



**INFORMATION PRESCRIBED
UNDER SECTION 4(1) (b) of
THE RIGHT TO INFORMATION ACT, 2005**



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Institute of Company Secretaries of India was initially incorporated as a company on 4th October, 1968 and thereafter converted into statutory body on 1st January, 1981 under The Company Secretaries Act, 1980 (hereinafter called the "Act") for the regulation & development of the profession of Company Secretaries.

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, Hyderabad & Kolkata and 72 Chapters located in the various parts of the country.

The Council is headed by the President who is the Chief Executive Authority of the Council.

For the efficient performance of its duties and functions, the Council appoints a Secretary to perform such duties as may be prescribed. The Secretary is the executive head of the Institute.

The Secretary is supported by the following heads of Directorates:

SECRETARIAT	CS ASISH MOHAN, SECRETARY
MEMBERSHIP & CSBF, REGISTERED VALUERS ORGANISATION (RVO), ADR & ESB	RAJESH KUMAR AGRAWAL (DR.), JOINT SECRETARY
BOARDS, PMQ AND CERTIFICATE COURSES	
E-ACADEMIC CELL	
ACADEMICS	LAKSHMI ARUN (MS.), DIRECTOR
EXAMINATION	GALIPELLY HANUMANTHARAO RAMANA, JOINT DIRECTOR
STUDENT SERVICES AND GRIEVANCE REDRESSAL (INCLUDING CAREER AWARENESS CELL , ORAL COACHING AND ONLINE CLASSES CELL)	SANJAY KUMAR NAGAR, JOINT SECRETARY
PLACEMENT CELL	
TRAINING	DVNS SARMA, DIRECTOR
INFORMATION TECHNOLOGY	ASIT KUMAR RATH, JOINT SECRETARY
INFRASTRUCTURE AND BUILDINGS MAINTENANCE	SANJAY PANDEY (DR.), JOINT SECRETARY (SG)
CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	PREETI KAUSHIK BANERJEE (MS.), JOINT SECRETARY
HUMAN RESOURCES	
	ASHOK KUMAR DIXIT, JOINT SECRETARY (SG)

FINANCE AND ACCOUNTS	SHREE PRAKASH, DIRECTOR
PRINTING CELL	PRASANT SARANGI (DR.),
ICSI -IIP	DIRECTOR AND CEO (DESIGNATED) ICSI-IIP
PURCHASE	ASHVINI KUMAR SRIVASTAVA, JOINT SECRETARY
STORES	
CO-ORDINATION CELL	
GENERAL ADMINISTRATION (NOIDA)	
PRESIDENT'S OFFICE	SANJEEV KUMAR DOGRA, JOINT DIRECTOR
GENERAL ADMINISTRATION (LODI ROAD)	
LAW	SAIDUTTA MISHRA, DIRECTOR
RTI CELL	
PERSPECTIVE PLANNING & FINANCIAL SERVICES AND FUTURISTIC RESEARCH	BANU DANDONA (Ms.), DIRECTOR
SUSTAINABILITY & GOVERNANCE	ANAMIKA CHAUDHARY (MS.), JOINT DIRECTOR
CORPORATE LAW	DEEPA KHATRI (MS.), JOINT DIRECTOR
PROFESSIONAL DEVELOPMENT	ALKA ARORA (MS.), DIRECTOR
DISCIPLINE	SONIA BAIJAL (MS.), JOINT SECRETARY
INTERNAL AUDIT	TAPASH BHATTACHARJEE, JOINT DIRECTOR
COUNCIL AFFAIRS	PREMJITH S, JOINT DIRECTOR
NORTHERN INDIA REGIONAL OFFICE (DELHI)	SAURABH JAIN, DIRECTOR
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	SURYA NARAYANA MISHRA, DIRECTOR
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	NIKHAT KHAN (Dr.), DIRECTOR
SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	PRABIR SARKAR, DIRECTOR
CCGRT, KOLKATA	ANKUR YADAV, JOINT SECRETARY (SG)
CCGRT, HYDERABAD	
CCGRT, MUMBAI	AMIT KUMAR GHOSAL, DIRECTOR

Composition of Council

The Council is composed of fifteen persons elected by the members of the Institute from amongst the fellow members from the four Regional Constituencies and five persons nominated by the Central Government.

Functions of the Council ¹

- (1) The Institute shall function under the overall control, guidance and supervision of the Council and the duty of carrying out the provisions of this act shall be vested in the Council.
- (2) In particular, and without prejudice to the generality of the foregoing powers, the duties of the Council shall include :-
 - (a) To approve academic courses and their contents;
 - (b) The prescribing of fees for the examination of candidates for enrolment;
 - (c) The prescribing of qualifications for entry in the register;
 - (d) The recognition of foreign qualifications and training for purposes of enrolment;
 - (e) The prescribing of guidelines for granting or refusal of certificates of practice under this Act;
 - (f) The levy of fees from members, examinees and other persons;
 - (g) The regulation and maintenance of the status and standard of professional qualifications of members of the institute;
 - (h) The carrying out, by granting financial assistance to persons other than members of the council or in any other manner, of research in such matters of interest to company secretaries as may be prescribed;
 - (i) To enable functioning of the Director (Discipline), the Board of Discipline, the Disciplinary Committee and the Appellate Authority constituted under the provisions of this Act;
 - (j) To enable functioning of the Quality Review Board;
 - (k) Consideration of the recommendations of the Quality Review Board made under clause (a) of section 29B and details of action taken thereon in its annual report; and
 - (l) To ensure the functioning of the Institute in accordance with the provisions of this Act and in performance of other statutory duties as may be entrusted to the Institute from time to time.”.

Functions of Institute ²

The functions of the Institute shall include -

- (a) The examination of candidates for enrolment;
- (b) The regulation of training of students;
- (c) The maintenance and publication of a Register of persons qualified to practice as Company Secretaries;
- (d) Collection of fees from members, examinees and other persons;
- (e) Subject to the orders of the appropriate authorities under this Act, the removal of names from the Register and the restoration to the Register of names which have been removed;
- (f) The maintenance of a library and publication of books and periodicals relating to management of companies and allied subjects;
- (g) The conduct of elections to the Council of the Institute; and
- (h) The granting or refusal of certificates of practice as per guidelines issued by the Council.

IMPARTING EDUCATION BY UNIVERSITIES AND OTHER BODIES ³

- (1) Subject to the provisions of this Act, any University established by law or any body affiliated to the Institute, may impart education on the subjects covered by the academic courses of the Institute.

¹ See Sec.15 of the CS Act, 1980 (As Amended upto 2006)

² See Section 15A of the CS Act, 1980 (As Amended upto 2006)

³ See Section 15B of the CS Act, 1980 (As Amended upto 2006)

(2) The Universities or bodies referred to in sub-section (1) shall, while awarding degree, diploma or certificate or bestowing any designation, ensure that the award or designation do not resemble or is not identical to one awarded by the Institute.

(3) Nothing contained in this section shall enable a University or a body to adopt a name or nomenclature which is in any way similar to that of the Institute.”

Officers and Employees, Salary, Allowances etc. ⁴

(1) For the efficient performance of its duties, the Council shall -

- (a) Appoint a Secretary of the Council to perform such duties as may be prescribed;
- (b) Appoint a Director (Discipline) to perform such functions as assigned to him under this Act and the rules and regulations framed thereunder;
- (c) Designate an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.

(2) The Council may also-

- (a) Appoint such other officers and employees to the Council and the Institute as it considers necessary;
- (b) Require and take from the Secretary or from any other officer or employee of the Council and the Institute such security for the due performance of his duties, as the Council considers necessary;
- (c) Prescribe the salaries, fees, allowances of the officers and employees of the Council and the Institute and their terms and conditions of service;
- (d) With the previous sanction of the Central Government, fix the allowances of the President, Vice-President and other members of the Council and members of its Committees;

(3) The Secretary of the Council shall be entitled to participate in the meetings of the Council but shall not be entitled to vote thereat.”

In exercise of the powers vested in the Council, the Council has framed The Company Secretaries Regulations, 1982 (hereinafter called the "Regulations")

Committees of the Council

Pursuant to Section 17(1) of the Act, the Council has constituted from amongst its members, the following Committees, namely:-

1. Standing Committees

1. Executive Committee
2. Finance Committee
3. Examination Committee

2. Non-Standing Committees

1. Financial Services Committee
2. Corporate Laws and Governance Committee
3. Professional Development Committee
4. Training & Educational Facilities Committee

⁴ See Sec.16 of the CS Act, 1980 (As Amended upto 2006)

5. Practising Company Secretaries Committee
6. Information Technology Committee
7. Chapter Development & Coordination Committee
8. PMQ Course Committee
9. Placement Committee
10. ICSI-CCGRT Management Committee
11. Regulations & Elections Reforms Committee
12. International Affairs Committee
13. Professional Research & Publication Committee

3. Boards

1. Board of Discipline
2. Disciplinary Committee
3. Peer Review Board
4. Expert Advisory Board
5. Editorial Advisory Board
6. MSME and Start-up Board
7. Auditing Standards Board
8. Secretarial Standards Board
9. ESG and Sustainability Board

The Standing and other Committee performs the functions in accordance with the regulations or as may be decided by the Council/ Committees/Boards.

President and Vice-President

- (1) The Council at its first meeting shall elect two of its members to be respectively the President and the Vice-President thereof, and so often as the office of the President or the Vice-President falls vacant, the Council shall choose a person to be the President or the Vice-President, as the case may be.
- (2) The President shall be the Head of the Council.
- (3) The President or the Vice-President shall hold office for a period of one year from the date on which he is chosen but so as not to extend beyond his term of office as a member of the Council, and subject to his being a member of the Council at the relevant time, he shall be eligible for re-election under Sub Section 1.
- (4) On the expiration of the duration of the Council, or of the term of office of the President and the Vice-President thereof , the President and the Vice-President shall continue to hold office until such time as a new President and the Vice-President is elected and takes over charge of their duties .

Powers and duties of the President and Vice-President ⁵

- (1) The President shall exercise such powers and perform such duties as are conferred on or vested in him by the Act or the regulations or as may be delegated to him by the Council from time to time.
- (2) The President may direct any business to be brought before the Council or any Committee for consideration. If the office of the President is vacant or if the President, for any reason, is unable to exercise the powers or duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

Secretary

Pursuant to Section 16(1) (a) of the Act, for the efficient performance of its duties and functions, the Council appoints a Secretary of the Council to perform such duties as may be prescribed.

Powers and duties of the Secretary ⁶

Subject to the general supervision of the President or the relevant Standing Committee, the Secretary shall exercise and perform, in addition to the powers and duties specified by the Act or in the Regulations, the following powers and duties, namely: -

- (a) Being incharge of the office of the Institute as its Executive head, managing it and attending to all correspondences;
- (b) Maintaining registers, documents and forms as required by the Act and the regulations;
- (c) Being incharge of all the property of the Institute;
- (d) Making necessary arrangements for receiving money due to the Council and also issuing receipts therefor;

⁵ See Regulation 156 of the CS Regulations, 1982

⁶ See Regulation 156 of the CS Regulations, 1982

- (e) Incurring all revenue expenditure within the limits sanctioned by the Council or the committee and incurring capital expenditure including for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council or the Committees;
- (f) Causing proper accounts to be maintained and delivering of account books, or furnishing information to the auditor appointed by the Council for the purpose of audit of the accounts of the Institute;
- (g) Making all other payments as sanctioned by the Council, Committees or the President;
- (h) Paying salary and allowances to the members of the staff, granting of leave to them, and sanctioning their increments within the prescribed scales;
- (i) Exercising disciplinary control over the staff except dismissal in respect of which the sanction of the President shall be necessary;
- (j) Admitting candidates to the examinations held under the Regulations and making all necessary arrangements for the conduct of the examinations;
- (k) Refunding or transferring of fees received in accordance with the Regulations for the examinations, enrolment, issue of certificates of practice and allied matters;
- (l) Registering and noting of suspension, cancellation or termination of registration of students;
- (m) Recognizing practical experience, sponsoring candidates for practical training, granting exemption from practical training requirements as may be delegated by the Council and the Committees concerned from time to time.
- (n) Enrolling Associates, admitting Fellows, removing the names of members from the Register owing to death or non-payment of prescribed fees and dues to the Institute, restoring membership, issuing and canceling certificates of practice and issuing notifications therefore as may be delegated by the Council and the Executive Committees from time to time;
- (o) Signing and issuing all notifications on behalf of the Council as required under the Act and the Regulations;
- (p) Subject to the approval for the President, signing vakalatnamas, on behalf for the Council, appointing solicitors or advocates on behalf of the Council and filing papers, affidavits and other documents in civil, criminal, revenue courts and other offices;
- (q) Receiving complaints and submitting the same to the Disciplinary Committee and to make such enquiry and collect such information as may be required or directed by the President, a Committee or the Council and submit to them such information as may come to his knowledge;
- (r) Issuing pass certificates, licentiateship certificates, membership certificates, certificates of practice and its renewal letters to the persons who are entitled thereto in accordance with the provisions of the Act and the regulations;
- (s) Keeping in his custody the common seal of the Institute and to affix the same to any document or instrument in accordance with Regulation 149;
- (t) Keeping in his custody forms of certificates of membership and of practice, blocks, engravings, facsimile and bills relating to printing of such certificates;

- (u) Calling any information or particulars as he may consider proper for processing applications for registration of students or admission or enrolment of members of the Institute; and
- (v) Performing such other duties and functions as are incidental and ancillary to as may be required for the performance of the above duties and exercising such other powers as may be delegated to him by the Council, Committees or the President from time to time.

Secretary

Pursuant to Section 16(1)(c) of the Act, the Council designates an officer of the Council or the Institute to carry out the administrative functions of the Institute as it's Secretary.

ITEM NO. (II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1.	Academics	<ul style="list-style-type: none"> • New curriculum and updating of existing curriculum in the CS • Course • Syllabus Review • Review and Updating study material • Preparation of Guideline answers • Preparation of hints • Preparation of model question papers • Coordination with Universities/ AICTE/UGC for Ph.D and other recognitions • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
2.	E- Academic Cell	<ul style="list-style-type: none"> • E-Learning Modules, Video Lectures and Webinars for Students • Bringing out electronic publications • Computer based examination-Foundation Programme • Online pre-examination test • e-library • Online assessments • Any matter incidental to or connected with the above
3.	Printing Cell	<ul style="list-style-type: none"> • Printing of publications, material of the Institute including Chartered Secretary Journal • Administrative arrangements related to the above • Any matter incidental to or connected with the above
4.	Professional Development	<ul style="list-style-type: none"> • Coordination with the Committees and Task forces constituted for and under Companies Act, 2013 and CS Act, 1980 • Coordination with MCA and other Ministries, Departments of GOI • Corporate Laws • Governance & CG Awards • Maintenance of e-Book and material related to the Companies Act, 2013 and the profession of Company Secretaries • Co-ordinating and providing academic/ administrative assistance to GST, POSH and DTC Core Groups • Academic support for the webinars/ seminars • Work related to Governance and Compliance Board Reporting statements (GCBRS) • The Committees, Boards and Groups i.e. CLG, PCS, FSC, GST, POSH, CG Jury, CRC, GRKF, MOUS etc. • Any matter incidental to or connected with the above
5.	Perspective Planning & Financial Services	<ul style="list-style-type: none"> • Suggestions on various Consultation / Discussion papers (Financial Laws, Money Market, Securities Laws & Capital Market) • Management & Development of Social Stock Exchange, Social Audit & Social Auditing Standards • Areas relating to Arbitration and Dispute Resolution (ADR) • Matters relating to IRDA including Annual Compliance Report on Insurance Laws • Tribunals for Commercial Courts

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • Representation and submission of views to Primary Market Advisory Committee • Reading material / Talking Points on related Programs / Events. • Task force on Banking • Task force on Securities Market • Task force on Insurance Laws • Other assignment as may be assigned from time to time by the competent authority.
6.	Sustainability & Governance	<ul style="list-style-type: none"> • Approvals, management, continuous development of evaluation criteria, handling of Expert groups, Jury Meeting for ICSI National Awards for Excellence in Corporate Governance / CSR/ BRSR/ SAR /PCS • Governance & Compliance Standards of various legislations including Multi-State Cooperative Societies, Competition Act etc. • Development and Review of Stewardship Code • Consultative papers on Corporate Governance • Nominating agency & scrutinizer of applications for MCA CSR Awards • GST Law related working. • Reading material / Talking Points on Corporate Governance Programs / Events/PCS SAR Awards. • Other assignment as may be assigned from time to time by the competent authority.
7.	Corporate Law	<ul style="list-style-type: none"> • E-book on Companies Act, 2013 maintained ICSI. • Start-Ups & MSME • Managing Boards Meeting and General Meetings and all work relating to ICSI GRKF • Reading material / Talking Points on related Programs / Events. • Other assignment as may be assigned from time to time by the competent authority. • Webinar relating to Corporate Law • Providing Assistance in evaluation of SAR & PCS Awards • MCA V3 Coordination • PMLA related work • Representation to MCA • NCLT Task Force • Company Law Task Force
8.	Futuristic Research	<ul style="list-style-type: none"> • Futuristic Research and continuous endeavor of seeking New Recognitions. • Vision for 2023-2026 <ol style="list-style-type: none"> 1. Artificial Intelligence 2. Digital Governance 3. Data Privacy Bill
9.	PMQ, Boards and Certificate Courses	<ul style="list-style-type: none"> • PMQ Course and other Certification Courses • ASB,SSB,ORB, PRB • Certified CSR Professional Course, GST Course, MSME • Conducting training and examination for Courses and Coordination relating to these Boards • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
10.	Professional Research	<ul style="list-style-type: none"> • Framing of Research schemes in the areas of interest to Company Secretaries and Corporates • Conducting Research on behest of Government and Regulatory authorities • Taking up Research on Segment wise Role of Company Secretary Profession in various sectors • To conduct and facilitate research work related to Academics Research, Analytical Research, Comparative Research, Compilation, Applied Research & Empirical Research • To set up Research Committee and Sub Committees and domain based research groups • To bring out research codification manual • To create knowledge repository • To establish research library with ultra modern facilities • To devise policy for fund raising • Bring out publications of the Institute including study material for PMQ • Guidance Notes • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
11.	Training	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> • Registration of companies, firms etc. for imparting training • Placement of trainees • Monitoring of quarterly reports • Evaluation of project report • Various Training Programmes for Students • Residential Training • Implementation and Monitoring of the training guidelines and regulations • Coordination with Regions and chapters for training related activities • Approval of exemption related matters, ACS matters • All work related to TEFC. • Any matter incidental to or connected with the above • Other assignment(s) as may be entrusted by the Secretary from time to time.
12.	Placement Cell	<ul style="list-style-type: none"> • Skill set identification (Know your Stakeholder- in depth analysis i.e. unique vs general) • Job specific inventory • Maintaining skill directory of members and continuous updation • Creating and analysing futuristic and historical data • Campus placement • Placement drives, HR Conclave etc, • Updation of placement portal • Framing placement guidelines • Maintain training placement portal and updating • Job profile mapping of corporates for exploring future employment opportunities • Any matter incidental to or connected with the above; and as may be assigned by the Management from time to time

