QUARTERLY REPORT

To,

The Joint Director (Training and Placement)
The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area, Lodi Road
New Delhi-110 003

Period from ____________________________to________________________

Dear Sir,

Following are my observations for:

Mr./Ms.______________________________ Student Regn. No_______________________

who has undergone training with______________________________________________
(Name of the Company Secretary in Practice)

-------------------------------------------------------------------------------------------------
1. Punctuality________________________________________________________________

2. Communication Skill
   (a) Oral_____________________________ (b) Writing_______________________________

3. Inter Personnel Skill _______________________________________________________

4. Ability to achieve result_____________________________________________________

5. Organisation Skill__________________________________________________________

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AAA: Excellent  AA: Very Good  A: Good   Satisfactory

6. Depth of Knowledge
   (a) Secretarial Work _________________________________________________________
   (b) Finance Accounts _______________________________________________________
   (c) Taxation __________________________________________________________________

7. Potential for Growth_________________________________________________________

8. Knowledge about Information Technology ________________________________
During the quarter he/she undertook and completed following work:

**SECRETARIAL**

[Mark (✓) the appropriate Box]

(1) Preparation of Agenda and Notice for Board Meeting:
   - (a) Assisted
   - (b) Prepared Independently

(2) Preparation of Minutes of Board Meeting:
   - (a) Assisted
   - (b) Prepared Independently

(3) Maintenance of Statutory Books:
   - (a) Assisted
   - (b) Prepared Independently

(4) Preparation of Notice of Annual General Meeting/Extraordinary General Meeting:
   - (a) Assisted
   - (b) Prepared Independently

(5) Preparation of Annual Report:
   - (a) Assisted
   - (b) Prepared Independently

(6) Assisted in conducting Board/Annual General Meeting/Extraordinary General Meeting:

(7) Preparation of Secretarial Compliance Report:
   - (a) Assisted
   - (b) Prepared Independently

(8) Preparation of Special Reports/ Legal Opinions, if any
   - (a) Assisted
   - (b) Prepared Independently
Please specify:

Finance & Accounts

1

2

3

4

5

Taxation

1

2

3

4

5

Other department(s)

1

2

3

4

5

(9) Details of other work done during the quarter, if any

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
(10) Training Diary

(11) No. of days of leave availed during the quarter-

(12) Plan of Action for the next quarter

Place : ____________________________
Date : ____________________________

(Signature of the Training Manager/Company Secretary)
Membership No. ACS/FCS
(Rubber Stamp of the Company/PCS to be affixed)