



**INFORMATION PRESCRIBED
UNDER SECTION 4(1) (b) of
THE RIGHT TO INFORMATION ACT, 2005**



**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)

ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Institute of Company Secretaries of India was initially incorporated as a company on 4th October, 1968 and thereafter converted into statutory body on 1st January, 1981 under The Company Secretaries Act, 1980 (hereinafter called the "Act") for the regulation & development of the profession of Company Secretaries.

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Mumbai, Hyderabad & Kolkata and 68 Chapters located in the various parts of the country.

The Council is headed by the President who is the Chief Executive Authority of the Council.

For the efficient performance of its duties and functions, the Council appoints a Secretary to perform such duties as may be prescribed. The Secretary is the executive head of the Institute.

The Secretary is supported by the following heads of Directorates:

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge
1	Student Services	Banu Dandona, Director	Students Facilities and Student Outreach	S Sreejesh, Dy Director
			Training	Disha Kant, Joint Director
2	Academics & Research	Alka Arora, Director	Studies	Juhi Kohli, Joint Director
			PMQ	Rakesh Kumar, Dy Director
			Research & CCGRTs	Deans
3	Examinations	Galipelly Hanumantharao Ramana, Director		
4	Governance & Professional Development	Lakshmi Arun, Director	Professional Development and Regulation	Anamika Chaudhary, Joint Director
			Governance & Corporate Law	Deepa Khatri, Joint Director
5	Member Services	Rajesh Kumar Agrawal (Dr.), Joint Secretary	Membership & CSBF and PCS Regulatory	Manoj Kumar, Joint Director
			Placement	Ritesh Kumar, Joint Director
6	Infra & Administration	Sanjay Pandey (Dr.), Joint Secretary (SG)	Infra & Building Maintenance	Yatesh Kumar Sharma, Joint Director
			Administration	Sanjeev Kumar Dogra, Joint Director
7	Purchase & Stores and Printing	Dr. Prasant Sarangi, Director	Purchase & Stores	Santosh Kumar Sharma, Director
			Printing	Sapna Malhotra (Dr.), Dy Director
8	Human Resources	Ashvini Kumar Srivastava, Joint Secretary	HRM	Sajeevan P, Joint Director
			HRD	-

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge
9	Corporate Communication & International Affairs	Preeti Kaushik Banerjee, Joint Secretary	Corporate Communication	Sanjeet Kumar, Dy Director
			Branding & Outreach	Sonu Nahata, Dy Director
			International Outreach	Sonu Lakhani, Dy Director
10	Discipline	Sonia Baijal, Joint Secretary		
11	Legal & RTI	Saidutta Mishra, Director		
12	Internal Audit & Vigilance	Tapas Bhattacharjee, Director		
13	Finance	Shree Prakash, Director	Operational Finance & Statutory Audit	Deepak Agarwal, Dy Director
			Treasury	Shandilya Saroj, Dy Director
14	IT	Praveen Veyikandla, Joint Director	Hardware & Software	Praveen Veyikandla, Joint Director
			AI, Cyber Security	-
			QRRT	Rakesh Goyal, Director
15	Office of Secretary	K P Sasi, Dy Director		
	Council Affairs	Premjith S, Joint Director		
	Office of President	Sanjeev Dogra, Joint Director		
	CCGRT - Hyderabad	Dvns Sarma, Director		
	CCGRT - Kolkata	S K Jena (Dr.), Director		
	CCGRT - Mumbai	Nikhat Khan (Dr.), Director		
	CCGRT - Manesar	Rajesh Kumar Agrawal (Dr.), Joint Secretary		
	Northern India Regional Office (Delhi)	Sanjay Kumar Nagar, Joint Secretary		
	Eastern India Regional Office (Kolkata)	Amit Kumar Ghosal, Director		
	Western India Regional Office (Mumbai)	Kailash Chander Kaushik, Director		
	Southern India Regional Office (Chennai)	Ankur Yadav, Joint Secretary (SG)		

Composition of Council

The Council is composed of fifteen persons elected by the members of the Institute from amongst the fellow members from the four Regional Constituencies and five persons nominated by the Central Government.

Functions of the Council ¹

- (1) The Institute shall function under the overall control, guidance and supervision of the Council and the duty of carrying out the provisions of this act shall be vested in the Council.
- (2) In particular, and without prejudice to the generality of the foregoing powers, the duties of the Council shall include :-
 - (a) To approve academic courses and their contents;
 - (b) The prescribing of fees for the examination of candidates for enrolment;
 - (c) The prescribing of qualifications for entry in the register;
 - (d) The recognition of foreign qualifications and training for purposes of enrolment;
 - (e) The prescribing of guidelines for granting or refusal of certificates of practice under this Act;
 - (f) The levy of fees from members, examinees and other persons;
 - (g) The regulation and maintenance of the status and standard of professional qualifications of members of the institute;
 - (h) The carrying out, by granting financial assistance to persons other than members of the council or in any other manner, of research in such matters of interest to company secretaries as may be prescribed;
 - (i) To enable functioning of the Director (Discipline), the Board of Discipline, the Disciplinary Committee and the Appellate Authority constituted under the provisions of this Act;
 - (j) To enable functioning of the Quality Review Board;
 - (k) Consideration of the recommendations of the Quality Review Board made under clause (a) of section 29B and details of action taken thereon in its annual report; and
 - (l) To ensure the functioning of the Institute in accordance with the provisions of this Act and in performance of other statutory duties as may be entrusted to the Institute from time to time."

Functions of Institute ²

The functions of the Institute shall include -

- (a) The examination of candidates for enrolment;
- (b) The regulation of training of students;
- (c) The maintenance and publication of a Register of persons qualified to practice as Company Secretaries;
- (d) Collection of fees from members, examinees and other persons;
- (e) Subject to the orders of the appropriate authorities under this Act, the removal of names from the Register and the restoration to the Register of names which have been removed;
- (f) The maintenance of a library and publication of books and periodicals relating to management of companies and allied subjects;
- (g) The conduct of elections to the Council of the Institute; and
- (h) The granting or refusal of certificates of practice as per guidelines issued by the Council.

IMPARTING EDUCATION BY UNIVERSITIES AND OTHER BODIES ³

¹ See Sec.15 of the CS Act, 1980 (As Amended upto 2006)

² See Section 15A of the CS Act, 1980 (As Amended upto 2006)

³ See Section 15B of the CS Act, 1980 (As Amended upto 2006)

- (1) Subject to the provisions of this Act, any University established by law or any body affiliated to the Institute, may impart education on the subjects covered by the academic courses of the Institute.
- (2) The Universities or bodies referred to in sub-section (1) shall, while awarding degree, diploma or certificate or bestowing any designation, ensure that the award or designation do not resemble or is not identical to one awarded by the Institute.
- (3) Nothing contained in this section shall enable a University or a body to adopt a name or nomenclature which is in any way similar to that of the Institute."

Officers and Employees, Salary, Allowances etc. ⁴

- (1) For the efficient performance of its duties, the Council shall -
 - (a) Appoint a Secretary of the Council to perform such duties as may be prescribed;
 - (b) Appoint a Director (Discipline) to perform such functions as assigned to him under this Act and the rules and regulations framed thereunder;
 - (c) Designate an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.
- (2) The Council may also-
 - (a) Appoint such other officers and employees to the Council and the Institute as it considers necessary;
 - (b) Require and take from the Secretary or from any other officer or employee of the Council and the Institute such security for the due performance of his duties, as the Council considers necessary;
 - (c) Prescribe the salaries, fees, allowances of the officers and employees of the Council and the Institute and their terms and conditions of service;
 - (d) With the previous sanction of the Central Government, fix the allowances of the President, Vice-President and other members of the Council and members of its Committees;
- (3) The Secretary of the Council shall be entitled to participate in the meetings of the Council but shall not be entitled to vote thereat."

In exercise of the powers vested in the Council, the Council has framed The Company Secretaries Regulations, 1982 (hereinafter called the "Regulations")

Committees of the Council

Pursuant to Section 17(1) of the Act, the Council has constituted from amongst its members, the following Committees, namely:-

1. Standing Committees
 1. Executive Committee
 2. Finance Committee
 3. Examination Committee

⁴ See Sec.16 of the CS Act, 1980 (As Amended upto 2006)

2. Non-Standing Committees

1. Financial Services Committee
2. Corporate Laws and Governance Committee
3. ICSI CCGRT Committee
4. Centralized Infrastructure Committee
5. Professional Development Committee
6. Training & Educational Facilities Committee
7. Practicing Company Secretaries Committee
8. Information Technology Committee
9. Placement Committee
10. Professional Research Committee
11. Publication Committee

3. Boards

< shall be updated soon >

The Standing and other Committee performs the functions in accordance with the regulations or as may be decided by the Council/ Committees/Boards.

President and Vice-President

- (1) The Council at its first meeting shall elect two of its members to be respectively the President and the Vice-President thereof, and so often as the office of the President or the Vice-President falls vacant, the Council shall choose a person to be the President or the Vice-President, as the case may be.
- (2) The President shall be the Head of the Council.
- (3) The President or the Vice-President shall hold office for a period of one year from the date on which he is chosen but so as not to extend beyond his term of office as a member of the Council, and subject to his being a member of the Council at the relevant time, he shall be eligible for re-election under Sub Section 1.
- (4) On the expiration of the duration of the Council, or of the term of office of the President and the Vice-President thereof , the President and the Vice-President shall continue to hold office until such time as a new President and the Vice-President is elected and takes over charge of their duties.

Powers and duties of the President and Vice-President ⁵

- (1) The President shall exercise such powers and perform such duties as are conferred on or vested in him by the Act or the regulations or as may be delegated to him by the Council from time to time.
- (2) The President may direct any business to be brought before the Council or any Committee for consideration. If the office of the President is vacant or if the President, for any reason, is unable to exercise the powers or duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

Secretary

Pursuant to Section 16(1) (a) of the Act, for the efficient performance of its duties and functions, the Council appoints a Secretary of the Council to perform such duties as may be prescribed.

Powers and duties of the Secretary ⁶

Subject to the general supervision of the President or the relevant Standing Committee, the Secretary shall exercise and perform, in addition to the powers and duties specified by the Act or in the Regulations, the following powers and duties, namely: -

- (a) Being incharge of the office of the Institute as its Executive head, managing it and attending to all correspondences;
- (b) Maintaining registers, documents and forms as required by the Act and the regulations;
- (c) Being incharge of all the property of the Institute;
- (d) Making necessary arrangements for receiving money due to the Council and also issuing receipts therefor;

⁵ See Regulation 156 of the CS Regulations, 1982

⁶ See Regulation 156 of the CS Regulations, 1982

- (e) Incurring all revenue expenditure within the limits sanctioned by the Council or the committee and incurring capital expenditure including for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council or the Committees;
- (f) Causing proper accounts to be maintained and delivering of account books, or furnishing information to the auditor appointed by the Council for the purpose of audit of the accounts of the Institute;
- (g) Making all other payments as sanctioned by the Council, Committees or the President;
- (h) Paying salary and allowances to the members of the staff, granting of leave to them, and sanctioning their increments within the prescribed scales;
- (i) Exercising disciplinary control over the staff except dismissal in respect of which the sanction of the President shall be necessary;
- (j) Admitting candidates to the examinations held under the Regulations and making all necessary arrangements for the conduct of the examinations;
- (k) Refunding or transferring of fees received in accordance with the Regulations for the examinations, enrolment, issue of certificates of practice and allied matters;
- (l) Registering and noting of suspension, cancellation or termination of registration of students;
- (m) Recognizing practical experience, sponsoring candidates for practical training, granting exemption from practical training requirements as may be delegated by the Council and the Committees concerned from time to time.
- (n) Enrolling Associates, admitting Fellows, removing the names of members from the Register owing to death or non-payment of prescribed fees and dues to the Institute, restoring membership, issuing and canceling certificates of practice and issuing notifications therefore as may be delegated by the Council and the Executive Committees from time to time;
- (o) Signing and issuing all notifications on behalf of the Council as required under the Act and the Regulations;
- (p) Subject to the approval for the President, signing vakalatnamas, on behalf for the Council, appointing solicitors or advocates on behalf of the Council and filing papers, affidavits and other documents in civil, criminal, revenue courts and other offices;
- (q) Receiving complaints and submitting the same to the Disciplinary Committee and to make such enquiry and collect such information as may be required or directed by the President, a Committee or the Council and submit to them such information as may come to his knowledge;
- (r) Issuing pass certificates, licentiateship certificates, membership certificates, certificates of practice and its renewal letters to the persons who are entitled thereto in accordance with the provisions of the Act and the regulations;
- (s) Keeping in his custody the common seal of the Institute and to affix the same to any document or instrument in accordance with Regulation 149;
- (t) Keeping in his custody forms of certificates of membership and of practice, blocks, engravings, facsimile and bills relating to printing of such certificates;

- (u) Calling any information or particulars as he may consider proper for processing applications for registration of students or admission or enrolment of members of the Institute; and
- (v) Performing such other duties and functions as are incidental and ancillary to as may be required for the performance of the above duties and exercising such other powers as may be delegated to him by the Council, Committees or the President from time to time.

Secretary

Pursuant to Section 16(1)(c) of the Act, the Council designates an officer of the Council or the Institute to carry out the administrative functions of the Institute as it's Secretary.

ITEM NO. (II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
1	Students Services Secretariat to: 1. TEFC	Banu Dandona, Director	Students Facilities and Student Outreach	S Sreejesh, Dy Director	<p>Major Activities include the following:</p> <p>Student Facilities</p> <ul style="list-style-type: none"> • Registration • Post registration services viz. study material, admit card, etc. • Exam enrolment and Services • Scholarship & Concession scheme • Bonafide Certificate • Loan Application • Maintenance of students data • Grievance Redressal • SEFT • Classroom Teaching Activities (CRT - Centralized Classes) • Any matter incidental to or connected with the above <p>Student Engagement</p> <ul style="list-style-type: none"> • Student Conference (Yuvotsav) • Essay Writing Competitions • Debate Competitions • Moot Court Competitions • Any matter incidental to or connected with the above <p>Student Outreach</p> <ul style="list-style-type: none"> • Career Fairs • Educational Fairs • Teacher's Conference • Olympiads • Constitution Day Quiz • Current Affairs & GK Quiz • Academic Collaboration • Signature Award Scheme • Study Centre • Youth Board Meeting • Any matter incidental to or connected with the above

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
			Training	Disha Kant, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Various Training Programmes for Students <ul style="list-style-type: none"> ○ Short Term Training ○ Long Term Training ○ Alternative mode of Training • Registration of companies, firms etc. for imparting training • Exemption and switch over • Implementation and Monitoring of the training guidelines • Coordination with Regions and chapters for training related activities • Approval related matters for awarding Membership • Faculty Empanelment Module • NOC and Student Disciplinary matters • Any matter incidental to or connected with the above
	<p>Academics & Research</p> <p>Secretariat to:</p> <ol style="list-style-type: none"> 1. Academic Board 2. PRPC 	Alka Arora, Director	Studies	Juhi Kohli, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Course curriculum and review • Review and Updating study material • Preparation of Guideline answers • Preparation of model question papers for examiners • Preparation of model answers • Academics Contents for trainings (SIP, TDOP, EDP, CLDP or such other Programmes as per the training Programme designed by the Institute. • Academic contents inter alia for student outreach, branding, training materials etc. • Academic Collaborations with various authorities and Coordination with Universities/ AICTE/UGC for Ph.D and other recognitions • Bringing out bulletins for all the stages of CS Course and various knowledge updates including Info Capsule, Student

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					<p>Company Secretary Journal, CSEET Journal</p> <ul style="list-style-type: none"> • Review of Academic content for Chartered Secretary Journal • Any matter incidental to or connected with the above
			PMQ	Rakesh Kumar, Dy Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Designing and developing the syllabus and study materials for PMQ Courses of ICSI • Conducting the course and Examination thereof, declaration of results and awarding of diploma etc. • Providing inputs to TEFC with respect to PMQ Course • Any matter incidental to or connected with the above
			Research & CCGRTs	Deans	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • To engage in forward looking research with emphasis on identifying new area of services for Company Secretaries in India and abroad, across diverse domains • To identify and actively participate, contribute, and mark presence of the Institute in pre-legislative process such as drafting concept papers. • To determine strategies to equip CS professionals for the anticipated changes in various legislations and suggesting the blueprint for professional development. • To bring out publication and research papers • Framing of Research schemes in the areas of interest to Company Secretaries and Corporates • To create knowledge repository • To establish research library with ultra modern facilities

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					<ul style="list-style-type: none"> Any matter incidental to or connected with the above
3	Examinations Secretariat to: Examination Committee	Galipelly Hanuman tharao Ramana, Director	-	-	Major Activities include the following: <ul style="list-style-type: none"> Conduct of examinations including Issue of Time Table for respective examinations (Main & CSEET), Printing & Distribution of Confidential Material, Conduct of Examination as per Time Table. , Vendor Management w.r.t conduct of Examinations. Establishment of examination centres including Establishment of examination centre based on pin code of candidates, Printing and distribution of Attendance Register and OMR based EC-2, Advance Payment to examination centres before exam and final settlement post examinations, Management examination centres through Online Portal Appointment of general observers/special observers including Announcement inviting Members to register themselves as General Observer and Pre-visit to exam centres. , Allotment of Pre-Visit Duty, General Observers Duty and Special Observer Duty, Payment to Members for Pre-visit Duty, General Observers Duty and Special Observer duty. Declaration of results, including Management of Answer Books and Supplement sheet through Online Portal, Scanning & Digital Evaluation of Answer Books, Declaration of the results and issue of Marksheets. Result related services including Addressing students queries and complaints, Verification of Marks, Inspection and/or Supply of Certified Copies of Answer Books as per guidelines of the Institute., Establishment and Maintenance of All India and Regional Prize Awards, Award

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					<p>of Merit Scholarship and Merit cum Means Scholarship</p> <ul style="list-style-type: none"> Any matter incidental to or connected with the above
4	<p>Governance & Professional Development</p> <p>Secretariat to:</p> <ol style="list-style-type: none"> Professional Development Committee PCS Committee Financial Services Committee Corporate Laws and Governance Committee Peer Review Board Auditing Standards Board Quality Review Board Secretarial Standards Boards ESG & 	Lakshmi Arun, Director	<p>Professional Development and Regulation</p>	Anamika Chaudhary, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> National Programmes: <ol style="list-style-type: none"> National Convention of Company Secretaries National Conference of Practising Company Secretaries Joint Programmes/ webinars with Regulators, Industry Chambers, Universities, IICA, IOD etc. UDIN, ECSIN Certificate Courses PCS Orientation Programmes Any matter incidental to or connected with the above
			<p>Governance & Corporate Law</p>	Deepa Khatri, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> ICSI National Awards for Excellence in Corporate Governance Coordinate with regulators on behalf of Institute. Providing academics & technical support / representing ICSI before Committees / Groups constituted by regulators. To provide inputs for views and suggestions on Discussion/Consultation Papers/Reports issued by various Ministries & Regulatory Bodies viz. MCA, SEBI, RBI, IRDAI etc. To prepare representations seeking new recognitions for Company Secretaries under various corporate laws.

