



Rs. 5/-(Single Copy)

# STUDENT COMPANY SECRETARY

**Volume : XXVI**

**Pages 1-32**

**January 2009**

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

1

## GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION

### EXECUTIVE PROGRAMME EXAMINATION

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme (Inter) examination during the validity of registration period. All such students will have to seek registration *de novo* only.

### PROFESSIONAL PROGRAMME EXAMINATION

1. Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.
2. Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme (Final) examination:
  - (i) if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all **modules** (groups) of the Professional Programme examination (Final) under new syllabus during the validity of the previous registration period or has passed at least **one module** (group) of the Professional Programme (Final) examination under the New Syllabus during the validity of the previous registration period as the case may be; and
  - (ii) makes an application for extension of registration period along with requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.
3. Extension of registration shall be granted for one year at a time on payment of extension of registration fee of Rs. 500 per annum, arrears of fee, if any, under the previous registration and service charges @ Rs. 150 per module (group) for which the student has not been issued with the coaching completion certificate for the Professional Programme (Final).
4. On the student's application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.
5. No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme (Final) examination under the new syllabus.
6. A student who completes the Professional Programme (Final) examination (of the Institute) during the extended period of registration will be required to comply with the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.
7. Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of Rs. 160 per subject.
8. A student, on being granted extension of registration, shall be eligible to get the 'Student Company Secretary' from the month next to the month in which his application for extension of registration is accepted by the Institute.
9. The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.

## GUIDELINES FOR REGISTRATION DE NOVO

(Registration *de novo* pursuant to regulation 22 read with sub-regulation (2) of regulation 24.)

### (A) Guidelines for candidates seeking registration *de novo* within two years of the expiry of previous registration.

1. A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration *de novo* on payment of the following fees:
  - (i) Registration fee: Rs.1500 (w.e.f. 1.4.2008)
  - (ii) (a) Where a student has not completed coaching for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final), balance of Rs.5,000 of the postal tuition fee if enrolled for Executive Programme (Intermediate) or balance of Rs. 7,500, if enrolled for Professional Programme (Final), as the case may be, after adjusting the amount paid on this

account earlier. However, credit for having completed coaching in a particular module (Group) may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

- (b) Postal tuition fee of Rs **5,000** in the case of students who have passed the Executive Programme (Intermediate) examination but not enrolled for the Professional Programme (Final).
  - (c) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final) as the case may be.
  2. On the student being registered *de novo* he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
- (B) Guidelines for candidates seeking registration *de novo* after two years of the expiry of previous registration.**
1. A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:
 

|   |                          |
|---|--------------------------|
| (i) Registration fee  | Rs. <b>1500</b>          |
| (ii) Exemption fee for  |                          |
| (a) Foundation Programme  | Rs. <b>500</b>           |
| (b) Executive Programme (Inter) Examination (if already passed)   | Rs. <b>500</b>           |
| (iii) Paperwise exemption fee   |                          |
| (a) Executive Programme (Inter)   | Rs. <b>100</b> per paper |
| (b) Professional Programme (Final)  | Rs. <b>100</b> per paper |
| (iv) Where a student has not completed coaching for both modules (Groups) of Executive Programme (Inter) all modules of Professional Programme (Final), balance of Rs. <b>5,000</b> of the postal tuition fee, if enrolled for Executive Programme (Inter) or balance of Rs. <b>7,500</b> if enrolled for Professional Programme (Final), as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason. |                          |
| (v) Rs. <b>7,500</b> in the case of students who have passed the Executive Programme (Inter) but not enrolled for the Professional Programme (Final).   |                          |
| (vi) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules (Group) of Executive Programme (Inter) all modules (Group) of Professional Programme (Final).  |                          |
  2. On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
  3. The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.

**(C) No candidate shall be registered as a student *de novo* if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.**

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**ANNUAL SUBSCRIPTION Rs. 50**  
**SINGLE COPY Rs. 5.00**

Edited, printed and published by  
N.K. Jain for the Institute of  
Company Secretaries of India,  
'ICSI House', 22, Institutional  
Area, Lodi Road,  
New Delhi - 110003

- Phone : 24617321-24,  
24644431-32, 41504444
- Grams : Compsec
- Fax : 91-11-24626727
- E-mail : info@icsi.edu
- Website : <http://www.icsi.edu>
- Printed at Daily Tej Pvt. Ltd.  
8-B, Bahadurshah Zafar Marg,  
New Delhi
- Phone : 42225134, 42225111
- The Institute is not in anyway  
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## ATTENTION STUDENTS

### SCHEDULE OF FEES W.E.F. 01.04.2008

| PARTICULARS  | FEES (RS.)           | REMARKS                                       |
|--|----------------------|---|
| <b>FOUNDATION PROGRAMME</b>  |                      |   |
| Admission Fee  | 1200                 |   |
| Postal Tuition Fee   | 2400                 | Total Fees → 3600                             |
| <b>EXECUTIVE PROGRAMME</b>   |                      |   |
| Registration Fee   | 1500                 | Total Fees → 7000<br>(For commerce graduates) |
| Foundation Examination Exemption Fee   | 500                  |   |
| Postal Tuition Fee for Executive Programme   | 5000                 |   |
| Postal Tuition Fee for Foundation Programme<br>(payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38) | 750                  | Total Fees → 7750<br>(For others)             |
| <b>PROFESSIONAL PROGRAMME</b>  |                      |   |
| Postal Tuition Fee   | 7500                 |   |
| Registration <i>De-Novo</i> Fee  | 1500                 |   |
| Exemption from Foundation Examination Fee  | 500                  |   |
| Exemption from Executive Programme Examination Fee   | 500                  |   |
| <b>EXTENSION OF REGISTRATION</b>   |                      |   |
| Extension of Registration Fee  | 500                  |   |
| Service Charges for Extension of Registration  | 150                  |   |
| <b>EXAMINATION FEE</b>   |                      |   |
| Foundation Programme   | 875                  |   |
| Executive Programme  | 900<br>(Per Module)  |   |
| Professional Programme   | 750<br>(Per Module)  |   |
| Late Fee for receipt of Examination Application  | 100                  |   |
| Change of Examination Center/Module/Medium   | 100                  |   |
| <b>OTHER FEES</b>  |                      |   |
| Paper-wise Exemption Fee   | 100                  |   |
| Issue of Duplicate Identity Card Fee   | 50                   |   |
| Issue of Duplicate Pass Certificate Fee  | 50                   |   |
| Verification of Marks Fee  | 100<br>(Per Subject) |   |



## From The President



***Stand up, be bold, be strong. Take the whole responsibility on your own shoulders, and know that you are the creator of your own destiny. All the strength and succour you want are within yourselves.***

**– Swami Vivekananda**

Dear Students,

At the outset, I would like to convey you all my best wishes for a Happy and Prosperous 2009. May the dawn of New Year, fill your heart with new hopes, open up new horizons and bring for you promises of brighter tomorrow. May the journey of your life be fragrant with new opportunities and your days be bright with new hopes.

In the liberalized economic policy regime, the corporate sector has been assigned a major role as the driver of growth and development process of the Indian economy. Globalization and financial market liberalization have opened up new international markets with the possibility of reaping stunning profits. Yet it has also exposed companies to fierce competition and to considerable capital fluctuations. Corporates need to recognize the ongoing economic transformation and rise to the challenges having the capability and capacity to meet to global challenges.

India has the largest number of listed companies in the world, and the efficiency and well being of the financial markets is critical for the economy in particular and the society as a whole. It is imperative to implement a dynamic mechanism of corporate governance, which protects the interests of relevant stakeholders without hindering the growth of enterprises.

Corporate governance is not only the key to corporate excellence but it is basic to social and national excellence because compliance of law, ethics and best management practices lead to upliftment of all segments of society. Good governance in corporate sector is just a mirror image of the governance fructifying at the individual, family and social level. This positive, creative and self sustaining glory of governance is the foundation on which good corporate governance stands. Recent developments during 2007 and 2008 indicate that corporate governance is going to come to the fore with highest intensity. Failure of mega financial firms operating through out the world caused a worsening world economic recession through the crisis of business confidence triggered by credit crisis. Closer home corporate governance practices of the fourth largest Indian software exporters brought to the fore issues of business ethics.

Corporate Governance is vital in medium and long-term perspective to enable companies to compete globally in a sustained manner and make them flourish and grow. Unless Indian firms come to be recognized worldwide for good corporate governance, they will not be able to compete globally in an increasingly integrated world.

Good governance is an ideal which is difficult to achieve in its totality. Very few countries and societies have come close to achieving good governance in its totality. However, to ensure sustainable human development, actions must be taken to work towards this ideal with the aim of making it a reality. Today, the profession of company secretaries occupies a pivotal position in the corporate sector and the parameters for our success are widening their contours. Company Secretaries are the watchdogs of shareholders' democracy. Market participants, investors and shareholders look at the corporates for high quality information, which ensures market discipline and foster confidence of various stakeholders. We as corporate professionals have an onerous responsibility to ensure that good governance practices are being followed by corporates to ensure sustainability of business.

The time cycle never waits for anyone. It is priceless and should be guarded with care. The saying goes "time and tide wait for none". Time goes on moving constantly with its own speed. It does not follow any exceptions. Likewise, the time span of my tenure as President of this prestigious Institute has also come to an end, and this is my last communication with you through the Student Company Secretary. It gives me happiness that during my tenure as President, I have made all possible efforts to serve the profession and its students with equal keenness and commitment. I take this opportunity to recount some of the major achievements and actions for development of the Company Secretaries profession those were taken during the year.

### **ICSI National Award for Excellence in Corporate Governance**

The ICSI National Awards for Excellence in Corporate Governance, 2008 were presented at the gracious hands of Hon'ble Vice President of India, Shri M Hamid Ansari to Mahindra & Mahindra Limited and MindTree Limited on December 20 at a function at Vigyan Bhawan, New Delhi. The ICSI Life Time Achievement Award for Translating Excellence in Corporate Governance into Reality, 2008 was presented to Dr. E Sreedharan, Managing Director, Delhi Metro Rail Corporation. Shri Prem Chand Gupta, Hon'ble Union Minister of Corporate Affairs was the Guest of Honor and blessed the function with his encouraging speech.

The function also witnessed unveiling of the new Logo of the Institute at the hands of Hon'ble Vice President of India, who also released an informative Souvenir commemorating the Award function. Shri Prem Chand Gupta, Hon'ble Union Minister released the Seventh Revised Edition of the Institute's publication 'Corporate Governance—Modules of Best Practices'.

### **36<sup>TH</sup> National Convention**

An essential component of the Industrial growth is the expert service of professionals like Company Secretaries, who perform an extremely delicate and demanding job of handling management and financial issues with care and dexterity. This was the core

## From The President

communication of the 36th National Convention on the theme *Achieving Excellence Through Innovation* which was organised by the Institute on November 6-8, 2008 at Kala Academy, Campal, Panaji, Goa. The exotic nature in Goa provided an exiting platform for the academic, cultural and social activities that form an integral part of a National Convention.

### **Student Activities**

To be a good professional, one has to be a good communicator. We all know that communication skills are the hallmark in all walks of life. The ability to communicate is being rated the most important factor in making an executive promotable than ambition, education and capacity for hard work. Writing and speaking are fundamental skills, and communication ability is identified by almost all employers as a key element defining employee success. The Institute through its Regional Councils and Chapters organizes various programmes to hone up the communication skills of its students at National level. Likewise this year also, various National level programmes/ competitions for the students were organized. Hyderabad Chapter of the Institute organised the 7<sup>th</sup> All India Elocution Competition for students on "Role of Shareholder in Corporate Governance" on October 23, 2008. ICSI-WIRC organised National level Company Law Quiz for students on August 29, 2008 at Maharashtra Chamber of Commerce, Mumbai. Mysore Chapter of the Institute jointly with Surana and Surana, International Attorneys, organised 6<sup>th</sup> All India Moot Court Competition for students on August 1-3, 2008 at Mysore.

### **National Students Conference**

The 9th National Conference of Student Company Secretaries on the theme "Company Secretaries – Towards Winning Milestones" was organized by the Eastern India Regional Council of the Institute on October 25-26, 2008 at Kolkata. I appreciate the efforts made by the EIRC in the successful organization of the Conference. I am sure the students who participated in the conference would have benefited from the deliberations made thereat.

Likewise, the Coimbatore Chapter of the Institute of Company Secretaries of India organised its 7<sup>th</sup> Conference for student Company Secretaries on the theme "Road to Success in Corporate World" on Sunday, 24<sup>th</sup> August, 2008 at Coimbatore and is also releasing a souvenir to celebrate the occasion. Many students attended the 9<sup>th</sup> National Conference of Practising Company Secretaries organized in Bhubaneswar on the theme "Be the Change You Want To Become" on 29-30 August, 2008.

### **E-learning**

As you are aware, the Institute on its Foundation Day launched web-based e-learning portal for the CS Foundation Programme. The response from the students has been encouraging. The Modules for Executive Programme are being finalized and I am sure the same will be launched shortly for the benefit of students, and more students will register and make use of the e-learning portal.

### **New Recognitions**

The Institute has secured new recognitions for the CS profession. During the year, Guru Govind Singh Indraprastha University, Delhi has recognised CS qualification for doing Ph.D in Management and Law; Gauhati University has recognised Company Secretaryship qualification equivalent to Post Graduate Degree for the purpose of registering for Ph.D. Programme in Commerce; Berhampur University, Orissa has recognised Company Secretaryship qualification for the purpose pursuing Ph.D. Programme in Management. Mahatma Gandhi University, Kottayam has recognized the Company Secretaryship qualification of the Institute as equivalent to Post Graduate Degree for pursuing Ph.D. in Commerce. It is encouraging to note that forty eight universities have recognized Company Secretaryship qualification as eligible to pursue Ph.D. programme in either Commerce, Law or Management.

### **Strengthening Training Structure for Students**

The Council has further strengthened the training structure for the students with emphasis on developing soft skills and attitudes to match the expectations of the corporate world. Student contact programmes have been introduced at different stages so as to enhance the student interface. Efforts are being made to conduct SMTP on residential basis at all Regional Councils and Chapters. The contents of the training modules are being thoroughly revised to suit the present day requirements.

### **MOUs**

#### **IGNOU**

The Institute is opening a number of avenues for the students and members to achieve professional glories. To begin a new era in professional education, the Institute has entered into an MOU with Indira Gandhi National Open University (IGNOU) to introduce specialized B.Com. and M.Com course exclusively for its students and members.

This MOU will certainly strengthen our profession in terms of better visibility, reach and job opportunities. IGNOU in collaboration with the Institute has invited applications, for admission to January 2009 session for B.Com with major in Corporate Affairs and Administration [B.Com.CA&A] and M.Com. in Business Policy and Corporate Governance [M.Com. BP&CG]. The students can simultaneously study B.Com. (CA&A) alongwith Company Secretaryship Course. Similarly, the Students can simultaneously study this M.Com. (BP&CG) alongwith Professional Programme of the Institute.

### **The Institute of Banking and Finance**

The Institute also entered into an MOU with the Institute of Banking & Finance (IIBF) during the year. Under the MOU the IIBF shall, accredit the ICSI-CCRT to offer educational support services to students enrolled for diploma in Banking and Finance; Partner with the CCRT to offer a Certificate Course in Project Finance to banking and finance professionals; Design, develop, deliver and certify a course in Compliance and Risk Management for banking sector; and to develop, offer and hold seminars, workshops, conferences etc. in the areas of mutual interest and benefit.

# From The President

## **SII London**

Recently, the Institute has entered into a Memorandum of Understanding (MOU) with Securities & Investment Institute (SII), London – UK's largest and widely respected professional body offering progressive qualifications, training and membership for individuals in the securities and investment sector specially in capital markets, commodity markets, fund management, wealth management and investment banking. This is expected to provide much needed exposure to our members and students in securities and investment sector apart from an internationally recognised qualification.

## **Proposed MOU with NSE**

The MOU with the National Stock Exchange (NSE) will be executed shortly for mutual benefit and advantage. It is proposed that NSE will offer certain fee concessions to students of the Institute appearing for NSE's Certification in Financial Markets (NCFM) modules. In addition, it is also proposed that the NSE-ICSI joint Certification in Corporate Governance Module being offered to the students of the Institute will also be offered to its members.

## **Career Awareness**

The demand of professionals, in particular, Company Secretaries is rising. There is regular feedback from market and Government authorities about the growing demand for our members. To generate greater awareness about the Company Secretaryship course, among the students and parents, the Institute and four regional offices in the months of July and August organized Career Awareness Weeks with over 800 career awareness programmes, in addition to the continuous career awareness activity. The efforts of the Institute in this direction have already seen around fifty percent increase in student registration over the previous year.

## **ICSI Students Education Fund Trust**

The future of the Institute is our students. Students are the lifeline of the profession. The brighter the students, the better are the future growth and sustainability of the profession. It is, therefore, imperative for every profession to attract bright students. It is in this regard that the Institute has set up ICSI Students Education Fund Trust to financially assist the economically backward students with good academic record. This is done to fulfill the Institute's social responsibility and to encourage bright students in order to attract the best available talent to the profession. Initially the Institute contributed Rupees Twenty Five Lakhs to the Trust, which will continue to grow in times to come.

## **ICSI Logo**

The Institute has adopted a new logo representing contemporary professional outlook and proactive approach in delivery of services. As mentioned earlier, the new logo was unveiled by Hon'ble Vice President of India, Shri M Hamid Ansari at the Corporate Governance Award function at Vigyan Bhawan, New Delhi.

This change is a reflection of our inner growth and empowerment as the new identity of the Institute stands for stability and integrity. The core of the new identity "connecting for collective growth" is epitomized by four letters signifying a mature and multifaceted profession. The letters CS in the centre of the identity integrate to form an upward arrow embodying the Institute's vision of growth and excellence in corporate governance. Set in deep blue colour, the bold and elegant masthead lends it an air of authority and leadership. The letters 'CS' to be used by the members shares a direct and umbilical relationship with the new identity of the Institute, and represents stability and integrity, which are hallmarks of the profession.

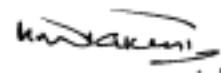
## **Strengthening of Regional Councils and Chapters**

During the year, the Council approved the report of the Core Group on Strengthening of Regional Councils and Chapters. The Institute has started implementing the forward looking recommendations of the Core Group including regradation of Chapters which will enable the Regional Councils and Chapters in providing value added efficient services to members and students. It has also been decided that where there is no possibility of opening a Chapter, the Institute may set up its own office which will act as facilitation centre for students.

