



GOVERNMENT OF INDIA

**MINISTRY OF CORPORATE
AFFAIRS**

INDUCTION MATERIAL

(Prepared by Coordination Section)

(Corrected upto 1st July, 2022)

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

1. BRIEF PROFILE

The vision of the Ministry is ‘sustained corporate growth with enlightened regulation.

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 Investor Education and Protection Fund Authority
- (xiii) Administration of Insolvency and Bankruptcy Code
- (xiv) Administration of National Company Law tribunal(NCLT) and National Company Law Appellate Tribunal(NCLAT)
- (xv) Action Plan for Champion Services Sector.

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
Regional Director	
Regional Director (Eastern Region)	Kolkata
Regional Director(Northern Region)	New Delhi
Regional Director (North Western Region)	Ahmedabad
Regional Director(North East Region)	Guwahati
Regional Director (Southern Region)	Chennai
Regional Director (Western Region)	Mumbai
Regional Director (South East Region)	Hyderabad
Registrar of Companies	
Registrar of Companies (Andhra Pradesh & Telangana)	Hyderabad
Registrar of Companies(Kerala)	Ernakulum
Registrar of Companies (Assam, Meghalaya, Manipur, Tripura, Mizoram, Nagaland & Arunachal Pradesh)	Guwahati
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
Official Liquidators	
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
Registrar of Companies cum Official Liquidator	
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. INDIAN INSTITUTE OF CORPORATE AFFAIRS

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).

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

4. STATUTORY BODIES UNDER THE MINISTRY

Serious Fraud Investigation Office (SFIO)

(a) 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).

(b) 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.

The Insolvency and Bankruptcy Board of India (IBBI)- The Insolvency and Bankruptcy Board of India (IBBI) was constituted on 1st October, 2016. Chairperson also assumed charge of the Board on 1st October, 2016. Four ex- officio members & three whole time members have also joined the Board. IBBI maintains its website as www.ibbi.gov.in.

Investor Education and Protection Fund Authority (IEPF)- Investor Education and Protection Fund Authority (IEPFA) is established by the Government of India implementing the provision of Section 125 of the Companies Act, 2013. The authority has a dual mandate of promoting awareness about investors' education and protection pertaining to their interests as well as making refunds of shares, unclaimed dividends, matured deposits/debentures etc., to the rightful claimant through the proper channel.

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. QUASI-JUDICIAL BODY UNDER THE MINISTRY

National Company Law Tribunal (NCLT) – Constitution of NCLT has been notified under section 408 of the Companies Act, 2013 w.e.f 1st 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.

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. 1st June, 2016. Two benches of NCLAT, one Principal Bench and one jurisdictional bench at Chennai, have been established.

6. 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.

National Financial Reporting Authority

National Financial Reporting authority has been established on 01.10.2018. Shri Rangachari Sridharan has been appointed as Chairperson and Dr. Prasenjit Mukherjee as full time Member in the Authority for a period of three years or till the incumbent attains the age of 65 years, whichever is earlier. Shri Rangachari Sridharan has joined as Chairperson, NFRA on 01.10.2018 (Afternoon) and Dr. Prasenjit Mukherjee has joined as full time Member on 03.10.2018 (Forenoon)

Composition:-

Sub-rule(1) of rule 3 of the National Financial Reporting Authority (Manner of Appointment and other Terms and Conditions of Service of Chairperson and Members) Rules, 2018 provides that the Authority shall consist of the following person to be appointed by the Central Government, namely:-

- (a) a chairperson
- (b) three full time Members; and
- (c) nine part time members

Functions:-

As provided under section 132, NFRA would perform the functions relating to making recommendation on framing accounting & auditing policies/ standard; monitoring and enforcing compliance with such standard; overseeing quality of service of auditing profession and investigating and ordering action against 'professional and other misconduct' as provided under the Act.

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, 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, Computer 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. All establishment matters related of implementation of SPARROW (e-PAR Software) for employees under purview of AD.I Section.
17. Matters related to implementation of e-Office in respect of employees under purview of Ad.I section.
18. Matter related to implementation of e-HRMS in respect of employees under purview of Ad.I section.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Madhav Kr. Singh Room No.518 Tel:23073049 Intercom No.518	Shri Riazul Haque Room No. 526A Tele No.23381349 Intercom No. 526	Shri S K Vashishtha Room No. 525 Tel.No. 23384502 Intercom No.525	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal 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) Confirmation of ICLS officers in JTS grade of ICLS;
- (v) Pension, leave, increment in respect of RDs and Group 'A' officers of ICLS & Group 'B' officials in MCA, HQ;
- (vi) Review under FR 56(j) and CCS(pension) rules in r/o Group B non-Gazetted officials in MCA HQ besides all ICLS officers and Group B Gazetted officers at the age of 50/55 years and/or on completion of 30 years service in consultation with Vigilance Section;
- (vii) Compilation of bio-data, seniority list and incumbency statement of officers of ICLS and STA, JTA & CP.
- (viii) Framing of and amendments to Indian Company Law Service Rules.
- (ix) 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' officials in the field offices of various Regions;
 - e. Framing and amendments to Recruitment Rules for Group 'B', and 'C' posts;
- (x) Training of ICLS officers and its subordinate cadre officers.
- (xi) Work relating to engagement of Young Professionals, CS/CoA Trainees and consultant for Inquiry/Inspection;
- (xii) 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;

Section Officer	Under Secretary	Director	Additional Secretary
Shri Tanmay Tejaswee Room No. 518 Intercom No.546	Shri Kalloo Ram Room No. 537 Tel.No. 23383507 Intercom No.537	Shri Aarti Lal Sharma Room No.539 Tel.No. 23389403 Intercom No.539	Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom No. 559

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 of Posts
5. Filling up of Direct Recruitment Posts through SSC/UPSC
6. Filling up of the deputation posts and extension of the deputation tenure in respect of the officers working in SFIO
7. Parliament matters relating to establishment/personnel/financial matters of SFIO.
8. Budget matters of SFIO.

