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CS Update

December 2, 2011

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PREVIOUS ISSUES OF CS UPDATE ARE AVAILABLE AT THE FOLLOWING LINK:

<http://www.icsi.edu/Member/CSUpdate/tabid/1635/Default.aspx>

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FROM ICS

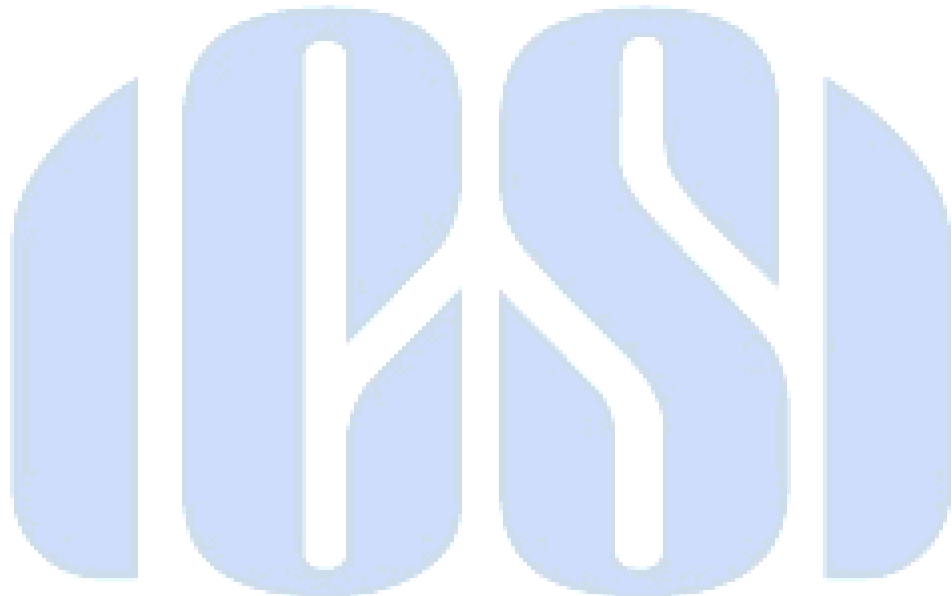


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FAQ ON PEER REVIEW

Details can be accessed at:

<http://www.icsi.edu/WebModules/LinksOfWeeks/FAQ-PRB.pdf>



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 - **Executives** who are part of high performing teams.
- **Decision makers** from State/Central Governments & Organisations with funding from multi/bilateral agencies.
- **Strategic thinkers and managers** from companies having global presence.
- **Project managers/team members** associated with projects, programs and portfolios.



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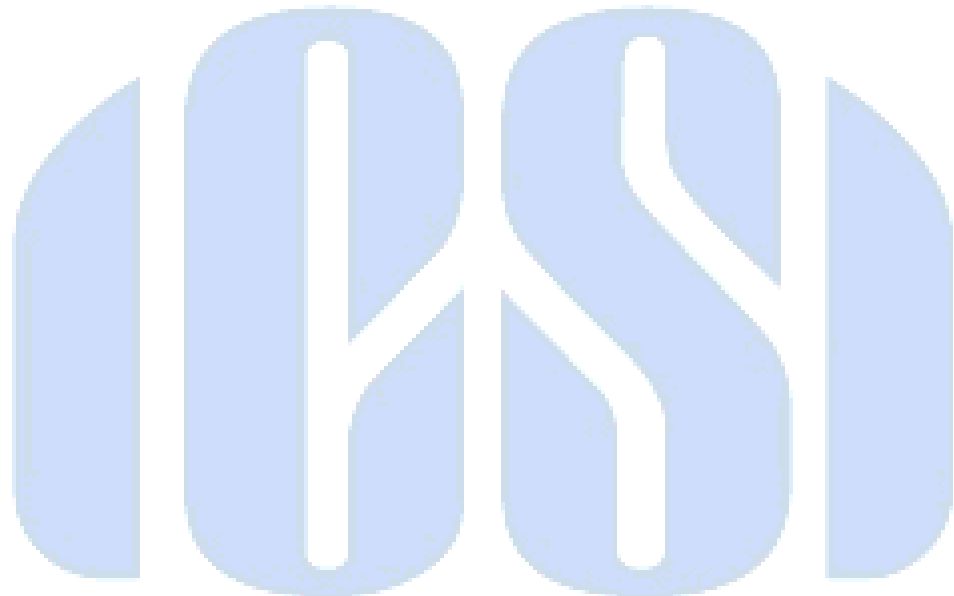


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Festival of Thinkers and Doers December 5-6-7, 2011

Three Day Program for Global Symposium 2011



Day 3: (Dec. 7) 1630 - 1730 hrs.
Special Address
Dr. A P J Abdul Kalam
Former President of India



Day 1: (Dec. 5) 1230 to 1330 hrs.
Inaugural Address
Shri M M Pallam Raju
Minister of State for Defence
Government of India

Day 1 (Dec. 5, 2011) Monday

0930 - 1030



Dr. A S Pillai
MD & CEO, BrahMos Aerospace
"Networking core competencies"

1100 - 1145



N K Bharali, Director (HR), Oil India Ltd.
"Managing human resource - a challenge"

1145 - 1230



Dr. Nitish Sengupta, Chairman, Board for Reconstruction of Public Sector Enterprises
"Metamorphosis: turnaround stories of Central Public Sector Enterprises"

1430 - 1620

Panel Session 1 *"Evolving Integrated Energy Resource Planning"*



Arup Roy Choudhury
CMD, NTPC Ltd.



H D Khunteta
CMD, REC Ltd.



Rakesh Sarin
MD, Wartsila

1650 - 1730



Sanjeev Gupta
Founder & CEO, Realization, USA
"Critical Chain - a new paradigm in PM"

Day 2 (Dec. 6, 2011) Tuesday

0930 - 1030



Adesh Jain, Chairman, I2P2M & National President, PMA
"Awakening project consciousness"

1100 - 1145



Dr. Koji Ota, Senior Advisor
Japan Int'l Cooperation Agency, Japan
"Some appraisal of pragmatic management in Japanese construction"

1145 - 1230



Dr. Arun Jain, Professor of Strategy, IIM, Lucknow
"Realizing corporate vision through project management excellence"

1230 - 1315



K Venkataraman
President(O) & Member of the Board, L&T
"Innovations in project management implementation"

1415 - 1545

Panel Session 2 IPMA Project Excellence Award Winners 2011 *- the best projects globally*



B P Singh, Director (Projects), NTPC Ltd.
"NTPC Dadri - an example of excellence"



V F Correa, Member of the Board & Director (Projects), Tecnimont ICB (P) Ltd.
Execution of Polypropylene Project, India



V G Rao, Director (Projects), Tecnimont ICB (P) Ltd.
"Execution CO₂ Recovery Project, Baharin"

1615 - 1700



Pankaj Jain
Additional Secretary, MOSPI
"Imperatives of sound project management"

1700 - 1730



Ruchira Jain
Director, CEPM (P) Ltd.
"Assessment tool for PM Knowledge Quotient"

Day 3 (Dec. 7, 2011) Wednesday

0930 - 1015



Dr. G S Krishnan, Program Executive
Office of Chief Engineer, NASA
"Capture and implementation of lessons learnt"

1015 - 1100



Peter Cox, former Chairman
Int'l Cost Engg. Council
"Cost management - the key"

1130 - 1215



Sven Schmedes, Managing Director
German Project Management India (P) Ltd.
"Best practices in project management"

1215 - 1300



Dr. Ashutosh Kamatak
ED (Projects)



Asim Prasad
Chief Manager

Execution of Vijaipur Dadri Bawana Pipeline - a Case Study

1400 - 1545

Panel Session 3 Education, Qualification & Competencies



Chairman
Dr. R C Panda
Member, CAT



S K Roongta
Dy. Chairman
Vedanta Group



Satnam Singh
CMD, PFC



Prof. Santanu Roy
Professor
IMT, Ghaziabad



Prof. K K Aggarwal, Former President,
South East Asia Regional Computer Confederation

1730

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N M Borah
Chairman & MD
Oil India Ltd.



Dr. S K Jain,
Chairman & MD
NPCIL



B Muthuraman
Vice Chairman
Tata Steel



L Madhusudhan Rao
Executive Chairman
Lanco Infratech Ltd.



Sudhir Vasudeva
Chairman & MD
ONGC Ltd.

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<p>Introduction</p>	<p>Project Management Associates(PMA) established in 1993, is the only not-for-profit association with objective of propagating project management ideas and practices in India, to create awareness amongst all the stakeholders the imperatives of sound project management methodology as the backbone for the growth of society, to conduct examinations or tests in one or more aspects of project management and to promote certification in the field of project management.</p> <p>PMA has made tremendous strides in creating a massive awareness amongst CEO's, practicing managers & academia regarding the importance of balancing time, cost & scope with quality built-in and meeting the diversified expectations of various stakeholders.</p>	
<p>Day, Date & Timing</p>	<p>Monday, December 5, 2011 from 09.30 a.m to 05.30 p.m followed by Dinner Tuesday, December 6, 2011 from 09.30 a.m to 05.30 p.m Wednesday, December 7, 2011 from 09.30 a.m to 05.30 p.m</p>	
<p>Venue</p>	<p>Hotel Le Meridien, New Delhi, India</p>	
<p>Fees</p>	<p>Others Members of ICSI</p>	<p>Rs. 16000/- per participant Rs. 6000/- per participant (62.5% discount)</p>
<p>(Fee does not include travel and hotel accommodation)</p>		
<p>For Registration please Contact</p>	<p>Mr. Adesh Jain, Programme Director, GS-2011 and Honorary President, Project Management Associates</p> <p>A - 48, Sector 5, Noida - 201 301, India Tel.: (91-120) 242 0444, 242 1757, 242 0463 Cell: +91 9999684621 Fax: (91-120) 242 1482, 242 1484 Email: gs@pma-india.org or info@pma-india.org Website: www.pma-india.org or www.cepm.com</p>	



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- Adesh Jain, Director Incharge, Centre for Excellence in Project Management

Global Symposium 2011 Festival of Thinkers & Doers

5-6-7 December 2011, Hotel Le Meridien, New Delhi, India

Delegate Registration Form

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2.	_____	_____
3.	_____	_____
4.	_____	_____

(for more nominations, please make photocopies of this form)

Company Name : _____

Address: _____

_____ City _____

State _____ Country _____ Pin: _____

Tel.: _____ Fax: _____ Email: _____

Enclosed Cheque/Draft No. _____ Date _____ for Rs. _____

Date _____ Signature _____

Note: For registration fee please refer to the Global Symposium 2011 brochure.

