



GO GREEN - A CHANGE THAT CAN CHANGE OUR LIVES

Profile



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

Company Secretary

Taking abilities to altitudes through good governance



Role of Company Secretary

- Corporate Laws
- Corporate Governance
- Corporate Administration
- Board and Shareholders Meetings
- Corporate Compliance Management
- Stakeholder Relationship
- IPO, ADRs / GDRs
- Capital Markets, Stock Exchanges & Listing Agreement
- Mergers & Amalgamations
- Insider Trading & Takeovers
- Representations
- Arbitration & Reconciliation
- Direct and Indirect Taxes
- Investor Education and Protection

Managing Excellence

Corporate Governance, the buzzword in today's business environment is a combination of legal practices, ethics, best management practices, wealth creation management and foresight. Company Secretary is the key person, who implements all these in an encouraging environment. Besides, he plays a vital role in planning Company's future.

A Company Secretary who represents a company to the internal and external stakeholders, coordinates the management functions and company policies, keeps an eye on ethics and mutual trust, helps in strategic decisions - aligning the company towards excellence.

As a qualified professional from the ICSI, world's largest Institute for Company Secretaries, he is a true multifaceted, who executes the day to day activities encompassing all the key areas of Corporate Governance, all the way to corporate growth through foresight and professional dexterity.



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www.icsi.edu

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Managing Excellence

Vision

“ To be a global leader in promoting good corporate governance”

Mission

“ To develop high calibre professionals facilitating good corporate governance”

Corporate Governance

"Corporate governance is the application of best management practices, compliance of law in true letter and spirit and adherence to ethical standards for effective management and distribution of wealth and discharge of social responsibility for sustainable development of all stakeholders".

- ICSI's definition of Corporate Governance

Introduction

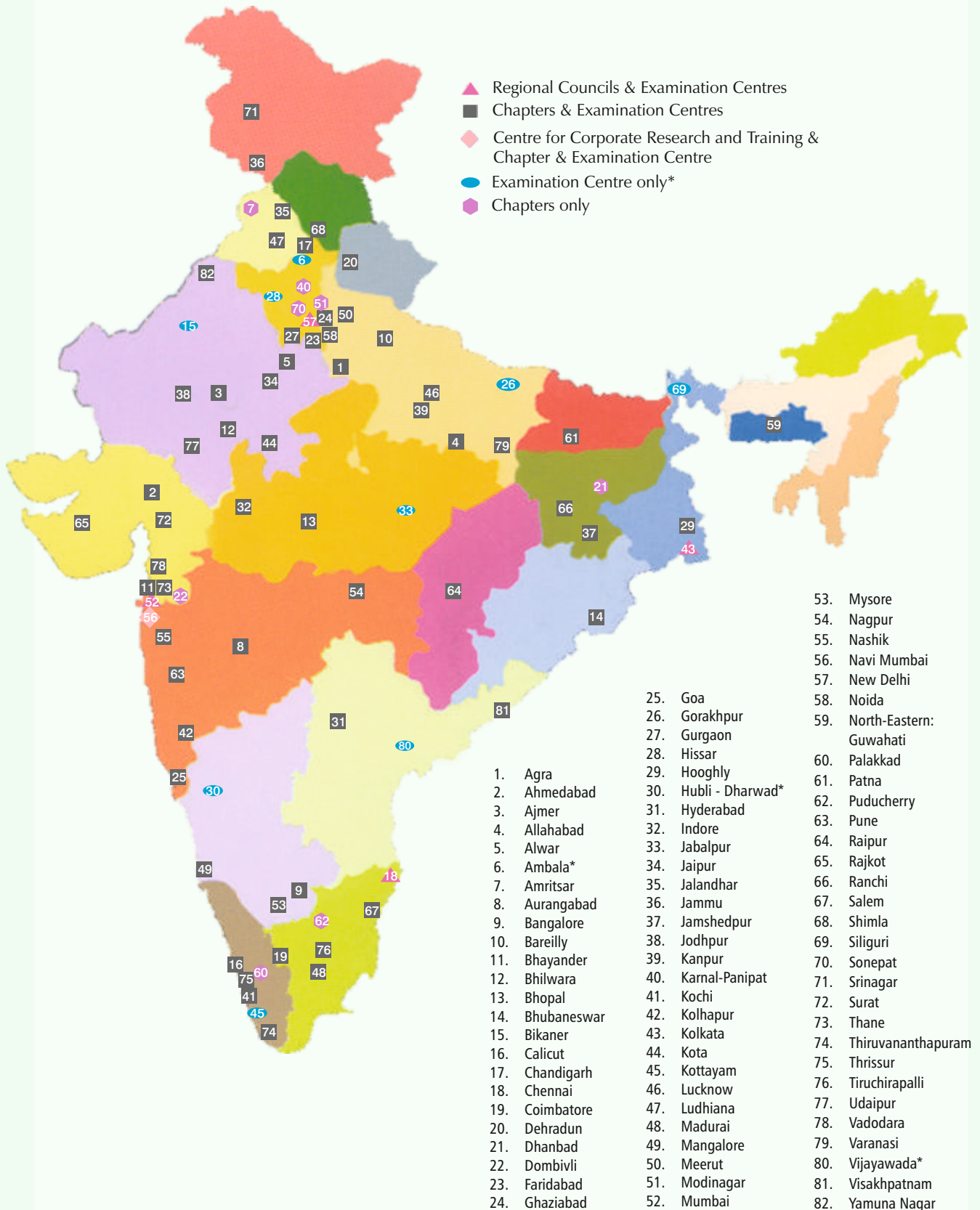
The Institute of Company Secretaries of India

- A Premier National Professional Body
- Established to develop and regulate the profession of Company Secretaries
- Established under an Act of Parliament (the Company Secretaries Act, 1980)
- Under the jurisdiction of Ministry of Corporate Affairs, Government of India.

The ICSI

- Headquarters at New Delhi
- Centre for Corporate Governance, Research and Training (ICSI - CCGRT) at Navi Mumbai
- 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai
- 70 Chapters all over India including one overseas chapter at Dubai
- 123 Examination Centres across the country and one Overseas Centre at Dubai.

The Institute has its Headquarters at New Delhi, 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, 70 Chapters, (including one chapter at Dubai) 123 Examination Centres located in various cities all over India and one overseas centre at Dubai and the Centre for Corporate Governance, Research and Training (CCGRT) at Navi Mumbai.



