



Directorate of Student Services

Part-I

Important Information for the months of March, April & May 2012

Important cut-off dates:

- 1. Last date for submission of examination form for appearing in June 2012 exam** : **Monday, 26th March 2012**
(without late fees) (25th March 2012 being Sunday)
- 2. Last date of admission to Foundation Program** (if student wishes to appear in December 2012 exam) : **Monday, 2nd April 2012**
(31st March & 1st April 2012 being Saturday & Sunday respectively)
- 3. Last date for submission of examination form for appearing in June 2012 exam** : **Monday, 9th April 2012**
(with late fees of Rs 100/-)
- 4. Last date for applying for all types of Changes in examination form for appearing in June 2012 exam** (i.e. change of centre, Module, Medium) : **Thursday, 17th May, 2012**
(Students are advised to avoid contacting the institute for such changes at eleventh hours)
- 5. Last date of registration for Executive Program** (if student wishes to appear in single module of Executive Program in December 2012 exam) : **Thursday, 31st May 2012**
- 6. Last date of registration for Professional Program** (if student wishes to appear in any two module of Professional Program in December 2012 exam) : **Thursday, 31st May 2012**

Important points to be noted:

- 1. If any student wishes to apply for claiming exemption from any subject of Executive/ Professional Program on the basis of qualification, he/she is advised to submit his/her application for exemption (along with a demand draft @ Rs 100/- per subject and attested photocopies of mark sheets of all parts of relevant qualification) at the earliest to avoid last minutes complications.**

2. If any student wishes to apply for extension of registration / or registration de-novo, he/she is advised to submit his/her application for extension of registration / or registration de-novo at the earliest.

4. Subject-wise Exemption fees / De-novo / extension fees should never be clubbed with examination fees. Students are advised to apply for the same separately. They should also mention about the same in examination form at appropriate place.

5. **Cancellation of Registration**

Registration of students registered up to and including April 2007 stands terminated on expiry of five-year period on 31st March 2012 leading to the following immediate consequences :

(a) Supply of “Student Company Secretary” bulletin will be discontinued from April 2012 onwards.

(b) Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued (after the expiry of registration period).

Important:

Students whose registration is valid up to February 2012 (i.e. students registered in March 2007) are, however, eligible to appear in June 2012 examination without seeking extension of registration / registration de-novo subject to fulfilling other requirements as laid down in the regulations.

**Online Services for Students through
students' portal www.icsi.in**

Students of ICSI may avail following online services:

- i) Students can view the status of his / her registration application form already submitted for registration as student.
- ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, De-novo letter, Extension letter, Professional Program enrolment letter etc.
- iii) New Students can submit their online registration form for registration in Foundation / Executive Programme.
- iv) Students who have passed both modules of Executive Program, they can submit their enrolment form for admission in Professional Programme.
- v) Students can take printout of “e-Student Identity Card”.
- vi) Students can change their address, Mobile Number, e-mail ID etc. instantly.
- vii) Students can submit the “On-line Examination Form” for appearing in institute's examination to be held in June / December.
- viii) Students who have already submitted their examination form and subsequently they wish to apply for any change in Exam Centre / or Module / or Medium of examination, they can also submit such requests through on-line services.

Introduction of New Syllabus & Pattern for Foundation Programme Examinations from December, 2012 Session

The Foundation Programme being the entry level to the Company Secretaryship Course and gateway to the profession of Company Secretaries, the Syllabus Review Committee based on the feedback received from various stakeholders has completed the formulation of detailed contents of the Foundation Programme. We are pleased to inform you that the Council of the Institute has approved the new syllabus for the Foundation Programme.

Salient Features and Requirements

The salient features of the new syllabus and the changed pattern of conducting the examinations for the same is summarized below :-

1. Effective date for New Syllabus

(i) The new syllabus of Foundation Programme will be effective from 1st February, 2012.

(ii) There are four subjects under the new syllabus viz.

§ Business Environment and Entrepreneurship;

§ Business Management, Ethics and Communication;

§ Business Economics;

§ Fundamentals of Accounting and Auditing.

2. New Pattern of Examination

Keeping in view the tech-savvy new generation and with a view to leverage the information technology, the Council of the Institute has decided to conduct Optical Mark Recognition (OMR) based Examination (Objective Type Multiple Choice Questions) for the Foundation Programme under the new syllabus.

3. First Examination

First examination under this new syllabus will be held from December 2012 session of CS examinations.

4. Option to students under existing syllabus

(i) Students who have registered prior to 1st February, 2012 (subject to the validity of their registration) will have option to continue with the existing syllabus till June, 2013 Session

- (ii) From December, 2013 session, all students will be automatically switched over to the new syllabus.
- (iii) In other words, from December, 2012 to June, 2013 session of examination both syllabi (existing syllabus as well as new syllabus) will run parallel.

5. Switchover to new syllabus

- (i) Students under the existing syllabus may switch over to the new syllabus. They may exercise their option to switch over to the new syllabus while filling up the examination form for December, 2012 session and no other formal request is required to be sent to the Institute for the purpose.
- (ii) Students switching over to new syllabus will not have to pay any charges other than the cost of Study Materials under new syllabus, if any, to be purchased by them.
- (iii) Students of existing syllabus are NOT eligible for any paper-wise exemptions on switching over to the new syllabus and they will have to appear in all the papers under the new syllabus irrespective of their performance in previous sessions of examinations or any other qualifications.

ON-LINE EXEMPTION TEST from compulsory computer training

The Institute of Company Secretaries of India (ICSI) has recently signed an agreement with M/s Sify Software Limited. As per the revised arrangement the online test for compulsory computer training of the students, which is being presently conducted by M/s Aptech Ltd. will be henceforth conducted by M/s Sify Software Ltd.

To facilitate the mandatory requirement for students having computer knowledge to pass the online test, M/s Sify Software has developed an online testing portal where students can appear for online test and will be able to download their certificates after 15 days of passing of online test. This will ensure that there is no delay in receiving the certificate after clearing the online test. Students can go to the online portal, register for the test and block a centre for appearing in the test. Payment for the online test can be done both in online or offline mode (through branches of SBI using Powerjyoti scheme). Students can register them for the said online test in <http://icsi.sifyitest.com>.

The registration for online exemption test from compulsory computer training through the above mentioned online portal is going to start from 19th November, 2011 onwards. Initially M/s Sify Software Ltd. shall be conducting online tests during weekends on Saturdays and at a later period they will extend the benefit in other days also.

All concerned students may note that initially M/s Sify Software Ltd shall be conducting online tests for the students in parallel to that of the present system of online test being conducted by M/s Aptech Ltd. Those students who have already registered with M/s Aptech Ltd for the online test are therefore advised to complete their test with M/s Aptech.Ltd at the earliest. The system of online test of M/s Aptech will be however discontinued after 31st January, 2012 and with effect from 1st of February 2012 M/s Sify Software Ltd will be the sole testing authority for ICSI. As part of the endeavor to provide better support to students, M/s Sify Software Ltd. has opened help line for students. Students can mail to icsi_hlpdesk@sifyitest.com for any query or clarifications with a copy to asit.rath@icsi.edu.

All concerned students may also note that Sify Test Centers are meant for conducting online exemption test only. Students are advised not to visit the Sify Test Centres directly without registering themselves with the Sify Online Registration Portal viz. <http://icsi.sifyitest.com> for allotment of centre.

