

No PFG(943)/08-Admn.I
Government of India
Ministry of Corporate Affairs

'A' Wing, 5th Floor, Shastri Bhavan,
New Delhi Dated the 25th May, 2011.

OFFICE ORDER

US(GPS) and US(AK) are undergoing Mandatory Level "D" training programme of CSS officers w.e.f. 23.05.2011 to 15.07.2011 and US(BPB) will be on leave from 13.06.2011 to 24/06/2011. During this period the work flow between the concerned officers will be as under:

Name	Work allocated	Link Officer	Remarks
Shri Anil Kumar US(AK)	Budget	US(RCT)	US(RCT) will look after the work of Budget Section.
	IFD	US(JSG)	US(JSG) will look after the work of IFD.
Shri G.P.Sarkar US(GPS)	General	US(BPB) (on leave from 13.06.2011 to 24.06.2011)	During the leave period of US(BPB), DS(BKM) will directly look after the work of General Section and I.C. For the remaining period US(BPB) will look after the work of General Section and I.C as Link Officer.
	I.C.		
Shri B.P.Bimal US(BPB)	I.E.P.F.	US(GPS) (on training)	During the leave period of US(BPB) and the link officer being on training DD(SS) will look after the work of I.E.P.F.
	I.G.M.	US(GPS) (on training)	During the leave period of US(BPB) and the link officer being on training Dir(AK) will directly look after the work of I.G.M,

2. This issues with the approval of Additional Secretary, MCA.


(J.S.Gupta)

Under Secretary to the Govt. of India

1. Shri Alok Kumar, Director, MCA
2. Shri B.K.Malhotra, Deputy Secretary, MCA
3. US(JSG)/US(RCT)/US(BPB)/US(AK)/US(GPS)/DD(SS)
4. All Officers/ Sections of the Ministry
5. e-Governance Cell to place it on MCA website under the miscellaneous column.