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	Sustainability Board 10. MSME & Start Up Board				<ul style="list-style-type: none"> • Others: MOUs with MCA Central Facilities (CRC/C-Pace/CSC/CPC) and IEPFA; Helplines for MCA-21 V3 Publication • Conducting Workshops /Training Programme for the Regulators on Companies Act, 2013 • Corners: MSME Corner, ESG Corner, AI Corner, Maritime Corner, GST Corner, Gist of Adjudications orders • Any matter incidental to or connected with the above
5	Member Services Secretariat to: 1. CSBF Managing Committee 2. Placement Committee	Rajesh Kumar Agrawal, Joint Secretary	Membership & CSBF and PCS Regulatory	Manoj Kumar Joint Director	Major Activities include the following: <ul style="list-style-type: none"> • Membership Services including Admission/ Renewal /Cancellation /Restoration / Annual Membership Fee/ Certificate of Practice fee of Members / Licentiates. • Publishing and maintaining list of Members/ Licentiates /CoP holders. • Maintenance of Register of Members/ Firms and Offices of CoP holders. • Issue of Transcripts/ Identity Cards / Printing / Issue/ Reissue of ACS FCS/CoP/CSBF/Licentiate/CCE Certificates. • Providing assistance in, Election to the Council. • Holding of Convocations • Firm Name approval, LLPs/request of Reconstitution, dissolution, conversion, Change in firm name of registered firms/ Issue of Unique Code Numbers to PCS. • Input for PCS Committee. • CSBF Meetings, Admission/ Removal of Members. Maintaining Database of Members Processing of requests for financial assistance. • Any matter incidental to or connected with the above

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			Placement	Ritesh Kumar, Joint Director	Major Activities include the following: <ul style="list-style-type: none"> • Campus placement. • Placement drives, HR Conclave etc. • Updation of placement portal. • Job profile mapping of corporates for exploring employment opportunities. • Placement assistance for Students for long term Training and matters allied thereto. • Any matter incidental to or connected with the above
6	Infra & Administration Secretariat to: Infrastructure Committees	Dr. Sanjay Pandey, Joint Secretary (SG)	Infra & Building Maintenance	Yatesh Kumar Sharma, Joint Director	Major Activities include the following: <ul style="list-style-type: none"> • Acquisition of premises • Construction of new building/ additional construction in existing building for CCGRT's/COs/ ROs/HQ. • All compliance related to Infrastructure and building maintenance • Major repairs/ renovation/ furnishing/refurbishing of existing building for CCGRT's/COs/ ROs/HQ. • Hiring of Space on rent and renewal of rent agreement of existing premises and processing for reimbursement of property tax etc. • Disposal of existing land / premises of the Institute. • Any matter incidental to or connected with the above

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			Administration	Sanjeev Kumar Dogra, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • General Administration • Receipts and Issue of Dak • Security and Safety • Travel and Stay Arrangements • Transportation • Pantry and Catering Services • Administrative Arrangement for various Programmes of HQs • To handle EPABX Board • Day to day maintenance of buildings at Lodi Road and NOIDA including Electricity and Air conditioning • Housekeeping and Security at HQ • Annual Maintenance Contracts • Courier /Air Cargo /Speed Post • Coordination with Local Authorities such as MCD/Fire Authority/Jal Board/BSES etc. • Any other matter as may be assigned by Competent Authority
7	<p>Purchase & Stores and Printing</p> <p>Secretariat to: Editorial Advisory Board</p>	Dr. Prasant Sarangi, Director	Purchase & Stores	Santosh Kumar Sharma, Director	<p>Major Activities include the following:</p> <p>Purchase</p> <ul style="list-style-type: none"> • Tendering and Procurements of Goods and Services, including AMC Contracts • Purchase related rate contracts • Vendor management and Maintenance of vendor performance records/data • MIS of Contracts • Periodic review of Purchase Policy and requisite training thereof to the Secretariat • Any matter incidental to or connected with the above <p>Stores</p> <ul style="list-style-type: none"> • Management of Stores at HQs, and Supervising of Stores at ROs and Cos • Maintenance of Inventory Register of Consumable Stationery items • MIS of stores including publications • Sale of publications including E-Cart

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					<ul style="list-style-type: none"> Setting up stalls in major events of the Institute and participation in book fairs. Any matter incidental to or connected with the above
			Printing	Sapna Malhotra, Dy Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> Printing of study materials, and other publications of the Institute. All activities related to Chartered Secretary Journal other than academic contents Administrative arrangements related to the above Any matter incidental to or connected with the above
8	Human Resources	Ashvini Kumar Srivastava, Joint Secretary	HRM	Sajeevan P, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> Recruitment and selection, induction, transfers/postings, promotions, Reservation roster, retirement functions, contractual manpower engagements, disciplinary and conduct matters, performance appraisals, grievance redressal, and permissions/forwarding for higher studies or outside employment. Compensation & Benefits including but not limited to Annual increments, ex-gratia, PLI, pay fixation/anomalies of newly joined/promoted/pensioners, implementation of pay commissions, pension revision, empanelment of hospitals, preventive health check-up, pensioner cards, smart/identity cards. HR Operations & Administration including Attendance, leave management, employee records, ERP updation, Service rules, issue of office orders/circulars, holiday list, benevolent fund matters. HR Compliances Employee and Stakeholder Benefits

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					<ul style="list-style-type: none"> Any matter incidental to or connected with the above
			HRD	Dy Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> Training and development of employees to enhance skills and performance. Career planning and succession development to prepare employees for future roles. Organizational development initiatives to improve efficiency, and change readiness. Performance improvement programs to build employee capabilities and productivity. Talent development through coaching, mentoring, and leadership development initiatives. Employee engagement activities. Any matter incidental to or connected with the above
9	Corporate Communication & International Affairs	Preeti Kaushik Banerjee, Joint Secretary	Corporate Communication	Sanjeet Kumar, Dy Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> Enhancing Brand Equity including Positioning ICSI and CS profession as torch bearers of good Governance and sustainability, maintaining branding standards & Guidelines, developing branding collaterals, ICSI website (Media Centre & Gallery) Media & Public Relations including Media planning and management, press releases/interviews, press conferences, editorials, Articles and features, Media collaboration, media monitoring. Advertising, Campaigns & Digital Outreach including Planning & Executing advertisement campaigns, digital publicity, online engagement, empanelment and coordination with advertising/ Designing agencies. Social Media including social media
			Branding & Outreach	Sonu Nahata, Dy Director	

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					<p>strategy, campaign & management, Success stories, Conversational podcast, Insta reels, Promotion of ICSI Events, Initiatives and Courses.</p> <ul style="list-style-type: none"> • Industry, Regulators/ Government-Outreach & Engagement including Liaison with Government, Regulators, Industry and academia; managing partnerships, corporate membership, and dignitary appointments, partnering with global and national bodies to amplify brand prominence. • Audio-Visual Production including Producing corporate films, AV content on regulatory updates & Initiatives, videos, Podcast, reels, TV Promos, Talk Shows, Radio Broadcast etc. • Planning & Execution for Flagship Events of the Institute including Industry participation & Sponsorship, Event publicity. • International Positioning & promotion of ICSI & CS Profession including Branding & Promoting Overseas Centres, Associations, ICSI International Events and standards like IGPS, IPCC and SS as global benchmarks • Overall Coordination including Coordination with ICSI Offices on Branding & PR, Graphic Standards Manual, record retention, and required administrative support for all CC and Branding work • Any matter incidental to or connected with the above
			International Outreach	Sonu Lakhani, Dy Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Global Branding & Positioning including Promoting ICSI as a global leader in good corporate governance and branding the CS profession internationally. • ICSI Overseas Presence including Exploring and managing ICSI Overseas

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
					<p>Centres</p> <ul style="list-style-type: none"> • Global Events & Participation including Organizing international conferences and webinars, facilitating ICSI's participation in global events, and coordinating with MCA/Government bodies on international matters. • International Outreach including <ul style="list-style-type: none"> ○ Expanding ICSI's global footprints through MoUs/MRAs with international organisations and foreign universities for mutual cooperation. ○ Representation of ICSI in international organisations to position it on global platforms. ○ Connecting with embassies for strengthening ICSI Network ○ Benchmarking and Global Readiness including Benchmarking of ICSI qualifications in other countries. • Global Advocacy of ICSI Standards including Promoting and advocating ICSI's governance standards at international forums and through global engagements. • Overall Coordination including appointments and meetings with international organisations and dignitaries, Managing membership of ICSI in international organisations. • Any matter incidental to or connected with the above
10	Discipline	Sonia Baijal, Joint Secretary	-	-	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Processing of complaints /Information as per the provision of the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 • Assisting Board of Discipline and Disciplinary Committee in adjudication

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
					<p>of cases</p> <ul style="list-style-type: none"> • Communication to the parties as per the Act and Rules • Providing assistance to Directorate of Law for the cases in appeal before Appellate Authority and petitions filed before High Courts • Providing status of disciplinary cases to other Directorates of ICSI and government agencies from time to time. • Any matter incidental to or connected with the above
11	Legal & RTI	Saidutta Mishra, Director	-	-	<p>Major Activities include the following: Legal:</p> <ul style="list-style-type: none"> • Litigation Management including advocate engagement and financial coordination • Handling all legal matters before various Judicial Authority including Courts, tribunals filing/defending cases on behalf of the Institute; replying to legal notices; obtaining legal opinions; and managing litigation records and documentation. • Appellate Authority/ Board of Discipline matters and Disciplinary Committee including advocate engagement and financial coordination • Handling all legal matters before Appellate Authority/ Board of Discipline matters and Disciplinary Committee including filing of replies litigation records and documentation • Regulations & Elections Reforms & Gazette Notifications • Handling the work pertaining to proposed amendments in the CS Act, 1980, CS Regulation, 1982 and rules including publication of Gazette notifications • Drafting & vetting of documents, seeking legal opinion and giving legal views and election related legal process

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
					<ul style="list-style-type: none"> • Vetting agreements, MoUs, SLAs, tenders, guidelines; reviewing title search reports; and supporting election related legal processes. • Any matter incidental to or connected with the above <p>RTI & CPGRAM Administration & Compliance.</p> <ul style="list-style-type: none"> • Managing RTI/ CPGRAMS applications, scrutiny, information sourcing, third party procedures, drafting replies, uploading responses, handling first/second appeals of RTI/ CPGRAMS, representing the Institute before CIC & other related, maintaining RTI MIS, and processing advocate bills for RTI related hearings • Any matter incidental to or connected with the above
12	Internal Audit & Vigilance	Tapas Bhattacharjee, Director	-	-	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Evaluate internal controls to ensure financial, operational, and compliance controls are functioning effectively. • Verification/ diligence of proposal having financial impact at HQ. • Review of Internal Audit observations with Directorate(s) / office(s) concerned and suggesting corrective actions thereto. • Coordination with the Internal Auditors of the Head Quarters for conducting Internal Audit. • Conducting periodical Proprietary Audit and Special Audit of the Regional Offices, CCGRTs, Chapters as decided by the Competent Authority. • Ensure compliance on the Action taken report on the observations contained in periodical Internal Audit, Proprietary Audit and Special Audit. • Any matter incidental to or connected with the above.

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
13	Finance Secretariat to: Finance Committee	Shree Prakash, Director	Operational Finance & Statutory Audit	Deepak Agarwal, Dy Director	Major Activities include the following: <ul style="list-style-type: none"> Preparation of Budget, Annual Accounts, audit thereof and statutory compliances Payment to Third Parties, Grant / Claims of Regions Chapters and claims of Employees Managing Trusts / Funds of the Institute and Section 8 Companies Payroll and related activities Any matter incidental to or connected with the above
			Treasury	Shandilya Saroj, Dy Director	<ul style="list-style-type: none"> Investment management Managing receipts Any matter incidental to or connected with the above
14	IT Secretariat to: IT Committee	Joint Secretary _____	Hardware & Software	Praveen Veyikandla, Joint Director	Major Activities include the following: <ul style="list-style-type: none"> Managing IT Infrastructure & Security compliance on Pan India Basis and Video Conferencing & Web Online Services System. Managing Product and Custom based Solutions. Maintaining & Controlling Information Communication Technology (ICT). Managing e-Learning & Assessment Systems. Creating awareness of IT Governance & Compliances to various stakeholders. Any matter incidental to or connected with the above
			AI, Cyber Security	Joint Director	<ul style="list-style-type: none"> AI, Cyber Security Any matter incidental to or connected with the above
			QRRT	Rakesh Goyal, Director	Major Activities include the following: <ul style="list-style-type: none"> Provide a hassle-free solution to the Stakeholders queries and complaints. Preparation of ICSI Service Charter Yearly Updation of ICSI Service Charter Handle Stakeholders' interfacing common email Ids Timely Acknowledgment of emails received. Monitoring and escalation of the

Sl. No.	Name of Directorate	HOD of Dte.	Name of Vertical under the Directorate	Vertical In-Charge	Profile of the Directorates
					<p>unresolved complaints to the concerned HoDs.</p> <ul style="list-style-type: none"> • Handle ICSI Support (Phone) Desk • Any matter incidental to or connected with the above.
15	Office of Secretary	Council Affairs		Premjith S, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Secretarial support for meetings of the Council and Executive Committee, including collation and vetting of agenda received from the Directorates. • Maintenance of files pertaining to members of the Council. • Managing and reporting the Action Taken Reports (ATR) of Council and Executive Committee meetings. • Maintaining a central repository of major documents related to the Meetings of the Council & Executive Committee and sharing them with the Secretariat on need basis. • Preparing the Annual Report and facilitating its publication in the Official Gazette of India. • Updating the Code of Conduct and Ethics for Council Members & Senior Management of the Institute, Good Council Practices, and collating various declarations submitted by Council Members. • Maintaining the Coffer and acting as custodian of key Secretariat documents, including property papers, minutes, MoUs, bank guarantees, and agreements. • Any matter incidental to or connected with the above
		Secretary's Office		K P Sasi, Dy Director	<ul style="list-style-type: none"> • Managing the office of the Secretary • Any matter incidental to or connected with the above
		President's Office		Sanjeev Dogra, Joint Director	<ul style="list-style-type: none"> • Managing the office of the President / Vice President • Administrative support to the members of the Council

Sl. No.	ICSI Subsidiaries	HOD	Profile of the Directorate
A	ICSI Institute of Insolvency Professionals	Saurabh Jain, Director,	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Membership & Training (IPA & IBBI) : Enrolment & Registration (IP & IPE); (Entry to Exit) Pre-Registration Educational Course (PREC); Certificates (Membership, IBBI, PREC) • Monitoring & Inspection: IPE, Compliance (IP & IPA) - AFA, CPE, Fees, Disclosures etc. • Legal, Compliances & HR - MCA, IBBI • Education, Research & Publication: Training Programs, LIE Training Programs, Certificate Course, Workshop, Webinars, IP Conclave etc.; Research Articles, Knowledge Reponere/ Capsules, Learning Curves etc.; Publication of Books relevant with IBC, Market & Sale of Publications • Finance & Accounts - Fees related matters; Secretarial Work (IPA) ; Administration & IT - Administrative Arrangements for Programs, Meeting, Conference etc., IT - Design & Development of Modules for IPs/ IPEs/ IBBI etc., Server management IPA, Meeting Coordination & Correspondences, Virtual Meetings etc. Flyer Designing, Marketing etc. Query Solving, Public Relations (IP & IPE) etc.
B	ICSI Registered Valuers Organisation	Saurabh Jain, Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Conducting Courses for Registered Valuers, Webinars, Programmes (Residential/ Virtual/ physical) ; CPE Hours and COP Programme, Membership related services, Managing Annual Reports from RVs and RVEs; etc. • Finance & Accounts - Fees related matters; Secretarial Work; Administration & IT - Administrative Arrangements for Programs, Meeting, Conference etc., Meeting Coordination & Correspondences, Virtual Meetings etc. Flyer Designing, Marketing etc. Query Solving, Public Relations, etc. • Liasoning with IBBI for RVs and RVEs related issues like processing membership, CPE requirements, IBBI Meetings, etc. • Meetings of the Governing Board, AGMs, Committees of the ICSI RVO, National Programmes and related events, Vendor management for various services, Managing Admin and finance related activities, Compliances of the Company

			<ul style="list-style-type: none"> • Education, Research & Publication: Training Programs, Certificate Course, Workshop, Webinars, Conclave etc.; Publication of new related Publications and updation of existing ones.
C	ICSI Institute of Social Auditors	Saurabh Jain, Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Meetings of the Board of Directors, AGMs • Managing the Enrolment, Regulating and Developing Social Impact Assessors and Social Impact Assessment Entity • Conducting Programmes and Events, Weekly Mailers, Regulatory Updates • Continuous Professional Education and Training, NISM related Courses Series-XXIII: Social Impact Assessors Certification Examination, etc. • Liaisoning with various Institution and Regulatory Bodies like SEBI, etc. Meetings, programmes , etc.
D	ICSI International ADR Centre	Saurabh Jain, Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Meetings of the Board of Directors, AGMs • Empanelment of Arbitrators, Webinars, Programmes and events on Arbitration/ Mediation (Residential/ Virtual/ physical), Publications related work, Compliances regarding the Company, Formulate Rules and Regulations, etc. • Liaisoning with experts at Govt. Institutions /Courts, etc. for experts on Arbitration/ Mediation, training, etc. • Tie-up with Institutions on National and International Level • Vendor Management for various services
E	ICSI Institute of Governance Professionals of India (IGPI)	Deepa Khatri, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • ICSI Board Mentorship Programme. • ICSI Board Mentorship Programme (Online) • ICSI Board Mentorship Programme @ comfort of your office • Board Evaluation by IGPI to the corporates (IGPI will act as external Agency) • Statutory compliances under Companies Act, 2013
F	ICSI NCLT Practitioners Association	Deepa Khatri, Joint Director	<p>Major Activities include the following:</p> <ul style="list-style-type: none"> • Statutory compliances under Companies Act, 2013

ITEM NO. (III)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

1. Council

The Council takes the decisions at the meetings of the Council.