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
13.	Human Resources	<p>This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include:</p> <ul style="list-style-type: none"> • Manpower Planning • Recruitment • Induction of New Entrants • Induction Manual • Reservation Roster • Training & Development • Transfer and Postings • Disciplinary and Conduct Matters • Redressal of Grievances of Employees • Permission for pursuing Higher Studies / CS Course • Forwarding of Applications for outside employment • Performance Appraisal • Promotion • Retirement functions • Attendance • Leave Management • Employee Records • ERP updation • Identity Cards • Pensioners Cards • Smart Cards • Annual Increments • Ex-gratia • Performance Linked Incentive (PLI) • Service Awards • Service Rules • Issue of Office Orders and Circulars • Holiday List • HR Audit • Empanelment of Hospitals • Preventive Medical Health Check-up • Contractual Engagement of Employees • ICSI Employees Benevolent Fund meeting • Items for Council/ Executive Committee Meeting • Website updation of matter related to HR • Work Study of various Directorates at HQs, CCGRT, ROs & COs • Annual Budget • Annual Report • Implementation of Pay Commissions • Pay Fixation of newly joined / promoted employees/pensioners • Pay Anomalies of newly joined / promoted employees • Revision of pension of the ICSI Pensioners • RTI Replies related to HR • Any matter incidental to or connected with the above • Any other matter as may be assigned by Competent Authority

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
14.	Council Affairs	<p>This Directorate is responsible following activities:</p> <p>A) <u>Council/ Executive Committee Meetings:</u></p> <ol style="list-style-type: none"> 1. To prepare and get approval of the Notice for Council/Executive Committee Meetings 2. To issue communication to HODs regarding meetings of the Council/Committee and to request them to send agenda items pertaining to their directorates for consideration of the Council/Executive Committee 3. To communicate Directorate of Administration for making necessary travel and stay arrangements for the Members of the Council /Committees for attending the meetings. 4. To follow-up with the different Directorates for Agenda items and Action Taken Report for placing before the Council/Committee 5. To compile agenda items received from various Directorates and to place the same for approval of the HOD/Secretary/ President 6. To coordinate with the office of the President for getting the approval of the President. 7. After the approval of the President- <ol style="list-style-type: none"> a. Numbering of each and every item b. Proper checking of all Annexures c. Editing of Items as per the direction of the HOD/Secretary/President d. Page Numbering e. Photocopy of agenda items f. Spiral Binding 8. To prepare Notes on agenda for dispatch 9. To confirm delivery of agenda papers to the respective members 10. To coordinate with the Directorate of Administration for travel and stay arrangements 11. To compile additional items, received after the dispatch of the agenda papers 12. To get the approval of the Secretary/President 13. To make sets of additional agenda items 14. To make arrangements for the meeting like distribution of additional items, stationery, tea-snacks

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>15. To make necessary arrangements for audio recording of the proceedings of the meetings</p> <p>16. To ensure attendance of HODs at the venue of the Council/Committee Meetings</p> <p>17. To prepare draft gist of discussions held at the Council /Committee Meetings.</p> <p>18. To prepare draft minutes of the meetings of the Council/Executive Committee</p> <p>19. To keep records of the audio CDs of the Council Meetings.</p> <p>20. To coordinate with the office of the Secretary/the President for approval of the Minutes</p> <p>21. To ensure timely circulation of Minutes to the members</p> <p>22. To provide extracts of the draft Minutes to all concerned for implementation</p> <p>23. Once the Minutes approved by the Members, final extracts are sent to all concerned HODs.</p> <p>24. To prepare format of Action Taken Report and to circulate to all concerned for informing the action taken.</p> <p>25. To compile Action Taken Report received from various Directorates to place before the Council/Committee</p> <p>26. Regular coordination with the Departments to take updates on the decisions of the Council</p> <p>27. It's a matter of routine to provide extracts of the Minutes of the Council/Committee to various Directorates which takes a lot of time. Sometime all the minutes are to be read for providing correct and required extracts of the Minutes.</p> <p>28. To take Annual Disclosure of all the Council Members and follow-up with them for the same.</p> <p>29. To take printout of the final minutes on the Loose leafs of the Minutes book and get it signed and to put the same on the Minutes book.</p> <p>30. To coordinate with all the Directorates to ensure signing of Minutes of the Committee Meetings on regular basis.</p> <p>31. To ensure binding of Notes on Agenda and Minutes book</p> <p>32. To maintain proper records of the Minutes and Notes on Agenda</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>33. All the most : To ensure confidentiality of all the documents/discussions in respect of the Department.</p> <p>B) Maintenance of Coffe</p> <ul style="list-style-type: none"> - Property Papers - Minutes of Council/ Various Committee - MOUs - Bank Guarantees - Agreements - FDRs - Record of other important items like CDS of Council Meetings, Gold Medals etc. <p>C) Preparation of Annual Report</p> <ul style="list-style-type: none"> - Co-ordination with directorate of CC for arranging vendor for annual Report - E-mail to all the Hods for data to be published in the Annual Report - Compilation of <i>Data</i> - Go through the entire draft Annual Report and Gazette in Hindi as well as in English language, - After getting the draft Annual Report approved from Secretary, placed it in the agenda of the Council Meeting - Thorough co-ordination with printing press - Co-ordination with Civil Lines and Mayapuri Press (Submit the Gazette to Department of Publishing, Govt of India) - Send a request to Dte. Of Publication for printing of Annual Report - Upload the annual report on the website - Mail/ SMS to all the member of ICSI - Publish in the Gazette of India not later than 30th day of September of the year next following a copy of the audited accounts and the report of the said accounts and report shall be forwarded to the Central Government.
15.	Corporate Communication and International Affairs	<p>Corporate Communication</p> <p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> • Media planning and management • Liaison with the Print & Electronic Media • TV/Radio/Press Publicity vide., Press Releases / Exclusive Interviews / Authored articles. • Press Conferences • Handling entire Social Media of ICSI • Scanning of news related to ICSI/CS profession • Photographic memoirs • Managing media gallery • Appointments with dignitaries

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • Liaison with Govt, Industry, Ministries and other professional bodies • Liaison with various National & International bodies • Liaison for Corporate Membership of the ICSI • Designing & Release of Advertisements for Students in National / Regional Newspapers/magazines • Designing & Release of Corporate Advertisements in National / Regional Newspapers /magazines • Tender notice/recruitment ads in News papers • Advertorials in National / Regional Newspapers & Magazines • Career Features on CS Course & Profession in National / Regional Newspapers & Magazines • Production of Corporate Films & Films on Career Awareness / TV & Radio Spots/ Motto song/ Whatsapp Video • Organising Media Partnership for ICSI events • Organising Sponsorship for major ICSI Events • Designing & Production of ICSI Brochures / ICSI Profile / Sponsorship Brochures / ICSI Publications etc. • Branding collaterals for ICSI events • Empanelment and Coordination with empanelled Advertising Agencies • Coordination with Regional Councils/ Chapters for Media Visibility • Graphic Standards Manual for uniform branding • Media Guidelines • Advertisement Policy and its Execution • Budgeting and billing of Directorate
16.	Infrastructure and Buildings Maintenance	<p>This Directorate is responsible for developing, providing and maintaining infrastructure, including premises, of the Institute. Its activities include:</p> <ul style="list-style-type: none"> ▪ Acquisition of premises/ construction of new building/ renovation of premises/ additional construction in existing building for COs/ ROs/H.Qrs ▪ Hiring of Space on rent. ▪ Preparation of Notes on Agenda/ Minutes for different Infrastructure Committee/ EC/ council. ▪ Payment of Property tax. ▪ Execution of Agreement for hiring of space on rent and for execution of works. ▪ According In-principle approval for procurement of Capital items (other than IT related items) for COs and ROs. ▪ Disposal of existing land / premises of COs and ROs. ▪ Preparation of Capital Budget related to Infrastructure. ▪ Attending the queries of the Auditors. ▪ Any other matter as may be assigned by Competent Authority
17.	General Administration	<p>This Directorate is responsible for administration and establishment of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> ▪ General Administration ▪ Establishment ▪ Estate Management ▪ Receipts and Issue of Dak

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Reception ▪ Security and Safety ▪ Travel and Stay Arrangements ▪ Transportation ▪ Pantry Services ▪ Administrative Arrangement for various Programmes of HQs ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
18.	Purchase and Stores	<p>This Directorate is responsible for purchase and stores (other than purchases for ROs and COs) of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> ▪ Procurements of Goods and Services, including Maintenance Contracts ▪ Purchase related rate contracts ▪ Purchase Manual ▪ Inventory Register ▪ Management of Stores at HQs, and Monitoring of Stores at ROs and COs ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
19.	Co-Ordination	<p>This Directorate is responsible for enhancing visibility and brand value of the profession of company secretaries. Its activities include :-</p> <ul style="list-style-type: none"> ▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices. ▪ Advice on establishment and closure of Regional Offices, Chapter Offices, ▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices, ▪ Preparing ICSI Directory ▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award ▪ MIS on RC/Chapters
20.	Examination	<p>This Directorate is responsible for conduct of examination and declaration of results. Its activities include :-</p> <ul style="list-style-type: none"> ▪ All matters relating to Conduct of CS and PMQ Examinations ▪ Setting Question Papers for Paper Based Examinations ▪ Printing of Questions Papers and Answer Books ▪ Setting up Examination Centres ▪ Selection, Appointment and Monitoring of Paper Setters, Moderators, Examiners, Translators, Reviewers, Superintendents, Invigilators, General Observers and other Examination Functionaries ▪ Conduct of Examination (Manual/Online) ▪ Evaluation of Answer Books ▪ Dealing with Malpractices in Examinations ▪ Preparation and Declaration of Results

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Payments to all Examination Functionaries ▪ Verification of Marks ▪ Issue of Mark Sheets ▪ Supply of Certified Copies of Answer Books ▪ Processing and Release of Payments related to Examinations ▪ Administration of Scholarships and Awards ▪ Framing of scheme for Award of Merit scholarship, Merit-cum-means assistance and Prize award ▪ Serving Committee: <ul style="list-style-type: none"> I. Examination Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above <p>Any other matter as may be assigned by Competent Authority</p>
21.	Finance and Accounts	<p>This Directorate is responsible for finance, treasury, accounts of the Institute. Its activities include:-</p> <ul style="list-style-type: none"> ▪ Budget and Budgetary Control ▪ Books of Accounts ▪ Tax Compliances ▪ Statutory Audit ▪ Costing of Major Services ▪ Payroll ▪ Receipt of Contributions – Domestic / Foreign ▪ Grants and Reimbursements to ROs / Chapters ▪ Payment to third parties ▪ Payments to employees ▪ RTI Replies ▪ Serving Finance Committee ▪ Maintaining & Managing following Trusts:- <ul style="list-style-type: none"> I. ICSI Employees Pension Fund Trust II. ICSI Employees Group Gratuity Trust III. ICSI Employees Medical Hospitalisation Trust IV. ICSI Employees Provident Fund Trust ▪ Maintaining Books of Accounts of following Trusts:- <ul style="list-style-type: none"> I. Company Secretaries Benevolent Fund II. ICSI Employees Benevolent Fund Trust III. Student Education Fund Trust ▪ Maintaining books of accounts of :- <ul style="list-style-type: none"> I. ICSI-IIP (Institute of Insolvency Professionals) II. ICSI-RVO (Registered Valuers Organisation) III. GRKF (Governance Research Knowledge Foundation) ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
22.	Internal Audit	<p>This Directorate is responsible for the following :</p> <ol style="list-style-type: none"> 1. Issuing Guidelines to the CCGRT, Regional Offices , Platinum, Diamond, Gold, Silver Grade chapters for conduct of Periodical Internal Audit as per ICSI Guidelines and follow up for submission of Internal Audit Reports. 2. Review of observations of the Internal Auditors and asking for submission of replies on the issues raised. Continuous follow up for removal of deficiencies/corrective actions required. 3. Issuing of advisory suggesting corrective actions to be taken by the Chapter/RO to remove deficiencies in operations. 4. Taking up the issues raised in the Internal Audit Report with other Directorates of Headquarters for settlement. 5. Coordinates with the Internal Auditors of the Head Quarters for conducting Internal Audit, follow up with various Directorates for submission of their replies for finalization of report and taking corrective actions required based on the Audit observations. 6. Internal Audit Division also conducts the Pre-Audit of all the Retiree/Resigned cases in the Institute. 7. Conducting periodical Proprietary Audit and Special Audit of the Regional Offices/Chapters as per the decision taken by the Competent Authority. 8. Compliance management in respect of Action taken report on the observations contained in the Internal Audit, Proprietary Audit & Special Audit Reports. 9. Any other special assigned given by the Competent Authority from time to time.
23.	Student Services (including Grievance Redressal Cell)	<p>This Directorate is responsible for serving students from registration till enrolment. Its activities include:</p> <ul style="list-style-type: none"> • Monitoring online registration, opening of Kiosks at Chapters • Post registration services viz. admit card, study material etc- • Exam Services & Guidance • Giri Sagar Project, Academic Helpdesk etc. • Replying to the Queries on Grievance Portal & via telephone • Any matter incidental to or connected with the above • Other assignment(s) as may be entrusted by the Secretary from time to time.
24.	Career Awareness Cell	<ul style="list-style-type: none"> • Monitoring Career, Awareness Activities • Education Fairs • Monitoring Teachers Congress

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • Monitoring Mega Career events • Monitoring of Counsellors • CS Olympiad, ICSI Study Cenhe, ICSI Signature Award • Any matter incidental to or connected with the above; and as may be • assigned by the Management from time to time
25.	Oral Coaching and Online Classes Cell	<ul style="list-style-type: none"> • Class room coaching for CS Courses • e-learning for Students • e.Interface • Video lectures, smart classes • Co-ordination and Monitoring of OT classes at Regional Offices and Chapters • Any matter incidental to or connected with the above
26.	Information Technology	<p>This Directorate is responsible for developing and maintaining IT facilities and IT enabled services for the Institute.</p> <p>Its major responsibility and routine activities include:</p> <ul style="list-style-type: none"> ▪ Information & Communication Technology (ICT) Planning and Management ▪ Managing Software Development & Maintenance jobs pertaining to all internal/external applications ▪ Managing development and Maintenance of the ICSI, RVO and IPA Websites ▪ Managing development and Maintenance of Mobile Apps pertaining to different sections/stake holders of Institute. ▪ Management of National Level events through online Portal ▪ Development and Maintenance of Integrated application (SMASH) for stakeholders of ICSI. ▪ Online Database Management & Administration ▪ Managing Online Payment Gateways ▪ Data Centre Management including DR ▪ Network Management that includes entire LAN, WAN covering the ROs and Chapters ▪ Implementation of Enterprise Resource Planning across all the offices of the Institute ▪ Implementation of Cosmic and Office Automation systems across all the offices of the Institute catering to the all Hardware and Software requirements of Regional Offices and Chapter Offices ▪ Ensuring IT related support to various Directorates, CCGRT, ROs and COs ▪ Policy framework ,study and implementation of new technologies for automation of process ▪ Implementation Video based conferencing solution for lectures and Board meetings. ▪ Technical support for conducting webinars. ▪ Procurement and Infrastructure related activities related to FMS services for data centre, IT asset allocation to various Directorates, Wifi Set Up, domain name registration and renewal. ▪ Development and Implementation of E-learning Modules for the Students and Members of the Institute. <p>1. Developing an integrated e-platform (integrating it with SMASH</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>system)for Online Pre Examination Test</p> <ol style="list-style-type: none"> 2. Management of E-platform for smooth conduction of Online Pre Examination Test. It involves continuous Migration of users on the platform, Managing users, Technical up-gradations, Coordination with ICSI Academic team for Question Bank development, system testing and continuous vetting of the Question Bank. 3. Preparing/Configuring System for Computer Based Examination for Foundation Programme and development of e-Question Bank 4. Maintaining E-library for the ICSI students and Members. 5. Development and maintenance of E-MSOP system for offering e-MSOP services to the ICSI students across the country: Contracting with third party, contract renewals and development of the EMSOP contents; Continuous monitoring the progress, Bill processing and ensuring ICSI's share. Coordination with Dte. of Training for smooth functioning. 6. Implementation of IT Vision 2022: Working on many small and big projects in compliance to the directions contained in the vision 2022. Notwithstanding with whatever is included in this document it includes offering e-learning to ROS/Chapters in blended mode, CSEET, and optimizing IT infra at ICSI through cloud hosting. <ul style="list-style-type: none"> • Arrangement for Computer Training for Stakeholders • Filing / defending related legal matters through LD • Maintaining related records • Any matter incidental to or connected with the above • Any other matter as may be assigned by Competent Authority
27.	Membership & CSBF	<p>Major Responsibilities and other Routine tasks assigned to the Directorate</p> <ul style="list-style-type: none"> ▪ Database of Members / COP Holders ▪ Admission/ Renewal /Cancellation /Restoration of Members and Licentiatees ▪ Receipt and Reconciliation of Annual Membership Fee/ Certificate of Practice fee with F&A ▪ Removal of name of Members for non-payment of fees as per regulations and as disciplinary measures ▪ Maintenance of Register of Members/ Licentiatees/ Firms and Offices / Certificate of Practice Holders ▪ Publication of Admission / Renewal/ Cancellation/ Restoration of Members/ Licentiatees /Cop holders/ CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ Publication of list of Members and list of Certificate of Practice Holders annually ▪ Issue of Transcripts/ Identity Cards ▪ Printing and Issue of ACS/FCS/CoP/CSBF/Licentiate/CCE Certificates ▪ Issue of replacement copies to Members in case of non-receipt of Chartered Secretary Journal ▪ Approval of Concern/ Firm Name of Company Secretaries/ LLPs, Change in firm status (reconstitution, dissolution, conversion) ▪ Honorary Fellow Members ▪ Holding of region-wise Convocations for awarding certificates to newly admitted Associate and Fellow members twice a year ▪ Assistance in Elections and publication of List of Voters

