

STUDENT COMPANY SECRETARY



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**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION

EXECUTIVE PROGRAMME EXAMINATION

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

PROFESSIONAL PROGRAMME EXAMINATION

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

GUIDELINES FOR REGISTRATION DE NOVO

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

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

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

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

- Postal tuition fee of Rs 5,000 in the case of students who have passed the Executive Programme examination but not enrolled for the Professional Programme.

- Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules of Executive Programme all modules of Professional Programme as the case may be.

- On the student being registered *de novo* he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.

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

- A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:

- Registration fee Rs. 1500

- Exemption fee for

- Foundation Programme Rs. 500

- Executive Programme Rs. 500

Examination (if already passed)

- Paperwise exemption fee

- Executive Programme Rs. 100 per paper

- Professional Programme Rs. 100 per paper

- Where a student has not completed coaching for both modules of Executive Programme all modules of Professional Programme, balance of Rs. 5,000 of the postal tuition fee, if enrolled for Executive Programme or balance of Rs. 7,500 if enrolled for Professional Programme, as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

- Rs. 7,500 in the case of students who have passed the Executive Programme but not enrolled for the Professional Programme.

- Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules of Executive Programme all modules of Professional Programme.

- On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.

- The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.

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

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HIGHLIGHTS

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**THE INSTITUTE OF
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Student Services

ATTENTION STUDENTS SCHEDULE OF FEES

| PARTICULARS | FEES (RS.) | REMARKS |
|--|----------------------|---|
| FOUNDATION PROGRAMME | | |
| Admission Fee | 1200 | |
| Postal Tuition Fee | 2400 | Total Fees → 3600 |
| EXECUTIVE PROGRAMME | | |
| Registration Fee | 1500 | Total Fees → 7000 (For commerce graduates) |
| Foundation Examination Exemption Fee | 500 | |
| Postal Tuition Fee for Executive Programme | 5000 | Total Fees 7750 (For others) |
| Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.) | 750 | |
| Foundation Pass Student | 6500 | Total Fees → 6500 |
| PROFESSIONAL PROGRAMME | | |
| Postal Tuition Fee | 7500 | |
| DE-NOVO REGISTRATION | | |
| Registration <i>De-Novo</i> Fee | 1500 | |
| Exemption from Foundation Examination Fee | 500 | |
| Exemption from Executive Programme Examination Fee | 500 | |
| EXTENSION OF REGISTRATION | | |
| Extension of Registration Fee | 500 | |
| Service Charge for Extension of Registration | 150 | |
| EXAMINATION FEE | | |
| Foundation Programme | 875 | |
| Executive Programme | 900 (Per Module) | |
| Professional Programme | 750 (Per Module) | |
| Late Fee for receipt of Examination Application | 100 | |
| Change of Examination Center/Module/Medium | 100 | |
| For appearing from overseas Dubai Centre : Surcharge of US \$ 100 in addition to the applicable examination fees. | | |
| OTHER FEES | | |
| Paper-wise Exemption Fee | 100 | |
| Issue of Duplicate Identity Card Fee | 50 | |
| Issue of Duplicate Pass Certificate Fee | 50 | |
| Issue of Duplicate Mark Sheet | 50 | |
| Issue of Transcript / certified copy of Syllabus | 100 | |
| Verification of Marks Fee | 100 (Per Subject) | |

From the President



The greatest discovery of any generation is that a human being can alter his life by altering his attitude.

–William James

Dear Students,

Success Mantra

The June 2011 Examinations have just concluded. I am sure your sincere efforts will take you one step up of your academic life. The question papers have been designed to test the intelligent skills and a student is required to undergo in depth study of various materials. Here, I would like to mention that regular and structured study is the mantra of success.

Our Attitude

Our attitude determines our altitude. "If we are a positive person we can achieve everything".

It is not what happens to us in life that matters as much as how we respond to that situation at that particular time. It is our attitude that determines the altitude to which we can reach.

Attitude is a choice, being the ability to choose the proper response consistently, no matter what the stimulus. Your attitude is the one solitary thing over which you have total control. You can decide how you are going to see the world. Everyday, we have a choice. We can be positive or we can be negative. We can choose self-encouragement and self-motivation, or we can choose self-pity and self-defeat. It is YOU who can decide what purpose you are going to give the events that occur in your life.

Your attitude determines to a greater degree what you are able to do and what you are not, what you are able to practice and what you are not. I would like to share with you an instance of two shoe salesmen who were sent to an underdeveloped country to introduce their product. The first one got off the ship and immediately noticed no one seemed to have shoes. He went straight to the telegraph office and sent his company the message, "Will return on the next ship, no one here wears shoes." The second salesman got off the ship and noticed the same thing. He went immediately to the telegraph office and sent an opposite message, "Send all the shoes we have, everyone here needs a pair." The difference between the two was a matter of perspective. One surveyed the situation and could see only problems. The other saw beyond the problems to the possibilities.

So, one of the facets to be happy and successful in your personal and professional life is that you must always view the things in right perspective and maintain a right attitude. By doing so, you would certainly soar to altitudes you never dreamed possible.

E-Admit Card

The Institute, as part of its "Go Green Initiative", had decided to discontinue the system of dispatch of Admit Cards in physical form with effect from June, 2011 session. I am glad to share with you that this new initiative of your Institute was successfully implemented. Thank you all for your support and cooperation and especially those who appeared in the recently concluded examinations.

E - Mark Sheet

Your Institute has also decided to discontinue the dispatch of Mark Sheet for Foundation and Executive Programmes in physical form w.e.f. June, 2011 examinations. E-Mark Sheets would be available on ICSI students' portal "www.icsi.in" after the declaration of results on 25th August, 2011. However, the Mark Sheets of Professional Programme would continue to be issued in physical form at least for the time being. I am confident that this new initiative of your Institute will be effective and it will help in immediate receipt of Mark Sheet.

Management Training

We all know training makes a man perfect. As per current ICSI Regulations a student is required to complete 15 months Management Training in a company or with a Practising Company Secretary. I would request you to put in your best during these 15 months time and try to grasp as many things as possible.

Update of Master Data

Friends, we have been receiving requests to send "Students Update" on relevant topics. Through this communication, I would request you to keep on updating your data especially e-mail id and mobile number with Institute's website - www.icsi.in.

New Initiatives

On May 20, 2011 the Ministry of Corporate Affairs (MCA) in its Green Initiative Campaign for Corporate Governance has taken another stride in this direction by allowing companies to hold Annual General Meetings through video conferencing. The General Circular No. 27 & 28 dated 20.05.2011 issued by the MCA has clarified that a shareholder of the company may participate in a general meeting and also the Directors of a company may participate in a meeting of Board/Committee of directors under the provisions of Companies Act, 1956 through electronic mode. A brief of the highlights of the Circulars is as under:

From the President

- The notice of the meeting must inform shareholders regarding availability of participation through video conference, and provide necessary information to enable shareholders to access the available facility of video conferencing.
- Significant responsibilities on the Chairman of the meeting and Secretary to safeguard the integrity of the meeting via video conferencing; to ensure proper video conference equipment/facilities; to prepare the minutes of the meeting; to ensure that no one other than the concerned shareholder or proxy to the shareholder is attending the meeting through electronic mode; If a statement of a participant in the meeting via video conferencing is interrupted or garbled, the Chairman of the meeting or Secretary shall request for a repeat or reiteration, and if need be, the Chairman or Secretary shall repeat what he heard the participant was saying for confirmation or correction.
- In a general meeting, where shareholders are allowed to participate through electronic mode, the quorum as required under section 174 of the Companies Act, 1956 as well as chairman of the meeting shall have to be physically present at the place of the meeting.
- To provide larger participation and for curbing the cost borne by the shareholders to attend general meetings, listed companies may provide video conferencing connectivity during such meetings at least in five places in India. It is recommended that these places would be situated all over India in such a way that it covers top five States/UTs based on maximum number of members or at least 1000 members, whichever is more, residing as per the address registered with the depositories.
- In the case of Board Meeting, the notice of the meeting must inform directors regarding availability of participation through video conferencing, and provide necessary information to enable directors to access the available facility of video conferencing.
- The notice of the Board Meeting also seek confirmation from the director as to whether he will attend the meeting physically or through electronic mode and shall also contain the contact number(s) / e-mail addresses of the Secretary / designated officer to whom the director shall confirm in this regard.
- At the Board Meeting, Chairman of the meeting shall announce the summary of the decisions taken in that meeting in respect of each agenda item and names of the directors who have consented or dissented to those decisions. Video recording of that part of the meeting shall be preserved by the company for one year from the conclusion of that meeting.
- In the minutes of the Board Meeting, chairman also confirms the mode of attendance of every director of the company during last three meetings, whether personally or through electronic mode.
- Draft Minutes of the Board Meeting shall be circulated in soft copy within 7 days of the Board Meeting /Committee Meeting.

Company Law Quiz

I am pleased to inform you that the Northern India Regional Council (NIRC) of the Institute is organizing 11th All India Company Law Quiz Program for Students on July 22, 2011 at New Delhi. I would request you to take part in this Quiz and test your knowledge on Company Law.

Moot Court Competition

I am pleased to inform you that the Pune Chapter of ICSI-WIRC is organizing 9th All India Moot Court Competition on July 2, 2011 at Pune. It is a two tier programme comprising of Regional Level and National Level. The Regional Level Competition will be organized on June 18, 2011 at the office of respective Regional Council. The winners of each Region would be participating in the National Level Competition on July 2, 2011 at Pune at Regional Students' Conference of WIRC of ICSI. I request you to take part in this competition and benefit immensely.

Students Conference

The EIRC of the Institute would be organizing the All India National Students Conference. The theme and date are being finalized and I would request you to send your suggestions in this regard.

12th National Conference of PCS

The 12th National Conference of Practising Company Secretaries is being held on July 14-15-16, 2011 at Ooty on the theme "PCS: Strategic Options in the New Decade" and the sub-themes of this Conference have also been aptly contemplated. I request you to attend this conference and add tremendous value to yourself. The details of the conference including delegate fee, advertisement tariff, theme, sub-themes, venue, etc. are hosted on the website of the ICSI.

I would like to conclude by stating that the success we achieve each day is deeply influenced by the attitude we have about life. Though we can not control all the things that impact our lives, but we can minimize their impact by having the right attitude, the positive attitude.

"The only disability in life is a bad attitude". - Scott Hamilton.

With best wishes,

Kolkata

June 17, 2011

Yours sincerely,



CS ANIL MURARKA

president@icsi.edu

TIPS TO COME UP IN LIFE

By M. V. SASTRY, Retd. Director General (Road Development), Ministry of Surface Transport, Govt. of India.

INTRODUCTION

Desire alone is not sufficient but commensurate effort is also needed, in order to succeed. If you carefully observe successful people, there is hard work and sustained effort behind their success. Everyone gets opportunities in life – big or small. If you let go, that opportunity will not come back. To enhance one's status or to make a mark; firm determination, burning desire to achieve, a clear goal, an appropriate attitude, good planning together with adequate effort are required. A solid plan with necessary minor changes as you progress will help you to achieve the goal. Failure is for want of understanding and due to deficiencies in planning. Learning from failures, maintaining good human relationships, observing humility will make victory easier. For a successful person, retaining what he has achieved is equally important. One should gain in wisdom along with success as otherwise with complacency and over-confidence, he is likely to miss what he has achieved with great effort. Developing a well rounded personality will go a long way in facing the life with enthusiasm and confidence. There are many little things that can make a real big difference in one's progress. An attempt has been made to cover some of them here.

CHARACTER

Character is the most essential aspect of any person. Character is made up of those principles and values that give your life direction, meaning and depth. These constitute your inner sense of what is right and wrong based not on laws or rules of conduct but on who you are. They include such traits as integrity, honesty, courage, fairness and generosity- which arise from the hard choices we have to make in life. So wrong is simply in doing wrong, not in getting caught. Many have come to believe that the only things we need for success are talent, energy and personality. But over the long haul, who we are is more important than who we appear to be. We can only experience true success and happiness by making character the bedrock of our lives. In the personality ethic, success became more a function of charm, skills and techniques that, atleast on the surface, lubricate the process of human interaction. Rather than struggle with thorny issues of right and wrong, we turned to making things run smoothly. While skill is certainly needed for success, it can never guarantee happiness and fulfillment. These come from developing character.

One can begin to build character at any age by learning how to look within. With the inside-out approach, private victories precede public victories. These private victories are simply promises you make to yourself and others and then keep. They can be as simple as a commitment to exercise everyday. The first step towards building character is to tackle a hard choice, commit to change and stay with it. As you get into the habit of building character in the smaller areas of your life, your ability to develop character in more important spheres will grow. The essential ingredients for character growth are: trust, being loyal to those who are not present, admitting your mistake; listening, empathising and appreciating. All our relationships follow the contours of life; they have ups and downs. True character begins at home. Our families provide the opportunity to nurture it.

MASTER THE SKILL OF OPTIMISM

Optimists fare better than pessimists in almost every aspect of life, often achieving more and enjoying greater social success. Optimistic people are also less susceptible to depression and physical ills. The optimist attributes failure to temporary causes. He doesn't let one set back contaminate his whole life. When things go wrong, he looks for a new approach. The following would help to master the skill of optimism:

- Challenge negative thoughts (Think of failure as the result of a faulty strategy. Then, instead of feeling helpless, you can take action)

- Rehearse being a winner (By the time you face the real challenge, your mental rehearsals will have given you confidence and willpower)
- Give yourself credit (Taking pride in your accomplishments builds a sense of self-worth)
- Set specific goals wisely (Break down large goals into smaller ones. With each interim goal you reach, you will feel energized and excited about what is to come)

MANNERS MAKETH MAN

Civilised behaviour demands that one should observe proper etiquette and manners while dealing with others. Some of them are:

- Do not read others papers or give your opinion unasked.
- Give to others what is due to them.
- Let other people speak first.
- Offer your seat.
- Show not yourself glad at the misfortune of another though he were your enemy.
- If you must tick somebody off, do it all with sweetness and mildness. You yourself should take all admonitions thankfully.
- Dress modestly.
- Do not laugh too loud or too much.
- Labour to keep alive in your breast that little spark of celestial fire called conscience.
- In life, knowing how to lose is often just as important as knowing how to win.

SIMPLIFY YOUR LIFE

Simplifying means becoming aware of the ways, big and small, that we expend money, time and energy, and then taking steps to curb the waste. The following suggestions will enable to gain control over life's hassles in order to have time for the pleasures:

- Start the day right (Do everything possible the night before to prepare for the next day. Keep the things at their proper places).
- Declutter your home (Freeing yourself from unnecessary possessions frees time. Clean one drawer/shelf at a time. Don't put anything down for now. Otherwise, you will have to handle everything more than once)
- Gently say No (Prioritise and limit your volunteer work)
- Don't save coins and waste hours.
- Encourage your kids to help.
- Turn off the TV.

USE INTUITION

Intuition is a hunch. Hunches are prompts from the adaptive unconscious. The adaptive unconscious is a mechanism in the brain that processes an ocean of sensory information, sorting it, inferring causes, judging people and influencing feelings and behaviour – all without our conscious mind being aware. These hidden powers of perception are what allow people to see the invisible. Our internal radar is on alert for patterns of threat. Listening to your body's cues can have very big payoffs. Develop the gift for reading faces. Spot micro expressions. These very intense bursts of emotion only last a quarter of a second, but signal a person's true feelings, even if he is trying to hide them.

COUNT YOUR BLESSINGS

Try for the best but refuse to be defeated by life. Always add up the good things. No matter how bad the things were, someone, somewhere, was in even worse shape. When faced with adversity, look for the good points in it. It could have been a lot worse. Bad stuff doesn't last. Never stop doing your best.

COMMON SENSE – REQUISITE FOR SUCCESS

In life, education is strength. But common sense is expertise. It

The Author is recipient of 'Shri Ram Award', 'Rashtriya Gaurav Award' and 'Certificate of Excellence'.

is with expertise that one can utilise his strength. It is not sufficient if the work is done properly but it is necessary to do at the right time, at the right place the right work. Education knows what is to be done. But common sense knows when and how the work is to be done. Education without common sense not only makes a person weak, but also makes him inadequate for worldly dealings in life. One has to develop a close sense of observation and develop worldly wisdom and common sense, and utilise them rightly at the right time to achieve success.

ENHANCING EFFECTIVENESS

- Observe, study and understand how others are performing, and then make your thoughtful plan.
- Encourage others by thinking that they are worth knowing and they would create enthusiasm in you.
- Divert their attention from their mistakes by treating them lightly and suggesting ways to overcome.
- Try to know whether the things told to you in confidence are told in anger/excitement.
- Discard words/actions that hurt others.
- Keep silent instead of magnifying others' mistakes and glorifying your achievements.
- Learn to disagree with politeness and respect.
- Give others opportunities to talk.
- Help those who are in need.
- Recognise good points in others and appreciate.
- Control the impatience when someone pulls you down. Accept apologies for their behaviour and move on.
- Remember birthdays/marriage anniversaries of your close relatives/ friends and wish them.
- Do not laugh disrespectfully, do not show intolerance, do not create enmity.
- Conduct yourself in a way that others do not have to feel sorry for knowing you. Strive to make others happy all the time.