Section Officer	Under Secretary	Director	Additional Secretary
Shri Suresh Chander Noonwal Room.No-518-A Tel.No-23386896 Intercom No-516	Shri Kalloo Ram Room No. 537 Tel.No. 23383507 Intercom No.537	Shri Aarti Lal Sharma Room No.539 Tel.No. 23389403 Intercom No.539	Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom No. 559

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. Appointment of acting Chairperson of NCLAT and acting President of NCLT
4. Creation of new benches of NCLT and NCLAT
5. Formulation and amendment of rules regulating service condition of Chairperson/President and Members of NCLT and NCLAT.
6. Formulation and amendment of rules, regulating the procedure of inquiry of members on the ground of proved misbehavior or incapability, in consultation with Supreme Court of India.
7. Processing the case for inquiry and removal of Members of NCLT/NCLAT
8. Approval of Central Government on transfer/posting of members of NCLT
9. Designing of curricula for the induction colloquiums of the NCLT/NCLAT members
10. Creation of posts of officers/employees in NCLT and NCLAT
11. Approval of appointment of the officers/employees in NCLT and NCLAT
12. Approval of appointment of the officers/employees of the level 11 and above in these organizations.
13. Coordination with Ministry of Law and Ministry of Finance on matters related to rules regulating service condition of Chairperson and Members of various tribunals, including NCLAT
14. Framing and amendment of recruitment rules for various posts in NCLT/NCLAT.
15. “No objection” for issue of passport to officers / staff in these organizations.
16. Processing of case of the officers of these organizations for foreign / domestic seminar / training / workshop, etc.
17. Court case matters/RTI matters/ Parliament matters relating to above issues;

Section Officer	Under Secretary	Director	Joint Secretary
Shri Lalit Kumar Room No 518A Tel. No.23386896 Intercom. No.578	Shri Riazul Haque Room No. 526A Tel No. 23381349 Intercom No. 526	Shri A.S. Meena Room No. 530 Tel.No.23384470 Intercom No.530	Smt. Anita Shah Akella, Room No.504 Tel.No. 23074056 Intercom No. 504

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.

Section Officer	Under Secretary	Deputy Secretary	Chief Controller of Accounts	AS&FA
Shri Narayanan S., Room No. 508-B, Tel No. 23388512, Intercom No. 576	Smt. Jansi Rajaraman Room No. 520 Tel No. 23073407 Intercom No. 562	Shri Ashok Kumar Vijay, Room No. 532-A, Tel No. 23389622 Intercom No. 532	Shri S.S. Sagar, "C" Wing, 3 rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi Tel. No. 24698646	Shri Sanjay Kumar Room No. 208-A, Tel: No. 23381704

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, 2013 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 in respect of Companies Act, 2013.
10. Preparing replies of queries raised on Rules made under the Companies Act, 2013 by the Committee on Subordinate Legislation.

Deputy Director	Deputy Director	Joint Director	Joint Secretary
Shri Chiradeep Balooni Room No. 521 Tel. No. 23386065 Intercom No.584	Shri Chandan Kumar Room No. 512B Tel.No. 23071190 Intercom No. 507	Shri N. K. Dua Room No. 514A-B Tel. No. 23070954 Intercom No. 536	Shri Manoj Pandey, 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 (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. Action under Section 248 of the Companies Act, 2013
8. Disqualification of Directors under Section 164(2)(a) read with Section 167(1) of the Companies Act, 2013
9. Enforcement of Deposit Provisions
10. Issuance of LOCs
11. Follow-up action on JPC Reports on matter relating to Companies Act, 1956.
12. Enforcement of the provisions of chapters VII and IX of the Limited Liability Partnership (LLP) Act, 2008.
13. Ordering of withdrawal of prosecutions arising out of inspection/ investigation reports/technical scrutiny reports.
14. Continuation of action initiated under corresponding provisions of the Companies Act, 1956, and Special Audits ordered there under.
15. Attending to RTI Applications/Appeals in the above-matters.
16. Parliament questions pertaining to the above matters.

Assistant Director	Deputy Director	Joint Directors	DII	Director General	Additional Secretary
Sh. Indresh Singh Chauhan	1.Sh. I.H.Ansari Tel No. 23073230 2.Sh. E Nagachandran 3.Sh. Sanjay Sardar 4.Sh. Sridhar Bavisetty 5.Sh. Satya Pal Singh	1. Sh. A.K Mahapatra Tel.No23385285 2. Ms. P.Sheela TelNo.2307008 3. ShA.K.Bunkar	1.Shri. L.R.Meena Tel.No 23389263 2. Ms. Richa Kukreja, Tel 23381664	Sh. M.P Shah Tel No. 23381226 Kota House, New Delhi	Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom No. 559

COMPANY LAW – III

1. Amalgamation/Scheme of Arrangement etc. of Govt. Companies (Section 230-232, 237 of the Companies Act, 2013) which includes:-
 - a) Examination of Application/Petition for Amalgamation/Merger as per section 230-232 of the Companies Act, 2013.
 - b) Verification of Board Resolution, Shareholders' Resolution
 - c) Scrutinizing of Annual Reports for the last three years of Transferor & Transferee Company i.e. Director's Report, Auditors Report, Balance Sheet, Profit & Loss Account and Notes to the Accounts.
 - d) Scrutiny of MOA & AOA,
 - e) Examination of Valuation Report in respect of share exchange ratio,
 - f) Verification of List of secured/unsecured creditors,
 - g) Checking compliance of various e-forms in respect of Annual Return & Financial Statements etc.
 - h) Analysis of Reports sent by Regional Director, Registrar of Companies & Official Liquidator in the matter.
 - i) Examination of various complaints/representations if any received in the matter.
 - j) Scrutiny of confirmation petition filed by the applicant companies etc.
 - k) Conducting of hearings to hear the applications of Amalgamation/Scheme of Arrangement etc. of Govt. Companies (Section 230-232, 237 of the Companies Act, 2013)
 - l) Preparing draft order for merger.
2. RTI applications relating to Amalgamation/Scheme of Arrangement.
3. Parliament Questions relating to Amalgamation/Scheme of Arrangement.
4. Reference received from office of Regional Directors u/s 230-232 & 233 of the Companies Act, 2013.

Deputy Director	Director (L&P)	Joint Secretary
Shri Sanjay Verma Room No. : 529 Tel.No. : 23389790 Intercom No.: 529	Shri Sanjay Shorey Room No. 533 Tel. No. : 23070326 Intercom No.: 533	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

Company Law-IV (LEGAL SECTION)

1. Sending/forwarding of court cases to domain Sections (in case received in Legal Section).
2. Vetting of draft para-wise comments prepared by domain Sections.
3. Draft reply/statement/affidavit/counter affidavit/ engagement of Government counsels on request of domain sections etc. in court cases to be prepared by domain Sections in consultation with Government Counsels. As and when required, opinion of Director (L&P) to be obtained on file.
4. 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, Director (L&P) to be requested to be present in the court.
5. 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.
6. 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.
7. 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 Director (L&P) for Legal vetting alongwith inputs, if any.
8. Monitoring of cases entered in Legal Information Management and Briefing System (LIMBS) where MCA is a party.
9. 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.

