



INFORMATION PRESCRIBED  
UNDER SECTION 4(1) (b) of  
THE RIGHT TO INFORMATION ACT, 2005



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

## ITEM NO. (I)

### PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Institute of Company Secretaries of India was initially incorporated as a company on 4<sup>th</sup> October, 1968 and thereafter converted into statutory body on 1<sup>st</sup> January, 1981 under The **Company Secretaries Act, 1980** (hereinafter called the "Act") for the regulation & development of the profession of Company Secretaries.

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, 67 Chapters located in the various parts of the country.

The Council is headed by the President who is the Chief Executive Authority of the Council.

For the efficient performance of its duties and functions, the Council appoints a Secretary to perform such duties as may be prescribed. The Secretary is the executive head of the Institute.

The Secretary is supported by the following heads of Directorates:

STUDENT SERVICES	ANKUR YADAV, JOINT SECRETARY (SG)
GRIEVANCE REDRESSAL	
CORPORATE LAWS & GOVERNANCE	ALKA KAPOOR (MS.), JOINT SECRETARY
PROFESSIONAL DEVELOPMENT, PERSPECTIVE PLANNING & STUDIES	SONIA BAIJAL (MS.) ,DIRECTOR
PRINTING & PUBLICATION	AMITA AHUJA (DR.), JOINT SECRETARY (SG)
CO-ORDINATION	SUDHIR KUMAR DIXIT (DR.), JOINT SECRETARY (SG)
EXAMINATION	SANJAY PANDEY (DR.), JOINT SECRETARY
DISCIPLINE	MEENAKSHI GUPTA (MS.), JOINT SECRETARY
LAW	SURYA NARAYAN MISHRA, JOINT DIRECTOR
FINANCE & ACCOUNTS (Including Treasury Cell and Internal Audit Cell)	SHREE PRAKASH, JOINT DIRECTOR
MEMBERSHIP	ASHOK KUMAR DIXIT, JOINT SECRETARY
RTI	
INFRASTRUCTURE	S K JENA (DR.) , DIRECTOR
TRAINING & PLACEMENT	
SEPCIAL PROJECT (NOIDA)	BHUBANANANDA PRADHAN, DIRECTOR
INFORMATION TECHNOLOGY	ASIT KUMAR RATH, DIRECTOR NIKHAT KHAN (Dr.), DIRECTOR
ADMINISTRATION	ASHVINI KUMAR SRIVASTAVA, DIRECTOR
PURCHASE CELL	
HUMAN RESOURCE	SANJAY KUMAR NAGAR, JOINT SECRETARY
COUNCIL AFFAIRS	
CORPORATE COMMUNICATION	AMITA AHUJA (DR.), JOINT SECRETARY (SG) PREETI KAUSHIK BANERJEE (MS.), DIRECTOR
ICSI-CCGRT (NAVI MUMBAI)	RAJESH KUMAR AGRAWAL (DR.), DIRECTOR
SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	SARAH AROKIASWAMY(Ms.), JOINT SECRETARY
NORTHERN INDIA REGIONAL OFFICE (DELHI)	ALKA ARORA, DEPUTY DIRECTOR
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	DVNS SARMA, JOINT DIRECTOR
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	KAILASH CHANDER KAUSHIK, JOINT DIRECTOR

## **Composition of Council**

The Council is composed of fifteen persons elected by the members of the Institute from amongst the fellow members from the four Regional Constituencies and five persons nominated by the Central Government.

## **Functions of the Council<sup>1</sup>**

- (1) The Institute shall function under the overall control, guidance and supervision of the Council and the duty of carrying out the provisions of this act shall be vested in the Council.
- (2) In particular, and without prejudice to the generality of the foregoing powers, the duties of the Council shall include :-
  - (a) To approve academic courses and their contents;
  - (b) The prescribing of fees for the examination of candidates for enrolment;
  - (c) The prescribing of qualifications for entry in the register;
  - (d) The recognition of foreign qualifications and training for purposes of enrolment;
  - (e) The prescribing of guidelines for granting or refusal of certificates of practice under this Act;
  - (f) The levy of fees from members, examinees and other persons;
  - (g) The regulation and maintenance of the status and standard of professional qualifications of members of the institute;
  - (h) The carrying out, by granting financial assistance to persons other than members of the council or in any other manner, of research in such matters of interest to company secretaries as may be prescribed;
  - (i) To enable functioning of the Director (Discipline), the Board of Discipline, the Disciplinary Committee and the Appellate Authority constituted under the provisions of this Act;
  - (j) To enable functioning of the Quality Review Board;
  - (k) Consideration of the recommendations of the Quality Review Board made under clause (a) of section 29B and details of action taken thereon in its annual report; and
  - (l) To ensure the functioning of the Institute in accordance with the provisions of this Act and in performance of other statutory duties as may be entrusted to the Institute from time to time.”.

## **Functions of Institute<sup>2</sup>**

The functions of the Institute shall include -

- (a) The examination of candidates for enrolment;
- (b) The regulation of training of students;
- (c) The maintenance and publication of a Register of persons qualified to practice as Company Secretaries;
- (d) Collection of fees from members, examinees and other persons;
- (e) Subject to the orders of the appropriate authorities under this Act, the removal of names from the Register and the restoration to the Register of names which have been removed;
- (f) The maintenance of a library and publication of books and periodicals relating to management of companies and allied subjects;
- (g) The conduct of elections to the Council of the Institute; and
- (h) The granting or refusal of certificates of practice as per guidelines issued by the Council.

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<sup>1</sup> See Sec.15 of the CS Act, 1980 ( As Amended upto 2006 )

<sup>2</sup> See Section 15A of the CS Act, 1980 ( As Amended upto 2006 )

### **Imparting education by Universities and other bodies<sup>3</sup>**

- (1) Subject to the provisions of this Act, any University established by law or any body affiliated to the Institute, may impart education on the subjects covered by the academic courses of the Institute.
- (2) The Universities or bodies referred to in sub-section (1) shall, while awarding degree, diploma or certificate or bestowing any designation, ensure that the award or designation do not resemble or is not identical to one awarded by the Institute.
- (3) Nothing contained in this section shall enable a University or a body to adopt a name or nomenclature which is in any way similar to that of the Institute.”.

### **Officers and Employees, Salary, Allowances etc.<sup>4</sup>**

- (1) For the efficient performance of its duties, the Council shall -
  - (a) Appoint a Secretary of the Council to perform such duties as may be prescribed;
  - (b) Appoint a Director (Discipline) to perform such functions as assigned to him under this Act and the rules and regulations framed thereunder;
  - (c) Designate an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.
- (2) The Council may also-
  - (a) Appoint such other officers and employees to the Council and the Institute as it considers necessary;
  - (b) Require and take from the Secretary or from any other officer or employee of the Council and the Institute such security for the due performance of his duties, as the Council considers necessary;
  - (c) Prescribe the salaries, fees, allowances of the officers and employees of the Council and the Institute and their terms and conditions of service;
  - (d) With the previous sanction of the Central Government, fix the allowances of the President, Vice-President and other members of the Council and members of its Committees;
- (3) The Secretary of the Council shall be entitled to participate in the meetings of the Council but shall not be entitled to vote thereat.”

In exercise of the powers vested in the Council, the Council has framed The Company Secretaries Regulations, 1982 (hereinafter called the “Regulations”)

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<sup>3</sup> See Sec.15B of the CS Act, 1980 ( As Amended upto 2006 )

<sup>4</sup> See Sec.16 of the CS Act, 1980 ( As Amended upto 2006 )

## **Committees of the Council**

Pursuant to Section 17(1) of the Act, the Council has constituted from amongst its members, the following Committees, namely:-

1. Standing Committees
  1. Executive Committee
  2. Finance Committee
  3. Examination Committee
  
2. Non-Standing Committees
  1. Disciplinary Committee
  2. Financial Services Committee
  3. Corporate Laws and Governance Committee
  4. Professional Development Committee
  5. Training & Educational Facilities Committee
  6. Practising Company Secretaries Committee
  7. Information Technology Committee
  8. Placement Committee
  9. PMQ Course Committee
  10. ICSI-CCGRT Management Committee
  11. Regulations and Chapter Guidelines Reforms Committee
  12. Research Committee
  13. Election Reforms Committee
  
3. Boards
  1. Peer Review Board
  2. Board of Discipline
  3. Secretarial Standards Board
  4. Expert Advisory Board
  5. Editorial Advisory Board
  6. Quality Review Board
  7. Syllabus Review Board
  8. Auditing Standard Board

The Standing and other Committee performs the functions in accordance with the regulations or as may be decided by the Council/ Committees/Boards.

## **President and Vice-President**

- (1) The Council at its first meeting shall elect two of its members to be respectively the President and the Vice-President thereof, and so often as the office of the President or the Vice-President falls vacant, the Council shall choose a person to be the President or the Vice-President, as the case may be.
- (2) The President shall be the Head of the Council.
- (3) The President or the Vice-President shall hold office for a period of one year from the date on which he is chosen but so as not to extend beyond his term of office as a member of the Council, and subject to his being a member of the Council at the relevant time, he shall be eligible for re-election under Sub Section 1.

- (4) On the expiration of the duration of the Council, or of the term of office of the President and the Vice-President thereof, the President and the Vice-President shall continue to hold office until such time as a new President and the Vice-President is elected and takes over charge of their duties.

#### **Powers and duties of the President and Vice-President<sup>5</sup>**

- (1) The President shall exercise such powers and perform such duties as are conferred on or vested in him by the Act or the regulations or as may be delegated to him by the Council from time to time.
- (2) The President may direct any business to be brought before the Council or any Committee for consideration. If the office of the President is vacant or if the President, for any reason, is unable to exercise the powers or duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

#### **Secretary**

Pursuant to Section 16(1) (a) of the Act, for the efficient performance of its duties and functions, the Council appoints a Secretary of the Council to perform such duties as may be prescribed.

#### **Powers and duties of the Secretary<sup>6</sup>**

Subject to the general supervision of the President or the relevant Standing Committee, the Secretary shall exercise and perform, in addition to the powers and duties specified by the Act or in the Regulations, the following powers and duties, namely: -

- (a) Being incharge of the office of the Institute as its Executive head, managing it and attending to all correspondences;
- (b) Maintaining registers, documents and forms as required by the Act and the regulations;
- (c) Being incharge of all the property of the Institute;
- (d) Making necessary arrangements for receiving money due to the Council and also issuing receipts therefor;
- (e) Incurring all revenue expenditure within the limits sanctioned by the Council or the committee and incurring capital expenditure including for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council or the Committees;
- (f) Causing proper accounts to be maintained and delivering of account books, or furnishing information to the auditor appointed by the Council for the purpose of audit of the accounts of the Institute;
- (g) Making all other payments as sanctioned by the Council, Committees or the President;
- (h) Paying salary and allowances to the members of the staff, granting of leave to them, and sanctioning their increments within the prescribed scales;
- (i) Exercising disciplinary control over the staff except dismissal in respect of which the sanction of the President shall be necessary;

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<sup>5</sup> See Regulation 156 of the CS Regulations, 1982

<sup>6</sup> See Regulation 156 of the CS Regulations, 1982

- (j) Admitting candidates to the examinations held under the Regulations and making all necessary arrangements for the conduct of the examinations;
- (k) Refunding or transferring of fees received in accordance with the Regulations for the examinations, enrolment, issue of certificates of practice and allied matters;
- (l) Registering and noting of suspension, cancellation or termination of registration of students;
- (m) Recognizing practical experience, sponsoring candidates for practical training, granting exemption from practical training requirements as may be delegated by the Council and the Committees concerned from time to time.
- (n) Enrolling Associates, admitting Fellows, removing the names of members from the Register owing to death or non-payment of prescribed fees and dues to the Institute, restoring membership, issuing and canceling certificates of practice and issuing notifications therefore as may be delegated by the Council and the Executive Committees from time to time;
- (o) Signing and issuing all notifications on behalf of the Council as required under the Act and the Regulations;
- (p) Subject to the approval for the President, signing vakalatnamas, on behalf for the Council, appointing solicitors or advocates on behalf of the Council and filing papers, affidavits and other documents in civil, criminal, revenue courts and other offices;
- (q) Receiving complaints and submitting the same to the Disciplinary Committee and to make such enquiry and collect such information as may be required or directed by the President, a Committee or the Council and submit to them such information as may come to his knowledge;
- (r) Issuing pass certificates, licentiateship certificates, membership certificates, certificates of practice and its renewal letters to the persons who are entitled thereto in accordance with the provisions of the Act and the regulations;
- (s) Keeping in his custody the common seal of the Institute and to affix the same to any document or instrument in accordance with Regulation 149;
- (t) Keeping in his custody forms of certificates of membership and of practice, blocks, engravings, facsimile and bills relating to printing of such certificates;
- (u) Calling any information or particulars as he may consider proper for processing applications for registration of students or admission or enrolment of members of the Institute; and
- (v) Performing such other duties and functions as are incidental and ancillary to as may be required for the performance of the above duties and exercising such other powers as may be delegated to him by the Council, Committees or the President from time to time.

### **Secretary**

Pursuant to Section 16(1)(c) of the Act, the Council designates an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Secretary.

**ITEM NO. (II)**

**THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1	<b>Professional Development, Perspective Planning &amp; Studies</b>	<p><b>Professional Development &amp; Perspective Planning</b></p> <ul style="list-style-type: none"> <li>▪ Professional Development Programmes other than Company Law and Secretarial Standard</li> <li>▪ National Convention</li> <li>▪ National Conference of PCS</li> <li>▪ CS Update</li> <li>▪ Policy on CPE and its Execution Database on CPE</li> <li>▪ Study Circle Guidelines</li> <li>▪ New Initiatives,</li> <li>▪ Strategic Planning,</li> <li>▪ Policy on Centers on Excellence</li> <li>▪ Related legal Proceedings</li> <li>▪ Any other incidental or connected with the above and</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul> <p><b>Studies</b></p> <ul style="list-style-type: none"> <li>▪ Development and Review of Syllabus and Prospectus</li> <li>▪ Development and updating of study material</li> <li>▪ Develop Guides to study and examinations</li> <li>▪ Preparation of model questions</li> <li>▪ Development of questions bank for OMR/Online Exams</li> <li>▪ Development of Hints, Guideline/Suggested Answers</li> <li>▪ Development and updating of knowledge portal</li> <li>▪ Provision of e-learning facility</li> <li>▪ including E-library / Self Learning for students</li> <li>▪ Academic guidance to students</li> <li>▪ Academic collaborations and recognitions</li> <li>▪ Student Company Secretary</li> <li>▪ CS Foundation Course bulletin</li> <li>▪ All matters relating to Financial Markets</li> <li>▪ IEPF and Investor Awareness Programmes</li> <li>▪ Post Membership Qualification and other Certificate Courses</li> </ul>
2	<b>Training and Placement (Including Industry Interaction</b>	<ul style="list-style-type: none"> <li>▪ Policy on Training of Students and its Execution</li> <li>▪ Standardisation of Training Programmes</li> </ul>



