



## **PROCEDURE FOR OPTING FOR THE MODIFIED TRAINING STRUCTURE IN LIEU OF THE EARLIER TRAINING STRUCTURE**

The Council of the ICSI with approval of the Central Government and after following the due process, has amended the Company Secretaries Regulations 1982 to modify the training structure for the students of Company Secretaryship course.

**Applicability :** The modified training structure shall be applicable to :

- i) All students registered to Executive Programme on or after 1<sup>st</sup> April 2014; and
- ii) If a student registered to the Executive Programme on or before 31st March 2014, but if he/she opts for the modified training structure in lieu of the earlier structure.

Brief details of the earlier training structure and the modified training structure are as under:-

Components of Training	Earlier Training Structure	Modified Training Structure
Computer Training	Seventy Hours	Not Applicable
Student Induction Programme ( SIP )	Seven Days	Not Applicable
Executive Development Programme ( EDP )	Eight Days	Not Applicable
Long Term Internship with specified entities	Fifteen months ( after passing Executive Programme )	Three years on registration to Executive Programme or Two years after passing the Executive Programme or One year after passing the Professional Programme.
Professional Development Programme ( PDP )	Twenty Five Hours	Not Applicable
Training with specialised agency	Fifteen days	Not Applicable
Management Skills Orientation Programme ( MSOP )	Fifteen days	Fifteen Days

Long term internship with specified entities is to be done on whole time basis during normal working hours:-

- i) In a company having a paid up share capital of not less than fifty lakh rupees; or
- ii) In any other institution or organization (i.e. law firm, financial institutions, consultancy firm) as may be approved by the Council from time to time; or
- iii) Under a Company Secretary in whole time practice or in a firm of Company Secretaries

**Procedure for switching over to modified training structure :**

- i) Any student registered in Executive programme on or before 31.03.14, is eligible for undergoing training as per earlier training structure.
- ii) But if he/she wishes, he/she can switch over to modified training structure also.
- iii) For opting for switchover to modified training structure, student is required to apply in the prescribed application format given at the end of this notification.
- iv) Along with this format, student must attach the copy of confirmation letter issued by the company / or Practising Company Secretary / or other organization in support that concerned company / or PCS / or other organization has confirmed to take him/her as trainee.
- v) There is no fees applicable for applying for switchover.
- vi) Application format ( duly filled & signed by student) is to be sent to " The Joint Director ( Training ), The Institute of Company Secretaries of India, ICSI House, 22, Institutional Area, Lodi Road, New Delhi – 110003
- vii) Student opting for switchover from earlier training structure to modified training structure will not get any credit or exemption for any period of training completed by them under the old scheme, i.e. student will not get any exemption for that duration under the modified training scheme. The modified training scheme starts afresh.

For any further information you may write to :

- i) Ms. Monika Arora (Assistant) at [monika.arora@icsi.edu](mailto:monika.arora@icsi.edu) : For queries related to training under companies and any other organization.
  - ii) Ms. Shruti B Gupta (Assistant Education Officer) at [shrutib.gupta@icsi.edu](mailto:shrutib.gupta@icsi.edu) for queries related to training under Practising Company Secretaries.
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**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

**FORMAT FOR OPTING/ SWITCHING OVER TO THE MODIFIED TRAINING STRUCTURE  
EFFECTIVE FROM 1<sup>ST</sup> APRIL, 2014 UNDER CHAPTER VIA OF THE COMPANY SECRETARIES REGULATIONS,  
1982**

**(For students registered for Executive programme on/before 31.03.2014)**

Student Registration Number / De-novo Registration Number ( if applicable )																									
Month & Year of Registration																									
Name (in BLOCK LETTERS)																									
Status of institute's examination :	<p>i) Executive Program : registered / passed ii) Professional Program : registered / passed</p> <p>If passed, please mention following details :</p> <table border="1"> <thead> <tr> <th colspan="2">Executive Programme</th> <th colspan="2">Professional Programme</th> </tr> <tr> <th>Module</th> <th>Session of passing exam</th> <th>Module</th> <th>Session of passing exam</th> </tr> </thead> <tbody> <tr> <td>Module-I</td> <td></td> <td>Module-I</td> <td></td> </tr> <tr> <td>Module-II</td> <td></td> <td>Module-II</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Module-III</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Module-IV</td> <td></td> </tr> </tbody> </table> <p>( Please attach attested photocopies of all passed marksheets )</p>	Executive Programme		Professional Programme		Module	Session of passing exam	Module	Session of passing exam	Module-I		Module-I		Module-II		Module-II				Module-III				Module-IV	
Executive Programme		Professional Programme																							
Module	Session of passing exam	Module	Session of passing exam																						
Module-I		Module-I																							
Module-II		Module-II																							
		Module-III																							
		Module-IV																							
Period of Training proposed to be undergone (One /Two / Three year(s) as applicable)																									
Correspondence Address	<p>..... ..... .....</p> <p>District- State- PIN-</p>																								
Telephone with STD Code	Residence-                      Office-																								
Mobile phone Number																									
Email Id.																									
Claiming exemption from training under modified structure- Yes/ No (if yes, apply separately in the specified form)																									

**Important :** 1. Student opting for switchover from earlier training structure to modified training structure will not get any credit or exemption for any period of training completed by them under the old scheme.  
2. Along with this format, student must attach the copy of confirmation letter issued by the company / or Practising Company Secretary/ or other organizations in support that concerned company / or PCS / or other organization has confirmed to take him/her as trainee.

**Declaration**

I wish to opt/switch over to the modified training structure applicable w.e.f. 01.04.2014 as prescribed under Chapter-VIA of the Company Secretaries Regulations, 1982. I am fully aware that on opting/switching over to the modified training structure, I shall not be entitled to any benefit of training undergone or training requirements completed by me under the old training structure and I shall have to undergo and complete training requirements under the modified training structure after completion of all necessary requirements.

Date:

Signature of the candidate  
Name \_\_\_\_\_  
Regn. No. \_\_\_\_\_