BE TRUE TO YOURSELF

Integrity means having a personal standard of morality and ethics that does not sell out to expediency and that is not relative to the situation at hand. Keep the following principles:

- Stand firmly for your convictions in the face of personal pressure.
- Always give others credit that is rightfully theirs
- Be honest and open about who you really are

Self – respect and a clear conscience are powerful components of integrity and are the basis for enriching your relationships with others. Integrity means you do what you do because it is right and not just fashionable or politically correct. A life of principle will always win the day.

MANAGING TIME

Most people are wearing themselves out, feeling out of control. Work before health and pleasure soon becomes work instead of health and pleasure. That is not a great way to live. An important principle about managing time: Prioritize, decide what you want in your life, and put that first. On a daily basis, that should include regular meals, adequate sleep and time with your family. Exercise, leisure, friendships and hobbies should also be regular aspects of life. The point is to do something for yourself everyday. The choice is yours: whatever makes you feel good about yourself and your life. Take a nap. Take a walk. Take a hobby. Of course, you will have to trade off some of the things that are currently clogging your schedule to make room for your new priorities. Stop bringing your briefcase home from the office. Fill more of your time with want – to – dos instead of have-to –dos. Make yourself also happy. Balance the goal.

HOW TO ALWAYS STAY SMART

- Review and prioritize (Review the work of the preceding six months and ask: What were the things on which we should concentrate? What were the things on which we should improve? What were the things each of us needed to learn? Prepare the

new programme of work and learning for the next six months)

- Change with the times (Whenever you have a new assignment, ask yourself, what do I need to do to be effective?)
- Compare expectations and results (That shows one what he did well and what his strengths are. It also shows him what he has to learn and what habits he has to change. Finally, it shows him what he has no gift for and cannot do well)
- Choose your legacy (One has to ask oneself what one wants to be remembered for. It should change, both with one's own maturity and with changes in the world. One thing worth being remembered for is the difference one makes in the lives of people)

HOW TO TALK TO ANYONE, ANYTIME, ANYWHERE

The following ingredients would help you learn how to talk:

- You don't have to be quotable.
- The right attitude – the will to talk-is crucial to becoming a better talker.
- Remember to take turns (With careful listening, good follow-up questions come)
- Broaden your horizons.
- Keep it light (Never stay too serious too long)
- Be the genuine you.

Be honest. Make a connection. Show empathy, enthusiasm and a willingness to listen, and you can't help becoming a master of talk.

WAY TO CONDUCT WHEN THERE ARE DIFFERENCES OF OPINION

- Agree to discuss the issues and accept to think about others' views.
- Confine to discussion. In case the other person has made a mistake, do not pin point that again.
- Do not argue at the time of meals or before others or when you are angry.
- Do not hurt anyone with words or deeds. Do not resort to unrighteous means to win your point.
- Look for agreeable situations/acceptable opportunities.
- Show your willingness to accept if you are at fault.
- Try to forget the past differences.
- Do what best you can and pray to God for what you are unable to do.

GOOD ADVICE

People generally disregard unsolicited advice. They seek advice from those who are talented and capable. A good advice should be like a suggestion but not an order. There should be respect in give and take. Krishna is the great Guru. After having given an exhaustive treatise to Arjuna in Bhagwad Gita on life and way of living from all angles, Krishna told Arjuna 'Think deeply about the issues that I have told, and implement those that are to your liking'.

KEEP TRYING FOR VICTORY

Be attentive and active to seize the opportunity. If you do not take a proper decision at the right time, the opportunity will go away. Do not get disheartened at that. With positive thinking, your conscience will inspire you to try again and again. When you move forward with initiative, firm determination, a burning desire to do something and an aspiration to achieve your goal, you will be able to get hold of the opportunities and utilize them to your advantage.

INTELLECT WITHOUT MENTAL STRENGTH LEADS TO FAILURE

Mental strength is the greatest asset of a person. Behind the words 'I can do' are hidden vigour, vitality and sense of purpose. People can be divided into three categories viz. those who have the will power, those who do not have the will power, those who cannot muster will power even if they want. First type achieve whatever they want, second type oppose, third type cannot achieve anything. One who has mental strength is healthy. Intellect without mental strength leads to failure. One who keeps will power under his control, faces issues in life courageously, overcomes the difficulties and achieves success.

Article

TO ENCOURAGE CREATIVE THINKING

- Approach the issue without preconceived notions and without connecting it to an earlier issue or to its solution.
- Keep aside your decision till you gather the facts and think about the issue.
- Be prepared to face some problems.
- Consult your colleagues/friends who are not connected with the issue so that you have different opinions before deciding.

SECRET TO SUCCESS

If you desire to achieve success, grow a little taller than average person. Be prepared to work hard. Learn to convert issues/circumstances to your favour for reaching your life's destination. Have the attitude to accept responsibility. Have confidence that everything will be favourable for a person who is courageous, you will certainly put in your best efforts with an optimistic disposition, and will certainly make progress. A strong desire to reach the destination gives the push to reach great heights.

KEYS TO SUCCESS

- Take full responsibility.
- Live life on purpose (Do the job right. You love what you do and it shows. People want to do business with you because they see your commitment)
- Write out a plan (Goals that are not in writing are merely fantasies)
- Be willing to pay the price.
- Become an expert (Improve your skills. Work towards being the best in your field. Study books/magazines pertaining to your work. Study the experts, find out what the best are doing, then do what they do)
- Examine, think and improve continuously your way of working.
- Never give up (Be truly committed to your goal. Be willing to do whatever it takes to make it happen. Spend as much of your day as you can on achieving your goals and dreams. Ask yourself, 'Is what I am doing right now bringing me closer to my goal?' If not, do something that will)
- Don't delay (Go after what you want – energetically and passionately accomplishing your dreams)
- Make it a habit to give your best, strive always for continuous improvement.

HOW FAITH HELPS

Religious faith can promote physical well-being. Belief in God has a beneficial effect. Faith appears to have a powerful protective effect because:

- Going to religious places guarantees contact with people (Social support is key to health)
- Faith gives a sense of hope and control that counteracts stress.
- Praying evokes beneficial changes in the body.

MEDITATION

Many are turning to the ancient practice of meditation to address the strains and stresses of hectic schedules. The lessons of meditation are – to be relaxed and aware. Even a few minutes has benefits. It helps you to become much calmer person, more confident and more productive. The basics are:

- Sit in a comfortable position (The classic posture is cross-legged on the floor)
- Straighten your spine
- Breathe deeply through your nose, so that the air completely fills your lungs – expanding your abdomen and entire chest cavity. Then exhale slowly through your nose or mouth, contracting your abdominal muscles at the end of the exhalation to expel all the air from your lungs.
- Focus on your breath by counting each inhalation and exhalation. Breathe in slowly for a count of five, then out slowly to the same

count of five. If your mind begins to wander, gently bring it back to focus on your breath.

SECRETS OF GOOD FORTUNE

When you are happy, you are smarter, you interact better with other people and you are healthier. All of this adds up to what we commonly call luck. The following steps will help to become happy-go-lucky.

- Stop, look and listen (Absorb the details of nature)
- Realise things could be worse (Be thankful when good things happen to you)
- Feel the bliss.

Secrets of lucky people are:

- Assume fate is on your side (With that, you are likely to exhibit behaviour that makes people more responsive to you)
- Get an emotional grip (Getting negative emotions under control will help to have a higher level of self – esteem, be more optimistic, and be slightly more extroverted)
- Keep your mind open to opportunity (Trust people, share your ideas. Be open and hear what people have to say. That makes you more approachable and an easier target for opportunity)
- Think of the world as yours (Be open to new experiences. Always keep your options open and be prepared to make mistakes. You get more in life when you are willing to learn)
- Keep envy in check (Stay focused on your own goals and dreams)
- Think like a connector (If you know many different types of people, you will hear about many more opportunities. Sociability, energy and openness breed luck)
- Find an upside to everything (To feel lucky, have a positive view of the past and an optimistic view of the present)

TRAINING

The importance of training needs hardly any emphasis. The purpose of any training is practical-to enable learners to learn and perform effectively. Progressive companies treat training as an investment in people. The goal of training is to make learning exciting, proactive, self-driven and active.

To keep the people up to date and to have a change from the routine, there should be training at the entry stage as well as during in service periodically. From the employees side, they should volunteer and opt for any training that is available which enables them to acquire new skills.

Learning and improvement are continuous processes. One should try to develop himself and his people. One should strive to learn all the time by taking good points out of even the worst situations.

Failure is a valuable learning experience. Some bounce back after failure but many don't for want of trying. What is required is a positive attitude, a steely resolve and perseverance.

CONCLUSION

Those who have reached pinnacles of glory had also undergone difficulties and feelings of helplessness at some point in their life. But they have given mind to their eyes and with their ceaseless effort achieved happiness and status in life. Keeping the following points in view will enable us also to attain happiness in routine life:

- To make a mistake is natural. Do not worry about that but take care to see that it is not repeated.
- Expertise is limited. It is not possible for anyone to succeed in all fields. So, select a field of your liking, concentrate on that and try to become an expert in that utilising all the talents you have.
- Learn to withstand criticism (Implement if there is a good point in that, otherwise, disregard it)
- Get rid of feelings of envy, hatred and dislike at others' success. They will affect your health. Instead, observe good points and follow them for your benefit.

Article

- Do not doubt about your health (Do exercise, yoga and self hypnosis daily to keep yourself physically and mentally fit)
- Cultivate being calm (Do not allow anger, hatred, envy, tiredness and turmoil to come near you)
- Attend parties with friends/relatives. Recollect those experiences whenever you are upset so that you can improve your self-confidence and happiness and start afresh.
- Improve the circle of acquaintances
- Read good books /magazines, visit museums/parks, write poems/articles, go for picnic with friends.

An intelligent person is one who can face issues courageously and fight. Self – confidence is the strength. Look at the issue from different angles. Consult friends/experienced people. You will find some solution. Life is short. Being contented, getting rid of envy, respecting elders, discharging one's duties dispassionately, cultivating good friends, conducting righteously, being able to recognise what is good and what is bad, taking ups and downs positively: will make life meaningful. In conclusion, the following words come to mind:

- Those who achieve spectacular success do enough to get by; then they add a little bit of extra effort. That little bit of extra effort makes an enormous difference.
- The moment a disappointment becomes a learning and growing

experience is the moment in which it is transformed into a triumph.

- Make a difference in a positive way and your rewards will be great. Experience the abundance of joy which comes from making things happen and getting things done.
- To get the most out of each day, establish clear priorities before you start work. Stay focused on your goals, not your immediate problems.
- It is never too late to make a change for the better in any relationship. A smile is one of God's special gifts to mankind.
- Give encouragement at each opportunity. Do not overlook small steps of progress.
- The way to settle a disagreement is on the basis of what is right, not who is right.
- Success depends on mental strength and self-belief. One can rise to the top through talent and tenacity. Discipline and an attitudinal change would help to achieve success.
- Dive deep within, discover the Self in you which is a part of Paramatma, understand the unlimited potential in you, perform selfless action, love and serve others. Judge your success by the degree that you are enjoying peace, health, and love. □



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

NORTHERN
INDIA
REGIONAL
COUNCIL

11th All India Company Law Quiz

NIRC of ICSI is organizing 11th All india Company Law Quiz Programme for students

on

Friday, the 22nd July, 2011

at

ICSI-NIRC Building 4, Prasad Nagar Institutional Area, New Delhi - 110005

It will be a three tier program:

- Chapter Level
- Regional Level
- National Level

All the Chapters in the first instance would conduct Company Law Quiz Programme for the students at their Chapter and send the winning team consisting of two students in the event to be organized by the respective Regional Council. The Regional Councils to organize the Company Law Quiz in their Region and send a team comprising of not more than two students (winners) to participate in the National level event to be organized by NIRC at New Delhi on **Friday, the 22nd July, 2011**.

A Memento/ Commendation Certificate would be presented to the winner/winning team of the national level event at the Inaugural Session of 39th National Convention of the Institute scheduled to be held at Agra from 13th-15th October 2011.

For Further details, interested students may contact their concerned Chapter/Regional Office.

(Regional Level Program of NIRC to select the best two students to represent NIRC at National Level event will be held on Friday, 1st July, 2011 at ICSI-NIRC Building 4, Prasad Nagar Institutional Area, New Delhi-110 005).

Executive Programme

General and Commercial Laws Writ of Mandamus¹

The literal meaning of the word 'mandamus' is to command. Mandamus is a judicial remedy in the form of an command/ order from the Supreme Court or a High Court to any constitutional, statutory or a non-statutory agency- to do or to forbear from doing some specific act which that agency is obliged to do or refrain from doing under the law and which is in the nature of a public duty or a statutory duty.

English writers trace the development of the writ from the Norman Conquest; however it was only in the early part of the eighteenth century that the writ came to be frequently used in the public law to compel the performance of the public duties. In Halsbury's Laws of England, writ of *mandamus* has been defined as follows: The writ of *mandamus* is a writ of most extensive remedial nature and is, in form, a command issuing from the High Court of Justice directed to any person, corporation, or inferior tribunal, requiring him or them to do some particular thing therein specified which appertains to his or their office and is in the nature of a public duty. Its purpose is to remedy defects of justice; and accordingly it will issue to the end that justice may be done, in all cases where there is a specific legal right and no specific legal remedy for enforcing that right; and it may issue in cases where, although there is an alternative remedy, yet that mode of redress is less convenient beneficial and effectual.

The following conditions must exist in order to grant the writ of mandamus:

There must be performance of public duties. A public duty is one which is created either by a statute, the Constitution or by some rule of common law. Mention should be made that a duty private in nature and arising out of a contract was not enforceable through this writ. It was in the case of *Gujarat State Financial Corporation v. Lotus Hotel*, the Supreme Court issued a writ of mandamus for the specific performance of a contract to advance money. However, mandamus does not lie where the duty is ministerial in nature. A ministerial duty is one where the authority has to act on the instructions of his superior. Likewise, mandamus cannot be issued to enforce administrative directions which do not have the force of law. Hence it is discretionary with the authority to accept it or to reject it. But if the administrative instructions are binding, mandamus would lie to enforce it.

The Supreme Court in *Shiv Shankar Dal Mills v. State of Haryana*, AIR 1969 SC 1306 has held that the expression 'public duty' does not imply that the person or body whose duty it is must be a public official or an official body. Therefore, mandamus would lie against a company constituted under a statute for the purpose of compelling it to fulfill its public responsibilities.

There must be a specific demand and refusal: Before mandamus can be granted, there must be a specific demand for the fulfillment of duty and there must be specific refusal by the authority. Express demand and refusal is not necessary. In fact it can be inferred from the circumstances of the case.

There must be a clear right to enforce the duty: Mandamus can not be issued unless there is in the applicant a right to compel the performance of some duty cast on the authority. The right to enforce a duty must subsist till the date of the petition. If the right has been lawfully terminated before filing the petition mandamus can not be issued.

Before a mandamus is issued to compel the authorities to do something, it must be shown that there is a statute which imposes a legal duty and the aggrieved party has the legal right under the statute to enforce its performance. No mandamus will lie where the duty sought to be enforced is of a discretionary nature nor will it lie to compel performance of an act contrary to law.

1. Prepared by Archana Kaul, Assistant Director, The ICSI.

Grounds:

Mandamus can be issued on all those grounds on which certiorari and prohibition can be issued. Therefore, mandamus can be issued for lack of jurisdiction, excess of jurisdiction, abuse of jurisdiction, for violation of principles of natural justice and an error of law apparent on the face of record. Mandamus may be issued not only to compel the authority to do something but also to restrain it from doing something. Therefore, it is both negative and positive and hence can do the work of all other writs. Recently the Madras High Court has held that a writ of mandamus for listing of shares cannot be issued in a matter like the listing of shares as it involves complicated questions of fact which is the exclusive jurisdiction of the concerned authorities. (viz; SEBI, SAT). The High Court cannot decide such issues as it does not have the expertise. [*Eonour Technologies Ltd.v.Madhya Pradesh Stock Exchange (2005)124 Comp cas,122*]

Under the Constitution of India, such power of writ jurisdiction is vested with the Supreme Court under Article 32 and with the High Courts under Article 226. The writ of *mandamus* would not lie against the President of India, Governor of a State, private individual or private body except where the State is in collusion with such private party in the matter of contravention of any provision of the Constitution of a statute. In view of the provisions of the Article 122(2) and 212 (2) of the Constitution, mandamus will not also lie against any officer or member of Parliament or State legislature in whom powers are vested for regulating procedure or the conduct of the business of for maintaining orders.

It is a discretionary remedy and the High Court may refuse to issue writ of *mandamus* if alternative remedy exists except in case of infringement of a fundamental right.

It is a discretionary remedy and the High Court may refuse to issue writ of *mandamus* if alternative remedy exists except in case of infringement of a fundamental right. While hearing the petition for mandamus, the court does not sit as a court of appeal. The court will not examine the correctness or otherwise of the decision on merits. It cannot substitute its own wisdom for the discretion vested in the authority unless the exercise of discretion is illegal. This is true for other writs also.

