Legal
	(viii)	Sh. N. K. Dua	Deputy Director	Legislative Proposals
	(ix)	Sh. Vinod Sharma	Deputy Director	Policy Matters
	(x)	Sh. Sanjay Sood	Deputy Director	Inspection / Investigation
	(xi)	Shri Shyam Sunder	Deputy Director	E- Governance
	(xii)	Sh. R. K. Bakshi	Deputy Director	Inspection/ Investigation
	(xiii)	Sh. M. S. Pachouri	Deputy Director	
	(xiv)	Sh. Parvinder Singh	Asstt Director	
	(xv)	Sh. Alok Tandon	Asstt Director	
	(xvi)	Mr. I. H. Ansari	Asstt Director	
	(xvii)	Sh. Manjeet Singh	Asstt Director	
	(xviii)	Ms. Seema Rath	Asstt Director	
	(xix)	Ms Monika Gupta	Asstt Director	Policy matters
	(xx)	Sh. Puneet Duggal	Asstt Director	Insolvency
	(xxi)	Shri Animesh Bose	Asstt. Director	Legislative Proposals
	(xxii)	Shri R.K. Sahu	Asstt. Director	Investigation and Inspection
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)	Shri Alok Kumar	Director	1. Ad.II, IEPF
	(iii)	Shri Anil Bhardwaj	Director	Work relating to e-Governance, e-Governance of OLs & Competition Section
	(iv)	Shri Pankaj Srivastava	Director	All Statistics related work
	(v)	Shri K. Gurumurthy	Deputy Secretary	Admn.I, Hindi and IFD, Vigilance, Parliament
	(vi)	Shri B.K. Malhotra	Deputy Secretary	Infrastructure, IC, Coordination and General
	(vii)	Shri Kamala Kanta Nath	Deputy Secretary	CL-VI/CL - VII
8.	(i)	Sh. Radhey Shyam	Director	R & A
	(ii)	Sh. V. K. Agarwal	Director	Cost Audit
9.		Sh.V.S. Manian	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, Budget
	(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. R. K. Pandey	Under Secretary	Admn. II
	(x)	Sh. Anil Prashar	Under Secretary	IICA and Infrastructure
	(xi)	Sh. Anil Kumar	Under Secretary	IFD and Cash
	(xii)	Sh. Gour Pada Sarkar	Under Secretary	General and IC

11.	(i)	Sh. Ashutosh Anand	Section Officer	Admn.-I
	(ii)	Sh. Vinod Kumar	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
	(vii)	Smt. Sarla Aggarwal	Section Officer	CL - IV (Legal)
	(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. Shambhu Nath Pal	Section Officer	Admn. - II
	(xvi)	Smt. Shalini Juneja	Section Officer	IGM
	(xvii)	Sh. Kshitish Kumar	Section Officer	IICA
	(xviii)	Sh. S.C. Chakraborty	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. Naved Masood	Secretary	23382324/23384017 23384257(Fax)	23382644
Sh. V.S. Manian	Sr. PPS	- do-	
Sh. S.P.S. Rawat	P.A.	-do-	24621782
Sh. Sudhir Mital	Special Secretary	23381226/ 23389088(Fax)	
Sh. E. Natarajan	PPS to SS	23381226	
Shri Sanjay Sood	PS to SS	23381226	
Shri S.M. Das	PS to SS	23381226	
Sh. Saurabh Chandra	AS & FA	23062756	24640919
Sh. L.D. Sharma	PS to AS & FA	-do-	
Sh. A. K. Srivastava	Joint Secretary	23383180	24105445
Sh. S. Bhattacharjee	PS to JS(A)	-do-	
Shri Suraj Bhan	PA to JS(A)	-do-	
Smt. Renuka Kumar	Joint Secretary	23074056/23384380	24644256
Sh. Shailaja Pillai	PPS to JS (R)	-do-	
Shri. Manoj Kumar	Joint Secretary	23383345	
Sh. S. C. Puri	PA to JS(S)	-do-	
Sh. Dhan Raj	Director of Inspection & Investigation	23389602	22183294
Sh. H. Srivastava	PS to DII(DR)	-do-	
Sh. U.C. Nahta	DII	23384502	
Shri Nandan Singh Bisht	PA to DII(UCN)	-do-	
Smt. Sibani Swain	Economic Advisor	23385010	26115803
Smt. K. M. Baby	PS to EA	-do-	
Sh. B.B. Goyal	Advisor(Cost)	24366284 24366686	
Shri Surender Kumar	PPS to Advisor(Cost)	-do-	
Sh. Jaikant Singh	Director	23389227	26890808
Sh. Deepak Kumar	PA to Director(JKS)	-do-	
Shri Navneet Chauhan	Director	23384470	
Smt. Santosh S. Singh	PA to Director(NK)	-do-	
Shri K. Gurumurthy	Deputy Secretary	23389204	
Shri Mohan Das	PA to DS(KG)	-do-	
Shri Anil Bhardwaj	Director	23070954	

