



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

Date: 15.06.2022

**Important Announcement**

**Last Date for registration of balance training in the records of the Institute  
with/without late fine) under Old/Modified training structure**

The Institute has implemented the New Training Structure w.e.f. 03.02.2021. After that all students were compulsorily switched over to the new training structure w.e.f 03.02.2021. However, to facilitate such students who had already executed the agreement under earlier training structure prior to above cutoff date but could not submit their desired documents in confirmation of same due to various reasons to the Institute, the Institute had provided certain relaxations to consider their applications.

Since Institute has already given sufficient time/ample opportunities to such students to complete their documentation for completing the training requirements under earlier/modified training, now the Institute has decided that such request/application of students for issuing of sponsorship letter under earlier/modified training structure will be entertained maximum up to 30<sup>th</sup> June 2022 only. After 30.06.2022 no such applications will be entertained by the Institute.

In view of the above, students are required to get their balance training (with/without late fine) registered in records of the Institute latest by 30.6.2022. After that all such applications will be compulsorily covered under New training Structure.

All concerned may take a note of the same.

**A K Srivastava  
Joint Secretary  
(Student Services & Training)**

**Vision**

"To be a global leader in promoting  
good corporate governance"

**Motto**

सत्यं वद। धर्मं चर। इष्टकारं कुरु। कर्मणोः कर्मणोः कुरु।

**Mission**

"To develop high calibre professionals  
facilitating good corporate governance"