

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
SERVICE RULES, 1979
(As amended till 1st April, 2014)**



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

INDEX

The ICSI Service Rules, 1979 (Amended till 01.04.2014)

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THE INSTITUTE OF COMPANY SECRETARIES OF INDIA SERVICE RULES, 1979

CHAPTER – I

GENERAL

1. These rules shall be known as “The Institute of Company Secretaries of India Service Rules, 1979” ¹ [as amended till 1st April, 2014] hereinafter referred to as Institute’s Service Rules.
2. These rules defining conditions of service including pay and allowances, pay scales, recruitment procedure and promotion policy, travelling and daily allowances, leave, medical facilities, provident fund & retirement benefits, conduct, discipline and appeal procedure applicable to the permanent employees of the Institute shall come into force with effect from 1st August 1979 or such other dates as may be notified by an Office Order of the Institute.
3. The rules shall apply to all existing employees of the Institute at the time of enforcement of the rules as well as to employees who may be appointed hereinafter except in case if any Government servant is on deputation with the Institute then he will not be governed by the rules to the extent to which the rules are inconsistent with the terms and conditions laid down at the time of the deputation to the Institute or as varied from time to time in consultation with the Government concerned.
4. If the rules are silent upon any point then the rules prevalent in the Government of India on that point applicable to the Central Government employees may be made applicable as far as possible, by the Institute issuing separate Office Order in this regard.
5. The Institute reserves to itself the right to amend, alter, vary, modify, remake, rescind or add to these rules or any supplementary rules issued in connection with these rules without previous notice or intention to do so and the right to give effect thereto from any date which it may deem fit, provided that if a rule or order, which affect any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employees.

¹ Introduced w.e.f. 01.08.79 vide Office Order No.50/79 dated 24.07.09 and subsequently amended till 01.01.1992 vide Circular No. 3/92 dated 06.02.92.

CHAPTER - II

DEFINITION

6. In these service rules, unless the context otherwise requires:

- (a) "The Institute" means The Institute of Company Secretaries of India.
- (b) "Council" means the Council of the Institute.
- (c) "President" means the President of the Institute.
- (d) "Vice-President" means the Vice-President of the Institute.
- (e) "Secretary" means the Secretary of the Institute.
- (f) "Family" means an employee, his wife or her husband as the case may be, dependent children, including step children and wholly dependent parents, if residing with the employee. ²[The term dependant children is defined further, as under: (1) Son: till he starts earning or attains the age of 25 years or gets married, whichever is earlier. (2) Daughter : till she starts earning or attains the age of 25 years or gets married, whichever is earlier. (3) Disabled Son or Daughter suffering from permanent disability of any kind (physical or mental) : No age limit].
- (g) "Medical Officer" means an officer appointed as such by the Institute on whole-time or part-time basis and in the absence of such appointment, any registered medical practitioner recognized by the Institute.
- (h) "Month" means calendar month according to the English Calendar.
- (i) "Office" means Headquarters office, Regional Office or any other office that the Institute may establish anywhere in India.
- (j) "Disciplinary Authority" means the President/Vice-President and/or Secretary of the Institute.
- (k) "Appointing Authority" means the President/Secretary and or officers authorized by the appointing authority to make appointments to the various posts in the Institute or under the control of the Institute.
- (l) Words imparting the masculine gender shall include the female; words in the singular shall include the plural and words in the plural shall include the singular.

² Inserted vide Office Order No.98/11 dated 09.09.11

7. Classification of Employees

The employees of the Institute will be classified as Permanent; Probationary; Temporary; or Casual as defined hereunder:

- (1) **Permanent:** A “Permanent” employee is an employee, who has been engaged on a permanent post and includes any person who has satisfactorily completed the prescribed probationary period and has been confirmed thereafter in writing as a permanent employee.
- (2) **Probationary:** A “Probationary” employee is an employee who is provisionally employed to fill any vacancy in a permanent post. An employee will be appointed on probation for a period of ³[**one year**] but even after the expiry of the said period of probation he will continue to be on probation till he is confirmed in writing. However, the probationary period can be reduced or extended in writing from time to time at the discretion of the appointing authority. If necessary, the service of the employee on probation may be terminated at any time before the expiry of the probationary period.
- (3) **Temporary:** A “Temporary” employee is an employee who is engaged for a limited period at a consolidated salary not exceeding three months at any time. Such temporary employee may be employed on work which is of essentially temporary nature or in case of increase in work of a permanent nature or in place of any leave vacancy and for such other similar purposes. The services of such temporary employee will come to an end automatically on expiry of the period for which he is employed unless meanwhile the period is extended in writing.
- (4) **Casual:** A “Casual” employee is an employee who is engaged on casual basis and who is paid on daily wages. Such employee will be employed from day to day and the services can be discontinued at any time without notice.

Unless otherwise specifically provided, the provisions contained in Chapter III to VII hereunder will be applicable only to probationary and permanent employees of the Institute.

⁴[7 (A) Specified Staff : The employees referred to in Rule 7 shall include ‘Specified Staff ’whose names are included in the Schedule-G].

³ Substituted for “two years” vide Circular No. 506:2:Estt. dated 20.06.94

⁴ Inserted Rule 7(A), in pursuance to decision taken in the 222nd meeting of the Council, held on 23.02.2014.

CHAPTER - III

PAY & ALLOWANCES & OTHER CONDITIONS OF EMPLOYMENT

8. Pay Scales:

- (1) The pay scales in the Institute for various categories of employees will be as given in ⁵ [Schedule 'A'] to these rules and as may be modified by the Council of the Institute from time to time.
- (2) The Institute may create any additional grade or revise the grade or grant any special grade to any employee or grant any allowance to a particular employee. The employee may also be given an additional increment in the grades decided from time to time by the Council.
- (3) The annual increment mentioned in each grade will be granted as provided in para 21 of this Chapter.
- (4) ⁶[Deleted]
- (5) In the case of officers of the Central or State Government, or public sector undertaking taken on deputation, pay shall be fixed in consultation with the concerned parent authorities.

Provided that the appointing authority may, in lieu of such fixation under rule 8 (5), fix the pay of the deputationist at the appropriate stage in the time scale of the post to which he is appointed equal to the pay drawn by him in his parent department at the time of deputation plus 20% thereof, or if there is no such stage, at the stage immediately higher in such time-scale, but not exceeding the maximum of the time-scale.

Provided further that no person shall be appointed on deputation to any post in the Institute, the minimum of the time-scale of which or in the case of post carrying a fixed pay, the fixed pay of which exceeds the actual pay drawn by such person in his parent office at the time of deputation by more than 33/1-3%.

- (6) In the case of persons who have been superannuated from the service of the Central or any State Government and have been re- employed in the service of the Institute, the pay admissible shall be the pay last drawn in the service of the Central or State Government less pension but in no case it shall exceed the maximum of the scale of pay applicable to the

⁵ Amended vide Office Order No. 17/09 dated 27.02.2009 and in substitution to Office Order No. 118/97 dated 19.11.97

⁶ Deleted due to introduction of revised pay scales w.e.f. 1.1.2006 [In case the efficiency bar is proposed to be imposed at the stage at which the efficiency bar is indicated in the grades then that would be done by the appointing authority after taking into consideration the past record and after giving to the employee concerned a chance for representation. If it is decided on considering the representation of the employee concerned that efficiency bar is to be imposed then it will not be necessary for the Institute to communicate the reasons to the employee.]

post.

⁷[While fixing the basic pay & allowances of the person/s joining the Institute after seeking voluntary retirement from the Central Govt./State Govt., or autonomous institutions, the pension and DA being drawn from there earlier employer/s will not be taken into account].

9. Conditions of Employment

The following general conditions shall apply to all appointments under the Institute:

- (a) The candidate shall be certified to be medically fit by the medical officer of the Institute or a qualified registered Medical Practitioner(s) as approved by the appointing authority.
- (b) A person who has been dismissed from service by the Institute, Central or State Government or any public sector undertaking, will not be eligible for appointment to the service of the Institute.
- (c) No person shall be eligible for appointment who has been convicted by a Court of Law for any offence involving moral turpitude.

10. Working hours and Overtime

Subject to any statutory restrictions employees will work during such hours as may be prescribed by the Institute from time to time. Any employee may be asked to work beyond the usual prescribed hours and/or on holidays ⁸[including Saturdays/Sundays] notified by the Institute under Rule 29, in case it is necessary to do so in the interest of the exigency of the work.

The working hours are as under :-

S. No.	Location	Working hours
1	⁹ [Working Hours w.e.f. 1 st January, 2010] Head Quarters : (a) Lodi Road (b) Noida	9.00 AM to 5.30 PM (Lunch Break : 1.00 PM to 1.30 PM)
2	Regional and Chapter Offices	[10.00 AM to 05:45 PM (Lunch Break : 1.30 PM to 2.00 PM)] ¹⁰
3	ICSI- CCGRT	10.00 AM to 06:30 PM (Lunch Break : 1.30 PM to 2.00 PM)

⁷ Inserted vide Office Order No. 64/95 dated 02.09.95.

⁸ Inserted vide Office Order No.117/09 dated 16.12.09 and 91/10 dated 05.10.10.

⁹ Introduced vide Office Order No.117/09 dated 16.12.09 and 91/10 dated 05.10.10 in substitute to Office Order No. 2/87 dated 21.01.87 & 44/87 dated 16.10.87

¹⁰ Revised vide O/O No. 40/2013 dated 28.06.2013

11. Appointing Authority

The Authority competent to make appointments to various posts is as under:

- (a) Officers of the level of ¹¹[Deputy Director and above - President
- (b) Officers below the level of Deputy Director], and supervisory and non supervisory staff - Secretary.

12. Modes of Recruitment

Any post in the Institute may be filled up either by direct recruitment or by promotion or by transfer as per the recruitment policy given in **Schedule 'B'** to these Rules and as may be amended by the Council from time to time. The Institute reserves the right to keep any employee of the Central or State Government on deputation for such period as the Institute may deem fit. After the expiry of the period, the Institute may either repatriate such employee or take the employee into its own employment, with the consent of the employee as well as of the Government. It will be at the discretion of the Institute to fill up post by any of the modes mentioned hereinabove.

¹²[**12(A)** Nothing in these rules shall affect reservation, relaxation of age limit & other concessions required to be provided for SCs/STs & OBCs categories of persons in employment (Direct Recruitment & Promotion) as per Central Government policy on reservation/concession, as amended from time to time].

13. Qualifying Service for Promotion

No employee will be considered for promotion unless he has been confirmed after satisfactorily completing the period of probation and has completed five years of qualifying service in the next below post including the probationary period. In case an employee has worked on temporary or casual basis then the period during which he has worked on temporary or casual basis will not be counted for the purpose of completing the five years qualifying period of service.

14. Promotion Policy

The promotion will be made as per promotion policy given in **Schedule 'C'** to these Rules and as may be amended by the Council from time to time. Seniority for purposes of promotion will be counted from the date of confirmation in the post or equivalent post and if more than one employee are confirmed in a particular date then the seniority may be determined on the basis of the total length of service put in by the employees or on any other basis as deemed fit and proper by the appointing authority in the circumstances of that case. When an employee of the Institute is promoted from one scale to a next higher scale in the service of the Institute his initial

¹¹ Substituted for the word "Assistant Director" vide Office Order No. 45/2014 dated 01.04.2014

¹² Inserted vide Office Order No.63/06 dated 26.09.06 effective from 01.10.06.

pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued.

15. Prescription of Qualification and Experience for each Post

The qualifications, age and experience prescribed for each post for the time being in force will be as given in **Schedule 'D'** to these Rules and as may be amended by the Council from time to time but the appointing authority may relax the qualifications, age or experience for any particular post or candidate, if the candidate selected is otherwise considered by the Selection Committee as the most suitable for that post.

Provided that for employees in the service of the Institute as on 01.08.1979, the qualifications prescribed in and given in **Schedule 'D'** will not be required for the purpose of promotion upto the level of ¹³**[Section Officers]** subject to the condition that the candidates are found otherwise suitable for promotion.

16. Transferability of Service

The services of an employee are transferable to any office of the Institute in India. For journeys on transfer from one station to another at the instance of the Institute on office exigencies, an employee will be entitled to the actual cost of transportation and travelling allowances and as specified from time to time by the Council. No transportation or transfer, TA/DA will be admissible if a transfer is made by the Institute on personal grounds at the request of the employee.

¹³ Substituted for the word "Desk Officer" vide Office Order No. 45/2014 dated 01.04.2014 in super session to Office Order No. 38/02 dated 20.06.02

1. ¹⁴ [Transfer Grant & Transportation of Personal Effects w.e.f. 01.01.2005 :

Category Designation (Pre-revised basic pay)	Composite Transfer Grant (lump-sum)	Personal effects		
		By train	Rate per km for transport by road (local)*	
		Maximum	`A-1', `A' & `B-1' cities (Rs.)	Other Places (Rs.)
¹⁵ [Joint Secretary & Above (Pre revised -Rs.16,400 and above)	Equal to one month's basic pay	5,000 kg by goods train	30.00	20.00
Assistant Director & equivalent & above and upto Director (Pre revised -Rs. 8000 to 16,399)	-do-	4,000 kg by goods train	30.00	20.00
Section Officer] & equivalent (Pre revised -Rs. 6,500 to 7,999)	-do-	3,000 kg by goods train	20.00	10.00
Assistant & equivalent and Sr. Assistant & equivalent (Pre revised -Rs. 4,100 to 6,499)	-do-	2,000 kg by goods train	10.00	7.50
Jr. Assistant & equivalent & below(Pre revised -Upto Rs. 4,099)	-do-	1,500 kg by goods train	7.50	5.00

(Note : * Transportation of Personal effects from residence to Railway Station locally & from Railway Station to Residence at new place of posting)

¹⁴ Revised vide Office Order No. 01/06 dated 02.01.06 read with Office Order No. 17/09 dated 27.02.09 in super session to Office Order No.54/87 dated 14.12.1987

¹⁵ Substituted for the words "Director" "AO" "JD" and "DO" vide Office Order No. 45/2014 dated 01.04.2014

2. Personal Conveyance:

Actual cost of transportation of personal conveyance i.e. car/motorcycle/scooter/bicycle (according to the entitlement to advance for purchase of car/motorcycle/scooter/bicycle) by passenger/goods train is admissible.

Note :

1. Actual fare for self and family for journey as per entitlement.
2. Personal effects should be transported by goods train between places connected by train. If transported by road, the actual expenditure or 1¼ times of the amount admissible for transport by goods train for the maximum admissible quantity, (whichever is less) will be admissible.
3. *Cost of transportation of "Personal Effects" from residence to railway station (local) & from railway station to residence at new place of posting will be reimbursed.
4. Actual cost of transportation of personal conveyance i.e. car/motorcycle/scooter/bicycle (according to the entitlement to advance for purchase of car/motorcycle/scooter/bicycle) by passenger/goods train is admissible. If transported by road, the actual expenditure or 1¼ times of the amount admissible for transport by goods train, whichever is less, will be reimbursed.
5. An employee whose family does not accompany him/her to the new station while joining on transfer, has an option to claim for himself/herself :
 - *either* for the journey undertaken to join the new post
 - *or* for the journey subsequently undertaken alongwith the family members.
6. Actual conveyance (Taxi/Auto) expense from residence to railway station and vice-versa at both ends for the employee and members of his/her family will be reimbursed, as per entitlement.
7. When the conveyance is sent under its own propulsion, the employee/members of family traveling in the car will not be entitled to separate fare by air/rail/road mileage. Separate air/rail/road mileage will be admissible for the employee and/or members of family if they travel otherwise than by the conveyance being transported under its own propulsion.]

¹⁶**[16(a)** Further, an employee who retires from the services of the Institute on attaining the age of superannuation or takes voluntary retirement as per the Institute of Company Secretaries of India Service Rules, 1979, will be entitled to the reimbursement of expenses incurred on transportation of personal effects from the place of last posting to the declared place of home town, as per the limits applicable on transfer.]

¹⁶ Inserted vide Office Order No. 39/2012 dated 27.03.2012 .

17. Termination of Service and Discharge

The services of a confirmed employee may be terminated by the appointing authority on giving such employee:

- (a) 90 days' notice or pay in lieu thereof; or
- (b) As per conditions laid down in the appointment letter.

18. Resignations

(1) A permanent employee can resign from the service of the Institute on giving 90 days' notice or as mutually agreed upon or as specified in the letter of appointment. A temporary employee can leave the service on giving 24 hours notice. No notice is required in case of casual employee(s)/ apprentice.

PROVIDED THAT it shall be open to the appointing authority to waive such notice partially or fully.

(2) Resignation may be accepted by the appointing authority with immediate effect or at any time before the expiry of the period of notice, in which case an employee shall be paid pay in respect of un-expired period of notice given by him. In case a shorter period of notice is accepted at the request of an employee, the employee shall be entitled to receive his pay and allowances only in respect of actual period spent on duty in the Institute.

19. Superannuation and Retirement

(1) Every employee appointed to the service of the Institute shall retire when he attains the age of ¹⁷[60 (sixty)] years. ¹⁸[The date of retirement of an employee shall be the last day of the month in which age of superannuation is attained except an employee whose date of birth is the 1st of the month shall retire on the afternoon of the last day of the preceding month.]

(2) Notwithstanding anything contained in Clause (1) above, any employee may be required by the Council or permitted at his request to retire from the service of the Institute on completion of 20 years of service or on attaining the age of 55 years in the Institute whichever is earlier. Such an employee will be eligible to all the retirement benefits for the period of service rendered by him in the Institute.

(3) Nothing contained in clause (1) and (2) above, shall affect the right of the appointing authority to retire at any time an employee on medical grounds.

¹⁷ Substituted for the no. 58 vide Office Order No. 76/98 dated 29.10.1998.

¹⁸ Inserted vide Office Order No. 26/89 dated 02.05.89.

Provided that before acting under Clause (3) above, it shall be open to the appointing authority to require the employee to undergo a medical examination by such medical practitioner(s) as the appointing authority may nominate for this purpose.

20. Allowances and Reimbursements

- (1) HRA, ¹⁹[Deleted] & DA : An employee of the Institute shall be eligible for House Rent Allowance, ²⁰[Deleted] and dearness allowance as per the rate applicable to Central Government employees and notified by the Institute from time to time.
- (2) Conveyance reimbursement limits ²¹[Section Officers], Private Secretaries and officers who own and possess motor vehicles registered in their names, will be eligible for conveyance reimbursement for maintenance and use of personal vehicle for office exigencies within limits as may be specified by the Council from time to time.

²²[W.e.f. 01.01.2006, the reimbursement of monthly conveyance expenses to the officers who own and possess vehicles in their names and use them for attending the office and official local journey will be as under :-

S. No.	Category	Mode of conveyance	Maximum quantum of fuel (Petrol/Diesel)
1	Officers in the grade of ²³ [Joint Secretary & above	Car	Cost of 90 litres of petrol, not exceeding Rs. 3,150/- p.m.
2	Officers in the grade of Directors	Car	Cost of 50 litres of petrol, not exceeding Rs. 1,800/- p.m.
3	Officers in the grade of Deputy Directors & above	Car/Motor-cycle/ Scooter	Cost of 35 litres of petrol, not exceeding Rs. 1,275/- p.m.
4	Other Officers in the grade of Section Officers] & above but below the category of (3) above	Car/Motor-cycle/ Scooter	Cost of 30 litres of petrol, not exceeding Rs. 1,125/- p.m.

¹⁹ The word "CCA" deleted w.e.f. 01.09.08 vide Office Order No. 17/09 dated 27.02.09.

²⁰ The word "CCA" deleted w.e.f. 01.09.2008 vide Office Order No. 17/2009 dated 27.02.2009.

²¹ Substituted for the word "Desk Officer" vide Office Order No.45/2014 dated 01.04.2014 in supersession to Office Order No.38/12 dated 20.06.02

²² Revised vide Office Order No. 06/06 dated 02.01.06 read with Office Order No. 118/97 dated 19.11.07, 28/94 dated 30.04.94, 20/92 dated 04.04.92, 36/90 dated 29.06.90, 48/89 dated 29/08/89, 47/89 dated 29.08.89, 39/85 dated 08/04/82, 11/82 dated 07.02.82

²³ Substituted for the words "Director", "Joint Director", "Assistant Director" and "Desk Officer" vide Office Order No. 45/2014 dated 01.04.2014

The other conditions are as under :

(a)	For attending office for 16 days or more months, provided the vehicle is used for attending the office for a minimum of 12 days.	Full entitlement as prescribed
(b)	For attending office between 10 & 15 days in a month, provided the vehicle is used for attending the office for a minimum of 10 days.	50% of entitlement
(c)	For attending office between 5 & 9 days in a month, provided the vehicle is used for attending the office for a minimum of 5 days.	25 % of entitlement
(d)	For attending office less than 5 days in a month.	Nil

While claiming the monthly reimbursement of the fuel cost as per the entitlements mentioned above, the officer/s should submit a declaration of having purchased and used the quantity of fuel for which the claim is preferred, subject to the upper limits as prescribed above].

²⁴**[(3) Deleted]**

- (3) ²⁵**[Transport Allowance:** The Transport Allowance is linked with the different slabs of Grade Pay being drawn by the employees w.e.f. 1st September, 2008. The rates of Transport Allowance are as under:-

Grade Pay	Rate of Transport Allowance
Rs.5400 & above	Rs. 3200/- + DA thereon
Rs.4200 to Rs.4800	Rs. 1600/- + DA thereon
below Rs.4200/- but drawing pay in the Pay Band equal to Rs.7440 and above.	Rs. 1600/- + DA thereon
below Rs.4200 and drawing pay in the pay band below Rs.7440/-	Rs. 600/- + DA thereon subject to minimum of Rs.750/-]

- (4) **Reimbursement for maintenance of residential telephone:** For maintenance and use of personal telephone at residence for office exigencies, expenditure incurred on rental, official trunk calls and local calls will be reimbursed to the officers of the grade of ²⁶**[Directors]** and above having telephone connections in their names within limits as may be

²⁴ Deleted "Conveyance allowance" as the same was discontinued and substituted with 'Transport Allowance' w.e.f. 01.09.08 vide Office Order No. 17/2009 dated 27.02.2009.

²⁵ Introduced w.e.f. 1.9.08 vide Office Order No.17/09 dated 27.02.09

²⁶ Substituted for the word 'Joint Director' vide Office Order No. 45/2014 dated 01.04.2014 in super session to office order no. 27/94 dt. 30.03.94

specified by the Council from time to time.

- (5) **Reimbursement of Mobile Expenses:** The reimbursement of Mobile phone expenses shall be regulated as detailed below with effective from 01.04.2008:

S. No.	Designation	Limit of reimbursement Per Month (Rs.)
1	⁽ⁱ⁾ [Joint Secretary (SG)]	Actuals with maximum ceiling of Rs. 750 p.m. whichever is less
2	HOD's	Actuals with maximum ceiling of Rs. 500 p.m. whichever is less
3	Other Officials of Admn. & Council Affairs	Actuals with the approval of Secretary

However, ⁽ⁱⁱ⁾[The limit for reimbursement of mobile expenses (including internet connection) for Official use to HODs ⁽ⁱⁱⁱ⁾[Director] & above) has been revised upward upto an amount of Rs. 1000/- per month w.e.f. 1st July, 2013].

- (6) **Reimbursement of Children Education Expenses:** Children's Education Expenses incurred for a maximum of two dependent children of the employee for study upto & including senior secondary qualification will be reimbursed by the Institute within limits, as may be specified by the Council from time to time. ²⁷[The reimbursement will cover tuition fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year. It is further clarified that the Children Education Expenses would also be admissible for more than two dependent children in case the number of children exceeds two as a result of second child birth resulting in twins or multiple births.]

²⁸[Note : The limit is Rs. 15,000/- per child per annum w.e.f. 01.01.2011]

- (7) **Reimbursement of professional membership fee:** ²⁹[Section officer] / Assistant Education Officers and above in the administrative and academic grades may be allowed reimbursement of annual membership fees paid by them for any one of the professional membership qualification acquired by them and recognized by the Council as useful and necessary for efficient performance of their duties in the Institute.

⁽ⁱ⁾ Substituted for the words "Sr. Director" vide Office Order No. 45/2014 dated 01.04.2014

⁽ⁱⁱ⁾ Revised vide Office Note No. 528:1:Estt. Dated 04.07.2013.

⁽ⁱⁱⁱ⁾ Substituted for the words "Joint Director" vide Office Order No. 45/2014 dated 01.04.2014

²⁷ Inserted vide Office Order No.87/09 dated 10.08.2009 w.e.f. 01.04.2009.

²⁸ Revised vide Office Order No. 57/2013 dated 02.09.2013 and vide O/O 17/2009 dated 27.02.2009.

²⁹ Substituted for the word 'Desk Officer' vide Office Order No. 45/2014 dated 01.04.2014 in supersession to Office Order No. 38/02 dated 20.06.2002.

21. Increments

Increment in the time scale of a grade or post to which an employee is appointed shall ordinarily be drawn subject to the following conditions:-

- (a) Annual increments on completion of a year will be drawn in respect of each employee every year on ³⁰~~[Deleted]~~ ³¹[1st July].
- (b) An increment shall not be drawn unless it is sanctioned in writing by the Appointing Authority or any Authority authorized by him.
- (c) ³²~~[Deleted]~~
- (d) The appointing authority may, in recognition of the merit of an employee, sanction such additional increment(s) as may deem fit and it will be drawn effective from ³³~~[Deleted]~~ ³⁴[1st July] of that year as may be specified by him.
- (e) Persons appointed or promoted on probation in any grade or post in between a financial year, shall be entitled to draw their first increment on completion of one year of service ³⁵ ~~[Deleted]~~. ³⁶[There will be a uniform date of Annual Increment viz. 01st July of every year.]

³⁷[The rate of increment will generally be 3% of the sum of the pay in the pay band and grade pay rounded off to the next multiple of 10. However, increment at differential rates to outstanding, non/under performers may be considered on the recommendation of a Committee constituted by the competent authority for the purpose. The amount of increment will be added to the existing pay in the pay band.]

- (f) ³⁸~~[Deleted]~~.

³⁰ Deleted the words "1st April or 1st October".

³¹ Substituted for the words "1st April or 1st October" vide Office Order No. 17/09 dated 27.02.09 w.e.f. 01.01.06.

³² In view of revision of pay scales vide Office Order No. 17/09 dated 27.02.09, deleted the words "Where an efficiency bar is prescribed, the increment next above the bar shall not be drawn without specific sanction of the appointing authority in writing removing the efficiency bar".

³³ Deleted the words "1st April or 1st October".

³⁴ Substitute the words "1st April or 1st October" w.e.f. 1.1.2006 vide office order no. 17/09 dated 27.02.09.

³⁵ Deleted the words 'either from 1st April or 1st October, whichever is earlier. In view of revision of pay scales vide Office No. 17/2009 dated 27.02.09.

³⁶ Introduced vide Office Order No. 17/09 dated 27.02.09 due to revision of Pay Scales w.e.f. 01.01.06.

³⁷ Introduced vide Office Order No. 17/09 dated 27.02.09 due to revision of Pay Scales w.e.f. 01.01.06.

³⁸ An employee stagnated in the maximum of a grade, may be allowed to draw a maximum of two increments beyond the time scale in very alternative year on reaching the maximum of the scale.

CHAPTER – IV

TRAVELLING AND DAILY ALLOWANCE, LEAVE TRAVEL CONCESSION AND ENCASHMENT OF LEAVE

22. ³⁹ [Travelling allowance on tour]

The travel entitlement and dearness allowance of the employees of the Institute while on tour as revised w.e.f. 01.11.09 are as under :

Grade Pay	Travel entitlements (By Air/Train)	Travel entitlements (By Road)	Daily Allowance
Officers who are in the pay scale of HAG + and above	Economy Class by air/AC First class by train	Actual fare by any type of public bus including air-conditioned bus Or at prescribed rates of AC Taxi when the journey is actually performed by AC Taxi.	Reimbursement for Hotel accommodation / guest house of upto Rs. 4,000/- + Taxes per day, reimbursement of AC Taxi charges of upto 50 k.m. for travel within the City and reimbursement of food expenses not exceeding Rs. 500/- per day.
Officers drawing grade pay of Rs. 10,000 and above	Economy Class by air/AC First class by train	Actual fare by any type of public bus including air-condition bus Or prescribed rates of AC Taxi when the journey is actually performed by AC Taxi.	Reimbursement for Hotel accommodation / guest house of upto Rs. 3,500/- + Taxes per day, reimbursement of AC Taxi charges of upto 50 k.m. for travel within the City and reimbursement of food expenses not exceeding Rs. 500/- per day.

³⁹ Substituted vide Office Order No. 123/09 dated 16.12.09

Grade Pay	Travel entitlements (By Air/Train)	Travel entitlements (By Road)	Daily Allowance
Officers drawing grade pay of Rs. 7600 and Rs. 8700	Economy Class by air/AC First class by train	Actual fare by any type of public bus including air-conditioned bus Or prescribed rates of Taxi when the journey is actually performed by Taxi Or at prescribed rates for journey by auto-rickshaw.	Reimbursement for Hotel accommodation/guest house of upto Rs. 3,000/- + Taxes per day, reimbursement of Non-AC Taxi charges of upto 50 k.m. per day for travel within the City and reimbursement of food expenses not exceeding Rs. 300/- per day.
Officers drawing grade pay of Rs. 5400 and Rs. 6600	Economy Class by air/AC II Tier class by train	Actual fare by any type of public bus including air-conditioned bus Or prescribed rates of Taxi when the journey is actually performed by Taxi Or at prescribed rates for journey by auto-rickshaw	Reimbursement for Hotel accommodation/guest house of upto Rs. 1,500/- + Taxes per day, reimbursement of Taxi charges of upto Rs. 150 per day for travel within the City and reimbursement of food expenses not exceeding Rs. 200/- per day.
Officers drawing grade pay of Rs. 4800 and Officials drawing grade pay of Rs. 4200	AC II Tier Class by train	Actual fare by any type of public bus including air-conditioned bus Or prescribed rates of Taxi when the journey is actually performed by Taxi Or at prescribed rates for journey by auto-rickshaw	Reimbursement for Hotel accommodation / guest house of upto Rs. 500/- + Taxes per day, reimbursement of travel charges of upto Rs. 100 per day for travel within the City and reimbursement of food expenses not exceeding Rs. 150/- per day.

Grade Pay	Travel entitlements (By Air/Train)	Travel entitlements (By Road)	Daily Allowance
Officials drawing grade pay below Rs. 4200	First Class/AC III Tier / AC Chair car by train	Actual fare by any type of public bus other than air-conditioned bus Or at prescribed rates for journey by auto-rickshaw.	Reimbursement for Hotel accommodation/guest house of upto Rs. 300/- + Taxes per day, reimbursement of travel charges of upto Rs. 50 per day for travel within the City and reimbursement of food expenses not exceeding Rs. 100/- per day.

The above revised travel entitlements are subject to the following :-

- (i) In case of places not connected by Rail, travel by AC Bus for all those entitled to travel by AC II Tier and above by Train & by Deluxe / Ordinary Bus for others may be allowed.
- (ii) In case of Road travel between places connected by Rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

Note :

- (i) An employee will be considered to be on tour while he is away from his designated workplace with proper sanction of the Secretary either within or beyond sphere of his/her duty.
- (ii) If boarding & lodging is provided either by the Institute or any outside organization, 50% of entitled daily food expenses will only be admissible on such days.
- (iii) For the days of Casual Leave and any other leave availed during the tour, no daily allowance will be admissible for such leave period.
- (iv) Reimbursement for hotel accommodation/guest house shall be made only on production of valid receipts.
- (v) Reimbursement for travel within the city and of food expenses shall be made against declaration made by the employee.
- (vi) If any travelling expenses higher than the limits as specified above, have necessarily been incurred, such travelling allowance bills can be approved by the President in the case of Secretary and by the Secretary in the case of all other employees of the Institute.

23. Leave Travel Concession

- (a) The LTC of the Institute is admissible only to permanent employees.
- (b) ⁴⁰[The travel entitlements relating to Leave Travel Concession as revised w.e.f. 01.04.09 are as under :

Grade Pay (1)	Travel Entitlements (2)
Officers who are in the pay scale of HAG + and above	Economy Class by air/AC First class by train
Officers drawing grade pay of Rs. 10,000/- and above	Economy Class by air/AC First class by train
Officers drawing grade pay of Rs. 7600 and Rs. 8700	Economy Class by air/AC First class by train
Officers drawing grade pay of Rs. 5400 and Rs. 6600	Economy Class by air/AC II Tier class by train
Officers drawing grade pay of Rs. 4800 and Officials drawing grade pay of Rs. 4200	AC II Tier Class by train
Officials drawing grade pay below Rs. 4200	First Class/AC III Tier / AC Chair car by train

It is clarified that the officials who are entitled to travel by Air will be allowed only the cheapest economy fare.]

⁴¹[An employee can travel by Rajdhani / Shatabdi trains also while on LTC as per the entitlement & admissibility to their grade & scale of pay. The reimbursement of travel expenses by Shatabdi / Rajdhani Express shall be admissible only in such cases where journey is actually undertaken by these trains and not for the purpose of determining entitlement on notional basis.]

- (c) The LTC is admissible either to Home Town or any other place in India once in a block of two calendar years in respect of the employee and his family and not exceeding ⁴²[two unmarried dependent children.]

An employee travelling to any place other than Home Town will be entitled to reimbursement of travelling expenses incurred on rail/bus/steamer fare not exceeding one month's gross salary (excluding conveyance, washing and any other special allowance) or alternatively, the employee can travel to home town by the admissible mode of transport and class of travel by a practicable direct route and claim reimbursement as normally applicable to Central Government employees.

⁴⁰ Substituted as per Office Order No. 86/09 dated 10.08.09.

⁴¹ Inserted vide Office Order No. 05/06 dated 02.01.06 w.e.f. 01.01.06

⁴² Substituted for three unmarried dependent children vide Office Order No. 05/92 dated 23.03.92

- (d) The LTC is admissible once in alternative block of two calendar years to any place in India by the admissible mode of transport and class of travel by practicable direct route and the employee can claim reimbursement as normally applicable to Central Government employees in respect of himself, his wife / her husband, the wholly dependent parents who are residing with the employee and a maximum of two unmarried dependent children.⁴³[Provided that the dependent children whose income from all sources does not exceed Rs.1,500 per month].
- (e) For travel to a place other than home town, the employee and his family member(s) should travel together.
- (f) The block of two calendar years will be treated to have commenced from 1st January, 1984.
- (g) The LTC will be granted to an employee only when he avails of earned leave⁴⁴[or Casual Leave] for a minimum period of five days, ⁴⁵[which can be prefixed / suffixed with the closed holidays including the Restricted Holidays] subject to prior permission of HOD/Secretary.
- (h) In all cases of LTC, necessary proof of journeys is to be produced to the satisfaction of the Institute for reimbursement of expenses as admissible.
- (i) If an employee avails of LTC to visit a place other than home town under clause (c) above, he may use a higher mode of transport but the reimbursement will be limited to the bus/steamer/rail fare of the class of travel to which he is entitled.
- (j) In the case of journey to any place other than home-town, the route of journeys should be on the practicable direct route and should not be farther than the destination declared for the purpose of LTC. In case the journey is to be performed on a route other than the practicable direct route, the same has to be indicated in the application for LTC advance for specific approval.
- (k) If the employee avails of LTC in respect of spouse employed in an office other than the Institute of Company Secretaries of India, the employee should furnish a certificate as under at the time of preferring the claim for LTC:

“Certified that my wife/husband for whom LTC is claimed by me is employed in_____ (Name of the Government Department/Public Sector Undertaking/Corporation / Autonomous Body, etc.) which provides Leave Travel Concession facilities but he/she not preferred and will not prefer, any claim in this behalf to his/her employer.”