2. Meetings of the Council

The Council meets at least once in three months. A special meeting of the Council may at any time be called by the President or in his absence by the Vice-President or at the request in writing addressed to the Secretary by not less than one fourth of the members of the Council for the time being.

3. Passing of resolution by circulation

The Secretary may on the instructions of the President, in emergent circumstances, circulate a resolution together with all relevant papers to the members of the Council for decision of any question.

4. Committees

The Standing/ other Committees constituted under section 17(1) of the Act take decision in their respective areas in accordance with the regulation/ as may be decided by the Council/ concerned Committee.

Decision making process within the Institute:

Pursuant to Regulation 157 of The Company Secretaries Regulation, 1982, the Secretary exercises and performs his duties, subject to the general supervision of the President or the relevant Standing Committee. Secretary is assisted by a team of Heads of Directorates who provide academic and administrative support in their respective areas.

Generally decisions are taken by the Secretary on the recommendations of the Committees of the Heads of Directorates constituted for the purpose.

The Heads of Directorates in turn are assisted by the Officers and staff for providing academic and administrative support.

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Institute endeavour to provide efficient and timely services to the members, students and public within the time frames for each activity.

ITEM NO. (V)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- a) The Company Secretaries Act, 1980 (As Amended upto 2006)
- b) The Company Secretaries Regulations,1982 (As Amended upto 2010)
- c) Rules framed by the Central Government
- d) Guidelines as approved by its Council from time to time

ITEM NO. (VI)

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- i) Register of Members
- ii) Register of Licentiates
- iii) Register of Certificate of Practice Holders
- iv) Register of offices & firms
- v) Register of Students
- vi) Service Rules

ITEM NO. (VII)

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

All Regulations made by the Council under the Company Secretaries Act, 1980 (As Amended upto 2006) ,are subject to the condition of previous publication and the approval of the Central Government. Accordingly, the draft of the Regulations proposed to be made by the Council is published in the Gazette of India for information of all persons likely to be affected thereby and inviting objections and suggestions from the public within 45 days from the date on which the copies of the Gazette of India containing the draft regulations are made available to the public. Besides, the draft Regulations are also published in the Chartered Secretary, official journal of the public authority inviting objections and suggestions within the period stated above.

All objections or suggestions, which may be received from any person with respect to the draft regulations within the aforesaid specified period are taken into consideration by the Council.

An Exposure Draft of the Secretarial Standard proposed to be formulated is published in the Chartered Secretary, official journal of the public authority and also put on the website of the public authority www.icsi.edu to elicit comments from the members of the Institute and the public at large. The Secretarial Standards Board thereafter finalizes the draft of the Secretarial Standard after taking into consideration the comments received and submits the final draft to the Council of the public authority. The Council considers the final draft of the proposed Secretarial Standard and finalizes the same in consultation with the Secretarial Standard Board. The Secretarial Standards is then issued under the authority of the Council.

Every Rule and every Regulation made and every notification issued under this Act shall be laid, as soon as may be after it is made or issued, before each house of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both houses agree in making any modification in the rule, regulation or notification, or both houses agree that the rule, regulation or notification should not be made, or issued, the rule, regulation or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule, regulation or notification.

ITEM NO. (VIII)

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

I. LIST OF COUNCIL

PRESIDENT

CS PAWAN G. CHANDAK

Designation President, The ICSI
KPRC & Associates
Address Off No. A 1203-1205, Kumar Surabhi
Next To Laxminarayan Theatre,
Satara Road, Pune -411048
E-mail president@icsi.edu
pawan.chandak@icsi.edu
pawan.chandak@kprc.co.in

VICE-PRESIDENT

CS DWARAKANATH CHENNUR

Designation Vice-President, The ICSI
Company Secretary in Practice,
No. 31, Vidhya Bhavan, IIIrd Floor,
Address Rear Block, West Anjeneya Temple Street,
Basavanagudi,
Bengaluru – 560004
E-mail vp@icsi.edu
chennur.dwarakanath@icsi.edu
dwarakanath_c@yahoo.co.in

**IMM. FORMER
PRESIDENT**

CS DHANANJAY SHUKLA

Designation Immediate Former President, The ICSI
Dhananjay Shukla & Associates
Address House No. 23, Sector-30
Gurugram – 122001
E-mail dhananjay.shukla@icsi.edu
dshukla.fcs5886@gmail.com

FORMER PRESIDENT**CS B. NARASIMHAN**

Designation Former President, The ICSI
B N & Associates
601/602 B Wing,
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FORMER PRESIDENT**CS MANISH GUPTA**

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RMG & Associates,
Company Secretaries
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GOVT. NOMINEE**MR. BALAMURUGAN D**

Designation Joint Secretary to the Government of India
Ministry of Corporate Affairs
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GOVT. NOMINEE**MR. INDER DEEP SINGH DHARIWAL**

Designation Additional Deputy Comptroller and Auditor
General
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(CAG) of India
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GOVT. NOMINEE**MR. MANISH GOSWAMI**

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Cost Audit Branch, Ministry of Corporate Affairs
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GOVT. NOMINEE**MR. SANJAY SHOREY**

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GOVT. NOMINEE**DR. ASHOK KUMAR MISHRA**

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EASTERN INDIA REGION**CS RUPANJANA DE**

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EASTERN INDIA REGION**CS SANDIP KUMAR KEJRIWAL**

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**NORTHERN INDIA
REGION**

CS MANOJ KUMAR PURBEY

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**NORTHERN INDIA
REGION**

CS NPS CHAWLA

Designation Council Member, The ICSI
Aekom Legal
(Co-Founder & Joint Managing Partner)
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**NORTHERN INDIA
REGION**

CS SURESH PANDEY

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**SOUTHERN INDIA
REGION**

CS MOHANKUMAR ARAVAMUDHAN

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needamohan2@gmail.com

**SOUTHERN INDIA
REGION**

CS VENKATA RAMANA R.

Designation Council Member, The ICSI
RVR & Associates
Company Secretaries
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WESTERN INDIA REGION CS ASHISH KARODIA

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WESTERN INDIA REGION CS PRAVEEN SONI

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WESTERN INDIA REGION CS RAJESH TARPORA

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SECRETARY

CS Asish Mohan
Secretary, The ICSI
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Tel : (011) 45341003
E-mail : secretary@icsi.edu

II COMPOSITION OF COMMITTEES

The List of Standing, Non-Standing Committees and Boards – 2026 is as under :-

	S. No.	Name	Position
1	Executive Committee		
	1.	CS Pawan G. Chandak	Chairman
	2.	CS Dwarakanath Chennur	Member
	3.	Shri Inder Deep Singh Dhariwal	Member (Govt. Nominee)
	4.	CS Dhananjay Shukla	Member
	5.	CS B. Narasimhan	Member
	6.	CS Manoj Kumar Purbey	Member
	7.	CS Venkata Ramana R.	Member
2	Finance Committee		
	1.	CS Pawan G. Chandak	Chairman
	2.	CS Dwarakanath Chennur	Member
	3.	CS Ashish Karodia	Member
	4.	CS Mohankumar A.	Member
	5.	CS Praveen Soni	Member
	6.	CS Sandip Kumar Kejriwal	Member
	7.	CS Suresh Pandey	Member
3	Examination Committee		
	1.	CS Pawan G. Chandak	Chairman
	2.	CS Dwarakanath Chennur	Member
	3.	CS B. Narasimhan	Member
	4.	CS NPS Chawla	Member
	5.	CS Rajesh Tarpara	Member
	6.	CS Rupanjana De	Member
	7.	CS Suresh Pandey	Member
4	Financial Services Committee		
	1.	CS Ashish Karodia	Chairman
	2.	CS B. Narasimhan	Member
	3.	CS Manoj Kumar Purbey	Member
	4.	CS Mohankumar A.	Member
	5.	CS NPS Chawla	Member
	6.	CS Rajesh Tarpara	Member
	7.	CS Sandip Kumar Kejriwal	Member
5	Corporate Laws & Governance Committee		
	1.	CS Manish Gupta	Chairman
	2.	Dr. Ashok Kumar Mishra	Member (Govt. Nominee)
	3.	CS Dhananjay Shukla	Member
	4.	CS Ashish Karodia	Member
	5.	CS Manoj Kumar Purbey	Member

	6.	CS Rajesh Tarpara	Member
	7.	CS Venkata Ramana R.	Member
6	ICSI CCGRT Committee		
	1.	CS Dhananjay Shukla	Chairman
	2.	CS Manish Gupta	Member
	3.	CS Ashish Karodia	Member
	4.	CS Sandip Kumar Kejriwal	Member
	5.	CS Venkata Ramana R	Member
7	Centralized Infrastructure Committee		
	1.	CS Dhananjay Shukla	Chairman
	2.	CS Manish Gupta	Member
	3.	CS Ashish Karodia	Member
	4.	CS Rajesh Tarpara	Member
	5.	CS Sandip Kumar Kejriwal	Member
	6.	CS Venkata Ramana R.	Member
8	Professional Development Committee		
	1.	CS Venkata Ramana R.	Chairman
	2.	Shri Sanjay Shorey	Member (Govt. Nominee)
	3.	CS Manish Gupta	Member
	4.	CS NPS Chawla	Member
	5.	CS Praveen Soni	Member
	6.	CS Rajesh Tarpara	Member
	7.	CS Rupanjana De	Member
	8.	CS Suresh Pandey	Member
9	Training & Educational Facilities Committee		
	1.	CS Dwarakanath Chennur	Chairman
	2.	Shri Balamurugan D.	Member (Govt. Nominee)
	3.	CS Dhananjay Shukla	Member
	4.	CS B. Narasimhan	Member
	5.	CS Ashish Karodia	Member
	6.	CS Manoj Kumar Purbey	Member
	7.	CS Mohankumar A.	Member
	8.	CS Sandip Kumar Kejriwal	Member
10	Practicing Company Secretaries Committee		
	1.	CS Rajesh Tarpara	Chairman
	2.	CS Dhananjay Shukla	Member
	3.	CS B. Narasimhan	Member
	4.	CS Ashish Karodia	Member
	5.	CS Mohankumar A.	Member
	6.	CS Rupanjana De	Member
	7.	CS Venkata Ramana R.	Member
11	Information Technology Committee		
	1.	CS Manoj Kumar Purbey	Chairman
	2.	CS Dhananjay Shukla	Member

	3.	CS Mohankumar A.	Member
	4.	CS NPS Chawla	Member
	5.	CS Praveen Soni	Member
	6.	CS Rajesh Tarpara	Member
	7.	CS Rupanjana De	Member
	8.	CS Venkata Ramana R.	Member
12	Placement Committee		
	1.	CS Mohankumar A.	Chairman
	2.	CS Manoj Kumar Purbey	Member
	3.	CS NPS Chawla	Member
	4.	CS Praveen Soni	Member
	5.	CS Rupanjana De	Member
	6.	CS Sandip Kumar Kejriwal	Member
	7.	CS Suresh Pandey	Member
13	Professional Research Committee		
	1.	CS Rupanjana De	Chairperson
	2.	CS Ashish Karodia	Member
	3.	CS NPS Chawla	Member
	4.	CS Rajesh Tarpara	Member
	5.	CS Sandip Kumar Kejriwal	Member
14	Publication Committee		
	1.	CS Praveen Soni	Chairman
	2.	Dr. Ashok Kumar Mishra	Member (Govt. Nominee)
	3.	CS Manoj Kumar Purbey	Member
	4.	CS Mohankumar A.	Member
	5.	CS NPS Chawla	Member
	6.	CS Rupanjana De	Member
	7.	CS Suresh Pandey	Member

III COMPOSITION OF REGIONAL COUNCILS

EASTERN INDIA REGIONAL COUNCIL
ICSI-CCGRT KOLKATA CAMPUS, ACTION AREA II
NEW TOWN, KADAMPUKUR, KOLKATA – 700135

Chairman	Vice-Chairman
HARLALKA BISHAL Practicing Company Secretary Bishal Harlalka & Associates 309, 3rd Floor, AAC Commercial Complex S.J. Road, Athgaon Guwahati - 781001	KUMAR SATISH Company Secretary Satish Kumar & Associates Office No. 603, 6th Floor Samridhi Square, Kishoriganj Chowk Ranchi - 834001
Secretary	Treasurer
KUMAR SANTOSH Practising Company Secretary Santosh Kumar & Associates Company Secretaries House No. 13, LBS Marg, North S K Puri Patna - 800013	
Members	Ex-Officio Members
SARASWAT ANUJ Practising Company Secretary A Saraswat & Associates 17/1, Mukhram Kanoria Road, Rampuria Mansion, 2nd Floor Howrah - 711101	DE RUPANJANA (MS.) Partner, Rupanjana De & Co. Unit 14B, Aurora Waterfront, 14 th Floor, Plot 34/1, GN Block, Salt Lake, Sector V Bidhannagar, West Bengal – 700091
SHAW MOHIT (Dr.) Company Secretary 38, Vivekananda Road Kolkata – 700007	SANDIP KUMAR KEJRIWAL #322, 3 rd Floor, Martin Burn House 1 R.N. Mukherjee Road Kolkata - 700001
MISHRA SOUMYA SUJIT Practising Company Secretary SSM Associates 378/4785/5203, 1st Floor Bada Raghunathpur, Inside Kalinga Estate Project, Gohira Chowk P.O.: Madanpur, Odisha Bhubaneswar - 752054	

NORTHERN INDIA REGIONAL COUNCIL
ICSI-NIRC BUILDING
PLOT NO.4, PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI-110005

Chairman	Vice-Chairman
PANDEY SANTOSH Practicing Company Secretary Proprietor, Santosh Pandey & Associates A-2/132, Rajouri Garden New Delhi - 110027	SRIVASTAVA AWANISH Naks & Associates (Founder & Managing Partner) 22/111, West Patel Nagar New Delhi - 110008
Secretary	Treasurer
SHARMA RAHUL Practicing Company Secretary Proprietor - Rahul S & Associates 3F-34, Trinita Mall, Swej Farm Shyam Nagar, Jaipur - 302019	SINGH MANPREET Designated Partner Satvikam Advisors LLP VDS Building A1/B, Office No. B-06, Sector -16 Noida - 201301
Members	Ex-Officio Members
GOEL SHIKHAR Managing Partner Juris Professionals 214, Durga Chambers DB Gupta Road, Karol Bagh New Delhi - 110005 GROVER PREETI Proprietor, PG & Associates E – 50, Panchsheel Park New Delhi – 110017 GUPTA SURYA KANT Proprietor Surya Gupta and Associates Chamber No. 11, Saraswati Bhawan Basement, 1/4 Lalita Park, Laxmi Nagar Delhi - 110092 HARBOLA HIMANSHU K-40, Second Floor B.K. Dutt Colony, Near Jor Bagh New Delhi - 110003	SHUKLA DHANANJAY Dhananjay Shukla & Associates House No. 23, Sector-30 Gurugram - 122001 GUPTA MANISH RMG & Associates, Company Secretaries 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh New Delhi - 110005 PURBEY MANOJ KUMAR 202, 2 nd Floor, 4 & 5 Metro Complex Veer Savarkar Block, Shakarpur Delhi - 110092 CHAWLA NPS Aekom Legal (Co-Founder & Joint Managing Partner) G-29 (LGF), G-25 (LGF) Lajpat Nagar – III New Delhi - 110024

<p>RUNGTA ADITYA Founder – Saroj Rungta Foundation K-115, Sector-82, Vivek Nagar Noida – 201304</p> <p>SINGAL JATIN Proprietor Jatin Singal & Associates # 511, 5th Floor, Ludhiana Stock Exchange Building, Feroze Gandhi Market Ludhiana – 141001</p> <p>SUHAG DEVENDER SMD & Co. C1-2767, LGF Sushant Lok-1, Sector 43 Near Golf Course Road Gurugram - 122104</p> <p>TYAGI ARJUN Proprietor Arjun Tyagi & Co. SCO 1794, First Floor, Above Indian Bank Main Road, Hallomajra Chandigarh - 160002</p>	<p>PANDEY SURESH SPG & Associates 1005, 10th Floor, Vikram Tower Rajendra Place (Adjacent to Metro Station) New Delhi - 110008</p>
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**SOUTHERN INDIA REGIONAL COUNCIL
ICSI-SIRC HOUSE
NO. 9, WHEAT CROFTS ROAD, NUNGAMBAKKAM
CHENNAI - 600034**