Objectives & Functions

The Institute of Company Secretaries of India (ICSI):

- Registers students with 10+2 and graduate qualifications for Foundation and Executive Programme of Company Secretaryship respectively with course contents in Corporate and Economic Laws, Management, Accounting, Taxation and Finance disciplines;
- Conducts Company Secretaryship examination twice a year in June and December, at 123 examination centres spread all over India and an overseas centre at Dubai;
- Provides postal/oral coaching and training enabling students to qualify as Company Secretaries;
- Arranges e-learning for students through Web Based Training, Video Based Training and Live Virtual Classroom;
- Arranges training for Executive/Professional Programme pass students in companies/with Company Secretaries in Practice empanelled with the Institute for the purpose;
- Enrols qualified persons as Associate/Fellow members of the Institute and issues Certificate of Practice to members taking up practice;
- Conducts Post Membership Qualification Course for members of the Institute;
- Publishes widely read and highly acclaimed monthly journal 'Chartered Secretary';
- Publishes 'Student Company Secretary' and 'CS Foundation Course Bulletin' for the benefit of students;
- Publishes Online 'CS update' containing current notifications and circulars relating to various corporate and related laws;
- Exercises professional supervision over the members of the Institute both in practice and in employment in matters pertaining to Professional Ethics and Code of Conduct;
- Undertakes research in Law, Management, Finance and Capital Market disciplines and brings out research publications and guidance notes;
- Issues Secretarial Standards and brings out Guidance Notes thereon;
- Renders expert advisory services to members on intricate issues relating to various corporate laws;
- Organises Professional Development and Continuing Education Programmes, International/National/Regional Conventions and Conferences



- directly or through its Regional Councils and Chapters;
- Organises Professional Development Programmes in collaboration with Chambers of Commerce, Department of Public Enterprises, sister Professional Institutes and other Professional Development/Management Bodies;
- Interacts with various National and Regional Chambers of Commerce with regard to various Government Policies and Legislations;
- Interacts with the Central and State Governments and Regulatory Authorities on matters of professional interests;
- Interacts with Company Secretaries Institutions of other countries for mutual benefit and in respect of the International Federation of Company Secretaries;
- Bestows ICSI National Award for Excellence in Corporate Governance on best governed companies;
- Bestows Life Time Achievement Award for Translating Excellence in Corporate Governance into Reality;
- Is a Member of the National Foundation for Corporate Governance;
- Is a member of Corporate Secretaries International Association (CSIA)

Council and its Committees and Organisation Structure of the ICSI

The Council manages the affairs of the Institute. The Council consists of fifteen elected members including the President and the Vice-President and five persons nominated by the Government of India.

To discharge its function effectively, the Council has constituted Standing and Non-standing Committees from amongst its members.

STANDING COMMITTEES

- Executive Committee
- Finance Committee
- Examination Committee

NON- STANDING COMMITTEES/BOARDS

- Professional Development Committee
- Training & Educational Facilities Committee
- Practising Company Secretary Committee
- ICSI-CCGRT Committee
- PMQ Course Committee
- Information Technology Committee
- Co-ordination Committee
- Corporate Laws and Governance Committee
- Capital Markets Committee
- Secretarial Standards Board
- Editorial Advisory Committee
- Expert Advisory Board
- Disciplinary Committee
- Board of Discipline
- Quality Review Board
- Election Reforms Committee
- Regulations Committee

- Peer Review Board
- Board of Studies

The Institute also represents on various committees of the Central Government, Regulatory Authorities and other professional bodies.

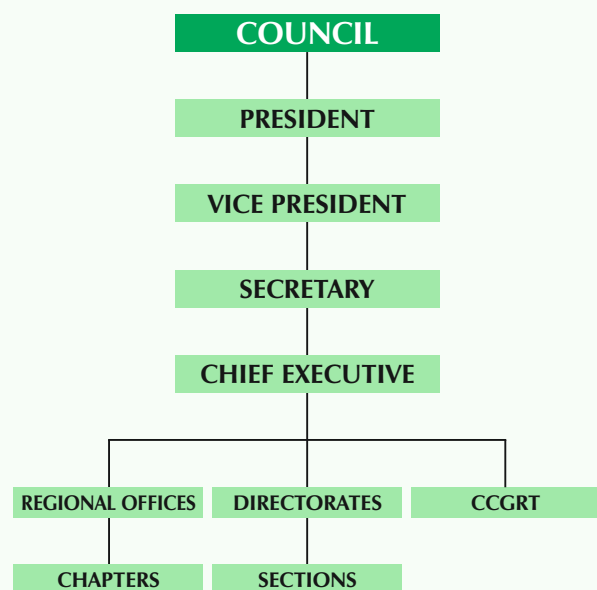
CENTRAL GOVERNMENT COMMITTEES

- National Advisory Committee on Accounting Standards
- Indo-UK Task Force on Corporate Affairs
- Indo-UK Accountancy Task Force

OTHER COMMITTEES / BOARDS

- Accounting Standards Board of the Institute of Chartered Accountants of India
- Cost Accounting Standards Board of the Institute of Cost and Works Accountants of India.

Organisation Structure of the ICSI



Role of Company Secretary

The Company Secretary

- acts as a vital link between the company and its Board of Directors, shareholders and other stakeholders and regulatory authorities
- plays a key role in ensuring that the Board procedures are followed and regularly reviewed
- provides the Board with guidance as to its duties, responsibilities and powers under various laws, rules and regulations
- acts as a compliance officer as well as an in-house legal counsel to advise the Board and the various functional departments of the company on various corporates, business, economic and tax laws
- is an important member of the corporate management team and acts as conscience seeker of the company

The educational background, knowledge, training and exposure that a Company Secretary acquires make him a versatile professional capable of rendering a wide range of services to companies of all sizes, cooperatives and other corporate bodies, firms etc. both as part of management team as well as an independent practising professional.

COMPANY SECRETARY IN EMPLOYMENT AND IN PRACTICE

- Pursuant to section 383A of the Companies Act, 1956 companies with a paid-up share capital of rupees five crore or more are compulsorily required to appoint a whole-time Company Secretary who must be member of the Institute of Company Secretaries of India.
- Every company having a paid-up share capital of rupees ten lakh or more but less than rupees five crore is required to engage the services of a Secretary in Whole-time Practice for issue of Compliance Certificate.

CORPORATE GOVERNANCE, LEGAL AND SECRETARIAL SERVICES

Corporate Governance Services

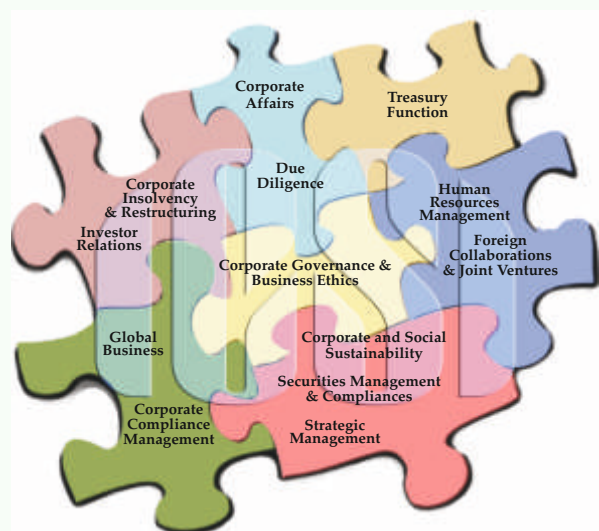
Advising on good governance practices and compliance of Corporate Governance norms as prescribed under the Companies Act, Listing Agreement and various other laws, rules and regulations.

Corporate Secretarial Services

- Promotion, formation and incorporation of companies and matters related therewith
- Filing, registering documents including forms, returns and applications by and on behalf of the company as an authorised representative
- Maintenance of secretarial records, statutory books and registers
- Arranging Board/general meetings and preparing minutes thereof
- All work relating to shares and their transfer and transmission

Secretarial Audit and Certifications under the Companies Act

- Secretarial Audit/Compliance Audit
- Issue Compliance Certificate for companies not required to employ a Whole-time Company Secretary
- Signing of Annual Return
- Pre-certification of Forms
- Other declarations, attestations and certifications under the Companies Act.



