



Student Company Secretary

(e-bulletin for Executive & Professional Students)

December 2017



Message From The President

Dear Students,

The fragrance of flowers spreads only in the direction of the wind. But the education of the person with the goodness and commitment to serve the community through education spreads in all direction.

Indeed, an educated person not only uplift his thoughts and beliefs for his own good, rather he also assist in the uplifting the entire society with growth and development of contemporary times. In this context, the profession of Company Secretaries aligns its professional expertise in establishing and advancing law abided and progressively governed corporate culture in the country.

Friends, since ages, governance has been kept at priority in ensuring welfare and growth to the society. Chaanakya in his Chaanakya Neeti says - चला लक्ष्मीश्चलाः प्राणाश्चलं जीवित-यौवनम् । चलाचले च संसारे

धर्म एको हि निश्चलः ॥, which means that *Wealth comes and goes, life and youth goes from the living, in this world of coming and going, 'dharma' alone is firm.* Therefore, even vision New India, 2022 places good governance at a paramount place. The true embark of vision New India 2022, directed for equitable welfare and inclusive progression for one and all, entails the principles of sustainable governance and Pro-People, Pro-Active and Good Governance (P2G2) for ensuring its true implementation.

You, as budding governance professionals of shining India need to serve your professional excellence towards a Pro-People, Pro-Active and Good Governance of New India 2022. Institute is dynamic in its initiatives towards building your capacities with each and every emerging trend of Good Governance. Right from various conferences, programs, lectures, workshops and even our Golden Jubilee year National Convention are dedicated in advancing your acumen to serve best practices of good governance in shaping New India of 2022.

Recent among all, the Institute has entered into a MoU with the National Skill Development Council, Ministry of Skill Development and Entrepreneurship, Government of India for our Students to be trained as GST Accounts Assistants without being required to pay any fee; and making them eligible to provide their services as GST Accounts Assistants after the training.

I am sure this kind of training would serve the dual advantage to the community at large, wherein our students would play significant role in assisting the traders, businesses, industries and other stake holders, especially those in their towns and mofussil areas, by providing them cost effective and value added services along with beholding greater employment opportunities at the same time.

Now, with my closing words of this message, I wish all the best to the students appearing in the CS examinations scheduled in the month of December, 2017.

Wishing you the best in Life.

Regards

सी एस (डॉ.) श्याम अग्रवाल
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Academic Guidance

GST – GOOD AND SIMPLE TAX – A CONCISE VIEW*

India is witnessing incredible augmentation in all the aspect of global development and recognition. Further, the perspective transformation at the economic fora is edging India as one of the leading economies of the World.

Aptly believed that “Development is something you can’t teach; but you can inspire it”. Under the footprint of this saying, The vision New India, is promising the populace of the country with comprehensive growth and development at all spheres of life and development including encouragement of robust economy, removal of economic evils like corruption and black money, raising the bar of the social development with the access to education and advanced technology altogether, nurturing the youth with the abilities to establish themselves as global leaders with a big role playing in the economic development of the country, empowerment of women, transparent sustainable governance and alike, leading us to the most acquiescent and evidently growing super power in the coming future.

Tax is an important aspect of the fiscal policy of any country. The concept of tax is not a modern concept, rather it is as old as civilization, and the only difference one can locate is that in olden times, tax was also changed in the form of kind, but in the present regime, only money is charged as a form of tax. A tax (from the Latin *taxo*) is a financial charge or other levy imposed upon a taxpayer (an individual or legal entity) by a state or the functional equivalent of a state to fund various public expenditures.¹ The levying of taxes aims to raise revenue to fund governing and/or to alter prices in order to affect demand. States and their functional equivalents throughout history have used money provided by taxation to carry out many functions. Some of these include expenditures on economic infrastructure (roads, public transportation, sanitation, legal systems, public safety, education, and health-care systems), military, scientific research, culture and the arts, public works, distribution, data collection and dissemination, public insurance, and the operation of government itself. A government's ability to raise taxes is called its fiscal capacity.

Like other developed and developing countries, India also levy tax from its people on various financial activities they undertake so that smooth and equitable functionality of the county can take place.

In order to efficaciously implement these initiatives in totality, India is witnessing a plethora of reforms in the contemporary governance. Inter-alia, the recent roll out of Goods and Services Tax is momentously perceived as one of the big ticket indirect tax reform since independence, building India as a progressive and inclusive economy worldwide.

* Dr. Gargi Rajvanshi, Assistant Director, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

In a revolutionary move to create Indian economy, as one of the most integrated and succeeding at the global fora, Indian government has enacted and implemented various reforms confirming economic growth, social engineering, equitable opportunities, simplified taxation mechanism, advanced e-governance, empowerment of masses and cutting edge technological development in the country. Among all, the introduction of Goods and Service Tax, with effect from July 1, 2017 is directed to support the remarkable GDP expansion for the current fiscal year. As per the reports of International Monetary fund, India's growth forecast envisages a faster growth going forward with the implementation of GST registering a figure around 7.5% in the financial year 2017-2018.

Under the watchword of "One Tax and One Market", GST regime intends to create a harmonised system of taxation by subsuming all indirect taxes under one tax. Through ensuring the real spirit of cooperative federalism in the country, GST recompenses the country under various facets including the creation of unified common national market, making India a manufacturing hub, boosting investment and exports, broadening the tax base, reducing the multiplicity of taxes, increasing compliance and generating more employment by increased economic activities in the country. This illustrative list of the awards subsumed under GST is indeed directing us towards the wide-ranging development of the nation.



Source: Central Board of Excise and Customs

As per the recent study of National Council for Applied Economic Research on Goods and Services Tax, it is projected that the implementation of this unified tax system in the form of GST, the GDP growth rate in India would turn into double digits. There is no qualm of the fact that GST would be valuable and serve positive results to each and every stake-holder of Indian Economy. Right from Consumer to Manufacturer, Professionals to Regulators and to the masses at large, GST reserves plethora of opportunities for tremendous rewards and recompenses. With the far reaching effects, GST seems to be directly proportionate to each and every contributory factor of the growth of Indian economy. At one end, where dozen of central and state tax would be merged into one tax while helping the country to integrate into one market; at another end, the uniform taxation would reduce the cost of products and services, and thereby justifying the worth spend by the consumer and efforts endowed by the manufacturer. This makes GST, a win-win transformation for all the stakeholders including government, consumer, manufacturers, professionals and alike.

The way GST is simplifying the Indirect Tax Regime in India is aptly captioned as Goods and Simple Tax.

GST: THE TIMELINE

GST is being introduced in the country after a long journey since it was first discussed in the report of the Kelkar Task Force on indirect taxes. *A brief chronology outlining the major milestones on the proposal for introduction of GST in India is as follows:*

2003	Kelkar Task Force on indirect tax had suggested a comprehensive Goods and Services Tax (GST) based on VAT principle
2006	A proposal to introduce a National level Goods and Services Tax (GST) by April 1, 2010 was first mooted in the Budget Speech for the financial year 2006-07
2007	Since the proposal involved reform/ restructuring of not only indirect taxes levied by the Centre but also the States, the responsibility of preparing a Design and Road Map for the implementation of GST was assigned to the Empowered Committee of State Finance Ministers (EC).
2009	Based on inputs from Government of India and States, the EC released its First Discussion Paper on Goods and Services Tax in India in November, 2009.
2009	In order to take the GST related work further, a Joint Working Group consisting of officers from Central as well as State Government was constituted in September, 2009
2011	In order to amend the Constitution to enable introduction of GST, the Constitution (115th Amendment) Bill was introduced in the Lok Sabha in March 2011. As per the prescribed procedure, the Bill was referred to the Standing Committee on Finance of the Parliament for examination and report.
2012	Meanwhile, in pursuance of the decision taken in a meeting between the Union Finance Minister and the Empowered Committee of State Finance Ministers on 8th November, 2012, a 'Committee on GST Design', consisting of the officials of the Government of India, State Governments and the Empowered Committee was constituted.
2013	This Committee did a detailed discussion on GST design including the Constitution (115th) Amendment Bill and submitted its report in January, 2013. Based on this Report, the EC recommended certain changes in the Constitution Amendment Bill in their meeting at Bhubaneswar in January 2013.
2013	The Parliamentary Standing Committee submitted its Report in August, 2013 to the Lok Sabha. The recommendations of the Empowered Committee and the recommendations of the Parliamentary Standing Committee were examined in the Ministry in consultation with the Legislative Department. Most of the recommendations made by the Empowered Committee and the Parliamentary Standing Committee were accepted and the draft Amendment Bill was suitably revised
2013	The final draft Constitutional Amendment Bill incorporating the above stated changes were sent to the Empowered Committee for consideration in September 2013.

2013	The EC once again made certain recommendations on the Bill after its meeting in Shillong in November 2013. Certain recommendations of the Empowered Committee were incorporated in the draft Constitution (115th Amendment) Bill.
2014	The revised draft was sent for consideration of the Empowered Committee in March, 2014.
	The 115th Constitutional (Amendment) Bill, 2011, for the introduction of GST introduced in the Lok Sabha in March 2011 lapsed with the dissolution of the 15th Lok Sabha.
2014	In June 2014, the draft Constitution Amendment Bill was sent to the Empowered Committee after approval of the new Government.
2014	Based on a broad consensus reached with the Empowered Committee on the contours of the Bill, the Cabinet on December 17, 2014 approved the proposal for introduction of a Bill in the Parliament for amending the Constitution of India to facilitate the introduction of Goods and Services Tax (GST) in the country.
2015	The Bill was introduced in the Lok Sabha on December 19, 2014, and was passed by the Lok Sabha on May 6, 2015. It was then referred to the Select Committee of Rajya Sabha, which submitted its report on July 22, 2015.
2016	Enactment of Constitution (101 st Amendment) Act, 2016 with the assent of the President on September 8, 2016
2016	GST Council is also notified on September 12, 2016
2017	Enactment of Four Supportive legislation
2017	Successful Roll Out of GST on July 1, 2017

Well quoted by Charles Darwin, *"It is not the strongest species that survive, nor the most intelligent, but the most responsive to change"*. Therefore, with the successful enactment of this crucial tax reform, government is looking forward for the precisely spirited application of GST throughout the country, so that the directed value for this unified tax reform could be reached to the outermost areas of the country casing each and every single stakeholders of the tax structure of the nation.

As per the current scheme of Constitution of India, it is the Union government which has been empowered to levy duties on manufacturing of goods and taxes on supply of services. Therefore, in order to introduce a national GST in India a Constitutional amendment empowering the states to levy and collect taxes would be a pre-requisite. Therefore, to address these issues and give concurrent taxing powers to both the Union and States, The Constitutional (101st Amendment) Act, 2016 was duly passed by the both the housed and was given the assent of the President on September 8, 2016.

Further four supported legislations were given the assent of the President² which includes:

1. The Central GST Act, 2017,
2. The Integrated GST Act, 2017,
3. The GST (Compensation to States) Act, 2017, and
4. The Union Territory GST Act, 2017

Almost all the states have also passed their separate and dedicated legislations on GST to pave the way for smooth roll of GST regime in India which has been made effective from July 1, 2017.

OBJECTIVES OF GST

Though the major objective of GST is to transform the indirect tax regime in India while serving holistic transformation to the nation, yet various objectives of GST could be identified as under:

1. One Country – One Tax
2. Consumption based tax instead of Manufacturing
3. Uniform GST Registration, payment and Input tax Credit
4. To eliminate the cascading effect of Indirect taxes on single transaction
5. Subsume all indirect taxes at Centre and State Level under
6. Reduce tax evasion and corruption
7. Increase productivity
8. Increase Tax to GDP Ratio and revenue surplus
9. Increase Compliance
10. Reducing economic distortions

TYPES OF GST

Keeping in mind the federal structure of India, there will be two components of GST – Central GST (CGST) and State GST (SGST).

Both Centre and States will simultaneously levy GST across the value chain. Tax will be levied on every supply of goods and services.

Centre would levy and collect Central Goods and Services Tax (CGST), and States would levy and collect the State Goods and Services Tax (SGST) on all transactions within a State.

² President Gives Assent to Four Supporting Legislations on GST, The Economic Times, April 13, 2017. Available at <http://economictimes.indiatimes.com/news/politics-and-nation/president-gives-nod-to-four-supporting-legislations-on-gst/articleshow/58161786.cms>

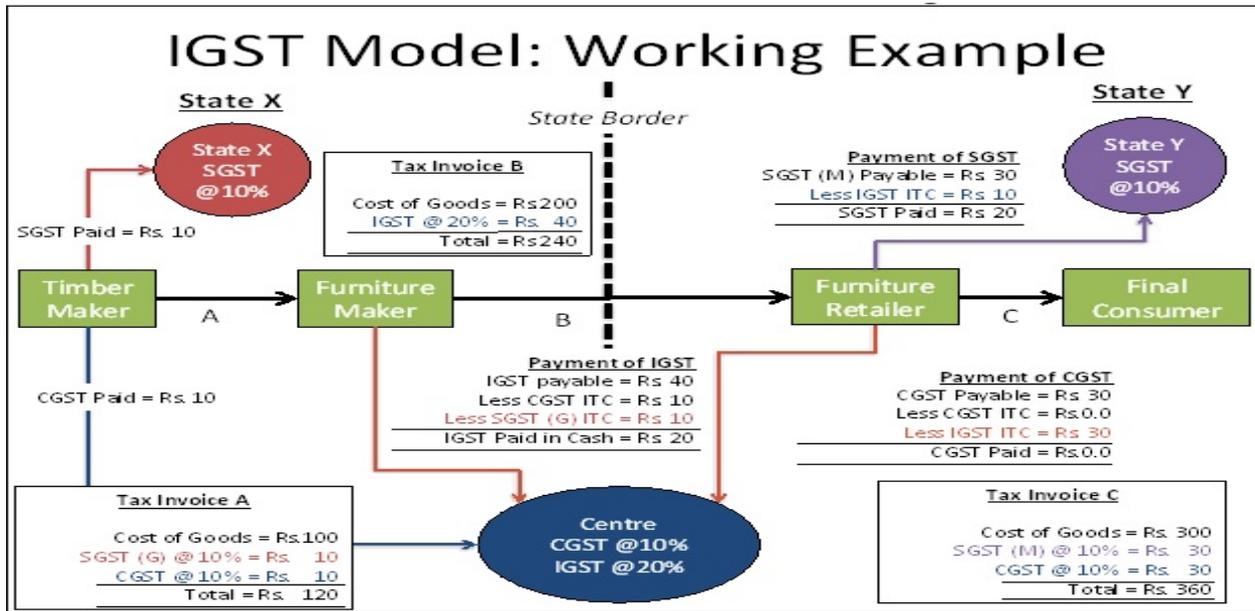


Figure 1: IGST Model, Source: FAQs on GST, Press Information Bureau, GOI

The input tax credit of CGST would be available for discharging the CGST liability on the output at each stage. Similarly, the credit of SGST paid on inputs would be allowed for paying the SGST on output. No cross utilization of credit would be permitted.

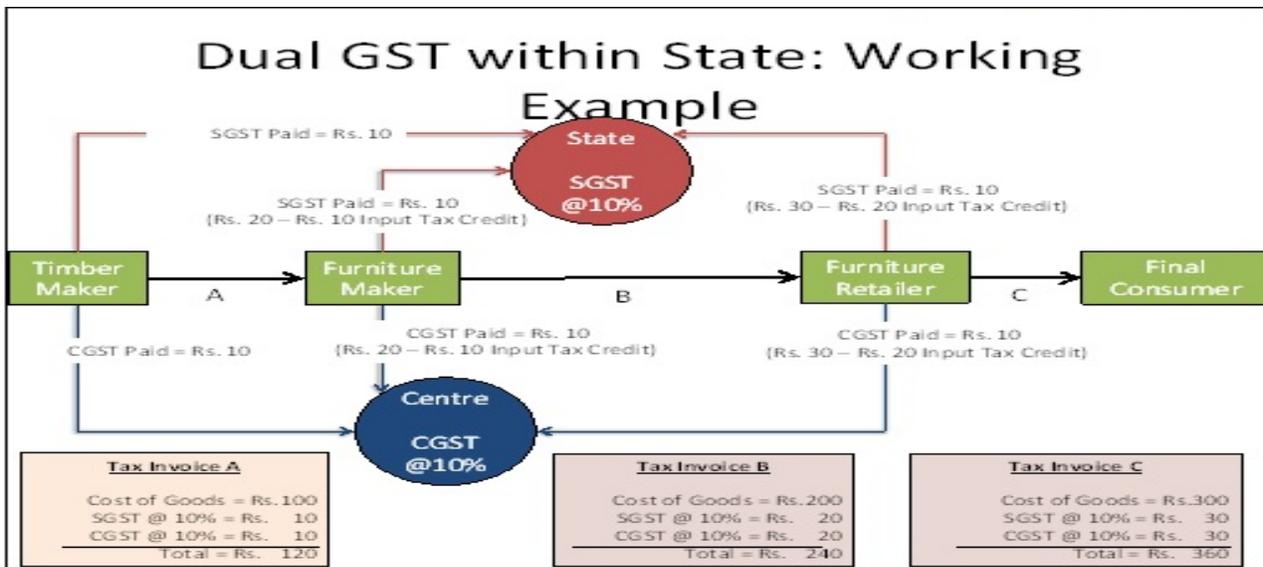


Figure 2 Dual GST - Within State, Source: FAQ on GST, Press Information Bureau, GOI

CHARACTERISTICS OF GST

Major Characteristics³ of Goods and Services Tax could be discussed as below:

1. GST would be applicable on “supply” of goods or services as against the present concept of tax on the manufacture of goods or on sale of goods or on provision of services.

3 Goods and Services Tax: Concept and Status, 2016, A Paper by Central Board of Excise and Customs, Government of India, Available at <https://www.aces.gov.in/Documents/gst-concept-status-0101017.pdf>

2. (GST would be based on the principle of destination based consumption taxation as against the present principle of origin based taxation.
3. It would be a dual GST with the Centre and the States simultaneously levying it on a common base. The GST to be levied by the Centre would be called Central GST (CGST) and that to be levied by the States would be called State GST (SGST).
4. An Integrated GST (IGST) would be levied on inter-State supply (including stock transfers) of goods or services. This would be collected by the Centre so that the credit chain is not disrupted.
5. Import of goods or services would be treated as inter-State supplies and would be subject to IGST in addition to the applicable customs duties.
6. CGST, SGST & IGST would be levied at rates to be mutually agreed upon by the Centre and the States under the aegis of the GST Council (GSTC).
7. GST would replace the following taxes currently levied and collected by the Centre:
 - a. Central Excise duty
 - b. Duties of Excise (Medicinal and Toilet Preparations)
 - c. Additional Duties of Excise (Goods of Special Importance)
 - d. Additional Duties of Excise (Textiles and Textile Products)
 - e. Additional Duties of Customs (commonly known as CVD)
 - f. Special Additional Duty of Customs (SAD)
 - g. Service Tax
 - h. Cesses and surcharges insofar as far as they relate to supply of goods or services.
8. State taxes that would be subsumed within the GST are:
 - a. State VAT
 - b. Central Sales Tax
 - c. Purchase Tax
 - d. Luxury Tax
 - e. Entry Tax (All forms)
 - f. Entertainment Tax (except those levied by the local bodies)
 - g. Taxes on advertisements
 - h. Taxes on lotteries, betting and gambling
 - i. State cesses and surcharges insofar as far as they relate to supply of goods or services.
9. GST would apply to all goods and services except Alcohol for human consumption.
10. GST on five specified petroleum products (Crude, Petrol, Diesel, ATF & Natural gas) would be applicable from a date to be recommended by the GSTC.
11. Tobacco and tobacco products would be subject to GST. In addition, the Centre would continue to levy Central Excise duty.

12. A common threshold exemption would apply to both CGST and SGST. Taxpayers with an annual turnover of Rs. 20 Lakhs (Rs. 10 Lakhs for special Category States) would be exempt from GST. A compounding option (i.e. to pay tax at a flat rate without credits) would be available to small taxpayers (except manufacturers and service providers) having an annual turnover of upto Rs. 50 Lakhs. The threshold exemption and compounding scheme would be optional.
13. The list of exempted goods and services would be kept to a minimum and it would be harmonized for the Centre and the States as well as across States as far as possible.
14. Exports would be zero-rated.
15. Credit of CGST paid on inputs may be used only for paying CGST on the output and the credit of SGST paid on inputs may be used only for paying SGST. In other words, the two streams of input tax credit (ITC) cannot be cross utilized, except in specified circumstances of inter-State supplies for payment of IGST. The credit would be permitted to be utilized in the following manner:
 - a. ITC of CGST allowed for payment of CGST & IGST in that order;
 - b. ITC of SGST allowed for payment of SGST & IGST in that order;
 - c. ITC of IGST allowed for payment of IGST, CGST & SGST in that order.
 - d. ITC of CGST cannot be used for payment of SGST and vice versa.
16. Accounts would be settled periodically between the Centre and the State to ensure that the credit of SGST used for payment of IGST is transferred by the originating State to the Centre. Similarly the IGST used for payment of SGST would be transferred by the Centre to the Destination State. Further the SGST portion of IGST collected on B2C supplies would also be transferred by the Centre to the Destination State. The transfer of funds would be carried out on the basis of information contained in the returns filed by the taxpayers.
17. The laws, regulations and procedures for levy and collection of CGST and SGST would be harmonized to the extent possible.

BENEFITS OF GST

Major Benefits⁴ of Goods and Services Tax are precisely discussed as below:

For Trade and Industry

1. Reduction in Multiplicity of Taxes: The induction of this uniform tax would reduce the multiplicity of taxes
2. Easy compliance: A robust and comprehensive IT system would be the foundation of the GST regime in India. Therefore, all tax payer services such as registrations, returns, payments, etc. would be available to the taxpayers online, which would make compliance easy and transparent.
3. Uniformity of tax rates and structures: GST will ensure that indirect tax rates and structures are common across the country, thereby increasing certainty and ease of doing business. In other words, GST would make doing business in the country tax neutral, irrespective of the choice of place of doing business.
4. Removal of cascading: A system of seamless tax-credits throughout the value-chain, and across boundaries of States, would ensure that there is minimal cascading of taxes. This would reduce hidden costs of doing business.

⁴ Frequently Asked Questions (FAQs) on Goods and Services Tax (GST), Press Information Bureau, Government of India, Ministry of Finance, See, <http://pib.nic.in/newsite/PrintRelease.aspx?relid=148240>

5. Improved competitiveness: Reduction in transaction costs of doing business would eventually lead to an improved competitiveness for the trade and industry.
6. Gain to manufacturers and exporters: The subsuming of major Central and State taxes in GST, complete and comprehensive set-off of input goods and services and phasing out of Central Sales Tax (CST) would reduce the cost of locally manufactured goods and services. This will increase the competitiveness of Indian goods and services in the international market and give boost to Indian exports. The uniformity in tax rates and procedures across the country will also go a long way in reducing the compliance cost.
7. Development of Common National Market
8. Simpler Tax Regime: GST would promote a simpler tax regime owing to (a) Fewer Rates and Exemptions and end of distinction between Goods and Services for the purpose of taxation.

For Government

1. Simple and easy to administer: Multiple indirect taxes at the Central and State levels are being replaced by GST. Backed with a robust end-to-end IT system, GST would be simpler and easier to administer than all other indirect taxes of the Centre and State levied so far.
2. Better controls on leakage: GST will result in better tax compliance due to a robust IT infrastructure. Due to the seamless transfer of input tax credit from one stage to another in the chain of value addition, there is an in-built mechanism in the design of GST that would incentivize tax compliance by traders.
3. Higher revenue efficiency: GST is expected to decrease the cost of collection of tax revenues of the Government, and will therefore, lead to higher revenue efficiency.

For Consumer

1. Single and transparent tax proportionate to the value of goods and services: Due to multiple indirect taxes being levied by the Centre and State, with incomplete or no input tax credits available at progressive stages of value addition, the cost of most goods and services in the country today are laden with many hidden taxes. Under GST, there would be only one tax from the manufacturer to the consumer, leading to transparency of taxes paid to the final consumer.
2. Relief in overall tax burden: Because of efficiency gains and prevention of leakages, the overall tax burden on most commodities will come down, which will benefit consumers.
3. The era of Welfare State is witnessing tremendous reforms in each and every sphere of the Civilization. Transformation and Development in the economic and financial state of the nation is a big leap in establishing itself as a progressive economy of the competitive world. India indeed is getting admired globally as one the highly emergent economy worldwide.
4. Among others, the introduction of the long awaited Goods and Services Tax is stated as one of the most determined indirect tax reforms in the country.
5. The operation of GST in India in the direction of overall development of trade, industries and commerce will surely advance the economic growth of India. GST, a game changer in the regime of Indirect taxes will serve as an instrument for opening abundant opportunities including generation of employment, simplicity and transparency, ease of doing business, motivation towards self-sufficient entrepreneurship and alike.
6. Certainly GST law is directed to promote and motivate investors to endow capital in the Indian market and would definitely prove to be a key in enhancing the realization of "Make in India", a flagship initiative of the Government.

7. "One Country, One Tax, One Market" are the claims of the architects of the Constitution (One Hundred and First) Amendment Act, 2016 which has paved the way for one of the most transforming reform of the present India known as Goods and Services Tax.
8. With the restructuring of taxation system in such an ambitious manner, GST is also opening various opportunities for professionals, manufacturers, traders, consumers and other stakeholders.
9. World is sure to witness the commendable growth of India as an upcoming leader with various transformative reforms including the roll out of Goods and Services Tax.

CONCLUSION

With the various objectives of simplifying the tax, the emerging mechanism of information technology, reduction in the price of goods and services, trending opportunities for professionals, and other enhancement of government initiatives like make in India, ease of doing business, uniform taxation, one market and alike are all directed to provide an excellent progression of Indian economy at global fora.

Well established is the fact that when it comes to the directed, goal oriented and rightly spirited implementation of legal reform in the country, then Company Secretaries are the apt professionals to ensure the qualified and proficient application of each and every provision of the reform. In the gamut of GST also, professional excellence of the Company Secretaries would surely pave the way for the optimum realization of opportunities under GST while remarkably tackling the challenges of this momentous reform in the indirect taxation system of the country.

In view to clearly comprehend and advance the understanding of the professionals towards their deep rooted role in augmenting the rewards of GST in building New India, this session is dedicated in discussing the plethora of opportunities and challenges set for the Company Secretaries in associating with GST as a Game Changer of New India.

