

Student Company Secretary

(e-bulletin for Executive & Professional Students)

October 2017



Message From The President

Dear Students

Abraham Lincoln has once quoted that “the best way to predict the future is to create it”. Indeed, it is the powerful thoughts, effective actions and judicious accomplishments, which create the history.

Friends, with the recent inaugural of the Institute’s Golden Jubilee by the gracious hands of Hon’ble Prime Minister, we, as one of the premier institute of the nation has marked the glorious journey of serving professional excellence in compliance and governance. As the governance professional, we followed a success mantra of “Think It, Do It and Create History.” The real impulse of our golden account serving global standards of Professional Excellence in last 49 years is folded with receiving motivation from the professional comrades. In the long narration of our success and dedication, it has been observed time and again that footprints of success has not only inspired the spirit to work hard for triumph but also paved the ways towards precise direction of the professional accomplishment.

Company Secretaries with the mission of striving professional excellence in the corporate governance are nucleus of vivid professional capabilities and abilities. As the precedent speaks the stories of winning sensation of the profession of Company Secretaries all over the globe, it will be worth to mention that we have explored and server the opportunities at varied fields from stem to stern. The flying colours of our service towards nation building are rewarded with this mammoth celebration of our Golden Jubilee. This further motivates us to keep dedicating our faithful services for an inclusive nation dreamt under Vision New India, 2022.

On this illustrious moment of the Golden Jubilee of our alma mater, I entreat to all of you to come out with innovative, constructive, meaningful and effective initiatives in spreading par excellent governance and compliance culture worldwide.

Best wishes.

सी एस (डॉ.) श्याम अग्रवाल
अध्यक्ष, भारतीय कंपनी सचिव संस्थान

Inside This Issue

- Academic Guidance
- Applicability of GST in December, 2017 Examination
- Practice Manual
- Hindi Books relevant for CS Course Curriculum
- Student - ICSI Academic Connect
- Legal World
- Student Services Examination
- Corporate Compliance Executive Certificate for Students
- Licentiate - ICSI
- News from Region

Academic Guidance

Overview of Designs Act & its Registration *

“Creative India; Innovative India: रचनात्मक भारत; अभिनव भारत”¹

Introduction

Creativity and innovation have been a constant in growth and development of any knowledge economy. There is an abundance of creative and innovative energies flowing in India. The evolution of the film and music industry; the contribution of the Indian pharmaceutical sector in enabling access to affordable medicines globally and its transformation to being the pharmacy of the world; a strong and dynamic software industry; a considerably diverse handicraft and textile industry; richness and versatility of the Indian systems of medicines such as Ayurveda, Unani, Siddha and Yoga; the advances made in the Indian space programme and the pioneering role of our scientists in keeping it cost effective; these are but a few examples of these energies.

While India has always been an innovative society, much of the intellectual property (IP) created remains unprotected both on account of lack of awareness and the perception that IP protection is either not required or that the process to obtain it is unnecessarily complicated. The statutes governing different kinds of IPRs in India are Patents Act, 1970; Trade Marks Act, 1999; Designs Act, 2000; Geographical Indications of Goods (Registration and Protection) Act, 1999; Copyright Act, 1957; Protection of Plant Varieties and Farmers' Rights Act, 2001; Semiconductor Integrated Circuits Layout-Design Act, 2000 and Biological Diversity Act, 2002.

The registration and protection of industrial designs in India is administered by the Designs Act, 2000 and corresponding Designs Rules, 2001 which came into force on 11th May 2001 repealing the earlier Act of 1911. The Design Rules, 2001 was further amended by Designs (Amendment) Rules 2008 and Designs (Amendment) Rules 2014. The last amendment in Designs Rules came in to force from 30th December, 2014, which incorporates a new category of applicant as small entity in addition to natural person and other than small entity.

Object of the Designs Act

Object of the Designs Act is to protect new or original designs so created to be applied or applicable to particular article to be manufactured by Industrial Process or means. Sometimes purchase of articles for use is influenced not only by their practical efficiency but also by their appearance. The important purpose of design Registration is to see that the artisan, creator, originator of a design having aesthetic look is not deprived of his bonafide reward by others applying it to their goods.

* Chittaranjan Pal, Asst. Director, ICSI.

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

The industrial design recognizes the creation new and original features of new shape, configuration, surface pattern, ornamentations and composition of lines or colours applied to articles which in the finished state appeal to and are judged solely by the eye.

Salient Features of the Designs Act

- Some of the key definitions such as Design & Article etc. have been explained in Chapter-2 of the Designs Act.
- Chapters 3 to 5 of the Act explain the procedure for filing of Design Applications, examination, registration and publication of design in the Patent Office Journal.
- Chapter 6 to 8 explain the rights of the proprietor, extension of copyright, restoration of design, transfer of copyright, and post grant procedures such as cancellation and rectification.
- Chapter 9 of the Act explains the general services provided by the Designs Wing.
- Chapter 10 explains the provisions relating to use and acquisition of registered designs by Government.
- Chapters 11 and 12 of the Act explain the powers and duties of Controller and the procedures regulating Evidence.
- Chapter 13 explains the provisions relating to restrictive conditions in contract.
- Chapter 14 & 15 of the Act explains the provisions relating to appeals & requirements before delivery on sales.
- Chapter 16 of the Act provides the timelines prescribed under the Designs Act and Rules.

The Designs Act and Rules provide for filing of a Design Application in any of the four Patent Offices i.e. Patent Office Delhi, Mumbai, Chennai or Kolkata. However, the prosecution of a Design Application is done only at Patent Office, Kolkata.

Design Registration

A Design refers to the features of shape, configuration, pattern, ornamentation or composition of lines or colours applied to any article, whether in two or three dimensional (or both) forms. This may be applied by any industrial process or means (manual, mechanical or chemical) separately or by a combined process, which in the finished article appeals to and judged solely by the eye. Design does not include any mode or principle of construction or anything which is a mere mechanical device. It also does not include any trade mark or any artistic work.

Any person or the legal representative or the assignee can apply separately or jointly for the registration of a design. The term "person" includes firm, partnership, small entity and a body corporate. An application may also be filed through an agent in which case a power of attorney is required to be filed.

Essential requirements for registration

A design should:

- Be new or original

- Not been disclosed to the public anywhere by publication in tangible form or by use or in any other way prior to the filing date, or where applicable, the priority date of the application for registration.
- Be significantly distinguishable from known designs or combination of known designs.
- Not comprise or contain scandalous or obscene matter.
- Not be a mere mechanical contrivance.
- Be applied to an article and should appeal to the eye.
- Not be contrary to public order or morality.
- Not be prejudicial to the security of India.

Benefits of Registration

The registration of a design confers upon the registered proprietor the exclusive right to apply a design to the article in the class in which the design has been registered. A registered proprietor of the design is entitled for protection of his intellectual property. He can take step against infringement, if his right is infringed by any person. He can license or sell his design as legal property for a consideration or royalty.

Registration initially confers this right for ten years from the date of registration. It is renewable for a further period of five years. If the fee for extension is not paid for the further period of registration within the period of initial registration, this right will cease. There is provision for the restoration of a lapsed design if the application for restoration is filed within one year from the date of cessation in the prescribed manner.

Duration of the registration of a design

The duration of the registration of a design is initially ten years from the date of registration, but in cases where claim to priority has been allowed the duration is ten years from the priority date. This initial period of registration may be extended by further period of 5 years on an application made in specified Form accompanied by prescribed fees to the Controller before the expiry of the said initial period of ten years.

Negotiated Dealing System (NDS)*

Till 2002, the Government securities market was mainly a telephone market. Buyers and sellers traded over telephone and submitted physical Subsidiary General Ledger (SGL) transfer forms for transfer of the Government securities and cheques for settlement of the funds to the Reserve Bank of India. These manual operations were inefficient and often resulted in delays. In order to accomplish paperless settlement of secondary market transactions and to ensure transactional efficiency and transparency efficiency in the market, the Reserve Bank of India introduced the Negotiated Dealing System (NDS) in February 2002.

Meaning of Negotiated Dealing System (NDS)

Negotiated Dealing System (NDS) is an electronic platform for facilitating dealing in Government Securities and Money Market Instruments. The NDS facilitate electronic submission of bids/application by members for primary issuance of Government Securities by RBI through auction and floatation.