CORPORATE LAWS ADVISORY AND REPRESENTATION SERVICES

Corporate Laws Advisory Services

Advising companies on compliance of legal and procedural aspects, particularly under :

- SEBI Act, SCRA and Rules and Regulations made thereunder
- Depositories Act
- Foreign Exchange Management Act
- Environmental and Pollution Control Laws
- Labour and Industrial Laws
- Co-operative Societies Act
- Mergers, Amalgamations and Strategic Alliances
- Foreign Collaborations and Joint Ventures
- Setting up Joint Ventures / Wholly owned subsidiaries abroad
- Competition Policy and Anti Competitive Practices
- Intellectual Property Rights - Protection, Management, Valuation and Audit
- Drafting of Legal Documents

Representation Services

Representing on behalf of a company / other persons before :

- Company Law Board
- National Company Law Tribunal
- MRTP Commission / Competition Commission of India
- Securities Appellate Tribunal
- Registrar of Companies
- Consumer Forums
- Telecom Disputes Settlement and Appellate Tribunal
- Tax Authorities, and
- Other Quasi-judicial bodies and Tribunals

Arbitration and Conciliation Services

- Advising on arbitration, negotiation and conciliation in commercial disputes between parties

- Acting as Arbitrator/Conciliator in domestic and international commercial disputes
- Drafting Arbitration / Conciliation Agreement/ Clause



FINANCIAL MARKETS SERVICES

Public Issue, Listing and Securities Management

- Advisor / consultant in issue of shares and other securities
- Drafting of prospectus/offer for sale/letter of offer/ other documents related to issue of securities and obtaining various approvals
- Loan documentation, registration of charges, status and search reports
- Listing / delisting of securities with recognized stock exchange
- Private placement of shares and other securities
- Buy-back of shares
- Raising of funds from international markets ADR/GDR/FCCBs/ FCEBs/ECB
- Due diligence

Banking Services

- Diligence Report and Certification in respect of Consortium / multiple banking arrangement made by Scheduled Commercial Banks / Urban Cooperative Banks
- Loan Syndication
- Loan documentation
- Registration of Charges
- Status and Search Report

Takeover Code and Insider Trading

- Ensuring compliance of the Takeover Regulations and other applicable laws and rules
- Acting as Compliance Officer and ensuring compliance with Prohibition of Insider Trading Regulations

Securities Compliance and Certification Services

- Certification on compliance of Clause 49 (Corporate Governance) of Listing Agreement
- Internal Audit of Depository Participants / Portfolio Managers / Stock Brokers
- Concurrent Audit
- Certifications under SEBI (DIP) Guidelines
- Audit in relation to Reconciliation of Shares
- Certificate in respect of compliance of Private Limited and Unlisted Public Company (Buy Back of Securities) Rules
- Compliance Officer under Listing Agreement
- Certification under clause 47 (c) (Transfer of Shares) of Listing Agreement
- Certification to Members of Stock Exchanges

FINANCE AND ACCOUNTING SERVICES

- Book-keeping, Accounting and Compilation of Financial Statements
- Internal Audit
- Secretary to Audit Committee
- Working capital and liquidity management
- Determination of appropriate capital structure
- Analysis of capital investment proposals
- Business valuation prior to mergers and / or acquisitions
- Budgetary controls
- Preparation of Project Reports and Feasibility Studies

TAXATION SERVICES

- Advisory services to companies on tax management and tax planning under Income-Tax, Excise and Customs Laws, Service Tax and VAT
- Preparing/reviewing various Returns and Reports required for compliance with the tax laws and regulations
- Representing companies and other persons before the tax authorities and tribunals



INTERNATIONAL TRADE AND WTO SERVICES

- Advising on matters related to IPRs under TRIPs Agreement of WTO
- Advising on matters relating to antidumping, subsidies and countervailing duties
- International Commercial Arbitration
- Advising on and issuing certificates in respect of Foreign Trade Policy and Procedures
- Advising on Intellectual Property licensing and drafting of Agreements
- Acting as registered Trade Marks Agent



MANAGEMENT SERVICES

General/Strategic Management

- Advising on Legal Structure of the organisation
- Business policy, strategy and planning
- Formulation of organisational structure
- Acting as management representative to obtain ISO Certification
- Advising on Corporate Social Responsibility
- Advising on Sustainability Accounting and Reporting

Corporate Communication and Public Relations

- Communication with various stakeholders, such as shareholders, Government, Regulatory Authorities, etc.
- Advisory services for Brand equity and image building

Human Resource Management

- Manpower planning and development
- Audit of the HR function

- Performance appraisal
- Motivation and remuneration strategies
- Industrial relations
- Office management, work studies and performance standards
- Advising on industrial and labour laws

Information Technology

- Compliance with cyber laws
- Conducting Board Meetings through video-conferencing and teleconferencing
- Advising on software copyright and licensing
- Development of management reports and controls
- Maintenance of statutory records in electronic form
- Sending notices to shareholders in electronic mode
- Filing of forms/documents in electronic mode with Registrar of Companies and other statutory authorities

Career Path

FOUNDATION PROGRAMME

- Candidates who have passed Senior Secondary Examination (10+2) of a Board/University set up by law in India or any examination recognised by the Central Government as equivalent thereto are eligible for admission to Foundation Programme

Papers of Foundation Programme Examination

- Business Environment and Entrepreneurship
- Business Management, Ethics and Communication
- Business Economics
- Fundamentals of Accounting and Auditing

EXECUTIVE PROGRAMME

Graduates in any stream excluding Fine Arts or candidates who have passed the Foundation Examination are eligible to join Executive Programme.

Papers of Executive Programme Examination

MODULE-I

- Company Law
- Cost and Management Accounting
- Economic and Commercial Laws

- Tax Laws and Practice

MODULE II

- Company Accounts and Auditing Practices
- Capital Market and Securities Laws
- Industrial, Labour and General Laws

PROFESSIONAL PROGRAMME

A registered student is admitted to the Professional Programme on passing the Executive Examination.

Papers of Professional Programme Examination

MODULE I

- Advanced Company Law and Practice
- Secretarial Audit, Compliance Management and Due Diligence
- Corporate Restructuring, Valuation and Insolvency

MODULE II

- Information Technology and Systems Audit
- Financial, Treasury and Forex Management
- Ethics, Governance and Sustainability

1	2	3	4	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8	9.1	9.2	9.3	9.4	9.5	
Business Environment and Entrepreneurship	Business Management, Ethics and Communication	Foundation Programme Business Economics	Foundation Programme Fundamentals of Accounting and Auditing	Executive Programme Company Law	Executive Programme Cost and Management Accounting	Executive Programme Economic and Commercial Laws	Executive Programme Tax Laws and Practice	Executive Programme Company Accounts and Auditing Practices	Executive Programme Capital Market and Securities Laws	Executive Programme Industrial, Labour and General Laws	PROFESSIONAL PROGRAMME Advanced Company Law and Practice	PROFESSIONAL PROGRAMME Secretarial Audit, Compliance Management and Due Diligence	PROFESSIONAL PROGRAMME Corporate Restructuring, Valuation and Insolvency	PROFESSIONAL PROGRAMME Information Technology and Systems Audit	PROFESSIONAL PROGRAMME Financial, Treasury and Forex Management	PROFESSIONAL PROGRAMME Ethics, Governance and Sustainability	PROFESSIONAL PROGRAMME Advanced Tax Laws and Practice	PROFESSIONAL PROGRAMME Drafting, Appearances and Pleadings	PROFESSIONAL PROGRAMME Banking Law and Practice	PROFESSIONAL PROGRAMME Capital, Commodity and Money Market	PROFESSIONAL PROGRAMME Insurance Law and Practice	PROFESSIONAL PROGRAMME Intellectual Property Rights-Law and Practices	PROFESSIONAL PROGRAMME International Business-Laws and Practices	PROFESSIONAL PROGRAMME International Business-Laws and Practices
ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES

MODULE III

- Advanced Tax Laws and Practice
- Drafting, Appearances and Pleadings
- **Electives 1 out of below 5 subjects**
 - Banking Law and Practice
 - Capital, Commodity and Money Market
 - Insurance Law and Practice
 - Intellectual Property Rights - Law and Practice
 - International Business-Laws and Practices

PRE MEMBERSHIP TRAINING

Practical experience and training requirements:

Every candidate who has passed the final examination of the Institute shall be required to possess the practical experience and undergo the practical training or be exempted therefrom as specified in the Company Secretaries Regulations, 1982 (as amended from time to time) for becoming eligible to Associate Membership of the Institute.

The candidates are required to complete the following training requirements: -

- to attend & complete 7 days Student Induction Programme (SIP) to be completed by the students within six months of registration to the Executive Programme;
- to attend & complete 8 days Executive Development Programme (EDP) after passing Executive Programme;
- to undergo 15 days Management Skills Orientation Programme (MSOP) after passing Professional Programme;

- to undergo 15 months whole time training after passing Executive Programme stage either with a Company/ organization or a Company Secretary in Practice, registered for imparting training with the Institute;
- to attend 25 hours Professional Development Programme during the training period;
- to undergo 3 months practical training in various departments; however, the candidates who have undergone 15 months training may be exempted from the requirements of undergoing 3 months practical training;
- to undergo 15 days training in a specialized agency such as Office of Registrar of Companies, stock exchange, commodity stock exchange, financial or banking institution or management consultancy firm etc for fifteen days;
- the candidate may be granted exemption from undergoing training in accordance with the Company Secretaries Regulations, 1982, if he/she possess practical experience to the satisfaction of the Council of the Institute.

During training the students develop managerial skills, decision making ability, problem solving abilities, have commercial orientation, develop corporate etiquettes, have an insight into the emerging business environment with extensive practical exposure of various roles, functions & responsibilities which a Company Secretary is required to perform.

The main thrust at training is to apprise the candidates of practical aspects of the profession

Company Secretary Management Information Center (COSMIC)

In the initial period of this decade, the Institute has developed a Vision to provide for automated services to the stakeholders, establishing digital means of communication, ensuring data storage for knowledge management. The Vision correlated with the giant strides that the Institute is making to provide for instantaneous services to the growing number of stakeholders and collateral working of the offices of the Institute.

To realize this Vision, the COSMIC (Company Secretary Management Information Center) Project was initiated in the year 2008. The COSMIC project realizes the Vision at four levels:

- Seamless flow and updation of information between the Institute and stakeholders.
- Uniform applications at all levels and in all offices of the Institute which will lead to ease in having the consolidated approach of the various resources of the Institute.
- Generation of knowledge bank for easy retrieval which can be used by one and all across the Institute.
- Centralised control over tasks and processes with escalations such that the high service levels can be maintained.

The following online services are offered to the members and students community under the COSMIC initiatives :

Students

- Complete student data is available on the home page.
- The result, enrollment, switch over, denovo, etc. information is displayed for the student for all 3 stages.

- Change of Address
- Change of Email/Phone
- Duplicate Items
- ID Card
- Admit Card
- Pass Certificate
- Marksheet
- Application / CV submission for training & placement
- Student Transcripts

Miscellaneous Requests

- Monthly Magazine Request
- Subject-wise Exemption Qualification Based
- Addition of Qualification
- Student Occupation Status
- Request for Study Material
- Change of Enrollment Information (Change of Group)
- Medium, Syllabus, Centre
- Issue of Coaching Completion Certificate
- Oral Coaching Enrollment
- Exemption from training
- Enrollment to Examination
- Apply for Denovo & Extension
- Queries from Students (Aptech, Placement, Academics)
- Request for Verification of Marksheet
- Request for ACS Membership
- Request for Professional Enrollment

Letters for Students

- Registration Letter (All Stages)
- Denovo Letter (Wherever Applicable)
- Extension Letter (Wherever Applicable)
- Switch Over Letter (Wherever Applicable)
- Final Enrollment
- Exemption Letter (Wherever Applicable)
- Student Training Requests
- List of previous requests.

Members

- Complete member information is available on the home page.
- Request for duplicate ID Card
- Request for Certificate of Practice
- Issue of CoP
- Renewal of CoP
- Restoration of CoP

- Approval of Firm Name
- Surrender of CoP
- Monthly Journal
- Request for Transcripts
- Change of Address
- Removal of Membership
- Request for FCS Membership
- Request for CSBF Membership
- Miscellaneous Requests such as Addition of
- Qualification, Change of Name, Request for CD, Request for Duplicate Letters, Request for List of Members, Miscellaneous Query.
- Restoration of Membership
- Member Training Request

Others

The Student Registration Form is available. Student can register online & make the payment.

Professional Development and Continuing Education

It is through professional development programmes and such other activities, that the Institute seeks to impart continuing education to its members, to keep them updated in the various developments in the relevant laws as well as corporate and business environment. The Council has issued Guidelines for compulsory attendance of professional development programmes to ensure regular updation of knowledge and skills of members. To begin with, attending a minimum number of continuing education programmes has been made mandatory for practising members and recommendatory for other members.



The Institute organises on regular basis Professional Development and Continuing Education Programmes including short term Courses of varying duration, directly and through its Regional Councils and Chapters and also in collaboration with Stock Exchanges, Chambers of Commerce and Industry, Department of Public Enterprises, Govt. of India, sister professional Institutes, other professional bodies and management Institutions. The Institute also conducts programmes for the officers of the Central Company Law Service.

National Convention

As a part of professional development activities, the Institute organises every year a National Convention of Company Secretaries of topical themes to highlight on recent developments in the corporate/ business scenario in particular and the profession of Company Secretaries in general.



The National Convention gives an opportunity to the members in large numbers to interact with each other at official as well as personal levels, thereby fostering and developing brotherhood amongst them.

National Conference of Practising Company Secretaries

In view of the tremendous developments in the Corporate Sector and Liberalisation Policy of the Government, Practising Company Secretaries are required to shoulder new responsibilities and provide value added services to their clients. With a view to provide an opportunity to Practising Company Secretaries to share their experiences with other members and to synergize their strengths and skills, the Institute organises every year a National Conference of Practising Company Secretaries.



Post Membership Qualification Course in Corporate Governance

Corporate Governance has emerged as an important academic discipline in its own right and corporate professionals of today and tomorrow must imbibe in themselves the evolving principles of good corporate governance across the globe on a continuous basis. Recognizing this, the Institute conducts Post Membership Qualification course in Corporate Governance. The way the course is

constructed, conceived, shaped and inspired by high-profile courses abroad that instigate self-study, inspired research and pro-active pursuit of knowledge.

The course comprises of written examination in five papers, submission of dissertation or project report followed by an interview.