Name	Designation	Office	Residence
Sh. Namita Bakshi	PS to Dir(AB)	-do-	
Shri Alok Kumar	Director	23382386	
Smt. Urvashi Kumar	PA to Dir(AK)	-do-	
Sh. B. K. Malhotra	Deputy Secretary	23389403	
Sh. Om Prakash	PA to DS(BKM)	-do-	
Sh. K. K. Nath	Deputy Secretary	23381288	
Smt. R.Maithani	PS to DS(KKN)	-do-	
Sh. Pankaj Srivstava	Director	23073067	
Smt. Shailaja Raturi	PA to Dir(PS)	-do-	
Shri A. Samantarai	Joint Director	23385285	24363526
Smt. Durgesh Nandini	PA to JD(AS)	-do-	
Sh. R. K. Meena	Joint Director	23073230	
Sh. J. N. Tikku	Joint Director	23073067	
Sh. Rajinder Singh	Under Secretary	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. P. Sarkar	Under Secretary	23381349	
Sh. Anil Kumar	Under Secretary	23381243	
Sh. Anil Prashar	Under Secretary	23381243	
Shri Sanjay Shorey	Joint Director	23389622	
Shri B.K. L. Srivastava	Joint Director (Legal)	23389622	
Smt. Sushma Sikri	PPS to JD(Legal)	-do-	
Shri Vinod Sharma	Deputy Director	23385382	
Shri Shyam Sunder	Deputy Director	23384158	
Shri N. K. Dua	Deputy Director	23071190	
Sh. R.K. Bakshi	Deputy Director	23073230	
Shri M.S. Pachouri	Deputy Director	23386065	
Shri Puneet Kr. Duggal	Assistant Director	23389745	

Shri Parvinder Singh	Assistant Director	23385382	
Shri Alok Tandon	Assistant Director	23385382	
Shri Iqbal Husain Ansari	Assistant Director	23385382	
Ms. Monika Gupta	Assistant Director	23387263	
Ms. Reeta Sood	Assistant Director	23388512	
Sh. Arvind Kr. Bunker	Assistant Director		
Sh. Manjit Singh	Assistant Director	23384479	
Sh. B. Srikumar	Assistant Director		
Smt. Bharti Sahai	Assistant Director		
Smt. Seema Rath	Assistant Director	23387263	
Shri Anand Mani Sharma	Assistant Director		
Shri Animesh Bose	Assistant Director		
Shri Gopal Singh	Assistant Director		
Shri Anshu Tandon	Assistant Director		
Shri Vikram Singh	Assistant Director		
Ms. Kamna Sharma	Assistant Director		
Sh. Ashutosh Anand	Section Officer	23389889	
Sh. Shambhu Nath Pal	Section Officer	23389889	
Sh. Ram Bachan	Section Officer	23386896	
Sh. Surendra Kumar	Section Officer	23386896	
Smt. Kamlesh Makkar	Section Officer	23386896	
Sh. S. L. Meghwal	Section Officer	23388512	
Sh. R. K. Dhar	Section Officer	23389391	
Sh. Manbar Singh	Section Officer	23385382	
Sh. Kailash Chander	Section Officer	23389298	
Sh. P. K. Prabhat	Section Officer	23387415	
Sh. S.C. Chakraborty	Section Officer	23389796	
Sh. Kshitish Kumar	Section Officer	23381243	
Sh. R. S. Kaushik	Section Officer	23383594	
Smt. Sarla Aggarwal	Section Officer	23070728	

Smt. Veena Batra	Section Officer	23389796	
Sh. Kanti Prasad	Section Officer	23385381	
Sh. Vinod Kumar	Section Officer	23387631	
Smt. Shalini Juneja	Section Officer	23384479	
Smt. Nutan Kumari	Librarian	23387415	
Shri Zile Singh	Cashier	23385382	
Shri D. Savul NX	Parliament Assistant	23383204	
Shri Shrikrishan	Investigation Officer	23387415	
Shri Naresh Kumar	Assistant	23383204	
Shri Jage Ram	Assistant	23385382	
Shri Shambhu Sharan Pandey	Assistant	23386110	
Ms. Bimla Sidhu	Assistant	23389745	
Ms. Rashmi Malik	Assistant	23386110	
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		
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 Rajiv Kumar Singh	Assistant		
Shri Kalloo Ram	Assistant		
Shri Harsha Natthuji Hedao	Assistant		
Shri Som Dutt	Assistant		
Shri Chander Bhan Viveki	Assistant		
Shri Manish Kumar	Assistant		
Shri Brijesh Singh	Assistant		
Shri Chandray Soren	Assistant		
Shri Davinder Barara	Steno-Gr-I (GCS)		
Smt. Satinder Malhotra	Senior Hindi Translator		
Shri Vinod Kumar Sharma	Statistical Assistant		
Shri Chander Prakash Gupta	Statistical Assistant		
Shri Satyendra Kumar Jain	Statistical Assistant		
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 Dhaiya	Personal Assistant		
Shri Amod Kumar Pranav	Personal Assistant		

