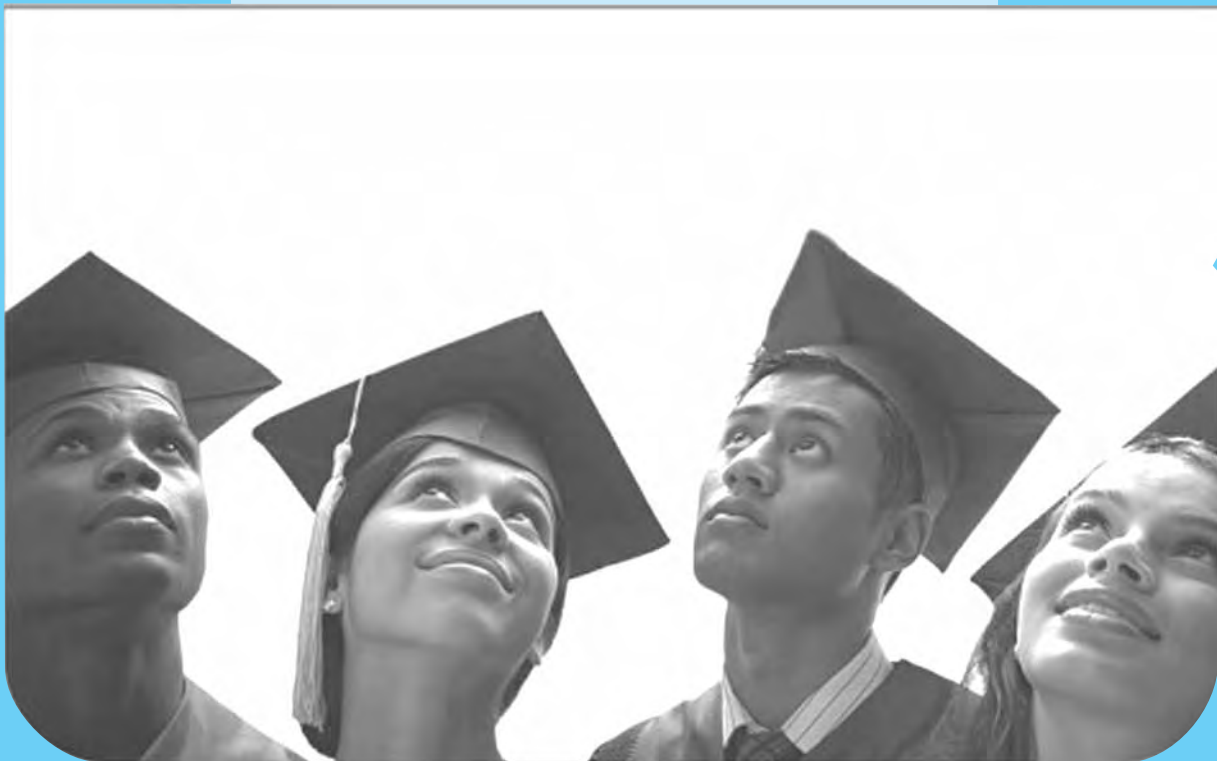


CS Foundation Course BULLETIN



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

website www.icsi.edu

ATTENTION STUDENTS!!

SCHEDULE OF FEES

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fee → 3600
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fee → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fee → 7750 (For others)
Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)	750	
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
DE-NOVO REGISTRATION		
Registration <i>De-Novo</i> Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
EXAMINATION FEE		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
OTHER FEES		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Verification of Marks Fee	100 (Per Subject)	

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students with on-line education/study, the Institute has launched e-learning portal for the Company Secretaryship Foundation Programme and Executive Programme and it is being extended to Professional Programme. All students from rural, urban areas at national level and also from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom, students will be able to interact live with the faculty. This will take the study of CS Programme virtually into the space age.

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

The following schemes are available for e-learning in Foundation Programme:

- **WBT (Web Based Training):** It is an innovative computer based approach to learning. The contents have been modified into well-crafted teaching systems. It has multimedia slides covering the entire study material.
- **VBT (Video Based Training):** It comprises of video lectures and is a replica of classroom training experience.
- **LVC (Live Virtual Classroom):** It provides broadcast of live lectures over the internet. In it students can directly interact with the faculty online.
- **Combo Offer contains (WBT+VBT+LVC)**
- **Upgrade to VBT+LVC:** This option is available to WBT enrolled students. Students can upgrade from WBT to VBT+LVC at an additional fee.

The candidates can use the following modes of payment:

- (i) By a Credit card/Debit card or Money Order.
- (ii) By way of Cheque or Demand Draft drawn in favour of "GURUKULONLINE LEARNING SOLUTIONS PVT LTD" payable at Mumbai.
- (iii) By depositing the Cheque or Demand Draft directly in Axis Bank Account Number -004010202188010.
- (iv) By making of direct cash payment in ICICI Bank Account Number- 021105002028.

(For more information visit the website <http://elearning.icsi.edu>)

FROM THE SECRETARY & CEO'S DESK



"The secret of success is constancy to purpose." — BANJAMIN DISROELI

Dear Students,

Discipline and the right attitude can make a seemingly unattainable goal, simple. This is the mantra to be applied by every student of a professional course like Company Secretaryship. Therefore, hard work, discipline and the right attitude, along with meticulous planning are a must for success in the Foundation Examination.

Passing the CS Foundation Examination requires intelligence, systematic regular studies and passion for professional attainments. The pattern of study that you have been used to during school time needs to be adjusted a little devoting quite a considerable time on meticulously reading study material, solving previous years' question papers, clearing your doubts among your peer groups or mentors, and regular visit to libraries for reference. Assign almost equal weightage to all the subjects; nevertheless pay extra attention to subjects which you find difficult.

It is my advice to you to follow five tips to success, viz. make a time table and follow it; don't resort to selective study based on important topics; constantly update your knowledge; make it a habit to read financial dailies and journals and visit relevant websites; have a disciplined approach and believe in yourself. Together, it can create wonders in letting you attain the highest professional achievements.

I wish you all good luck for June 2010 CS Foundation Examination.

Some of the information which you would find useful as a student is given below:

VALIDITY OF CS FOUNDATION COURSE (PROGRAMME) ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course (Programme) admission. Accordingly, all those students who have registered upto March, 2007 may please note that their admission to the Foundation Course (Programme) stands cancelled on expiry of three years period.

And those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- by making an application in the prescribed Form "REG" together with the Foundation Course (Programme) admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in December, 2009 or registered upto and including **28th February, 2010** would be eligible to appear in both modules of the Executive Programme to be held in **December, 2010** and candidates who would be seeking registration on or before **31st May, 2010** are eligible to write only one module in December, 2010 examination of the Executive Programme subject to completion of postal/oral tuition and compulsory **Computer Training Programme**. The blank application Form "REG" for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 70/- (including postage). The fee for seeking registration for Executive Programme is **Rs. 6500/-** payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Noida office or its Regional Offices.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main Programme viz. "Career in Company Secretaryship - A Hand Book" against cash payment of Rs. 300/- or by post by sending a crossed demand draft of Rs. 350/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Application Form "REG" is appended therein and students need not obtain it separately.

IDENTITY CARDS

Candidates admitted to the CS Foundation Course (Programme) are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee.

Should you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for duplicate Identity Card or for any other matter, the students should write their admission number and complete postal address with pin code for prompt reply.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the "C.S. FOUNDATION COURSE BULLETIN". In case it does not carry or carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at dss@icsi.edu which will facilitate quick and economical communication from the Institute's side. The e-mail address may be sent in the following format:-

Name :
Admission No. :
E-Mail id :

UNIFORMITY IN SIGNATURES

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including :

- Identity Card
- Admission/Registration Form 'REG'
- Examination Form - 'EXA'
- Attendance Sheet to be provided in the Examination Hall.

REGULARISATION OF FOUNDATION COURSE (PROGRAMME) ADMISSION

Candidates provisionally admitted to the Foundation Course (Programme) are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

Name :
Details of Fee paid :
Admission No. :
Email Address :
Complete Postal Address with Pincode :

FROM THE SECRETARY & CEO'S DESK

CANCELLATION OF PROVISIONAL ADMISSION :

The Provisional admission of the students- who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of Feb 2010- March 2010 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact **Mr. Sohan Lal**, Director (Students Services) at the following address; "**ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309**, without further delay and for all academic guidance students may write to **Mr. V. P. Sharma**, Director (Academics) at the Institute's address or may send e-mail to **sohan.lal@icsi.edu** and **vp.sharma@icsi.edu**. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

LAST DATE FOR ENROLMENT FOR JUNE, 2010 EXAMINATION

Students may please note that 25th March, 2010 (with late fee of Rs. 100/- by 9th April, 2010) is last date for submission of the examination Form "EXA" for appearing in the examination to be held in June, 2010.