Venue/Time/Dates

Hotel Le Meridien

9.30 am - 5.30 pm, 5-6-7 December 2011

Symposium Banquet on 6 December 2011 at India International Centre from 7.30 pm to 10 pm

For more details write to:

Adesh Jain, Programme Director, Global Symposium 2011
A-48, Sector-5, Noida 201301, India
Tel: (+91 120) 242 1757, 242 3550, Cell: 9999684621 Fax: (+91 120) 242 1484, 242 1482
Email: gs@pma-india.org or info@pma-india.org Web: www.cepm.com or www.pma-india.org



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GUIDELINES FOR PEER REVIEW OF ATTESTATION SERVICES BY THE PRACTISING COMPANY SECRETARIES

रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99



असाधारण
EXTRAORDINARY
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PART III—Section 4
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NEW DELHI, TUESDAY, OCTOBER 18, 2011/ASVINA 26, 1933

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
In pursuit of Professional Excellence
"Statutory Body under an Act of Parliament"

NOTIFICATION

New Delhi, the 17th October, 2011

ICSI No. 1 of October, 2011.— The Council of the Institute of Company Secretaries of India pursuant to the Company Secretaries Act, 1980, as amended by the Company Secretaries (Amendment) Act, 2006 has issued the following Guidelines for Peer Review of Attestation Services by the Practising Company Secretaries, namely: -

1. Introduction

The Company Secretaries Act, 1980 (the Act) was enacted to make provision for the regulation and development of the profession of Company Secretaries, the Institute of Company Secretaries of India set up under the said Act has been conducting examinations and prescribing standards for adherence by its members. The concept of whole-time practice, which gained its initial recognition in 1988, has gained momentum after the enactment of the Companies (Amendment) Act, 2000 which required Compliance Certificate to be issued by Practising Company Secretary for certain size of companies. Our members in practice are also being recognised for issuing certificates under various laws.

Excellence is the hallmark of success in a competitive environment. The performance can be judged and enhanced to that level of excellence only by evaluation by a competent professional. The Council of the Institute,



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therefore, decided to introduce Peer Review for Practising Company Secretaries to periodically review the PCS firms and evaluate the quality, sufficiency of systems, procedures and practices, so that excellence in their performance is maintained.

The Council of the Institute has been constituted under the Company Secretaries Act, 1980 for discharging the functions assigned to the Institute under the Act. Section 15 of the Act provides that “the duties of carrying out the provisions of this Act shall be vested in the Council” and enumerates various duties of the Council. With a view to regulate the profession of Company Secretaries and in terms of the powers vested, the Council is thus authorised to issue these guidelines for Peer Review. These guidelines serve as a mechanism intended to further enhance the quality of professional work of Practising Company Secretaries over a period of time, thereby ensuring that the profession of Company Secretaries continues to serve the society in the manner envisaged.

2. Objectives

2.1 The main objective of Peer Review is to ensure that in carrying out their attestation services and professional assignments, the PCS (a) comply with the Technical Standards laid down by the Institute and (b) have in place proper systems (including documentation systems) for maintaining the quality of the attestation services work they perform. The Council has specified in these guidelines for Peer Review, the Technical Standards in relation to which peer review is to be carried out. Peer review does not seek to redefine the scope and authority of the Technical Standards specified by the Council but seeks to enforce them within the parameters prescribed by the Technical Standards.

2.2 Peer Review is directed towards maintenance as well as enhancement of quality of attestation services and to provide guidance to members to improve their performance and adhere to various statutory and other regulatory requirements. Essentially, through a review of attestation services engagement records, peer review identifies the areas where a practising member may require guidance in improving the quality of his performance and adherence to various requirements as per applicable technical Standards.

2.3 These guidelines provide a framework of the Peer Review process and the requirements of what is expected of a member during the conduct of a peer review.

2.4 These guidelines may be called the “Guidelines for Peer Review of Attestation Services by Practising Company Secretaries”.

2.5 These guidelines shall be applicable w.e.f. 1st October. 2011.

3 . Key Definitions - For the purpose of these guidelines,

3.1 *Attestation Services* - Means services involving the secretarial audit issuing of various certificates, but does not include:



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- Management consulting Engagement;
- Representing a client before the Authorities;
- Testifying as expert witness; and
- Providing expert opinion on points of principle, such as secretarial standards or the applicability of certain laws, on the basis of facts provided by the client,
- The phrase 'Attestation Services' is used in these guidelines interchangeably with secretarial or compliance audit Services, Attestation Functions and secretarial audit functions.

3.2 *Member* - Means a member of the Institute of Company Secretaries of India.

3.3 *Practice Unit* - Means members in practice, whether practicing individually or a firm of Company Secretaries.

3.4 *Peer Review* - Means an examination and review of the systems, procedures and practices to determine whether they have been put in place by the practice unit for ensuring the quality of attestation services as envisaged and implied/ mandated by the Technical Standards and whether these were effective or not during the period under review.

3.5 *Peer Review Board* - Means a Board established by the Council in terms of these Guidelines to conduct peer review. The expression "Peer Review Board" is hereinafter referred to as "Board".

3.6 *Regulator* - Means Government or any regulatory body constituted by the Parliament or State Legislature who is/are empowered to regulate the Acts which include various attestation services which the Council may, from time to time, prescribe to cover as attestation services for the purpose of peer review.

3.7 *Reviewer* - Means any member engaged to carry out peer review of practice unit from the panel of reviewers. –

3.8 *Technical Standards* - Mean and include:

- Secretarial Standards issued by the Institute of Company Secretaries of India, wherever mandatory;
- Guidance Notes on Secretarial Standards issued by the Institute of Company Secretaries of India;
- Compliance of the Guidance Notes issued by the Institute of Company Secretaries of India;
- Notifications/Directions issued by the Council of Institute of Company Secretaries of India; and
- Compliance of the provisions of the various relevant Statutes and/or Regulations, which are applicable in the context of the specific engagements being reviewed.

3.9 *Qualified Assistant* - means a person assisting the reviewer for carrying out peer review, who is a member of the Institute and has undergone adequate training in the manner considered appropriate by the Board in terms of clause 15.1 of the Guidelines.



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3.10 Words and expressions used and not defined in these guidelines shall have the meanings assigned to them under the Company Secretaries Act, 1980 and the Company Secretaries Regulations, 1982 framed thereunder.

4. Authority of the Guidelines on Peer Review

4.1 The guidelines on Peer Review shall apply to all or any of the following cases :

- (a) Whenever a peer review is mandated
- (b) Whenever a peer review is requested
- (c) Whenever peer review is conducted.

4.2 The Guidelines on Peer Review are issued in relation to conduct of members in attestation services;

- to promulgate an appropriate mechanism for ensuring the quality of attestation services and guide the members to conduct themselves in a manner that the Council considers appropriate;
- to provide guidance in relation to the statutory powers and obligations with respect to the parties involved in peer review;
- to prescribe the scope of peer review and the procedures to be adopted during the conduct of a peer review: and
- to establish the expected conduct of members during a peer review.

5. Powers of the Council

- To constitute the Board and to fill in the vacancies arising in the Board from time to time.
- To decide upon, from time to time, the Technical Standards the implementation of which fall within the purview of the peer review process.
- To refer such matters to the Board as the Council may deem fit.

6. Peer Review Board

6.1 Establishment and Appointment

- (1) The Board shall be established by the Council.
- (2) The Board shall consist of a maximum of seven members to be appointed by the Council, of whom at least four shall be from amongst the Members of the Council.
- (3) The balance members of the Board shall be drawn from amongst prominent members of high integrity and reputation, including but not limited to former public officials, regulatory authorities etc.
- (4) The Council shall appoint the Chairman and the Vice-Chairman from amongst the Members of the Council.
- (5) At least one-half of Council Members on the Board shall hold Certificate of Practice.
- (6) The tenure of the Peer Review Board shall be co-terminus with the tenure of the Council and the term of a member shall be for such period as may be prescribed by the Council.
- (7) Any vacancy(ies) on the Board shall be filled in by the Council.
- (8) Members of the Disciplinary Committee of the Institute of Company Secretaries of India shall not concurrently serve on the Board.



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6.2 Meetings

- (1) No business shall be transacted at a meeting of the Board unless there are present at least three members, including the Chairman or in his absence, the Vice-Chairman,
- (2) If there is no quorum within half an hour of the time fixed for the meeting, the meeting shall stand adjourned to a date, time and place fixed by the Chairman or in his absence, the Vice-Chairman.
- (3) The Board shall meet not less than four times in a year.

6.3 Reporting

The Board shall submit proceedings of the meeting of the Board within 30 days from the date of the meeting to the Council.