Shri Chandra Mohan Mishra	Senior Tech. Assistant		
Shri Virendra Singh Panwar	Senior Tech. Assistant		
Ms. Yashoda Mendiratta	Senior Tech. Assistant		
Dr. J.P. Gautam	Senior Tech. Assistant		
Shri Subhash Chander Gupta	Senior Technical Assistant		
Shri Chandan Ji	Senior Tech. Assistant		
Ms. Deepmala Indora	Senior Tech. Assistant		
Shri Charan Singh	Senior Tech. Assistant		
Smt. Poonam Sharma	Senior Tech. Assistant		
Shri M. Shankar Narayan	Senior Tech. Assistant		
Smt. Yamini Gupta	Senior Tech. Assistant		
Shri Karapattu Jagadeesan Jayalakshmi	Senior Tech. Assistant		
Shri Sandeep Kumar Ambastha	Stenographer		
Madduri Venkata Krishna Reddy	Stenographer		
Shri Rajendra Kumar	Personal Assistant		
Mohd. Jamil Khan	Language P.A.		
Shri Rana Pratap Narad	Assistant Mgr/Store Keeper		
Shri Mohan Singh Bisht	Personal Assistant-II		
Shri Udai Singh	Upper Division Clerk		
Shri Bal Kishan Sharma	Coupon clerk		
Shri Arun Raizada	Upper Division Clerk		
Ms. Kiran Narula	Upper Division Clerk		
Smt. Anju Sharma	Upper Division Clerk		
Shri Vishal Mani	Upper Division Clerk		
Shri Rabinder Nath Pani	Upper Division Clerk		

Shri Arun Kumar	Upper Division Clerk (CSCS)		
Shri Dinesh Kumar	Upper Division Clerk		
Shri Niraj Kumar	Upper Division Clerk		
Shri Ravindra Singh Bisht	Upper Division Clerk		
Shri Sunil Kumar Sharma	Upper Division Clerk		
Shri Niraj Kumar Suman	Upper Division Clerk		
Shri Subhash Chand Meena	Upper Division Clerk		
Shri Bed Ram	Upper Division Clerk		
Shri Raj Kumar	Upper Division Clerk		
Shri Mahavir Singh Gusain	Lower Division Clerk		
Shri Roop Chand	Lower Division Clerk		
Shri Pritam Chand	Lower Division Clerk		
Ms. Sunita	Upper Division Clerk		
Shri Murli Manohar Dhyani	Lower Division Clerk		
Smt. Lalita Sharma	Lower Division Clerk		
Shri Bhagat Singh	Upper Division Clerk		
Shri Khushi Ram	Staff Car Driver		
Shri Mahabir	Staff Car Driver (Grade-I)		
Shri Suresh Kumar	Staff Car Driver		
Shri Shish Pal Singh II	Staff Car Driver		
Shri Raj Kumar II	Staff Car Driver (Grade-II)		
Shri Jeevan Nath Gaire	Staff Car Driver		
Shri Awani Kr. Karna	Jr. Hindi Translator		
Smt. Reeta Banerjee	Jr. Hindi Translator		
Shri Prem Lal	Daftry		
Shri Yad Ram Sharma	Daftry		
Shri Ram Babu	Daftry		

Shri Moti Lal	Daftry		
Shri Raj Pal Singh	Daftry		
Shri Dev Saran Singh	Daftry		
Shri Amar Singh	Daftry		
Shri Mahipal Singh	Daftry		
Shri Kuldeep Singh	Farash		
Shri Vijay	Farash		
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 Operator		
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		

OFFICE OF THE MINISTER OF STATE FOR CORPORATE AFFAIRS			
Name	Designation	Office Phone/Fax	Residence
Shri R.P. N. Singh	Minister of State for Corporate Affairs	23381664/23381687 23381615	
Sh. Asit Singh	PS to Minister of State for Corporate Affairs	23381664/23381687 23381615	
Sh. Tirthankar Das	OSD to Minister of State for Corporate Affairs	23381664/23381687 23381615	
Shri Rajiv Gupta	APS to Minister of State for Corporate Affairs	23381664/23381687 23381615	

OFFICE OF THE MINISTER OF CORPORATE AFFAIRS			
Name	Designation	Office Phone/Fax	Residence
Dr. M. Veerappa Moily	Minister of Corporate Affairs	23073804 23073805 23073806(Fax)	
Sh. Sanjeev Kumar	PS to CAM	-do-	
Sh. M. Ramakrishna Reddy	Addl. PS to CAM	-do-	
Shri S. Twickly	Addl. PS to CAM	-do-	
Shri C.P. Sood	Asstt. PS to CAM	-do-	
Shri G. Robert	Asstt. Ps to CAM	-do-	