CROSS BORDER INSOLVENCY AND UNCITRAL MODEL LAW*

Cross-border insolvency (sometimes called **international insolvency**) regulates the treatment of financially distressed debtors where such debtors have assets or creditors in more than one country. The Insolvency and Bankruptcy code, 2016 does not deal with cross-border Insolvency issues. India does not have any direct legislation to deal with cross border insolvency issues. India is still considering whether to ratify the UNCITRAL model law on cross-border Insolvency to fill this vacuum. In this background, the purpose, origin and main features of UNICITRAL model law on Cross Border Insolvency is discussed below to get exposure and understanding of issues relating to cross boarder Insolvency. Extracts based on official document of UNCITRAL Model Law on Cross-Border Insolvency with Guide to Enactment and Interpretation is used below for the purpose.

Purpose and need of the Model Law

The increasing incidence of cross-border insolvencies reflects the continuing global expansion of trade and investment. However, national insolvency laws by and large have not kept pace with the trend, and they are often ill-equipped to deal with cases of a cross-border nature. This frequently results in inadequate and inharmonious legal approaches, which hamper the rescue of financially troubled businesses, are not conducive to a fair and efficient administration of cross-border insolvencies, impede the protection of the assets of the insolvent debtor against dissipation and hinder maximization of the value of those assets. Moreover, the absence of predictability in the handling of cross-border insolvency cases can impede capital flow and be a disincentive to cross-border investment. Fraud by insolvent debtors, in particular by concealing assets or transferring them to foreign jurisdictions, is an increasing problem, in terms of both its frequency and its magnitude. The modern, interconnected world makes such fraud easier to conceive and carry out. The cross-border cooperation mechanisms established by the Model Law are designed to confront such international fraud.

In this background the UNCITRAL Model Law on Cross-Border Insolvency, was adopted in 1997, designed to assist States to equip their insolvency laws with a modern, harmonized and fair framework to address more effectively instances of cross-border proceedings concerning debtors experiencing severe financial distress or insolvency. Those instances include cases where the debtor has assets in more than one State or where some of the creditors of the debtor are not from the State where the insolvency proceeding is taking place. In principle, the proceeding pending in the debtor's centre of main interests is expected to have principal responsibility for managing the insolvency of the debtor regardless of the number of States in which the debtor has assets and creditors, subject to appropriate coordination procedures to accommodate local needs.

The Model Law respects the differences among national procedural laws and does not attempt a substantive unification of insolvency law. Rather, it provides a framework for cooperation between jurisdictions, offering solutions that help in several modest but significant ways and facilitate and promote a uniform approach to cross-border insolvency.

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Those solutions include the following:

- (a) Providing the person administering a foreign insolvency proceeding (“foreign representative”) with access to the courts of the enacting State, thereby permitting the foreign representative to seek a temporary “breathing space”, and allowing the courts in the enacting State to determine what coordination among the jurisdictions or other relief is warranted for optimal disposition of the insolvency;
- (b) Determining when a foreign insolvency proceeding should be accorded “recognition” and what the consequences of recognition may be;
- (c) Providing a transparent regime for the right of foreign creditors to commence, or participate in, an insolvency proceeding in the enacting State;
- (d) Permitting courts in the enacting State to cooperate more effectively with foreign courts and foreign representatives involved in an insolvency matter;
- (e) Authorizing courts in the enacting State and persons administering insolvency proceedings in the enacting State to seek assistance abroad;
- (f) Providing for court jurisdiction and establishing rules for coordination where an insolvency proceeding in the enacting State is taking place concurrently with an insolvency proceeding in a foreign State;
- (g) Establishing rules for coordination of relief granted in the enacting State to assist two or more insolvency proceedings that may take place in foreign States regarding the same debtor.

Main features of the model law

The text of the Model Law focuses on four key elements identified, through the studies and consultations conducted in the early 1990s prior to the negotiation of the Model Law, as being the areas upon which international agreement might be possible:

- (a) Access to local courts for representatives of foreign insolvency proceedings and for creditors and authorization for representatives of local proceedings to seek assistance elsewhere;
- (b) Recognition of certain orders issued by foreign courts;
- (c) Relief to assist foreign proceedings; and
- (d) Cooperation among the courts of States where the debtor’s assets are located and coordination of concurrent proceedings.

Access :

The provisions on access address both inbound and outbound aspects of cross-border insolvency. In terms of outbound aspects, the person or body administering a reorganization or liquidation under the law of the enacting State (referred to as the insolvency representative) to act in a foreign State on behalf of local proceedings. In terms of inbound requests, a foreign representative applying in the enacting State has the following rights: of direct access to courts in the enacting State ; to apply to commence a local proceeding in the enacting State on the conditions applicable in that State; and to apply for recognition of the foreign proceedings in which they have been appointed. Upon recognition, a foreign representative is entitled to participate in insolvency-related proceedings conducted in the enacting State under the law of that State; to initiate in the enacting State an action to avoid or otherwise render ineffective acts detrimental to creditors; and to intervene in any local proceedings in which the debtor is a party.

The fact that a foreign representative has the right to apply to the courts of the enacting State does not subject the foreign representative or the foreign assets and affairs of the debtor to the jurisdiction of the enacting State for any purpose other than that application.

Importantly, foreign creditors have the same right as local creditors to commence and participate in proceedings in the enacting State.

Questions of notice to interested persons, while closely related to the protection of their interests, are in general not regulated in the Model Law. Thus, such questions are governed by the procedural rules of the enacting State, some of which may be of a public-order character. For example, the law of the enacting State will determine whether any notice is to be given to the debtor or another person of an application for recognition of a foreign proceeding and the time period for giving the notice.

Recognition

One of the key objectives of the Model Law is to establish simplified procedures for recognition of qualifying foreign proceedings that would avoid time-consuming legalization or other processes and provide certainty with respect to the decision to recognize. The Model Law is not intended to accord recognition to all foreign insolvency proceedings. When the specified requirements of the foreign proceeding and the foreign representative are met and the evidence required has been provided, the court should recognize the foreign proceeding without further requirement. The process of application and recognition is aided by the presumptions that enable the court in the enacting State to presume the authenticity and validity of the certificates and documents, originating in the foreign State. Recognition can be refused where it would be “manifestly contrary to the public policy” of the State in which recognition is sought. This may be a preliminary question to be considered on an application for recognition. No definition of what constitutes public policy is attempted as notions vary from State to State. A foreign proceeding should be recognized as either a main proceeding or a non-main proceeding. A main proceeding is one taking place where the debtor had its centre of main interests (COMI) at the date of commencement of the foreign proceeding. In principle, a main proceeding is expected to have principal responsibility for managing the insolvency of the debtor regardless of the number of States in which the debtor has assets and creditors, subject to appropriate coordination procedures to accommodate local needs. Centre of main interests is not defined in the Model Law, but is based on a presumption that it is the registered office or habitual residence of the debtor.

A non-main proceeding is one taking place where the debtor has an establishment. This is defined as “any place of operation where the debtor carries out non-transitory economic activity with human means and goods or services”. Proceedings commenced on a different basis, such as presence of assets without a centre of main interests or establishment, would not qualify for recognition under the Model Law scheme. Acknowledging that it might subsequently be discovered that the grounds for granting recognition were lacking at the time of recognition, have changed or ceased to exist, the Model Law provides for modification or termination of the order for recognition

Recognition of foreign proceedings under the Model Law has several effects. Principal amongst them is the relief accorded to assist the foreign proceeding, but additionally, the foreign representative is entitled to participate in any local insolvency proceeding regarding the debtor, has standing to initiate an action for avoidance of antecedent transactions and may intervene in any proceeding in which the debtor is a party.

Relief

A basic principle of the Model Law is that the relief considered necessary for the orderly and fair conduct of a cross-border insolvency should be available to assist foreign proceedings, whether on an interim basis or as a result of recognition. Accordingly, the Model Law specifies the relief that is

available in both of those instances. As such, it neither necessarily imports the consequences of the foreign law into the insolvency system of the enacting State nor applies to the foreign proceeding the relief that would be available under the law of the enacting State. However, it is possible, as noted above, to align the relief resulting from recognition of a foreign proceeding with the relief available in a comparable proceeding commenced under the law of the enacting State.

Interim relief is available at the discretion of the court between the making of an application for recognition and the decision on that application; specified forms of relief are available on recognition of main proceedings; and relief at the discretion of the court is available for both main and non-main proceedings following recognition. In the case of main proceedings, that discretionary relief would be in addition to the relief available on recognition. Additional assistance might be available under other laws of the enacting State.

Key elements of the relief accorded upon recognition of a foreign “main” proceeding include a stay of actions of individual creditors against the debtor or a stay of enforcement proceedings concerning the assets of the debtor, and a suspension of the debtor’s right to transfer or encumber its assets. Such stay and suspension are “mandatory” (or “automatic”) in the sense that either they flow automatically from the recognition of a foreign main proceeding or, in the States where a court order is needed for the stay or suspension, the court is bound to issue the appropriate order. The stay of actions or of enforcement proceedings is necessary to provide “breathing space” until appropriate measures are taken for reorganization or liquidation of the assets of the debtor. The suspension of transfers is necessary because in a modern, globalized economic system it is possible for a multinational debtor to move money and property across boundaries quickly. The mandatory moratorium triggered by the recognition of the foreign main proceeding provides a rapid “freeze” essential to prevent fraud and to protect the legitimate interests of the parties involved until the court has an opportunity to notify all concerned and to assess the situation.

Exceptions and limitations to the scope of the stay and suspension (e.g. exceptions for secured claims, payments by the debtor made in the ordinary course of business, set-off, execution of rights in rem) and the possibility of modifying or terminating the stay or suspension are determined by provisions governing comparable stays and suspensions in insolvency proceedings under the laws of the enacting State.

With respect to interim and discretionary relief, the court can impose conditions and modify or terminate the relief to protect the interests of creditors and other interested persons affected by the relief ordered.

Cooperation and coordination

The Model Law expressly empowers courts to cooperate in the areas governed by the Model Law and to communicate directly with foreign counterparts. Cooperation between courts and foreign representatives and between foreign representatives is also authorized. Cooperation is not dependent upon recognition and may thus occur at an early stage and before an application for recognition is made. Cooperation is available not only in respect of applications for assistance made in the enacting State, but also applications from proceedings in the enacting State for assistance elsewhere. Moreover, cooperation is not limited to foreign proceedings that would qualify for recognition, and cooperation may thus be available with respect to proceedings commenced on the basis of presence of assets.

Recognizing that the idea of cooperation might be unfamiliar to many judges and insolvency representatives, the model law sets out some of the possible means of cooperation.

Several provisions of the Model Law address coordination of concurrent proceedings and aim to foster decisions that would best achieve the objectives of both proceedings. The recognition of foreign main

proceedings does not prevent commencement of local proceedings in the enacting State, nor does the commencement of local proceedings in that State terminate recognition already accorded to foreign proceedings or prevent recognition of foreign proceedings. The basic principle is that relief granted to a recognized foreign proceeding should be consistent with the relief granted in local proceedings, irrespective of whether the foreign proceeding was recognized before or after the commencement of the local proceeding. For example, where local proceedings have already commenced at the time the application for recognition is made, relief granted to the foreign proceeding must be consistent with the local proceeding.

Conclusion:

The pace at which the world is getting Globalized needs faster predictable resolution of cross border insolvency. This will ensure investor confidence and further speed up the process of development. Hence a globally acceptable legal procedure for cross border insolvency appears to be indispensable.



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Applicability of GST in December 2017 Examination
NOTIFICATION No. 7 of 2017
FOR STUDENTS APPEARING IN DECEMBER 2017 EXAMINATION
EXECUTIVE PROGRAMME

With the implementation of Goods & Services Tax from July 1, 2017, the students of Executive Programme are hereby notified that Part B (Marks 30) of the syllabus for **Tax Laws and Practice Paper** (Module - 1 Paper - 4) has been replaced with "The Goods & Services Tax (GST)" for December, 2017 examination.

The syllabus for Part-B of **Tax Laws and Practice Paper** Module - 1 Paper - 4 (30 Marks) for Executive Programme for December, 2017 exam shall be as under:

- a) The Central GST Act, 2017
- b) The Integrated GST Act, 2017
- c) The Union Territory GST Act, 2017
- d) The GST(Compensation to States) Act, 2017

The rules relating to GST regime shall not be applicable for December 2017 exam.

Note:

1. Questions relating to Service Tax Laws and Value Added Tax will not be asked in December, 2017 exam.
2. *There is no change in the syllabus of Part A – Income Tax (70 Marks) of Tax Laws and Practice Paper (Module - 1 Paper – 4) of Executive Programme.*

**Supplement relating to Indirect Tax covering the Goods and Services Tax "GST" will be uploaded at ICSI website under academic corner shortly.*

Dinesh Chandra Arora
Secretary



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Applicability of GST in December 2017 Examination

NOTIFICATION No. 8 of 2017

FOR STUDENTS APPEARING IN DECEMBER 2017 EXAMINATION

PROFESSIONAL PROGRAMME

With the implementation of Goods & Services Tax w.e.f July 1, 2017, the students of Professional Programme are hereby notified that the selected topics of **Part B** of the syllabus for “**Advance Tax Laws and Practice**” (Module 3 Paper 7) of Professional Programme has been replaced with **Goods and Services Tax (GST)** for December, 2017 examinations.

The syllabus of Part B (70 Marks) of Advance Tax Law and Practice Paper (Module - 3 Paper- 7) for Professional Programme for December, 2017 exam shall be as under:

PART B: CUSTOMS LAWS & GOODS AND SERVICE TAX (70 MARKS)

CUSTOMS LAWS

1. Introduction

Special Features of Indirect Tax Levies – All Pervasive Nature, Contribution to Government Revenues; Constitutional Provisions Authorizing the Levy and Collection of Customs

2. Customs Laws

- Levy of Customs Duties, Types of Customs Duty Leviable, Tariff Classification & Exemptions, Valuation of Imported and Exported goods
- Provision of Assessment, Payment of Duties, Recovery and Refund of Customs Duties
- Duty Drawback
- Procedure for Clearance of Imported and Exported Goods
- Transportation and Warehousing
- Confiscation of Goods and Conveyances and Imposition of Penalties; Search, Seizure and Arrest, Offences and Prosecution Provisions
- Adjudication, Appeal and Revision; Settlement of Cases, Advance Ruling
- Other Relevant Areas and Case Studies under Custom Laws and Rules

3. **Promissory Estoppel in Fiscal Laws** – Principles and Applicability with reference to Indirect Taxes
4. **Tax Planning and Management** – Scope and Management in Customs, with Specific Reference to important Issues in the Respective Areas

GOODS AND SERVICES TAX

- a.) The Central GST Act, 2017
- b.) The Integrated GST Act, 2017
- c.) The Union Territory GST Act, 2017
- d.) The GST(Compensation to States) Act, 2017

The rules relating to GST regime shall not be applicable for December, 2017 exam.

Note:

1. Questions relating to Central Excise Laws, Service Tax Laws and Value Added Tax will not be asked in December 2017 exam.
2. *There is no change in the syllabus of Part A – Direct Tax Management (30 Marks) of Advance Tax Laws and Practice Paper (Module - 3 Paper –7) of Professional Programme.*

**Supplement relating to Indirect Tax covering the Customs Law & Goods and Services Tax “GST” will be uploaded at ICSI website under academic corner shortly.*

Dinesh Chandra Arora
Secretary

Educational Series on Goods and Services Tax

With a view to equip our students and to enhance their knowledge, the Institute has started an Educational Series which is regularly uploaded on the website. Kindly click on the link below to access the information

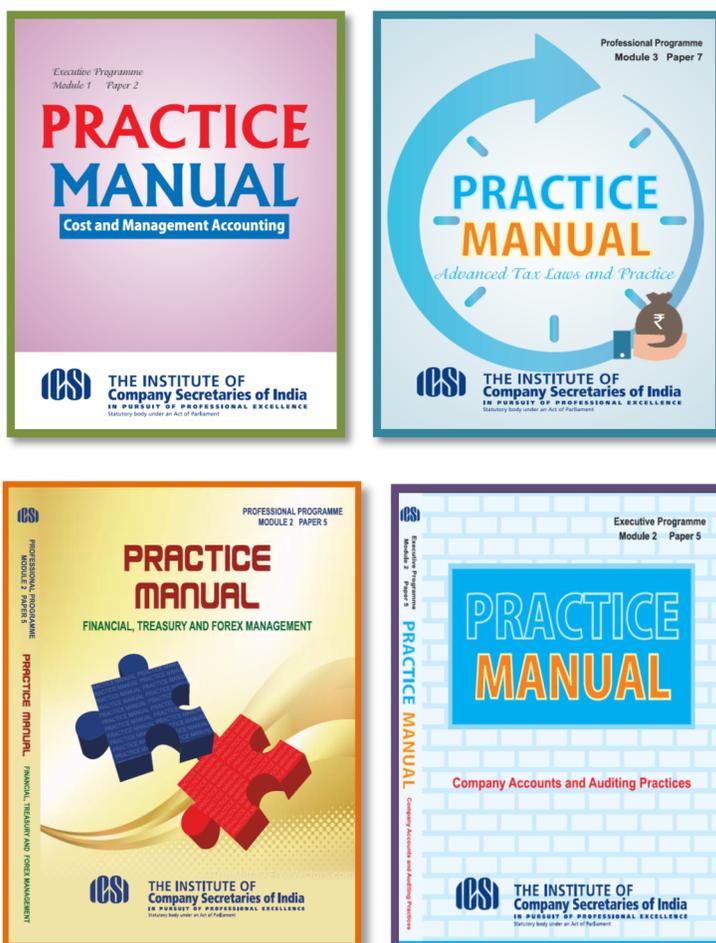
<https://www.icsi.edu/GSTEducationalSeries.aspx>

PRACTICE MANUAL

To build competency in practical oriented subjects by providing the students with a pool of solved practical problems, **Practice Manual** for the following papers have been released by the Institute.

- Cost and Management Accounting (Executive Programme)
- Company Accounts and Auditing Practices (Executive Programme)
- Advanced Tax Laws and Practice (Professional Programme)
- Financial Treasury and Forex Management (Professional Programme)

Soft copies of the Practice Manuals are available on ICSI website under the head Academic corner at the link : <https://www.icsi.edu/AcademicCorner.aspx>. The students, who wish to procure printed copies, may purchase from sale counters at ICSI Regional offices/ Chapter offices or order it online through e-cart on ICSI website.



For any feedback / queries, students may please write at academics@icsi.edu.

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshashtra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi,
- Vyavasayik Arthashashtra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari SN & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouthi Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhinyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr. Ravi Gupta

Eastern Book Company:

- Administrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach to Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

CORPORATE LAWS

Landmark judgement

SHAILESH PRABHUDAS MEHTA v. CALICO DYEING & PRINTING MILLS LTD [SC]

Civil Appeal No.854 of 1994 (Arising out of SLP (C) No.9345 of 1990)

K. Jayachandra Reddy & G. N. Ray, JJ. [Decided on 15/02/1994]

Equivalent citations: 1994 SCC (3) 339; JT 1994 (1) 671; (1994) 80 Comp Cas 64.

Companies Act, 1956 - section 111- refusal to register transmission of shares - action of directors - whether correct- Held, Yes.

Brief facts : The directors of the respondent company refused to register the transmission of 100 shares to the appellant. The appellant had a long standing disputes with the company. The appellant alleged malafide intention on the part of the directors.

Decision : Appeal dismissed.

Reason : We find that the language of Section 78 of the English Companies Act is not the same as Section 111 of our Companies Act and Section 78 does not provide for any penalty or for any appeal. It is necessary to note that if the right to refuse was to come to an end, as contended by the learned counsel, after the expiry of two months and that an absolute right was created in favour of transferee then the Legislature would have so categorically provided. But, on the other hand, the section provides for penalty if there is failure on the part of the Company to send such an intimation within two months and that itself shows that no absolute right was to be created in favour of the transferee. Further Section 111 of the Act provides for a right of appeal to the Central Government and if as contended by the learned counsel that on a mere failure to send an intimation within two months an absolute right came to be vested in transferee then the question of transferee filing an appeal would not arise at all. Thus this section mainly deals with right to receive a notice and the consequence of non-sending of such a notice results in penalty. These provisions would go to show that what was intended was to provide for a notice of refusal to be sent and that failure thereof only resulting in levying penalty.

The submission that the Company had no power to refuse registration of transmission of shares in the absence of a specific provision in the Articles of Association is also untenable. According to the learned counsel, the Articles of Association at the time of death of deceased did not provide for such a refusal and that even if there is an amendment later the same cannot empower the Board to refuse the registration of the shares. In our view particularly in view of the facts of this case, the Board had such power when the registration and transfer was sought in 1984. Even otherwise the facts show that the registration and transmission was sought only in 1984 as mentioned above. By then the articles were amended and the Board was given power to refuse registration or transmission. Therefore we are not able to see any irregularity or lack of bona fide action, as contended, in bringing about those amendments. However we notice that before the learned Single Judge as well as before the Division Bench of the High Court, the main question urged was that of limitation of two months and for the aforesaid reasons, we are of the view that the High Court has rightly held that the right to refuse is not lost.

At this stage we may refer to the factual background in the instant case. Initially the company petition was dismissed by the Company Judge on April 17, 1985 on the preliminary ground. As against that the appellants went in appeal and in that appeal the order of dismissal of the company petition was set aside and a remand was ordered for disposal on merits and that the appellate court also permitted for filing further affidavits and they were in fact filed before the matter came up for rehearing before the Company Judge on remand. It must further be remembered that the appellants moved the High Court even before the expiry of the period of two

months and from the dates mentioned above it can be seen that the appellants complied with the requirements namely sending the heirship certificate etc. only after 6 or 7 years from the date of their letter to the Company seeking transmission. Therefore it has to be concluded that sometime after November 21, 1984 when the appellants' letter with necessary enclosures was received by the Company, necessary formalities to become heirs had been completed. The appellants without waiting for the expiry of period of two months filed the company petition on January 14, 1985 for rectifying the shares register by bringing them on record. From these facts it can broadly be accepted that the power or discretion vests in the Board of Directors for two months after submission of the proper application supported by the necessary documents. However, that does not mean that right would be lost after the expiry of two months and what all that is necessary to see is whether the Board has acted in a bona fide manner in rejecting the transmission of the shares.

We shall now therefore deal with the other submission namely whether the action of the Board of Directors was mala fide. In *Bajaj Auto Ltd. v. N.K. Firodia* (1970) 2 SCC 550, it was laid down that the Court can consider whether the Directors acted in the interest of the Company. This case was cited in *Life Insurance Corporation of India. v. Escorts Ltd* (1986) 1 SCC 264; (1986) 59Comp Cas 548 with approval and in that case the nature of the power of the Directors and scope of scrutiny by the court were explained and it was observed as under: (SCC pp. 554-55, para 12) "Discretion implies just and proper consideration of the proposal in the facts and circumstances of the case. In the exercise of that discretion the Directors will act for the paramount interest of the company and for the general interest of the shareholders because the Directors are in a fiduciary position both towards the company and towards every shareholder. The Directors are therefore required to act bona fide and not arbitrarily and not for any collateral motive."

Keeping these principles in mind we shall examine the reasons that weighed with the Board of Directors for refusing transmission. The Board of Directors have stated in the affidavits and also appended the copies of the earlier correspondence including the proceedings of the mediator and the history of the disputes originally between late Shri Prabhudas V. Mehta and the Management of the Company and subsequently between the heirs of Shri Prabhudas V. Mehta and the Management of the Company. The learned Single Judge as well as the Division Bench have exhaustively examined the correspondence and the affidavits and have given a concurrent finding that there is animosity between the parties and that the decision of the Management was a proper and commercial decision keeping in view the interest of the Management of the Company. Therefore it cannot be said that there was dishonest intention. In any event this is a concurrent finding of fact based on the affidavits and records in which we need not interfere.

We have already held that the decision of the Directors was a commercial decision made in the interest of the Management of the Company. It is also significant to note that the appellants have only 100 shares which are only insignificant as compared to the total shares and the contention that the relevant articles were amended only to defeat the rights of the appellants in respect of those 100 shares, is wholly untenable. For all these reasons, the appeal is dismissed.

GENERAL LAWS

METERS AND INSTRUMENTS PVT. LTD & ANR v. KANCHAN MEHTA [SC]

Criminal Appeal No. 1731-33 of 2017

A. K. Goel & U. U. Lalit, JJ. [Decided on 05/10/2017]

Negotiable Instruments Act - section 138 - dishonour of cheque- compounding of offence- principles explained and guidelines laid down.

Brief facts: These appeals have been preferred against the order of the High Court of Punjab and Haryana where the High Court rejected the prayer of the appellants for compounding the offence under Section 138 of the Negotiable Instruments Act, 1881 (the Act) on payment of the cheque amount and in the alternative for exemption from personal appearance.

Decision: Appeal disposed of.

Reason : The Supreme Court elaborately examined the scheme of the Act and held as under. From the above discussion following aspects emerge:

- i) Offence under Section 138 of the Act is primarily a civil wrong. Burden of proof is on accused in view of presumption under Section 139 but the standard of such proof is “preponderance of probabilities”. The same has to be normally tried summarily as per provisions of summary trial under the Cr.P.C. but with such variation as may be appropriate to proceedings under Chapter XVII of the Act. Thus read, principle of Section 258 Cr.P.C. will apply and the Court can close the proceedings and discharge the accused on satisfaction that the cheque amount with assessed costs and interest is paid and if there is no reason to proceed with the punitive aspect.
- ii) The object of the provision being primarily compensatory, punitive element being mainly with the object of enforcing the compensatory element, compounding at the initial stage has to be encouraged but is not debarred at later stage subject to appropriate compensation as may be found acceptable to the parties or the Court.
- iii) Though compounding requires consent of both parties, even in absence of such consent, the Court, in the interests of justice, on being satisfied that the complainant has been duly compensated, can in its discretion close the proceedings and discharge the accused.
- iv) Procedure for trial of cases under Chapter XVII of the Act has normally to be summary. The discretion of the Magistrate under second proviso to Section 143, to hold that it was undesirable to try the case summarily as sentence of more than one year may have to be passed, is to be exercised after considering the further fact that apart from the sentence of imprisonment, the Court has jurisdiction under Section 357(3) Cr.P.C. to award suitable compensation with default sentence under Section 64 IPC and with further powers of recovery under Section 431 Cr.P.C. With this approach, prison sentence of more than one year may not be required in all cases.
- v) Since evidence of the complaint can be given on affidavit, subject to the Court summoning the person giving affidavit and examining him and the bank’s slip being prima facie evidence of the dishonor of cheque, it is unnecessary for the Magistrate to record any further preliminary evidence. Such affidavit evidence can be read as evidence at all stages of trial or other proceedings. The manner of examination of the person giving affidavit can be as per Section 264 Cr.P.C. The scheme is to follow summary procedure except where exercise of power under second proviso to Section 143 becomes necessary, where sentence of one year may have to be awarded and compensation under Section 357(3) is considered inadequate, having regard to the amount of the cheque, the financial capacity and the conduct of the accused or any other circumstances.