SECRETARIAL STANDARDS AND GUIDANCE NOTES

A unique and pioneering effort was initiated by the Council during 2000-2001 to constitute Secretarial Standards Board (SSB) to integrate, harmonise and standardize the secretarial practices prevalent in the Corporate Sector. So far ten Secretarial Standards have been issued and a number of Secretarial Standards are under finalisation. The Secretarial Standards consists a set of principles which the companies are expected to adopt and adhere to in discharging their corporate responsibility, leading to better corporate governance. The Secretarial Standards issued by the ICSI are:

- SS-1 Secretarial Standard on Meeting of the Board of Directors
- SS-2 Secretarial Standard on General Meetings
- SS-3 Secretarial Standard on Dividend
- SS-4 Secretarial Standard on Registers and Records
- SS-5 Secretarial Standard on Minutes
- SS-6 Secretarial Standard on Transmission of Shares and Debentures.
- SS-7 Secretarial Standard on Passing of Resolutions by Circulation
- SS-8 Secretarial Standard on Affixing of Common Seal
- SS-9 Secretarial Standard on Forfeiture of Shares
- SS-10 Secretarial Standard on Board's Report

With a view to provide exhaustive guidance on ensuring compliance with the Secretarial Standards, the SSB has also issued the following Guidance Notes:



- Guidance Note on Board's Report
- Guidance Note on Code of Conduct for CS
- Guidance Note on Certification under Investor Education and Protection Fund
- Guidance Note on Buy-Back of Securities
- Guidance Note on Compliance Certificate
- Guidance Note on Dividend
- Guidance Note on Meetings of the Board of Directors
- Guidance Note on Passing of Resolutions by Postal Ballot
- Guidance Note on General Meetings
- Guidance Note on Signing Annual Return
- Guidance Note on Corporate Governance Certificate (Revised Edition)
- Guidance Note on Preferential Issue of Shares
- Guidance Note on Diligence Report for Banks
- Guidance Note on Internal Audit of Stock Brokers

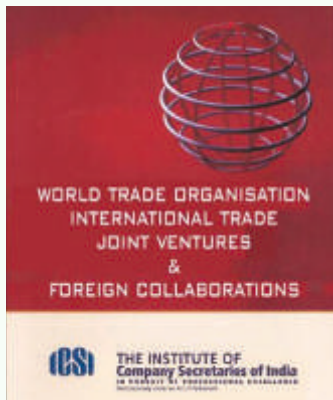
• Guidance Note on Non-Financial Disclosures
Many companies today are voluntarily adopting the Secretarial Standards in their functioning. The annual reports of several companies include a disclosure with regard to the compliance of Secretarial Standards. The adoption of the Secretarial Standards by the corporate sector will have a substantial value addition to the quality of Secretarial Practices making them comparable with the best in the world.

Publications

The Institute regularly brings out well researched publications to equip members and other executives in the corporate sector with the legal and procedural aspects of various relevant subjects.

Other Publications of the Institute are :

- Handbook on Arbitration & Alternative Dispute Resolution
- Delisting of Securities
- Doing Business in Thailand
- Handbook on Internal Audit of Operations of Depository Participants
- Handbook on Mergers, Amalgamations & Takeovers - Law & Practice



- Securities Management and Compliances
- Practitioner's Guide to Consumer Protection Law
- Referencer on Limited Liability Partnership Bill, 2006
- Prohibition of Insider Trading - Law & Procedure
- Corporate Governance (Modules of Best Practices) (Seventh Edition)
- Secretarial Standards - A Compendium
- A Guide to Company Secretary in Practice
- Segment wise Role of Company Secretaries
- World Trade Organisation, International Trade, Joint Ventures & Foreign Collaborations.

CHARTERED SECRETARY

The monthly journal being published by the Institute has a circulation of more than 26000 copies per month. Chartered Secretary has received accolades from various quarters, be it industry, commerce or trade as well as

professionals for its quality of articles on contemporary topics, promptly providing Government Notifications, legal decisions, etc. The journal also serves as an effective medium of communication between the Institute, its members and others.



CDs

- Chartered Secretary on CD ROM Sixth Edition (1971 - July 2008).
- Doing Business in Singapore (CD)
- Referencer on Propounding Areas of Practice for Company Secretaries
- Secretarial Standards (SS1-SS6) issued by The ICSI

10th Edition

41 years of Chartered Secretary

on your Finger Tips (1971-2012 July)

About the CD
The CD contains the Chartered Secretary Journal from the year 1971 to July 2012. The CD facilitates easy retrieval of the stored documents, from the vast data of 41 volumes of Chartered Secretary through its customized powerful Search Engine. The CD proves to be a treasure for Company Secretaries, Chartered Accountants, Advocates, Corporate Executives, Academics and Researchers and provides them a competitive edge in their areas of operation and expertise.

A CD Containing the Chartered Secretary Journal from the year 1971 to 2012 July

Section	Search-Based on:
Articles	Author's Name, Title, Summary, Subject, Dates, Keyword Search
Legal World	Appellate/Petitioner Name, Subject, Headnote, Date of Judgement, Judge's Name, Equipment Order/SC/5th Division, Keyword Search
From the Government Corporate Ministry	Issuing Authority, Subject, Notification Circular/Press Note/Number, File number, Dates, Headlines, Keyword Search
Points of View	Title, Date/Issue, Region's Name, Dates, Keyword Search
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Memorandum of Understanding (MOU)

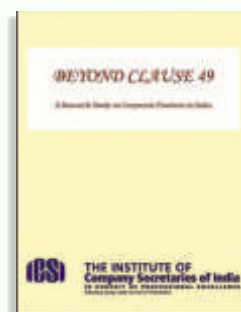
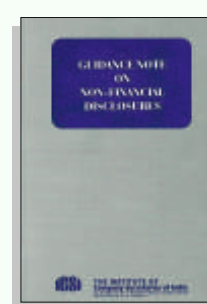
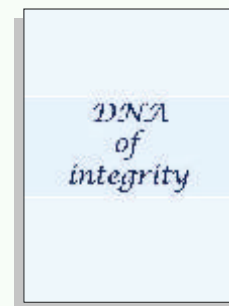
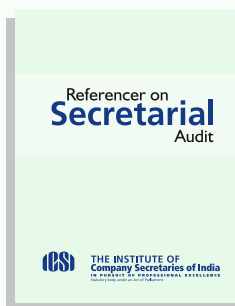
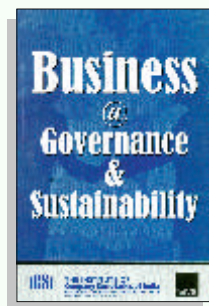
The Institute has signed Memorandum of Understanding (MOU) with the following Institutions.