S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
	Cell)	<ul style="list-style-type: none"> <li>▪ Expanding Training Opportunities</li> <li>▪ Maintenance &amp; Updating of the Data bases of Training of Students</li> <li>▪ Registration of PCSs/ Companies/ other entities for Imparting Training</li> <li>▪ Sponsoring the Students for undergoing Training with PCSs/ Companies</li> <li>▪ Exemption from Training Requirements</li> <li>▪ Processing of Application for Membership</li> <li>▪ Co-ordination with ROs and COs for Training Programmes</li> <li>▪ Facilitate Placement of Members</li> <li>▪ Industry Interaction Cell</li> <li>▪ Servicing Committee: <ul style="list-style-type: none"> <li>I. Training and Educational Facilities Committee</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
3	<b>Corporate Laws &amp; Governance</b>	<ul style="list-style-type: none"> <li>▪ Professional Development Programmes relating to Company Law and Secretarial Standard</li> <li>▪ Formulation of views/opinion on Company Law</li> <li>▪ Corporate governance/CG Award</li> <li>▪ Preparation of Referencers, text books and Guidance Notes on Company Law</li> <li>▪ Expert Guidance on Company Law</li> <li>▪ Coordination with MCA</li> <li>▪ All work relating to Secretarial Standards Board</li> <li>▪ Preparation of Study Material relating to CL (EP); ACLP, SACMDD, CRVI and EGS (PP)</li> <li>▪ Related Legal proceedings</li> <li>▪ Any matter incidental to or connected with the above and</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
4	<b>Printing &amp; Publication</b>	<ul style="list-style-type: none"> <li>▪ All the activities related to Printing &amp; Publication including Chartered Secretary</li> </ul>
5	<b>Human Resource &amp; Council Affairs</b>	<p><b>HR</b></p> <ul style="list-style-type: none"> <li>▪ Work Study of various Directorates at HQs, CCGRT, ROs &amp; COs</li> <li>▪ Organisational Structure of the Institute</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Manpower Planning</li> <li>▪ Administration of HR Rules</li> <li>▪ Recruitment</li> <li>▪ Induction Training / Mid-Career Training</li> <li>▪ Promotion</li> <li>▪ Retirement</li> <li>▪ Service Awards</li> <li>▪ Attendance and Leave Management</li> <li>▪ Transfer and Postings</li> <li>▪ Disciplinary and Conduct Matters</li> <li>▪ Performance Appraisal System</li> <li>▪ Compensation to Employees</li> <li>▪ Human Resource Development</li> <li>▪ Redressal of Grievances of Employees</li> <li>▪ Welfare Activities for Employees</li> <li>▪ Delegation of Powers</li> <li>▪ Induction Manual</li> <li>▪ Policy on Preservation of Records</li> <li>▪ Policy on Contract Engagement and Execution</li> <li>▪ Organisation &amp; Methods</li> <li>▪ Serving Committees: <ul style="list-style-type: none"> <li>I. HR Committee</li> <li>II. ICSI Employees Benevolent Fund</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul> <p><b>Council Affairs:</b></p> <ul style="list-style-type: none"> <li>I. Coordination for Agenda for Meetings of Council and Executive Committee</li> <li>II. Draft Minutes of the Meetings of Council and Executive Committee</li> <li>III. Draft Action taken Report on Decisions of Council and Executive Committee</li> <li>IV. Co-ordination with Directorates for Implementation of Decisions of Council and Executive Committee</li> </ul> <ul style="list-style-type: none"> <li>▪ Serving Committee: <ul style="list-style-type: none"> <li>I. Executive Committee</li> </ul> </li> <li>▪ Defence before Appellate Authority</li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		Authority
6	<b>Corporate Communication</b>	<ul style="list-style-type: none"> <li>▪ Scanning Environment to Identify relevant Developments</li> <li>▪ Apprising Developments to Council and Senior Management</li> <li>▪ Public Relations</li> <li>▪ Media Management</li> <li>▪ Media Planning and Execution</li> <li>▪ Press Guidelines</li> <li>▪ Advertisement Policy and its Execution</li> <li>▪ Advertisements and Sponsorships for Programmes</li> <li>▪ Empanelment of Advertising and PR Agencies</li> <li>▪ Brand / Image Building</li> <li>▪ Production of ICSI Films / TV &amp; Radio Advertisements</li> <li>▪ Career Awareness / Guidance</li> <li>▪ Engagement, Monitoring and Disengagement of Counsellors</li> <li>▪ Education Fairs &amp; Exhibitions</li> <li>▪ Press Releases / Press Meets</li> <li>▪ Development of Promotional Material</li> <li>▪ Development and maintenance of Website</li> <li>▪ Monitoring Updation of Web site</li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
7	<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>▪ Infrastructure Policy and Planning</li> <li>▪ Premises (HQs, CCGRT, ROs, COs, and SOs)</li> <li>▪ Acquisition / Disposal of Land and Premises</li> <li>▪ New/additional Construction and Renovation of Premises</li> <li>▪ Maintenance of Property</li> <li>▪ Property Tax and Insurance</li> <li>▪ Infrastructure Register</li> <li>▪ Due Date Register for Taxes, Insurance, Maintenance, Renewals, etc.</li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records (Including Title Deeds, Plan Approvals, Building Completion Certificates, Tax Assessment letters, Photographs of all Properties)</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
8	<b>Administration &amp; Purchase</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ General Administration</li> <li>▪ Establishment</li> <li>▪ Estate Management</li> <li>▪ Receipts and Issue of Dak</li> <li>▪ Management of Stores at HQs, and Monitoring of Stores at ROs and COs</li> <li>▪ Reception</li> <li>▪ Security and Safety</li> <li>▪ Travel and Stay Arrangements</li> <li>▪ Transportation</li> <li>▪ Pantry Services Administrative Arrangement for various Programmes of HQs</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul> <p><b>Purchase</b></p> <ul style="list-style-type: none"> <li>▪ Procurements of Goods and Services, including Maintenance Contracts</li> <li>▪ Purchase related rate contracts</li> <li>▪ Purchase Manual</li> <li>▪ Inventory Register</li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
9	<b>Co-Ordination</b>	<p><b>Co-ordination</b></p> <ul style="list-style-type: none"> <li>▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices, Chapter Offices, Study Circles, and support offices in respect of: <ul style="list-style-type: none"> <li>a. Compliance with Company Secretaries Act, 1980 and Regulations, Rules and Chapter Guidelines</li> <li>b. Compliance with applicable laws</li> <li>c. Generally assist in HR, Infrastructure, Finance and Accounts matters</li> <li>d. Generally assist in improving quality of services rendered by them</li> </ul> </li> <li>▪ Oversight on working of Regional Councils and Chapters</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>Management Committees, Regional Offices, Chapter Offices, Study Circles and Support offices</p> <ul style="list-style-type: none"> <li>▪ Appointment of Administrators in case serious lapses in e working of Regional Councils or Chapter Management Committee</li> <li>▪ Advice on establishment and closure of Regional Offices, Chapter Offices, Support Offices, Study Circles;</li> <li>▪ Focus on providing relevant and quality coaching to the students through RC's and Chapters</li> <li>▪ Implementation of ERP in consultation to F&amp;A and IT across offices</li> <li>▪ Implementation of SAP</li> <li>▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices, Chapter Offices, Study Circles and Support offices</li> <li>▪ Interaction of Council and Head Office with Regional Councils and Chapter Management Committees, Regional Offices, Chapter Offices, Study Circles and Support offices</li> <li>▪ Preparing ICSI Directory</li> <li>▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award</li> <li>▪ Regional Council and Chapter Guidelines</li> <li>▪ MIS on RC/Chapters</li> <li>▪ Budget of RC/Chapter</li> <li>▪ Internal and statutory audit</li> </ul>
10	<b>Examination</b>	<ul style="list-style-type: none"> <li>▪ All matters relating to Conduct of CS and PMQ Examinations</li> <li>▪ Setting Question Papers for Paper Based Examinations</li> <li>▪ Printing of Questions Papers and Answer Books</li> <li>▪ Setting up Examination Centres</li> <li>▪ Selection, Appointment and Monitoring of Paper Setters, Moderators, Examiners, Translators, Reviewers, Superintendents, Invigilators, General Observers and other Examination Functionaries</li> <li>▪ Conduct of Examination (Manual/Online)</li> <li>▪ Evaluation of Answer Books</li> <li>▪ Dealing with Malpractices in Examinations</li> <li>▪ Preparation and Declaration of Results</li> <li>▪ Payments to all Examination Functionaries</li> <li>▪ Verification of Marks</li> <li>▪ Issue of Mark Sheets</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Supply of Certified Copies of Answer Books</li> <li>▪ Processing and Release of Payments related to Examinations</li> <li>▪ Administration of Scholarships and Awards</li> <li>▪ Framing of scheme for Award of Merit scholarship, Merit-cum-means assistance and Prize award</li> <li>▪ Serving Committee:               <ul style="list-style-type: none"> <li>I. Examination Committee</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
11	<b>Finance and Accounts (Including Treasury Cell and Internal Audit Cell)</b>	<ul style="list-style-type: none"> <li>▪ Budget and Budgetary Control</li> <li>▪ Books of Accounts</li> <li>▪ Tax Compliances</li> <li>▪ Statutory Audit</li> <li>▪ Costing of Major Services</li> <li>▪ Payroll</li> <li>▪ Receipt of Contributions – Domestic / Foreign</li> <li>▪ Grants and Reimbursements to ROs / Chapters</li> <li>▪ Payments to employees and third parties</li> <li>▪ Internal Audit Cell</li> <li>▪ Treasury Cell (Fund Management)</li> <li>▪ Serving Committees:               <ul style="list-style-type: none"> <li>I. Finance Committee</li> <li>II. ICSI Employees Pension Fund Trust</li> <li>III. ICSI Employees Group Gratuity Trust</li> <li>IV. ICSI Employees Medical Hospitalisation Trust</li> <li>V. ICSI Employees Provident Fund Trust</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
12	<b>Student Services &amp; Grievance Redressal</b>	<p><b>Student Services</b></p> <ul style="list-style-type: none"> <li>▪ Database of Students</li> <li>▪ Registration/ Extension/ Exemption of Students</li> <li>▪ Postal Coaching</li> <li>▪ Guidelines on Class Room Teaching</li> <li>▪ Enrolment for Examinations (Including Change of Centre, Medium of Examination, Issue of Admit Cards, etc.)</li> <li>▪ National Competition Among Students</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Incentives to ROs and COs</li> <li>▪ Issue of Pass Certificates and Transcripts</li> <li>▪ Student Education Trust Fund</li> <li>▪ Reconciliation of Fees received with F&amp;A</li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul> <p><b>Grievance Redressal</b></p> <ul style="list-style-type: none"> <li>▪ Receipt and Database of Grievances</li> <li>▪ Redressal of Grievances of Students and Members through Respective Offices</li> <li>▪ Analysis of Grievances</li> <li>▪ Feedback to Line Departments</li> <li>▪ Quality Checks and Standards of Services of the Institute</li> <li>▪ Helpline / Call Centre</li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
13	<b>Law</b>	<ul style="list-style-type: none"> <li>▪ All Legal matters, including Matters before Courts</li> <li>▪ Empanelment of Advocates</li> <li>▪ Engagement of Advocates</li> <li>▪ Fixing of Fees for Advocates</li> <li>▪ Recommending Payment of Bills of Advocates to F&amp;A</li> <li>▪ Conduct of Elections with assistance from Others</li> <li>▪ Election Reforms</li> <li>▪ Amendments to Act, Rules and Regulations</li> <li>▪ Filing / defending related legal matters on behalf of the Institute/Council</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
14	<b>Information Technology</b>	<ul style="list-style-type: none"> <li>▪ Information &amp; Communication Technology (ICT) Planning and Management</li> <li>▪ Managing Software Development &amp; Maintenance jobs pertaining to computerization of all internal applications</li> <li>▪ Managing development and Maintenance of the Website</li> <li>▪ Online Database Management &amp; Administration</li> <li>▪ Managing Online Payment Gateways</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Data Centre and Network Management</li> <li>▪ Implementation of E-learning for the Students and Members</li> <li>▪ Arrangement for Computer Training for Students</li> <li>▪ Implementation of Enterprise Resource Planning, Document Management System and Office Automation systems</li> <li>▪ Computerization of Regional Offices and Chapter Offices</li> <li>▪ Ensuring IT related support to various Directorates, CCGRT, ROs and COs</li> <li>▪ Policy framework and study of new technologies for automation of process</li> <li>▪ Serving Committee: <ul style="list-style-type: none"> <li>I. Information Technology Committee</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> <li>▪ Transparency Officer under the RTI Act</li> </ul>
15	<b>Membership</b>	<ul style="list-style-type: none"> <li>▪ Database of Members / COP Holders</li> <li>▪ Admission / Renewal / Expulsion / Cancellation / Restoration of Members and Licentiatees</li> <li>▪ Receipt and Reconciliation of Annual Membership Fee / Certificate of Practice fee with F&amp;A</li> <li>▪ Removal of name of Members for non-payment of fees as per regulations</li> <li>▪ Maintenance of Register of Members / Licentiatees</li> <li>▪ Publication of Details of Members in the Chartered Secretary on monthly basis</li> <li>▪ Publication of list of Members and list of Certificate of Practice Holders annually</li> <li>▪ Publication of List of Members on web site</li> <li>▪ Issue of Transcripts / Identity Cards / Certificates to Members</li> <li>▪ Maintenance of Register of Firms and Offices / Certificate of Practice Holders</li> <li>▪ Complaints of Members in respect of non-receipt of Chartered Secretary Journal</li> <li>▪ Approval of Concern / Firm Name of Company Secretaries / LLPs</li> <li>▪ Honorary Fellow Members</li> <li>▪ Convocations for awarding certificates to newly admitted Associates</li> <li>▪ Assistance in Elections in publication of List of Voters</li> </ul>



S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Welfare Activities for Members</li> <li>▪ Database of Members of Company Secretaries Benevolent Fund</li> <li>▪ All matters relating to CSBF (Enrolment, Financial Assistance, Insurance, Fund Raising, etc.)</li> <li>▪ All matters relating to ICSI Alumni Association</li> <li>▪ Corporate Compliance Executive Cell</li> <li>▪ Servicing Committees:               <ul style="list-style-type: none"> <li>I. Placement Committee</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
16	<b>Discipline</b>	<ul style="list-style-type: none"> <li>▪ Investigation &amp; Examination of Complaints against Members</li> <li>▪ Disciplinary Actions Against Members</li> <li>▪ Defence before Appellate Authority</li> <li>▪ Briefing Advocates on disciplinary matters before Courts</li> <li>▪ Serving Committees:               <ul style="list-style-type: none"> <li>I. Board of Discipline</li> <li>II. Disciplinary Committee</li> </ul> </li> </ul>
17	<b>RTI Cell</b>	<ul style="list-style-type: none"> <li>I. Central Public Information Officer</li> <li>II. Arrange for Proactive Disclosure of Information</li> <li>III. Collection of Information from various Directorates/Offices</li> <li>IV. Supply of Information to Applicants</li> <li>V. Defence before Appellate Authority under RTI</li> <li>VI. Defence before Central Information Commission</li> <li>VII. Briefing Advocates on RTI Matters before Courts</li> </ul>

## **ITEM NO. (III)**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

#### **1. Council**

The Council takes the decisions at the meetings of the Council.

#### **2. Meetings of the Council**

The Council meets at least once in three months. A special meeting of the Council may at any time be called by the President or in his absence by the Vice-President or at the request in writing addressed to the Secretary by not less than one fourth of the members of the Council for the time being.

#### **3. Passing of resolution by circulation**

The Secretary may on the instructions of the President, in emergent circumstances, circulate a resolution together with all relevant papers to the members of the Council for decision of any question.

#### **4. Committees**

The Standing/ other Committees constituted under section 17(1) of the Act take decision in their respective areas in accordance with the regulation/ as may be decided by the Council/ concerned Committee.

#### **Decision making process within the Institute:**

Pursuant to Regulation 157 of The Company Secretaries Regulation,1982 , the Secretary exercises and performs his duties, subject to the general supervision of the President or the relevant Standing Committee. Secretary is assisted by a team of Heads of Directorates who provide academic and administrative support in their respective areas.

Generally decisions are taken by the Secretary on the recommendations of the Committees of the Heads of Directorates constituted for the purpose.

The Heads of Directorates in turn are assisted by the Officers and staff for providing academic and administrative support.

## **ITEM NO. (IV)**

### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

The Institute endeavour to provide efficient and timely services to the members, students and public within the time frames for each activity.

#### **ITEM NO. (V)**

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

- a) The Company Secretaries Act, 1980 ( As Amended upto 2006 )
- b) The Company Secretaries Regulations,1982 ( As Amended upto 2010 )
- c) Rules framed by the Central Government
- d) Guidelines as approved by its Council from time to time

#### **ITEM NO. (VI)**

#### **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

- i) Register of Members
- ii) Register of Licentiatees
- iii) Register of Certificate of Practice Holders
- iv) Register of offices & firms
- v) Register of Students
- vi) Service Rules

#### **ITEM NO. (VII)**

#### **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

All Regulations made by the Council under the Company Secretaries Act, 1980 ( As Amended upto 2006 ) ,are subject to the condition of previous publication and the approval of the Central Government. Accordingly, the draft of the Regulations proposed to be made by the Council is published in the Gazette of India for information of all persons likely to be affected thereby and inviting objections and suggestions from the public within 45 days from the date on which the copies of the Gazette of India containing the draft regulations are made available to the public. Besides, the draft Regulations are also published in the Chartered Secretary, official journal of the public authority inviting objections and suggestions within the period stated above.

All objections or suggestions, which may be received from any person with respect to the draft regulations within the aforesaid specified period are taken into consideration by the Council.

An Exposure Draft of the Secretarial Standard proposed to be formulated is published in the Chartered Secretary, official journal of the public authority and also put on the website of the public authority [www.icsi.edu](http://www.icsi.edu) to elicit comments from the members of the Institute and the public at large. The Secretarial Standards Board thereafter finalizes the draft of the Secretarial Standard after taking into consideration the comments received and submits the final draft to the

Council of the public authority. The Council considers the final draft of the proposed Secretarial Standard and finalizes the same in consultation with the Secretarial Standard Board. The Secretarial Standards is then issued under the authority of the Council.

Every Rule and every Regulation made and every notification issued under this Act shall be laid, as soon as may be after it is made or issued, before each house of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both houses agree in making any modification in the rule, regulation or notification, or both houses agree that the rule, regulation or notification should not be made, or issued, the rule, regulation or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule, regulation or notification.

## ITEM NO. (VIII)

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

### **I. LIST OF COUNCIL**

#### **PRESIDENT**

CS (Dr.) Shyam Agrawal  
Vice President, The ICSI  
Agrawal Shyam & Associates  
Company Secretaries  
61, Luv Kush Nagar  
1<sup>st</sup>, J.P. Underpass, Sahkar Marg  
Tonk Road, Jaipur-302015

E-mail : president@icsi.edu

#### **VICE PRESIDENT**

CS Makarand M Lele  
Council Member, The ICSI  
MRM Associates  
1<sup>st</sup> Floor, Dnyansudha Apartments  
77, Vijayanagar Colony,  
2147, Sadashiv Peth, Pune - 411030

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makarand.lele@mrmcs.com

#### **CENTRAL GOVT. NOMINEE**

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Council Member , The ICSI  
Joint Secretary to the Govt. of India  
Ministry of Corporate Affairs  
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#### **ELECTED MEMBERS**

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## SECRETARY

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## II COMPOSITION OF COMMITTEES

<b>e Standing and Non-Standing Committees of the Council/Boards – 2017</b>		
<b>STANDING COMMITTEES</b>		
<b>1. Executive Committee</b>		
Shyam Agrawal (Dr.)	Chairman	Jaipur
Makarand M Lele	Member	Pune
Amardeep Singh Bhatia	Member (Govt. Nominee)	New Delhi
Mamta Binani (Ms.)	Member	Kolkata
Ahalada Rao V	Member	Hyderabad
Ashish Garg	Member	Indore
Ranjeet Kumar Pandey	Member	New Delhi
<b>2. Finance Committee</b>		
Shyam Agrawal (Dr.)	Chairman	Jaipur
Makarand M Lele	Member	Pune
Yamal A Vyas	Member (Govt. Nominee)	Ahmedabad
Ahalada Rao V	Member	Hyderabad
Ashish C Doshi	Member	Ahmedabad
Rajiv Bajaj	Member	Noida
Santosh Kumar Agrawala	Member	Kolkata
<b>3. Examination Committee</b>		
Shyam Agrawal (Dr.)	Chairman	Jaipur
Makarand M Lele	Member	Pune
Gopal Krishna Agarwal	Member (Govt. Nominee)	Noida
Gopalakrishna Hegde	Member	Bengaluru
Ranjeet Kumar Pandey	Member	New Delhi
C Ramasubramaniam	Member	Chennai
Santosh Kumar Agrawala	Member	Kolkata
<b>NON STANDING COMMITTEES</b>		
<b>4. Financial Services Committee</b>		