In view of the above, we hold that where the cheque amount with interest and cost as assessed by the Court is paid by a specified date, the Court is entitled to close the proceedings in exercise of its powers under Section 143 of the Act read with Section 258 Cr.P.C. As already observed, normal rule for trial of cases under Chapter XVII of the Act is to follow the summary procedure and summons trial procedure can be followed where sentence exceeding one year may be necessary taking into account the fact that compensation under Section 357(3) Cr.P.C. with sentence of less than one year will not be adequate, having regard to the amount of cheque, conduct of the accused and other circumstances.

In every complaint under Section 138 of the Act, it may be desirable that the complainant gives his bank account number and if possible e-mail ID of the accused. If e-mail ID is available with the Bank where the accused has an account, such Bank, on being required, should furnish such e-mail ID to the payee of the cheque. In every summons, issued to the accused, it may be indicated that if the accused deposits the specified amount, which should be assessed by the Court having regard to the cheque amount and interest/cost, by a specified date, the accused need not appear unless required and proceedings may be closed subject to any valid objection of the complainant. If the accused complies with such summons and informs the Court and the complainant by e-mail, the Court can ascertain the objection, if any, of the complainant and close the proceedings unless it becomes necessary to proceed with the case. In such a situation, the accused’s presence

can be required, unless the presence is otherwise exempted subject to such conditions as may be considered appropriate. The accused, who wants to contest the case, must be required to disclose specific defence for such contest. It is open to the Court to ask specific questions to the accused at that stage. In case the trial is to proceed, it will be open to the Court to explore the possibility of settlement. It will also be open to the Court to consider the provisions of plea bargaining. Subject to this, the trial can be on day to day basis and endeavour must be to conclude it within six months. The guilty must be punished at the earliest as per law and the one who obeys the law need not be held up in proceedings for long unnecessarily.

It will be open to the High Courts to consider and lay down category of cases where proceedings or part thereof can be conducted online by designated courts or otherwise. The High Courts may also consider issuing any further updated directions for dealing with Section 138 cases in the light of judgments of this Court. The appeals are disposed of. It will be open to the appellants to move the Trial Court afresh for any further order in the light of this judgment.

HIMANGNI ENTERPRISES v. KAMALJEET SINGH AHLUWALIA [SC]

Civil Appeal No. 16850 OF 2017 arising out of S.L.P. (C) No.27722/2017) R. K. Aggarwal & A. M. Sapre, JJ. [Decided on 12/10/2017]

Arbitration and conciliation Act, 1996 - section 8 - tenancy contract - arbitration clause in the contract- landlord initiated civil proceedings for eviction - civil court refused to refer the parties to arbitration- whether correct- Held, Yes.

Brief facts: The appellant is the defendant whereas the respondent is the plaintiff in a civil suit out of which this appeal arises. The respondent has filed a civil suit against the appellant in the district Court for eviction and for recovery of unpaid arrears of rent and grant of permanent injunction.

The appellant, on being served with the notice of the civil suit, filed an application under Section 8 of the Arbitration and conciliation Act, 1996 [the Act] on the ground that the suit was founded on the lease deed, which contained an arbitration clause for resolving the dispute arising out of the lease deed between the parties, and when admittedly the disputes had arisen in relation to the suit premises, the same were governed by the terms of the lease deed. The trial court rejected the application. On appeal High court also dismissed the appeal. Hence the present appeal.

Decision : Appeal dismissed.

Reason : In our considered opinion, the question involved in the appeal remains no longer res integra and stands answered by two decisions of this Court in *Natraj Studios (P) Ltd. v. Navrang Studios & Anr, 1981(1) SCC 523* and *Booz Allen & Hamilton Inc. v. SBI Home Finance Ltd. & Ors., (2011) 5 SCC 532* against the appellant and in favour of the respondent.

So far as *Natraj Studio's* case (supra) is concerned there also, the landlord had filed a civil suit against the tenant in the Small Causes Court, Bombay claiming therein the tenant's eviction from the leased premises. There also, the tenant was inducted pursuant to "leave and license" agreement executed between the landlord and the tenant. This Court (Three Judge Bench) speaking through Justice O. Chinnappa Reddy rejected the application filed by the tenant under Section 8 of the Act and held, inter alia, that the civil suit filed by the landlord was maintainable. It was held that the disputes of such nature cannot be referred to the arbitrator.

Yet in another case of *Booz Allen & Hamilton Inc.* (supra), this Court (two Judge Bench) speaking through R. V. Raveendran J. laid down the following proposition of law after examining the question as to which cases are arbitrable and which are non-arbitrable:

"36. The well-recognised examples of non-arbitrable disputes are: (i) disputes relating to rights and liabilities which give rise to or arise out of criminal offences; (ii) matrimonial disputes relating to divorce, judicial separation, restitution of conjugal rights, child custody; (iii) guardianship matters; (iv) insolvency and winding-up matters; (v) testamentary matters (grant of probate, letters of administration and succession certificate); and (vi) eviction or tenancy matters governed by special statutes where the tenant enjoys statutory protection

against eviction and only the specified courts are conferred jurisdiction to grant eviction or decide the disputes.” (emphasis supplied)

Keeping in view the law laid down by this Court in aforementioned two decisions and applying the same to the facts of this case, we have no hesitation to hold that both the Courts below were right in dismissing the appellant's application filed under Section 8 of the Act and thereby were justified in holding that the civil suit filed by the respondent was maintainable for grant of reliefs claimed in the plaint despite parties agreeing to get the disputes arising therefrom to be decided by the arbitrator.

The Delhi Rent Act, which deals with the cases relating to rent and eviction of the premises, is a special Act. Though it contains a provision (Section 3) by virtue of it, the provisions of the Act do not apply to certain premises but that does not mean that the Arbitration Act, ipso facto, would be applicable to such premises conferring jurisdiction on the arbitrator to decide the eviction/rent disputes. In such a situation, the rights of the parties and the demised premises would be governed by the Transfer of Property Act and the civil suit would be triable by the Civil Court and not by the arbitrator. In other words, though by virtue of Section 3 of the Act, the provisions of the Act are not applicable to certain premises but no sooner the exemption is withdrawn or ceased to have its application to a particular premises, the Act becomes applicable to such premises. In this view of the matter, it cannot be contended that the provisions of the Arbitration Act would, therefore, apply to such premises. In view of foregoing discussion, we find no merit in the appeal, which fails and is accordingly dismissed.

LABOUR LAWS

EMPLOYEES STATE INSURANCE CORPORATION v. MANGALAM PUBLICATIONS (INDIA) PVT. LTD [SC]

Civil Appeal No. 4681 of 2009

Arun Mishra & M M Shantanagoudar, JJ. [Decided on 21/09/2017]

ESI Act- wages- interim wages paid to employees- no contribution was made on this - whether interim wages included in the term 'wages' under the Act- Held, Yes.

Brief facts: The respondent is an establishment covered by the provisions of the ESI Act, engaged in the business of printing and publishing of a daily Malayalam newspaper called “Mangalam”. The premises of the respondent-company was inspected by the Insurance Inspector of the appellant-Corporation on 13.06.2000, wherein it was found that the respondent had not paid any contribution on the interim wages paid by it to its employees during the period from 01.04.1996 to 31.03.2000. The contention of the respondent was that it was not required to pay any contribution on the interim relief paid by it to its employees in view of Central Government's office memorandum dated 19.08.1998. Since the contribution was not paid by the respondent, as mentioned supra, a notice dated 18.07.2000 was issued by the appellant to the respondent to pay contribution of the afore-mentioned amount for the afore-mentioned period.

The demand was unsuccessfully challenged before the ESI court, and was carried on to the High Court, which allowed the appeal of the respondent. Hence the present appeal by the corporation.

Decision : Appeal allowed.

Reason : A plain reading of the definition of Section 2(22) of the ESI Act makes it amply clear that “wages” means all remuneration paid or payable in cash to an employee, if the terms of the contract of the employment, expressed or implied, were fulfilled and includes other additional remuneration, if any, paid at intervals not exceeding two months. But payments made on certain contingencies under Clauses (a) to (d) of Section 2(22) of the ESI Act, do not fall within the definition of “wages”. The interim relief paid to the employees of the respondent in the matter on hand, as mentioned supra, will definitely not fall within the excluded part of clauses (a) to (d) of Section 2(22) of the ESI Act, inasmuch as such payment is not travelling allowance or the value of any travelling concession, contribution paid by the employer to any pension fund or provident fund; sum paid to an employee to defray special expenses entailed on him by the nature of his employment; or any gratuity payable on discharge.

The inclusive part and exclusive portion of the definition of “wages” clearly indicate that the expression “wages” has been given wider meaning. As mentioned supra, under the definition, firstly whatever remuneration is paid or payable to an employee under the terms of the contract of the employment, expressed or implied, is “wages”. Secondly, whatever payment is made to an employee in respect of any period of authorized leave, lock-out etc. is “wages”. Thirdly, other additional remuneration, if any, paid at intervals not exceeding two months is also “wages”. Any ambiguous expression, according to us, should be given a beneficent construction in favour of employees by the Court. If the definition of “wages” is read in its entirety including the inclusive part as well as the exclusive portion, it appears that inclusive portion is not intended to be limited only of items mentioned therein, particularly, having regard to the objects and reasons for which the Employees’ State Insurance Act is enacted.

The High Court while allowing the appeal filed by the respondent has mainly relied upon the office memorandum dated 19.08.1998 issued by the Department of Public Enterprises, Ministry of Industry, New Delhi, which is not applicable to the facts of this case. The said notification makes it abundantly clear that the instructions contained in the said office memorandum are applicable to Central Public Sector Enterprises (PSES) only. Admittedly, the respondent is a private limited company and hence the instructions contained in office memorandum dated 19.08.1998 are not applicable to the respondent company. In the matter on hand, the appellant claimed ESI contribution only on the amount paid by the respondent as interim relief to its employees, treating the same as “wages” as per Section 2(22) of the ESI Act. The amount paid as interim relief by the respondent to its employees definitely falls within the definition of “wages” as per Section 2(22) of the ESI Act. On the other hand, the High Court has strangely observed that the interim relief paid for the period from 01.04.1996 to 31.03.2000 can only be treated as “ex-gratia payment” paid by the employer to its employees and cannot be treated as “wages” for the purpose of ESI contribution. In our considered opinion, the High Court has ignored to appreciate that the effect of ESI Act enacted by the Parliament cannot be circumvented by the department office memorandum. The High Court has also failed to appreciate that the payment of interim relief/wages emanates from the provisions contained in terms of the settlement, which forms part of the contract of employment and forms the ingredients of “wages” as defined under Section 2(22) of the ESI Act and that the respondent paid interim relief, as per a scheme voluntarily promulgated by it as per the notification dated 20.04.1996, issued by the Government of India, in view of the recommendations of “Manisana’ Wage Board, pending revision of rates of wages. It was not an ex-gratia payment.

The interim relief paid by the respondent to its employees is not a “gift” or “inam”, but is a part of wages, as defined under Section 2(22) of the ESI Act. In view of the above, we hold that the payment made by way of interim relief to the employees by the respondent for the period from 1.04.1996 to 31.03.2000 comes within the definition of “wages”, as contained in Section 2(22) of the ESI Act, and hence the respondent is liable to pay ESI contribution.



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

Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday - Friday) at 0120-4082125

Students may also write their academic queries on academics@icsi.edu



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

वद्यार्थी ध्यान दें, वह अपने वषय सम्बन्धी संदेह निवारण के लए सोमवार से शुक्रवार (समय दोपहर २.०० से ३.०० बजे) दूरभाष न. 0120-4082125 पर संपर्क कर सकते हैं या उसे ई-मेल academics@icsi.edu पर भेज सकते हैं।

Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated '**Info Capsules**' on the Institute's website www.icsi.edu.

Students are requested to take advantage of this new initiative.

Our best wishes for all your endeavors.

Team ICSI

Student Services

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of the services and their uses which are important for awareness are listed:

CALL CENTRE

The Institute has established a dedicated call centre with Phone Nos. 0120-6204999 & 0120-3314111. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.



www.icsi.edu

Now, instant access to ICSI

Dial ICSI Call Centre
@
0120-6204999 & 0120-3314111
(from 7 am to 11 pm)

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

The advertisement features a yellow background with a blue horizontal band. On the right side of the band is a circular inset image of a smiling woman wearing a headset. The text is centered and uses a mix of bold and regular fonts. The ICSI logo is positioned at the bottom left of the advertisement.

STUDENT ACADEMIC HELPLINE

The Student Academic Helpline' is the helpline launched for students which provides the best of the faculty across the country to guide the students on various subjects. The Helpline remains open at 7 AM in the morning till 11 PM of night.

Students may call us at 0120-6267777 and inform the central core team about their query on any topic of Company Secretaryship Course. The central core team thereafter connects the students to the subject expert/ faculty across the country.

'CS TOUCH' MOBILE APP REVAMP

The Institute had launched 'CS Touch', a Android based mobile application for students, members and other users to access the required information via smart phones which is a Mobile Application for Web based Content Management System for iOS and Android platforms. Based on the response of the users and stakeholders, the app has been revamped with enhanced features to serve the users more efficiently.



REGISTRATION

Renewal of Registration (Registration Denovo / Extension)

Registration of students registered upto and including December 2012 stands terminated on expiry of five-year period on November 2017.

Students are advised to apply for Registration De novo/ Extension of registration as per the guidelines. Students are advised to click on the following link : https://smash.icsi.in/Documents/User_Manual_forDenovoandExtension.pdf for seeking Registration Denovo or Extension subject to meeting the eligibility conditions. Students are required to seek Registration Denovo or Extension by 9th April and 10th October for appearing in June and December sessions of examinations. Detailed process for seeking Registration Denovo and Extension online is given below.

ONLINE DE NOVO & EXTENSION REGISTRATION PROCESS

(FOR EXECUTIVE PROGRAMME & PROFESSIONAL PROGRAMME STUDENTS)

Kindly visit the following link to check the process of Denovo and Extension

https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/SMASH_Links_for_UserManuals.pdf

REGULARISATION OF EXECUTIVE PROGRAMME ADMISSION

Students provisionally admitted to the Executive Programme are advised to upload the scanned copies of their graduation Pass Certificates or marksheets for regularizing their admission at their online account at www.icsi.edu. They are required to login at their account to upload the desired marks sheets/certificates. Students, who have already uploaded / submitted their graduation pass certificate/Marksheet and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing Mechanism of the Institute quoting the following particulars through online grievance redressal module:

Name

Details of Fee paid

Admission No.

Email Address

Complete Postal Address with Pin code

CANCELLATION OF PROVISIONAL ADMISSION

Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the graduation examinations within the stipulated time period of six months shall stand cancelled and no refund of fee will be made.

Change of Address/Resetting Password

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen). The process is given below:

Manual for Change of Mobile number, Email Id, Address and resetting password

Process to change correspondence/permanent address

Step 1: After Log in



Step 2: To change Correspondence address

Change Address

Search Criteria

Address Type: --All--

Search Clear

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Update

Step 3:

Change Address

Country *

State/Province *

District *

City *

Address Line 1 *

Address Line 2

Address Line 3

Postal Code *

Save Close

After Updating new address, click on "Save" button.

Note: Same process will be for changing permanent address.

Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Click on Profile > Change Password



The screenshot shows the 'Change Password' form. It has three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. The 'New Password*' and 'Confirm Password*' fields have a note '(Minimum 8 Characters)'. Below the input fields are two buttons: 'Submit' and 'Reset'. At the bottom, there are four red asterisked notes:

- * Password need at least one Uppercase.
- * Password need at least one Lowercase.
- * Password need at least one Special Characters @ # * ~ ! % ^ \$ & * () + - _ |.
- * Password need at least one Number.

Updation of E-Mail Address/ Mobile Number

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

Student Identity Card Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

Registration to Professional Programme

Students who have passed/completed **both** modules of Executive examination are advised to seek registration to Professional Programme through online mode. The prescribed fee is Rs.12,000/-.Eligibility of students registered to professional programme for appearing in the Examinations shall be as under: -

<i>Students Registered During</i>	<i>Will be eligible for appearing in</i>
1st December, 2016 to 28th February, 2017	All Modules in December, 2017 Session
1st March, 2017 to 31st May, 2017	Any One Module in December, 2017 Session
1st June, 2017 to 31st August, 2017	All Modules in June, 2018 Session
1 st September 2017 to 30 th November 2017	Any One Module in June 2018 Session

While registering for Professional Programme, students are required to submit their option for the Elective Subject under Module 3 as per details given below:-

Electives subject 1 out of below 5 subjects
1. Banking Law and Practice
2. Capital, Commodity and Money Market
3. Insurance Law and Practice
4. Intellectual Property Rights - Law and Practice
5. International Business-Laws and Practices

Notwithstanding the original option of Elective Subject, students may change their option of Elective Subject at the time of seeking enrolment to the Examinations. There will be no fee for changing their option for elective subject, but the study material if needed will have to be purchased by them against requisite payment. Soft copies of the study materials are available on the website of the Institute.



ATTENTION STUDENTS!!

*WHO HAVE PASSED/COMPLETED EXECUTIVE PROGRAMME IN
JUNE 2017 SESSION OF EXAMINATION*

**REGISTER ONLINE FOR PROFESSIONAL
PROGRAMME ON OR BEFORE 30TH NOVEMBER,
2017 TO BECOME ELIGIBLE FOR APPEARING IN
ANY ONE MODULE OF PROFESSIONAL
PROGRAMME IN JUNE 2018 SESSION OF
EXAMINATION.**

Clarification Regarding Paper wise Exemption

- (a) Paperwise exemption is granted only on the basis of specific request received online through website www.icsi.edu from a registered student and complying all the requirements. There is one time payment of Rs. 1000/- (per subject).
- (b) Last date of for submission of requests for exemption, complete in all respects, is 9th April for June Session of examinations and 10th October for December session of Examinations. Requests, if any, received after the said cut-off dates will be considered for the purpose of subsequent sessions of examinations only. For example, if a student requests for exemption(s) after 10th October, 2017, even if he/she is eligible for such exemption(s), the same will NOT be considered for the purpose of December, 2017 Session of Examinations.
- (c) The paperwise exemption once granted holds good during the validity period of registration or passing/completing the examination, whichever is earlier.
- (d) Paper-wise exemptions based on scoring 60% marks in the examinations are being granted to the students automatically and in case the students are not interested in availing the exemption they may seek cancellation of the same by sending a formal request through the Online facility available. For the purpose, please submit the Online Request by logging into your account at <https://smash.icsi.in> <<https://smash.icsi.in>> 15 days before commencement of examination. The User Manual for submitting the request for cancellation of exemption is furnished below for ready reference :-

USER MANUAL FOR CANCELLATION OF EXEMPTION

Step - 1

After Login with your registration no.

Click on Module-----> Subject Exemption-----> Exempted Subjects



Step - 2

Select the Check Box of the Subject the student want to cancel for the current syllabus and then click on Cancel Exemption :



If any student appears in the examinations disregarding the exemption granted on the basis of 60% marks and shown in the Admit Card, the appearance will be treated as valid and the exemption will be cancelled.

- (e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, must see and ensure that the exemption has been granted/cancelled accordingly. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.
- (f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (g) Candidates who have passed either module of the Executive/Professional examination under the old syllabus shall be granted the paper wise exemption in the corresponding subject(s) on switchover to the new/latest syllabus.
- (h) No exemption fee is payable for availing paper wise exemption on the basis of switchover or on the basis of securing 60% or more marks in previous sessions of examinations.

Important

Paper-wise Exemptions are available only on the basis of passing (i) ICAI (The Institute of Cost Accountants of India) Final Examinations (ii) LL.B. Examinations (with 50% marks) or (iii) Members of ICSA-UK in selected subjects of Executive Programme & Professional Programme and no other exemptions are admissible on the basis of any other higher qualifications.

Attention Students !!!

There is no provision for submitting the exemption at the time of submitting the examination form.

If you have already been granted the exemption, it is reflected in your online account under "Programme Info", Examination Enrollment Status and Admit Card issued for examination through online mode.

It may be noted that in some cases, the exemptions granted in accordance with the various provisions contained under the regulations are inter-related with other exemptions granted and cancellation (or appearance) in any one of the papers may result in cancellation of exemptions in all the inter-related papers. For example, if a candidate has been granted paper-wise exemptions in three papers on the basis of scoring 60, 62, 58 & 10 Marks respectively in the four papers contained under Module-I of Executive Programme in previous session and in case he/she appears or cancels the exemption in any one out of the three exempted papers, all the three exemptions shall be cancelled since the exemption criteria in this case is applicable only if all the three papers are taken together. Candidates are, therefore, advised to be extremely careful while seeking cancellation or while appearing in the exempted papers, as the final result will be computed considering the actual marks scored on reappearance and/ or the deemed absence in the papers as the case may be. In other words, candidates appearing in the exempted papers despite an endorsement to the effect in the Admit Card shall be doing so at their own risk and responsibility and the Institute may not be held responsible for any eventuality which may arise at a later date. In case of any doubt regarding the applicability of rules regarding the exemptions, it would be better if the candidates seek prior clarifications from the Institute by writing at exemption@icsi.edu before appearing in the examination of exempted subjects or seeking cancellation of exemptions granted.

Schedule of Fees

A.) The details of fee applicable for availing various services are as under:-

PARTICULARS	FEE (Rs.)
A. FOUNDATION PROGRAMME	
(i) Admission Fee	1500
(ii) Education Fee	3000
Total	4500
B. *EXECUTIVE PROGRAMME	
(i) Foundation Examination Exemption Fee	500 (Commerce and non-commerce graduates) 4000 (ICAI-CPT/ICAI (Cost) Foundation Pass Students)
(ii) Registration Fee	2000
(iii) Education Fee for Executive Programme	6500
(iv) Education 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	1000
Total	8500 (CS Foundation Pass Students) 9000 (Commerce Graduates) 12500 ICAI-CPT/ICAI(Cost) Foundation Pass Students) 10000 (Other Graduates)
C. *PROFESSIONAL PROGRAMME	
Education Fee	12000
D. OTHER FEES	
Registration De-novo Fee <ul style="list-style-type: none"> Students may apply for Registration de-novo within two years of the expiry of former registration 	2000

<ul style="list-style-type: none"> If students fail to apply for Registration de-novo within two years of expiry of Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration. 	3000
Extension of Registration Fee	1000
Paper-wise Exemption Fee Per Paper	1000
Issue of Duplicate Pass Certificate Fee (excluding GST)	200
Verification of Marks Fee (Per Paper)	250
Certified Copy of Answer Book (Per Paper)	500
Issue of Transcripts (excluding GST)	250
Duplicate Result-cum-Marks Statement (excluding GST)	100
Prospectus	200
E. EXAMINATION FEES	
Foundation Programme	1200
Executive Programme(Per Module)	1200
Professional Programme (Per Module)	1200
Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee)	US\$ 100 (or equivalent amount in Indian Rupees)
Late Fee for Submission of Examination Application	250
Change of Examination Centre/ Medium/ Module	250

Concession in fee for the widows and wards of martyrs of the military and para-military forces

Registration to Foundation Programme, Executive Programme & Professional Programme Stages	50% of the fee applicable to general category students
Examination Fee	50% of the fee applicable to general category students

Discontinuation of Public Private Partnership Scheme for Class Room Teaching

The Public Private Partnership Scheme for conducting Class Room Teaching has been discontinued and presently no Centres are authorized to conduct the classes under the Scheme. Students registering at these centres will be doing so at their own risk and responsibility. Students are advised to approach the nearest Regional and Chapter Offices of the Institute for availing the Class Room Teaching facility.

Discontinuation of Requirement of Coaching Completion Certificate

The requirement of coaching completion certificate has been discontinued. This would make students eligible for enrolment to Executive / Professional Programme examinations after expiry of six months or nine months as the case may be, from the date of registration to the respective stage.

Henceforth, students of Executive Programme and Professional Programme are not required to:

- a) submit response sheets to test papers on various subjects to the Institute under Postal Tuition Scheme, or
- b) obtain coaching completion certificate from the Institute or from Class Room Teaching Centres of the Institute, or
- c) submit coaching completion certificate for enrollment to examinations of Executive and Professional Programmes.

Re-Registration to Professional Programme

The Institute has introduced a Re-registration Scheme, whereby students who have passed Intermediate Course/ Executive Programme under any old syllabus but not eligible for seeking Registration Denovo may resume CS Course from Professional Programme Stage. It is an opportunity to come back to the profession for those students who had to discontinue the CS Course due to compelling reasons. Detailed FAQ, Prescribed Application Form, etc. may be seen at “for students” option at home page of Institute’s website www.icsi.edu.

