



# THE INSTITUTE OF Company Secretaries of India

## भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ICSI/TRG Exemption/June 2019


13/06/2019

### Procedure of processing application for claiming exemption in practical training

The application of the candidate for grant of exemption in practical training is processed as per the Company Secretaries Regulation, 1982 (as amended in 2014). All the exemption application received in the Institute shall be processed as per the following revised procedure. The new process will be effective from 01/07/2019.

Sr.No.	Steps	Timeline
1	Preparation of file and documentation, page numbering of new application and called for application received	Within 1 days
2	Scrutiny of application and called for deficiency to resubmit the documents within 10 days	Within 7 days from the date of file prepared
3	Process of application, If no deficiency found in the application and put up for approval	Within 1 days from the date of the scrutiny
4	Approval of processed application	Within 1 day
5	Preparation of the letter of exemption, Entry of grant of exemption in DotNet, Sending the scanned exemption letter through email, Checking the entry and signing the exemption letter	Within 2 days from the approval of the application
6	Incase no response received within 10 days from the date of called for the deficiency in the document, application will be processed as per the rule and if not eligible, application will be rejected with refund of fess	Within 10 days from the date of called for the document

This is for information of all concerned.

  
Director (T & P),  
ICSI, New Delhi