Company Accounts, Cost and Management Accounting Schedule VI of the Companies Act, 1956

The Government has revised Schedule VI to the Companies Act, 1956 which is applicable for the Financial Statements prepared on or after 1st April, 2011.

For details log on to: http://www.mca.gov.in?ministry/pdf/schedule_VI_28f

Professional Programme

Advanced Tax Laws and Practice Classification of Goods ²

The goods must be excisable is one the basic condition for levy of excise duty under section 3 of Central Excise Act, 1944. The goods specified in the First Schedule to Central Excise Tariff Act, 1985 (CETA) are **Excisable goods**. For determining the amount of duty payable on the excisable goods one must know the applicable rate of excise duty. The CETA prescribes the rate of duty against each item and these rates are called "Tariff Rates". The classification of goods is the prerequisite for determining the amount of duty to be payable.

(A) Salient features of Central Excise Tariff Act, 1985 (CETA):

1. **CETA is divided into three schedules:** The First Schedule contains basic excise duties (i.e. BCD) leviable on various

2. Prepared by Aparna Chauhan, Assistant Education Officer, The ICSI.

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products, while Second Schedule contains list of items on which special excise duty is payable. The tariff headings given in Second Schedule are interpreted in the same way as those in First Schedule. Items included in Second Schedule are already covered and included in First Schedule. The Third Schedule contains all items covered under Maximum Retail Price (MRP) Valuation procedure.

2. **Harmonised System of Nomenclature (HSN):** CETA is based on international convention of Harmonised System of Nomenclature (HSN), called Harmonised Commodity Description and Coding System. This is an international nomenclature standard adopted by most of the countries to ensure uniformity in classification in international trade. Though CETA generally follows HSN pattern, it is not a copy of HSN. Often, there are wide variations between HSN and CETA. The CETA also varies significantly from Customs Tariff Act, 1975 though both are based on HSN.

3. **Sections and Chapters under CETA:** CETA is divided into 20 sections. A section is a grouping of chapters covering particular class of goods. Each of these twenty sections relates to broader class of goods such as Section I relate to Animal and Dairy products, Section VI relates to products of Chemical and Allied Industries, while Chapter XI relates to Textiles and Textile articles. Section notes are given at the beginning of each section, which govern entries in that section. These notes are applicable to all chapters in that section. Chapter notes are given in the beginning of each chapter, which govern entries in that chapter.

For example, Section XI relates to Textile and Textile articles and within that Section, Chapter 50 is Silk, Chapter 51 is Wool, Chapter 52 is Cotton, Chapter 53 is other vegetable textile fabrics etc.

4. **Groups and Sub-groups within the chapter or sub-chapter:** Each chapter is further divided into various headings depending on different types of goods belonging to same class of products. For instance, Chapter 50 relating to Silk is further divided into 5 headings. 50.01 relates to Silk worm cocoons, 50.02 relates to raw silk, 50.03 relates to silk waste, 50.04 relates to silk yarn and 50.05 relates to woven fabric of silk. The headings are sometimes divided into further sub-headings. For example 5004.11 means silk yarn containing 85% or more by weight of silk or silk waste, 5004.19 means containing less than 85% by weight of silk or silk waste.

5. **Eight Digit Classification:** The Central Excise Tariff Act was amended w.e.f. 28-02-2005. Earlier there was six digits classification code for classification of the goods, which has been replaced by 8 digits classification code. With introduction of this 8 digits classification code, a detailed classification of the goods is now available. All goods are classified into Eight Digit system. The First two digits refer to the chapter, the next two digits are heading, the next two digits are sub-Heading and the other two digits are for the tariff item.

Example: Analysis of HSN Code 0901 11 33

| Digits | Represent | Item |
|--------|--|---|
| 09 | Chapter No. 9 | Coffee, tea, mate and spices, |
| 01 | Heading No.1 | Coffee, whether or not roasted or Decaffeinated; coffee husks and skins; Coffee substitutes containing coffee in any proportion |
| 11 | - Sub Heading - Sub-sub heading -Sub-sub-sub heading | (-) Coffee, not roasted (—) Not decaffeinated (---) Rob Parchment |
| 33 | Tariff Item | (---) C Grade |

6. Dash codes:

- Single dash (-) at the beginning of description indicates sub-classification of article covered by the heading e.g (a) Coffee, not roasted and (b) Coffee roasted.
- Two dashes (- -) at the beginning indicate is the sub-classification of the preceding article which has single dash (-) e.g. (a)(i) Not decaffeinated and (a)(ii) Decaffeinated under article Coffee, not roasted (-).
- Three dashes (- - -) indicate sub-sub-classification of the preceding article which has two dashes (-) or (- -) e.g. Rob Parchment under article Not decaffeinated (- -)
- Four Dashes (- - - -) indicate sub-sub-classification of the preceding article which has two dashes (-) or (- -) or (- - -) e.g. C Grade under article Rob Parchment (- - -)

Three dashes and four dashes are used to denote 8 digit classification i.e. Tariff Item.

(B) Rules of Interpretation:

The Central Excise Tariff Act, 1985 incorporates five Rules of interpretation, which together provide necessary guidelines for classification of various products under the schedule. These are termed as '**General Interpretation of Schedule' (GIR)**. Following are the Rules of interpretation:

- (i) **Rule 1:** As per this rule first goods have to be classified in terms of the heading and relative sections notes or Chapter notes without recourse to any interpretative rules. If the goods cannot be classified on this basis, then refer the other rules of GIR.
- (ii) **Rule 2:**
- (a) Rule 2(a) applied to the article which is incomplete or unfinished, or is presented in an unassembled or disassembled. If classification of finished product is known and the essential characteristics of finished goods are matched with that unfinished article then classify the unfinished goods in the heading of finished goods.
- (b) If there is a reference in a heading to a material or substance then the same heading shall also apply to material or substance mixed or combined with other materials or substances. This rule does not apply where specific provisions exist in the headings or the sections or chapter notes for exclusion of such classification.
- (iii) **Rule 3:** When by application of rule 2(b) or for any other reason, goods are, prima facie, classifiable under two or more headings, classification shall be made as follows:
- (a) **Most specific description:** The heading which provides the most specific description shall be preferred to headings providing a more general description.
- (b) **Essential character:** Mixtures, composite goods consisting of different materials or made up of different components, and goods put up in sets for retail sale, which cannot be classified by reference to (a), shall be classified as if they consisted of the material or component which gives them their essential character, insofar as this criterion is applicable.
- (c) **Heading which occurs last in numerical order:** when goods cannot be classified by reference to (a) or (b), they shall be classified under the heading which occurs last in numerical order among those which equally merit consideration.
- (iv) **Rule 4:** When goods cannot be classified in accordance with rules 1,2, & 3, then they are to be classified in a heading of a product, which is most akin to the goods in question. Kinship can, of course, depend on many factors such as description, character, purpose etc.

Academic Guidance

- (v) **Rule 5:** Packing material is classified along with the goods except when the packing is for repetitive use.

Conclusion

In Central Excise Tariff, against each item a rate of duty has been prescribed. In order to determine the rate of duty on a particular product, first find out the chapter heading under which the item is classifiable. Against that classification, the corresponding tariff rate has to be read with the exemption notification, if any. Thus, effective rate of duty on an item is obtained.

Due Diligence and Corporate Compliance Management

Cultural Due Diligence – An Overview³

Cultural Due Diligence (CDD) is the process of identifying, assessing, investigating, evaluating and defining the cultures of two or more distinct corporates through a cultural analysis so that the similarities and differences that impact the merged organization are identified and remedial actions are taken well in advance. It should be carried along with M&A due diligence stage itself. The findings of cultural due diligence would be the base for post integration strategies.

Scope of Cultural Due diligence

The Cultural Due Diligence process covers

1. Leadership, Strategies and Governing principles: It covers vision, mission, values, business strategy development, leadership effectiveness, ethics, board room practices, role of independent directors etc.,
2. Relationships and behaviors: It covers trust, inter/intra group relationships, community and customers
3. Communication: feedback, information sharing, employee trust in information
4. Infrastructure: formal procedures, processes, systems, policies, structure and teams
5. Involvement & Decision Making: authority levels, accountability, expectations and the decision making process
6. Change Management: creativity, innovation, recognition, continuous learning and diversity
7. Finance: perception of financial health and the role of the employee and the level of financial comprehension and impact on the business
8. Cultural Descriptors: a list of predetermined values which can be customized to reflect the organization's values.
9. General Climate: open-ended questions that capture the stories and suggestions from employees.

Cultural Due Diligence is the process which analyzes the cultural aspects which includes:

- leadership vision
- Management practices,
- Governing principles,
- Policies and procedures
- informal practices,
- Relationship management,

- employee satisfaction,
- customer satisfaction,
- key business drivers,
- organizational characteristics,
- organizational perceptions
- Communication mechanism etc.

ATTENTION STUDENTS!

Applicability of the latest Finance Act and other changes for Company Secretaries December, 2011 Examination.

DIRECT TAXES

All students may note that for the December 2011 Examination Session in respect of Direct Taxes the applicable Assessment Year shall be 2011-12 (Previous Year 2010-11). Thus, they will have to study Finance Act, 2010 for December 2011 Examination. Further as per the Syllabus, (of Executive Programme and Professional Programme) students are required to update themselves about all the Circulars, Clarifications, Notifications, etc., issued by the CBDT & Central Government, which come into effect on or before six months prior to the date of the respective examinations.

Gift Tax Act has been excluded from the scope of the examination from June 1999 session onwards unless otherwise informed.

INDIRECT TAXES

Students appearing in the 'Tax Laws' (Indirect Tax Portion to the extent of topics covered in the syllabus, of 'Executive Programme') and Advanced Tax Laws and Practice (Professional Programme) respectively may take note of the following changes applicable for December 2011 Examination.

1. All changes made by the Finance Act, 2011.
2. All Circulars, Clarifications/Notifications issued by CBEC / Central Government which became effective six months prior to the date of examination.

Governance, Business Ethics and Sustainability

PRI- Principles for Responsible Investment- An Investor Initiative in Partnership with UNEP Finance Initiative and the UN Global Compact⁴.

Institutional investors are organizations which pool large sums of money and invest them in companies for the benefit of retail investors. Their role in the economy is to act as highly specialized investors on behalf of the beneficiaries. They have influence in the management of a company because of the large pool invested and right to exercise the voting rights in a company. They can play an active role in better corporate governance of the invested company.

In this context, The United Nations-backed Principles for Responsible Investment Initiative (PRI) aims to help investors integrate the consideration of environmental, social and governance (ESG) issues into investment decision-making and ownership practices, and thereby improve long-term returns to beneficiaries.

The Principles were devised by the investment community. The concept of responsible investment reflects the view that environmental, social and corporate governance (ESG) issues can affect the performance of investment portfolios and therefore must be given appropriate consideration by investors if they are to fulfil their fiduciary (or equivalent) duty. The Principles provide a voluntary framework by which all investors can incorporate ESG issues into

3. Prepared by Lakshmi Arun, Education Officer, The ICSI.

4. Prepared by Disha Kant, Assistant Education Officer under the guidance of Banu Dandona, Assistant Director, The ICSI.

Academic Guidance

their decision-making and ownership practices and to better align their objectives with those of society at large.

Institutional investors have a duty to act in the best long-term interests of the beneficiaries. In this fiduciary role, environmental, social, and corporate governance (ESG) issues can affect the performance of investment portfolios (to varying degrees across companies, sectors, regions, asset classes). By applying these Principles institutional investors commit to the following:

1. Incorporation of ESG issues into investment analysis and decision-making processes.

Possible actions:

- Address ESG issues in investment policy statements
- Support development of ESG-related tools, metrics, and analyses
- Assess the capabilities of internal investment managers and external investment managers to incorporate ESG issues
- Ask investment service providers (such as financial analysts, consultants, brokers, research firms, or rating companies) to integrate ESG factors into evolving research and analysis
- Advocate ESG training for investment professionals

2. Shall perform as active owners and incorporate ESG issues into their ownership policies and practices.

Possible actions:

- Develop and disclose an active ownership policy consistent with the Principles
- Exercise voting rights
- Participate in the development of policy, regulation, and standard setting (such as promoting and protecting shareholder rights)
- Engage with companies on ESG issues
- Participate in collaborative engagement initiatives
- Ask investment managers to undertake and report on ESG-related engagement

3. Seek appropriate disclosure on ESG issues by the entities in which we invest.

Possible actions:

- Ask for standardised reporting on ESG issues (using tools such as the Global Reporting Initiative)
- Ask for ESG issues to be integrated within annual financial reports
- Ask for information from companies regarding adoption of/adherence to relevant norms, standards, codes of conduct or international initiatives (such as the UN Global Compact)
- Support shareholder initiatives and resolutions promoting ESG disclosure

4. Shall promote acceptance and implementation of the Principles within the investment industry.

Possible actions:

- Align investment mandates, monitoring procedures, performance indicators and incentive structures accordingly (for example, ensure investment management processes reflect long-term time horizons when appropriate)
- Communicate ESG expectations to investment service providers
- Support the development of tools for benchmarking ESG integration

5. Work together to enhance effectiveness in implementing the Principles.

Possible actions:

- Support/participate in networks and information platforms to share tools, pool resources, and make use of investor

reporting as a source of learning

- Collectively address relevant emerging issues
- Develop or support appropriate collaborative initiatives

6. Report on activities and progress towards implementing the Principles.

Possible actions:

- Disclose how ESG issues are integrated within investment practices
- Disclose active ownership activities (voting, engagement, and/or policy dialogue)
- Disclose what is required from service providers in relation to the Principles
- Communicate with beneficiaries about ESG issues and the Principles
- Report on progress and/or achievements relating to the Principles using a 'Comply or Explain' approach
- Seek to determine the impact of the Principles
- Make use of reporting to raise awareness among a broader group of stakeholders

Implementing the Principles will lead to a more complete understanding of a range of material issues, and this should ultimately result in increased returns and lower risk. There is increasing evidence that ESG issues can be material to performance of portfolios, particularly over the long term.

For further information log on to: <http://www.unpri.org/principles/>

ANNOUNCEMENT PAPER-WISE EXEMPTIONS ON RECIPROCAL BASIS TO ICSI AND ICWAI STUDENTS

The Council of the Institute has given approval that the final passed students of ICWAI can avail exemptions in the following papers of Foundation Programme, Executive Programme and Professional Programme of the Company Secretaryship Course under the New Syllabus effective from 1st November, 2007, 1st February, 2008 and 1st August, 2008 respectively.

Scheme of Exemptions

| Exemption to CS passed candidates in papers of ICWAI. | Exemption to CWA passed candidates in Papers of ICSI. |
|---|--|
| Foundation Course (4 papers) - Complete exemption | Complete exemption Foundation Programme (4 papers) - |
| Intermediate Course 1. Financial Accounting (Paper 5) 2. Applied Direct Taxation (Paper 7) | Executive Programme 1. Company Accounts, Cost & Management Accounting (Module I, Paper 2) 2. Tax Laws (Module I, Paper 3) |
| Final Course 3. Financial Management & International Finance (Paper 12) 4. Indirect & Direct Tax Management (Paper 14) | Professional Programme 3. Financial, Treasury and Forex Management (Module II, Paper 3) 4. Advanced Tax laws & Practice (Module III, Paper 6) |

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LEGAL WORLD

CORPORATE LAWS

LW(S) 08.06.2011

PIRAMAL GLASS LIMITED v. UNION OF INDIA & ORS [Bom]

Writ Petition No. 10079 of 2010

J.P. Devadhar & Mridula Bhatkar, JJ.[Decided on 03/03/2011]

Foreign Trade (Development & Regulation) Act, 1992—Export promotion incentives—DFRC scheme—Import of formers under DFRC—Revenue demanding Duty on such import—Whether tenable—Held, No.

Brief facts: By communication dated 03/05/2010 the DGFT has informed the Jt. DGFT, Mumbai that during the period 2004-05, Duty Free Replenishment Certificates ('DFRC' for short) ought to have been issued to the petitioner, for import of duty free inputs which were set out in the Standard Input Output Norm (SION) notified by the DGFT on the date of exports and not as per the SION notified subsequent to the exports. Based on the above communication, the Jt. DGFT, Mumbai by 11 orders in original all dated 26/11/2010 has demanded duty with penalty from the petitioner in respect of the 'Formers' imported duty free by the holder of the DFRCs issued to the petitioner on the ground that the 'Formers' were not covered under the SION notified by the DGFT on the date of exports effected by the petitioner.

Decision: Petition allowed.

Reason: The basic dispute in the present case is, whether DFRC under the 2002-2007 policy was liable to be issued in respect of the inputs which are covered under the SION on the date of export or in respect of inputs covered under the SION on the date of issuing DFRC?

Perusal of para 4.1 and para 4.2 of the EXIM policy, 2002 -2007 clearly shows that DFRCs were to be issued for duty free import of inputs used in the export product. Since the DFRCs were issued after the product is exported, to prevent any abuse, the policy provides that the DGFT must approve the inputs that are used in the export product. That is why para 4.2.3 of the policy provides that DFRC shall be issued only in respect of the products covered under the SION as notified by the DGFT. Para 4.2.3 of the policy cannot be construed to mean that the DGFT has the discretion not to include an input used in the export product in the SION. In other words, the policy provides that all inputs used in the export product are eligible for duty free import to the extent permitted under the DFRC, however, the said inputs must be noticed by the DGFT.

