



**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 4<sup>th</sup> October, 1968 and thereafter converted into statutory body on 1<sup>st</sup> 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 Navi Mumbai, Hyderabad & Kolkata and 72 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:

<b>SECRETARIAT</b>	<b>CS ASISH MOHAN, SECRETARY</b>
<b>MEMBERSHIP &amp; CSBF, REGISTERED VALUERS ORGANISATION (RVO), ADR &amp; ESB</b>	<b>RAJESH KUMAR AGRAWAL (DR.), JOINT SECRETARY</b>
<b>ACADEMICS</b>	<b>LAKSHMI ARUN (MS.), DIRECTOR</b>
<b>EXAMINATION</b>	<b>GALIPELLY HANUMANTHARAO RAMANA, JOINT DIRECTOR</b>
<b>STUDENT SERVICES AND GRIEVANCE REDRESSAL (INCLUDING CAREER AWARENESS CELL , ORAL COACHING AND ONLINE CLASSES CELL)</b>	<b>SANJAY KUMAR NAGAR, JOINT SECRETARY</b>
<b>PLACEMENT CELL</b>	
<b>TRAINING</b>	<b>DVNS SARMA, DIRECTOR</b>
<b>INFORMATION TECHNOLOGY</b>	<b>ASIT KUMAR RATH, JOINT SECRETARY</b>
<b>INFRASTRUCTURE AND BUILDINGS MAINTENANCE</b>	<b>SANJAY PANDEY (DR.), JOINT SECRETARY (SG)</b>
<b>CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS</b>	<b>PREETI KAUSHIK BANERJEE (MS.), JOINT SECRETARY</b>
<b>HUMAN RESOURCES</b>	
<b>DISCIPLINE</b>	<b>ASHOK KUMAR DIXIT, JOINT SECRETARY (SG)</b>
<b>FINANCE AND ACCOUNTS</b>	<b>SHREE PRAKASH, DIRECTOR</b>
<b>PRINTING CELL</b>	<b>PRASANT SARANGI (DR.), DIRECTOR AND CEO (DESIGNATED) ICSI-IIP</b>
<b>ICSI -IIP</b>	

<b>PURCHASE</b>	<b>ASHVINI KUMAR SRIVASTAVA, JOINT SECRETARY</b>
<b>STORES</b>	
<b>CO-ORDINATION CELL</b>	
<b>GENERAL ADMINISTRATION (NOIDA)</b>	
<b>PRESIDENT'S OFFICE</b>	<b>SANJEEV KUMAR DOGRA, JOINT DIRECTOR</b>
<b>GENERAL ADMINISTRATION (LODI ROAD)</b>	
<b>LAW</b>	<b>SAIDUTTA MISHRA, DIRECTOR</b>
<b>RTI CELL</b>	
<b>PERSPECTIVE PLANNING &amp; FINANCIAL SERVICES AND FUTURISTIC RESEARCH</b>	<b>BANU DANDONA (Ms.), DIRECTOR</b>
<b>SUSTAINABILITY &amp; GOVERNANCE</b>	<b>ANAMIKA CHAUDHARY (MS.), JOINT DIRECTOR</b>
<b>CORPORATE LAW</b>	<b>DEEPA KHATRI (MS.), JOINT DIRECTOR</b>
<b>PROFESSIONAL DEVELOPMENT</b>	<b>ALKA ARORA (MS.), DIRECTOR</b>
<b>BOARDS, PMQ AND CERTIFICATE COURSES</b>	<b>SONIA BAIJAL (MS.), JOINT SECRETARY</b>
<b>E-ACADEMIC CELL</b>	
<b>INTERNAL AUDIT</b>	<b>TAPASH BHATTACHARJEE, JOINT DIRECTOR</b>
<b>COUNCIL AFFAIRS</b>	<b>PREMJITH S, JOINT DIRECTOR</b>
<b>NORTHERN INDIA REGIONAL OFFICE (DELHI)</b>	<b>SAURABH JAIN, DIRECTOR</b>
<b>EASTERN INDIA REGIONAL OFFICE (KOLKATA)</b>	<b>SURYA NARAYANA MISHRA, DIRECTOR</b>
<b>WESTERN INDIA REGIONAL OFFICE (MUMBAI)</b>	<b>NIKHAT KHAN (Dr.), DIRECTOR</b>
<b>SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)</b>	<b>PRABIR SARKAR, DIRECTOR</b>
<b>CCGRT, KOLKATA</b>	<b>ANKUR YADAV, JOINT SECRETARY (SG)</b>
<b>CCGRT, HYDERABAD</b>	
<b>CCGRT, MUMBAI</b>	<b>AMIT KUMAR GHOSAL, DIRECTOR</b>

### **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 <sup>1</sup>**

- (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.

---

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

- (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 <sup>2</sup>**

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 <sup>3</sup>**

- (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.

---

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

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

- (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. <sup>4</sup>**

- (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

2. Non-Standing Committees

- 1. Financial Services Committee
- 2. Corporate Laws and Governance Committee
- 3. Professional Development Committee
- 4. Training & Educational Facilities Committee
- 5. Practising Company Secretaries Committee
- 6. Information Technology Committee
- 7. Chapter Development & Coordination Committee
- 8. PMQ Course Committee
- 9. Placement Committee

---

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

10. ICSI-CCGRT Management Committee
11. Regulations & Elections Reforms Committee
12. International Affairs Committee
13. Professional Research & Publication Committee

3. Boards

1. Board of Discipline
2. Disciplinary Committee
3. Peer Review Board
4. Expert Advisory Board
5. Editorial Advisory Board
6. MSME and Start-up Board
7. Auditing Standards Board
8. Secretarial Standards Board
9. ESG and Sustainability Board

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<sup>5</sup>**

- (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<sup>6</sup>**

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;

---

<sup>5</sup> See Regulation 156 of the CS Regulations, 1982

<sup>6</sup> 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1.	<b>Academics</b>	<ul style="list-style-type: none"> <li>• New curriculum and updating of existing curriculum in the CS</li> <li>• Course</li> <li>• Syllabus Review</li> <li>• Review and Updating study material</li> <li>• Preparation of Guideline answers</li> <li>• Preparation of hints</li> <li>• Preparation of model question papers</li> <li>• Coordination with Universities/ AICTE/UGC for Ph.D and other recognitions</li> <li>• Any matter incidental to or connected with the above</li> <li>• Other assignment(s) that may be entrusted by the Secretary from time to time.</li> </ul>
2.	<b>E- Academic Cell</b>	<ul style="list-style-type: none"> <li>• E-Learning Modules, Video Lectures and Webinars for Students</li> <li>• Bringing out electronic publications</li> <li>• Computer based examination-Foundation Programme</li> <li>• Online pre-examination test</li> <li>• e-library</li> <li>• Online assessments</li> <li>• Any matter incidental to or connected with the above</li> </ul>
3.	<b>Printing Cell</b>	<ul style="list-style-type: none"> <li>• Printing of publications, material of the Institute including Chartered Secretary Journal</li> <li>• Administrative arrangements related to the above</li> <li>• Any matter incidental to or connected with the above</li> </ul>
4.	<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Coordination with the Committees and Task forces constituted for and under Companies Act, 2013 and CS Act, 1980</li> <li>• Coordination with MCA and other Ministries, Departments of GOI</li> <li>• Corporate Laws</li> <li>• Governance &amp; CG Awards</li> <li>• Maintenance of e-Book and material related to the Companies Act, 2013 and the profession of Company Secretaries</li> <li>• Co-ordinating and providing academic/ administrative assistance to GST, POSH and DTC Core Groups</li> <li>• Academic support for the webinars/ seminars</li> <li>• Work related to Governance and Compliance Board Reporting statements (GCBRS)</li> <li>• The Committees, Boards and Groups i.e. CLG, PCS, FSC, GST, POSH, CG Jury, CRC, GRKF, MOUS etc.</li> <li>• Any matter incidental to or connected with the above</li> </ul>
5.	<b>Perspective Planning &amp; Financial Services</b>	<ul style="list-style-type: none"> <li>• Suggestions on various Consultation / Discussion papers (Financial Laws, Money Market, Securities Laws &amp; Capital Market)</li> <li>• Management &amp; Development of Social Stock Exchange, Social Audit &amp; Social Auditing Standards</li> <li>• Areas relating to Arbitration and Dispute Resolution (ADR)</li> <li>• Matters relating to IRDA including Annual Compliance Report on Insurance Laws</li> <li>• Tribunals for Commercial Courts</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>Representation and submission of views to Primary Market Advisory Committee</li> <li>Reading material / Talking Points on related Programs / Events.</li> <li>Task force on Banking</li> <li>Task force on Securities Market</li> <li>Task force on Insurance Laws</li> <li>Other assignment as may be assigned from time to time by the competent authority.</li> </ul>
6.	<b>Sustainability &amp; Governance</b>	<ul style="list-style-type: none"> <li>Approvals, management, continuous development of evaluation criteria, handling of Expert groups, Jury Meeting for ICSI National Awards for Excellence in Corporate Governance / CSR/ BRSR/ SAR /PCS</li> <li>Governance &amp; Compliance Standards of various legislations including Multi-State Cooperative Societies, Competition Act etc.</li> <li>Development and Review of Stewardship Code</li> <li>Consultative papers on Corporate Governance</li> <li>Nominating agency &amp; scrutinizer of applications for MCA CSR Awards</li> <li>GST Law related working.</li> <li>Reading material / Talking Points on Corporate Governance Programs / Events/PCS SAR Awards.</li> <li>Other assignment as may be assigned from time to time by the competent authority.</li> </ul>
7.	<b>Corporate Law</b>	<ul style="list-style-type: none"> <li>E-book on Companies Act, 2013 maintained ICSI.</li> <li>Start-Ups &amp; MSME</li> <li>Managing Boards Meeting and General Meetings and all work relating to ICSI GRKF</li> <li>Reading material / Talking Points on related Programs / Events.</li> <li>Other assignment as may be assigned from time to time by the competent authority.</li> <li>Webinar relating to Corporate Law</li> <li>Providing Assistance in evaluation of SAR &amp; PCS Awards</li> <li>MCA V3 Coordination</li> <li>PMLA related work</li> <li>Representation to MCA</li> <li>NCLT Task Force</li> <li>Company Law Task Force</li> </ul>
8.	<b>Futuristic Research</b>	<ul style="list-style-type: none"> <li>Futuristic Research and continuous endeavor of seeking New Recognitions.</li> <li>Vision for 2023-2026 <ol style="list-style-type: none"> <li>Artificial Intelligence</li> <li>Digital Governance</li> <li>Data Privacy Bill</li> </ol> </li> </ul>
9.	<b>PMQ, Boards and Certificate Courses</b>	<ul style="list-style-type: none"> <li>PMQ Course and other Certification Courses</li> <li>ASB,SSB,ORB, PRB</li> <li>Certified CSR Professional Course, GST Course, MSME</li> <li>Conducting training and examination for Courses and Coordination relating to these Boards</li> <li>Any matter incidental to or connected with the above</li> <li>Other assignment(s) that may be entrusted by the Secretary from time to time</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
10.	<b>Professional Research</b>	<ul style="list-style-type: none"> <li>• Framing of Research schemes in the areas of interest to Company Secretaries and Corporates</li> <li>• Conducting Research on behest of Government and Regulatory authorities</li> <li>• Taking up Research on Segment wise Role of Company Secretary Profession in various sectors</li> <li>• To conduct and facilitate research work related to Academics Research, Analytical Research, Comparative Research, Compilation, Applied Research &amp; Empirical Research</li> <li>• To set up Research Committee and Sub Committees and domain based research groups</li> <li>• To bring out research codification manual</li> <li>• To create knowledge repository</li> <li>• To establish research library with ultra modern facilities</li> <li>• To devise policy for fund raising</li> <li>• Bring out publications of the Institute including study material for PMQ</li> <li>• Guidance Notes</li> <li>• Any matter incidental to or connected with the above</li> <li>• Other assignment(s) that may be entrusted by the Secretary from time to time.</li> </ul>
11.	<b>Training</b>	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> <li>• Registration of companies, firms etc. for imparting training</li> <li>• Placement of trainees</li> <li>• Monitoring of quarterly reports</li> <li>• Evaluation of project report</li> <li>• Various Training Programmes for Students</li> <li>• Residential Training</li> <li>• Implementation and Monitoring of the training guidelines and regulations</li> <li>• Coordination with Regions and chapters for training related activities</li> <li>• Approval of exemption related matters, ACS matters</li> <li>• All work related to TEFC.</li> <li>• Any matter incidental to or connected with the above</li> <li>• Other assignment(s) as may be entrusted by the Secretary from time to time.</li> </ul>
12.	<b>Placement Cell</b>	<ul style="list-style-type: none"> <li>• Skill set identification (Know your Stakeholder- in depth analysis i.e. unique vs general)</li> <li>• Job specific inventory</li> <li>• Maintaining skill directory of members and continuous updation</li> <li>• Creating and analysing futuristic and historical data</li> <li>• Campus placement</li> <li>• Placement drives, HR Conclave etc,</li> <li>• Updation of placement portal</li> <li>• Framing placement guidelines</li> <li>• Maintain training placement portal and updating</li> <li>• Job profile mapping of corporates for exploring future employment opportunities</li> <li>• Any matter incidental to or connected with the above; and as may be assigned by the Management from time to time</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
13.	<b>Human Resources</b>	<p>This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include:</p> <ul style="list-style-type: none"> <li>• Manpower Planning</li> <li>• Recruitment</li> <li>• Induction of New Entrants</li> <li>• Induction Manual</li> <li>• Reservation Roster</li> <li>• Training &amp; Development</li> <li>• Transfer and Postings</li> <li>• Disciplinary and Conduct Matters</li> <li>• Redressal of Grievances of Employees</li> <li>• Permission for pursuing Higher Studies / CS Course</li> <li>• Forwarding of Applications for outside employment</li> <li>• Performance Appraisal</li> <li>• Promotion</li> <li>• Retirement functions</li> <li>• Attendance</li> <li>• Leave Management</li> <li>• Employee Records</li> <li>• ERP updation</li> <li>• Identity Cards</li> <li>• Pensioners Cards</li> <li>• Smart Cards</li> <li>• Annual Increments</li> <li>• Ex-gratia</li> <li>• Performance Linked Incentive (PLI)</li> <li>• Service Awards</li> <li>• Service Rules</li> <li>• Issue of Office Orders and Circulars</li> <li>• Holiday List</li> <li>• HR Audit</li> <li>• Empanelment of Hospitals</li> <li>• Preventive Medical Health Check-up</li> <li>• Contractual Engagement of Employees</li> <li>• ICSI Employees Benevolent Fund meeting</li> <li>• Items for Council/ Executive Committee Meeting</li> <li>• Website updation of matter related to HR</li> <li>• Work Study of various Directorates at HQs, CCGRT, ROs &amp; COs</li> <li>• Annual Budget</li> <li>• Annual Report</li> <li>• Implementation of Pay Commissions</li> <li>• Pay Fixation of newly joined / promoted employees/pensioners</li> <li>• Pay Anomalies of newly joined / promoted employees</li> <li>• Revision of pension of the ICSI Pensioners</li> <li>• RTI Replies related to HR</li> <li>• Any matter incidental to or connected with the above</li> <li>• Any other matter as may be assigned by Competent Authority</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
14.	<b>Council Affairs</b>	<p>This Directorate is responsible following activities:</p> <p><b>A) <u>Council/ Executive Committee Meetings:</u></b></p> <ol style="list-style-type: none"> <li>1. To prepare and get approval of the Notice for Council/Executive Committee Meetings</li> <li>2. To issue communication to HODs regarding meetings of the Council/Committee and to request them to send agenda items pertaining to their directorates for consideration of the Council/Executive Committee</li> <li>3. To communicate Directorate of Administration for making necessary travel and stay arrangements for the Members of the Council /Committees for attending the meetings.</li> <li>4. To follow-up with the different Directorates for Agenda items and Action Taken Report for placing before the Council/Committee</li> <li>5. To compile agenda items received from various Directorates and to place the same for approval of the HOD/Secretary/ President</li> <li>6. To coordinate with the office of the President for getting the approval of the President.</li> <li>7. After the approval of the President-               <ol style="list-style-type: none"> <li>a. Numbering of each and every item</li> <li>b. Proper checking of all Annexures</li> <li>c. Editing of Items as per the direction of the HOD/Secretary/President</li> <li>d. Page Numbering</li> <li>e. Photocopy of agenda items</li> <li>f. Spiral Binding</li> </ol> </li> <li>8. To prepare Notes on agenda for dispatch</li> <li>9. To confirm delivery of agenda papers to the respective members</li> <li>10. To coordinate with the Directorate of Administration for travel and stay arrangements</li> <li>11. To compile additional items, received after the dispatch of the agenda papers</li> <li>12. To get the approval of the Secretary/President</li> <li>13. To make sets of additional agenda items</li> <li>14. To make arrangements for the meeting like distribution of additional items, stationery, tea-snacks</li> </ol>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ol style="list-style-type: none"> <li>15. To make necessary arrangements for audio recording of the proceedings of the meetings</li> <li>16. To ensure attendance of HODs at the venue of the Council/Committee Meetings</li> <li>17. To prepare draft gist of discussions held at the Council /Committee Meetings.</li> <li>18. To prepare draft minutes of the meetings of the Council/Executive Committee</li> <li>19. To keep records of the audio CDs of the Council Meetings.</li> <li>20. To coordinate with the office of the Secretary/the President for approval of the Minutes</li> <li>21. To ensure timely circulation of Minutes to the members</li> <li>22. To provide extracts of the draft Minutes to all concerned for implementation</li> <li>23. Once the Minutes approved by the Members, final extracts are sent to all concerned HODs.</li> <li>24. To prepare format of Action Taken Report and to circulate to all concerned for informing the action taken.</li> <li>25. To compile Action Taken Report received from various Directorates to place before the Council/Committee</li> <li>26. Regular coordination with the Departments to take updates on the decisions of the Council</li> <li>27. It's a matter of routine to provide extracts of the Minutes of the Council/Committee to various Directorates which takes a lot of time. Sometime all the minutes are to be read for providing correct and required extracts of the Minutes.</li> <li>28. To take Annual Disclosure of all the Council Members and follow-up with them for the same.</li> <li>29. To take printout of the final minutes on the Loose leafs of the Minutes book and get it singed and to put the same on the Minutes book.</li> <li>30. To coordinate with all the Directorates to ensure singing of Minutes of the Committee Meetings on regular basis.</li> <li>31. To ensure binding of Notes on Agenda and Minutes book</li> <li>32. To maintain proper records of the Minutes and Notes on Agenda</li> </ol>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>33. All the most : To ensure confidentiality of all the documents/discussions in respect of the Department.</p> <p><b>B) Maintenance of Coffer</b></p> <ul style="list-style-type: none"> <li>- Property Papers</li> <li>- Minutes of Council/ Various Committee</li> <li>- MOUs</li> <li>- Bank Guarantees</li> <li>- Agreements</li> <li>- FDRs</li> <li>- Record of other important items like CDS of Council Meetings, Gold Medals etc.</li> </ul> <p><b>C) Preparation of Annual Report</b></p> <ul style="list-style-type: none"> <li>- Co-ordination with directorate of CC for arranging vendor for annual Report</li> <li>- E-mail to all the Hods for data to be published in the Annual Report</li> <li>- Compilation of Data</li> <li>- Go through the entire draft Annual Report and Gazette in Hindi as well as in English language,</li> <li>- After getting the draft Annual Report approved from Secretary, placed it in the agenda of the Council Meeting</li> <li>- Thorough co-ordination with printing press</li> <li>- Co-ordination with Civil Lines and Mayapuri Press (Submit the Gazette to Department of Publishing, Govt of India )</li> <li>- Send a request to Dte. Of Publication for printing of Annual Report</li> <li>- Upload the annual report on the website</li> <li>- Mail/ SMS to all the member of ICSI</li> <li>- Publish in the Gazette of India not later than 30<sup>th</sup> day of September of the year next following a copy of the audited accounts and the report of the said accounts and report shall be forwarded to the Central Government.</li> </ul>
15.	<b>Corporate Communication and International Affairs</b>	<p><b>Corporate Communication</b></p> <p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> <li>• Media planning and management</li> <li>• Liaison with the Print &amp; Electronic Media</li> <li>• TV/Radio/Press Publicity vide., Press Releases / Exclusive Interviews / Authored articles.</li> <li>• Press Conferences</li> <li>• Handling entire Social Media of ICSI</li> <li>• Scanning of news related to ICSI/CS profession</li> <li>• Photographic memoirs</li> <li>• Managing media gallery</li> <li>• Appointments with dignitaries</li> </ul>



