



## Directorate of Student Services

### Part-I

### Important Information for the months of January, February & March 2012

#### Important cut-off dates:

- 1. Declaration of result of December 2011 session examination** : At 12.00 noon on Friday, 25<sup>th</sup> February 2012  
Result will be available at institute's website [www.icsi.edu](http://www.icsi.edu)
- 2. Last date of submission of response sheets under Postal Tuition Scheme for students of Executive / Professional Program appearing in June 2012 exam** : Wednesday, 29<sup>th</sup> February, 2012  
*(Students are advised not to wait up to last date. They should submit their response sheets at the earliest well in advance for timely processing & issuance of suggested answers)*
- 3. Last date of registration for Executive Program** ( if student wishes to appear in both modules of Executive Program in December 2012 exam ) : Wednesday, 29<sup>th</sup> February, 2012
- 4. Last date of registration for Professional Program** ( if student wishes to appear in all four modules of Professional Program in December 2012 exam ) : Wednesday, 29<sup>th</sup> February, 2012
- 5. Last date for submission of examination form for appearing in June 2012 exam** ( without late fees ) : Monday, 26<sup>th</sup> March 2012  
*( 25<sup>th</sup> March 2012 being officially off-day )*
- 6. Last date of admission to Foundation Program** ( if student wishes to appear in December 2012 exam ) : Monday, 2<sup>nd</sup> April 2012  
*( 31<sup>st</sup> March & 1<sup>st</sup> April 2012 being officially off-day )*

### **Important points to be noted:**

1. If any student wishes to apply for claiming exemption from any subject of Executive/ Professional Program on the basis of qualification, he/she is advised to submit his/her application for exemption ( *along with a demand draft @ ` 100/- per subject and attested photocopies of mark sheets of all parts of relevant qualification*) at the earliest to avoid last minutes complications.
2. If any student wishes to apply for extension of registration / or registration de-novo, he/she is advised to submit his/her application for extension of registration / or registration de-novo at the earliest.  
De-novo / extension fees should never be clubbed with examination fees. Students are advised to apply for the same separately. They should also mention about the same in examination form at appropriate place.
3. Cancellation of Registration  
Registration of students registered up to and including February 2007 stands terminated on expiry of five-year period on 31<sup>st</sup> January 2012 leading to the following immediate consequences :
  - (a) Supply of "Student Company Secretary" bulletin will be discontinued from February 2012 onwards.
  - (b) Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued ( after the expiry of registration period ).
  - (c) They are not allowed to submit the examination form for June 2012 exam. They are advised to apply for registration de-novo / extension of registration as per the guidelines of the institute.

#### **Important:**

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

## **MOST IMPORTANT**

**All correspondence related with student's matter should be sent to:**

**The Director (Student Services)  
The Institute of Company Secretaries of India,  
C-37, Sector-62,  
Noida-201309**

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

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

### **Salient Features and Requirements**

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

#### **1. Effective date for New Syllabus**

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

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

§ Business Environment and Entrepreneurship;

§ Business Management, Ethics and Communication;

§ Business Economics;

§ Fundamentals of Accounting and Auditing.

#### **2. New Pattern of Examination**

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

#### **3. First Examination**

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

#### **4. Option to students under existing syllabus**

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

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

## 5. Switchover to new syllabus

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

## **ON-LINE EXEMPTION TEST from compulsory computer training**

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

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

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

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

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

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

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

## ISSUING OF MARKS SHEETS

All students may note that mark sheets in physical form ( i.e. printed hard copy ) will not be issued to students of Foundation Program & Executive Program. They are advised to download the same from institute's website [www.icsi.edu](http://www.icsi.edu) / [www.icsi.in](http://www.icsi.in) after 25<sup>th</sup> February 2012 ( i.e. after declaration of result of December 2011 session of exam ). However, Marks sheets in physical form ( i.e printed hard copy ) will continue to be issued to students of Professional Program.

### Online Services for Students through students' portal [www.icsi.in](http://www.icsi.in)

**Students of ICSI may avail following online services:**

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

## Part-II

### General Information students must know

#### Important contact numbers of Directorate of Student Services:

SI No.	Nature of Query	Telephone Numbers	E-mail IDs
1	Issue of study materials ( Foundation & Executive )	(0120) 4522056	anju.gupta@icsi.edu
2	Registration Status of Foundation/Executive Program	(0120) 4522061	<a href="mailto:ms.bhagawan@icsi.edu">ms.bhagawan@icsi.edu</a> (for Foundation Program) <a href="mailto:rajesh.sharma@icsi.edu">rajesh.sharma@icsi.edu</a> (for Executive Program)
3	De-novo/ Extensión / Professional Program Enrolment, Study materials for Professional Program	(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) 4522081 / 86	enroll@icsi.edu
10	Duplicate pass certificate of Final/Professional		
11	Transcript/Verification of Qualification (only for students)	(0120) 4522081	siyaram@icsi.edu

#### CHANGE IN FREQUENCY OF DESPATCH OF STUDENT COMPANY SECRETARY BULLETIN

As per the existing system, the Student Company Secretary Bulletin is dispatched by post to all active regular students on monthly basis.

Keeping in view the changing times, The Council of the Institute has decided that the Student Company Secretary Bulletin ( in physical form ) will be sent to the students on bi-monthly basis, 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](http://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.

## **GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION**

### **EXECUTIVE PROGRAMME EXAMINATION**

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

### **PROFESSIONAL PROGRAMME EXAMINATION**

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

## **GUIDELINES FOR REGISTRATION DE NOVO**

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

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

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



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

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

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

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

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

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

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

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

#### **Registration Fee for Physically Handicapped Students**

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

#### **Examination Fee for Physically Handicapped Students**

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

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

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

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

## 2. Change of Address

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

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

### **3. E-Mail Address of the Students**

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

### **4. Students Identity Card**

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

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

Students may also download their "On-line Student Identity Card" from students' portal [www.icsi.in](http://www.icsi.in) through institute's on-line services.

### **5. Compulsory Enrolment for Professional Programme.**

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

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

- i) He/She has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. In other words, candidate registered as student up to and including the month of February in a year are eligible to appear in all the modules of the Professional Program examination to be held in December of that year, and those registered between March to August during a year are eligible to appear in all the four modules of the Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.
- ii) However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Program examination, that is to say, a candidate registered as a student up to and including the month of May in a year will be eligible for appearing in any one or two

module(s) in December examination and those who are registered from June onwards and upto and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Program examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching.

## **6. Uniformity in Signatures**

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

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

## **7. Clarification Regarding Paperwise Exemption**

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

risk and responsibility and the matter will be dealt with as per the above guidelines.

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

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

## **EXEMPTION FROM INDIVIDUAL PAPERS OF THE EXECUTIVE PROGRAMME EXAMINATION**

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

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

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

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

## 8. Compulsory Computer Training

### ATTENTION STUDENTS

#### 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](http://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.

## 9. Student Induction Program (SIP)

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

Regarding any query about SIP, students are advised to contact office of their respective Regional Council / Chapter. Alternatively, they may also call to Directorate of Training & Membership of institute on telephone no. 011-45341088 / 89.

## 10. Exemption from Computer Training

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

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

## 11. Discontinuation of issue of pass certificates to Foundation / Executive Program pass students:

**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 recently, it is brought to the notice of the student community that henceforth (i.e. from June, 2010 Examination Session onwards), Pass Certificates will be issued only to such students who pass Final Course/Professional Programme. However, Mark Sheets will continue to be issued to students of all stages viz. Foundation, Executive and Professional Programmes as per existing practice.

