

# CS FOUNDATION COURSE

## BULLETIN



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The Institute of

**Company Secretaries** of India

In pursuit of professional excellence

*Statutory body under an Act of Parliament*

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**ATTENTION STUDENTS!!**

**SCHEDULE OF FEES W.E.F. 01.04.2008**

PARTICULARS	FEES (Rs.)	REMARKS
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1200	
Postal Tuition Fee	2400	Total Fees → 3600
<b>EXECUTIVE PROGRAMME</b>		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fees → 7750 (For others)
Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)	750	
<b>PROFESSIONAL PROGRAMME</b>		
Postal Tuition Fee	7500	
Registration De-Novo Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
<b>EXAMINATION FEE</b>		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
<b>OTHER FEES</b>		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Verification of Marks Fee	100 (Per Subject)	

**GUIDELINES FOR SWITCH OVER TO NEW SYLLABUS**

The Council in exercise of the powers vested under clause (a) of Sub-section (2) of section 15 of the Company Secretaries Act, 1980 – as amended by the Company Secretaries (Amendment) Act, 2006 – has approved the New Syllabus and decided as under:

- The last Foundation Course examination under the existing syllabus as specified in Part I of Schedule CCB shall be held in June 2009 and the syllabus specified in the said Part 1 of Schedule CCB shall cease to operate after the said examination.
- All students who are not able to complete the Foundation Examination under the old syllabus as specified in Part-I of Schedule CCB shall compulsorily be required to appear under the New Syllabus effective from December 2009 session of CS Examination.
- SUBJECTS UNDER THE NEW SYLLABUS ARE: -

**CS FOUNDATION PROGRAMME**

- |                                      |  |
|--------------------------------------|--|
| 1. ENGLISH & BUSINESS COMMUNICATION. | 2. ECONOMICS AND STATISTICS.                 |
| 3. FINANCIAL ACCOUNTING              | 4. ELEMENTS OF BUSINESS LAWS AND MANAGEMENT. |

**TABLE OF CORRESPONDING EXEMPTIONS (PAPERWISE)**

Paper passed/exempted under the old Syllabus.	Exemption from paper(s) under the New Syllabus
FOUNDATION COURSE	CS FOUNDATION PROGRAMME
1. ENGLISH & BUSINESS COMMUNICATION	ENGLISH & BUSINESS COMMUNICATION
2. BASIC ECONOMICS & BUSINESS ENVIRONMENT	ECONOMICS & STATISTICS
3. FINANCIAL ACCOUNTING	FINANCIAL ACCOUNTING
4. ELEMENTS OF BUSINESS LAWS AND MGT.	ELEMENTS OF BUSINESS LAWS & MGT.
5. INFORMATION SYSTEM AND QUANTITATIVE TECHNIQUES	ECONOMICS & STATISTICS

- Students switching over to the New Syllabus shall be eligible to seek exemption in the corresponding subject(s) of the New Syllabus on the basis of having passed/ secured exemption in any individual subject under the Old Syllabus as per table of corresponding exemptions noted above.
- Similarly, students who have partially completed coaching, shall be exempted on their switchover, from under-going coaching in the corresponding subject(s) of the New Syllabus on the basis of their having completed coaching in the individual subject(s) under the Old Syllabus as per the table of corresponding exemptions given in para-3 above. They shall be required to undergo and complete coaching in the remaining subjects in order to become eligible to appear under the New Syllabus. Credit for the response sheets already submitted under the Old Syllabus for any subject shall be available where there is a corresponding subject under the New Syllabus. Such students are required to submit response sheets for the remaining subjects under the New Syllabus.
- Consequent upon compulsory switchover to the New Syllabus, study material shall not be supplied free of cost. However, making the payment towards its cost @ Rs.120 (Rs. 160/- Including Postage) per subject a student can purchase study material under the New Syllabus.
- Please note that once a candidate has been switched over to the New Syllabus, he/she shall not be allowed to revert to the Old Syllabus under any circumstances.
- Under the Compulsory Postal Tuition Scheme, the students are provided with study material and test papers for various subjects. For each subject there are Two test papers. Students are required to submit to Institute response sheet in response of Any One Test Paper written under Examination conditions after going through the study material and the recommended books.

**NOTE : IN CASE INTERESTED TO SWITCHOVER TO THE NEW SYLLABUS FOR CS FOUNDATION PROGRAMME, YOU ARE ADVISED TO OPT FOR THE SAME ON DECLARATION OF THE RESULTS FOR JUNE'08 SESSION OF CS EXAMINATION V/S-A-V/S WHILE SEEKING THE ENROLMENT TO APPEAR IN DECEMBER'08 SESSION OF CS FOUNDATION PROGRAMME EXAMINATION.**

## FROM THE SECRETARY & CEO'S DESK



*"Discipline is the bridge between goals and accomplishments"*

- Jim Rohn

Dear Students,

Discipline in our personal and professional lives leads to success and more so the importance of self discipline cannot be ignored for a student and a prospective professional like you. Remember the rule of thumb – Self-discipline is self control and self restraint. It is self reliance and independence. To be self disciplined – you need to complete your assignments on time, stay on the task till it is completed, work with a goal in mind, never give in to peer pressures, and be positive and keep cool in all odds and constraints.

Those busy preparing to appear for Foundation Programme Examination in December 2008, let me remind you, that you have a little over 100 days left, so be focused and I assure you that you will excel in the exams with flying colours. Have faith in your self and your capacities. Let me tell you, we have so much of energy within us that nothing is unachievable if we focus our energies in right and positive direction. Here, I wish to advise you all that write down your goals and stay committed to those goals. Accept responsibility for your acts and deeds. Participate in activities that enhance confidence and self discipline

such as yoga, walking, cycling and listening and playing music. Evaluate your performance at short intervals and reward yourself for each small achievement.

**Carl Zuckmayer**, a noted German writer and playwright once said, *"One half of life is luck; the other half is discipline – and that's the important half, for without discipline you wouldn't know what to do with luck."* So be determined and disciplined. Develop a winning edge; a little extra effort can make a bigger difference in your performance.

The Institute is regularly making efforts to improve its services to students, so as to enable them unhindered studies. During the course of your studies, you would be interacting with the Institute on various matters, such as your identity card, address, email, response sheets, examinations, etc. It is to help you in this regard, that certain important informations are provided here for your reference.

### VALIDITY OF CS FOUNDATION COURSE (PROGRAMME) ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Course (Programme) admission. Accordingly, all those students who have registered upto June, 2005 may please note that their admission to the Foundation Course (Programme) stands cancelled on expiry of three years period.

And those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission- if they so desire- by making an application in the prescribed Form "REG" together with the Foundation Course (Programme) admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

### REGISTRATION FOR CS EXECUTIVE PROGRAMME

The students who have passed the Foundation examination held in June, 2008 or registered upto and including **31<sup>st</sup> August, 2008** would be eligible to appear in both modules of the Executive Programme to be held in **June, 2009** and candidates who would be seeking registration on or before **30<sup>th</sup> November, 2008** are eligible to write only one module in **June, 2009** examination of the Executive Programme subject to completion of postal/oral tuition and compulsory **Computer Training Programme**. The blank application Form "REG" for seeking registration for Executive Programme can be had from the Noida office of the Institute or its Regional Offices by sending crossed demand draft/postal order for Rs. 70/- (including postage). The fee for seeking registration for Executive Programme is **Rs. 6500/-** payable by way of crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Fee may be paid in cash also at the Institute's Noida office or its Regional Offices.

All the students passing the Foundation examination are advised to have their own copy of prospectus for the regular/main Programme viz. "Career in Company Secretaryship - A Hand Book" against cash payment of Rs. 300/- or by post by sending a crossed demand draft of Rs. 350/- (including postage) drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi. Application Form "REG" is appended therein and students need not obtain it separately.

### IDENTITY CARDS

Candidates admitted to the CS Foundation Course (Programme) are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee.

In case you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for duplicate Identity Card or for any other matter, the students should write their admission number and complete postal address with pin code for prompt reply.

**PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the "C.S. FOUNDATION COURSE BULLETIN". In case it does not carry or carry the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.**

### E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at [dss@icsi.edu](mailto:dss@icsi.edu) which will facilitate quick and economical communication from the Institute's side. The e-mail address may be sent in the following format:-

Name :  
Admission No. :  
E-Mail id :

### UNIFORMITY IN SIGNATURES

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including :

- Identity Card
- Admission/Registration Form – 'REG'
- Examination Form – 'EXA'
- Attendance Sheet to be provided in the Examination Hall.

## FROM THE SECRETARY & CEO'S DESK

### REGULARISATION OF FOUNDATION COURSE (PROGRAMME) ADMISSION

Candidates provisionally admitted to the Foundation Course (Programme) are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:

Name :  
Details of Fee paid :  
Admission No. :  
Email Address :  
Complete Postal Address with Pincode :

### CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students- who fail to submit within the specific time, the requisite proof of having passed the Senior Secondary (10+2) shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

### STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of June & July 2008 have already been supplied the Study Material, Admission letters and Identity Cards. Those who have not received Study material, Admission letter or Identity Card are, therefore, advised to contact Mr. Sohan Lal, Joint Director (Students Services) at the following address; "ICSI House" C-37, Sector- 62, NOIDA (U.P)- 201 309, without further delay and for all academic guidance students may write to Mr. V.P. Sharma, Joint Director (Academics) at the Institute's address or may send e-mail to [slal@icsi.edu](mailto:slal@icsi.edu) and [drs@icsi.edu](mailto:drs@icsi.edu). While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

### LAST DATE FOR ENROLMENT FOR DECEMBER, 2008 EXAMINATION

Students may please note that **25<sup>th</sup> September, 2008 (with late fee of Rs. 100/- by 10<sup>th</sup> October, 2008)** is last date for submission of the examination Form "EXA" for appearing in the examination to be held in December, 2008.

Candidates admitted to the Foundation Programme between September, 2005 and March 2008 are eligible to appear in the examination to be held in December, 2008 subject to submission of response sheets to the satisfaction of the Institute by **31<sup>st</sup> August, 2008**. Interested students may fill up and prescribed examination application form "EXA" on or before **25<sup>th</sup> September 2008**. The blank application for appearing in the examination can be had from the Headquarters of the Institute or its Regional Offices by sending crossed demand draft/ postal order for Rs. 70/- (including postage). Prescribed application form duly filled in together with the examination fee of Rs. 875/- must be sent to the Institute or deposited in the Office(s) of the closing date i.e. **25<sup>th</sup> September, 2008** and with late fee of Rs. 100/- upto **10<sup>th</sup> October 2008**.

