



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



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

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

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

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

The Secretary is supported by the following heads of Directorates:

SECRETARIAT	CS ASISH MOHAN, SECRETARY
INFRASTRUCTURE AND BUILDINGS MAINTENANCE	SANJAY PANDEY (Dr.), JOINT SECRETARY (SG)
STUDENT SERVICES (INCLUDING GRIEVANCE REDRESSAL CELL / CAREER AWARENESS CELL / ORAL COACHING AND ONLINE CLASSES CELL)	SANJAY KUMAR NAGAR, JOINT SECRETARY
TRAINING	
INFORMATION TECHNOLOGY	ASIT KUMAR RATH, JOINT SECRETARY
DISCIPLINE	SONIA BAIJAL (MS.), JOINT SECRETARY
CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	PREETI KAUSHIK BANERJEE (MS.), JOINT SECRETARY
HUMAN RESOURCES	
MEMBERSHIP AND OSD SECRETARIAT	RAJESH KUMAR AGRAWAL (DR.), JOINT SECRETARY
CSBF	
PRINTING CELL	PRASANT SARANGI (DR.), DIRECTOR AND CEO (DESIGNATED) ICSI-IIP
ICSI -IIP	
FINANCE AND ACCOUNTS	SHREE PRAKASH, DIRECTOR
LAW	SAIDUTTA MISHRA, DIRECTOR
PURCHASE AND STORES	SANTOSH KUMAR SHARMA, DIRECTOR
PERSPECTIVE PLANNING & FINANCIAL SERVICES	BANU DANDONA (Ms.), DIRECTOR
FUTURISTIC RESEARCH	
RTI CELL	

BOARDS, PMQ AND CERTIFICATE COURSES	SAURABH JAIN, DIRECTOR
REGISTERED VALUERS ORGANISATION (RVO), ADR & ASB	
PLACEMENT CELL	
E-ACADEMIC	
ACADEMICS	LAKSHMI ARUN (MS.), DIRECTOR
PROFESSIONAL DEVELOPMENT	ALKA ARORA (MS.), DIRECTOR
CO-ORDINATION	
QRRT CELL	RAKESH GOYAL, JOINT DIRECTOR
EXAMINATION	GALIPELLY HANUMANTHARAO RAMANA, JOINT DIRECTOR
INTERNAL AUDIT	TAPASH BHATTACHARJEE, JOINT DIRECTOR
COUNCIL AFFAIRS	PREMJITH S, JOINT DIRECTOR
PRESIDENT'S OFFICE	SANJEEV KUMAR DOGRA, JOINT DIRECTOR
GENERAL ADMINISTRATION (LODI ROAD & NOIDA)	
SUSTAINABILITY & GOVERNANCE	ANAMIKA CHAUDHARY (MS.), JOINT DIRECTOR
CORPORATE LAW	DEEPA KHATRI (MS.), JOINT DIRECTOR
CCGRT - HYDERABAD	DVNS SARMA, DIRECTOR
CCGRT - KOLKATA	DR. S K JENA, DIRECTOR
CCGRT - MUMBAI	NIKHAT KHAN (Dr.), DIRECTOR
NORTHERN INDIA REGIONAL OFFICE (DELHI)	ASHVINI KUMAR SRIVASTAVA, JOINT SECRETARY
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	AMIT KUMAR GHOSAL, DIRECTOR
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	KAILASH CHANDER KAUSHIK, DIRECTOR
SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	ANKUR YADAV, JOINT SECRETARY (SG)

Composition of Council

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

Functions of the Council ¹

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

Functions of Institute ²

The functions of the Institute shall include -

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

IMPARTING EDUCATION BY UNIVERSITIES AND OTHER BODIES ³

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

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

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

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

Officers and Employees, Salary, Allowances etc. ⁴

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

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

Committees of the Council

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

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

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

2. Non-Standing Committees

1. Financial Services Committee
2. Corporate Laws and Governance Committee
3. Professional Development Committee
4. Training & Educational Facilities Committee
5. Practising Company Secretaries Committee
6. Information Technology Committee
7. Chapter Development & Coordination Committee
8. PMQ Course Committee
9. Placement Committee
10. ICSI-CCGRT Management Committee
11. Regulations & Elections Reforms Committee
12. International Affairs Committee
13. Professional Research & Publication Committee

3. Boards

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

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

President and Vice-President

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

Powers and duties of the President and Vice-President 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 Programme • 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	• Professional Development Committee (PDC) • Practising Company Secretaries (PCS) Committee • Guidelines regulating the PCS • Resolving queries of the PCS w.r.t Guidelines • National programmes - National Convention, National PCS Conference, National Women's Conference, PCS Day, GST Day, etc. • Joint programs/webinars with MCA, Industry Chambers, IICA, IOD, etc. • PCS Orientation Programme • UDIN and ECSIN • Study Circles • Webinars • Knowledge on Demand (KOD) • Third Party MOUs • Guidelines relating to Programmes, UDIN, ECSIN, Study Circles • Outreach Programmes for Member, Regulators, Industry Chambers, Universities, etc. • Approvals relating to programmes organised by RCs and Chapters
5.	Perspective Planning & Financial Services	• To provide inputs for various Committees of SEBI and IFSCA where ICSI is a member such as PMAC, ACLOD, IFSCA Standing Committee on Primary Markets etc. • To provide academic, research and secretarial support to the Financial

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		Services Committee and various Sub-group/ Task Forces as constituted from time to time. • Liasioning with various Ministries & Regulatory Bodies • To provide inputs for views and suggestions on Discussion/Consultation Papers/Reports issued by various Ministries & Regulatory Bodies • To prepare representations seeking new recognitions for Company Secretaries under various laws. • Preparation of various publication on various securities laws topic. • To organize webinars on various securities laws for capacity building of the members. • Scanning of websites of various ministries and regulators for preparation of updates and exploring new opportunities for Company Secretaries such as multi cooperative societies, FEMA, Banks. • Conducting Workshops /Training Programme for the Regulators on Companies Act, 2013 • ICSI INSTITUTE OF SOCIAL AUDITORS (ICSI ISA) a) Empanelment of Social Impact Assessors and Social Impact Assessors Entity b) Academic inputs and preparation of Weekly Mailer for Social Impact Assessors c) To provide inputs for Social Stock Exchange Advisory Committee of SEBI d) Organizing Webinar on the relevant Topic e) To provide academic, research and secretarial support to the Board of Directors of ICSI ISA f) Compliances of ICSI ISA
6.	Futuristic Research	• To engage in forward looking research with emphasis on identifying new area of services for Company Secretaries (CS) in India and abroad, across diverse domains (such as Maritime Laws, Commercial Courts, Digital Governance, AI Governance, etc.), considering the dynamic shifts in the business landscape. • To identify and actively participate, contribute, and mark presence of the Institute in pre-legislative process such as drafting concept papers, participation and contribution to High Level Committee / Task Force of Govt. • To determine strategies to equip CS professionals for the anticipated changes in various legislations and suggesting the blueprint for professional development. • To provide intellectual inputs in the areas of governance and sustainability and prepare the way forward in the global arena. • To provide academic, research and secretarial support to the ESG and Sustainability Board of ICSI • To suggest interface with Institutional Investors and Pension Funds. • To explore new areas such as Carbon Neutrality, Sustainable Development Goals and emerging issues in governance and suggest means and modes to develop interface with global organisations dealing in Business Responsibility and Sustainability Reporting (BRSR) and Integrated Reporting.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		- To analyse long-term trends in Global Governance. - To organize National Sustainability Conference. - To provide academic and strategic inputs for international initiatives of ICSI. - To organize Youth Board Meeting (YBM) Competition and undertake such other tasks as may be assigned by the Competent Authority. - Preparation of ESG Corner and Maritime Corner for Chartered Secretary Journal
7.	Sustainability & Governance	- Corporate Laws and Governance Committee (CLGC) - Convening and conducting meetings of the Committee - Secretarial Standards Board (SSB) - Convening and conducting meetings of the SSB - Updation and release of the following Secretarial Standards and Guidance Notes: - SS-3: Secretarial Standard on Dividend - Guidance Note on Meetings of the Board of Directors - Guidance Note on General Meetings - ICSI National Awards for Excellence in Corporate Governance - Convening and conducting meetings of the 5 different Expert Groups constituted for finalising the questionnaire of: - ICSI National Awards for Excellence in Corporate Governance - ICSI CSR Excellence Awards - ICSI Business Responsibility & Sustainability Awards - ICSI Best Secretarial Audit Report Award - ICSI Best PCS Firm Award - ICSI Lifetime Achievement Award for Translating Excellence in Corporate Governance into Reality - Evaluation of applications - Jury meeting - Awards Presentation Ceremony - Providing Gap Analysis post Awards ceremony - Publications - Corporate Governance: From Compliance to Excellence (Handbook on Best Practices) –Version 4.0 - Handbook on Business Responsibility and Sustainability –Version 3.0 - Failed resolutions due to negative voting - Best Board Practices - Goods and Services Tax (GST) - GST Newsletter - GST Corner - Panchayat Raj Day celebrations – PAN India - Other assignment as may be assigned from time to time by the competent authority.
8.	Corporate Law	- Maintenance and updation of 'E-book on Companies Act, 2013' - Prevention of Money Laundering (PMLA) related work - ICSI Board Mentorship Programme - EEE weekly webinar series - CPE Credit related activities - ICSI NCLT Practitioners' Association – section 8 company of ICSI

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• Institute of Governance Professionals of India (IGPI) – section 8 company of ICSI • MSME & Start-up related functions • Submission of ICSI views on Consultation paper/ draft rules/Representations before MCA/NCLT • MCA Coordination Committee • MOUs with MCA officers (CRC/C-Pace/CSC/CPC/IEPF) • Response to E-Mails from MCA • Working groups of MCA • Helplines for MCA-21 V3 • National Foundation on Corporate Governance • Expert Advisory Services of ICSI • Publications on contemporary topics • Corporate Laws and Governance Committee (related to Corporate Laws part)
9.	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 to time
10.	Professional Research	• 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.
11.	Training	Major Responsibilities and other Routine tasks assigned to the Directorate :-

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• Registration of companies, firms etc. for imparting training • Placement of trainees • Monitoring of quarterly reports • Evaluation of project 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.
12.	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
13.	Human Resources	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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• 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 • 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
14.	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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		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 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		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. 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 <i>of Data</i> - 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