Mahavir Lunawat	Chairman	Mumbai
Ashish C Doshi	Member	Ahmedabad
Ashish Garg	Member	Indore
Rajiv Bajaj	Member	Noida
C Ramasubramaniam	Member	Chennai
Satwinder Singh	Member	New Delhi
Santosh Kumar Agrawala	Member	Kolkata
<b>5. Corporate Laws and Governance Committee</b>		
Vineet K. Chaudhary	Chairman	Noida
Mamta Binani (Ms.)	Member	Kolkata
Ashish C Doshi	Member	Ahmedabad
Gopalakrishna Hegde	Member	Bengaluru
Mahavir Lunawat	Member	Mumbai
Ranjeet Kumar Pandey	Member	New Delhi
C Ramasubramaniam	Member	Chennai
<b>6. Professional Development Committee</b>		
Shyam Agrawal (Dr.)	Chairman	Jaipur
Vijay Kumar Jhalani	Member (Govt. Nominee)	New Delhi
Yamal A Vyas	Member (Govt. Nominee)	Ahmedabad
Ahalada Rao V	Member	Hyderabad
Ashish C Doshi	Member	Ahmedabad
Ashish Garg	Member	Indore
Gopalakrishna Hegde	Member	Bengaluru
Rajiv Bajaj	Member	Noida
Santosh Kumar Agrawala	Member	Kolkata
Atul H Mehta	Member	Mumbai
<b>7. Training &amp; Educational Facilities Committee</b>		
Makarand M Lele	Chairman	Pune
Amardeep Singh Bhatia	Member (Govt. Nominee)	New Delhi
Gopal Krishna Agarwal	Member (Govt. Nominee)	Noida
Rajesh Sharma	Member (Govt. Nominee)	New Delhi
Mamta Binani (Ms.)	Member	Kolkata
Mahavir Lunawat	Member	Mumbai
Ranjeet Kumar Pandey	Member	New Delhi
C Ramasubramaniam	Member	Chennai
Satwinder Singh	Member	New Delhi
Vineet K. Chaudhary	Member	Noida
<b>8. Practising Company Secretaries Committee</b>		
Ashish C Doshi	Chairman	Ahmedabad
Ahalada Rao V	Member	Hyderabad
Gopalakrishna Hegde	Member	Bengaluru
Atul H Mehta	Member	Mumbai
Rajiv Bajaj	Member	Noida
Ranjeet Kumar Pandey	Member	New Delhi
Santosh Kumar Agrawala	Member	Kolkata
Vineet K. Chaudhary	Member	Noida
<b>9. Information Technology Committee</b>		

C Ramasubramaniam	Chairman	Chennai
Ashish C Doshi	Member	Ahmedabad
Ashish Garg	Member	Indore
Mahavir Lunawat	Member	Mumbai
Rajiv Bajaj	Member	Noida
Ranjeet Kumar Pandey	Member	New Delhi
Satwinder Singh	Member	New Delhi
Vineet K. Chaudhary	Member	Noida
<b>10. Peer Review Board</b>		
Makarand M Lele	Chairman	Pune
Gopalakrishna Hegde	Vice Chairman	Bengaluru
Ashish Garg	Member	Indore
C Ramasubramaniam	Member	Chennai
Rajiv Bajaj	Member	Noida
Satwinder Singh	Member	New Delhi
Anil Murarka	Member	Kolkata
Ashok Tyagi	Member	New Delhi
Milind B Kasodekar	Member	Pune
Savitri Parekh (Ms.)	Member	Mumbai
Sudhir Babu C	Member	Hyderabad
<b>11. Placement Committee</b>		
Rajiv Bajaj	Chairman	Noida
Ahalada Rao V	Member	Hyderabad
Ashish C Doshi	Member	Ahmedabad
Mahavir Lunawat	Member	Mumbai
Satwinder Singh	Member	New Delhi
Santosh Kumar Agrawala	Member	Kolkata
Vineet K. Chaudhary	Member	Noida
<b>12. PMQ Course Committee</b>		
Ranjeet Kumar Pandey	Chairman	New Delhi
Ashish Garg	Member	Indore
Mahavir Lunawat	Member	Mumbai
C Ramasubramaniam	Member	Chennai
Satwinder Singh	Member	New Delhi
<b>13. ICSI CCGRT Management Committee</b>		
Ashish Garg	Member	Indore
Gopalakrishna Hegde	Member	Bengaluru
Rajiv Bajaj	Member	NOIDA
C Ramasubramaniam	Member	Chennai
Satwinder Singh	Member	New Delhi
Atul H Mehta	Member	Mumbai
Kaushik Jhaveri	Member	Mumbai
Manoj Sonawala	Member	Mumbai
Om Prakash Bagdia	Member	Nagpur
B L Jain	Member	New Delhi
Sunil Samdhani	Member	Vadodara
Rahul Sharma	Member	Jaipur
<b>14. Secretarial Standards Board</b>		
Pavan Kumar Vijay	Chairman	Delhi
Anil Kumar Murarka	Member	Kolkata

Amit Gupta	Member	Lucknow
B Shanmugasundaram	Member	Chennai
Dipti Mehta (Ms.)	Member	Mumbai
Geetika Anand (Ms)	Member	Mumbai
J. N. Gupta	Member	Mumbai
Milind B Kasodekar	Member	Pune
N Hariharan	Member	Mumbai
Narayan Shankar	Member	Mumbai
ParvatheesamKanchinadham	Member	Mumbai
R. Ravi	Member	Chennai
Rajiv Bajaj	Member	Noida
Raju Ranganathan	Member	Mumbai
S C Vasudeva	Member	Delhi
S H Rajadhyaksha	Member	Mumbai
S Sudhakar	Member	Mumbai
Savithri Parekh (Ms)	Member	Mumbai
Subhash C Setia	Member	Delhi
Shujath Bin Ali	Member	Hyderabad
Vineet K. Chaudhary	Member	Noida
C S Govindarajan	Representative of MCA	Delhi
C D Srinivasan	Representative of RBI	Mumbai
Girish Joshi	Representative of BSE	Mumbai
S. Madhavan	Representative of NSE	Mumbai
B Murli	Representative of FICCI	Gurugram
G P Madaan	Representative of ASSOCHAM	Delhi
P.K. Rustagi	Representative of PHD Chamber of Commerce and Industry	Delhi
K. Sripriya (Ms.)	Representative of ICAI	Chennai
Amit Anand Apte	Representative of ICAI (Cost)	Pune
Representative of SEBI	Member	-
Representative of CII	Member	-
<b>15. Expert Advisory Board</b>		
<b>Chairman</b>		
Gopalakrishna Hegde		
<b>Members</b>		
Being finalized		
<b>16. Editorial Advisory Board</b>		
Santosh Kumar Agrawala	Chairman	Kolkata
Atma Ram Gupta	Member	Jaipur
D.K. Jain (Dr.)	Member	Indore
G. R. Bhatia	Member	New Delhi
Gopal Jiwrajka	Member	New Delhi
H. M. Choraria	Member	Kolkata
J.K. Mittal	Member	New Delhi
N.K. Jain	Member	Noida
Nirmala Rawat (Ms.)	Member	Jaipur
P.K. Mittal	Member	New Delhi
Prithvi Haldea	Member	New Delhi

K Narayana Swamy	Member	Bengaluru
Udai Parnami	Member	Jaipur
V.K. Singhania	Member	New Delhi
R C Gupta	Member	Jaipur
<b>17. Research Committee</b>		
Ahalada Rao V	Chairman	Hyderabad
Mamta Binani (Ms.)	Member	Kolkata
Ashish C Doshi	Member	Ahmedabad
Ashish Garg	Member	Indore
Mahavir Lunawat	Member	Mumbai
Rajiv Bajaj	Member	Noida
Satwinder Singh	Member	New Delhi
Vineet K. Chaudhary	Member	Noida
<b>18. Elections Reforms Committee</b>		
Satwinder Singh	Chairman	New Delhi
Gopalakrishna Hegde	Member	Bengaluru
Mahavir Lunawat	Member	Mumbai
Rajesh Sharma	Member	New Delhi
C Ramasubramaniam	Member	Chennai
Santosh Kumar Agrawala	Member	Kolkata
Vineet K. Chaudhary	Member	Noida
Atul H Mehta	Member	Mumbai
<b>STATUTORY COMMITTEES/BOARDS</b>		
<b>19. Disciplinary Committee</b>		
Shyam Agrawal (Dr.)	Presiding Officer	Jaipur
Nalin Kohli	Member (Govt. Nominee)	New Delhi
Meenaskhi Datta Ghosh	Member (Govt. Nominee)	Gurgaon
Ahalada Rao V	Member	Hyderabad
Santosh Kumar Agrawala	Member	Kolkata
<b>20. Board of Discipline</b>		
Ashish C Doshi	Presiding Officer	Ahmedabad
C Ramasubramaniam	Member	Chennai
Dinesh C Arora	Member	New Delhi
<b>21. Quality Review Board</b>		
Kiran Oberoi Vasudev (Ms)	Chairperson	Mumbai
Vithayathil Kurian	Member	New Delhi
Ilam Kamboj	Member	New Delhi
Navneet Chouhan	Member	New Delhi
Vineet K. Chaudhary	Member	Noida
<b>OTHER BOARDS AND GROUPS</b>		
<b>22. Syllabus Review Board</b>		
C Ramasubramaniam	Chairman	Chennai
Yamal A Vyas	Member (Govt. Nominee)	Ahmedabad
Ashish C Doshi	Member	Ahmedabad
Mahavir Lunawat	Member	Mumbai
Ranjeet Kumar Pandey	Member	New Delhi
Atul H Mehta	Member	Mumbai
<b>23. Regulations and Chapter Guidelines Reforms Committee</b>		

Makarand M Lele	Chairman	Pune
Vijay Kumar Jhalani	Member(Govt. Nominee)	New Delhi
Ahalada Rao V	Member	Hyderabad
Gopalakrishna Hegde	Member	Bengaluru
Santosh Kumar Agrawala	Member	Kolkata
Vineet K. Chaudhary	Member	Noida
<b>24. Auditing Standard Board</b>		
Vineet K. Chaudhary	Chairman	Noida
Amit Gupta	Member	Lucknow
Amit Kumar Jain	Member	Bhopal
Anil Khaitan	Member	Delhi
Anshul Kumar Jain	Member	Mumbai
Biman Debnath	Member	Guwahati
C. Ramasubramaniam	Member	Chennai
Devesh Kumar Vasisht	Member	Delhi
Himanshu S. Kamdar	Member	Mumbai
Manoj Rajaram Hurkat	Member	Ahmedabad
Munish Kumar Sharma	Member	Delhi
Parag Inamdar	Member	Mumbai
Pracheta M	Member	Mysore
P.K. Krishnamurthy	Member	Kochi
Racharla Ramakrishna Gupta	Member	Hyderabad
Rupesh Agarwal	Member	Delhi
S. Bhaskar	Member	Chennai
Sachin Agarwal	Member	Delhi
Sanjay Jain	Member	Jaipur
Sanjay Rathi	Member	Mumbai
Siddhartha Murarka	Member	Mumbai
Swayambhu Kedarnath	Member	Bangalore
Timir Baran Chatterjee	Member	Kolkata
Vidya Joglekar	Member	Mumbai
Vijay Sharma	Member	Delhi
Shyam Agrawal, President, ICSI	Ex - officio Member	Jaipur
Makarand Lele, Vice President, ICSI	Ex - officio Member	Pune

### III COMPOSITION OF REGIONAL COUNCILS

**NORTHERN INDIA REGIONAL COUNCIL  
ICSI-NIRC BUILDING, PLOT NO.4, PRASAD NAGAR INST. AREA  
NEW DELHI-110005**

<b>CHAIRMAN</b>	<b>VICE- CHAIRMAN</b>
DHANANJAY SHUKLA Dhananjay Shukla & Associates Company Secretaries House No. 23, Sector 30 Gurgaon - 122 001	PRADEEP KUMAR DEBNATH Pradeep Debnath & Co. 1105-06, Hemkunt House 11th Floor, 6 Rajendra Place New Delhi- 110 008
<b>SECRETARY</b>	<b>TREASURER</b>
RAJEEV BHAMBRI Rajeev Bhambri & Associates SCO No. 9, 2nd Floor, Jhandu Towers Miller Ganj, Ludhiana-141 003	NITESH KUMAR SINHA N K S & Co. 8A, UG CS Ansal Corporate Suites Ansal Plaza, Sector-1, Vaishali Ghaziabad - 201 010
<b>MEMBERS</b>	<b>EX-OFFICIO MEMBERS</b>
AMIT GUPTA Amit Gupta & Associates B-12, Basement, Murli Bhawan 10-A, Ashok Marg, Lucknow - 226 001	RAJIV BAJAJ Company Secreatry & Associate Director-Finance Panasonic AVC Networks India Co. Ltd. C-52, Phase II, Noida- 201 305
AVTAAR SINGH Partner, Biz Lawgix LLP 212 Parmesh Tower - II, Community Centre Karkardooma, Delhi	RANJEET KUMAR PANDEY Ranjeet Pandey & Associates Company Secretaries A-308, Basement, Defence Colony New Delhi - 110 024
DEEPAK ARORA Deepak Arora & Associates 23 KA 4, Jyoti Nagar, Near Vidhansabha Jaipur-302 005	SATWINDER SINGH Vaish Associates 11th Floor, Mohan Dev Building 13 Tolstoy Marg, New Delhi- 110 001
MANISH AGGARWAL SCO 64, 2nd Floor, Sector 20-C Dakshin Marg, Chandigarh - 160 020	(Dr.) SHYAM AGRAWAL Agrawal Shyam & Associates Company Secretaries 61, Luv Kush Nagar 1st, J.P. Underpass, Sahkar Marg Tonk Road, Jaipur - 302 015
MANISH GUPTA RMG & Associates, Company Secretaries 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh	VINEET K. CHAUDHARY V.K. Chaudhary & Co. Company Secretaries C-140, Sector-51, Noida - 201 301
MONIKA KOHLI DMK Associates 31/36, Basement, Old Rajinder Nagar New Delhi- 110 060	



<p>NPS CHAWLA Associate Partner, Vaish Associates Advocates 11th Floor, Mohan Dev Building, 13, Tolstoy Marg, New Delhi - 110 001</p> <p>SAURABH KALIA Sastra Legal E-96, (LGF) Malcha Marg, Chanakyapuri New Delhi- 110 021</p>	
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**EASTERN INDIA REGIONAL COUNCIL  
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1<sup>ST</sup> LANE,  
(NEAR BECKBAGAN NURSING HOME) KOLKATA-700019**

<b>CHAIRMAN</b>	<b>VICE- CHAIRMAN</b>
SIDDHARTHA MURARKA Practising Company Secretary 2nd Floor, YMCA Building 25 Jawaharlal Nehru Road Kolkata – 700 087	ASHOK PUROHIT Asst. Company Secretary Emami Limited Emami Tower 687, Anandpur, EM Bypass Kolkata - 700 107
<b>SECRETARY</b>	<b>TREASURER</b>
GAUTAM DUGAR Practising Company Secretary 2, Joy Narayan Santra Lane, Ground Floor Howrah Maidan, Opp. Sarat Sadan Howrah - 711 101	RUPANJANA DE Practising Company Secretary Nandi Resources Generation Technology Pvt. Ltd. 17, Nabanagar, Jadavpur Kolkata - 700 032
<b>MEMBERS</b>	<b>EX-OFFICIO MEMBERS</b>
SANDIP KUMAR KEJRIWAL Practising Company Secretary Room No. 322, 3rd Floor Martin Burn Building 1, R. N. Mukherjee Road, Kolkata -700 001	MAMTA BINANI Practising Company Secretary Room No.6, 4th Floor, Commerce House 2A Ganesh Chandra Avenue Kolkata - 700 013
SUNITA MOHANTY Practising Company Secretary M-5/16, Acharya Vihar Bhubaneswar - 751 013	SANTOSH KUMAR AGRAWALA Practicing Company Secretary Ganges Garden B-8, 3rd Floor 106, K.C. Singha Road Shibpur, Howrah – 711102

**WESTERN INDIA REGIONAL COUNCIL  
13, JOLLY MAKER CHAMBERS, NO. 2 (FIRST FLOOR)  
NARIMAN POINT, MUMBAI-400021**

<b>CHAIRMAN</b>	<b>VICE- CHAIRMAN</b>
<p>PRAKASH K PANDYA Proprietor, P. K. Pandya &amp; Co. Partner, PN &amp; Associates LLP 16, 1st floor, Star Trade Centre, Sodawala Lane, Borivali West Mumbai - 400 092</p>	<p>SHILPA K DIXIT (Ms.) MRM Associates, Company Secretaries 77, Vijayanagar Colony, 2147 Sadashiv Peth, Pune - 411 030</p>
<b>SECRETARY</b>	<b>TREASURER</b>
<p>PRAVEEN SONI Company Secretary &amp; Legal Manager CMS Info Systems Ltd. CMS House, Silver Metropolis, 11th Floor Western Express Highway Goregaon East, Mumbai - 400 063</p>	<p>ASHISH KARODIA Practising Company Secretary 208, Trade House 14/3 South Tukoganj Indore - 452 001</p>
<b>MEMBERS</b>	<b>EX-OFFICIO MEMBERS</b>
<p>AMIT KUMAR JAIN Company Secretaries S-7, IInd Floor, Gurukripa Plaza, Zone-II M.P. Nagar, Bhopal - 462 011</p> <p>CHETAN B PATEL Company Secretary A-11A, Aryaman, Opp. Anand Niketan School, Thaltej-Shilaj Road, Shilaj Ahmedabad - 380 059</p> <p>DEVENDRA VASANT DESHPANDE DVD &amp; Associates, Company Secretaries 3rd floor, Samartha Building, Plot No. 14 Pinak Colony, Near Bank of India Karve Nagar, Pune-411 052</p> <p>HITESH KOTHARI Company Secretaries Kothari H. &amp; Associates 208, IInd Floor, BSE Building Dalal Street, Fort, Mumbai - 400 001</p> <p>KAMLESH JOSHI Company Secretary &amp; General Manager Khaitan Chemicals &amp; Fertilizers Limited 639-640, Mahalaxmi Nagar, Sector-R Indore - 452 010</p> <p>RISHIKESH GAGAN VYAS</p>	<p>ASHISH C DOSHI Practising Company Secretary Anison Building, 3rd Floor SBI Lane, Near Stadium Circle C.G. Road, Navrangpura Ahmedabad - 380 009</p> <p>ASHISH GARG Practising Company Secretary 107, Gold Arcade Opp. Curewell Hospital 3/1 New Palasia Indore- 452 001</p> <p>ATUL H MEHTA Mehta &amp; Mehta, Company Secretaries 201-2016, Shiv Smriti, II Floor 49, Dr. Annie Besant Road Above Corporation Bank Mumbai - 400 018</p> <p>MAHAVIR LUNAWAT Group Managing Director Pantomath Group 406-08, Keshva Premises Bandra Kurla Complex, Bandra East Mumbai - 400 051</p> <p>MAKARAND LELE M R M Associates</p>

