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

THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, 67 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 it's 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:

SECRETARIAT / COUNCIL AFFAIRS	**CS ASISH MOHAN, SECRETARY**
MEMBERSHIP, CSBF AND CO-ORDINATION CELL	**ANKUR YADAV, JOINT SECRETARY (SG)**
ACADEMICS (INCLUDING E-ACADEMIC CELL AND PRINTING CELL)	**ALKA KAPOOR (Ms.), JOINT SECRETARY (SG)**
EXAMINATION	**SANJAY PANDEY (Dr.), JOINT SECRETARY**
HUMAN RESOURCE (INCLUDING RTI CELL)	**SARAH AROKIASWAMY(Ms.), JOINT SECRETARY (SG)**
DISCIPLINE (INCLUDING INTERNAL AUDIT CELL)	**ASHOK KUMAR DIXIT, JOINT SECRETARY**
FINANCE AND ACCOUNTS	**SHREE PRAKASH, DIRECTOR**
INFRASTRUCTURE AND BUILDINGS MAINTENANCE AND GENERAL ADMINISTRATION	**BHUBANANANDA PRADHAN, DIRECTOR**
TRAINING (INCLUDING PLACEMENT CELL)	**S K JENA (Dr.) , DIRECTOR**
STUDENT SERVICES AND GRIEVANCE REDRESSAL (INCLUDING CAREER AWARENESS CELL , ORAL COACHING AND ONLINE CLASSES CELL)	**ASHVINI KUMAR SRIVASTAVA, JOINT SECRETARY**
INFORMATION TECHNOLOGY	**ASIT KUMAR RATH, DIRECTOR** **NIKHAT KHAN (Dr.), DIRECTOR**
CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	**PREETI KAUSHIK BANERJEE (Ms.), DIRECTOR**
REGISTERED VALUERS ORGANISATION / PERSPECTIVE AND FUTURISTIC PLANNING	**PRASANT SARANGI (Dr.), DIRECTOR & CEO (DESIGNATE)**
PURCHASE AND STORES	**AMIT KUMAR GHOSAL , DIRECTOR**
LAW	**SAIDUTTA MISHRA, DIRECTOR**

PROFESSIONAL DEVELOPMENT	**ALKA ARORA (Ms.), JOINT DIRECTOR**
BOARDS, PMQ AND CERTIFICATE COURSES	**BANU DANDONA (Ms.), JOINT DIRECTOR**
ICSI-CCGRT (NAVI MUMBAI) AND PROFESSIONAL RESEARCH AND PUBLICATIONS	**SANJAY KUMAR NAGAR, JOINT SECRETARY**
NORTHERN INDIA REGIONAL OFFICE (DELHI)	**SONIA BAIJAL (Ms.), DIRECTOR**
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	**TAPAS KUMAR ROY (Dr.), DEPUTY DIRECTOR**
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	**RAJESH KUMAR AGRAWAL (Dr.), DIRECTOR**
SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	**DVNS SARMA, JOINT DIRECTOR**
CENTRE OF EXCELLENCE, HYDERABAD	**SAPNA MALHOTRA (DR.), DEPUTY DIRECTOR**

Composition of Council

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

Functions of the Council [1]

(1) The Institute shall function under the overall control, guidance and supervision of the Council and the duty of carrying out the provisions of this act shall be vested in the Council.

(2) In particular, and without prejudice to the generality of the foregoing powers, the duties of the Council shall include :-

(a) To approve academic courses and their contents;
(b) The prescribing of fees for the examination of candidates for enrolment;
(c) The prescribing of qualifications for entry in the register;
(d) The recognition of foreign qualifications and training for purposes of enrolment;
(e) The prescribing of guidelines for granting or refusal of certificates of practice under this Act;
(f) The levy of fees from members, examinees and other persons;
(g) The regulation and maintenance of the status and standard of professional qualifications of members of the institute;
(h) The carrying out, by granting financial assistance to persons other than members of the council or in any other manner, of research in such matters of interest to company secretaries as may be prescribed;
(i) To enable functioning of the Director (Discipline), the Board of Discipline, the Disciplinary Committee and the Appellate Authority constituted under the provisions of this Act;
(j) To enable functioning of the Quality Review Board;
(k) Consideration of the recommendations of the Quality Review Board made under clause (a) of section 29B and details of action taken thereon in its annual report; and
(l) To ensure the functioning of the Institute in accordance with the provisions of this Act and in performance of other statutory duties as may be entrusted to the Institute from time to time.".

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

Functions of Institute [2]

The functions of the Institute shall include -

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

IMPARTING EDUCATION BY UNIVERSITIES AND OTHER BODIES [3]

(1) Subject to the provisions of this Act, any University established by law or any body affiliated to the Institute, may impart education on the subjects covered by the academic courses of the Institute.

(2) The Universities or bodies referred to in sub-section (1) shall, while awarding degree, diploma or certificate or bestowing any designation, ensure that the award or designation do not resemble or is not identical to one awarded by the Institute.

(3) Nothing contained in this section shall enable a University or a body to adopt a name or nomenclature which is in any way similar to that of the Institute.".

Officers and Employees, Salary, Allowances etc. [4]

(1) For the efficient performance of its duties, the Council shall -

(a) Appoint a Secretary of the Council to perform such duties as may be prescribed;
(b) Appoint a Director (Discipline) to perform such functions as assigned to him under this Act and the rules and regulations framed thereunder;
(c) Designate an officer of the Council or the Institute to carry out the administrative functions of the Institute as its Chief Executive.

(2) The Council may also-

(a) Appoint such other officers and employees to the Council and the Institute as it considers necessary;
(b) Require and take from the Secretary or from any other officer or employee of the Council and the Institute such security for the due performance of his duties, as the Council considers necessary;
(c) Prescribe the salaries, fees, allowances of the officers and employees of the Council and the Institute and their terms and conditions of service;

---

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

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

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

(d) With the previous sanction of the Central Government, fix the allowances of the President, Vice-President and other members of the Council and members of its Committees;

(3) The Secretary of the Council shall be entitled to participate in the meetings of the Council but shall not be entitled to vote thereat."

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

Committees of the Council

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

1. Standing Committees

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

2. Non-Standing Committees

    1. Financial Services Committee
    2. Corporate Laws and Governance Committee
    3. Professional Development Committee
    4. Training & Educational Facilities Committee
    5. Practising Company Secretaries Committee
    6. Information Technology Committee
    7. Peer Review Committee
    8. Placement Committee
    9. PMQ Course Committee
    10. Secretarial Standards Committee
    11. Expert Advisory Committee
    12. Editorial Advisory Panel
    13. ICSI-CCGRT & COEs Management Committee
    14. Regulations, Chapter Guidelines and Election Reforms Committee
    15. International Affairs Committee
    16. Auditing Standards Committee
    17. Disciplinary Committee
    18. Expert Group on Secretarial Standards
    19. Research Committee

3. Boards

    1. Board of Discipline
    2. Quality Review 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 elect two of its members to be respectively the President and the Vice-President thereof, and so often as the office of the President or the Vice-President falls vacant, the Council shall choose a person to be the President or the Vice-President, as the case may be.

(2) The President shall be the Head of the Council.

(3) The President or the Vice-President shall hold office for a period of one year from the date on which he is chosen but so as not to extend beyond his term of office as a member of the Council, and subject to his being a member of the Council at the relevant time, he shall be eligible for re-election under Sub Section 1.

(4) On the expiration of the duration of the Council, or of the term of office of the President and the Vice-President thereof , the President and the Vice-President shall continue to hold office until such time as a new President and the Vice-President is elected and takes over charge of their duties .

Powers and duties of the President and Vice-President [5]

(1) The President shall exercise such powers and perform such duties as are conferred on or vested in him by the Act or the regulations or as may be delegated to him by the Council from time to time.

(2) The President may direct any business to be brought before the Council or any Committee for consideration. If the office of the President is vacant or if the President, for any reason, is unable to exercise the powers or duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

Secretary

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

Powers and duties of the Secretary [6]

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

(a) Being incharge of the office of the Institute as its Executive head, managing it and attending to all correspondences;

(b) Maintaining registers, documents and forms as required by the Act and the regulations;

(c) Being incharge of all the property of the Institute;

(d) Making necessary arrangements for receiving money due to the Council and also issuing receipts therefor;

[5] See Regulation 156 of the CS Regulations, 1982
[6] See Regulation 156 of the CS Regulations, 1982

(e) Incurring all revenue expenditure within the limits sanctioned by the Council or the committee and incurring capital expenditure including for the purpose of purchasing books for the library of the Institute within the limits sanctioned by the Council or the Committees;

(f) Causing proper accounts to be maintained and delivering of account books, or furnishing information to the auditor appointed by the Council for the purpose of audit of the accounts of the Institute;

(g) Making all other payments as sanctioned by the Council, Committees or the President;

(h) Paying salary and allowances to the members of the staff, granting of leave to them, and sanctioning their increments within the prescribed scales;

(i) Exercising disciplinary control over the staff except dismissal in respect of which the sanction of the President shall be necessary;

(j) Admitting candidates to the examinations held under the Regulations and making all necessary arrangements for the conduct of the examinations;

(k) Refunding or transferring of fees received in accordance with the Regulations for the examinations, enrolment, issue of certificates of practice and allied matters;

(l) Registering and noting of suspension, cancellation or termination of registration of students;

(m) Recognizing practical experience, sponsoring candidates for practical training, granting exemption from practical training requirements as may be delegated by the Council and the Committees concerned from time to time.

(n) Enrolling Associates, admitting Fellows, removing the names of members from the Register owing to death or non-payment of prescribed fees and dues to the Institute, restoring membership, issuing and canceling certificates of practice and issuing notifications therefore as may be delegated by the Council and the Executive Committees from time to time;

(o) Signing and issuing all notifications on behalf of the Council as required under the Act and the Regulations;

(p) Subject to the approval for the President, signing vakalatnamas, on behalf for the Council, appointing solicitors or advocates on behalf of the Council and filing papers, affidavits and other documents in civil, criminal, revenue courts and other offices;

(q) Receiving complaints and submitting the same to the Disciplinary Committee and to make such enquiry and collect such information as may be required or directed by the President, a Committee or the Council and submit to them such information as may come to his knowledge;

(r) Issuing pass certificates, licentiateship certificates, membership certificates, certificates of practice and its renewal letters to the persons who are entitled thereto in accordance with the provisions of the Act and the regulations;

(s) Keeping in his custody the common seal of the Institute and to affix the same to any document or instrument in accordance with Regulation 149;

(t) Keeping in his custody forms of certificates of membership and of practice, blocks, engravings, facsimile and bills relating to printing of such certificates;

(u) Calling any information or particulars as he may consider proper for processing applications for registration of students or admission or enrolment of members of the Institute; and

(v) Performing such other duties and functions as are incidental and ancillary to as may be required for the performance of the above duties and exercising such other powers as may be delegated to him by the Council, Committees or the President from time to time.

Secretary

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

ITEM NO. (II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1.	**Academics**	• New curriculum and updating of existing curriculum in the CS • Course • Syllabus Review • Review and Updating study material • Preparation of Guideline answers • Preparation of hints • Preparation of model question papers • Coordination with Universities/ AICTE/UGC for Ph.D and other • recognitions • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
2.	**E- Academic Cell**	• E-Learning Modules, Video Lectures and Webinars for Students • Bringing out electronic publications • Computer based examination-Foundation Proqramme • Online pre-examination test • e-library • Online assessments • Any matter incidental to or connected with the above
3.	**Printing Cell**	• Printing of publications, material of the Institute including Chartered Secretary Journal • Administrative arrangements related to the above • Any matter incidental to or connected with the above
4.	**Professional Development**	• Coordination with the Committees and Task forces constituted for and under Companies Act, 2013and CS Act, 1980 • Coordination with MCA and other Ministries, Departments of GOI • Corporate Laws • Governance & CG Awards • Maintenance of e-Book and material related to theCompanies Act, 2013 and the profession of Company Secretaries • Co-ordinating and providing academic/ administrative assistance to GST, POSH and DTC Core Groups • Academic support for the webinars/ seminars • Work related to Governance and Compliance Board Reporting statements (GCBRS) • The Committees, Boards and Groups i,e. CLG, PCS, FSC, GST, POSH, CG Jury, CRC, GRKF, MOUS etc. • Any matter incidental to or connected with the above
5.	**Perspective and Futuristic Planning**	• ICSl Vision 2022 and Strategic Action Plan of the Institute • MoUs with National and other foreign bodies • Futuristic Research, International Affairs. • Recognitions (Indian and Global) • Representation on Foreign Meetings/ Conferences • Co-ordination with Institutes of Company Secretary profession in Foreign countries • International Fellowship Development Programme

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• Academic inputs/ support in organization of Professional Development Programmes including National Convention, PCS Conference, Seminars/ Workshops • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
6.	**PMQ, Boards and Certificate Courses**	• PMQ Course and other Certification Courses • ASB,SSB,ORB, PRB • Certified CSR Professional Course, GST Course, MSME • Conducting training and examination for Courses and Coordination relating to these Boards • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time lo time
7.	**Professional Research and Publications**	• Framing of Research schemes in the areas of interest to Company Secretaries and Corporates • Conducting Research on behest of Government and Regulatory authorities • Taking up Research on Segment wise Role of Company Secretary Profession in various sectors • To conduct and facilitate research work related to Academics Research, Analytical Research, Comparative Research, Compilation, Applied Research & Empirical Research • To set up Research Committee and Sub Committees and domain based research groups • To bring out research codification manual • To create knowledge repository • To establish research library with ultra modern facilities • To devise policy for fund raising • Bring out publications of the Institute including study material for PMQ • Guidance Notes • Any matter incidental to or connected with the above • Other assignment(s) that may be entrusted by the Secretary from time to time.
8.	**Training**	Major Responsibilities and other Routine tasks assigned to the Directorate :- • Registration of companies, firms etc. for imparting training • Placement of trainees • Monitoring of quarterly reports • Evaluation of proiect report • Various Training Programmes for Students • Residential Training • Implementation and Monitoring of the training guidelines and • regulations • Coordination with Regions and chapters for training related • activities • Approval of exemption related matters, ACS matters • All work related to TEFC. • Any matter incidental to or connected with the above • Other assignment(s) as may be entrusted by the Secretary from time to time.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
9.	**Placement Cell**	• Skill set identification (Know your Stakeholder- in depth analysis i.e. unique vs general) • Job specific inventory • Maintaining skill directory of members and continuous updation • Creating and analysing futuristic and historical data • Campus placement • Placement drives, HR Conclave etc, • Updation of placement portal • Framing placement guidelines • Maintain training placement portal and updating • Job profile mapping of corporates for exploring future employment • opportunities • Any matter incidental to or connected with the above; and as may be assigned by the Management from time to time
10.	**Human Resource**	This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include: • Manpower Planning • Recruitment • Induction of New Entrants • Induction Manual • Reservation Roster • Training & Development • Transfer and Postings • Disciplinary and Conduct Matters • Redressal of Grievances of Employees • Permission for pursuing Higher Studies / CS Course • Forwarding of Applications for outside employment • Performance Appraisal • Promotion • Retirement functions • Attendance • Leave Management • Employee Records • ERP updation • Identity Cards • Pensioners Cards • Smart Cards • Annual Increments • Ex-gratia • Performance Linked Incentive (PLI) • Service Awards • Service Rules • Issue of Office Orders and Circulars • Holiday List • HR Audit • Empanelment of Hospitals • Preventive Medical Health Check-up • Contractual Engagement of Employees • ICSI Employees Benevolent Fund meeting