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		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.
15.	Corporate Communication and International Affairs	Corporate Communication 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		• Advertisement Policy and its Execution - Budgeting and billing of Directorate
16.	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/HQrs ▪ 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. ▪ 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
17.	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
18.	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
19.	Co-Ordination	This Directorate is responsible for enhancing visibility and brand value of the profession of company secretaries. Its activities include :-

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ Facilitation and implementation of ICSI Chapter Management Guidelines. ▪ Coordination with CCGRTs and Regional Offices /Chapters ▪ Publishing the ICSI Directory ▪ Organising of ICSI Leadership Summit ▪ Compilation of Data for Best Chapters and Best Regional Council Awards ▪ Serve as the Secretariat for the Meetings of the Committee responsible for regulation, development and management of Chapter ▪ Facilitation and implementation of ICSI CCGRT Guidelines ▪ Serve as the Secretariat for the Meetings of Management Committee of CCGRTs ▪ Such other responsibilities as may be assigned from time to time
20.	Examination	This Directorate is responsible for conduct of examination and declaration of results. Its activities include :- ▪ 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
21.	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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		▪ 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 ▪ 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
22.	Internal Audit	This Directorate is responsible for the following : 1. Issuing Guidelines to the CCGRT, Regional Offices , Platinum, Diamond, Gold, Silver Grade chapters for conduct of Periodical Internal Audit as per ICSI Guidelines and follow up for submission of Internal Audit Reports. 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.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		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.
23.	Student Services (including Grievance Redressal Cell)	This Directorate is responsible for serving students from registration till enrolment. Its activities include: • CSEET • Executive Registration • National Scholarship Portal • Bonafide Certificate • Loan Application • Correction / updation of data of student's Name, DOB, Address, Mobile Number & Email Id • Student Month • Competitions i. All India Student Conference (Yuvotsav) ii. Process for All India Essay Writing Competition iii. Process for All India Debate Competition (earlier known as All India Elocution Competition) iv. Process for All India Moot Court Competition • Post registration services viz. admit card, study material etc- • Exam Services & Guidance • 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.
24.	Career Awareness Cell	• Career Awareness Programmes / Career Fairs / Mega CAP / Educational Fairs • Teacher's Conference • ICSI Gurushreshtha Awards • Olympiads • All India Constitution Day Quiz • All India Current Affairs & GK Quiz • Academic Collaboration • Signature Award Scheme • Study Centre
25.	Oral Coaching and Online Classes Cell	• Classroom Teaching Activities (CRT - Centralized Classes) • Post Registration & Enrollment • Debating Society • Miscellaneous Activities • Any matter incidental to or connected with the above

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
26.	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. ▪ 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 the ICSI 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;

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		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
27.	Membership	Major Responsibilities and other Routine tasks assigned to the Directorate ▪ Database of Members / COP Holders ▪ Admission/ Renewal /Cancellation /Restoration of Members and Licentiatees ▪ 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/ Licentiatees/ Firms and Offices / Certificate of Practice Holders ▪ Publication of Admission / Renewal/ Cancellation/ Restoration of Members/ Licentiatees /Cop holders/ CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis ▪ 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 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
28.	<u>Company Secretaries Benevolent Fund (CSBF)</u>	<u>Company Secretaries Benevolent Fund (CSBF)</u> ▪ 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.
29.	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 complaint 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.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		(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: - Board of Discipline - Disciplinary Committee - Council/ Executive Committee - High Level Committee - Core Group constituted by Council for finalising comments of ICSI on HLC Report. - 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		(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
30.	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. ▪ 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 ▪ 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
31.	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).

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		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
32.	QRRT Cell	This Quick Response & Resolution Team (QRRT) Cell is responsible for providing seamless resolution of stakeholders' queries related to the Institute. Its activities include:- 1. Provide a hassle-free solution to the Stakeholders queries and complaints. 2. Preparation of ICSI Service Charter 3. Yearly Updation of ICSI Service Charter 4. Handle Stakeholders' interfacing common email Ids a. Timely Acknowledgment of emails received at dss@icsi.edu; training@icsi.edu; store@icsi.edu; cpe@icsi.edu; member@icsi.edu; journal@icsi.edu; academics@icsi.edu. b. Assigned Unique Request ID for query / compliant received on above mentioned emails and send to the dealing officials for the faster resolution of the queries / complaints. c. Monitoring and escalation of the unresolved complaints to the concerned HoDs. 5. Handle ICSI Support (Phone) Desk

ITEM NO. (III)

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

1. Council

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

2. Meetings of the Council

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

3. Passing of resolution by circulation

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

4. Committees

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

Decision making process within the Institute:

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

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

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

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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

ITEM NO. (V)

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

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

ITEM NO. (VI)

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

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

ITEM NO. (VII)

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

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

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

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

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

ITEM NO. (VIII)

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

I. LIST OF COUNCIL

PRESIDENT

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

Tel : (O) 011-45341001

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

VICE PRESIDENT

CS Pawan G. Chandak
Council Member, The ICSI
KPRC & Associates
Off No. 1203-1205, Kumar Surabhi
Next To Laxminarayan Theatre,
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Tel : (O) 011-45341002

E-mail : vp@icsi.edu
: pawan.chandak@kprc.co.in

GOVERNMENT NOMINEES

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

ELECTED MEMBERS

CS Ashish Karodia
Council Member, The ICSI
Practicing Company Secretaries
208, Trade House, 14/3, South Tukoganj, Indore – 452001
E-mail : ashishkarodia@gmail.com

CS B Narasimhan
Council Member, The ICSI
B N & Associates
601/602 B Wing,
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: bn@bnassociates.in

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Insolvency Professional
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RMG & Associates,
Company Secretaries
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CS Manoj Kumar Purbey
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CS Mohan Kumar Aravamudhan
Council Member, The ICSI
Mohan Kumar & Associates
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CS NPS Chawla
Council Member, The ICSI
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CS Praveen Soni
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CS Rajesh Chhaganbhai Tarpara
Council Member, The ICSI
R.C. Tarpara & Associates
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CS Rupanjana De (Ms.)
Council Member, the ICSI
Rupanjana De & Co.
C/10, Baghajatin Park Housing
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E-mail : rupanjana.de@gmail.com
rupanjana.de@yahoo.com

CS Sandip Kumar Kejriwal
Council Member, the ICSI
#322, 3rd Floor, Martin Burn House,
1 R. N. Mukherjee Road,
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CS Suresh Pandey
Council Member, The ICSI
SPG & Associates
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New Delhi – 110008
E-mail : suresh@spgindia.co.in
cs.sureshpandey@gmail.com

CS Venkata Ramana R.
Council Member, The ICSI
RVR & Associates
Company Secretaries
1-10-18, Flat No. G1, 1st Floor,
Lakshmi Sri Park View Apartments,
Opp. Municipal Park, Ashok Nagar
Hyderabad - 500020
E-mail : cs.rvr2014@gmail.com

SECRETARY

CS Asish Mohan
Secretary, The ICSI
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110003
Tel : (011) 45341003
E-mail : secretary@icsi.edu

II COMPOSITION OF COMMITTEES

The List of Standing, Non-Standing Committees and Boards – 2025 is as under :-

	LIST OF STANDING AND NON-STANDING COMMITTEES FOR THE YEAR 2025		
	S. No.	Name	Position
1	Executive Committee		
	1	CS Dhananjay Shukla	Chairman
	2	CS Pawan G Chandak	Member
	3	Shri Inder Deep Singh Dhariwal	Member (Govt. Nominee)
	4	CS B Narasimhan	Member
	5	CS Manish Gupta	Member
	6	CS Chennur Dwarakanath	Member
	7	CS Sandip Kumar Kejriwal	Member
2	Finance Committee		
	1	CS Dhananjay Shukla	Chairman
	2	CS Pawan G Chandak	Member
	3	CS A Mohankumar	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS Praveen Soni	Member
	6	CS R Venkata Ramana	Member
	7	CS Rajesh C Tarpara	Member
3	Examination Committee		
	1	CS Dhananjay Shukla	Chairman
	2	CS Pawan G Chandak	Member
	3	CS B Narasimhan	Member
	4	CS Ashish Karodia	Member
	5	CS NPS Chawla	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member
4	Financial Services Committee		
	1	CS B Narasimhan	Chairman
	2	CS Ashish Karodia	Member
	3	CS Chennur Dwarakanath	Member
	4	CS Manoj Kumar Purbey	Member
	5	CS Rajesh C Tarpara	Member
	6	CS Rupanjana De	Member
	7	CS Suresh Pandey	Member

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

10	Chapter Development & Coordination Committee		
	1	CS Sandip Kumar Kejriwal	Chairman
	2	CS A Mohankumar	Member
	3	CS Ashish Karodia	Member
	4	CS Chennur Dwarakanath	Member
	5	CS NPS Chawla	Member
	6	CS R Venkata Ramana	Member
	7	CS Suresh Pandey	Member
11	PMQ Course Committee		
	1	CS Rajesh C Tarpara	Chairman
	2	CS A Mohankumar	Member
	3	CS Ashish Karodia	Member
	4	CS Chennur Dwarakanath	Member
	5	CS NPS Chawla	Member
	6	CS Praveen Soni	Member
	7	CS R Venkata Ramana	Member
12	Placement Committee		
	1	CS Suresh Pandey	Chairman
	2	CS A Mohankumar	Member
	3	CS Manoj Kumar Purbey	Member
	4	CS NPS Chawla	Member
	5	CS Praveen Soni	Member
	6	CS Rupanjana De	Member
	7	CS Sandip Kumar Kejriwal	Member
13	ICSI-CCGRT Management Committee		
	1	CS Dhananjay Shukla	Chairman
	2	CS Manish Gupta	Member
	3	CS Chennur Dwarakanath	Member
	4	CS Ashish Karodia	Member, Convenor (Mumbai)
	5	CS R Venkata Ramana	Member, Convenor (Hyderabad)
	6	CS Sandip Kumar Kejriwal	Member, Convenor (Kolkata)
14	Regulations & Elections Reforms Committee		
	1	CS Chennur Dwarakanath	Chairman
	2	CS Manish Gupta	Member
	3	CS Ashish Karodia	Member
	4	CS R Venkata Ramana	Member
	5	CS Rupanjana De	Member
	6	CS Sandip Kumar Kejriwal	Member
	7	CS Suresh Pandey	Member

