



THE COMPANY SECRETARIES CHAPTER GUIDELINES, 1983
(As amended by the Council on 21st November, 2014)

1. Short title

These may be called the Company Secretaries Chapter Guidelines, 1983.

2. Definitions

In these guidelines unless there is anything repugnant to the subject or context:

- (a) 'Chapter' means the Chapter of Company Secretaries constituted under Regulation 143 of the Company Secretaries Regulations, 1982 and includes a Chapter existing on the date these guidelines come into force.
- (aa) 'Council' means the Council of the Institute constituted under Section 9 of the Company Secretaries Act, 1980.
- (b) 'Regional Council' means the Regional Council constituted under the Company Secretaries Act, 1980 having territorial jurisdiction over the Chapter.
- (c) 'Student' includes a registered student and a licentiate as defined in the Company Secretaries Regulations, 1982.
- (d) 'Managing Committee' means the governing body of the Chapter constituted in accordance with guideline 11 of these guidelines.
- (e) All words and expressions used herein and not defined in these guidelines but defined in the Company Secretaries Act, 1980 or the Company Secretaries Regulations 1982 shall have the meanings respectively assigned to them under the Act or the Regulations.

3. Extent and Commencement

These guidelines shall come into force from such date as may be specified by the Council and shall apply to all Chapters of Company Secretaries constituted and recognized earlier and existing on the said date or constituted under these guidelines. These guidelines shall supersede the existing model rules for the Chapters framed by the Council of the dissolved company and adopted by the existing Chapters.

4. Removal of difficulty

If any difficulty arises in giving effect to any of the provisions of these guidelines, the President may make such provisions or give such directions as appear to be necessary for the removal of the difficulty.

5. Functions of the Chapter

The functions of the Chapter shall include:

- (a) Providing facilities for members and students for meetings, talks and lectures for the acquisition and dissemination of useful information and updating professional knowledge on subjects of interest to the profession of company secretaries;
- (b) Making representations to the Regional Council or the Council in connection with matters of professional interest and offering suggestions for raising the standard

and status of the profession;

- (c) Maintaining the Chapter Register of Members and Chapter Register of students, as may be required; and also to maintain the information on computer so that same can be retrieved and updated periodically;
- (d) Supplying information to members, students or to prospective candidates desiring to pursue Company Secretaryship Course;
- (e) propagating among the members the need and the necessity of complying with the provisions of the Company Secretaries Act and the Regulations made there under and observing the code of conduct published by the Council from time to time for observance by its members;
- (f) Collecting news from the members and others for publications in the Institute's Journal;
- (g) Recommending on its own motion or on a reference by the Council or Regional Council, names for inclusion in the panel of examiners for postal and oral coaching and for examinations conducted by the Institute;
- (h) Recommending to the Council, books useful for candidates intending to appear in the examinations of the Institute;
- (i) Making arrangement for coaching of candidates for examinations of the Institute and charge such fee as may be decided by the Council;
- (j) maintaining contacts with the various departments of the Central, State and Local Government, Universities, media, both print and electronic, public bodies and agencies located within the jurisdiction of the Chapter with a view to enlist their support for the furtherance of the profession, as may be advised by the Council/Regional Council/Institute from time to time and developing contact with local companies and motivate them to impart management/practical training and motivate Company Secretaries in Practice to impart apprenticeship training;
- (k) Constituting students facilities committee for the benefit of registered students and other candidates pursuing Company Secretaryship Course;
- (l) organizing study circle, refresher course, symposia, seminars and other professional development programmes and meetings for the benefit of members, students and others and charging from them such fees as it deems necessary **“and advising the students on training and related matters, such as, MSOP, membership and job/practice related opportunities.”**
- (m) maintaining a library and reading room for the use of members and students and charging fees and deposits for lending of books in accordance with the Library Rules framed in this behalf;
- (n) Maintaining a list of Practising Company Secretaries and a list of students and members available for employment, as may be advised by the Council from time to time;
- (o) “arranging Management Skills Orientation Program(s) after obtaining permission in writing from the Institute in this behalf in accordance with the guidelines laid down by the Council”;
- (p) carrying out such functions and duties as may be entrusted to it from time to time by the Regional Council or the Council.