<p>Proprietor Rishikesh Vyas &amp; Associates 801 - 802 Ahimsa Towers, Ahimsa Marg Off Link Road, Near 5 Spice Restaurant Malad West, Mumbai - 400 064</p> <p>SWATI Y BHATT (Ms.) Practising Company Secretary 204-207, Pashwa Complex Near Cash 'N' Carry Ellora Park Vadodara - 390 023</p>	<p>1st Floor Dnyansudha Apartments 77, Vijayanagar Colony 2147, Sadashiv Peth Pune- 411 030</p>
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**SOUTHERN INDIA REGIONAL COUNCIL**  
**'ICSI-SIRC HOUSE', OLD NO. 4, NEW NO.9**  
**WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI-600034**

<b>CHAIRMAN</b>	<b>VICE- CHAIRMAN</b>
<p>GANAPATHI G M  Partner, M/s. Ganapathi &amp; Mohan  Company Secretaries  No.31, Vidhya Bhavan, 3rd Floor  West Anjaneya Temple Street  Basavanagudi, Bengaluru - 560 004</p>	<p>RAMAKRISHNA GUPTA RACHARLA  Partner, R &amp; A Associates  Company Secretaries  T-202, Technopolis, H. No. 1-10-74/B  Above Ratnadeep Super Market  Chikoti Gardens, Begumpet  Hyderabad - 500016</p>
<b>SECRETARY</b>	<b>TREASURER</b>
<p>A MOHAN KUMAR  DGM Legal &amp; Company Secretary  Allsec Technologies Limited  46B, Velachery Main Road  Chennai - 600 042</p>	
<b>MEMBERS</b>	<b>EX-OFFICIO MEMBERS</b>
<p>NAGENDRA D RAO  Practising Company Secretary  543/A, 7th Main, 3rd Cross  S. L. Byrappa Road  Hanumanthanagar  Bengaluru - 560 019</p> <p>P SIVAKUMAR  Managing Partner, SVJS &amp; Associates  Company Secretaries  39/3519B, Padmam Apartments  Manikkath Road, Kochi - 682 016</p> <p>P S SHASTRY  Director  Quintessence Enterprises Private Limited  SEBI Registered CAT I Merchant Banker  8-2-603/1/VP, Plot No 8A, Road No. 10  Banjara Hills, Hyderabad - 500 034</p> <p>S DHANAPAL  Managing Partner, S. Dhanapal &amp; Associates  Company Secretaries  Suite No.103, First Floor, Kaveri Complex  96/104, Nungambakkam High Road  (Next to Ganpat Hotel &amp; ICICI Bank)  Nungambakkam, Chennai - 600 034</p>	<p>AHALADA RAO VUMMENTHALA  Ahalada Rao V &amp; Associates,  Company Secretaries  Flat No. 113, B - Block, Sri Datta Sai  Commercial Complex, RTC X Roads  Opp : Saphthagiri Theatre, Hyderabad-500 020</p> <p>GOPALAKRISHNA HEGDE  Sri-Gem Corporate Services Pvt. Ltd  No.17, 1st Floor, Subbarama Chetty Road  Basavanagudi, Bengaluru - 560 004</p> <p>RAMASUBRAMANIAM C  C R &amp; Associates, 'SRINIDHI'  G4-RMC Flats, No. 1 Venkatesapuram Colony  Vadapalani, Chennai - 600 026</p>
	<b>CO-OPTED MEMBERS</b>
	<p>S B Gautam  Regional Director (SR)</p>

	Ministry of Corporate Affairs Shastri Bhawan, 'A' Wing, 5th Floor, NO.26 Haddows Road, Nungambakkam Chennai-600006  S. KRISHNAN Principal Secretary to Government Planning and Development Department Government of Tamilnadu
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**IV NON DISCLOSURE OF THE AGENDA AND MINUTES OF THE COMMITTEES AND  
BOARDS OF THE COUNCIL / INSTITUTE**

It has been decided that the agenda and minutes and those of the committees and boards of the Council / Institute shall not be provided under the RTI Act, 2005.

**ITEM NO. (IX)**  
**DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

The Directory of its Officers & Employees (Executive level and above) is as under :-

**EPABX NUMBER : (011) 45341000**

<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
<b>President's Office</b>		
Sanjeev Kumar Dogra	Deputy Director	(011) 45341004
Harpreet Raman Bahl (Dr.)	Assistant Professor	(011) 45341011
Kushal Kumar	Executive (Academics)	(011) 45341006
<b>Secretariat</b>		
CS Dinesh Chandra Arora	Secretary	(011) 45341003
Devender Kapoor	Assistant Director	(011) 45341011
<b>Directorate of Corporate Communication</b>		
Amita Ahuja (Dr.)	Joint Secretary (SG)	(011) 45341016
Preeti Kaushik Banerjee	Director	(011) 45341013
Arti J Shailendar	Joint Director	(011) 45341077
Ranjana Gupta	Assistant Director	(011) 45341076
Sanjeet Kumar	Assistant Director	(011) 45341078
Gunjan Sehgal	Assistant Director (Career Awareness & Placement)	(011) 45341048
Sonu Nahata	Assistant Director (Career Awareness & Placement)	(033) 22816541-42 / 22832973
Rajesh Kumar Gupta	Assistant Director	(0141) 2707236
<b>Directorate of Professional Development, Perspective Planning &amp; Studies</b>		
Sonia Baijal	Director	(011) 45341014
Saurabh Jain	Joint Director	(011) 45341035
Ritesh Kumar	Deputy Director (Strategies)	(011) 45341035
Anita Gupta	Deputy Director	(011) 45341041
Maninder Deep Cheema (Dr.)	Assistant Professor	(011) 45341081
S Manikandan (Dr.)	Assistant Professor	(011) 45341027
Akinchan Buddhodev Sinha	Assistant Director	(011) 45341027
Jagvinder Kaur Bedi	Assistant Director	(011) 45341027
Chittaranjan Pal	Assistant Director	(011) 45341036
Khusbu Mohanty	Assistant Director	(011) 45341037
Gargi Rajvanshi (Dr.)	Assistant Director (stationed at CCGRT)	022) 27577814-16 / (022) 41021515
Sarika Kumari	Assistant Director	(011) 45341039
Govind Krishna Agarwal	Assistant Director	(011) 45341039

<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
Nilesh Neelmani	Research Associate	(011) 45341039
Mahesh Kumar Airan	Executive (Academics)	(011) 45341032
Sonu Lakhani	Executive (Academics)	(011) 45341031
Akansha Gupta	Executive (Academics)	(011) 45341034
<b>Directorate of Corporate Laws &amp; Governance</b>		
Alka Kapoor	Joint Secretary	(011) 45341018
Banu Dandona	Joint Director	(011) 45341030
Lakshmi Arun	Joint Director	(011) 45341071
Anamika Chaudhary	Deputy Director (Secretarial Standards Board)	(011) 45341071
Deepa Khatri	Deputy Director	(011) 45341038
Kalpesh Kumar Mehta	Assistant Director (Academics)	(011) 45341082
Leela Gambhir	Assistant Director	(011) 45341028
Disha Kant	Assistant Director	(011) 45341055
Hema Babbar	Assistant Director	(011) 45341070
Manoj Kumar	Assistant Director	((011) 45341039
Sudhir Kumar Saklani	Research Associate	(011) 45341039
Rakesh Kumar	Executive (Academics)	(011) 45341055
Dheeraj Gupta	Executive (Academics)	(011) 45341028
Pooja Rahi	Executive (Academics)	(011) 45341028
<b>Directorate of Human Resource and Council Affairs</b>		
Sanjay Kumar Nagar	Joint Secretary	(011) 45341015
<b>Human Resource</b>		
Gaurav Mehta	Assistant Director	(011) 45341069
Ritu Chawla	Assistant Director	(011) 45341066
Anuj Kumar Gupta	Executive (Admin)	(011) 45341046
Rajeev Mishra	Executive (Admin)	(011) 45341067
<b>Council Affairs</b>		
Meena Khurana	Executive (Admin)	(011) 45341073
<b>Directorate of Administration &amp; Purchase</b>		
Ashvini K Srivastava	Director	(011) 45341045
<b>Administration</b>		
Achla Kulshreshtha	Deputy Director	(0120) 4522015
Anil Arora	Deputy Director	(011) 45341023
Rita Aswani	Deputy Director	(0120) 4522016
Manhar Malhotra	Assistant Director	(0120) 4522016
A K Pahwa	Assistant Director	(011) 45341063
Neeta Sehgal	Assistant Director	(011) 45341023



<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
V K Ratra	Executive (Admin)	(0120) 4522010
<b>Purchase Cell</b>		
Ajay Sharma	Deputy Director	(011) 45341054
Neelam Wadhwa	Executive (Admin)	(011)45341091
<b>Directorate of Printing &amp; Publication &amp; Co-ordination</b>		
(Dr.) Sudhir Kumar Dixit	Joint Secretary (SG)	(011) 45341045
<b>Printing &amp; Publication</b>		
R P Bajaj	Assistant Director	(011) 45341042
Kabir Chattopdhyay	Executive (Admin)	(0120) 4522072
<b>Co-ordination</b>		
Jagdish Chander Sikka	Executive (Admin)	(0120) 4082131
<b>Directorate of Law &amp; Discipline</b>		
Meenakshi Gupta	Joint Secretary	(011) 45341047
<b>Law</b>		
Surya Narayan Mishra	Joint Director	(011) 45341073
Satish Kumar	Executive (Law)	(011) 45341084
Chandra Prakash	Executive (Admin)	(011) 45341065
<b>Discipline</b>		
Vikash Kumar Srivastava	Deputy Director	(011) 45341085
Gaurav Tandon	Assistant Director (Law)	(011) 45341075
Anita Mehra	Assistant Director	(011) 45341075
<b>Directorate of Membership , RTI &amp; CSBF</b>		
Ashok Kumar Dixit	Joint Secretary	(011) 45341022
<b>Membership</b>		
Subhashis Bagchi	Deputy Director	(011) 45341096
Vidhya Ganesh	Executive (Admin)	(011) 45341064
Saurabh Bansal	Executive (Academics)	(011) 45341088
Vanitha Dhanesh	Executive (Admin)	(011) 45341087
Rajeshwar Singh	Executive (Admin)	(011) 45341063
<b>Directorate of Information Technology</b>		
Asit Kumar Rath	Director	(0120) 4522008

<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
Nikhath Khan (Dr.)	Director	(0120) 4522039
Prabir Sarkar	Joint Director	(0120) 4522039
Rahul Chandra	Joint Director	(0120) 4522039
Praveen Kumar Veyikandla	Deputy Director	(0120) 4522066
Ravish Samota	Assistant Director	(0120) 4522045
Venkata Sudhakar Chinta	Assistant Director	(0120) 4522039
Vandana Mohindroo	Assistant Director	(0120) 4522036
Mohammad Aslam	Executive (Admin)	(0120) 4522040
Birender Kumar	Senior Programmer	(0120) 4522040
Gaurav Bansal	Senior Programmer	(0120) 4522037
<b>Directorate of Finance &amp; Accounts including Internal Audit Cell</b>		
Shree Prakash	Joint Director	(0120) 4522048
<b>Finance &amp; Accounts</b>		
Tapash Bhattacharjee	Deputy Director	(0120) 4522047
Nikhath	Assistant Director	(0120) 4522051
Sunita Mehan	Assistant Director	(0120) 4522046
Lalit Kumar Chaudhary	Assistant Director	(0120) 4522054
Amit Kumar	Assistant Director	(0120) 4522049
Deepak Agarwal	Assistant Director (F&A)	(0120) 4522051
Shandilya Saroj	Executive (Admin)	(0120) 4522049
Manish Agarwal	Executive (Admin)	(0120) 4522054
B C Papney	Executive (Admin)	(0120) 4522053
Kamal Gururani	Executive (Admin)	(0120) 4522035
<b>Internal Audit Cell</b>		
Lakhi Kanto Gorai	Assistant Director (F&A)	(0120) 4522009
<b>Directorate of Student Services &amp; Grievance Redressal Cell</b>		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522012
Sudipto Pal	Joint Secretary	(0120) 4522086
Rakesh Goyal	Joint Director	(0120) 4522038
Geetanjali Singh Rathore	Assistant Director	(0120) 4522065
K P Sasi	Assistant Director	(0120) 4522056
Rajesh Kumar Sharma	Assistant Director	(0120) 4522065
Archana Sethi	Executive (Admin)	(0120) 4522092
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4522062
Rajiv Ranjan	Executive (Admin)	(0120) 4522062
<b>Directorate of Examination</b>		
Dr. Sanjay Pandey	Joint Secretary	(0120) 4522011
M A Joseph	Director	(0120) 4522029
Archana Kaul	Joint Director	(0120) 4522022
Santosh Kumar Sharma	Joint Director	(0120) 4522024
Ghulam Haider	Assistant Director	(0120) 4522023

<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
Sharad Kumar Jhunjhunwala	Assistant Director (Academics)	(0120) 4522023
Jalad Agrawal	Assistant Director	(0120) 4522030
Harvinder Kaur	Executive (Admin)	(0120) 4522028
<b>Directorate of Infrastructure &amp; Training &amp; Placement</b>		
(Dr.) S K Jena	Director	(011) 45341025
<b>Infrastructure</b>		
Kumar Navanit	Executive (Law)	(011) 45341052
Abhishek Raj	Assistant Engineer (Construction)	-do-
<b>Training &amp; Placement</b>		
Sapna Malhotra (Dr.)	Deputy Director (Strategies)	(0120) 4082155
Priyanka Singh	Executive (Admin)	(0120) 4082155
Shruti Gupta	Assistant Director	(011) 45341048
Nidhi Maikhuri	Assistant Director	(0120) 4082156
<b>Special Project (Noida)</b>		
Bhubananda Pradhan	Director	(0120) 4522018
<b>(ICSI-CCGRT) - Navi Mumbai</b>		
Rajesh Kumar Agrawal (Dr.)	Director	(022) 27577814-16 / (022) 41021515
Mukesh Jinara	Assistant Director (F&A)	-do-
<b>NIRO - Prasad Nagar ( Delhi )</b>		
Alka Arora	Deputy Director	(011) 49343002
Ramesh Kumar	Assistant Director	(011) 49343003
Deepak Saxena	Assistant Director (F&A)	(011) 49343004
Bhole Shankar Sikhwal (Dr.)	Research Associate	(011) 49343005
Shashi Dhar Sharma	Executive (Admin)	(011) 49343006
Suman Iyer	Executive (Admin)	(011) 49343008
Beena	Executive (Admin)	(011) 49343009
Himanshu Sharma	Executive (Admin)	(011) 49343007
<b>EIRO - Kolkata</b>		
DVNS Sarma	Joint Director	(033) 22816541-42 / 22832973
Tamal Kar	Assistant Director	-do-
Tapas Kumar Roy (Dr.)	Assistant Director	-do-
Gautam Mullick	Assistant Director	-do-
S Sreejesh	Assistant Director	-do-
Alok Kumar	Executive (Admin)	-do-

<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
<b>WIRO – Mumbai</b>		
Kailash Chander Kaushik	Joint Director	022-22047604 , 22021826 , 22844073, 22047569
Ranjith Krishnan	Assistant Director	-do-
Priyanka Das	Executive (Academics)	-do-
Sakshi Santosh Kadam	Executive (Admin)	-do-
<b>SIRO – Chennai</b>		
Sarah Arokiaswamy	Joint Secretary	044-28279898/ 28222212
Chitra Anantharaman	Deputy Director	-do-
Chenna Kesava Chebrolu	Assistant Director	-do-
Nishita Singhal	Assistant Director	-do-
<b>Gurgaon Chapter</b>		
Laxman Dev	Executive (Admin)	(0124) 2380021
<b>Jaipur Chapter</b>		
Animesh Srivastava	Assistant Director	(0141) 2707236
<b>Noida Chapter</b>		
Kushal Kumar	Executive (Academics)	(0120) 4522058
<b>Ahmedabad Chapter</b>		
Ketan Kalyanbhai Bhalgamiya	Executive (Academics)	(079) 30025334/35
Smita Subin	Executive (Admin)	-do-
<b>Pune Chapter</b>		
Anil R Tale	Assistant Director	(020) 24263228/ 24260341
Garima Mehrotra	Executive (Academics)	-do-
<b>Navi Mumbai Chapter</b>		
Lachhmi Bhatt	Executive (Admin)	022-27721488
<b>Thane Chapter</b>		
Kavita Pramod Chavan	Executive (Admin)	(022) 25893793, 25891333
<b>Bangalore Chapter</b>		

<b>Name S/Shri</b>	<b>Designation</b>	<b>DIRECT NO.</b>
Juluri V L N R Maitreya	Assistant Director	080-22286574, 23111861
Noor Sumayya	Executive (Academics)	-do-
<b>Coimbatore Chapter</b>		
Sreejith P	Assistant Director	(0422) 2237006
<b>Visakhapatnam Chapter</b>		
P R V Sivaramakrishna	Executive (Admin)	(0891)2533516
<b>Indore Chapter</b>		
Pravin Gupta	Executive (Academics)	(0731) 4248181, 2494552
<b>Hyderabad Chapter</b>		
V Srinivas	Executive (Admn)	(040) 23399541
V P C Sharma	Executive (Admn)	(040) 23399541
<b>Centre of Excellence- Hyderabad</b>		
V Subrahmanya Sarma	Assistant Director	(040) 23399541

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)**  
**'ICSI-NIRC' BUILDING, PLOT NO. 4, PRASAD NAGAR INSTITUTIONAL AREA**  
**NEW DELHI – 110 005**

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Alka Arora	Deputy Director	(011) 49343002

**EASTERN INDIA REGIONAL COUNCIL (EIRC)**  
**ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1<sup>ST</sup> LANE, KOLKATA – 700 019**

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
DVNS Sarma	Joint Director	(033) 22816541-42 / 22832973

**WESTERN INDIA REGIONAL COUNCIL (WIRC)**  
**13, JOLLY MAKER CHAMBERS NO. 2 (1<sup>ST</sup> FLOOR) & Nos. 56 & 57 (5<sup>TH</sup> FLOOR),**  
**NARIMAN POINT, MUMBAI- 400 021**

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Kailash Chander Kaushik	Joint Director	(022) 22047604 / 22047569

