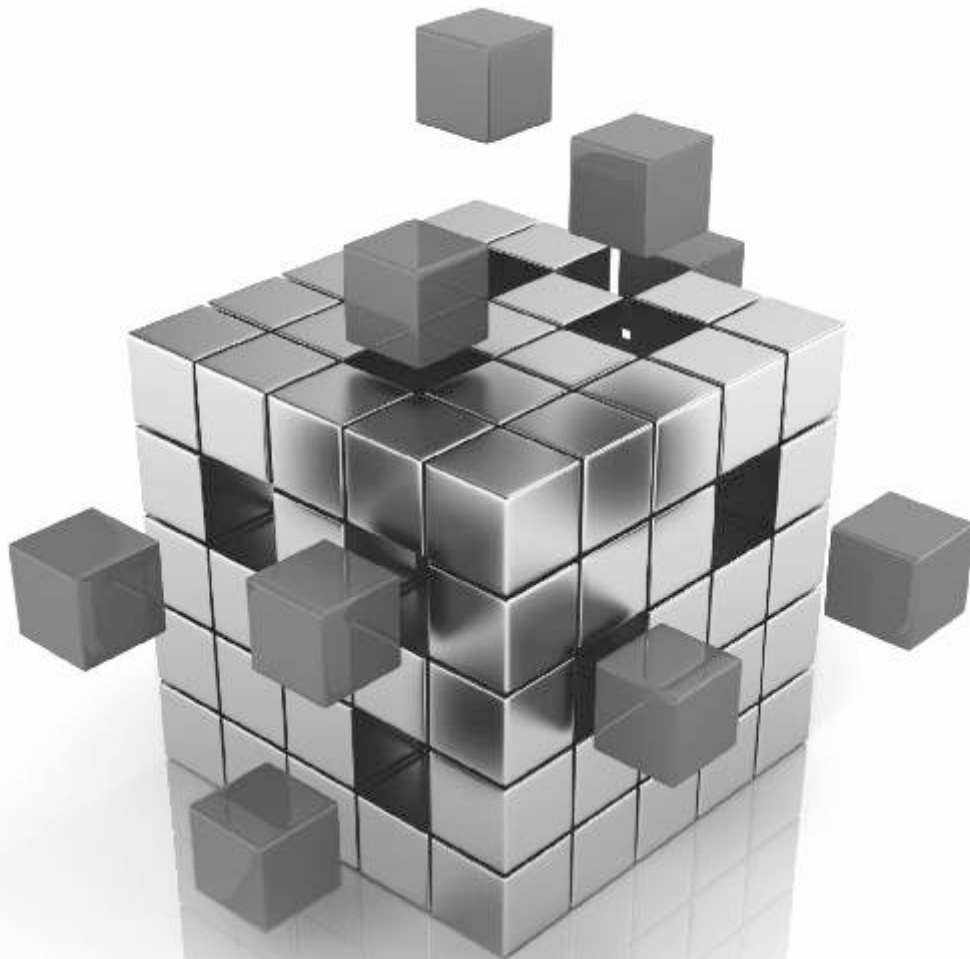


33rd ANNUAL REPORT 2012-13

*Regulating and Developing the Profession
of Company Secretaries*



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



S N Ananthasubramanian
(President)



Harish K Vaid
(Vice - President)



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

The Council (2011-14)



Anil Murarka



Ardhendu Sen
(Govt. Nominee)



Arun Balakrishnan
(Govt. Nominee)



Ashok Kumar Pareek



Atul H Mehta



Atul Mittal



B Narasimhan



Gopalakrishna Hegde



Nesar Ahmad
(Immediate Past President)



P K Mittal



P. Sesh Kumar
(Govt. Nominee)



Renuka Kumar
(Govt. Nominee)



Sanjay Grover



R Sridharan



Sudhir Babu C



Dr. U D Choubey
(Govt. Nominee)



Umesh H Ved



Vikas Y Khare



M. S. Sahoo
(Secretary)



Sutanu Sinha
(Chief Executive)

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OBJECTIVE

Regulation and development of the profession of Company Secretaries

VISION

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

MISSION

“To develop high calibre professionals facilitating good corporate governance”

FUNCTIONS

The Institute

- develops a cadre of Company Secretaries for ensuring governance and effective management in corporates by registering students with 10+2 and graduate qualifications for Foundation and Executive Programmes of Company Secretaryship Course respectively with course contents in Law, Tax, Management, Accounting and Finance disciplines;
- provides postal/oral / web-based coaching and training enabling students to qualify as Company Secretaries;
- conducts Company Secretaryship Examination twice a year in June and December at 123 centres spread all over India and an overseas centre at Dubai;
- arranges practical training for Executive/ Professional Programme pass students with Companies/Practising Company Secretaries etc. empanelled with the Institute for the purpose;
- enrolls qualified persons as Associate/ Fellow Members of the Institute and issues Certificate of Practice to members taking up practice;
- conducts Post Membership Qualification Courses for Members of the Institute;
- publishes widely read and highly acclaimed monthly Journal 'Chartered Secretary' disseminating information expeditiously;
- publishes 'Student Company Secretary' and 'CS Foundation Course' Bulletins for the benefit of students;
- publishes on the website of the Institute (www.icsi.edu), 'CS Updates' containing current Notifications and Circulars relating to various corporate and related laws generally;
- exercises supervision over the Members of the Institute both in practice and in employment in matters pertaining to Professional Ethics and Code of Conduct;
- undertakes research in Law, Management, Finance and Capital Market disciplines and also

Corporate Governance and brings out research publications;

- formulates Secretarial Standards and brings out Guidance Notes thereon;
- renders expert advisory services to Members/ Industry on issues relating to Corporate Laws;
- organises Professional Development and Continuing Education Programmes, International /National/ Regional Conventions and Conferences directly or through its Regional Councils and Chapters, Chambers of Commerce, Government Departments, Sister Professional Institutes and other Professional Development/ Management Bodies;
- interacts with various National and Regional Chambers of Commerce with regard to various Government Policies and Legislations;
- interacts with various International, Multi-lateral Bodies / Institutions with regard to issues relating to the Corporate Governance, Business Ethics, Sustainability and Corporate Social Responsibility;
- interacts with Government both at Centre and States on various issues concerning the profession;
- undertakes benevolence of Members;
- interacts with Members of Corporate Secretaries International Association (CSIA) and Company Secretaries Institutes in other jurisdictions;
- bestows ICSI National Award for Excellence in Corporate Governance to best governed companies;
- bestows ICSI Lifetime Achievement Award to eminent corporate personalities for Translating Excellence in Corporate Governance into Reality;
- conducts Investor Awareness Programmes throughout the country on behalf of the Investor Education & Protection Fund, Ministry of Corporate Affairs;
- undertakes Research Projects on behalf of Government and its Agencies / Institutions.

SECRETARIAT

Secretary	M. S. Sahoo
Chief Executive	Sutanu Sinha
Senior Director (Corporate Communications & Public Information Officer (RTI))	Amita Ahuja (Dr.)
Senior Director (Information Technology)	Ankur Yadav
Director (Student Services & Grievance Solutions)	Sohan Lal
Director (HR and O&M, Administration)	Praveen Kumar Grover
Director (Academics & Perspective Planning)	Sudhir Kumar Dixit (Dr.)
Director (Professional Development)	Alka Kapoor
Jt. Director (Administrator – Ranchi Chapter)	Sudipto Pal
Jt. Director (Examinations)	T R Manik
Jt. Director (Membership, Training & Placement)	Meenakshi Gupta
Jt. Director (Finance & Accounts)	Mahendra Kapoor Gupta
Jt. Director (Council Affairs & Legal) and Director (Discipline)	Ashok Kumar Dixit
Jt. Director (HR and O&M)	Sanjay Kumar Nagar
Jt. Director (Infrastructure and Administration)	Bhubanananda Pradhan
Jt. Director (Examinations)	M A Joseph
Jt. Director (Information Technology)	Asit Kumar Rath

ICSI-CCGRT

Dean	Gopal Chalam
------	--------------

REGIONAL OFFICES

Jt. Director (SIRO)	Sarah Arokiaswamy
Deputy Director (NIRO)	T R Mehta
Assistant Director (WIRO)	Kailash Chander Kaushik
Assistant Director (EIRO)	Utpal Mukherjee

AUDITORS AND BANKERS

STATUTORY AUDITORS

THAKUR, VAIDYANATH AIYAR & CO.
CHARTERED ACCOUNTANTS
221-223, DEEN DAYAL MARG
NEW DELHI - 110 002

INTERNAL AUDITORS

(HEADQUARTERS)

ASAP & ASSOCIATES
CHARTERED ACCOUNTANTS
1, TEMPLE COMPLEX
SHIV MANDIR
TILAK BRIDGE, NEW DELHI 110 001

BANKERS

AXIS BANK, CANARA BANK, CITI BANK, HDFC BANK,
ICICI BANK, INDIAN BANK, STATE BANK OF INDIA,
SYNDICATE BANK, VIJAYA BANK AND YES BANK

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**HEADQUARTERS**

'ICSI HOUSE', 22, Institutional Area, Lodi Road, New Delhi – 110 003
Tel: 011-41504444, 45341000, Fax: 011-24626727
'ICSI Noida Building' C-37, Sector-62, Noida – 201 301
Tel: 4522000 Fax : 4264443 & 4264445 (STD:0120)
E-Mail : info@icsi.edu Website : www.icsi.edu

RESEARCH & TRAINING CENTRE

ICSI-CENTRE FOR CORPORATE GOVERNANCE, RESEARCH & TRAINING
Plot No. 101, Sector-15, Institutional Area, Palm Beach Road,
CBD Belapur, Navi Mumbai- 400 614
Tel : 27577814-15 / 41021515 Fax : 27574384(STD Code:022)
E-mail : ccgrt@icsi.edu

REGIONAL COUNCILS/OFFICES AND CHAPTERS**1. EASTERN INDIA REGIONAL COUNCIL**

'ICSI-EIRC Building', 3-A, Ahiripukur, 1st Lane, Kolkata-700 019
Tel: 22816541, 22816542, 22832973 / 22901065 / 22902178-79
Telefax: 22816542 (STD Code: 033)
E-mail : eiro@icsi.edu

Chapters: Bhubaneswar, Dhanbad, Hooghly, Jamshedpur, North Eastern(Guwahati), Patna and Ranchi

2. NORTHERN INDIA REGIONAL COUNCIL

ICSI-NIRC Building, Plot No. 4, Prasad Nagar Institutional Area
New Delhi-110 005
Tel: 49343000 /Telefax : 25722662 (STD Code : 011)
E-mail : niro@icsi.edu

Chapters: Agra, Ajmer, Allahabad, Alwar, Amritsar, Bareilly, Bhilwara, Chandigarh, Dehradun, Faridabad, Ghaziabad, Gurgaon, Jaipur, Jalandhar, Jammu, Jodhpur, Kanpur, Karnal-Panipat, Kota, Lucknow, Ludhiana, Meerut, Modinagar, Noida, Shimla, Sonapat, Srinagar, Udaipur, Varanasi and Yamuna Nagar

3. SOUTHERN INDIA REGIONAL COUNCIL

'ICSI-SIRC House',
No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600 034
Tel: 28279898/28222212 Telefax : 28268685 (STD Code : 044)
E-mail : siro@icsi.edu

Chapters: Bangalore, Calicut, Coimbatore, Hyderabad, Kochi, Madurai, Mangalore, Mysore, Palakkad, Puducherry, Salem, Thiruvananthapuram, Thrissur, Tiruchirappalli and Visakhapatnam

4. WESTERN INDIA REGIONAL COUNCIL

No. 13 (1st Floor) & Nos. 56 & 57 (5th Floor) Jolly Maker Chambers No. 2
Nariman Point, Mumbai – 400 021
Tel : 22047580, 22047569, 22047604, 22844073
Fax: 22850109 (STD Code : 022)
E-Mail: wiro@icsi.edu

Chapters: Ahmedabad, Aurangabad, Bhayander, Bhopal, Dombivli, Goa, Indore, Kolhapur, Nagpur, Nashik, Navi Mumbai, Pune, Raipur, Rajkot, Surat, Thane and Vadodara

* **International Chapter:** Dubai

REPORT OF THE COUNCIL

1. INTRODUCTION

In terms of the requirements of sub-section (5B) of Section 18 of the Company Secretaries Act, 1980, the Council of the Institute of Company Secretaries of India is pleased to present its Thirty Third Annual Report and audited statements of consolidated accounts along with the Auditors' Report thereon for the year ended March 31, 2013.

• **President and Vice-President**

CS S N Ananthasubramanian from Western Region and CS Harish K Vaid from Northern Region were elected by the Council as President and Vice-President respectively for a period of one year w.e.f. January 19, 2013.

• **Appointment of the Secretary and the Chief Executive**

CS N K Jain, the then Secretary & CEO of the Institute superannuated on December 31, 2012 and CS M. S. Sahoo joined the Institute as Secretary of the Council and CS Sutanu Sinha as Chief Executive w.e.f. January 1, 2013.

• **Council Meetings**

The Council held seven Meetings during the year.

• **Composition of committees etc.**

The composition of various Standing and Non-Standing Committees, Expert Groups, Advisory Boards and outside Committees is given at **Appendix-A**.

Details of meetings held and attended by the Members are given at **Appendix - B**.

• **Regional Councils**

All the four Regional Councils continued to provide valuable support and assistance to the Council by carrying out their activities and functions with zeal and enthusiasm throughout the year. The Regional Councils conducted Professional Development Programmes, Seminars, Workshops, Training Programmes, Management Skill Orientation Programmes, Oral Coaching Classes, Executive Development Programmes, Study Circle Meetings, Regional and State Conferences and participated in Career Fairs. Other activities including Library updations, publishing news bulletins, facilitating placement of members by maintaining a database, disseminating information to members and students, etc.

The Council of the Institute after considering the developments at Ranchi Chapter of the Institute including resignation of the members of the Chapter Managing Committee took a view that the Chapter Managing Committee has become non-functional and appointed an Administrator to discharge the functions and responsibilities of the Chapter Managing Committee.

Similarly, Executive Committee of the Council after detailed consideration of the functioning of the Dombivli Chapter of the Institute took a view that the Chapter Managing Committee of Dombivli Chapter has become non-functional and appointed an Administrator to discharge the functions and responsibilities of the Chapter Managing Committee.

• **Statistics at a Glance**

The number of Students and Members in each Regional Council as on March 31, 2013 are as under: -

ITEM	EIRC	NIRC	SIRC	WIRC	Total
NO. OF MEMBERS					
AS ON 31.3.2013	3313	11002	6967	10806	32088
AS ON 31.3.2012	3073	10045	6571	10049	29738
NO. OF STUDENTS UNDER REGULAR PROGRAMME					
AS ON 31.03.2013	40172	108115	46261	83294	277842
AS ON 31.03.2012	32069	79507	38143	61918	211637
NO. OF STUDENTS FOR FOUNDATION PROGRAMME					
AS ON 31.03.2013	12453	51878	11967	26395	102693
AS ON 31.03.2012	14527	53180	10241	24231	102179

• **Chapters**

During the period under report, **69** Chapters of ICSI were functioning at the following places:

EAST

Bhubaneswar, Dhanbad, Hoogly, Jamshedpur, North Eastern (Guwahati), Patna and Ranchi.

NORTH

Agra, Ajmer, Allahabad, Alwar, Amritsar, Bareilly, Bhilwara, Chandigarh, Dehradun, Faridabad, Ghaziabad, Gurgaon, Jaipur, Jalandhar, Jammu, Jodhpur, Kanpur, Karnal-Panipat, Kota, Lucknow, Ludhiana, Meerut, Modinagar, Noida, Shimla, Sonapat, Srinagar, Udaipur, Varanasi and Yamuna Nagar.

SOUTH

Bangalore, Calicut, Coimbatore, Hyderabad, Kochi, Madurai, Mangalore, Mysore, Palakkad, Puducherry, Salem, Thiruvananthapuram, Thrissur; Tiruchirappalli and Visakhapatnam.

WEST

Ahmedabad, Aurangabad, Bhayander, Bhopal, Dombivli, Goa, Indore, Kolhapur, Nagpur, Nashik, Navi-Mumbai, Pune, Raipur, Rajkot, Surat, Thane and Vadodara.

During the period under review, the Managing Committee of the Dubai Chapter has been constituted and establishment of the Chapter is in process.

The Chapters continued to carry on various activities including holding of oral tuition classes, arranging training for students, organizing professional and continuing education programmes, publishing news bulletins, providing library facilities, etc.

• **Gradation of Chapters w.e.f. April 1, 2013**

The Chapters have been classified into Grades A+, A, B, C and D based on number of members or students with effect from April 1, 2013 as indicated below:

New Grade	Number of Members* OR Number of Students*		No. of Chapters
	Members	Students	
A+	> 1000	>7500	6
A	500 - 999	5000 - 7499	4
B	250 - 499	3000 - 4999	9
C	100 - 249	2000 - 2999	14
D	025 - 099	< 2000	36

• **Best Regional Council & Best Chapter Awards for the Calendar year 2011**

In order to recognize the contributions made by the Regional Councils and Chapters as well as to give a boost and to create competitive spirit among them, the Council of the Institute had instituted the Best Regional Council and Best Chapter Awards.

Best Regional Council, National Best and Grade wise Best Chapter Awards for the year 2011 were presented to the following Regional Council and Chapters at the 40th National Convention held in October, 2012 at Ambey Valley, Maharashtra:

Best Regional Council Northern India Regional Council		
Best Chapters		
S.No.	Category	Name of the Chapter
1.	National Best Chapter	Hyderabad
2.	Grade A	Pune
3.	Grade B	Bhubaneswar
4.	Grade C	Mysore
5.	Grade D	Modinagar

2. INFRASTRUCTURE

• **Institute's existing own premises:**

A. Head Office -Delhi (Lodi Road) and Noida and ICSI-CCGRT at Navi Mumbai.

B. Regional Office- Kolkata, New Delhi (Prasad Nagar), Mumbai and Chennai.

C. Chapters - Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Dombivli, Ghaziabad, Goa, Hyderabad, Hooghly, Indore, Jaipur, Kanpur, Kochi, Lucknow, Madurai, Mangalore, Mysore, Nagpur, NE - Guwahati, Patna, Pune, Surat, Vadodara.

• **Initiatives undertaken for improvement of Infrastructure:**

A. Head office

- The Institute is in the process of acquiring a building/built-up floor(s) at Noida to cater to additional space for HO and Noida Chapter and also to construct 4th floor on the existing building at ICSI-Noida.
- Applications had been submitted to Haryana Govt. and West Bengal Housing Infrastructure Development Corporation Ltd. (WBHIDCO) for allotment of land.
- Execution of Agreement for Sale of land (revised area of 3140 sq.mt.) allotted by APIICL at Hyderabad and the registration of the same have been completed on 8th March 2013 and the possession of land has also been taken over on the same day.

B. Regional/Chapter Offices

- Acquisition of premises for Thane Chapter has been made for which execution of sale deed and registration of the same has been completed on 18th June, 2013.
- The renovation work at ICSI-NIRC building, WIRC Office No. 13 (1st floor), Patna & Ghaziabad Chapter premises have been completed.
- The construction of Chapter's building at Bangalore and Bhilwara are in progress.

Approval of drawings for construction of building has been obtained for Faridabad Chapter and tendering process is in progress.

- Tendering process is in progress for sale of existing premises of Coimbatore Chapter and purchase of new land and construction of building thereon.
- The approvals of drawings from the competent authority are in progress for construction of buildings for North Eastern (Guwahati) and Udaipur Chapters.
- The Council has approved the proposals for acquisition of land for Ajmer and Vishakhapatnam Chapters and built up floor for Shimla Chapter and construction of an additional floor on the existing building of Bhubaneswar Chapter.

- Applications have been submitted to the concerned State Governments for allotment of land for Jodhpur, Jammu & Srinagar, Thiruvananthapuram and Kochi Chapters.

C. ICSI- Support office

- The Council has approved the setting up of ICSI-Support offices at eight locations in the first phase on rental basis at Ambala, Bikaner, Gorakhpur, Ernakulum, Hubli, Kottayam, Vijayawada and Siliguri.
- Request has been made to the Chief Minister of Sikkim for allotment of office space for setting up of a representative office of ICSI.

D. Policy and Guidelines for Infrastructure

Revised infrastructure policy and guidelines for acquisition of property has been implemented w.e.f. 1st April, 2013. A policy for disposal of the existing property has also been approved by the Council.

3. HUMAN RESOURCE

In order to enhance the capabilities and effectiveness of employees, to meet the expectations of stakeholders and to provide services, efforts have been made for continuous training and up-dation of knowledge of the employees. During the year employees have been nominated to attend various training programmes/workshops. The Council constituted HR Committee to rationalise its manpower and human resource development.

Human Resource Management and Welfare Initiatives

During the year following initiatives were taken:-

- 23 employees and 8 superannuated employees were sponsored for preventive annual health check-up.
- 5 hospitals were empanelled for extending indoor/outdoor medical facilities at CGHS/ discounted rates to existing and superannuated employees.
- As on March 31, 2013, the employees strength of the Institute stood at 267 including 80 female employees. The ratio of male female workforce is 07:03.

The relationship between the Management and Employees remained cordial and harmonious.

4. GO-GREEN INITIATIVES TAKEN BY THE INSTITUTE

Soft copies of Student's Registration Letters, Identity Cards, Instruction Sheets, Admit Cards for exams, Mark Sheets etc. are provided to students. Students are encouraged to download the same from student's portal www.icsi.edu. Hard copy of mark sheet / Pass Certificate is provided to only Professional Passed students.

5. COMPANIES BILL, 2012

The Companies Bill 2012 was passed by the Lok Sabha in December, 2012 and the Rajya Sabha also passed the Bill on 8th August, 2013 paving the way for a modern legislation for growth and regulation of corporate sector in India. The Bill containing various reformatory and contemporary provisions, endeavours towards compliance of law in a better and effective manner, ensures investor protection, higher disclosures, transparency, accountability, the interest of the corporates, investors and other stakeholders.

The new law promises improved corporate governance norms, enhanced disclosures and transparency, facilitation of responsible entrepreneurship, increased accountability of company managements and auditors, protection of interest of investors particularly small and minority investors, better shareholder democracy, facilitation of corporate social responsibility (CSR) and stricter enforcement processes. The Act is designed to balance the stakeholders' interests, viz, promoters, shareholders and public at large.

The new law will further accelerate the transformation of Company Secretaries into Corporate Governance Professionals by recognizing them as 'Key Managerial Persons' in a company along with the Chief Executive Officer / Managing Director / Manager, Whole-Time Director and Chief Financial Officer.

