



**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</b>	<b>SUBHAHSIS BAGCHI, JOINT DIRECTOR</b>
<b>ACADEMICS</b>	<b>LAKSHMI ARUN (MS.), DIRECTOR</b>
<b>FUTURISTIC RESEARCH</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</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</b>

<b>FINANCE AND ACCOUNTS</b>	<b>SHREE PRAKASH, DIRECTOR</b>
<b>PRINTING CELL</b>	<b>PRASANT SARANGI (DR.),</b>
<b>ICSI -IIP</b>	<b>DIRECTOR AND CEO (DESIGNATED) 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</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>REGISTERED VALUERS ORGANISATION (RVO), ADR &amp; ESB</b>	<b>RAJESH KUMAR AGRAWAL (DR.), JOINT SECRETARY</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, NAVI 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.
- (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>**

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

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

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

#### **Officers and Employees, Salary, Allowances etc. <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

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

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

## 2. Non-Standing Committees

1. Financial Services Committee
2. Corporate Laws and Governance Committee
3. Professional Development Committee
4. Training & Educational Facilities Committee
5. Practising Company Secretaries Committee
6. Information Technology Committee
7. PMQ Course Committee
8. Placement Committee
9. ICSI-CCGRT Navi Mumbai Management Committee
10. Chapter Guidelines, Coordination, Regulation and Election Reforms Committee
11. International Affairs Committee
12. Internal Audit Committee
13. Professional Research & Publication Committee
14. ICSI-CCGRT Hyderabad Management Committee

## 3. Boards

1. Peer Review Board
2. Expert Advisory Board
3. Editorial Advisory Board
4. Board of Discipline
5. Governance and Compliance Standards Board
6. ESG and Sustainability Board
7. MSME and Startup Board
8. Ethical Standard Board
9. Secretarial Standards Board
10. Auditing Standards 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;

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<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 signed and to put the same on the Minutes book.</li> <li>30. To coordinate with all the Directorates to ensure signing 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 Coffor</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
		<ul style="list-style-type: none"> <li>(ii) Maintaining Register of Complaints</li> <li>(iii) Maintaining dak Register for Inward- dak received in the Directorate</li> <li>(iv) Maintaining separate physical file for each compliant received in the Directorate</li> <li>(v) Sending letter pursuant to Rule 7 (Form I letter).</li> <li>(vi) Processing of Complaints for Pleadings as per Rule 8.</li> <li>(vii) Investigation &amp; Examination of Complaints against Members</li> <li>(viii) Calling for additional documents as per Rule 8(5).</li> <li>(ix) Formation of Prima Facie Opinions as per Rule 9.</li> <li>(x) Arranging Prima-facie Opinion (spiral bound) with relevant documents from case files</li> <li>(xi) Preparing brief of cases.</li> <li>(xii) Issuing Notice to the parties for appearance before Disciplinary committee/Board of Discipline as per the Rules</li> <li>(xiii) Taking Oath from the parties as per the Rules</li> <li>(xiv) Presenting and defending Cases before the Disciplinary Committee</li> <li>(xv) Presenting and defending Cases before the Board of Discipline</li> <li>(xvi) Pleadings after PFO agreed by Disciplinary Committee/ Board of Discipline.</li> <li>(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</li> <li>(xviii) Assisting Disciplinary Committee in drafting Interim Orders/Orders/Final Orders</li> <li>(xix) Assisting Board of Discipline in drafting Interim Orders/Orders/Final Orders</li> <li>(xx) Sending certified copy of orders to parties.</li> <li>(xxi) Co-ordination with Dte. of Membership for details of Members</li> <li>(xxii) Co-ordination with Dte. of Membership for implementation of Orders of Disciplinary Committee/ Board of Discipline against Members</li> <li>(xxiii) Engagement of Advocates/PCS for legal inputs in the Disciplinary matter</li> <li>(xxiv) Fixing of Fees for Advocates/PCS</li> <li>(xxv) Recommending Payment of Bills of Advocates/PCS to F&amp;A</li> <li>(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</li> <li>(xxvii) Coordination with Dte. of F&amp;A for sitting allowance of Government Nominees to the Disciplinary Committee</li> <li>(xxviii) Assisting Legal Department for defence before Appellate Authority</li> <li>(xxix) Briefing Advocates on disciplinary matters before Courts</li> <li>(xxx) Serving Committees: <ul style="list-style-type: none"> <li>I. Board of Discipline</li> <li>II. Disciplinary Committee</li> <li>III. Council/ Executive Committee</li> <li>IV. High Level Committee</li> <li>V. Core Group constituted by Council for finalising comments of ICSI on HLC Report.</li> <li>VI. Assisting Legal Department for Regulation Committee related to Disciplinary Matters</li> </ul> </li> </ul>



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>(xliv) Providing write- up for Chartered Secretary on FAQ pertaining to Disciplinary mechanism</p> <p>(xlv) Preparing draft for advisory to be issued by the Secretary on Disciplinary matters</p> <p>(xlvii) RTI applications pertaining to Disciplinary Matters</p> <p>(xlviii) Deputation of official/staff in Secretary Office and in Other Dte during exigencies</p> <p>(xli) Engagement of officials of Dte in the work pertaining to Election to Council/Regional Council</p> <p>(xlii) Any matter incidental to or connected with the above</p> <p>(xliii) 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 Manish Gupta  
President, The ICSI  
RMG & Associates,  
Company Secretaries  
207, Suchet Chambers,  
1224/5 Bank Street, Karol Bagh  
New Delhi – 110005

Tel : (O) 011-45341001

E-mail : President@icsi.edu  
manish@rmgcs.com

#### **VICE 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) 011-45341002

E-mail : vp@icsi.edu  
narasimhan.b8@gmail.com  
bn@bnassociates.in

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

E-mail : dshukla.fcs5886@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 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  
CMS Info systems Ltd.  
CMS House 201 & 202, 2<sup>nd</sup> Floor  
ECO Star, Vishveshwar Nagar, Near  
Udipi Vihar Hotel Off. Aarey Road, Churi Wadi, Goregaon, (East),  
Mumbai – 400063

E-mail : praveensonics@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 and Non-Standing Committee of the Council/ Boards 2023 is as under :-

	S. No.	Name	Position
1	<b>Executive Committee</b>		
	1	CS Manish Gupta	Chairman
	2	CS B. Narasimhan	Member
	3	CS A. Mohankumar	Member
	4	CS NPS Chawla	Member
	5	CS Praveen Soni	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	Govt. Nominee	Member
2	<b>Finance Committee</b>		
	1	CS Manish Gupta	Chairman
	2	CS B. Narasimhan	Member
	3	CS Dhananjay Shukla	Member
	4	CS Dwarakanath Chennur	Member
	5	CS Pawan G. Chandak	Member
	6	CS Rajesh C. Tarpara	Member
	7	Govt. Nominee	Member
3	<b>Examination Committee</b>		
	1	CS Manish Gupta	Chairman
	2	CS Ashish Karodia	Member
	3	CS B. Narasimhan	Member
	4	CS NPS Chawla	Member
	5	CS Rupanjana De	Member
	6	CS Suresh Pandey	Member
	7	Govt. Nominee	Member
4	<b>Financial Services Committee</b>		
	1	CS B. Narasimhan	Chairman