On this note I conclude by stating that in the changing corporate dynamics, Company Secretaries are fast gaining recognition as governance professionals in the corporate world. As torch bearers of corporate governance, an onerous responsibility has been imposed on Company Secretaries to guide and advise the businesses to create higher standards of openness, trustfulness and transparency. As Albert Einstein has said "try not to become a man of success, but rather, try to become a man of value".

With best wishes,

Yours sincerely,



Ahmedabad  
January 15, 2009

(CS KEYOOR BAKSHI)  
president@icsi.edu

## GIVE WINGS TO YOUR DREAMS

**M.V. SASTRY, Retd. Director General (Road Development), Ministry of Surface Transport, Govt. of India.**

### INTRODUCTION

By rejuvenating themselves at physical, mental and spiritual levels simultaneously, people can enrich their individual lives and also bring about lasting change in their attitudes, whether in the work place or in the family set up. Happiness and success are complimentary and supplementary to each other. However, efficiency, creativity, positive thinking, general well being and sound physical as well as mental health lead us on to a path where happiness becomes our attitude and success becomes our habit.

To become more effective in work and social life, one must have good communication skills which is a mix of skills in speaking, writing, listening and body language. The following points would help in this regard:

- Think before you talk as to what you want to say.
- Control fear.
- Get to the point quickly.
- Allow the other person to speak and respect his point of view even though you may not agree with it.
- Believe in your message. Speak with conviction. Support statements with details. Illustrate with personal examples.
- Avoid generalities. Maintain objectivity by remaining in control of your emotions.
- Be truthful, likeable, flexible and smiling.
- Be courteous, observe good manners and treat others as equals.
- Avoid words that hurt. Handle disagreements with tact (Accept the response as a difference in opinion).
- Read something inspirational.
- Be receptive to new ideas.

An attempt has been made to put together here some points that will help to bring out the best from us.

### ATTRIBUTES THAT WILL BRING REWARDS

Positive thinking, Faith in God, Commitment to the task, Applying oneself logically, Being self-driven and motivated, Courage to pick up the challenge.

### SHOW THE EMPLOYERS THROUGH ACTIONS THAT YOU ARE MOTIVATED

- Join a professional outfit
- Contact the prospective employer
- Tailor your resume and cover letter to an employer's needs.
- Do something unusual (like volunteering to work for a company for free for a specific time/project).
- Create an academic/work portfolio or web site.

### NETWORKING

Networking is a time-intensive, long term strategy, and branding yourself through this way generally requires an even larger investment of your time, effort and patience. But you will set yourself up nicely, not just for short-term pay-offs like internships and jobs, but also for long term success and stability. The following would help:

- Keep in touch
- Offer your help (Forward any information that would be useful to them)
- Hang out with your contacts
- Inform your contacts and thank them for their help.

### EMPLOYER BRANDING

Employer branding helps a company to attract the right employees

and be able to retain them. A brand represents the spirit, vision and passion of an organization. It defines work, culture, ethics and norms. A brand has become a critical source of competitive advantage for business today. The HR department must position the company as an 'employer of choice' to attract talent. During recruitment, HR must define and list the company's brand value-system and work culture. It must create, execute and communicate policies and initiatives that will lead to the employees' career advancement. The company must harmonise its internal strengths with its external projection. Employer branding is aimed at motivating the work force and focusing its alignment with the vision and the values of the company.

### TRAINING

Training can become boring when it gets too close to teaching. Training is not teaching, it is merely wielding the ability to influence. Identifying the training needs of people, drawing up a training programme including pre and post evaluation are key elements. The key tasks of a trainer are: how to make learning a non-threatening experience and how to build relevance into a programme.

### DEALING WITH STRESS IN A NEW JOB

Stress is part of all of our lives. A sign of maturity is knowing how to deal with it. The following would help:

- There will be ups and downs on the job and you will have self-doubts. Give yourself time and begin to look for the positive things. Look at how you can benefit from this situation.
- If you do not know a thing, talk to those around you who know and be open to learning new ideas.
- You will have to work to establish relationships. Be friendly and help others.
- If you feel lonely in a new place, become active in a civic group and do things that you are good at.
- If you have made a mistake, acknowledge it. Analyse how you can improve or avoid the mistake in future. If your mistake harmed someone else, apologise to him/her.
- Prioritise things and work on one project at a time. If people who are not your supervisors are giving you too much work, bring it to the notice of your boss.
- Relax with movies/music.
- Work out.
- Have dinner with friends.
- Get a massage.
- Call your family or visit them.
- Go on a short weekend.
- Tell people what you are going through. Getting what is bothering you off your chest will help you see circumstances in better perspective.

### NOTHING IS IMPOSSIBLE

When we rule out that something is impossible, we stop thinking about how to achieve it. It is only when we believe that nothing is impossible, we will be able to explore ways to achieve a thing. With such a conviction, we will find the ways which open up by themselves.

### INTEGRITY

To achieve anything in life, one should receive other's confidence, respect as also love and affection. For this, one should adhere to values in life. A person who conducts himself with integrity is like a one man army. Irrespective of his financial or social status, he has a special place in society.

### GOOD THOUGHTS-OPPORTUNITIES FOR PROGRESS

Cultivating good thoughts, having confidence in them, being



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prepared to invest not only time and money but also to utilize all his expertise and abilities are opportunities for success. One should undertake with firm determination works that will be beneficial to others as well. One should develop mental maturity to move forward despite obstacles on the way with belief that he has the understanding and experience to find a way to overcome them.

## DO NOT POSTPONE WORKS

Good works and good decisions are foundations for success. Postponing works that require your immediate attention will be wasting your time and money. You can advance in career/life with timely decisions and calculated actions.

## CULTIVATE OPTIMISM

Success is achieved with 10% inspiration and 90% effort (perspiration). When inspiration is accompanied by clear conscience, habit of trying again with improved methods by learning from experiences-success becomes easy. One should always have a positive outlook, hope for the best and perform his duty meticulously to the best of his ability. Success waits for such optimistic people.

## GET OVER FEAR

Fear is the root cause of evil. Courage, ideal resolve and discipline will enable a person to think and act with enthusiasm leading to spectacular results.

## EFFECTIVE DECISION MAKING

One should think clearly, differentiate between what is important and what is not, utilize all his talents and take firm and appropriate decisions boldly and timely, and also be prepared to modify if a real need arises. With training and experience, one can add speed and firmness to the discerning faculty. One should not become disheartened with a set back/failure. One should improve his knowledge with that experience and move forward with renewed vigour. One who is afraid of making a mistake can never achieve anything. Taking a wise decision is your own duty. The following would help in this regard:

- Collect facts. Remove unagreeable ones (hearsays, surmises, opinions).
- Examine and specify the problem in brief. Jot down possible alternative solutions.
- Evaluate implications, advantages and disadvantages of different alternatives. Try to know more about the decision you are likely to take. When once you take a decision and act on it, forget about it. Do not worry about the result.
- See that others do not behave like an enemy while discussing about the issue needing important decision (What is required is clear thinking-not excited arguments and sharp intrigues).
- Explain clearly so that others can understand your view point (Do not make others agree by threats).
- Do not take a decision or reply to a letter when you are angry, unwell or mentally disturbed.
- Put issues in writing.
- Send issues to your sub-conscious mind. Run after a solution the whole day. Your conscience will show you the way.
- Imagine the way you want to handle it.
- Do not compromise on ideals. Do not let others put pressure to take improper decisions.

## TO BE HAPPY

Be helpful to others. Have a pleasant disposition. Learn to be contented. Develop a liking to others. Face courageously unfavourable situations. Tackle life's issues with wise decisions. Develop a sense of humour. Talk and live every moment of the present pleasantly. Do not worry about the past or feel anxious about the future.

## DEVELOP THINKING FACULTY

With optimistic approach and effort one can think freely and cultivate the habit of recognizing favourable thoughts. By mulling

over them, one can choose the ones which can be put to action. With determinations, self-confidence, complete information and necessary effort, one can make a start, gain experience, overcome the obstacles on the way, develop the will to try again and again, and achieve success.

## LEARNING ON THE JOB

To succeed as an organizational leader, you must constantly learn in the context of your day to day responsibilities. Some companies design effective processes to spur, support and sustain leaders' professional growth. The approaches that advance people through companies are shaped as much by individuals as by organisations. Those who learn best: relish adventure, challenge and unfamiliar experiences; are willing to be uncomfortable and driven to constantly master the next challenge; seize/make their own opportunities. Companies can help by setting clear developmental goals, monitoring progress and providing feed back if necessary, and holding people accountable for development as well as performance; providing learning opportunities by giving major line assignments (building a business, engineering a turn around, or orchestrating a merger), special projects, a major negotiation, a stint at headquarters; making people see the value of what they are learning. Companies can create a work environment conducive to experiential learning. They use coaching and mentoring to help people (People apply concepts they have learned to a real work problem under the guidance of trained facilitators). They can follow a PARR approach-Prepare, Act, Reflect, Review (Executives need to go through an experience, think about what happened, theorise cause-and-effect connections, and use their mistakes and successes to apply knowledge to new situations).

## SCIENCE AND ART OF MANAGEMENT

Earlier managers learnt management on the Job, managed by talent alone, with native intelligence and plain common sense. Management knowledge was united. Then increasing specialization brought about the era of the experts, who knew more and more about less and less. Now that cross-disciplinary studies and cross-functional expertise are fads, perhaps the rounded personality will make a come back. Keeping the following points in view will help to increase the business:

- Learn management on the job.
- See how the business is managed from the bottom up
- Cultivate can-do attitude and take on challenges
- Give importance to human relations and organizational behaviour.
- Develop un-common ability and initiative
- Give free gifts to clients.

## OPEN THE DOORS OF THOUGHTS

Our life is shaped by our thoughts. We fix unknowingly limitations to our thoughts. We forget that with sincere efforts, we can get over obstacles. One should believe that nothing is impossible. Those who think continuously with the belief that there are no opportunities that one cannot think, find the path to success among failures. Doors for opportunities are always open-what is required is not closing the doors for thoughts.

## SPEND MONEY WISELY

One should spend money wisely. Spending wrecklessly is tearing currency notes into pieces. Money has great strength. It gives us happiness, brings us respect and can help us in future in times of need. Do not be indifferent. Before spending, question your action whether it is necessary and worth it.

## GETTING ALONG WELL WITH PEOPLE

The ability to work well with people is one of those vital abilities that sometimes makes the difference between success and failure, not only at the work place but also in their personal lives. Managing positive relationships revolves around three areas-communication, showering praise and dealing with criticism. The following would help to manage relationships at the work place productively and effectively:

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## (a) Communication

- Use descriptive language (Do not use you which verbally accuses the receiver)
- Emphasise on solving problems, not controlling (Show regard for the other person's needs. Recognise the problem and suggest what can be done)
- Show empathy (Imagine yourself in the shoes of the other. Treat him as a person with real feelings).

## (b) Showering Praise

- Make praise meaningful and precise
- Praise progress, not just perfection
- Get the timing right (Praise as soon as an achievement is complete or the desired behaviour is displayed)
- It is only when one performs well and those who matter tell him so that he starts believing in himself. When someone gives a pat, his self-belief grows. Kind words of appreciation give great confidence.

## (c) Dealing with criticism

- Be sure that your criticism is appropriate to the situation and constructive for the parties involved
- Try to understand the other person's perspective
- Direct criticism at the person's behaviour
- Avoid being judgmental
- Avoid critical overload
- Learn to deal with criticism given by the superiors, peers and juniors.

## CONCLUSION

A person can make significant achievements with determination, steel-like resolve and an unshakable belief in his own abilities. No one makes it to the top in a single bound. What truly sets successful people apart is their willingness to keep one step in front of the other no matter how rough the terrain. Taking calculated risks, turning problems into opportunities, getting out when the going is good, reaching out to people, using persistence creatively: These are habits to be adopted to enhance chances of success.

Constant evaluation, course correction and stock taking are signs

of maturity and are likely to prove beneficial in every sphere of one's life be it personal, social or professional. Curiosity, hard work, perseverance, determination, adaptability, honesty, humility, sensitively, responsible attitude and an open mind are some of the time tested strong points that help build up one's personality. Besides trying to highlight the positive points, one should seriously and gradually eliminate those which are not strong. Perform your duty conscientiously to the best of your ability and leave the rest to God. Sulking about your mistakes only leads to future ones. Learn a lesson from failure and try again with improved methods. One who has circumstances favourable to him is happy but one who can adjust his nature to all circumstances will be happier. Things turn out best for those who make the best of the way things turn out. Develop a keen sense of observation.

Learning from mistakes, searching for ways to improve and finding the will to try again is the surest way to success. Learn from others' mistakes, you just cannot afford to make them all yourself. In conclusion, the following words come to mind:

- A prudent person profits from personal experience; a wise one from the experience of others.
- A sure way for one to lift himself up is by helping lift someone else. □
- Your words are the clothes that thoughts wear, so dress them well.
- It is no use looking up to heaven with too much faith and too little struggle. Positive attitude, careful thought, meticulous preparation and right action at the right time are requisites for success. God is with those who persevere.
- Leaders inspire. They are not assigned leadership. They command it.
- Duty performed with knowledge, faith and devotion, becomes really effective.
- Errors, like straws, upon the surface flow; He who would search for pearls must dive below.
- Sincere positive values result in effective positive actions. And those actions will bring real, lasting and substantial achievement.
- Give value to whatever you do in life and with whoever and that is a winning strategy. □

## SCHEDULE OF TRAINING ORIENTATION PROGRAMMES (TOP)

| Organised by       | Duration of the Programme      | Venue of the Programme | Contact  |
|--------------------|--------------------------------|------------------------|--|
| NIRC of the ICSI   | 23/02/2009<br>to<br>27/02/2009 | Office Premises        | The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 □ Tel. : 25763090/ 25767190, 25816593 □ Fax : 25722662 (STD CODE : 011) □ E-mail : niro@icsi.edu/icsi@eth.net  |
| Coimbatore Chapter | 02/3/2009<br>to<br>06/3/2009   | Office Premises        | The Secretary, Coimbatore Chapter of ICSI, "ICSI-COIMBATORE HOUSE" No.556, Mettupalayam Road, Near North Coimbatore Fly Over, Coimbatore-641043 □Tel. 0422-2452006, Mob. 9944400224, □E-mail icsicbechapter@gmail.com, coimbatore@icsi.edu |
| SIRC of the ICSI   | 09.03.2009<br>to<br>13.03.2009 | Office Premises        | Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 □ Tel. : 044- 28279898/ 28222212 □ E-mail : siro@icsi.edu/ icsisiro@md3.vsnl.net.in.                                     |
| Bangalore Chapter  | 16/3/2009<br>to<br>20/3/2009   | Office Premises        | Executive Officer, Bangalore Chapter of ICSI, "Sheriff Chambers", III Floor, Rear Block, 14, Cunningham Road, Bangalore-560052 □ Tel.080-22261861, 22286574, 22287158, □ Fax:080-22261861, □E.Mail: bangalore@icsi.edu                     |

The schedule of other TOPs proposed to be organised by **NIRC, SIRC & Bangalore Chapter** is as under : **NIRC** : (i) 03.03.2009 to 07.03.2009 (ii) 06.04.2009 to 10.04.2009 (iii) 13.04.2009 to 17.04.2009 (iv) 20.04.2009 to 24.04.2009 (v) 22.06.2009 to 26.06.2009, **SIRC** : (i) 01.06.2009 to 05.06.2009 (ii) 31.08.2009 to 04.09.2009 (iii) 16.11.2009 to 20.11.2009, **Bangalore Chapter** (i) 01.09.2009 to 05.09.2009.

## THE ABC OF BOARD MINUTES AND ITS DRAFTING

Vandana Gupta, ACS, Delhi.

The term 'minutes' though not defined in the Companies Act, 1956, is considered as a written record of proceedings of a meeting of any Company duly kept in pursuance of the law. Minutes contain *inter alia* a description of the type of meeting to which they relate, its date, time and venue, mention about persons attended the meeting concerned, confirmation of minutes of previous meeting as a result of practice, decisions taken, process at the meeting, discussions held, voting on resolutions, etc. Minutes record what was done at the meeting i.e. decisions taken at the meeting. The minutes contain record of the business transacted at the meeting as a whole and should exclude any reference to conduct or events which are not themselves items of transacted business. The minutes of the board meetings are the official record of the board meeting proceedings; adoption of proposed policies, resolutions passed at the meeting and other formal board actions. The board meeting agendas are the outline of the topics to be discussed at each meeting.

As the name of the article "The ABC of Board Minutes and its Drafting" suggests, it does not merely include the meaning of "Minutes" or the legal compliances or provisions attached to minutes or board meetings under the Companies Act. The basic crux of this article is the mixture of all the provisions whether the Companies Act or Articles of Association or Secretarial Standards issued by the "Institute of Company Secretaries of India" or any other statutory enactment which should be taken care of while preparing/drafting the minutes.

Minutes are the statutory record under the Companies Act, 1956. The non maintenance or deficiency of any statutory provision can call for prosecutions, fines and penalties. Sections 193, 194, 195, 196 and 197 of the Companies Act are exclusively incorporated for the purpose of minutes. The Article of Association of the company generally contains the provisions for the minutes. Also, The Institute of Company Secretaries of India had framed Secretarial Standard-5 namely "Secretarial Standard on Minutes" effective from 20<sup>th</sup> September 2007. SS-5 specifies the standards that should be followed while drafting minutes for a good corporate practice. Therefore, utmost care should be taken while drafting minutes.

There is no standardized level of content and format for board minutes. Writing and summarizing what happens at board meetings is more an art than a science. As such, it requires discretion and good judgment. Good minutes enhance a board's ability to supervise the organization primarily by helping the board manage its information and hold management accountable. Good minutes describe and, where possible, incorporate by reference and attachment all information that the board has considered, and organize that information for future use.

The Company Secretary or the authorized official of the company is generally responsible for recording the proceedings of the meeting. The draft board minutes are required to be circulated to every director for their comments thereon. Therefore, it is necessary that utmost care should be taken while drafting minutes. All the legal provisions of the Companies Act, 1956, Articles of Association and the Secretarial Standards should be taken into account while drafting the minutes.

