



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 4th October, 1968 and thereafter converted into statutory body on 1st 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 BANU DANDONA (MS.), JOINT DIRECTOR
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
FINANCE & ACCOUNTS (Including Treasury Cell and Internal Audit Cell)	SAMEER GUPTA, JOINT SECRETARY
MEMBERSHIP	ASHOK KUMAR DIXIT, JOINT SECRETARY
RTI	
LAW	
TRAINING & PLACEMENT	S K JENA (DR.) , DIRECTOR
INFRASTRUCTURE	BHUBANANANDA PRADHAN, DIRECTOR
SEPCIAL PROJECT (NOIDA)	
INFORMATION TECHNOLOGY	NIKHAT KHAN (Dr.), DIRECTOR
ADMINISTRATION	ASHVINI KUMAR SRIVASTAVA, DIRECTOR
PURCHASE CELL	AMIT KUMAR GHOSAL , DIRECTOR
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)	TARUN PANDEYA (DR.), DEAN 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

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 Council¹

- (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 Institute²

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

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

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

(h) The granting or refusal of certificates of practice as per guidelines issued by the Council.

Imparting education by Universities and other bodies³

- (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.⁴

- (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”)

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

⁴ 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-President⁵

- (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 Secretary⁶

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;

⁵ See Regulation 156 of the CS Regulations, 1982

⁶ 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	Professional Development, Perspective Planning & Studies	<p>Professional Development & Perspective Planning</p> <ul style="list-style-type: none"> ▪ Professional Development Programmes other than Company Law and Secretarial Standard ▪ National Convention ▪ National Conference of PCS ▪ CS Update ▪ Policy on CPE and its Execution Database on CPE ▪ Study Circle Guidelines ▪ New Initiatives, ▪ Strategic Planning, ▪ Policy on Centers on Excellence ▪ Related legal Proceedings ▪ Any other incidental or connected with the above and ▪ Any other matter as may be assigned by Competent Authority <p>Studies</p> <ul style="list-style-type: none"> ▪ Development and Review of Syllabus and Prospectus ▪ Development and updating of study material ▪ Develop Guides to study and examinations ▪ Preparation of model questions ▪ Development of questions bank for OMR/Online Exams ▪ Development of Hints, Guideline/Suggested Answers ▪ Development and updating of knowledge portal ▪ Provision of e-learning facility ▪ including E-library / Self Learning for students ▪ Academic guidance to students ▪ Academic collaborations and recognitions ▪ Student Company Secretary ▪ CS Foundation Course bulletin ▪ All matters relating to Financial Markets ▪ IEPF and Investor Awareness Programmes ▪ Post Membership Qualification and other Certificate Courses
2	Training and Placement (Including Industry Interaction	<ul style="list-style-type: none"> ▪ Policy on Training of Students and its Execution ▪ Standardisation of Training Programmes

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

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

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

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

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

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

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

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

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

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 endeavours 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 Licentiates
- 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 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
1st, 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
1st Floor, Dnyansudha Apartments
77, Vijayanagar Colony,
2147, Sadashiv Peth, Pune - 411030

Tel : (O) 020-24324288, 24325075, 24320368

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makarand.lele@mrmcs.com

CENTRAL GOVT. NOMINEE

Amardeep Singh Bhatia
Council Member , The ICSI
Joint Secretary to the Govt. of India
Ministry of Corporate Affairs
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Gopal Krishna Agarwal
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Vijay Kumar Jhalani
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SECRETARY

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 E-mail : Dinesh.Arora@icsi.edu

II COMPOSITION OF COMMITTEES

e Standing and Non-Standing Committees of the Council/Boards – 2017		
STANDING COMMITTEES		
1. Executive Committee		
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
2. Finance Committee		
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
3. Examination Committee		
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
NON STANDING COMMITTEES		
4. Financial Services Committee		
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
5. Corporate Laws and Governance Committee		
Makarand Lele	Chairman	Pune
Mamta Binani (Ms.)	Member	Kolkata
Ashish C Doshi	Member	Ahmedabad
Gopalakrishna Hegde	Member	Bengaluru
Mahavir Lunawat	Member	Mumbai
Ranjeet Kumar Pandey	Member	New Delhi
Vineet K. Chaudhary	Member	Noida
C Ramasubramaniam	Member	Chennai
6. Professional Development Committee		
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
7. Training & Educational Facilities Committee		
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
8. Practising Company Secretaries Committee		
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
9. Information Technology Committee		

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
10. Peer Review Board		
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
11. Placement Committee		
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
12. PMQ Course Committee		
Ranjeet Kumar Pandey	Chairman	New Delhi
Ashish Garg	Member	Indore
Mahavir Lunawat	Member	Mumbai
C Ramasubramaniam	Member	Chennai
Satwinder Singh	Member	New Delhi
13. ICSI CCGRT Management Committee		
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
14. Secretarial Standards Board		
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	-
15. Expert Advisory Board		
Chairman		
Gopalakrishna Hegde		
Members		
Being finalized		
16. Editorial Advisory Board		
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
17. Research Committee		
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
18. Elections Reforms Committee		
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
STATUTORY COMMITTEES/BOARDS		
19. Disciplinary Committee		
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
20. Board of Discipline		
Ashish C Doshi	Presiding Officer	Ahmedabad
C Ramasubramaniam	Member	Chennai
Dinesh C Arora	Member	New Delhi
21. Quality Review Board		
Kiran Oberoi Vasudev (Ms)	Chairperson	Mumbai
Vithayathil Kurian	Member	New Delhi
I lam Kamboj	Member	New Delhi
Navneet Chouhan	Member	New Delhi
Vineet K. Chaudhary	Member	Noida
OTHER BOARDS AND GROUPS		
22. Syllabus Review Board		
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
23. Regulations and Chapter Guidelines Reforms Committee		

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
24. Auditing Standard Board		
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**

CHAIRMAN	VICE- CHAIRMAN
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
SECRETARY	TREASURER
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
MEMBERS	EX-OFFICIO MEMBERS
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
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**EASTERN INDIA REGIONAL COUNCIL
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1ST LANE,
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SECRETARY	TREASURER
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
MEMBERS	EX-OFFICIO MEMBERS
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 Practising 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**

CHAIRMAN	VICE- CHAIRMAN
<p>PRAKASH K PANDYA Proprietor, P. K. Pandya & Co. Partner, PN & 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>
SECRETARY	TREASURER
<p>PRAVEEN SONI Company Secretary & 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>
MEMBERS	EX-OFFICIO MEMBERS
<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 & 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. & Associates 208, IInd Floor, BSE Building Dalal Street, Fort, Mumbai - 400 001</p> <p>KAMLESH JOSHI Company Secretary & General Manager Khaitan Chemicals & 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 & 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 & 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**

