



**GOVERNMENT OF INDIA**

**MINISTRY OF  
CORPORATE AFFAIRS**

**INDUCTION MATERIAL**

**(Prepared by Coordination Section)**

**(Corrected upto 31<sup>st</sup> March, 2017)**

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## A. MINISTRY OF CORPORATE AFFAIRS (MCA) – AN OVERVIEW

### 1. BRIEF PROFILE

- 1.1 The vision of the Ministry is 'sustained corporate growth with enlightened regulation'.
- 1.2 The Department of Company Affairs was first constituted in 1950s. It remained either a Department or a part of Ministry of Law, Ministry of Finance or Ministry of Commerce till 2004. It became a Ministry in 2004 and acquired its present name in May 2007. Under the Government of India (Allocation of Business) Rules 1961, following subjects are assigned to the Ministry:-
- (i) Administration of the Companies Act, 1956/2013.
  - (ii) Administration of the Companies (Donation of National Funds) Act, 1951 (54 of 1951)
  - (iii) Administration of the Monopolies and Restrictive Trade Practices Act, 1969 [(54 of 1969) **Only residual matters**]
  - (iv) Monopolies and Restrictive Trade Practices Commission. (**Only residual matters**)
  - (v) Professions of Accountancy [(The Chartered Accountants Act, 1949(38 of 1949)]; Profession of Costs and Works Accountancy [The Cost and Works Accountants Act, 1959 (23 of 1959)]; Profession of Company Secretaries [The Company Secretaries Act, 1980 (56 of 1980)].
  - (vi) Collection of statistics relating to companies.
  - (vii) Legislation relating to law of Partnership and the exercise of certain functions under Chapter VII of the Indian Partnership Act, 1932 (9 of 1932) in centrally administered areas. (The administration of the Act vests with the State Governments).
  - (viii) The responsibility of the Centre relating to matters concerning centrally administered areas. (The administration of the Act vests with the State Governments)
  - (ix) Legislation in relation to registration of societies and exercise of functions under the Societies Registration Act, 1860 (21 of 1860) in centrally administered areas.
  - (x) Competition Commission of India. The Competition Act, 2000 (12 of 2003)
  - (xi) Serious Fraud Investigation Office.
  - (xii) Administration of Insolvency & Bankruptcy Code.

## 2. ORGANISATIONAL ARRANGEMENTS

The Ministry functions through the Director General (Corporate Affairs), Regional Directors (RDs), Registrar of Companies (ROCs), and Official Liquidators (OLs). The location of these offices is as under:-

Office	Place
<b>Regional Director</b>	
Regional Director (Eastern Region)	Kolkata
Regional Director(Northern Region)	New Delhi
Regional Director (North Western Region)	Ahmedabad
Regional Director(North East Region)	Shillong
Regional Director (Southern Region)	Chennai
Regional Director (Western Region)	Mumbai
Regional Director (South East Region)	Hyderabad
<b>Registrar of Companies</b>	
Registrar of Companies (Andhra Pradesh & Telangana)	Hyderabad
Registrar of Companies(Kerala)	Ernakulum
Registrar of Companies (Assam, Meghalaya, Manipur, Tripura, Mizoram, Nagaland & Arunachal Pradesh)	Shillong
Registrar of Companies (Delhi & Haryana)	New Delhi
Registrar of Companies (Gujarat)	Ahmedabad
Registrar of Companies (Karnataka)	Bangalore
Registrar of Companies (Madhya Pradesh)	Gwalior
Registrar of Companies (Maharashtra)	Mumbai
Registrar of Companies (Maharashtra)	Pune
Registrar of Companies (Puducherry)	Puducherry
Registrar of Companies (Punjab, Chandigarh)	Chandigarh
Registrar of Companies (Tamil Nadu)	Chennai
Registrar of Companies (Tamil Nadu)	Coimbatore
Registrar of Companies (Uttar Pradesh)	Kanpur
Registrar of Companies(West Bengal)	Kolkata
ROC Central Registration Centre (CRC)	Manesar
<b>Official Liquidators</b>	
High Court of Madhya Pradesh	Indore
Calcutta High Court	Kolkata
Kerala High Court (Ernakulum)	Ernakulum
Allahabad High Court	Allahabad
Andhra Pradesh High Court	Hyderabad
Karnataka High Court	Bangalore
High Courts North East States	Guwahati

Bombay High Court	Mumbai
Bombay High Court (Nagpur Bench)	Nagpur
Madras High Court	Chennai
Delhi High Court	New Delhi
Gujarat High Court	Ahmedabad
Chandigarh High Court	Chandigarh
Jodhpur High Court	Jodhpur
<b>Registrar of Companies cum Official Liquidator</b>	
ROC-cum-OL Bilaspur	Bilaspur
ROC-cum-OL Ranchi	Ranchi
ROC-cum-OL Patna	Patna
ROC-cum-OL Jammu	Jammu
ROC-cum-OL Nainital	Nainital
ROC-cum-OL Jaipur	Jaipur
ROC-cum-OL Goa	Goa
ROC-cum-OL Cuttack	Cuttack
RoC –cum- OL Himachal Pradesh	Shimla

### 3. SERIOUS FRAUD INVESTIGATION OFFICE (SFIO)

3.1 The Serious Fraud Investigation Office (SFIO) is a multi-disciplinary organization consisting of experts in the fields of accountancy, forensic auditing, law, information technology, investigation, company law, capital market and taxation. It is meant for detecting and prosecuting or recommending for prosecution white-collar crimes/frauds. It was set up in 2003 through a Resolution published in the Gazette of India. Establishment of this organization was further notified vide notification dated 21.07.2015 in accordance with sub-section (1) of section 211 of the Companies Act, 2013 (18 of 2013).

3.2 SFIO is headed by a Director who is of the rank of Joint Secretary to the Government of India. As SFIO is a multi-disciplinary organization, the Director is assisted by officers taken on deputation from various departments/institutions like Income Tax, Enforcement Directorate, Customs and Excise, Office of C&AG, Banks, SEBI, Company Law, IB, CBI, Police, Information Technology, etc. They are appointed as Additional Directors/Joint Directors Deputy Directors and Senior Assistant/Assistant Directors. Recruitment Rules are currently under revision to gradually create a permanent cadre for certain specified categories of posts.

#### **4. INDIAN INSTITUTE OF CORPORATE AFFAIRS**

**4.1** This institution, located at Manesar, Haryana, is meant to serve the needs of the Corporate Sector and corporate regulatory system by providing inputs for policy, capacity building, knowledge up-gradation and documentation through various schools. It also serves as the induction level and In-service Training Academy for the Indian Corporate Law Service (ICLS).

**4.2** A Corporate Social Responsibility Foundation has been set up within it which will provide various supportive services to facilitate effectuating the concept of CSR.

#### **5. STATUTORY BODIES UNDER THE MINISTRY**

**5.1 Competition Commission of India (CCI):** The Commission which is a statutory body, administers various responsibilities assigned to it under the Competition Act, 2002. The composition of the Commission consists of a Chairperson and not less than two and not more than six other members.

**5.2 Competition Appellate Tribunal (CAT) -** This quasi-judicial body hears appeals against orders passed by the Competition Commission of India. The composition of the Tribunal consists of a Chairperson and not more than two other members.

**5.3 National Company Law Tribunal (NCLT) –** Constitution of NCLT has been notified under section 408 of the Companies Act, 2013 w.e.f 1<sup>st</sup> June, 2016. Pending proceedings as defined in section 434 (1) (a) and 434 (1) (b) of the Companies Act, 2013 has been transferred to this body. 11 Benches of NCLT have been notified and made operational at New Delhi (2 Benches), and one bench each at Ahmedabad, Allahabad, Bengaluru, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata and Mumbai.

**5.3.1 National Company Law Appellate Tribunal (NCLAT) –** NCLAT, which is appellate Body to NCLT has been notified under section 410 of the Companies Act, 2013 w.e.f 1<sup>st</sup> June 2016

#### **OTHER BODIES**

##### **National Foundation for Corporate Governance (NFCG)**

It is a Trust jointly established by the Ministry of Corporate Affairs, Confederation of Indian Industry (CII), Institute of Chartered Accountants of India (ICAI) and Institute of Company Secretaries of India (ICSI). Subsequently, Institute of Cost and Works Accountants of India (now Institute of Cost Accountants of India), National Stock Exchange of India Limited (NSE) and Indian Institute of Corporate

Affairs (IICA) have also been inducted as members. NFCG has a Governing Council presided over by Hon'ble Minister Corporate Affairs, and Board of Trustees presided over by Secretary, MCA. NFCG organizes seminars, workshops, orientation programmes, research work etc. through its Accredited Institutions for promoting good corporate governance practices in the corporate sector.