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Welfare Activities for Members ▪ Providing statistical information for Practising Company Secretaries ▪ Issue of Unique Code Numbers to PCS ▪ Requests for change in name/surname from members and making entry in database ▪ Issuing password to the members for online use of portal ▪ Requests for change in address/contact details from members and making entry in database ▪ Issuing password to the members for online use of portal ▪ Verification of educational credentials ▪ Any matter incidental to or connected with the above <p><u>Company Secretaries Benevolent Fund (CSBF)</u></p> <ul style="list-style-type: none"> ▪ Maintenance of Database of Life Members of CSBF ▪ Co-ordination with the Insurance company for premiums and claiming cover upon demise of the member ▪ Payment of annual premium to the Insurance agency and top up premium for the additional members enrolled into the life membership. ▪ Verification and maintenance of records for giving financial assistance to the dependents of the deceased member. ▪ Verification and maintenance of records for giving financial assistance to the members upon his sickness ▪ Verification and Maintenance of records for giving financial assistance for children education of the life member. ▪ Propagation for the CSBF through CS Journal, website, emails and SMS regularly ▪ Enrolment to CSBF. ▪ Receipt and Reconciliation of subscription for Life Membership of CSBF with F&A ▪ Publication of enrolment of CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ Printing and Issue of CSBF Certificates on admission. ▪ All matters relating to CSBF (Enrolment, Financial Assistance, Insurance, Fund Raising, etc.) ▪ Meetings of the CSBF Managing Committee and Core Groups ▪ Maintenance of Minutes of the Committee and the Core Groups ▪ Revision in Model Bye-Laws of CSBF. ▪ Sensitising ROs and Chapters for enrolling the members for life membership of CSBF through various programs, seminars, events and also through personal reach which helped increase in life membership. ▪ Quantum of financial assistance for CSBF life members. ▪ Initiative taken for Medical Insurance cover for Life Members on anvil.
28.	Discipline	<p>This Directorate is responsible for regulation of the profession of Company Secretaries and proceedings against the members, in accordance with the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 (the Rules). Its activities include:</p> <p>(i) Scrutiny and Registration of Complaints against Members</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> (ii) Maintaining Register of Complaints (iii) Maintaining dak Register for Inward- dak received in the Directorate (iv) Maintaining separate physical file for each compliant received in the Directorate (v) Sending letter pursuant to Rule 7 (Form I letter). (vi) Processing of Complaints for Pleadings as per Rule 8. (vii) Investigation & Examination of Complaints against Members (viii) Calling for additional documents as per Rule 8(5). (ix) Formation of Prima Facie Opinions as per Rule 9. (x) Arranging Prima-facie Opinion (spiral bound)with relevant documents from case files (xi) Preparing brief of cases. (xii) Issuing Notice to the parties for appearance before Disciplinary committee/Board of Discipline as per the Rules (xiii) Taking Oath from the parties as per the Rules (xiv) Presenting and defending Cases before the Disciplinary Committee (xv) Presenting and defending Cases before the Board of Discipline (xvi) Pleadings after PFO agreed by Disciplinary Committee/ Board of Discipline. (xvii) Preparation of Notes on Agenda (ranging from 500-1200 pages), minutes of the meeting and Action taken Report for each meeting of Disciplinary Committee/Board of Discipline (xviii) Assisting Disciplinary Committee in drafting Interim Orders/Orders/Final Orders (xix) Assisting Board of Discipline in drafting Interim Orders/Orders/Final Orders (xx) Sending certified copy of orders to parties. (xxi) Co-ordination with Dte. of Membership for details of Members (xxii) Co-ordination with Dte. of Membership for implementation of Orders of Disciplinary Committee/ Board of Discipline against Members (xxiii) Engagement of Advocates/PCS for legal inputs in the Disciplinary matter (xxiv) Fixing of Fees for Advocates/PCS (xxv) Recommending Payment of Bills of Advocates/PCS to F&A (xxvi) Coordination with Dte. of Administration for Transportation/Travel/Stay and Other Arrangements for members of Disciplinary Committee and Board of Discipline for attending meeting of Disciplinary Committee and Board of Discipline (xxvii) Coordination with Dte. of F&A for sitting allowance of Government Nominees to the Disciplinary Committee (xxviii) Assisting Legal Department for defence before Appellate Authority (xxix) Briefing Advocates on disciplinary matters before Courts (xxx) Serving Committees: <ul style="list-style-type: none"> I. Board of Discipline II. Disciplinary Committee III. Council/ Executive Committee IV. High Level Committee V. Core Group constituted by Council for finalising comments of ICSI on HLC Report. VI. Assisting Legal Department for Regulation Committee related to Disciplinary Matters

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>(xxxix) Filing / defending related legal matters through Legal Department</p> <p>(xxxix) Maintaining records of the Directorate</p> <p>(xxxix) Drafting of reference for Legal Opinion on the issues arising out the deliberations of Disciplinary committee/ Board of Discipline</p> <p>(xxxix) Compilation of data manually from each case files in the formats asked by the Disciplinary Committee and Board of Discipline or any other Committee</p> <p>(xxxix) Providing data to MCA on monthly basis in the format asked by the MCA</p> <p>(xxxix) Coordination with Dte. of IT for uploading of Orders of Board of Discipline and Disciplinary committee</p> <p>(xxxix) Coordination with Dte of IT for development of Online Module and software for Disciplinary Directorate</p> <p>(xxxix) Attending various queries on Disciplinary mechanism in person, email, telephone etc.</p> <p>(xxxix) Taking Sessions on 'CODE OF CONDUCT' in MSOP batches</p> <p>(xl) Providing status of Disciplinary Matters / decided against member of the Institute for Peer Review</p> <p>(xli) Providing status of Disciplinary Matters pending/ decided against member of the Institute to IPA,SIFO,CBI etc.</p> <p>(xlii) Providing write- up for Chartered Secretary on FAQ pertaining to Disciplinary mechanism</p> <p>(xliii) Preparing draft for advisory to be issued by the Secretary on Disciplinary matters</p> <p>(xliv) RTI applications pertaining to Disciplinary Matters</p> <p>(xliv) Deputation of official/staff in Secretary Office and in Other Dte during exigencies</p> <p>(xlvi) Engagement of officials of Dte in the work pertaining to Election to Council/Regional Council</p> <p>(xlvii) Any matter incidental to or connected with the above</p> <p>(xlviii) Any other matter as may be assigned by Competent Authority</p>
29.	Law	<p>This Directorate is responsible for legal support to all units of the Institute. Its activities include:</p> <ul style="list-style-type: none"> ▪ All Legal matters, including Matters before Supreme Court, High Courts and other courts relating to HQ, ROs, Chapters, CCGRT. ▪ Filing / defending related legal matters on behalf of the Institute/Council ▪ Maintaining related records ▪ Vetting of Title Search report by external Advocate for procurement of Land and Building ▪ Amendments to the Act, Rules and Regulations ▪ Legal Vetting of Guidelines ▪ Vetting of Agreement, SLA, Tender, MoU etc. ▪ Litigation Management ▪ Election Reforms ▪ Obtaining legal opinion ▪ Empanelment of Advocates ▪ Engagement of Advocates ▪ Fixing of Fees for Advocates ▪ Recommending Payment of Bills of Advocates to F&A ▪ Conduct of Elections with assistance from Others

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority ▪ Replying to the Legal Notice through Advocate ▪ Draft Chapter Guidelines -2017 ▪ Suggested amendments in various rules
30.	RTI	<p>The activities includes:</p> <ol style="list-style-type: none"> I. Receipt of RTI applications (online & offline mode) and maintenance of register. II. New RTI file, scrutiny of application & identification of source of information i.e. concerned Directorate(s). III. Follow-up with concerned Directorate(s) for providing information. IV. Seeking third party consent and letter for RTI fee in correct mode, if required. V. Compilation of information/documents, preparations of draft reply for approval of CPIO and despatch of final reply to the RTI applicant duly signed by the CPIO. VI. Final reply to the RTI and uploading on the RTI portal of the Institute's website. VII. Maintenance of MIS/database. VIII. On appeals to Appellate Authority, reply to them. IX. Hearing of appeal/complaint at CIC (Central Information Commission), approval for appointment of advocate, preparation of case file for advocate, coordinating with advocate for preparation of reply, appearing before the CIC with advocate and processing of bills of the advocate. X. Maintaining the Quarterly MIS on online portal of CIC. XI. All other miscellaneous related to RTI Cell, as and when required

ITEM NO. (III)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

1. Council

The Council takes the decisions at the meetings of the Council.

2. Meetings of the Council

The Council meets at least once in three months. A special meeting of the Council may at any time be called by the President or in his absence by the Vice-President or at the request in writing addressed to the Secretary by not less than one fourth of the members of the Council for the time being.

3. Passing of resolution by circulation

The Secretary may on the instructions of the President, in emergent circumstances, circulate a resolution together with all relevant papers to the members of the Council for decision of any question.

4. Committees

The Standing/ other Committees constituted under section 17(1) of the Act take decision in their respective areas in accordance with the regulation/ as may be decided by the Council/ concerned Committee.

Decision making process within the Institute:

Pursuant to Regulation 157 of The Company Secretaries Regulation, 1982, the Secretary exercises and performs his duties, subject to the general supervision of the President or the relevant Standing Committee. Secretary is assisted by a team of Heads of Directorates who provide academic and administrative support in their respective areas.

Generally decisions are taken by the Secretary on the recommendations of the Committees of the Heads of Directorates constituted for the purpose.

The Heads of Directorates in turn are assisted by the Officers and staff for providing academic and administrative support.

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Institute endeavours to provide efficient and timely services to the members, students and public within the time frames for each activity.

ITEM NO. (V)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- a) The Company Secretaries Act, 1980 (As Amended upto 2006)
- b) The Company Secretaries Regulations,1982 (As Amended upto 2010)
- c) Rules framed by the Central Government
- d) Guidelines as approved by its Council from time to time

ITEM NO. (VI)

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- i) Register of Members
- ii) Register of Licentiates
- iii) Register of Certificate of Practice Holders
- iv) Register of offices & firms
- v) Register of Students
- vi) Service Rules

ITEM NO. (VII)

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

All Regulations made by the Council under the Company Secretaries Act, 1980 (As Amended upto 2006) ,are subject to the condition of previous publication and the approval of the Central Government. Accordingly, the draft of the Regulations proposed to be made by the Council is published in the Gazette of India for information of all persons likely to be affected thereby and inviting objections and suggestions from the public within 45 days from the date on which the copies of the Gazette of India containing the draft regulations are made available to the public. Besides, the draft Regulations are also published in the Chartered Secretary, official journal of the public authority inviting objections and suggestions within the period stated above.

All objections or suggestions, which may be received from any person with respect to the draft regulations within the aforesaid specified period are taken into consideration by the Council.

An Exposure Draft of the Secretarial Standard proposed to be formulated is published in the Chartered Secretary, official journal of the public authority and also put on the website of the public authority www.icsi.edu to elicit comments from the members of the Institute and the public at large. The Secretarial Standards Board thereafter finalizes the draft of the Secretarial Standard after taking into consideration the comments received and submits the final draft to the Council of the public authority. The Council considers the final draft of the proposed Secretarial Standard and finalizes the same in consultation with the Secretarial Standard Board. The Secretarial Standards is then issued under the authority of the Council.

Every Rule and every Regulation made and every notification issued under this Act shall be laid, as soon as may be after it is made or issued, before each house of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of

the session immediately following the session or the successive sessions aforesaid, both houses agree in making any modification in the rule, regulation or notification, or both houses agree that the rule, regulation or notification should not be made, or issued, the rule, regulation or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule, regulation or notification.

ITEM NO. (VIII)

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

I. LIST OF COUNCIL

PRESIDENT

CS B Narasimhan
Vice President, The ICSI
B N & Associates
601/602 B Wing,
Cosmic Heights, Bhakti Park,
Near Imax Theatre, Wadala East, Mumbai- 400037

Tel : (O) 011-45341001

E-mail : President@icsi.edu
: narasimhan.b8@gmail.com
bn@bnassociates.in

VICE PRESIDENT

CS Dhananjay Shukla
Council Member, The ICSI
Dhananjay Shukla & Associates
House No. 23, Sector-30
Gurugram – 122001

Tel : (O) 011-45341002

E-mail : vp@icsi.edu
: dshukla.fcs5886@gmail.com

GOVERNMENT NOMINEES

The list of Government Nominees is in the process of being finalised. The details shall be uploaded soon.

ELECTED MEMBERS

CS Ashish Karodia
Council Member, The ICSI
Practicing Company Secretaries
208, Trade House, 14/3, South Tukoganj, Indore – 452001

E-mail : ashishkarodia@gmail.com

CS Dwarakanath Chennur
Council Member, The ICSI
Insolvency Professional
No. 31, Vidhya Bhavan, IIIrd Floor,
Rear Block, West Anjeneya Temple Street, Basavanagudi,
Bengaluru – 560004

E-mail : dwarakanath_c@yahoo.co.in

CS Manish Gupta
Council Member, The ICSI
RMG & Associates,
Company Secretaries
207, Suchet Chambers,
1224/5 Bank Street, Karol Bagh
New Delhi – 110005

E-mail : manish@rmgcs.com

CS Manoj Kumar Purbey
Council Member, The ICSI
Off.No.03, B-32, 2nd Floor, Madhav Complex,
Subhash Chowk, Vikas Marg,
Laxmi Nagar, Delhi – 110092

E-mail : purbey31@gmail.com

CS Mohan Kumar Aravamudhan
Council Member, The ICSI
Mohan Kumar & Associates
Flat F-1, Sudarshan Apartment, 72, VGP Selva Nagar,
2nd Main Road, Velachery,
Chennai – 600042

E-mail : needamohan2@gmail.com

CS NPS Chawla
Council Member, The ICSI
Aekom Legal
(Co-Founder & Joint Managing Partner)
G-29 (LGF), Lajpat Nagar – III, South East Delhi
New Delhi-110024

E-mail : npschawla@aekomlegal.com

CS Pawan G. Chandak
Council Member, The ICSI
KPRC & Associates
Off No. 1203-1205, Kumar Surabhi
Next To Laxminarayan Theatre,
Satara Road, Pune -411048

E-mail : pawan.chandak@kprc.co.in

CS Praveen Soni
Council Member, The ICSI
Office No. 261, Second Floor, V Mall,
Thakur Complex, Kandivali East,
Mumbai – 400101

E-mail : praveensonics@gmail.com

CS Rajesh Chhaganbhai Tarpara
Council Member, The ICSI
R.C. Tarpara & Associates
208, Capital Corporate, Opp. Eknath Complex,
Naroda Kathwada Road, Naroda
Ahmedabad – 382330

E-mail : rctarparacs@gmail.com

CS Rupanjana De (Ms.)
Council Member, the ICSI
Rupanjana De &Co.
C/10, Baghajatin Park Housing
Panchasayar, Kolkata – 700094

E-mail : rupanjana.de@gmail.com
rupanjana.de@yahoo.com

CS Sandip Kumar Kejriwal
Council Member, the ICSI
#322, 3rd Floor , Martin Burn House,
1 R. N. Mukherjee Road,
Kolkata – 700001

E-mail : sandipkej2@gmail.com

CS Suresh Pandey
Council Member, The ICSI
SPG & Associates
1005, 10th Floor, Hemkunt House, 6, Rajendra Place
New Delhi – 110008

E-mail : suresh@spgindia.co.in
cs.sureshpandey@gmail.com

CS Venkata Ramana R.
 Council Member, The ICSI
 RVR & Associates
 Company Secretaries
 1-10-18, Flat No. G1, 1st Floor,
 Lakshmi Sri Park View Apartments,
 Opp. Municipal Park, Ashok Nagar
 Hyderabad - 500020

E-mail : cs.rvr2014@gmail.com

SECRETARY

CS Asish Mohan
 Secretary, The ICSI
 'ICSI House', 22 Institutional Area,
 Lodi Road, New Delhi – 110003

Tel : (011) 45341003

E-mail : secretary@icsi.edu

II COMPOSITION OF COMMITTEES

The List Of Standing, Non-Standing Committees and Boards – 2024 is as under :-

	S. No.	Name	Position
1	Executive Committee		
	1	CS B Narasimhan	Chairman
	2	CS Dhananjay Shukla	Member
	3	Shri Inder Deep Singh Dhariwal	Member (Govt. Nominee)
	4	CS Manish Gupta	Member
	5	CS C Dwarakanath	Member
	6	CS Pawan G Chandak	Member
	7	CS Sandip Kumar Kejriwal	Member
2	Finance Committee		
	1	CS B Narasimhan	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS A Mohan Kumar	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS R Venkata Ramana	Member
6	CS Rajesh C Tarpara	Member	
3	Examination Committee		
	1	CS B Narasimhan	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS Ashish Karodia	Member
	4	CS N P S Chawla	Member
5	CS Praveen Soni	Member	

	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
4	Financial Services Committee		
	1	CS Rajesh C Tarpara	Chairman
	2	CS Manoj Kumar Purbey	Member
	3	CS Pawan G Chandak	Member
	4	CS Praveen Soni	Member
	5	CS R Venkata Ramana	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
5	Corporate Laws & Governance Committee		
	1	CS Manish Gupta	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS Pawan G Chandak	Member
	5	CS R Venkata Ramana	Member
	6	CS Rupanjana De	Member
	7	CS Sandip Kumar Kejriwal	Member
	8	CS Suresh Pandey	Member
6	Professional Development Committee		
	1	CS B Narasimhan	Chairman
	2	Shri M P Shah	Member (Govt. Nominee)
	3	CS Ashish Karodia	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS N P S Chawla	Member
	6	CS Rajesh C Tarpara	Member
	7	CS Rupanjana De	Member
	8	CS Sandip Kumar Kejriwal	Member
7	Training & Educational Facilities Committee		
	1	CS Dhananjay Shukla	Chairman
	2	Dr. Ashok Kumar Mishra	Member
	3	CS A Mohan Kumar	Member
	4	CS C. Dwarakanath	Member
	5	CS Manish Gupta	Member
	6	CS Pawan G Chandak	Member
	7	CS Praveen Soni	Member
	8	CS R Venkata Ramana	Member
	9	CS Suresh Pandey	Member
8	Practicing Company Secretaries Committee		
	1	CS C Dwarakanath	Chairman
	2	CS Manish Gupta	Member
	3	CS A Mohan Kumar	Member
	4	CS Pawan G Chandak	Member
	5	CS R Venkata Ramana	Member

	6	CS Rajesh C Tarpara	Member
	7	CS Sandip Kumar Kejriwal	Member
	8	CS Praveen Soni	Member
	9	CS Suresh Pandey	Member
9	Information Technology Committee		
	1	CS Rupanjana De	Chairperson
	2	CS Manish Gupta	Member
	3	CS C Dwarakanath	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS N P S Chawla	Member
	6	CS R Venkata Ramana	Member
	7	CS Rajesh C Tarpara	Member
10	Chapter Development & Coordination Committee		
	1	CS Sandip Kumar Kejriwal	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Ashish Karodia	Member
	4	CS N P S Chawla	Member
	5	CS Praveen Soni	Member
	6	CS Suresh Pandey	Member
11	PMQ Course Committee		
	1	CS Suresh Pandey	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Ashish Karodia	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS N P S Chawla	Member
	6	CS Pawan G Chandak	Member
	7	CS R Venkata Ramana	Member
	8	CS Praveen Soni	Member
12	Placement Committee		
	1	CS Manoj Kumar Purbey	Chairman
	2	CS C. Dwarakanath	Member
	3	CS Ashish Karodia	Member
	4	CS N P S Chawla	Member
	5	CS Rajesh C Tarpara	Member
13	ICSI-CCGRT Management Committee		
	1	CS Dhananjay Shukla	Chairman
	2	CS Ashish Karodia	Member, Convenor (Mumbai)
	3	CS Manish Gupta	Member
	4	CS Pawan G Chandak	Member
	5	CS R Venkata Ramana	Member, Convenor (Hyderabad)
	6	CS Sandip Kumar Kejriwal	Member, Convenor, (Kolkata)
	7	To be nominated	Member
	8	To be nominated	Member
	Group for Co-ordination in consultation with the Convenors		

	1	CS Ajay Agarwal (CCGRT, Mumbai)	
	2	CS K Venkatraman (CCGRT, Mumbai)	
	3	CS Gopal Khaitan (CCGRT, Kolkata)	
	4	CS Sachin Pilania (CCGRT, Kolkata)	
	5	CS Mahadev Tirunagari (CCGRT, Hyderabad)	
	6	CS Ramakrishna Gupta R (CCGRT, Hyderabad)	
14	Regulations & Elections Reforms Committee		
	1	CS Pawan G Chandak	Chairman
	2	CS Manish Gupta	Member
	3	CS C Dwarakanath	Member
	4	CS Praveen Soni	Member
	5	CS Sandip Kumar Kejriwal	Member
15	International Affairs Committee		
	1	CS N P S Chawla	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Ashish Karodia	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS Rupanjana De	Member
16	Professional Research and Publication Committee		
	1	CS R Venkata Ramana	Chairman
	2	CS Dwarakanath	Member
	3	CS N P S Chawla	Member
	4	CS Pawan G Chandak	Member
	5	CS Rajesh C Tarpara	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
17	Board of Discipline		
	1	CS Pawan G Chandak	Presiding Officer
	2	CS Sandip Kumar Kejriwal	Member
	3	CS Asish Mohan	Member
18	Disciplinary Committee		
	1	CS B Narasimhan	Presiding Officer
	2	Shri Sushil Kumar	Member (Govt. Nominee)
	3	Shri Sunil Dadhe	Member (Govt. Nominee)
	4	CS Manish Gupta	Member
	5	CS C Dwarakanath	Member
19	Peer Review Board		
	1	CS A Mohan Kumar	Chairman
	2	CS Ashish Karodia	Member
	3	CS C Dwarakanath	Member
	4	CS Rajesh C Tarpara	Member
	5	CS Nagendra D Rao	Member
	6	CS Nesar Ahmad	Member
	7	CS Prashanth Diwan	Member