## 11. Rationalization of system for issue of Coaching Completion Certificates under Postal Coaching Scheme:

**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.



### 13. Schedule of Fees :

## SCHEDULE OF FEES

PARTICULARS	FEES (Rs.)	REMARKS
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fees → 3600
<b>EXECUTIVE PROGRAMME (INTERMEDIATE)</b>		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	
Postal Tuition Fee for Foundation Programme ( <i>payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.</i> )	750	Total Fees → 7750 (For others)
<i>Foundation Pass Student</i>	6500	Total Fees → 6500
<b>PROFESSIONAL PROGRAMME (FINAL)</b>		
Postal Tuition Fee	7500	
<b>DE-NOVO REGISTRATION</b>		
Registration De-Novo Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
<b>EXAMINATION FEE</b>		
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.

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

## 12. ICSI Students Education Fund Trust :

### **ICSI STUDENTS EDUCATION FUND TRUST**

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

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

### **NATURE AND EXTENT OF FINANCIAL ASSISTANCE**

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

For detailed guidelines, application form, etc. please visit [www.icsi.edu](http://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.**

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

S.No.	Name & Address of Empanelled Institutions.	Validity for CS Session of Exam
<b>EASTERN INDIA REGIONAL COUNCIL</b>		
1.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December` 11 & June` 12 Session of CS Examinations.
2	The Director M/s Institute for Inspiration & Self Development 1-B/200/1, Sector-III Salt Lake City Kolkata-700 106 Tel : 033-23352378 / 23352861	June 2012 and December 2012 Session of CS Examinations.
3.	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 Session of CS Examinations.
4.	Saptarshi College, Back side of Sai Complex, Gandhi Nagar, Ist Lane-Extn. Berhampur, Ganjam ( Odisha ) M: 9238732929, 9238668062	June 2012 & December 2012 Session of CS Examinations
5.	WISDOM Institute of Professional Learning 3/100C, C R Colony On Raja S C Mallick Road Kolkata-32	December 2011 & June 2012 Session of CS Examinations
6	M/s Gyan Bharati Institute of Higher Studies, [Unit Gyan Bharati Society] 64A, Nimtalia Ghat Street, KOLKATA 700 006	June` 11 and December` 11 Session of CS Examinations
7	Topper's Point AM-111, Ist Floor Basanti Nagar Rourkela – 12 ( Orissa )	June 2012 and December 2012 Session of CS Examinations
<b>NORTHERN INDIA REGIONAL COUNCIL</b>		
1.	M/S G.G.D.S.D. COLLEGE Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December 2011 and June 2012 Session of CS Examinations.
2.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December` 11 and June` 12 Session of CS Examinations.

3.	M/s Sainath Commerce Classes C-20, Talwandi <u>KOTA-324 005</u>	December` 11 and June` 12 Session of CS Examinations.
4.	M/s Lucknow Commerce Academy S-72/17, Old `C` Block Chauraha Rajajipuram(Near Lekhraj Residence) <u>Lucknow-226 017</u>	December 2011 and June 2012 session of CS Examinations.
5.	The Director M/s i360. Staffing & Training Solutions Private Limited 46, First Floor, Karanpur <u>Dehradun (U.P)</u>	June` 11 and December` 11 Session of CS Examinations.
6	M/s. Institute of Systematic Studies in Commerce, Behind Maharaja Hotel, Station Road, Moradabad- 244001 (UP)	June` 12 and December` 12 Session of CS Examinations.
7	The Director, Commerce County-Institute for Commerce Studies, 137, Red Square Market, Near Palki Hotel, HISSAR – [Haryana] Tel : 9812066937, 8059296630	December `11 and June`12 Session of C S Examination
8	Director, M/s Advanced Commerce Study , 14 Amar Complex, Dwarka More, Uttam Nagar, New Delhi 110059 Mob NO: 9818301515	June` 11 and December` 11 Session of CS Examinations
9	Director, M/s Govindam Business School, 514, Industrial Estate, Patparganj Delhi – 110092	June` 11 and December` 11 Session of CS Examinations
10	M/S CS Academy, House No. 35, 8, Marla Colony, Jattal Road PANIPAT – [HARYANA] M: 09896256123 / 09255289445	June 2012 and December 2012 Session of CS Examinations
11	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 Session of CS Examinations
12	Mr Ajay Kumar Trivedi M/S Vedanta Commerce Academy C-28, Rajajipuram LUCKNOW 226017	June` 11 and December` 11 Session of CS Examinations
13	Director M/S Bharat Sir's Commerce Institute 7445, Durga Puri Haibowal Kalan Ludhiana [Pb] Tel : 0161-6577969/ 2486969, 9216867899	December`11 and June`2012 session of CS Examinations.
14	Director, M/S Academy for Professional Studies, LUCKNOW	December`11 and June`2012 session of CS Examinations.
15	NIAM Institute of Applied Management, 20/1, Old Sher Shah Suri Marg, Opp: Sector 37, Faridabad	December`11 and June`2012 session of CS Examinations
16	Mr Pramod Kumar M/S Hari Institute of Education and Training [HIET] House No 528 E,Opp Govt Agriculture Office, Sunder Nagar, Jaunpur 222002 [UP]	December`11 and June`2012 session of CS Examinations

17	Director, M/S Bharti School of Business Studies 9-N Model Town HISAR [Harana]	December'11 and June'2012 session of CS Examinations
18	Heritage Women's Polytechnic Krishna Colony, Near Railway Station Railway Road PALWAL ( Haryana )	December'11 and June'2012 session of CS Examinations
19	Shri Aatm Vallabh Jain Girls' College Hnauman Garh Road Sri Ganganagar ( Rajasthan ) – 335001	December'11 and June'2012 session of CS Examinations
20	Sri Jain Post Graduate College Ram Ratan Kochar Circle Nokha Road, Gangashahr Bikaner ( Rajasthan ) PIN-334401	December'11 and June'2012 session of CS Examinations
21	The VIT Computer Education & IIBA – The Institute of Industrial & Business Accountants, 7- 103, Vinayk-A Complex, Nr-HDFC Bank, Durga Nursery Road, Udaipur-313001	December'11 and June'2012 session of CS Examinations
22	C S Launcher Bajaj Road Near – Taparia Bagichi Sikar – 332001 ( Rajasthan )	June 2012 and December 2012 session of CS Examinations
23	Trinity College Dharamshala Road Fatehabad 125050 ( Haryana )	June 2012 and December 2012 session of CS Examinations
24	Vishesh Academy of Commerce DSS-33, Old Court Complex Near Fawara Chowk Hisar ( Haryana ) M; 9813170795, 9215170795	June 2012 and December 2012 session of CS Examinations
25	Institute of Management & Technology Sector-87, Tigaon Road Near Sai Dham Faridabad – 121002 Tel : 0129-2229185	June 2012 and December 2012 session of CS Examinations
26	Bhandari Classes 270/9, " Pokharna House" Hathi Bhata Ajmer- 305001 ( Rajasthan ) M: 09828505155, 0145-2600184	June 2012 and December 2012 session of CS Examinations
27	Pinnacle Academy 91A, Amritpuri Opp : ISKCON Temple East of Kailash New Delhi- 110065 M: 9818331830, 9891060540, 9810463007	June 2012 and December 2012 session of CS Examinations
28	Commerce Point, 1148, New Housing Board Colony, Panipat – 132103 ( Haryana ) M : 9896320328, 9467191327	June 2012 and December 2012 session of CS Examinations
29	Lloyd Law College Plot No. 11, Knowledge Park-II Greater Noida – 201306 M: 9999703599, 8800621117	December 2012 & June 2013 session of CS Examinations
30	Rudram Institute Gangapur City Dist : Sawai Madhopur ( Rajasthan ) M: 9602322241	December 2012 & June 2013 session of CS Examinations