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

	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

Name S/Shri	Designation	DIRECT NO.
President's Office		
Sanjeev Kumar Dogra	Deputy Director	(011) 45341004
Harpreet Raman Bahl (Dr.)	Assistant Professor	(011) 45341011
Secretariat		
CS Dinesh Chandra Arora	Secretary	(011) 45341003
Devender Kapoor	Assistant Director	(011) 45341006
Directorate of Corporate Communication		
Amita Ahuja (Dr.)	Joint Secretary (SG)	(011) 45341016
Preeti Kaushik Banerjee	Director	(011) 45341022
Arti J Shailendar	Joint Director	(0120) 4522077
Ranjana Gupta	Assistant Director	(011) 45341064
Sanjeet Kumar	Assistant Director	(011) 45341088
Gunjan Sehgal	Assistant Director (Career Awareness & Placement)	(0120) 4082124
Sonu Nahata	Assistant Director (Career Awareness & Placement)	(033) 22816541-42 / 22832973
Rajesh Kumar Gupta	Assistant Director	(0141) 2707236
Directorate of Professional Development, Perspective Planning & Studies		
Sonia Baijal	Director	(0120) 4082104
Saurabh Jain	Joint Director	(0120) 4082105
Ritesh Kumar	Deputy Director (Strategies)	(0120) 4082125
Anita Gupta	Deputy Director	(0120) 4082128
Maninder Deep Cheema (Dr.)	Assistant Professor	
Akinchan Buddhodev Sinha	Assistant Director	
Jagvinder Kaur Bedi	Assistant Director	(0120) 4082127
Chittaranjan Pal	Assistant Director	(0120) 4082128
Khusbu Mohanty	Assistant Director	(0120) 4082137
Gargi Rajvanshi (Dr.)	Assistant Director (stationed at CCGRT)	022) 27577814-16 / (022) 41021510
Sarika Kumari	Assistant Director	(0120) 4082137
Govind Krishna Agarwal	Assistant Director	(0120) 4082128
Mahesh Kumar Airan	Executive (Academics)	(0120) 4082138

Name S/Shri	Designation	DIRECT NO.
Sonu Lakhani	Executive (Academics)	(0120) 4082138
Akansha Gupta	Executive (Academics)	(0120) 4082137
Directorate of Corporate Laws & Governance		
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) 45341055
Deepa Khatri	Deputy Director	(011) 45341038
Manoj Kumar	Assistant Director	(011) 45341082
Leela Gambhir	Assistant Director	(011) 45341028
Disha Kant	Assistant Director	(011) 45341055
Hema Babbar	Assistant Director	(011) 45341039
Kalpesh Kumar Mehta	Assistant Director (Academics)	(011) 45341082
Sudhir Kumar Saklani	Research Associate	(011) 45341039
Rakesh Kumar	Executive (Academics)	(011) 45341055
Dheeraj Gupta	Executive (Academics)	(011) 45341028
Pooja Rahi	Executive (Academics)	(011) 45341070
Directorate of Human Resource and Council Affairs		
Sanjay Kumar Nagar	Joint Secretary	(011) 45341019
Human Resource		
Ajay Sharma	Deputy Director	(0120) 4082145
Gaurav Mehta	Assistant Director	(011) 45341036
Rajeev Mishra	Executive (Admin)	(011) 45341029
Council Affairs		
Meena Khurana	Executive (Admin)	(011) 45341031
Directorate of Administration & Purchase		
Ashvini K Srivastava	Director	(0120) 4082109
Amit Kumar Ghosal	Director	(0120) 4082109
Administration		
Achla Kulshreshtha	Deputy Director	(011) 45341023
R P Bajaj	Assistant Director	(0120) 4522016
A K Pahwa	Assistant Director	(0120) 4082132
Neeta Sehgal	Assistant Director	(0120) 4522015
V K Ratra	Executive (Admin)	(011) 45341056
Purchase Cell		

Name S/Shri	Designation	DIRECT NO.
Anuj Kumar Gupta	Executive (Admin)	(0120) 4082132
Neelam Wadhwa	Executive (Admin)	(0120) 4082132
Directorate of Printing, Publication & Co-ordination		
(Dr.) Sudhir Kumar Dixit	Joint Secretary (SG)	(0120) 4082102
Printing & Publication		
Nitin Jain	Joint Director (Printing & Publications)	(0120) 4082129
Manhar Malhotra	Assistant Director	(0120) 4082129
Kabir Chattopdhyay	Executive (Admin)	(0120) 4082129
Co-ordination		
Jagdish Chander Sikka	Executive (Admin)	(0120) 4082131
Directorate of Discipline		
Meenakshi Gupta	Joint Secretary	(011) 45341014
Vikash Kumar Srivastava	Deputy Director	(011) 45341024
Gaurav Tandon	Assistant Director (Law)	(011) 45341034
Ritu Chawla	Assistant Director	(011) 45341027
Anita Mehra	Assistant Director	(011) 45341032
Rasbihari Nath Tiwari	Executive (Law)	(011) 45341075
Directorate of Membership , RTI , CSBF & Law		
Ashok Kumar Dixit	Joint Secretary	(0120) 4082103
Membership		
Subhashis Bagchi	Deputy Director	(0120) 4082135
Vidhya Ganesh	Executive (Admin)	(0120) 4082133
Saurabh Bansal	Executive (Academics)	(0120) 4082135
Vanitha Dhanesh	Executive (Admin)	(0120) 4082133
Rajeshwar Singh	Executive (Admin)	(0120) 4082133
Law		
Surya Narayan Mishra	Joint Director	(011) 45341073
Satish Kumar	Executive (Law)	(011) 45341037
Chandra Prakash	Executive (Admin)	(011) 45341027
Directorate of Information Technology		
Nikhath Khan (Dr.)	Director	(0120) 4522019
Prabir Sarkar	Joint Director	(0120) 4522039
Rahul Chandra	Joint Director	(0120) 4522019

Name S/Shri	Designation	DIRECT NO.
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
Birender Kumar	Senior Programmer	(0120) 4522045
Gaurav Bansal	Senior Programmer	(0120) 4522037
Directorate of Finance & Accounts including Internal Audit Cell		
Sameer Gupta	Joint Secretary (F&A)	(0120) 4522013
Finance & Accounts		
Shree Prakash	Joint Director	(0120) 4522048
Tapash Bhattacharjee	Deputy Director	(0120) 4522047
Nikhata	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
Internal Audit Cell		
Lakhi Kanto Gorai	Assistant Director (F&A)	(0120) 4522092
Himanshu Agarwal	Assistant Director (Internal Audit)	(0120) 4522092
Chandni Garg	Executive (Internal Audit)	(0120) 4522092
Navneet Kaur	Executive (Internal Audit)	(0120) 4522092
Directorate of Student Services & Grievance Redressal Cell		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522012
Sudipto Pal	Joint Secretary	(0120) 4522086
Geetanjali Singh Rathore	Assistant Director	(0120) 4522065
K P Sasi	Assistant Director	(0120) 4522056
Mohammad Aslam	Executive (Admin)	(0120) 4522082
Rajesh Kumar Sharma	Executive (Admin)	(0120) 4522074
Archana Sethi	Executive (Admin)	(0120) 4522082
Laxman Dev	Executive (Admin)	(0120) 4522082
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4522062
Rajiv Ranjan	Executive (Admin)	(0120) 4522073
Directorate of Examination		
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