The Company Secretary is expected to become the Chief Governance Officer of the Company and lead the governance initiatives. Secretarial Standard has been introduced for the first time in corporate history.

Further, it envisages a much larger role for Company Secretaries in areas of Secretarial Audit, Restructuring, Liquidation, Valuation etc.

The Council places on record its gratefulness to the Government for bringing a progressive forward looking law to ensure good governance and conducive business environment in the country.

6. BUILDING CORE COMPETENCY PROFESSIONAL DEVELOPMENT INITIATIVES

- **40th National Convention of Company Secretaries**

The 40th National Convention of Company Secretaries was organised during October 04-06, 2012 at Aamby Valley, Pune on the theme 'Vision 2020: Transform, Conform and Perform'. The presence of impressive number of delegates surpassing earlier conventions, from different parts of the country and sister professional bodies abroad made the convention a memorable event. Mr. M V Tanksale, Chairman & Managing Director, Central Bank of India was the Chief Guest at the Inaugural Session. Dr. Anand Deshpande, Founder, Chairman and Managing Director, Persistent Systems Ltd. delivered the Valedictory Address.

- **12th ICSI National Awards for Excellence in Corporate Governance**

The presentation ceremony of the 12th ICSI National Awards for Excellence in Corporate Governance for the year 2012 was held on April 5, 2013 at Hotel Ashok, New Delhi. Hon'ble Mr. Justice M N Venkatachaliah, Former Chief Justice of India, was the Chief Guest and presented the Awards for Excellence to the following two companies:

1. Indian Oil Corporation Limited
2. HCL Technologies Limited

The Company Secretaries of these Companies were also presented Awards for their excellent efforts in putting in place good Corporate Governance practices.

Certificates of Recognition were presented to other Top five companies (in alphabetical order) as under:

- 1) CMC Ltd. 2) Engineers India Ltd. 3) Oil and Natural Gas Corporation Ltd. 4) Persistent Systems Ltd. and 5) Power Grid Corporation of India Ltd.

ICSI Life Time Achievement Award was presented to Shri Deepak S Parekh, Chairman, Housing Development Finance Corporation Ltd. for Translating Excellence in Corporate Governance into Reality.

Prof. Chris Pierce, Chief Executive Officer, Global Governance Services Ltd., UK was the Key-note speaker.

- **Rules under the Companies Bill, 2012**

The Institute has been assigned the duty to draft Rules under the Companies Bill, 2012. The draft Rules, as finalized, have been forwarded to the Ministry for further action.

- **13th National Conference of Practising Company Secretaries**

13th National Conference of Practising Company Secretaries on the Theme "Emerging Trends and Opportunities – Preparedness for PCS" was held on May 25-26, 2012 at Srinagar, Jammu & Kashmir. Shri Omar Abdullah, Hon'ble Chief Minister, Jammu & Kashmir, Dr. M Veerappa Moily, the then Hon'ble Union Cabinet Minister for Corporate Affairs, Shri Naved Masood, Secretary, Ministry of Corporate Affairs, Shri Mustaq Ahmad, CMD, J&K Bank were present at the Inaugural Session of the Conference. Dr. Talak Ahmad, Vice-Chancellor, University of Kashmir, Srinagar was present at the Valedictory Session.

- **Capital Markets Week 2012**

The ICSI celebrated first Capital Markets Week from April 23 -28, 2012 on the theme 'Capital Market – Growth Drivers, by organizing six programmes at Mumbai, Bengaluru, Chennai, Kolkata, Ahmedabad and New Delhi. In addition, forty one programmes, such as investor awareness programmes, lectures, panel discussions, interactive meetings were also organised by Regional Councils and Chapters during the Capital Markets Week.

- **2nd ICSI Corporate Governance Week**

The ICSI celebrated "2nd ICSI Corporate Governance Week" on the theme Good Governance for Sustainability, from August 27-31, 2012 by organizing five mega programmes at Bengaluru, Hyderabad, Mumbai, Kolkata and New Delhi.

- **Ph.D Recognitions**

As part of capacity building initiative, the Institute has been making constant efforts to secure recognitions for its members to pursue Ph.D. programme in Universities and Management Institutions. So far more than fifty five Universities have recognised CS Qualification for pursuing Ph.D. programme. During the year, following recognitions were achieved:

- Rajiv Gandhi Indian Institute of Management, Shillong has recognised CS qualification (among other professional qualifications) for pursuing

FPM (Fellow Programme in Management, equivalent to Ph.D.).

- Mahatma Gandhi University, Meghalaya has also provisionally recognized CS qualification as equivalent to post-graduate degree for pursuing Ph.D. in Law, Commerce and Management.

- **CLB Library**

ICSI contributed to the newly inaugurated premises of the Company Law Board (Kolkata Bench) in the form of providing a well stacked Library.

- **Chartered Secretary**

Institute's monthly Journal "Chartered Secretary" continues to receive accolades from various quarters for its informative articles on contemporary topics, prompt reporting of Government Notifications, judicial pronouncements, etc.

The Journal continues to serve as an effective medium of communication between the Institute, its members and other stakeholders.

During the year, Special issues were brought out on the following subjects:-

- Arbitration of disputes relating to Oppression and Mismanagement.
- Attitudinal shift in the functioning of Corporates and Company Secretaries.
- Corporate Restructuring and Insolvency.

- **ICSI Publications**

As part of its capacity building initiatives, the Institute regularly undertakes research and brings out publications. During the year, the Institute brought out following research studies, guidance notes and publications of interest to professionals, corporates, regulators and academia:

- Basic of Mutual Fund Investment
- Referencer on Reconciliation of Share Capital Audit
- Referencer on Certification of Securities Transfer
- SEBI (ICDR) Regulations – A Quick Referencer
- Capital, Money and Commodity Market – Terms One Should Know
- Internal and Concurrent Audit of Depository Participants
- Role of Company Secretary in Capital Markets
- Referencer on Transfer Pricing

- Referencer on E-Forms
- Role of Company Secretary in Corporate Governance
- Gender Diversity in Boardrooms
- Responsibly Managing e-waste
- Sustainability Reporting for Sustainable Future
- Referencer on XBRL
- Guidance Note on passing of resolutions through Postal Ballot
- Mergers, Acquisitions and Takeovers- Law & Practice
- 40 Years of Chartered Secretary on CD ROM
- SS-A Compendium (Revised Edition)
- Every Drop Counts
- Shareholder Activism

7. ACADEMIC INITIATIVE

- **Company Secretaries (Amendment) Regulations, 2012**

The Company Secretaries (Amendment) Regulations, 2012 notified on June 4, 2012, paved the way for introduction of Corporate Compliance Executive Certificate; two new PMQ courses on Competition Law and Corporate Restructuring and Insolvency. The amended regulations also provide for provisional registration for the Executive Programme for a person who has appeared or enrolled herself/himself for appearing in the degree examination in any discipline other than Fine Arts.

- **New Syllabus for Company Secretaryship Course**

The Institute has been making constant efforts to keep its students abreast of new developments taking place in the dynamic business environment and equip them to seize opportunities in the emerging paradigm. It is in this direction that the Institute has been revising its syllabus from time to time to make it contemporary and application oriented.

The Council of the Institute approved the new syllabus for Foundation, Executive and Professional Programmes, which is contemporary in approach and global in perspective. The new syllabus has been given contemporary spirit by incorporating Electives at the Professional Programme level.

The new syllabus for Foundation has been implemented w.e.f. February 1, 2012 and the first

examination for the same was held in December, 2012 session under the Optical Mark Recognition (OMR) system.

With greater emphasis on due diligence, financial management, compliance management, corporate governance, sustainability and ethics, etc., new syllabus for Executive Programme comprises seven papers instead of six papers and nine papers at Professional Programme level including one Paper to be opted by the students out of five elective papers namely, (i) Banking Law and Practice; (ii) Capital, Commodities and Money Market; (iii) Insurance Law and Practice; (iv) Intellectual Property Rights-Law and Practice; and (v) International Business-Laws and Practice.

The new syllabus for Executive Programme has been implemented w.e.f. February 1, 2013. The new syllabus for Professional Programme will be implemented w.e.f. September 1, 2013.

- **E- Study Material**

The Institute has uploaded the study material for the Foundation, Executive and Professional programmes on its website, which are available to students free of cost from the date of registration.

New Learning Programmes

- **PMQ Course in Corporate Restructuring and Insolvency**

The Institute introduced Post Membership Qualification Courses for its members on new and emerging areas. Post Membership Qualification (PMQ) Course in Corporate Restructuring and Insolvency launched at 40th National Convention of Company Secretaries held in October, 2012, aims at capacity building of professionals in the area of legal, practical and application oriented aspects of corporate restructuring, rescue, rehabilitation, insolvency and matters related thereto.

- **Certificate Course on Valuation**

The Institute as part of capability building of its members initiated the process of developing short term Certificate Courses on new emerging areas, to provide specialized application oriented knowledge to enable the members to render their services in diversified areas. It was in this direction that the Institute launched a Certificate Course on Valuation, so as to build the skills and expertise of its members in

carrying out the valuation assignment relevant to today's business environment. To begin with, the Course has been offered at ICSI-NIRC at New Delhi and ICSI-CCGRT at Navi Mumbai, to be subsequently offered from Regional Councils and A+ and A Grade Chapters.

8. NEW INITIATIVES

• **Strategic Action Plan, 2013-14**

The Council of the Institute approved the Strategic Action Plan for 2013-14 for the Institute keeping in view:

- a) The statutory mandate
- b) ICSIVision 2020
- c) Top 10 goals for 2011-14
- d) The Broad framework towards transitioning Company Secretaries to Governance Professional
- e) The thrust of the Companies Bill, 2012
- f) Growing importance of the corporate sector in the national economy
- g) Dynamic socio-economic and commercial environment
- h) The need to move from company secretaries to corporate governance professionals
- i) SWOT analysis of the Profession and the Institute and
- j) Expectations of the stakeholders in the light of feedback as received from Regional Councils and Chapters through consultative process.

The Strategic Action Plan (SAP) details various tasks to be accomplished within specified timelines, delegating levels of authority and delineating responsibilities to its constituents.

• **Committee to review Company Secretaries Act, 1980**

The Council has constituted a Committee of Experts under the Chairmanship of Justice B. N. Srikrishna, an eminent jurist and former Justice Supreme Court of India to comprehensively review the Company Secretaries Act, 1980 and to suggest appropriate amendment or a replacement Act for consideration of the Government.

• **Standing Technical Committee for Development of Model for Assessment of Level for Corporate Governance in Companies**

There are about 10 lakh companies registered in India, and they need to be governed in the best interest of the economy, the society and the humanity. The ICSI has taken several initiatives to promote and facilitate implementation of Corporate Governance norms in the country. It has been sensitizing and equipping the Company Secretaries to assume the role of chief governance officer in companies, besides contributing to evolution of the law and policy relating to Corporate Governance in the country.

With a view to develop a model to assess the level of Corporate Governance in companies in the wake of proposals in the National Corporate Governance Policy, the Companies Bill and the SEBI Discussion Paper, the Institute constituted a Standing Technical Committee for Development of Model for Assessment of Level of Corporate Governance in Companies comprising eminent experts in the field of Corporate Governance.

• **Advisory Committee on Training of Directors**

The Institution of independent directors being one of the widely used instruments to promote Corporate Governance, the Institute constituted an Advisory Committee comprising eminent persons from trade and industry with commendable contribution and commitment to the cause of Corporate Governance, to strengthen the institution of independent directors by building its capacity through training and certification.

• **Database of independent Directors**

In terms of the provisions contained in the Companies Bill, 2012 regarding creation and maintenance of data bank of Independent Directors by anybody, institute or association as may be notified by the Central Government for use by companies making the appointment of such directors, the Institute has initiated the process of developing and maintaining the data bank of independent directors.

• **Chain Programmes on Indian Financial Code**

In the light of submission of the Report of the Financial Sector Legislative Reforms Commission (FSLRC) to the Hon'ble Finance Minister in March 2013 containing far reaching recommendations, including a proposal for enactment of the Indian

Financial Code and in order to facilitate a healthy debate on the recommendations of the FSLRC among people who matter in financial markets and to sensitise various professionals, including Company Secretaries, about the likely reforms path in the financial markets, the Institute organised three National Seminars at New Delhi, Hyderabad and Mumbai. Mr. P Chidambaram, Hon'ble Finance Minister of India inaugurated the Seminar in New Delhi; Mr. T S Vijayan, Chairman, IRDA inaugurated the Seminar at Hyderabad; and Mr. Justice B N Srikrishna, former Justice, Supreme Court of India and Chairman, FSLRC inaugurated the Seminar in Mumbai.

- **MCA Policy Document on Corporate Governance**

The Ministry of Corporate Affairs constituted a Committee under the Chairmanship of Shri Adi Godrej to formulate a policy document on Corporate Governance and the President, ICSI was appointed as member secretary/convener of the Committee. The Committee after extensive deliberations formulated a policy document on Corporate Governance which was submitted to Dr. M Veerappa Moily, the then Hon'ble Minister of Corporate Affairs and Power on September 18, 2012, at Mumbai.

9. GLOBAL INITIATIVES

- **Meeting of the Members of CSIA**

ICSI delegation attended meeting of Executive Committee of Corporate Secretaries International Association (CSIA) on April 17, 2012 at Sydney (Australia). The Executive Committee of CSIA comprises eight of its founder members, countries namely Australia, Hong Kong, Malaysia, Singapore, South Africa, UK, Zimbabwe and India.

- **CSIA Council Meeting**

ICSI delegation attended 5th CSIA Council Meeting held on October 20, 2012 at New York (USA). It also attended CSIA 2nd International Roundtable Meeting held on October 17, 2012.

- **CSIA Presentation to WTO**

The Institute participated in the CSIA presentation before the WTO on June 25, 2012 at Geneva seeking inclusion of a separate service head namely 'Corporate Governance, Compliances and Secretarial Advisory Services' under the Service sectoral classification list of WTO. CSIA is pursuing this at WTO.

- **Visit of WTO Official to ICSI**

Dr. Harsha Vardhana Singh, Deputy Director General, WTO visited ICSI on July 18, 2012 and had a meeting with the officials of Institute.

- **Membership of International Corporate Governance Network (ICGN)**

The Institute took the membership of International Corporate Governance Network (ICGN) in January 2013 and is a country correspondent for India.

- **ICSI Representation at International Conferences**

During the period under review, the representatives of the ICSI attended following Conferences organized by the professional bodies and associated organizations abroad.

- 16th Annual International Conference of Institute of Certified Public Secretaries of Kenya (ICPSK) held on August 8 - 10, 2012 on the theme "Governance Perspectives in Harnessing Natural Resources for Development".
- The First GRI South Asia Conference on 'Sustainability Reporting for a Sustainable Economy' held on September 26, 2012 at New Delhi. The Conference was jointly organised by GRI, ICSI and SAFA.
- 36th Annual Conference of The Institute of Chartered Secretaries and Administrators of Nigeria held on September 27-28, 2012 at Abuja, Nigeria on the theme, "Investing and Sustaining Businesses in Nigeria: Issues of Governance".
- London Global Convention 2012 organized by the Institute of Directors (IOD) India on the theme 'Corporate Governance Perspective & Sustainability Challenges'.
- Conference organised by Society of Corporate Secretaries and Governance Professionals at New York on October 18-19, 2012.
- Asian Roundtable on Corporate Governance organized by OECD in Tokyo, Japan on October 24-25, 2012 to discuss the emerging issues, development & challenges in corporate governance in Asian region.
- 4th Convention on Modernisation of the Companies Act: Enhancing Good Governance organised by Institute of Chartered Secretaries

Bangladesh on December 21 -22, 2012 at Dhaka.

- GRI Conference on Sustainability held in Amsterdam, Netherlands in May, 2013.
- The second meeting of the Indo-Dutch Joint Working Group (JWG) on Corporate Governance and CSR held in Hague, Netherlands in July, 2013.
- Global Corporate Governance Forum, a pilot workshop on the Company Secretaries Toolkit held in Johannesburg on May 7-10, 2013.
- Cambridge Sustainable Leadership Development Programme of Cambridge University held in Cape Town, South Africa from May 12-15, 2013.
- **2nd CSIA International Corporate Governance Conference**

The 2nd CSIA International Corporate Governance Conference was organized by the Institute on April 5-6, 2013 at Hotel Ashok, New Delhi on the theme “Corporate Governance for Sustaining Prosperity and Posterity”. Mr. Sachin Pilot, Hon'ble Minister of State(I/C), Ministry of Corporate Affairs was the Chief Guest, Mr. Naved Masood, Secretary, Ministry of Corporate Affairs was the Guest of Honour, Dr. Anil K Khandelwal, Former Chairman and Managing Director, Bank of Baroda delivered the keynote address on “Moving from Company Secretary to Corporate Governance Professional”.

- **8th International Professional Development Fellowship Programme**

International Professional Development Fellowship Programme, an initiative of the ICSI to provide its members exposure to the expectations of International Market for professional services and opportunities of networking with their counterparts completed its seventh year with the organization of Fellowship Programme in South Africa covering Sun City, Johannesburg and Cape Town during June 15-23, 2012.

- **International Conference**

7th International Conference was organized on the theme “Governance, Rating and Economic Performance” in association with Chartered Secretaries Southern Africa and National Foundation for Corporate Governance on June 19, 2012 at Johannesburg, South Africa.

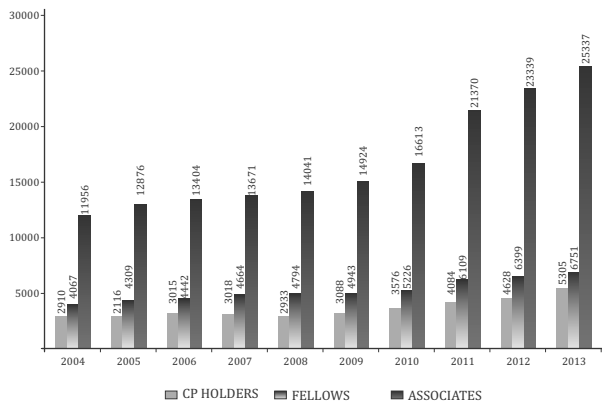
10. STAKEHOLDERS

- **MEMBERS**
- **New Admissions**

During the financial year ended on 31st March, 2013, 2385 and 369 were admitted as Associates and Fellows respectively. As on March 31, 2013 the Institute had 25337 Associates and 6751 Fellow Members aggregating to 32088 Members on the Register of Members out of which 527 are residing abroad. The names of 4190 members have so far been removed from the Register due to non-payment of membership fee.

There were 5305 members who were holding Certificates of Practice as on March 31, 2013 and during the year, 1063 Certificates of Practice were issued.

The Council regrets to report the sad demise of 29 members during previous financial year.



- **List of Members**

In Pursuance of section 19(3) of the Company Secretaries Act, 1980, read with Regulation 161 of the Company Secretaries Regulations, 1982, a list of Members as on April, 1, 2013 is available in CD and the same is also available on the website of the Institute.

- **LicentiateShip**

During the year, 187 Final/Professional Examination passed Students of the Institute were admitted as Licentiate-ICSI. The number of Licentiate-ICSI as on March 31, 2013 stood at 770.

- **Company Secretaries Benevolent Fund (CSBF)**

CSBF had strength of 9692 Life Members as on March 31, 2013 against 9454 as on March 31, 2012. The region-wise break-up is as under:

Region	As on 31 st March	
	2013	2012
EIRC	755	746
NIRC	3374	3276
SIRC	2628	2553
WIRC	2879	2823
FOREIGN	56	56
Total	9692	9454

- **TRAINING**

- **Empanelment of Companies/Company Secretaries in Practice for imparting training.**

The ICSI continued to make efforts to expand its training base by empanelling more companies as well as Practising Company Secretaries for providing training to students. During the year, 587 companies were empanelled for imparting 15 months training and 221 companies for imparting three months' practical training. 454 Practising Company Secretaries were empanelled for imparting training.

- **Student Induction Programme (SIP)**

During the year 460 Student Induction Programmes (SIP) were organized. 29010 students successfully completed SIP.

ICSI- CCGRT launched eSIP on April, 14, 2012. The students get access to the course as and when he/she makes the payment. During the year 1890 students completed eSIP.

- **Executive Development Programme (EDP)**

During the year 159 Executive Development Programmes (EDP) were organized. 9042 students successfully completed EDP.

ICSI- CCGRT launched eEDP on April 14, 2012. During the year 978 students completed eEDP.

- **E-Training**

The Institute had launched e-MSOP, a Web-based training to enable certain categories of candidates

who are not able to spare 15 days at a stretch to attend the MSOP. A candidate can complete e-MSOP through Virtual Class from any place. On similar lines the Institute introduced e-SIP and e-EDP to enable candidates who are not able to undergo the programme as per the timelines. This initiative enabled candidates to attend the programme located at a place where programmes are not organized.

- **Management Skills Orientation Programme (MSOP)**

- (i) **Regular MSOP**

During the year, 42 regular Management Skills Orientation Programme were conducted by the Regional and Chapters Offices. In all 1666 students successfully completed MSOP.

- (ii) **Residential MSOP**

ICSI-CCGRT organized 6 Residential MSOPs and 223 students attended the programme.

- (iii) **eMSOP**

ICSI- CCGRT launched eMSOP on January 1, 2012. The student gets the access to the course as and when he makes the payment. During the year, 54 candidates completed eMSOP.

PLACEMENT

The ICSI at its Headquarters, Regional /Chapters Offices provides placement assistance to members. The Institute maintains database of members seeking placement. The list of eligible members is provided to the Corporates for consideration. The members may register themselves online with the placement cell of the ICSI. The requirements for the Company Secretaries received from the Corporates are hosted on the Institute's website and also displayed on the notice boards of Regional /Chapters Offices. The Institute /Regional /Chapters Offices /ICSI-CCGRT also organize Campus Interviews. During the year, Campus Interviews were organized at Delhi, Kolkata, Chennai, Mumbai, NOIDA, Gurgaon, Jaipur, Pune, Bangalore, and Hyderabad.

A web based Placement Portal is being launched shortly.