## WESTERN INDIA REGIONAL COUNCIL

1.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj Near Hotel Balwas Indore (M.P)	December` 11 and June` 12 Session of CS Examinations.
2.	M/s Institute of Management Training & Research Artha Complex, 2 <sup>nd</sup> Floor Near IMA House and Tapdiya Terrace, Off. Adalat Road Aurangabad-431 001 (M.S)	June` 11 and December` 11 Session of CS Examinations.
3	M/s Madhu Jas Promotions Pvt. Ltd. [Nahata Professional Academy] C-10, Poddar Plaza Patthar Godam Road Behind Jabalpur Motors, New Siyaganj, INDORE-452 001	June` 11 and December` 11 Session of CS Examination.
4.	M/s Tolani Commerce College P.O. Box No.27 Adipur (KACHCHH) 370 205	June 2011 and December 2011 Session of CS Examination.
5.	M/s AECIndia Commerce (Lawork) 208-209, Gopal Madhav Extension Place Above Shan Shoukat Shinde Ki Chhawani Gwalior-474 001 (M.P)	December 2011 and June 2012 Session of CS Examination.
6.	The Principal M/s D.M.'s College of Arts, Science & Commerce Assagao, Bardez <u>GOA-403 507</u>	June` 12 and December` 12 Session of CS Examination.
7	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` 2012 and December` 2012 session of CS Examinations.
8	The Managing Director M/s IDEAL Classes Private Limited 44/375, Unnat Nagar-II Opp. Patkar College S.V. Rpad, Goregaon (West) <u>Mumbai-40 062 Branch.: Borivali (West)</u>	June` 11 and December` 11 Session of CS Examinations.
9	The Director M/s. Lex4biz 5, Rajnigandha Tithal Road Valsad-396001 (GJ)	June`11 and December`11 Session of CS Examinations.

10	The Director M/S Professional Excellence Academy Z-8, Behind Vijay Stambh, Near ICICI Bank, Zone-I, M.P.Nagar BHOPAL 462011 [MP] M: 9074622001	December '11 and June'12 Session of C S Examination
11	The Director, Professoinal Academy of Competitve Excellence[PACE], B-402, 403, Silver Mall, R N T Marg, Indore- 452001 [MP]	December '11 and June'12 Session of C S Examination
12	Managing Director Arihant Institute Pvt Ltd., "Arihant House" 2, Navin Park Society, Nr Muncipal School, Sardar Patel Colony Road, Naran pura, Ahmedabad – 380013	June` 11 and December` 11 Session of CS Examinations
13	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 Session of CS Examinations
14	Director M/S Dnyanoday Corporte Training Centre N-11, E- 11/3, Mayur Nagar Hudco Aurangabad 431136	June` 11 and December` 11 Session of CS Examinations
15	H L Centre for Professional Education H L College Campus, University Road Navrangpura Ahmedabad – 380009	December` 11 and June` 12 Session of CS Examinations.
16	S V P M's College of Commerce, Science and Computer Education Malegaon Bk. Tal_ Baramati Dist: Pune – 413115	December` 11 and June` 12 Session of CS Examinations.
17	Global Classes C-31, Ravi Nagar Near- Bhatiya Nursing Home Raja Talab Raipur ( Chattisgarh )	June 2012 and December 2012 session of CS Examinations
18	Aakanksha Professional Classes Near Azad Chowk Sadar Bazar Road Raipur- 492001 ( Chattisgarh ) M: 9981145340; 9713788906	June 2012 and December 2012 session of CS Examinations
19	RL's Professional Academy Office No. 9 & 10, Center Point Building Kranti Chowk Aurangabad – 431001 M: 9595990044, Tel : 0240-2359901	June 2012 and December 2012 session of CS Examinations
20	Kanha Tutorials 747, Swarnam, besides old vineet Talkies Opp: Gulmohar Sweets, Main Road Marhataal Jabalpur- 482002 ( Madya Pradesh ) M: 9827322811, Tel : 0761-4069546	June 2012 and December 2012 session of CS Examinations
21	Study Circle B 2 106, Greenland Society J B Nagar Andheri ( East ) Mumbai – 59 Tel : 28272829 / 28262829	December 2012 and June 2013 session of CS Examinations

## SOUTHERN INDIA REGIONAL COUNCIL

1.	M/s MOHANS Institute Sreyas, Chettiparambil Lane Thekkumbhagam, Tripunithura Ernakulam (Distt.), KERALA-682 301	December` 11 and June` 12 Session of CS Examinations.
2	PRESIDENT, M/s Dr. G.G. Shetty Educational Society @ Jnana Degula , 25/B-4 Near K.M.F. <u>DHARWAD-580 004</u> Tel :0836-2465327	June 2012 and December 2012 Session of CS Examination.
3	M/s Bright Academy of Excellence Baba Foundation, Plot No.46 Door No.102, Flat No.6,1 <sup>st</sup> Floor, South West Boag Road, T. Nagar Chennai-600 017	December 2011 and June 2012 Session of CS Examination.
4	M/s Prize Academy No.2, Teachers Colony (Off V.M. Street) Royapettah Chennai-600 014	December` 11 and June` 12 Session of CS Examination.
5	M/s Sree Saraswathi Thyagaraja College Palani Road, Thippampatti Coimbatore Distt. POLLACHI-642 107	December` 11 and June` 12 Session of CS Examination.
6	The Principal M/s National College Dindigul Road Karumandapam <u>TIRUCHIRAPALLI-620 001 (T.N)</u>	June` 11 and December` 11 Session of CS Examinations.
7	The Principal M/s P.S.G.R. Krishnammal College For Women Peelamedu <u>COIMBATORE-641 004</u>	December` 11 & June`12 Session of CS Examinations.
8	The Director M/S Blue Dot Academy NO.4, Balaji Avenue, Ist Street T.Nagar CHENNAI – 600017	December `11 and June `12 session of C S examinations.
9.	M/S Centre for Human Resources Development,Thekkel,Mannarakkayam PO .., Ponkunnam [via] Kanjirapally, Kottayam Dist., KERALA – 686506	December`11 and June `12 session of C S examination.
10.	M/s Angel Auditor College, SF NO. 37, Marakkadai Street, Brindavan Pudukottai 622001	June` 12 and December` 12 Session of CS Examinations



11	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 Session of CS Examinations
12	MR. K N RAMASAMY, Director, -Academics, RR Academy NO.2, Noor Veerasamy Street, Off Vaalluvar Kottam High Road, Nungambakkam, Chennai 600034	June`11 and December`11 Session of CS Examinations
13	Principal M/S Kathir College of Engineering "Wisdom Tree" S.F NO. 812/1, Neelambur Coimbtore 641062	June`11 and December`11 Session of CS Examinations
14	Director, PSG Institute of Management, Post Box NO.1668, Avinashi Road, Peelamedu Coimbatore 641004	June`11 and December`11 Session of CS Examinations
15	Chief Executive M/S 3-C, Computer Consulting Centre Manjathuruthur Building Good Shepherd Road Kottayam 686001	December`11 and June`2012 Session of CS Examinations.
16	Angel Auditor College-Kovai 11/1, Nehru Nagar, Saravanampatti PO: Saravanampatti Coimbatore – 641305 ( Tamilnadu ) Tel: 9751324644, 9659965205, 9842492067	June 2012 and December 2012 Session of CS Examinations
17	Divine Education and Charitable Trust Gurukul Building, Gurukul Road Gurukul Nagar, Near- Munsif Court Karkala-574104 Udupi District ( Karnatka ) Tel : 08258-233757, 9964475417	June 2012 and December 2012 Session of CS Examinations
18	Singar Academy 52, III Floor, Salai Road Woriur Tiruchirappalli – 620 003	June 2012 and December 2012 Session of CS Examinations

## General Instruction :

In case of any specific problem / complaint regarding:

1. Registration, post registration, students services and postal / oral coaching, students may contact personally or write to  
Mr Sohan Lal  
Director ( Student Services )  
The Institute of Company Secretaries of India  
C-37, Sector-62,  
Noida-201309,  
Tel : 0120-4522014 ( D )  
e-mail : sohan.lal@icsi.edu.
2. Academic guidance and suggestions, if any, students may write to  
Dr S K Dixit  
Director ( Academics )  
The Institute of Company Secretaries of India  
22, Institutional Area  
Lodi Road  
New Delhi-110003  
Tel : 011-45341014 (D)  
e-mail : sudhir.dixit@icsi.edu.