	8	CS V Sreedharan	Member
20	Expert Advisory Board		
	1	CS Praveen Soni	Chairman
	2	CS N P S Chawla	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS Sandip Kumar Kejriwal	Member
	5	CS R Venkata Ramana	Member
	6	CS Veerash Mysore	Member
	7	CS Ravi Verma	Member
	8	CS Ashok Tyagi	Member
21	Editorial Advisory Board		
	1	CS Ashish Karodia	Chairman
	2	Dr. Ashok Kumar Mishra	Member
	3	Mr. M P Shah	Member
	4	CS Praveen Soni	Member
	5	CS Rajesh C Tarpara	Member
	6	CS Suresh Pandey	Member
	7	CS(Dr.) D K Jain	Member
	8	CS Manoj Kumar Purbey	Member
	9	CS Nitin Somani	Member
	10	CS N P S Chawla	Member
	11	CS Bimal Jain	Member
	12	CS (Prof.) Rabi Narayan Kar	Member
	13	CS Puneet Handa	Member
	14	CS R P Tulisian	Member
	15	CS Rohit Gupta	Member
	16	CS Pranav Kumar	Member
22	MSME & Start-up Board		
	1	CS Rajiv Bajaj	Chairman
	2	CS Sandip Kumar Kejriwal	Member
	3	CS L N Joshi	Member
	4	Wg. Cdr. Anthony Anish (Rtd.)	Member
	5	CS Maneesh Srivastava	Member
	6	CS Gaurav Arora	Member
	7	CS (Dr.) Preet Deep Singh	Member
	8	Mr. Gaurav Mahani	Member
	9	CS Yogesh Khakre	Member
	10	CS Bala Nadara	Member
	11	CS Ajay Jaiswal	Member
	12	Mr. Rajiv Chawla	Member
	13	CS (Dr.) Ajay Garg	Member
	14	Representative of MCA	Member
	15	Representative of MSME Chamber	Member
	16	Representative of RBI	Member

	17	Representative of MSME Chamber	Member
23	Auditing Standards Board		
	1	CS Devendra V. Deshpande	Chairman
	2	CS Vineet K Chaudhary	Member
	3	CS Ajay Garg	Member
	4	CS Shanmugasundaram	Member
	5	CS G V Srinivasa Murthy	Member
	6	CS Jagdish Patra	Member
	7	CS K Venkataraman	Member
	8	CS Manoj Kumar Purbey	Member
	9	CS Manoj Rajaram Hurkat	Member
	10	CS Nitin Mehta	Member
	11	CS Pankaj Virmani	Member
	12	CS Parvesh Kumar Kheterpal	Member
	13	CS Ritu Arora	Member
	14	CS Raghavendra Joshi	Member
	15	CS Ram Parkash Punjani	Member
	16	CS Ravi Sharma	Member
	17	CS Rupanjana De	Member
	18	Representative of SEBI	Member
	19	Representative of BSE	Member
20	Representative of NSE	Member	
24	Secretarial Standards Board		
	1	CS Nagendra D Rao	Chairman
	2	CS Amita Desai	Member
	3	CS Kalidas Ramaswami	Member
	4	CS Makarand Joshi	Member
	5	CS Manish Agarwal	Member
	6	CS Manoj Sonawala	Member
	7	CS Narayan Shankar	Member
	8	CS Sanjeev Grover	Member
	9	CS A Mohan Kumar	Member
	10	CS Praveen Soni	Member
	11	CS Harish Kumar	Member
	12	CS S C Vasudeva	Member
	13	CS B Shanmugasundaram	Member
	14	CS B Renganathan	Member
	15	CS S Sudhakar	Member
	16	Representative of SEBI	Member
	17	Representative of RBI	Member
	18	Representative of BSE	Member
	19	Representative of NSE	Member
	20	Representative of CII	Member
21	Representative of FICCI	Member	

	22	Representative of ASSOCHAM	Member
	23	Representative of PHDCCI	Member
	24	Representative of ICAI	Member
	25	Representative of ICoAI	Member
	26	Unlisted Category	Member
25	ESG and Sustainability Board		
	1	CS Ranjeet Pandey	Chairman
	2	CS Ashish Garg	Co-Chairman
	3	CS A Sekar	Member
	4	CS Anil Rustgi	Member
	5	CS J Sundharesan	Member
	6	CS Mangal Kulkarni	Member
	7	CS Pankaj Chourasia	Member
	8	CS Pankaj Tewari	Member
	9	CS R Venkata Ramana	Member
	10	CS Rajni Kant	Member
	11	CS Sachin Mishra	Member
	12	CS Sanjeeb Kumar Chatterjee	Member
	13	Ms. Sharmila Gopinath	Member
	14	CS Tridib Kumar Barat	Member
	15	CS Vinay M A	Member
	16	Nominee- MCA	Member
	17	Nominee- SEBI	Member
	18	Nominee-IFSCA	Member
	19	Nominee- NSE	Member
	20	Nominee- BSE	Member
	21	Nominee- CII	Member
	22	Nominee- FICCI	Member
	23	Nominee- PHDCCI	Member

III COMPOSITION OF REGIONAL COUNCILS

**NORTHERN INDIA REGIONAL COUNCIL
ICSI-NIRC BUILDING, PLOT NO.4, PRASAD NAGAR INST. AREA
NEW DELHI-110005**

Chairman	Vice- Chairman
JATIN SINGAL 102,1st Floor, Ludhiana Stock Exchange Building. Feroze Gandhi Market, LUDHIANA- 141001	PREETI GROVER 106, Mahagun Morpheus, E-4, Sector 50, Noida- 201301
Secretary	Treasurer
HIMANSHU HARBOLA K-40, Second Floor, B.K. Dutt Colony, Near Jor Bagh, New Delhi – 110003	AWANISH SRIVASTAVA 22/111 West Patel Nagar, New Delhi – 110008
Members	Ex-Officio Members
ADITYA RUNGTA Q-409, Sector-82, Vivek Vihar, Noida- 201304	DHANANJAY SHUKLA Dhananjay Shukla & Associates, House No.23, Sector-30 Gurugram – 122001
ARJUN TYAGI SCO 1794, First Floor, Above Indian Bank, Main Road, Hallomajra, Chandigarh - 160002	MANISH GUPTA RMG & Associates, Company Secretaries, 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh, New Delhi – 110005
DEVENDER SUHAG SMD & Co, C1-2767, LGF Sushant Lok-1, Near Golf Course Road, Gurgaon-122003	MANOJ KUMAR PURBEY Off.No.03,B-32,2nd Floor,Madhav Complex, Subhash Chowk, Vikas Marg, Laxmi Nagar, Delhi – 110092
MANPREET SINGH A-44/A, First Floor Sector 16 Behind MC. DONALDS, Noida- 201301	NPS CHAWLA Aekom Legal (Co-Founder & Joint Managing Partner), G-29 (LGF), Lajpat Nagar – III, South East, Delhi New Delhi-110024
RAHUL SHARMA 3F-34, Trinita Mall,Swej Fram, Shyam Nagar, JAIPUR-302019	SURESH PANDEY SPG & Associates, 1005, 10th Floor, Hemkunt House, 6, Rajendra Place, New Delhi - 110008
SANTOSH PANDEY S-5, 2nd Floor, Manish Mega Plaza, Plot No.13, Sector-5, Dwarka, New Delhi- 110075	
SHIKHAR GOEL 214, Durga Chambers, DB Gupta Road, Karol Bagh, New Delhi -110005	
SURYA KANT GUPTA Chamber No.11, Saraswati Bhawan, Basement, 1/4 Lalita Park, Laxmi Nagar, Delhi - 110092	

EASTERN INDIA REGIONAL COUNCIL
ICSI-CCGRT Campus , Action Area II New Town KOLKATA-700019

Chairman	Vice- Chairman
(Dr.) MOHIT SHAW 38, Vivekananda Road, Kolkata - 700007	ANUJ SARASWAT 17/1, Mukhram Kanoria Road, Rampuriah Mansion, 2nd Floor, Howrah - 711101
Secretary	Treasurer
BISHAL HARLALKA Bishal Harlalka & Associates, 404, Ram Prasad Complex, Chatribari, Guwahati - 781001	SANTOSH KUMAR Santosh Kumar & Associates, Company Secretaries, House No. 13, LBS Marg, North S K Puri, Patna – 800013
Members	Ex-Officio Members
SATISH KUMAR Satish Kumar & Associates, Office No. 603, 6th Floor, Samridhi Square, Kishoriganj Chowk, Ranchi – 834001 SOUMYA SUJIT MISHRA C/o SSM Associates, Plot No.784/2674, 3rd Floor, Jagamara, Khandagiri, Bhubaneswar - 751030	RUPANJANA DE Rupanjana De & Co., C/10, Baghajatin Park Housing, Panchasayar, Kolkata – 700094 SANDIP KUMAR KEJRIWAL 322, 3rd Floor , Martin Burn House, 1 R. N Mukherjee Road, Kolkata - 700001

WESTERN INDIA REGIONAL COUNCIL
13, 56 & 57, JOLLY MAKER CHAMBERS NO. 2 (FIRST AND FIFTH FLOOR)
NARIMAN POINT, MUMBAI-400021

Chairman	Vice- Chairman
MEHUL GANESH RAJPUT Unit no. 650, Signature Building, 6th Floor, Block no. 138, Zone 1, Gift (SEZ), Gandhinagar, Gujarat - 382355	YARRA CHANDRA RAO Godawari Power and Ispat Limited, Plot No, 428/2, Phase I, Siltara Raipur - 492 001
Secretary	Treasurer
DEEPTI ANIRUDDHA JOSHI (MS) 104, Ram Nagar, Opp. South Indian Temple, Nagpur – 440033	BHAVESHKUMAR RAWAL 753, Ajanta Shopping Centre, Nr. Rajhans-The Imperia, Opp. Bhatia Mobile, Ring Road, Surat- 395002
Members	Ex-Officio Members
<p>ABHISHEK CHHAJED Abhishek Chhajed & Associates,129, Shri Mahavir Cloth Market, Near New Cloth Market Kankaria, Ahmedabad – 380009</p> <p>AMRITA DC NAUTIYAL (MS) Bina Shopping Centre, M. V. Road, Andheri (East), Mumbai – 400 069, Maharashtra</p> <p>ANURAG GANGRADE C/O Shreeyam Power and Steel Industries Limited, 401, Mahakosh House,7/5. South Tukoganj, Indore-452001</p> <p>HRISHIKESH WAGH 3-4, Aishwarya Sankul S. No:17. G.A. Kulkarni Path, Opp. Joshi Railway Museum, Kothrud Pune-411038</p> <p>SAGAR KULKARNI S. V. Kulkarni & Associates, Office No. 12, First Floor, Thakker's Majesty, B-Wing, College Road, Nashik - 422 005</p> <p>SANJAY UTTAMRAO PATARE Sanjay Patare & Associates, Office No 5, 2nd Floor, Vijaya Chambers, Sr. No. 25/4/5, Opposite State Bank of India, Sinhgad Road, Hingane Khurd, Pune (MH)</p> <p>SNEHAL CHANDRAKANT SHAH 501, 5th Floor, Shreeji Arcade Premises, Junction of S. V. Road & M. G. Road, Kandivali (West) Mumbai-400067</p>	<p>ASHISH KARODIA 208, Trade House, 14/3, South Tukoganj, Indore – 452001</p> <p>BALASUBRAMANIAN NARASIMHAN 601/602, B-Wing, Cosmic Heights, Bhakti Park, Near Imah Theatre, Wadala East, Mumbai – 400037</p> <p>PAWAN GHANSHYAMDAS CHANDAK 1203-1205, Kumar Surabhi, Next to Laxminarayan Theatre, Satara Road, Pune – 411009</p> <p>PRAVEEN SONI Silver Metropolis, 11th Floor, Jay Coach, Off Western Express Highway, Goregaon East, Mumbai – 40063</p> <p>RAJESH TARPORA 208, Capital Corporate Opp. Eknath Complex, Naroda Kathwada Rd, Naroda Ahmedabad- 382330</p>

YOGESH CHOUDHARY A/5-A, 2nd Floor, Satya Apartment, S. V. Road, Opp. Kandivali Telephone Exchange, Kandivali West, Mumbai – 400067	
---	--

SOUTHERN INDIA REGIONAL COUNCIL
'ICSI-SIRC HOUSE', OLD NO. 4, NEW NO.9
WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI-600034

Chairman	Vice- Chairman
PRADEEP B KULKARNI No.291, 1st Floor, 10th Main, III Block, Jayanagar, Bengaluru - 560011	MADHUSUDHANAN E P SEP & Associates, KC Abraham, Master Road, Panampilly Nagar, Kochi
Secretary	Treasurer
MAHADEV TIRUNAGARI II-Floor,, Plot No.10, Rd. No.10, Sri Venkateswara Nilayam, Krishanpuram, Banjara Hills, Hyderabad – 500034	JAYASHREE S IYER Practising Company Secretary, Insolvency Professional & Registered Valuer 23 Lake Area 3rd Cross Street Nungambakkam Chennai 600034
	Co-opted Members
	REGIONAL DIRECTOR, MCA Regional Director (SR) Ministry of Corporate Affairs, Shastri Bhawan 'A' Wing, 5th Floor, No.26, Haddows Road, Nungambakkam, Chennai- 600006
Members	Ex-Officio Members
DAMODARAN M M Damodaran & Associates, New No. 6, Old No. 12, Appavoo Gramani 1st Stree, Mandaveli, Opp. To CSI Church, Chennai-600028	DWARAKANATH C No.31, III Floor, Rear Block, West Anjanaya Temple Street, Basavangudi, Bengaluru – 560004
B AMARNADH MIG - 46, APHB Colony, Opp. ZP Office, Sirkakulam -532001	MOHAN KUMAR A Flat F 1, Sudarsan Apartments, 72, VGP Selva Nagar, Second Main Road, Velachery (Near Velachery Railway Station & PVR Cinemas), Chennai - 600 042
	RAJAVOLU VENKATA RAMANA RVR & Associates No. 1-10-18/G1, 1st Floor, Lakshmi Sree Park View Apartments, Near Ashok Nagar Circle, Opp. Municipal Park, Ashok Nagar, Hyderabad

**IV NON DISCLOSURE OF THE AGENDA AND MINUTES OF THE COMMITTEES AND
BOARDS OF THE COUNCIL / INSTITUTE**

It has been decided that the agenda and minutes and those of the committees and boards of the Council / Institute shall not be provided under the RTI Act, 2005.

ITEM NO. (IX)**DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

The Directory of its Officers & Employees (Executive level and above) is as under :-

EPABX NUMBER : (011) 45341000

Name S/Shri	Designation	Direct No.
President's Office & Directorate of General Administration (Lodi Road)		
Sanjeev Kumar Dogra	Joint Director	(011) 45341004
Secretariat		
CS Asish Mohan	Secretary	(011) 45341003
K P Sasi	Deputy Director	(011) 45341006
Secretariat / Directorate of Council Affairs		
Premjith S	Joint Director	(011) 45341046
Directorate of Council Affairs		
Meena Khurana	Assistant Director	(011) 45341031
Ankita Mathew	Executive (Academics)	(011) 45341059
Directorate of General Administration (Lodi Road)		
Birender Kumar	Assistant Director	(011) 45341057
Directorate of Law / RTI Cell		
Saidutta Mishra	Director	(011) 45341019
Gaurav Tandon	Deputy Director	(011) 45341024
Kumar Navanit	Assistant Director	(011) 45341029
Directorate of Infrastructure and Buildings Maintenance		
Dr. Sanjay Pandey	Joint Secretary (SG)	(0120) 4522010
Bhubanananda Pradhan	Director	(0120) 4522083
Abhishek Raj	Assistant Director	(0120) 4522046
Vaibhav Sharma	Executive	(0120) 4082143
Directorate of Finance and Accounts		
Shree Prakash	Director	(011) 45341015
Santosh Kumar Sharma	Director	(011) 45341014
Deepak Agarwal	Deputy Director	(011) 45341083
Sunita Mehan	Deputy Director	(011) 45341047
Deepak Saxena	Assistant Director	(011) 45341095
Hema Babbar	Deputy Director	(011) 45341091
Shandilya Saroj	Assistant Director	(011) 45341049

Name S/Shri	Designation	Direct No.
Suman Iyer	Assistant Director	(011) 45341048
B C Papney	Assistant Director	(011) 45341053
Directorate of Internal Audit		
Tapash Bhattacharjee	Joint Director	(011) 45341035
Lakhi Kanto Gorai	Deputy Director	(011) 45341032
Himanshu Agarwal	Assistant Director (Internal Audit)	(0120) 4522069
Kabir Chattopadhyay	Assistant Director	(011) 45341084
Navneet Kaur	Executive (Internal Audit)	(011) 45341078
Directorate of Corporate Communication and International Affairs / Directorate of Human Resources		
Preeti Kaushik Banerjee	Joint Secretary	(011) 45341022
Directorate of Corporate Communication and International Affairs		
Sanjeet Kumar	Deputy Director	(011) 45341088
Sonu Nahata	Deputy Director	(011) 45341064
Sonu Lakhani	Assistant Director	(011) 45341065
Directorate of Human Resources		
Sajeevan P	Joint Director	(011) 45341071
Nidhi Maikhuri	Deputy Director	(0120) 4082126
Anuj Kumar Gupta	Assistant Director	(011) 45341036
Ritu Dua	Executive (Admin)	(011) 45341020
Directorate of Professional Development		
Alka Arora	Director	(011) 45341086
Manoj Kumar	Deputy Director	(011) 45341090
Jagvinder Kaur Bedi	Deputy Director	(011) 45341037
Disha Kant	Deputy Director	(011) 45341081
Kanika	Executive (Academics)	(011) 45341080
Nikita Dutta	Executive (Academics)	(011) 45341080
Directorate of Perspective Planning & Financial Services		
Banu Dandona	Director	(011) 45341030
Khusbu Mohanty	Deputy Director	(011) 45341082
Rakesh Kumar	Deputy Director	(011) 45341097
Vandana Mohindroo	Assistant Director	(011) 45341028
Dr. Neeraj Kumar	Executive (Academics)	(011) 45341040
Directorate of Sustainability & Governance		
Anamika Chaudhary	Joint Director	(011) 45341066
Chenna Kesava Chebrolu	Deputy Director	(011) 45341043
Dr. Mukesh Jinara	Assistant Director	(011) 45341043