In this context some of the important points are discussed below:

1. The Minutes should begin with the **heading** "MINUTES" preferably in capital, bold and aligned in center.
2. Full **name of the company** should be mentioned
3. The **name of the meeting** viz., the board meeting or committee or any other like should be specifically mentioned.
4. The **date** of the meeting should preferably be in words viz. .... day of ....., 200.. Here it is important to mention that the original meeting can be held on a public holiday, but the adjourned board meeting (adjourned for lack of quorum) cannot be held on a public

holiday [section 288(1)].

5. The **time** of the meeting may be in 12 hrs. or 24 hrs format. Board meetings can be held during business hours or outside business hours. There is no restriction on that matter under the Act.
6. The **place** of the meeting should be mentioned. The Board meetings can be held at any place whether it be a company's registered office or head office or any other premises and whether or not it is within the same city, town, village or state in which the registered office of the company is situated. Board meeting can also be held at places other than these places including abroad.
7. Minutes should record the names of the Directors and the Company Secretary present at the meeting. As per SS-5 the names of the directors should be listed in alphabetical order or in order of seniority, but in either case starting with the name of the chairman and the vice chairman if any. The **quorum** of the meeting should be in compliance with section 287. It should be ensured that the quorum is required throughout the meeting. Further, as per SS-1 in addition to the names of the directors present at the meeting, the names of persons in attendance and the names of invitees, if any, should also be recorded.
8. The **body** of the minutes is normally divided into 5 parts
  - a) Chairman / chairperson
  - b) Leave of absence
  - c) Minutes of last board meeting
  - d) Agenda / item
  - e) Vote of thanks / any other business

### CHAIRMAN / CHAIRPERSON

Chairman is in case of a male heading the Board and Chairperson is in case of a female heading the Board. As per regulation 76 (1) of Table A of Schedule 1 to the Companies Act, 1956 "the Board may elect a chairman of its meeting and determine the period for which he is to hold office". In such a case where the chairman is already appointed by the board it may be written as "Mr./Ms. .... took the chair to proceed the meeting".

As per regulation 76 (2) of Table A of Schedule 1 to the Companies Act, 1956 "If no such chairman is elected or if at any meeting the chairman is not present within five minutes after the time appointed for holding the meeting, the directors may choose one of their number to be chairman of the meeting. In such a case where the chairman is elected by the board at the meeting itself it may be written as "Mr./Ms. .... was elected as the chairman/chairperson of the meeting".

### LEAVE OF ABSENCE

Leave of absence is granted only to that director from whom intimation had been received by the company for not attending the meeting. In such a case it may be written as "The leave of absence was granted to Mr. /Ms. ....".

As per Section 283 (1)(g), "The office of a director shall become vacant if he absents from three consecutive meetings of the Board of directors, or from all meetings of the board held during a continuous period of three months, whichever is longer, without obtaining leave of absence from the Board". Here it is important to note that the intimation for leave of absence is mandatory keeping in view the harsh provisions stated above.

### MINUTES OF LAST BOARD MEETING

It is not mandatory to place the minutes of the last board meeting at the present board meeting. Also there is no law requiring confirmation of minutes of the previous meeting of the board of directors. The confirmation of minutes reflects an accurate record of the decisions

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made at the previous meeting. It is done to take note of what all was discussed at the last board meeting and whether the duties and responsibilities assigned to the authorized persons had been performed or not. In other words, it is to review the operations and activities those were placed at the last board meeting. In this case it is better to mention "The minutes of the last board meeting were placed before the board. The members of the board took note of the same".

As per section 193(1A), "Each page of every such book shall be initialed or signed and the last page of the record of proceedings of each meeting in such books shall be dated and signed-(a) in case of minutes of proceedings of a meeting of the board or of a committee thereof, by the chairman of the said meeting or the chairman of the next succeeding meeting. (b) in the case of minutes of proceedings of a general meeting, by the chairman of the same meeting within the aforesaid period of thirty days or in the event of the death or inability of that chairman within that period, by a director duly authorised by the Board for the purpose." In such a case where the chairman of the succeeding board meeting signs the minutes of the last board meeting it may be written as "The minutes of the last board meeting as placed before the table was signed by the chairman of the meeting."

## ITEM / AGENDA OF THE MEETING

- All the items discussed at the meeting should be entered in minutes book **serially numbered**.
- Each agenda item discussed and passed whatever should begin with a suitable **heading**. The heading should be short enough to cover the subject of the item.
- Where any motion is passed and the resolution needs to be entered in the Minutes book, it should begin with an impressive **preamble**. Preamble should include a brief and summarized background of the proposal and the rationale for taking the decisions. It may begin with "the chairman proposed....." or "the members of the board proposed for ....." or anything depending on the nature of agenda. Where some report or like document is placed before the board for its approval or discussion it may be written as "..... was placed before the board etc".
- Where the resolution had been passed, the preamble must also specify the same. It may be written as "the matter was discussed and following resolution was passed".
- Unanimous resolution where passed should be mentioned that it is **unanimously** passed. Section 316, 372A and 386 of the Companies Act are mandatory and are required to be passed unanimously.
- All the resolutions passed by way of **circulation** under section 289 should be noted at the next board meeting and it shall form part of the minutes of such board meeting.
- As per SS-5, the minutes should be written in third person and in **past tense**.
- The minutes of meetings of any committee should be noted at the board meeting.
- Names of directors dissenting or not concurring with any resolution passed must be stated.
- Reference about interested directors abstaining from voting is necessary.
- It is important to note that the **audited annual accounts** are approved (not adopted) by the directors in their meeting and adopted (not approved) at annual general meeting.
- Form 24AA** required under Section 299 regarding general disclosure of interest should be placed before the board annually.
- Notice for disqualification of director as required under **section 274(1)(g)** should be placed before the board annually.
- There is no special business or ordinary business in regard to board meetings. Similarly there is no ordinary resolution or special resolution.
- The **resolutions** should start with words "Resolved that" preferably

in capital and bold. They should contain the reference of the sections of the Companies Act, 1956, Memorandum of Association, Articles of Association or any other statutory enactment where applicable and where prior approval of the authority is sought, the name of the authority viz., the Central Government, Company Law Board, Reserve Bank of India etc. Where any statutory form is to be filed, specific authority to sign the form must be mentioned in the resolution.

- The common seal of the company shall be affixed as per the regulation 84(2) of Table A of Schedule 1 of the Companies Act.
- Fixation of the date, time and place for the next Board Meeting is not the agenda for the meeting. However, if the articles of the company provides it is better to mention the same through a duly passed resolution. It may be written as "RESOLVED THAT the next meeting of the board of directors shall be held on .....date . at ...time..... a.m. at .....venue....."

## VOTE OF THANKS / ANY OTHER BUSINESS

Vote of thanks is the formal end to the minutes. It may be written as "There being no other business to transact, the meeting ended with vote of thanks to the chair".

If any business is discussed without prior agenda it can be incorporated in the heading "Any other business". Thereafter vote of thanks may be mentioned. It is important to keep in mind that the items contained under Section 316 and Section 386 of the Companies Act, 1956 requires a specific notice and cannot be discussed under any other business.

## 9. DATE AND SIGNATURES

The minutes are to be signed in accordance with the provisions of Section 193 of the Companies Act. The chairman or the authorized director should initial each page of the minutes and sign the last page and append to such signature the date on which he has signed the minutes. □

## ATTENTION STUDENTS !

### Applicability of the latest Finance Act and other changes for Company Secretaries June, 2009 Examination.

#### DIRECT TAXES

All students may note that for the June 2009 Examination Session in respect of Direct Taxes the applicable Assessment Year shall be 2009-10 (Previous Year 2008-09).

Thus, they will have to study Finance Act, 2008 for June 2009 Examination. Further as per the Syllabus (for both Intermediate or Executive Programme and Final or Professional Programme) students are required to update themselves about all the Circulars, Clarifications, Notifications, etc., issued by the CBDT & Central Government, which come into effect on or before six months prior to the date of the respective examinations.

Gift Tax Act has been excluded from the scope of the examination from December 1999 session onwards unless otherwise informed.

#### INDIRECT TAXES

Students appearing in the 'Tax Laws' (Indirect Tax Portion to the extent of topics covered in the syllabus, for both 'Intermediate' or 'Executive Programme') and Direct and Indirect Taxation—Law and Practice (Final Course) or Advanced Tax Law and Practice (Professional Programme) respectively may take note of the following changes applicable for June 2009 Examination.

- All changes made by the Finance Act, 2008.
- All Circulars, Clarifications/Notifications issued by CBE&C/Central Government which became effective six months prior to the date of examination.



## ACADEMIC GUIDANCE

### ELL (EXECUTIVE PROG.)/ELIL (INTER. OLD SYLLABUS)

#### FAQs ON THE INDUSTRIAL DISPUTES ACT, 1947\*

##### 1. What are Industrial Disputes?

Industrial Dispute means any dispute or differences between employers and employers or between employers and workmen or between workmen and workmen which is connected with the employment or non-employment or the terms of employment or with the conditions of labour of any person.

##### 2. What are the different categories of Industrial Disputes?

The Second Schedule of the Industrial Disputes Act, 1947 deals with matters within the jurisdiction of Labour Courts which fall under the category of Rights Disputes. Such disputes are as follows:

1. The propriety or legality of an order passed by an employer under the standing orders;
2. The application and interpretation of standing orders which regulate conditions of employment.
3. Discharge or dismissal of workmen including reinstatement of, or grant of relief to, workmen wrongfully dismissed;
4. Withdrawal of any customary concession or privilege;
5. Illegality or otherwise of a strike or lock-out; and
6. All matters other than those specified in the Third Schedule.

The Third Schedule of the I.D. Act deals with matters within the jurisdiction of Industrial Tribunals which could be classified as Interest Disputes. These are as follows:-

1. Wages, including the period and mode of payment;
2. Compensatory and other allowances;
3. Hours of work and rest intervals;
4. Leave with wages and holidays;
5. Bonus, profit sharing, provident fund and gratuity;
6. Shift working otherwise than in accordance with standing orders;
7. Classification by grades;
8. Rules of discipline;
9. Rationalization;
10. Retrenchment of workmen and closure of establishment; and
11. Any other matter that may be prescribed.

##### 3. Who can raise an Industrial Dispute?

Any person who is a workman employed in an industry can raise an industrial dispute. A workman includes any person (including an apprentice) employed in an industry to do manual, unskilled, skilled, technical, operational, clerical or supervisory work for hire or reward. It excludes those employed in the Army, Navy, Air Force and in the police service, in managerial or administrative capacity. Industry means any business, trade, undertaking, manufacture or calling of employers and includes any calling, service, employment, handicraft, or industrial occupation or avocation of workmen.

##### 4. How to raise an Industrial Dispute?

A workman can raise a dispute directly before a Conciliation Officer in the case of discharge, dismissal, retrenchment or any form of

termination of service. In all other cases listed at 2 above, the dispute has to be raised by a Union / Management.

##### 5. Who are Conciliation Officers and what do they do?

The Organization of the Chief Labour Commissioner (Central) acts as the primary conciliatory agency in the Central Government for industrial disputes. There are Regional Labour Commissioners (Central) and Assistant Labour Commissioners (Central) who on behalf of the Chief Labour Commissioner (Central) act as Conciliatory Officers in different parts of the country.

The Conciliation Officer makes efforts to resolve the dispute through settlement between the workmen and the management. The duties of Conciliation Officers have been laid down under Section 12 of the Industrial Disputes Act.

##### 6. What happens if conciliation fails?

In case of failure of conciliation (FOC) a report is sent to Government (IR Desks in Ministry of Labour). The Ministry of Labour after considering the FOC Report exercises the powers available to it under Section 10 of the Industrial Disputes Act and either refers the dispute for adjudication or refuses to do so.

There are at present 17 Central Government Industrial Tribunals-cum-Labour Courts in different parts of the country to whom industrial disputes could be referred for adjudication. These CGITs-cum-Labour Courts are at New Delhi, Mumbai (2 CGITs), Bangalore, Kolkata, Asansol, Dhanbad (2 CGITs), Jabalpur, Chandigarh, Kanpur, Jaipur, Lucknow, Nagpur, Hyderabad, Chennai and Bhubaneswar. Out of these CGITs, 2 CGITs namely Mumbai-I and Kolkata have been declared as National Industrial Tribunals.

##### 7. What happens when the dispute is referred to Labour Court?

After the matter is referred to any of the CGIT-cum-Labour Court, the adjudication process begins. At the end of the proceedings an Award is given by the Presiding Officer.

The Ministry of Labour under Section 17 of the I.D. Act publishes the Award in the Official Gazette within a period of 30 days from the date of receipt of the Award.

##### 8. How is the Award implemented?

An Award becomes enforceable on the expiry of 30 days from the date of its publication in the Official Gazette. The Regional Labour Commissioner is the implementing authority of the Awards.

##### 9. What are the provisions for General Prohibition of Strikes and Lockouts?

No workman who is employed in any industrial establishment shall go on strike in breach of contract and no employer of any such workman shall declare a lockout:

- (a) During the pendency of conciliation proceedings before a Board and seven days after the conclusion of such proceedings,
- (b) During the pendency of such proceedings before a Labour Court, Tribunal or National Tribunal and 2 months after the conclusion of such proceedings.
- (c) During the pendency of arbitration proceedings before an Arbitrator and 2 months after the conclusion of such proceedings, where a notification has been issued.
- (d) During any period in which a settlement or Award is in operation in respect of any of the matters covered by the settlement or Award.

##### 10. Does the workman have the Right to go on strike with proper notice in Public Utility Services?

No person employed in a Public Utility Service can go on strike without giving to the employer notice of strike;

\* Compiled by Archana Kaul, Assistant Director, The ICSI.

- (a) Within 6 weeks before striking.
- (b) Within 14 days of giving such notice.
- (c) Before the expiry of the date of strike specified in such notice.
- (d) During the pendency of any conciliation proceedings before a Conciliation Officer and 7 days after the conclusion of such proceedings.

11. Does the Employer have the right to lock out any Public Utility Service?

No employer carrying on any Public Utility service can lockout any of his workman:

- (i) Without giving to them notice of lockout provided within 6 weeks before locking out.
- (ii) Within 14 days of giving such notice.
- (iii) Before expiry of the date of lockout specified in any such notice.
- (iv) During the pendency of any conciliation proceedings before a Conciliation Officer and 7 days after the conclusion of such proceedings.

12. What compensation will a workman get when laid off?

Whenever a workman (other than a badli workman or a casual workman) whose name is borne on the muster rolls of an industrial establishment employing 50 or more workmen on an average working day and who has completed not less than one year of continuous service under an employer laid off, whether continuously or intermittently, he is to be paid by the employer for all days during which he is so laid off, except for such weekly holidays as may intervene, compensation which shall be equal to fifty per cent of the total of the basic wages and dearness allowance that would have been payable to him had he not been so laid-off.

13. What are the conditions precedent to retrenchment of workmen?

No workmen employed in any industry who has been in continuous service for not less than one year under an employer can be retrenched by that employer until:

- (a) the workman has to be given one month's notice in writing indicating the reasons for retrenchment or the workman has to be paid in lieu of such notice, wages for the period of the notice.
- (b) The workman has to be paid, at the time of retrenchment, compensation which is equivalent to fifteen days' average pay (for every completed year of continuous service) or any part thereof in excess of six months; and
- (c) Notice in the prescribed manner is to be served on the appropriate Government (or such authority as may be specified by the appropriate Government by notification in the Official Gazette).

14. What compensation will the workman get when an undertaking closes down?

Where an undertaking is closed down for any reason whatsoever, every workman who has been in continuous service for not less than one year in that undertaking immediately before such closure is entitled to notice and compensation in accordance with the provisions as if the workman had been retrenched.

Provided that where the undertaking is closed down on account of unavoidable circumstances beyond the control of the employer, the compensation to be paid to the workman is not to exceed his average pay for three months.

### EM PANELMENT OF PRIVATE COACHING CENTRES FOR CONDUCTING ORAL COACHING CLASSES FOR CS STUDENTS ON BEHALF OF THE INSTITUTE

In a path-breaking initiative, the Council of The Institute of Company Secretaries of India has decided to empanel Private Coaching Centres for conducting the Oral Coaching Classes for the students undergoing CS Course on behalf of the Institute. At present, the Institute is conducting the Oral Coaching Classes on its own through its Regional Councils/ Chapters.

This landmark decision will undoubtedly have a far reaching impact on the entire Oral Coaching System under the Company Secretaryship Course and it provides a golden opportunity to reputed Coaching Centres in the private sector to get associated with one of the premier professional institutes in India constituted under Company Secretaries Act, 1980, functioning under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India.

The Institute invites applications from interested institutions for conducting Oral Coaching Classes for CS Students under the aforesaid Scheme. The Regional Councils/ Chapters of the Institute scattered all over India have been authorized to scrutinize and forward the applications to Headquarters after preliminary assessment of infrastructure, etc. in the respective areas along with their recommendations. For format of application, comprehensive guidelines and *modus operandi* of the Scheme, please visit the Institute's website [www.icsi.edu](http://www.icsi.edu) OR send an application directly to:-

**Shri Sohan Lal, Director  
(Student Services)**

**The Institute of Company Secretaries of India  
C-37, Sector-62, NOIDA-201309**

## LEGAL WORLD

Compiled by T.K.A. Padmanabhan, FCS, Advocate, New Delhi.

### CORPORATE LAWS

LW(S) 01.01.2009

**NORTHERN PROJECTS LTD. v. BLUE COAST HOTELS AND RESORTS LTD., [(2008) 88 SCL 74 (BOM)], N.A.Britto, J [Decided on 25.04.2008]**

***Companies Act, 1956 – Section 399 - Requisite percentage of voting shares - Interpretation of the term issued share capital - Whether includes preference and equity shares - Held, yes.***

**Brief Facts:** The issued, subscribed and paid up capital of the respondent-company was Rs.88,05,28,000 consisting of 65,52,800 equity shares of Rs.10 each and 81,50,000 preference shares of Rs.100 each. The appellant-company holding 14.8 per cent of equity share capital in respondent filed a petition under section 397/398 alleging oppression and mismanagement on the part of the respondent and its directors on the assumption that the expression 'issued share capital' of the company in clause (a) of sub-section (1) of section 399 means issued 'equity share capital'. The respondent raised a preliminary objection as regards maintainability of petition contending that the appellant at no time held more than 2.01 per cent share capital in it and as such neither on the date when the appellant became the member nor on the date of filing the petition, the appellant held more than 1/10<sup>th</sup> allotted share capital of the company. The Company Law Board dismissed the petition holding that the expression 'issued share capital' includes both equity and preference share capital and as the appellant held less than 1/10<sup>th</sup> of the 'issued share capital' the petition was not maintainable. The appellant appealed to the High Court.