RESEARCH AND ANALYSIS DIVISION			
Name	Designation	Office Phone/Fax	Residence
Shri Radhey Shayam	Director	24368972	
Shri E. Nagachandran	Deputy Director	24368971	

COST AUDIT BRANCH			
Name	Designation	Office Phone/Fax	Residence
Shri B. B. Goyal	Advisor(Cost)	24366284	25125790
Shri Surender Kumar	PPS to Adiviser(Cost)	-do-	
Shri V.K. Aggarwal	Director(Cost)	24366284	27351205
Ms. Bharti Sahai	Asstt. Director(cost)	24366438	

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

MANUAL 10

**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:

Name	Designation	Basic Pay	Total Emoluments
Shri Naved Masood	Secretary	80000	132000
Shri Sudhir Mital	Special Secretary	80000	132000
Shri Avinash Kumar Srivastava	Joint Secretary	77000	127050
Ms. Renuka Kumar	Joint Secretary	66960	110484
Shri Manoj Kumar	Joint Secretary	66960	110484
Smt. Sibani Swain	Economic Advisor	59580	116181
Shri Bharat Bhushan Goyal	Advisor (Cost)	65360	107844
Shri Rakesh Chandra	DII	64030	124859
Shri U.C. Nahta	Director of Invest. and Inspection	72060	131449
Shri Dhan Raj	Director of Invest. and Inspection	62480	121836
Shri Radhey Shyam	Director	51910	106905
Shri Jaikant Singh	Director		
Shri Vijay Kumar Aggarwal	Director	53470	110197
Shri Alok Kumar	Director	55080	100162
Shri Navneet Chouhan	Director	51910	106505
Shri Anil Kumar	Director	53470	113547
Shri B.K. Malhotra	Deputy Secretary	39090	81506

Shri K. Gurumurthy	Deputy Secretary	34600	72750
Shri K.K. Nath	Deputy Secretary	31430	60191
Shri Ramesh Kumar Meena	Joint Director (Tech.)	48920	100674
Shri Jyotinder Nath Tikku	Joint Director	48920	100674
Alok Samantarai	Joint Director	55080	96162
Pankaj Srivastava	Director	46100	81345
Shri Nand Kishore	Principal Private Secretary		
Ms. Santosh Kumar	Registrar of Companies	28550	60953
Shri Bal Krishna Lal Srivastava	Joint Director	46100	95175
Shri Sanjay Shorey	Joint Director	46100	95175
Shri L.R. Meena	Joint Director	46100	81345
Shri Vinod Sharma	Deputy Director	27520	58944
Shri Narendra Kumar Dua	Deputy Director	28140	60153
Shri Sanjay Sood	Deputy Director	32540	68733
Shri Shayam Sunder	Deputy Director	28140	60153
Shri E. Nagachandran	Deputy Director	28380	52107
Shri J B Kaushish	Under Secretary	32000	67680
Shri Robert Charles Tully	Under Secretary	34460	62139
Shri Rajinder Singh	Under Secretary	35180	73881
Shri Jitender Singh Gupta	Under Secretary	35180	73881
Ms. Rita Dogra	Under Secretary	35180	73881
Shri Anil Prashar	Under Secretary	26320	57154
Shri R K Pandey	Under Secretary	29360	62532
Shri B P Bimal	Under Secretary	30700	65145
Shri Gour Pada Sarkar	Under Secretary	29510	53972
Shri Anil Kumar	Under Secretary	26680	57306
Ms. Lakshmi Kant Trivedi	Under Secretary	30060	54879

Shri Lekhan Thakkar	Under Secretary	30850	56183
Shri Ravinder Kumar Bakshi	Deputy Director	28990	61811
Shri Mahindeer Singh Pachouri	Deputy Director	26660	49269
Ms. Reeta Sood	Assistant Director	25530	55064
Shri B Srikumar	Assistant Director	23240	50998
Ms. Bharti Sahai	Assistant Director	22250	48668
Shri Iqbal Hussain Ansari	Assistant Director	25340	54693
Shri Arvind Kumar Bunkar	Assistant Director		
Shri Puneet Kumar Duggal	Assistant Director	22950	50033
Ms. Monika Gupta	Assistant Director	22580	49311
Shri Alok Tandon	Assistant Director	22280	49176
Shri Parvinder Singh	Assistant Director	22280	48726
Shri Manjit Singh	Assistant Director	22120	48414
Ms. Seema Rath	Assistant Director	22280	48726
Smt. Kamna Sharma	Assistant Director	22730	49604
Kum. Yogini Chauhan	Assistant Director	21000	39930
Shri Rakesh Sahu	Assistant Director	21830	47849
Kum. Anu Singh	Assistant Director	21000	39930
Kum. Lata Sisodiya	Assistant Director	21000	39930
Smt. Anshu Tandon	Assistant Director	23200	50520
Shri Mukesh Soni	Assistant Director	21000	39930
Shri Nipun Gupta	Assistant Director	21000	46230
Shri Rakesh Pandey	Assistant Director	22770	49682

