

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

'A' Wing, 5th Floor, Shastri Bhawan,
New Delhi, the 27th June 2011

OFFICE ORDER

In continuation to this Ministry's Office Order of even number dated 15th June 2011, the channel of submission of Policy-I and II Sections will be as under:

1. The tasks assigned to Policy II will be handled by the Drafting Group (DG) headed by Shri Rakesh Chandra, DII. The Drafting Group will examine all matters being handled in Policy II and submit for consideration of the Approval Group (constituted on 24.2.2011-copy enclosed) wherever necessary and put up files directly to Secretary, MCA.
2. For matters relating to e-Governance Cell, DII (RC) will report through JS(A)/AS/Secretary.
3. For the tasks assigned to Policy-I, JDs will report to JS(R)/AS/Secretary.
4. This issues with the approval of Secretary, CA.


(J.S.Gupta)

Under Secretary to the Govt. of India

1. All Officers/Sections of the Ministry.
2. Secretary/AS/JS(A)/JS(R).
3. PS to CAM/PS to MOS, Corporate Affairs.
4. e-governance cell for placing on MCA website under the Miscellaneous Column.
5. Guard File.

There are a large number of policy issues to be addressed which relate to (a) MCA-21 procedures; and (b) Non-MCA-21 procedures.

2. To streamline and simplify these procedures, the following Drafting Group is set-up:-

- (1) Shri E. Selvaraj, DII - assisted by Astt. Director (MG)
- (2) Shri J.N. Tikku, Jt. Director - (with Sri Shyam Sunder,DD)
- (3) Sri Rakesh Chandra, Director, O/o DGCA - will be the Coordinator.

For issues relating to MCA-21, Director (NK) and a nominee of TCS will be co-opted.

3. Wherever required, inputs from Legal Division will be obtained.

4. All files would be opened in Policy Section (CL.V) and the Drafting Group (DG) will examine all circulars, rules, regulations issued so far on each of the issues, and will take guidance from the Approval Group (AG) for the direction of simplification. The Drafting Group will prepare a list of issues, which relate to MCA-21 and non-MCA-21 for getting priority fixed by AG. The Drafting Group will also get inputs from RDs on the drafts, so that their feed-back will also be incorporate in the final draft to be placed before the Approval Group. Based on that, it will draft-out the circular, which will be circulated to the Members of the AG for taking a decision. The AG headed by Secretary (MCA) will consist of the following:-

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|-------|----------------------|---|--------|
| (i) | Additional Secretary | - | Member |
| (ii) | Joint Secretary (R) | - | Member |
| (iii) | Joint Secretary (A) | - | Member |
| (iv) | Joint Secretary (S) | - | Member |

5. The Approval Group will meet between 5.00 PM to 5.30PM daily or at such frequently as required to approve the drafts of the circulars & notifications and also to decide issues for next meeting.

First meeting will be held on 24.2.2011 (today) at 5.00PM.

Sd/-
(D.K. Mittal)
Secretary (MCA)
24.2.2011

To
All concerned.