15	International Affairs Committee		
	1	CS Rupanjana De	Chairman
	2	CS B Narasimhan	Member
	3	CS A Mohankumar	Member
	4	CS Ashish Karodia	Member
	5	CS Manoj Kumar Purbey	Member
	6	CS NPS Chawla	Member
	7	CS Sandip Kumar Kejriwal	Member
16	Professional Research and Publication Committee		
	1	CS R Venkata Ramana	Chairman
	2	CS B Narasimhan	Member
	3	CS Chennur Dwarakanath	Member
	4	CS NPS Chawla	Member
	5	CS Praveen Soni	Member
	6	CS Rajesh C Tarpara	Member
	7	CS Rupanjana De	Member

III COMPOSITION OF REGIONAL COUNCILS

EASTERN INDIA REGIONAL COUNCIL

ICSI CCGRT- KOLKATA

PLOT NO. IIA/35, PREMISES NO. 07-0394, KADAMPUKUR, ACTION AREA II
NEW TOWN, KOLKATA – 700135

Chairman	Vice-Chairman
ANUJ SARASWAT A Saraswat & Associates 17/1, Mukhram Kanoria Road Rampuriah Mansion, 2 nd Floor Howrah - 711101	BISHAL HARLALKA Bishal Harlalka & Associates 309, 3 rd Floor, AAC Commercial Complex S.J. Road, Athgaon Guwahati - 781001
Secretary	Treasurer
SATISH KUMAR Satish Kumar & Associates Office No. 603, 6 th Floor Samridhi Square, Kishoriganj Chowk Ranchi - 834001	SANTOSH KUMAR Santosh Kumar & Associates Company Secretaries House No. 13, LBS Marg North S K Puri, Patna - 800013
Members	Ex-Officio Members
(Dr.) MOHIT SHAW 38, Vivekananda Road Kolkata - 700007 SOUMYA SUJIT MISHRA C/o SSM Associates Plot No.784/2674, 3 rd Floor Jagamara, Khandagiri Bhubaneswar - 751030	RUPANJANA DE (MS.) Rupanjana De & Co. Unit 14B, 14 th Floor, Aurora Waterfront Plot 34/1, Block GN, Bidhannagar, Sector V Salt Lake City, West Bengal – 700091 SANDIP KUMAR KEJRIWAL #322, 3 rd Floor, Martin Burn House 1 R.N. Mukherjee Road Kolkata - 700001

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

Chairman	Vice-Chairman
HIMANSHU HARBOLA K-40, Second Floor, B.K. Dutt Colony Near Jor Bagh, New Delhi – 110003	SANTOSH PANDEY A-2/132, Rajouri Garden New Delhi - 110027
Secretary	Treasurer
AWANISH SRIVASTAVA Naks & Associates (Founder & Managing Partner) 22/111, West Patel Nagar New Delhi - 110008	RAHUL SHARMA Rahul S & Associates 3F-34, Trinita Mall, Swej Farm Shyam Nagar, Jaipur - 302019
Members	Ex-Officio Members
ADITYA RUNGTA Q-409, Sector-82, Vivek Vihar Noida – 201304	DHANANJAY SHUKLA Dhananjay Shukla & Associates House No. 23, Sector-30 Gurugram - 122001
ARJUN TYAGI Proprietor Arjun Tyagi & Co. SCO 1794, First Floor, Above Indian Bank Main Road, Hallomajra Chandigarh - 160002	MANISH GUPTA RMG & Associates Company Secretaries 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh New Delhi - 110005
DEVENDER SUHAG SMD & Co. C1-2767, LGF Sushant Lok-1, Sector 43 Near Golf Course Road Gurugram - 122104	MANOJ KUMAR PURBEY 202, 2 nd Floor, 4 & 5 Metro Complex Veer Savarkar Block, Shakarpur Delhi - 110092
JATIN SINGAL Proprietor Jatin Singal & Associates # 511, 5 th Floor, Ludhiana Stock Exchange Building, Feroze Gandhi Market Ludhiana - 141001	NPS CHAWLA Aekom Legal (Co-Founder & Joint Managing Partner) G-29 (LGF), Lajpat Nagar – III South East Delhi New Delhi - 110024
MANPREET SINGH Singh M & Co. Company Secretaries A-44/A, First Floor, Sector 16 Behind Mc. Donalds, Noida - 201301	SURESH PANDEY 1005, 10 th Floor, Hemkunt House 6, Rajendra Place, New Delhi - 110008

PREETI GROVER (MS.) Proprietor PG & Associates E-50, Panchsheel Park New Delhi - 110017 SHIKHAR GOEL Managing Partner Juris Professionals 214, Durga Chambers DB Gupta Road, Karol Bagh New Delhi - 110005 SURYA KANT GUPTA Proprietor Surya Gupta and Associates Chamber No. 11, Saraswati Bhawan Basement, 1/4 Lalita Park, Laxmi Nagar Delhi - 110092	
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SOUTHERN INDIA REGIONAL COUNCIL
ICSI-SIRC HOUSE
NO. 9, WHEAT CROFTS ROAD, NUNGAMBAKKAM
CHENNAI - 600034

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

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

Chairman	Vice-Chairman
HRISHIKESH WAGH Designated Partner, KANJ & Co. LLP Company Secretaries 3-4 Aishwarya Sankul, Survey no. 17 G. A. Kulkarni Path, Opp. Joshi Railway Museum, Kothrud, Pune - 411038	ANURAG GANGRADE C/o Shreeyam Power and Steel Industries Limited Ground Floor, Shree Mahadeo House Opposite Blue Dart Courier South Tukoganj, Indore - 452001
Secretary	Treasurer
YOGESH CHOUDHARY Yogesh Choudhary & Associates Office 10, Second Floor, S V Road Chhabariya Apartment, Opp. MTNL Kandivali West, Mumbai Suburban Mumbai - 400067	SANJAY UTTAMRAO PATARE Founder Sanjay Patare & Associates Office No.1, Ground Floor Omkar Apartment, Sr. No. 33 Opposite Barbeque Nation Sinhgad Road, Manikbaug, Pune - 411051
Members	Ex-Officio Members
ABHISHEK PRAKASHCHAND CHHAJED Designated Partner and Promoter SCS & Co. LLP, Abhishek Chhajed and Associates B/1115, Sun Westbank Opp. City Gold Cinema, Ashram Road Ahmedabad - 380009 AMRITA DC NAUTIYAL (MS.) Proprietor Amrita Nautiyal & Associates 1, Bina Shopping Centre, M. V. Road Andheri (East), Mumbai - 400069 BHAVESHKUMAR RAWAL Proprietor, B Rawal & Co. Company Secretaries 306, 3rd Floor, Sankalp, Chowki Street Nanpura, Surat - 395001 DEEPTI ANIRUDDHA JOSHI (MS.) Partner, Deepti Joshi and Associates Company Secretaries Plot No. 104, Ramnagar Nagpur - 440033	ASHISH KARODIA Practicing Company Secretaries 208, Trade House, 14/3, South Tukoganj Indore - 452001 BALASUBRAMANIAN NARASIMHAN B N & Associates 601/602 B Wing Cosmic Heights, Bhakti Park Near Imax Theatre, Wadala East Mumbai - 400037 PAWAN G. CHANDAK KPRC & Associates Off No. A 1203-1205, Kumar Surabhi Next to Laxminarayan Theatre Satara Road, Pune - 411048 PRAVEEN SONI Office No. 261, Second Floor V Mall, Thakur Complex, Kandivali East Mumbai - 400101

MEHUL GANESH RAJPUT Vice-President Unit No. 650, Signature Building, 6th Floor Block No.13B, Zone 1, GIFT SEZ Gandhinagar - 382355 SAGAR VIVEK KULKARNI Proprietor S.V. Kulkarni and Associates Flat No.-02, Ground Floor Urvashi Apartment, Shrirang Chowk Near Lotus Hospital, Off. Vidya Circle Gangapur Road, Nashik – 422003 SNEHAL CHANDRAKANT SHAH Proprietor Snehal Shah & Associates 501, Shreeji Arcade Premises Junction of S. V. Road & M. G. Road Kandivali (West), Mumbai - 400067 YARRA CHANDRA RAO Godawari Power and Ispat Limited Plot No.428/2, Phase- 1 Industrial Area, Siltara Raipur - 492001	RAJESH TARPARA R.C. Tarpara & Associates A-507, Shilp Corporate Park B/H: Rajpath Club Rajpath Rangoli Road, S.G. Highway Ahmedabad - 380054
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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	DESIGNATION	DIRECT NO.
PRESIDENT'S OFFICE & DIRECTORATE OF GENERAL ADMINISTRATION (HQ, DELHI & NOIDA)		
Sanjeev Kumar Dogra	Joint Director	(011) 45341004
SECRETARY'S OFFICE		
CS Asish Mohan	Secretary	(011) 45341003
K P Sasi	Deputy Director	45341006
COUNCIL AFFAIRS		
Premjith S	Joint Director	(011) 45341046
Meena Khurana (Ms.)	Assistant Director	45341031
Ankita Mathew (Ms.)	Executive (Academics)	45341059
DIRECTORATE OF PROFESSIONAL DEVELOPMENT and CO-ORDINATION		
Alka Arora (Ms.)	Director	(011) 45341086
PROFESSIONAL DEVELOPMENT		
Manoj Kumar	Deputy Director	(011) 45341099
Disha Kant (Ms.)	Deputy Director	45341081
Kanika (Ms.) / Nikita Dutta (Ms.)	Executive (Academics)	45341080
CO-ORDINATION		
Anita Gupta (Ms.)	Deputy Director	(011) 45341027
Beena (Ms.)	Assistant Director	45341027
Himanshu Sharma	Assistant Director	45341037
DIRECTORATE OF PERSPECTIVE PLANNING & FINANCIAL SERVICES and FUTURISTIC RESEARCH / RTI CELL		
Banu Dandona (Ms.)	Director and CPIO (RTI Cell)	(011) 45341030
PERSPECTIVE PLANNING & FINANCIAL SERVICES		
Khusbu Mohanty (Ms.)	Deputy Director	(011) 45341082
Muskan (Ms.)	Executive (Academics)	45341040
FUTURISTIC RESEARCH		
Rakesh Kumar	Deputy Director	(011) 45341097
Sukhmeet Suri (Ms.)	Executive (Academics)	45341097
Alex V S	Executive (Academics)	45341070
DIRECTORATE OF SUSTAINABILITY & GOVERNANCE		
Anamika Chaudhary (Ms.)	Joint Director	(011) 45341066
Richa Gupta (Ms.)	Executive (Academics)	45341039