S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>• Liaison with Govt, Industry, Ministries and other professional bodies</li> <li>• Liaison with various National &amp; International bodies</li> <li>• Liaison for Corporate Membership of the ICSI</li> <li>• Designing &amp; Release of Advertisements for Students in National / Regional Newspapers/magazines</li> <li>• Designing &amp; Release of Corporate Advertisements in National / Regional Newspapers /magazines</li> <li>• Tender notice/recruitment ads in News papers</li> <li>• Advertorials in National / Regional Newspapers &amp; Magazines</li> <li>• Career Features on CS Course &amp; Profession in National / Regional Newspapers &amp; Magazines</li> <li>• Production of Corporate Films &amp; Films on Career Awareness / TV &amp; Radio Spots/ Motto song/ Whatsapp Video</li> <li>• Organising Media Partnership for ICSI events</li> <li>• Organising Sponsorship for major ICSI Events</li> <li>• Designing &amp; Production of ICSI Brochures / ICSI Profile / Sponsorship Brochures / ICSI Publications etc.</li> <li>• Branding collaterals for ICSI events</li> <li>• Empanelment and Coordination with empanelled Advertising Agencies</li> <li>• Coordination with Regional Councils/ Chapters for Media Visibility</li> <li>• Graphic Standards Manual for uniform branding</li> <li>• Media Guidelines</li> <li>• Advertisement Policy and its Execution</li> <li>• Budgeting and billing of Directorate</li> </ul>
16.	<b>Infrastructure and Buildings Maintenance</b>	<p>This Directorate is responsible for developing, providing and maintaining infrastructure, including premises, of the Institute. Its activities include:</p> <ul style="list-style-type: none"> <li>▪ Acquisition of premises/ construction of new building/ renovation of premises/ additional construction in existing building for COs/ ROs/H.Qrs</li> <li>▪ Hiring of Space on rent.</li> <li>▪ Preparation of Notes on Agenda/ Minutes for different Infrastructure Committee/ EC/ council.</li> <li>▪ Payment of Property tax.</li> <li>▪ Execution of Agreement for hiring of space on rent and for execution of works.</li> <li>▪ According In-principle approval for procurement of Capital items (other than IT related items) for COs and ROs.</li> <li>▪ Disposal of existing land / premises of COs and ROs.</li> <li>▪ Preparation of Capital Budget related to Infrastructure.</li> <li>▪ Attending the queries of the Auditors.</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
17.	<b>General Administration</b>	<p>This Directorate is responsible for administration and establishment of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> <li>▪ General Administration</li> <li>▪ Establishment</li> <li>▪ Estate Management</li> <li>▪ Receipts and Issue of Dak</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Reception</li> <li>▪ Security and Safety</li> <li>▪ Travel and Stay Arrangements</li> <li>▪ Transportation</li> <li>▪ Pantry Services</li> <li>▪ Administrative Arrangement for various Programmes of HQs</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
18.	<b>Purchase and Stores</b>	<p>This Directorate is responsible for purchase and stores (other than purchases for ROs and COs) of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> <li>▪ Procurements of Goods and Services, including Maintenance Contracts</li> <li>▪ Purchase related rate contracts</li> <li>▪ Purchase Manual</li> <li>▪ Inventory Register</li> <li>▪ Management of Stores at HQs, and Monitoring of Stores at ROs and COs</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>
19.	<b>Co-Ordination</b>	<p>This Directorate is responsible for enhancing visibility and brand value of the profession of company secretaries. Its activities include :-</p> <ul style="list-style-type: none"> <li>▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices.</li> <li>▪ Advice on establishment and closure of Regional Offices, Chapter Offices,</li> <li>▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices,</li> <li>▪ Preparing ICSI Directory</li> <li>▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award</li> <li>▪ MIS on RC/Chapters</li> </ul>
20.	<b>Examination</b>	<p>This Directorate is responsible for conduct of examination and declaration of results. Its activities include :-</p> <ul style="list-style-type: none"> <li>▪ All matters relating to Conduct of CS and PMQ Examinations</li> <li>▪ Setting Question Papers for Paper Based Examinations</li> <li>▪ Printing of Questions Papers and Answer Books</li> <li>▪ Setting up Examination Centres</li> <li>▪ Selection, Appointment and Monitoring of Paper Setters, Moderators, Examiners, Translators, Reviewers, Superintendents, Invigilators, General Observers and other Examination Functionaries</li> <li>▪ Conduct of Examination (Manual/Online)</li> <li>▪ Evaluation of Answer Books</li> <li>▪ Dealing with Malpractices in Examinations</li> <li>▪ Preparation and Declaration of Results</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Payments to all Examination Functionaries</li> <li>▪ Verification of Marks</li> <li>▪ Issue of Mark Sheets</li> <li>▪ Supply of Certified Copies of Answer Books</li> <li>▪ Processing and Release of Payments related to Examinations</li> <li>▪ Administration of Scholarships and Awards</li> <li>▪ Framing of scheme for Award of Merit scholarship, Merit-cum-means assistance and Prize award</li> <li>▪ Serving Committee:               <ul style="list-style-type: none"> <li>I. Examination Committee</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> </ul> <p>Any other matter as may be assigned by Competent Authority</p>
21.	<b>Finance and Accounts</b>	<p>This Directorate is responsible for finance, treasury, accounts of the Institute. Its activities include:-</p> <ul style="list-style-type: none"> <li>▪ Budget and Budgetary Control</li> <li>▪ Books of Accounts</li> <li>▪ Tax Compliances</li> <li>▪ Statutory Audit</li> <li>▪ Costing of Major Services</li> <li>▪ Payroll</li> <li>▪ Receipt of Contributions – Domestic / Foreign</li> <li>▪ Grants and Reimbursements to ROs / Chapters</li> <li>▪ Payment to third parties</li> <li>▪ Payments to employees</li> <li>▪ RTI Replies</li> <li>▪ Serving Finance Committee</li> <li>▪ Maintaining &amp; Managing following Trusts:-               <ul style="list-style-type: none"> <li>I. ICSI Employees Pension Fund Trust</li> <li>II. ICSI Employees Group Gratuity Trust</li> <li>III. ICSI Employees Medical Hospitalisation Trust</li> <li>IV. ICSI Employees Provident Fund Trust</li> </ul> </li> <li>▪ Maintaining Books of Accounts of following Trusts:-               <ul style="list-style-type: none"> <li>I. Company Secretaries Benevolent Fund</li> <li>II. ICSI Employees Benevolent Fund Trust</li> <li>III. Student Education Fund Trust</li> </ul> </li> <li>▪ Maintaining books of accounts of :-               <ul style="list-style-type: none"> <li>I. ICSI-IIP (Institute of Insolvency Professionals)</li> <li>II. ICSI-RVO (Registered Valuers Organisation)</li> <li>III. GRKF (Governance Research Knowledge Foundation)</li> </ul> </li> <li>▪ Filing / defending related legal matters through LD</li> <li>▪ Maintaining related records</li> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
22.	<b>Internal Audit</b>	<p>This Directorate is responsible for the following :</p> <ol style="list-style-type: none"> <li>1. Issuing Guidelines to the CCGRT, Regional Offices , Platinum, Diamond, Gold, Silver Grade chapters for conduct of Periodical Internal Audit as per ICSI Guidelines and follow up for submission of Internal Audit Reports.</li> <li>2. Review of observations of the Internal Auditors and asking for submission of replies on the issues raised. Continuous follow up for removal of deficiencies/corrective actions required.</li> <li>3. Issuing of advisory suggesting corrective actions to be taken by the Chapter/RO to remove deficiencies in operations.</li> <li>4. Taking up the issues raised in the Internal Audit Report with other Directorates of Headquarters for settlement.</li> <li>5. Coordinates with the Internal Auditors of the Head Quarters for conducting Internal Audit, follow up with various Directorates for submission of their replies for finalization of report and taking corrective actions required based on the Audit observations.</li> <li>6. Internal Audit Division also conducts the Pre-Audit of all the Retiree/Resigned cases in the Institute.</li> <li>7. Conducting periodical Proprietary Audit and Special Audit of the Regional Offices/Chapters as per the decision taken by the Competent Authority.</li> <li>8. Compliance management in respect of Action taken report on the observations contained in the Internal Audit, Proprietary Audit &amp; Special Audit Reports.</li> <li>9. Any other special assigned given by the Competent Authority from time to time.</li> </ol>
23.	<b>Student Services (including Grievance Redressal Cell)</b>	<p>This Directorate is responsible for serving students from registration till enrolment. Its activities include:</p> <ul style="list-style-type: none"> <li>• Monitoring online registration, opening of Kiosks at Chapters</li> <li>• Post registration services viz. admit card, study material etc-</li> <li>• Exam Services &amp; Guidance</li> <li>• Giri Sagar Project, Academic Helpdesk etc.</li> <li>• Replying to the Queries on Grievance Portal &amp; via telephone</li> <li>• Any matter incidental to or connected with the above</li> <li>• Other assignment(s) as may be entrusted by the Secretary from time to time.</li> </ul>
24.	<b>Career Awareness Cell</b>	<ul style="list-style-type: none"> <li>• Monitoring Career, Awareness Activities</li> <li>• Education Fairs</li> <li>• Monitoring Teachers Congress</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>• Monitoring Mega Career events</li> <li>• Monitoring of Counsellors</li> <li>• CS Olympiad, ICSI Study Cenhe, ICSI Signature Award</li> <li>• Any matter incidental to or connected with the above; and as may be</li> <li>• assigned by the Management from time to time</li> </ul>
25.	<b>Oral Coaching and Online Classes Cell</b>	<ul style="list-style-type: none"> <li>• Class room coaching for CS Courses</li> <li>• e-learning for Students</li> <li>• e.Interface</li> <li>• Video lectures, smart classes</li> <li>• Co-ordination and Monitoring of OT classes at Regional Offices and Chapters</li> <li>• Any matter incidental to or connected with the above</li> </ul>
26.	<b>Information Technology</b>	<p>This Directorate is responsible for developing and maintaining IT facilities and IT enabled services for the Institute.</p> <p>Its major responsibility and routine activities include:</p> <ul style="list-style-type: none"> <li>▪ Information &amp; Communication Technology (ICT) Planning and Management</li> <li>▪ Managing Software Development &amp; Maintenance jobs pertaining to all internal/external applications</li> <li>▪ Managing development and Maintenance of the ICSI, RVO and IPA Websites</li> <li>▪ Managing development and Maintenance of Mobile Apps pertaining to different sections/stake holders of Institute.</li> <li>▪ Management of National Level events through online Portal</li> <li>▪ Development and Maintenance of Integrated application (SMASH) for stakeholders of ICSI.</li> <li>▪ Online Database Management &amp; Administration</li> <li>▪ Managing Online Payment Gateways</li> <li>▪ Data Centre Management including DR</li> <li>▪ Network Management that includes entire LAN, WAN covering the ROs and Chapters</li> <li>▪ Implementation of Enterprise Resource Planning across all the offices of the Institute</li> <li>▪ Implementation of Cosmic and Office Automation systems across all the offices of the Institute catering to the all Hardware and Software requirements of Regional Offices and Chapter Offices</li> <li>▪ Ensuring IT related support to various Directorates, CCGRT, ROs and COs</li> <li>▪ Policy framework ,study and implementation of new technologies for automation of process</li> <li>▪ Implementation Video based conferencing solution for lectures and Board meetings.</li> <li>▪ Technical support for conducting webinars.</li> <li>▪ Procurement and Infrastructure related activities related to FMS services for data centre, IT asset allocation to various Directorates, Wifi Set Up, domain name registration and renewal.</li> <li>▪ Development and Implementation of E-learning Modules for the Students and Members of the Institute.</li> </ul> <p>1. Developing an integrated e-platform (integrating it with SMASH</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>system)for Online Pre Examination Test</p> <ol style="list-style-type: none"> <li>2. Management of E-platform for smooth conduction of Online Pre Examination Test. It involves continuous Migration of users on the platform, Managing users, Technical up-gradations, Coordination with ICSI Academic team for Question Bank development, system testing and continuous vetting of the Question Bank.</li> <li>3. Preparing/Configuring System for Computer Based Examination for Foundation Programme and development of e-Question Bank</li> <li>4. Maintaining E-library for the ICSI students and Members.</li> <li>5. Development and maintenance of E-MSOP system for offering e-MSOP services to the ICSI students across the country: Contracting with third party, contract renewals and development of the EMSOP contents; Continuous monitoring the progress, Bill processing and ensuring ICSI's share. Coordination with Dte. of Training for smooth functioning.</li> <li>6. Implementation of IT Vision 2022: Working on many small and big projects in compliance to the directions contained in the vision 2022. Notwithstanding with whatever is included in this document it includes offering e-learning to ROS/Chapters in blended mode, CSEET, and optimizing IT infra at ICSI through cloud hosting.</li> </ol> <ul style="list-style-type: none"> <li>• Arrangement for Computer Training for Stakeholders</li> <li>• Filing / defending related legal matters through LD</li> <li>• Maintaining related records</li> <li>• Any matter incidental to or connected with the above</li> <li>• Any other matter as may be assigned by Competent Authority</li> </ul>
27.	<b>Membership &amp; CSBF</b>	<p>Major Responsibilities and other Routine tasks assigned to the Directorate</p> <ul style="list-style-type: none"> <li>▪ Database of Members / COP Holders</li> <li>▪ Admission/ Renewal /Cancellation /Restoration of Members and Licentiatees</li> <li>▪ Receipt and Reconciliation of Annual Membership Fee/ Certificate of Practice fee with F&amp;A</li> <li>▪ Removal of name of Members for non-payment of fees as per regulations and as disciplinary measures</li> <li>▪ Maintenance of Register of Members/ Licentiatees/ Firms and Offices / Certificate of Practice Holders</li> <li>▪ Publication of Admission / Renewal/ Cancellation/ Restoration of Members/ Licentiatees /Cop holders/ CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis</li> <li>▪ Publication of list of Members and list of Certificate of Practice Holders annually</li> <li>▪ Issue of Transcripts/ Identity Cards</li> <li>▪ Printing and Issue of ACS/FCS/CoP/CSBF/Licentiate/CCE Certificates</li> <li>▪ Issue of replacement copies to Members in case of non-receipt of Chartered Secretary Journal</li> <li>▪ Approval of Concern/ Firm Name of Company Secretaries/ LLPs, Change in firm status (reconstitution, dissolution, conversion)</li> <li>▪ Honorary Fellow Members</li> <li>▪ Holding of region-wise Convocations for awarding certificates to newly admitted Associate and Fellow members twice a year</li> <li>▪ Assistance in Elections and publication of List of Voters</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Welfare Activities for Members</li> <li>▪ Providing statistical information for Practising Company Secretaries</li> <li>▪ Issue of Unique Code Numbers to PCS</li> <li>▪ Requests for change in name/surname from members and making entry in database</li> <li>▪ Issuing password to the members for online use of portal</li> <li>▪ Requests for change in address/contact details from members and making entry in database</li> <li>▪ Issuing password to the members for online use of portal</li> <li>▪ Verification of educational credentials</li> <li>▪ Any matter incidental to or connected with the above</li> </ul> <p><b><u>Company Secretaries Benevolent Fund (CSBF)</u></b></p> <ul style="list-style-type: none"> <li>▪ Maintenance of Database of Life Members of CSBF</li> <li>▪ Co-ordination with the Insurance company for premiums and claiming cover upon demise of the member</li> <li>▪ Payment of annual premium to the Insurance agency and top up premium for the additional members enrolled into the life membership.</li> <li>▪ Verification and maintenance of records for giving financial assistance to the dependents of the deceased member.</li> <li>▪ Verification and maintenance of records for giving financial assistance to the members upon his sickness</li> <li>▪ Verification and Maintenance of records for giving financial assistance for children education of the life member.</li> <li>▪ Propagation for the CSBF through CS Journal, website, emails and SMS regularly</li> <li>▪ Enrolment to CSBF.</li> <li>▪ Receipt and Reconciliation of subscription for Life Membership of CSBF with F&amp;A</li> <li>▪ Publication of enrolment of CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis</li> <li>▪ Printing and Issue of CSBF Certificates on admission.</li> <li>▪ All matters relating to CSBF (Enrolment, Financial Assistance, Insurance, Fund Raising, etc.)</li> <li>▪ Meetings of the CSBF Managing Committee and Core Groups</li> <li>▪ Maintenance of Minutes of the Committee and the Core Groups</li> <li>▪ Revision in Model Bye-Laws of CSBF.</li> <li>▪ Sensitising ROs and Chapters for enrolling the members for life membership of CSBF through various programs, seminars, events and also through personal reach which helped increase in life membership.</li> <li>▪ Quantum of financial assistance for CSBF life members.</li> <li>▪ Initiative taken for Medical Insurance cover for Life Members on anvil.</li> </ul>
28.	<b>Discipline</b>	<p>This Directorate is responsible for regulation of the profession of Company Secretaries and proceedings against the members, in accordance with the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 (the Rules). Its activities include:</p> <p>(i) Scrutiny and Registration of Complaints against Members</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>(ii) Maintaining Register of Complaints</p> <p>(iii) Maintaining dak Register for Inward- dak received in the Directorate</p> <p>(iv) Maintaining separate physical file for each compliant received in the Directorate</p> <p>(v) Sending letter pursuant to Rule 7 (Form I letter).</p> <p>(vi) Processing of Complaints for Pleadings as per Rule 8.</p> <p>(vii) Investigation &amp; Examination of Complaints against Members</p> <p>(viii) Calling for additional documents as per Rule 8(5).</p> <p>(ix) Formation of Prima Facie Opinions as per Rule 9.</p> <p>(x) Arranging Prima-facie Opinion (spiral bound) with relevant documents from case files</p> <p>(xi) Preparing brief of cases.</p> <p>(xii) Issuing Notice to the parties for appearance before Disciplinary committee/Board of Discipline as per the Rules</p> <p>(xiii) Taking Oath from the parties as per the Rules</p> <p>(xiv) Presenting and defending Cases before the Disciplinary Committee</p> <p>(xv) Presenting and defending Cases before the Board of Discipline</p> <p>(xvi) Pleadings after PFO agreed by Disciplinary Committee/ Board of Discipline.</p> <p>(xvii) Preparation of Notes on Agenda (ranging from 500-1200 pages), minutes of the meeting and Action taken Report for each meeting of Disciplinary Committee/Board of Discipline</p> <p>(xviii) Assisting Disciplinary Committee in drafting Interim Orders/Orders/Final Orders</p> <p>(xix) Assisting Board of Discipline in drafting Interim Orders/Orders/Final Orders</p> <p>(xx) Sending certified copy of orders to parties.</p> <p>(xxi) Co-ordination with Dte. of Membership for details of Members</p> <p>(xxii) Co-ordination with Dte. of Membership for implementation of Orders of Disciplinary Committee/ Board of Discipline against Members</p> <p>(xxiii) Engagement of Advocates/PCS for legal inputs in the Disciplinary matter</p> <p>(xxiv) Fixing of Fees for Advocates/PCS</p> <p>(xxv) Recommending Payment of Bills of Advocates/PCS to F&amp;A</p> <p>(xxvi) Coordination with Dte. of Administration for Transportation/Travel/Stay and Other Arrangements for members of Disciplinary Committee and Board of Discipline for attending meeting of Disciplinary Committee and Board of Discipline</p> <p>(xxvii) Coordination with Dte. of F&amp;A for sitting allowance of Government Nominees to the Disciplinary Committee</p> <p>(xxviii) Assisting Legal Department for defence before Appellate Authority</p> <p>(xxix) Briefing Advocates on disciplinary matters before Courts</p> <p>(xxx) Serving Committees:</p> <ol style="list-style-type: none"> <li>Board of Discipline</li> <li>Disciplinary Committee</li> <li>Council/ Executive Committee</li> <li>High Level Committee</li> <li>Core Group constituted by Council for finalising comments of ICSI on HLC Report.</li> <li>Assisting Legal Department for Regulation Committee related to Disciplinary Matters</li> </ol>