Please check FAQ & Application Form for Re-Registration at <http://www.icsi.edu/docs/Webmodules/REREGISTRATION.pdf>

ATTENTION STUDENTS !**PROCEDURE TO CREATE / RESET PASSWORD**

Students are advised to follow the steps as given below for creating/ resetting password for the New Portal launched by the Institute :

Step-1 Click on the following link to visit the SMASH Portal :

[SMASH PORTAL](#)

The following screen opens :

Step-2 Students may directly visit the Reset/ Create Password link :

[RESET OR CREATE PASSWORD](#)

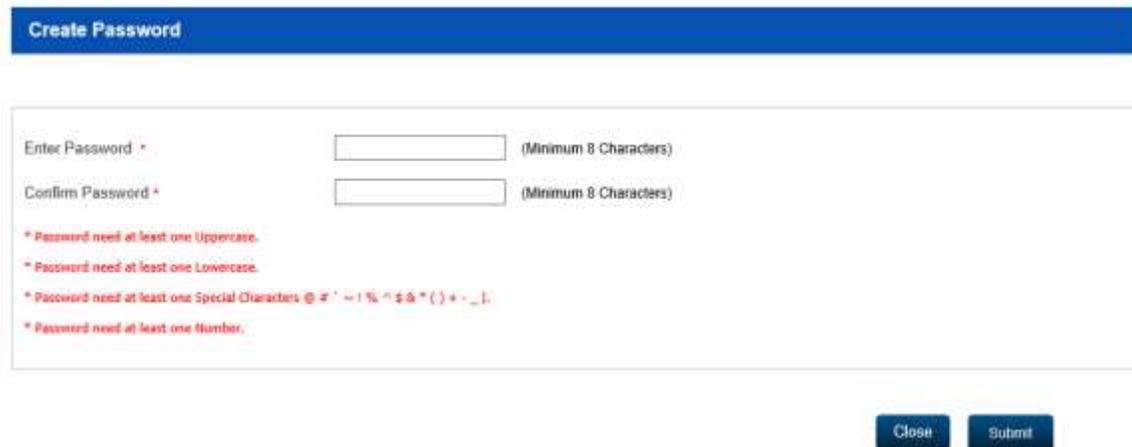
The following screen opens :

Enter the Registration Number and Verification Code

Step-3 The following screen opens :

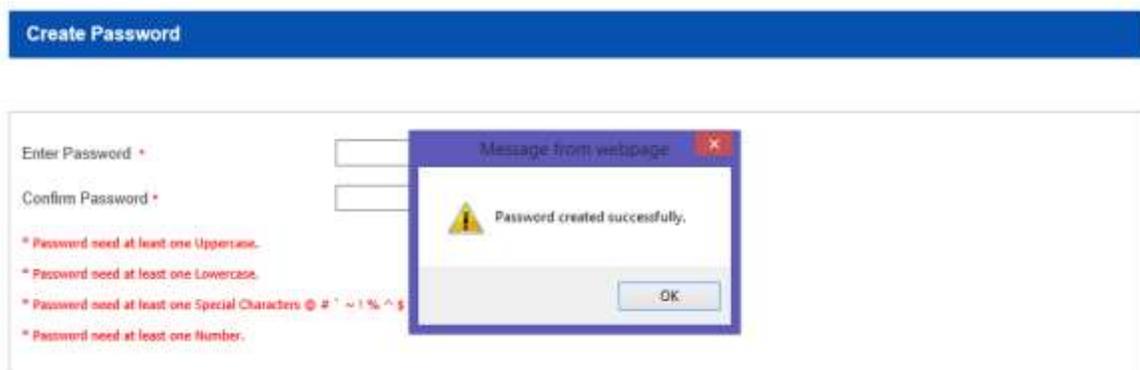
Enter Registration Number, Date of Birth, Country, Mobile Number and E-Mail Id (the details should exactly match with those appearing in the Old System) and click on the Submit Button

Step-4 On entering the above mentioned details, the following screen opens :



Enter the New Password and Confirm the same. While entering new password, please ensure that the password contains atleast one character in Uppercase, one character in Lowercase, one Special Character and one Numerical character. For example Student@123.

Step 5 The following screen opens :



Password is created, say, Student@123

Note on Step 6 : If the 'Popup' is disabled in your browser, the window "Password created successfully" will NOT open. Therefore, please enable the 'Popup' Window in the browser (Internet Explorer/ Chrome, etc.) as per the image given below to enable the system to reset your password:



Please follow the criteria of password One Upper Case, One Lower Case, One Numeric and One Special Character in the password entered by you. For example, Student#4078, ICSI*2136, etc.

Step 6 Click on OK button, you are now ready to login to the new portal and avail the Online Services.

Visit the SMASH portal and login to your Online Account by entering your User Id (Registration Number) and the newly created password.

Last Date for Submission of Online Request for Changes of Examination Enrollment Status pertaining to December, 2017 Session of Executive Programme and Professional Programme Examinations

Students desirous of submitting online requests for Change of Examination Centre / Medium/ Combination of Module(s) during December, 2017 Session of CS Executive Programme and Professional Programme Examinations may please note that the last date for submission of requests is **5th December, 2017 (Upto 16:00 Hours)**. Requests, if any, received after the said date will NOT be entertained.

Admit Cards for Executive Programme and Professional Programme Examinations for December, 2017 Session of Examinations

Admit Cards to the eligible students for Executive Programme and Professional Programme Examinations, December, 2017 Session shall be uploaded on the website of the Institute www.icsi.edu after **11th December, 2017** and the students are advised to download the same well in advance. Apart from verifying the contents of the Admit Card, students are advised to go through the important instructions forming part of the Admit Card and comply with all the requirements.

Attention Students! Enrolled for December, 2017 Session of Examinations**Rejection of Examination enrollment requests due to various scenarios**

The examination enrollment requests for December, 2017 Session of CS Examinations shall be rejected under the following scenarios :

1. If you are an Executive or Professional Programme Student and have registered on or after 1st June, 2017.
2. If your registration has expired by 31st July, 2017 and you have not sought Registration Denovo/ Extension as per your eligibility.
3. If you are an Executive Programme Student provisionally registered and have not submitted the proof of passing Bachelor's Degree Examinations for regularization of the provisional registration.
4. If you have remitted the examination fee after on or after 11th October, 2017 (In case of Examination Fee Payments by way of Bank Challan, the date of deposit of fee will be considered as date of remittance of fee).
5. If your registration has been cancelled after submission of examination form due to non-compliance with the guidelines for submission of requisite certificates for regularizing the provisional registrations.
6. If you have remitted the examination fee during the period from 26.09.2017 to 10.10.2017 but not remitted the applicable Late Fee of Rs.250/-.
7. If you are an Executive / Professional Programme Student and registered during the period from 1st March, 2017 to 31st May, 2017 but enrolled for more than One Module (in this case students are required to indicate their option for the exact Module for which they desire to appear by writing email at enroll@icsi.edu)

If you are covered under any of the above scenarios, please write to enroll@icsi.edu for any further information/ guidance.

REVISED PROCEDURE FOR EFFECTING CHANGE OF NAME IN THE INSTITUTE'S RECORDS

In order to ensure uniformity in the procedure for effecting change of name on the basis of specific requests from students, it has been decided that henceforth request for change of name of students in the Institute's records would be accepted only on receipt/ submission of either of the following documents : -

- (i) Gazette Notification
- (ii) Publication in Newspaper for change of name alongwith an Affidavit
- (iii) Copy of Marriage Certificate (in case of Female candidates after marriage)
- (iv) Copy of PAN Card / Aadhaar Card / DIN supporting change of name.

Students may send any such request at dss@icsi.edu alongwith the requisite supporting documents as mentioned above while quoting their Registration Numbers. It may be further noted that no request would be accepted without registration number.

UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

https://twitter.com/icsi_cs

<https://www.facebook.com/ICSI>

ATTENTION STUDENTS!**DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR**

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the stipulated time period failing which their registration applications would be rejected

ATTENTION STUDENTS !**ISSUE OF STUDY MATERIALS COMPULSORILY TO ALL THE STUDENTS REGISTERING FOR THE CS COURSE**

It is informed that henceforth the study materials will be issued compulsorily to all students registering for different stages of CS Course.

It has been decided to discontinue the system of granting concession to the students of Executive/ Professional Programme Stages not opting for the study materials at the time of registration.

STUDY CENTERS

ICSI is setting up Study Centres in cities/ locations where the Regional/ Chapter Office of the Institute does not exist to facilitate the students.

The details of study centers are given below.

ICSI Study Centre Scheme

The Institute had launched 'ICSI Study Centre primarily to enhance of reach of the Institute in areas which are not getting the desired level of services due to distantly located Regional/ Chapter Offices of the Institute. Under the scheme, the Institute is striving to establish Study Centres in most of the Smart Cities as proposed by the Government of India which shall not only remove the distance barrier but also improve the level of services being provided to the students in such areas.

So far, 57 Study Centres have been opened at the following locations: -

	Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
1	Jalgaon	G. H. Raison Institute of Business Management, Jalgaon	Gat No 57/1, Sirsoli Road, Mohadi, Jalgaon, Maharashtra 425001	Dr. Preeti Aggarwal, Director / Mr., Raj Kumar A Kankaria-	09604010444 / 0257-2264884 / 9011768391	preeti.agarwal@raisoni.net	www.raisoni.net
2	Bilaspur	Drona College of IT Applied Social Science, Bilaspur	In front of Kanan Zoo, Pendari, Sakri, Bilaspur-495001, Chhatishgarh	Mr. Akash Pandey, Chairman	07752-214336/ 09425535514	dronacollege@gmail.com / info@dronacollege.com	www.dronacollege.com
3	Shillong	Shillong College, Shillong	Laitumkhrach, Shillong, Meghalaya 793003	Prof Shankar Sharma,	9436335399/	shankar.s.sharma@gmail.com	http://www.shillongcollege.ac.in/
4	Bhilai	G D Rungta College of Science & Technology, Bhilai	Rungta Education Campus, Kohka Road, Kurud-490024(C.G)	Dr. Manoj Verghese	09229155538 / 0788-6666666	dr.manoj.verghese@rungt.a.ac.in	www.rungt.a.ac.in
5	Hubli - Dharwad	DR. D.G Shetty Educational Society's RS Shetty College of Commerce, Dharwad	"Jnana Degula", Near K.M.F. Lakammanhalli Industria Area, P.B.Road, Dharwad-580004, Karnataka	Dr. D.G.Shetty, Principal/	0836-2465327/ 2465105/ 09343400038	drdgshetty@yahoo.in	www.dgse.org
6	Moradabad	Teerthankar Mahaveer Institute of Management & Technology, Moradabad	TMMIT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh	Prof. Vipin Jain, Principal/Director	09917200216 / 09829574261	ed.tmimt@tmu.ac.in	www.tmu.ac.in
7	Solapur	Hirachand Nemchand College of Commerce, Solapur	S W H Marg, Ashowk Chowk New Pacha Peth, Walchand Collage Campus, S W H Marg, Solapur, Maharashtra 413006	Mrs. Sarika Mahindra Kar	9370323585	sarikamahindrakar33@gmail.com	www.hnc.org

8	Srikakulam	Sri sai Krishna Junior College, Srikakulam	Onway Traffic, Day & Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam-532001, Andhra Pradesh	Dr. N.Appanna, Principal & Coordinator	8942-2253042/ 09440315789	pyrm.patnaik@yahoo.com	-
9	Vizianagram	Sri Boddu Krishna Degree College, Vizianagaram	Dr. No-4-7-7, Kothagraharam, Near ICICI Bank, Vizianagaram-535001, Andhra Pradesh	Mr. B.M.M Krishna Rao	08922-226454/09440824742	boddukrishna.226454@gmail.com	-
10	Ujjain	Lokmanya Tilak Science & Commerce College, Ujjain	Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore	Dr. Govind Gandhe	0734-2563833/09425335568	ltsccollegeujjain@rediffmail.com	-
11	Rourkela	Municipal College, Rourkela	Udit Nagar, Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661-2501838/ 9437085393	municipalcollege@yahoo.co.in ; golakbi.haridalabehera@gmail.com	http://www.municipalcollegeerkl.com/default.asp
12	Siliguri	Siliguri College of Commerce, Siliguri	P.O. : SILIGURI, DARJEELING-734001, West Bengal	Dr. Asim Kumar Mukerjee, Principal	0353-2432594/2436817		www.siliguricollegeofcommerce.org
13	Tirunelveli	J.P College of Arts & Science, Tirunelveli	Agarakattu, Tenkasi, Tirunelveli,-627852, Tamilnadu	Dr. A.J.Ranjith Singh, Principal	04633-268321,267123 / 9443451076	iparts12@gmail.com	http://www.ipartscollege.org/
14	Rohtak	G B Degree College, Rohtak	Gau karan Road, Near Gau Karan Tank, Rohtak, Haryana 124001	Dr. J N Sharma, Principal	01262-235831/09355676558	gbdcrk@yahoo.com	http://www.gbvps.org/degreecollege.php
15	Mathura	R C A Girls (PG) College, Mathura	Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Laxmi Nagar, Mathura, Uttar pradesh - 281003	Dr. Preeti Johari, Principal	0565-2505956/09412777091	principal@rcagirlscollege.org	www.rcagirlscollege.org
16	Tirupati	Seicom Degree & PG College, Tirupati	9-66/14A, New Maruthi Nagar Extension, Tirupati-517501	Mr.T.Praneeth Swaroop, Director/ Mr Pranit Saurabh	9949032949, 7799045454/ (0877)-2241094	seicom1997@gmail.com	http://seicom.ac.in/
17	Jhansi	Hari Singh Arya Degree college	Railway Dam road, Rajiv Nagar, Nagra, Jhansi - 284003, Uttar Pradesh	Mr. Bharat singh Yadav	7617077770	bharatsinghadav@hotmail.com	

18	Rampur	St. Anthony's School for Girls, Rampur	Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradsh - 244901	Mr. Ali Siddiqui	0595-2350320 / 9897499919	ali9897499919@gmail.com	
19	Erode	Kongu arts and Science College	Nanjanapuram, Kathirampatti post Erode-638107	Dr. N Raman	0424-2242888/9942452528	konguarts@kasc.ac.in kongu@gmail.com	www.kasc.ac.in
20	Jorhat	The Assam Kaziranga University	Koraikhowa, NH-37, Jorhat-785006, Assam	Dr. Manish Srivastava	7576888760	manish@kazirangauniversity.in	
21	Gorakhpur	Marwar Business School	Naseerabad, Near Jhankar Cinema, Gorakhpur-273001	Dr. Santosh Kumar Tripathi	09415857694, 0551-2290845	marwarbusinessschool@gmail.com	-
22	Muzaffarnagar	D A V (P.G.) College, Muzaffarnagar	Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh	Dr. P K Gupta, Principal	0131-2622667	davcollege066@gmail.com ; info@davcollegegmzn.org	www.davcollegemzn.org
23	Udupi	Trisha College, Udupi	Tulasikatte Road, Santekatte, Kallianpura, Near T.M.A Pai High School, Udupi-5762114	Mr Satish Nagodde	09620929337 /0820-2580181	principaltrisha@gmail.com	www.trishacollege.org
24	Chennai	Shrirmathi Dev kunvar Nanalal Bhatt Vaishnav College for women, Chennai	Shanti Nagar, Chromepet, Chennai- 600044	Dr. V Varalakshmi Principal	09940337470 /044-22655450	info.sdnbvc@gmail.com	www.sdnbvc.com
25	Jamnagar	Shri Gosar Hansraj Gosrani Commerce & Sri Dharamshi Devraj Nagda B.B.A College, Jamnagar	Shah Bhagwanji Kachra Education complex, Near Octroi Post- Indira Gandhi Marg, Jamnagar-361004	Mrs. Snehal Kotal Palan	9998001596/02882563885	snehal.kotak@oshwaleducationtrust.org	http://www.ghgddn.oshwaleducationtrust.org/
26	Chennai-I	Dharmamurthi Rao Bahadur Calavala Cunan Chetty's Hindu College, Chennai	DRBCC Hindu college, Pattabiram, Chennai-72	Prof M Jawaharlal Nehru	9444678613	mjawaharlalnehru1964@gmail.com	www.drbcchinducollege.ac.in
27	Durgapur	DSMS College of Tourism & Management, Durgapur	Dr Zakir Hussain Avenue, Bidhannagar Durgapur-713206, West Bengal, India	Mrs. Siuli Mukherjee	0343-2533198/2532213/14/15, 09933311180	siulimukherjee.dsms@gmail.com	http://dsmsindia.org/group.aspx

28	Tinsukia	Women's College, Tinsukia	Near Durgabari Hall, rangagora road, Tinsukia-Assam- 786125	Dr. Rajib Bordoloi, Principal	0374-2332680	nehalchhalani81@gmail.com / karuna.goenka@gmail.com	www.wimcol.org/
29	Ahmednagar	New Law College, Ahmednagar	Laltaki Road, Ahmednagar-414001	Dr A S Raju, Principal	0241-2325019/09822631844	nlc.ahmednagar@gmail.com ; professor.dr.asraju@gmail.com	www.newlawcollege.org
30	Puducherry	Bharathidasan Govt College for Women, Puducherry	Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001	Dr. R Srinivasan	0413-2213504/09787703173	bgcwoffice@yahoo.com	http://bgcw.puducherry.gov.in/
31	Kharupetia	Kharupetia College, Darrang	Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin-784115, Assam	Mr. Abdul Azia	9854165424	aaziz485@gmail.com	http://www.kharupetiacollege.org/
32	Gangtok	Sikkim University, Gangtok	6th Mile Samdur, P.O, Tadong, Gangtok-737102, Sikkim	Dr. S S Mahapatra	9821024283	contactus@cus.ac.in	www.cus.ac.in
33	Dimapur	Unity College, Dimapur	Residency Colony, Near Nagaland University, Residential Campus, Dimapur	Dr. Sanjay Chhabra	03862-283589/09436004436	unitycollegeDimapur@gmail.com	www.unitycollegedimapur.com
34	Itanagar	Rajiv Gandhi University, Itanagar	Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh	Dr. Sanjeeb K Jena	9402081875	sanjeebjena1309@yahoo.ac.in	http://www.rgu.ac.in/
35	Tiruchirapalli	National College, Tiruchirapalli	Dindigul Main Road, Karumandapam, Tiruchirapalli-620001	Dr K Kumar	9443548859	kumark1965@yahoo.com	-
36	Perumbavoor	Jai Bharth Arts & Science College, Perumbavoor	Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerela	Dr. K.X Varhese	9446491047	k.x.varghese@gmail.com	www.jaibharathcollege.com
37	Akola	Shri Shivaji College of Arts, Commerce & Science, Akola	Near Shivaji Park, Akola-444003	Dr. S G Bhadange	09960296138 / 07242410438	principal@shivajiakola.org	www.shivajiakola.ac.in
38	Agartala	Bir Bikram Memorial College, Agartala	College Tila, Agartala-799004, Tripura	Dr. Pallab Kanti Ghosal	9436120241	ghosalpk@rediffmail.com	

39	Vaniyambadi ,Vellore Deistrict	Marudhar Kesari Jain College for women	Marudhar Nagar, Chinnakallupalli, Vaniyambadi-635751, Tamilnadu	Ms. M Ashtalakshmi	09789566557 /04174-224300/225300	hod.commerce@mkiic.in	www.mkiic.in
40	Shivamogga	Edurite College of Management Studies	Savlanga Road, Ravindra Nagara, Shivamogga, Karnataka 577201	Dr. Shankar Narayan	08182-402541/09343310847	shankar_narayan@yahoo.com	
41	Satara	Ismailsaheb Mulla Law College	Karmaveer Samadhi Parisar, Ravivar Peth, Powai Naka, Satara 415002	Dr Sujata Sanjay Pawar	02162-234138/09422400917	imlcsatara@gmail.com	www.imlc.ac.in
42	Alibag	Janata Shikshan Mandal's Sau. Janakibai Dhondo Kunte Commerce College (JSM College)	Behind State Bank of India At & Post - Alibag, Dist Raigad, Maharashtra - 4044011	Prof Datar Surendra Bhagwan	2141-222036,228361/09270600370	surendra_datar@hotmail.com	ismalibag.edu.in
43	Kottayam	Baselius College	Manorama Junction, Near Malayala Manorama, K K Rd, Kottayam Kerala- 686001	Prof Alexander V George	0481 256 3918	baseliuscommerce@gmail.com	www.baselius.ac.in
44	Aizwal	Pachhunga University College	College Veng, Aizwal Mizoram-796005	Dr. Vanlal Thlona	9436365274	mathlana9@gmail.com	pucollege.edu.in
45	Imphal	D M College of Commerce	DM College Campus, Imphal, Manipur 795001	Dr. Md Kheiruddin Shah	9774935464	dr.kheiruddinshah@gmail.com	-
46	Roorkee	Coer - SM	NH-58, Vardhaman puram, 7th KM, Roorkee, - 247667, Uttarakhand	Dr Veeralakshmi	9997239017	veeralakshmi_babu@yahoo.co.in	coer.ac.in
47	Chamoli	Himalayan Institute of Education & Technology (HIET)	Village & Post- Jilasu, Via- Langasu, Karnpriyag Dist. Chamoli- 246446, Uttarakhand	Dr.Surendra Prasad Dimri	09412082143 /01363-241596	hitetchamoli@gmail.com ; drspdimgmail.com	www.hiet-chamoli.com
48	Silchar	Lalit Jain College	Meherpur, Silchar, Silchar - 788001	Sri Amar Nath Singh	9435173805	lccassam@rediffmail.com	-
49	Khed (Ratnagiri)	Dnyandeep College of Science & Commerce	At. Post Morvande-Boraj, Tal. Khed Dist. Ratnagiri-415709, Maharashtra	Ms. Pradnya Prakash Kambli	08082656430 /7719810000	dnyandeepcollege@gmail.com	-

50	Dadra & Nagar Haveli	KBS Commerce & NATARAJ Professional Sciences College	Shree Kaushik Haria Educational Foundation, Chano d Colony Naka, Silvassa Road, Dadra and Nagar Haveli 396195	Dr. Poonam B. Chauhan	0260 245 0577	kbs_vapi@rediffmail.com	-
51	Portblair	Jawaharlal Nehru Rajkeeya Mahavidhyalaya	J N R Mahavidhyalaya, Portblair- 744104	Dr. N Rajavel	09434281546 / 03192-232082	drnrhodiom@yahoo.com	-
52	Latur	Jaikranti Arts & Commerce Senior College	Sitaram Nagar, Latur- 413512	Dr Sagar Pandhari Namdev	8999482960/ 02382-57410	principal@jaikranticollege.com	-
53	Nanded	Paratibha Niketan Mahavidyalaya	Banda Ghat Road, Vazirabad, Nanded- 731601	Dr. G T Waghmare	02462-234700 / 9404076809	pnm_nanded@rediffmail.com; gajanant11@gmail.com	www.pmnanded.org
54	Bijainagar	Shri Pragya Mahavidyalaya	Beawar road, Bijainagar, Ajmer, Rajasthan- 305601	Shri Abhishek Pareek	9460706024/ 01462-230101	abhishekpareek07@gmail.com	www.spcollege.in
55	Pathankot	RRMK Arya Mahila Mahavidyalaya	Shahpur Chowk, near Kabir Chowk, Pathankot- 145001, Punjab	Ms Nisha	9646912093	nisha.bhunbark071@gmail.com	
56	Devakottai	Ananda College	Ananda Nagar, Devakottai Extension, Sivagangoi District - 630303	Fr John Vasanth	9443502544	frjohnvasanthkumar@gmail.com	
57	Lakshadweep	College of Education	Calicut University Centre, Kavaratti, Lakshadweep	Mr.Mohammed	9447280252	lakshadweepcell@gmail.com ; drppmohd@gmail.com	

CLASS ROOM TEACHING Through Regional Councils/Chapters

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches are given below :-

**Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.
Number of Class Room Teaching Centres at Regional Councils/Chapters.**

SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT No. OF THE CO-ORDINATOR
1	EIRC	BHUBANESWAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation	Mr. P.C. Swain	pratap.swain @icsi.edu	9040679085
				Executive			
2	EIRC	DHANBAD	B-14,OLD DOCTORS COLONY,JAGJIVAN NAGAR DHANBAD- 826003	Foundation	Mr. Govind Kumar Tiwari	dhanbad@ics i.edu	9631149991
				Executive			
3	EIRC	GUWAHATI	GUWAHATI CHPATER, HOUSE NO 7, RODALI PATH, HEAR JONALI BUIST STAND RG BARUAH ROAD GUWAHATI - 24	Executive	Mr. Chiranjeeb Sarma roy	guwahati@ic si.edu	9435191229
4	EIRC	KOLKATA	ICSI-EIRO, 3A, AHIRIPUKUR 1ST LANE KOLKATA- 700019	Foundation	Ms. Rukmini Nag	rukmini.nag @icsi.edu	033- 22832973
				Executive			
5	EIRC	PATNA	B-27, 2nd Floor, LUV KUSH TOWER, EXHIBITION ROAD PATNA - 1	Foundation	Mr. Ratnesh Kumar	patna@icsi.e du	9835042476/ 0612- 2322405
				Executive			
6	EIRC	RANCHI	ICSI CHAPTER,2C, OM SHANTI APPARTMENT, O C C BANGLA SCHOOL LANE MAIN ROAD,RANCHI- 834001	Foundation	Sumanta Dutta	ranchi@icsi.e du	0651- 2223382
				Executive			
7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.-10, VIJAY MANDIR MARG, ALWAR	Foundation	Mr. Anand Kumar Arya	alwar@icsi.e du	9413740652
				Executive			
				Professional			
8	NIRC	ALLAHABAD	30-A / 9 /2A COOPER ROAD NEAR HARI MAZID, INFRONT OF HP MEDIA, 2ND FLOOR, CIVIL LINES ALLAHABAD - 211001	Foundation	Mr. Amitabh Shukla	Amitabh.Shu kla@icsi.edu	9415351209
				Executive			
9	NIRC	BAREILLY	ICSI CHAPTER BARIELLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BARIELLY - 243122	Foundation	Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@rediff mail.com/ amit kumarb@icsi. edu	8755755741/ 9458821397
				Executive			
10	NIRC	BIKANER	ICSI HOUSE, IN FRONT OF CMHO OFFICE BISCUIT GALI, TYAGI VATIKA STATION	Executive	Mr.Mahesh Kumar Swarnkar	bikaner@icsi. edu	7568556111