⁴³ Inserted vide Office Order No. 11/98 dated 06.04.98 w.e.f. 01.04.98

⁴⁴ Inserted vide Office Order No. 21/07 dated 01.06.07

⁴⁵ Inserted vide Office Order No. 21/07 dated 01.06.07

⁴⁶[An employee (including unmarried) having his/her family residing at his/her declared Home-Town, can avail the LTC for himself/herself alone 'every year' as per admissible class of entitlement, instead of having it for both i.e. self & family members, as admissible under Rule 23 (c) & (d).

Note: Such employees opting for LTC shall have to exercise their option immediately in writing, for the existing Block (year 2010-2013) and also at the beginning of the subsequent Block Year (2014-2015) & so on.]

24. Encashment of Earned Leave

Encashment of Earned Leave can be allowed to an employee once in a year, after leaving a minimum of 15 days earned leave to his credit in the leave account. The advance credit of leave will not be allowed for the purpose of counting of 15 days. For the purpose of computation of leave encashment, only the Basic Pay, ⁴⁷ ~~[Deleted]~~ ⁴⁸[Grade Pay] and Dearness Allowance will be taken into account.

24 (i) Encashment of Sick Leave

- (1) An employee be allowed encashment of Sick Leave lying at his credit upto a maximum of 120 full days for good, efficient and faithful services on the termination of his employment due to :
- (a) Discharge or abolition of post;
 - (b) Permanent incapacity on account of bodily or mental infirmity;
 - (c) Retirement (voluntary or superannuation);
 - (d) Death or disablement due to accident or disease;
 - (e) Resignation or termination on any ground except on account of dismissal from service, subject to the condition that entitlement for encashment of sick leave on resignation or termination shall be as under:
 - (i) 20% of the Sick Leave at credit where the employee has rendered continuous service of upto 5 years.
 - (ii) 40% of the Sick leave at credit where the employee has rendered continuous service of more than 5 years but not exceeding 10 years
 - (iii) 60% of the Sick leave at credit where the employee has rendered continuous service of more than 10 years but not exceeding 15 years.

⁴⁶ Inserted vide Office Order No. 21/07 dated 01.06.07

⁴⁷ Deleted word 'Dearness Pay if applicable' w.e.f. 01.01.06.

⁴⁸ Inserted vide Office Order No. 17/09 dated 27.02.09

- (iv) 80% of the Sick leaves at credit subject to maximum of 120 full days where the employee has rendered continuous service of more than 15 years but not exceeding 20 years.
 - (v) 100% of the Sick Leave at credit subject to maximum of 120 full days where the employee has rendered continuous service of more than 20 years.
- (2) The following employees shall not be eligible for encashment of leave:
- (a) Casual, temporary and probationary employees;
 - (b) Government servants and others employed on deputation;
 - (c) Employees on contract basis; and
 - (d) Re-employed persons.
- (3) For the purpose of computation of encashment of sick leave, only the Basic Pay, ⁴⁹~~[Deleted]~~, ⁵⁰[Grade Pay] and Dearness Allowance will be taken into account.

⁴⁹ Deleted word "Dearness Pay if applicable" w.e.f. 1.1.06

⁵⁰ Inserted Office Order No. 17/09 dated 27.02.09

CHAPTER – V

LEAVE AND HOLIDAYS

25. Leave Entitlement

- (1) All leave will be granted at the convenience of the Institute and nothing shall limit the free discretion of the Institute to refuse, revoke or curtail leave as the exigencies of the Institute work may require from time to time.
- (2) In the interest of the Institute and at the sole discretion of the Institute, an employee may be directed to go on leave for a specified period.
- (3) All ⁵¹[Saturdays], Sundays and Holidays which fall at the beginning and/or at the end of the period of leave shall not be counted as part of the leave. ⁵²[Saturdays], Sundays and Holidays which fall within the leave period shall, however, be counted as part of the leave except in case of Casual Leave.
- (4) All leave except earned leave lapses on the cessation of the employee's service except in the case of retrenchment, death or retirement.
- (5) The employees on leave shall not take up any other service, assignment or employment without the prior written approval of the Secretary and in the case of Secretary with the prior written approval of the President.
- (6) For the purposes of calculating leave account, year shall mean calendar year commencing on the first day of January of each year.
- (7) For the purpose of these rules "Leave Pay" shall mean regular monthly emoluments drawn by the employee immediately before proceeding on leave.

26. Kinds of leave and their Entitlement

The following kinds of leave shall be admissible to an employee:

- (1) **Casual Leave:** 12 days in the course of a year. Casual leave will be admissible to all employees excluding casual and temporary employees but including probationers. Unavailed Casual Leave shall lapse at the end of every year and no pay shall be due or payable in lieu of Casual Leave. Casual leave may ordinarily be granted for religious ceremonies, sickness and/or unforeseen reasons. Applications should normally be made in advance. If it is not possible for an employee to apply in advance then he shall apply for the same as soon as practicable. Casual leave shall not be combined with any other leave except Restricted Holiday.

⁵¹ Inserted word "Saturday" due to introduction of five day week w.e.f. 1.1.2010 vide Office Order No. 107/10.

⁵² Inserted word "Saturday" due to introduction of five day week w.e.f. 1.1.2010 Office Order No. 107/10.

(2) Special Casual Leave: Special casual leave may be granted to an employee who is not able to attend office due to civil disturbances, curfew or riots. An employee who donates blood on a working day may be granted Special Casual Leave for that day. Any employee participating in sports events of national or international importance in a representative capacity may be granted Special Casual Leave for a period not exceeding 30 days in any one calendar year.

(3) Earned Leave:

- (a) A permanent employee shall be credited 30 days Earned Leave during the course of a year. Credit of 15 days leave will be given to an employee on the first day of January and July every year for every completed year of service. For service of less than 12 months, proportionate Earned Leave shall be credited to an employee for every completed month. Earned leave may be accumulated upto a maximum period of ⁵³[300 days]. All accumulated leave in excess of this period shall lapse and stand forfeited and no leave pay shall be due or payable in respect of such excess leave unless such excess accumulation is sanctioned in writing by the President. For the purpose of calculating the period of Earned Leave due to an employee, his probationary period of service, if any, shall be taken into account.
- (b) Except and to the extent provided by any law, no employee shall be entitled to encashment of leave if he is dismissed or discharged on account of misconduct or if he resigns from the service.
- (c) Pay in lieu of accumulated earned leave may be paid to an employee who resigns from service after due notice and who has completed a minimum period of 2 years service and with the written approval of the President.
- (d) On retirement an employee may be allowed encashment upto a maximum of ⁵⁴[300] days of his accumulated earned leave.
- (e) Earned leave shall not be combined with casual Leave. Restricted Holiday can be prefixed or suffixed with Earned Leave.
- (f) No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the appointing authority.
- (g) When an employee who has proceeded on leave with pay is directed by the Institute to rejoin duty before he has fully availed of the leave granted to him, he shall be deemed to have rejoined duty on the date on which he commences his journey from leave station for reporting to

⁵³ Substituted for '240 days' vide Office Order No. 5/98 dated 18.2.1998 w.e.f. 18.02.98

⁵⁴ Substituted for '240 days' vide Office Order No. 5/98 dated 18.2.1998

the place of duty as directed by the Institute. In such an event, an employee shall be permitted on rejoining duty either:

- (i) To carry forward to his leave account the portion of the sanctioned leave not availed of by him;
- (ii) To retain the leave pay if already drawn by him whereupon his leave account shall be debited for the full period of leave as sanctioned.

(4) Leave on Half Pay:

- (a) A permanent employee shall be eligible for leave on half pay in two installments of 10 days each on 1st January and 1st July of each year.
- (b) An employee may be granted leave on half pay either on a certificate of sickness from a medical practitioner(s) approved by the Institute in this behalf or on private affairs. The leave on half pay for private affairs shall not be granted unless the earned leave to the credit of an employee is exhausted
- (c) Leave on half pay on certificate of sickness may be commuted to leave on average pay for the period of leave due on half pay.
- (d) The leave on half pay account of the employee will be debited for twice the period of such commuted leave.

(5) Maternity Leave:

Maternity leave on full pay for a period not exceeding ⁵⁵ [135 days], may be granted to a female employee on not more than two occasions during the entire service. Maternity leave may be combined with any other kind of leave except Casual Leave. However, any leave applied for in continuation of the former leave may be granted only on sickness of the employee or her child, supported by a medical certificate approved by the medical officer of the Institute. It may also be granted to employee on probation; provided no maternity leave shall be admissible in the first nine months of employment.

Maternity leave would include abortion leave but leave on full pay in case of abortion would be restricted to a total period of not more than 45 days. However, during the entire service only on two occasions a female employee shall be eligible for grant of maternity leave including leave granted, if any, in case of abortion.

⁵⁵ Substituted for 90 days vide Office Order No. 123/97 dated 29.11.1997

(6) Extraordinary Leave:

Extraordinary leave may be granted in special circumstances when no other leave is admissible or when it is specifically asked for in writing, subject to the following conditions :

- (a) It is not debited against the leave account.
- (b) No leave salary is admissible during such leave. ⁵⁶[However, HRA ⁵⁷ [Deleted] will be admissible for the first 180 days of all kinds of leave including extraordinary leave without pay.]
- (c) It may be combined with any other kind of leave but the total period of such combined absence should not exceed ⁵⁸ [five years].
- (d) The appointing authority, to grant leave, may commute retrospectively periods of absence without leave into extraordinary leave.
- (e) “Extraordinary leave allowed otherwise than on medical grounds, supported by medical certificate approved by the medical officer of the Institute, will not be counted for increments.” ⁵⁹ [deleted].

⁶⁰ [deleted].

⁶¹ [(7) Acceptance of service or employment while on leave]

An employee of the Institute while on leave including leave preparatory to retirement shall not take up any service or employment elsewhere without obtaining the previous sanction of :—

- (i) The President of the Institute if the proposed service or employment lies elsewhere than in India, or
- (ii) The authority empowered to appoint him, if the proposed service or employment lies in India.

⁵⁶ Inserted vide Office Order No. 19/96 dated 09.02.1996

⁵⁷ Deleted words “& CCA” due to discontinuation of ‘CCA’ w.e.f. 01.09.08 vide Office Order No. 17/09 dated 27.02.09.

⁵⁸ Substituted for the word ‘three years’ vide circular no. 515:5:Estt. dated 1.9.2001

⁵⁹ [In view of revision of pay scale vide Office Order No. 17/2009 dated 27.02.09], deleted the words “As there are only two increment dates in the Institute viz., 1st April and 1st October every year.”

⁶⁰ In view of revision of pay scale w.e.f. 1.1.2006 vide Office Order No. 17/2009 dated 27.02.09, deleted the words “ in case of extraordinary leave allowed for a period not exceeding 30 days in the previous year, on grounds other than medical grounds the annual increment date will be deferred by one month and for that year. [For example, if an employee has been allowed 30 days (or less) extraordinary leave without pay in January 1991 and his annual increment falls on 1st April, 1991, he will be eligible for grant of annual increment with effect from 1st May, 1991 for the year and the next increment will fall due for release on 1st April, 1992. However, if he had taken 31 days (or more) of such extraordinary leave in January 1991 his/her annual increment date will be postponed to 1st October, 1991 and the next increment will become due for release on 1st October 1992”.

⁶¹ Inserted new clause vide Office Order No. 128/97 dated 08.12.97 w.e.f. 08.12.97.

⁶² [**Paternity Leave :**

- (a) W.e.f. 1.10.2004, a male employee of the Institute, whether on probation or permanent, with less than two surviving children may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days during the confinement of his wife i.e. 15 days before or upto six months from the date of the delivery of the child and if such leave is not availed within this stipulated period it shall be treated lapsed.
- (b) The Paternity Leave of 15 days would be availed by the employee in one spell only.
- (c) The employee availing Paternity Leave should furnish the requisite medical certificates in support of the delivery of the child.
- (d) The Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave except Casual Leave.
- (e) During the period of Paternity Leave he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.]

⁶³ [**Compensatory Leave]**

- (a) **Staff :** An employee specifically required to work in the office on a holiday would be granted a Compensatory off if he has worked for full day (7 hours 45 minutes at Regional Offices & Chapter Offices OR 8 hours 30 minutes at other offices including half an hour lunch break). The compensatory leave should normally be availed of within three months from the date of holiday. Further, compensatory off would be allowed at the discretion of the Departmental Head.

An officer specifically required to work in the office on a holiday can claim Compensatory Leave OR specified Consolidated amount.

An employee of the level of Senior Assistant or equivalent and below specifically required to work in the office on a holiday may claim Compensatory Leave OR specified Consolidated amount OR Overtime Allowance at the specified rates.

27. Over-stay after expiry of leave

No employee will be allowed to over-stay after expiry of leave unless the appointing authority has otherwise directed him in writing. If an employee over-stays or extends leave for more than 8 days without any substantial reason to the satisfaction of the Institute he will be liable for disciplinary action.

⁶² Introduced vide Office Order No. 44/04 dated 1.10.04 w.e.f. 1.10.04

⁶³ Inserted vide Office Order No. 45/2013 dated 03.07.2013 in supersession to Office Order Nos. 38/87, 56/92, 63/11

28. Procedure for grant of leave

- (1) An employee before proceeding on leave shall make an application in such form as may be prescribed by the Institute and shall also state in writing his leave address while on leave and shall keep the Institute informed through his immediate officer of any subsequent change in such address.
- (2) No employee shall proceed on leave unless it has been sanctioned in writing.
- (3) Every employee on return from leave shall submit his joining report in the form as may be prescribed by the Institute.

29. Holidays - Public and Restricted

An employee of the Institute shall be eligible for such public and restricted holidays as may be notified by the Institute for each calendar year.

CHAPTER - VI
REIMBURSEMENT OF MEDICAL EXPENSES

- 30.** All permanent employees of the Institute shall be eligible for reimbursement of medical expenses as notified by the Council from time to time and for assistance as per “Medical & Hospitalization Plan” as given in **Schedule-‘E & E-1’** to these Rules and as may be amended by the Council from time to time.

If at any time the Employees State Insurance Scheme is made applicable to the Institute, the medical reimbursement scheme will be replaced by the Employees State Insurance Scheme.

CHAPTER – VII

ADVANCES TO EMPLOYEES OF THE INSTITUTE

31. Kinds of Advances

Advances admissible to the employee of the Institute may be classified as under:-

- (a) Advance on tour
- (b) Festival Advance
- (c) Advance for purchase of conveyance
- (d) Medical Advance
- (e) Salary Advance
- ⁶⁴ [(f) Special Loan]
- ⁶⁵ [(g) House Building Advance]
- ⁶⁶ [(h) Computer Advance]

32. Eligibility

The grant of advance will be in accordance with the procedure laid down by the Council from time to time as given in the respective Annexures and will in all cases be subject to the condition that the Secretary is satisfied that the employee will, in the normal exigencies of his services, continue in the employment of the Institute until the expiry of the period within which the advance is recoverable.

33. Advance on Tour

The amount to be granted shall not exceed the amount of travelling expenses to which the employee would ordinarily be eligible for the proposed tour. The advance will be recoverable in one installment by cash or by adjusting against the amount payable to him by way of travelling allowance or salary within a period of one month from the date of his return from tour.

34. Festival Advance

⁶⁷[With effect from 1st September, 2008, an employee with grade pay upto Rs.4,200/- may be granted, once in a year, an interest free Festival Advance not exceeding Rs. 3,000/-.] The festival advance may be sanctioned for such festivals which are actually observed in the Institute and have been notified for this purpose. The festival advance shall be recovered in not more than ten equal monthly installments from the salary commencing from a month following the month in which the festival advance is made.

⁶⁴ Refer Rule 38 at page 32 for terms & conditions of the loan.

⁶⁵ Refer page 35 for terms & conditions of the loan.

⁶⁶ Refer page 38 for terms & conditions of the loan.

⁶⁷ Substituted for the (i) Basic Pay Rs. 8300/- p.m. vide Office Order No. 12/98 dated 6.4.08, 1.5.86 (ii) Basic Pay Rs. 2850/- p.m. vide Office Order No. 59/87 dated 29.12.87 & (iii) Basic Pay Rs. 1000/- p.m. vide Office Order No. 14/86 dated 1.5.1986 and revised to Rs. 1200/- vide Office Order No. 122/97 dated 29.11.97, Rs. 600/- vide Office Order No. 34/92 dated 8/13.07.92, Rs. 400/- vide Office Order No. 58/87 dated 29.12.87 & 14/86 dated 1.5.86.

35. Advance for purchase of conveyance

(A) ⁶⁸ [Advance for purchase of Motorcycle / Scooter / Bicycle as revised with effect from **1st January, 2010** are as under :]

1. Eligibility

(i) Motor Cycle / Scooter

All regular confirmed employees in the pay band of Rs. 5200-20200 (PB-1) and in the grade pay of Rs. 2400 and above are eligible OR the permanent employees who have completed atleast five years of service.

(ii) Bicycle

Employees in the pay band of Rs. 5200-20200 (PB-1) and in the grade pay of Rs. 1900 and below are eligible.

2. Quantum of advance

(i) Motor Cycle (New)

An advance not exceeding Rs. 50,000 or 80% of the cost of the vehicle, whichever is lower, subject to availability of funds.

(ii) Scooter (New)

An advance not exceeding Rs. 40,000 or 80% of the cost of the vehicle, whichever is lower, subject to availability of funds.

(iii) Bicycle (New)

An advance not exceeding Rs. 3,000 or actual cost of the vehicle, whichever is lower.

(iv) Motor Cycle (Old)

The quantum of advance for the purchase of a motor cycle (Old) shall be restricted to Rs. 40,000 or 80% of the cost of the anticipated price of the vehicle whichever is lower. Provided further that in case of purchase of second hand motor cycle, it may be supported by a valuation certificate issued by any workshop to the satisfaction of the Institute. Valuation certificate charges will be borne by the official concerned.

⁶⁸ Revised vide Office Order No. 119/09 dated 16.12.09.

(v) Scooter (Old)

The quantum of advance that may be granted for the purchase of a scooter (old) shall be restricted to Rs. 25,000 or 80% of the cost of the anticipated price of the vehicle whichever is lower. Provided further that in case of purchase of second hand scooter, it may be supported by a valuation certificate issued by any workshop to the satisfaction of the Institute. Valuation certificate charges will be borne by the official concerned.

(vi) Bicycle (Old)

An advance not exceeding Rs.2,000 or actual cost of the vehicle, whichever is lower.

(vii) for purchase of Motor Cycle/Scooter on second or subsequent occasion

The second or subsequent advance will be admissible only after the lapse of four years, reckoned from the date of withdrawal of the last advance. Further, the quantum of advance that may be granted on the second or subsequent occasions shall be restricted to the entitled amount (less the payment received by the employee on the sale of the conveyance purchased with the Institute's loan) or the anticipated price of the conveyance whichever is least.

(viii) for purchase of bicycle on second or subsequent occasion

The employee can draw the advance on second or subsequent occasions only after four years from the grant of last advance if the same was drawn for purchase of a new bicycle.

In case the last advance was drawn for a second-hand bicycle, the advance for replacing the old bicycle can be drawn after three years from the date of drawal of the last advance.

3. Other terms & conditions applicable for purchase of Motor Cycle / Scooter/Bicycle :

- (a) The principal amount of the advance sanctioned for scooter or motorcycle will be repayable in not more than 70 monthly installments & in the case of bicycle the advance shall be repayable in not more than 25 equal monthly installments. The recovery of the amount of advance will commence with the first payment of salary subsequent to the month in which the advance is drawn.
- (b) The employee shall execute an agreement in the prescribed format before the advance is drawn by him.

- (c) Simple interest at the rate as fixed by the Council after taking into account the rate followed in the Central Government offices, will be charged and such interest shall be calculated on balance outstanding on the last day of each month. The amount of interest so calculated will be recovered in the minimum number of monthly installments; the amount of each such installment being not less than the amount of installments of principal. The recovery of the amount of interest will commence from the month immediately following the month in which the repayment of the advance is completed.
- (d) The purchase of conveyance should be made within thirty days and its registration with transport authority (applicable for motor cycle /scooter) should be completed within a maximum period of sixty days from the date of withdrawal of the advance, failing which the entire amount together with interest accrued thereon is to be refunded forthwith. In case the amount of advance is retained without the purchase of the conveyance beyond one month, without the written approval of the Institute, penal interest @2% over and above the rate in force will be charged for the period in excess of one month. However, the advance will not be allowed to be retained for more than two months under any circumstances.
- (e) The conveyance so purchased out of the advance cannot be sold, mortgaged, transferred, etc. to any third party until the entire amount of advance & interest thereon had been repaid and clearance obtained from the Directorate of Finance & Accounts of the Institute.
- (f) The employee should comprehensively insure the conveyance (applicable for motor cycle/scooter) so purchased to the satisfaction of the Institute, against loss or damage by fire, theft, riots or accident from the date of its purchase till the advance and the interest on such advance is fully re-paid. Interest of the Institute in the vehicle should be shown in the policy. The comprehensive insurance policy will have to be renewed each year and a certificate in the prescribed format to this effect should be furnished to the Directorate of Finance & Accounts by the employee concerned.
- (g) The invoice, cash receipt, comprehensive insurance policy and the registration book of the conveyance in the name of the employee should be produced to the Directorate of Finance & Accounts of the Institute for verification within a period of sixty days and in the case of bicycle only invoice & cash receipt in the name of employee should be produced.
- (h) On completion of purchase, the employee should execute a simple mortgage in the prescribed form hypothecating the conveyance (applicable for motor cycle/scooter) to the Institute as security for the advance.

(B) ⁶⁹ [Advance for purchase of Motor Car as revised with effect from 1st January, 2010 are as under :]

⁶⁹ Revised vide Office Order No. 118/09 dated 16.12.09

1. Eligibility

All permanent Officers in the grade/category of ⁷⁰[Deputy Director] in the Pay Band of Rs.15600-39100 (PB-3) & Grade Pay of Rs.6600/- and above, are eligible for grant of advance.

2. Quantum of Advance

(a) For Purchase of New Vehicle

Restricted to Rs.3,00,000 or 80% of the cost of vehicle or 15 months basic pay + grade pay, whichever ever is less, subject to availability of budgetary provision and funds.

(b) For Purchase of second-hand vehicle

Restricted to Rs.2,00,000 or 80% of the cost of vehicle or 15 months basic pay + grade pay whichever ever is less. Provided further that in case of purchase of second-hand motor car, it may be supported by a valuation certificate issued by Automobile Association of Upper India (AAUI)/any other workshop to the satisfaction of the Institute. Valuation certificate charges will be borne by the officer concerned.

(c) For Purchase of vehicle on second or subsequent occasion

The amount realized or expected to be realized against the sale of existing conveyance purchased out of the earlier advance granted by the Institute would be deducted from the admissible limit of advance.

If a scooter/motor cycle purchased out of the advance drawn from the Institute is sold and advance for purchase of car is applied for, it will be treated as a second advance.

For drawal of second or subsequent car advance, there should be a minimum gap of two years from the date of repayment of earlier advance.

Repayment :

In not more than 120 equal installments. The first installment will start from the salary of the month following the month in which the amount of advance has been drawn.

The rate of interest will be as decided by the Institute from time to time after taking into account the rate of interest charged by the Central government for its employees in such cases.

⁷⁰ Substituted for the word "Assistant Director" vide Office Order No. 45/2014 dated 01.04.2014

Other terms & conditions :

- (a) The Officer shall execute an agreement in the prescribed format before the advance is drawn by him.
- (b) The purchase of vehicle should be made within 30 days and its registration with the transport authority should be completed within a maximum period of 60 days from the date of withdrawal of the advance, failing which the entire amount together with interest accrued thereon is to be refunded forthwith. In case, the amount of advance is retained without the purchase of the vehicle beyond one month without the written approval of the Institute, penal interest @ 2% over and above the rate in force will be charged for the period in excess of one month. However, the advance will not be allowed to be retained for more than two months under any circumstances.
- (c) The vehicle so purchased out of the advance granted by the Institute, cannot be sold, mortgaged, transferred, etc, to any third party until the entire amount of advance and interest thereon had been repaid and clearance obtained from the Directorate of Finance & Accounts.
- (d) The employee should comprehensively insure the vehicle so purchased to the satisfaction of the Institute, against loss or damage by fire, theft, riots or accident from the date of its purchase till the advance and the interest on such advance is fully re-paid. Interest of the Institute in the vehicle should be shown in the policy. The comprehensive insurance policy will have to be renewed each year and a certificate in the prescribed format to this effect should be furnished to the Directorate of Finance & Accounts by the employee concerned.
- (e) The invoice, cash receipt, comprehensive insurance policy and the registration book of the conveyance in the name of the employee should be produced to the Directorate of Finance & Accounts of the Institute for verification within a period of sixty days.
- (f) On completion of purchase, the employee should execute a simple mortgage in the prescribed form hypothecating the conveyance to the Institute as security for the advance.
- (g) The loanee officer shall execute a personal bond and also furnish a surety bond from a confirmed employee of the Institute who has not availed of the Motor Car Advance or the House Building Loan from the Institute and also has not stood surety for any other employee of the Institute. Further, the surety should be an employee whose date of retirement from the Institute is subsequent to that of the loanee. However, a loanee is permitted to submit surety bond signed by an employee who retires before the loanee provided that a fresh surety from another employee would be submitted before the retirement of that employee who has furnished the surety bond. Alternatively, a loanee may furnish a surety bond from a permanent official of the Central Govt./ Nationalized Bank to the satisfaction of the Institute.

- (h) The grant of advance is subject to other conditions/procedure as may be specified by the Institute from time to time.

36. Medical Advance

For medical expenses incurred in excess of the reimbursable amount due in any year, advance may be given upto 75% of such excess expenditure reimbursable during the block of 3 years, at the discretion of the Secretary. The advance shall be adjusted against the amount due to the employee in successive year(s).

37. Salary Advance

For grave and necessitous circumstances, the Secretary may grant advance of a month's salary after 10th of any month to a permanent employee, which will be adjusted in full at the subsequent payment of salary.

38. Special Loan

⁷¹ [The Special Loan Scheme effective from 01st January, 2010 is as under :

I . Purpose for which the loan may be granted

- (a) To meet expenses on major/prolonged illness of the employee or his/her family members or due to any tragedy in the family of the employee and for which loan could not be drawn from any other source;
- (b) To meet expenses on providing recognized higher education to the child of an employee;
- (c) To meet expenses on acquiring a house for self-dwelling or on additions, alterations and improvements and furnishing of the house considered necessary which is self-occupied by the employee provided no amount on account of house building loan is outstanding for repayment in the name of the employee;
- (d) To meet expenses on the damage caused to the movable or immovable property as a direct result of fire, flood, cyclone or other convulsion of the nature and also to meet the loss caused by theft / burglary /dacoity etc;
- (e) Any other purpose arising out of any grave and necessitous circumstances subject to the satisfaction of the Secretary of the Institute and for which loan from any other source could not be drawn.

⁷¹ Revised vide Office Order No. 121/09 dated 16.12.09 in supersession to Office Order Nos. 14/05, 124/97 & 104/94.

II. Definition of the term “family”

The term “family” will have the same meaning as defined in the Service Rules of the Institute.

III. Eligibility

(a) Any employee who has put in atleast three years of regular service will be eligible for grant of special loan;

(b) The loan for the purpose referred to in I (a) above, will be granted only when the expenses could not be met fully either under the ICSI Employees Medical Hospitalization Trust Rules or under annual medical reimbursement scheme.

(c) Quantum of Loan

(i) Employees in the pay band of Rs. 9300-34800 (PB-2) with Grade Pay of Rs.4200 & below (i.e upto and including the level of Senior Assistant & its equivalent):

- Rs. 50,000 or three months gross salary (excluding conveyance, washing and special allowance), whichever is less;

(ii) Officers in the pay band of Rs.9300-34800 (PB-2) with grade pay of Rs.4800 & upto the pay band of Rs.15600-39100 (PB-3) with grade pay of Rs.7600 (i.e. from the level of ⁷²[Section Officers / Assistant Education Officers to the level of Joint Director & its equivalent) :

- Rs.75,000 or three months gross salary, whichever is less;

(iii) Officers in the Pay band of Rs.37400-67000 (PB-4) with grade pay of Rs.8700 & above (i.e. Director] & above) :

- Rs.1,00,000 or three months gross salary, whichever is less.

(d) The employee would not be eligible for such loan for a period of one year from the date of repayment of last installment of the special loan granted to him/her earlier.

IV. Repayment of Loan

(a) The principal amount of the loan is to be repaid in not more than 36 equal monthly installments. Simple interest @ 10% per annum will be charged and such interest will be calculated on the balance outstanding on the last day of each month. The interest so calculated will be recovered in the minimum number of monthly installments; the amount of each such

⁷² Substituted for the word 'Desk Officer / Desk Officer(S)', 'Deputy Director' and 'Joint Director' vide Office Order No. 45/2014 dated 01.04.2014

installment being not less than the amount of installment of loan and recovery will commence from the month immediately following the month in which the repayment of the loan is completed.

- (b) In the event of the employee leaving the services of the Institute due to any reason before the full repayment of loan alongwith the interest thereon, the outstanding loan alongwith the interest will be adjusted against the gratuity admissible to him/her under the Service Rules of the Institute, in case he fails to refund the balance amount due to the Institute. An undertaking for the said adjustment has to be given in writing by the employee before drawing the loan.

V. Approval

The special loan wherever applicable in deserving cases may be sanctioned and released by the ⁷³[Joint Secretary] (F&A). In case of any relaxation required in deserving cases, the same may be sanctioned by the Secretary on the recommendation of the HOD.]

⁷⁴ [House-Building Advance

The House Building Loan Scheme effective from 01st January, 2010 is as under :

1. Eligibility

All permanent employees who have completed not less than five years regular service in the Institute are eligible to apply for the grant of the house building loan.

2. Purposes

The loan is admissible for the following purposes:

- (i) Constructing a new house on a plot of land owned and possessed by the employee in his/her name or jointly with his/her spouse.
- (ii) Purchasing a plot of land and constructing a house thereon.
- (iii) Purchasing a plot under Cooperative scheme and constructing a house / flat thereon through membership of Cooperative Group Housing Society.
- (iv) Outright purchase of a ready-built house / flat from Housing Board, Development authorities and other statutory or Semi-Government Bodies, Group Housing Societies and also from private parties/agencies or through General Power of Attorney.

⁷³ Substituted for the word "Director" vide Office Order No. 45/2014 dated 01.04.2014

⁷⁴ Revised vide Office Order No. 122/09 dated 16.12.2009 in supersession to Office Order Nos. 4/98, 126/97, 110/97, 67/97, 10/96, 71/93 & 33/92.

- (v) In all the above cases, the construction / purchase of the house / flat should be either at the place of duty of the employee or at the place where the employee proposes to settle after retirement.

3. Quantum of Loan

- (i) The amount of loan will be 80% of the cost of the house including cost of land /flat or an amount equal to 40 months Basic Pay plus Grade Pay of the employee whichever is lower, subject to following ceilings :-

Quantum of Loan	Amount
Employees in the Pay band of Rs.15600-39100 (PB-3) with Grade Pay of Rs. 5400 & below	3,00,000
Employees in the Pay band of Rs.15600-39100 (PB-3) with Grade Pay of Rs. 6600 & Pay band upto 37400-67000 (PB-4) with grade pay of Rs. 8700	5,00,000
Employees in the Pay band of Rs.37400-67000 (PB-4) with grade pay of Rs. 10000 & above	7,50,000

- (ii) However, in cases where second charge on the property is proposed to be created in favour of the Institute or purchase of flat/house on General Power of Attorney, the amount of loan will be restricted to the amount of gratuity admissible to the employee on the date of sanction of the loan or the maximum amount as stated above, whichever is less.

- (iii) Grant of House Building Loan is also admissible to the employees of the Institute for enlargement / extension of the existing living accommodation, subject to the following terms :-

- Amount equivalent to 50 months basic pay or Rs. 75,000 whichever is less.
- The sanctioned amount would be released in two installments i.e. 50% on the execution of mortgage deed and 50% on construction reaching plinth level for enlargement of ground floor and / or construction reaching roof level for enlargement of upper levels.
- The proposed enlargement / extension for which such loan is sought, are approved by the Municipal Corporation of Delhi or the concerned local authorities. Such approval will not be required wherever general permission has been given by these agencies for such enlargement / extension.

4. Conditions to be fulfilled

- (i) The employee or employee's spouse/minor children should not already own a house or flat either in the Delhi NCR, place of duty (if different from Delhi NCR) or at the place where the employee or his family ordinarily resides.

- (ii) All relevant title and other documents such as sale-deed regarding applicant's title to the land, approved building plan, non-encumbrance certificate, copy of allotment letter of the house/flat issued by the Housing Board or other allotting authority, are to be deposited with the Institute.
- (iii) In the case of construction of house/flat the construction should be completed within 18 months from the date of receiving the advance and in the case of ready-built house, the house should be acquired within six months from the date of drawal of advance. Extension of time may be granted by the Secretary of the Institute in deserving cases.
- (iv) If the total amount of house building loan drawn, the amount of loan raised from other sources and employee's own contribution exceed the actual cost of construction or purchase of the house/flat or if the amount of advance is not utilized for the purpose for which it is granted, the excess or the whole amount as the case may be is to be refunded to the Institute in one lumpsum together with interest thereon as may be decided by the Institute within a period not exceeding three months from the date of drawl of loan as may be allowed.

5. Mortgage

The House/Flat constructed or purchased out of the loan shall be mortgaged by creating an equitable mortgage in favour of the Institute and all original documents of the flat/house shall be deposited with the Institute which will be returned to the employee only upon, the repayment of the full loan and interest accrued thereon.

6. *Pari Passu* Charge

If an employee intending to draw House Building Loan from other sources also, he / she is required to create a *pari passu* charge on the property subject to the following conditions :

- (a) Prior written permission of the Secretary of the Institute is obtained for creating a *pari passu* charge.
- (b) The *pari passu* charge is created only in favour of recognized Financial Institutions for raising the loan required for the purchase/construction of house/flat or any other Financial Institution as may be considered and approved by the Institute.
- (c) Tripartite Agreement among the parties (a) the Loanee employee (b) the Institute & (c) the Financial Institution shall be entered as per the format considered & approved by the Institute.