Schedule for the year 2012 with regard to various Cut-Off Dates for services pertaining to Students

Particulars of Cut-off Dates	Actual Cut-off Date	Revised Cut-off Date	Reason for Extension
Acceptance of Applications for Admission to Executive/ Professional Programmes	29.02.2012	No Change	
Receipt of Enrollment application for appearing in June,2012 examination	25.03.2012	26.03.2012	25 th March 2012 being Sunday
Acceptance of Applications for Admission to Foundation Programme	31.03.2012	02.04.2012	31 st March & 01 st April 2012 are being Saturday & Sunday respectively
Receipt of Enrollment application for appearing in June,2012 examination (with late fee)	09.04.2012	No Change	
Acceptance of Applications for Admission to Executive/ Professional Programmes	31.05.2012	No Change	
Acceptance of Applications for Admission to Executive/ Professional Programmes	31.08.2012	No Change	
Receipt of Enrollment application for appearing in Dec, 2012 examination	25.09.2012	No Change	
Acceptance of Applications for Admission to Foundation Programme	30.09.2012	01.10.2012	30 th Sep, 2012 being Sunday.
Receipt of Enrollment application for appearing in Dec, 2012 examination (with late fee)	10.10.2012	No Change	
Acceptance of Applications for Admission to Executive/ Professional Programmes	30.11.2012	No Change	

Part-II

General Information students must know

Important e-mail ID's of Dealing Officials for Various Services of Students

S.NO.	TYPE OF QUERY	QUERY TO BE FORWARDED TO THE E-MAIL ID
1.	• REGISTRATION LETTER AND IDENTITY CARD	naveen.kumar@icsi.edu
2.	• NON-RECEIPT OF STUDY MATERIALS	anju.gupta@icsi.edu
3.	• PAPER-WISE EXEMPTION	s.hemamalini@icsi.edu
4.	• NON-RECEIPT OF STUDENT COMPANY SECRETARY / FOUNDATION COURSE BULLETIN	naveen.kumar@icsi.edu
5.	• CHANGE OF ADDRESS, E-MAIL ID, PHONE NUMBER AND OTHER PARTICULARS	naveen.kumar@icsi.edu
6.	• RESPONSE SHEET STATUS	sp.singh@icsi.edu
7.	• COACHING COMPLETION CERTIFICATE/ SUGGESTED ANSWERS	sp.singh@icsi.edu
8.	• ORAL COACHING	ashvini.srivastava@icsi.edu
9.	• PUBLIC PRIVATE PARTNERSHIP SCHEME (FOR ORAL COACHING)	ashvini.srivastava@icsi.edu
10.	• COMPUTER TRAINING	neelam.wadhwa@icsi.edu
11.	• ADMIT CARD/ ROLL NUMBER FOR EXAMINATIONS	enroll@icsi.edu
12.	• ISSUE OF PASS CERTIFICATES	siyaram@icsi.edu
13.	• ISSUE OF TRANSCRIPTS	siyaram@icsi.edu
14.	• EXEMPTION FROM TRAINING	anita.mehra@icsi.edu
15.	• ANY MANAGEMENT TRAINING / APPRENTICESHIP TRAINING RELATED QUERY	amit.sircar@icsi.edu
16.	• 15 DAYS' SPECIALISED TRAINING	priyanka.singh@icsi.edu
17.	• STATUS OF ACS MEMBERSHIP APPLICATION	monika.arora@icsi.edu
18.	• NON-RECEIPT OF MEMBERSHIP NUMBER	shashi.prabha@icsi.edu
19.	• SIP/ EDP/ PDP/ MSOP, ETC.	training@icsi.edu
20.	• OUT OF STOCK POSITION OF STUDY MATERIALS	store@icsi.edu
21.	• REFUND OF FOUNDATION/ EXECUTIVE/ PROFESSIONAL EXAMINATION FEE	pradeep.yadav@icsi.edu
22.	• REFUND OF FOUNDATION / EXECUTIVE REGISTRATION FEE	vk.ratra@icsi.edu
23.	• REFUND OF PROFESSIONAL PROGRAMME REGISTRATION FEE	archana.goel@icsi.edu
24.	• MARK SHEETS	exam@icsi.edu
25.	• VERIFICATION OF MARKS	exam@icsi.edu
26.	• VERIFICATION OF QUALIFICATION	siyaram@icsi.edu
27.	• MERIT-CUM-MEANS ASSISTANCE & MERIT SCHOLARSHIPS	exam@icsi.edu
28.	• ICSI STUDENT EDUCATION FUND TRUST	ashvini.srivastava@icsi.edu
29.	• ENROLLMENT TO PROFESSIONAL PROGRAMME	archana.goel@icsi.edu
30.	• TECHNICAL PROBLEMS AT THE WEBSITE	dit@icsi.edu
31.	• REGISTRATION DENOVO/ EXTENSION	archana.goel@icsi.edu
32.	• ANY OTHER QUERY (SPECIFY)	ashvini.srivastava@icsi.edu

GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION

EXECUTIVE PROGRAMME EXAMINATION

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme (Inter) examination during the validity of registration period. All such students will have to seek registration *de novo* only.

PROFESSIONAL PROGRAMME EXAMINATION

1. Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.
2. Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme (Final) examination:
 - (i) if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all **modules** (groups) of the Professional Programme examination (Final) under new syllabus during the validity of the previous registration period or has passed at least **one module** (group) of the Professional Programme (Final) examination under the New Syllabus during the validity of the previous registration period as the case may be; and
 - (ii) makes an application for extension of registration period along with requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.
3. Extension of registration shall be granted for one year at a time on payment of extension of registration fee of Rs. 500 per annum, arrears of fee, if any, under the previous registration and service charges @ Rs. 150 per module (group) for which the student has not been issued with the coaching completion certificate for the Professional Programme (Final).
4. On the student's application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.
5. No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme (Final) examination under the new syllabus.
6. A student who completes the Professional Programme (Final) examination (of the Institute) during the extended period of registration will be required to comply with the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.
7. Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of Rs. 160 per subject.
8. A student, on being granted extension of registration, shall be eligible to get the 'Student Company Secretary' from the month next to the month in which his application for extension of registration is accepted by the Institute.
9. The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.

GUIDELINES FOR REGISTRATION DE NOVO

(Registration de novo pursuant to regulation 22 read with sub-regulation (2) of regulation 24.)

(A) Guidelines for candidates seeking registration de novo within two years of the expiry of previous registration.

1. A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration *de novo* on payment of the following fees:
 - (i) Registration fee: Rs.1500 (**w.e.f. 1.4.2008**)
 - (ii) (a) Where a student has not completed coaching for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final), balance of Rs.5,000 of the postal tuition fee if enrolled for

Executive Programme (Intermediate) or balance of Rs. 7,500, if enrolled for Professional Programme (Final), as the case may be, after adjusting the amount paid on this account earlier. However, credit for having completed coaching in a particular module (Group) may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

- (b) Postal tuition fee of Rs 5,000 in the case of students who have passed the Executive Programme (Intermediate) examination but not enrolled for the Professional Programme (Final).
 - (c) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final) as the case may be.
2. On the student being registered *de novo* he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.

(B) Guidelines for candidates seeking registration *de novo* after two years of the expiry of previous registration.

1. A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:
- (i) Registration fee Rs. 1500
 - (ii) Exemption fee for
 - (a) Foundation Programme Rs. 500
 - (b) Executive Programme (Inter) Rs. 500
 - Examination (if already passed)
 - (iii) Paperwise exemption fee
 - (a) Executive Programme (Inter) Rs. 100 per paper
 - (b) Professional Programme (Final) Rs. 100 per paper
 - (iv) Where a student has not completed coaching for both modules (Groups) of Executive Programme (Inter) all modules of Professional Programme (Final), balance of Rs. 5,000 of the postal tuition fee, if enrolled for Executive Programme (Inter) or balance of Rs. 7,500 if enrolled for Professional Programme (Final), as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.
 - (v) Rs. 7,500 in the case of students who have passed the Executive Programme (Inter) but not enrolled for the Professional Programme (Final).
 - (vi) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules (Group) of Executive Programme (Inter) all modules (Group) of Professional Programme (Final).
2. On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
3. The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.