Name S/Shri	Designation	Direct No.
Richa Gupta	Executive (Academics)	(011) 45341039
Directorate of Corporate Law		
Deepa Khatri	Joint Director	(011) 45341038
Pooja Rahi	Assistant Director	(011) 45341070
Directorate of Academics / Directorate of Futuristic Research / Library		
Lakshmi Arun	Director	(0120) 4082127
Directorate of Academics		
Anita Gupta	Deputy Director	(0120) 4082128
Dr. Akinchan Buddhodev Sinha	Deputy Director	(0120) 4082141
Chittaranjan Pal	Deputy Director	(0120) 4082167
Sarika Verma	Deputy Director	(0120) 4082169
Govind Krishna Agarwal	Deputy Director	(0120) 4082171
Mahesh Airan	Assistant Director	(0120) 4082138
Kushal Kumar	Assistant Director	(0120) 4082116
Puneeta Ahuja	Executive (Academics)	(0120) 4082257
Bharati Lohchab	Executive (Academics)	(0120) 4522013
Directorate of Futuristic Research		
Muskan	Executive (Academics)	(011) 45341070
Sukhmeet Suri	Executive (Academics)	(011) 45341045
Alex V S	Executive (Academics)	(011) 45341033
PMQ, Boards and Certificate Courses		
Garima Mehrotra	Assistant Director	(0120) 4082079
Bhole Shankar Sikhwal (Dr.)	Research Associate	(0120) 4082089
E-Academic Cell		
Nilesh Neelmani (Dr.)	Deputy Director	(0120) 4082187
Directorate of Discipline		
Sonia Bajjal	Joint Secretary	(0120) 4082103
Vikash Kumar Srivastava	Joint Director	(0120) 4082165
Ritu Chawla	Deputy Director	(0120) 4522054
Anita Mehra	Deputy Director	(0120) 4522086
Chandra Prakash	Assistant Director	(0120) 4082192
Satish Kumar	Assistant Director	(0120) 4082193
Rasbihari Nath Tiwari	Assistant Director	(0120) 4522040
ICSI -IIP / Printing Cell		
Prasant Sarangi (Dr.)	CEO (ICSI-IIP) and Director	(0120) 4082185

Name S/Shri	Designation	Direct No.
Printing Cell		
Arti J Shailendar	Joint Director	(0120) 4082123
Manhar Malhotra	Deputy Director	(0120) 4082129
Chandni Garg	Executive	(0120) 4082105
Directorate of Purchase & Stores / Directorate of General Administration (Noida) / Co-ordination Cell		
Ashvini Kumar Srivastava	Joint Secretary	(0120) 4082109
Directorate of Purchase		
Neeta Sehgal	Deputy Director	(0120) 4082146
Rajiv Ranjan	Assistant Director	(0120) 4082144
Neelam Wadhwa	Assistant Director	(0120) 4082140
Stores		
Ghulam Haidar	Deputy Director	(0120) 4522016
Directorate of General Administration (Noida)		
Rajeshwar Singh	Executive (Admin)	(0120) 4082194
Directorate of Membership & CSBF, Registered Valuers Organisation, ADR & ESB, PLACEMENT CELL, BOARDS, PMQ AND CERTIFICATE COURSES AND E-ACADEMIC CELL		
Dr. Rajesh Kumar Agrawal	Joint Secretary	(0120) 4082106
Directorate of Membership & CSBF		
Subhashis Bagchi	Joint Director	(0120) 4082131
Vidhya Ganesh	Assistant Director	(0120) 4082133
Saurabh Bansal	Assistant Director	(0120) 4082135
Vanitha Dhanesh	Assistant Director	(0120) 4082136
Parinita	Executive (Admin)	(0120) 4082118
Registered Valuers Organisation, ADR & ESB AND PLACEMENT CELL		
Ritesh Kumar	Joint Director	(0120) 4082184
Directorate of Information Technology		
Asit Kumar Rath	Joint Secretary	(0120) 4522018
Praveen Kumar Veyikandla	Joint Director	(0120) 4522066
Ravish Samota	Deputy Director	(0120) 4522045
Venkata Sudhakar Chinta	Deputy Director	(0120) 4522039
Gaurav Bansal	Assistant Director	(0120) 4522037
Praveen Kumar	Assistant Director	(0120) 4522070
Santosh Kumar Jha	Assistant Director	(0120) 4522043
Ashish Jain	Senior Programmer	(0120) 4522037
Directorate of Student Services and Grievance Redressal (Including Career Awareness Cell , Oral Coaching And Online Classes Cell)		

Name S/Shri	Designation	Direct No.
Sanjay Kumar Nagar	Joint Secretary	(0120) 4522005
Directorate of Student Services		
Tapas Kumar Roy (Dr.)	Deputy Director	(0120) 4522072
Archana Sethi	Assistant Director	(0120) 4522082
Himanshu Sharma	Assistant Director	(0120) 4522056
Career Awareness Cell / Oral Coaching and Online Classes Cell		
Geetanjali Singh Rathore	Deputy Director	(0120) 4522065
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4082162
MIS Cell		
Rakesh Goyal	Joint Director	(0120) 4082177
Directorate of Training		
DVNS Sarma	Director	(0120) 4082107
Gaurav Mehta	Deputy Director	(0120) 4082157
Shruti Gupta	Deputy Director	(0120) 4082148
Priyanka Singh	Assistant Director	(0120) 4082154
Anju Gupta	Executive (Admin)	(0120) 4522076
Monika Joshi	Executive (Admin)	(0120) 4082154
Trupti Nayak	Executive (Admin)	(0120) 4082173
Directorate of Examination		
Galipelly Hanumantharao Ramana	Joint Director	(0120) 4522011
Rita Aswani	Deputy Director	(0120) 4522021
Ajay Sharma	Deputy Director	(0120) 4522022
Nikhat	Deputy Director	(0120) 4522023
Rajesh Kumar Gupta	Deputy Director	(0120) 4522026
ICSI-CCGRT - Mumbai		
Amit Kumar Ghosal	Director	(022) 41021502
Sapna Malhotra (Dr.)	Deputy Director	(022) 41021503
Kavita Pramod Chavan	Assistant Director	(022) 41021510
ICSI-CCGRT - Hyderabad and ICSI-CCGRT - Kolkata		
Ankur Yadav	Joint Secretary (SG)	(033) 22902179
ICSI-CCGRT – Hyderabad		
Kailash Chander Kaushik	Director	(040) 23399541
V Subrahmanya Sarma	Deputy Director	(040) 27177722
ICSI-CCGRT - Kolkata		
Dheeraj Gupta	Assistant Director	(033)

Name S/Shri	Designation	Direct No.
NIRO - Delhi		
Saurabh Jain	Director	(011) 49343002
Deepak Kumar	Assistant Director (F&A)	(011) 49343004
Beena	Assistant Director	(011) 49343004
Harvinder Kaur	Assistant Director	(011) 49343007
Manish Agarwal	Assistant Director	(011) 49343024
EIRO – Kolkata		
Surya Narayan Mishra	Director	(033) 22901065
Amit Kumar	Assistant Director	(033) 22901065
Alok Kumar	Executive (Admin)	(033) 22901065
U C Mishra	Executive (Admin)	(033) 22901065
SIRO - Chennai		
Prabir Sarkar	Director	(044) 28279898
Gautam Mullick	Deputy Director	(044) 28222212
S Sreejesh	Deputy Director	(044) 28222212
Chelliah Murugan	Executive (Admin)	(044) 28222212
WIRO - Mumbai		
Nikhat Khan (Dr.)	Director	(022) 61307900-04
Nitin Jain	Joint Director	(022) 61307904
Naveen Kumar Bhageria	Assistant Director (F&A)	(022) 61307922
Ahmedabad Chapter		
Ketan Kalyanbhai Bhalgamiya	Assistant Director	(079)-26575335
Bengaluru Chapter		
Noor Sumayya	Assistant Director	(080) 23111861
N Venugopal	Executive (Admin)	(080) 23117158
Coimbatore Chapter		
Sreejith P	Assistant Director	(0422) 2237006
Faridabad Chapter		
Ranjana Gupta	Assistant Director	(0129) 4003761
Mohammad Aslam	Executive (Admin)	(0129) 4003761
Gurugram Chapter		
Siya Ram	Executive (Admin)	0124-4232148
Hyderabad Chapter		

Name S/Shri	Designation	Direct No.
V Srinivas	Assistant Director	(040) 27177721
Indore Chapter		
Pravin Gupta	Assistant Director	(0731) 4248181
Jaipur Chapter		
Makkhan Lal Raiger	Executive (Assistant)	(0141) 2707236
Kanpur Chapter		
Kunwar Lal Kushwaha	Executive (Admin)	(0512) 2296535
Kochi Chapter		
Smita Subin	Assistant Director	(0484) 2375950 / 4050502
Mysuru Chapter		
Vadali Sesham Raju	Executive (Admin)	(0821) 2516065
Pune Chapter		
Anil R Tale	Assistant Director	(020) 25393227
P S Emmanuel	Executive (Admin)	(020) 25393227
Thane Chapter		
Sakshi Santosh Kadam	Assistant Director	9004928113
Visakhapatnam Chapter		
P R V Sivaramakrishna	Assistant Director	(0891) 2533516

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)
'ICSI-NIRC' BUILDING, PLOT NO. 4, PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI – 110 005**

Name S/Shri	Designation	EPABX No.
Saurabh Jain	Director	(011) 49343002

**EASTERN INDIA REGIONAL COUNCIL (EIRC)
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1ST LANE, KOLKATA – 700 019**

Name S/Shri	Designation	EPABX No.
Surya Narayan Mishra	Director	(033) 22901065

**WESTERN INDIA REGIONAL COUNCIL (WIRC)
13, JOLLY MAKER CHAMBERS NO. 2 (1ST FLOOR) & Nos. 56 & 57 (5TH FLOOR),
NARIMAN POINT, MUMBAI- 400 021**

Name S/Shri	Designation	EPABX No.
Nikhat Khan (Dr.)	Director	(022) 61307900-04

**SOUTHERN INDIA REGIONAL COUNCIL (SIRC)
'ICSI-SIRC HOUSE', NEW NO. 9,
WHEAT CROFTS ROAD, NUNGAMBAKKAM
CHENNAI-600 034**

Name S/Shri	Designation	EPABX No.
Prabir Sarkar	Director	(044) 28279898

ITEM NO. (X)**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

The statement containing monthly remuneration received by each of its officers and staff members is as under :-

Abbreviations used for various Directorates

PD	Professional Development	F&A	Finance and Accounts
PPF	Perspective Planning & Financial Services	Exams	Examination
B,PMQ & CC	Boards, PMQ and Certificate Courses	IT	Information Technology
PRP	Professional Research and Publications	IBM	Infrastructure and Buildings Maintenance
Admin.	General Administration	CCGRT	Centre for Corporate Governance Research & Training
Prtg	Printing	NIRO	Northern India Regional Office
HR	Human Resources	EIRO	Eastern India Regional Office
CC & IA	Corporate Communication and International Affairs	WIRO	Western India Regional Office
SS	Student Services	SIRO	Southern India Regional Office
GR	Grievance Redressal	IIP	Institute of Insolvency Professionals
OC	Oral Coaching and Online Classes Cell	RVO	Registered Valuers Organisation
CA	Career Awareness Cell	CL	Corporate Law
SG	Sustainability & Governance		

SECRETARY

S.NO	NAME OF EMPLOYEE	DIRECTORATE	PLACE OF POSTING	BASIC PAY
1.	CS ASISH MOHAN	SECTT	DELHI/NOIDA	225000

JOINT SECRETARY(SG) [Level 14 (144200-218200)]

2.	ANKUR YADAV	CCGRT, KOLKATA & HYDERABAD	KOLKATA	218200
3.	SANJAY PANDEY (Dr.)	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	193800
4.	CS ASHOK KUMAR DIXIT		NOIDA	199600

JOINT SECRETARY [Level 14 (144200-218200)]

5.	SANJAY KUMAR NAGAR	SS, GR, CA & OC AND OC	NOIDA	193800
6.	ASHVINI KUMAR SRIVASTAVA	PURCHASE, ADMINISTRATION AND	NOIDA	162300

		CO-ORDINATION		
7.	ASIT KUMAR RATH	IT	NOIDA	167200
8.	SONIA BAIJAL	DISCIPLINE	NOIDA	167200
9.	PREETI KAUSHIK BANERJEE	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS AND HUMAN RESOURCES	DELHI	157600
10.	RAJESH KUMAR AGRAWAL (Dr.)	RVO, ADR & ESB, MEMBERSHIP & CSBF and Placement Cell BOARDS, PMQ, CERTIFICATE COURSES and E-ACADEMIC CELL	NOIDA	162300

DIRECTOR [Level 13 (123100-215900)]

11.	BHUBANANANDA PRADHAN	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	165400
12.	S K JENA (Dr.)	On Official Duty		147000
13.	NIKHAT KHAN (Dr.)	WIRO	MUMBAI	155900
14.	PRASANT SARANGI (Dr.)	PRINTING CELL AND ICSI-IIP	NOIDA	147000
15.	AMIT KUMAR GHOSAL	CCGRT, MUMBAI	NAVI MUMBAI	147000
16.	SHREE PRAKASH	F&A	DELHI	138500
17.	SAIDUTTA MISHRA	LAW & RTI CELL	DELHI	138500
18.	SANTOSH KUMAR SHARMA	F&A	DELHI	134500
19.	PRABIR SARKAR	SIRO	CHENNAI	134500
20.	BANU DANDONA	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	130600
21.	SURYA NARAYAN MISHRA	EIRO	KOLKATA	130600
22.	DVNS SARMA	TRAINING	NOIDA	130600
23.	SAURABH JAIN	NIRO	DELHI	126800
24.	LAKSHMI ARUN	ACADEMICS	NOIDA	126800
25.	ALKA ARORA	PROFESSIONAL DEVELOPMENT	DELHI	126800
26.	KAILASH CHANDER KAUSHIK	CCGRT, HYDERABAD	HYDERABAD	123100

JOINT DIRECTOR [Level 12 (78800-209200)]

27.	RAKESH GOYAL	MIS CELL	NOIDA	112400
28.	ARTI J SHAILENDAR	PRINTING CELL	NOIDA	105900
29.	NITIN JAIN	WIRO	MUMBAI	94100

30.	SUBHASHIS BAGCHI	MEMBERSHIP & CSBF	NOIDA	88700
31.	GALIPELLY HANUMANTHARAO RAMANA	EXAM	NOIDA	88700
32.	TAPASH BHATTACHARJEE	INTERNAL AUDIT	DELHI	88700
33.	PREMJITH S	SECRETARIAT AND COUNCIL AFFAIRS	DELHI	86100
34.	SAJEEVAN P	HR	DELHI	83600
35.	SANJEEV KUMAR DOGRA	PRESIDENT'S OFFICE	DELHI	86100
36.	VIKASH KUMAR SRIVASTAVA	DISCIPLINE	NOIDA	91400
37.	ANAMIKA CHAUDHARY	SUSTAINABILITY & GOVERNANCE	DELHI	86100
38.	DEEPA KHATRI	CORPORATE LAW	DELHI	94100
39.	RITESH KUMAR	RVO, ADR & ESB AND PLACEMENT CELL	NOIDA	86100
40.	PRAVEEN KUMAR VEYIKANDLA	IT	NOIDA	86100

DEPUTY DIRECTOR [Level 11 (67700-208700)]

41.	RITA ASWANI	EXAM	NOIDA	91100
42.	SAPNA MALHOTRA (Dr.)	PERSPECTIVE PLANNING & FINANCIAL SERVICES	NAVI MUMBAI	83300
43.	ANITA GUPTA	COORDINATION	NOIDA	91100
44.	AJAY SHARMA	CCGRT, HYDERABAD	HYDERABAD	83300
45.	CHENNA KESAVA CHEBROLU	SUSTAINABILITY & GOVERNANCE	DELHI	93800
46.	GAURAV MEHTA	TRAINING	NOIDA	88400
47.	RITU CHAWLA	DISCIPLINE	NOIDA	83300
48.	GEETANJALI SINGH RATHORE	ORAL COACHING AND ONLINE CLASSES CELL	NOIDA	83300
49.	TAPAS KUMAR ROY (Dr.)	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	85800
50.	MANOJ KUMAR	PROFESSIONAL DEVELOPMENT	DELHI	83300
51.	ANITA MEHRA	DISCIPLINE	NOIDA	83300
52.	NIKHAT .	EXAM	NOIDA	83300
53.	JAGVINDER KAUR BEDI	PROFESSIONAL DEVELOPMENT	DELHI	91100
54.	NEETA SEHGAL	PURCHASE	NOIDA	91100
55.	GHULAM HAIDER	STORES	NOIDA	88400
56.	MANHAR MALHOTRA	PRINTING CELL	NOIDA	85800
57.	V SUBRAHMANYA SARMA	CCGRT, HYDERABAD	HYDERABAD	83300

58.	AKINCHAN BUDDHODEV SINHA (Dr.)	ACADEMICS	NOIDA	76200
59.	RAVISH SAMOTA	IT	NOIDA	74000
60.	RAJESH KUMAR GUPTA	EXAM	NOIDA	80900
61.	K P SASI	SECTT	DELHI	83300
62.	SHRUTI GUPTA	TRAINING	NOIDA	83300
63.	SANJEET KUMAR	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	83300
64.	NIDHI MAIKHURI	HR	NOIDA	80900
65.	GAUTAM MULLICK	SIRO	CHENNAI	80900
66.	GAURAV TANDON	LAW	DELHI	78500
67.	KHUSBU MOHANTY	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	76200
68.	DISHA KANT	PROFESSIONAL DEVELOPMENT	DELHI	74000
69.	VENKATA SUDHAKAR CHINTA	IT	NOIDA	80900
70.	CHITTARANJAN PAL	ACADEMICS	NOIDA	80900
71.	S SREEJESH	SIRO	CHENNAI	78500
72.	LAKHI KANTO GORAI	INTERNAL AUDIT	DELHI	74000
73.	SONU NAHATA	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	71800
74.	DEEPAK AGARWAL	F&A	DELHI	71800
75.	SUNITA MEHAN	F&A	DELHI	85800
76.	HEMA BABBAR	F&A	DELHI	71800
77.	SARIKA VERMA	ACADEMICS	NOIDA	71800
78.	GOVIND KRISHNA AGARWAL	ACADEMICS	NOIDA	71800
79.	RAKESH KUMAR	FUTURISTIC RESEARCH	DELHI	74000

ASSISTANT DIRECTOR [Level 10 (56100-177500)]

80.	ANIL R TALE	PUNE CHAPTER	PUNE	75400
81.	RANJANA GUPTA	FARIDADBAD CHAPTER	FARIDABAD	82400
82.	SREEJITH P	COIMBATORE CHAPTER	COIMBATORE	75400
83.	MUKESH JINARA (Dr.)	NIRO	DELHI	71100
84.	DEEPAK SAXENA	F&A	DELHI	71100
85.	VANDANA MOHINDROO	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	77700
86.	AJAY KUMAR PAHWA	EXAM	NOIDA	73200
87.	AMIT KUMAR	INTERNAL AUDIT	DELHI	71100
88.	KAVITA PRAMOD CHAVAN	CCGRT, MUMBAI	NAVI MUMBAI	71100
89.	CHANDRA PRAKASH	DISCIPLINE	NOIDA	77700