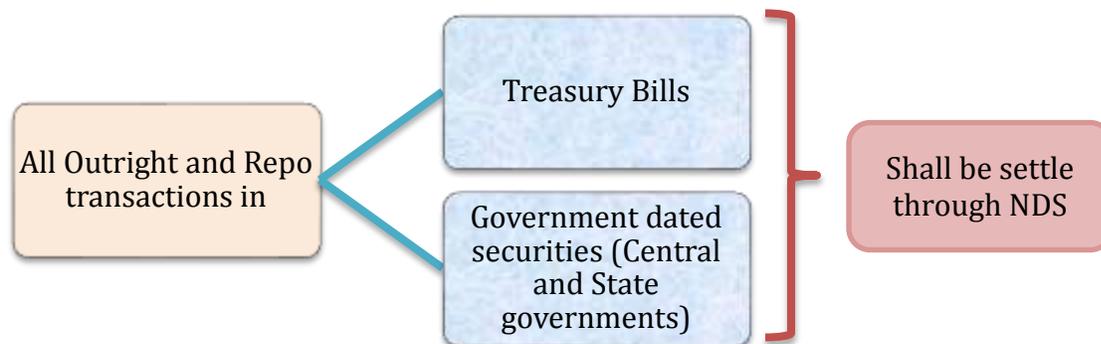
Objectives of NDS

- 1 Starting an automated electronic reporting and settlement process;
- 2 Facilitating electronic auctions; and
- 3 Providing a platform for trading in government securities on a negotiated basis as well as through a quote-driven mechanism.

* Sunaina Bhardwaj, Consultant, ICSI.

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Types of trades settled on NDS

**Note:**

1. *The settlement of other Money Market Instruments shall be as per existing procedures.*
2. *Corporate bonds are not allowed to trade through NDS.*
3. *Government dated securities are long term securities or bonds of the government that carries a fixed or floating coupon (Interest Rate). It includes fixed rate bonds, floating rate bonds, zero coupon bonds, capital indexed bonds, bond with call/put options, special securities e.g. oil bonds, fertilizer bonds etc.*

Negotiated Dealing System - Order Matching System (NDS – OM)

In order to improve the secondary market activity in G-Sec segment, RBI had launched Negotiated Dealing System-Order Matching System (NDS-OM) in 2005. The NDS-OM is a screen based electronic anonymous order matching system for secondary market trading in Government securities. It is an order driven electronic system, where the participants can trade anonymously by placing their orders on the system or accepting the orders already placed by other participants. The Clearing Corporation of India on behalf of the RBI operates the NDS-OM. The trade details of NDS-OM are disseminated through the CCIL's website <https://www.ccilindia.com/OMHome.aspx>

Participants in NDS-OM

There are two kinds of participants in NDS-OM.

Direct	Indirect
<ul style="list-style-type: none"> • Those who have current and SGL accounts with the Reserve Bank. • Banks, including State Cooperative Banks, Primary Dealers (PDs); • Insurance Companies; • Mutual Funds; and • Larger Provident Funds have current and SGL accounts with RBI 	<ul style="list-style-type: none"> • Those who don't have current and SGL accounts with the Reserve Bank. • Foreign Institutional Investors (FIIs) • Qualified entities, such as, Non-banking Financial Companies(NBFCs), Smaller Provident Funds, Pension Funds, Cooperative Banks, Regional Rural Banks and Trusts.

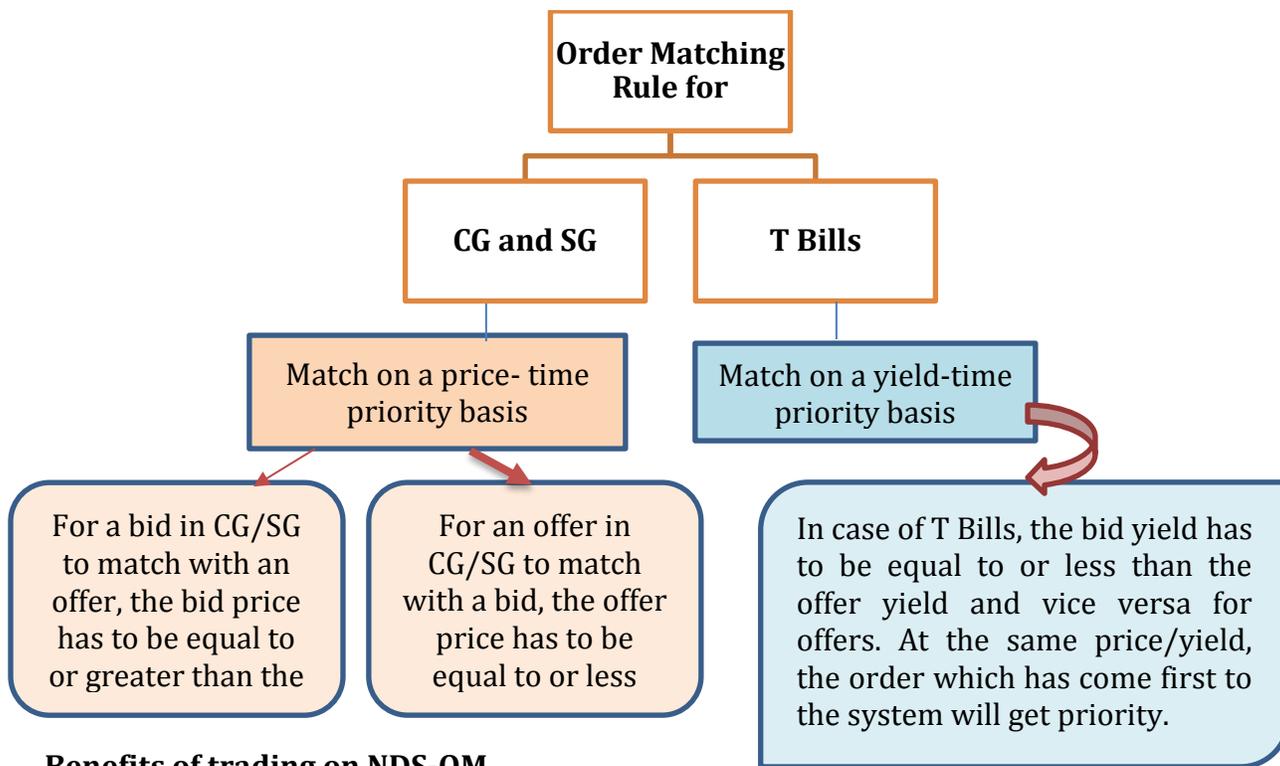
- * *All resident entities, including corporates but excluding individuals, can access NDS-OM, either directly or indirectly.*

- * *SGL (Subsidiary General Ledger) Account is the securities account which is maintained by banks and primary dealers with the RBI for holding their government securities. Only their proprietary holdings are allowed to be held in the SGL account.*

Who can be members of NDS-OM?

- SGL account with RBI
- Current SGL account with RBI
- Connectivity of INFINET (Indian Financial Network)
- Membership of the Clearing Corporation of India Ltd. (CCIL)

Order Matching rules for NDS-OM system



Benefits of trading on NDS-OM

- The use of NDS-OM trading module is voluntary and it is available in addition to the existing telephone-based trading mechanism on NDS.
- It brings transparency in secondary market transactions in Government securities as there is anonymity about the traders who offer trading.
- In this system, members can place bids (buy orders) and offers (sell orders) directly on the NDS-OM screen.
- Being order driven, the system matches bids and offers on price/ time priority.
- Trading happens in standardised lot size of Rs.5 crore and in multiples of Rs.5 crore providing enough liquidity in the system.
- To facilitate trading in small lot sizes of less than Rs.5 crore, a separate 'odd lot' segment (with the minimum trading lot size being only Rs.10,000) is also available.

- The system allows straight-through processing (STP), and trades executed shall be flow straight to CCIL in a ready for settlement stage.
- The system provides functionalities for order management (placing, modifying or cancellation of orders), trade-related queries, activity log, market information and analytics.
- The system started with supporting dealing in all Central government and state government securities for T+1 settlement.
- The system is set to be further upgraded later to facilitate trading in discounted instruments like Treasury Bills.
- Once the trade is concluded on the system, it is treated as confirmed for settlement. In the OTC market, deals have to be confirmed on NDS and only then they are accepted for settlement.
- Reporting happens simultaneously with trades on NDS-OM; whereas in the OTC market participants need to report the transactions separately.

Conclusion

Negotiated Dealing System (NDS) is a dissemination of online price information of transactions in government securities and money market instruments. NDS is providing interface to Securities Settlement System (SSS). The trading of government securities on the Stock exchanges is formerly through Negotiated Dealing System using members of Bombay Stock Exchange (BSE) / National Stock Exchange (NSE). The biggest disadvantages of NDS that it is not user friendly. Even though of such disadvantages, the system provides functionalities for order management (placing, modifying or cancellation of orders), trade-related queries, activity log, market information and analytics.