6. Constitution and jurisdiction of Chapter

- 6.1** A Chapter may be constituted and its jurisdiction specified by the Council by notification in the journal of the Institute on the recommendation of the Regional Council operating in its area, and the Chapter so constituted shall be governed by these guidelines.

6.2 No Chapter shall be constituted:

- (a) Within the municipal or corporation limits of a city where the Regional Council is having its headquarters; or
- (b) Unless there are at least 25 members having their professional addresses within a distance of 30 kms., from the municipal limits of the city where the office of the Chapter is to be situated, or
- (c) The existing Chapters with less than 25 members shall continue as 'D' Grade Chapters, but gradually be converted into ICSI offices.

7. Name of Chapter

The Chapter shall be known by such name as may be notified in the Journal at the time of its constitution by the Council.

8. Office Space for Chapters

Chapter offices should not function from residential and/or official premises of any office bearer/member. A Chapter must have its own entity and should operate from its own/rented/school/college premises.

9. Financial Year

The financial year of the Chapter shall be a period commencing from 1st day of April of a year and ending on 31st day of March of the succeeding year.

10. Admission to and removal from the Chapter Registers

10.1 Maintenance of Chapter Register

The Managing Committee shall maintain as per information received from the Council, Regional Council from time to time, separate registers to be known as the Chapter Register of Members and the Chapter Register of Students in which the names and professional addresses of all members and students shall be entered.

10.2 Removal from Chapter Register

The name of a member or student who has been removed from the Register of members or students maintained by the Council or who has shifted his professional and residential address outside the jurisdiction of the Chapter shall ipso facto be removed from the Chapter Register and if he is a member of the Managing Committee, he shall automatically cease to be its member "and retrieve this information on computer and update the floppies periodically".

11. Managing Committee

11.1 There shall be a Managing Committee to manage the affairs of the Chapter and to discharge functions assigned to it under these guidelines.

11.2 Constitution of Managing Committee

The Managing Committee shall consist of

- (a) The members of the Central Council/Regional Council whose professional addresses are borne on the Register in the Chapter;
- (b) 7 members to be elected by the members of the Chapter or nominated by the President of the Institute in the manner specified in Guideline No. 15.

11.3 Co-option to Managing Committee

The Managing Committee may co-opt two persons who may or may not be members of the Institute to represent the interests of commerce, trade and industry and the Central or State Governments with the previous approval of the Regional Council provided that such co-

opted person shall have no right to vote at the meetings of the Managing Committee of the Chapter. It is clarified that the representatives from Regulatory Authorities shall be treated as representing the interest of Central or State Government. It is advised that ideally the non members should be co-opted to Managing Committee to have the diversified expertise and to broaden the visibility of the profession.

12. Constitution of students' facilities and other sub-committees

12.1 Students Facilities Committee

The Managing Committee shall constitute sub-committee known as Students' Facilities Committee which shall consist of the Chairman, Vice-Chairman and the Secretary of the Chapter and any three students nominated by the Managing Committee.

12.2 Other sub-committees

The Chapter shall constitute such other sub-committees as the Council or the Regional Council may direct and may constitute such other sub-committees consisting of such members or members of the Managing Committee, members or students located within the jurisdiction of the Chapter as it deems necessary for the purpose of carrying out the functions entrusted to the sub-committee.

12.3 Co-option to a sub-committee

The Managing Committee may also empower such sub-committee to co-opt any person(s) not exceeding one-third of the members of the sub-committee.

13. Chairman of the sub-committee

The Chapter shall nominate a member of the sub-committee to be its Chairman provided that in the case of a sub-committee constituted on the direction of the Council/ Regional Council unless the Council/Regional Council nominates any other person, the Chairman of the Chapter shall be its Chairman.

14. Term of office of sub-committee

Every member of a sub-committee shall hold office until the next Annual Meeting of the Managing Committee of the Chapter pursuant to guideline 27.5, but subject to his being a student or a member of the Chapter he shall be eligible for reappointment to the sub-committee;

Provided, however, that a sub-committee constituted for a specific purpose shall stand dissolved on the completion of the assignment and every member of such a sub-committee shall hold office until such dissolution.

15. Constitution of the Managing Committee by election/nomination

The Council shall by communication to the Chairman of each Chapter and/or by notification in the Journal specify the Chapters whose Managing Committees shall be constituted by election or by nomination.