NAME	DESIGNATION	DIRECT NO.
DIRECTORATE OF CORPORATE LAW		
Deepa Khatri (Ms.)	Joint Director	(011) 45341038
Pooja Rahi (Ms.)	Assistant Director	45341070
DIRECTORATE OF LAW		
Saidutta Mishra	Director	(011) 45341019
Gaurav Tandon	Deputy Director	45341024
Kumar Navanit	Assistant Director	45341029
Ram Dhanka	Executive (Admin.)	45341051
DIRECTORATE OF CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS / HUMAN RESOURCES		
Preeti Kaushik Banerjee (Ms.)	Joint Secretary	(011) 45341022
CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS		
Sanjeet Kumar	Deputy Director	(011) 45341088
Sonu Nahata (Ms.)	Deputy Director	(011) 45341064
Sonu Lakhani	Deputy Director	(011) 45341065
Pooja Sharma	Executive (Admin.)	(011) 45341087
HUMAN RESOURCES		
Sajeevan P	Joint Director	(011) 45341071
Nidhi Maikhuri (Ms.)	Deputy Director	(0120) 4082126
Anuj Kumar Gupta	Assistant Director	(011) 45341036
Ritu Dua (Ms.)	Executive (Admin) – Reception HQ, Delhi	(011) 45341020
Vishal Bhasin	Executive (Admin.)	(011) 45341092
DIRECTORATE OF GENERAL ADMINISTRATION (DELHI)		
Birender Kumar	Assistant Director	(011) 45341057
DIRECTORATE OF GENERAL ADMINISTRATION (NOIDA)		
Rajeshwar Singh	Executive (Admin)	(0120) 4082194
DIRECTORATE OF FINANCE & ACCOUNTS		
Shree Prakash	Director	(011) 45341015
Deepak Agarwal	Deputy Director (F&A)	45341083
Sunita Mehan (Ms.)	Deputy Director	45341047
Hema Babbar (Ms.)	Deputy Director	45341091
Shandilya Saroj	Assistant Director	45341049
Suman Iyer (Ms.)	Assistant Director	45341048
B C Papney	Assistant Director	45341053
Akash Goel	Executive (F&A)	45341054
DIRECTORATE OF INTERNAL AUDIT		

NAME	DESIGNATION	DIRECT NO.
Tapash Bhattacharjee	Joint Director	(011) 45341035
Himanshu Agrawal	Assistant Director	45341077
Amit Kumar	Assistant Director	45341078
Deepak Kumar	Assistant Director	45341032
Navneet Kaur (Ms.)	Assistant Director	45341078
DIRECTORATE OF EXAMINATION		
Galipelly Hanumantharao Ramana	Joint Director	(0120) 4522011
Poonam Shukla (Ms.)	Deputy Director	4522025
Nikhat (Ms.)	Deputy Director	4522023
Rajesh Kumar Gupta	Deputy Director	4522022
Ajay Kumar Pahwa	Assistant Director	4522021
Rajeev Mishra	Assistant Director	4082239
Shashi Dhar Sharma	Assistant Director	4522030
Rajesh Kumar Sharma	Assistant Director	4082139
Mani Shankar Tiwari	Assistant Director	4522032
Siya Ram	Executive (Admin.)	4522032
Ganesh Dutt Sharma	Executive (Admin.)	4082238
DIRECTORATE OF DISCIPLINE		
Sonia Baijal (Ms.)	Joint Secretary	(0120) 4082103
Vikash Kumar Srivastava	Joint Director	4082165
Ritu Chawla (Ms.)	Deputy Director	4522054
Anita Mehra (Ms.)	Deputy Director	4522086
Rasbihari Nath Tiwari	Assistant Director	4522040
Ketan Kalyanbhai Bhargamiya	Assistant Director	4522048
DIRECTORATE OF ACADEMICS		
Lakshmi Arun (Ms.)	Director	(0120) 4082127
Akinchan Buddhodev Sinha	Deputy Director	4082141
Chittaranjan Pal	Deputy Director	4082167
Sarika Verma (Ms.)	Deputy Director	4082169
Govind Krishna Agarwal	Deputy Director	4082171
Mahesh Airan	Assistant Director	4082138
Kushal Kumar	Assistant Director	4082116
Puneeta Ahuja (Ms.)	Executive (Academics)	4082257
Bharati Lohchab (Ms.)	Executive (Academics)	4522013
ICSI - IIP & PRINTING CELL		
Dr. Prasant Sarangi	Director (Research) & CEO (Designate) ICSI IIP	(0120) 4082185
PRINTING CELL		

NAME	DESIGNATION	DIRECT NO.
Arti J Shailendar (Ms)	Joint Director	--
Dr. Sapna Malhotra (Ms.)	Deputy Director	(0120) 4082123
Manhar Malhotra	Deputy Director	(0120) 4082129
Chandni Garg (Ms)	Assistant Director	(0120) 4082105
DIRECTORATE OF MEMBERSHIP / OSD SECRETARIAT / CSBF		
Dr. Rajesh Kumar Agarwal	Joint Secretary	(0120) 4082106
DIRECTORATE OF MEMBERSHIP		
Chenna Kesava Chebrolu	Deputy Director	(0120) 4082175
Vidhya Ganesh (Ms.)	Assistant Director	(0120) 4082133
Vanitha Dhanesh (Ms.)	Assistant Director	(0120) 4082136
Parinita (Ms.)	Executive (Admin)	(0120) 4082118
COMPANY SECRETARIES BENEVOLENT FUND (CSBF)		
Rajiv Ranjan	Assistant Director	(0120) 4082132
BOARDS, PMQ, AND CERTIFICATE COURSES/ RVO, ADR/ ASB/ E-ACADEMICS and PLACEMENT CELL		
Saurabh Jain	Director	(0120) 4522019
PLACEMENT CELL / ADR / ASB		
Ritesh Kumar	Joint Director	(0120) 4082104
Mohammad Aslam	Executive (Admin.)	4082117
BOARDS, PMQ, AND CERTIFICATE COURSES		
Dr. Bhole Shankar Sikhwal	Deputy Director	(0120) 4522089
Garima Mehrotra (Ms.)	Assistant Director	(0120) 4522079
Naveen Kumar	Executive (Admin.)	(0120) 4522059
E-ACADEMICS		
Dr. Nilesh Neelmani	Deputy Director	(0120) 4082187
DIRECTORATE OF STUDENT SERVICES / GRIEVANCE REDRESSAL CELL / CAREER AWARENESS CELL / ORAL COACHING & ONLINE CLASSES CELL / TRAINING		
Sanjay Kumar Nagar	Joint Secretary	(0120) 4522005
STUDENT SERVICES / GRIEVANCE REDRESSAL CELL		
Dr. Tapas Kumar Roy	Deputy Director	(0120) 4522072
S Sreejesh	Deputy Director	(0120) 4522056
Archana Sethi (Ms.)	Assistant Director	(0120) 4522082
Dr. Neeraj Kumar	Executive (Academics)	(0120) 4522069
CAREER AWARENESS CELL / ORAL COACHING & ONLINE CLASSES CELL		
Geetanjali Rathore (Ms.)	Deputy Director	(0120) 4522065
Rajbir Singh Bhandari	Executive (Admin)	4522062
DIRECTORATE OF TRAINING		
Gaurav Mehta	Deputy Director	4082157

NAME	DESIGNATION	DIRECT NO.
Shruti Gupta (Ms.)	Deputy Director	4082148
Sreejith P	Assistant Director	4082148
Anju Gupta (Ms.)	Executive (Admin.)	4522076
Monika Joshi (Ms.)	Executive (Admin.)	4522076
Trupti Nayak (Ms.)	Executive (Admin.)	4082173
DIRECTORATE OF PURCHASE & STORES		
S K Sharma	Director	(0120) 4082109
MAIN STORES NOIDA		
Ghulam Haider	Deputy Director	(0120) 4522016
Ranjana Gupta (Ms.)	Assistant Director	4082146
DIRECTORATE OF INFRASTRUCTURE & BUILDINGS MAINTENANCE		
Dr. Sanjay Pandey	Joint Secretary (SG)	(0120) 4522010
Satish Kumar	Assistant Director	4082193
Abhishek Raj	Assistant Director	4522046
Vaibhav Sharma	Executive (Infrastructure)	4082143
DIRECTORATE OF INFORMATION TECHNOLOGY		
Asit Kumar Rath	Joint Secretary	(0120) 4522018
Praveen Kumar Veyikandla	Joint Director	4522066
Ravish Samota	Deputy Director	4522045
Venkata Sudhakar Chinta	Deputy Director	4522039
Vandana Mohindroo (Ms.)	Assistant Director	4522036
Gaurav Bansal	Assistant Director	4522037
Praveen Kumar	Assistant Director	4522070
Santosh Kumar Jha	Assistant Director	4522043
Ashish Jain	Assistant Director	4522037
Pooja Juyal (Ms.)	Senior Programmer	4522044
QRRT CELL		
Rakesh Goyal	Joint Director	(0120) 4522008
CCGRT - MUMBAI		
Nikhat Khan (Ms.)	Director	(022) 41021502
Kavita Pramod Chavan (Ms.)	Assistant Director	41021510
CCGRT - KOLKATA		
Dr. S K Jena	Director	(033) 35033805
Dheeraj Gupta	Assistant Director	(033) 35033805
Alok Kumar	Executive (Admin.)	(033) 22902179
Rukmani Nag (Ms.)	Executive (Admin.)	(033) 22902179
CCGRT - HYDERABAD		
DVNS Sarma	Director	(040) 27177722

NAME	DESIGNATION	DIRECT NO.
Ajay Sharma	Deputy Director	(040) 23399541
NIRO (Prasad Nagar)		
Ashvini Kumar Srivastava	Joint Secretary	(011) 49343002
Dr. Mukesh Jinara	Assistant Director (F&A)	49343004
Harvinder Kaur (Ms.)	Assistant Director	49343007
Manish Agarwal	Assistant Director	49343024
EIRO - Kolkata		
Amit Kumar Ghosal	Director	(033) 35033814
Kamal Gururani	Assistant Director	22832973
U C Mishra	Executive. (Admin)	22832973
Uma Banik Joarder (Ms.)	Executive. (Admin)	22832973
SIRO - Chennai		
Ankur Yadav	Joint Secretary (SG)	(044) 28279898
Gautam Mullick	Deputy Director	(044) 28222212
Chelliah Murugan	Executive (Admin.)	(044) 28222212
WIRO - Mumbai		
Kailash Chander Kaushik	Director	(022) 61307900 - 904
Nitin Jain	Joint Director	(022) 61307904
Deepak Saxena	Assistant Director (F&A)	(022) 61307904
Priyanka Singh (Ms.)	Assistant Director	(022) 61307921
Ahmedabad		
Subhashis Bagchi	Joint Director	(079) 40038581
Bengaluru		
Noor Sumayya (Ms.)	Assistant Director	(080) 23111861
N Venugopal	Executive (Admin.)	(080) 23117158
Gurugram Chapter		
Saurabh Bansal	Assistant Director	(0124) 4007442
Hyderabad Chapter		
V Srinivas	Assistant Director	(040) 27177721
Indore		
Pravin Gupta	Assistant Director	(0731) 4248181
Jaipur		
Makkhan Lal Raiger	Executive (Admin.)	(0141) 2707236
Jodhpur		
Chandra Prakash	Assistant Director	(0291) 2656146