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# Directorate of Academic and Professional Development

## Frequently Asked Questions on ACES

1. What is ACES Project of CBEC?

**Automation of Central Excise and Service Tax (ACES) is the e-governance initiative by Central Board of Excise and Customs (CBEC), Department of Revenue, Ministry of Finance. It is one of the Mission Mode Projects (MMP) of the Govt. of India under National e-Governance Plan (NeGP). It is a software application which aims at improving tax-payer services, transparency, accountability and efficiency in the indirect tax administration in India. This application is a web-based & workflow-based system that has automated all major procedures in Central Excise and Service Tax.**

**In the post-independent era of Indirect Tax administration in India, ACES is the most significant IT-based initiative undertaken that has transformed the way about 18.20 lakh indirect taxpayers transact their business with the department of Central Excise and Service Tax. Being an innovative reform initiative in the indirect tax department, ACES had benefited members of trade, industry and commerce.**

**The ACES application was initially rolled-out in the Large Tax Payer Unit (LTU) Commissionerate in Bengaluru in December, 2008. Subsequently, it was implemented across India in phases covering all 104 Central Excise, Service Tax & LTU Commissionerates with all the modules.**

**The ACES application has resulted in a major change in the way the Central Excise and Service Tax field formations conduct their regular business vis-a-vis the Trade & Industry. E-filing and e-processing of documents has started replacing manual filing and handling of paper documents.**

**The main purpose of the initiative was to re-engineer the business processes and transform the existing tax administration into a modern, efficient and transparent system. Its objective was to strike an optimal balance between trade facilitation and enforcement and to promote a culture of voluntary compliance. It aims at reducing physical interface of the business community with the departmental officers and to provide a transparent and paper-less business environment with improved taxpayer services delivered through an automated process.**

**2. What is Certified Facilitation Centre (CFC)?**

**A Certified Facilitation Centre (CFC) under ACES project is a facility, other than the physical front offices or Facilitation Centres of CBEC, which may be set-up and operated by a Company Secretary in practice to whom a certificate is issued under the ACES project.**

**CBEC has entered into MoU's with the Institute of Company Secretaries of India (ICSI), Institute of Chartered Accountants of India (ICAI) and the Institute of Cost and Works Accountants of India (ICWAI) for setting up ACES Certified Facilitation Centres (CFC's) by their Members. These Centres are set up by eligible Members of ICSI/ICAI/ICWAI holding valid Certificates of Practice issued by the Institutes. The services would be available to the assesseees on payment of prescribed service charges for various services such as digitisation of paper documents, on-line filing/uploading of documents such as Application for Registration, Returns, Claims, Permissions and Intimations etc. in ACES.**

**3. How tax payers are benefitted with ACES project of CBEC?**

**Tax payers have the following benefits with the introduction of ACES project of CBEC:**

- **Providing a single National Portal for transactions in Central Excise and Service Tax**
- **Online Registration of Central Excise Assesseees and online amendments;**
- **Online Registration of Service Tax Assesseees and online amendments;**
- **Electronic filing of Central Excise Returns;**
- **Electronic filing of Service Tax Returns;**
- **Electronic filing of claims, permissions & intimations submitted by assesseees in the course of business with the Department;**
- **Instant e-acknowledgement of documents with an Unique Document Identification Number;**
- **View, file and track the status of documents filed online;**
- **Processing of Claims, Permissions & intimations filed by the assessee; Revenue Reconciliation (Receipt of payment information from Banks using EASIEST (Electronic Accounting System in Excise & Service Tax) and reconciling the same with the information provided in the return filed by the assesseees);**
- **Online Messages / Alerts to users on business-related matters;**
- **Automated Generation of various reports**
- **Audit Module involving selection of units and tracking of audit results**
- **Online filing of reply to Show Cause Notice**
- **Online filing of application for Provisional Assessment**
- **Online filing of Refund Claims**
- **Online filing of selected Export related documents**

4. What are the technical and non-technical services can be provided by a CFC?

**Taxpayers who do not have requisite IT infrastructure/resources to use ACES, may opt for the services of CFCs. CFCs helps in Digitisation and/or E-filing of Central Excise and Service Tax Documents. ACES has made available the following returns which can be filed by a CFC both online or by using offline downloadable utilities:**

- i. **Excel Utilities for Central Excise Returns - ER1, ER2, ER3, ER4, ER5, ER6.**
- ii. **XML Schema for Central Excise Returns - ER1, ER2.**
- iii. **Excel Utility for Service Tax Return (ST3)**

**Further, the assesseees through a CFC can also carry out many on-line transactions such as online registration , amendment to the registration form , filing various claims, intimations, and permissions, refund claim, request for provisional assessment and export related documents. They**

**can also file replies to show cause notices and appeals to Commissioners (Appeals).**

Reference: <http://www.aces.gov.in/aboutaces.jsp>

**EXECUTIVE PROGRAMME**  
**GENERAL AND COMMERCIAL LAWS**  
**LAW RELATING TO RIGHT TO INFORMATION**  
**INSPECTION OF EXAM ANSWER BOOKS PERMISSIBLE**

**Case comment\***

**Central Board of Secondary Education & Anr. (Appellants) Vs. Aditya Bandopadhyay & Ors. (Respondents) (2011) 8 SCC 497**

**Introduction**

The Right to Information Act, 2005 came into force on 12<sup>th</sup> October 2005. The preamble of the Act declares that the Act provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Under Sec. 2 (j) of the Act “right to information” means the right to information accessible under this Act which is held by or under the control of a public authority and includes:

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

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\* Prepared by Krishan Paul Dutt, Assistant Education Officer, the ICSI, under the guidance of Archana Kaul, Assistant Director, the ICSI

Section 3 of the Act provides that subject to the provisions of the Act, all citizens shall have the right to information. The right to information conferred on citizens by the Act is enforceable against public authorities.

Under section 8 of the Act, certain categories of information have been exempted from disclosure. One of these is:

“Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information.” [(Section 8 (1) (e)]

A brief case comment has been given herein below for the information of the students:

### **Brief facts**

In this case a student (respondent) of mathematics in the Presidency College secured 52 percent marks in first part of the degree examinations. In the second year he got 208 out of 400 marks and got just 28 marks out of 100 in the fifth paper. Upon seeking re-evaluation, his marks increased by four in the fifth paper. He contended that his poor marks stood in the way of his getting admission in post-graduation course and applied to inspect his mark sheet under the RTI law which was rejected.

The respondent wanted to inspect his answer books. The CBSE (appellant) contended that since it had fiduciary relationship with its evaluators, the answer sheets of an examinee cannot be shared as it was an information exempted under Section 8(1) (e) of Act. The Calcutta High Court over-ruled it and permitted the student to inspect his answer sheets. The Calcutta High Court held that:

“The plea of fiduciary relationship, advanced by the CBSE has not impressed us. Fiduciary relationship is not to be equated with privacy and confidentiality. It is one where a party stands in a relationship of trust to another party and is generally obliged to protect the interest of the other party. While entrusting an examiner with the work of assessment/evaluation of an answer script there is no agreement between the examiner and the public authority that the work performed by the examiner shall be kept close to the chest of the public authority and shall be immune from scrutiny/inspection by anyone. At least nothing in this respect has been placed before us. Since the RTI Act has been enacted to promote transparency and accountability in the working of every public authority and for containing corruption, even if there be such a clause in the agreement between the examiner and the public authority the same would be contrary to public

policy and thus void. We have no hesitation to hold that even if there be any agreement between the public authority and the examiner that the assessment/evaluation made by the latter would be withheld on the ground that it is confidential and an assurance is given in this respect, the same cannot be used as a shield to counter a request from an examinee to have access to his assessed/evaluated answer scripts and the RTI Act would obviously override such assurance. Having regard to our understanding of the meaning of the word 'fiduciary', there is little scope to hold that the etchings/markings made on answer scripts by an examiner are held in trust by the public authority immune from disclosure under the RTI Act. We find no force in the contention which, accordingly, stands overruled.”