The Council has specified that the election to the Managing Committee of Grade A+ and A Chapters shall be held by single transferable vote, and in case of other Chapters the election will be held by simple vote. Further, in case of Chapters with less than 25 members election shall be held by nomination.

Guideline No. 15.6 deals with the constitution of the Managing Committee by nomination.

15.1 Election to Managing Committee

The election to the Managing Committee of a Chapter, where specified, shall be held once in every four years at a special general meeting of the members of the Chapter to be held not later than 31st December in that year. The election shall be conducted by poll by members present at the meeting and no proxy shall be allowed. The members elected shall hold office for a period of four years commencing from 19th January of next year.

“The Managing Committee shall forward to the Regional Council and Secretary of the Institute a quarterly report in the prescribed proforma about its functions and activities within ten days of the close of each quarter.” **Annexure - A**

The newly elected office bearers and Managing Committee members should forward their particulars in the prescribed format to the Institute by 15th January every year for its publication in the Institute’s Directory. **Annexure - B**

15.2 Eligibility to vote in and stand for election

Every member of the Institute whose name has been borne on the Chapter Register on 1st September prior to the date of election shall be eligible to vote and/or stand for election to the Managing Committee of the Chapter; Provided that his/her name has not been removed from the Register after the said date and before the date of election.

15.3 Returning Officer

The Chairman of the Chapter, shall recommend a panel of two Government Officials (In order of preference) to act as the Returning Officer to conduct election to the Managing Committee of a Chapter which is required to be constituted by election, to Chief Executive and Officiating Secretary of the Institute at least thirty days before the date of election. The Chief Executive and Officiating Secretary shall appoint the Returning Officer for election of Managing Committee of respective Chapters, from the panel recommended by Chairman of respective Chapters. The Chief Executive and Officiating Secretary shall communicate the name of Returning Officer to respective Chapters and Regional Councils as soon as possible.

15.4 Nomination for election

Any member desirous of standing for election may be required to submit his nomination in writing to the Chapter Office/Returning Officer duly signed by him, so as to reach the said Chapter Office/Returning Officer on or before the date specified for this purpose by notification

The names of such candidates shall be informed to the members at the said Special General before the commencement of election.

15.5 Duties of Returning Officer

The Returning Officer shall consider all procedural matters relating to election to the Managing Committee of the Chapter, conduct the election in an impartial manner and communicate the results to the Chairman of the meeting for announcement at the Special General Meeting, which shall be final.

15.6 Constitution of Managing Committee by nomination

In the case of a Chapter whose Managing Committee is to be constituted by nomination, the Chairman of the Regional Council in consultation with the Chairman and Secretary of the Chapter, shall recommend a panel of not less than ten members of the Chapter in order of preference to the President of the Institute for nominating seven members to the Managing Committee of the Chapter in accordance with these guidelines and the Managing Committee shall be deemed to have been constituted from the date specified in the nomination letter issued to all the members of the Managing Committee of the Chapter as approved by the President.

16. Filling up of vacancies

Where the number of candidates for election to the Managing Committee is less than the number of members to be elected, the remaining seats shall be filled up by co-option by the Managing Committee with the prior approval of the Regional Council and the persons so co-

opted shall hold office until the expiry of the terms of the Managing Committee or the dissolution of the Chapter as the case may be.

17. Resignation from Managing Committee

A member of the Managing Committee may at any time resign his membership by writing under his hand addressed to the Chairman of the Managing Committee and the seat of such member shall fall vacant from the date the resignation has been accepted by the Managing Committee.

18. Casual Vacancy

Casual vacancy arising by resignations, removal, death or any other reason, whatsoever, of an elected or nominated member in the Managing Committee shall be filled up by co-option by the Managing Committee from amongst the members of the Chapter with the prior approval of the Regional Council.

The member so co-opted shall hold office for the unexpired term of the Managing Committee.

19. Absence from meeting

An elected/nominated member of the Managing Committee shall be deemed to have vacated his seat if he absents himself from these three consecutive meetings of the Managing Committee without obtaining leave of absence.

20. Defect of constitution removed

Any act of the Managing Committee shall not be called into question merely on the ground that there was a vacancy or some defect existed in the constitution of the Managing Committee.