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## **B. FUNCTIONS OF SECTIONS/CELLS/UNITS**

### **ADMINISTRATION-I SECTION**

1. Establishment matters relating to all Group- 'A' officers at the Headquarters filled under Central Staffing Scheme viz., Secretary, Joint Secretary, Director, Deputy Secretary.
2. All establishment matters relating to all Group –'A' officers of the en-cadred posts of Indian Economic Service (IES), Indian Statistical Service (ISS), Indian Cost and Accounts Service (ICAS) and Central Secretariat Official Language (CSOL).
3. Establishment matters relating to Officers of the Central Secretariat Service (CSS) viz. Director, Deputy Secretary, Under Secretary, Section Officer and Assistant Section Officer.
4. Establishment matters relating to Officers of the Central Secretariat Stenographer Service (CSSS) viz. PSO, Sr. PPS, PS, PA and Stenographer.
5. Establishment matters relating to Officers of the Central Secretariat Clerical Service (CSCS) viz. Senior Secretariat Assistant Grade and Junior Secretariat Assistant Grade.
6. Creation of posts and establishment matters relating to the office of the Minister of Corporate Affairs and Office of the Minister of State for Corporate Affairs.
7. Creation/continuation of posts in Headquarters other than ICLS posts.
8. All establishment matters relating to General Central Service Group 'B' and 'C' posts at Headquarters viz., posts of Library, Canteen, General Branch, Staff Car drivers, Multitasking Staff (erstwhile Group 'D'), etc.
9. All establishment matters relating to en-cadred posts in Central Secretariat Official Language Service viz., Joint Director, Assistant Director, Senior Hindi Translator, Junior Hindi Translator, etc.
10. Sponsoring of officers/Staff (with whom Administration-I Section is administratively concerned) for training in Hindi Teaching Scheme (Nominations to be made by Hindi Cell).

11. Issue/ Handling of CGHS (Central Government Health Scheme) Cards, appointment of AMA, Handing of Medical reimbursement/permissions, of all officers/Staff at Headquarters with whom Administration-I Section is administratively concerned.
12. Delegation of financial powers to designated authority as per the Delegation of Financial Powers Rules, 1978.
13. Sanction/Matters of Long term and Short Term advances viz. HBA, Motor Car Advance, Computer Advance, Festival Advance, LTC Advance, etc. in respects of all officers/Staff at Headquarters with whom Administration-I Section is administratively concerned.
14. Children Education Allowance/Tuition Fees reimbursement of all officers/Staff at Headquarters with whom Administration-I Section is administratively concerned.
15. Imparting training to Officers/Officials of the Department sponsored by ISTM. (Department of Personnel & Training).
16. Internship Programme.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Smt. Bindu Pillai Room No.518 Tel: 23073049 Intercom No.518	Shri Akhilesh Kumar Singh Room No.529 Tel.No.23389782 Intercom No.529	Shri J.S. Audhkhasi Room No.512 Tel.No.23381615 Intercom No.512	Shri Gyaneshwar Kumar Singh Room No. 506 Tel.No. 23383345 Intercom No.506

## ADMINISTRATION -II SECTION

### 1. All establishment matters relating to officers of ICLS (Group 'A' Service)

- (i) Creation of posts;
- (ii) Recruitment/ promotion, posting & transfers of ICLS Officers;
- (iii) Review of cadre strength;
- (iv) Pension, leave, increment in respect of RDs and Group 'A' officers of ICLS & Group 'B' officials in MCA, HQ;
- (v) Review of ICLS and its subordinate cadre officers under FR 56(j) and Rule 48(1)(b) of CCS(pension) rules in consultation with Vigilance Section;
- (vi) Compilation of bio-data, seniority list and incumbency statement of officers of ICLS and STA, JTA & CP.
- (vii) Framing of and amendments to Indian Company Law Service Rules.
- (viii) Establishment matters relating to the Offices of RDs, ROCs and OLs such as-
  - a. Creation of posts in all grades;
  - b. Recruitment to Group 'B' posts, Promotion of Group 'B' posts, maintenance of seniority list of Group 'B' officers;
  - c. Confirmation of Group 'B' officials posted in MCA, HQ;
  - d. Monitoring of Review under FR 56(j) and Rule 48(1)(b) of CCS(pension) rules of Group 'B' and 'C' posts in Regional Offices ;
  - e. Framing and amendments to Recruitment Rules for Group 'B', and 'C' posts in Regional Offices;
- (ix) Training of ICLS officers and its subordinate cadre officers.
- (x) Other items of work-
  - a. Delegation of powers to RDs/ ROCs/ OLs on establishment matters;
  - b. Clarification and guidance in establishment matters to Regional Directors;

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri Kalloo Ram Room No.518 Tel.No. 23389889 Intercom No.546	Shri Ravi Vazirani Room No.537 Tel.No.23383507 Intercom No.537	Shri Vivek Kumar Room No.528 Tel.No.23382386 Intercom No.528	Shri Gyaneshwar Kumar Singh Room No. 506 Tel.No.23383345 Intercom No.506

### ADMINISTRATION-III SECTION

1. All establishment, personnel and financial matters relating to SFIO which require approval of Ministry.
2. All policy issues concerning SFIO.
3. Framing and amendment of recruitment rules of various posts of SFIO.
4. Creation/continuation/extension of deputation period in respect of officers working in SFIO.
5. Parliament matters relating to SFIO.
6. Budget matters of SFIO.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri Suresh Chander Noonwal Room.No-518-A, Tel.No-23386896 Intercom No-516	Sh. Ravi Vazirani Room.No-537 Tel.No.23383507 Intercom No. 537	Sh. Vivek Kumar Room No.528 Tel. No. 23382386 Intercom No. 528	Shri Gyaneshwar Kumar Singh Room No. 506A Tel. No.23383345 Intercom No.506

## ADMINISTRATION –IV SECTION

Administration IV Section in the Ministry of Corporate Affairs deals with the following items of work relating to National Company Law Tribunal and National Company Law Appellate Tribunal:

1. All establishment, personnel and financial matter requiring approval of Central Government;
2. Appointment of Chairperson/ President and Members in these Organizations.
3. Creation / continuation / extension of deputation period in respect of officers working in these Organizations.
4. Framing and amendment of recruitment rules for various posts in NCLT/NCLAT.
5. “No objection” for issue of passport to officers / staff in these organizations.
6. Processing of case of the officers of these organizations for foreign / domestic seminar / training / workshop, etc.
7. Court case matters relating to above issues;
8. Parliament matters relating to above issues.
9. Budget matters of NCLT/NCLAT.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary</b>
Shri Surojit Saha Room No 518A Tel. No. 23386896 Intercom. No.578	Shri Rakesh Kumar Room.No- 520 Tel.No.23387939 Intercom No- 587	Shri Navneet Chouhan Room No. 530 Tel.No.23384470 Intercom No.530	Shri Gyaneshwar Kumar Singh Room No. 506 Tel.No.23383345 Intercom No.506

## BUDGET SECTION

1. Preparation of Budget Estimates and Revised Estimates of the Headquarters/field/attached/subordinate offices of the Ministry.
2. Preparation of Outcome Budget and Detailed Demands for Grants of the Ministry for laying in both the Houses of the Parliament in the Budget Session every year.
3. Settlement of Head-wise Appropriation Accounts.
4. Supplementary Demands for Grants for the Ministry.
5. Preparation of monthly progressive expenditure statement (4.2) on the basis of expenditure figures provided by the Principal Accounts Office, MCA for monitoring the trend of expenditure of all budgetary units of the Ministry.
6. Finalization of Final Grants of the field/attached/subordinate offices including Headquarters, Ministry of Corporate Affairs.
7. Submission of Manpower Management Information System (MMIS) of this Ministry's Employees such as - (i) Quarterly expenditure on pay and allowances, etc. and (ii) number of civilian posts, pay bands, grade pay etc. of the field/attached offices including Headquarters, MCA to the Ministry of Finance, Department of Expenditure.
8. Opening of New Head of Accounts at the request of budgetary units of the Ministry.
9. Re-appropriation of funds to various budgetary units in consultation with the Ministry of Finance, Department of Expenditure.
10. Ministry related Parliamentary Standing Committee on Finance on Demands for Grants.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Chief Controller of Accounts</b>	<b>JS &amp; FA</b>
Shri Amitesh Roy Room No. 508-B Tel.No. 23388512 Intercom No. 576	Shri Kshitish Kumar Room No. 525 Tel. No. 23384502 Intercom No.525	Smt. Sushma Kataria Room No. 513A Tel. No. 23380256 Intercom No. 509	Shri Anil Srivastava "C" Wing, 3 <sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi Tel No. 24698646	Smt. Reena Sinha Puri Room No. 321A Tel.No.23384211

## COMPANY LAW-I

1. Drafting of rules/amendments/clarifications on matters pertaining to the Companies Act, 2013
2. Liaison with e-Governance Cell on all issues pertaining to the Companies Act, 2013
3. Issues related to transition from the Companies Act, 1956 to the Companies Act, 2013.
4. SEBI matters, including all allied issues related to Capital Market Division, Department of Economic Affairs.
5. Liaison with other Regulators on matters pertaining to the Companies Act, 2013.
6. Preparation of Cabinet notes, draft bills for amendment in the Companies Act, 1956 and all matters up to the stage of obtaining assent of the President after the bills are passed by Parliament.
7. Review of existing rules under the Companies Act, 1956/2013.
8. Coordination of the working of Expert Committees constituted from time to time on the amendments/working of the Companies Act.
9. Drafting of Official amendments of Bills.
10. Preparing replies of queries raised on Rules made under the Companies Act, 2013 by the Committee on Subordinate Legislation.

