## Template for Forwarding Documents for Uploading

<table>
<thead>
<tr>
<th>S.No</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Subject</td>
<td>TRANSFER/POSTING</td>
</tr>
<tr>
<td>2.</td>
<td>Date of issue of document (DD/MM/YYYY)</td>
<td>13/10/2016</td>
</tr>
<tr>
<td>3.</td>
<td>Section / Division</td>
<td>ADMIN-I</td>
</tr>
<tr>
<td>4.</td>
<td>Name/Designation of Approver</td>
<td>N/A</td>
</tr>
<tr>
<td>5.</td>
<td>Name/Designation of Contributor</td>
<td>N/A</td>
</tr>
<tr>
<td>6.</td>
<td>Title of link for document to be uploaded</td>
<td>N/A</td>
</tr>
<tr>
<td>7.</td>
<td>Date of uploading document (DD/MM/YYYY)</td>
<td>N/A</td>
</tr>
<tr>
<td>8.</td>
<td>Section(s) of website under which document is to be uploaded</td>
<td>TRANSFER/POSTING</td>
</tr>
<tr>
<td>9.</td>
<td>Date of expiry/Archival (if applicable)</td>
<td>N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Is Hindi version available (yes/no)</td>
<td>NO</td>
</tr>
<tr>
<td>11.</td>
<td>Hindi title for Hindi document</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Submitted by: [Signature]
Submitted Date: [Date]
No.A-22011/02/2016-Ad.I  
भारत सरकार /Government of India  
कार्योपिलट कार्य मंत्रालय /Ministry of Corporate Affairs

‘A’ Wing, 5th Floor, Shastri Bhawan,  
New Delhi, the 3 October, 2016

OFFICE ORDER

With immediate effect and until further orders, Shri S.K. Vashishtha, Under Secretary, who has joined the Ministry on 03.10.2016, will look after the work of e-Governance Cell and Insolvency Section and will report to Dir.(AK).

2. This issues with the approval of Secretary, MCA.

(Akhilesh Kumar Singh)  
Under Secretary to the Govt. of India

1. All Officers/Sections of the Ministry
2. PS to CAM/MOS
3. Office of Secretary/AS/DGCoA/JS(B)/JS(K)/JS(GKS)/JS(AC)/EA/Adv.(Cost)
4. e-Governance cell for uploading the order under the category ‘Transfer Posting’
No.A-22011/02/2016-Ad.I
भारत सरकार /Government of India
कार्यसीट कार्य मंत्रालय /Ministry of Corporate Affairs

'A' Wing, 5th Floor, Shastri Bhawan,
New Delhi, the 13th October, 2016

OFFICE ORDER

In partial modification to this Ministry's Office Order of even number dated 13.10.2016, Shri S.K. Vashishta, Under Secretary will report to Dir.(AK) in respect of work relating to e-Governance Cell and to Dir.(RT) in respect of work relating to Insolvency Section.

(Akhilesh Kumar Singh)
Under Secretary to the Govt. of India

1. All Officers/Sections of the Ministry
2. PS to CAM/MOS
3. Office of Secretary/AS/DGCoA/JS(B)/JS(K)/JS(GKS)/JS(AC)/EA/Adv.(Cost)
4. e-Governance cell for uploading the order under the category 'Transfer Posting'