



**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



ITEM NO. (I)

PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

The headquarters of the Institute is located at New Delhi with 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, a Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, 67 Chapters located in the various parts of the country.

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

For the efficient performance of 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:

STUDENT SERVICES	ANKUR YADAV, JOINT SECRETARY (SG)
GRIEVANCE REDRESSAL	
CORPORATE LAWS & GOVERNANCE	SAMIR RAHEJA, DIRECTOR (CORPORATE LAWS & GOVERNANCE) BANU DANDONA, JOINT DIRECTOR
PROFESSIONAL DEVELOPMENT, PERSPECTIVE PLANNING & STUDIES	SONIA BAIJAL (MS.), DIRECTOR
INDIRECT TAX CELL	
RESEARCH CELL	
PRINTING & PUBLICATION	NITIN JAIN, JOINT DIRECTOR (PRINTING & PUBLICATION)
EXAMINATION	SANJAY PANDEY (DR.), JOINT SECRETARY
DISCIPLINE	MEENAKSHI GUPTA (MS.), JOINT SECRETARY
FINANCE & ACCOUNTS (Including Treasury Cell and Internal Audit Cell)	SAMEER GUPTA, JOINT SECRETARY
MEMBERSHIP	ASHOK KUMAR DIXIT, JOINT SECRETARY & OFFICIATING SECRETARY
LAW	
CO-ORDINATION	
RTI	SURYA NARAYAN MISHRA, JOINT DIRECTOR
TRAINING & PLACEMENT	S K JENA (DR.), DIRECTOR
INFRASTRUCTURE	BHUBANANANDA PRADHAN, DIRECTOR
SEPCIAL PROJECT (NOIDA)	
INFORMATION TECHNOLOGY	NIKHAT KHAN (Dr.), DIRECTOR
ADMINISTRATION, STORES & PURCHASE CELL	AMIT KUMAR GHOSAL, DIRECTOR
HUMAN RESOURCE	SANJAY KUMAR NAGAR, JOINT SECRETARY
COUNCIL AFFAIRS	
CORPORATE COMMUNICATION	AMITA AHUJA (DR.), JOINT SECRETARY (SG) PREETI KAUSHIK BANERJEE (MS.), DIRECTOR
ICSI-CCGRT (NAVI MUMBAI)	TARUN PANDEYA (DR.), DEAN

SOUTHERN INDIA REGIONAL OFFICE (CHENNAI)	SARAH AROKIASWAMY(Ms.), JOINT SECRETARY
NORTHERN INDIA REGIONAL OFFICE (DELHI)	MUKESH JINARA (DR.), ASSISTANT DIRECTOR
EASTERN INDIA REGIONAL OFFICE (KOLKATA)	DVNS SARMA, JOINT DIRECTOR
WESTERN INDIA REGIONAL OFFICE (MUMBAI)	RAJESH KUMAR AGRAWAL (DR.), DIRECTOR

Composition of Council

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

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Functions of the Council

- (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 Institute²

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

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)

- 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 bodies³

- (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”)

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

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

Committees of the Council

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

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

2. Non-Standing Committees
 1. Financial Services Committee
 2. Corporate Laws and Governance Committee
 3. Professional Development Committee
 4. Training & Educational Facilities Committee
 5. Practising Company Secretaries Committee
 6. Information Technology Committee
 7. Placement Committee
 8. PMQ Course Committee
 9. ICSI-CCGRT Management Committee
 10. Research Committee
 11. Election Reforms Committee
 12. Disciplinary Committee
 13. Regulations and Chapter Guidelines Reforms Committee
 14. Brand Promotion Committee
 15. International Affairs Committee

3. Boards
 1. Peer Review Board
 2. Board of Discipline
 3. Quality Review Board
 4. Syllabus Review Board
 5. Editorial Advisory Board
 6. Auditing Standards Board
 7. Secretarial Standards Board
 8. Expert Advisory Board

2. Core Group
 1. Core Group on Vision 2022
 2. Core Group - ICSI Corporate Law Publications

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-President⁵

- (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 Secretary⁶

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;
- (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;

⁵ See Regulation 156 of the CS Regulations, 1982

⁶ See Regulation 156 of the CS Regulations, 1982

- (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 its Secretary.

ITEM NO. (II)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
1	Professional Development, Perspective Planning & Studies	<p>This Directorate is responsible for developing, offering and implementing professional development activities for members. Its activities include:</p> <p>Studies</p> <ul style="list-style-type: none"> • Study material preparation/updation for subjects of CS Course • Academic Guidance/ Supplements for Examinations purpose • Model Question Papers • Guideline answers • Notes to study material • Practice manual • PMQ Courses and Certification Courses • Knowledge Kit- 'Student Professional Today' • E-bulletin- SCS, Foundation • Academic contribution to e-bulletins • Student ICSI Academic Connect • Email ID helpline: academics@icsi.edu ,Ph. No. 011-45341074 for student's Query handling • MOU with IGNOU • PH.D recognitions • Contents for Faculty Induction programme • Academic corner on ICSI Website <p>Library</p> <ul style="list-style-type: none"> • Maintenance of ICSI Library • Library Network (All chapters. CCGRT, RCs) • E-Library for students <p>Support to Examination</p> <ul style="list-style-type: none"> • Short Suggested Answers (Hints for Dte. of Examination) • ICSI Foundation Course Data Bank • Pre-Examination Test for Executive and Professional Programme • Model test papers • Examiner's Observations <p>IEPF Work</p> <ul style="list-style-type: none"> • Investor Awareness Programmes • Post Scrutiny Work • Website Updation • Website Updation in vernacular languages <p>Professional Development</p> <p>Programmes / Conferences / Seminars (Other than</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>Company Law and Corporate Governance)</p> <ol style="list-style-type: none"> 1. Professional Development Programmes 2. National Convention 3. National Conference of PCS 4. CS Day 5. PCS Day 6. PCS Induction Programmes 7. Peer Reviewers Training Programmes 8. Webinars & Webcasts 9. Professional Development Programmes jointly with FICCI, ASSOCHAM, PHDCCI, CII, etc. <p>Other Activities</p> <ol style="list-style-type: none"> 1. Programme Structure and other modalities 2. Representations to various Regulators 3. Updation of Programme Credit Hours for Members 4. Reply to Member's queries on Programme and PCH Hours 5. Coordination with RCs/Chapters for Programmes 6. Co-ordinating with faculty and subject experts. 7. Preparation of Background material for respective Programme(s) and Conference(s) 8. Preparation of Referencers and Guidance Notes 9. Info Capsules 10. Administration of Study Circle Guidelines 11. Updation of material in the Knowledge Repository 12. Publication of Programme Proceedings in Chartered Secretary 13. E-Library for Members 14. GST corner in Chartered Secretary 15. GST Newsletter 16. GST Educational Series 17. Recent initiatives in Chartered Secretary 18. Speeches and messages for dignitaries 19. Academic support to President <p><u>PERSPECTIVE PLANNING</u></p> <ol style="list-style-type: none"> 1. Representation on Foreign Meetings / Conferences 2. Co-ordination with institutes of Company Secretaries in Foreign countries 3. Representations before WTO through Ministry of Commerce & Industry regarding Trade in Services 4. ICSI Vision 2022 and Strategic Action Plan of the Institute 5. Signing MoUs with National and other foreign bodies 6. ICSI- ICSA UK MOU 7. International Fellowship Development Programme 8. Champion Sector Project under Ministry of Commerce and Industry

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
2	Training and Placement (Including Industry Interaction Cell)	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> • Conducting CLDP • Organising SLP • Organising Strategic Meet • Working on Vision 2022 • Establishment of Training Quality Monitoring Cell as approved in the TEFC • Creation and uploading of training circulars and notifications on website • Monitoring of MSOP • Helped in creation and development of e-MSOP application (software) • Placement Drive: Facilitate Placement of Members • Trainee Drive: Expanding Training Opportunities • Policy on Training of Students and its Execution • Standardisation of Training Programmes • Maintenance & Updating of the Data bases of Training of Students • Registration of PCSs/ Companies/ other entities for Imparting Training • Sponsoring the Students for undergoing Training with PCS/ Companies • Sponsoring the Students for 15 days Specialised Training with PCS/ Companies • Exemption from Training Requirements • Processing of Application for Membership • Co-ordination with ROs and COs for Training Programmes • Industry Interaction Cell • Servicing Committee: Training and Educational Facilities Committee • Filing / defending related legal matters through LD • Maintaining related records • Printing and co-ordinating for MSOP Module • Maintaining monthly MIS of all the trainings such as EDP, PDP, MSOP and 15 days Academic Programme conducted by various RCs/Chapters • Public dealing and resolving • Website updation • Grievances handling through portal
3	Corporate Laws & Governance	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> ▪ Professional Development Programmes relating to Company Law, Corporate Governance, Secretarial Standard and Auditing Standards ▪ Formulation of views/opinion on Company Law, Corporate Governance ▪ Corporate Governance and CSR Awards