**Decision:** Appeal dismissed.

**Reasons:** The expression 'issued share capital' can have no doubt about it when considered in relation to other provisions of the Act. Inserting the word 'equity' after the word 'issued' and before the words 'share capital' will be adding a word which the Legislature clearly did not intend; and to interpret it further as 'legally valid issued share capital' would be doing violence to the section. The Court cannot read anything into a statutory provision which is plain and unambiguous. Interpreting the expression in a manner suggested on behalf of the appellant would amount to creating a mischief rather than preventing it and thereby leave out a class of shareholders who have subscribed to the capital of the company, i.e., by way of preference shares. It is to be noted that a statute is an edict of the Legislature and the language employed in a statute is the determinate factor of legislative intent. The first and primary rule of construction is that the intention of the legislation must be found in the words used by the Legislature itself. The question is not what must be supposed and has been intended but what has been said. It is again to be noted that while interpreting a provision the Court only interprets the law and cannot legislate it. Doing what is suggested on behalf of the appellant would not only be doing violence to the section, but will amount to legislating a provision in a manner not at all intended by the Legislature.

From the aforesaid discussion, and from whatever angle one looks at the expression 'issued share capital' of the company it is very clear that the expression issued share capital can only refer to the preference share capital as well as equity share capital of the company and the appellant was required to hold one-tenth of the total of this issued share capital before he became eligible to maintain a petition under section 397/398. The appellant at no time held more than 2.01 per cent of issued share capital. It did not have it when it became a member or shareholder. It did not have the requisite percentage on the date of filing of the petition. The appellant might be having 14.8 per cent of equity shares, but that was not the criterion to make an application. The petition was, therefore, rightly dismissed.

LW(S) 02.01.2009

**BINAYAK SARKAR v. SHUVAM WATCH STRAPS (P) LTD. [(2008) 4 Comp LJ 311(Cal.)], Ms.Indira Banerjee, J. [Decided on 02.05.2007]**

***Companies Act, 1956 - Section 433 – winding up of company – inability to pay debt - Respondent company setting up an arguable defense - No clear cut admission of debt - accounts needed scrutiny - Whether petition to be admitted - Held, No.***

**Brief Facts:** According to the petitioner, the firm, incurred expenses for booking slots on behalf of the company, for telecasting advertisements and from time to time, raised bills on the company. It is alleged that the company duly accepted the bills raised by the firm on the company without objection. The company acknowledged its liabilities at a meeting with the firm and assured the firm of payment in a short time. After giving credit for all the payments made by company to the firm, there remained outstanding from the company to the firm, an aggregate amount of Rs.65,21,836. The company allegedly acknowledged liability of Rs.62,37,312.73 to the firm as on 31 March 2003, in its income-tax return. A statutory notice of winding up of the company duly served to the company on behalf of the firm. The company neither replied to the notice of winding up nor paid the outstanding dues of the firm.

Contesting the petition, the company raised questions (i) whether the present petition by the petitioning creditor and a surviving partner and sole legal heir of the deceased partner was entitled to maintain this petition and (ii) whether, on the facts, on the claim raised by the petitioning creditor firm the respondent company could be ordered to be wound up, particularly having regard to the arguable case set up by the company against its winding up.

**Decision:** Petition dismissed.

**Reasons:** The submission of the company with regard to want of *locus standi* of the petitioning creditor, as the surviving partner, to claim the outstanding dues, if any, of the partnership firm, is difficult to accept. It is difficult to hold that a son and legal heir of a deceased partner, who was the only other partner of the firm, would lack locus standi to pursue a debt due to the firm.

The condition precedent for admitting an application for the winding up of a company is a finding of indebtedness of the company to the petitioning creditor. A winding up application cannot, therefore, be entertained, where the company has a plausible or even an arguable defense to the claim of the petitioning creditor. In other words, this court might admit a winding up application only if the claim is admitted, or the company has no defense to the claim of the petitioning creditor. Of course, a sham defense is no defense.

The adjudication of the claim of the petitioning creditor against the company involves scrutiny of accounts. There is no clear and unambiguous acknowledgment of debt. The veracity of the documents alleged to have been submitted to the income-tax authorities has been disputed as also the authority of the person under whose signature the documents had been submitted. There is a categorical statement that the person who signed the documents, was not even in the payroll of the company.

The receipts of the bills have not been acknowledged. The question of whether any bills, as alleged, were actually raised and served on the company requires adjudication upon evidence. It cannot be held that the company has no defense at all to the claim of the petitioning creditor. The company has an arguable case. The Company Court is not a debt collecting court. In view of the defense raised by the company, the claim of the petitioning creditor is relegated to a suit.

LW(S) 03.01.2009

**AREVAT & D INDIA LTD. v. UNION OF INDIA [(2008) 87 CLA 58 (Cal)] Pinaki Chandra Ghose & Sankar Prasad Mitra, JJ. [Decided on 18.12.2007]**

***Companies Act, 1956 - Section 394 - Amalgamation of companies - Merger of authorized capitals of companies - Increase***



**of authorized capital of the transferee company - Whether registration fees to be paid on the increased capital - Held, No.**

**Brief Facts:** In a petition seeking amalgamation, the Single Judge had held that clause 11.7 of the scheme to be deleted and replaced in the manner indicated in the said judgment and further provided that increase of authorized share capital of the transferee-company would be effective only upon the transferee-company paying the requisite registration fees as provided in Schedule X to the Companies Act, 1956 ('the Act'). Appellants appealed against the said judgment.

**Decision:** Appeal allowed.

**Reasons:** After analyzing all the decisions cited before us, we come to the conclusion that the submission made by the appellants has substance. Further, we find no reason to support the order so passed by the Hon'ble first court with utmost respect to his lordship in view of the decisions and the law settled by the different High Courts on that point. Furthermore, we find that the reasoning given in those decisions cannot raise any question to express a different view. We, accordingly, allow the appeal and direct that it is not necessary to pay any fee for giving any effect to the increase in the authorized share capital of the transferee-company pursuant to the said scheme and we also direct that it is not necessary to delete clause 11.7 as directed by the humble first court and accordingly the scheme is approved without substituting clause 11.7 thereof.

## TAX LAWS

LW(S) 04.01.2009

**SINGAPORE TOURISM BOARD, IN RE [(2008) 175 TAXMAN 125(AAR)], Js.P.V.Reddi, (C) A.Sinha and Rao Ranvijay Singh (MM). [Decided on 17.10.2008]**

**Income tax Act, 1961 - Section 115WA - Fringe benefit Tax - Foreign company's Indian liaison office - Benefits given to employees - Whether FBT to be paid - Held, Yes.**

**Brief Facts:** The applicant is a Singapore based company. It has liaison offices in India, but does not carry on any business activities through those offices and does not earn any income. It has employees working in these liaison offices and the expenses relating to the Indian offices are reimbursed from its Singapore office. The applicant sought advance ruling on the question as to whether Fringe Benefit Tax (FBT) is applicable to it. The jurisdictional Commissioner stated that the applicant is liable to pay tax on fringe benefits extended to its employees by virtue of section 115 WA(2) and section 115WB(2).

**Decision:** Ruled in favour of Revenue.

**Reasons:** FBT was introduced in the Act through the Finance Act, 2005 which incorporated Chapter XII-H with effect from 1-4-2006. It contains provisions relating to definitions, charge of fringe benefits tax, value of fringe benefits, filing of return, assessment, best judgment assessment, advance tax, etc., relating to FBT. An employer, who pays fringe benefits to his employees, is required to furnish a return of fringe benefits in the prescribed form. He is also required to deposit self-assessed tax in advance. The Assessing Officer is required to make assessment of fringe benefits. Where the employer fails to furnish return or does not comply with other requirements, the Assessing Officer is to make best judgment assessment. This chapter is, thus, a self contained code on FBT.

It is clear from the scheme of Chapter XII-H and the provisions of section 115WA that FBT is apart from and in addition to income-tax. It has separate provisions with regard to return, assessment, payment of tax, etc. Taxability to income-tax is not a pre requisite for liability with regard to FBT; rather than being a tax on income, it is a levy on certain types of expenditure of an employer, which may indirectly benefit the employee. Sub-section (1) of section 115WA, which is the charging provision, does not explicitly or by necessary implication exclude from the purview of FBT those persons who do not earn any income in India. Sub-section (2) of this section clarifies that even where total income of an employer is not taxable, he will still be liable to pay FBT.

This provision only indicates that even where there is no liability to pay income-tax, FBT will still be attracted.

The CBDT Circular No.8/2005, dated 29.8.2005 referred to by the Commissioner states that FBT will apply to liaison offices of foreign companies in India if the liaison offices have employees based in India. There is no doubt in that a foreign entity not earning any income in India, but having employees in this country is liable to FBT, if it pays fringe benefits to those employees. Some of the items of expenditures incurred by the applicant in the instant case are no doubt fringe benefits. In the light of the above discussion, it is ruled that the applicant is liable to pay FBT in terms of Chapter XII-H in respect of fringe benefits paid to its employees working in liaison offices in India.

LW(S) 05.01.2009

**COMMISSIONER OF INCOME-TAX v. J.K.CHARITABLE TRUST [(2008) 175 TAXMAN 251 (SC)], Dr.Arijit Pasayat, C.K.Thakker & Lokeshwar Singh Panta, JJ. [Decided on 07.11.2008]**

**Income tax Act, 1961 - Section 268A - Revenue prefers appeal in respect of some assessment years and does not prefer appeal for other assessment years on identical issue - Whether appeals of the revenue are precluded - Held, Yes.**

**Brief Facts:** Challenge in these appeals in each case is to the order passed by a Division Bench of the Allahabad High Court answering the reference made by the Income-Tax Appellate Tribunal, Allahabad Bench (in short the ITAT) under section 256(1) of the Income Tax Act, 1961 (in short the 'Act') in favour of the assessee and against the revenue. For answering the references in favour of the assessee the High Court relied upon its judgment for two previous assessment years, i.e., 1972-73 and 1973-74 in the assessee's case which is *CTT v. J.K.Charitable Trust* (1992) 196 ITR 31 (All). The present dispute relates to several assessment years, i.e., 1972-73 [in respect of an assessment re done under section 147(1) of the Act] and assessment years 1975-76 to 1982-83.

**Decision:** Appeal dismissed.

**Reasons:** In *Karamchari Union Agra v. Union of India* (2000) 243 ITR 143/109 Taxman 1(SC) and *Union of India v. Kaumudini Narayan Dalal* (2001)249 ITR 219/117 Taxman 375, the Supreme Court observed that without a just cause, the revenue cannot file the appeal in one case while deciding not to file an appeal in another case. This position was also noted in *CIT v. Shivsagar Estate* (2002) 257 ITR 59/124 Taxman 87, the Supreme Court held that where the different High Courts have taken different views and some of the High Courts have decided in favour of the revenue, same is a just cause for the revenue to prefer an appeal.

If the assessee takes the stand that the revenue has acted mala fide in not preferring appeal in one case and filing an appeal in other case, it has to establish mala fides. As a matter of fact, there may be certain cases where because of the small amount of revenue involved, no appeal is filed. Policy decisions have been taken not to prefer an appeal where revenue involved is below a certain amount. Similarly, where the effect of the decision is revenue neutral, there may not be any need for preferring an appeal. All these cases certainly provide the foundation for making a departure.

In C.K.Gangadharan's case (*supra*), it was held that merely because in some cases the revenue has not preferred an appeal, that does not operate as a bar for the revenue to prefer an appeal in another case, where there is just cause for doing so or it is in public interest to do so or for a pronouncement by the higher Court when divergent views have been expressed by the different High Courts.

In the instant case, it was accepted by the revenue that the fact situation in all the assessment years is the same. According to him, if the fact situation changed, then the revenue could certainly prefer an appeal, notwithstanding, the fact that for some years no appeal had been preferred. That question was of an academic interest in the instant appeal, as undisputedly the fact situation was the same.

Thus, the appeals are without merit and are, accordingly, dismissed.



## STUDENTS QUIZ



### PRIZE QUERY

'A' owed a sum Rs. 10 lakhs to 'B'. In part payment of the said sum A paid B Rs. 2 lakhs by a cheque. The cheque was returned by the bankers of A for insufficiency of funds. Thereupon B issued a demand notice for the payment of the entire sum of Rs. 10 lakhs. Is the demand notice issued by B valid for setting in motion the penal provisions under the Negotiable Instruments Act, 1881?

#### CONDITIONS

1. Answer should not exceed one page typed in double space. The answer sheet should contain the name, registration number and address of the student.
2. Last date for receipt of answer is **16<sup>th</sup> February, 2009**.
3. Two prizes (a first and a second) in kind will be awarded to the best answers and the names of the contributors will be published in the Bulletin.
4. The envelope should be superscribed **Students Query, January 2009** and addressed by name to **N.K. Jain, Secretary & Chief Executive Officer, The Institute of Company Secretaries of India, 'ICSI House', 22, Institutional Area, Lodi Road, New Delhi-110003.**

### ANNOUNCEMENT

#### PAPER-WISE EXEMPTIONS ON RECIPROCAL BASIS TO ICSI AND ICWAI STUDENTS

The Council of the Institute has given approval that the final passed students of ICWAI can avail exemptions in the following papers of Foundation Programme, Executive Programme and Professional Programme of the Company Secretaryship Course under the New Syllabus effective from 1st November, 2007, 1st February, 2008 and 1st August, 2008 respectively.

#### Scheme of Exemptions

| Exemption to CS passed candidates in papers of ICWAI.   | Exemption to CWA passed candidates in Papers of ICSI.  |
|---|--|
| <b>Foundation Course</b><br>(4 papers) - Complete exemption   | Complete exemption<br>Foundation Programme (4 papers) -  |
| <b>Intermediate Course</b><br>1. Financial Accounting (Paper 5)<br>2. Applied Direct Taxation (Paper 7)                             | <b>Executive Programme</b><br>1. Company Accounts, Cost & Management Accounting (Module I, Paper 2)<br>2. Tax Laws (Module I, Paper 3)                     |
| <b>Final Course</b><br>3. Financial Management & International Finance (Paper 12)<br>4. Indirect & Direct Tax Management (Paper 14) | <b>Professional Programme</b><br>3. Financial, Treasury and Forex Management (Module II, Paper 3)<br>4. Advanced Tax Laws & Practice (Module III, Paper 6) |

Students enrolled to Company Secretaryship Course and wish to seek above said paper-wise exemption(s) - on the strength of having passed the final examination of ICWAI - may make their request in writing to Joint Director (Students Services) at C-37, Sector-62, NOIDA-201 309 (U.P) together with the requisite exemption fee @Rs.100 per paper by way of Demand Draft drawn in favor of 'The Institute of Company Secretaries of India' payable at New Delhi and the valid document in support of having passed the Final examination of the Institute of Cost & Works Accountants of India on or before the last date of submission of enrolment application for the CS Examination.

The above exemption scheme is effective from December, 2008/ June, 2009 for Foundation/Executive Programme and CS Professional Programme examination(s) respectively.

### ATTENTION STUDENTS!

For prompt response students are advised to address/forward their queries to the following depending upon the nature of the query.

| S. No. | Nature of Query   | Contact Person, Telephone Number, E-Mail id                       |
|--------|---|---|
| 1.     | Registration of Companies for 15 Months/3 Months and 15 days (for imparting training.)<br>Issue of Bio-Data/Sponsorship letters in companies and to the students.<br><br>Queries regarding vacancy in a company/Data of Companies where vacancy of trainees exists and data of students intend to undergo training etc. | Suman Kumar,<br>25781672, 25781674<br>Ext.35<br>training@icsi.edu |
| 2.     | Query related to claiming Exemption from undergoing training.<br><br>Query related to Admission as an Associate Member, General Query   | Amit Sircar<br>25781672<br>25781674 Ext.32<br>training1@icsi.edu  |
| 3.     | Registration of Company Secretaries in Practice for imparting 15 months apprenticeship training<br><br>Issue of Sponsorship letters to Company Secretaries in Practice/ ROC and Stock Exchange for 15 months and 15 days training etc.  | Anita Mehra<br>25781672<br>25781674 Ext.33<br>training2@icsi.edu  |

## ON LINE SERVICES AVAILABLE FOR STUDENTS OF THE INSTITUTE

(VISIT : <http://www.icsi.edu>)

1. Students can avail On Line Registration facility to get registered for Foundation and Executive Programme.
2. E-Learning Portal (<http://elearning.icsi.edu>) for CS Foundation Programme.
3. On Line Queries are available for the students :
  - Application Status Query
  - Over all status Query
  - Examination Enrollment Admit Card
  - Enrollment Status Query

(Note : Visit Over-all status. Discrepancy/Error if any found, may be brought to our notice)

4. Guidelines for Switch Over to New Syllabus
5. Forms for Students
6. Previous Year Question Papers
7. FAQs
8. Important Dates
9. Students' Bulletin (Both Foundation and Regular Programme)

# Student Services

## STUDENT SERVICES

### REGISTRATION AND POSTAL TUITION

#### 1. Cancellation of Registration

Registration of students registered upto and including **Feb, 2004** stands terminated on expiry of five-year period on **31<sup>st</sup> Jan, 2009** leading to the following immediate consequences :-

- Supply of 'Student Company Secretary' bulletin will be discontinued from Feb, 2009 onwards.
- Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued (after the expiry of registration period)

They are advised to apply for registration de-novo/ extension of registration as per the guidelines published in this bulletin.

**(Students whose registration is valid upto February, 2009 are, however, eligible to appear in June, 2009 examination without seeking extension of registration/ registration de-novo subject to fulfilling other requirements laid down in the registrations.)**

#### 2. Change of Address

Change of address, if any, should be intimated to the Institute by sending a separate letter in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number alongwith the student registration number, name and full postal address with city, state in capital letters.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may, therefore, check up the computerised mailing address as printed on the 'Student Company Secretary' bulletin. In case, it does not carry or carry the wrong PIN CODE number, the same may be intimated immediately quoting student registration number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

#### 3. E-mail Address of the Students

Those students who are having e-mail address may communicate the same to the Student Services Section at [dss@icsi.edu](mailto:dss@icsi.edu), which will facilitate quick and economic communication from the Institute's side. The e-mail address may be sent in the following format.