- [The Institute of Chartered Secretaries and Administrators \(ICSA\), London](#) for reciprocal membership for members of both the Institutes on passing of certain papers, exchange of journals/publications etc.
- [The National Law School of India University, Bangalore](#) for undertaking joint-research, holding of professional development programmes, exchange of faculty, publications and sharing of facilities.
- [The National Institute of Small Industry Extension Training \(NISJET\), Hyderabad](#) for jointly organising training programmes, undertaking research and rendering consultancy services.
- [NALSAR University of Law \(National Academy of Legal Studies and Research\), Hyderabad](#) aims at holding jointly workshops and educational programmes for practising professionals and corporate executives on the theme of topical and professional interest.
- [Bombay Stock Exchange Ltd](#) for holding training programmes, exchange of resources, co-operation in developing curriculum on academic and continuing education programmes, and exchange of faculty.
- [Symbiosis International University](#) to enable members to avail training in soft skills, communication skills, leadership skills, other interactive skills, exchange of resources and faculty.
- [ASSOCHAM](#) for making collaborative efforts in promoting Corporate Social Responsibility and Corporate Governance.
- [Indian Institute of Banking and Finance \(IIBF\)](#) to offer educational support services to the students enrolled for Diploma in Banking and Finance (DBF), partner to offer a certificate course in project finance, design, develop and certify a course in compliance and risk management for the banking sector and to develop, offer and hold seminars, workshops, conferences for mutual benefit and interest.
- [The Federation of Andhra Pradesh Chamber of Commerce and Industry \(FAPCCI\)](#) for holding jointly workshops, seminars, continuing education and training programmes for practising professionals and corporate executives on the themes of topical corporate and professional interest; conducting joint research projects, etc.
- [Merchant Chamber of Commerce \(MCC\), Kolkata](#) for holding jointly workshops and seminars, continuing education and training programmes for practising professionals and corporate executives on the themes of topical corporate and professional interest; conducting joint research projects, etc.
- [Bangalore Chamber of Industry and Commerce \(BCIC\), Bangalore](#) for holding jointly workshops and seminars, continuing education and training programmes for practising professionals and corporate executives on the themes of topical corporate and professional interest; conducting joint research projects, etc.
- [Indira Gandhi National Open University \(IGNOU\)](#) for offering specialised B.Com Course with Major in Corporate Affairs and Administration and M.Com Course in Business Policy and Corporate Governance for CS students and members, carrying out

- joint research, conducting short-term courses, programmes, seminars/conferences, workshops on contemporary subjects of mutual interest, recognizing CS Qualification for the purpose of pursuing Ph.D Course in Commerce, Law and Management, etc.
- [Pithampur Audhyogik Sangathan \(PAS\), Indore](#) for holding jointly workshops and seminars, continuing education and training programmes for practising professionals and corporate executives on the themes of topical corporate and professional interest; conducting joint research projects, etc.
 - [Urla Industries Association \(UIA\), Raipur \(Chhattisgarh State\)](#) for holding jointly workshops and seminars, continuing education and training programmes for practising professionals and corporate executives on the themes of topical corporate and professional interest; conducting joint research projects, etc.
 - [The Institute of Public Enterprises, Hyderabad](#) for holding jointly workshops and seminars, continuing education and training programmes for practicing professionals and corporate executives on the themes of topical corporate and professional interest; exchange of journals, course materials, case studies; undertaking joint research projects, etc.
 - [Federation of Karnataka Chamber of Commerce & Industry, Bangalore,](#) for holding jointly workshops and seminars, continuing education and training programmes for practicing professionals and corporate executives on the themes of topical corporate and professional interest; exchange of journals, undertaking joint research projects etc.
 - [Central Board of Excise and Customs](#) for setting up ACES Certified Facilitation Centre.
 - [MCX - SX Stock Exchange Ltd. \(MCX-SX\), Mumbai](#) for organizing seminars on financial markets, corporate governance and compliance; conducting of research and various kinds of certification programmes on financial markets; organizing short term courses etc.
 - [United Stock Exchange of India Limited, \(USE\) Mumbai](#) for organizing seminars on financial markets, corporate governance and compliance; conducting of research and various kinds of certification programmes on financial markets; organizing short term courses etc.
 - [The Chartered Institute of Securities and Investment \(CISI earlier SII\) London](#) for offering units of CISI qualifications in Capital Markets, Commodity Markets, Fund Management, Wealth Management and Investment Banking as an elective both to the CS students and the members.
 - [National Stock Exchange of India, Mumbai](#) for the purpose of extending appropriate fee concession to the Students of CS Course who appears for NSE's Certification in Financial Market (NCFM) Modules; training to Company Secretaries in Securities markets and areas of Corporate Governance; organisation of Investor Awareness Programmes, Compliance Seminars for Trading members of NSE and compliance officers of the listed Companies, regular exchange of resources of mutual interest.

ICSI's Major Initiatives in Corporate Governance

- Centre for Corporate Governance, Research & Training
- ICSI National Award for Excellence in Corporate Governance
- Course Curriculum - includes a paper i.e. Governance, Business Ethics & Sustainability
- Post Membership Qualification Course in Corporate Governance
- Founder Trustee of National Foundation For Corporate Governance
- Secretarial Standards
- Directors' Development Programmes & Capacity Building Programmes
- Investor Education Programmes
- ICSI Recommendations to Strengthen the Corporate Governance Framework
- ICSI Publications on Corporate Governance
 - Corporate Governance (Modules of Best Practices)
 - Guidance Note on Corporate Governance Certification
 - Research Studies on Independent Directors and Corporate Social Responsibility
- Secretarial Audit
- Linkages with international organisations OECD, GCGF, INSOL, GRI & ACGA



Centre for Corporate Governance Research and Training (CCGRT)

Mission

The primary mission and objective of the Centre for Corporate Governance, Research & Training, established in Navi Mumbai by the Institute of Company Secretaries of India and inaugurated by the then Hon'ble Chief Justice of India Dr. A.S. Anand in May 1999, is to act as a catalyst organization in the professional development of the Indian Corporate sector, through qualitative research & high level corporate training.

Objective

- To develop professional capability and career prospects of Company Secretaries and other corporate professionals.
- To serve as a Centre of Corporate Excellence by harnessing all available resources, national and international.
- To promote original and contemporary applied research, higher learning and conduct training programs (residential and non-residential) in various streams of corporate sector.
- To enter into collaboration/arrangements with foreign institutions in the field of research and training and to facilitate exchange of skills, knowledge and data base including faculty exchange programs with national and international bodies and other research institutions.
- To publish research papers and consultative papers in areas of Corporate Laws, Finance and Capital Markets etc and to act as a Think Tank for Government, regulatory bodies and trade and industry on assignment basis.
- To provide professional consultancy of high order employing contemporary methods and practices, and undertake corporate diagnostic studies, field surveys and data base services.

Infrastructure Facilities

ICSI-CCGRT is equipped with state of the art training and research related facilities, a pleasant environ and world class physical infrastructure facilities, which have been upgraded. It is ideally located in the heart of Navi Mumbai, the city of the 21st century, surrounded by rich, natural landscape and flanked by some of the ultra modern architectural edifices. The centre is away from the hustle and bustle of the metropolis, yet close enough to the city. A walkable distance from CBD Belapur railway station and CBD bus terminal.



The facilities include an auditorium of 180 persons capacity equipped with pleasant décor, latest audio visual acoustics, lighting and public address system, well furnished computer rooms/labs, two conference halls each with a capacity of 50 persons, equipped with state of the art facilities such as TV, Projector, Audio Visual Decks, Public Address System, class rooms/lecture halls of variable sizes equipped with elegant furniture and other training related equipments.

The centre also accommodates indoor and outdoor recreation facilities and well equipped dining halls.

The Residential Wing accommodates participants and guests in 22 self contained air

conditioned hostel rooms (twin sharing) with attached bathrooms and equipped with telephone facility. All facilities are comfortably air-conditioned with pleasant interiors providing conducive environment for learning and research.