The fact that the 'Formers/packing materials' are inputs used in the product exported by the petitioner is confirmed by the Central Excise authorities. Even the DGFT has confirmed, though belatedly, that 'Formers/packing materials' are inputs used in the product exported by the petitioner. There is nothing in the policy to suggest that DFRC has to be issued in respect of the inputs notified under the SION on the date of export. Even the public notice dated 12/4/2004 does not state that the 'Formers/packing materials' shall be treated as inputs used in the export product with effect from 12/4/2004. Therefore, the petitioner was entitled to seek DFRC for duty free import of 'Formers/packing materials' along with other inputs set out in the SION and consequently, issuance of DFRCs for duty free import of 'Formers/packing materials' in respect of exports effected prior to 12/4/2004 cannot be faulted.

In the present case, even the authorised officer interpreted the policy to mean that irrespective of the date of export once the Formers/packing materials were notified as inputs used in the export product DFRC licences have to be issued irrespective of the date of export, and accordingly issued the DFRCs in favour of the petitioner.

The very fact that even after the Audit Authority raised objection, the Jt. DGFT deemed it fit to seek clarification from the DGFT clearly shows that the issue was debatable and was not free from doubt. Therefore, the DGFT could not have issued clarification on 3/5/2010 so as to prejudicially affect the interests of the exporters/third parties, who had imported 'Formers/packing materials' on the basis of the DFRCs issued by the office of the Jt. DGFT several years ago. In other words, even if it is held that the Licensing authorities were in error in interpreting the provisions of the policy, in the facts of the present case, since the DFRCs have been fully utilized much prior to the realisation of the mistake committed by the licensing authority, the petitioner cannot be saddled with any liability in respect of imports already made.

We find merit in the argument of the petitioner that assuming the revenue is right in contending that 'Formers/packing materials' could not be imported duty free in respect of exports effected prior to 12/4/2004, then firstly, the licensing authorities could not to have issued DFRCs permitting duty free import of inputs including formers/packing materials. Having issued DFRC and having allowed duty free import of 'Formers' under DFRC, it is not open to the revenue to contend that the duty free import is unauthorised. Secondly, if the petitioner was intimated about the alleged mistake in the DFRCs, then the parties to whom the DFRCs were sold would have imported only those inputs which are permissible for duty free import. Once the 'Formers/packing materials' have been imported duty free as per the DFRCs validity issued by the licensing authorities and the said items have even now continue to remain in the DFRCs issued to the petitioner, the question of demanding any duty on the 'Formers/packing materials' imported under the said DFRCs issued by the licensing authorities does not arise at all.

LW(S) 09.06.2011

IFCI LTD v. TFCL LTD [Del]

CO.A (SB) 13/2011 & CO. APPLS. 538/2011, 564/2011, 764/2011

Manmohan, J. [Decided on 16/05/2011]

Companies Act, 1956—Sections 169, 398, 402—Applicant company's request to convene a EOGM was rejected by the respondent company on the ground that company secretary is not authorized to sign the request—CLB upholding the ground—whether CLB is correct—Held, No.

Brief facts: The appellant company (hereinafter referred to as "IFCI") owns 37.85% of shares of respondent-company (hereinafter referred to as "TFCL"). On 26th November, 2010 IFCI sent a requisition to TFCL for convening an Extra-Ordinary General Meeting (for short "EOGM") with the objective of appointing four new directors and removal and replacement of one director on the Board of TFCL. However, TFCL vide letter dated 2nd December, 2010 questioned the validity of the requisition on the ground that though it was signed by the Company Secretary of IFCI, but specific authorisation/board resolution to file such requisition had not been annexed and it requested IFCI to send the said board resolution within a period of one week. Subsequently, on not getting the said information, TFCL through its board meeting held on 14th December, 2010 decided not to convene EOGM of TFCL. On receiving this information, IFCI on 15th December, 2010 initiated the process under Section 169(6) of the Act for convening an EOGM on 17th January, 2011. IFCI then filed the Company Petition No. 124(ND) of 2010 under Sections 398 and 402 of the Act on the same day before the CLB. The CLB vide its order dated 12.1.2011 deferred the holding of the EOGM and this order was impugned before the High Court, wherein the High Court allowed the EOGM to be held as scheduled on 17th January, 2011 but directed that the decisions taken by EOGM would not be given effect to till the CLB decides the petition finally.

Decision: CLB's order quashed.

Reason: Having heard the parties and having perused the papers, I am of the opinion that the mere fact that IFCI did not reply to TFCI's letter dated 2nd December, 2010 does not mean that any legal presumption can be drawn that the requisition dated 26th November, 2010 was not authorised by the Board and/or the Company Secretary of IFCI did not have the authority to requisition the EOGM. The fact is that the Board of IFCI has vide its resolution dated 29th November, 2001 given specific authority to its Company Secretary to sign all legal documents.

Section 2(15) of the Act defines a document to include a requisition. Consequently, if the IFCI's Board minutes dated 29th November, 2001 is read in conjunction with Section 2(15), it is apparent that the Company Secretary of IFCI was authorised by its Board by a prior general authorisation to requisition an EOGM. Also, during the course of hearing of the appeal, it was not controverted before me that the minutes of board meeting dated 29th November, 2001 had been given on 8th December, 2010 to TFCI as an annexure along with initial petition filed by the IFCI under Section 169 of the Act which was later dismissed as premature.

I am also in agreement with the submission that IFCI's subsequent board resolution dated 31st March, 2011 passed in favour of its Company Secretary as a measure of abundant precaution did not prove that there was no prior authorisation in favour of IFCI's Company Secretary when requisition dated 26th November, 2010 was issued.

As far as the finding of the CLB that the requisition dated 26th November, 2010 was not signed as required under Section 169(3) of the Act is concerned, I am of the view that law prescribes no particular form of the requisition.

In view of the aforesaid discussion, I am of the opinion that the reasoning given by the CLB in the impugned order is unsustainable. Accordingly, the impugned order is set aside and the requisition dated 26th November, 2010 as well as the EOGM dated 17th January, 2011 are held to be legal and valid.

LW(S) 10.06.2011

UNION OF INDIA v. ASHOK J. RAMSINGHANI [Bom]

Civil Application No. 176 of 2010 in First Appeal (ST) No. 27028 of 2010

J Devadhar & A Sayed, JJ. [Decided on 04/05/2011]

Sections 52, 50, 54 of Foreign Exchange Regulation Act, 1973 read with sections 13(1), 49(5)(c), 35 of Foreign Exchange Management Act, 1999—Adjudication under FERA imposing penalty—Appellate Tribunal set aside the demand under FERA—Second appeal to High Court was delayed by 291 days—Whether the second appeal is under FERA or FEMA—Held, second appeal was under FEMA—whether delay can be condoned—Held, No.

Brief facts: This Civil Application is filed by the applicant Assistant Director, Enforcement Directorate, Mumbai seeking condonation of 291 days delay in filing the appeal against the order dated 18/8/2009 passed by the Appellate Tribunal for Foreign Exchange in Appeal No.110/08. The Appellate Tribunal by its order dated 18/8/2009 has set aside the penalty of Rs.7 crores imposed by the Special Director, vide order in original dated 28/3/2008, passed under Section 50 of the Foreign Exchange Regulation Act, 1973 ('FERA' for short) read with Section 13(1) of the Foreign Exchange Management Act, 1999 ('FEMA' for short).

The condonation of delay is sought on the ground that there was sufficient cause for not filing the appeal in time and since the appeal is filed under Section 54 of the FERA read with Section 49(5)(c) of FEMA, the High Court is empowered to condone the delay for any period of time subject to showing sufficient cause.

Decision: Application is dismissed.

Reason: In the present case, for the offence allegedly committed under FERA, proceedings were initiated against the respondent after

the commencement of FEMA as per Section 49 of FEMA and penalty was imposed under Section 50 of FERA read with Section 13(1) of FEMA. The question is, whether the first appeal and thereafter the second appeal filed against such penalty order could be said to have been filed before the authorities constituted under FERA or FEMA?

The legislature while repealing FERA and replacing it with FEMA has expressly dissolved the first appellate authority, namely the Appellate Board. Thus, on commencement of FEMA, the first appellate forum prescribed under FERA namely, the Appellate Board is expressly abolished. As a result, after commencement of FEMA, appeals against adjudication orders passed under FERA had to be filed before the appellate authorities under FEMA, namely Special Director (Appeals)/Appellate Tribunal, as the case may be. The legislature further provides under Section 49(5)(b) of FEMA that appeals pending before the Appellate Board on the date of commencement of FEMA shall be transferred to the Appellate Tribunal constituted under FEMA. Thus, on commencement of FEMA, appeal against the adjudication order passed under FERA would be maintainable before the appellate authorities constituted under FEMA within the period of limitation prescribed under FEMA. In other words, appeals against adjudication orders passed under FERA or FEMA after the commencement of FEMA, have to be filed before the appellate authorities constituted under FEMA within the period of limitation prescribed for filing appeals before the appellate authorities constituted under FEMA.

For all the aforesaid reasons, we hold that the appeal filed by the applicant against the decision/order of the Appellate Tribunal dated 18/8/2009 being an appeal filed under Section 35 of FEMA would be subject to the limitation prescribed thereunder. Under Section 35 of FEMA, this Court can condone the delay, not beyond 60 days. In the present case, the appeal is beyond time by 291 days. Therefore, this Court cannot condone the delay of 291 days in filing the appeal.

GENERAL LAWS

LW(S) 11.06.2011

BAYER CROP SCIENCE LTD. v. HPM INDUSTRIES LTD & ORS [Del]

CS (OS) No. 1106/2010

V.K. Jain, J.[Decided on 11/05/2011]

Suit for recovery against the company and directors—Admission of debt in criminal proceedings by the directors—Whether such admission is acknowledgement of debt—Held, Yes. Whether directors are liable for the debt of the company—Held, No.

Brief facts: Defendant No.1 is the company and the defendants 2 & 3 are the directors. The plaintiff company used to supply the goods to the defendant no. 1 company from time to time and the time for making payment varied up to 90 days depending upon each purchase order. A sum of Rs. 1,04,62,564/- was due to the plaintiff company from defendant no. 1 company as on 1st January, 2004. Between 14th May, 2004 to 30th August, 2004, the plaintiff company supplied goods worth Rs. 63,30,841.76/- to defendant no. 1 company, as a result of which liability of defendant no. 1 company to the plaintiff company rose to Rs. 1,67,93,405/-. Out of the aforesaid amount of Rs. 1,67,93,405/-, the defendant no. 1 made payment of Rs. 1,12,77,844/-, through various cheques, leaving a balance of Rs. 55,15,561.76/-. On 14th May, 2005, the defendant company made payment of Rs. 2 lakhs thereby reducing the outstanding amount to Rs. 53,15,561/-.

A criminal complaint was then filed by the plaintiff company against the defendants. During pendency of the complaint, the plaintiff company received payment of Rs. 2 lakhs from the defendant company vide two separate cheques of Rs. 1 lakh each one of which was credited on 20th March, 2007 and the other on 10th April, 2007. The liability of defendant company to the plaintiff company thereupon came down to Rs. 51,15,561/-.

It is also alleged that in a revision application filed by defendant nos. 2 and 3 against the order passed by the learned Metropolitan Magistrate on 24th August, 2006 in a criminal complaint filed by the plaintiff company, the liability of Rs. 53,15,561.76 was admitted. Since the defendants have failed to make payment of the balance amount of Rs. 51,15,561/-, the plaintiff has claimed the aforesaid amount along with interest @ 18% per annum amounting to Rs. 50,38,422.37/-.

Decision: Suit decreed against the company.

Reason: The admission of liability made in the criminal revision application constitutes acknowledgment of liability within the meaning of Section 18 of the Limitation Act and a fresh period of limitation starts from the date acknowledgment was made. Though the date of filing of the criminal revision application has not been given by the plaintiff, a perusal of the copy filed by the plaintiff would show that it was drafted in September, 2007. Obviously, it would have been filed in or after September, 2007. Since part payments made on 16th August, 2004 and 14th May, 2005 had earlier extended the period of limitation, the acknowledgement in September, 2007 was also within the prescribed period of limitation. Having been filed on 28th May, 2007, if the period of limitation is computed even from 1st September, 2007, the suit is well within the prescribed period of limitation. I, therefore, hold that the plaintiff is entitled to recover the principal amount of Rs. 51,15,561.76/- from the defendant.

The plaintiff has claimed interest @ 18% per annum. There is no written agreement between the parties for payment of interest. No usage of trade or customs for payment of interest has been pleaded or proved. However, since this is a suit for price of goods sold and delivered, interest can be awarded to the plaintiff under Section 61(2) of the Sale of Goods Act. Considering the nature of the transactions between the parties, I am of the view that interest under Section 61(2) of the Sale of Goods Act should be awarded at the rate of 12% per annum. The amount of interest computed @ 12% comes to Rs. 33,58,948.25/-. The total amount payable by defendant no. 1 to the plaintiff company thus comes to Rs. 84,74,510.01/-.

The decree for recovery of Rs.84,74,510.01 with proportionate costs and pendente lite and future interest @ 12% per annum is passed in favour of the plaintiff and against defendant no. 1 only. Since the goods were supplied to a company and defendant nos. 2 and 3 were not the guarantors for the payment to be made by the defendant no. 1, the plaintiff is not entitled, in law, to recover amount from defendant nos. 2 and 3. The suit against defendants no. 2 & 3 is therefore dismissed without any order as to costs. The decree sheet be drawn accordingly.

LW(S) 12.06.2011

VIDEOCON INDUSTRIES LIMITED v. UNION OF INDIA & ANR [SC]

Civil Appeal No. 4269 of 2011 (Arising out of SLP(C) No.16371 of 2008)

G.S. Singhvi & R.V. Raveendran, JJ. [Decided on 11/05/2011]

Sections 5 & 9 of (Indian) Arbitration and Conciliation Act, 1996 read with sections 53, 67, 68, 36 of the English Arbitration Act, 1996—disputes between parties—Arbitration was the dispute resolution—Seat of arbitration was Kuala Lumpur—Production Sharing Contract—Arbitration proceedings initiated in Kuala Lumpur shifted to London—Whether there is a change of seat of arbitration—Held, No.

Whether Delhi High Court has jurisdiction to grant interim relief under section 9 of the Indian Act—Held, No.

Brief facts: Respondent No.1—Government of India owns petroleum resources within the area of India's territorial waters and exclusive economic zones. Respondent No.2 is an arm of the Ministry of Petroleum and Natural Gas. On 28.10.1994, a PSC was executed between respondent No.1 on the one hand and a consortium of four

companies consisting of Oil and Natural Gas Corporation Limited, Videocon Petroleum Limited, Command Petroleum (India) Private Limited and Ravva Oil (Singapore) Private Limited (hereinafter referred to as "the Contractor") in terms of which the latter was granted an exploration licence and mining lease to explore and produce the hydro carbon resources owned by respondent No.1. Subsequently, Cairn Energy U.K. was substituted in place of Command Petroleum (India) Private Limited and the name of the Videocon Petroleum Limited was changed to Petrocon India Limited, which merged with the appellant—Videocon Industries Limited.

In 2000, disputes arose between the respondents and the contractor with respect to correctness of certain cost recoveries and profit. Since the parties could not resolve their disputes amicably, the same were referred to the arbitral tribunal under clause 34.3 of the PSC. Three cases were filed before the arbitrator. Partial award passed in Case No.3 of 2003 on 31.3.2005.

Respondent No.1 challenged partial award dated 31.3.2005 by filing a petition in the High Court of Malaysia at Kuala Lumpur. On being noticed, the appellant questioned the maintainability of the case before the High Court of Malaysia by contending that in view of clause 34.12 of the PSC only the English Courts have the jurisdiction to entertain any challenge to the award. After filing the petition before the High Court of Malaysia, the respondents made a request to the tribunal to conduct the remaining arbitral proceedings at Kuala Lumpur, but their request was rejected vide order dated 20.4.2006 and it was declared that the remaining arbitral proceedings will be held in London.

At that stage, the respondents filed OMP No.255 of 2006 under Section 9 of the Act in Delhi High Court for stay of the arbitral proceedings. They filed another OMP No.329 of 2006 questioning award dated 31.3.2005 on the issue of exchange rate. The appellant objected to the maintainability of OMP No.255 of 2006 and pleaded that the Courts in India do not have the jurisdiction to entertain challenge to the arbitral award. The learned Single Judge of the Delhi High Court overruled the objection of the appellant and held that the said High Court has the jurisdiction to entertain the petition filed under Section 9 of the Act. The appellant challenged this decision before the Supreme Court.

Decision: Appeal allowed.

Reason: We have considered the respective submissions and perused the record.