Shri Vivek H.P.	Assistant Director	21000	39930
Shri Shobhit Srivastava	Assistant Director	21000	39930
Shri N. Keerthi	Assistant Director	21000	39930
Kum. Deepika Tangadkar	Assistant Director	21000	39930
Shri Shinde Bhagwan	Assistant Director	21000	39930
Shri Pattanshetti Subash	Assistant Director	21000	39930
Shri Imran Siddiqui	Assistant Director	21000	39930
Shri Himanshu Shekhar	Assistant Director	21000	39930
Shri Ruvit Kumar	Assistant Director	21000	39930
Shri Denning Babu	Assistant Director	21000	39930
Shri Krishna Upadhyay	Assistant Director	21000	39930
Dr. Sandeep Garg	Assistant Director	21000	39930
Sh. M. Arun Prasad	Assistant Director	21000	39930
Sh. Prashant Baliyan	Assistant Director	21000	39930
Shri Anil Yadav	Assistant Director	21000	39930
Sh. Aman Gupta	Assistant Director	21000	39930
Sh Manoj Kumar	Assistant Director	21000	46230
Sh Harbans Singh	Assistant Director	26760	57462
Shri Animesh Bose	Senior Technical Assistant	25720	55434
Sh Shambhu Pal	Section Officer	24270	52607
Shri Sumit Wadhwa	Assistant Private Secretary	18700	35045
Shri Suresh Kumar Kaushik	Personal Assistant		
Shri Satyapal Singh Rawat	Personal Assistant	24670	45986

Shri Nutan Kumari	Asst. Librarian Info Officer	20190	42011
Ms. Veena Batra	Section Officer	23070	47627
Shri Kanti Prashad	Section Officer	22290	46106
Shri Rattan Kumar Dhar	Section Officer	22610	46730
Shri Rajender Singh Kaushik	Section Officer	25140	54303
Shri Manbar Singh	Section Officer	26050	48263
Ms. Kamlesh Makkar	Section Officer	23290	48056
Shri Kailash Chander	Section Officer	26960	57852
Shri Vinod Kumar	Section Officer	24240	52548
Shri Sua Lal Meghwal	Section Officer	22290	46106
Ms. Shalini Juneja	Section Officer	23800	51690
Shri Kshitish Kumar	Section Officer	27450	58808
Smt Sarla Aggarwal	Section Officer	26030	56439
Shri Surendra Kumar	Section Officer	26510	56975
Shri Pankaj Kumar Prabhat	Section Officer	23760	51612
Shri Ram Bachan	Section Officer	22290	46106
Shri Ashutosh Anand	Section Officer	24270	52607
Shri S.C. Chakraborty	Section Officer	22940	40491
Shri S Sridharan	Junior Analyst	21290	38834
Shri V.S. Manian	Sr. Private Secretary	38380	68607
Shri G. Kuttapan	Pr. Private Secretary	28500	52305
Shri Surinder Singh	Pr. Private Secretary	30660	55869
Shri Gregory Robert	PS to MCA	19270	40217
Shri Rajender Kumar	Pr. Private Secretary	31420	66549
Shri E. Natarajan	Pr. Private Secretary	27890	51299
Smt. Shailja Pillai	Pr. Private Secretary	29360	53724
Shri Anand Singh	Asstt. Private Secretary	17520	30352
Shri Ramesh Sahu	Personal Assistant	15050	27473
Shri P. Surendran	Personal Assistant	15670	33197
Smt. Shailja Raturi	Personal Assistant	21420	37983
Shri Rakesh Kumar	Personal Assistant	20180	41991
Shri M. Venkata Reddy	Personal Assistant	20180	35937
Shri Pratyush Shukla	Private Secretary	18150	34083
Ms. Sushma Sikri	Private Secretary	25270	54557
Shri Manjeet Gupta	Private Secretary	24270	45326
Shri Saibal Bhattacharjee	Private Secretary	22870	40376
Shri S M Das	Private Secretary	22280	39402
Shri Harishikesk Srivastava	Private Secretary	24270	52607
Shri Sanjay Sood	Private Secretary	22420	39633
Smt. K.M. Baby	Private Secretary	20810	36977
Shri Anil Kumar	Private Secretary	23810	45767
Shri S. Ramesha	Private Secretary	20090	43121
Smt. Namita Bakshi	Private Secretary	22940	47373
Shri Chander Gupta	Investigating officer	31900	67485
Shri Naresh Kumar	Assistant	21420	44409
Shri Shambhu Sharan Pandey	Assistant	22070	39266
Shri Zile Singh	Assistant	2270	46277