S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>(xxxii) Filing / defending related legal matters through Legal Department</p> <p>(xxxiii) Maintaining records of the Directorate</p> <p>(xxxiv) Drafting of reference for Legal Opinion on the issues arising out the deliberations of Disciplinary committee/ Board of Discipline</p> <p>(xxxv) Compilation of data manually from each case files in the formats asked by the Disciplinary Committee and Board of Discipline or any other Committee</p> <p>(xxxvi) Providing data to MCA on monthly basis in the format asked by the MCA</p> <p>(xxxvii) Coordination with Dte. of IT for uploading of Orders of Board of Discipline and Disciplinary committee</p> <p>(xxxviii) Coordination with Dte of IT for development of Online Module and software for Disciplinary Directorate</p> <p>(xxxix) Attending various queries on Disciplinary mechanism in person, email, telephone etc.</p> <p>(xl) Taking Sessions on 'CODE OF CONDUCT' in MSOP batches</p> <p>(xli) Providing status of Disciplinary Matters / decided against member of the Institute for Peer Review</p> <p>(xlii) Providing status of Disciplinary Matters pending/ decided against member of the Institute to IPA,SIFO,CBI etc.</p> <p>(xliii) Providing write- up for Chartered Secretary on FAQ pertaining to Disciplinary mechanism</p> <p>(xliv) Preparing draft for advisory to be issued by the Secretary on Disciplinary matters</p> <p>(xlv) RTI applications pertaining to Disciplinary Matters</p> <p>(xlvi) Deputation of official/staff in Secretary Office and in Other Dte during exigencies</p> <p>(xlvii) Engagement of officials of Dte in the work pertaining to Election to Council/Regional Council</p> <p>(xlviii) Any matter incidental to or connected with the above</p> <p>(xlviii) Any other matter as may be assigned by Competent Authority</p>
29.	<b>Law</b>	<p>This Directorate is responsible for legal support to all units of the Institute. Its activities include:</p> <ul style="list-style-type: none"> <li>▪ All Legal matters, including Matters before Supreme Court, High Courts and other courts relating to HQ, ROs, Chapters, CCGRT.</li> <li>▪ Filing / defending related legal matters on behalf of the Institute/Council</li> <li>▪ Maintaining related records</li> <li>▪ Vetting of Title Search report by external Advocate for procurement of Land and Building</li> <li>▪ Amendments to the Act, Rules and Regulations</li> <li>▪ Legal Vetting of Guidelines</li> <li>▪ Vetting of Agreement, SLA, Tender, MoU etc.</li> <li>▪ Litigation Management</li> <li>▪ Election Reforms</li> <li>▪ Obtaining legal opinion</li> <li>▪ Empanelment of Advocates</li> <li>▪ Engagement of Advocates</li> <li>▪ Fixing of Fees for Advocates</li> <li>▪ Recommending Payment of Bills of Advocates to F&amp;A</li> <li>▪ Conduct of Elections with assistance from Others</li> </ul>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> <li>▪ Any matter incidental to or connected with the above</li> <li>▪ Any other matter as may be assigned by Competent Authority</li> <li>▪ Replying to the Legal Notice through Advocate</li> <li>▪ Draft Chapter Guidelines -2017</li> <li>▪ Suggested amendments in various rules</li> </ul>
30.	<b>RTI</b>	<p>The activities includes:</p> <ol style="list-style-type: none"> <li>I. Receipt of RTI applications (online &amp; offline mode) and maintenance of register.</li> <li>II. New RTI file, scrutiny of application &amp; identification of source of information i.e. concerned Directorate(s).</li> <li>III. Follow-up with concerned Directorate(s) for providing information.</li> <li>IV. Seeking third party consent and letter for RTI fee in correct mode, if required.</li> <li>V. Compilation of information/documents, preparations of draft reply for approval of CPIO and despatch of final reply to the RTI applicant duly signed by the CPIO.</li> <li>VI. Final reply to the RTI and uploading on the RTI portal of the Institute's website.</li> <li>VII. Maintenance of MIS/database.</li> <li>VIII. On appeals to Appellate Authority, reply to them.</li> <li>IX. Hearing of appeal/complaint at CIC (Central Information Commission), approval for appointment of advocate, preparation of case file for advocate, coordinating with advocate for preparation of reply, appearing before the CIC with advocate and processing of bills of the advocate.</li> <li>X. Maintaining the Quarterly MIS on online portal of CIC.</li> <li>XI. All other miscellaneous related to RTI Cell, as and when required</li> </ol>

### **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 endeavours 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](http://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 B Narasimhan  
Vice President, The ICSI  
B N & Associates  
601/602 B Wing,  
Cosmic Heights, Bhakti Park,  
Near Imax Theatre, Wadala East, Mumbai- 400037

Tel : (O) 011-45341001

E-mail : President@icsi.edu  
: [narasimhan.b8@gmail.com](mailto:narasimhan.b8@gmail.com)  
bn@bnassociates.in

#### **VICE PRESIDENT**

CS Dhananjay Shukla  
Council Member, The ICSI  
Dhananjay Shukla & Associates  
House No. 23, Sector-30  
Gurugram – 122001

Tel : (O) 011-45341002

E-mail : vp@icsi.edu  
: dshukla.fcs5886@gmail.com

#### **GOVERNMENT NOMINEES**

The list of Government Nominees is in the process of being finalised. The details shall be uploaded soon.