Name S/Shri	Designation	DIRECT NO.
Rita Aswani	Deputy Director	(0120) 4522025
Ghulam Haider	Assistant Director	(0120) 4522023
Jalad Agrawal	Assistant Director	(0120) 4522030
Harvinder Kaur	Executive (Admin)	(0120) 4522028
Kamal Gururani	Executive (Admin)	(0120) 4522035
Directorate of Training & Placement		
(Dr.) S K Jena	Director	(0120) 4082107
Training & Placement		
Jaiprakash Madhusudan Paliwal (Dr.)	Joint Director (for Placement)	(0120) 4082155
Sapna Malhotra (Dr.)	Deputy Director (Strategies)	(0120) 4082155
Priyanka Singh	Executive (Admin)	(0120) 4082156
Shruti Gupta	Assistant Director	(0120) 4082148
Nidhi Maikhuri	Assistant Director	(0120) 4082157
Directorate of Infrastructure & Special Project (Noida)		
Bhubananda Pradhan	Director	(0120) 4522018
Infrastructure		
Kumar Navanit	Executive (Law)	(0120) 4082126
Abhishek Raj	Assistant Engineer (Construction)	(0120) 4082126
(ICSI-CCGRT) - Navi Mumbai		
Tarun Pandeya (Dr.)	DEAN	(022) 27577814-16 / (022) 41021515
Rajesh Kumar Agrawal (Dr.)	Director	-do-
Prasant Sarangi (Dr.)	Director	-do-
Rakesh Goyal	Joint Director	-do-
Mukesh Jinara	Assistant Director (F&A)	-do-
Nilesh Neelmani	Research Associate	-do-
NIRO - Prasad Nagar (Delhi)		
Alka Arora	Deputy Director	(011) 49343002
Ramesh Kumar	Assistant Director	(011) 49343003
Deepak Saxena	Assistant Director (F&A)	(011) 49343000
Sharad Kumar Jhunjhunwala	Assistant Director (Academics)	(011) 49343000
Bhole Shankar Sikhwal (Dr.)	Research Associate	(011) 49343005
Shashi Dhar Sharma	Executive (Admin)	(011) 49343006
Beena	Executive (Admin)	(011) 49343009
Himanshu Sharma	Executive (Admin)	(011) 49343007
EIRO - Kolkata		

Name S/Shri	Designation	DIRECT NO.
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-
WIRO - Mumbai		
Kailash Chander Kaushik	Joint Director	022-22047604 , 22021826 , 22844073, 22047569
Ranjith Krishnan	Assistant Director	-do-
Naveen Kumar Bhageria	Assistant Director (F&A)	-do-
Priyanka Das	Executive (Academics)	-do-
Sakshi Santosh Kadam	Executive (Admin)	-do-
SIRO - Chennai		
Sarah Arokiaswamy	Joint Secretary	044-28279898/ 28222212
Asit Kumar Rath	Director	-do-
Chitra Anantharaman	Deputy Director	-do-
Chenna Kesava Chebrolu	Assistant Director	-do-
Nishita Singhal	Assistant Director	-do-
Faridabad Chapter		
Suman Iyer	Executive (Admin)	0129- 4003761
Jaipur Chapter		
Animesh Srivastava	Assistant Director	(0141) 2707236
Noida Chapter		
Kushal Kumar	Executive (Academics)	(0120) 4522058
Ahmedabad Chapter		
Ketan Kalyanbhai Bhalgamiya	Executive (Academics)	(079) 30025334/35
Smita Subin	Executive (Admin)	-do-
Indore Chapter		
Pravin Gupta	Executive (Academics)	(0731) 4248181, 2494552
Navi Mumbai Chapter		

Name S/Shri	Designation	DIRECT NO.
Lachmi Bhatt	Executive (Admin)	022-27721488
Pune Chapter		
Anil R Tale	Assistant Director	(020) 24263228/ 24260341
Garima Mehrotra	Executive (Academics)	-do-
Thane Chapter		
Kavita Pramod Chavan	Executive (Admin)	(022) 25893793, 25891333
Bangalore Chapter		
Juluri V L N R Maitreya	Assistant Director	080-22286574, 23111861
Noor Sumayya	Executive (Academics)	-do-
Coimbatore Chapter		
Sreejith P	Assistant Director	(0422) 2237006
Centre of Excellence- Hyderabad		
V Subrahmanya Sarma	Assistant Director	(040) 23399541
Hyderabad Chapter		
V Srinivas	Executive (Admn)	(040) 23399541
V P C Sharma	Executive (Admn)	(040) 23399541
Visakhapatnam Chapter		
P R V Sivaramakrishna	Executive (Admin)	(0891)2533516

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

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

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

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

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

Name S/Shri	Designation	EPABX No.
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

Name S/Shri	Designation	EPABX No.
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

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

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
SECRETARY						
1.	CS DINESH CHANDRA ARORA	Secretariat	Delhi	90000	-	-
JOINT SECRETARY(SG) (Rs 37400-67000 + Grade Pay – 10000)						
2.	AMITA AHUJA (Dr.)	CC, Prtg & Co-ordination	Delhi	61410	10000	71410
3.	ANKUR YADAV	SS & GR	Noida	65610	10000	75610
4.	SUDHIR KUMAR DIXIT (Dr.)	Prtg & Co-ordination	Noida	59430	10000	69430
JOINT SECRETARY (Rs 37400 - 67000 + Grade Pay - 10000)						
5.	ALKA KAPOOR	CLG	Delhi	54070	10000	64070
6.	SANJAY PANDEY (Dr.)	Exams	Noida	49920	10000	59920
7.	SUDIPTO PAL	SS	Noida	53400	10000	63400

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
8.	MEENAKSHI GUPTA	Law & Discipline	Delhi	51590	10000	61590
9.	SARAH AROKIASWAMY	SIRO	Chennai	52150	10000	62150
10.	ASHOK KUMAR DIXIT	Membership, RTI, CSBF & Law	Noida	51590	10000	61590
11.	SANJAY KUMAR NAGAR	HR & Council Affaris	Delhi	52150	10000	62150
12.	SAMEER GUPTA	F&A	Noida	43000	10000	53000
DIRECTOR (Rs 37400-67000 + Grade Pay – 8700)						
13.	BHUBANANANDA PRADHAN	Infra & Special Project (Noida)	Noida	44770	8700	53470
14.	ASIT KUMAR RATH	SIRO	Chennai	43210	8700	51910
15.	M A JOSEPH	Exams	Noida	43210	8700	51910
16.	SONIA BAIJAL	PD, PP & S	Noida	43210	8700	51910
17.	RAJESH KUMAR AGRAWAL(Dr.)	ICSI-CCGRT	Navi Mumbai	41690	8700	50390
18.	S K JENA (Dr.)	T&P	Noida	40220	8700	48920
19.	NIKHAT KHAN (Dr.)	IT	Noida	40220	8700	48920
20.	ASHVINI KUMAR SRIVASTAVA	Admin	Noida	40220	8700	48920
21.	PREETI KAUSHIK BANERJEE	CC	Delhi	38790	8700	47490
22.	PRASANT SARANGI (Dr.)	ICSI-CCGRT	Navi Mumbai	37400	8700	46100
23.	AMIT KUMAR GHOSAL	Admin	Noida	37400	8700	46100
JOINT DIRECTOR (Rs 15600 - 39100 + Grade Pay – 7600)						
24.	ARCHANA KAUL	Exams	Noida	29840	7600	37440
25.	SANTOSH KUMAR SHARMA	Exams	Noida	27790	7600	35390
26.	RAHUL CHANDRA (Dr.)	IT	Noida	24650	7600	32250
27.	PRABIR SARKAR	IT	Noida	24650	7600	32250
28.	RAKESH GOYAL	ICSI-CCGRT	Navi Mumbai	28650	7600	36250
29.	SHREE PRAKASH	F&A	Noida	27260	7600	34860
30.	BANU DANDONA	CLG	Delhi	28620	7600	36220
31.	SURYA NARAYAN MISHRA	Law	Delhi	29290	7600	36890
32.	ARTI J SHAILENDAR	CC	Noida	26250	7600	33850
33.	KAILASH CHANDER KAUSHIK	WIRO	Mumbai	27230	7600	34830
34.	DVNS SARMA	EIRO	Kolkata	25730	7600	33330
35.	SAURABH JAIN	PD, PP & S	Noida	26400	7600	34000
36.	LAKSHMI ARUN	CLG	Delhi	26400	7600	34000
37.	NITIN JAIN	Prtg	Noida	21900	7600	29500
38.	JAIPRAKASH MADHUSUDAN PALIWAL (Dr.)	T&P	Noida	21900	7600	29500
DEPUTY DIRECTOR (Rs 15600 - 39100 + Grade Pay – 6600)						
39.	ALKA ARORA	NIRO	Delhi	24780	6600	31380
40.	TAPASH BHATTACHARJEE	F&A	Noida	21110	6600	27710
41.	SUBHASHIS BAGCHI	Membership	Noida	21110	6600	27710
42.	ACHLA KULSHRESHTHA	Admin	Delhi	24530	6600	31130
43.	CHITRA ANANTHARAMAN	SIRO	Chennai	24800	6600	31400
44.	RITA ASWANI	Exams	Noida	22800	6600	29400
45.	RITESH KUMAR	PD,PP & S	Noida	19510	6600	26110