**SOUTHERN INDIA REGIONAL COUNCIL (SIRC)  
'ICSI-SIRC HOUSE', NEW NO. 9,  
WHEAT CROFTS ROAD, NUNGAMBAKKAM  
CHENNAI-600 034**

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Sarah Arokiaswamy	Joint Secretary	(044) 28279898/ 28222212

**ITEM NO. (X)**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

The statement containing monthly remuneration received by each of its officers and staff members is as under : -

**Abbreviations used for various Directorates**

<b>PD, PP &amp; S</b>	Professional Development, Perspective Planning & Studies	<b>IT</b>	Information Technology
<b>CLG</b>	Corporate Laws & Governance & Council Affairs	<b>F&amp;A</b>	Finance & Accounts
<b>Prtg</b>	Printing & Publication	<b>T&amp;P</b>	Training & Placement
<b>Admin.</b>	Administration	<b>ICSI-CCGRT</b>	ICSI-Centre for Corporate Governance Research & Training
<b>HR</b>	Human Resource	<b>NIRO</b>	Northern India Regional Office
<b>Exams</b>	Examination	<b>EIRO</b>	Eastern India Regional Office
<b>CC</b>	Corporate Communication	<b>WIRO</b>	Western India Regional Office
<b>SS</b>	Student Services	<b>SIRO</b>	Southern India Regional Office
<b>GR</b>	Grievance Redressal	<b>COE</b>	Centre of Excellence

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
<b>SECRETARY</b>						
1.	CS DINESH CHANDRA ARORA	Secretariat	Delhi	90000	-	-
<b>JOINT SECRETARY(SG) ( Rs 37400-67000 + Grade Pay – 10000)</b>						
2.	AMITA AHUJA (Dr.)	CC, Prtg & Co-ordination	Delhi	61410	10000	71410
3.	ANKUR YADAV	Smash Project & SS	Delhi	63400	10000	73400
4.	SUDHIR KUMAR DIXIT (Dr.)	Prtg	Noida	59430	10000	69430
<b>JOINT SECRETARY ( Rs 37400 - 67000 + Grade Pay - 10000)</b>						
5.	ALKA KAPOOR	CLG	Delhi	52200	10000	62200
6.	SANJAY PANDEY (Dr.)	Exams	Noida	48170	10000	58170

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
7.	SUDIPTO PAL	SS	Noida	51550	10000	61550
8.	MEENAKSHI GUPTA	Law & Discipline	Delhi	49790	10000	59790
9.	SARAH AROKIASWAMY	SIRO	Chennai	50340	10000	60340
10.	ASHOK KUMAR DIXIT	Membership, RTI, CSBF	Delhi	49790	10000	59790
11.	SANJAY KUMAR NAGAR	HR & Council Affaris	Delhi	50340	10000	60340
<b>DIRECTOR ( Rs 37400-67000 + Grade Pay – 8700 )</b>						
12.	BHUBANANANDA PRADHAN	Special Project (Noida)	Noida	43210	8700	51910
13.	ASIT KUMAR RATH	IT	Noida	41690	8700	50390
14.	M A JOSEPH	Exams	Noida	41690	8700	50390
15.	SONIA BAIJAL	PD, PP & S	Delhi	41690	8700	50390
16.	RAJESH KUMAR AGRAWAL(Dr.)	ICSI-CCGRT	Navi Mumbai	40220	8700	48920
17.	S K JENA (Dr.)	Infrastructure	Delhi	38790	8700	47490
18.	NIKHAT KHAN (Dr.)	IT	Noida	38790	8700	47490
19.	ASHVINI KUMAR SRIVASTAVA	Admin	Delhi	38790	8700	47490
20.	PREETI KAUSHIK BANERJEE	CC	Delhi	37400	8700	46100
<b>JOINT DIRECTOR ( Rs 15600 - 39100 + Grade Pay – 7600 )</b>						
21.	ARCHANA KAUL	Exams	Noida	28750	7600	36350
22.	SANTOSH KUMAR SHARMA	Exams	Noida	26760	7600	34360
23.	RAHUL CHANDRA (Dr.)	IT	Noida	23710	7600	31310
24.	PRABIR SARKAR	IT	Noida	23710	7600	31310
25.	RAKESH GOYAL	SS	Noida	27590	7600	35190
26.	SHREE PRAKASH	F&A	Noida	26240	7600	33840
27.	BANU DANDONA	CLG	Delhi	27560	7600	35160
28.	SURYA NARAYAN MISHRA	Law	Delhi	28210	7600	35810
29.	ARTI J SHAILENDAR	CC	Noida	25260	7600	32860
30.	KAILASH CHANDER KAUSHIK	WIRO	Mumbai	26210	7600	33810
31.	DVNS SARMA	EIRO	Kolkata	25730	7600	33330
32.	SAURABH JAIN	PD, PP & S	Delhi	25410	7600	33010
33.	LAKSHMI ARUN	CLG	Delhi	25410	7600	33010
<b>DEPUTY DIRECTOR ( Rs 15600 - 39100 + Grade Pay – 6600 )</b>						
34.	ALKA ARORA	NIRO	Delhi	23860	6600	30460
35.	TAPASH BHATTACHARJEE	F&A	Noida	20300	6600	26900
36.	SUBHASHIS BAGCHI	Membership	Delhi	20300	6600	26900
37.	ANIL ARORA	Admin	Delhi	24720	6600	31320
38.	ACHLA KULSHRESHTHA	Admin	Noida	23620	6600	30220
39.	CHITRA ANANTHARAMAN	SIRO	Chennai	23880	6600	30480
40.	RITA ASWANI	Admin	Noida	21940	6600	28540
41.	RITESH KUMAR	PD,PP &S	Delhi	18750	6600	25350
42.	ANAMIKA CHAUDHARY	CLG	Delhi	18750	6600	25350



S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
43.	SAPNA MALHOTRA (Dr.)	T&P	Noida	18750	6600	25350
44.	AJAY SHARMA	Purchase Cell	Delhi	19680	6600	26280
45.	DEEPA KHATRI	CLG	Delhi	22600	6600	29200
46.	ANITA GUPTA	PD,PP &S	Delhi	22340	6600	28940
47.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	20440	6600	27040
48.	SANJEEV KUMAR DOGRA	President's Office	Delhi	20270	6600	26870
49.	VIKASH KUMAR SRIVASTAVA	Discipline	Delhi	21500	6600	28100

**ASSISTANT PROFESSOR ( Rs 15600 - 39100 + Grade Pay - 6000)**

50.	HARPREET RAMAN BAHL (Dr.)	President's Office/ Placement	Noida	16250	6000	22250
51.	MANINDER DEEP CHEEMA (Dr.)	PD,PP &S	Delhi	16250	6000	22250
52.	S MANIKANDAN (Dr.)	PD, PP & S	Delhi	16250	6000	22250

**ASSISTANT DIRECTOR ( Rs 15600 - 39100 + Grade Pay - 5400 )**

53.	CHENNA KESAVA CHEBROLU	SIRO	Chennai	22300	5400	27700
54.	DEVENDER KAPOOR	Secretariat	Delhi	22700	5400	28100
55.	RAMESH KUMAR	NIRO	Delhi	21280	5400	26680
56.	LEELA GAMBHIR	CLG	Delhi	22180	5400	27580
57.	NEETA SEHGAL	Admin	Delhi	22180	5400	27580
58.	JAGVINDER KAUR BEDI	PD,PP &S	Delhi	22180	5400	27580
59.	GAURAV MEHTA	HR	Delhi	20710	5400	26110
60.	MANHAR MALHOTRA	Admin.	Noida	20220	5400	25620
61.	GHULAM HAIDER	Exams	Noida	21210	5400	26610
62.	GEETANJALI SINGH RATHORE	SS	Noida	19710	5400	25110
63.	R P BAJAJ	Prtg	Delhi	20410	5400	25810
64.	TAPAS KUMAR ROY	EIRO	Kolkata	19930	5400	25330
65.	RANJITH KRISHNAN	WIRO	Mumbai	19710	5400	25110
66.	RITU CHAWLA	HR	Delhi	19480	5400	24880
67.	V SUBRAHMANYA SARMA	COE	Hyderabad	19480	5400	24880
68.	ANIL R TALE	Pune Chapter	Pune	18980	5400	24380
69.	MANOJ KUMAR	CLG	Delhi	19210	5400	24610
70.	AKINCHAN BUDDHODEV SINHA	PD, PP & S	Delhi	17550	5400	22950
71.	RAVISH SAMOTA	IT	Noida	16880	5400	22280
72.	ANITA MEHRA	Discipline	Delhi	19690	5400	25090
73.	NIKHAT	F&A	Noida	19450	5400	24850
74.	RAJESH KUMAR GUPTA	CC	Jaipur	18490	5400	23890
75.	MUKESH JINARA	CCGRT	Mumbai	16230	5400	21630
76.	KALPESH KUMAR MEHTA	CLG	Delhi	16230	5400	21630
77.	DEEPAK SAXENA	NIRO	Delhi	16230	5400	21630
78.	SHARAD KUMAR JHUNJHUNWALA	Exams	Noida	16230	5400	21630
79.	LAKHI KANTO GORAI	Internal Audit	Noida	16230	5400	21630
80.	SUNITA MEHAN	F&A	Noida	20400	5400	25800

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
81.	K P SASI	SS	Noida	19690	5400	25090
82.	SANJEET KUMAR	CC	Delhi	19410	5400	24810
83.	NIDHI MAIKHURI	T&P	Noida	18960	5400	24360
84.	S SREEJESH	EIRO	Kolkata	17800	5400	23200
85.	GAUTAM MULLICK	EIRO	Kolkata	18470	5400	23870
86.	RANJANA GUPTA	CC	Delhi	20130	5400	25530
87.	SREEJITH P	Coimbatore Chapter	Coimbatore	18030	5400	23430
88.	GAURAV TANDON	Discipline	Delhi	18260	5400	23660
89.	SHRUTI GUPTA	T&P	Noida	19680	5400	25080
90.	CHITTARANJAN PAL	PD,PP &S	Delhi	18960	5400	24360
91.	KHUSBU MOHANTY	PD,PP &S	Delhi	17580	5400	22980
92.	DISHA KANT	CLG	Delhi	16920	5400	22320
93.	VENKATA SUDHAKAR CHINTA	IT	Noida	18960	5400	24360
94.	GARGI RAJVANSHI (Dr.)	PD,PP &S	Navi Mumbai	15600	5400	21000
95.	HEMA BABBAR	CLG	Delhi	15600	5400	21000
96.	GUNJAN SEHGAL	CC	Noida	15600	5400	21000
97.	SARIKA KUMARI	PD,PP &S	Delhi	15600	5400	21000
98.	GOVIND KRISHNA AGARWAL	PD,PP &S	Delhi	15600	5400	21000
99.	SONU NAHATA	CC	Kolkata	15600	5400	21000
100.	TAMAL KAR	EIRO	Kolkata	20880	5400	26280
101.	VANDANA MOHINDROO	IT	Noida	19180	5400	24580
102.	ANIMESH SRIVASTAVA	Jaipur Chapter	Jaipur	17570	5400	22970
103.	JALAD AGRAWAL	Exams	Noida	16910	5400	22310
104.	JULURI VLNR MAITREYA	Bangalore Chapter	Bangalore	16910	5400	22310
105.	LALIT KUMAR CHAUDHARY	F&A	Noida	16910	5400	22310
106.	KAVITA PRAMOD CHAVAN	Thane & Dombvli Chapter	Thane	16910	5400	22310
107.	A K PAHWA	Admin.	Delhi	17570	5400	22970
108.	AMIT KUMAR	F&A	Noida	16960	5400	22360
109.	NISHITA SINGHAL	SIRO	Chennai	16910	5400	22310
110.	DEEPAK AGARWAL	F&A	Noida	15600	5400	21000
<b>RESEARCH ASSOCIATE( Rs 15600 - 39100 + Grade Pay - 5400 )</b>						
111.	SUDHIR KUMAR SAKLANI	CLG	Delhi	15650	5400	21050
112.	BHOLE SHANKAR SIKHWAL (Dr.)	NIRO	Delhi	15600	5400	21000
113.	NILESH NEELMANI	PD,PP &S	Delhi	15600	5400	21000
<b>EXECUTIVE (ACADEMICS) ( Rs 9300-34800 + Grade Pay – 4800 )</b>						
114.	GARIMA MEHROTRA	Pune Chapter	Pune	15650	4800	20450
115.	KETAN KALYANBHAI BHARGAMIYA	Ahmedabad Chapter	Ahmedabad	16270	4800	21070
116.	RAKESH KUMAR	CLG	Delhi	16270	4800	21070
117.	NOOR SUMAYYA	Bangalore Chapter	Bangalore	16270	4800	21070

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
118.	MAHESH KUMAR AIRAN	PD,PP &S	Delhi	16270	4800	21070
119.	SONU LAKHANI	PD,PP &S	Delhi	16270	4800	21070
120.	PRIYANKA DAS	WIRO	Navi Mumbai	15650	4800	20450
121.	PRAVIN GUPTA	Indore Chapter	Indore	15650	4800	20450
122.	SAURABH BANSAL	Membership	Delhi	15050	4800	19850
123.	AKANSHA GUPTA	PD,PP &S	Delhi	15050	4800	19850
124.	KUSHAL KUMAR	President's Office	Delhi	15050	4800	19850
125.	POOJA RAHI	CLG	Delhi	15050	4800	19850
126.	DHEERAJ GUPTA	CLG	Delhi	15050	4800	19850
<b>EXECUTIVE (ADMIN) ( Rs 9300-34800 + Grade Pay – 4800 )</b>						
127.	JAGDISH CHANDER SIKKA	Co-ordination	Noida	19400	4800	24200
128.	LAXMAN DEV	Gurgaon Chapter	Gurgaon	19180	4800	23980
129.	CHANDRA PRAKASH	Law	Delhi	18480	4800	23280
130.	LACHHMI BHATT	Navi Mumbai Chapter	Navi Mumbai	18700	4800	23500
131.	RAJIV RANJAN	SS	Noida	17340	4800	22140
132.	ANUJ KUMAR GUPTA	HR	Delhi	16270	4800	21070
133.	SHANDILYA SAROJ	F&A	Noida	16270	4800	21070
134.	SHASHI DHAR SHARMA	Noida Chapter	Noida	15930	4800	20730
135.	PRIYANKA SINGH	T&P	Noida	16270	4800	21070
136.	SAKSHI SANTOSH KADAM	WIRO	Mumbai	15350	4800	20150
137.	SATISH KUMAR	Law	Delhi	15650	4800	20450
138.	MEENA KHURANA	Council Affairs	Delhi	14040	4800	18840
139.	MOHAMMAD ASLAM	IT	Noida	13870	4800	18670
140.	VIDHYA GANESH	Membership	Delhi	14400	4800	19200
141.	RAJESH KUMAR SHARMA	SS	Noida	13510	4800	18310
142.	HARVINDER KAUR	Exams	Noida	13810	4800	18610
143.	SUMAN IYER	NIRO	Delhi	13810	4800	18610
144.	RAJEEV MISHRA	HR	Delhi	14470	4800	19270
145.	SMITA SUBIN	Ahmedabad Chapter	Ahmedabad	14470	4800	19270
146.	BEENA	NIRO	Delhi	13490	4800	18290
147.	NEELAM WADHWA	Purchase Cell	Delhi	14320	4800	19120
148.	MANISH AGARWAL	F&A	Noida	13460	4800	18260
149.	B C PAPNEY	F&A	Noida	13200	4800	18000
150.	ARCHANA SETHI	SS	Noida	14060	4800	18860
151.	V K RATRA	Admin.	Noida	15650	4800	20450
152.	KABIR CHATTOPADHYAY	Prtg	Delhi	13330	4800	18130
153.	V SRINIVAS	Hyderabad Chapter	Hyderabad	14170	4800	18970
154.	V P C SHARMA	Hyderabad Chapter	Hyderabad	12430	4800	17230
155.	ALOK KUMAR	EIRO	Kolkata	11940	4800	16740
156.	HIMANSHU SHARMA	NIRO	Delhi	11940	4800	16740

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
157.	P.R.V.SIVARAMAKRISHNA	Visakhapatnam Chapter	Visakhapatnam	11940	4800	16740
158.	KAMAL GURURANI	Exams	Noida	11940	4800	16740
159.	VANITHA DHANESH	Membership	Delhi	12380	4800	17180
160.	RAJBIR SINGH BHANDARI	SS	Noida	12170	4800	16970
161.	RAJESHWAR SINGH	Membership	Delhi	12050	4800	16850
162.	KUMAR NAVANIT	Infrastructure	Delhi	13350	4800	18150
<b>SENIOR PROGRAMMER (Rs 9300-34800 + Grade Pay - 4800)</b>						
163.	BIRENDER KUMAR	IT	Noida	12950	4800	17750
164.	GAURAV BANSAL	IT	Noida	11940	4800	16740
<b>ASSISTANT ENGINEER (CONSTRUCTION) (Rs 9300-34800 + Grade Pay - 4800)</b>						
165.	ABHISHEK RAJ	Infrastructure	Delhi	13350	4800	18150
<b>SENIOR EXECUTIVE ASSISTANT ( Rs 9300-34800 + Grade Pay - 4200 )</b>						
166.	P C JOSHI	Admin.	Noida	13760	4200	17960
167.	G RAMESHA	SIRO	Chennai	13230	4200	17430
168.	MAKKHAN LAL RAIGER	Faridabad Chapter	Faridabad	11470	4200	15670
169.	P S EMMANUEL	Pune Chapter	Pune	11470	4200	15670
170.	AMIT KUMAR NAGAR	Vadodara Chapter	Vadodara	11470	4200	15670
171.	ADITYA RANJAN MISHRA	Nagpur Chapter	Nagpur	11010	4200	15210
172.	G C JOSHI	SS	Noida	11790	4200	15990
173.	ANJU GUPTA	Admin.	Noida	11570	4200	15770
174.	RITU DUA	Admin.	Noida	11200	4200	15400
175.	VADALI SESHAM RAJU	Hyderabad Chapter	Hyderabad	11000	4200	15200
176.	CHELLIAH MURUGAN	SIRO	Chennai	10990	4200	15190
177.	N VENUGOPAL	Bangalore Chapter	Bangalore	10720	4200	14920
178.	U C MISHRA	Bhubaneswar Chapter	Bhubaneswar	10610	4200	14810
179.	RAJNI SHARMA	NIRO	Delhi	12850	4200	17050
180.	KUNWAR LAL KUSHWAHA	Kanpur Chapter	Kanpur	10230	4200	14430
181.	PARINITA	HR	Delhi	10550	4200	14750
182.	MONIKA JOSHI	T&P	Noida	9870	4200	14070
183.	TRUPTI NAYAK	T&P	Noida	9870	4200	14070
184.	SIYA RAM	SS	Noida	9400	4200	13600
<b>PROGRAMMER (Rs 9300-34800 + Grade Pay - 4200)</b>						
185.	PRAVEEN KUMAR	IT	Noida	11470	4200	15670
186.	SANTOSH KUMAR JHA	IT	Delhi	11470	4200	15670