Source of Information:

1. <https://rbidocs.rbi.org.in/rdocs/Publications/PDFs/NDSOM290410.pdf>
2. http://cab.org.in/Lists/Knowledge%20Bank/Attachments/90/Negotiated_Dealing_System.pdf
3. http://www.investopedia.com/terms/n/negotiated_dealing_system.asp



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

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



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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

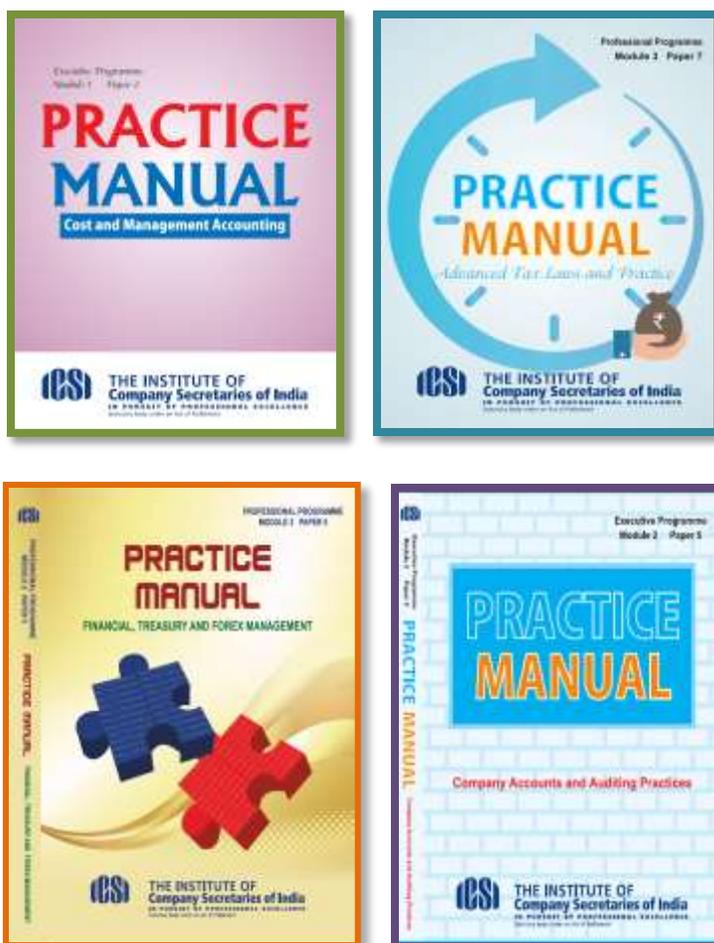
<https://www.icsi.edu/GSTEducationalSeries.aspx>

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
- Vyavsayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi,
- Vyavsayik 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
- Prabandh 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 Praroparn aur Abhistaantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach to Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

CORPORATE LAWS

Landmark Judgement

S.V. KONDASKAR, OFFICIAL LIQUIDATOR v. V.M. DESHPANDE, ITO & ANR [SC]

Civil appeal No.1650 of 1970

S.M. Sikri, J.M. Shelat, I.D. Dua, H.R.Khanna & g.K.Mitter, JJ. [Decided on 04/01/1972]

Equivalent citations: AIR 1972 SC 878; (1972) 42 CompCas 168 SC; (1972) 83 ITR 685 SC; (1972) 1 SCC 438; (1972) 2 SCR 965.

Companies Act, 1956- section 446- company under liquidation- income tax proceedings initiated against the OL- whether leave of the winding up court is required-Held, No.

Brief facts : The Colaba Land & Mills Co., Ltd., (in liquidation) was ordered to be wound up and the Official Liquidator was appointed its liquidator. The Income-tax Officer (Companies Circle) concerned issued six different notices proposing to reopen the assessment of the Company and to re-assess it. Certain negotiations followed between the Official Liquidator and the Inspecting Assistant Commissioner of Income-tax but they were infructuous. On an application made by the Official Liquidator, the Company Court stayed the proceedings on the ground that income tax officer has no jurisdiction to issue the said notices or to proceed with the re-assessment of the Company without the leave of the court. On appeal the Division Bench reversed the above stay order passed by the company court. Hence the appeal by the OL to the Supreme Court.

The only question which required the consideration of the Supreme Court was, whether it is necessary for the Income-tax Officer to obtain leave of the liquidation court, when he wants to re-assess the company for escaped income in respect of past years.

Decision : Appeal dismissed.

Reason : Turning now to the Income-tax Act it is noteworthy that Section 148 occurs in Chapter XIV which beginning with Section 139 prescribes the procedure for assessment and Section 147 provides for assessment or re-assessment of income escaping assessment. This section empowers the Income-tax Officer concerned subject to the provisions of Sections 148 to 153 to assess or re-assess escaped income. While holding these assessment proceedings the Income-tax Officer does not, in our view, perform the functions of a court as contemplated by Section 446(2) of the Act. Looking at the legislative history and the scheme of the Indian Companies Act, particularly the language of Section 446 read as a whole, it appears to us that the expression "other" legal proceeding" in Sub-section (1) and the expression "legal proceeding" in Sub-section (2) convey the same sense and the proceedings in both the sub-sections must be such as can appropriately be dealt with by the winding up court. The Income-tax Act is, in our opinion, a complete code and it is particularly so with respect to the assessment and re-assessment of income-tax with which alone we are concerned in the present case. The fact that after the amount of tax payable by an assessee has been determined or quantified its realisation from a company in liquidation is governed by the Act because the income-tax payable also being a debt has to rank paripassu with other debts due from the company does not mean that the assessment proceedings for computing the amount of tax must be held to be such other legal proceedings as can only be started or continued with the leave of the liquidation court under Section 446 of the Act. The liquidation court, in our opinion, cannot perform the functions of Income-tax

Officers while assessing the amount of tax payable by the assessee even if the assessee be the company which is being wound up by the court. The orders made by the Income-tax Officer in the course of assessment or re-assessment proceedings are subject to appeal to the higher hierarchy under the Income-tax Act. There are also provisions for reference to the High Court and for appeals from the decisions of the High Court to the Supreme Court and then there are provisions for revision by the Commissioner of Income-tax. It would lead to anomalous consequences if the winding up court were to be held empowered to transfer the assessment proceedings to itself and assess the company to income-tax. The argument on behalf of the appellant by Shri Desai is that the winding up court is empowered in its discretion to decline to transfer the assessment proceedings in a given case but the power on the plain language of Section 446 of the Act must be held to vest in that court to be exercised only if considered expedient. We are not impressed by this argument. The language of Section 446 must be so construed as to eliminate such startling consequences as investing the winding up court with the powers of an Income-tax Officer conferred on him by the Income-tax Act, because in our view the legislature could not have intended such a result.

The argument that the proceedings for assessment or reassessment of a company which is being wound up can only be started or continued with the leave of the liquidation court is also, on the scheme both of the Act and of the Income-tax Act, unacceptable. We have not been shown any principle on which the liquidation court should be vested with the power to stop assessment proceedings for determining the amount of tax payable by the company which is being wound up. The liquidation court would have full power to scrutinise the claim of the revenue after income-tax has been determined and its payment demanded from the liquidator. It would be open to the liquidation court then to decide how far under the law, the amount of Income-tax determined by the department should be accepted as a lawful liability on the funds of the company in liquidation. At that stage the winding up court can fully safeguard the interests of the company and its creditors under the Act. Incidentally, it may be pointed out that at the bar no English decision was brought to our notice under which the assessment proceedings were held to be controlled by the winding up court. On the view that we have taken, the decisions in the case of *Seth Spinning Mills Ltd., (In Liquidation)* 46 I.T.R. 193 and the *Mysore Spun Silk Mills Ltd., (In Liquidation)* 68 I.T.R. 695 do not seem to lay down the correct rule of law that the Income-tax Officers must obtain leave of the winding up court for commencing or continuing assessment or reassessment proceedings. For the foregoing reasons we have no hesitation in dismissing the appeal with costs.

TAX LAWS

COMMISSIONER OF INCOME TAX v. HINDUSTAN PETROLEUM CORPORATION LTD [SC]

Civil Appeal No. 9295 of 2017 [Batch of appeals]

A. Bhushan & A. Sikri, JJ. [Decided on 03/08/2017]

Income tax Act, 1961- sections 80HH, 80I and 80IA - whether bottling of LPG cylinder is 'production'- Held, Yes.