Ms. Bimla Sidhu	Assistant	22070	39056
Ms. Rashmi Malik	Assistant	22940	47373
Ms. Surinder Kaur	Assistant	22070	45677
Shri Vijay Kumar Jha	Assistant	22070	39056
Shri Pranab Kumar Hota	Assistant	22070	45677
Shri Jai Parkash	Assistant	22070	39266
Ms. Mohini Bala	Assistant	22070	45677
Ms. A S Ratnam	Assistant	22070	39056
Ms. Meenakshi Bhattacharya	Assistant	22070	39056
Shri Rishi Raj	Assistant	22070	39056
Shri Rajinder Kumar Bagri	Assistant	21420	37983
Shri Kishan Lal	Assistant	22070	39056
Ms. Sulochana Raju	Assistant	21420	37983
Shri Dinesious Savul NX	Assistant	20790	36944
Ms. R Chandra Kumar	Assistant	22070	45677
Shri S Pradhasaradhi	Assistant	21420	37983
Ms. Neelam Suneja	Assistant	21420	44409
Shri Kailash Chander Joshi	Assistant	21420	37983
Shri S Ragothaman	Assistant	22070	39056
Shri Amitesh Roy	Assistant	21420	37983
Shri Laxman Kumar	Assistant	20180	35937
Shri V Raghavan	Assistant	21420	44409
Shri John Sebastian	Assistant	21420	37983
Ms. Usha Rani	Assistant	16490	29849
Ms. Kimjalam Karthak	Assistant	21420	37983
Shri A Ravindran	Assistant	16030	29300
Shri Harsha Natthuji Hedao	Assistant	20790	43181
Shri Som Dutt	Assistant	22070	39056
Shri Chander Bhan Viveki	Assistant	22070	45887
Shri Manish Kumar	Assistant	18740	33561
Shri Brijesh Singh	Assistant	22070	45887
Shri Kalloo Ram	Assistant	18740	39183
Shri Chandray Soren	Assistant	14320	26268
Shri S. R. Naidu	Assistant	21420	44409
Shri Rajiv Kumar Singh	Assistant	22070	39056
Smt. Savita Sharma	Senior Technical Assistant	20510	33386
Shri Krishan Gopal Chawla	Senior Technical Assistant	23540	48943
Shri Chandra Mishra	Senior Technical Assistant	20160	35904
Shri Virendra Singh Panwar	Senior Technical Assistant	21190	37604
Shri Charan Singh	Senior Technical Assistant	19840	41328
Ms. Yashoda Mendiratta	Senior Technical Assistant	20160	41952

Smt. Yamini Gupta	Senior Technical Assistant	19130	34205
Shri Jaya Gautam	Senior Technical Assistant	17140	36063
Shri Chandra Mishra	Senior Technical Assistant	20160	35904
Shri Karapattu Jagadeesan Jayalakshmi	Senior Technical Assistant	20510	36482
Kum. Deepmala Indora	Senior Technical Assistant	17140	30921
Shri Kuldeep Singh	Senior Technical Assistant	17140	36063
Shri Chandan Ji	Senior Technical Assistant	17140	36063
Smt. Poonam Sharma	Senior Technical Assistant	19830	35360
Shri K.M. Sankara Narayanan	Senior Technical Assistant	19850	41348
Shri Davinder Barara	Steno-Gr-I (GCS)	25820	52989
Shri M. Mohandas	Stenographer	22280	39402
Smt. Rajni Maithani	Personal Secretary	22280	39402
Shri Satinder Malhotra	Senior Hindi Translator	22000	45540
Shri Vinod Kumar Sharma	Statistical Assistant (ACP)		
Shri Chander Prakash Gupta	Statistical Assistant		
Shri Satyendra Kumar Jain	Statistical Assistant (ACP)		
Shri Ten Singh	Junior Artist	19990	41621
Shri Naresh Chand Jain	Statistical Assistant	20190	35954
Shri Udai Ram	Statistical Assistant	19850	41348
Shri Naresh Kumar	Statistical Assistant	19500	40665
Shri Sharwan Kumar	Dispatch Rider	11380	24906
Shri Jai Prakash Bari	Personal Assistant	12540	31097
Shri Om Prakash	Personal Assistant	22500	39975
Smt. Urvashi Kumar	Personal Assistant	15180	27687
Shri Rajbir Singh Dhaiya	Personal Assistant	20070	41987
Shri Amod Kumar Pranav	Private Assistant	20790	43631
Shri Govind Kant Upadhaya	Junior Tech. Assistant		
Shri Dwarkesh Kumar Arora	Junior Tech. Assistant	19900	37145
Shri Suresh Chandra Tiwari	Junior Tech. Assistant	20670	32692
Shri Karapattu Jagadeesan Jayalakshmi	Senior Technical Assistant	19910	31190
Shri Suraj Bhan	Stenographer	21710	44975
Shri Jhabboo Ram Meena	Junior Tech. Assistant	19910	31190
Shri Sandeep Kumar Ambastha	Stenographer	15240	23258
Madduri Venkata Krishna Reddy	Stenographer	19590	30726