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
187.	ASHISH JAIN	IT	Noida	10560	4200	14760
188.	MANI SHANKAR TIWARI	Exams	Noida	10850	4200	15050
<b>EXECUTIVE ASSISTANT (Rs 5200-20200 + Grade Pay - 2400)</b>						
189.	OMKAR DUTT	NIRO	Delhi	12190	2400	14590
190.	MADHU MITTAL	F&A	Noida	10870	2400	13270
191.	KARUNA SHARMA	SS	Noida	8420	2400	10820
192.	MINAKETAN SARANGI	Bhubaneswar Chapter	Bhubaneswar	9200	2400	11600
193.	SANDEEP KUMAR PARAS	Exams	Noida	8440	2400	10840
194.	PADMARAJAN E	Kochi Chapter	Kochi	8440	2400	10840
195.	RAM LAL DHANKA	Law	Delhi	8440	2400	10840
196.	NIRMALA DEVI	Infrastructure	Delhi	8440	2400	10840
197.	PRAMOD KEOT	WIRO	Mumbai	8440	2400	10840
198.	VISHAL BHASIN	RTI Cell	Delhi	8440	2400	10840
199.	MANISH KUMAR	Amritsar Chapter	Amritsar	8440	2400	10840
200.	PRAFULLA KUMAR DASH	Raipur Chapter	Raipur	8440	2400	10840
201.	SUNDAR SWAMY S	Salem Chapter	Salem	8440	2400	10840
202.	N DHANABAL	Mysore Chapter	Mysore	8440	2400	10840
203.	JITENDRA KUMAR	Membership	Delhi	8440	2400	10840
204.	NARSINGARAJU GANDLA	SIRO	Chennai	8440	2400	10840
205.	RAMKIRAN MUKHERJEE	COE	Kolkata	8440	2400	10840
206.	SANKARA RAO BADI	Mangalore Chapter	Mangalore	8440	2400	10840
207.	RAJU KUMAR	Kota Chapter	Kota	8440	2400	10840
208.	GOVIND KUMAR TIWARI	Dhanbad Chapter	Dhanbad	8440	2400	10840
209.	NISHIKANT	Meerut Chapter	Meerut	8120	2400	10520
210.	AJIT	Co-ordination	Delhi	8440	2400	10840
211.	RISHI PRAKASH SINGH	Jammu Chapter	Jammu	8440	2400	10840
212.	DHARAVATHU RAMPRASAD	COE	Hyderabad	8440	2400	10840
213.	RAHUL	Karnal-Panipat Chapter	Panipat	8440	2400	10840
214.	ANITA BHANDARI	Dehradun Chapter	Dehradun	8440	2400	10840
215.	AMIT LIKHYANI	Gurgaon Chapter	Gurgaon	8440	2400	10840
216.	RATNESH KUMAR	Thane Chapter	Thane Chapter	8440	2400	10840
217.	ROBY JOSEPH	Pallakad Chapter	Pallakad	8440	2400	10840
218.	MRINAL MADHUR	Ajmer Chapter	Ajmer	8440	2400	10840
219.	SREEKANTH GADDAM	Amaravati Chapter	Amaravati	8440	2400	10840
220.	ARITRA KARMAKAR	Rajkot Chapter	Rajkot	8440	2400	10840
221.	YALLA MAHA VISHNUVU	SIRO	Chennai	8440	2400	10840
222.	AJAY N SAMBYAL	Udaipur Chapter	Udaipur	8120	2400	10520
223.	GANESH DATT SHARMA	Exams	Delhi	8440	2400	10840
224.	GEETA	Training	Noida	8440	2400	10840

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
225.	DAISY JHUMAN	Grievance Redressal Cell	Noida	8120	2400	10520
226.	SANDIP BANSI BHINGARDIVE	Pune Chapter	Pune	8440	2400	10840
227.	CHANDRA NATH KUNDU	Hooghly Chapter	Hooghly	8440	2400	10840
228.	POOJA SHARMA	CC	Delhi	8440	2400	10840
229.	SALIM AHMED	Bhayandar Chapter	Bhayandar	8120	2400	10520
230.	VINEET KISHORE SHARMA	Gurgaon Chapter	Gurgaon	8440	2400	10840
231.	MEENA BISHT	Membership	Delhi	8440	2400	10840
232.	VINOD KUMAR S V	Thiruvananthapuram Chapter	Thiruvananthapuram	8440	2400	10840
233.	RUKMANI NAG	EIRO	Kolkata	8440	2400	10840
234.	RAJ KUMAR RAI	Jodhpur Chapter	Jodhpur	8440	2400	10840
235.	ANKITA BALDWA	Indore Chapter	Indore	8440	2400	10840
236.	UMA BANIK JOARDER	EIRO	Kolkata	8440	2400	10840
237.	UPENDRA KUMAR BISWAL	Yamuna Nagar Chapter	Yamuna Nagar	8440	2400	10840
238.	KAMAL KUMAR SONI	WIRO	Mumbai	8440	2400	10840
239.	VIMALA VALJI JOGADIA	WIRO	Mumbai	8440	2400	10840
240.	JYOTI BAHL	T&P	Noida	8120	2400	10520
241.	SANJAY JAKHMOLA	Ludhiana Chapter	Ludhiana	8120	2400	10520
242.	RAJEEV RANJAN JHA	Bhilwara Chapter	Bhilwara	8120	2400	10520
243.	PURNENDU KUMAR	Exams	Noida	8120	2400	10520
244.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	8120	2400	10520
245.	VINAY KUMAR	Jalandhar Chapter	Jalandhar	8120	2400	10520
246.	RAVI KRISHNA SRIVASTAVA	Agra Chapter	Agra	8120	2400	10520
247.	SHALINI	SS	Noida	8120	2400	10520
248.	SANDEEP KUMAR RAPRA	Lucknow Chapter	Lucknow	8120	2400	10520
249.	SUBHASH BAPPI SINHA	Aurangabad Chapter	Aurangabad	8120	2400	10520
250.	GOUTAM KARMAKAR	Surat Chapter	Surat	8120	2400	10520
251.	AMIT KUMAR	Nashik Chapter	Nashik	8120	2400	10520
252.	CHANDAN KUMAR CHANDRA	Shimla Chapter	Shimla	8120	2400	10520
253.	ARCHANA KAMALAKAR SAWANT	Kolhapur Chapter	Kolhapur	8060	2400	10460
254.	NAVEEN KUMAR	PD,PP &S	Delhi	8060	2400	10460
255.	B MAHENDRAN	Training	Noida	11360	2400	13760
256.	KARTAR CHAND	Admin.	Noida	10150	2400	12550
257.	S M SHEDGE	Thane Chapter	Thane	11190	2400	13590
258.	HARPREET SINGH WALIA	Exams	Noida	7660	2400	10060
259.	BHAVNA NARESH RAKTE	WIRO	Mumbai	7660	2400	10060
260.	CHITIJ	Council Affairs	Delhi	7750	2400	10150
261.	BHUWAN CHANDRA JOSHI	Exams	Noida	7660	2400	10060
262.	NIRANJAN SARKAR	SS	Noida	7640	2400	10040
263.	USHA DAYANAND SONAVANE	ICSI-CCGRT	Navi Mumbai	7640	2400	10040

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
<b>JUNIOR PROGRAMMER ( Rs 5200-20200 + Grade Pay - 2400 )</b>						
264.	POOJA JUYAL	IT	Noida	8770	2400	11170
265.	SURENDRA SINGH	Exams	Noida	7810	2400	10210
266.	KANIKA BISHT	IT	Noida	7510	2400	9910
267.	HRISIKESH KUMAR	HR	Delhi	7510	2400	9910
<b>JUNIOR EXECUTIVE ASSISTANT ( Rs 5200-20200 + Grade Pay - 1900 )</b>						
268.	MANORAMA MAHESH RAUTELA	ICSI-CCGRT	Navi Mumbai	7090	1900	8990
269.	NEERU PANDEY	Membership	Delhi	7090	1900	8990
270.	T RAJA	Madurai Chapter	Madurai	7090	1900	8990
271.	SURENDER SINGH RANA	Discipline	Delhi	6820	1900	8720
272.	ASHISH KUMAR TIWARI	Varanasi Chapter	Varanasi	6820	1900	8720
273.	MOHD. AABID	Admin.	Delhi	6820	1900	8720
274.	SHIKHA MITTAL	SS	Noida	6820	1900	8720
275.	DINESH KUMAR DANGI	F&A	Noida	6820	1900	8720
276.	VIKAS BAIJAL	F&A	Noida	6560	1900	8460
277.	KIRTI KAPUR	Ghaziabad Chapter	Ghaziabad	6560	1900	8460
278.	RAVIKANT	SS	Noida	6560	1900	8460
279.	AFZAL AMANULLAH	Patna Chapter	Patna	6560	1900	8460
280.	ANKUR AGGARWAL	SS	Noida	6560	1900	8460
281.	SREEKUMAR T.S	Kochi Chapter	Kochi	6560	1900	8460
282.	GIRISH GANPAT KAMBLE	Pune Chapter	Pune	6560	1900	8460
283.	JOGINDER SINGH	NIRO	Delhi	6560	1900	8460
284.	SUBRATA BASAK	Jamshedpur Chapter	Jamshedpur	6560	1900	8460
285.	AMIT DALAL	Admin	Delhi	6560	1900	8460
286.	VINNY MEHTA	SS	Noida	6560	1900	8460
287.	MUNESH BINDAL	Modinagar Chapter	Modinagar	6560	1900	8460
288.	AMITA MALVIYA	Bhopal Chapter	Bhopal	6070	1900	7970
289.	SUMANTA DUTTA	Ranchi Chapter	Ranchi	6310	1900	8210
290.	AMIT KUMAR	Bareilly Chapter	Bareilly	6310	1900	8210
291.	SUDIPTA DUTTA	EIRO	Kolkata	6310	1900	8210
292.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	6310	1900	8210
293.	BHARATKUMAR B RATHOD	Thane Chapter	Thane	10030	1900	11930
294.	K T PUTTARAJU	Bangalore Chapter	Bangalore	9520	1900	11420
295.	O P SAINI	Jaipur Chapter	Jaipur	9250	1900	11150
296.	SOUMYA S	Thrissur Chapter	Thrissur	6310	1900	8210
297.	AMITABH SHUKLA	Allahabad Chapter	Allahabad	6310	1900	8210
298.	BISWA MOHAN MALI	EIRO	Kolkata	10160	1900	12060
299.	CHANDRIKA PRASAD	Exams	Noida	9730	1900	11630
300.	MOHAMMED ISMAIL	COE	Hyderabad	9520	1900	11420

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
301.	S SANJEEVA RAYUDU	Hyderabad Chapter	Hyderabad	9200	1900	11100
302.	USHA KAPOOR	Admin.	Noida	8530	1900	10430
303.	J SANTHANA KRISHNAN	Exams	Noida	8940	1900	10840
304.	M N RAVIKUMAR	SIRO	Chennai	10460	1900	12360
<b>CHAUFFEUR ( Rs 5200-20200 + Grade Pay - 1900 )</b>						
305.	JAWAHAR SINGH	Admin.	Delhi	7730	1900	9630
<b>DESK ASSISTANT ( Rs 5200-20200 + Grade Pay - 1900 )</b>						
306.	I S BISHT	Membership	Delhi	12540	1900	14440
307.	BHAGIRATH TIWARI	President's Office	Delhi	12980	1900	14880
308.	T MURUGESAN	PD,PP & S	Delhi	11350	1900	13250
309.	MAHINDER SINGH	CC	Delhi	11540	1900	13440
310.	RAVI M PAGAR	WIRO	Mumbai	9760	1900	11660
311.	MUKESH OJHA	EIRO	Kolkata	7990	1900	9890
312.	NEELAM PANWAR	SS	Noida	8640	1900	10540
<b>JUNIOR ELECTRICIAN ( Rs 5200-20200 + Grade Pay - 1900 )</b>						
313.	AHMED SHER KHAN	Admin.	Noida	7930	1900	9830
<b>HOUSEKEEPER ( Rs 4440-7440 + Grade Pay – 1400 )</b>						
314.	DEVENDER KUMAR	NIRO	Delhi	8770	1400	10170
<b>SENIOR OFFICE ASSISTANT ( Rs 2000 - 6000+ Grade Pay – 1200)</b>						
315.	MAHESH KUMAR SWARNKAR	Bikaner Chapter	Bikaner	3960	1200	5160
316.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	3960	1200	5160
317.	ASHOK KUMAR AGARWAL	Admin. (Stores)	Noida	3960	1200	5160
318.	NAVEEN CHANDRA SINGH	Admin.	Noida	3960	1200	5160
319.	ARVIND KUMAR JHA	Special Project	Noida	3960	1200	5160
320.	SANJEEV KUMAR SHARMA	Bareilly Chapter	Bareilly	3960	1200	5160
321.	MANISH JAIN	Bhilwara Chapter	Bhilwara	3960	1200	5160
322.	VASANT H. KERKAR	Goa Chapter	Goa	3960	1200	5160
323.	CHANDRA MOHAN MEENA	Jaipur Chapter	Jaipur	3960	1200	5160
324.	MUNNALAL SOLANKI	Indore Chapter	Indore	3960	1200	5160
325.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	3960	1200	5160
326.	RANI RAIZADA	Jalandhar Chapter	Jalandhar	3640	1200	4840
327.	RAJASHREE PRASHANT LAMBE	Kolhapur Chapter	Kolhapur	3960	1200	5160
328.	ANISHA RANI SIKDAR	Pune Chapter	Pune	3960	1200	5160
329.	ANAND MISHRA	Ajmer Chapter	Ajmer	3960	1200	5160
330.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	3960	1200	5160



S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
331.	TAPAS KUMAR MAZUMDAR	Jamshedpur Chapter	Jamshedpur	3960	1200	5160
332.	ANIL KUMAR UPADHYAY	Ghaziabad Chapter	Ghaziabad	3960	1200	5160
333.	KIRAN A LUDBE	ICSI-CCGRT	Navi Mumbai	3960	1200	5160
334.	SUDHAKAR SOMESHWAR AISALWARU	Nagpur Chapter	Nagpur	3960	1200	5160
335.	NIKITA YADAV	Indore Chapter	Indore	3960	1200	5160
336.	NITI SRIVASTAVA	Prtg	Delhi	3960	1200	5160
337.	MEERA SHARMA	T&P	Noida	3960	1200	5160
338.	ABHISHEK KUMAR	Admin	Delhi	3960	1200	5160
339.	GANESH SINGH	Admin.	Delhi	3960	1200	5160
340.	KEDAR SINGH	Membership	New Delhi	3960	1200	5160
341.	YOGESH KUMAR	T&P	Noida	3960	1200	5160
342.	RAHUL VERMA	Ghaziabad Chapter	Ghaziabad	4110	1200	5310
343.	SANJAY KUMAR	Admin.	Delhi	4560	1200	5760
344.	SANDHYA AUSTINE	Kochi Chapter	Kochi	4560	1200	5760
345.	ARVIND KUMAR	Faridabad Chapter	Faridabad	4560	1200	5760
346.	SHASHI BHUSHAN PRASAD	Ranchi Chapter	Ranchi	4560	1200	5760
347.	SANDHYA K. BHAPKAR	Thane Chapter	Thane	4560	1200	5760
348.	SHIV MOORTI TIWARI	Lucknow Chapter	Lucknow	4880	1200	6080
349.	B.GUNASEKARAN	SIRO	Chennai	5580	1200	6780
350.	ANUPREET VERMA	Secretariat	Delhi	5780	1200	6980
351.	RICHA JAIN	Admin.	Delhi	5780	1200	6980
352.	DEEPAK KUMAR GUPTA	Varanasi Chapter	Varanasi	5780	1200	6980
353.	MANOJ KUMAR	Patna Chapter	Patna	5780	1200	6980
354.	BIPIN KUMAR CHOUDHARY	Patna Chapter	Patna	5780	1200	6980
355.	CHIRANJEEB SARMA ROY	Guwahati Chapter	Guwahati	5780	1200	6980
356.	K VIJAY KUMAR	ICSI-CCGRT	Navi Mumbai	5780	1200	6980
357.	KRUTIKA KRISHNA KARGUTKAR	WIRO	Mumbai	6180	1200	7380
358.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	6180	1200	7380
359.	S.ASHOK	Coimbatore Chapter	Coimbatore	6180	1200	7380
360.	UMA DEVI GUPTA	Kanpur Chapter	Kanpur	3960	1200	5160
361.	SANTOSH SRIVASTAVA	Kanpur Chapter	Kanpur	3960	1200	5160
362.	KETKI KEDAR JOSHI	ICSI-CCGRT	Navi Mumbai	3960	1200	5160
363.	DIMPLE KISHORE PATEL	Surat Chapter	Surat	3640	1200	4840
364.	ARJUNSINH A SOLANKI	Vadodara Chapter	Vadodara	3640	1200	4840
365.	ASHOK KUMAR SHUKLA	Vadodara Chapter	Vadodara	3640	1200	4840
<b>OFFICE ASSISTANT ( Rs 1800 - 4000+ Grade Pay - 1000)</b>						
366.	VINOD RAWAT	Admin. (Stores)	Noida	3740	1000	4740
367.	RAJIV KUMAR	F&A	Noida	3740	1000	4740
368.	PARWATI	Admin. (Stores)	Noida	3740	1000	4740
369.	HEMANTA DAS	Guwahati Chapter	Guwahati	3740	1000	4740

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
370.	SHIVAJI K SHINDE	ICSI-CCGRT	Navi Mumbai	3740	1000	4740
371.	DINESH RAJARAM KADAM	WIRO	Mumbai	3740	1000	4740
372.	HARISH KUMAR KHURANA	Gurgaon Chapter	Gurgaon	3740	1000	4740
373.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	3740	1000	4740
374.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	3740	1000	4740
375.	RAJNISH KUMAR SURYA	HR	Delhi	3740	1000	4740
376.	GANESH SINGH CHAUHAN	PD,PP & S	Delhi	3740	1000	4740
377.	MAHIPAL SINGH KORANGA	Discipline	Delhi	3740	1000	4740
378.	SHANKAR DUTT	NIRO	Delhi	3740	1000	4740
379.	DEVENDER SHAH	T&P	Noida	3740	1000	4740
380.	RAM BAHADUR THAPA	Purchase Cell	Delhi	3740	1000	4740
381.	NAGARAJ K	Bangalore Chapter	Bangalore	4000	1000	5000
382.	DEEPAK V BHOSALE	Bhayandar Chapter	Bhayandar	4130	1000	5130
383.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	3740	1000	4740
384.	RAM LAKHAN	Kanpur Chapter	Kanpur	3740	1000	4740
385.	MANOJ KUMAR JUYAL	NIRO	Delhi	3740	1000	4740
386.	GOPI CHAND	Admin. (Stores)	Noida	3740	1000	4740
387.	GAUTAM BARMAN	EIRO	Kolkata	3440	1000	4440
388.	RAVI KUMAR	Jaipur Chapter	Jaipur	3440	1000	4440

#### System of Compensation

- (a) Basic Pay
- (b) Grade Pay
- (c) Dearness Allowance
- (d) House Rent Allowance
- (e) Transport Allowance ( Fixed)

and other benefits as per entitlement under ICSI Service Rules as amended from time to time .