<b>Assistant Director</b>	<b>Joint Director</b>	<b>Joint Secretary</b>
Shri Animesh Bose Room No. 512-B Tel.No. 23071190 Intercom No.507	Shri N.K.Dua Room No. 509-B Tel.No. 23382260 Intercom No. 542	Shri Amardeep Singh Bhatia Room No. 505 Tel.No.23389088 Intercom No. 505

## COMPANY LAW – II

1. Ordering of inspection of the companies under Section 206 (5) of the Companies Act, 2013 and issue of follow-up instructions on the inspection reports & follow-up action thereof.
2. Ordering of inquiry under Section 206 (4) of the Companies Act, 2013 and issuance of instructions on the report of ROC and follow-up action thereof.
3. Ordering of investigation of companies (Under Section 210, 212 of the Companies Act, 2013) and issuance of instructions on the report & follow-up action thereof.
4. To take action on complaints against companies relating to misuse and diversion of funds, mismanagement etc.
5. To file petition before National Company Law Board (now NCLT) in case of oppression or mismanagement under Section 397/398, 401/408 and 388B of the Companies Act, 1956 (Corresponding to Sections 241 and 242 of the Companies Act, 2013).
6. Review of monthly reports received from Regional Directors on working of Inspection Wing.
7. Parliament questions pertaining to the above matters.
8. Follow-up action on JPC Reports on matter relating to Companies Act, 1956.
9. Enforcement of the provisions of chapters VII and IX of the Limited Liability Partnership (LLP) Act, 2008.
10. Ordering of withdrawal of prosecutions arising out of inspection/ investigation reports/technical scrutiny reports.
11. Continuation of action initiated under corresponding provisions of the Companies Act, 1956, and Special Audits ordered thereunder.
12. Attending to RTI Applications/Appeals in the above-matters.



<b>Section Officer</b>	<b>Deputy Directors</b>	<b>Joint Directors</b>	<b>DII (I) and DII (II)</b>	<b>Director General</b>
Sh. H. N. Hedaoo Room No. 523, Tel. No. 23389298 Intercom No. 556	Sh. E. Nagachandran Room No 417 C, Tele: 23381687 Intercom No. 593  Sh. M.R. Das Room No.521, Intercom No. 586  Sh. Himanshu Shekhar Room No.510B, Tel No. 23389745, Intercom No. 594  Ms. Anita Klair Room No 527, Tel. No. 23385285, Intercom No. 527  Smt. Anshu Tandon Room No.521 Tel No. 23381243, Intercom No. 584	Shri Manmohan Juneja, Room No. 539 Tel. No. 23389602 Intercom No. 539  Shri D. Bandhopadhyay Room No. 533 A Tel. No. 23385010 Intercom No. 533  Shri Sanjay Shorey, Room No. 417-C Tel. No. 23381687 Intercom No. 593  Shri Swadhin Baruah Room No 510, Tel. No. 23385382, Intercom No. 510  Shri Uttam Kumar Sahoo Room No 527, Tel. No. 23385285, Intercom No. 527	<b>Shri Manmohan Juneja, Joint Director</b> is assigned with the duties of DII (I) and designated as JD(MJ). He will look after the work of CL-II Section pertaining to Northern, Eastern Region, SFIO, Shell Companies and cleaning of Central Registry.  <b>Shri D. Bandhopadhyay, Joint Director</b> is assigned with the duties of DII (II) and designated as JD(DB). He will look after the work of CL-II Section pertaining to Western, North-Eastern, North-Western, Southern and South Eastern Regions.	Shri N.K. Bhola Room No: 511 Tele:23381226 Intercom: 570

### COMPANY LAW – III

1. Reduction of share capital of Government Companies (Section 101 of the Companies Act, 1956).
2. Amalgamation/Scheme of Arrangement etc. of Govt. Companies (Section 391-394, 396 and 396A of the Companies Act, 1956)
3. References received from RDs /ROCs regarding approval of names of companies and matters incidental thereto (Section 8 of the Companies Act, 2013)
4. References received from RDs/ROCs for grant of licence, revoking of such licences, alteration of Memorandum and Articles of Association, grant of exemption and matters relating to such companies (Section 8 of the Companies Act, 2013).

<b>Joint Director</b>	<b>Joint. Secretary</b>
Shri C.S. Govindrajan Room No.510 B Tel.No.23389745 Intercom No.544	Shri Gyaneshwar Kumar Singh Room No. 506A Tel. No.23389088 Intercom No.506

#### C.L-IV (LEGAL SECTION)

1. Sending/forwarding of court cases to domain Sections (in case received in Legal Section).
2. Engagement of Government Counsels on request of domain Sections.
3. Vetting of draft para-wise comments prepared by domain Sections.
4. Draft reply/statement/affidavit/counter affidavit etc. in court cases to be prepared by domain Sections in consultation with Government Counsels. As and when required, opinion of JD (L) to be obtained on file.
5. The affidavit/additional affidavit/counter affidavit to be filed in the courts to be sworn in and filed by the Under Secretary concerned/authorized official of the domain Section. Legal Section is required to render assistance in defending cases before the court on behalf of the domain section. If required, JD (L) to be requested to be present in the court.
6. Monitoring of all court cases of the Ministry. For the purpose, domain sections would send a monthly report to the Legal Section by the 7th Day of every month indicating the status of each case, the outcome of the last hearing and date of next hearing, in respect of the preceding month.
7. Issue of sanction for payment of fees to Government Counsels. The domain section to send the bills to the legal section in duplicate duly verified.
8. Vetting of draft reply/affidavits to be filed by Field Offices and other attached offices of the Ministry, in which Ministry is a party. However, the drafts to be first verified by the domain section and to be forwarded to JD (L) for Legal vetting alongwith inputs, if any.
9. Monitoring of cases entered in Legal Information Management and Briefing System (LIMBS) where MCA is a party.
10. Giving Legal opinions to all Domain Sections of Headquarter as well as to the field office(s) for matters relating to Companies act, 2013 and companies Act, 1956. The Legal opinion is also provided to other Government agencies for matters related to Companies Act.

Section Officer	Under Secretary	Joint Director	DGCoA
Sh. Brijesh Singh Room.no-523, Tel.No. 23070727 Intercom No. 557	Smt. Shalini Juneja Room No-520 Tel.No. 23389298 Intercom No. 585	Shri Sanjay Shorey, Room No. 417-C Tel. No. 23381687 Intercom No. 593	Sh. N.K. Bhola Room No. 511 Tele: 23381226 Intercom No. 570

## COMPANY LAW-V (POLICY)

1. Examination of clarifications regarding provisions of the Companies Act, 1956/2013 and the LLP Act, 2008 sought by other Ministries/Departments and Field Offices/Sections within Ministry and Chambers of Commerce, etc.
2. Matters relating to the Limited Liability Partnership Act, 2008.
3. Drafting of Notification/Circulars, etc. relating to amendment of rules/schedules (except Schedule V and Schedule VII) made under the Companies Act/ LLP Act.
4. Approval for change in venue for holding AGM by Govt. Companies under section 96 of Companies Act, 2013.
5. Matters relating to refund of excess/ duplicate fees received relating to pre MCA 21 Period (only Off-line/Old Cases).
6. Matters relating to condonation of delay in under section 460 respect of Companies Act, 2013.
7. Formulation of schemes such as Company Law Settlement Scheme under the provisions of the Companies Act, 2013.
8. Issuance of circular to ROCs/ RDs to bring uniformity of practices by all field offices with regard to disposal of their duties.
9. Matters related to Fast Action Task Force (FATF) – Mutual Evaluation Report on anti-money laundering and combating and financing terrorism in India / Foreign Investment Promotion Board (FIPB) /Central Economic Intelligence Bureau (CEIB)/ Reserve Bank of India (RBI)/United Nations Conventions against Corruption (UNCAC)/ Financial Stability and Developments Council (FSDC).
10. Examination of Cabinet Notes / Note for Cabinet Committee of Economic Affairs (CCEA) & Committee of Secretaries (COS), received from other Ministries.
11. Matters relating to accounting standards, convergence with International Financial Reporting Standards (IFRS) and National Advisory Committee on Accounting Standards (NACAS), National Financial Reporting Authority (NFRA). All matters relating to accounts and audit under the Companies Act.
12. Declaration of Companies as PFI under section 2(72) of the Companies Act, 2013
13. Coordination with SEBI and capital market issues, matters relating to information in respect of draft Peer Report in India, Inter Ministerial Group (IMG) meeting, (Policy matters only) high level IMGs on disinvestment and ‘Doing Business’

Report of the World Bank Group. Any other report/committee of multi-level marketing.

14. Indian Partnership Act and Societies Registration Act.
15. Court cases relating to Policy issues where policy matter(s) have been challenged.
16. Parliament questions/ assurance to Parliament questions /RTI applications/ companies Bill, related to Policy Cell.
17. Miscellaneous matters such as weeding out files, SEBI meetings, Demands for Grants etc. inputs on annual reports, monthly DO Letter, monthly newsletter of policy.
18. Laying of notification issued by Policy Section before both Houses of Parliament, pursuant to provisions of Companies Act, 2013.
19. Approval of names reserved for Central Government under Section (4 (3) (b) of the Companies Act read with Companies (Incorporation) Rules, 2014.

<b>Deputy/ Assistant Director</b>	<b>Deputy Director</b>	<b>Joint Director</b>	<b>Joint Secretary</b>
Smt.Kamana Sharma, Intercom No. 566  Sh. K.M.S. Narayanan, Intercom No. 566	Shri Sudhir Kapoor Room No.521 Tel.No.23386065 Intercom No.583	Shri M.R.Bhat Room No. 509-B Tel.No.23382260 Intercom No.542	Shri Amardeep Singh Bhatia Room No. 505 Tel.No. 23389088 Intercom. 505

## COMPANY LAW – VII

1. Applications for appointment as Managing Director/ Whole time Director/ Manager and payment of their remuneration (Section 196, 197 read with Schedule V of the Companies Act, 2013).
2. Applications for increase in the remuneration of Managing Director/ Whole time Director/ Manager (Section 196, 197 read with Schedule V of the Companies Act, 2013).
3. Applications for waiver of recovery of remuneration paid in excess of the limits of the Acts to the Directors of a Company (Section 197 (10) of the Companies Act, 2013).