7. Second Charge

An employee may be allowed to create a second charge on the property subject to the following conditions:-

- (i) Prior written permission of the Secretary of the Institute is obtained for creating the second charge.
- (ii) The second charge is created only in favour of recognized financial institutions for raising the additional loan required for the purchase / construction of house / flat, or any other financial institution as may be considered and approved by the Institute.

8. Repayment

The Principal amount with interest is to be repaid in twenty (20) years (180 installments of principal and 60 installments of interest). In case of an employee whose left over service is less than twenty years , the installments would be so fixed that the principal and interest are fully recovered at least six months prior to the normal date of his/her retirement.

9. Interest

The rate of interest will be as decided by the Institute from time to time after taking into account the rate of interest charged by the Central Government for its employees in such cases.

10. Surety

In addition to the creation of equitable mortgage/deposit of original title deeds, the loanee employee shall execute a personal bond and also furnish a surety bond from a confirmed employee of the Institute who has not availed of the House Building loan from the Institute and also has not stood surety for any other employee of the Institute. Further, the surety should be an employee whose date of retirement from the Institute is subsequent to that of the loanee. However, a loanee is permitted to submit surety bond signed by an employee who retires before the loanee provided that a fresh surety from another employee would be submitted before the retirement of that employee who has furnished the surety bond. Alternatively, a loanee may furnish a surety bond from a permanent official of the Central Govt./ Nationalized Bank to the satisfaction of the Institute.

11. Applicability

- (i) The revised interest rates as stated at para 8 above, shall be applicable in respect of loans sanctioned and disbursed w.e.f. 1st January, 2010.

- (ii) In respect of Housing Loans sanctioned and disbursed prior to 1st January, 2010, the rate of interest as per the earlier sanction order shall continue to be applicable.
- (iii) The revised quantum of loan as stated in para 3 (i) above, shall be applicable only in respect of loans sanctioned and disbursed w.e.f. 1st **January, 2010** and where the clear title of the property is in favour of the employee to the satisfaction of the Institute.
- (iv) The House Building Loan shall be admissible once during the entire service period.

12. Exception

Any relaxation/s in the guidelines under the scheme may be made with the specific written approval of the President of the Institute by recording reasons thereof and also reported to Executive Committee at the subsequent meeting.]

⁷⁵ [Computer Advance

Grant of advance for purchase of computer w.e.f. 01st January, 2010 is as under :

Eligibility

Employees in the grade pay of Rs.1900 & above will be eligible for grant of Computer advance.

Quantum of loan

- (i) Six months gross emoluments ; or
- (ii) 90 % of the cost of the computer including cost of printer ; or
- (iii) Rs. 50,000/-, whichever is less

Repayment of Loan

The principal amount shall be repayable in not more than 50 equal monthly installments and interest at the rate of 10% per annum shall be charged on the loan amount. After recovery of principal amount, interest amount so calculated will be recovered in the minimum number of monthly installments, the amount of each such installment not being less than the amount of monthly installment fixed for the repayment of principal amount.

Other terms & conditions

The loan would be distributed on first come first serve basis subject to the budgetary provision and funds.]

⁷⁵ Revised vide Office Order No. 120/09 dated 16.12.2009 in supersession to Office Order nos. 3/2006, 15/2005 & 76/1996 (introduced).

CHAPTER – VIII

GRATUITY, PROVIDENT FUND AND PENSION

39. Gratuity

- (1) Gratuity shall be payable for good, efficient and faithful service by a permanent employee of the Institute who has rendered a continuous service of not less than five years and on the termination of his employment due to:
- (a) discharge or abolition of post;
 - (b) permanent incapacity on account of bodily or mental infirmity;
 - (c) superannuation;
 - (d) retirement or resignation;
 - (e) death or disablement due to accident or disease; and
 - (f) termination on any ground, except on account of dismissal from service.

PROVIDED THAT the completion of the continuous service of five years shall not be necessary where the termination of the employment is due to death or disablement.

- (2) Continuous service will mean uninterrupted service but will include service which is interrupted by sickness, accident leave, layoff, strike, lockout, or cessation of work not due to any fault of the employee concerned (but will not include service rendered as casual, temporary or leave without pay not on medical grounds). It will also include the period of probation.
- (3) Gratuity shall not be payable to the following :
- (a) Casual, temporary and probationary employees;
 - (b) Government servants and others employed on deputation terms;
 - (c) Employees on contract basis; and
 - (d) Re-employed persons.
- (4) The amount of gratuity payable to an employee shall be equal to 15 days salary for each completed year of service (or part thereof in excess of six months service) subject to a maximum of 20 months salary last drawn or ⁷⁶[Rs. 10 lacs, whichever is lower. The word “salary” for the purposes of this para would mean the Basic Pay plus Grade Pay and Dearness Allowance and shall not include any other payment including other] allowances, perquisites ex-gratia payment,

⁷⁶ Revised vide office order no. 52/10 dated 29.06.2010 in substitution to Rs. 7.50 lacs vide office order no.109/11 dated 24.10.11.

bonus or commission. In the case of death, the amount of gratuity shall be in accordance with the above provision or as per the following slab, whichever is higher:

During the first year of service	:	2 months salary
After one year but before five years	:	6 months salary
After completion of five years	:	12 months salary

- (5) Every employee shall make a nomination in the prescribed form nominating one or more persons of his family the right to receive the gratuity in the event of the employee's death while in service or on his quitting the service but before the payment of gratuity is made, indicating the share payable to each member of his family. In the case of an employee having no family member, the nomination may be made in favour of person(s), or a body of persons, corporate or incorporate.
- (6) In the absence of nomination, the gratuity on death shall be paid to the legal heirs of the deceased employee.

⁷⁷ [The existing ICSI Group Gratuity Trust Rules are given in **Schedule 'E-2'**]

40. Provident Fund

⁷⁸[All the Employees of the Institute joined on or before 31.12.2004 are governed by ICSI Employees Provident Fund Trust Rules as given in **Schedule 'E-3'** & as amended by the Council from time to time.]

41. Pension

⁷⁹ [(a) All the Employees of the Institute joined on or before 31.12.2004 are governed by "ICSI Employees' Pension Fund Trust Rules" as given in **Schedule 'E-4'**.]

⁸⁰ [(b) Further, all the regular employees joined the Institute on or after 1.1.2005 shall be governed under the "ICSI Employees' New Pension Fund Trust Rules" as given in **Schedule 'E-5'**.]

⁷⁷ Substituted by the ICSI Employees' Group Gratuity Trust Rules (as amended upto 30.09.11).

⁷⁸ Substituted by the ICSI Employees' Provident Fund Rules (as amended upto 30.09.11).

⁷⁹ Substituted by the ICSI Employees' Pension Fund Trust Rules (as amended upto 01.04.10).

⁸⁰ Introduced vide Office Order No. 13/05 dated 16.3.05.

CHAPTER – IX

CONDUCT

42. General

(1) Every employee shall at all times

- (a) maintain absolute integrity;
- (b) maintain devotion to duty;
- (c) do his best to achieve the objectives set by the Institute; and
- (d) do nothing unbecoming of an employee.

(2) Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

⁸¹ [(a) Sexual Harassment]

No employee of the Institute shall indulge in any act of sexual harassment of the women.

For the purpose, “sexual harassment” includes such unwelcome sexually determined behaviour (whether directly or by implication) as :-

- a) Physical contact and advances;
- b) Demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing any pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

43. Misconduct

Without prejudice to the generality of the term “misconduct”, it includes all acts of omissions and commissions as given in **Schedule ‘F’** to these rules and as amended by the Council from time to time.

44. Disclosure of employee’s interest in any matter

No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any undertaking or to any other person if any member of his family or near relative is employed in that undertaking or with that person, without referring every such matter or contract to his official superior and the matter or the contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

⁸¹ Inserted new clause vide Office Order no. 24/04 dated 1.5.04

45. Taking part in demonstration, strikes, gherao and association

(1) No employee shall :

(a) Engage himself or participate in any demonstration or do such things which involve incitement to offence, contempt of court or considered prejudicial by the Disciplinary Authority, in his sole discretion, to the interest of the Institute, public order, decency or morality;

(b) Resort to or in any way abet any form of unlawful strike, gherao, coercion or duress in connection with any matter pertaining to his service or the service of any other employee of the Institute.

(2) No employee shall join or continue to be a member of an Association the object or activities of which are considered by the Disciplinary Authority in his sole discretion, prejudicial or likely to become prejudicial to the interest of the Institute, public order, decency or morality.

46. Connection with Press or Radio

(1) No employee shall, except with the previous sanction in writing of the competent authority, own wholly or in part, conduct or participate in the editing or management of any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction in writing of the competent authority or except in the bonafide discharge of his assigned duties, participate in a radio broadcast or contribute any article or write any letter whether in his own name or anonymously, pseudonymous or in the name of any other person to any newspaper or periodical.

PROVIDED THAT no such sanction shall be required if such broadcast or such contribution is of a purely professional, literary, artistic or scientific character having no bearing whatsoever on any of the activities of the Institute.

47. Criticism of Government and the Institute

No employee shall, in any radio broadcast or in any document published anonymously, pseudonymously or under his name or in the name of any other person or in any communication to the press, or in any utterance, make any statement or opinion :

(a) Which has the effect of an adverse criticism of any policy or action of the Central or State Governments, or of the Institute, or

(b) Which is capable of embarrassing the relations between the Institute and the Government or the general public.

PROVIDED THAT nothing in this rule shall apply to any statement made or views expressed by an employee of purely factual nature which are not

considered to be of a confidential nature, in his official capacity or in due performance of the duties assigned to him.

48. Evidence before Committee or any other Authority

- (1) No official shall, except with the previous sanction in writing of the Appointment Authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded no employee giving such evidence shall criticise the policy or any action of the Central or State Government or of the Institute.
- (3) Nothing in this rule shall apply to:
 - (a) evidence given at any enquiry before an authority appointed by the Government, Parliament, or a State Legislature or the Institute;
 - (b) evidence given in any judicial enquiry or any court proceedings; or
 - (c) evidence given at any departmental enquiry ordered by the Institute.

49. Unauthorised Communication of Information

Every employee shall sign an Oath of Secrecy on joining the Institute and no employee shall, except in accordance with any general or special order of the Institute or in the performance in good faith of the duties assigned to him communicate, directly or indirectly, any official document or any part thereof or information to any other employee, or person to whom he is not authorized to communicate such document or information.

50. Subscriptions

No employee shall except with the previous sanction in writing of the Appointing Authority ask for or accept contribution to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever in the premises of the Institute.

51. Acceptance of gifts and favour

- (1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any person acting on his behalf, to accept any gift the value of which exceeds Rs. 250 without the previous sanction of the Appointing Authority.

PROVIDED THAT when more than one gift has been received from the same person/firm within a period of 12 months, the matter shall be reported to the Appointing Authority if the aggregate of the gift exceeds Rs. 500/-.

Explanation: The expression 'gift' shall include free transport; board, lodging

or other service or any other pecuniary advantage when provided without the specific knowledge of the Institute by any person other than a near relative or a personal friend having no official dealings with the Institute. A casual meal, lift or other hospitality shall not be deemed to be a gift.

- (2) An employee may accept gifts from his near relatives or personal friends having no official dealings with him but he shall make a report to the Appointing Authority if the value of the gift exceeds Rs. 500/-.
- (3) No employee will have any personal dealing with any person or undertaking with which the Institute has any official dealing. No employee will ask for or solicit any personal favour from such undertaking or person or induce or recommend any of his relation or friend either for appointment or for any information with such person or undertaking. If any of his son, daughter or near relation is appointed by any such person or undertaking or has any dealing with the said person or undertaking then the employee will disclose the same immediately when it comes to his knowledge.

52. Private Trade or Employment

- (1) No employee shall except with the previous sanction in writing of the Appointing Authority, engage himself directly or indirectly in any trade or business or undertaking any assignment having pecuniary benefit.

PROVIDED THAT an official may, without such sanction, undertake occasionally honorary work of a social, religious or charitable nature, literary, artistic or scientific character, subject to the condition that he has not used the material acquired by him in his official discharge of duties and his official duties do not thereby suffer.

- (2) No employee shall, without the previous sanction in writing of the Appointing Authority except in the discharge of his official duties, take part in the registration, promotion or management of any business which is required to be registered under any law for the time being in force.

PROVIDED THAT an official of the Institute may take part in the registration, promotion or management of a co-operative society substantially for the benefit of employees of the Institute, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, scientific, religious or charitable society registered under the Societies Registration Act, 1860 (21 of 1860), or any corresponding law in force after intimating such fact to the appointing authority.

53. Investment, Lending and Borrowing

No employee shall save in the ordinary course of business with a bank, the Life Insurance Corporation or a firm of standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any

such borrowings, lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family.

54. Insolvency and Habitual Indebtedness

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control.
- (2) An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or who applies to be, or is adjudged or declared insolvent shall forthwith report the full facts of the proceedings to the appointing authority.

55. Bigamous Marriage

- (1) No employee shall enter into or contract a marriage with a person having a spouse living; and no employee having a spouse living, shall enter into, or contract, a marriage with any person.
- (2)
- (3) PROVIDED THAT the Council may permit an employee to enter into or contact any such marriage if it is satisfied that :-
 - (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; or
 - (b) there are other grounds for so doing which are not contrary to any law.

56. Consumption of Intoxicating Drinks and/or Drugs

An employee shall:

- (a) strictly abide by any law relating to intoxicating drinks and/or drugs in force in any area in which he may happen to be for the time being;
- (b) not administer or cause to be administered or be under the influence of any intoxicating drinks or drugs while on duty whether within or outside the premises of the Institute;
- (c) not administer or cause to be administered or be under the influence of any intoxicating drinks or drugs while within the premises of the Institute;
- (d) not attend, or allow to be served in any official function/party arranged for the employees and their families by the Institute whether within the premises of the Institute or outside, any intoxicating drinks or drugs.

57. Canvassing for election

An employee shall be liable to disciplinary action by the Council, if in connection with election to the Central Council, Regional Council or Chapters of the Institute, he is found to have taken part, directly or indirectly, either himself or through any other person, in any of the following activities:

- (a) issuing manifestoes letters or circulars;
- (b) canvassing support for any candidate.

CHAPTER - X

DISCIPLINE AND APPEAL

58. General

Notwithstanding anything contained in any other Regulations, and without prejudice to such action to which an employee may become liable under any other regulations or law for the time being in force, any or all of the following penalties may be imposed for good and sufficient reasons on any employee of the Institute.

59. Minor Penalties

- (a) Censure or fine.
- (b) Withholding of increment with or without cumulative effect.
- (c) Withholding of promotion.
- (d) Recovery from pay or from such other amount as may be due to the employee of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of duty.

60. Major Penalties

- (a) Reduction to a lower post or grade or to a lower stage in existing time scale
- (b) Removal from service which shall not be a disqualification for future employment in the Institute
- (c) Dismissal
- (d) Compulsory retirement
- (e) Suspension from service imposed as a penalty
- (f) Any other penalty considered appropriate by the Disciplinary Authority or an Authority higher than it

Explanation: The following shall not amount to a penalty within the meaning of this Rule:

- (a) Withholding of an increment of an employee, on account of his work being found unsatisfactory or not being of the required standard or for failure to pass the prescribed test or examination.
- (b) Stoppage of an employee at the efficiency bar in a time scale, on the ground of his being unsuitable to cross the bar.
- (c) Non-appointment, whether in an officiating capacity or otherwise, of an employee to a higher post for which he may be eligible for consideration but for which he is found unsuitable after consideration of his case or an administrative grounds unconnected with misconduct.
- (d) Reversion to a lower post or grade of an employee officiating in a higher post or grade on the ground that he is considered after trial, to be unsuitable for such higher post or grade or an administrative grounds unconnected with his conduct.
- (e) Reversion to the previous grade or post of an employee appointed on

- probation to another grade or post, during or at the end of the period of probation, in accordance with the terms of his appointment.
- (f) Non-grant of any additional increment or incentive from time to time.
 - (g) Termination of Service :
 - (i) of an employee appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment;
 - (ii) of an employee appointed in a temporary capacity otherwise than on contract or agreement, on the expiration of the period for which he was appointed, or earlier in accordance with the terms of the appointment;
 - (iii) of an employee on reduction of establishment
 - (h) Compulsory retirement of an employee in accordance with the provision relating to superannuation or retirement
 - (i) Discharge of an employee for failure to pass a medical test prescribed for appointment to any category of post

61. Authority competent to impose penalty

The Secretary of the Institute under the existing regulations or Appointing authority or any other authority designated by the Council who may be superior to the appointing authority, may impose on an employee any of the penalties specified herein.

62. Procedure for imposing penalties

No penalty shall be imposed on any employee unless the charge or charges on which it is proposed to take disciplinary action against an employee has been communicated to him in writing and he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him. The competent authority may, if circumstances so warrant hold an enquiry into the charges or cause such an enquiry to be held by any officer subordinate to him but superior to the person⁸² [or an outside inquiry officer, whenever so required, having expertise in holding such Domestic/Disciplinary enquiry] against whom action is proposed to be taken for the purpose of ascertaining the truth or otherwise of the charges. If it is decided to hold an enquiry, an employee shall be permitted to cite witnesses on his behalf and examine the relevant documents but, shall not be permitted to engage a lawyer at the enquiry.

⁸² Inserted words vide Office Order No. 6/05 dated 10.2.2005

63. Appeal to President

- (1) Every appeal received against the penalty imposed under these rules (Discipline & Appeal) within a period of one month from the date on which the appellant receives a copy of the order imposing the penalty shall be submitted to the President.

Provided that the President may entertain the appeal after the expiry of the said period if he is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

- (2) Every appeal shall be submitted through the authority which passed the order appealed against and such authority shall transmit the appeal to the President as early as possible.

- (3) The President may in consultation with the Council :

- (a) set aside, reduce, confirm or enhance the penalty;

- (b) remit the case to the authority which imposed penalty or to any other authority with such directions as he may deem fit in the circumstances of the case;

Provided that the President shall not pass any order imposing an enhanced penalty unless the appellant is given a reasonable opportunity of making any representation which he may wish to make against imposition of such enhanced penalty.

- (4) The decision of the President shall be final.

64. Suspension

- (1) The appointing authority or any authority to which the appointing authority is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the President by general or special order may place an employee under suspension:

- (a) Where a disciplinary proceeding against him is contemplated or is pending; or

- (b) Where a case against him in respect of any criminal offence (except in the due performance of official duties) is under investigation or trial.

- (2) Where a penalty of dismissal or removal or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted back for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal or compulsory retirement

and shall remain in force until further orders.

- (3) Where a penalty of dismissal or removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty or dismissal or removal or compulsory retirement was originally imposed, the official shall be deemed to have been placed under suspension from the date of the original order of dismissal or removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (4) An order of suspension made or deemed to have been made under those rules may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.
- (5) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked.

65. Subsistence Allowance

- (1) An employee under suspension shall be entitled to draw subsistence allowance equal to 50 per cent of basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. In addition he shall be entitled to Dearness Allowance admissible on such subsistence allowance and ⁸³ **[Deleted]**, House Rent Allowance etc., of which he was in receipt on the date of suspension provide the suspending authority (Secretary) is satisfied that the employee continues to meet the expenditure for which the allowance was granted.
- (2) Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:
 - (a) the amount of subsistence allowance may be increased to 75 per cent of basic pay and allowances thereon if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension;
 - (b) if the period of suspension is prolonged because departmental enquiry against him is incomplete due to reasons attributable to the employee then the subsistence allowances will be reduced to 25%.

⁸³ Deleted the words "any other compensatory allowance such as City Compensatory Allowance" in view of Office Order No. 17/2009 dated 27.02.09.

66. Treatment of the period of suspension

- (1) When the employee under suspension is reinstated, the competent authority shall grant to him the following pay and allowances for the period of suspension:
 - (a) if the employee is exonerated and is not awarded any of the penalties mentioned in these rules, the full pay and allowance less the subsistence allowance already paid to him; and
 - (b) if otherwise, such proportion of pay and allowances as the appointing authority may prescribe.
- (2) In the case of exoneration of an employee under rule 66(1)(a) the period of absence from duty on account of suspension will be treated as period spent on duty. In a case falling under 66(1)(b), it will not be treated as a period spent on duty unless the appointing authority so specifically directs.
- (3) An appeal against any order or suspension shall lie to a higher authority next to the one issuing the order of suspension.

67. Provisions regarding officers borrowed from Central or State Governments, Public Sector Undertakings and other sources

- (1) Where an order of suspension is made or disciplinary proceedings are taken against a Government Servant or an employee of a Public Sector Undertaking whose services have been borrowed from that Government or an authority subordinate thereto, or from such undertaking, the authority lending his services (hereinafter in this regulation referred to as the "lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension, or the commencement of disciplinary proceedings, as the case may be.
- (2) In the light of the findings in the disciplinary proceedings taken against the borrowed employee of the Government/Public Sector Undertaking :

if the disciplinary authority is of the opinion that any of the penalties specified in these rules should be imposed on him he may, after consultation with the lending authority pass such orders as it deems necessary.

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority of the Government servant or employee of the Public Sector, the employee shall immediately be replaced at the disposal of the lending authority.

- 68.** Application(s) for jobs outside the Institute should invariably be routed through the Institute. The Institute will forward such application(s) at its discretion, not more than one in case of persons who have not completed at least three years in the existing grade. In case of persons who have completed three years and above, not more than two applications may be forwarded per calendar year at the discretion of the Institute.

SCHEDULE 'A'



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

501:8:Estt.

1st April, 2014

The Institute of Company Secretaries of India Service (2nd Amendment) Rules, 2014

In exercise of powers conferred by Regulation 157A of the Company Secretaries Regulations, 1982, read with Schedule 'F' of the said Regulations, the Council hereby makes the following rules, namely;

- (1) These rules may be called the Institute of Company Secretaries of India Service (2nd Amendment) Rules, 2014.
- (2) These shall come into force with effect from 1st April, 2014.
- (3) In the ICSI Service Rules, 1979, the Schedule 'A' of Rule 8(1) shall be substituted by the following Schedule 'A', namely;

Schedule 'A'

Pay Scales for various Grade/Level/Categories of employees

(See Rule 8(1) of ICSI Service Rules) read with Office Order No. 45/2014 dated 1st April, 2014

S. No.	Post	Pay Scale	Pay Band/ Scale	Grade Pay (Rs.)
1	Secretary	I-90000 (Fixed) II-80000 (Fixed) (applicable for future incumbent)	-	-
2	Additional Secretary & Chief Executive	I-75500-(annual increment @3% - 80000) II-67000- (annual increment @3% - 79000) (applicable for future incumbent)	-	-
3	Joint Secretary (SG)	37400-67000	PB-4	10000
4	Joint Secretary / DEAN	37400-67000	PB-4	10000
5	Director	37400-67000	PB-4	8700
6	Joint Director	15600-39100	PB-3	7600
7	Deputy Director	15600-39100	PB-3	6600
8	Assistant Director	15600-39100	PB-3	5400
9	Section Officer/ Assistant Education Officer/ Sr. Programmer	9300-34800	PB-2	4800
10	Senior Assistant / Programmer	9300-34800	PB-2	4200
11	Assistant / Jr. Programmer	5200-20200	PB-1	2400
12	Senior Electrician	5200-20200	PB-1	2400
13	Junior Assistant	5200-20200	PB-1	1900
14	Driver	5200-20200	PB-1	1900

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



15	Electrician	5200-20200	PB-1	1900
16	Senior Attender	5200-20200	PB-1	1900
17	Attender	4440-7440	-1S	1650
18	Sweeper	4440-7440	-1S	1400
19	Specified Staff (Staff 'B')	2000-6000	-	600
20	Specified Staff (Staff 'A')	1800-4000	-	400

(4) The words stated in column(1), wherever appear in the ICSI Service Rules, 1979, shall be substituted by the words stated in column (2) in the following table:

S.No.	Column (1)	Column (2)
1	Secretary	Secretary
2	Chief Executive	Additional Secretary & Chief Executive
3	Senior Director	Joint Secretary (SG)
4	Director / DEAN	Joint Secretary / DEAN
5	Joint Director	Director
6	Deputy Director	Joint Director
7	Assistant Director / Assistant Director (Secretarial)	Deputy Director
8	Administrative Officer / Administrative Officer (Secretarial) / Accounts Officer/Education Officer/ Research Officer/ System Analyst	Assistant Director
9	Desk Officer/ Desk Officer (Secretarial)/ Assistant Education Officer/ Sr. Programmer	Section Officer/ Assistant Education Officer/ Senior Programmer
10	Senior Assistant/Senior Assistant (Secretarial)/ Programmer	Senior Assistant / Programmer
11	Assistant/Assistant (Secretarial)/ Junior Programmer	Assistant/ Junior Programmer
12	Senior Electrician	Senior Electrician
13	Junior Assistant	Junior Assistant
14	Driver	Driver
15	Electrician	Electrician
16	Senior Attender / Machine Operator	Senior Attender
17	Attender	Attender
18	Sweeper	Sweeper
19	Specified Staff (Staff 'B')	Specified Staff (Staff 'B')
20	Specified Staff (Staff 'A')	Specified Staff (Staff 'A')

M. S. Sahoo
(M. S. Sahoo)
Secretary

**Fixation of pay in the revised pay structure of employees appointed as
fresh recruits on or after 01.01.2006
(See Rule 8(1) of Service Rules)**

Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1.1.2006, which indicates the entry level pay in the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on or after 01.01.2006 as per given table :

Pay Band (PB-1) - Rs. 5200-20200 (Amt. in Rs.)

Grade Pay	Pay in the Pay Band	Total
1,900	5,830	7,730
2,400	7,510	9,910

Pay Band (PB-2) - Rs. 9300-34800

Grade Pay	Pay in the Pay Band	Total
4,200	9,300	13,500
4,800	13,350	18,150

Pay Band (PB-3) - Rs. 15600-39100

Grade Pay	Pay in the Pay Band	Total
5,400	15,600	21,000
6,600	18,750	25,350
7,600	21,900	29,500

Pay Band (PB-4) - Rs. 37400-67000

Grade Pay	Pay in the Pay Band	Total
8,700	37,400	46,100
10,000	43,000	53,000

**RECRUITMENT PROCEDURE
(See Rule 12 of Service Rules)**

The Council shall have full discretion to recruit employees for any post in any manner as it deems fit. The Council hereby lays down the following recruitment procedure to be observed for appointment to all posts of the Institute until further announcement is made in this behalf by the Council. Any deviation from this procedure should have the specific approval of the President for posts upto and including the level of ⁸⁴[Deputy Directors and the Executive Committee for posts above the level of Deputy Directors.]

1. Methods of Recruitment

A post may be filled up by any of the following methods of recruitment :

- (a) By promotion of internal candidates;
- (b) By transfer of internal candidates;
- (c) By direct recruitment;
- (d) By borrowing on deputation from Government and other sources;
- (e) ⁸⁵[By availing the services of the Placement Agency(ies)/Jobsite(s)].

2. Recruitment for Officers' Posts

- (a) For direct recruitment of posts of officers of the level of ⁸⁶[Assistant Director] and above the vacancy will be advertised in Chartered Secretary and/or in one or more English newspapers largely circulated in the local area of appointment, apart from considering other avenues for receiving applications. Candidates fulfilling the requisite qualifications and experience after preliminary screening as may be decided by the Secretary/President shall be called for interview. Ordinarily the number of persons called for interview shall be five times the number of vacancies.
- (b) The Executive Committee or a Selection Board constituted under the rules, shall interview and draw a panel of candidates for appointment in order of merit and forward the same to the appointing authority for necessary action. The Executive Committee/Selection Board may relax the age, educational qualifications and/or experience, if any candidate is otherwise considered to be most suitable for the post.
- (c) The appointing authority shall make appointments in accordance with the recommendations of the Executive Committee/Selection Board. Such recommendations would have to be approved by the President in case the Selection Board consisted of members other than the President for posts above the level of ⁸⁷[Deputy Director.]

⁸⁴ Substituted for the word "Assistant Director" vide Office Order No. 45/2014 dated 01.04.2014

⁸⁵ Inserted vide Office Order No. 56/06 dated 1.8.06.

⁸⁶ Substituted for the word "Administrative Officer" vide Office Order No. 45/2014 dated 01.04.2014

⁸⁷ Substituted for the word "Assistant Director" vide Office Order No. 45/2014 dated 01.04.2014

- (d) The panel will be valid for a period of one year from the date drawn unless shorter or longer duration is specified by the Selection Board, the Secretary or as the case may be.

3. Recruitment for other Posts

For other supervisory and all non-supervisory posts, the appointing authority may either arrange for the issue of an advertisement in a newspaper or invite applications from Employment Exchanges, professional organizations and institutions which provide such services and also entertain unsolicited applications received and registered in the Institute from time to time. The course of action in this regard will depend on the number of vacancies and the time available to fill up the vacancies. Suitable candidates shall be called for interview after preliminary screening and shall ordinarily be four times the number of vacancies. Candidates registered with Employment Exchange will normally be given preference for the posts upto and including the level of Senior Assistants. The final selection shall be made by the appropriate Selection Board on the basis of personal interview and written tests, if any, arranged by the appointing authority as the exigencies may demand. The panel will be valid for a period of one year or any longer or shorter period as specified by the Selection Board or appointing authority. The President may relax age, educational qualifications and/or experience if any candidate is otherwise considered to be most suitable for the post.

4. All local candidates shall normally be required to appear for interview(s) at their own expense. Outstation candidates may be given single return rail fare not exceeding first class fare as the appointing authority may determine for such interview attended by a candidate.

5. Every selected candidate shall be required before appointment to submit themselves to medical examination by a qualified registered medical practitioner, approved by the Institute.

⁸⁸ [Regular employees of the Institute are eligible to apply for appointment to the higher posts advertised by the Institute from time to time provided the said employees have completed three years of regular service as on the date of advertisement in the next below grade in the Institute. Application of such employees will be considered subject to their having atleast 2 “Good” & above in the annual reports out of last 3 years reports].

6. Selection Boards

For officers posts of the level of ⁸⁹[Joint Directors] and above the selection will be made by the Executive Committee or a Selection Board constituted to it including the following:

⁸⁸ Inserted new para as per internal note no. 515:5:Estt. dated 11.7.95

⁸⁹ Substituted for the word “Deputy Director” vide Office Order No. 45/2014 dated 01.04.2014

⁹⁰[Selection Board for Direct Recruitment & Departmental Promotion Committee (DPC) & Increments

(a) For officers posts of the level of ⁹¹[Joint Directors] and above, the Selection for Direct Recruitment and Departmental Promotion will be made by the Executive Committee or Selection Board / Departmental Promotion Committee constituted by the Executive Committee comprising of the following :-

1. President
2. Vice-President
3. A Council member nominated by the Executive Committee
4. Secretary / ⁹²[Additional Secretary & Chief Executive
5. An Outside Expert to be decided by the President

(b) For other officers, supervisory and non-supervisory posts, the Selection for Direct Recruitment and Departmental Promotion will be made by the Executive Committee or Selection Board / Departmental Promotion Committee constituted by the Executive Committee comprising of the following:-

For Direct Recruitment:

1. President / Vice-President / A Council member nominated by the Executive Committee
2. Secretary / Additional Secretary & Chief Executive
3. Departmental Head or an Officer not below the rank of Joint Director
4. An Outside Expert to be decided by the President

For Departmental Promotion & Increments:

1. President / Vice-President / A Council Member nominated by the Executive Committee
2. Secretary / Additional Secretary & Chief Executive
3. An Outside Expert to be decided by the President and Secretary / Additional Secretary & Chief Executive]

⁹⁰ Substituted vide office order no. 56/2012 dated 09.05.12. (For officers posts of the level of Deputy Directors and above the selection will be made by the Executive Committee or a Selection Board constituted to it including the following:

(a) President/Vice-President

(b) A Member of the Council nominated by the Executive Committee

(c) Secretary

(d) Any outside expert, if so desired by the Council/Executive Committee/President

For other officers, supervisory and non-supervisory posts, the Selection Board will consist of not less than three persons constituted by the Secretary with the approval of the President out of the following:

(a) President/Vice-President/Council Member/Secretary

(b) Departmental Head or an officer not below the rank of Deputy Director

(c) Any outside expert in the relevant field or personnel specialist from Government or any member (serving or retired) on the panel of the Union Public Service Commission.

⁹¹ Substituted for the word "Deputy Director" vide Office Order No. 45/2014 dated 01.04.2014

⁹² Substituted for the word 'Chief Executive' and 'Deputy Director' vide Schedule –A of Rule 8(1) of ICSI Service (2nd Amendment) Rules, 2014 dated 01.04.2014

**PROMOTION POLICY
(See Rule 14 of Service Rules)**

1. Criteria for promotion

Whereas the Council has the inherent right and absolute discretion to fill up any post in any manner in the best interest of the Institute as it deems fit, in order to provide job satisfaction and growth opportunity lays down the following Promotion Policy in pursuance of Rule 14 of the Institute's Service Rules.

- (i) As far as possible, first opportunity will be given to employees eligible for internal promotions subject to availability of suitable employees having prescribed qualifications and experience for each post. In exceptional cases, the Executive Committee may relax the educational qualifications, experience and other requirements for any particular post.
- (ii) The basic principles of promotion will be merit-cum-seniority. The merit will be ascertained by a Selection Board or Departmental Promotion Committee based on the assessment reports maintained for each employee and the general conduct and behaviour of the employee.
- (iii) Subject to office exigencies employees may be allowed to attend part-time courses which are of use for the promotional opportunities within the Institute after office hours with the prior written approval of the Institute, but such permission may similarly be withdrawn if office exigencies so demand.
- (iv) Only an employee who has put in at least five years of service in his existing grade or post will normally be eligible for consideration for promotion to the next higher level, grade or post. The criteria of five years service could be relaxed by the Executive Committee in highly meritorious and deserving cases. However, this does not give a right to the employee to claim promotion after the expiry of such period.
- (v) While promoting, the Selection Board, Departmental Promotion Committee/Secretary will ensure that the employee is not losing monetarily as a result of promotion to the next post/grade.

2. Reservation for Internal Promotions

The general policy of the Council is to encourage involvement of all employees to work for the further growth of the Institute. Accordingly the Council will always consider eligible employees for further promotion before considering direct recruitment for any post. The promotion to the following posts are specifically reserved for internal candidates and direct recruitment will be resorted to for such posts only when the Executive Committee decides that no internal candidate is suitable for the post although the employee might fulfill the

qualifications and experience for the post.

- (a) 100% of posts for promotion as Senior Attenders.
- (b) 90% of posts for Assistants.
- (c) 66-2/3% of posts for Senior Assistants, Assistant Education Officers and Section Officers.
- (d) 50% of posts for ⁹³**[Assistant Director]**.
- (e) 50% of posts for ⁹⁴**[Deputy Directors and Joint Director]**.

3. If internal candidates are not found suitable for promotion even though they might possess the requisite qualifications and experience, the appointing authority with the approval of an authority superior to him (viz. President/Executive Committee/Council) will be free to recruit from outside the Institute, persons with requisite qualifications and experience.