Brief facts : The respondents- assesseees in these appeals are engaged in the process of bottling Liquefied Petroleum Gas (LPG) Cylinders meant for domestic use. They are claiming benefit of Sections 80HH, 80-I and 80-IA of the Income Tax Act, 1961 (hereinafter referred to as the 'Act'). Admissibility of benefit under the aforesaid provision depends upon the question as to whether bottling of LPG is an activity which amounts to 'production' or 'manufacturing' for the purposes of the aforesaid provisions of the Act.

The Assessing Officers (AOs) had disallowed the deduction claimed by the assessee holding that they did not engage in the production or manufacture activity because of the reason that LPG was produced and manufactured in refineries and thereafter there was no change in the chemical composition or other properties of the Gas in the activity of filling the cylinder. This view was affirmed by Commissioner of Income Tax (Appeals). The Income Tax Appellate Tribunal (ITAT), however, upset the aforesaid view of the AOs. The High Court has concurred with the view of the ITAT. This is how the Department is before the Supreme Court and insists that the process of bottling LPG cylinder in domestic use does not amount to manufacture.

Decision : Appeal dismissed.

Reason : We have given adequate consideration to the respective submissions of both the parties, which they deserve. As is clear from the facts and arguments noted above, the question of law which is involved (already mentioned) is:

Whether bottling of LPG, as undertaken by the assessee, is a process which amounts to 'production' or 'manufacture' for the purposes of Sections 80HH, 80-I and 80-IA of the Act?; and if so, whether the respondents/assesseees are entitled to claim the benefit of deduction under the aforesaid provisions while computing their taxable income?

Let us take note of the process of LPG bottling that is undertaken by the assesseees herein and about which there is no dispute. It has come on record that specific activities at assesseees' plant include receiving bulk LPG vapour from the oil refinery, unloading the LPG vapour, compression of the LPG vapour, loading of the LPG in liquefied form into bullets, followed by cylinder filling operations.

Thus, after the bottling activities at the assesseees' plants, LPG is stored in cylinders in liquefied form under pressure. When the cylinder valve is opened and the gas is withdrawn from the cylinder, the pressure falls and the liquid boils to return to gaseous state. This is how LPG is made suitable for domestic use by customers who will not be able to use LPG in its vapour form as produced in the oil refinery. It, therefore, becomes apparent that the LPG obtained from the refinery undergoes a complex technical process in the assesseees' plants and is clearly distinguishable from the LPG bottled in cylinders and cleared from these plants for domestic use by customers.

It may be relevant to point out that keeping in view the aforesaid process, the ITAT arrived at the specific findings in support of its decision, which are as under:

- (a) There is no dispute that the LPG produced in the refinery cannot be directly supplied to the consumer for domestic use because of various reasons of handling, storage and safety.
- (b) LPG bottling is a highly technical and complex activity which requires precise functions of machines operated by technically expert personnel.
- (c) Bottling of LPG is an essential process for rendering the product marketable and usable for the end customer.
- (d) The word 'production' has a wider connotation in comparison to 'manufacture', and any activity which brings a commercially new product into existence constitutes production. The process of bottling of LPG renders it capable of being marketed as a domestic kitchen fuel and, thereby, makes it a viable commercial product.

In the considered opinion of this Court, the aforesaid activity would definitely fall within the expression 'production'. We agree with the submission of the learned counsels for the assesseees that the definition of 'manufacture of gas' in Rule 2 (xxxii) of the Gas Cylinders Rules, 2004 also supports

the case of the assessee inasmuch as gas distribution and bottling is treated as manufacturing or producing gas.

We are also inclined to accept the submission of the learned counsel for the assessee that various High Courts have, from time to time, decided that bottling of gas into cylinder amounts to production and, therefore, claim of deduction under Sections 80HH, 80-I and 80-IA would be admissible. We, thus, find that the view of the ITAT as affirmed by the High Court is correct and, therefore, there is no merit in these appeals which are accordingly dismissed.

BATHLA TELETECH PVT. LTD. VS. COMMISSIONER OF TRADE & TAXES [DEL]

W.P. (C) 5021/2017

S. Muralidhar & Prathiba M. Singh, JJ. [Decided on 10/08/2017]

Delhi VAT Act- assessee located in ward 69- AO of ward 72 initiated proceedings-whether he has jurisdiction to do so-Held, No.

Brief facts: The Petitioner was located in Ward No.69, while the Assessing officer of Ward No.72 issued notice of tax demand and penalty on the Petitioner. The notice was challenged in the present petition.

Decision : Petition allowed.

Reason : The question that arose in the present writ petition is as to whether notices of default assessment of the tax and interest have been issued by the concerned VATO exercising jurisdiction on the Petitioner.

In the present case, the submission of the Respondent that this Court had, in its order dated 15th March, 2017, agreed with its stand as contained in the counter affidavit, is bereft of merit, inasmuch as, in the said order, there is no discussion as to whether the AVATO Ward-72 has jurisdiction or not. The Court merely directed that the OHA shall decide the objections of the Petitioner after "the concerned VATO" has passed the order in respect of the 1st and 2nd quarters of 2015-16 within a period of two months from 15th March, 2017. The presumption by the Respondent that this direction should be deemed to be considered as acceptance by this Court that the AVATO Ward-72 had jurisdiction, is not borne out from the order. In any event, the question of jurisdiction goes to the root of the matter specifically when the imposition of tax and penalty thereupon are concerned, and hence the issue of jurisdiction ought to have been decided by the Respondent before proceeding further.

The stand of the Respondent that it could not have waited for a decision on jurisdiction first before passing the assessment orders, as the time period fixed as per the order dated 15th March 2017, also appears to be clearly an attempt to cover up its own delay, inasmuch as, after the said order which prescribed two months for the entire exercise to be completed, the Respondent waited till 9th May, 2017 to issue even the first notice under Section 59 of the Act. There is no reason, whatsoever, as to why the Section 59 (2) notice was issued so belatedly i.e. almost at the fag end of the expiry of two month period as directed by this Court. Thereafter, for the Respondent not to consider the objection to the jurisdiction of the AVATO Ward-72, and to pass the impugned order, by simply assuming that its stand of jurisdiction already stands confirmed by this Court, is completely unacceptable.

The jurisdiction of the two Wards is clearly captured in the circular relied upon by the Petitioner, the relevant clauses of which read as under:

"069 Vijay Nagar, Gurmandi, Rana Pratap Bagh, C.C. Colony, Gujrawalan Town, DerawalNagar, Mahindra Enclave, G.T. Karnal Road, Indl.Area Azad Pur.

072 Timarpur, Kingsway Camp, Mukherjee Nagar, Tagore Park, Nirankari Colony, Parmanand Colony, Dhaka, Nehru Vihar, Gandhi Vihar. Burari, Salempur, Gharonda, Hakikat Nagar"

Ward No.69 being the correct Ward from where the Petitioner carries on its business, and this fact already being well within the knowledge of the authorities since 22nd January, 2016, the AVATO Ward-72 clearly lacked the jurisdiction to pass the impugned orders.

The present writ petition is allowed and the impugned orders dated 15th May, 2017 for the 1st and 2nd quarters of 2015-16 are, thus, set aside. This shall, however, not preclude the Respondent from issuing fresh notices by the 'concerned VATO' who exercises jurisdiction over the Petitioner, within a period of four weeks, which if issued, shall be decided in accordance with law. It is clarified that this Court has not gone into the merits of the issues raised.

GENERAL LAWS

APOLLO TYRES LTD v. PIONEER TRADING CORPORATION & ANR [DEL]

CS (OS) 2802/2015

VipinSanghi, J. [Decided on 17/08/2017]

Designs Act- tread pattern of truck tyre- whether entitled to copyright protection-Held, Yes.

Brief facts: The Plaintiff manufactures truck tyre Endurance LD 10.00 R20, with a peculiar tread pattern over which it had claimed proprietary rights. The defendant also manufactures truck tyre HI FLY with similar tread pattern of the Plaintiff.

Plaintiff filed a suit against the Defendant for infringement of its proprietary rights and an interim injunction was granted in favour of the Plaintiff. Defendant moved an application to vacate the stay.

Decision : Interim stay confirmed.

Reason: I have set out hereinabove the manner in which the tyres of the plaintiff and the other manufacturers are displayed in the course of marketing, advertisement etc. They clearly show that the tread patterns are utilized by the manufacturers including by the plaintiff, in respect of its tyre in question, as a source identifier, i.e. as a trademark.