**THE EXAMINATION FEE IS PAYABLE BY WAY OF CROSSED DEMAND DRAFT DRAWN IN FAVOUR OF "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" PAYABLE AT NEW DELHI. FEE MAY BE PAID IN CASH ALSO AT THE INSTITUTE'S HEADQUARTERS OR ITS REGIONAL OFFICES.**

**PLEASE NOTE THAT PAYMENT OF FEE BY WAY OF CHEQUE/MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE.**

### COMPLETION OF COACHING AND FILLING UP OF EXAMINATION FORMS

At times queries are received by the Institute from the students with regards to filling up of examination forms for want of issue of coach completion certificate. It is clarified that students (i) who are undergoing oral coaching, and (ii) students who have submitted or re-submitted response sheets and/or would be submitting or re-submitting the response sheet within the stipulated period, are eligible to fill up the examination forms for the respective session of examination. Such students need not withhold the submission of their enrolment application for want of coaching completion certificates. The students concerned are advised to make a note in the application form to the effect that they are undergoing oral coaching completion/ have submitted response sheets and are awaiting coaching certificates. Since there can not be any change with regard to the closing date for submission of examination forms, students need not wait for the issue of coaching completion certificates for filling up their examination forms. They are advised to mention against the appropriate column in the enrolment application form that coaching completion certificates are being awaited.

### FACILITY OF ORAL COACHING

The Institute imparts compulsory postal tuition to all the students in all the stages of Company Secretaries course. In addition, the Institute has also authorised its Regional Offices and Chapters to conduct oral coaching classes, registration for which is optional and can be undergone in addition to compulsory postal tuition being provided by the Institute. You may get in touch with Regional Offices or Chapters Offices for details.

It may, however, be noted that Oral coaching centre would be charging oral tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/ she has attend at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

### CHANGE OF ADDRESS

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

### COMPULSORY POSTAL TUITION

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Course (Programme). In addition, the Regional Councils / Chapters of the Institute are authorized to impart oral tuition independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students.

The Institute has also granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions – to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz.[www.icsi.edu](http://www.icsi.edu).

It may, however, be noted that Oral coaching centre would be charging Oral Tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

### E – learning (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Course (Programme). Students admitted to CS

## FROM THE SECRETARY & CEO'S DESK

Foundation Course (Programme) through out the country including rural and semi – urban areas as well as from other countries can avail this 24x7 hours on–line study facility as the portal has global reach.

To access the E-learning Portal of ICSI, the students may log on to <http://elearning.icsi.edu>.

### 24 HOURS CS HELPLINE

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course (Programme) & Profession. The students can have pre-recorded replies on the CS Course (Programme) round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. [www.icsi.edu](http://www.icsi.edu).

**PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE**

### IMPORTANT


For all academic guidance students may write to **V.P. Sharma**, Joint Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write/contact **Sohan Lal**, Joint Director (Students Services), at the Institute's address

With best wishes to entire C.S. Students Community.

Yours sincerely,

Date : 15.09.2008

Place : New Delhi

  
(N.K. JAIN)

## ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

A nominal annual fee of Rs 450/-\*\* (Rupees Four hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website <http://elearning.icsi.edu> by Credit Card / Debit Card/ ECS (electronic clearing services).
- By way of Demand Draft (DD) in the name of 'ICSI GurukulOnline' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu>)

\*\* The charges for subsequent years are listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.

### ON LINE SERVICES AVAILABLE FOR STUDENTS OF THE INSTITUTE

(VISIT : <http://www.icsi.edu>)

1. Students can avail On Line Registration facility to get registered for Foundation and Executive Programme.
  2. E-Learning Portal (<http://elearning.icsi.edu>) for CS Foundation Programme.
  3. On Line Queries are available for the students :
    - Application Status Query
    - Over all status Query
    - Examination Enrollment Admit Card
    - Enrollment Status Query
- (Note : Visit Over-all status. Discrepancy/Error if any found, may be brought to our notice)
4. Guidelines for Switch Over to New Syllabus
  5. Forms for Students
  6. Previous Year Question Papers
  7. FAQs
  8. Important Dates
  9. Students' Bulletin (Both Foundation and Regular Programme)

### ATTENTION STUDENTS!

#### OPENING OF NEW EXAM. CENTRE AT HUBLI-DHARWARD w.e.f. DECEMBER, 2008

The Institute is pleased to announce opening of a new Examination Centre at Hubli-Dharwad (Centre Code 315) for conduct of 'Company Secretaries' examinations, **on an experimental basis**, beginning from December, 2008 examinations onwards.

Accordingly, students are welcome to opt for new examination centre Hubli-Dharwad in their enrolment applications for appearing in December, 2008 examinations, if they so desire. Such of those students who have already submitted their enrolment applications and are desirous to appear in December, 2008 examinations from Hubli-Dharwad Centre, may make written request on a plain paper to the Joint Director (Student Services) of the Institute **for allowing change of Examination Centre to Hubli-Dharwad latest by 10<sup>th</sup> October, 2008** giving reference of his/her Name; Studentship Registration No.; Stage of Examination; Details of Examination Fee remitted; and Examination Centre mentioned in the earlier enrolment application form.

### NOTIFICATION

ICSI NO. 4 OF SEPTEMBER, 2008

#### MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 15<sup>th</sup> October, 2006, applications are invited as to reach the Institute in the prescribed form on or before **25<sup>th</sup> November, 2008** for award of 15 numbers of financial assistance each for pursuing Intermediate/Executive Programme and Final Professional Programme of the "company secretaryship" from students who fulfil the eligibility criteria as laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation or Both Groups of the Intermediate examination without exemption in any paper, at one sitting, in the first attempt in June, 2008 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not be more than Rs.2,50,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's website [www.icsi.edu](http://www.icsi.edu) or obtained by post from the Institute free of cost **by sending a self-addressed envelope of 23 cms. x 11 cms. size duly affixed with postage stamp worth Rs.10/-**. Applications not made on the prescribed forms and/or without supporting documents, incomplete applications, applications not fulfilling the eligibility criteria as laid down under the scheme or applications not reaching the Institute on or before **25<sup>th</sup> November, 2008** are liable to be rejected.

BY ORDER OF THE COUNCIL

File No. 207: Exams : 2008  
New Delhi-110 003.  
Dated, the 1<sup>st</sup> September, 2008

(N. K. JAIN)  
Secretary & CEO

## ACADEMIC GUIDANCE

## ECONOMICS

ECONOMIC OUTLOOK FOR 2008/09<sup>1</sup> – A Brief

The Economic Advisory Council to the Prime Minister submitted its report on "Economic Outlook for 2008-2009" for Indian Economy to the Prime Minister on July 30, 2008. A brief summary of the Report is reproduced as under :

The Indian economy grew by 9.0 per cent in 2007/08, an average of 8.8 per cent over the past five years (2003/04 through 2007/08) which was a clear break from the previous spurts in growth. However a number of factors inimical to growth have intensified in 2008 such as a sharp elevation in global inflation rates specially crude oil, tightening in credit and equity markets and global slowdown in growth. India may not emerge unscathed and the increase in the Oil Import bill is bound to widen the Current Account Deficit (CAD) in the Balance of Payments (BoP). The pressure on the fiscal system will intensify on account of key subsidy elements. Overall, economic growth will slow down.

The Council projects that the Indian economy will grow by 7.7 per cent during 2008/09. Considering the magnitude of the adverse economic developments in 2008, the projected drop from 9.0 per cent last year to 7.7 per cent this year is in fact modest. The Council expects that farm sector incomes will expand by 2.0 per cent, industrial GDP growth by 7.5 per cent and services sector growth by 9.6 per cent. Overall, non-farm sector GDP is projected to increase by 8.9 per cent in 2008/09, compared to 10.0 per cent last year and 11.0 per cent in 2006/07 (see Table).

Table

## Growth – Past Performance and Projections for 2008/09

Annual Rates	2003/ 04	2004/ 05	2005/ 06	2006/ 07 QE	2007/ 08 Rev	2008/ 09 Pro- jected
<b>Percentage change over previous year</b>						
1. Agriculture & allied activities	10.0	-0.2	5.9	3.8	4.5	2.0
2. Mining & Quarrying	3.1	8.2	4.9	5.7	4.7	7.5
3. Manufacturing	6.6	8.7	9.0	12.0	8.8	7.2
4. Elect., Gas & Water Supply	4.8	7.9	4.7	6.0	6.3	6.5
5. Construction	12.0	16.1	16.5	12.0	9.8	8.5
6. Trade, Hotels, Transport, Storage & Communication	12.1	10.9	11.5	11.8	12.0	9.8
7. Finance, insurance, real estate & business services	5.6	8.7	11.4	13.9	11.8	10.0
8. Community & personal services	5.4	6.8	7.2	6.9	7.3	8.4
<b>9. Gross Domestic Product (factor cost &amp; constant prices)</b>	<b>8.5</b>	<b>7.5</b>	<b>9.4</b>	<b>9.6</b>	<b>9.0</b>	<b>7.7</b>
Industry (2 + 3 + 4 + 5)	7.4	10.3	10.1	11.0	8.5	7.5
Services (6 + 7 + 8)	8.5	9.2	10.3	11.1	10.8	9.6
Non-agriculture (9 – 1)	8.1	9.6	10.3	11.0	10.0	8.9
<b>GDP (factor cost, const. prices) per capita</b>	<b>6.7</b>	<b>5.8</b>	<b>7.8</b>	<b>8.1</b>	<b>7.5</b>	<b>6.2</b>

The downside risk to our growth expectations in 2008/09 is primarily from a further deterioration in global conditions with its attendant impact on India – be it in the sphere of oil prices or capital markets. Domestically, aside from the plethora of challenges already on the table, there is also some danger on the food price inflation front.

## International Economic Conditions

The global economy has been subjected to the twin onslaught of a

financial crisis that has gripped capital markets, and a sharp increase in the prices of primary goods, particularly those of crude petroleum and food. Though the US economy had contracted by 0.2 per cent in the last quarter of 2007, in 2008 the world's major economies have continued to grow more strongly than might have been expected. There is a measure of slowing, but this is as yet modest. On the one hand this points to the resilience of the world's economies in the globalized era; on the other hand this also suggests that across the world resource utilisation pressures continue to tighten, with negative implications for inflationary outcomes.

5. While expected losses from US sub prime exposures have by now been mostly acknowledged, but it is too early to assess whether the worst of the turmoil and loss of asset values is behind us. There may be further setbacks in the months to come, but broadly financial conditions are not likely to stabilise before early 2009.

The main global shocks important for India are from elevated commodity (oil, food, and base metals) prices, a significant slowdown in the global growth momentum, turbulence in International financial markets, and a possible reversal of the USD towards an appreciation path over the next 2-4 quarters. The achievement of a reasonable rate of growth in the Indian economy is built on the presumption of a slow return to normalcy in global financial market conditions.

## Structural &amp; Sectoral factors in Sustaining High rates of Growth

The economy continues to be supply constrained, most acutely in the areas of physical and social infrastructure, which require focussed policy attention. In the area of economic infrastructure the constraints are patent in electricity, irrigation and drinking water, road and rail transportation, urban and rural economic infrastructure, and in extending the benefits of technology to aid our farmers in raising productivity.

In 2008/09, the Council expect the investment rate to be similar to 2007/08, although savings are projected to decline. Public sector savings will be adversely affected by the increase in the subsidy burden. Erosion of corporate margins would also contribute to a relative decline in private corporate savings. Consequently, the overall savings rate will for the first time in recent years be significantly lower than the investment rate – reflecting an expansion in the rate of net absorption of foreign savings (that is, the current account deficit). However, the savings rate is expected to recover next year (2009/10) on the presumption that the subsidy burden would be lower.