⁹³ Substituted for the word 'Administrative Officer' and 'Education Officer' vide Office Order No. 45/2014 dated 01.04.2014

⁹⁴ Substituted for the word 'Assistant Director' and 'Deputy Director' vide Office Order No. 45/2014 dated 01.04.2014

SCHEDULE 'D'

QUALIFICATIONS AND EXPERIENCE PRESCRIBED FOR EACH POST IN THE INSTITUTE (See Rule 15 of Service Rules)

The following qualifications and experience have been prescribed for each post. The appointing authority, with the approval of President in the case of posts upto and including the level of ⁹⁵[Deputy Director and with the approval of the Executive Committee in the case of other officers posts, may relax the qualifications age or experience, if a candidate is otherwise considered most suitable for the post. Normally the maximum age limits for posts upto and including the posts of Assistant Director] will be 35 years and for other higher posts 45 years.

[ADMINISTRATIVE GRADE / POSTS]⁹⁶

	Category/ Grade/ Post	Essential		Essential Experience	
		Qualification For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
1.	Jr. Attender / Sweeper	Nil	Literate	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	2 years in similar capacity.
2.	Attender / Library Attender	8 th Standard	Matriculate	-do-	Candidates with experience preferred.
3.	Sr. Attender	8 th Standard	Matriculate	-do-	2 years experience in similar capacity.
4.	Machine Operator	8 th Standard	Matriculate	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	2 years experience in similar capacity

⁹⁵ Substituted for the word 'Assistant Director', 'Administrative Officer' and 'Education Officer' vide Office Order No. 45/2014 dated 01.04.2014

⁹⁶ Revised vide Office Order No.55/06 dated 21.07.06, 17/09 dated 27.2.09 & 193rd meeting of the Council held on 19.6.11.

	Category/ Grade/ Post	Essential		Essential Experience	
		Qualification For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
5.	Electrician / Jr. Technician	8 th Standard and recognized diploma or certificate as qualified linesman/ electrician possessing licence to work as a qualified electrician	Matriculation and recognized diploma or certificate as qualified linesman/ electrician possessing licence to work as qualified electrician	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	2 years post qualification experience as electrician
6.	Driver	8th Standard and a valid Commercial Driving License	Matriculation and valid commercial driving licence	-do-	2 years experience as a driver
7.	Telephone Operator	Matriculation / Higher Secondary and a certificate of proficiency in operating manual and automatic exchanges	Graduates with proficiency in operating Telex Machine & EPABX exchange	-do-	5 years experience in similar capacity on EPABX Board and Telex Machine
8.	Sr Telephone operator	Matriculation / Higher Secondary and a certificate of proficiency in operating manual and automatic exchanges	Graduate with proficiency in operating EPABX exchange	-do-	5 years experience on EPABX exchange
9.	Jr Assistant	Matriculation / Higher Secondary possessing a typing speed of 35 w.p.m	Graduate	-do-	Experience preferred but not essential
10.	Assistant	Matriculation	Graduate	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates	5 yrs experience in similar capacity

	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
				should be forwarded by their respective HODs.	
11.	Proof Reader/ Publication Asstt	Matriculation / Higher Secondary	Graduate with recognized Certificate / Diploma in Proof Reading / Printing Technology	-do-	3 years post qualification experience as a Proof Reader and (or) editing
12.	Assistant (Secretarial)	Matriculation	Graduate	-do-	2 years with proficiency of 80 w.p.m. in Shorthand and 40 w.p.m. Typewriting / Computer operations -MS Office, MS Excel etc.
13.	Sr Assistant / Sr. Stenographer (Secretarial)	Graduate	Graduate	-do-	3 years experience Jr Stenographer / Stenographer with ability of handling correspondence in English independently Preferable for operation of the board /Telex/Fax and word processor
14.	Section Officer	Graduate	Graduation with 60% marks alongwith Diploma (of at least 1 yr duration) in Management "OR" MBA / PGDBM with 50% marks (of at least 2 yrs duration) "OR" Post Graduate Degree in any discipline with 50% marks alongwith Diploma (of at least 1 yr duration) in Management.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	5 years experience in supervisory position in the next below grade/scale of pay or equivalent pay 'OR' 10 years experience in non-supervisory position in the field of Administration / Student Services & related allied areas in Industry / Academic Institutions / Professional bodies / Associations of similar nature & with excellent communication skills & proficiency in computer applications

	Category/ Grade/ Post	Essential		Essential Experience	
		Qualification For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
15.	Section Officer (Law)	-	Degree in Law / LL.M. with 50% marks.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	3 years post qualification experience of dealing with legal matters in Govt./Semi Govt./ industry / autonomous bodies. Experience can be relaxed for academically exceptional candidates. Candidates should possess proficiency in computer applications.
16.	Section Officer (Placement)	-	MBA or equivalent degree from a reputed/recognized Institute	-do-	1 to 2 years experience in the relevant field.
17.	Section Officer (Marketing)	-	MBA or equivalent degree in Marketing from a recognized/reputed Institute.	-do-	1 or 2 years experience in Marketing & Sale of Publication including Journals/CDs/Books.
18.	Section Officer (Training)	-	ACS OR MBA or equivalent degree in HRM from a recognized University / Institute.	-do-	1- 2 years of post qualification experience in organizing & conducting Training programs in Institutes of Higher Education / Universities / Industry/ PSUs.
19.	Section Officer (Career Awareness)	-	ACS "OR" Post Graduate Degree in Commerce or Law or Management with 50% marks.	-do-	1-2 years post qualification experience as Counsellors / Placement Officers or Education Officers in Industry / Academic Institutions / Professional bodies / Associations of similar nature.

	Category/ Grade/ Post	Essential		Essential Experience	
		Qualification For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
20.	Section Officer (Finance & Accounts)	-	B.Com & Final pass of the CA/ ICWA examinations “OR “ M. Com with 50% marks.	-do-	5 years experience in reputed Firms/ Academic or Professional Institutes/ Industry .
21.	Section Officer (Housekeeping & Event Management)	-	B Sc (Hospitality & Hotel Administration) / Degree in Hotel Management with 60% marks (of at least 3 yrs duration) from a recognized University / Institute (approved by AICTE) “OR” Graduation with 60% marks alongwith Diploma (of at least 1 yr duration) in Material Management “OR” MBA / PGDBM (preferably in material management) with 50% marks (of at least 2 yrs duration)	-do-	1-2 years post qualification experience in the field of Administration & Facilities / Hospitality in Industry / Academic Institutions / Professional bodies / Associations of similar nature & with excellent communication skills & proficiency in computer applications
22.	Section Officer (Secretarial)	Graduate	Graduate	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 “Good” and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	5 years experience in similar capacity with the Chief Executive / Sr Officer of any reputed organization having proficiency of 120 w.p.m in shorthand and 60w.p.min typewriting

	Category/ Grade/ Post	Essential		Essential Experience	
		Qualification			
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
23.	Assistant Director (AO/AO(S))	Graduate	1 st class graduate or 2 nd class post graduate	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 “Good” and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	A Minimum of 10 years experience as a Sr Assistant / Sr Stenographer with proven writing/ drafting ability
24.	Assistant Director (Training)	-	ACS OR MBA or equivalent degree in HRM from a recognized University / Institute.	-do-	3 years post qualification experience out of which 2 years experience in organizing & conducting training programmes in Institutes of Higher Education / Universities / Industry / PSUs
25.	Assistant Director (Career Awareness)	-	ACS /ACA / AICWA	-do-	3 years post qualification experience as Counsellors/ Placement Officers or Education Officers in Schools/ Colleges/Institute of higher education.
26.	Assistant Director (Accounts)	-	A degree in Commerce & final pass of the CA/CWA examinations or a post graduation degree in Commerce with high 2 nd class. Candidates possessing qualification(s) of LL.B, ACS/ACA/ICWA, shall be given preference.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 “Good” and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	10 years in reputed Firms/Academic or Professional Institutes/ Industry .
27.	Deputy Director	Graduate	Post Graduate with 2 nd class . Candidates having additional professional qualifications or a	-do-	At least 5 years experience in a supervisory position

	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
			law degree Preferred		
28.	Deputy Director (F&A)	-	A degree in Commerce & Final pass of the CA/CWA examinations OR post graduation degree in Commerce with 50% marks. Candidates possessing LLB or additional qualification(s) will be given preference .	-do-	At least 10 years experience in a supervisory position in reputed Firms/Academic or Professional Institutes/ Industry
29.	Deputy Director (PRCC)	-	Post Graduate Degree in Mass Communication / Advertising & Public Relations with 50% marks “OR” Post Graduate Degree in any discipline with 50% marks alongwith Diploma (of at least 1 yr duration) in Mass Communication / Advertising & Public Relations	-do-	Should have 10 years experience of which 5 years relevant experience in a Executive position in reputed Educational or Professional Institutes/ Industry/ Advertising/ Publicity/ PR/ Event Management organisations in Govt./Public /Private Sector with proven writing / oral communication skills / leadership qualities.
30.	Joint Director	ACS or post graduate in Economics , Commerce or Management Discipline or any other professional membership recognized as equivalent to a post graduate qualification in the related field by the Executive Committee	ACS “or” PG degree in Economics / Commerce / Management	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 “Good” and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Should have 10 years experience of which 5 years relevant experience preferably in a Sr. Executive position in Industry / Academic Institutions / Professional bodies / Associations of similar nature & with proven leadership qualities .
31.	Joint Director (Finance &		A degree in Commerce & Final pass of the CA/CWA	-do-	At least 10 years experience in a supervisory position

	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
	Accounts)		examinations OR post graduation degree in Commerce with 50% marks. Candidates possessing LLB or additional qualification(s) will be given preference .		in reputed Firms/Academic or Professional Institutes/ Industry.
32.	Director	-	ACS "OR " PG degree in Economics / Commerce / Management / Law	-do-	Should have 10 years office experience of which 5 years in a Sr. Executive position in Co-ordination & Administrative functions in Industry / Academic Institutions / Professional bodies / Associations of similar nature & with proven leadership qualities .
33.	Director (Finance & Accounts)		A degree in Commerce & Final pass of the CS/CA/CWA examinations OR post graduation degree in Commerce with 50% marks. Candidates possessing LLB or additional qualification(s) will be given preference.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	At least 12 years experience in a supervisory position in reputed Firms/Academic or Professional Institutes/ Industry
34.	Joint Secretary	ACS or post graduate in Economics , Commerce , Management discipline or Law degree or any other professional qualification recognized as	Should possess qualifications as prescribed for internal candidates	-do-	15 years office experience of which 5 years in a position in co-ordination and administrative functions in institutions / associations of similar nature

	Category/ Grade/ Post	Essential		Essential Experience	
		Qualification For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
		equivalent thereto by the Executive Committee			
35.	Joint Secretary (Human Resource)		ACS "or" PG Degree in Economics / Commerce / Management or Law degree	-do-	Should have 15 years experience of which 5 years relevant experience in a Senior Executive position in Industry / Academic Institutions / Professional Bodies / Associations of similar nature & with proven leadership qualities & good interpersonal and IT skills.
36.	Joint Secretary (Finance & Accounts)		A degree in Commerce & Final pass of the CS/CA/CWA examinations OR post graduation degree in Commerce with 50% marks. Candidates possessing LLB or additional qualification(s) will be given preference.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	At least 15 years experience in a supervisory position in reputed Firms/Academic or Professional Institutes/ Industry
37.	Dean (Contractual)	-	Should be a postgraduate in Economics, Commerce, Management discipline or Law graduate or any other professional qualification recognised as equivalent thereto by the Executive Committee.	-do-	He should have over 20 years' experience in educational and training institutions preferably in similar renowned institutions in India and abroad.

	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
38.	Secretary	ACS and post graduate in economics, Commerce , Management discipline or law degree or any other professional qualification recognized as equivalent thereto by the executive committee	Should possess qualifications as prescribed for internal candidates	-do-	15 years executive experience in Administration of which 5 years experience in similar capacity

[ACADEMICS & RESEARCH GRADE / POSTS]⁹⁷

S.No	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
1.	Research Assistant	A Graduate Degree and a Degree in Law from a recognised University or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination. Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course	.A Graduate Degree and a Degree in Law from a recognised University with at least 50 per cent marks or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Nil
2.	Management Trainee	-	ACS /ACA / AICWA OR Post Graduate Degree in Commerce or Law or Management with 50% marks	-do-	Experience preferred but not essential .
3.	Assistant Education Officer	A Graduate Degree from a recognised University and a Degree in Law or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination. Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course	A Graduate degree from a recognized University and final pass of CS/CA/CWA examination. 'OR' Post Graduate Degree in Commerce / Law / Management with 50% marks.	-do-	Experience preferred but not essential.
4.	Assistant Director (Education Officer)	A Graduate Degree from a recognised University and a Degree in Law or A Graduate Degree from a	ACS / ACA / AICWA "OR" Post Graduate Degree in	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with	3 years post qualification experience in Teaching / Research or

⁹⁷ Revised vide Office Order No.55/06 dated 21.7.06 & 193rd meeting of the council held on 19.6.11.

S.No	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
		recognized University and Intermediate pass of the CS/CA/CWA Examination. Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course	Commerce or Law or Management with 50% marks	at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	relevant Industry experience with a flair for academic writing
5.	Assistant Director (Research)	-	Post Graduate/CS/CA/CWA/MBA with a research degree (at least M. Phil.)	-do-	Academic experience like teaching or research of at least three years. The candidate should have published 10 to 20 Articles/Papers in professional quality journals (in English language) of national repute. [e.g. Chartered Secretary/Taxman/Management Accountant/ET/Hindu Business Line/Chartered Accountant, etc]. Intensive and extensive professional and general reading habit is a must.
6.	Deputy Director	A Graduate Degree from a recognised University and a Degree in Law or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination. Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course	A Graduate Degree from a recognised University and a Post Graduate Degree in Law with at least 50 per cent marks or A Graduate Degree from a recognized University and Final pass of the CS/CA/CWA Examination Or A Post Graduate Degree in relevant discipline or area of specialization of	-do-	5 years teaching/research / Industry experience Or 3 years teaching/research/industry experience, if the candidate possesses a Ph.D Degree in the relevant discipline.

S.No	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
			CS Course with at least 50 per cent marks.		
7.	Deputy Director (Corporate Governance)	-	ACS / ACA /AICWA OR Post Graduate Degree in Commerce or Law or Management with 50% marks	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	5 years post qualification experience in Teaching / Research or relevant Industry experience with a flair for academic writing . OR 3 years post qualification experience (if the candidate possesses a Ph.D degree or Fellowship of IIM) in Teaching / Research or relevant Industry, with a flair for academic writing
8.	Joint Director	A Graduate Degree from a recognised University and a Degree in Law or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination. Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course	A Graduate Degree from a recognised University and a Post Graduate Degree in Law with at least 50 per cent marks or A Graduate Degree from a recognised University and Final pass of the CS/CA/CWA Examination Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course with at least 50 per cent marks.	-do-	7 years teaching/research / Industry experience Or 5 years teaching/ Industry/research experience if the candidate possesses a Ph.D Degree in the relevant discipline.
9.	Director	A Graduate Degree from a recognised University and a Degree in Law or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination. Or	A Graduate Degree from a recognised University and a Post Graduate Degree in Law with at least 50 per cent marks or	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by	10 years teaching/ research/ Industry experience Or 7 years teaching /research /industry

S.No	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
		A Post Graduate Degree in relevant discipline or area of specialization of CS Course	A Graduate Degree from a recognized University and Final pass of the CS/CA/CWA Examination Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course with atleast 50 per cent marks.	their respective HODs.	experience if the candidate possesses a Ph.D Degree in the relevant discipline..
10.	Director (Publications)	-	ACS "or" PG degree in Economics / Commerce / Management / Law	-do-	Should have 10 years experience of which 5 years relevant experience in a Senior Executive position in Industry / Academic Institutions / Professional bodies / Associations of similar nature & with proven leadership qualities .
11.	Director (Council Affairs)	-	ACS "or" PG degree in Economics / Commerce / Management	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Should have 10 years experience of which 5 years relevant experience in a Sr. Executive position in Industry / Academic Institutions / Professional bodies / Associations of similar nature & with proven leadership qualities .
12.	Director (Quality review board)	-	Should be Post Graduate in Economics / Law / Commerce and Member of the Institute of Company Secretaries of	-do-	Should have a minimum 10 years experience as Company Secretary in a reputed organization or as a Practising

S.No	Category/ Grade/ Post	Essential Qualification		Essential Experience	
		For Internal Candidates	For External Candidates	For Internal Candidates	For External Candidates
			India.		Company Secretary.
13.	Joint Secretary	A Graduate Degree from a recognised University and a Degree in Law or A Graduate Degree from a recognized University and Intermediate pass of the CS/CA/CWA Examination. Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course	A Graduate Degree from a recognised University and a Post Graduate Degree in Law with at least 50 per cent marks or A Graduate Degree from a recognized University and Final pass of the CS/CA/CWA Examination Or A Post Graduate Degree in relevant discipline or area of specialization of CS Course with atleast 50 per cent marks.	-do-	15 years teaching/ research/ Industry experience Or 10 years teaching/research / industry experience if the candidate possesses a Ph.D Degree.
14.	Joint Secretary (Research) (Contractual)	-	Candidate must be a Member of the Institute or M.Phil, with First or high Second Class at Post Graduate level. The preference will be given to candidates with Ph.D qualification. The candidate must have proven track record in academics & research with good knowledge of Companies Act, Corporate Laws, Economic Laws and general economic scenario. Proficiency in English and working on Computers is a pre-requisite.	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	10 years academic / research experience in the relevant area

[TECHNICAL GRADE / POSTS (IT)]⁹⁸

S.No	Category/ Grade/ Post	Essential Qualifications		Essential Experience	
		For internal candidates	For external candidates	For internal candidates	For external candidates
1.	Joint Secretary (IT)		MCA or B. Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Minimum 12 Years of experience in the respective field out of which 7 years experience as Project Leader.
2.	Director (IT)	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	-do-	Minimum 9 Years of experience in the respective field out of which 5 years experience as Project Leader.
3.	Joint Director (IT)	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	-do-	Minimum 7 Years of experience in the respective field out of which 3 years experience as Project Leader.
4.	Deputy Director (IT)	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	-do-	Minimum 5 Years of experience out of which 2 years of experience as project leader. The selection Committee may consider candidate with 4 years of experience in case of exceptional candidates.

⁹⁸ Revised vide Office Order No.55/06 dated 21.7.06 & 193rd meeting of the council held on 19.6.11

S.No	Category/ Grade/ Post	Essential Qualifications		Essential Experience	
		For internal candidates	For external candidates	For internal candidates	For external candidates
5.	Assistant Director (System Analyst)	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	MCA or B.Tech (Computer Science/IT/Electronics) with 1 st or 2 nd Division from recognized / reputed University	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Minimum 3 Years of experience out of which 2 years of experience as project leader. The selection Committee may consider candidate with 2 years of experience in case of exceptional candidates.
6.	Oracle Apps Functional		MCA / B.Tech / CS/ CWA / CA or equivalent (candidates with B.Tech / MCA, 1 st Division and having Oracle certification will be given preference)	-do-	Functional experience in Oracle Application in following areas: - Finance (AP, AR, FA, GL, and CE) Purchasing, Inventory & Order Management HR & Self service HR and Payroll Candidates with experience of more than 3 year will be preferred. Excellent candidates with less experience may also be considered for this post.
7.	Sr. Programmer	Minimum one and half year PG Diploma in Computer Application Course from a recognized/reputed University OR Equivalent.	MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st or 2 nd Division from recognized Institute / University	-do-	Minimum 2 yrs post qualification experience in programming on MS.Net, Crystal Report and SQL Server . Excellent candidates with less experience may also be considered for this post. Must have managed at least one project on MS.Net and SQL Server independently

S.No	Category/ Grade/ Post	Essential Qualifications		Essential Experience	
		For internal candidates	For external candidates	For internal candidates	For external candidates
8.	Assistant Director (SS - IT)	-	MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st or 2 nd Division from recognized Institute / University	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Minimum 3 yrs post qualification experience in programming on MS.Net, Crystal Report and SQL Server . Excellent candidates with less experience may also be considered for this post. Must have managed at least one project on MS.Net and SQL Server independently
9.	Section Officer (SS - IT) (Desk Officer)	-	MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st or 2 nd Division from recognized Institute / University	-do-	Minimum 3 yrs post qualification experience in programming on MS.Net, Crystal Report and SQL Server. Excellent candidates with less experience may also be considered for this post. Must have managed at least one project on MS.Net and SQL Server independently
10.	Programmer	Minimum one and half year PG Diploma in Computer Application Course from a recognized/reputed University OR Equivalent.	MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st Division from recognized Institute / University	-do-	Minimum 1 yr post qualification experience in programming in relevant field.
11.	Programmer (Oracle)		MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st Division from recognized Institute / University	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of	Minimum 1 yr post qualification experience in programming in relevant field.

S.No	Category/ Grade/ Post	Essential Qualifications		Essential Experience	
		For internal candidates	For external candidates	For internal candidates	For external candidates
				candidates should be forwarded by their respective HODs.	
12.	Jr. Programmer	Minimum one and half year PG Diploma in Computer Application Course from a recognized/ reputed University OR Equivalent.	MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st or 2 nd Division from recognized Institute / University.	-do-	Minimum 6 months post qualification experience in programming in relevant field.
13.	Jr. Programmer (Oracle)	-	MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1 st or 2 nd Division from recognized Institute / University.	-do-	Minimum 6 months post qualification experience in programming in relevant field.
14.	Assistant (SS-IT)	-	Graduate & Minimum 1 ^{1/2} (One & Half) years PG Diploma in Computer Course from a recognized Institute / University .	-do-	Minimum 1year post qualification programming / database handling/reporting experience.
15.	Assistant (IT)	-	Graduate & Minimum 1 ^{1/2} (One & Half) years PG Diploma in Computer Course from a recognized Institute / University .	For Recruitment: 3 yrs of regular service in the next below grade as on the date of advertisement with at least 2 "Good" and above ratings in the ACR out of the last 3 yrs. The applications of candidates should be forwarded by their respective HODs.	Minimum 1year post qualification programming / database handling/reporting experience.

S.No	Category/ Grade/ Post	Essential Qualifications		Essential Experience	
		For internal candidates	For external candidates	For internal candidates	For external candidates
16.	Junior Assistant (SS- IT)		Graduate & Minimum 1 ^{1/2} (One & Half) years PG Diploma in Computer Course from a recognized Institute / University .	-do-	Minimum 6 months post qualification programming / database handling / reporting experience preferred but not essential
17.	Junior Assistant (IT)	-	Graduate & Minimum 1 ^{1/2} (One & Half) years PG Diploma in Computer Course from a recognized Institute / University .	-do-	Minimum 6 months post qualification programming / database handling / reporting experience preferred but not essential
18.	Project Manager Contractual Vacancy	-	MCA / B.Tech (Computer Science/Electronics) or equivalent / MBA (IT) / Graduate with Diploma in Computer Application of at least 1 ½ years duration or equivalent with 1st or 2nd Division from recognized University / Institute	-do-	Minimum 3 Years of professional experience as a full time Technical Faculty / Center Head at an Educational Institute / University imparting Software/ Hardware training or management training .

**ICSI's FAMILY HOPITALIZATION & MEDICAL PLAN
(See Rule 30 of Service Rules)**

With the object of providing basic protection to the employees and their family members against hospitalization and medical expenses caused by sickness and accident and to relieve to the extent specified herein the financial burden that employees might otherwise incur, the Council hereby announces the Hospitalization & Medical Plan as under in pursuance of Rule 30 as amended by Council from time to time :

1. This plan will go into effect for the employees and eligible members of his family starting with the first day of regular confirmed employment.⁹⁹ [The Medical facility during probation at par with the permanent employee of the Institute, in respect of officers who have joined the services of the Institute on 'lateral entry basis & against the permanent vacancy as well as where adequate past experience etc. was prescribed for such vacancy/post(s). However, in the event of resignation of such officers, prior to one year of service or confirmation (whichever is later) the said officers shall be entitled to such benefits on pro-rata basis only. Further officials recruited in the Institute against permanent vacancy at the induction level (i.e. MTs etc.) shall be entitled to such regular benefits only upon their completion of probation as per the existing rules.] For the purpose of this Plan 'family' as defined in the Service Rules¹⁰⁰ and the dependent parents shall means follows :-

- a) A parent will be regarded as wholly dependent on the employee who normally resides with the employee concerned and whose (parents) total monthly income does not exceed the pay plus dearness pay (where applicable) of the employee or¹⁰¹ [Rs.1500/-] per month whichever is low.
- b) The declaration regarding the income and resident of the parents should be furnished by the employee along with other particulars of family to Accounts Department once in the beginning of every calendar year.
- c) Lump sum non-recurring income such as contributory Provident Fund benefits, Gratuity/Commuted Gratuity, insurance benefits, etc. will not be regarded as 'income' for this purpose.
- d) Recurring monthly income from sources, such as, houses, land holdings, etc. will, however, be taken into account for the purpose of assessing income.
- e) In case of parents drawing government pension, the interim relief granted to a Central Government pensioner will not be treated as part of the income of the dependent parents for the purpose of determining their dependence on the employee for the purpose of medical benefit.

⁹⁹ Inserted vide Office Order No.08/05 dated 03.03.05

¹⁰⁰ Inserted vide circular No.03/81 dated 20/25.03.81

¹⁰¹ Substituted for Rs. 250/- vide Office Order No. 11/98 dated 06.04.98.

- f) In case the members of the family of the employee reside at a place other than his duty station and his parents also reside with the rest of the family members, the condition regarding residence of the parents with the employee may be waived.
- g) Female employee(s) will be given the choice to include either her parents or her parents-in-law for the purpose of availing of the benefits under the ICSI Family Hospitalization and Medical Plan subject to the fulfillment of conditions of dependence and residence as stipulated above.
- h) The female employee should immediately after her marriage or if already married within two months, give a declaration as to whether she would like to include her parents or parents-in-law for the purpose of availing the medical benefits under this Medical Plan. She can change her option only once during the entire period of her service].

2. All claims under this Plan should be submitted in the prescribed form duly signed by at least the Sectional Head and sent to the Dte. of Accounts.

3. Dte. of Accounts shall scrutinize the claims and arrange for payment as per the rates given in rule 30 and as per procedure prescribed by the Secretary from time to time.

¹⁰²[The limit of yearly reimbursement of medical expenses w.e.f. 01.04.05 in respect of the employees in the different slabs of grade pay as per table given below :

[Grade Pay]¹⁰³ (Rs.)	[Revised Limit]¹⁰⁴ (Financial year basis) (Rs.)
(i) Rs. 6600 & Below	10,000
(ii) Rs. 7600 & above	15,000]

4. At the time of submission of the claim, the employee will give a declaration as to its genuineness and correctness. Any false information in this regard will make the employee liable for misconduct under the Service Rules. At its own discretion, the Institute may refer any of the claims to a Doctor or a panel of Doctors for their perusal and approval which shall be binding on the employee.

5. The employee is expected to obtain the services of a qualified registered medical practitioner or any Ayurvedic, Homeopathic or Unani medical practitioner as recognized and approved by the Institute from time to time. However, it will be the choice of the employee to consult any recognized medical officer or specialist for himself and his family members.

¹⁰² Inserted new para 3 "limits of reimbursement"

¹⁰³ Substituted to Grade Pay vide Office Order No.17/09 dated 27.2.09 due to revision of pay scales w.e.f. 1.1.06.

¹⁰⁴ Limits of reimbursements revised vide Office Order No. 16/05 dated 21.3.05, read with Office Order No. 63/02 dated 29.11.02, 48/99 dated 16.12.99, 75/96 dated 14.08.96, 62/95 dated 04.09.95, 06/94 dated 07.01.94, 38/90 dated 29.06.90, 94/79 dated 12.12.79.

6. All the claims should be accompanied by prescriptions, receipts and vouchers of the Doctors. The prescriptions may be returned to the employee, if specifically requested.
7. The employees will be entitled to claim re-imburement of medical expenses for the spouse who is in employment provided that the spouse is not entitled for any medical benefit from that employer or transfers such benefit to the Institute.
8. Tonics and general vitamins will be admissible only when prescribed by the Institute/panel medical officer and certified as essential.
9. For bills pertaining to medicines supplied by the attending physician, complete details thereto with dates should be provided.
10. All cases of illness should be reported to the office soon after the treatment is started in case the treatment is likely to prolong for a period of more than 7 days.
11. Employees undergoing medical treatment and desiring to claim while attending office at the same time, should normally report illness in advance to the Dte. of Accounts through his Departmental Head.
12. Reimbursement for medical expenses incurred when out of station (with the approval of the Institute) will be considered by the Institute on the basis of medical report given by the medical officer(s) appointed by the Institute for this purpose.
13. Routine dental check-up will not be covered under this plan.
14. ¹⁰⁵[Spectacles and Eye testing from the qualified eye specialist (excluding testing optician) indicating therein the specific problem and recommending the use of spectacles alongwith cash memo indicating separately cost of glasses and frame for the purchase of spectacles should invariably be attached with the medical claim for reimbursement. The reimbursement of cost of spectacles (i.e. glasses and frames) will be limited to a maximum of Rs.1,000/- will be reimbursable once in two years to the employee and also to each eligible member of his family will be reimbursed from the eligibility limit. The reimbursement will also be made for the cost of contact lens prescribed by a specialist once in a two year, subject to a maximum of Rs. 1,000/- on each occasion. In such cases cost of spectacles will not be reimbursed.]
15. Any relaxation in the above provisions may be made only by the Secretary in deserving cases. Cases not covered under these rules will be dealt with on individual merits by the Secretary.

¹⁰⁵ Inserted vide Office Order No.68/90 dated 29.11.90 read with Office Order No.63/02 dated 29.11.02.

16. ¹⁰⁶[The un-availed yearly limit of medical reimbursement amount can be carry forward to the subsequent and following years as admissible from time to time which will be restricted to 75% of the limits subject to a maximum of Rs. 7,500/-]

17. The rates prescribed for the purpose of rule 3 of the Plan would be as prescribed from time to time.

18. The attending doctor will normally prescribe the medicines and the employees shall purchase the same from the chemists. If the attending doctor is required to provide medicines for any spell of illness, consulting fees and medicines not exceeding Rs. 100/- for the spell of disease may be reimbursed by the Institute under the medical plan. In case medicine is dispensed by the attending doctor and he has not given the details, the attending doctor, where considered necessary by the Institute, would be required to indicate the details/nature of illness, amount of consultation fee charged and the cost of medicines dispensed along with the dates, which should be submitted by the employees along with their claims for reimbursement. This procedure will equally be applicable in the case of treatment given by the Homeopathic/ Ayurvedic / Unani medical practioners.

19. The Institute reserves the right to amend, modify and alter the rules mentioned above from time to time and to bring it in uniformity with the rules regarding medicines prescribed and medical services provided by the Central Government to its employees under the C.G.H.S. Scheme.

¹⁰⁶ Substituted vide Office Order No. 63/02 dated 29.11.02.

**THE ICSI EMPLOYEES' MEDICAL
HOSPITALIZATION TRUST RULES**

(As amended upto 1st April, 2014)



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

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ICSI EMPLOYEES MEDICAL HOSPITALISATION TRUST RULES

1. SHORT TITLE AND COMMENCEMENT

- a) These rules shall be called the ICSI Employees Medical Hospitalization Trust Rules, 1997, as amended from time to time.
- b) These rules shall come into force with effect from the 10th day of November, 1997.
- c) Reimbursement of medical treatment will be admissible for the diseases covered under these rules.

2. DEFINITIONS

In these Rules, unless excluded by or repugnant to the context:

- a) 'Institute' shall mean the Institute of Company Secretaries of India constituted under the Company Secretaries Act, 1980.
- b) 'Employees' shall mean (i) a confirmed employee of the Institute ¹⁰⁷[including the officers (on probation) who have joined the services of the Institute on 'lateral entry basis' and against the permanent vacancy as well as where adequate past experience etc., was prescribed for such vacancy / post(s).]
- c) Member of 'Family' shall mean the employee's spouse and not more than two living children dependent upon and residing with him/her.
- d) "Major Disease" shall mean and include Cancer, Leukemia, Thallassaemia Major, Tuberculosis, Paralysis, Cardiac Ailments, ¹⁰⁸[spinal injuries and ailments, multiple fractures and joint replacements,] Pleurisy, Leprosy, Kidney Ailments, Epilepsy, Parkinson's disease, Psychiatric disorder and diabetes, Poliomyelitis, Cerebral Palsy and Spastics. Eye treatment through Lasik laser and ¹⁰⁹[surgery or procedure where the expenditure involves more than Rs. 50,000/- (Rupees Fifty Thousand Only)] and any other disease as approved by the Institute on the recommendations of the Institute's Doctor from time to time.
- e) "Minor Disease" shall mean and include any other disease not covered under the rule 2(d) above.
- f) 'Recognized Hospital/Nursing Home' shall mean and include the Government Hospital of Central, State level/Private Hospital/Nursing

¹⁰⁷ Inserted vide O/O No. 8/2005 dated 3rd March, 2005, w.e.f. 27.1.2011.

¹⁰⁸ Inserted words, "spinal injuries and ailments, multiple fractures and joint replacements" w.e.f. 27.1.2011.

¹⁰⁹ Inserted words, "surgery or procedure where the expenditure involves more than Rs. 50,000/- (Rupees Fifty Thousand Only)" w.e.f. 27.1.2011.

Home (with a minimum of ¹¹⁰ [15] beds) registered with Central Government / State Governments / Government of Union Territory and recognized by the Institute from time to time.

- g) 'Rules' shall mean the ICSI Employees Hospitalization Trust Rules and any other amendment thereof for the time being in force.
- h) 'Amendment' shall mean and include alteration, deletion, rescission, addition, change or variation.

3. ELIGIBILITY

These Rules shall apply to (i) the confirmed employee of the Institute and shall cover the employee and his/her spouse and not more than two living children dependent upon and residing with him/her (ii) ¹¹¹ [the employees who retired from the services of the Institute on attaining the age of superannuation and were granted superannuation pension] (iii) [Their dependent Family members]¹¹² (iv) ¹¹³ [the dependents of the employees of the Institute who died while in service].

4. ¹¹⁴ [QUALIFYING LIMITS & REIMBURSEMENTS]

- a) In the case of reimbursement of expenditure incurred on the treatment of diseases covered under the rule 2 (d), the liability of the employee would be 10% of the approved expenditure, whereas in the case of treatment of diseases covered under rule 2(e), the liability of the employee would be ¹¹⁵[15%] of the approved expenditure.
- b) The employee's contribution can be paid/adjusted out of the accumulation of unutilized portion of the amount lying in his/her account under the Scheme of reimbursement of medical expenses of the Institute for diseases/ailments other than those covered by these rules.
- c) ¹¹⁶[DELETED] ¹¹⁷[The overall ceiling limit for reimbursement of medical expenses for "Major" and "Minor Diseases" including room rent incurred by the employee] ¹¹⁸ [DELETED] ¹¹⁹[shall be as per the table given below] : ¹²⁰ [Table]

¹¹⁰ Substituted for figure "30" vide O/O No. 34/2005 dated 3rd June, 2005.