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary</b>
Smt. Samiksha Lamba Room No.520 Tel.No. 23385381 Intercom No. 520	Shri Anil Bhandula Room No. 529 Tel.No. 233897 82 Intercom No.529	Shri Navneet Chouhan Room No.530 Tel.No. 23384470 Intercom No.530	Shri Gyaneshwar Kumar Singh Room No. 506 Tel. No. 23383345 Intercom No. 506

**Note: As per the Companies Act, 2013, Company Law-VI Section has been merged with Company Law –VII Section.**

## CASH SECTION

1. Maintenance of pay bill registers of gazetted and non-gazetted employees of the Ministry.
2. Preparation of pay bills of Hon'ble Minister and of gazetted and non-gazetted employees of the Ministry including Minister's Staff and Canteen Staff.
3. Maintenance of General Provident Fund accounts.
4. TA & LTC advances and processing of TA & LTC claims of the officers/officials of the Ministry and other members of various Committees/ Meetings, including those of foreign travel. Processing of Bills of air-travel from Indian Airlines and taking care of the credit facility extension by the IA. Reimbursement of conveyance hire claims of the officials of the Department.
5. Processing payments for contingency bills under various sub-heads of Account such as OE, PP& SS, OTA, HE (hospitality expenses), Publication etc.
6. Drawing and disbursing of payments by cheques/cash/ECS.
7. Recovery of over payments and other recoveries referred to the Section by other Sections/Authorities.
8. Recovery of leave salary & pension contribution of government servants on foreign services.
9. Receipt of application fee, etc., maintenance of valuable registers, deposit of cheques in bank and reconciliation of accounts.
10. Assessment of Income Tax and issue of tax deduction certificates in Form 16, submission of returns to the Income Tax Office in Form No. 24.
11. Payment and recovery of short term and long term loans and advances given to the officers/officials of Ministry, calculation of interest thereon.
12. Transfer of debit/ credit balances in respect of GPF, HBA, MCA, etc.
13. Issuance of Last Pay Certificates.
14. Deduction of Society amount, as recommended by the Company Law Credit and Thrift Society, from the salaries of the members of the Society.
15. Recovery of license fees and other recoveries as recommended by the Directorate of Estates.

16. Maintenance/ deduction of CGEGIS subscription and final reimbursement of the same.
17. Reimbursement of medical bills and children education allowances.
18. Reconciliation of expenditure with P&AO.
19. Control of expenditure and forwarding expenditure statements to the Budget Section.
20. Payments relating to credit sales of departmental Canteen.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri D.D. Singh Room No.524 Tel.No.23385382 Intercom No.549	Shri Akhilesh Kumar Singh Room No.529 Tel.No.23389782 Intercom No.529	Shri B.P. Pant Room No.534 Tel.No. 23389204 Intercom No.534	Shri A. Asholi Chalai Room No.513 'B' Tel.No. 23389705 Intercom No.513



## COMPETITION SECTION

1. Enforcement of the Competition Act, 2002.
2. All establishment, personnel and financial matters of Competition Commission of India and the Competition Appellate Tribunal requiring approval of Central Government.
3. Appointment of Chairperson and Members both in Competition Commission of India in Competition Appellate Tribunal.
4. Creation of posts in Competition Commission of India & Competition Appellate Tribunal.
5. Appointment of DG, Competition Commission of India & Registrar in Competition Appellate Tribunal.
6. Framing and amendment in recruitment rules of all posts created in Competition Commission of India and Competition Appellate Tribunal.
7. “No objection” for issue of passport to officers/staff in these organizations.
8. All Court Cases relating to above matters.
9. All Parliament matters relating to above matters.

<b>Section officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Vacant Room No.520 Tel.No.23389796 Internal No.582	Shri Rakesh Kumar Room No.520 Tel.No.23387939 Internal No.587	Shri G. Vaidheeswaran Room No.515 Tel.No.23389227 Intercom No.535	Shri K.V.R Murty Room No.504 Tel.No. 23074056 Internal No.504

## COORDINATION SECTION

1. Organisation Study: Organisation Chart – Organizational structure of Headquarters & field offices.
2. Annual Action Plan (AAP): Preparation of Annual Action Plan for the Ministry every year – review of progress AAP etc.
3. Manual of Office Procedure: Circulation of instructions on – supplementing the Manual with departmental instructions – Coordination with Department of Administrative Reforms & Public Grievances.
4. Inspections: O&M Inspections ; O&M Inspection of Record Room
5. Record Management: Record Retention Schedule – Review of – keeping watch on recording, weeding, indexing etc.
6. Management Information Systems: Monthly summary for the Council of Ministers- Monthly D.O. letter to Cabinet Secretariat.
7. Preparation of Induction Material for the Ministry.
8. Channel of submission – Fixation of time-limit for disposal of cases – action thereof.
9. Other important matters: Coordinating materials for President’s address to both Houses of Parliament, coordinating material for Finance Minister’s budget speech, coordinating materials for PMO references, Cabinet Secretariat, work relating to Swachh Bharat, D.B.T, Citizen’s Charter and Sevottam, Senior Officers Meeting, Implementation of e-office and Disaster Management Plan. Organizing of various ceremonies eg. Flag Day/Sadbhavana Divas/Anti-Terrorist Day, etc.
10. All matters connected with the Right to Information Act, 2005.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Paritosh Bhatia. Room No. 520 Tel. No. 23389796 Internal No. 582	Shri Anil Prashar Room No.526 Tel.No.23381349 Intercom No.526	Shri J.S. Audhkhasi Room No.512-A Tel.No.23381615 Intercom No.512	Shri A. Asholi Chalai Room No.513-B Tel.No.23389785 Intercom No.513

## **COST AUDIT BRANCH**

Cost Audit Branch (CAB) of MCA was set up to perform the statutory functions u/s 209(1) (d) relating to the maintenance of cost records and u/s 233B relating to the audit of cost records by the companies read with provisions u/s 224(1B), and 227 (1) of the Companies Act, 1956. CAB is manned by professionals drawn from the Indian Cost Accounts Service (ICoAS).

After the enactment of the Companies Act, 2013, CAB is mandated to perform following functions as per the provisions of the Companies Act, 2013:

### 1. Matters falling under Section 148 of the Companies Act, 2013 including:

- a) Policy framing -
  - (i) Framing policy framework for cost accounting records and cost audit in the corporate sector.
  - (ii) Identification of class of companies i.e. the industries /sectors for inclusion/exclusion under the provisions of section 148 of the Companies Act, 2013.
  - (iii) Prescription of order/rules for maintenance of cost records and cost audit thereof by Companies including review, rationalization and amendment or modification of the existing ones.
  - (iv) Processing of cases for exemption under Sec. 462, from the provisions of Sec.148 of the Companies Act, 2013.
- b) Designing of order/rules and various forms and annexures thereto:
  - (i) Notification of order/rules and publication thereof in the Official Gazette after legal vetting and Hindi translation.
  - (ii) Laying of notified orders/rules in both Houses of Parliament.
  - (iii) Designing & prescription of various formats for maintenance of cost records by various industries/sectors and also for filing cost audit reports with the Central Government.
  - (iv) Prescription (including revision) and Notification of all e-forms relating to the functions under the CAB.
- c) Review and sharing of Cost Audit reports and study conducted thereon:
  - (i) Receipt, review and analysis of Cost Audit Reports and seeking further information/ explanation under section 148 (7).
  - (ii) Providing Cost Audit Reports to other Central Government departments/organizations/agencies and various regulatory bodies.

- d) Monitoring and enforcement of the section 148 and other related sections of the companies Act, 2013 and Rules made thereunder:
  - (i) Monitoring of compliance with the provisions of Section 148 and other related sections of the companies Act, 2013 and Rules made thereunder and issuance of show cause notices to the defaulting companies, its officers in default and cost auditors.
  - (ii) Monitoring of compliance with section 143(11) of the Companies Act, 2013 read with Companies (Audit Report) Order, 2015, as far as it relates to maintenance of cost records and cost audit and issuance of show cause notices to the statutory auditors. Referring of these cases to the competent authority for initiating action against these statutory auditors.
  - (iii) Initiating prosecution proceedings under section 148(8) read with Section 147 through ROCs/RDs against the defaulting companies, its officers in default and cost auditors for non-compliance with Section 148 and other related sections of the Companies Act, 2013 and Rules madethereunder.
  - (iv) Referring the above cases of defaulting Cost Auditors and Statutory Auditors to their respective professional Institutes also namely, the Institute of Cost Accountants of India and the Institute of Chartered Accountants of India for disciplinary action.
  - (v) Identifying the cases which warrants inspection and referring the same for approval by the Secretary, MCA. Thereafter, inspection to be done by ROC along with representatives of Cost Audit Branch.
- 2. Processing initial applications and appeal cases under the RTI Act, 2005 relating to the CAB functions.
- 3. Providing requisite material and coordination in respect of all Parliament matters and Court matters relating to CAB.
- 4. Rendering professional assistance to the Institute of Cost Accountants of India in developing Cost Auditing Standards, Cost Accounting Standards. Guidance Notes, Management Guidelines, Monographs, etc. required for the growth and development of Cost & Management Accounting in India.
- 5. Miscellaneous Matters:
  - a) Framing of Annual Action Plan for the CAB.
  - b) Submission of other O&M returns.
  - c) Providing expert opinion on various matters referred to the CAB.
  - d) Establishment matters relating to staff posted at CAB.