NAME	DESIGNATION	DIRECT NO.
Kanpur		
Kunwar Lal Kushwaha	Executive (Admin.)	(0512) 2296535
Kochi		
Smita Subin (Ms.)	Assistant Director	(0484) 2375950 / 4050502
Mangaluru		
Sankara Rao Badi	Executive (Admin.)	(0824) 2216482
Mysuru		
Vadali Sesham Raju	Executive (Admin.)	(0821) 2516065
Pune		
Anil R Tale	Deputy Director	(020) 25393227
P S Emmanuel	Executive (Admin.)	25393227
Thane		
Sakshi Santosh Kadam (Ms.)	Assistant Director	9004928113
Visakhapatnam Chapter		
P R V Sivaramakrishna	Assistant Director	(0891) 2533516

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

Name S/Shri	Designation	EPABX No.
Ashvini Kumar Srivastava	Joint Secretary	(011) 49343002

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

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

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

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

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

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

ITEM NO. (X)**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

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

Abbreviations used for various Directorates

PD	Professional Development	F&A	Finance and Accounts
PPFS	Perspective Planning & Financial Services	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	CCGRT	Centre for Corporate Governance, Research and Training
Prtg	Printing	NIRO	Northern India Regional Office
HR	Human Resources	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	IIP	Institute of Insolvency Professionals
OC	Oral Coaching and Online Classes Cell	RVO	Registered Valuers Organisation
CA	Career Awareness Cell	CL	Corporate Law
SG	Sustainability & Governance	CSBF	Company Secretary Benevolent Fund
QRRT	Quick Response & Resolution Team		

S.NO.	NAME	DIRECTORATE	PLACE OF POSTING	BASIC PAY
SECRETARY [Level-17 (80000)]				
1	CS ASISH MOHAN	SECTT	DELHI	225000
JOINT SECRETARY (SG) [Level-14 (144200-218200)]				
2	ANKUR YADAV	SIRO	CHENNAI	218200
3	Dr. SANJAY PANDEY	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	199600
JOINT SECRETARY [Level-14 (144200-218200)]				
4	SANJAY KUMAR NAGAR	STUDENT SERVICES, (INCLUDING GRIEVANCE REDRESSAL CELL, CAREER AWARENESS CELL & ORAL COACHING AND ONLINE CLASSES CELL), TRAINING	NOIDA	199600
5	ASHVINI KUMAR SRIVASTAVA	NIRO	DELHI	167200
6	ASIT KUMAR RATH	IT	NOIDA	172200
7	SONIA BAIJAL	DISCIPLINE	NOIDA	172200

8	PREETI KAUSHIK BANERJEE	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS AND HUMAN RESOURCES	DELHI	162300
9	Dr. RAJESH KUMAR AGRAWAL	MEMBERSHIP AND OSD SECRETARIAT	DELHI	167200
DIRECTOR [Level-13 (123100-215900)]				
10	Dr. S K JENA	CCGRT - KOLKATA	KOLKATA	160600
11	Dr. NIKHAT KHAN	CCGRT - MUMBAI	MUMBAI	160600
12	Dr. PRASANT SARANGI	PRINTING CELL AND ICSI-IIP	NOIDA	151400
13	AMIT KUMAR GHOSAL	EIRO	KOLKATA	151400
14	SHREE PRAKASH	F&A	DELHI	142700
15	SAIDUTTA MISHRA	LAW	DELHI	142700
16	SANTOSH KUMAR SHARMA	PURCHASE & STORES	NOIDA	138500
17	BANU DANDONA	PERSPECTIVE PLANNING & FINANCIAL SERVICES AND FUTURISTIC RESEARCH, RTI CELL	DELHI	134500
18	DVNS SARMA	CCGRT - HYDERABAD	HYDERABAD	134500
19	SAURABH JAIN	PMQ, BOARDS AND CERTIFICATE COURSES AND E-ACADEMICS	NOIDA	130600
20	LAKSHMI ARUN	ACADEMICS	NOIDA	130600
21	ALKA ARORA	PROFESSIONAL DEVELOPMENT AND CO-ORDINATION	DELHI	130600
22	KAILASH CHANDER KAUSHIK	WIRO	MUMBAI	126800
JOINT DIRECTOR [Level-12 (78800-209200)]				
23	RAKESH GOYAL	QRRT Cell	NOIDA	115800
24	ARTI J SHAILENDAR	PRINTING CELL	NOIDA	109100
25	NITIN JAIN	WIRO	MUMBAI	96900
26	SUBHASHIS BAGCHI	AHMEDABAD CHAPTER	AHMEDABAD	91400
27	GALIPELly HANUMANTHARAO RAMANA	EXAM	NOIDA	91400
28	TAPASH BHATTACHARJEE	INTERNAL AUDIT	DELHI	91400
29	PREMJITH. S	SECRETARIAT AND COUNCIL AFFAIRS	DELHI	88700
30	SAJEEVAN P	HR	DELHI	86100
31	SANJEEV KUMAR DOGRA	PRESIDENT'S OFFICE	DELHI	88700
32	VIKASH KUMAR SRIVASTAVA	DISCIPLINE	NOIDA	94100
33	ANAMIKA CHAUDHARY	SUSTAINABILITY & GOVERNANCE	DELHI	88700
34	DEEPA KHATRI	CORPORATE LAW	DELHI	96900
35	RITESH KUMAR	RVO, ADR & ASB AND PLACEMENT CELL	NOIDA	88700
36	PRAVEEN KUMAR VEYIKANDLA	IT	NOIDA	88700
37	YATESH KUMAR SHARMA	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	78800

DY DIRECTOR [Level-11 (67700-208700)]				
38	Dr. SAPNA MALHOTRA	PRINTING CELL	NOIDA	85800
39	ANITA GUPTA	COORDINATION	DELHI	93800
40	AJAY SHARMA	CCGRT- HYDERABAD	HYDERABAD	85800
41	CHENNA KESAVA CHEBROLU	MEMBERSHIP	NOIDA	96600
42	GAURAV MEHTA	TRAINING	NOIDA	91100
43	RITU CHAWLA	DISCIPLINE	NOIDA	85800
44	GEETANJALI SINGH RATHORE	ORAL COACHING AND ONLINE CLASSES CELL	NOIDA	85800
45	Dr. TAPAS KUMAR ROY	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	88400
46	MANOJ KUMAR	PROFESSIONAL DEVELOPMENT	DELHI	85800
47	ANITA MEHRA	DISCIPLINE	NOIDA	85800
48	NIKHAT .	EXAM	NOIDA	85800
49	GHULAM HAIDER	STORES	NOIDA	91100
50	MANHAR MALHOTRA	PRINTING CELL	NOIDA	88400
51	Dr. AKINCHAN BUDDHODEV SINHA	ACADEMICS	NOIDA	78500
52	RAVISH SAMOTA	IT	NOIDA	76200
53	RAJESH KUMAR GUPTA	EXAM	NOIDA	83300
54	K P SASI	SECTT	DELHI	85800
55	SHRUTI GUPTA	TRAINING	NOIDA	85800
56	SANJEET KUMAR	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	85800
57	NIDHI MAIKHURI	HR	NOIDA	83300
58	GAUTAM MULLICK	SIRO	CHENNAI	83300
59	GAURAV TANDON	LAW	DELHI	80900
60	KHUSBU MOHANTY	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	78500
61	DISHA KANT	PROFESSIONAL DEVELOPMENT	DELHI	76200
62	VENKATA SUDHAKAR CHINTA	IT	NOIDA	83300
63	CHITTARANJAN PAL	ACADEMICS	NOIDA	83300
64	S SREEJESH	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	80900
65	SONU NAHATA	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	74000
66	DEEPAK AGARWAL	F&A	DELHI	74000
67	SUNITA MEHAN	F&A	DELHI	88400
68	HEMA BABBAR	F&A	DELHI	74000
69	Dr. NILESH NEELMANI	E-ACADEMIC CELL	NOIDA	74000
70	SARIKA VERMA	ACADEMICS	NOIDA	74000
71	GOVIND KRISHNA AGARWAL	ACADEMICS	NOIDA	74000
72	RAKESH KUMAR	FUTURISTIC RESEARCH	DELHI	76200

73	ANIL R TALE	PUNE CHAPTER	PUNE	80900
74	Dr. Bhole SHANKAR SIKHWAL	PMQ, BOARDS AND CERTIFICATE COURSES	NOIDA	74000
75	SONU LAKHANI	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	76200
ASSISTANT DIRECTOR [Level-10 (56100-177500)]				
76	RANJANA GUPTA	STORES	NOIDA	84900
77	SREEJITH P	TRAINING	NOIDA	77700
78	Dr. MUKESH JINARA	NIRO	DELHI	73200
79	DEEPAK SAXENA	WIRO	MUMBAI	73200
80	VANDANA MOHINDROO	IT	NOIDA	80000
81	AJAY KUMAR PAHWA	EXAM	NOIDA	75400
82	AMIT KUMAR	INTERNAL AUDIT	DELHI	73200
83	KAVITA PRAMOD CHAVAN	CCGRT - MUMBAI	MUMBAI	73200
84	CHANDRA PRAKASH	JODHPUR CHAPTER	JODHPUR	80000
85	HIMANSHU AGARWAL	INTERNAL AUDIT	DELHI	69000
86	DEEPAK KUMAR	INTERNAL AUDIT	DELHI	69000
87	GARIMA MEHROTRA	PMQ, BOARDS AND CERTIFICATE COURSES	NOIDA	71100
88	KETAN KALYANBHAI BHALGAMIYA	DISCIPLINE	NOIDA	73200
89	NOOR SUMAYYA	BENGALURU CHAPTER	BENGALURU	73200
90	MAHESH AIRAN	ACADEMICS	NOIDA	73200
91	PRIYANKA SINGH	WIRO	MUMBAI	71100
92	SAKSHI SANTOSH KADAM	THANE CHAPTER	THANE	69000
93	PRAVIN GUPTA	INDORE CHAPTER	INDORE	71100
94	SATISH KUMAR	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	71100
95	MEENA KHURANA	COUNCIL AFFAIRS	DELHI	67000
96	VIDHYA GANESH	MEMBERSHIP	NOIDA	67000
97	SHANDILYA SAROJ	F&A	DELHI	73200
98	SAURABH BANSAL	GURUGRAM CHAPTER	GURUGRAM	69000
99	POOJA RAHI	CORPORATE LAW	DELHI	69000
100	DHEERAJ GUPTA	CCGRT- KOLKATA	KOLKATA	69000
101	RAJEEV MISHRA	EXAM	NOIDA	67000
102	SMITA SUBIN	KOCHI CHAPTER	KOCHI	67000
103	BEENA .	COORDINATION	DELHI	65000
104	ARCHANA SETHI	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	65000
105	ANUJ KUMAR GUPTA	HR	DELHI	73200
106	SHASHI DHAR SHARMA	EXAM	NOIDA	71100
107	SUMAN IYER	F&A	DELHI	65000
108	RAJESH KUMAR SHARMA	EXAM	NOIDA	65000
109	RAJIV RANJAN	CSBF	NOIDA	77700
110	KUSHAL KUMAR	ACADEMICS	NOIDA	69000

