

MOST IMMEDIATE
AT ONCE

No.A-50011/4/2011-Admn.III
Government of India
Ministry of Corporate Affairs

Room No.518, 5th Floor, 'A' Wing,
Shastri Bhawan, New Delhi-110001
Dated: 17.03.2011

OFFICE MEMORANDUM

Subject: Workshop to familiarize the officers of the rank of Director/Deputy Secretary and Under Secretary of the Ministry on 26th March, 2011 at SCOPE Complex, Lodhi Road, New Delhi.

The undersigned is directed to say that a one-day Workshop for non-ICLS officers to familiarize the officers of the Ministry of the rank of Director/Deputy Secretary and Under Secretary is being organized on 26th March, 2011 at SCOPE Complex, Lodhi Road, New Delhi.

2. The participants are required to report at Tagore Hall, SCOPE Complex, Lodhi Road, New Delhi by 09:00 AM.
3. The details of the Workshop are as under:

S. No.	Subject	Faculty	Duration
1	Overview of Companies Act	Sh. Jitesh Khosla, Addl. Chief Secretary, Govt. of Assam	30 minutes
2	Incorporation of Companies	Sh. M.M. Juneja, ROC, Delhi	45 minutes
3	Governance of companies and disclosure / reporting	Dr. Navrang Saini, RD (ER)	45 minutes
4	Accounts Audit and financial Disclosures	Shri Avinash Chandra, Technical Director, ICAI	45 minutes
5	Enforcement issues under Companies Act.	Sh. S.M.A. Millath, RD (WR)	45 minutes
6	Corporate re-structuring	Sh. Jitesh Khosla, Addl. Chief Secretary, Govt. of Assam	45 minutes
7	Overview of SEBI Regulations	Senior Official from SEBI	45 minutes

Contd.../-

2. The objective of the Workshop is to familiarize the officers of the Ministry with the broad areas of the Companies Act, 1956. Participation of all officers of the rank of Director/Deputy Secretary and Under Secretary is compulsory. Other officers may also participate, if so they desire.

3. The concerned officers are requested to confirm their participation to the undersigned or Director, IICA latest by 21st March, 2011 so that necessary arrangement can be made.



(J.S.Gupta)

Under Secretary to the Govt. of India

To

All Directors/ Deputy Secretaries/ JD (PS)/Under Secretaries

Copy to:

1. All officers at MCA Hqrs.
2. Director, IICA – Paryavaran Bhawan, New Delhi.
3. e-Governance – for uploading on MCA website