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Preparation of Referencers, text books and Guidance Notes on Company Law ▪ Expert Guidance on Company Law ▪ Coordination with MCA ▪ All work relating to Secretarial Standards Board ▪ All work related to Auditing Standards Board ▪ The following activities relating to <ul style="list-style-type: none"> ▪ CL (EP); ACLP, SACMDD, CRVI and EGS (PP) [Current Syllabus] ▪ Setting up of Business Entities and its Closure (E), Company Law (E), Governance, Risk Management, Compliances and Ethics (P), Secretarial Audit, Compliance Management and Due Diligence (P), Corporate Restructuring, Insolvency, Liquidation & Winding-up (P) [New Syllabus] ▪ Development and updating of study material ▪ Develop Guides to study and examinations ▪ Preparation of model questions ▪ Development of questions bank for OMR/Online Exams ▪ Development of Hints, Guideline/Suggested Answers ▪ Any matter incidental to or connected with the above and ▪ Any other matter as may be assigned by Competent Authority
4	Printing & Publication	<p>This Directorate is responsible for the activities related to Printing & Publication, Designing, typesetting, Printing of all activities of the institute, e.g. Student Study material, guideline answers, Practice Manual, Revisionary Papers, Profile, Research Publications, forms, letter heads, visiting cards, brochure, pamphlets, Souvenir, Registers, Backgrounder, Stickers, Certificates, Leaflets, Directory, Catalogue, Posters, Folders and any other work assigned to Dte. from time to time.</p> <p>This Directorate is responsible for Printing and publishing of monthly Chartered Secretary Journal.</p>
5	Human Resource	<p>This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include:</p> <ul style="list-style-type: none"> • 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> • Performance Appraisal • Promotion • Retirement functions • Attendance • Leave Management • Employee Records • ERP updation • Identity Cards • Pensioners Cards • Smart Cards • Annual Increments • Ex-gratia • Performance Linked Incentive (PLI) • Service Awards • Service Rules • Issue of Office Orders and Circulars • Holiday List • HR Audit • Empanelment of Hospitals • Preventive Medical Health Check-up • Contractual Engagement of Employees • ICSI Employees Benevolent Fund meeting • 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
6	Council Affairs	<p>This Directorate is responsible following activities:</p> <p>A) <u>Council/ Executive Committee Meetings:</u></p> <ol style="list-style-type: none"> 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>the Council /Committees for attending the meetings.</p> <ol style="list-style-type: none"> 4. To follow-up with the different Directorates for Agenda items and Action Taken Report for placing before the Council/Committee 5. To compile agenda items received from various Directorates and to place the same for approval of the HOD/Secretary/ President 6. To coordinate with the office of the President for getting the approval of the President. 7. After the approval of the President- <ol style="list-style-type: none"> 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>19. To keep records of the audio CDs of the Council Meetings.</p> <p>20. To coordinate with the office of the Secretary/the President for approval of the Minutes</p> <p>21. To ensure timely circulation of Minutes to the members</p> <p>22. To provide extracts of the draft Minutes to all concerned for implementation</p> <p>23. Once the Minutes approved by the Members, final extracts are sent to all concerned HODs.</p> <p>24. To prepare format of Action Taken Report and to circulate to all concerned for informing the action taken.</p> <p>25. To compile Action Taken Report received from various Directorates to place before the Council/Committee</p> <p>26. Regular coordination with the Departments to take updates on the decisions of the Council</p> <p>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.</p> <p>28. To take Annual Disclosure of all the Council Members and follow-up with them for the same.</p> <p>29. To take printout of the final minutes on the Loose leafs of the Minutes book and get it signed and to put the same on the Minutes book.</p> <p>30. To coordinate with all the Directorates to ensure signing of Minutes of the Committee Meetings on regular basis.</p> <p>31. To ensure binding of Notes on Agenda and Minutes book</p> <p>32. To maintain proper records of the Minutes and Notes on Agenda</p> <p>33. All the most : To ensure confidentiality of all the documents/discussions in respect of the Department.</p> <p>B) Maintenance of Coffer</p> <ul style="list-style-type: none"> - Property Papers - Minutes of Council/ Various Committee - MOUs - Bank Guarantees - Agreements

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> - FDRs - Record of other important items like CDS of Council Meetings, Gold Medals etc. <p>C) Preparation of Annual Report</p> <ul style="list-style-type: none"> - 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 - <i>Compilation 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 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.
7	Corporate Communication	<p>Major Responsibilities and other Routine tasks assigned to the Directorate :-</p> <ul style="list-style-type: none"> • 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 /

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>Regional Newspapers & Magazines</p> <ul style="list-style-type: none"> • Production of Corporate Films & Films on Career Awareness / TV & Radio Spots/ Motto song/ Whatsapp Video • Organising Media Partnership for ICSI events • Organising Sponsorship for major ICSI Events • Designing & Production of ICSI Brochures / ICSI Profile / Sponsorship Brochures / ICSI Publications etc. • Branding collaterals for ICSI events • Empanelment and Coordination with empanelled Advertising Agencies • Coordination with Regional Councils/ Chapters for Media Visibility • Graphic Standards Manual for uniform branding • Media Guidelines • Advertisement Policy and its Execution <p>Budgeting and billing of Directorate</p>
8	Infrastructure	<p>This Directorate is responsible for developing, providing and maintaining infrastructure, including premises, of the Institute. Its activities include:</p> <ul style="list-style-type: none"> ▪ Acquisition of premises/ construction of new building/ renovation of premises/ additional construction in existing building for COs/ ROs/H.Qrs ▪ Hiring of Space on rent. ▪ Preparation of Notes on Agenda/ Minutes for different Infrastructure Committee/ EC/ council. ▪ Payment of Property tax. ▪ Execution of Agreement for hiring of space on rent and for execution of works. ▪ According In-principle approval for procurement of Capital items (other than IT related items) for COs and ROs. ▪ 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
9	Administration	<p>This Directorate is responsible for administration and establishment of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> ▪ 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ Any other matter as may be assigned by Competent Authority
10	Co-Ordination	<p>This Directorate is responsible for enhancing visibility and brand value of the profession of company secretaries. Its activities include :-</p> <ul style="list-style-type: none"> ▪ Coordination with Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices. ▪ Advice on establishment and closure of Regional Offices, Chapter Offices, ▪ Review of Rules, Regulations and Guidelines relating to Regional Councils and Chapter Management Committees, Regional Offices and Chapter Offices, ▪ Preparing ICSI Directory ▪ Coordination for identification of Best Regional Office and Chapter Office –clarify if relating to Award ▪ MIS on RC/Chapters
11	Purchase Cell	<p>This Directorate is responsible for purchase and stores (other than purchases for ROs and COs) of the Institute. Its activities include :-</p> <ul style="list-style-type: none"> ▪ 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
12	Examination	<p>This Directorate is responsible for conduct of examination and declaration of results. Its activities include :-</p> <ul style="list-style-type: none"> ▪ 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> 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
13	Finance and Accounts (Including Treasury Cell)	<p>This Directorate is responsible for finance, treasury, accounts of the Institute. Its activities include:-</p> <ul style="list-style-type: none"> ▪ Budget and Budgetary Control ▪ Books of Accounts ▪ Tax Compliances ▪ Statutory Audit ▪ Costing of Major Services ▪ Payroll ▪ Receipt of Contributions – Domestic / Foreign ▪ Grants and Reimbursements to ROs / Chapters ▪ Payment to third parties ▪ Payments to employees ▪ RTI Replies ▪ Serving Finance Committee ▪ Maintaining & Managing following Trusts:- <ul style="list-style-type: none"> 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:- <ul style="list-style-type: none"> I. Company Secretaries Benevolent Fund II. ICSI Employees Benevolent Fund Trust III. Student Education Fund Trust ▪ Maintaining books of accounts of :- <ul style="list-style-type: none"> 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
14	Internal Audit Cell	<p>This Directorate is responsible for manpower planning and human resource development of the Institute. Its activities include:</p> <ol style="list-style-type: none"> 1. Issuing Guidelines to the Regional Offices and A+, A, B, C & D Grade Chapters for conduct of Periodical Internal Audit as per ICSI Guidelines and follow up for submission of Internal Audit Reports.

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ol style="list-style-type: none"> 2. Review of observations of the Internal Auditors and asking for submission of replies on the issues raised. Continuous follow up for removal of deficiencies/corrective actions required. 3. Issuing of advisory suggesting corrective actions to be taken by the Chapter/RO to remove deficiencies in operations. 4. Taking up the issues raised in the Internal Audit Report with other Directorates of Headquarters for settlement. 5. Coordinates with the Internal Auditors of the Head Quarters for conducting Internal Audit, follow up with various Directorates for submission of their replies for finalization of report and taking corrective actions required based on the Audit observations. 6. Internal Audit Division also conducts the Pre-Audit of all the Retiree/Resigned cases in the Institute. 7. Conducting periodical Proprietary Audit and Special Audit of the Regional Offices/Chapters as per the decision taken by the Competent Authority. 8. Compliance management in respect of Action taken report on the observations contained in the Internal Audit, Proprietary Audit & Special Audit Reports. 9. Any other special assigned given by the Competent Authority from time to time.
15	Student Services (including Grievance Redressal & Career Awareness Cell)	<p>This Directorate is responsible for serving students from registration till enrolment. Its activities include:</p> <ol style="list-style-type: none"> 1 Approval of online Registration applications 2 Follow up with students in case of incomplete cases 3 Regularisation of Provisional Registration 4 Cancellation of provisional Registration 5 Change of Address/E mail ID/Mobile number 6 Change of Name/Date of birth /Title 7 Cancellation of Registration 8 Updation of Photograph and Signature received through E-Mail 9 Issue of bonafide certificate 10 Refund of Fee under Merit-Cum-Means Assistance Scheme 11 Confirmation of Username and password 12 Confirmation of Payment 13 Request for addition of qualification 14 Verification of students applications received under Minority Scholarship Scheme

