



Circular No. Trg 02/2018

ICSI/Training/2018

29/03/2018

Submission of quarterly report on the basis of calendar year (Quarter).

The students undergoing practical training are required to submit their quarterly report in the prescribed format of the Institute duly signed by the trainer and trainee. As per the present practice, quarterly reports are submitted at different point of time during the year . The quarterly reports are being submitted on the basis of quarter commencing from the date of commencement of training of each trainee individual basis. In order to bring uniformity and to facilitate/strengthen the monitoring mechanism, the submission of quarterly report is made mandatory within 30 days from the end of respective calendar quarter (i.e. March , June , September & December)

Accordingly, the Institute has introduced the timelines for submission of quarterly reports collectively, on the basis of calendar year quarter as per the following schedule:

SL.No	Period of training	Last date of submission of the quarterly report (of that calendar year)
1	January – March	30 th April or on or before 30 days from the end of the training whichever is earlier
2	April –June	30 th July or on or before 30 days from the end of the training whichever is earlier
3	July-September	30 th October or on or before 30 days from the end of the training whichever is earlier
4	October-December	30 th January or on or before 30 days from the end of the training whichever is earlier

The revised schedule of submitting Quarterly Reports shall be applicable to all existing trainees from the second quarter of this calendar year i.e., April – June, 2018 to be submitted by 30th July, 2018.

However, the students, who had already started their practical training earlier and completing their training during any of the quarter after 1st April, 2018 can submit their quarterly reports within 30 days from the date of completion of training without waiting for the end of the quarter.

Further, the students who will commence their training on or after 1st April, 2018 on any date during the Quarter, shall submit their quarterly report at the end of the quarter in accordance with the above timelines by mentioning the actual number of days of the training during the same quarter.

Henceforth, the Quarterly reports on practical training for Apprentice Trainee(s)(AT) and Management Trainee(s) (MT) shall be submitted by all students undergoing training as per the aforesaid revised timeline(s) to be effective from 1st April, 2018.

**Director
(Training & Placement)**

Annexure A (Clarification through various instances)

Students who had already started their practical training earlier and whose quarterly reports are due in different dates during the quarter shall submit their report in the following manner.

Category I (Students completing their training)	Category II (Existing students in the mid of their training)	Category III (New Students who will start training after 31 st March,2018)
<p>Students who are completing their training by 31st March 2018 shall submit their quarterly reports as per the previous practice within 30 days from the end of the quarter. i.e counting three months from the date of commencement of training.</p> <p>For instance, if a student is completing his training on 30th March, 2018, he shall submit his quarterly report on or before 30th April, 2018.</p>	<p>Students undergoing Training and completing their training any time after 31st March, 2018 are required to submit their quarterly report either at the end of the quarter or on or before 30 days from the completion of the training, whichever is earlier.</p> <p>For instance, if a student is completing his training on 15th May 2018 he shall submit his report any time after 15th May and before 15th June, 2018 without waiting till 30th July, 2018 being the last date of the respective quarter.</p>	<p>The students who will start their training after 1st April, 2018, shall submit their quarterly report for the training period completed till 30th June 2018 on or before 30th July 2018 for the actual number of days of the training during the quarter.</p> <p>For instance, If a Student is starting his training from 16.04.2018 the number of days in the first quarter shall be counted from 16th April to 30th June and the number of days shall be mentioned as 75 days in first quarterly report and the rest quarterly reports shall be for the 90 days and will continue further.</p>

**Director
(Training & Placement)**

To:

1. All the trainers and Trainees of ICSI
2. RDs of Regional Councils
3. Dean CCGRT and I/C CoE, Hyderabad
4. EOs/ Office In-charge of Chapters

Copy for information to:

1. PS to President, The ICSI
2. The Vice President and the Chairman TEFC, The ICSI
3. Council Members of The ICSI
4. The Secretary, The ICSI
5. The Chairman of the Regional Councils
6. The Chairman of the Management Committee of the Chapter
7. The Director (IT) for placing it on ICSI website.
8. The I/C Chartered Secretary for publishing the same in the forthcoming issue.