7. Scope of Peer Review

7.1 The peer review process is directed at the attestation services of a practice unit.

- (1) Once a practice unit is selected for review, its attestation engagement records pertaining to the immediately preceding financial year shall be subjected to review. Provided that the records of attestation services relating to years prior to the financial year beginning 1.04.2004 shall not be subjected to review.
- (2) The Review shall focus on:
 - (i) Compliance with Technical Standards.
 - (ii) Quality of Reporting.
 - (iii) Office systems and procedures with regard to compliance of attestation services systems and procedures.
 - (iv) Training Programs for staff (including apprentices) concerned with attestation functions, including appropriate infrastructure.

8. Powers of the Board

8.1 The duty of carrying out the provisions of these guidelines shall be vested in the Board.

8.2 In particular, and without prejudice to the generality, of the foregoing powers, the duties of the Board shall include:

- (1) To call for information from practice units in such form as it deem fit.
- (2) To maintain a panel of Reviewers.
- (3) To define the terms of appointment of the reviewers.
- (4) To send a Panel of at least three reviewers (from the Board's own panel) to the practice unit and allow the practice unit to choose any one reviewer from the panel so forwarded to it: Provided that in case the practice unit would like to have reviewers from another State/Region (and undertakes to bear the extra costs that would be incurred for TA/DA etc.) and none of the reviewers as identified by the Board for the practice unit are from outside the place of business of the practice unit, then the practice unit may make a special request to the Board to provide names of reviewers from outside the State/Region where the practice unit has his place of business.



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- (5) To examine the aspects of basis of selection of records pertaining to the attestation services in terms of the appropriate Technical Standards.
- (6) To arrange for such training programs for reviewers as may be deemed appropriate;
- (7) To prescribe the system, practice and procedure to be observed in relation to peer reviews; and
- (8) On considering the Report of a reviewer, to do any or all of the following:
 - (a) To issue recommendations to the practice unit;
 - (b) To order a further peer review to be carried out;
- (9) After considering the report of the reviewer and compliance of recommendations by the Practice Unit, wherever deemed appropriate by the Board, to issue Peer Review Certificate.
- (10) To guide the members on best practices on peer review.

8.3 Where deemed appropriate, after the conclusion of a cycle of reviews or at the end of each such period as may be determined, the Board shall have the powers to make a Special Report to the Council on:

- (i) General issues regarding the level of implementation and adherence to Technical Standards amongst practice units.
- (ii) Its own suggestions for further improvement in quality of attestation services.

8.4 The Board may perform any other thing or act as may be incidental to, or which it considers necessary or expedient for the performance of its functions, or exercise of its powers as delegated to it by the Council, including the formation of subcommittees and regional benches of the Board for specific tasks.

9. Compliance with Peer Review Guidelines

9.1 Practice units are required to comply with the provisions of these guidelines. Practice units failing in this regard will be required to undergo appropriate review of their quality controls by the Board in terms of such specific directions as may be given to it by the Council in these regards from time to time, and as intimated to the members

10. Qualifications of the Reviewer

10.1 The nature and complexity of peer review require the exercise of professional judgement. Accordingly, an individual serving as a reviewer shall:-

- (a) Be a member;
- (b) Possess at least ten years experience; and
- (c) Be currently in the practice as Company Secretary in Practice.

10.2 The Board may examine the quality of the report and shall have powers to remove the reviewer from the panel of reviewers in case the quality of the review/report fails to match the desired standards.



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11. Members/ Firms Subject to Review

11.1 Peer review will be implemented on the basis of random selections from the practice units or at the request of practice unit.

11.2 If company/concern requests the Board for the conduct of peer review of its secretarial auditor (practice unit), the Board shall take due cognizance of such request and in that case the cost of the peer review shall be borne by such company/ concern.

11.3 If Council / Government or any regulatory body requests the Board for conduct of peer review of any Practice Units, the Board shall take due cognizance of such request and in that case the cost of peer review shall be borne by the referred practice unit.

11.4 The Peer Review Board may alter/change/modify the above method of selection with prior approval of the Council.

12. Obligations of the Practice Unit

12.1 Provisions of access to any record or document to a reviewer:

(1) Any person to whom this clause applies and who is reasonably believed by a reviewer to have in his possession or under his control any record or other document, which contains or is likely to contain information relevant to the peer review shall:

(i) Produce to the reviewer or afford him access to any record or document specified by the reviewer or any other record or document which is of a class or description so specified, and which is in his possession or under his control/being in either case a record or other document which the reviewer reasonably believes is or may be relevant to the peer review, within such time as the reviewer may reasonably require:

(ii) If so required by the reviewer, afford and provide to him such explanation or further particulars in respect of anything produced in compliance with a requirement under sub clause (i) above, as the reviewer shall specify; and

(iii) Provide to the reviewer all assistance in connection with peer review which he is expected to provide.

(2) Where any information or matter relevant to a practice unit is recorded otherwise than in a legible form, the practice unit shall provide and present to the reviewer a reproduction of any such information or matter, or of the relevant part or it in a legible form, with a suitable translation in English if the matter is in any other language, and such translation is requested for by the reviewer.

(3) The practice unit shall ensure that the reviewer is given access to all documents relevant to his review no matter which office of the practice unit these documents may be available in, in case the practice unit has more than one office.

(4) A practice unit shall allow the reviewer to inspect, examine or take any abstract of or extract from a record or document or copy there from which may be required by the reviewer.



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12.2 For the purpose of this clause a person means a Partner/ Sole Proprietor of the practice unit to which the particular review relates or any person employed by or whose services are engaged by such unit.

13. Periodicity of Peer Review

13.1 The peer review of every practice unit should be mandatorily carried out at least once in a block of five years. However, if the Board so decides or otherwise at the request of the practice unit, the peer reviews for a practice unit can be conducted at shorter intervals.

14. Cost of Peer Review

14.1 The cost of Peer Review for reviewer and his qualified assistant(s) as may be decided by the Board from time to time, shall be borne by the Practice unit. In case reviewer has to conduct second review, the same rate would apply to the second review also. Each of the branch/ office under review would be considered separately.

15. Training and Development

15.1 To ensure that the objective of peer review is attained in letter and spirit, adequate training facilities shall be provided, from time to time, to the Reviewer(s) and other persons who assist the Board as and when and in the manner considered appropriate by the Board. Reviewers shall be expected to be fully familiar with all procedures, prescriptions, guidelines and other decisions as may be issued by the Board from time to time.

16. Review Framework

16.1 Essentially, a peer review entails a review of attestation engagement records and related financial/other statements to ascertain that the practice unit is adhering to Technical Standards. Where a practice unit is not following Technical Standards in certain situations, suggestions and recommendations for improvement may be made, and possibly followed by a further review, in keeping with the primary thrust of peer review.

16.2 The methodological approach involved in peer review can be defined in terms of three stages viz. planning, execution and reporting, which are summarized below;

(i) Planning

- **Intimation** - A practice unit will be intimated in writing about an impending peer review and will be sent a Questionnaire for completion together with a panel of three suggested names of reviewers. The practice unit will have to give its choice of reviewer within a period of 15 days from the day of receipt of the panel sent by the Board.
- **Return of completed Questionnaire** - The practice unit shall have to complete and return the Questionnaire to the reviewer within one month of receipt. The information will be used for the planning of the review. In addition, practice units will be required to enclose a



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complete list of their attestation services clients, and to provide any other information the reviewer considers necessary to facilitate the selection of a sample of attestation services engagements, representative of the practice unit's client portfolio, for review.

(ii) Sample of Attestation services Engagements

- (a) from the complete attestation services client list, an initial sample will be selected by the reviewer. Practice units will be intimated of the selection in writing about two weeks in advance, requesting the relevant records of the selected attestation services clients to be made available for review.
- (b) At the execution stage, the initial sample may be reduced to a smaller actual sample for review. However, if the reviewer considers that the actual sample does not cover a fair cross-section of the practice unit's attestation services engagements, he may make further selections.

(iii) Confirmation of visit

In consultation with the practice unit date(s) will be set for the on-site review to be carried out. Flexibility will be permitted to ensure that members are not inconvenienced at especially busy periods. The on-site review date(s) will be arranged by mutual consent such that the review is concluded within sixty days of intimation.

- (i) Peer review visits will be conducted at the practice unit's head office or other officially noted/recorded place of office. The complete on-site review of a practice unit may take at least a full day depending upon the size of the practice unit. This is based on the assumption that the practice unit concerned has made all the necessary information and documentation available to the reviewer for his review. However, in any case this on-site review should not extend beyond three working days.

(ii) Initial meeting

An initial meeting will be held between the reviewer and a partner/sole proprietor of the practice unit designated to deal with the review (designated partner). The primary purpose of this meeting is to confirm the accuracy of the responses given in the Questionnaire. The description of the system in the Questionnaire may not fully explain all the relevant procedures and policies adopted by the practice unit and this initial meeting can provide additional information. The reviewer should have a full understanding of the system and be able to form a preliminary evaluation of its adequacy at the conclusion of the meeting.

(iii) Compliance Review-General Controls

- (a) The reviewer may carry out a compliance review of the General Controls and evaluate the degree of reliance to be placed upon them. The degree of reliance will, ultimately, affect the attestation services engagements to be reviewed. The following five key controls will be considered as General Controls:



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- Independence
- Maintenance of Professional Skills and standards
- Outside Consultation
- Staff Supervision and Development
- Office Administration

Practice units are expected to address each of the five key control areas.

