14th National Conference of Practising Company Secretaries

July 19-20, 2013 (Friday & Saturday)

Theme

Integrating Growth, Governance and Challenges Beyond

Sub Themes

- Emerging Areas of Practice in Governance
- Enhancing Quality of Service of a Practising Company Secretary
- Responsibility and Accountability of a Practising Company Secretary

Key Takeaways

- Explore new opportunities in the areas of practice.
- Update and sharpen technical and professional skills.
- Share knowledge among the peer group.
- Build professional networking.
- Interact with experienced and expert faculty.
- Enjoy the scenic beauty of The Vedic Village Spa Resorts, Kolkata.
- Rejuvenate in the City of Joy to achieve further heights.

Speakers

Eminent speakers with comprehensive exposure to the practical aspects of the topics will address and interact with the participants.

Participants

Company Secretaries and other Professionals in Secretarial, Legal and Management disciplines would be benefited by participating in the Conference.

Venue

The Vedic Village Spa Resort, Shikharpur, P.O–Bagu–Rajarhat–Kolkata 700135
Governance holds the key to growth. Growth is the key to sustenance of posterity. This explains renewed worldwide focus on ‘growth enhancing governance’. The ever evolving dynamics of growth and governance spawns challenging challenges. It is bounden duty of the company secretaries, who are fast emerging as responsible governance professionals, to support and meet such challenges of growth enhancing governance in all three segments - government, corporate and non-governmental organisations. This is besides the fact that this is opening up new vistas of practice for governance professionals. The Conference will deliberate the theme in three technical sessions as under:

**Session 1: Emerging Areas of Practice in Governance**

Three sets of economic agents, namely, government, corporate and non-governmental organizations have almost the entire resources of the country at their custody. They neither own these resources nor benefit therefrom. They hold and manage such resources as agents for the benefit of 1.2 billion Indians. The governance of these three sets of agencies must avoid conflict of interest of various stakeholders and pursue their interests harmoniously. The deliberations of the session would enable the participants appreciate as to where we are, where we want to go and how do we get there as governance professionals.

**Session 2: Enhancing Quality of Service of a Practising Company Secretary**

A professional is expected to compete with himself, his fellow professionals and professionals from other disciplines. He, however, survives and excels only if he goes beyond the expected. A quality conscious approach supplemented by continuing professional education and peer review holds him in good stead. He, however, needs break down his activities into different categories, each with specific performance metrics, best practice guidelines and measurable results. The session would help him develop these capabilities and may persuade the Institute to come up with service standards.

**Session 3: Responsibility and Accountability of a Practising Company Secretary**

A practicing company secretary is an extended arm of State and pursues public goods in public interest. He is fiercely independent commensurate with his responsibility. Such independence calls for commensurate accountability. The accountability is fastened to not only what he does, but also what he does not. It is doing the right thing, in the right manner, for the right reasons, and with the right attitude. This session would dwell on perimeters of responsibility and accountability of a practising company secretary. It would also dwell on the extent of self-discipline and external discipline.
Delegate Registration Fee (Rs.)

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- Registration fee covers the cost of background material, lunch, tea (both days) and dinner (Friday, 19th July, 2013) and includes service tax.
- As limited number of rooms is available at the Vedic Village Spa Resort on 'First Come First Served' basis, we shall appreciate if a line in confirmation is sent at the email id sudhir.saklani@icsi.edu so that the desired accommodation is blocked at the venue of the Conference.
- Delegates with chauffer driven cars will have to pay extra charges for food arrangements for Driver during the conference. These charges have to be paid immediately on arrival.
- Any extra stay will be charged separately, subject to availability of rooms and receipt of reservation charges in advance.
- Any extra facilities availed by the delegate during the stay have to be paid directly to Vedic Village Spa Resort.
- Members attending the conference on both the days shall be eligible for SIX Programme Credit Hours.

### PROGRAMME DIRECTOR

**CS Ashok Pareek**  
Council Member, ICSI  
033–66023845  
akpareek2000@yahoo.co.in

### PROGRAMME COORDINATOR

**CS Deepak Kumar Khaitan**  
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### PROGRAMME FACILITATOR

**CS Arun Kumar Khandelia**  
Vice Chairman, EIRC  
033-22115350 / 09831014145  
khandeliaarun@yahoo.co.in

For any clarification please contact:

1. **Ms. Jagvinder Kaur Bedi**, Administrative Officer – Tel: 011-45341040; e-mail: jagvinder.bedi@icsi.edu
2. **Mr. Saurabh Jain**, Assistant Director – Tel: 011-45341035; e-mail: saurabh.jain@icsi.edu
3. **Mr. Utpal Mukherjee**, Assistant Director – Tel: 033-22816542; e-mail: utpal.mukherjee@icsi.edu
Registration

The delegate registration fee (residential / non-residential) is payable in advance and is not refundable for accepted nominations. The registration form duly completed along with a crossed cheque / demand draft may be sent in favour of 'The Institute of Company Secretaries of India' payable at New Delhi / Kolkata at the following addresses:

