



# **MINISTRY OF COMPANY AFFAIRS**

**GOVERNMENT OF INDIA**

## **Information under Section 4(1)(b) of the Right to Information Act, 2005**

**(As on 5th October, 2005)**

**'A' Wing, 5<sup>th</sup> Floor, Shastri Bhavan,  
Dr. Rajendra Prasad Road,  
New Delhi**

Website: <http://www.dca.nic.in>

## **The particulars of organization, functions and duties**

(In Pursuance of Section 4(1)(b)(i) of the Right to Information Act, 2005)

“Ministry of Company Affairs”, earlier known as Department of Company Affairs under Ministry of Finance, was designated, as a separate Ministry vide Cabinet Secretariat Notification No. DOC. CD-160/2004 dated 27.05.2004 to function under Minister of State with Independent Charge. The Ministry is primarily concerned with the administration of the Companies Act, 1956, other allied Acts and Rules and Regulations framed there-under mainly for regulating the functioning of the corporate sector in accordance with law. The Ministry is also responsible for administering the Competition Act, 2002, which will eventually replace the Monopolies and Restrictive Trade Practices Act, 1969 under which the Monopolies and Restrictive trade Practices Commission (MRTPC) is functioning. Besides, it exercises supervision over the three professional bodies, namely , Institute of Chartered Accountants of India (ICAI), Institute of Company Secretaries of India (ICSI) and the Institute of Cost and Works Accountants of India (ICWAI) which are constituted under three separate Acts of the Parliament for proper and orderly growth of professions of Chartered Accountants, Company Secretaries and Cost Accountants in the country .The Ministry also has the responsibility of carrying out the functions of the Central Government relating to the administration of the Partnership Act, 1932, the Companies (Donations to National Funds) Act, 1951 and Societies Registration Act, 1860.

The Ministry of Company Affairs has a three-tier organizational set-up, namely, the Secretariat at New Delhi, the Regional Directorates at Mumbai, Kolkata, Chennai and NOIDA, offices of Registrar of Companies in States and Union Territories and Official Liquidators, attached to the High Courts. The Organisational Chart and statement showing the location of these offices is given in the **Annexure I & II.**

The Regional Directors in-charge of the respective Regional Directorates supervise the working of the Offices of the Registrars of Companies and the Official Liquidators working in their respective jurisdiction. They also maintain liaison with the respective State Governments and the Central Government in matters relating to the administration of the Companies Act, 1956. Certain powers of the Central Government under the Act have been delegated to the Regional Directors to be exercised by them in their respective regions, along with appropriate administrative and financial powers. An Inspection Unit is also attached to the office of every Regional Director for carrying out inspection of the books of accounts of companies under section 209A of the Act.

The Registrar of Companies (ROCs) appointed under Section 609 of the Companies Act, covering the various States and Union Territories, are vested with the primary duty of registering companies floated in the respective States and the Union Territories and ensuring that such companies comply with the statutory requirements under the Act . Their offices function as registry of records relating to the companies registered with them.

The Official Liquidators are officers appointed by the Central Government under Section 448 of the Companies Act and are attached to the various High Courts. The Official Liquidators are under the administrative charge of the respective Regional Directors who supervise their functioning on behalf of the

Central Government. In the conduct of the winding up of the companies, however, Official Liquidators act under the directions of the High Courts.

The Ministry is alive to the concerns and problems of the investors and depositors in companies. While a special cell has been set up to monitor and track the vanishing companies and take all possible remedial measures, a Fund known as Investor Education and Protection Fund (IEPF) has been established in the Ministry of Company Affairs with effect from 01.10.2001 vide Section 205-C of the Companies Act, 1956. The Fund is utilized for promotion of investor education and protection. Twenty four NGOs/Voluntary Societies/Associations, working in the field of investor education have been registered under the IEPF and financial assistance has been granted to NGOs/Voluntary Societies/Associations for various activities and programmes on investor awareness and education. A website namely, <http://www.watchoutinvestors.com> has been created with financial assistance from IEPF to help the investors protect themselves from unscrupulous promoters, companies and entities. Organisations who are willing to take up Class Action Suits on behalf of investors can also apply for financial assistance under the IEPF.

### **Investor Protection**

The Investor Protection Cell set up in the Ministry of Company Affairs is computerized and provides a mechanism for facilitating redressal of investor's grievances. The Cell also co-ordinates with the Reserve Bank of India, Department of Economic Affairs and the Securities and Exchange Board of India (SEBI) for redressal of complaints wherever the subject matter of the complaint is not within the domain of the Ministry of Company Affairs.

## **e-Governance**

The Ministry of Company Affairs has launched an e-Governance project, namely, **MCA21 e-Governance Project** on 9<sup>th</sup> February 2005. This project aims at continuously repositioning the MCA as an organization capable of fulfilling the aspirations of its stakeholders in the 21<sup>st</sup> Century. This programme envisages electronic-filing of companies' documents through an interactive and paperless process through Internet. The project has an implementation cycle of 60 weeks from the date of signing the contract and, thereafter, an operation period of 6 years. Once implemented, the system is expected to significantly improve the qualitative aspects of doing business in India. The wealth of database created in the process would be available for the use of the Corporate Sector, Research Institutes, Regulators, the general public etc.

## **Website**

**MCA Web Site** (<http://www.dca.nic.in>) is operational for over seven years. It contains, inter alia, useful information on the organisation of the Ministry, publications, guidelines, circulars, notifications, citizens charter, Press release, monthly corporate growth, database search for registered companies and Reports submitted by various Committees set up by the Ministry.