- (b) In each key control area there shall be supplementary questions and matters to consider. These are intended to ensure that the kind of controls that are expected to be maintained, are installed and operated within practice units.
- (c) All questions in the questionnaire may not necessarily be relevant to particular types of practice units because of the size and culture etc. However, practice units should still assess their internal control systems to ascertain whether they address the objectives under the five key control areas.

(iv) Selection of attestation services engagements to be reviewed

- (a) The number of attestation services engagements to be reviewed depends upon:
 - The number of practicing members involved in attestation services engagements in the practice unit;
 - The degree of reliance placed, if any, on general quality controls; and
 - The total number of attestation services engagements undertaken by the practice units for the period under review.
- (b) The engagements reviewed should be a balanced sample from a variety of different types of companies. Accordingly, if the reviewer considers that the actual sample is not representative of the practice unit's attestation services client portfolio, he may make further selections from the initial sample or from the complete attestation services client list.

(v) Review of records

The reviewer may adopt a compliance approach or substantive approach or a combination of both in the review of attestation services engagement records.

- (a) Compliance approach-Attestation services Engagements
 - The compliance approach is to assess whether proper control procedures have been established by the practice unit to ensure that attestation services are being performed in accordance with Technical Standards.
 - Practice units should have procedures and documentation sufficient to cover each of the key areas. Members in smaller practices may find some of the documentation too elaborate for most of their clients and so should tailor their attestation services documentation to suit their particular circumstances with justification for doing so provided to the reviewer.
- (b) Substantive approach-Attestation services Engagements



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A substantive approach will be employed if the reviewer chooses not to place reliance on the practice unit's specific controls on attestation engagements or is of the opinion that the standard of compliance is not satisfactory. This approach requires a review of the attestation working papers in order, to establish whether the attestation work has been carried out as per norms of Technical Standards.

16.3 Reporting

(i) Preliminary Report of Reviewer

- At the end of an on-site review, the reviewer shall, before making his report to the Board, communicate a preliminary report to the practice unit. The reviewer shall report on the areas where systems and procedures had been found to be deficient or where he has noticed non-compliance with reference to any other matter.
- The reviewer shall not name any individual in his reports.
- The practice unit shall have 21 days beginning the day after the day the preliminary report is received, by the practice unit from the reviewer to make any submissions or representations, in writing to the reviewer, concerning the preliminary report.

(ii) Interim Report of Reviewer

- (a) If the reviewer is satisfied with the reply received from the practice unit, he shall submit an appropriate Report to the Board. In case the reviewer is not satisfied with the reply of the practice unit, the reviewer shall accordingly submit his Interim Report to the Board.
- (b) In pursuance of the provisions contained in the above clause or on receipt of a request from the practice unit, the Board may instruct the reviewer to - again carry out the review after six months to verify that systems and procedures have been streamlined and accordingly, on being satisfied, submit a report to the Board.
- (c) On receiving a report from a reviewer in terms of these, the Board, having regard to the Report and any submissions or representations attached to it, may:
 - make recommendations to the practice unit concerned regarding the application by it of Technical Standards;
 - if it is of the opinion that
 - (1) In case the review is related to a firm, any one or more or all of the partners in the firm may have failed to observe, maintain or apply, as the case may be, Technical Standards;
 - (2) In case the review is related to a member practicing on his own account, the member may have failed to observe, maintain or apply, as the case may be, Technical Standards;
Then;
 - (3) Issue instructions to the reviewer to carry out, within such period as may be specified in the instructions (which period shall not commence earlier than six months after the date on which the instruction is issued), a further peer review as regards the practice unit to which the report relates; and
 - (4) Specify in the instruction, the matters as regards which the review is to be carried out;



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(d) The Board will make recommendations to the practice unit where:

Based on the report of the reviewer, it appears that the practice unit has satisfied all key control objectives, which the Board has determined and/or prescribed in respect of maintenance of/ adherence to Technical Standards but where further improvements could be made to internal quality control systems; and

Based on the report of the reviewer, it appears that the practice unit has satisfied the major key control objectives but some weaknesses exist in others. The practice unit is expected to consider the recommendations for rectifying the weaknesses thus identified and informed by the Board and take all necessary actions to ensure that all key control areas are addressed.

(e) A follow up review will be required where the practice unit has not satisfied the Board that all the key control objectives have been maintained and where, in the view of the Board the deficiencies are likely to materially affect the overall quality of an attestation services engagement of the practice unit. In such cases the Board will also make recommendations, which it expects the practice unit to implement in order to ensure the maintenance of Technical Standards. The implementation of these recommendations will be examined during the follow up review.

(f) In case the reviewer is not satisfied even at the subsequent review, he shall submit his Report to the Board incorporating his reasons for dissatisfaction.

(iii) final Report of Reviewer

(a) The reviewer will prepare a final Report to the Board (the Reviewer's Report), incorporating the findings as discussed with the practice unit. The final report will be examined/inspected by the Board in terms of the degree of compliance with the Technical Standards by the reviewed practice unit. The model forms of such final Reports shall be communicated to the reviewer by the Board.

(b) The Board shall consider the reviewer's final report and the practice unit's submissions. Thereafter, the Board may issue recommendations, if considered appropriate, to the practice unit and/or instruct the Reviewer to perform any follow-up action. The Board may, if deemed fit, then issue Peer Review Certificate to the practice unit.

(iv) The reviewer shall not communicate any Report(s) unless the examination of such Report(s) and related records has been made by him or by a partner or an employee of his firm.

17. Referral of Disputes and Appeal

17.1 Where a dispute arises over the powers of reviewers or the process or conclusions reached after the review or to any other matter related to the review, the practice unit, the reviewer or both may refer the dispute, in writing, to the Board. Such referral shall have to be made within two



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months in such manner as may be prescribed by the Board in these regards.

17.2 Where a dispute is referred, after considering any submissions or representations (which shall be made in writing) made by the relevant practice unit and/or the relevant reviewer, the Board-

- Shall decide the dispute within six months and communicate such decision to each of the parties to the dispute;
- May issue directions relating to the matter in dispute to such practice unit or the reviewer concerned and require such unit or reviewer to comply with them;
- Shall convey its decision in these regards to the appellant within 15 days from the date of the decision, so as to provide the appellant sufficient time to respond.

17.3 Where a practice unit is dissatisfied with the decision of the Board, it may refer the matter to the Council within two months in such manner as may be prescribed.

18. Immunity

18.1 A practice unit, which makes available records or documents to a reviewer, shall not incur any liability under the Code of Conduct under the Company Secretaries Act, 1980 and the Regulations framed thereunder, by reason of compliance with these Guidelines on Peer Review .

18.2 The reviewer, by virtue of carrying out the peer review shall not incur any liability other than the liability arising out of his own conduct under the Code of Conduct under the Company Secretaries Act, 1980 and Regulations framed thereunder as well as under the relevant clauses of these Guidelines.

18.3 The members of the Peer Review Board shall not incur any liability by virtue of their having discharged the responsibilities as given in these Guidelines and/or as may in future be specified by the Council, other than the liability arising out of their own conduct under the Code of Conduct under the Company Secretaries Act, 1980 and Regulations framed thereunder as well as under the relevant clauses of these Guidelines.

19. Confidentiality

19.1 Strict confidentiality provisions shall apply to all those involved in the peer review process, namely, reviewers, members of the Board, the Council, or any person who assists any of these parties.

19.2 Those persons subject to the secrecy provision:

(1) Shall at all times after his/ their appointment preserve and aid-in preserving secrecy with regard to any matter coming to his/ their knowledge in the performance or in assisting in the performance of any function, directly or indirectly related to the process and conduct of peer review.

(2) Shall not at any time communicate any such matter to any other person; and

(3) Shall not at any time permit any other person to have any access to any record, document or any other material if any form which is in his/their possession or under his/their control by virtue of his/their being or having been so appointed or his/their having performed or having assisted any other person in the performance of such a function.



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19.3 Non-compliance with the secrecy provisions in the above clause shall amount to professional misconduct as defined under Section 22 of the Company Secretaries Act, 1980.

19.4 A statement of confidentiality (appended as Annexure 'A') shall be filled in by the persons who are responsible for the conduct of peer review i.e., reviewers/ the members of the Board and others who assist them.

20. Procedural Departures

20.1 Where the persons who are responsible for the conduct of peer review (reviewers, the members of the Board and others who assist them) have not followed the prescribed procedures, they shall have to justify significant departures and such justification shall have to be mandatorily made known to the Council in the periodic Reports of the Board to the Council.

Annexure 'A'

Statement of Confidentiality

[In accordance with the Guidelines on Peer Reviews this statement of confidentiality is to be filled in by the persons who are responsible for the conduct of peer review i.e. reviewers, members of the Board and others who assist them, individually. The Reviewer shall be responsible for taking this undertaking from all those persons who assist him or are likely to assist him in conducting peer reviews, and shall send the same to the Board. This statement of Confidentiality should be renewed every year.]

To
The Chairman,
Peer Review Board,
The Institute of Company Secretaries of India
Sir,

I hereby declare that my attention has been drawn to the need for confidentiality in the conduct of peer reviews. I therefore undertake and assure that in so far as any or all of the following relate to me or are brought to my knowledge/attention, in any manner whatsoever, whensoever, I will ensure that on my part

- Working papers shall always be kept securely so that unauthorised access is not gained by anyone.
- The practice unit's attestation services procedures shall not be disclosed to third parties.
- Any information with regard to any matter coming to my knowledge in the performance or in assisting in the performance of any function during the conduct of peer reviews shall not be disclosed to any person.

Access to any record, document or any other material, in any form which is in my possession, or under my control, by virtue of my being or having been so appointed or my having performed or having assisted any other person in the performance of such a function, shall not at any time be permitted to any other person.