Under Secretary	Deputy Director	Director(L&P)	Additional Secretary
Smt. S. Padma Roy Room No. 509 Tel.No. 23384479 Internal No. 567	Shri Naikwadi Parvez Fattulal Room No. 520 Tel.No. 23385381	Shri Sanjay Shorey, Room No.533 Tel. No. 23381664 Intercom No. 533	Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom No. 559

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 condonation of delay in under section 460 respect of Companies Act, 2013.
6. Formulation of schemes such as Company Law Settlement Scheme, Companies Fresh Start Scheme,2020 etc., under the provisions of the Companies Act, 2013/ LLP Act, 2008.
7. Issuance of circular to ROCs/ RDs to bring uniformity of practices by all field offices with regard to disposal of their duties.
8. Examination of proposal received from MHA in respect of Arms license to be issued by MHA from company law angle.
9. Matters related to Fast Action Task Force (FATF) – Mutual Evaluation Report on anti-money laundering and combating and financing terrorism in India /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) in consultation with ICAI and 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’
14. Report of the World Bank Group, Matter relating to Ease of Doing Business in India, e-commerce and multi-level marketing.

15. Indian Partnership Act and Societies Registration Act.
16. Court cases relating to Policy issues where policy matter(s) have been challenged
17. Parliament questions/ assurance to Parliament questions /RTI applications relating to Policy Cell.
18. Designation of Special Courts under Section 435 of the Companies Act, 2013.
19. Miscellaneous matters such as weeding out files(CL-v Section), SEBI meetings, Demands for Grants etc. and to provide inputs for annual reports, monthly DO Letter, monthly newsletter relating to policy cell.
20. Laying of notification issued by Policy Section before both Houses of Parliament, pursuant to provisions of Companies Act, 2013/LLP Act, 2008
21. Approval of names reserved for Central Government under Section (4 (3) (b) of the Companies Act read with Companies (Incorporation) Rules, 2014.

Assistant Director	Deputy Director	Joint Director	Joint Secretary
Sh. K.M.S. Narayanan, Room No. 550 Tel.No.23387263 Intercom No.566 Smt. Sunidhi Misra Room No.510B Tel.No.23389745 Intercom No.544	Shri Shobhit Srivastava Room No. 550 Intercom No. 590	Shri Atma Sah Room No. 510-B Tel.No.23384628 Intercom No.510	Shri Manoj Pandey, Room No.505 Tel.No. 23389088 Intercom No. 505

COMPANY LAW – VII

1 Applications under Section 196 of the Companies Act, 2013 read with Schedule V to the Companies Act, 2013 for appointment of the Managing Director/ Whole time Director/ Manager of the Company.

2 Examination of applications filed by public companies in form NDH-4 which were either declared as Nidhi company under the Companies Act, 1956 or incorporated as Nidhi Company under the Companies Act, 2013 for updation/declaration as Nidhi company and notification thereof.

Under Secretary	Deputy Director	Deputy Secretary	Joint Secretary
Shri Shailendra Kumar Pathak Room No. 521 Intercom. 588	Shri Deepak Persoya Room No.521 Intercom No. 586	Shri S.K. Vashishtha, Room No.525 Tel.No.23384502 IntercomNo.525	Shri Manoj Pandey, Room No.505 Tel.No. 23389088 Intercom No. 505

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.
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 Balmer Lawrie & Co Ltd. and taking care of the credit facility. Reimbursement of conveyance hire claims of the officials of the Ministry.
5. Processing payments for contingency bills under various sub-heads of Accounts such as OE, Professional Series, 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.
21. Verification of Service books of Gazetted and Non-Gazetted employees.

Under Secretary & DDO	Director	Joint Secretary
Shri A.K Singh RoomNo.524 Tel.No.23385382 IntercomNo.549	Dr. Balmiki Prasad Room No.512 Tel.No. 23381615 Intercom No. 512	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

COMPETITION SECTION

1. Enforcement of the Competition Act, 2002.
2. Administration of Competition Commission of India (CCI) as well as O/o Director General (DG), CCI;
3. Giving opinion on competition issues on a reference received from a Central Government Line Ministries/ Departments/ State Governments/ statutory authority established under any law;
4. Promote competition culture and competition advocacy;
5. Appointment and service related matters of the Chairperson and Members of CCI as well as Director General, CCI;
6. Creation/ revival/ up-gradation of posts at staff/ employee level in both CCI and DG, CCI;
7. Framing/ amendment in Recruitment Rules of CCI and DG, CCI;
8. Examination of proposals (under Section 54 of the Competition Act) for exemption under the purview of the Competition Act;
9. Undertaking assessment/ amendments in the Competition Act and rules framed there under;
10. Provisioning of Grant/ Budget for CCI and DG, CCI;
11. Matters related to Parliament Questions/ Parliament Assurances/ Parliamentary Committees/ VIP references/ Public Grievances/ RTI matters;
12. Any other matters related to competition law and its enforcement.

13. All establishment, personnel and financial matters of Competition Commission of India requiring approval of Central Government.

14. Appointment of Chairperson and Members in Competition Commission of India.
15. Creation of posts in Competition Commission of India.
16. Appointment of DG, Competition Commission of India.
17. Framing and amendment in recruitment rules of all posts created in Competition Commission of India.
18. "No objection" for issue of passport to officers/staff.
19. All Court Cases relating to above matters.
20. All Parliament matters relating to above matters.

Section Officer	Under Secretary	Director	Joint Secretary
Shri Bal Mukund Room No. 520 Tel. No. 23389796 Internal No.597	Shri H. N. Hedao, Room No. 520 Tel. No. 23387939 Internal No. 587	Dr. Abhijit Phukon, Room No. 531 Tel. No. 23384566 Internal No. 531	Shri Manoj Pandey, Room No.505 Tel.No.23389088 Intercom No. 505

NFRA(National Financial Reporting Authority)

1. All establishment, personnel and Financial matter of National Financial Reporting Authority requiring approval of Central Government.
2. Appointment of Chairperson & Members in National Financial Reporting Authority.
3. Appointment of Secretary, National Financial Reporting Authority.
4. Creation of posts in National Financial Reporting Authority
5. Framing and amendments in recruitment rules of all posts created in National Financial Reporting Authority
6. Appointment/Extension of the Tenure of contract of Professionals in National Financial Reporting Authority
7. Framing of Schemes in National Financial Reporting Authority.
8. All parliamentary matters relating to above matter