We shall first consider the question whether Kuala Lumpur was the designated seat or juridical seat of arbitration and the same had been shifted to London. In terms of clause 34.12 of the PSC entered into by 5 parties, the seat of arbitration was Kuala Lumpur, Malaysia. However, due to outbreak of epidemic SARS, the arbitral tribunal decided to hold its sittings first at Amsterdam and then at London and the parties did not object to this. In the proceedings held on 14th and 15th October, 2003 at London, the arbitral tribunal recorded the consent of the parties for shifting the juridical seat of arbitration to London. Whether this amounted to shifting of the physical or juridical seat of arbitration from Kuala Lumpur to London? The decision of this would depend on a holistic consideration of the relevant clauses of the PSC. Though, it may appear repetitive, we deem it necessary to mention that as per the terms of agreement, the seat of arbitration was Kuala Lumpur. If the parties wanted to amend clause 34.12, they could have done so only by written instrument which was required to be signed by all of them. Admittedly, neither there was any agreement between the parties to the PSC to shift the juridical seat of arbitration from Kuala Lumpur to London nor any written instrument was signed by them for amending clause 34.12. Therefore, the mere fact that the parties to the particular arbitration had agreed for shifting of the seat of arbitration to London cannot be interpreted as anything except physical change of the venue of arbitration from Kuala Lumpur to London.

Under the English law the seat of arbitration means juridical seat of arbitration, which can be designated by the parties to the arbitration

agreement or by any arbitral or other institution or person empowered by the parties to do so or by the arbitral tribunal, if so authorised by the parties. In contrast, there is no provision in the Act under which the arbitral tribunal could change the juridical seat of arbitration which, as per the agreement of the parties, was Kuala Lumpur. Therefore, mere change in the physical venue of the hearing from Kuala Lumpur to Amsterdam and London did not amount to change in the juridical seat of arbitration.

In the present case, the parties had agreed that notwithstanding Article 33.1, the arbitration agreement contained in Article 34 shall be governed by laws of England. This necessarily implies that the parties had agreed to exclude the provisions of Part I of the Act. As a corollary to the above conclusion, we hold that the Delhi High Court did not have the jurisdiction to entertain the petition filed by the respondents under Section 9 of the Act and the mere fact that the appellant had earlier filed similar petitions was not sufficient to clothe that High Court with the jurisdiction to entertain the petition filed by the respondents.

CONSUMER PROTECTION LAWS

LW(S) 13.06.2011

APOLLO HOSPITALS v. M. SATHYANARAYANA & ORS. [NC]

Revision Petition No. 2069 of 2010

S.K. Naik, Presiding Member. [Decided on 28/04/2011]

Consumer Protection Act, 1986—Medical negligence—Death of patient after treatment—Hospital failed to produce the relevant medical records which was supposed to be maintained under the law—Adverse inference was taken against the hospital by then State Commission—Whether correct—Held, Yes.

Brief facts: The complaint by the respondents, who were the parents of the deceased M. Ramakrishna, are that while operating a paddy harvesting machine their son suffered crush injury to his left arm on 19.12.2003 at 9.30 A.M. He was rushed to Apollo Hospital, Hyderguda and was admitted the same day. Dr. Sudhakar Prasad of the said hospital conducted an operation on the injured M. Ramakrishna on the next day i.e. 20.12.2003. The parents thereafter were told that everything was all right and even the mother who had offered some juice to the injured son found that he was OK. However, two days thereafter on the 23.12.2003 the parents were suddenly informed that condition of their son has become serious and that he needed to be shifted to their main hospital at Jubilee Hills for better management. The injured M. Ramakrishna thereafter remained under the treatment of the Apollo Hospital, Jubilee Hills from 23.12.2003 until his death on the 27.12.2003 due to cardiac arrest secondary to sepsis leading septicemia, respiratory failure, renal failure etc. Shocked at the rapid development and the death of their son within a few days of his sustaining a crush injury, which could not be properly handled by the hospitals, the parents wanted to get the medical records examined. They requested the Apollo Hospital, Hyderguda to provide the treatment records from the time of the admission of their son on 19.12.2003 until he was transferred to their Jubilee Hills Hospital on 23.12.2003. He even sent a DD of Rs.500/- to facilitate the supply of the said documents but the hospital failed to provide any such record. Alleging that their son was not properly treated by the doctors of Apollo Hospital, Hyderguda, as a result of which serious complications developed that could not be properly managed even by their main hospital at Jubilee Hills, the complainants approached the District Forum with a complaint seeking compensation in the sum of Rs.3,54,000/- on various counts as already stated. The District Forum, relying upon Exh. A-5, which is the death summary prepared by the Jubilee Hills Hospital narrating the details with regard to the treatment given to the deceased, did not find the missing treatment record of Hyderguda Hospital of great relevance and dismissed the complaint. Aggrieved thereupon, the complainants filed an appeal before the State Commission, who, as already stated, did not agree with the

findings of the District Forum and set aside their order resulting in the impugned order. The Hospital filed a revision petition before the National Commission.

Decision: Petition dismissed.

Reason: I have heard the learned counsel for the parties and perused the records of the case carefully. On the face of the petitioners own admission that they have misplaced the original records, the onus to prove that there was absolutely no negligence squarely shifted to the petitioners, which they have failed to do. Regulation 1.3 of the Indian Medical Council (Professional Conduct, Etiquette and Ethics) Regulations, 2002, states as under:-

“1.3 Maintenance of medical records:

1.3.1 Every physician shall maintain the medical records pertaining to his/her indoor patients for a period of 3 years from the date of commencement of the treatment in a standard proforma laid down by the Medical Council of India and attached as Appendix 3.

1.3.2 If any request is made for medical records either by the patients/authorized attendant or legal authorities involved, the same may be duly acknowledged and document shall be issued within the period of 72 hours.

1.3.3.....

1.3.4 Efforts shall be made to computerize medical records for quick retrieval.”

While this regulation mandates maintenance of the medical records at least for a period of three years, it is very difficult to believe that a highly professional, sophisticated and computerized system of admission and treatment adopted by the Apollo Hospitals has misplaced the treatment records of the patient, especially in the process of transfer of patient to their main hospital. Surely, the computerized records could have been retrieved and produced before the State Commission. In this regard, the learned counsel for the respondent/complainant has rightly relied upon the orders passed by this Commission in the cases of Dr. Balagopal v. K.V. Radhakrishna Menon & Ors. [2007 STPL (CL) 882 NC] and H.S. Sharma v. Indraprastha Apollo Hospital & Anr. [II (2007) CPJ 21 (NC)].

Having regard to the earlier decisions, this Commission does not find anything wrong or illegal in the State Commission drawing an adverse inference and giving benefit to the complainant. The State Commission has committed no illegality, material irregularity and jurisdictional error.

LW(S) 14.06.2011

COURSE COORDINATOR & CENTRE IN-CHARGE, INDIAN INSTITUTE OF HOTEL MANAGEMENT & ANR v. RESHMI DUTTA [NC]

Revision Petition No. 2352 of 2010

S.K. Naik, Presiding Member [Decided on 26/04/2011]

Consumer Protection Act, 1986 – Education—Institute invited applications for a course which has already commenced—Student sought the refund of the course fee because she could not cover up the completed portions of the course—Institute refused to pay relying on its “no refund” rules—State Commission allowed the complaint—Whether tenable—Held, yes.

Brief facts: In response to an advertisement published by the Indian Institute of Hotel Management/opposite parties in “Anand Bazar Patrika” on 23.11.2008, the respondent/complainant by depositing Rs.45,460/- took admission in the Institute on 05.12.2008. After her admission, the respondent/complainant attended classes for three days and came to know that the course had already commenced sometime in May, 2008 and that the examinations for 2nd semester would commence in the month of March, 2009. She approached the Course Coordinator/opposite party no.1 seeking to know as to why the advertisement was published at a late stage on 23.11.2008 and she had been admitted for the Hotel Management Course when it had

already started from May, 2008. On this, the opposite parties advised her to attend classes assuring her that they would manage her attendance but it was not possible for her to cope up with the studies at that stage when even the practical examinations had already been completed. The respondent/complainant, therefore, requested the opposite parties to consider her candidature for the next session. In the meantime, she got a job in Kolkata and she joined there on 02.05.2009. She also received a communication from the course coordinator/opposite party no.1 that her classes would commence from 27.05.2009 but when the opposite parties did not adhere to their schedule, the respondent/complainant requested for refund of the amount deposited by her but of no avail.

In this background, the respondent filed a complaint before the District Forum, who vide its order dated 31.12.2009 finding no merit in the complaint dismissed the same. The respondent/complainant agitated the matter before the State Commission in appeal and the State Commission, drawing adverse inference on the part of opposite parties, set aside the order of the District Forum and allowed the complaint of the respondent/complainant in the manner indicated above. The institute preferred this revision petition against the reversal order of the State Commission.

Decision: Petition dismissed.

Reason: Having carefully gone through the order passed by the District Forum dismissing the complaint and also having gone through the impugned order upsetting the order passed by the District Forum and on perusal of the records of the case and further having considered the points raised by the learned counsel for the petitioner/Institute, it can only be observed that the finding of the State Commission that the petitioner/Institute has been deficient stands fully established. The contention that the advertisement dated 23rd of November, 2008 in the "Anand Bazar Patrika" was not intended to invite any application for admission stands falsified from the advertisement itself, which is at page 23 of the paper-book, in which it has been stated as under:-

"Application Procedure

Collect the Application Form & Prospectus
Rs.300/- in cash or send DD/MO Rs.400/-"

If the intention was not to invite students for admission, there was no need for the Institute to have indicated the procedure. On the contrary, they ought to have stated that the next course will commence from May, 2009, for which admission will commence from a specific date. Further, this plea falls to the ground for the simple reason that the Institute itself had accepted the fee and admitted the student mid way during the course commencing for the year 2008 and, therefore, they cannot be permitted to say that the respondent/complainant was given any special treatment not provided in their rules.

Finally, reliance on the rule of the Institute with regard to a clause that once the fee is paid, the same is not liable to be refunded, it can only be said that this type of one-sided conditions have been overruled by a number of fora, including the University Grants Commissions and the Ministry of Human Resources Development. In a public notice issued by the University Grants Commission in fact it has been stated that institutions should maintain a waiting list of the students/candidates to fill up the vacancies in the event of a student withdrawing from the course before starting of the course. The said guidelines also stipulate that the entire fee collected from the student after a deduction of the processing fee of not more than Rs.1000/- shall be refunded and returned by the Institute to the students/candidates. In the case in hand, the State Commission has precisely done that. The State Commission has not committed any illegality, material irregularity or exceeded its jurisdiction in directing the petitioner/Institute to refund the fee after deducting a sum of Rs.1000/-, which is just, proper and reasonable.

ATTENTION STUDENTS !

**DISCONTINUATION
OF ISSUE OF PASS CERTIFICATES
TO FOUNDATION/EXECUTIVE
PROGRAMME PASS STUDENTS**

In accordance with the decision taken by the Council of the Institute, it is brought to the notice of the student community that from June, 2011 Examination Session onwards, Pass Certificates and Mark Sheets in physical form will be issued only to such students who pass Final Course/Professional Programme.

**Concession in Registration Fee /
Examination Fee for Physically
Handicapped Students**

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

Registration Fee for Physically Handicapped Students

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

Examination Fee for Physically Handicapped Students

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

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

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

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

STUDENT SERVICES

REGISTRATION AND POSTAL TUITION

1. Cancellation of Registration

Registration of students registered up to and including **June 2006** stands terminated on expiry of five-year period on **31st May 2011**. Similarly, registration of students registered up to and including **July 2006** stands terminated on expiry of five-year period on **30th June 2011** leading to the following immediate consequences :

- Supply of 'Student Company Secretary' bulletin will be discontinued from May-June 2011 issue onwards.
- Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued (after the expiry of registration period)

They are advised to apply for registration de-novo/ extension of registration as per the guidelines published in this bulletin.

2. Change of Address

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

Students can update their address instantly through students' portal www.icsi.in

PIN CODE is required to be mentioned for quick delivery of the mail. Students may, therefore, check up the computerised mailing address as printed on the 'Student Company Secretary' bulletin. In case, it does not carry or carry the wrong PIN CODE number, the same may be intimated immediately quoting student registration number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

3. E-Mail Address of the Students

Those students who are having e-mail address may communicate the same to the Student Services Section at dss@icsi.edu, which will facilitate quick and economic communication from the Institute's side. The e-mail address may be sent in the following format.

Name :

Registration No. :

E-Mail Address :

Students can update their e-mail/Mobile No. instantly through students' portal www.icsi.in

4. Students Identity Card

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

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

Students can also download their online identity card through students' portal www.icsi.in

5. Compulsory Enrolment for Professional Programme.

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

- Students registered for the Professional Programme between 01st December 2010 to 28th February 2011 are eligible to appear in all the modules of the Professional Programme Examination to be held in **DECEMBER 2011** and those registered between 01st JUNE 2011 to 31st AUGUST 2011 are eligible to appear in all the modules of the Professional Programme Examination to be held in **JUNE 2012** subject to satisfactory completion of compulsory coaching.
- However, students registered for the Professional Programme between 01st MARCH 2011 to 31st MAY 2011 are eligible to appear in any two module(s) of the Professional Programme Examination to be held in **DECEMBER 2011** and those registered between 01st SEPTEMBER 2011 to 30th NOVEMBER 2011 are eligible to appear in any two module (s) of the Professional Programme Examination to be held in **JUNE 2012** subject to satisfactory completion of compulsory coaching.

6. Uniformity in Signatures

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

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

7. Clarification Regarding Paperwise Exemption

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

Student Services

Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.

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

8. Student Induction Programme (SIP)

Every candidate registered for the Executive Programme w.e.f. 01.09.2009 are required to undergo seven days Student Induction Programme (SIP) within 6 months of registration.

9. Compulsory Computer Training

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

The Institute, in compliance of the above said requirements, has

tie up with M/s APTECH Limited on providing Computer Training to the Students of the Institute at subsidized rates; through which 70 hours of computer training shall be provided to the students/members of the institute in all centre of APTECH all over the country. To undergo this course, a student/member has to approach any APTECH centre recognized for ICSI-APTECH course, a student/member has to deposit the requisite fees and fulfill the formalities as per the requirements of M/s APTECH.

The list of APTECH centers including detailed course contents, module details and topic-wise time duration etc. can be had through the option Students – ICSI APTECH Course on the Institutes website i.e. www.icsi.edu / www.icsi.in

10. Exemption from Computer Training

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

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

In case of any specific problem/complaint regarding registration, post-registration, students services and postal/oral coaching, students may contact personally or write to Mr SOHAN LAL, Director and for academic guidance and suggestions, if any, students may write to Mr SUTANU SINHA, Director at the Institute's address.

ATTENTION STUDENTS !

In accordance with the decision taken by the Institute, from June, 2011 session onwards, the dispatch of Marks-sheets for Foundation Programme and Executive Programme Examinations in physical form will be discontinued. The details of marks will be available immediately after the declaration of results on the Institute's website: www.icsi.edu. Formal E-Mark Sheets will be uploaded on the students portal www.icsi.in which may be downloaded by the students for reference and records. However, the Mark-sheets of Professional Programme Examination will continue to be issued in physical form.

Important Telephone Numbers of Directorate of Student Services

| Sl No. | Nature of Query | Telephone Numbers | E-mail IDs |
|--------|---|-------------------|--|
| 1 | Issue of study materials | (0120) 4522061 | rajni.sharma@icsi.edu |
| 2 | Registration Status of Foundation/Executive Program | (0120) 4522061 | ms.bhagwan@icsi.edu (for Foundation Program) anju.gupta@icsi.edu (for Executive Program) |
| 3 | De-novo/Extension/Final Enrolment | (0120) 4522072 | archana.goel@icsi.edu |
| 4 | Paperwise Exemption | (0120) 4522074 | s.hemamalini@icsi.edu |
| 5 | Non-receipt of Registration Letter/Identity Cards/ Student Company Secretary Bulletin/E-mail Registration/Change of Address | (0120) 4522071 | naveen.kumar@icsi.edu |
| 6 | Coaching Completion Certificates/ Suggested Answers and Response Sheets Status/Oral Tuition/Examiners (DPTS) | (0120) 4522074 | sp.singh@icsi.edu |
| 7 | Compulsory Computer Training | (0120) 4522075 | prem.lata@icsi.edu |
| 8 | Public Private Partnership Scheme | (0120) 4522083 | ashvini.srivastava@icsi.edu |
| 9 | Issue of Admission Certificate for Examinations | (0120) 4522085/87 | enroll@icsi.edu |
| 10 | Duplicate pass certificate of Final/Professional | (0120) 4522082 | siyaram@icsi.edu |
| 11 | Transcript/Verification of Qualification (only for students) | (0120) 4522081/82 | siyaram@icsi.edu (for Executive Program) rajesh. sharma@icsi.edu (for Final/Professional Program) |

Student Services

EXAMINATION

1. DECLARATION OF JUNE, 2011 EXAMINATION RESULTS

The results of Foundation Programme, Executive Programme and Professional Programme examinations held in June, 2011 are scheduled to be declared at 12.00 Noon on 25th August, 2011. The results alongwith individual candidate's subjectwise break-up of marks will be available on Institute's website www.icsi.edu on 25th August, 2011 after 12.00 Noon onwards.