Chairman	Vice-Chairperson
<p>MAHADEV TIRUNAGARI Company Secretaries Flat No. 406 & 407, 4th Floor MGR Estates, Dwarakapuri Colony Punjagutta, Hyderabad - 500082</p>	<p>IYER JAYASHREE S (MS.) Company Secretaries, Jayashree S Iyer Ground Floor, 23 Lake Area, 3rd Cross Street Nungambakkam Chennai - 600034</p>
Secretary & Treasurer	
<p>M. DAMODARAN M Damodaran & Associates New No. 6, Old No. 12, Appavoo Gramani, 1st Stree, Mandaveli Opp. to CSI Church Chennai - 600028</p>	
Member	Ex-Officio Members
<p>PRADEEP B KULKARNI Company Secretaries V Sreedharan & Associates No.293, 2nd Floor, 10th Main, III Block Jayanagar, Bengaluru – 560011</p> <p>MADHUSUDHANAN E P Partner SEP & Associates Building No. CC 31/1590, Felix Road Thammanam, Kochi - 682032</p>	<p>ARAVAMUDHAN MOHANKUMAR Company Secretaries Mohan Kumar & Associates Flat F-1, Sudarshan Apartment 72, VGP Selva Nagar 2nd Main Road, Velachery Chennai - 600042</p> <p>CHENNUR DWARAKANATH Company Secretary in Practice No. 31, Vidhya Bhavan, IIIrd Floor Rear Block, West Anjeneya Temple Street, Basavanagudi Bengaluru - 560004</p> <p>R. VENKATA RAMANA RVR & Associates, Company Secretaries 1-10-18, Flat No. G1, 1st Floor Lakshmi Sri Park View Apartments Opp. Municipal Park, Ashok Nagar Hyderabad - 500020</p>

**WESTERN INDIA REGIONAL COUNCIL
13, JOLLY MAKER CHAMBERS NO. 2 (FIRST FLOOR)
AND NOS. 56 & 57 (FIFTH FLOOR), NARIMAN POINT, MUMBAI - 400021**

Chairman	Vice-Chairman
<p>CHOUDHARY YOGESH Proprietor, Yogesh Choudhary & Associates Office 10, Second Floor, S V Road Chhabariya Apartment, Opp. MTNL Kandivali West, Mumbai Suburban Mumbai - 400067</p>	<p>RAWAL BHAVESH KUMAR Proprietor, M/s B Rawal & Co. 306, 3rd Floor, Sankalp, Chowki Street Nanpura, Surat - 395001</p>
Secretary	Treasurer
<p>CHHAJED ABHISHEK PRAKASHCHAND Designated Partner and Promoter SCS & Co. LLP, Chhajed and Associates B/1115, Sun West Bank Opp. City Gold Cinema, Ashram Road Ahmedabad - 380009</p>	<p>KULKARNI SAGAR VIVEK Proprietor S.V. Kulkarni and Associates Flat No.-02, Ground Floor Urvashi Apartment, Shrirang Chowk Near Lotus Hospital, Off. Vidya Circle Gangapur Road, Nashik – 422003</p>
Members	Ex-Officio Members
<p>NAUTIYAL AMRITA DC (MS.) Proprietor Amrita Nautiyal & Associates 1, Bina Shopping Centre, M. V. Road Andheri (East), Mumbai – 400069</p> <p>GANGRADE ANURAG C/o Shreeyam Power and Steel Industries Limited Ground Floor, Shree Mahadeo House Opposite Blue Dart Courier South Tukoganj, Indore – 452001</p> <p>JOSHI DEEPTI ANIRUDDHA (MS.) Partner, Deepti Joshi and Associates Plot No. 104, Ramnagar Nagpur – 440033</p> <p>WAGH HRISHIKESH Designated Partner, KANJ & Co. LLP Company Secretaries 3-4 Aishwarya Sankul, Survey No. 17 G. A. Kulkarni Path, Opp. Joshi Railway Museum, Kothrud, Pune - 411038</p>	<p>ASHISH KARODIA Practicing Company Secretaries 208, Trade House, 14/3, South Tukoganj Indore - 452001</p> <p>BALASUBRAMANIAN NARASIMHAN B N & Associates 601/602 B Wing Cosmic Heights, Bhakti Park Near Imax Theatre, Wadala East Mumbai - 400037</p> <p>CHANDAK PAWAN G. KPRC & Associates Off No. A 1203-1205, Kumar Surabhi Next to Laxminarayan Theatre Satara Road, Pune - 411048</p> <p>SONI PRAVEEN Office No. 261, Second Floor V Mall, Thakur Complex, Kandivali East Mumbai - 400101</p>

RAJPUT MEHUL GANESH
401, Akshat Towers, Opp. Rajpath Club
S G Highway, Bodakdev
Ahmedabad - 380054

PATARE SANJAY UTTAMRAO
Founder
Sanjay Patare & Associates
Office No.1, Ground Floor
Omkar Apartment, Sr. No. 33
Opposite Barbeque Nation
Sinhgad Road, Manikbaug, Pune - 411051

SHAH SNEHAL CHANDRAKANT
Proprietor
Snehal Shah & Associates
501, Shreeji Arcade Premises
Junction of S. V. Road & M. G. Road
Kandivali (West), Mumbai - 400067

RAO YARRA CHANDRA
Godawari Power and Ispat Limited
Plot No.428/2, Phase- 1
Industrial Area, Siltara
Raipur - 492001

TARPARA RAJESH
R.C. Tarpara & Associates
A-507, Shilp Corporate Park
B/H: Rajpath Club
Rajpath Rangoli Road, S.G. Highway
Ahmedabad - 380054

**IV NON DISCLOSURE OF THE AGENDA AND MINUTES OF THE COMMITTEES AND
BOARDS OF THE COUNCIL / INSTITUTE**

It has been decided that the agenda and minutes and those of the committees and boards of the Council / Institute shall not be provided under the RTI Act, 2005.

ITEM NO. (IX)**DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

The Directory of its Officers & Employees (Executive level and above) is as under :-

EPABX NUMBER : (011) 45341000

DESIGNATION	NAME	DIRECT NO.
OFFICE OF PRESIDENT		
Joint Director	Sanjeev Kumar Dogra	45341004
OFFICE OF SECRETARY		
Deputy Director	K P Sasi	45341006
COUNCIL AFFAIRS		
Joint Director	Premjith S	45341046
Deputy Director	Meena Khurana (Ms.)	45341031
Executive (Academics)	Ankita Mathew (Ms.)	45341059
DIRECTORATE OF GOVERNANCE & PROFESSIONAL DEVELOPMENT		
Director Lakshmi Arun (Ms.)		45341030
PROFESSIONAL DEVELOPMENT AND REGULATION		
Joint Director	Anamika Chaudhary (Ms.)	45341066
Deputy Director	Dr. Bhole Shankar Sikhwal	45341040
Executive (Academics)	Kanika (Ms.)	45341040
Executive (Academics)	Richa Gupta (Ms.)	45341040
Executive (Academics)	Nikita Dutta (Ms.)	45341075
Executive (Academics)	Dr. Neeraj Kumar	45341097
Executive (Academics)	Iqra Jabeen Ansari	45341097
Executive (Admin)	Vineet Kishore Sharma	45341093
GOVERNANCE & CORPORATE LAW		
Joint Director	Deepa Khatri (Ms.)	45341038
Deputy Director	Khusbu Mohanty (Ms.)	45341082
Deputy Director	Sarika Verma (Ms.)	45341039
Deputy Director	Pooja Rahi (Ms.)	45341070
Assistant Director	Ranjana Gupta (Ms.)	45341027
Executive (Academics)	Alex V S	45341070
Executive (Academics)	Yogesh Kumar Jha	45341040
Executive (Academics)	Meenakshi Mittal (Ms.)	45341034
Executive (Academics)	Dr. Pratap Kumar Manne	45341041
Executive (Academics)	Sukhmeet Suri (Ms.)	45341025
Executive (Academics)	Srishti Singh (Ms.)	45341028
DIRECTORATE OF LEGAL & RTI		

Director	Saidutta Mishra	45341019
Deputy Director	Gaurav Tandon	45341024
Assistant Director	Kumar Navnit	45341029
Executive (Law)	Arunendra Pratap Singh	45341013
Executive (Admin)	Ram Dhanka	45341051
DIRECTORATE OF CORPORATE COMMUNICATION & INTERNATIONAL AFFAIRS		
Joint Secretary	Preeti Kaushik Banerjee (Ms.)	45341022
CORPORATE COMMUNICATION		
Deputy Director	Sanjeet Kumar	45341088
BRANDING & OUTREACH		
Deputy Director	Sonu Nahata (Ms.)	45341064
Executive (Admin)	Pooja Sharma (Ms.)	45341087
INTERNATIONAL AFFAIRS		
Deputy Director	Sonu Lakhani	45341065
Executive (IA & Research)	Shivam Singh	45341065
DIRECTORATE OF HUMAN RESOURCES		
Joint Secretary	Ashvini Kumar Srivastava	0120-4522018
Joint Director	Sajeevan P	45341071
Deputy Director	Nidhi Maikhuri (Ms.)	(0120) 4082126
Assistant Director	Anuj Kumar Gupta	45341036
Executive (Admin) - Reception HQ, Delhi	Ritu Dua (Ms.)	45341020
Executive (Admin)	Vishal Bhasin	45341092
DIRECTORATE OF FINANCE		
Director	Shree Prakash	45341015
Deputy Director (F&A)	Deepak Agarwal	45341083
Deputy Director	Sunita Mehan (Ms.)	45341047
Deputy Director	Hema Babbar (Ms.)	45341091
Deputy Director	Shandilya Saroj	45341049
Assistant Director	Suman Iyer (Ms.)	45341048
Assistant Director	B C Papney	45341053
Assistant Director	Kamal Gururani	45341095
Executive (F&A)	Akash Goel	45341054
Executive (F&A)	Ankit Naithani	45341055
DIRECTORATE OF INTERNAL AUDIT & VIGILANCE		
Director	Tapash Bhattacharjee	45341035
Assistant Director	Amit Kumar	45341078
Assistant Director (Internal Audit)	Himanshu Agrawal	45341077
Assistant Director (F&A)	Deepak Kumar	45341032

Assistant Director	Navneet Kaur (Ms.)	45341078
DIRECTORATE OF EXAMINATION		
Director	Galipelly Hanumantharao Ramana	0120-4522011
Deputy Director	Nikhat (Ms.)	4522023
Deputy Director	Shruti Gupta (Ms.)	4522025
Assistant Director	Ajay Kumar Pahwa	4522022
Assistant Director	Rajesh Kumar Sharma	4082139
Assistant Director	Mani Shankar Tiwari	4522032
Executive (Admin.)	Siya Ram	4522027
Executive (Admin.)	Ganesh Datt Sharma	4082238
Executive (Admin)	Sandeep Kumar Paras	4522033
DIRECTORATE OF DISCIPLINE		
Joint Secretary	Sonia Baijal (Ms.)	4082103
Joint Director	Vikash Kumar Srivastava	4082165
Deputy Director	Ritu Chawla (Ms.)	4522054
Deputy Director	Anita Mehra (Ms.)	4522086
Assistant Director	Rasbihari Nath Tiwari	4522040
Executive (Academics)	Mamta (Ms.)	4082192
DIRECTORATE OF ACADEMICS & RESEARCH		
Director	Alka Arora (Ms.)	4082127
STUDIES		
Joint Director	Dr. Juhi Kohli (Ms.)	4082128
Deputy Director	Mahesh Airan	4082138
Deputy Director	Chittaranjan Pal	4082167
Deputy Director	Govind Krishna Agarwal	4082171
Assistant Director	Kushal Kumar	4082116
Executive (Academics)	Puneeta Ahuja (Ms.)	4082257
Executive (Academics)	Bharati Lohchab (Ms.)	4522013
Executive (Academics)	Dr. Lunghar Jajo	4082166
Executive (Academics)	Bhakti Harindra Chawhan (Ms.)	4082166
PMQ		
Deputy Director	Rakesh Kumar	4082141
Assistant Director	Garima Mehrotra (Ms.)	4522079
Executive (Admin)	Naveen Kumar	4522059
CO-ORDINATION		
Deputy Director	Anita Gupta (Ms.)	4522091
Assistant Director	Himanshu Sharma	4522049
DIRECTORATE OF MEMBER SERVICES		

Joint Secretary	Dr. Rajesh Kumar Agarwal	4082106
MEMBERSHIP & CSBF and PCS Regulatory		
Joint Director	Manoj Kumar	4082131
Assistant Director	Vidhya Ganesh (Ms.)	4082133
Assistant Director	Rajeev Mishra	4082175
Assistant Director	Vanitha Dhanesh (Ms.)	4082136
Assistant Director	Rajiv Ranjan	4082135
Executive (Admin)	Parinita (Ms.)	4082118
PLACEMENT		
Joint Director	Ritesh Kumar	4082104
ICSI-IIP, ICSI-RVO, ICSI-Institute of Social Auditors and ICSI International ADR CENTRE		
Director	Saurabh Jain	4522019
Executive (Admin)	Mohammad Aslam	4082117
DIRECTORATE OF STUDENT SERVICES		
Director	Banu Dandona (Ms.)	4082109
STUDENTS FACILITIES AND STUDENT OUTREACH		
Deputy Director	S Sreejesh	4522056
Assistant Director	Archana Sethi (Ms.)	4522082
Assistant Director	Beena (Ms.)	4522072
Assistant Director, IIP	Nitin Satija	4522074
Executive (Admin)	Rajbir Singh Bhandari	4522062
Executive (Admin)	Shalini (Ms.)	4522063
Executive (Academics)	Vishal Kumar Roy	4522085
Executive (Academics)	Pradeep Chandra Joshi	4522069
TRAINING		
Joint Director	Disha Kant (Ms.)	4082121
Deputy Director	Gaurav Mehta	4082157
Executive (Admin)	Anju Gupta (Ms.)	4522076
Executive (Admin)	Monika Joshi (Ms.)	4082158
Executive (Admin)	Trupti Nayak (Ms.)	4082173
Executive (Academics)	Muskan (Ms.)	4082168
DIRECTORATE OF PURCHASE & STORES AND PRINTING		
Director	Dr. Prasant Sarangi	4082185
PURCHASE & STORES		
Director	S K Sharma	4522012
Joint Director	Arti J Shailendar (Ms)	4522009
Deputy Director	Ghulam Haider	4522016
Executive (Internal Audit)	Praveen Kumar Ojha	4082140

PRINTING		
Deputy Director	Dr. Sapna Malhotra (Ms.)	4082123
Deputy Director	Manhar Malhotra	4082129
Assistant Director	Chandni Garg (Ms)	4082105
DIRECTORATE OF INFRA & ADMINISTRATION		
Joint Secretary (SG)	Dr. Sanjay Pandey	0120 - 4522010
INFRA & BUILDING MAINTENANCE		
Joint Director	Yatesh Kumar Sharma	4082108
Assistant Director	Satish Kumar	4082193
Assistant Director	Abhishek Raj	4522046
Executive (Infrastructure)	Vaibhav Sharma	4082143
ADMINISTRATION		
Joint Director	Sanjeev Kumar Dogra	011 45341004 0120 4522015
Assistant Director	Birender Kumar	011 45341057
DIRECTORATE OF INFORMATION TECHNOLOGY		
Joint Director	Praveen Kumar Veyikandla	4522066
Joint Director	Ravish Samota	4522045
Deputy Director	Venkata Sudhakar Chinta	4522039
Deputy Director (E-Learning)	Dr. Nilesh Neelmani	4082187 / 2181
Assistant Director	Vandana Mohindroo (Ms.)	4522036
Assistant Director	Gaurav Bansal	4522037
Assistant Director	Praveen Kumar	4522070
Assistant Director	Santosh Kumar Jha	4522043
Assistant Director	Ashish Jain	4082145
Senior Programmer	Pooja Juyal (Ms.)	4522044 / 4082151
Executive (Law)	Shanshak Panwar	4082182
QRRT		
Director	Rakesh Goyal	0120 - 4522008
Executive (Academics)	R S Dravida Gokul	4082172
NIRO (PRASAD NAGAR) DELHI Help Line 011-4934 3000		
Joint Secretary	Sanjay Kumar Nagar	49343002
Joint Director	Geetanjali Rathore (Ms.)	49343003
Deputy Director (F&A)	Dr. Mukesh Jinara	49343004
Assistant Director	Harvinder Kaur (Ms.)	49343007
Assistant Director	Manish Agarwal	49343024
Executive (Academics)	Ishwar Kant	49343005
EIRO - Kolkata		
Director	Amit Kumar Ghosal	033-22901065

Deputy Director	Dr. Tapas Kumar Roy	22832973
Executive (Academics)	Suruchi Verma	do
Executive. (Admin)	Uma Banik Joarder (Ms.)	do
Executive. (Admin)	Aritra Karmakar	do
WIRO - Mumbai		
Director	Kailash Chander Kaushik	022-61307900 - 904
Assistant Director(F&A)	Deepak Saxena	61307904
Assistant Director	Priyanka Singh (Ms.)	61307921
Executive (Admin)	Vimala Valji Jogadia (Ms.)	61307921
SIRO - Chennai		
Joint Secretary (SG)	Ankur Yadav	044-28279898
Deputy Director	Chenna Kesava Chebrolu	do
Assistant Director	Saurabh Bansal	do
Assistant Director	Chelliah Murugan	do
CCGRT - MUMBAI		
Director	Dr. Nikhat Khan (Ms.)	022-41021502
Assistant Director	Kavita Pramod Chavan (Ms.)	41021510
Assistant Director	Priyanka Das (Ms.)	do
CCGRT - HYDERABAD		
Director	D V N S Sarma	040-27177722
Assistant Director	Vadali Sesham Raju	do
CCGRT - KOLKATA		
Director	Dr. S K Jena	033-35033805
Deputy Director	Akinchan Buddhodev Sinha	do
Deputy Director	Gautam Mullick	do
Assistant Director	Alok Kumar	do
CCGRT - MANESAR		
Joint Director	Rajesh Kumar Gupta	
Deputy Director	Ajay Sharma	
Ahmedabad		
Joint Director	Subhashis Bagchi	079-40038581
Amaravati		
Executive (Admin)	Yalla Maha Vishnuvu	0863-2233445
Bengaluru		
Deputy Director	Noor Sumayya (Ms.)	080-23111861
Assistant Director	N Venugopal	080-23117158
Bhubaneswar		
Assistant Director	U C Mishra	0674-2552282
Coimbatore		