			ROAD BIKANER (RAJ.)-334001				
11	NIRC	DELHI	ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTIONAL AREA NEW DELHI-110 005	Foundation	Ms. Beena	beena@icsi.edu	011 49343009
				Executive			
12	NIRC	FARIDABAD	Institutional Plot No.-1A, Sector-16A, (Near Sai Baba Temple), Faridabad-121002	Foundation	Ms. Suman Iyer	faridabad@icsi.edu	0129-4003761
				Executive			
13	NIRC	GHAZIABAD	GHAZIABAD CHAPTER, 23-B, NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation	Mr. Anil Kumar Upadhyay	ghaziabad@icsi.edu	0120-4559681, 9716011634
				Executive			
				Professional			
14	NIRC	JAIPUR	A-5/A, ICSI HOUSE, JHALANA DOONGRI, INSTITUTIONAL AREA, JAIPUR (Raj.)	Foundation	Mr. Animesh Shrivastav	jaipur@icsi.edu	0141-2707236, 2707736
				Executive			
15	NIRC	JALANDHAR	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR-144008	Foundation	Mr. Vinay Kumar	vinay.kumar@icsi.edu	9041040129
				Executive			
16	NIRC	JAMMU	213 A (1st Floor), Shastri Nagar , Jammu-180004	Foundation	Mr. Rishi Prakash	jammu@icsi.edu	0191-2439242
				Executive			
17	NIRC	KANPUR	118/90, GUMTI PLAZA , KAUSHALPURI, KANPUR- 208012	Foundation	Ms. Uma Devi gupta	uma.gupta@icsi.edu	8687116064
				Executive			
18	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR LUCKNOW - 226010	Foundation	Mr. Shiv Moorthi Tiwari, Mr. Sandeep Rapra	shiv.tiwari@icsi.edu, raju.kumar@icsi.edu	9450465499 05224109382
				Executive			
19	NIRC	NOIDA	C-37, SECTOR - 62, NOIDA - 201309	Foundation	Mr. Kushal Kumar	noida@icsi.edu	01204522058
				Executive			
20	NIRC	VARANASI	F BLOCK IIND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002	Foundation	Mr. Ashish Tiwari	varanasi@icsi.edu	7800937000
				Executive			
21	NIRC	YAMUNA NAGAR	DAV College for Girls, Academic Block-4, Jagadhri Road, Yamuna Nagar-135001	Foundation	Mr. Upendra Kumar	yamuna.nagar@icsi.edu	9812573452

22	SIRC	AMARAVATI	1st FLOOR HINDU COLLEGE & HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR-522003	Executive	Mr. S. Gaddam	amaravati@icsi.edu	0863-2233445
23	SIRC	BANGALORE	No-5, 1st MAIN ROAD, KSSIDC INDUSTRIAL ESTATE, 6TH BLOCK, WEST OF CHORD ROAD, RAJAJI NAGAR BANGALORE-560010	Foundation	Mr. Maitreya	bangalore@icsi.edu	7760976362
				Executive			
24	SIRC	CALICUT	CALICUT CHAPTER OF SIRC OF ICSI, A-3,29/2084, 2ND FLOOR, RAHIYAN BUILDING, K.T. GOPALAN ROAD, KOTOOLI,CALICUT - 673016	Foundation	Ms. Sheeba	calicut@icsi.edu	0495-2374702
				Executive			
				Professional			
25	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI - 600 034	Foundation	Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
				Executive			
				Professional			
26	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE- 641 009.	Foundation	Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497
				Executive			
				Professional			
27	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAIRATABAD,HYDERABAD-500004.	Foundation	Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292
				Executive			
28	SIRC	KOCHI	KOCHI CHAPTER,ICSI HOUSE, NO 65/635, JUDGES AVENUE RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS, KALOOR ERNAKULAM - 682017	Foundation	Mr Sree Kumar T S	kochi@icsi.edu	0484-4050502/240 2950
				Executive			
29	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADUARI - 625001	Foundation	Mr. T.Raja	traja@icsi.edu & madurai@icsi.edu	9843155753
				Executive			
				Professional			
30	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BILDING IIND FLOOR BEJAI MANGALORE 575004	Foundation	SHANKAR B	sankara.badi@icsi.edu	0824-2216482/988 6400332
				Executive			

31	SIRC	MYSORE	MYSORE CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES, METAGALLI MYSORE- 570016	Foundation	Mr. N.Dhanabal	dhanabal.n@i csi.edu	9731242336
				Executive			
32	SIRC	PALAKKAD	Ist FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD-678004	Foundation	Ms. Roby Joshep	palakkad@ic si.edu	0491- 2528558
				Executive			
33	SIRC	SALEM	No-318, SRI MAHARAJ ILLAM, AZHAGU VINAYAGAR STREET NAGARAMALAL MAIN ROAD, FAIRLANDS POST ALAGAPURAM, SALEM - 636016	Executive	Mr. Sunder Swamy S	salem@icsi.e du	8754340840
34	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation	Ms. Soumya S	soumya@icsi. edu	9495631592
				Executive			
35	SIRC	THIRUVANANT HAPURAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTOM, TRIVANDRUM - 695004	Foundation	Mr. S V Vinod Kumar	Vinod.Sreera ma@icsi.edu	8089522663
				Executive			
36	SIRC	VISAKHAPATNA M	D.NO. 49-26-6 , IST FLOOR OPP POLLOCKS SCHOOL NEAR JK TYRE SHOWROOM SANKARAMATAM ROAD MADHURANAGAR,V ISAKHAPATNAM - 530016	Foundation	Mr. Sivaramakrishna	prv.sivarama krishana@ics i.edu	0891- 2533516
				Executive			
37	WIRC	AHMEDABAD	ICSI AHMEDABAD CHPATER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD, AHMEDABAD - 380009	Foundation	Mr. Rohit Khunt	rohit.khunt@ icsi.edu	8905036321/ 079- 30025335
				Executive			
38	WIRC	BHOPAL	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2,	Foundation	Ms. Amita Malviya	bhopal@icsi. edu	0755- 2577139
				Executive			

			MP NAGAR, BHOPAL (M.P.) 462011				
39	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRASTH APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation	Vasant H Kerkar	goa@icsi.edu	8322435033
				Executive			
40	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAGANJ, INDORE-452001	Foundation	Ms. Ankita Baldwa	indore@icsi. edu	0731- 424818/2494 552
				Executive			
41	WIRC	KOLHAPUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bunglow, Shahupuri, Kolhapur-416001	Foundation	Ms. Archana Kamlakar	kolhapur@ic si.edu	0231- 2526160
				Executive			
				Professional			
42	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER - II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive	Mr. Bannashankar Dasari	bannashanka r.dasari@icsi. edu	9223542195
			MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive			
43	WIRC	NAGPUR	NAGPUR CHAPTER OF ICSI,3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation	Mr. Sudhakar Aisalwaru	nagpur@icsi. edu	0712- 2453276
				Executive			
44	WIRC	NASHIK	BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTRA- 422005	Foundation	Mr. Amit Kumar	Amit.Kumar_ N@icsi.edu	8796090345
45	WIRC	NAVI MUMBAI	ICSI-CCGRT, OFFICER NO-204, 2ND FLOOR, PLOT NO- 101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI- 400614	Foundation	Ms. Lachhmi Bhatt	navimumbai @icsi.edu	022- 27577816
				Executive			
46	WIRC	PUNE	CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR	Foundation	MR. P.S. EMMANUEL	ps.emmanuel @icsi.edu	8149121488
				Executive			

			JOSHI HOSPITAL,PUNE - 411037				
47	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR -492001	Foundation	Mr. Prafulla Kumar Dash	raipur@icsi.edu	0771-2582618
				Executive			
				Professional			
48	WIRC	SURAT	TRIUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT- 395001	Foundation	Mr. Goutam Karmakar	goutam.karmakar@icsi.edu	8013214546
				Executive			
49	WIRC	THANE	ICSI THANE CHPATER, 201-202 SAI PLAZA COMPLEX GOBUNDER ROAD NEAR KAPURBAWADI JN, OPP TO ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607	Foundation	Mr. Soujit Das	soujit.das@icsi.edu	7506104313
				Executive			
50	WIRC	VADODARA	ICSI VADODARA CHPATER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007	Foundation	Mr. Amit Kumar Nagar	amit.nagar@icsi.edu	8980949075
				Executive			

The modified scheme of corresponding paper-wise exemptions applicable to 2007 Syllabus Students Switching over to 2012 Syllabus is as under :

<i>PROFESSIONAL PROGRAMME (2007 SYLLABUS)</i>		<i>PROFESSIONAL PROGRAMME (2012 SYLLABUS)</i>	
Subject Passed Under 2007 Syllabus	CODE	Exemption allowed in the Corresponding Subject Under 2012 Syllabus	CODE
Company Secretarial Practice	231	Advanced Company Law and Practice	331
Drafting, Appearances and Pleadings	232	Drafting, Appearances and Pleadings	338
Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335
Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333
Strategic Management, Alliances & International Trade	235	Elective Paper under Module-3	
Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337
Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligence	332
Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336
		Information Technology and Systems Audit (*)	334

(*) All Students switching over from 2007 (Old) Syllabus to 2012(New) Syllabus or have already switched over from 2007(Old) Syllabus to 2012 (New) Syllabus shall be eligible for exemption in "Information Technology and Systems Audit" paper under the 2012(New) Syllabus.

By Order of the Council

17th September, 2016

FAQ on the Modified Switchover Scheme for Professional Programme 2007 (Old) Syllabus to Professional Programme 2012 (New) Syllabus as announced by the Institute on 17.09.2016

Question 1 Please clarify which students are covered under the modified switchover Scheme announced by the Institute on 17.09.2016 ?

Ans. : All students registered in Professional Programme 2007 (Old) Syllabus who shall be switching over or have already switched over to 2012 (New) Syllabus shall be covered under the modified switchover Scheme announced by the Institute.

Question 2 Please clarify whether the Professional Programme 2007 (Old) Syllabus students shall be allowed further attempts under the 2007 (Old) Syllabus ?

Ans. : No. All Professional Programme 2007 (Old) Syllabus Students shall be required to compulsorily switchover to Professional Programme 2012 (New) Syllabus from December, 2016 Session and no further examinations will be conducted under Professional Programme 2007 (Old) Syllabus.

Question 3 What are the steps to be taken by me now ?

Ans. : You will have to use the online portal and use the switchover option from the dropdown Menu. Thereafter, you have to enroll for December, 2016 Session of Examinations in Professional Programme 2012 (New) Syllabus. In case you directly try to enroll, the system will automatically prompt you to submit the switchover request. After enrollment, you have to wait till the middle of October, 2016 for updated status of paper-wise exemptions in your Online Account as well as under the Preliminary Examination Enrollment Status on the website.

Question 4 Please clarify whether all Professional Programme 2007 (Old) Syllabus students who shall be switching over or have already switched over to Professional Programme (New) Syllabus shall be eligible for exemption from the paper "Information Technology and Systems Audit" paper under Professional Programme 2012 (New) Syllabus ?

Ans. : Yes. All 2007 Syllabus Students switching over or have already switched over to Professional Programme 2012 (New) Syllabus shall be granted exemption in "Information Technology and Systems Audit Paper". In other words, all students registered under Professional Programme 2007 (Old) Syllabus and already switched over to Professional Programme 2012 (New) Syllabus at any point of time shall be eligible for this exemption. Such students shall be eligible for exemption in the said paper even if they have already appeared in the examinations under Professional Programme 2012 (New) Syllabus.

Question 5 Please clarify whether all Professional Programme 2007 (Old) Syllabus who have passed or having exemption in "Strategic Management, Alliances and International Trade" who shall be switching over or have already switched over shall be eligible for exemption from the Elective Paper under Module-3 under 2012 (New) Syllabus ?

Ans. : Yes. All those Students who have passed the "Strategic Management, Alliances and International Trade" paper under Professional Programme 2007 (Old) Syllabus shall be granted exemption in the Elective Paper under Module-3 of Professional Programme 2012 (New) Syllabus.

Question 6 What is the meaning of the word 'cleared/exempted' in the announcement?

Ans. : A student who has passed Module-3 under Professional Programme 2007(Old) Syllabus or is having an exemption in the paper "Strategic Management, Alliances and International Trade" on the basis of 60% Mark Criteria shall be eligible for exemption from the Elective Paper under Module-3 of Professional Programme 2012(New) Syllabus. The exemptions based on 60% Marks Criteria in any previous examinations is automatically reflected in the Online Student Account. If this exemption is reflected in Strategic Management, Alliances and International Trade paper, it will automatically convert itself to the Elective Paper after 10th October, 2016 in case you switchover now.

Question 7 The announcement on switchover and the exemptions in Information Technology and Systems Audit paper and Elective Paper on the basis of passing Strategic Management, Alliances and International Trade are for one time (December, 2016 Session) or perpetual ?

Ans. : Exemptions so granted as per the decision of the Institute are perpetual in nature till the time Student himself cancels this benefit.

Question 8 I do NOT desire to claim the exemptions as above. What should be done in such cases ?

Ans. : Please submit a formal request for cancellation of such exemptions at exemption@icsi.edu for necessary action at the end of the Institute. The exemptions so cancelled shall not be reversed under any circumstances.

Question 9 I desire to change the Combination of Modules based on the modified switchover scheme as announced ?

Ans. : In case the change of the Combination is directly based on the modified switchover scheme announcement, you shall have to submit additional fees or ask for refund, as the case may be, at our E-Mail id enroll@icsi.edu on or before the 10th October, 2016.

Question 10 Please clarify from which examination session the proposed exemptions shall be applicable ?

Ans. : These exemptions shall come into force with effect from CS December, 2016 Session of Examinations onwards.

Question 11 Please clarify from which date the proposed exemptions shall be granted and will be reflected in the online account of the students ?

Ans. : The exemptions to the eligible students shall be granted after 10th October, 2016 (which is the last date for enrollment to December, 2016 Session of Examination).

Question 12 After switchover to the 2012 (New) Syllabus, I will be left with two / three / four papers spread across different modules. Shall I be eligible to get the benefit of aggregate marks by adding the marks scored by me in papers under different modules ?

Ans. : Students who shall be enrolling and appearing in ALL the remaining papers / modules under 2012 (New) Syllabus after switchover, shall be eligible to get the benefit of aggregate marks by adding the marks scored by them in papers under different modules. For instance, if a student is required to pass three papers under 2012(New) Syllabus under three different modules and if he scores 45, 46 and 59 Marks each in the said papers shall pass the examinations on the basis of scoring 50% aggregate marks across modules and minimum 40% marks in each paper, if appears in all such remaining papers on switchover, in one sitting

Question 13 When shall the refund of examination fee, if any, shall be processed? Do I have to claim the refund ?

Ans. : The refunds, if any, of excess examination fee after implementing the modified switchover scheme shall be processed after the December, 2016 Session of Examinations. Yes, you shall submit a formal request at enroll@icsi.edu for refund of the excess amount, if any.

Question 14 I have cleared Strategic Management, Alliances and International Trade paper under 2007(Old) Syllabus and would be exempted in Elective Subject under 2012 (New Syllabus). During switchover which Elective Subject should I choose ?

Ans. : You may choose any Elective Subject which will be deemed as exempted as and when the exemptions as per the modified switchover scheme are incorporated in the system in the middle of October, 2016.

Question 15 Should I wait for the exemptions as per the modified switchover scheme to be incorporated or enrolled immediately ?

Ans. : You should enroll on an immediate basis by the stipulated dates i.e. 25th September, 2016 without late fee. The refund after the incorporation of the exemptions as per the modified switchover scheme shall be made to you thereafter.

Question 16 I have passed Module-I of the Professional Programme 2007(Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage ?

Ans. : You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Subject(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence. ii) Corporate Restructuring, Valuation and Insolvency.
Module II	iii) Financial, Treasury and Forex Management iv) Ethics, Governance and Sustainability
Module III	v) Advanced Tax Laws and Practice vi) Elective Paper

Question 17 I have passed Module - II of the Professional Programme 2007 (Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Secretarial Audit, compliance Management and Due Diligence.
Module II	iii) Ethics, Governance and Sustainability
Module III	iv) Advanced Tax Laws and Practice v) Drafting, Appearances and Pleadings vi) Elective Paper

Question 18 I have passed Module - III of the Professional Programme 2007 (Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Secretarial Audit, compliance Management and Due Diligence. iii) Corporate Restructuring, Valuation and Insolvency
Module II	iv) Financial, Treasury and Forex Management v) Ethics, Governance and Sustainability
Module III	vi) Drafting, Appearances and Pleadings

Question 19 I have passed Module - IV of the Professional Programme 2007(Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Corporate Restructuring, Valuation and Insolvency
Module II	iii) Financial, Treasury and Forex Management
Module III	iv) Advanced Tax Laws & Practice v) Drafting, Appearances and Pleadings vi) Elective Paper

Question 20 I have passed Module - I & Module - II of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence.
Module II	ii) Ethics, Governance and Sustainability
Module III	iii) Advance Tax Laws & Practice iv) Elective Paper

Question 21 I have passed Module - I & Module - III of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following Four papers spread in two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence. ii) Corporate Restructuring, Valuation and Insolvency
Module II	iii) Financial, Treasury and Forex Management iv) Ethics, Governance and Sustainability

Question 22 I have passed Module - I & Module - IV of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Corporate Restructuring, Valuation and Insolvency
Module II	ii) Financial, Treasury and Forex Management
Module III	iii) Advance Tax Laws & Practice iv) Elective Paper

Question 23 I have passed Module - II & Module - III of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Secretarial Audit, compliance Management and Due Diligence.
Module II	iii) Ethics, Governance and Sustainability
Module III	iv) Drafting, Appearances and Pleadings

Question 24 I have passed Module II & Module IV of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in Two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice
Module III	ii) Advanced Tax Laws & Practice iii) Drafting, Appearances and Pleadings iv) Elective Paper

Question 25 I have passed Module III & Module IV of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advance Company Law and Practice ii) Corporate Restructuring, Valuation and Insolvency
Module II	iii) Financial, Treasury and Forex Management
Module III	iv) Drafting, Appearances and Pleadings

Question 26 I am left with Module I only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Two papers spread in Two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice
Module III	ii) Drafting, Appearances and Pleadings

Question 27 I am left with Module II only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Two papers spread in Two Modules under the Professional Programme 2012 (New) Syllabus to complete the Final Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Corporate Restructuring, Valuation and Insolvency
Module II	ii) Financial, Treasury and Forex Management

Question 28 I am left with Module III only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following TWO papers under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module III	i) Advanced Tax Laws & Practice ii) Elective Paper

Question 29 I am left with Module IV only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Two papers spread in two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence.
Module II	ii) Ethics, Governance and Sustainability

Question 30 What will be the modified scheme of corresponding exemptions after switchover from 2007 (Old) Syllabus to 2012 (New) Syllabus?

Ans.

Paper Passed Under Professional Programme 2007 (Old) Syllabus	Exemption allowed in the Corresponding Paper Under Professional Programme 2012 (New) Syllabus as per the modified switchover scheme
Company Secretarial Practice	Advanced Company Law and Practice
Drafting, Appearances and Pleadings	Drafting, Appearances and Pleadings
Financial, Treasury and Forex Management	Financial, Treasury and Forex Management
Corporate Restructuring & Insolvency	Corporate Restructuring, Valuation and Insolvency
Strategic Management, Alliances & International Trade	Elective Paper under Module-3
Advanced Tax Laws and Practice	Advanced Tax Laws and Practice
Due Diligence and Corporate Compliance Management	Secretarial Audit, Compliance Management and Due Diligence
Governance, Business Ethics and Sustainability	Ethics, Governance and Sustainability
	Information Technology and Systems Audit (*)

(*) All Students switching over from Professional Programme 2007 (Old) Syllabus to Professional Programme 2012 (New) Syllabus or have already switched over from Professional Programme 2007 (Old) Syllabus to Professional Programme 2012(New) Syllabus shall be eligible for exemption in "Information Technology and Systems Audit" paper under the Professional Programme 2012(New) Syllabus.

Question 31 I am a student prior to introduction of 2007 (Old syllabus). I have registered to Professional Programme as per the Re-registration Scheme for dropout students. Am I eligible to get the exemption from Information Technology and Systems Audit paper covered under 2012(New Syllabus) as per the modified switchover scheme?

Ans. : No. You are not eligible for the exemption in Information Technology and Systems Audit Paper covered under 2012(New) Syllabus as you have directly registered to 2012 (New) Syllabus.

ATTENTION STUDENTS!**Important Announcement on Switchover from Professional Programme 2007(Old) Syllabus to 2012 (New) Syllabus**

The Council of the Institute in its meeting held on 17th September, 2016 decided as under :

1. All 2007 (Old) Syllabus Students shall be compulsorily required to switchover to 2012 (New) Syllabus from December, 2016 Session and no further examinations will be conducted under 2007(Old) Syllabus.
2. All 2007 (Old) Syllabus Students switching over/ switched over to 2012 (New) Syllabus shall be granted exemption in **Information Technology and Systems Audit Paper**. All students registered under 2007 (Old) Syllabus and already switched over to 2012 (New) Syllabus at any point of time shall be eligible for this exemption. Such students shall be eligible for exemption in the said paper even if they have appeared in the examinations under 2012 (New) Syllabus.
3. All 2007 (Old) Syllabus Students who have cleared/ exempted the **Strategic Management, Alliances and International Trade** paper shall be granted exemption in the **Elective Paper under Module-3** of 2012 (New) Syllabus.
4. These exemptions shall come into force with effect from CS December, 2016 Session of Examinations.

International Company Secretaries Olympiad

As you all are aware that the First International Company Secretaries Olympiad was conducted in association with Science Olympiad Foundation on 15th September, 2016 & 4th October, 2016 for XI and XII class students in India and Abroad where more than 1400 schools all over the country and more than 36000 students participated at National and International Level.

After the Grand Success of 1st ICSO , next 2nd International Company Secretaries Olympiad for Academic Year 2017-2018 is being conducted on 23rd Jan & 30th Jan, 2018.

We request you all to disseminate the details of 2nd ICSO to your friends and relatives so that they can avail this unique opportunity and win various rewards.

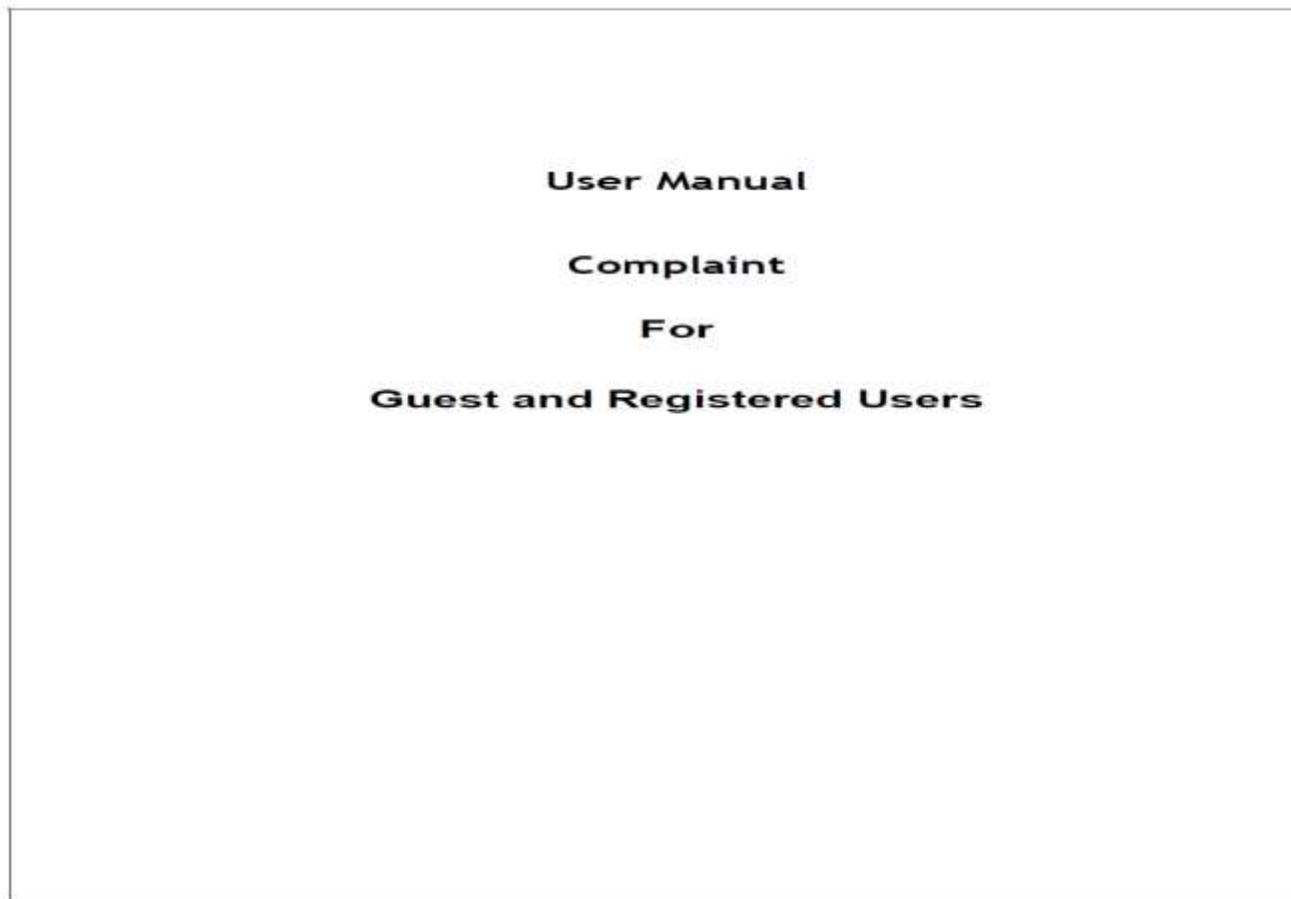
For more details, kindly visit :- <http://www.csolympiad.info> or call us Tel.Nos. 011-33132333 / 66204999

Chartered Secretary Journal

The "Chartered Secretary" Journal is published by the ICSI, with a view to ensure continuous up-gradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the journal can subscribe for the same by remitting the nominal subscription fees of Rs. 500/- per annum. Students can either subscribe for the Journal at the time of registration in each stage of CS Course or separately through our Chartered Secretary division.

ICSI Grievance Solutions Cell

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries not being properly attended, they may submit their grievance online through “Grievance Portal” by following the steps given below in the user manual:-



ICSI-SMASH Complaint User Manual

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1.3 Track Complaint	5

 ICSI-SMASH Complaint User Manual

Introduction: User will log complaints through Complaint module as a guest or registered user and generate the complaint number against each complaint. Registered user will log complaint from their account and guest user will log complaint through public URL.

Complaint user manual is covered for below users' processes-

- Complaint: Guest or Registered User (Register and Track Complaint) and
- Complaint: Administrator (Track and Manage Complaint)

1. Complaint: For Guest or Registered User

Register a Complaint

Screen: Log Complaint

- User double click the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open, and type the URL <https://smash.icsi.in/Scripts/login.aspx> in the web browser address bar. Above screen will be displayed.
- User mouse over header menu link "Complaint" and click on sub menu "Register A Complaint". Page will redirect to "Register A Complaint" page.

1.1 Guest User

By default "Guest User" option will be selected on Register A Complaint page. The guest user will fill the complaint form as appears in below "Register a Complaint" screen. All red asterisk fields are mandatory fields.