21. Meeting of the Managing Committee

The Managing Committee may meet as often as necessary for the conduct of its business provided that a meeting of the Managing Committee shall be held at least once in every three months and at least four such meetings shall be held in every year.

22. Resolution by the Circulation

22.1 Procedure for Circulation

Business shall ordinarily be conducted at a meeting of the Managing Committee provided, however, that the Chairman or in his absence the Vice-Chairman may in the event of urgency circulate papers among the members of the Managing Committee for obtaining their views.

No decision on any question shall be considered to have been taken by the circulation of papers, unless not less than two-thirds of the members agree in writing. In the event of members not agreeing to the proposal the Chairman or the Vice-Chairman, as the case may be, shall have the matter decided at a meeting of the Managing Committee.

22.2 Period of circulation

When the papers relating to any questions are circulated for decision among the members, a period of not less than seven days commencing from the date of such circulation, must elapse before any decision is taken on the question unless all members respond in writing before the said date.

22.3 Noting by Managing Committee

Every decision taken by circulation of papers shall be noted by the Managing Committee at its next meeting.

23. Notice of Meeting

23.1 Period of Notice

The Secretary to the Managing Committee shall issue a notice in writing at least three days before the date of the meeting to every member of the Managing Committee:

Provided that if any two of the office bearers, viz., - the Chairman, the Vice-Chairman or the Secretary to the Managing Committee consider it necessary a meeting of the Managing Committee may be convened at a shorter notice.

23.2 Contents of notice

The notice shall contain the time, date and place of meeting and, as far as possible, the business to be transacted thereat.

23.3 Meeting by request

The Chairman or any three members of the Managing Committee may require the Secretary to call a meeting on a particular date and time provided sufficient time is available to the Secretary to comply with the requirements of guidelines 23.1.

24. Quorum for meeting

No business shall be transacted at any meeting of a Managing Committee unless five members are present in person. If quorum is not present, the meeting shall stand adjourned to a date to be fixed by the Chairman.

25. Decision by majority

All questions put up to the Managing Committee shall be decided by a majority of votes. In the case of equality of votes, the Chairman shall have a casting vote.

26. Chairman of meeting

The Chairman or in his absence the Vice-Chairman, shall be the Chairman at every meeting of the Managing Committee, but if both are absent, the members present at the meeting may elect one among themselves as the Chairman of the meeting.

27. Office Bearers

27.1 Election of office Bearers

The Managing Committee at its first meeting to be held soon after its constitution, but not exceeding one month and thereafter, in the month of December every year shall hold a meeting to be known as Annual Meeting to elect its Chairman, Vice-Chairman, Secretary and Treasurer for a period of one year commencing from 19th January of the succeeding year and so often as any of these offices become vacant, the Managing Committee shall choose another member of the Managing Committee to hold that office:

Provided that no Ex-officio Member, or a co-opted person not being a member of the Institute shall be elected to any of these offices.”

It is further to informed that the Council in its 230th meeting considered the

recommendations of Election Reforms Committee and Executive Committee on Re-election of Chairman as Chairman and other Office Bearer for the Managing Committee of the Chapter during the tenure of Managing Committee, and decided as under:

- (a) A member of the Managing Committee of the Chapter having held the office of the Chairman shall not be elected again for the post of Chairman during the same term.
- (b) A member of the Managing Committee of the Chapter having held the office of the Chairman shall not be elected again for the post of Vice-Chairman, Secretary and Treasurer etc. during the same term.
- (c) A member of the Managing Committee of the Chapter shall not hold two posts of office bearers simultaneously during the same term.
- (d) This shall be effective from 19th January, 2016.
- (e) In case of any difficulty in interpretation of (a), (b), (c) and (d) above, the same may be removed / relaxed by the President.

27.2 Chairman's duty

The Chairman of the Managing Committee shall be the Chief Executive authority of the Managing Committee.

27.3 Secretary's duty

The Secretary shall be responsible for the performance of general duties and day to day management of the office of the Chapter under the guidance of the Chairman or in his absence the Vice-Chairman. He shall cause minutes of all the meetings properly recorded and signed by the Chairman of the meeting. A copy of the minutes of the meeting shall be forwarded to the Council/Regional Council within seven days of the meeting. He may also act as Treasurer.