No doubt, the tread pattern adopted by the plaintiff in respect of its tyre also serves the purpose which the treads on any tyre serve. However, if the same function can be achieved through numerous different forms of tread patterns, then the defence of functionality must fail. It was essential for the defendant to, at least, prima facie, establish that the tread pattern of the plaintiff was the only mode/option, or one of the only few options, which was possible to achieve the functional requirements of the tyre. The position which emerges on a perusal of the documents placed on record by the plaintiff is that there are innumerable different and unique tread patterns in existence, adopted by different manufacturers of tyres, which achieve the same objective.

It cannot be said that the unique tread pattern adopted by the plaintiff is attributable only to the technical result, namely, of providing grip and stability to the vehicle on which the tyre of the plaintiff is used. The same function can be performed by any other tyre with a different tread pattern.

The manner in which the tyres of different manufacturers are advertised and marketed leaves no manner of doubt that the tread pattern on the tyre of the manufacturer is prominently displayed, apart from the brand name of the manufacturer. It is also not uncommon to see the customer -

interested in buying a tyre, being shown the tyres by the vendor with the tread pattern in a vertical position i.e. by showing the "face" of the tyre, such that the tread pattern is the first thing that strikes and appeals to the eye of the customer. It is also not uncommon to see that even when tyres are wrapped in covering, the vendor removes the covering while displaying his tyres to the customers. Pertinently, the defendant does not display its tyres in question under the brand "HI FLY" in a wrapped condition in its advertisements. The defendant is displaying its tyre in question under the brand "HI FLY" in an unwrapped condition, and prominently showing the tread pattern on the tyre. This itself shows that the wrapping of the tyre does not inhibit the display and marketing of the tyre, by prominently displaying the tread pattern on the tyres.

Thus the submission that the tread pattern adopted by the plaintiff is functional and, therefore, not capable of protection, cannot be accepted. This submission is rejected.

The tread pattern on a tyre, in my view, is such a prominent feature - and is so prominently displayed and advertised, that the added matter, namely the brand name on the sides of the tyre, is not sufficient to distinguish the goods of the defendant from those of the plaintiff. Similarly, the inclusion of the tyre-tube and flap in the plaintiff's tyre, and only the flap along with the tyre in the defendant's tyre - minus the tube, is not sufficient to distinguish the plaintiff's tyre from that of the defendants. It is not in dispute that both tyres of the plaintiff and the defendant in question are tyres meant for trucks. Therefore, some change of specifications between the two is of no consequence, when it comes to the aspect of confusion in the mind of the customer. I may also observe that the customers of the truck tyres, by and large, are semi-literate middle class truck owners, operators and drivers, from whom it is difficult to expect a detailed examination, threadbare, of all the differences in the tyres of the plaintiff and that of the defendant before the purchase of the tyre is made.

In view of the aforesaid, I am inclined to confirm the injunction granted in favour of the plaintiff till the disposal of the suit. Accordingly, the plaintiff's application, i.e. I.A. No. 19350/2015 is allowed and the ex- parte ad interim order of injunction dated 15.09.2015 is confirmed till the disposal of the suit.



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Company Secretaries of India**
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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

विद्यार्थी ध्यान दें, वह अपने विषय सम्बन्धी संदेह निवारण के लिए 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. 011-33132333, 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.



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 011-6675 7777 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 October 2012 stands terminated on expiry of five-year period on September 2017.

Students are advised to apply for Registration De novo/ Extension of registration as per the guidelines at the link : <https://www.icsi.edu/WebModules/Student/GUIDELINESFORSEEKINGREGISTRATIONDENOVOExtension.pdf>. 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

Step 1: After Login with your registration no.



Step 2: Select the Check Box of the Subject the student want to cancel for the current syllabus and then click on Cancel Exemption



Step 3:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

Change Communication Details

Current Mobile Number 917777777777

Update New Mobile Number 81

Current Email Address abc@gmail.com

Update New Email Address

Save After Updating Communication detail, click on "Save" button

Enter your new mobile number

Enter your new email address

Process to change correspondence/permanent address

Step 1: After Log in

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HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS**
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2: To change Correspondence address

The screenshot shows the 'Change Address' page with a navigation bar (HOME, MODULE +, PROFILE +, LOGOUT). Under 'Search Criteria', there is a search box with 'Address Type' set to '--All--' and 'Search' and 'Clear' buttons. The 'Search Result' section shows 'Total Records: 2' and 'Page Size: 20'. A table lists two address types: 'Correspondence Address' and 'Permanent Address', both with the same full address and PIN code (600041). A green box highlights the 'Correspondence Address' row, and a green arrow labeled '1st Click' points to the checkbox in the 'SELECT' column. Below the table is an 'Update' button, with a green arrow labeled '2nd Click' pointing to it.

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

Step 3:

The screenshot shows the 'Change Address' form with a blue header. It includes dropdown menus for 'Country', 'State/Province', 'District', and 'City'. Below these are text input fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', and 'Postal Code'. At the bottom are 'Save' and 'Close' buttons. A green text annotation on the right says: '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. At the top left is the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. Below this is a dark blue header. The form is titled 'Change Password' and contains three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. The 'New Password*' and 'Confirm Password*' fields have a note '(Minimum 8 Characters)' to their right. Below the input fields are two buttons: 'Submit' and 'Reset'. At the bottom of the form, 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 ICOSA-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	200
Verification of Marks Fee (Per Paper)	250
Certified Copy of Answer Book (Per Paper)	500
Issue of Transcripts (excluding Service Tax)	250
Duplicate Result-cum-Marks Statement	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.

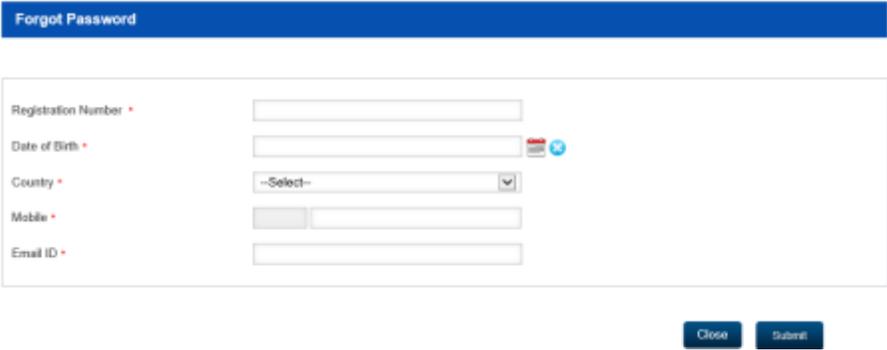
Re-Registration to Professional Programme

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 :

<p>Step-1</p>	<p>Click on the following link to visit the SMASH Portal :</p> <p><u>SMASH PORTAL</u></p> <p>The following screen opens :</p> 
<p>Step-2</p>	<p>Students may directly visit the Reset/ Create Password link :</p> <p><u>RESET OR CREATE PASSWORD</u></p> <p>The following screen opens :</p>  <p>Enter the Registration Number and Verification Code</p>
<p>Step-3</p>	<p>The following screen opens :</p>  <p>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</p>

Step 4

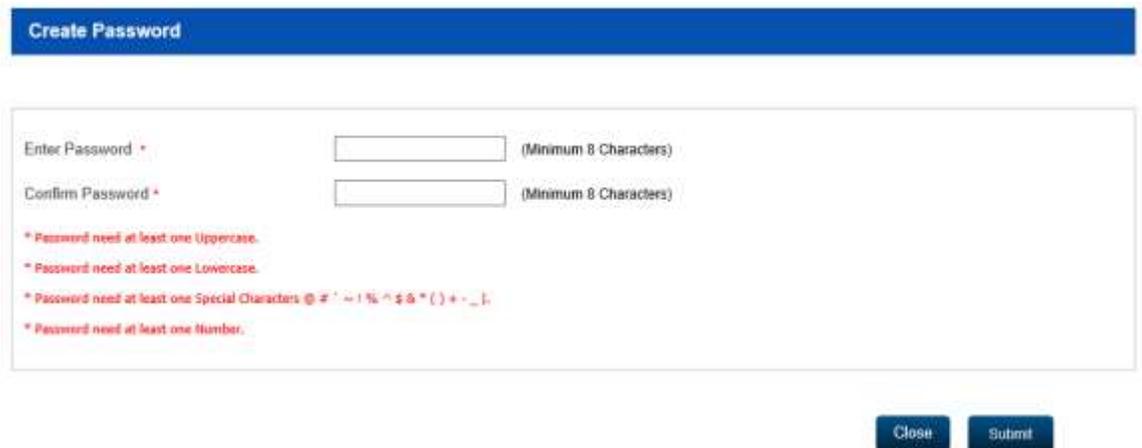
On entering the correct details, a One Time Password is automatically sent by the system to the registered E-Mail Id and Mobile Number. Also, the following screen opens :



Click directly on submit screen in case you have not received the OTP. System will automatically take you to the password screen on clicking on submit button.