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• Items for Council/ Executive Committee Meeting • Website updation of matter related to HR • Work Study of various Directorates at HQs, CCGRT, ROs & COs • Annual Budget • Annual Report • Implementation of Pay Commissions • Pay Fixation of newly joined / promoted employees/pensioners • Pay Anomalies of newly joined / promoted employees • Revision of pension of the ICSI Pensioners • RTI Replies related to HR • Any matter incidental to or connected with the above • Any other matter as may be assigned by Competent Authority
11.	**Council Affairs**	This Directorate is responsible following activities: **A) <u>Council/ Executive Committee Meetings:</u>** 1. To prepare and get approval of the Notice for Council/Executive Committee Meetings 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 3. To communicate Directorate of Administration for making necessary travel and stay arrangements for the Members of the Council /Committees for attending the meetings. 4. To follow-up with the different Directorates for Agenda items and Action Taken Report for placing before the Council/Committee 5. To compile agenda items received from various Directorates and to place the same for approval of the HOD/Secretary/ President 6. To coordinate with the office of the President for getting the approval of the President. 7. After the approval of the President- a. Numbering of each and every item b. Proper checking of all Annexures c. Editing of Items as per the direction of the HOD/Secretary/President d. Page Numbering e. Photocopy of agenda items f. Spiral Binding 8. To prepare Notes on agenda for dispatch 9. To confirm delivery of agenda papers to the respective members

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		10. To coordinate with the Directorate of Administration for travel and stay arrangements 11. To compile additional items, received after the dispatch of the agenda papers 12. To get the approval of the Secretary/President 13. To make sets of additional agenda items 14. To make arrangements for the meeting like distribution of additional items, stationery, tea-snacks 15. To make necessary arrangements for audio recording of the proceedings of the meetings 16. To ensure attendance of HODs at the venue of the Council/Committee Meetings 17. To prepare draft gist of discussions held at the Council /Committee Meetings. 18. To prepare draft minutes of the meetings of the Council/Executive Committee 19. To keep records of the audio CDs of the Council Meetings. 20. To coordinate with the office of the Secretary/the President for approval of the Minutes 21. To ensure timely circulation of Minutes to the members 22. To provide extracts of the draft Minutes to all concerned for implementation 23. Once the Minutes approved by the Members, final extracts are sent to all concerned HODs. 24. To prepare format of Action Taken Report and to circulate to all concerned for informing the action taken. 25. To compile Action Taken Report received from various Directorates to place before the Council/Committee 26. Regular coordination with the Departments to take updates on the decisions of the Council 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.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		28. To take Annual Disclosure of all the Council Members and follow-up with them for the same. 29. To take printout of the final minutes on the Loose leafs of the Minutes book and get it singed and to put the same on the Minutes book. 30. To coordinate with all the Directorates to ensure singing of Minutes of the Committee Meetings on regular basis. 31. To ensure binding of Notes on Agenda and Minutes book 32. To maintain proper records of the Minutes and Notes on Agenda 33. All the most : To ensure confidentiality of all the documents/discussions in respect of the Department. **B) Maintenance of Coffer** - Property Papers - Minutes of Council/ Various Committee - MOUs - Bank Guarantees - Agreements - FDRs - Record of other important items like CDS of Council Meetings, Gold Medals etc. **C) Preparation of Annual Report** - Co-ordination with directorate of CC for arranging vendor for annual Report - E-mail to all the Hods for data to be published in the Annual Report - Compilation *of Data* - Go through the entire draft Annual Report and Gazette in Hindi as well as in English language, - After getting the draft Annual Report approved from Secretary, placed it in the agenda of the Council Meeting - Thorough co-ordination with printing press - Co-ordination with Civil Lines and Mayapuri Press (Submit the Gazette to Department of Publishing, Govt of India) - Send a request to Dte. Of Publication for printing of Annual Report - Upload the annual report on the website - Mail/ SMS to all the member of ICSI - Publish in the Gazette of India not later than 30th 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.
12.	**Corporate Communication**	**Corporate Communication**

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
	and International Affairs	Major Responsibilities and other Routine tasks assigned to the Directorate :- • Media planning and management • Liaison with the Print & Electronic Media • TV/Radio/Press Publicity vide., Press Releases / Exclusive Interviews / Authored articles. • Press Conferences • Handling entire Social Media of ICSI • Scanning of news related to ICSI/CS profession • Photographic memoirs • Managing media gallery • Appointments with dignitaries • Liaison with Govt, Industry, Ministries and other professional bodies • Liaison with various National & International bodies • Liaison for Corporate Membership of the ICSI • Designing & Release of Advertisements for Students in National / Regional Newspapers/magazines • Designing & Release of Corporate Advertisements in National / Regional Newspapers /magazines • Tender notice/recruitment ads in News papers • Advertorials in National / Regional Newspapers & Magazines • Career Features on CS Course & Profession in National / Regional Newspapers & Magazines • Production of Corporate Films & Films on Career Awareness / TV & Radio Spots/ Motto song/ Whatsapp Video • Organising Media Partnership for ICSI events • Organising Sponsorship for major ICSI Events • Designing & Production of ICSI Brochures / ICSI Profile / Sponsorship Brochures / ICSI Publications etc. • Branding collaterals for ICSI events • Empanelment and Coordination with empanelled Advertising Agencies • Coordination with Regional Councils/ Chapters for Media Visibility • Graphic Standards Manual for uniform branding • Media Guidelines • Advertisement Policy and its Execution Budgeting and billing of Directorate
13.	**Infrastructure and Buildings Maintenance**	This Directorate is responsible for developing, providing and maintaining infrastructure, including premises, of the Institute. Its activities include: ▪ Acquisition of premises/ construction of new building/ renovation of premises/ additional construction in existing building for COs/ ROs/H.Qrs ▪ Hiring of Space on rent. ▪ Preparation of Notes on Agenda/ Minutes for different Infrastructure Committee/ EC/ council. ▪ Payment of Property tax. ▪ Execution of Agreement for hiring of space on rent and for execution of works. ▪ According In-principle approval for procurement of Capital items (other than IT related items) for COs and ROs.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Disposal of existing land / premises of COs and ROs. ▪ Preparation of Capital Budget related to Infrastructure. ▪ Attending the queries of the Auditors. ▪ Any other matter as may be assigned by Competent Authority
14.	**General Administration**	This Directorate is responsible for administration and establishment of the Institute. Its activities include :- ▪ General Administration ▪ Establishment ▪ Estate Management ▪ Receipts and Issue of Dak ▪ Reception ▪ Security and Safety ▪ Travel and Stay Arrangements ▪ Transportation ▪ Pantry Services ▪ Administrative Arrangement for various Programmes of HQs ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
15.	**Purchase and Stores**	This Directorate is responsible for purchase and stores (other than purchases for ROs and COs) of the Institute. Its activities include :- ▪ Procurements of Goods and Services, including Maintenance Contracts ▪ Purchase related rate contracts ▪ Purchase Manual ▪ Inventory Register ▪ Management of Stores at HQs, and Monitoring of Stores at ROs and COs ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
16.	**Co-Ordination**	This Directorate is responsible for enhancing visibility and brand value of the profession of company secretaries. Its activities include :- ▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices. ▪ Advice on establishment and closure of Regional Offices, Chapter Offices, ▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices, ▪ Preparing ICSI Directory ▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award ▪ MIS on RC/Chapters
17.	**Examination**	This Directorate is responsible for conduct of examination and declaration of results. Its activities include :-

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ All matters relating to Conduct of CS and PMQ Examinations ▪ Setting Question Papers for Paper Based Examinations ▪ Printing of Questions Papers and Answer Books ▪ Setting up Examination Centres ▪ Selection, Appointment and Monitoring of Paper Setters, Moderators, Examiners, Translators, Reviewers, Superintendents, Invigilators, General Observers and other Examination Functionaries ▪ Conduct of Examination (Manual/Online) ▪ Evaluation of Answer Books ▪ Dealing with Malpractices in Examinations ▪ Preparation and Declaration of Results ▪ Payments to all Examination Functionaries ▪ Verification of Marks ▪ Issue of Mark Sheets ▪ Supply of Certified Copies of Answer Books ▪ Processing and Release of Payments related to Examinations ▪ Administration of Scholarships and Awards ▪ Framing of scheme for Award of Merit scholarship, Merit-cum-means assistance and Prize award ▪ Serving Committee: I. Examination Committee ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above Any other matter as may be assigned by Competent Authority
18.	**Finance and Accounts**	This Directorate is responsible for finance, treasury, accounts of the Institute. Its activities include:- ▪ Budget and Budgetary Control ▪ Books of Accounts ▪ Tax Compliances ▪ Statutory Audit ▪ Costing of Major Services ▪ Payroll ▪ Receipt of Contributions – Domestic / Foreign ▪ Grants and Reimbursements to ROs / Chapters ▪ Payment to third parties ▪ Payments to employees ▪ RTI Replies ▪ Serving Finance Committee ▪ Maintaining & Managing following Trusts:- I. ICSI Employees Pension Fund Trust II. ICSI Employees Group Gratuity Trust III. ICSI Employees Medical Hospitalisation Trust IV. ICSI Employees Provident Fund Trust ▪ Maintaining Books of Accounts of following Trusts:- I. Company Secretaries Benevolent Fund II. ICSI Employees Benevolent Fund Trust III. Student Education Fund Trust

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Maintaining books of accounts of :- I. ICSI-IIP (Institute of Insolvency Professionals) II. ICSI-RVO (Registered Valuers Organisation) III. GRKF (Governance Research Knowledge Foundation) ▪ Filing / defending related legal matters through LD ▪ Maintaining related records ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority
19.	**Internal Audit**	This Directorate is responsible for the following : 1. Issuing Guidelines to the CCGRT, COE, 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. 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. 3. Issuing of advisory suggesting corrective actions to be taken by the Chapter/RO to remove deficiencies in operations. 4. Taking up the issues raised in the Internal Audit Report with other Directorates of Headquarters for settlement. 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. 6. Internal Audit Division also conducts the Pre-Audit of all the Retiree/Resigned cases in the Institute. 7. Conducting periodical Proprietary Audit and Special Audit of the Regional Offices/Chapters as per the decision taken by the Competent Authority. 8. Compliance management in respect of Action taken report on the observations contained in the Internal Audit, Proprietary Audit & Special Audit Reports. 9. Any other special assigned given by the Competent Authority from time to time.
20.	**Student Services (including Grievance Redressal Cell)**	This Directorate is responsible for serving students from registration till enrolment. Its activities include: • Monitoring online registration, opening of Kiosks at Chapters • Post registration services viz. admit card, study material etc- • Exam Services & Guidance

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• Giri Sagar Project, Academic Helpdesk etc. • Replying to the Queries on Grievance Portal & via telephone • Any matter incidental to or connected with the above • Other assignment(s) as may be entrusted by the Secretary from time to time.
21.	**Career Awareness Cell**	• Monitoring Career, Awareness Activities • Education Fairs • Monitoring Teachers Congress • Monitoring Mega Career events • Monitoring of Counsellors • CS Olympiad, lCSl Study Cenhe, lCSl Signature Award • Any matter incidental to or connected with the above; and as may be • assigned by the Management from time to time
22.	**Oral Coaching and Online Classes Cell**	• Class room coaching for CS Courses • e-learning for Students • e.lnterface • Video lectures, smart classes • Co-ordination and Monitoring of OT classes at Regional Oftices and Chapters • Any matter incidental to or conneced with the above
23.	**Information Technology**	This Directorate is responsible for developing and maintaining IT facilities and IT enabled services for the Institute. Its major responsibility and routine activities include: ▪ Information & Communication Technology (ICT) Planning and Management ▪ Managing Software Development & Maintenance jobs pertaining to all internal/external applications ▪ Managing development and Maintenance of the ICSI, RVO and IPA Websites ▪ Managing development and Maintenance of Mobile Apps pertaining to different sections/stake holders of Institute. ▪ Management of National Level events through online Portal ▪ Development and Maintenance of Integrated application (SMASH) for stakeholders of ICSI. ▪ Online Database Management & Administration ▪ Managing Online Payment Gateways ▪ Data Centre Management including DR ▪ Network Management that includes entire LAN, WAN covering the ROs and Chapters ▪ Implementation of Enterprise Resource Planning across all the offices of the Institute ▪ 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 ▪ Ensuring IT related support to various Directorates, CCGRT, ROs and COs ▪ Policy framework ,study and implementation of new technologies for automation of process ▪ Implementation Video based conferencing solution for lectures and Board meetings.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Technical support for conducting webinars. ▪ 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. ▪ Development and Implementation of E-learning Modules for the Students and Members of the Institute. 1. Developing an integrated e-platform (integrating it with SMASH system)for Online Pre Examination Test 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. 3. Preparing/Configuring System for Computer Based Examination for Foundation Programme and development of e-Question Bank 4. Maintaining E-library for theICSI students and Members. 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. 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. • Arrangement for Computer Training for Stakeholders • Filing / defending related legal matters through LD • Maintaining related records • Any matter incidental to or connected with the above • Any other matter as may be assigned by Competent Authority
24.	**Membership & CSBF**	Major Responsibilities and other Routine tasks assigned to the Directorate ▪ Database of Members / COP Holders ▪ Admission/ Renewal /Cancellation /Restoration of Members and Licentiates ▪ Receipt and Reconciliation of Annual Membership Fee/ Certificate of Practice fee with F&A ▪ Removal of name of Members for non-payment of fees as per regulations and as disciplinary measures ▪ Maintenance of Register of Members/ Licentiates/ Firms and Offices / Certificate of Practice Holders ▪ Publication of Admission / Renewal/ Cancellation/ Restoration of Members/ Licentiates /Cop holders/ CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ Publication of list of Members and list of Certificate of Practice Holders annually ▪ Issue of Transcripts/ Identity Cards ▪ Printing and Issue of ACS/FCS/CoP/CSBF/Licentiate/CCE Certificates ▪ Issue of replacement copies to Members in case of non-receipt of