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## **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

(In Pursuance of Section 4(I)(b)(ii) of the Right to Information Act, 2005)

- (a) **Secretary** – A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided.
- (b) **Special Secretary/Additional Secretary/Joint Secretary** – When the volume of work in a Ministry exceeds the manageable charge of a Secretary one or more wings may be established with Special Secretary/Additional Secretary/Joint Secretary, in charge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.
- (c) **Director/Deputy Secretary** – Director /Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.
- (d) **Under Secretary** – An Under Secretary is in charge of the Branch in a Ministry consisting of two or more Sections and in respect thereto exercises control both in regard to the despatch of business

and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

### **Section Officer**

#### **A. General Duties –**

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses of the Staff.

#### **B. Responsibilities relating to Dak –**

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to know that it is being properly maintained.

#### **C. Responsibilities relating to issue of draft –**

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of despatch.
- (vii) Responsibility of efficient and expeditious disposal of work and checks on delays
- (viii) to keep a note of important receipts with a view to watching the progress of action;

- (ix) to ensure timely submission of arrear and other returns;
- (x) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
- (xi) to ensure that cases are not held up at any stage;
- (xii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

#### **D. Independent disposal of cases –**

He should take independently action of the following types –

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.
- (iv) Duties in respect of recording and indexing
- (v) to approve the recording of files and their classification;
- (vi) to review the recorded file before destruction;
- (vii) to order and supervise periodic weeding of unwanted spare copies;
- (viii) ensuring proper maintenance of registers required to be maintained in the section;
- (ix) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (x) Ensuring neatness and tidiness in the Section;
- (xi) Dealing with important and complicated cases himself;
- (xii) Ensuring strict compliance with Departmental Security Instructions.

#### **E. Assistant/Upper Division Clerk**

He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points: -

- (i) to see whether all facts open to check have been correctly stated;

- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

#### **F. Private Secretary/Personal Assistant/ Stenographer**

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- (i) taking dictation in shorthand and its transcription in the best manner possible;
- (ii) fixing up of appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the Officer;
- (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;

- (ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

**G. Lower Division Clerk**

Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

**H. Assistant Director (Hindi)**

He has to supervise the work of Hindi Branch. In addition to that he has to provide help in translation work.

**I. Sr./ Jr. Hindi Translator**

They have to do translation work of Parliament Questions, Cabinet Notes and other papers/documents provided by officers/Sections of the Ministry.

**J. Sr. Librarian**

She/He is responsible for the maintenance of the library and its supervision.

**K. Jr. Librarian**

Jr. Librarian is responsible for maintaining the records of the books and issuance.

**L. Investigating Officer**

1. Technical analysis of Balance Sheets
2. Compilation & Dissemination of corporate sector data
3. Correspondence with field offices of Department, RBI, CSO, State Government etc.
4. Supervision of day to day work carried out by Statistical Assistants.
5. Preparation of Annual Report of the Ministry.

6. Press Note on the growth of Corporate Sector

**M. Statistical Assistants**

They have to assist the Investigating Officers in connection with the above mentioned work and also to do the work assigned to them by the officers of the R&S Division.

**N. Jr. Technical Assistant/Sr. Technical Assistants**

They are generally posted in the Sections dealing with the provisions of the Companies Act, 1956. They work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them.

Where the line of action on a case is clear or the Branch Officer or higher Officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view, the following points:-

1. to see whether all facts as are open to check have been correctly stated;
2. to point out any mistakes or mis-statements of the facts;
3. to draw attention where necessary to precedents or Rules and Regulations on the subject;
4. to put up the Guard File, if necessary, and supply other relevant facts and figures;
5. to bring out clearly the question under consideration and suggest a course of action wherever possible.

**O. Computer**

He has to work under the guidance of his superiors and do work being handled in R&S Division.

**P. Assistant Manager (Canteen)**

He has to supervise the functioning of the canteen and has to maintain the accounts of the canteen.

**Q. Coupon Clerk**

He is responsible for issuing the coupons of different denominations to the users for availing the facilities in the canteen.

**R. Sr. /Jr. Gestetner Operator**

He has to operate the duplicating machines and keep them in good working condition.

**S. Research Assistants**

They have to work under Sr. Analyst and Jr. Analyst in O&M Section to deal with the work relating to O&M Section.

**T. Sr. Library Attendant/Jr. Library Attendant**

He has to assist in the functioning of library.

**U. Daftry / Sr. Peon/Peon**

He has to be posted with Sr. Officers/Sections. In Sections they have to arrange files and distribute the dak.

**V. Care-taker**

He has to be posted in General Branch and responsible for the cleanliness and up keep of office premises.

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### Duties of the Officers

Sl No		Name S/Shri.	Designation	Powers & Duties
1.		Sh. Anurag Goel	Secretary	Administrative in-charge of the Ministry of Company Affairs
2.	(i)	Jitesh Khosla	Joint Secretary	<ol style="list-style-type: none"> <li>1. Policy Section (CL.V).</li> <li>2. Recodification Cell.</li> <li>3. I.G.C.</li> <li>4. Professional Institutes/Govt. Companies.</li> <li>5. S.F.I.O. (policy &amp; investigation/operation)</li> <li>6. Inspection &amp; Prosecution (CL. II)</li> <li>7. CL. III</li> <li>8. CL. IV (Legal matters).</li> <li>9. Matters relating to Competition &amp; MRTP Acts.</li> </ol>
	(ii)	Y.S. Malik	Joint Secretary	<ol style="list-style-type: none"> <li>1. CL. VI (Loans to Directors, Appointment of Sole Selling Agents, Permission for acceptance of deposits, Nidhi companies).</li> <li>2. CL. VII (Managerial Remuneration)</li> <li>3. IEPF including vanishing companies.</li> <li>4. Investors/Depositors protection.</li> <li>5. Corporate Governance.</li> <li>6. Computerisation &amp; e-Governance.</li> <li>7. Establishment &amp; Personnel matters relating to CCI/MRTPC/CLB/SFIO.</li> <li>8. Administrative matters (Adm.I/II/III/General/O&amp;M/Cash).</li> <li>9. Vigilance.</li> <li>10. Parliament.</li> <li>11. Budget.</li> <li>12. Hindi.</li> </ol>

