

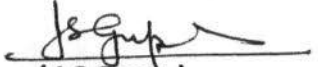
No. A-45011/11/2011-Ad.I(pt.)
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan,
New Delhi-110001, 30th May, 2011

OFFICE ORDER

Secretary, CA has directed that following course of action shall be followed in respect of various Agreements received from different Ministries/Departments of the Government of India for comments:-

- i) All such requests shall be handled in International Cooperation(IC) Section.
- ii) The IC Section will send a copy of draft of such an Agreement(s) to concerned Joint Secretaries for comments of their Division. These Divisions in-turn will obtain comments from organisations part of that Division and thereafter send consolidated views of the Division to IC Section.
- iii) IC Section will compile this information and put it up through proper channel to Secretary for approval of Minister.
- iv) After obtaining approval of Secretary /Minister, only single communication shall be sent by MCA to the respective Ministries/Departments.
- v) In case any meeting (s) is /are called for by that Ministry /Department, an officer may be nominated with the approval of Secretary to participate in that meeting.


(J.S.Gupta)

Under Secretary to the Govt. of India

1. Secretary/Addl.Secy/JS(A)/JS(R).
2. All Officers/Sections at Headquarters.
3. Head of all Attached Offices.
4. All RDs /RoCs/OLs
5. e-Governance –for placing on the website.
6. Guard File.