Executive (Admin)	Sundar Swamy S	0422-2237006
Faridabad		
Nitin Jain	Joint Director	0129-4003761
Gandhinagar (Gift City)		
Assistant Director	Ketan Kalyanbhai Bhargamiya	
Gurugram		
Executive(Admin)	Amit Likhyani	0124-4232148
Executive(Admin)	Jitendra Kumar	do
Hooghly		
Executive (Admin)	Rukmani Nag (Ms.)	033-26720315
Hyderabad Chapter		
Assistant Director	V Srinivas	040-27177721
Executive (Admin)	Sankara Rao Badi	do
Indore		
Assistant Director	Pravin Gupta	0731-4248181
Jaipur		
Executive (Admin)	Makkhan Lal Raiger	0141-2707236
Jodhpur		
Assistant Director	Chandra Prakash	0291-2656146
Kochi		
Deputy Director	Smita Subin (Ms.)	0484-2375950 / 4050502
Mangaluru		
Executive (Admin)	Sreekanth Gaddam	0824-2216482
Pune		
Deputy Director	Anil R Tale	020-25393227
Executive (Admin)	P S Emmanuel	do
Salem		
Executive(Admin)	N Dhanabal	0427 - 2443600/8754340840
Thane		
Assistant Director	Sakshi Santosh Kadam (Ms.)	9004928113

**NORTHERN INDIA REGIONAL COUNCIL (NIRC)
'ICSI-NIRC' BUILDING, PLOT NO. 4, PRASAD NAGAR INSTITUTIONAL AREA
NEW DELHI – 110 005**

Name S/Shri	Designation	EPABX No.
Sanjay Kumar Nagar	Joint Secretary	(011) 49343002

**EASTERN INDIA REGIONAL COUNCIL (EIRC)
ICSI CCGRT BUILDING, PLOT NO: IIA/35, PREMISES NO: 07-0394,
KADAMPUKUR, NEW TOWN, (OPPOSITE NEWTOWN COFFEE HOUSE) KOLKATA
WEST BENGAL 700135**

Name S/Shri	Designation	EPABX No.
Amit Kumar Ghosal	Director	(033) 35033814

**WESTERN INDIA REGIONAL COUNCIL (WIRC)
13, JOLLY MAKER CHAMBERS NO. 2 (1st FLOOR) & Nos. 56 &57 (5th FLOOR),
NARIMAN POINT, MUMBAI- 400 021**

Name S/Shri	Designation	EPABX No.
Kailash Chander Kaushik	Director	(022) 61307900-04

**SOUTHERN INDIA REGIONAL COUNCIL (SIRC)
'ICSI-SIRC HOUSE', NEW NO. 9,
WHEAT CROFTS ROAD, NUNGAMBAKKAM
CHENNAI-600 034**

Name S/Shri	Designation	EPABX No.
Ankur Yadav	Joint Secretary (SG)	044-28279898

ITEM NO. (X)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The statement containing monthly remuneration received by each of its officers and staff members is as under : -

Abbreviations used for various Directorates

Admin.	Administration	NIRO	Northern India Regional Office
Exams	Examination	EIRO	Eastern India Regional Office
F&A	Finance and Accounts	WIRO	Western India Regional Office
HR	Human Resources	SIRO	Southern India Regional Office
IT	Information Technology	IIP	Institute of Insolvency Professionals
QRRT	Quick Response & Resolution Team	RVO	Registered Valuers Organization
CCGRT	Centre for Corporate Governance, Research and Training	CSBF	Company Secretary Benevolent Fund

S.NO.	NAME	DIRECTORATE	PLACE OF POSTING	BASIC PAY
SECRETARY [Level-17 (80000)]				
1	CS ASISH MOHAN	SECRETARIAT	DELHI	225000
JOINT SECRETARY (SG) [Level-14 (144200-218200)]				
2	ANKUR YADAV	SIRO	CHENNAI	218200
3	Dr. SANJAY PANDEY	INFRA & ADMINISTRATION	NOIDA	205600
JOINT SECRETARY [Level-14 (144200-218200)]				
4	SANJAY KUMAR NAGAR	NIRO	DELHI	205600
5	ASHVINI KUMAR SRIVASTAVA	HUMAN RESOURCES	NOIDA	172200
6	SONIA BAIJAL	DISCIPLINE	NOIDA	177400
7	PREETI KAUSHIK BANERJEE	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	167200
8	Dr. RAJESH KUMAR AGRAWAL	MEMBER SERVICES	NOIDA	172200
DIRECTOR [Level-13 (123100-215900)]				
9	Dr. S K JENA	CCGRT KOLKATA	KOLKATA	165400
10	Dr. NIKHAT KHAN	CCGRT MUMBAI	MUMBAI	165400
11	Dr. PRASANT SARANGI	PURCHASE & STORES AND PRINTING	NOIDA	155900
12	AMIT KUMAR GHOSAL	EIRO	KOLKATA	155900
13	SHREE PRAKASH	FINANCE	DELHI	147000
14	SAIDUTTA MISHRA	LEGAL & RTI	DELHI	147000
15	SANTOSH KUMAR SHARMA	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	142700
16	BANU DANDONA	STUDENTS SERVICES	NOIDA	138500
17	DVNS SARMA	CCGRT HYDERABAD	HYDERABAD	138500

18	SAURABH JAIN	IIP, RVO, ISA & ADR	NOIDA	134500
19	LAKSHMI ARUN	GOVERNANCE & PROFESSIONAL DEVELOPMENT	DELHI	134500
20	ALKA ARORA	ACADEMICS & RESEARCH	NOIDA	134500
21	KAILASH CHANDER KAUSHIK	WIRO	MUMBAI	130600
22	RAKESH GOYAL	IT- QRRT	NOIDA	123100
23	GALIPALLY HANUMANTHARAO RAMANA	EXAMINATION	NOIDA	123100
24	TAPASH BHATTACHARJEE	INTERNAL AUDIT & VIGILANCE	DELHI	123100
JOINT DIRECTOR [Level-12 (78800-209200)]				
25	ARTI J SHAILENDAR	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	109100
26	NITIN JAIN	FARIDABAD CHAPTER	FARIDADBAD	99800
27	SUBHASHIS BAGCHI	AHMEDABAD CHAPTER	AHMEDABAD	94100
28	PREMJITH. S	OFFICE OF SECRETARY – COUNCIL AFFAIRS	DELHI	91400
29	SAJEEVAN P	HUMAN RESOURCES - HRM	DELHI	88700
30	DISHA KANT	STUDENTS SERVICES - TRAINING	NOIDA	78800
31	SANJEEV KUMAR DOGRA	INFRA & ADMINISTRATION- ADMINISTRATION	DELHI	91400
32	VIKASH KUMAR SRIVASTAVA	DISCIPLINE	NOIDA	96900
33	ANAMIKA CHAUDHARY	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	91400
34	DEEPA KHATRI	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	99800
35	RITESH KUMAR	MEMBER SERVICES - PLACEMENT	NOIDA	91400
36	PRAVEEN KUMAR VEYIKANDLA	IT	NOIDA	91400
37	GEETANJALI SINGH RATHORE	NIRO	DELHI	91400
38	MANOJ KUMAR	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	91400
39	RAJESH KUMAR GUPTA	CCGRT MANESAR	MANESAR	88700
40	RAVISH SAMOTA	IT- HARDWARE & SOFTWARE	NOIDA	81200
41	YATESH KUMAR SHARMA	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	78800
42	JUHI KOHLI	ACADEMICS & RESEARCH - STUDIES	NOIDA	78800
DY DIRECTOR [Level-11 (67700-208700)]				
43	Dr. SAPNA MALHOTRA	PURCHASE & STORES AND PRINTING - PRINTING	NOIDA	88400
44	ANITA GUPTA	CO-ORDINATION	NOIDA	96600
45	AJAY SHARMA	CCGRT MANESAR	MANESAR	88400

46	CHENNA KESAVA CHEBROLU	SIRO	CHENNAI	99500
47	GAURAV MEHTA	STUDENTS SERVICES - TRAINING	NOIDA	93800
48	MAHESH AIRAN	ACADEMICS & RESEARCH - STUDIES	NOIDA	76200
49	RITU CHAWLA	DISCIPLINE	NOIDA	88400
50	Dr. TAPAS KUMAR ROY	EIRO	KOLKATA	91100
51	ANITA MEHRA	DISCIPLINE	NOIDA	88400
52	NIKHAT .	EXAMINATION	NOIDA	88400
53	GHULAM HAIDER	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	93800
54	MANHAR MALHOTRA	PURCHASE & STORES AND PRINTING - PRINTING	NOIDA	91100
55	Dr. AKINCHAN BUDDHODEV SINHA	CCGRT KOLKATA	KOLKATA	80900
56	K P SASI	OFFICE OF SECRETARY	DELHI	88400
57	SHRUTI GUPTA	EXAMINATION	NOIDA	88400
58	SANJEET KUMAR	CORPORATE COMMUNICATION & INTERNATIONAL AFFAIR - CORPORATE COMMUNICATION	DELHI	88400
59	NIDHI MAIKHURI	HUMAN RESOURCES - HRM	NOIDA	85800
60	GAUTAM MULLICK	CCGRT KOLKATA	KOLKATA	85800
61	GAURAV TANDON	LEGAL & RTI	DELHI	83300
62	KHUSBU MOHANTY	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	80900
63	VENKATA SUDHAKAR CHINTA	IT- HARDWARE & SOFTWARE	NOIDA	85800
64	CHITTARANJAN PAL	ACADEMICS & RESEARCH - STUDIES	NOIDA	85800
65	S SREEJESH	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	83300
66	SONU NAHATA	CORPORATE COMMUNICATION & INTERNATIONAL AFFAIR - BRANDING & OUTREACH	DELHI	76200
67	DEEPAK AGARWAL	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	76200
68	SUNITA MEHAN	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	91100
69	HEMA BABBAR	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	74000
70	Dr. NILESH NEELMANI	IT- HARDWARE & SOFTWARE	NOIDA	76200
71	SARIKA VERMA	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	76200
72	GOVIND KRISHNA AGARWAL	ACADEMICS & RESEARCH - STUDIES	NOIDA	76200
73	RAKESH KUMAR	ACADEMICS & RESEARCH - PMQ	NOIDA	78500
74	ANIL R TALE	PUNE CHAPTER	PUNE	83300

75	Dr. BHOLE SHANKAR SIKHWAL	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	76200
76	SONU LAKHANI	CORPORATE COMMUNICATION & INTERNATIONAL AFFAIR - INTERNATIONAL OUTREACH	DELHI	78500
77	Dr. MUKESH JINARA	NIRO	DELHI	78500
78	MEENA KHURANA	OFFICE OF SECRETARY – COUNCIL AFFAIRS	DELHI	71800
79	NOOR SUMAYYA	BENGALURU CHAPTER	BENGALURU	78500
80	SHANDILYA SAROJ	FINANCE-TREASURY	DELHI	78500
81	POOJA RAHI	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	74000
82	SMITA SUBIN	KOCHI CHAPTER	KOCHI	71800
83	DEEPALI AGARWAL	ACADEMICS & RESEARCH - STUDIES	NOIDA	67700
ASSISTANT DIRECTOR [Level-10 (56100-177500)]				
84	RANJANA GUPTA	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	87400
85	DEEPAK SAXENA	WIRO	MUMBAI	75400
86	VANDANA MOHINDROO	IT- HARDWARE & SOFTWARE	NOIDA	82400
87	AJAY KUMAR PAHWA	EXAMINATION	NOIDA	77700
88	AMIT KUMAR	INTERNAL AUDIT & VIGILANCE	DELHI	75400
89	KAVITA PRAMOD CHAVAN	CCGRT MUMBAI	MUMBAI	75400
90	CHANDRA PRAKASH	JODHPUR CHAPTER	JODHPUR	82400
91	HIMANSHU AGARWAL	INTERNAL AUDIT & VIGILANCE	DELHI	71100
92	DEEPAK KUMAR	INTERNAL AUDIT & VIGILANCE	DELHI	71100
93	GARIMA MEHROTRA	ACADEMICS & RESEARCH - PMQ	NOIDA	73200
94	KETAN KALYANBHAI BHALGAMIYA	GIFT CITY CHAPTER, GANDHI NAGAR	GANDHINAGAR	75400
95	PRIYANKA SINGH	WIRO	MUMBAI	75400
96	SAKSHI SANTOSH KADAM	THANE CHAPTER	THANE	71100
97	PRAVIN GUPTA	INDORE CHAPTER	INDORE	73200
98	SATISH KUMAR	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	73200
99	VIDHYA GANESH	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	69000
100	SAURABH BANSAL	SIRO	CHENNAI	71100
101	RAJEEV MISHRA	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	69000
102	BEENA .	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	67000

103	ARCHANA SETHI	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	67000
104	ANUJ KUMAR GUPTA	HUMAN RESOURCES - HRM	DELHI	75400
105	SUMAN IYER	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	67000
106	RAJESH KUMAR SHARMA	EXAMINATION	NOIDA	67000
107	RAJIV RANJAN	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	80000
108	KUSHAL KUMAR	ACADEMICS & RESEARCH - STUDIES	NOIDA	71100
109	V SRINIVAS	HYDERABAD CHAPTER	HYDERABAD	67000
110	BIRENDER KUMAR	INFRA & ADMINISTRATION- ADMINISTRATION	DELHI	67000
111	VANITHA DHANESH	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	65000
112	GAURAV BANSAL	IT- HARDWARE & SOFTWARE	NOIDA	65000
113	HIMANSHU SHARMA	CO-ORDINATION	NOIDA	65000
114	KAMAL GURURANI	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	65000
115	HARVINDER KAUR	NIRO	DELHI	67000
116	B C PAPNEY	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	67000
117	ABHISHEK RAJ	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	65000
118	KUMAR NAVANIT	LEGAL & RTI	DELHI	65000
119	PRAVEEN KUMAR	IT- HARDWARE & SOFTWARE	NOIDA	63100
120	MANISH AGARWAL	NIRO	DELHI	67000
121	RASBIHARI NATH TIWARI	DISCIPLINE	NOIDA	63100
122	SANTOSH KUMAR JHA	IT- HARDWARE & SOFTWARE	NOIDA	63100
123	MANI SHANKAR TIWARI	EXAMINATION	NOIDA	61300
124	CHANDNI GARG	PURCHASE & STORES AND PRINTING - PRINTING	NOIDA	63100
125	NAVNEET KAUR	INTERNAL AUDIT & VIGILANCE	DELHI	63100
126	ASHISH JAIN	IT- HARDWARE & SOFTWARE	NOIDA	59500
127	PRIYANKA DAS	CCGRT MUMBAI	MUMBAI	73200
128	ALOK KUMAR	CCGRT KOLKATA	KOLKATA	65000
129	U C MISHRA	BHUBANESWAR CHAPTER	BHUBANESWAR	61300
130	CHELLIAH MURUGAN	SIRO	CHANNAI	59500
131	N VENUGOPAL	BENGALURU CHAPTER	BENGALURU	59500
132	VADALI SESHAM RAJU	CCGRT HYDERABAD	HYDERABAD	57800
EXECUTIVE (ACADEMICS) [Level-8 (47600-151100)]				
133	PUNEETA AHUJA	ACADEMICS & RESEARCH - STUDIES	NOIDA	53600
134	BHARATI LOHCHAB	ACADEMICS & RESEARCH - STUDIES	NOIDA	53600

135	Dr. NEERAJ KUMAR	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	53600
136	RICHA GUPTA	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	PATNA	53600
137	KANIKA	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	53600
138	ANKITA MATHEW	OFFICE OF SECRETARY – COUNCIL AFFAIRS	DELHI	52000
139	NIKITA DUTTA	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	52000
140	MUSKAN .	STUDENTS SERVICES - TRAINING	DELHI	52000
141	SUKHMEET SURI	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	52000
142	ALEX V S	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	52000
143	Dr. LUNGHAR JAJO	ACADEMICS & RESEARCH - STUDIES	NOIDA	49000
144	MAMTA .	DISCIPLINE	NOIDA	49000
145	ISHWAR KANT	NIRO	DELHI	49000
146	YOGESH KUMAR JHA	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	49000
147	SURUCHI VERMA	EIRO	KOLKATA	49000
148	BHAKTI HARINDRA CHAWHAN	ACADEMICS & RESEARCH - STUDIES	NOIDA	49000
149	VISHAL KUMAR ROY	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	49000
150	SRISHTI SINGH	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	49000
151	PRADEEP CHANDRA JOSHI	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	49000

152	MEENAKSHI MITTAL	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	47600
153	R S DRAVIDA GOKUL	IT- QRRT	NOIDA	49000
154	Dr. PRATAP KUMAR MANNE	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	49000
155	IQRA JABEEN ANSARI	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	49000
EXECUTIVE (ADMIN) [Level-8 (47600-151100)]				
156	MOHAMMAD ASLAM	IIP, RVO, ISA & ADR	NOIDA	64100
157	RAJBIR SINGH BHANDARI	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	62200
158	MAKKHAN LAL RAIGER	JAIPUR CHAPTER	JAIPUR	55200
159	P S EMMANUEL	PUNE CHAPTER	PUNE	55200
160	ANJU GUPTA	STUDENTS SERVICES - TRAINING	NOIDA	55200
161	RITU DUA	HUMAN RESOURCES - HRM	DELHI	55200
162	PARINITA .	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	53600
163	MONIKA JOSHI	STUDENTS SERVICES - TRAINING	NOIDA	53600
164	TRUPTI NAYAK	STUDENTS SERVICES - TRAINING	NOIDA	53600
EXECUTIVE(INFRASTRUCTURE) [Level-8 (47600-151100)]				
165	VAIBHAV SHARMA	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	52000
EXECUTIVE (F&A) [Level-8 (47600-151100)]				
166	AKASH GOEL	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	52000
167	ANKIT NAITHANI	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	49000
EXECUTIVE (LAW) [Level-8 (47600-151100)]				
168	ARUNENDRA PRATAP SINGH	LEGAL & RTI	DELHI	49000
169	SHANSHAK PANWAR	IT- HARDWARE & SOFTWARE	DELHI	49000
EXECUTIVE (INTERNATIONAL AFFAIRS & RESEARCH) [Level-8 (47600-151100)]				
170	SHIVAM SINGH	CORPORATE COMMUNICATION & INTERNATIONAL AFFAIR - CORPORATE COMMUNICATION	DELHI	49000
SR. PROGRAMMER [Level-8 (47600-151100)]				
171	POOJA JUYAL	IT- HARDWARE & SOFTWARE	NOIDA	49000

