



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 undergraduate 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: → without delay

- a) The Scheme shall remain in force with effect from 25<sup>th</sup> 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)

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. X
  - (vii) The tasks entrusted to the legal trainees would be carried out under the supervision of concerned senior officers/reporting officers.