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Bal Mukund Kumar Room No. 520 Tel. No. 23389796 Internal No. 597	Shri H. N. Hedao, Room No. 520 Tel. No. 23387939 Internal No. 587	Shri Nilratan Das Room No.534-A Tel.No.23389622 Intercom No. 534	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

COORDINATION SECTION

1. Organisation Study: Preparation of Organisation Chart /Organizational structure of Headquarters.
2. Manual of Office Procedure: Circulation of instructions on Manual and departmental instructions received from DARPG/DoPT/MoF etc.
3. Record Management:..Issue instructions for Record Management and Record Retention Schedule.
4. Management Information Systems: Monthly summary for the Council of Ministers; Monthly D.O. letter to Cabinet Secretariat.
5. Preparation of Induction Material for the Ministry/ updation of Citizen's Client's Charter of the Ministry.
6. Coordinating materials for President's address to both Houses of Parliament and Finance Minister's budget speech. Monitoring of implementation of Budget Announcements and Atma Nirbhar Bharat etc.
7. Work relating to Swachh Bharat Mission and Disaster Management Plan.
8. Monitoring and updation of Cabinet decision & Observations on regular intervals and monitoring of PMO references on PM portal
9. Monitoring of updation of Subordinate Legislations on India Code Portal.
10. Regular updation of information in e-Samiksha Portal.
11. Conducting Senior Officers Meeting and collection & compilation of material for the meeting.
12. Uploading weekly AVMS Certificate on the Portal.
13. Organizing of various ceremonies eg. Flag Day/ Sadbhavana Divas/Anti-Terrorist Day, Yoga Day, International Women Day, Constitution Day etc.
14. All matters connected with the Right to Information Act, 2005.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri A. Ravindran Room No. 520	Shri Prashant Rastogi Room No. 521 Tel No. 23381349 Intercom No. 629	Shri Nilratan Das Room No.534-A Tel.No.23389622 Intercom No.534	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

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) Conducting various studies based on cost audit data filed in MCA21 system by specified companies.
 - (ii) Receipt, review and analysis of Cost Audit Reports and seeking further information/ explanation under section 148 (7).
 - (iii) 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 there under and issuance of show cause notices to the defaulting companies, its officers in default and cost auditors.
 - (ii) 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 made thereunder.
 - (iii) Referring cases of 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, whenever warranted.
 - (iv) 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. Examining the proposed Cost Audit Standards received from the Institute of Cost Accountants of India(ICAI) and seeking requisite approval of competent Authority viz., MCA for notification.
5. Associating with ICAI for framing Cost Accounting Standards and rendering professional assistance to the institutes for pragmatic growth and development of Cost & Management Accounting in India.
6. Miscellaneous Matters:
- a) Framing of Annual Action Plan for the CAB.
 - b) Submission of other returns/information to the Ministry.
 - c) Providing expert opinion on various matters referred to the CAB.
 - d) Establishment matters relating to staff posted at CAB.

Deputy Director(Cost)	Director (Cost)	Adviser(Cost)	Addl. Secretary
Shri Sumit Sachdeva, Tel. No.: 24366348	(i) Smt. Manmohan Kaur, Tel. No.: 2436 0075 (ii) Shri K.K.Mahawar, Tel. No.: 2436 6686	Mrs. Mithlesh B-1 Wing, 2nd Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi Tel No. 2436 6005 Fax: 24366284	Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom. 559

CORPORATE SOCIAL RESPONSIBILITY CELL

1. Examination of various references received from Industry Association, companies, experts and other stakeholders on various matters related to CSR and issuance of requisite clarifications and circulars thereof.
2. Proposing amendments to Companies(CSR Policy) Rules, 2014 and schedule VII of the Companies Act, 2013.
3. 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.
4. Coordination with Corporate Data Management(CDM) for maintenance of the National CSR Data Portal and development of CSR Exchange Portal.
5. Coordinating with Department of Public Enterprises (DPE) and other relevant administrative Ministries/Departments for implementation of CSR by CPSUs.
6. Data analysis relating to CSR expenditure of Companies.
7. Regulation of CSR compliance by companies.
8. Participating in sensitization workshops organized by various bodies such as DPE, Industry Associations, Professional Institutes, , IICA etc.
9. Overseeing the Scheme and implementation of annual Corporate Social Responsibility Awards.
10. Legal cases concerning CSR
11. Constitution of various committees for providing policy inputs and advocacy support to strengthen CSR ecosystem.
12. Examination and implementation of the recommendations submitted by various Committees such as High Level Committee (HLC-2015 and HLC-2018) on CSR, Committees on Business Responsibility Reporting (BRR) etc.
13. Enforcement of the provision of Section 135 of the Companies Act, 2013 read with Schedule VII and CSR Policy Rules, 2014 made therewith.
14. Matters related to Parliament Questions/Parliament Assurances/ Parliamentary Committees/ Cabinet Notes/ VIP references/ Public Grievances/ RTI matters concerning CSR.
15. Advocacy and sensitization of businesses and other stakeholders concerning Responsible Business Conduct, National Guidelines for Responsible Business Conduct (NGRBC), Business Responsibility Reporting (BRR), Ethical Business Practices, formulation of National Action Plan on Business and Human Rights (NAP-BHR) and dealing with matters received in the Ministry concerning Environment, Social and Governance (ESG) and associated issues of sustainable financing.

Assistant Director	Deputy Director/ Under Secretary	Director	Joint Secretary
Shri Shikha Garg, Room No. 523, Tel. No. 23380270 Intercom No. 556	Shri Shobhit Srivastava, Room No. 523, Tel. No. 23070216 Intercom No. 547	Shri Sanjay Shorey, Room No. 533 Tel. No. 23381687 Intercom No. 533 Dr. Abhijit Phukon, Room No. 531, Tel. No. 23384566 Intercom No. 531	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