- **STUDENTS**

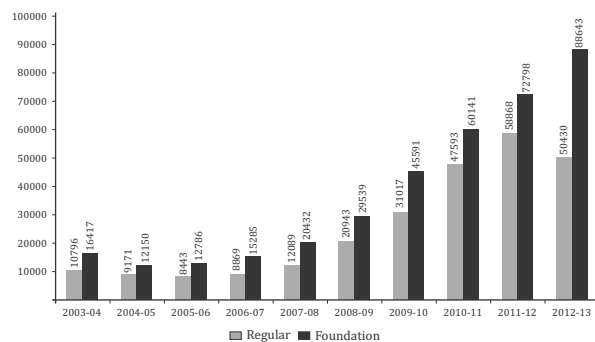
- **Registration to Regular Course**

During the year, a total of 88,643 students were registered as against 72,798 in the previous year for the Regular Programme. The number of students as on March 31, 2013 was 2,77,842 as against 2,11,637 for the corresponding previous year.

- **CS Foundation Programme**

During the year 50,430 students were admitted for the Foundation Programme as against 58,868 during the previous year. The student enrolled for Foundation Programme as on March 31, 2013 stood at 1,02,693 as against 1,02,179 during the corresponding previous year.

NUMBER OF STUDENTS REGISTERED DURING THE LAST 10 YEARS



- **Coaching**

During the year, a total of 1,09,832 coaching completion certificates were issued to the students for both oral and postal coaching as against 51,173 coaching completion certificates issued during the previous corresponding year.

- **Compulsory Computer Training**

The Computer Training has been made compulsory and prerequisite for all the students intending to seek enrolment in appearing in the Intermediate (Executive Programme) Examination from December, 2007 session onwards.

The following number of students who have been admitted to Computer Training Programme during the financial year 2012-2013

- Computer Training Programme (70 hrs)= 183
- On-line exemption test = 28708

- **E-Library for Students**

While Company secretaries are called upon to play Governance Professionals, there is need to prepare the students early for the emerging responsibilities. To support the student community across India and abroad to learn in a cost effective manner the Institute has launched multi-vendor e-library for students on its website. This would not only cater the curriculum requirement of the students in terms of Bare Acts, Regulations and Amendment thereon, and case laws, but also provide access to video lectures, digital books, articles, etc. in days to come.

- **ICSI Students Education Fund Trust**

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, a Trust, viz., "ICSI Students Education Fund Trust" has been established by the Institute. Under the guidelines of the Trust, eligible students are fully exempted from paying the Registration / Admission Fee, Postal Tuition Fee, Exemption Fee, and other fees payable at the time of admission to Foundation / Executive Programmes and subsequently based on their performance they are also exempted from payment of fee applicable to Executive Programme/ Professional Program.

During the year, 150 students under Economically Backward Category and 100 students under Academically Bright category have benefited under the Scheme.

- **Reciprocal arrangement with The Institute of Cost Accountants of India:**

The Institute has reciprocal arrangements with The Institute of Cost Accountants of India. As per the same, a student who has passed the Final examination of the Institute of Cost Accountants of India shall be exempted from the following papers of the Executive Programme examination & Professional Programme examination of ICSI:

Subjects of Executive Programme:

1. Cost and Management Accounting (Module I, Paper 2)
2. Tax Laws and Practice (Module I, Paper 4)
3. Company Accounts and Auditing Practices (Module 2, Paper 5).

Subjects of Professional Programme:

1. Advanced Company Law and Practice (Module 1, Paper 1).
2. Financial, Treasury and Forex Management (Module 2, Paper 5).
3. Advanced Tax Laws and Practice (Module 3, Paper 7).

• Conduct of Examinations

During the period under report, Company Secretaries June and December, 2012 examinations for Foundation Programme (Old Syllabus), Executive Programme and Professional Programme as per syllabus prescribed in the Company Secretaries Regulations, 1982 were held at 123 centres all over India and one overseas centre in Dubai. A total number of 1,31,987 and 1,18,854 candidates sought enrolment for appearing in June 2012 and December, 2012 sessions of examinations respectively.

Further, the first OMR based Foundation Programme Examination under New Syllabus was conducted at 109 Examination Centres in which 26,546 number of candidates sought enrolment. Number of candidates who completed various stages of examinations during the year 2012 are as under:

Stage of Examination	Examination Session	
	June, 2012	Dec, 2012
Foundation Programme (OMR Examination)	Nil	18,204
Foundation Programme (Old Syllabus)	14,870	2,950
Executive Programme	11,659	11,615
Professional Programme	3,271	2,870

List of examination centres and the statistics relating to examination results are given in **Appendix - 'C'** and **Appendix - 'D'** respectively.

• Conduct of Post Membership Qualification (PMQ) Examination

The Institute conducted the Post Membership Qualification (PMQ) examination in "Corporate Governance" in June, 2012 simultaneously along with Company Secretaries examinations. Statistics of Post Membership Qualification (PMQ) Examination results is given in **Appendix - 'E'**.

• All India Prize Awards

In order to inspire and recognize the brilliant performance of students in Company Secretaries examinations, the Institute has instituted a number of awards. The following students won the President's All-India Awards for June and December, 2012 examinations:

Examination	June, 2012	Centre 2012	December,	Centre
Executive Programme	<u>Co-winners</u>		Amit Nolakha	Bhilwara
	Priya Jain Yash Pareek	Delhi Bhopal		
Professional Programme	Abhishek Gaggar	Bhilwara	Abdullah Rashid Fakhir	Pune

Pt. Nehru Birth Centenary Annual Award was won by Yagyesh Ladia of Kolkata. The particulars of other prize winners along with existing All-India Prize Schemes, Regional and Chapter Prize Schemes were published in the Institute's official bulletins 'Student Company Secretary', 'C. S. Foundation Course Bulletin' and also hosted on Institute's website.

• Guidelines for conducting Class Room Teaching by Regional Councils/ Chapters

The Institute provides facility of Class Room Teaching to its students. Class Room Teaching Guidelines of the Institute is recently revised w.e.f. April 1, 2013. As per revised Class Room Teaching Guidelines all Regional Councils and Chapters of the Institute are permitted to provide Class Room Teaching facility for Foundation, Executive & Professional Programmes student subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Regional Councils / Chapters have also been given full autonomy in deciding the fees to be charged from the students and also the honorarium payable to faculty for taking classes at their centres depending upon the local scenario and various other factors. Specific guidelines have also been prescribed for qualification and appointment of faculty, Code of Conduct for faculty, sending performance report & issuance of coaching completion certificates etc. Minimum number of lectures allocated for each subjects have also been increased under the revised Class Room Teaching Guidelines.

- **Registration of CPT passed students of ICAI / or Foundation passed students of Institute of Cost Accountants of India to CS Executive Program**

The Institute has revised the eligibility criteria for registration in CS Executive Programme recently. Students who have passed Foundation Examination of The Institute of Cost Accountants of India/ or students who have passed Common Proficiency Test (CPT) of The Institute of Chartered Accountants of India (ICAI) are eligible to take direct registration in CS Executive Program. (Earlier *only Final Passed students of these institutes were eligible to take direct registration in CS Executive Program.*)

- **Merit Certificates/Merit Scholarships/ Financial Assistance**

Merit Certificates were awarded to 25 top-ranked successful students each in Foundation Programme, Executive Programme and Professional Programme examinations held in June, 2012 as well as in December, 2012.

Pursuant to Merit Scholarship Scheme, Scholarships were awarded to first 25 toppers qualifying all papers of Foundation Programme and Executive Programme in the first attempt in June, 2012 as well as in December, 2012 sessions of examinations for pursuing further studies for the Executive Programme and Professional Programme of Company Secretaryship Course respectively. Likewise, under the Merit-cum-Means Assistance Scheme, financial assistance were granted to eligible candidates considering their economic background and meritorious performance in June, 2012 and December, 2012 examinations.

- **Grievance Solution Portal**

A Grievance Solution Cell has been established at Headquarters to identify the glitches/gaps in existing service delivery mechanism of the Institute and to provide solution to the stakeholders thereof.

- **Stakeholder Consultation through Teleconferencing**

During the year, the ICSI initiated periodical teleconferencing between the Headquarters and

Regional Offices and Chapters, to understand and resolve day to day matters pertaining to Regional offices/Chapters and members / students.

11. BRAND BUILDING / MEDIA VISIBILITY

The Institute in its constant endeavor for brand building to enhance the visibility of the CS profession gained extensive coverage on the CS Course and Profession in the Print & Electronic media throughout the year by way of various Press coverage, Seminar telecasts, Live Panel discussions & scrollers ensuring all India visibility of the ICSI.

- **Media Coverage in Newspapers / In-flight / Business Magazines/ TV & Radio Channels**

During the year extensive coverage of CS Course and profession was provided through 34 Press Conferences held at various Regional / Chapters offices and coverages in leading National & Business dailies having several editions across India.

- **CS Course Display Advertisements on Executive and Foundation Programme**

Advertisements highlighting the cut-off dates for registration for CS Executive and Foundation Programme were released in over 20 National and Regional Newspapers during August & September, 2012 and February & March, 2013.

- **ICSI Corporate Advertisements in In-flight / Business / Career Magazines**

Full page coloured "Corporate Advertisements" highlighting the "Role of CS" were released in major inflight journals, business and career magazines.

- **Publication of a Booklet on "CAREER AS A COMPANY SECRETARY"**

An informative Booklet on CS Course and Profession "Career as a Company Secretary" was published in association with a leading Magazine.

- **Publicity of ICSI Events**

Publicity was made throughout the year for the ICSI National Seminars viz., Capital Markets Week, PCS Conference, 2nd ICSI Corporate Governance Week, ICSI

Convocation and Convention.

The 40th National Convention of Company Secretaries received wide coverage in the print and electronic media in all India leading National Business & Regional Newspapers and TV Channels during October 2-10, 2012. As a curtain raiser to the Convention, the Press Conference addressed by the President, ICSI on October 4, 2012 was also extensively covered in the National & Regional Media.

- **CS Spots on Television / Radio Channels / ICSI Films**

During the year, CS Spots were telecast / broadcast on various National and Local Television/Radio Channels. A film on “Company Secretaries Benevolent Fund” was produced and screened during the CSBF Cultural Evening on January 12, 2013.

- **ICSI Advertisements in Delhi Metro Trains**

Advertisements to highlight Corporate Governance Week / Go Green Initiatives of ICSI as well as Advertisements on cut-off dates for registration were displayed during June-July 2012, August-September 2012, February-March, 2013 on Delhi Metro trains.

- **Career Awareness**

1490 Career Awareness Programmes were held across the country with a view to attract best talent to the CS Course with a focus on mouffissil cities and towns. Career Awareness Weeks I & II were organised in coordination with Regional Offices / Chapters throughout the country. The ICSI also participated in more than 58 Career Fairs / Exhibitions across India.

To popularise CS Course and attract young talent from Remote / Rural / Mouffissil areas of the country, the ICSI appointed 112 Counsellors.

12. ICSI-CENTRE FOR CORPORATE GOVERNANCE, RESEARCH AND TRAINING

The primary objective of the Centre is to act as a catalyst organisation in the professional development of the Indian corporate sector through qualitative research and high end corporate training. Since its inception, the Centre has undertaken a number of activities.

- **Programmes**

ICSI-CCGRT conducts Professional Development Programmes for members, students, corporates and regulatory/government bodies. Apart from Programmes for up gradation/updation of the knowledge base of Company Secretary's functions, ICSI-CCGRT has designed Programmes for enabling Company Secretaries to venture into newer fields. ICSI-CCGRT provides background material for these Programmes, generally based on in-house research. Some of the important programmes and backgrounders are Understanding FEMA, Service Tax, Revised Schedule VI, Select Practices and Procedures under MCA 21, SMEs & Company Secretaries, Transfer Pricing, Companies Bill- 2012, Compliance of Listing Agreement, Prevention of Insider Trading, NCLT etc.

In addition to its regular Programmes for the Company Secretaries, ICSI-CCGRT has extended its training initiatives to cater to all levels of management. In this context, ICSI-CCGRT has developed training modules for directors. The Centre's focus is on conducting training for directors particularly in the domain of Corporate Governance.

To explore employment and practice opportunities abroad, the Centre has initiated training Programmes in collaboration with consulates of foreign countries. During the year, the Centre has conducted Programmes in collaboration with the consulates of U.S.A, Canada, New Zealand and Indonesia.

- **Residential Management Skills Orientation Programmes (R- MSOP)**

One of the unique features of the ICSI-CCGRT Training initiatives for students pursuing Company Secretaryship course is the Residential Management Skills Orientation Programme. ICSI-CCGRT organises Residential Management Skills Orientation Programmes where students from all over India, including from non-metro cities and abroad take advantage and get the opportunity for interaction with expert professional faculty. In addition to the core subjects of MSOP, the participants are also exposed to topics on soft skills, general management,

human relations, financial markets etc. Students also get an opportunity to enhance their communication and presentation skills and co-operative learning through projects and case studies before a panel of experts. ICSI-CCGRT with its amenities, well designed programme schedule incorporating varied topics, adept faculties possessing rich exposure and expertise in their relative fields and placement assistance has helped create a niche for its R-MSOP.

- **E-Management Skills Orientation Program (e-MSOP)**

The ICSI-CCGRT added another milestone in the field of academic development by launching e-Management Skills Orientation Programme on January 1, 2012. The Centre has also started e-Executive Development Programme (e-EDP) and e-Student Induction Programme (e-SIP) for the convenience of the students particularly in far off places, where there is no facility of attending physical classes.

- **Infrastructure Facilities**

The ICSI-CCGRT with its upgraded modern infrastructural facilities comprising 135 seats auditorium equipped with ultra-modern audio-visual acoustics, state-of-art training and conference halls of varying capacity, residential wing of 22 air conditioned self- contained rooms, computer rooms with internet facilities, is now equipped to organise further high end training Programmes.

- **Research**

In order to foster and nurture proactive research among Company Secretaries and other researchers, ICSI-CCGRT was entrusted with the responsibility of administering the ICSI Research Initiative announced in 2003. The basic idea has been to develop sound information base and insights into corporate/related laws, their delivery mechanism, need for harmonization/changes in the light of emerging realities, Corporate Governance etc. and to use the developed knowledge base for brand building and interacting with the Government and Regulatory Agencies.

ICSI-CCGRT has over the years undertaken research studies on segment modules of various sectors having business prospects for Company Secretaries. The Centre has initiated studies in new segments.

ICSI-CCGRT undertakes short term in-house studies on the basis of which backgrounders for its Programmes are generally prepared. In addition to the in-house research, research is also undertaken in association with outside experts/professionals.

13. SYNERGY THROUGH MoUs

- **Memorandum of Understanding**

The ICSI has been constantly endeavoring to create synergy through entering into MOUs with Stock Exchanges, Academic Institutions and Chambers of Commerce. During the year, the ICSI signed/renewed MOUs with the following organizations/institutions:

- Bangalore Stock Exchange Ltd.
- Madras Stock Exchange Ltd.
- Alliance University, Bengaluru
- Direct Taxes Regional Training Institute (DTRTI)
- Indian Institute of Corporate Affairs (IICA)
- The Stock Exchange Investors' Protection Fund, a recognized Public Trust established by BSE Ltd.
- National Stock Exchange of India Ltd.
- Symbiosis Centre for Management Studies, NOIDA
- Institute of Directors, India
- Indian Institute of Banking & Finance
- National Institute of Securities Markets

14. QUALITY ASSURANCE INITIATIVES

- **Peer Review**

The ICSI released the Peer Review Manual for the guidance of the Peer Reviewers and the Practice Units subjected to Peer Review. Awareness programmes for Peer Review are also being held regularly in all regions to apprise the members about the concept of Peer Review and the advantages emanating to the peer reviewed practice units.

During the year, seven Training Programmes for Peer Reviewers were organised empanelling 96 peer

reviewers throughout the country and more such training programmes are planned to be organized in other regions.

- **ICSI Norm on 'Know Your Client'**

The ICSI has issued the “Know Your Client” norms for its practising members, which is recommendatory in nature. These norms are available on the website of the Institute.

15. INFORMATION TECHNOLOGY TOWARDS BUILDING DIGITAL PLATFORM FOR ICSI

The ICSI has adopted Information Technology to cater to the growing number of stakeholders and improvement in services. With this overall objective, the Directorate of Information Technology has been entrusted with the responsibility of harnessing the potential of Information and Communication Technologies and automating the processes for the members and students. The core activities of the Directorate are to bring stability and improvement in Network & Communication; facilitating information through Website ; maintaining infrastructure for Internet, Intranet & Email; Upgrading technology as per market trends; Software development on latest technology; IT System Audit; Data Storage and management, Online training and Computerisation of Regional Offices / Chapters.

Some of the initiatives of the Directorate of Information Technology are the System of bulk mailing and bulk SMS for the propagation of activities and initiatives of the Institute to the students and members community; ensuring the continuation of e-Learning and online computer knowledge proficiency test for the students, extending support to these systems and maintaining helpdesk; stabilizing and supporting Enterprise Resource Planning modules across Regional Offices and Chapters; extending the use of Microsoft Exchange based Emailing System across offices of ICSI; use of Document Management System (DMS) & Office Automation (OA) in the Institute's working;

automating the activities of the directorates on latest Dot Net Technology; upgrading Registration, Enrolment, Coaching and Examination Modules to cater to changes in syllabus for Foundation, Executive and Professional Programmes; expanding the Wide Area Network to offices of ICSI; Online training of the students in addition to the class room training for new systems and technologies being launched and bring in improvement in technology front through IT Systems Audit.

The administrative control and monitoring over the e-Learning project is maintained which provides for training in modes such as Web Based Training (WBT) for Foundation, Executive and Professional Programmes, Video Based Training (VBT) and Live Virtual Class Room (LVC). The popularity of E-learning is gaining ground.

Intranet Portal for Document Management & Office Automation has facilitated in establishing a centralized online system for one and all to manage records and further communication/approval. ERP systems have put in place for a secure and integrated working of the offices as per global standards. The ERP systems have brought in standardization at all levels. New upgraded systems have been put in place to cater to compliance of Service Tax. The online services through the website www.icsi.edu has facilitated the students (prospective as well as existing) and members to seek services from their homes. Launch of the new website under the latest framework has brought in more security in the system. Advanced features such as mobile website and integration with social networking sites have made it possible for the Institute to reach to more and more stakeholders. The stability of the new software systems on online registration and online enrolment has been tested thoroughly as most of the stakeholders have moved over to online means in preference to the conventional means. Further, for the students, payment gateway system of M/s. Bill Desk has been integrated with the facility of transaction

with 49 banks in addition to Axis Bank payment gateway. To ensure a secure environment for the digital platform, firewalls were upgraded and anti-virus software was implemented in ICSI Offices across the reach of the WAN network across the country. The implementation of the Wide Area Network in 11 offices of the Institute was accomplished during 2012-13.

The concept of comprehensive IT System Audit has been adopted in the Institute to bring about improvement in the IT activities and infrastructure from an overall perspective.

16. FUTURE OUTLOOK

Transformation driven by change requires sustained efforts to succeed and brings forth better response to evolving situations leading to improved performance. In the contextual change which is under way, Company Secretaries are poised for a much substantive role necessitating a complete overhaul of the mindset. This again calls for determination to challenge the status quo and the recognition to adapt to the dynamic realities. The need to perform the role of governance professionals and key managerial personnel requires much-needed transformation in all of us. The functions, as defined in the Companies Bill, 2012 signify the enhanced expectations and each one of us should strive harder to meet if not surpass them. It is perhaps time we realise, we should occupy the rightful place in the Corporate Boardrooms for which we need to imbibe professionalism, learn our lessons fast and make an indelible impact in our respective jobs.

17. ACKNOWLEDGEMENTS

The Council places on record its gratitude to the various Ministries and Offices of the Central Government, particularly the Ministry of Corporate Affairs, Ministry of Finance, SEBI, RBI, Stock Exchanges and other regulatory authorities for their help, guidance and support for development of the profession and encouraging the activities of the ICSI during the year. The Council is also grateful to various State Governments, Financial/Industrial/Investment Institutions/Corporate Sector, various Chambers of Commerce, Trade Associations and other Agencies in general in availing the services of members of the Institute and in recognizing their expertise.

The Council also places on record its deep appreciation to the members of the Secretarial Standards Board, Quality Review Board, Peer Review Board, Editorial Advisory Board, Expert Advisory Board and Disciplinary Committee, Board of Discipline of the Institute for their continuous and sincere guidance and support. The Council places on record its thanks to the Regional Councils and Chapters for extending their whole-hearted co-operation and support and also to the Officers and Staff of the Institute for their unflinching commitment and devotion to their duties.