3.		Dr. Joseph Abraham	Economic Advisor	<ol style="list-style-type: none"> <li>1. Policy on Capital Markets &amp; SEBI.</li> <li>2. R&amp;S Division.</li> <li>3. Annual Reports, Economic Survey &amp; other publications.</li> <li>4. FIPB and other economic matters.</li> <li>5. Disinvestments.</li> <li>6. Right to Information Act.</li> </ol>
4.		A.K. Kapoor	Advisor (Cost)	Cost Audit Branch
5.	(i)	Praveen Kumar	Director	<ol style="list-style-type: none"> <li>1. I.G.C. Section</li> <li>2. Recodification of Companies Act/ Competition Act/ MRTP Act/ NCLT</li> <li>3. Professional Institutes</li> </ol>
	(ii)	Pawan K Kumar	Director	<ol style="list-style-type: none"> <li>1. Admn. II</li> <li>2. Corporate Governance</li> <li>3. IEPF</li> <li>4. MCA 21 Programme</li> <li>5. Vanishing Companies</li> <li>6. Vigilance</li> </ol>
	(iii)	Manoj Kumar Arora	Director	<ol style="list-style-type: none"> <li>1. Admn.I</li> <li>2. Budget</li> <li>3. Investor Protection Cell (IPC)</li> </ol>
	(iv)	Smt. Sudha Midha	Director	<ol style="list-style-type: none"> <li>1. Admn.III</li> <li>2. CL-VI</li> <li>3. Cash</li> <li>4. Right to Information Act, 2005</li> </ol>
	(v)	R.S. Kanade	Director	<ol style="list-style-type: none"> <li>1. Capital Market and SEBI</li> <li>2. FIPB and other economic matters</li> <li>3. Disinvestment</li> <li>4. Right to Information Act, 2005</li> </ol>
	(vi)	Dr. Sunita Chitkara	Director	R&S Division
6.	(i)	Smt. Smita Gate Chandra	Deputy Secretary	On long leave

	(ii)	Smt.M.N.Samnotra	Deputy Secretary	1. Admn.IV 2. CL.VII 3. Parliament
	(iii)	Thakur Saran	Deputy Secretary	1. Hindi 2. O&M 3. General
	(iv)	Smt. Jayalakshmi Srinivasan	Deputy Secretary	Posted in CLB
7.	(i)	B.L. Sinha	Joint Director	Policy Section (CL-V)
	(ii)	BM Anand	Joint Director	1. Policy Section (CL-V) 2. Recodification 3. CL-III
	(iii)	K.L.Kamboj	Joint Director	Inspection (Southern & Eastern Region)
	(iv)	Diwan Chand	Joint Director	Inspection (Western Region)
	(v)	A.K. Chaturvedi	Joint Director	Legal Section
	(vi)	SS Luthra	Joint Director	Inspection (Northern Region & Complaints)
8.		A.K. Kakkar	Sr. PPS	Office of Secretary, MCA
9.	(i)	Ravinder Dutt	Under Secretary	(i) Admn.II (ii) Vigilance
	(ii)	N.C. Behera	Under Secretary	(i) Admn.III (ii) IPC (iii) Parliament
	(iii)	UK Jindal	Under Secretary	IGC
	(iv)	N.K.Vig	Under Secretary	CL-VII
	(v)	K.M.Joseph	Under Secretary	CL-VI
	(vi)	A.K.Sharma	Under Secretary	(i) CL-III (ii) Welfare Officer (iii) Right to Information Act.
	(vii)	K.L.Bhatia	Under Secretary	(i) CLB (ii) IFD

	(viii)	A.K.Rana	Under Secretary	(i) General (ii) Protocol Officer
	(ix)	Rajinder Singh	Under Secretary	(i) CL-V (ii) IEPF
	(x)	Smt. Nimmi Dhar	Under Secretary	(i) Admn. I (ii) Admn. IV
	(xi)	K. Devassy	Under Secretary	(i) Budget (ii) Cash (iii) O&M
	(xii)	Smt. Kusum Lata	Under Secretary	(i) CL-II (ii) Legal Section
10.	(i)	J.K Jolly	Deputy Director	Inspection
	(ii)	Sanjay Shorey	Deputy Director	1. CL-V 2. Inspection
	(iii)	Dr. MM Cholan	Deputy Director	Policy Section (CL-V)
	(iv)	Jayaprata Bose	Deputy Director	Cost Audit Branch
	(v)	G. Venkatesh	Deputy Director	Cost Audit Branch
	(vi)	Shri Amardeep Singh Chowdhary	Deputy Director	Cost Audit Branch
	(vii)	A.K. Saha	Deputy Director	Cost Audit Branch
	(viii)	Moti Ram Ramchandani	Deputy Director	R&S Division
11.	(i)	Brijendra Singh	Assistant Director	R& S Division
	(ii)	S.K. Sharma	Assistant Director	Recodification Cell
	(iii)	Smt.P.Sheela	Assistant Director	(i) Special Cell (ii) Capital Market Section
	(iv)	S.P Kumar	Assistant Director	Policy Section (CL-V)
	(v)	N.K. Dua	Assistant Director	Policy Section (CL-V)
12.	(i)	Nathu Ram	Section Officer	CL-III
	(ii)	Rakesh Moza	Section Officer	Admn.I
	(iii)	R.S Vashist	Section Officer	Legal Section
	(iv)	V.K Verma	Section Officer	IPC