The contribution of investment to growth has actually been as great as, if not greater than, that of consumption till 2005/06. The contribution of domestic consumption expenditure to overall GDP growth has been fairly steady since 2005/06, while its relative share in growth has risen over the past two years. This trend is projected to continue in 2008/09 also. In 2008/09 the Council expect to see both investment and consumption expenditure growth to slow down a bit.

## Trade and Balance of Payments

The Council expects that for 2008/09 as whole non-oil merchandise exports will increase by 22.5 per cent. Import of equipment and industrial intermediates is expected to continue growing at a brisk pace. Non-oil, non-bullion imports are projected to grow at 22.5 per cent, slightly lower than in the previous year. Bullion imports, after surging in the first quarter of 2007/08, had a negative growth rate in the second half of the year. The Council projects a modest expansion in bullion imports of 10 per cent during 2008/09. The Council also expects that the value of crude oil and product imports would rise by 80 per cent to \$138.2 billion, while the value of product exports would rise similarly to \$47.1 billion. The projected value of merchandise exports and imports is \$ 208 and \$342 billion respectively, leaving a BoP merchandise trade deficit of \$134 billion, equivalent to 10.4 per cent of GDP, a sizeable increase from 7.7 and 7.1 per cent in the last two years.

In the fiscal year 2008/09, the Council expects aggregate net software & business service earnings and remittances to expand by 28 per cent and net investment income is projected to increase. Total net invisibles are expected to increase by 27.5 per cent (compared to 31.4 per cent last year) to \$92.7 billion. As a result the Current Account Deficit (CAD) is likely to expand to \$41.5 billion, equivalent to 3.2 per cent of GDP - a major increase from 1.5 per cent of GDP in 2007/08. The Council estimates that the CAD/GDP ratio may be above 4.5 per cent in the first and second quarters of 2008/09 and subsequently decline in the last two quarters.

<sup>1</sup> Compiled by V. P. Sharma, Joint Director, The ICSI.

Aggregate FDI inflows are estimated at \$ 19.7 billion. Portfolio inflows are estimated to be \$4.1 billion in 2008/09, which is very large reduction from 2007/08. Net inflows on account of loans are expected to be \$34 billion, about 19 per cent lower than in the previous year primarily due to lower ECB/FCCB inflows. Net banking capital inflow and inflows under "other capital" are expected to be 50 percent lower than the previous year. The Council estimates of total capital inflows in 2008/09 is \$70.9 billion, which is 34 per cent less than in the previous year. This will however be more than adequate to finance the enlarged CAD, leaving about \$29 billion to accrue in the foreign exchange reserves of the RBI. Policy makers may however have to be prepared to face a situation of greater volatility in capital inflows on account of the uncertain external environment.

### Prices

The rate of inflation as measured by the Wholesale Price Index (WPI) showed a declining trend through the first three quarters of 2007/08. But the surging international prices of commodities and the underlying resource tightness at home generated enormous inflationary pressure in the last quarter of 2007/08. WPI inflation soared from 3.8 per cent at the end of December 2007 to 7.8 per cent by the end of March 2008, coming mainly from oil, food and commodities. International price conditions turned particularly negative in the first two quarters of the calendar year 2008. Over the past month, some cooling of the temperature is in evidence and the Council expects this process of stabilisation to continue into the balance part of 2008/09 at more-or-less present price levels.

The Council is of the view that co-ordinated policy action, coupled with some reinforcement of the recent cooling evident in world commodity prices and monetary actions by other central bankers can help bring the rate of inflation down by the end of March 2009 to 8 to 9 per cent. However, in view of the large backlog of fuel price adjustments achieving a reduction to 7 per cent will take considerable effort and a confluence of favourable factors.

### Employment

According to the NSSO data the period covered by the 61st Round (1999/2000 to 2004/2005) was one of strong employment growth. The workforce growth rate of 2.9 per cent was almost twice the population growth rate, and there was a threefold increase in the employment elasticity to 0.48. Agriculture accounted for a large share in incremental employment, but in terms of growth rate, it turned in a relatively weak performance at 1.54 per cent. The other two sectors delivered robust employment numbers, with the industrial workforce growing at 5.86 per cent and services at 4.01 percent. In industry, workforce growth rate outstripped the SDP growth rate in 11 states implying declining productivity growth per worker. The service sector performance was good with 12 states achieving workforce growth rates above 3 per cent.

The state wise employment numbers also showed strong growth rates. Employment elasticity was very high, with twelve states showing elasticity above 0.38. However, across states there were wide variations in workforce growth rates, ranging from 5.61 per cent to 1.29 per cent. The wide interstate variations in SDP and workforce growth rates make generalizations difficult. However, the data does indicate that in the non-agriculture sector a positive growth in output is a necessary condition for a positive growth in employment, while this is not necessarily the case with agriculture.

### Monetary conditions and the financial Sector

Monetary expansion (M3) at 21.0 per cent in 2007/08 was comparable to that of previous years. This reflected the strong pace of economic activity that resulted in strong demand for funds and the base money expansion due to a surge in capital flows that were not fully sterilized. During the current financial year RBI has repeatedly intervened to rein in excess liquidity, increasing the Cash Reserve Ratio (CRR) by a total of 150 basis points to 9.0 per cent, and the repo rate by 100 basis points to 9.0 per cent. Notwithstanding the sustained increase in the broad money aggregate, the growth in bank credit to the commercial sector showed some signs of deceleration.

Despite tightening of liquidity, credit growth in the first quarter of 2008/09 was stronger than what it was in the corresponding period of 2006/07. Up to the fortnight ended July 6, 2008, non-food credit increased by Rs 40,344 crore (1.7 per cent) and total accommodation by Rs 33,218 crore (1.4 per cent) over the end of March 2008. This was due to an increase in credit default swap (CDS) rates reducing access to external debt and low equity prices making it difficult to raise money domestically.

The Council had suggested some temporary restrictions on ECB. However in view of the altered circumstances this year with respect to capital flows and accretion to reserves, it may be time to review the temporary restraints placed last year. The Council also suggests that in view of the pressure of domestic aggregate demand interacting with exceptionally high international commodity prices, a tight monetary stance has to be maintained for the balance part of 2008/09 in order to contain and reduce the inflation rate.

### Government Finances

There has been a perceptible improvement in the fiscal situation in India in recent years at both Central and State levels. The consolidated gross fiscal deficit relative to GDP declined steadily from 9.9 percent in 2001/02 to 7.5 per cent in 2004/05 and is budgeted at 4.6 percent in 2008/09. The aggregate revenue deficit declined from 7 percent of GDP in 2001/02 to 2 percent in 2006/07 and is budgeted at 0.5 percent in 2008-09. The progress in fiscal consolidation shows that both the Central and the State governments are likely to overreach the fiscal deficit target while the persisting revenue deficit would remain a matter of concern. The improvement in the fiscal situation is mainly attributable to a significant increase in tax revenues. There are however serious fiscal risks arising from growing off-budget liabilities on account of fertiliser, food and oil, along with unbudgeted liabilities arising out of the farm loan waiver and the implementation of the Sixth central Pay Commission. These liabilities could amount to 5 per cent of the GDP in 2008/09, over and above the budgeted central fiscal deficit of 2.5 per cent.

## FINANCIAL ACCOUNTING

### BRANCHES OF ACCOUNTING<sup>2</sup>

The purpose of accounting is to provide useful information in an effective, relevant, and reliable way for a wide variety of decisions. Anyone involved in making financial decisions of any kind – business or personal – should have a clear understanding of accounting theories and practices.

An adequate understanding of the principles of bookkeeping and accounting is essential for anyone who is interested in a successful career in business of any kinds. The objective of bookkeeping and accounting is to provide information concerning the financial position of an on-going business. This information is needed not only by bookkeepers and accountants but also by owners, managers, creditors, and governmental agencies.

An individual person who earns a living by recording the financial activities of a business is known as a bookkeeper, while the process of classifying and summarizing business transactions and interpreting their effects is accomplished by the accountants. The bookkeeper is concerned with techniques involving the recording of transactions, and the accountant's objective is the use of data for interpretation. Accountants tend to specialize in different types of accounting work and this has resulted in the development of different branches of accounting. Basically, accounting has three main forms of branches i.e. financial accounting, cost accounting and management accounting. A brief note is given below to understand about these forms of accounting:

### Financial Accounting

Financial accounting is the branch of accountancy concerned with the preparation of financial statements for decision makers, such as, proprietors, stockholders, suppliers, banks, government agencies, etc. The fundamental need for financial accounting is to reduce principal-agent problem by measuring and monitoring the performance. Financial accounting is otherwise the accounting for revenues, expenses, assets and liabilities that is commonly carried on in the general office of a business.

A financial accountant prepares the financial statements. The trial balance which is usually prepared using the double-entry accounting system forms the basis for preparing the financial statements. All the figures in the trial balance are rearranged to prepare a profit and loss statement and balance sheet. There is certain format for these financial statements. The financial statements will display the income and expenditure for the company/business) and a summary of the assets, liabilities, and shareholders or owners' equity of the organisation on the date the accounts were prepared.

The main purposes of financial accounting are as follows:

- (i) Recording the transactions concerning and affecting the business.

<sup>2</sup> Prepared by M A Joseph, Deputy Director, The ICSI

- (ii) Preparation of necessary accounts and balance sheet as required by statutes.
- (iii) Appraising the owners about the business over a period of time.

Information provided by financial accounting system about financial results and financial position on historical basis is significant but not sufficient for smooth, orderly and efficient running of the business. Management needs more information for planning and control of business activities for which cost accounting and management accounting are the other two divisions of accounting commonly used.

### Cost Accounting

Costing is the techniques and processes of ascertaining costs. These techniques consist of principles and rules which govern the procedure of ascertaining cost of products or services. The techniques to be followed for the analysis of expenses and the processes by which such an analysis should be related to the different products or services differ from industry to industry.

The trading and profit and loss account of a business is designed to disclose the financial results of the collective activities of the business. Expenditure in total is set against total turnover or income, but no detailed information is available for the factors leading to the profit or loss. Total turnover may comprise many varied activities, departments, processes, jobs, contracts etc.; some of which may be profitable, while others are being conducted at a loss. The main object of cost accounting is the analysis of financial records, so as to sub-divide expenditure and to allocate it carefully to selected cost centers, and hence to build up a total cost for the departments, processes or jobs or contracts of the undertaking. The extent to which the analysis of expenditure should be carried will depend upon the nature of business and degree of accuracy desired.