For and on behalf of the Council



(CS S N Ananthasubramanian)
President

New Delhi
23rd August, 2013

APPENDIX 'A'

CONSTITUTION OF COMMITTEES

Executive Committee

S.No.	Name	Position
1	S N Ananthasubramanian	Chairman
2	Harish K Vaid	Member
3	Nesar Ahmad	Member
4	Ashok K Pareek	Member
5	Sudhir Babu C	Member
6	Umesh H Ved	Member
7	Renuka Kumar (Mrs.)	Member

Finance Committee

1	S N Ananthasubramanian	Chairman
2	Harish K Vaid	Member
3	Anil Murarka	Member
4	Gopalakrishna Hegde	Member
5	Sanjay Grover	Member
6	Vikas Y Khare	Member
7	P Sesh Kumar	Member

Examination Committee

1	S N Ananthasubramanian	Chairman
2	Harish K Vaid	Member
3	Atul Mittal	Member
4	B Narasimhan	Member
5	Pradeep K Mittal	Member
6	R Sridharan	Member
7	ArdhenduSen	Member

Professional Development Committee

1	S N Ananthasubramanian	Chairman
2	Nesar Ahmad	Member
3	Ashok K Pareek	Member
4	Pradeep K Mittal	Member
5	Sanjay Grover	Member
6	Gopalakrishna Hegde	Member
7	Atul H Mehta	Member
8	ArdhenduSen	Member
9	U D Choubey	Member

Training & Educational Facilities Committee

1	Harish K Vaid	Chairman
2	Anil Murarka	Member
3	Vikas Y Khare	Member
4	Atul Mittal	Member
5	R Sridharan	Member
6	B Narasimhan	Member
7	Umesh H Ved	Member
8	Sudhir Babu C	Member
9	Arun Balakrishnan	Member
10	P Sesh Kumar	Member
11	Renuka Kumar (Mrs.)	Member

Practising Company Secretaries Committee

1	R Sridharan	Chairman
2	Ashok K Pareek	Member
3	Atul H Mehta	Member
4	B Narasimhan	Member
5	Sanjay Grover	Member
6	Sudhir Babu C	Member
7	Umesh H Ved	Member
8	Vikas Y Khare	Member

Information Technology Committee

1	Atul Mittal	Chairman
2	Atul H Mehta	Member
3	Ashok K Pareek	Member
4	R Sridharan	Member
5	B Narasimhan	Member

Coordination Committee

1	S N Ananthasubramanian	Member
2	Harish K Vaid	Member
3	M S Sahoo	Member (Secretary)

Corporate Laws Committee

1	Sanjay Grover	Chairman
2	Nesar Ahmad	Member
3	Atul Mittal	Member
4	Pradeep K Mittal	Member
5	Umesh H Ved	Member
6	U D Choubey	Member

7	Ashok K Pareek	Member
8	Gopalakrishna Hegde	Member

Capital Markets Committee

1	Atul H Mehta	Chairman
2	Ashok K Pareek	Member
3	B Narasimhan	Member
4	Sanjay Grover	Member
5	Sudhir Babu C	Member
6	Umesh H Ved	Member

Election Reforms Committee

1	B Narasimhan	Chairman
2	Nesar Ahmad	Member
3	Anil Murarka	Member
4	R Sridharan	Member
5	Sudhir Babu C	Member
6	Ardhendu Sen	Member

Regulations Committee

1	Pradeep K Mittal	Chairman
2	Anil Murarka	Member
3	Sanjay Grover	Member
4	Gopalakrishna Hegde	Member
5	R Sridharan	Member
6	Vikas Y Khare	Member

Placement Committee

1	Ashok K Pareek	Chairman
2	Atul Mittal	Member
3	Gopalakrishna Hegde	Member
4	Umesh H Ved	Member
5	Vikas Y Khare	Member

Board of Discipline

1	Sudhir Babu C	Presiding Officer
2	Umesh H Ved	Member
3	Sutanu Sinha	Member

Peer Review Board

1	Harish K Vaid	Chairman
2	R Sridharan	Vice-Chairman
3	Ashok K Pareek	Member
4	Sanjay Grover	Member

5	Mahesh Anant Athavale	Member
6	Savithri Parekh (Ms.)	Member
7	V. Sreedharan	Member

Board of Studies

1	Sudhir Babu C	Chairman
2	Anil Murarka	Member
3	Atul Mittal	Member
4	Gopalakrishna Hege	Member
5	Pradeep K Mittal	Member
6	R Sridharan	Member
7	Vikas Y Khare	Member

Secretarial Standards Board

1	S V Subramanian	Chairman
2	Arun Balakrishnan	Member
3	Pradeep K Mittal	Member
4	N L Bhatia	Member
5	B B Chatterjee	Member
6	V R Narasimhan	Member
7	Sudheendhra Putty	Member
8	S H Rajadhyaksha	Member
9	K Sethuraman	Member
10	S C Vasudeva	Member
11	M S Sahoo	Member
12	A K Virmani	Member
13	Sanjay Shorey	Member
14	Representative of ICWAI	Member
15	NiharNiranjan Jambusaria	Member
16	Representative of SEBI	Member
17	Representative of RBI	Member
18	Representative of NSE	Member
19	Representative of CII	Member
20	Representative of FICCI	Member
21	G P Madaan	Member

Disciplinary Committee

1	S N Ananthasubramanian	Presiding Officer
2	B Narasimhan	Member
3	Gopalakrishna Hegde	Member

4	S Balasubramanian	Member
5	S K Tuteja	Member

Expert Advisory Board

1	R Krishnan	Chairman
2	Pradeep K Mittal	Member
3	G P Aggarwal	Member
4	G R Bhatia	Member
5	U K Chaudhary	Member
6	T V Narayanswamy	Member
7	P K Rustagi	Member
8	S V Subramanian	Member
9	S D Israni (Dr.)	Member
10	Sanjeev Kumar (Dr.)	Member
11	Anupam Malik	Member
12	S M Sundaram	Member

ICSI-CCGRT Management Committee

1	Umesh H Ved	Chairman
2	Atul H Mehta	Member
3	Gopalakrishna Hegde	Member
4	Vikas Y Khare	Member
5	Arun Balakrishnan	Member
6	Dev Bajpai	Member
7	S D Israni (Dr.)	Member
8	Shashikala Rao (Ms.)	Member
9	Sutanu Sinha	Member

Quality Review Board

1	U C Nahta	Chairman
2	Anil Kumar Bhardwaj	Member
3	Harish K Vaid	Member
4	Sanjay Grover	Member
5	John K. Sellate	Member

Stakeholders Grievances Redressal Committee

1	Gopalakrishna Hegde	Chairman
2	Nesar Ahmad	Member
3	B Narasimhan	Member
4	Pradeep K Mittal	Member
5	Sudhir Babu C	Member
6	Arun Balakrishnan	Member

International Affairs Committee

1	S N Ananthasubramanian	Chairman
2	Harish K Vaid	Member
3	Nesar Ahmad	Member
4	Anil Murarka	Member

Goals Implementation Committee

1	Vikas Y Khare	Chairman
2	Atul H Mehta	Member
3	Atul Mittal	Member
4	Gopalakrishna Hegde	Member
5	Umesh H Ved	Member

Corporate Governance, Sustainability and CSR Committee

1	S N Ananthasubramanian	Chairman
2	Harish K Vaid	Member
3	Nesar Ahmad	Member
4	Atul Mittal	Member
5	M S Sahoo	Member (Secretary)

Editorial Advisory Board

1	S Balasubramanian	Chairman
2	Pradeep K Mittal	Member
3	V K Bhasin	Member
4	G R Bhatia	Member
5	O P Dani	Member
6	H S Grover	Member
7	ManipadmaDatta (Dr.)	Member
8	C K G Nair (Dr.)	Member
9	R S Nigam (Prof.)	Member
10	T N Pandey	Member
11	T V Narayanaswamy	Member
12	Ashok Tyagi	Member
13	J P Sharma (Prof.)	Member
14	N Subramaniam	Member
15	Bharat Vasani	Member
16	S K Dixit (Dr.)	Member

PMQ Course Committee

1	S N Ananthasubramanian	Chairman
2	Harish K Vaid	Member
3	Arun Balakrishnan	Member

NOMINATIONS ON VARIOUS OUTSIDE COMMITTEES

Sl.No.	Name of the Committee/Institution	Institute's Representative on the Committee in Year - 2013
1.	National Advisory Committee on Accounting Standards (NACAS) – MCA	CS S. N. Ananthasubramanian President
2.	Accounting Standards Board, ICAI	CS Sanjay Grover Council Member
3.	Cost Accounting Standards Board, ICoAI	CS Sudhir Babu C. Council Member
4.	Governing Council of the National Foundation for Corporate Governance (NFCG)	*CS S. N. Ananthasubramanian President
5.	Board of Trustees of the National Foundation for Corporate Governance (NFCG)	*CS M. S. Sahoo Secretary
6.	Indo-UK Taskforce on Corporate Affairs, MCA	CS Nesar Ahmad, Immediate Past President & Council Member
7.	Indo-UK Accountancy Task Force, Ministry of Commerce & Industry	CS Atul Mittal Council Member
8.	Corporate Secretaries International Association (CSIA)	CS S. N. Ananthasubramanian, President CS Nesar Ahmad, Immediate Past President & Council Member
9.	The Associated Chambers of Commerce and Industry of India – Merger & Acquisition Council.	CS P K Mittal Council Member
10.	Task Force with regard to the Plan Budget of the MCA for the 12 th Five Year Plan.	CS S. N. Ananthasubramanian President
11.	Committee to identify the tax issues arising out of convergence between the Companies Act, 1956, IFRS, DTC and GST and matters related thereto	CS Vikas Y Khare Council Member CS Sutanu Sinha Chief Executive
12.	The New India Membership Development Committee of INSOL International	CS M. S. Sahoo Secretary
13.	Working Group constituted in the area of Corporate Governance and Corporate Social Responsibility as per provisions of LOI signed between India-Netherlands.	CS Nesar Ahmad Immediate Past President & Council Member
14.	Advisory Group to the GRI Focal Point India.	CS M. S. Sahoo Secretary
15.	Indo-Netherland Joint Working Group to look into various issues on Corporate Governance and Corporate Social Responsibility	CS Harish K Vaid Vice-President

* Ex-officio

Details of attendance of Members at the Council, Standing/Non-Standing Committees and Boards Meetings **APPENDIX 'B'**

Name of the Council Member	Council		Executive Committee		Finance Committee		Examination Committee		PDC		TEFC		FCSC		I.T. Committee		Capital Markets Committee		Corporate Laws Committee		Regulations Committee	
	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended
Mr. S.N. Ananthasubramanian	7	7	4	4	5	5	4	4	1	1	4	4										
Mr. Harish K Vaid	7	4	4	3	1	1	1	1	2	1	1	1	2	0								
Mr. Anil Murarka	7	6	3	2	1	1			2	2	1	1	2	0							4	4
Mr. Ardhendu Sen	7	6					1	0	1	1	4	2										
Mr. Arun Bala Krishnan	7	5					4	1	2	1												
Mr. Ashok Pareek	7	4			4	0	4	0	1	1	4	0	2	2	4	3	2	0				
Mr. Atul H Mehta	7	6			4	4	4	4	1	1	4	4	2	2	4	4	2	2				
Mr. Atul Mittal	7	6					1	0	2	1					4	1			1	1		
Mr. Gopalakrishna Hegde	7	7	3	2	1	1			3	2					3	2					4	1
Mr. B Narasimhan	7	6	3	3			5	5	2	2			2	1	4	3	2	1				
Mr. Nesar Ahmad	7	7	4	4	4	4	4	4	3	3									1	1		
Mr. Pradeep K Mittal	7	6					1	0	1	1	4	0									4	2
Mr. Renuka Kumar	7	0	4	1					2	0												
Mr. Sanjay Grover	7	6			1	1			1	1	4	2	2	0			2	1	1	1	4	4
Mrs. Saroj Punhani	1	0			1	0																
Ms. Revathy Iyer	2	0			1	0			1	0												
Mr. P Sesh Kumar	5	1			3	1			2	0												
Mr. R Sridharan	7	7			4	4	1	1			5	5	2	2	1	0	1	1			4	2
Mr. Sudhir Babu C	7	7	1	1													2	2			4	4
Mr. U D Choubey	7	0									5	5	2	2			2	2			4	4
Mr. Umesh Harjivandas Ved	7	5	1	1	4	1	4	2			4	0					1	0			4	0
Mr. Vilas Y. Khare	7	7			1	1			2	2	1	1	2	1			2	2			4	1
Mr. S Balasubramanian																						
Mr. S K Tuteja																						
Mr. Sutanu Sinha																						
Mr. Mahesh Ananth Athawale																						
Ms. Swathi Parekh																						
Mr. V Sreedharan																						
Mr. U C Nahta																						
Mr. Anil Kumar Bhardwaj																						
Mr. John K Sellate																						
Justice D. R. Deshmukh																						
Date of Meeting	8-9.06.2012, 24-25.08.2012, 06.10.2012, 08.12.2012, 18.01.2013, 19.01.2013, 15-16.03.2013	7-8.06.2012, 06.08.2012, 23.11.2012, 2 & 13.03.2013	28.04.2012, 04.08.2012, 18.12.2012, 16.01.2013, 01.03.2013	13-14.04.2012, 17.08.2012, 19-20.10.2012, 17.01.2013, 18.02.2013	07.06.2012, 07.12.2012, 14.03.2013	21.04.2012, 28.07.2012, 18.08.2012, 07.12.2012, 14.03.2013	24.05.2012, 15.12.2012	12.04.2012, 19.07.2012, 07.11.2012, 01.03.2013	07.12.2012, 14.03.2013	07-03-2013	11.05.2012, 25.09.2012, 01.12.2012, 04.01.2013											



APPENDIX 'B'

Details of attendance of Members at the Council, Standing/Non-Standing Committees and Boards Meetings

Name of the Council Member	Board of Studies		Peer Review Board		Board of Discipline		Disciplinary Committee		ICSI-CCGRT Mgmt Committee		Secretarial Standards Board		Quality Review Board		Editorial Advisory Board		Stakeholders Griev. Redressal Comm.		International Affairs Committee		PMQ Course Committee	
	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended	held	attended
Mr. S N Ananthasubramanian	4	1	3	3			1	1									2	2	1	1	1	0
Mr. Harish K Vaid			1	1	3	3							2	1	1	1	2	0	1	0		
Mr. Anil Murarka	5	1															2	0	1	1		
Mr. Ardhendu Sen																					1	0
Mr. Arun Balakrishnan									1	0	1	0										
Mr. Ashok Pareek			4	0																		
Mr. Atul H Mehta									3	3											1	1
Mr. Atul Mittal	4	0																				
Mr. Gopalakrishna Hegde	5	3					8	5	1	0	5	2										
Mr. B Narasimhan	4	3					8	7									2	0			1	1
Mr. Nesar Ahmad							7	7											1	1	1	1
Mr. Pradeep K Mittal	5	1									1	0			1	0						
Mrs. Renuka Kumar																						
Mrs. Sanjay Grover			4	2									2	2								
Mrs. Saroj Punhani																						
Ms. Revathy Iyer																						
Mr. P Sesh Kumar																						
Mr. R Sridharan	5	4	4	4					2	1	5	5										
Mr. Sudhir Babu C	5	5			2	2											2	2				
Mr. U D Choubey																						
Mr. Umesh Harjivandas Veda					5	5			3	1												1
Mr. Vikas Y. Khare	5	4							1	0												
Mr. S Balasubramanian							8	4							1	1						
Mr. S K Tuteja							8	8														
Mr. Sutanu Sinha					2	2																
Mr. Mahesh Ananth Athavale			4	3																		
Ms. Savitri Parakh			4	2																		
Mr. V Sreedharan			4	3																		
Mr. U C Nahta													2	2								
Mr. Anil Kumar Bhardwaj													2	2								
Mr. John K Sellate													2	1								
Justice D. R. Deshmukh															1	1						
Date of Meeting	06-07.07.2012, 17-18.08.2012, 25-09.2012, 15.12.2012, 14.03.2013	16.06.2012, 10.08.2012, 15.12.2012, 14.03.2012	30.06.2012, 25.08.2012, 18.12.2012, 26.02.2013, 18.03.2013	20.04.2012, 01.06.2012, 09.07.2012, 16.08.2012, 30.10.2012, 10.12.2012, 17.01.2013, 19.02.2013	01.06.2012, 20.11.2012, 11.03.2013	18-19.05.2012, 13-14.07.2012, 19-20.10.2012, 14-15.12.2012, 11.01.2013, 15.02.2013	29.05.2012, 21.11.2012	02.05.2012, 07.03.2013	19.06.2012, 14.12.2012	15.03.2013	07.12.2012											

LIST OF EXAMINATION CENTRES DURING THE YEAR 2012-2013

1	Agra	42	Hooghly	83	Mumbai-I (CG-1-SCC)
2	Ahmedabad- 1 (SXV)	43	Howrah	84	Mumbai-I (CG-2-KCLC)
3	Ahmedabad-2 (SSAC)	44	Hubli-dharwad	85	Mumbai-II (GTK-1-PND)
4	Ahmedabad-3 (PS)	45	Hyderabad-1(KMDC)	86	Mumbai-II (GTK-2-MCC)
5	Ajmer	46	Hyderabad-2(KMHS)	87	Mumbai-III (JOG.-1-IYC)
6	Allahabad	47	Hyderabad-3(DBPM)	88	Mumbai-III (JOG.-2-TC)
7	Alwar	48	Indore	89	Mumbai-III (JOG.-3-KESSC)
8	Ambala	49	Jabalpur	90	Mumbai-III (JOG.-4-JDTS)
9	Aurangabad	50	Jaipur-1 (UCC)	91	Mysore
10	Bangalore-1 (SJIC)	51	Jaipur-2 (VKCL)	92	Nagpur-1(HC)
11	Bangalore-2 (MLAC)	52	Jaipur-3 (LBSC)	93	Nagpur-2(AGC)
12	Bareilly	53	Jaipur-4 (PGSC)	94	Nashik
13	Bhilwara	54	Jaipur-5 (SSJ)	95	Navi Mumbai
14	Bhopal	55	Jaipur-6 (PGSS)	96	Noida
15	Bhubaneswar	56	Jaipur-7 (UFYL)	97	Panajim
16	Bikaner	57	Jaipur-8 (UMC-II)	98	Patna
17	Calicut	58	Jalandhar	99	Puducherry
18	Chandigarh	59	Jammu	100	Pune-1 (MIT)
19	Chennai South (MGR)	60	Jamshedpur	101	Pune-2 (SNDT)
20	Chennai West (DGV)	61	Jodhpur-1 (JNVU)	102	Pune-3 (MCSC)
21	Coimbatore	62	Jodhpur-2 (MGC)	103	Raipur
22	Dehradun	63	Kanpur	104	Rajkot
23	Delhi East-1 (AIS)	64	Kolhapur	105	Ranchi
24	Delhi East-2 (NVM)	65	Kolkata North-1 (WC)	106	Salem
25	Delhi East-3 (SLC)	66	Kolkata North-2 (AASS)	107	Shimla
26	Delhi East-4 (APSS)	67	Kolkata North-3 (PI)	108	Siliguri
27	Delhi North-1 (JVSD)	68	Kolkata North-4(SBVV)	109	Sonepat
28	Delhi North-2 (NHGS)	69	Kolkata North-5 (MGSSI)	110	Srinagar
29	Delhi North-3 (NBSS)	70	Kolkata North-6 (DMPV)	111	Surat-1 (KPCC)
30	Delhi South-1 (KPS)	71	Kolkata North-7 (THS)	112	Surat-2 (STERS)
31	Delhi South-2 (DSMS)	72	Kolkata South-1 (KHS)	113	Thane
32	Delhi West-1 (PDPS)	73	Kolkata South-2 (BBV)	114	Thiruvananthapuram
33	Delhi West-2 (ABPS)	74	Kolkata South-3 (AKGMS)	115	Thrissur
34	Delhi West-3 (ICSS)	75	Kolkata South-4 (JRAV)	116	Tiruchirapalli
35	Dhanbad	76	Kota	117	Udaipur
36	Ernakulam	77	Kottayam	118	Vadodara
37	Faridabad	78	Lucknow	119	Varanasi
38	Ghaziabad	79	Ludhiana	120	Vijayawada
39	Gorakhpur	80	Madurai	121	Visakhapatnam
40	Gurgaon	81	Mangalore	122	Yamuna Nagar
41	Guwahati	82	Meerut	123	Dubai

APPENDIX-D

STATISTICS ON EXAMINATION RESULTS JUNE, 2012 SESSION			
Stage of Examination	NUMBER OF CANDIDATES		
	Enrolled	Appeared	Passed
Foundation Programme#	31951	28937	14870
Executive Programme*			
Module-I	53040	43982	15734
Module-II	45649	36596	12208
Professional Programme			
Module-I	19146	16654	4721
Module-II	19027	15987	4612
Module-III	19250	15729	4152
Module-IV	17922	15587	5590

* 28304 candidates enrolled, 23035 candidates appeared for both Modules of Executive Programme out of whom 5559 candidates passed both Modules.

8346 candidates enrolled, 6016 candidates appeared for all Modules of Professional Programme out of whom 576 candidates passed all Modules.

STATISTICS ON EXAMINATION RESULTS DECEMBER, 2012 SESSION			
Stage of Examination	NUMBER OF CANDIDATES		
	Enrolled	Appeared	Passed
Foundation Programme (OMR Exam under new syllabus).	26546	24992	18204
Foundation Programme (Old syllabus)	7666	6516	2950
Executive Programme*			
Module-I	55171	44041	13707
Module-II	52740	41722	12882
Professional Programme#			
Module-I	23004	19432	4998
Module-II	22923	18475	4525
Module-III	23720	18754	4447
Module-IV	20195	16951	4414

* 31802 candidates enrolled, 25154 candidates appeared for both Modules of Executive Programme out of whom 4874 candidates passed both Modules.

9849 candidates enrolled, 6684 candidates appeared for all Modules of Professional Programme out of whom 534 candidates passed all Modules.

APPENDIX-E

POST MEMBERSHIP QUALIFICATION (PMQ) IN 'CORPORATE GOVERNANCE' EXAMINATION RESULTS JUNE, 2012 SESSION			
PMQ EXAMINATION*	NUMBER OF CANDIDATES		
	Enrolled	Appeared	Passed
Group-I	7	7	-
Group-II	5	4	1

* 3 candidates enrolled, 2 candidates appeared in both groups of PMQ Examination out of whom no candidate passed both groups.

THAKUR, VAIDYANATH AIYAR & CO.
Chartered Accountants
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Patna & Chandigarh

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INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF COUNCIL OF THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

1. Report on Financial Statements

We have audited the attached Financial Statement of The Institute of Company Secretaries of India ("The Institute") which comprise of the Balance Sheet as at 31st March 2013, Income & Expenditure Account and the Cash Flow Statement for the year then ended and a summary of Significant Accounting Policies and other explanatory information. The Accounts of the Institute's Centre for Corporate Governance Research and Training (CCGRT), four Regional Offices and their 68 Chapters have been audited by other Auditors and that their reports have been incorporated and duly considered while preparing our report. *The accounts of one Chapter and auditor's report thereon were not received and hence could not be considered in this report.*

2. Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these Financial Statements in accordance with the Company Secretaries Act, 1980. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

3. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the

reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

4. Opinion

Further to comment under Para 1 above, we report that:

- a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit;
- b) The Balance Sheet, the Income and Expenditure Account and the Cash Flow Statement dealt with by this report are in agreement with the books of account.
- c) In our opinion proper books of accounts are maintained in conformity with requirements of the Company Secretaries Act, 1980.
- d) We have received the Audited Accounts and the Branch Auditor's Report of Centre for Corporate Governance Research and Training (CCGRT) and four Regional Offices and the same have been dealt with by us in our report.
- e) In our opinion, the Balance Sheet, the Income and Expenditure Account and the Cash Flow Statement comply with the accounting standards.
- f) In our opinion and to the best of our information and according to the explanations given to us, the Financial Statement of The Institute of Company Secretaries of India, give a true and fair view in conformity with the accounting principles generally accepted in India:
 - (i) in the case of Balance Sheet, of the state of affairs of the ICSI as at 31st March 2013; and
 - (ii) in the case of the Income and Expenditure Account, of the surplus of the ICSI for the year ended on that date.
 - (iii) in the case of the Cash Flow Statement, of the Cash Flow for the year ended on that date.