Candidates admitted to the Foundation Programme between March, 2007 and September, 2009 are eligible to appear in the examination to be held in June, 2010 subject to submission of response sheets to the satisfaction of the Institute by 28th February, 2010. The blank application for appearing in the examination can be had from the Headquarters of the Institute or its Regional Offices by sending crossed demand draft/ postal order for Rs. 70/- (including postage). Prescribed application form duly filled in together with the examination fee of Rs. 875/- must be sent to the Institute or deposited in the Office(s) of the closing date i.e. 25th March 2010 and with late fee of Rs. 100/- upto 9th April, 2010.

The examination fee is payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi. Fee may be paid in cash also at the Institute's Office at Noida (U.P) or its Regional Offices.

FACILITY OF ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of Company Secretaries course. In addition, the Institute has also authorised its Regional Offices and Chapters to conduct oral coaching classes, registration for which is optional and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with Regional Offices or Chapters Offices for details.

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/ she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

CHANGE OF ADDRESS

Change of address, if any, is to be intimated to the Institute by sending a separate communication in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student admission number, name and full postal address with city, state in capital letters.

COMPULSORY POSTAL TUITION

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Course (Programme). In addition, the Regional Councils / Chapters of the Institute are authorized to impart oral tuition independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students.

The Institute has also granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions - to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz. www.icsi.edu.

It may, however, be noted that Oral coaching centre would be charging Oral Tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

E - LEARNING (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Course (Programme). Students admitted to CS Foundation Course (Programme) through out the country including rural and semi - urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

To access the E-learning Portal of ICSI, the students may log on to <http://elearning.icsi.edu>.

24 HOURS CS HELPLINE

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course (Programme) & Profession. The students can have pre-recorded replies on the CS Course (Programme) round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu.

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE

IMPORTANT

For all academic guidance students may write to V. P. Sharma, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact Sohan Lal, Director (Students Services), at the Institute's address

With best wishes to entire C.S. Students Community.

Yours sincerely,



(N.K. JAIN)

Date : 03-06-2010

Place : New Delhi

ADOPTION OF UNFAIR MEANS

While considering matters concerning conduct of Institute's June, 2009 examinations, the Examination Committee found two Foundation Programme Examinees bearing Roll No. 16901 (Regn. No.110173768/03/2009), Roll No.16335 (Regn. No.110156752/09/2008), and two Executive Programme (New Syllabus) Examinees Roll No.32447 (Regn. No.120320585/02/2009) and Roll No.38329 (Regn. No.220552643/08/2007) guilty of adopting unfair means in the examinations. Accordingly, the Committee - (a) cancelled results of their appearance in December, 2009 Examinations; and (b) debarred them from appearing in next two sessions of examination. The Committee further observed that such an unbecoming behaviour was not befitting the aspirants intending to join the profession of 'Company Secretaryship' and, therefore, any such attempt to indulge in unfair practice by the examinee(s) shall be viewed seriously.

Sd/-
(N.K. Jain)
Secretary & CEO

ACADEMIC GUIDANCE

ECONOMICS

RBI MONETARY POLICY STATEMENT- 2010-11¹

Shri D Subbarao, Governor, Reserve Bank of India announced Annual Monetary Policy Statement for the year 2010-11 on 20th April 2010. Some of the major highlights of the policy statements are discussed as under:

Global Context

This monetary policy for 2010-11 is set against a rather complex economic backdrop. Although the situation is more reassuring than it was a quarter ago, uncertainty about the shape and pace of global recovery persists. Private spending in advanced economies continues to be constrained and inflation remains generally subdued making it likely that fiscal and monetary stimuli in these economies will continue for an extended period. Emerging market economies (EMEs) are significantly ahead on the recovery curve, but some of them are also facing inflationary pressures. This has prompted central banks in some EMEs to begin phasing out their accommodative monetary policies.

Indian Economy*Growth*

In India, economic recovery, which began around the second quarter of 2009-10, has since shown sustained improvement. Industrial recovery has become more broad-based and is expected to take firmer hold on the back of rising domestic and external demand. After a continuous decline for nearly a year, exports and imports have expanded since October/November 2009. Flow of resources to the commercial sector from both bank and non-bank sources has picked up. Surveys by the RBI as well as others suggest that business optimism has improved. On balance, under the assumption of a normal monsoon and sustained good performance of the industry and services sectors, for policy purposes, the Reserve Bank projects real GDP growth for 2010-11 at 8.0 per cent with an upside bias.

Inflation

The developments on the inflation front are, however, worrisome. Headline wholesale price index (WPI) inflation accelerated from 1.5 per cent in October 2009 to 9.9 per cent by March 2010. There has been a significant change in the drivers of inflation in recent months. What was initially a process driven by food prices has now become more generalised. This is reflected in non-food manufactured products inflation rising from (-) 0.4 per cent in November 2009 to 4.7 per cent in March 2010.

Going forward, three major uncertainties cloud the outlook for inflation. First, the prospects of the monsoon in 2010-11 are not yet clear. Second, crude prices continue to be volatile. Third, there is evidence of demand side pressures building up. On balance, keeping in view domestic demand-supply balance and the global trend in commodity prices, the baseline projection for WPI inflation for March 2011 is placed at 5.5 per cent.

Monetary Aggregates

Keeping in view the need to balance the resource demand to meet credit offtake by the private sector and government borrowings, monetary projections have been made consistent with the growth and inflation outlook. For policy purposes, money supply (M3) growth for 2010-11 is placed at 17.0 per cent. Consistent with this, aggregate deposits of scheduled commercial banks (SCBs) are projected to grow by 18.0 per cent. The growth in non-food credit of SCBs is placed at 20.0 per cent. As always, these numbers are provided as indicative projections and not as targets.

Financial Markets

The overall liquidity remained in surplus though it declined towards the end of the year consistent with the monetary policy stance. Overnight interest rates generally stayed close to the lower bound of the LAF rate corridor. The large market borrowing by the Government put upward pressure on the yields on government securities which was contained by active liquidity management by the Reserve Bank.

Market Borrowings

The Union Budget for 2010-11 has begun the process of fiscal consolidation and the net market borrowing requirement of the Central Government in 2010-11 is budgeted lower than that in the previous year. However, fresh issuance of securities in 2010-11 will be 36 per cent higher than last year. Managing the borrowing is going to be more challenging than in last year for three main reasons.

First, the option for liquidity management through OMO and MSS which we used extensively last year will be limited this year.

Second, private credit demand will pick up, making crowding out a potential possibility.

Finally, inflation pressures are stronger.

Regardless, the Reserve Bank will ensure that credit requirement of both the government and the private sector are met.

Risk Factors

While the indicative projections of growth and inflation for 2010-11 may appear reassuring, there is need to recognise the major downside risks to growth and upside risks to inflation:

- The prospects of sustaining the global recovery hinge strongly on the revival of private demand which continues to be weak in major advanced economies. While recovery in India is expected to be driven predominantly by domestic demand, a sluggish and uncertain global environment can have an adverse impact.
- If the global recovery gains momentum, commodity and energy prices may harden further which could add to inflationary pressures.
- Any unfavourable monsoon rainfall pattern could exacerbate food inflation, and could also impose a fiscal burden and dampen rural consumer and investment demand.
- The continued accommodative monetary policy in advanced economies is expected to trigger large capital flows into the EMEs, including India. This will pose a challenge for exchange rate and monetary management.

Our exchange rate policy is not guided by a fixed or pre-announced target or band. Our policy has been to retain the flexibility to intervene in the market to manage excessive volatility and disruptions to the macroeconomic situation. Recent experience has underscored the issue of large and often volatile capital flows influencing exchange rate movements against the grain of economic fundamentals and current account balances. There is, therefore, need to be vigilant against the build-up of sharp and volatile exchange rate movements and its potentially harmful impact on the real economy.

Monetary Policy Stance

The monetary policy response in India since October 2009 has been calibrated to India's specific macroeconomic conditions. In the wake of the global economic crisis, the Reserve Bank pursued an accommodative monetary policy beginning mid-September 2008. This policy instilled confidence in market participants, mitigated the adverse impact of the global financial crisis on the economy and ensured that the economy started recovering ahead of most other economies. However, in view of the rising food inflation and the risk of it impinging on inflationary expectations, the Reserve Bank began the process of exit from the expansionary monetary policy beginning October 2009.

Our monetary policy stance for 2010-11 has been guided by the following three considerations. First, despite the increase of 25 basis points each in the repo rate and the reverse repo rate in mid-March 2010, our real policy rates are still negative. With the recovery now firmly in place, we need to move in a calibrated manner in the direction of normalising our policy instruments. Second, the current episode of inflation, which was triggered by supply side factors, is developing into a wider inflationary process. Demand side pressures are now clearly discernible. There is, therefore, need to ensure that demand side inflation does not become entrenched. The third consideration that informed our monetary policy stance is the need to balance the monetary policy imperative of absorbing liquidity and ensuring that credit is available to both the Government and the private sector.