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
46.	ANAMIKA CHAUDHARY	CLG	Noida	19510	6600	26110
47.	SAPNA MALHOTRA (Dr.)	T&P	Noida	19510	6600	26110
48.	AJAY SHARMA	HR	Noida	20470	6600	27070
49.	DEEPA KHATRI	CLG	Delhi	23480	6600	30080
50.	ANITA GUPTA	PD,PP &S	Noida	23210	6600	29810
51.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	21260	6600	27860
52.	SANJEEV KUMAR DOGRA	President's Office	Delhi	21080	6600	27680
53.	VIKASH KUMAR SRIVASTAVA	Discipline	Delhi	22350	6600	28950

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

54.	HARPREET RAMAN BAHL (Dr.)	President's Office/ Placement	Noida	16920	6000	22920
55.	MANINDER DEEP CHEEMA (Dr.)	PD,PP &S	Noida	16250	6000	22250

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

56.	CHENNA KESAVA CHEBROLU	SIRO	Chennai	23140	5400	28540
57.	DEVENDER KAPOOR	Secretariat	Delhi	23550	5400	28950
58.	RAMESH KUMAR	NIRO	Delhi	22080	5400	27480
59.	LEELA GAMBHIR	CLG	Delhi	23010	5400	28410
60.	NEETA SEHGAL	Admin	Noida	23010	5400	28410
61.	JAGVINDER KAUR BEDI	PD,PP &S	Noida	23010	5400	28410
62.	GAURAV MEHTA	HR	Delhi	21500	5400	26900
63.	MANHAR MALHOTRA	Prtg.	Noida	20990	5400	26390
64.	GHULAM HAIDER	Exams	Noida	22010	5400	27410
65.	GEETANJALI SINGH RATHORE	SS	Noida	20470	5400	25870
66.	R P BAJAJ	Admin.	Noida	21190	5400	26590
67.	TAPAS KUMAR ROY (Dr.)	EIRO	Kolkata	20690	5400	26090
68.	RANJITH KRISHNAN	WIRO	Mumbai	20470	5400	25870
69.	RITU CHAWLA	Discipline	Delhi	20230	5400	25630
70.	V SUBRAHMANYA SARMA	COE	Hyderabad	20230	5400	25630
71.	ANIL R TALE	Pune Chapter	Pune	19720	5400	25120
72.	MANOJ KUMAR	CLG	Delhi	19950	5400	25350
73.	AKINCHAN BUDDHODEV SINHA	PD, PP & S	Noida	18240	5400	23640
74.	RAVISH SAMOTA	IT	Noida	17550	5400	22950
75.	ANITA MEHRA	Discipline	Delhi	20450	5400	25850
76.	NIKHAT	F&A	Noida	20200	5400	25600
77.	RAJESH KUMAR GUPTA	CC	Jaipur	19210	5400	24610
78.	MUKESH JINARA	CCGRT	Mumbai	16880	5400	22280
79.	KALPESH KUMAR MEHTA	CLG	Delhi	16880	5400	22280
80.	DEEPAK SAXENA	NIRO	Delhi	16880	5400	22280
81.	SHARAD KUMAR JHUNJHUNWALA	NIRO	Delhi	16880	5400	22280
82.	LAKHI KANTO GORAI	Internal Audit	Noida	16880	5400	22280
83.	SUNITA MEHAN	F&A	Noida	21180	5400	26580
84.	K P SASI	SS	Noida	20450	5400	25850
85.	SANJEET KUMAR	CC	Delhi	20160	5400	25560
86.	NIDHI MAIKHURI	T&P	Noida	19690	5400	25090
87.	S SREEJESH	EIRO	Kolkata	18500	5400	23900

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
88.	GAUTAM MULLICK	EIRO	Kolkata	19190	5400	24590
89.	RANJANA GUPTA	CC	Delhi	20900	5400	26300
90.	SREEJITH P	Coimbatore Chapter	Coimbatore	18740	5400	24140
91.	GAURAV TANDON	Discipline	Delhi	18970	5400	24370
92.	SHRUTI GUPTA	T&P	Noida	20440	5400	25840
93.	CHITTARANJAN PAL	PD,PP &S	Noida	19690	5400	25090
94.	KHUSBU MOHANTY	PD,PP &S	Noida	18270	5400	23670
95.	DISHA KANT	CLG	Noida	16920	5400	22320
96.	VENKATA SUDHAKAR CHINTA	IT	Noida	19690	5400	25090
97.	GARGI RAJVANSHI (Dr.)	PD,PP &S	Navi Mumbai	16230	5400	21630
98.	HEMA BABBAR	CLG	Noida	15600	5400	21000
99.	GUNJAN SEHGAL	CC	Noida	16230	5400	21630
100.	SARIKA KUMARI	PD,PP &S	Noida	16230	5400	21630
101.	GOVIND KRISHNA AGARWAL	PD,PP &S	Noida	16230	5400	21630
102.	SONU NAHATA	CC	Kolkata	16230	5400	21630
103.	TAMAL KAR	EIRO	Kolkata	21670	5400	27070
104.	VANDANA MOHINDROO	IT	Noida	19920	5400	25320
105.	ANIMESH SRIVASTAVA	Jaipur Chapter	Jaipur	18260	5400	23660
106.	JALAD AGRAWAL	Exams	Noida	17580	5400	22980
107.	JULURI VLNR MAITREYA	Bangalore Chapter	Bangalore	16910	5400	22310
108.	LALIT KUMAR CHAUDHARY	F&A	Noida	17580	5400	22980
109.	KAVITA PRAMOD CHAVAN	Thane & Dombvli Chapter	Thane	16910	5400	22310
110.	A K PAHWA	Admin.	Noida	18260	5400	23660
111.	AMIT KUMAR	F&A	Noida	17630	5400	23030
112.	NISHITA SINGHAL	SIRO	Chennai	16910	5400	22310
113.	DEEPAK AGARWAL	F&A	Noida	16230	5400	21630
114.	NAVEEN KUMAR BHAGERIA	WIRO	Mumbai	15600	5400	21000
115.	HIMANSHU AGARWAL	Internal Audit	Noida	15600	5400	21000
116.	DEEPAK KUMAR	NIRO	Delhi	15600	5400	21000
117.	RAHUL RATNA	F&A	Noida	15600	5400	21000
RESEARCH ASSOCIATE (Rs 15600 - 39100 + Grade Pay - 5400)						
118.	SUDHIR KUMAR SAKLANI	CLG	Delhi	16290	5400	21690
119.	BHOLE SHANKAR SIKHWAL (Dr.)	NIRO	Delhi	16230	5400	21630
120.	NILESH NEELMANI	CCGRT	Navi Mumbai	16230	5400	21630
EXECUTIVE (ACADEMICS) (Rs 9300-34800 + Grade Pay – 4800)						
121.	GARIMA MEHROTRA	Pune Chapter	Pune	16270	4800	21070
122.	KETAN KALYANBHAI BHALGAMIYA	Ahmedabad Chapter	Ahmedabad	16910	4800	21710
123.	RAKESH KUMAR	CLG	Delhi	16910	4800	21710
124.	NOOR SUMAYYA	Bangalore Chapter	Bangalore	16910	4800	21710
125.	MAHESH KUMAR AIRAN	PD,PP &S	Noida	16910	4800	21710
126.	SONU LAKHANI	PD,PP &S	Noida	16910	4800	21710
127.	PRIYANKA DAS	WIRO	Navi Mumbai	15650	4800	20450
128.	PRAVIN GUPTA	Indore Chapter	Indore	16270	4800	21070