The processes of costing are the day to day routines for ascertaining costs. Cost accounting may be regarded as a specialized branch of accounting which involves classification, accumulation, assignment and control of costs. It is the process of classifying, recording and appropriate allocation of expenditure for determination of costs of products or services and for the presentation of suitably arranged data for purposes of control and guidance of management. It is thus, a formal mechanism by means of which costs of products or services are ascertained and controlled. The objectives of cost accounting can be summarized as under:

- 1) To analyse and classify all expenditures with reference to the cost of products and operations.
- 2) To arrive at the cost of production of every unit, job, operation, process, department or service.
- 3) To indicate to the management any inefficiencies and the extent of various forms of waste, whether of materials, time, expenses or in the use of machinery, equipment and tools. Analysis of the causes of unsatisfactory results may indicate remedial measures.
- 4) To provide data for periodical profit and loss accounts and balance sheets at such intervals, e.g., weekly, monthly or quarterly, as may be desired by the management during the financial year, not only for the whole business but also by departments or individual products. Also, to explain in detail the exact reasons for profit or loss revealed in total, in the profit and loss account.
- 5) To provide actual figures of cost for comparison with estimates and to serve as a guide for future estimates or quotations and to assist the management in their price-fixing policy.
- 6) To show, where standard costs are prepared, what the cost of production ought to be and with which the actual costs which are eventually recorded may be compared.
- 7) To present comparative cost data for different periods and various volumes of output and to provide guidance in the development of business. This is also helpful in budgetary control.
- 8) To record the relative production results of each unit of plant and machinery in use as a basis for examining its efficiency. A comparison with the performance of other types of machines may suggest the necessity for replacement.
- 9) To provide a perpetual inventory of stores and other materials so that interim profit and loss account and balance sheet can be prepared without stock taking and checks on stores and adjustments are made at frequent intervals.
- 10) To provide information to enable management to make short-term decisions of various types, such as quotation of price to special customers or during a slump, make or buy decision, assigning priorities to various products, etc.

### Management Accounting

In every business enterprise, various transactions and events take place every day; sales are effected, purchases are made, expenses are met or incurred, payments are received and made, assets are sold and acquired. These events, arising out of the decisions and actions of management, exercise their effects and impact on the operational efficiency and position of the enterprise. Most of these transactions and events have money values or can be measured and expressed in money values. Since they affect the operation and position of the enterprise, they need to be measured, recorded, analysed and reported to the management, so that the management can evaluate their effect upon the enterprise.

As compared with financial accounting and cost accounting, management accounting is a later development. Management accounting links management with accounting. All such information that is useful to the management is the subject matter of management accounting. Any information required for decision making is the concern of management accounting. Management accounting provides information for internal users, though the basic data i.e., financial accounting and cost accounting systems.

Management accounting is the presentation of accounting information in such a way as to assist management in the creation of policy and in day to day operation of an understanding. It collects and provides financial accounting, cost accounting, economic and statistical information to the various managerial levels to assist in the performance of managerial functions and evaluations. It is the development and application of various techniques of recording, analysis, interpretation and presentation, making the financial, costing, and other data active and effective in the performance of managerial functions, viz., planning, coordinating, decision-making and control. Management accounting is forward looking and should, therefore, be able to treat economic information and data to make it suitable for use by the management.

The service which a management accountant provides consists basically in collecting, analysing, interpreting and presenting information regarding past operations and current events, as well as projections of future events and results. Obviously, management accounting is meant to aid all levels of management. For this the management accountant will not only provide overall totals for the business as a whole but analyses such totals, as far as practicable, to demonstrate the contribution of each division or unit to the final result.

Management accountant can be useful in the measurement of available and utilised capacities of various divisions and functions within an enterprise. The management accountant by demonstrating the figures of profit being lost due to under utilisation enables the management to plan and diversify profitably or to let-out the extra capacities. With various tools and techniques, the management accountant is capable of analysing the financial implications of future developments. In this way, we find that the management accountant by doing the necessary spadework feeds the management with precise and relevant information to enable them to perform their functions more effectively.

The main objective of the management is to manage the company following a pattern comprised of formulation of plan, allocation of responsibilities for implementing the plan, organising procedures to assist in the execution of the plan, and control of the performance. To assist in this process, the accounting system provides to the management the following information viz. (1) data designed to assist in the formulation of a plan covering all business functions, (2) transform the project in quantitative terms with sources available to finance the project costs; (3) devise workable standards of performance matching to the responsibilities and measure the performance and assist in the revision/modification of the plan.

Management accounting includes financial accounting and extends to the operation of a system of cost accountability, budgetary control and statistical data. While meeting the legal and conventional requirements regarding the presentation of financial statements, (profit and loss account, and balance sheet and cash flow statements) it stresses emphasis upon the establishment and operation of internal controls. The scope of management accounting includes the following:

1. Formation, installation and operation of accounting, cost accounting, tax accounting and information systems.
2. The compilation and preservation of vital data for management planning.



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3. Providing means of communicating management plans to the various levels of organisation.
4. Providing and installing an effective system of feed-back reports.
5. Analysing and interpreting accounting and other data to make it understandable and usable to the management
6. Helping the management for proper understanding and analysis of the problem of factual information obviously in financial terms.
7. Providing methods and techniques for evaluating the performance of the management in the light of the objectives of the enterprises.
8. Improving, modifying and sharpening the effectiveness of co-existing techniques of analysis.

Thus, management accounting serves as a tool in the hands of management and provides techniques of evaluating the performance of the management.

### EXAMINATION

#### 1. DECLARATION OF JUNE 2008 EXAMINATION RESULTS

The result of Foundation Course examination held in June, 2008 was declared on 25<sup>th</sup> August, 2008 at 12.00 Noon. As in the past, the results were displayed simultaneously on the Notice Boards at the Institute's headquarters, Offices of the Regional Councils, Chapters and Examination Centres. The results along with break-up of marks were also made available on the Institute's Website ([www.icsi.edu](http://www.icsi.edu)) on 25<sup>th</sup> August, 2008 from 12.00 Noon onwards for information of all concerned. The Roll Numbers of successful candidates in the Foundation Examination are published elsewhere in this issue.

Individual result-cum-marks statements were despatched to all candidates concerned by 5<sup>th</sup> September, 2008. Any candidate not receiving his/her result-cum-marks-statement by 15<sup>th</sup> September, 2008, should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement giving relevant particulars, i.e., his/her name, student registration number, stage of examination, roll number, and examination centre alongwith a self-addressed stamped envelope worth Rs.5/-.

#### 2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of the Company Secretaries Regulations, 1982, as in force, a candidate can seek verification of marks in any paper(s) of June, 2008 examination. The application for verification of marks should be made on a plain paper, preferably in candidate's own handwriting together with requisite fee @ Rs.100/- per paper within 30 days from the date of declaration of results, i.e. upto 25<sup>th</sup> September, 2008. **Candidates are advised not to club any other remittance or query alongwith request for verification of marks to facilitate an early reply.**

After completion of verification process, candidates are communicated outcome of the verification normally within 2-3 weeks' time. However, if a candidate does not receive the communication by 20<sup>th</sup> October, 2008, he/she should write to the Sr. Director (Exams.) giving relevant details – (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (iv) name of the paper(s) in which verification was sought; (v) date of application and mode of its despatch; (vi) amount of verification fee and details with regard to mode of remittance; and (vii) complete postal address.

#### 3. DECEMBER, 2008 EXAMINATION

The next Foundation examination (under Old Syllabus) and, also for the first time, the Foundation Programme examination (under New Syllabus) will concurrently be held from Tuesday, the 30<sup>th</sup> December, 2008 to Saturday, the 3<sup>rd</sup> January, 2009. The examination will be held as per the Time Table & Programme and the list of Examination Centres given here under :

##### TIME TABLE & PROGRAMME (Foundation Course – Old Syllabus)

Dates & Days	Morning Session (9.30 A.M. to 12.30 P.M.)
30.12.2008 Tuesday	English & Business Communication
31.12.2008 Wednesday	Basic Economics & Business Environment
01.01.2009 Thursday	Financial Accounting
02.01.2009 Friday	Elements of Business Laws and Management
03.01.2009 Saturday	Information Systems and Quantitative Techniques

##### TIME TABLE & PROGRAMME (Foundation Programme – New Syllabus)

Dates & Days	After-noon Session (1.30 P.M. to 4.30 P.M.)
30.12.2008 Tuesday	English & Business Communication
31.12.2008 Wednesday	Economics & Statistics
01.01.2009 Thursday	Financial Accounting
02.01.2009 Friday	Elements of Business Laws and Management

#### LIST OF EXAMINATION CENTRES

1. Agra, 2. Ahmedabad, 3. Allahabad, 4. Ambala, 5. Aurangabad, 6. Bangalore, 7. Bareilly, 8. Bhilwara, 9. Bhopal, 10. Bhubaneswar, 11. Chandigarh, 12. Chennai (West), 13. Chennai (South), 14. Coimbatore, 15. Dehradun, 16. Delhi (East), 17. Delhi (North), 18. Delhi (South), 19. Delhi (West), 20. Ernakulam, 21. Faridabad, 22. Ghaziabad, 23. Gurgaon, 24. Guwahati, 25. Hubli-Dharwad\*, 26. Hyderabad, 27. Indore, 28. Jaipur, 29. Jammu, 30. Jamshedpur, 31. Jodhpur, 32. Kanpur, 33. *Kolhapur*, 34. Kolkata (North), 35. Kolkata (South-1), 36. Kolkata (South-2), 37. Lucknow, 38. Ludhiana, 39. Madurai, 40. Mangalore, 41. Meerut, 42. Mumbai (CG), 43. Mumbai (GTK), 44. Mumbai (JOG), 45. Mysore, 46. Nagpur, 47. Nasik, 48. Noida, 49. Panaji, 50. Patna, 51. Puducherry, 52. Pune, 53. Raipur, 54. Rajkot, 55. Ranchi, 56. Shimla, 57. *Srinagar*, 58. Surat, 59. Thane, 60. Thiruvananthapuram, 61. Tiruchirappalli, 62. Udaipur, 63. Vadodara, 64. Varanasi, 65. Vijayawada, 66. Visakhapatnam, 67. Yamuna Nagar (Haryana) and one **Overseas Centre — Dubai**. The last date for receipt of enrolment applications for December, 2008 examinations in the Institute together with the requisite examination fee is 25<sup>th</sup> September, 2008 and with late fee of Rs.100/- upto 10<sup>th</sup> October, 2008.

**NOTE:** 1. \*Hubli-Dharwad Centre on experimental basis.

2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

3. Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

#### 4. USE OF CALCULATOR IN EXAMINATION

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall.

#### 5. HINDI AS AN OPTIONAL MEDIUM FOR WRITING THE FOUNDATION EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation (Old Syllabus) and Foundation Programme (New Syllabus) examinations (**except 'English & Business Communication' paper**) on the following conditions:

- (i) except for '**English and Business Communication' paper** which is required to be answered compulsorily in English only, the option must be exercised each time for appearing in the examination for all remaining papers and not for any individual paper(s) in the enrolment application form.
- (ii) option once exercised is irrevocable for that particular session of examination;
- (iii) answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- (iv) candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation examination (Old Syllabus) or Foundation Programme Examination (New Syllabus) will be provided Question Papers printed both in English and Hindi (**except for 'English and Business Communication' paper which will be printed/required to be answered in English only**);
- (v) if a candidate writes his/her answers in Hindi medium **WITHOUT** exercising such an option in the enrolment application form, he/she may not be given credit for his/her answers;

## STUDENT SERVICES

- (vi) candidates opting Hindi medium for the examination must write **HINDI MEDIUM** in bold letters on the top of the cover page of **Answer Book No(s).1 and 1B**, as the case maybe; and
- (vii) candidates opting Hindi medium may, if they so desire, write answers to practical questions, headings, quotations, technical or legal terms, sections, rules, etc., in English also.