¹¹¹ Inserted vide O/O No. 36/2009 dated 25th March, 2009.

¹¹² Inserted vide O/O No. 24/2013 dated 1st April, 2013

¹¹³ Inserted vide O/O No. 41/2010 dated 26th April, 2010.

¹¹⁴ Substituted for the word "LIMITATION".

¹¹⁵ Substituted for figure "25%" vide O/O No. 57/2008 dated 4th September, 2008.

¹¹⁶ Deleted words, "w.e.f. 1st May, 2002" w.e.f. 27.1.2011.

¹¹⁷ Inserted vide O/O Nos. 57/2008 dated 4th September, 2008 & 22/2009 dated 7th March, 2009.

¹¹⁸ Deleted words, "On self & each of the member of his/her family" on 27.1.2011.

¹¹⁹ Inserted words, "shall be as per the table given below" w.e.f. 27.1.2011.

¹²⁰ Inserted "Table - entitlement for Major & Minor Diseases".

S.No.	Category	Entitlement (in Rupees)		
		For Major disease (lifetime)	For Minor disease (per annum)	Room Rent [(per day)] ¹²¹
1	Non Officers	¹²² [6.00 lacs	50,000	1,500
2	¹²³ [SO / AEO / AD & equivalent	8.00 lacs	60,000	2,500
3	DD / JD & equivalent	10.00 lacs	70,000	3,500
4	Director / Joint Secretary	14.00 lacs	80,000	5,500
5	Joint Secretary (SG)] & above	20.00 lacs	100,000]	7,000

¹²⁴[DELETED]

¹²⁵[Further, it has been decided that :

- (i) The Serving and superannuated employees will be entitled to preventive medical health check-up under the Preventive Medical Health Check-up Scheme of the Institute, as at **Annexure – I**, out of their entitlements under the category of ‘Minor Diseases’.
- (ii) The superannuated employees will be reimbursed outpatient benefits at the same level as available to serving employees of the corresponding grade, but within their entitlement for Minor Diseases.]
- d) ¹²⁶ [The benefits to major diseases under these Rules to (i) the superannuated employees and (ii) the dependents of the employees who died while in service will be limited to the unutilized portion of the total entitlement.]
- e) ¹²⁷[In case of admission in Intensive Care Unit (ICU), the reimbursement of bed charges will be limited to the extent twice the room rent entitlement as mentioned above.]

¹²¹ Inserted word, “per day” w.e.f. 27.1.2011.

¹²² Entitlement of amount revised vide Office Order No. 50/2012 dated 12.4.2012 w.e.f 1.4.2012. Prior to revision the entitlements for “major” disease were Rs. 3.00, 4.00, 5.00, 7.00 10.00 lacs and for “minor” disease Rs. 25,000, 30,000, 35,000, 40,000, 50,000.

¹²³ Substituted for the word ‘DO/PS/EO/AO’, ‘AD/DD’, ‘Jt. Director/Director’, ‘Sr. Director’ vide Office Order No. 45/2014 dated 01.04.2014

¹²⁴ Deleted the Clause – I, II & III of office order no. 50/2012 dated 12.4.2012.

¹²⁵ Inserted new clause – I & II vide office order no. 69/2014 dated 12.05.2014 w.e.f 01.04.2014.

¹²⁶ Inserted vide O/O Nos. 36/2009 dated 25th March, 2009 & 41/2010 dated 26th April, 2010.

¹²⁷ Inserted new Clause (e) w.e.f. 27.1.2011.

- f) The medical treatment relating to maternity / miscarriage / abortion is not covered under these rules.
- g) In case of hospitalization for medical treatment due to accident, the employee ¹²⁸ [shall] claim the benefit of medical treatment under the existing group accident insurance policy as arranged by the Institute ¹²⁹ [and shortfall, if any, may be claimed under these rules.]
- h) The employee whose spouse is employed and is entitled to medical/hospitalization benefit in his/her organization shall ¹³⁰ [first claim the benefit from his/her organization and may claim the shortfall, if any, under these rules.] Further, the employee shall have to give an undertaking that he/she has ¹³¹[already availed such benefits and / or such benefits is not available to his/her spouse.] ¹³² [DELETED].
- i) Within the overall limits given above, the charges actually incurred for engaging a nurse/attendant may be reimbursement in deserving cases on the recommendations of the Institute's Doctor.
- ¹³³ [j)] The minimum period of hospitalization for 24 hours would be necessary except in the following cases in order to qualify for the benefits :-

- | | |
|--|---|
| (i) Dialysis | (ii) Chemotherapy |
| (iii) Radio therapy | (iv) Eye Surgery |
| ¹³⁴ [(v) Lasik Laser] | (vi)Dental ¹³⁵ [Treatment and] Surgery |
| (vii) Lithotripsy (Kidney stone removal)
¹³⁶ [DELETED] | (viii) Tonsillectomy |
| ¹³⁸ [(x) Orthopedic procedures] | ¹³⁷ [(Ix)Endoscopic Procedures and Surgeries,] |

¹²⁸ Substituted for the word "will have to" on 27.1.2011.

¹²⁹ Inserted the word "and shortfall, if any, may be claimed under these rules" on 27.1.2011.

¹³⁰ Substituted for the words "be eligible for the benefit under these rules only on production of a certificate from the respective employer that he/she is not availing any kind of medical/hospitalization benefit" on 27.1.2011.

¹³¹ Inserted words "already availed such benefits and / or such benefits is not available to his/her spouse/" on 27.1.2011.

¹³² Deleted words, "not availed the benefit from any other source, the reimbursement of which is being claimed from the Institute" on 27.1.2011.

¹³³ Inserted Clause(j) vide O/O No. 34/2005 dated 3rd June, 2005.

¹³⁴ Inserted words, "Lasik Laser" w.e.f. 27.1.2011.

¹³⁵ Inserted words, "Treatment and" w.e.f. 27.1.2011.

¹³⁶ Deleted word, "(ix) D&C" on 27.1.2011.

¹³⁷ Inserted words, "Endoscopic Procedures and Surgeries" w.e.f 27.1.2011.

¹³⁸ Inserted words, "Orthopedic procedures" w.e.f 27.1.2011.

¹³⁹ [(k)] Medical expenses incurred in respect of the ¹⁴⁰[major/minor] diseases which need domiciliary treatment as may be specified by the recognized hospital/nursing home authorities and Institute's doctor shall be deemed as hospitalization expenses and reimbursement shall be to the extent as prescribed in Rule 4 above.

(l) The cost of medicines, etc. in respect of domiciliary treatment shall be reimbursed for the period stated in the Specialist's prescription. If no period is stated, the prescription for the purpose of reimbursement shall be valid for a period of 90 days.

¹⁴¹ [DELETED - para 6(iii)]

¹⁴² [m] The reimbursement under these Rules shall cover nursing charges, room charges, fees to medical practitioners/surgeons/ anesthetists / consultants/obstetricians and the charges for pathological and diagnostic tests/ ECG/ X-rays, ¹⁴³[etc. It will also cover the cost of Prosthesis,] artificial limbs, pacemakers, ¹⁴⁴ [DELETED] ¹⁴⁵ [stents, intraocular lances], artificial dentures, Blood, Oxygen, ¹⁴⁶[Respirator, Ventilator], Operation Theatre, injections, cost of medicines, drugs/ ¹⁴⁷[disposables and consumables] and other relevant items including diet charges, ¹⁴⁸ [etc.]

Expenditure incurred on the following items shall not be reimbursed:

¹³⁹ Deleted the headings under para (vi) "extent of reimbursement of expenses in the case of major disease" on 27.1.2011 & in place of para 6(i) to 6(ii) substituted to para 4 (k), (l).

¹⁴⁰ Inserted the word "major / minor" on 27.1.2011.

¹⁴¹ - Deleted clause No.6 (iii) (a) & (b) reading as under :

"Package Charges :-

a) Subject to the overall limits prescribed under Rule 4 above, the package charges in the case of following diseases shall be reimbursed as under:

1. Coronary Bypass Surgery	Upto Rs. 2,00,000/-
2. Coronary Angiography	Upto Rs. 1,50,000/-
3. Angioplasty	Upto Rs. 1,00,000/-
4. Kidney Transplant	Upto Rs. 1,50,000/- & (including Donor & Recipient

Provided that in deserving cases the Executive Trustee may grant higher package charges within the overall limits on the recommendations of the Institute's Doctor /Medical Board constituted by the Institute.

b) The above rates include bed charges from the date of admission to the date of discharge, service charges, nursing/medical care, surgeon's & anesthetist's fees and operation theatre charges."

¹⁴² Inserted para 4 (m) vide O/O No. 34/2005 dated 3rd June, 2005.

¹⁴³ Inserted words, "etc. It will also cover the cost of Prosthesis" w.e.f 27.1.2011.

¹⁴⁴ Deleted words, "hearing aids, spectacles, lasik lazer".

¹⁴⁵ Inserted words, "stents, intraocular lances " w.e.f. 27.1.2011.

¹⁴⁶ Inserted words, "Respirator, Ventilator" w.e.f. 27.1.2011.

¹⁴⁷ Inserted words, "disposables and consumables " w.e.f 27.1.2011.

¹⁴⁸ Inserted words, "etc. " w.e.f. 27.1.2011.

- (i) Cost of spectacles, contact lenses and hearing aids;
- (ii) ¹⁴⁹**[DELETED]**
- (iii) Expenses of vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Physician & Institute's Medical Consultant;
- (iv) Charges incurred at Hospital / Nursing Home primarily for diagnostic, X-ray or Laboratory examinations not consistent with or incidental to the diagnosis and treatment of the positive existence or presence of any ailment, sickness or injury, for which confinement is required at a Hospital/Nursing Home.

¹⁵⁰ [(n)] The reimbursement of other ¹⁵¹ **[DELETED]** ¹⁵² [medical expenses] not covered under these Rules will be reimbursed as per Central Government Rules.

(o) ¹⁵³[Advance payment to the following extent can be made to the employee if so demanded by the hospital/nursing home, for treatment of major diseases.

- (a) Advance demanded by the Nursing Home/Hospital; **OR**
- (b) 90% of entitlement of the concerned employee, whichever is less.]

¹⁵⁴[(p)] The expenses incurred on the Periodical Preventive Medical Health Check-up for the Regular Employees will be met by the ICSI Employees' Medical Hospitalization Trust as per the Preventive Medical Health Check-up Scheme;

(q) The superannuated employees are entitled for Annual Preventive Medical Check-up as per the Preventive Medical Health Check-up Scheme. The expenses incurred by them will be met by the ICSI Employees' Medical Hospitalization Trust;

(r) The reimbursement of expenses on such Periodical / Annual Preventive Medical Check-up for Regular and Superannuated Employees, respectively, shall be met out of their entitlements under the category "Minor Diseases" covered under the ICSI Employees' Medical Hospitalization Trust Rules.]

(s) [The expenses incurred on "Preventive Medical Health Check-up" by the regular as well as Superannuated Employees shall be 100% met by the ICSI Employees Medical Hospitalisation Trust under the category "Minor Disease".] ¹⁵⁵

¹⁴⁹ Deleted Clause 7(a) (ii) on 27.1.2011 reading as – "Dental treatment or surgery of any kind unless requiring hospitalization".

¹⁵⁰ Inserted para 4 (n) vide O/O No. 34/2005 dated 3rd June, 2005.

¹⁵¹ Deleted words, "treatments undergone in Hospital/Nursing Home" on 27.1.2011.

¹⁵² Inserted words, "medical expenses" w.e.f. 27.1.2011.

¹⁵³ Inserted para 4 (o) vide O/O No. 34/2005 dated 3rd June, 2005

¹⁵⁴ Inserted new clause (p) (q) (r) vide office order no. 50/2012 dated 12.4.2012 w.e.f 1.4.2012.

¹⁵⁵ Inserted vide /O No. 127/2012 dated 15th December,2012.

5. RECOGNISED HOSPITALS/NURSING HOMES

The medical aid and reimbursement of expenses under these Rules shall be admissible only in case of treatment taken from the Government Hospitals/ Central/ State level/ Private Hospitals/ Nursing Homes (with a minimum of ¹⁵⁶[15] beds) registered with Central/State Government/ Government of Union Territory ¹⁵⁷ [DELETED].

6. AMBULANCE CHARGES

a) Ambulance charges for removing the employee or his/her spouse or their dependent children from residence to the hospital/nursing home or from hospital/nursing home to residence on discharge from one hospital/nursing home shall be reimbursed in full.

b) Actual expenses incurred on conveyance by mode other than ambulance shall be reimbursed subject to the maximum as under:-

i) By public taxi Actual subject to maximum of ¹⁵⁸ [Rs. 1,000/-] per trip

ii) By Auto rickshaw Actual subject to maximum of ¹⁵⁹ [Rs. 300/-] per trip

7. GENERAL

i) ¹⁶⁰ [DELETED]

ii) In the case of ¹⁶¹[DELETED] hospitalization the admission in any Hospital/Nursing Home for treatment of diseases may be made by the employee and his/her spouse or their dependent children and the intimation thereof shall be given by him/her in writing to the Institute at the earliest opportunity and in any case not later than two working days from the time of admission.

8. PREFERENCE OF CLAIM

i) The ¹⁶² [deleted] claim under these Rules shall be preferred by the employee, in the prescribed form, supported with the relevant ¹⁶³[original] hospital bills, receipt, etc. within 15 ¹⁶⁴ [fifteen] days of the completion of the treatment.

¹⁵⁶ Substituted for figure "30" vide O/O No. 34/2005 dated 3rd June, 2005.

¹⁵⁷ Deleted words, "and recognized by the Institute from time to time" on 27.1.2011.

¹⁵⁸ Substituted for the figure "Rs. 300/-" w.e.f. 27.1.2011.

¹⁵⁹ Substituted for the figure "Rs. 150/-" w.e.f. 27.1.2011.

¹⁶⁰ Deleted Clause 9 (i) on 27.1.2011 reading as - "The admission in Hospitals/Nursing Homes for treatment of diseases as referred in Rule 2(d) shall be made by the employee with the prior approval of the Medical Board consisting of at least 3 doctors to be constituted by the Institute."

¹⁶¹ Deleted words, "emergency requiring urgent" on 27.1.2011.

¹⁶² Deleted word, "medical" on 27.1.2011.

¹⁶³ Inserted word, "original" w.e.f. 27.1.2011.

- ii) ¹⁶⁵ [DELETED]
- iii) ¹⁶⁶ [DELETED]
- iv) The payment for the treatment shall be made by the Institute directly to the Hospital/Nursing Home by way of Cheque/Demand Draft/Cash provided that in special cases the Institute may at its discretion reimburse the claim to the employees where he has made the payment himself and produced the necessary reports/ receipts ¹⁶⁷ [in original].
- v) The Institute will have discretion to refuse payment of bills in cases where it is not satisfied about the genuineness of the claim.

9. The Trust reserves to itself the right to amend, alter, vary, modify, remake, rescind or add to these rules without previous notice or intention to do so and the right to give effect thereto from any date which it may deem fit, provided that if a rule or order which affect any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employees.

¹⁶⁴ Inserted word, "fifteen" w.e.f. 27.1.2011.

¹⁶⁵ Deleted Clause 10 (ii) on 27.1.2011 reading as - "(ii) The Hospital/Nursing Home bills should be signed by the concerned specialist and countersigned by the Medical Superintendent of the Hospital/Nursing Home."

¹⁶⁶ Deleted Clause 10 (iii) on 27.1.2011 reading as - "(iii) The Cash Memos in the case of medicines/drugs purchased from the chemists other than the Hospital/Nursing Home, must be authenticated by the specialist of the Hospital/Nursing Home."

¹⁶⁷ Inserted words, "in original" w.e.f. 27.1.2011.

Annexure –I

PREVENTIVE MEDICAL HEALTH CHECK-UP SCHEME

The ICSI Employees Medical Hospitalization Trust shall have an arrangement with the Escorts Heart Institute & Research Centre with regard to Periodic/ Annual Preventive Medical Health Check-Up for its regular and superannuated employees, respectively as per details given below -

Category I-Officials upto the level of ¹⁶⁸[Deputy Director] or equivalent grade

Age Group	Eligibility	Entitlement of Package
Above 35 to 45 years	Once in 5 years	Package -1 (Annexed)
Above 45 years	Once in 4 years	-do-
Above 55 years	Once in 2 years	-do-
Superannuated	Once in a year	-do-

Category II- ¹⁶⁹[Joint Director / Director / Joint Secretary]

Age Group	Eligibility	Entitlement of Package
Above 35 to 45 years	Once in 4 years	Package - II (Annexed)
Above 45 years	Once in 2 years	-do-
Above 55 years	Once in a year	-do-
After 58 years	Once in a year	Package - III (Annexed)
Superannuated	Once in a year	-do-

Category III- ¹⁷⁰[Joint Secretary(SG)] and above

Age Group	Eligibility	Entitlement of Package
Upto 55 years	Once in a year	Package-II (Annexed)
After 55 years	Once in a year	Package-III (Annexed)
Superannuated	Once in a year	-do-

Payment with regard to aforesaid Health Check- up will be made / released by the Trust directly to the Escorts Heart Institute & Research Centre upon receipt of the bill(s).

Regular Employees eligible under the Scheme & wish to undergo the Periodic Preventive Health Check-up, may send their request in writing through their respective Departmental Head to Directorate of HR. As regard to Superannuated Employees, they may send their request in writing to the Joint Secretary of HR directly.

¹⁶⁸ Substituted for the word "Assistant Director" vide Office Order No. 45/2014 dated 01.04.2014

¹⁶⁹ Substituted for the word Deputy Director / Joint Director / Director" vide Office Order No. 45/2014 dated 01.04.2014

¹⁷⁰ Substituted for the word 'Sr. Director' vide Office Order No. 45/2014 dated 01.04.2014

PACKAGE I

- Doctors Consultation and Full Medical Examination
- Examination by Cardiologist
- Complete Haemogram (Hb, TLC, DLC, ESR, Haematocrit, Peripheral Smear)
- Blood Group (ABO, RH)
- Blood Sugar (Fasting & Post Prandial)
- Blood Urea
- Serum Uric Acid
- Serum Creatinine
- Complete Lipid Profile
- Urine Examination
- X-Ray Chest PA
- ECG
- Post Check-up Consultation

(inclusive of Registration Fee)

PACKAGE II

ALL THE ABOVE PLUS TESTS :

- Exercise Stress Test (TMT)

(inclusive of Registration Fee)

PACKAGE III

- Doctors Consultation and Full Medical Examination
- Examination by Cardiologist
- Haemogram (Hb, TLC, DLC, ESR)
- Blood Group (ABO, RH)
- Blood Sugar (Fasting & Post Prandial)
- Blood Urea
- Serum Uric Acid
- Complete Lipid Profile
- Urine Examination
- X-Ray Chest PA
- Stress Echo

**THE ICSI EMPLOYEES' GROUP GRATUITY
TRUST RULES**

(As amended upto 1st April, 2014)



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

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THE ICSI EMPLOYEES' GROUP GRATUITY TRUST RULES

SECTION – I

DEFINITIONS, ELIGIBILITY & REQUIREMENTS FOR MEMBERSHIP

1. DEFINITIONS

In these Rules, where the context so admits the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall unless repugnant to the context, have the following meanings:

- (i) "INSTITUTE" shall mean the Institute of Company Secretaries of India constituted under the Company Secretaries Act, 1980.
- (ii) "CORPORATION" shall mean the Life Insurance Corporation of India established under section 3 of the Life Insurance Corporation Act, 1956.
- (iii) "SCHEME OR FUND" shall mean the ICSI Employees' Group Gratuity Trust.
- (iv) "RULES" shall mean the ICSI Employees' Group Gratuity Trust Rules as amended from time to time.
- (v) "TRUSTEES" shall mean the Trustees for the time being of the Trust.
- (vi) "EMPLOYEES" shall mean permanent employees of the Institute.
- (vii) "MEMBER" shall mean an employee who has been admitted to the membership of the Trust.
- (viii) "NOMINEE" shall mean the person nominated by the member to receive the benefits in the event of his death.
- (ix) "EFFECTIVE DATE" in relation to the Trust shall mean the 20th March, 1992 the date as from which the Trust takes effect.
- (x) "ENTRY DATE" shall mean (a) in relation to the original members, the Effective Date and (b) in relation to new Members admitted to the after the Effective Date, the 1st Day of the month which is co-incident with or which next follows the date on which they become eligible.
- (xi) "ANNUAL RENEWAL DATE" in relation to the Trust shall mean the 20th March and the 20th March in each subsequent year.
- (xii) "NORMAL RETIREMENT DATE" shall mean in respect of each member the date on which he completes the age of ¹⁷¹[60] years.
- (xiii) "SERVICE RULES" shall mean the "Institute of Company Secretaries of India Service Rules, 1979" as amended from time to time. "SERVICE OR CONTINUOUS SERVICE" shall mean uninterrupted service but will include service which is interrupted by sickness, accident leave, lay-off, strike, look-out or cessation of work not due to any fault of the employee concerned, (but will not include service rendered as casual, temporary or leave without pay not on medical grounds; but will include the period probation).

¹⁷¹ Substituted for the age 58 vide office order no. 76/98 dated 29.10.98

- (xiv) "ANTICIPATED SERVICE" shall mean in relation to a Member who dies while in service before the Normal Retirement Date the service which he would have completed had he lived upto his Normal Retirement Date.
- (xv) "SALARY" shall mean the Basic Pay plus ¹⁷²[Grade Pay] and Dearness Allowance and shall not include any other payment including other allowances, ¹⁷³[perquisites], ex-gratia payment, ¹⁷⁴[bonus or commission].

2. THE TRUSTEES TO ACT FOR THE COMPANY AND MEMBERS

The Trustees will act for and on behalf of the Institute of Company Secretaries of India and members in any matter relating to the Trust and every act done by agreement made with and notice given to the Corporation by the Trustees shall be binding on the Company and the members.

3. ELIGIBILITY

a. Gratuity shall be payable for good, efficient and faithful services to a permanent employee of the Institute who has rendered a continuous service of not less than five years and on the termination of his employment due to :

- i. Discharge or abolition of post;
- ii. Permanent incapability on account of bodily or mental infirmity;
- iii. Superannuation;
- iv. Retirement or resignation;
- v. Death or disablement due to accident or disease;
- vi. Termination on any ground except on account of dismissal from service;

PROVIDED that completion of continuous service of five years shall not be necessary if the termination of the employment is due to death or disablement.

b. The following employees are not eligible:

- i. Casual, temporary and probationary employees;
- ii. Government servants and others employed on deputation basis;
- iii. Employees on contract basis; and
- iv. Re-employed persons.

c. All permanent employees who are in the service of the Institute on the effective date shall join the Trust as from that date. Employees of the Institute who are not permanent on the effective date and employees appointed by the Institute after the effective date shall join the Trust on which they become eligible.

¹⁷² Substituted for Dearness Pay w.e.f. 24.05.2010.

¹⁷³ Inserted vide office order no. 52/10 dated 29.06.2010.

¹⁷⁴ Inserted vide office order no. 52/10 dated 29.06.2010.

d. No member shall withdraw from the Trust while he is still an employee of the Institute.

e. As per the eligibility criteria mentioned in Rule 3(a) above, except in cases of death or resignation, a member shall be entitled to gratuity at the rate of fifteen days salary for every completed year of continuous service or part thereof in excess of six months subject to a maximum amount of 20 months salary last drawn or ¹⁷⁵ [Rupees ten lacs], whichever is less.

4. EVIDENCE OF AGE

Evidence of age of every employee satisfactory to the Corporation shall be furnished before he is admitted to the Trust and the age of the member is conclusively proved later to have been incorrectly stated in the evidence submitted, the Corporation shall make appropriate adjustment in the benefits having regard to its normal practice.

5. EVIDENCE OF INSURABILITY

For the purpose of effecting terms Assurance in respect of the member, evidence of insurability satisfactory to the Corporation shall be required prior to the employee's entry into the Trust and on each occasion when an increase in sum assured is to be granted.

SECTION – II

6. CONTRIBUTION AND SCHEME OF INSURANCE

There shall be paid by the _____ either we use the term Institute or _____ to the Trustees in respect of each member the contribution mentioned in sub-paragraph (i) below annually in advance on the date of entry of the member into the Trust and on the relevant Annual Renewal Dates and the contributions mentioned in sub-paragraph (ii) below in one lump sum on the date of entry or in not more than five annual installments commencing from the date of entry into the Trust and the Trustees shall pay the same to the Corporation for providing the gratuity benefits to the members under a scheme of insurance.

- i. **Ordinary Annual Contribution** : The ordinary annual contribution shall be such an amount as shall be determined and recommended by the Corporation for securing the benefits herein before described. The contribution shall be expressed as a percentage of the salary of each

¹⁷⁵ Revised vide office order no. 52/10 dated 29.6.10, Rs. 3.50 lacs to Rs. 7.50 lacs vide office order no. 109/11 dated 24.10.2011 (from 1.1.10 to 23.5.10), from Rs. 2.50 lacs to Rs. 3.50 lacs vide Circular No. 11/99 dated 07.10.2009, from Rs. 1.0 lacs to Rs. 2.50 lacs vide office order no. 8/96 dated 16.1.96.

member and may be varied from time to time on the basis of an evaluation of the benefits to be made at intervals of not more than five years. The contributions will be paid throughout the service of the members unless specified otherwise in the Rules.

- ii. **Initial Contribution** : The Institute may pay any sums by way of initial contributions in respect of members relating to their past service with the Institute as shall be determined and recommended by the Corporation for securing the benefits relating to such past service and on paying such sums shall advise the Trustees as to their allocation to all or specified members.

Provided that the contribution payable by the Institute in any year in respect of any member in terms of sub-paragraph (i) above shall not exceed 8.33% of the salary, paid to the member during the year and that the initial contribution referred to in sub-paragraph (ii) above shall not exceed 8.33% of the salary paid to the member for each year of his past service with the Institute. Provided further that if the contributions are not sufficient to secure full benefits as described before, the benefits will be appropriately scaled down.

7. SCHEME OF INSURANCE

(i) The Trustees shall enter into a scheme of insurance with the Corporation for providing the benefits to the members. Subject to the provisions of Rule 5, an assurance will be effected on the life of each member under One Year Renewable Term Assurance Plan for a sum equal to the difference between (a) fifteen days' salary as on the date of entry into the Scheme or the Annual Renewal Date, as the case may be, for each year of his Anticipated Service and (b) fifteen days' salary as on the day/on the day of entry into the Trust or the Annual Renewal Date as the case may be for each year of service. Provided that the Corporation may, in the case of any member restrict the sum assured for which the assurance is to be effected to a smaller amount on the basis of the evidence of health submitted in respect of that member. The assurance will be renewed on the Annual Renewal Dates for appropriate sums assured.

(ii) After appropriating the required amount towards the premium payable year to year for the life assurance benefit the balance of the contributions will be held by the Corporation in a running account for the credit of the Trustees. The Corporation will allow interest on the balance remaining in the running account for each financial year ending 31st March at a rate to be determined by the Corporation at the close of the year.

(iii) When gratuity becomes payable to a member on his retirement or cessation of service, or to his Nominee in the event of his death, the Corporation shall forthwith pay to the Trustees the benefits payable according to the Rules out of the balance remaining in the running account and under the Term Assurance.

SECTION – III

BENEFITS

8. BENEFITS ON DEATH BEFORE NORMAL RETIREMENT DATE

- a) Upon the death of a member while in service before Normal Retirement Date, the benefit payable will be equal to fifteen days' salary as on the day of death for each year of his Anticipated Service, PROVIDED that in respect of a member for whom the Term Assurance effected in terms of Rule – 7 is insufficient to provide the above stated benefits, the benefits payable will be equal to the total of :
- (i) The sum assured under the Term Assurance on the date of death; and
 - (ii) Fifteen days' salary for each year of service upto the date of death.
- b) In respect of a member for whom life cover has not been granted to the full extent, the benefits payable be equal to the total of:
- (i) The sum assured under the Term Assurance on the date of death; and
 - (ii) Fifteen days' salary for each completed year of service upto the date of death.

9. BENEFITS OF LEAVING SERVICE

Upon a member leaving the service of the Institute of his own free will after completion of five years of continuous service the benefits payable will be equal of fifteen days' salary as on the day of leaving service for each year of continuous service or part thereof in excess of six months service. The member will not be entitled to any benefits if he leaves the service before completing five years of continuous service.

PROVIDED that wherever a member leaves the services of the Institute and joins the services of any employer who is created by any Act of Parliament or if Legislature or Central or State Government or Government Company as defined under the Companies act, the amount of gratuity already earned by the member, irrespective of number of years of service rendered by him will be transferred to the new employer if the new employer agree to accept such amount.

PROVIDED further that wherever a member, joins the services of the Institute after leaving the services of any employer who is created by any Act of Parliament or State Legislature, Central Government or State Governments or the Government Company as defined under the Companies Act, the Institute

will accept the transfer and the amount of gratuity already earned by him under his previous employer.

10. PAYMENT OF GRATUITY

The gratuity payable in respect of any member under the Trust will be paid in a lump sum.

SECTION – IV

MISCELLANEOUS PROVISIONS

11. RESTRAINT ON ASSIGNMENTS ETC

The benefits assured under the Trust are strictly personal and cannot be assigned, charged or alienated in any way.

- 12.** Except as provided in these Rules, no member or his Nominee shall have any legal claim, right or interest in the Trust. PROVIDED ALWAYS THAT the Trustees shall administer the Trust for the benefit of the members and their Nominees in accordance with the provisions of these Rules.

13. JURISDICTION

The Master Policy issued under the Trust shall be an Indian contract subject to the Laws of India including the Income-Tax Act, 1961, the Payment of Gratuity Act, 1972 and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules, or in any amendment made thereof be repugnant to any provision or provisions of the Income-Tax Act, 1961 or the Income-Tax Rules, 1962, it shall be ineffective to the extent of such repugnance. Any such repugnance shall be removed by the Trustees if so directed by the Commissioner of Income-Tax.

14. MASTER POLICY

The Corporation will issue a single Master Policy to the Trustees to Provide for the benefits to the members under the Scheme.

15. INCOME-TAX AND OTHER TAXES

(a) In any case where the Corporation or the Trustees are liable to account to the Income-Tax authorities for Income-Tax on any payment made under the Rules, the Corporation or the Trustees as the case may be shall deduct a sum equal to such tax from any such payment made and shall not be liable to the members for the sum so deducted.

(b) If the Gratuity Fund and Trust for any reason cease to be approved by the Commissioner of Income-Tax, the Trustees shall nevertheless remain liable to tax on any benefits paid to any members of his Nominee.

16. NOMINATION

(a) Every member shall make a nomination conferring on one or more persons the right to receive the benefits hereunder in the event of his death before the benefits become payable. Such a nomination shall be made according to the form given in the Appendix.

(b) If a member nominates more than one person under clause (a) above, he shall, in his nomination, specify the amount or share payable to each of the nominees in such manner as to cover the sole of the amount of gratuity that may be payable in the event of his death.

(c) Where a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such member in favour of a person or persons not belonging to his family shall be invalid.

(d) If, at the time of making a nomination, the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.

(e) A nomination made by a member, at any time, be modified by him after giving a written notice to the Trustees of his intention of doing so. If the nominee predeceases the member the interest of the nominee shall revert to the member, who may thereupon make a fresh nomination.

(f) A nomination or its modification shall take effect to the extent it is valid on the date on which it is received by the Trustees.

(g) If a Nominee is not appointed and the member does not leave the family, then the benefits shall lapse to the Trust.

17. FOR THE PURPOSE OF THIS RULE “FAMILY” MEANS

(i) in the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependent parents and the dependent parents of his wife and the widow and children of his predeceased son, if any;

(ii) in the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent

parents of her husband and the widow and children of her predeceased son, if any.

EXPLANATION: Where the personal law of an employee permits the adoption by him of a child any child lawfully adopted by him shall be deemed to be included in his family and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption lawful, such child shall be deemed to be excluded from the family of the employee.

18. INTERPRETATION OF RULES

It shall be a condition of membership of the trust that on any point of interpretation of these Rules or any point relating to admission of new members and cessation of membership, the decision of the Trustees shall be final. If the decision has any bearing of the provisions of Part C of the Fourth Schedule of the Income-Tax Act, 1961 or the Rules made thereunder it shall be forthwith reported to the Commissioner of Income-Tax and if the Commissioner of Income-Tax as requires, the Trustees shall review the decision.

**ICSI
EMPLOYEES'
PROVIDENT FUND**

**RULES
AND
REGULATIONS**

(As amended upto 1st April, 2014)



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

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RULES AND REGULATIONS OF INSTITUTE OF COMPANY SECRETARIES OF INDIA EMPLOYEES' PROVIDENT FUND

1. Name

The Fund shall be called the Institute of Company Secretaries of India Employees' Provident Fund.

2. Commencement

These regulations shall come into force on 1st May, 1972.

3. Definitions

- (a) In these rules, unless there is something repugnant to the subject or context, "Institute" means the Institute of Company Secretaries of India.
- (b) "Council" means the Council for the time being of the Institute of Company Secretaries of India.
- (c) "Trustees" means the Trustees of the Fund for the time being as hereinafter provided.
- (d) "Secretary" means the Secretary of the Institute and includes Deputy or an Assistant Secretary or any other person acting as Secretary by the direction of the Council.
- (e) "Fund" means the Provident Fund constituted hereunder.
- (f) "Member" means any person in the service of the Institute who is a subscriber to the Fund.
- (g) "Salary" or "Pay" means the basic monthly salary and ¹⁷⁶[Grade] pay received by each employee from the Institute, and does not include any acting, officiating or personal allowances or other remuneration whatever, uncertain an amount or derived by any employee by any means, outside his basic salary and ¹⁷⁷[Grade] pay.
- (h) "Employers" means the Institute of Company Secretaries of India having their Head Office at Delhi and shall include their successors and assignees.
- (i) "Service" means continuous service and the test, whether service is continuous, is the payment to an employee of a salary continuously during the period of service, and dates from the beginning of each employee's service.

PROVIDED that an employee who is granted leave on loss of pay shall not thereby be considered as having broken continuity of his service.

¹⁷⁶ Deleted the word "Dearness" upon implementation revised pay scale vide office order no. 17/09 dated 27.02.2009.

¹⁷⁷ Deleted the word "Dearness" upon implementation revised pay scale vide office order no. 17/09 dated 27.02.2009.

In the case of an employee, who may have left the service of the Institute for any reason, and has been subsequently re-appointed, his service will be reckoned only from the date of his re-appointment.

- (j) ¹⁷⁸["Month" means a calendar month and "Year" means a period of 12 months commencing on 1st day of April and ending on 31st day of March next year.]
- (k) "Employee" means a whole-time salaried employee of the Institute.
- (l) "Family" means the member, member's spouse, legitimate children, step children, parents, sisters and minor brothers who are wholly dependent on the member.