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
129.	SAURABH BANSAL	Membership	Noida	15650	4800	20450
130.	AKANSHA GUPTA	PD,PP &S	Noida	15650	4800	20450
131.	KUSHAL KUMAR	Noida Chapter	Noida	15650	4800	20450
132.	POOJA RAHI	CLG	Delhi	15650	4800	20450
133.	DHEERAJ GUPTA	CLG	Delhi	15650	4800	20450
EXECUTIVE (ADMIN) (Rs 9300-34800 + Grade Pay – 4800)						
134.	JAGDISH CHANDER SIKKA	Co-ordination	Noida	20130	4800	24930
135.	LAXMAN DEV	SS	Noida	19900	4800	24700
136.	CHANDRA PRAKASH	Law	Delhi	19180	4800	23980
137.	LACHHMI BHATT	Navi Mumbai Chapter	Navi Mumbai	19410	4800	24210
138.	RAJIV RANJAN	SS	Noida	18010	4800	22810
139.	ANUJ KUMAR GUPTA	Admin.	Noida	16910	4800	21710
140.	SHANDILYA SAROJ	F&A	Noida	16910	4800	21710
141.	SHASHI DHAR SHARMA	NIRO	Delhi	16560	4800	21360
142.	PRIYANKA SINGH	T&P	Noida	16910	4800	21710
143.	SAKSHI SANTOSH KADAM	WIRO	Mumbai	15960	4800	20760
144.	SATISH KUMAR	Law	Delhi	16270	4800	21070
145.	MEENA KHURANA	Council Affairs	Delhi	14610	4800	19410
146.	MOHAMMAD ASLAM	SS	Noida	14430	4800	19230
147.	VIDHYA GANESH	Membership	Noida	14980	4800	19780
148.	RAJESH KUMAR SHARMA	SS	Noida	14060	4800	18860
149.	HARVINDER KAUR	Exams	Noida	14370	4800	19170
150.	SUMAN IYER	Faridabad Chapter	Faridabad	14370	4800	19170
151.	RAJEEV MISHRA	HR	Delhi	15050	4800	19850
152.	SMITA SUBIN	Ahmedabad Chapter	Ahmedabad	15050	4800	19850
153.	BEENA	NIRO	Delhi	14040	4800	18840
154.	NEELAM WADHWA	Purchase Cell	Noida	14900	4800	19700
155.	MANISH AGARWAL	F&A	Noida	14010	4800	18810
156.	B C PAPNEY	F&A	Noida	13740	4800	18540
157.	ARCHANA SETHI	SS	Noida	14630	4800	19430
158.	V K RATRA	Admin.	Noida	16270	4800	21070
159.	KABIR CHATTOPADHYAY	Prtg	Noida	13880	4800	18680
160.	V SRINIVAS	Hyderabad Chapter	Hyderabad	14740	4800	19540
161.	V P C SHARMA	Hyderabad Chapter	Hyderabad	12430	4800	17230
162.	ALOK KUMAR	EIRO	Kolkata	12450	4800	17250
163.	HIMANSHU SHARMA	NIRO	Delhi	12450	4800	17250
164.	P.R.V.SIVARAMAKRISHNA	Visakhapatnam Chapter	Visakhapatnam	11940	4800	16740
165.	KAMAL GURURANI	Exams	Noida	12450	4800	17250
166.	VANITHA DHANESH	Membership	Noida	12380	4800	17180
167.	RAJBIR SINGH BHANDARI	SS	Noida	12680	4800	17480
168.	RAJESHWAR SINGH	Membership	Noida	12050	4800	16850
169.	KUMAR NAVANIT	Infrastructure	Noida	13350	4800	18150
170.	RASBIHARI NATH TIWARI	Discipline	Delhi	13350	4800	18150

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
171.	CHANDNI GARG	Internal Audit	Noida	13350	4800	18150
172.	NAVNEET KAUR	Internal Audit	Noida	13350	4800	18150
SENIOR PROGRAMMER (Rs 9300-34800 + Grade Pay - 4800)						
173.	BIRENDER KUMAR	IT	Noida	13490	4800	18290
174.	GAURAV BANSAL	IT	Noida	12450	4800	17250
ASSISTANT ENGINEER (CONSTRUCTION) (Rs 9300-34800 + Grade Pay - 4800)						
175.	ABHISHEK RAJ	Infrastructure	Noida	13350	4800	18150
SENIOR EXECUTIVE ASSISTANT (Rs 9300-34800 + Grade Pay - 4200)						
176.	P C JOSHI	Admin.	Noida	14300	4200	18500
177.	G RAMESHA	SIRO	Chennai	13760	4200	17960
178.	MAKKHAN LAL RAIGER	NIRO	Delhi	11940	4200	16140
179.	P S EMMANUEL	Pune Chapter	Pune	11940	4200	16140
180.	AMIT KUMAR NAGAR	Vadodara Chapter	Vadodara	11940	4200	16140
181.	ADITYA RANJAN MISHRA	Nagpur Chapter	Nagpur	11010	4200	15210
182.	G C JOSHI	SS	Noida	12270	4200	16470
183.	ANJU GUPTA	Admin.	Noida	12050	4200	16250
184.	RITU DUA	Admin.	Noida	11670	4200	15870
185.	VADALI SESHAM RAJU	Hyderabad Chapter	Hyderabad	11460	4200	15660
186.	CHELLIAH MURUGAN	SIRO	Chennai	11450	4200	15650
187.	N VENUGOPAL	Bangalore Chapter	Bangalore	11170	4200	15370
188.	U C MISHRA	Bhubaneswar Chapter	Bhubaneswar	11060	4200	15260
189.	RAJNI SHARMA	NIRO	Delhi	13370	4200	17570
190.	KUNWAR LAL KUSHWAHA	Kanpur Chapter	Kanpur	10670	4200	14870
191.	PARINITA	HR	Noida	11000	4200	15200
192.	MONIKA JOSHI	T&P	Noida	10300	4200	14500
193.	TRUPTI NAYAK	T&P	Noida	10300	4200	14500
194.	SIYA RAM	SS	Noida	9810	4200	14010
PROGRAMMER (Rs 9300-34800 + Grade Pay - 4200)						
195.	PRAVEEN KUMAR	IT	Noida	11940	4200	16140
196.	SANTOSH KUMAR JHA	IT	Noida	11940	4200	16140
197.	ASHISH JAIN	IT	Noida	11010	4200	15210
198.	MANI SHANKAR TIWARI	Exams	Noida	11310	4200	15510
EXECUTIVE ASSISTANT (Rs 5200-20200 + Grade Pay - 2400)						
199.	OMKAR DUTT	NIRO	Delhi	12630	2400	15030
200.	MADHU MITTAL	F&A	Noida	11270	2400	13670
201.	KARUNA SHARMA	SS	Noida	8750	2400	11150