Shri Rajendra Kumar	Personal Assistant	20790	36944
Shri Deepak Kumar	Stenographer Gr.IV	13660	29277
Smt. Reeta Banerjee	Jr. Hindi Translator	17650	31763
Shri Awani Karna	Jr. Hindi Translator	16140	34113
Shri Bal Kishan Sharma	Upper Division Clerk	13490	29446
Shri Dinesh Chitrapur	Language P.A.	18900	39495
Shri Mohd. Khan	Language P.A.	13910	26663
Shri V.R. B. Reddy	Personal Assistant	16780	24102
Shri G.P. Verma	Language P.A.	8736	13546
Mohd. Jamil Khan	Language P.A.	13910	26663
Shri Rana Pratap Narad	Assistant Mgr/Store Keeper	16920	32430
Shri Durgesh Nandini	Private Secretary	22960	40524
Shri K M Baby	Private Secretary	13900	22475
Shri Suresh Chander Puri	Private Secretary	26490	48989
Shri Mohan Singh Bisht	Personal Assistant-II	10804	19358
Shri Udai Singh	Upper Division Clerk	12900	23925
Shri Arun Raizada	Upper Division Clerk	12470	26957
Ms. Kiran Narula	Upper Division Clerk	12660	27327
Shri Anju Sharma	Upper Division Clerk	12230	22820
Shri Vishal Mani	Upper Division Clerk	11610	21797
Shri Rabinder Nath Pani	Upper Division Clerk	11790	22094
Shri Arun Kumar	Upper Division Clerk	11230	24539
Shri Dinesh Kumar	Upper Division Clerk	11790	25631
Shri Niraj Kumar	Upper Division Clerk	11120	24324
Shri Ravindra Singh Bisht	Upper Division Clerk	11790	25631
Shri Sunil Kumar Sharma	Upper Division Clerk	11790	25631
Shri Niraj Kumar Suman	Upper Division Clerk	11120	24324
Shri Subhash Chand Meena	Upper Division Clerk	10030	19873
Smt. Santosh S. Singh	Personal Assistant	20090	35789
Shri Raman Jha	Lower Division Clerk	9360	21102
Shri Bed Ram	Upper Division Clerk	11750	22028
Shri Raj Kumar	Upper Division Clerk	11580	25221
Shri Mahavir Singh Gusain	Lower Division Clerk	10960	20724
Shri Roop Chand	Lower Division Clerk	10810	20477
Shri Pritam Chand	Lower Division Clerk	10110	19322
Ms. Sunita	Upper Division Clerk	10380	19767
Shri Murli Manohar Dhyani	Lower Division Clerk	9580	18447
Smt. Lalita Sharma	Lower Division Clerk	9910	18992
Shri Bhagat Singh	Upper Division Clerk	11580	25221
Shri Khushi Ram	Staff Car Driver	7320	13680
Shri Mahabir	Staff Car Driver(Grd. I)	13280	28611
Shri Suresh Kumar	Staff Car Driver	10520	20283
Shri Shish Pal Singh II	Staff Car Driver	9570	18716
Shri Raj Kumar II	Staff Car Driver (Grade-II)	11460	21834
Shri Kripal Singh	Staff Car Driver	6097	10059
Shri M. Nagaraj	Staff Car Driver	7730	16064

Shri Murari Lal	Staff Car Driver	11180	24726
Shri Jeevan Nath Gaire	Staff Car Driver	9810	19112
Shri Awani Kr. Karna	Jr. Hindi Translator	15670	29743
Smt. Reeta Banerjee	Jr. Hindi Translator	17130	27159
Shri Prem Lal	Daftry	11610	21872
Shri Yad Ram Sharma	Daftry	12300	26700
Shri Ram Babu	Daftry	12160	22779
Shri Moti Lal	Daftry	11780	25686
Shri Raj Pal Singh	Daftry	10690	21088
Shri Dev Saran Prasad	Daftry	10820	23814
Shri Raj Singh	Daftry	11010	24185
Shri Amar Singh	Daftry	10820	20778
Shri Mahipal Singh	Daftry	10820	23814
Shri Kuldeep Singh	Farash	10500	20040
Shri Vijay	Farash	9780	22398
Shri Ranvijay Singh	Senior Peon	11010	24185
Shri Ashok Kumar I	Senior peon	10440	19941
Shri Suresh chander	Daftry	11010	20882
Shri Ramesh Chand	Daftry	11010	21092
Shri Karam Singh	Daftry	10820	23814
Shri Vinod Kumar	Peon	10210	22625
Shri Govinda Gupta	Peon	6240	11850
Shri Chandrasekhar Naik	Peon	7000	14640
Shri Vijay Jadav	Peon	6240	11685
Shri Basant Shah	Peon	6240	11685
Shri Chander Mohan	Peon	11010	24185
Shri Om Prakash	Peon	11010	20882
Shri Raj Kumar	Peon	10830	20585
Shri Shish Pal Singh	Peon	10500	20040
Shri Kartar Singh	Peon	10360	20019
Shri Satish Kumar	Peon	10360	19809
Shri Ravinder Kumar	Peon	10360	19809
Shri Mahesh Chandra	Peon	10350	19793
Ms. Asha Ram	Peon	8830	15635
Shri Raghubeer Singh	Peon	7430	15479
Shri Ashok Kumar	Peon	10210	19562
Shri Rajesh Kumar	Peon	1532	3121
Shri Prem Singh Bisht	Peon	4641	7846
Shri Jayachandra Devadiga	Peon	7800	16200
Shri Gulshan Bhardwaj	Peon	1486	3051
Shri Yogesh Kumar	Peon	10210	19772
Shri Baij Nath	Peon	9810	21845
Shri Jagdish Prasad	Peon	10210	22835
Shri Sewa Singh	Peon	9810	19112
Shri Leelu Singh	Peon	9810	21845
Shri P Venkatesan	Peon	10210	19772
Shri Sandeep Kumar	Peon	9810	22055
Shri Chet Narayan	Peon	9810	19112