EXECUTIVE (ADMIN) [Level-8 (47600-151100)]				
172	SIYA RAM	EXAMINATION	NOIDA	50500
173	NAVEEN KUMAR	ACADEMICS & RESEARCH - PMQ	NOIDA	49000
174	RAM DHANKA	LEGAL & RTI	DELHI	49000
175	VISHAL BHASIN	HUMAN RESOURCES - HRM	DELHI	49000
176	SANKARA RAO BADI	HYDERABAD CHAPTER	HYDERABAD	49000
177	GANESH DATT SHARMA	EXAMINATION	NOIDA	49000
178	POOJA SHARMA	CORPORATE COMMUNICATION & INTERNATIONAL AFFAIR - CORPORATE COMMUNICATION	DELHI	49000
179	RUKMANI NAG	HOOGHLY CHAPTER	HOOGHLY	49000
180	UMA BANIK JOARDER	EIRO	KOLKATA	49000
181	JITENDRA KUMAR	GURUGRAM CHAPTER	GURUGRAM	47600
182	SREEKANTH GADDAM	MANGALURU CHAPTER	MANGALURU	47600
183	ARITRA KARMAKAR	EIRO	KOLKATA	47600
184	YALLA MAHA VISHNUVU	AMARAVATI CHAPTER	AMARAVATI	47600
185	SHALINI .	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	47600
186	SANDEEP KUMAR PARAS	EXAMINATION	NOIDA	47600
187	SUNDAR SWAMY S	COIMBATORE CHAPTER	COIMBATORE	47600
188	N DHANABAL	SALEM CHAPTER	SALEM	47600
189	AMIT LIKHYANI	GURUGRAM CHAPTER	MANESAR	47600
190	VINEET KISHORE SHARMA	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	47600
191	VIMALA VALJI JOGADIA	WIRO	MUMBAI	47600
192	PRAVEEN KUMAR OJHA	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	49000
PROGRAMMER [Level-6 (35400-112400)]				
193	SURENDRA SINGH	EXAMINATION	NOIDA	39900
194	HRISIKESH KUMAR	IT- HARDWARE & SOFTWARE	NOIDA	38700
SR EXECUTIVE ASSISTANT [Level-6 (35400-112400)]				
195	PRAFULLA KUMAR DASH	NAGPUR CHAPTER	NAGPUR	42300
196	NARSINGARAJU GANDLA	CCGRT HYDERABAD	HYDERABAD	42300
197	NISHI KANT	UDAIPUR CHAPTER	UDAIPUR	41100
198	PURNENDU KUMAR	EXAMINATION	NOIDA	41100
199	KARTAR CHAND	INFRA & ADMINISTRATION- ADMINISTRATION	DELHI	43600
200	PADMARAJAN E	EXAMINATION	NOIDA	39900
201	MRINAL MADHUR	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	39900
202	AJAY NANDAN SAMBYAL	EXAMINATION	NOIDA	39900
203	SANDIP BANSI BHINGARDIVE	CHHATRAPATI SAMBHAJINAGAR CHAPTER	CH. SAMBHAJI NAGAR	39900

204	JYOTI BAHL	HUMAN RESOURCES - HRM	NOIDA	39900
205	PRAMOD KEOT	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	38700
206	RAHUL .	NIRO	DELHI	38700
207	VINAY KUMAR	LEGAL & RTI	DELHI	38700
208	AMIT KUMAR	KOLHAPUR CHAPTER	KOLHAPUR	38700
209	CHITIJ .	LUDHIANA CHAPTER	LUDHIANA	38700
210	NIRANJAN SARKAR	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	38700
211	NIRMALA DEVI	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	37600
212	ROBY JOSEPH	SIRO	CHENNAI	37600
213	MOHD. AABID	HUMAN RESOURCES - HRM	DELHI	36500
214	ANKUR AGGARWAL	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	36500
215	VINNY MEHTA	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	36500
216	GEETA .	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	37600
217	GOUTAM KARMAKAR	PATNA CHAPTER	PATNA	36500
218	ARCHANA KAMALAKAR SAWANT	THANE CHAPTER	THANE	36500
219	HARPREET SINGH WALIA	AMRITSAR CHAPTER	AMRITSAR	35400
220	BHAVNA NARESH RAKTE	WIRO	MUMBAI	35400
221	T RAJA	MADURAI CHAPTER	MADURAI	35400
222	JOGINDER SINGH	NIRO	DELHI	35400
223	RAVIKANT .	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	35400
224	SREEKUMAR T.S.	KOCHI CHAPTER	KOCHI	35400
225	GIRISH GANPAT KAMBLE	PUNE CHAPTER	PUNE	35400
226	AMIT DALAL	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	35400
227	AMAN GROVER	CORPORATE COMMUNICATION & INTERNATIONAL AFFAIR - CORPORATE COMMUNICATION	DELHI	36500
228	SURBHI JAIN	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	36500
229	NISHA CHOUDHARY	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	36500

230	SURBHI .	GOVERNANCE & PROFESSIONAL DEVELOPMENT -PROFESSIONAL DEVELOPMENT AND REGULATION	DELHI	36500
231	PRACHI DWIVEDI	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	35400
EXECUTIVE ASSISTANT [Level-4 (25500-81100)]				
232	KARUNA SHARMA	NIRO	DELHI	36400
233	MINA KETAN SARANGI	BHUBANESWAR CHAPTER	BHUBANESWAR	39800
234	MANISH KUMAR	JALANDHAR CHAPTER	JALANDHAR	36400
235	RAJU KUMAR	KOTA CHAPTER	KOTA	36400
236	GOVIND KUMAR TIWARI	THIRUVANANTHAPURAM CHAPTER	THIRUVANANTHA PURAM	36400
237	RISHI PRAKASH SINGH	MYSURU CHAPTER	MYSURU	36400
238	DHARAVATHU RAMPRASAD	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	36400
239	ANITA BHANDARI	STUDENTS SERVICES - TRAINING	NOIDA	36400
240	RATNESH KUMAR	SURAT CHAPTER	SURAT	36400
241	DAISY JHUMAN	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	35300
242	CHANDRA NATH KUNDU	CCGRT KOLKATA	KOLKATA	36400
243	SALIM AHMED	BIKANER CHAPTER	BIKANER	36400
244	VINOD KUMAR S. V.	PALAKKAD CHAPTER	PALAKKAD	36400
245	RAJ KUMAR RAI	RAJKOT CHAPTER	RAJKOT	36400
246	ANKITA BALDWA	INDORE CHAPTER	INDORE	36400
247	UPENDRA KUMAR BISWAL	SHIMLA CHAPTER	SHIMLA	36400
248	KAMAL KUMAR SONI	RAIPUR CHAPTER	NOIDA	36400
249	SANJAY JAKHMOLA	DEHRADUN CHAPTER	DEHRADUN	35300
250	RAJEEV RANJAN JHA	DHANBAD CHAPTER	DHANBAD	35300
251	ANAND KUMAR ARYA	ALWAR CHAPTER	ALWAR	35300
252	RAVI KRISHNA SRIVASTAVA	EXAMINATION	NOIDA	35300
253	SANDEEP KUMAR RAPRA	STUDENTS SERVICES - TRAINING	NOIDA	35300
254	SUBHASH BAPPI SINHA	GUWAHATI CHAPTER	GUWAHATI	35300
255	CHANDAN KUMAR CHANDRA	INFRA & ADMINISTRATION-ADMINISTRATION	NOIDA	35300
256	BHUWAN CHANDRA JOSHI	GHAZIABAD CHAPTER	Ghaziabad	34300
257	USHA DAYANAND SONAVANE	NAVI MUMBAI CHAPTER	MUMBAI	33300
258	MANORAMA MAHESH RAUTELA	WIRO	MUMBAI	32300
259	NEERU PANDEY	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	32300
260	SURENDER SINGH RANA	PANIPAT CHAPTER	PANIPAT	31400
261	DINESH KUMAR DANGI	FINANCE-TREASURY	DELHI	31400
262	VIKAS BAIJAL	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	31400
263	K T PUTTARAJU	BENGALURU CHAPTER	BENGALURU	41000

264	ASHISH KUMAR TIWARI	GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW	DELHI	31400
265	SHIKHA MITTAL	CHANDIGARH CHAPTER	CHANDIGARH	31400
266	SUMANTA DUTTA	EIRO	KOLKATA	29600
267	SUDIPTA DUTTA	EIRO	KOLKATA	29600
268	BHARATKUMAR B RATHOD	THANE CHAPTER	THANE	42200
269	SOUMYA S	THRISSUR CHAPTER	THRISSUR	28700
270	J SANTHANA KRISHNAN	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	38600
271	M N RAVIKUMAR	SIRO	CHENNAI	43500
272	MUNESH BINDAL	OFFICE OF SECRETARY – COUNCIL AFFAIRS	DELHI	29600
273	AMIT KUMAR	INTERNAL AUDIT & VIGILANCE	AGRA	28700
274	M B PRAVEEN KUMAR	HYDERABAD CHAPTER	HYDERABAD	28700
275	AMITA MALVIYA	VADODARA CHAPTER	VADODARA	27900
276	AMITABH SHUKLA	NOIDA CHAPTER	NOIDA	28700
277	OM PRAKASH SAINI	JAIPUR CHAPTER	JAIPUR	39800
278	MOHAMMED ISMAIL	CCGRT HYDERABAD	HYDERABAD	41000
279	MUKESH OJHA	CCGRT KOLKATA	KOLKATA	36400
280	ASHISH KUMAR CHOUDHARY	PUNE CHAPTER	PUNE	25500
281	PRIYADHARSHINI R	BENGALURU CHAPTER	BENGALURU	25500
282	JAI PRAKASH VYAS	AHMEDABAD CHAPTER	Ahmedabad	25500
283	RAVITA RANA	FINANCE-OPERATIONAL FINANCE & STATUTORY AUDIT	DELHI	25500
284	ROHIT RAI	CCGRT MUMBAI	MUMBAI	25500
285	SIPOY SATISH KUMAR	KOZHIKODE CHAPTER	KOZHIKODE	25500
286	PANDI VIJAY KUMAR	SIRO	CHENNAI	25500
287	SHIVAM VASHISHT	CCGRT MANESAR	MANESAR	25500
288	HARI OM	CHANDIGARH CHAPTER	CHANDIGARH	25500
289	SUDARSAN BADARA	DISCIPLINE	NOIDA	25500
290	ASWIN PANICKER	KOCHI CHAPTER	KOCHI	25500
291	SHRVAN KUMAR	LUDHIANA CHAPTER	LUDHIANA	25500
292	AJAY KUMAR YADAV	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	25500
293	DIPIN CHAUHAN	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	25500
294	SARATH SASI	SIRO	CHENNAI	25500
295	GAURAV VIVEK KULKARNI	NAVI MUMBAI CHAPTER	MUMBAI	25500
PROOF READER [Level-4 (25500-81100)]				
296	PRADEEP KUMAR	PURCHASE & STORES AND PRINTING - PRINTING	NOIDA	27900
JUNIOR PROGRAMMER [Level-4 (25500-81100)]				
297	PRAMIT KUMAR PAL	IT- HARDWARE & SOFTWARE	NOIDA	26300
JR EXECUTIVE ASSISTANT [Level-2 (19900-63200)]				
298	B GUNASEKARAN	SIRO	CHENNAI	26000

299	S ASHOK	COIMBATORE CHAPTER	COIMBATORE	26000
300	ANAND MISHRA	AJMER CHAPTER	AJMER	26000
301	SANDHYA AUSTINE	THIRUVANANTHAPURAM CHAPTER	THIRUVANANTHA PURAM	26000
302	BANNASHANKAR HANUMANTA DASARI	NASHIK CHAPTER	NASHIK	26000
303	ANUPREET VERMA	OFFICE OF PRESIDENT	DELHI	26000
304	ROHIT KHUNT	AHMEDABAD CHAPTER	Ahmedabad	26000
305	SHABIR AHMAD LONE	SRINAGAR CHAPTER	SRINAGAR	21700
306	YOGESH KUMAR	EXAMINATION	NOIDA	26000
307	GANESH SINGH	INFRA & ADMINISTRATION-ADMINISTRATION	DELHI	26000
308	ARVIND KUMAR JHA	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	26000
309	KEDAR SINGH	STUDENTS SERVICES - STUDENTS FACILITIES AND STUDENT OUTREACH	NOIDA	26000
310	SUDHAKAR SOMESHWAR AISALWARU	RAIPUR CHAPTER	RAIPUR	26000
311	ASHOK KUMAR SHUKLA	VADODARA CHAPTER	VADODARA	25200
312	KIRAN A LUDBE	CCGRT MUMBAI	MUMBAI	26000
313	TAPAS KUMAR MAZUMDAR	JAMSHEDPUR CHAPTER	JAMSHEDPUR	26000
314	DEEPAK KUMAR GUPTA	VARANASI CHAPTER	VARANASI	26000
315	MEERA SHARMA	STUDENTS SERVICES - TRAINING	NOIDA	26000
316	RAJASHREE PRASHANT LAMBE	BELAGAVI CHAPTER	BELAGAVI	26000
317	SANDHYA K BHAPKAR	DOMBIVLI CHAPTER	DOMBIVLI	26000
318	MANISH JAIN	BHILWARA CHAPTER	BHILWARA	26000
319	SANJAY KUMAR	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	26000
320	NAVEEN CHANDRA SINGH	INFRA & ADMINISTRATION-ADMINISTRATION	NOIDA	26000
321	NIKITA YADAV	BHOPAL CHAPTER	BHOPAL	26000
322	VASANT H KERKAR	GOA CHAPTER	GOA	26000
323	ASHOK KUMAR AGARWAL	PURCHASE & STORES AND PRINTING - PURCHASE & STORES	NOIDA	26000
324	NITI SRIVASTAVA	PURCHASE & STORES AND PRINTING - PRINTING	NOIDA	26000
325	SHIV MOORTI TIWARI	LUCKNOW CHAPTER	LUCKNOW	26000
326	MANOJ KUMAR	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	PATNA	26000
327	KRUTIKA KRISHNA KARGUTKAR	BHAYANDER CHAPTER	BHAYANDER	26000
328	RAHUL VERMA	NIRO	DELHI	26000
329	MUNNA LAL SOLANKI	INDORE CHAPTER	INDORE	26000
330	ARVIND KUMAR	GORAKHPUR CHAPTER	GORAKHPUR	26000
331	SANTOSH SRIVASTAVA	KANPUR CHAPTER	KANPUR	26000
332	ARJUNSINH SOLANKI	VADODARA CHAPTER	VADODARA	25200

CHAUFFEUR [Level-2 (19900-63200)]				
333	KARYANAND KUMAR	INFRA & ADMINISTRATION- ADMINISTRATION	DELHI	23100
JUNIOR ELECTRICIAN [Level-2 (19900-63200)]				
334	AHMED SHER KHAN	INFRA & ADMINISTRATION- ADMINISTRATION	NOIDA	36100
DESK ASSISTANT [Level-2 (19900-63200)]				
335	SHIVAJI K SHINDE	CCGRT MUMBAI	MUMBAI	25200
336	NATHU LAL MEENA	JAIPUR CHAPTER	JAIPUR	25200
337	MANOJ KUMAR JUYAL	NIRO	DELHI	25200
338	MAHIPAL SINGH KORANGA	DISCIPLINE	NOIDA	25200
339	NAGARAJ K.	BENGALURU CHAPTER	BENGALURU	25200
340	GANESH SINGH CHAUHAN	OFFICE OF PRESIDENT	DELHI	25200
341	DINESH BHIVAJI SHELAR	THANE CHAPTER	THANE	25200
342	DINESH RAJARAM KADAM	WIRO	MUMBAI	25200
ATTENDER [Level-1 (18000-56900)]				
343	Damodar Prasad Sharma	IT- HARDWARE & SOFTWARE	NOIDA	18000
HOUSE KEEPER [Level-1 (18000-56900)]				
344	DEVENDER KUMAR	NIRO	DELHI	36500
SR OFFICE ASSISTANT [Level-1 (18000-56900)]				
345	ANIL KUMAR UPADHYAY	DISCIPLINE	NOIDA	24200
346	SANJEEV KUMAR SHARMA	PRAYAGRAJ CHAPTER	PRAYAGRAJ	24900
347	P C SWAIN	JAMMU CHAPTER	JAMMU	24900
348	CHIRANJEEB SARMA ROY	SILIGURI CHAPTER	SILIGURI	24900
349	K VIJAY KUMAR	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	24900
350	RICHA JAIN	EXAMINATION	NOIDA	24900
351	OM PRAKASH SHAW	HOOGHLY CHAPTER	HOOGHLY	24900
352	MAHESH KUMAR SWARNKAR	BAREILLY CHAPTER	BAREILLY	24900
353	CHANDRA MOHAN MEENA	JAIPUR CHAPTER	JAIPUR	24900
354	ABHISHEK KUMAR	RANCHI CHAPTER	RANCHI	24200
355	KETKI KEDAR JOSHI	WIRO	MUMBAI	24200
OFFICE ASSISTANT [Level-1 (18000-56900)]				
356	PARWATI .	EXAMINATION	NOIDA	24200
357	HARISH KUMAR KHURANA	GURUGRAM CHAPTER	MANESAR	24200
358	DEEPAK V BHOSALE	WIRO	MUMBAI	23500
359	SHANKAR DUTT	LEGAL & RTI	DELHI	23500
360	RAJNISH KUMAR SURYA	MEMBER SERVICES - MEMBERSHIP & CSBF AND PCS REGULATORY	NOIDA	24200
361	RAJIV KUMAR	INFRA & ADMINISTRATION- INFRA & BUILDING MAINTENANCE	NOIDA	24200
362	DEVENDER SHAH	STUDENTS SERVICES - TRAINING	NOIDA	24200
363	VINOD RAWAT	ACADEMICS & RESEARCH - STUDIES	NOIDA	24200
364	HEMANTA DAS	GUWAHATI CHAPTER	GUWAHATI	24200
365	RAM BAHADUR THAPA	OFFICE OF SECRETARY	DELHI	24200

366	YADU NATH PANDEY	LUCKNOW CHAPTER	LUCKNOW	24200
367	RAM LAKHAN	KANPUR CHAPTER	KANPUR	24200
368	GOPI CHAND	EXAMINATION	NOIDA	24200
369	GOUTAM BARMAN	EIRO	KOLKATA	23500
370	RAVI KUMAR	JAIPUR CHAPTER	JAIPUR	23500

System of Compensation

- (a) Basic Pay
- (b) Dearness Allowance
- (c) House Rent Allowance
- (d) Transport Allowance

and other benefits as per entitlement under ICSI Service Rules as amended from time to time.