- Guest user will enter demographic and contact information.
- Once the guest user selects the relevant topic and sub-topic, related FAQ will be displayed to the user as a link.
- The Guest user will explain complaint in the Complaint Description area box.
- The Guest user can upload supporting documents if any under Document Upload panel.
- The Guest user will submit the complaint by clicking on the "Submit" button.

ICSI-SMASH Complaint User Manual

- Upon complaint submission, a complaint number is generated and sent to the user through email or SMS.

Register a Complaint
*Mandatory Fields

Guest User
 Registered User

First Name *
 Middle Name
 Last Name
 Email Id *
 Confirm your Email Id *
 Date of Birth *
User select date of birth from the date
User can remove entered date of birth

Country *
 State/Province *
 District *
 City *

Mobile Number *
 Topic *
User select relevant Topic
 Sub Topic *
User select relevant Sub Topic

Complaint Description *

Document Upload
 File Name
User click on browse button and locate file
After browsing file user upload relevant file by clicking on Upload

Following Document formats are allowed (pdf, png, jpg, jpeg) with maximum size limit of 1 mb.

Verification Code *
User enter verification code in the text box as display on the screen.
User can refresh verification code by clicking on refresh icon.

* File should be having extensions .pdf, .png, .jpg, .jpeg only.
 * The size of file should be less than 1 MB.
 * At the time of registering a complaint, Member of the Institute please mention his/her Membership No in complaint details text box.

1.2 Registered User

User select registered user radio button, page redirects to User Login page. The registered user has to enter the login credentials to login into the portal. Registered user authentication credentials are:-

- **User Id:** User enter registered User's User Id
- **Password:** User enter registered User's Password
- **Verification Code:** User enter verification code which is displayed on screen

ICSI-SMASH Complaint User Manual



- Once the authenticate credentials have been verified by the system, the system will allow the user to log into account successfully.
- After login, registered user will navigate to “Register a Complaint page” through the Complaint link. By default and fill the Register a Complaint page as in above screen. Registered users’ demographic and contact information will be pre-filled.

1.3 Track Complaint



 ICSI-SMASH Complaint User Manual

User click on “Complaint Number” and page redirect to “Complaint/Grievance” page.

- User will view registered complaint status.
- User will download uploaded complaint supporting document detail if exist.
- User will view Remarks to Complaint History if exist.
- User will view any SMS/Email correspondence.



Complaint / Grievance

COMPLAINT 2020

Sl.No.	State	Topic	Sub Topic	Comments
1	22/04/16	Academics	Study Material Quality Problem	Check print quality

Uploaded Document Detail

Sl.No.	Uploaded On	Download Attachment
1	2016-04	Download → User can download uploaded complaint

Remarks to Completed History

Sl.No.	Date	Topic	Sub Topic	Remarks	Remarks Given By	Status
No records found						

SMS/Email

Sl.No.	Date	Type	Description
1	22/04/16	SMS	Dear Candidate/Institute/Company/Complainant your complaint number is 062001/20. We will process your complaint ASAP.
2	22/04/16	Email	Dear Candidate/Institute/Company/Complainant your complaint number is 062001/20. We will process your complaint ASAP.

Request History

Sl.No.	Date	Remarks
No records found		

[Close](#) → User click on Close button to close Complaint/Grievance page

UPDATION OF DATA

The Institute in its continuous endeavour to update technology is revamping all online services. We are moving through a transition phase while implementing the flagship online platform SMASH (Student Member Application Software Hosting).

With this, the data of all students registered under old system has been migrated to new system and after this transition all students are compulsorily required to log in at the new SMASH(Student Member Application Software Hosting) system.

Further after the migration process, it has been observed that the address of some of the students are incorrect. It is therefore advised to update your address immediately.

In case you don't update your correct address, you may miss important communications, study material etc sent by the Institute by post.

Please follow the steps given below for updation of address:

- 1.) log into new system at <https://smash.icsi.in/Scripts/login.aspx>
- 2.) In case you have not logged in to SMASH before, reset your password at the following link.

<https://smash.icsi.in/Scripts/GetPassword.aspx>

- 3.) Go to your profile, click on change address
- 4.) Follow the process as per screen shot given below.

Step 2: To change Correspondence address

Change Address

Search Criteria

Address Type: All

Search

Clear

Search Result: No Data

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input type="checkbox"/>	Correspondence Address	(-)-(-) XXXXX Apartments, (-) (-) XXXXX Apartments, (-) (-) XXXXX, The Corporation	000041
<input type="checkbox"/>	Permanent Address	(-)-(-) XXXXX Apartments, (-) (-) XXXXX Apartments, (-) (-) XXXXX, The Corporation	000041

Update

Step 3:

Further it is advised to ensure that your District, State, City mentioned in your address database are in order.

Fees Waiver Scheme for Students of State of Jammu & Kashmir and North-Eastern States

The Institute has recently launched a Fee Waiver Scheme for students of Jammu & Kashmir and North Eastern States of India to provide an opportunity to the youth of these States to come to the mainstream. The Government of India is announcing special packages for socio-economic development of these States and the Institute is also playing a vital role in the development of society at large. The fee waiver scheme includes waiving the Fee for all students registering for the Foundation and Executive Programme Stages from North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura, Sikkim) and State of Jammu and Kashmir till 31st March, 2018. All students belonging to North Eastern States and State of Jammu and Kashmir who have passed the 10+2 Examinations and Bachelor's Degree Examinations /CPT of ICAI/Foundation pass of ICAI-COST irrespective of the percentage of marks shall be eligible for Fee Waiver while registering for Foundation Programme and Executive Programme Stage respectively.

The initiative is expected to play a significant role in empowerment of the youth of such areas.

Students are requested to disseminate this information amongst their friends or relatives who are keen to join CS Course from these states.

Class Room Teaching fee Waiver Scheme for the students of Union Territories of Andaman & Nicobar Islands, Dadra & Nagar Haveli, Daman and Diu, Lakshadweep and Puducherry

Institute has come with a new scheme "Class Room Teaching Fee Waiver Scheme" to reach out to the students of the Union Territories excluding Delhi and Chandigarh where awareness of the Profession is insignificant. This scheme is applicable for the students registered for the Foundation or Executive Programme Stages from the Union Territories of Andaman & Nicobar Islands, Dadra & Nagar Haveli, Daman and Diu, Lakshadweep and Puducherry and subsequently undergoing Classes at the nearest Region /Chapter of the Institute. Full fee waiver against the Class Room Teaching shall be given to the students of the above mentioned Union Territories in case they attend Class Room Teaching at the Regional Council/ Chapter offices of the Institute where the class room teaching is presently organised.

Sampark -Missed call facility

We are pleased to inform that the Institute has recently launched Missed Call facility under the project ICSI – Sampark.

Prospective students may give a missed call at this number "8824401155". ICSI officials across India will contact to students and answer their queries pertaining to ICSI.

All students are requested to disseminate this information amongst their friends and relatives who are interested to join CS Course so that they can be guided at zero cost.

'Shaheed Ki Beti' Initiative

The Institute has launched a novel initiative to help the daughters of Martyrs who laid down their lives for protecting the sovereignty of the country. Under the 'Shaheed Ki Beti' initiative, the Institute has discontinued the practice of giving mementoes, etc. to the dignitaries/ speakers invited for various programmes of the Institute and the said amount will be transferred to the dedicated corpus and will be utilised for the education/ welfare of the daughters of martyrs. The first certificate under this initiative was presented to Shri Narendra Modi, Hon'ble Prime Minister of India who was the Chief Guest on the launch of ICSI Golden Jubilee Year on 4th October, 2017. Any national of India can also donate under this scheme. Kindly disseminate this information amongst your family and friends to support the Institute for this novel initiative.

!! ATTENTION STUDENTS !!**ADVISORY ON MAINTAINING CORRECT IMAGE OF PHOTOGRAPH AND SIGNATURE OF STUDENTS IN ONLINE ACCOUNT AT : <https://smash.icsi.in>**

It has been observed that the students are uploading incorrect photographs and signatures in their online account. Some of the common mistakes committed by the students while uploading the photographs and signatures are given hereunder :

1. Scanning the photograph and signature as pasted on a white paper without properly cropping the images before uploading the same.
2. Uploading illegible signatures.
3. Uploading photographs in formats other than standard passport size. For example, photographs extracted from group photographs, photographs taken in outdoor locations, selfies, etc.
4. Uploading photographs upside down/ wrong direction
5. Uploading very old photographs
6. Uploading photographs with side-view
7. Uploading photographs wearing dark glasses

The photographs and signatures can be very easily edited in 'Microsoft Paint'. Students are advised to be extremely careful while uploading the photographs and signatures since the same are printed on the Identity Card and Examination Admit Card, Attendance Sheet, etc. Any deviation/ mismatch in the photograph and signature may create complications at the time of appearing in the examinations.

Students are advised to take note and ensure that correct photographs and signatures are uploaded in the online account. In case the photographs/ signatures are not correctly uploaded or not available, students may update the photographs through 'Change Photo/Signature' link under 'Profile Menu'. Photo (.JPG Format) size in (21 kb – to – 50 kb) & Signature (.JPG Format) size (11 kb – to – 20 kb).



The option for changing the photograph and signature has also been provided in the Online Examination Enrolment Form. However, in case the photograph and signature is correctly being displayed in the online account, there is no need to re-upload the same during the examination enrolment process.

It is further informed that in case there is no photograph and signature of the student in the online account, it may create complications at the time of appearing in the examinations.

25.07.2017

100% Refund of fees scheme for Meritorious and Economically weaker students registering in CS Course in December 2017

In the journey of promoting excellence and empowerment of Youth , Institute has launched a 100% refund of fees scheme for meritorious and Economically weaker students registering in CS Course in December 2017. It is an Initiative by the Institute during its Golden Jubilee Year to bring the economically weaker and meritorious students to mainstream by providing free registration to pursue higher education. This scheme will provide an opportunity to the meritorious and needy students who can not afford higher education to join Company Secretaryship course by refunding their registration fees.

The scheme includes waiving the admission Fee for all students registering for the Foundation and Executive Programme Stages. Scheme will be opened for one month only i.e December 2017. The Scheme will be applicable for the meritorious students who have attained 70% marks in 10+2 examinations for Foundation Stage and similar waiver if they attain 60% in Graduation for Executive Stage and for Economically weaker students who have attained 55% marks in 10+2 examinations for Foundation Stage and similar waiver if they attain 50% in Graduation for Executive Stage. This waiver shall be through SEFT (Students Education Fund Trust) and all subsequent benefits for conditional fee waiver thereafter shall be given to such students.



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

**VISION**

"To be a global leader in promoting
good corporate governance"

ICSI Motto

सत्यं वद। धर्मं चर। इष्टार्थे फेद त्पार्थे। इष्टेष्टे ल्पु फेद इच्छ

MISSION

"To develop high-calibre professionals
facilitating good corporate governance"



100% FEE REFUND SCHEME

for Meritorious and Economically weaker students
registering in CS Course in December 2017

In it's Golden Jubilee year, The Institute of Company Secretaries of India, a statutory body enacted under CS Act 1980, brings in 100% fee waiver scheme only for one month i.e. December 2017 registrations



WHO CAN AVAIL THE SCHEME?

This scheme is open for all meritorious students having 70% or more marks in 10+2 for Foundation stage or 60% or more marks in Graduation for Executive Stage

This scheme is open for all economically weaker students having an annual income of 1 lakh or less, the cut off marks are 55% in 10+2 for Foundation or 50% in Graduation for Executive

HURRY UP SCHEME OPEN TILL DECEMBER, 2017

More details to claim benefit is on www.icsi.edu/SEFT.aspx.

For Registration & Details visit: www.icsi.edu | Call at: 0120-3314111 / 6204999

Connect with ICSI

Headquarters ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003
tel 011- 4534 1000 | fax +91-11-2462 6727 | email info@icsi.edu | website www.icsi.edu

<https://www.facebook.com/ICSI>

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https://twitter.com/ICSI_CS

Examination

1. CONDUCT OF CS EXAMINATIONS -DECEMBER, 2017

The next examination for Executive Programme and Professional Programme scheduled in December, 2017 will be held from 20th December, 2017 to 30th December, 2017 as per the Examination Time-Table and Programme (published elsewhere in this bulletin) at 114 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Allahabad, 8. Alwar, 9. Amravati, 10. Ambala, 11. Aurangabad, 12. Bangalore, 13. Bareilly, 14. Beawar, 15. Belgaum, 16. Bhayander, 17. Bhilai, 18. Bhilwara, 19. Bhopal, 20. Bhubaneswar, 21. Bikaner, 22. Bilaspur, 23. Calicut, 24. Chandigarh, 25. Chennai, 26. Chittorgarh, 27. Coimbatore, 28. Dehradun, 29. Delhi (East), 30. Delhi (North), 31. Delhi (South), 32. Delhi (West), 33. Dhanbad, 34. Ernakulam, 35. Faridabad, 36. Gandhinagar, 37. Ghaziabad, 38. Gorakhpur, 39. Guntur-Amaravati, 40. Gurgaon, 41. Guwahati, 42. Gwalior, 43. Hisar, 44. Hooghly, 45. Howrah, 46. Hubli-Dharwad, 47. Hyderabad, 48. Indore, 49. Jabalpur, 50. Jalgaon, 51. Jamnagar, 52. Jaipur, 53. Jalandhar, 54. Jammu, 55. Jamshedpur, 56. Jhansi, 57. Jhunjhunu, 58. Jodhpur, 59. Kanpur, 60. Kolhapur, 61. Kolkata (North), 62. Kolkata (South), 63. Kota, 64. Kottayam, 65. Lucknow, 66. Ludhiana, 67. Madurai, 68. Mangalore, 69. Meerut, 70. Moradabad, 71. Mumbai (CG), 72. Mumbai (GTK), 73. Mumbai (JOG), 74. Muzaffarnagar, 75. Mysore, 76. Nagpur, 77. Nashik, 78. Navi Mumbai, 79. Noida, 80. Palakkad, 81. Pali, 82. Panaji, 83. Panipat, 84. Patna, 85. Pimpri-Chinchwad, 86. Pudukcherry, 87. Pune, 88. Raipur, 89. Rajkot, 90. Ranchi, 91. Rourkela, 92. Sagar, 93. Salem, 94. Sambalpur, 95. Satara, 96. Shimla, 97. Sikar, 98. Siliguri, 99. Solapur, 100. Sonapat, 101. Srinagar, 102. Surat, 103. Thane, 104. Thiruvananthapuram, 105. Thrissur, 106. Tiruchirapalli, 107. Udaipur, 108. Ujjain, 109. Vadodara, 110. Varanasi, 111. Vijayawada, 112. Visakhapatnam, 113. Yamuna Nagar and 114. Overseas Centre — Dubai.

NOTES:

1. **Moradabad (Uttar Pradesh); and Solapur (Maharashtra) are on Experimental Basis.**
2. **The Institute reserves the right to withdraw any centre at any stage without assigning any reason.**
3. **Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.**

2. TIME-TABLE & PROGRAMME FOR DECEMBER, 2017 EXAMINATIONS

 THE INSTITUTE OF Company Secretaries of India <small>IN PURSUIT OF PROFESSIONAL EXCELLENCE</small> <small>Statutory Body under an Act of Parliament</small>		
COMPANY SECRETARIES EXAMINATIONS, DECEMBER, 2017		
TIME-TABLE & PROGRAMME		
EXAMINATION TIMING : 2:00 P.M. TO 5:00 P.M.		
Date and Day	Executive Programme	Professional Programme
20.12.2017 Wednesday	Cost and Management Accounting (Module-I)* OMR Based	Advanced Company Law and Practice (Module - I)
21.12.2017 Thursday	Tax Laws and Practice (Module-I)* OMR Based	Secretarial Audit, Compliance Management and Due Diligence (Module - I)
22.12.2017 Friday	Industrial, Labour and General Laws (Module-II)* OMR Based	Corporate Restructuring, Valuation and Insolvency (Module - I)
23.12.2017 Saturday	Company Law (Module-I)	Information Technology and Systems Audit (Module - II)
24.12.2017 Sunday	NO EXAMINATION	NO EXAMINATION
25.12.2017 Monday	NO EXAMINATION	NO EXAMINATION
26.12.2017 Tuesday	Economic and Commercial Laws (Module-I)	Financial, Treasury and Forex Management (Module - II)
27.12.2017 Wednesday	Company Accounts and Auditing Practices (Module-II)	Ethics, Governance and Sustainability (Module - II)
28.12.2017 Thursday	Capital Markets and Securities Laws (Module-II)	Advanced Tax Laws and Practice (Module - III)
29.12.2017 Friday	NO EXAMINATION	Drafting, Appearances and Pleadings (Module - III)
30.12.2017 Saturday	NO EXAMINATION	Elective 1 out of below 5 subjects (Module - III)
		(i) Banking Law and Practice
		(ii) Capital, Commodity and Money Market
		(iii) Insurance Law and Practice
		(iv) Intellectual Property Rights - Law and Practice
(v) International Business-Laws and Practices		

*(Examination in three papers, i.e., (i) Cost and Management Accounting; (ii) Tax Laws and Practice; and (iii) Industrial, Labour and General Laws to be held in OMR Mode on 20th, 21st and 22nd December, 2017 respectively)

3. OMR BASED EXAMINATION IN THREE SUBJECTS OF CS EXECUTIVE PROGRAMME

- The Institute has introduced OMR based Examination in the following **three** subjects of the **CS Executive Programme** wherein students are required to attain working knowledge, with effect from December, 2014 Examinations:
 - Cost and Management Accounting (Module-I)
 - Tax Laws and Practice (Module-I)
 - Industrial, Labour and General Laws (Module-II)
- In the above three subjects, candidates' knowledge, competency and proficiency would be examined through objective type Multiple Choice Questions (MCQs) under OMR system. However, in the remaining four subjects of the Executive Programme, viz. (i) Company Law, (ii) Economic and Commercial Laws, (iii) Company Accounts and Auditing Practices, and (iv) Capital Markets and Securities Laws, candidates would continue to be examined through descriptive examination.

3. In OMR based examination, each paper shall be of three hours duration having 100 Multiple Choice Questions (MCQs) of one mark each. The questions shall be of average, above average and difficult level covering entire syllabus. In case any paper is divided into different Parts, i.e., Part - A, Part - B, etc., requisite number of questions shall be asked from the respective Part corresponding to the weightage of marks as prescribed in the syllabus.
4. Each question shall contain four answer options and the candidate shall be required to select one option as his/her correct answer and mark in the OMR answer sheet by darkening the respective circle with blue/black ball point pen.
5. Negative marking for wrong answers attempted by the candidates has been implemented *w.e.f. December, 2015* session of examination in the ratio of 1: 4, *i.e.* deduction of one (1) mark for every four (4) wrong answers and total marks obtained by the candidates in such papers would be rounded up to next whole number. Further, the negative marks would be limited to the extent of marks secured for correct answers so that no candidate shall secure less than zero mark in the above subjects.
6. Question paper booklet for (i) Cost and Management Accounting (Module-I) and (ii) Tax Laws and Practice (Module -I) papers shall be provided in English language only. However, candidates who opt for writing the examination in Hindi medium shall be provided question paper booklet of Industrial, Labour and General Laws (Module-II) paper in English along with its Hindi version. However, the OMR Answer sheets for all the three subjects would be provided in English language only.
7. Sample question papers for OMR examination in the above three subjects have been hosted on the website of the Institute for the reference of the students. Detailed instructions for appearing in OMR examination shall be uploaded on the website of the Institute shortly.

4. USE OF CALCULATORS IN EXAMINATIONS

Candidates are allowed to bring and 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 is forbidden in the examination hall. Use of scientific calculators is strictly prohibited.

5. BAN ON USE OF MOBILE PHONE IN AND AROUND EXAMINATION CENTRE PREMISES

Candidates are banned from carrying with them mobile phones, pagers, any other communication device(s), books, printed or hand written materials, costly items, etc., inside the Examination Centre premises. Candidates are, therefore, cautioned and advised, in their own interest, not to carry any such banned items inside the Examination Centre premises.

Candidates carrying with them banned item(s) may not be allowed to enter in the examination hall/room premises. Any candidate, found in possession of such banned items in the examination hall/room shall be liable for willful violation of instructions to examinees and shall be tantamount to misconduct under Regulation 27 of the Company Secretaries Regulations, 1982, as in force.

However, the Institute or Examination Centre authorities shall neither in any way be responsible for arranging safe keeping and/or loss/damage of such items nor will entertain any complaint/correspondence in this regard.

6. HINDI AS AN OPTIONAL MEDIUM OF WRITING EXAMINATION

Candidates are allowed to use Hindi as an optional medium for writing all papers of Executive Programme, Professional Programme (Old Syllabus) and Professional Programme (New Syllabus) examinations on the following conditions:

- (i) Option of Hindi Medium for writing the examination is to be exercised for all papers of an examination OR a particular module of examination, [and not for any individual paper(s)] in the examination enrolment application form each time for appearing in the examination;
- (ii) Option of medium for writing examination once exercised is irrevocable for that particular session of examination;
- (iii) Answer books of candidates who write part of papers/answers in Hindi Medium and the remaining part in English Medium are liable to be cancelled without any notice;
- (iv) Candidates who have exercised option of writing in Hindi Medium in their examination enrolment form will be provided Question Papers printed both in English and Hindi version for Module-II of Executive Programme .

However, the Question Papers for Module-I of Executive Programme and all papers of Professional Programme (Old Syllabus) and Professional Programme (New Syllabus) examinations will be printed in English language only;

- (v) If a candidate writes his/her answers in Hindi medium without exercising such an option in the examination enrolment application form, he/she may not be given credit for his/her answers;
- (vi) Candidates opting Hindi Medium for the examination must darken the relevant circle against HINDI on the cover page of Answer Book; and
- (vii) Candidates opting Hindi Medium for examination may write answers to practical questions, headings, quotations, technical and legal terms, sections, rules, etc., in English, if they so desire.

7. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN CS DECEMBER, 2017 EXAMINATIONS

Any physically disabled/challenged candidate having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing in Company Secretaries Examination is requested to submit a separate application in the prescribed format as specified below in addition to submitting his/her online enrolment application for appearing in the examination together with the attested photocopies of following documents and with full size photograph showing the disability:

- (i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital/Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- (ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Physically disabled candidates who had been granted facility of writer's help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photographs.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer and/or extra time.

The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
'ICSI HOUSE', C-37, Sector 62, Institutional Area,
NOIDA – 201 309 (U.P.)

Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates 8-10 days before the commencement of each examination after the issue of Admit Cards/Roll Number.

For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of writer's help and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below:

https://www.icsi.edu/webmodules/Scribe_form.pdf

8. INSTRUCTIONS TO EXAMINEES – DECEMBER, 2017

PART- A

GENERAL INSTRUCTIONS

1. Immediately, after taking the print-out of the Admit Card from the website of the Institute www.icsi.edu, every candidate is advised to carefully verify all the particulars mentioned in his/her Admit Card, i.e. his/her Name, Photograph, Signature, Registration Number, Stage and Module(s) of Examination enrolled for, Examination Centre (Name, Address, Code, etc.), Medium of Examination, Dates and Timings of Examination, Details of Paper-wise Exemption granted, Elective Subject (in case of Professional Programme Students), etc. In case of any discrepancy, the same may please be brought to the notice of the Institute immediately at **Tel.No.- 0120-3314111, 0120-6204999**.
2. Candidates are also advised to carefully go through the “Instructions to Examinees” for their strict compliance. Since the particulars mentioned by the candidates on the OMR based cover page of the main answer book are to be read by a machine for result processing activities, any wrong information mentioned may affect the result of the candidate adversely and for that the Institute will not take any responsibility for rectifying such mistake(s).
3. Candidates should carry with them (i) Admit Card; and (ii) Student Identity Card to the Examination Centre every day for establishing their identity and securing admission to the examination, failing which they will not be allowed to enter the Examination Hall.
4. The Superintendent of Examination Centre and the Invigilators have been advised to verify the identity of each and every candidate at the time of entry into the Examination Hall and while taking candidate’s signature on the Attendance Sheet. Accordingly, each candidate must show his/her Admit Card and Student Identity Card to the Invigilator/Supervisory Staff on demand any time during the course of examination.
5. Candidates are advised to ensure that they are in possession of a valid Identity Card as downloaded from the individual online accounts at <https://smash.icsi.in> duly attested by the authorized official(s). In case, due to any reason, the photograph and signature of the student are not available in the downloaded Identity Card, the candidates should affix his/her photograph and put the signature on the downloaded Identity Card and get it attested by Gazetted Officer/Member of ICSI/Principal of Recognized School/Manager of Nationalised Bank. For any reason, if some of the candidates are not holding the Identity Card due to technical/ practical problems, they may bring any other Photo Identity Card issued by the Government Departments viz. Passport, Driving Licence, PAN Card, UID Aadhaar Card, Voter Card, etc. to establish their identity *vis-à-vis* the particulars appearing in the Enrollment Details / Attendance Sheet. Please handover one identical photograph to the Superintendent of Examination Centre for affixing the same on the Attendance Sheet
6. In case, due to any reason, the downloaded Admit Card does not bear the photograph of the examinee, the candidate should affix his/her photograph on the Admit Card and get it attested by Gazetted Officer/Member of ICSI, etc. and also bring Student Identity Card/other documents as specified above, as identification proof and also one identical photograph for submitting to the Superintendent of Examination Centre.
7. Provisionally registered students of Executive Programme were required to regularize their registration by submitting proof of passing Bachelor’s Degree Examinations within six months

from the date of registration. Candidates who have not complied with the requirements are not eligible to appear in the Executive Programme examinations.