Name :  
Registration No. :  
E-Mail Address :

#### 4. Students Identity Card

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration. For obtaining the Identity Card, students are advised to obtain a proforma from the Headquarters/ Regional Offices of the Institute and send it again to the Institute duly filled up and attested as per instructions given in the prospectus/ registration letter.

Students who have so far not obtained Identity Cards are advised to write to the Institute immediately. The students should carry their Identity Cards without fail for appearing in the Institute's examination. If the Identity Card already issued has been lost or mutilated, student should send a request for obtaining duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested together with Rs. 50/- towards duplicate Identity Card fee.

#### 5. Company Secretaries Examination - June, 2009

##### I. Examination Fee:

|                         |   |                     |
|-------------------------|---|---------------------|
| Foundation              | : | Rs. 875 (Lumpsum)   |
| Intermediate/ Executive | : | Rs. 900 (Per group) |
| Final/ Professional     | : | Rs. 750 (Per group) |

Student seeking paperwise exemption for the first time (on qualification basis) are required to remit the exemption fee @ Rs. 100 per subject in addition to the examination fee on or before the last date.

##### II. Eligibility for Appearing in the Intermediate/ Executive Examination :

In terms of regulation 33 of the Company Secretaries Regulations, 1982, students registered upto and including August 2008 are eligible to appear in both groups of the Intermediate examination to be held in June, 2009 subject to completion of **Coaching and Computer Training** and fulfillment of other conditions laid down in the regulations. However, candidates registered as students upto and including the month November, 2008 are eligible for appearing in any one group in June, 2009 session (i.e. either in Group-I or Group-II) subject to fulfillment of other conditions as laid down in the regulations.

##### III. Eligibility for Appearing in the Final/Professional Examination:

In terms of regulation 43 of Company Secretaries Regulations, 1982, students who have passed/completed both groups of the Intermediate/Executive examination upto and including June, 2008 are eligible to appear in all the three groups or in combination thereof in any two groups of the Final/Professional examination to be held in June, 2009 subject to completion of coaching and fulfilling other conditions as laid down in the regulations.

##### IV. Last Date for Receipt of Enrollment Applications:

The last date for receipt of application to the **June 2009** examination, complete in all respects, together with the requisite examination fee in the Institute, is **25<sup>th</sup> March, 2009**. However, enrollment applications accompanied with late fee of Rs. 100/-, if received in the institute after the closing date, but on or before **9<sup>th</sup> April, 2009** will be entertained.

Students who could not be enrolled in the earlier examination owing to late receipt of enrollment application, cancellation of registration etc. and whose examination fee was kept at credit, are advised to send fresh enrollment applications requesting therein for the adjustment of amount at their credit together with the balance of examination fee, if any. Formal application along with the original letter issued by the Institute showing credit amount, must reach the Institute on or before the closing date as otherwise such students shall not be enrolled for appearing in June, 2009 examination.

**No other remittance/letter/query should be clubbed with the enrollment application/examination fee.**

##### 6. Compulsory Enrolment for Final/ Professional Course.

Students who have passed/completed both groups of Intermediate/ Executive examination are advised to seek compulsory enrolment for undergoing coaching for the Final/Professional course on payment of Rs. 7500/- towards postal tuition fee.

Please note that a student is admitted to the final/Professional examination only after a minimum period of nine calendar months has elapsed since his/her passing the Intermediate/Executive examination and subject to completion of coaching and fulfillment of other requirements.

##### 7. Uniformity in Signatures

It has been observed that some of the enrollment applications / letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

##### 8. Clarification Regarding Paperwise Exemption

- The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 100/- per

## Student Services

paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.

- (b) The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25<sup>th</sup> March and 25<sup>th</sup> September for June and December examinations respectively and with a late fee of Rs. 100/-, the application can be accepted upto 9<sup>th</sup> April and 10<sup>th</sup> October respectively.
- (c) The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.
- (d) The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.
- (e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.
- (f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (g) The candidates who have passed either group of the Intermediate/ Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as "APO" in the appropriate column of the enrolment application.
- (h) In case the paperwise exemption has already been granted on the basis of qualification or the candidates is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.
- (i) No exemption fee is payable for availing paperwise exemption on the basis of "APO" or on the basis of securing 60% or more marks in the Institute's examination.
- (j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

### 9. Exemption from Computer Training

A student can be exempted from undergoing the course on the basis of his existing qualification/degree in the computer field and qualifies the need of 'Course Contents Syllabus' as scheduled by NIIT for C.S. Students, subject to the condition that he or she enrolls himself / herself for an online exemption test (to be conducted by NIIT) from any of the NIIT Center on all India basis and successfully clears the test.

### 10. Completion of Coaching and Filling up of Examination Forms:

At times queries are received by the Institute from the students with regard to filling up of examination forms for want of issue of coaching completion certificate. It is clarified that students (i) who are

undergoing oral coaching, and (ii) students who have submitted or re-submitted their response sheets and/or would be submitting or re-submitting the response sheets with in the stipulated period, are eligible to fill up the examination forms for the respective session of examination. Such students need not withhold the submission of their examination forms for want of coaching completion certificates. The students concerned are advised to make a note in the application form to the effect that they are undergoing oral coaching/have submitted response sheets and are awaiting coaching completion certificates. Since there cannot be any change with regard to the closing date for submission of examination forms, students need not wait for the issue of coaching completion certificates for filling up their examination forms. They are advised to mention against the appropriate column in the enrolment application form that coaching completion certificates are being awaited.

Students who were issued with limited permission letters, for appearing in December, 2008 examination, are advised to submit the deficient response sheets immediately as such students, if failed, will not be allowed to appear in June, 2009 examination, unless they are issued with the regular coaching completion certificates (s) for the group (s) for which limited permission letter was issued.

Students who secure 35% or more marks in aggregate and 30% marks in individual paper in a group in December, 2008 examination, are advised to submit photocopy of the marks sheet for the issue of Coaching Completion Certificate, if eligible.

### 11. Submission of Response Sheets for June, 2009 Examination.

The last date for receipt of response sheets, including resubmission, if any, from the students who wish to be enrolled for the **June, 2009** examination is **28.02.2009**. Students are advised to send the response sheets to the Institute in a regular flow without waiting for the last date. The last date mentioned above is just an indicator for students who suitably plan their submission. This will not only give the Institute reasonable time to get the response sheets evaluated in time but also an opportunity to the Students to resubmit the response sheets in which they have failed to obtain a minimum of forty percent marks. Students are advised to get acknowledgement from the Institute for the response sheets sent by attaching a self addressed stamped post card. It may be noted that credit is given for the response sheets received in the Institute on or before the stipulated due date, as above. Name of student, registration number, subject, test paper number, number of sheets used and postal address with PIN code number should be written on the title sheets attached with each response sheets. The above information may also be indicated on the first, middle and last page of each response sheet besides mentioning the Registration Number on each page on the right hand corner on top. It will facilitate early evaluation and return of the evaluated response sheets. It may be noted that no response sheet will be entertained by the Institute in the absence of above information. Accordingly, no credit will be given to students of such response sheets received by the Institute.

Students are also advised to write the subject/paper, number of sheets used and examination correctly on the title sheet before sending the response sheets to the Institute. Similarly, relevant title sheets may be appending with them. There are separate title sheets for Foundation, Intermediate and Final course. Even when the response sheets are sent in a bunch, complete particulars are to be given on each title sheet and first, middle and last pages of each response sheet. No cognizance of the response sheets will be taken if the student fail to comply with the above instructions. It is emphasized that separate title sheets are to be attached with each response sheet.

Students are aware that the Institute has made arrangements for acceptance of response sheets for Foundation, Intermediate and Final Course in its Regional/ Chapter Offices in Ahmedabad, Bangalore , kolkata, Chennai, Delhi, Hyderabad, Jaipur , Kanpur, Mumbai, Madurai

# Student Services

and Pune. Students located in and around these cities are advised to contact and submit their response sheets in the respective Regional/Chapter offices

## 12. Important

While making any correspondence regarding examination, the students are advised to quote the following particulars for taking prompt action :

i) Name in full (ii) Student Registration number (iii) Stage of examination (Intermediate/Final) (iv) Group opted (v) Centre opted (vi) Particulars of fee remitted, i.e. Demand Draft (printed) number, date, amount, name of the bank and its branch (vii) Date and mode of despatch of enrolment application and their complete address with PIN code, telephone number, mobile number or e-mail address.

In case of any specific problem/complaint regarding registration, post-registration, students services and postal/oral coaching, students may contact personally or write to Sohan Lal, Director and for academic guidance and suggestions, if any, students may write to Balwant Kulkarni, Director at the Institute's address.

## ERRATA

### ATTENTION STUDENTS

#### Executive Programme TAX LAWS-2009 Series

Some typographical errors which inadvertently crept into the Test Papers of the above Study Material have been corrected as follows:

Test Paper 1/2009, Q.No.3 (b)(v); Instead of "Creditors", insert, "medicines".

Test Paper 1/2009 Q.No. 5(a); after "(iii) non-resident in India", insert "for A.Y.2009-10".

Test Paper 3/2009, Q.No.3 (a)(i); Instead of "...2005-06", insert, "2008-09".

Test Paper 4/2009, Q.No.1(a); First Line, instead of "required", insert, "acquired".

Test Paper 4/2009, Q.No.1(a); Fourth and fifth line, instead of "2007", insert, "2009".

Test Paper 4/2009, Q.No.1(a); Fifth line, instead of "Rs.20 Lakhs", insert, "Rs. 25 Lakhs".

Test Paper 5/2009, Q.No.3(a); Add, "Compute the Taxable Income for the A.Y.'s 2008-09 & 2009-10 for both on 'Accrual' and 'Receipt' basis.

Test Paper 5/2009, Q.No.3(b); Last line, instead of "Rs.1500000", insert, "Rs.1,50,000"

Test Paper 5/2009, Q.No.4(c)(ii); Instead of "Post Services", insert, "Port Services."

## UNIFORMITY IN SIGNATURES

It has been observed that some of the enrollment applications/ letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrolment application and attendance sheet provided in the examination hall at the time of writing the examination.

### ATTENTION STUDENTS

#### INTENDING TO APPEAR IN COMPANY SECRETARIES EXAMINATIONS JUNE, 2009

1. (a) Last date for receipt of Examination 25.03.2009 applications in the Institute  
(b) With a late fee of Rs. 100 **09.04.2009**
2. Examination Fees
 

|                  |                    |
|------------------|--------------------|
| i. Foundation    | Rs.875 (Lumpsum)   |
| ii. Intermediate | Rs.900 (Per group) |
| iii. Final       | Rs.750 (Per group) |
3. Last date for seeking paperwise exemption 25.03.2009
4. Last date for seeking extension of registration/registration de-novo 25.03.2009

#### Notes :

- I. Examination fee is payable on groupwise and not on paperwise basis for intermediate/Final examinations.
- II. All students appearing in the Intermediate examination are required to complete successfully the Computer Training before filling up the examination form 'EXA'
- III. The students who have submitted/ would be submitting all the response sheets within the stipulated time, may submit their enrolment applications for appearing in the examination pending issue/receipt of the coaching completion certificates. But coaching completion certificate would be issued only when they have successfully completed the coaching for the group(s) concerned.
- IV. Please note that unsigned, incomplete and applications not filled in their own handwriting by the students will not be accepted.
- V. No change of group(s) will be allowed after submission of the enrolment application.
- VI. No request for change of medium for writing the examination will be entertained after submission of the enrolment application.
- VII. No cutting and over writing is to be done in the examination form.
- VIII. No request for grant/cancellation of paperwise exemption shall be entertained after the last date i.e. 25<sup>th</sup> March/ 25<sup>th</sup> September for June/December examination respectively.
- IX. **No request/correspondence for withdrawal of application from appearing in the examination or adjustment of amount for the next examination shall be entertained after submission of the examination form under any circumstances .**

Students are, therefore, once again advised to fill in the enrolment applications/examination forms 'EXA' carefully to avoid last moment problem for themselves as well as for the Institute.

- X. **Mode of Payment** : Students who intend to pay the fees by demand draft may please ensure that it should be crossed and drawn in favour of "**The Institute of Company Secretaries of India**", payable at New Delhi.
- XI. **Students Identity Card** : All the candidates appearing in the Company Secretaries Examination are advised to timely complete necessary formalities for obtaining their identity cards duly countersigned by the issuing authority of the Institute as per instructions published in the prospectus **Career in Company Secretaryship – A Handbook**".



# Student Services

## LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING FACILITIES TO THE CS STUDENTS UNDER PUBLIC/ PRIVATE PARTNERSHIP SCHEME

| S. No.                                 | Name & Address of Empanelled Institutions   | Validity for CS Session of Examination                   |
|--|---|--|
| <b>EASTERN INDIA REGIONAL COUNCIL</b>  |   |  |
| 1.                                     | M/s Jain Classes<br>First Floor, Dey Complex<br>Outer Circle Road, Bistupur<br>Jamshedpur-831001  | June'09 & December'09<br>Sessions of CS<br>Examinations. |
| 2.                                     | M/s Happy Coaching Institute<br>Fatak, P.O. Budharaja<br>Sambalpur-768 004 Orissa   | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 3.                                     | M/s Jain Tutorials<br>Ganges Garden BL: A-1<br>3 <sup>rd</sup> Floor, 106, K.C.S Road<br>Shibpur – HOWRAH-711 102   | June'09 & December'09<br>Sessions of CS<br>Examinations. |
| 4.                                     | M/s Institute for Inspiration &<br>Self Development*<br>1-B-200/1, Sector-III, Salt Lake<br>City, Kolkata-700 016<br>*Renewal Awaited   | December'07 & June'08<br>Sessions of CS<br>Examinations. |
| 5.                                     | The Director<br>M/s Ambedkar Institute of<br>Higher Education<br>Boring Road (Dadji Lane)<br>Patna-800 001 (Bihar)  | June'09 & December'09<br>Sessions of CS<br>Examinations. |
| <b>NORTHERN INDIA REGIONAL COUNCIL</b> |   |  |
| 6.                                     | M/s G.G.D.S.D. College<br>Rajpur (Palampur) Distt. Kangra<br>Himachal Pradesh   | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 7.                                     | M/s Springdale College of<br>Management Studies<br>Madhotanda Road<br>Pilibhit-262 001 (U.P)  | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 8.                                     | M/s Delhi Institute of Profession-<br>al Studies 123, Sukhdev Nagar<br>Behind Bus Stand<br>Panipat (Haryana)  | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 9.                                     | M/s Sainath Commerce Classes<br>C-20, Talwandi, Kota-324 005  | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 10.                                    | M/s Lucknow Commerce<br>Academy, S-72/17, Old<br>'C' Block Chauraha Rajajipuram<br>(Near Lekhraj) Lucknow-226 017   | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 11.                                    | The Director<br>M/s 1360, Staffing & Training<br>Solutions Private Limited<br>46, First Floor, Karanpur<br>Dehradun (U.P)   | June'09 & December'09<br>Session of CS<br>Examinations.  |
| <b>WESTERN INDIA REGIONAL COUNCIL</b>  |   |  |
| 12.                                    | M/s Career Classes<br>303, Shalimar Corporate Center<br>8, South Tukoganj, Near Hotel<br>Balwas, Indore (M.P)   | December'08 & June'09<br>Sessions of CS<br>Examinations. |
| 13.                                    | M/s Institute of Management<br>Training & Research<br>Artha Complex, 2 <sup>nd</sup> Floor<br>Near IMA House and Tapdiya<br>Terrace, Off. Adalat Road<br>Aurangabad-431 001 (M.S) | December'08 & June'09<br>Sessions of CS<br>Examinations. |

|  |   |  |
|--|---|--|
| 14.                                    | M/s Career Consultant<br>3018, Trade House, Ring Road<br>Surat-395002   | December'08 & June'09<br>Sessions of CS<br>Examinations.   |
| 15.                                    | M/s Madhu Jas Promotions Pvt.<br>Ltd.<br>12/1, Dr. Sarju Prasad Marg<br>Behind Kanchan Hotel Near<br>Gokuldas Hospital, Indore-452001   | June '09 & December '09<br>Sessions of CS<br>Examinations. |
| 16.                                    | Tolani Commerce College<br>P.O. Box No. 27<br>Adipur (Kachchh) 370205   | June '09 & December '09<br>Sessions of CS<br>Examinations. |
| 17.                                    | M/s Muley Classes<br>Shop No. 14, Ashoka Gardens<br>B-Wing, M.P. Road<br>Panvel-410206  | December'08 & June'09<br>Sessions of CS<br>Examinations.   |
| 18.                                    | M/s AEC India Commerce<br>(Lawork)<br>208-209, Gopal Madhav<br>Extension Place, Above Shan<br>Shoukat, Shinde Ki Chhawani<br>Gwalior-474 001 (M.P)                                | December'08 & June'09<br>Sessions of CS<br>Examinations.   |
| 19.                                    | The Principal<br>M/s D.M.'s College of Arts,<br>Science & Commerce<br>Assagao, Bardez<br>Goa-403 507  | June'09 & December'09<br>Sessions of CS<br>Examinations.   |
| <b>SOUTHERN INDIA REGIONAL COUNCIL</b> |   |  |
| 20.                                    | M/s Mohans Institute of Company<br>Secretaries, Sreyas<br>Chettiparambil Lane<br>Thekkumbhagam, Tripunithura<br>Ernakulam (Distt.), Kerala-682301                                 | December'08 & June'09<br>Sessions of CS<br>Examinations.   |
| 21.                                    | St. John Foundation*<br>Little Kingdom Montessori<br>School Compound<br>338/3, West of Medical College<br>Nagercoil, Kanyakumari Distt.<br>Asaripallam-629201<br>*Renewal Awaited | June '08 & December '08<br>Sessions of CS<br>Examinations. |
| 22.                                    | M/s Dr. G.G. Shetty Educational<br>Society@, Jnana Degula,<br>Near K.M.F.<br>Dharwad-580004   | June'09 & December'09<br>Sessions of CS<br>Examinations.   |
| 23.                                    | M/s Bright Academy of<br>Excellence, Baba Foundation<br>Plot No. 46, Door No. 102<br>Flat No. 6, 1st Floor, South<br>West Boag Road, T. Nagar<br>Chennai-600017                   | December'08 and June'09<br>Sessions of CS<br>Examinations. |
| 24.                                    | M/s Prize Academy<br>17, Hasthinapuram Main Road<br>MIT Gate, Chromepet<br>Chennai-600044.  | December'08 and June'09<br>Sessions of CS<br>Examinations. |
| 25.                                    | M/s Sree Saraswathi Thyagaraja<br>College<br>Palani Road, Thippampatti<br>Coimbatore Distt.<br>Pollachi-642107  | December'08 and June'09<br>Sessions of CS<br>Examinations. |
| 26.                                    | M/s Nallamuthu Gounder<br>Mahalingam College<br>91, Palghat Road, Coimbatore<br>Distt. Pollachi-642001  | June'09 & December'09<br>Sessions of CS<br>Examinations.   |

# Student Services

|     |  |   |     |  |   |
|-----|--|---|-----|--|---|
| 27. | The Principal<br>M/s Alpha Educational Trust<br>41/13-A, Poonthamalli Street<br>(Old Bus Stand Backside)<br>Villupuram-605 602 (T.N) | June`09 & December`09<br>Session of CS<br>Examinations. | 28. | The Principal<br>M/s National College<br>Dindigul Road<br>Karumandapam<br>TIRUCHIRAPALLI-620 001 (T.N) | June`09 & December`09<br>Session of CS<br>Examinations. |
|-----|--|---|-----|--|---|

## EXAMINATION

### 1. DECLARATION OF DECEMBER, 2008 EXAMINATION RESULTS

The results of the Foundation Course, Intermediate and Final (Old Syllabus) and Foundation Programme and Executive Programme (New Syllabus) examinations of the company secretaries held in December, 2008 are scheduled to be declared **at 12.00 Noon on 25<sup>th</sup> February, 2009**. The results would be displayed in the following manners:

- All-India Results (Roll Nos. List of successful candidates will be displayed simultaneously on the Notice Boards at the Institute's Headquarters and Offices of the Regional Councils;
- Centrewise Results — Printed Roll Number List of Successful Candidates related to city concerned of the Chapter(s) would be sent to respective Chapter(s) for onward transmission to the Examination Centre(s) for display on the Notice Boards of the Chapter(s) as well as Examination Centre(s); and
- The results will also be available on Institute's Website **www.icsi.edu** on **25<sup>th</sup> February, 2009 after 12.00 Noon**.