A Library with computers, furnished with audio visuals and internet facility housing over 3000 books, current periodicals and reference literature is also in place.

Training Related Activities

- ICSI – CCGRT conducts high-end training / workshops for members, students, corporates and regulatory / Government Bodies. Amongst the various subjects, CCGRT identified Corporate Governance as a major thrust area and has organised seminars on “Effective Audit Committee”, “Leveraging Independent Directors”, “Corporate Governance – Clause 49 of the Listing Agreement” and “Board of Directors Reports”.
- CCGRT has also developed training modules on 'Corporate Governance' directors.
- In addition to its regular seminars targeted for the Company Secretaries, CCGRT has extended its training initiative to cater to all levels of management. CCGRT has organized workshops and programs on subjects like “Company Secretary to Corporate Director”, “Grooming for Success”, “Foreign Exchange Risk Management”, “Appearance before SAT”, “Private Equity”, “Risk Management under Clause 49 of the Listing Agreement”, “Hedge Funds”, “Valuation”, “Project Financing”, “Real Estate Investment Trusts (REITs) & Mutual Funds” and “Carbon Credits” etc.

- CCGRT has also forayed outside Navi Mumbai and organized joint programs with the Eastern India Regional Council (EIRC), Western India Regional Council (WIRC), Southern India Regional Council (SIRC) besides Bangalore, Coimbatore, Hyderabad & Jaipur Chapters of ICSI.
- Further CCGRT has also provided support for collaborative Training with various organizations.

Annual Membership Scheme

CCGRT has introduced this Scheme as an invitation to all professionals, individuals and corporates to attend a variety of Professional Development programs with the convenience of making a one time payment.

Residential Secretarial Modular Training Programs (RSMTP)

An activity added to CCGRT's training initiative for the Company Secretary students is through the Residential Secretarial Modular Training Program (RSMTP). CCGRT organizes Residential SMTPs where students from all over India, mainly from non-metro centres and abroad take advantage and get the opportunity for interaction with expert professional faculty. In addition to the core subjects of the normal SMTP program, the participants are exposed to topics on general management, human relations, financial markets etc at the pre-dinner session. Students also get the opportunity to enhance their communication skills, presentation skills and co-operative learning through presentation of Group Projects before a panel of experts.

CCGRT with its amenities, well designed program schedule incorporating varied topics, adept faculties possessing rich exposure and expertise in their relative fields and placement assistance has helped create a niche for RSMTP participants.

Research Initiatives of CCGRT

- ICSI-CCGRT generally undertakes policy oriented and applied research of immediate utility to the Company Secretaries, Corporate Sector / Banks / FIs / Government, Regulatory Authorities and Development Agencies.
- Knowledge gaps and untapped niche are identified and an attempt is made to fill these. As a general rule, short and medium term project are taken up and core competence built up in the select area.
- In order to foster and nurture proactive research among the members of the Company Secretaries profession, for the first time ICSI Research initiative was announced by the Institute in 2003. The basic idea is to develop sound base and insights into corporate/ related laws, their delivery mechanism, need for harmonization/ changes in light of emerging realities, corporate governance etc and use the developed knowledge base with the government, regulatory and international agencies. CCGRT has been entrusted with the responsibility of administering the scheme.
- CCGRT initiated research studies on segment modules of various sectors having considerable business prospects for company secretaries. So far, 23 diverse segments covering - ITES and BPO, Banking Industry, Non-Governmental Organisations, Stock Brokers and Sub Brokers, Depository Participants, Registrar to an Issue and Share Transfer Agents, Stock Exchanges, Credit Rating Agencies, Venture Capital Fund, Mutual Funds, Merchant Bankers, Tourism

Industry, Insurance Industry, Entertainment Industry, Pharmaceutical Industry, Power Sector, Portfolio Managers, Commodities Markets, Telecommunication Sector, Food Processing Industry, Co-operative Societies, Textiles and Automobile Industry were finalized and the reports published in Chartered Secretary for wider dissemination of information amongst the profession. The project is an ongoing venture and more segments covering new sectors are proposed to be undertaken.

Association with outside institutions

In addition to the in-house research being done by the faculty, research is undertaken in association with outside experts/ professionals. CCGRT has completed a number of commissioned research projects for outside agencies/ institutions prominent among these are projects assigned by State Bank of India (SBI), Indian Institute of Banking & Finance (IIBF), Indian Banks' Association and the National Stock Exchange of India Limited.

CCGRT has entered into a Memorandum of Understanding with the Symbiosis International University to inter alia, regularly exchange resources and hold training programs for students on themes of topical and professional interest.

CCGRT has also entered into a Memorandum of Understanding with the Indian Institute of Banking & Finance (IIBF) to inter alia, develop, offer and hold seminars, workshops, conferences etc which would be of mutual benefit and interest besides designing and developing a course in Compliance and Risk Management for the banking sector.

ICSI National Award for Excellence in Corporate Governance

The ICSI, in keeping with its commitment to benchmark good corporate governance practices, bestows the ICSI National Award for Excellence in Corporate Governance, annually on companies adjudged by the Jury as a front-runner in adhering to the corporate governance norms in true letter and spirit.

This initiative aims at:

- Recognising Leadership efforts of Corporate Board in practising the corporate governance principles in their functioning.
- Recognising implementation of innovative

practices, programmes and projects that promote the cause of corporate governance.

- Motivating the corporates in focusing corporate governance practices in their functioning.
- Implementation of corporate governance norms in true letter and spirit.

To add glory to the Award and making it a symbol of prestige, the Jury for the ICSI National Award for Excellence in Corporate Governance comprises of personalities enjoying unparalled eminence and reputation in their respective fields.



Corporate Secretaries International Association (CSIA)

Corporate Secretaries International Association (CSIA) is an international federation of professional bodies to promote corporate secretaryship and good governance. CSIA is incorporated in Geneva, Switzerland

CSIA will work to achieve broader recognition of corporate secretaries and governance professionals with worldwide organizations such as the WTO, ILO, OECD, IFC, World Bank, EU and the UN. It will also promote the study and practice of secretaryship.

CSIA has been established in order to assist member organisations to:

- Promote the professional status of suitably qualified chartered secretaries, corporate secretaries, company secretaries, board secretaries and other governance professionals.
- Establish and maintain good relations and exchanges between organisations dedicated to the promotion and practice of secretaryship and/or the promotion of good governance.
- Develop and improve their services and professionalism of their members.
- Assist in the creation of such organisations in countries or regions in which they do not currently exist.
- Promote the growth, development, study and practice of secretaryship and assist their members develop and improve their services and professional standards.
- Advocate for good governance through carrying out research, developing standards and raising awareness.
- Promote the recognition and influence in respect of secretaryship and its professional

practitioners to national governments and their supplementary / sponsored organisations, international organisations and the global business community.

The following Institutes have subsequently joined CSIA as full members :

- The Institute of Certified Public Secretaries of Kenya
- The Institute of Chartered Secretaries and Administrators of Nigeria
- Society of Corporate Secretaries & Governance Professionals

The following Institutes are the affiliate members:

- Canadian Society of Corporate Secretaries
- Institute of Chartered Corporate Secretaries of Sri Lanka
- Indonesian Corporate Secretary Association
- Corporate Governance Development Center
- Chartered Secretaries New Zealand Inc.