<b>Assistant Director (Cost)</b>	<b>Director (Cost)</b>	<b>Adviser(Cost)</b>
<p>Shri Saurabh Bansal, B-1 Wing, 2nd Floor, Paryavaran Bhavan, New Delhi Tel No. 2436 6348</p> <p>Shri Sunil Sahu, B-1 Wing, 2nd Floor, Paryavaran Bhavan, New Delhi Tel No. 2436 6348</p>	<p>Shri K.K. Mahawar B- 1 Wing, 2nd Floor, Paryavaran Bhavan, New Delhi Tel No. 2436 6005</p> <p>Smt. Manmohan Kaur B-1 Wing, 2nd Floor, Paryavaran Bhavan, New Delhi Tel No. 2436 6005</p>	<p>Devendra Kumar B-1 Wing, 2nd Floor, Paryavaran Bhavan, New Delhi Tel No. 2436 6686</p>

## CSR Cell

To examine references from Industry Association, companies, experts and other stakeholders seeking clarifications on CSR provisions, Schedule VII of the Companies (CSR Policy) Rules, 2014, and issuance of relevant clarifications, circulars.

1. Proposing amendments to CSR Rules and schedule VII of the Companies Act, 2013.
2. Issuing clarifications to references from stakeholders regarding Corporate Social Responsibility (CSR) provisions under Section 135 of Companies Act, 2013, Schedule VII of the Companies Act, 2013 and Companies (CSR Policy) Rules.
3. Coordinating with Department of Public Enterprises (DPE) and Administrative Ministries for implementation of CSR by CPSUs.
4. Data analysis relating to CSR expenditure of Companies.
5. Regulation of CSR compliance by companies.
6. Participating in sensitization workshops organized by DPE, Apex chambers, IICA etc.
7. Setting up and implementation of annual Corporate Social Responsibility Award.

<b>Deputy Director</b>	<b>Joint Secretary</b>
Ms. Seema Rath Room No. 508 Tel.No. 23384657 Intercom No. 563	Shri Amardeep Singh Bhatia Room No.505 Tel.No. 23389088, 23074213 Intercom No. 505

## E-GOVERNANCE

The first phase of the MCA 21 ended on 16<sup>th</sup> January, 2013 and Infosys Limited has been appointed as service provider for MCA V2 for a period of 6 ½ years.

2. The work relating to the MCA 21 Project is being handled by the e-Governance. All the required changes as per the requirement of the Act and Rules thereunder. The database is also examined by e-Governance Cell and necessary changes, if any, are suggested by e-Governance Cell to the service provider.

3. The Phase-2 of the e-governance project, the connectivity of MCA 21 portal is being extended to office of the Official Liquidators situated across the country, SFIO and Company Law Board. The work related to development of financial module, case management and e-auction portal is being developed by Infosys team for Official Liquidator Offices and the work has already been initiated in this regard.

4. e-Governance forms and other related matters: to coordinate with Infosys for implementation of proposed changed procedures under MCA 21 system.

5. The Phase 2 of the MCA 21 Project is to emphasise on facilitating 360 view of companies' data.

<b>Section Officer</b>	<b>Assistant Director</b>	<b>DD &amp; US</b>	<b>Director</b>	<b>Joint Secretary</b>
Shri K.C. Joshi, Room No. 508 Tel. No. 23384660 Intercom No. 543	Ms. Annanya Saikia Room No.506 Intercom No. 568 Tel. No. 23384158	Shri Shashi Raj Dara Room No.506A Tel.No. 23043017 Intercom No.568  Shri S.K.Vashishtha Room no. 525A Tel. No. 23384502 Intercom No. 525	Shri Ashish Kushwaha Room No. 536 Tel.No. 23384470 Intercom No. 536	Shri K.V.R. Murthy Room No.504- A Tel. No. 23074056 23384380(Fax) Intercom No.504

## GENERAL SECTION

1. Office accommodation – Headquarters.
2. Government accommodation – matters relating to the allotment of Government residential accommodation.
3. Furniture – purchase and its maintenance.
4. Stationery – purchase and its distribution.
5. Printing – printing of material as per requirement.
6. Telephones – all matters relating to office and residential telephones at Headquarters.
7. Office equipment's – purchase and repair of office equipment's like Computers, printers, typewriters, FAX machines, Franking machines etc.
8. Purchase and maintenance of water coolers, coolers, air-conditioners, heaters and electrical appliances.
9. Entertainments – arrangement of refreshments / lunch, etc for official meetings.
10. Staff cars – purchase and repairs of staff cars belonging to Headquarters.
11. Identity cards – issue of identity cards to the official at Headquarters and its field offices at Delhi.
12. Issue of identity cards to non-official.
13. Liveries – Purchase of uniform cloth, shoes, slippers, etc. and its distribution among the entitled Group 'C' employees of the Department.
14. Preparation of rubber stamps and name plates officers of Department.
15. Collection of Railway/ Air parcels.
16. Casual Labour – Salary matter.
17. First Aid arrangements.
18. Care-taking arrangement for Shastri Bhawan and Paryavaran Bhawan offices.
19. Security arrangements.
20. Records Room – Review of files etc.
21. Resographs and its maintenance, Duplicating Machines and maintenance.



22. Matters / proposals from field offices – All proposal from the field offices where they have to make purchase of items involving the expenditure in excess of the limits prescribed in delegation of Financial Power Rules.
23. Out sourcing staff like stenographers, computer operators /Office Assistant, peons etc. (Salary matters.)
24. Engagement of outsourced drivers and hiring of DLY Cars.
25. Purchase and maintenance of Computer peripherals.
26. Purchase of Photocopy Machine and their maintenance.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri S.V.Rajagopal Room No.511-B Tel.No. . 23389391 Intercom No.573	Shri Akhilesh Kumar Singh Room No.529 Tel.No.23389782 Intercom No.529	Shri J.S. Audhkhasi Room No. 512 Tel.No. 23381615 Intercom No.530	Shri A. Asholi Chalai Room No.513-B Tel.No.23389785 Intercom No.513

## INDIAN INSTITUTE OF CORPORATE AFFAIRS (IICA) SECTION

All matters pertaining to setting up and functioning of the Indian Institute of Corporate Affairs, viz. –

- (i) Preparation of Demands for Grants in respect of Plan Scheme on IICA (Capital and Revenue)
- (ii) Examination of proposals received from IICA for release of Grants-in-aid on period basis.
- (iii) Examination of agenda items of Board of Governors (BoG)/Annual General Meeting (AGM) Meetings of IICA.
- (iv) Filling up of vacancies in the Board of Governors (BoG) in the IICA Society.
- (v) Initial Examination of MoUs to be signed by IICA with various foreign agencies.
- (vi) Parliament questions/VIP references RTI matters relating to IICA.
- (vii) Any other matter referred to MCA by IICA which is beyond their delegated powers.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary</b>
Shri N.K Bajaj Room.No-520 Tel.No. 23387631 Intercom No. 553	Shri Anil Prashar Room.No-526 Tel.No.23381349 Intercom No-526	Shri Navneet Chouhan Room No.530 Tel.No. 23384470 Intercom No.530	Shri Gyaneshwar Kumar Singh Room No. 506 Tel. No. 23383345 Intercom No.506

## INFRASTRUCTURE SECTION

1. Purchase of land and buildings for the Ministry and its field offices.
2. Capital works for construction/renovation/maintenance of all buildings (old and new) for the Ministry and its field offices.
3. Acquisition of office space on lease rent at the Headquarters and field offices.
4. Acquisition of office space through allotment under General Pool Office accommodation by the Directorate of Estates.
5. Parliament questions/VIP references on the above subject.
6. RTI Matters arising out of abovementioned subjects.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri R. Rajaram Room.No-333-A, Tel.No-23386296 Intercom No-610	Sh.Anil Prashar Room.No-526 Tel.No.23381243 Intercom No-526	Shri J.S. Audhkhasi Room No.512-A Tel.No.23381615 Intercom No.512	Shri A. Asholi Chalai Room No.513-B Tel.No.23389785 Intercom No.513

## INTEGRATED FINANCE DIVISION

1. Examination of all proposals of the Ministry falling within the competence of the Financial Advisor.
2. Examination of cases of the Ministry requiring approval of the Department of Expenditure.
3. Examination of cases of foreign deputation/visits of officers of the Ministry requiring approval of the Financial Advisor.
4. Serves as the coordinating unit of the Ministry for all audit paras (statutory and internal audit).

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>JS&amp;FA</b>
Smt. Anna Kunju Mathew Room No. 333-A Tel No.23386296 Intercom No.610	Shri Kshitish Kumar Room No. 525-A Tel No. 23384502 Intercom No.525	Smt. Sushma Kataria Room No. 513 Tel.No. 23381664 Internal No. 509	Smt. Reena Sinha Puri Room No. 321A Tel.No.23384211

## INTERNATIONAL COOPERATION

All matters pertaining to International Co-operation, policy initiatives of the Ministry requiring consultation with foreign countries – visits of Ministers/Sr. officers etc. to foreign countries.