## NOTIFICATION

ICSI NO. 5 OF DECEMBER - 2008

In pursuance of para 11 of the "Merit Scholarship (Company Secretaryship Course) Scheme 1983", the following students have been awarded 'Merit Scholarships' for the Intermediate and Final Courses on the basis of their meritorious performance in the Foundation/Foundation Programme and Intermediate/Executive Programme Examinations of 'Company Secretaryship' held in June, 2008:

| Sl. No.  | Name of the student         | Registration No.  |
|--|-----------------------------|-------------------|
| <b>FOR INTERMEDIATE COURSE/EXECUTIVE PROGRAMME</b> |                             |                   |
| 1.   | PRACHI AGARWAL (MS.)        | 220633457/08/2008 |
| 2.   | VINEET KUMAR BATHWAL        | 120293873/08/2008 |
| 3.   | NEHA BANSAL (MS.)           | 220631432/08/2008 |
| 4.   | HEMALI DEEPAK THAKKAR (MS.) | 420560870/08/2008 |
| 5.   | RAJAT KUMAR BATHWAL         | 120293868/08/2008 |
| 6.   | BHAWANA SHARMA (MS.)        | 220621370/08/2008 |
| 7.   | RISHI KHATOD                | 220625731/08/2008 |
| 8.   | KANIKA SANWAL (MS.)         | 220615004/08/2008 |
| 9.   | VISHAL SINGH                | 220643491/08/2008 |

| Sl. No. | Name of the student                | Registration No.  |
|---------|------------------------------------|-------------------|
| 10.     | SAURABH VITHAL BHAT                | 420563589/08/2008 |
| 11.     | ANKITA GAUTAM MEHTA (MS.)          | 420563021/08/2008 |
| 12.     | MANJUL PRAKASH                     | 220643263/09/2008 |
| 13.     | KAUSHAL JETHWANI                   | 220632497/08/2008 |
| 14.     | MALPANI NEERAJKUMAR<br>MANOJ KUMAR | 420570619/08/2008 |
| 15.     | REKHA LAKHOTIYA (MS.)              | 320447120/08/2008 |

| Sl. No. | Name of the student | Registration No. |
|---------|---------------------|------------------|
|---------|---------------------|------------------|

### FOR FINAL COURSE/PROFESSIONAL PROGRAMME

|     |                                   |                   |
|-----|-----------------------------------|-------------------|
| 1.  | GARIMA AGARWAL (MS.)              | NR0558235/08/2007 |
| 2.  | ANANDH SUNDAR                     | WR0507118/08/2007 |
| 3.  | PAVAN JAIN S                      | SR0401724/08/2007 |
| 4.  | RAHUL GARG                        | NR0560052/08/2007 |
| 5.  | AMRUT RAMESHWAR KALANTRI          | WR0487530/07/2007 |
| 6.  | ANUJ JAIN                         | NR0546159/08/2007 |
| 7.  | AAYUSH KUMAR AGARWAL              | ER0261356/08/2007 |
| 8.  | SWATI KEJRIWAL (MS.)              | ER0248125/01/2007 |
| 9.  | SHIV SHANKAR SHAW                 | ER0261671/08/2007 |
| 10. | HIMANSHU KHURANA                  | NR0552751/08/2007 |
| 11. | DEEPAK SURENDRA KABRA             | WR0498046/08/2007 |
| 12. | SAKET AGARWAL                     | ER0262161/08/2007 |
| 13. | NIKHIL JAIN                       | ER0261739/08/2007 |
| 14. | GIRIRAJ DAMANI                    | ER0263530/08/2007 |
| 15. | SUJIT S KAMAT                     | SR0401731/08/2007 |
| 16. | KUMARPAL BHAVARLAL JAIN           | WR0490593/07/2007 |
| 17. | POONAM SHIVARATAN<br>MISHRA (MS.) | WR0492475/08/2007 |

BY ORDER OF THE COUNCIL  
( N K JAIN )  
(SECRETARY & CEO)

File No.205:Exams:J/2008  
Dated the 1<sup>st</sup> December, 2008  
NEW DELHI - 110 003.

## ATTENTION ALL STUDENTS APPEARING IN THE CS INTERMEDIATE (EXECUTIVE PROGRAM) EXAMINATIONS

### COMPULSORY COMPUTER TRAINING SCHEME

In the Company Secretaries Regulations, 1982, for regulation 40, the following regulation shall be substituted, as published in the Gazette of India(Extra Ordinary) vide Notification No. ICSI/710/1(M)/1 dated 3<sup>rd</sup> May, 2006.

“40 Admission to the Intermediate (Executive Program) Examinations —

No candidate shall be admitted to the Intermediate (Executive Program) examination unless he/she :-

- (a) is a registered student and produces a certificate from the head of the coaching administration ( by whichever name designated) to the effect that he has undergone satisfactorily a course of postal or oral tuition for the Intermediate examination; and
- (b) has successfully completed computer training program as may be specified from time to time by the Council and in the manner so specified or exempted there from;
- (c) applies with such examination fee as may be determined by the council from time to time so as to reach the Secretary, in accordance with the directions given by the Council.”

In terms of the aforesaid amendment in the Company Secretaries Regulations, 1982, all students are required to successfully undergo a Compulsory Computer Training Programme for becoming eligible for appearing in the CS Intermediate Examinations from June, 2007 examinations onwards.

The Institute, in compliance of the aforesaid amendments, has tied up with M/s NIIT through which 70 hours of computer training shall be provided to the students/members of the Institute in all Centres of NIIT all over the country. To undergo this course, a student/member has to approach any NIIT Centre on all India basis. To take admission, he/she has to deposit the requisite fees at the respective NIIT Centre and fulfill the formalities as per the requirements of the Computer Training Centre.

The list of NIIT Centres including detailed course contents, module details and topic-wise time duration etc. have been published on the website of the ICSI i.e. [www.icsi.edu](http://www.icsi.edu) under FAQ.

Salient features of the course in brief : -

|                        |  |
|------------------------|--|
| Title of the Course    | “Understanding Information Technology in Corporate Environment”.   |
| Duration of the Course | 70 Hours   |
| Fee                    | Rs.3000 per participant for General Category & Rs.2500 per participant for SC/ ST Category<br><b>Note :</b> Service Tax as per the GOI rules applicable from time to time shall be paid in actual by the participant |

Students having exposure to computer during their education or have undergone similar course, may apply for on-line exemption to NIIT at the nearest center available to them and successfully clears the test.

Students placed at far reaching places and are not having NIIT center nearest to their place may, however, undergo the computer course of at least 3 months duration - with maximum coverage of the ICSI-NIIT course contents - from any computer training Institute and then enroll for on-line exemption test at any of the NIIT Center on all India basis and successfully clears the test.

A fee of Rs. 450 plus Service Tax etc. per student is payable for online exemption test (to be conducted by NIIT) which is applicable for a maximum of TWO attempts within a period of one month.

*No student will be allowed to appear at the Examination to be held from December, 2008 unless he/ she successfully completes the Computer Training.*

*The students declared passed in June 2008 session of Intermediate examination but have not completed the compulsory computer training, are also required to successfully undergo the computer training for becoming eligible for appearing in the final stage of CS examination.*

# Guidelines for Switch Over to New Syllabus

## GUIDELINES FOR SWITCH OVER TO NEW SYLLABUS

The Council in exercise of the powers vested under clause (a) of Sub-section (2) of section 15 of the Company Secretaries Act, 1980 as amended by the Company Secretaries (Amendment) Act, 2006- has approved the New Syllabus and decided as under :-

1. The last Foundation Course examination under the existing syllabus as specified in Part-I of Schedule CCB shall be held in June, 2009 and the syllabus specified in the said Part I of Schedule CCB shall cease to operate after the said examination.
2. The last Intermediate Examination under the existing syllabus as specified in Part II of Schedule CCB shall be held in December, 2009 and the syllabus specified in the said Part II of Schedule CCB shall cease to operate after the said examination.
3. The last Final Examination under the existing syllabus as specified in Part III of Schedule CCB shall be held in December 2010 and the syllabus specified in the said Part III of Schedule CCB shall cease to operate after the said examination.
4. All students who are not able to complete the Foundation/ Intermediate/Final Examination under the existing syllabus as specified in Part-I, Part- II and Part-III of Schedule CCB shall compulsorily be required to appear under the New Syllabus effective from December 2009, June 2010 and June 2011 sessions of CS Examination(s) respectively.

### 5. Subjects under the New Syllabus are :-

#### CS FOUNDATION PROGRAMME

1. English & Business Communication
2. Economics and Statistics
3. Financial Accounting
4. Elements of Business Laws and Management.

#### CS EXECUTIVE PROGRAMME

##### Module-I

1. General and Commercial Laws
2. Company Accounts, Cost and Management Accounting
3. Tax Laws

##### Module-II

4. Company Law
5. Economic and Labour Laws
6. Securities Laws and Compliances

#### CS PROFESSIONAL PROGRAMME

##### Module-I

1. Company Secretarial Practice
2. Drafting, Appearances and Pleadings

##### Module-II

3. Financial, Treasury and Forex Management
4. Corporate Restructuring and Insolvency

##### Module-III

5. Strategic Management, Alliances and International Trade
6. Advanced Tax Laws and Practice

##### Module-IV

7. Due Diligence and Corporate Compliance Management
8. Governance, Business Ethics and Sustainability

## TABLE OF CORRESPONDING EXEMPTIONS (PAPERWISE)

| Paper passed/exempted under the Syllabus specified in Part 1 of Schedule CCB of Company Secretaries Regulations 1982 | Exemption from papers under the Syllabus specified in Annexure-1 for Foundation Programme effective from 1st November 2007 |
|--|--|
| 1. English & Business Communication  | English & Business Communication   |
| 2. Basic Economics & Business Environment  | Economics & Statistics   |
| 3. Financial Accounting  | Financial Accounting   |
| 4. Elements of Business Laws and Management  | Elements of Business Laws & Management   |
| 5. Information System and Quantitative Techniques  | Economics and Statistics   |
| <b>Intermediate Course</b>   | <b>CS Executive Programme</b>  |
| <b>Group-I</b>   | <b>Module-I</b>  |
| 5. General and Commercial Laws   | General and Commercial Laws  |
| 6. Company Accounts & Cost & Mgt. Accounting   | Company Accounts, Cost & Mgt. Accounting   |
| 7. Tax Laws  | Tax Laws   |
| 8. Management Information Sys & Corporate Commn.   | NIL  |
| <b>Group-II</b>  | <b>Module-II</b>   |
| 9. Company Law   | Company Law  |
| 10. Company Secretarial Practice   | Company Law  |
| 11. Economic, Labour and Industrial Laws   | Economic and Labour Laws   |
| 12. Securities Laws and Regulation of Financial Markets  | Securities Laws and Compliances  |
| <b>Final Course</b>  | <b>CS Professional Programme</b>   |
| <b>Group-I</b>   | <b>Module-I</b>  |
| 13. Advanced Company Law & Practice  | Company Secretarial Practice   |
| 14. Secretarial Practice Relating to Economic Laws & Drafting & Conveyancing   | Drafting, Appearances and Pleadings  |
| 15. Secretarial Management & Systems Audit   | Due Diligence & Corporate Compliance Mgt. (Module-IV)  |
| <b>Group-II</b>  | <b>Module-II</b>   |
| 16. Financial, Treasury & Forex Management   | Financial, Treasury & Forex Management   |
| 17. Corporate Restructuring Law and Practice   | Corporate Restructuring & Insolvency   |
| 18. Banking & Insurance Law and Practice   | Governance, Business Ethics & Sustainability (Module-IV)   |
| <b>Group-III</b>   | <b>Module-III</b>  |
| 19 World Trade Organisation, International Trade, Joint Ventures and Foreign Collaboration                           | Strategic Management, Alliances and International Trade  |
| 20 Direct and Indirect Taxation Law and Practice   | Advanced Tax Laws and Practice   |
| 21 Human Resources Management and Industrial Relations   | Governance, Business Ethics and Sustainability (Module-IV)   |

7. Students switching over to the New Syllabus shall be eligible to



## Guidelines for Switch Over to New Syllabus

seek exemption in the corresponding subject(s) of the New Syllabus on the basis of having passed/secured exemption in any individual subject/group under the Old Syllabus as per table of corresponding exemptions noted above.

8. Similarly, students who have partially completed coaching, shall be exempted on their switchover from undergoing coaching in the corresponding subject(s) of the New Syllabus on the basis of their having completed coaching in the individual subject(s)/ group(s) under the Old Syllabus as per the table of corresponding exemptions given in para-5 above. They shall, however, be required to undergo and complete coaching in the remaining subjects in order to become eligible to appear in a particular module under the New Syllabus. Due credit for the response sheets already submitted under the Old Syllabus for any subject shall be available where there is a corresponding subject under the New Syllabus. Such students are required to submit response sheets for the remaining subjects under the New Syllabus. Students having successfully completed the coaching for any particular group(s) under the Old Syllabus; shall be deemed to have completed the coaching for the respective module(s) under the New Syllabus.
9. While purchase of Study Materials under the New Syllabus is not compulsory on the part of the students who switchover to the New Syllabus - those students who require the same may obtain it by remitting Rs. 120/- per study material by hand and Rs. 160 per study material by post by way of Demand Draft drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi.
10. Please note that once a candidate has been switched over to the New Syllabus, he/she shall not be allowed to revert to the Old Syllabus under any circumstances.

**Note : In case interested to switch over to the New Syllabus for CS Foundation Programme, you are advised to opt for the**

**same on Declaration of the results for June '08 of CS Examination vis-a-vis while seeking the enrolment to appear in December '08 Session onwards of CS Foundation Programme Examination.**

**Note : In case interested to switch over to the New Syllabus for CS Executive Programme, you are advised to opt for the same on Declaration of the results for June '08 of CS Examination vis-a-vis while seeking the enrolment to appear in December '08 Session onwards of CS Executive Programme Examination. And**

**Similarly if interested to switch over to the New Syllabus for CS Professional Programme, you are advised to opt for the same on Declaration of the results for December '08 of CS Examination vis-a-vis while seeking the enrolment to appear in June '2009 Session onwards of Professional Programme Examination.**

### ATTENTION

#### NIRC LIBRARY MEMBERS

All NIRC Library Members who were having their valid membership during the period 01-04-2005 to 31-03-2006 and have not renewed their Library membership till date, may either apply for renewal of membership or request for refund of security deposit. All such requests should reach the Executive Officer (NIRC) on or before 15-03-2009. All deposits on account of Library Security will be forfeited and no request for refund will be considered/ entertained after the stipulated date.

## ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.

Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Student intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

A nominal annual fee of Rs 450/-\*\* (Rupees Four hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website <http://elearning.icsi.edu> by Credit Card / Debit card/ ECS (electronic clearing services)
- By way of Cheque/Demand Draft (DD) in the name of 'Gurukul Online Learning Solutions Div: Duflon Polymers Pvt. Ltd.' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu>)

**\*\* The charges for subsequent years are listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.**

# News and Announcements

## NEWS AND ANNOUNCEMENTS

### EASTERN INDIA REGIONAL COUNCIL

#### Career Fair At Milan Mela Cultural Competition

From 21 to 23.12.2008, the EIRC of the ICSI participated in Career fair at Milan Mela Cultural Competition organized by the West Bengal Minority Development & Finance Corporation at Kolkata. Buddhadeb Bhattacharya, Hon'ble Chief Minister, Govt. of West Bengal, inaugurated the fair on 21.12.2008. The EIRC of the ICSI set up a stall at the venue which was visited by a large number of persons including students who enquired about the CS course which were dealt with promptly by the officials of EIRO. The Audio visual awareness devices were also used continuously during the days which also attracted the visitors.

#### Two Day Career Fair - India International Education Fair - Fall 2008

On 3 and 4.12.2008 the EIRC of the ICSI participated in the Two-Day Career Fair "India International Education Fair-Fall 2008" organized by Global Events & Expositions Pvt. Ltd. at Siliguri. Various Management Institutes from different parts of the country including Indian Army, Indian Air Force, Indian Coast Guard, Banks, participated in the fair.

Institute's Brochures and Posters explaining the CS Course along with Study Material were displayed suitably at the ICSI Stall set up at the fair. Brochures were also provided to the visitors at the ICSI stall.

The fair was well attended by a large number of students, parents, teachers, educationists in and around Siliguri. More than 300 participants visited the ICSI stall and the interaction was very effective on both sides.