	<b>S. No.</b>	<b>Name</b>	<b>Position</b>
	2	CS A. Mohankumar	Member
	3	CS Dwarakanath Chennur	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS Rajesh C. Tarpara	Member
	6	CS Rupanjana De	Member
	7	Govt. Nominee	Member
5	<b>Corporate Laws and Governance Committee</b>		
	1	CS Dhananjay Shukla	Chairman
	2	CS Ashish Karodia	Member
	3	CS Dwarakanath Chennur	Member
	4	CS A. Mohankumar	Member
	5	CS Rajesh C. Tarpara	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
6	<b>Professional Development Committee</b>		
	1	CS Manish Gupta	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS Dwarakanath Chennur	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS A. Mohankumar	Member
	6	CS Praveen Soni	Member
	7	CS Rupanjana De	Member
	8	CS Venkata Ramana R.	Member
	9	Govt. Nominee	Member
	10	Govt. Nominee	Member
7	<b>Training &amp; Educational Facilities Committee</b>		
	1	CS B. Narasimhan	Chairman
	2	CS Ashish Karodia	Member
	3	CS Dwarakanath Chennur	Member
	4	CS Pawan G. Chandak	Member
	5	CS Rajesh C. Tarpara	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Suresh Pandey	Member
	8	Govt. Nominee	Member
	9	Govt. Nominee	Member
8	<b>Practising Company Secretaries Committee</b>		
	1	CS Sandip Kumar Kejriwal	Chairman
	2	CS Ashish Karodia	Member
	3	CS Dhananjay Shukla	Member
	4	CS A. Mohankumar	Member
	5	CS Pawan G. Chandak	Member
	6	CS Praveen Soni	Member
	7	CS Suresh Pandey	Member

	S. No.	Name	Position
9	<b>Information Technology Committee</b>		
	1	CS Manish Gupta	Chairman
	2	CS Manoj Kumar Purbey	Member
	3	CS Praveen Soni	Member
	4	CS Rajesh C. Tarpara	Member
	5	CS Rupanjana De	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Venkata Ramana R.	Member
10	<b>Peer Review Board</b>		
	1	CS Dwarakanath Chennur	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS NPS Chawla	Member
	4	CS R. Sridharan	Member
	5	CS Sanjay Somani	Member
	6	CS V. Sreedharan	Member
	7	CS Venkata Ramana R.	Member
11	<b>Expert Advisory Board</b>		
	1	CS Manoj Kumar Purbey	Chairman
	2	CS Ashish Karodia	Member
	3	CS Praveen Soni	Member
	4	CS Rajesh C. Tarpara	Member
	5	CS Rupanjana De	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Venkata Ramana R.	Member
12	<b>PMQ Course Committee</b>		
	1	CS Suresh Pandey	Chairman
	2	CS Ashish Karodia	Member
	3	CS Dwarakanath Chennur	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS Pawan G. Chandak	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Venkata Ramana R.	Member
13	<b>Placement Committee</b>		
	1	CS Praveen Soni	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS Dwarakanath Chennur	Member
	4	CS Rajesh C. Tarpara	Member
	5	CS Sandip Kumar Kejriwal	Member
	6	CS Suresh Pandey	Member
	7	Govt. Nominee	Member
14	<b>Editorial Advisory Board</b>		
	1	CS Ashish Karodia	Chairman
	2	CS (Dr.) D. K. Jain	Member

	<b>S. No.</b>	<b>Name</b>	<b>Position</b>
	3	CS Bimal Jain	Member
	4	CS Dhananjay Shukla	Member
	5	CS Manoj Kumar Purbey	Member
	6	CS A. Mohankumar	Member
	7	CS Nitin Somani	Member
	8	CS NPS Chawla	Member
	9	CS P. Sivakumar	Member
	10	CS Pawan Dubey	Member
	11	CS Praveen Soni	Member
	12	CS Punit Handa	Member
	13	CS (Dr.) R. P. Tulsian	Member
	14	CS (Prof.) Rabi Narayan Kar	Member
	15	Dr. Ranjith Krishnan	Member
	16	CS Rohit Gupta	Member
	17	CS Sachin Khurana	Member
	18	CS Sumit Kumar	Member
	19	Govt. Nominee	Member
	20	Govt. Nominee	Member
15	<b>ICSI-CCGRT Navi Mumbai Management Committee</b>		
	1	CS Rajesh C. Tarpara	Chairman
	2	CS Ajay Aggarwal	Member
	3	CS Ashish Karodia	Member
	4	CS K. Venkataraman	Member
	5	CS NPS Chawla	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Suresh Pandey	Member
	8	CS Suresh Thakurdesai	Member
16	<b>Chapter Guidelines, Coordination, Regulation &amp; Election Reforms Committee</b>		
	1	CS A. Mohankumar	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS NPS Chawla	Member
	5	CS Rajesh C. Tarpara	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Venkata Ramana R.	Member
17	<b>International Affairs Committee</b>		
	1	CS NPS Chawla	Chairman
	2	CS Dwarakanath Chennur	Member
	3	CS Pawan G. Chandak	Member
	4	CS Rupanjana De	Member
	5	CS Suresh Pandey	Member
	6	CS Venkata Ramana R.	Member
18	<b>Internal Audit Committee</b>		

	<b>S. No.</b>	<b>Name</b>	<b>Position</b>
	1	CS Rupanjana De	Chairperson
	2	CS Manoj Kumar Purbey	Member
	3	CS NPS Chawla	Member
	4	CS Pawan G. Chandak	Member
	5	CS Praveen Soni	Member
	6	CS Venkata Ramana R.	Member
	7	Govt. Nominee	Member
19	<b>Professional Research &amp; Publication Committee</b>		
	1	CS Pawan G. Chandak	Chairman
	2	CS Dhananjay Shukla	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS A. Mohankumar	Member
	5	CS NPS Chawla	Member
	6	CS Rajesh C. Tarpara	Member
	7	CS Rupanjana De	Member
20	<b>ICSI-CCGRT Hyderabad Management Committee</b>		
	1	CS Venkata Ramana R.	Chairman
	2	CS Ashish Karodia	Member
	3	CS Dhananjay Shukla	Member
	4	CS Manmohan Sharma	Member
	5	CS A. Mohankumar	Member
	6	CS NPS Chawla	Member
	7	CS S S Marthi	Member
	8	CS Suresh Pandey	Member
21	<b>Board of Discipline</b>		
	1	CS Pawan G. Chandak	Presiding Officer
	2	CS Suresh Pandey	Member
	3	CS Asish Mohan	Member
22	<b>Governance and Compliance Standards Board</b>		
	1	CS Ranjeet Pandey	Chairman
	2	CS Amit Garg	Member
	3	CS B Renganathan	Member
	4	Shri G.R. Bhatia	Member
	5	CS J Sundharesan	Member
	6	CS Mahavir Parsad Garg	Member
	7	CS Manoj Agarwal	Member
	8	CS Mohan Kumar Aravamudhan	Member
	9	CS NPS Chawla	Member
	10	CS Pramod Kumar Rai	Member
	11	CS Priyadarshini Mahapatra	Member
	12	CS Rajat Sharma	Member
	13	CS Ravi Varma	Member
	14	CS Sanjay Kumar Gupta	Member