(C) No candidate shall be registered as a student *de novo* if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.

1. Concession in Registration Fees / Examination Fees for Physically Handicapped Students:

Concession in Registration Fee / Examination Fee for Physically Handicapped Students

As a social welfare measure, the Council of The Institute has decided to grant further concession in Registration Fee / Examination Fee to physically handicapped students with effect from 1st July 2010, as per details given below :

Registration Fee for Physically Handicapped Students

Stage	Registration Fee to be paid by Physically handicapped students :
Foundation Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs.1200)
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs.1500)
Professional Programme	Only Registration Fee will be charged (At present, Registration Fee is NIL)

Examination Fee for Physically Handicapped Students

Stage	Examination Fee to be paid by Physically handicapped students :
Foundation, Executive & Professional Programme	25% of the fee applicable to general candidates.

The above concession would be granted subject to the following guidelines: -

- (i) The concerned students should submit a certificate issued by a Physician / Surgeon / Oculist working in a State / Central Government to the effect of permanent physical disability (including blindness),
- (ii) The following shall be regarded as permanent physical disability :-
 - (a) permanent physical disability of more than 50% in one limb; or
 - (b) permanent physical disability of more than 60% in two or more limbs; or
 - (c) permanent deafness with hearing impairment of 70 decibels and above; or
 - (d) permanent and total loss of voice.
- (iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified namely :-
 - 6/60 to 1/60
 - or field of vision 110-2
 - 3/60 to 1/60
 - or field of vision 100
 - FC at 1 foot to Nil
 - or field of vision 100
 - Total absence of sight

It is clarified that all other services shall be available on full payment basis as applicable to general category students.

2. Change of Address

Change of address, if any, should be intimated to the Institute by sending a separate letter 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 registration number, name and full postal address with city, state in capital letters.

Students may also change their address instantly at students' portal www.icsi.in through institute's on-line services.

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 'Student Company Secretary' bulletin. In case, it does not carry or carry the wrong PIN CODE number, the same may be intimated immediately quoting student registration number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

3. E-Mail Address of the Students

Those students who are having e-mail address may communicate the same to the Student Services Section (giving reference of their name & registration no.) at naveen.kumar@icsi.edu, which will facilitate quick and economic communication from the Institute's side. Students may also update their e-mail ID / Mobile Number in records of institute instantly at students' portal www.icsi.in through institute's on-line services

4. Students Identity Card

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration. For obtaining the Identity Card, students are advised to obtain a proforma from the Headquarters/Regional Offices of the Institute and send it again to the Institute duly filled up and attested as per instructions given in the prospectus/registration letter.

Students who have so far not obtained Identity Cards are advised to write to the Institute immediately. The students should carry their Identity Cards without fail for appearing in the Institute's examination. If the Identity Card already issued has been lost or mutilated, student should send a request for obtaining duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested together with Rs. 50/- towards duplicate Identity Card fee.

Students may also download their "On-line Student Identity Card" from students' portal www.icsi.in through institute's on-line services.

5. Compulsory Enrolment for Professional Programme.

Students who have passed/completed both modules of Executive examination are advised to seek compulsory enrolment for undergoing coaching for the Professional Programme on payment of Rs. 7500/- towards postal tuition fee.

Candidates will be admitted to the Professional Program examination, if : -

- i) He/She has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. In other words, candidate registered as student up to and including the month of February in a year are eligible to appear in all the modules of the Professional Program examination to be held in December of that year, and those registered between March to August during a year are eligible to appear in all the four modules of the Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

- ii) However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Program examination, that is to say, a candidate registered as a student up to and including the month of May in a year will be eligible for appearing in any one or two module(s) in December examination and those who are registered from June onwards and upto and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

6. Uniformity in Signatures

It has been observed that some of the enrollment applications / letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

7. Clarification Regarding Paperwise Exemption

- (a) The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 100/- per paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.
- (b) The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25th March and 25th September for June and December examinations respectively and with a late fee of Rs. 100/-, the application can be accepted upto 9th April and 10th October respectively.
- (c) The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.
- (d) The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.
- (e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. Candidates who would presume automatic grant or cancellation of paper wise exemption without

obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.

- (f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (g) The candidates who have passed either group of the Intermediate/Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as "APO" in the appropriate column of the enrolment application.
- (h) In case the paperwise exemption has already been granted on the basis of qualification or the candidates is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.
- (i) No exemption fee is payable for availing paperwise exemption on the basis of "APO" or on the basis of securing 60% or more marks in the Institute's examination.
- (j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

ANNOUNCEMENT PAPER-WISE EXEMPTIONS ON RECIPROCAL BASIS TO ICSI AND ICWAI STUDENTS	
The Council of the Institute has given approval that the final passed students of ICWAI can avail exemptions in the following papers of Foundation Programme, Executive Programme and Professional Programme of the Company Secretaryship Course under the New Syllabus effective from 1st November, 2007, 1st February, 2008 and 1st August, 2008 respectively.	
Scheme of Exemptions	
Exemption to CS passed candidates in papers of ICWAI.	Exemption to CWA passed candidates in Papers of ICSI.
Foundation Course (4 papers) - Complete exemption	Complete exemption Foundation Programme (4 papers) -
Intermediate Course 1. Financial Accounting (Paper 5) 2. Applied Direct Taxation (Paper 7)	Executive Programme 1. Company Accounts, Cost & Management Accounting (Module I, Paper 2) 2. Tax Laws (Module I, Paper 3)
Final Course 3. Financial Management & International Finance (Paper 12) 4. Indirect & Direct Tax Management (Paper 14)	Professional Programme 3. Financial, Trasury and Forex Management (Module II, Paper 3) 4. Advanced Tax laws & Practice (Module III, Paper 6)
Students enrolled to Company Secretaryship Course and wish to seek above said paper-wise exemption(s) - on the strength of having passed the final examination of ICWAI - may make their request in writing to Director (Students Services) at C-37, Sector-62, NOIDA-201 309 (U.P) together with the requisite exemption fee @Rs.100 per paper by way of Demand Draft drawn in favor of 'The Institute of Company Secretaries of India' payable at New Delhi and the valid document in support of having passed the Final examination of the Institute of Cost & Works Accountants of India on or before the last date of submission of enrolment application for the CS Examination. The above exemption scheme is effective from December, 2008/ June, 2009 for Foundation/Executive Programme and CS Professional Programme examination(s) respectively.	

EXEMPTION FROM INDIVIDUAL PAPERS OF THE EXECUTIVE PROGRAMME EXAMINATION

In pursuance of the powers conferred on it under clause(3) of the regulation 42 of the Company Secretaries Regulations,1982, the Council of the Institute of the Company Secretaries of India has decided that a candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee as may be determined by the Council from time to time :

1. General and Commercial Laws: M.A./M.B.A. (Corporate Secretaryship) or Degree in Law (three years or five years integrated) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

2. Company Accounts, Cost and Management Accounting : M.A. (Corporate Secretaryship)/M.Com/M.B.A. (with Advanced Accountancy as one of the subjects at graduation/post-graduation level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com/M.B.A level having secured 50% marks in the subject concerned) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

3. Tax Laws: M.A./M.B.A. (Corporate Secretaryship) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

8. Compulsory Computer Training

ATTENTION STUDENTS!

ONLINE EXEMPTION TEST ON COMPUTER KNOWLEDGE PROFICIENCY

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory Computer Training Programme to be eligible for enrolment to appear in CS Executive Programme examinations.

A student can be exempted from undergoing the computer training only on the basis of their present computer knowledge. Such students have to however pass an online exemption test.

The Institute, in compliance to the above said requirements, has tied up with **M/s Sify Software Limited** to conduct the **ONLINE EXEMPTION TEST** through its test centres spread across India.