For Thakur, Vaidyanath Aiyar & Co.
Chartered Accountants
FRN: 000038N
(M P Thakur)
Partner
M. No. 052473

Place: New Delhi
Date: 23.08.2013

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
BALANCE SHEET AS AT 31st MARCH, 2013**

(₹ lakh)

PARTICULARS	SCHEDULE	As at 31st March 2013		As at 31st March 2012	
SOURCES OF FUNDS					
Reserves and Surplus	1		26,054.94		19,381.93
Earmarked Funds	2		8,488.74		3,076.85
TOTAL			34,543.68		22,458.78
APPLICATION OF FUNDS					
Fixed Assets	3				
a) Tangible Assets		4,169.51		4,238.32	
b) Intangible Assets		74.61		110.99	
c) Capital Work in Progress	4	279.37		30.14	
d) Intangible Assets under development		5.84		-	
			4,529.33		4,379.45
Investments	5		28,983.82		18,293.78
Current Assets, Loans and Advances	6				
a) Inventories		94.28		18.17	
b) Sundry Debtors		58.56		34.86	
c) Cash and Bank Balances		3,058.25		2,078.30	
d) Other Current Assets		2,919.03		1,707.62	
e) Loans and Advances	7	323.72		174.90	
		6,453.84		4,013.85	
Less: Current Liabilities and Provisions	8				
Current Liabilities		5,423.31		4,228.30	
Net Current Assets / (Liabilities)			1,030.53		(214.45)
TOTAL			34,543.68		22,458.78

ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS 15

Schedules referred to above form an integral part of the Balance Sheet.
As per our report of even date.

For THAKUR, VAIDYANATH AIYAR & CO.

Chartered Accountants

FRN : 000038N

M K Gupta
Jt. Director (F & A)

Sutanu Sinha
Chief Executive

M S Sahoo
Secretary

For and on behalf of the Council

Harish K Vaid
Vice President

S N Ananthasubramanian
President

Council Members (in alphabetical order)

(M P Thakur)
Partner
Membership No. 052473

Murarka Anil
Mehta Atul H
Ahmad Nesar
Sudhir Babu C

Sen Ardhendu
Mittal Atul
Mittal Pradeep K
Ved Umesh H

Balakrishnan Arun
Hegde Gopalakrishna
Grover Sanjay
Khare Vikas Y

Pareek Ashok
Narasimhan B
Sridharan R
P Sesh Kumar

Place: New Delhi
Date : 23-08-2013

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2013

(₹ lakh)

PARTICULARS	SCHEDULE	For the year ended	
		31 st March 2013	31 st March 2012
INCOME			
Fees	9	16,508.86	11,288.50
Publications		580.02	407.65
Interest on Investments		1,944.81	1,374.16
Programmes / Seminars		1,630.85	1,405.00
Other Income	10	266.88	326.18
TOTAL		20,931.42	14,801.49
EXPENDITURE			
Establishment	11	1,978.45	1,955.14
Study Material & Others		1,206.54	1,048.40
Publications		49.05	56.97
Examinations		1,302.45	1,071.16
Communication	12	142.77	143.49
Travelling and Conveyance		150.51	121.75
Professional Development Programmes		1,234.81	1,012.57
Career Awareness and Promotion		579.66	375.96
Other Expenses	13	1,932.68	1,085.82
Depreciation		266.60	241.43
Scientific Research Activities	14	605.37	512.76
TOTAL		9,448.91	7,625.45
NET SURPLUS			
		11,482.51	7,176.04
Appropriation to Funds / Reserves :			
Staff Training Fund		13.00	-
Corporate Governance Award Fund		-	250.00
Performance Related Incentive Fund		50.00	46.00
Infrastructure Fund		5,000.00	1,500.00
Building Reserve & Specific Reserve		15.64	11.42
Balance transferred to General Reserve		6,403.87	5,368.62
TOTAL		11,482.51	7,176.04
ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS	15		
Schedules referred to above form an integral part of the Income & Expenditure A/c.			
As per our report of even date annexed.			
For THAKUR, VAIDYANATH AIYAR & CO.		For and on behalf of the Council	
Chartered Accountants			
FRN : 000038N	M K Gupta Jt. Director (F & A)	Sutanu Sinha Chief Executive	M S Sahoo Secretary
		Harish K Vaid Vice President	S N Ananthasubramanian President
Council Members (in alphabetical order)			
(M P Thakur) Partner Membership No. 052473	Murarka Anil Mehta Atul H Ahmad Nesar Sudhir Babu C	Sen Ardhendu Mittal Atul Mittal Pradeep K Ved Umesh H	Balakrishnan Arun Hegde Gopalakrishna Grover Sanjay Khare Vikas Y
			Pareek Ashok Narasimhan B Sridharan R P Sesh Kumar
Place: New Delhi Date : 23-08-2013			

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
Cash Flow Statement for the year ended 31st March 2013

(₹ lakh)

	2012-13		2011-12	
A. Cash Flow from operating activities				
Surplus as per Income & Expenditure A/c		11,482.51		7,176.04
Add : Depreciation (including CCGRT)		305.33		277.48
Add : TDS Written off		1.13		1.15
Add : Loss on Sale of Assets		11.90		3.66
Add : Bad Debts		0.28		0.77
Cash Flow from operation after adjustment for non-cash expenses		11,801.15		7,459.10
Less : Interest on Investment	1,944.81		1,374.16	
Provision written back	3.16		21.04	
Profit on sale of mutual fund units	-		14.18	
Incentive on Investment	11.90		2.15	
Surplus on disposal of assets	2.38	1,962.25	0.32	1,411.84
		9,838.90		6,047.26
Increase /Decrease in Current Assets and Current Liabilities				
(Increase)/Decrease in Inventory	(76.11)		(6.60)	
(Increase)/Decrease in Debtors	(23.70)		(7.31)	
(Increase)/Decrease in Other Current Assets	(1,211.41)		(955.43)	
(Increase)/Decrease in Loans and Advances	(148.82)	(1,460.04)	29.96	(939.38)
Increase/(Decrease) in Current Liability & Provisions		1,195.01		850.62
Net cash generated from Operating Activities : (A)		9,573.87		5,958.51
B. Cash flow from Investing Activities				
Interest On Investment	2,391.03		1,587.89	
Incentive on Investment	11.90		2.15	
Capital Receipt	-		4.80	
Sale Proceeds of Redumtion of Mutual Fund/Investments	6,135.12		1,097.67	
Acquisition of Investments/Mutual Fund Units	(16,825.17)		(8,820.34)	
Sale Proceeds of Fixed Assets	10.15		37.52	
Purchase of Fixed Assets	(218.05)		(1,374.51)	
Addition in CWIP	(255.07)		(280.11)	
Contribution to Leave Encashment Fund	128.01		127.09	
Net Cash Flow / (used in) from Investing Activities : (B)		(8,622.09)		(7,617.85)
C. Cash Flow from Financing Activities				
Increase in Capital Reserve	39.47		37.31	
Increase in General Reserve	214.03		1,331.86	
Corporate Governence Fund (Net)	-		(78.93)	
Staff Training Fund (Net)	(7.53)		(16.71)	
Leave Encashment Fund (Net)	(61.27)		(112.15)	
Endowment Prize Award Fund (Net)	(1.38)		(0.04)	
Performance Related Incentive Fund (Net)	(48.14)		(46.06)	
Infrastructure Fund (Net)	(107.00)		(1,294.01)	
Net Cash (Used in) / Generated from Financiing Activities : (C)		28.17		(178.74)
Net Increase in Cash and Cash Equivalents : (A+B+C)		979.96		(1,838.09)
Cash and cash equivalent at the beginning of the year		2,078.30		3,916.38
Cash and cash equivalents at the end of the year		3,058.25		2,078.30

Note: 1. The above Cash Flow Statement has been derived using the Indirect method prescribed in AS-3.

2. Enclosed Schedules 1 to 15 form an intergral part of the Cash Flow Statement.

As per our report of even date.

For THAKUR, VAIDYANATH AIYAR & CO.

Chartered Accountants

FRN : 000038N

M K Gupta

Jt. Director (F & A)

Sutanu Sinha

Chief Executive

M S Sahoo

Secretary

For and on behalf of the Council

Harish K Vaid

Vice President

S N Ananthasubramanian

President

Council Members (in alphabetical order)

(M P Thakur)

Partner

Membership No. 052473

Murarka Anil

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Mittal Pradeep K

Ved Umesh H

Balakrishnan Arun

Hegde Gopalakrishna

Grover Sanjay

Khare Vikas Y

Pareek Ashok

Narasimhan B

Sridharan R

P Sesh Kumar

Place: New Delhi

Date : 23-08-2013

RESERVES & SURPLUS
SCHEDULE 1

(₹ lakh)

PARTICULARS	As at 31st March 2013		As at 31st March 2012	
<u>CAPITAL RESERVE</u>				
As per last Balance Sheet		234.96		197.66
Add: Entrance Fees from Members		39.47		37.30
Sub-Total :		274.43		234.96
<u>GENERAL RESERVE</u>				
As per last Balance Sheet		19,146.97		12,435.08
Add / (Less)				
Corpus & Other Donations received for Specific Fund	97.72		48.92	
Interest on Corpus & Other Donations	2.59		1.74	
Transfer to Prize Endowment for Prize Award Fund	-		(2.69)	
Transfer from Infrastructure Fund on utilisation (refer Sch 2)	107.00		1,294.14	
Transfer from Income & Expenditure for Building & Specific Reserve	15.64		11.42	
Other Adjustment at RC /Chapters	28.90		2.42	
Amount utilised in various reserves by RC/ Chapters (net of accretions)	(22.18)	229.67	(12.68)	1,343.27
Surplus				
Transferred as per Income & Expenditure A/c		6,403.87		5,368.62
Sub-Total :		25,780.51		19,146.97
Total :		26,054.94		19,381.93

PARTICULARS	ICSI National Award for Excellence in Corporate Governance Fund		Staff Training Fund		Leave Encashment Fund		Endowment for Prize Award Fund	
	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12
As per last Balance Sheet	1,016.15	772.53	77.30	87.67	603.02	544.00	37.84	34.14
Add: Contribution during the year	-	250.00	13.00	-	128.01	127.09	-	-
Transfer from Gen Reserve	-	-	-	-	-	-	-	2.69
Add: Receipts during the year	-	3.75	-	-	-	-	-	1.05
Add: Interest allocation @ 8% p.a.	81.29	68.80	6.40	6.34	48.24	44.09	2.81	2.69
Sub-Total	1,097.44	1,095.08	96.70	94.01	779.27	715.17	40.65	40.57
Less: Transfer to GR on utilisation	-	-	-	-	-	-	-	-
Less: Utilised during the year	-	78.93	7.53	16.71	61.27	112.15	1.38	2.73
Balance as at the close of the year	1,097.44	1,016.15	89.17	77.30	718.00	603.02	39.27*	37.84 *

* Includes ₹ 2.00 lakh (PY ₹ 2.00 lakh) for EIRC.

PARTICULARS	Performance Related Incentive Fund		Infrastructure Fund		Total	
	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12
As per last Balance Sheet	48.31	44.79	1,294.23	1,000.00	3,076.85	2,483.12
Add: Contribution during the year	50.00	46.00	5,000.00	1,500.00 **	5,191.01	1,923.09
Transfer from Gen Reserve	-	-	-	0.13	-	2.82
Add: Receipts during the year	-	-	-	-	-	4.81
Add: Interest allocation @ 8% p.a.	3.94	3.58	303.53	88.23	446.22	213.73
Sub-Total	102.25	94.37	6,597.75	2,588.36	8,714.07	4,627.58
Less: Transfer to GR on utilisation	-	-	107.00	1,294.14	107.00	1,294.14
Less: Utilised during the year	48.14	46.06	-	-	118.33	256.58
Balance as at the close of the year	54.11	48.31	6,490.75	1,294.23	8,488.74	3,076.85

* Endowment Prize Award Fund Receipts includes ₹ nil (PY ₹ 0.69 lakh) transferred from General Reserve.

** Includes ₹ nil (PY ₹ 931.00 lakh) for previous year.

FIXED ASSETS
SCHEDULE 3

(₹ lakh)

Items	Gross Block				Depreciation / Amortization				Net Block	
	Cost as on 1.4.2012	Additions	Adjustment/Transfer/Sale	Total cost as on 31.3.2013	Total as on 1.4.2012	For the Year	Adjustment/Transfer/Sale	Total as on 31.3.2013	as on 31.3.2013	as on 31.3.2012
A. Tangible										
Land										
- Freehold	1,622.79	-	-	1,622.79	-	-	-	-	1,622.79	1,622.79
- Leasehold [@]	74.05	-	-	74.05	21.06	0.81	-	21.87	52.19	52.99
Buildings	2,542.26	12.24*	17.58	2,536.91	727.31	90.47	5.88	811.90	1,725.01	1,814.94
Furniture & Fixtures	570.95	48.60	0.61	618.93	294.82	34.72	0.22	329.32	289.62	276.13
Computer Peripherals	480.33	63.29	15.49	528.12	349.68	65.98	14.12	401.54	126.58	130.65
Cooling Equipment	140.38	18.70	5.53	153.55	77.40	11.05	3.57	84.88	68.67	62.98
Electrical Equipment	276.06	31.61	5.30	302.36	138.58	24.58	3.92	159.24	143.13	137.49
Office Machines and	-	-	-	-	-	-	-	-	-	-
Communication Equipment	222.75	19.74	3.94	238.55	98.16	20.88	2.71	116.32	122.23	124.59
Other Equipment	38.38	8.68	(0.06)	47.12	26.47	4.49	-	30.96	16.16	11.91
Library Books	20.88	4.27	2.73	22.42	20.88	4.27	2.80	22.35	0.07	-
Vehicles	7.96	0.04	0.08	7.91	4.11	0.80	0.07	4.84	3.07	3.85
Current Year Total	5,996.79	207.15	51.21	6,152.73	1,758.46	258.04**	33.29	1,983.21	4,169.51	4,238.32
Previous Year Total	4,465.74	1,587.66*	56.61	5,996.79	1,538.05	255.28	34.87	1,758.46	4,238.32	2,927.69
B. Intangible										
ERP Software	133.19	10.90	-	144.09	22.20	47.29	-	69.48	74.61	110.99
Previous Year Total	-	133.19	-	133.19	-	22.20	-	22.20	110.99	-
Current Year Total	6,129.98	218.05	51.21	6,296.82	1,780.66	305.33	33.29	2,052.70	4,244.12	4,349.31
Previous Year Total	4,465.74	1,720.85	56.61	6,129.98	1,538.05	277.48	34.87	1,780.66	4,349.31	-

@ Lease Deed has not been executed for leasehold land at Bhilwara allotted in 2009-10 for ₹ 14.63 lakh (PY ₹ 14.63 lakh). However, amortisation has been done based on 99 years lease as per the terms of allotment.

* Addition to fixed assets under various heads include ₹ 12.24 lakh (PY ₹ 1,516.30 lakh) which is on account of renovation/refurbishment of premises at ICSI-CCGRT (Lodi Road and Noida premises for previous year).

** Depreciation includes on ICSI-CCGRT assets amounting to ₹ 38.72 lakh (PY ₹ 36.05 lakh) debited to Scientific Research Activities expenses - Refer Schedule 14.

FIXED ASSETS (work in progress)
SCHEDULE 4

(₹ lakh)

Items	Gross Block			
	Cost as on 1.4.2012	Additions	Adjustment/Transfer/Sale	Total cost as on 31.3.2013
C. Capital Work-in-Progress				
Land under acquisition	3.74	-	-	3.74
Buildings under construction	26.39	249.23	-	275.63
Current Year Total	30.14	249.23	-	279.37
Previous Year Total	3.80	239.47	213.14	30.14
D. Intangible Assets				
Computer Software	-	5.84	-	5.84
Current Year Total	-	5.84	-	5.84
Previous Year Total	92.55	40.64	133.19	-

PARTICULARS	Date of Maturity	As on 01.04.2012	Additions	Deletions	As on 31.03.2013
I. LONG TERM INVESTMENTS (AT COST)					
(A) FIXED DEPOSITS					
(i) Housing and Urban Development Corporation Ltd.					
9.60%	25.11.11 to 23.12.14	511.00	-	-	511.00
8.75%	3.12.07 to 3.12.12	0.28	-	0.28	-
8.25%	16.6.10 to 11.10.15	922.60	-	-	922.60
8.10%	25.9.09 to 25.9.12	270.00	-	270.00	-
8.00%	15.4.10 to 3.5.15	459.00	-	-	459.00
9.70%	16.4.12 to 16.4.14	-	100.00	-	100.00
9.40%	14.9.12 to 17.9.15	-	450.00	-	450.00
9.40%	6.9.12 to 6.9.15	-	200.00	-	200.00
9.40%	9.07.12 to 9.7.15	-	175.00	-	175.00
9.40%	8.8.12 to 8.8.15	-	200.00	-	200.00
9.40%	16.8.12 to 16.8.15	-	80.00	-	80.00
9.40%	4.10.12 to 4.10.15	-	500.00	-	500.00
9.20%	7.12.12 to 25.2.16	-	310.00	-	310.00
(ii) IDBI Bank Ltd.					
9.50%	22.10.07 to 14.3.14	756.74	-	235.00	521.74
9.50%	5.4.11 to 7.12.14	528.00	-	-	528.00
9.31%	18.4.11 to 30.4.14	600.00	-	-	600.00
9.25%	14.1.11 to 18.1.14	100.00	-	-	100.00
9.25%	15.10.12 to 25.10.15	-	950.00	-	950.00
9.50%	18.4.12 to 18.4.15	-	500.00	-	500.00
	24.1.13	22.31	16.89	17.07	22.13
(iii) NTPC Ltd.					
8.50%	02.05.09 to 03.05.12	200.00	-	200.00	-
(iv) National Housing Bank					
7.50%	20.5.10 to 20.5.13	99.00	-	-	99.00
(v) EXIM Bank					
7.50%	28.5.10 to 28.5.13	99.00	-	-	99.00
(vi) TN TD Fin Corpn Ltd.					
7.50%		0.23	-	-	0.23
(vii) ICICI Bank					
		33.40	181.75	111.95	103.20
(viii) Kaur Vysya Bank					
		1.00	3.00	1.00	3.00
(ix) Vyavsayik Sahkari Bank					
		0.35	0.14	-	0.49
(x) Karnataka Bank					
		5.70	0.43	-	6.13
Total (A)		4,608.62	3,667.20	835.30	7,440.52
(B) BONDS					
(i) Govt. of India 8% Savings (Taxable) Bonds, 2003					
(a) Cumulative (Half-yearly)					
	28.10.09 to 18.12.15	935.00	-	-	935.00
	2.1.10 to 2.1.16	100.00	-	-	100.00
	13.4.10 to 18.10.16	796.00	-	-	796.00
(b) Non-Cumulative (Half-yearly)					
	18.12.09 to 18.12.15	600.00	-	-	600.00
	1.1.10 to 9.1.16	140.00	-	-	140.00
	27.9.10 to 28.9.16	300.00	-	-	300.00
8%	25.11.16	117.00	-	10.00	107.00
(ii) Housing and Urban Development Corporation Ltd.					
40 (PY Nil) Bonds @ 9.75% of ₹ 10 lakh each	18.11.11 to 18.11.16	400.00	-	-	400.00
8 (PY 8) Bonds @ 8.75% of ₹ 10 Lakh each	29.11.06 to 29.11.16	80.00	-	-	80.00
(iii) ICICI Bank Ltd.					
378 (PY 378) Bonds @ 9.8% of ₹ 10,000 each	10.11.07 to 10.2.13	37.80	-	37.80	-
(iv) Power Finance Corporation Ltd.					
9 (PY 9) Bonds @ 11.10% of ₹ 10 lakh each	29.9.08 to 15.9.13	90.00	-	-	90.00
35 (PY 35) Bonds @ 8.45% of ₹ 10 lakh each	30.9.09 to 15.10.14	350.00	-	-	350.00
(v) Rural Electrification Corporation Ltd.					
10 (PY 10) Bonds @ 9.85% of ₹ 10 lakh each	28.9.07 to 28.9.17	100.00	-	-	100.00
Total (B)		4,045.80	-	47.80	3,998.00

Contd...

INVESTMENTS
SCHEDULE 5 (contd..)

(₹ lakh)

PARTICULARS	Date of Maturity	As on 01.04.2012	Additions	Deletions	As on 31.03.2013
(C) FIXED DEPOSITS WITH BANKS (for more than 1 year)					
Canara Bank					
9.00% to 10.40%	21.7.09 to 30.3.14	2,652.10	-	1,009.01	1,643.09
9.00% to 10.40%	24.4.12 to 24.4.14	-	400.00	-	400.00
9.00% to 10.40%	27.4.12 to 27.4.15	-	4,235.16	-	4,235.16
9.10%	15.2.13 to 6.3.13	-	1,228.33	1,228.33	-
		2.89	138.27	-	141.16
State Bank of India					
9.25%	29.3.11 to 24.12.13	150.69	-	-	150.69
		26.47	11.45	23.47	14.45
State Bank of Mysore		4.00	1.10	-	5.10
State Bank of Hyderabad		148.12	12.90	0.24	160.78
Central Bank of India					
9.60% to 10.40%	19.3.11 to 30.3.14	1,306.62	-	711.62	595.00
9.60% to 10.40%	2.5.12 to 2.5.14	-	200.00	-	200.00
9.60% to 10.40%	28.9.12 to 28.9.14	-	800.00	-	800.00
		27.97	16.73	1.46	43.24
Bank of Baroda		4.65	83.28	5.03	82.90
Bank of India		75.00	85.02	75.00	85.02
Bank of Maharashtra		33.45	35.37	30.00	38.82
Indian Bank					
9.20% to 9.50%	18.12.10 to 17.7.14	1,364.00	-	501.00	863.00
9.20% to 9.50%	2.5.12 to 1.5.15	-	300.00	-	300.00
9.20% to 9.50%	9.5.12 to 9.5.15	-	350.00	-	350.00
9.20% to 9.50%	15.5.12 to 15.5.15	-	154.00	-	154.00
9.20% to 9.50%	13.6.12 to 14.6.15	-	125.00	-	125.00
9.20% to 9.50%	10.10.12 to 6.10.15	-	350.00	-	350.00
		14.74	-	14.74	-
Indian Overseas Bank		0.31	0.04	-	0.36
HDFC Bank Ltd.	29.04 to 22.10.11	19.50	15.60	-	35.10
Corporation Bank					
9.25%	23.4.11 to 9.5.16	700.00	-	-	700.00
		0.77	51.64	-	52.41
Syndicate Bank					
9.50%	22.7.11 to 9.8.14	325.00	-	-	325.00
		14.30	489.03	261.30	242.03
Oriental Bank of Commerce					
9.10% to 10.00%	30.3.11 to 20.11.13	2,071.86	-	681.86	1,390.00
9.10% to 9.75%	24.4.12 to 24.4.14	-	400.00	-	400.00
9.10% to 9.75%	27.4.12 to 27.4.14	-	100.00	-	100.00
9.10% to 9.75%	15.5.12 to 15.5.18	-	653.00	-	653.00
9.10%	22.10.12 to 29.1.13	-	297.00	297.00	-
		0.35	11.34	-	11.69
Union Bank of India					
9.25%	5.11.12 to 19.11.15	-	1,700.00	-	1,700.00
Indian Overseas Bank					
9.50% to 9.71%	28.3.13 to 30.3.14	-	750.00	-	750.00
Dena Bank		0.69	5.00	-	5.69
United Commercial Bank		44.90	9.67	21.23	33.34
Axis Bank		14.99	8.72	2.65	21.06
United Bank of India		15.19	22.09	-	37.28
IndusInd Bank Ltd		-	0.49	-	0.49
P&S Bank		-	1.83	-	1.83
Punjab National Bank		-	10.42	-	10.42
Union Bank of India		430.00	19.54	367.07	82.47
Vijaya Bank		-	1.67	-	1.67

Contd...