	<b>S. No.</b>	<b>Name</b>	<b>Position</b>
	15	CS Savithri Parekh	Member
23	<b>ESG and Sustainability Board</b>		
	1.	CS Devendra V Deshpande	Chairman
	2.	CS Narayan Shankar	Member
	3.	CS Pankaj Tewari	Member
	4.	CS Ajay Jaiswal	Member
	5.	CS Sachin Khurana	Member
	6.	CS Sachin Mishra	Member
	7.	CS B Murli	Member
	8.	CS Kaushik Mukherjee	Member
	9.	CS S P Kamath	Member
	10.	CS Rajnikant	Member
	11.	CS C Dwarakanath Chennur	Member
	12.	CS Rupanjana De	Member
	13.	CS Rajesh Poddar	Member
	14.	CS Pankaj Chourasia	Member
	15.	CS Anil Rustgi	Member
	16.	Nominee MCA	Member
	17.	Nominee RBI	Member
	18.	Dr. Harish Ahuja - Nominee NSE	Member
	19.	Nominee BSE	Member
	20.	Nominee FICCI	Member
	21.	Nominee PHDCCI	Member
	22.	Nominee CII	Member
	23.	Nominee ASSOCHAM	Member
24	<b>MSME and Startup Board</b>		
	1	CS Rajiv Bajaj	Chairman
	2	CS Sandip Kejriwal	Member
	3	CS L N Joshi	Member
	4	CS Awanish Dwivedi	Member
	5	CS Ajay Sancheti	Member
	6	CS Ashish Karodia	Member
	7	CS Deepak Singhal	Member
	8	Wg Cdr Anthony Anish (Retd.)	Member
	9	Mr. Rajiv Chawla	Member
	10	CS Maneesh Srivastava	Member
	11	CS Gaurav Arora	Member
	12	CS (Dr.) Preet Deep Singh	Member
	13	Mr. Gaurav Mahani	Member
	14	CS Vivek Kumar	Member
	15	CS Santosh Tibrewalla	Member
	16	CS Yogesh Thakre	Member
	17	CS Bala Nadar	Member

	<b>S. No.</b>	<b>Name</b>	<b>Position</b>
	18	Nominee of MCA	Member
	19	Nominee of MSME Chamber	Member
	20	Nominee of RBI	Member
	21	Nominee of MSME Ministry	Member
25	<b>Ethical Standard Board</b>		
	1	CS Ashish Garg	Chairman
	2	Dr. Ashok Kumar Mishra	Member
	3	Shri Manoj Pandey	Member
	4	CS Kavita Bhavsar	Member
	5	CS Smriti Bali	Member
	6	CS Dhananjay Shukla	Member
	7	CS Pawan G. Chandak	Member
	8	CS Amit Kaushal	Member
	9	CS S Sudhakar	Member
	10	CS Veerash Jagadish	Member
	11	CA Vijay Jhalani	Member
	12	CS (Dr.) Ahalada Rao V.	Member
	13	CS Ravi Kapoor	Member
	14	CS Om Prakash Bagadia	Member
	15	CS Bhavin Mehta	Member
26	<b>Secretarial Standards Board</b>		
	1	CS Nagendra D. Rao	Chairman
	2	CS A B Singh	Member
	3	CS Harish Kumar	Member
	4	CS Kalidas Ramaswami	Member
	5	CS Makarand Joshi	Member
	6	CS Manoj Kumar Mehta	Member
	7	CS Nisha Dhingra	Member
	8	CS Praveen Soni	Member
	9	CS Rajendra Kumar Singhi	Member
	10	CS Rajveer Singh	Member
	11	CS S. Sudhakar	Member
	12	CS S. C. Vasudeva	Member
	13	CS Sanjeev Grover	Member
	14	CS Suresh Pandey	Member
	15	Nominee – MCA	Member
	16	Nominee – SEBI	Member
	17	Nominee – RBI	Member
	18	Nominee – FICCI	Member
	19	Nominee – CII	Member
	20	Nominee – PHDCCI	Member
	21	Nominee- NSE	Member
	22	Nominee - BSE	Member

	<b>S. No.</b>	<b>Name</b>	<b>Position</b>
	23	Nominee - ICAI	Member
	24	Nominee- ICoAI	Member
	25	Nominee- ASSOCHAM	Member
27	<b>Auditing Standards Board</b>		
	1	CS Vineet Chaudhary	Chairman
	2	CS Abhinav Aggarwal	Member
	3	CS Ajay Garg	Member
	4	CS B Shanmugasundaram	Member
	5	CS G V Srinivas Murthy	Member
	6	CS Jagdish Patra	Member
	7	CS K Venktaraman	Member
	8	CS Kumudani Bhalerao	Member
	9	CS M Pracheta	Member
	10	CS Manoj Kumar Purbey	Member
	11	CS Manoj Rajaram Hurkat	Member
	12	CS Nitin Mehta	Member
	13	CS Pankaj Virmani	Member
	14	CS Parvesh Kumar Kheterpal	Member
	15	CS R Venkata Ramana	Member
	16	CS Raghavendra Joshi	Member
	17	CS Rajesh C. Tarpara	Member
	18	CS Ram Parkash Punjani	Member
	19	CS Ravi Sharma	Member
	20	CS Ritu Arora	Member
	21	CS Rupanjana De	Member
	22	CS Sachin Aggarwal	Member
	23	Nominee – SEBI	Member
	24	Nominee – NSE	Member
	25	Nominee – BSE	Member



### III COMPOSITION OF REGIONAL COUNCILS

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

<b>Chairman</b>	<b>Vice- Chairman</b>
DEVENDER SUHAG 602, 6 <sup>th</sup> Floor, Global Foyer Building, Golf Course Road, Sector 43, Gurugram – 122002	HIMANSHU HARBOLA K-40, Second Floor, B.K. Dutt Colony, Near Jor Bagh, New Delhi - 110003
<b>Secretary</b>	<b>Treasurer</b>
SURYA KANT GUPTA Chamber No.11, Saraswati Bhawan, Basement, 1/4 Lalita Park, Laxmi Nagar, Delhi - 110092	PREETI GROVER 106, Mahagun Morpheus, E-4, Sector 50, Noida- 201301
<b>Members</b>	<b>Ex-Officio Members</b>
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
AWANISH SRIVASTAVA 22/111 West Patel Nagar, New Delhi – 110008	MANOJ KUMAR PURBEY Off.No.03,B-32,2nd Floor,Madhav Complex, Subhash Chowk, Vikas Marg, Laxmi Nagar, Delhi – 110092
JATIN SINGAL 102,1st Floor, Ludhiana Stock Exchange Building. Feroze Gandhi Market, LUDHIANA- 141001	NPS CHAWLA Aekom Legal (Co-Founder & Joint Managing Partner), G-29 (LGF), Lajpat Nagar – III, South East, Delhi New Delhi-110024
MANPREET SINGH A-44/A, First Floor Sector 16 Behind MC. DONALDS, Noida- 201301	SURESH PANDEY SPG & Associates, 1005, 10th Floor, Hemkunt House, 6, Rajendra Place, New Delhi - 110008
RAHUL SHARMA 3F-34, Trinita Mall,Swej Fram, Shyam Nagar, JAIPUR-302019	
SANTOSH PANDEY S-5, 2nd Floor, Manish Mega Plaza, Plot No.13, Sector-5, Dwarka, New Delhi- 110075	
SHIKHAR GOEL 214, Durga Chambers, DB Gupta Road, Karol Bagh, New Delhi -110005	

**EASTERN INDIA REGIONAL COUNCIL**  
**ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1<sup>ST</sup> LANE,**  
**(NEAR BECKBAGAN NURSING HOME) KOLKATA-700019**