Step-5

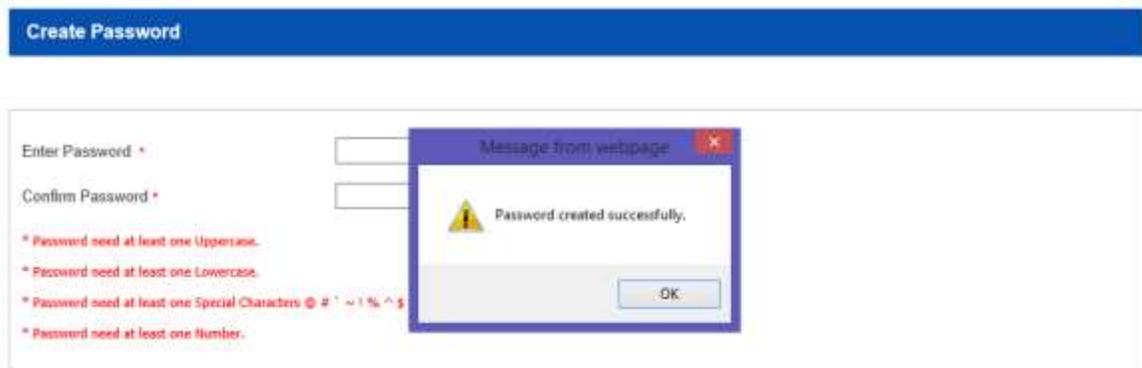
On entering the One Time Password, the following screen opens :



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 6

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 7

Click on OK button, you are now you are 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.

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.

DETAILS OF ICSI - STUDY CENTRE

	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@rungta.ac.in	www.rungta.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.dgses.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	sarikamahindrarakar33@gmail.com	www.hncc.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	pvrn.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	ltsccollegeujja.in@rediffmail.com	
11	Rourkela	Municipal College, Rourkela	Udit Nagar, Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661-2501838/ 9437085393	municipal_college@yahoo.co.in;golakbihari dalabehera@gmail.com	http://www.municipalcollegekl.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	jparts12@gmail.com	http://www.jpartscollege.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	gbdcrtk@yahoo.com	http://www.gbvps.org/default.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	bharatsinghavad@hotmail.com	
18	Rampur	St. Anthony's School for Girls, Rampur	Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradesh - 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 ; corpkongu@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@davcollegemuzn.org	www.davcollegemuzn.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.drbcchi nducollege.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	nehalthalani81@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@mkic.in	www.mkic.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_data_r@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.baseliu.s.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; drspdimri@gmail.com	www.hiet-chamoli.com
48	Silchar	Lalit Jain College	Meherpur, Silchar, Silchar - 788001	Sri Amar Nath Singh	9435173805	ljccassam@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, Chand 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; gajananwt11@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

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@icsi.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@icsi.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.edu	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.edu	0651-2223382
				Executive			
7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.-10, VIJAY MANDIR MARG, ALWAR	Foundation	Mr. Anand Kumar Arya	alwar@icsi.edu	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.Shukla@icsi.edu	9415351209
				Executive			

9	NIRC	BAREILLY	ICSI CHAPTER BAREILLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BAREILLY - 243122	Foundation	Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@rediffmail.com/ amit kumarb@icsi.edu	8755755741/ 9458821397
				Executive			
10	NIRC	BIKANER	ICSI HOUSE, IN FRONT OF CMHO OFFICE BISCUIT GALI, TYAGI VATIKA STATION ROAD BIKANER (RAJ.)- 334001	Executive	Mr.Mahesh Kumar Swarnkar	bikaner@icsi.edu	7568556111
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,KHAIR ATABAD,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	0484-4050502/2402950
				Executive			
29	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADUARI - 625001	Foundation	Mr. T.Raja	t.raja@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	0824-2216482/9886400332
				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@icsi.edu	9731242336
				Executive			
32	SIRC	PALAKKAD	Ist FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD- 678004	Foundation	Ms. Roby Joshep	palakkad@icsi.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.edu	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	THIRUVANAN THAPURAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTOM, TRIVANDRUM - 695004	Foundation	Mr. S V Vinod Kumar	Vinod.Sreerama@ icsi.edu	8089522663
				Executive			
36	SIRC	VISAKHA PATNAM	D.NO. 49-26-6 , IST FLOOR OPP POLLOCKS SCHOOL NEAR JK TYRE SHOWROOM SANKARAMATA M ROAD MADHURANAGA R,VISAKHAPATN AM - 530016	Foundation	Mr. Sivaramakrishn a	prv.sivaramakrish ana@icsi.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, MP NAGAR, BHOPAL (M.P.) 462011	Foundation	Ms. Amita Malviya	bhopal@icsi.edu	0755-2577139
				Executive			
39	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRSTH 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, MANORAMAGA NJ, INDORE- 452001	Foundation	Ms. Ankita Baldwa	indore@icsi.edu	0731- 424818/2494552
				Executive			

41	WIRC	KOLHAPUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bunglo w, Shahupuri, Kolhapur- 416001	Foundation	Ms. Archana Kamlakar	kolhapur@icsi.ed u	0231-2526160
				Executive			
				Professional			
42	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETATIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive	Mr. Bannashankar Dasari	bannashankar.das ari@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@i csi.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 JOSHI HOSPITAL,PUNE - 411037	Foundation	MR. P.S. EMMANUEL	ps.emmanuel@ics i.edu	8149121488
				Executive			

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 GODBUNDER 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.

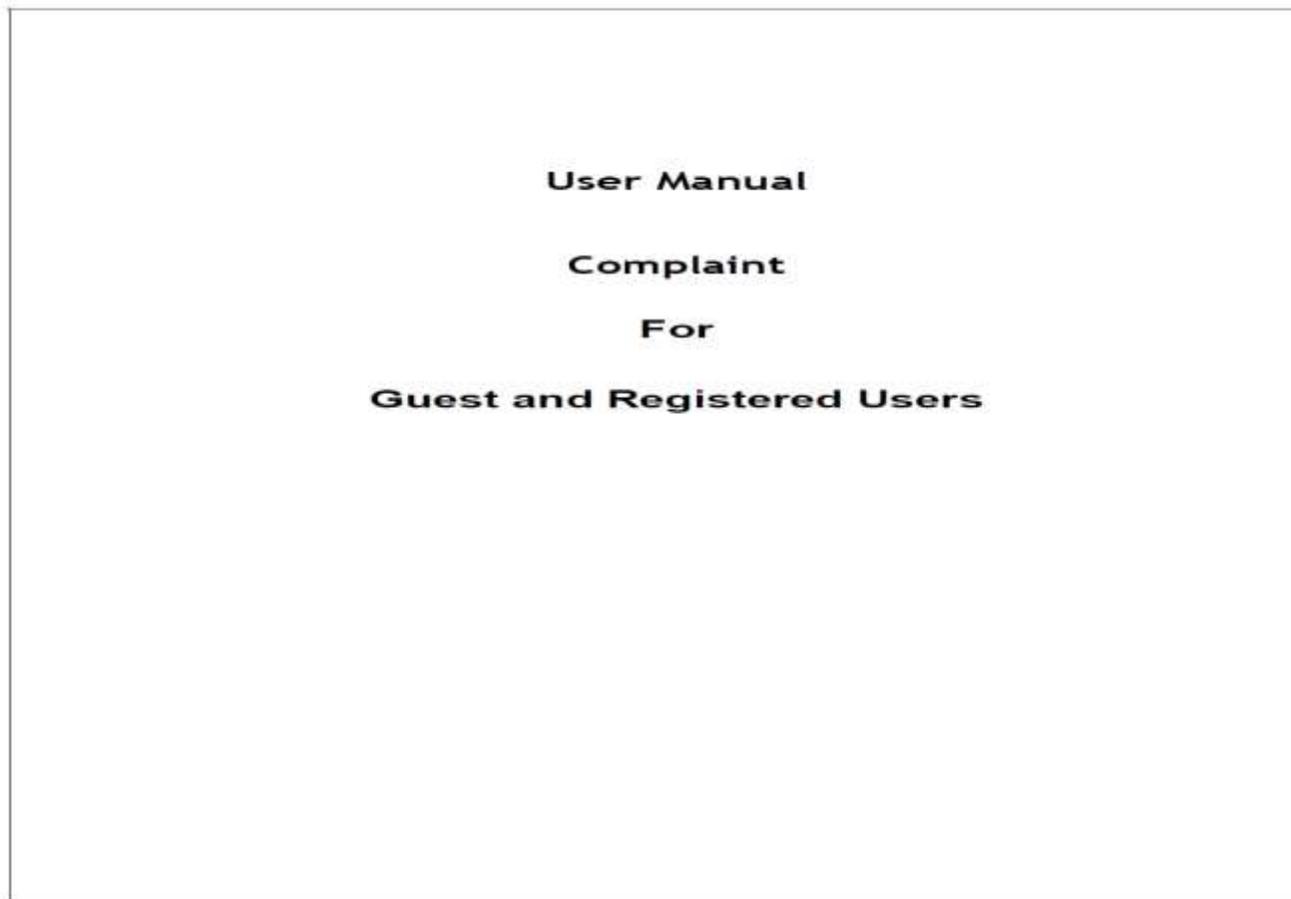
For more details, kindly visit :- <http://www.csolympiad.info> or call us Tel.Nos. 011-33132333 / 66204999