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>15 Refund of registration fees</p> <p>16 Providing Statistical data to the Council, Directorates, Regions and chapters</p> <p>17 Updation of student company secretary bulletins ,</p> <p>18 Student Education Fund trust</p> <p>19 Sending reminders to pending cases under SEFT scheme</p> <p>20 Co-ordination of Class Room Teaching Activity</p> <p>21 Faculty Induction Programmes at Regional Councils & Chapters</p> <p>22 All India Competitions</p> <p>23 Replying to E-Mails</p> <p>24 Replying to the Queries on Grievance Portal</p> <p>25 Replying to the Queries over Phone</p> <p>26 Handling the 'Dak' received by post</p> <p>27 Preparation of Presentations</p> <p>28 Preparation of Analytical Reports</p> <p>29 Correspondence with Regional Councils & Chapters</p> <p>30 Correspondence with other Directorates</p> <p>31 Preparation of Budget of Directorate of Student Services</p> <p>32 Coordination with Internal auditors and preparation of replies</p> <p>33 Reengineering of the existing processes in Directorate of Student services to develop effective working environment at DSS</p> <p>34 Monitoring of queries received at DSS through Grievance module, ticket management system pertaining to DSS</p> <p>35 Webcasts for students- Coordination, compering of the webcast</p> <p>36 Coordination of In-house training programmes for staff at Dte. of ICSI</p> <p>37 Revision/updation of prospectus /brochures/posters student services related content on website (as and when required)/Advertisements for students.</p> <p>38 Sify Smash Project Related work</p> <p>39 Preparation of month wise initiatives of Directorate of Student Services for CS Journal and President page.</p> <p>40 Reply of RTI applications</p> <p>41 Preparation of FAQ'S and timelines for internal/external stakeholders,</p> <p>42 Preparation of material for Annual Report</p> <p>43 Verification/Attestation of Identity Card and various scholarship related documents received from the students.</p> <p>44 Examination Duty</p> <p>45 Deputation to HQ for various meetings</p> <p>46 Formulation of policies pertaining to the Directorate</p> <p>47 Coordination with AIU and various universities pertaining to registration applications</p> <p>48 Attending students personally</p> <p>49 Follow up with IT regarding online payment details of students</p> <p>50 Handling different types of communications with the students, Regional Councils & Chapters, other Directorates,</p> <p>51 Student month Celebration- overall coordination</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>52 E learning Project of the Institute -Learning management system and content management</p> <p>53 PCS Conference</p> <p>54 Verification of registration related issues during exam enrollment</p> <p>55 Coordination of Felicitation programme for the top 10 rank holders of the Institute</p> <p>56 Bulk SMS & E-mail as Reminder –</p> <p>I. Pending Registration</p> <p>II. provisional registration</p> <p>III. Webcast related.</p> <p>IV. Foundation passes who have not registered in executive programme.</p> <p>V. Other bulk E-mail & SMS</p> <p>57 Announcements on CS TOUCH</p> <p>58 Visit to courts regarding legal cases peratining to the students</p> <p>59 Maintaining the crucial information and sharing the same as and when required</p> <p>60 Weed out of records as and when required</p> <p>61 File Management</p> <p>62 Website Management(removal of redundant links)</p> <p>63 Estimate preparation for Student Education Loan</p> <p>64 Activation / Deactivation of Do Not Disturb (DND) on student registration</p> <p>65 Study Centres related work</p> <p>66 Verification OF LIST OF STAFF/WARD</p> <p>67 Data of rank holders to examination Department</p> <p>68 verification of registrtion applications received through counsellors to the chapters</p> <p>69 Dispatch of refund related cheques to the students</p> <p>70 Dispatch of brochures/pamphlets to study centres and various colleges/Universities</p> <p>71 Collation of testimonials of rankholders of CS examination, Preparation of Video bytes of the same</p> <p>72 Fee waiver Scheme for Students of North easter states and State of Jammu and Kashmir</p> <p>73 Fee waiver Scheme for all Students registered in Foundation and Executive Programme in December 2017 -under SEFT- Refunds are processed</p> <p>74 Class Room teaching fee waiver scheme</p> <p>75 Utkarsh- A training cum workshop of all Regional/chapter offices of the Institute</p> <p>76 Development of data bank of centralised faculty to be used by ICSI for various Programmes of ICSI</p> <p>77 Giri Sagar Scheme</p> <p>78 Shaheed Ki Beti Initiative</p> <p>79 Signature Award scheme</p> <p>Post Registration</p> <p>80 Registration of Students to Professional Programme</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>81 Registration Denovo</p> <p>82 Extension of Registration</p> <p>83 Re-registration</p> <p>84 Scrutiny and Grant of Exemptions</p> <p>85 Cancellation of Exemptions</p> <p>86 Processing Refunds of various types of fees(Denovo,Extension,Exemption.....)</p> <p>87 Co-ordination with Stores in the Professional/ ReRegistration Study Material Dispatch</p> <p>88 Co-ordination with Dte. Of IT for the technical error while enrolling Professional Registration/Denovo Registratton/Extension of Registratton</p> <p>89 Handling Switchover/ Reverse Switchover Cases</p> <p>90 Scrutiny of Examination Appearance Data connected with Exemptions</p> <p>91 To Look after all legal cases of the Dte. Of Student Services</p> <p>92 Replying to E-Mails</p> <p>93 Replying to the Queries on Grievance Portal</p> <p>94 Replying to the Queries on CS Touch Portal</p> <p>95 Replying to the Queries over Phone</p> <p>96 Preparation Statistical Reports</p> <p>97 Correspondence with other Directorates</p> <p>98 Preparation of Matter for Student Bulletins</p> <p>99 Monitoring of Content on Website/CS Touch</p> <p>100 Monitoring of queries received at DSS through Grievance module, ticket management system pertaining to DSS</p> <p>101 Webcasts for students- Coordination, compering of the webcast</p> <p>102 Coordination with Internal auditors and preparation of replies regarding post registration activities</p> <p>103 ICSI- SMASH Testing</p> <p>104 Reply of RTI applications</p> <p>105 Preparation of material for Annual Report</p> <p>106 Attending students personally</p> <p>107 Student month Celebration- overall coordination for Career Awareness Activities with Regional Council/Chapters</p> <p>108 Bulk SMS & E-mail to Students</p> <p>109 Preparation of FAQ'S for Exemptions on the basis of Higher Qualifications, 60%, Switchover,re-registration etc.</p> <p>110 Preparation of Presentations</p> <p>111 Preparation of Factbook Data</p> <p>112 Graphical Reports on the basis of Statistical Data</p> <p>113 Preparation of Data for Budget</p> <p>Enrollment</p> <p>114 Result and exemption posting / uploading in the system</p> <p>115 Enrolment setup -- sessionwise</p> <p>116 Correspondence with the regional council /chapter regarding enrolment process</p> <p>117 Planning & despatch of bulk sms / e-mail to the students to intimate to starts the enrolment</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>118 Generation of stage pass data</p> <p>119 Checking of stage pass results of various sessions</p> <p>120 Co-ordination with the dte. Of admn reg despatch of mark sheets</p> <p>121 Requisition of printing of stationery pertaining to mark sheet envelopes, pass certificate envelopes</p> <p>122 Bill processing activities</p> <p>123 Printing of pass certificates with the coordination of outside agency</p> <p>124 Confirmation of payment status</p> <p>125 Call for cases pertaining to enrollment</p> <p>126 Signing of pass certificates at three steps i.e. By self/ checking official / hod concern</p> <p>127 Generation of pass certificate labels</p> <p>128 Packing & despatch of pass certificates</p> <p>129 Maintenance the record of the student who have completed the final / professional stage(s) during various sessions</p> <p>130 Attending students query through e-mail</p> <p>131 Attending students query through grievance portal(smash as well as old portal)</p> <p>132 Attending students query through cs touch portal</p> <p>133 Attending to student query through ticket management system of call centre</p> <p>134 Attending to telephone calls</p> <p>135 Approval of changes request for enrolment</p> <p>136 Rejection process towards validation of enrolment data</p> <p>137 Updation of time table</p> <p>138 Preparation of sample admit card for ensuing sessions</p> <p>139 Checking & updation of instructions to examinees perating to admit card</p> <p>140 Final checking of rejection cases</p> <p>141 Communication with the students regarding rejection</p> <p>142 Bulk sms / e-mail to the students regarding checking of enrolment the enrolment status & submission of change requests</p> <p>143 Co-ordination with the dte. Of examinations & dte. Of it</p> <p>144 Data entry of centre & sub centres address in the system</p> <p>145 Allotment of roll numbers to the centres</p> <p>146 Allotment of roll numbers to the students</p> <p>147 Allotment of centre (venues to the students) i.e. Manually centre breaking process</p> <p>148 Preparation of list of staff/ward</p> <p>149 Preparation of list of debarred cases</p> <p>150 Processing deemed pass cases</p> <p>151 Monitoring the website</p> <p>152 Revision/ updation of prospectus</p> <p>153 Checking of centre braeking after completion of the process</p> <p>154 Prepartion of enrolment data for admit card with the support of it team</p> <p>155 Employee of the month activity</p> <p>156 Handling activities for team building, motivation and encouragement of employees(birthday celebrations, training sessions, etc.)</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>157 Preparation of attendance sheet data for the printing of attendance sheets with the support of it team</p> <p>158 Work relating to student month</p> <p>159 Work relating to cs olympiad</p> <p>160 Co-ordination with the outside agency for printing of attendance sheets</p> <p>161 Checking & despatch of attendance sheets to the dte. Of examinations</p> <p>162 Generation of various report pertaining to dte. Of examinations</p> <p>163 Bulk sms / e-mail to the students regarding downloading of admit card & regularly coordinate with the agency for checking the download status.</p> <p>164 Resolve the students queries & support to the dte. Of examinations during examination period</p> <p>165 Preparation & despatch of enrolment data to dte. Of exams for result processing activities.</p> <p>166 Resolve the queries of dte. Of examinations after conclusion of exam pertaining to mismatches for result processing activities</p> <p>167 Issue of transcript to the students for further abroad studies / immigration purposes</p> <p>168 Issue of certified copy of the syllabus to the students / members on their requests</p> <p>169 Attending verification queries received through private verifying agencies & government authorities</p> <p>170 Issue of letter to the employer of the students reg his / her success</p> <p>171 Verification of undertaking forms submitted by the students to the centre supdt during the examination period. As provided by dte. Exams</p> <p>172 Uploading of list of absentees in the data base</p> <p>173 Preparation of mismatches report for result processing activities</p> <p>174 Circular to the students reg. Registration before declaration of result who have appeared in the examination</p> <p>175 Maintenance of records of undelivered pass certificates</p> <p>176 Support to sify team regarding the enrolment module under the project - smash</p> <p>177 Refund of examination fee excess / double payment received/ passed under verification marks</p> <p>178 Refund of examination fee under appropriation basis</p> <p>179 Pcs conferences</p> <p>180 National convention of company secretaries</p> <p>181 Any other assigned from time to time</p> <p>182 Statistical reports pertaining to enrollment</p> <p>183 Preparation of budget</p> <p>184 Announcements on website</p> <p>185 Matter for student bulletin</p> <p>186 Preparation of statistical data for fact book</p> <p>187 Compiling factbook and co-ordination of printing of fact book</p> <p>188 Support to the hod for day to day activities</p>

