



# THE INSTITUTE OF Company Secretaries of India

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament

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## BRIEF OUTLINE OF MODEL TRAINING PROGRAMME OF 03 MONTHS PRACTICAL TRAINING/15 MONTHS TRAINING

### 1. Secretarial (Shares & Legal) Department

Functions of the Secretary as required by various provisions of the Companies Act, convening the meetings of the Board, Annual General Meeting, Extra-ordinary General Meeting etc. preparation of minutes of the above meetings, maintenance of statutory registers and records, filing the necessary documents and returns with Registrar of Companies under various provisions of the Companies Act, shares issue and transfer, Register of Members, payment of dividend, public issue, listing of shares etc. It is also expected that the trainee should familiarise with the applicability of the provisions of the MRTTP Act, IDR Act, FEMA.

### 2. Finance & Accounts Department (including Costing, Management Accounting, Internal Audit & Taxation)

**Accounts & Taxation** : General system of accounting, department, manufacturing and profit & loss account, branch accounting system of control.

**Cash** : Internal procedure and control for the proper receipts and payments and safe custody of cash including cheques etc. Deposit with the bank, scrutinising the bank statements received and reconciling the same.

**Costing** : Study of job card system and the valuation of the materials to jobs. Allocation of over heads, machine hour rates and labour hour rates, comparison of costs and reports of rejection and scrapping reconciling of cost and financial accounts.

**Wages** : Wage structure and the method of recording the wages earned, system for the payment of wages of incentive schemes, bonus schemes, provident fund scheme. Maintenance of records and submission of returns under the Employees Provident Fund Act, Employee State Insurance Scheme and maintenance of records and other proceedings under the relevant Acts.

**Finalisation of Accounts** : Preparation of monthly, departmental, manufacturing, profit & loss accounts and balance sheet, reports on the variations between the monthly figures. Various statements for management control such as the cash forecast, profit forecast and the comparison of profit forecast with actuals every month, break-even chart showing the turnover and the progress made by the company every week, review of statements showing a complete review of the progress of the company every month, sales & purchases departments, marketing, publicity procedure for tender for Government contracts, purchases, obtaining quotations, budgeting and forecasting etc.

**Taxation** : Collection and remittance of Value Added Tax and Service Tax. Maintenance of the necessary records and submission of necessary returns.

**Income Tax** : Procedure for the calculation of assessable income, depreciation statement, development rebate, double shift allowance etc., income tax returns and the particulars connected therewith.

### **3. Administration Department (Including Personnel, General Administration, Industrial & Public Relations, Marketing & Materials Management)**

**Purchase** : Procedure for ordering the various raw materials and stores, proper receipt and accounting of goods received, Slips systems and passing of bill of payments. The continuous physical check of the inventories and stock ledger systems. Accounting of the purchases in subsidiary books and the control account systems in the general ledger.

**Sales** : Accounting of cash sales, procedure for controlling credit and follow-up for the collection of outstandings. Recording of sales accounts in the subsidiary ledgers and the control account in the general ledger.

**General Administration** : The organisation chart of the duties and responsibilities of the various officers and sectional heads etc. Inward mail registration and distribution to the respective departments, business correspondence, standard letter forms, office equipments, etc. standing orders of the company and the procedure for discipline in the office.

**Insurance** : Various classes of insurance like fire, cash in transit, burglary, fidelity guarantee, open policies for goods in transit, both from suppliers to godown and for despatch of goods to various destinations, emergency risks insurance scheme.

**Personnel & Human Resource Development** : Including man-power planning, selection, placement, training, management, development, succession planning, appraisals, reward etc.

**Industrial & Public Relations** : Factory legislation and Regulation Labour Union-joint Management control, selection and training of labour, allocation of functions and responsibilities, accidents, preventive measures, amenities, clothing, medical facilities, ESI Scheme, labour education scheme, disciplinary action against misconduct and violation of standing orders of the company, labour disputes and procedure for negotiations etc.