27.4 Treasurer's duty

The Treasurer shall cause maintenance of proper accounts of the assets and liabilities and also of the moneys received and expended of the Chapter and shall deal with the matters in respect of which such receipt and expenditure take place.

27.5 Terms of Office

The office bearers shall hold office for a period of one year:

Provided that on the expiry of the term of office of a Managing Committee or of its office bearers, the Chairman, Secretary and Treasurer for the time being may be allowed to continue to discharge their respective functions until such time as the new Chairman, Vice-Chairman, if any, Secretary and Treasurer are elected to take over the charge of their respective duties.

27.6 Eligibility for re-election

The retiring office bearers will be eligible to seek re-election to any of the office of the Managing Committee provided they continue to be the members of the Managing Committee.

28. General Meeting

28.1 Annual General Meeting

The Managing Committee shall convene an Annual General Meeting every year to be held not later than 30th June of the year to consider the adoption of Annual Report and Accounts

for the year ending 31st March of that year. Report of the Managing Committee on the activities of the Chapter, as ordinary business and any other business as special business, with explanatory note on the nature of business.

28.2 Extraordinary General Meeting

The Managing Committee may also convene other meetings which shall be called extraordinary general meeting as often as it may think it necessary.

28.3 Notice of Meeting

At least fifteen days' notice of the meeting specifying the date, place and hour of such meeting and in case of special business the general nature of such business, shall be given to every member of the Chapter.

28.4 Extraordinary meeting by requisition

The Managing Committee, on requisition made in writing by at least one-fifth of the total number of members of the Chapter or 20 members, whichever is less, shall convene an Extraordinary General Meeting.

Any such requisition shall specify the object for which the meeting is called for, shall be signed by the members making the same and shall be delivered at the office of the Managing Committee.

28.5 Requisitionists meeting

On receipt of a proper requisition, the Managing Committees shall convene an Extraordinary General Meeting within *forty five* days after the receipt of such a requisition. If the Managing Committee fails to convene the Extraordinary General Meeting within that period, the requisitionists may themselves convene a meeting within ninety days from the date of the requisition.

28.6 Business in an Annual General Meeting

The business of the Annual General Meeting shall be to receive and adopt the Report of the Managing Committee, the auditor(s) report and annual accounts and transact such other business as may be brought before the meeting with the permission of the Chairman.

28.7 Chairman of General Meeting

The Chairman or in his absence, the Vice-Chairman shall be the Chairman of the General Meeting. In the absence of both the members present may elect any one of them as the Chairman of the meeting.

29. Quorum for General Meeting

29.1 Quorum at commencement

Seven members personally present shall form a quorum. No business shall be transacted at any General Meeting unless the requisite quorum is present at the commencement of the meeting.

29.2 Adjournment for want of quorum

If within half an hour from the time appointed for the meeting, a quorum is not present, the meeting if convened upon requisition shall stand dissolved but in any other case shall stand adjourned to the same day, in the next week at the same time and place and at every such adjourned meeting, the member or members present, whatever their number, shall have the power to transact all the business which could properly be transacted by the meeting originally convened had the necessary quorum been present thereat.

30. Decision by majority

Every member of the Chapter shall have one vote and all decisions at all meetings shall be

taken by a majority of votes. In case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to his vote in the capacity of a member.

30A. Minutes of meeting

The Chairman of the Managing Committee shall ensure that the minutes of all meetings are properly drawn up and duly recorded.

31. Finance and Accounts

31.1 Establishment of Fund

There shall be established a fund under the management and control of the Managing Committee into which shall be paid all moneys received by the Managing Committee and out of which shall be met all expenses and liabilities properly incurred by the Managing Committee.

Provided that no funds of the Chapter shall be applied either directly or indirectly for payment to the members of the Managing Committee of the Chapter except reimbursement of expenses actually incurred by them in connection with the business of the Chapter and that no funds shall be utilized for acquisition of any immovable property without the written approval of the Council/Institute.

31.2 Funds

The funds of the Chapter shall consist of the following:

- (i) annual grant made by the Council and such other monies received by the Chapter from time to time;
- (ii) allocations or grant-in-aid as are from time to time paid by the Regional Council;
- (iii) donations accepted and funds raised in any other manner with the prior approval of the President;
- (iv) such fees as the Managing Committee may consider necessary to levy on the person participating in specific activities;
- (v) voluntary contribution for any specific activity with the prior sanction of the President;
- (vi) any other monies received by the Chapter and which it is entitled to retain.