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>189 Preparation of agenda, minutes, atr of tefc, ec & council meetings</p> <p>190 Attending webcasts</p> <p>191 Preparation of guidelines on new policies</p> <p>192 Preparation of presentations</p> <p>193 Work relating to interpretation of regulations and proposals for amendment in regulations</p> <p>194 Proposals for amendments in chapter guidelines</p> <p>195 Deputation for examination duty</p> <p>196 Deputation for icsi elections related work (conduct of elections, counting, etc.)</p> <p>197 Deputation to hq for various council/ committee meetings</p> <p>198 Analysis of various student related data, surveys, etc.</p> <p>199 Formulation of new ideas</p> <p>200 Preparation of timelines of student services department</p> <p>201 Work pertaining to appellate authority(rti)</p> <p>202 Compilation of timelines of the institute</p> <p>203 Counselling the students over phone, email</p> <p>204 Grooming/ development of junior officials</p> <p>205 Maintaining knowledge base and sharing/ disseminating the same among the concerned officials</p> <p>206 Interpretation of issues based on old records/past practice</p> <p>207 File management</p> <p>Career Counselling</p> <p>208 Monitoring Career Awareness Activities</p> <p>209 Education Fairs</p> <p>210 Monitoring approvals and reimbursements</p> <p>211 Approval and monitoring of Teachers Congress</p> <p>212 Approval and monitoring of Mega Career events</p> <p>213 Monitoring of Counsellors</p> <p>Grievance Redressal Cell</p> <p>214 Handling queries / grievances of stakeholders</p> <p>215 Co-ordination with different Directorates for timebound response</p> <p>216 Co-ordination with Call Centre</p> <p>217 Arranging training and visits to Call Centre as and when required</p> <p>218 Processiong of Bills of Call Centre on monthly basis</p> <p>219 Monitoring MIS</p>
16	Law	<p>This Directorate is responsible for legal support to all units of the Institute. Its activities include:</p> <ul style="list-style-type: none"> ▪ All Legal matters, including Matters before Supreme Court, High Courts and other courts relating to HQ, ROs, Chapters, CCGRT, COEs. ▪ Filing / defending related legal matters on behalf of the Institute/Council

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ 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
17	Information Technology	<p>This Directorate is responsible for developing and maintaining IT facilities and IT enabled services for the Institute.</p> <p>Its major responsibility and routine activities include:</p> <ul style="list-style-type: none"> ▪ 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<ul style="list-style-type: none"> ▪ 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. <ol style="list-style-type: none"> 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; 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. <ul style="list-style-type: none"> • 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
18	Membership & CSBF	<p>Major Responsibilities and other Routine tasks assigned to the Directorate</p> <ul style="list-style-type: none"> ▪ 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>of Members/ Licentiates /Cop holders/ CSBF Life members in the Chartered Secretary Journal / Institute's website on monthly basis</p> <ul style="list-style-type: none"> ▪ 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 <p><u>Company Secretaries Benevolent Fund (CSBF)</u></p> <ul style="list-style-type: none"> ▪ 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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>basis</p> <ul style="list-style-type: none"> ▪ 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.
19	Discipline	<p>This Directorate is responsible for regulation of the profession of Company Secretaries and proceedings against the members, in accordance with the Company Secretaries Act, 1980 read with the Company Secretaries (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 (the Rules). Its activities include:</p> <ul style="list-style-type: none"> (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. (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

S.NO.	NAME OF THE DIRECTORATE	ALLOCATION OF WORK
		<p>Orders/Orders/Final Orders</p> <p>(xx) Sending certified copy of orders to parties.</p> <p>(xxi) Co-ordination with Dte. of Membership for details of Members</p> <p>(xxii) Co-ordination with Dte. of Membership for implementation of Orders of Disciplinary Committee/ Board of Discipline against Members</p> <p>(xxiii) Engagement of Advocates/PCS for legal inputs in the Disciplinary matter</p> <p>(xxiv) Fixing of Fees for Advocates/PCS</p> <p>(xxv) Recommending Payment of Bills of Advocates/PCS to F&A</p> <p>(xxvi) Coordination with Dte. of Administration for Transportation/Travel/Stay and Other Arrangements for members of Disciplinary Committee and Board of Discipline for attending meeting of Disciplinary Committee and Board of Discipline</p> <p>(xxvii) Coordination with Dte. of F&A for sitting allowance of Government Nominees to the Disciplinary Committee</p> <p>(xxviii) Assisting Legal Department for defence before Appellate Authority</p> <p>(xxix) Briefing Advocates on disciplinary matters before Courts</p> <p>(xxx) Serving Committees:</p> <ol style="list-style-type: none"> I. Board of Discipline II. Disciplinary Committee III. Council/ Executive Committee IV. High Level Committee V. Core Group constituted by Council for finalising comments of ICSI on HLC Report. VI. Assisting Legal Department for Regulation Committee related to Disciplinary Matters <p>(xxxi) Filing / defending related legal matters through Legal Department</p> <p>(xxxii) Maintaining records of the Directorate</p> <p>(xxxiii) Drafting of reference for Legal Opinion on the issues arising out the deliberations of Disciplinary committee/ Board of Discipline</p> <p>(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</p> <p>(xxxv) Providing data to MCA on monthly basis in the format asked by the MCA</p> <p>(xxxvi) Coordination with Dte. of IT for uploading of Orders of Board of Discipline and Disciplinary committee</p> <p>(xxxvii) Coordination with Dte of IT for development of Online Module and software for Disciplinary Directorate</p> <p>(xxxviii) Attending various queries on Disciplinary mechanism in person, email, telephone etc.</p> <p>(xxxix) Taking Sessions on 'CODE OF CONDUCT' in MSOP batches</p> <p>(xl) Providing status of Disciplinary Matters / decided against member of the Institute for Peer Review</p>

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

ITEM NO. (III)

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

1. Council

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

2. Meetings of the Council

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

3. Passing of resolution by circulation

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

4. Committees

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

Decision making process within the Institute:

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

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

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

ITEM NO. (IV)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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

ITEM NO. (V)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR 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 Licentiatees
- 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 Makarand M Lele
President, The ICSI
MRM Associates
1st Floor, Dnyansudha Apartments
77, Vijayanagar Colony,
2147, Sadashiv Peth, Pune - 411030

Tel : (O) 011-45341001

E-mail : president@icsi.edu
makarand.lele@mrmcs.com

VICE PRESIDENT

CS Ahalada Rao V
Vice President, The ICSI
Ahalada Rao V & Associates
Company Secretaries
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Sri Datta Sai Commercial Complex
RTC X Roads, Opp :Sapthagiri theatre,
Hyderabad, Telangana-500020

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CENTRAL GOVT. NOMINEE

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ELECTED MEMBERS

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CS (Dr.) Shyam Agrawal
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CS Vineet K Chaudhary
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OFFICIATING SECRETARY

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II COMPOSITION OF COMMITTEES

LIST OF COMMITTEES

STANDING AND NON-STANDING COMMITTEE OF THE COUNCIL/ BOARDS – 2018

S. No.	Name	Chairman/Member
Executive Committee		
1	Makarand Lele	Chairman
2	Ahalada Rao V	Member
3	Shyam Agrawal (Dr.)	Member
4	Amardeep Singh Bhatia	Member (Govt. Nominee)
5	Ashish C Doshi	Member
6	C Ramasubramaniam	Member
7	Vineet K Chaudhary	Member
Finance Committee		
1	Makarand Lele	Chairman
2	Ahalada Rao V	Member
3	Atul H Mehta	Member
4.	Mahavir Lunawat	Member
5	Mamta Binani (Ms.)	Member
6.	Satwinder Singh	Member
7	Yamal A Vyas	Member (Govt. Nominee)
Examination Committee		
1	Makarand Lele	Chairman
2	Ahalada Rao V.	Member
3	C Ramasubramaniam	Member
4	Gopal Krishna Agarwal	Member (Govt. Nominee)
5	Gopalakrishna Hegde	Member
6	Ranjeet Kumar Pandey	Member
7	Santosh Kumar Agrawala	Member