In accordance with the decision taken by the Institute, from June, 2011 session onwards, the dispatch of Marks-sheets for Foundation Programme and Executive Programme Examinations in physical form will be discontinued. The details of marks will be available immediately after the declaration of results on the Institute's website. Formal E-Mark Sheets will be uploaded on the student portal www.icsi.in which may be downloaded by the students for reference and records. However, the Mark-sheets of Professional Programme will continue to be issued in physical form.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of The Company Secretaries Regulations, 1982, as in force, a candidate can seek 'Verification of Marks' in any subject(s) of June, 2011 examination within one month from the date of declaration of results. The application for verification of marks should be made by interested candidates on a plain paper, in candidate's own handwriting together with requisite fee @ Rs.100/- per subject within one month from the date of declaration of results, i.e., upto and including **26th September, 2011 (25th September, 2011 being Holiday)**. The application for seeking verification of marks should invariably include — (i) Name; (ii) Roll Number; (iii) Registration Number; (iv) Stage and Module(s) of examination; (v) Subject(s) in which verification of marks sought; (vi) Amount of fee paid @ Rs.100/- per subject by way of demand draft favouring 'The Institute of Company Secretaries of India', payable at New Delhi; (vii) Demand Draft Number, Date, Amount and Drawee's Bank; and (viii) complete postal address of candidates with Phone/Mobile Number(s) and e-mail id(s).

The application for verification of marks duly completed in all respects should reach on or before the last date, i.e., **26th September, 2011 (25th September, 2011 being Holiday)** addressed to *The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA – 201309 (U.P.)*. **Candidates are advised not to club any other query/matter or remittance of fees along with his/her request for Verification of Marks to facilitate an early reply.**

The response time to candidates' requests for verification of marks is normally 3-4 weeks from the date of receipt of their applications in the Examination Deptt. of the Institute. After completion of verification process, outcome of the verification of marks is hosted on the Institute's website: www.icsi.edu and the candidate concerned by entering his/her Roll No. or Student Registration Number can enquire about the status/outcome of his/her application. The candidates concerned are also individually informed about the outcome of their requests by post. However, if a candidate does not receive any communication by 20th November, 2011, he/she should write to the Joint Director (Exams.) giving relevant details — (i) his/her name; (ii) student registration number and Roll Number; (iii) stage and module(s) of examination (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its dispatch; (vi) amount of verification fee and mode of its remittance, viz., Bank Draft No., date of issue of Bank Draft, Name of drawee bank; (vii) complete postal address along with PIN Code; (viii) e-mail id; and (ix) Mobile/ Telephone Number.

3. GENERAL QUERIES

Candidates should note that for queries relating to: (i) admission/ registration fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subject wise exemption(s); (iv) Coaching Completion Certificate/Response Sheets evaluation; (v) Computer Training Certificate; (vi) non-receipt of Pass Certificates etc., they may contact the concerned helpdesk as per details published elsewhere in this issue.

ATTENTION STUDENTS !

NEW EXAMINATION CENTRES AT DHANBAD AND KOTA FOR CS EXAMS.

The Institute is pleased to announce opening of two new Examination Centres at Dhanbad (JHARKHAND), and Kota (RAJASTHAN) for conduct of 'Company Secretaries' examinations, on an experimental basis beginning from December, 2011 examination onwards.

Accordingly, students are welcome to opt for new examination centres — (i) Dhanbad (Centre Code 108); and (ii) Kota (Centre Code 230) in their Examination Forms for December, 2011 examination.

ATTENTION STUDENTS APPEARED IN JUNE, 2011 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983".

MERIT SCHOLARSHIP

In pursuance of para 7 of the "Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme examinations per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming any exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme examination in June, 2011 should get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme examinations per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: www.icsi.edu OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students who pass the Foundation Programme examination in June, 2011 must get themselves registered with the Institute for the Executive Programme Course within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" will be published in the forthcoming issue(s) of "C.S. Foundation Course Bulletin" and "Student Company Secretary" Bulletin.

Student Services

ATTENTION

Students of Final (under old syllabus)
Regarding Compulsory switchover to New Syllabus

All students of Final who are presently pursuing the Company Secretaryship Course under old syllabus are hereby informed that from next examination onwards (i.e. June 2011 session onwards) institute's examination will be conducted under new syllabus only.

As such all concerned students may note that w.e.f. 26th February 2011 all students who are presently in Final (old syllabus) will be compulsorily switched-over to Professional Program (i.e. under new syllabus).

Students who have already passed any subject of Final (under old syllabus) may note that they will be eligible for exemption in corresponding subjects under new syllabus as per details mentioned below :

| SI No | FINAL (old Syllabus) | Subject Code | PROFESSIONAL PROGRAM (New Syllabus) | Subject Code |
|-------|--|--------------|---|--------------|
| 1 | Advanced Company Law and Practice (ACLP) | 131 | Company Secretarial Practice (CSP) | 231 |
| 2 | Secretarial Practice relating to Eco. Laws and Drafting & Conveyancing (SPRELDC) | 132 | Drafting, Appearances and Pleadings (DAP) | 232 |
| 3 | Secretarial, Management and System Audit (SMSA) | 133 | Due Diligence & Corp. Compliance Mgt. (DDCCM) Module-IV | 237 |
| 4 | Financial, Treasury and Forex Management (FTFM) | 134 | Financial, Treasury and Forex Management (FTFM) | 233 |
| 5 | Corporate Restructuring Law and Practice (CRLP) | 135 | Corporate Restructuring and Insolvency (CRI) | 234 |
| 6 | Banking and Insurance – Law and Practice (BILP) | 136 | Governance, Business Ethics and Sustainability (GBES) Module-IV | 238 |
| 7 | WTO-International Trade, Jt. Venture and Foreign Collaborations (WTO-ITJVFC) | 137 | Strategic Mgt, Alliances and International Trade (SMAIT) | 235 |
| 8 | Direct and Indirect Taxation – Law and Practice (DITLP) | 138 | Advanced Tax Law and Practice (ATLP) | 236 |
| 9 | Human Resources Mgt & Industrial Relations (HRMIL) | 139 | Governance, Business Ethics and Sustainability (GBES) | 238 |

ATTENTION STUDENTS !!!

Rationalization of the system for issue of Coaching Completion Certificate under Postal Coaching Scheme

It has been decided to rationalize the criteria for issue of Coaching Completion Certificates vis-à-vis submission of Response Sheets with immediate effect which is as follows :-

| Stage | No. of response sheets required to be submitted for each subject | |
|-------------------------------------|--|--|
| | Existing Criteria | Revised Criteria |
| Foundation Programme | Only one Response Sheet for each subject | No Change |
| Executive Programme | Three Response Sheets for each subject | Only one Response Sheet for each subject |
| Final Course/Professional Programme | Three Response Sheets for each subject | Only one Response Sheet for each subject |

Keeping in view the above decision, the students are advised to send atleast one Response Sheet for each subject to make him/ her eligible for issue of Coaching Completion Certificate. It is further to clarify that he/ she has to secure minimum 40% marks in each subject for issue of Coaching Completion Certificate. The students who have already sent atleast one Response Sheet in each subject will also be guided by the same criteria and the Coaching Completion Certificates will be issued whoever meets the said criteria. However, students will be at liberty to send maximum response sheets to the Institute and all such response sheets will be evaluated and returned to them for their reference/ guidance. For any further information / clarification on the subject, please contact Shri A.K. Srivastava, Deputy Director (Student Services) at E-Mail id : ashvini.srivastava@icsi.edu or at telephone nos. 0120-4522083.

Student Services

ATTENTION STUDENTS!

ICSI STUDENTS EDUCATION FUND TRUST

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

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

NATURE AND EXTENT OF FINANCIAL ASSISTANCE

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

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

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

ATTENTION STUDENTS !

Grant of Total Exemption in Undergoing Compulsory Computer Training Program to Physically Handicapped Students

The Institute has decided to grant total exemption in undergoing the compulsory Computer Training Program to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

- Physically Handicapped Students :
 - permanent physical disability of more than 50% in one limb; or
 - permanent physical disability of more than 60% in two or more limbs.
- Visually Disabled Students :
 - 6/60 to 1/60 or field of vision 110-2;
 - 3/60 to 1/60 or field of vision 100;
 - FC at 1 foot to Nil or field of vision 100;
 - Total absence of sight.

The above said categories shall be regarded as permanent physical/visual disability in order to be eligible for concessions/ benefits in granting total exemption from undergoing the Compulsory Computer Training Program.

For availing the aforesaid benefit, such applicants/students will be required to submit a certificate issued by the Medical Superintendent of a State/ Central Government Hospital to this effect.

For further details please visit Institute's website : www.icsi.edu

ATTENTION STUDENTS

CS EXECUTIVE EXAMINATIONS AND COMPULSORY COMPUTER TRAINING PROGRAM REG:

The Institute frequently receives communications from the students seeking guidance on various matters, particularly as to how to qualify the requirements of compulsory computer training program.

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

The Institute, in compliance of the above said requirements, has tied up with M/s APTECH Limited on providing Computer Training to the students of the Institute at subsidized rates; through which 70 hours of computer training shall be provided to the students/ members of the Institute in all Centers of APTECH all over the country. To undergo this course, a student/ member has to approach any APTECH center recognized for ICSI-APTECH Course on all India bases. To take admission, the student/member has to deposit the requisite fees and fulfill the formalities as per the requirements of M/s APTECH.

The list of APTECH Centers including detailed course contents, module details and topic-wise time duration etc. can be had through the options Students ICSI Aptech Course on the Institute's website i.e. www.icsi.edu

Salient features of the course in brief:

Title of the Course : 'Understanding Information Technology in Corporate Environment'

Duration of the Course : 70 Hours

Fee : Rs.3000/- per participant for General Category & Rs.2500/- Per participant for SC/ST Category. [All payment will be On-line or by Credit/Debit Card or by Demand Draft (Nationalized bank and large private banks only).

Service Tax and bank charges as per the GOI rules as Applicable from time to time shall be payable by **The student. Present rate of Service Tax @10.3%.**

A student can be exempted from undergoing the course on the basis of his existing qualification/degree in the computer field subject to the conditions that he/she enrolls him/herself for an online exemption test (to be conducted by APTECH) at any of the recognized Aptech Center for ICSI-Aptech Course on all India bases and successfully clears the test. TWO attempts will be allowed for the student to clear the online exemption test within a period of 30 (thirty) days against the fees of Rs.450/-. *Service Tax and bank charges as per the GOI rules as applicable from time to time shall be payable by the student.* Present rate of Service Tax @ 10.3 %. Student has to appear for the online exemption test from the respective Aptech Testing Center, which will be allocated to him/her. All payments will be made online or credit/debit card or by demand draft.

Student Services

SECRETARIAL MODULAR TRAINING PROGRAMME (SMTP)/MANAGEMENT SKILLS ORIENTATION PROGRAMME (MSOP) ORGANISED BY H.Q./REGIONAL COUNCILS/CHAPTERS

ELIGIBILITY OF PARTICIPANTS: ICSI Final/Professional programme passed candidates and have completed 15 months training or exempted there from. **SMTP COURSE CONTENTS:** Module I – MCA21, Module II – Practical & Procedural Aspects of Convening and Conducting Board Meetings & Annual General Meetings and Related Aspects, Module III – Managing Public Issues, Module IV – Loan Documentation, Joint Ventures & Foreign Collaborations, Raising Finance through EURO Issues & Export and Import Procedures and Documentation, Module V – Practical and Procedural Aspects relating to Appearance before CLB/Under SICA, Consumer Protection Act and Case Studies in RTP/UTP. In addition, the participants would be exposed to case studies and mock board/general meeting, etc.

| ORGANISED BY | DURATION OF THE PROGRAMME | VENUE OF THE PROGRAMME | CONTACT |
|---|--|------------------------|---|
| SIRO of the ICSI | 12.09.2011-28.09.2011 16.11.2011-02.12.2011 | Office Premises | Joint Director, ICSI-SIRC HOUSE No. 9, Wheat Crofts Road Nungambakkam, Chennai-600034 Ph. 044-28279898 / 28222212 Telefax:28268685 E.Mail: siro@icsi.edu, icsisirc@md3.vsnl.net.in |
| Bangalore Chapter of SIRC of the ICSI | 05.09.2011-21.09.2011 08.11.2011-25.11.2011 | Office Premises | Assistant Director & Programme Co-ordinator, Bangalore Chapter of the ICSI, Sheriff Chambers, 3rd Floor, Rear Block, 14, Cunningham Road, Bangalore – 560 052 Phone: 22286574/22287158 Tele Fax: 22261861 (STD Code: 080) E-Mail: bangalore@icsi.edu; icsibc@sify.com |
| Bhubaneswar Chapter of EIRC of the ICSI | 15.09.2011-01.10.2011 | Office Premises | Programme Co-Ordinator/Office-In-Charge, Bhubaneswar Chapter of The ICSI, ICSI Building, Plot No. 70, VIP Colony IRC Village, Bhubaneswar – 751 015 Ph. 0674-2552282 Email: bhubaneswar@icsi.edu |
| NIRO of the ICSI | 04.07.2011-21.07.2011 | Office Premises | Programme Co-Ordinator, ICSI-NIRC Building Plot No.4 Prasad Nagar Institutional Area, Near Rajendra Place New Delhi-110005, Phone-011-25816593, 49343008 Email: niro@icsi.edu |

STUDENT INDUCTION PROGRAMME

| | | | |
|---------------------------------------|--|-----------------|---|
| SIRO of the ICSI | 11.07.2011-19.07.2011 04.08.2011-12.08.2011 05.09.2011-13.09.2011 17.10.2011-25.10.2011 14.11.2011-22.11.2011 12.12.2011-20.12.2011 | Office Premises | Joint Director, ICSI-SIRC HOUSE, No. 9, Wheat Crofts Road Nungambakkam, Chennai-600034, Ph. 044-28279898 / 28222212 Telefax:28268685 E.Mail: siro@icsi.edu icsisirc@md3.vsnl.net.in |
| NIRO of the ICSI | 27.06.2011-03.07.2011 | Office Premises | The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi- 110005 Tel. 25763090/ 25767190/ 25816593 Fax: 25722662 (STD CODE:011), E-Mail: niro@icsi.edu/icsi@eth.net |
| Bangalore Chapter of SIRC of the ICSI | 04.07.2011-12.07.2011 01.08.2011-09.08.2011 06.09.2011-14.09.2011 10.10.2011-18.10.2011 14.11.2011-22.11.2011 12.12.2011-20.12.2011 | Office Premises | Assistant Director & Programme Co-ordinator Bangalore Chapter of the ICSI Sheriff Chambers, 3rd Floor Rear Block, 14, Cunningham Road Bangalore – 560 052 Phone: 22286574/22287158 Tele Fax: 22261861 (STD Code: 080) E-Mail: bangalore@icsi.edu; icsibc@sify.com |
| Ludhiana Chapter of NIRC of the ICSI | 20.06.2011-26.06.2011 | Office Premises | Chairman, SCD Government College, Civil Lines, Ludhiana-141001 Mobile:9914599913, Fax:161-5052439 Email: sushil.sharma@oswalgroup.com |

EXECUTIVE DEVELOPMENT PROGRAMME

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| SIRO of the ICSI | 07.09.2011-16.09.2011 10.10.2011-19.10.2011 21.11.2011-30.11.2011 | Office Premises | Joint Director ICSI-SIRC HOUSE No. 9, Wheat Crofts Road Nungambakkam, Chennai-600034 Ph. 044-28279898 / 28222212 Telefax:28268685 E.Mail: siro@icsi.edu icsisirc@md3.vsnl.net.in |
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Student Services

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| Bhubaneswar Chapter of EIRC of the ICSI | 12.10.2011-19.10.2011 | Office Premises | Programme Co-Ordinator/Office-In-Charge Bhubaneswar Chapter Of The ICSI ICSI Building, Plot No. 70, Vip Colony, IRC Village, Bhubaneswar – 751 015 Ph. 0674-2552282, Email: bhubaneswar@icsi.edu |
| Ludhiana Chapter of NIRC of the ICSI | 19.06.2011-26.06.2011 | Office Premises | Chairman SCD Government College, Civil Lines, Ludhiana-141001 Mobile:9914599913, Fax:161-5052439 Email: sushil.sharma@oswalgroup.com |
| Bangalore Chapter of SIRC of the ICSI | 05.07.2011-14.07.2011 17.08.2011-26.08.2011 11.10.2011-20.10.2011 13.12.2011-22.12.2011 | Office Premises | Assistant Director & Programme Co-ordinator Bangalore Chapter of the ICSI, Sheriff Chambers, 3rd Floor, Rear Block, 14, Cunningham Road, Bangalore – 560 052 Phone: 22286574/22287158 Tele Fax: 22261861 (STD Code: 080) E-Mail: bangalore@icsi.edu; icsibc@sify.com |

PROFESSIONAL DEVELOPMENT PROGRAMME

| | | | |
|------------------|--|-----------------|--|
| SIRO of the ICSI | 08.07.2011 22.07.2011 12.08.2011 26.08.2011 09.09.2011 23.09.2011 14.10.2011 28.10.2011 11.11.2011 25.11.2011 09.12.2011 23.12.2011 | Office Premises | Joint Director ICSI-SIRC HOUSE No. 9, Wheat Crofts Road Nungambakkam, Chennai-600034 Ph. 044-28279898 / 28222212 Telefax:28268685 E.Mail: siro@icsi.edu icsisirc@md3.vsnl.net.in |
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Online Services for Students

through students' portal www.icsi.in

Students of ICSI may avail following online services:

- i) Students can view the status of his/her application form already submitted for registration as student.
- ii) Students can take printout of Admit Card (i.e. Roll No. of exam), Registration letter, *De-novo* letter, extension letter etc.
- iii) New students can submit their online registration form.
- iv) Students can take printout of Duplicate Identity Card.
- v) Students can change their address, Mobile No. and e-mail ID etc. instantly.