4. Member

- (i) Every employee of the Institute in the whole-time and permanent service of the Institute as on 2.12.1991, and every employee who will so join the service of the Institute on or after that date shall become a member of the fund ¹⁷⁹[the day] he joins the service of the Institute, and shall be subject to these Rules and Regulations.
- (ii) Every member, who had been a member of a recognized Provident Fund prior to his joining the service of the Institute, shall on joining the Institute, have an option for getting the accumulated balance lying at the credit of his Provident Fund account with the previous employer, transferred to this Fund.

PROVIDED that the employer's contribution towards his Provident Fund Account shall commence only from ¹⁸⁰[the day] he joins the service in the Institute.

- (iii) Every such employee who shall become a member shall sign a declaration of agreement to comply with the Rules as set forth in the Form "A".
- (iv) ¹⁸¹[For the purpose of withdrawal of the contribution from the Fund, the period of membership of the Fund would count from the date he or she was a member of the recognized Provident Fund prior to his/her joining the Institute provided he/she has transferred the accumulated balance lying at the credit of his/her PF Account with the previous employer to this Fund.]

5. Object of the Fund

The object of the fund shall be to provide every employee, who is a member, with a sum of money the amount of which will be ascertainable according to these Rules, on the termination of his service with the Institute.

¹⁷⁸ Substituted w.e.f. 1.8.90. Prior to substitution the Rule 3(j) stood as under: "Month means Calendar Month & Year means a Calendar Year both according to English calendar".

¹⁷⁹ Substituted for (completion of three calendar months continuous service) w.e.f. 2.12.91 & the words "completion of three months" were substituted for "completion of 12 months" w.e.f. 1.8.90.

¹⁸⁰ Substituted for (completion of three calendar months continuous service) w.e.f. 2.12.91 & the words "completion of three months" were substituted for "completion of 12 months" w.e.f. 1.8.90.

¹⁸¹ Inserted Clause (4) w.e.f.1.4.99.

6. Management of the Fund

The Fund shall be irrevocable Trust for the benefit of the Members thereof, managed by the Trustees, whose decision with reference to all matters and questions arising under or out of these Rules, so long as that decision does not involve a revocation of the Trust hereby constituted, shall be final and binding on all members or their representatives and the employers.

7. Member's Contribution

(1) Every member shall contribute to the Fund as regular contribution an amount representing ¹⁸²[twelve percent] of the salary or pay as defined in Rule 3(g) payable to him, fraction of a rupee less than 50 paise being disregarded and fraction of a rupee equal to or exceeding 50 paise being regarded as one rupee.

Such contribution shall be deducted from the salary of each member at the time of payment thereof and shall be paid over by the Employers to the Trustees of the Fund who shall credit the same to the individual account of the Member as his/her contribution to the Fund.

Contribution of a member on leave or furlough shall be calculated on the salary allowed to him during such leave or furlough and be paid over to the Trustees of the Fund by the Employer No. Member shall contribute to the Fund while on leave without salary or wages.

Additional Contribution

(2) It shall be open to a member to pay additional contribution to his provident fund which shall be a definite amount. In such an event, the aggregate sum of employee's regular and additional contribution shall not exceed his ¹⁸³[salary] drawn during the year. In respect of such additional subscriptions, no contributions shall be payable by the employers under sub-clause (3) below.

Such option shall be expected either at the time of becoming member of the Fund or by 20th ¹⁸⁴[March] to be effective from the salary payable from ¹⁸⁵[April] next year. No change in the option will be allowed during the course of the financial year.

Employer's Contribution

(3) The Employers shall contribute to the Fund monthly an amount equal to the regular contribution of each member for that month no exceeding

¹⁸² Substituted for "one-tenth" w.e.f. 22.9.97.

¹⁸³ Substituted for "1/5th" w.e.f. 11.4.97.

¹⁸⁴ Substituted for "December" w.e.f. 1.8.1990.

¹⁸⁵ Substituted for "January" w.e.f. 1.8.1990

¹⁸⁶[twelve percent] of his salary which shall be credited to the Member's individual account in the Fund.

8. Interest Account

(1) (a) The Trustees shall as on 31st ¹⁸⁷[March] of each year, prepare an account of the total interest received and accrued on the invested amounts of the Fund after adding all profits earned on the sale of investments and deducting any loss to the Fund on the sale or in consequences of any depreciation of investments during such year.

(b) After meeting such expenses as are not covered in Rule 20 hereof, interest at such rate as the Trustee may decide subject to a minimum rate of 4% per annum shall be credited to the individual account of each member on 31st ¹⁸⁸[March] each year proportionately for the actual period of deposit at his credit.

(c) All surplus income not allocated for payment of interest as provided herein be transferred to a separate account called "INTEREST RESERVE A/c", which may be utilized for distribution of interest to the members as may be decided by the Trustees of the Fund.

(2) The account of each member shall show separately (1) the amount of the Members' contributions and the proportionate amount of interest earned thereon and (2) the amount of the Employer's contributions and the proportionate amount of interest earned thereon.

9. Administration and Control of the Fund

(1) The Fund hereby constituted shall vest in the Trustees and their successors in office irrevocably in Trust in accordance with the Deed of Trust hereinafter forwarded. The Fund shall be held and managed by the Trustees for the time being in accordance with these Regulations. The provisions of Part A of the Fourth Schedule to Income Tax Act, 1961 and the Rules made under Part XII of the Income-tax Rules, 1962 in respect of Recognized Provident Funds shall prevail and apply hereto. In case of any discrepancy or repugnance between the said provisions and Rules and these Regulations, except for the purposes of amendment of these regulations, the majority of Trustees may exercise all the powers of the Trustees. Any resolution passed by circulation and signed by all the Trustees for the time being in India shall be as valid and effective as a resolution duly passed at a regularly convened meeting of the Trustees. All matters relating to or connected with the Fund, the management or the administration and control thereof or the rights and obligations of the Members and their heirs, executors, legal representatives and nominees hereunder, shall be vested in Trustees and their, decision thereon shall be final and binding on the Employers and Members and their heirs, executors, legal representatives and nominees.

¹⁸⁶ Substituted for "one-tenth" w.e.f. 22.9.97.

¹⁸⁷ Substituted for "December" w.e.f. 1.8.1990.

¹⁸⁸ Substituted for "December" w.e.f. 1.8.1990.

(2) There shall be three Trustees, one of whom shall be a person nominated by the Council from time to time, another elected from employees contributing to the Fund and the third, the Secretary of the Institute.

The first such Trustees appointed under these rules were as under:

1. Mr. Onkar Nath, Council Member
2. Mr. T. P. Subbaraman, Secretary and
3. Mr. N. S. Santhanam, Administrative Officer

10. Maintenance of the Trust Fund

All moneys of the Provident Fund shall be kept deposited and / or invested in the manner prescribed under Rule 67 of the Income Tax Rules, 1962 in the name of the Institute of Company Secretaries of India Employees Provident Fund and shall be dealt with in accordance with these rules and such accounts shall be operated on the authority and signature of any two Trustees.

11. Available funds to be invested

DELETED

12. Annual Statement to each Member

A statement of Account of each member as on 31st ¹⁸⁹[March] of each year shall be prepared as in Form "B". Each member shall be required to certify in writing that the amount shown therein is correct.

13. Abstract of Individual Accounts

An abstract for the year ended 31st ¹⁹⁰[March] of each year of the individual account of each employee participating in the Provident Fund in respect of whom a return is required to be furnished under sub-rule (4) of Rule 35 of the Income-tax Rules, 1962, shall be furnished by the Trustees to the Income-tax Officer specified in Sub-rule (2) of Rule 32 not later than the 15th day of June in each year or any other subsequent date fixed by the Income-tax Officer, it shall be in Form No. 41 prescribed under sub-rule (2) of Rule 74 of the Income-tax Rules, 1962, but shall show only the totals of the various columns thereof for the accounting year. It shall also give an account of any temporary withdrawals by the employee during the year and of the repayment thereof.

14. Payment from Fund

No member shall be entitled to claim payment of any money out of the Fund except as provided under these rules.

¹⁸⁹ Substituted for "December" w.e.f. 1.8.1990.

¹⁹⁰ Substituted for "December" w.e.f. 1.8.1990.

15. Payment on Death of a Member

On the death of a member who shall have made a nomination in accordance with Rule 29(i), the full amount standing to his credit according to these rules shall be paid to the duly appointed nominee or nominees irrespective of the membership period of such member. In the absence of such nomination, the Trustees shall pay such amount either to his executors or administrators or holder of succession certificate or to his widow or one or more of the issues or such other relation or relations as the Trustees shall think fit in their absolute discretion.

Any such payment shall be a complete and valid discharge by the Fund and by the Trustees in respect of such member's share and interest in the Fund.

16. Repayment of Members own contribution

Any member on his leaving the employment or on the termination of his services with the Institute shall be entitled to receive the total amount of his own contributions to the Fund standing to the credit of his individual account as at the date of such termination and interest thereon in accordance with these Rules.

17. Payment of Employer's contribution

- (1) ¹⁹¹[A member leaving the services of the Institute or on termination of his services with the Institute shall be entitled to receive the full share of employer's contribution and interest thereon irrespective of his period of membership in the fund].
- (2) In the event of a member permanently leaving the services of the Institute and becoming a member of any other provident fund recognized under the Income-tax Act, the accumulated balance due to him from this fund may, at his option, be transferred, without forfeiture of any percentage of the contribution of the employers and interest thereon, to the other fund of which he subsequently becomes a member, for credit to his account, provided it is permissible under the Rules and Regulations of that fund.

18. Payment of Interest on contributions

If any member retires from the fund during the course of a year, interest shall be credited on his contributions at a rate provided in Rule 8 from the commencement of that year upto the last date of the month preceding the

¹⁹¹ Substituted w.e.f. 2.12.1991. Prior to substitution the Rule 17(1) stood to mean that an amount to be paid to an employee at the time of his leaving the services of the Institute was specified for no. of years of membership.

month in which the actual payment is made. Any member leaving the services of the Institute shall have to exercise an option within a period of 90 days from the date of leaving the services, whether or not he wants to get the accumulations of the provident fund transferred to the other provident fund under Rule 17(2). In case no option is received by the Trust within the stipulated period of 90 days, the provident fund account will be settled according to the provisions of Rules 16 and 17(1) within a period of 180 days from the date of employee's leaving the services, by giving him credit on account of interest at a rate allowed for the previous year and no interest would be credited to the provident fund account of such member after the said period of 180 days.

19. Dismissal for grave misconduct

- (1) If any member is dismissed for misconduct, he shall be entitled to receive ONLY the amount of his own contributions to the Fund and the interest accrued thereon and shall not be entitled to the Employer's Contribution and the interest thereon.
- (2) The Council shall have absolute discretion to waive forfeiture of the members' interest in the Institute's contribution and the income derived there from if this concession is, in their opinion, justified.

20. Utilisation of forfeiture

Subject to the provisions of these rules, all lapses and forfeitures occurring at any time shall be transferred to a separate account to be called "THE LAPSE AND FORFEITURE A/c" and shall be used and applied by the Trustees primarily for meeting the necessary expenses of the Fund for such purposes in connection with the Fund and in such manner as the Trustees may in their absolute discretion think fit.

Provided that after meeting the expenses for the purposes connected with the Fund, the amount at credit in the said Lapses and Forfeiture Account shall be available for expenditure on welfare of the members in the following circumstances to the extent indicated in such cases or for any other purposes connected with the welfare of the members as the trustees shall in their absolute discretion think fit:

- (a) Where a member dies while in service, ad-hoc payment of a sum not exceeding Rs. ¹⁹²[5000] or one month's salary, whichever is less, may be paid to the nominee(s)/heirs of the deceased member.
- (b) Any member may be paid an amount not exceeding Rs. ¹⁹³[2000] in case involving prolonged illness and/or full or partial disablement.

¹⁹² Substituted for Rs. 2,000 w.e.f. 1.4.1999.

¹⁹³ Substituted for Rs. 1,000 w.e.f. 1.4.1999.

21. Members right to own contribution

A member's contribution to the Fund and the amount credited to his account as income earned thereon shall be his property funded for his benefit, and shall not be forfeited under any circumstances except as may be provided by law.

22. Member's right to Institute's contribution

A member's interest in the contribution made by the Institute to the fund does not commence until he/she retires from the service of the Institute and he/she qualifies for admission to the benefit of the Institute's contribution under these rules.

23. Withdrawals from the Fund

The Trustees shall have power at their discretion to permit withdrawals by members for any of the following purposes, that is to say:

- (a) to pay expenses incurred in connection with the illness of the member or a member of his family;
- (b) meeting the cost of higher education including where necessary, the travelling expenses of any child of the member actually dependent on him in the following cases, namely:
 - (i) educational outside India for academic, technical, professional or vocational courses beyond the ¹⁹⁴[matriculation] stage;
 - (ii) any medical, engineering or other technical, specialised courses in India beyond the ¹⁹⁵[matriculation] stage;
- (c) to pay for the cost of passage to a place out of India of the member or any member of his family;
- (d) to pay expenses in connection with marriages. Funerals or ceremonies which by the religion of the member it is incumbent upon him to perform;
- (e) to pay premia on policies of insurance on the life of the members or of his wife provided that the policy is assigned to the Trustees of the Fund or at their discretion deposited with them and that the receipts granted by the Insurance Company for the premia are from time to time handed over to the Trustees for inspection by the Income-tax Officer.
- (f) ¹⁹⁶To meet the expenditure on building a house, or purchasing a site or a house and a site ¹⁹⁷[Deleted]¹⁹⁸[by any employee member of the Trust]

¹⁹⁴ Substituted for "High School" w.e.f. 1.2.1991.

¹⁹⁵ Substituted for "High School" w.e.f. 1.2.1991.

¹⁹⁶ Substituted w.e.f. 1.2.1991. Prior to its substitution Rule 23(f) stood as under:

and also on additions, substantial alterations or improvements necessary to a house.

Provided that the employee furnishes undertaking to the trustees not to encumber or alienate such house or site (or such house and site) or house and site, as the case may be:

Provided further that ¹⁹⁹[Deleted], such house or site or such house and site shall not be deemed to be an encumbered property merely because such house or site or such house and site is:

- (i) mortgaged, solely for having obtained funds for the purchase of the said house or site or the said house and site or for the building of such house to any of the following agencies, namely, (a) the Central Government; (b) a State Government; (c) a Co-operative Society, being a society registered or deemed to be registered under the Co-operative Societies Act, 1912, or under any other law for the time being force in any State relating to Co-operative societies; (d) an institution; (e) a trust; (f) a local body; or (g) a housing finance corporation; or (h) housing board; (i) Nationalized Banks; (j) Life Insurance Corporation; or (k) other financial institution(s) owned or controlled by Central/State Government; or
 - (ii) held in the name of any of the aforesaid agencies and the member is precluded from transferring or otherwise disposing of that house or site or that house and site without the prior approval of such agency.]
- (g) to meet the expenses on the damage caused to the movable or immovable property of the employee as a direct result of flood, cyclone, earthquake or other convulsion of nature.
- (h) ²⁰⁰[to meet the cost of legal proceedings instituted by the member for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duty or to meet the cost of his defence when he is prosecuted by the employer in any court of law in respect of any official misconduct on his part;

“to meet the expenditure on building, a dwelling house, or purchasing a dwelling house and/or site for dwelling or on additions, substantial alterations or improvements necessary to the house”.

¹⁹⁷ Deleted the words “in case of employee whose pay does not exceed rupees Fifteen thousand per month” vide office order no. 108/11 dated 24.10.11. Prior to rupees fifteen thousand per month – rupees two thousand five hundred per month w.e.f. 01.04.99.

¹⁹⁸ Inserted words vide office order No. 108/11 dated 24.10.11.

¹⁹⁹ Deleted words “in the case of an employee whose pay does not exceed rupees fifteen thousand per month” vide office order no. 108/11 dated 24.10.11. Prior to Rs. 15,000/- per month, Rs. 2,500/- per month w.e.f. 01.04.99.

²⁰⁰ Inserted new clause w.e.f. 1.2.91.

PROVIDED that the advance under this clause shall not be admissible to a member who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against the employer in respect of any condition of service or penalty imposed on him.

- (i) to meet the cost of purchasing an equipment required by a physically handicapped member which will minimize his hardship on account of the handicap.]

24. Limits for withdrawals

- (1) The non refundable withdrawals in connection with the expenses on marriages as specified in clause (d) of Rule 23 shall be least of the following:

The amount equivalent to 75% of the member's own contribution and interest thereon lying to the credit of the member or ²⁰¹[Rs. 2.00 lacs] whichever is less.

- (2) The withdrawal for any other purposes referred to in clauses (a) to (c), ²⁰²[(d)] (e) (g) and (i) of Rule 23 shall not exceed ²⁰³[three months' pay] or the total of the accumulation of exempted contribution and exempted interest lying to the credit of the employees, whichever is less.

- (3) The withdrawal for the purpose specified in Rule 23(f) by any employee ²⁰⁴[Deleted] shall be subject to the following conditions]:

- (i) ²⁰⁵[The amount of withdrawal shall not exceed :

- (a) the basic pay and grade pay of the employee for thirty six months; or
- (b) the actual cost of building the house or of purchasing the house and / or site; or
- (c) employee's contribution to the fund together with specified percentage of the employer's contribution to the fund with interest thereon; whichever is less;

Explanation : For the purpose of sub-clause (c) "specified percentage" means :

- (1) 50% of the employer's contribution forming part of the accumulation as on the date of the authorization of

²⁰¹ Substituted for Rs. 1 Lacs w.e.f. 18.06.04 and prior to substitution - "six months pay " w.e.f 10.09.1998.

²⁰² Inserted clause (d) to meet expenses in connection with funerals or ceremonies.

²⁰³ Substituted for Rs. 2500 per month w.e.f. 1.4.99.

²⁰⁴ Deleted the words "whose pay exceeds (fifteen thousand per month) vide office order dated 24.10.2011 prior to fifteen thousand it was Rs. 2500/- w.e.f. 1.4.99.

²⁰⁵ Substituted for the words "the amount of withdrawal shall not exceed one-half of the amount standing to the employee's credit or the actual cost of the house and/or of the site, whichever is less".

- payment, if the period of membership of the employee in the fund is five years or more, but less than ten years;
- (2) 60% of such contribution, if the period of membership of the employee in the fund is 10 years or more but less than 15 years; and
 - (3) 75% of such contribution, if the period of membership of the employee in the fund is 15 years or more;

PROVIDED that a withdrawal for additions, substantial alterations or improvements necessary to the house owned by the employee or jointly owned by the employee and the spouse may be granted once and in one installment only upto 12 months' basic pay and grade pay or the employee's own share of contribution with interest thereon or the amount standing to his credit in the fund, whichever is less.

PROVIDED further that the said withdrawal for additions, substantial alterations or improvements, shall be admissible only after a period of five years from the date of purchase or completion of the house.]

- (ii) the employee shall have completed ²⁰⁶[five] years of service or is due to retire within the next ten years;
- (iii) the construction of the house should be commenced within six months of the withdrawal and should be completed within one year from the date of the commencement of the construction.
- (iv) if the withdrawal is made for the purchase of a house and/or a site for a house, the purchase should be made within six months of the withdrawal;
- (v) if the withdrawal is made for the repayment of loan previously raised for the purpose of construction or purchase of a house, the repayment of the loan should be made within three months of the withdrawal;
- (vi) where the withdrawal is for the construction of a house, it shall be permitted in two or more equal instalments (not exceeding four), a later instalment being permitted only after verification by the trustees about the actual utilization of the earlier withdrawal;
- (vii) the withdrawal shall be permitted only if the house and/or site is free from encumbrances and no withdrawal shall be permitted for purchasing a share in a joint property or building or house or land whose ownership is divided;

²⁰⁶ Substituted for "ten" w.e.f 24.10.2011.

(viii) ²⁰⁷[where the amount withdrawn is not utilized in whole or in part for the purpose for which it was withdrawn, the excess or the whole amount, as the case may be, shall be refunded to the trustees forthwith in one lump sum together with interest from the month of such withdrawal at the rate prescribed in Rule 27 and the amount so refunded shall be credited to the employee's account in the fund.]

(4) ²⁰⁸[The withdrawal for the purpose specified in clause 23(h) shall not exceed three months pay or Rs.500 whichever is greater, but shall in no case exceed half the amount to the credit of the employee.]

25. Second withdrawal

A second withdrawal shall not be allowed until the sum first withdrawn has been fully recovered excepting in the case of non-repayable withdrawal allowed under clause (e) and (f) of Rule 23 above.

²⁰⁹[25(a) Notwithstanding anything contained in Rule No. 23 to 25 of the Fund, it shall be opened to the Trustees of the Provident Fund to permit at any time within 12 months before the date of retirement or superannuation of the member, the withdrawal of upto ninety percent of the amount standing at the credit of the member.]

26. Repayments of amounts withdrawn

(1) Subject to the provisions of clause (viii) of Sub-rule (3) of Rule 24, where a withdrawal is allowed to pay premia on policies of insurance under clause (e) of Rule 23 and to meet expenditure on building a house or purchasing a house and/or site under clause (f) of Rule 23, the amount withdrawn need not be re-paid.

(2) Deleted w.e.f. 1.4.99.

(3) Where the withdrawal is allowed for any other purpose, the amount withdrawn shall be repaid in not more than ²¹⁰[thirty six] equal monthly installments.

(4) In respect of withdrawals referred to in clauses (2) and (3) and in respect of clause (4), where the loan is repaid, from the date of repayment of each amount interest shall be paid in accordance with Rule 27.

²⁰⁷ New para inserted in substitution to Rule 24(viii) (sub-clause (i) to (viii))

²⁰⁸ Inserted w.e.f. 1.8.90.

²⁰⁹ Inserted new clause 25(a) as per approval of Commissioner of Income Tax vide letter no. CIT-11/amendment/2003-04/1236 dated 1.10.03.

²¹⁰ Substituted for the words "twenty four month" w.e.f. 17.12.04 vide circular no. 4/05 dated 2.5.05.

27. Interest on withdrawals

In respect of withdrawals referred to in Rule 26, interest shall be paid in accordance with the following table

TABLE

Where the amount is repaid in not More than 12 monthly instalments	One additional instalment of 4% on the amount withdrawn.
Where the amount is repaid in more Than 12 but not more than 24 monthly instalments.	Two additional instalments of 4% on the amount withdrawn.
Where the amount is repaid in more Than 24 but not more than 36 monthly instalments	Three additional instalments of 4% on the amount withdrawn.
Where the amount is repaid in more Than 36 but not more than 48 monthly instalments	Four additional instalments of 4% on the amount withdrawn/

The Trustees may, however, on the direction of the Council, recover interest on the amount aforesaid or the balance thereof outstanding from time to time at 1 per cent above the rate which is payable for the time being on the balance in the Fund at the credit of the member.

28. Closing of Member's Account

A subscriber's account shall be closed –

- (i) On the day after the date of his death;
- (ii) On the day he quits services of the Institute. When a member's account is closed, such amount if any, as may be decided by the Trustees shall be added in respect of portion of the year since ²¹¹[31st March] preceding.

No further consideration and interest shall be credited in respect of any period subsequent to that date.

(iii) In the event of a member permanently leaving the service of the Institute and becoming a member of any other provident fund recognized under the Income-tax Act, the accumulated balance due to him from this fund may, at his option, be transferred to the other fund of which he subsequently becomes a member, for credit to his account, provided it is permissible under the rules and regulations of that fund.

²¹¹ Substituted for December w.e.f. 1.8.90.

29. Nominations

(1) Each member shall make a nomination in writing as in Form "C" conferring the right on his nominee or nominees to receive the amount that may stand to his credit in the fund in the event of his death, before that amount becomes payable, or having become payable, has not been paid.

(2) If a member nominates more than one person under sub-rule (i), he shall, in his nomination, specify the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand to his credit in the Fund.

(3) Where a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such member in favour of a person not belonging to his family shall be invalid.

(4) If at the time of making a nomination, the member has no family, the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.

(5) A nomination made by a member may, at any time, be modified by him after giving a written notice to the Trustees of his intention of doing so in Form "D". such notice will automatically cancel the previous nomination.

If the nominee predeceases the member, the interest of the nominee shall revert to the member who shall thereupon make a fresh nomination in respect of such interest.

(6) A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the Trustees.

30. Annual accounts

The accounts of the Fund shall be made up yearly as on 31st ²¹²[March].

31. Assignment and Transfer of Members interest in the Fund

(1) The amount standing to the credit of any member in the Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Court in respect of any debt or liability incurred by the member and neither the official assignee appointed under the Presidency-Towns Insolvency Act, 1909, nor any receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on any such amount.

(2) Any amount standing to the credit of a member in the Fund at the time of his death and payable to his nominee under the rules of the Provident Fund shall, subject to any deduction authorized by the said rules, vest in the

²¹² Substituted for December w.e.f. 1.8.90.

nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the member.

32. Procedure in case Member's interest has been assigned

DELETED

33. Indemnification of Trustees

The Institute shall hold every Trustee indemnified against all proceedings, costs and expenses occasioned by any claim in connection with the Fund not arising from his negligence or fraud.

34. Closing of the Fund

The Fund shall not be closed except in the case of the Institute of Company Secretaries of India being wound up. In the event of winding up of the Institute, the fund shall be closed and the moneys effects etc. thereof shall be divided amongst the members then existing by payment to each of them a sum which shall bear the same proportion to the aggregate market value or proceeds of the securities and uninvested cash then constituting the fund as the amount then standing to the credit of the member in his individual account bears to the aggregate of the amounts, then standing to the credit of the individual accounts of all such members.

35. Issue of certificate relating to balance amount

In all cases wherein a certificate shall be required of the amount of the balance standing in the books of the Fund to the credit of a deceased member for the purpose of obtaining free of stamp duty a grant of probate or letters of administration or for any other purpose such certificate shall inter alia show whether there is any nomination or its modification which shall take effect to the extent there it was valid on the date it was received by the Trustees.

36. Power to make new Rules

(1) All matters or procedure and all ancillary matters not herein specifically provided for and requiring the framing of rules shall be regulated by such rules as the Trustees may from time to time make in that behalf, with the approval of the Council.

(2) The Trustees shall have power at all times, subject to the approval of the Council and the Commissioner of Income Tax, to alter any of the regulations contained in these presents for the time being relating to the Fund and make new rules in modification or substitution of the rules for the time being in force.

(3) While framing rules or altering them, regard shall be had to the following:

(i) They shall always be in consistent with provisions of Part A to the Fourth Schedule to Income-tax Act, 1961 and rules made thereunder.

- (ii) They shall not affect the irrevocable nature of the Trust or make the property or income of the Fund in any case or under any circumstance revert to the Institute.
- (iii) They shall not have retrospective effect so as to affect adversely the rights existing on the date of alteration in respect of the sums then at the credit of the member's accounts.
- (iv) No rules, or any modification thereof, shall take effect, unless they have been approved by the Commissioner of Income Tax having jurisdiction over the fund.

Form "A"

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEE'S PROVIDENT FUND**

FORM OF AGREEMENT – RULE 4(iii)

I hereby declare that I have read the Rules of Institute of Company Secretaries of India Employees' Provident Fund, and that I agree to be bound by them and by any subsequent additions to and alterations in the same as may from time to time hereafter be made in pursuance of Rule 36 of the said Rules.

Dated this _____ day of _____ 20_____

Name in Full: _____

Date of Birth: _____

Date of Joining Services: _____

Date of Joining Fund: _____

Signature: _____

Witness(1) _____

Witness(2) _____

Form "B"

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEES' PROVIDENT FUND
(As prescribed in Rule 12)**

Statement showing the sums standing to the credit of Mr./ Ms _____ employed
as _____ issued solely for his information.

Account No: _____ Folio Number of Account _____

Particulars	<u>Contributions</u>	Interest	Total
	Regular	Additional	

Member's contribution and
Interest standing to his/her
Credit on 31st March 20____
As per last memo _____

Member's contribution and
Interest credited during the
Year 20____ _____

Institute's contribution and
Interest standing to the credit
of member on 31st March, 20__ as per last memo _____

Institute's contribution and
Interest credit during the Year 20 _____

Total amount (gross) at the
credit on 31st March 20____ _____

Outstanding balance as on
31st March, 20_____

Outstanding balance as on
31st March 20__

Non-Repayable withdrawal,
Temporary withdrawal and
Interest thereon_____

Note: (i) This Memo cannot be hypothecated or used in any way as
being a security to a third party.

(iii) The name(s) of the nominee(s) as at present registered
is/are_____

New Delhi,

Date:

Secretary

Certified that the amount shown above as standing to my credit on 31st
March, 20__ is correct.

New Delhi,

The _____ day of _____ 20__

(Signature)

FORM "C"

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEES' PROVIDENT FUND, NEW DELHI**

Form of Nomination prescribed in accordance with Rule 29(1)

No.

Folio No.

The Trustees of the Institute of Company
Secretaries of India Employees' Provident Fund
"ICSI House"
22, Institutional Area
Lodi Road,
New Delhi – 110 003

I, _____
(NAME OF THE MEMBER IN BLOCK LETTERS)
s/o/d/o/w/o Shri/Smt. _____

in the service of the Institute of Company Secretaries of India hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the provident fund in the event of my death before that amount has become payable or having become payable, and has not been paid, direct that the said amount shall be distributed among the said persons in the manner shown against their names:

Name and Address of Nominee or Nominees	Relationship of each nominee with the member	Age of the nominee(s)	If the nominee is a minor, state the name of the guardian and the relationship with the member	**Amount or Share of accumulations in the Provident Fund to be paid to each nominee
1	2	3	4	5

Certified that my marital status is _____ (State whether unmarried, married or widow/widower).

*Certified that I have no family as defined in the explanation under clause 6 of the Trust Deed and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

****Certified that my father/mother/sister(s)/minor brother(s) is/are dependent upon me.**

Signature of member _____

Date : _____

Address _____

WITNESSES:

(1) Signature _____

Name and Address _____

(2) Signature _____

Name and Address _____

* Delete the inapplicable words/certificate(s)

****This column should be filled in so as to cover the whole of the amount that may stand to the credit of the member in the provident fund at any time.**

Note: If a member wishes to revoke/modify the above nomination, he must cancel the same and make a fresh nomination as in form 'D'.

FORM "D"

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEES' PROVIDENT FUND, NEW DELHI**

Form of modifying previous Nomination prescribed in accordance with Rule
29(5)

No.

Folio No.

The Trustees of the Institute of Company
Secretaries of India Employees' Provident Fund
"ICSI house"
22, Institutional Area
Lodi Road,
New Delhi -110 003

I, _____
(NAME OF THE MEMBER IN BLOCK LETTERS)

s/o/d/o/w/o Shri/Smt. _____

employed as _____ in the service of the Institute of Company Secretaries of India hereby cancel the nomination made by me previously as regards the disposal of the amount that may stand to my credit in the provident fund in the event of my death before that amount has become payable or, having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown against their names:

Name and Address of Nominee or Nominees	Relationship of each nominee with the member	Age of the nominee(s)	If the nominee is a minor, state the name of the guardian and the relationship with the member	**Amount or Share of accumulations in the Provident Fund to be paid to each nominee
1	2	3	4	5

Certified that my marital status is _____ (State whether unmarried, married or widow/widower)

*Certified that I have no family as defined in the explanation under clause 6 of the Trust Deed and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

**Certified that my father/mother/sister(s)/minor brother(s) is/are dependent upon me.

Signature of member _____

Date _____

Address _____

WITNESSES:

(1) Signature _____

Name and Address _____

(2) Signature _____

Name and Address _____

* Delete the inapplicable words/certificate(s)

**This column should be filled in so as to cover the whole of the amount that may stand to the credit of the member in the provident fund at any time.

Note: If a member wishes to revoke/modify the above nomination also, he must cancel the same and make a fresh nomination again as in this FORM.

Schedule - E-4

**ICSI EMPLOYEES' PENSION
FUND TRUST RULES**

(As amended upto 1st April, 2014)



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

ICSI EMPLOYEES PENSION FUND TRUST RULES

PART I

PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

(I) These Rules may be called the ICSI Employees Pension Fund Trust Rules, 19931 as amended from time to time.

(II) These Rules shall come into force w.e.f. first day of November 1993.

2. APPLICATION

These Rules shall apply to the eligible Employees of the Institute of Company Secretaries of India who are in service as on first day of January 1988.

3. DEFINITIONS

In these Rules unless excluded by or repugnant to the context:

(a) "The Rules" shall mean the rules herein contained and any amendment thereof for the time being in force.

(b) "Amendment" shall mean and include alteration, deletion, rescission, addition, change or variation.

(c) "Institute" shall mean the Institute of Company Secretaries of India constituted under the Company Secretaries Act, 1980.

(d) "Council" shall mean the Council of the Institute. ²¹³

(e) "President" shall mean the President of the Council.

(f) "Service Rules of the Institute" shall mean "The Institute of Company Secretaries of India Service Rules, 1979" as amended from time to time.

(g) "Appointing Authority" shall mean the authority as defined under the Service Rules.

²¹³ [Amended vide Office Order No. 94/97 dated 08.08.1997
Amended vide Circular No. 12/99 dated 07.10.1999
Amended vide Circular No. 18/2010 dated 20.12.2010]

(h) "Employee" shall mean an individual presently or prospective as whole time salaried Employee of the Institute.

(i) "Family" shall mean the Employee and his/her spouse. (j) "Commissioner" shall mean the Commissioner of Income Tax having jurisdiction over the Fund.

(k) "Fund" shall mean ICSI Employees' Pension Fund.

(l) [Effective from 01.01.2006, "Emoluments" shall mean the Basic Pay Plus Grade Pay which an Employee was receiving immediately before his/her retirement or on the day of his/her death while in service or on termination of employment.]²¹⁴

(m) [-----]²¹⁵

4. GENERAL CONDITIONS

²¹⁴ Substituted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010. Prior to substitution, rule 3(l) read as under:

["Emoluments" shall mean the Basic Pay which an Employee was receiving immediately before his retirement or on the day of his death while in service or on termination of employment.]

²¹⁵ Omitted w.e.f. 01.04.2010. Prior to its omission, it read as under:

["Average Emoluments" shall mean average emoluments as determined with reference to the emoluments drawn by an Employee during the last ten months of his service.

Note 1 If an Employee, immediately before his/her retirement or death while in service, has been on leave for which salary is payable or having been suspended, had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended, shall be taken into account for determining the average emoluments.

Note 2 Where an Employee immediately before his/her retirement or death while in service had proceeded on leave for which salary is payable after having held a higher appointment on probation, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the employee would have continued to hold the higher appointment but for his proceeding on leave.

Note 3 If an Employee immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension the period whereof does not count as service, the emoluments which he draws immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purpose of this rule.

Note 4 If an Employee immediately before his retirement or death while in service, was on earned leave and earned an increment which was not withheld, such increment though not actually drawn shall form a part of his emoluments.

Note 5 If during the last ten months of his service, an Employee had been on leave for which salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended, shall be taken into account for determining the average emoluments.