PARTICULARS	Date of Maturity	As on 01.04.2012	Additions	Deletions	As on 31.03.2013
Allahabad Bank		4.00	4.50	4.00	4.50
Catholic Syrian Bank		8.40	1.12	9.52	- 0.00
Multiple Banks		167.51	78.64	7.50	238.66
Total (C)		9,628.48	13,157.96	5,252.02	17,534.42
(D) SHARES : Backbay Exports Premises					
Co-operative Society Ltd.					
20 (PY 20) Shares of ₹ 50 each		0.01	-	-	0.01
Sinking Fund		0.06	-	-	0.06
Total (D)		0.07	-	-	0.07
Sub-Total (Part-I)		18,282.96	16,825.17	6,135.12	28,973.01
II. CURRENT INVESTMENTS					
MUTUAL FUNDS					
229.24 (PY 229.24) Units of Canara Robeco MF Collections		3.32	-	-	3.32
478.66 (PY 478.66) Units of LIC MF - Liquid Fund		7.50	-	-	7.50
Sub-Total (Part-II)		10.81	-	-	10.81
TOTAL (Parts I & II)		18,293.78	16,825.17	6,135.12	28,983.82

* Includes ₹ 1.20 lakh (PY ₹ 1.20 lakh) pledged with Canara Bank for Bank Guarantees to Postal Authority.

Note:

- 1 Investments include Fixed Deposits / Bonds valued at :
 - a) ₹ 1097.44 lakh (PY ₹ 1016.15 lakh on 31.3.2012) towards Corporate Governance Award.
 - b) ₹ 89.18 lakh (PY ₹ 77.30 lakh on 31.3.2012) towards Staff Training Fund.
 - c) ₹ 718.00 lakh earmarked (PY ₹ 603.02 lakh on 31.3.2012) towards Leave Encashment Fund.
 - d) ₹ 39.27 lakh (PY ₹ 37.84 lakh on 31.3.2012) towards Endowment for Prize Awards Fund.
 - e) ₹ 54.11 lakh (PY ₹ 48.31 lakh on 31.3.2012) towards Performance-related Incentive Fund.
 - f) ₹ 6490.75 lakh (PY ₹ 1294.10 lakh on 31.3.2012) towards Infrastructure Fund.

- 2 NAV of the Mutual Fund Units as at 31.3.2013 is ₹ 14.52 lakh (PY ₹ 13.34 lakh on 31.3.2012)

CURRENT ASSETS

PARTICULARS	As at 31st March 2013		As at 31st March 2012	
INVENTORIES (valued, taken and certified by the Management)				
Publications and Study Materials	84.82		11.68	
Consumables Stores & Others	9.46	94.28	6.49	18.17
SUNDRY DEBTORS (Unsecured)				
Outstanding for more than six months				
- considered good	25.55		9.91	
- considered doubtful	-		5.37	
	25.55		15.28	
Others (considered good)	33.01		24.95	
	58.56		40.23	
Less: Provision for Bad & Doubtful Debts	-	58.56	5.37	34.86
CASH AND BANK BALANCES				
Cash , Cheques/Drafts/Postal Orders and Postage Stamps/ Franking units With Scheduled Banks	43.72		49.80	
In Savings Bank Accounts *	2,640.71		1,544.27	
In Term Deposits Account (up to 1 year)	373.82	3,058.25	484.23	2,078.30
OTHER CURRENT ASSETS				
Interest Accrued on Investments		2,919.03		1,707.62
TOTAL		6,130.12		3,838.95

* Includes Linked Term Deposits of ₹ 75.22 lakh (PY ₹ 106.91 lakh).

LOANS AND ADVANCES

PARTICULARS	As at 31st March 2013		As at 31st March 2012	
LOANS AND ADVANCES (Unsecured Considered good unless otherwise stated)				
Advances recoverable in cash or in kind or for value to be received				
Employees		25.97		25.35
Trusts		-		10.20
Others				
- considered good	97.40		22.71	
- considered doubtful	0.44		0.44	
	97.84		23.15	
Less: Provision for Bad & Doubtful Debts	0.44	97.40	0.44	22.71
Amount Recoverable for IAP (MCA)		-		22.25
Amount Recoverable for IAP (RD-East)		17.17		-
Prepaid Expenses		14.60		17.07
Earnest Money Deposit - Land		57.11		-
Security Deposits		31.60		22.50
CENVAT Recoverable on Service Tax		3.11		0.06
Income Tax Refund Due		31.72		25.38
Tax Deducted at Source		45.04		29.38
TOTAL		323.72		174.90

CURRENT LIABILITIES AND PROVISIONS
SCHEDULE 8
(₹ lakh)

PARTICULARS	As at 31 st March 2013	As at 31 st March 2012
CURRENT LIABILITIES		
Fees Received in Advance <i>(From Students / Members)</i>	3,398.13	2,551.70
Sundry Creditors	794.40	639.86
Payable to Trusts / Funds <i>(Pension Fund, Student Edn. Fund, Co. secy. Benevolent Fund, Employees Benev. Fund and Hospitalisation Fund)</i>	677.56	489.58
Unspent amount of IEPF Programme - MCA	8.84	-
Unspent amount of IEPF Programme - RD(NW/SE)	12.36	-
Expense Payable	491.99	472.34
Security Deposits	16.55	17.18
Other Liabilities <i>(Deduction Pending Remittance, Property Tax, etc.)</i>	23.48	57.64
TOTAL	5,423.31	4,228.30

FEES - INCOME
SCHEDULE 9
(₹ lakh)

PARTICULARS	For the year ended			
	31 st March 2013		31 st March 2012	
Members				
Annual Fees	389.98		355.53	
Other Fees	8.81	398.79	8.35	363.88
Students				
Registration Fees	3,261.55		1,063.95	
Exemption Fees	363.84		257.39	
Education Fees	9,154.82		6,782.78	
Examination Fees	3,131.32		2,639.70	
Other Fees	198.54	16,110.07	180.80	10,924.62
TOTAL		16,508.86		11,288.50

OTHER - INCOME
SCHEDULE 10
(₹ lakh)

PARTICULARS	For the year ended	
	31 st March 2013	31 st March 2012
Subscription to Journal / Bulletin	84.28	45.02
Interest on Staff advances	0.94	1.32
Surplus on Disposal of Assets	2.38	0.32
Incentive on Investments	11.90	2.15
Profit on Sale/Redemption of Units of Mutual Funds	-	14.18
Innvestor Awariness Programmes - MCA	23.44	107.25
Innvestor Awariness Programmes - RD (N/NW/SE/E)	45.62	-
Contribution from NFCG	-	5.00
Advisory Services	12.68	17.17
Royalty / Commission from Publications	8.31	8.67
Provision no longer required, written-back	3.16	21.04
Donations	1.94	7.39
Rent	2.76	0.27
Scientific Research Activities - CCGRT	2.50	-
Conventional Income	4.35	12.98
Interest on Income Tax Refund	1.84	-
Miscellaneous	60.78	83.42
TOTAL	266.88	326.18

ESTABLISHMENT
SCHEDULE 11
(₹ lakh)

PARTICULARS	For the year ended	
	31 st March 2013	31 st March 2012
Salaries and Allowances	1,699.79	1,468.34
Contribution for :		
Provident Fund	66.60	79.11
Gratuity Fund	3.34	78.49
Pension fund	382.35	440.28
Leave Encashment Fund	128.01	127.09
Staff Welfare	105.84	98.05
	2,385.93	2,291.36
Less : Allocation to RC/C & Scientific Research Activities	407.48	336.22
TOTAL	1,978.45	1,955.14

COMMUNICATION
SCHEDULE 12
(₹ lakh)

PARTICULARS	For the year ended			
	31 st March 2013		31 st March 2012	
Postage and Courier	82.12		95.26	
Telephone, Fax, E-mail, etc.	72.37	154.49	59.88	155.14
Less : Allocation to Scientific Research Activities		11.72		11.65
TOTAL		142.77		143.49

OTHER EXPENSES
SCHEDULE 13
(₹ lakh)

PARTICULARS	For the year ended			
	31 st March 2013		31 st March 2012	
Stationery *		66.44		81.45
Journal & Bulletins		251.51		211.65
Legal and Professional Services		63.92		50.54
Rent, Rates and Taxes *		40.17		37.89
Electricity and Water *		113.69		91.67
Insurance *		3.70		1.90
Repairs and Maintenance				
- Buildings *	27.18		30.18	
- Computer	90.37		72.89	
- Other Assets *	29.70		29.99	
- Vehicles	2.98	150.23	2.37	135.43
Office Expenses *		124.35		116.34
Newspapers and Periodicals *		3.58		4.57
Meeting expenses *		29.41		33.42
Computerisation (Data Processing)		92.78		21.53
Prior-period expenses (net)		1.16		11.87
(refer Note no. 6 of Schedule 15)		-		-
Packing and Despatch		6.23		5.80
Loss on Sale/ Disposal/Write-off of Assets		11.90		3.66
Loss/Write-off of Stocks		-		0.96
Bank Charges		67.29		1.00
Student Scholarship and Awards		7.57		0.25
Auditors Remuneration (including Service Tax)				
- Audit Fees: Head Office	2.24		2.21	
Other Offices	5.83	8.07	5.02	7.23
- Other Services: Head Office	0.38		0.29	
Other Offices	0.06	0.44	0.07	0.36
Investor Awareness Programmes - MCA		23.24		107.25
Investor Awareness Programmes - RD (N/NW/SE/E)		45.62		
IEPF Scrutiny of Claims		0.35		0.63
IEPF Training of Trainers		-		0.67
TDS / Income Tax Recoverable written off		1.13		1.15
Bad Debts		0.28		0.77
Provision for Bad/Doubtful Debts		-		0.32
		1,113.06		928.32
Less: Allocation to Scientific Research Activities out of items marked as * above		20.38		19.25
		1,092.68		909.07
Contribution to Funds:				
ICSI Student Education Fund Trust	525.00		25.00	
ICSI Employees Medical Hospitalisation Trust	40.00		25.50	
C S Benevolent Fund Trust	250.00		100.75	
ICSI Employees Benevolent Fund Trust	25.00	840.00	25.50	176.75
TOTAL		1,932.68		1,085.82

SCIENTIFIC RESEARCH ACTIVITIES

PARTICULARS	For the year ended			
	31 st March 2013		31 st March 2012	
CCGRT				
Establishment	69.42		48.69	
Books & Periodicals	0.42		0.64	
Printing & Stationery	6.98		7.92	
Communication	2.69		2.43	
Travelling & Conveyance	6.23		5.00	
Research Studies	1.79		1.08	
Others	54.05		41.28	
	141.58		107.04	
Depreciation	38.72	180.30	36.05	143.09
Allocation				
Establishment *	389.42		336.22	
Communication *	11.72		11.65	
Travelling and Conveyance	3.55		2.55	
Others *	20.38	425.07	19.25	369.67
TOTAL		605.37		512.76

* excluded in the respective Schedules.

ACCOUNTING POLICIES AND NOTES TO ACCOUNTS

(A) ACCOUNTING POLICIES

1. Basis of Preparation of Financial Statements

The Financial Statements are drawn up on historical cost basis and have been prepared in accordance with applicable Accounting Standards issued by the Institute of Chartered Accountants of India and are on accrual basis unless otherwise stated.

2. Uses of Estimates

The preparation of Financial statements requires some estimates which affect the reported amounts of assets and liabilities on the date of financial statements and the reported amount of revenues and expenses during the year. Difference between the actual result and estimates are recognized in the period in which results are known/materialized.

3. Revenue Recognition

- a. The Entrance Fee is collected at the time of admission of a person as a Member and is directly credited to “Capital Reserve”.
- b. Fees received from Members are accounted for on cash basis. However, fees received in advance are carried over as a liability.
- c. Fees from students are recognized on cash basis.
- d. Examination fee is recognized on the basis of conduct of examination.
- e. Revenue from sale of publications is recognized at the time of preparing the sale bill, i.e. when the property in goods as well as the significant risks and rewards of the property get transferred to Buyer.
- f. Income from Investments
 - i) Dividend on investments is recognized on receipt basis.
 - ii) Income on interest-bearing securities and fixed deposits is recognized on a time proportion basis taking in to account the amount outstanding and the rates applicable.

- g. Receipt of money for specific sponsored programmes is recognised on a systematic basis in the Income & Expenditure Account over the periods necessary to match them with the related costs which they are intended to compensate. Unspent balance of such receipts, if any, is carried to next year.

4. Investments

- a. Long term Investments are carried at cost and diminution in value, other than temporary, is provided for.
- b. Current investments are carried at lower of cost or fair value.

5. Fixed Assets / Depreciation and Amortisation

- a. Fixed Assets excluding Land are stated at historical cost less depreciation.
- b. Freehold land is stated at cost. Leasehold land is stated at the amount of premium paid for acquiring the lease rights. The premium paid on leasehold land is amortized over the period of lease.
- c. Depreciation is provided on the Written Down Value method at the following rates as approved by the Council, based on the useful life of the respective assets :

Item	%
Buildings	5
Furniture and Fixtures	10
Lifts/Air Conditioners/Other Equipments	15
Vehicles	20
Computers	40

- d. Depreciation on additions to Fixed assets is provided on monthly pro-rata basis. No depreciation is charged in the year of sale.
- e. Fixed Assets costing ₹ 0.05 lakh or less are fully depreciated.

- f. Library books are depreciated at the rate of 100% in the year of purchase.
- g. Intangible Assets (Software) are amortized equally over a period of three years.

6. Impairment of Assets

The carrying amounts of assets are reviewed at each Balance Sheet date if there is an indication of impairment based on internal / external factors. The impairment loss is recognized wherever the carrying amount of an asset exceeds its recoverable amount. The recoverable amount is higher of asset's net selling price or value in use. In assessing the value in use, the estimated future cash flows are discounted to their present value at the weighted cost of capital.

7. Inventories

Inventories of Papers, Consumables, Publications, Study Materials, etc. are valued at lower of cost or net realisable value. The cost is determined on FIFO basis.

8. Foreign currency Translations

- a) Foreign currency translations are recorded on initial recognition in the reporting currency by applying to the foreign currency amount at the exchange rate prevailing as on the date of translations.
- b) All incomes and expenses are translated at average rate. All monetary assets / liabilities are translated at the year end rates whereas non-monetary assets are carried at the rate on the date of transaction.
- c) All incomes or expenses on account of exchange rate difference is recognized in the Income and Expenditure Account.

9. Employee Benefits

- a. Contributions to Provident Fund Trust maintained by the Institute are recognized as expenses.
- b. Contribution to Gratuity Fund Trust and Pension Fund Trust are made based on actuarial valuation and recognized as an expense.
- c. Provision for leave encashment is made on the basis of actuarial valuation.

10. Provisions

A provision is recognized when an enterprise has a present obligation as a result of past events; it is probable that an outflow of resources will be required to settle the obligation, in respect of which a reliable estimate can be made. Provisions are not discounted to its present value and are determined based on best estimate required to settle the obligations at the Balance Sheet date. These are reviewed at each Balance Sheet date and adjusted to reflect the current best estimates.

11. Allocations / Transfer to Reserves and Surplus and Earmarked Funds

- a. Corpus donation / Donation for Building & Other Specific Fund received during the year is directly taken to General Reserve.
- b. Income from investment of earmarked funds is allocated on the basis of average yield to the respective earmarked funds on the average of Opening & Closing balances and the amount utilized there from is debited to such funds.
- c. Allocation / Contributions to ICSI Students Education Fund Trust, ICSI National Award for Corporate Governance, ICSI Employees Medical Hospitalisation Trust, Company Secretaries Benevolent Fund, ICSI Employees Benevolent Fund, Performance-related Incentive Fund and Infrastructure Fund, are made based on the amount as approved by the Council from time to time.

(B) NOTES TO ACCOUNTS

1. Contingent Liabilities

- (a) Claims against the Institute not acknowledged as debts is ₹ 27.00 lakh as at 31.3.2013 (As at 31.3.2012 ₹ 33.82 lakh).
 - (b) Claims in respect of legal cases filed by the staff / labour against the Institute for labour and other matters, amounts not ascertainable (amount provided till 31.3.2012 is ₹ 50.00 lakh).
2. Estimated amount of contracts remaining to be executed on capital account, net of advances, is ₹ 117.23 lakh as on 31.3.2013 (Previous Year ₹ 58.71 lakh as on 31.03.2012)

3. Management is of the opinion that except the assets written off during the year and the assets retired from active use, there is no further impairment of assets as contemplated in Accounting Standard – 28.

4. Employee Benefits

The disclosure of 'Employee Benefits' as defined in the Accounting Standard-15 are as under:-

Defined Contribution Plan

Employer's contribution to Defined Contribution Plan such as Provident Fund is charged off during the financial year. Employee's Provident Fund is administered by 'ICSI Employee's Provident Fund Trust'.

Defined Benefit Plan

(i) Gratuity

The Employer's Gratuity Fund Scheme managed by the Life Insurance Corporation of India is a 'Defined Benefit Plan'. The present value of obligation is determined on actuarial valuation using Projected Unit Credit (P.U.C.) method as defined in the Accounting Standard-15.

(ii) Pension

'Pension' is administered by a separate Trust named as 'ICSI Employees Pension Fund Trust' and the actuarial valuation of Pension Benefit Plan Liability has been done on 31.3.2013 by following P.U.C. method in terms of the Accounting Standard – 15 and the pension benefit plan liabilities is fully funded.

(iii) Leave Encashment

Provision of Liability for Leave Encashment has been made on actuarial valuation using P.U.C. method and investments amounting to ₹ 718.00 lakh (being 100%) has been earmarked by the Institute.

I. Table showing changes in present value of Obligation

Fig.: ₹ in Lakh

	Gratuity Funded	Pension Funded	Leave Encashment Funded-earmarked
Present value of obligations as at the beginning of the year	753.64	1862.23	603.02
Interest cost	60.29	148.98	48.24
Past Service cost	Nil	Nil	Nil
Current service cost	3.66	59.90	108.76
Actuarial (Gain)/Loss on obligation	4.75	327.92	19.25
Benefits paid	(59.40)	(74.58)	(61.27)
Settlement Cost	Nil	Nil	Nil
Present Value at the year end	762.94	2324.45	718.00

II. Table showing changes in fair value of Plan Assets

Fig.: ₹ in Lakh

	Gratuity Funded	Pension Funded	Leave Encashment Funded-earmarked
Fair value of Plan Assets at beginning of the year	838.94	1887.79	603.02
Actual return on Plan Assets	76.45	154.45	* 48.24
Contributions	0.79	247.00	128.00
Benefits paid	(59.40)	(74.58)	* (61.27)
Actuarial (Gain)/Loss on Plan Assets	Nil	Nil	Nil
Settlement Cost	Nil	Nil	Nil
Fair value of Plan Assets at the end of the year	856.78	2214.66	* 718.00

* As per Schedule-3.

III. Amounts to be recognized in the Balance Sheet

Fig.: ₹ in Lakh

	Gratuity Funded	Pension Funded	Leave Encashment* Funded-earmarked
Present value of Obligation at the end of the year	762.94	2324.45	718.00
Fair value of Plan Assets as at the end of the year	856.78	2214.66	718.00
Funded status	93.84	(109.79)	718.00
Net Asset/Liability recognized in the Balance Sheet	93.84	(109.79)	718.00

* earmarked out of the total investments of the Institute, refer Schedule -3.

IV. Expenses recognized in the Income & Expenditure Account

Fig.: ₹ in Lakh

	Gratuity Funded	Pension Funded	Leave Encashment Funded-earmarked
Current Service Cost	3.66	59.90	63.35
Interest Cost	60.29	148.98	45.41
Expected return on Plan Assets	(76.45)	(151.02)	48.24
Past Service cost	Nil	Nil	Nil
Net Actuarial (Gain) / Loss recognized in the year	4.75	324.49	19.25
Expenses recognized	(7.75)	382.35	128.00
Amounts depicted as under:			
(a) HQ+CCGRT Schedule - 11	3.34	382.35	128.00
(b) Regional/Chapter Offices I & E A/c	0.65	85.62	24.98

V. Funded Investment Details

<i>Gratuity</i>
Insurance Policy 100% with LIC
<i>Pension</i>
Central and State Government Securities, PSU Bonds, FD's with Housing Finance companies, Special Deposit Schemes and Fixed Deposits with Scheduled Banks.
<i>Leave Encashment</i>
Investments earmarked out of the total investments of the organization.

VI. Actuarial Assumptions

	Gratuity	Pension	Leave Encashment
Mortality Table	1994-96 duly modified	1994-96 duly modified	1994-96 duly modified
Discount Rate	8% p.a.	8% p.a.	8% p.a.
Future Salary increase	10% p.a.	7% p.a.	10% p.a.
Return on Plan Assets	8.79% p.a.	8% p.a.	N A
Average remaining working life	N A	9.79 years	16.98 years

5. The Institute has sent letters for confirmation of Debit/Credit balances at the year end to major Parties, however, the same is awaited in some cases till date.