Ms. April Chan, Past President, Hong Kong Institute of Chartered Secretaries was the First President of CSIA. Mr. Anil Murarka, Past President, the ICSI is the second President of CSIA, Mr. Peter Turnbull Past President, Chartered Secretaries Australia Limited is the Vice President, Mr. Stephen Sadie Chief Executive Officer, Chartered Secretaries Southern Africa is the Secretary and Ms. Grace Tan, Chief Executive Officer, The Singapore Association of the Institute of Chartered Secretaries and Administrators is the Treasurer.

20 Practical Steps to Better Corporate Governance

The CSIA was officially launched on March 22, 2010 at the Paris Headquarters of World

Bank wherein a Research Report recommending 20 practical steps for Boards to improve their company's Corporate Governance was released. Written by world-renowned **Professor Bob Tricker, the 20 Practical Steps to Better Corporate Governance** draws from nine experts' contributions, including **Sir Adrian Cadbury**.

Organizations Supporting CSIA are

- Organization for Economic Development and Co-operation (OECD)
- Global Corporate Governance Forum (GCGF)

ICSI Recommendations to Strengthen the Corporate Governance Framework

The Institute of Company Secretaries of India had constituted a Core Group to analyze the issues arising out of Satyam Episode and to inter alia make suitable recommendations for

policy and regulatory changes in the legal frame work. The Core Group undertook a detailed study of the prevailing corporate governance practices across the world, the recommendations of various committees and corporate governance codes, the best practices adopted by the industry and after benchmarking the best practices that can be mandated, made its recommendations to strengthen the Corporate Governance Framework. These recommendations were submitted to the Ministry of Corporate Affairs which was placed on its website for public comments.

The Corporate Governance Voluntary Guidelines issued by the Ministry of Corporate Affairs was substantially drawn from the ICSI Recommendations to Strengthen the Corporate Governance Framework

Member Organisations of CSIA:

 Chartered Secretaries Australia (CSA)Ltd	 The Institute of Certified Public Secretaries of Kenya	 The Singapore Association of The Institute of Chartered Secretaries & Administrators (SAICSA)
 Institute of Chartered Secretaries of Bangladesh (ICSB)	 The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)	 Chartered Secretaries Southern Africa
 The Canadian Society of Corporate Secretaries (CSCS)	 Corporate Governance Development Center (CGDC), Mongolia	 The Institute of Chartered Corporate Secretaries of Sri Lanka
 The Hong Kong Institute of Chartered Secretaries (HKICS)	 Chartered Secretaries New Zealand (CSNZ)	 The Institute of Chartered Secretaries and Administrators (ICSA)- UK
 The Institute of Company Secretaries of India (ICSI)	 The Institute of Chartered Secretaries & Administrators of Nigeria (ICSAN)	 The Society of Corporate Secretaries and Governance Professionals Inc.- USA
 Indonesian Corporate Secretary Association (ICSA)	 The Institute of Corporate Secretaries of Pakistan (ICSP)	 The Institute of Chartered Secretaries and Administrators in Zimbabwe

Other Stakeholder Initiatives

Counsellors

The Institute has appointed Counsellors in areas/ cities / mofussil towns where the Chapters can not be set up for want of the requisite number of members and students, but have the potential for the growth of the profession. Such Counsellors act as bridge between the Institute and the students.

Professional Help Centres

With a view to help students and new members in solving their problems, the Institute has set up various Professional Help Centres. The help centers consist of members/experts willing to volunteer for replying academic queries, helping students in the preparation of examinations and to provide general guidance to new members on professional matters.

Code of Ethics

The distinguishing characteristic of a profession is its ability to combine ethical standards with

the performance of technical skills. The professionals being exclusive custodian of expertise, need to profess high ethical and moral values, and to redeem their noble traditions. A dynamic movement is desired to promote a value revolution with deeper conviction and creative consciousness, leading the members to be good professional citizens.

The successive Councils continue to propagate and emphasise on, through various forums, the need for inculcating highest standards of professional ethics, moral values and adherence to Code of Conduct of Institute in its true letter and spirit.

A Company Secretary is governed by the Code of Conduct contained in the Company Secretaries Act, 1980 and is therefore, subject to disciplinary jurisdiction of the Institute.

MANAGEMENT TEAM

NAME OF OFFICER	DESIGNATION	DIRECTORATE / OFFICES
CS M. S. Sahoo	Secretary	
CS Sutanu Sinha	Chief Executive	
Dr. Amita Ahuja	Senior Director	Corporate Communication (Including RTI Cell)
Mr. Ankur Yadav	Senior Director	Information Technology
CS Gopal Chalam	Dean	ICSI - CCGRT
Mr. Sohan Lal	Director	Student Services Grievance Redressal
Mr. Parveen Kumar Grover	Director	Human Resources and O&M Administration
Dr. Sudhir K. Dixit	Director	Academics (Including PMQ Cell) Perspective Planning (Including ICSI Foundation Cell and International Affairs Cell)
CS Alka Kapoor	Director	Professional Development (Including CPE Cell and Expert Guidance Cell)
Mr. Sudipto Pal	Joint Director	ICSI - CCGRT
Mr. T. R. Manik	Joint Director	Examinations
Ms. Meenakshi Gupta	Joint Director	Membership (Including CCE Cell) Training and Placement (Including Industry Interaction Cell)
CS Mahendra Kapoor Gupta	Joint Director	Finance and Accounts (Including Treasury Cell and International Audit Cell)
CS Ashok Kumar Dixit	Joint Director & Director (Discipline)	Discipline Law (Including Council Affairs Cell and Co-ordination Cell)
Mr. Sanjay Kumar Nagar	Joint Director	Human Resources and O&M
Mr. Bhubanananda Pradhan	Joint Director	Infrastructure Administration
Mr. M A Joseph	Joint Director	Examinations
Mr. Asit Kumar Rath	Joint Director	Information Technology
CS Sonia Bajjal	Joint Director	Perspective Planning
Ms. Sarah Arokiaswamy	Joint Director	SIRO
Mr. T. R. Mehta	Deputy Director	NIRO
Mr. Kailash Chander Kaushik	Assistant Director	WIRO
Mr. Utpal Mukherjee	Assistant Director	EIRO



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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REGIONAL COUNCILS & CHAPTERS OF THE INSTITUTE

EASTERN INDIA REGIONAL COUNCIL

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S N Ananthasubramanian
(President)



Harish K Vaid
(Vice - President)



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Statutory body under an Act of Parliament

The Council (2011-14)



Anil Murarka



Ardhendu Sen
(Govt. Nominee)



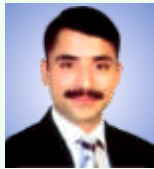
Arun Balakrishnan
(Govt. Nominee)



Ashok Kumar Pareek



Atul H Mehta



Atul Mittal



B Narasimhan



Gopalakrishna Hegde



Nesar Ahmad
(Immediate Past President)



P K Mittal



P. Sesh Kumar
(Govt. Nominee)



Renuka Kumar
(Govt. Nominee)



Sanjay Grover



R Sridharan



Sudhir Babu C



Dr. U D Choubey
(Govt. Nominee)



Umesh H Ved



Vikas Y Khare



M. S. Sahoo
(Secretary)



Sutanu Sinha
(Chief Executive)



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