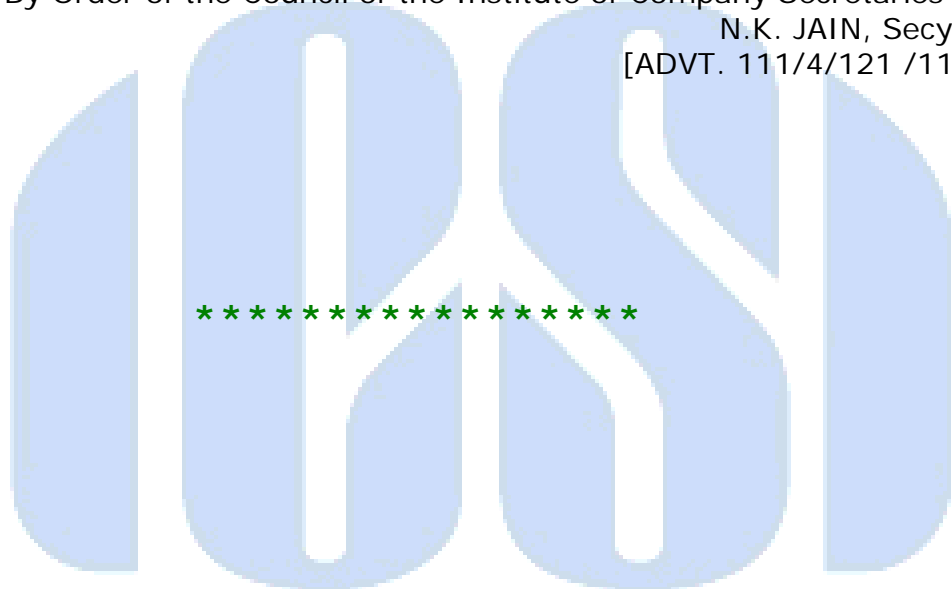


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I understand that any breach of the provisions regarding confidential information contained in the Guidelines on Peer Review will be considered as gross negligence and, subject to investigation, will result in appropriate action.

Signature:
Name:
Designation:
Date:
Place:
Taken on record on (date)
By
Signature:
Name:
Designation:

By Order of the Council of the Institute of Company Secretaries of India
N.K. JAIN, Secy. & CEO
[ADVT. 111/4/121 /11 /Exty.]



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MEMORANDUM OF UNDERSTANDING WITH MAICSA

A Memorandum of Understanding was entered into between the MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATOR (MAICSA) and THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI) at the 39th National Convention of Company Secretaries at Agra on October 14, 2011.

The important highlights of the MOU are:

- It will help students and members of both institutes to –
 - Attend training programmes organized by other Institutes.
 - Visit offices and work places of members of other Institutes.
 - Attend organized visits to professional places of interest e.g. companies, stock exchanges, securities commissions.
- Both Institutes also agree to –
 - Exchange course materials, case studies, research publications.
 - Undertake joint research projects which are mutually beneficial.

The MOU is available at the following link :

<http://www.icsi.edu/WebModules/LinksOfWeeks/MAICSA.pdf>



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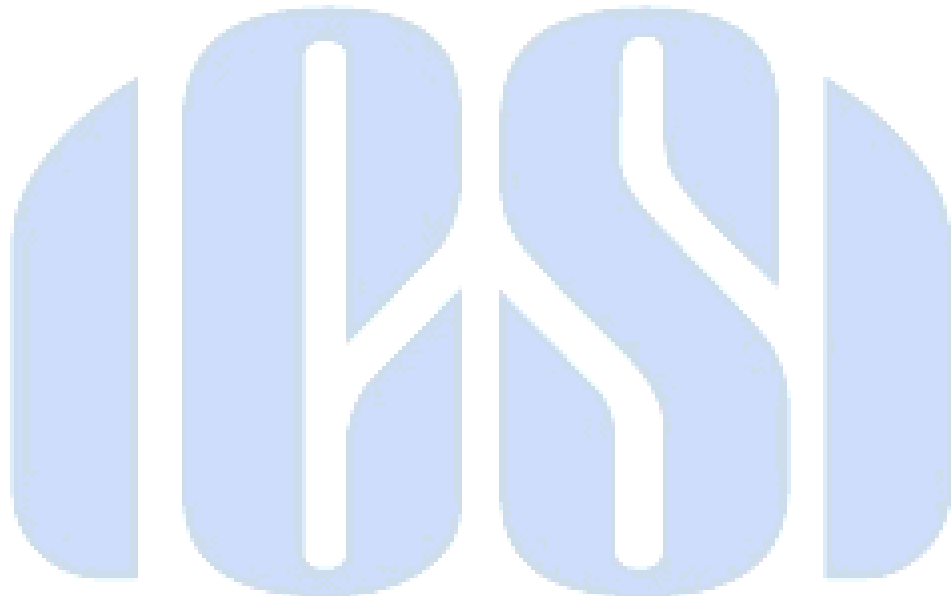
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RE-OPENING THE REGISTRATION PROCESS OF CERTIFIED FACILITATION CENTERS

Details can be accessed at:

<http://www.icsi.edu:8888/cfc/cfc.aspx>





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RECORDING OF WEBCAST ON XBRL ARRANGED BY ICSI

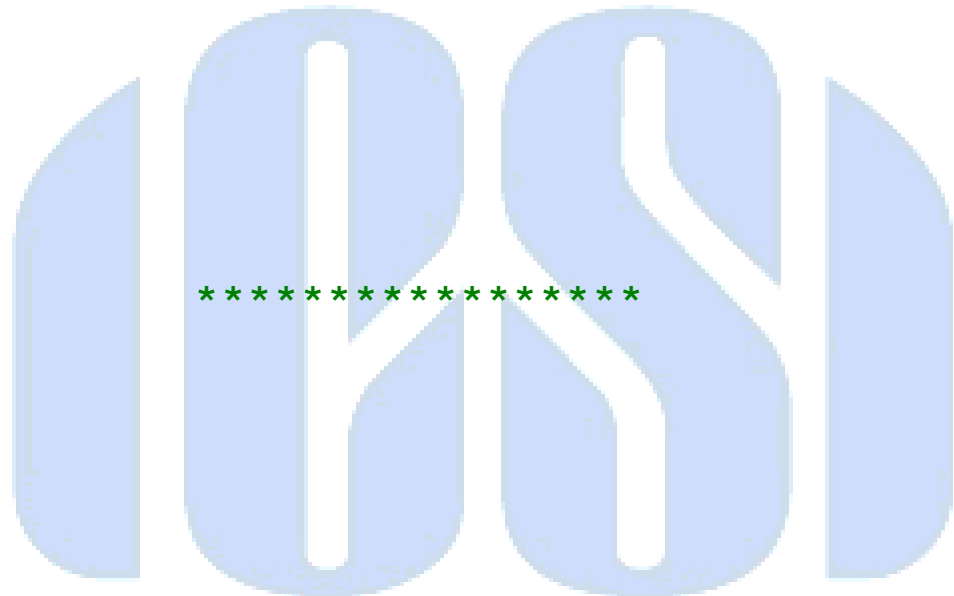
Details can be accessed at:

<http://www.streamonweb.com/ICSI/archivals>

<http://68.233.237.91/mca/Default.aspx>



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CG & CSR : WATCH

The Institute has always been in the frontline to promote good corporate governance and it has been the constant endeavour of the Institute to raise awareness among the members and students in Corporate Governance arena. This watch gives an update of the latest happenings in the area of Corporate Governance and Corporate Social Responsibility.

NEW DEVELOPMENTS

1. **The Hong Kong Stock Exchange Publishes Consultation Conclusions on Review of the Corporate Governance Code and Associated Listing Rules**

The Stock Exchange of Hong Kong Limited, a wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited (HKEx), on 18th December 2010, published a "Consultation Paper on Review of the Code on Corporate Governance Practices and Associated Listing Rules" (Consultation Paper) containing proposals to amend the Corporate Governance Code and the Rules pertaining to corporate governance and to simplify language to improve the clarity, certainty and efficacy of the Listing Rules. The consultation period ended on 18 March 2011.

The Exchange published its "Consultation Conclusions on Review of the Corporate Governance Code and Associated Listing Rules" on 28th October, 2011.

The amended Rules which becomes effective between January 1, 2012 and April 1, 2012 stress that directors should ensure that they are fully aware of their duties under the law and the Rules, take an active interest in the issuer's affairs and obtain a general understanding of its business. To provide a sound regulatory framework appropriate for the market and maintain a high standard of corporate governance, a combination of Listing Rules, Code Provisions and Recommended Best Practices has been adopted.

Overall market feedback indicated general support for the proposals, although certain aspects of the proposals drew diverse views.

The details can be accessed at:

<http://www.hkex.com.hk/eng/newsconsul/mktconsul/Documents/cp2010124cc.pdf>



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2. Institute of Directors (IoD) (UK) Submission on Executive remuneration discussion paper

The Institute of Directors (UK) has submitted its response (on 25.11.2011) on Discussion paper seeking views on issues relating to executive remuneration.

The discussion paper on Executive remuneration issued by Department for Business Innovation and Skills can be accessed at:

<http://www.bis.gov.uk/assets/biscore/business-law/docs/e/11-1287-executive-remuneration-discussion-paper.pdf>

Key proposals made by the IoD in its response include the following:

- More diversity amongst independent non-executive directors. Boards with members from diverse professional backgrounds are more likely to exhibit "objective scepticism" in respect of remuneration policy than current or former CEOs.
- Introduction of a binding shareholder vote on executive remuneration policy.
- Engagement of remuneration committees, on a voluntary basis, with employee representatives as part of the remuneration setting process.
- Greater transparency regarding the potential conflicts of interest experienced by remuneration consultants.
- A substantial simplification of executive remuneration packages.