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		Chartered Secretary Journal ▪ Approval of Concern/ Firm Name of Company Secretaries/ LLPs, Change in firm status (reconstitution, dissolution, conversion) ▪ Honorary Fellow Members ▪ Holding of region-wise Convocations for awarding certificates to newly admitted Associate and Fellow members twice a year ▪ Assistance in Elections and publication of List of Voters ▪ Welfare Activities for Members ▪ Providing statistical information for Practising Company Secretaries ▪ Issue of Unique Code Numbers to PCS ▪ Requests for change in name/surname from members and making entry in database ▪ Issuing password to the members for online use of portal ▪ Requests for change in address/contact details from members and making entry in database ▪ Issuing password to the members for online use of portal ▪ Verification of educational credentials ▪ Any matter incidental to or connected with the above **Company Secretaries Benevolent Fund (CSBF)** ▪ Maintenance of Database of Life Members of CSBF ▪ Co-ordination with the Insurance company for premiums and claiming cover upon demise of the member ▪ Payment of annual premium to the Insurance agency and top up premium for the additional members enrolled into the life membership. ▪ Verification and maintenance of records for giving financial assistance to the dependents of the deceased member. ▪ Verification and maintenance of records for giving financial assistance to the members upon his sickness ▪ Verification and Maintenance of records for giving financial assistance for children education of the life member. ▪ Propagation for the CSBF through CS Journal, website, emails and SMS regularly ▪ Enrolment to CSBF. ▪ Receipt and Reconciliation of subscription for Life Membership of CSBF with F&A ▪ Publication of enrolment of CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ Printing and Issue of CSBF Certificates on admission. ▪ All matters relating to CSBF (Enrolment, Financial Assistance, Insurance, Fund Raising, etc.) ▪ Meetings of the CSBF Managing Committee and Core Groups ▪ Maintenance of Minutes of the Committee and the Core Groups ▪ Revision in Model Bye-Laws of CSBF. ▪ 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. ▪ Quantum of financial assistance for CSBF life members. ▪ Initiative taken for Medical Insurance cover for Life Members on anvil.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
25.	**Discipline**	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: (i) Scrutiny and Registration of Complaints against Members (ii) Maintaining Register of Complaints (iii) Maintaining dak Register for Inward- dak received in the Directorate (iv) Maintaining separate physical file for each compliant received in the Directorate (v) Sending letter pursuant to Rule 7 (Form I letter). (vi) Processing of Complaints for Pleadings as per Rule 8. (vii) Investigation & Examination of Complaints against Members (viii) Calling for additional documents as per Rule 8(5). (ix) Formation of Prima Facie Opinions as per Rule 9. (x) Arranging Prima-facie Opinion (spiral bound)with relevant documents from case files (xi) Preparing brief of cases. (xii) Issuing Notice to the parties for appearance before Disciplinary committee/Board of Discipline as per the Rules (xiii) Taking Oath from the parties as per the Rules (xiv) Presenting and defending Cases before the Disciplinary Committee (xv) Presenting and defending Cases before the Board of Discipline (xvi) Pleadings after PFO agreed by Disciplinary Committee/ Board of Discipline. (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 (xviii) Assisting Disciplinary Committee in drafting Interim Orders/Orders/Final Orders (xix) Assisting Board of Discipline in drafting Interim Orders/Orders/Final Orders (xx) Sending certified copy of orders to parties. (xxi) Co-ordination with Dte. of Membership for details of Members (xxii) Co-ordination with Dte. of Membership for implementation of Orders of Disciplinary Committee/ Board of Discipline against Members (xxiii) Engagement of Advocates/PCS for legal inputs in the Disciplinary matter (xxiv) Fixing of Fees for Advocates/PCS (xxv) Recommending Payment of Bills of Advocates/PCS to F&A (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 (xxvii) Coordination with Dte. of F&A for sitting allowance of Government Nominees to the Disciplinary Committee (xxviii) Assisting Legal Department for defence before Appellate Authority (xxix) Briefing Advocates on disciplinary matters before Courts (xxx) Serving Committees: I. Board of Discipline II. Disciplinary Committee

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		III. Council/ Executive Committee IV. High Level Committee V. Core Group constituted by Council for finalising comments of ICSI on HLC Report. VI. Assisting Legal Department for Regulation Committee related to Disciplinary Matters (xxxi) Filing / defending related legal matters through Legal Department (xxxii) Maintaining records of the Directorate (xxxiii) Drafting of reference for Legal Opinion on the issues arising out the deliberations of Disciplinary committee/ Board of Discipline (xxxiv) Compilation of data manually from each case files in the formats asked by the Disciplinary Committee and Board of Discipline or any other Committee (xxxv) Providing data to MCA on monthly basis in the format asked by the MCA (xxxvi) Coordination with Dte. of IT for uploading of Orders of Board of Discipline and Disciplinary committee (xxxvii) Coordination with Dte of IT for development of Online Module and software for Disciplinary Directorate (xxxviii) Attending various queries on Disciplinary mechanism in person, email, telephone etc. (xxxix) Taking Sessions on 'CODE OF CONDUCT' in MSOP batches (xl) Providing status of Disciplinary Matters / decided against member of the Institute for Peer Review (xli) Providing status of Disciplinary Matters pending/ decided against member of the Institute to IPA,SIFO,CBI etc. (xlii) Providing write- up for Chartered Secretary on FAQ pertaining to Disciplinary mechanism (xliii) Preparing draft for advisory to be issued by the Secretary on Disciplinary matters (xliv) RTI applications pertaining to Disciplinary Matters (xlv) Deputation of official/staff in Secretary Office and in Other Dte during exigencies (xlvi) Engagement of officials of Dte in the work pertaining to Election to Council/Regional Council (xlvii) Any matter incidental to or connected with the above (xlviii) Any other matter as may be assigned by Competent Authority
26.	**Law**	This Directorate is responsible for legal support to all units of the Institute. Its activities include: ▪ All Legal matters, including Matters before Supreme Court, High Courts and other courts relating to HQ, ROs, Chapters, CCGRT, COEs. ▪ Filing / defending related legal matters on behalf of the Institute/Council ▪ Maintaining related records ▪ Vetting of Title Search report by external Advocate for procurement of Land and Building ▪ Amendments to the Act, Rules and Regulations ▪ Legal Vetting of Guidelines ▪ Vetting of Agreement, SLA, Tender, MoU etc. ▪ Litigation Management

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Election Reforms ▪ Obtaining legal opinion ▪ Empanelment of Advocates ▪ Engagement of Advocates ▪ Fixing of Fees for Advocates ▪ Recommending Payment of Bills of Advocates to F&A ▪ Conduct of Elections with assistance from Others ▪ Any matter incidental to or connected with the above ▪ Any other matter as may be assigned by Competent Authority ▪ Replying to the Legal Notice through Advocate ▪ Draft Chapter Guidelines -2017 ▪ Suggested amendments in various rules
27.	**RTI**	The activities includes: I. Receipt of RTI applications (online & offline mode) and maintenance of register. II. New RTI file, scrutiny of application & identification of source of information i.e. concerned Directorate(s). III. Follow-up with concerned Directorate(s) for providing information. IV. Seeking third party consent and letter for RTI fee in correct mode, if required. 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. VI. Final reply to the RTI and uploading on the RTI portal of the Institute's website. VII. Maintenance of MIS/database. VIII. On appeals to Appellate Authority, reply to them. 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. X. Maintaining the Quarterly MIS on online portal of CIC. XI. All other miscellaneous related to RTI Cell, as and when required

ITEM NO. (III)

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

1. Council

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

2. Meetings of the Council

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

3. Passing of resolution by circulation

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

4. Committees

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

Decision making process within the Institute:

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

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

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

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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

ITEM NO. (V)

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

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

ITEM NO. (VI)

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

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

ITEM NO. (VII)

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

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

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

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

Every Rule and every Regulation made and every notification issued under this Act shall be laid, as soon as may be after it is made or issued, before each house of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both houses agree in making any modification in the rule, regulation or notification, or both houses agree that the rule, regulation or notification should not be made, or issued, the rule, regulation or notification shall thereafter have effect only in

such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule, regulation or notification.

ITEM NO. (VIII)

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

I. LIST OF COUNCIL

PRESIDENT

CS Nagendra D Rao
President, The ICSI
Company Secretaries
Nagendra D Rao & Associates
543/A, 7th Main
3rd Cross, S.L. Bhyrappa Road
Hanumanthanagar Bengaluru-560019

Tel : (O) 011-45341001

E-mail : President@icsi.edu
nagendradrao@gmail.com

VICE PRESIDENT

CS Devendra V Deshpande
Vice President, The ICSI
Company Secretaries
DVD & Associates
3rd Floor, Samarth Building
Plot No. 14, Pinak Colony,
Near Bank of India, Karve Nagar
Pune-411 052

Tel : (O) 011-45341002

E-mail : vp@icsi.edu
devendra.deshpande@icsi.edu
devendracs@gmail.com

CENTRAL GOVT. NOMINEE

Mr. Manoj Pandey
Council Member, the ICSI
Joint Secretary to the Government of India
Ministry of Corporate Affairs
5th floor, 'A'- Wing, Shastri Bhawan
Dr. Rajendra Prasad Road
New Delhi-110 001

Mr. Gyaneshwar Kumar Singh
Council Member, the ICSI
Joint Secretary to the Government of India
Ministry of Corporate Affairs
5th floor, 'A'- Wing, Shastri Bhawan
Dr. Rajendra Prasad Road
New Delhi-110 001

Mr. Anil Gupta
Council Member, the ICSI
Chartered Accountant
337-338, Somdutt Chambers -2
Bhikaji Cama Place
New Delhi- 110 066

Dr. (Ms.) Madhu Vij,
Council Member, the ICSI
Professor, Faculty of Management Studies,
University of Delhi,
18/8, Kalkaji,
New Delhi - 110019

Dr. S Santhanakrishnan
Council Member, the ICSI
CA, Founder Partner,
KRD Gee Gee Crystal,
7th Floor, 91-92, Dr. Radhakrishnan Salai,
Mylapore, Chennai - 600004

ELECTED MEMBERS

CS Dr. Ahalada Rao Vummenthala
Council Member, the ICSI
Ahalada Rao V & Associates
Company Secretaries
Flat No. 113, B - Block,
Sri Datta Sai Commercial Complex
RTC X Roads, Opp :Sapthagiri theatre,
Hyderabad, Telangana-500020

Tel : (O) 040- 66623101

E-mail : ahalada.rao@icsi.edu
cs.ahaladarao@gmail.com

CS Ashish Garg
Immediate Past President & Council Member, the ICSI
Practising Company Secretary
107, Gold Arcade,
Opp. Curewell Hospital,
3/1 New Palasia, Indore- 452001

E-mail : ashish.garg@icsi.edu

ashishgargcs@gmail.com

CS B Narasimhan
Council Member, the ICSI
Company Secretaries
601/602 B Wing,
Cosmic Heights, Bhakti Park,
Near Imax Theatre, Wadala East,
Mumbai- 400 037

E-mail : balasubramanian.narasimhan@icsi.edu
narasimhan.b8@gmail.com

CS Chetan Babaldas Patel
Council Member, the ICSI
Company Secretaries
Chetan Patel & Associates
301, "Akshar Stadia"
opp. Symphony House,
B/H Armieda Cosmetic Centre Bodakdev,
Ahmedabad-380 059

E-mail : chetanpatel@icsi.edu
chetan_cs@yahoo.com

CS Deepak Kumar Khaitan
Council Member, the ICSI
Company Secretaries
Gem house, 5B Russel Street
(Anandilal Poddar Sarnai),
7th Flat No:7B, Nr Jeevandeel Bldg
Kolkata-700071

E-mail : khaitan.deepak@icsi.edu
Khaitan52@gmail.Com

CS Hitender Mehta
Council Member, the ICSI
Managing Partner
Centrum Legal,
431, DLF Star Tower
Sector 30, NH# 8 (Exit #8)
Gurgaon-122001

Tel : (O) (0124) 4847848

E-mail : hitender.mehta@icsi.edu
hitendermehta@yahoo.co.in,
hitender@centrumlegal.com

CS Manish Gupta

Council Member, the ICSI
RMG & Associates,
Company Secretaries
207, Suchet Chambers,
1224/5 Bank Street, Karol Bagh
New Delhi – 110 005

Tel : (O) (011) 45042509

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

CS NPS Chawla
Council Member, the ICSI
Associate Partner
Vaish Associates 11th Floor,
Mohan Dev Building – 13
Tolstoy Marg, New Delhi-110001

Tel : (O) 011- 42492557

E-mail : npschawla@icsi.edu
npschawla1@gmail.com
npschawla@vaishlaw.com

CS Praveen Soni
Council Member, the ICSI
CMS Info systems Ltd.
'CMS House' Silver Metropolis,
11th Floor, Western Express Highway,
Goregaon East, Mumbai - 400063