Against this background, the stance of monetary policy is intended to:

- Anchor inflation expectations, while being prepared to respond appropriately, swiftly and effectively to further build-up of inflationary pressures.
- Actively manage liquidity to ensure that the growth in demand for credit by both the private and public sectors is satisfied in a non-disruptive way.
- Maintain an interest rate regime consistent with price, output and financial stability.

Monetary Policy Measures

Our Monetary Policy Statement 2010-11 specifies the following monetary measures:

- i) The repo rate has been raised by 25 basis points from 5.0 per cent to 5.25 per cent with immediate effect.
- ii) The reverse repo rate has been raised by 25 basis points from 3.5 per cent to 3.75 per cent with immediate effect.
- iii) The cash reserve ratio (CRR) of scheduled banks has been raised by 25 basis points from 5.75 per cent to 6.0 per cent of their net demand and time liabilities (NDTL) effective the fortnight beginning April 24, 2010.

Expected Outcome

We may expect four major outcomes from the above policy action:

- i) Inflation will be contained and inflationary expectations will be anchored.
- ii) The recovery process will be sustained.
- iii) Government borrowing requirements and the private credit demand will be met.
- iv) Policy instruments will be further aligned in a manner consistent with the evolving state of the economy.

¹ Compiled by V P Sharma, Director (Academics), The ICSI.

ACADEMIC GUIDANCE

The Reserve Bank will continue to monitor macroeconomic conditions, particularly the price situation, closely and take further action as warranted.

Developmental and Regulatory Policies

Over the last several years, the Reserve Bank has undertaken wide ranging financial sector reforms to improve financial intermediation and maintain financial stability. This process has now become more intensive with a focus on drawing appropriate lessons from the global financial crisis and putting in place a regulatory regime that is alert to possible build-up of financial imbalances. The Reserve Bank will further its efforts to improve the efficiency of the financial sector and financial markets while maintaining financial stability. Simultaneously, the Reserve Bank will vigorously pursue the financial inclusion agenda. Some of the initiatives undertaken by RBI in this direction include the following:

Financial Stability

- Publishing the Financial Stability Report on a half-yearly basis. The first report released on March 25, 2010 found that the overall risk to financial stability was limited.

Interest Rates

- Mandating banks to switch over to the system of Base Rate from July 1, 2010 to facilitate better pricing of loans, enhance transparency in lending rates and improve the assessment of monetary policy transmission.

Financial Market Products

- Introducing Interest Rate Futures on 5-year and 2-year notional coupon bearing securities and 91-day Treasury Bills.
- Permitting the recognised stock exchanges to introduce plain vanilla currency options on spot US Dollar/Rupee exchange rate for residents.
- Introducing a reporting platform for secondary market transactions in CDs and CPs.
- Setting up a Working Group to work out the modalities for an efficient, single-point reporting mechanism for all OTC interest rate and forex derivative transactions.

BUSINESS COMMUNICATION

7Cs OF BUSINESS WRITING²

Communication is the expression and exchange of facts, opinions, ideas or feelings. Knowing how to communicate effectively has become a critical aspect of success in the overall business world. Your ability to communicate effectively is one of the skills that you require for your professional/ personal growth and success. No doubt your physical appearance counts, but the real 'you' is reflected by the words you speak from your mouth or by your day to day conversation. The information age has resulted in an unprecedented number of daily exchanges through everything from voice mail and e-mail to cell phones, video-conferencing and corporate intranets.

Professionals performing multifarious functions have to spend considerable amount of their time in communicating at various forums/levels. Your communication with others is for a purpose. It is to inform, to warn, to impress or to entertain. You succeed when your purpose or intention is achieved. There is no greater secret weapon in business than to know how to persuade people of your ideas.

Effective communication depends not merely on mechanical skills such as correct grammar, but also on the ability to communicate in styles appropriate to different audiences, and the ability to know what needs to be communicated, to whom, and when.

Writing and speaking are fundamental skills. Good writing will give you natural authority and improve the confidence with which you are able to approach other aspects of business. Within a large company, it could lead to an improvement in your status. If you are an independent professional, it will help you to make good contacts and institute yourself within the corporate network.

As organizations have to depend a lot on written communication to maintain a link with the outside world and also for intra- communication therefore executives also spend a lot of time on written communication. In this write-up we have discussed the essentials of written communication to enable you to write effectively and also to become better managers:

1. **Complete:** Include all 5 W's and 1 H i.e. who, what, where, when, why and how? Give complete information to the receiver for the desired feedback. Be empathetic i.e. assess the message from the receivers point of view and give extra details whenever desired by the receiver.
2. **Categorized:** Prioritize the content that is to be produced in the letter. Differentiate between What must I cover?, What should I cover? and What can I cover? Decide the introduction and conclusion and give your content a shape by categorizing.

² Prepared by Ms. Shruti B. Gupta, Assistant Education Officer under the guidance of Ms. Archana Kaul, Assistant Director, The ICSI.

3. **Clear:** Clear or clarity means putting the idea and the meaning in your head into the head of the reader as it is. Certain rules to remember in order to be clear are:
 - a) Use familiar/simple words/language.
 - b) Write short sentences.
 - c) Be coherent i.e. arrange your ideas in a correct sequence so as to clearly express the meaning.
4. **Concise:** Follow the KISS approach i.e. keep it short and simple. In other words, it means saying what you have to in the fewest possible words without sacrificing the other C qualities. The rules to be followed here are:
 - a) Be precise and restrict use of wordy expressions.
 - b) Avoid repetition.
 - c) Use active voice and restrict use of passive voice.
 - d) Include relevant information and avoid unnecessary information.
5. **Courteous:** Being courteous means using the right words so as not to hurt the receiver of the message. Be aware of the feelings of the reader and focus on using words which are tactful, thoughtful, respectful and appreciative.
6. **Consideration:** Keep the receiver's needs in mind. It means preparing every message with the message reader in your mind. Focus on "you" instead of "I" or "we". Keep this in mind that why will anybody read your message? So be positive and motivate the reader to read your message by supporting the message with concrete facts.
7. **Correct:** Correctness in a message means that it should be correct in terms of grammar, punctuation and spellings. It also means using the right level of language i.e. formal, informal or substandard depending on, to whom it is directed. Avoid using sub-standard and informal language in business writing. Correctness also means checking and re-checking the facts and figures of the message.

Therefore, if these simple steps are followed in writing a business letter then the reader will also respond quickly. The response to a crystal clear message is much faster as compared to a vague, unclear message. A good business letter can either make or break a deal, an assignment or any such important task for which the letter is written.

FINANCIAL ACCOUNTING

CLASSIFICATION OF ASSETS AND LIABILITIES³

Assets

Financial Accounting Standards Board defines assets as "probable future economic benefits that can be obtained or controlled by a particular enterprise as a result of past transactions or events affecting the enterprise". Assets are things of value or possession or properties that can be expressed in terms of money including the amounts due to the business entity from others. The essential characteristic of an asset is its usefulness to the owner. An object or right is considered useful, if it is the source of, or can be used to secure future services economically advantageous to its present owner. A machine, for example, is an asset if the services which the machine can perform in the future are of economic importance to the owner, otherwise, the machine has no worth beyond its trade or salvage value.

Assets are generally classified as (i) Current assets; (ii) investments; and (iii) Fixed assets

Current Assets: These are assets consist of cash and other assets such as debtors, bills receivables, stock of goods, raw materials, prepaid expenses etc. that are reasonably expected to be converted into cash or be sold or be consumed within one year from the balance sheet date or during the normal operating period. The debtors and bills receivable are expected to be realised in cash. The stock of goods is expected to be sold either for cash or on credit to be converted into cash. The raw materials or stationery, loose tools etc. are to be consumed. Prepaid expenses are treated as current assets not because that they will be converted into cash but for the reason that if not paid in advance, they would require the use of current assets during the operating cycle, i.e. if expenses were not paid in advance, current assets would be required for their purchase during the operating cycle, (operating cycle is the elapsed time between the purchase of inventory items and their conversion into cash). Whether a particular item is a current asset or not would depend upon the nature of the business or the purpose for which it is acquired. For instance, furniture is a current asset for a furniture house which deals in furniture, while it is a fixed asset for other organization where it is retained and used.

Current assets are again sub-divided into liquid assets and non-liquid assets. Liquid assets are in the form of cash in hand and at bank and other current assets which can be easily converted into cash such as bills receivable, debtors, government securities etc. Non-liquid assets are which cannot be easily converted into cash such as inventories.

³ Prepared by M.A. Joseph, Deputy Director, The ICSI.

ACADEMIC GUIDANCE

Long-term Investments : The idle funds of a business may be invested in marketable debt securities or equity securities, e.g. investment in shares, debentures, bonds, deposits etc. If the objective of such investments is to convert them into cash within a period of one year or operating cycle, such investments will be treated as temporary investments and shown under current assets. Where the investments are made for more than one year or one operating cycle it will be considered as long-term investments e.g. investment in Government or trust securities, investment in shares, debentures or bonds, immovable properties, investment-in partnership business etc.