111	V SRINIVAS	HYDERABAD CHAPTER	HYDERABAD	65000
112	BIRENDER KUMAR	GENERAL ADMINISTRATION	DELHI	65000
113	VANITHA DHANESH	MEMBERSHIP	NOIDA	63100
114	GAURAV BANSAL	IT	NOIDA	63100
115	HIMANSHU SHARMA	COORDINATION	DELHI	63100
116	P R V SIVARAMAKRISHNA	COIMBATORE CHAPTER	COIMBATORE	63100
117	KAMAL GURURANI	EIRO	KOLKATA	63100
118	HARVINDER KAUR	NIRO	DELHI	65000
119	B C PAPNEY	F&A	DELHI	65000
120	ABHISHEK RAJ	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	63100
121	KUMAR NAVANIT	LAW	DELHI	63100
122	PRAVEEN KUMAR	IT	NOIDA	61300
123	MANISH AGARWAL	NIRO	DELHI	65000
124	RASBIHARI NATH TIWARI	DISCIPLINE	NOIDA	61300
125	SANTOSH KUMAR JHA	IT	NOIDA	61300
126	MANI SHANKAR TIWARI	EXAM	NOIDA	59500
127	CHANDNI GARG	PRINTING CELL	NOIDA	61300
128	NAVNEET KAUR	INTERNAL AUDIT	DELHI	61300
129	ASHISH JAIN	IT	NOIDA	57800
EXECUTIVE (ACADEMICS) [Level-8 (47600-151100)]				
130	PRIYANKA DAS	CCGRT - MUMBAI	MUMBAI	68000
131	PUNEETA AHUJA	ACADEMICS	NOIDA	52000
132	BHARATI LOHCHAB	ACADEMICS	NOIDA	52000
133	Dr. NEERAJ KUMAR	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	52000
134	RICHA GUPTA	SUSTAINABILITY & GOVERNANCE	DELHI	52000
135	KANIKA	PROFESSIONAL DEVELOPMENT	DELHI	52000
136	ANKITA MATHEW	COUNCIL AFFAIRS	DELHI	50500
137	NIKITA DUTTA	PROFESSIONAL DEVELOPMENT	DELHI	50500
138	MUSKAN .	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	50500
139	SUKHMEET SURI	FUTURISTIC RESEARCH	DELHI	50500
140	ALEX V S	FUTURISTIC RESEARCH	DELHI	50500
141	Dr. LUNG HAR JAO	ACADEMICS	NOIDA	47600
142	MAMTA .	DISCIPLINE	NOIDA	47600
143	ISHWAR KANT	NIRO	DELHI	47600
144	YOGESH KUMAR JHA	CORPORATE LAW	DELHI	47600
145	SURUCHI VERMA	PROFESSIONAL DEVELOPMENT	DELHI	47600
146	BHAKTI HARINDRA CHAWHAN	ACADEMICS	NOIDA	47600
147	VISHAL KUMAR ROY	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	47600
148	SRISHTI SINGH	FUTURISTIC RESEARCH	DELHI	47600

149	PRADEEP CHANDRA JOSHI	SUSTAINABILITY & GOVERNANCE	DELHI	47600
150	MEENAKSHI MITTAL	PERSPECTIVE PLANNING	DELHI	47600
151	R S DRAVIDA GOKUL	QRRT CELL	NOIDA	47600
152	Dr. PRATAP KUMAR MANNE	CORPORATE LAW	DELHI	47600
153	IQRA JABEEN ANSARI	SUSTAINABILITY & GOVERNANCE	DELHI	47600
SR. PROGRAMMER [Level-8 (47600-151100)]				
154	POOJA JUYAL	IT	NOIDA	47600
EXECUTIVE (INTERNAL AUDIT) [Level-8 (47600-151100)]				
155	PRAVEEN KUMAR OJHA	INTERNAL AUDIT	DELHI	47600
EXECUTIVE (LAW) [Level-8 (47600-151100)]				
156	SHANSHAK PANWAR	PERSPECTIVE PLANNING & FINANCIAL SERVICES	DELHI	47600
157	ARUNENDRA PRATAP SINGH	LAW	DELHI	47600
EXECUTIVE (INTERNATIONAL AFFAIRS & RESEARCH) [Level-8 (47600-151100)]				
158	SHIVAM SINGH	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	47600
EXECUTIVE (ADMIN) [Level-8 (47600-151100)]				
159	MOHAMMAD ASLAM	RVO, ADR & ESB	NOIDA	62200
160	RAJBIR SINGH BHANDARI	ORAL COACHING AND ONLINE CLASSES CELL	NOIDA	60400
161	RAJESHWAR SINGH	GENERAL ADMINISTRATION	NOIDA	60400
162	ALOK KUMAR	CCGRT, KOLKATA	KOLKATA	60400
163	U C MISHRA	EIRO	KOLKATA	56900
164	CHELLIAH MURUGAN	SIRO	CHENNAI	55200
165	N VENUGOPAL	BENGALURU CHAPTER	BENGALURU	55200
166	MAKKHAN LAL RAIGER	JAIPUR CHAPTER	JAIPUR	53600
167	P S EMMANUEL	PUNE CHAPTER	PUNE	53600
168	ANJU GUPTA	TRAINING	NOIDA	53600
169	RITU DUA	HR	DELHI	53600
170	VADALI SESHAM RAJU	CCGRT, HYDERABAD	HYDERABAD	53600
171	PARINITA .	MEMBERSHIP & CSBF	NOIDA	52000
172	MONIKA JOSHI	TRAINING	NOIDA	52000
173	TRUPTI NAYAK	TRAINING	NOIDA	52000
174	KUNWAR LAL KUSHWAHA	KANPUR CHAPTER	KANPUR	50500
175	SIYA RAM	EXAM	NOIDA	49000
176	NAVEEN KUMAR	PMQ,BOARDS AND CERTIFICATE COURSES	NOIDA	47600
177	RAM DHANKA	LAW	DELHI	47600
178	VISHAL BHASIN	HR	DELHI	47600
179	SANKARA RAO BADI	MANGALURU CHAPTER	MANGALURU	47600
180	GANESH DATT SHARMA	EXAM	NOIDA	47600
181	POOJA SHARMA	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	47600

182	RUKMANI NAG	CCGRT, KOLKATA	KOLKATA	47600
183	UMA BANIK JOARDER	EIRO	KOLKATA	47600
EXECUTIVE(INFRASTRUCTURE) [Level-8 (47600-151100)]				
184	VAIBHAV SHARMA	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	50500
EXECUTIVE (FINANCE & ACCOUNTS) [Level-8 (47600-151100)]				
185	AKASH GOEL	F&A	DELHI	50500
186	ANKIT NAITHANI	F&A	DELHI	47600
PROGRAMMER [Level-6 (35400-112400)]				
187	SURENDRA SINGH	EXAM	NOIDA	38700
188	HRISIKESH KUMAR	IT	NOIDA	37600
SR EXECUTIVE ASSISTANT [Level-6 (35400-112400)]				
189	PRAFULLA KUMAR DASH	NAGPUR CHAPTER	NAGPUR	41100
190	JITENDRA KUMAR	MEMBERSHIP & CSBF	NOIDA	41100
191	NARSINGARAJU GANDLA	CCGRT, HYDERABAD	HYDERABAD	41100
192	SREEKANTH GADDAM	HYDERABAD CHAPTER	HYDERABAD	41100
193	ARITRA KARMAKAR	EIRO	KOLKATA	41100
194	YALLA MAHA VISHNUVU	AMARAVATI CHAPTER OF SIRC OF THE ICSI	AMARAVATI	41100
195	SHALINI .	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	41100
196	SANDEEP KUMAR PARAS	EXAM	NOIDA	39900
197	SUNDAR SWAMY S	COIMBATORE CHAPTER	COIMBATORE	39900
198	N DHANABAL	SALEM CHAPTER	SALEM	39900
199	NISHI KANT	UDAIPUR CHAPTER	UDAIPUR	39900
200	AMIT LIKHYANI	GURUGRAM CHAPTER	GURUGRAM	39900
201	VINEET KISHORE SHARMA	PROFESSIONAL DEVELOPMENT	DELHI	39900
202	VIMALA VALJI JOGADIA	WIRO	MUMBAI	39900
203	PURNENDU KUMAR	EXAM	NOIDA	39900
204	KARTAR CHAND	GENERAL ADMINISTRATION	DELHI	42300
205	PADMARAJAN E	EXAM	NOIDA	38700
206	MRINAL MADHUR	CORPORATE LAW	DELHI	38700
207	AJAY NANDAN SAMBYAL	EXAM	NOIDA	38700
208	SANDIP BANSI BHINGARDIVE	CHHATRAPATI SAMBHAJINAGAR CHAPTER	CHHATRAPATI SAMBHAJINAGAR	38700
209	JYOTI BAHL	HR	DELHI	38700
210	PRAMOD KEOT	PURCHASE	NOIDA	37600
211	RAHUL .	NIRO	DELHI	37600
212	VINAY KUMAR	RTI CELL	DELHI	37600
213	AMIT KUMAR	KOLHAPUR CHAPTER	KOLHAPUR	37600
214	CHITIJ .	LUDHIANA CHAPTER	LUDHIANA	37600
215	NIRANJAN SARKAR	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	37600

