

No 42011/12/2009-Ad.II
Government of India
Ministry of Corporate Affairs

New Delhi, dated 11th August 2011

Office Memorandum

Subject : Re-organisation of field offices of MCA

The undersigned is directed to convey the following decisions of competent authority, for compliance with immediate effect :

- (a) Establishment of ROC-cum-OL Uttarakhand at Nainital.
- (b) Establishment of ROC-cum-OL Chattisgarh at Bilaspur.
- (c) Establishment of ROC-cum-OL Himachal Pradesh at Shimla.
- (d) Establishment of ROC-cum-OL Jharkhand at Ranchi
(by upgradation of present OL Ranchi)
- (e) Establishment of ROC-cum-OL Orissa at Cuttack
(by merger of separate offices of ROC Cuttack and OL Cuttack)
- (f) Establishment of ROC-cum-OL Bihar at Patna
(by merger of separate offices of ROC Patna and OL Patna)
- (g) Establishment of ROC-cum-OL Rajasthan at Jaipur
(by merger of separate offices of ROC Jaipur and OL Jaipur)

2. The jurisdiction of these new/merged/upgraded field offices shall be as below :

	Field office	Jurisdiction (States/UTs and High Courts)
i	ROC-cum-OL Uttarakhand at Nainital	(i) ROC of Uttarakhand (ii) OL of Uttarakhand High Court
ii	ROC-cum-OL Chattisgarh at Bilaspur	(i) ROC of Chattisgarh (ii) OL of Chattisgarh High Court
iii	ROC-cum-OL Himachal Pradesh at Shimla	(i) ROC of Himachal Pradesh (ii) OL of Himachal High Court
iv	ROC-cum-OL Jharkhand at Ranchi	(i) ROC of Jharkhand (ii) OL of Jharkhand High Court
v	ROC-cum-OL Orissa at Cuttack	(i) ROC of Orissa (ii) OL of Orissa High Court
vi	ROC-cum-OL Bihar at Patna	(i) ROC of Bihar (ii) OL of Patna High Court
vii	ROC-cum-OL Rajasthan at Jaipur	(i) ROC of Rajasthan (ii) OL of Rajasthan High Court

Staff for new/upgraded/merged offices

For ROC cum OL Uttarakhand

3.1 (a) Present ROC Kanpur (Sh. MP Shah, JAG(NFSG)) shall hold additional charge of ROC-cum-OL Uttarakhand till the setting up of separate office at Nainital or till a JAG/STS officer is posted as ROC-cum-OL Uttarakhand at Kanpur/Nainital, whichever is earlier. Sh. Mohd. Shakeel, JTS had been posted in Kanpur office (vide order dated 29-7-2011) for Uttarakhand office. With this order, he is re-designated as AROC-cum-AOL Uttarakhand.

3.1 (b) The B/C staff of ROC Kanpur office shall be divided into Kanpur office and Nainital office on the basis of companies in registration. Similarly, B/C staff of OL Allahabad office shall be divided into Allahabad office and Nainital office in the ratio of companies in liquidation. RD(NR) Noida shall complete this exercise in respect of B/C posts and report to the Ministry within a month.

For ROC cum OL Chattisgarh

3.2 (a) Present ROC Gwalior (Sh. RC Meena, JAG/NFSG)) shall hold additional charge of ROC-cum-OL Chattisgarh till the setting up of separate office at Bilaspur or till a JAG/STS officer is posted as ROC-cum-OL Chattisgarh at Gwalior/Bilaspur, whichever is earlier. Sh. MK Barua, STA had been posted in Gwalior office (vide order dated 19-7-2011) for his elevation as AROC-cum-AOL Chattisgarh in Gwalior/Bilaspur, after his likely promotion to JTS grade as per DPC on 12-8-2011.

3.2 (b) The B/C staff of Gwalior office shall be divided into Gwalior office and Bilaspur office in the ratio of companies in registration. Similarly, B/C staff of OL Indore office shall be divided into Indore office and Bilaspur office in the ratio of companies in liquidation. The RD(NWR) Ahmedabad shall complete this exercise in respect of B/C posts and report to the Ministry within a month.

For ROC cum OL Himachal

3.3 (a) Present ROC Chandigarh (Dr Raj Singh, JAG(NFSG)) shall hold additional charge of ROC-cum-OL Himachal till the setting up of separate office at Shimla or till a JAG/STS officer is posted as ROC-cum-OL Himachal at Chandigarh/Shimla, whichever is earlier. Sh. SN Tiwary, STA in Chandigarh office had been earmarked for Shimla office, for his elevation as AROC-cum-AOL Himachal, after his likely promotion to JTS grade (DPC on 12-8-2011).

3.3 (b) The B/C staff of ROC Chandigarh office shall be divided into Chandigarh office and Shimla office in the ratio of companies in registration. Similarly, B/C staff of OL Chandigarh office shall be divided into Chandigarh office and Shimla office in the ratio of

companies in liquidation. RD(NR) Noida shall complete this exercise in respect of B/C posts and report to the Ministry within a month.

For ROC cum OL Jharkhand

3.4 (a) Present OL Ranchi (Sh Benudhar Mishra) is designated as ROC-cum-OL Jharkhand. Smt Kaveri Sarkar, STA had been posted in Ranchi office, for his elevation as AROC Jharkhand, after her likely promotion to JTS grade (DPC on 12-8-2011). Similarly, as per the approved norms of at least 3 ICLS officers in each field office, Sh. Arvinda Saha, STA had also been posted in Ranchi office, for his elevation as AOL Jharkhand, after his likely promotion to JTS grade (DPC on 12-8-2011).

