

NORMS SET FOR DISCHARGE OF FUNCTIONS

[Section 4(1)(b)(iv)]

Functions of this Ministry broadly fall under the following categories –(i) Policy formulation to regulate corporate affairs in India, (ii) administration of policy so formulated, (iii) establishment and internal administration.

2. The abovementioned functions are discharged under directions of the Corporate Affairs Minister in accordance with the Transaction of Business Rules, 1961 (Presidential Order dated 14th June, 1961 refers). Secretary, Corporate Affairs is the overall Administrative Head of the Ministry. He is the principal adviser to the Minister on all matters of policy and the administration within the Ministry.

3. For all administrative purposes, business of the Ministry is transacted in accordance with the provisions contained in the Manual of Office Procedure prescribed by the Department of Administrative Reforms & Public Grievances which, *inter-alia*, stipulates duties and responsibilities of Officers, maintenance of records and movement of papers and files. Financial powers to various functionaries are delegated in accordance with the provisions of the Delegation of Financial Powers Rules, 1978 following the provisions of the General Financial Rules, 2005 and the Fundamental Rules, 1922 as revised from time to time.

4. Further, the Ministry has, with the approval of Corporate Affairs Minister, put in place a dispensation for disposal of business in respect of the work handled by Sections/Divisions of the Ministry under the Circular No. A-36011/02/2015-Ad.I dated 06.07.2015. The circular can be accessed on the home page of the Ministry's website under *the Employee corner* → *Delegation of financial Powers*. For the purpose of the functions arising out of implementation of various provisions of the Companies act, 1956/2013, the Ministry has adopted a Citizens'/Clients' Charter which is placed on the Ministry's website and can be accessed on the website of this Ministry [www.mca.gov.in.]