S. No.	Name	Chairman/Member
Financial Services Committee		
1	Mahavir Lunawat	Chairman
2	Atul H Mehta	Member
3	Ashish C Doshi	Member
4	Ashish Garg	Member
5	C Ramasubramaniam	Member
6	Gopalakrishna Hegde	Member
7	Satwinder Singh	Member
Corporate Laws and Governance Committee		
1	Ahalada Rao V	Chairman
2	Ashish Garg	Member
3	Atul H Mehta	Member
4	Gopalakrishna Hegde	Member
5	Mahavir Lunawat	Member
6	Mamta Binani (Ms.)	Member
7	Ranjeet Kumar Pandey	Member
8	Vineet K Chaudhary	Member
Professional Development Committee		
1	Makarand Lele	Chairman
2	Shyam Agrawal (Dr.)	Member
3	Gopal Krishna Agarwal	Member (Govt. Nominee)
4	Atul H Mehta	Member
5	Gopalakrishna Hegde	Member
6	Mahavir Lunawat	Member
7	Rajiv Bajaj	Member
8	Satwinder Singh	Member
9	Santosh Kumar Agrawala	Member
10	Vijay Kumar Jhalani	Member (Govt. Nominee)
Training & Educational Facilities Committee		
1	Ahalada Rao V	Chairman
2	Amardeep Singh Bhatia	Member (Govt. Nominee)
3	Ashish C Doshi	Member
4	Ashish Garg	Member
5	C Ramasubramaniam	Member
6	Mamta Binani (Ms.)	Member
7	Rajesh Sharma	Member (Govt. Nominee)
8	Ranjeet Kumar Pandey	Member
9	Vineet K Chaudhary	Member
10	Yamal A Vyas	Member (Govt. Nominee)
Practising Company Secretaries Committee		

S. No.	Name	Chairman/Member
1	Vineet K Chaudhary	Chairman
2	Ashish C Doshi	Member
3	Ashish Garg	Member
4	C Ramasubramaniam	Member
5	Mamta Binani (Ms.)	Member
6	Ranjeet Kumar Pandey	Member
7	Santosh Kumar Agrawala	Member
Information Technology Committee		
1	Rajiv Bajaj	Chairman
2	Atul H Mehta	Member
3	C Ramasubramaniam	Member
4	Mahavir Lunawat	Member
5	Mamta Binani (Ms.)	Member
6	Rajesh Sharma	Member (Govt. Nominee)
7	Satwinder Singh	Member
Peer Review Board		
1	Ahalada Rao V	Chairman
2	Gopalakrishna Hegde	Vice-Chairman
3	Ashish Garg	Member
4	Santosh Kumar Agrawala	Member
5	Rajiv Bajaj	Member
6	Satwinder Singh	Member
7	Anil Murarka	Member
8	Ashok Tyagi	Member
9	Milind B Kasodekar	Member
10	Savithri Parekh (Ms.)	Member
11	Sudhir Babu C	Member
Placement Committee		
1	Ashish Garg	Chairman
2	Atul H Mehta	Member
3	Gopalakrishna Hegde	Member
4	Mahavir Lunawat	Member
5	Rajiv Bajaj	Member
6	Santosh Kumar Agrawala	Member
PMQ Course Committee		
1	Ashish Garg	Chairman
2	Ranjeet Kumar Pandey	Member
3	Gopalakrishna Hegde	Member
4	Mahavir Lunawat	Member
5	Mamta Binani (Ms)	Member
6	Satwinder Singh	Member

S. No.	Name	Chairman/Member
7	Vineet K Chaudhary	Member
ICSI-CCGRT Management Committee		
1.	Ashish C Doshi	Chairman
2	C Ramasubramaniam	Member
3.	Vineet K Chaudhary	Member
4	Yamal A Vyas	Member (Govt. Nominee)
5	Dipti Mehta (Ms.)	Member
6	V R Narasimhan (Dr.)	Member
7	Milind B. Kasodekar	Member
8	Rahul Sahasrabuddhe	Member
9	Kaushik Jhaveri	Member
10	Om Prakash Bagdia	Member
11	Vivek Sadhale	Member
Research Committee		
1	C Ramasubramaniam	Chairman
2	Shyam Agrawal (Dr.)	Member
3	Atul H Mehta	Member
4	Ashish C Doshi	Member
5	Ashish Garg	Member
6.	Gopal Krishna Agarwal	Member (Govt. Nominee)
7.	Mahavir Lunawat	Member
8	Rajiv Bajaj	Member
9.	Ranjeet Kumar Pandey	Member
Election Reforms Committee		
1	Satwinder Singh	Chairman
2	Atul H Mehta	Member
3	Ashish Garg	Member
4	C Ramasubramaniam	Member
5	Gopalakrishna Hegde	Member
6.	Rajesh Sharma	Member (Govt. Nominee)
7.	Santosh Kumar Agrawala	Member
8	Vineet K Chaudhary	Member
Disciplinary Committee		
1	Makarand Lele	Presiding Officer
2	Ashish C Doshi	Member
3	Santosh Kumar Agrawala	Member
4	Nalin Kohli	Member (Govt. Nominee)
5	Meenakshi Dutta Ghosh (Ms.)	Member (Govt. Nominee)
Board of Discipline		

S. No.	Name	Chairman/Member
1	Atul H Mehta	Presiding Officer
2	C Ramasubramaniam	Member
3	Ashok Kumar Dixit	Member
Quality Review Board		
1	Kiran Oberoi Vasudev (Ms.)	Chairperson
2	Vithayathil Kurian	Member
3	Ilam Kamboj	Member
4	Ashish Kumar Kushwaha	Member
5	Vineet K Chaudhary	Member
Syllabus Review Board		
1	C Ramasubramaniam	Chairman
2	Shyam Agrawal (Dr.)	Member
3	Atul H Mehta	Member
4	Ashish C Doshi	Member
5	Mahavir Lunawat	Member
6.	Ranjeet Kumar Pandey	Member
7.	Yamal A Vyas	Member (Govt. Nominee)
Regulations and Chapter Guidelines Reforms Committee		
1	Ranjeet Kumar Pandey	Chairman
2	Satwinder Singh	Member
3	Shyam Agrawal (Dr.)	Member
4	Gopalakrishna Hegde	Member
5	Santosh Kumar Agrawala	Member
6.	Vijay Kumar Jhalani	Member (Govt. Nominee)
7.	Vineet K Chaudhary	Member
Editorial Advisory Board		
1	Santosh Kumar Agrawala	Chairman
2	Gopal Krishna Agarwal	Member (Govt. Nominee)
3	K Narayana Swamy	Member
4	Sivakumar P	Member
5	Ram Moorthy	Member
6	Ravi Kumar Mandavilli	Member
7	D K Jain (Dr.)	Member
8	G R Bhatia	Member
9	Gopal Jiwrajka	Member
10	H M Choraria	Member
11	J K Mittal	Member
12	N K Jain	Member
13	P K Mittal	Member
14	Pritivi Haldea	Member
15	Vinod Kumar Singhanian	Member

S. No.	Name	Chairman/Member
17	R C Gupta	Member
Brand Promotion Committee		
1	Ahalada Rao V	Chairman
2	Atul H Mehta	Member
3	Ranjeet Kumar Pandey	Member
International Affairs Committee		
1	Atul H Mehta	Chairman
2	Satwinder Singh	Member
3	Shyam Agrawal (Dr.)	Member
4	Vijay Kumar Jhalani	Member (Govt. Nominee)
5	Vineet K Chaudhary	Member
Core Group on Vision 2022		
1	Pavan Kumar Vijay	Chairman
2	Ranjeet Kumar Pandey	Member
3	Shyam Agrawal (Dr.)	Member
4	Pradeep Ramakrishanan	Member
5	N K Jain	Member
6	Savithri Parekh (Ms.)	Member
7	Amit Gupta	Member
8	Devopam Bajpai	Member
9	Ashok Haldia (Dr.)	Member
10	S Sudhakar	Member
11	K S Ravichandran (Dr.)	Member
12	V. R. Narasimhan (Dr.)	Member
13	Kiran Chitale	Member
14	Gaurav Pingle	Member
15	Geetika Anand (Ms.)	Member
Ex-officio		
16	Makarand Lele	President, ICSI
17	Ahalada Rao V	Vice President, ICSI
Auditing Standards Board		
1	Vineet K Chaudhary	Chairman
2	Amit Gupta	Member
3	Amogh Diwan	Member
4	Anshul Kumar Jain	Member
5	Ashok Tyagi	Member