90.	NAVEEN KUMAR BHAGERIA	WIRO	MUMBAI	67000
91.	HIMANSHU AGARWAL	INTERNAL AUDIT	DELHI	67000
92.	DEEPAK KUMAR	EXAM	NOIDA	67000
93.	GARIMA MEHROTRA	PMQ, BOARDS AND CERTIFICATE COURSES	NOIDA	69000
94.	KETAN KALYANBHAI BHALGAMIYA	AHMEDABAD CHAPTER	AHMEDABAD	71100
95.	NOOR SUMAYYA	BENGALURU CHAPTER	BENGALURU	71100
96.	MAHESH AIRAN	ACADEMICS	NOIDA	71100
97.	SONU LAKHANI	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	71100
98.	PRIYANKA SINGH	TRAINING	NOIDA	71100
99.	SAKSHI SANTOSH KADAM	THANE CHAPTER	THANE	67000
100.	PRAVIN GUPTA	INDORE CHAPTER	INDORE	69000
101.	SATISH KUMAR	DISCIPLINE	NOIDA	69000
102.	MEENA KHURANA	COUNCIL AFFAIRS	DELHI	65000
103.	VIDHYA GANESH	MEMBERSHIP & CSBF	NOIDA	65000
104.	SHANDILYA SAROJ	F&A	DELHI	71100
105.	SAURABH BANSAL	MEMBERSHIP & CSBF	NOIDA	67000
106.	POOJA RAHI	CORPORATE LAW	DELHI	67000
107.	DHEERAJ GUPTA	CCGRT, KOLKATA	KOLKATA	65000
108.	RAJEEV MISHRA	EXAM	NOIDA	65000
109.	SMITA SUBIN	KOCHI CHAPTER	KOCHI	65000
110.	BEENA .	NIRO	DELHI	63100
111.	ARCHANA SETHI	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	63100
112.	ANUJ KUMAR GUPTA	HR	DELHI	71100
113.	SHASHI DHAR SHARMA	EXAM	NOIDA	69000
114.	SUMAN IYER	F&A	DELHI	63100
115.	RAJESH KUMAR SHARMA	EXAM	NOIDA	63100
116.	RAJIV RANJAN	PURCHASE	NOIDA	75400
117.	KUSHAL KUMAR	ACADEMICS	NOIDA	67000
118.	V SRINIVAS	HYDERABAD CHAPTER	HYDERABAD	63100
119.	KABIR CHATTOPADHYAY	INTERNAL AUDIT	DELHI	63100
120.	BIRENDER KUMAR	GENERAL ADMINISTRATION	DELHI	63100
121.	VANITHA DHANESH	MEMBERSHIP & CSBF	NOIDA	61300
122.	GAURAV BANSAL	IT	NOIDA	61300
123.	HIMANSHU SHARMA	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	61300

124.	P R V SIVARAMAKRISHNA	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	61300
125.	KAMAL GURURANI	EIRO	KOLKATA	61300
126.	HARVINDER KAUR	NIRO	DELHI	63100
127.	NEELAM WADHWA	PURCHASE	NOIDA	65000
128.	B C PAPNEY	F&A	DELHI	63100
129.	ABHISHEK RAJ	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	61300
130.	KUMAR NAVANIT	LAW	DELHI	61300
131.	PRAVEEN KUMAR	IT	NOIDA	59500
132.	NILESH NEELMANI (Dr.)	E-ACADEMIC CELL	NOIDA	71800
133.	MANISH AGARWAL	NIRO	DELHI	63100
134.	RASBIHARI NATH TIWARI	DISCIPLINE	NOIDA	59500
135.	SANTOSH KUMAR JHA	IT	NOIDA	59500
136.	MANI SHANKAR TIWARI	EXAM	NOIDA	57800

RESEARCH ASSOCIATE [Level 10 (56100-177500)]

137.	BHOLE SHANKAR SIKHWAL (Dr.)	PMQ, BOARDS AND CERTIFICATE COURSES	NOIDA	69000
------	--------------------------------	--	-------	-------

EXECUTIVE (ACADEMICS) [Level 8 (47600-151100)]

138.	PUNEETA AHUJA	ACADEMICS	NOIDA	50500
139.	BHARATI LOHCHAB	ACADEMICS	NOIDA	50500
140.	NEERAJ KUMAR (Dr.)	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	50500
141.	RICHA GUPTA	SUSTAINABILITY & GOVERNANCE	DELHI	50500
142.	KANIKA	PROFESSIONAL DEVELOPMENT	DELHI	50500
143.	ANKITA MATHEW	COUNCIL AFFAIRS	DELHI	49000
144.	NIKITA DUTTA	PROFESSIONAL DEVELOPMENT	DELHI	49000
145.	MUSKAN .	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	49000
146.	SUKHMEET SURI	FUTURISTIC RESEARCH	DELHI	49000
147.	ALEX V S	FUTURISTIC RESEARCH	DELHI	49000

EXECUTIVE (ADMIN) [Level 8 (47600-151100)]

148.	MOHAMMAD ASLAM	FARIDADBAD CHAPTER	FARIDABAD	60400
149.	RAJBIR SINGH BHANDARI	ORAL COACHING AND ONLINE CLASSES CELL	NOIDA	58600

150.	RAJESHWAR SINGH	GENERAL ADMINISTRATION	NOIDA	58600
151.	ALOK KUMAR	CCGRT, KOLKATA	KOLKATA	58600
152.	CHANDNI GARG	PRINTING CELL	NOIDA	56900
153.	U C MISHRA	EIRO	KOLKATA	55200
154.	CHELLIAH MURUGAN	SIRO	CHENNAI	53600
155.	N VENUGOPAL	BENGALURU CHAPTER	BENGALURU	53600
156.	MAKKHAN LAL RAIGER	JAIPUR CHAPTER	JAIPUR	52000
157.	P S EMMANUEL	PUNE CHAPTER	PUNE	52000
158.	ANJU GUPTA	TRAINING	NOIDA	52000
159.	RITU DUA	RECEPTION (HQ)	DELHI	52000
160.	VADALI SESHAM RAJU	MYSURU CHAPTER	MYSURU	52000
161.	PARINITA .	MEMBERSHIP & CSBF	NOIDA	50500
162.	MONIKA JOSHI	TRAINING	NOIDA	50500
163.	TRUPTI NAYAK	TRAINING	NOIDA	50500
164.	KUNWAR LAL KUSHWAHA	KANPUR CHAPTER	KANPUR	49000
165.	SIYA RAM	GURUGRAM CHAPTER	GURUGRAM	47600

EXECUTIVE (F&A) [Level 8 (47600-151100)]

166.	AKASH GOEL	F&A	DELHI	49000
------	------------	-----	-------	-------

EXECUTIVE (INTERNAL AUDIT) [Level 8 (47600-151100)]

167.	NAVNEET KAUR	Internal Audit	DELHI	56900
------	--------------	----------------	-------	-------

EXECUTIVE (INFRASTRUCTURE) [Level 8 (47600-171.151100)]

168.	VAIBHAV SHARMA	Infrastructure and Buildings Maintenance	NOIDA	49000
------	----------------	--	-------	-------

SENIOR PROGRAMMER [Level 8 (47600-151100)]

169.	ASHISH JAIN	IT	NOIDA	53600
------	-------------	----	-------	-------

SENIOR EXECUTIVE ASSISTANT [Level 6 (35400- 112400)]

170.	PRIYANKA DAS	CCGRT, MUMBAI	NAVI MUMBAI	66000
171.	RAM DHANKA	LAW	DELHI	39900
172.	VISHAL BHASIN	HR	DELHI	39900
173.	PRAFULLA KUMAR DASH	NAGPUR CHAPTER	NAGPUR	39900
174.	JITENDRA KUMAR	MEMBERSHIP & CSBF	NOIDA	39900
175.	NARSINGARAJU GANDLA	CCGRT, HYDERABAD	HYDERABAD	39900
176.	SANKARA RAO BADI	MANGALURU CHAPTER	MANGALURU	39900

177.	SREEKANTH GADDAM	HYDERABAD CHAPTER	HYDERABAD	39900
178.	ARITRA KARMAKAR	EIRO	KOLKATA	39900
179.	YALLA MAHA VISHNUVU	AMARAVATI CHAPTER	AMRAVATI	39900
180.	GANESH DATT SHARMA	EXAM	NOIDA	39900
181.	POOJA SHARMA	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	39900
182.	RUKMANI NAG	CCGRT, KOLKATA	KOLKATA	39900
183.	UMA BANIK JOARDER	EIRO	KOLKATA	39900
184.	SHALINI .	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	39900
185.	NAVEEN KUMAR	PMQ,BOARDS AND CERTIFICATE COURSES	NOIDA	39900
186.	SANDEEP KUMAR PARAS	EXAM	NOIDA	38700
187.	SUNDAR SWAMY S	COIMBATORE CHAPTER	COIMBATORE	38700
188.	N DHANABAL	SALEM CHAPTER	SALEM	38700
189.	NISHI KANT	UDAIPUR CHAPTER	UDAIPUR	38700
190.	AMIT LIKHYANI	GURUGRAM CHAPTER	GURUGRAM	38700
191.	VINEET KISHORE SHARMA	PROFESSIONAL DEVELOPMENT	DELHI	38700
192.	VIMALA VALJI JOGADIA	WIRO	MUMBAI	38700
193.	PURNENDU KUMAR	EXAM	NOIDA	38700
194.	KARTAR CHAND	GENERAL ADMINISTRATION	DELHI	41100
195.	PADMARAJAN E	KOZHIKODE CHAPTER	KOZHIKODE	37600
196.	MRINAL MADHUR	CORPORATE LAW	DELHI	37600
197.	AJAY NANDAN SAMBYAL	EXAM	NOIDA	37600
198.	SANDIP BANSI BHINGARDIVE	CHHATRAPATI SAMBHAJINAGAR CHAPTER	CHHATRAPATI SAMBHAJINAGAR	37600
199.	JYOTI BAHL	HR	NOIDA	37600
200.	PRAMOD KEOT	PURCHASE	NOIDA	36500
201.	RAHUL .	NIRO	DELHI	36500
202.	VINAY KUMAR	RTI CELL	DELHI	36500
203.	AMIT KUMAR	KOLHAPUR CHAPTER	KOLHAPUR	36500
204.	CHITIJ .	DISCIPLINE	NOIDA	36500
205.	NIRANJAN SARKAR	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	36500

PROGRAMMER [Level 6 (35400- 112400)]

206.	POOJA JUYAL	IT	NOIDA	41100
207.	SURENDRA SINGH	EXAM	NOIDA	37600

208.	HRISIKESH KUMAR	IT	NOIDA	36500
------	-----------------	----	-------	-------

EXECUTIVE ASSISTANT [Level 4 (25500-81100)]

209.	KARUNA SHARMA	TRAINING	NOIDA	34300
210.	MINA KETAN SARANGI	BHUBANESWAR CHAPTER	BHUBANESWAR	37500
211.	NIRMALA DEVI	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	DELHI	34300
212.	MANISH KUMAR	JALANDHAR CHAPTER	JALANDHAR	34300
213.	RAJU KUMAR	KOTA CHAPTER	KOTA	34300
214.	GOVIND KUMAR TIWARI	JODHPUR CHAPTER	JODHPUR	34300
215.	RISHI PRAKASH SINGH	BIKANER CHAPTER	BIKANER	34300
216.	DHARAVATHU RAMPRASAD	BHUBANESWAR CHAPTER	BHUBANESWAR	34300
217.	ANITA BHANDARI	EXAM	NOIDA	34300
218.	RATNESH KUMAR	SURAT CHAPTER	SURAT	34300
219.	ROBY JOSEPH	SIRO	CHENNAI	34300
220.	GEETA .	TRAINING	NOIDA	34300
221.	DAISY JHUMAN	STORES	NOIDA	33300
222.	CHANDRA NATH KUNDU	HOOGHLY CHAPTER	HOOGHLY	34300
223.	SALIM AHMED	MEERUT CHAPTER	MEERUT	34300
224.	VINOD KUMAR S. V.	PALAKKAD CHAPTER	PALAKKAD	34300
225.	RAJ KUMAR RAI	RAJKOT CHAPTER	RAJKOT	34300
226.	ANKITA BALDWA	INDORE CHAPTER	INDORE	34300
227.	UPENDRA KUMAR BISWAL	SHIMLA CHAPTER	SHIMLA	34300
228.	KAMAL KUMAR SONI	LUDHIANA CHAPTER	LUDHIANA	34300
229.	SANJAY JAKHMOLA	GHAZIABAD CHAPTER	GHAZIABAD	33300
230.	RAJEEV RANJAN JHA	JAMSHEDPUR CHAPTER	JAMSHEDPUR	33300
231.	ANAND KUMAR ARYA	ALWAR CHAPTER	ALWAR	33300
232.	RAVI KRISHNA SRIVASTAVA	EXAM	NOIDA	33300
233.	SANDEEP KUMAR RAPRA	NIRO	DELHI	33300
234.	SUBHASH BAPPI SINHA	GUWAHATI CHAPTER	GUWAHATI	33300
235.	GOUTAM KARMAKAR	CCGRT, KOLKATA	KOLKATA	33300
236.	CHANDAN KUMAR CHANDRA	GENERAL ADMINISTRATION	DELHI	33300
237.	ARCHANA KAMALAKAR SAWANT	THANE CHAPTER	THANE	33300
238.	HARPREET SINGH WALIA	EXAM	NOIDA	32300
239.	BHAVNA NARESH RAKTE	BHAYANDER CHAPTER	BHAYANDER	32300
240.	BHUWAN CHANDRA JOSHI	DEHRADUN CHAPTER	DEHRADUN	32300
241.	USHA DAYANAND SONAVANE	NAVI MUMBAI CHAPTER	NAVI MUMBAI	31400

242.	MANORAMA MAHESH RAUTELA	WIRO	MUMBAI	30500
243.	NEERU PANDEY	MEMBERSHIP & CSBF	NOIDA	30500
244.	T RAJA	MADURAI CHAPTER	MADURAI	30500
245.	SURENDER SINGH RANA	DISCIPLINE	DELHI	29600
246.	MOHD. AABID	HR	DELHI	29600
247.	DINESH KUMAR DANGI	F&A	DELHI	29600
248.	VIKAS BAIJAL	F&A	DELHI	29600
249.	JOGINDER SINGH	NIRO	DELHI	29600
250.	ANKUR AGGARWAL	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	28700
251.	VINNY MEHTA	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	28700
252.	K T PUTTARAJU	BENGALURU CHAPTER	BENGALURU	38600
253.	ASHISH KUMAR TIWARI	AGRA CHAPTER	AGRA	29600
254.	SHIKHA MITTAL	CHANDIGARH CHAPTER	CHANDIGARH	29600
255.	RAVIKANT .	GURUGRAM CHAPTER	GURUGRAM	28700
256.	SREEKUMAR T.S.	KOCHI CHAPTER	KOCHI	27900
257.	GIRISH GANPAT KAMBLE	PUNE CHAPTER	PUNE	27900
258.	AMIT DALAL	COORDINATION	NOIDA	28700
259.	SUMANTA DUTTA	EIRO	KOLKATA	27900
260.	SUDIPTA DUTTA	EIRO	KOLKATA	27900
261.	BHARATKUMAR B RATHOD	THANE CHAPTER	THANE	39800
262.	SOUMYA S	THRISSUR CHAPTER	THRISSUR	27100
263.	J SANTHANA KRISHNAN	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	36400
264.	M N RAVIKUMAR	SIRO	CHENNAI	41000
265.	BISWA MOHAN MALI	EIRO	KOLKATA	39800
266.	MUNESH BINDAL	COUNCIL AFFAIRS	DELHI	27900
267.	AMIT KUMAR	LUCKNOW CHAPTER	LUCKNOW	71100
268.	M B PRAVEEN KUMAR	HYDERABAD CHAPTER	HYDERABAD	27100

PROOF READER [Level 4 (25500-81100)]

269.	PRADEEP KUMAR	PRINTING CELL	NOIDA	26300
------	---------------	---------------	-------	-------

JUNIOR EXECUTIVE ASSISTANT [Level 2 (19900-63200)]

270.	AMITA MALVIYA	VADODARA CHAPTER	VADODARA	25200
271.	OM PRAKASH SAINI	JAIPUR CHAPTER	JAIPUR	36100
272.	AMITABH SHUKLA	NOIDA CHAPTER	NOIDA	26000

273.	MOHAMMED ISMAIL	CCGRT, HYDERABAD	HYDERABAD	37200
274.	RAVI M PAGAR	WIRO	MUMBAI	39400
275.	MUKESH OJHA	CCGRT, KOLKATA	KOLKATA	33300
276.	B GUNASEKARAN	SIRO	CHENNAI	24500
277.	S ASHOK	SIRO	COIMBATORE	24500
278.	ANAND MISHRA	AJMER CHAPTER	AJMER	24500
279.	SANDHYA AUSTINE	THIRUVANANTHAPURAM CHAPTER	THIRUVANANTHAPURAM	24500
280.	BANNASHANKAR HANUMANTA DASARI	BELAGAVI CHAPTER	BELAGAVI	24500
281.	ANUPREET VERMA	GENERAL ADMINISTRATION	DELHI	24500
282.	ROHIT KHUNT	AHMEDABAD CHAPTER	AHMEDABAD	24500
283.	SHABIR AHMAD LONE	SRINAGAR CHAPTER	SRINAGAR	20500
284.	YOGESH KUMAR	PANIPAT CHAPTER	PANIPAT	24500
285.	GANESH SINGH	GENERAL ADMINISTRATION	DELHI	24500
286.	ARVIND KUMAR JHA	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	DELHI	24500
287.	KEDAR SINGH	SS	NOIDA	24500
288.	SUDHAKAR SOMESHWAR AISALWARU	RAIPUR CHAPTER	RAIPUR	24500
289.	ASHOK KUMAR SHUKLA	VADODARA CHAPTER	VADODARA	23800
290.	SHASHI BHUSHAN PRASAD	RANCHI CHAPTER	RANCHI	24500
291.	KIRAN A LUDBE	CCGRT, MUMBAI	NAVI MUMBAI	24500
292.	TAPAS KUMAR MAZUMDAR	DHANBAD CHAPTER	DHANBAD	24500
293.	DEEPAK KUMAR GUPTA	VARANASI CHAPTER	VARANASI	24500
294.	MEERA SHARMA	TRAINING	NOIDA	24500
295.	RAJASHREE PRASHANT LAMBE	NASHIK CHAPTER	NASHIK	24500
296.	SANDHYA K BHAPKAR	DOMBIVLI CHAPTER	DOMBIVLI	24500
297.	MANISH JAIN	BHILWARA CHAPTER	BHILWARA	24500
298.	SANJAY KUMAR	PURCHASE	NOIDA	24500
299.	NAVEEN CHANDRA SINGH	GENERAL ADMINISTRATION	NOIDA	24500
300.	NIKITA YADAV	BHOPAL CHAPTER	BHOPAL	24500

DESK ASSISTANT [Level 2 (19900-63200)]

301.	SHIVAJI K SHINDE	CCGRT, MUMBAI	NAVI MUMBAI	23800
302.	NATHU LAL MEENA	JAIPUR CHAPTER	JAIPUR	23800
303.	MANOJ KUMAR JUYAL	NIRO	DELHI	23800

304.	MAHIPAL SINGH KORANGA	DISCIPLINE	NOIDA	23800
305.	NAGARAJ K.	BENGALURU CHAPTER	BENGALURU	23800
306.	GANESH SINGH CHAUHAN	PRESIDENT'S OFFICE	DELHI	23800
307.	DINESH BHIVAJI SHELAR	WIRO	MUMBAI	23800
308.	DINESH RAJARAM KADAM	WIRO	MUMBAI	23800

JUNIOR ELECTRICIAN [Level 2 (19900-63200)]

309.	AHMED SHER KHAN	General Administration	NOIDA	34000
------	-----------------	------------------------	-------	-------

CHAUFFEUR [Level 2 (19900-63200)]