Attention Students! Executive Programme

Availability of Soft Copies of Executive Programme Study Material

The Study Material on CD ROM of each subject of Executive Programme has been made available by the Institute at all its Regional and Chapter Offices. The students, who have been registered for Executive Programme from 1st September, 2010 onwards may collect the above CDs (Soft Copy) from their respective Regional/Chapter Office on production of their Identity Card.

Student Services

LIST OF THE COMPANIES REGISTERED FOR IMPARTING TRAINING DURING THE MONTH OF APRIL-2011

| REGION | TRAINING TYPE | STIPEND (Rs). |
|---|--|---------------|
| NORTHERN | | |
| Cargo Planners Ltd. A-244, Mahipalpur Extension National highway-8 New Delhi-110037 | 15 Months Training | Suitable |
| ATS Estates Pvt. Ltd. 711/92, Deepali Nehru Place New Delhi-110019 | 15 and 03 Months Practical Training | Suitable |
| SEL Manufacturing Company Limited 274, G.T.Road, Dhandari Khurd Ludhiana-141010 | 15 and 03 Months Practical Training | Suitable |
| Sigma Corporate Solutions Limited 487, Kohat Enclave, Pitam Pura New Delhi-110034 | 15 and 03 Months Practical Training | Suitable |
| Indian Energy Exchange Limited 100A/1, Ground floor Capital Court, Olof Palme Marg Munirka, New Delhi-110067 | 15 Months Training | Suitable |
| International Trade Expo Centre Limited, Expocentre, Expo Drive A-11, Sector-62 (NH 24) Noida-201301 | 15 Months Training | Suitable |
| Gem Multicolor Print & Pack India Limited, Bomanji Road, Saharanpur-247001 U.P. | 15 and 03 Months Practical Training | Suitable |
| Sobhagya Capital Options Limited B-206, Okhla Industrial Area Phase-I New Delhi-110020 | 15 and 03 Months Practical Training | 3500 |
| Lakeland Gloves and Safety Apparel Pvt. Ltd. Plot No. 24, Noida SEZ, Phase-II, Dist.Gautam Budh Nagar Noida-201301 | 15 Months Training | Suitable |
| Global AgriSystem Pvt. Ltd. K-13A, Hauz Khas Enclave New Delhi-110016 | 15 Months Training | Suitable |
| High Ground Enterprises Limited L-76, Ground Floor Lajpat Nagart-II New Delhi-110024 | 15 and 03 Months Practical Training | Suitable |
| ISF Securities Limited 5A/4B, Ansari Road Daryaganj Delhi-110002 | 15 and 03 Months Practical Training | 5000 |
| Tina Agro Industries Limited 202, IInd Floor, U&I, Business Centre, Plot No. 47, Sector-32 Gurgaon-122001 | 15 Months Training | Suitable |

| SOUTHERN | | |
|--|--|----------|
| Suryachakra Power Corporation Limited, Suryachakra House, Plot No. 304-L-III, Road No. 78 Jubilee Hills, Hyderabad-500033 | 15 Months Training | Suitable |
| Karaikal Port Private Limited Deve Ark, No. 284/1136 Rajiv Gandhi Road Kandanchavadi, Perungudi PO Chennai-600096 | 15 and 03 Months Practical Training | Suitable |
| Suguna Poultry Farm Limited Post Box No. 3825, 5th Floor Jaya Enclave, 1057, Avinashi Road Coimbatore-641018 | 15 Months Training | Suitable |
| NCC Power Projects Limited 41, Nagarjuna Hills Panjagutta, Hyderabad-500082 | 15 Months Training | Suitable |
| Tata Global Beverages Limited Kirloskar Business Park Block-C, 3rd & 4th Floor Hebbal, Bengaluru-560024 | 15 Months Training | Suitable |
| Elgi Rubber International Limited 2000, Trichy Road Coimbatore-641005 | 15 Months Training | Suitable |
| GVR Infra Projects Limited Vairams Complex, 4th Floor 112, Thyagaraya Road T.Nagar, Chennai-600017 | 15 and 03 Months Practical Training | Suitable |
| STS Titeflex India Pvt. Ltd N-38, KIADB Industrial Area Doddaballpur Bangalore-561203 | 15 and 03 Months Practical Training | 3500 |
| Gayatri Jhansi Roadways Limited 6-31090, TSR Towers Rajbhavan Road, Somajiguda Hyderabad-500082 | 15 and 03 Months Practical Training | Suitable |
| Wep Solutions Pvt. Ltd. # 40/1A, Basappa Complex Lavelle Road Bangalore-560001 | 15 and 03 Months Practical Training | Suitable |
| Indus Fila Limited No.107, Industrial Suburb II Stage Yeshwantpur Bangalore-560022 | 15 and 03 Months Practical Training | Suitable |
| WESTERN | | |
| Sai Flipped Coil Limited 75/A, Santej Vadsar Road Santej, Kalol-Taluka Gandhinagar-382721 | 15 Months Training | Suitable |
| Dhoot Industries Limited 4, Ground Floor, Prathmesh Leela New Link Road, Opp. Don Basco Borivali (West), Mumbai-40092 | 15 Months Training | Suitable |
| Neesa Agritech and Foods Limited, Cambay Grand B/h PERD Centre Nr. Solva Overbridge Thaltej, Ahmedabad-380054 | 15 and 03 Months Practical Training | Suitable |

Student Services

| | | |
|---|-------------------------------------|----------|
| SBI-SG Global Securities Services Pvt. Ltd. (A Joint Venture of State Bank of India & Societe Generale) 12th Floor, State Bank Bhavan Madam Cama Road Mumbai-400021 | 15 Months Training | Suitable |
| Nimbus Foods Industries Limited Plot No. B-13/14, Phase-II G.I.D.C. Industrial Area Naroda, Ahmedabad-382330 | 15 and 03 Months Practical Training | Suitable |
| Clarus Infrastructure Realities Ltd. 7/A, 2nd Floor, Beaumon Chambers, 27/33, N.M.Road Mumbai-400001 | 15 Months Training | Suitable |
| Kaleidoscope Films Limited 102, Panorama, R.C.Dutt Road Vadodara-390007 | 15 Months Training | Suitable |
| Welspun Energy Limited Welspun House, 7th Floor Kamala City, Senapati Bapat Marg Lower Parel, Mumbai-400013 | 15 Months Training | Suitable |
| Puneet Resins Limited 84, Atlanta, Nariman Point Mumbai-400021 | 15 and 03 Months Practical Training | Suitable |
| AGR Transfact Technologies Limited 601-602, B-Wing, Trade World Kamala City, Senapati Bapat Marg Lower Parel (W), Mumbai-400013 | 15 and 03 Months Practical Training | Suitable |
| Neesa Technologis Pvt.Ltd. 9th Floor, Cambay Grand B/H PERD Centre, Thaltej Ahmedabad-380054 | 15 and 03 Months Practical Training | Suitable |
| Credo Mineral Industries Limited TF-I, Third Floor "Dev" Opp. Parimal garden C.G. Road, Ahmedabad-380006 | 15 and 03 Months Practical Training | Suitable |
| Runwal Housing and Townships Pvt. Ltd., 10, Laukik Opp. Status Health Club Bhandarkar Road, Pune-411004 | 15 and 03 Months Practical Training | Suitable |
| ISS Hicare Pvt. Ltd. Godrej Industries Limited Complex, Gate No. 4 Pirojshanagar, Eastern Express Highway, Vikhroli (East) Mumbai-400079 | 15 Months Training | Suitable |
| Indo Thai Securities Limited 16, 4th Floor, Dewa Bazar R.N.Marg, Indore-452001, M.P | 15 Months Training | Suitable |
| Mahindra Forgings Limited Gate No. 856 to 860 Chakan Ambethan Road Tal. Khed, Distt. Pune-410501 | 03 Months Practical Training | Suitable |
| ICICI Prudential AMC Ltd. Block B-2, 2nd Floor Nirlon Knowledge Park Western Express Highway, Goregaon East, Mumbai-400063 | 15 Months Training | Suitable |

| EASTERN | | |
|--|-------------------------------------|----------|
| North East Forgings Pvt.Ltd. 14, Ganesh Chandra Avenue 5th Floor, Kolkata-700013 | 15 Months Training | Suitable |
| CS & Manager Accounts & Finance Gallant Ispat Limited 11, Crooked Lane, Second Floor Kolkata-700069 | 03 Months Practical Training | Suitable |
| Network Industries Limited 171/1, Mahatma Gandhi Road Kolkata-700007 | 15 Months Training | Suitable |
| Marsons Limited 4, Chandni Chowk Street Kolkata-700072 | 15 Months Training | Suitable |
| Bhubaneswar Stock Exchange Limited, Stock Exchange Bhavan P-2, Jayadev Vihar Chandrasekharapur Bhubaneswar-751023 | 15 Days Practical Training | — |
| Sudarshan Paper & Board Pvt. Ltd. Narayani Building, 3rd Floor Room No. 311, 27 Brabourne Road, Kolkata-700001 | 15 and 03 Months Practical Training | Suitable |
| Marsons Limited Budge Budge Trunk Road Maheshtala, Kolkata-700142 | 03 Months Practical Training | Suitable |

CHANGE IN THE NAME OF EXISTING PRIZE AWARD

A Prize Award earlier titled as "J B DANI MEMORIAL PRIZE AWARD" has been renamed as "Smt. Parmeshwari Devi Janki Ballabh Dani Memorial Award" effective from June, 2011 session of examination.

The criteria for distribution of aforesaid Prize Award will remain unchanged, as under :

"To be awarded to a candidate who passes in the papers of Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtains the SECOND HIGHEST MARKS in the aggregate taking into account the performance of all such successful candidates in Professional Programme Examination on all India basis."

Attention Students

In accordance with the Guidelines for Apprenticeship Training by Company Secretaries, 1985, the Company Secretaries in Practice imparting training to the students are required to pay a minimum stipend of Rs.500/- per month. The Training & Educational Facilities Committee of the Council in its 94th Meeting held on 4th November, 2009, has increased the minimum stipend from Rs. 500/- (Rupees five hundred only) to Rs. 2000- (Rupees two thousand only) per month.

Student Services

LIST OF PRACTISING MEMBERS REGISTERED FOR THE PURPOSE OF IMPARTING TRAINING DURING THE MONTH OF APRIL, 2011

| | |
|---|-------------|
| AJAY KUMAR JHA Company Secretary in Practice 192A, Sector-4, IMT Manesar, Gurgaon – 122 001 | PCSA – 2536 |
| HIMANSHU AGARWAL Company Secretary in Practice B-504, Silver Palace, Akal Society, J.B. Nagar Andheri (E) Mumbai -400 059 | PCSA – 2537 |
| ARTI AHUJA Company Secretary in Practice Ahuja Mansion, Block C-633/1266 Section 25, Ulhas Nagar, Thane Dist- 421 004 | PCSA – 2538 |
| GARIMA MEHTA Company Secretary in Practice 5B, Surya Appartment, Navyug Colony Bhulabhai Park, Kankaria, Ahmedabad | PCSA – 2539 |
| PRASHANT MOHAN Company Secretary in Practice 39, Sreyas, Chettyparambil Lane Choorakkasu, Tripunithura P.O. Ernakulam District, Kerala -682 301 | PCSA – 2540 |
| RAKESH AGARWALLA Company Secretary in Practice House No. 3 Opp. HSBC Bank Chilarai Nagar Path, Bhangagarh Guwahati – 781 005 | PCSA – 2541 |
| RAJESH LAKHANPAL Company Secretary in Practice B-174, 1st Floor, West Patel Nagar New Delhi | PCSA – 2542 |
| SUNAYANA JAIN Company Secretary in Practice 240, Vasundhra Colony Tonk Road, Jaipur | PCSA – 2543 |
| NARESH G. BHEDA Company Secretary in Practice B-604, Fair Deal House, Nr. Swastik Char Rasta Navrangpura, Ahmedabad – 380 009 | PCSA – 2544 |
| ASHUTOSH K. PANDEY Company Secretary in Practice Shop No. -7, 2nd Floor, Dharampal Awana Market Atta, Sector-27, Noida – 201 301 | PCSA – 2545 |
| NEELU GOYAL Company Secretary in Practice House No. -7, Sector -17A, Gurgaon | PCSA – 2546 |
| RUCHI AGARWAL Company Secretary in Practice 22/37, Shastri Nagar, Langre Ki Chowki Agra | PCSA – 2547 |
| MAHENDRA J. VYAS Company Secretary in Practice D-116, Sukanchan Apartments Tanki Road, Nala Sopara (East), Thane -401 209 | PCSA – 2548 |
| POOJA CHAUBEY Company Secretary in Practice House No-35, 1st Floor, Vijay Block, Laxmi Nagar New Delhi – 110 092 | PCSA – 2549 |

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| PRAKASH CHANDRA SAHOO Company Secretary in Practice L/147, Phase-11, Basanti Colony Rourkela, Sundargarh, Orissa | PCSA – 2550 |
| NITIN RAMESH BHUSARI Company Secretary in Practice 25, Diamond Nagar, Nagpur | PCSA – 2551 |
| BAL KRISHNA DWIVEDI Company Secretary in Practice 409/207, “Anshu Deep”, Katghar, Allahabad - 3 | PCSA – 2552 |
| SAKSHI SHARMA Company Secretary in Practice J-68, Sangam, Sharma Colony 22, Godown, Nandpuri, Jaipur -302 006 | PCSA – 2553 |
| SHWETA J. SHARMA Company Secretary in Practice B-2, Sagar Sudha CHS, Gopal Nagar-2 Nr. Manjunatha School, Dombivli (East) Thane -421 201 | PCSA – 2554 |
| BINDI S. VAISHNAV Company Secretary in Practice A-404, Flora Hiranandani Estate Ghod Bunder Road, Thane(W) -400 600 | PCSA – 2555 |
| TEENA DEDHIA Company Secretary in Practice E-603, Vardhman Nagar Dr. R.P. Road, Mulund (West) Mumbai -400 080 | PCSA – 2556 |
| NEETU SAINI Company Secretary in Practice RZ -670/B, Sadh Nagar –II, Street No- 27A Palam Colony, New Delhi – 110 045 | PCSA – 2557 |
| ANKUR CHATURVEDI Company Secretary in Practice Flat No. -104, Mahesh Appartment Sector -21C, Part – III, Faridabad | PCSA – 2558 |
| P. SRIRAM Company Secretary in Practice Flat No. 4b, Shakthi Krishna Apartments 5/3, CIT Colony 1 Main Road, Mylapore Chennai – 600 004 | PCSA – 2559 |
| ANCHAL MITTAL Company Secretary in Practice Swatik Villa, 61/166, Sector –II Rajendra Nagar, Sahibabad -201 005 | PCSA – 2560 |
| KASHMIRA SANJAY SHAH Company Secretary in Practice 303, Chaitrabhan Abhove Hotel Samrat 11, Mumbai-Pune Rd, Wakadewadi Pune -411 004 | PCSA – 2561 |
| K. SWATHI Company Secretary in Practice 1-3-183/40/68/C/2, Gandhi Nagar Opp. Play Ground -2, Hyderabad 500 080 | PCSA – 2562 |
| DWARAKA PRASAD ASAWA Company Secretary in Practice 511, 5th Floor, Front Block Paghava Ratna Towers, Abids Hyderabad – 500 001 | PCSA – 2563 |

Student Services

LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING FACILITIES TO THE CS STUDENTS UNDER PUBLIC/ PRIVATE PARTNERSHIP SCHEME.