S. No.	Name	Chairman/Member
6	Avinash Kharkar	Member
7	Biman Deb Nath	Member
8	Deepak Kukreja	Member
9	Jitesh Gupta	Member
10	Khushrao Bulsara	Member
11	Makarand Joshi	Member
12	Manoj Rajaram Hurkat	Member
13	Munish Kumar Sharma	Member
14	Pracheta M (Ms.)	Member
15	P.K. Krishnamurthy	Member
16	Ravi Sharma	Member
17	Rupesh Agarwal	Member
18	Sachin Agarwal	Member
19	Soy Joseph	Member
20	Shilpa Dixit (Ms.)	Member
21	Siddhartha Murarka	Member
22	Timir Baran Chatterjee	Member
23	Vidya Joglekar (Ms.)	Member
Ex-Officio		
24	Makarand Lele	President, ICSI
25	Ahalada Rao V	Vice President, ICSI
Secretarial Standards Board		
1	Pavan Kumar Vijay	Chairman
2	Anil Kumar Murarka	Member
3	Amit Gupta	Member
4	B. Shanmugasundaram	Member
5	Dipti Mehta (Ms.)	Member
6	Geetika Anand (Ms.)	Member
7	G. P. Madaan	Member
8	J.N. Gupta	Member
9	Milind B. Kasodekar	Member
10	N. Hariharan	Member
11	Narayan Shankar	Member
12	Rajendra Singhi	Member
13	Ranjeet Kumar Pandey	Member
14	Rajiv Bajaj	Member
15	S C Vasudeva	Member
16	S. H. Rajadhyaksha	Member
17	S. Sudhakar	Member
18	Savithri Parekh (Ms.)	Member
19	Subhash C Setia	Member
20	Suresh Krishnan	Member
21	Sanjiv Agarwal	Member

S. No.	Name	Chairman/Member
22	Shujath Bin Ali	Member
23	Representative of MCA	Member
24	Pradeep Ramakrishnan	Representative of SEBI
25	Sunil Kumar	Representative of IBBI
26	Manoranjan Mishra	Representative of RBI
27	Avinash Kharkar	Representative of NSE
28	Prajakta Powle (Ms.)	Representative of BSE
29	Sanjay Grover	Representative of ASSOCHAM
30	Pramod Kumar Rai	Representative of FICCI
31	Prashant Chokshi	Representative of CII
32	Abhi Narayan Mishra	Representative of PHDCCI
33	Debashis Mitra (Dr.)	Representative of ICAI
34	Amit Anand Apte	Representative of ICAI-Cost
Expert Advisory Board		
1	Gopalakrishna Hegde	Chairman
2	K K Rao	Member
3	S. Chandrasekaran (Dr.)	Member
4	S D Israni (Dr.)	Member
5	Rajeev Kumar	Member
6	Jitesh Gupta	Member
7	U K Chaudhary	Member
8	Prem Kumar Malhotra	Member
9	Anupam Garg	Member
10	K R Radhakrishnan	Member
11	Gajendra P Singh	Member
12	K Sethuraman	Member
13	J Sridhar	Member
14	S V Deulkar	Member
15	Manoj Sonawala	Member
16	Prakash R.	Member
17	R J Joshi	Member
18	D Hanumantha Raju	Member
19	Jyoti Vij (Ms.)	Representative of FICCI
20	Representative of CII	Member
21	Representative of ASSOCHAM	Member
Core Group - ICSI Corporate Law Publications		
1	Amit Gupta	Chairman
2	Karthick Varadarajan	Co-Chairman
3	Aashish Jain	Member
4	Anjali Gorsia	Member
5	Anshu Agarwal	Member

S. No.	Name	Chairman/Member
6	Anshul Kumar Jain	Member
7	Arun Kamalobhavan	Member
8	Devesh Kumar Vasisht	Member
9	Divanshu Mittal	Member
10	Divesh Goyal	Member
11	G Sriram	Member
12	Hari Surya	Member
13	Henry Richard	Member
14	Jigarkumar Gandhi	Member
15	Jitendra Ahlawat	Member
16	Krish Narayanan	Member
17	Krishna Sharan Mishra	Member
18	Mahadev Tirunagari	Member
19	Midhuna KC	Member
20	Pramod S. M.	Member
21	Rahul Sahasrabuddhe	Member
22	Rajavolu Venkata Ramana	Member
23	Rajendra Patil	Member
24	Roshan Ramesh Raikar	Member
25	S Chidambaram	Member
26	S.C. Sharada	Member
27	Sandeep Kumar S.	Member
28	Sujay Pramod Joshi	Member
29	Thirupal Gorige	Member
30	Tushar Tendulkar	Member

III COMPOSITION OF REGIONAL COUNCILS

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

CHAIRMAN	VICE- CHAIRMAN
DHANANJAY SHUKLA Dhananjay Shukla & Associates Company Secretaries House No. 23, Sector 30 Gurgaon - 122 001	PRADEEP KUMAR DEBNATH Pradeep Debnath & Co. 1105-06, Hemkunt House 11th Floor, 6 Rajendra Place New Delhi- 110 008
SECRETARY	TREASURER
RAJEEV BHAMBRI Rajeev Bhambri & Associates SCO No. 9, 2nd Floor, Jhandu Towers Miller Ganj, Ludhiana-141 003	NITESH KUMAR SINHA N K S & Co. 8A, UG CS Ansal Corporate Suites Ansal Plaza, Sector-1, Vaishali Ghaziabad - 201 010
MEMBERS	EX-OFFICIO MEMBERS
<p>AMIT GUPTA Amit Gupta & Associates B-12, Basement, Murli Bhawan 10-A, Ashok Marg, Lucknow - 226 001</p> <p>AVTAAR SINGH Partner, Biz Lawgix LLP 212 Parmesh Tower - II, Community Centre Karkardooma, Delhi</p> <p>DEEPAK ARORA Deepak Arora & Associates 23 KA 4, Jyoti Nagar, Near Vidhansabha Jaipur-302 005</p> <p>MANISH AGGARWAL SCO 64, 2nd Floor, Sector 20-C Dakshin Marg, Chandigarh - 160 020</p> <p>MANISH GUPTA RMG & Associates, Company Secretaries 207, Suchet Chambers, 1224/5 Bank Street, Karol Bagh</p> <p>MONIKA KOHLI DMK Associates 31/36, Basement, Old Rajinder Nagar New Delhi- 110 060</p>	<p>RAJIV BAJAJ Company Secretary & Associate Director-Finance Panasonic AVC Networks India Co. Ltd. C-52, Phase II, Noida- 201 305</p> <p>RANJEET KUMAR PANDEY Ranjeet Pandey & Associates Company Secretaries A-308, Basement, Defence Colony New Delhi - 110 024</p> <p>SATWINDER SINGH Vaish Associates 11th Floor, Mohan Dev Building 13 Tolstoy Marg, New Delhi- 110 001</p> <p>(Dr.) SHYAM AGRAWAL Agrawal Shyam & Associates Company Secretaries 61, Luv Kush Nagar 1st, J.P. Underpass, Sahkar Marg Tonk Road, Jaipur - 302 015</p> <p>VINEET K. CHAUDHARY V.K. Chaudhary & Co. Company Secretaries C-140, Sector-51, Noida - 201 301</p>

<p>NPS CHAWLA Associate Partner, Vaish Associates Advocates 11th Floor, Mohan Dev Building, 13, Tolstoy Marg, New Delhi - 110 001</p> <p>SAURABH KALIA Sastra Legal E-96, (LGF) Malcha Marg, Chanakyapuri New Delhi- 110 021</p>	
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**EASTERN INDIA REGIONAL COUNCIL
ICSI-EIRC BUILDING, 3-A, AHIRIPUKUR 1ST LANE,
(NEAR BECKBAGAN NURSING HOME) KOLKATA-700019**

CHAIRMAN	VICE- CHAIRMAN
SIDDHARTHA MURARKA Practising Company Secretary 2nd Floor, YMCA Building 25 Jawaharlal Nehru Road Kolkata – 700 087	ASHOK PUROHIT Asst. Company Secretary Emami Limited Emami Tower 687, Anandpur, EM Bypass Kolkata - 700 107
SECRETARY	TREASURER
GAUTAM DUGAR Practising Company Secretary 2, Joy Narayan Santra Lane, Ground Floor Howrah Maidan, Opp. Sarat Sadan Howrah - 711 101	RUPANJANA DE Practising Company Secretary Nandi Resources Generation Technology Pvt. Ltd. 17, Nabanagar, Jadavpur Kolkata - 700 032
MEMBERS	EX-OFFICIO MEMBERS
SANDIP KUMAR KEJRIWAL Practising Company Secretary Room No. 322, 3rd Floor Martin Burn Building 1, R. N. Mukherjee Road, Kolkata -700 001	MAMTA BINANI Practising Company Secretary Room No.6, 4th Floor, Commerce House 2A Ganesh Chandra Avenue Kolkata - 700 013
SUNITA MOHANTY Practising Company Secretary M-5/16, Acharya Vihar Bhubaneswar - 751 013	SANTOSH KUMAR AGRAWALA Practicing Company Secretary Ganges Garden B-8, 3rd Floor 106, K.C. Singha Road Shibpur, Howrah – 711102