1. Bilateral Working Groups/Task Forces with developed and developing countries.
2. To handle Indo-UK Task Force on Corporate Affairs matters and to explore setting up of Task Forces with other foreign countries.
3. Bilateral Agreements/MOUs/Joint Ventures for Knowledge Management/ Pooling with Institutes/Organizations of International Repute.
4. All matters pertaining to signing of MoUs between the Institutions/Autonomous bodies and obtaining necessary clearances of Ministry of Finance (MOF), Ministry of External Affairs (MEA), Ministry of Commerce & Industry etc. in consultation with the functional divisions.
5. To explore Co-operation agreements with other countries in the areas of exchange of information.
6. All matters pertaining to foreign visits by Ministers/Officers/Officials of the Ministry and Autonomous Bodies under the Ministry of Corporate Affairs

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director</b>	<b>Joint Secretary</b>
Shri S.V. Rajagopal Room No.524 Tel.No.23389889 Intercom No. 624	Smt. Poornima Malik Room.No-532 Tel.No.23389622 Intercom No. 532	Shri Rakesh Tyagi, Room No.538 Tel.No.23389403 Intercom No. 538	Shri K.V.R. Murthy Room No. 504- A Tel. No. 23074056 23384380(Fax) Intercom No.504

## INSOLVENCY SECTION

### (A) Insolvency

- I. Examination of Draft Rehabilitation Scheme/Sanctioned Scheme of the sick companies filed before NCLT and related matter alongwith the appeals filed against NCLT order before NCLAT. With the commencement of provisions of IBC, 2016, BIFR has been repealed. NCLT is entrusted to deal with provisions of IBC, 2016 instead of BIFR. The provisions of defaulting companies((Sick Companies) are being dealt under IBC provisions w.e.f. 15.12.2016. In view of the same, the role of Insolvency Section in matter relating to IBC, 2016 is yet to be defined, However, pending matters relating to sick companies transferred to NCLT will be handled by Insolvency Section.
- II. Review of mechanism of functioning of OLs.
- III. All matters pertaining to policy in respect of the work of OLs. All work pertaining to functioning of OLs and their offices including all actions arising out of observations of Courts. (High Court orders for this Ministry with respect to working of office of OLs.
- IV. Complaints of stakeholders against OLs and its staff and for matters related to liquidation of companies.
- V. Company Paid Staff, their absorption/regularization and related matters.

### (B) IBC & IBBI

#### I. Technical Work

- 1) Implementation of IBC, 2016
- 2) Section Notifications
- 3) Framing Rules and Regulations under the Code
- 4) Court Cases relating to IBC, 2016
- 5) Board Meeting matters of IBBI
- 6) Monitoring of Cases filed with NCLT under IBC, 2016 and transferred cases from High Court to NCLT
- 7) Coordination with various stakeholders and all miscellaneous work of IBC and IBBI other than establishment
- 8) Parliament Questions relating to IBC, 2016
- 9) RTI matters
- 10) Coordinating activities relating to awareness programmes about IBC, 2016

#### II. Administrative Work

- 1) All Establishment/HR/Budget/Grant matters relating to IBBI
- 2) Work relating to selection of Chairperson or WTM as and when need arises
- 3) RTI matters
- 4) Other ministerial work like processing of payments through IFD, issuance of sanction orders etc. related to IBC and IBBI

<b>Assistant Director</b>	<b>Under Secretary</b>	<b>Joint Director</b>	<b>Director</b>	<b>Joint Secretary</b>
Sh. Shatrughan Chauhan, Room No. 509A Tel No. 23380409 Intercom: 626	Sh. S.K. Vashishtha Room No. 525A Tel No. 23384502 Intercom: 525	Sh. C.S.Govindarajan Room No. 510B Tel No. 23389745 Intercom: 544	Sh. Rakesh Tyagi, Room No. 538 Tel No. 23389403 Intercom: 538	Sh. Amardeep Singh Bhatia, Room No. 505 Tel No. 23389088, 23074213 Intercom: 505

## INVESTOR GRIEVANCES MANAGEMENT CELL (IGMC)

1. Investor Grievance Management Cell (IGM) [earlier known as Investor Protection Cell (IPC)] was set up in 1993 to deal with investors' grievances. Its function is to take up the grievances of investors through the jurisdictional Registrars of Companies and Official Liquidators. It also coordinates with the Department of Economic Affairs, Reserve Bank of India and SEBI for redressal of investors' complaints received in this Ministry but pertaining to these agencies. Broadly, the complaints relate to the following issues:

- (i) Non- receipt of annual report
- (ii) Non- receipt of dividend amount
- (iii) Non- refund of application money
- (iv) Non- payment of matured deposits and interest thereon
- (v) Non- receipt of duplicate shares
- (vi) Non- registration of transfer of shares
- (vii) Non- issuance of share certificates
- (viii) Non- receipt of debentures/bonds certificates
- (ix) Non- issuance of bonus shares
- (x) Non- issuance of interest on late payment
- (xi) Non- redemption of debentures and interest thereon
- (xii) Non- receipt of share certificates on conversion.

2. Parliament questions/VIP references on the above subject.

3. RTI References relating to IGM

4. Matters of Citizen Charter relating to IGM.

5. Coordination with RBI/SEBI on matter relating to investors' complaints against NBFC and listed companies.

6. Monitoring of PG Portal of Department of Administrative Reforms and Public Grievances for disposal of grievances related to this Ministry.

7. Monitoring of investors' grievances, preparation of data relating to grievances.

8. Monitoring of prosecutions under relevant Sections of the Companies Act, 2013 launched by the Regional Director/Registrar of Companies on the advice of the IGM Cell on the basis of complaints received from the investors.

9. Coordination with NCLT, where investors/companies have taken up Section 58A cases to NCLT.

10. Coordination with Hardship Committee for payments to Depositors.

11. Reporting the cases of recurrent defaulting companies requiring technical scrutiny, inspection and prosecution to the concerned Section for further action.



<b>Section Officer</b>	<b>Under Secretary/ Deputy Director</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Smt. S. Padma Roy Room No. 509 Tel.No. 23384479 Internal No. 567	Smt. Poornima Malik Room No.532 Tel.No.23389692 Intercom No.532	Shri B.P.Pant Room No. 534 Tel. No. 23389204 Internal No. 534	Shri K.V.R. Murthy Room No. 504- A Tel. No. 23074056 23384380(Fax) Intercom No.504

## **INVESTOR EDUCATION AND PROTECTION FUND (IEPF)**

1. All matters related to Investor Education and Protection Fund (IEPF) as per Section 205 C of the Companies Act 1956 and Section 125 of the Companies Act, 2013.
2. Establishment of the IEPF Authority.
3. Educating and creating awareness among investors through professional institutes, electronic and print media.
4. Monitoring of monthly credits to the fund.
5. Monitoring budgetary allocations and expenditure under the IEPF sub-head.
6. Issuing various sanctions for expenditure under the IEPF.
7. Monitoring of website [www.iepf.gov.in](http://www.iepf.gov.in)
8. Monitoring of webpage relating to unpaid and unclaimed amounts of investors uploaded by companies.
9. Parliament questions and all Parliamentary matters related to IEPF.
10. All VIP references related to IEPF.
11. All RTI references related to IEPF
12. Administration of National Foundation for Corporate Governance (NFCG). Organizing meetings of the Governing Council and the Board of Trustees of the NFCG.

### **IEPF Authority**

1. Notification of Investor Education and Protection Fund Authority (Appointment of Chairperson and Members, holding of meeting and provision for offices and officers) Rules, 2016.
2. Notification for constitution of IEPF Authority.
3. Notification of appointment of Chairperson, Members and Chief Executive Officer.
4. Notification of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.
5. Preparation of E-forms and back office process thereto.
6. Provision of space and other infrastructure facility to IEPF Authority.
7. Preparation of Recruitment Rules for the officers of the Authority.
8. Appointment of officers in IEPF Authority.

9. Providing the support staff to the Authority.
10. Creation of webpage.

<b>Deputy Director</b>	<b>Director</b>	<b>Joint Secretary</b>
Ms. Monika Gupta, Room No. 509-A Tel. No. 3383594 Intercom No. 560 /	Shri Rakesh Tyagi Room No.538 Tel.No.23389403 Intercom No .538	Shri Amardeep Singh Bhatia Room No.506-A Tel.No.23383345 Intercom 505

## LIBRARY

Library of the Ministry of Corporate Affairs has been set up with the objective to fulfill the information needs of Officers in the Ministry, Committees and Commissions set up from time to time. It is a research and reference Library. It has a good collection of books (more than 52000), comprising of subjects Company Law and other laws, Economics, Management, Accounts, History, Political Science, Fiction, Reference books and General Books. This Library has more than 300 reports and has a specialized collection of AIR since 1914, Company Cases, Supreme Court cases, Company Law Journal, Corporate Law Adviser (online also), Supreme Court Cases (Online), SEBI and Corporate Laws, Competition Law Reports etc. MCA Library receives more than 50 newspapers and 200 magazines both in English and Hindi, per month.

<b>A. L.I. O /SO</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri S.V.Rajagopal Room No. 511-B Tel.No.23389391 Intercom No.573	Shri Akhilesh Kumar Singh Room No.529 Tel.No.23389782 Intercom No.529	Shri J.S. Audhkhasi Room No.512-A Tel.No.23381615 Intercom No.512	Shri A. Asholi Chalai Room No.513-B Tel.No.23389785 Intercom No.513

## OFFICIAL LANGUAGE SECTION

Translation from English to Hindi & vice-versa of the following:

- (i) All office orders, notifications and resolutions, ordinary letters, VIP letters & RTIs.
- (ii) Cabinet Notes.
- (iii) Monthly summary for the Cabinet.
- (iv) Detailed agenda & minutes of meetings of standing committees on various subjects pertaining to the Ministry, basic material to be submitted to these Committees; Action Taken Note on the recommendations of the Committees.
- (v) Replies to Audit Paragraphs.
- (vi) Answers to parliament questions, assurances & call attention notices.
- (vii) Annual Reports.
- (viii) Outcome Budget.
- (ix) Demand for Grants.

