

No. A-44011/1/2011-Ad.I
Government of India
Ministry of Corporate Affairs

5th Floor, "A" Wing, Shastri Bhawan,
New Delhi - 110 001, Dated 17th February, 2011

CIRCULAR

Secretary, Corporate Affairs, has directed that all officers upto the level of Directors including Joint Directors at the Hqrs. make themselves available in their offices between 2:30 P.M. to 3:30 P.M. on all working days. It may be ensured that no meeting generally be held during this period.

2. All officers are also required to affix their stamps below their signatures on note sheet of files.


(J.S. Gupta)

Under Secretary to the Government of India

1. All officers at the MCA Hqrs.
2. Cost Audit Branch, Binaker House, New Delhi
3. R & A Division, New Delhi House, New Delhi
4. e-Governance Cell with the request to place the circular on website of MCA

Copy for information :

Sr. PPS to Secretary