| S. No. | Name & Address of Empanelled Institutions | Validity for CS Sessions of Exam. |
|--|--|--|
| EASTERN INDIA REGIONAL COUNCIL | | |
| 1 | The Director M/s Institute for Inspiration & Self Development, 1-B/200/1, Sector-III Salt Lake City, Kolkata-700 106 | June` 11 and December` 11 sessions of CS Examinations. |
| 2 | The Director M/s Ambedkar Institute of Higher Education, AIHE Campus House No 21-B, Patliputra Golamber Patna-800 013 (Bihar) | June` 11 & December` 11 sessions of CS Examinations. |
| 3 | M/s Gyan Bharati Institute of Higher Studies, [Unit Gyan Bharati Society] 64A, Nimalia Ghat Street, Kolkata 700 006 | June` 11 and December` 11 sessions of CS Examinations. |
| NORTHERN INDIA REGIONAL COUNCIL | | |
| 1 | M/s Sainath Commerce Classes C-20, Talwandi Kota-324 005 | December` 11 and June` 12 sessions of CS Examinations. |
| 2 | M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad-244001 (UP) | June` 11 and December` 11 sessions of CS Examinations. |
| 3 | Director, M/s Advanced Commerce Study , 14 Amar Complex, Dwarka More, Uttam Nagar, New Delhi 110059 Mob NO: 9818301515 | June` 11 and December` 11 sessions of CS Examinations. |
| 4 | Director, M/s Govindam Business School, 514, Industrial Estate, Patparganj Delhi – 110092 | June` 11 and December` 11 sessions of CS Examinations. |
| 5 | Mrs. Sonia Gulati Proprietor, M/s CS Academy, House N0.35, 8, Maria Colony, Panipat – [HARYANA] | June` 11 and December` 11 sessions of CS Examinations. |
| 6 | CA Pritam K Goswami Director,M/S Career Institute of Commerce & Accounts [CICA] A-781, Near I L & Indra Vihar Joint,Indra Vihar, Kota- 324005 | June` 11 and December` 11 sessions of CS Examinations. |
| 7 | Mr Ajay Kumar Trivedi M/s Vedanta Commerce Academy C-28, Rajajipuram, Lucknow 226017 | June` 11 and December` 11 sessions of CS Examinations. |
| 8 | Director M/s Bharat Sir's Commerce Institute 7445, Durga Puri Haibowal Kalan Ludhiana [Pb] | December`11 and June`2012 sessions of CS Examinations. |
| 9 | M/s Academy for Professional Studies, # 553 / 143 Adarsh Nagar Alambagh, Lucknow | December`11 and June`2012 sessions of CS Examinations. |
| 10 | Prog Director, NIAM Institute of Applied Management, 20/1, Old Sher Shah Suri Marg, Opp: Sector 37, Faridabad | December`11 and June`2012 sessions of CS Examinations. |

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| 11 | Mr Pramod Kumar M/s Hari Institute of Education and Training [HIET], House No 528 E Opp Govt Agriculture Office, Sunder Nagar, Jaunpur 222002, [UP] | December`11 and June`2012 sessions of CS Examinations. |
| 12 | Director, M/s Bharti School of Business Studies, 9-N Model Town Hisar [Harana] | December`11 and June`2012 sessions of CS Examinations. |
| 13 | Heritage Women's Polytechnic Krishna Colony, Near Railway Station, Railway Road Palwal (Haryana) | December`11 and June`2012 sessions of CS Examinations. |
| 14 | Shri Aatm Vallabh Jain Girls' College Hnauman Garh Road Sri Ganganagar (Rajasthan) – 335001 | December`11 and June`2012 sessions of CS Examinations. |
| 15 | Sri Jain Post Graduate College Ram Ratan Kochar Circle Nokha Road, Gangashahr Bikaner (Rajasthan), PIN-334401 | December`11 and June`2012 sessions of CS Examinations. |
| WESTERN INDIA REGIONAL COUNCIL | | |
| 1 | M/s Institute of Management Training & Research, Artha Complex, 2nd Floor Near IMA House and Tapdiya Terrace, Off. Adalat Road Aurangabad-431 001 (M.S) | June` 11 and December` 11 sessions of CS Examinations. |
| 2 | The Principal M/s D.M.'s College of Arts, Science & Commerce, Assagao, Bardez Goa-403 507 | June` 11 and December` 11 sessions of CS Examinations. |
| 3 | The Director M/s Geetanjali Education Systems Private Limited Geetanjali College of Computer Science & Commerce Indian Red Cross Building Suchak Road, Opp. Shastri Medan Rajkot-360 001 | June` 11 and December` 11 sessions of CS Examinations. |
| 4 | The Managing Director M/s IDEAL Classes Private Limited 44/375, Unnat Nagar-II Opp. Patkar College S.V. Rpad, Goregaon (West) Mumbai-40 062 [Branch: Borivali (West)] | June` 11 and December` 11 sessions of CS Examinations. |
| 5 | The Director M/s. Lex4biz, 5, Rajnigandha Tithal Road Valsad-396001 (GJ) | June`11 and December`11 sessions of CS Examinations. |
| 6 | The Director, Professional Academy of Competitive Excellence[PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP] | December`11 and June`12 sessions of CS Examinations. |
| 7 | Managing Director Arihant Institute Pvt Ltd., "Arihant House" 2, Navin Park Society, Nr Municipal School, Sardar Patel Colony Road, Naran pura, Ahmedabad – 380013 | June` 11 and December` 11 sessions of CS Examinations. |

Student Services

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| 8 | M/s Vrajesh Sir,s Academy of Commerce, 404/B, Swapneet-V Near H L Commerce College, Navrangpura, Ahmedabad 380009 | June`11 and December`11 sessions of CS Examinations. | 5 | The Director M/s Blue Dot Academy N0.4, Balaji Avenue, 1st Street T.Nagar, Chennai – 600017 | December`11 and June`12 sessions of CS examinations. |
| 9 | M/s Dnyanoday Corporte Training Centre N-11, E-11/3, Mayur Nagar Hudco, Aurangabad 431136 | June`11 and December`11 sessions of CS Examinations. | 6 | M/s Centre for Human Resources De velopment,Thekkel,Mannarakkayam PO ., Ponkunnam [via] Kanjirapally, Kottayam Dist., Kerala – 686506 | December`11 and June`12 sessions of CS examinations. |
| 10 | H L Centre for Professional Education H L College Campus, University Road, Navrangpura Ahmedabad – 380009 | December`11 and June`12 sessions of CS Examinations. | 7 | M/s Angel Auditor College SF N0. 37, Marakkadai Street, Brindavan, Pudukottai 622001 | June`11 and December`11 Session of CS Examinations. |
| 11 | S V P M's College of Commerce, Science and Computer Education Malegaon Bk. Tal Baramati Dist: Pune – 413115 | December`11 and June`12 sessions of CS Examinations. | 8 | Dr. Mohan Alva M/s Alva Education Foundation Alva's College., Sundari Anand Alva Campus, Vidyagiri, Moodbidri Dakshina Kannada Dist [Karnataka] | June`11 and December`11 sessions of CS Examinations. |
| SOUTHERN INDIA REGIONAL COUNCIL | | | | | |
| 1 | M/s Mohans Institute Sreyas, Chettiparambil Lane Thekkumbhagam,Tripunithura Ernakulam (Dist.), Kerala-682 301 | December`11 and June`12 sessions of CS Examinations. | 9 | Mr. K N Ramasamy Director, Academics, RR Academy N0.2, Noor Veerasamy Street, Off Vaalluvar Kottam High Road, Nungambakkam, Chennai 600034 | June`11 and December`11 sessions of CS Examinations. |
| 2 | President M/s Dr. G.G. Shetty Educational Society @, Jnana Degula , 25/B-4 Near K.M.F., Dharwad-580 004 | June`11 and December`11 sessions of CS Examinations. | 10 | Principal M/s Kathir College of Engineering "Wisdom Tree" S.F N0. 812/1, Neelambur Coimbtore 641062 | June`11 and December`11 sessions of CS Examinations. |
| 3 | The Principal M/s National College Dindigul Road, Karumandapam Tiruchirapalli-620 001 (T.N) | June`11 and December`11 sessions of CS Examinations. | 11 | PSG Institute of Management, Post Box N0.1668, Avinashi Road, Peelamedu Coimbatore 641004 | June`11 and December`11 sessions of CS Examinations. |
| 4 | The Principal M/s P.S.G.R. Krishnammal College For Women, Peelamedu Coimbatore-641 004 | December`11 & June`12 sessions of CS Examinations. | 12 | M/s 3-C, Computer Consulting Centre, Manjathuruthur Building Good Shepherd Road Kottayam 686001 | December`11 and June`2012 sessions of CS Examinations. |

CHANGE IN FREQUENCY OF DESPATCH OF STUDENT COMPANY SECRETARY BULLETIN

The Council of the Institute keeping in view the changing times, has decided that the Student Company Secretary Bulletin (in physical form) will be sent to the students on bi-monthly basis (once in two months), instead of on monthly basis, w.e.f. January 2011.

However, the academic inputs as is being covered in the Student Company Secretary Bulletin will be uploaded on the website of the Institute, viz., www.icsi.edu and the same will also be sent through e-mail on monthly basis. With this arrangement, it is expected that the students will get updated contents promptly with the latest academic developments.

All students are advised to take a note of it.

Students Quiz ?

Prize Query

XYZ limited filed a winding up petition for winding up the affairs of CD Limited for non-payment of certain dues. XYZ Limited before filing the petition had filed a petition for appointment of Arbitrator under the Arbitration and Conciliation Act, 1996, for resolving the dispute in regards to the non-payment of dues. Under the circumstances is the winding up application maintainable?

Conditions

1. Answer should not exceed one page typed in double space. The answer sheet should contain the name, registration number and address of the student.
2. Last date for receipt of answer is 16th August, 2011.
3. Two prizes (a first and a second) in kind will be awarded to the best answers and the names of the contributors will be published in the Bulletin.
4. The envelope should be superscribed Students Query May - June 2011 and addressed by name to Shri N.K. Jain, Secretary & Chief Executive Officer, the Institute of Company Secretaries of India, 'ICSI House' 22, Institutional Area, Lodi Road, New Delhi-110003.

Announcements

EASTERN INDIA REGIONAL COUNCIL

ORAL COACHING CLASSES

Batch Commencing From: 19th July, 2011 (Tuesday)

TIMINGS:

Foundation Programme: 11.45 PM to 4.00 PM (Monday to Thursday) Executive Programme (Module-I): 7.30 AM to 11.45 AM (Monday, Wednesday, Friday) Executive Programme (Module-II): 7.30 AM to 11.45AM, (Tuesday, Thursday, Saturday)

VENUE: ICSI-EIRC Building, 3A, Ahiripukur 1st Lane, Kolkata-700 019.

FEES: Executive Programme: Rs 3650 per Module (Rs. 7,100 for both Modules) Foundation Programme: Rs 2600

ADMISSION OPEN Registration will be done on first come first served basis only.

CONTACT DETAILS: Student Services at EIRO of the ICSI, 3A, Ahiripukur 1st Lane, Kolkata-700019, Telephone No. 033- 22832973 /22901065 /22816541 /22816542/ 22902178-79. E-mail: tapas.roy@icsi.edu

NORTHERN INDIA REGIONAL COUNCIL

REFRESHER CLASSES THROUGH INTERACTIVE LEARNING FOR DECEMBER, 2011, EXAMINATION

DATE OF COMMENCEMENT OF CLASSES: 6th July, 2011

VENUE: NIRC-ICSI, 4, PRASAD NAGAR INSTITUTIONAL AREA, NEW DELHI-110005

| STAGE | TIMINGS | NO. OF LECTURES | FEE (RS.) | DAYS |
|---------------------------|---|-----------------|-----------|-------------------|
| EXECUTIVE PROGRAM | | | | |
| MODULE I | 7.30 AM -9.30 AM 12.00 Noon-2.00 PM 2.00 PM – 4.00 PM 4.00 PM – 6.00 PM | 100 | 4,500/- | Daily one lecture |
| MODULE II | 7.30 AM -9.30 AM* 12.00 Noon- 2.00 PM* 2.00 PM – 4.00 PM 4.00 PM – 6.00 PM | 90 | 4,000/- | Daily one lecture |
| FOUNDATION PROGRAM | | | | |
| | 12.00 Noon-2.00 PM* 2.00 PM – 4.00 PM 4.00 PM – 6.00 PM | 120 | 4,000/- | Daily one lecture |

* The batches started from 16th June, 2011, some seats are still available.

NOTE:

- Each Lecture is of two hours duration.
- Admission is on first come first served basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- No eligibility tests are conducted in Refresher classes. Therefore, no coaching completion certificate will be issued on the basis of these classes.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 by Cash/ Demand Draft drawn in favour of the NIRC of the ICSI payable at New Delhi. For further details please contact: Education Officer, NIRO of ICSI. Tel.: 011-25769352, 49343005 Tele fax: 011-25722662, Email: alka.arora@icsi.edu

ICSI-MOTHER TERESA INSTITUTE OF MANAGEMENT AND VOCATIONAL STUDIES ORAL TUITION CENTRE

Oral Coaching Classes for Executive Programme (Modules-I & II*)- December 2011 Session

Oral Coaching Classes for Executive Programme (Modules-I & II*) are likely to commence from 04.07.2011 for December 2011 session of Examinations.

Course Fee: Executive Programme Module-I Rs. 4,500/-
Executive Programme Module-II Rs. 4,000/-

Timings: 4.00 to 5.30 P.M. (Monday to Saturday)

Registration open on all working days between 9:00 A.M. and 5:00 P.M.

Admission on First-Come-First-Served basis.

(*Provided sufficient number of students are registered for Group-II).

For further details, contact:

Shri J. K. Chawla
Mother Teresa Institute of Management & Vocational Studies
C-Block, Preet Vihar
Delhi-110092. Phones: 22057200, 42420552,
42420553. Fax: 22509200
E-mail: mtim@vsnl.net

SOUTHERN INDIA REGIONAL COUNCIL

Oral Coaching Classes – December 2011 Examination

| Stage | Date of Commencement | Timings | Fee | Last date for receipt of application |
|---|----------------------|--------------------------|----------------------|--------------------------------------|
| FOUNDATION PROGRAMME (Morning) | 18.07.2011 | 09.00 a.m. to 11.00 a.m. | Rs.3500 | 11.07.2011 |
| FOUNDATION PROGRAMME (Evening) | 18.07.2011 | 04.00 p.m. to 06.00 p.m. | Rs.3500 | 11.07.2011 |
| EXECUTIVE PROGRAMME MODULE-II (MORNING) | 25.07.2011 | 06.30 a.m. to 08.30 a.m. | Rs.4500/- per Module | 18.07.2011 |
| EXECUTIVE PROGRAMME MODULE-I (EVENING) | 25.07.2011 | 06.00 p.m. to 08.00 p.m. | Rs.4500/- Per Module | 18.07.2011 |

Interested candidates may please contact the Southern India Regional Office at New No.9, Wheat Crofts Road, Nungambakkam, Chennai-600 034. Phone (044) 28279898; 28268685. E-mail: siro@icsi.edu, icsisirc@gmail.com

WESTERN INDIA REGIONAL COUNCIL

NAVI MUMBAI CHAPTER

NEW OFFICE PREMISES

W.e.f. 1.6.2011, Navi Mumbai Chapter of WIRC of the ICSI has acquired the new office space at #30, Seawood Corner, Plot 19-A, Sector 25, Opp. Seawoods Railway Station, Nerul (East) Navi Mumbai.

STUDENT COMPANY SECRETARY

Advertisement Tariff

(With Effect From 1.9.2006)

| Back Cover | | |
|---------------|------------------------|--------------------|
| | Non-Appointment Rs. | Appointment Rs. |
| Per Insertion | 18,000 | 7,000 |
| 4 Insertions | 64,800 | 25,200 |
| 6 Insertions | 95,040 | 36,960 |
| 12 Insertions | 1,83,600 | 71,400 |

| Cover III | | |
|---------------|------------------------|--------------------|
| | Non-Appointment Rs. | Appointment Rs. |
| Per Insertion | 14,000 | 6,000 |
| 4 Insertions | 50,400 | 21,600 |
| 6 Insertions | 73,920 | 31,680 |
| 12 Insertions | 1,42,800 | 61,200 |

| Full Page | | |
|---------------|------------------------|--------------------|
| | Non-Appointment Rs. | Appointment Rs. |
| Per Insertion | 12,000 | 4,500 |
| 4 Insertions | 43,200 | 16,200 |
| 6 Insertions | 63,360 | 23,760 |
| 12 Insertions | 1,22,400 | 45,900 |

| Half Page | | |
|---------------|------------------------|--------------------|
| | Non-Appointment Rs. | Appointment Rs. |
| Per Insertion | 7,000 | 2,500 |
| 4 Insertions | 25,200 | 9,000 |
| 6 Insertions | 36,960 | 13,200 |
| 12 Insertions | 71,400 | 25,500 |

| Panel (Qtr. Page) | | |
|---|------------------------|-----------------------|
| Per Insertion (Subject to availability of Space) | 5,000 | 1,500 |
| Classified Ads | 120/- Per col. line | 35/- per Col. line |

| Extra Box No. Charges | |
|----------------------------|------|
| For 'Situation Wanted' ads | 25/- |
| For Others | 50/- |

| Mechanical Data | |
|-----------------|---------------------|
| Full page | 18 24 cm |
| Half Page | 9 24 cm or 18 12 cm |
| Quarter page | 9 12 cm |

The Institute reserves the right not to accept order for any particular advertisement. The Bulletin is published in the 3rd week of every month and the advertisement material should be sent in the form of typed manuscript, art pull or in CD (open file) before 10th of any month for inclusion in the same month's issue.

FOR FURTHER INFORMATION WRITE TO:

THE EDITOR
STUDENT COMPANY SECRETARY



**THE INSTITUTE OF
Company Secretaries of India**


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Statutory body under an Act of Parliament

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- Entire study material (with value addition from ICSI approved faculty) is converted into exciting multimedia slides
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