3.4 (b) The B/C staff of ROC Patna office shall be divided into Patna office and Ranchi office in the ratio of companies in registration. RD(ER and NER) Kolkata shall complete this exercise in respect of B/C posts and report to the Ministry within a month.

For ROC-cum-OL Orissa

3.5 Present ROC Cuttack (Sh. B Mohanty, JAG(NFSG)) is designated as ROC-cum-OL Orissa. Present OL Cuttack (Sh. UK Sahoo, STS) is designated as DOL in this merged office. Sh. Chandan Kumar Das, STA has been posted in Ranchi office, for his elevation as AROC, Cuttack, after his likely promotion to JTS grade (DPC on 12-8-2011).

For ROC-cum-OL Bihar

3.6 Present OL Patna (Sh. Arvind Shukla, JAG(NFSG)) is designated as ROC-cum-OL Bihar. Present ROC Patna (Sh. OP Sharma, STS) is designated as DROC in this merged office. Sh. Sanjay Sardar, STA had been posted in Patna office, for his elevation as AOL in this office, after his likely promotion to JTS grade (DPC on 12-8-2011).

For ROC cum OL Rajasthan

3.7 Sh SP Kumar, STS, senior most STS at Jaipur, is designated as ROC-cum-OL Rajasthan. Present OL Jaipur (Sh. RC Mishra, STS) is designated as DOL in this merged office. Sh. KC Meena, STS and Sh. MR Meena, JTS, will continue in this merged office as DROC and AOL respectively.

Budget for new/merged/upgraded offices

4. The AS & FA has concurred with this field offices reorganization subject to that additional expenditure, if any, has to be met from existing BE 2011-2012 and no demand for additional funds for this purpose being made in current fiscal year. Allocations for ROC and OL offices, in BE 2011-2012, presently being used by 37 field offices (earlier 2 ROC cum OL, 18 ROC and 17 OL) will now be re-allocated by IFD/Budget amongst the same number of 37 field offices (now 9 ROC cum OL, 15 ROC and 13 OL) (revised list at Annexure A). This may be done as per ratio of companies and budgetary norms.

Office building, IT and other infrastructure for new/merged/upgraded offices

5.1 The Infrastructure section and respective RDs shall initiate action for arrangement of office space and other physical infrastructure for new offices at Shimla, Nainital and Bilaspur. Till that time, the ROC cum OL offices for Himachal, Uttarakhand and Chattisgarh shall function from existing offices of Chandigarh, Kanpur and Gwalior respectively. The savings in expenditure, due to merger of separate offices at Jaipur, Patna and Cuttack shall be identified and necessary action to be taken as per rules.

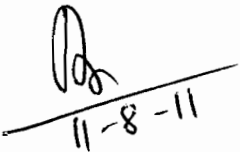
5.2 E.Gov Cell to take action for all the new/merged/upgraded offices mentioned above, to ensure their connectivity with MCA network.

Consequential/ancillary action(s) for new/merged/upgraded offices

6.1 While the staff arrangements for new offices, mentioned in Para 3 above shall be enforced immediately on interim basis, any Group A/B/C officer, willing for posting in new offices at Nainital, Shimla and Bilaspur, may send his application to Ad.II section within a week of issue of this letter, through his controlling RD offices.

6.2 Gazette Notification, as per Company Act/Rules/Regulations, re-defining the jurisdiction of various ROC/OL/ROC-cum-OL offices (Annexure A) may be issued by concerned policy sections.

6.3 Any other consequential/ancillary action, not mentioned above, shall be suo moto initiated, by concerned sections/authorities in MCA, without waiting for any formal communication from any one.


11-8-11

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1. PS to CAM
2. PS to MOS(CA)
3. Sr.PPS/PPS/PS to Secretary, AS, FA, JS(A), CCA, EA
4. DII(DR)
5. All RDs – for circulation and necessary action.
6. All DS and Directors of MCA.
7. SO, Ad.II
8. All PAOs
9. E.Gov Cell for placing in 'employees corner/re-organisation of offices'

Revised structure of 43 field offices (6 RDs + 9 ROC-cum-OLs + 15 ROCs + 13 OLs)

	RD (NR) Noida
1	ROC-cum-OL, Jammu
2	ROC-cum-OL, Shimla
3	ROC-cum-OL, Nainital
4	ROC, Delhi
5	ROC, Kanpur
6	ROC, Chandigarh
7	OL Allahabad
8	OL Delhi
9	OL Chandigarh
	RD(ER and NER) Kolkata
10	ROC-cum-OL, Patna
11	ROC-cum-OL, Cuttack
12	ROC-cum-OL, Ranchi
13	ROC, Shillong
14	ROC, Kolkata
15	OL Kolkata
16	OL Guwahati
	RD (SR) Chennai
17	ROC Chennai
18	ROC Coimbatore
19	ROC Puducherry
20	OL Chennai
	RD(SER) Hyderabad
21	ROC Hyderabad
22	ROC Bengaluru
23	ROC Ernakulam
24	OL Bengaluru
25	OL Hyderabad
26	OL Ernakulam
	RD(NWR) Ahmedabad
27	ROC-cum-OL Jaipur
28	ROC-cum-OL Bilaspur
29	ROC Gwalior
30	ROC Ahmedabad
31	OL Indore
32	OL Ahmedabad
	RD(WR) Mumbai
33	ROC-cum-OL Goa
34	ROC Mumbai
35	ROC Pune
36	OL Mumbai
37	OL Nagpur


11-8-11
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