E-mail : praveen.soni@icsi.edu
praveensonics@gmail.com

CS Ramasubramaniam C
Council Member, the ICSI
Practising Company Secretary
'Raji' SBI, 3rd Floor
'Gaiety Palace'
No. 1L Blackers Road
Mount Road
Chennai – 600 002

Tel : (O) 044- 28528292

E-mail : c.ramasubramaniam@icsi.edu
csrms@hotmail.com
fcs.rms@gmail.com

CS Ranjeet Pandey
Council Member, the ICSI

Ranjeet Pandey & Associates
Company Secretaries
A-62, Basement, Defence Colony
New Delhi - 110 024

E-mail : ranjeet.pandey@icsi.edu
cs.ranjeet@gmail.com

CS Vineet K Chaudhary
Council Member, the ICSI
Managing Partner, VKC & Associates,
Company Secretaries
D-38, LGF (L/S), South Extn. , Part – II,
New Delhi – 110049

Tel : (011) 49121644 - 45

E-mail : vineet.chaudhary@icsi.edu
vkc_csp@yahoo.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

LIST OF COMMITTEES

STANDING AND NON-STANDING COMMITTEE OF THE COUNCIL/ BOARDS – 2021

	S/Shri		
1	**Executive Committee**		
	1.	Nagendra D. Rao	Chairman
	2.	Devendra V. Deshpande	Member
	3.	Ashish Garg	Member
	4.	Manoj Pandey	Member (Govt. Nominee)
	5.	Deepak Kumar Khaitan	Member
	6.	Praveen Soni	Member
	7.	Ranjeet Pandey	Member
2	**Finance Committee**		
	1.	Nagendra D. Rao	Chairman
	2.	Devendra V. Deshpande	Member
	3.	Santhanakrishnan S.	Member (Govt. Nominee)
	4.	Chetan B. Patel	Member
	5.	Manish Gupta	Member
	6.	NPS Chawla	Member
	7.	Ranjeet Pandey	Member
3	**Examination Committee**		
	1.	Nagendra D. Rao	Chairman
	2.	Devendra V. Deshpande	Member
	3.	Gyaneshwar Kumar Singh	Member (Govt. Nominee)
	4.	B. Narasimhan	Member
	5.	Chetan B. Patel	Member
	6.	NPS Chawla	Member
	7.	Vineet K. Chaudhary	Member
4	**Financial Services Committee**		
	1.	B. Narasimhan	Chairman
	2.	Anil Gupta	Member (Govt. Nominee)
	3.	Madhu Vij (Dr.)	Member (Govt. Nominee)
	4.	Chetan B. Patel	Member
	5.	Manish Gupta	Member
	6.	Praveen Soni	Member
	7.	Ramasubramaniam C.	Member
5	**Corporate Laws and Governance Committee**		
	1.	Ranjeet Pandey	Chairman
	2.	Ashish Garg	Member
	3.	Chetan B. Patel	Member
	4.	Deepak Kumar Khaitan	Member
	5.	Manish Gupta	Member
	6.	Praveen Soni	Member
	7.	Ramasubramaniam C.	Member
6	**Professional Development Committee**		
	1.	Nagendra D. Rao	Chairman
	2.	Anil Gupta	Member (Govt. Nominee)
	3.	Santhanakrishnan S.	Member (Govt. Nominee)
	4.	Hitender Mehta	Member
	5.	NPS Chawla	Member

	6.	Praveen Soni	Member
	7.	Ranjeet Pandey	Member
	8.	Ramasubramaniam C.	Member
	9.	Vineet K. Chaudhary	Member
7	**Training & Educational Facilities Committee**		
	1.	Devendra V. Deshpande	Chairman
	2.	Ashish Garg	Member
	3.	Madhu Vij (Dr.)	Member (Govt. Nominee)
	4.	Ahalada Rao Vummenthala (Dr.)	Member
	5.	B. Narasimhan	Member
	6.	Chetan B. Patel	Member
	7.	Deepak Kumar Khaitan	Member
	8.	Manish Gupta	Member
8	**Practising Company Secretaries Committee**		
	1.	Manish Gupta	Chairman
	2.	B. Narasimhan	Member
	3.	Chetan B. Patel	Member
	4.	Deepak Kumar Khaitan	Member
	5.	Praveen Soni	Member
	6.	Vineet K. Chaudhary	Member
9	**Information Technology Committee**		
	1.	Praveen Soni	Chairman
	2.	Santhanakrishnan S.	Member (Govt. Nominee)
	3.	Chetan B. Patel	Member
	4.	Manish Gupta	Member
	5.	Ramasubramaniam C.	Member
10	**Peer Review Committee**		
	1.	Devendra V. Deshpande	Chairman
	2.	Chetan B. Patel	Vice-Chairman
	3.	Ashish Garg	Member
	4.	Hitender Mehta	Member
	5.	NPS Chawla	Member
	6.	Ramasubramaniam C.	Member
	7.	G. M. Ganapathi	Member
	8.	L. N. Joshi	Member
	9.	R. Sridharan	Member
11	**Placement Committee**		
	1.	Ahalada Rao Vummenthala (Dr.)	Chairman
	2.	B. Narasimhan	Member
	3.	Hitender Mehta	Member
	4.	NPS Chawla	Member
	5.	Praveen Soni	Member
12	**PMQ Course Committee**		
	1.	Manish Gupta	Chairman
	2.	Ahalada Rao Vummenthala (Dr.)	Member
	3.	Chetan B. Patel	Member
	4.	Deepak Kumar Khaitan	Member
	5.	Praveen Soni	Member
	6.	Vineet K. Chaudhary	Member
13	**Secretarial Standards Committee**		
	1.	B Narasimhan	Chairman
	2.	Anil Gupta	Member (Govt. Nominee)
	3.	Ahalada Rao Vummenthala (Dr.)	Member
	4.	Deepak Kumar Khaitan	Member

	5.	Praveen Soni	Member
	6.	Ramasubramaniam C.	Member
	7.	Satwinder Singh	Member
	8.	S. Sudhakar	Member
	9.	Ajay Sancheti	Member
14	**Expert Advisory Committee**		
	1.	Hitender Mehta	Chairman
	2.	Anil Gupta	Member (Govt. Nominee)
	3.	Madhu Vij (Dr.)	Member(Govt. Nominee)
	4.	Ahalada Rao Vummenthala (Dr.)	Member
	5.	NPS Chawla	Member
	6.	K. Sethuraman	Member
	7.	Raj Kumar Agarwal	Member
15	**Editorial Advisory Panel**		
	1.	NPS Chawla	Chairman
	2.	Anil Gupta	Member(Govt. Nominee)
	3.	Madhu Vij (Dr.)	Member(Govt. Nominee)
	4.	Ahalada Rao Vummenthala (Dr.)	Member
	5.	Amit Kaushal	Member
	6.	Astha Gupta (Ms.)	Member
	7.	Chetan Nayak K.	Member
	8.	D. K. Jain (Dr.)	Member
	9.	G. R. Bhatia	Member
	10.	H. M. Dattatri	Member
	11.	Manoj Bisht	Member
	12.	Puneet Handa	Member
	13.	Vasudev Rao Devki	Member
	14.	Vivek Hegde	Member
16	**ICSI-CCGRT & COEs Management Committee**		
	1.	Chetan B. Patel	Chairman
	2.	B. Narasimhan	Member
	3.	Manish Gupta	Member
	4.	Praveen Soni	Member
	5.	Ramasubramaniam C.	Member
	6.	Veerash M J	Member
	7.	Pradeep Kulkarni	Member
17	**Regulations, Chapter Guidelines and Election Reforms Committee**		
	1.	Ranjeet Pandey	Chairman
	2.	Santhanakrishnan S.	Member (Govt. Nominee)
	3.	Chetan B. Patel	Member
	4.	Deepak Kumar Khaitan	Member
	5.	Manish Gupta	Member
	6.	NPS Chawla	Member
	7.	Praveen Soni	Member
	8.	Ramasubramaniam C.	Member
18	**Quality Review Board**		
	1.	Nishi Singh (Ms.)	Chairperson
	2.	Chandra Wadhwa	Member
	3.	Ritika Bhatia (Ms.)	Member
	4.	Manish Gupta	Member
	5.	Pramod Kumar Rai	Member
19	**International Affairs Committee**		
	1.	Ashish Garg	Chairman
	2.	B. Narasimhan	Member

	3.	Hitender Mehta	Member
	4.	NPS Chawla	Member
	5.	Ranjeet Pandey	Member
20	**Auditing Standards Committee**		
	1.	Vineet K. Chaudhary	Chairman
	2.	Hitender Mehta	Vice-Chairman
	3.	Ahalada Rao Vummenthala (Dr.)	Member
	4.	Ramasubramaniam C.	Member
	5.	G. V. Srinivasa Murthy	Member
	6.	Rajeev Bhambri	Member
21	**Disciplinary Committee**		
	1.	Nagendra D. Rao	Presiding Officer
	2.	Meenakshi Datta Ghosh (Ms.)	Member (Govt. Nominee)
	3.	Nalin Kohli	Member (Govt. Nominee)
	4.	B. Narasimhan	Member
	5.	Ranjeet Pandey	Member
22	**Board of Discipline**		
	1.	Deepak Kumar Khaitan	Presiding Officer
	2.	Manish Gupta	Member
	3.	Asish Mohan	Member
23	**Expert Group on Secretarial Standards**		
	1.	Satwinder Singh	Chairman
	2.	S. Sudhakar	Vice-Chairman
	3.	Awanish kumar Dwivedi	Member
	4.	Narayan Shankar	Member
	5.	Kalidas Ramaswami	Member
	6.	B. Renganathan	Member
	7.	D. C. Jain	Member
	8.	Deepak Sharma	Member
	9.	Jayan K.	Member
	10.	Makarand Joshi	Member
	11.	Morur Elayappan Vadivel Selvamm	Member
	12.	Rajveer Singh	Member
	13.	Sanjeev Grover	Member
	14.	S. C. Sharada (Ms.)	Member
	15.	S. C. Vasudeva	Member
	16.	Tridib Barat	Member
	17.	V. Karthick	Member
	18.	Barnali Mukherjee (Ms.),Representative of SEBI	Member
	19.	Rohit Gupte, Representative of NSE	Member
	20.	Pramod Kumar Rai, Representative of FICCI	Member
	21.	Manikantha AGS, Representative of CII	Member
	22.	Hans Raj Chugh, Representative of ICAI	Member
	23.	Prajakta Powle (Ms.), Representative of BSE	Member
	24.	Representative of MCA	Member
	25.	Representative of ICAI-CMA	Member
	26.	Representative of RBI	Member
24	**Research Committee**		
	1.	Ramasubramaniam C.	Chairman
	2.	Ahalada Rao Vummenthala (Dr.)	Member
	3.	Hitender Mehta	Member
	4.	NPS Chawla	Member

	5.	Avnish Mahta	Member
	6.	Gaurav Gunjan	Member
25	**Expert Group on Auditing Standards**		
	1.	Vineet K. Chaudhary	Chairman
	2.	Hitender Mehta	Vice – Chairman
	3.	Amit Gupta	Member
	4.	Anshul Kumar Jain	Member
	5.	Ashish Lakhtakia	Member
	6.	Amber Gupta	Member
	7.	Ashok Tyagi	Member
	8.	Biman Deb Nath	Member
	9.	B Shanmugasundaram	Member
	10.	Ishan Khanna	Member
	11.	Kumudini Bhalerao	Member
	12.	Munish Kumar Sharma	Member
	13.	Manoj Rajaram Hurkat	Member
	14.	Manchali Pracheta	Member
	15.	Pankaj Virmani	Member
	16.	Rajeev Kumar	Member
	17.	Ravi Sharma	Member
	18.	Raghvendra Joshi	Member
	19.	Santosh Kumar	Member
	20.	Sachin Agarwal	Member
	21.	Vishal Arora	Member
	22.	Nominee of NSE	Member
	23.	Girish Joshi, Representative of BSE	Member
	24.	Nominee of SEBI	Member
	25.	Nominee of MCA	Member

III COMPOSITION OF REGIONAL COUNCILS

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

Chairman	**Vice- Chairman**
VIMAL KUMAR GUPTA Practicing Company Secretaries Vimal Gupta & Associates, Shop No. 14, Palika Bazar, Sector 9, Malviya Nagar Jaipur-302017	SUSSHIL DAGA Managing Partner Amicus Legal, R-2, First Floor Tilak Marg, Adjacent To CBI Office C-Scheme, Jaipur-302005
Secretary	**Treasurer**
DEVENDER SUHAG Company Secretary San Jose India , 602 Global Foyer Building Golf Course Road Sector 43 Gurugram-122002	HIMANSHU HARBOLA Managing Partner Corporate Juris Corporate Law Advisors K- 40, Second Floor B.K.Dutt Colony Near Jor Bagh, New Delhi-110003
Members	**Ex-Officio Members**
AMIT GUPTA Company Secretaries Amit Gupta & Associates B-12, Basement, Murli Bhawan 10-A, Ashok Marg, Lucknow-226001 BHUPESH GUPTA Company Secretary, B K Gupta & Associates Majestic Corporate Consultants Pvt Ltd Scf 47, Near Abiss, Opp. Bsnl, Above United Bank of India Rishi Nagar Market, Ludhiana- 141001 GURVINDER SINGH SARIN Practicing Company Secretaries Sharma Sarin & Associates SCO- 186/188, 1st Floor Adj. Ghazal Restaurant Sector-17c Chandigarh-160017 MONIKA KOHLI Company Secretaries, Dmk Associates 31/36, Basement Old Rajinder Nagar New Delhi-110060 SAURABH KALIA Partner, Sastra Legal Building No. 8b, Jangpura B Mathura Road, New Delhi -110014	HITENDER MEHTA Managing Partner Centrum Legal, 431, Dlf Star Tower Sector 30 Nh# 8 (Exit #8) Gurugram-122001 MANISH GUPTA Company Secretaries RMG & Associates, Company Secretaries 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh New Delhi – 110 005 NPS CHAWLA Principal Associate, Vaish Associates 11th Floor, Mohan Dev Building Tolstoy Marg, Cannaught Place New Delhi-110001 RANJEET PANDEY Company Secretary Ranjeet Pandey & Associates Company Secretaries A-62, Basement, Defence Colony New Delhi - 110 024 VINEET K.CHAUDHARY Managing Partner