(v)	N.T Paite	Section Officer	CL-II
(vi)	Bhupender Singh	Section Officer	CL-VI
(vii)	Harish Pokhriyal	Section Officer	Admn.II
(viii)	Ujjwal Kumar	Section Officer	General Section
(ix)	U.K. Sinha	Section Officer	IEPF
(x)	C.M Pant	Section Officer	Admn.IV
(xi)	R.S Kaushik	Section Officer	CL-VII
(xii)	R.K Mishra	Section Officer	Budget
(xiii)	Bhim Prakash	Section Officer	IGC
(xiv)	R.L Arora	Section Officer	Cash
(xv)	Juel Minz	Section Officer	O&M
(xvi)	Surendra Kumar	Section Officer	DGI&R on loan basis
(xvii)	K.K Reddy	Section Officer	Policy Section (CL-V)
(xviii)	Vinod Kumar	Section Officer	Admn.III
(xix)	Smt Veena Batra	Section Officer	Disinvestment Cell
(xx)	Sanjeev Kumar Narayan	Section Officer	Vigilance
(xxi)	Vijay Soni	Section Officer	(i) Special Cell (ii) Capital Market
(xxii)	S.L Meghwal	Section Officer	M RTP Commission on loan basis

**The procedure followed in decision making process,  
including channels of supervision and accountability**

( In pursuance of Section 4(1)(b)(iii) of the Right to Information Act, 2005)

The work in the Ministry of Company Affairs has been distributed among 26 Sections for smooth functioning of work.

The process of work starts with receipts of Dak by Receipt and Issue Section or directly by concerned Sections/Officers on every working day. The Dak received in the R & I Section or directly by the Officers are sent to the respective sections for initiating appropriate action. The receipts are duly examined by the dealing hands in accordance with the rules, regulations etc in force on the subject matter and submitted to the higher authorities through the Sectional in-charge for approval/orders.

**The Channel of supervision are:**

**Sectional Dealing Hands**



**Section Officer/Assistant Director/Junior Analyst**



**Under Secretary/Deputy Director/Senior Analyst**



**Deputy Secretary/Joint Director/Director**



**Joint Secretary/Economic Adviser/Cost Adviser**



**Secretary**



**Minister**

**All the Officers and officials are responsible and accountable in respect of any action taken by them.**



## **The norms set by it for the discharge of its functions**

(in pursuance of Section 4(1)(b)(iv) of the Right to information Act, 2005)

### **Citizens Charter-Time limit for disposal of various items of work**

Sl.No.	Particulars of powers and functions	Period
1	Application for further issue of shares -Section 81(1A) (b) Conversion of loans into shares- Section 81(3) (b)/ 81(4) of the Companies Act, 1956	30 days
2	Payment of dividend without providing for depreciation	30 days
3	Application for changes in the form and contents of balance sheet and profit and loss account-Section 211 (4)	30 days
4	Exemption from inclusion of particulars of subsidiaries in the balance sheet of holding company- Section 212 (8)	30 days
5	Application for extension of financial year of a holding company and subsidiary-Section 213	30 days
6	Application for ordering investigation of the affairs of the company-Section 237 (a)(i)	60 days
7	Application for supply of a copy of the investigation report -Section 241(2)(b)	15 days
8	Application for approval for increase in number of directors-Section 259	30 days
9	Application for amendment of provisions relating to Managing Director/Whole time Director/Non Rotational Director-Section 268.	30 days
10	Application for appointment and remuneration of Managing Director/Whole time Director/Manager – Section 269 (2),209(3),310,311: Director holding office at place of profit Section-314 (1B) waiver of recovery of excess remuneration paid to Director Section-309 (5) (B) professional director opinion of Govt.Section-309(1)(b)	30 days

11	Application for removal of qualification of Directors Section -274(2)	30 days
12	Application for appointment of sole-selling agent Section-294 AA(2)(3)/294 AA(5)(6)	30 days
13	Application for approval of loans or giving guarantee or providing security to directors etc. Section-295	30 days
14	Application for amalgamation of companies in national interest Section-396	60 days
15	Application for authorizing members to apply to Company Law Board for filing petition of oppression and mismanagement Section-399 (4)	90 days
16	Application for extension of time/change of venue for holding AGM by Government Companies-Section 166 & 210	10 days
17	Application for extension of time/exemption Section-58A(8)	15 days
18	Appointment of Cost Auditor Section-233B	30 days
19	Accounts of foreign companies-exemption Section-594	30 days
20	Power to modify Act in its application to Nidhi etc. Section-620A	45 days
21	Grievances/complaints of the investors/public	30 days

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

(In Pursuance of Section 4(l)(b)(v) of the Right to Information Act, 2005)

**Rules and Regulations framed under the Companies Act, 1956**

1. Companies (Central Government's) General Rules and Forms, 1956
2. Companies Regulations, 1956
3. Companies (Court) Rules, 1959
4. Companies (Fees on Applications) Rules, 1999
5. Companies (Appointment and Qualifications of Secretary) Rules, 1988
6. Department's instructions as regards procedure for grant of licence under section 25 of the Companies Act
7. Companies (Acceptance of Deposits) Rules, 1975
8. Companies (Application for Extension of Time or Exemption under sub-section (8) of section 58A) Rules, 1979
9. Private Limited Company and Unlisted Public Limited Company (Buy-back of securities) Rules, 1999
10. Public Companies (Terms of Issue of Debentures and Raising of Loans with Option to Convert such Debentures or Loans into Shares) Rules, 1977
11. Companies (Issue of Share Certificates) Rules, 1960
12. Companies (Transfer of Profits to Reserves) Rules, 1975
13. Companies (Declaration of Dividend out of Reserves) Rules, 1975
14. Companies Unpaid Dividend (Transfer to General Revenue Account of the Central Government) Rules, 1978
15. Companies (Disclosure of Particulars in the Report of Board of Directors) Rules, 1988