<table>
<thead>
<tr>
<th>CS Saurabh Jain</th>
<th>Mr. Utpal Mukherjee</th>
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<tr>
<td>Assistant Director</td>
<td>Assistant Director</td>
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<tr>
<td>The Institute of Company Secretaries of India</td>
<td>Eastern India Regional Council of ICSI</td>
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<tr>
<td>'ICSI HOUSE'</td>
<td>ICSI-EIRC Building</td>
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<tr>
<td>22, Institutional Area, Lodi Road</td>
<td>3-A Ahiripukur 1st Lane</td>
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<tr>
<td>New Delhi 110 003</td>
<td>Kolkata 700 019</td>
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<tr>
<td>Tel: 011-45341035</td>
<td>Tel: 033-22816542 / 22816541</td>
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<tr>
<td><a href="mailto:saurabh.jain@icsi.edu">saurabh.jain@icsi.edu</a></td>
<td><a href="mailto:utpal.mukherjee@icsi.edu">utpal.mukherjee@icsi.edu</a></td>
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Backgrounder

It is proposed to bring out a Backgrounder containing theme articles and other relevant information. Members who wish to contribute papers for publication in the backgrounder or for circulation at the Conference are requested to send the same on or before June 20, 2013 through email to CS Saurabh Jain, Assistant Director, The Institute of Company Secretaries of India, ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi – 110 003 at saurabh.jain@icsi.edu with one hard copy or those sending only hard copy may send the same in duplicate. The paper / article should not normally exceed 15 typed pages. Members whose papers/articles are published in the Backgrounder of the Conference would be awarded FOUR Programme Credit Hours. The decision of the Institute shall be final in all respects.

Advertisement in Souvenir

It is proposed to bring out a Souvenir containing important information, programmes, lists, etc. It would be widely circulated to professionals, corporate and regulatory authorities. Advertisement released in the Souvenir would receive wide publicity for Products, Services and Corporate Announcements. Members /Organisations are requested to release advertisements.

The advertisement material along with cheque/demand draft drawn in favour of ‘The Institute of Company Secretaries of India’ may be sent to Shri Utpal Mukherjee, Assistant Director, Eastern India Regional Council, ICSI-EIRC Building, 3-A Ahiripukur 1st Lane, Kolkata 700 019, Tel: 033-22816542 / 22816541 and email: Utpal.mukherjee@icsi.edu

Advertisement Tariff (Rs.)

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<td>Inside Cover (Front/Back)</td>
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Stalls

Stalls for display of products : Rs.25,000 per stall (maximum size 6’ x 6’)

Sponsorships

- Principal Sponsor : Rs.5,00,000 (One)
- Gold Sponsor : Rs.3,00,000 (One)
- Silver Sponsor : Rs.2,00,000 (Two)
- Sponsor : Rs.1,00,000
- Sponsorship of Conference Kit : Rs.1,25,000
Dear Sir,

Please register the following person(s) as delegate(s) for attending 14th National Conference for Practising Company Secretaries to be held on July 19-20, 2013 at Kolkata.

Name of the Delegate: Mr. / Ms. __________________________________________

Designation: __________________________________________________________________________

Name of Spouse: Mr. / Ms. __________________________________________

Name of the Organization: __________________________________________________________________________

Address: __________________________________________________________________________

City __________________________ State __________________________ PIN____________________

Membership No: FCS __________________________ ACS __________________________ CoP No. __________________________

Licentiate Membership No. __________________________ Student Registration No. __________________________

Contact Details: Tel. Nos: Off.: __________________________ Res.: __________________________ Fax: __________________________

E-mail: __________________________________________ Mobile: __________________________

A demand draft / local cheque No. __________________________ dated ___________ for Rs. _____________ favouring 'The Institute of Company Secretaries of India' payable at New Delhi is enclosed.

For Residential Delegates (Hotel Reservation):

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Total Amount Rs. __________________________

Yours faithfully,

(Sponsoring Authority/Delegate)

Date: __________________________ Place: __________________________
Shri Utpal Mukherjee  
*Assistant Director*  
Eastern India Regional Council of ICSI  
ICSI-EIRC Building  
3-A Ahiripukur 1st Lane  
Kolkata 700 019

Sir,

We are pleased to sponsor the following activities at the 14th National Conference of Practising Company Secretaries to be held at Kolkata on July 19-20, 2013.

1. Principal Sponsor  
2. Gold Sponsor  
3. Silver Sponsor  
4. Sponsorship  
5. Sponsorship of Conference Kit  
6. Advertisement in Souvenir  
   - Back Cover  
   - Special Full Page (Colour Printing)  
   - Quarter Page (B & W)

7. Stall  
8. Any other support (e.g., Distribution of Publicity Material, Product samples, Literature, Pen/Pad etc.)

We are forwarding herewith draft / cheque for Rs. ………………… drawn in favour of “The Institute of Company Secretaries of India” payable at Kolkata.

* The advertisement matter / art work / bromide / CD is / are enclosed / being sent separately.

Yours sincerely,

(Signature)
Sponsoring authority

Name of the Organisation ……………………………………………………………

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Address ……………………………………………………………………………..

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