### **Implementation of Official Language Policy of Union of India:**

1. Constitution of Hindi Salahakar Samiti and organizing its meetings, preparing Agenda papers & drafting of Minutes thereof and Action Taken Note on the decisions taken in the meetings.
2. Preparation of agenda notes in respect of meetings of Central Hindi Committee (Kendriya Hindi Samiti) headed by Prime Minister and action taken on the decisions taken in the meeting.
3. Preparation of agenda Notes in respect of meetings of Central Official Language Committee (Kendriya Rajbhasha Karyanvan Samiti) headed by Secretary, Department of Official Language and action taken on the decisions taken in the meeting.
4. Attending the Central Official Language Committee (Kendriya Rajbhasha Karyanvan Samiti) headed by Secretary, Department of Official Language and action taken on the decisions taken in the meeting
5. Organizing quarterly meetings of Official Language Implementation Committee (Vibhagiya Raj Bhasha Kriyanvanan Samiti) headed by Joint Secretary (Admn.) Ministry of Corporate Affairs and preparing Agenda Note and Minutes of the meeting.
6. Preparation of material regarding progressive use of Hindi for inclusion in the Annual Report of the Ministry of Corporate Affairs. Preparation of Annual Assessment Report on progressive use of Hindi in the Ministry of Corporate Affairs

for onward transmission to Department of Official Language to include the material in their annual Assessment report for laying it on the table of the House.

7. Liaison with Committee of Parliament on Official Language regarding inspection of various offices of Ministry of Corporate Affairs; preparation of 9 points questionnaire pertaining to the Ministry; review of the material of concerned office to be inspected for onward transmission to the Committee and participation in the inspection meeting.
8. Implementation of Annual Hindi Noting & Drafting Scheme and other schemes introduced by Department of Official Language.
9. Work relating to inspection of various offices/sections of the Ministry in regard to progressive use of Hindi and preparing review reports.
10. Preparation & processing of quarterly progress reports after receiving details from each Sections in regard to progressive use of Hindi for onward transmission to Department of Official Language.
11. Nomination of employees for Hindi Language/Hindi Typing/Hindi Shorthand training under Hindi Teaching Scheme and matters related thereto.
12. Implementation of various targets specified in the Annual Programme issued by the Department of Official Language regarding progressive use of Hindi.
13. Processing cases of violation of various provision of Official Act, 1963 and Official Language Rules, 1976.
14. Attending meetings of Hindi books purchase Committee of the Ministry.
15. Proposal regarding creation of Hindi posts in the Ministry and its subordinate offices etc. as per prescribed/revised norms in this regard.
16. Organising Hindi workshops for imparting practical training of noting and drafting etc. in Hindi/various provisions of Official Language Act, 1963 and Official Language Rules, 1976.
17. Organizing Hindi Fortnight and various competitive events during the month of September every year.
18. Preparing handy-help literature in Hindi on various subjects dealt with by the Ministry for its various sections/ subordinate offices.

19. Review of Quarterly Progress Reports (QPRs) regarding progressive use of Hindi in Sub-ordinate/field offices of the Ministry.
20. Action under Official Language Rules, 1976 by introducing & implementing various checkpoints.
21. Preparing draft replies to Parliament questions of Official language to be answered by Ministry of Corporate Affairs/ Department of Official Language, MHA as the case maybe.
22. Preparing the speeches in Hindi for the Hon'ble Minister, MOS and the Secretary to be delivered by them in public functions on various occasion as well as at the time of addressing various conferences.
23. Processing of various complaints received from different agencies regarding violation of various provisions of Official Language Act, 1963 & Official Language Rules, 1976.
24. Action regarding notifying the subordinate offices under Rule 10(4) & 8(4) of Official Language Rules, 1976.
25. Award Schemes for writing books in Hindi.

<b>Assistant Director(OL)</b>	<b>Joint Director (OL)</b>	<b>Joint Secretary</b>
Shri Rajiv Mathur Room No.509 Tel.No.23388512 Intercom No.562	Dr. R.Ramesh Arya Room No. 569 Tel.No. 23381288 Intercom No.569	Shri A. Asholi Chalai Room No.513-B Tel.No.23389785 Intercom No.513

## PARLIAMENT SECTION

1. Co-ordination with sections on Parliament Questions, Calling Attention Motions, Short Duration Notices and other parliament matters.
2. To keep in touch with Lok Sabha/ Rajya Sabha Secretariat/ Ministry of Parliamentary Affairs with regard to Parliamentary work.
3. Coordinating with the concerned sections with regard to the Consultative Committee/ Standing Committee meetings.
4. Monitor the disposal of pending Parliament Assurances. Matters raised in Lok Sabha/Rajya Sabha under Rule 377 and Section 180 A-E respectively.
5. To co-ordinate with the concerned sections with regard to the work relating to the laying of reports, notifications, etc. relating to the Ministry in both the Houses of Parliament.
6. To co-ordinate with the concerned sections with regard to the work relating to six monthly statement of the Minister in both the Houses of Parliament on the status of implementation of recommendations contained in the reports of the Departmental Related Standing Committees on Finance.
7. To make parliamentary passes for the officers/officials of the Ministry.
8. To circulate the instructions on Parliament matters received from Lok Sabha/ Rajya Sabha Secretariats and Ministry of Parliamentary Affairs in the Ministry.
9. Emailing of Lok Sabha and Rajya Sabha Parliament questions relating to this Ministry to the PIB and other concerned Officers of this Ministry and up-loading the same on the websites of Lok Sabha and Rajya Sabha Sectt. and sending Starred Parliament Questions to PMO.
10. Preparation of pads for the Ministers and other officers of the Ministry of the business of both the Houses of Parliament.

<b>Parliament Assistant</b>	<b>Section Officer</b>	<b>Deputy Secretary</b>	<b>Joint Secretary</b>
Shri Dinesious Savul N.X. Room No. 523 Tel. No. 2338 3204 Internal No. 508	Shri Paritosh Bhatia Room No. 520 Tel. No. 23389796 Internal No.508	Shri J.S. Audhkhasi Room No.512-A Tel.No.23381615 Intercom No.512	Shri A. Asholi Chalai Room No.513-B Tel.No.23389785 Intercom No.513



## PROFESSIONAL INSTITUTES SECTION

1. Administration of the following Acts:-
  - (i) Chartered Accountants Act, 1949;
  - (ii) Cost and Works Accountants Act, 1959; and,
  - (iii) Company Secretaries Act, 1980
2. Amendments, if any, to the abovementioned Acts in pursuance of the Companies Act, 2013.
3. Framing of rules and regulations under the Acts governing Institute of Chartered Accountants of India, Institute of Cost and Works Accountants of India and Institute of Company Secretaries of India.
4. Matters relating to three professional Institutes viz. ICAI, ICWAI and ICSI such as:
  - a. Examination of proposals of the Institutes seeking messages from the High Dignitaries/ holding of conferences/seminars and obtaining approval of MEA /MHA etc.
  - b. Examination and according administrative approval to the proposals of Institutes entering into MRAs/MOUs etc.
  - c. Examination of complaints filed against the members of the professional bodies and seeking reports from the concerned Institute.
  - d. Court cases relating to the three Institutes.
5. WTO matters relating to Accounting, Book keeping, Auditing and Services.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri L. Thangaraj Room No 520 Tel.No. 23386896 Intercom. No.553	Shri Riazul Haque Room No. 526A Tele No. 23381349 Intercom No. 526	Shri G. Vaidheeswaran Room No.535 Tel.No.23389227 Intercom No.535	Shri K.V.R. Murty Room No. 504 Tele.23074056 Intercom: 504

## RESEARCH & ANALYSIS DIVISION

1. Preparation of Annual Report on the Working and Administration of the Companies Act, 2013 as prescribed under Section 461 of the Companies Act, 2013 and laying it before each house of parliament within one year of the close of the year to which the report relates.
2. Preparation of Annual Report of the ministry and submitting it to the Standing Committee on Finance to enable it to consider the demand for grants of the Ministry.
3. Formulation of strategic plan document of the Ministry.
4. Formulation of the Annual Action Plan of the Ministry and updating the progress in implementation of the action points from time to time.
5. Constitute core group of data analytics unit of the Ministry.
6. Serves as the interface between the Ministry and NITI Aayog.
7. Providing economic input on issues relating to inter-alia, Corporate Performance, Capital Market Reforms, Disinvestment and Foreign Direct Investment at the macro level.
8. Represent MCA in IMG for disinvestment of CPSU's formed by Department of Disinvestment (DOD).
9. Briefs, speeches and presentations for Hon'ble Minister of Corporate Affairs and Secretary, MCA.
10. Providing inputs for economic survey and India Reference Manual.