E-GOVERNANCE

1. The Ministry of Corporate Affairs has been operating end-to-end e- Governance project MCA21 for registry and company incorporation related services. The project is implemented in the offices of Registrar of companies (ROCs), Regional Directorate(RDs), MCA HQ and Official Liquidators(OL). With help of e-services, the MCA21 system provides the stakeholders convenient, easy to use and secure access & delivery to all MCA services and improved speed ad certainty of services sought.
2. The first version V1 of the MCA 21 project(Service Provider M/s. TCS Ltd) ended on 16th January, 2013 and M/s Infosys Limited was appointed as service provider for version 2 from 17th January 2013 till 16th July 2020.M/s. L&T Infotech Limited has been appointed as Service Provider for version 3 as well as maintenance of Version 2 from 17th July, 2020. Version 3 is scheduled to be launched on 1st October, 2021.
3. MCA21 version 2 was designed to provide enhanced experience and value to the end-users through a revamp (improvements) of some of the MCA21 v1 interfaces. While MCA21 v2 is implemented and maintained as per the requirements and service level agreements, MCA21 version 3 is envisaged with a vision to include capabilities for enhanced Governance, seamless data dissemination, integration with other regulators, analytical capabilities, capacity building of human resources, scalable and modular architecture,enhanced User experience, Mobile platform and adoption of emerging technologies, in addition to all the capabilities of Version 2.
4. Central Registration Centre (CRC) being supervised by e-Governance Division, is an initiative of MCA in Government Process Re-engineering (GPR) with the specific objective of providing speedy incorporation related services in line with Global Best Practices. The first phase of CRC was rolled out on 26th January, 2016 for processing Name Reservation Applications and the second phase commenced for processing incorporation applications on 28th March, 2016 for Companies. Subsequently, Name Reservation and Incorporation for LLPs (Limited Liability Partnership) was brought under CRC on 2nd October, 2018. The Ministry rolled out SPICe+ web form on 23rd February, 2020 integrating 11 services offered by 3 Central Government Ministries/ Departments of Ministry of Corporate Affairs, Ministry of Labour& Department of Revenue, Ministry of Finance and the State Government Maharashtra and Karnataka. The 11 services provided by SPICe+ and AGILE PRO are Name Reservation, Certificate of Incorporation, DIN, TAN, PAN, ESIC, EPFO Registration, Bank Account Number, PTEC & PTRC (State of Maharashtra & Karnataka) and GSTIN(Optional)
5. A study on Single Source of Truth has been commissioned for the purpose of future

integration with other regulators, departments and agencies like CBDT, GSTN, SEBI, RBI and CERSAI with an aim to provide ease of compliance to the corporates while also for efficient and effective regulation.

6. e-Governance Division also engages in exchanging data requirements with other Government departments and agencies. MOUs have been signed with SEBI, and CBDT so far. Discussions are being held for data exchange with other departments and agencies. 7. MCA 21 is being handled by the e-Governance Division for overall administration and implementation of the project.

Assistant Director	Under Secretary	Deputy Director	Joint Director	Director	Joint Secretary
Shri A.V. Krishna Room No. 508 Intercom No. 558	Shri Randhir Kumar Room No. 526 Intercom. 629	Shri Vivek Meena, Room No. 508 Tel.No. 23384158 Intercom No. 605	Shri B Srikumar, Room No. 508 Tel.No. 23073017 Intercom No. 568	Shri Sanjay Jain, Room No.515 Tel.No. 23389227 Intercom No. 535	Shri Manoj Pandey, Room No.505 Tel.No. 23389088 Intercom No. 505

GENERAL SECTION

1. Office accommodation – Headquarters.
2. Government accommodation – matters relating to the allotment of Government residential accommodation.
3. Purchase of common use items.
4. Telephones – all matters relating to office and residential telephones at Headquarters.
5. Office equipment's – purchase and repair of office equipment's like Computers, printers, typewriters, FAX machines, Franking machines etc.
6. Purchase and maintenance of water coolers, air-conditioners, heaters, air purifiers and electrical appliances.
7. Entertainments – arrangement of refreshments / lunch, etc for official meetings.
8. Staff cars – purchase, repairs and condemnation of staff cars belonging to Headquarters.
9. Identity cards – issue of identity cards to the official at Headquarters and its field offices at Delhi.
10. Issue of identity cards to non-official.
11. Liveries – Purchase of uniform cloth, shoes, slippers, etc. and its distribution among the entitled Group 'C' employees of the Department.
12. Preparation of rubber stamps and name plates officers of Department.
13. Collection of Railway/ Air parcels.
14. Casual Labour – Salary matter.
15. First Aid arrangements.
16. Care-taking arrangement for Shastri Bhawan, Kota House Annexe, Lok Nayak Bhawan, HT House and Paryavaran Bhawan offices.
17. Essential Facility Management at IICA campus, Manesar
18. Security arrangements.
19. Records Room – Review of files etc.
20. Resographs and its maintenance, Duplicating Machines and maintenance.
21. 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.
22. Out sourcing staff like stenographers, computer operators /Office Assistant, peons etc. (Salary matters.)

23. Engagement of outsourced drivers and hiring of DLY Cars.
24. Purchase and maintenance of Computer peripherals.
25. Purchase of Photocopy Machine and their maintenance.

Section Officer	Under Secretary	Director	Joint Secretary
Shri Mahesh Kumar Room No. 545 Intercom. 573	Shri Shailendra Kumar Pathak Room No. 521 Intercom. 588	Shri S.K Vashishtha Room No. 525 Tel.No. 23384502 Intercom No.525	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

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 (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) and convening of BOG Meetings of IICA Society.
- (iv) Examination of agenda items of Annual General Meeting (AGM) and convening of AGM Meetings of IICA Society.
- (v) Filling up of vacancies in the Board of Governors (BoG) in the IICA Society.
- (vi) Filling up the post of Director General & CEO, IICA
- (vii) Parliament questions/VIP references RTI matters relating to IICA.
- (viii) Any other matter referred to MCA by IICA which is beyond their delegated powers.

Section Officer	Under Secretary	Director	Joint Secretary
Shri Bikram Munda Room.No-520 Tel.No.23387631 Intercom No.553	Shri H.N Headoo Room.No-520 Tel.No.23387939 IntercomNo-587	Shri Rakesh Tyagi, Room No. 538 Tel.No.23389803 Intercom No. 538	Shri Manoj Pandey Room No.505 Tel.No. 23389088 Intercom No.505

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 locations.
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.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri Pawan Kumar Room No. 333 Intercom No. 333	Shri Paras Sarwaiya Room No. 520 Intercom No. 520	Shri Ravi Kumar Verma Room No 417-C Intercom No.593	Smt. Anita Shah Akella, Room No.504 Tel.No. 23074056 Intercom No. 504

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).

