

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

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhavan,  
Dr. R.P. Road, New Delhi -110001

Dated the 15<sup>th</sup> June, 2011.

**OFFICE ORDER**

With immediate effect and until further orders, the work pertaining to policy matter in the Ministry which is being dealt with by the CL-V Section (policy Section) currently is hereby divided into two parts and allocated to two newly created sections to be known as Policy- I and policy – II.

2. The details of the items of work to be dealt with in these sections and the flow of work are given below:-

<b>Name of Section</b>	<b>Item of work to be handled in the Section</b>	<b>Work flow</b>
<b><u>Policy I</u></b>	<p>a) Examination of Cabinet Notes/ CCEA Notes/ COS Notes.</p> <p>b) Sending notifications to the Press and laying of notifications in the Parliament.</p> <p>c) Declaration of institutions as Public Financial Institutions.</p> <p>d) Court cases related to Policy issues.</p> <p>e) FDI Policy suggestions.</p> <p>f) FIPB references.</p> <p>g) Matter related to FATF – Mutual Evaluation Report on Anti money laundering and combating the financing the terrorism in India.</p> <p>h) Matter related to information in respect of draft Peer Review Report of India.</p> <p>i) Constitution of NACAS and changes therein.</p>	<p>J.N. Tikku, JD</p> <p>Sanjay Shorey, JD</p> <p>Seema Rath, AD</p> <p>K.S. Narayanan, STA</p> <p>John Sebastian, Assistant and CS Trainees posted in the Section will report [through their respective officers wherever applicable] to DII(ES).</p> <p>DII(ES) will report to JS(R)/AS</p>

	<p>j) Matters relating to Accounting Standards/ Convergence with IFRS.</p> <p>k) Indian Partnership Act and Societies Registration Act.</p> <p>l) Capital Market/ Coordination with SEBI.</p> <p>m) 'Doing Business' Report, 2011 of the World Bank Group.</p> <p>n) Parliament Questions/ RTI applications on Companies Bill and other issues related to Policy.</p> <p>o) Miscellaneous matters not covered above.</p>	
<p><b><u>Policy II</u></b></p>	<p>a) Clarification sought regarding provisions of Companies Act, 1956 by: -</p> <ul style="list-style-type: none"><li>o Other Ministries</li><li>o Other Departments</li><li>o Field offices</li><li>o Chambers of Commerce etc.</li></ul> <p>b) Matters relating to Limited Liability Partnership Act and Bill.</p> <p>c) Drafting of notification/circulars etc for proposals for amendment of Rules/schedules etc made under the Companies Act.</p> <p>d) Review of existing Rules under Companies Act, 1956 to bring simplification and procedures.</p> <p>e) Grant of extension for holding of AGM to Government companies and change in venue for holding AGM.</p> <p>f) Matters relating to refund of excess/ duplicate fees received.</p> <p>g) Matter related to condonation of delay in respect of Regulation 17.</p> <p>h) Formulation of schemes such as Company Law Settlement Scheme</p>	<p>Monika Gupta, AD Kamna Sharma, AD Shri Panwar, STA and CS Trainees posted in the Section will report [through their respective officers wherever applicable] to Dir(RC) .</p> <p>Rakesh Chandra, Director will report to JS(A)/AS</p>

	<p>and Easy Exit Scheme.</p> <p>i) e-Governance forms and other related matters.</p> <p>j) Drafting and issue of circular to ROCs / RDs to bring uniformity of practices by all field offices with regard to disposal off their duties including approval of items and prosecutions etc.</p> <p>k) Drafting and issue of circulars to provide more exemption to the companies and to cut timelines in getting approvals from ROC/RD and MCA under Companies Act, 1956.</p> <p>l) To coordinate with TCS for implementation of proposed changed procedures under MCA 21 system.</p>	
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2. This issues with the approval of Secretary, MCA

  
(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 to place it on MCA website under the miscellaneous column.
5. Guard file.