310.	KARYANAND KUMAR	General Administration	DELHI	21700
------	-----------------	------------------------	-------	-------

ATTENDER [Level 1 (18000-56900)]

311.	DAMODAR PRASAD SHARMA	IT	NOIDA	18000
------	-----------------------	----	-------	-------

HOUSEKEEPER [Level 1 (18000-56900)]

312.	DEVENDER KUMAR	NIRO	DELHI	34400
------	----------------	------	-------	-------

SENIOR OFFICE ASSISTANT [Level 1 (18000-56900)]

313.	BIPIN KUMAR CHOUDHARY	PATNA CHAPTER	PATNA	23500
314.	VASANT H KERKAR	GOA CHAPTER	GOA	23500
315.	RANI RAIZADA	AMRITSAR CHAPTER	AMRITSAR	23500
316.	ANIL KUMAR UPADHYAY	MODINAGAR CHAPTER	MODINAGAR	23500
317.	ASHOK KUMAR AGARWAL	STORES	NOIDA	23500
318.	SHIV MOORTI TIWARI	LUCKNOW CHAPTER	LUCKNOW	23500
319.	MANOJ KUMAR	PATNA CHAPTER	PATNA	23500
320.	NITI SRIVASTAVA	PRINTING CELL	NOIDA	23500
321.	SANJEEV KUMAR SHARMA	PRAYAGRAJ CHAPTER	PRAYAGRAJ	23500
322.	KRUTIKA KRISHNA KARGUTKAR	WIRO	MUMBAI	23500
323.	P C SWAIN	BHUBANESWAR CHAPTER	BHUBANESWAR	23500
324.	CHIRANJEEB SARMA ROY	SILIGURI CHAPTER	SILIGURI	23500

325.	K VIJAY KUMAR	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	23500
326.	RAHUL VERMA	KARNAL CHAPTER	KARNAL	23500
327.	ANISHA RANI SIKDAR	BHOPAL CHAPTER	BHOPAL	22800
328.	MUNNA LAL SOLANKI	INDORE CHAPTER	INDORE	23500
329.	ARVIND KUMAR	GORAKHPUR CHAPTER	GORAKHPUR	23500
330.	RICHA JAIN	NIRO	DELHI	23500
331.	OM PRAKASH SHAW	HOOGHLY CHAPTER	HOOGHLY	23500
332.	MAHESH KUMAR SWARNKAR	JAMMU CHAPTER	JAMMU	23500
333.	CHANDRA MOHAN MEENA	NIRO	DELHI	23500
334.	ABHISHEK KUMAR	PATIALA CHAPTER	PATIALA	23500
335.	SANTOSH SRIVASTAVA	BAREILLY CHAPTER	BAREILLY	23500
336.	KETKI KEDAR JOSHI	WIRO	MUMBAI	23500
337.	ARJUNSINH SOLANKI	AHMEDABAD CHAPTER	AHMEDABAD	22800

OFFICE ASSISTANT [Level 1 (18000-56900)]

338.	PARWATI .	RVO, ADR & ESB	NOIDA	22800
339.	HARISH KUMAR KHURANA	GURUGRAM CHAPTER	GURUGRAM	22800
340.	DEEPAK V BHOSALE	WIRO	MUMBAI	22800
341.	SHANKAR DUTT	LAW	DELHI	22100
342.	RAJNISH KUMAR SURYA	MEMBERSHIP	NOIDA	22800
343.	RAJIV KUMAR	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	22800
344.	DEVENDER SHAH	TRAINING	NOIDA	22800
345.	VINOD RAWAT	ACADEMICS	NOIDA	22800
346.	HEMANTA DAS	GUWAHATI CHAPTER	GUWAHATI	22800
347.	RAM BAHADUR THAPA	SECTT	DELHI	22800
348.	YADU NATH PANDEY	LUCKNOW CHAPTER	LUCKNOW	22800
349.	RAM LAKHAN	KANPUR CHAPTER	KANPUR	22800
350.	GOPI CHAND	EXAM	NOIDA	22800
351.	GOUTAM BARMAN	EIRO	KOLKATA	22100
352.	RAVI KUMAR	JAIPUR CHAPTER	JAIPUR	22100

System of Compensation

- (a) Basic Pay
- (b) Dearness Allowance
- (c) House Rent Allowance
- (d) Transport Allowance

and other benefits as per entitlement under ICSI Service Rules as amended from time to time.

ITEM NO. (XI)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE BUDGET ALLOCATION FOR THE YEAR 2024-25

S.No.	PARTICULARS	AMOUNT (Rs. In Lakh)
1	ESTABLISHMENT	5282.64
2	EDUCATION AND TRAINING	1975.46
3	EXAMINATIONS	2217.00
4	PUBLICATIONS AND JOURNAL / BULLETINS	967.75
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	1218.25
6	CCGRT, MUMBAI	115.37
	CCGRT, HYDERABAD	79.19
7	CCGRT, KOLKATA	69.80
8	REGIONAL OFFICES & OTHERS	2123.66
9	OTHER ADMINISTRATIVE AND MAINTENANCE EXPENSES	4781.73
10	DEPRECIATION	566.65
11	CONTRIBUTIONS	1230.00
	TOTAL	20627.50

ITEM NO. (XII)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Does not have any subsidy programme.

ITEM NO. (XIII)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

Does not arise.

ITEM NO. (XIV)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Information pertaining to students and members is maintained both in physical and electronic form

ITEM NO. (XV)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The information in regard to the Public Authority can be obtained at the **Reception Counter** of the public authority.

ITEM NO. (XVI)
THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND TRANSPARENCY OFFICER

The following Officers of the Public Authority have been designated as Appellate Authority, Central Public Information Officer (CPIO) / Assistant Public Information Officers (APIOs) and Transparency Officer respectively :-

I Appellate Authority

1 Mr. Asit Kumar Rath

Joint Secretary
(Information Technology)
C-36, Sector 62, Noida – 201309
Contact No. : (0120) 4522018
E-mail : asit.rath@icsi.edu

II CPIO/ APIOs

1 Mr. Saidutta Mishra

Director
(Law and RTI)
ICSI House, 22 Institutional Area
Lodi Road
New Delhi – 110003
Contact No. (011) 45341019 (D)
E-mail : saidutta.mishra@icsi.edu
cpioicsi@icsi.edu

**CPIO
(For the ICSI other than
Examination Directorate)**

2 Ms. Rita Aswani

Deputy Director
(Examination Directorate)
C -37, Sector 62
Noida - 201309
Contact No. (0120) 4082139 (D)
E-mail: rita.aswani@icsi.edu,
cpioexam@icsi.edu

**CPIO
(For Examination Directorate of
ICSI)**

3 Mr. Saurabh Jain

Director, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4
Prasad Nagar Institutional Area
New Delhi – 110005
Contact No. : (011) 49343002-06
E-mail : saurabh.jain@icsi.edu

**APIO
(For NIRC of the ICSI)**

4 Mr. Surya Narayan Mishra

Director, EIRC of the ICSI
ICSI-EIRC Building, 3-A
Ahiripukur 1st Lane, Kolkata – 700019
Contact No. : (033) 22902179, 22901065 Extn: 201
E-mail : surya.mishra@icsi.edu

**APIO
(For EIRC of the ICSI)**

- 5 Dr. Nikhat Khan**
Director, WIRC of the ICSI
13, Jolly Maker Chambers
No. 2 (1st Floor), Nariman Point
Mumbai – 400021
Contact No. : (022) 61307915
E-mail : nikhat.khan@icsi.edu
- APIO**
(For WIRC of the ICSI)
- 6 Mr. S Sreejesh**
Deputy Director, SIRC of the ICSI
ICSI-SIRC House, No. 9
Wheat Crofts Road, Nungambakkam
Chennai - 600034
Contact No. : (044) 28279898,28222212
E-mail : s.sreejesh@icsi.edu
- APIO**
(For SIRC of the ICSI)
- 7 Mr. Amit Kumar Ghosal**
Director, ICSI-CCGRT
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai -400614
Contact No. (022) 41021502
E-mail: amit.ghosal@icsi.edu
- APIO**
(For ICSI-CCGRT, Navi Mumbai)
- 8 Mr. Ankur Yadav**
Joint Secretary (Senior Grade), ICSI-CCGRT
Plot No. IIA/35, Adjacent to Amity University
New Town Action Area, Area IIA
Kolkata -700156
Contact No: 9891540000
E-mail : ankur.yadav@icsi.edu
- APIO**
(For ICSI-CCGRT, Kolkata)
- 9 Mr. Kailash Chander Kaushik**
Director, ICSI-CCGRT
Survey No.1 , IDA Uppal
Genpact Road, (Near Mallikarjunaswamy Temple),
Uppal, Hyderabad -500039
Contact No. 040-29569321
E-mail : kailash.kaushik@icsi.edu
- APIO**
(For ICSI-CCGRT, Hyderabad)

III Transparency Officer

- 1 Ms. Preeti Kaushik Banerjee**
Joint Secretary
Corporate Communication and International Affairs / Human Resources
ICSI House, 22 Institutional Area, Lodi Road
New Delhi – 110003
Contact No. (011) 45341022 (D)
E-mail : Preeti.banerjee@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

These guidelines lay down the policy on retention and weeding out records to ensure that records are neither prematurely destroyed, nor kept for periods longer than necessary.

Retention Schedule

The records of the Institute are classified in to eight categories and these shall be preserved for the periods specified in the table below:

Category	Brief Description of Records	Retention Period*
A	Records having historical/archival information /value	Forever, along with Microfilms thereof
B	Agenda and Minutes of Council and Statutory Committees	Ten years along with Microfilms
C	Records containing Government Sanctions/ Guidelines/Decisions/ Directions	Ten Years
D	Records of Financial Approval, Receipts and Payments, Accounts, and Taxation	Eight Years
E	Records containing policy decisions of the Council/Individual Committees/Agreements/ MOUs	Five Years
F	Records containing routine and general correspondence	Three Years
G	Records created and relevant to functions/ activities of a department/ section	Six months
H	Specific records of Dte. of Examination	
	H1	Forty Five days
	H2	Three months
	H3	One year
I	Any other	As may be specified by Secretary

* The records have to be retained for the specified periods after the transaction is completed and any issue arising therefrom (legal, audit, etc.) is settled.

Head of Directorate/Office before weeding out must ensure that if any particular record is required to be retained for a longer period under any applicable/relevant law must be so retained irrespective of the retention schedule prescribed herein.

Periodic Review

Every Office (HQs / Directorate / Regional Office / Chapter Office / CCGRT) shall review records in its custody twice a year for the purposes of continued retention. Based on such review, the records above the retention period shall be weeded out by following the procedure prescribed hereunder. However, a specific record (s) in any category must be retained longer than the period specified if there is a specific reason to do so.

Weeding of Records

It is the responsibility of the Head of Directorate or Office (HoD/O), as the case may be, to ensure that the Directorate or Office reviews the records and based on such review weeds out the same to the extent due for weeding out. The step by step for weeding out is as under:

- List of records identified for weeding out shall be submitted to HoD/O for his perusal and approval.
- HOD/O shall forward the list of records so identified, along with his recommendations, to the committee for consideration and approval.
- Based on the approval, the records shall be destroyed following the procedure prescribed hereunder.
- HoD/O shall prepare a certificate (copy attached) to the effect that records have been destroyed in the prescribed manner and submit the same to the committee.

Committee for Approval

A committee of 3 HoD/Os, including HoD/O of the concerned department or office, shall consider and approve the records to be weeded out.

Methods of Destruction

After approval of the Committee, the HoD/O shall ensure that in his presence,

- (i) Classified and sensitive records are first shredded and then pulped;
- (ii) Answer books are pulped;
- (iii) All other records are disposed off as scrap.

The specific description of records of various directorates of Headquarters, Regional and Chapter Offices along with retention period is specified in the schedule.

[Performa for Certificate]

This is to certify that the following records of the ... (write the name of Directorate or Office) have been shredded and disposed off as per Institutes' Guidelines for retention and weeding out of records.

It is further certified that all classified/sensitive records have been transported and pulped under the supervision of Mr./Ms. _____, _____ (designation), (Employee Code No. _____).

File No.	File Name/ Description of Record(s)	Date of Opening	Date of Closing	Mode of Destruction	Form of Preservation of Records, if any,	Remarks
Dealing Official				HoD/O		

DTE. OF ACADEMICS

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Short / Hint Suggested Answers	F	From the day of forwarding to Directorate of Examination
2	Manuscript of Draft Study Material / Guidelines Answers	G	Release of Camera Ready Copy
3	Documents relating to honorarium payment to subject experts	G	From the day of dispatch of cheques
4	Reviewers report on short/ hint suggested answers for paper setters	F	NA
5	Post Membership Qualification Program enrollment register	A	NA
6	Post Membership Qualification Program application files	F	From the date the candidate qualifies the PMQ Course
7	Accession register for library books	A	NA
8	Library Books issue/reissue register	F	The day last entry in the register is recorded.
9	Payment detail of books purchased for reference library at head office	E	The day of release of purchase order
10	Register containing the details of Journals issue/reissue from library	G	NA
11	Documents relating to weeding out of books from the library	D	NA
12	Documents relating to representations sent to different Universities /Ministries/departments	A	NA
13	Certificate/Recognition received from different universities/departments	A	NA
14	Papers relating to registration and licensing of the journal	A	NA
15	Papers relating to licence for concessional posting of the journal	A	NA
16	Chartered Secretary Advertisements bills	D	The day of its creation
17	Chartered Secretary Printers bill	F	The day of its creation
18	Minutes of EAB of Chartered Secretary	B	The day of its approval
19	Article screening Assessment Report	G	The day of its assessment
20	Printing Requisitions/PO/Challan/Bills pertaining to printing of study material/other publications	D	The day of its creation

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
21	Papers relating to general management of the section	G	The day of its creation
22	Any other	I	

DTE. OF ADMINISTRATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Government Sanction / Approval letters	C	NA
2	Policy Decisions related to different purchases and administrative matters (This includes its related papers viz., Agenda & Minutes Credit letter files of Stores/ Fixed asset register / Purchase Manual,)	E	NA
3	File / documents related to Contract Agreements Purchase Order / Work Order / AMCs and Bill processing documents, docket files, batch files & registers, requisition , print order requirement , challan files, counsellor & PPPs	E	NA
4	Arbitration and Litigation Cases	F	After its settlement
5	General correspondence with RCs / Chapters & other agencies	E	NA

DTE. OF CORPORTATE COMMUNICATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	All Files pertaining to Utilisation of Budget Heads for each Financial year	D	From the date of Approval by the Competent Authority
2	Records for Empanelment of Advertising & PR Agencies	E	From Date of Empanelment
3	Appointment/Renewal of ICSI Counsellors	E	From the date of Appointment/Renewal
4	ICSI Events Advertisements - Published	E	From the date of Publication
5	Press Releases	F	From the date of Release to Media
6	Records for ICSI Events Sponsorship	D	From the date of Closing of Event
7	Press Clippings ,CDs and DVDs of ICSI Events, Electronic Media Coverages etc.	A	From the date of Publishing in Newspapers & Telecast / Broadcast in Media
8	Photo - Album of the ICSI Events	A	From the date of the event

DTE. OF EXAMINATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46 (2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month after the declaration of results of respective examination	H1	after the declaration of results of each examination concerned
2	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982	H2	from the date of completion of the process of verification of marks
3	Answer Books of examinations provided for inspection or certified copy(ies) supplied to the candidates' on their request as per Institutes' Guidelines, Rules and Procedures	H2	from the date of completion of the process of providing inspection and / or supply of certified copy (ies) to the candidates concerned
4	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	H2	from the date of completion of the action or enquiry or dispute, as the case may be
5	Examination Session wise Results Registers	A	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results
6	Statements of Payments made to Moderators, Paper Setter-cum- Examiners, Additional Examiners, Translators, <i>etc.</i> approved by the competent authority	D	from the date of payment
7	Attendance Sheets of candidates registered for/appeared in the examinations	H3	from the date of examination
8	Subject wise individual Examiners Marks-Sheets	H3	from the date of examination
9	Examination session-wise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of examination
10	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of concerned examination

DTE. OF FINANCE & ACCOUNTS

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Audited Annual Accounts of HQ & the Institute (signed copy)	A	--
2	Books of Accounts , related vouchers, ledgers, Bank Reconciliation Statements etc.	D	From the end of the relevant Financial Year
3	Agenda & Minutes of Executive Committee / Council / Finance Committee meetings	B	From the date of meeting/confirmation of minutes
4	Income Tax Records (i) Annual Return (ii) TDS Return (iii) Assessment Related documents (iv) Payment challans (v) Other related documents	D	From the end of the relevant Financial / Assessment Year.
5	Assessment Orders, Approvals and Certificates related to Income Tax, VAT, Service Tax etc.	A	--
6	Goods & Services Tax Records (i) Returns (ii) Challans (iii) Tax Invoices (iv) Other related documents	D	From the end of relevant financial year
7	Budget Related documents	D	From the end of relevant financial year
8	Internal Audit Reports	D	From the end of relevant financial year

NOTE: The aforesaid guidelines would be applicable mutatis-mutandis for the records of the Funds / Trusts.

DTE. OF HUMAN RESOURCES

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
1	Minutes of meeting	Council, EC, HR Committee, DPC recommendation, Selection Board ICSI Employee's Benevolent Fund, Employees Pension Fund	B	Date of finalization of minutes
2	Agenda, ATR & other committees	Council, EC, HR Committee	B	Date of meeting
3	Office Orders, Circulars, Policy Decisions	Original orders, circulars related to policy decision and other service related matters	C	Date of issue of orders/circulars
4	Creation and classification of posts	Creation/Continuance/abolition/revival of posts	A	Date of decision
		Revision of pay scales	E	Date of revision
		Upgrading of posts / Re-designation of Posts	C	Date of up-gradation
5	Recruitment	Framing of recruitment rules	C	Date of finalization of rules
		Maintenance of reservation roster	C	Date of finalization of roster
		Advertisement, approval of post(s), criteria, if any, obtained for specific post	E	Date of issue of advertisement
		Engagement of Casual / Contractual manpower (except legal/court cases) All correspondence file, Attendance record, Salary note etc.	F	Completion of engagement period / completion of audit, whichever is later.
		Documents related to candidates who were not selected/were selected but did not accept/join the post offered i.e. online & hard copy of application Form, Biodata of the candidate, Question papers for written test, Filled-in Answer sheets/OMR sheets of candidates who appeared for the written test, Call letter/Admit Card/E-Admit card issued to candidates for	G	Completion of recruitment process.