Section Officer	Under Secretary	Deputy Secretary	Chief Controller of Accounts	AS&FA
Shri Narayanan S., Room No. 508-B, Tel No. 23388512, Intercom No. 576	Smt. Jansi Rajaraman Room No. 520 Tel No. 23073407 Intercom No. 562	Shri Ashok Kumar Vijay, Room No. 532-A, Tel No. 23389622 Intercom No. 532	Shri S.S. Sagar, "C" Wing, 3 rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi Tel. No. 24698646	Shri Sanjay Kumar Room No. 208- A, Tel: No. 23381704

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

Under Secretary	Deputy Secretary	Joint Secretary
Smt. S. Padma Roy Room No. 509 Tel.No. 23384479 Internal No. 567	Sh.Tharvinder Singh Room No.529 Internal No. 529 Tel.No-23389782	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

INSOLVENCY SECTION

- 1) Implementation of Insolvency & Bankruptcy Code, 2016 (Code)
- 2) Establishment and administration of Insolvency and Bankruptcy Board of India (IBBI)
- 3) Preparation of Cabinet notes, draft bills for Amendments in Code and all matters upto the stage of obtaining assent of the President after the bills are passed by Parliament (i.e. after passing bill by both Houses of Parliament).
- 4) Framing Rules and amendment thereto, Section Notifications/Circulars etc under the Code.
- 5) Implementation work relating to Fresh start, Pre-pack, Individual Insolvency & Bankruptcy and Cross Border Insolvency
- 6) EoDB work for resolving insolvency indicator
- 7) Preparatory and Coordination work relating to meetings of Insolvency Law Committee
- 8) Examination of Cabinet notes received from other Ministries/Department from prospective of the Code.
- 9) Preparing replies to queries raised on the Code by Standing Committee of Finance and replies to queries on Rules raised by Committee on Subordinate Legislations.
- 10) Laying of Rules and regulations before both houses of Parliament in accordance with provisions of the Code.
- 11) Board Meeting matters of IBBI
- 12) All Establishment/HR/Budget/Grant matters relating to IBBI
- 13) Work relating to selection of Chairperson, Whole Time Members, Part time Members, ex-officio members of IBBI as and when need arises
- 14) Other ministerial work like weeding of old records, updation on various portals of details related to the Code, processing of payments through IFD, issuance of sanction orders etc. related to IBC and IBBI
- 15) Monitoring of Cases filed under the Code and coordination with Legal Cell for such court cases.
- 16) Coordination with various stakeholders and all miscellaneous work of IBC and IBBI other than establishment
- 17) Coordinating activities relating to awareness programmes about IBC, 2016
- 18) Complaints/grievances of stakeholders against Resolution Professionals and for matters related to CIRP and liquidation under IBC
- 19) Parliamentary Work/ Questions relating to IBC, 2016
- 20) RTI matters relating to IBC, 2016

Under Secretary	Deputy Director	Joint Director	Joint Secretary
Shri Prashant Rastogi Room No. 521 Tel No. 23070567 Intercom No. 588	Sh. Saurabh Gautam Room No. 510B Tel.No. 23389745 Intercom No. 594	Sh. Satyajit Roul Room No. 520 Intercom.520	Smt. Anita Shah Akella, Room No.504 Tel.No. 23074056 Intercom No. 504

OFFICIAL LIQUIDATOR SECTION

- (1) Review of mechanism functioning of Official Liquidators (OLs)
- (2) All matters pertaining to policy in respect of the work of OLs
- (3) 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)
- (4) All residual matters related to sick companies filed before erstwhile BIFR & AAIFR
- (5) Supervision of work of OL for winding up of Companies under provisions of Companies Act, 1956/2013
- (6) Quarterly review meetings of OLs and compiling half yearly/yearly reports pertaining to OLs/Companies under Liquidation
- (7) Complaints of stakeholders against OLs and its staff and for matters related to liquidation of companies
- (8) Company Paid Staff, their absorption/regularization and related matters
- (9) Parliament Questions relating to OLs
- (10) Coordinating the work relating to implementation of e-Modules for OL offices and digitization of OLs records.
- (11) RTI matters pertaining to OLs

Deputy Director	Joint Director	Joint Secretary
Sh. Saurabh Gautam Room No. 510B Tel.No. 23389745 Intercom No. 594	Sh. Satyajit Roul Room No. 520 Intercom.520	Smt. Anita Shah Akella, Room No.504 Tel.No. 23074056 Intercom No. 504

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 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 Coordination with Hardship Committee for payments to Depositors.

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

Under Secretary	Deputy Secretary	Direction Inspection & Investigation(DII)	DGCoA
Smt. S. Padma Roy Room No. 509 Tel.No.23384479 Internal No. 567	Sh R. K Verma, Room No. 417 (C) Tel no 23072309 Intercom 593	Smt. Richa Kukreja Tel.No. 23381664 Kota House, Annexe 1, Shahjahan Road, New Delhi	Shri. M.P Shah Tel No. 23381226 Kota House, Annexe1, Shahjahan Road, New Delhi

INVESTOR EDUCATION AND PROTECTION FUND (IEPF)

1. All matters related to Investor Education and Protection Fund (IEPF) as per section 205C of Companies Act, 1956 and Section 125 of the Companies Act, 2013.
2. Investor Education and Protection Fund Authority (Appointment of Chairperson and Members, holding of meetings and provision for offices and officers) Rules, 2016.
3. The Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016
4. Investor Education and Protection Fund Authority (Recruitment, Salary and other Terms and Conditions of Service of General Manager and Assistant General Manager) Rules, 2017.
5. Investor Education and Production fund Authority (recruitment, salary and other terms and Conditions Of services of Dy. General Manager, Private Secretary, Personal Assistant, Stenographer, Senior Secretary, Assistant and Junior Secretariat Assistant Recruitment) Rules, 2018.
6. Investor Education and Protection Fund Authority (Form of Annual Statement of Accounts) and (Form and Time of Preparation of Annual Report) Rules, 2018.
7. All RTI references related to above matter.
8. Parliament questions and all parliamentary matters related to IEPF.
9. Policy matter related to IEPF Authority.

Subject dealt with by the IEPF Authority

1. Educating and creating awareness among investor through professional Institutes, electronic and print media.
2. Processing of Refund claims, Business Process Reengineering, Enforcement action.
3. Monitoring budgetary allocations and expenditure under IEPF sub head.
4. Issuing various sanctions for expenditure under IEPF.
5. Monitoring of monthly credits to the fund.
6. Monitoring of website www.iepf.gov.in.
7. Monitoring of webpage relating to unpaid and unclaimed amounts of investors uploaded by the companies.
8. Preparation of E-forms and back office process thereto.

Under Secretary	Director	Joint Secretary
Shri Randhir Kumar Room No. 526 Intercom. 629 Tel No. 23381321	Shri Sanjay Jain Room No.515 Tel.No.23389227 Intercom No.535	Smt. Anita Shah Akella, Room No.504 Tel.No. 23074056 Intercom No. 504

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 53816), 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.