ITEM NO. (XI)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

BUDGET ALLOCATION FOR THE YEAR 2017-18

PARTICULARS		AMOUNT (Rs. In Lakh)
1	ESTABLISHMENT	2926.95
2	ESTABLISHMENT (OTHERS)	1665.15
3	POSTAL TUITION	1677.75
4	EXAMINATIONS	2349.00
5	PUBLICATIONS AND JOURNAL / BULLETINS	224.30
6	PROFESSIONAL DEVELOPMENT PROGRAMMES	916.50
7	SCIENTIFIC RESEARCH ACTIVITIES	399.76
8	REGIONAL COUNCIL & CHAPTERS	1137.63
9	OTHER ADMINISTRATIVE & MAINTENANCE EXPENSES	3637.71
10	DEPRECIATION	560.47
11	CONTRIBUTIONS TO TRUSTS & FUNDS	1767.03
	<b>TOTAL</b>	<b>17262.25</b>

**ITEM NO. (XII)**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

Does not have any subsidy programme.

**ITEM NO. (XIII)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT**

Does not arise.

**ITEM NO. (XIV)**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

Information pertaining to students and members is maintained both in physical and electronic form

**ITEM NO. (XV)**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

The information in regard to the Public Authority can be obtained at the **Reception Counter** of the public authority.

**ITEM NO. (XVI)**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND TRANSPARENCY OFFICER**

The following Officers of the Public Authority have been designated as Appellate Authority, Central Public Information Officer (CPIO) / Assistant Public Information Officers (APIOs) and Transparency Officer respectively :-

**I Appellate Authority**

- 1 Mr. Ankur Yadav**  
Joint Secretary (SG),  
(Student Services & Smash Project)  
C-37, Sector 62 Noida -201301  
Contact No. **(0120)** 4522012 (D)  
E-mail : [ankur.yadav@icsi.edu](mailto:ankur.yadav@icsi.edu)

**II CPIO/ APIOs**

- |  |  |
|--|--|
| <b>1 Mr. A K Dixit</b><br>Joint Secretary (Membership & CSBF)<br>'ICSI House', 22 Institutional Area,<br>Lodi Road, New Delhi – 110 003<br>Contact No. (011) 45341022 (D)<br>E-mail : <a href="mailto:ashok.dixit@icsi.edu">ashok.dixit@icsi.edu</a>   | <b>CPIO<br/>(For the ICSI)</b>         |
| <b>2 Mr. Ramesh Kumar</b><br>Assistant Director, NIRC of the ICSI<br>ICSI-NIRC Building, Plot No. 4,<br>Prasad Nagar Institutional Area<br>New Delhi – 110 005<br>Contact No. : (011) 49343002-06<br>E-mail : <a href="mailto:ramesh.kumar@icsi.edu">ramesh.kumar@icsi.edu</a>                   | <b>APIO<br/>(For NIRC of the ICSI)</b> |
| <b>3 Dr. Tapas Kumar Roy</b><br>Assistant Director, EIRC of the ICSI<br>ICSI-EIRC Building, 3-A,<br>Ahiripukur 1 <sup>st</sup> Lane, Kolkata – 700019<br>Contact No. : (033) 22832973, 22816541-42<br>E-mail : <a href="mailto:tapas.roy@icsi.edu">tapas.roy@icsi.edu</a>                        | <b>APIO<br/>(For EIRC of the ICSI)</b> |
| <b>4 Ms. Sakshi Santosh Kadam</b><br>Executive (Admin), WIRC of the ICSI<br>13, Jolly Maker Chambers,<br>No. 2 (1 <sup>st</sup> Floor), Nariman Point<br>Mumbai – 400 021<br>Contact No. : (022) 22047604, 22047580<br>E-mail : <a href="mailto:sakshi.kadam@icsi.edu">sakshi.kadam@icsi.edu</a> | <b>APIO<br/>(For WIRC of the ICSI)</b> |

- 5 Ms. Chitra Anantharaman**  
Deputy Director, SIRC of the ICSI  
ICSI-SIRC House, No. 9  
Wheat Crofts Road, Nungambakkam  
Chennai - 600 034  
Contact No. : (044) 28279898,28222212  
E-mail : [chitra.anantharaman@icsi.edu](mailto:chitra.anantharaman@icsi.edu)
- APIO**  
**(For SIRC of the ICSI)**
- 6 Dr. S Manikandan**  
Assistant Professor, ICSI-CCGRT,  
Plot No. 101, Sector-15, Institutional Area  
CBD Belapur, Navi Mumbai – 400614  
Contact No. : (022) 27577814-16  
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- APIO**  
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## Guidelines on Retention and Weeding out of Records, 2014

### Preamble

These guidelines lay down the policy on retention and weeding out records to ensure that records are neither prematurely destroyed, nor kept for periods longer than necessary.

### Retention Schedule

The records of the Institute are classified in to eight categories and these shall be preserved for the periods specified in the table below:

Category	Brief Description of Records	Retention Period*
A	Records having historical/archival information /value	Forever, along with Microfilms thereof
B	Agenda and Minutes of Council and Statutory Committees	Ten years along with Microfilms
C	Records containing Government Sanctions/ Guidelines/Decisions/ Directions	Ten Years
D	Records of Financial Approval, Receipts and Payments, Accounts, and Taxation	Eight Years
E	Records containing policy decisions of the Council/Individual Committees/Agreements/ MOUs	Five Years
F	Records containing routine and general correspondence	Three Years
G	Records created and relevant to functions/ activities of a department/ section	Six months
H	Specific records of Dte. of Examination	
	H1	Forty Five days
	H2	Three months
	H3	One year
I	Any other	As may be specified by Secretary

\* The records have to be retained for the specified periods after the transaction is completed and any issue arising therefrom (legal, audit, etc.) is settled.

Head of Directorate/Office before weeding out must ensure that if any particular record is required to be retained for a longer period under any applicable/relevant law must be so retained irrespective of the retention schedule prescribed herein.

### Periodic Review

Every Office (HQs / Directorate / Regional Office / Chapter Office / CCGRT / Centre of Excellence) shall review records in its custody twice a year for the purposes of continued retention. Based on such review, the records above the retention period shall be weeded out by following the procedure prescribed hereunder. However, a specific record (s) in any category must be retained longer than the period specified if there is a specific reason to do so.

### Weeding of Records

It is the responsibility of the Head of Directorate or Office (HoD/O), as the case may be, to ensure that the Directorate or Office reviews the records and based on such review weeds out the same to the extent due for weeding out. The step by step for weeding out is as under:

- List of records identified for weeding out shall be submitted to HoD/O for his perusal and approval.
- HOD/O shall forward the list of records so identified, along with his recommendations, to the committee for consideration and approval.
- Based on the approval, the records shall be destroyed following the procedure prescribed hereunder.
- HoD/O shall prepare a certificate (copy attached) to the effect that records have been destroyed in the prescribed manner and submit the same to the committee.

### Committee for Approval

A committee of 3 HoD/Os, including HoD/O of the concerned department or office, shall consider and approve the records to be weeded out.

### Methods of Destruction

After approval of the Committee, the HoD/O shall ensure that in his presence,

- (i) Classified and sensitive records are first shredded and then pulped;
- (ii) Answer books are pulped;
- (iii) All other records are disposed off as scrap.

The specific description of records of various directorates of Headquarters, Regional and Chapter Offices along with retention period is specified in the schedule.

[Performa for Certificate]

This is to certify that the following records of the .... (write the name of Directorate or Office) have been shredded and disposed off as per Institutes' Guidelines for retention and weeding out of records.

It is further certified that all classified/sensitive records have been transported and pulped under the supervision of Mr./Ms. \_\_\_\_\_, \_\_\_\_\_ (designation), (Employee Code No. \_\_\_\_\_).

File No.	File Name/ Description of Record(s)	Date of Opening	Date of Closing	Mode of Destruction	Form of Preservation of Records, if any,	Remarks
Dealing Official				HoD/O		



**DTE. OF ACADEMICS**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Short / Hint Suggested Answers	F	From the day of forwarding to Directorate of Examination
2	Manuscript of Draft Study Material / Guidelines Answers	G	Release of Camera Ready Copy
3	Documents relating to honorarium payment to subject experts	G	From the day of dispatch of cheques
4	Reviewers report on short/ hint suggested answers for paper setters	F	NA
5	Post Membership Qualification Program enrollment register	A	NA
6	Post Membership Qualification Program application files	F	From the date the candidate qualifies the PMQ Course
7	Accession register for library books	A	NA
8	Library Books issue/reissue register	F	The day last entry in the register is recorded.
9	Payment detail of books purchased for reference library at head office	E	The day of release of purchase order
10	Register containing the details of Journals issue/reissue from library	G	NA
11	Documents relating to weeding out of books from the library	D	NA
12	Documents relating to representations sent to different Universities /Ministries/departments	A	NA
13	Certificate/Recognition received from different universities/departments	A	NA
14	Papers relating to registration and licensing of the journal	A	NA
15	Papers relating to licence for concessional posting of the journal	A	NA
16	Chartered Secretary Advertisements bills	D	The day of its creation
17	Chartered Secretary Printers bill	F	The day of its creation
18	Minutes of EAB of Chartered Secretary	B	The day of its approval

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
19	Article screening Assessment Report	G	The day of its assessment
20	Printing Requisitions/PO/Challan/Bills pertaining to printing of study material/other publications	D	The day of its creation
21	Papers relating to general management of the section	G	The day of its creation
22	Any other	I	

**DTE. OF ADMINISTRATION**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Government Sanction / Approval letters	C	NA
2	Policy Decisions related to different purchases and administrative matters (This includes its related papers viz., Agenda & Minutes Credit letter files of Stores/ Fixed asset register / Purchase Manual, )	E	NA
3	File / documents related to Contract Agreements Purchase Order / Work Order / AMCs and Bill processing documents, docket files, batch files & registers, requisition , print order requirement , challan files, counsellor & PPPs	E	NA
4	Arbitration and Litigation Cases	F	After its settlement
5	General correspondence with RCs / Chapters & other agencies	E	NA

**DTE. OF CORPORTATE COMMUNICATION**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	All Files pertaining to Utilisation of Budget Heads for each Financial year	D	From the date of Approval by the Competent Authority
2	Records for Empanelment of Advertising & PR Agencies	E	From Date of Empanelment
3	Appointment/Renewal of ICSI Counsellors	E	From the date of Appointment/Renewal
4	ICSI Events Advertisements - Published	E	From the date of Publication
5	Press Releases	F	From the date of Release to Media
6	Records for ICSI Events Sponsorship	D	From the date of Closing of Event
7	Press Clippings ,CDs and DVDs of ICSI Events, Electronic Media Coverages etc.	A	From the date of Publishing in Newspapers & Telecast / Broadcast in Media
8	Photo - Album of the ICSI Events	A	From the date of the event

**DTE. OF EXAMINATION**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46 (2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month after the declaration of results of respective examination	H1	after the declaration of results of each examination concerned
2	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982	H2	from the date of completion of the process of verification of marks
3	Answer Books of examinations provided for inspection or certified copy(ies) supplied to the candidates' on their request as per Institutes' Guidelines, Rules and Procedures	H2	from the date of completion of the process of providing inspection and / or supply of certified copy (ies) to the candidates concerned
4	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	H2	from the date of completion of the action or enquiry or dispute, as the case may be
5	Examination Session wise Results Registers	A	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results
6	Statements of Payments made to Moderators, Paper Setter-cum- Examiners, Additional Examiners, Translators, <i>etc.</i> approved by the competent authority	D	from the date of payment
7	Attendance Sheets of candidates registered for/appeared in the examinations	H3	from the date of examination
8	Subject wise individual Examiners Marks-Sheets	H3	from the date of examination
9	Examination session-wise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of examination
10	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of concerned examination

**DTE. OF FINANCE & ACCOUNTS**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Audited Annual Accounts of HQ & the Institute (signed copy )	A	--
2	Books of Accounts , related vouchers, ledgers, Bank Reconciliation Statements etc.	D	From the end of the relevant Financial Year
3	Agenda & Minutes of Executive Committee / Council / Finance Committee meetings	B	From the date of meeting/confirmation of minutes
4	Income Tax Records (i) Annual Return (ii) TDS Return (iii) Assessment Related documents (iv) Payment challans (v) Other related documents	D	From the end of the relevant Financial / Assessment Year.
5	Assessment Orders, Approvals and Certificates related to Income Tax, VAT, Service Tax etc.	A	--
6	Service Tax Records (i) Returns (ii) Challans (iii) CENVAT (iv) Tax Invoices (v) Other related documents	D	From the end of relevant financial year
7	Budget Related documents	D	From the end of relevant financial year
8	Internal Audit Reports	D	From the end of relevant financial year

NOTE: The aforesaid guidelines would be applicable mutatis-mutandis for the records of the Funds / Trusts.

**DTE. OF HUMAN RESOURCE**

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
1	Minutes of meeting	Council, EC, HR Committee, DPC recommendation, Selection Board ICSI Employee's Benevolent Fund, Employees Pension Fund	B	Date of finalization of minutes
2	Agenda, ATR & other committees	Council, EC, HR Committee	B	Date of meeting
3	Office Orders, Circulars, Policy Decisions	Original orders, circulars related to policy decision and other service related matters	C	Date of issue of orders/circulars
4	Creation and classification of posts	Creation/Continuance/abolition/revival of posts	A	Date of decision
		Revision of pay scales	E	Date of revision
		Upgrading of posts / Re-designation of Posts	C	Date of up-gradation
5	Recruitment	Framing of recruitment rules	C	Date of finalization of rules
		Maintenance of reservation roster	C	Date of finalization of roster
		Advertisement, approval of post(s), criteria, if any, obtained for specific post	E	Date of issue of advertisement
		Engagement of Casual / Contractual manpower (except legal/court cases)  All correspondence file, Attendance record, Salary note etc.	F	Completion of engagement period / completion of audit, whichever is later.
		Documents related to candidates who were not selected/were selected but did not accept/join the post offered i.e. online & hard copy of application Form, Biodata of the candidate, Question papers for written test, Filled-in Answer sheets/OMR sheets of candidates who appeared for the written test, Call	G	Completion of recruitment process.