16. Companies (Particulars of Employees) Rules, 1975
17. Companies (Auditor's Report) Order, 2003
18. Companies (Branch Audit Exemption) Rules, 1961
19. Cost Audit (Report) Rules, 2001
20. Companies (Appointment of Sole Agents) Rules, 1975
21. Companies (Official Liquidator's Accounts) Rules, 1965
22. Companies Liquidation Accounts Rules, 1965
23. Application of Sec. 159 to Foreign Companies Rules, 1975
24. Guidelines on Corporate Identity Number
25. Companies (Compliance Certificates) Rules, 2001
26. Companies (Issue of Share Capital with Differential Voting Rights) Rules, 2001
27. Companies (Appointment of Small Shareholders' Directors) Rules, 2001
28. Companies (Passing of the Resolutions by Postal Ballot) Rules, 2001
29. Investor Education and Protection Fund (Awareness and Protection of Investors) Rules, 2001
30. Director's Relatives (Office or Place of Profit) Rules, 2003
31. Companies (Disqualification of Directors under section 274(1)(g) of the Companies Act, 1956) Rules, 2003
32. Unlisted Companies (Issue of Sweat Equity Shares) Rules, 2003
33. Unlisted Public Companies (Preferential Allotment) Rules, 2003
34. Producer Companies (General Reserves) Rules, 2003
35. Companies (Issue of Indian Depository Receipts) Rules, 2004

### **Service Rules**

1. All India Services (AIS) Rules.
2. Manual of Office Procedures
3. Central Secretariat Service Rules, 1962
4. Central Secretariat Clerical Service Rules, 1962
5. CCS (Temporary Service) Rules, 1965
6. Central Civil Services (Leave Travel Concession) Rules, 1988
7. Central Civil Services (Leave Rules)
8. CCS (Conduct) Rules, 1964.
9. Central Secretariat Stenographer Service Rules
10. Swamy's – FR & SR (Part I to V)
11. Swamy's Pension Compilation relating to the CCS (Pension) Rules, 1972.
12. Swamy's – CCS (Commutation of Pension) Rules.
13. Swamy's – Leave Travel Concession Rules.
14. Swamy's – General Financial Rules.
15. Swamy's - Delegation of Financial Power Rules.
16. Swamy's – CCS (Revised Pay) Rules, 1997.
17. Swamy's – Seniority and Promotion in Central Government Service.
18. Swamy's – Reservations and Concessions for SCs and STs, Ex-Servicemen, Sportsmen, Compassionate Appointments, Physically Handicapped and SEBC (Mandal Commission)
19. Swamy's – Complete manual on Establishment and Administration.
20. Compendium of orders under Central Govt. Health Schemes (CGHS)

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT  
ARE HELD BY IT OR UNDER ITS CONTROL**

(In Pursuance of Section 4(I)(b)(vi) of the Right to Information Act, 2005)

Ministry of Company Affairs is mainly concerned with the implementation of the Companies Act, 1956. The Ministry is required to keep the records as per the Companies Act and the Rules framed there under. In addition to this, usual official records as required under the Manual of Office Procedure are also maintained in this Ministry.

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**The particulars of any arrangement that exists for  
consultation with, or representation by the members of the  
public in relation to the formulation of its policy or  
implementation thereof**

(In pursuance of Section 4(1)(b)(vii) of the Right to Information Act, 2005)

Formal mechanisms are available in the Ministry of Company Affairs for consultations in the form of Statutory Committees such as the Company Law Advisory Committee and the National Advisory Committee on Accounting Standards. Besides, the Ministry takes up in need-based manner consultations with stakeholders through Workshops, Seminars etc. on selected issues and through publication on Ministry's website. As regards legislative changes, these are subject to formal legislative procedures for approval of the Parliament.

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**A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public**

(In pursuance of Section 4(1)(b)(viii) of the Right to Information Act, 2005)

The Ministry of Company Affairs constitutes Committees and sub-Committees consisting of required persons for a limited period for the purpose of advice, as and when necessary. These are as under:

1. National Advisory Committee on Accounting Standards (NACAS).
2. IEPF (Investor Education & Protection Fund) Committee.
3. Sub-Committee on IEPF (Investor Education & Protection Fund).
4. Coordination and Monitoring Committee on Vanishing Companies.
5. Monitoring Committee on Vanishing Companies.
6. Official Language Implementation Committee.
7. Board of Trustees of National Foundation for Corporate Governance (NFCG). (Board of Trustees)

Meetings of these Committees and Board are not open to the public. However, requests for information under the Right to Information Act, 2005 relating to the minutes of these Committees /Board will be considered as per law.

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## List of Officials at Head Quarters Ministry of Company Affairs

(in pursuance of Section 4(1)(b)(ix) of the Right to information Act, 2005)

