

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

5<sup>th</sup> Floor, "A" Wing, Shastri Bhawan,  
New Delhi - 110 001, Dated 15<sup>th</sup> March, 2011

**Office Memorandum**

**Subject: Outcome of the Induction Training Programme for the officers of the Ministry.**

Secretary, Corporate Affairs while addressing the participants during the Induction Training Programme organized for officers of the Ministry on 14<sup>th</sup> March, 2011, gave the following directions:

- (i) that the training should not be limited to the participants but the concerned Directors/Deputy Secretaries at their level will further educate the staff working under them about the working of the Ministry.
- (ii) that the participants are expected to enhance their performance/capabilities after undergoing the training programme which should be reflected in their day-to-day work.
- (iii) that the officers at Hqrs. in groups may visit the office of ROC Delhi to have first hand exposure on the field working and the concerned Directors/ Deputy Secretaries may chalk out the programme in liaison with RoC, Delhi .
- (iv) that in the next training programme specifically on Companies Act, copies of the Bare Acts should be available with the participants to have a first hand information / knowledge of the Act.
- (v) that the quality of notings should be improved. MCA being the only other legal Department of Government of India, besides the Ministry of Law, the notings should be precise and to the point. Lengthy and peripheral notings should be avoided.
- (vi) that the officers may identify their training needs both in the country and outside the country and the training needs so identified will be analyzed and organized by IICA, if so decided.

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(vii) that the training of officers and staff in field offices may be organized in consultation with IICA in State Academies and the concerned RDs will chalk out a plan in this regard in consultation with IICA.

2. The above directions are circulated for compliance by all concerned.



(J.S. Gupta)

Under Secretary to the Government of India

To

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

Copy to:

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