SURESH PANDEY SPG & Associates Company Secretaries 1005, 10th Floor, Hemkunt House, 6, Rajendra Place, New Delhi - 110008 SURYA KANT GUPTA Company Secretaries Surya Gupta & Associates Chamber No. 11 Saraswati Bhawan Basement 1/4 Lalita Park, Laxmi Nagar New Delhi-110092 VINAY SHUKLA Principal Consultant – Director Whitespan Advisory LGF - 152 – P Sector 38 Near Medanata - The Medicity Gurugram-122002	VKC & Associates D-38, LGF (L/S), South Extn. Part – II, New Delhi – 110049

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

Chairman	**Vice- Chairman**
SUDHIR KUMAR BANTHIYA Company Secretary GKW Limited, 97, Andul Road, Howrah - 711103	BIMAN DEBNATH Company Secretaries Biman Debnath & Associates Flat No. 402: Block-C Prakash Choudhury Housing Complex, Prasanti Pride,Tarun Nagar, ABC District – Kamrup Metro Guwahati - 781005
Secretary	**Treasurer**
Members	**Ex-Officio Members**
ANIL KUMAR DUBEY Practising Company Secretary Todi Mansion 22 Madan Mohan Talla Street Kolkata PRIYADARSHI NAYAK Company Secretaries P. Nayak & Associates Plot No 84, Bhagabanpur Industrial Estate Bhubaneswar - 751019 RAJESH CHURA Company Secretary Mount Intra Finance Pvt. Ltd. (Dalmia Group) Ideal Plaza, Suite S 401 11/1, Sarat Bose Road, Kolkata RAJESH MITTAL Company Secretary & Finance Controller Apex Auto Limited M 1,2,3,20, Phase-VII, Industrial Area, Adityapur Jamshedpur – 832109	DEEPAK KUMAR KHAITAN Company Secretaries Unit No. 7B, 7th Floor, GEM House 5B, Russel Street (Anandilal Poddar Sarani) Near Jeevandeep Building Kolkata - 700071

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

Chairman	**Vice- Chairman**
PAWAN GHANSHYAMDAS CHANDAK Partner, KPRC & Associates, Company Secretaries Off No 1203-05, Kumar Surabhi Next to Laxminarayan Theater Pune - Satara Road Pune-411009	RAJESH CHHAGANBHAI TARPARA Company Secretaries Capital Corporate Opp. Eknath Complex Naroda Kathwada Road Naroda, Ahmedabad-382330
Secretary	**Treasurer**
SNEHAL CHANDRAKANT SHAH Company Secretaries Snehal Shah & Associates 501, 5th Floor, Shreeji Arcade Premise, Junction of S. V. Road & M. G. Road, Kandivali (West) Mumbai 400067	AMRITA DINESH CHANDRA NAUTIYAL Company Secretaries 1, Bina Shopping Centre M V Road, Andheri (E) Mumbai-400069
Members	**Ex-Officio Members**
ASHISH KARODIA Practising Company Secretary Ashish Karodia & Co 208, Trade House 14/3, South Tukoganj Indore-452001 HRISHIKESH SHIRISH WAGH Company Secretaries Kanjmag & Co. 3-4, Aishwarya Sankul Survey No:17. G.A. Kulkarni Path, Opp Joshi Railway Museum Kothrud, Pune-411038 RAHUL P SAHASRABUDDHE Company Secretary A/B-201, 2nd Floor Manas Building Near Mahajan Wadi Kharkar Ali, Thane West, Thane - 400601 SATISH KUMAR BATRA Company Secretaries Satish Batra & Associates 2nd Floor, Ashoka Plaza Ashoka Ratan P.O :Shankar Ngr.	ASHISH GARG Practising Company Secretary 107, Gold Arcade, Opp. Curewell Hospital, 3/1 New Palasia, Indore- 452001 B NARASIMHAN Company Secretaries 601/602 B Wing, Cosmic Heights Bhakti Park, Near Imax Theatre Wadala East, Mumbai- 400037 CHETAN BABALDAS PATEL Company Secretaries Chetan Patel & Associates 301, "Akshar Stadia" opp. Symphony House, B/H Armieda Cosmetic Centre Bodakdev, Ahmedabad-380 059 DEVENDRA V DESHPANDE Company Secretaries DVD & Associates 3rd Floor, Samarth Building Plot No. 14, Pinak Colony, Plot No.14, Near Bank of India, Karve Nagar Pune-411052

Raipur Chhattisgarh 492007 SHILPA KEDAR DIXIT Company Secretaries MRM Associates 1st Floor, Dnyansudha Appts 2147, Sadashiv Peth 77, Vijayanagar Colony Pune-411030 TUSHAR SUDHIR PAHADE Company Secretaries T. S. Pahade & Associates Plot No. 104, Opp. South Indian Temple Ramnagar Nagpur-440033 YOGESH CHOUDHARY Company Secretaries Yogesh Choudhary & Associates A/5-A, 2nd Floor, Satya Apartment, S.V. Road, Opp. Kandivali Telephone Exchange, Kandivali West, Mumbai- 400067	PRAVEEN SONI CMS Info Systems Ltd. 'CMS House' Silver Metropolis, 11th Floor, Western Express Highway, Goregaon East, Mumbai - 400063

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

Chairman	**Vice- Chairman**
N BALASUBRAMANIAN Company Secretaries BVR & Associates Company Secretaries LLP, Swastika, Ist Floor, ChittethHouse, Next To HDFC Bldg. PC Road, Vyttilla, Kochi-682019	SEKHAR BABU A V V S S CH B Company Secretaries Flat No. 104, Lakshmi Apts, Kailasmetta Waltair Uplands Visakhapatnam-530003
Secretary	**Treasurer**
DAMODARAN M Company Secretaries M Damodaran & Associates New No. 6, Old No. 12 Appavoo Gramani1st Street Mandaveli, Opp. To CSI Church Chennai-600028	RAJAVOLU VENKATA RAMANA Company Secretaries RVR & Associates No. 1-10-18/G1, 1st Floor, Lakshmi Sree Park View Apartments, Near Ashok Nagar Circle, Opp Municipal Park, Ashok Nagar Hyderabad-500020
	Co-opted Members
	K THIRUMALAIMUTHU Regional Director (SR) Ministry of Corporate Affair, 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, A305, Ceebros Atlantic No.3, Montieth Road (opposite to Alsa mall), Egmore, Chennai – 600008
Members	**Ex-Officio Members**
MOHAN KUMARAR AVAMUDHAN Company Secretaries Flat F 1, Sudarsan Apartments, 72, VGP Selva Nagar, Second Main Road, Velachery (Near Velachery Railway Station & PVR Cinemas), Chennai - 600042 S KANNAN Company Secretaries S. Kannan and Associates	AHALADA RAO VUMMENTHALA Company Secretaries Flat No. 113, B - Block, Sri Datta Sai Commercial Complex RTC X Roads, Opp :Sapthagiri theatre, Hyderabad, Telangana-500020 RAMASUBRAMANIAM C Practising Company Secretary

No.13. Gr. Flr., Kumara Krupa 1st Main,Venkateswara Layout, Attiguppe,Vijayanagara Bengaluru-560040	'Raji' SBI, 3rd Floor 'Gaiety Palace' No. 1L Blackers Road Mount Road Chennai – 600 002 NAGENDRA D RAO Company Secretaries Nagendra D Rao & Associates 543/A, 7th Main 3rd Cross, S.L. Bhyrappa Road Hanumanthanagar Bengaluru-560019

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

Name S/Shri	**Designation**	**Direct No.**
President's Office		
Sanjeev Kumar Dogra	Deputy Director	(011) 45341004
Secretariat		
CS Asish Mohan	Secretary	(011) 45341003
Premjith S	Joint Director	(011) 45341046
K P Sasi	Assistant Director	(011) 45341006
Directorate of Discipline (including Internal Audit Cell)		
Ashok Kumar Dixit	Joint Secretary	(011) 4082103
Directorate of Internal Audit		
Mukesh Jinara (Dr.)	Assistant Director (F&A)	(0120) 4082195
Lakhi Kanto Gorai	Assistant Director (F&A)	(0120) 4522092
Himanshu Agarwal	Assistant Director (Internal Audit)	(0120) 4522069
Chandni Garg	Executive (Internal Audit)	(0120) 4082195
Navneet Kaur	Executive (Internal Audit)	(0120) 4522092
Directorate of Discipline		
Vikash Kumar Srivastava	Deputy Director	(0120) 4082165
Ritu Chawla	Deputy Director	(0120) 4082165
Anita Mehra	Deputy Director	(0120) 4522086
Chandra Prakash	Assistant Director	(0120) 4522083
Satish Kumar	Assistant Director	(0120) 4522086
Rasbihari Nath Tiwari	Executive (Law)	(0120) 4522040
Directorate of Corporate Communication and International Affairs		
Preeti Kaushik Banerjee	Director	(011) 45341022
Sanjeet Kumar	Assistant Director	(011) 45341088
Sonu Nahata	Assistant Director (Career Awareness & Placement)	(011) 45341064
Sonu Lakhani	Assistant Director	(011) 45341065
Directorate of Training (including Placement Cell)		
S K Jena (Dr.)	Director	(0120) 4082107

Name S/Shri	Designation	Direct No.
Directorate of Training		
Rakesh Goyal	Joint Director	(0120) 4082120
Shruti Gupta	Assistant Director	(0120) 4082148
Nidhi Maikhuri	Assistant Director	(0120) 4082157
Priyanka Singh	Assistant Director	(0120) 4082154
Anju Gupta	Executive (Admin)	(0120) 4522076
Placement Cell		
Ritesh Kumar	Deputy Director (Strategies)	(0120) 4082177
Gunjan Sehgal	Assistant Director (Career Awareness & Placement)	(0120) 4082124
Ritu Dua	Executive (Admin)	(011) 45341043
Directorate of Academics (including E-Academic Cell and Printing Cell)		
Alka Kapoor	Joint Secretary (SG)	(0120) 4082102
Directorate of Academics		
Saurabh Jain	Joint Director	(0120) 4082167
Lakshmi Arun	Joint Director	(0120) 4082127
Anita Gupta	Deputy Director	(0120) 4082128
Dr. Akinchan Buddhodev Sinha	Deputy Director	(0120) 4082141
Chittaranjan Pal	Assistant Director	(0120) 4082167
Govind Krishna Agarwal	Assistant Director	(0120) 4082171
Kalpesh Kumar Mehta	Assistant Director (Academics)	(0120) 4082168
Sarika Verma	Assistant Director	(0120) 4082169
Mahesh Airan	Assistant Director	(0120) 4082272
Akansha Gupta	Executive (Academics)	(0120) 4082137
Kushal Kumar	Executive (Academics)	(0120) 4082169
E-Academic Cell		
Rahul Chandra (Dr.)	Joint Director	(0120) 4082121
Nilesh Neelmani (Dr.)	Research Associate	(0120) 4082187
Printing Cell		
Nitin Jain	Joint Director (Printing & Publications)	(0120) 4082123
Achla Kulshreshtha	Deputy Director	(0120) 4522078
Manhar Malhotra	Deputy Director	(0120) 4082129
Kabir Chattopdhyay	Executive (Admin)	(0120) 4082105
Directorate of Professional Development		
Alka Arora	Joint Director	(011) 45341086
Manoj Kumar	Deputy Director	(011) 45341082
Jagvinder Kaur Bedi	Deputy Director	(011) 45341037

Name S/Shri	Designation	Direct No.
Disha Kant	Assistant Director	(011) 45341081
Registered Valuers Organisation / Directorate of Perspective and Futuristic Planning		
Prasant Sarangi (Dr.)	Director	(0120) 4082185
Registered Valuers Organisation		
Surya Narayan Mishra	Joint Director	(0120) 4522083
Directorate of Perspective and Futuristic Planning		
Anamika Chaudhary	Deputy Director (Secretarial Standards Board)	(011) 45341066
Deepa Khatri	Deputy Director	(011) 45341038
Pooja Rahi	Assistant Director	(011) 45341038
Ranjana Gupta	Assistant Director	(011) 45341070
Khusbu Mohanty	Assistant Director	(011) 45341082
PMQ, Boards and Certificate Courses		
Banu Dandona	Joint Director	(011) 45341030
Dheeraj Gupta	Assistant Director	(011) 45341080
Rakesh Kumar	Assistant Director	(011) 45341097
Directorate of Human Resource (including RTI Cell)		
Sarah Arokiaswamy	Joint Secretary (SG)	(011) 45341068
Gaurav Mehta	Deputy Director	(011) 45341036
Beena	Assistant Director	(0120) 4082145
Anuj Kumar Gupta	Assistant Director	(011) 45341029
Directorate of Council Affairs		
CS Asish Mohan	Secretary	(011) 4534103
Meena Khurana	Assistant Director	(011) 45341031
Directorate of Infrastructure and Buildings Maintenance and General Administration		
Bhubanananda Pradhan	Director	(011) 45341013
Directorate of Infrastructure and Buildings Maintenance		
Abhishek Raj	Assistant Engineer (Construction)	(011) 45341075
Directorate of General Administration		
Vandana Mohindroo	Assistant Director	(0120) 4522015
Rajeshwar Singh	Executive (Admin)	(0120) 4082194