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
		letter/Admit Card/E-Admit card issued to candidates for written test/interview, Employment Form filled-in by the candidates, all certificates submitted by the candidates during interview, Documents related to reimbursement of travel expenses to eligible candidates for attending written test/interview etc.		
		Papers related to candidates kept in panel	F	Date of drawing the panel
6	Personal files (except education certificates, appointment order, relieving order)	Officers and Staff	E	Date of resignation/VRS /superannuation
7	Service Books of employees	History of services, Change in name government servant, Alteration in the date of birth, Change in qualification of government servant, service awards, resignation, extension of service, Leave record other than Causal Leave etc.	A	Date of appointment of the employee
8	Training/ workshop	Approvals, letter of sponsorship, bills, other correspondence, etc.	F	Date of completion of training/ workshop
9	Performance Assessment Reports (PARS) Confidential/ Assessment report and KRA & KPI	All regular employees	C	Due date of submission of PARS
10	Departmental Promotion Committee (DPC)	Working sheets/ Agenda papers	B	Date of DPC meeting
11	Pension/ Retirement	Relevant order/decision	B	Date of issue of order
12	Review of cadres/ services	Relevant order/decision	E	Date of issue of order
13	Inquiry /Court cases	Complete inquiry and court file alongwith Personal files, Service Book	E	Date of closing of the case



S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
14	Attendance Register/ Records	Officers & Staff	E	End of calendar year
15	Audit file	HR Dte.	C	Date of receipt of Audit report
16	RTI files	HR Dte.	E	Date of disposal of application
17	Annual Increment	Offices & Staff	E	Date of issue of order
18	Misc. Activities	General Correspondence	F	End of calendar year
		Records pertaining to List of Holidays	F	Date of issue of order

**DTE. OF INFORMATION TECHNOLOGY**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Vendors file	G	After the service is curtailed
2	Personnel File	G	After the action, if required, is taken
3	Projects File	G	After the curtailment / closure of the project
4	Manuals	G	After the software is declared obsolete and its use is stopped in the Institute
5	Agenda and Minutes of IT Committee	B	From the date of signing of MOM by the Chairman of the IT Committee
6	Procurement documents	F	From the date of procurement
7	Services	G	From the date of service is curtailed
8	Licenses	G	From the date of the software is declared obsolete or its use is stopped in the Institute
9	Agendas / Extract of the minutes of other committee	G	From the date of the respective meeting is held

**DTE. OF INFRASTRUCTURE**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Title Deeds of Immovable Properties / Government Sanction / Approval letters	A	Forever
2	Policy Decisions related to Infrastructure ( This includes its related papers viz., Agenda & Minutes and guidelines )	E	After implementation
3	File / documents related to Contract Agreements and payment made to the agencies	D	After closure of agreement/work/contract
4	Arbitration and Litigation Cases (To be retained till the award / judgment become final in all respect and the issues are settled.)	F	After its settlement
5	General correspondence with RCs / Chapters	F	After execution/ compliance

**DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Minutes of the Council / Committee/Board Meetings	A	Forever, along with Microfilms thereof
2	Notes on Agenda of Council / Committee/Board Meetings	B	after completion of the each calendar year
3	Personal files relating to Council Members.	F	from conclusion of term of the Council
4	Files of the Council/Executive Committee Meetings	F	after completion of the each calendar year
5	Bank Guarantees	F	from the Discharge of term of the BG.
6	MOUs	F	from the completion of term of the MOU
7	Prima-facie opinion	E	after issue of the order of DC/BOD
8	Orders of DC / BOD	A	Forever, along with Microfilms thereof
9	Main complaint file	C	after issue of the orders of DC/BOD
10	Court case file	E	from the date of completion of action on the order/decision/judgment
11	Vetted Tender / Agreement / Contract etc. documents	G	from the date of sending to concerned Directorate
12	Legal opinion	B	from the date of placing before Council/Committee or sending to concerned Directorate whichever is earlier
13	Legal Notice / Reply	F	from the date of completion of required action
14	Correspondence with Govt.	F	from the date of completion of required action
15	Correspondence with other than Govt.	F	from the date of completion of required action
16	Internal Communication	G	from the date of completion of required action
17	Retainership Agreement etc.	G	from the date of expiry of Agreement
18	Advocate's Approval / Bill	G	from the date of Audit or closing of case whichever is later
19	Correspondence with MCA pertaining to amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	G	from the date of publication of amendments in Gazette Notification

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
20	Notification of amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	A	Forever along with Microfilms thereof
21	Council Election / Regional Council Election Records	G	from the date of declaration of results of next elections
22	Other misc.	G	from the date of completion of required action

**DTE. OF MEMBERSHIP**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Applications along with documents for admission as an Associate/ Fellow/ issue of COP/ approval of Firm Name. (Maintenance of scanned/ soft copy of the documents in COSMIC.)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
2	Renewal/ Restoration/ Cancellation of Certificate of Practice. Restoration/ Removal of Membership. (Maintenance of scanned/ soft copies in COSMIC)	F  F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	Applications for Enrolment as Licentiate/ Transcriptions  (Maintenance of scanned/ soft copies in COSMIC)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
4	(a) CSBF (Maintenance of scanned/ soft copies in COSMIC)  (b) Correspondence with LIC/ Policies (Maintenance of scanned/ soft copies in COSMIC)	F  D	From the date of receipt of Application and after scanning and uploading of the same on COSMIC From the date of issue of correspondence and after scanning and uploading of the same on COSMIC
5	Change of Address and Non-receipt Chartered Secretary (Maintenance of hard/ soft copies)	G	From the date of receipt of application
6	Acknowledgements of Annual Membership/ COP fee / Licentiate subscription/ CSBF subscription	F	From the date of receipt of payment
7	Request for issue of Identity Card. (Maintenance of hard/ soft copies)	G	From the date of receipt of application
8	Notes on Agenda of Managing Committee of CSBF/ AGM/ Executive Committee/ PCSC, Minutes and Council pertaining to Membership and important papers connected therewith	E	From the date of Meeting / confirmation of minutes and after scanning and uploading of the same on COSMIC

**DTE. OF TRAINING**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Emails in nature of general queries/requests.	G	
2	➤ Registration of companies/ PCS/Others	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	➤ Contracts (AT/PT/), Appointment letter (MT/PT)  ➤ Documents related to CCEC	F  E	From the date of receipt of document and after scanning and uploading of the same on COSMIC
4	➤ Project Report ➤ Quarterly Report	G	From the date of receipt of project report / quarterly report and after scanning and uploading of the same on COSMIC
5	Completion certificate of (15 Months Training/ 3 months training/ optional area)/ Discontinuation of training	F	From the date of issue of certificate and after scanning and uploading of the same on COSMIC
6	Exemption applications/ approvals: a. 15 days training exemption b. Full Exemption c. Partial Exemption	F	From the date of issue of exemption letter and after scanning and uploading of the same on COSMIC
7	a. Programmes report from Regional Council/ Chapters, b. Records of important communication with CCGRT/RO /Chapter	F	From the date of receipt of report/record and after scanning and uploading of the same on COSMIC
8	Certificates of various training programmes (SIP/eSIP, EDP/eEDP, PDP, MSOP/eMSOP)	F	From the date of receipt of certificates and after scanning and uploading of the same on COSMIC
9	Notes on Agenda of TEFC, Minutes and important papers connected therewith.	E	From the date of confirmation of minutes and after scanning and uploading of the same on COSMIC
10	Communications/presentations related to Industry Interaction pertaining to Training.	F	From the date of communication and after scanning and uploading of the same on COSMIC
11	Any other document of importance.	F	From the date of issue of document and after scanning and uploading of the same on COSMIC

**DTE. OF PLACEMENT**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Request from Companies for recruitment of Company Secretary	G	From the date of communication
2	Database of Corporates	F	From the date of procurement of database
3	Communication/presentations related to Industry Interaction pertaining to Members	F	From the date of communication
4	Notes on Agenda of Placement Committee, Minutes	E	From Date of meeting and after uploading on Cosmic
5	Correspondence with ROs/Chapters and members	F	From the date of Communication
6	Communications /Announcements, Reports related to Campus Placement/HR Conclave	F	From the date of Event
7	CVs of members received during Campus Placement	G	From the date of Date of Event
8	Inter departmental communications /Other Important Communications/documents	I	From the date of Communication



**DTE. OF PROFESSIONAL DEVELOPMENT**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Files related to various Learning Programmes		After the end of three months from that programme
	i. Files with data having financial/ faculty approvals and other financial bearing	E	
	ii. General Correspondence	G	
2	Files related National Convention of Company Secretaries	E	Close of the Programme
3	Files related to National Conference of PCS	E	Close of the Programme
4	ICSI Guidelines	A	From the date of release
5	Communications to Government / Regulatory Authorities / Other stakeholders	C	From the date of communication
6	Manuscript of Publications	G	After the release of final publication
7	Reports of the Expert Groups / Sub-Groups	C	From the date of the report
8	Audio / Video Recording / Photographs of Programmes	F	After the end of three months from that programme
9	Articles received for publication in Souvenir of National Convention / National Conference of PCS / Other Programmes	G	From the date of programme, If not published, shall be returned
10	Letter of Recognitions received from regulators	A	From the date of receipt
11	Representation files	C	From the date of Communication
12	Files related to CG Awards		After the end of the CG Award Function for that year.
	i. Files relating to response to questionnaire received from participants	F	
	ii. General Correspondence	G	
	iii. Expert Group/ Jury details files	C	
	iv. Files with data having financial bearing	D	
13	Working papers for formulation of Secretarial Standards and/or Guidance Note	F	After the release of final SS/ GN

**DTE. OF PERSPECTIVE PLANNING**

<b>Sl. No.</b>	<b>Description of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after any specific stage</b>
1	Communication with various stakeholders	F	Date of communication
2	Concept Papers / Discussion Papers	E	Date of approval by respective committee/ Council
3	MoUs	E	Date of entering into MOU
4	Files relating to various initiatives	D	Date of approval by respective committee/ Council/Board

**OFFICE OF CPIO**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after any specific stage</b>
1	RTI Cases disposed without attracting any 1 <sup>s</sup> Appeal	G	Date of disposal of RTI Case
2	RTI Cases attracting 1 <sup>st</sup> Appeal	F	Date of disposal of 1 <sup>st</sup> appeal
3	RTI Cases attracting 2 <sup>nd</sup> Appeal (without any remarkable decision)	F	Or till the compliance of CIC orders, whichever is later
4	RTI Cases attracting 2 <sup>nd</sup> Appeal (involving a remarkable decision)	E	Date of implementation of decision
5	1 <sup>st</sup> Appeal cases files	F	Date of disposal of appeal
6	2 <sup>nd</sup> Appeal cases files	F	Or till the compliance of CIC orders
7	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	F	Date of opening of file
8	File Register of RTI Applications i.e. records other than file.	A	

**DTE. OF STUDENT SERVICES**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Students Registration forms for admission in Foundation / Executive Program (along with all its enclosures) (Images of all these registration forms, along with all its enclosures, are stored in records for future reference, in case need be)	G	from the date of processing of respective batch of registration forms.
2	Students forms for enrolment in Professional Program	G	from the date of processing for enrolment in Professional Program
3	Students forms for De Novo / or extension of registration	G	from the date of processing of application.
4	Examination forms submitted by students (Images of all these enrollment forms are stored in records for future reference, in case need be)	G	from the date of closing of examination of the concerned session.
5	Response sheets submitted by students (fresh response sheets whose candidature cannot be ascertained due to various reasons / or evaluated response sheets which cannot be returned to the concerned students due to various reasons)	G	From the date of receipt evaluated response sheets
6	Application submitted by students under ICSI Students Education Fund Trust	G	after the release of payment to the students of the respective batch.
7	Award sheets (containing marks of students) submitted by examiners under postal tuition scheme	G	from the date of updation of records.
8	Copies of various mark sheet (viz. submitting Class XII mark sheet / Graduation Mark sheet) submitted by students having provisional registration numbers. (Scanned copy of the documents is retained)	G	from the date of updation of records.
9	Various other papers / applications submitted by students (viz. for change of address, updation of students particulars, qualification etc.)	G	from the date of updation of records
10	Evaluated Response sheets of students (which has come back undelivered from postal deptt.)	G	From the date of return of response sheets
11	Copies of Student Company Secretary / FC Bulletin (which has been returned by postal deptt. as undelivered items)	G	From the date of return of SCS/FC bulletin
12	Closed Files of PPP Centres/Accredited OT Centres/Collaborative Centres	F	From the date of close of file

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
13	Decentralised Postal Tuition Scheme reimbursement documents (discontinued)	G	after processing of reimbursement of bills or completion of auditing of the same
14	Agenda and Minutes	B	from the date of meeting
15	Correspondence relating to transcripts	G	after issue of transcripts
16	Correspondence relating to Educational verification	G	after releasing of original documents
17	Unused Pass Certificates due to change of signing authority, Cancelled/ damaged/ misprinted pass certificates	G	from the date of change of signing authority
18	All India Competition/Conference related documents	E	from the date of competition
19	Files/ records containing various statistical reports/ guidelines/ policies and other important correspondence of the directorate.	F	From the date of creation of file/record

**REGIONAL AND CHAPTER OFFICES**

<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	Regional Council /Management Committee Affairs	a) Minutes of Regional Council/Managing Committee meeting, AGM, committees, Sub-committees, etc.	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		b) Regional Council/Management Committee meeting files, ATR files including sub-committee files upto 10 years	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		c) In any of the Regional Council/Management Committee meeting a particular subject was sub-judice at that relevant point of time	B	from the date the matter was sub-judice and approved by the Chairman, ICSI-SIRC
		d) Attendance Register of the Regional Council/ Management Committee	A	Forever
		e) Documents along with scanned copies of the ICSI Building/premises and related papers	A	Forever
		f) General Administration files	F	from the date, the files were opened with the relevant papers.
2	Library	a) Library Accession Register	A	Forever
		b) Library Membership File	E	from the date files were opened
		c) Library General Correspondence File	F	from the date files were opened
3	Oral Coaching	a) Oral Coaching Guidelines	A	Forever
		b) Faculty Bio-data File	C	Forever
		c) Oral Coaching Correspondence File	F	from the date of the last correspondence in the file

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		d) Student Enquiry File	F	from the date of the last correspondence in the file
		e) Special Programme File	F	from the last programme held
4	Students Training	a) All training programmes & students campus placements	F	from the last training programme
		b) In case, a student fee being carried over to the next programme or otherwise, the relevant document to be preserved	F	from the date of the students fees is transferred
		c) All Career Awareness Programme files	E	from the date of the last Career Awareness Programme was held
		d) Data with respect to Career Awareness Programme like name of the principal, Contact number and name and address of the college	E	from the date of the last filing of the contact details
5	Members	a) All the Programme Delegate File	F	from the date of the last programme held
		b) Programme Credit Hours file	F	from the last PCH file
		c) Copies of the brochures of all the programmes including intimation/ communication	E	from the date of printing of brochures
		d) PCH Register	E	from the date of the last programme
		e) Campus Placement	F	from the date of holding of campus placement

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
6	Accounts and Finance	I] Following Register/File/ Documents to be maintained:	A	
		a) Assets Register-RO/CO		
		b) Assets Register- ICSI		
		c) Fixed Deposit Register		
		d) Guidelines /important Communication Register		
		e) Folder containing Electricity Card/ Property Tax Card/ Water and Sewerage Card		
		f) Urban Land Tax File		
		g) Profession Tax File		
		h) Service Tax File		
		i) TDS File		
		j) Original copies of audited accounts		
		k) Copies of printed annual reports		
		l) AGM Attendance Register		
m) AGM Files				
		II] Following Register/File/ Documents to be maintained:	C	
		a) Bank Statement Files		from the last bank statement file
		b) Daily Abstract File		from the last abstract file
		c) Leger Printout File		from the last Leger Printout File
		d) Bank Book		from the last Closure of the Bank Book
		e) Manual Receipts Control Register		from the last Closure of the Manual Receipts Control Register
		f) Manual used receipts		from the last Closure of the Manual used receipts
		g) Internal Audit File- Regional Office/Chapter		from the last Internal Audit File
		h) Internal Audit File – Chapters (by Regional Office)		from the date of the audited report received from the Chapter
		i) Purchase Order File/ Quotations		from the date of the Purchase / Quotations received
		j) AMC File		from the date of awarding the



S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
				AMC
		k) HQ Claims File		from the date of Settlement of the Bill
		l) Consolidation of Accounts File		from the date of the Consolidation of Accounts
		m) Statutory Audit File		from the date of the Statutory Audit
		n) External Hard Disk		from the last data saved
		o) Stock Register		from the date of the last stock entered
		p) Sales-cum-Stock Statement File		from the date of the last Sales-cum-Stock statement send to HQ
		q) HQ Invoice File		from the date of the last HQ invoice filed
		III] The membership Fee and other receipts to be maintained	F	from the date of last Membership fee Receipt file
7	Investor Awareness Programs	To keep records of organising various Investor Awareness Programs	E	from the date of holding of programs
8	Corporate Membership Scheme	To keep records of Corporate Membership Scheme of Regional Council	E	from the date of corporate membership
9	Chapters' Records	To keep chapters correspondence / files	E	from the date of opening of file

**CCGRT / CENTRES OF EXCELLENCE**

<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
1	CCGRT Management Committee Affairs	a) Agenda Notes & Minutes of Management Committee meetings & Sub-committees, etc.	B	from the date of meeting
		b) Management Committee meeting files, ATR files including sub-committee files	B	from the date of opening of file
		c) Attendance Register of the Management Committee	B	from the date of opening of register
		d) Documents along with scanned copies of the CCGRT Building/premises and related papers	A	
2	Library	a) Library Accession Register	A	
		b) Library Membership File	F	from the date of opening of file
		c) Library General Correspondence File	F	from the date of opening of file
3	Integrated CS Course	a) Guidelines	F	after students pass out
		b) Faculty Bio-data File	F	after students pass out
		c) Students File	F	after students pass out
		d) Other correspondence File	F	after students pass out
4	Training	a) Programme Delegate File	E	after the year of the program conducted
		b) Programme Credit Hours File		
		c) Copies of the brochures of all the programmes including intimation / communication	F	from the date of printing of brochures
		d) Annual Membership Register	F	from the date of opening of register
		e) All training programmes (SIP/EDP/RMSOP) Files & Project Reports	E	from the date of opening of files

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		f) All Investor Awareness Programme Files	D	from the date of files
5	Research	Secretarial Standards Board Meeting Minutes	A	
		Secretarial Standards Agenda Papers, Files etc	D	from the date of meeting
6	Staff Records	Attendance Registers, Personnel Files of casual/contractual staff, Joining Papers of Regular Staff etc	B	from the date of register/file
7	Administration	General Administration File, Vendor Files, Procurement Documents, Tender Files, Manuals, AMC Files, Purchase Orders/Work Orders etc Files	B	from the date of files
8	Court Cases / Legal Matters	All related documents, files, correspondence etc	E	from the conclusion of the matter
9	Accounts and Finance	I] Following Register/File /Documents to be maintained: a) Assets Register- CCGRT b) Fixed Deposit Register c) Important Communication Register / File d) Service Tax File e) TDS File f) Original copies of audited accounts	B	from the date of opening of file/register
		II] Following Register/File/Documents to be maintained: a) Bank Statement Files b) Daily Abstract File c) Leger Printout File d) Bank Book e) Manual Receipts Control Register f) Manual used receipts g) Internal Audit File-Regional Office/Chapter h) Internal Audit File i) Purchase Order File/Quotations j) AMC File k) HQ Claims File	B	from the date of opening of file/register

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		l) Statutory Audit File m) External Hard Disk n) Stock Register o) Sales-cum-Stock Statement File p) HQ Invoice File		

## **MODERATION POLICY FOR CS EXAMINATION RESULTS**

The CS examination results are declared after due deliberations and approval at the meeting of the Examination Committee. While considering the results, the Examination Committee generally reviews and takes into account result details of each subject/module of examination with reference to the following-

1. Current examination's subject-wise marks awarded statistics and pass percentage position vis-à-vis similar statistics of the immediate previous 3-4 sessions of examinations.
2. Difficulties, if any, experienced by candidates in solving any question/s due to seeming ambiguity in language or mis-interpretation of question/s, printing error/s, possibility of alternative answers, or such like matters, which could have caused time constraints to candidates in attempting remaining questions.
3. Comparative disparity in marking standard of any examiner/s vis-à-vis valuation standard of all other examiners in the same subject of examination.
4. To bring about acceptable parity on account of element of subjectivity involved in the evaluation standard, to compensate for the difficulties experienced by candidates, to bring uniformity in the evaluation process and to maintain uniform acceptable standard of parity in marking and pass percentage of the candidates vis-à-vis the immediate preceding examinations, the examination committee fixes suitable mark(s) as general moderation or special moderation, as the case be.
5. The moderation policy and criterion, as decided by the examination committee, is thus applied uniformly across the board in finalization and declaration of examination results.