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
202.	MINAKETAN SARANGI	Bhubaneswar Chapter	Bhubaneswar	9550	2400	11950
203.	SANDEEP KUMAR PARAS	Exams	Noida	8770	2400	11170
204.	PADMARAJAN E	Kochi Chapter	Kochi	8770	2400	11170
205.	RAM LAL DHANKA	Law	Delhi	8770	2400	11170
206.	NIRMALA DEVI	Infrastructure	Noida	8770	2400	11170
207.	PRAMOD KEOT	WIRO	Mumbai	8770	2400	11170
208.	VISHAL BHASIN	RTI Cell	Delhi	8770	2400	11170
209.	MANISH KUMAR	Amritsar Chapter	Amritsar	8770	2400	11170
210.	PRAFULLA KUMAR DASH	Raipur Chapter	Raipur	8770	2400	11170
211.	SUNDAR SWAMY S	Salem Chapter	Salem	8770	2400	11170
212.	N DHANABAL	Mysore Chapter	Mysore	8770	2400	11170
213.	JITENDRA KUMAR	Membership	Noida	8770	2400	11170
214.	NARSINGARAJU GANDLA	SIRO	Chennai	8770	2400	11170
215.	RAMKIRAN MUKHERJEE	COE	Kolkata	8770	2400	11170
216.	SANKARA RAO BADI	Mangalore Chapter	Mangalore	8770	2400	11170
217.	RAJU KUMAR	Kota Chapter	Kota	8770	2400	11170
218.	GOVIND KUMAR TIWARI	Dhanbad Chapter	Dhanbad	8770	2400	11170
219.	NISHIKANT	Meerut Chapter	Meerut	8440	2400	10840
220.	AJIT	Co-ordination	Noida	8770	2400	11170
221.	RISHI PRAKASH SINGH	Jammu Chapter	Jammu	8770	2400	11170
222.	DHARAVATHU RAMPRASAD	COE	Hyderabad	8770	2400	11170
223.	RAHUL	Karnal-Panipat Chapter	Panipat	8770	2400	11170
224.	ANITA BHANDARI	Dehradun Chapter	Dehradun	8770	2400	11170
225.	AMIT LIKHYANI	Gurgaon Chapter	Gurgaon	8770	2400	11170
226.	RATNESH KUMAR	Thane Chapter	Thane Chapter	8770	2400	11170
227.	ROBY JOSEPH	Pallakad Chapter	Pallakad	8770	2400	11170
228.	MRINAL MADHUR	Ajmer Chapter	Ajmer	8770	2400	11170
229.	SREEKANTH GADDAM	Amaravati Chapter	Amaravati	8770	2400	11170
230.	ARITRA KARMAKAR	Rajkot Chapter	Rajkot	8770	2400	11170
231.	YALLA MAHA VISHNUVU	SIRO	Chennai	8770	2400	11170
232.	AJAY N SAMBYAL	Udaipur Chapter	Udaipur	8770	2400	11170
233.	GANESH DATT SHARMA	Exams	Delhi	8770	2400	11170
234.	GEETA	Training	Noida	8770	2400	11170
235.	DAISY JHUMAN	Grievance Redressal Cell	Noida	8440	2400	10840
236.	SANDIP BANSI BHINGARDIVE	Pune Chapter	Pune	8770	2400	11170
237.	CHANDRA NATH KUNDU	Hooghly Chapter	Hooghly	8770	2400	11170
238.	POOJA SHARMA	CC	Delhi	8770	2400	11170
239.	SALIM AHMED	Bhayandar Chapter	Bhayandar	8440	2400	10840
240.	VINEET KISHORE SHARMA	Gurgaon Chapter	Gurgaon	8770	2400	11170
241.	MEENA BISHT	Membership	Noida	8770	2400	11170
242.	VINOD KUMAR S V	Thiruvananthapuram Chapter	Thiruvananthapuram	8770	2400	11170
243.	RUKMANI NAG	EIRO	Kolkata	8770	2400	11170
244.	RAJ KUMAR RAI	Jodhpur Chapter	Jodhpur	8770	2400	11170

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
245.	ANKITA BALDWA	Indore Chapter	Indore	8770	2400	11170
246.	UMA BANIK JOARDER	EIRO	Kolkata	8770	2400	11170
247.	UPENDRA KUMAR BISWAL	Yamuna Nagar Chapter	Yamuna Nagar	8770	2400	11170
248.	KAMAL KUMAR SONI	WIRO	Mumbai	8770	2400	11170
249.	VIMALA VALJI JOGADIA	WIRO	Mumbai	8770	2400	11170
250.	JYOTI BAHL	T&P	Noida	8440	2400	10840
251.	SANJAY JAKHMOLA	Ludhiana Chapter	Ludhiana	8440	2400	10840
252.	RAJEEV RANJAN JHA	Bhilwara Chapter	Bhilwara	8440	2400	10840
253.	PURNENDU KUMAR	Exams	Noida	8440	2400	10840
254.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	8440	2400	10840
255.	VINAY KUMAR	Jalandhar Chapter	Jalandhar	8440	2400	10840
256.	RAVI KRISHNA SRIVASTAVA	Agra Chapter	Agra	8440	2400	10840
257.	SHALINI	SS	Noida	8440	2400	10840
258.	SANDEEP KUMAR RAPRA	Lucknow Chapter	Lucknow	8440	2400	10840
259.	SUBHASH BAPPI SINHA	Aurangabad Chapter	Aurangabad	8440	2400	10840
260.	GOUTAM KARMAKAR	Surat Chapter	Surat	8440	2400	10840
261.	AMIT KUMAR	Nashik Chapter	Nashik	8440	2400	10840
262.	CHANDAN KUMAR CHANDRA	Shimla Chapter	Shimla	8440	2400	10840
263.	ARCHANA KAMALAKAR SAWANT	Kolhapur Chapter	Kolhapur	8380	2400	10780
264.	NAVEEN KUMAR	PD,PP &S	Noida	8380	2400	10780
265.	B MAHENDRAN	Training	Noida	11780	2400	14180
266.	KARTAR CHAND	Admin.	Noida	10530	2400	12930
267.	S M SHEDGE	Thane Chapter	Thane	11600	2400	14000
268.	HARPREET SINGH WALIA	Exams	Noida	7970	2400	10370
269.	BHAVNA NARESH RAKTE	WIRO	Mumbai	7970	2400	10370
270.	CHITIJ	Council Affairs	Delhi	8060	2400	10460
271.	BHUWAN CHANDRA JOSHI	Exams	Noida	7970	2400	10370
272.	NIRANJAN SARKAR	SS	Noida	7950	2400	10350
273.	USHA DAYANAND SONAVANE	ICSI-CCGRT	Navi Mumbai	7950	2400	10350
JUNIOR PROGRAMMER (Rs 5200-20200 + Grade Pay - 2400)						
274.	POOJA JUYAL	IT	Noida	9110	2400	11510
275.	SURENDRA SINGH	Exams	Noida	8120	2400	10520
276.	KANIKA BISHT	IT	Noida	7810	2400	10210
277.	HRISIKESH KUMAR	HR	Noida	7810	2400	10210
JUNIOR EXECUTIVE ASSISTANT (Rs 5200-20200 + Grade Pay - 1900)						
278.	MANORAMA MAHESH RAUTELA	ICSI-CCGRT	Navi Mumbai	7360	1900	9260
279.	NEERU PANDEY	Membership	Noida	7360	1900	9260
280.	T RAJA	Madurai Chapter	Madurai	7360	1900	9260
281.	SURENDER SINGH RANA	Discipline	Delhi	7090	1900	8990
282.	ASHISH KUMAR TIWARI	Varanasi Chapter	Varanasi	7090	1900	8990
283.	MOHD. AABID	Admin.	Delhi	7090	1900	8990