Fixed Assets : Fixed assets are those assets which are acquired for relatively long periods for carrying on the business of the enterprise. A business unit purchases fixed assets to provide accommodation and their ability to produce goods and services, e.g. land, building, plant, machinery, furniture, intangible assets etc. Fixed assets can be identified by the following characteristics :

- (a) They are not held with a view to resale;
- (b) The utility is not confined to one accounting period.
- (c) They may be intangible such as goodwill, patents or copyrights.
- (d) The assets are used in the process of generating new assets of larger amount.

Fixed assets may be classified as follows:

- (a) **Tangible fixed assets :** These assets have physical existence and are concrete items such as building, machines, furniture, etc.
- (b) **Intangible fixed assets :** These are assets having no physical existence and are non-visible and derive their value from the rights conferred upon their owner by possession. Intangible assets are classified into two heads (i) those that have limited period of time i.e. limited existence by mutual agreements or by law such as patents, trade marks etc., and (ii) those that have long existence such as goodwill.
- (c) **Wasting fixed assets :** These are fixed assets which have a fixed content and are used or consumed in the course of working e.g. mines; quarries, oil well etc.

In addition to the above there may be fictitious assets and contingent assets also.

Fictitious Assets : These are really not assets since they are not represented by any tangible possessions and the financial prudence requires that these assets should be written out of profits, These assets appear on the assets side simply because of a debit balance in a particular account not yet written off. Examples of fictitious assets are debit balance in profit and loss account, preliminary expenses, advertisement, suspense account, etc.

Contingent Assets: Contingent assets are not assets proper but come into existence upon the happening of certain events or the expiry of certain time. If that event happens, the asset becomes available otherwise not e.g. uncalled share capital of a company, sale agreement to acquire some property. In some cases, circumstances at the balance sheet date may indicate the presence of certain rights or claims that could be converted into valuable assets depending upon favourable result of certain events e.g. tax claims, insurances claims etc. In practice these assets are not shown in the balance sheet because of the principle of conservatism and also such disclosure would violate the principle of revenue recognition. However, they may form part of notes to the balance sheet.

Liabilities

Liabilities are economic obligations of an enterprise that are recognised and measured in conformity with generally accepted accounting principles. An essential characteristic of a liability is that the enterprise has a present obligation. The settlement of a present obligation usually involves the enterprise giving up resources embodying economic benefits in order to satisfy the claim of the other party.

Liabilities are mainly grouped under two headings i.e. current liabilities and long-term liabilities. There is yet another category of liability known as contingent liabilities.

Current Liabilities : The term current liability is used to describe such obligations: (i) which are paid within one year, and (ii) which are paid out of current assets or by creating current liabilities. Current liabilities are those payable on demand by the creditors or are expected to be liquidated within one year. Following are the common current liabilities:

- (a) **Trade creditors :** This liability arises from the purchase of goods on credit or use of services not yet paid.
- (b) **Bills payable :** It is a written promise to pay money to a creditor for the purchase of goods or services used in the business.
- (c) **Outstanding expenses :** These represent liabilities for expenses incurred but not yet paid as on the date of balance sheet i.e. outstanding wages, salaries, commission, interest, taxes, etc.
- (d) **Bank and other loans :** These arise due to money borrowed from banks or others for a short period.
- (e) Income received in advance (unearned revenues).

Long-term Liabilities : These are liabilities which are not to be paid within one year of balance sheet date or normal operating cycle. Long-term liabilities may be classified as secured loans and unsecured loans. When a business obtains a loan against the security of a specific asset, it is known as secured or

mortgaged loan. If the payment is not made to the creditors in time in accordance with the terms of mortgage, the creditor can sell the asset to satisfy his claim. Unsecured long-term liabilities do not have an asset attached to it as security.

Contingent Liabilities: Contingent liabilities are not actual liabilities but they may become actual liabilities depending upon the happening of some events which are uncertain. In other words, it is a latent liability which either develops into a liability or is extinguished altogether on the subsequent occurrence or otherwise of a specified uncertain event. Thus, such liabilities have two characteristics (a) uncertainty as to whether the amount will be payable at all and, (b) uncertainty about the amount involved. For example, liability in respect of pending suit is a contingent liability because it is only if and when the suit is lost the liability will arise. Bills discounted with a bank is also contingent liability, because if the acceptor, fails to meet the bill on the due date, the firm will become liable to the bank. As the contingent liabilities are not actual liabilities, these are not recorded in the balance sheet. These are mentioned by a foot note or explanation to the balance sheet so that its existence may not be overlooked.

EXAMINERS' OBSERVATIONS AND COMMENTS ON THE PERFORMANCE OF EXAMINEES IN DECEMBER 2009 EXAMINATION*

The December 2009 session of the Company Secretary Foundation Programme Examination was held from 31st December 2009 to 3rd January, 2010. The pass percentage for all papers of Foundation Programme has been compiled and given in Table A hereunder for the information of the candidates. Though the pass percentage showed good performance by the candidates in most of the papers, some candidates were not able to clear the examination due to various drawbacks in their answers. Therefore, it would be beneficial for these candidates to know the general weakness/drawbacks in their answers. Although, it is not possible to give comments on each and every candidate's answer scripts, some common drawbacks based on the comments and observations noted by the examiners have been culled and given paper-wise hereunder for information of the candidates so as to enable them to overcome their deficiencies and improve their performance in the forthcoming examination.

Table-A

Statement Showing the Pass Percentage of Papers in December 2009 Examination

Subjects	Percentage of Candidates Secured			
	40 to 49 % marks	50 % to 59 % marks	60 % and above marks	
FOUNDAITON PROGRAMME				
1	English and Business Communication	23.36	47.58	14.21
2	Economics and Statistics	19.49	30.08	30.40
3	Financial Accounting	17.58	24.01	32.55
4	Elements of Business Laws and Management	16.21	33.23	32.61

1. ENGLISH AND BUSINESS COMMUNICATION

The overall performance of the candidates in this paper was fairly satisfactory. It was observed that candidates wrote long answers usually lacking the correct expression of the subject matter. This paper is divided into two parts i.e. A & B. Part A covers essay, précis writing and general grammar whereas part B focuses more on letter writing. Many candidates showed lack of knowledge about current affairs which was evident from their essay writing skills. The performance of some candidates was extremely poor in précis writing as they reproduced the entire content from the précis itself.

The performance of the candidates in Question No.1 was satisfactory. The performance was strong in essay writing and poor in précis writing. In Question No.2, the performance of the candidates was poor. Most of the candidates wrote poor quality answers as they committed general grammatical mistakes. Question No.3(a) pertaining to idioms and phrases was performed quite well. The performance of the candidates in part (b) was average. The performance of candidates in Question No.4 was fairly good. Only some of the candidates showed poor presentation skills. In Question No.5 the performance of the candidates was good. However, in Question No.5(ii), the candidates were not able to restructure the resume appropriately as per the requirements of the question. In Question No.6, the performance of the candidates was good. Candidates displayed poor performance in Question No.6(ii) pertaining to drafting of Public Notice.

Candidates are advised to take care of spellings and grammar in particular. They are also advised to take the paper seriously and follow proper format of the paper like mentioning different parts while attempting the paper and following proper sequence. They should read the requirements of the question very carefully and answer logically. Expression being of paramount importance in

* Compiled from Examiners' Report.

STUDENT SERVICES

written communication, they need to refine their drafting skills. They should develop the habit of clear writing and logical presentation. They should develop the practice of reading commercial and economic dailies and journals regularly. They are advised to go through the dictionary on a daily basis.

2. ECONOMICS AND STATISTICS

The overall performance of the candidates in this paper was just satisfactory because 60% or more candidates secured 50% or more marks. It was observed that this time candidates appeared in the examination with thorough preparation and understanding of the subject. However, some candidates failed to perform up to expectations because of poor understanding and non clarity of basic fundamentals. Some of them failed to assign adequate reasoning in support of their answers for correct and incorrect statements and to provide to the point answer as per requirements of the question. Some candidates wrote unnecessary lengthy answers to the questions where as some candidates were not updated about the latest development in the concerned areas. Many candidates were not comfortable to work out statistical problems correctly because of their poor and inadequate practice and lack of clarity to recall and apply the correct formula in a given situation. The performance of the candidates who opted Hindi medium was unsatisfactory because of poor writing skills and conceptual clarity and thus requires more systematic and dedicated efforts in understanding the subject to qualify this paper.