Library Information Officer	Under Secretary	Director
Smt. Nutan Kumari Tel no. 23380048 Intercom No. 503	Shri Satya wan, Room No.333 Tel.No. 23389889 Intercom No.546	Shri S K Vashishtha Room No. 525 Tel.No. 23384502 Intercom No.525

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. 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
3. 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.
4. 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.
5. 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.
6. Implementation of Annual Hindi Noting & Drafting Scheme and other schemes introduced by Department of Official Language.
7. Work relating to inspection of various offices/sections of the Ministry in regard to

progressive use of Hindi and preparing review reports.

8. 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.
9. Nomination of employees for Hindi Language/Hindi Typing/Hindi Shorthand training under Hindi Teaching Scheme and matters related thereto.
10. Implementation of various targets specified in the Annual Programme issued by the Department of Official Language regarding progressive use of Hindi.
11. Processing cases of violation of various provision of Official Act, 1963 and Official Language Rules, 1976.
12. Attending meetings of Hindi books purchase Committee of the Ministry.
13. Proposal regarding creation of Hindi posts in the Ministry and its subordinate offices etc. as per prescribed/revised norms in this regard.
14. 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.
15. Organizing Hindi Fortnight and various competitive events during the month of September every year.
16. Preparing handy-help literature in Hindi on various subjects dealt with by the Ministry for its various sections/ subordinate offices.
17. Review of Quarterly Progress Reports (QPRs) regarding progressive use of Hindi in Sub-ordinate/field offices of the Ministry.
18. Action under Official Language Rules, 1976 by introducing & implementing various checkpoints.
19. 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.
20. 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.
21. Processing of various complaints received from different agencies regarding

violation of various provisions of Official Language Act, 1963 & Official Language Rules, 1976.

22. Action regarding notifying the subordinate offices under Rule 10(4) & 8(4) of Official Language Rules, 1976.

23. Award Schemes for writing books in Hindi.

Assistant Director(OL)	Deputy Director (OL)	Director	Joint Secretary
Shri Ranbir Singh Room No.333 Tel.No.23070111 Intercom No.333	Md. Arshad Hussain Room No. 333 Tel.No. 23070111 Intercom No.569	Dr. Balmiki Prasad Room No.512 Tel.No. 23381615 Intercom No. 512	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

PARLIAMENT SECTION

1. All matters regarding Parliament Questions (Lok Sabha & Rajya Sabha).
2. Making of officers passes for various meetings relating to MCA.
3. Issue of Parliament Session calendars during Sessions and all other matters pertaining to Parliament
4. Monitoring of pending Parliamentary Assurances.
5. Uploading Parliament Questions on the Lok Sabha and Rajya Sabha portal during the Session.
6. Issue likely to be raised during the forthcoming Parliament Session.
7. To co-ordinate the Parliamentary/Standing Committee Meetings, supply of material for Senior Officers meetings, day-to-day clarifications/queries from different Ministries/Department/Sections of MCA in connection with Parliament Questions and Assurances.
8. Laying of papers of Both the Houses of Parliament etc.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Shri A. Ravindran Room No. 523 Tel. No. 2338 3204 Internal No. 508	Shri Prashant Rastogi Room No. 521 Tel No. 23070567 Intercom No. 588	Shri Nilratan Das Room No.532-A Tel.No.23389622 Intercom No.532	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

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 above mentioned Acts .
3. Framing of rules and regulations under the Acts governing Institute of Chartered Accountants of India(ICAI), Institute of Cost Accountants of India(ICoAI) and Institute of Company Secretaries of India(ICSI).
4. Matters relating to three professional Institutes viz. ICAI, ICoAI 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.
6. Action Plan for Champion Services Sector for the MCA.
7. Issues related to the Draft Valuers Bill.

Section Officer	Under Secretary	Deputy Secretary	Joint Secretary
Vacant	Shri Randhir Kumar Room No. 526 Intercom. 629	Shri Tharvinder Singh, Room No. 529 Tel. 23389782 Intercom. 529	Shri Inder Deep Singh Dhariwal RoomNo.506 Tel.No.23383345 Internal No.506

RESEARCH & ANALYSIS DIVISION

1. Administrating and managing the research component of the scheme 'Funding of Research and Studies, Workshops and Conferences, etc.' under the Corporate Data Management(CDM).
2. The activities of R&A Division entails management of research 'Funding for Research Studies on Corporate Governance' under the Expert Committee'
3. Guiding and supervising internal research in the Ministry.
4. 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.
5. Collecting inputs form different divisions of MCA and preparation of Annual Report of the Ministry of Corporate Affairs and submitting it to the standing Committee on Finance to enable it to consider the demand for grants of the Ministry.
6. Preparation of Monthly Newsletter incorporating therein Secretary's Desk which enumerates latest developments and summary of monthly achievements along with review of Corporate Sector with respect to company statistics, major events, notifications, circulars and a snapshot of the Indian Economy.
7. Represent MCA in for meetings on disinvestments at Department of Investment and public Assets Management (DIPAM).
8. Serves as the interface between the Ministry of Corporate Affairs and Financial Stability & Development Council (FSDC) Secretariat, Department of Economic Affairs(MoF).
- 9. Providing economic inputs to assessment of implementation of Companies Act,2013 and Competition Act through internal and outsourced research.**
10. Dovetails between the Ministry of Corporate Affairs and Financial Stability Unit(FSU) of RBI in FSDC-SC related matter.
11. Providing inputs to the Secretary, CA for the FSDC & FSDC-SC meeting. The Division also prepares a Note/Brief on the Macro economy for the FSDC meeting.
12. Providing inputs for the meeting of the Working Group of Ministers (WGoM) held for reviewing the WGoM reports.
13. Providing inputs for the meeting of G20 presidency Summit.
14. Collating inputs from different divisions of MCA and providing them for the preparation of India Year Book, prepared by MoI&B.
15. Serves as an interface between the Ministry and NITI Aayog
16. Briefs, speeches and presentations for senior officers as and when desired.

17. Parliament questions and queries referred to the R&A Division.

Assistant Director	Deputy Director	Economic Adviser	Addl. Secretary
<p>Md Alam Ansari B Wing, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-3 Tel No. 24698971</p> <p>Sh Deepak Singh B Wing, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-3 Tel No. 24698971</p>	<p>Sh. R.K. Meena B Wing, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-3 Tel No. 24698969</p>	<p>Ms. Nandita Mishra B Wing, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi Tel: 24698970</p>	<p>Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom No. 559</p>

STATISTICS DIVISION

1. Data Management Related Activities

- i) Implementation of Project 'Corporate Data Management' (CDM) that envisages to create an 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 Scheme Corporate Data Management (CDM) and funding of research
- iii) Examining and resolving issues related to improvements of Corporate Sector Statistics generate from the MCA 21 portal.
- iv) Sharing statistical information on the corporate sector with DGCoA, different Divisions/Bodies of MCA and other central Ministeries and Organizations such as Central Statistics Office (CSO), Reserve Bank of India and others, as and when required.
- v) Publishing monthly information bullet in containing statistical information and analysis of developments in the corporate sector.
- vi) Nodal Division for interaction with NITI Aayog regarding Output-Outcome Monitoring Framework of CDM.

