

No. A-42011/12/2016-Ad. II
Government of India
Ministry of Corporate Affairs

'A' - Wing, 5th Floor, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dated: 13th October, 2016

OFFICE MEMORANDUM

Sub: Norms for Transfer/ Posting of ICLS Officers for CRC Manesar - reg.

In keeping with the Government's mission of providing speedy Citizen Centric Services, the Central Registration Centre has been recently set up at IICA, Manesar for processing of applications for "Reservation of names as well as for Incorporation of companies" in accordance with the provisions of the Companies Act, 2013, besides any other functions which may be assigned to it from time to time. In order to expose the officers to the e-governance work culture, and to help in its dissemination amongst the cadre, tenure of posting for eligible officers of ICLS Cadre to the CRC is necessary. Accordingly, with a view to ensure smooth functioning of the Centre and to provide exposure to modern technology-led work culture to the ICLS Officers, following norms would be followed for transfers/postings to CRC Manesar:

- I. All ICLS Officers at present serving in JTS and STS grade will be posted to CRC for a minimum tenure period of one year.
 - II. All the ICLS officers as stated in (i) above should have the exposure of working in CRC before their promotion to JAG.
 - III. For this purpose, a roster would be maintained in the Ministry. Senior most STS/ICLS officer (having no stint of serving in CRC before) shall be at the first point of said roster for consideration of posting at CRC. This exercise shall be done upto the last eligible STS/ICLS officer and then senior most JTS/ICLS officer will be placed on the next point of the said roster.
 - IV. The roster as mentioned in (iii) above shall be reviewed on 1st July and 1st January of every year.
 - V. In exceptional circumstances, relaxation may be given to those STS/ICLS officers who are likely to be promoted in near future. This shall be ascertained vis-à-vis the number of vacancies in the JAG grade.
 - VI. These norms shall not be an infringement on the existing transfer policy followed by the Ministry for ICLS officers and in case of any conflict, the transfer policy shall prevail.
 - VII. Secretary, CA will have the power to relax or exempt any officer from the above mentioned norms for administrative expedience.
2. This issues with the approval of Secretary, CA.


(Ravi Vazirani)

Under Secretary to the Government of India

To

1. All RD/ ROC/ OL, MCA for information.
2. PS to JS (K)
3. CRC, Manesar.
4. E-Gov. Cell, MCA HQ for placing this in employee's corner [under transfer posting].