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
		written test/interview, Employment Form filled-in by the candidates, all certificates submitted by the candidates during interview, Documents related to reimbursement of travel expenses to eligible candidates for attending written test/interview etc.		
		Papers related to candidates kept in panel	F	Date of drawing the panel
6	Personal files (except education certificates, appointment order, relieving order)	Officers and Staff	E	Date of resignation/VRS /superannuation
7	Service Books of employees	History of services, Change in name government servant, Alteration in the date of birth, Change in qualification of government servant, service awards, resignation, extension of service, Leave record other than Causal Leave etc.	A	Date of appointment of the employee
8	Training/ workshop	Approvals, letter of sponsorship, bills, other correspondence, etc.	F	Date of completion of training/ workshop
9	Performance Assessment Reports (PARS) Confidential/ Assessment report and KRA & KPI	All regular employees	C	Due date of submission of PARS
10	Departmental Promotion Committee (DPC)	Working sheets/ Agenda papers	B	Date of DPC meeting
11	Pension/ Retirement	Relevant order/decision	B	Date of issue of order
12	Review of cadres/ services	Relevant order/decision	E	Date of issue of order
13	Inquiry /Court cases	Complete inquiry and court file alongwith Personal files, Service Book	E	Date of closing of the case
14	Attendance Register/ Records	Officers & Staff	E	End of calendar year
15	Audit file	HR Dte.	C	Date of receipt of Audit report
16	RTI files	HR Dte.	E	Date of disposal of

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
				application
17	Annual Increment	Offices & Staff	E	Date of issue of order
18	Misc. Activities	General Correspondence	F	End of calendar year
		Records pertaining to List of Holidays	F	Date of issue of order

DTE. OF INFORMATION TECHNOLOGY

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Vendors file	G	After the service is curtailed
2	Personnel File	G	After the action, if required, is taken
3	Projects File	G	After the curtailment / closure of the project
4	Manuals	G	After the software is declared obsolete and its use is stopped in the Institute
5	Agenda and Minutes of IT Committee	B	From the date of signing of MOM by the Chairman of the IT Committee
6	Procurement documents	F	From the date of procurement
7	Services	G	From the date of service is curtailed
8	Licenses	G	From the date of the software is declared obsolete or its use is stopped in the Institute
9	Agendas / Extract of the minutes of other committee	G	From the date of the respective meeting is held

DTE. OF INFRASTRUCTURE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Title Deeds of Immovable Properties / Government Sanction / Approval letters	A	Forever
2	Policy Decisions related to Infrastructure (This includes its related papers viz., Agenda & Minutes and guidelines)	E	After implementation
3	File / documents related to Contract Agreements and payment made to the agencies	D	After closure of agreement/work/contract
4	Arbitration and Litigation Cases (To be retained till the award / judgment become final in all respect and the issues are settled.)	F	After its settlement
5	General correspondence with RCs / Chapters	F	After execution/ compliance

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Minutes of the Council / Committee/Board Meetings	A	Forever, along with Microfilms thereof
2	Notes on Agenda of Council / Committee/Board Meetings	B	after completion of the each calendar year
3	Personal files relating to Council Members.	F	from conclusion of term of the Council
4	Files of the Council/Executive Committee Meetings	F	after completion of the each calendar year
5	Bank Guarantees	F	from the Discharge of term of the BG.
6	MOUs	F	from the completion of term of the MOU
7	Prima-facie opinion	E	after issue of the order of DC/BOD
8	Orders of DC / BOD	A	Forever, along with Microfilms thereof
9	Main complaint file	C	after issue of the orders of DC/BOD
10	Court case file	E	from the date of completion of action on the order/decision/judgment
11	Vetted Tender / Agreement / Contract etc. documents	G	from the date of sending to concerned Directorate
12	Legal opinion	B	from the date of placing before Council/Committee or sending to concerned Directorate whichever is earlier
13	Legal Notice / Reply	F	from the date of completion of required action
14	Correspondence with Govt.	F	from the date of completion of required action
15	Correspondence with other than Govt.	F	from the date of completion of required action
16	Internal Communication	G	from the date of completion of required action
17	Retainership Agreement etc.	G	from the date of expiry of Agreement
18	Advocate's Approval / Bill	G	from the date of Audit or closing of case whichever is later
19	Correspondence with MCA pertaining to amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	G	from the date of publication of amendments in Gazette Notification
20	Notification of amendments to Company Secretaries Act,	A	Forever along with Microfilms thereof

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
	1980 and Rules made there under and Company Secretaries Regulations, 1982.		
21	Council Election / Regional Council Election Records	G	from the date of declaration of results of next elections
22	Other misc.	G	from the date of completion of required action

DTE. OF MEMBERSHIP

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Applications along with documents for admission as an Associate/ Fellow/ issue of COP/ approval of Firm Name. (Maintenance of scanned/ soft copy of the documents in COSMIC.)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
2	Renewal/ Restoration/ Cancellation of Certificate of Practice. Restoration/ Removal of Membership. (Maintenance of scanned/ soft copies in COSMIC)	F F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	Applications for Enrolment as Licentiate/ Transcriptions (Maintenance of scanned/ soft copies in COSMIC)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
4	(a) CSBF (Maintenance of scanned/ soft copies in COSMIC) (b) Correspondence with LIC/ Policies (Maintenance of scanned/ soft copies in COSMIC)	F D	From the date of receipt of Application and after scanning and uploading of the same on COSMIC From the date of issue of correspondence and after scanning and uploading of the same on COSMIC
5	Change of Address and Non-receipt Chartered Secretary (Maintenance of hard/ soft copies)	G	From the date of receipt of application
6	Acknowledgements of Annual Membership/ COP fee / Licentiate subscription/ CSBF subscription	F	From the date of receipt of payment
7	Request for issue of Identity Card. (Maintenance of hard/ soft copies)	G	From the date of receipt of application
8	Notes on Agenda of Managing Committee of CSBF/ AGM/ Executive Committee/ PCSC, Minutes and Council pertaining to Membership and important papers connected therewith	E	From the date of Meeting / confirmation of minutes and after scanning and uploading of the same on COSMIC

DTE. OF TRAINING

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Emails in nature of general queries/requests.	G	
2	➤ Registration of companies/ PCS/Others	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	➤ Contracts (AT/PT/), Appointment letter (MT/PT) ➤ Documents related to CCEC	F E	From the date of receipt of document and after scanning and uploading of the same on COSMIC
4	➤ Project Report ➤ Quarterly Report	G	From the date of receipt of project report / quarterly report and after scanning and uploading of the same on COSMIC
5	Completion certificate of (15 Months Training/ 3 months training/ optional area)/ Discontinuation of training	F	From the date of issue of certificate and after scanning and uploading of the same on COSMIC
6	Exemption applications/ approvals: a. 15 days training exemption b. Full Exemption c. Partial Exemption	F	From the date of issue of exemption letter and after scanning and uploading of the same on COSMIC
7	a. Programmes report from Regional Council/ Chapters, b. Records of important communication with CCGRT/RO /Chapter	F	From the date of receipt of report/record and after scanning and uploading of the same on COSMIC
8	Certificates of various training programmes (SIP/eSIP, EDP/eEDP, PDP, MSOP/eMSOP)	F	From the date of receipt of certificates and after scanning and uploading of the same on COSMIC
9	Notes on Agenda of TEFC, Minutes and important papers connected therewith.	E	From the date of confirmation of minutes and after scanning and uploading of the same on COSMIC
10	Communications/presentations related to Industry Interaction pertaining to Training.	F	From the date of communication and after scanning and uploading of the same on COSMIC
11	Any other document of importance.	F	From the date of issue of document and after scanning and uploading of the same on COSMIC

DTE. OF PLACEMENT

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Request from Companies for recruitment of Company Secretary	G	From the date of communication
2	Database of Corporates	F	From the date of procurement of database
3	Communication/presentations related to Industry Interaction pertaining to Members	F	From the date of communication
4	Notes on Agenda of Placement Committee, Minutes	E	From Date of meeting and after uploading on Cosmic
5	Correspondence with ROs/Chapters and members	F	From the date of Communication
6	Communications /Announcements, Reports related to Campus Placement/HR Conclave	F	From the date of Event
7	CVs of members received during Campus Placement	G	From the date of Date of Event
8	Inter departmental communications /Other Important Communications/documents	I	From the date of Communication

DTE. OF PROFESSIONAL DEVELOPMENT

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Files related to various Learning Programmes		After the end of three months from that programme
	i. Files with data having financial/ faculty approvals and other financial bearing	E	
	ii. General Correspondence	G	
2	Files related National Convention of Company Secretaries	E	Close of the Programme
3	Files related to National Conference of PCS	E	Close of the Programme
4	ICSI Guidelines	A	From the date of release
5	Communications to Government / Regulatory Authorities / Other stakeholders	C	From the date of communication
6	Manuscript of Publications	G	After the release of final publication
7	Reports of the Expert Groups / Sub-Groups	C	From the date of the report
8	Audio / Video Recording / Photographs of Programmes	F	After the end of three months from that programme
9	Articles received for publication in Souvenir of National Convention / National Conference of PCS / Other Programmes	G	From the date of programme, If not published, shall be returned
10	Letter of Recognitions received from regulators	A	From the date of receipt
11	Representation files	C	From the date of Communication
12	Files related to CG Awards		After the end of the CG Award Function for that year.
	i. Files relating to response to questionnaire received from participants	F	
	ii. General Correspondence	G	
	iii. Expert Group/ Jury details files	C	
	iv. Files with data having financial bearing	D	
13	Working papers for formulation of Secretarial Standards and/or Guidance Note	F	After the release of final SS/ GN

DTE. OF PERSPECTIVE PLANNING

Sl. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	Communication with various stakeholders	F	Date of communication
2	Concept Papers / Discussion Papers	E	Date of approval by respective committee/ Council
3	MoUs	E	Date of entering into MOU
4	Files relating to various initiatives	D	Date of approval by respective committee/ Council/Board

OFFICE OF CPIO

S. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	RTI Cases disposed without attracting any 1 ^s Appeal	G	Date of disposal of RTI Case
2	RTI Cases attracting 1 st Appeal	F	Date of disposal of 1 st appeal
3	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	F	Or till the compliance of CIC orders, whichever is later
4	RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	E	Date of implementation of decision
5	1 st Appeal cases files	F	Date of disposal of appeal
6	2 nd Appeal cases files	F	Or till the compliance of CIC orders
7	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	F	Date of opening of file
8	File Register of RTI Applications i.e. records other than file.	A	

DTE. OF STUDENT SERVICES

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Students Registration forms for admission in Foundation / Executive Program (along with all its enclosures) (Images of all these registration forms, along with all its enclosures, are stored in records for future reference, in case need be)	G	from the date of processing of respective batch of registration forms.
2	Students forms for enrolment in Professional Program	G	from the date of processing for enrolment in Professional Program
3	Students forms for De Novo / or extension of registration	G	from the date of processing of application.
4	Examination forms submitted by students (Images of all these enrollment forms are stored in records for future reference, in case need be)	G	from the date of closing of examination of the concerned session.
5	Response sheets submitted by students (fresh response sheets whose candidature cannot be ascertained due to various reasons / or evaluated response sheets which cannot be returned to the concerned students due to various reasons)	G	From the date of receipt evaluated response sheets
6	Application submitted by students under ICSI Students Education Fund Trust	G	after the release of payment to the students of the respective batch.
7	Award sheets (containing marks of students) submitted by examiners under postal tuition scheme	G	from the date of updation of records.
8	Copies of various mark sheet (viz. submitting Class XII mark sheet / Graduation Mark sheet) submitted by students having provisional registration numbers. (Scanned copy of the documents is retained)	G	from the date of updation of records.
9	Various other papers / applications submitted by students (viz. for change of address, updation of students particulars, qualification etc.)	G	from the date of updation of records
10	Evaluated Response sheets of students (which has come back undelivered from postal deptt.)	G	From the date of return of response sheets
11	Copies of Student Company Secretary / FC Bulletin (which has been returned by postal deptt. as undelivered items)	G	From the date of return of SCS/FC bulletin
12	Closed Files of PPP Centres/Accredited OT Centres/Collaborative Centres	F	From the date of close of file
13	Decentralised Postal Tuition Scheme reimbursement documents (discontinued)	G	after processing of reimbursement of bills or completion of auditing of the

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
			same
14	Agenda and Minutes	B	from the date of meeting
15	Correspondence relating to transcripts	G	after issue of transcripts
16	Correspondence relating to Educational verification	G	after releasing of original documents
17	Unused Pass Certificates due to change of signing authority, Cancelled/ damaged/ misprinted pass certificates	G	from the date of change of signing authority
18	All India Competition/Conference related documents	E	from the date of competition
19	Files/ records containing various statistical reports/ guidelines/ policies and other important correspondence of the directorate.	F	From the date of creation of file/record

REGIONAL AND CHAPTER OFFICES

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
1	Regional Council /Management Committee Affairs	a) Minutes of Regional Council/Managing Committee meeting, AGM, committees, Sub-committees, etc.	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		b) Regional Council/Management Committee meeting files, ATR files including sub-committee files upto 10 years	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		c) In any of the Regional Council/Management Committee meeting a particular subject was sub-judice at that relevant point of time	B	from the date the matter was sub-judice and approved by the Chairman, ICSI-SIRC
		d) Attendance Register of the Regional Council/ Management Committee	A	Forever
		e) Documents along with scanned copies of the ICSI Building/premises and related papers	A	Forever
		f) General Administration files	F	from the date, the files were opened with the relevant papers.
2	Library	a) Library Accession Register	A	Forever
		b) Library Membership File	E	from the date files were opened
		c) Library General Correspondence File	F	from the date files were opened
3	Oral Coaching	a) Oral Coaching Guidelines	A	Forever
		b) Faculty Bio-data File	C	Forever
		c) Oral Coaching Correspondence File	F	from the date of the last correspondence in the file
		d) Student Enquiry File	F	from the date of the last correspondence in the file

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		e) Special Programme File	F	from the last programme held
4	Students Training	a) All training programmes & students campus placements	F	from the last training programme
		b) In case, a student fee being carried over to the next programme or otherwise, the relevant document to be preserved	F	from the date of the students fees is transferred
		c) All Career Awareness Programme files	E	from the date of the last Career Awareness Programme was held
		d) Data with respect to Career Awareness Programme like name of the principal, Contact number and name and address of the college	E	from the date of the last filing of the contact details
5	Members	a) All the Programme Delegate File	F	from the date of the last programme held
		b) Programme Credit Hours file	F	from the last PCH file
		c) Copies of the brochures of all the programmes including intimation/ communication	E	from the date of printing of brochures
		d) PCH Register	E	from the date of the last programme
		e) Campus Placement	F	from the date of holding of campus placement

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
6	Accounts and Finance	I] Following Register/File/ Documents to be maintained: a) Assets Register-RO/CO b) Assets Register- ICSI c) Fixed Deposit Register d) Guidelines /important Communication Register e) Folder containing Electricity Card/ Property Tax Card/ Water and Sewerage Card f) Urban Land Tax File g) Profession Tax File h) Service Tax File i) TDS File j) Original copies of audited accounts k) Copies of printed annual reports l) AGM Attendance Register m) AGM Files	A	
		II] Following Register/File/ Documents to be maintained: a) Bank Statement Files b) Daily Abstract File c) Leger Printout File d) Bank Book e) Manual Receipts Control Register f) Manual used receipts g) Internal Audit File- Regional Office/Chapter h) Internal Audit File – Chapters (by Regional Office) i) Purchase Order File/ Quotations j) AMC File	C	from the last bank statement file from the last abstract file from the last Leger Printout File from the last Closure of the Bank Book from the last Closure of the Manual Receipts Control Register from the last Closure of the Manual used receipts from the last Internal Audit File from the date of the audited report received from the Chapter from the date of the Purchase / Quotations received from the date of awarding the AMC

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		k) HQ Claims File		from the date of Settlement of the Bill
		l) Consolidation of Accounts File		from the date of the Consolidation of Accounts
		m) Statutory Audit File		from the date of the Statutory Audit
		n) External Hard Disk		from the last data saved
		o) Stock Register		from the date of the last stock entered
		p) Sales-cum-Stock Statement File		from the date of the last Sales-cum-Stock statement send to HQ
		q) HQ Invoice File		from the date of the last HQ invoice filed
		III] The membership Fee and other receipts to be maintained	F	from the date of last Membership fee Receipt file
7	Investor Awareness Programs	To keep records of organising various Investor Awareness Programs	E	from the date of holding of programs
8	Corporate Membership Scheme	To keep records of Corporate Membership Scheme of Regional Council	E	from the date of corporate membership
9	Chapters' Records	To keep chapters correspondence / files	E	from the date of opening of file

CCGRT / CENTRES OF EXCELLENCE

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
1	CCGRT Management Committee Affairs	a) Agenda Notes & Minutes of Management Committee meetings & Sub-committees, etc.	B	from the date of meeting
		b) Management Committee meeting files, ATR files including sub-committee files	B	from the date of opening of file
		c) Attendance Register of the Management Committee	B	from the date of opening of register
		d) Documents along with scanned copies of the CCGRT Building/premises and related papers	A	
2	Library	a) Library Accession Register	A	
		b) Library Membership File	F	from the date of opening of file
		c) Library General Correspondence File	F	from the date of opening of file
3	Integrated CS Course	a) Guidelines	F	after students pass out
		b) Faculty Bio-data File	F	after students pass out
		c) Students File	F	after students pass out
		d) Other correspondence File	F	after students pass out
4	Training	a) Programme Delegate File	E	after the year of the program conducted
		b) Programme Credit Hours File		
		c) Copies of the brochures of all the programmes including intimation / communication	F	from the date of printing of brochures
		d) Annual Membership Register	F	from the date of opening of register
		e) All training programmes (SIP/EDP/RMSOP) Files & Project Reports	E	from the date of opening of files
		f) All Investor Awareness Programme Files	D	from the date of files

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
5	Research	Secretarial Standards Board Meeting Minutes	A	
		Secretarial Standards Agenda Papers, Files etc	D	from the date of meeting
6	Staff Records	Attendance Registers, Personnel Files of casual/contractual staff, Joining Papers of Regular Staff etc	B	from the date of register/file
7	Administration	General Administration File, Vendor Files, Procurement Documents, Tender Files, Manuals, AMC Files, Purchase Orders/Work Orders etc Files	B	from the date of files
8	Court Cases / Legal Matters	All related documents, files, correspondence etc	E	from the conclusion of the matter
9	Accounts and Finance	I]Following Register/File /Documents to be maintained: a) Assets Register- CCGRT b) Fixed Deposit Register c) Important Communication Register / File d) Service Tax File e) TDS File f) Original copies of audited accounts	B	from the date of opening of file/register
		II] Following Register/File/Documents to be maintained: a) Bank Statement Files b) Daily Abstract File c) Leger Printout File d) Bank Book e) Manual Receipts Control Register f) Manual used receipts g) Internal Audit File-Regional Office/Chapter h) Internal Audit File i) Purchase Order File/Quotations j) AMC File k) HQ Claims File l) Statutory Audit File m)External Hard Disk n) Stock Register o) Sales-cum-Stock Statement File p) HQ Invoice File	B	from the date of opening of file/register

MODERATION POLICY FOR CS EXAMINATION RESULTS

The CS examination results are declared after due deliberations and approval at the meeting of the Examination Committee. While considering the results, the Examination Committee generally reviews and takes into account result details of each subject/module of examination with reference to the following-

1. Current examination's subject-wise marks awarded statistics and pass percentage position vis-à-vis similar statistics of the immediate previous 3-4 sessions of examinations.
2. Difficulties, if any, experienced by candidates in solving any question/s due to seeming ambiguity in language or mis-interpretation of question/s, printing error/s, possibility of alternative answers, or such like matters, which could have caused time constraints to candidates in attempting remaining questions.
3. Comparative disparity in marking standard of any examiner/s vis-à-vis valuation standard of all other examiners in the same subject of examination.
4. To bring about acceptable parity on account of element of subjectivity involved in the evaluation standard, to compensate for the difficulties experienced by candidates, to bring uniformity in the evaluation process and to maintain uniform acceptable standard of parity in marking and pass percentage of the candidates vis-à-vis the immediate preceding examinations, the examination committee fixes suitable mark(s) as general moderation or special moderation, as the case be.
5. The moderation policy and criterion, as decided by the examination committee, is thus applied uniformly across the board in finalization and declaration of examination results.