### COMPANY SECRETARIES EXAMINATION - JUNE, 2008

FOLLOWING ARE THE ROLL NUMBERS OF THE CANDIDATES WHO HAVE PASSED THE FOUNDATION, EXAMINATIONS OF COMPANY SECRETARIES HELD IN JUNE, 2008 :

#### FOUNDATION EXAMINATION

**1002**, 07, 11, 69, 72, 74, 82, 90, 91, 92, 93, 96, 97, 98, **1100**, 01, 05, 08, 09, 10, 11, 12, 13, 15, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31, 34, 36, 39, 40, 41, 45, 46, 47, 48, 49, 50, 52, 53, 54, 55, 56, 57, 58, 60, 61, 63, 64, 66, 69, 70, 72, 73, 74, 75, 76, 77, 78, 80, 81, 82, 83, 84, 85, 87, 88, 89, 90, 91, 94, 96, 97, 98, 99, **1200**, 01, 03, 04, 05, 06, 07, 08, 09, 11, 12, 13, 14, 16, 17, 18, 24, 25, 26, 27, 28, 30, 31, 33, 35, 36, 38, 39, 40, 41, 47, 48, 49, 50, 51, 53, 54, 59, 60, 63, 64, 65, 66, 67, 72, 73, 74, 76, **1334**, 35, 36, 42, 45, 51, 52, 55, 58, 60, 62, 63, 64, 65, 72, 73, 74, 75, 81, 82, 84, 85, 88, **1440**, 44, 47, 51, 52, 53, 55, 56, **1516**, 17, 18, 19, 21, 23, 27, 32, 36, 37, 38, 39, 44, 45, **1600**, 01, 02, 03, 05, 07, 08, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 22, 24, 26, 27, 29, 30, 31, 32, 33, 35, 39, 40, 97, **1702**, 03, 06, 07, 08, 11, 12, 15, 16, 17, 18, 21, 23, 25, 28, 29, 30, 33, 35, 36, 37, 38, 39, 41, 42, 43, 45, 47, 49, 51, 52, 53, 54, 55, 58, 60, 61, 62, 63, 65, 66, 69, 70, 71, 73, 75, 76, 77, 78, 80, **1832**, 35, 42, 45, 46, 49, 50, 51, 55, 56, 57, 63, 64, 68, 69, 71, 72, 73, 74, 75, 76, 77, 82, 83, **1937**, 38, 47, 48, 49, 50, 51, 52, 59, 54, 56, 57, 59, 60, 61, 62, 63, 65, 66, 67, 68, 69, 72, **2026**, 27, 28, 29, 30, 31, 32, 34, 36, 37, 39, 44, 45, 47, **2103**, 04, 07, 09, 10, 11, 13, 14, 17, 18, 19, 20, 24, 25, 26, 28, 29, 32, 35, 36, 37, 38, 39, 40, 42, 46, 47, 49, **2206**, 08, 09, 15, 16, 18, 19, 21, 22, 24, 28, 30, 34, 38, 40, 42, 43, 47, 50, 52, 59, 63, 64, 69, 70, 75, 76, 79, 81, 84, 86, 87, 91, 92, 93, 94, 99, **2300**, 01, 02, 05, 06, 07, 11, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31, 32, 34, 36, 37, 43, 44, 45, 49, 50, 52, 56, 58, 61, 62, 63, 64, 66, 68, 69, 71, 73, 76, 79, 80, 83, 85, 86, 89, 90, 91, 94, 96, **2403**, 04, 06, 07, 11, 16, 19, 23, 24, 25, 29, 31, 32, 39, 44, 45, 46, 48, 49, 50, 51, 52, 53, 55, 57, 58, 59, 62, 64, 68, 69, 72, 74, 78, 79, 80, 81, 82, 84, 85, 86, 87, 88, 90, 91, **2568**, 84, 86, 89, 97, 99, **2600**, 01, 03, 04, 05, 06, 14, 15, 20, 23, 24, 27, 29, 33, 38, 40, 41, 42, 43, 45, 47, 49, 51, 55, 57, 60, 62, 64, 66, 67, 71, 72, 75, 76, 77, 78, 81, 83, 87, 88, 89, 90, 91, 92, 98, 99, **2700**, 01, 03, 05, 06, 09, 14, 15, 16, 19, 21, 22, 23, 25, 27, 37, 38, 40, 44, 45, 46, 47, 49, 50, 51, 52, 54, 57, 58, 65, 67, 71, 78, 80, 83, 84, 85, 86, 88, 89, 90, 91, 92, 94, **2802**, 04, 06, 09, 12, 13, 14, 15, 17, 18, 19, 20, 21, 23, 24, 29, 30, 32, 33, 34, 36, 37, 38, 49, 50, 51, 52, 54, 55, 56, 57, 61, 63, 65, 66, 68, 70, 71, 73, 77, 78, 79, 80, 81, 84, 89, 90, 91, 93, 94, 95, 96, 97, **2901**, 03, 05, 96, **3010**, 13, 14, 16, 17, 18, 19, 21, 23, 24, 28, 31, 37, 39, 40, 43, 44, 49, 50, 51, 53, 54, 56, 59, 62, 63, 64, 66, 67, 69, 70, 71, 73, 74, 75, 77, 78, 79, 85, 86, 90, 92, 93, 95, 96, **3100**, 01, 04, 05, 06, 08, 09, 14, 16, 17, 25, 26, 28, 29, 32, 33, 38, 40, 41, 43, 44, 46, 47, 48, 49, 50, 56, 58, 59, 60, 63, 66, 72, 73, 78, 79, 80, 83, 84, 85, 87, 92, 93, 94, 95, 97, 98, **3200**, 01, 02, 54, 57, 58, 59, 61, 64, 68, 69, 72, 73, 77, 84, 85, 87, 88, 90, 92, 93, 94, 95, 96, 97, 98, **3301**, 02, 08, 09, 14, 15, 20, 21, 22, 24, 26, 28, 35, 36, 38, 41, 42, 43, 44, 46, 48, 49, 50, 51, 52, 55, 56, 57, 59, 61, 62, 63, 64, 70, 71, 72, 73, 74, 76, 77, 78, 80, 81, 82, 83, 84, 85, 87, 90, 91, 93, 94, 95, 96, 97, 98, 99, **3400**, 01, 02, 03, 04, 05, 14, 15, 18, 19, 21, 22, 23, 24, 25, 26, 28, 29, 30, 32, 34, 40, 41, 44, 48, 49, **3510**, 13, 14, 17, 18, 19, 21, 22, 24, 25, 26, 27, 28, 33, 40, 42, 48, 51, 52, 54, 55, 56, 57, 58, 59, 60, 61, 62, 64, 67, 70, 71, **3630**, 34, 35, 36, 37, 39, 41, 43, 44, 45, 52, 55, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 69, 70, 71, 72, 74, 76, 77, 78, 79, 80, 81, 84, 85, 87, 88, 89, 97, 99, **3700**, 01, 02, 05, 06, 08, 09, 10, 12, 13, 14, 15, 17, 19, 20, 21, 22, 25, 26, 27, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 45, 46, 47, 49, 50, 53, 55, 57, 58, 59, 61, 62, 65, 66, 68, 69, 70, 72, 73, 74, 75, 80, 82, 83, 84, 85, 86, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, **3800**, 01, 02, 04, 05, 06, 07, 66, 68, 69, 71, 72, 76, 79, 81, 88, 95, 96, 98, **3903**, 08, 13, 19, 21, 22, 23, 28, 82, 84, 86, 88, 89, 90, 92, 93, 95, 96, 99, **4000**, 01, 02, 03, 04, 05, 06, 08, 09, 10, 11, 12, 14, 15, 16, 18, 20, 21, 22, 24, 25, 26, 28, 31, 32, 33, 34, 36, 40, 41, 42, 43, 44, 45, 46, 49, 51, 52, **4106**, 08, 10, 16, 20, 21, 22, 25, 27, 33, 37, 40, 41, 45, 47, 48, 50, 51, 52, 53, 54, 57, 60, 62, 64, 68, 69, 71, 74, 76, 77, 78, 80, 82, 83, 84, 85, **4242**, 43, 44, 45, 48, 51, 53, 56, 58, 59, 60, 61, 62, 63, 69, 70, 71, 72, 76, 77, 80, 81, 82, 83, 84, 88, 90, 91, 92, 93, 95, 96, 97, 98, 99, **4300**, 02, 03, 04, 05, 06, 09, 10, 15, 16, 18, 20, 21, 22, 23, 25, 26,