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

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

<b>Chairman</b>	<b>Vice- Chairman</b>
AMRITA DC NAUTIYAL (Ms.) 1, Bina Shopping Centre, M. V. Road, Andheri (E) Mumbai-400069	YARRA CHANDRA RAO Godawari Power and Ispat Limited, Plot No, 428/2, Phase I, Siltara Raipur - 492 001
<b>Secretary</b>	<b>Treasurer</b>
HRISHIKESH WAGH 3-4, Aishwarya Sankul S. No:17. G.A. Kulkarni Path, Opp. Joshi Railway Museum, Kothrud Pune-411038	MEHUL GANESH RAJPUT 401, Akshat Tower, Near Pakwan Dinning Hall, Bodakdev, Ahmedabad- 380058
<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
ANURAG GANGRADE C/O Shreeyam Power and Steel Industries Limited, 401, Mahakosh House,7/5. South Tukoganj, Indore-452001	BALASUBRAMANIAN NARASIMHAN 601/602, B-Wing, Cosmic Heights, Bhakti Park, Near Imah Theatre, Wadala East, Mumbai – 400037
BHAVESHKUMAR RAWAL 753, Ajanta Shopping Centre, Nr. Rajhans-The Imperia, Opp Bhatia Mobile, Ring Road, Surat-395002	PAWAN GHANSHYAMDAS CHANDAK 1203-1205, Kumar Surabhi, Next to Laxminarayan Theatre, Satara Road, Pune – 411009
DEEPTI ANIRUDDHA JOSHI 104, Ram Nagar,Opp. South Indian Temple, Nagpur – 440033	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, College Road, Nashik - 422 005	RAJESH TARPORA 208, Capital Corporate Opp. Eknath Complex, Naroda Kathwada Rd, Naroda Ahmedabad-382330
SANJAY UTTAMRAO PATARE Sanjay Patare & Associates, Office No 5, 2nd Floor, Vijaya Chambers, Sr. No. 25/4/5, Opposite State Bank of India, Sinhgad Road, Hingane Khurd, Pune (MH)	
SNEHAL CHANDRAKANT SHAH 501, 5th Floor, Shreeji Arcade Premises, Junction of S. V. Road & M. G. Road, Kandivali (West) Mumbai-400067	

YOGESH CHOUDHARY A/5-A, 2nd Floor, Satya Apartment, S. V. Road, Opp. Kandivali Telephone Exchange, Kandivali West, Mumbai – 400067	
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**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>
DAMODARAN M M Damodaran & Associates, New No. 6, Old No. 12, Appavoo Gramani 1st Stree, Mandaveli, Opp. To CSI Church, Chennai-600028	PRADEEP B KULKARNI No.291, 1st Floor, 10th Main, III Block, Jayanagar, Bengaluru - 560011
<b>Secretary</b>	<b>Treasurer</b>
MADHUSUDHANAN E P SEP & Associates, KC Abhraham, Master Road, Panampilly Nagar, Kochi	MAHADEV TIRUNAGARI II-Floor,, Plot No.10, Rd. No.10, Sri Venkateswara Nilayam, Krishanpuram, Banjara Hills, Hyderabad – 500034
	<b>Co-opted Members</b>
	REGIONAL DIRECTOR, MCA Regional Director (SR) Ministry of Corporate Affairs, Shastri Bhawan 'A' Wing, 5th Floor, No.26, Haddows Road, Nungambakkam, Chennai-600006  M VELMURUGAN Former Executive Vice-Chairman, Tamilnadu Industrial Guidance and Export Promotion Bureau, A 305, Ceebros Atlantic, No.3, Montieth Road (Opposite To Alsa Mall), Egmore, Chennai-600008
<b>Members</b>	<b>Ex-Officio Members</b>
B AMARNADH MIG - 46, APHB Colony, Opp. ZP Office, Sirkakulam -532001  JAYASHREE S IYER Practising Company Secretary, Insolvency Professional & Registered Valuer 23 Lake Area 3rd Cross Street Nungambakkam Chennai 600034	DWARAKANATH C No.31, III Floor, Rear Block, West Anjanaya Temple Street, Basavangudi, Bengaluru – 560004  MOHAN KUMAR A Flat F 1, Sudarsan Apartments, 72, VGP Selva Nagar, Second Main Road, Velachery (Near Velachery Railway Station & PVR Cinemas), Chennai - 600 042  RAJAVOLU VENKATA RAMANA RVR & Associates No. 1-10-18/G1, 1st Floor, Lakshmi Sree Park View Apartments, Near Ashok Nagar Circle, Opp. Municipal Park, Ashok Nagar, Hyderabad

#### **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	0120 - 4522010
Bhubanananda Pradhan	Director	(011) 45341013
Abhishek Raj	Assistant Director	(011) 45341075
Vaibhav Sharma	Executive	(011) 45341085
<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	Assistant Director	(011) 45341047
Deepak Saxena	Assistant Director	(011) 45341095
Hema Babbar	Assistant 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
Vandana Mohindroo	Assistant Director	(011) 45341028
Rakesh Kumar	Assistant Director	(011) 45341097
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	Assistant Director	(0120) 4082169
Govind Krishna Agarwal	Assistant Director	(0120) 4082171
Mahesh Airan	Assistant Director	(0120) 4082138
Akansha Gupta	Assistant Director	(0120) 4082137
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.)	Research Associate	(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	Executive (Law)	(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>Registered Valuers Organisation, ADR &amp; ESB</b>		
Dr. Rajesh Kumar Agrawal	Joint Secretary	(0120) 4082106
Ritesh Kumar	Deputy Director	(0120) 4082184
<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</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>Directorate of Information Technology</b>		
Asit Kumar Rath	Joint Secretary	(0120) 4522018
Praveen Kumar Veyikandla	Deputy 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	Senior Programmer	(0120) 4522043
Ashish Jain	Senior Programmer	(0120) 4522037

Name S/Shri	Designation	Direct No.
<b>Directorate of Student Services / Career Awareness Cell and Oral Coaching and Online Classes Cell / Placement 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>Placement 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 - Navi 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	Joint 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	Executive (Admin)	(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
Lachhmi Bhatt	Assistant Director	(022) 61307920
Naveen Kumar Bhageria	Assistant Director (F&A)	(022) 61307922
<b>Ahmedabad Chapter</b>		
Ketan Kalyanbhai Bhalgamiya	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>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		

<b>S.NO</b>	<b>NAME OF EMPLOYEE DESIGNATION-WISE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY (Rs.)</b>
<b>SECRETARY</b>				
1.	CS ASISH MOHAN	Secretariat	Delhi/Noida	225000
<b>JOINT SECRETARY(SG) [Level 14 (144200-218200)]</b>				
2.	ANKUR YADAV	CCGRT, Kolkata and CCGRT, Hyderabad	Kolkata	218200
<b>JOINT SECRETARY [Level 14 (144200-218200)]</b>				
3.	SANJAY PANDEY (Dr.)	IBM	Noida	188200
4.	CS ASHOK KUMAR DIXIT	Discipline	Noida	193800
5.	SANJAY KUMAR NAGAR	SS, GR, OC & CA & Placement Cell	Noida	193800
6.	ASHVINI KUMAR SRIVASTAVA	Purchase / Stores /	Noida	162300