In Question No.1(a) on correct and incorrect statements, the attempt of majority of the candidates was satisfactory. However, some candidates failed to assign adequate reasons in support of their answers. Question No.1(b) on multiple choice answers was well attempted. The answers written to Question No.2 were satisfactorily in most of the cases except in Question No.2(a)(i) where many candidates got confused while distinguishing between cardinal utility and ordinal utility. The candidates attempt in Question No.2(b) on fill-in the blanks was more or less satisfactory except some candidates who did not attempt this part or attempted wrongly. Candidate's performance to Question No.3 in most of the cases was upto-the-mark. Some candidates explained the functions of RBI instead of focusing on the currency note issue function of the Central Bank. The Question No.4 on drawbacks of irrigation system in the country, price discrimination, globalization, quantity theory of money and causes of economic crisis in 1991 was attempted by majority almost correctly. Some candidates used the guess work to answer the question on causes of economic crisis in 1991. In Part-B of the Paper on statistics, the Question No.5(a) on correct and incorrect statements was well attempted except in some cases where answers were not supported by proper reasoning. The part (b) of Question No.5 on multiple choice answers being a popular question was attempted satisfactorily by the majority candidates except Question No.5(b)(ix) on positional average and (x) on seasonal variations. Candidates answered the Question No.6 in average manner. Some candidates failed to distinguish correctly between 'exclusive class' and 'inclusive class', and 'Quantitative Index Numbers' and 'Value Index Numbers' correctly. The performance of the candidates in Question No.7 was satisfactory. Some candidates committed mistakes while attempting part (c) of the question on Harmonic Mean because of lack of practice to solve numerical problems. Question No.8 was a numerical question divided into four parts i.e. part (i) on calculation of standard deviation and co-efficient of variation, part (ii) on calculation of trend values by the method of moving average, part (iii) on computation of fixed base index numbers and part (iv) on calculation of Karl Pearson's coefficient of correlation. The attempt of the candidates in this Question was satisfactory. However, some candidates could not work out the numerical problem on coefficient of correlation correctly.

There is further scope for improvement in this paper. For achieving better result, candidates are advised to read prescribed reference text books and other materials for clarity and understanding of fundamentals of the subject. They are expected to practice sufficient number of practical questions so as gain confidence and attempt the similar problems comfortably in examinations. The candidates should also attempt required number of questions, and write the precise answers to the question in readable handwriting, supported by logical reasoning, facts and figures and diagrams, calculation, and formula wherever required.

3. FINANCIAL ACCOUNTING

It was observed that some candidates wrote whatever they knew about the questions/subject instead of the exact answers. Lack of conceptual clarity and subject knowledge, poor understanding of the questions, lack of presentation skills, etc. were seen in many of the answers. Calculation and clerical errors were commonly seen in many cases.

In Question No.1(a), concepts such as del credere commission, receipts and expenditure account, etc. were not understood by many candidates. In part (b), while commenting on the given statements whether they were true or false, candidates failed to highlight the reasons of their answers and majority of the candidates were satisfied with just word 'true' or 'false' answers. In Question No.2(a) many candidates filled up the blank space with their own choice, instead of the exact words(s). Many candidates could not differentiate between book keeping and accounting as well as partners fixed capital account and fluctuating capital account. In Question No.3(a), by and large, candidates could select the

most appropriate answers from the given options. While in part (b) candidates were unable to comment how a cash book has the features of a journal as well as ledger and dissolution of partnership and dissolution of firm. In Question No.4(a) candidates were not fully aware about rule of Garner vs. Murray in case of insolvency of a partner that the solvent partners had to bear loss due to insolvency of the partner in the ratio of capital after they have brought cash equal to their share of loss on realization. However many candidates could prepare the realization account correctly. By and large candidates could prepare plant account showing the treatment of depreciation in Question No.5(a). But in part (b) candidates could not calculate profit from the incomplete records and prepare the statement of affairs. In Question No.6(a) while preparing joint venture account some candidates could not calculate the value of plot to be sold and to be taken over by the co-venturers. In part (b) very few candidates could derive the correct amounts for claim for loss of profit. In Question No.7(a) many candidates could not understand the question as they prepared the rectification entries without showing the effect of errors on net profit. Candidate confused with given debit balance of the pass book in part (b) while preparing bank reconciliation statement. In Question No.8(b) candidates were not clear about the treatment of specific funds in case of income and expenditure.

This being a practical paper, candidates are advised to familiarize with sufficient number of practical questions to be comfortable for appearing in the examination. Therefore, in addition to the study material, guideline answers and suggested answers, they are advised to refer the suggested readings also to score good marks. While answering the theory questions, it should be ensured that answers written are concise, precise and to the point.

4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

The performance of the candidates in this paper was satisfactory. The level of preparation of the candidates was average. This was reflected in a handful of students scoring above 60% marks. This paper is divided into two Parts A and B. Part A deals with Business Laws whereas Part B deals with Management. The candidates were found lacking in basic knowledge about the subject. The quality of answers written was also not up to the mark.

Question No.1 being compulsory, was attempted by all and the performance of the candidates was also good. However, many displayed lack of clarity of thought and failed to give proper reasoning in Part (a) pertaining to correct or incorrect statements. The answers written in Question No.2 were good, except few who were not even able to answer the difference between a public and a private company properly. The performance in Question No.3 was good and the quality of answers written was also good. Performance in Question No.4 was below average as most of the candidates failed to mention the relevant legal provisions and the case laws. Question No.5 being compulsory was attempted well by the candidates and their performance was equally good. The performance of the candidates in Question No.6 was excellent as most of them wrote correct points of distinction. Question No.7 was satisfactorily attempted by many. However, some candidates failed to give the required explanation in part (iv) about line organization suffering from lack of specialization. The performance in Question No.8 was average. Most of the candidates seemed unaware of the 'ZBB' concept as was asked in part (i) of the question.

In order to write the paper in an efficient manner, the candidates should be very clear about the basic provisions of the various Acts as well as the fundamental concepts of management as propounded by various experts. They are further advised to write short and to the point answers instead of writing long and irrelevant answers. Read Bare Acts to have knowledge about the legal provisions. They must consult Guideline Answers and Suggested Answers of the Institute to understand as to how answers are to be written to the questions. Quote relevant legal provisions wherever necessary and write legibly. Read 'Chartered Secretary', 'Student Company Secretary' and other Corporate Journals to update your knowledge on the subject. Better preparation and grasp of the study is the only key to scoring good marks.

EXAMINATION

1. NEXT FOUNDATION EXAMINATION IN JUNE 2010

Next Foundation Programme Examinations will be held from Wednesday, the 2nd June 2010 to Saturday, the 5th June, 2010 as per the Time-Table and Programme given below:

TIME TABLE & PROGRAMME Foundation Programme

Dates & Days	After-Noon Session (1:30 PM to 4:30 PM)
02.06.2010 Tuesday	English & Business Communication
03.06.2010 Wednesday	Economics & Statistics
04.06.2010 Thursday	Financial Accounting
05.06.2010 Friday	Elements of Business Laws and Management

The addresses of the examination centers for June, 2010 examinations are published elsewhere in this bulletin for general information.

NOTE:

1. *The Institute reserves the right to withdraw any centre at any stage without assigning any reason.*
2. *Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation for not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.*

2. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall. **Carrying Mobile Phone, Digital Diary, Pager or any other electronic/mechanical gadgets in Examination Hall is not allowed.**

3. HINDI AS AN OPTIONAL MEDIUM FOR WRITING FOUNDATION EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Programme examination (**except 'English & Business Communication' papers**) on the following conditions:

- (i) except for 'English and Business Communication' paper which are required to be answered compulsorily in English only, the option must be exercised each time for appearing in the examination for all remaining papers and not for any individual paper(s) in the enrolment application form.
- (ii) option once exercised is irrevocable for that particular session of examination;
- (iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- (iv) candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation Programme Examination will be provided Question Papers printed both in English and Hindi (**except for 'English and Business Communication' paper which will be printed/required to be answered in English only**);
- (v) if a candidate writes his/her answers in Hindi medium without exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;
- (vi) candidates opting Hindi medium for the examination must write **HINDI MEDIUM** in bold letters on the top of the cover page of **Answer Book No(s).1 and 1B**, as the case maybe; and
- (vii) candidates opting Hindi medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also.