28, 30, 32, 33, 34, 36, 38, 41, 42, 43, 45, 47, 48, 52, **4407**, 10, 14, 16, 17, 18, 21, 22, 23, 25, 26, 27, 33, 34, 35, 36, 37, 38, 39, 40, 42, 46, 47, 51, 52, 53, 54, 56, 57, 58, 59, 60, 63, 65, 66, 67, **4524**, 29, 30, 33, 34, 91, 92, 93, 96, 97, 98, 99, **4603**, 04, 05, 06, 07, 09, 11, 12, 13, 14, 15, 17, 18, 19, 20, 23, 25, 27, 29, 86, 87, 89, 90, **4745**, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 59, **4812**, 13, 14, 15, 17, 18, 19, 27, 81, 83, 84, 86, 87, 88, 89, 90, 91, 92, 95, 97, 98, **4950**, 51, 53, 56, 57, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 74, 75, 77, 79, 81, 82, 83, 84, 85, 86, 87, 88, 89, **5042**, 47, 50, 51, 54, 55, 56, 57, 58, 60, 61, 62, 63, 67, 68, 70, 72, 73, 74, 75, 78, 79, 80, 81, 83, 84, **5136**, 37, 46, 47, 48, 50, 56, 57, 59, 60, 61, 62, 63, 69, 72, 73, 74, 76, 80, 81, 82, 83, 84, 85, 87, 88, 89, **5244**, 46, 47, 54, 55, 56, 60, 62, 63, 67, 72, 75, 76, **5335**, 36, 37, 38, 40, 45, 46, 48, 49, 53, 54, 56, 57, **5416**, 77, 93, **5501**, 03, 04, 06, 10, 13, 16, 19, 23, 26, 28, 40, 43, 51, 52, 56, 62, **5658**, 67, 68, 72, 80, 82, 93, 95, 97, 98, 99, **5701**, 02, 03, 04, 06, 09, 13, 15, 16, 17, 18, 21, 24, 26, 27, 28, 29, 34, 46, 52, 53, 54, 56, 58, 66, 83, 88, **5849**, 54, 60, 67, 68, 69, 75, **5931**, 32, 34, 35, 36, 38, 41, 42, 46, 48, 49, 50, 51, 52, 54, 55, 57, 58, **6024**, 26, 29, 30, 33, 38, 39, 40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, 56, 57, 58, 59, 60, 63, 67, 70, 71, 73, 74, 75, 78, 79, 80, 81, 86, 87, 88, 89, 94, 97, **6155**, 60, 61, 63, 65, 67, 69, 70, 74, 80, 84, 93, **6255**, 57, 58, **6314**, 18, 37, 41, 97, 99, **6400**, 55, 57, 58, **6512**, 15, 17, 18, **6676**, 79, 91, 92, 98, 99, **6700**, 03, 08, 09, 17, 21, 26, 27, 29, 30, 31, 32, 35, 36, 39, 40, 45, 48, 49, 54, 58, 59, 60, 61, 62, 63, 64, **6832**, 33, 34, 35, 36, 43, 44, 46, 58, 60, 63, 66, 67, 69, 70, 71, 72, 73, 78, 80, 83, 84, 88, 92, 93, 94, 95, 96, **6900**, 02, 03, 05, 06, 13, 18, 20, 22, 23, 25, 31, 33, 34, 35, 36, 37, 38, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, **7005**, 11, 12, 13, 15, 16, 17, 18, 19, 20, 23, 24, 27, 28, 32, 34, 35, 87, 88, 89, 90, 92, 94, 95, 96, 97, 98, 99, **7100**, 01, 02, 06, 08, 72, 76, 82, 84, 85, 87, 89, 93, 94, 97, **7200**, 01, 02, 03, 04, 05, 06, 07, 08, 10, 13, 15, 17, 19, 26, 28, 29, 34, 40, 41, **7304**, 08, 11, 13, 14, 15, 22, 23, 24, 27, 29, 33, 35, 37, 39, 40, 41, 42, 46, 48, 50, 51, 57, 58, 61, 62, 63, 64, 66, 69, 75, 76, 83, 84, 86, 88, 89, 91, 93, 96, 97, 98, 99, **7400**, 03, 04, 05, 06, 07, 08, 10, 11, 12, 13, 14, 15, 19, 21, 23, 25, 28, 38, 44, 46, 48, 49, 51, 55, 56, 57, 58, **7510**, 11, 12, 14, 15, 17, 18, 19, 20, 22, 23, 24, 25, 26, 30, 32, 33, 34, 39, 41, 45, 48, 52, 53, 55, 56, **7611**, 15, 16, 17, 18, 20, 21, 22, 27, 29, 30, 31, 32, 33, 35, 36, 38, 40, 45, 46, 47, 48, 49, 53, 55, 56, 59, 61, 62, 64, 66, 67, 68, 69, 70, 71, 73, 75, 77, 78, 79, 80, 82, 83, 84, 85, 86, 87, 88, 89, 90, 92, 93, 97, **7700**, 03, 04, 05, 06, 07, 08, 10, 11, 12, 14, 15, 16, 17, 22, 24, 26, 28, 30, 32, 33, 35, 37, 38, 39, 43, 44, 46, 47, 50, 51, 52, 53, 54, 56, 57, 61, 62, 63, 65, 70, 71, 72, 74, 77, 81, 82, 83, 84, 87, 89, 92, 95, 97, **7848**, 49, 52, 53, 56, 57, 58, 59, 61, 63, 64, 65, 68, 69, 70, 72, 76, 78, 83, 85, **7939**, 40, 41, 43, 49, 53, 54, **8007**, 10, 14, 15, 17, 22, 23, 24, 26, 28, 29, 31, 35, 37, 39, 43, 44, 47, 49, 52, 57, 59, 60, 64, 67, 68, 70, 73, 74, 81, 83, 84, 85, 86, 92, 93, 94, 96, 97, 98, 99, **8100**, 02, 09, 10, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 28, 30, 32, 33, 34, 35, 36, 38, 39, 40, 41, 42, 44, 47, 48, 49, 50, 55, 57, 59, 60, 61, 64, 68, 70, 74, 75, 76, 78, 82, 83, 85, 86, 87, 88, 90, 91, **8244**, 46, **8307**, 08, 11, 12, 13, 16, 17, 19, 20, 86, 87, 89, 90, 92, 93, 94, **8447**, 50, 53, 54, 55, 56, **8517**, 20, 24, 26, 27, 29, 31, 42, 48, 53, 55, 56, 58, 62, 63, 64, 66, 69, 70, 74, 75, 76, 79, 81, 85, 86, 93, 94, 97, 98, 99, **8600**, 03, 04, 05, 07, 10, 15, 16, 24, 25, 34, 43, 46, **8706**, 07, 08, 10, 12, 13, 14, 67, 81, 83, 85, 86, 92, ENDS.

## NEWS FROM THE INSTITUTE

### NORTHERN INDIA REGIONAL COUNCIL

#### Career Awareness Programmes

The Regional Council organised Career Awareness Programmes as Under

On 10.7.2008 the Career Awareness Programme was held at Rama Institute of Education , Kiratpur. Near Bijnor; on 11.7.2008 at Faith Academy School, Prasad Nagar, New Delhi; on 14.7.2008 the Career Awareness Programmes were held at Vardhman Shiksha Mandir & Saraswati Vidyalaya, Daryaganj, New Delhi, S.B.V. Sr.Sec. School, INA Colony, Sarvodya Kanya Vidyalaya No.1 & Sarvodaya Boys Vidyalaya No.1, Narela, New Delhi; on 15.07.2008 the Career Awareness Programmes were held at Andhra Education Society Sr. Sec. School, Prasad Nagar , Sarvodya Kanya Vidyalaya, Gokulpuri, Govt. Sarvodya Bal Vidyalaya, Vivek Vihar, New Delhi, Cambridge Foundation School, Rajouri Garden, New Delhi, Sumeral Jain Public School, Janak Puri, New Delhi, Columbia Foundation Sr. Sec. School, Vikaspuri, New Delhi; on 16.07.2008 the Career Awareness Programmes were held at Sarvodya Kanya Vidyalaya –2, East of Kailash, Oxford Sr. Sec. School, E Block, Vikaspuri, Sukho Khalsa Sr. Sec. School, Janakpuri, and St. Cecilia Public School, Vikaspuri, New Delhi; on 17.7.2008 the Career

## NEWS AND ANNOUNCEMENTS

Awareness Programmes were held at Froebel School, Paschim Vihar, Tagore School, Mayapuri; Ramjas Boys Sr. Sec. School, Daryaganj, Govt. Girls Sr. Sec. School, Chattarpur and Govt. Boys Sr. Sec. School, Malviya Nagar, New Delhi; on 18.7.2008 the Career Awareness Programmes were held at Convent of Gagan Bharati, Mohan Garden, New Delhi, Guru Harkishan Public School, Hari Nagar, Sarvodya Kanya Vidyalaya No.1, Alipur, Anglo Sanskrit SJ Sr. Sec. School, Dayaganj, Sarvodya Kanya Vidyalaya No.II, Narela, New Delhi Public School, Vikaspuri, and a Career Fair was held at Bal Bharti Public School, Rohini Delhi. On 19.07.2008 the Career Fair was held at Bal Bharti Public School, Rohini, the Career Awareness Programmes were held at Raghuvir Singh Modern School, Mohan Garden, Rajkiya Prathiba Vikas Vidyalaya, Surajmal Vihar, Kendriya Vidyalaya, Sadiq Nagar, S.D. Girls Sr. Sec. School, East Patel Nagar, Govt. Sr. Sec. School, East of Kailash and New Delhi Convent School, Palam Colony, New Delhi; on 21.7.2008 the Career Awareness Programme was held at S.B. Mills Sr. Secondary School, Shivaji Marg, Near Moti Nagar, New Delhi; on 24.7.2008 the Career Awareness Programme was held at Mont Fort School, Ashok Vihar, New Delhi; on 28.7.2008 the Career Awareness Programmes were held at Kendriya Vidyalay No.1, NIT, Faridabad and Govt. Girls Sr. Secondary School, Adarsh Nagar, New Delhi. On 29.7.2008 the Career Awareness Programmes were held at Dyal Singh Public School, Dyal Singh Colony, & Dyal Singh Public School, Urban Estate, Karnal and on 31.7.2008 the Career Awareness Programme was held at Adarsh Vidya Niketan, Sector 19, Faridabad.

The programmes were addressed by one or the other of the following jointly and severally. S.C. Joshi, FCS, Pankaj Mishra, FCS, P.P. Agarwal, FCS, Ashish Gupta, FCS, J.K. Bareja, FCS, Vishal Agarwal, ACS, Shailesh Jain, ACS, Vishal Arora, ACS, Priyanka Ashok, ACS, Pradeeb Debnath, ACS, Kunal Rajpal, ACS, Rajni Aggarwal, ACS, Amit Sikka, ACS, I.P. Arora, ACS, Aman Ahooja, A.K. Srivastava, EO(NIRO), N.P. Singh Chawla, , Kunal Rajpal, ACS, Alka Arora, Ed.O(NIRO), Geetanjali Singh Rathore, Desk Officer, NIRO and officials of the Regional Office.

During the career awareness programmes in the above institutions and the career fairs the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretaryship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretaryship Course were distributed to the students. More than 7000 students taken together attended/ visited these Career Awareness Programmes/Career Fairs.

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

#### Oral Coaching Classes for Foundation Programme for June 2009 Session

**Oral Coaching classes for Foundation Programme are likely to commence from 23. 10. 2008. Course Fee: Rs.4000/- Timings : 4.00 to 5.30 P.M. (Monday to Saturday). Registration open on all working days between 9.30 A.M. and 5:30 P.M. Admission on first - come - first - served basis.**

**For further details, contact : J.K.Chawla / Vinay Gupta  
Mother Teresa Institute of Management & Vocational Studies  
C- Block, Preet Vihar, Delhi-110092. Phones: 22057200,  
42420552, 42420553. Fax : 22509200, Email : [mtim@vsnl.net](mailto:mtim@vsnl.net)**

### ICSI – NIRC COLLABORATIVE ORAL COACHING CENTRE LAXMAN INSTITUTE OF PROFESSIONAL STUDIES

#### Oral Coaching Classes for Foundation Programme For June 2009 Examination

**Oral Coaching Classes for Foundation Programme Starting in 1<sup>st</sup> week of October 2008. Course Fee: Rs 4000/- [Foundation]. Class Timings: Monday – Saturday; 3:00 P.M. to 5:00 P.M. Registration open**

**For further details contact : Fee Deptt. of Laxman Public School  
On all working days, between 9:00 A.M. to 3:00 P.M.  
Laxman Public School, Hauz Khas Enclave, New Delhi 110016  
Ph: 26963240, 26865095, Fax: 26524432,  
Email: [general\\_ips@rediffmail.com](mailto:general_ips@rediffmail.com)**

#### FARIDABAD CHAPTER

#### Career Awareness Programmes

ICSI Faridabad Chapter, arranged Career Awareness Programmes, in the City of Faridabad in the month of July and the first week of August, 2008 as per details given below. The Students and the teachers very well received the programmes and showed keen interest in the Course. The Programmes were conducted in an Interactive mode.

On 28.7.2008 at Kendriya Vidyalaya No.1, N.I.T, Faridabad; on 31.7.2008 at Adarsh Vidya Niketan, Sector 19, Faridabad and on 2.8.2008 at Kendriya Vidyalaya No.2, NIT Faridabad. The 11<sup>th</sup> and 12<sup>th</sup> Standard students attended the programmes who showed great enthusiasm towards the course as most of them were not aware of the course. The speakers narrated the present and future scenario of the course. The admission procedure, scope of the course were also explained in detail. A number of queries were raised and were suitably replied by the speakers. The school management was quite helpful. The teachers appreciated the programme and requested to conduct one more programme for the benefit of students in the month of January 2009. The Brochures of the course and the Contact numbers of Chapter Officials were distributed to enable them to contact for joining the Course.