#### **ELECTED MEMBERS**

CS Ashish Karodia  
Council Member, The ICSI  
Practicing Company Secretaries  
208, Trade House, 14/3, South Tukoganj, Indore – 452001

E-mail : ashishkarodia@gmail.com

CS Dwarakanath Chennur  
Council Member, The ICSI  
Insolvency Professional  
No. 31, Vidhya Bhavan, IIIrd Floor,  
Rear Block, West Anjeneya Temple Street, Basavanagudi,  
Bengaluru – 560004

E-mail : dwarakanath\_c@yahoo.co.in

CS Manish Gupta  
Council Member, The ICSI  
RMG & Associates,  
Company Secretaries  
207, Suchet Chambers,  
1224/5 Bank Street, Karol Bagh  
New Delhi – 110005

E-mail : manish@rmgcs.com

CS Manoj Kumar Purbey  
Council Member, The ICSI  
Off.No.03, B-32, 2<sup>nd</sup> Floor, Madhav Complex,  
Subhash Chowk, Vikas Marg,  
Laxmi Nagar, Delhi – 110092

E-mail : purbey31@gmail.com

CS Mohan Kumar Aravamudhan  
Council Member, The ICSI  
Mohan Kumar & Associates  
Flat F-1, Sudarshan Apartment, 72, VGP Selva Nagar,  
2<sup>nd</sup> Main Road, Velachery,  
Chennai – 600042

E-mail : needamohan2@gmail.com

CS NPS Chawla  
Council Member, The ICSI  
Aekom Legal  
(Co-Founder & Joint Managing Partner)  
G-29 (LGF), Lajpat Nagar – III, South East Delhi  
New Delhi-110024

E-mail : npschawla@aekomlegal.com

CS Pawan G. Chandak  
Council Member, The ICSI  
KPRC & Associates  
Off No. 1203-1205, Kumar Surabhi  
Next To Laxminarayan Theatre,  
Satara Road, Pune -411048

E-mail : pawan.chandak@kprc.co.in

CS Praveen Soni  
Council Member, The ICSI  
Office No. 261, Second Floor, V Mall,  
Thakur Complex, Kandivali East,  
Mumbai – 400101

E-mail : praveensoni@gmail.com

CS Rajesh Chhaganbhai Tarpara  
Council Member, The ICSI  
R.C. Tarpara & Associates  
208, Capital Corporate, Opp. Eknath Complex,  
Naroda Kathwada Road, Naroda  
Ahmedabad – 382330

E-mail : rctarparacs@gmail.com

CS Rupanjana De (Ms.)  
Council Member, the ICSI  
Rupanjana De & Co.  
C/10, Baghajatin Park Housing  
Panchasayar, Kolkata – 700094

E-mail : rupanjana.de@gmail.com  
rupanjana.de@yahoo.com

CS Sandip Kumar Kejriwal  
Council Member, the ICSI  
#322, 3<sup>rd</sup> Floor, Martin Burn House,  
1 R. N. Mukherjee Road,  
Kolkata – 700001

E-mail : sandipkej2@gmail.com

CS Suresh Pandey  
Council Member, The ICSI  
SPG & Associates  
1005, 10<sup>th</sup> Floor, Hemkunt House, 6, Rajendra Place  
New Delhi – 110008

E-mail : suresh@spgindia.co.in  
cs.sureshpandey@gmail.com



CS Venkata Ramana R.  
Council Member, The ICSI  
RVR & Associates  
Company Secretaries  
1-10-18, Flat No. G1, 1<sup>st</sup> Floor,  
Lakshmi Sri Park View Apartments,  
Opp. Municipal Park, Ashok Nagar  
Hyderabad - 500020

E-mail : cs.rvr2014@gmail.com

## SECRETARY

CS Asish Mohan  
Secretary, The ICSI  
'ICSI House', 22 Institutional Area,  
Lodi Road, New Delhi – 110003

Tel : (011) 45341003

E-mail : secretary@icsi.edu

## II COMPOSITION OF COMMITTEES

The List Of Standing, Non-Standing Committees and Boards – 2024 is as under :-

	S. No.	Name	Position
<b>1</b>	<b>Executive Committee</b>		
	1	CS B Narasimhan	Chairman
	2	CS Dhananjay Shukla	Member
	3	Shri Inder Deep Singh Dhariwal	Member (Govt. Nominee)
	4	CS Manish Gupta	Member
	5	CS C Dwarakanath	Member
	6	CS Pawan G Chandak	Member
	7	CS Sandip Kumar Kejriwal	Member
<b>2</b>	<b>Finance Committee</b>		
	1	CS B Narasimhan	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS A Mohan Kumar	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS R Venkata Ramana	Member
	6	CS Rajesh C Tarpara	Member
<b>3</b>	<b>Examination Committee</b>		
	1	CS B Narasimhan	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS Ashish Karodia	Member
	4	CS N P S Chawla	Member

	5	CS Praveen Soni	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
<b>4</b>	<b>Financial Services Committee</b>		
	1	CS Rajesh C Tarpara	Chairman
	2	CS Manoj Kumar Purbey	Member
	3	CS Pawan G Chandak	Member
	4	CS Praveen Soni	Member
	5	CS R Venkata Ramana	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
<b>5</b>	<b>Corporate Laws &amp; Governance Committee</b>		
	1	CS Manish Gupta	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS Pawan G Chandak	Member
	5	CS R Venkata Ramana	Member
	6	CS Rupanjana De	Member
	7	CS Sandip Kumar Kejriwal	Member
	8	CS Suresh Pandey	Member
<b>6</b>	<b>Professional Development Committee</b>		
	1	CS B Narasimhan	Chairman
	2	Shri M P Shah	Member (Govt. Nominee)
	3	CS Ashish Karodia	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS N P S Chawla	Member
	6	CS Rajesh C Tarpara	Member
	7	CS Rupanjana De	Member
	8	CS Sandip Kumar Kejriwal	Member
<b>7</b>	<b>Training &amp; Educational Facilities Committee</b>		
	1	CS Dhananjay Shukla	Chairman
	2	Dr. Ashok Kumar Mishra	Member
	3	CS A Mohan Kumar	Member
	4	CS C. Dwarakanath	Member
	5	CS Manish Gupta	Member
	6	CS Pawan G Chandak	Member
	7	CS Praveen Soni	Member
	8	CS R Venkata Ramana	Member
	9	CS Suresh Pandey	Member
<b>8</b>	<b>Practicing Company Secretaries Committee</b>		
	1	CS C Dwarakanath	Chairman
	2	CS Manish Gupta	Member
	3	CS A Mohan Kumar	Member

	4	CS Pawan G Chandak	Member
	5	CS R Venkata Ramana	Member
	6	CS Rajesh C Tarpara	Member
	7	CS Sandip Kumar Kejriwal	Member
	8	CS Praveen Soni	Member
	9	CS Suresh Pandey	Member
<b>9</b>	<b>Information Technology Committee</b>		
	1	CS Rupanjana De	Chairperson
	2	CS Manish Gupta	Member
	3	CS C Dwarakanath	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS N P S Chawla	Member
	6	CS R Venkata Ramana	Member
	7	CS Rajesh C Tarpara	Member
<b>10</b>	<b>Chapter Development &amp; Coordination Committee</b>		
	1	CS Sandip Kumar Kejriwal	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Ashish Karodia	Member
	4	CS N P S Chawla	Member
	5	CS Praveen Soni	Member
	6	CS Suresh Pandey	Member
<b>11</b>	<b>PMQ Course Committee</b>		
	1	CS Suresh Pandey	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Ashish Karodia	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS N P S Chawla	Member
	6	CS Pawan G Chandak	Member
	7	CS R Venkata Ramana	Member
	8	CS Praveen Soni	Member
<b>12</b>	<b>Placement Committee</b>		
	1	CS Manoj Kumar Purbey	Chairman
	2	CS C. Dwarakanath	Member
	3	CS Ashish Karodia	Member
	4	CS N P S Chawla	Member
	5	CS Rajesh C Tarpara	Member
<b>13</b>	<b>ICSI-CCGRT Management Committee</b>		
	1	CS Dhananjay Shukla	Chairman
	2	CS Ashish Karodia	Member, Convenor (Mumbai)
	3	CS Manish Gupta	Member
	4	CS Pawan G Chandak	Member
	5	CS R Venkata Ramana	Member, Convenor (Hyderabad)

	6	CS Sandip Kumar Kejriwal	Member, Convenor, (Kolkata)
	7	To be nominated	Member
	8	To be nominated	Member
	<b>Group for Co-ordination in consultation with the Convenors</b>		
	1	CS Ajay Agarwal (CCGRT, Mumbai)	
	2	CS K Venkatraman (CCGRT, Mumbai)	
	3	CS Gopal Khaitan (CCGRT, Kolkata)	
	4	CS Sachin Pilania (CCGRT, Kolkata)	
	5	CS Mahadev Tirunagari (CCGRT, Hyderabad)	
	6	CS Ramakrishna Gupta R (CCGRT, Hyderabad)	
<b>14</b>	<b>Regulations &amp; Elections Reforms Committee</b>		
	1	CS Pawan G Chandak	Chairman
	2	CS Manish Gupta	Member
	3	CS C Dwarakanath	Member
	4	CS Praveen Soni	Member
	5	CS Sandip Kumar Kejriwal	Member
<b>15</b>	<b>International Affairs Committee</b>		
	1	CS N P S Chawla	Chairman
	2	CS A Mohan Kumar	Member
	3	CS Ashish Karodia	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS Rupanjana De	Member
<b>16</b>	<b>Professional Research and Publication Committee</b>		
	1	CS R Venkata Ramana	Chairman
	2	CS Dwarakanath	Member
	3	CS N P S Chawla	Member
	4	CS Pawan G Chandak	Member
	5	CS Rajesh C Tarpara	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
<b>17</b>	<b>Board of Discipline</b>		
	1	CS Pawan G Chandak	Presiding Officer
	2	CS Sandip Kumar Kejriwal	Member
	3	CS Asish Mohan	Member
<b>18</b>	<b>Disciplinary Committee</b>		
	1	CS B Narasimhan	Presiding Officer
	2	Shri Sushil Kumar	Member (Govt. Nominee)
	3	Shri Sunil Dadhe	Member (Govt. Nominee)
	4	CS Manish Gupta	Member
	5	CS C Dwarakanath	Member
<b>19</b>	<b>Peer Review Board</b>		
	1	CS A Mohan Kumar	Chairman
	2	CS Ashish Karodia	Member

	3	CS C Dwarakanath	Member
	4	CS Rajesh C Tarpara	Member
	5	CS Nagendra D Rao	Member
	6	CS Nesar Ahmad	Member
	7	CS Prashanth Diwan	Member
	8	CS V Sreedharan	Member
<b>20</b>	<b>Expert Advisory Board</b>		
	1	CS Praveen Soni	Chairman
	2	CS N P S Chawla	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS Sandip Kumar Kejriwal	Member
	5	CS R Venkata Ramana	Member
	6	CS Veerash Mysore	Member
	7	CS Ravi Verma	Member
	8	CS Ashok Tyagi	Member
<b>21</b>	<b>Editorial Advisory Board</b>		
	1	CS Ashish Karodia	Chairman
	2	Dr. Ashok Kumar Mishra	Member
	3	Mr. M P Shah	Member
	4	CS Praveen Soni	Member
	5	CS Rajesh C Tarpara	Member
	6	CS Suresh Pandey	Member
	7	CS(Dr.) D K Jain	Member
	8	CS Manoj Kumar Purbey	Member
	9	CS Nitin Somani	Member
	10	CS N P S Chawla	Member
	11	CS Bimal Jain	Member
	12	CS (Prof.) Rabi Narayan Kar	Member
	13	CS Puneet Handa	Member
	14	CS R P Tulisian	Member
	15	CS Rohit Gupta	Member
	16	CS Pranav Kumar	Member
<b>22</b>	<b>MSME &amp; Start-up Board</b>		
	1	CS Rajiv Bajaj	Chairman
	2	CS Sandip Kumar Kejriwal	Member
	3	CS L N Joshi	Member
	4	Wg. Cdr. Anthony Anish (Rtd.)	Member
	5	CS Maneesh Srivastava	Member
	6	CS Gaurav Arora	Member
	7	CS (Dr.) Preet Deep Singh	Member
	8	Mr. Gaurav Mahani	Member
	9	CS Yogesh Khakre	Member

	10	CS Bala Nadara	Member
	11	CS Ajay Jaiswal	Member
	12	Mr. Rajiv Chawla	Member
	13	CS (Dr.) Ajay Garg	Member
	14	Representative of MCA	Member
	15	Representative of MSME Chamber	Member
	16	Representative of RBI	Member
	17	Representative of MSME Chamber	Member
<b>23</b>	<b>Auditing Standards Board</b>		
	1	CS Devendra V. Deshpande	Chairman
	2	CS Vineet K Chaudhary	Member
	3	CS Ajay Garg	Member
	4	CS Shanmugasundaram	Member
	5	CS G V Srinivasa Murthy	Member
	6	CS Jagdish Patra	Member
	7	CS K Venkataraman	Member
	8	CS Manoj Kumar Purbey	Member
	9	CS Manoj Rajaram Hurkat	Member
	10	CS Nitin Mehta	Member
	11	CS Pankaj Virmani	Member
	12	CS Parvesh Kumar Kheterpal	Member
	13	CS Ritu Arora	Member
	14	CS Raghavendra Joshi	Member
	15	CS Ram Parkash Punjani	Member
	16	CS Ravi Sharma	Member
	17	CS Rupanjana De	Member
	18	Representative of SEBI	Member
	19	Representative of BSE	Member
	20	Representative of NSE	Member
<b>24</b>	<b>Secretarial Standards Board</b>		
	1	CS Nagendra D Rao	Chairman
	2	CS Amita Desai	Member
	3	CS Kalidas Ramaswami	Member
	4	CS Makarand Joshi	Member
	5	CS Manish Agarwal	Member
	6	CS Manoj Sonawala	Member
	7	CS Narayan Shankar	Member
	8	CS Sanjeev Grover	Member
	9	CS A Mohan Kumar	Member
	10	CS Praveen Soni	Member
	11	CS Harish Kumar	Member
	12	CS S C Vasudeva	Member
	13	CS B Shanmugasundaram	Member

	14	CS B Renganathan	Member
	15	CS S Sudhakar	Member
	16	Representative of SEBI	Member
	17	Representative of RBI	Member
	18	Representative of BSE	Member
	19	Representative of NSE	Member
	20	Representative of CII	Member
	21	Representative of FICCI	Member
	22	Representative of ASSOCHAM	Member
	23	Representative of PHDCCI	Member
	24	Representative of ICAI	Member
	25	Representative of ICoAI	Member
	26	Unlisted Category	Member
<b>25</b>	<b>ESG and Sustainability Board</b>		
	1	CS Ranjeet Pandey	Chairman
	2	CS Ashish Garg	Co-Chairman
	3	CS A Sekar	Member
	4	CS Anil Rustgi	Member
	5	CS J Sundharesan	Member
	6	CS Mangal Kulkarni	Member
	7	CS Pankaj Chourasia	Member
	8	CS Pankaj Tewari	Member
	9	CS R Venkata Ramana	Member
	10	CS Rajni Kant	Member
	11	CS Sachin Mishra	Member
	12	CS Sanjeeb Kumar Chatterjee	Member
	13	Ms. Sharmila Gopinath	Member
	14	CS Tridib Kumar Barat	Member
	15	CS Vinay M A	Member
	16	Nominee- MCA	Member
	17	Nominee- SEBI	Member
	18	Nominee-IFSCA	Member
	19	Nominee- NSE	Member
	20	Nominee- BSE	Member
	21	Nominee- CII	Member
	22	Nominee- FICCI	Member
	23	Nominee- PHDCCI	Member

### III COMPOSITION OF REGIONAL COUNCILS

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

Chairman	Vice- Chairman
JATIN SINGAL 102,1st Floor, Ludhiana Stock Exchange Building. Feroze Gandhi Market, LUDHIANA- 141001	PREETI GROVER 106, Mahagun Morpheus, E-4, Sector 50, Noida- 201301
Secretary	Treasurer
HIMANSHU HARBOLA K-40, Second Floor, B.K. Dutt Colony, Near Jor Bagh, New Delhi – 110003	AWANISH SRIVASTAVA 22/111 West Patel Nagar, New Delhi – 110008
Members	Ex-Officio Members
ADITYA RUNGTA Q-409, Sector-82, Vivek Vihar, Noida- 201304	DHANANJAY SHUKLA Dhananjay Shukla & Associates, House No.23, Sector-30 Gurugram – 122001
ARJUN TYAGI SCO 1794, First Floor, Above Indian Bank, Main Road, Hallomajra, Chandigarh - 160002	MANISH GUPTA RMG & Associates, Company Secretaries, 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh, New Delhi – 110005
DEVENDER SUHAG SMD & Co, C1-2767, LGF Sushant Lok-1, Near Golf Course Road, Gurgaon-122003	MANOJ KUMAR PURBEY Off.No.03,B-32,2nd Floor,Madhav Complex, Subhash Chowk, Vikas Marg, Laxmi Nagar, Delhi – 110092
MANPREET SINGH A-44/A, First Floor Sector 16 Behind MC. DONALDS, Noida- 201301	NPS CHAWLA Aekom Legal (Co-Founder & Joint Managing Partner), G-29 (LGF), Lajpat Nagar – III, South East, Delhi New Delhi-110024
RAHUL SHARMA 3F-34, Trinita Mall,Swey Fram, Shyam Nagar, JAIPUR-302019	SURESH PANDEY SPG & Associates, 1005, 10th Floor, Hemkunt
SANTOSH PANDEY	



