



**Guidelines for calculating leaves during training and submitting
“Training Completion Certificate”**

a) Procedure of calculation of leaves during training period:

- i. Total no. of leaves allowed to a student during training shall be computed as per table given below :

Particulars	Earlier training structure	Modified Training Structure		
	15 months training	3 years training	2 years training	1 year training
Students registered in Executive Programme	Not applicable	36 days casual leave + 72 days leaves for study & examinations	Not applicable	Not applicable
Students passed Executive Programme	15 days casual leave + 30 days leaves for study & examinations	Not applicable	24 days casual leave + 48 days leaves for study & examinations	Not applicable
Students passed Professional Programme	15 days casual leave	Not applicable	Not applicable	12 days casual leave

- ii. Candidate who have passed Final/Professional Programme examination and after that if they are commencing their training, in such case they are allowed only 15 days casual leaves under earlier training structure and 12 days casual leaves under modified training structure.
- iii. The leaves of 45 days will be applicable only for Intermediate/Executive Programme pass students, who are undergoing training under earlier training structure, if throughout their 15 months training period they have not cleared professional programme examinations. 45 days of leaves will include 15 days casual leaves and 30 days leaves for study & examination leaves (i.e. 1 casual leave per month and 2 Study leave per month)

- iv. If any student joins training after passing executive program examination then he/she will be eligible to take 45 days leaves, but if the candidate passes his/her professional program examination during 15 months training period at any time then he/she is allowed to take 1 day casual leave + 2 days study leaves (i.e. total 3 days leaves) per month from the date of commencement of training till the date of declaration of result of final/professional program examination and for the balance period only one casual leave per month will be allowed.
 - v. For calculation of training period one month will be treated as equivalent to 30 days.
 - vi. Any un-used casual leave shall be lapsed at the end of training period.
 - vii. Leaves applicable for study and examination are to be granted for CS examinations only.
 - viii. If any student is doing some of part of training in one organization and balance part of training in another organization in such case, leaves shall be calculated at pro- rata basis.
 - ix. If any student takes leaves more than his entitlement, in such case his training will get extended for that duration for which he has exceeded the limit.
- b) Weekly off during the training period will be decided as per policy of organization /trainer where student is undergoing training.
 - c) Whether it will be 05 days per week working or 06 days per week working, it will be as per the discretion of the organization / trainer, where student is undergoing training.
 - d) Trainer/organization is required to maintain the attendance record of trainee (with time of incoming & outgoing and signature) and same shall be required to be produced to institute on demand.
 - e) Training completion certificate is to be issued as per the format prescribed by the Institute. Name of student, ICSI student registration number, Date of commencement of training, date of closing of training and total number of leaves taken during the training period is to be mention in training completion certificate. Training completion certificate is to be issued on the letter head of organization/trainer and should be duly signed and stamped by the authorised signatory/Trainer/PCS with date of issue of certificate. Name/ Designation/ ACS or FCS no. or COP no. of PCS should be clearly mentioned on certificate.
 - f) One quarterly report for each quarter of training and one project report for entire duration of training is to be submitted by student before his/her training completion certificate is taken in record of Institute.

- g) If any student has changed his trainer before closing of particular quarter in mid-way, in such case, there will be two quarterly reports for that particular quarter. One quarterly report is to be signed by the earlier trainer for the partial period for which student was working under him and another quarterly report from next trainer under whom the trainee has completed the balance period of that particular quarter.
- h) If any student has undergone training long back and after a gap of considerable period he is submitting the training completion certificate to the Institute for updation of his training records in the Institute. At that time, while calculating his duration of training viz-a-viz leaves taken during the training period if officials of Dte. of training finds that his training is short by some days, he will be required to complete the same by extending his training for the desired number of days. If student concerned is saying that he has left the organisation/PCS long back and now extension of training at that organization/PCS is not possible due to any reason, in such case he may be allowed to complete the balanced period of training in any other organization/ PCS in current dates for the requirement of completion of his training.
- i) If there is any Sunday or gazetted holiday, except National Holiday, in between the training period and trainer certifies that the trainee has worked on those holidays also, in such cases working on those holidays shall also be counted as working day for the purpose of computing the duration of training.
- j) After his/her training is complete, student is required to send scanned copy of the "Training Completion Certificate" issued to him/her by the concerned trainer / organization / PCS to institute at training@icsi.edu for updating the records at the institute.
- k) Institute reserves the right to treat the training undergone by the student invalid, in case it comes to notice of the institute by any means that the completion certificate submitted to the institute is not genuine or in case of contravention of the above guidelines in any manner.

Training/ 30.12.16