Name S/Shri	Designation	Direct No.
Birender Kumar	Senior Programmer	(011) 45341057
Directorate of Purchase and Stores		
Amit Kumar Ghosal	Director (Purchase)	(0120) 4522008
Neeta Sehgal	Deputy Director	(0120) 4082146
A K Pahwa	Assistant Director	(0120) 4522016
Rajeev Mishra	Assistant Director	(0120) 4082144
Neelam Wadhwa	Executive (Admin)	(0120) 4082140
Directorate of Membership , CSBF & Co-ordination		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522012
Directorate of Membership		
Subhashis Bagchi	Joint Director	(0120) 4082131
Vidhya Ganesh	Assistant Director	(0120) 4082133
Saurabh Bansal	Assistant Director	(0120) 4082135
Vanitha Dhanesh	Executive (Admin)	(0120) 4082136
Directorate of Information Technology		
Asit Kumar Rath	Director	(011) 45341026
Prabir Sarkar	Director	(0120) 4082151
Ravish Samota	Deputy Director	(0120) 4522045
Venkata Sudhakar Chinta	Assistant Director	(0120) 4522039
Gaurav Bansal	Senior Programmer	(0120) 4522037
Praveen Kumar	Senior Programmer	(0120) 4522070
Santosh Kumar Jha	Senior Programmer	(0120) 4522043
Ashish Jain	Senior Programmer	(0120) 4522037
Directorate of Information Technology		
Nikhat Khan (Dr.)	Director	(0120) 4522019
Praveen Kumar Veyikandla	Deputy Director	(0120) 4522066
Directorate of Finance and Accounts		
Shree Prakash	Director	(0120) 4522048
Tapash Bhattacharjee	Joint Director	(0120) 4522047
Nikhat	Deputy Director	(0120) 4522051
Hema Babbar	Assistant Director	(0120) 4082125
Sunita Mehan	Assistant Director	(0120) 4522046
Lalit Kumar Chaudhary	Assistant Director	(0120) 4082143
Deepak Agarwal	Assistant Director (F&A)	(0120) 4082163
Shandilya Saroj	Assistant Director	(0120) 4522049
B C Papney	Executive (Admin)	(0120) 4522053
Directorate of Student Services (including Grievance Redressal Cell, Career Awareness Cell and Oral Coaching and Online Classes Cell)		
Ashvini Kumar Srivastava	Joint Secretary	(0120) 4082109

Name S/Shri	Designation	Direct No.
Directorate of Student Services		
Devender Kapoor	Deputy Director	(0120) 4522056
Archana Sethi	Assistant Director	(0120) 4522082
Mohammad Aslam	Executive (Admin)	(0120) 4082175
G C Joshi	Executive (Admin)	(0120) 4522062
Career Awareness Cell		
Arti J Shailendar	Joint Director	(0120) 4522077
Laxman Dev	Executive (Admin)	(0120) 4522073
Rajiv Ranjan	Executive (Admin)	(0120) 4082161
Oral Coaching and Online Classes Cell		
Geetanjali Singh Rathore	Deputy Director	(0120) 4522065
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4522062
Directorate of Examination		
Sanjay Pandey (Dr.)	Joint Secretary	(0120) 4522011
Santosh Kumar Sharma	Director	(0120) 4522024
Archana Kaul	Joint Director	(0120) 4522022
Galipelly Hanumantharao Ramana	Joint Director	(0120) 4522029
Directorate of Law		
Saidutta Mishra	Director	(0120) 4082104
Gaurav Tandon	Assistant Director (Law)	(011) 45341051
Kumar Navanit	Executive (Law)	(011) 45341094
(ICSI-CCGRT) - Navi Mumbai and Directorate of Professional Research and Publications		
Kailash Chander Kaushik	Joint Director	022-41021503,1515
Deepak Saxena	Assistant Director (F&A)	(022) 41021511
Bhole Shankar Sikhwal (Dr.)	Research Associate	(022) 41021512
Ketan Kalyanbhai Bhalgamiya	Assistant Director	(022) 41021535
NIRO - Prasad Nagar (Delhi)		
Sonia Baijal	Director	(011) 49343002
Rajesh Kumar Gupta	Deputy Director	(011) 49343005
Amit Kumar	Assistant Director	(011) 49343008
Deepak Kumar	Assistant Director (F&A)	(011) 49343008
Manish Agarwal	Executive (Admin)	(011) 49343003
Himanshu Sharma	Executive (Admin)	(011) 49343007
EIRO – Kolkata		
Tapas Kumar Roy (Dr.)	Deputy Director	(033) 4082186
Lachhmi Bhatt	Assistant Director	(033) 22832973
S Sreejesh	Assistant Director	-do-
Gautam Mullick	Assistant Director	-do-

Name S/Shri	Designation	Direct No.
Tamal Kar	Assistant Director	-do-
Alok Kumar	Executive (Admin)	-do-
WIRO - Mumbai		
Rajesh Kumar Agrawal (Dr.)	Director	022-61307900-04
Anil R Tale	Assistant Director	-do-
Naveen Kumar Bhageria	Assistant Director (F&A)	-do-
Sakshi Santosh Kadam	Assistant Director	-do-
SIRO - Chennai		
DVNS Sarma	Joint Director	044-28222212
Chitra Anantharaman	Deputy Director	044-28279898
Chenna Kesava Chebrolu	Deputy Director	-do-
Chelliah Murugan	Executive (Admin)	-do-
Ajmer Chapter		
Makkhan Lal Raiger	Executive (Admin)	0145- 2425013
Faridabad Chapter		
Suman Iyer	Assistant Director	0129- 4003761
Noida Chapter		
Rajesh Kumar Sharma	Assistant Director	(0120) 4522058
Bhubaneswar Chapter		
U C Mishra	Executive (Admin)	(0674) 2552282
Ahmedabad Chapter		
Amit kumar Nagar	Executive (Admin)	(079) 26575334
Indore Chapter		
Pravin Gupta	Assistant Director	(0731) 4248181
Navi Mumbai Chapter		
P S Emmanuel	Executive (Admin)	(022) 49727816
Pune Chapter		
Garima Mehrotra	Assistant Director	(020) 25393227
Thane Chapter		
Kavita Pramod Chavan	Executive (Admin)	(022) 25891333

Name S/Shri	Designation	Direct No.
Bengaluru Chapter		
Noor Sumayya	Assistant Director	080-23116574
G Ramesha	Executive (Admin)	080-23117158
N Venugopal	Executive (Admin)	080-23117158
Coimbatore Chapter		
Sreejith P	Assistant Director	(0422) 2237006
Centre of Excellence - Hyderabad		
Sapna Malhotra (Dr.)	Deputy Director	040-23399541
V Subrahmanya Sarma	Deputy Director	040- 27177722
Amaravati Chapter		
Vadali Sesham Raju	Executive (Admn)	0863- 2233445
Hyderabad Chapter		
V Srinivas	Executive (Admn)	040-23399541
V P C Sharma	Executive (Admn)	-do-
Kochi Chapter		
Smita Subin	Assistant Director	0484-2375950
Visakhapatnam Chapter		
P R V Sivaramakrishna	Executive (Admin)	0891-2533516

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

Name S/Shri	**Designation**	**EPABX No.**
Sonia Baijal	Director	(011) 49343002

EASTERN INDIA REGIONAL COUNCIL (EIRC)
ICSI-EIRC BUILING, 3-A, AHIRIPUKUR 1ST LANE, KOLKATA – 700 019

Name S/Shri	**Designation**	**EPABX No.**
Tapas Kumar Roy (Dr.)	Deputy Director	(033) 4082186

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

Name S/Shri	**Designation**	**EPABX No.**
Rajesh Kumar Agrawal (Dr.)	Director	(022) – 61307900- 04

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

Name S/Shri	**Designation**	**EPABX No.**
DVNS Sarma	Joint Director	(044) 28222212

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

PD	Professional Development	**F&A**	Finance and Accounts
PFP	Perspective and Futuristic Planning	**Exams**	Examination
B,PMQ & CC	Boards, PMQ and Certificate Courses	**IT**	Information Technology
PRP	Professional Research and Publications	**IBM**	Infrastructure and Buildings Maintenance
Admin.	General Administration	**ICSI-CCGRT**	ICSI-Centre for Corporate Governance Research & Training
Prtg	Printing	**NIRO**	Northern India Regional Office
HR	Human Resource	**EIRO**	Eastern India Regional Office
CC & IA	Corporate Communication and International Affairs	**WIRO**	Western India Regional Office
SS	Student Services	**SIRO**	Southern India Regional Office
GR	Grievance Redressal	**COE**	Centre of Excellence
OC	Oral Coaching and Online Classes Cell	**IIP**	Institute of Insolvency Professionals
CA	Career Awareness Cell	**RVO**	Registered Valuers Organisation

S.NO	**NAME OF EMPLOYEE DESIGNATION-WISE**	**DIRECTORATE**	**PLACE OF POSTING**	**BASIC PAY (Rs.)**
SECRETARY				
1.	CS ASISH MOHAN	Secretariat	Delhi/Noida	225000
JOINT SECRETARY(SG) [Level 14 (144200-218200)]				
2.	ANKUR YADAV	Membership, CSBF & Co-ordination	Noida	218200
3.	ALKA KAPOOR	Academics (including E-Academic Cell and Printing Cell)	Noida	188200
4.	SARAH AROKIASWAMY	HR (including RTI Cell)	Delhi	182700
JOINT SECRETARY [Level 14 (144200-218200)]				
5.	SANJAY PANDEY (Dr.)	Exams	Noida	172200
6.	ASHOK KUMAR DIXIT	Discipline (Including Internal Audit Cell)	Noida	177400
7.	SANJAY KUMAR NAGAR	ICSI-CCGRT & PRP	Delhi	177400
8.	ASHVINI KUMAR SRIVASTAVA	SS, GR, OC & CA	Noida	148500
DIRECTOR [Level 13 (123100-215900)]				

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
9.	BHUBANANANDA PRADHAN	IBM & Admin	Delhi	151400
10.	ASIT KUMAR RATH	IT	Delhi	147000
11.	SONIA BAIJAL	NIRO	Delhi	147000
12.	RAJESH KUMAR AGRAWAL(Dr.)	WIRO	Mumbai	142700
13.	S K JENA (Dr.)	Training (including Placement Cell)	Noida	142700
14.	NIKHAT KHAN (Dr.)	IT	Noida	142700
15.	PREETI KAUSHIK BANERJEE	CC & IA	Delhi	138500
16.	PRASANT SARANGI (Dr.)	RVO / PFP	Noida	134500
17.	AMIT KUMAR GHOSAL	Purchase and Stores	Noida	134500
18.	SHREE PRAKASH	F&A	Noida	126800
19.	SAIDUTTA MISHRA	Law	Noida	123100
20.	SANTOSH KUMAR SHARMA	Exams	Noida	123100
21.	PRABIR SARKAR	IT	Noida	123100
JOINT DIRECTOR [Level 12 (78800-209200)]				
22.	ARCHANA KAUL	Exams	Noida	105900
23.	RAHUL CHANDRA (Dr.)	E-Academic Cell	Noida	91400
24.	RAKESH GOYAL	Training	Noida	102800
25.	BANU DANDONA	B,PMQ & CC	Delhi	102800
26.	SURYA NARAYAN MISHRA	RVO	Delhi	105900
27.	ARTI J SHAILENDAR	CA	Noida	94100
28.	KAILASH CHANDER KAUSHIK	ICSI-CCGRT & PRP	Navi Mumbai	99800
29.	DVNS SARMA	SIRO	Chennai	94100
30.	SAURABH JAIN	Academics	Noida	94100
31.	LAKSHMI ARUN	Academics	Noida	94100
32.	ALKA ARORA	PFP	Delhi	91400
33.	NITIN JAIN	Prtg	Noida	86100
34.	SUBHASHIS BAGCHI	Membership	Noida	81200
35.	GALIPELLY HANUMANTHARAO RAMANA	Exams	Noida	78800
36.	TAPASH BHATTACHARJEE	F&A	Noida	81200
37.	PREMJITH S	Secretariat	Delhi	78800
38.	SAJEEVAN P	HR	Delhi	78800
DEPUTY DIRECTOR [Level 11 (67700-208700)]				
39.	ACHLA KULSHRESHTHA	Prtg	Noida	88400
40.	CHITRA ANANTHARAMAN	SIRO	Chennai	88400
41.	RITA ASWANI	Exams	Noida	83300
42.	RITESH KUMAR	Placement Cell	Noida	76200
43.	ANAMIKA CHAUDHARY	PFP	Delhi	76200
44.	SAPNA MALHOTRA (Dr.)	COE	Hyderabad	76200
45.	AJAY SHARMA	Exams	Noida	76200
46.	DEEPA KHATRI	PFP	Delhi	83300
47.	ANITA GUPTA	Academics	Noida	83300
48.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	76200
49.	SANJEEV KUMAR DOGRA	President's Office	Delhi	76200
50.	VIKASH KUMAR SRIVASTAVA	Discipline	Noida	80900
51.	CHENNA KESAVA CHEBROLU	SIRO	Chennai	85800

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
52.	DEVENDER KAPOOR	SS	Noida	85800
53.	GAURAV MEHTA	HR	Delhi	80900
54.	RITU CHAWLA	Discipline	Noida	76200
55.	GEETANJALI SINGH RATHORE	OC	Noida	76200
56.	TAPAS KUMAR ROY (Dr.)	EIRO	Kolkata	78500
57.	MANOJ KUMAR	PD	Delhi	76200
58.	ANITA MEHRA	Discipline	Noida	76200
59.	NIKHAT	F&A	Noida	76200
60.	JAGVINDER KAUR BEDI	PD	Delhi	83300
61.	NEETA SEHGAL	Purchase	Noida	83300
62.	GHULAM HAIDER	Exams	Noida	80900
63.	MANHAR MALHOTRA	Prtg.	Noida	78500
64.	R P BAJAJ	Exams	Noida	78500
65.	V SUBRAHMANYA SARMA	COE	Hyderabad	76200
66.	AKINCHAN BUDDHODEV SINHA (Dr.)	Academics	Noida	69700
67.	RAVISH SAMOTA	IT	Noida	67700
68.	RAJESH KUMAR GUPTA	NIRO	Delhi	74000
ASSISTANT DIRECTOR [Level 10 (56100-177500)]				
69.	ANIL R TALE	WIRO	Mumbai	71100
70.	MUKESH JINARA(Dr.)	Internal Audit	Noida	65000
71.	KALPESH KUMAR MEHTA	Academics	Noida	65000
72.	DEEPAK SAXENA	ICSI-CCGRT	Navi Mumbai	65000
73.	LAKHI KANTO GORAI	Internal Audit	Noida	65000
74.	SUNITA MEHAN	F&A	Noida	75400
75.	K P SASI	Secretariat	Delhi	73200
76.	VENKATA SUDHAKAR CHINTA	IT	Noida	71100
77.	CHITTARANJAN PAL	Academics	Noida	71100
78.	SANJEET KUMAR	CC & IA	Delhi	73200
79.	NIDHI MAIKHURI	Training	Noida	71100
80.	S SREEJESH	EIRO	Kolkata	69000
81.	GAUTAM MULLICK	EIRO	Kolkata	71100
82.	RANJANA GUPTA	PFP	Delhi	75400
83.	SREEJITH P	Coimbatore Chapter	Coimbatore	69000
84.	GAURAV TANDON	Law	Noida	69000
85.	SHRUTI GUPTA	Training	Noida	73200
86.	KHUSBU MOHANTY	PFP	Delhi	67000
87.	DISHA KANT	PD	Delhi	65000
88.	HEMA BABBAR	F&A	Noida	61300
89.	GUNJAN SEHGAL	Placement Cell	Noida	63100
90.	SARIKA VERMA	Academics	Noida	63100
91.	GOVIND KRISHNA AGARWAL	Academics	Noida	63100
92.	SONU NAHATA	CC & IA	Delhi	63100
93.	TAMAL KAR	EIRO	Kolkata	75400
94.	VANDANA MOHINDROO	Admin	Noida	71100
95.	ANIMESH SRIVASTAVA	Exams	Noida	67000
96.	LALIT KUMAR CHAUDHARY	F&A	Noida	65000
97.	KAVITA PRAMOD CHAVAN	Thane & Dombvli Chapter	Thane	65000
98.	A K PAHWA	Stores	Noida	67000
99.	AMIT KUMAR	NIRO	Delhi	65000