<p>S-5, 2nd Floor, Manish Mega Plaza, Plot No.13, Sector-5, Dwarka, New Delhi- 110075</p> <p>SHIKHAR GOEL 214, Durga Chambers, DB Gupta Road, Karol Bagh, New Delhi -110005</p> <p>SURYA KANT GUPTA Chamber No.11, Saraswati Bhawan, Basement, 1/4 Lalita Park, Laxmi Nagar, Delhi - 110092</p>	<p>House, 6, Rajendra Place, New Delhi - 110008</p>
---	---

**EASTERN INDIA REGIONAL COUNCIL**  
**ICSI-CCGRT Campus , Action Area II New Town KOLKATA-700019**

<b>Chairman</b>	<b>Vice- Chairman</b>
<p>(Dr.) MOHIT SHAW 38, Vivekananda Road, Kolkata - 700007</p>	<p>ANUJ SARASWAT 17/1, Mukhram Kanoria Road, Rampuria Mansion, 2nd Floor, Howrah - 711101</p>
<b>Secretary</b>	<b>Treasurer</b>
<p>BISHAL HARLALKA Bishal Harlalka &amp; Associates, 404, Ram Prasad Complex, Chatribari, Guwahati - 781001</p>	<p>SANTOSH KUMAR Santosh Kumar &amp; Associates, Company Secretaries, House No. 13, LBS Marg, North S K Puri, Patna – 800013</p>
<b>Members</b>	<b>Ex-Officio Members</b>
<p>SATISH KUMAR Satish Kumar &amp; Associates, Office No. 603, 6th Floor, Samridhi Square, Kishoriganj Chowk, Ranchi – 834001</p> <p>SOUMYA SUJIT MISHRA C/o SSM Associates, Plot No.784/2674, 3rd Floor, Jagamara, Khandagiri, Bhubaneswar - 751030</p>	<p>RUPANJANA DE Rupanjana De &amp; Co., C/10, Baghajatin Park Housing, Panchasayar, Kolkata – 700094</p> <p>SANDIP KUMAR KEJRIWAL 322, 3rd Floor , Martin Burn House, 1 R. N Mukherjee Road, Kolkata - 700001</p>

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

<b>Chairman</b>	<b>Vice- Chairman</b>
MEHUL GANESH RAJPUT Unit no. 650, Signature Building, 6th Floor, Block no. 138, Zone 1, Gift (SEZ), Gandhinagar, Gujarat - 382355	YARRA CHANDRA RAO Godawari Power and Ispat Limited, Plot No, 428/2, Phase I, Siltara Raipur - 492 001
<b>Secretary</b>	<b>Treasurer</b>
DEEPTI ANIRUDDHA JOSHI (MS) 104, Ram Nagar, Opp. South Indian Temple, Nagpur – 440033	BHAVESHKUMAR RAWAL 753, Ajanta Shopping Centre, Nr. Rajhans-The Imperia, Opp. Bhatia Mobile, Ring Road, Surat- 395002
<b>Members</b>	<b>Ex-Officio Members</b>
ABHISHEK CHHAJED Abhishek Chhajed & Associates,129, Shri Mahavir Cloth Market, Near New Cloth Market Kankaria, Ahmedabad – 380009	ASHISH KARODIA 208, Trade House, 14/3, South Tukoganj, Indore – 452001
AMRITA DC NAUTIYAL (MS) Bina Shopping Centre, M. V. Road, Andheri (East), Mumbai – 400 069, Maharashtra	BALASUBRAMANIAN NARASIMHAN 601/602, B-Wing, Cosmic Heights, Bhakti Park, Near Imah Theatre, Wadala East, Mumbai – 400037
ANURAG GANGRADE C/O Shreeyam Power and Steel Industries Limited, 401, Mahakosh House,7/5. South Tukoganj, Indore-452001	PAWAN GHANSHYAMDAS CHANDAK 1203-1205, Kumar Surabhi, Next to Laxminarayan Theatre, Satara Road, Pune – 411009
HRISHIKESH WAGH 3-4, Aishwarya Sankul S. No:17. G.A. Kulkarni Path, Opp. Joshi Railway Museum, Kothrud Pune-411038	PRAVEEN SONI Silver Metropolis, 11th Floor, Jay Coach, Off Western Express Highway, Goregaon East, Mumbai – 40063
SAGAR KULKARNI S. V. Kulkarni & Associates, Office No. 12, First Floor, Thakker's Majesty, B-Wing,	RAJESH TARPORA 208, Capital Corporate Opp. Eknath Complex, Naroda Kathwada Rd, Naroda Ahmedabad- 382330

<p>College Road, Nashik - 422 005</p> <p>SANJAY UTTAMRAO PATARE Sanjay Patare &amp; Associates, Office No 5, 2nd Floor, Vijaya Chambers, Sr. No. 25/4/5, Opposite State Bank of India, Sinhgad Road, Hingane Khurd, Pune (MH)</p> <p>SNEHAL CHANDRAKANT SHAH 501, 5th Floor, Shreeji Arcade Premises, Junction of S. V. Road &amp; M. G. Road, Kandivali (West) Mumbai-400067</p> <p>YOGESH CHOUDHARY A/5-A, 2nd Floor, Satya Apartment, S. V. Road, Opp. Kandivali Telephone Exchange, Kandivali West, Mumbai – 400067</p>	
---	--

**SOUTHERN INDIA REGIONAL COUNCIL**  
**'ICSI-SIRC HOUSE', OLD NO. 4, NEW NO.9**  
**WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI-600034**

<b>Chairman</b>	<b>Vice- Chairman</b>
<p>PRADEEP B KULKARNI  No.291, 1st Floor, 10th Main, III Block,  Jayanagar, Bengaluru - 560011</p>	<p>MADHUSUDHANAN E P  SEP &amp; Associates, KC Abhraham, Master Road,  Panampilly Nagar, Kochi</p>
<b>Secretary</b>	<b>Treasurer</b>
<p>MAHADEV TIRUNAGARI  II-Floor,, Plot No.10, Rd. No.10, Sri  Venkateswara Nilayam, Krishanpuram, Banjara  Hills, Hyderabad – 500034</p>	<p>JAYASHREE S IYER  Practising Company Secretary, Insolvency  Professional &amp; Registered Valuer 23 Lake Area  3rd Cross Street Nungambakkam Chennai  600034</p>
	<b>Co-opted Members</b>
	<p>REGIONAL DIRECTOR, MCA  Regional Director (SR)  Ministry of Corporate Affairs,  Shastri Bhawan 'A' Wing, 5th Floor, No.26,  Haddows Road, Nungambakkam, Chennai-  600006</p>
<b>Members</b>	<b>Ex-Officio Members</b>
<p>DAMODARAN M  M Damodaran &amp; Associates, New No. 6, Old No.  12, Appavoo Gramani 1st Stree, Mandaveli, Opp.  To CSI Church, Chennai-600028</p> <p>B AMARNADH  MIG - 46, APhB Colony, Opp. ZP Office,</p>	<p>DWARAKANATH C  No.31, III Floor, Rear Block, West Anjanaya  Temple Street, Basavangudi, Bengaluru –  560004</p> <p>MOHAN KUMAR A  Flat F 1, Sudarsan Apartments, 72, VGP Selva  Nagar, Second Main Road, Velachery (Near</p>

Sirkakulam -532001	<p>Velachery Railway Station &amp; PVR Cinemas), Chennai - 600 042</p> <p>RAJAVOLU VENKATA RAMANA RVR &amp; Associates No. 1-10-18/G1, 1st Floor, Lakshmi Sree Park View Apartments, Near Ashok Nagar Circle, Opp. Municipal Park, Ashok Nagar, Hyderabad</p>
--------------------	---

#### **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**

<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
<b>President's Office &amp; Directorate of General Administration (Lodi Road)</b>		
Sanjeev Kumar Dogra	Joint Director	(011) 45341004
<b>Secretariat</b>		
CS Asish Mohan	Secretary	(011) 45341003
K P Sasi	Deputy Director	(011) 45341006
<b>Secretariat / Directorate of Council Affairs</b>		
Premjith S	Joint Director	(011) 45341046
<b>Directorate of Council Affairs</b>		
Meena Khurana	Assistant Director	(011) 45341031
Ankita Mathew	Executive (Academics)	(011) 45341059
<b>Directorate of General Administration (Lodi Road)</b>		
Birender Kumar	Assistant Director	(011) 45341057
<b>Directorate of Law / RTI Cell</b>		
Saidutta Mishra	Director	(011) 45341019
Gaurav Tandon	Deputy Director	(011) 45341024
Kumar Navanit	Assistant Director	(011) 45341029
<b>Directorate of Infrastructure and Buildings Maintenance</b>		
Dr. Sanjay Pandey	Joint Secretary (SG)	(0120) 4522010
Bhubanananda Pradhan	Director	(0120) 4522083
Abhishek Raj	Assistant Director	(0120) 4522046
Vaibhav Sharma	Executive	(0120) 4082143
<b>Directorate of Finance and Accounts</b>		
Shree Prakash	Director	(011) 45341015
Santosh Kumar Sharma	Director	(011) 45341014
Deepak Agarwal	Deputy Director	(011) 45341083
Sunita Mehan	Deputy Director	(011) 45341047
Deepak Saxena	Assistant Director	(011) 45341095
Hema Babbar	Deputy Director	(011) 45341091
Shandilya Saroj	Assistant Director	(011) 45341049

<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
Suman Iyer	Assistant Director	(011) 45341048
B C Papney	Assistant Director	(011) 45341053
<b>Directorate of Internal Audit</b>		
Tapash Bhattacharjee	Joint Director	(011) 45341035
Lakhi Kanto Gorai	Deputy Director	(011) 45341032
Himanshu Agarwal	Assistant Director (Internal Audit)	(0120) 4522069
Kabir Chattopadhyay	Assistant Director	(011) 45341084
Navneet Kaur	Executive (Internal Audit)	(011) 45341078
<b>Directorate of Corporate Communication and International Affairs / Directorate of Human Resources</b>		
Preeti Kaushik Banerjee	Joint Secretary	(011) 45341022
<b>Directorate of Corporate Communication and International Affairs</b>		
Sanjeet Kumar	Deputy Director	(011) 45341088
Sonu Nahata	Deputy Director	(011) 45341064
Sonu Lakhani	Assistant Director	(011) 45341065
<b>Directorate of Human Resources</b>		
Sajeevan P	Joint Director	(011) 45341071
Nidhi Maikhuri	Deputy Director	(0120) 4082126
Anuj Kumar Gupta	Assistant Director	(011) 45341036
Ritu Dua	Executive (Admin)	(011) 45341020
<b>Directorate of Professional Development</b>		
Alka Arora	Director	(011) 45341086
Manoj Kumar	Deputy Director	(011) 45341090
Jagvinder Kaur Bedi	Deputy Director	(011) 45341037
Disha Kant	Deputy Director	(011) 45341081
Kanika	Executive (Academics)	(011) 45341080
Nikita Dutta	Executive (Academics)	(011) 45341080
<b>Directorate of Perspective Planning &amp; Financial Services</b>		
Banu Dandona	Director	(011) 45341030
Khusbu Mohanty	Deputy Director	(011) 45341082
Rakesh Kumar	Deputy Director	(011) 45341097
Vandana Mohindroo	Assistant Director	(011) 45341028
Dr. Neeraj Kumar	Executive (Academics)	(011) 45341040
<b>Directorate of Sustainability &amp; Governance</b>		
Anamika Chaudhary	Joint Director	(011) 45341066
Chenna Kesava Chebrolu	Deputy Director	(011) 45341043
Dr. Mukesh Jinara	Assistant Director	(011) 45341043

<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
Richa Gupta	Executive (Academics)	(011) 45341039
<b>Directorate of Corporate Law</b>		
Deepa Khatri	Joint Director	(011) 45341038
Pooja Rahi	Assistant Director	(011) 45341070
<b>Directorate of Academics / Directorate of Futuristic Research / Library</b>		
Lakshmi Arun	Director	(0120) 4082127
<b>Directorate of Academics</b>		
Anita Gupta	Deputy Director	(0120) 4082128
Dr. Akinchan Buddhodev Sinha	Deputy Director	(0120) 4082141
Chittaranjan Pal	Deputy Director	(0120) 4082167
Sarika Verma	Deputy Director	(0120) 4082169
Govind Krishna Agarwal	Deputy Director	(0120) 4082171
Mahesh Airan	Assistant Director	(0120) 4082138
Kushal Kumar	Assistant Director	(0120) 4082116
Puneeta Ahuja	Executive (Academics)	(0120) 4082257
Bharati Lohchab	Executive (Academics)	(0120) 4522013
<b>Directorate of Futuristic Research</b>		
Muskan	Executive (Academics)	(011) 45341070
Sukhmeet Suri	Executive (Academics)	(011) 45341045
Alex V S	Executive (Academics)	(011) 45341033
<b>PMQ, Boards and Certificate Courses / E-Academic Cell</b>		
Sonia Baijal	Joint Secretary	(0120) 4522019
<b>PMQ, Boards and Certificate Courses</b>		
Garima Mehrotra	Assistant Director	(0120) 4082079
Bhole Shankar Sikhwal (Dr.)	Research Associate	(0120) 4082089
<b>E-Academic Cell</b>		
Nilesh Neelmani (Dr.)	Deputy Director	(0120) 4082187
<b>Directorate of Discipline</b>		
Ashok Kumar Dixit	Joint Secretary	(0120) 4082103
Vikash Kumar Srivastava	Joint Director	(0120) 4082165
Ritu Chawla	Deputy Director	(0120) 4522054
Anita Mehra	Deputy Director	(0120) 4522086
Chandra Prakash	Assistant Director	(0120) 4082192
Satish Kumar	Assistant Director	(0120) 4082193
Rasbihari Nath Tiwari	Assistant Director	(0120) 4522040



<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
<b>ICSI -IIP / Printing Cell</b>		
Prasant Sarangi (Dr.)	CEO (ICSI-IIP) and Director	(0120) 4082185
<b>Printing Cell</b>		
Arti J Shailendar	Joint Director	(0120) 4082123
Manhar Malhotra	Deputy Director	(0120) 4082129
Chandni Garg	Executive	(0120) 4082105
<b>Directorate of Purchase &amp; Stores / Directorate of General Administration (Noida) / Co-ordination Cell</b>		
Ashvini Kumar Srivastava	Joint Secretary	(0120) 4082109
<b>Directorate of Purchase</b>		
Neeta Sehgal	Deputy Director	(0120) 4082146
Rajiv Ranjan	Assistant Director	(0120) 4082144
Neelam Wadhwa	Assistant Director	(0120) 4082140
<b>Stores</b>		
Ghulam Haidar	Deputy Director	(0120) 4522016
<b>Directorate of General Administration (Noida)</b>		
Rajeshwar Singh	Executive (Admin)	(0120) 4082194
<b>Directorate of Membership &amp; CSBF, Registered Valuers Organisation, ADR &amp; ESB AND PLACEMENT CELL</b>		
Dr. Rajesh Kumar Agrawal	Joint Secretary	(0120) 4082106
<b>Directorate of Membership &amp; CSBF</b>		
Subhashis Bagchi	Joint Director	(0120) 4082131
Vidhya Ganesh	Assistant Director	(0120) 4082133
Saurabh Bansal	Assistant Director	(0120) 4082135
Vanitha Dhanesh	Assistant Director	(0120) 4082136
Parinita	Executive (Admin)	(0120) 4082118
<b>Registered Valuers Organisation, ADR &amp; ESB AND PLACEMENT CELL</b>		
Ritesh Kumar	Joint Director	(0120) 4082184
<b>Directorate of Information Technology</b>		
Asit Kumar Rath	Joint Secretary	(0120) 4522018
Praveen Kumar Veyikandla	Joint Director	(0120) 4522066
Ravish Samota	Deputy Director	(0120) 4522045
Venkata Sudhakar Chinta	Deputy Director	(0120) 4522039
Gaurav Bansal	Assistant Director	(0120) 4522037
Praveen Kumar	Assistant Director	(0120) 4522070
Santosh Kumar Jha	Assistant Director	(0120) 4522043