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
		Co-ordination Cell/ Admin. (Noida)		
7.	ASIT KUMAR RATH	IT	Noida	167200
8.	SONIA BAIJAL	B, PMQ & CC and E-Academic Cell	Noida	167200
9.	PREETI KAUSHIK BANERJEE	CC & IA and HR	Delhi	157600
10.	RAJESH KUMAR AGRAWAL (Dr.)	RVO, ADR & ESB	Noida	162300
<b>DIRECTOR [Level 13 (123100-215900)]</b>				
11.	BHUBANANANDA PRADHAN	IBM	Delhi	165400
12.	S K JENA (Dr.)	On Official Duty		147000
13.	NIKHAT KHAN (Dr.)	WIRO	Mumbai	155900
14.	PRASANT SARANGI (Dr.)	IIP & Prtg.	Noida	147000
15.	AMIT KUMAR GHOSAL	CCGRT	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	PPFS	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, FR and Library	Noida	126800
25.	ALKA ARORA	PD	Delhi	126800
<b>JOINT DIRECTOR [Level 12 (78800-209200)]</b>				
26.	RAKESH GOYAL	Placement Cell	Noida	112400
27.	ARTI J SHAILENDAR	Prtg.	Noida	105900
28.	KAILASH CHANDER KAUSHIK	CCGRT	Hyderabad	105900
29.	NITIN JAIN	WIRO	Mumbai	94100
30.	SUBHASHIS BAGCHI	Membership	Noida	88700
31.	GALIPPELly HANUMANTHARAO RAMANA	Exams	Noida	88700
32.	TAPASH BHATTACHARJEE	Internal Audit	Delhi	88700
33.	PREMJITH S	Secretariat / Council Affairs	Delhi	86100
34.	SAJEEVAN P	HR	Delhi	83600
35.	SANJEEV KUMAR DOGRA	President's Office / Admin. (Lodi Road)	Delhi	86100
36.	VIKASH KUMAR SRIVASTAVA	Discipline	Noida	91400
37.	ANAMIKA CHAUDHARY	SG	Delhi	86100
38.	DEEPA KHATRI	CL	Delhi	94100
<b>DEPUTY DIRECTOR [Level 11 (67700-208700)]</b>				
39.	RITA ASWANI	Exams	Noida	91100
40.	RITESH KUMAR	RVO, ADR & ESB	Noida	83300
41.	SAPNA MALHOTRA (Dr.)	CCGRT	Navi Mumbai	83300



<b>S.NO</b>	<b>NAME OF EMPLOYEE DESIGNATION-WISE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY (Rs.)</b>
42.	ANITA GUPTA	Academics	Noida	91100
43.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	83300
44.	AJAY SHARMA	Exams	Noida	83300
45.	CHENNA KESAVA CHEBROLU	SG	Delhi	93800
46.	GAURAV MEHTA	Training	Noida	88400
47.	RITU CHAWLA	Discipline	Noida	83300
48.	GEETANJALI SINGH RATHORE	OC & CA	Noida	83300
49.	TAPAS KUMAR ROY (Dr.)	SS	Noida	85800
50.	MANOJ KUMAR	PD	Delhi	83300
51.	ANITA MEHRA	Discipline	Noida	83300
52.	NIKHAT	Exams	Noida	83300
53.	JAGVINDER KAUR BEDI	PD	Delhi	91100
54.	NEETA SEHGAL	Purchase	Noida	91100
55.	GHULAM HAIDER	Stores	Noida	88400
56.	MANHAR MALHOTRA	Prtg.	Noida	85800
57.	V SUBRAHMANYA SARMA	CCGRT	Hyderabad	83300
58.	AKINCHAN BUDDHODEV SINHA (Dr.)	Academics	Noida	76200
59.	RAVISH SAMOTA	IT	Noida	74000
60.	RAJESH KUMAR GUPTA	Exams	Noida	80900
61.	K P SASI	Secretariat	Delhi	83300
62.	SHRUTI GUPTA	Training	Noida	83300
63.	SANJEET KUMAR	CC & IA	Delhi	83300
64.	NIDHI MAIKHURI	HR	Noida	80900
65.	GAUTAM MULLICK	SIRO	Chennai	80900
66.	GAURAV TANDON	Law	Delhi	78500
67.	KHUSBU MOHANTY	PPFS	Delhi	76200
68.	DISHA KANT	PD	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	CC & IA	Delhi	71800
74.	DEEPAK AGARWAL	F&A	Delhi	71800
<b>ASSISTANT DIRECTOR [Level 10 (56100-177500)]</b>				
75.	ANIL R TALE	Pune Chapter	Pune	75400
76.	SUNITA MEHAN	F&A	Delhi	82400
77.	RANJANA GUPTA	Faridabad Chapter	Faridabad	82400
78.	SREEJITH P	Coimbatore Chapter	Coimbatore	75400
79.	MUKESH JINARA (Dr.)	SG	Delhi	71100
80.	DEEPAK SAXENA	F&A	Delhi	71100
81.	HEMA BABBAR	F&A	Delhi	69000
82.	SARIKA VERMA	Academics	Noida	69000
83.	GOVIND KRISHNA AGARWAL	Academics	Noida	69000
84.	VANDANA MOHINDROO	PPFS	Delhi	77700
85.	AJAY KUMAR PAHWA	Exams	Noida	73200
86.	AMIT KUMAR	EIRO	Kolkata	71100

<b>S.NO</b>	<b>NAME OF EMPLOYEE DESIGNATION-WISE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY (Rs.)</b>
87.	KAVITA PRAMOD CHAVAN	CCGRT	Navi Mumbai	71100
88.	CHANDRA PRAKASH	Discipline	Noida	77700
89.	LACHHMI BHATT	WIRO	Mumbai	80000
90.	RAKESH KUMAR	PPFS	Delhi	71100
91.	NAVEEN KUMAR BHAGERIA	WIRO	Mumbai	67000
92.	HIMANSHU AGARWAL	Internal Audit	Noida	67000
93.	DEEPAK KUMAR	NIRO	Delhi	67000
94.	GARIMA MEHROTRA	B, PMQ & CC	Noida	69000
95.	KETAN KALYANBHAI BHALGAMIYA	Ahmedabad Chapter	Ahmedabad	71100
96.	NOOR SUMAYYA	Bengaluru Chapter	Bengaluru	71100
97.	MAHESH AIRAN	Academics	Noida	71100
98.	SONU LAKHANI	CC & IA	Delhi	71100
99.	PRIYANKA SINGH	Training	Noida	71100
100.	SAKSHI SANTOSH KADAM	Thane Chapter	Thane	67000
101.	PRAVIN GUPTA	Indore Chapter	Indore	69000
102.	SATISH KUMAR	Discipline	Noida	69000
103.	MEENA KHURANA	Council Affairs	Delhi	65000
104.	VIDHYA GANESH	Membership	Noida	65000
105.	SHANDILYA SAROJ	F&A	Delhi	71100
106.	SAURABH BANSAL	Membership	Noida	67000
107.	POOJA RAHI	CL	Delhi	67000
108.	DHEERAJ GUPTA	CCGRT	Kolkata	65000
109.	RAJEEV MISHRA	Exams	Noida	65000
110.	SMITA SUBIN	Kochi Chapter	Kochi	65000
111.	BEENA	NIRO	Delhi	63100
112.	ARCHANA SETHI	SS	Noida	63100
113.	ANUJ KUMAR GUPTA	HR	Delhi	71100
114.	SHASHI DHAR SHARMA	Exams	Noida	69000
115.	SUMAN IYER	F&A	Delhi	63100
116.	RAJESH KUMAR SHARMA	Exams	Noida	63100
117.	RAJIV RANJAN	Purchase	Noida	75400
118.	AKANSHA GUPTA	Academics	Noida	63100
119.	KUSHAL KUMAR	Academics	Noida	67000
120.	V SRINIVAS	Hyderabad Chapter	Hyderabad	63100
121.	KABIR CHATTOPADHYAY	Internal Audit	Delhi	63100
122.	BIRENDER KUMAR	Admin. (Lodi Road)	Delhi	63100
123.	VANITHA DHANESH	Membership	Noida	61300
124.	GAURAV BANSAL	IT	Noida	61300
125.	HIMANSHU SHARMA	NIRO	Delhi	61300
126.	P R V SIVARAMAKRISHNA	Visakhapatnam Chapter	Visakhapatnam	61300
127.	KAMAL GURURANI	Exams	Noida	61300
128.	HARVINDER KAUR	NIRO	Delhi	63100
129.	NEELAM WADHWA	Purchase	Noida	65000
130.	B C PAPNEY	F&A	Delhi	63100
131.	ABHISHEK RAJ	IBM	Delhi	61300
132.	KUMAR NAVANIT	Law	Delhi	61300
133.	PRAVEEN KUMAR	IT	Noida	59500