- Student should enrol for an online exemption test (to be conducted by Sify) with their registration ID and Date of Birth
- Link for online registration for the exemption test : <http://icsi.sifyitest.com>
- The test will be conducted at any of the recognized Sify Centre throughout India
- The list of Sify Centres including detailed process is given in the website <http://icsi/sifyitest.com>
- Students can pay offline/online to appear for the test

Details about Online exemption test being conducted by M/s Sify

Duration of the Test : 80 Minutes

Fees payable online - Examination charges Rs. 440/-+ bank charges as applicable

Fees payable offline - Examination charges Rs. 440/-

Bank charges Rs. 50/-

Total Rs. 490/-

Students will be allowed TWO attempts to clear the online exemption test within a period of 30 (thirty) days against the fees mentioned above.

Students can also contact Sify for any query by sending mail to icsi_hlpdesk@sifyitest.com

Registered students with Sify can log in and give their feedback/complaint through the portal.

Students may please note that M/s Aptech shall continue to provide for the computer training ONLY to the students of the Institute.

9. Student Induction Program (SIP)

Every candidate registered for the Executive Programme w.e.f. 01.09.2009 are compulsorily required to undergo seven days Student Induction Programme (SIP) within 6 months of registration. Regarding any query about SIP, students are advised to contact office of their respective Regional Council / Chapter. Alternatively, they may also call to Directorate of Training & Membership of institute on telephone no. 011-49343026/27/28.

10. Exemption from Computer Training

A student shall be exempted from undergoing the course on the basis of he/she fulfill the following criteria:

1. He/She has the requisite knowledge of the areas/topics covered in the computer training and
2. He/She enrolls himself/ herself for an online exemption test (to be conducted by SIFY Softwares Ltd) at any of the SIFY Center on all India basis and successfully clears the test.

11. Schedule of Fees :

SCHEDULE OF FEES

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	Total Fees → 3600
Postal Tuition Fee	2400	
EXECUTIVE PROGRAMME (INTERMEDIATE)		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	
Postal Tuition Fee for Foundation Programme (<i>payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.</i>)	750	Total Fees → 7750 (For others)
<i>Foundation Pass Student</i>	6500	Total Fees → 6500
PROFESSIONAL PROGRAMME (FINAL)		
Postal Tuition Fee	7500	
DE-NOVO REGISTRATION		
Registration De-Novo 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	
For appearing from overseas Dubai Centre : Surcharge of US \$ 100 in addition to the applicable examination fees.		

OTHER FEES		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Issue of Duplicate Mark Sheet	50	
Issue of Transcript / certified copy of Syllabus	100	
Verification of Marks Fee	100 (Per Subject)	

12. ICSI Students Education Fund Trust :

ICSI STUDENTS EDUCATION FUND TRUST

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
	For Students with Family Income upto Rs. 1,00,000 per annum	For Academically Bright Students without any limit on their Family Income
Foundation Programme	75% Marks In both Matriculation & Senior Secondary Stages	90% Marks in both Matriculation & Senior Secondary Stages
Executive Programme	75% Marks in both Matriculation & Senior Secondary Stages and 60% Marks In Bachelor's Degree Stage	90% Marks in both Matriculation & Senior Secondary Stages and 85% Marks in Bachelor's Degree Stage

NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible students shall be fully exempted from paying the Registration/Admission Fee, Postal Tuition Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/ Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme).

For detailed guidelines, application form, etc. please visit www.icsi.edu

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to **Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector - 62, Noida - 201 309.**

13. List of institutes empanelled for imparting Oral Coaching Classes to CS students Under Public Private Partnership Scheme of ICSI:

S.No.	Name & Address of Empanelled Institutions.	Validity for CS Session of Exam	Tel nos	Email id.
EASTERN INDIA REGIONAL COUNCIL				
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December` 11 & June` 12 Session of CS Examinations.	06630533146 08984494844	cmatpsingh@gmail.com
2	The Director M/s Institute for Inspiration & Self Development 1-B/200/1, Sector-III Salt Lake City Kolkata-700 106 Tel : 033-23352378 / 23352861	June 2012 and December 2012 Session of CS Examinations.	033 23352378/2861 033 23352379(f)	info@iisdedu.in iisdedu@rediffmail.com
3.	Saptarshi College, Back side of Sai Complex, Gandhi Nagar, Ist Lane-Extn. Berhampur, Ganjam (Odisha) M: 9238732929, 9238668062	June 2012 & December 2012 Session of CS Examinations	09438406150 09238668062	Saptarshi.college@yahoo.in
4.	WISDOM Institute of Professional Learning 3/100C, C R Colony On Raja S C Mallick Road Kolkata-32	December 2011 & June 2012 Session of CS Examinations	09836077024 8013346863	Mywisdom.institute@gmail.com
5	Topper's Point AM-111, Ist Floor Basanti Nagar Rourkela – 12 (Orissa)	June 2012 and December 2012 Session of CS Examinations	09861107344 09338707483	topperpankajgarg@gmail.com
NORTHERN INDIA REGIONAL COUNCIL				
1.	M/S G.G.D.S.D. COLLEGE Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December 2011 and June 2012 Session of CS Examinations.	01894 239041 01894 239041 (f)	principal@ggdsdrajpur.com
2.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December` 11 and June` 12 Session of CS Examinations.	05882259917/316790 09219401731	info@scmspbt.org
3	M/s Sainath Commerce Classes C-20, Talwandi <u>KOTA-324 005</u>	December` 11 and June` 12 Session of CS Examinations.	0744- 2406656 09829037488 09829556325	Sainath_neeraj@yahoo.co.in
4.	M/s Lucknow Commerce Academy S-72/17, Old `C` Block Chauraha Rajajipuram(Near Lekhraj Residence) <u>Lucknow-226 017</u>	December 2011 and Jun 2012 session of CS Examinations.	0522 6522800 09452290590	Lca.yagwani@yahoo.co.in

5	M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad- 244001 (UP)	June` 12 and December` 12 Session of CS Examinations.	0591 2312680 09412235748	lssc.mbd@gmail.com
6	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, HISSAR – [Haryana] Tel : 9812066937, 8059296630	December`11 and June`12 Session of C S Examination	09896150937 09812066937	commercecounty@gmail.com
7	M/S CS Academy, House No. 35, 8, Marla Colony, Jattal Road PANIPAT – [HARYANA] M: 09896256123 / 09255289445	June 2012 and December 2012 Session of CS Examinations	09896256123 09255289445	Devindergulati58@yahoo.com
8	M/S Career Institute of Commerce & Accounts [CICA] A-781, Near I L & Indra Vihar Joint, Indra Vihar, KOTA- 324005	June` 12 and December` 12 Session of CS Examinations	0744 6550573/6550574	info@cica.in
9	AIMES 5/485, Vikas Nagar Lucknow – 226022	June` 12 and December` 12 Session of CS Examinations	09415007422 09794051011	atrivedics@gmail.com csatrivedi@gmail.com
10	Director M/S Bharat Sir's Commerce Institute 7445, Durga Puri Haibowal Kalan Ludhiana [Pb]	December`11 and June`2012 session of CS Examinations.	09216867899 09216367899	N.A.
11	Director, M/S Academy for Professional Studies, LUCKNOW	December`11 and June`2012 session of CS Examinations.	0522 2458797 09336177110	Himani.arts2011@gmail.com
12	NIAM Institute of Applied Management, 20/1, Old Sher Shah Suri Marg, Opp: Sector 37, Faridabad	December`11 and June`2012 session of CS Examinations	0129 4181800 (30 Lines) 418186 (Fax)	Niam.india@hotmail.com
13	Mr Pramod Kumar M/S Hari Institute of Education and Training [HIET] House No 528 E,Opp Govt Agriculture Office, Sunder Nagar, Jaunpur 222002 [UP]	December`11 and June`2012 session of CS Examinations	05452 222419 09451896313	Amit.srivastava@sparshsoft.com Pramod.kumar@gmail.com
14	Director, M/S Bharti School of Business Studies 9-N Model Town HISAR [Harana]	December`11 and June`2012 session of CS Examinations	01662 645911 09812200014 09215306011	bsbhisar@gmail.com mydreammba@yahoo.co.in
15	Heritage Women's Polytechnic Krishna Colony, Near Railway Station Railway Road PALWAL (Haryana)	December`11 and June`2012 session of CS Examinations	09355555103	Shiv_0306_sharma@yahoo.com
16	Shri Aatm Vallabh Jain Girls' College Hnauman Garh Road Sri Ganganagar (Rajasthan) – 335001	December`11 and June`2012 session of CS Examinations	0154 246377/2464371(f) 09414537731	info@avjain.org avj12@rediffmail.com
17	Sri Jain Post Graduate College Ram Ratan Kochar Circle Nokha Road, Gangashahr Bikaner (Rajasthan) PIN-334401	December`11 and June`2012 session of CS Examinations	09414430763 0151 2270141/ 2544275	afterschool@in.com
18	The VIT Computer Education & IIBA – The Institute of Industrial & Business Accountants, 7-103, Vinayk-A Complex, Nr-HDFC Bank, Durga Nursery Road, Udaipur-313001	December`11 and June`2012 session of CS Examinations	0294 2418855 (Off) 09829260702 09351952799	Vit_education@rediffmail.com