The aforesaid order was challenged in Supreme Court by the CBSE and the West Bengal Board of Secondary Education, among others. The main contention of the Appellants was that there is a fiduciary relationship between the examiner and the board, and hence it is not proper to show the answer-sheet to the student. The Appellants had claimed exemption from the ambit of RTI Act.

The Supreme Court held that students have the right to inspect and photocopy their answer sheets after their evaluation under the Right to Information (RTI) Act. The Apex Court pronounced its verdict saying that evaluated answer sheets do come under the definition of "information" and reiterated the duty of the public authority under the transparency law to allow maximum disclosure as envisaged by the RTI Act. The Apex Court rejected the contention that disclosure of answer-sheets and allowing the inspection would lead to the collapse of entire system.

The Apex Court dismissed the bunch of appeals filed by appellants. Explaining the scope of the ‘fiduciary relationship’ of the agency holding the examination, the Apex Court held that bodies conducting examinations could not retain evaluated answer sheets in any fiduciary capacity and contend that they would not disclose the same.

The Supreme Court said that the examinees have a right to inspect answer-sheets under the transparency law. The Apex Court allowed the disclosure of the answer sheets of the examination conducted by boards, universities, institutions and public service commissions, and it upheld the judgement of Calcutta High Court that permitted the students to inspect their answer sheets.

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# **Public Financial Institutions**<sup>1</sup>

(Under Section 4A of the Companies Act, 1956)

Section 4A of the Companies Act, 1956 (“the Act”) deals with the term ‘Public Financial Institutions’. Sub-section (1) of Section 4A of the Act provides a list of six institutions as Public Financial Institutions.

Further, sub-section (2) of Section 4A of the Act lays down the criteria for declaring an institution as a public financial institution. It empowers the Central Government to specify any other institutions as a public financial institution by notification in the Official Gazette subject to the following condition:

- (i) it has been established or constituted by or under any Central Act; or
- (ii) not less than 51% of the paid-up share capital of such institution is held or controlled by the Central Government.

## **Revision of Criteria for declaring an institution as Public Financial Institution**

The Central Government vide General Circular No. 34/2011 dated 02.06.2011 has revised the criteria for declaring any financial institution as Public Financial Institution under Section 4A of the Companies Act, 1956 as under:-

- a). A company or corporation should be established under a special Act or the Companies Act being Central Act;
- b). Main business of the company should be industrial/infrastructural financing;
- c). The Company must be in existence for at least 3 years and their financial statement should show that their income from industrial/infrastructural financing exceeds 50% of their income;
- d). The net worth of the company should be Rs. 1000 Crore;
- e). Company is registered as Infrastructure Finance Company (IFC) with RBI or as an Housing Finance Company (HFC) with National Housing Bank;
- f). In the case of CPSUs/SPSUs, No restriction shall apply with respect to financing specific sector(s) and net-worth.

As per clause (f) above, the Government Companies are exempted from the requirements of net worth and specific sector. However the other requirements would be applicable for them.

## **List of Public Financial Institutions:**

**The Central Government has notified the following 58 institutions to be public financial institutions, namely:—**

- (1) The Industrial Reconstruction Bank of India.
- (2) The General Insurance Corporation of India.
- (3) The National Insurance Company Limited.
- (4) The New India Assurance Company Limited.
- (5) The Oriental Fire and General Insurance Company Limited.
- (6) The United Fire and General Insurance Company Limited.
- (7) The Shipping Credit & Investment Company of India Limited.

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<sup>1</sup> \* Prepared by Rakesh Kumar, Assistant Education Officer, The ICSI



- (8) Tourism Finance Corporation of India Limited.
- (9) IFCI Venture Capital Fund Limited
- (10) Technology Development and Informations Company of India Limited.
- (11) Power Finance Corporation Limited.
- (12) National Housing Bank (NHB).
- (13) Small Industries Development Bank of India (SIDBI).
- (14) Rural Electrification Corporation Limited.
- (15) Indian Railways Finance Corporation Limited.
- (16) Industrial Finance Corporation of India Limited.
- (17) Andhra Pradesh State Financial Corporation.
- (18) Assam Financial Corporation.
- (19) Bihar State Financial Corporation.
- (20) Delhi Financial Corporation.
- (21) Gujarat State Financial Corporation.
- (22) Haryana Financial Corporation.
- (23) Himachal Pradesh Financial Corporation.
- (24) Jammu & Kashmir State Financial Corporation.
- (25) Karnataka State Financial Corporation.
- (26) Kerala Financial Corporation.
- (27) Madhya Pradesh Financial Corporation.
- (28) Maharashtra State Financial Corporation.
- (29) Orissa State Financial Corporation.
- (30) Punjab Financial Corporation.
- (31) Rajasthan Financial Corporation.
- (32) Tamilnadu Industrial Investment Corporation Limited.
- (33) Uttar Pradesh Financial Corporation.
- (34) West Bengal Financial Corporation.
- (35) Indian Renewable Energy Development Agency Limited
- (36) North Eastern Development Finance Corporation Limited.
- (37) Housing and Urban Development Corporation Limited.
- (38) Export-Import Bank of India.
- (39) National Bank for Agriculture and Rural Development (NABARD)
- (40) National Co-operative Development Corporation (NCDC).
- (41) National Dairy Development Board.
- (42) Pradeshiya Industrial and Investment Corporation of U.P. Limited.
- (43) Rajasthan State Industrial Development and Investment Corporation Limited.
- (44) SICOM Limited.
- (45) West Bengal Industrial Development Corporation Limited.
- (46) Tamil Nadu Industrial Development Corporation Limited.
- (47) Punjab State Industrial Development Corporation Limited (PSIDC).
- (48) EDC Limited.
- (49) Tamil Nadu Power Finance and Infrastructure Development Corporation Limited.
- (50) Tamil Nadu Urban Finance and Infrastructure Development Corporation Limited.
- (51) Kerala State Power and Infrastructure Finance Corporation Limited.
- (52) Jammu & Kashmir Development Financial Corporation Limited
- (53) Kerala State Industrial Development Corporation Limited
- (54) India Infrastructure Finance Company Limited

- (55) Gujarat Industrial Investment Corporation Limited
- (56) Andhra Pradesh Industrial Development Corporation Limited
- (57) Karnataka Urban Infrastructure Development and Finance Corporation Limited
- (58) **L&T Infrastructure Finance Company Limited**

## **ATTENTION STUDENTS!**

### **Applicability of the latest Finance Act and other changes for Company Secretaries June, 2012 Examination.**

#### **DIRECT TAXES**

All students may note that for the June 2012 Examination Session in respect of Direct Taxes the applicable Assessment Year shall be 2012-13 (Previous Year 2011-12). Thus, they will have to study Finance Act, 2011 for June 2012 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 June 2012 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.