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

CHAIRMAN	VICE- CHAIRMAN
<p>PRAKASH K PANDYA Proprietor, P. K. Pandya & Co. Partner, PN & Associates LLP 16, 1st floor, Star Trade Centre, Sodawala Lane, Borivali West Mumbai - 400 092</p>	<p>SHILPA K DIXIT (Ms.) MRM Associates, Company Secretaries 77, Vijayanagar Colony, 2147 Sadashiv Peth, Pune - 411 030</p>
SECRETARY	TREASURER
<p>PRAVEEN SONI Company Secretary & Legal Manager CMS Info Systems Ltd. CMS House, Silver Metropolis, 11th Floor Western Express Highway Goregaon East, Mumbai - 400 063</p>	<p>ASHISH KARODIA Practising Company Secretary 208, Trade House 14/3 South Tukoganj Indore - 452 001</p>
MEMBERS	EX-OFFICIO MEMBERS
<p>AMIT KUMAR JAIN Company Secretaries S-7, IInd Floor, Gurukripa Plaza, Zone-II M.P. Nagar, Bhopal - 462 011</p> <p>CHETAN B PATEL Company Secretary A-11A, Aryaman, Opp. Anand Niketan School, Thaltej-Shilaj Road, Shilaj Ahmedabad - 380 059</p> <p>DEVENDRA VASANT DESHPANDE DVD & Associates, Company Secretaries 3rd floor, Samartha Building, Plot No. 14 Pinak Colony, Near Bank of India Karve Nagar, Pune-411 052</p> <p>HITESH KOTHARI Company Secretaries Kothari H. & Associates 208, IInd Floor, BSE Building Dalal Street, Fort, Mumbai - 400 001</p> <p>KAMLESH JOSHI Company Secretary & General Manager Khaitan Chemicals & Fertilizers Limited 639-640, Mahalaxmi Nagar, Sector-R Indore - 452 010</p> <p>RISHIKESH GAGAN VYAS</p>	<p>ASHISH C DOSHI Practising Company Secretary Anison Building, 3rd Floor SBI Lane, Near Stadium Circle C.G. Road, Navrangpura Ahmedabad - 380 009</p> <p>ASHISH GARG Practising Company Secretary 107, Gold Arcade Opp. Curewell Hospital 3/1 New Palasia Indore- 452 001</p> <p>ATUL H MEHTA Mehta & Mehta, 201-206, Shiv Smriti, 2nd Floor, 49, Dr. Annie Besant Road Above Corporation Bank, Mumbai Maharashtra Pin: 400018</p> <p>MAHAVIR LUNAWAT Group Managing Director Pantomath Group, 406-08 Keshava Premises, Bandra Kurla Complex, Mumbai – 400 051</p> <p>MAKARAND LELE M R M Associates 1st Floor Dnyansudha Apartments</p>

<p>Proprietor Rishikesh Vyas & Associates 801 - 802 Ahimsa Towers, Ahimsa Marg Off Link Road, Near 5 Spice Restaurant Malad West, Mumbai - 400 064</p> <p>SWATI Y BHATT (Ms.) Practising Company Secretary 204-207, Pashwa Complex Near Cash 'N' Carry Ellora Park Vadodara - 390 023</p>	<p>77, Vijayanagar Colony 2147, Sadashiv Peth Pune- 411 030</p>
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**SOUTHERN INDIA REGIONAL COUNCIL
'ICSI-SIRC HOUSE', OLD NO. 4, NEW NO.9
WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI-600034**

CHAIRMAN	VICE- CHAIRMAN
GANAPATHI G M Partner, M/s. Ganapathi & Mohan Company Secretaries No.31, Vidhya Bhavan, 3rd Floor West Anjaneya Temple Street Basavanagudi, Bengaluru - 560 004	RAMAKRISHNA GUPTA RACHARLA Partner, R & A Associates Company Secretaries T-202, Technopolis, H. No. 1-10-74/B Above Ratnadeep Super Market Chikoti Gardens, Begumpet Hyderabad - 500016
SECRETARY	TREASURER
A MOHAN KUMAR DGM Legal & Company Secretary Allsec Technologies Limited 46B, Velachery Main Road Chennai - 600 042	
MEMBERS	EX-OFFICIO MEMBERS
NAGENDRA D RAO Practising Company Secretary 543/A, 7th Main, 3rd Cross S. L. Byrappa Road Hanumanthanagar Bengaluru - 560 019	AHALADA RAO VUMMENTHALA Ahalada Rao V & Associates, Company Secretaries Flat No. 113, B - Block, Sri Datta Sai Commercial Complex, RTC X Roads Opp : Saphthagiri Theatre, Hyderabad-500 020
P SIVAKUMAR Managing Partner, SVJS & Associates Company Secretaries 39/3519B, Padmam Apartments Manikkath Road, Kochi - 682 016	GOPALAKRISHNA HEGDE Sri-Gem Corporate Services Pvt. Ltd No.17, 1st Floor, Subbarama Chetty Road Basavanagudi, Bengaluru - 560 004
P S SHASTRY Director Quintessence Enterprises Private Limited SEBI Registered CAT I Merchant Banker 8-2-603/1/VP, Plot No 8A, Road No. 10 Banjara Hills, Hyderabad - 500 034	RAMASUBRAMANIAM C C R & Associates, 'SRINIDHI' G4-RMC Flats, No. 1 Venkatesapuram Colony Vadapalani, Chennai - 600 026
S DHANAPAL Managing Partner, S. Dhanapal & Associates Company Secretaries Suite No.103, First Floor, Kaveri Complex 96/104, Nungambakkam High Road (Next to Ganpat Hotel & ICICI Bank) Nungambakkam, Chennai - 600 034	
	CO-OPTED MEMBERS
	S B Gautam Regional Director (SR)

	Ministry of Corporate Affairs Shastri Bhawan, 'A' Wing, 5th Floor, NO.26 Haddows Road, Nungambakkam Chennai-600006 S. KRISHNAN Principal Secretary to Government Planning and Development Department Government of Tamilnadu
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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 S/Shri	Designation	DIRECT NO.
President's Office		
Sanjeev Kumar Dogra	Deputy Director	(011) 45341004
Secretariat		
CS Ashok Kumar Dixit	Officiating Secretary	(011) 45341003
Devender Kapoor	Deputy Director	(011) 45341006
Directorate of Corporate Communication		
Amita Ahuja (Dr.)	Joint Secretary (SG)	(011) 45341067
Preeti Kaushik Banerjee	Director	(011) 45341022
Ranjana Gupta	Assistant Director	(011) 45341064
Sanjeet Kumar	Assistant Director	(011) 45341088
Directorate of Professional Development, Perspective Planning & Studies (Including Indirect Tax Cell & Research Cell)		
Sonia Baijal	Director	(0120) 4082104
Rahul Chandra (Dr.)	Joint Director	(0120) 4522078
Alka Arora	Joint Director	(0120) 4082189
Saurabh Jain	Joint Director	(0120) 4082127
Ritesh Kumar	Deputy Director (Strategies)	(0120) 4082125
Anita Gupta	Deputy Director	(0120) 4082128
Maninder Deep Cheema (Dr.)	Assistant Professor (stationed at Chandigarh Chapter)	(0172)-2661840
Neeta Sehgal	Assistant Director	(0120) 4082116
Akinchan Buddhodev Sinha	Assistant Director	(0120) 4082141
Chittaranjan Pal	Assistant Director	(0120) 4082167
Khusbu Mohanty	Assistant Director	(0120) 4082166
Gargi Rajvanshi (Dr.)	Assistant Director (stationed at CCGRT)	(022) 41021510
Sarika Kumari	Assistant Director	(0120) 4082169
Govind Krishna Agarwal	Assistant Director	(0120) 4082168
Mahesh Airan	Executive (Academics)	(0120) 4082138
Sonu Lakhani	Executive (Academics)	(0120) 4082142
Akansha Gupta	Executive (Academics)	(0120) 4082137

Name S/Shri	Designation	DIRECT NO.
Indirect Tax Cell		
Deepak Kumar	Assistant Director (F&A)	(0120) 4082171
Research Cell		
Prasant Sarangi (Dr.)	Director	(0120) 4082185
Harpreet Raman Bahl (Dr.)	Assistant Professor	(0120) 4082122
Sapna Malhotra (Dr.)	Deputy Director (Strategies)	(0120) 4082153
Tapas Kumar Roy (Dr.)	Assistant Director	(0120) 4082186
Directorate of Corporate Laws & Governance		
Banu Dandona	Joint Director	(011) 45341030
Anamika Chaudhary	Deputy Director (Secretarial Standards Board)	(011) 45341066
Deepa Khatri	Deputy Director	(011) 45341038
Jagvinder Kaur Bedi	Assistant Director	(011) 45341037
Manoj Kumar	Assistant Director	(011) 45341082
Disha Kant	Assistant Director	(011) 45341081
Nishita Singhal	Assistant Director	
Hema Babbar	Assistant Director	(011) 45341039
Kalpesh Kumar Mehta	Assistant Director (Academics) (stationed at Ahmedabad Chapter)	(011) 45341082
Rakesh Kumar	Assistant Director	(011) 45341055
Dheeraj Gupta	Executive (Academics)	(011) 45341028
Pooja Rahi	Executive (Academics)	(011) 45341070
Directorate of Human Resource and Council Affairs		
Sanjay Kumar Nagar	Joint Secretary	(011) 45341019
Human Resource		
Gaurav Mehta	Assistant Director	(011) 45341036
Rajeev Mishra	Executive (Admin)	(011) 45341029
Beena	Executive (Admin)	(0120) 4082196
Council Affairs		
Meena Khurana	Executive (Admin)	(011) 45341031
Directorate of Administration, Infrastructure & Special Project (Noida)		
Bhubananda Pradhan	Director	(0120) 4522018
Directorate of Administration		
Kailash Chander Kaushik	Joint Director	(0120) 45341023
Achla Kulshreshtha	Deputy Director	(0120) 4522016