4. IMPORTANT INSTRUCTIONS TO EXAMINEES

Candidates enrolled for appearing in the June, 2010 examinations are advised to carefully read and observe the "Instructions to Examinees" printed on the Admission Certificate (Roll Number) and enclosures thereto, **and** also on the Question Papers and Answer Books. However, attention of candidates is especially invited to the following instructions:

- (i) on receipt of Admission Certificate (Roll No.), first of all, the candidates must verify carefully the entries appearing therein. Discrepancy/error, if any, in the Admission Certificate concerning spellings of his/her name; stage and module/group of examination; examination centre; medium of writing the answers, subject of examination in which exemption was sought/shown, etc., should, at once, be brought to the notice of Shri Sohan Lal, Director (Students Services), in writing, well on time before commencement of the examination;
- (ii) candidates are required to bring daily to the Examination Hall their Admission Certificates and Student Identity Cards failing which they may not be allowed admission to the Examination Hall and/or to appear in the examination;
- (iii) **before attempting to write answers in the answer book, each candidate must write his/her Roll Number on the special slip affixed to Answer Book Nos. 1, 1-B and 1-C, as the case may be, date of examination, stage of examination, name of the paper, etc., against the relevant columns on the first page of the main answer book and also on the top of Question Paper. On receipt of Question Paper candidate must also write his/her Roll Number on top of the Question Paper at the specified space provided on the front page**
- (iv) candidates are forbidden to write name, roll no., or any other distinctive mark which may tantamount to disclosure of personal identity and may entail disciplinary action;

- (v) candidates must verify correctness and completeness of question paper and attempt questions in accordance with the directions given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the required numbers will be valued and awarded marks and the remaining questions will be ignored;
- (vi) Questions relating to graph/précis should be attempted only on graph/précis sheets appended as last page to the Answer Book wherever required. Do not write your name, roll number, etc., on the Graph/Précis Sheets and additional Answer Book No. 2. The additional answer book(s) used, if any, should be fastened along with the main answer book. Candidates who fail to observe this instruction will be penalised;
- (vii) **each question should start on a fresh page and sub-question(s) be attempted consecutively;**
- (viii) while attempting a fresh question/sub-question, candidates should distinctly mention respective question number against the answer in bold capital letters and underline the same [(e.g. **ANS. TO Q. NO. 3(a) or 3(a) (i), as the case be**] on the left-hand side margin of the answer book and also simultaneously put a cross mark (X) in the table provided on the cover page against the respective question number;
- (ix) candidates must not, for any reason whatsoever, tear out any page(s) from the Answer Book or leave any blank page or unused spaces in between the pages. If a candidate uses more than one answer book, he/she should, indicate on the cover page of main answer book, the total number of answer books used by him/her. Candidates are forbidden to write invocation to God, appeal to examiner, or any other irrelevant matter in the answer books.
- (x) **candidates are expected to write to the point answers to questions set in for the examinations in neat and legible handwriting citing relevant provisions of the Act/rules quoting case laws, etc., in support of the answers wherever applicable — illegible and bad hand-writing will be penalised;**
- (xi) **no candidate shall leave/be allowed to leave the Examination Hall; (i) within first one hour of commencement of examination (ii) during last 15 minutes of examination timing; (iii) without signing the attendance sheet; and (iv) without properly handing over his/her answer books to the Invigilator on duty;**
- (xii) **a few minutes prior to the time of conclusion of examination or before handing over the answer books to the supervisory staff, candidates must re-check and ensure that they have filled up relevant particulars on the cover page of Answer Book Nos. 1, 1-B and 1-C, as the case may be, and properly tied up all the additional answer book(s) No.2 along with the main answer book;**
- (xiii) **candidates are strictly forbidden to carry with them into the Examination Hall any book or printed/handwritten material, notes, pager, mobile phone, any other electronic/communication device/gadgets, OR to talk or converse inter se with other candidates in the Examination Hall;**
- (xiv) candidates are strictly warned against any attempt to copy from the answer papers of any other candidate. They shall neither allow their answers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of each and every candidate to maintain proper decorum in the Examination Hall and to ensure that his/her answers are not copied by any other candidates. Failure to do so will invite stern disciplinary action and penalty for adoption of unfair means;
- (xv) **no candidate shall, leave his/her seat in the examination hall during the course of examination for any reason whatsoever without the specific permission of the Invigilator on duty;**
- (xvi) **on completion of examination or expiry of the prescribed examination timing, the answer book(s) must be handed over immediately to the Invigilator on duty and Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admission Certificate in token of handing over the answer books.**
- (xvii) **it shall be the personal responsibility of the candidate concerned to properly hand over his/her answer book(s) to the Invigilator on duty in the Examination Hall and obtain acknowledgement therefor. Any representation regarding omission to handover the written answer book(s) or not obtaining the acknowledgement from the Invigilator at the time of handing over his/her answer book(s) for any reason whatsoever will not be entertained after the conclusion of that particular session of examination;**
- (xviii) candidates are warned that any attempt to misbehave in any manner or create disorderly scene in and around the examination hall or harass or bodily harm the staff deployed for the conduct of examination will be viewed seriously and severely punished; and
- (xix) any attempt or act of violation of "Instructions to Examinees" shall be viewed seriously and entail disciplinary action under the "Company Secretaries Regulations, 1982" apart from other action under the law.

CS EXAMS. JUNE 2010 - ADDRESSES OF EXAMINATION CENTRES

COMPANY SECRETARIES EXAMINATION, JUNE-2010 ADDRESSES OF EXAMINATION CENTRES			
S. No.	EXAMINATION CENTRE	ADDRESS/ EXAM VENUE	
1.	Agra	St. John's College M. G. Road, Agra - 282002, Uttar Pradesh	25. Faridabad
2.	Ahmedabad	Diwan Ballubhai Madhyamik, Shala, Near Abad Dairy, Opp. Vanijya Bhawan, Kankaria, Ahmedabad - 380022, Gujarat	Vidya Mandir Public School Sector 15 - A, Faridabad - 121006, Haryana
3.	Ajmer	Govt. Hr. Secondary School Topdara, Near Railway Crossing, Topdara Ajmer - 305001, Rajasthan	26. Ghaziabad
4.	Allahabad	Bishop George School & College, 13-13 D, Kamla Nehru Road, Allahabad - 211001, Uttar Pradesh	Shambhu Dayal (P.G.) College Opp. MMG Hospital, G.T. Road Ghaziabad - 201001, Uttar Pradesh
5.	Ambala	Shri Atmanand Jain College, Jain College Road, Ambala City - 134002, Haryana	27. Gurgaon
6.	Aurangabad	Manikchand Pahade Law College, Samarth Nagar, Nirala Bazar, Aurangabad - 431001, Maharashtra	Alpine Convent School, Behind Jalvayu Towers, Sector 56, Gurgaon - 122003, Haryana
7.	Bangalore-1 (SJIC)	St. Josephs Indian Composite P U College, 23, Vittal Mallya Road Bangalore - 560001, Karnataka	28. Guwahati
8.	Bangalore-2 (MSRP)	M.S. Ramaiah Polytechnic, MSR Nagar, MSRIT Post, Bangalore - 560054 Karnataka	Guwahati Commerce College, R.G. Baruah Road, Guwahati - 781021, Assam
9.	Bareilly	Manohar Bhushan Inter College Nainital Road, Bareilly - 243005, Uttar Pradesh	29. Hubli-Dharwad
10.	Bhilwara	Smt. Sushila Devi Mathur P.G. Girls' College, Mahila Ashram, Pathik Nagar Bhilwara - 311001, Rajasthan	Dr. D.G. Shetty Edu. Society R.S.Shetty College of Commerce, Jnanadegula, Near KMF, PB Road, Dharwad - 580004, Karnataka
11.	Bhopal	Govt. Maharani Laxmibai Girls P. G. (Autonomous) College (Nr. Govt.S.B.Polytechnic), Bhopal - 462003 Madhya Pradesh	30. Hyderabad
12.	Bhubaneswar	B.J.B. (Autonomous) College, Lewis Road, Bhubaneswar - 751014, Orissa	Sarojini Naidu Vanita Mahavidyalaya Exhibition Grounds, Nampally Hyderabad - 500001, Andhra Pradesh
13.	Calicut	St. Joseph's College Devagiri, Calicut - 673008, Kerala	31. Indore
14.	Chandigarh	Goswami Ganesh Dutta Sanatan Dharma College, Sector 32-C Chandigarh - 160030, Union Territory	Devi Ahilya Arts & Commerce College, 8/1, Usha Ganj, Jaora Compound Indore - 452001, Madhya Pradesh
15.	Chennai (South-MGR)	Dr. (MGR) Janaki College of Arts & Sci. For Women, Sathyabama Maligai 11&13 Durgabai Deshmukh Road, RA Puram Chennai - 600028, Tamilnadu	32. Jaipur-I (UCC)
16.	Chennai (West-AACW)	Anna Adarsh College for Women A-1, Second Street, Off. 9 th Main Road Anna Nagar, Chennai - 600040, Tamilnadu	University Commerce College, Jawahar Lal Nehru Marg, Jaipur - 302004, Rajasthan
17.	Coimbatore	PSG College of Arts & Science Civil Aerodrome Post, Avinashi Road Coimbatore - 641014, Tamilnadu	33. Jaipur-II (UMC)
18.	Dehradun	Government Girls Inter College, 22, Rajpur Road, Dehradun - 248001, Uttaranchal	University Maharani College Ram Singh Road, Jaipur - 302001, Rajasthan
19.	Delhi (EAST-LPS)	Lovely Public Sr. Sec. School Priyadarshini Vihar, Laxmi Nagar (Nr. Bank Enclave), Delhi - 110092, NCT-Delhi	34. Jammu
20.	Delhi (NORTH-JVSD)	JVSD Girls Sr. Sec. School D-II, Link Road (Near Bagga Petrol Pump), Karol Bagh, New Delhi - 110005, NCT-Delhi	Govt. SPMR College of Commerce Canal Road, Jammu - 180001, Jammu & Kashmir
21.	Delhi (South-GHPS)	Guru Harkrishan Public School Near Singh Sabha Gurudwara, B-Block Kalkaji, New Delhi - 110019, NCT-Delhi	35. Jamshedpur
22.	Delhi (West-APS)	Abhinav Public School, CU-Block, Pitampura, Nr. Gela Ram Hospital, Delhi - 110088, NCT-Delhi	Mrs. K.M.P.M. Inter College, Main Road, Bistupur, Jamshedpur - 831001, Jharkhand
23.	Dubai	The Indian High School OUD Mehta Road, P O Box No. 106 (Opp St. Marrys Church), Dubai, U.A.E.	36. Jodhpur
24.	Ernakulam	St. Albert'S College, Banerji Road, Ernakulam, Kochi - 682018, Kerala	Faculty of Commerce & Mgt. Studies Jaswant Hall Centre, Jai Narain Vyas University, Mohanpura, Jodhpur - 342001, Rajasthan
			37. Kanpur
			Kanpur Vidya Mandir Mahila (P.G.) Mahavidyalaya, 7/147, Swaroop Nagar Kanpur - 208002, Uttar Pradesh
			38. Kolhapur
			New Model Eng. School & JR. College Swami Vivekanand Sikshan Sanstha, 2130 E, Tarabai Park, Kolhapur - 416003, Maharashtra
			39. Kolkata North -1 MI
			Metroplitan Institution (Main) 39, Shankar Ghosh Lane, Kolkata - 700006 West Bengal
			40. Kolkata North -2 AASS
			Anglo-Arabic Secondary School 46/7, Mahatma Gandhi Road, Kolkata - 700009 West Bengal
			41. Kolkata North -3 PI
			Park Institution for Boys, 12, Mohanlal Street, Shyambazar, Kolkata - 700004, West Bengal
			42. Kolkata North -4 SAVS
			Shambazar A V School 88 Shyambazar Street, P.O. Hatkhola P.S. Shyampukur, Kolkata - 700005, West Bengal
			43. Kolkata South -1 LVHS
			Lake View High School P-9, CIT Scheme No. LXXII Panchanantala Road, Kolkata - 700029, West Bengal
			44. Kolkata South -2 DBV
			Deshbandhu Balika Vidyalaya 58-A, Sadananda Road, P.O Kalgihat Kolkata - 700026, West Bengal
			45. Lucknow
			National P.G. College, 2, Rana Pratap Marg, Lucknow - 226001, Uttar Pradesh
			46. Ludhiana
			S.C.D. Govt. College Civil Lines, Ludhiana - 141001, Punjab
			47. Madurai
			Setupati Hr. Secondary School, 2 North Veli Street, (Nr. Head Post Office), Madurai - 625001, Tamilnadu
			48. Mangalore
			S D M Law College, Mangalore - 575003, Karnataka
			49. Meerut
			N.A.S. Degree College, (Shivaji Road), E. K. Road, Meerut - 250001, Uttar Pradesh
			50. Mumbai-I (CG-SCC)
			Sydenham College of Commerce and Economics, B. Road, Churchgate Mumbai - 400020, Maharashtra
			51. Mumbai-I (CG-SNDT)
			S.N.D.T College of Arts & S.C.B College for Women, 1 Nathibai Thackersey Road, Patkar Hall Bldg 4 th Floor, Mumbai - 400020, Maharashtra
			52. Mumbai-II (GTK)
			Smt. P N Doshi Women's College Ratan Baug, Cama Lane, Ghatkopar (West) Mumbai - 400086, Maharashtra