**SECRETARIAL MODULAR TRAINING PROGRAMMES (SMTPS)/ MANAGEMENT SKILLS ORIENTATION PROGRAMME (MSOPs) 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. 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
Hyderabad	<b>MSOP</b> 5 <sup>th</sup> 12.03.2012 To 29.03.2012	Office Premises	Dr. R. Chandra Sekhar ICSI-Hyderabad Building #6-3-609/5, AnandNagar, Khairatabad Hyderabad--500004 Phone – 040-23399541, 23396494 Email: <a href="mailto:Hyderabad@icsi.edu">Hyderabad@icsi.edu</a> <a href="mailto:Niro@Icsi.Edu">mailto:Niro@Icsi.Edu</a>

**STUDENT INDUCTION PROGRAMMES (SIPs)**

<b>Hyderabad</b>	<b>SIP</b> 13 <sup>th</sup> 23.01.2012 to 31.01.2012 14 <sup>th</sup> 06.02.2012 to 14.02.2012 15 <sup>th</sup> 20.02.2012 to 27.02.2012	<b>Office Premises</b>	Mr. V.S. Raju ICSI-Hyderabad Building #6-3-609/5, AnandNagar, Khairatabad Hyderabad--500004 Phone – 040-23399541, 23396494 Email: <a href="mailto:Hyderabad@icsi.edu">Hyderabad@icsi.edu</a>
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**TRAINING ORIENTATION PROGRAMMES (TOPs)/ EXECUTIVE DEVELOPMENT PROGRAMMES (EDPs)**

Hyderabad	<b>EDP</b> 9 <sup>th</sup> 28.02.2012 to 07.03.2012	<b>Office Premises</b>	Mr. V.S. Raju ICSI-Hyderabad Building #6-3-609/5, AnandNagar, Khairatabad Hyderabad--500004 Phone – 040-23399541, 23396494 Email: <a href="mailto:Hyderabad@icsi.edu">Hyderabad@icsi.edu</a>
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**CCGRT proposes to conduct its next SIP/EDP/ MSOP .**

**SIP from Wednesday, February 29 to Wednesday, March 07, 2012.**

**EDP from Monday, March 12 to Tuesday, March 20, 2012.**

**12<sup>th</sup> RMSOP – Wednesday, March 21 – Thursday, April 05, 2012**

**13<sup>th</sup> RMSOP – Friday, June 01 – Friday, June 15, 2012**

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## LIST OF COMPANIES REGISTERED FOR IMPARTING TRAINING DURING THE MONTH OF NOVEMBER, 2011

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Region	Training Period	Stipend (Rs.)
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### Eastern

Prayag Infotech Hi – Rise Ltd. 15,India Exchange Place, 2 <sup>nd</sup> Floor Kolkata-700001 E-mail : <a href="mailto:info@prayaggroup.com">info@prayaggroup.com</a>	15 & 3 Months Training	4000
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Almas Industries Pvt. Ltd. 24 B,Raja Santosh Road, 1 <sup>st</sup> Floor,Kolkata- 700027 E-mail : <a href="mailto:info@almalgroup.com">info@almalgroup.com</a>	15 Months Training	Suitable
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TTI Enterprises Ltd. p- 4,new Howerah Bridge Approach Road, G-59,Nandgram Market Kolkata – 700001 E-mail : <a href="mailto:tti1711@gmail.com">tti1711@gmail.com</a>	15 Months Training	5000
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### Northern

MRK Pipes Limited Parasrampur Chambers, Sikar Road,Opp Road No. 1 Jaipur-13(Raj.) E-mail : <a href="mailto:mail@mrkpipes.com">mail@mrkpipes.com</a>	15 Months Training	Suitable
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Raj Buildcon Construction Ltd. Welldone Techpark 404,Sec-48,Sohna Road Gurgaon – 122002 E-mail : <a href="mailto:info@rajgroup.net">info@rajgroup.net</a>	15 Months training	Suitable
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Geodis Overseas Pvt. Ltd. DLF Building No. 8, Tower A,5 <sup>th</sup> Floor, DLF City Phase II,Sector 23 Gurgaon -122002 E-Mail : <a href="mailto:samdarshi.lamba@geodis.co.in">samdarshi.lamba@geodis.co.in</a>	15 months training	12,500-15000
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Mrs. Bector's Food Specialities Ltd. Theing Road, Phillaur - 144410 E-mail : <a href="mailto:abajoria@mrsbectorfoods.com">abajoria@mrsbectorfoods.com</a>	15 Months Training	4000
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Sar Capital Private Limited 301,2 <sup>nd</sup> floor, Udyog Vihar,	15 Months training	Suitable
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**Phase II**

Gurgaon-122016

E-mail : [sheetal.singh@sar-group.com](mailto:sheetal.singh@sar-group.com)

Vistar Construction Pvt. Ltd. C23, Greater Kailash Enclave Part I, New Delhi-110048 E-mail : cskaurisimran@gmail.com	15 Months training	Suitable
Lemon Tree Hotels Pvt. Ltd. B6/17 Safdarjung Enclave New Delhi – 110029 E-mail : <a href="mailto:suman.singh@lemontreehotels.com">suman.singh@lemontreehotels.com</a>	15 Months training	5000-10000
General Cable Energy India Pvt. Ltd. IRIS Tech Park, 508-510 A, Sector 48, Sohna Road, Gurgaon – 122018	15 Months training	Suitable
Duet India Hotels(Hyderabad) Pvt. Ltd. 801-802, Time Tower, 8 <sup>th</sup> Floor Mehraulli, Gurgaon Road, Gurgaon – 122002	15 & 3 Months training	Suitable

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**Southern**

Photonix Solar Pvt. Ltd. 38/A, Sahakar Vrind Society Paud Road, Kothrud, Pune-411038 E-Mail : d.deshpande@photonixsolar.com	15 Months Training	5000
Equitas Micro Finance India P Ltd. 4 <sup>th</sup> Floor, Temple Tower, 672, Anna Salai, Nandanam Chennai – 600035 E-mail : corporate@equitas.in	15 Months Training	Suitable
Malankara Plantations Limited, Malankara Buildings Kodimatha , Kotayam-686039	3 Months Training	3500
Quest Global Manufacturing Pvt. Ltd. Quest Special Economic Zone, Hattargi Village, Hukkeri Taluk, Belgaum	15 Months training	Suitable

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**Western**

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VV F Limited 109 Sion(E) Mumbai – 400022	15 Months Training	Suitable
Caregrowth Broking Pvt. Ltd.	15 & 3 Months	Suitable

Keyu Complex, 3<sup>rd</sup> Floor,  
Nr. G.P.O.,M.G. Road,  
Rajkot-360001  
E-Mail : [info@caregrowth.com](mailto:info@caregrowth.com)

Training

CHEP India Pvt. Ltd.  
3<sup>rd</sup> Floor,Aver Plaza  
Plot No. B-13,  
Opp. Citi Mall,  
New Link Road,  
Andheri(W)  
Mumbai-400053

15 & 3 Months Training

Suitable

Bhansali Engineering Polymers Limited.  
Bhansali House,  
A-5 Veera Desai Road  
Andheri(W),  
Mumbai-400053  
E-mail : [abstron@bhansaliabs.com](mailto:abstron@bhansaliabs.com)

15 months training

6000-8000

Gwalior Polypipes Limited.  
Polypipe Estate,  
Malanpur Industrial Area,  
Malanpur,  
Distt. Bhind – 477116  
M.P.  
E-mail : [gpldelhi@gmail.com](mailto:gpldelhi@gmail.com)

15 & 3 Months Training

Suitable

Auto & Household Finance (India)Limited  
702,Surya Building  
Jangid Complex  
Mira Road(East)  
Thane - 401107  
E-mail : [rajvirendra.csarundashassociate@gmail.com](mailto:rajvirendra.csarundashassociate@gmail.com)

15 Months Training

3500-5000

Anand Rathi Share & Stock Brokers Ltd.  
11<sup>th</sup> Floor,Times Tower,  
Karnala City,Senapati Bapat Marg,  
Lower Parel,  
Mumbai – 400013

15 months Training

Suitable

Prashasti Developers Pvt. Ltd.  
603,Indrapuri C.H.S. Ltd.,  
Jawahar Nagar,  
Goregaon(W)  
Mumbai – 400062