Note 6 If during the last ten months of his service, an employee had been on extra-ordinary leave or had been under suspension, the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of average emoluments and equal period before the ten months shall be included.

Note 7 In the case of an Employee who was on earned leave during the last ten months of his service and earned an increment which was not withheld, such increment, though not actually drawn shall be included in the average emoluments.]

(a) *Regulation of claims to Pension:* Any claim to pension shall be regulated by the provisions of these Rules in force at the time when an Employee retires or is discharged or is allowed to resign from service or dies, as the case may be.

(b) *Pension subject to future good conduct:* Future good conduct shall be an implied condition of every grant of pension and its continuance under these Rules.

(c) *Right of Council to withhold or withdraw Pension:* The Council reserves the right of withholding or withdrawing a pension or part thereof, whether permanently or for a specific period, and of ordering recovery from a pension of the whole or part of any pecuniary loss caused to the Institute, if in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or convicted of a serious crime during the period of his/her service which could lead to dismissal of the Employee from the services of the Institute.

Provided further that where a part of pension is withheld or withdrawn, the amount of such pension shall not be reduced below the amount of [Rs.1800/- (Rupees Eighteen Hundred only) per month.]²¹⁶

5. QUALIFYING SERVICE

(a) *Commencement of Qualifying Service:* The qualifying service of an Employee commences from the date he/she takes charge of the post in the Institute including the service rendered by such Employee with the dissolved company immediately before the commencement of the Company Secretaries Act, 1980 and the service is followed without interruption by permanent appointment in the same or another post.

(b) *Conditions subject to which service qualifies*

(i) The service of an Employee shall not qualify unless his/her duties and pay are regulated by the Council or under conditions determined by the Council.

(ii) For the purpose of sub-rule (i) the expression service means service in the Institute and paid by the Institute from its sources (Funds)

(c) *Counting of qualifying service:*

(i) *On Probation:* Service on probation against a post if followed by confirmation in the same or another post, shall qualify.

²¹⁶ Substituted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated. 20.12.2010. Prior to its substitution, limit given in Rule 4(c) read as under:- [w.e.f. 01.11.1993, Rs. 160 (Rupees One Hundred Sixty only) per month w.e.f.14.05.1996, Rs. 400 (Rupees Four Hundred only) per month w.e.f. 01.04.1999, Rs. 640 (Rupees Six Hundred Forty only) per month]

Adhoc service if followed by regular appointment without any break shall qualify.

(ii) *As apprentice or casual:* Service as an apprentice or casual shall not qualify for the purpose of “Qualifying Service”.

(iii) *Periods spent on leave:* All leave during service for which salary is payable and all extra-ordinary leave duly granted – (i) on medical certificate, (ii) due to inability of the Employee to join or re-join duty on account of civil commotion or (iii) for pursuing higher studies as may be specified by the Institute, shall count as qualifying service.

(iv) *Periods spent on training:* The period spent by an Employee under training if followed by appointment on to a regular post shall count as qualifying service.

(v) *Periods of suspension:* The period during which an Employee is held under suspension pending inquiry into conduct, shall count as qualifying service where, on conclusion of such enquiry, he/she has been fully exonerated or the suspension is held to be wholly unjustified. In other cases, the period of suspension shall not count unless the authority competent to pass orders under the service rules of the Institute, expressly declares at that time that it shall count. If an Employee dies while under suspension, the entire period of suspension shall count as qualifying service.

(vi) *Periods of lay-off, strike and lock-out:* The period of lay-off, strike and lock out shall not count as qualifying service unless decided otherwise by the Council.

(d) *Forfeiture of service on dismissal or removal:* Dismissal or removal of an Employee from the service entails forfeiture of his/her past services.

(e) *Counting of past service on reinstatement*

(i) An Employee who is dismissed, removed or compulsorily retired from service, but is reinstated on appeal or review, is entitled to count his/her past service as qualifying service.

(ii) The period of interruption in service between the date of dismissal, removal or compulsory retirement, as the case may be and the date of reinstatement and the period of suspension, if any, shall not count as qualifying service unless regularized as duty or leave by a specific order of the authority which passed the order of reinstatement.

(f) *Effect of interruption in service*

(1) An interruption in the service of an Employee entails forfeiture of his/her past service, except in the following cases:

(i) Authorised leave of absence

(ii) Unauthorized absence in continuation of authorized leave of absence so long as the absentee is allowed to join back his/her regular service

(iii) Suspension, where it is immediately followed by re-instatement, whether in the same or a different post, or where the Employee dies or is permitted to retire or is retired on attaining the age of superannuation while under suspension

(iv) The period of absence of an Employee between the date of dismissal/removal/ compulsory retirement and the date of reinstatement when the Employee is reinstated on appeal or review.

(2) Notwithstanding anything contained in sub-rule(1), the appointing authority may, by order, commute retrospectively the periods of unauthorized absence as extra-ordinary leave but the period will not count as qualifying service.

(g) *Weightage in qualifying service*: [Clause (g) of rule 5 shall cease to operate effective from 01.04.2010]²¹⁷

(h) *Date of termination of Service*

Service terminates:

(i) In the case of retirement on superannuation, on the afternoon of the last day of the month in which an Employee attains the age of [60 years]²¹⁸

(ii) In the case of voluntary retirement, on the day prior to the date of retirement;

(iii) In the case of disablement, on the day prior to the date of relief on disablement. If disabled while on leave, on the date of expiry of that leave or extension of leave duly granted;

(iv) In the case of death of an Employee while in service, the date of retirement should be taken as the date following the date of death;

(v) In the case where an Employee has been granted extension of service, the date of retirement should be taken after the end of the period of extension; and

(vi) In the case of retirement after leave, on the last day of leave preparatory

²¹⁷ w.e.f. 01.04.2010 Rule 5(g) ceased to operate vide Circular No. 18/2010 dated 20.12.2010. Prior to its cessation, it read as under: [An employee may retire from service voluntarily at any time after completion of 20 years qualifying service or after attaining the age of 55 years. In both the cases, he is eligible for the addition to the qualifying service actually rendered by him, upto a maximum of five years subject to the condition that (i) the total qualifying service after allowing weightage should not exceed thirty three years; (ii) the number of years added should not take him beyond the date of superannuation.]

²¹⁸ Substituted w.e.f. 29.10.1998, vide Office Order No. 76/98 dated 29.10.1998. Prior to its substitution, it read as ["58 years"]

to retirement.

(vii) [*Rounding of fraction of a year*: Effective from 01.04.2010, in case of retirement/death while in service taking place, the fraction of a year in the qualifying service shall be reckoned in the following manner:

<i>Fraction of a year</i>	<i>Number of completed six monthly periods (Half Year)</i>
Less than 3 months	Nil
3 months and above but less than 6 months	1 (One)
6 months and above	2 (Two)

Examples:

1. The period of 30 years 2 months and 10 days will be reckoned as 30 years (fraction of the year being less than three months ignored)
2. The period of 30 years 3 months and 10 days will be reckoned as 30 ½ years (fraction of the year being not less than 3 months but less than 6 months taken as one half year)
3. The period of 30 years and 6 months will be reckoned as 31 years (fraction of the year being not less than 6 months taken as two half yearly periods, i.e., one year).]²¹⁹

6. CASES OF PENSIONS AND CONDITIONS COVERING THEIR GRANT

(a) *Superannuation pension*: A superannuation pension shall be granted to an Employee who has put in a minimum of 10 years qualifying service in the Institute and retires on his/her attaining the age of compulsory retirement.

(b) [*Retiring Pension*: Effective from 01.04.2010, a retiring pension shall be granted to an Employee who retires on his/her attaining the age of 55 years after completing at least 10 years of qualifying service or is retired in advance of the

²¹⁹ Substituted w.e.f. 1.4.2010 vide Circular No. 18/2010 dt. 20.12.2010. Prior to its substitution, rule 5(h)(vii) with examples read as: [*Rounding of fraction of a year*: In case of retirement/death while in service taking place, the fraction of a year in the qualifying service shall be reckoned in the following manner:

<i>Fraction of a year</i>	<i>Number of completed six monthly periods (Half Year)</i>
Less than 3 months	Nil
3 months and above but less than 9 months	1 (One)
9 months and above	2 (Two)

Examples: 1 The period of 30 years 2 months and 10 days will be reckoned as 30 years (fraction of the year being less than three months ignored) 2. The period of 30 years 3 months and 10 days will be reckoned as 30 ½ years (fraction of the year being not less than 3 months but less than 9 months taken as one half year) 3. The period of 30 years 9 months and 10 days will be reckoned as 31 years (fraction of the year being not less than 9 months taken as two half yearly periods, i.e., one year).]

age of compulsory retirement on completion of 20 years of qualifying service or on attaining the age of 55 years, whichever is earlier, or seeks voluntary retirement on completion of 20 years of qualifying service.]²²⁰

(c) *Disablement pension* (i) Disablement pension may be granted if an Employee retires from the service on account of any bodily or mental infirmity which permanently incapacitates him from the service. The requirement of minimum qualifying service shall not be applicable in such cases but the actual number of years of qualifying service at the time of relief on account of disablement will be taken for the purpose of pension. (ii) An Employee applying for a disablement pension shall submit a medical certificate of incapacity from the medical authority as specified by the Institute.

7. REGULATION OF NOTICE FOR RETIREMENT

(a) At any time after an Employee has attained the age of 55 years or completed 20 years of qualifying service:

(i) he/she may retire from service, or

(ii) he/she may be required by the appointing authority to retire in the Institute's interest.

Provided that

(1) an Employee shall give notice in writing to the appointing authority at least three months before the date on which he/she wishes to retire; and

(2) the appointing authority may also give a notice in writing to the Employee at least three months before the date on which he/she is required to retire in the Institute's interest or three months pay and allowances in lieu of such notice.

Provided further that where an Employee giving notice under clause

(a) of the preceding proviso is under suspension, it shall be open to the appointing authority to withhold permission to such Employee to retire under this rule.

(b) The Employee referred to in clause (a) of the sub-rule (1) may make a request in writing to the appointing authority to accept notice of less than three months giving reasons therefor. On receipt of the request, the appointing authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of

²²⁰ Substituted w.e.f. 01.04.2010, vide Circular No. 18/2010 dated 20.12.2010. Prior to its substitution, Rule 6(b) read as under:- [*Retiring Pension*: A retiring pension shall be granted to an employee who retires on his attaining the age of 55 years after completing at least 10 years of qualifying service or is retired in advance of the age of compulsory retirement on completion of 33 years of qualifying service or seeks voluntary retirement on completion of 20 years of qualifying service, which shall be increased by a period not exceeding 5 years as applicable in the case of Central Government employees but the total qualifying service shall not exceed 33 years.]

notice will not cause any administrative inconvenience, appointing authority may relax the requirement of notice of three months.

(c) An Employee who has elected to retire under this rule and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his/her election subsequently except with the specific approval of such authority:

Provided that the request for withdrawal shall be within the intended date of his/her retirement.

8. AMOUNT OF PENSION AND PROCEDURES FOR DETERMINATION AND PAYMENT OF AMOUNT OF PENSION

(a) [Effective from 01.04.2010, the amount of pension shall be determined @ 25% of the emoluments last drawn subject to a maximum of Rs. 22500 (Rupees Twenty Two Thousand Five Hundred only) per month or such higher amount as may be determined by the Council from time to time excluding dearness relief, as applicable.

In the case of pensioners in receipt of pension as on 31-12-2005, the basic pension shall be re-fixed at 25% of the minimum of pay in the pay band plus grade pay corresponding to the pre-revised pay scale from which the pensioner had retired.

Provided that the pension payable to the existing pensioners i.e. prior to the revision in the “Employees Pension Fund Trust Rules” effective from 01.04.2010 shall be protected, i.e., in no case the amount of the existing pension including dearness relief of any pensioner shall be reduced.]²²¹

[Further, the old age pensioners/family pensioners of 80 years and above shall be entitled for the following additional quantum of pension w.e.f 01.04.2012.

Age of Pensioners / Family Pensioners	Additional Quantum of Pension
From 80 years to less than 85 years	20% of revised basic pension/ family pension
From 85 years to less than 90 years	30% of revised basic pension/ family pension
From 90 years to less than 95 years	40% of revised basic pension/ family pension

²²¹ Substituted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010. Prior to its substitution, the limits under Rule 8(a) were as under:

[w.e.f. 01.11.1993, the amount of pension shall be determined @ 50% of the average emoluments, subject to maximum of Rs. 1500 per month excluding dearness relief, as applicable or such higher amount as may be determined by the Council from time to time.

w.e.f. 14.05.1996, 50% of the average emoluments subject to maximum of Rs. 2500 per month

w.e.f. 01.04.1999, the amount of pension shall be determined on the under-mentioned basis

(i) Average Emoluments upto Rs. 8,000 50%

(ii) For balance over and above Rs.8,000 25%

subject to a maximum of Rs. 4,000 per month excluding dearness relief as applicable or such higher amount as may be determined by the Council from time to time.]

From 95 years to less than 100 years	50% of revised basic pension/ family pension
100 years or more	100% of revised basic pension

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(b) The amount of pension arrived at on the basis of the above scale will be related to the maximum qualifying service of 33 years. For an Employee, who, at the time of retirement, have rendered qualifying service of ten years or more (no minimum qualifying service in the case of disablement pension) but less than 33 years, the amount of his/her pension will be such proportion of the maximum admissible pension as the qualifying service rendered by him/her bears to the maximum qualifying service of 33 years.

[In the case of the Employees retiring on or after 01.04.2010, the amount of pension arrived at on the basis of the above scale will be related to the maximum qualifying service of 20 years. For an Employee, who, at the time of retirement, have rendered qualifying service of ten years or more (no minimum qualifying service in the case of disablement pension) but less than 20 years, the amount of his/her pension will be such proportion of the maximum admissible pension as the qualifying period of service rendered by him/her bears to the maximum qualifying service of 20 years. The minimum amount of pension shall be [Rs. 1800/- (Rupees One Thousand Eight Hundred only)]²²³ per month.]²²⁴

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(c) The amount of pension finally determined shall be expressed in whole Rupees and where the pension contains a fraction of a Rupee, it shall be rounded off to [next ten Rupees]²²⁵

(d) *Dearness Relief*

[Dearness Relief, if made applicable, after taking into account the Pension Rules of the Central Government, may be granted for the purpose of pension under this Scheme.]²²⁶

²²² Inserted vide o/o no. 134/2012 dated 28th December, 2012

²²³ The minimum of amount of pension excluding dearness relief shall be w.e.f. 01.11.1993, Rs. 160 (Rupees One Hundred Sixty only) per month. w.e.f. 14.05.1996, Rs. 400 (Rupees Four Hundred only) per month w.e.f. 01.04.1999 Rs. 640 (Rupees Six Hundred Forty only) per month]

²²⁴ Inserted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010.

²²⁵ Substituted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010. Prior to substitution, it read as under: [next higher Rupee.]

²²⁶ 1 [Amended w.e.f. 14.05.1996 vide Office Order No. 94/97 dated 08.08.1997

- (i) Pension drawn Upto Rs. 1000 p.m. Rs. 100
- (ii) Pension drawn from Rs. 1001 to Rs. 1500 p.m. Rs. 200
- (iii) Pension drawn from Rs. 1501 to Rs. 2000 p.m. Rs. 250
- (iv) Pension drawn from Rs. 2001 to Rs. 2500 p.m. Rs. 300

Amended w.e.f.. 01.04.1999 vide Circular No. 12/99 dated 07.10.1999

1st Year (F.Y. 1999-00) Nil
2nd Year(F.Y. 2000-01) 5% of the pension last drawn
3rd Year(F.Y. 2001-02) 10% of the pension last drawn

[The sub-rule shall cease to operate with effect from 01.04.2010 save as may be necessary for the purposes of proviso to Rule 8(a).

With effect from 01-04-2011 Dearness Relief @ 5% of basic pension or at the rate announced by the Central Government, whichever is less, shall be paid every year]²²⁷ However, [with effect from 01-04-2014 Dearness Relief @ 7.5% of basic pension or at the rate announced by the Central Government, whichever is lower, shall be paid every year.]²²⁸

9. FAMILY PENSION

In the case of death of an Employee either in service or after retirement, the family pension shall be payable to the spouse of the Employee for life time. In case remarriage of spouse, the pension will be payable only upto the date of such remarriage. The amount of family pension will be restricted to 50% of the amount of pension (excluding dearness relief) last drawn by the Employee or eligible to draw before his/her death. The minimum amount of family pension shall be Rs. 900/- (Rupees Nine Hundred only) and a maximum of Rs. 11250/- (Rupees Eleven Thousand Two Hundred Fifty only) per month (excluding dearness relief). The requirement of minimum qualifying service shall not be applicable in the case of death of an Employee while in service.]²²⁹

10. MANNER OF PAYMENT

(a) Pension fixed at monthly rate shall be payable monthly on or after the first day but before the seventh day of the following month.

(b) Once the Employee is relieved from the services of the Institute, the pension shall be payable during the life time of the Employee and thereafter to his/her family in accordance with Rule 9.

4th Year onwards (F.Y. 2002-03 onwards) 15% of the pension last drawn (subject to a minimum of Rs. 100/- p.m. starting from 2nd year & onwards)

Amended w.e.f 01.04.2003 vide Circular No. 2/2003 dated 06.01.2003

F.Y. 2003-04 30% of Pension
F.Y. 2004-05 40% of Pension
F.Y. 2005-06 50% of Pension].

²²⁷ Inserted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010.

²²⁸ Revised w.e.f. 01.04.2014 vide Office Order No. 68/2014 dated 09.05.2014.

²²⁹ Substituted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010. Prior to its substitution, Rule 9 read as under:

[*Family Pension*: In the case of death of an employee either in service or after retirement, the pension shall be payable to the spouse of the Employee for a maximum period of 12 years from the date of death of the employee or the date of superannuation, whichever is earlier. In case of remarriage of the spouse, the pension will be payable only upto the date of such remarriage. The amount of family pension will be restricted to 50% of the amount of pension (including dearness relief) last drawn by the employee or eligible to draw before his/her death. The minimum amount of pension (including dearness relief) shall be Rs. 160/- (Rupees One Hundred Sixty only) per month. The requirement of minimum qualifying service shall not be applicable in the case of death of an employee while in service.

Revised w.e.f. 14.05.1996 – Rs. 400/- (Rupees Four Hundred only) per month vide Office Order No. 94/97 dated 08.08.1997.

Revised w.e.f 01.04.1999 – Rs. 640/- (Rupees Six Hundred & Forty only) per month vide Circular No. 12/99 dated 07.10.1999].

11. PROCEDURE FOR DETERMINATION AND PAYMENT OF AMOUNT OF PENSION

The amount of pension shall be determined, sanctioned and paid in accordance with the procedures formulated and approved.

MISCELLANEOUS

12. INTERPRETATION

In all cases of doubts, clarifications, interpretations, etc. the pension rules as applicable to the Central Government Employees may be taken into account as guidelines and made applicable as notified by the Institute.

13. POWER TO RELAX

Where the operation of any of these rules causes undue hardship in any particular case, the Council shall be empowered to relax provisions to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

14. REPEAL AND SAVING

These Rules can be amended and altered at any time by the Council with specific stipulation regarding applicability to Employees before and after such amendments.

15. DRAWAL OF PENSION FROM OTHER SOURCES

An Employee who is in receipt of pension from his/her previous employer before joining the Institute may continue to receive the same and his/her past service will not qualify for pension in the Institute. His/her eligibility to pension under these Rules will be governed taking into account the period of service rendered in the Institute.

16. COMMUTATION OF PENSION

(a) A Pensioner shall be eligible to commute his/her pension after medical examination, if applicable for a lumpsum payment a fraction not exceeding [40%]²³⁰ of his/her monthly pension (excluding dearness relief). While sending application in the prescribed proforma for commutation of pension, the pensioner should indicate the portion of pension which he/she desires to commute. The Employee/Pensioner against whom departmental/judicial proceedings are pending shall not be eligible for commutation. If fraction of pension to be commuted results in fraction of a Rupee, such fraction will be ignored for the purpose of commutation. Family Pension cannot be commuted.

²³⁰ [Revised w.e.f. 01.04.1999 vide Circular No. 12/99 dated 07.10.1999 from one-third].

(b) Medical Examination is not required for commutation

(i) where the applicant is authorized a superannuation/ retiring pension and he/she applies for commutation before the expiry of one year from the date of his/her retirement;

(ii) where a pensioner is granted pension on finalization of departmental/judicial proceedings and he/she applies for commutation before the expiry of one year from the date of his/her retirement.

(c) Medical examination by appropriate medical authority as may be decided by the Institute is required for commutation, where

(i) an Employee retires on disablement pension; or

(ii) The category of pensioners referred to in sub-rule (b) above, apply for commutation after one year from the date of their retirement.

(d) Commutation becomes absolute and payable on

(i) the date following the date of retirement, where an Employee retiring on superannuation/voluntary retirement submits an application for commutation of monthly pension before the date of retirement. However, the commuted value of pension will not be paid if he/she dies before the date of superannuation/retirement or forfeits claim to pension before such date.

(ii) the date on which the application for commutation of pension is received in the Institute in the case of pensioners falling under sub-rule (b) above.

(iii) the date on which the medical authority signs the medical report in the case of pensioners falling under sub-rule (c) above

(e) The lumpsum payable on commutation will be calculated and adopted by an office order of the Institute after taking into account the basis of the formula and the Table of Values prescribed and as applicable to the Central Government Employees from time to time and in force on the date on which commutation becomes absolute. Existing Value Table annexed. The amount of commuted value of pension as finally calculated will be rounded off to the next higher Rupee.

(f) The reduction in the amount of monthly pension on account of commutation will become operative from the date of release of payment of the commuted value of pension to the applicant.

(g) The applicant is required to make a nomination in the prescribed form along with the application for commutation, conferring on one or more persons the right to receive the commuted value of pension, in case he/she dies without the commuted value on or after the date on which the commutation become absolute. If there is no such nomination, the commuted value is payable to his/her legal heirs as may be decided by the Institute.

(h) Dearness Relief as admissible to the Pensioner will be calculated on the original amount of monthly pension even after commutation of a portion of the pension.

(i) Pensioners are entitled to have the commuted portion of pension restored on the expiry of 15 years from the date of retirement.

17. ALIVE CERTIFICATE

Pensioners/Family Pensioners are required to furnish a certificate as per format given in *APPENDIX I*, as on 1st April of every year, latest by 10th April.

PART II

ADMINISTRATION

1. (a) The number of Trustees shall not be less than three nor more than five. At any meeting of the Trust, two Trustees present in person shall form a quorum.
- (b) A Trustee may retire at any time, on giving notice in writing to other Trustees on his desire to do so, and the office of a Trustee shall be vacated if a Trustee shall permanently leave India, or by reason of his/her illness or infirmity shall, in the opinion of the other Trustees, become incompetent or incapable of acting. If a Trustee is in employment of the Institute, his/her trusteeship will cease on the cessation of his/her services with the Institute.
- (c) The power of appointing a new Trustee shall be vested in the Institute which shall, subject to the provision of sub-rule (a) hereof be entitled to appoint new Trustees either in addition to the existing Trustees or in place of the Trustees who shall have died, vacated office or retired, for the purpose of facilitating the administration of the Fund. Likewise, the Institute shall have the power to remove the existing Trustee or Trustees and appoint new Trustee or Trustees. On every such appointment of a new Trustee or Trustees, the funds of the Fund shall, *ipso facto*, vest in the continuing and the new Trustee or Trustees.
- (d) The Chairman of the meeting of the Trustees shall be nominated by the Institute from amongst the Trustees. If at any meeting, the Chairman be not present within five minutes after the time appointed for holding the same, the Trustees present may choose one of their Members to be the Chairman of the meeting.
- (e) The Trustees may, subject to the provisions of the Rules, meet for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings and make such other regulations for the transaction of the business of the Fund as they shall think fit.
- (f) Questions arising at any meeting shall be determined by a majority of votes, each Trustee present being entitled to one vote and in case of equality of votes, the Chairman shall have a second or casting vote.

(g) A resolution in writing signed by a majority of the Trustees for the time being in India, being not less than two shall be as valid and effective as a resolution passed at a meeting of the Trust duly convened and held.

(h) The Trustees may delegate any of their powers to one of the Trustees or to a Committee consisting of such Members of their body as they shall think fit. Any Trustee so appointed or any committee so formed shall in the exercise of the powers so delegated, conform to any regulations that may be imposed upon such Trustee or such committee by the Trustees.

2. (a) The Trustees shall decide all differences or disputes which may arise under the Rules either as to the interpretation thereof or as to the rights and obligations of the Institute and of the beneficiaries and the decision of the Trustees shall, in all cases, be final and binding on all parties concerned PROVIDED ALWAYS where such difference or dispute shall related to Income Tax matter, it shall be referred to the Commissioner and his/her decision shall be final.

(b) Right of Trustees to withhold or withdraw pension: The Trustees reserve the right of withholding or withdrawing a pension or part thereof, whether permanently / or for a specified period, and of ordering recovery from a pension of the whole or part of any pecuniary loss caused to the Institute, if in any departmental or judicial proceedings, the Pensioner is found guilty of grave misconduct or convicted of a serious crime during the period of his/her service which could lead to dismissal of the Employees from the services of the Institute.

Provided further that where a part of pension is withheld or withdrawn, the amount of such pension shall not be reduced below the amount of [Rs. 1800/- (Rupees One Thousand Eight Hundred only) per month.]²³¹

3. (a) The Trustees shall have power to appoint any person or persons with the requisite qualifications to act as the Actuary, the Secretary or Secretaries or the Manager or Managers or Registrars of the Fund at such remuneration and on such terms and conditions and with such powers as the Trustees may think fit. The Trustees may also employ any person or persons to do any legal, accounting, actuarial or other work which they may consider necessary or expedient in connection with the management of the Fund or the assets thereof.

(b) All cheques and other negotiable or transferable instruments and all receipts for moneys paid to the Fund shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be, in such manner as the Trustees shall from time to time by resolution determine.

²³¹ Substituted w.e.f. 01.04.2010 vide Circular No. 18/2010 dated 20.12.2010, prior to its substitution, limits were as under: [w.e.f 01.11.1993 Rs. 160 (Rupees One Hundred Sixty only) per month w.e.f. 14.05.1996 Rs. 400 (Rupees Four Hundred only) per month w.e.f. 01.04.1999 Rs. 640 (Rupees Six Hundred Forty only) per month]

(c) The Trustees may hold the investments of the Fund in the name of the Fund or in the names of any two of them on behalf of the Trustees or in the name of a nominee whether a bank, a financial house or a trust company, as the Trustees may from time to time determine. Application for purchase of any investment of the Fund (including policies of annuity) may be made by one or more of the Trustees or by any of their nominee.

4. The Trustees shall not at any time be made liable for any more money than what may actually come into their own hands or for the failure of any bank, company or firm or for the dishonesty of any clerk, servant or attorney or other persons with whom any part of the trust property may be deposited or be placed in charge or for anything other than their own immediate and respective wilful acts, deeds and defaults. Notwithstanding anything contained in these presents, the Trustees shall be at liberty to utilize any part of the funds of the Fund in reimbursing them for all sums of money, costs, charges or damages suffered or borne by them in accordance with the administration of the Fund regardless of the insufficiency of the total funds for the purpose of meeting all obligations of the Trustees and the Trustees shall be entitled to be indemnified by the Institute against all proceedings, costs and expenses occasioned by any claim in connection with the Fund not arising from their negligence or fraud.

5. (a) The Trustees shall open with any scheduled bank or banks as they may from time to time determine a Saving Bank Account or accounts and place to the credit of such account or accounts, all money/s from time to time received by the Trustees for the purpose of the Fund.

(b) The moneys of the Fund shall be dealt with in the manner prescribed in Rule 85 of the Income Tax Rules, 1962 or in any other manner which may from time to time be authorized by the Central Board of Direct Taxes.

(c) The Trustees shall have power to vary or transpose the investments for the time being of the Fund or others of the nature authorized in sub-rule (b) hereof.

(d) The Trustees may, when necessary, raise such sum or sums of money as may be required for the purpose of the Fund by sale or advance or advances against the securities held by them or a sufficient part thereof or otherwise.

PART III CONTRIBUTIONS

1. The Institute shall pay to the Trustees in respect of each Employee, an initial or lump sum contribution as may be certified by the Actuary of the Fund and also in such installments as may be certified by the Actuary, in respect of the past service of the Employee subject to the provisions of the Rule 88 of the Income Tax Rules 1962 and to any condition that the Central Board of Direct Taxes may specify in that behalf.

2. The Institute shall pay to the Trustees in respect of each Employee an ordinary annual contribution as may be certified by the Actuary subject to the provisions of Rule 87 of the Income-Tax Rules, 1962. The payment can be

made either annually or in periodic installments.

PART IV ACCOUNTS

1. The Accounts of the Fund shall be maintained in India and shall contain such particulars as the Trustees may think proper and as are required by law. As soon as possible after the 31st day of March in each year, the Trustees shall take a general account of the assets and liabilities of the Fund and shall prepare a Balance Sheet and a Revenue Account showing the income and expenditure dealings and transactions during the year terminating on such 31st March in such form as may be considered suitable by the Trustees. The Trustees will ascertain and record the market value, as on the said date of the total investments or securities of the Fund. In the case of any investment or security not being a dated security, or an investment or securities or an insurance or annuity policy for which the market value is not available, the Trustees shall incorporate these in the accounts in such manner and at such value as they shall at their absolute discretion, consider proper and equitable. The total appreciation and depreciation of the securities so ascertained and any profit or loss incurred on the sale of securities, including surrender or encashment of policies of assurance or annuities all interest accrued or received and all expenses of management that may be borne by the Trustees will be credited or debited as the case may be to the Revenue Account.

2. The balance of the Revenue Account as well as the contributions credited to an account to be called "The Members Contribution Account" representing the total contribution made in respect of individual members shall, at the end of the year, be transferred to an account hereinafter referred to as the Benefit Account. All benefits paid shall be debited to the Benefit Account.

3. For the purpose of auditing the Accounts of the Fund, the Trustees shall appoint a Chartered Accountant or a firm of Chartered Accountants who shall have access to all the books, papers, vouchers and documents connected with the Fund and who shall in writing report to the Trustees on the annual accounts. The Trustees shall ensure that the Annual Accounts of the Fund prepared on 31st March every year are audited and placed in the Trustees meeting on or before 30th September every year.

PART V PURCHASE OF ANNUITIES

The Trustees may for the purpose of providing the pensions for the Employees pursuant to the Rules, purchase annuities from the Life Insurance Corporation of India at the time of retirement or death.

**TO WHOMSOEVER IT MAY CONCERN
ALIVE CERTIFICATE**

This is to certify that Shri/Smt./Ms. _____, whose particulars are given below, is alive as on _____ (indicate the date)

Father's Name _____

Date of Birth _____

Present Address _____

Signature of the Pensioner:

Paste the latest
Photograph of
the Pensioner

Attested by _____

Signature _____

Name _____

Designation _____

Address _____

Note: Attestation should be done by any one of the Gazetted Officer, Bank Manager, Post Master or Member of the Institute.

COMMUTATION VALUE FOR A PENSION OF RE. 1 PER ANNUM

<i>Age next birthday</i>	<i>Commutation value expressed as number of year's purchase</i>	<i>Age next birthday</i>	<i>Commutation value expressed as number of year's purchase</i>	<i>Age next birthday</i>	<i>Commutation value expressed as number of year's purchase</i>
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

[Basis: LIC (94-96) Ultimate Tables and 8.00% interest]

NOTES**NOTES**

THE ICSI EMPLOYEES' NEW PENSION FUND TRUST RULES

(As amended upto 1st April, 2014)



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

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**RULES AND REGULATIONS OF
ICSI EMPLOYEES NEW PENSION FUND TRUST RULES, 2009**

1. SHORT TITLE AND COMMENCEMENT:

1. These Rules shall be called the “ICSI Employees New Pension Fund Trust Rules, 2009.
2. They shall come into force with effect from 1.10.2009.

2. APPLICATION:

These Rules shall apply to the employees of the Institute of Company Secretaries of India appointed on or after 1st January, 2005.

3. DEFINITIONS:

In these Rules unless the context otherwise requires: –

- a) “Appointing Authority” means the authority as defined in the Institute of Company Secretaries of India Service Rules, 1979.
- b) “Council” means the Council of the Institute.
- c) “Employee” means the regular & whole time salaried employee of the Institute engaged on a regular post (including probation) and whose name is included in the Permanent Pay Rolls of the Institute but does not include temporary or casual or contractual employees.
- d) “Family” means the Family as defined in The Institute of Company Secretaries of India Service Rules, 1979.
- e) “Institute” means the Institute of Company Secretaries of India constituted under the Company Secretaries Act, 1980, as amended from time to time.
- f) “Member” means an employee of the Institute appointed on or after 1st January, 2005, or who joins the services of the Institute on or after 1st January, 2005.
- g) “Month” means a calendar month and “Year” means a period of 12 months period commencing on 1st day of April and ending on 31st day of March, next year.
- h) “Pay” means Basic Pay drawn in the prescribed pay band plus the applicable Grade Pay plus Dearness Allowance as applicable from time to time but does not include any other type of pay like special pay, etc.

- i) "Pension Fund Regulatory and Development Authority" (PFRDA) means the Authority established by the Central Government under the Pension Fund Regulatory and Development Authority Act.
 - j) "President" means the President of the Institute.
 - k) "Trust" means as defined in the Trust Deed of the "ICSI Employees New Pension Fund Trust".
 - l) "Trustees" means the Trustees of the "ICSI Employees New Pension Fund Trust" for the time being as appointed in terms of the provisions of the Trust Deed dated 6th March, 2009.
- II. Other terms and expressions which have not been defined under these Rules, shall have the same as assigned to them under "The Institute of Company Secretaries of India Service Rules, 1979" or as made applicable to the Institute from the New Pension Scheme of the Central Government.

4. OBJECTS OF THE TRUST

The objects and purposes of the ICSI Employees New Pension Fund Trust shall be:

- a) To constitute, operate and manage for the employees of the Institute appointed on or after 1st January, 2005, the New Pension Scheme as approved by the Council and as amended from time to time, in so far they are made applicable to the employees of the Institute.
- b) To formulate, operate and manage different categories of Pension Scheme for the employees of the Institute. The choice of the pension scheme would rest with the Member who will allocate his accumulations across the schemes in force.
- c) To pay to the employees of the Institute, who becomes a Member of the ICSI Employees New Pension Fund Trust, such amount(s) to which they may become entitled and in such a manner as may be prescribed in the ICSI Employees New Pension Fund Trust Rules from time to time.
- d) To formulate, operate and manage second tier voluntary scheme for the employees of the Institute out of the voluntary contributions made by them over and above the mandatory contributions to the Pension Schemes. No contribution shall be required to be made by the Institute to any such Scheme.

5. MEMBER

- a) Every employee of the Institute appointed on or after 1st January, 2005 and every employee who will so join the services of the Institute on or

after that date shall become a member of the “ICSI Employees New Pension Fund Trust”.