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 data sets on Data.gov.in 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 an 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)
- vi) Development and maintenance of the following portals is done under CDM

- a) <http://www.mcacdm.nic.in/>
- b) <https://mcacms.gov.in>
- c) <http://www.csr.gov.in>
- d) <https://csrxchange.gov.in/>

Assistant Director	Deputy Director	Under Secretary	Deputy Director General	Addl. Secretary
Shri Nirnay Pratap Singh 4 th Floor, Hindustan Times Building , KG Marg, New Delhi Tel. 23350980	Sh E. Nagachandran 4 th Floor, Hindustan Times Building , KG Marg, New Delhi Tel.No.23350979	Sh. Akhilesh Kumar, Room No. 524 Tel.No.23385382	Shri Sidhil Sasi, 4 th Floor, Hindustan Times Building , KG Marg, New Delhi Tel.No.23350977	Smt Anuradha Thakur Room No.507 Tel.No. 23383180 Intercom No. 559

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. 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 Lok ayuktas 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.

Section Officer	Under Secretary	Deputy Director	Deputy Secretary	Chief Vigilance Officer
Sh. D.K Singh Room No. 540 Tele No. 23387415. Intercom No.540.	Shri Paras Sarwaiya Room No. 520 Intercom No. 520	Shri Anupam Vashista Room No. 331 Tel. 23386296 Intercom: 331	Shri P K Dutta Room No. 509 Intercom No. 606	Shri Manoj Pandey, Room No.505 Tel.No. 23389088 Intercom No. 505

Smt. Nirmala Sitharaman
Minister

Shri Rao Indrajeet Singh
Minister of State

Secretary
Rajesh Verma

<p>Additional Secretary* Anuradha Thakur (Ad.II, Ad.III, Legal, ICLS Academy)</p> <p>Dir(L&P): Sanjay Shorey Dir(AS): Aarti Sharma US(PR): Padma Roy US(KR): Kalloo Ram DD(NF): Naikwadi Parvez Fattulal</p> <p>(* also CL-II,CAB, R&A Division and Statistics Division come under the purview of Additional Secretary)</p>	<p>DGCoA M.P Shah, (CL-II, IGM)</p> <p>DII(LRM): L R Meena DII(RK) : Richa Kukreja JD(PS): P. Sheela JD(AKM): A.K. Mahapatra JD(AKB): A.K. Bunkar DS(RKV): R.K Verma DD(EN): E.Nagachandran DD(SS): Sanjay Sardar DD(SB): Sridhar Bavisetty DD(SPS): Satya Pal Singh DD(IHA): I.H.Ansari US(SPR): S. Padma Roy AD(ISC):Indresh Singh Chauhan</p>	<p>JS(ID) Inder Deep Singh Dhariwal (NFRA, General, PI, Coordination, Parliament, Cash, CDM, Hindi, AD.I, CSR, CL-III, NFCG, IC)</p> <p>Dir(L&P): Sanjay Shorey Dir(AP) :Abhijit Phukon Dir(BP): Balmiki Prasad DS(TS): Tharvinder Singh DS(ND): Nilratan Das DS(SKV) : S.K. Vashishtha US& DDO : Akhilesh Kumar Singh US(PR): Prashant Rastogi US(HNH): H.N Headoo US(SMP):Shailendra Mohan PathakP US(RH): Riazul Haque US(RK): Randhir kumar US(S): Satyawan US(SPR): S. Padma Roy DD(SS): Shobhit Srivastava DD(SV): Sanjay Verma DD(AH): Md. Arshad Husain AD(RS): Ranbir Singh AD(HS): Himani Sharma</p>	<p>JS(MP) Manoj Pandey (CL-I, CL-V,e-gov, CL-VII and NIDHI Companies, Competition, IICA, Vigilance)</p> <p>Dir(SJ): Sanjay Jain Dir(AP): Abhijit Phukon Dir(RT): Rakesh tyagi JD(NKD) : N. K. Dua JD(AS): Atma Sah JD(BS): B. Srikumar DS(SKV) : S.K. Vashishta DS(AS): Aarti Sharma DS(PKD): Prashant Kumar Dutta US(SMP): Shailendra Mohan Pathak US(HNH): H.N Headoo DD(DP): Deepak Persoya DD(SS): Shobhit Shrivastava DD(CK): Chandan Kumar DD(VM): Vivek Meena DD(AV): Anupam Vashista AD(AVK): A.V . Krishna AD(KMS): KMS Narayanan</p>	<p>JS(AS) Anita Shah Akella (Insolvency & office Liquidator, IEPF, Ad.IV, Infra)</p> <p>Dir(A.S .M): A.S. Meena Dir(SJ): Sanjay Jain DS(RKV): Ravi Kumar Verma</p> <p>JD(SR): Satyajit Roul US(PR): Prashant Rastogi US(RH): Riazul Haque US(RK): Randhir Kumar DD(SG): Saurabh Gautam</p>	<p>AS& FA Sanjay Kumar (IFD, Budget)</p> <p>CCA: S.S. Sagar DS(AKV): Ashok Kumar Vijay US(JR): Jansi Rajaraman</p>	<p>EA Nandita Mishra (R&A Division)</p> <p>DD(RKM): R.K. Meena AD(DS): Deepak Singh AD(AA): Md. Alam Ansari</p>	<p>Adviser (Cost) Mithlesh (Cost Audit Branch)</p> <p>Dir (KKM) : KK Mahawar</p> <p>Dir(MK): Manmohan Kaur JD(RJ): R. Jegan DD(SS): Sumit Sachdeva AD(AKG): Anuj Kumar Gupta</p>	<p>DDG Sidhil Sasi (Statistics Division)</p> <p>DD(EN): E Nagachandran US(DDO): Akhilesh Kumar Singh AD(NPS): Nirnay Pratap Singh AD(AY): Ashish Yadav</p>
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Chief Vigilance Officer: Manoj Pandey; Web Master: B. Srikumar, Joint Director;
Welfare Officer : Tharvinder Singh, DS