Commenting on the IoD's submission, Simon Walker, Director General of the IoD, said:

- "The IoD has noted, with growing concern, the rapid rise in executive remuneration at the largest listed UK companies over the last 10-15 years. We are aware of the difficult challenges faced by remuneration committees in responding to a global market for executive talent. But the current pace of increase in executive pay is unsustainable. The legitimacy of UK business in the eyes of wider society is significantly damaged by pay packages that are not clearly linked to company performance."
- "A higher level of professional diversity amongst independent non-executive directors will assist boards in aligning executive pay with society's expectations. Shareholders should also play a more active oversight role."
- "Remuneration committees should explore ways of engaging with employees on remuneration policy. This will be important in increasing the legitimacy of executive remuneration in the eyes of wider society."

The details can be accessed at:

<http://press.iod.com/2011/11/25/iod-calls-for-action-on-executive-pay/>



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GREEN CORNER

GREEN IDEA



If:

- You care about the environment
- You want to save energy.
- You want to be green.

Use CFL/LED light in place of *incandescent bulb*

Interesting fact:

- Switching just one **light bulb** off in every household would reduce carbon dioxide by 90 billion pounds per year.
- Replacing one incandescent bulb with a LED light bulb prevents the release of 300 pounds of carbon dioxide in just one year.

Something good:



Nano Ganesh is a product which allows farmers to use mobile phones to remotely monitor and switch on irrigation pumps used for watering crops in remote locations. Farmers earlier had to walk several kilometres to turn on the irrigation pumps that water their fields. With the electrical supply often erratic, they sometimes found that there was no electricity when they reached the pump. Nano Ganesh allows them to remotely check to see that there is electricity, and to automatically turn the pump on and off, all through a mobile phone.

To Remember:

- December 1 - World AIDS Day
- December 2 - International day for abolition of Slavery
- December 5 - International Volunteer Day for Economic and Social Development
- December 9 - International Anti-Corruption Day
- December 10 - International Human Rights Day

Quote of the Month

"Good corporate governance is about 'intellectual honesty' and not just sticking to rules and regulations, capital flowed towards companies that practiced this type of good governance." –

Mervyn King (Chairman: King Report)



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Forthcoming Events

11th ICSI National Award for Excellence in Corporate Governance

The Award function of 11th ICSI National Award for Excellence in Corporate Governance will be held at Taj Krishna, Hyderabad on 23rd December, 2011.

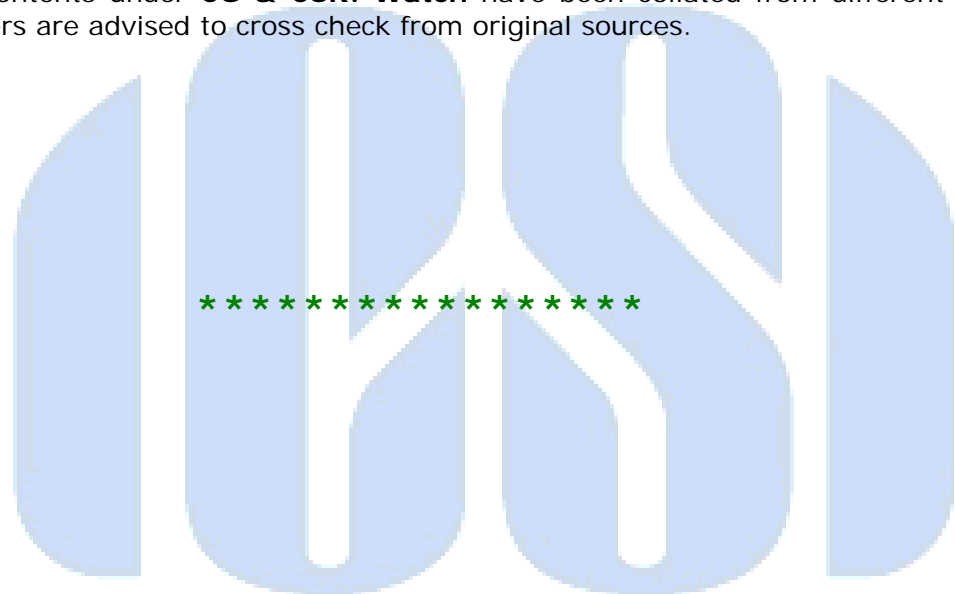
The presentation ceremony would be preceded by a Panel Discussion on a contemporary topic of governance/sustainability.

Feedback & Suggestions

Readers may give their feedback and suggestions on this page to Mrs. Alka Kapoor, Joint Director, ICSI (alka.kapoor@icsi.edu)

Disclaimer:

The contents under **CG & CSR: Watch** have been collated from different sources. Readers are advised to cross check from original sources.





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MCA UPDATE



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LAST DATE OF FILING OF BALANCE SHEET AND PROFIT & LOSS ACCOUNT IN XBRL MODE EXTENDED

General Circular No: 69/2011

No. HQ/MCA/DigitisedBS/AR/2009*

Government of India

Ministry of Corporate Affairs

5th Floor, "A" Wing, Shastri Bhawan,
Dr. R.P. Road, New Delhi – 110001

Dated 30.11.2011

All the Regional Directors,
All the Registrar of Companies/ Official Liquidators
All stakeholders


Sub: Filing of Balance Sheet and Profit and Loss Account in eXtensible Business Reporting Language (XBRL) mode.

Sir,

In partial modification of Para 1 of the Ministry's Circular no. 57/2011 dated 28.07.2011, the last date for filing financial statements in XBRL mode without any additional fee due to delay by those Phase-I class of companies (excluding exempted class) whose Balance Sheet date for FY 2010-11 is on or after 31.03.2011, has been extended up to 31.12.2011 or within 60 days of their due date of filing, whichever is later.

2. This issue with the approval of the Competent Authority.

Yours faithfully,


30/11/2011
(U.C.Nahta)

Director (Inspection & Investigation)

MINISTRY OF CORPORATE AFFAIRS

REQUEST TO FILE ANNUAL RETURN AND THE BALANCE SHEET AT THE EARLIEST TO AVOID LAST MINUTE RUSH

"DEAR CORPORATES / MEMBERS,

TO AVOID LAST MINUTE RUSH AND SYSTEM CONGESTION IN MCA21 TOWARDS END OF NOVEMBER 2011, KINDLY EXPEDITE FILING OF ANNUAL RETURN AND BALANCE SHEET WITHOUT WAITING FOR THE LAST DAYS OF THE MONTH.

DURING THIS PERIOD, ROC FACILITATION CENTRES/ HELP DESKS WOULD GIVE PRIORITY IN EFILING/ ANSWERING QUERIES OF COMPANIES FOR FILING BALANCE SHEET AND ANNUAL RETURN.

THE COMPANIES REQUIRED TO FILE XBRL DOCUMENT MAY ALSO DO SO AT THE EARLIEST.

KINDLY PLAN YOUR FILING ACCORDINGLY."



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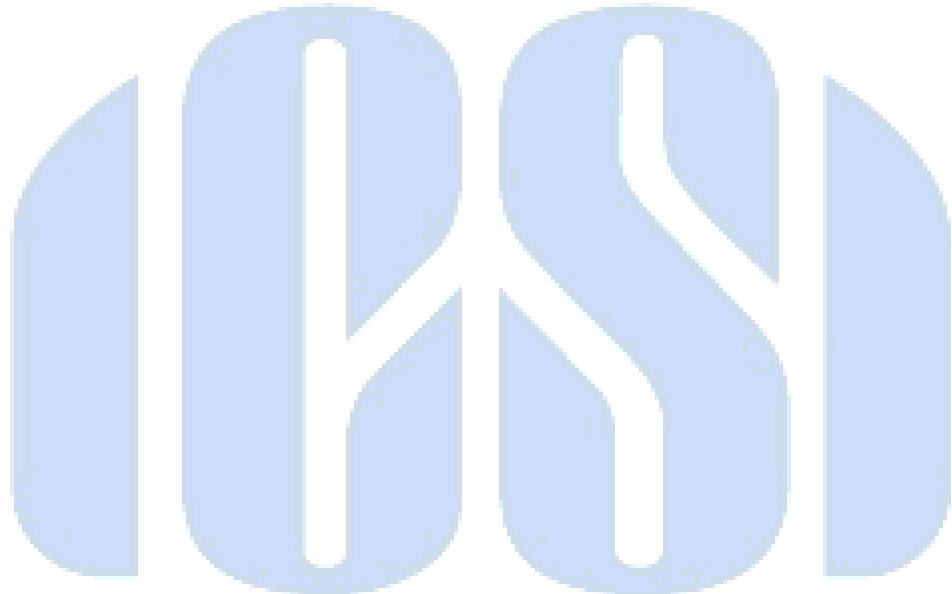
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COST ACCOUNTING RECORDS AND COST AUDIT – CLARIFICATIONS REGARDING APPLICABILITY AND COMPLIANCE REQUIREMENTS

Details can be accessed at:

http://www.mca.gov.in/Ministry/pdf/General_Circular_No_68_2011.pdf





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COST ACCOUNTING RECORDS AND COST AUDIT – CLARIFICATIONS ABOUT COVERAGE OF CERTAIN SECTORS THEREUNDER

General Circular No. 67/2011

52/13/CAB-2011
Government of India
Ministry of Corporate Affairs
Cost Audit Branch

'B-1' Wing, 2nd Floor,
Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110 003

Dated the November 30, 2011

To,
The President,
Institute of Cost and Works Accountants of India,
12, Sudder Street,
Kolkata – 700 016

Subject: Cost Accounting Records and Cost Audit – clarifications about coverage of certain sectors thereunder.