<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
Ashish Jain	Senior Programmer	(0120) 4522037
<b>Directorate of Student Services and Grievance Redressal (Including Career Awareness Cell , Oral Coaching And Online Classes Cell)</b>		
Sanjay Kumar Nagar	Joint Secretary	(0120) 4522005
<b>Directorate of Student Services</b>		
Tapas Kumar Roy (Dr.)	Deputy Director	(0120) 4522072
Archana Sethi	Assistant Director	(0120) 4522082
Himanshu Sharma	Assistant Director	(0120) 4522056
<b>Career Awareness Cell / Oral Coaching and Online Classes Cell</b>		
Geetanjali Singh Rathore	Deputy Director	(0120) 4522065
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4082162
<b>MIS Cell</b>		
Rakesh Goyal	Joint Director	(0120) 4082177
<b>Directorate of Training</b>		
DVNS Sarma	Director	(0120) 4082107
Gaurav Mehta	Deputy Director	(0120) 4082157
Shruti Gupta	Deputy Director	(0120) 4082148
Priyanka Singh	Assistant Director	(0120) 4082154
Anju Gupta	Executive (Admin)	(0120) 4522076
Monika Joshi	Executive (Admin)	(0120) 4082154
Trupti Nayak	Executive (Admin)	(0120) 4082173
<b>Directorate of Examination</b>		
Galipelly Hanumantharao Ramana	Joint Director	(0120) 4522011
Rita Aswani	Deputy Director	(0120) 4522021
Ajay Sharma	Deputy Director	(0120) 4522022
Nikhat	Deputy Director	(0120) 4522023
Rajesh Kumar Gupta	Deputy Director	(0120) 4522026
<b>ICSI-CCGRT - Mumbai</b>		
Amit Kumar Ghosal	Director	(022) 41021502
Sapna Malhotra (Dr.)	Deputy Director	(022) 41021503
Kavita Pramod Chavan	Assistant Director	(022) 41021510
<b>ICSI-CCGRT - Hyderabad and ICSI-CCGRT - Kolkata</b>		
Ankur Yadav	Joint Secretary (SG)	(033) 22902179
<b>ICSI-CCGRT – Hyderabad</b>		
Kailash Chander Kaushik	Director	(040) 23399541
V Subrahmanya Sarma	Deputy Director	(040) 27177722

<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
<b>ICSI-CCGRT - Kolkata</b>		
Dheeraj Gupta	Assistant Director	(033)
<b>NIRO - Delhi</b>		
Saurabh Jain	Director	(011) 49343002
Deepak Kumar	Assistant Director (F&A)	(011) 49343004
Beena	Assistant Director	(011) 49343004
Harvinder Kaur	Assistant Director	(011) 49343007
Manish Agarwal	Assistant Director	(011) 49343024
<b>EIRO – Kolkata</b>		
Surya Narayan Mishra	Director	(033) 22901065
Amit Kumar	Assistant Director	(033) 22901065
Alok Kumar	Executive (Admin)	(033) 22901065
U C Mishra	Executive (Admin)	(033) 22901065
<b>SIRO - Chennai</b>		
Prabir Sarkar	Director	(044) 28279898
Gautam Mullick	Deputy Director	(044) 28222212
S Sreejesh	Deputy Director	(044) 28222212
Chelliah Murugan	Executive (Admin)	(044) 28222212
<b>WIRO - Mumbai</b>		
Nikhat Khan (Dr.)	Director	(022) 61307900-04
Nitin Jain	Joint Director	(022) 61307904
Naveen Kumar Bhageria	Assistant Director (F&A)	(022) 61307922
<b>Ahmedabad Chapter</b>		
Ketan Kalyanbhai Bhargamiya	Assistant Director	(079)-26575335
<b>Bengaluru Chapter</b>		
Noor Sumayya	Assistant Director	(080) 23111861
G Ramesha	Executive (Admin)	(080) 23117158
N Venugopal	Executive (Admin)	(080) 23117158
<b>Coimbatore Chapter</b>		
Sreejith P	Assistant Director	(0422) 2237006
<b>Faridabad Chapter</b>		
Ranjana Gupta	Assistant Director	(0129) 4003761
Mohammad Aslam	Executive (Admin)	(0129) 4003761

<b>Name S/Shri</b>	<b>Designation</b>	<b>Direct No.</b>
<b>Gurugram Chapter</b>		
Siya Ram	Executive (Admin)	0124-4232148
<b>Hyderabad Chapter</b>		
V Srinivas	Assistant Director	(040) 27177721
<b>Indore Chapter</b>		
Pravin Gupta	Assistant Director	(0731) 4248181
<b>Jaipur Chapter</b>		
Makkhan Lal Raiger	Executive (Assistant)	(0141) 2707236
<b>Kanpur Chapter</b>		
Kunwar Lal Kushwaha	Executive (Admin)	(0512) 2296535
<b>Kochi Chapter</b>		
Smita Subin	Assistant Director	(0484) 2375950 / 4050502
<b>Mysuru Chapter</b>		
Vadali Sesham Raju	Executive (Admin)	(0821) 2516065
<b>Pune Chapter</b>		
Anil R Tale	Assistant Director	(020) 25393227
P S Emmanuel	Executive (Admin)	(020) 25393227
<b>Thane Chapter</b>		
Sakshi Santosh Kadam	Assistant Director	9004928113
<b>Visakhapatnam Chapter</b>		
P R V Sivaramakrishna	Assistant Director	(0891) 2533516

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

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Saurabh Jain	Director	(011) 49343002

**EASTERN INDIA REGIONAL COUNCIL (EIRC)**  
**ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1<sup>ST</sup> LANE, KOLKATA – 700 019**

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Surya Narayan Mishra	Director	(033) 22901065

**WESTERN INDIA REGIONAL COUNCIL (WIRC)**  
**13, JOLLY MAKER CHAMBERS NO. 2 (1<sup>ST</sup> FLOOR) & Nos. 56 & 57 (5<sup>TH</sup> FLOOR),**  
**NARIMAN POINT, MUMBAI- 400 021**

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Nikhat Khan (Dr.)	Director	(022) 61307900-04

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

<b>Name S/Shri</b>	<b>Designation</b>	<b>EPABX No.</b>
Prabir Sarkar	Director	(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**

<b>PD</b>	Professional Development	<b>F&amp;A</b>	Finance and Accounts
<b>PPF</b>	Perspective Planning & Financial Services	<b>Exams</b>	Examination
<b>B,PMQ &amp; CC</b>	Boards, PMQ and Certificate Courses	<b>IT</b>	Information Technology
<b>PRP</b>	Professional Research and Publications	<b>IBM</b>	Infrastructure and Buildings Maintenance
<b>Admin.</b>	General Administration	<b>CCGRT</b>	Centre for Corporate Governance Research & Training
<b>Prtg</b>	Printing	<b>NIRO</b>	Northern India Regional Office
<b>HR</b>	Human Resources	<b>EIRO</b>	Eastern India Regional Office
<b>CC &amp; IA</b>	Corporate Communication and International Affairs	<b>WIRO</b>	Western India Regional Office
<b>SS</b>	Student Services	<b>SIRO</b>	Southern India Regional Office
<b>GR</b>	Grievance Redressal	<b>IIP</b>	Institute of Insolvency Professionals
<b>OC</b>	Oral Coaching and Online Classes Cell	<b>RVO</b>	Registered Valuers Organisation
<b>CA</b>	Career Awareness Cell	<b>CL</b>	Corporate Law
<b>SG</b>	Sustainability & Governance		

**SECRETARY**

<b>S.NO</b>	<b>NAME OF EMPLOYEE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY</b>
1	CS ASISH MOHAN	SECTT	DELHI/NOIDA	225000

**JOINT SECRETARY(SG) [Level 14 (144200-218200)]**

2	ANKUR YADAV	CCGRT, KOLKATA & HYDERABAD	KOLKATA	218200
3	SANJAY PANDEY (Dr.)	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	193800
4	CS ASHOK KUMAR DIXIT	DISCIPLINE	NOIDA	199600

**JOINT SECRETARY [Level 14 (144200-218200)]**

5	SANJAY KUMAR NAGAR	SS, GR, CA & OC AND OC	NOIDA	193800
6	ASHVINI KUMAR SRIVASTAVA	PURCHASE, ADMINISTRATION AND	NOIDA	162300

		CO-ORDINATION		
7	ASIT KUMAR RATH	IT	NOIDA	167200
8	SONIA BAIJAL	PMQ, BOARDS AND CERTIFICATE COURSES AND E-ACADEMICS	NOIDA	167200
9	PREETI KAUSHIK BANERJEE	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS AND HUMAN RESOURCES	DELHI	157600
10	RAJESH KUMAR AGRAWAL (Dr.)	RVO, ADR & ESB, MEMBERSHIP & CSBF and Placement Cell	NOIDA	162300

**DIRECTOR [Level 13 (123100-215900)]**

11	BHUBANANANDA PRADHAN	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	165400
12	S K JENA (Dr.)	On Official Duty		147000
13	NIKHAT KHAN (Dr.)	WIRO	MUMBAI	155900
14	PRASANT SARANGI (Dr.)	PRINTING CELL AND ICSI-IIP	NOIDA	147000
15	AMIT KUMAR GHOSAL	CCGRT, MUMBAI	NAVI MUMBAI	147000
16	SHREE PRAKASH	F&A	DELHI	138500
17	SAIDUTTA MISHRA	LAW & RTI CELL	DELHI	138500
18	SANTOSH KUMAR SHARMA	F&A	DELHI	134500
19	PRABIR SARKAR	SIRO	CHENNAI	134500
20	BANU DANDONA	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	130600
21	SURYA NARAYAN MISHRA	EIRO	KOLKATA	130600
22	DVNS SARMA	TRAINING	NOIDA	130600
23	SAURABH JAIN	NIRO	DELHI	126800
24	LAKSHMI ARUN	ACADEMICS	NOIDA	126800
25	ALKA ARORA	PROFESSIONAL DEVELOPMENT	DELHI	126800
26	KAILASH CHANDER KAUSHIK	CCGRT, HYDERABAD	HYDERABAD	123100

**JOINT DIRECTOR [Level 12 (78800-209200)]**

27	RAKESH GOYAL	MIS CELL	NOIDA	112400
28	ARTI J SHAILENDAR	PRINTING CELL	NOIDA	105900
29	NITIN JAIN	WIRO	MUMBAI	94100
30	SUBHASHIS BAGCHI	MEMBERSHIP & CSBF	NOIDA	88700

31	GALIPELLY HANUMANTHARAO RAMANA	EXAM	NOIDA	88700
32	TAPASH BHATTACHARJEE	INTERNAL AUDIT	DELHI	88700
33	PREMJITH S	SECRETARIAT AND COUNCIL AFFAIRS	DELHI	86100
34	SAJEEVAN P	HR	DELHI	83600
35	SANJEEV KUMAR DOGRA	PRESIDENT'S OFFICE	DELHI	86100
36	VIKASH KUMAR SRIVASTAVA	DISCIPLINE	NOIDA	91400
37	ANAMIKA CHAUDHARY	SUSTAINABILITY & GOVERNANCE	DELHI	86100
38	DEEPA KHATRI	CORPORATE LAW	DELHI	94100
39	RITESH KUMAR	RVO, ADR & ESB AND PLACEMENT CELL	NOIDA	86100
40	PRAVEEN KUMAR VEYIKANDLA	IT	NOIDA	86100

**DEPUTY DIRECTOR [Level 11 (67700-208700)]**

41	RITA ASWANI	EXAM	NOIDA	91100
42	SAPNA MALHOTRA (Dr.)	PERSPECTIVE PLANNING & FINANCIAL SERVICES	NAVI MUMBAI	83300
43	ANITA GUPTA	COORDINATION	NOIDA	91100
44	AJAY SHARMA	CCGRT, HYDERABAD	HYDERABAD	83300
45	CHENNA KESAVA CHEBROLU	SUSTAINABILITY & GOVERNANCE	DELHI	93800
46	GAURAV MEHTA	TRAINING	NOIDA	88400
47	RITU CHAWLA	DISCIPLINE	NOIDA	83300
48	GEETANJALI SINGH RATHORE	ORAL COACHING AND ONLINE CLASSES CELL	NOIDA	83300
49	TAPAS KUMAR ROY (Dr.)	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	85800
50	MANOJ KUMAR	PROFESSIONAL DEVELOPMENT	DELHI	83300
51	ANITA MEHRA	DISCIPLINE	NOIDA	83300
52	NIKHAT .	EXAM	NOIDA	83300
53	JAGVINDER KAUR BEDI	PROFESSIONAL DEVELOPMENT	DELHI	91100
54	NEETA SEHGAL	PURCHASE	NOIDA	91100
55	GHULAM HAIDER	STORES	NOIDA	88400
56	MANHAR MALHOTRA	PRINTING CELL	NOIDA	85800
57	V SUBRAHMANYA SARMA	CCGRT, HYDERABAD	HYDERABAD	83300
58	AKINCHAN BUDDHODEV SINHA (Dr.)	ACADEMICS	NOIDA	76200



59	RAVISH SAMOTA	IT	NOIDA	74000
60	RAJESH KUMAR GUPTA	EXAM	NOIDA	80900
61	K P SASI	SECTT	DELHI	83300
62	SHRUTI GUPTA	TRAINING	NOIDA	83300
63	SANJEET KUMAR	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	83300
64	NIDHI MAIKHURI	HR	NOIDA	80900
65	GAUTAM MULLICK	SIRO	CHENNAI	80900
66	GAURAV TANDON	LAW	DELHI	78500
67	KHUSBU MOHANTY	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	76200
68	DISHA KANT	PROFESSIONAL DEVELOPMENT	DELHI	74000
69	VENKATA SUDHAKAR CHINTA	IT	NOIDA	80900
70	CHITTARANJAN PAL	ACADEMICS	NOIDA	80900
71	S SREEJESH	SIRO	CHENNAI	78500
72	LAKHI KANTO GORAI	INTERNAL AUDIT	DELHI	74000
73	SONU NAHATA	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	71800
74	DEEPAK AGARWAL	F&A	DELHI	71800
75	SUNITA MEHAN	F&A	DELHI	85800
76	HEMA BABBAR	F&A	DELHI	71800
77	SARIKA VERMA	ACADEMICS	NOIDA	71800
78	GOVIND KRISHNA AGARWAL	ACADEMICS	NOIDA	71800
79	RAKESH KUMAR	FUTURISTIC RESEARCH	DELHI	74000

**ASSISTANT DIRECTOR [Level 10 (56100-177500)]**

80	ANIL R TALE	PUNE CHAPTER	PUNE	75400
81	RANJANA GUPTA	FARIDADBAD CHAPTER	FARIDABAD	82400
82	SREEJITH P	COIMBATORE CHAPTER	COIMBATORE	75400
83	MUKESH JINARA (Dr.)	NIRO	DELHI	71100
84	DEEPAK SAXENA	F&A	DELHI	71100
85	VANDANA MOHINDROO	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	77700
86	AJAY KUMAR PAHWA	EXAM	NOIDA	73200
87	AMIT KUMAR	INTERNAL AUDIT	DELHI	71100
88	KAVITA PRAMOD CHAVAN	CCGRT, MUMBAI	NAVI MUMBAI	71100
89	CHANDRA PRAKASH	DISCIPLINE	NOIDA	77700
90	NAVEEN KUMAR BHAGERIA	WIRO	MUMBAI	67000