216	NIRMALA DEVI	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	36500
217	ROBY JOSEPH	SIRO	CHENNAI	36500
218	MOHD. AABID	HR	DELHI	35400
219	ANKUR AGGARWAL	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	35400
220	VINNY MEHTA	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	35400
221	AMAN GROVER	CORPORATE COMMUNICATION AND INTERNATIONAL AFFAIRS	DELHI	35400
222	SURBHI JAIN	CORPORATE LAW	DELHI	35400
223	NISHA CHOUDHARY	FUTURISTIC RESEARCH	DELHI	35400
224	SURBHI .	PROFESSIONAL DEVELOPMENT	DELHI	35400
225	PRACHI DWIVEDI	SUSTAINABILITY & GOVERNANCE	DELHI	35400
JUNIOR PROGRAMMER [Level-4 (25500-81100)]				
226	PRAMIT KUMAR PAL	IT	NOIDA	25500
EXECUTIVE ASSISTANT [Level-4 (25500-81100)]				
227	KARUNA SHARMA	NIRO	DELHI	35300
228	MINA KETAN SARANGI	BHUBANESWAR CHAPTER	BHUBANESWAR	38600
229	MANISH KUMAR	JALANDHAR CHAPTER	JALANDHAR	35300
230	RAJU KUMAR	KOTA CHAPTER	KOTA	35300
231	GOVIND KUMAR TIWARI	PATNA CHAPTER	PATNA	35300
232	RISHI PRAKASH SINGH	BIKANER CHAPTER	BIKANER	35300
233	DHARAVATHU RAMPRASAD	BHUBANESWAR CHAPTER	BHUBANESWAR	35300
234	ANITA BHANDARI	TRAINING	NOIDA	35300
235	RATNESH KUMAR	SURAT CHAPTER	SURAT	35300
236	GEETA .	TRAINING	NOIDA	35300
237	DAISY JHUMAN	STORES	NOIDA	34300
238	CHANDRA NATH KUNDU	HOOGHLY CHAPTER	HOOGHLY	35300
239	SALIM AHMED	QRRT	NOIDA	35300
240	VINOD KUMAR S. V.	PALAKKAD CHAPTER	PALAKKAD	35300
241	RAJ KUMAR RAI	RAJKOT CHAPTER	RAJKOT	35300
242	ANKITA BALDWA	INDORE CHAPTER	INDORE	35300
243	UPENDRA KUMAR BISWAL	SHIMLA CHAPTER	SHIMLA	35300
244	KAMAL KUMAR SONI	QRRT	NOIDA	35300
245	SANJAY JAKHMOLA	GHAZIABAD CHAPTER	GHAZIABAD	34300
246	RAJEEV RANJAN JHA	JAMSHEDPUR CHAPTER	JAMSHEDPUR	34300
247	ANAND KUMAR ARYA	ALWAR CHAPTER	ALWAR	34300
248	RAVI KRISHNA SRIVASTAVA	EXAM	NOIDA	34300
249	SANDEEP KUMAR RAPRA	TRAINING	NOIDA	34300
250	SUBHASH BAPPI SINHA	GUWAHATI CHAPTER	GUWAHATI	34300
251	GOUTAM KARMAKAR	CCGRT, KOLKATA	KOLKATA	34300
252	CHANDAN KUMAR CHANDRA	GENERAL ADMINISTRATION	NOIDA	34300

253	ARCHANA KAMALAKAR SAWANT	THANE CHAPTER	THANE	34300
254	HARPREET SINGH WALIA	EXAM	NOIDA	33300
255	BHAVNA NARESH RAKTE	WIRO	MUMBAI	33300
256	BHUWAN CHANDRA JOSHI	DEHRADUN CHAPTER	DEHRADUN	33300
257	USHA DAYANAND SONAVANE	NAVI MUMBAI CHAPTER	MUMBAI	32300
258	MANORAMA MAHESH RAUTELA	WIRO	MUMBAI	31400
259	NEERU PANDEY	MEMBERSHIP & CSBF	NOIDA	31400
260	T RAJA	MADURAI CHAPTER	MADURAI	31400
261	SURENDER SINGH RANA	DISCIPLINE	NOIDA	30500
262	DINESH KUMAR DANGI	F&A	DELHI	30500
263	VIKAS BAIJAL	F&A	DELHI	30500
264	JOGINDER SINGH	NIRO	DELHI	30500
265	K T PUTTARAJU	BENGALURU CHAPTER	BENGALURU	39800
266	ASHISH KUMAR TIWARI	AGRA CHAPTER	AGRA	30500
267	SHIKHA MITTAL	CHANDIGARH CHAPTER	CHANDIGARH	30500
268	RAVIKANT .	GURUGRAM CHAPTER	GURUGRAM	29600
269	SREEKUMAR T.S.	KOCHI CHAPTER	KOCHI	28700
270	GIRISH GANPAT KAMBLE	PUNE CHAPTER	PUNE	28700
271	AMIT DALAL	FARIDADBAD CHAPTER	FARIDADBAD	29600
272	SUMANTA DUTTA	EIRO	KOLKATA	28700
273	SUDIPTA DUTTA	EIRO	KOLKATA	28700
274	BHARATKUMAR B RATHOD	THANE CHAPTER	THANE	41000
275	SOUMYA S	THRISSUR CHAPTER	THRISSUR	27900
276	J SANTHANA KRISHNAN	STUDENT SERVICES & GRIEVANCE REDRESSAL	NOIDA	37500
277	M N RAVIKUMAR	SIRO	CHENNAI	42200
278	MUNESH BINDAL	COUNCIL AFFAIRS	DELHI	28700
279	AMIT KUMAR	LUCKNOW CHAPTER	LUCKNOW	27900
280	M B PRAVEEN KUMAR	HYDERABAD CHAPTER	HYDERABAD	27900
281	AMITA MALVIYA	VADODARA CHAPTER	VADODARA	27100
282	AMITABH SHUKLA	NOIDA CHAPTER	NOIDA	27900
283	ASHISH KUMAR CHOUDHARY	PUNE CHAPTER	PUNE	25500
284	NITIN .	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	25500
285	PRIYADHARSHINI R	BENGALURU CHAPTER	BENGALURU	25500
286	JAI PRAKASH VYAS	AHMEDABAD CHAPTER	AHMEDABAD	25500
287	RAVITA RANA	F&A	DELHI	25500
288	SAIPAL DEBBARMA	WIRO	MUMBAI	25500
289	ROHIT RAI	CCGRT - MUMBAI	MUMBAI	25500
290	SIPOY SATISH KUMAR	KOZHIKODE CHAPTER	KOZHIKODE	25500
291	PANDI VIJAY KUMAR	MYSURU CHAPTER	MYSURU	25500

PROOF READER [Level-4 (25500-81100)]				
292	PRADEEP KUMAR	PRINTING CELL	NOIDA	27100
JR EXECUTIVE ASSISTANT [Level-2 (19900-63200)]				
293	OM PRAKASH SAINI	JAIPUR CHAPTER	JAIPUR	37200
294	MOHAMMED ISMAIL	CCGRT, HYDERABAD	HYDERABAD	38300
295	RAVI M PAGAR	WIRO	MUMBAI	40600
296	MUKESH OJHA	CCGRT, KOLKATA	KOLKATA	34000
297	B GUNASEKARAN	SIRO	CHENNAI	25200
298	S ASHOK	COIMBATORE CHAPTER	COIMBATORE	25200
299	ANAND MISHRA	AJMER CHAPTER	AJMER	25200
300	SANDHYA AUSTINE	THIRUVANANTHAPURAM CHAPTER	THIRUVANANTH APURAM	25200
301	BANNASHANKAR HANUMANTA DASARI	BELAGAVI CHAPTER	BELAGAVI	25200
302	ANUPREET VERMA	GENERAL ADMINISTRATION	DELHI	25200
303	ROHIT KHUNT	AHMEDABAD CHAPTER	AHMEDABAD	25200
304	SHABIR AHMAD LONE	SRINAGAR CHAPTER	SRINAGAR	21100
305	YOGESH KUMAR	PANIPAT CHAPTER	PANIPAT	25200
306	GANESH SINGH	GENERAL ADMINISTRATION	DELHI	25200
307	ARVIND KUMAR JHA	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	25200
308	KEDAR SINGH	SS	NOIDA	25200
309	SUDHAKAR SOMESHWAR AISALWARU	RAIPUR CHAPTER	RAIPUR	25200
310	ASHOK KUMAR SHUKLA	VADODARA CHAPTER	VADODARA	24500
311	KIRAN A LUDBE	CCGRT - MUMBAI	MUMBAI	25200
312	TAPAS KUMAR MAZUMDAR	DHANBAD CHAPTER	DHANBAD	25200
313	DEEPAK KUMAR GUPTA	VARANASI CHAPTER	VARANASI	25200
314	MEERA SHARMA	TRAINING	NOIDA	25200
315	RAJASHREE PRASHANT LAMBE	NASHIK CHAPTER	NASHIK	25200
316	SANDHYA K BHAPKAR	DOMBIVLI CHAPTER	DOMBIVLI	25200
317	MANISH JAIN	BHILWARA CHAPTER	BHILWARA	25200
318	SANJAY KUMAR	PURCHASE	NOIDA	25200
319	NAVEEN CHANDRA SINGH	GENERAL ADMINISTRATION	NOIDA	25200
320	NIKITA YADAV	BHOPAL CHAPTER	BHOPAL	25200
321	VASANT H KERKAR	GOA CHAPTER	GOA	25200
322	ASHOK KUMAR AGARWAL	STORES	NOIDA	25200
323	NITI SRIVASTAVA	PRINTING CELL	NOIDA	25200
CHAUFFEUR [Level-2 (19900-63200)]				
324	KARYANAND KUMAR	GENERAL ADMINISTRATION	DELHI	22400
JUNIOR ELECTRICIAN [Level-2 (19900-63200)]				
325	AHMED SHER KHAN	GENERAL ADMINISTRATION	NOIDA	35000

