



F. No. 16/17/2018-Legal
Government of India
Ministry of Corporate Affairs

5th Floor, "A Wing, Shastri Bhawan,
Dr. R.P. Road, New Delhi-110001
Dated: 20.06.2024

To,

1. o/o DGCoA
2. All Regional Directors/Registrars of Companies/Official Liquidators, Ministry of Corporate Affairs

Subject: MCA Legal Training Program-Scheme for the engagement of under-graduate law students/fresh law graduates on pro-bono basis for assisting litigation work at the Ministry headquarters and field offices regarding

Madam/Sir,

I am directed to refer to the subject cited above and to state that pursuant to the success of the Pilot Project Scheme dated 10/04/2019 and subsequent extensions for engagement of legal trainees in the Ministry and all field offices, the competent authority has accorded its approval to the MCA Legal Training Program - Scheme for the engagement of legal trainees in the Ministry and all offices of DGCoA, Regional Directors (RDs), Registrars of Companies (ROCs) and Official Liquidators (OLs), on pro-bono basis, to provide valuable first-hand legal exposure to under-graduate law students and fresh law graduates, as per the following terms:

- a) The Scheme shall remain in force with effect from 25th June 2023 till further directions or modifications.
- b) The number of legal trainees to be engaged on pro-bono basis, at the Ministry headquarters, o/o DGCoA, RD, ROC and OL level shall be as under:

OFFICE	NO. OF LEGAL TRAINEES
Ministry headquarters, Shastri Bhawan, New Delhi	Up to 7 trainees (mix of fresh law graduates and under-graduate law students)

	Same shall be allotted on need/ request basis to the sections in ministry.
DGCoA	Up to 7 trainees (mix of fresh law graduates and under-graduate law students)
All Regional Directorates	Up to 7 trainees each (mix of fresh law graduates and under-graduate law students)
Major ROCS/OLs at Delhi, Mumbai, Kolkata, Chennai, Cuttack, Ahmedabad and Bangalore	6-8 trainees each (mix of fresh law graduates and under-graduate law students)
Other ROCS/OLs	4-5 trainees each (mix of fresh law graduates and under-graduate law students)

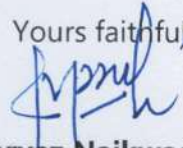
- c) All Law Schools/Colleges/Universities recognized by the Bar Council of India, shall be intimated regarding engagement of incumbent legal trainees on pro-bono basis. Résumés duly forwarded/attested/recommended by the office of Principal/Director-in-charge/Dean of the University/Law College/Law School shall only be considered.
- d) For the purpose of engagement of legal trainees, O/o RDs/ROCs/OLs/Director (L&P)/DII (for o/o DGCoA), shall take up the matter with concerned law colleges within their jurisdictional territories. The concerned O/o RDs/ROCs/OLs/ Director (L&P) shall intimate the law schools/universities in their respective jurisdictions for hosting the scheme documents on their websites, for inviting applications from interested candidates. Résumés detailing the candidate's academic and professional profiles along with the forwarding/recommendation letter from the concerned Principal/Director-in-charge/Dean of the University/Law College/Law School, shall be received via email only.
- e) ROCs/OLs/RDs shall consider the résumés of candidates for appointment as legal trainees on pro-bono basis, in the field offices under their respective jurisdictions and considered resumes shall be sent to the jurisdictional RDs (in case of ROCs/OLs). The engagement of selected trainees will be confirmed by the RDs within 10 days of receipt from the field offices. Director (Legal & Prosecution) shall consider the résumés of the candidates for appointment as legal trainees on pro-bono basis, in the Ministry. DII (as decided by DGCoA) shall consider the résumés of the candidates for appointment as legal trainees on pro-bono basis, in the o/o DGCoA.
- f) Under-graduate law students shall be engaged as legal trainees for a total duration of 3 months (may be bifurcated into 2 months summer training and 1 month winter training) and fresh law graduates shall be engaged for a duration up to 1 year, as

part of the training program. In case of under graduates, training requests for a duration of less than 30 days shall not be entertained. Further, in case of graduates, training requests for a duration of less than 3 months in continuation shall not be entertained.

- g) The upper limits for number of legal trainees in each office, as set forth for each office in para (b) above, are to be strictly maintained.
- h) A legal trainee shall carry out the following work:
 - (i) Preparation of complete case sheets, including brief history and orders passed, in prosecutions for compoundable/non-compoundable offences pending with the concerned field office.
 - (ii) Prepare and maintain an up-to-date status of the stage and age of prosecutions for compoundable/non-compoundable offences pending with the concerned field office.
 - (iii) Prepare suggested further course of action for each prosecution for compoundable /non-compoundable offences, with the assistance of the legal department of the field office.
 - (iv) Besides the aforementioned primary work, legal trainee may assist the legal department of the respective field offices in preparation, filing and monitoring of the litigations/prosecutions in the said field office. This would include, but not be limited to, drafting of fresh complaints, petitions, counter affidavits, etc. preparation of brief of each pending case, status of service in the matter. Completion of case file and other ancillary tasks. The legal trainee may accompany the prosecutor/concerned officer to the Courts/Tribunals for assistance/observation of proceedings.
 - (v) Perform the tasks mentioned in (i) to (v) above, for all legal matters of the field offices/Ministry headquarters, before the Supreme Court/ High Courts/Tribunals.
 - (vi) Under no circumstance, a legal trainee would represent the field office/Ministry before any Court/Tribunal but may be permitted to liaise with Government Authorities/Court Staff/Central Agency Section of the Supreme Court/Litigation Section of the High Courts/Ld. Counsels/Ld. ASG, after authorization from the concerned the RD/ROC/OL/Director (L&P)/DII.
 - (vii) The tasks entrusted to the legal trainees would be carried out under the supervision of concerned senior officers/reporting officers.

- i) Upon completion of the training period, the legal trainees shall be granted a certificate, acknowledging their contribution, under signatures of the concerned ROC/OL/Regional Director. For legal trainees engaged in the Ministry, certificate shall be issued under the signatures of Director (Legal & Prosecution). For legal trainees engaged in the o/o DGCoA, certificate shall be issued under the signatures of DII.
 - j) The Regional Directors shall be responsible for monitoring the progress of the scheme under its jurisdiction. The field offices shall submit the final report of the work performed by each legal trainee in the respective offices, to the concerned Regional Directorate. Yearly report regarding the outcome of the scheme, performance of the trainees, works carried out by the trainees along with the suggestions regarding the scheme will be submitted by the participating offices through respective RDs and DGCoA (in case of o/o DGCoA) to the Director (L&P) who will determine the further requirement of modifications of the scheme.
 - k) This scheme document be hosted on the MCA-21 website and the websites of the field offices.
- (4) This issue is with the approval of the competent authority.

Yours faithfully.



(Parvez Naikwadi)

Deputy Director
Legal & Prosecution

- Copy to:
- 1. PPS to Secretary, MCA
 - 2. PS to Addl. Secretary (AT), MCA
 - 3. PS to Addl. Secretary (MP), MCA
 - 4. PS to DGCOA, MCA
 - 4. PS to JS(IDS), MCA
 - 5. PS to JS(ASA), MCA