Name	Designation	Office	Residence
Shri Anurag Goel	Secretary	23382324/23384017	23071190
Shri A.K.Kakar	Sr. PPS	-do-	24101441
Shri S.P.S. Rawat	P.A.	-do-	24621782
Shri Jitesh Khosla	Joint Secretary	23384380	26482470
Shri N.S. Oberoi	Consultant	-do-	25139958
Shri Y.S. Malik	Joint Secretary	23381226	26677101
Shri Jagjit Singh	PS	-do-	25117014
Dr. Joseph Abraham	Economic Advisor	23385010	26115803
Shri B.M. Anand	DII	23389602	24648743
Shri Diwan chand	DII	23389622	0124-2305658
Shri A.K. Kapoor	Advisor(Cost)	23386003	25125790
Shri Parveen Kumar	Director	23389227	24652580
Shri M.K. Arora	Director	23389403	2789791(Gzb)
Shri P.K. Kumar	Director	23384770	26887513
Dr. Sunita Chitkara	Director (R&S)	23389204	27314462
Shri A.K. Sharma	Deputy Secretary	23389263	24649929
Smt. S. Prabhakar	Deputy Secretary	23389263	29223637
Sh. N.C. Behera	Deputy Secretary	23382386	23345844
Shri B.K. Bansal	Joint Director	23385285	22242716
Shri Dhanraj	Joint Director	23385285	22183294
Shri A. Samantarai	Joint Director(L)	23389622	24363526
Dr. Navrang Saini	Joint Director	23384657	24107686
Shri Ramesh Chandra	Director(R&S)	23318972	
Shri S.N. Toberia	Director(R&S)	23318973	23233052
Shri U.K. Jindal	Under Secretary(IGC)	23389782	0124-2328662
Shri N.K. Vig	Under Secretary Admn.I/Admn.IV	23385381	95120-2774994
Shri A.K. Sharma	Under Secretary (CL-III)	23073017	
Shri K.M. Joseph	Under Secretary(CL-VI)	23389782	
Shri K.L. Bhatia	Under Secretary( Vig & CLB)	23383662	
Shri R.C. Tully	Under Secretary(IFD)	23381243	

<b>Name</b>	<b>Designation</b>	<b>Office</b>	<b>Residence</b>
Shri Rajendra Singh	Under Secretary(Cash & IEPF)	23389298	
Shri J.S. Gupta	Under Secretary(Admn-II & Parl.Unit)	23073017	42464777
Smt. Kusam Lata	Under Secretary (CL-IV)	23389785	23365010
Smt. Nimmi Dhar	Under Secretary(Admn.III)	23389785	24620774
Shri Sanjay Shorey	Deputy Director	23386065	
Smt. P. sheela	Deputy Director	23386065	25082232
Shri S.P. Kumar	Deputy Director	23387263	26928656
Shri G.C. Gupta	Deputy Director	23387355	
Shri S.K. Sharma	Asstt. Director	23387174	
Shri N.K. Dua	Asstt. Director (CL-V)	23387263	
Shri Sanjay Sud	Asstt. Director	23386065	
Shri M.S. Pachouri	Asstt. Director	23387263	
Shri L.B. Gupta	Asstt. Director(OL)	23388512	27933211
<b>Research and Statistics Division</b>			
Dr. Sunita Chitkara	Director(R&S)	23389204	27314462
Shri T.S. Negi	PS	23318971	
Shri Ramesh Chandra	Director(R&S)	23318972	
Shri S.N. Toberia	Director(R&S)	23318973	23233052
Shri M.R. Ramchandani	Deputy Director	23318970	
Shri D.C. Garg	Asstt. Director	23318970	
<b>COST AUDIT BRANCH</b>			
Shri A.K. Kapoor	Advisor(Cost)	23386003	25125790
Shri Ravindra Mathur	Director(Cost)	23386685	27351205
Shri J. Bose	Deputy Director(cost)	23386349	
Shri Amardeep Singh Chaudhary	Deputy Director(Cost)	23386349	
<b>Serious Fraud Investigation Office</b>			
Shri Ajay Nath	Director	24365787	24616762
Shri Ashish Verma	Addl. Director	24366027	25533799
<b>Competition Commission of India</b>			
Shri Vinod Dhall	Member(Admn)	26177175/26701605	23381005
Shri Vyasji	Secretary	26701619	24104313
Shri Amitabh Kumar	Director General	26701603	26882853
<b>Director General of Investigation and Registration</b>			
Sh.	DGI&R	23385974	
Shri Subodh Prashad Deo	Addl. DGI&R	23384632	

Name	Designation	Office	Residence
<b>Monopolies and Restrictive Trade Practices Commission</b>			
Justice Shri O.P. Dwivedi	Chairman	23385974	23389652
Shri M.M.K. Sardana	Member	23385301	24673164
Shri D.C. Gupta	Member	23385311	26115975
Shri T.J. Banerjee		23385978	
<b>Integrated Finance Wing</b>			
Shri R.C. Misra	AS&FA	23383775	26191587
Dr. D.N. Pathak	Chief Controller	24698646	26512458

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

(In pursuance of 4(1)(b)(x) of The Right to Information Act, 2005)

The Monthly emoluments received by the officers and employees of Ministry of Company Affairs are given as under:

S.No.	Name	Designation	Basic Pay	Total Emoluments
1.	Smt. Komal Anand	Secretary	26000	45930
2.	Shri Jitesh Khosla	Joint Secretary	22400	49692
3.	Shri Y.S.Malik	Joint Secretary	21400	37857
4.	Shri Paul Joseph	Economic Adviser	22400	39612
5.	Shri A.K.Kapoor	Adviser(Cost)	19400	43077
6.	Shri R.K.Yadav	PS to MOS	15900	29530
7.	Shri Sanjay Gupta	OSD	12375	26019
8.	Shri R.S.Kanade	Director	18300	33217
9.	Shri S.N.Tobria	Director	15900	29005
10.	Shri Pawan K.Kumar	Director	15100	35396
11.	Smt. Sudha Midha	Director	17100	38806
12.	Shri Praveen Kumar	Director	18300	34217
13.	Smt. Mukta Nidhi Samnotra	Dy.Secretary	15375	28084
14.	Smt. Smita Gate Chandra	Dy.Secretary	15100	35396
15.	Shri Thakur Saran	Dy.Secretary	15750	35829