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
<b>RESEARCH ASSOCIATE [Level 10 (56100-177500)]</b>				
134.	BHOLE SHANKAR SIKHWAL (Dr.)	B, PMQ & CC	Noida	69000
135.	NILESH NEELMANI (Dr.)	E-Academic Cell	Noida	69000
<b>EXECUTIVE (ACADEMICS) [Level 8 (47600-151100)]</b>				
136.	PUNEETA AHUJA	Academics	Noida	50500
137.	BHARATI LOHCHAB	Academics	Noida	50500
138.	NEERAJ KUMAR (Dr.)	PPFS	Delhi	50500
139.	RICHA GUPTA	SG	Delhi	50500
140.	KANIKA	PD	Delhi	50500
141.	ANKITA MATHEW	Council Affairs	Delhi	49000
142.	NIKITA DUTTA	PD	Delhi	49000
143.	MUSKAN	FR	Delhi	49000
144.	SUKHMEET SURI	FR	Delhi	49000
145.	ALEX VS	FR	Delhi	49000
<b>EXECUTIVE (ADMIN) [Level 8 (47600-151100)]</b>				
146.	MOHAMMAD ASLAM	Faridabad Chapter	Faridabad	60400
147.	MANISH AGARWAL	NIRO	Delhi	60400
148.	RAJBIR SINGH BHANDARI	OC	Noida	58600
149.	RAJESHWAR SINGH	Admin. (NOIDA)	Noida	58600
150.	ALOK KUMAR	EIRO	Kolkata	58600
151.	CHANDNI GARG	Prtg.	Noida	56900
152.	U C MISHRA	EIRO	Kolkata	55200
153.	G RAMESHA	Bengaluru Chapter	Bengaluru	56900
154.	CHELLIAH MURUGAN	SIRO	Chennai	53600
155.	N VENUGOPAL	Bengaluru Chapter	Bengaluru	53600
156.	MAKKHAN LAL RAIGER	Jaipur Chapter	Jaipur	52000
157.	P S EMMANUEL	Pune Chapter	Pune	52000
158.	ANJU GUPTA	Training	Noida	52000
159.	RITU DUA	HR	Delhi	52000
160.	VADALI SESHAM RAJU	Mysuru Chapter	Mysuru	52000
161.	PARINITA	Membership	Noida	50500
162.	MONIKA JOSHI	Training	Noida	50500
163.	TRUPTI NAYAK	Training	Noida	50500
164.	KUNWAR LAL KUSHWAHA	Kanpur Chapter	Kanpur	49000
<b>EXECUTIVE (F&amp;A) [Level 8 (47600-151100)]</b>				
165.	AKASH GOEL	F&A	Delhi	47600
<b>EXECUTIVE (INTERNAL AUDIT) [Level 8 (47600-151100)]</b>				
166.	NAVNEET KAUR	Internal Audit	Delhi	56900

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
<b>EXECUTIVE (LAW) [Level 8 (47600-151100)]</b>				
167.	RASBIHARI NATH TIWARI	Discipline	Noida	56900
<b>EXECUTIVE (INFRASTRUCTURE) [Level 8 (47600-171.151100)]</b>				
168.	VAIBHAV SHARMA	IBM	Delhi	49000
<b>SENIOR PROGRAMMER [Level 8 (47600-151100)]</b>				
169.	SANTOSH KUMAR JHA	IT	Noida	56900
170.	MANI SHANKAR TIWARI	Exams	Noida	55200
171.	ASHISH JAIN	IT	Noida	53600
<b>SENIOR EXECUTIVE ASSISTANT [Level 6 (35400- 112400)]</b>				
172.	SIYA RAM	SS	Noida	43600
173.	PRIYANKA DAS	CCGRT	Navi Mumbai	66000
174.	RAM DHANKA	Law	Delhi	39900
175.	VISHAL BHASIN	HR	Delhi	39900
176.	PRAFULLA KUMAR DASH	Nagpur Chapter	Nagpur	39900
177.	JITENDRA KUMAR	Membership	Noida	39900
178.	NARSINGARAJU GANDLA	CCGRT	Hyderabad	39900
179.	SANKARA RAO BADI	Mangaluru Chapter	Mangaluru	39900
180.	SREEKANTH GADDAM	Hyderabad Chapter	Hyderabad	39900
181.	ARITRA KARMAKAR	EIRO	Kolkata	39900
182.	YALLA MAHA VISHNUVU	Amravati Chapter	Amravati	39900
183.	GANESH DATT SHARMA	Exams	Noida	39900
184.	POOJA SHARMA	CC & IA	Delhi	39900
185.	RUKMANI NAG	EIRO	Kolkata	39900
186.	UMA BANIK JOARDER	EIRO	Kolkata	39900
187.	SHALINI	SS	Noida	39900
188.	NAVEEN KUMAR	B, PMQ & CC	Noida	39900
189.	SANDEEP KUMAR PARAS	Exams	Noida	38700
190.	SUNDAR SWAMY S	Coimbatore Chapter	Coimbatore	38700
191.	N DHANABAL	Salem Chapter	Salem	38700
192.	NISHI KANT	Udaipur Chapter	Udaipur	38700
193.	AMIT LIKHYANI	Gurugram Chapter	Gurugram	38700
194.	VINEET KISHORE SHARMA	PD	Delhi	38700
195.	VIMALA VALJI JOGADIA	WIRO	Mumbai	38700
196.	PURNENDU KUMAR	Exams	Noida	38700
197.	KARTAR CHAND	Admin. (Lodi Road)	Delhi	41100
198.	PADMARAJAN E	Kozhikode Chapter	Kozhikode	37600
199.	MRINAL MADHUR	CL	Delhi	37600
200.	AJAY NANDAN SAMBYAL	Exams	Noida	37600
201.	SANDIP BANSI BHINGARDIVE	Chhatrapati Sambhajanagar Chapter	Chhatrapati Sambhajanagar	37600
202.	JYOTI BAHL	HR	Noida	37600