Sir,

Ministry has examined various issues raised by the companies and/or professionals in connection with the recently issued circulars/notifications concerning cost accounting records and coverage of cost audit. To remove doubts and ambiguities, the following clarifications are issued:

- (a) That the Companies (Cost Accounting Records) Rules, 2011 are not applicable to:
- (i) Wholesale or retail trading activities.
 - (ii) Banking, financial, leasing, investment, insurance, education, healthcare, tourism, travel, hospitality, recreation, transport services, business/professional consultancy, IT & IT enabled services, research & development, postal/courier services, etc. unless any of these have been specifically covered under any other Cost Accounting Records Rules.
 - (iii) Companies engaged in rendering job work operations or contracting/sub-contracting activities, and are paid only the job work or conversion charges, such as tailoring, baking, repairing, painting, printing, constructing, servicing, etc.
 - (iv) Companies engaged in the production, processing, manufacturing or mining activities till such time they commences their commercial operations.
 - (v) Ancillary products/activities of companies incidental to their main operations (i.e. products/activities that do not constitute their main line of business) and wherein the total turnover from the sale of each such ancillary products/activities do not exceed 2% of the total



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turnover of the company or Rs.20 crores, whichever is lower. However, required details of all such ancillary products/activities may be maintained under a miscellaneous group and disclosed appropriately.

- (b) That the Cost Audit Orders [no. 52/26/CAB-2010 dated 2nd May 2011 and 30th June 2011] shall not apply to the following cases:
- (i) Generation of electricity for captive consumption. For this purpose, the term "Captive Generating Plant" shall have the same meaning as assigned in Rule 3 of the Electricity Rules, 2005.
 - (ii) Own manufactured products that are consumed exclusively by the company for the sole purpose of production, processing, manufacturing, or mining of its other products or activities that are subject to cost audit.
 - (iii) Hundred percent Export Oriented Units.
- (c) That only such items falling under the relevant chapter(s) of the Central Excise Tariff Act, 1985 as constitute intermediate or final or allied products of the industry mentioned in the Cost Audit Order dated 30th June 2011 shall be covered under cost audit and all other items not related to the industry shall be outside the purview of said orders.

For the purpose of these orders, the words "intermediate products" mean only such products that have already undergone partial manufacturing/production process and are used as inputs for the production, processing, manufacturing or mining of the final products of the industries listed in the said order; the words "articles or allied products thereof" refer to such articles or allied products that are produced either wholly or predominantly [not less than 50% by weight or volume] by using the listed products as their primary inputs.

To explain this aspect further, the following clarifications are given as illustrations:

- (i) For Paints & Varnish Industry, all other items such as tanning or dyeing extracts, tanning & their derivatives, dyes, pigments & other colouring matters, putty & other mastics, printing inks, etc. mentioned in Chapter 32 of the Central Excise Tariff Act, 1985 are not covered unless such items are used as intermediates for the production of Paints & Varnishes or are produced as their allied products.
- (ii) For Tyres & Tubes industry, all other items such as natural or synthetic or reclaimed rubber, compounded rubber, hard rubber, rubber thread or cord, conveyer or transmission belts, articles of rubber, etc. mentioned in Chapter 40 of the Central Excise Tariff Act, 1985 are not covered unless such items are used as intermediates for the production of Tyres & Tubes or are produced as their allied products.



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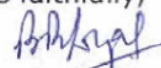


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(iii) Examples of intermediate products include clinker for cement, pulp for paper, sponge iron & pig iron for steel, etc. Examples of articles or allied products of cement include cement bricks, sleepers, pipes; of paper include cartons, boxes, bags, registers; and of steel include ingots, blooms, billets, slabs, beams, angles, tees, channels, pilings, rails, bars, wire, nails, plates, pipes, tubes, coils, sheets, etc.

2. In case of any doubt, companies are requested to refer their cases to this office for clarification by giving complete details. The Institute is requested to circulate this General Circular for information of all concerned.

Yours faithfully,

(B.B.Goyal)
Adviser (Cost)

Copy to:

- ✓ 1. E-Governance Cell, Ministry of Corporate Affairs, Shastri Bhavan, New Delhi with a request to upload this circular on the MCA's website.
2. All Regional Directors / Registrars of Companies
3. PS to CAM / PS to MOS
4. PS to Secretary / Addl. Secretary
5. PS to Joint Secretary (A) / Joint Secretary (R) / Joint Secretary (M)
6. PS to DII (DR) / DII (Policy)
7. PS to Economic Adviser





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DISCHARGING THE FUNCTIONS OF THE REGISTRAR OF COMPANIES AS WELL AS OFFICIAL LIQUIDATOR

[PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3, SUB SECTION (ii)]
GOVERNMENT OF INDIA
Ministry of Corporate Affairs

Notification

New Delhi, dated the 13th Nov, 2011

S.O. _____(E). – In exercise of the powers conferred by sub-sections (1) and (2) of section 609 and section 448 of the Companies Act, 1956 (1 of 1956), the Central Government hereby establishes the following offices of the Registrar of Companies–cum-Official Liquidator at the places having territorial jurisdictions as stated there against for discharging the functions of the Registrar of Companies as well as Official Liquidator under the various provisions of the said Act.

Serial Number	Place where the office of the Registrar of Companies –cum- Official Liquidator is to be situated	Jurisdiction of such office
1.	Nainital	State of Uttarakhand
2.	Bilaspur	State of Chattisgarh
3.	Shimla	State of Himachal Pradesh
4.	Ranchi	State of Jharkhand
5.	Cuttack	State of Orissa
6.	Patna	State of Bihar
7.	Jaipur	State of Rajasthan

2. Pursuant to the above, the existing office of the Official Liquidator at Ranchi shall stand upgraded as the office of the Registrar of Companies–cum-Official Liquidator and the separate offices of Registrar of Companies and Official Liquidator at Cuttack, Patna and Jaipur shall stand merged as the office of the Registrar of Companies–cum-Official Liquidator.

[F No 2/14/2011 -CL.V]

Avinash K. Srivastava,
Joint Secretary



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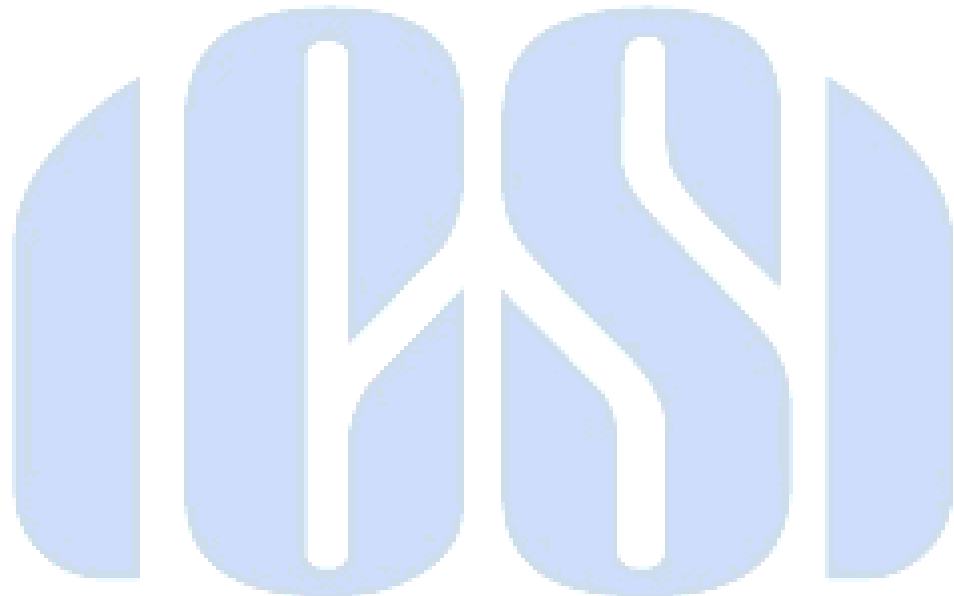
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MASTER CIRCULAR ON COST ACCOUNTING RECORDS AND COST AUDIT

Details can be accessed at:

http://www.mca.gov.in/Ministry/pdf/Circular_2-2011_11Nov2011.pdf





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COMPANIES (DEMATERIALIZATION OF CERTIFICATES) RULES, 2011

No 17/143/2011-CL.V
Government of India
Ministry of Corporate Affairs

5th floor, 'A' Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dated: 28.10.2011

All the Regional Directors,
All the Registrar of Companies
All stakeholders

Subject : Companies (Dematerialization of Certificates) Rules, 2011

Sir,

The Ministry of Corporate Affairs was considering the proposal to issue Companies (Dematerialization of Certificates) Rules, 2011 and comments /Recommendations were invited by the Ministry latest by 30th June, 2011 vide letter of even number dated 06.06.2011.

The matter was examined by this Ministry in consultation of Law Ministry and it has been decided to withdrawal of draft of Dematerialization of Certificates Rules, 2011.

Yours faithfully,


(J.N. Tikku)
Joint Director

Copy to:-

E-Governance Cell: - with a request to place the aforesaid letter in the website of MCA.