91	HIMANSHU AGARWAL	INTERNAL AUDIT	DELHI	67000
92	DEEPAK KUMAR	EXAM	NOIDA	67000
93	GARIMA MEHROTRA	PMQ, BOARDS AND CERTIFICATE COURSES	NOIDA	69000
94	KETAN KALYANBHAI BHALGAMIYA	AHMEDABAD CHAPTER	AHMEDABAD	71100
95	NOOR SUMAYYA	BENGALURU CHAPTER	BENGALURU	71100
96	MAHESH AIRAN	ACADEMICS	NOIDA	71100
97	SONU LAKHANI	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	71100
98	PRIYANKA SINGH	TRAINING	NOIDA	71100
99	SAKSHI SANTOSH KADAM	THANE CHAPTER	THANE	67000
100	PRAVIN GUPTA	INDORE CHAPTER	INDORE	69000
101	SATISH KUMAR	DISCIPLINE	NOIDA	69000
102	MEENA KHURANA	COUNCIL AFFAIRS	DELHI	65000
103	VIDHYA GANESH	MEMBERSHIP & CSBF	NOIDA	65000
104	SHANDILYA SAROJ	F&A	DELHI	71100
105	SAURABH BANSAL	MEMBERSHIP & CSBF	NOIDA	67000
106	POOJA RAHI	CORPORATE LAW	DELHI	67000
107	DHEERAJ GUPTA	CCGRT, KOLKATA	KOLKATA	65000
108	RAJEEV MISHRA	EXAM	NOIDA	65000
109	SMITA SUBIN	KOCHI CHAPTER	KOCHI	65000
110	BEENA .	NIRO	DELHI	63100
111	ARCHANA SETHI	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	63100
112	ANUJ KUMAR GUPTA	HR	DELHI	71100
113	SHASHI DHAR SHARMA	EXAM	NOIDA	69000
114	SUMAN IYER	F&A	DELHI	63100
115	RAJESH KUMAR SHARMA	EXAM	NOIDA	63100
116	RAJIV RANJAN	PURCHASE	NOIDA	75400
117	KUSHAL KUMAR	ACADEMICS	NOIDA	67000
118	V SRINIVAS	HYDERABAD CHAPTER	HYDERABAD	63100
119	KABIR CHATTOPADHYAY	INTERNAL AUDIT	DELHI	63100
120	BIRENDER KUMAR	GENERAL ADMINISTRATION	DELHI	63100
121	VANITHA DHANESH	MEMBERSHIP & CSBF	NOIDA	61300
122	GAURAV BANSAL	IT	NOIDA	61300
123	HIMANSHU SHARMA	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	61300
124	P R V SIVARAMAKRISHNA	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	61300
125	KAMAL GURURANI	EIRO	KOLKATA	61300

126	HARVINDER KAUR	NIRO	DELHI	63100
127	NEELAM WADHWA	PURCHASE	NOIDA	65000
128	B C PAPNEY	F&A	DELHI	63100
129	ABHISHEK RAJ	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	61300
130	KUMAR NAVANIT	LAW	DELHI	61300
131	PRAVEEN KUMAR	IT	NOIDA	59500
132	NILESH NEELMANI (Dr.)	E-ACADEMIC CELL	NOIDA	71800
133	MANISH AGARWAL	NIRO	DELHI	63100
134	RASBIHARI NATH TIWARI	DISCIPLINE	NOIDA	59500
135	SANTOSH KUMAR JHA	IT	NOIDA	59500
136	MANI SHANKAR TIWARI	EXAM	NOIDA	57800

#### **RESEARCH ASSOCIATE [Level 10 (56100-177500)]**

137	BHOLE SHANKAR SIKHWAL (Dr.)	PMQ, BOARDS AND CERTIFICATE COURSES	NOIDA	69000
-----	-----------------------------	-------------------------------------	-------	-------

#### **EXECUTIVE (ACADEMICS) [Level 8 (47600-151100)]**

138	PUNEETA AHUJA	ACADEMICS	NOIDA	50500
139	BHARATI LOHCHAB	ACADEMICS	NOIDA	50500
140	NEERAJ KUMAR (Dr.)	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	50500
141	RICHA GUPTA	SUSTAINABILITY & GOVERNANCE	DELHI	50500
142	KANIKA	PROFESSIONAL DEVELOPMENT	DELHI	50500
143	ANKITA MATHEW	COUNCIL AFFAIRS	DELHI	49000
144	NIKITA DUTTA	PROFESSIONAL DEVELOPMENT	DELHI	49000
145	MUSKAN .	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	49000
146	SUKHMEET SURJ	FUTURISTIC RESEARCH	DELHI	49000
147	ALEX V S	FUTURISTIC RESEARCH	DELHI	49000

#### **EXECUTIVE (ADMIN) [Level 8 (47600-151100)]**

148	MOHAMMAD ASLAM	FARIDADBAD CHAPTER	FARIDABAD	60400
149	RAJBIR SINGH BHANDARI	ORAL COACHING AND ONLINE CLASSES CELL	NOIDA	58600
150	RAJESHWAR SINGH	GENERAL ADMINISTRATION	NOIDA	58600
151	ALOK KUMAR	CCGRT, KOLKATA	KOLKATA	58600

152	CHANDNI GARG	PRINTING CELL	NOIDA	56900
153	U C MISHRA	EIRO	KOLKATA	55200
154	G RAMESHA	BENGALURU CHAPTER	BENGALURU	56900
155	CHELLIAH MURUGAN	SIRO	CHENNAI	53600
156	N VENUGOPAL	BENGALURU CHAPTER	BENGALURU	53600
157	MAKKHAN LAL RAIGER	JAIPUR CHAPTER	JAIPUR	52000
158	P S EMMANUEL	PUNE CHAPTER	PUNE	52000
159	ANJU GUPTA	TRAINING	NOIDA	52000
160	RITU DUA	RECEPTION (HQ)	DELHI	52000
161	VADALI SESHAM RAJU	MYSURU CHAPTER	MYSURU	52000
162	PARINITA .	MEMBERSHIP & CSBF	NOIDA	50500
163	MONIKA JOSHI	TRAINING	NOIDA	50500
164	TRUPTI NAYAK	TRAINING	NOIDA	50500
165	KUNWAR LAL KUSHWAHA	KANPUR CHAPTER	KANPUR	49000
166	SIYA RAM	GURUGRAM CHAPTER	GURUGRAM	47600

**EXECUTIVE (F&A) [Level 8 (47600-151100)]**

167	AKASH GOEL	F&A	DELHI	49000
-----	------------	-----	-------	-------

**EXECUTIVE (INTERNAL AUDIT) [Level 8 (47600-151100)]**

168	NAVNEET KAUR	Internal Audit	DELHI	56900
-----	--------------	----------------	-------	-------

**EXECUTIVE (INFRASTRUCTURE) [Level 8 (47600-171.151100)]**

169	VAIBHAV SHARMA	Infrastructure and Buildings Maintenance	NOIDA	49000
-----	----------------	--	-------	-------

**SENIOR PROGRAMMER [Level 8 (47600-151100)]**

170	ASHISH JAIN	IT	NOIDA	53600
-----	-------------	----	-------	-------

**SENIOR EXECUTIVE ASSISTANT [Level 6 (35400- 112400)]**

171	PRIYANKA DAS	CCGRT, MUMBAI	NAVI MUMBAI	66000
172	RAM DHANKA	LAW	DELHI	39900
173	VISHAL BHASIN	HR	DELHI	39900
174	PRAFULLA KUMAR DASH	NAGPUR CHAPTER	NAGPUR	39900
175	JITENDRA KUMAR	MEMBERSHIP & CSBF	NOIDA	39900
176	NARSINGARAJU GANDLA	CCGRT, HYDERABAD	HYDERABAD	39900
177	SANKARA RAO BADI	MANGALURU CHAPTER	MANGALURU	39900
178	SREEKANTH GADDAM	HYDERABAD CHAPTER	HYDERABAD	39900
179	ARITRA KARMAKAR	EIRO	KOLKATA	39900

180	YALLA MAHA VISHNUVU	AMARAVATI CHAPTER	AMRAVATI	39900
181	GANESH DATT SHARMA	EXAM	NOIDA	39900
182	POOJA SHARMA	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	39900
183	RUKMANI NAG	CCGRT, KOLKATA	KOLKATA	39900
184	UMA BANIK JOARDER	EIRO	KOLKATA	39900
185	SHALINI .	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	39900
186	NAVEEN KUMAR	PMQ,BOARDS AND CERTIFICATE COURSES	NOIDA	39900
187	SANDEEP KUMAR PARAS	EXAM	NOIDA	38700
188	SUNDAR SWAMY S	COIMBATORE CHAPTER	COIMBATORE	38700
189	N DHANABAL	SALEM CHAPTER	SALEM	38700
190	NISHI KANT	UDAIPUR CHAPTER	UDAIPUR	38700
191	AMIT LIKHAYANI	GURUGRAM CHAPTER	GURUGRAM	38700
192	VINEET KISHORE SHARMA	PROFESSIONAL DEVELOPMENT	DELHI	38700
193	VIMALA VALJI JOGADIA	WIRO	MUMBAI	38700
194	PURNENDU KUMAR	EXAM	NOIDA	38700
195	KARTAR CHAND	GENERAL ADMINISTRATION	DELHI	41100
196	PADMARAJAN E	KOZHIKODE CHAPTER	KOZHIKODE	37600
197	MRINAL MADHUR	CORPORATE LAW	DELHI	37600
198	AJAY NANDAN SAMBYAL	EXAM	NOIDA	37600
199	SANDIP BANSI BHINGARDIVE	CHHATRAPATI SAMBHAJINAGAR CHAPTER	CHHATRAPATI SAMBHAJINAGAR	37600
200	JYOTI BAHL	HR	NOIDA	37600
201	PRAMOD KEOT	PURCHASE	NOIDA	36500
202	RAHUL .	NIRO	DELHI	36500
203	VINAY KUMAR	RTI CELL	DELHI	36500
204	AMIT KUMAR	KOLHAPUR CHAPTER	KOLHAPUR	36500
205	CHITIJ .	DISCIPLINE	NOIDA	36500
206	NIRANJAN SARKAR	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	36500

**PROGRAMMER [Level 6 (35400- 112400)]**

207	POOJA JUYAL	IT	NOIDA	41100
208	SURENDRA SINGH	EXAM	NOIDA	37600
209	HRISIKESH KUMAR	IT	NOIDA	36500

**EXECUTIVE ASSISTANT [Level 4 (25500-81100)]**

210	KARUNA SHARMA	TRAINING	NOIDA	34300
211	MINA KETAN SARANGI	BHUBANESWAR CHAPTER	BHUBANESWAR	37500
212	NIRMALA DEVI	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	DELHI	34300
213	MANISH KUMAR	JALANDHAR CHAPTER	JALANDHAR	34300
214	RAJU KUMAR	KOTA CHAPTER	KOTA	34300
215	GOVIND KUMAR TIWARI	JODHPUR CHAPTER	JODHPUR	34300
216	RISHI PRAKASH SINGH	BIKANER CHAPTER	BIKANER	34300
217	DHARAVATHU RAMPRASAD	BHUBANESWAR CHAPTER	BHUBANESWAR	34300
218	ANITA BHANDARI	EXAM	NOIDA	34300
219	RATNESH KUMAR	SURAT CHAPTER	SURAT	34300
220	ROBY JOSEPH	SIRO	CHENNAI	34300
221	GEETA .	TRAINING	NOIDA	34300
222	DAISY JHUMAN	STORES	NOIDA	33300
223	CHANDRA NATH KUNDU	HOOGHLY CHAPTER	HOOGHLY	34300
224	SALIM AHMED	MEERUT CHAPTER	MEERUT	34300
225	VINOD KUMAR S. V.	PALAKKAD CHAPTER	PALAKKAD	34300
226	RAJ KUMAR RAI	RAJKOT CHAPTER	RAJKOT	34300
227	ANKITA BALDWA	INDORE CHAPTER	INDORE	34300
228	UPENDRA KUMAR BISWAL	SHIMLA CHAPTER	SHIMLA	34300
229	KAMAL KUMAR SONI	LUDHIANA CHAPTER	LUDHIANA	34300
230	SANJAY JAKHMOLA	GHAZIABAD CHAPTER	GHAZIABAD	33300
231	RAJEEV RANJAN JHA	JAMSHEDPUR CHAPTER	JAMSHEDPUR	33300
232	ANAND KUMAR ARYA	ALWAR CHAPTER	ALWAR	33300
233	RAVI KRISHNA SRIVASTAVA	EXAM	NOIDA	33300
234	SANDEEP KUMAR RAPRA	NIRO	DELHI	33300
235	SUBHASH BAPPI SINHA	GUWAHATI CHAPTER	GUWAHATI	33300
236	GOUTAM KARMAKAR	CCGRT, KOLKATA	KOLKATA	33300
237	CHANDAN KUMAR CHANDRA	GENERAL ADMINISTRATION	DELHI	33300
238	ARCHANA KAMALAKAR SAWANT	THANE CHAPTER	THANE	33300
239	S M SHEDGE	THANE CHAPTER	THANE	43500
240	HARPREET SINGH WALIA	EXAM	NOIDA	32300
241	BHAVNA NARESH RAKTE	BHAYANDER CHAPTER	BHAYANDER	32300
242	BHUWAN CHANDRA JOSHI	DEHRADUN CHAPTER	DEHRADUN	32300
243	USHA DAYANAND SONAVANE	NAVI MUMBAI CHAPTER	NAVI MUMBAI	31400
244	MANORAMA MAHESH RAUTELA	WIRO	MUMBAI	30500
245	NEERU PANDEY	MEMBERSHIP & CSBF	NOIDA	30500
246	T RAJA	MADURAI CHAPTER	MADURAI	30500

247	SURENDER SINGH RANA	DISCIPLINE	DELHI	29600
248	MOHD. AABID	HR	DELHI	29600
249	DINESH KUMAR DANGI	F&A	DELHI	29600
250	VIKAS BAIJAL	F&A	DELHI	29600
251	JOGINDER SINGH	NIRO	DELHI	29600
252	ANKUR AGGARWAL	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	28700
253	VINNY MEHTA	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	28700
254	K T PUTTARAJU	BENGALURU CHAPTER	BENGALURU	38600
255	ASHISH KUMAR TIWARI	AGRA CHAPTER	AGRA	29600
256	SHIKHA MITTAL	CHANDIGARH CHAPTER	CHANDIGARH	29600
257	RAVIKANT .	GURUGRAM CHAPTER	GURUGRAM	28700
258	SREEKUMAR T.S.	KOCHI CHAPTER	KOCHI	27900
259	GIRISH GANPAT KAMBLE	PUNE CHAPTER	PUNE	27900
260	AMIT DALAL	COORDINATION	NOIDA	28700
261	SUMANTA DUTTA	EIRO	KOLKATA	27900
262	SUDIPTA DUTTA	EIRO	KOLKATA	27900
263	BHARATKUMAR B RATHOD	THANE CHAPTER	THANE	39800
264	SOUMYA S	THRISSUR CHAPTER	THRISSUR	27100
265	J SANTHANA KRISHNAN	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	36400
266	M N RAVIKUMAR	SIRO	CHENNAI	41000
267	BISWA MOHAN MALI	EIRO	KOLKATA	39800
268	MUNESH BINDAL	COUNCIL AFFAIRS	DELHI	27900
269	AMIT KUMAR	LUCKNOW CHAPTER	LUCKNOW	71100
270	M B PRAVEEN KUMAR	HYDERABAD CHAPTER	HYDERABAD	27100