Somnath Ganguly, Practising Company Secretary at Siliguri was present at the Institute's Stall on both the days and explained the visitors about the Institute, CS course, its contents, etc. Tamal Kar, Chapter official co-ordinated the programme and also replied the queries raised /clarifications sought by the visitors.

### NORTHERN INDIA REGIONAL COUNCIL

#### 122nd Secretarial Modular Training Programme

On 1.12.2008 the 122nd SMTP conducted by the Regional Council was inaugurated. The Chief Guest on the occasion was Dr.S.P. Narang, Former Secretary, the ICSI. On 19.12.2008 at the valedictory session of the SMTP Augustine Peter, Economic Adviser, Competition Commission of India was the Chief Guest.

#### 30th Academic Development Programme

The Regional Council conducted its 30th Academic Development Programme on 3.1.2009. A good number of students were present on the occasion.

#### Inauguration of 44th Training Orientation Programme

On 5.1.2009 the 44th Training Orientation Programme conducted by the Regional Council was inaugurated.

#### Career Awareness Programmes

The Regional Council organised a number of Career Awareness Programmes/ Career Fairs as per the details given below:

On 2.12.2008 the Career Fair was held at College of Arts & Commerce, Near Chanakyapuri, New Delhi; on 3.12.2008 the Career Fair was held at College of Arts & Commerce, Near Chanakyapuri and a Career Awareness Programme was held at Shaheed Bhagat Singh College, Sheikh Sarai-Phase II, New Delhi; on 16.12.2008 the Career Awareness Programmes were held at S.D. Sr. Secondary School, Jhajjar Gate, & Chhuchakwas, Nr. Dadri Road, Jhajjar, Vivekanand Sr. Secondary School & Dev Samaj Sr. Secondary School, Gurgaon. On 17.12.2008 the Career Awareness Programmes were held at Holy

Child Sr. Secondary School and Jain Public School, Rewari. On 18.12.2008 the Career Awareness Programme was held at Shyam Lal College (E) and on 19.12.2008 the Career Fair was held at New Era Public School, Mayapuri, New Delhi, and Career Awareness Programmes at DAV Public School, and S.D. Sidheshwar Sr. Secondary School, Gurgaon.

The programmes were addressed by one or the other of the following jointly and severally. Hitender Mehta, Chairman, NIRC, S.Koley, Vice Chairman, NIRC, J.K. Bareja, FCS, Sudhir Jain, FCS, Vishal Lochan Agarwal, ACS, Pankaj Kumar, ACS, Pradeep Debnath, ACS, Vishal Arora, ACS, Geetanjali S. Rathore, Desk Officer, NIRO Beena, Raj Kumar & Shikha Jain, Regional Council officials.

During the career awareness programmes in the above institutions and the career fairs the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretary ship Course both in employment as well as in practice. Pamphlets explaining career in Company Secretary ship were distributed to the students. Around 2400 students taken together attended/ visited these Career Awareness Programmes/Career Fairs.

#### KANPUR CHAPTER

#### ICSI Career Awareness Week II

On 15,12,2008 two Career Awareness Programmes were organized by the Kanpur Chapter of NIRC of the ICSI at Purna Chandra Vidya Niketan, Barra-2 and Jagran College of Art, Science & Commerce, Saket Nagar, Kanpur. The programmes commenced with screening of the film 'Career as a Company Secretary'. CS Dr. B.M. Agarwal, CS G.K. Banthia, Administrators of Kanpur Chapter of ICSI, CS Jitendra Awasthi, Coaching Director, CS Ruma Chaturvedi, CS Ashish Tiwari informed the audience about various facets of the profession. CS Dr. B.M. Agarwal gave some tips to the students while selecting the career and to evaluate a profession on the basis of aspects like, recognition, job opportunities, stability, status etc. and highlighted suitability of the profession of CS in every economic scenario - boom in the economy or in times of recession.

G K Banthia briefed the students about the services which Practising Company Secretaries can render such as Appearances before quasi-judicial bodies, incorporation and other work of a company, Secretarial Audit, Internal Audit of Depository participants. He also emphasized that the role of practising company secretary is not limited to companies only but it has expanded to other type of business organizations as well depending upon their line of activities. In this connection he cited the latest example of SEBI Circular which requires internal audit of stock brokers by a practising company secretary or other professionals.

CS Jitendra Awasthi, informed the students about syllabus, fee structure, training etc. and underlined that an average student with expense of around Rs.20,000/- can complete the course in three and half years. As this is a distant learning programme, availability of study material and other student services is very important. In this connection he informed the students that the Kanpur Chapter of the ICSI has all the facilities - registration, coaching, library etc. in addition to on line facilities on website of the Institute i.e. [www.icsi.edu](http://www.icsi.edu) which are accessible from the remotest corner of the country. The information about e-learning facilities provided by the ICSI for studies was also given.

CS Ashish Tiwari, Company Secretary, Raghunath Group explained the position, responsibilities and role of a company secretary in employment with a company like Principal Officer, Compliance Officer, Co-ordinator. He emphasized that it is the only profession in which one gets the opportunity to interact with the highest level of management in an organization from day one.

Dr.J.N. Gupta, CEO, Jagran Educational Institutions while addressing the gathering highlighted that this profession, when suitably practised, can fulfill the dreams of the students.

The programme was conducted by CS Ruma Chaturvedi. She also

## News and Announcements

briefed the students about the opportunities available for a qualified company secretary in employment as well as in practice.

### LUCKNOW CHAPTER

#### Career Awareness Programmes

On 3.11.2008 the Chapter organized a series of Career Awareness Programmes in three different institutions namely Shiv Charan Das Kanhaiya Lal Inter College, Majidia Islamia Inter College and Sadan Lal Sanwal Das Khanna Girls' Degree College in the presence of their Principals and concerned faculties in Allahabad. Manoj Kumar Bhagat, Chapter Chairman and Shiv Moorti Tiwari, Incharge (SS) responsible for Career Counselling addressed the students. In these programmes the pamphlets were distributed among the students and lectures regarding company secretary ship course were delivered among them. The speakers also informed about the availability of the Allahabad Chapter for their convenience.

### SOUTHERN INDIA REGIONAL COUNCIL

#### ORAL COACHING CLASSES FOR EXECUTIVE / PROFESSIONAL PROGRAMMES FOR JUNE 2009 EXAMINATIONS

**W.e.f 19.1.2009 the Regional Council proposes to commence Oral Coaching Classes for Executive Programme for June 2009 examinations as under:**

##### Executive Programme

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Module (II)</b>          | <b>: Morning</b>            |
| <b>Module (I)</b>           | <b>: Evening</b>            |
| <b>Date of commencement</b> | <b>: 19.01.2009</b>         |
| <b>Fees</b>                 | <b>: Rs.3350 per Module</b> |

**The classes for the Professional Programme will be held from 2.2.2009**

##### Professional Programme

|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>Module (I) and Module (II)</b> | <b>: Morning</b>            |
| <b>Module (IV)</b>                | <b>: Evening</b>            |
| <b>Date of commencement</b>       | <b>: 02.02.2009</b>         |
| <b>Fees</b>                       | <b>: Rs.3350 per Module</b> |

**For further details contact the Regional Office at the below mentioned address:**

##### SIRC OF THE ICSI

**New No.9, Wheat Crofts Road, Nungambakkam,  
Chennai-600 034, Phone: 28279898, 28268685  
E-mail: [siro@icsi.edu](mailto:siro@icsi.edu), [icsisirc@gmail.com](mailto:icsisirc@gmail.com)**

### BANGALORE CHAPTER

#### 35th Secretarial Modular Training Programme (SMTP)

The 35th Secretarial Modular Training Programme conducted by the Chapter was inaugurated on 10.11.2008 by V C Davey, Registrar of Companies, Karnataka who was also the Chief Guest. Davey commenced his address by congratulating the participants for completing the CS Course. He explained them the changes in the functioning of the MCA - right from the introduction of MCA 21, the increased scope for Company Secretaries for certifications and other areas, the demand for more qualified Company Secretaries and that when NCLT is established the scope for Company Secretaries is only bound to increase. He cautioned that as the scope increases so does the responsibilities and that each of them should certify documents only after verifying all the data. He also impressed upon the participants the importance of regularly updating their knowledge.

On 27.11.2008 at the Valedictory Session of the SMTP organised at the Chapter premises V.S. Aiyer, Managing Director, ASV Cyber Solutions India Pvt. Ltd., Bangalore was the Chief Guest who in his address shared his experiences both in employment and also as an

entrepreneur. He added that learning to grab the opportunities available; never underestimating oneself; knowing one's worth; doing tasks/jobs that challenge oneself; exploring new avenues; taking steps to realizing one's potential and taking calculated risks were some things professionals should do to be able to achieve greater heights in their career.

Ramesh Chandra Bhavuk and Pooja Radhakrishnan gave their feedback on the SMTP on behalf of all the participants.

Aiyer then distributed the Best Participant Award to Pooja Radhakrishnan. He also distributed the prize to the team comprising V.V. Krishnamurthy, Ranjana J Chanda and Deepshikha Sharma for their project on Buy Back of Shares. He then distributed the Course Completion Certificates to the participants.

#### Participation in the India International Fair-fall 2008

On 11 and 12.11.2008 the Bangalore Chapter of the Institute of Company Secretaries of India participated in the two-day career fair - "India International Fair-Fall 2008" organized by Global Events & Expositions Pvt. Ltd. At Nimhans Convention Centre, Bangalore. Banner of the Institute, posters about the course and course study Materials were displayed at the Chapter stall set up at the fair. The prospectus/handbooks were also on display for sale. Around 50 students visited the ICSI stall at the fair. Brochures on the course were distributed to the visitors apart from counselling interested students and their parents.

### COIMBATORE CHAPTER

#### Visit of the ICSI President to the Chapter Office

On 18.10.2008 Keyoor Bakshi, President, the ICSI visited the Chapter. An interactive session with members and students was organised. Keyoor Bakshi, interacted with members and students for nearly two hours. He highlighted the future plans of ICSI and explained the effective steps that are being taken by ICSI to reach the member and student community.

### HYDERABAD CHAPTER

#### Seminar on How to Become a Highly Competitive Human Resource

On 10.11.2008 the Chapter organised a students' seminar "How to Become a Highly Competitive Human Resource" at Sundarayya Vignana Kendram, Baghlingampally, Hyderabad. K.K. Rao, Chapter Chairman in his welcome address informed about the importance of the theme. Datla Hanumanta Raju, Vice- President, The ICSI was the Chief Guest and inaugurated the seminar and addressed the students. C. Sudhir Babu, Council Member, The ICSI & S S Marthi, Chairman-Oral Coaching & Students Facilities Committee also addressed the students. Vepa Chandra Sekhar, Director, Jwala Learning Dynamics & Director, NSB spoke on Communication Skills; MV Rajasekhar, Director Success Realm of Excellence & Empowerment addressed on How To Face An Interview - Interview Techniques & Venu Bhagavan, Motivational Speaker, Author and Trainer, spoke on Passion For Excellence. Rajnish C Popat spoke on profession of Company Secretary.

#### Students Seminar on Time & Stress Management

On 22.11.2008 the Chapter organised a students seminar on Time & Stress Management for oral Coaching students. P. Jagadish Upadhyay, HR Consultant, Soft Skills Trainer and Personal Effectiveness Coach spoke about disappointment, uncontrolled disappointment, likes and dislikes, worries of mind, desires, cleanliness and punctuality. The students too actively participated in the programme.

### MYSORE CHAPTER

#### Company Law Quiz

A Quiz programme on Company Law was organized by the Chapter. It was attended by 12 students divided into 2 teams (each team among other students consisted of 1 final student). Vijayalakshmi M. Karur was the Quiz Master. CS Rashmi M.R. and CS Harish B.N. were present

# News and Announcements

during Quiz Competition. The students benefitted immensely as the forum was utilized for sharing of knowledge. After 4 tough rounds Team A (consisting of Kiran.T, Rakesh Bharadwaj, Sowmya, Nandini Das, Madhuri Hegde) was acknowledged as the Winning Team. Kiran.T was declared as the best participant. He was recognized by CS Rashmi M.R.

## Elocution Competition

In the monthly Elocution Competition on "Role of Company Secretary in bringing Good Corporate Governance" 3 participants took part. CS Harish B.N. was the Judge of the event. Vijayalakshmi Madhav Karur, a final student was declared winner of the Competition.

CS. Harish B.N. summarized the programme by giving an in depth analysis of "Corporate Governance" to the audience. CS. Anshuman A.S. distributed the prizes.

## Pick and Speak Competition

On 16.11.2008 in the Pick and Speak Competition organized by the Chapter 13 students participated in the competition which was held at the Chapter premises. CS Shrinivas M.D., CS Dattatri H.M and CA Prakash N were the members present on the occasion. Kushboo Prakash Jain, Executive Programme student won the competition. Her topic was Solar Eclipse. Students were very enthusiastic to participate. Earlier CS. Dattatri H.M. gave valuable inputs on how to participate in Pick and Speak Competition. The Competition was well co-ordinated by Rakesh.

## Group Discussion Competition

As a part of Skill Development Programme the Chapter conducted Group Discussion on 23.11.2008. It was attended by 15 students. Total duration of 45 minutes was allotted to the participants to talk on the topic "Developing Countries should spend more on Development than on Defence". Maduri was adjudged as the winner of the event. The event was judged by CS Anshuman A.S and CS Pracheta M. It was well co-ordinated by Kiran.T, Shwetha Nadig and Veena Devaru Bhat.

## WESTERN INDIA REGIONAL COUNCIL

Opening up of New Oral Training Centre in Mumbai

**A new Oral Training Centre at ICSI-Smt. P.N. Doshi Women's College at Cama Lane, Ghatkopar (West), Mumbai has been opened for the benefit of CS Foundation Programme and Executive Programme students.**

## PUNE CHAPTER

Inauguration of Executive Programme Oral Coaching Classes for June '09 Examination

On 19.12.2008 the 77th Batch of the Oral Coaching Classes for

Executive Programme Module I & 78th Batch of Oral Coaching Classes for Executive Programme Module II for June 2009 examinations were inaugurated. A total of 52 students registered for Module I Batch and 41 students registered for Module II Batch.

## Lecture on How to Study for Professional Examinations

On 21.12.2008 the Pune Chapter of the ICSI conducted a free lecture on How to Study for Professional Examinations. Around 50 students attended the lecture.

## RAIPUR CHAPTER

### Academic Development Programmes

On 2.11.2008 & 7.12.2008 the Raipur Chapter of WIRC of the ICSI has successfully conducted Academic Development Programmes. The topics covered were Basic Frame Work of Companies Act, 1956 by Y.C. Rao; Company Secretaries Role in Accounts by Mahendra Agrawal, FCS; Role of a Successful Company Secretary in Management by Brajesh Agrawal and Mock Exercise in regard to Presentations before CLB by S.K. Batra, FCS. The programmes were attended by over 20 students in each batch.

## ICSI - CCRT

### Participation in SIES Career Fair

On 1 and 2.12.2008 on behalf of the Institute of Company Secretaries of India, ICSI-CCRT participated in a Career Fair "Manzilein" organised by SIES College of Arts, Science & Commerce, Mumbai. Around 3000 students from different streams of SIES Group of Colleges participated in the fair besides a large number of faculty members of various Colleges, Management Institutions and parents. Various Banners, Posters about ICSI & Company Secretary Profession were displayed at the ICSI Stall and a CD about the CS profession was also played. In order to make aware the students about the ICSI and Company Secretary ship course, Antony Paul, Director, ICSI - CCRT took a special session on Career as Company Secretary. He explained the procedure for joining CS course, fees structure, various stages of examination, training requirements, career opportunities, prospects and recognitions. At the ICSI Stall leaflets explaining the CS Course were distributed to the students and their queries were replied by Antony Paul, and Ranjith Krishnan, Asst. Education Officer, ICSI-CCRT. The students were also made aware of the association of ICSI with other professional Institutions/regulatory authorities such as SEBI, Securities & Investment Institute (SII), Indian Institute of Banking & Finance etc.

The ICSI Stall was visited by Gopal Chalam, Dean, ICSI-CCRT and members of the Press. The event was coordinated by Antony Paul and Ranjith Krishnan.

## SCHEDULE OF ACADEMIC DEVELOPMENT PROGRAMMES (ADP)

Every student of the Institute, who has been sponsored for 15 months training either in a company or under a Company Secretary in Practice is compulsorily required to attend and complete 25 Hours Academic Development Programme (ADP). The duration of each ADP would be eight hours and those who have attended three such programmes would be deemed to have attended 25 Hours ADP.

**The Schedule of ADP proposed to be organized by the NIRC is as under :-**

| Organised by     | Duration of the Programme | Venue of the Programme | Contact Address   |
|------------------|---------------------------|------------------------|---|
| NIRC of ICSI     | 31/01/2009                | Office Premises        | The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 ☐ Tel. : 25763090/ 25767190, 25816593 ☐ Fax : 25722662 (STD CODE : 011) ☐ E-mail : niro@icsi.edu/icsi@eth.net |
| SIRC of the ICSI | 04.04.2009                | Office Premises        | Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/ 28222212 ☐ E-mail : siro@icsi.edu/ icsisiro@md3.vsnl.net.in.                                    |

The schedule of other ADPs proposed to be organised by NIRC is as under : **NIRC**: (i) 21.02.2009 (ii) 14.03.2009 (iii) 04.04.2009 (iv) 20.06.2009, **SIRC** : (i) 04.07.2009 (ii) 03.10.2009 (iii) 05.12.2009.