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
100.	DEEPAK AGARWAL	F&A	Noida	63100
101.	NAVEEN KUMAR BHAGERIA	WIRO	Mumbai	61300
102.	HIMANSHU AGARWAL	Internal Audit	Noida	61300
103.	DEEPAK KUMAR	NIRO	Delhi	61300
104.	CHANDRA PRAKASH	Discipline	Noida	71100
105.	LACHHMI BHATT	EIRO	Kolkata	73200
106.	RAKESH KUMAR	B,PMQ & CC	Delhi	65000
107.	GARIMA MEHROTRA	Pune Chapter	Pune	63100
108.	KETAN KALYANBHAI BHALGAMIYA	ICSI-CCGRT	Navi Mumbai	65000
109.	NOOR SUMAYYA	Bengaluru Chapter	Bengaluru	65000
110.	MAHESH AIRAN	Academics	Noida	65000
111.	SONU LAKHANI	CC & IA	Delhi	65000
112.	PRIYANKA SINGH	Training	Noida	65000
113.	SAKSHI SANTOSH KADAM	WIRO	Mumbai	61300
114.	PRAVIN GUPTA	Indore Chapter	Indore	63100
115.	SATISH KUMAR	Discipline	Noida	63100
116.	MEENA KHURANA	Council Affairs	Delhi	59500
117.	VIDHYA GANESH	Membership	Noida	59500
118.	SHANDILYA SAROJ	F&A	Noida	65000
119.	RAJEEV MISHRA	Purchase	Noida	59500
120.	SMITA SUBIN	Kochi Chapter	Kochi	59500
121.	BEENA	HR	Noida	57800
122.	ARCHANA SETHI	SS	Noida	57800
123.	SAURABH BANSAL	Membership	Noida	61300
124.	POOJA RAHI	PFP	Delhi	61300
125.	DHEERAJ GUPTA	B,PMQ & CC	Delhi	59500
126.	ANUJ KUMAR GUPTA	HR	Delhi	65000
127.	SHASHI DHAR SHARMA	Exams	Noida	63100
128.	SUMAN IYER	Faridabad Chapter	Faridabad	57800
129.	RAJESH KUMAR SHARMA	Noida Chapter	Noida	57800
RESEARCH ASSOCIATE [Level 10 (56100-177500)]				
130.	BHOLE SHANKAR SIKHWAL (Dr.)	CCGRT	Navi Mumbai	63100
131.	NILESH NEELMANI(Dr.)	E-Academic Cell	Noida	63100
EXECUTIVE (ACADEMICS) [Level 8 (47600-151100)]				
132.	AKANSHA GUPTA	Academics	Noida	58600
133.	KUSHAL KUMAR	Academics	Noida	58600
EXECUTIVE (ADMIN) [Level 8 (47600-151100)]				
134.	LAXMAN DEV	CA	Noida	68000
135.	RAJIV RANJAN	CA	Noida	66000
136.	MOHAMMAD ASLAM	SS	Noida	55200
137.	HARVINDER KAUR	Exams	Noida	55200
138.	NEELAM WADHWA	Purchase	Noida	56900
139.	MANISH AGARWAL	NIRO	Delhi	55200
140.	B C PAPNEY	F&A	Noida	55200
141.	KABIR CHATTOPADHYAY	Prtg	Noida	55200

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
142.	V SRINIVAS	Hyderabad Chapter	Hyderabad	55200
143.	ALOK KUMAR	EIRO	Kolkata	53600
144.	HIMANSHU SHARMA	NIRO	Delhi	53600
145.	P R V SIVARAMAKRISHNA	Visakhapatnam Chapter	Visakhapatnam	53600
146.	KAMAL GURURANI	Exams	Noida	53600
147.	VANITHA DHANESH	Membership	Noida	53600
148.	RAJBIR SINGH BHANDARI	OC	Noida	53600
149.	RAJESHWAR SINGH	Admin	Delhi	53600
150.	KUMAR NAVANIT	Law	Delhi	53600
151.	RASBIHARI NATH TIWARI	Discipline	Noida	52000
152.	CHANDNI GARG	Internal Audit	Noida	52000
153.	NAVNEET KAUR	Internal Audit	Noida	52000
154.	AMIT KUMAR NAGAR	Ahmedabad Chapter	Ahmedabad	50500
155.	U C MISHRA	Bhubaneswar Chapter	Bhubaneswar	50500
156.	G RAMESHA	SIRO	Chennai	52000
157.	CHELLIAH MURUGAN	SIRO	Chennai	49000
158.	N VENUGOPAL	Bengaluru Chapter	Bengaluru	49000
159.	MAKKHAN LAL RAIGER	Ajmer Chapter	Ajmer	47600
160.	P S EMMANUEL	Navi Mumbai Chapter	Navi Mumbai	47600
161.	G C JOSHI	SS	Noida	47600
162.	ANJU GUPTA	Training	Noida	47600
163.	RITU DUA	Placement & Library	Delhi	47600
164.	VADALI SESHAM RAJU	COE	Hyderabad	47600
SENIOR PROGRAMMER [Level 8 (47600-151100)]				
165.	BIRENDER KUMAR	Admin	Delhi	55200
166.	GAURAV BANSAL	IT	Noida	53600
167.	PRAVEEN KUMAR	IT	Noida	52000
168.	SANTOSH KUMAR JHA	IT	Noida	52000
169.	MANI SHANKAR TIWARI	Exams	Noida	50500
170.	ASHISH JAIN	IT	Noida	49000
ASSISTANT ENGINEER (CONSTRUCTION) [Level 8 (47600-151100)]				
171.	ABHISHEK RAJ	IBM	Delhi	53600
SENIOR EXECUTIVE ASSISTANT [Level 6 (35400- 112400)]				
172.	RAJNI SHARMA	NIRO	Delhi	50500
173.	KUNWAR LAL KUSHWAHA	Kanpur Chapter	Kanpur	42300
174.	PARINITA	Membership	Noida	43600
175.	MONIKA JOSHI	Training	Noida	41100
176.	TRUPTI NAYAK	Training	Noida	41100
177.	SIYA RAM	SS	Noida	39900
178.	PRIYANKA DAS	SIRO	Chennai	60400
179.	RAM DHANKA	Law	Delhi	36500
180.	VISHAL BHASIN	RTI Cell	Delhi	36500
181.	PRAFULLA KUMAR DASH	Raipur Chapter	Raipur	36500

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
182.	JITENDRA KUMAR	Membership	Noida	36500
183.	NARSINGARAJU GANDLA	SIRO	Chennai	36500
184.	SANKARA RAO BADI	Mangaluru Chapter	Mangaluru	36500
185.	SREEKANTH GADDAM	Hyderabad Chapter	Hyderabad	36500
186.	ARITRA KARMAKAR	Hooghly Chapter	Hooghly	36500
187.	YALLA MAHA VISHNUVU	SIRO	Chennai	36500
188.	GANESH DATT SHARMA	Exams	Noida	36500
189.	POOJA SHARMA	CC & IA	Delhi	36500
190.	MEENA BISHT	Membership	Noida	36500
191.	RUKMANI NAG	EIRO	Kolkata	36500
192.	UMA BANIK JOARDER	EIRO	Kolkata	36500
193.	SHALINI	SS	Noida	36500
194.	NAVEEN KUMAR	B, PMQ & CC	Noida	36500
195.	MADHU MITTAL	F&A	Noida	41100
196.	SANDEEP KUMAR PARAS	Exams	Noida	35400
197.	SUNDAR SWAMY S	Salem Chapter	Salem	35400
198.	N DHANABAL	Mysuru Chapter	Mysuru	35400
199.	RAMKIRAN MUKHERJEE	IBM	Delhi	35400
200.	NISHI KANT	HR	Noida	35400
201.	AMIT LIKHYANI	Gurugram Chapter	Gurugram	35400
202.	VINEET KISHORE SHARMA	PD	Delhi	35400
203.	VIMALA VALJI JOGADIA	WIRO	Mumbai	35400
204.	PURNENDU KUMAR	Exams	Noida	35400
205.	KARTAR CHAND	Admin.	Delhi	37600
PROGRAMMER [Level 6 (35400- 112400)]				
206.	POOJA JUYAL	IT	Noida	37600
EXECUTIVE ASSISTANT [Level 4 (25500-81100)]				
207.	KARUNA SHARMA	Training	Noida	31400
208.	MINAKETAN SARANGI	Bhubaneswar Chapter	Bhubaneswar	34300
209.	PADMARAJAN E	Kozhikode Chapter	Kozhikode	31400
210.	NIRMALA DEVI	IBM	Delhi	31400
211.	PRAMOD KEOT	WIRO	Mumbai	31400
212.	MANISH KUMAR	Jalandhar Chapter	Jalandhar	31400
213.	RAJU KUMAR	Kota Chapter	Kota	31400
214.	GOVIND KUMAR TIWARI	Dhanbad Chapter	Dhanbad	31400
215.	RISHI PRAKASH SINGH	Jammu Chapter	Jammu	31400
216.	DHARAVATHU RAMPRASAD	Amaravati Chapter	Amaravati	31400
217.	RAHUL	NIRO	Delhi	31400
218.	ANITA BHANDARI	Dehradun Chapter	Dehradun	31400
219.	RATNESH KUMAR	Surat Chapter	Surat	31400
220.	ROBY JOSEPH	Pallakad Chapter	Pallakad	31400
221.	MRINAL MADHUR	Gorakhpur Chapter	Gorakhpur	31400
222.	AJAY N SAMBYAL	Exams	Noida	31400
223.	GEETA	Training	Noida	31400

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
224.	DAISY JHUMAN	Stores	Noida	30500
225.	SANDIP BANSI BHINGARDIVE	Belagavi Chapter	Belagavi	31400
226.	CHANDRA NATH KUNDU	Rajkot Chapter	Rajkot	31400
227.	SALIM AHMED	Meerut Chapter	Meerut	31400
228.	VINOD KUMAR S V	Thiruvananthapuram Chapter	Thiruvananthapuram	31400
229.	RAJ KUMAR RAI	Jaipur Chapter	Jaipur	31400
230.	ANKITA BALDWA	Indore Chapter	Indore	31400
231.	UPENDRA KUMAR BISWAL	Patiala Chapter	Patiala	31400
232.	KAMAL KUMAR SONI	Ludhiana Chapter	Ludhiana	31400
233.	JYOTI BAHL	HR	Noida	30500
234.	SANJAY JAKHMOLA	Karnal Chapter	Karnal	30500
235.	RAJEEV RANJAN JHA	Bhilwara Chapter	Bhilwara	30500
236.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	30500
237.	VINAY KUMAR	Ghaziabad Chapter	Ghaziabad	30500
238.	RAVI KRISHNA SRIVASTAVA	Lucknow Chapter	Lucknow	30500
239.	SANDEEP KUMAR RAPRA	Agra Chapter	Agra	30500
240.	SUBHASH BAPPI SINHA	Aurangabad Chapter	Aurangabad	30500
241.	GOUTAM KARMAKAR	Patna Chapter	Patna	30500
242.	AMIT KUMAR	Nashik Chapter	Nashik	30500
243.	CHANDAN KUMAR CHANDRA	Shimla Chapter	Shimla	30500
244.	ARCHANA KAMALAKAR SAWANT	WIRO	Mumbai	30500
245.	S M SHEDGE	Thane Chapter	Thane	39800
246.	HARPREET SINGH WALIA	Exams	Noida	29600
247.	BHAVNA NARESH RAKTE	WIRO	Mumbai	29600
248.	CHITIJ	Council Affairs	Delhi	29600
249.	BHUWAN CHANDRA JOSHI	Exams	Noida	29600
250.	NIRANJAN SARKAR	SS	Noida	28700
251.	USHA DAYANAND SONAVANE	ICSI-CCGRT	Navi Mumbai	28700
252.	MANORAMA MAHESH RAUTELA	Thane Chapter	Thane	27900
253.	NEERU PANDEY	Membership	Noida	27900
254.	T RAJA	Madurai Chapter	Madurai	27900
255.	SURENDER SINGH RANA	Discipline	Noida	27100
256.	MOHD. AABID	Membership	Noida	27100
257.	DINESH KUMAR DANGI	F&A	Noida	27100
258.	VIKAS BAIJAL	F&A	Noida	27100
259.	JOGINDER SINGH	NIRO	Delhi	27100
260.	ANKUR AGGARWAL	SS	Noida	26300
261.	VINNY MEHTA	SS	Noida	26300
262.	K T PUTTARAJU	Bengaluru Chapter	Bengaluru	35300
263.	ASHISH KUMAR TIWARI	Varanasi Chapter	Varanasi	27100
264.	SHIKHA MITTAL	Chandigarh Chapter	Chandigarh	27100
265.	RAVIKANT	SS	Noida	26300
266.	SREEKUMAR T.S	Kochi Chapter	Kochi	25500
267.	GIRISH GANPAT KAMBLE	Pune Chapter	Pune	25500
268.	AMIT DALAL	Co-ordination	Noida	26300
269.	SUMANTA DUTTA	EIRO	Kolkata	25500
270.	SUDIPTA DUTTA	Siliguri Chapter	Siliguri	25500