CS EXAMS. JUNE 2010 - ADDRESSES OF EXAMINATION CENTRES

53. Mumbai-III (JOG -1 IYC)	Govt. of Maharashtra I. Y. College of Arts, Science & Commerce, Jogeshwari (East) Mumbai - 400060, Maharashtra
54. Mumbai-III (JOG -2 TC)	Thakur College of Science & Commerce Suryanarayan Thakur Marg, Thakur Village, Kandivli (East), Mumbai - 400101, Maharashtra
55. Mumbai-III (JOG-3 BBMC)	Bal Bharati MJP College of Commerce, S.V. Road, Kandivali (West), Mumbai - 400067, Maharashtra
56. Mysore	SBRR Mahajana Pre-University College Jaya Lakshimpuram, Mysore - 570012, Karnataka
57. Nagpur	Hislop College, Temple Road, Civil Lines, Nagpur - 440001, Maharashtra
58. Nashik	BYK (Sinnar) College of Commerce College Road, Prin. T A Kulkarni Vidyanagar Nashik - 422005, Maharashtra
59. Noida	Rockwood School B-67, Sector 33, Noida - 201307, Uttar Pradesh
60. Panaji	S.S. Dempo College of Commerce & Economics, Serra Building (Near A.I.R.), Altinho, Panaji - 403001, Goa
61. Patna	Bankipur Govt. Girls Senior Secondary School Near Golghar, Patna - 800001, Bihar
62. Puducherry	Bharathidasan Govt. College For Women (Autonomous) M G Road Muthialpet, Puducherry - 605003, Union Territory
63. Pune-I (MIT)	MIT Junior College, MIT School Campus, 127/1/A, Paud Road, Pune - 411038, Maharashtra
64. Pune-II (SNDT)	SNDT Arts and Commerce College for Women Karve Road, Pune - 411038, Maharashtra
65. Raipur	School of Studies in Computer Science PT. Ravishankar, Shukla University Raipur - 492010, Chattisgarh
66. Rajkot	LT. M. J. Kundaliya English Medium Mahila Commerce College, Kasturba Rd., Opp. Jain Derasar, Rajkot - 360001, Gujarat

67. Ranchi	D.A.V. Jawahar Vidya Mandir, Shyamali, Post Doranda, Ranchi - 834002, Jharkhand
68. Shimla	S.D. Senior Secondary School, Gunj Bazar, Shimla - 171001, Himachal Pradesh
69. Srinagar	P. G. Department of Economics University of Kashmir, Hazratbal Srinagar - 190006, Jammu & Kashmir
70. Surat	Sir K P College of Commerce SPB Vanijay Vidya Bhawan, Athwa Lines J.L. Nehru Marg, Surat - 395001, Gujarat
71. Thane	KG Joshi Arts & N G Badekar College of Commerce, Chendani Bunder Road, Thane (W) - 400601, Maharashtra
72. Thiruvananthapuram	Govt. Arts College, Thycaud Post, Thiruvananthapuram - 695014, Kerala
73. Tiruchirapalli	Lawley Hall Block (Room No. 36) 1st Floor, (North Wing), St. Joseph's College (Autonomous), Teppakulam (PO), Tiruchirapalli - 620002, Tamilnadu
74. Udaipur	M.V. Shramjeevi College, J.R.N. Rajasthan Vidyapeeth University, Near Town Hall, Link Road, Udaipur - 313001, Rajasthan
75. Vadodara	Faculty of Law, M.S. University of Baroda, Nr Railway Station, Sayajiganj, Vadodara - 390002, Gujarat
76. Varanasi	Mahatma Gandhi Kashi Vidyapeeth, MBA Building, Near Cantt Railway Station, Varanasi - 221002, Uttar Pradesh
77. Vijayawada	Satavahana College, Sitaramapuram, Eluru Road, Chuttugunta, Vijayawada - 520002, Andhra Pradesh
78. Visakhapatnam	Visakha Govt. Degree College for Women, Old Jail Road, Daba Gardens Visakhapatnam - 530020, Andhra Pradesh
79. Yamuna Nagar	D.A.V. College for Girls, Jagadhari Road, Yamuna Nagar - 135001, Haryana

ATTENTION STUDENTS !

CS JUNE, 2010 EXAMS BAN ON CARRYING MOBILE PHONES INSIDE EXAMINATION CENTRE

According to announcements made in the 'Student Company Secretary' and 'CS Foundation Course' bulletins from time to time, and also the instructions printed on the Admission Certificates (Roll Numbers) issued to candidates enrolled for appearing in Company Secretaries June, 2010 examinations, candidates are informed that carrying mobile phones, pagers, any kind of communication devices, books, printed or hand written materials and any other costly items, etc., are banned inside the Examination Centre premises.

Candidates are, therefore, warned and advised, in their own interest, not to carry any such banned items, i.e., mobile phones, pagers, communication devices, books, printed or hand written materials and costly items, etc., to the Examination Centre premises. The Institute or Examination Centre authorities shall not, in any way, be responsible for arranging safe keeping and/or loss/damage of such items nor entertain any correspondence in this regard.

Any candidate found in possession of such banned items inside the Examination Centre will be deemed to have willfully infringed the "Instructions to Examinees", and it may entail stern disciplinary action including cancellation of examination under the provisions of the Company Secretaries Regulations, 1982. as in force.