#### **PROOF READER [Level 4 (25500-81100)]**

271	PRADEEP KUMAR	PRINTING CELL	NOIDA	26300
-----	---------------	---------------	-------	-------

#### **JUNIOR EXECUTIVE ASSISTANT [Level 2 (19900-63200)]**

272	AMITA MALVIYA	VADODARA CHAPTER	VADODARA	25200
273	OM PRAKASH SAINI	JAIPUR CHAPTER	JAIPUR	36100
274	AMITABH SHUKLA	NOIDA CHAPTER	NOIDA	26000
275	MOHAMMED ISMAIL	CCGRT, HYDERABAD	HYDERABAD	37200
276	RAVI M PAGAR	WIRO	MUMBAI	39400
277	MUKESH OJHA	CCGRT, KOLKATA	KOLKATA	33300
278	B GUNASEKARAN	SIRO	CHENNAI	24500

279	S ASHOK	SIRO	COIMBATORE	24500
280	ANAND MISHRA	AJMER CHAPTER	AJMER	24500
281	SANDHYA AUSTINE	THIRUVANANTHAPURAM CHAPTER	THIRUVANANTHAPURAM	24500
282	BANNASHANKAR HANUMANTA DASARI	BELAGAVI CHAPTER	BELAGAVI	24500
283	ANUPREET VERMA	GENERAL ADMINISTRATION	DELHI	24500
284	ROHIT KHUNT	AHMEDABAD CHAPTER	AHMEDABAD	24500
285	SHABIR AHMAD LONE	SRINAGAR CHAPTER	SRINAGAR	20500
286	NEELAM PANWAR	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	35000
287	YOGESH KUMAR	PANIPAT CHAPTER	PANIPAT	24500
288	GANESH SINGH	GENERAL ADMINISTRATION	DELHI	24500
289	ARVIND KUMAR JHA	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	DELHI	24500
290	KEDAR SINGH	SS	NOIDA	24500
291	SUDHAKAR SOMESHWAR AISALWARU	RAIPUR CHAPTER	RAIPUR	24500
292	ASHOK KUMAR SHUKLA	VADODARA CHAPTER	VADODARA	23800
293	SHASHI BHUSHAN PRASAD	RANCHI CHAPTER	RANCHI	24500
294	KIRAN A LUDBE	CCGRT, MUMBAI	NAVI MUMBAI	24500
295	TAPAS KUMAR MAZUMDAR	DHANBAD CHAPTER	DHANBAD	24500
296	DEEPAK KUMAR GUPTA	VARANASI CHAPTER	VARANASI	24500
297	MEERA SHARMA	TRAINING	NOIDA	24500
298	RAJASHREE PRASHANT LAMBE	NASHIK CHAPTER	NASHIK	24500
299	SANDHYA K BHAPKAR	DOMBIVLI CHAPTER	DOMBIVLI	24500
300	MANISH JAIN	BHILWARA CHAPTER	BHILWARA	24500
301	SANJAY KUMAR	PURCHASE	NOIDA	24500
302	NAVEEN CHANDRA SINGH	GENERAL ADMINISTRATION	NOIDA	24500
303	NIKITA YADAV	BHOPAL CHAPTER	BHOPAL	24500

#### **DESK ASSISTANT [Level 2 (19900-63200)]**

304	SHIVAJI K SHINDE	CCGRT, MUMBAI	NAVI MUMBAI	23800
305	NATHU LAL MEENA	JAIPUR CHAPTER	JAIPUR	23800
306	MANOJ KUMAR JUYAL	NIRO	DELHI	23800
307	MAHIPAL SINGH KORANGA	DISCIPLINE	NOIDA	23800
308	NAGARAJ K.	BENGALURU CHAPTER	BENGALURU	23800



309	GANESH SINGH CHAUHAN	PRESIDENT'S OFFICE	DELHI	23800
310	DINESH BHIVAJI SHELAR	WIRO	MUMBAI	23800
311	DINESH RAJARAM KADAM	WIRO	MUMBAI	23800

#### **JUNIOR ELECTRICIAN [Level 2 (19900-63200)]**

312	AHMED SHER KHAN	General Administration	NOIDA	34000
-----	-----------------	------------------------	-------	-------

#### **CHAUFFEUR [Level 2 (19900-63200)]**

313	KARYANAND KUMAR	General Administration	DELHI	21700
-----	-----------------	------------------------	-------	-------

#### **ATTENDER [Level 1 (18000-56900)]**

314	DAMODAR PRASAD SHARMA	IT	NOIDA	18000
-----	-----------------------	----	-------	-------

#### **HOUSEKEEPER [Level 1 (18000-56900)]**

315	DEVENDER KUMAR	NIRO	DELHI	34400
-----	----------------	------	-------	-------

#### **SENIOR OFFICE ASSISTANT [Level 1 (18000-56900)]**

316	BIPIN KUMAR CHOUDHARY	PATNA CHAPTER	PATNA	23500
317	VASANT H KERKAR	GOA CHAPTER	GOA	23500
318	RANI RAIZADA	AMRITSAR CHAPTER	AMRITSAR	23500
319	ANIL KUMAR UPADHYAY	MODINAGAR CHAPTER	MODINAGAR	23500
320	ASHOK KUMAR AGARWAL	STORES	NOIDA	23500
321	SHIV MOORTI TIWARI	LUCKNOW CHAPTER	LUCKNOW	23500
322	MANOJ KUMAR	PATNA CHAPTER	PATNA	23500
323	NITI SRIVASTAVA	PRINTING CELL	NOIDA	23500
324	SANJEEV KUMAR SHARMA	PRAYAGRAJ CHAPTER	PRAYAGRAJ	23500
325	KRUTIKA KRISHNA KARGUTKAR	WIRO	MUMBAI	23500
326	P C SWAIN	BHUBANESWAR CHAPTER	BHUBANESWAR	23500
327	CHIRANJEEB SARMA ROY	SILIGURI CHAPTER	SILIGURI	23500
328	K VIJAY KUMAR	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	23500
329	RAHUL VERMA	KARNAL CHAPTER	KARNAL	23500
330	ANISHA RANI SIKDAR	BHOPAL CHAPTER	BHOPAL	22800

331	MUNNA LAL SOLANKI	INDORE CHAPTER	INDORE	23500
332	ARVIND KUMAR	GORAKHPUR CHAPTER	GORAKHPUR	23500
333	RICHA JAIN	NIRO	DELHI	23500
334	OM PRAKASH SHAW	HOOGHLY CHAPTER	HOOGHLY	23500
335	MAHESH KUMAR SWARNKAR	JAMMU CHAPTER	JAMMU	23500
336	CHANDRA MOHAN MEENA	NIRO	DELHI	23500
337	ABHISHEK KUMAR	PATIALA CHAPTER	PATIALA	23500
338	SANTOSH SRIVASTAVA	BAREILLY CHAPTER	BAREILLY	23500
339	KETKI KEDAR JOSHI	WIRO	MUMBAI	23500
340	ARJUNSINH SOLANKI	AHMEDABAD CHAPTER	AHMEDABAD	22800

#### **OFFICE ASSISTANT [Level 1 (18000-56900)]**

341	PARWATI .	RVO, ADR & ESB	NOIDA	22800
342	HARISH KUMAR KHURANA	GURUGRAM CHAPTER	GURUGRAM	22800
343	DEEPAK V BHOSALE	WIRO	MUMBAI	22800
344	SHANKAR DUTT	LAW	DELHI	22100
345	RAJNISH KUMAR SURYA	MEMBERSHIP	NOIDA	22800
346	RAJIV KUMAR	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	22800
347	DEVENDER SHAH	TRAINING	NOIDA	22800
348	VINOD RAWAT	ACADEMICS	NOIDA	22800
349	HEMANTA DAS	GUWAHATI CHAPTER	GUWAHATI	22800
350	RAM BAHADUR THAPA	SECTT	DELHI	22800
351	YADU NATH PANDEY	LUCKNOW CHAPTER	LUCKNOW	22800
352	RAM LAKHAN	KANPUR CHAPTER	KANPUR	22800
353	GOPI CHAND	EXAM	NOIDA	22800
354	GOUTAM BARMAN	EIRO	KOLKATA	22100
355	RAVI KUMAR	JAIPUR CHAPTER	JAIPUR	22100

#### **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 2024-25**

<b>S.No.</b>	<b>PARTICULARS</b>	<b>AMOUNT (Rs. In Lakh)</b>
1	ESTABLISHMENT	5282.64
2	EDUCATION AND TRAINING	1975.46
3	EXAMINATIONS	2217.00
4	PUBLICATIONS AND JOURNAL / BULLETINS	967.75
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	1218.25
6	CCGRT, MUMBAI	115.37
	CCGRT, HYDERABAD	79.19
7	CCGRT, KOLKATA	69.80
8	REGIONAL OFFICES & OTHERS	2123.66
9	OTHER ADMINISTRATIVE AND MAINTENANCE EXPENSES	4781.73
10	DEPRECIATION	566.65
11	CONTRIBUTIONS	1230.00
	<b>TOTAL</b>	<b>20627.50</b>

**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      Ms. Sonia Baijal**  
Joint Secretary  
(Boards, PMQ, Certificate Courses and E-Learning)  
C-36, Sector 62, Noida -201309  
Contact No. (0120) 4522019 (D)  
E-mail: [sonia.baijal@icsi.edu](mailto:sonia.baijal@icsi.edu)

**II      CPIO/ APIOs**

- |  |  |
|--|--|
| <p><b>1      Mr. Saidutta Mishra</b><br/>Director<br/>(Law and RTI)<br/>ICSI House, 22 Institutional Area<br/>Lodi Road<br/>New Delhi – 110003<br/>Contact No. (011) 45341019 (D)<br/>E-mail : <a href="mailto:saidutta.mishra@icsi.edu">saidutta.mishra@icsi.edu</a><br/><a href="mailto:cpioicsi@icsi.edu">cpioicsi@icsi.edu</a></p> | <p><b>CPIO</b><br/><b>(For the ICSI other than</b><br/><b>Examination Directorate)</b></p> |
| <p><b>2      Ms. Rita Aswani</b><br/>Deputy Director<br/>(Examination Directorate)<br/>C -37, Sector 62<br/>Noida - 201309<br/>Contact No. (0120) 4082139 (D)<br/>E-mail: <a href="mailto:rita.aswani@icsi.edu">rita.aswani@icsi.edu</a>,<br/><a href="mailto:cpioexam@icsi.edu">cpioexam@icsi.edu</a></p>                             | <p><b>CPIO</b><br/><b>(For Examination Directorate of</b><br/><b>ICSI)</b></p>             |
| <p><b>3      Mr. Saurabh Jain</b><br/>Director, NIRC of the ICSI<br/>ICSI-NIRC Building, Plot No. 4<br/>Prasad Nagar Institutional Area<br/>New Delhi – 110005<br/>Contact No. : (011) 49343002-06<br/>E-mail : <a href="mailto:saurabh.jain@icsi.edu">saurabh.jain@icsi.edu</a></p>   | <p><b>APIO</b><br/><b>(For NIRC of the ICSI)</b></p>                                       |
| <p><b>4      Mr. Surya Narayan Mishra</b><br/>Director, EIRC of the ICSI<br/>ICSI-EIRC Building, 3-A<br/>Ahiripukur 1<sup>st</sup> Lane, Kolkata – 700019<br/>Contact No. : (033) 22902179, 22901065 Extn: 201<br/>E-mail : <a href="mailto:surya.mishra@icsi.edu">surya.mishra@icsi.edu</a></p>                                       | <p><b>APIO</b><br/><b>(For EIRC of the ICSI)</b></p>                                       |

**5 Dr. Nikhat Khan**

Director, WIRC of the ICSI  
13, Jolly Maker Chambers  
No. 2 (1<sup>st</sup> Floor), Nariman Point  
Mumbai – 400021  
Contact No. : (022) 61307915  
E-mail : [nikhat.khan@icsi.edu](mailto:nikhat.khan@icsi.edu)

**APIO**

**(For WIRC of the ICSI)**

**6 Mr. S Sreejesh**

Deputy Director, SIRC of the ICSI  
ICSI-SIRC House, No. 9  
Wheat Crofts Road, Nungambakkam  
Chennai - 600034  
Contact No. : (044) 28279898, 28222212  
E-mail : [s.sreejesh@icsi.edu](mailto:s.sreejesh@icsi.edu)

**APIO**

**(For SIRC of the ICSI)**

**7 Mr. Amit Kumar Ghosal**

Director, ICSI-CCGRT  
Plot No. 101, Sector-15, Institutional Area  
CBD Belapur, Navi Mumbai -400614  
Contact No. (022) 41021502  
E-mail: [amit.ghosal@icsi.edu](mailto:amit.ghosal@icsi.edu)

**APIO**

**(For ICSI-CCGRT, Navi Mumbai)**

**8 Mr. Ankur Yadav**

Joint Secretary (Senior Grade), ICSI-CCGRT  
Plot No. IIA/35, Adjacent to Amity University  
New Town Action Area, Area IIA  
Kolkata -700156  
Contact No: 9891540000  
E-mail : [ankur.yadav@icsi.edu](mailto:ankur.yadav@icsi.edu)

**APIO**

**(For ICSI-CCGRT, Kolkata)**

**9 Mr. Kailash Chander Kaushik**

Director, ICSI-CCGRT  
Survey No.1 , IDA Uppal  
Genpact Road, (Near Mallikarjunaswamy Temple),  
Uppal, Hyderabad -500039  
Contact No. 040-29569321  
E-mail : [kailash.kaushik@icsi.edu](mailto:kailash.kaushik@icsi.edu)

**APIO**

**(For ICSI-CCGRT, Hyderabad)**

**III Transparency Officer**

**1 Ms. Preeti Kaushik Banerjee**

Joint Secretary  
Corporate Communication and International Affairs / Human Resources  
ICSI House, 22 Institutional Area, Lodi Road  
New Delhi – 110003  
Contact No. (011) 45341022 (D)  
E-mail : [Preeti.banerjee@icsi.edu](mailto: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:

<b>Category</b>	<b>Brief Description of Records</b>	<b>Retention Period*</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
21	Papers relating to general management of the section	G	The day of its creation
22	Any other	I	

**DTE. OF ADMINISTRATION**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>		<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
	<b>Main Head</b>	<b>Sub-head</b>		
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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
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,	A	Forever along with Microfilms thereof

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
	1980 and Rules made there under and Company Secretaries Regulations, 1982.		
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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**

<b>Sl. No.</b>	<b>Description of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after any specific stage</b>
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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after any specific stage</b>
1	RTI Cases disposed without attracting any 1 <sup>s</sup> Appeal	G	Date of disposal of RTI Case
2	RTI Cases attracting 1 <sup>st</sup> Appeal	F	Date of disposal of 1 <sup>st</sup> appeal
3	RTI Cases attracting 2 <sup>nd</sup> Appeal (without any remarkable decision)	F	Or till the compliance of CIC orders, whichever is later
4	RTI Cases attracting 2 <sup>nd</sup> Appeal (involving a remarkable decision)	E	Date of implementation of decision
5	1 <sup>st</sup> Appeal cases files	F	Date of disposal of appeal
6	2 <sup>nd</sup> 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**

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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
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

<b>S. No.</b>	<b>Description of Records</b>	<b>Category of Records</b>	<b>Retention Period begins after specific activity / stage, if any</b>
			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**

<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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

<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
		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	C	from the last bank statement file
		b) Daily Abstract File		from the last abstract file
		c) Leger Printout File		from the last Leger Printout File
		d) Bank Book		from the last Closure of the Bank Book
		e) Manual Receipts Control Register		from the last Closure of the Manual Receipts Control Register
		f) Manual used receipts		from the last Closure of the Manual used receipts
		g) Internal Audit File- Regional Office/Chapter		from the last Internal Audit File
		h) Internal Audit File – Chapters (by Regional Office)		from the date of the audited report received from the Chapter
		i) Purchase Order File/ Quotations		from the date of the Purchase / Quotations received
		j) AMC File		from the date of awarding the AMC



<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
		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**

<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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

<b>S. No.</b>	<b>Section</b>	<b>Particulars of Records</b>	<b>Category of Record</b>	<b>Retention Period begins after specific activity / stage, if any</b>
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.