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
JUNIOR PROGRAMMER [Level 4 (25500-81100)]				
271.	SURENDRA SINGH	Exams	Noida	29600
272.	HRISIKESH KUMAR	IT	Noida	28700
JUNIOR EXECUTIVE ASSISTANT [Level 2 (19900-63200)]				
273.	MUNESH BINDAL	OC	Noida	24500
274.	AMITA MALVIYA	Bhopal Chapter	Bhopal	23100
275.	AMIT KUMAR	Bareilly Chapter	Bareilly	23800
276.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	23800
277.	BHARATKUMAR B RATHOD	ICSI-CCGRT	Navi Mumbai	35000
278.	OM PRAKASH SAINI	Jaipur Chapter	Jaipur	33000
279.	SOUMYA S	Thrissur Chapter	Thrissur	23800
280.	AMITABH SHUKLA	Prayagraj Chapter	Prayagraj	23800
281.	BISWA MOHAN MALI	EIRO	Kolkata	35000
282.	MOHAMMED ISMAIL	COE	Hyderabad	34000
283.	J SANTHANA KRISHNAN	Exams	Noida	32000
284.	M N RAVIKUMAR	SIRO	Chennai	36100
285.	RAVI M PAGAR	WIRO	Mumbai	36100
286.	MUKESH OJHA	EIRO	Kolkata	30200
CHAUFFEUR [Level 2 (19900-63200)]				
287.	JAWAHAR SINGH	Admin.	Delhi	29300
DESK ASSISTANT [Level 2 (19900-63200)]				
288.	NEELAM PANWAR	SS	Noida	31100
JUNIOR ELECTRICIAN [Level 2 (19900-63200)]				
289.	AHMED SHER KHAN	Admin.	Noida	30200
CHAUFFEUR [Level 2 (19900-63200)]				
290.	KARYANAND KUMAR	Admin.	Delhi	19900
HOUSEKEEPER [Level 1 (18000-56900)]				
291.	DEVENDER KUMAR	NIRO	Delhi	30600
SENIOR OFFICE ASSISTANT [Level 1 (18000-56900)]				
292.	MAHESH KUMAR SWARNKAR	Bikaner Chapter	Bikaner	21500
293.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	21500
294.	ASHOK KUMAR AGARWAL	Stores	Noida	21500
295.	NAVEEN CHANDRA SINGH	Admin.	Noida	21500
296.	ARVIND KUMAR JHA	IBM	Delhi	21500

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
297.	SANJEEV KUMAR SHARMA	Bareilly Chapter	Bareilly	21500
298.	MANISH JAIN	Bhilwara Chapter	Bhilwara	21500
299.	VASANT H. KERKAR	Goa Chapter	Goa	21500
300.	CHANDRA MOHAN MEENA	Jaipur Chapter	Jaipur	21500
301.	MUNNALAL SOLANKI	Indore Chapter	Indore	21500
302.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	21500
303.	RANI RAIZADA	Amritsar Chapter	Amritsar	21500
304.	RAJASHREE PRASHANT LAMBE	Kolhapur Chapter	Kolhapur	21500
305.	ANISHA RANI SIKDAR	Pune Chapter	Pune	21500
306.	ANAND MISHRA	Ajmer Chapter	Ajmer	21500
307.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	21500
308.	TAPAS KUMAR MAZUMDAR	Jamshedpur Chapter	Jamshedpur	21500
309.	ANIL KUMAR UPADHYAY	Ghaziabad Chapter	Ghaziabad	21500
310.	KIRAN A LUDBE	ICSI-CCGRT	Navi Mumbai	21500
311.	SUDHAKAR SOMESHWAR AISALWARU	Nagpur Chapter	Nagpur	21500
312.	NIKITA YADAV	Indore Chapter	Indore	21500
313.	NITI SRIVASTAVA	Prtg	Noida	21500
314.	MEERA SHARMA	Training	Noida	21500
315.	ABHISHEK KUMAR	Admin.	Delhi	21500
316.	GANESH SINGH	Admin.	Delhi	21500
317.	KEDAR SINGH	Membership	Noida	21500
318.	YOGESH KUMAR	Training	Noida	21500
319.	RAHUL VERMA	Modinagar Chapter	Modinagar	21500
320.	SANJAY KUMAR	Purchase	Noida	21500
321.	SANDHYA AUSTINE	Kochi Chapter	Kochi	21500
322.	ARVIND KUMAR	Faridabad Chapter	Faridabad	21500
323.	SHASHI BHUSHAN PRASAD	Ranchi Chapter	Ranchi	21500
324.	SANDHYA K. BHAPKAR	Thane Chapter	Thane	21500
325.	SHIV MOORTI TIWARI	Lucknow Chapter	Lucknow	21500
326.	B.GUNASEKARAN	SIRO	Chennai	21500
327.	ANUPREET VERMA	Admin	Delhi	21500
328.	RICHA JAIN	NIRO	Delhi	21500
329.	DEEPAK KUMAR GUPTA	Varanasi Chapter	Varanasi	21500
330.	MANOJ KUMAR	Patna Chapter	Patna	21500
331.	BIPIN KUMAR CHOUDHARY	EIRO	Kolkata	21500
332.	CHIRANJEEB SARMA ROY	Guwahati Chapter	Guwahati	21500
333.	K VIJAY KUMAR	Visakhapatnam Chapter	Visakhapatnam	21500
334.	KRUTIKA KRISHNA KARGUTKAR	Bhayandar Chapter	Bhayandar	21500
335.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	21500
336.	S.ASHOK	Coimbatore Chapter	Coimbatore	21500
337.	UMA DEVI GUPTA	Kanpur Chapter	Kanpur	21500
338.	SANTOSH SRIVASTAVA	Kanpur Chapter	Kanpur	21500
339.	KETKI KEDAR JOSHI	Dombivli Chapter	Dombivli	21500
340.	ARJUNSINH A SOLANKI	Vadodara Chapter	Vadodara	20900
341.	ASHOK KUMAR SHUKLA	Vadodara Chapter	Vadodara	20900

S.NO	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
OFFICE ASSISTANT [Level 1 (18000-56900)]				
342.	VINOD RAWAT	Academics	Noida	20900
343.	RAJIV KUMAR	PD and B,PMQ & CC	Delhi	20900
344.	PARWATI	Stores	Noida	20900
345.	HEMANTA DAS	Guwahati Chapter	Guwahati	20900
346.	SHIVAJI K SHINDE	ICSI-CCGRT	Navi Mumbai	20900
347.	DINESH RAJARAM KADAM	WIRO	Mumbai	20900
348.	HARISH KUMAR KHURANA	Gurugram Chapter	Gurugram	20900
349.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	20900
350.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	20900
351.	RAJNISH KUMAR SURYA	Council Affairs	Delhi	20900
352.	GANESH SINGH CHAUHAN	President's Office	Delhi	20900
353.	MAHIPAL SINGH KORANGA	Discipline	Noida	20900
354.	SHANKAR DUTT	NIRO	Delhi	20300
355.	DEVENDER SHAH	Training	Noida	20900
356.	RAM BAHADUR THAPA	Admin	Delhi	20900
357.	NAGARAJ K	Bengaluru Chapter	Bengaluru	20900
358.	DEEPAK V BHOSALE	Nagpur Chapter	Nagpur	20900
359.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	20900
360.	RAM LAKHAN	Kanpur Chapter	Kanpur	20900
361.	MANOJ KUMAR JUYAL	NIRO	Delhi	20900
362.	GOPI CHAND	Law	Noida	20900
363.	GAUTAM BARMAN	EIRO	Kolkata	20300
364.	RAVI KUMAR	Jaipur Chapter	Jaipur	20300

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 2021-22

PARTICULARS		**AMOUNT (Rs. In Lakh)**
1	ESTABLISHMENT (HQ & CCGRT ONLY)	3,751.03
2	EDUCATION AND TRAINING	2,515.71
3	EXAMINATIONS	2,326.00
4	PUBLICATIONS AND JOURNAL / BULLETINS	750.79
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	696.00
6	RESEARCH ACTIVITIES (CCGRT)	150.71
7	CENTRE OF EXCELLENCE - HYDERABAD	69.78
8	REGIONAL COUNCIL & OTHERS	1,568.37
9	OTHER ADMINISTRATIVE AND MAINTENANCE EXPENSES	2,936.21
10	DEPRECIATION (HQ ONLY)	618.64
11	CONTRIBUTIONS	1,682.00
	TOTAL	**17,065.24**

ITEM NO. (XII)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Does not have any subsidy programme.

ITEM NO. (XIII)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

Does not arise.

ITEM NO. (XIV)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

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

ITEM NO. (XV)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

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

ITEM NO. (XVI)

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

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

I Appellate Authority

1 Mr. Ankur Yadav
Joint Secretary (SG),
(Membership, CSBF & Coordination)
C-36, Sector 62 Noida -201301
Contact No. (0120) 4522012 (D)
E-mail : ankur.yadav@icsi.edu

II CPIO/ APIOs

1 Ms. Sarah Arokiaswamy — **CPIO (For the ICSI other than Examination Directorate)**
Joint Secretary (SG)
(Human Resource and RTI)
ICSI House, 22 Institutional Area
Lodi Road
New Delhi – 110003
Contact No. (011) 45341068 (D)
E-mail : sarah.arokiaswamy@icsi.edu

2 Mr. Santosh Kumar Sharma — **CPIO (For Examination Directorate of ICSI)**
Director
Examination Directorate of the ICSI
C -37, Sector 62
Noida - 201309
Contact No. (0120) 4522024 (D)
E-mail : S.Sharma@icsi.edu

3 Ms. Sonia Baijal — **APIO (For NIRC of the ICSI)**
Director, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110 005
Contact No. : (011) 49343002-06
E-mail : sonia.baijal@icsi.edu

4 Mr. Gautam Mullick — **APIO (For EIRC of the ICSI)**
Assistant Director, EIRC of the ICSI
ICSI-EIRC Building, 3-A,
Ahiripukur 1st Lane, Kolkata – 700019
Contact No. : (033) 22832973, 22816541-42
E-mail : gautam.mullick@icsi.edu

5 Ms. Sakshi Santosh Kadam — **APIO (For WIRC of the ICSI)**
Assistant Director, WIRC of the ICSI
13, Jolly Maker Chambers,
No. 2 (1st Floor), Nariman Point
Mumbai – 400 021

Contact No. : (022) 61307914, 22047604, 22047580
E-mail : sakshi.kadam@icsi.edu

5 Ms. Chitra Anantharaman — **APIO (For SIRC of the ICSI)**
Deputy Director, SIRC of the ICSI
ICSI-SIRC House, No. 9
Wheat Crofts Road, Nungambakkam
Chennai - 600 034
Contact No. : (044) 28279898,28222212
E-mail : chitra.anantharaman@icsi.edu

6 Mr. Deepak Saxena — **APIO (For ICSI-CCGRT)**
Assistant Director, ICSI-CCGRT,
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai – 400614
Contact No. : (022) 41021511, 27577814-16
E-mail : Deepak.Saxena@icsi.edu

III Transparency Officer

1 Ms. Alka Kapoor
Joint Secretary (SG)
Directorate of Academics
C- 36, Sector 62 Noida- 201301
Contact No. : (0120) 4082128 (D)
E-mail : Alka.Kapoor@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

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

Retention Schedule

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

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

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

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

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

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

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

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

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

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

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

[Performa for Certificate]

This is to certify that the following records of the …. (write the name of Directorate or Office) have been shredded and disposed off as per Institutes' Guidelines for retention and weeding out of records.
It is further certified that all classified/sensitive records have been transported and pulped under the supervision of Mr./Ms. _____, _____ (designation), (Employee Code No. _____).

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

DTE. OF ACADEMICS

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

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

DTE. OF ADMINISTRATION

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

DTE. OF CORPORTATE COMMUNICATION

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

DTE. OF EXAMINATION

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

DTE. OF FINANCE & ACCOUNTS

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

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

DTE. OF HUMAN RESOURCE

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

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

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

DTE. OF INFORMATION TECHNOLOGY

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

DTE. OF INFRASTRUCTURE

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

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

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

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

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

DTE. OF TRAINING

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

DTE. OF PLACEMENT

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

DTE. OF PROFESSIONAL DEVELOPMENT

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

DTE. OF PERSPECTIVE PLANNING

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

OFFICE OF CPIO

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

DTE. OF STUDENT SERVICES

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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
			same
14	Agenda and Minutes	B	from the date of meeting
15	Correspondence relating to transcripts	G	after issue of transcripts
16	Correspondence relating to Educational verification	G	after releasing of original documents
17	Unused Pass Certificates due to change of signing authority, Cancelled/ damaged/ misprinted pass certificates	G	from the date of change of signing authority
18	All India Competition/Conference related documents	E	from the date of competition
19	Files/ records containing various statistical reports/ guidelines/ policies and other important correspondence of the directorate.	F	From the date of creation of file/record

REGIONAL AND CHAPTER OFFICES

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

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

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
6	Accounts and Finance	I]Following Register/File/ Documents to be maintained: a) Assets Register-RO/CO b) Assets Register- ICSI c) Fixed Deposit Register d) Guidelines /important Communication Register e) Folder containing Electricity Card/ Property Tax Card/ Water and Sewerage Card f) Urban Land Tax File g) Profession Tax File h) Service Tax File i) TDS File j) Original copies of audited accounts k) Copies of printed annual reports l) AGM Attendance Register m) AGM Files	A	
		II] Following Register/File/ Documents to be maintained:	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

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

CCGRT / CENTRES OF EXCELLENCE

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

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

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		p) HQ Invoice File		

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.