ITEM NO. (XI)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE BUDGET ALLOCATION FOR THE YEAR 2026-27:

<<< shall be updated shortly>>>

ITEM NO. (XII)
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Does not have any subsidy programme.

ITEM NO. (XIII)
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

Does not arise.

ITEM NO. (XIV)
DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Information pertaining to students and members is maintained both in physical and electronic form

ITEM NO. (XV)
THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The information in regard to the Public Authority can be obtained at the **Reception Counter** of the public authority.

ITEM NO. (XVI)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND TRANSPARENCY OFFICER

The following Officers of the Public Authority have been designated as Appellate Authority, Central Public Information Officer (CPIO) / Assistant Public Information Officers (APIOs) and Transparency Officer respectively :-

I Appellate Authority

- 1 Mr. Ashvini Kumar Srivastava**
Joint Secretary
(Directorate of Human Resources)
ICSI House, 22 Institutional Area
Lodi Road, New Delhi -110 003
Contact No.: (011) 45341013
E-mail : ashvini.srivastava@icsi.edu

II CPIO/ APIOs

- 1 Mr. Saidutta Mishra**
Director
(Dte. of Legal and RTI)
ICSI House, 22 Institutional Area
Lodi Road, New Delhi -110 003
Contact No.: (011) 45341019 (D)
E-mail: Saidutta.Mishra@icsi.edu
cpioicsi@icsi.edu
**CPIO
(For the ICSI other than
Examination Directorate)**
- 2 Ms. Nikhat**
Deputy Director
(Directorate of Examinations)
C -37, Sector 62, Noida – 201 309
Contact No. (0120) 4522023(D), 4082139
E-mail: nikhat@icsi.edu
cpioexam@icsi.edu
**CPIO
(For Examination Directorate of
ICSI)**
- 3 Mr. Sanjay Kumar Nagar**
Joint Secretary, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110 005
Contact No. : (011) 49343002-06
E-mail : Sanjay.Nagar@icsi.edu
**APIO
(For NIRC of the ICSI)**

- 4 Mr. Amit Kumar Ghosal**
Director, EIRC of the ICSI
ICSI CCGRT Kolkata Campus,
Plot No. IIA/35,
Adjacent to Amity University,
New Town Action Area, Area IIA,
Kolkata – 700 156
Contact No. (033) 35033814
E-mail : amit.ghosal@icsi.edu
- APIO
(For EIRC of the ICSI)**
- 5 Mr. Kailash Chander Kaushik**
Director, WIRC of the ICSI
13, Jolly Maker Chambers,
No.2 (1st Floor), Nariman Point,
Mumbai – 400 021
Contact No. (022) 61307915
E-mail : kailash.kaushik@icsi.edu
- APIO
(For WIRC of the ICSI)**
- 6 Mr. Ankur Yadav**
Joint Secretary (Senior Grade),
SIRC of the ICSI
ICSI-SIRC House, No. 9,
Wheat Crofts Road, Nungambakkam,
Chennai – 600 034
Contact No. (044) 28222212, 28279898
E-mail : ankur.yadav@icsi.edu
- APIO
(For SIRC of the ICSI)**
- 7 Dr. Nikhat Khan**
Director, ICSI CCGRT-Mumbai,
Plot No. 101, Sector-15,
Institutional Area, CBD Belapur,
Navi Mumbai – 400 614
Contact No. : (022) 41021511, 27577814-16
E-mail : nikhat.khan@icsi.edu
- APIO
(For ICSI CCGRT-Mumbai)**
- 8 Mr. DVNS Sarma**
Director, ICSI CCGRT-Hyderabad,
Survey No.1, IDA Uppal, Genpact Road,
(Near Mallikarjunaswamy Temple), Uppal,
Hyderabad – 500 039
Contact No.: 040-29569321
E-mail : dvns.sarma@icsi.edu
- APIO
(For ICSI CCGRT-Hyderabad)**

9 Dr. S K Jena
Director, ICSI CCGRT-Kolkata,
Plot No. IIA/35, Adjacent to Amity University,
New Town Action Area, Area IIA
Kolkata - 700156
Contact No.: (033) 35033803
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APIO
(For ICSI CCGRT-Kolkata)

10 Mr. Rajesh Kumar Gupta
Joint Director, ICSI CCGRT-Manesar,
Plot No. 03, Sector 02,
IMT Manesar,
Gurugram-122 052
Contact No.: 0124-2204670, 2204671
Email: rajesh.gupta@icsi.edu

APIO
(For ICSI CCGRT-Manesar)

III Transparency Officer

1 Ms. Preeti Kaushik Banerjee
Joint Secretary
(Directorate of Corporate Communication
and International Affairs)
ICSI House, 22 Institutional Area,
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Contact No. : (011) 45341022 (D)
E-mail: preeti.banerjee@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

These guidelines lay down the policy on retention and weeding out records to ensure that records are neither prematurely destroyed, nor kept for periods longer than necessary.

Retention Schedule

The records of the Institute are classified in to eight categories and these shall be preserved for the periods specified in the table below:

Category	Brief Description of Records	Retention Period*
A	Records having historical/archival information /value	Forever, along with Microfilms thereof
B	Agenda and Minutes of Council and Statutory Committees	Ten years along with Microfilms
C	Records containing Government Sanctions/ Guidelines/Decisions/ Directions	Ten Years
D	Records of Financial Approval, Receipts and Payments, Accounts, and Taxation	Eight Years
E	Records containing policy decisions of the Council/Individual Committees/Agreements/ MOUs	Five Years
F	Records containing routine and general correspondence	Three Years
G	Records created and relevant to functions/ activities of a department/ section	Six months
H	Specific records of Dte. of Examination	
	H1	Forty Five days
	H2	Three months
	H3	One year
I	Any other	As may be specified by Secretary

* The records have to be retained for the specified periods after the transaction is completed and any issue arising therefrom (legal, audit, etc.) is settled.

Head of Directorate/Office before weeding out must ensure that if any particular record is required to be retained for a longer period under any applicable/relevant law must be so retained irrespective of the retention schedule prescribed herein.

Periodic Review

Every Office (HQs / Directorate / Regional Office / Chapter Office / CCGRT) shall review records in its custody twice a year for the purposes of continued retention. Based on such review, the records above the retention period shall be weeded out by following the procedure prescribed hereunder. However, a specific record (s) in any category must be retained longer than the period specified if there is a specific reason to do so.

Weeding of Records

It is the responsibility of the Head of Directorate or Office (HoD/O), as the case may be, to ensure that the Directorate or Office reviews the records and based on such review weeds out the same to the extent due for weeding out. The step by step for weeding out is as under:

- List of records identified for weeding out shall be submitted to HoD/O for his perusal and approval.
- HOD/O shall forward the list of records so identified, along with his recommendations, to the committee for consideration and approval.
- Based on the approval, the records shall be destroyed following the procedure prescribed hereunder.
- HoD/O shall prepare a certificate (copy attached) to the effect that records have been destroyed in the prescribed manner and submit the same to the committee.

Committee for Approval

A committee of 3 HoD/Os, including HoD/O of the concerned department or office, shall consider and approve the records to be weeded out.

Methods of Destruction

After approval of the Committee, the HoD/O shall ensure that in his presence,

- (i) Classified and sensitive records are first shredded and then pulped;
- (ii) Answer books are pulped;
- (iii) All other records are disposed off as scrap.

The specific description of records of various directorates of Headquarters, Regional and Chapter Offices along with retention period is specified in the schedule.

[Performa for Certificate]

This is to certify that the following records of the ... (write the name of Directorate or Office) have been shredded and disposed off as per Institutes' Guidelines for retention and weeding out of records.

It is further certified that all classified/sensitive records have been transported and pulped under the supervision of Mr./Ms. _____, _____ (designation), (Employee Code No. _____).

File No.	File Name/ Description of Record(s)	Date of Opening	Date of Closing	Mode of Destruction	Form of Preservation of Records, if any,	Remarks
Dealing Official				HoD/O		

DTE. OF ACADEMICS

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Short / Hint Suggested Answers	F	From the day of forwarding to Directorate of Examination
2	Manuscript of Draft Study Material / Guidelines Answers	G	Release of Camera Ready Copy
3	Documents relating to honorarium payment to subject experts	G	From the day of dispatch of cheques
4	Reviewers report on short/ hint suggested answers for paper setters	F	NA
5	Post Membership Qualification Program enrollment register	A	NA
6	Post Membership Qualification Program application files	F	From the date the candidate qualifies the PMQ Course
7	Accession register for library books	A	NA
8	Library Books issue/reissue register	F	The day last entry in the register is recorded.
9	Payment detail of books purchased for reference library at head office	E	The day of release of purchase order
10	Register containing the details of Journals issue/reissue from library	G	NA
11	Documents relating to weeding out of books from the library	D	NA
12	Documents relating to representations sent to different Universities /Ministries/departments	A	NA
13	Certificate/Recognition received from different universities/departments	A	NA
14	Papers relating to registration and licensing of the journal	A	NA
15	Papers relating to licence for concessional posting of the journal	A	NA
16	Chartered Secretary Advertisements bills	D	The day of its creation
17	Chartered Secretary Printers bill	F	The day of its creation
18	Minutes of EAB of Chartered Secretary	B	The day of its approval
19	Article screening Assessment Report	G	The day of its assessment
20	Printing Requisitions/PO/Challan/Bills pertaining to printing of study material/other publications	D	The day of its creation
21	Papers relating to general management of the section	G	The day of its creation
22	Any other	I	

DTE. OF ADMINISTRATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Government Sanction / Approval letters	C	NA
2	Policy Decisions related to different purchases and administrative matters (This includes its related papers viz., Agenda & Minutes Credit letter files of Stores/ Fixed asset register / Purchase Manual,)	E	NA
3	File / documents related to Contract Agreements Purchase Order / Work Order / AMCs and Bill processing documents, docket files, batch files & registers, requisition , print order requirement , challan files, counsellor & PPPs	E	NA
4	Arbitration and Litigation Cases	F	After its settlement
5	General correspondence with RCs / Chapters & other agencies	E	NA

DTE. OF CORPORTATE COMMUNICATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	All Files pertaining to Utilisation of Budget Heads for each Financial year	D	From the date of Approval by the Competent Authority
2	Records for Empanelment of Advertising & PR Agencies	E	From Date of Empanelment
3	Appointment/Renewal of ICSI Counsellors	E	From the date of Appointment/Renewal
4	ICSI Events Advertisements - Published	E	From the date of Publication
5	Press Releases	F	From the date of Release to Media
6	Records for ICSI Events Sponsorship	D	From the date of Closing of Event
7	Press Clippings ,CDs and DVDs of ICSI Events, Electronic Media Coverages etc.	A	From the date of Publishing in Newspapers & Telecast / Broadcast in Media
8	Photo - Album of the ICSI Events	A	From the date of the event

DTE. OF EXAMINATION

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46 (2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month after the declaration of results of respective examination	H1	after the declaration of results of each examination concerned
2	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982	H2	from the date of completion of the process of verification of marks
3	Answer Books of examinations provided for inspection or certified copy(ies) supplied to the candidates' on their request as per Institutes' Guidelines, Rules and Procedures	H2	from the date of completion of the process of providing inspection and / or supply of certified copy (ies) to the candidates concerned
4	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	H2	from the date of completion of the action or enquiry or dispute, as the case may be
5	Examination Session wise Results Registers	A	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results
6	Statements of Payments made to Moderators, Paper Setter-cum- Examiners, Additional Examiners, Translators, <i>etc.</i> approved by the competent authority	D	from the date of payment
7	Attendance Sheets of candidates registered for/appeared in the examinations	H3	from the date of examination
8	Subject wise individual Examiners Marks-Sheets	H3	from the date of examination
9	Examination session-wise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of examination
10	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, <i>etc.</i>	H3	from the date of concerned examination

DTE. OF FINANCE & ACCOUNTS

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Audited Annual Accounts of HQ & the Institute (signed copy)	A	--
2	Books of Accounts , related vouchers, ledgers, Bank Reconciliation Statements etc.	D	From the end of the relevant Financial Year
3	Agenda & Minutes of Executive Committee / Council / Finance Committee meetings	B	From the date of meeting/confirmation of minutes
4	Income Tax Records (i) Annual Return (ii) TDS Return (iii) Assessment Related documents (iv) Payment challans (v) Other related documents	D	From the end of the relevant Financial / Assessment Year.
5	Assessment Orders, Approvals and Certificates related to Income Tax, VAT, Service Tax etc.	A	--
6	Goods & Services Tax Records (i) Returns (ii) Challans (iii) Tax Invoices (iv) Other related documents	D	From the end of relevant financial year
7	Budget Related documents	D	From the end of relevant financial year
8	Internal Audit Reports	D	From the end of relevant financial year

NOTE: The aforesaid guidelines would be applicable mutatis-mutandis for the records of the Funds / Trusts.

DTE. OF HUMAN RESOURCES

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
1	Minutes of meeting	Council, EC, HR Committee, DPC recommendation, Selection Board ICSI Employee's Benevolent Fund, Employees Pension Fund	B	Date of finalization of minutes
2	Agenda, ATR & other committees	Council, EC, HR Committee	B	Date of meeting
3	Office Orders, Circulars, Policy Decisions	Original orders, circulars related to policy decision and other service related matters	C	Date of issue of orders/circulars
4	Creation and classification of posts	Creation/Continuance/abolition/revival of posts	A	Date of decision
		Revision of pay scales	E	Date of revision
		Upgrading of posts / Re-designation of Posts	C	Date of up-gradation
5	Recruitment	Framing of recruitment rules	C	Date of finalization of rules
		Maintenance of reservation roster	C	Date of finalization of roster
		Advertisement, approval of post(s), criteria, if any, obtained for specific post	E	Date of issue of advertisement
		Engagement of Casual / Contractual manpower (except legal/court cases) All correspondence file, Attendance record, Salary note etc.	F	Completion of engagement period / completion of audit, whichever is later.
		Documents related to candidates who were not selected/were selected but did not accept/join the post offered i.e. online & hard copy of application Form, Biodata of the candidate, Question papers for written test, Filled-in Answer sheets/OMR sheets of candidates who appeared for the written test, Call letter/Admit Card/E-Admit card issued to candidates for	G	Completion of recruitment process.

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
		written test/interview, Employment Form filled-in by the candidates, all certificates submitted by the candidates during interview, Documents related to reimbursement of travel expenses to eligible candidates for attending written test/interview etc.		
		Papers related to candidates kept in panel	F	Date of drawing the panel
6	Personal files (except education certificates, appointment order, relieving order)	Officers and Staff	E	Date of resignation/VRS /superannuation
7	Service Books of employees	History of services, Change in name government servant, Alteration in the date of birth, Change in qualification of government servant, service awards, resignation, extension of service, Leave record other than Causal Leave etc.	A	Date of appointment of the employee
8	Training/ workshop	Approvals, letter of sponsorship, bills, other correspondence, etc.	F	Date of completion of training/ workshop
9	Performance Assessment Reports (PARS) Confidential/ Assessment report and KRA & KPI	All regular employees	C	Due date of submission of PARS
10	Departmental Promotion Committee (DPC)	Working sheets/ Agenda papers	B	Date of DPC meeting
11	Pension/ Retirement	Relevant order/decision	B	Date of issue of order
12	Review of cadres/ services	Relevant order/decision	E	Date of issue of order
13	Inquiry /Court cases	Complete inquiry and court file alongwith Personal files, Service Book	E	Date of closing of the case
14	Attendance Register/ Records	Officers & Staff	E	End of calendar year
15	Audit file	HR Dte.	C	Date of receipt of Audit report
16	RTI files	HR Dte.	E	Date of disposal of

S. No.	Description of Records		Category of Records	Retention Period begins after specific activity / stage, if any
	Main Head	Sub-head		
				application
17	Annual Increment	Offices & Staff	E	Date of issue of order
18	Misc. Activities	General Correspondence	F	End of calendar year
		Records pertaining to List of Holidays	F	Date of issue of order

DTE. OF INFORMATION TECHNOLOGY

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Vendors file	G	After the service is curtailed
2	Personnel File	G	After the action, if required, is taken
3	Projects File	G	After the curtailment / closure of the project
4	Manuals	G	After the software is declared obsolete and its use is stopped in the Institute
5	Agenda and Minutes of IT Committee	B	From the date of signing of MOM by the Chairman of the IT Committee
6	Procurement documents	F	From the date of procurement
7	Services	G	From the date of service is curtailed
8	Licenses	G	From the date of the software is declared obsolete or its use is stopped in the Institute
9	Agendas / Extract of the minutes of other committee	G	From the date of the respective meeting is held

DTE. OF INFRASTRUCTURE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Title Deeds of Immovable Properties / Government Sanction / Approval letters	A	Forever
2	Policy Decisions related to Infrastructure (This includes its related papers viz., Agenda & Minutes and guidelines)	E	After implementation
3	File / documents related to Contract Agreements and payment made to the agencies	D	After closure of agreement/work/contract
4	Arbitration and Litigation Cases (To be retained till the award / judgment become final in all respect and the issues are settled.)	F	After its settlement
5	General correspondence with RCs / Chapters	F	After execution/ compliance