8. Candidates are advised to locate and visit the venue of the examination centre beforehand to avoid any inconvenience on the day of the examination.
9. Candidates will be allowed to enter into the Examination Hall **15 minutes** before the time specified for the commencement of each examination and occupy their allotted seats in Examination Hall. No candidate shall be allowed to enter into the Examination Hall **after the expiry of half-an-hour of the commencement of examination** and no candidate shall be permitted to leave the Examination Hall until the **expiry of one hour** after the commencement of examination.
10. The seating arrangements of the candidates shall be displayed on the notice board at the entrance of the examination centre. Candidates will find their roll numbers written against the seats allotted to them at the examination hall/ room. They should occupy their allotted seats only.
11. In case before the examination or during the currency of examination, any situation arises, due to which special seating arrangement is required to be made on medical grounds, such candidate may submit his/her application to Joint Secretary, Directorate of Examination along with copies of supporting documents for consideration. No facility including special seating arrangement will be granted without permission from the Institute.
12. **Candidates are not required to appear in the paper(s) in which they have been granted paper-wise exemption as shown in the Admit Card and Attendance Sheet.** In case of any discrepancy in regard to paper-wise exemption shown in the Admit Card and/or Attendance Sheet, it should immediately be brought to the notice of the Superintendent of Examination Centre and the Directorate of Student Services of the Institute in writing through e-mail at : exemption@icsi.edu or at Telephone Number No. **0120-3314111, 0120-6204999** for necessary clarification and confirmation. **However, exemption in any paper(s) of examination should not be assumed unless confirmed in writing by the Institute.**
13. **The paper-wise exemption in any paper(s) of the examination, once sought by the candidate and granted by the Institute remains valid and is printed in his/her Admit Card (Roll No.) and taken on record for computation of his/her results unless it is cancelled by the student by submitting a formal request to the Institute at the online portal <https://smash.icsi.in> after logging into the individual accounts of the students. Exemption once cancelled on student's request shall not be revived subsequently under any circumstances. Candidates fulfilling the eligibility conditions under 60% Marks Criteria have been granted exemption(s) in the respective papers and such exemption(s) has/have been shown in the Admit Card. The status of available exemptions is also available in the individual accounts of the students at: <https://smash.icsi.in> . Further, if such candidates appear in any paper disregarding the exemption granted as shown in the Admit Card, the exemption will be cancelled by the Institute without notice and shall not be revived under any circumstances.**
14. **It is reiterated that the paper-wise exemptions granted to the students are cancelled on submission of a formal request to the Institute at the online portal <https://smash.icsi.in> and also in the event of reappearance in the respective papers by the students despite an endorsement reflecting the exemption granted in the Admit Card.**
15. **It may be noted that in some cases, the exemptions granted in accordance with the various provisions contained under the Regulations are inter-related with other**

exemptions granted and cancellation (or appearance) in any one of the papers may result in cancellation of exemptions in all the inter-related papers. For example, if a candidate has been granted paper-wise exemptions in three papers on the basis of scoring 64, 59, 57 & 10 Marks respectively in the four papers contained under Module-I of Executive Programme in previous session and in case he/she appears or cancels the exemption in any one out of the three exempted papers having scored 60% marks in aggregate, all the three exemptions shall be cancelled since the exemption criteria in this case is applicable only if all the three papers are taken together. Such guidelines are equally applicable for the students of Professional Programme also. Candidates are, therefore, advised to be extremely careful while seeking cancellation or while appearing in the exempted papers, as the final result will be computed considering the actual marks scored on reappearance and/ or the deemed absence in the papers as the case may be. In other words, candidates appearing in the exempted papers despite an endorsement to the effect in the Admit Card shall be doing so at their own risk and responsibility and the Institute may not be held responsible for any eventuality which may arise at a later date. In case of any doubt regarding the applicability of rules regarding the exemptions, students should invariably seek prior clarifications from the Institute by writing at exemption@icsi.edu before deciding on their own to appear in the examination of exempted subjects or seeking cancellation of exemptions granted.

16. Candidates who have switched over from Professional Programme 2007 (Old) Syllabus to Professional Programme 2012 (New) Syllabus, have been granted additional paper-wise exemptions in Information Technology & Systems Audit Paper and/or Elective Subject(s) as the case may be according to eligibility conditions defined under the modified switchover scheme. Wherever particular module(s) have been exempted on the basis of granting exemptions as per the modified switchover scheme, the Combination of Module(s) in respect of candidates concerned have been suitably modified and the candidates are advised to immediately point out discrepancies, if any.
17. If any candidate appears at a centre other than the centre indicated in his/her Admit Card, the answer book(s) of such a candidate is liable to be cancelled.
18. The medium of writing the examination for Executive Programme and Professional Programme is English or Hindi as per the option exercised by the candidate and as indicated in the Admit Card (Roll. No.). Candidates, who write some of the papers /answers in Hindi medium and some in English medium other than the opted one, will be treated as cancelled. In case of any doubt or discrepancy in Hindi language in the question paper, the English version of the questions shall prevail.
19. All Question Papers will be provided in English language except the following papers of the Executive Programme, Module II, which will be provided in English with Hindi translation to those candidates who have opted Hindi Medium for writing their respective examinations and such Hindi Medium candidates must darken the circle against the column 'Medium of Writing – HINDI' on the cover page of their main Answer Book No.1:

Executive Programme- Module II	
1.	Company Accounts and Auditing Practices
2.	Capital Markets and Securities Laws
3.	Industrial, Labour and General Laws (OMR Based Examination)

Such candidates should ensure that they received the question paper printed in Hindi language alongwith English version. In case the question paper in Hindi medium as opted by him/her is not received, the matter should be immediately brought to the notice of invigilator/ center superintendent for immediate action. No representations shall be entertained subsequently in this regard.

20. No candidate shall bring with him/her or carry with him/her any Book, Study Material, Handwritten or Printed Notes, Pieces of paper (chits), Mobile Phone, Scientific or Programmable Calculator, Laptop, Palmtop, Smart Watch, Health Band or any other electronic device or gadget in the Examination Hall. The candidates are warned to remain prepared that in the event of suspicious behaviour of any examinee in the Examination Hall/ Room/Premises, he/she would be searched/ frisked to demonstrate that he/she does not possess any prohibited/objectionable item(s) with him/her.
21. Candidates are required to write answers to Questions in their own handwriting with pen/ball-point pen in blue or black ink and in no other coloured ink. **Writing answers with red or green ink is prohibited.** Accordingly, candidates are advised to bring their own pen and ordinary calculator for their use. Lending/borrowing/exchange of any item during the examination in the Examination Hall/Room is prohibited.
22. Candidates are allowed to use their own battery operated noiseless and cordless ordinary calculator with not more than 6 functions, 12 digits and 2 memories. Use of programmable, scientific or printing model of calculators or calculators not conforming to above specifications shall not be permitted. Borrowing or exchange of calculators or any other item/material shall not be permitted in the Examination Hall.
23. Irrespective of the use of calculator in the examination, candidates are advised to invariably show all important steps and working notes relating to solutions of practical problems along with their answers, and rough work done should be marked as "ROUGH WORK TO QUESTION No." and scored off by drawing two parallel lines across such rough work.
24. On receipt of Question Paper, first of all, every candidate must write his/her Roll Number on the top of Question Paper at the specified space provided on the front page. Further, every candidate is required to satisfy himself/herself that he/she has received correct and complete Question Paper and also verify it with reference to the Question Paper Code, Examination Time-Table as given in the Admit card, and see that the total number of questions and printed pages as mentioned on the front page of the Question Paper are in order/complete in all respects.
25. In case any candidate has received a wrong question paper, i.e., question paper of a different subject/stage of the examination, he/she should immediately bring it to the notice of the invigilator/centre Superintendent and get it replaced with the correct question paper. No extra time for writing such examination and also no representation in this regard shall be entertained subsequently.
26. Candidates are warned not to write anything on the Question Paper (except their Roll Number and tick mark [✓] for the questions attempted), Admit Card, Student Identity Card, etc. and not to take away anything(s)/paper(s) from the Examination Room/Hall other than copy of their own Question Paper, Admit Card, Student Identity Card, Scale, Pen and Calculator. Writing of hints, bullet points, short answers, etc., on Question Paper is strictly prohibited.

27. Candidates should write their Roll Number(s) in words and figures inside the boxes and darken the corresponding OMR circles provided on the cover page of the main answer book in **blue or black ball point pen only** and nowhere else in the answer book including additional answer book(s). Any violation of this instruction will tantamount to adoption of unfair means and will attract punishment which may include debarring from appearing in the examination.
28. The Attendance Sheets contain the perforated 'Roll Number Barcode Stickers' for each day's paper for each candidate against his/her name. Before signing the Attendance Sheet on each day of examination, the candidate should remove the perforated 'Roll Number Barcode Sticker' of that particular paper from the Attendance Sheet and affix the same at the appropriate space in the box provided on the cover page of the main Answer Book. Since OMR machine will read the Roll Number, candidates should check and ensure that the Roll Number written in words, figures and circles darkened are correct. In case this information is filled wrongly, Institute will not take any responsibility for rectifying the mistake.
29. While affixing the 'Roll Number Barcode Sticker' on the space provided on the cover page of main Answer Book, it must be ensured by each candidate that the Roll Number Barcode Sticker belongs to him/her and it is related to that particular day's paper only. It must also be ensured that candidates should sign Attendance Sheet only after removal of the Roll Number Barcode Sticker and affixing it on the cover page of the Answer Book. This is to ensure that the candidate's signature on the Attendance Sheet does not cross over into the sticker and deface it.
30. Every candidate on each day of the examination must sign the attendance sheet in the appropriate column against his/her Roll No. and in no case shall leave the examination hall without signing the attendance sheet. Candidates are required to carefully fill-up relevant particulars such as Roll Number, Date of Examination, Stage of Examination, Name of Subject, Medium of Writing, No. of Answer Books used, etc., at the appropriate space and put their signature(s) within the box provided for the purpose on the cover page of main Answer Book.
31. Each candidate is required to maintain uniform pattern and style of his/her handwriting on answer book(s) as well as signature(s) in all correspondence with the Institute —particularly while signing his/her Attendance Sheet and on cover page of main Answer Book in the Examination Hall/ Room with reference to his/her specimen signature appended on the Admit Card, Student Identity Card and Examination Enrolment Form.
32. Candidates should write answers on both sides of all pages of answer book(s) and use all pages of the main answer book before asking for additional answer book. In order to avoid wastage and possibility of misuse of answer book(s), candidates will be issued additional answer book only on demand after they have completely used the main answer book. Any attempt to tamper with the answer book(s) or tearing page(s) from the answer book(s) for any reason whatsoever, or taking them out of Examination Hall/ Room shall tantamount to misconduct punishable under the examination rules and regulations and shall entail stern disciplinary action.
33. Candidates are strictly advised not to write any irrelevant/extraneous matter, mention name, roll no, mobile no, make appeal to examiners for award of pass marks, put signatures in the examiner's/checker's column, use different colours of pen (other than blue/black), write criticism of question paper, make religious symbols / sketches of God or salutation or invocation to God, etc., in the answer book(s). Violation of this instruction shall tantamount to use of unfair means and may lead to the cancellation of the result as well as student registration.

34. No candidate should leave or will be allowed to leave the Examination Hall (i) within one hour of the commencement of examination; (ii) during last 15 minutes of the examination timing; (iii) without signing the Attendance Sheet; and (iv) without properly handing over his/her answer book(s) to the Invigilator.
35. **In case any candidate leaves the examination hall/room after the expiry of one hour but before two hours of commencement of examination, he/she should surrender his/her question paper to invigilator and he/she shall not be entitled to claim it subsequently.**
36. Candidates must attempt questions in accordance with the directions as given on each Question Paper. If the questions are attempted in excess of the prescribed number, only the questions attempted first upto the required number will be valued and awarded marks and the remaining answer(s) will be ignored.
37. **Answer to each question must be started from a fresh page and all parts/sub-question(s) of that question should be attempted consecutively** and that the candidate must clearly and prominently mention respective Question No. at the start of answer and draw parallel lines underneath the question number on the left-hand side margin of the page e.g., "Ans. to Q. No. ...". Candidates are advised not to write anything on the left-hand side margin of pages of answer books except Question No./Sub-Question No. nor should they leave any blank space(s)/page(s) in between the answers or answer book(s).
38. Candidate must put a cross mark (X) against the respective Question No.(s) attempted by him/her in the appropriate box provided on the cover page of the answer book to indicate that cross (X) marked question(s) have been attempted by him/her.
39. Candidates are expected to write to-the-point answers to the questions in neat and legible handwriting citing relevant provisions of the Acts/Rules, quoting case law in support of the answers wherever applicable, and be conversant with the amendments to the laws made upto six months preceding the date of examination. Bad and illegible handwriting will be penalized.
40. Candidates should write their answers in a legible manner. Any answer book containing entirely illegible handwriting is liable to be awarded "ZERO" marks by the examiner.
41. The additional answer book(s) should be fastened to the main Answer Book No.1, in such a manner so that it lies flat when opened. The total number of answer book(s) used (including main answer book) must be clearly indicated on the cover page of the Answer Book No.1, e.g., $1 + 1 = 2$ to denote use of one main answer book plus one additional answer book.
42. No candidate, without specific permission of the Superintendent/Invigilator, shall leave his/her seat during the course of examination. It shall be the personal responsibility of the candidate concerned appearing in the examination to properly fill-up all relevant particulars on the cover page of main answer book. On completion of examination or expiry of the prescribed examination timing, the answer books, even if the same is blank, must at once be handed over to the Invigilator on duty in his/her Room/Hall and the Invigilator's signature be obtained in the relevant column of acknowledgement printed on the Admit Card in token of having handed over his/her answer books. The Superintendents of Examination Centers have been advised to issue acknowledgement in the aforesaid manner, through the Invigilators, for submission of answer books by the candidates.
43. Any representation regarding omission to hand over the written answer book(s) and/or additional answer book(s) or not obtaining the acknowledgement from the Invigilator for

handing over his/her answer book(s), for any reason whatsoever, shall not be entertained after the examination in that paper is over.

44. Any candidate attempting to copy or found copying or referring to any printed/handwritten material, notes, books, mobile phone or any electronic device etc., or exchanging notes or answer scripts with any other person or copying from the work of another candidate or allowing any other candidate to copy/refer to his/her work, helping or asking help from any other person in any manner or communicating by means of words, signs, gestures, codes, and other similar acts to exchange, impart or acquire relevant information in the examination will be viewed as misconduct in the examination. Similarly, any candidate found consulting, talking, whispering with any person in the Examination Hall/ Room or in the corridor/toilet within the premises of examination centre during the course of examinations shall be dealt with severely and punished sternly under the rules and regulations.
45. The Superintendent of Examination has absolute power to expel a candidate from the Examination Hall/ Room if in his/her opinion the candidate has resorted to unfair means for the purpose of answering the examination or behaved in a disorderly manner in and around the Examination Hall/ Room or obstructed the Superintendent or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threatened or blackmail any person connected with conduct of examination. A candidate so expelled, must before leaving the Examination Hall, submit to the Institute his/her explanation in writing through the Superintendent of Examination. Once a candidate is so expelled, he/she may not be allowed to appear in the remaining paper(s) of the examination. Over and above, for any such misconduct of grave nature, the candidate shall be subject to disciplinary action under the provisions of the Company Secretaries Regulations, 1982 and/or other appropriate legal action under the laws of the country and particulars of such candidates or cases will be suitably notified in the Institute's official bulletins/on Institute's website.

PART-B

SPECIFIC INSTRUCTIONS FOR OMR BASED EXAMINATION

For Candidates of Executive Programme

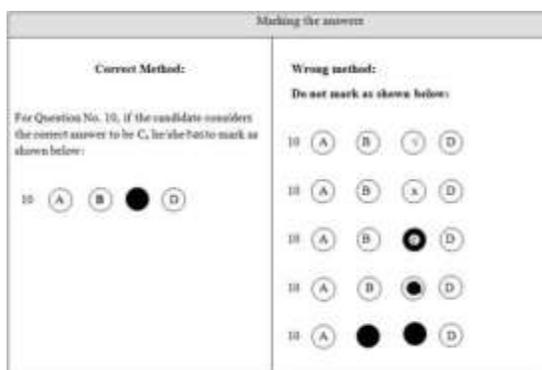
1. Examination in the following three subjects of the CS Executive Programme shall be held in OMR mode:
 - (i) Cost and Management Accounting (Module-I)
 - (ii) Tax Laws and Practice (Module -I)
 - (iii) Industrial, Labour and General Laws (Module -II)

Examination for the above three papers will be held on 20th, 21st and 22nd December, 2017 respectively. The candidates will be provided a Question Paper Booklet and an OMR answer sheet for answering the questions.

2. The candidate must write the 6 digit Roll Number, as allotted to him/her and printed in the Admit Card, on OMR Answer Sheet in boxes and darken appropriate circles with **Blue/Black Ball Point Pen**. Similarly, write Question Paper Booklet Number as also the codes viz. A or B or C or D, as the case may be, subject code and Exam Centre code on OMR Answer Sheet. The candidate should not write his/her name, Registration Number and also not to make noting/scribbling on the Answer Sheet and Question Paper Booklet except in the space provided for rough work. In case any candidate fills in the information wrongly, the Institute will not take any responsibility of rectifying the

- mistake. The Question Paper Booklet Code as darkened by the candidate will be final and the result will be processed on the basis of the circle darkened by him/her.
3. Candidates are required to correctly fill in the Question Paper Booklet Code (as mentioned on the top of the Question Paper Booklet) in the OMR Answer Sheet, as the same will be considered final for result computation. Candidates not filling the Question Paper Booklet Code will not be awarded any marks.
 4. Each candidate will be given Question Paper Booklet printed in English except Industrial, Labour and General Laws, Paper of Module-II where the Question Paper Booklet printed in English with Hindi translation (bi-lingual) will be given to the students who have opted Hindi as medium for writing the CS examination.
 5. Candidates should not open the seal of the Question Paper Booklet before the time specified for the commencement of the examination.
 6. Every candidate is required to satisfy that the Question Paper Booklet given is of the medium opted by him/ her and contains the number of pages as printed on the cover page of the booklet. In case of any discrepancy, he/she should ask for replacement of the Question Paper Booklet immediately.
 7. The OMR Answer Sheet contains the serial number of questions as given in the Question Paper Booklet. Against each question number, there are four circles marked as A, B, C, and D which correspond to the four answer options of which one is to be darkened on the OMR Answer Sheet only. No marking should be done on the Question Paper Booklet.
 8. Candidates are required to sign on the OMR Answer Sheet and Attendance Register/Sheet in the same manner as they have signed in their application form and Admit Card. Before signing the Attendance Sheet, candidate should remove the "Barcode Sticker" of that particular paper from the Attendance Sheet and affix the same vertically in the space provided on the OMR Answer Sheet.
 9. The Question Paper Booklet will consist of 100 Multiple Choice Questions (MCQ's). Each question will be of one mark and for every question, four answer options designated as A, B, C and D are given in the Question Paper Booklet. The candidate is required to select one amongst the options corresponding to the question as his/her correct answer and darken the circle i.e. A or B or C or D as the case may be, to be the answer in the OMR Answer Sheet **with blue/black ball point pen only.**

Example:



10. For each correct answer one mark will be awarded. There will be negative marking for wrong answers. **The negative marking will be applied in the ratio of 1: 4, i.e. deduction of one (1) mark for every four (4) wrong answers** and total marks obtained by the candidates would be rounded up to next whole number. Further, the

negative marks would be limited to the extent of marks secured for correct answers so that no candidate shall secure less than zero mark in the subject concerned.

11. Multiple darkened circles for a question will be treated as wrong answer. For question/s not answered i.e. blanks, no marks will be given or deducted.
12. Candidate has no option to change/alter/erase the answer once he/she has answered the question by darkening the circle. Therefore, before darkening the circle corresponding to the question number he/she is advised to ensure the correctness /authenticity of the answer. Use of white/correction fluid, eraser, blade, etc. is not allowed on the OMR Answer Sheet.
13. The candidate will be required to surrender the OMR Answer Sheet at the conclusion of each session of examination against acknowledgement by the Invigilator on the admit card.
14. Candidates may bring a card board or clip board on which nothing has been written so as to avoid any difficulty in darkening the circles in OMR Answer Sheet as the tables/furniture provided in the examination hall may or may not have even or smooth surface.

Note: Infringement of any of these instructions (Part A and Part B) may render the candidates liable for disciplinary action which could lead to cancellation of results of the examination and/or studentship registration under the Company Secretaries Regulations, 1982 as in force.

SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING OR USE OF MOBILE PHONE, ETC., IS TOTALLY BANNED INSIDE THE EXAMINATION ROOM / HALL / CENTRE PREMISES.



THE INSTITUTE OF
Company Secretaries of India

OMR ANSWER SHEET

(USE BLUE/BLACK BALL POINT PEN ONLY)

OMR Sheet No.

EXECUTIVE PROGRAMME EXAMINATION

OMR Sheet No.

Date of Examination (DD/MM/YYYY)

How to mark answers:
 CORRECT METHOD: A ● C D
 WRONG METHOD(S): X ✓ ○

Roll Number (in words)

Subject

Q.No.	Answer	Q.No.	Answer
1	A B C D	51	A B C D
2	A B C D	52	A B C D
3	A B C D	53	A B C D
4	A B C D	54	A B C D
5	A B C D	55	A B C D
6	A B C D	56	A B C D
7	A B C D	57	A B C D
8	A B C D	58	A B C D
9	A B C D	59	A B C D
10	A B C D	60	A B C D
11	A B C D	61	A B C D
12	A B C D	62	A B C D
13	A B C D	63	A B C D
14	A B C D	64	A B C D
15	A B C D	65	A B C D
16	A B C D	66	A B C D
17	A B C D	67	A B C D
18	A B C D	68	A B C D
19	A B C D	69	A B C D
20	A B C D	70	A B C D
21	A B C D	71	A B C D
22	A B C D	72	A B C D
23	A B C D	73	A B C D
24	A B C D	74	A B C D
25	A B C D	75	A B C D
26	A B C D	76	A B C D
27	A B C D	77	A B C D
28	A B C D	78	A B C D
29	A B C D	79	A B C D
30	A B C D	80	A B C D
31	A B C D	81	A B C D
32	A B C D	82	A B C D
33	A B C D	83	A B C D
34	A B C D	84	A B C D
35	A B C D	85	A B C D
36	A B C D	86	A B C D
37	A B C D	87	A B C D
38	A B C D	88	A B C D
39	A B C D	89	A B C D
40	A B C D	90	A B C D
41	A B C D	91	A B C D
42	A B C D	92	A B C D
43	A B C D	93	A B C D
44	A B C D	94	A B C D
45	A B C D	95	A B C D
46	A B C D	96	A B C D
47	A B C D	97	A B C D
48	A B C D	98	A B C D
49	A B C D	99	A B C D
50	A B C D	100	A B C D

Roll Number	Question Paper Booklet No.	Question Paper Booklet Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
1 1 1 1 1 2 2 2 2 2 3 3 3 3 3 4 4 4 4 4 5 5 5 5 5 6 6 6 6 6 7 7 7 7 7 8 8 8 8 8 9 9 9 9 9 0 0 0 0 0	1 1 1 1 1 2 2 2 2 2 3 3 3 3 3 4 4 4 4 4 5 5 5 5 5 6 6 6 6 6 7 7 7 7 7 8 8 8 8 8 9 9 9 9 9 0 0 0 0 0	A ○ B ○ C ○ D ○ Medium <input type="text"/> ENGLISH (E) HINDI (H)

BAR CODE STICKER	Subject Code	Exam Centre Code
	(As per Admit Card)	(As per Admit Card)
	<input type="text"/>	<input type="text"/>
	CMA - 322 ① TLP - 324 ② ILGL - 327 ③	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 0 0 0 0
(For details See Overleaf)		

INSTRUCTIONS TO CANDIDATES

- There shall be negative marks for wrong answers.
- Use Only Blue/Black Ball Point Pen to fill-in the boxes and darken the appropriate Circles.
- Write and darken correct Question Paper Booklet Code, viz. A or B or C or D carefully as the same will be taken as final for evaluation.
- In case any candidate fills in any information wrongly, the Institute will not take any responsibility to rectify the same.
- Darken one circle only for the answer which you consider to be correct against the corresponding question number.
- Candidates are not allowed to change / alter / erase the answers, once darkened, with white / correction fluid, eraser, black, etc.
- Please do NOT make any stray marks on the answer sheet.
- Rough work must NOT be done on the answer sheet.
- As the OMR Answer Sheet is to be read by machine, do not fold or damage its edges.

(CONTD. OVERLEAF.....)

FOR ICSI OFFICE USE ONLY	Signature of Candidate with Date	Signature of Invigilator with Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

INSTRUCTIONS TO CANDIDATES (CONTD.....)

10. Candidate should write his/her Roll Number in words in the allotted space. The Roll Number should also be written in figures in the boxes and appropriate circles be darkened.
11. Before signing the Attendance Sheet, candidate should remove the "Barcode Sticker" of that particular paper from the Attendance Sheet and affix the same vertically in the space provided on the OMR Answer Sheet.
12. Candidates are required to fill-up relevant particulars and / darken the relevant circles such as Date of Examination, Subject, Question Paper Booklet No. and Question Paper Booklet Code (A, B, C or D) as printed on the Question Paper Booklet, Subject Code, Examination Centre Code and Medium of Examination at the appropriate boxes/space on the OMR Answer Sheet. Candidates wrongly darkening/not filling in or wrongly filling in any of the information as stated above, their answer sheet shall be liable to be rejected.
13. Candidates shall use **only blue or black ball point pen** for writing the particulars and darkening the circles. They should not use gel or ink pen.
14. Negative marking for wrong answers attempted by the Candidates will be applied in the ratio of 1:4, *i.e.*, deduction of one (1) mark for every four (4) wrong answers.
15. Candidates should not change, alter or erase their answers once darkened. Hence before darkening the circles corresponding to the question number, they are advised to ensure the correctness/authenticity of the answer.
16. Candidates must duly handover the OMR Answer Sheet to the Invigilator before leaving the Examination Hall and the invigilator's signature be obtained in the Admit Card as an acknowledgement of the same.
17. **Carrying mobile phones, pagers, any kind of communication device(s), books, printed or handwritten materials, etc. are totally banned inside the Examination Hall/Room/Premises.**
18. Any candidate found in possession of any banned item(s) (as stated above) inside the Examination Hall/Room/Premises will be deemed to have willfully infringed the "Instructions to Examinees" amounting to misconduct and liable to be expelled.
19. Candidate's eligibility to appear in any paper(s) and / or examinations shall be subject to the provisions of the Company Secretaries Regulations, 1982, as in force.
20. Subject and their codes are as under:

SUBJECT	SUBJECT CODE	MODULE
(i) Cost and Management Accounting	CMA-322	I
(ii) Tax Laws and Practice	TLP-324	I
(iii) Industrial, Labour and General Laws	ILGL-327	II

Attention : Students

CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE FOR STUDENTS

The Institute launched the 'Corporate Compliance Executive Certificate' in terms of Chapter IVA (Regulation 28A & 28B) of the Company Secretaries Regulations, 1982 on 4th October, 2013.