31.3 Maintenance of Accounts

The Managing Committee shall be responsible for the proper maintenance of accounts and the funds of the Chapter.

31.4 Operation of Bank Account

A bank account of the Chapter shall be operated by any two members of the Managing Committee who may be authorized by the Committee in this behalf.

Provided that in the case of the Chapters where the officers of the Institute have been posted, the bank account shall be operated by one member of the Managing Committee as authorized in this behalf by the Committee along with the officer of the Institute.

31.5 Borrowings

The Managing Committee shall not borrow or incur any liability, without the prior sanction of the President.

31.6 Investment of Funds

The Managing Committee may invest any money for the time being standing to the credit of the fund in any Government Securities or in bank as fixed deposit or in any other Securities approved by the Regional Council concerned in the name of the Institute.

32. Audit of Accounts

32.1 Appointment of Auditor

The annual accounts of the Chapter shall be subject to audit by a Chartered Accountant in practice or by a firm of such Company Secretaries/Chartered Accountants, appointed in this behalf by the Regional Council concerned with a condition that the partner of the firm should not be an office bearer of Chapter/Regional Council or the Institute.

32.2 Forwarding of Audited Accounts and Report

A copy of the audited accounts along with the auditor's report shall be sent to the Regional Council concerned and the Secretary to the Council not later than the 7th day of June of the following year.

32.3 Circulation of Accounts among Members

The audited accounts together with the auditor's report and the report of the Managing Committee shall be forwarded to the members of the Chapter at least seven days before the date of the annual general meeting and shall be placed for being adopted before the Annual General Meeting.

The Managing Committee report shall generally state about the finances, variation analysis in respect of income and expenditure and the efforts made for providing services to the members, students, the programmes organized for the dissemination of useful information and updating of the professional knowledge during the year under report, etc.

32.4 Adopted Accounts and Report to Regional Council and the Council

A copy of the audited accounts and the report of the Managing Committee as adopted at the Annual General Meeting shall be sent to the Regional Council concerned and the Secretary to the Council not later than seven days after the holding of the Annual General Meeting.

32.5 Internal Audit

The books of accounts and other records of the Chapter shall be subject to internal audit by the Council/Regional Council.

33. Property, Assets, etc.

All the property, assets and funds of the Chapter shall at all time vest in the Council but the Managing Committee shall have the right to administer them subject to the control, supervision and direction of the Institute and/or its Committees through the Regional Council concerned.

The physical verification of all the items may be conducted at the close of the year regularly in the presence of the statutory auditors and a report thereof to be forwarded to the Regional Council as well as to the Institute latest by 15th April of each year.

34. Duration of Managing Committee

34.1 The duration of every elected or nominated Managing Committee shall ordinarily be four years from the date of its election or from the date specified in the nomination letter issued by the Institute, as the case may be; provided, however, that the Council may if in its opinion circumstances so warrant, extend or shorten the life of any Managing Committee by communication to the members of the Managing Committee and/or by a notification in this behalf in the Journal of the Institute.

34.2 On the expiry of the duration of the Managing Committee a New Managing Committee to take office shall be constituted in the manner as provided in these guidelines or specified by the Council.

35. Dissolution

The Council may dissolve any or all the Chapters at any time after giving the Chapters a reasonable opportunity to state its/their case.

36. Appointment of Staff

(i) HR is administered centrally from HQs. It is the exclusive domain of the HR Directorate. No

HR activity shall be undertaken by anyone except by the HR Directorate. An activity may be implemented in the manner decided by HR Directorate.

Explanation: HR activity means and includes recruitment, hiring, posting, transfer, promotion, compensation, retirement, suspension, resignation, conduct, discipline & appeal, etc, in all kinds of engagement of manpower such as regular, permanent, casual, full time, part time, seasonal, contractual, consultancy, adhoc, trainee, intern or any other form and their renewal from time to time. It does not include engagement of part time faculty for oral coaching classes, engagement of examiners, paper setters, writers of study material, contracting/outsourcing of security, canteen, house-keeping services.