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Minutes of the Council / Committee/Board Meetings	A	Forever, along with Microfilms thereof
2	Notes on Agenda of Council / Committee/Board Meetings	B	after completion of the each calendar year
3	Personal files relating to Council Members.	F	from conclusion of term of the Council
4	Files of the Council/Executive Committee Meetings	F	after completion of the each calendar year
5	Bank Guarantees	F	from the Discharge of term of the BG.
6	MOUs	F	from the completion of term of the MOU
7	Prima-facie opinion	E	after issue of the order of DC/BOD
8	Orders of DC / BOD	A	Forever, along with Microfilms thereof
9	Main complaint file	C	after issue of the orders of DC/BOD
10	Court case file	E	from the date of completion of action on the order/decision/judgment
11	Vetted Tender / Agreement / Contract etc. documents	G	from the date of sending to concerned Directorate
12	Legal opinion	B	from the date of placing before Council/Committee or sending to concerned Directorate whichever is earlier
13	Legal Notice / Reply	F	from the date of completion of required action
14	Correspondence with Govt.	F	from the date of completion of required action
15	Correspondence with other than Govt.	F	from the date of completion of required action
16	Internal Communication	G	from the date of completion of required action
17	Retainership Agreement etc.	G	from the date of expiry of Agreement

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
18	Advocate's Approval / Bill	G	from the date of Audit or closing of case whichever is later
19	Correspondence with MCA pertaining to amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	G	from the date of publication of amendments in Gazette Notification
20	Notification of amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	A	Forever along with Microfilms thereof
21	Council Election / Regional Council Election Records	G	from the date of declaration of results of next elections
22	Other misc.	G	from the date of completion of required action

DTE. OF MEMBERSHIP

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Applications along with documents for admission as an Associate/ Fellow/ issue of COP/ approval of Firm Name. (Maintenance of scanned/ soft copy of the documents in COSMIC.)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
2	Renewal/ Restoration/ Cancellation of Certificate of Practice. Restoration/ Removal of Membership. (Maintenance of scanned/ soft copies in COSMIC)	F F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	Applications for Enrolment as Licentiate/ Transcriptions (Maintenance of scanned/ soft copies in COSMIC)	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
4	(a) CSBF (Maintenance of scanned/ soft copies in COSMIC) (b) Correspondence with LIC/ Policies (Maintenance of scanned/ soft copies in COSMIC)	F D	From the date of receipt of Application and after scanning and uploading of the same on COSMIC From the date of issue of correspondence and after scanning and uploading of the same on COSMIC
5	Change of Address and Non-receipt Chartered Secretary (Maintenance of hard/ soft copies)	G	From the date of receipt of application
6	Acknowledgements of Annual Membership/ COP fee / Licentiate subscription/ CSBF subscription	F	From the date of receipt of payment
7	Request for issue of Identity Card. (Maintenance of hard/ soft copies)	G	From the date of receipt of application
8	Notes on Agenda of Managing Committee of CSBF/ AGM/ Executive Committee/ PCSC, Minutes and Council pertaining to Membership and important papers connected therewith	E	From the date of Meeting / confirmation of minutes and after scanning and uploading of the same on COSMIC

DTE. OF TRAINING

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Emails in nature of general queries/requests.	G	
2	➤ Registration of companies/ PCS/Others	F	From the date of receipt of application and after scanning and uploading of the same on COSMIC
3	➤ Contracts (AT/PT/), Appointment letter (MT/PT) ➤ Documents related to CCEC	F E	From the date of receipt of document and after scanning and uploading of the same on COSMIC
4	➤ Project Report ➤ Quarterly Report	G	From the date of receipt of project report / quarterly report and after scanning and uploading of the same on COSMIC
5	Completion certificate of (15 Months Training/ 3 months training/ optional area)/ Discontinuation of training	F	From the date of issue of certificate and after scanning and uploading of the same on COSMIC
6	Exemption applications/ approvals: a. 15 days training exemption b. Full Exemption c. Partial Exemption	F	From the date of issue of exemption letter and after scanning and uploading of the same on COSMIC
7	a. Programmes report from Regional Council/ Chapters, b. Records of important communication with CCGRT/RO /Chapter	F	From the date of receipt of report/record and after scanning and uploading of the same on COSMIC
8	Certificates of various training programmes (SIP/eSIP, EDP/eEDP, PDP, MSOP/eMSOP)	F	From the date of receipt of certificates and after scanning and uploading of the same on COSMIC
9	Notes on Agenda of TEFC, Minutes and important papers connected therewith.	E	From the date of confirmation of minutes and after scanning and uploading of the same on COSMIC
10	Communications/presentations related to Industry Interaction pertaining to Training.	F	From the date of communication and after scanning and uploading of the same on COSMIC
11	Any other document of importance.	F	From the date of issue of document and after scanning and uploading of the same on COSMIC

DTE. OF PLACEMENT

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Request from Companies for recruitment of Company Secretary	G	From the date of communication
2	Database of Corporates	F	From the date of procurement of database
3	Communication/presentations related to Industry Interaction pertaining to Members	F	From the date of communication
4	Notes on Agenda of Placement Committee, Minutes	E	From Date of meeting and after uploading on Cosmic
5	Correspondence with ROs/Chapters and members	F	From the date of Communication
6	Communications /Announcements, Reports related to Campus Placement/HR Conclave	F	From the date of Event
7	CVs of members received during Campus Placement	G	From the date of Date of Event
8	Inter departmental communications /Other Important Communications/documents	I	From the date of Communication

DTE. OF PROFESSIONAL DEVELOPMENT

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Files related to various Learning Programmes		After the end of three months from that programme
	i. Files with data having financial/ faculty approvals and other financial bearing	E	
	ii. General Correspondence	G	
2	Files related National Convention of Company Secretaries	E	Close of the Programme
3	Files related to National Conference of PCS	E	Close of the Programme
4	ICSI Guidelines	A	From the date of release
5	Communications to Government / Regulatory Authorities / Other stakeholders	C	From the date of communication
6	Manuscript of Publications	G	After the release of final publication
7	Reports of the Expert Groups / Sub-Groups	C	From the date of the report
8	Audio / Video Recording / Photographs of Programmes	F	After the end of three months from that programme
9	Articles received for publication in Souvenir of National Convention / National Conference of PCS / Other Programmes	G	From the date of programme, If not published, shall be returned
10	Letter of Recognitions received from regulators	A	From the date of receipt
11	Representation files	C	From the date of Communication
12	Files related to CG Awards		After the end of the CG Award Function for that year.
	i. Files relating to response to questionnaire received from participants	F	
	ii. General Correspondence	G	
	iii. Expert Group/ Jury details files	C	
	iv. Files with data having financial bearing	D	
13	Working papers for formulation of Secretarial Standards and/or Guidance Note	F	After the release of final SS/ GN

DTE. OF PERSPECTIVE PLANNING

Sl. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	Communication with various stakeholders	F	Date of communication
2	Concept Papers / Discussion Papers	E	Date of approval by respective committee/ Council
3	MoUs	E	Date of entering into MOU
4	Files relating to various initiatives	D	Date of approval by respective committee/ Council/Board

OFFICE OF CPIO

S. No.	Description of Records	Category of Record	Retention Period begins after any specific stage
1	RTI Cases disposed without attracting any 1 ^s Appeal	G	Date of disposal of RTI Case
2	RTI Cases attracting 1 st Appeal	F	Date of disposal of 1 st appeal
3	RTI Cases attracting 2 nd Appeal (without any remarkable decision)	F	Or till the compliance of CIC orders, whichever is later
4	RTI Cases attracting 2 nd Appeal (involving a remarkable decision)	E	Date of implementation of decision
5	1 st Appeal cases files	F	Date of disposal of appeal
6	2 nd Appeal cases files	F	Or till the compliance of CIC orders
7	Files relating to the administrative aspects of RTI Act, 2005 i.e. implementation, suggestions, guidelines, etc.	F	Date of opening of file
8	File Register of RTI Applications i.e. records other than file.	A	

DTE. OF STUDENT SERVICES

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Students Registration forms for admission in Foundation / Executive Program (along with all its enclosures) (Images of all these registration forms, along with all its enclosures, are stored in records for future reference, in case need be)	G	from the date of processing of respective batch of registration forms.
2	Students forms for enrolment in Professional Program	G	from the date of processing for enrolment in Professional Program
3	Students forms for De Novo / or extension of registration	G	from the date of processing of application.
4	Examination forms submitted by students (Images of all these enrollment forms are stored in records for future reference, in case need be)	G	from the date of closing of examination of the concerned session.
5	Response sheets submitted by students (fresh response sheets whose candidature cannot be ascertained due to various reasons / or evaluated response sheets which cannot be returned to the concerned students due to various reasons)	G	From the date of receipt evaluated response sheets
6	Application submitted by students under ICSI Students Education Fund Trust	G	after the release of payment to the students of the respective batch.
7	Award sheets (containing marks of students) submitted by examiners under postal tuition scheme	G	from the date of updation of records.
8	Copies of various mark sheet (viz. submitting Class XII mark sheet / Graduation Mark sheet) submitted by students having provisional registration numbers. (Scanned copy of the documents is retained)	G	from the date of updation of records.
9	Various other papers / applications submitted by students (viz. for change of address, updation of students particulars, qualification etc.)	G	from the date of updation of records
10	Evaluated Response sheets of students (which has come back undelivered from postal deptt.)	G	From the date of return of response sheets
11	Copies of Student Company Secretary / FC Bulletin (which has been returned by postal deptt. as undelivered items)	G	From the date of return of SCS/FC bulletin

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
12	Closed Files of PPP Centres/Accredited OT Centres/Collaborative Centres	F	From the date of close of file
13	Decentralised Postal Tuition Scheme reimbursement documents (discontinued)	G	after processing of reimbursement of bills or completion of auditing of the same
14	Agenda and Minutes	B	from the date of meeting
15	Correspondence relating to transcripts	G	after issue of transcripts
16	Correspondence relating to Educational verification	G	after releasing of original documents
17	Unused Pass Certificates due to change of signing authority, Cancelled/ damaged/ misprinted pass certificates	G	from the date of change of signing authority
18	All India Competition/Conference related documents	E	from the date of competition
19	Files/ records containing various statistical reports/ guidelines/ policies and other important correspondence of the directorate.	F	From the date of creation of file/record

REGIONAL AND CHAPTER OFFICES

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
1	Regional Council /Management Committee Affairs	a) Minutes of Regional Council/Managing Committee meeting, AGM, committees, Sub-committees, etc.	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		b) Regional Council/Management Committee meeting files, ATR files including sub-committee files upto 10 years	B	from the approval of the minutes by Chairman, ICSI-SIRC/Chairman, Sub-Committees
		c) In any of the Regional Council/ Management Committee meeting a particular subject was sub-judice at that relevant point of time	B	from the date the matter was sub-judice and approved by the Chairman, ICSI-SIRC
		d) Attendance Register of the Regional Council/ Management Committee	A	Forever
		e) Documents along with scanned copies of the ICSI Building/premises and related papers	A	Forever
		f) General Administration files	F	from the date, the files were opened with the relevant papers.
2	Library	a) Library Accession Register	A	Forever
		b) Library Membership File	E	from the date files were opened
		c) Library General Correspondence File	F	from the date files were opened
3	Oral Coaching	a) Oral Coaching Guidelines	A	Forever
		b) Faculty Bio-data File	C	Forever
		c) Oral Coaching Correspondence File	F	from the date of the last correspondence in the file
		d) Student Enquiry File	F	from the date of the last correspondence in the file

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		e) Special Programme File	F	from the last programme held
4	Students Training	a) All training programmes & students campus placements	F	from the last training programme
		b) In case, a student fee being carried over to the next programme or otherwise, the relevant document to be preserved	F	from the date of the students fees is transferred
		c) All Career Awareness Programme files	E	from the date of the last Career Awareness Programme was held
		d) Data with respect to Career Awareness Programme like name of the principal, Contact number and name and address of the college	E	from the date of the last filing of the contact details
5	Members	a) All the Programme Delegate File	F	from the date of the last programme held
		b) Programme Credit Hours file	F	from the last PCH file
		c) Copies of the brochures of all the programmes including intimation/ communication	E	from the date of printing of brochures
		d) PCH Register	E	from the date of the last programme
		e) Campus Placement	F	from the date of holding of campus placement

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
6	Accounts and Finance	I] Following Register/File/ Documents to be maintained: a) Assets Register-RO/CO b) Assets Register- ICSI c) Fixed Deposit Register d) Guidelines /important Communication Register e) Folder containing Electricity Card/ Property Tax Card/ Water and Sewerage Card f) Urban Land Tax File g) Profession Tax File h) Service Tax File i) TDS File j) Original copies of audited accounts k) Copies of printed annual reports l) AGM Attendance Register m) AGM Files	A	
		II] Following Register/File/ Documents to be maintained: a) Bank Statement Files b) Daily Abstract File c) Leger Printout File d) Bank Book e) Manual Receipts Control Register f) Manual used receipts g) Internal Audit File- Regional Office/Chapter h) Internal Audit File – Chapters (by Regional Office) i) Purchase Order File/ Quotations j) AMC File	C	from the last bank statement file from the last abstract file from the last Leger Printout File from the last Closure of the Bank Book from the last Closure of the Manual Receipts Control Register from the last Closure of the Manual used receipts from the last Internal Audit File from the date of the audited report received from the Chapter from the date of the Purchase / Quotations received from the date of awarding the AMC

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		k) HQ Claims File		from the date of Settlement of the Bill
		l) Consolidation of Accounts File		from the date of the Consolidation of Accounts
		m) Statutory Audit File		from the date of the Statutory Audit
		n) External Hard Disk		from the last data saved
		o) Stock Register		from the date of the last stock entered
		p) Sales-cum-Stock Statement File		from the date of the last Sales-cum-Stock statement send to HQ
		q) HQ Invoice File		from the date of the last HQ invoice filed
		III] The membership Fee and other receipts to be maintained	F	from the date of last Membership fee Receipt file
7	Investor Awareness Programs	To keep records of organising various Investor Awareness Programs	E	from the date of holding of programs
8	Corporate Membership Scheme	To keep records of Corporate Membership Scheme of Regional Council	E	from the date of corporate membership
9	Chapters' Records	To keep chapters correspondence / files	E	from the date of opening of file

CCGRT / CENTRES OF EXCELLENCE

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
1	CCGRT Management Committee Affairs	a) Agenda Notes & Minutes of Management Committee meetings & Sub-committees, etc.	B	from the date of meeting
		b) Management Committee meeting files, ATR files including sub-committee files	B	from the date of opening of file
		c) Attendance Register of the Management Committee	B	from the date of opening of register
		d) Documents along with scanned copies of the CCGRT Building/premises and related papers	A	
2	Library	a) Library Accession Register	A	
		b) Library Membership File	F	from the date of opening of file
		c) Library General Correspondence File	F	from the date of opening of file
3	Integrated CS Course	a) Guidelines	F	after students pass out
		b) Faculty Bio-data File	F	after students pass out
		c) Students File	F	after students pass out
		d) Other correspondence File	F	after students pass out
4	Training	a) Programme Delegate File	E	after the year of the program conducted
		b) Programme Credit Hours File		
		c) Copies of the brochures of all the programmes including intimation / communication	F	from the date of printing of brochures
		d) Annual Membership Register	F	from the date of opening of register
		e) All training programmes (SIP/EDP/RMSOP) Files & Project Reports	E	from the date of opening of files
		f) All Investor Awareness Programme Files	D	from the date of files

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
5	Research	Secretarial Standards Board Meeting Minutes	A	
		Secretarial Standards Agenda Papers, Files etc	D	from the date of meeting
6	Staff Records	Attendance Registers, Personnel Files of casual/contractual staff, Joining Papers of Regular Staff etc	B	from the date of register/file
7	Administration	General Administration File, Vendor Files, Procurement Documents, Tender Files, Manuals, AMC Files, Purchase Orders/Work Orders etc Files	B	from the date of files
8	Court Cases / Legal Matters	All related documents, files, correspondence etc	E	from the conclusion of the matter
9	Accounts and Finance	I]Following Register/File /Documents to be maintained: a) Assets Register- CCGRT b) Fixed Deposit Register c) Important Communication Register / File d) Service Tax File e) TDS File f) Original copies of audited accounts	B	from the date of opening of file/register
		II] Following Register/File/Documents to be maintained: a) Bank Statement Files b) Daily Abstract File c) Leger Printout File d) Bank Book e) Manual Receipts Control Register f) Manual used receipts g) Internal Audit File-Regional Office/Chapter h) Internal Audit File i) Purchase Order File/Quotations j) AMC File k) HQ Claims File l) Statutory Audit File m)External Hard Disk n) Stock Register o) Sales-cum-Stock Statement File p) HQ Invoice File	B	from the date of opening of file/register

MODERATION POLICY FOR CS EXAMINATION RESULTS

The CS examination results are declared after due deliberations and approval at the meeting of the Examination Committee. While considering the results, the Examination Committee generally reviews and takes into account result details of each subject/module of examination with reference to the following-

1. Current examination's subject-wise marks awarded statistics and pass percentage position vis-à-vis similar statistics of the immediate previous 3-4 sessions of examinations.
2. Difficulties, if any, experienced by candidates in solving any question/s due to seeming ambiguity in language or mis-interpretation of question/s, printing error/s, possibility of alternative answers, or such like matters, which could have caused time constraints to candidates in attempting remaining questions.
3. Comparative disparity in marking standard of any examiner/s vis-à-vis valuation standard of all other examiners in the same subject of examination.
4. To bring about acceptable parity on account of element of subjectivity involved in the evaluation standard, to compensate for the difficulties experienced by candidates, to bring uniformity in the evaluation process and to maintain uniform acceptable standard of parity in marking and pass percentage of the candidates vis-à-vis the immediate preceding examinations, the examination committee fixes suitable mark(s) as general moderation or special moderation, as the case be.
5. The moderation policy and criterion, as decided by the examination committee, is thus applied uniformly across the board in finalization and declaration of examination results.