6. The details of Prior Period Income /Expenditure are as under:

2012-13
(₹ lakh)

2011-12
(₹ lakh)

Income

Interest Income (TDS)	0.43	3.95
Royalty 10-11	--	0.53
Miscellaneous	0.36	--
	-----	-----
	0.79	4.48
	-----	-----

Expenditure

Communication/Courier	27.00	3.40
Career Awareness & Promotion	--	1.80
Repair & Maintenance	0.03	1.55
Rent, Rates & Taxes	--	1.29
Programmes & Seminars	--	2.04
Travelling Expenses	--	4.13
Office Expenses	0.75	2.15
Data Processing	0.91	--
	-----	-----
	1.95	16.35
	-----	-----
Net Income/Expenditure	1.16	11.87
	-----	-----

7. Income Tax

(i) The Institute of Company Secretaries of India has been granted exemption u/s 10(23C)(iv) of the Income Tax Act 1961 upto the Assessment Year 2006-07. Application filed for renewal of exemption for the Assessment Year 2007-08 and onwards is pending with Income Tax Department for consideration. The Institute is pursuing its efforts to obtain exemption u/s 10(23C)(iv).

(ii) (a) The assessment for AY 2010-11 has been completed u/s 143(3) of the Income Tax Act 1961 invoking the provisions of section 11/12 of the Income Tax Act at "Nil" income vide Order dated 12.10.2012.

(iii) In respect of Assessment Year 2011-12, a sum of ₹ 21.35 lakh was refundable in respect of prepaid taxes (TDS) of which ₹ 19.39 lakh was received on 17.7.2012 vide Assessment Order u/s 143(1) dated 6th July 2012. The net amount due for refund is ₹ 1.96 lakh for which rectification u/s 154 has been filed.

8. Others

1. Dombivli Chapter of WIRC

The accounts of Dombivli Chapter of WIRC for the year ended 31.3.2011, 31.3.2012 and 31.3.2013 have not been received due to some unavoidable circumstances and therefore, the same have not been incorporated in the consolidated accounts of the Institute. Consequently, the assets and liabilities of ₹ 13.49 lakh as at 31.3.2010 have been de-recognised as at 31.3.2011. The management is of the view that this would not have adverse impact on the income & expenditure as well as assets & liabilities of the Institute for the year ended on that date.

2. During the current financial year, the policy for recognition of Student registration fee for Executive and Foundation programmes have been changed and the same has been recognized on initial receipt since there is no clause for refund of the proportionate amount to the left out /

students who succeeded the exam before the specified period of 5 years & 3years. Due to such change in the accounting policy, current year income has increased by ₹ 1,605.36 lakh and the current liabilities have decreased by that amount.

9. The details of Income & Expenditure in foreign currency:

(Fig. : ₹ in lakh)

a. Earnings in foreign Currency	Current Year	Previous Year
- Fees from overseas members	0.25	1.43
b. Expenditure in foreign currency		
- Membership Fee	3.83	2.28
- International Workshop	0.76	-
- Travelling Expenses	4.24	2.22
- Miscellaneous Expenses	1.77	-
	10.59	4.50

10. Previous year's figures have been regrouped/rearranged/recast wherever considered necessary to make it comparable with those of the current year.

As per our report of even date.

For THAKUR, VAIDYANATH AIYAR & CO.

Chartered Accountants

FRN : 000038N

M K Gupta
Jt. Director (F & A)

Sutanu Sinha
Chief Executive

M S Sahoo
Secretary

For and on behalf of the Council

Harish K Vaid
Vice President

S N Ananthasubramanian
President

(M P Thakur)
Partner
Membership No. 052473

Murarka Anil
Mehta Atul H
Ahmad Nesar
Sudhir Babu C

Council Members (in alphabetical order)

Sen Ardhendu
Mittal Atul
Mittal Pradeep K
Ved Umesh H

Balakrishnan Arun
Hegde Gopalakrishna
Grover Sanjay
Khare Vikas Y

Pareek Ashok
Narasimhan B
Sridharan R
P Sesh Kumar

Place: New Delhi
Date : 23-08-2013

RECOGNITIONS SECURED FOR COMPANY SECRETARIES			
A. FOR A PRACTISING COMPANY SECRETARY			
S.No.	Statute / Authority	Purpose	When Obtained
I. COMPANY LAW			
1.	The Companies Act, 1956	(a) 'Secretary' in whole-time practice defined as member of the Institute in practice and not in full time employment [Section 2(45A)].	15 June, 1988
		(b) To make statutory declaration in Form 1 that all requirements of the Companies Act, 1956 and the rules made thereunder have been complied with in respect of registration of a company and matters precedent and incidental thereto [Section 33(2)].	15 June, 1988
		(c) To make a verified declaration in Forms 19, 20 and 20A of compliances for obtaining a certificate of commencement of business/commencement of other business [Section 149].	15 June, 1988
		(d) To sign the annual return of listed company (Section 161).	15 June, 1988
		(e) To certify that requirements of Schedule XIII have been complied with as regards statutory guidelines for appointment of managerial personnel and payment of managerial remuneration to them without the approval of the Central Government [Section 269(2) and Schedule XIII].	15 June, 1988
		(f) To issue compliance certificate as to whether a company has complied with all the provisions of the Companies Act, 1956, for companies not required to employ a whole-time Secretary under sub-section (1) of Section 383A and having paid-up share capital of ten lakh rupees or more [proviso to Section 383A(1)].	13 December, 2000
		(g) (i) A member of the Institute having at least 15 years working experience as a Secretary in whole-time practice is eligible to be appointed as a Technical member of the National Company Law Tribunal [Section 10FD (3)(e)].	To be effective from the date of commencement of the Companies (Second Amendment) Act, 2002, (i.e. from

S.No.	Statute / Authority	Purpose	When Obtained
		<p>(ii) A Practising Company Secretary may be authorized by any person to present his or its case before the National Company Law Tribunal or National Company Law Appellate Tribunal [Section 10GD]</p> <p>(iii) A professional firm of Company Secretaries may be appointed as an Official Liquidator in respect of winding up of a company by the National Company Law Tribunal [Section 448(1)(a)].</p>	such dates as may be notified by the Central Government)
2.	Companies (Central Government's) General Rules and Forms (Amendment) Rules, 2006	<p>Pre-certification of e-forms:</p> <ol style="list-style-type: none"> 1. Form No. 1A 2. Form No.2 3. Form No.3 4. Form No.5 5. Form No.10 6. Form No.17 7. Form No.18 8. Form No.23 9. Form No.23 AC 10. Form No.23 ACA 11. Form No.23AC-XBRL 12. Form No.23ACA-XBRL 13. Form No.24AB 14. Form No.25C 15. Form No.32 <p>Declaration:</p> <ol style="list-style-type: none"> 16. Form No.1 17. Form No.19 18. Form No.20 19. Form No.20A 20. Form No.61 	10 February, 2006
3.	Limited Liability Partnership Rules, 2009	<p>LLP forms:</p> <ol style="list-style-type: none"> 1. Form No.2 2. Form No.3 3. Form No.4 4. Form No.5 5. Form No. 8 6. Form No.11 7. Form No.12 8. Form No.15 9. Form No.17 10. Form No.18 11. Form No.31 12. Form No.32 	1 st April, 2009

S.No.	Statute / Authority	Purpose	When Obtained
4.	Companies (Declaration of Dividend out of Reserves) Amendment Rules, 2006	Pre-certification of e-form of application for approval for declaration of dividend out of reserves. [Pursuant to Section 205A (3)].	3 March, 2006
5.	Investor Education and Protection Fund (Awareness and Protection of Investors Amendment) Rules, 2006 (Rule 3)	Pre-certification of e-form – Form 1 relating to statement of amounts credited to Investor Education and Protection Fund.	3 March, 2006
6.	Companies (Director Identification Number) Rules, 2006 [Rule 6]	To certify form DIN-3 (Form for sending of Director Identification Number intimation by the company to the Registrar)	1 November, 2006
7.	The Companies Regulations, 1956	In respect of section 25 companies, to give a declaration to the effect that the Memorandum and Articles of Association have been drawn up in conformity with the provisions of the Companies Act, 1956 and that all requirements of the Act and the Rules made thereunder have been duly complied with in respect of the registration or matters incidental or supplementary thereto [Regulation 4(ii)].	July, 1989
8.	Company Law Board Regulations, 1991 ¹ [Reg. 19]	To act as authorised representative before the Company Law Board Benches.	May, 1991
9.	Private Limited Company and Unlisted Public Limited Company (Buy-Back of Securities) Rules, 1999. (Rule 10)	Extinguishment and physical destruction of the bought back share certificates to be done in the presence of a Company Secretary in whole-time practice within seven days from the date of acceptance of shares. To certify compliance with these Rules including the provisions relating to extinguishment and destruction of share certificates.	6 July, 1999
10.	Unlisted Public Companies (Preferential Allotment) Rules, 2003 [Rule 7]	In case of every issue of shares/ warrants/fully convertible debentures/ partly convertible debentures or other financial instruments with conversion option, to certify that the issue of the said instruments is being made in accordance with these Rules.	4 December, 2003
11.	Unlisted Companies (Issue of Sweat Equity Shares) Rules, 2003	In case of every company that has allotted shares under these Rules, the Board of Directors shall at each annual general meeting place before the	4 December, 2003

S.No.	Statute / Authority	Purpose	When Obtained
	[Rule 11]	shareholders a certificate from Practising Company Secretary/ auditors of the company that sweat equity shares have been allotted in accordance with the resolution of the company in the general meeting and the Rules in this regard.	
II CORPORATE AND ECONOMIC LAWS			
12.	Competition Act, 2002 [Section 35 & 53S]	To act as authorised representative before the Competition Commission of India and Competition Appellate Tribunal.	31 March, 2003
13.	Central Electricity Regulatory Commission (Miscellaneous Provisions) Order, 1999 (Clause 6)	To act as authorized representative before the Central Electricity Regulatory Commission.	August, 1999
14.	Gujarat Electricity Regulatory Commission (Conduct of Business) Regulations, 1999 (Regulation 23)	To act as authorized representative before the Gujarat Electricity Regulatory Commission.	July, 1999
15.	The Telecom Regulatory Authority of India Act, 1997 (Section 17 and Explanation (b) thereto)	To act as authorized representative before the Telecom Disputes Settlement and Appellate Tribunal.	March, 2000
16.	IRDA (Registration of Indian Insurance Companies) Regulations, 2000 (Regulation 10)	To certify that the company has complied with all the requirements relating to registration fees, share capital, deposits and other requirements of the Insurance Regulatory and Development Authority Act, 1999.	July, 2000
17.	Foreign Trade Policy 2009-2011.	Illustrative List of certificates which may be issued by a Company Secretary in Practice is given hereunder: <ul style="list-style-type: none"> i. Certificate for issue of EPCG authorization (Appendix 26) ii. Certificate for EPCG Redemption (Appendix 26A) iii. Certificate showing sales turnover of ammunition (indigenous and imported) during the preceding three licensing years (Annexure ANF 2B) iv. Certification in respect of Application for grant of Status Certificate (ANF 3A) 	Foreign Trade Policy (2009 – 2014)

S.No.	Statute / Authority	Purpose	When Obtained
		v. Certification in respect of application for Served from Indian Scheme (annexure ANF 3B) vi. Certificate for Agriculture Infrastructure incentive scrip under VKGUY (Annexure to ANF 3D)	
18.	Special Economic Zones Rules, 2006(Rule 61)	To act as authorized representative before the Board of Approval	February, 2006
19.	Foreign Exchange Management Act, 1999 (FEMA)	To issue certificates for exchange control purposes. All certificates, which a Practising Chartered Accountant can issue as documentary evidence in support of certain applications, may also be issued by a Company Secretary in Whole-time Practice.	Original recognition received in 1992 under FERA. RBI clarified vide letter dated April 19, 2001, the recognition is valid under FEMA.
20.	Foreign Exchange Management (Transfer of Issue of Securities by a Person Resident Outside India) Regulations, 2008	To certify under FDI Scheme on behalf of Indian companies accepting investment	30 May, 2008
21.	The Trade Marks Rules, 2002 (Rules148-161)	Qualified to be registered as a trade marks agent.	15 September, 2003.
III SECURITIES LAWS AND CAPITAL MARKETS			
22.	The Securities and Exchange Board of India Act, 1992. [Section 15V, Explanation (b)]	To appear as authorised representative before the Securities Appellate Tribunal	December, 1999
23.	The Depositories Act, 1996 [Section 23C, Explanation (b)]	To appear as authorised representative before the Securities Appellate Tribunal	December, 1999
24.	SEBI - Circular No. MRD/DoP/SE/Cir-1/06	Certify non- promoter holdings as per clause 35 of Listing Agreement in demat mode in case of the companies which have established connectivity with both the depositories.	13 January, 2006
25.	Clause 47(c) of the Listing Agreement	Certification to the effect that RTA and/or In-house Share transfer facility of Listed Companies have issued all certificates within one month of the	February 12, 1998

S.No.	Statute / Authority	Purpose	When Obtained
		lodgement for transfer, sub-division, consolidation, renewal, exchange or endorsement of calls/allotment monies. This certificate is to be issued within one month of the end of each half of the financial year.	
26.	Clause 49 of the Listing Agreement.	To issue certificate of compliance of conditions of Corporate Governance.	January , 2006
27.	Model Listing Agreement for Listing of Debt Securities. SEBI/CFD/DIL/CIR-39/2004/11/01	To issue certificate regarding maintenance of adequate security cover in respect of listed debentures by either a Practising Company Secretary, every quarter.	1 November, 2004
28.	Model Listing Agreement for Listing of Debt Securities. SEBI/CFD/DIL/CIR-39/2004/11/01	To issue certificate regarding compliance of conditions of Corporate Governance.	1 November, 2004
29.	Listing Agreement for Indian Depository Receipts (IDRs) SEBI/CFD/DIL/IDR/1/2006/3/4	To issue certificate of compliance of conditions of Corporate Governance.	3 April, 2006
30.	SME Listing Agreement	To certify that all transfers have been completed within stipulated time. To certify compliance of conditions of Corporate Governance.	
31.	SEBI (Depositories Participants) Regulations, 1996	Reconciliation of Share Capital Audit: To issue quarterly certificate with regard to reconciliation of the total issued capital, listed capital and capital held by depositories in dematerialized form, details of changes in share capital during the quarter, and in-principle approval obtained by the issuer from all the stock exchanges where it is listed in respect of such further issued capital.	2 September, 2003.
32.	SEBI' s Circular IMD/PMS/ CIR/1/21727/03	To conduct Internal Audit of Portfolio Managers.	18 November, 2003
33.	SEBI's Circular MRD/DMS/CIR-29/2008	To conduct internal Audit of Stock Brokers / Trading Members / Clearing Members	21 October, 2008

S.No.	Statute / Authority	Purpose	When Obtained
34.	SEBI's Circular SEBI/MIRSD/CRA/Cir-01/2010	To conduct internal Audit for Credit Rating Agencies (CRAs)	06 January, 2010
35.	Bombay Stock Exchange Limited BSE Notice No. 20061031 - 21	To issue Networth Certificate to be submitted by all active members including representative members of Cash segment, Limited Trading members & Trading and/or Clearing members of the Derivatives segment of the Bombay Stock Exchange.	31 October, 2006
36.	Bombay Stock Exchange Limited	Listing of new equity shares issued to the shareholders of the company pursuant to the reduction of capital/BIFR order -- If there are non-transferable shares in existence, a certificate from Practising Company Secretary specifically certifying that equity share certificates held by promoters, etc. have been stamped "Not to be sold/transferred/hypothecated until" (source: www.bseindia.com)	
37.	National Stock Exchange Limited (NSE Circular No.541, Ref. NSE/MEM/7835)	Details of directors/proprietor in format C-3 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
38.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of shareholding pattern/sharing pattern of corporates in format C-6 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
39.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of shareholding pattern/sharing pattern of firms in format C-6 of Annual Return submitted by Trading Member to the Stock Exchange.	6 September, 2006
40.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of Dominant group of corporates in format C-7 of Annual Return submitted by Trading Member to the Stock Exchange.	6 September, 2006
41.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of Dominant group of firms in format C-7 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
42.	National Stock Exchange Limited (NSE Circular No.541, Ref. NSE/MEM/7835)	Undertaking from Relative of Persons constituting Dominant Promoter Group in format C-8 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006

S.No.	Statute / Authority	Purpose	When Obtained
43.	National Stock Exchange Limited (NSE Circular No.541, Ref. NSE/MEM/7835)	Undertaking from Corporates supporting Dominant Promoter Group in format C-8 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
44.	National Stock Exchange Limited	Grant of approval for listing under clause 24(a) of the Listing Agreement – Certificate from Practising Company Secretary confirming that the entire pre-preferential holding of the allottee (mentioning the quantity) is locked in for the period starting from relevant date up to a period of six months from the date of allotment (source: www.nseindia.com)	
45.	National Stock Exchange Limited	Grant of approval under clause 24(f) of the Listing Agreement (Amalgamation – Wholly Owned Subsidiary / other than Wholly Owned Subsidiary /Reduction of Capital under Section 100) – Certificate from Practising Company Secretary for Networth of the Company pre and post scheme under section 101, 391 and 394 of the Companies Act, 1956. (source: www.nseindia.com)	
46.	National Stock Exchange Limited	Listing of shares arising out of Conversion of Debentures/Warrants/Notes/Bonds into Equity Shares – Certificate from Practising Company Secretary for receipt of money at the time of allotment of Convertible Debentures/Warrants/Notes, etc. (source: www.nseindia.com)	
47.	National Stock Exchange Limited	Listing of shares/securities issued on Preferential/Private Placement basis – Certificate from Practising Company Secretary for the following confirmations : <ul style="list-style-type: none"> a. The pricing of the issue along with the detailed working of the same b. The company has received the entire consideration payable prior to the allotment of shares c. The total shares under lock-in (along with the dates of lock-in and distinctive numbers) and additionally confirming that the locked in equity shares if issued in physical form have been encased with non transferability condition d. The entire pre-preferential holding of the allottee (mentioning the quantity) is locked in for the period starting from relevant date upto a period of six months from the date of allotment. (source: www.nseindia.com) 	

S.No.	Statute / Authority	Purpose	When Obtained
48.	National Stock Exchange Limited	Listing of shares/securities issued on Preferential/Private Placement basis in case allotment under Section 81(3) of Companies Act –A confirmation signed by the compliance officer of the company duly counter confirmed by the Practising Company Secretary confirming that the said allotment has been made in accordance with the provisions of Section 81(3) of the Companies Act, 1956. (source: www.nseindia.com)	
49.	National Stock Exchange Limited	Certificate from Practising Company Secretary confirming securities under lock-in (the certificate should include the distinctive numbers of securities under lock-in and date from and upto which these shares are under lock-in) (source: www.nseindia.com)	
50.	National Securities Depositories Limited (NSDL)	Conduct of Internal Audit of operations of the Depository Participants at intervals of not more than three months and furnish a copy of the internal audit report to the depository.	March, 1999
51.	NSDL Circular No.NSDL/POLICY/2006/0021	Concurrent Audit in case of Demat Account opening, Control and Verification of Delivery Instruction Slips.	June , 2006
52.	Central Depository Services (India) Limited (CDS)	(i) Conduct of Internal Audit of operations of the Depository Participants at such intervals as may be specified by CDS from time to time and furnish a copy of the internal audit report to CDS. (ii) For empanelment by CDS as auditors for conduct of audit of the records of the participants in so far as the records and operations relate to CDS.	September, 1999
53.	(A) Securities Contracts (Regulation) Act, 1956; and Securities Contracts (Regulation) Rules, 1957 [Section 22C, Explanation (b)] (Guideline No. F1/8/SE/82 dt. 20.8.1982).	(i) To appear as authorized representative before the Securities Appellate Tribunal (ii) Certificate to the effect that allotment has been made by the company on the basis approved by the Stock Exchange.	December, 1999 August, 1982
IV. TAXATION			
54.	Income-tax Act, 1961 and Income-tax Rules, 1962 [Section 288(2) and Rule 50(2A)]	To act as authorised representative before the Income-tax authorities.	July, 1979

S.No.	Statute / Authority	Purpose	When Obtained
55.	Wealth-tax Rules, 1957 [Rule 8A(7)(i)]	Recognized as registered valuer of stocks, shares & debentures etc.	8 October, 1974
56.	Authority for Advance Ruling, (Customs, Central Excise and Service Tax) Procedures Rules, 2005	To act as authorized representative under Rule 2(d)(i)	January 2005
57.	The Customs, Excise and Service Tax Appellate Tribunal under the Customs Act, 1962 [Section 146A(2)(d)] read with Customs (Appeals) Rules, 1982 [Rule 9(c)] and The Central Excise Act, 1944 [Section 35Q(2)(c)] read with Central Excise (Appeals) Rules, 2001 [Rule 12(c)] and Service Tax vide section 83 of Finance Act, 1994	To act as authorized representative before the Customs, Excise and Service Tax Appellate Tribunal	October, 1982
58.	West Bengal Value Added Tax Rules, 2005	Authorized to appear before Appellate and Revisional Board, the Commissioner, the Special Commissioner, the Additional Commissioner or any person appointed to assist the Commissioner on behalf of a dealer [Rule 2 (1)(a)(iv)].	April, 2005
59.	Bihar Value Added Tax Act, 2005	Authorized to appear before VAT authorities appointed under Section 10 or the Tribunal or an Officer of the Bureau of Investigation constituted under Section 86 of the Act [Section 87(d)].	April, 2005
60.	Daman and Diu Value Added Tax Regulation, 2005	Authorized to appear before any VAT authority in connection with any proceedings under this Regulation. [Regulation 82(1)(b)].	April, 2005
61.	Goa Value Added Tax Act, 2005	Authorized to appear before any VAT authority including the Tribunal in connection with any proceedings under this Act [Section 82(1)(b)].	April, 2005
62.	Jharkhand Value Added Tax Act, 2005	To conduct VAT Audit under Section 63(1) To appear before VAT authorities under Rule 51(1)(c)	February, 2006

S.No.	Statute / Authority	Purpose	When Obtained
63.	Karnataka Value Added Tax Act, 2003 read with Karnataka Value Added Tax Rules, 2005	Authorized to appear before any Authority other than the High Court in connection with any proceeding under this Act [Section 86 (c) read with Rule 168(2)(c) (iv)(b)].	April, 2005
64.	Kerala Value Added Tax Act, 2003.	Authorized to appear before VAT Authorities in connection with any proceedings under this Act [Section 86 (e)].	April, 2009
65.	Delhi Value Added Tax Act, 2004	Authorized to appear before VAT Authorities under Section 82 (1)(b).	April, 2009
V. FINANCIAL INSTITUTIONS			
66.	All India Financial Institutions (i) Industrial Development Bank of India (ii) Industrial Finance Corporation of India (iii) Industrial Credit and Investment Corporation of India (iv) Unit Trust of India (v) Life Insurance Corporation of India (vi) General Insurance Corporation of India (vii) Industrial Reconstruction Bank of India (viii) Industrial Development Bank of India	Certification with regard to the following: (a) Necessary powers of a company and its directors to enter into an agreement. (b) Borrowing limits of a company under Section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing. (c) List of Members of a company. (d) Copies of resolutions passed at company meetings to be furnished to financial institutions. - do - (a) to (d) Certification of documents relating to charges.	July, 1981 December, 1981 July, 1983 January, 1986 April, 1991
VI. BANKS			
67.	Reserve Bank of India Circular DBOD No.BP.PC.46/08.12.001/2008-09	Diligence Report for Banks	September 19, 2008
68.	Indian Banks Association (Circular No. SO/69-73-III-C-82/9565 dated 15.4.1983 and Circular no. SO/69-73-C-86/4763 dated 16.6.1986).	Status/Search Reports for banks	April, 1983