- (ii) Any HR activity undertaken by anyone without specific approval of HR Directorate shall attract personal liability of the functionaries associated with such activity and shall be considered misconduct by the officer or member, as the case may be, under the Company Secretaries Act, 1980 or Rules and Regulations made thereunder.
- (iii) No salary/wages shall be paid to anybody who has not been engaged by HR Directorate.

37. Power of the Council to direct or modify these Guidelines

Notwithstanding anything contained herein, the Council shall always have the power to give any direction to the Managing Committee of any or all Chapters in respect of any matter relating to the Chapter(s) or to modify the application of these guidelines in respect of any Chapter.

**FORMAT FOR FURNISHING PARTICULARS IN RESPECT OF MIS REPORT
OF REGIONAL COUNCILS & CHAPTERS**

_____ REGIONAL COUNCIL/CHAPTER FROM _____ TO _____

Name & Address of the regional Council/Chapter	
Grade	
Working Hours	
Employee (s)	
Amount Payable	
Monthly Office Rent	

Cash & Bank Balance

	Opening Balance	Closing Balance
Cash	Rs.	Rs.
Bank	Rs.	Rs.

Reimbursement for the quarter ending:

Claimed	Received

Publication Account for the month (Amount in Rupees):

Opening	Additions	Sales Amount remitted to ICSI	Closing dues to ICSI not remitted

Stock Position (Quantity) as on:

	Study Material	Guideline Answers	Exam Books	Others

<i>Opening Balance</i>	<i>FP</i>	<i>Inter/EP</i>	<i>Final/PP</i>	<i>FP</i>	<i>Inter/EP</i>	<i>Final/PP</i>			

Oral Coaching

<i>Course</i>	<i>Started on</i>	<i>Total Number of Students</i>	<i>Completed In</i>	<i>Next Batch</i>	<i>Remarks</i>

Regional Council/Chapter Activities

(i) Other Activities					
(ii) Programmes/Workshops/Seminars/meetings					
(iii) Professional Development Programmes					
<i>Sl. No.</i>	<i>Date</i>	<i>Topics</i>	<i>Venue</i>	<i>Chief Guest/Speaker</i>	<i>Attendance</i>

Capital Expenditure incurred

During the period

From _____ to _____

Library Books Purchased	
-------------------------	--

Furniture & Fixtures purchased	
Remitted by ICSI	

Cumulative up to the end of the period

From _____ to _____

Any other points including matters

Pending with _____ / ICSI for action etc.

Place:

Date:

Chairman /Secretary

PROFORMA OF PARTICULARS FOR ICSI DIRECTORY

NAME OF THE REGIONAL COUNCIL/CHAPTER :-	
Address:-	
Telephone No:-	
Fax No:-	
Mobile No:-	
E-mail Id Regional Office\Chapter:-	
Office Timings:-	
Name and Designation of Office-in-charge/Officials:-	
Telephone Nos.	(O) : (R) : (M) :
E-mail Id:	
Please indicate whether the office is operating from its own/rented premises	
Availability of Library Facility and Its Timings	

NAMES AND PARTICULARS OF OFFICE BEARERS AND MEMBERS OF THE REGIONAL COUNCIL/ MANAGING COMMITTEE OF CHAPTER FOR THE YEAR _____

Details of Regional Council/Managing Committee Members

Chairman	Name :
	Designation :
	ACS/FCS no :
	Professional Address :
	Residential Address :
	Tel. No.: Office : Resi : Mobile No : Fax No.: Office : Resi :
	Email IDs :
Vice - Chairman	Name :
	Designation :
	ACS/FCS no :
	Professional Address :
	Residential Address :
	Tel. No.: Office : Resi : Mobile No : Fax No.:

	Office : Resi :
	Email IDs :
Secretary	Name :
	Designation :
	ACS/FCS no :
	Professional Address :
	Residential Address :
	Tel. No.: Office : Resi : Mobile No : Fax No.: Office : Resi ::
	Email IDs :
Treasurer	Name :
	Designation :
	ACS/FCS no :
	Professional Address :
	Tel. No.: Office : Resi : Mobile No : Fax No.: Office :

	Resi :
	Email IDs :
Members	Name :
	Designation :
	ACS/FCS no :
	Professional Address :
	Residential Address :
	Tel. No.: Office : Resi : Mobile No : Fax No.: Office : Resi :
	Email IDs :