16.	Shri A.K.Kakkar	Sr.P.P.S.	14250	26109
17.	Shri S.S.Luthra	Joint Director	16300	37042
18.	Shri K.L.Kamboj	Joint Director	15900	29005
19.	Shri A.K.Chaturvedi	Joint Director	14700	33514
20.	Shri B.L.Sinha	Joint Director	17900	32515
21.	Shri Diwan Chand	Joint Director	15500	35278
22.	Shri B.M.Anand	Joint Director	17900	40570
23.	Shri N.K.Vig	Under Secretary	11950	27650
24.	Shri A.K.Rana	Under Secretary	11950	27450
25.	Shri K.M.Joseph	Under Secretary	12925	29800
26.	Shri U.K.Jindal	Under Secretary	12275	28167
27.	Shri Ravinder Dutt	Under Secretary	15375	35003
28.	Shri A.K.Sharma	Under Secretary	11950	27450
29.	Shri K.Devassy	Under Secretary	10000	23150
30.	Shri N.C.Behera	Under Secretary	14250	26109
31.	Shri K.L.Bhatia	Under Secretary	11950	27450
32.	Shri Rajinder Singh	Under Secretary	10000	23150
33.	Smt. Nimmi Dhar	Under Secretary	11950	22072
34.	Shri Moti Ram Ramchandani	Dy. Director	12275	22643
35.	Shri Sanjay Shorey	Dy. Director	10650	24584
36.	Shri J.K.Jolly	Dy. Director	13250	30317
37.	Shri J.B.Bose	Dy. Director	10975	20362
38.	Shri Amardeep S. Chowdhary	Dy. Director	10650	24584

39.	Shri G.Venkatesh	Dy.Director	10650	19791
40.	Shri M.M.Cholan	Dy.Director	12600	28883
41.	Shri S.K.Sharma	A.I.O.	11025	20449
42.	Shri N.K.Dua	Asstt.Director	8550	19953
43.	Shri Brijendra Singh	Asstt Director	9650	18136
44.	Smt.P.Sheela	Asstt Director	9925	22985
45.	Shri Ashish Kumar Saha	Dy.Director <sup>6</sup>	12600	28883
46.	Shri R.L.Arora	S.O.	8500	19443
47.	Smt.Veena Batra	S.O.	8100	18561
48.	Shri K.K.Reddi	S.O.	8100	18561
49.	Shri Bhim Prakash	S.O.	7700	14389
50.	Shri R.S.Kaushik	S.O.	8100	18561
51.	Shri R.K.Mishra	S.O.	8900	16495
52.	Shri Juel Minj	S.O.	7500	13863
53.	Shri Sanjeev Kumar Narayan	S.O.	7500	17238
54.	Shri Vijay Soni	S.O.	7500	17238
55.	Shri R.S.Vashist	S.O.	9375	21773
56.	Shri Harish Pokhriyal	S.O.	8275	15623
57.	Shri U.K.Sinha	S.O.	8550	16108
58.	Shri Ujjwal Kumar	S.O.	8000	18740
59.	Shri C.M.Pant	S.O.	8700	16144
60.	Shri Surender Kumar	S.O.	7500	17238
61.	Shri S.L.Meghwal	S.O.	7300	16797
62.	Shri N.T.Paite	S.O.	8825	20559
63.	Shri Bhupender Singh	S.O.	8550	19953
64.	Shri Vinod Kumar	S.O.	8100	18561
65.	Shri V.K.Verma	S.O.	8825	16588

66.	Shri Nathu Ram	S.O.	9375	21773
67.	Shri Rakesh Moza	S.O.	8825	20559
68.	Shri Giri Ketharaj	APS	6500	15033
69.	Shri S.P.S.Rawat	APS	7900	14565
70.	Shri Rajasekhar V.K.	APS	5500	13528
71.	Shri M.K.Sharma	APS	8500	19943
72.	Shri L.B.Gupta	AD(OL)	9500	21648
73.	Smt. Shyamala R.Krishnan	Sr.Librarian	8100	18561
74.	Shri N.S.Oberoi	PS	12275	28167
75.	Shri T.S.Negi	PS	8275	19347
76.	Smt.Pushpa Saini	PS	8825	20559
77.	Shri AJK Menon	PS	9375	21973
78.	Shri Satpal Kalia	PS	11950	27450
79.	Shri Jagjit Singh	PS	9100	21166
80.	Shri K.K.Gupta	IO	10475	19634
81.	Shri B.M.Bannerjee	IO	10475	19484
82.	Smt.Prabha Suri	IO	10200	23591
83.	Smt. Anitas Klair	IO	8100	18561
84.	Shri Tapan Paul	IO	10200	23766
85.	Shri Ram Rattan	IO	10200	23591
86.	Shri Ganpat Sahai	IO	10475	19484
87..	Shri K.C.Meena	IO	8500	19443
88	Shri P.K.Duggal	STA	7700	17679
89.	Shri Surinder Wadhwa	STA	8700	19884
90.	Shri Animesh Bose	STA	8700	19884
91.	Shri A.M.Sharma	STA	8500	15718

92.	Smt.Madhu Batra	STA	7900	18120
93.	Smt. Sunita Dhir	STA	6900	15915
94	Shri M.S.Pachouri	STA	8100	14916
95.	Smt.Anshu Tandon	STA	7100	16356
96..	Smt.Monika Gupta	STA	7100	16356
97.	Shri Mukesh Kumar	STA	7100	16356
98.	Shri V.K.Dhir	STA	7900	18120
99.	Smt.Seema Rath	STA	7100	16356
100.	Smt.Kamna Sharma	STA	7100	16356
101	Shri A.K.Sethi	STA	6700	15474
102	Shri N.V.Gajanan	STA	6700	15474
103	Shri M.K.Barua	STA	6700	15474
104	Shri Sanjay Sardar	STA	6700	15474
105	Shri A.K.Behl	STA	8300	19002
106	Shri P.D.Tiwari	STA	8300	15267
107	Smt.Kamlesh Makkar	RA	7600	13838
108	Smt. Anita Mathur	SHT	8700	19884
109	Shri G.K.Upadhayaya	JTA	6350	11544
110	Smt.Savita Sharma	JTA	6500	11808
111	Miss K.J.Jayalakshmi	JTA	6500	11808
112	Shri D.K.Arora	JTA	6500	14733
113	Shri Ganga Saran	JTA	6350	14402
114	Shri V.S.Panwar	JTA	6800	12334
115	Shri J.R.Meena	JTA	6500	14733
116	Shri C.M.Mishra	JTA	6200	11281
117	Smt.Yashoda Mendiratta	JTA	6350	14402
118	Shri Ten Singh	Jr.Artist	6725	15229
119	Shri SriKrishan	SA	7900	18120

