

New Delhi, 12<sup>th</sup> August, 2016

OFFICE MEMORANDUM

Sub: Reporting and Reviewing Officer of ICLS officers in MCA Hqrs.

The undersigned is directed to refer to APAR guidelines and extant instructions on the subject and to convey the Reporting and Reviewing Officer of ICLS officers in MCA Hqrs. It has been decided to convey the following directions.

2. It is assumed that in field offices Regional Directors who are in SAG grade and is reported upon by ROCs and OLs in addition to the officers posted in O/o Regional Director are normally Joint Director, Dy. Director and Asstt. Director. As per convention in this Ministry, Regional Director who is reported upon by ROCs & OLs use to send APAR of ROCs to Additional Secretary for Review and APAR of OLs to Concerned Joint Secretary in Charge of Liquidation matters. It is possible that ROC/OL may be in STS or even JTS grade, hence the Reporting and Reviewing officer in such cases has been decided as under:

- i. For APAR of all RDs Reporting Officer will be Additional Secretary and Reviewing Officer will be Secretary, CA. Reporting Officer for Director, ICLS Academy will be Additional Secretary and Reviewing Officer will be Secretary, CA.
- ii. Reviewing of APAR for the ROCs whom Reporting officer is RD will be Additional Secretary, however, Review of APAR of OLs will be done by the concerned Joint Secretary, MCA HQ who looks after liquidation matter.
- iii. It has been seen that there are few officers (JTS, STS & JAG) posted in Regional HQ under direct control of RD and whose Reporting Officer is Regional Director. APAR of these officer will be reviewed by Addl. Secretary.
- iv. As regards ICLS officers posted at Hqrs is concerned, DIIs (CL-II) use to report DGCoA, hence APAR of DIIs will be submitted to the DGCoA and Such APAR will be reviewed by Secretary. Further, DII (Policy) use to report concerned JS, hence in this case Reporting officer will be JS and reviewing officer will be Secretary.

3. This issue with the approval of competent Authority.

*Rakesh Kumar*  
(Rakesh Kumar)

Under Secretary to the Govt. Of India

To

1. PSO/PPS/PS to Secretary/ AS /JS (B)/JS (K)/JS (GKS)/ JS (AC)/ DII (NS).
2. O/o DGCoA.
3. ICLS Academy.
4. All RDs/ROCs/OLs, MCA.
5. Ad-II Section.
6. E-Gov. Cell for uploading in APAR corner of MCA website