<b>Assistant Director</b>	<b>Deputy Director</b>	<b>Joint Director</b>	<b>Economic Adviser</b>
<p>Smt. Divya Sharma B Wing, R&amp;A Division, 8<sup>th</sup> Floor Lok Nayak Bhavan, Khan Market, New Delhi-3 Tel: 24698971</p> <p>Ms. Deepika Srivastava B Wing, R&amp;A Division, 8<sup>th</sup> Floor Lok Nayak Bhavan, Khan Market, New Delhi-3 Tel: 24698971</p>	<p>Smt. Usha Kumar B Wing, R&amp;A Division 8<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market Tel No. 011-24698969</p>	<p>Shri P.C. Guravaiah B Wing, R&amp;A Division 8<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market Tel No. 011-24655345</p>	<p>Dr. Mohan Chutani B Wing, R&amp;A Division 8<sup>th</sup> Floor, Lok Nayak Bhavan, Khan Market, New Delhi-3 Tel: 24698970</p>

## STATISTICS DIVISION

### 1. Data Management Related Activities

- i) Implementation of Plan Scheme 'Corporate Data Management' (CDM) that envisages to create in – house data-mining and analytics facility in the Ministry with the objective of disseminating corporate sector data in a structured manner.
- ii) Managing Capacity Building component of the Plan Scheme of Corporate Data Management (CDM) and funding of research
- iii) Examining and resolving issues relating to improvements of Corporate Statistics generate from the MCA 21 portal.
- iv) Sharing statistical information on the corporate sector with central Ministerial and Organizations such as Central Statistics Office (CSO), Reserve Bank of India and others as and when necessary.
- v) Publishing monthly information bulletin containing statistical information and analysis of developments in the corporate sector.

### 2. Exchange of Corporate Sector data with External Agencies

- i) Customized statistical reports as per requirements of CSO, RBI, etc. for National Account Statistics on Corporate Sector.
- ii) Dissemination of data for general usage by researchers, analysts, etc.
- iii) Nodal division for corporate statistics related matters with M/o Statistics & PI.
- iv) Nodal division for publishing datasets on Data Portal India as a part of NDSAP implementation by the Ministry.
- v) Nodal division for interaction with DGCI&S (DGFT), FIU, etc.

### 3. Other activities

- i) Represents Ministry as Advisor to XBRL India/Institute of Chartered Accountants of India (ICAI).
- ii) Interacts with ICAI/Institute of Cost Accountants of India (ICAI) for development of XBRL taxonomies, business rules, quality of filings, etc.
- iii) Inputs for development of XBRL regulatory tool by the Ministry.
- iv) Assistance to other division of the Ministry for Data Analytics & Mining on MCA21 data.
- v) Representing Ministry in various Committees, Working Groups, Task Force etc. constituted by Ministry of Statistics and Programme Implementation (MoSPI)

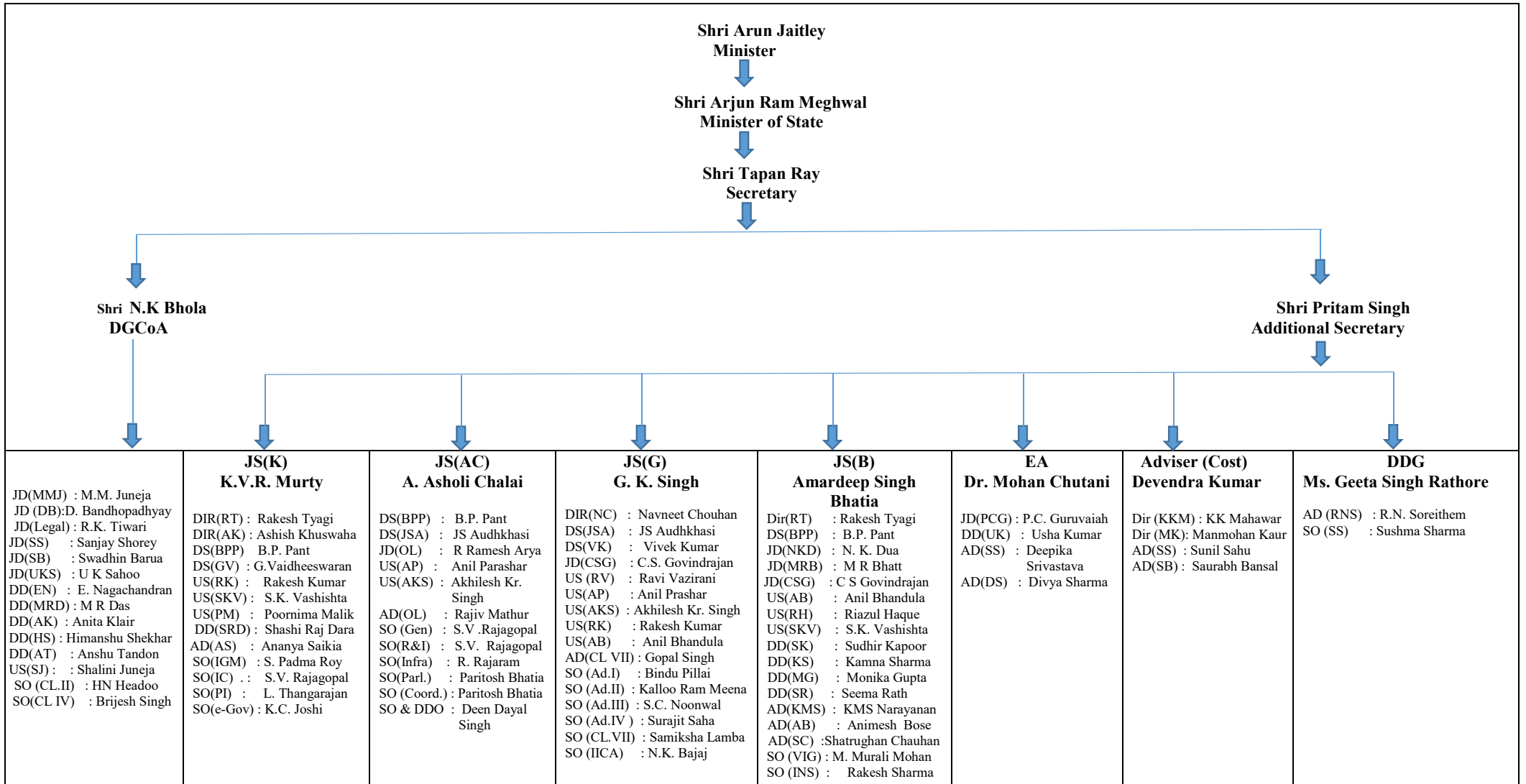
<b>Section Officer</b>	<b>Assistant Director</b>	<b>Deputy Director General</b>
Ms. Sushma Sharma, 1 <sup>st</sup> Floor, Jeevan Vihar, Parliament Street, New Delhi – 1 9891309222	Shri R.N. Soreithem Tel.No.23381243 Intercom No.588	Ms. Geeta Singh Rathore, Room No.531 Tel.No. 23389263 Intercom No 531

## VIGILANCE SECTION

1. Complaints involving vigilance angle in respect of the MCA officials/ officers received from various services including CVC/CBI.
2. Maintenance of CRs/APARs of Group 'A' 'B' & 'C' officers at Headquarters, other than ICLS officers and their feeder cadres and forwarding of the complete APARs of Group 'A' officers to the concerned cadre controlling authorities.
3. Disclosure of APARs and processing of representations, if any.
4. Suspension / review of suspension, disciplinary proceedings under CCS (CCA) Rules in all cases involving vigilance or administrative angle.
5. Processing of intimations /prior permissions sought under CCS(Conduct) Rules relating to acquisition / disposal of movable or immovable assets/ acceptance of gifts/employment of near relatives in private firms / engagement of relatives in private business, etc. in respect of all officers/officials of the Headquarters and Group 'A' and 'B' officers in the field offices.
6. Conveying vigilance clearance, in respect of officers/officials in Headquarters and Group 'A' and 'B' in the field offices.
7. Obtaining annual immovable property returns from all Group 'A' and 'B' of Headquarters and ICLS officers from field offices and arrange placing of all ICLS Group 'A' officers in public domain. Forwarding of Immovable property returns of Group 'A' officers to concerned cadre controlling authorities.
8. Obtaining annual return of assets & liabilities from all officials from Headquarters and Group 'A' and 'B' officers from field offices under Lokpal and Lokayuktas Act, 2013.
9. Ensuring compliance of instructions of Central Vigilance Commission / Administrative Vigilance Division of DOPT.
10. Issuing advisories as a measures of preventive vigilance on the basis of examination of cases.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Deputy Secretary</b>	<b>Chief Vigilance Officer</b>
Shri M. Murali Mohan Room No. 540A Tele No. 23387415. Intercom No.540.	Shri Riazul Haque Room No. 526A Tele No. 23381349 Intercom No. 526.	Shri B.P. Pant Room No. 534 Tel.No.23389204. Intercom No. 534	Shri Amardeep Singh Bhatia, Joint Secretary Room No. 505A Tele No.23389088 Intercom No. 572(PS)

## Organization Chart of MCA



<b>Chief Vigilance Officer : Amardeep Singh Bhatia, JS</b>  <b>Web Master : Ashish Khushwaha, Director</b> <b>Welfare Officer : Anil Parashar, US</b>	<b><u>Integrated Finance &amp; Accounts Wing</u></b> JS&FA : Reena Sinha Puri CCA : Anil Srivastava DIR(IFD) : Sushma Kataria US(IFD) : Kshitish Kumar SO(IFD) : Annakunju Matthew	<b><u>Budget</u></b> JS&FA : Reena Sinha Puri CCA : Anil Srivastava Director : Shushma Kataria US Kshitish Kumar SO(Budget) : Amitesh Roy
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