

No A-45011/38/2018-Admn-I  
Government of India  
Ministry of Corporate Affairs

Shastri Bhawan, New Delhi  
Dated 14 July, 2021

**OFFICE MEMORANDUM**

**Subject: Increasing Efficiency in Decision Making in Government-reg**

In pursuance to DARPG D.O. letter No 30011/12/2015-O&M-Part(2) dated 08.06.2021, all Divisional Heads and Heads of all attached and subordinate offices and autonomous bodies under MCA are requested to revisit the channels of disposal of their respective sections/ offices and adopt a maximum of four levels of channels of submission of files in respect of administrative/ routine matters and a maximum of five levels of submission in technical matters like law making, drafting of rules, enquiry reports etc. requiring in depth study and detailed examination.

2. This issues with the approval of Secretary, Corporate Affairs.



(Riazul Haque)

Under Secretary to Government of India

Ph: 23381349

To,

All Divisional Heads

Copy to:

1. PS to Hon'ble CAM/MOS (CA)
2. DGCoA
3. AS &FA
4. All RD/ROC/OL/ROC-cum-OL
5. NCLT/NCLAT/IBBI/CCI/NFRA/IEPFA/IICA/ICLS Academy/SFIO
6. Guard File