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

Table of Contents

Introduction:	3
1. Complaint: For Guest or Registered User	3
1.1 Guest User	3
1.2 Registered User	4
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 asteric 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 *

Country *

State/Province *

District *

City *

Mobile Number *

Topic *

Sub Topic *

Complaint Description *

User select date of birth from the date

User can remove entered date of birth

User select relevant Topic

User select relevant Sub Topic

User click on browse button and locate file

After browsing file user upload relevant file by clicking on Upload

User enter verification code in the text box as display on the screen.

User can refresh verification code by clicking on refresh icon.

Document Upload

File Name

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

Verification Code *

* 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

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

Welcome: 440500021/07/2016 Home Logout

HOME MODULE PROFILE LOGOUT

STUDENT SERVICES +

SHORT TERM TRAINING +

LONG TERM TRAINING +

TRAINING EXEMPTION +

ENROLLMENT +

COACHING MODULE +

COMPLAINT MANAGEMENT - REGISTER COMPLAINT

TRACK COMPLAINT

ETRAINING +

APPROPRIATION +

SUBJECT EXEMPTION +

STUDENT REGISTRATION +

STUDY DISPATCH +

SWITCH OVER +

Welcome

- 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

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

HOME STUDENT COMPLAINT REGISTRATION OF COMPANY COUNSELLOR REGISTRATION PRINT RECEIPT

Track Complaint (Please enter Mobile No or EmailID or Complaint No or any combination out of three)

Search Criteria

Mobile Number: 9710000000 X Email Id

Complaint Number

Reset search filter fields.

Search Clear

User will search registered complaint by mobile number or email id or complaint number

Search Result

Total Records: 1 Page Size 20

COMPLAINT NUMBER	TOPIC	SUB TOPIC	OPENING DATE	CLOSING DATE	STATUS
0000000000	Academic	Study Material Quality Problem	23/06/2016		Open

Search result will be displayed in the Search Result grid

 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:

Search Search Clear

Search Result: No Data

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input type="checkbox"/>	Correspondence Address	G-105, 4th floor, Apartment, 2, 40, Sector 4, Gurgaon, Haryana, India	122004
<input type="checkbox"/>	Permanent Address	G-105, 4th floor, Apartment, 2, 40, Sector 4, Gurgaon, Haryana, India	122004

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.

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.

Schedule of Submission of Examination Form pertaining to December, 2017 Session of Examinations

Eligible students desirous of appearing in December, 2017 Session of CS Executive and Professional Programme Examinations may please note that the last dates for submission of online examination form & changes thereof are as under :-

Particulars	Last Date
Submission of examination form and fee for appearing in Executive & Professional Programme Examinations without Late Fee	25 th September, 2017
Submission of examination form and fee for appearing in Executive & Professional Programme Examinations with Late Fee	10 th October, 2017

!! 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

EXAMINATION ENROLLMENT FOR DECEMBER, 2017 SESSION OF EXAMINATIONS

**LAST DATE FOR SUBMISSION OF EXAMINATION FORM
25TH SEPTEMBER, 2017 (23:59 HOURS)**

(LATE FEE IS ADMISSIBLE AFTER 25TH SEPTEMBER, 2017)

**LAST DATE FOR SUBMISSION OF EXAMINATION FORM(WITH LATE FEE)
10TH OCTOBER, 2017 (23:59 HOURS)**

**(STUDENTS WILL NOT BE ALLOWED SUBMIT EXAMINATION
FORM AFTER 10TH OCTOBER, 2017)**

PLEASE SUBMIT THE EXAMINATION FORM WELL IN ADVANCE. PLEASE REFRAIN FROM DELAYING THE SUBMISSION OF THE EXAMINATION FORM TILL THE LAST DATE/ MOMENT TO AVOID COMPLICATIONS/ INCONVENIENCE

STUDENTS MAY CONTACT THE INSTITUTE THROUGH :

1. Call Centre (011-33132333 / 66204999)
2. Grievance Portal at www.icsi.edu
3. CS Touch (Mobile App)
4. E-mail id grievance.solutions@icsi.edu

IMPORTANT INSTRUCTIONS

1. First of all, enable the 'Popup Window' in your browser (Internet Explorer, Chrome, etc.)
2. Students are advised to select the Examination Centre, Combination of Module(s), Medium of Examination (English OR Hindi), etc. carefully. Students are advised to verify the parameters selected by them meticulously as changes are not allowed once the students submit their examination form. Even if the changes are allowed upto certain stipulated dates, additional fee as decided from time to time will be levied for all such changes.
3. **Important : Students are advised to retain a copy of the receipt for the examination fee remitted by them during the examination enrolment process. The Fee Receipt is automatically generated by the system for all successful transactions.**
4. Students may please note that for all the transactions (including failed transactions), Request Id and Transaction Id is generated by the system. Therefore, generation of Request Id and Transaction / Payment Id does not always result in a successful transaction. It is in the interest of the students to verify the payment status to avoid complications at a later stage. Please re-submit the examination forms wherever the payments are not successful.
5. All examination applications without a valid fee receipt shall be rejected without notice. In case the amount is deducted from the bank / debit/ credit card account but the acknowledgement is not automatically generated by the system, students may verify the status of payment from the following link by entering the Request Id and Transaction / Payment Id:-

<https://smash.icsi.in/Scripts/PGIntegration/GetReceipt.aspx>

6. In case of payment of examination fee through Canara Bank Challan, the date of deposit of cash with the branches of Canara Bank will be treated as the eligibility date. Students will have to wait for atleast 3-4 days from the date of deposit of cash for reconciliation & transfer of the amount into the Institute's Bank Account. They shall only be able to generate formal payment receipt / acknowledgement after realisation of the amount in the Institute's bank account.
7. **Important : Students generating the Challan upto 25th September, 2017 have to deposit the cash on or before 25th September, 2017 to avoid applicability of Late Fee failing which they will have to re-generate the Challan and deposit the cash inclusive of the late fee. Similarly, students generating Challan during the period from 26th September, 2017 to 10th October, 2017 will have to deposit the cash with the bank on or before 10th October, 2017. The examination enrollment applications in respect of students who deposit the cash with bank after 10th October, 2017 will be rejected without further notice. Please ascertain bank holidays, if any, to ensure that cash is deposited well in advance to avoid rejection of application.**
8. In every examination session, lakhs of students are expected to seek enrollment and to avoid difficulties at the online portal due to peak load, students are encouraged to submit the examination form well in advance without waiting for the last dates. The Institute may not be held responsible for failure of submission of form and/ or payment due to technical or other problems.
9. Students will not be allowed to submit the examination form and fee after the stipulated dates and such examination forms will be summarily rejected without notice.
10. Students may please note that changes in the enrollment status are not ordinarily allowed. However, in unavoidable circumstances, they may seek change of Examination Centre, Combination Module(s) and Medium of Examinations during the periods mentioned below:-

<i>Stage</i>	<i>Start Date for submission of Online Change Requests</i>	<i>Last Date for submission of Online Change Requests</i>
Foundation, Executive & Professional Programme Examinations	11th October,2017	5th December,2017 upto 16:00 Hours
Fee applicable for each change	Rs. 250/=	

(In case of submission of request for Change of Examination Centre from any of the Centres located in India to Dubai, Surcharge of US\$ 100 or its equivalent amount in Indian rupee will be applicable in addition to the prescribed fee of Rs.250/-).