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
284.	SHIKHA MITTAL	SS	Noida	7090	1900	8990
285.	DINESH KUMAR DANGI	F&A	Noida	7090	1900	8990
286.	VIKAS BAIJAL	F&A	Noida	6820	1900	8720
287.	KIRTI KAPUR	Ghaziabad Chapter	Ghaziabad	6820	1900	8720
288.	RAVIKANT	SS	Noida	6820	1900	8720
289.	AFZAL AMANULLAH	Patna Chapter	Patna	6820	1900	8720
290.	ANKUR AGGARWAL	SS	Noida	6820	1900	8720
291.	SREEKUMAR T.S	Kochi Chapter	Kochi	6820	1900	8720
292.	GIRISH GANPAT KAMBLE	Pune Chapter	Pune	6820	1900	8720
293.	JOGINDER SINGH	NIRO	Delhi	6820	1900	8720
294.	AMIT DALAL	Admin	Delhi	6820	1900	8720
295.	VINNY MEHTA	SS	Noida	6820	1900	8720
296.	MUNESH BINDAL	Modinagar Chapter	Modinagar	6820	1900	8720
297.	AMITA MALVIYA	Bhopal Chapter	Bhopal	6310	1900	8210
298.	SUMANTA DUTTA	Ranchi Chapter	Ranchi	6560	1900	8460
299.	AMIT KUMAR	Bareilly Chapter	Bareilly	6560	1900	8460
300.	SUDIPTA DUTTA	EIRO	Kolkata	6560	1900	8460
301.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	6560	1900	8460
302.	BHARATKUMAR B RATHOD	Thane Chapter	Thane	10390	1900	12290
303.	K T PUTTARAJU	Bangalore Chapter	Bangalore	9870	1900	11770
304.	O P SAINI	Jaipur Chapter	Jaipur	9590	1900	11490
305.	SOUMYA S	Thrissur Chapter	Thrissur	6560	1900	8460
306.	AMITABH SHUKLA	Allahabad Chapter	Allahabad	6560	1900	8460
307.	BISWA MOHAN MALI	EIRO	Kolkata	10530	1900	12430
308.	CHANDRIKA PRASAD	Exams	Noida	10080	1900	11980
309.	MOHAMMED ISMAIL	COE	Hyderabad	9870	1900	11770
310.	S SANJEEVA RAYUDU	Hyderabad Chapter	Hyderabad	9540	1900	11440
311.	USHA KAPOOR	Admin.	Noida	8850	1900	10750
312.	J SANTHANA KRISHNAN	Exams	Noida	9270	1900	11170
313.	M N RAVIKUMAR	SIRO	Chennai	10460	1900	12360
CHAUFFEUR (Rs 5200-20200 + Grade Pay - 1900)						
314.	JAWAHAR SINGH	Admin.	Delhi	8020	1900	9920
DESK ASSISTANT (Rs 5200-20200 + Grade Pay - 1900)						
315.	I S BISHT	Membership	Noida	12980	1900	14880
316.	BHAGIRATH TIWARI	President's Office	Delhi	13430	1900	15330
317.	T MURUGESAN	PD,PP & S	Noida	11750	1900	13650
318.	MAHINDER SINGH	CC	Delhi	11950	1900	13850
319.	RAVI M PAGAR	WIRO	Mumbai	10110	1900	12010
320.	MUKESH OJHA	EIRO	Kolkata	8290	1900	10190
321.	NEELAM PANWAR	SS	Noida	8960	1900	10860
JUNIOR ELECTRICIAN (Rs 5200-20200 + Grade Pay - 1900)						

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
322.	AHMED SHER KHAN	Admin.	Noida	8230	1900	10130
HOUSEKEEPER (Rs 4440-7440 + Grade Pay – 1400)						
323.	DEVENDER KUMAR	NIRO	Delhi	9080	1400	10480
SENIOR OFFICE ASSISTANT (Rs 2000 - 6000+ Grade Pay – 1200)						
324.	MAHESH KUMAR SWARNKAR	Bikaner Chapter	Bikaner	4120	1200	5320
325.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	4120	1200	5320
326.	ASHOK KUMAR AGARWAL	Admin. (Stores)	Noida	4120	1200	5320
327.	NAVEEN CHANDRA SINGH	Admin.	Noida	4120	1200	5320
328.	ARVIND KUMAR JHA	Special Project	Noida	4120	1200	5320
329.	SANJEEV KUMAR SHARMA	Bareilly Chapter	Bareilly	4120	1200	5320
330.	MANISH JAIN	Bhilwara Chapter	Bhilwara	4120	1200	5320
331.	VASANT H. KERKAR	Goa Chapter	Goa	4120	1200	5320
332.	CHANDRA MOHAN MEENA	Jaipur Chapter	Jaipur	4120	1200	5320
333.	MUNNALAL SOLANKI	Indore Chapter	Indore	4120	1200	5320
334.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	4120	1200	5320
335.	RANI RAIZADA	Jalandhar Chapter	Jalandhar	4160	1200	5360
336.	RAJASHREE PRASHANT LAMBE	Kolhapur Chapter	Kolhapur	4120	1200	5320
337.	ANISHA RANI SIKDAR	Pune Chapter	Pune	4120	1200	5320
338.	ANAND MISHRA	Ajmer Chapter	Ajmer	4120	1200	5320
339.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	4120	1200	5320
340.	TAPAS KUMAR MAZUMDAR	Jamshedpur Chapter	Jamshedpur	4120	1200	5320
341.	ANIL KUMAR UPADHYAY	Ghaziabad Chapter	Ghaziabad	4120	1200	5320
342.	KIRAN A LUDBE	ICSI-CCGRT	Navi Mumbai	4120	1200	5320
343.	SUDHAKAR SOMESHWAR AISALWARU	Nagpur Chapter	Nagpur	4120	1200	5320
344.	NIKITA YADAV	Indore Chapter	Indore	4120	1200	5320
345.	NITI SRIVASTAVA	Prtg	Noida	4120	1200	5320
346.	MEERA SHARMA	T&P	Noida	4120	1200	5320
347.	ABHISHEK KUMAR	Admin	Delhi	4120	1200	5320
348.	GANESH SINGH	Admin.	Delhi	4120	1200	5320
349.	KEDAR SINGH	Membership	Noida	4120	1200	5320
350.	YOGESH KUMAR	T&P	Noida	4120	1200	5320
351.	RAHUL VERMA	Ghaziabad Chapter	Ghaziabad	4270	1200	5470
352.	SANJAY KUMAR	Admin.	Delhi	4740	1200	5940
353.	SANDHYA AUSTINE	Kochi Chapter	Kochi	4740	1200	5940
354.	ARVIND KUMAR	Faridabad Chapter	Faridabad	4740	1200	5940
355.	SHASHI BHUSHAN PRASAD	Ranchi Chapter	Ranchi	4740	1200	5940
356.	SANDHYA K. BHAPKAR	Thane Chapter	Thane	4740	1200	5940
357.	SHIV MOORTI TIWARI	Lucknow Chapter	Lucknow	5070	1200	6270
358.	B.GUNASEKARAN	SIRO	Chennai	5790	1200	6990
359.	ANUPREET VERMA	Secretariat	Delhi	5990	1200	7190
360.	RICHA JAIN	Admin.	Delhi	5990	1200	7190
361.	DEEPAK KUMAR GUPTA	Varanasi Chapter	Varanasi	5990	1200	7190