19	C S Launcher Bajaj Road Near – Taparia Bagichi Sikar – 332001 (Rajasthan)	June 2012 and December 2012 session of CS Examinations	01572 254033	amitmishraskr@gmail.com
20	Trinity College Dharamshala Road Fatehabad 125050 (Haryana)	June 2012 and December 2012 session of CS Examinations	01667 224456 09896795444	trinitycollegefd@gmail.com
21	Vishesh Academy of Commerce DSS-33, Old Court Complex Near Fawara Chowk Hisar (Haryana) M; 9813170795, 9215170795	June 2012 and December 2012 session of CS Examinations	09813170795 09215170795	trjain_vishesh@yahoo.co.in
22	Institute of Management & Technology Sector-87, Tigaon Road Near Sai Dham Faridabad – 121002 Tel : 0129-2229185	June 2012 and December 2012 session of CS Examinations	0129 2229137/2229672/ 2229185/2229979 01292229888(f)	imt@imtfaridabad.com
23	Bhandari Classes 270/9, " Pokharna House" Hathi Bhata Ajmer- 305001 (Rajasthan) M: 09828505155, 0145-2600184	June 2012 and December 2012 session of CS Examinations	0145 2600184 09828505155	ggbhandari@rediffmail.com
24	Pinnacle Academy 91A, Amritpuri Opp : ISKCON Temple East of Kailash New Delhi- 110065	June 2012 and December 2012 session of CS Examinations	09818331830 9891060540 09810463007 011-26291900	wxyzpradeep@gmail.com cspradeepdubey@gmail.com
25	Commerce Point, 1148, New Housing Board Colony, Panipat – 132103 (Haryana) M : 9896320328, 9467191327	June 2012 and December 2012 session of CS Examinations	09896320328 09467191327 09802202512	caadityanandwani@gmail.com nandwani_aditya@yahoo.com
26	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida – 201306	December 2012 & June 2013 session of CS Examinations	0120 6492343 3250947 3250966 0987138512 9871385313 9818274186	lloydlawcollege@gmail.com
27	Rudram Institute Gangapur City Dist : Sawai Madhopur (Rajasthan) M: 9602322241	December 2012 & June 2013 session of CS Examinations	09602322241	rudruminstitute@yahoo.in
28	Sehgal Tutorials 147, New Prabhat Nagar Behind Ram Janki Mandir Bareilly (UP)	December 2012 & June 2013 session of CS Examinations	09219958083 09023439612 09808290198	Vishal83hunt@gmail.com Vishal83del@rediffmail.com
29	Institute of Corporate Studies 31/16, Civil Lines South Arya Samaj Road Muzaffarnagar (UP)	December 2012 & June 2013 session of CS Examinations	0131 2622967 09412210072	csgoelkailash@gmail.com
30	Commerce Academy 1747, NHBC, Sector-11 Above Purthi Hospital Panipat (Haryana)	December 2012 & June 2013 session of CS Examinations	8059296630	nitin.bansal.2008@gmail.com

31	NGPA Taxation & Professional Services Pvt. Ltd. C-7/188, Sector-7, Rohini Delhi- 110085	December 2012 & June 2013 session of CS Examinations	9810139214, 9810398903	Info.ngpa@gmail.com
WESTERN INDIA REGIONAL COUNCIL				
1.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj Near Hotel Balwas Indore (M.P)	December` 11 and June` 12 Session of CS Examinations.	04064688/4085394 09826026468	careerclasses@rediffmail.com
2	M/s AEC India Commerce (Lawork) 208-209, Gopal Madhav Extension Place Above Shan Shoukat Shinde Ki Chhawani Gwalior-474 001 (M.P)	December 2011 and June 2012 Session of CS Examination.	0751 2424240 09893016415 09827204115	Aec.com@gmail.com
3	The Principal M/s D.M.`s College of Arts, Science & Commerce Assagao, Bardez <u>GOA-403 507</u>	June` 12 and December` 12 Session of CS Examination.	08322268488/2268683 0832 2268683(f)	dmscollege@yahoo.com
4	The Director M/S Professional Excellence Academy Z-8, Behind Vijay Stambh, Near ICICI Bank, Zone-I, M.P.Nagar BHOPAL 462011 [MP] M: 9074622001	December` 11 and June`12 Session of C S Examination	0755 4225884 09893895805	Cs.amra@yahoo.com Academy.pea@gmail.com
5	The Director, Professional Academy of Competitive Excellence[PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December` 11 and June`12 Session of C S Examination	0731 4044446	Reetesh_pace@rediffmail.com paceindore@gmail.com
6	H L Centre for Professional Education H L College Campus, University Road Navrangpura Ahmedabad – 380009	December` 11 and June` 12 Session of CS Examinations.	07932915262 07926464657(t/f) 9426173888	info@hlce.ac.in gapathak@hlcte.ac.in
7	S V P M's College of Commerce, Science and Computer Education Malegaon Bk. Tal_ Baramati Dist: Pune – 413115	December` 11 and June` 12 Session of CS Examinations.	02112 253388/254216 09423527913	Principal.vdr@gmail.com
8	Global Classes C-31, Ravi Nagar Near- Bhatiya Nursing Home Raja Talab Raipur (Chattisgarh)	June 2012 and December 2012 session of CS Examinations	0771 4075158 09827108633	Globalclasses101@gmail.com
9	Aakanksha Professional Classes Near Azad Chowk Sadar Bazar Road Raipur- 492001 (Chattisgarh) M: 9981145340; 9713788906	June 2012 and December 2012 session of CS Examinations	0771 4070684 09981145340 9713788906	Atindradubey123@yahoo.in
10	RL's Professional Academy Office No. 9 & 10, Center Point Building Kranti Chowk Aurangabad – 431001	June 2012 and December 2012 session of CS Examinations	0240 2359901 09595990044	rlsacademy@yahoo.com
11	Kanha Tutorials 747, Swarnam, besides old vineet Talkies Opp: Gulmohar Sweets, Main Road Marhataal Jabalpur- 482002 (Madya Pradesh) M: 9827322811, Tel : 0761-4069546	June 2012 and December 2012 session of CS Examinations	0761 4069546 09827322811 09827374225	kanhaacademyjbp@gmail.com kanhatutorialsjabalpur@yahoo.com