NEWS AND ANNOUNCEMENTS

EASTERN INDIA REGIONAL COUNCIL

Career Fairs

On 9.5.2010 the ICSI-EIRC participated in a Career Fair "Education Mela" conducted by St Augustine's School, Barrackpore, 24 Parganas (North) 30 km away from Kolkata. The ICSI stall was well decorated with ICSI banners, posters, books of all 3 stages, student company secretary, ICSI EIRC newsletters etc. and after the inauguration students started visiting the stall. They asked various

queries about the CS course. The stall was visited by students of many schools of Barrackpore division. During the career fair the school was conducting quiz competitions to keep the students engaged and most of the students participated in the competitions held.

Again from 17.4.2010 to 19.4.2010 the ICSI - EIRC participated in AFAIRS Career Fair held at Ice Skating Rink Kolkata which was a grand success, and was attended by around 2000 visitors. The ICSI stall attracted students, parents, student counsellors, teachers, members of professional bodies, press etc. AFAIRS is a leading event and exhibition manager which conducts educational and other events across Asia. The ICSI stall was decked up with ICSI wall posters, Flex banner of ICSI, books, prospectus of CS Foundation and Executive stages, CS student magazines, etc. The visitors had many queries about the CS course. The fair also witnessed office goers who wanted to pursue a course simultaneously with their jobs and many of them were happy after hearing about the CS course, the flexibility it offers, etc. The fair continued for 3 days. The fair was also attended by reputed colleges/universities across India. The ICSI stall was manned by S.Sreejesh, Desk Officer, Career Awareness, ICSI - EIRO and student volunteers who also handled the queries well and informed about the ICSI Students Education Fund, the fee concession to students from reserved classes, online virtual classes and the flexibility of the course to study wherever a student wants to in India. They also highlighted that the CS course is economical and at the same time very prestigious.

BHUBANESWAR CHAPTER

Career Fair-cum-Career Exhibition

From 19.04.2010 to 27.04.2010, Bhubaneswar Chapter participated in 9 days 'Capital Education Fair-2010'. Again the Chapter from 6.5.2010 to 11.5.2010 participated in 6 days 'EDUFEST, 2010, Career Fair at exhibition ground, Bhubaneswar. Both the fairs were well participated by Professional Institutions, Engineering, Banks, Management, Computer, Media Institutions and book sellers from Orissa. The ICSI information centre was displayed with posters, banners, card boards. Academicians, media personnel, large number of students with their parents, school and college teachers visited the ICSI stall and enquired about the CS course and its future career. Office Bearers of the Managing Committee, other Members and student volunteers of the Chapter managed both the fairs and apprised the visitors how to take admission, where the forms are to be submitted, course fees, syllabus, employment opportunities, pay package, training facilities, examinations, publications, recognitions with universities, paper wise exemptions on the basis of higher qualifications, library-reading room & oral coaching facilities, etc. Informative brochures were distributed to the students, their parents and faculties during the programmes. Office-in-charge of the Chapter co-ordinated both the career fairs.

Telecast of E-TV Interview on Career as a Company Secretary

On 30.04.2010, Bhubaneswar Chapter arranged a TV interview with the local E-TV Channel on Career as a Company Secretary at its premises. During the interview, ETV took a glimpse of the oral coaching classes, ICSI posters, brochures, study materials & its office building with other infrastructural facilities. Debasish Saha, Chairman, B.K. Sahu, Vice Chairman, Sunita Mohanty, Secretary of the Chapter gave interview to ETV, Bhubaneswar about the CS course, course curriculum, total students strength, bright prospects, examination pattern, results, course fees, coaching structure, library facilities, journals, duration of course, training pattern, professional development programmes, recognition with universities, branches in the country, examination centre, initiative with outside Institutions under PPP & its recognition abroad etc. Several information sought by the Media was provided by the Chapter. Press kits with information brochures were provided to the media. U.C. Mishra, Office-in-charge of the Chapter co-ordinated with the TV channel for the coverage. On 4.5.2010 at 6.00 P.M., E-TV, Bhubaneswar telecast the interview taken on 30.04.2010 in its Mahanagar Edition and also a repeat telecast was made on 5.5.2010 at 7.30 A.M. in the morning show "ETV Sikshya Course".

NORTHERN INDIA REGIONAL COUNCIL

Foundation Programme Refresher Classes through Interactive Learning for December 2010 Examinations

From 25.6.2010 the Regional Council proposes to commence Foundation Course Refresher Classes through Interactive Learning for December 2010 Examinations at NIRC-ICSI, 4, Prasad Nagar Institutional Area, New Delhi. The classes will be held between 10.00 A.M. and 2.30 P.M. and from 3.00 P.M. to 7 P.M. Fees: Rs. 4,000/- per batch of classes. There will be 120 lectures in each batch having two lectures daily.

Note: Each Lecture is of two hours duration. Admission on first come first served basis. Commencement of classes is subject to availability of sufficient number of students in each batch. No eligibility tests are conducted in Refresher Classes. Therefore, no coaching completion certificate will be issued on the basis of these classes. Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi 110005 by way of cash/demand draft in favour of the NIRC of the ICSI payable at New Delhi.

For further details contact:

The Education Officer, NIRC of ICSI, 4 Prasad Nagar Institutional Area, New Delhi. Phone Nos. 011-25769352, 25763090, 25767190 Tele fax: 011-25722662. E-mail: alka.arora@icsi.edu

GURGAON CHAPTER

Career Fair

On 10.4.2010, Gurgaon Chapter of NIRC of the ICSI participated in the Career fair at Salwan Public School, Sector 1511, Gurgaon. A good number of parents and students who visited the ICSI stall set up by the Chapter were apprised about the CS course (syllabus, Fees, Stages of examination and opportunities for CS). They were also addressed by Apoorva Kumar, Chairman-Career Awareness Committee, Gurgaon Chapter and Company Secretary and Head-Finance of DARCL Logistics Ltd. and Vivek Shukla, CS Final Passed Management Trainee, DARCL Logistics Ltd. Apoorva Kumar apprised the students and parents about the opportunities available to company secretaries in employment as well as in practice. The meeting was highly interactive. The informative materials about the CS course were distributed among the parents and students.

SOUTHERN INDIA REGIONAL COUNCIL

Foundation Programme Oral Coaching Classes for December 2010 Examinations

From 19.7.2010 the Regional Council proposes to commence Oral Coaching Classes for Foundation Programme between 9.00 A.M and 11.00 A.M. and from 4.00 to 6.00 P.M. Last date for receipt of application is 12.7.2010.

For further details contact:

SIRO at 9, Wheat Crofts Road, Nungambakkam, Chennai 600 034. Phone (044) 28279898, 28268685, email: siro@icsi.edu, icsisirc@gmail.com

BANGALORE CHAPTER

ICSI President's Meet with Students of Bangalore Chapter

On 6.3.2010 the Bangalore Chapter of SIRC of the ICSI organised a students' meeting with CS Vinayak S Khanvalkar, President, The ICSI and CS N.K. Jain, Secretary & CEO, The ICSI. The President and Secretary & CEO had an interactive session with the 75 students present, wherein they shared the initiatives taken by the Institute. The students present shared some of their issues and also gave suggestions about the course.

Live Interview on AIR

CS Vinayak S Khanvalkar, President, The ICSI and CS N.K. Jain, Secretary & CEO, The ICSI were interviewed live on the programme "Campus Katta" which was aired at Rainbow 1.13 MGZ programme between 4.00 PM and 5.00 PM on 6.3.2010 on "Career as a Company Secretary". They also replied a number of queries raised by the listeners. The programme was aired in most of the regions of Karnataka.

MADURAI CHAPTER

34th Foundation Day and Inauguration of Oral Coaching Classes

On 15.5.2010, Madurai Chapter celebrated the 34th Foundation day of the Chapter and inauguration of Oral coaching classes for Foundation programme, Executive programme, Professional programme (All modules). The Chief Guest of the programme P.V. Rajarajeswaran, Chartered Accountant, Regional Council Member, SIRC of ICAI Chennai, in his address explained the importance of the CS course, practice and employment opportunities available after completion of the course, etc. R.K. Bapulal, Chapter Treasurer in his address explained the opportunities available in the practising side.

If Undelivered, please return to:

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA 'ICSI House', 22, Institutional Area, Lodi Road, New Delhi-110003.

FOR PROMPT REPLY

Students are requested to quote their Registration Number in all correspondence for prompt reply.

Edited, printed and published by :
N.K. Jain for the Institute of
Company Secretaries of India,
'ICSI House', 22, Institutional Area,
Lodi Road, New Delhi-110003
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Grams : 'Compsec'
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E-mail : info@icsi.edu
Website : http://www.icsi.edu
Printed at Brijbasi Art Press Ltd.,
E-46/11, Okhla Industrial Area,
Phase-II, New Delhi-110020
Ph. : 91-11-26386232,
Fax: 91-11-26383766