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
203.	PRAMOD KEOT	Purchase	Noida	36500
204.	RAHUL	NIRO	Delhi	36500
205.	VINAY KUMAR	RTI Cell	Delhi	36500
206.	AMIT KUMAR	Kolhapur Chapter	Kolhapur	36500
207.	CHITIJ	Discipline	Noida	36500
208.	NIRANJAN SARKAR	SS	Noida	36500
<b>PROGRAMMER [Level 6 (35400- 112400)]</b>				
209.	POOJA JUYAL	IT	Noida	41100
210.	SURENDRA SINGH	Exams	Noida	37600
211.	HRISIKESH KUMAR	IT (Hardware)	Noida	36500
<b>EXECUTIVE ASSISTANT [Level 4 (25500-81100)]</b>				
212.	KARUNA SHARMA	Training	Noida	34300
213.	MINAKETAN SARANGI	Agra Chapter	Agra	37500
214.	NIRMALA DEVI	IBM	Delhi	34300
215.	MANISH KUMAR	Jalandhar Chapter	Jalandhar	34300
216.	RAJU KUMAR	Kota Chapter	Kota	34300
217.	GOVIND KUMAR TIWARI	Jodhpur Chapter	Jodhpur	34300
218.	RISHI PRAKASH SINGH	Bikaner Chapter	Bikaner	34300
219.	DHARAVATHU RAMPRASAD	Bhubaneswar Chapter	Bhubaneswar	34300
220.	ANITA BHANDARI	Exams	Noida	34300
221.	RATNESH KUMAR	Surat Chapter	Surat	34300
222.	ROBY JOSEPH	SIRO	Chennai	34300
223.	GEETA	Training	Noida	34300
224.	DAISY JHUMAN	Stores	Noida	33300
225.	CHANDRA NATH KUNDU	Hooghly Chapter	Hooghly	34300
226.	SALIM AHMED	Meerut Chapter	Meerut	34300
227.	VINOD KUMAR S V	Palakkad Chapter	Palakkad	34300
228.	RAJ KUMAR RAI	Rajkot Chapter	Rajkot	34300
229.	ANKITA BALDWA	Indore Chapter	Indore	34300
230.	UPENDRA KUMAR BISWAL	Shimla Chapter	Shimla	34300
231.	KAMAL KUMAR SONI	Ludhiana Chapter	Ludhiana	34300
232.	SANJAY JAKHMOLA	Ghaziabad Chapter	Ghaziabad	33300
233.	RAJEEV RANJAN JHA	Jamshedpur Chapter	Jamshedpur	33300
234.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	33300
235.	RAVI KRISHNA SRIVASTAVA	Lucknow Chapter	Lucknow	33300
236.	SANDEEP KUMAR RAPRA	NIRO	Delhi	33300
237.	SUBHASH BAPPI SINHA	Belagavi Chapter	Belagavi	33300
238.	GOUTAM KARMAKAR	EIRO	Kolkata	33300
239.	CHANDAN KUMAR CHANDRA	Siliguri Chapter	Siliguri	33300
240.	ARCHANA KAMALAKAR SAWANT	Thane Chapter	Thane	33300
241.	S M SHEDGE	Thane Chapter	Thane	43500

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
242.	HARPREET SINGH WALIA	Exams	Noida	32300
243.	BHAVNA NARESH RAKTE	Bhayander Chapter	Bhayander	32300
244.	BHUWAN CHANDRA JOSHI	Dehradun Chapter	Dehradun	32300
245.	USHA DAYANAND SONAVANE	Navi Mumbai Chapter	Navi Mumbai	31400
246.	MANORAMA MAHESH RAUTELA	WIRO	Mumbai	30500
247.	NEERU PANDEY	Membership	Noida	30500
248.	T RAJA	Madurai Chapter	Madurai	30500
249.	SURENDER SINGH RANA	Discipline	Delhi	29600
250.	MOHD. AABID	HR	Delhi	29600
251.	DINESH KUMAR DANGI	F&A	Delhi	29600
252.	VIKAS BAIJAL	F&A	Delhi	29600
253.	JOGINDER SINGH	NIRO	Delhi	29600
254.	ANKUR AGGARWAL	SS	Noida	28700
255.	VINNY MEHTA	SS	Noida	28700
256.	K T PUTTARAJU	Bengaluru Chapter	Bengaluru	38600
257.	ASHISH KUMAR TIWARI	Varanasi Chapter	Varanasi	29600
258.	SHIKHA MITTAL	Chandigarh Chapter	Chandigarh	29600
259.	RAVIKANT	Gurugram Chapter	Gurugram	28700
260.	SREEKUMAR T.S	Kochi Chapter	Kochi	27900
261.	GIRISH GANPAT KAMBLE	Pune Chapter	Pune	27900
262.	AMIT DALAL	Co-ordination	Noida	27900
263.	SUMANTA DUTTA	EIRO	Kolkata	27900
264.	SUDIPTA DUTTA	EIRO	Kolkata	27900
265.	BHARATKUMAR B RATHOD	Thane Chapter	Thane	39800
266.	SOUMYA S	Thrissur Chapter	Thrissur	27100
267.	J SANTHANA KRISHNAN	SS	Noida	36400
268.	M N RAVIKUMAR	SIRO	Chennai	41000
269.	BISWA MOHAN MALI	EIRO	Kolkata	39800
<b>PROOF READER [Level 4 (25500-81100)]</b>				
270.	PRADEEP KUMAR	Prtg.	Noida	25500
<b>JUNIOR EXECUTIVE ASSISTANT [Level 2 (19900-63200)]</b>				
271.	MUNESH BINDAL	Council Affairs	Delhi	26800
272.	AMITA MALVIYA	Vadodara Chapter	Vadodara	25200
273.	AMIT KUMAR	Lucknow Chapter	Lucknow	26000
274.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	26000
275.	OM PRAKASH SAINI	Jaipur Chapter	Jaipur	36100
276.	AMITABH SHUKLA	Noida Chapter	Noida	26000
277.	MOHAMMED ISMAIL	CCGRT	Hyderabad	37200
278.	RAVI M PAGAR	WIRO	Mumbai	39400
279.	MUKESH OJHA	EIRO	Kolkata	33300
280.	B. GUNASEKARAN	SIRO	Chennai	24500

<b>S.NO</b>	<b>NAME OF EMPLOYEE DESIGNATION-WISE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY (Rs.)</b>
281.	S. ASHOK	Coimbatore Chapter	Coimbatore	24500
282.	ANAND MISHRA	Ajmer Chapter	Ajmer	24500
283.	SANDHYA AUSTINE	Thiruvananthapuram Chapter	Thiruvananthapuram	24500
284.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	24500
285.	ANUPREET VERMA	Admin. (Lodi Road)	Delhi	24500
286.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	24500
287.	SHABIR AHMAD LONE	Srinagar Chapter	Srinagar	20500
288.	NEELAM PANWAR	SS	Noida	35000
289.	YOGESH KUMAR	Panipat Chapter	Panipat	24500
290.	GANESH SINGH	Admin. (Lodi Road)	Delhi	24500
291.	ARVIND KUMAR JHA	IBM	Delhi	24500
292.	KEDAR SINGH	Law & CA	Delhi	24500
293.	SUDHAKAR SOMESHWAR AISALWARU	Raipur Chapter	Raipur	24500
294.	ASHOK KUMAR SHUKLA	Vadodara Chapter	Vadodara	23800
<b>DESK ASSISTANT [Level 2 (19900-63200)]</b>				
295.	SHIVAJI K SHINDE	CCGRT	Navi Mumbai	23800
296.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	23800
297.	MANOJ KUMAR JUYAL	NIRO	Delhi	23800
298.	MAHIPAL SINGH KORANGA	Discipline	Noida	23800
299.	NAGARAJ K	Bengaluru Chapter	Bengaluru	23800
300.	GANESH SINGH CHAUHAN	President's Office	Delhi	23800
301.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	23800
<b>JUNIOR ELECTRICIAN [Level 2 (19900-63200)]</b>				
302.	AHMED SHER KHAN	Admin. (Noida)	Noida	34000
<b>CHAUFFEUR [Level 2 (19900-63200)]</b>				
303.	KARAYANAND KUMAR	Admin. (Lodi Road)	Delhi	21700
<b>ATTENDER [Level 1 (18000-56900)]</b>				
304.	DAMODAR PRASAD SHARMA	IT	Noida	18000
<b>HOUSEKEEPER [Level 1 (18000-56900)]</b>				
305.	DEVENDER KUMAR	NIRO	Delhi	34400
<b>SENIOR OFFICE ASSISTANT [Level 1 (18000-56900)]</b>				
306.	SHASHI BHUSHAN PRASAD	Ranchi Chapter	Ranchi	23500