# Companies/Practising Members Registered for Imparting Training

LIST OF THE COMPANIES REGISTERED FOR IMPARTING TRAINING DURING THE MONTH OF NOVEMBER - 2008

| <i>Region</i>   | <i>Training period</i>                       | <i>Stipend (Rs.)</i> |   |  |
|---|--|----------------------|---|--|
| <b>NORTHERN</b>   |  |                      |   |  |
| National Cooperative Development Corporation<br>4, Siri Institutional Area<br>Hauz Khas<br>New Delhi-110016   | 03 Months<br>Practical<br>Training           | Suitable             | STI Phoenix Wear Private Limited<br>Rau-Pithampur Link Road<br>Tehsil: Mhow<br>Distt. Indore-453332 M.P.  | 15 and 03<br>Months<br>Practical<br>Training |
| Snap-on Tools Pvt. Ltd.<br>5 <sup>th</sup> Floor, 210 Deen Dayal Upadhaya Marg<br>New Delhi-110002  | 15 Months<br>Training                        | 7500                 | UTV Software Communications Ltd.<br>1181-1182, 8 <sup>th</sup> Floor<br>Solitaire Corporate Park<br>Guru Hargovindji Marg<br>Chakala, Andheri (East)<br>Mumbai-400093 | 03 Months<br>Practical<br>Training           |
| Valiant Communications Limited<br>71/1, Shivaji Marg<br>New Delhi-110015  | 15 Months<br>Training                        | 4000-<br>6000        | Success Developers Pvt. Ltd.<br>JMC House, Bisleri Compound<br>Western Express Highway<br>Andheri (East)<br>Mumbai-400099   | 15 and 03<br>Months<br>Practical<br>Training |
| Religare Technova Global Solutions Limited<br>908A, Devika Tower<br>6, Nehru Place<br>New Delhi-110019  | 15 Months<br>Training                        | 7500                 | Great Offshore Limited<br>Energy House<br>81, Dr. D.N. Road<br>Mumbai-400001  | 15 Months<br>Training                        |
| Rabo Equity Advisors Pvt.Ltd.<br>7 <sup>th</sup> Floor, Hotel Hyatt Regency<br>Bhikaji Cama Place<br>New Delhi-110066   | 15 and 03<br>Months<br>Practical<br>Training | Suitable             | Kiri Dyes and Chemicals Limited<br>7 <sup>th</sup> Floor, Hasubhai chambers<br>Opp. Town Hall<br>Ellisbridge<br>Ahmedabad-380006                                      | 15 Months<br>Training                        |
| Advantec Coils Pvt. Ltd.<br>54/C-1, Rama Road<br>Moti Nagar<br>New Delhi-110015   | 15 Months<br>Training                        | Suitable             | <b>SOUTHERN</b>   |  |
| <b>WESTERN</b>  |  |                      | Lakshmi Electrical Control<br>Systems Limited<br>Arasur-641407<br>Coimbatore Distt<br>Tamil Nadu  | 15 and 03<br>Months<br>Practical<br>Training |
| Hathway Cables & Datacom Private Limited<br>4 <sup>th</sup> Floor, ain Avenue<br>Santacruz (West)<br>Mumbai-400054  | 15 Months<br>Training                        | Suitable             | Teledata Marine Solutions Limited<br>37/1, Valachery Tambaram Main Road<br>Velachery<br>Chennai-600042  | 15 Months<br>Training                        |
| Idhasoft Limited<br>B-407, BSEL Tech Park<br>4 <sup>th</sup> Floor, Opp. Vashi Railway Station<br>Sector 30-A, Vashi, Navi Mumbai-400705                                | 15 Months<br>Training                        | 5000                 | Teledata Informatics Limited<br>37/1, Valachery Tambaram Main Road<br>Velachery<br>Chennai-600042   | 15 Months<br>Training                        |
| Shah Investor's Home Limited<br>"SIHL HOUSE", Opp. Ambawadi Jain Temple<br>Nehrunagar Cross Road, Ahmedabad-15  | 15 Months<br>Training                        | Suitable             | Tata Ceramics Limited<br>Cochin Special Economic Zone<br>Kakkanad<br>Kochi-682037   | 15 and 03<br>Months<br>Practical<br>Training |
| Home Solutions Retail (India) Ltd.<br>Future Group office<br>6 <sup>th</sup> Floor, Ascot Centre<br>Sahar Road, Near LE Royal Meridian<br>Andheri (East), Mumbai-400099 | 15 Months<br>Training                        | Suitable             | Speck Systems Limited<br>B-49, Electronic Complex<br>Kushaiguda<br>Hyderabad-500062   | 15 Months<br>Training                        |
| St.Laurn Hotels Limited<br>A-1, The Fifth Avenue<br>5 <sup>th</sup> Floor, Dhole Patil Road<br>Pune-411001  | 15 and 03<br>Months<br>Practical<br>Training | 5000                 | <b>EASTERN</b>  |  |
| Shirdi Country-Inns Pvt. Ltd.<br>A-1, The Fifth Avenue<br>5 <sup>th</sup> Floor, Dhole Patil Road<br>Pune-411001  | 15 and 03<br>Months<br>Practical<br>Training | 5000                 | Webel Electro Optics Limited<br>Block BP-5, Sector-V<br>Bidhan Nagar, Salt Lake<br>Kolkata-700091   | 15 Months<br>Training                        |
| J.V.Gokal & Co. Private Ltd.<br>Kasturi Buildings<br>2 <sup>nd</sup> Floor, 171/172, Jamshedji Tata Road<br>Mumbai-400020   | 15 Months<br>Training                        | Suitable             | LUX Industries Limited<br>39, Kali Krishna Tagore Street<br>Kolkata-700007  | 15 Months<br>Training                        |
| Usher Agro Limited<br>212, Laxmi Plaza<br>Laxmi Industrial Estate<br>New Link Road, Andheri (West)<br>Mumbai-400053   | 15 and 03<br>Months<br>Practical<br>Training | 17,000               | Simplex Projects Limited<br>12/1, Neillie Sengupta Sarani<br>Kolkata-780087   | 15 Months<br>Training                        |
|   |  |                      | FamilyCredit Limited<br>Technopolis, 7 <sup>th</sup> Floor<br>A-Wing, Plot No. 4, Block-BP, Sector-V<br>Salt Lake<br>Kolkata-700091                                   | 15 Months<br>Training                        |

# Practising Members Registered for Imparting Training

## LIST OF PRACTISING MEMBERS REGISTERED FOR THE PURPOSE OF IMPARTING TRAINING DURING THE MONTH OF NOVEMBER, 2008

|  |             |
|--|-------------|
| SATYAJIT MISHRA<br>Company Secretary In Practice<br>5/602, Swarnadeep CHS. Ltd.<br>Golden Nest Township, Phase –III,<br>Nira-Bhayandar Road, Thane- 401107       | PCSA – 1833 |
| DILEEP KUMAR DIXIT<br>Company Secretary In Practice<br>LG-41, Tarun Market,<br>Daliganj crossing Sitapur Road, Lucknow - 226020                                  | PCSA – 1834 |
| KINTOO AGARWAL<br>Company Secretary In Practice<br>3089/21, Bhim Gali,<br>Ram Bazar, Mori Gate, New Delhi- 110006  | PCSA – 1835 |
| S. MUTHURAJU<br>Company Secretary In Practice<br>35, North Masi Street, 2 <sup>nd</sup> Floor, Madurai - 62501   | PCSA – 1836 |
| NIRBHAY KUMAR<br>Company Secretary In Practice<br>45/8, Back Side, Ashok Nagar, New Delhi - 110018   | PCSA – 1837 |
| T.P. SIVADAS<br>Company Secretary In Practice<br>683, City Centre Complex,<br>2 <sup>nd</sup> Floor, Byju Road,<br>Kunnamkulam Tharissur (Dist), Kerala - 680503 | PCSA – 1838 |
| V.H. SONEJI<br>Company Secretary In Practice<br>Block No. 15/2, Netaji Road,<br>Mulund Colony, Mulund (West), Mumbai- 400 082                                    | PCSA – 1839 |

|   |             |
|---|-------------|
| NARESH KUMAR<br>Company Secretary In Practice<br>204, Vats Market, Pitam Pura, Delhi - 110034   | PCSA – 1840 |
| NEERAJ GUPTA<br>Company Secretary In Practice<br>A – 74, Sector-19, Dwarka, New Delhi - 110075  | PCSA – 1841 |
| DHANESWAR SAHOO<br>Company Secretary In Practice<br>4, Saklat Place, 4 <sup>th</sup> Floor,<br>Chandni Chowk, Kolkata – 700 072   | PCSA – 1842 |
| MAMTA BHARGAVA<br>Company Secretary In Practice<br>8/294, Sunder Vihar, New Delhi – 110087.   | PCSA – 1843 |
| SUMIT KUMAR BATRA<br>Company Secretary In Practice<br>Room No. 302, Vata Market,<br>Nr. Pitampura, Metro Station, New Delhi - 110031  | PCSA – 1844 |
| NIRAJ KUMAR AGRAWAL<br>Company Secretary In Practice<br>D-4, IInd Floor, Ekatma Parisar,<br>BJP complex, Rajban dha, G.E.Road,<br>Raipur (C.G.)- 492001                       | PCSA – 1845 |
| DEEPAK JAYANTILAL SURTI<br>Company Secretary In Practice<br>C-Wing, Flat 21, 2 <sup>nd</sup> Floor,<br>Dahisar Pavitra, Ovaripada,<br>S.V. Road, Dahisar (E), Mumbai - 400068 | PCSA – 1846 |
| R. SETHUMADHAVAN<br>Company Secretary In Practice<br>6/153, Abdusons Buildings,<br>Nr. Christian College ,<br>Junction Kannur Road, Calicut– 276 8901                         | PCSA – 1847 |

## SMTP ORGANISED BY H.Q./REGIONAL COUNCILS/CHAPTERS

**ELIGIBILITY OF PARTICIPANTS :** ICSI final passed candidates and have completed at least 12 months training or exempted therefrom.  
**SMTP COURSE CONTENTS :** Module I – MCA21, Module II – Practical & Procedural Aspects of Convening and Conducting Board Meetings & Annual General Meetings and Related Aspects, Module III – Managing Public Issues, Module IV – Loan Documentation, Joint Ventures & Foreign Collaborations, Raising Finance through EURO Issues & Export and Import Procedures and Documentation, Module V – Practical and Procedural Aspects relating to Appearance before CLB/Under SICA, Consumer Protection Act and Case Studies in RTP/UTP. In addition, the participants would be exposed to case studies and mock board/general meeting, etc.

| Organised by      | Duration of the Programme                                 | Venue of the Programme | Contact   |
|-------------------|---|------------------------|---|
| NIRC of ICSI      | 02/02/2009<br>to<br>19/02/2009                            | Office Premises        | The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 ☐ Tel. : 25763090/ 25767190, 25816593 ☐ Fax : 25722662 (STD CODE : 011) ☐ E-mail : niro@icsi.edu/icsi@eth.net |
| SIRC of the ICSI  | 17.03.2009<br>to<br>02.04.2009                            | Office Premises        | Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/ 28222212 ☐ E-mail : siro@icsi.edu/ icsisiro@md3.vsnl.net.in.                                    |
| Bangalore Chapter | 13/4/2009<br>to<br>29/4/2009                              | Office Premises        | Executive Officer & Programme Coordinator Bangalore Chapter of ICSI, "Sheriff Chambers" III Floor, Rear Block, 14, Cunningham Road, Bangalore-560052, ☐Tel.080-22261861, 22286574,22287158, ☐Fax:080-22261861 ☐E.Mail: bangalore@icsi.edu |
| ICSI-CCRT         | 21.03.2009<br>to<br>05.04.2009<br>(26th Residential SMTP) | Office Premises        | Programme Co-ordinator, ICSI-CCRT, Plot No. 101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai-400614 ☐ Tel. : 022- 27577814-16 ☐ Fax No. : 022-27574384 ☐ E-mail : ccrt@vsnl.com   |

The schedule of other SMTPs proposed to be conducted by NIRC, SIRC & Bangalore Chapter is as under: **NIRC :** (i) 16.03.2009 to 31.03.2009 (ii) 27.04.2009 to 13.05.2009 (iii) 14.05.2009 to 30.05.2009 (iv) 02.06.2009 to 18.06.2009, **SIRC:** (i) 17.06.2009 to 03.07.2009 (ii) 08.09.2009 to 24.09.2009 (iii) 02.12.2009 to 18.12.2009. **Bangalore Chapter :** (i) 07.09.2009 to 24.09.2009.



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This will be the third of the programme of its kind to be conducted by ICSI jointly with BTI. This is subject to a minimum number of registrations of at least 40 participants. Members and / or Students desirous of participating in this programme are required to give their names and contact details including email address to the Joint Director WIRO at 1st floor Jolly maker chambers Nariman Point Mumbai or to the Programme Director through email at the address given below latest by 27th February 2009. Payment for the formal registration can be made at the earliest.

- Dates** : March 2009
- Time** : Monday - Friday 6.00 p.m. to 7.30 p.m. Saturday 9.30 a.m. to 5.00 p.m.
- Eligibility** : All CS Members and Interpassed Students
- Fee** : Rs. 8000 plus 12.36% service tax (ie DD of Rs. 8989/-) in favour of Bombay Stock Exchange Ltd payable at Mumbai plus a Cheque/DD of Rs.1500 in favour of WIRC of ICSI payable at Mumbai, two payments aggregating to Rs. 10,489/-.
- Venues** : Bombay Stock Exchange, 19th Floor, P. J. Tower, Dalal Street, Mumbai-400 001
- Attendance** : 75% attendance is compulsory and the participants will have to undertake undergo a test to be conducted at the conclusion of the course for getting the certificate.
- Programme Credit Hours** : Members of the Institute are entitled for TEN Programme credit hours.
- ADP Hours** : Students of the Institute are entitled for TWENTY FIVE Academic Development Programme Credit Hours.

**Programme Director**  
Shri B Narasimhan, Council Member, The ICSI

Phone : 22838497; Mobile : 9004089490 e-mail : [bn@karvy.com](mailto:bn@karvy.com) / [bn\\_2704@yahoo.co.in](mailto:bn_2704@yahoo.co.in)

**Registration :** For further details contact Mr. Sudipto Pal Joint Director WIRO or Mr. C V S Mani, Desk Officer, Western India Regional Council of the Institute of Company Secretaries of India, 13, Jolly Maker Chambers No. II (1st Floor), Nariman Point, Mumbai – 400 021;  
Phone : 22047604, 22047569; fax 22850109,  
e-mail : [wircicsi@gmail.com](mailto:wircicsi@gmail.com); [wiro@icsi.edu](mailto:wiro@icsi.edu)

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\*Program and exemption test available at select centres.



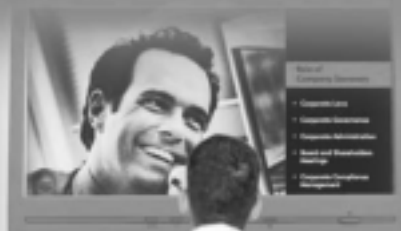


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## SHIFTING OF STUDENT SERVICES SECTION

In order to provide Single Window Services to the students - in close co-ordination with the Directorate of Information Technology, Directorate of Examinations and Directorate of Finance & Accounts - the Directorate of Student Services has been shifted from **17th August, 2007** to more spacious building located at Noida; which is one of the fully developed townships in the periphery of Delhi and also home to some of the big names in the field of Information Technology / IT Enabled Services. In view of the above, for all queries and services, students are advised to contact the following address: -

Director (Student Services)  
The Institute of Company Secretaries of India  
C-37, Sector-62, NOIDA – 201 309

Further, the contact numbers and E-Mail ids of the contact persons for various queries and services are furnished below. Students may please note that, it is in their own interest to address the query to the right person for prompt response.

| S. No. | Nature of Query  | Contact Person                               | Telephone Number<br>(STD Code :120;<br>From Delhi : 95120) | E-Mail id                             |
|--------|--|--|--|---------------------------------------|
| 1.     | Registration Status/ Issue of Study Material, etc. for   |  |  |                                       |
|        | (a) Intermediate Course/Executive Programme  | Mr. T P Balasubramanian/<br>Ms. Shashi Bhatt | 4239993-98   | ss_reg@icsi.edu                       |
|        | (b) Foundation Programme   | Mr. D P Dagar/<br>Ms. Anju Gupta             | Extension 2022   | ss_fond@icsi.edu                      |
|        | (c) Denovo/Extn./Final Enrolment   | Ms. Shobha Bhaskar/<br>Ms. Harvinder Kaur    | 4239993-98<br>Extension 2126                               | ss_post@icsi.edu                      |
| 2.     | Paper-wise Exemption/ Non-receipt of Registration Letter/ Identity Card/ Student Company Secretary Bulletin/ CS Foundation Course Bulletin | Mr. B S Chopra/<br>Mr. Om Prakash            | 4239993-98<br>Extension 2124/2131                          | ss_enrol@icsi.edu<br>ss_misc@icsi.edu |
| 3.     | Coaching Completion Certificates/ Suggested Answers and Response Sheet Status / Compulsory Computer Training                               | Mr. Vinod Jetly/<br>Ms. Neelam Wadhwa        | 4239993-98<br>Extension 2122/2128                          | ss_coaching@icsi.edu                  |
| 4.     | Issue of Admission Certificate for Examinations  | Ms. Hema Malini/<br>Ms. Archana Goel         | 4239993-98<br>Extension 2123/2125                          | ss_lic@icsi.edu                       |
| 5.     | Duplicate Pass Certificate   |  |  |                                       |
|        | (a) Intermediate/Executive Programme   | Ms. Hema Malini/<br>Mr. Siya Ram             | 4239993-98<br>Extension 2125                               | ss_lic@icsi.edu                       |
|        | (b) Foundation/ Final/Professional   | Ms. Archana Goel/<br>Ms. Prem Lata           | 4239993-98<br>Extension 2125                               | ss_lic@icsi.edu                       |
| 6.     | Transcripts/ Verification of Qualifications (only for students)  | Ms. Hema Malini/<br>Ms. Archana Goel         | 4239993-98<br>Extension 2123/2125                          | ss_lic@icsi.edu                       |

In case of any difficulty, Shri Sohan Lal, Director(Student Services) may be contacted at Tel. No. 4239999.

# LOGO FOR MEMBERS



## Concept

The letters 'CS' to be used by the members as a prefix before their names; shares a direct and umbilical relationship with the identity of the Institute. A compact unit in itself, with the central arrow of growth and excellence, it represents stability and integrity, which are the hallmark of the profession.

Set in a sober deep blue colour, it represents a very confident and upright professional.

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**FOR PROMPT REPLY**

*Students are requested to quote their Registration Number in all correspondence for prompt reply.*

## NEW LOGO OF ICSI



### Concept

The new logo of the Institute stands for stability and integrity. The core of the new identity "connecting for collective growth" is epitomized by four letters signifying a mature and multifaceted profession. The letters CS in the centre of the identity integrate to form an upward arrow embodying the Institute's Vision of growth and excellence in corporate governance. Set in deep blue colour, the holistic perception of the identity reflects soft edges with a sharp interior.

### MODE OF PAYMENT

All fees and other dues payable to the Institute may be remitted only by crossed demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

***If undelivered, please return to:***  
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'ICSI House', 22, Institutional Area,  
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