



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

Dear Members

1st September, 2017

Sub : Online seat booking

Reg : Golden Jubilee Celebration on 4th October, 2017 at Vigyan Bhawan, New Delhi

You are aware that, the Institute is commemorating its Golden Jubilee Year on October 04, 2017 as it is entering the 50th year of its existence. We have got the opportunity to celebrate our achievements and proud moments which will witness the presence of dignitaries of high repute and stature. Hon'ble Prime Minister Shri Narendra Modi ji has generously granted his gracious consent to inaugurate the auspicious Golden Jubilee commemoration ceremony of ICSI at Vigyan Bhawan, New Delhi on Wednesday, October 04, 2017, as Chief Guest.

It is a proud moment for all of us. To witness such memorable event, the Institute is inviting and trying to accommodate all categories of its stakeholders (*i.e.* students, members, Govt. officials, regulators and employees, *etc.*) who have contributed to the glorious journey of 50 years.

Hon'ble Prime Minister will be addressing the members / dignitaries in Plenary Hall, Vigyan Bhawan, New Delhi, which has limited seating capacity. In order to register the delegates smoothly for the event, the Institute has developed a dedicated Online Portal for registration. The members will be allotted seats in Plenary Hall on First Come First Serve basis in sequence of their request through online process. Once all seats of Plenary Hall are full, members will be allotted the seats in other halls of Vigyan Bhawan (*i.e.* hall no. 4, 5 and 6), which are adjacent to the Plenary Hall. In hall no 4, 5 and 6, the entire programme, which is happening in Plenary Hall, will be shown live to the members on large size screens. Please note that if at last moment some seats remain vacant in Plenary Hall, then some members sitting in hall no. 4, 5 & 6, may be upgraded to the Plenary Hall.

The online registration process shall start on **Monday, 04th September, 2017 at 11:00 AM** and will remain open till the number of seats in various halls of Vigyan Bhawan is exhausted. Weblink for the same shall be circulated separately.

To give the equal opportunity to senior members as well as young members, the online booking software has been designed in such a way so that members who were admitted upto February, 2010 (*i.e.* upto ACS 25098) and Members admitted after February, 2010 (*i.e.* from ACS 25099 onwards), both are getting equal representation.

Once the online registration request has been submitted by the member, his seat will be reserved provisionally subject to approval of the Institute and availability of seats. On verification of provisional registration, if everything is found in order, a confirmation email will be sent to concerned member informing him that his seat has been confirmed. After that the Invitation Card shall be sent to the concerned member by courier at the communication address entered by him while submitting his application for online seat booking.

Please note that the Invitation Card is non-transferable and ICSI reserves right to cancel it, if it is found that Invitation Card has been obtained unfairly. If member's online request is not approved due to data mismatch or non-availability of seat, the same shall be communicated to the concerned member by email/SMS.

On 4th October, 2017 member concerned will be required to produce the Original invitation card (with envelope on which his communication address is pasted) along with his original Aadhar Card/ PAN Card at the designated Entry Gate of Vigyan Bhawan for necessary verification, before entering in the specified hall. The entry of members in specified hall will be as per colour code of their respective Invitation Card. Due to high security arrangements, the entry shall start at 2.00 pm and will close at 3.30 pm. The members are expected to be seated in respective hall by 3.45 pm. No entry will be allowed thereafter.

Please note the DRESS CODE for attending this celebrations as under :

- a) Male : Kurta & Paizama (White / Off White)
- b) Female : Suit or Saree (White/off-white)

At the entry gate, members will also be provided "Uttariya" (Angvastram) which they are requested to wear across their collar throughout during the function.

Please note that Institute has to submit list of all invitees to concerned security agencies of the Government in advance and the entry in Vigyan Bhawan shall strictly be allowed as per that list and on production of Invitation Card issued by ICSI along with his original Aadhar Card/ PAN Card.

Your whole-hearted cooperation is solicited to make this event a grand success.

Thanking you,

Sincerely yours,

CS (Dr.) Shyam Agarwal
President, the ICSI