12	Study Circle B 2 106, Greenland Society J B Nagar Andheri (East) Mumbai – 59 Tel : 28272829 / 28262829	December 2012 and June 2013 session of CS Examinations	028272829 028262829	No email id
13	SPC Career Care Pvt. Ltd. 217, MIG, Rishabh Complex, M G Road Raipur-492001 (Chattisgarh)	December 2012 and June 2013 session of CS Examinations	0771-4051594	SpC.raipur2009@gmail.com
14	KBS Commerce & Nataraj Professional Science College, Chanod Colony Naka, Silvassa Road, GIDC, Vapi- 396195 (Gujrat)	December 2012 and June 2013 session of CS Examinations	0260-2450360, 9925149047	Kbs_vapi@rediffmail.com
15	Batham Commerce Academy Sector-5, C-36, Flat No. 103, Shanti Nagar, Mira Road (East) Thane- 401107	December 2012 and June 2013 session of CS Examinations	022-28122053, 9820733984	bgtacademy@gmail.com
SOUTHERN INDIA REGIONAL COUNCIL				
1.	M/s MOHANS Institute Sreyas, Chettiparambil Lane Thekkumbhagam, Tripunithura Ernakulam (Distt.), KERALA-682 301	December` 11 and June` 12 Session of CS Examinations.	0484 2776089 09447790689	mics@mohans.in mohansinstitute@gmail.com
2	PRESIDENT, M/s Dr. G.G. Shetty Educational Society ® Jnana Degula , 25/B-4 Near K.M.F. <u>DHARWAD-580 004</u>	June 2012 and December 2012 Session of CS Examination.	0836-2465327 2462611 (fax)	drdgshetty@yahoo.in shetty_dg@yahoo.co.in
3.	M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6, 1 st Floor, South West Boag Road, T. Nagar Chennai-600 017	December 2011 and June 2012 Session of CS Examination.	044 24341116	Brightacademy2008@yahoo.co.in
4	M/s Prize Academy No.2, Teachers Colony (Off V.M. Street) Royapettah Chennai-600 014	December` 11 and June` 12 Session of CS Examination.	No nos	prizeacademy@yahoo.com
5	M/s Sree Saraswathi Thyagaraja College Palani Road, Thippampatti Coimbatore Distt. POLLACHI-642 107	December` 11 and June` 12 Session of CS Examination.	04259 266550/266008 04259 266009(f)	stc@stc.ac.in
6	The Principal M/s P.S.G.R. Krishnammal College For Women Peelamedu COIMBATORE-641 004	December` 11 & June`12 Session of CS Examinations.	0422 2572222 0422 2591255(f)	principal@psgrkc.com
7	The Director M/S Blue Dot Academy NO.4, Balaji Avenue, 1st Street T.Nagar CHENNAI – 600017	December `11 and June `12 session of C S examinations.	044 42123501/42123502 044 42123503(f) 044 28344816	sreesri@mscindia.org
8	M/S Centre for Human Resources Development, Thekkel, Mannarakkayam PO ., Ponkunnam [via] Kanjirapally,	December`11 and June `12 session of C S examination.	04828 208227 09447180377	chrkply@gmail.com

	Kottayam Dist., KERALA – 686506			
9	M/s Angel Auditor College, SF NO. 37, Marakkadai Street, Brindavan Pudukottai 622001	June` 12 and December` 12 Session of CS Examinations	04322 220645 09751324644 08973127818	Angelinstitute.secretary@gmail.com
10	Chief Executive M/S 3-C, Computer Consulting Centre Manjathuruther Building Good Shepherd Road Kottayam 686001	December`11 and June `2012 Session of CS Examinations.	0481 2563134 2304457/58	Ktm3c@sify.com
11	Angel Auditor College-Kovai 11/1, Nehru Nagar, Saravanampatti PO: Saravanampatti Coimbatore – 641305 (Tamilnadu) Tel: 9751324644, 9659965205, 9842492067	June 2012 and December 2012 Session of CS Examinations	09751324644 09659965205 09842492067	Angelinstitute.secretary@gmail.com
12	Divine Education and Charitable Trust Gurukul Building, Gurukul Road Gurukul Nagar, Near- Munsif Court Karkala-574104 Udupi District (Karnatka) Tel : 08258-233757, 9964475417	June 2012 and December 2012 Session of CS Examinations	09964475417 08258233757	alohakarkala@gmail.com
13	Singar Academy 52, III Floor, Salai Road Woriur Tiruchirappalli – 620 003	June 2012 and December 2012 Session of CS Examinations	09345122645 09344604489 09150542433	No Email
14	Kongu Arts & Science College Nanjanapuram Erode- 638107 Tel : 0424-2242888, 2339933	December 2012 & June 2013 session of CS Examinations	0424 2242888/2339933 0424 2242810(f)	kasc@kasc.ac.in
15	Hyderabad Business School GITAM University, Rudraram Patancheru Mandal Medak – 502329 (Andhra Pradesh) Tel : 08455-220055, 9441968259	December 2012 & June 2013 session of CS Examinations	09441968259 08455220058	No email id
16	Sri Vishnu Educational Society Vishnupur, Bhimavaram, West Godavari Dist: - 534202 (Andhra Pradesh) Tel : 9949433566 e-mail: bvrmsvecw@gmail.com	December 2012 & June 2013 session of CS Examinations	08816 250864 09949433566 09849822223	No email id

General Instruction :

In case of any specific problem / complaint regarding:

1. Registration, post registration, students services and postal / oral coaching, students may contact personally or write to

Mr Sohan Lal
Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62,
Noida-201309,
Tel : 0120-4522014 (D)
e-mail : sohan.lal@icsi.edu.

2. Academic guidance and suggestions, if any, students may write to

Mr Sutanu Sinha
Director (Academics)
The Institute of Company Secretaries of India
22, Institutional Area
Lodi Road
New Delhi-110003
Tel : 011-45341014 (D)
e-mail : sutanu.sinha@icsi.edu.

Directorate of Academics & Professional Development

THE LEGAL METROLOGY (PACKAGED COMMODITIES) RULES, 2011*

The Legal Metrology Act, 2009 replaced the Standards of Weights and Measures Act, 1976 and the Standards of Weights and Measures (Enforcement) Act, 1985. The Central Government has appointed the date 1st April 2011 from which the Legal Metrology Act, 2009 came into effect.

Legal Metrology Act, 2009 intend to establish and enforce standards of weights and measures, regulate trade and commerce in weights, measures and other goods which are sold or distributed by weight, measure or number and for matters connected therewith or incidental thereto.

In exercise of the powers conferred by sub-section (1) read with clause (j) and (q) of sub-section (2) of section 52 of the Legal Metrology Act 2009, (1 of 2010), the Central Government notified the Legal Metrology (Packaged Commodities) Rules, 2011. It came into force on the 1st day of April, 2011.

* Prepared by Chittaranjan Pal & Nandini Raj Gupta, Assistant Education Officers, under the guidance of Dr. S K Dixit, Director (Academics and Professional Development) The ICSI.

DEFINITIONS

Dealer [Rule 2 (b)]

“Dealer” in relation to any commodity in packaged form, means a person who, or a firm or a Hindu undivided family which, carries on directly or otherwise, the business of buying, selling, supplying or distributing any such commodity whether for cash or for deferred payment or for commission, remuneration or other valuable consideration, and includes a commission agent who carries on such business on behalf of any principal, but does not include a manufacturer who manufactures any commodity which is sold or distributed in a packaged form except where such commodity is sold by such manufacturer to any other person other than a dealer.

Lot [Rule 2 (c)]

“Lot” means –

- (i) in the case of packages which have been stored, the total number of such packages stored; and
- (ii) in the case of packages which are on or at the end of the packing line, the maximum hourly output of packages.