Shri Vijay Pal Singh	Peon	9810	21845
Shri M. C. Madappan	Peon	9810	18962
Shri Dharamveer	Peon	9800	18885
Shri. Jai Chand	Peon	9800	18885
Shri Raj Bahadur Sah	Peon	9520	18423
Shri Vinod Kumar	Peon	1286	2747
Shri Hans Raj	Peon	9800	19095
Shri Roshan Lal	Junior Gestetnor Operator	11810	23048
Shri Raju Ram	Safaiwala	10820	23814
Shri Ghanshyam	Safaiwala	9410	18242
Smt. Leela	Safaiwala	10180	19512
Shri Rambir	Safaiwala	9780	21786
Harsh Singh	Canteen Bearer	11520	21723
Shri Mangal Singh	Canteen Bearer	10030	20915
Shri Amar Dass	Canteen Bearer	10820	20568
Shri Gabbar Singh	Canteen Bearer	10820	20568
Shri Ravinder Kr. Puri	Canteen Bearer	10820	20568
Shri Attar Singh	Canteen Bearer	10860	20634
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	Shri K. Gurumurthy, Deputy Secretary Tel. No. 23389204
2.	Shri R.K. Pandey	Under Secretary	23383507	All matters dealt with in Ad.II Section	Shri Alok Kumar, Director Tel. No. 23384470
3.	Shri J.S. Gupta	Under Secretary	23385382	All matters dealt with in Ad.III Section	
4.	Shri J.B. Kaushish	Under Secretary	23387939	All matters dealt with in Competition Section	Shri Anil Bhardwaj, Director Tel. No. 23070954
5.	Shri G.P. Sarkar	Under Secretary	23383507	All matters dealt with in International Cooperation & General Sections	Shri B.K. Malhotra, Deputy Secretary Tel. No. 23389403
6.	Shri R.C. Tully	Under Secretary	23073734	All matters dealt with in Vigilance Section	Shri K. Gurumurthy, Deputy Secretary Tel. No. 23389204
7.	Shri R.C. Tully	Under Secretary	23073734	All matters dealt with in Coord. Section	Shri B.K. Malhotra, Deputy Secretary Tel. No. 23389403
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 & Ad.IV Sections	Shri Jai Kant Singh, Director Tel. No. 23389227

10.	Shri B.P. Bimal	Under Secretary	23073017	All matters dealt with in IEPF Section	Shri Alok Kumar Director Tel. No. 23382386
11.	Shri B.P. Bimal	Under Secretary	23073017	All matters dealt with in IGM Section	Shri Dhan Raj, DII Tel. No. 23389602
12.	Shri Anil Kumar	Under Secretary	23381243	All matters dealt with in Cash Section	Shri K. Gurumurthy, Deputy Secretary Tel. No. 23389204
13.	Smt. Rita Dogra	Under Secretary	23386065	All matters dealt with in CL-III Section	Shri Jaikan Singh, Director Tel. No. 23389227
14.	Shri J.N. Tikku	Joint Director	23073067	All matters dealt with in CL-I and CL-V Sections	Shri U.C. Nahta, DII Tel. No. 23384502
15.	Shri L.R. Meena	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 Shyam Sunder	Deputy Director	23384158	All matters dealt with in e-Governance Cell	Shri Anil Bhardwaj, Director Tel. No. 23070954
18.	Shri Rajinder Singh	Under Secretary	23389298	All matters dealt with in Legal Section	Shri B.K.L. Srivastava, Joint Director Tel. No. 23070728
19.	Shri Anil Prashar	Under Secretary	23381243	All matters dealt with in IICA Section	Shri Navneet Chauhan, Director Tel. No.
20.	Shri Anil Prashar	Under Secretary	23381243	all matters dealt with in Infrastructure 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.