120	Smt. Anjana Jh agiani	SA	9100	16671
121	Shri Vinod Kumar	SA	8300	19002
122	Smt. Shama Khan	SA	7900	18120
123	Smt. Indu Khosla	SA	7900	18120
124	Shri Vijay Kumar	SA	8300	19002
125	Shri S.K.Jain	SA	11025	25410
126.	Shri C.P.Gupta	SA	11025	25410
127	Shri S. Sridharan	SA	7100	16356
128.	Smt.Nutan Kumari	Lib.&Inf. Asstt	5675	12914
129.	Shri Amit Kumar	Jr.HindiTr.	5675	12914
130	Shri Udai Ram	Computer	6200	14071
131	Shri Naresh Kumar	Computer	6050	11018
132	Shri N.C.Jain	Computer	6350	14402
133.	Shri Inder Mohan	SCD	5750	10596
134	Shri Raj Kumar	SCD	3725	6943
135.	Shri Mahavir	SCD	4200	9191
136.	Shri Shish Pal Singh	SCD	3275	6133
137	Sh.Kripal Singh	SCD	3050	7026
138	Sh,Sharwan Kumar	Despatch Rider	3875	8875
139	Shri Nagendra Mehto	S.G.O.	4350	8064
140.	Shri Swarup Kumar	SLA	4350	9992
141..	Smt. Rashmi Malik	Asstt	6375	11589
142	Shri R.K.Dhar	Asstt	7425	16773
143..	Shri Prakash Singh	Asstt	5500	12528
144	Smt. Mohini Bala	Asstt	5850	13300
145.	Smt. Meenakshi Bhattacharya	Asstt	5500	10053
146	Smt.R.Chandra Kumar	Asstt.	5500	10053

147.	Smt. Krishna Devi	Asstt	5500	12823
148	Smt Madhu Bala Kumar	Asstt	5500	12528
149.	Shri Havan Singh	Asstt	5500	12603
150.	Miss Usha Rani	Asstt	5500	10053
151.	Shri H.B.Singh	Asstt	7600	17808
152	Smt.Surinder Kaur	Asstt	5850	13300
153	Shri P.K.Hota	Asstt	5675	12914
154.	Shri Som Dutt	Asstt	5675	12914
155	Shri Jage Ram	Asstt	5675	12914
156.	ShriKushal Ram	Asstt	5675	10435
157.	ShriSSPandey	Asstt	5675	10460
158.	ShriMMS Kaushik	Asstt	5775	13135
159.	ShriRam Bachan	Asstt	7250	16387
160.	ShriKanti Prasad	Asstt	7250	16387
161	ShriRishi Raj	Asstt	5675	12914
162.	ShriZile Singh	Asstt	5675	13214
163	ShriA. Ravindran	Asstt	5500	10153
164.	Smt.KimJalam Karthak	Asstt	5500	10153
165.	Shri Sunil Kumar Adlakha	Asstt	6560	14843
166.	Shri Bhupendra Bahuguna	Asstt	6560	14843
167.	Shri Pradeep Kumar	Asstt	6560	14843
168.	Shri C.B.Viveki	Asstt	5675	10460
169.	Shri V.K.Jha	Asstt	5675	10360
170.	Shri B.R.Yadav	Asstt	5500	12528
171.	Shri Jai Prakash	Asstt	5500	10182

172.	Shri D.Savul	Parl.Asstt	5500	10053
173.	Shri Om Prakash	steno-Grade-C	7075	12917
174.	Smt. Manjeet Gupta	Steno-Grade-C	7250	13124
175.	Shri S.K.Kaushik	Steno-Grade-C	8300	19002
176.	Km.Baby K.M.	Steno-Grade-C	7075	12817
177.	Smt. Namita Bakshi	Steno-Grade-C	6025	13685
178.	Smt.Durgesh Nandini	Steno-Grade-C	6900	12510
179.	Shri Anand Singh	PA	5675	13340
180	Shri V.R.B.Reddy	PA	5000	10351
181.	Shri Mohan Singh Bisht	Lang.PA	4300	8915
182.	Smt. Davinder Barara	Steno-Grade-C	8425	18977
183.	Shri Suraj Bhan	Steno-Grade-C	6725	15229
184.	Shri S.C.Puri	Steno-Grade-C	8700	15969
185.	Smt Prasanna Rajan	Steno-Grade-C	7775	17745
186.	Shri Dinesh Gaur	Steno-Grade-C	8700	19884
187.	Shri Vipin Tandon	Steno-Grade-C	7600	17158
188.	Shri Arun Kalra	Grade-C	6900	12510
189.	Shri R.N.Pani	Steno-Grade-D	4300	9882
190	Shri M.V.Krishna Reddy.	Steno-Grade-D	4800	8824
191.	Shri Pradeep Solanki	Steno-Grade-D	4300	9822
192.	Shri Nilachal Gouda	Steno-Grade-D	4300	10054
193	Shri Shiv Narayan Lamhor	Steno-Grade-G	4900	11205
194.	Shri Anil Kumar	Steno-Grade-D	4600	10543
195.	Shri Rajinder Kumar	Steno-Grade-D	4300	9882
196.	Shri Dinesh Kumar	Steno-Grade-D	4300	9882