Vinit Sikka and Rajni Aggarwal, Practising Company Secretaries and co-opted members of the Faridabad Chapter along with Geetanjali and Pradeep Debnath were instrumental in organizing and conducting the programmes.

#### GURGAON CHAPTER

#### Career Awareness Programmes

On 18.7.2008 the Chapter conducted a Career Awareness Programme at KG Sr. Secondary School, Dundaherea, Gurgaon. K.K. Singh, FCS, Dhananjay Shukla, ACS addressed around 70 students and faculty members. Dhananjay Shukla initiated the discussion and gave the details of the Institute, Course, Syllabus, fees etc. whereas K.K. Singh discussed the various opportunities available to company secretaries in job as well as in practice.

On 19.7.2008 the Career Awareness Programme was held at Ansals Chiranjiv Bharti School, Sushant Lok, Gurgaon. Apoorva Kumar, FCS, Sapna Sharma, ACS and Neeraj Singhal, ACS were the speakers who addressed around 70 students, 30 parents and faculty members of the school. Sapna Sharma initiated the discussion and gave the details of the Institute, course, syllabus, fees etc. whereas Neeraj Singhal discussed the various opportunities available to company secretaries in practice. Apoorva Kumar discussed the opportunities available in job as well as he shared his experience as CS. The CD "Career as Company

(Contd. on page 14)

### REGULAR CLASSES THROUGH INTERACTIVE LEARNING FOR JUNE, 2009, EXAMINATION

**DATE OF COMMENCEMENT OF CLASSES: 15<sup>th</sup> OCTOBER, 2008**

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

#### FOUNDATION PROGRAMME

Stage	Timings	No. of Lectures	FEE(Rs.)	Days
Foundation Programme	7.30 A.M.-9.30 A.M.	120	4,000/-	Daily one lecture
-do-	10.00 A.M.-2.30P.M.	120	4,000/-	Daily two lectures
-do-	3.00 P.M.-7.00P.M.	120	4,000/-	Daily two lectures

#### NOTE:

- Each Lecture is of two hours duration.
- Admissions on first come first served basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- The students undergoing Oral Coaching and passing the required eligibility tests need not submit the response sheets under postal tuition scheme.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 in Cash/Demand Draft in favour of the NIRC of ICSI payable at New Delhi. Admissions are open from 25<sup>th</sup> September, 2008 onwards. Credit Cards are also accepted.

For further details please contact : Education Officer, NIRO of ICSI. Tel.: 011-25769352, 25763090, 25767190

Tele fax: 011-25722662, Email: [niro@icsi.edu](mailto:niro@icsi.edu), [edoniro@icsi.edu](mailto:edoniro@icsi.edu)

**ANNEXURE – I**

**DETAILED COURSE CONTENTS UNDER  
THE FOUNDATION PROGRAMME**

Each paper will be of three hours duration and will carry 100 marks. The medium of writing the examination will be English; provided that it shall be competent for the Council to permit, subject to such conditions as it may deem fit and after giving sufficient advance information to the candidates, the use of Hindi as a medium of writing for any particular subject(s). Candidates are expected to be conversant with the amendments to the laws made upto six months preceding the date of examinations.

**FOUNDATION PROGRAMME**

**PAPER 1 : ENGLISH AND BUSINESS COMMUNICATION**

**Level of knowledge :** Working knowledge.

**Objective :** To help students acquire competence in English to use the language.

**Detailed contents :**

**Part A : English (50 Marks)**

**1. Essentials of Good English**

Grammar and usage; enriching vocabulary, words - multiple meaning, single word for a group of words - choice of words - words frequently mis-spelt; punctuations, prefix and suffix; parts of speech; articles; synonyms and antonyms; tenses; idioms and phrases; foreign words and phrases commonly used; abbreviations and numerals; pronunciation. Latin, French and Roman words which are used in abbreviated form like "e.g., RSVP, viz. etc."

**2. Essay Writing**

Essays on matters of current interest on trade, commerce, industry and profession.

**3. Precis Writing**

Preparation of summary of office notes; summary of matters appearing in economic and commercial dailies and journals for use in committee meetings in the office; summary of decisions taken in meetings and conferences.

**Part B : Business Communication (50 Marks)**

**4. Business Communication**

Meaning and significance of good communication; principles of business communication; means of communication - oral, written, visual, audio-visual; essentials of a good business letter, etc.

**5. Business Correspondence**

**Personnel :** drafting of interview letters, call letters and offer of appointment; provisional appointment orders; final orders of appointment.

**Purchase :** requests for quotations, tenders, samples and drawings; test order; complaints and follow-up.

**Sales :** drafting of sales letters, circular letters, preparation of sale notes with conditions of sale; status inquiries; reports to sales manager such as sales promotion matters.

**Accounts :** correspondence with various agencies : customers - regarding dues, follow up letters; banks - regarding over-drafts, cash credits and account current, insurance companies - regarding payment, renewal of insurance premium, claims and their settlement.

**Secretarial :** correspondence with shareholders and debenture-holders pertaining to dividend and interest, transfer and transmission, Stock Exchanges, Registrar of Companies and various authorities like Reserve Bank of India, SEBI.

**Miscellaneous :** Resume, letter of application, goodwill messages, condolence letters.

**6. Administration and Miscellaneous**

Drafting of telegraphic and facsimile messages, messages through electronic media; public notices and invitations; representations to Trade Associations, Chambers of Commerce and public authorities.

**7. Inter-departmental Communication**

Internal memos; office circulars; office orders; office notes; representation to chief executive and replies thereto; communication with regional/branch offices.

**8. Preparation of Press Releases**

**PAPER 2 : ECONOMICS AND STATISTICS**

**Level of knowledge :** Basic knowledge

**Objective :** To provide basic and conceptual understanding of economic concepts, principles of economics and statistical tools to interpret and analyse various economic phenomena.

**Detailed contents :**

**Part A : Economics (50 marks)**

**1. Nature and Scope of Economics**

Definition, nature and scope of economics; micro and macroeconomics; positive and normative economics; working of economic systems with special reference to the capitalistic, socialistic and the mixed economies.

**2. Demand and Supply Analysis**

Utility analysis - total utility and marginal utility; law of diminishing marginal utility; law of equi-marginal utility; consumers' equilibrium; law of demand; elasticity of demand; law of supply, elasticity of supply; demand and supply equilibrium.

**3. Production, Costs and Revenue Analysis**

Factors of production, meaning of production, laws of returns; returns to scale; cost concepts and cost curves; revenue concepts and revenue curves.

**4. Market Forms and Equilibrium of the Firm and Industry**

Market forms - meaning and characteristics; price and output determination and equilibrium of firm and industry under perfect competition, monopoly and monopolistic competition.

**5. Basic characteristics of Indian Economy**

Role of Agriculture, Industry & Service Sectors in the development of the Indian Economy; National income of India – Concept, significance, trends and measurement of national income.

**6. Select Areas of Indian Economy**

Population – size and growth and impact of population on economic development; unemployment – nature, various measures to reduce it; foreign trade and India's balance of payments. Five Year Plans and economic development; fiscal policy and national budget.

**7. Money and Banking**

Concept of money – its functions; Commercial Banks – role and functions; quantity theory of money; credit creation; Reserve Bank of India and its functions and monetary policy.

**8. Economic Reforms and Liberalisation**

Major economic reforms since 1991; Globalisation and its impact on Indian Economy; concept of WTO- an overview.

**Part B : Statistics (50 Marks)**

**9. Descriptive Statistics :** Definition and functions of statistics, statistical techniques commonly used in business activities, law of statistics, limitations of statistics.

**10. Collection and Presentation of Statistical Data :** Primary and secondary data; Classification and, tabulation of data; frequency distribution of data; diagrams and graphs.

**11. Measures of Central Tendency :** Mean, median and mode, geometric mean and harmonic mean.

**12. Measures of Dispersion :** Range, quartile deviation, mean deviation, standard deviation.

**13. Correlation Analysis :** Meaning, significance, nature and types of correlation; Karl Pearsons coefficient of correlation; rank correlation.

**14. Index numbers and Time Series Analysis :** Familiarisation with the concepts relating to index numbers and time series (Simple Numerical Problems).

**PAPER 3 : FINANCIAL ACCOUNTING**

**Level of knowledge :** Basic knowledge

**Objective :** To familiarize and develop an understanding the skills of accounting principles for effective recording of business operations of an entity.

**Detailed Contents :**

1. Introduction to accounting

2. Recording of transactions

3. Preparation of bank reconciliation statement

4. Rectification of errors

5. Preparation of final accounts (non-corporate entities)

6. Accounting for depreciation

7. Accounting for bills of exchange

8. Accounts of non-profit organizations
9. Single entry accounts - preparation of accounts from incomplete records
10. Accounting for consignments and joint ventures
11. Partnership accounts – simple problems
12. Insurance claims

**PAPER 4 : ELEMENTS OF BUSINESS LAWS AND MANAGEMENT**

**Level of knowledge :** Basic knowledge

**Objectives :**

- (i) To give an exposure to the students of some of the important commercial laws, the knowledge of which is essential for an understanding of the legal implications of the general activities of a modern business organisation.
- (ii) To acquaint the students with the principles of management.

**Detailed contents :**

**Part A : Elements of Business Laws (50 Marks)**

**1. Law**

Meaning of law, its significance and relevance to modern civilized society; sources of law.

**2. Law relating to Contract – An Overview**

Contract - meaning; essentials of a valid contract; nature of contract; performance of contract; termination and discharge of contract; indemnity and guarantee; bailment and pledge; law of agency.

**3. Law relating to Sale of Goods – An Overview**

Essentials of a contract of sale; sale distinguished from agreement to sell ; bailment ; contract for work and labour and hire-purchase ; conditions and warranties; transfer of title by non-owners ; doctrine of caveat emptor ; performance of the contract of sale ; unpaid seller - his rights against the goods and the buyer.

**4. Law relating to Negotiable Instruments – An Overview**

Definition of a negotiable instrument; instruments negotiable by law and by custom; types of negotiable instruments; parties to a negotiable instrument - duties, rights, liabilities and discharge; material alteration; crossing of cheques; payment and collection of cheques and demand drafts; presumption of law as to negotiable instruments.

**5. Law relating to Partnership – An Overview**

Nature of partnership and certain similar organisations; co-ownership; Joint Hindu Family; partnership deed; rights and liabilities of partners including those of newly admitted partners, retiring and deceased partners; implied authority of partners and its scope; registration of firms; dissolution of firms and of the partnership.

**6. Elements of Company Law**

Meaning and nature of company; promotion and incorporation of a company; familiarisation with the concept of Board of directors, shareholders and company meetings; Company Secretary.

**Part B : Elements of Management (50 Marks)**

**7. Nature of Management and its Process**

Meaning; nature of management and its process; planning, organising; directing; coordination and controlling.

**8. Planning**

Policies and procedures; methods of planning; decision-making.

**9. Organising**

Structure; principles and theories of organisation; span of management; centralisation and de-centralisation; line and staff functions; delegation; functional organisation; formal and informal organisation; growth in organisation.

**10. Staffing**

Meaning; nature and functions of personnel management; selection, training and development; performance appraisal.