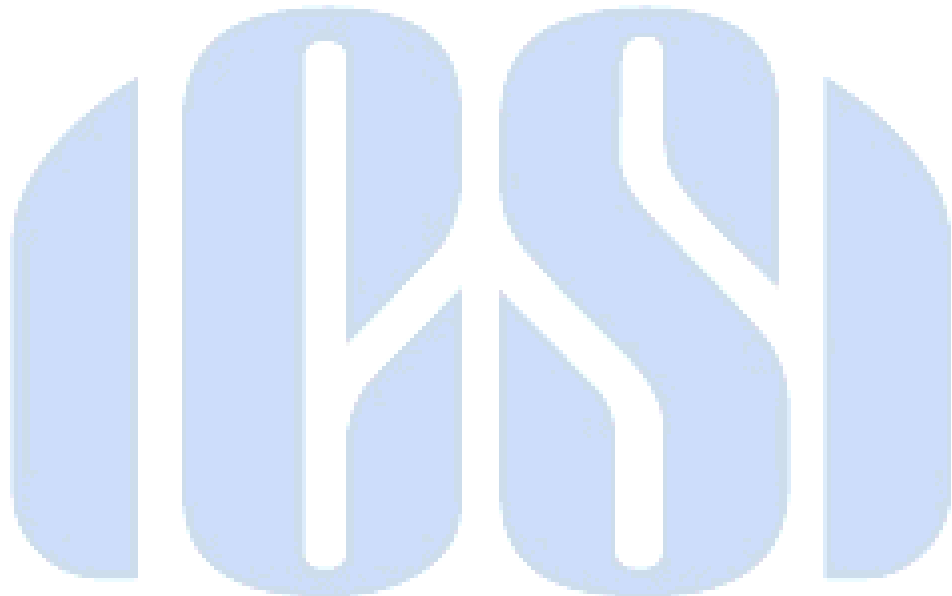


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THE COMPANIES (CENTRAL GOVERNMENT'S) GENERAL RULES AND FORMS (AMENDMENT) RULES, 2011

Details can be accessed at:

http://mca.gov.in/Ministry/notification/pdf/notification_23AC_23ACA_XBRL.pdf



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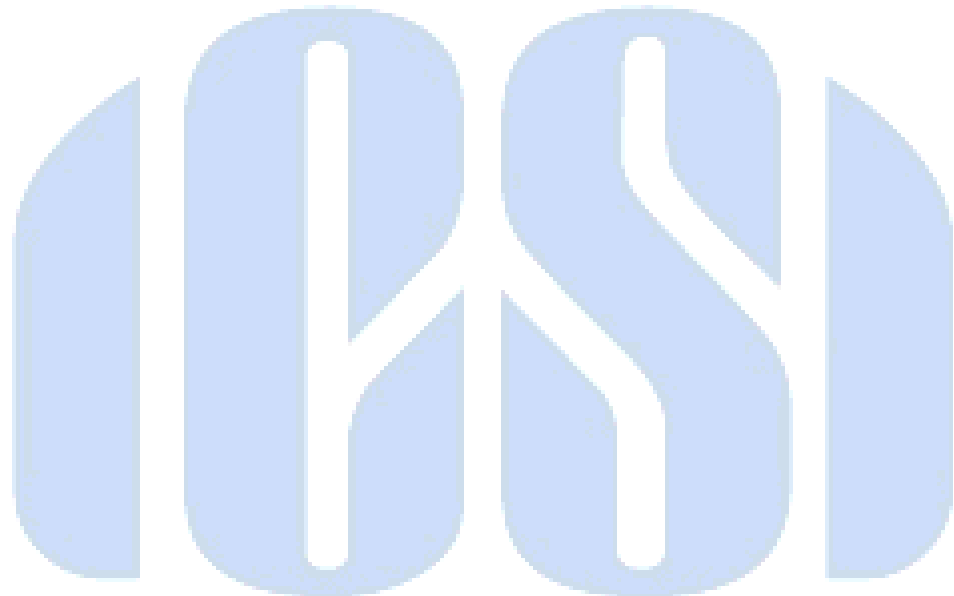
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THE COMPANIES (FILING OF DOCUMENTS AND FORMS IN EXTENSIBLE BUSINESS REPORTING LANGUAGE) RULES, 2011

Details can be accessed at:

http://mca.gov.in/Ministry/notification/pdf/notification_XBRL_rules.pdf





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ALLOTMENT OF DIRECTOR'S IDENTIFICATION NUMBER (DIN) UNDER COMPANIES ACT, 1956

General Circular No. 66/2011

No 2/1/2011-CL.V
Government of India
Ministry of Corporate Affairs

5th floor, „A“ Wing, Shastri Bhawan,
Dr. R. P. Road, New Delhi
Dated the 4th Oct, 2011

To

All Regional Directors
All Registrar of Companies.

Sub: Allotment of Director's Identification Number (DIN) under Companies Act, 1956

Sir,

In continuation of General Circular No. 32/2011 dated 31.05.2011 on the subject cited matter, I am directed to say that the time for filing DIN-4 by DIN holders for furnishing the PAN and to update PAN details has been extended till **15.12.2011**.

Yours faithfully,

-Sd/-
(Monika Gupta)
Assistant Director

Copy to:

1. ICAI/ICWAI/ICSI/All Chamber of Commerce with a request to give wide publicity to their members.
2. DIN Cell to issue message through e-mail and SMS to all existing DIN holders who have not furnished their PAN earlier at the time of obtaining DIN to furnish their PAN by filing DIN-4 e-form by 15.12.2011 to avoid penal action.

Copy for information to:

1. PS to CAM and PS to MOS
2. PPS to Secretary, Additional Secretary, Joint Secretaries



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COMPANY LAW SETTLEMENT SCHEME, 2011

General Circular No. 65/2011

F. No. 2/11/2011-CL V
Government of India
Ministry of Corporate Affairs

5th Floor, A Wing, Shastri Bhavan,
Dr. R.P. Road, New Delhi,
Dated the 4th Oct, 2011

To
All Regional Director,
All Registrars of Companies.

Subject: Company Law Settlement Scheme, 2011

Sir,

In continuation of the Ministry's General Circulars No. 59/2011 dated 05.08.2011 and No. 60/2011 dated 10.08.2011 on the subject cited above, it is stated that the said scheme has been extended upto **15th December, 2011.**

2. All the terms and conditions of the General Circulars No. 59/2011 dated 05.08.2011 and No. 60/2011 dated 10.08.2011 will remain the same.

Yours faithfully,

-Sd/-
(Monika Gupta)
Assistant Director

Copy to:

1. All concerned
2. PS to CAM and PS to MOS
3. PPS to Secretary, Additional Secretary, Joint Secretaries



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SEBI UPDATE



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ANNUAL SYSTEM AUDIT

CIR/MRD/DMS/13/2011
November 29, 2011

**The Managing Director / Executive Director
Stock Exchanges and Depositories**

Dear Sir / Madam,

Sub: Annual System Audit

Keeping in view the rapid technological developments in the Securities Markets should not overshadow the risks that these innovations pose to the efficiency and integrity of markets, SEBI vide circular no. MIRSD/DPS-III/Cir-22 /2008 dated July 23, 2008, had mandated that exchanges shall conduct an annual system audit by a reputed independent auditor. Similar framework was also prescribed for depositories vide letter no. MIRSD/DPS-III/132833/2008 dated July 23, 2008.

Based on the discussions with stock exchanges and depositories, and recommendations of Technical Advisory Committee (TAC), the present system audit framework has been reviewed encompassing the System Audit Process, Auditor Selection Norms, Terms of Reference (TOR), and Audit Report Guidelines.

You are advised to conduct an annual System Audit as per the enclosed System Audit Framework. The Systems Audit Reports and Compliance Status should be placed before the Governing Board of the Stock Exchanges / Depositories and the system audit report along with comments of Stock Exchanges / Depositories should be communicated to SEBI. Further, along with the audit report, Stock Exchanges / Depositories are advised to submit a declaration from the MD / CEO certifying the security and integrity of their IT Systems.

In case the exchanges / depositories have commenced their Annual System Audit, they may follow existing annual system audit framework of SEBI Circular issued in 2008. Further, the exchanges / depositories who are yet to commence Annual System Audit would carry out their Annual System Audit as per the framework given in this circular.

This circular supercedes the abovementioned circular no. MIRSD/DPS-III/Cir-22 /2008 dated July 23, 2008 and is being issued in exercise of the powers conferred by Section 11(1) of Securities and Exchange Board of India Act, 1992 to protect the interest of investors in securities and to promote the development of, and to regulate, the securities market.

Yours faithfully,
Manoj Kumar

Encl.: System Audit Framework (Pages 1 to 6)



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DEPT. OF COMMERCE UPDATE





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FDI POLICY IN MULTI BRAND RETAIL

Press Releases

FDI POLICY IN MULTI BRAND RETAIL

Date : 28 Nov 2011
Location : New Delhi

Government's attention is drawn to reports in some section of media on various elements of FDI policy in Multi brand retail:

The policy cleared by Union Cabinet on 24th November stipulates that FDI in multi brand retail will be allowed upto 51% foreign equity through the government approval route, subject to adequate safeguards for domestic stakeholders.

The policy rollout will cover only cities with a population of more than 1 million (As per 2011 census, there are only 53 such cities whereas there are 7935 towns and cities in India)

The policy mandates a minimum investment \$ 100 million with at least half the amount to be invested in back end infrastructure, including cold chains, refrigeration, transportation, packing, sorting and processing. This is expected to considerably reduce the post harvest losses and bring remunerative prices to farmers.

Sourcing of a minimum of 30% from Indian micro and small industry having capital investment of not more than \$ 1 million has been made mandatory. This will provide the scales to encourage domestic value addition and manufacturing, thereby creating a multiplier effect for employment, technology upgradation and income generation.

India has a federal structure of government . The FDI policy is an enabling framework and it remains the prerogative of the states to adopt it. On ground implementation of policy will clearly be within the parameters of state laws and regulations.

A strong legal framework in the form of Competition Commission is available to deal with any anti competitive practices including predatory pricing.