REQUESTS FOR CHANGES, IF ANY, RECEIVED AFTER THE LAST DATES MENTIONED ABOVE WILL BE REJECTED WITHOUT FURTHER NOTICE.

11. Students whose registrations to Foundation and Executive Programme Stages are on provisional basis are advised to upload proof of passing the 10+2 Examinations (Mark

Sheet/ Pass Certificate) or Proof of passing the Bachelor's Degree Examinations (Degree Certificate OR Mark Sheets of all the three years) or in case of any difficulty in uploading the same send at E-mail id provisional@icsi.edu for regularizing their provisional registrations within a maximum period of six months from the date of registration failing which they shall NOT be eligible to enrol and/ or appear in the examinations.

12. Students of Professional Programme appearing in Combinations of Module-3, may please note that the Elective Subject as available in the system at the time of their submitting the examination form will be applicable for them and they shall be appearing in the examinations pertaining to such Elective Subject. Requests for change of Elective Subject will NOT be entertained after submission of examination form.
13. Students should invariably verify the photograph and signature as available in their profile which will be used for Admit Card and other examination related records. Students are advised to go through the Advisory on the website of the Institute at the following link and ensure compliance to avoid rejection of examination applications :

https://www.icsi.edu/WebModules/advisory_ensuringcorrectphotoandsignofstud_onlineaccount.pdf

SUMMARISED CHECK POINTS FOR STUDENTS TO AVOID COMPLICATIONS IN EXAMINATION ENROLLMENT

(Please also go through the detailed instructions given above)

- **Have you correctly filled up the following?**
 1. Examination Centre
 2. Combination of Module(s)
 3. Medium of Examination
- **Have you checked the following?**
 1. Availability of correct photograph and signature in your online account
 2. Preliminary enrollment details in your online portal on the website www.icsi.edu
 3. Validity of your existing registration
- **Have you gone through the guidelines pertaining to Paper-wise Exemption & Switchover and complied with all the requirements ?**
- **Have you successfully remitted the examination fee and downloaded the fee receipt / acknowledgement?**
- **Have you regularised your provisional registration to Foundation Programme / Executive Programme by submitting the proof of passing 10+2 Examinations / Bachelor's Degree Examinations respectively?**

NOTE : In case your answer to any of the questions given above is "NO", there is every chance of rejection of your examination enrollment request. Therefore, please make it a point to ensure compliance with all the check points given above to avoid complications in your examination enrollment.

Examination

1. ISSUE OF RESULT-CUM-MARKS STATEMENT

The Result-cum-Marks Statements to all the Professional Programme students of CS Examination held in June, 2017 have been dispatched via Speed Post after declaration of result on 25th August, 2017. Students who have not received the same may contact the Dte. of Examination through e-mail at: exam@icsi.edu stating their Name, Roll No., Registration No., complete postal address and mobile number latest by 25th November, 2017. Students may note that fee for duplicate Result-cum-Marks Statement shall be charged on applications received after 25th November, 2017.

2. OUTCOME OF APPLICATIONS FOR VERIFICATION OF MARKS/ INSPECTION OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S)

The response time to the candidates' requests for verification of marks/ inspection or supply of certified copy(ies) of answer book(s) is normally two months from the date of receipt of their applications complete in all respects in the Directorate of Examinations of the Institute. On receipt of the applications in the Directorate of Examinations, the status/outcome of verification of marks/ inspection or supply of certified copy(ies) of answer book(s) will be shown on the Institute's website: www.icsi.edu and the candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number. In case of no change in his/her marks or result position, the candidate can also download a copy of the reply letter instantly from the link given to this effect and no other communication will be sent in this regard. In case of any change/revision in marks in any subject(s) and/or result of a particular Module/Stage of Examination, separate communication to that effect will be sent to the candidate concerned through Speed Post.

However, if a candidate does not receive any information from the website/communication within sixty days from the date of dispatch of application he/she may send an e-mail at: exam@icsi.edu or write to the Joint Secretary (Exams.) giving relevant details along with the scanned/photo copy of application and demand draft/receipt of application fee.

3. 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. Puducherry, 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.Sonepat, 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 Pradsesh);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.**

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

 THE INSTITUTE OF Company Secretaries of India <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)*

5. **ANNOUNCEMENT REGARDING 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF JUNE, 2017 EXAMINATIONS**

ATTENTION STUDENTS APPEARED IN JUNE, 2017 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983".

MERIT SCHOLARSHIP

In pursuance of para 7 of the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme Course per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme/Executive Programme Examination in June, 2017 and fulfill the conditions prescribed under the guidelines are eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme Course per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: www.icsi.edu OR obtained from the Institute free of cost by sending a self-addressed stamped envelope, and submit his/her application within the specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" is being published elsewhere in this issue.

6. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF INSTITUTE'S JUNE, 2017 EXAMINATIONS



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

ICSI-NOIDA
OFFICE

File No.205:Exams:2017
Dated, the 5th July, 2017

NOTIFICATION

ICSI/CS/04/2017

MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25th November, 2017** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "Company Secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in June, 2017 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.3,60,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website at <https://www.icsi.edu/Docs/Website/Application%20Form.pdf>. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25th November, 2017** are liable to be rejected.

BY ORDER OF THE COUNCIL

(CS DINESH CHANDRA ARORA)
SECRETARY

New Delhi – 110 003

DIRECTORATE OF EXAMINATIONS

C-37, Sector 62, Institutional Area, NOIDA (U.P.) 201 309
tel : 0120-4264447/0120-2401512 fax : 0120-2401513 email : exam@icsi.edu

Headquarters ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003
tel 011 - 4150 4444, 4534 1000 fax +91-11-2462 6727 email info@icsi.edu website www.icsi.edu

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/applicationform_scribe.pdf

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

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
conducting

Oral Coaching Classes for Executive Programme Both Modules for

June 2018 examination from 9th October, 2017

Executive Programme : Date of commencement: 09.10.2017

Module-I (Morning) Fees : Rs. 6100

Module-II (Evening) Fees : Rs. 5600



**EASTERN
INDIA
REGIONAL
COUNCIL**

THE INSTITUTE OF Company Secretaries of India

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: eiro@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
Starting 3rd Week
of OCTOBER**

**REGISTER
SOON !!!**

**NO FEE FOR
STUDENTS HAVING
FAMILY ANNUAL
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 %.



57TH EXECUTIVE DEVELOPMENT PROGRAMME (EDP)

E
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Eastern India Regional Council of The Institute of Company Secretaries of India (ICSI-EIRC), is organizing 57th Executive Development Programme (EDP), at "ICSI-EIRC House", 3A, Ahiripukur 1st Lane, Kolkata 700 019. The duration of the programme may be altered / extended / changed depending upon other programme of ICSI-EIRC and the participants have to adhere with such modifications. Attendance in all the days is compulsory.

All students of the Institute who have passed the Executive examinations before June 2015 are required to undergo 8 days Executive Development Programme. Eligible students who are desirous of undergoing EDP, may submit their prescribed application forms duly filled in along with the total fee of Rs.1,000/- (Rupees One Thousand Only) payable in cash (by hand) or by demand draft drawn in favour 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

For further details and registration, please contact: Students Services, EIRO of ICSI, Phone: 033-2283 2973/2290 2178.

or mail at: rukmani.nag@icsi.edu; tapas.roy@icsi.edu ;

ICSI Vision

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

ICSI Motto

सत्यं वद। धर्मं चर। speak the truth; abide by the law

ICSI Mission

"To develop high calibre professionals facilitating good corporate governance"



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
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;

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



ICSI-EIRC LIBRARY

TIMING

10:00 AM to 6:00 PM

E-Library subscription with

CLAnline, **Kopykitab** • E-Publications

manupatra, **TAXMANN** • ICSI Journals

Books Available

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

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/-



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



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

**SPECIAL ORAL TUITION CLASSES ON
“GOODS AND SERVICES TAX”
FOR
EXECUTIVE AND PROFESSIONAL PROGRAMME
STUDENTS APPEARING DECEMBER, 2017 CS
EXAMINATION.**

BATCH COMMENCING FROM: 1st Week of November, 2017

VENUE:

ICSI-EIRC House
3A Ahiripukur 1st Lane
Beckbagan Kolkata-
700019

ADMISSION OPEN

Registration will be done on first come first serve
on payment basis only



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;

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



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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

For views/suggestions/feedback please write to : academics@icsi.edu