Manufacturer [Rule 2 (d)]

“Manufacturer” in relation to any commodity in packaged form, means a person who, or a firm or a Hindu undivided family which, produces, makes or manufactures such commodity and includes a person, firm or Hindu undivided family who or which puts, or causes to be put, any mark on any packaged commodity, not produced, made or manufactured by him or it, and the mark claims the commodity in the package to be commodity produced, made or manufactured by such person, firm or Hindu undivided family, as the case may be.

Maximum Permissible Error [Rule 2 (e)]

“Maximum permissible error”, in relation to the quantity contained in an individual package, means an error in deficiency which, subject to the provision of these rules, does not exceed the limits specified in the First Schedule.

Net Quantity [Rule 2 (f)]

“Net quantity”, in relation to commodity contained in a package, means the quantity by weight, measure or number of such commodity contained in that package, excluding the packaging or wrapper.

Packer [Rule 2 (g)]

“Packer” means a person who, or a firm or a Hindu undivided family, which pre-packs any commodity, whether in any bottle, tin, wrapper or otherwise, in units suitable for sale whether wholesale or retail.

Principal Display Panel [Rule 2 (h)]

“Principal display panel”, in relation to a package, means the total surface area of the package where the information required under these rules are to be given in the following manner, namely;

- (i) all the information could be grouped together and given at one place; or
- (ii) the pre-printed information could be grouped together and given in one place and on line information grouped together in other place.

Quantity [Rule 2 (i)]

“Quantity” in relation to commodity contained in a package, means the quantity by weight, measure or number of such commodity contained in that package.

Retail Dealer [Rule 2 (j)]

“Retail dealer” in relation to any commodity in packaged form means a dealer who directly sells such packages to the consumer and includes, in relation to such packages as are sold directly to the consumer, a wholesale dealer who makes such direct sale.

Retail Package [Rule 2 (jj)]

“Retail package” means the packages which are intended for retail sale to the ultimate consumer for the purpose of consumption of the commodity contained therein and includes the imported packages.

Provided that for the purposes of this clause, the expression 'ultimate consumer' shall not include industrial or institutional consumers.

Retail Sale [Rule 2 (k)]

“Retail sale”, in relation to a commodity, means the sale, distribution or delivery of such commodity through retail sales shops, agencies or other instrumentalities for consumption by an individual or a group of individuals or any other consumer.

Retail Sale Price [Rule 2 (l)]

“Retail sale price” means the maximum price at which the commodity in packaged form may be sold to the consumer and the price shall be printed on the package in the manner given below; 'Maximum or Max. retail price.....inclusive of all taxes or in the form MRP Rs.....incl., of all taxes after taking into account the fraction of less than fifty paise to be rounded off to the preceding rupees and fraction of above 50 Paise and up to 95 Paise to the rounded off to fifty Paise.

Standard Package [Rule 2 (o)]

“Standard package” means a package containing the specified quantity of a commodity.

Wholesale Dealer [Rule 2 (p)]

“Wholesale dealer” in relation to any commodity in packaged form means a dealer who does not directly sell such commodity to any consumer but distributes or sells such commodity through one or more intermediaries.

Wholesale Package [Rule 2 (q)]

“Wholesale package” means a package containing-

- (a) a number of retail packages, where such first mentioned package is intended for sale, distribution or delivery to an intermediary and is not intended for sale directly to a single consumer; or
- (b) a commodity sold to an intermediary in bulk to enable such intermediary to sell, distribute or deliver such commodity to the consumer in smaller quantities;
- (c) ten or more than ten retail packages provided that the retail packages are labeled as required under the rules.

3. Packages intended for retail sale

Chapter II of the Rules, consisting of Rule 3 to 23 deals with the provisions applicable to package intended for retail sale. Rule 3 declares that the provisions of the Chapter II shall not apply to packages of commodities containing quantity of more than 25 kg or 25 liter.

Exceptions:

- cement and fertilizer sold in bags up to 50 kg; and
- packaged commodities meant for industrial consumers or institutional consumers.

“Institutional Consumer” means the institutional consumer like transportation, Airways, Railways, Hotels, Hospitals or any other service institutions who buy packaged commodities directly from the manufacturer for use by that institution.

“Industrial Consumer” means the industrial consumers who buy packaged commodities directly from the manufacturer for use by that industry.

4. Regulation for pre-packing and sale etc. of commodities in package form

Rule 4 provides that no person shall pre-pack or cause or permit to be pre packed any commodity for sale, distribution or delivery unless the package in which the commodity is pre-packed, a label is securely affixed and such declarations as are required to be made under these rules.

However, the existence of packages without the declaration of retail sale price within the manufacturer’s premises shall not be construed as a violation of these rules and it shall be ensured that all packages leaving the premises of manufacturer for their destination shall have declaration of retail sale price on them as required in these rules.

5. Specific commodities to be packed and sold in recommended standard packages

Rule 5 provides that the commodities specified in the Second Schedule shall be packed for sale, distribution or delivery in such standard quantities as are specified in that Schedule.

However, if a commodity specified in the Second Schedule is packed in a size other than that prescribed in that Schedule, a declaration that

- 'Not a standard pack size under the Legal Metrology (Packaged Commodities) Rules, 2011 or
- 'Non standard size under the Legal Metrology (Packaged Commodities) Rules, 2011'

shall be made prominently on the label of such package.

6. Declarations to be made on every package

As per the provisions of Sub Rule (1) of Rule 6, every package should bear there on –

1.(a) the name and address of the manufacturer, or where the manufacturer is not the packer, the name and address of the manufacturer and packer and for any imported package the name and address of the importer shall be mentioned on every package.

- If any name and address of a company is mentioned on the label without any qualifying words 'manufactured by' or 'packed by', it shall be presumed that such name and address shall be that of the manufacturer and the liability shall be determined accordingly.
- If the brand name and address of the brand owner appear on the label as a marketer, then the brand owner shall be held responsible for any violation of these rules and action as may be required shall be initiated against the deemed manufacturer.
- In the event of more than one name and address appearing in the label, prosecution shall be launched against the manufacturer indicated on the label in the first place and not against all of them.

(b) The common or generic names of the commodity contained in the package and in case of packages with more than one product, the name and number or quantity of each product shall be mentioned on the package.

(c) The net quantity,

- in terms of the standard unit of weight or measure, of the commodity contained in the package or
- where the commodity is packed or sold by number, the number of the commodity contained in the package shall be mentioned.

(d) The month and year in which the commodity

- is manufactured or
- pre-packed or
- imported.

However,

- A manufacturer may indicate the month and year using a rubber stamp without overwriting.

- The month and the year in which commodity is pre-packed may be expressed either in words, or by numerals indicating the month and the year, or by both.
- No declaration as to the month and year in which the commodity is manufactured or pre packed is required to be made on
 - any package containing bidis or incense sticks;
 - any domestic liquefied petroleum gas cylinder of 14.2kg or 5kg, bottled and marketed by a public sector undertaking;
- Where any packaging material bearing thereon the month in which any commodity was expected to have been pre-packed is not exhausted during that month, such packaging material may be used for pre-packing the concerned commodity produced or manufactured during the next succeeding month and not there after, but the Central Government may, if it is satisfied that such packaging material could not be exhausted during the period aforesaid by reason of any circumstance beyond the control of the manufacturer or packer as the case may be, extend the time during which such packaging material may be used, and , where any such packaging material is exhausted before the expiry of the month indicated thereon, the packaging material intended to be used during the next succeeding month may be used for pre-packing the concerned commodity.
- However, this does not apply to the packages containing food products, where the 'Best before or Use before' period is ninety days or less from the date of manufacture or packing.'

(e) the retail sale price of the package.

However,

- no declaration as to the retail sale price shall be required to be made on
 - any package containing bidi;
 - any domestic liquefied petroleum gas cylinder of which the price is covered under the Administrative Price Mechanism of the Government.