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)	GRADE PAY (Rs.)	TOTAL (Rs.)
362.	MANOJ KUMAR	Patna Chapter	Patna	5990	1200	7190
363.	BIPIN KUMAR CHOUDHARY	Patna Chapter	Patna	5990	1200	7190
364.	CHIRANJEEB SARMA ROY	Guwahati Chapter	Guwahati	5990	1200	7190
365.	K VIJAY KUMAR	ICSI-CCGRT	Navi Mumbai	5990	1200	7190
366.	KRUTIKA KRISHNA KARGUTKAR	WIRO	Mumbai	6410	1200	7610
367.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	6410	1200	7610
368.	S.ASHOK	Coimbatore Chapter	Coimbatore	6410	1200	7610
369.	UMA DEVI GUPTA	Kanpur Chapter	Kanpur	4120	1200	5320
370.	SANTOSH SRIVASTAVA	Kanpur Chapter	Kanpur	4120	1200	5320
371.	KETKI KEDAR JOSHI	ICSI-CCGRT	Navi Mumbai	4120	1200	5320
372.	ARJUNSINH A SOLANKI	Vadodara Chapter	Vadodara	3790	1200	4990
373.	ASHOK KUMAR SHUKLA	Vadodara Chapter	Vadodara	3790	1200	4990
OFFICE ASSISTANT (Rs 1800 - 4000+ Grade Pay - 1000)						
374.	VINOD RAWAT	Admin. (Stores)	Noida	3890	1000	4890
375.	RAJIV KUMAR	F&A	Noida	3890	1000	4890
376.	PARWATI	Admin. (Stores)	Noida	3890	1000	4890
377.	HEMANTA DAS	Guwahati Chapter	Guwahati	3890	1000	4890
378.	SHIVAJI K SHINDE	ICSI-CCGRT	Navi Mumbai	3890	1000	4890
379.	DINESH RAJARAM KADAM	WIRO	Mumbai	3890	1000	4890
380.	HARISH KUMAR KHURANA	Gurgaon Chapter	Gurgaon	3890	1000	4890
381.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	3890	1000	4890
382.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	3890	1000	4890
383.	RAJNISH KUMAR SURYA	HR	Delhi	3890	1000	4890
384.	GANESH SINGH CHAUHAN	PD,PP & S	Noida	3890	1000	4890
385.	MAHIPAL SINGH KORANGA	Discipline	Delhi	3890	1000	4890
386.	SHANKAR DUTT	NIRO	Delhi	3890	1000	4890
387.	DEVENDER SHAH	T&P	Noida	3890	1000	4890
388.	RAM BAHADUR THAPA	Purchase Cell	Noida	3890	1000	4890
389.	NAGARAJ K	Bangalore Chapter	Bangalore	4150	1000	5150
390.	DEEPAK V BHOSALE	Bhayandar Chapter	Bhayandar	4290	1000	5290
391.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	3890	1000	4890
392.	RAM LAKHAN	Kanpur Chapter	Kanpur	3890	1000	4890
393.	MANOJ KUMAR JUYAL	NIRO	Delhi	3890	1000	4890
394.	GOPI CHAND	Admin. (Stores)	Noida	3890	1000	4890
395.	GAUTAM BARMAN	EIRO	Kolkata	3580	1000	4580
396.	RAVI KUMAR	Jaipur Chapter	Jaipur	3580	1000	4580

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
	TOTAL	17262.25

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 & Grievance Redressal)
C-37, Sector 62 Noida -201301
Contact No. **(0120)** 4522012 (D)
E-mail : ankur.yadav@icsi.edu

II CPIO/ APIOs

- | | |
|---|---|
| <p>1 Mr. A K Dixit
Joint Secretary (Membership, CSBF, RTI & Law)
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110 003
Contact No. (011) 45341022 (D)
E-mail : ashok.dixit@icsi.edu</p> | <p>CPIO
(For the ICSI)</p> |
| <p>2 Mr. Ramesh Kumar
Assistant Director, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110 005
Contact No. : (011) 49343002-06
E-mail : ramesh.kumar@icsi.edu</p> | <p>APIO
(For NIRC of the ICSI)</p> |
| <p>3 Dr. Tapas Kumar Roy
Assistant Director, EIRC of the ICSI
ICSI-EIRC Building, 3-A,
Ahiripukur 1st Lane, Kolkata – 700019
Contact No. : (033) 22832973, 22816541-42
E-mail : tapas.roy@icsi.edu</p> | <p>APIO
(For EIRC of the ICSI)</p> |

- 4 Ms. Sakshi Santosh Kadam**
Executive (Admin), WIRC of the ICSI
13, Jolly Maker Chambers,
No. 2 (1st Floor), Nariman Point
Mumbai – 400 021
Contact No. : (022) 22047604, 22047580
E-mail : sakshi.kadam@icsi.edu
- 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
- 6 Dr. Rajesh Kumar Agrawal**
Director, ICSI-CCGRT,
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai – 400614
Contact No. : (022) 27577814-16
E-mail : Rajesh.Agrawal@icsi.edu

**APIO
(For WIRC of the ICSI)**

**APIO
(For SIRC of the ICSI)**

**APIO
(For ICSI-CCGRT)**

III Transparency Officer

- 1 Ms. Alka Kapoor**
Joint Secretary
(Corporate Laws & Governance)
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110 003
Contact No. : (011) 45341018 (D)
E-mail : Alka.Kapoor@icsi.edu

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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

Sl. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
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

S. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	RTI Cases disposed without attracting any 1 ^s Appeal	G	Date of disposal of RTI Case
2	RTI Cases attracting 1 st Appeal	F	Date of disposal of 1 st appeal
3	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	F	Or till the compliance of CIC orders, whichever is later
4	RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	E	Date of implementation of decision
5	1 st Appeal cases files	F	Date of disposal of appeal
6	2 nd 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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
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

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
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.