**11. Direction and Co-ordination**

Communication; motivation, morale and leadership; internal and external co-ordination; committees in management; management of change; organisation development (O.D.).

**12. Controlling**

Concepts and basic control process; essentials of a good control system; traditional and non-traditional control devices.

**13. Social Responsibility of Business.**

**ATTENTION STUDENTS !!**

**INTRODUCTION OF NEW SYLLABUS OF FOUNDATION PROGRAMME OF THE COMPANY SECRETARYSHIP PROGRAMME (COURSE).**

The Council in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980 (as amended by the Company Secretaries (Amendment) Act, 2006) approved the new Syllabus of Foundation Programme of the Company Secretaryship Course at its 174th meeting held on 18-19 August, 2007 and decided as under :

1. The candidates admitted on or after 1st November, 2007 for the Foundation Programme and the candidates admitted prior to 1st November, 2007(with valid registration), who may so opt, shall be examined in the Foundation Programme Examination to be held from and including December 2008 session of examination in the following papers namely: -

- (a) English and Business Communication;
- (b) Economics and Statistics;
- (c) Financial Accounting and
- (d) Elements of Business Laws and Management.

2. The syllabus for the Foundation Programme Examination is annexed at (Annexure 1). The first Foundation Programme Examination for the students mentioned at (1) above will be held from and including December 2008.

3. **Qualifying Marks :** A Candidate shall be declared to have passed in the Foundation Programme Examination if he/she secures at one sitting a minimum of forty percent(40%) marks in each paper and fifty percent(50%) in aggregate of all papers put together :

Provided that a candidate who has appeared in all the papers for which he/she was admitted and has obtained sixty percent(60%) marks or above in any paper(s), but failed in aggregate, shall be declared to have passed in subsequent examination, if he/she obtains a minimum of forty percent (40%) marks in each of the remaining paper(s) and fifty percent (50%) marks in the aggregate of the remaining papers at one sitting within the next three following examinations.

4. Candidates admitted prior to 1st November, 2007, shall be exempted from appearing in the individual papers on the basis of exemption from individual papers previously secured by him under the syllabus specified in Part 1 of Schedule CCB to the Company Secretaries Regulations, 1982 on his/her switch over to the syllabus specified in Annexure 1 for Foundation Programme (effective from 1st November 2007).--

Papers passed/exempted under the syllabus specified in Part 1 of Schedule CCB of Company Secretaries Regulations 1982		Exemption from Papers under the syllabus specified in Annexure-1 for Foundation Programme effective from 1st November 2007.
1.	English & Business Communication	English & Business Communication
2.	Basic Economics and Business Environment.	Economics and Statistics.
3.	Financial Accounting	Financial Accounting.
4.	Elements of Business Laws And Management.	Elements of Business Laws and Management.
5.	Information System and Quantitative Techniques.	Economics and Statistics.

5. The last Foundation Examination under the existing syllabus specified in Part I of Schedule CCB shall be held in June 2009 and the syllabus specified in the said part I of Schedule CCB shall cease to operate after the said examination.

- Candidates who pass the Foundation Programme are eligible to seek registration as students for the Executive Programme.
- The fee for registration to the Executive Programme is Rs. 6500/- For further details, if any, you may also log on to the Website of the Institute viz., [www.icsi.edu](http://www.icsi.edu).

For queries/clarifications, if any, Students are advised to contact the following:

**Joint Director (Student Services)**  
**The Institute of Company Secretaries of India**  
**C-37, Sector-62, NOIDA-201 309**  
**E-mail: [ss\\_fond@icsi.edu](mailto:ss_fond@icsi.edu)**  
**Phone: 0120-4239999**

## NEWS AND ANNOUNCEMENTS

(Contd. from page 11)

Secretary" was also screened which was well appreciated by all present.

On the same day another career awareness programme was held at Shiv Public School, Sohna, Gurgaon. Dinesh Kumar, FCS, Manisha Arora, ACS, Dhananjay Shukla, ACS were the speakers who addressed around 70 students including faculty members. Manisha Arora initiated the discussion and gave the details of the Institute, course, syllabus, fees etc. whereas Dinesh Kumar discussed the various opportunities available to company Secretaries in practice. Dhananjay Shukla discussed the opportunities available in jobs and also shared his experience as CS.

On the same day another career awareness programme was held at KDM Sr. Secondary School, Baluda Road, Sohna, Gurgaon. Dinesh Kumar, FCS, Manisha Arora, ACS and Dhananjay Shukla, ACS addressed around 60 students and faculty members.

Manisha Arora initiated the discussion and gave the details of the Institute, course, syllabus, fees etc. whereas Dinesh Kumar discussed the various opportunities available in jobs. He also shared his experience as CS.

On 22.7.2008 at Ryan International School, Bhondsi, Gurgaon. K.K. Singh, FCS, Dinesh Kumar, FCS, Shikha Jain, Qualfd CS-trainee addressed around 55 students and faculty members. Dinesh Kumar initiated the discussion and gave the details of the Institute, course, syllabus, fees etc. whereas Sikha Jain discussed the various opportunities available to company secretaries in job. K.K. Singh shared his experience as PCS and apprised the students as to various opportunities available in practice.

### JAIPUR CHAPTER

#### Career Awareness Programmes under Career Awareness Week

The Chapter conducted Career Awareness Programmes as under:

On 21.7.2008 the Chapter conducted its Career Awareness Programme at Kendriya Vidhyalaya No. 1 at Bajaj Nagar, Kendriya Vidhyalaya No. 3 at Jhalana, Maharani Padmani Girls College, Chaksu, & at G.R. Mahavidhyalay, Chaksu, Jaipur. Around 340 students attended the programme.

On 22.7.2008 the Career Awareness Programmes were held at Biyani Girls College, Ambabari, Jaipuria Vidhyalya, JLN Marg and Disney Land Sr. Sec. Public School, Malviya Ngr, Jaipur. 400 students attended the programme.

On 23.7.2008 the Career Awareness Programmes were held at Govt. College, Surathgarh, Surathgarh Degree College, Surathgarh, Rathi Public Sr.Sec. School, Surathgarh, Gyan Vihar School, Jaipur and Nimoridia Public School, Chaksu, jaipur. Nearly 450 students attended the programme.

On 24.7.2008 the Career Awareness Programmes were held at Binani Girls College, Bikaner, Shree Jain PG College, Bikaner, Govt. Dugur College, Bikaner, Maheshwari Public School & Maheshwari Sr.Sec. School at Jaipur. Nearly 900 students participated in the programme.

On 25.7.2008 the Career Awareness Programmes were held at St. Angela Sophia School, Seeding Public School and St. Anslm Pink City Sr. Sec. School at Jaipur. Nearly 300 students participated in the programme.

On 26.7.2008 the Career Awareness Programmes were held at Tagore Public School, Vidyasharama School, St. Edmonds School, Ryan International School and India International School at Jaipur. 750 students attended the programmes.

The programmes were conducted by Shyam Agrawal, Secretary, Jaipur Chapter, G.C. Sharma, Executive Officer of the Chapter, H.M. Sarswat, Yogesh Sharma & Reena Bala. A good number of faculties were also present in these programmes.

### KANPUR CHAPTER

#### Career Fair

On 4 and 5.6.2008 a two days Career Fair was organised by Education Times at Hotel Land Mark, the Mall, Kanpur. Vineet Tripathi, Chapter Chairman, K.L. Kushwaha, Incharge of the Chapter Office along with Uma Gupta, Santosh Srivastava and Ram Lakhan were present at the stall and replied to the queries raised by the visitors. Pamphlets were distributed among the visitors. The CD on *Mehnat Rang Layegi* provided by Headquarters was also shown through laptop.

Manish Kumar Pandey, Vibha Mehrotra, Shravan Kumar Vishnoi, Executive Member of Managing Committee of Kanpur Chapter and C S Alakh Pandey were also present at the fair and guided the visitors.

### MODINAGAR CHAPTER

#### The new email id of the Chapter Office

The new email id of the Modinagar Chapter is [icsimodinagar.edu@gmail.com](mailto:icsimodinagar.edu@gmail.com)

## SOUTHERN INDIA REGIONAL COUNCIL

### HYDERABAD CHAPTER

#### Foundation Programme Oral Coaching Classes through Interactive Learning for June 2009 Examination

Fresh classes for Foundation Programme will be conducted from 16.10.2008 for June 2009 examination at Sujatha Degree College for Women, Chapel Road, Abids, Hyderabad. The classes will be held from 6.30 to 8.30 P.M. Fees: Rs.3,000/-. There will be 96 lectures each of 2 hours duration.

Interested candidates may deposit the fee by challan at "The ICSI-Hyderabad Chapter" on or before 13.10.2008.

The students who undergo Oral Coaching, pass the Eligibility Tests and get the Coaching Completion Certificates, need not submit the response sheets under Postal Tuition Scheme.

For further details, contact :

The-ICSI Hyderabad Chapter, # 6-3-609/5, Anandnagar Colony, Khairatabad, Hyderabad 500 004. Contact No(s) 040-23399541, 040-23396494, Fax : 040-23325458. Email: [hyderabad@icsi.edu](mailto:hyderabad@icsi.edu)

### SALEM CHAPTER

#### Change of Address

Salem Chapter has moved to a new premises and the new address is as under:

Salem Chapter of SIRC of the ICSI  
No.82/2, Sivayanagar 5<sup>th</sup> Main Street, Yerikkarai Road, Reddiyur  
Salem 636004 (Mob: No. 94426-20009, 94869-15009).

## WESTERN INDIA REGIONAL COUNCIL

### AHMEDABAD CHAPTER

#### Career Awareness Programme

The Chapter organised a Career Awareness Programme at Rajashan High School, Shahibaug, Ahmedabad for the students of 11<sup>th</sup> & 12<sup>th</sup> Standard of both English as well as Hindi medium. Students were informed about the course and about 200 students attended the awareness programme. Priyamvad Bhatt, Admin Officer of the Ahmedabad Chapter along with Vinod Prajapati and Chapter staff visited the reputed school during early morning hours.

Students of 11<sup>th</sup> & 12<sup>th</sup> standard of Commerce & Arts stream were informed about advantages of joining CS Course at a young age to be a successful professional, well ahead of others. Advantage of distance learning and excellent job opportunities were also explained.

Dr. Shanti V Sharma – Principal of the high school provided support. Kit received from the institute was issued to her. A good number of teachers also attended the programme.

### PUNE CHAPTER

#### Programme in Honour of successful students in June 2008 Examinations

On 26.8.2008 Pune Chapter of the ICSI organized a programme in honour of all those students who successfully cleared the examinations conducted by ICSI in June 2008. Among others 95 students passed the Foundation Examination. The students present at the function shared their experiences and tips for studies with the gathering.

### THANE CHAPTER

#### Foundation Programme (New Syllabus) Oral Coaching Classes

W.e.f. 13.10.2008 the Chapter proposes to commence next batch of Foundation Programme (New Syllabus) Oral Coaching Classes between 06.30 and 08.30 P.M. for June 2009 examination. Fees : Rs. 4,000/-.

For further details contact : The Chapter Office at 203, Mankame Building, 2<sup>nd</sup> Floor, Opp. Saraswati Book Depot, Dattamandir Road, Chendani Koliwada, Thane(W) - 400 601.

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