<b>S.NO</b>	<b>NAME OF EMPLOYEE DESIGNATION-WISE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY (Rs.)</b>
307.	BIPIN KUMAR CHOUDHARY	Patna Chapter	Patna	23500
308.	KIRAN A LUDBE	CCGRT	Navi Mumbai	23500
309.	TAPAS KUMAR MAZUMDAR	Dhanbad Chapter	Dhanbad	23500
310.	VASANT H. KERKAR	Goa Chapter	Goa	23500
311.	RANI RAIZADA	Amritsar Chapter	Amritsar	23500
312.	ANIL KUMAR UPADHYAY	Modinagar Chapter	Modinagar	23500
313.	ASHOK KUMAR AGARWAL	Stores	Noida	23500
314.	SHIV MOORTI TIWARI	Lucknow Chapter	Lucknow	23500
315.	DEEPAK KUMAR GUPTA	Varanasi Chapter	Varanasi	23500
316.	MEERA SHARMA	Training	Noida	23500
317.	MANOJ KUMAR	Patna Chapter	Patna	23500
318.	NITI SRIVASTAVA	Prtg.	Noida	23500
319.	RAJASHREE PRASHANT LAMBE	Nashik Chapter	Nashik	23500
320.	SANJEEV KUMAR SHARMA	Prayagraj Chapter	Prayagraj	23500
321.	KRUTIKA KRISHNA KARGUTKAR	WIRO	Mumbai	23500
322.	SANDHYA K. BHAPKAR	Dombivli Chapter	Dombivli	23500
323.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	23500
324.	CHIRANJEEB SARMA ROY	Guwahati Chapter	Guwahati	23500
325.	MANISH JAIN	Bhilwara Chapter	Bhilwara	23500
326.	SANJAY KUMAR	Purchase	Noida	23500
327.	K VIJAY KUMAR	Visakhapatnam Chapter	Visakhapatnam	23500
328.	RAHUL VERMA	Karnal Chapter	Karnal	23500
329.	ANISHA RANI SIKDAR	Bhopal Chapter	Bhopal	22800
330.	NAVEEN CHANDRA SINGH	Admin. (Noida)	Noida	23500
331.	MUNNALAL SOLANKI	Indore Chapter	Indore	23500
332.	NIKITA YADAV	Bhopal Chapter	Bhopal	23500
333.	ARVIND KUMAR	Gorakhpur Chapter	Gorakhpur	23500
334.	RICHA JAIN	NIRO	Delhi	23500
335.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	23500
336.	MAHESH KUMAR SWARNKAR	Jammu Chapter	Jammu	22800
337.	CHANDRA MOHAN MEENA	NIRO	Delhi	23500
338.	ABHISHEK KUMAR	Patiala Chapter	Patiala	23500
339.	SANTOSH SRIVASTAVA	Bareilly Chapter	Bareilly	23500
340.	KETKI KEDAR JOSHI	WIRO	Mumbai	23500
341.	ARJUNSINH A SOLANKI	Ahmedabad Chapter	Ahmedabad	22800
<b>OFFICE ASSISTANT [Level 1 (18000-56900)]</b>				
342.	PARWATI	RVO, ADR and ESB	Noida	22800
343.	HARISH KUMAR KHURANA	Gurugram Chapter	Gurugram	22800
344.	DEEPAK V BHOSALE	WIRO	Mumbai	22800
345.	SHANKAR DUTT	Law	Delhi	22100
346.	RAJNISH KUMAR SURYA	Membership	Noida	22800
347.	RAJIV KUMAR	IBM	Delhi	22800
348.	DEVENDER SHAH	Training	Noida	22800



<b>S.NO</b>	<b>NAME OF EMPLOYEE DESIGNATION-WISE</b>	<b>DIRECTORATE</b>	<b>PLACE OF POSTING</b>	<b>BASIC PAY (Rs.)</b>
349.	VINOD RAWAT	Academics	Noida	22800
350.	DINESH RAJARAM KADAM	WIRO	Mumbai	22800
351.	HEMANTA DAS	Guwahati Chapter	Guwahati	22800
352.	RAM BAHADUR THAPA	Secretariat	Delhi	22800
353.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	22800
354.	RAM LAKHAN	Kanpur Chapter	Kanpur	22800
355.	GOPI CHAND	Exams	Noida	22800
356.	GAUTAM BARMAN	EIRO	Kolkata	22100
357.	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 2023-24**

<b>PARTICULARS</b>		<b>AMOUNT (Rs. In Lakh)</b>
1	ESTABLISHMENT (HQ & CCGRT ONLY)	4544.34
2	EDUCATION AND TRAINING	2162.60
3	EXAMINATIONS	2301.00
4	PUBLICATIONS AND JOURNAL / BULLETINS	949.19
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	1077.25
6	RESEARCH ACTIVITIES (CCGRT)	141.93
7	CCGRT - HYDERABAD	117.05
8	REGIONAL COUNCIL & OTHERS	2276.68
9	OTHER ADMINISTRATIVE AND MAINTENANCE EXPENSES	3469.54
10	DEPRECIATION (HQ ONLY)	647.20
11	CONTRIBUTIONS	1249.44
	<b>TOTAL</b>	<b>18936.22</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>                                       |

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|---|--|
| <p><b>5 Dr. Nikhat Khan</b><br/>         Director, WIRC of the ICSI<br/>         13, Jolly Maker Chambers<br/>         No. 2 (1<sup>st</sup> Floor), Nariman Point<br/>         Mumbai – 400021<br/>         Contact No. : (022) 61307915<br/>         E-mail : <a href="mailto:nikhat.khan@icsi.edu">nikhat.khan@icsi.edu</a></p>                            | <p><b>APIO</b><br/> <b>(For WIRC of the ICSI)</b></p>        |
| <p><b>6 Mr. S Sreejesh</b><br/>         Deputy Director, SIRC of the ICSI<br/>         ICSI-SIRC House, No. 9<br/>         Wheat Crofts Road, Nungambakkam<br/>         Chennai - 600034<br/>         Contact No. : (044) 28279898, 28222212<br/>         E-mail : <a href="mailto:s.sreejesh@icsi.edu">s.sreejesh@icsi.edu</a></p>                           | <p><b>APIO</b><br/> <b>(For SIRC of the ICSI)</b></p>        |
| <p><b>7 Mr. Amit Kumar Ghosal</b><br/>         Director, ICSI-CCGRT<br/>         Plot No. 101, Sector-15, Institutional Area<br/>         CBD Belapur, Navi Mumbai -400614<br/>         Contact No. (022) 41021502<br/>         E-mail: <a href="mailto:amit.ghosal@icsi.edu">amit.ghosal@icsi.edu</a></p>  | <p><b>APIO</b><br/> <b>(For ICSI-CCGRT, Navi Mumbai)</b></p> |
| <p><b>8 Mr. Ankur Yadav</b><br/>         Joint Secretary (Senior Grade), ICSI-CCGRT<br/>         Plot No. IIA/35, Adjacent to Amity University<br/>         New Town Action Area, Area IIA<br/>         Kolkata -700156<br/>         Contact No: 9891540000<br/>         E-mail : <a href="mailto:ankur.yadav@icsi.edu">ankur.yadav@icsi.edu</a></p>          | <p><b>APIO</b><br/> <b>(For ICSI-CCGRT, Kolkata)</b></p>     |
| <p><b>9 Mr. Kailash Chander Kaushik</b><br/>         Joint Director, ICSI-CCGRT<br/>         Survey No.1 , IDA Uppal<br/>         Genpact Road, (Near Mallikarjunaswamy Temple),<br/>         Uppal, Hyderabad -500039<br/>         Contact No. 040-29569321<br/>         E-mail : <a href="mailto:kailash.kaushik@icsi.edu">kailash.kaushik@icsi.edu</a></p> | <p><b>APIO</b><br/> <b>(For ICSI-CCGRT, Hyderabad)</b></p>   |

### **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**

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

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

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



**DTE. OF INFORMATION TECHNOLOGY**

<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:	C	
		a) Bank Statement Files		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.