15 Months Training

Suitable

Chanel (India) Pvt. Limited  
25 Maker Chambers VI  
Nariman Point,  
Mumbai – 400021

15 Months Training

Suitable

Dynacon Systems & Solutions Ltd.  
78,Ratnajyot Industrial Estate  
Irla Lane,Vile Parle(W)  
Mumbai – 400056  
E-mail [sales@dynacons.com](mailto:sales@dynacons.com)

15 Months Training

Suitable

Unity Infraprojects Limited

15 Months Training

4500-6000

1252 Pushpanjali  
Old Prabhadevi Road,  
Prabhadevi  
Mumbai – 400025  
E-mail: info@unityinfra.com

Birla Shloka Edutech Limited 15 Months Training Suitable  
Melstar House,G-4,M.I.D.C.  
Cross Road,A,Andheri(E)  
Mumbai-400093  
E-mail : [marketing@shlokaybg.com](mailto:marketing@shlokaybg.com)

Choice Capital Advisors Private Limited 15 Months Training Suitable  
Shree Shakambhari Corporate Park  
156-158 Chakravarti Ashok Society,  
J.B. Nagar,  
Andheri(E)  
Mumbai – 400099  
E-mail : [sujata@choiceindia.com](mailto:sujata@choiceindia.com)

Atul Bioscience Ltd. 15 & 3 Months Training Suitable  
D-1 Down Colony  
Atul - - 396020  
Valsad,Gujarat  
E-mail : [pi@atul.co.in](mailto:pi@atul.co.in)

Abans Securities Ltd. 15 Months Training 6000  
11 & 12 ONGC Building No 3 ,  
Opp. Lilavati Hospital  
Bandra Reclamation,  
Bandra(W)  
Mumbai- 400050  
E-Mail : [info@abanscurities.com](mailto:info@abanscurities.com) ATC

ATC India Tower Corporation Pvt Ltd. 15 Months Training Suitable  
4<sup>th</sup> Floor ,Skyline Icon,  
Near Mittal Industrial Estate  
Andheri Kurla Road,Andheri(E)  
Mumbai - 400059

ATC Telecom Tower Corporation Pvt Ltd. 15 Months Training Suitable  
403,4<sup>th</sup> Floor ,Skyline Icon,  
Near Mittal Estate  
Andheri Kurla Road,Andheri(E)  
Mumbai - 400059

SABIC Research & Technology Pvt Ltd. 15& 3 Months Training Suitable  
Plot No 5&6,Savli GIDC Estate  
Savli Baroda Highway,  
Manjusar – 391775  
Vadodara, Gujarat

Deutsche Bank, 15 Months Training Suitable  
Kodak House,  
222,Dr. D.N. Road  
Fort,Mumbai-400001

Bharati Web Pvt. Ltd. 15 Months Training Suitable  
14/1 & 14/2



Ist Floor,  
IT Park  
South Ambazari Road  
Nagpur-440020  
E-mail : [info@newsbharati.com](mailto:info@newsbharati.com)

Shradha Industries Ltd. D-91,MIDC, Jalgaon – 425001	15& 3 Months Training	5000
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Fourcee Infrastructure Equipments Pvt. Ltd. Bharati Web Pvt. Ltd. 431,Laxmi Mall ,Laxmi Industrial Estate New Link Road,Andheri (W) Mumbai -400053	15 Months Training	Suitable
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Sarthak Industries Ltd. 10/1 Alumina Tower South Tukoganj Indore -452001 E-mail : <a href="mailto:sarthakindustries@yahoo.in">sarthakindustries@yahoo.in</a>	15 & 3 Months Training	Suitable
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Krishna Ventures Ltd. Krishna Corporate Centre, AK Road,Andheri(E) Mumbai -400059 E-mail : <a href="mailto:krishnaventuresltd@gmail.com">krishnaventuresltd@gmail.com</a>	15 Months Training	Suitable
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Perfect Octave Media Projects. Ltd. 701,704,705 Crystal Plaza. Opp. Solitaire Corporate Park, Andheri Ghatkopar Link Road, Andheri (E), Mumbai -400099 E-mail : <a href="mailto:companyadvice@gmail.com">companyadvice@gmail.com</a>	15 Months Training	5000
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Gandhar Media . Ltd. 701,704,705 Crystal Plaza. Opp. Solitaire Corporate Park, Andheri Ghatkopar Link Road, Andheri (E), Mumbai -400099 E-mail : <a href="mailto:companyadvice@gmail.com">companyadvice@gmail.com</a>	15 Months Training	5000
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**LIST OF PRACTISING MEMBERS REGISTERED FOR THE PURPOSE  
OF IMPARTING TRAINING DURING THE MONTH OF NOVEMBER,  
2011**

MR./MS. AGATE JOSEPH EASOW  
COMPANY SECRETARY IN PRACTICE  
DOOR NO. 34/68D  
SECOND FLOOR, GLADSON CENTER  
NH BYPASS, EDAPALLY  
ERNAKULAM  
KERALA – 682 024

PCSA –2775

MR./MS. ARANI GUHA  
COMPANY SECRETARY IN PRACTICE  
ROOM NO.-6, 4<sup>TH</sup> FLOOR  
COMMERCE HOUSE  
2A, G.C. AVENUE  
KOLKATA – 700 013

PCSA –2776

MR./MS. ANU NIJHARA  
COMPANY SECRETARY IN PRACTICE  
33, LGF, BABAR ROAD  
NR. BENGALI MARKET  
NEW DELHI- 110 001

PCSA –2777

MR./MS. SHRENIK RAJ NAHATA  
COMPANY SECRETARY IN PRACTICE  
60, KOTHARI MARKET, D.B. ROAD  
KANKARIA  
AHMEDABAD – 380 022

PCSA –2778

MR./MS. C.I. LAZAR  
COMPANY SECRETARY IN PRACTICE  
'ANURAG' DONBOSCO ROAD  
KURIACHERA THRISSUR  
KERALA -680 006

PCSA –2779

MR./MS. ARUP KUMAR ROY  
COMPANY SECRETARY IN PRACTICE  
201, SARAT BOSE ROAD  
KOLKATA – 700 029

PCSA –2780

MR./MS. POONAM SANGAL  
COMPANY SECRETARY IN PRACTICE  
R-61, 11ND FLOOR  
EAST VINOD NAGAR  
DELHI – 110 091

PCSA –2781

MR./MS. OOVESH MOHD. RAFIQUE SARA  
COMPANY SECRETARY IN PRACTICE  
201, /B, CHAUHAN CLASSIC  
HILL PARK, JOGESHWARI (W)  
MUMBAI – 400 102

PCSA –2782

MR./MS. SANJAY KUMAR MOHTA  
COMPANY SECRETARY IN PRACTICE  
5TH FLOOR, N – BLOCK  
FARISTA COMPLEX, G.E. ROAD  
RAIPUR -492 001