S.No.	Statute / Authority	Purpose	When Obtained
69.	(i) Indian Bank	Certification of documents relating to charges.	December, 1990
	(ii) Bank of India	-do-	February, 1991
	(iii) Andhra Bank (Eastern Region)	-do-	February, 1991
	(iv) Canara Bank	-do-	February, 1991
	(v) United Bank of India	-do-	March, 1991
	(vi) Vijaya Bank	-do-	March, 1991
	(vii) Bank of Baroda ²	-do-	July, 1991
	(viii) Corporation Bank	-do-	August, 1991
	(ix) State Bank of India ²	-do-	September, 1991
	(x) Bharat Overseas Bank	-do-	September, 1991
	(xi) State Bank of Mysore	-do-	October, 1991
	(xii) Indian Overseas Bank	-do-	October, 1991
	(xiii) State Bank of Indore ²	-do-	February, 1992
	(xiv) State Bank of Travancore	-do-	April, 1992
	(xv) Laxmi Vilas Bank Ltd.	-do-	June, 1992
VII. STATE LEVEL AGENCIES			
70.	State Financial/ Industrial Investment/ Development Corporations;	A. Certification with regard to the following:	
	(i) Himachal Pradesh Financial Corporation, Shimla	(a) Necessary powers of a company and its directors to enter into an agreement (b) Borrowing limits of a company under Section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing.	July, 1982

S.No.	Statute / Authority	Purpose	When Obtained
	(ii) West Bengal Financial Corporation ² , Calcutta	-do-	August, 1982
	(iii) Maharashtra State Financial Corporation, Mumbai	-do-	April, 1984
	(iv) UP State Industrial Development Corporation Ltd., Kanpur	-do-	December, 1985
	(v) Assam Industrial Development Corporation Ltd. ² , Guwahati	(a) Necessary powers of a company and its directors to enter into an agreement. (b) Borrowing limits of a company under Section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing. (c) List of members of a company. (d) Copies of resolutions passed at company meetings to be furnished to financial institutions.	March, 1982 October 1988
	(vi) Gujarat Industrial Investment Corpn. Ltd. ² , Ahmedabad	-do- (a) to (d)	October, 1982 August, 1986
	(vii) Nagaland Industrial Dev. Corpn. Ltd., Dimapur	-do- (a) to (d)	September, 1983
	(viii) Uttar Pradesh Financial Corpn., Kanpur	-do- (a) to (d)	September, 1983
	(ix) State Industries Promotion Corpn. of Tamil Nadu Ltd. ² , Chennai	-do- (a) to (d)	October, 1983
	(x) The Tamil Nadu Industrial Investment Corpn. Ltd. ² , Chennai	-do- (a) to (d)	November, 1983
	(xi) Karnataka State Indl. Invest. And Dev. Corpn.Ltd. ² , Bangalore	-do- (a) to (d)	July, 1982 February, 1986

S.No.	Statute / Authority	Purpose	When Obtained
	(xii) The Pradeshiya Ind. and Investment Corpn. of UP Ltd., Lucknow	-do- (a) to (d)	March, 1986
	(xiii) Andhra Pradesh State Financial Corpn., Hyderabad	-do- (a) to (d)	June, 1982 March, 1986
	(xiv) The Punjab State Indl. Dev. Corpn. Ltd., Chandigarh	do- (a) to (d)	March, 1986
	(xv) The State Indl. and Investment Corpn. of Maharashtra Ltd ² , Mumbai	-do- (a) to (d)	June, 1982 April, 1984 June, 1984
	(xvi) Haryana Financial Corpn. ² , Chandigarh	-do- (a) to (d)	September, 1982, April, 1986, May, 1988
	(xvii) Punjab Financial Corpn., Chandigarh	-do- (a) to (d)	May, 1986
	(xviii) Andhra Pradesh Indl. Dev., Corpn. Ltd., Hyderabad	-do- (a) to (d)	May, 1982 June, 1986
	(xix) Rajasthan State Indl. Dev. & Inv. Corpn. Ltd., Jaipur	-do- (a) to (d)	August, 1986
	(xx) Indl. Promotion & Inv. Corpn. of Orissa Ltd ² , Bhubaneswar	-do- (a) to (d)	September, 1982 August, 1986
	(xxi) Gujarat State Fin. Corpn ² , Ahmedabad	-do- (a) to (d)	April, 1982 September, 1986
	(xxii) The Mizoram Indl. Dev. Corpn. Ltd., Mizoram	-do- (a) to (d)	March, 1987
	(xxiii) Kerala State Indl. Dev. Corpn. Ltd ² , Thiruvnanthapuram	-do- (a) to (d)	August, 1986

S.No.	Statute / Authority	Purpose	When Obtained
	(xxiv) Rajasthan Financial Corpn. ² , Jaipur	-do- (a) to (d)	September, 1983 July, 1987
	(xxv) West Bengal Indl. Dev. Corpn. Ltd. ² , Calcutta	-do- (a) to (d)	July, 1987
	(xxvi) Orissa State Financial Corporation	-do- (a) to (d)	July, 1987
	(xxvii) Bihar State Financial Corpn., Patna	-do- (a) to (d)	January, 1988
	(xxviii) Delhi Financial Corpn. ² , New Delhi	-do- (a) to (d)	August, 1988
	(xxix) Manipur Indl. Dev. Corpn. Ltd. ² , Imphal	-do- (a) to (d)	April, 1990
	(xxx) Pondicherry Indl. Promotion, Dev. & Inv. Corpn. Ltd., Pondicherry	-do- (a) to (d)	December, 1990
	(xxxii) Arunachal Pradesh Indl. Dev. & Financial Corpn. Ltd. ² , Naharlagum	-do- (a) to (d)	August, 1991
	(xxxiii) Gujarat Industrial Development Corporation	To issue certificate with regard to shareholders and share-holdings of companies for the purposes of transfer of Industrial Plot/Shed.	May, 1999
B. Secretarial Audit			
	(xxxiii) Manipur Industrial Development Corpn. Ltd., Imphal	Secretarial Audit, once a year of the companies assisted by the Corporation	April, 1990
	(xxxiv) Assam Indl. Dev. Corpn. Ltd., Guwahati	Secretarial Audit, once a year, of the companies assisted by the Corpn. under the IDBI's Refinance Scheme. However, companies having whole-time secretary need not perform Secretarial Audit, provided such Company Secretary submits a certificate of compliance of various provisions of law. Secretarial Audit, once a year, of the companies assisted by the Corpn. including the joint/associate sector companies of the Corpn. However, companies having whole-time secretary need not	July, 1990

S.No.	Statute / Authority	Purpose	When Obtained
		perform Secretarial Audit provided such Company Secretary submits a certificate of compliance of various provisions of law.	
	(xxxv) Gujarat Industrial Investment Corporation Ltd., Ahmedabad	Secretarial Audit, once a year, of the companies assisted by the Corpn. including the joint/associate sector companies of the Corpn. However, companies having whole-time secretary need not perform Secretarial Audit provided such Company Secretary submits a certificate of compliance of various provisions of law.	June, 1991
	(xxxvi) Arunachal Pradesh Industrial Development & Financial Corpn. Ltd., Naharlagun	Secretarial Audit, once a year, of the companies assisted by the Corporation.	August, 1991
C. Due Diligence Certificates/Search Report			
	(xxxvii) Gujarat State Financial Corporation	(i) Certification with regard to the compliance of various laws such as Factories Act, Safety Provisions and other local Acts, by the concerned borrowers. (ii) Preparation of Search Report and other work connected with Registrar of Companies.	May, 1999
VIII. GOVERNMENT DEPARTMENTS			
71.	Department of Agriculture and Cooperation, Ministry of Agriculture	To issue a certificate about certain prescribed details of a company chartering foreign fishing vessels, according to the guidelines issued by the Department of Agriculture and Co-operation.	July, 1987
72.	Entrepreneurship Department of Industries, Government of Orissa	A Company Secretary setting up industrial unit recognised as 'Special Class Entrepreneur' under the category of technical entrepreneurs (Special class entrepreneurs are eligible for 5% extra capital investment subsidy and other additional privileges for setting up industries).	August, 1992
73.	Department of Telecommunication, vide its Guidelines No. 820-1/2006-LR, dated 24.8.2007	The "Guidelines and General Information for Grant of Licence for Operating Internet Services" authorize Company Secretaries to issue certificate on net worth of the Companies. The Guidelines provide that a company having ISP licence and a net worth of Rs. One Hundred Crore or more can only offer IPTV services subject to approval from Licensor. A certificate from Company Secretary (certifying the	August, 2007

S.No.	Statute / Authority	Purpose	When Obtained
74.	Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises, vide its ref. no. 18(8)/2005-GM dated 22nd June 2007	net worth of the company) is to be submitted. The Guidelines on Corporate Governance for Central Public Sector Enterprises 2007 provide that the company shall obtain a certificate from Practising Company Secretary regarding compliance of conditions of Corporate Governance as stipulated in these Guidelines and Annexes.	June 2007
IX. HIGH COURT			
75.	Calcutta High Court (letter no. Cor. 424 dated 9.2.1983)	Introduction of panel of Practising Company Secretaries for appointment as receivers, arbitrators, trustees and special officers.	February, 1983
X. ANCILLARY			
76.	Income-Tax Act, 1961	Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, have notified the profession of Company Secretaries under Section 44AA of the Income Tax Act, 1961.	October, 1992

1. Secretary of a Company can also undertake such assignment.
2. In addition, certificate in respect of search reports from the records maintained by the office of the Registrar of Companies will be accepted.

S.No.	Statute / Authority	Purpose	When Obtained
9.	Government of Gujarat, General Administration, Department Circular No. RDD/1077/1120/K dated 16.1.1978 and letter No. RDD/ 1081/1781/K dated 23.6.1981	Degrees/diplomas awarded by Universities or other educational Institutes established by an Act of the Central or State legislature or by an Act of Parliament automatically specialize for the purpose of recruitment to the posts and services under the State Government.	January, 1978 June, 1981
10.	Government of Tamil Nadu, Personnel and Administrative Reforms (Personnel) Department, Order No. G.O. Ms. No. 148 dated 7.3.1988	ACS is specialized as one of the qualifications for the purpose of Group 'A' appointments in the State Government Service in the departments concerned with Trade, Commerce, Finance, Commercial Taxes and Industry where such a specialized knowledge is called for.	March, 1988
11.	Government of Kerala, Planning & Economic Affairs (BPE) Department, Thiruvananthapuram, Order No. 10180/BPE - 2/89/Plg. Dated 29.5.1989.	Preference to be given to candidates possessing ACS qualification in addition to ACA/AICWA qualification, for recruitment to the posts of Finance Directors in State Government Undertakings in Kerala.	May, 1989
12.	Karnataka State Financial Corporation, Letter Pers/P- 3214 dated 10.11.1989.	ACS as one of the superior qualification for appointment to executive posts.	November 1989
13.	(a) Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) O M No. dated 1/2/89- Estt.(Pay.I) dated 09.04.1999. (b) Office of Comptroller & Auditor General of India vide Letter No. 284/ NGE(ENTT)/44-2005.	Employees passing Intermediate and Final Examinations of Company Secretaryship course are eligible for lump sum incentives of Rs. 2,000 and Rs. 4,000, respectively.	9 th April, 1999 April, 1991 (revised in 1999)

S.No.	Statute / Authority	Purpose	When Obtained
14.	Model Listing Agreement for Listing of Debt Securities SEBI/CFD/DIL/CIR-39/ 2004/11/01	Company Secretary or any other person to be designated as compliance officer.	1 November, 2004
15.	Model Listing Agreement for Listing of Indian Depository Receipts SEBI/CFD/DIL/IDR/1/ 2006/3/4	Issuer to appoint its Company Secretary as Compliance Officer.	3 April, 2006

**LIST OF UNIVERSITIES WHICH HAVE RECOGNISED
COMPANY SECRETARYSHIP QUALIFICATION AS EQUIVALENT
TO POST GRADUATE DEGREE FOR PURSUING PH.D COURSE**

S.No.	Name of University	Reference	Subjects
1.	Sardar Patel University, Vallabh Vidyanagar, Gujarat - 388 120	D:A:4/1/8209dated 26.12.1980	Commerce
2.	South Gujarat University University Campus, Udhana- Magdalia Road, Surat - 395 007	A/Eli/Equi/17388 dated 18/23.2.1981	Commerce and allied subjects
3.	Maharshi Dayanand University, Rohtak, Haryana - 124 001	AC-III/R81/2375dated 28.2.1981	Commerce and allied subjects
4.	Guru Nanak Dev University Amritsar, Punjab - 143 005	Gen/Recog/8130dated 23.4.1981	Commerce
5.	University of Poona, Ganeshkhind, Pune, Maharastra - 411 007	Elg/4251dated 16/19.6.1981 (Revised Rules for the degree of PhD – 2009)	Commerce/Law/ Management Commerce
6.	Punjab University Chandigarh – 160 014	4416/GM dated 31.3.1983	Business Management/Commerce
7.	Nagpur University Ravindra Nath Tagore Marg, Nagpur, Maharashtra- 440 001	Exam./Recog./5591dated 21.9.1983	Commerce
8.	Chaudhary Charan Singh University Meerut, Uttar Pradesh - 250 005	Proceeding of the Meeting of Equivalence Committee held on dated 8.12.1983	Commerce
9.	Mangalore University Mangalagangothri Konage, Dakshina Kannada- 574 199	MU/ACC/Ph.D/2284-85 (A5)dated 31.7.1985	Commerce and allied subjects
10.	University of Kerala Thiruvananthapuram Kerala - 695 034	Acad.C-3/2034/85 (Recogn.) dated 7.8.1985	Commerce
11.	University of Mysore Viswavidyanilaya Karya, Soudha "Crawfort Hall",Mysore - 570 005	R2/917/84-85dated 12.12.1985	Commerce
12.	Cochin University of Science & Technology, Kochi, Kerala - 682 022	Ac.A3/10705/85dated 25.3.1986	Commerce and allied subjects

S.No.	Name of University	Reference	Subjects
13.	Bangalore University Jnana Bharathi Campus Jnana Bharathi Post Bangalore - 560 056	Com./17663/85-86dated 3.4.1986	Commerce
14.	Shivaji University, Vidayanagar, Kolhapur - 416 004	SU/Eligi./JNV/Equivi/ 3644 dated 21.12.1988	Commerce
15.	University of Mumbai Mumbai - 400 032	El/C 121 of 1989dated 9.1.1989	Commerce
16.	Algappa University, Algappa Nagar Karaikudi, Tamilnadu - 623 003	Letter dated19.9.1991	Commerce/Corporate/ Secretaryship/Bank Management
17.	Manonmaniam Sundaranar University, Tirunelveli, Tamilnadu - 627 009	MSU/CE/RECOGN/92-93 dated 12.4.1993	Commerce and allied disciplines
18.	Pondicherry University, R V Nagar, Kala Pet, Pondicherry - 605 014	Letterdated 21.7.1994	Commerce
19.	Kuvempu University Shankarghatta Shimoga Distt. Karnataka-577 451	KU/AB/Afn-2/5212/94-95 dated 25.10.1994	Commerce/Law/ Management
20.	Kakatiya University Warangal Andhra Pradesh - 506 009	1111/B4/KU/Recogn.94 dated 5.11.1994	Commerce/Business Management
21.	Utkal University, Vani Vihar, Bhubaneswar Orissa - 751 004	AC/Recog./Gen- 40/(P)20463/94dated 17.11.1994	Commerce
22.	North Maharashtra University Jalgaon, Maharashtra - 425 001	NMU/94/5/33-B/8432 dated 6.12.1994	Commerce/Law/ Management
23.	Karnatak University Dharwad, Karnataka	KU/Aca/PG/CRT/95/6993 dated 9.1.1995	Management
24.	Rani Durgawati Vishwavidhyalaya, Jabalpur, Madhya Pradesh-482001	GS/95/31 dated 27.1.1995	Commerce
25.	Dr. Babasaheb Ambedkar Marathwada University Aurangabad, Maharashtra - 431 004	Acad./Elqui/Eligi/94- 95/59314 dated 7/8.12.1994	Commerce and allied subjects

S.No.	Name of University	Reference	Subjects
26.	National Law School of India University Nagarbhavi, Bangalore - 560 072	MOU dated 5.11.1997	Business Laws
27.	Sambalpur University Jyoti Vihar, Burla, Sambalpur, Orissa - 768 019	Notification No.10420/Acd-I dated 10.7.1998	Commerce/Management and related field
28.	North Gujarat University, P. B. No.21, University Road, Patan, Gujarat 384 002	Aca/8479/2000 dated 19 th August, 2000	Commerce and allied subjects
29.	Bhavnagar University, Gruri Shankar Lane Road, Bhavnagar, Gujarat -364 002	Acad/PG/1994/4349/2002 dated 8 th March, 2002	Commerce
30.	The University of Kashmir, Hazart Bal, Srinagar - 190 006	F(Recog.Acad)/KU/002 dated 7.5.2002	Commerce & Management (<i>M. Phil Course only</i>)
31.	Dayalbagh Educational Institute (Deemed University) Dayalbagh, Agra, U.P. - 282 005	DE1/GN/ACD-9/ 1839 dated 2.1.2003	Commerce/Management
32.	Punjabi University Patiala, Punjab - 147 002	315/ARB dated 12.3.2003	Commerce/Law/ Management
33.	T.M. Bhagalpur University Bhagalpur, Bihar - 812 007	M/39067 dated 7.11.2003	Commerce and allied subjects
34.	Bharathiar University Coimbatore, Tamilnadu - 641 046	18732-I/S4/2003 dated 02.01.2004	Commerce
35.	National Academy of Legal Studies and Research (NALSAR) University of Law 3-4-761, Barkatpura Hyderabad- 500 027	MOU dated 10 th April, 2004 and letter dated 5.8.2005	Discipline of Law
36.	Banaras Hindu University Varanasi, Uttar Pradesh - 221 005	Ref No. RAC/Misc/ Equivalence/2004-05/ 232 dated 08.06.2004	Commerce
37.	University of Madras University Building Chepauk, Chennai - 600 005	D.2/Ph.D./ADMN/ 2004/572 dated 28th June 2004	Commerce

S.No.	Name of University	Reference	Subjects
38.	Jiwaji University Vidya Vihar Gwalior, Madhya Pradesh-474 011	F/Academy/Arhata/ 2004/2942 dated 6/7/2004	Commerce and Allied Disciplines
39.	Annamalai University Annamalainagar Chidambaram Tamilnadu - 608 002	B6/6430/2003 dated 5.11.2004	Open recognition
40.	Sri Venkateswara University Tirupati, Chittoor, Andhra Pradesh - 517 502	8008/C- I(2)/2005 dated 29 th April, 2005	Management and Commerce
41.	Osmania University Hyderabad Andhra Pradesh - 500 007	1/L/2005/Acad. dated 02.01.2006 and 2702/L/2006/Acad. dated 26.10.2006	Commerce/ Business Management
42.	Devi Ahilya Vishwavidyalaya R N Tagore Marg, Indore, Madhya Pradesh - 452 001	No. 11/06/630 dated 27.04.2006	Commerce and allied subjects
43.	University of Bikaner Dungar College Campus, JNV Colony, Bikaner, Rajasthan-334003	F.12()/UOB/Rese/2006/ 18047-18107 dated 1.11.06	Commerce/Management / Law
44.	Madurai Kamaraj University Palkalai Nagar, Madurai - 625 021	R3/Ph.D - 2007 dated 13.05.2007	Commerce and Management Studies
45.	Guru Gobind Singh Indraprastha University, Delhi - 110 006	GGSIPIU/DAA/2007-08/117 dated 02.01. 2008	Management and Law
46.	Gauhati University Gopinath Bardoloi Nagar Guwahati - 781 014	GU/AC/Equip/08/886-888 dated 17. 06. 2008	Commerce
47.	Berhampur University, Bhanja Bihar, Berhampur, Orissa - 760 007	No.10191/Acad-I dated 30.8.2008	Management
48.	Mahatma Gandhi University, Kottayam, Kerala - 686 560	ACD/3/3384/2005 dated 6 th October 2008	Commerce
49.	University of Kalyani Kalyani West Bengal - 741 235	DR/PhD/2010/15(2) dated 20.07.2010	Commerce and Allied Disciplines

S.No.	Name of University	Reference	Subjects
50.	University of Jammu Babasaheb Ambedkar Road, Jammu Tawi – 180 006	No.F.Acd/II/11/3911-15 dated 11.07.2011	Commerce/ Management/ Law
51.	Shri Mata Vaishno Devi University College of Management Sub Post Office – 182 320 Jammu & Kashmir	SMVDU/COM/11/3580 dated 22.11.2011	Management
52.	Aligarh Muslim University Aligarh, Uttar Pradesh- 202 002	Dated : 26/11/2011	Commerce
53.	Ranchi University Ranchi	GE/1888 dated 19.12.2011	Commerce/ Management/ Law
54.	IIM, Shillong, Mayurbhanj Complex, Nonthyammai, Shillong, Meghalaya – 793 014		Fellow Programme in Management
55.	Mahatma Gandhi University, 13 th Mile GS Road, Opp. Forest Training College, PO& OP – Byrnihat, Dist.Ri-Bhoi, Maghalaya	Reg./No.739 Dated 12 th June, 2012	Commerce/ Management/ Law

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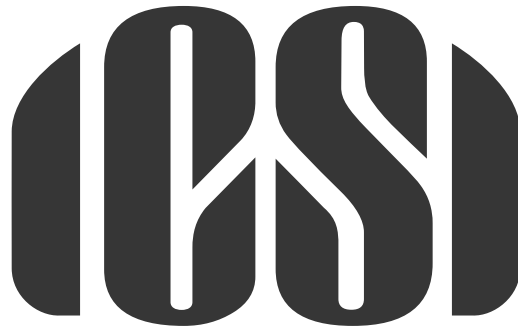
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