- b) Every such employee who shall become a member shall sign a declaration of agreement to comply with the Rules as set forth in the Form “A”.

6. MANAGEMENT OF THE TRUST

The Trust shall be irrevocable Trust for the benefit of the Members thereof, managed by the Trustees, whose decision with reference to all matters and questions arising under or out of these Rules, so long as that decision does not involve a revocation of the Trust hereby constituted, shall be final and binding on all members or their representatives and the employers.

7. GENERAL RULES

- a) The payment of Pension to the employees of the Institute appointed on or after 1st January, 2005, shall be regulated by the “ICSI Employees New Pension Fund Trust Rules, 2009.
- b) Every member shall contribute every month 10% (Ten percent) of his Pay to the Trust as regular contribution an amount representing, as defined in Rule 3(i) payable to him, fraction of Rupee less than 50 paise being dis-regarded and fraction of a Rupee equal to or exceeding 50 paise being regarded as One Rupee.
- c) The Institute shall make a matching contribution of an equivalent amount as stated at para 7(b) to the Trust.
- d) The contributions made by the Member and the matching contributions made by the Institute and the investment returns thereon shall be deposited in non-withdrawable Pension Trust Tier-I Account.
- e) The contributions made by the Member and the Institute to Pension Fund Tier-I Account shall not be withdrawn or paid to the Member except in the manner and subject to the conditions as herein after provided.
- f) In addition to contributions to Pension Fund Tier-I Account, a Member of the Trust may, at his option and voluntarily, contribute such further amount, as he may decide on the date of appointment and thereafter on 1st April of each year, to the withdrawable Pension Fund Tier-II Account.
- g) The Institute shall not make any contribution to the withdrawable Pension Tier-II Account.
- h) The employees of the Institute appointed on or after 1st January, 2005, shall not be eligible to the benefits of Pension, Provident Fund etc. under

the existing Schemes of the Institute which are applicable to the employees appointed before 1st January, 2005

8. INVESTMENT OF PENSION TRUST:

- a) The ICSI Employees New Pension Fund Trust shall invest the contributions in Tier-I and Tier-II Pensions accounts in fixed income instruments and equities.
- b) The Trust shall devise and circulate to the Members covered by the rules three optional Schemes of investment, namely, A, B, & C having different ratios of investment in fixed income instruments and equities.
- c) The Investment of the funds in individual accounts shall be made in the fixed income instruments and equities on the basis of the option exercised by each Member.
- d) The option for investment in terms of Schemes A, B or C shall be exercised by the Member at the time of his appointment and thereafter in April each year. The Member shall not be permitted to change his option at any time during the year.
- e) The option exercised by the Member shall be applicable only to the investments made after the exercise of the option. The investments made earlier shall not be disturbed and shall continue to be made in accordance with the option already exercised.
- f) The Trust may avail of the services of the Pension Fund Regulatory and Development Authority (PFRDA) or the Fund Manager or any other agency for the purposes of the making investment of Pension Funds in Tier-I and Tier-II Account.

9. EXIT FROM THE NEW PENSION SCHEME:

- a) A Member can exit from the Pension Fund Tier-I of the Scheme on attaining the age of superannuation as may be prescribed in "The Institute of Company Secretaries of India Service Rules, 1979". At exit it would be mandatory for the Member to invest 40% of the pension wealth to purchase an annuity from an insurance company which is regulated by Insurance Regulatory and Development Authority (IRDA), to provide for pension for the lifetime of the employee and his/her family.
- b) In case the Member leave the Scheme before attaining the age of superannuation on account of death, resignation, termination or for any other reasons, it would be mandatory for the employee to invest 80% of the pension wealth to purchase an annuity from an insurance company which is regulated by Insurance Regulatory and Development Authority

(IRDA), to provide for pension for the lifetime of the employee and his/ her family.

- c) The employee shall be free to withdraw the balance 60% or 20%, as the case may be, after leaving mandatory amount of 40% or 80% in terms of Rules (a) and (b) of Rule 9, which he may utilize in any manner. The amount so withdrawn shall not constitute pension investment and would attract **no** special tax treatment.
- d) An employee shall be free to withdraw from Tier-II Account part or all of his money at any time after making an application to the Trust.

10. MISCELLANEOUS:

- a) Till the monies contributed to the 'ICSI Employees New Pension Fund Trust - under Scheme, Tier-I and Tier-II are invested as provided in these Rules, the amount representing the contributions made by the employees and the matching contributions made by the Institute shall be kept by the Trust in Special Account and interest at the rate as may be prescribed by the Central Government under the New Pension Scheme shall be credited to the Pension wealth.
- b) The Institute shall make deductions of the contributions of the employees in respect of mandatory Tier-I of the Scheme from their pay and remit the same to the Trust along with matching contributions of the Institute.
- c) The Institute shall also make deductions of the contribution of the employees in respect of Optional Tier-II of the Scheme and shall remit the same to the Trust.

11. ADMINISTRATION AND CONTROL OF THE TRUST

The Trust hereby constituted shall vest in the Trustees and their successors in office irrevocably in Trust in accordance with the Deed of Trust dated 6th March, 2009. The Fund shall be held and managed by the Trustees for the time being in accordance with these Regulations. The provisions of Income Tax Act, 1961 and the Rules made under Income-tax Rules, 1962 in respect of Recognized Funds shall prevail and apply hereto. In case of any discrepancy or repugnance between the said provisions and Rules and these Regulations, except for the purposes of amendment of these regulations, the majority of Trustees may exercise all the powers of the Trustees. Any resolution passed by circulation and signed by all the Trustees for the time being in India shall be as valid and effective as a resolution duly passed at a regularly convened meeting of the Trustees. All matters relating to or connected with the Fund, the management or the administration and control thereof or the rights and obligations of the Members and their heirs, executors, legal representatives and nominees hereunder, shall be vested in Trustees and their, decision thereon shall be final and binding on the Employers and Members and their heirs, executors, legal representatives and nominees.

12. MAINTENANCE OF THE FUND TRUST

All moneys of the New Pension Fund Trust shall be kept deposited and / or invested in the manner prescribed in the Rules in the name of the "ICSI Employees New Pension Fund Trust" and shall be dealt with in accordance with these Rules and such accounts shall be operated on the authority and signature of any two Trustees.

13. ANNUAL STATEMENT TO EACH MEMBER

A Statement of Account of each member as on 31st March of each year shall be prepared as in Form "B" and provided to the member who will certify in writing that the amount shown therein is correct.

14. ABSTRACT OF INDIVIDUAL ACCOUNTS

An abstract for the year ended 31st March of each year of the individual account of each Member participating in the New Pension Fund in respect of whom a return is required to be furnished in terms of Rules framed, if any, under Income-Tax Rules, 1962, shall be furnished by the Trustees to the Income-Tax Officer specified in this regard each year.

15. NOMINATIONS

- (1) Each member shall make a nomination in writing as in **Form "C"** conferring the right on his/her nominee or nominees to receive the amount that may stand to his credit in the fund in the event of his death, before that amount becomes payable, or having become payable, has not been paid.
- (2) If a member nominates more than one person under sub-rule (1), he/she shall, in his/her nomination, specify the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand to his credit in the Trust.
- (3) Where a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his/her family. Any nomination made by such member in favour of a person not belonging to his family shall be invalid.
- (4) If at the time of making a nomination, the member has no family, the nomination may be made in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his/her family.

- (5) A nomination made by a member may, at any time, be modified by him after giving a written notice to the Trustees of his intention of doing so in **Form "D"**. such notice will automatically cancel the previous nomination.
- (6) If the nominee predeceases the member, the interest of the nominee shall revert to the member who shall thereupon make a fresh nomination in respect of such interest.
- (7) A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the Trustees.

16. ANNUAL ACCOUNTS

The accounts of the ICSI Employees Pension Fund Trust shall be made up yearly as on 31st March.

17. ASSIGNMENT AND TRANSFER OF MEMBERS INTEREST IN THE TRUST

- (1) The amount standing to the credit of any member in the Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Court in respect of any debt or liability incurred by the member and neither the official assignee appointed under the Presidency-Towns Insolvency Act, 1909, nor any receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on any such amount.
 - (3) Any amount standing to the credit of a member in the Trust at the time of his death and payable to his nominee under the rules of the Trust shall, subject to any deduction authorized by the said rules, vest in the nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the member.
 - (4)

18. INDEMNIFICATION OF TRUSTEES

The Institute shall hold every Trustee indemnified against all proceedings, costs and expenses occasioned by any claim in connection with the Fund not arising from his negligence or fraud.

19. CLOSING OF THE FUND

The Trust shall not be closed except in the case of the Institute of Company Secretaries of India being wound up.

20. ISSUE OF CERTIFICATE RELATING TO BALANCE AMOUNT

In all cases wherein a certificate shall be required of the amount of the balance standing in the books of the Trust to the credit of a deceased member for the purpose of obtaining probate or letters of administration or for any other purpose such certificate shall *inter alia* show whether there is any nomination or its modification which shall take effect to the extent there it was valid on the date it was received by the Trustees.

21. POWER TO MAKE NEW RULES

- (1) All matters or procedure and all ancillary matters not herein specifically provided for and requiring the framing of rules shall be regulated by such rules as the Trustees may from time to time make in that behalf, with the approval of the Council or Executive Committee of the Institute.
- (2) The Trustees shall have power at all times, subject to the approval of the Council or Executive Committee and the Income Tax authority, if required, to alter any of the regulations contained in these presents for the time being relating to the Fund and make new rules in modification or substitution of the rules for the time being in force.
- (3) While framing rules or altering them, regard shall be had to the following:
 - (i) They shall always be consistent with provisions of **Income-Tax Act, 1961** and rules made thereunder.
 - (ii) They shall always be consistent with the provision of PFRDA
 - (iii) They shall not affect the irrevocable nature of the Trust or make the property or income of the Fund in any case or under any circumstance revert to the Institute.
 - (iv) They shall not have retrospective effect so as to affect adversely the rights existing on the date of alteration in respect of the sums then at the credit of the member's accounts.
 - (v) No rules, or any modification thereof, shall take effect, unless they have been approved by the Income Tax authority having jurisdiction over the fund.

22. SAVINGS:

The Institute may, at its option, defer the provisions relating to Tier-II of the Scheme, for such time as it may consider necessary till the arrangements are made.

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEE'S NEW PENSION FUND TRUST**

FORM OF AGREEMENT – RULE 5(b)

I hereby declare that I have read the Rules of ICSI Employees' New Pension Fund Rules, 2009 and that I agree to be bound by them and by any subsequent additions to and alterations in the same as may from time to time hereafter be made in pursuance of Rule 21 of the said Rules.

Dated this _____ day of _____ 20_____

Name in Full: _____

Date of Birth: _____

Date of Joining Services: _____

Date of Joining Fund: _____

Signature: _____

Witness(1) _____

Witness(2) _____

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEES’ NEW PENSION FUND TRUST
(As prescribed in Rule 13)**

Statement showing the Pension Wealth standing to the credit of Mr/
Ms _____ Designation _____ in the
Department _____ as on _____
Pension Account No: _____ Folio Number of
Account _____ Date of superannuation

The statement of account issued solely for his information.

Particulars	Contributions	
	Tier-I	Tier-II
Opening Balance as on _____		
Deposits during the year _____		
Withdrawals during the year under Tier- II _____		
Investment Returns _____		
Closing Balance as on _____		

Authorized Signatory

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEES’ NEW PENSION FUND TRUST**

Form of Nomination prescribed in accordance with Rule 15(1)

No.

Folio No.

The Trustees of the Institute of Company
Secretaries of India Employees New Pension Fund Trust
“ICSI House”
22, Institutional Area
Lodi Road,
New Delhi – 110 003

I, _____

(NAME OF THE MEMBER IN BLOCK LETTERS)

s/o/d/o/w/o Shri/Smt. _____

hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the New Pension Fund Trust in the event of my death before that amount has become payable or having become payable, and has not been paid, direct that the said amount shall be distributed among the said persons in the manner shown against their names:

Sl. No.	Name of nominee(s) (Date of Birth) share payable	Age	Percentage of with the	Relationship employee	No.
---------	---	-----	---------------------------	--------------------------	-----

1.

2.

3.

Date _____

Signature of the Employee

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
EMPLOYEES' NEW PENSION FUND TRUST**

(Form of modifying previous Nomination prescribed in accordance with Rule 15(5))

No.

Folio No.

The Trustees of the Institute of Company Secretaries of India Employees New Pension Fund Trust
"ICSI house"
22, Institutional Area
Lodi Road,
New Delhi -110 003

I, _____
(NAME OF THE MEMBER IN BLOCK LETTERS)

s/o/d/o/w/o Shri/Smt. _____

employed as _____ in the service of the Institute of Company Secretaries of India hereby cancel the nomination made by me previously as regards the disposal of the amount that may stand to my credit in the New Pension Fund Trust in the event of my death before that amount has become payable or, having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown against their names:

Sl. No.	Name of nominee(s)	Age (Date of Birth)	Percentage of share payable	Relationship with the employee
---------	--------------------	---------------------	-----------------------------	--------------------------------

- 1.
- 2.
- 3.

Date _____

Signature of the Employee

[MISCONDUCT]
(See Rule 43 of ICSI Service Rules)

"Misconduct", without prejudice to the generality of the term, shall include the following acts and omissions of any employee of the Institute:

- (a) Theft, fraud or any act of dishonesty in connection with the business or property of the Institute or of another person connected with the Institute;
- (b) Damaging, taking, offering or giving bribe or any illegal gratifications. If an employee who is in possession of pecuniary resources or property disproportionate to the known source of income either by him or on his behalf or another person and in case he fails to give satisfactory explanation for the same, then it will be presumed that he has acquired the property by illegal means;
- (c) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment;
- (d) Acting in a manner prejudicial to the interest of the Institute;
- (e) Insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of his superior;
- (f) If an employee comes late or leaves earlier without prior permission more than three times in a month then he will be deemed to be habitually unpunctual;
- (g) Absence without leave or over-staying the sanctioned leave without sufficient grounds;
- (h) Habitual negligence or neglect of work or any act of gross negligence;
- (i) Damage to any property of the Institute;
- (j) Interference or tampering with any safety devices installed in or about the premises of the Institute or non-observance of safety instructions, security system, or the rules or the subject;
- (k) Drunkenness or riotous or disorderly or indecent behaviour as quarrelling on the premises of the Institute or outside such premises where such behaviour is related to or connected with the employment
- (l) Gambling or playing cards within the premises of the Institute
- (m) Smoking within the premises of the Institute where it is prohibited;

- (n) Collection without the written permission of the competent authority of any money/contribution within the premises of the Institute
- (o) Sleeping or idling while on duty or during duty hours or adopting any dilatory tactics
- (p) Commission or any act which amounts to a criminal offence involving moral turpitude
- (q) Absence of the employee from his appointed place of work without permission or sufficient reason.
- (r) Commission of any act subversive of discipline or of good behaviour
- (s) Abetment of or attempt at abetment of any act which amounts to misconduct
- (t) Being adjudged insolvent;
- (u) Breach of orders or of any rules or instructions issued for the maintenance and running of the Institute's office or maintaining its cleanliness
- (v) Discrediting the Institute in the eyes of the Public, community or Government damaging or attempting to damage its goodwill, or its reputation
- (w) Misbehaving with the Institute's staff/Members/Students or with the public in the Institute's premises;
- (x) Leaving station of posting without the permission of the competent Authority;
- (y) Threatening or intimidating any employee(s) in relation to the working of the Institute;
- (z) Unauthorised communication or disclosure of information, concerning policy matters or any project investigation or research scheme, or business carried out by the Institute or any matters relating to Institute which may come to his knowledge in the course of his employment
- (aa) Writing of anonymous or pseudonymous letters, writing to any superior authority jointly or in combination or writing with name to any superior authority without routing through proper channel or addressing a communication to or approaching an authority other than those permitted by these rules or forwarding advance copies of appeals and applications to any authority
- (ab) Loose talks, and spreading false rumors
- (ac) Unauthorised use or possession of any property, machinery, tools, vehicles or land belonging to the Institute
- (ad) Willful falsification, defacement or destruction of personal records or any other records of the Institute;

- (ae) Failure to report to a Doctor as recommended by the Institute for being medically examined when directed to do so;
- (af) Refusal to accept charge sheet or warning notice or any communication issued by the Institute or for and on its behalf;
- (ag) Not taking proper care of the Institute's property and equipment etc., handed over to an employee in connection with the nature of his employment or otherwise;
- (ah) Leveling false allegations against any employee of the Institute orally or in writing;
- (ai) Bringing any lethal or dangerous weapons or any prohibited article inside the Institute without permission;
- (aj) Distributing or exhibiting within the premises of the Institute or its vehicles any handbills, pamphlets or posters without the previous written sanction of the Institute;
- (ak) Attending or holding meeting within the premises of the Institute without previous written permission of the Institute;
- (al) Canvassing for unions or associations or party membership or the collections for union, associations or party dues, funds or contributions etc., within the premises of the Institute without prior written permission of the Institute;
- (am) Shouting slogans or any other activity calculated to disturb the peace within the premises of the Institute;
- (an) Such other instances, without prejudice to the generality of the term 'misconduct' as may be determined by the Secretary from time to time.



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

501:8:Estt.

27th February, 2014

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA SERVICE
(1st AMENDMENT) RULES, 2014**

In exercise of powers, conferred by Regulation 157A of the Company Secretaries Regulations, 1982 as amended, read with Schedule ‘F’ of the said Regulations, the Council hereby makes the following rules namely;

- (1) These rules may be called the Institute of Company Secretaries of India Service (1st Amendment) Rules, 2014. These shall come into force with effect from 1st April, 2014.
- (2) (i) In the ICSI Service Rules, 1979, after the existing Rule 7 of Chapter II, the following shall be inserted as Rule 7A;

“(7A) SPECIFIED STAFF

The employees referred to in Rule 7 shall include ‘specified staff’ whose names are included in the schedule G.”

- (ii) In the ICSI Service Rules, 1979, after Schedule ‘F’, the following Schedule ‘G’ shall be inserted.

“SCHEDULE ‘G’

**APPOINTMENT OF SPECIFIED STAFF
(See Sub Rule 7A of ICSI Service Rule)**

A ‘specified staff’ is an employee who is listed in Part ‘A’ (Un-skilled) or Part ‘B’ (Semi-skilled) of Annexure ‘A’ and has submitted an undertaking as per Part ‘A’ of Annexure ‘B’ or Part ‘B’ of Annexure ‘B’, as the case may be, by 31st March 2014.

The staff at Part ‘A’ of Annexure ‘A’ shall have the compensation as in Part ‘A’ of Annexure ‘C’ in the pay band of Staff A, that is, Rs.1800-4000, Grade Pay Rs.400.

The staff at Part ‘B’ of Annexure ‘A’ shall have the compensation as in Part ‘B’ of Annexure ‘C’ in the pay band of Staff B, that is, Rs.2000-6000, Grade Pay Rs.600.

Except for the compensation, the ‘specified staff’ shall be governed by these Rules.”

M. S. Sahoo
(M. S. Sahoo)

Secretary

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

Annexure – A

Unskilled (Part-A)

List of Casual Manpower deployed at HQrs / CCGRT / RO's / CO's (on Full Time basis) (who have more than 3 yrs of services and are below 60 yrs of age)			
S. No.	Name of Casual Manpower	Directorate / RO / Chapter	DOB
1	Ram Lakhan	Kanpur	01-07-1975
2	Rambilas	Lucknow	01-01-1973
3	Yadu Nath Pandey	Kanpur	13-07-1971
4	Nathu Lal	Jaipur	08-02-1970
5	Sh Manoj Kumar Juyal	CCGRT	20-10-1974
6	Hemanta Das	Guwahati	02-02-1985
7	Damodar Prasad	SS	10-07-1969
8	Rajnish Kr- Surya	HR	17-01-1976
9	Vinod Rawat	Admn (STORES)	21-09-1989
10	K. Nagaraj	Bangalore	28-09-1985
11	Shivajirao Shinde	CCGRT	01-05-1969
12	Rajiv Kumar	F&A	07-07-1976
13	Deepak Bhosle	Thane	01-10-1972
14	Ganesh Chauhan	Academics	30-03-1989
15	Mahipal Singh Koranga	ADMN. (Lodi Road)	05-07-1981
16	Shankar Dutt	NIRO	15-07-1975
17	Gopi chand	Admn (STORES)	1970
18	Mr Harish Kumar Khurana	Gurgaon	18-09-1967
19	Parvati	Admn (STORES)	1967
20	Dinesh Shelor	WIRO	01-09-1989
21	Dinesh Kadam	WIRO	05-03-1980
22	Devender Shah	T&P	23-08-1977
23	Ram Bahadur Thapa	ADMN. (Lodi Road)	18-08-1985

Annexure-A

Semiskilled (Part-B)

List of Casual Manpower deployed at HQrs / CCGRT / RO's / CO's (on Full Time basis) (who have more than 3 yrs of services and are below 60 yrs of age)			
S. No.	Name of Casual Manpower	Directorate / RO / Chapter	DOB
1	Sanjay Kumar	ADMN. (Lodi Road)	01-05-1980
2	Anupreet Verma	ADMN (Lodi Road)	25-02-1986
3	Richa Jain	ADMN (Noida)	23-01-1988
4	Manoj Kumar	Patna	09-06-1973
5	Bipin Kumar Choudhary	Patna	11-01-1965
6	Uma Devi Gupta	Kanpur	04-08-1962
7	Santosh Srivastava	Kanpur	10-08-1971
8	Mehar Chand	Chandigarh	05-08-1954
9	Rahul Verma	Ghaziabad	02-10-1980
10	Shiv Moorti Tiwari	Lucknow	01-04-1972
11	Niti Srivastava	Academics	07-09-1973
12	Sanjeev Kumar Sharma	Bareilly	15-07-1974
13	Ashok Agarwal	Admn (STORES)	17-08-1971
14	P.C. Swain	Bhubaneswar	08-06-1977
15	Chiranjeeb Sarma Roy	Guwahati	14-09-1979
16	Munna Solanki	Indore	07-08-1986
17	Ranjana Rao	CCGRT	17-09-1976
18	Rani Raizada	Amritsar	01-01-1970
19	Manish Jain	Bhilwara	15-11-1979
20	Chandra Mohan Meena	Jaipur	11-10-1989
21	Bharti Banti Patel	Surat	06-02-1988
22	Vasant H. Kerkar	Goa	09-07-1967
23	Sandhya Bhapkar	Thane	23-04-1976
24	Kumar uttam	Jalandhar	07-07-1986
25	Meera Sharma	T&P	06-03-1972
26	Nikita Yadav	Indore	10-05-1986
27	Kamal Chouhan	Indore	08-01-1988
28	Kiran Ludbe	CCGRT	18-07-1966
29	Sudhakar Aisalwaru	Nagpur	28-11-1989
30	Sandhya Austine	Kochi	25-05-1980
31	Mahesh Kumar Swarnakar	Bhilwara	15-08-1989
32	Abhishek	ADMN. (Lodi Road)	28-12-1989
33	S.Ashok	Coimbatore	19-06-1971
34	Arvind Kumar	Faridabad	31-08-1987
35	Krutika Kargutkar	WIRO	15-02-1976
36	Shashi Bhushan Prasad	Ranchi	19-12-1964
37	Naveen Chander Singh	ADMN. (Noida)	20-07-1985
38	Ganesh Singh	ADMN. (Lodi Road)	08-09-1985
39	Tapas Kumar Mazumdar	Jamshedpur	17-01-1967
40	B.Gunasekaran	SIRO	28-05-1971
41	Arvind Kr. Jha	ADMN. (Noida)	01-02-1986
42	Kedar Singh	Membership	07-06-1988
43	Om Prakash Shaw	Hooghly	12-02-1989
44	Vijay Kumar	CCGRT	18-08-1980
45	Rajashree Prashant Lambe	Kohlapur	07-07-1974
46	Yogesh Kumar	T&P	21-07-1983
47	Sushil Bhasin	Lucknow	08-01-1982
48	Anand Mishra	Ajmer	11-11-1973
49	BannaShankar Dasari	WIRO	10-07-1982
50	Rohit Khunt	Ahmedabad	21-04-1989
51	Anisha Rani	Raipur	04-03-1985
52	Anil Uppadhyay	Ghaziabad	16-03-1971
53	Deepak Kumar Gupta	Varanasi	15-12-1972
54	Dimple Kundan Patel	Surat	09-05-1986

Part –‘A’

As you are aware, the Institute of Company Secretaries of India is a statutory body constituted under the Company Secretaries Act, 1980, which has its own Regulations and Rules, i.e., the Company Secretaries Regulations, 1982 and the Institute of Company Secretaries Service Rules, 1979, which *inter-alia* regulate the engagement of persons working in the Institute and as such, any engagement made not in accordance with these, is not valid.

You have been engaged at **Headquarters of the ICSI** on casual basis, without having being appointed as per the prescribed rule. As such, you have not been validly appointed and accordingly your services are liable to be dispensed with.

However, the Council of the Institute, as a purely onetime measure without setting any precedent, restricted to such individuals including you who have not been validly engaged but have worked for three years as on 31.03.2014 and have put in satisfactory work performance has decided to suitably amend the Service Rules, so as to offer them appointment as ‘specified staff’ in the Institute. Based on the nature of work being currently performed by you, it is proposed to appoint you in the pay band of **Staff ‘A’**, that is, **Rs.1800-4000**, Grade Pay of **Rs. 400**. In case you are willing to be appointed as specified staff, you will be placed in the said pay band which would give you nearly 50% rise over your current monthly emoluments. These emoluments include allowances such as Dearness Allowance, House Rent Allowance and other benefits as per ICSI Service Rules.

The appointment as ‘specified staff’ will be offered w.e.f. 1st April, 2014, subject to the following:

1. You have put in satisfactory work performance, for which performance appraisal report would be taken from your HOD.
2. Medical fitness certificate would be submitted from the Government hospital.
3. Furnishing of written undertaking (**Annexure ‘A’**) that you have no claims and shall not have any claim relating to your previous working in the Institute, including of continued employment, wages, allowances and benefits, etc. and having being offered the employment as a special onetime measure, you would not claim the same wages/allowances and other benefits as are being given to the employees performing apparently similar job who have been regularly employed under the Regulations and the Service Rules of the Institute of Company Secretaries of India.
4. It would be seen from the above that you would not only get valid appointment as ‘specified staff’, but would also get substantially higher monetary benefits. Accordingly, if the above proposal is acceptable, you may give your acceptance of the same to the undersigned within 10 days of the date of issue of this letter, so that thereafter the other requirements for fresh valid appointment as ‘specified staff’ can be completed expeditiously.
5. It may be noted that, in case you are not interested in acceptance of the above offer of fresh valid appointment as ‘specified staff’, the Institute would be compelled to dispense with your working in the Institute.

Part –‘B’

As you are aware, the Institute of Company Secretaries of India is a statutory body constituted under the Company Secretaries Act, 1980, which has its own Regulations and Rules, i.e., the Company Secretaries Regulations, 1982 and the Institute of Company Secretaries Service Rules, 1979, which *inter-alia* regulate the engagement of persons working in the Institute and as such, any engagement made not in accordance with these, is not valid.

You have been engaged at **Headquarters of the ICSI** on casual basis, without having being appointed as per the prescribed rule. As such, you have not been validly appointed and accordingly your services are liable to be dispensed with.

However, the Council of the Institute, as a purely onetime measure without setting any precedent, restricted to such individuals including you who have not been validly engaged but have worked for three years as on 31.03.2014 and have put in satisfactory work performance has decided to suitably amend the Service Rules, so as to offer them appointment as ‘specified staff’ in the Institute. Based on the nature of work being currently performed by you, it is proposed to appoint you in the pay band of **Staff ‘B’**, that is, **Rs.2000-6000**, Grade Pay of **Rs. 600**. In case you are willing to be appointed as specified staff, you will be placed in the said pay band which would give you nearly 50% rise over your current monthly emoluments. These emoluments include allowances such as Dearness Allowance, House Rent Allowance and other benefits as per ICSI Service Rules.

The appointment as ‘specified staff’ will be offered w.e.f. 1st April, 2014, subject to the following:

1. You have put in satisfactory work performance, for which performance appraisal report would be taken from your HOD.
2. Medical fitness certificate would be submitted from the Government hospital.
3. Furnishing of written undertaking (**Annexure ‘A’**) that you have no claims and shall not have any claim relating to your previous working in the Institute, including of continued employment, wages, allowances and benefits, etc. and having being offered the employment as a special onetime measure, you would not claim the same wages/allowances and other benefits as are being given to the employees performing apparently similar job who have been regularly employed under the Regulations and the Service Rules of the Institute of Company Secretaries of India.
4. It would be seen from the above that you would not only get valid appointment as ‘specified staff’, but would also get substantially higher monetary benefits. Accordingly, if the above proposal is acceptable, you may give your acceptance of the same to the undersigned within 10 days of the date of issue of this letter, so that thereafter the other requirements for fresh valid appointment as ‘specified staff’ can be completed expeditiously.
5. It may be noted that, in case you are not interested in acceptance of the above offer of fresh valid appointment as ‘specified staff’, the Institute would be compelled to dispense with your working in the Institute.

Part-'A'
AFFIDAVIT OF UNDERTAKING

I, son/wife/daughter of Resident of
Aged about.....years do hereby solemnly affirm and state as under:

1. That I have been working on casual basis in the office of since
2. That the Institute of Company Secretaries of India has amended suitably the Service Rules, so as to offer me appointment as 'specified staff' in the Institute by fitting me in the pay band of **Staff 'A'** that is, **Rs.1800-4000**, Grade Pay **Rs. 400** in which I will be placed by giving nearly 50% rise over my current monthly emoluments. These emoluments include allowances such as Dearness Allowance, House Rent Allowance and other benefits as per the ICSI Service Rules.
3. That I have accepted the letter dated _____ and the conditions contained therein.
4. That I undertake that (a) I have no claims and shall not have any claim relating to my previous working in the Institute including the continuity of engagement/ back wages/ allowances and benefits etc.; and (b) I shall not claim parity in wages/allowances and other benefits with the employees of the Institute who are performing apparently similar jobs.
5. That I am giving the aforesaid undertaking of my own volition without any coercion, threat or pressure of any kind, whatsoever.

Place:

Date:

Deponent

Verification

I,, the Deponent above named, do hereby verify and state that the contents of paras 1 to 5 of the foregoing affidavit are true to my knowledge, that nothing stated therein is wrong; and that no material fact has been concealed.

Place:

Date:

Deponent

Part-'B'
AFFIDAVIT OF UNDERTAKING

I, son/wife/daughter of Resident of
Aged about.....years do hereby solemnly affirm and state as under:

1. That I have been working on casual basis in the office of since
2. That the Institute of Company Secretaries of India has amended suitably the Service Rules, so as to offer me appointment as 'specified staff' in the Institute by fitting me in the pay band of **Staff 'B'** that is, **Rs.2000-6000**, Grade Pay **Rs. 600** in which I will be placed by giving nearly 50% rise over my current monthly emoluments. These emoluments include allowances such as Dearness Allowance, House Rent Allowance and other benefits as per the ICSI Service Rules.
3. That I have accepted the letter dated _____ and the conditions contained therein.
4. That I undertake that (a) I have no claims and shall not have any claim relating to my previous working in the Institute including the continuity of engagement/ back wages/ allowances and benefits etc.; and (b) I shall not claim parity in wages/allowances and other benefits with the employees of the Institute who are performing apparently similar jobs.
5. That I am giving the aforesaid undertaking of my own volition without any coercion, threat or pressure of any kind, whatsoever.

Place:

Date:

Deponent

Verification

I,, the Deponent above named, do hereby verify and state that the contents of paras 1 to 5 of the foregoing affidavit are true to my knowledge, that nothing stated therein is wrong; and that no material fact has been concealed.

Place:

Date:

Deponent

ANNEXURE 'C'

PART 'A'
(UN-SKILLED)

	Salary, Allowances and Benefits	Staff 'A' (Un-skilled) Pay Band Rs.1800-4000, Grade Pay Rs.400
A	Salary and Allowances	
1	Basic Pay	As per fitment depending upon the present emoluments
2	Dearness Allowance	As admissible
3	House Rent Allowance	30% of (Basic Pay+ Grade Pay)
4	Transport Allowance	Rs.300 + DA on Transport Allowance
B	Employer's Contribution to New Pension Scheme	10% of (BP+GP+DA)
C	Other Benefits :	
1	Ex-gratia + PLI	As admissible
2	Group personal accident insurance policy coverage	Rs. 5.00 lakh (Premium borne by the Institute)
3	Group life insurance policy coverage under ICSI employee Benevolent fund coverage amount	Rs. 3.00 lakh (Premium borne by the Benevolent fund)
4	Children Education Expenses (upto to Sr. Sec.) Max. two children per annum	Rs.6000/-
5	Reimbursement of Medical Expenses per annum	Rs.5000/-
D	Hospitalization Expenses Subject to lodging of claims :	
1	Hospitalization Expenses for Self, Spouse & two dependent children. (subject to submission of claim as per Rules) as per the following limits -	
	(a) (Major Diseases)	Rs.2.00 lakh during life time.
	(b) (Minor Diseases)	Rs.10,000/- per annum
E	Other Benefits :	
1	Group Savings Linked Insurance (with double accident benefit) only for self : Coverage Amount Rs. 2.80 lakh in case of natural death	contribution by employee only Rs.298/- per month

ANNEXURE 'C'

PART 'B'
(SEMI-SKILLED)

	Salary, Allowances and Benefits	Staff 'B' (Semi-skilled) Pay Band Rs.2000-6000, Grade Pay Rs.600
A	Salary and Allowances	
1	Basic Pay	As per fitment depending upon the present emoluments
2	Dearness Allowance	As admissible
3	House Rent Allowance	30% of (Basic Pay+ Grade Pay)
4	Transport Allowance	Rs.300 + DA on Transport Allowance
B	Employer's Contribution to New Pension Scheme	10% of (BP+GP+DA)
C	Other Benefits :	
1	Ex-gratia + PLI	As admissible
2	Group personal accident insurance policy coverage	Rs. 5.00 lakh (Premium borne by the Institute)
3	Group life insurance policy coverage under ICSI employee Benevolent fund coverage amount	Rs. 3.00 lakh (Premium borne by the Benevolent fund)
4	Children Education Expenses (upto to Sr. Sec.) Max. two children per annum	Rs.6000/-
5	Reimbursement of Medical Expenses per annum	Rs.5000/-
D	Hospitalization Expenses subject to lodging of claims :	
1	Hospitalization Expenses for Self, Spouse & two dependent children. (subject to submission of claim as per Rules) as per the following limits -	
	(a) (Major Diseases)	Rs.2.00 lakh during life time.
	(b) (Minor Diseases)	Rs.10,000/-per annum
E	Other Benefits :	
1	Group Savings Linked Insurance (with double accident benefit) only for self : Coverage Amount Rs. 2.80 lakh in case of natural death	contribution by employee only Rs.298/- per month