PCSA –2783

MR./MS. VIDYA HANAMANTASA PAWAR COMPANY SECRETARY IN PRACTICE CLIFF VILLA, 373/2, 3 <sup>RD</sup> 'C' MAIN OMBR LAYOUT, CHIKKA BANASWADI BANGALORE – 560 043	PCSA –2784
MR./MS. SWETA JAIN COMPANY SECRETARY IN PRACTICE C/O VIJAY JAIN, SHIVRAJ BHAWAN KALI BABU STREET, UPPER BAZAR RANCHI -834 001	PCSA –2785
MR./MS. SHREYANS JAIN COMPANY SECRETARY IN PRACTICE 107, A.S. DIAS BUILDING 268/272, DR. CAWASJI HORMASJI STREET MARINE LINES MUMBAI -400 002	PCSA –2786
MR./MS. BHARTI INANI COMPANY SECRETARY IN PRACTICE FLAT NO. -2, SURYAKIRAN BLDG., J.B. NAGAR, KANTI NAGAR ANDHERI (E) MUMBAI -400 059	PCSA –2787
MR./MS. RAJESH KUMAR COMPANY SECRETARY IN PRACTICE 10 <sup>TH</sup> , 3 <sup>RD</sup> FLOOR, SATYA NIKETAN NEW DELHI -110 021	PCSA –2788
MR./MS. POOJA JAIN COMPANY SECRETARY IN PRACTICE TA – 33, FRIDAY MARKET NEAR DMS DEPOT, UTTAM NAGAR NEW DELHI – 110 059	PCSA –2789
MR./MS. B.V. KAMATH COMPANY SECRETARY IN PRACTICE NO-41, G -3, IST MAIN ROAD, 3 <sup>RD</sup> STAGE VINAYAKA LAYOUT, VIJAYANAGAR BANGALORE – 560 040	PCSA –2790
MR./MS. PARUL KHOSLA COMPANY SECRETARY IN PRACTICE 88 B, POCKET A, SUKHDEV VIHAR NEW DELHI	PCSA –2791
MR./MS. MEHUL ARVIND DARJI	PCSA –2792

COMPANY SECRETARY IN PRACTICE  
C-22, CHANDRIKA BLDG., SHANKAR LANE  
KANDIVALI (WEST)  
MUMBAI – 400 067

MR./MS. RAHUL DHUPAR  
COMPANY SECRETARY IN PRACTICE  
F-72, IIND FLOOR, BALI NAGAR  
NEW DELHI – 110 015

PCSA –2793

MR./MS. DHOUNDIYAL ATMA  
COMPANY SECRETARY IN PRACTICE  
B-11, 2<sup>ND</sup> FLOOR, SATYAM, M.G.ROAD  
GHATKOPAR(EAST)  
MUMBAI – 400 077

PCSA –2794

MR./MS. ARTI RAWAT  
COMPANY SECRETARY IN PRACTICE  
539 K / 273, SHEKHPUR KAISHAILA  
RAVINDRA PALII, INDIRA NAGAR  
LUCKNOW – 226 016

PCSA –2795

MR./MS. PINKY SHRIVASTAVA  
COMPANY SECRETARY IN PRACTICE  
UG, -F-14, BCM CITY  
NAVLAKHA SQUAREs  
INDORE

PCSA –2796

MR./MS. SAKHAMURI KAVITHA RANI  
COMPANY SECRETARY IN PRACTICE  
8-3-229/1/B, B-4<sup>TH</sup> FLOOR  
M.G. RESIDENCY BESIDE  
ST. MARY'S COLLEGE  
HEDERABAD- 500 045

PCSA –2797

MR./MS. KAVITA ASHISH SHAH  
COMPANY SECRETARY IN PRACTICE  
FLAT NO. -8, SAMIR APARTMENT  
KASTUR PARK, SHIMPOLI ROAD  
BORIVLI (WEST)  
MUMBAI -400 092

PCSA –2798

MR./MS. PRIYANKA SAXENA  
COMPANY SECRETARY IN PRACTICE  
P-39, 2<sup>ND</sup> FLOOR (RREAR BLOCK)  
SOUTH EXTENTION , PART -11  
NEW DELHI -110 049

PCSA –2799

MR./MS. PRIYANKA MAHESHWARI

PCSA –2800

COMPANY SECRETARY IN PRACTICE  
NEAR PRIVATE BUS STAND  
OPP. SUBHASH UDYAN  
AJMER – 305 001

MR./MS. PONUGOTI SATHEESH RAO  
COMPANY SECRETARY IN PRACTICE  
# 1-2-307/1/A, F.NO.-101  
OPP. MURAHARI ENCLAVE  
STREET NO. 6, GAGAN NAHAL ROAD  
HYDERABAD – 500 029

PCSA –2801

MR./MS. MEGHAVI BHANSALI  
COMPANY SECRETARY IN PRACTICE  
1, B/H, GURUDWARA, SETHI COLONY  
JAIPUR – 302 004

PCSA –2802

MR./MS. MEGHAVI BHANSALI  
COMPANY SECRETARY IN PRACTICE  
1, B/H, GURUDWARA, SETHI COLONY  
JAIPUR – 302 004

PCSA –2803

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**EXPOSURE DRAFT  
ON  
PROPOSED NEW SYLLABUS FOR EXECUTIVE AND PROFESSIONAL  
PROGRAMMES OF  
THE COMPANY SECRETARYSHIP COURSE**

The revision of syllabus is a process in continuum, to nurture the students in terms of capacity building, knowledge grinding and skills development. The evolving corporate environment and regulatory regime including expansion of globalization and the advancement in technology necessitated the revision of syllabus to make it contemporary. It was in this backdrop that the Council of the Institute constituted Syllabus Review Committee with the objective to evaluate the existing syllabus from the perspective of demands and expectations of the corporates, regulators and other stakeholders and re-draw the syllabus to make it more robust, and highly focused to bring it at par with the emerging global trends in professional education.

In this direction, the Committee made a conscious effort to design the syllabus in such a manner that the expectations of members, students and other stakeholders are met and it is in alignment with the ICSI Vision 2020.

Before formulating the syllabus, the Committee sought and considered the views and suggestions from Regional Councils, Chapters, Oral Tuition faculty and subject experts and formulated the draft syllabus which was considered

by the Council of the ICSI. The Council approved in principle the syllabus for Executive and Professional Programmes and decided to publish it as Exposure Draft soliciting views and suggestions from members, students and all other stakeholders. The Exposure Draft is available on the website of the Institute [www.icsi.edu](http://www.icsi.edu).

We request members, students and all other stakeholders to send their views, comments and suggestions on the Proposed New Syllabus for Executive and Professional Programme of the Company Secretaryship Course on or before February 29, 2012, to Dr. S.K.Dixit, Director (Academics) at [Sudhir.dixit@icsi.edu](mailto:Sudhir.dixit@icsi.edu)

N K Jain  
Secretary & CEO  
The ICSI

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## TRAINING SCHEDULES ORGANISED BY THE ICSI - HYDERABAD CHAPTER

SL.NO	TRAINING	DATES		Venue	PROGRAMME COORDINATOR	LAST DATE	FEE	ELIGIBILITY OF PARTICIPANTS
		FROM	TO					
1	13th Student Induction Programme	23.01.2012	31.01.2012	The ICSI- Hyderabad Chapter # 6-3-609/5, Anand Nagar, Khairatabad, Hyderabad - 500 004 Tel: 040-23399541, 23396494, E-mail: <b>hyderabad@icsi.edu</b>	<b>Mr. VS Raju</b>	20.01.2012	1500	Students who have jointed on or after 1st September, 2009 are required to complete with in six month of their registration.
2	14th Student Induction Programme	06.02.2012	14.02.2012			03.02.2012	1500	
3	15th Student Induction Programme	20.02.2012	27.02.2012			17.02.2012	1500	
4	9th Executive Development Programme	28.02.2012	07.03.2012	The ICSI- Hyderabad Chapter # 6-3-609/5, Anand Nagar, Khairatabad, Hyderabad - 500 004 Tel: 040-23399541, 23396494, E-mail: <b>hyderabad@icsi.edu</b>	<b>Mr. VS Raju</b>	24.02.2012	1500	ICSI Intermediate/Executive Programme /Final passed candidates.
5	5th Management Skills Orientation Programme	12.03.2012	29.03.2012	The ICSI- Hyderabad Chapter # 6-3-609/5, Anand Nagar, Khairatabad, Hyderabad - 500 004 Tel: 040-23399541, 23396494, E-mail: <b>hyderabad@icsi.edu</b>	<b>Dr. R. Chandra Sekhar</b>	07.03.2012	5000	ICSI Final passed candidates who have completed 15 Month Training as per the Institute's Guidelines and /or who have already exempted from the above Training will be considered.

**Note: Fee includes Refreshments & Lunch**