ELIGIBILITY FOR AWARD OF CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE

A person who –

- is currently registered as a student of the Company Secretaryship course of the Institute;
- has completed at least one group of the Intermediate/Executive Programme Examination of the Company Secretaryship Course, and
- has completed a training of Six months under Regulation 28A of the Company Secretaries Regulations, 1982, which may include skill oriented practical/class room training for two weeks.

PROCEDURE

An eligible student may apply for award of Corporate Compliance Executive Certificate by submitting an application in specified format (available on the website of the Institute www.icsi.edu), after making payment of a fee of Rs. 2000 (two thousand only), either in cash (at counters of the Institute across the county) or by way of Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi.

STATUS OF HOLDER OF CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE

- The student who is awarded **Corporate Compliance Executive Certificate** of the Institute shall be entitled to use the descriptive letters "Corporate Compliance Executive".
- The grant of Certificate of **Corporate Compliance Executive Certificate** shall not confer on the Corporate Compliance Executive the rights of a member, nor entitle him to claim membership of the Institute.

VALIDITY OF CERTIFICATE

- The Corporate Compliance Executive certificate is valid for a period of three years (financial years) and is renewable on completion of four Programme Credit Hours (PCH) and payment of requisite fee as the Council may determine from time to time.

OTHER DETAILS

- The student shall have to complete the course of Corporate Compliance Executive Certificate including the training requirements within the registration period.
- The student having awarded the Corporate Compliance Executive Certificate may continue to pursue the regular Company Secretaryship course if he so desires.
- Except to the extent provided in this Chapter IVA (Regulations 28A & 28B) of the Company Secretaries Regulations, 1982 or as decided by the Council from time to time, regulations in Chapter IV and VI relating to 'Registered Students' and 'Examinations' shall mutatis-mutandis apply to the 'Corporate Compliance Executive Certificate Course'.
- A student after having awarded the Corporate Compliance Executive Certificate shall secure four Programme Credit Hours (PCH) for renewal of Corporate Compliance Executive Certificate.
- There shall be no exemption from training.

***Brochure and application form are available at CCEC section on website of the Institute www.icsi.edu.
For queries please write at ccec@icsi.edu or contact on phone number 0120-4082135.***

Attention : Students

LICENTIATE - ICSI

Regulation 29 & 30 under Chapter-V of the Company Secretaries Regulations, 1982 provides for Licentiate ICSI.

ELIGIBILITY FOR AWARD OF LICENTIATE ICSI

A person who –

- has completed the Final examination or Professional Programme examination conducted by the Institute may, within six months from the date of declaration of results in which he has passed the Final examination or Professional Programme examination can apply for enrollment as a licentiate
- the Council, however, may condone the delay in applying for licentiateship by any person for reasons to be recorded in writing.

PROCEDURE

An eligible student may apply for enrollment as Licentiate ICSI by submitting an application in prescribed form ST-8 alongwith annual subscription of Rs. 1000/- in cash (at counters of the Institute across the country) or by way of Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi along with copies of date of birth, professional programme pass certificate and graduation certificate/foundation pass certificate duly attested by any member of the Council/Regional Council/Satellite Chapter of the Institute or any Officer of the Institute.

STATUS OF LICENTIATES

- The person enrolled as a Licentiate of the Institute shall be entitled to use the descriptive letters "Licentiate ICSI" to indicate that he has qualified in the Final examination or Professional Programme examination of the Institute.
- The grant of licentiateship shall not confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be.
- The licentiate may be permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional Council or Chapter as the case may be, subject to such conditions as may be imposed by the Council, Regional Council or Chapter, as the case may be.

VALIDITY OF CERTIFICATE

- A licentiate shall not ordinarily be eligible to renew his enrolment for more than five years after passing the Final Examination or Professional Programme examination.

OTHER DETAILS

- The Licentiate will be provided Chartered Secretary Journal of the Institute free of cost.
- The student enrolled as a Licentiate ICSI may apply for ACS Membership on attaining the eligibility for ACS by surrendering his Licentiateship.
- A Licentiate may apply in the prescribed form for exemption from training requirements (except MSOP) along with the requisite documents of work experience. eMSOP can be undergone through online mode by the eligible candidates for acquiring ACS Membership.
- The annual licentiate subscription becomes due and payable on the first date of April every year and non-payment of annual subscription on or before the thirtieth of June of a year shall disentitle the person to use the descriptive letters "Licentiate ICSI" from 1st July of that year, until his annual subscription for the year is received by the Institute.
- The name of the person so disentitled shall be published in the Journal.

For queries, please write at licentiate@icsi.edu or contact on phone number 0120-4082136.

News from Region

EIRC



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ICSI-EIRC Building, 3-A Ahiripukur 1 Lane, Kolkata 700019

Phone: 033 - 22816541, 22832973, 22901065, 22902178, 22902179

Fax: 033- 22816542 E-mail: eirc@icsi.edu

ORAL TUITION CLASSES

For CS FOUNDATION, EXECUTIVE & PROFESSIONAL STUDENTS appearing in JUNE,
2018 EXAMINATIONS

About ICSI-EIRC Oral Tuition Class

- Excellent Classroom teaching by Experienced Faculties
- Facility of LCD Projectors in Class rooms
- Facility of Library and Reading Room for the students
- Seminars and Guidance talk by Visiting / Guest faculties
- Periodic Mock Class Tests for evaluation
- Tips and Guidance by Experts on Preparation of CS Examinations
- Facilitation for Management Training and Placement
- Parent Teacher Meet at regular intervals and Sharing of Progress of the Students
- All subjects under one roof, hence no need to run from one place to another for different subjects
- All classes will be at ICSI-EIRC House hence students will be in touch with the Institute.

**BATCHES
STARTED**

REGISTER SOON !!!

NO FEE FOR
STUDENTS HAVING
ANNUAL FAMILY
INCOME OF LESS
THAN RS.250,000/-

EXECUTIVE

FEE: Module I - Rs. 7500
Module II - Rs. 5900
Both Modules - Rs.12500

FOUNDATION

FEE: Rs. 5000/-

PROFESSIONAL

FEE: Rs. 6000/- per
module

ADMISSION OPEN!

Admission on First Come First Serve Basis

For Further details contact:

Dr. Tapas Kumar Roy, Assistant Director, ICSI-EIRO
Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO

ICSI- EIRC HOUSE

3A, Ahiripukur 1st Lane, Beckbagan Kolkata- 700019

Ph: 033-22832973;22902178;22901065

Email:tapas.roy@icsi.edu;rukmani.nag@icsi.edu;

10% Discount for
Executive OTC
fee for students
who cleared
Foundation
Exam with 60%.

The Schedule of the classes is as under

STAGE	TIMINGS	NO. OF LECTURES	FEE (RS.)	DAYS
Foundation	12.00 pm -4.15 pm	Daily two lecture (2 paper)	5000/-	Monday To Thursday
Executive Module I	7:30 am -11:45 am	Daily two lecture (2 paper)	7500/-	Monday/ Wednesday/ Friday
Executive Module II	7:30 am -11:45 am	Daily two lecture (2 paper)	5900/-	Tuesday/ Thursday/ Saturday
Professional	7:30 am -11:45 am	Daily two lecture (2 paper)	6000/per module	Monday To Saturday



NOTE:

- *Each lecture is of two hours duration.*
- *Admissions on first come first serve basis.*
- *Subject wise Coaching is also provided.*
- *Four hours duration (two subjects per day)*



15 DAYS ACADEMIC TRAINING PROGRAMME

E
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Eastern India Regional Council of The Institute of Company Secretaries of India (ICSI-EIRC), is organizing 15 Days Academic Training Programme at "ICSI-EIRC House", 3A, Ahiripukur 1st Lane, Kolkata 700 019.

2 Days Induction	3 Days EGP	5 Days SDP	5 Days EDP
Document Required <ul style="list-style-type: none"> Executive Marksheet Passport Size Photo Fee: Rs.1,500/- 	Document Required <ul style="list-style-type: none"> Executive Marksheet 2-Days Certificate Passport Size Photo Fee: Rs.3,000/- 	Document Required <ul style="list-style-type: none"> Executive Marksheet 2-Days Certificate 3-Days Certificate Passport Size Photo Fee: Rs.4,000/- 	Document Required <ul style="list-style-type: none"> Executive Marksheet 2-Days Certificate 3-Days Certificate 5-Days SDP Certificate Passport Size Photo Fee: Rs.4,000/-

Students are required to pay requisite fee payable in cash (by hand) or by demand draft drawn in favor of "The Institute of Company Secretaries of India-EIRC" payable at Kolkata at EIRO of ICSI, 3A, Ahiripukur 1st Lane, Kolkata 700 019.

For further details contact

Dr. Tapas Kumar Roy, Assistant Director, ICSI-EIRO
 Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO
 ICSI-EIRC House, 3A, Ahiripukur 1st Lane, Kolkata – 700 019
 Ph: 033- 2283 2973 / 2290 2178 / 2290 2179
 Email: tapas.roy@icsi.edu / rukmani.nag@icsi.edu



2 DAYS INDUCTION

Eastern India Regional Council of The Institute of Company Secretaries of India (ICSI-EIRC), is organizing 2 Days Induction training programme at "ICSI-EIRC House", 3A, Ahiripukur 1st Lane, Kolkata 700 019.

All students of the Institute who have passed the Executive Program (i.e. passed both/all modules of Executive Program) on or after 25th August, 2015, are required to undergo 15 Days Academic training programme. Eligible students who are desirous of undergoing 2 Days Induction, may submit their prescribed application forms duly filled in along with pass out mark sheet and total fee of Rs.1,500/- (Rupees One Thousand Five Hundred Only) payable in cash (by hand) or by demand draft drawn in favor of "The Institute of Company Secretaries of India-EIRC" payable at Kolkata at EIRO of ICSI, 3A, Ahiripukur 1st Lane, Kolkata 700 019.

The participants are advised to maintain the following Dress Code strictly during the days of Programme.

Dress Code for Male: Sober Colored Shirts, Trousers, Tie and Shoes. (Suit/ blazer preferred)

Dress Code for Female: Sari or Sober Colored Salwar Khameez. (Suit preferred)

Registration going on

Next batch will be announce soon

For further details and registration, please contact: Students Services, EIRO of ICSI, Phone: 033-2283 2973 / 2290 1065 / 2290 2178. OR mail at: tapas.roy@icsi.edu ; rukmani.nag@icsi.edu;



3 DAYS e-governance

Eastern India Regional Council of The Institute of Company Secretaries of India (ICSI-EIRC), is organizing 3 Days e-Governance training programme at "ICSI-EIRC House", 3A, Ahiripukur 1st Lane, Kolkata 700 019.

All students of the Institute who have passed the Executive Program (i.e. passed both/all modules of Executive Program) on or after 25th August, 2015, are required to undergo 15 Days Academic training programme. Eligible students who are desirous of undergoing 3 Days e-Governance, may submit their prescribed application forms duly filled in along with pass out mark sheet, Certificate of 2 Days Induction and total fee of Rs.3,000/- (Rupees Three Thousand Only) payable in cash (by hand) or by demand draft drawn in favor of "The Institute of Company Secretaries of India-EIRC" payable at Kolkata at EIRO of ICSI, 3A, Ahiripukur 1st Lane, Kolkata 700 019.

The participants are advised to maintain the following Dress Code strictly during the days of Programme.

Dress Code for Male: Sober Colored Shirts, Trousers, Tie and Shoes. (Suit/ blazer preferred)

Dress Code for Female: Sari or Sober Colored Salwar Khameez. (Suit preferred)

Registration going on

Next batch will be announce soon

For further details and registration, please contact: **Students Services, EIRO of ICSI, Phone: 033-2283 2973 / 2290 1065 / 2290 2178. OR mail at: tapas.roy@icsi.edu ; rukmani.nag@icsi.edu;**



5 Skill Development
DAYS academic program

E
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R
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Eastern India Regional Council of The Institute of Company Secretaries of India (ICSI EIRC), is organizing 1st 5 Days Skills Development at "ICSI EIRC House", 3A, Ahiripukur 1st Lane, Kolkata 700 019.

Fees	Documents	Venue
Rs.4,000/-	<ul style="list-style-type: none"> ▪ Executive Marksheet ▪ 2-Days Certificate ▪ 3-Days Certificate ▪ Passport Size Photograph 	ICSI-EIRC, House 3A, Ahiripukur 1 st Lane, Kolkata 700 019

Participation fee is Rs.4,000/- (Rupees Four Thousand Only) payable in cash (by hand) or by demand draft drawn in favor of "The Institute of Company Secretaries of India-EIRC" payable at Kolkata at EIRO of ICSI, 3A, Ahiripukur 1st Lane, Kolkata 700 019.

Registration going on

Next batch will be announce soon

For further details and registration, please contact: **Students Services, EIRO of ICSI, Phone: 033-2283 2973 / 2290 1065 / 2290 2178. OR mail at: tapas.roy@icsi.edu ; rukmani.nag@icsi.edu;**



ICSI-EIRC LIBRARY

TIMING
10:00 AM to 6:00 PM

E-Library subscription with
CLAnline • **Kopykitab** • E-Publications
manupatra • **ADAMANN** • ICSI Journals

Library registration is open for students

Step to get register for library

- ❖ Fill the application form
- ❖ Student Identity Card
- ❖ 2 Passport size photograph
- ❖ Annual Fee Rs. 100/- only.
- ❖ Security Amount Rs. 500/-

Books Available

- Chartered Secretary
- Bearcats
- ICSI Publications
- Taxation
- ICSI Study Materials
- Reference
- Books on Case Laws
- Guidelines Answers

For further details contact
 Dr. Tapas Kumar Roy, Assistant Director, ICSI-EIRO
 Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO
 ICSI-EIRC House, 3A, Ahiripukur 1st Lane, Kolkata – 700 019
 Ph: 033- 2283 2973 / 2290 2178
 Email: tapas.roy@icsi.edu / rukmani.nag@icsi.edu




Attention Students

Refund of fees received from students who have not attended SIP/EDP

1. Those students who have registered with EIRC but not attended SIP/EDP are requested to submit an application for the refund of SIP/EDP fee along with original SIP/ EDP acknowledgement receipt at ICSI-EIRC, House, 3A, Ahiripukur, 1st Lane, Kolkata-700019.
2. Outstation students who are unable to come personally to collect the refund, may opt for electronic transfer to their bank account after sending the duly filled-up undertaking form duly signed by them.

For further details contact

Dr. Tapas Kumar Roy, Assistant Director, ICSI-EIRO / Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO
 ICSI-EIRC House, 3A, Ahiripukur 1st Lane, Kolkata – 700 019, Visit : <https://www.icsi.edu/eiro/Home.aspx>
 Ph: 033- 2283 2973 / 2290 2178 / 2290 2179 or Email: tapas.roy@icsi.edu / rukmani.nag@icsi.edu

Attention ICSI-EIRC Library Member

Refund of Security Deposit Amount for Library Membership

Those students who have taken Membership of ICSI-EIRC Library before 1st April, 2010 and have not renewed / are not continuing the same as on date should claim for refund of their Security Deposit Money for Library Membership. An application addressed to the Regional Director (E) has to be submitted for the refund of security deposit along with the original acknowledgement receipt and the Library Cards at ICSI-EIRC, House, 3A, Ahiripukur, 1st Lane, Kolkata-700019 within 31st December 2017. The unclaimed amount after 31st December 2017 would be forfeited.

For any clarification may please contact
Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO
ICSI-EIRC House, 3A, Ahiripukur 1st Lane, Kolkata - 700 019.
Visit : www.icsi.org / www.icsi.edu

Ph: 033- 2283 2973 / 2290 2178 / 2290 1065 or Email: info@icsi.org / rukmananag@icsi.edu

SCHOLARSHIP SCHEME

ICSI-EIRC is pleased to announce Scholarship Scheme for pursuing Company Secretary Course with the support of few Private Charitable Foundation / Trust. The Scholarly Students need financial help to pursue further studies in CS may contact Regional Director at the following address for information in detail.

DVNS Sarma

Regional Director
ICSI-EIRC House,
3A, Ahiripukur 1st Lane,
Kolkata - 700 019
Ph: 033- 22901065/ 2283 2973
Mail:eiro@icsi.edu

SIRC

THE ICSI – SIRC

ORAL COACHING CLASSES

for

EXECUTIVE PROGRAMME FOR JUNE 2018 EXAMINATION

The Institute of Company Secretaries of India – Southern India Regional Office is commencing Oral Coaching Classes for Executive Programme Both Modules for June 2018 examination from 27th December, 2017

Executive Programme:	Date of commencement:	27.12.2017
Module-I (Evening)	Fees:	Rs.6100
Module-II (Morning)	Fees:	Rs.5600

**Our ICSI Faculty Members are dedicated
to your education & success**

WHY SHOULD YOU UNDERGO CLASS ROOM TEACHING [ORAL COACHING] AT ICSI-SIRC?

1. Classes are conducted exclusively for students doing CS course and the focused coaching helps the students tremendously.
2. Classes are conducted for the past several decades and thousands of Company Secretaries have passed from our oral coaching with many students getting All India Rank.
3. The faculty members are sought after professionals; they teach not only theoretically but also provide practical experience.
4. Students undergoing Classroom teaching can utilize the library and reading room (with more than 2000 books) free of cost for their reference.
5. Tests are conducted which will help the students to prepare for the examinations.
6. Students can attend all meetings organized by Students Forum of ICSI free charge which will enable them to update their knowledge, clarify doubts and improve their leadership skill.
7. Sessions on how to prepare exams and also doubt clearing session exclusively for the difficult subjects will be free for Oral Coaching Students.
8. The fees charged by ICSI is one of the lowest and the classes are conducted only for the benefit of students.
9. Arrangements will be made for attending the Annual General Meeting in Listed Companies.

For further details please contact:

SIRC OF THE ICSI,

9, Wheat Crofts Road,

Nungambakkam, Chennai – 600 034

Phone: (044) 28279898, 28268685

E-mail: siro@icsi.edu

NIRC



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

NORTHERN
INDIA
REGIONAL
COUNCIL

15 DAYS ACADEMIC DEVELOPMENT PROGRAM

S.no.	Program	Dates	Fees	Venue
1	2 days Induction Program	4 th to 5 th December 2017	Rs. 1000/-	Northern India Regional Council of The Company Secretaries of India (NIRC-ICSI) ICSI-NIRC Building, 4 Prasad Nagar Institutional Area New Delhi 110 005 Phone: 011 49343000 Email: niro@icsi.edu Website: www.icsi.edu/niro
2	3 days e-governance	6 th to 8 th December 2017	Rs. 2000/-	
3	5 days Skill Development	2 nd to 6 th January 2018	Rs. 3000/-	
4	5 days Entrepreneurship Development	8 th to 12 th January 2018	Rs. 3000/-	



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भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

NORTHERN
INDIA
REGIONAL
COUNCIL

SUCCESS (don't just wish for it, work for it)

Award
for Best
Students

**EXEMPLARY OT CLASSES
THROUGH CREATIVE
& EFFECTIVE LEARNING**

50%

concession in the
NIRC Library
Membership
Fees

June 2018 Examination

NIRC-ICSI
Classes

Grab opportunity for attending
Oral Tuition classes organized by
NIRC-ICSI for very reasonable fees
with all modern facilities, Highly Qualified,
Experienced, Renowned &
Dedicated faculties

NIRC-ICSI
Classes

- Scholarship to those who obtained Rank at Northern Region.
- Subject-wise Mock Test
- Facility for participation in Moot Court
- Subject wise special lectures by **eminent faculties**.
- Facility for participation in **Campus Placement** for training.
- Facility of Personality Grooming - Participation in Talks on Motivation, Public Speaking, Stress Management etc. and cultural activities
- Facility of providing crash courses.
- Facility for organising special revisionary batches.

**NIRC-ICSI
Classes**

**Date of
commencement**

12.01.2018

VENUE:

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

*(Walking distance
from Rajendra Place Metro Station)*

The Schedule of the classes is as under

STAGE	DIFFERENT BATCH TIMINGS	NO. OF LECTURES	FEE (RS.)	DAYS
Professional Module I	Batch 1 7.30 am - 9.30 am	120 (40 lectures per subject)	8,500/- Full module Or 3000/- Subject-wise	Daily One Lecture
	Batch 2 6.30 pm - 8.30 pm			
Professional Module II	Batch 1 10.00 am - 12.00 noon	120 (40 lectures per subject)	8,500/- Full module Or 3000/- Subject-wise	Daily One Lecture
	Batch 2 6.30 pm - 8.30 pm			
Professional Module III	Batch 1 4.00 pm - 6.00 pm	120 (40 lectures per subject)	8,500/- Full module Or 3000/- Subject-wise	Daily One Lecture
	Batch 2 6.30 pm - 8.30 pm			
Executive Module I	Batch 1 7.30 am - 12.00 noon	140 (35 lectures per subject)	8,000/- Full module Or 2,500/- Subject-wise	Daily Two Lectures
	Batch 2 2.00 pm - 6.30 pm			
	Batch 3 4.00 pm - 8.30 pm			
Executive Module II	Batch 1 7.30 am - 12.00 noon	105 (35 lectures per subject)	7,000/- Full module Or 2,500/- Subject-wise	Daily Two Lectures
	Batch 2 2.00 pm - 6.30 pm			
	Batch 3 4.00 pm - 8.30 pm			
Foundation	Batch 1 8.00 am - 12.30 pm	120 (30 lectures per subject)	7,000/- Full module Or 2,500/- Subject-wise	Daily Two Lectures
	Batch 2 2.00 pm - 6.30 pm			
	Batch 3 4.00 pm - 8.30 pm			

Subject-wise classes

	Subject	Timing	Fees	DAYS
Professional	Corporate Restructuring, Valuation and Insolvency	7.30 am to 9.30 am	3000/-	Daily One Lecture
	Secretarial Audit, Compliance Management and Due Diligence	6.30 pm to 8.30 pm	3000/-	Daily One Lecture
	Information Technology and Systems Audit	6.30 pm to 8.30 pm	3000/-	Daily One Lecture
Executive	Company law	7.30 am to 9.30 am	2500/-	Daily One Lecture
	Tax Laws and Practice	7.30 am to 9.30 am	2500/-	Daily One Lecture
	Cost and Management Accounting	4.00 pm to 6.00 pm	2500/-	Daily One Lecture
	Company Accounts and Auditing Practices	6.30 pm to 8.30 pm	2500/-	Daily One Lecture

The key features of the classes at NIRC-ICSI

- ❖ Award for meritorious students of OTC.
- ❖ Financial assistance to the students under Economically Weaker Section (EWS).
- ❖ 50% concession in the NIRC library membership fees.
- ❖ Exclusive Trainees Campus for OTC Students.
- ❖ Facility of LCD projectors in class rooms.
- ❖ Subject wise notes in soft copy may be provided to the students.
- ❖ Facility of Library with all latest books.
- ❖ Class test will be conducted and performance of the students will be evaluated.
- ❖ Guidance to students by expert faculties on giving presentations on varied topics.
- ❖ Organization of Parents'- Teachers' Meet and sharing of progress of the students.
- ❖ Facility for providing subject wise case study session.
- ❖ Facility of Guidance Program by Expert faculties for appearing in examinations.
- ❖ Facility for providing counselling session for examination pattern and amendment classes.
- ❖ Facility of interaction with faculties and senior members to clear the doubts about career prospects as Company Secretary.
- ❖ Facility for providing after class support i.e. after completion of the classes of subject.
- ❖ Student will be in touch with the Institute and will be well aware of all the information/developments at the Institute including Training Programs like EDP, PDP, 15 days Academic Programme etc., and Competitions like Elocution, Moot Court and Company Law Quiz etc.
- ❖ Opportunity to participate in varied competitions like Essay writing, Drawing/Painting, Debate, Slogan writing etc.
- ❖ Facility for knowledge updation - Participation in students' seminars/conferences/workshops/Industrial visits etc.
- ❖ Career & other guidance and direct interaction with the CS fraternity.
- ❖ Latest update.

NOTE:

- Each lecture is of two hours duration.
- Admissions on first come first serve basis.
- Commencement of classes is subject to availability of sufficient number of students in each batch.
- Subject-wise coaching is also provided.
- Weekend batches may also be organised subject to availability of sufficient number of students in each batch.
- The fees paid will not be refunded after commencement of classes.
- Students are requested to maintain decorum in a class if any students found guilty, their OTC registration will be cancelled.

Interested students may deposit the fee at ICSI-NIRC Building, 4, Prasad Nagar Institutional Area, New Delhi-110005

by Cash/Demand Draft drawn in favour of the NIRC of the ICSI payable at New Delhi. For further details please contact: 011-49343000/3006/3021

or email at niro@icsi.edu; beena@icsi.edu
or visit www.icsi.edu/niro



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

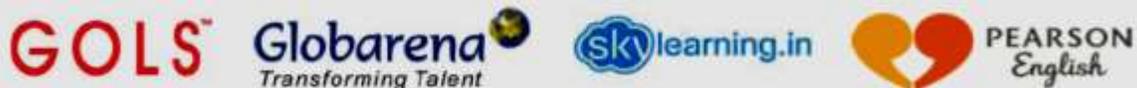
E-LIBRARY

ICSI is pleased to inform that in order to facilitate the knowledge grinding and updation of students, ICSI has launched a multi vendor e-library for its students. The student subscriber of the e-library will have access of rich contents i.e. case laws, Bare Acts, Text book, Articles etc. provided by service providers at very affordable rates. The subscription of elibrary is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription.



ONLINE ENGLISH LEARNING PROGRAMME

ICSI is pleased to inform that in order to upgrade the English skills of students, ICSI has launched a multi-vendor Online English Learning Programme for its students. The student subscriber of the Online English Learning Programme will have access of rich contents provided by service providers at very affordable rates. The subscription of Online English Learning Programme is voluntary for the students and the students may subscribe to any Online English Learning Programme at their option. In order to enable that maximum number of students get benefit of Online English Learning Programme, the subscription charges have been capped at Rs. 3000/- per annum per subscription.



ICSI has arranged 7 days trial version of E-library and Online English Learning Programme for students. A student may subscribe to E-library and Online English Learning Programme with or without using the trial version.

The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.

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Editorial Team

SONIA BAIJAL, DIRECTOR

AKANSHA GUPTA, EXECUTIVE (ACADEMICS)

Directorate of Professional Development, Perspective Planning and Studies

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