(f) Where the sizes of the commodity contained in the package are relevant, the dimensions of the commodity contained in the package and if the dimensions of the different pieces are different, the dimensions of each such different piece shall be mentioned.

(g) such other matter as are specified in these rules.

Exceptions to Rule 6:

- In respect of packages containing food articles, the provisions of sub rule (a) and (d) shall not apply, and instead, the requirement of the Prevention of Food Adulteration Act, 1954 and the rules made thereunder shall apply.
- Sub-clause (d) shall not apply in case of packages containing
 - seeds which are labeled and certified under the provisions of the Seeds Act, 1966 and the rules made thereunder; and
 - cosmetics products to which the provisions of the Drugs and Cosmetics Rules, 1945 shall apply.

- Under sub rule (e), in respect of packages containing alcoholic beverages or spirituous liquor, the State Excise Laws and the rules made thereunder shall be applicable within the State in which it is manufactured and where such state excise laws and rules do not provide for declaration of retail sale price, the provisions of these rules shall apply.

As per the provisions of Sub Rule (2) of Rule 6, every package should bear there on –

- the name, address, telephone number, e mail address, if available, of the person who can be or the office which can be, contacted, in case of consumer complaints.

As per the provisions of Sub - Rule (3) it is not be permissible to affix individual stickers on the package for altering or making declaration required under these rules.

However,

- for reducing the Maximum Retail Price (MRP), a sticker with the revised lower MRP (inclusive of all taxes) may be affixed and the same shall not cover the MRP declaration made by the manufacturer or the packer, as the case may be, on the label of the package.

As per the provisions of Sub - Rule (3) –

Where a commodity consists of a number of components and these components are packed in two or more units, for sale as a single commodity, the declaration required to be made under sub-rule (1) shall appear on the main package and such package shall also carry information about the other accompanying packages or such declaration may be given on individual packages and intimation to that effect may be given on the main package and if the components are sold as spare parts, all declarations shall be given on each package.

7. Principal display panel – its area, size and letter etc.

Rule 7(1) specifies that in the case of a package having a capacity of five cubic centimeters or less, the principal display panel may be a card or tape affixed firmly to the package and shall bear the required information.

Rule 7 (2) provides that the height of any numeral in the declaration required under these rules, on the principal display panel shall not be less than, –

- (a) as shown in Table-I of the Rule, if the net quantity is declared in terms of weight or volume;
- (b) as shown in Table-II of the Rule, if the net quantity is declared in terms of length, area or number.

Rule 7 (3) provides that the height of letters in the declaration shall not be less than 1 mm height and when blown, formed, molded, embossed or perforated, the height of letters shall not be less than 2 mm. However, the width of the letter or numeral shall not be less than one third of its height, except in the case of numeral '1' and letters (i), (l) and (I).

Rule 7(4) provides that the provisions under sub-rule (1) to (3) shall not apply to a package if the information to be specified on such package under this rule is also required to be given by or under any other law for the time being in force.

8. Declaration where to appear

Rule 8 provides that every declaration required to be made under these rules shall appear on the principal display panel.

However, the area surrounding the quantity declaration shall be free from printed information –

- above and below by a space equal to at least the height of the numeral in the declaration, and
- to the left and right by a space at least twice the height of numeral in the declaration.

For soft drink, ready to serve fruit beverages or the like, the bottle which is returnable by the consumer for being refilled, the retail sale price may be indicated either on the crown cap, or on the bottle or on both and if the retail sale price is indicated on the crown cap or the bottle, it is sufficient to indicate the retail sale price in the form of 'MRP Rs....'.

9. Manner in which declaration shall be made

Rule 9 requires that every declaration to be made on a package to be –

- legible and prominent;
- numerals of the retail sale price and net quantity declaration shall be printed, painted or inscribed on the package in a color that contrasts conspicuously with the background of the label.

However,

- where any label information is blown, formed or molded on a glass or plastic surface such information is required to be presented in a contrasting color;
- where any declaration on a package is printed either in the form of hand-writing or manuscript, such declaration shall be clear, unambiguous and legible.

No declaration should be made so as to require it to be read through any liquid commodity contained in the package.

Where a package is provided with an outside container or wrapper such container or wrapper should also contain all the declarations which are required to appear on the package except where such container or wrapper itself is transparent and the declarations on the package itself are easily readable through such outside wrapper. However, no such declaration on the inner package is required if the inner package does not contain any declaration on its outer cover.

The particulars of the declarations required to be specified under this rule on a package shall either be in Hindi in Devnagri script or in English. It is to be noted the use of any other language in addition to Hindi or English language has not been prevented.

22. Establishment of maximum permissible error on package

Rule 22 provides that the maximum permissible error in relation to the commodities shall be such as is indicated in the First Schedule to these rules. While establishing the maximum permissible error in relation to the net quantity of commodities contained in packages, due account shall be taken of the following causes which may lead to variation in quantity, namely –

- (a) variations caused by unavoidable deviation in weighing, measuring or counting the contents of individual packages that may occur in good packaging practice;
- (b) variations caused by the ordinary and customary exposure to conditions, such as, climate, transport, storage or the like that normally occur in good distribution practice after the commodity is introduced in trade or commerce; and
- (c) variations due to the nature of packaging material or container.

The Director or Controller or the Legal Metrology officer shall determine, or cause to be determined, in relation to any commodity, the declaration in respect of the net quantity of which is permitted to be qualified by the words 'when packed'; the reasonable variations which may take place by reason of the environmental conditions.

23. Deceptive packages to be repacked or in default to be seized

'Deceptive package' means a package which is so designed as to deliberately given to the consumer an exaggerated or misleading impression as to the quantity of the commodity contained therein, except where bigger dimensions of the package can be justified by the manufacturer or the packer, as the case may be, on the ground that such dimensions are necessary for giving protection to the commodity contained in such package or for meeting the requirements of the machine used for filling such package.

Rule 23 specifies that if, on the determination of the quantity contained in the sample packages, the Director or Controller or the Legal Metrology officer or the authorized person finds that the quantity contained in the package agrees with the declaration of the quantity made on the package or label thereon but the package is a deceptive package, he shall require,

- the manufacturer or the packer, as the case may be, to repack and re-label such package and
- in the event of the omission or failure on the part of the manufacturer or the packer, as the case may be, to repack or re-label such deceptive package, in accordance with the standards established by or under these rules, seize them,
- to take appropriate punitive action in accordance with the Act and
- to take adequate steps for the safe custody of such packages until they are produced in a court as evidence.

However, if the seized packages contain any commodity which is subject to speedy or natural decay, the Director or Controller or the Legal Metrology officer shall dispose of the commodity in accordance with the rules made under the Act.

27. Registration of Manufacturers, Packers and Importers

In terms of Rule 27 every individual, firm, Hindu undivided family, society, company or corporation who or which pre-packs or imports any commodity for sale, distribution or delivery

shall make an application, accompanied by a fee of rupees five hundred, to the Director or the Controller for the registration of his or its name and complete address.

Every such application shall be made,

- (i) in the case of an applicant pre-packing or importing any commodity at the commencement of these rules, within ninety days from such commencement; or
- (ii) in the case of any applicant who or which commences pre-packing or importing of any commodity after the commencement of these rules, within thirty days from the date on which he or it commences such pre-packing.

Every application shall contains the following particulars, namely:-

- (a) the name of the applicant;
- (b) the complete address of the premises at which the pre-packing or import of one or more commodities is made by the applicant; and
- (c) the name of the commodity or commodities pre-packed or imported by the applicant.



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<i>Stage</i>	<i>Date of Commencement</i>	<i>Timings</i>	<i>Fee</i>	<i>Last date for receipt of application</i>
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EXECUTIVE PROGRAMME MODULE-II (EVENING)	23.4.2012	06.00 p.m. to 08.00 p.m.	Rs.4500/- Per Module	16.4.2012

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