DESK ASSISTANT [Level-2 (19900-63200)]				
326	SHIVAJI K SHINDE	CCGRT - MUMBAI	MUMBAI	24500
327	NATHU LAL MEENA	JAIPUR CHAPTER	JAIPUR	24500
328	MANOJ KUMAR JUYAL	NIRO	DELHI	24500
329	MAHIPAL SINGH KORANGA	DISCIPLINE	NOIDA	24500
330	NAGARAJ K.	BENGALURU CHAPTER	BENGALURU	24500
331	GANESH SINGH CHAUHAN	PRESIDENT'S OFFICE	DELHI	24500
332	DINESH BHIVAJI SHELAR	WIRO	MUMBAI	24500
333	DINESH RAJARAM KADAM	WIRO	MUMBAI	24500
ATTENDER [Level-1 (18000-56900)]				
334	DAMODAR PRASAD SHARMA	IT	NOIDA	18000
HOUSE KEEPER [Level-1 (18000-56900)]				
335	DEVENDER KUMAR	NIRO	DELHI	35400
SR OFFICE ASSISTANT [Level-1 (18000-56900)]				
336	RANI RAIZADA	AMRITSAR CHAPTER	AMRITSAR	24200
337	ANIL KUMAR UPADHYAY	TRAINING	NOIDA	24200
338	SHIV MOORTI TIWARI	LUCKNOW CHAPTER	LUCKNOW	24200
339	MANOJ KUMAR	PATNA CHAPTER	PATNA	24200
340	SANJEEV KUMAR SHARMA	PRAYAGRAJ CHAPTER	PRAYAGRAJ	24200
341	KRUTIKA KRISHNA KARGUTKAR	BHAYANDER CHAPTER	BHAYANDER	24200
342	P C SWAIN	BHUBANESWAR CHAPTER	BHUBANESWAR	24200
343	CHIRANJEEB SARMA ROY	SILIGURI CHAPTER	SILIGURI	24200
344	K VIJAY KUMAR	VISAKHAPATNAM CHAPTER	VISAKHAPATNAM	24200
345	RAHUL VERMA	KARNAL CHAPTER	KARNAL	24200
346	ANISHA RANI SIKDAR	BHOPAL CHAPTER	BHOPAL	22800
347	MUNNA LAL SOLANKI	INDORE CHAPTER	INDORE	24200
348	ARVIND KUMAR	GORAKHPUR CHAPTER	GORAKHPUR	24200
349	RICHA JAIN	EXAM	NOIDA	24200
350	OM PRAKASH SHAW	HOOGHLY CHAPTER	HOOGHLY	24200
351	MAHESH KUMAR SWARNKAR	JAMMU CHAPTER	JAMMU	24200
352	CHANDRA MOHAN MEENA	NIRO	DELHI	24200
353	ABHISHEK KUMAR	RANCHI CHAPTER	RANCHI	24200
354	SANTOSH SRIVASTAVA	BAREILLY CHAPTER	BAREILLY	24200
355	KETKI KEDAR JOSHI	WIRO	MUMBAI	24200
356	ARJUNSINH SOLANKI	AHMEDABAD CHAPTER	AHMEDABAD	23500
OFFICE ASSISTANT [Level-1 (18000-56900)]				
357	PARWATI .	EXAM	NOIDA	23500
358	HARISH KUMAR KHURANA	GURUGRAM CHAPTER	GURUGRAM	23500
359	DEEPAK V BHOSALE	WIRO	MUMBAI	23500
360	SHANKAR DUTT	LAW	DELHI	22800

361	RAJNISH KUMAR SURYA	MEMBERSHIP	NOIDA	23500
362	RAJIV KUMAR	INFRASTRUCTURE AND BUILDINGS MAINTENANCE	NOIDA	23500
363	DEVENDER SHAH	TRAINING	NOIDA	23500
364	VINOD RAWAT	ACADEMICS	NOIDA	23500
365	HEMANTA DAS	GUWAHATI CHAPTER	GUWAHATI	23500
366	RAM BAHADUR THAPA	SECTT	DELHI	23500
367	YADU NATH PANDEY	LUCKNOW CHAPTER	LUCKNOW	23500
368	RAM LAKHAN	KANPUR CHAPTER	KANPUR	23500
369	GOPI CHAND	EXAM	NOIDA	23500
370	GOUTAM BARMAN	EIRO	KOLKATA	22800
371	RAVI KUMAR	JAIPUR CHAPTER	JAIPUR	22800

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 2025-26:

Sl. No.	Particulars	Amount (Rs. In lakhs)
1	ESTABLISHMENT	5,779.21
2	EDUCATION	3,119.43
3	TRAINING & PLACEMENT	1,454.80
4	EXAMINATIONS	2,532.00
5	PUBLICATIONS/ COURSES	678.62
6	PROGRAMMES / SEMINARS/ CONFERENCES	1,592.18
7	CCGRT- MUMBAI	143.90
8	CCGRT- HYDERABAD	92.43
9	CCGRT- KOLKATA	70.10
10	OFFICE STATIONERY	116.00
11	POSTAGE AND COURIER	57.00
12	TELEPHONE & OTHER COMMUNICATIONS	20.40
13	TRAVELLING, CONVEYANCE AND MEETINGS	333.50
14	I T ACTIVITIES	1,103.00
15	MCA-CRC/ IEPFA ETC.	1,500.00
16	OTHER EXPENSES	545.69
17	CORPORATE & OTHER COMMUNICATIONS	362.50
18	ELECTRICITY & WATER	217.50
19	REPAIRS & MAINTENANCE	317.00
20	OFFICE EXPENSES	489.45
21	CHARTERED SECRETARY JOURNAL & BULLETINS	397.30
22	BANK & GATEWAY CHARGES	40.00
23	REGIONAL OFFICES AND CHAPTERS (ESTABLISHMENT)	1,991.38
24	REGIONAL OFFICES AND CHAPTERS (GRANT AND OTHERS)	452.65
25	DEPRECIATION	638.59
26	CONTINGENCIES	100.00
27	INTEREST TO EARMARKED FUNDS	1,175.74
	TOTAL	25,320.37

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

Mr. Asit Kumar Rath

Joint Secretary
(Directorate of Information Technology)
C-36, Sector 62, Noida – 201309
Contact No.: (0120) 4522018
E-mail : asit.rath@icsi.edu

II CPIO/ APIOs

1 Ms. Banu Dandona

Director
(Directorate of Perspective Planning &
Financial Services and Futuristic Research)
ICSI House, 22 Institutional Area
Lodi Road, New Delhi -110003
Contact No. (011) 45341030
E-mail: banu.dandona@icsi.edu
cpioicsi@icsi.edu

**CPIO
(For the ICSI other than
Examination Directorate)**

2 Ms. Nikhat

Deputy Director
(Examination Directorate)
C -37, Sector 62, Noida - 201309
Contact No. (0120) 4082139 (D)
E-mail: nikhat@icsi.edu
cpioexam@icsi.edu

**CPIO
(For Examination
Directorate of ICSI)**

3 Mr. Ashvini Kumar Srivastava

Joint Secretary, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110005
Contact No. : (011) 49343002-06
E-mail : ashvini.srivastava@icsi.edu

**APIO
(For NIRC of the ICSI)**

- | | |
|--|---|
| <p>4 Mr. Amit Kumar Ghosal
 Director, EIRC of the ICSI,
 ICSI CCGRT Kolkata Campus,
 Plot No. IIA/35, Adjacent to Amity University,
 New Town Action Area, Area IIA,
 Kolkata - 700156
 Contact No. (033) 35033814
 E-mail : amit.ghosal@icsi.edu</p> | <p>APIO
 (For EIRC of the ICSI)</p> |
| <p>5 Mr. Kailash Chander Kaushik
 Director, WIRC of the ICSI
 13, Jolly Maker Chambers,
 No.2 (1 st Floor), Nariman Point,
 Mumbai - 400021
 Contact No. (022) 61307915
 E-mail : kailash.kaushik@icsi.edu</p> | <p>APIO
 (For WIRC of the ICSI)</p> |
| <p>6 Mr. Ankur Yadav
 Joint Secretary (Senior Grade),
 SIRC of the ICSI
 ICSI-SIRC House, No. 9,
 Wheat Crofts Road, Nungambakkam,
 Chennai - 600034
 Contact No. (044) 28222212, 28279898
 E-mail : ankur.yadav@icsi.edu</p> | <p>APIO
 (For SIRC of the ICSI)</p> |
| <p>7 Dr. Nikhat Khan
 Director, ICSI CCGRT - Mumbai,
 Plot No. 101, Sector-15,
 Institutional Area, CBD Belapur,
 Navi Mumbai – 400614
 Contact No. : (022) 41021511, 27577814-16
 E-mail : nikhat.khan@icsi.edu</p> | <p>APIO
 (For ICSI CCGRT - Mumbai)</p> |
| <p>8 Mr. DVNS Sarma
 Director, ICSI CCGRT - Hyderabad,
 Survey No.1, IDA Uppal, Genpact Road,
 (Near Mallikarjunaswamy Temple), Uppal,
 Hyderabad - 500039
 Contact No. 040-29569321
 E-mail : dvns.sarma@icsi.edu</p> | <p>APIO
 (For ICSI CCGRT - Hyderabad)</p> |
| <p>9 Dr. S K Jena
 Director, ICSI CCGRT - Kolkata,
 Plot No. IIA/35, Adjacent to Amity
 University,
 New Town Action Area, Area IIA
 Kolkata - 700156
 Contact No: (033) 35033803
 E-mail : sk.jena@icsi.edu</p> | <p>APIO
 (For ICSI CCGRT - Kolkata)</p> |

III Transparency Officer

Ms. Preeti Kaushik Banerjee

Joint Secretary

(Directorate of Corporate Communication and
International Affairs, Human Resources)

ICSI House, 22 Institutional Area,

Lodi Road, New Delhi – 110003

Contact No. : (011) 45341022 (D)

E-mail: preeti.banerjee@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

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

Retention Schedule

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

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

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

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

Periodic Review

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

Weeding of Records

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

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

Committee for Approval

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

Methods of Destruction

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

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

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

[Performa for Certificate]

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

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

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

DTE. OF ACADEMICS

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

DTE. OF ADMINISTRATION

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

DTE. OF CORPORTATE COMMUNICATION

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

DTE. OF EXAMINATION

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

DTE. OF FINANCE & ACCOUNTS

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

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

DTE. OF HUMAN RESOURCES

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

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

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

DTE. OF INFORMATION TECHNOLOGY

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

DTE. OF INFRASTRUCTURE

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

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

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

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

DTE. OF MEMBERSHIP

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

DTE. OF TRAINING

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

DTE. OF PLACEMENT

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

DTE. OF PROFESSIONAL DEVELOPMENT

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

DTE. OF PERSPECTIVE PLANNING

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

OFFICE OF CPIO

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

DTE. OF STUDENT SERVICES

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

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

REGIONAL AND CHAPTER OFFICES

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

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

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

MODERATION POLICY FOR CS EXAMINATION RESULTS

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

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