Name S/Shri	Designation	DIRECT NO.
Vandana Mohindroo	Assistant Director	(0120) 4522015
Jalad Agrawal	Assistant Director	(011) 45341057
Rajeshwar Singh	Executive (Admin)	(011) 45341057
Infrastructure		
Anil R Tale	Assistant Director	
Kumar Navanit	Executive (Law)	(0120) 4082126
Abhishek Raj	Assistant Engineer (Construction)	(0120) 4082126
Purchase Cell		
Amit Kumar Ghosal	Director (Purchase)	(0120) 4522008
A K Pahwa	Assistant Director	(0120) 4082146
Anuj Kumar Gupta	Executive (Admin)	(0120) 4082144
Neelam Wadhwa	Executive (Admin)	(0120) 4082140
Directorate of Printing & Publication		
Nitin Jain	Joint Director (Printing & Publications)	(0120) 4082123
Ranjith Krishnan (Dr.)	Assistant Director	(0120) 4082129
Manhar Malhotra	Assistant Director	(0120) 4082129
Kabir Chattopdhyay	Executive (Admin)	(0120) 4082129
Directorate of Discipline		
Meenakshi Gupta	Joint Secretary	(011) 45341014
Vikash Kumar Srivastava	Deputy Director	(0120) 4082165
Gaurav Tandon	Assistant Director (Law)	(011) 45341034
Ritu Chawla	Assistant Director	(011) 45341073
Anita Mehra	Assistant Director	(011) 45341032
Rasbihari Nath Tiwari	Executive (Law)	(011) 45341061
Directorate of Membership , CSBF & Co-ordination		
Ashvini K Srivastava	Director	(0120) 4082103
Membership		
Subhashis Bagchi	Deputy Director	(0120) 4082135
Vidhya Ganesh	Executive (Admin)	(0120) 4082133
Saurabh Bansal	Executive (Academics)	(0120) 4082136
Vanitha Dhanesh	Executive (Admin)	(0120) 4082136
Co-ordination		
Jagdish Chander Sikka	Executive (Admin)	(0120) 4082131

Name S/Shri	Designation	DIRECT NO.
Directorate of Law & RTI		
Surya Narayan Mishra	Joint Director	(0120) 4522083
Chandra Prakash	Assistant Director	(0120) 4082192
Satish Kumar	Executive (Law)	(0120) 4082193
Directorate of Information Technology		
Nikhat Khan (Dr.)	Director	(0120) 4522019
Prabir Sarkar	Joint Director	(0120) 4082151
Praveen Kumar Veyikandla	Deputy Director	(0120) 4522066
Ravish Samota	Assistant Director	(0120) 4522045
Venkata Sudhakar Chinta	Assistant Director	(0120) 4522039
Nilesh Neelmani (Dr.)	Research Associate	(0120) 4522039
Birender Kumar	Senior Programmer	(0120) 4522047
Gaurav Bansal	Senior Programmer	(0120) 4522037
Praveen Kumar	Senior Programmer	(0120) 4522039
Santosh Kumar Jha	Senior Programmer	(0120) 4522043
Directorate of Finance & Accounts including Internal Audit Cell		
Sameer Gupta	Joint Secretary (F&A)	(0120) 4082149
Finance & Accounts		
Shree Prakash	Joint Director	(0120) 4522048
Tapash Bhattacharjee	Deputy Director	(0120) 4522047
Nikhat	Assistant Director	(0120) 4522051
Sunita Mehan	Assistant Director	(0120) 4522046
Lalit Kumar Chaudhary	Assistant Director	(0120) 4082143
Amit Kumar	Assistant Director	(0120) 4522049
Deepak Agarwal	Assistant Director (F&A)	(0120) 4522051
Shandilya Saroj	Executive (Admin)	(0120) 4522049
Manish Agarwal	Executive (Admin)	(0120) 4522054
B C Papney	Executive (Admin)	(0120) 4522053
Internal Audit Cell		
Lakhi Kanto Gorai	Assistant Director (F&A)	(0120) 4522092
Chandni Garg	Executive (Internal Audit)	(0120) 4082195
Navneet Kaur	Executive (Internal Audit)	(0120) 4522092
Directorate of Student Services & Grievance Redressal Cell		
Ankur Yadav	Joint Secretary (SG)	(0120) 4522012
Sudipto Pal	Joint Secretary	(0120) 4522086
Geetanjali Singh Rathore	Assistant Director	(0120) 4522065
K P Sasi	Assistant Director	(0120) 4522056
Sonu Nahata	Assistant Director (Career Awareness & Placement)	(0120) 4522056
Mohammad Aslam	Executive (Admin)	(0120) 4522175

Name S/Shri	Designation	DIRECT NO.
Rajesh Kumar Sharma	Executive (Admin)	(0120) 4522074
Archana Sethi	Executive (Admin)	(0120) 4522082
Rajbir Singh Bhandari	Executive (Admin)	(0120) 4522062
Rajiv Ranjan	Executive (Admin)	(0120) 4522073
Directorate of Examination		
Sanjay Pandey (Dr.)	Joint Secretary	(0120) 4522011
M A Joseph	Director	(0120) 4522029
Archana Kaul	Joint Director	(0120) 4522022
Santosh Kumar Sharma	Joint Director	(0120) 4522024
Rita Aswani	Deputy Director	(0120) 4522025
Ajay Sharma	Deputy Director	(0120) 4522025
Ghulam Haider	Assistant Director	(0120) 4522023
R P Bajaj	Assistant Director	(0120) 4522030
Himanshu Agarwal	Assistant Director	(0120) 4522030
Shashi Dhar Sharma	Executive (Admin)	(0120) 4522030
Harvinder Kaur	Executive (Admin)	(0120) 4522028
Kamal Gururani	Executive (Admin)	(0120) 4522035
Directorate of Training & Placement		
S K Jena (Dr.)	Director	(0120) 4082107
Training & Placement		
Arti J Shailendar	Joint Director	(0120) 4522077
Gunjan Sehgal	Assistant Director (Career Awareness & Placement)	(0120) 4082124
Priyanka Singh	Executive (Admin)	(0120) 4082156
Shruti Gupta	Assistant Director	(0120) 4082148
Nidhi Maikhuri	Assistant Director	(0120) 4082157
(ICSI-CCGRT) - Navi Mumbai		
Tarun Pandeya (Dr.)	DEAN	(022) 41021502
Rakesh Goyal	Joint Director	(022) 41021506
Deepak Saxena	Assistant Director (F&A)	(022) 41021512
P R V Sivaramakrishna	Executive (Admin)	(022) 41021512
NIRO - Prasad Nagar (Delhi)		
Mukesh Jinara (Dr.)	Assistant Director (F&A)	(011) 49343002
Ramesh Kumar	Assistant Director	(011) 49343003
Bhole Shankar Sikhwal (Dr.)	Research Associate	(011) 49343005
Himanshu Sharma	Executive (Admin)	(011) 49343004
EIRO - Kolkata		
DVNS Sarma	Joint Director	(033) 22816541-42

Name S/Shri	Designation	DIRECT NO.
Tamal Kar	Assistant Director	-do-
Gautam Mullick	Assistant Director	-do-
S Sreejesh	Assistant Director	-do-
Alok Kumar	Executive (Admin)	-do-
WIRO - Mumbai		
Rajesh Kumar Agrawal (Dr.)	Director	022-22844073, 22047569, 22047580
Sharad Kumar Jhunjhunwala	Assistant Director (Academics)	-do-
Naveen Kumar Bhageria	Assistant Director (F&A)	-do-
Priyanka Das	Executive (Academics)	-do-
Ketan Kalyanbhai Bhalgamiya	Executive (Academics)	-do-
Sakshi Santosh Kadam	Executive (Admin)	-do-
SIRO - Chennai		
Sarah Arokiaswamy	Joint Secretary	044-28279898, 28222212
Asit Kumar Rath	Director	-do-
Chitra Anantharaman	Deputy Director	-do-
Chenna Kesava Chebrolu	Deputy Director	-do-
Faridabad Chapter		
Suman Iyer	Executive (Admin)	0129- 4003761
Jaipur Chapter		
Rajesh Kumar Gupta	Assistant Director	(0141) 2707236
Noida Chapter		
Kushal Kumar	Executive (Academics)	(0120) 4522058
Sonepat Chapter		
Laxman Dev	Executive (Admin)	(0130) 2255333
Guwahati Chapter		
Rahul Ratna	Assistant Director (F&A)	9854071768
Ahmedabad Chapter		
Smita Subin	Executive (Admin)	(079) 30025335
Indore Chapter		
Pravin Gupta	Executive (Academics)	(0731) 4248181,2494552

Name S/Shri	Designation	DIRECT NO.
Navi Mumbai Chapter		
Lachhmi Bhatt	Assistant Director	022-27721488
Pune Chapter		
Garima Mehrotra	Executive (Academics)	(020) 24263228
Thane Chapter		
Kavita Pramod Chavan	Executive (Admin)	(022) 25893793
Bangalore Chapter		
Juluri V L N R Maitreya	Assistant Director	080-23111861
Noor Sumayya	Executive (Academics)	080-22286574
Coimbatore Chapter		
Srejith P	Assistant Director	(0422) 2237006
Centre of Excellence- Hyderabad		
V Subrahmanya Sarma	Assistant Director	(040) 23399541
Hyderabad Chapter		
V Srinivas	Executive (Admn)	(040) 23399541
V P C Sharma	Executive (Admn)	(040) 23399541

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.
Mukesh Jinara (Dr.)	Assistant Director (F&A)	(011) 49343002

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

Name S/Shri	Designation	EPABX No.
DVNS Sarma	Joint Director	(033) 22816541-42

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

Name S/Shri	Designation	EPABX No.
Rajesh Kumar Agrawal (Dr.)	Director	(022) - 61307915

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

Name S/Shri	Designation	EPABX No.
Sarah Arokiaswamy	Joint Secretary	(044) 28222212

ITEM NO. (X)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

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

Abbreviations used for various Directorates

PD, PP & S	Professional Development, Perspective Planning & Studies	F&A	Finance & Accounts
CLG	Corporate Laws & Governance & Council Affairs	T&P	Training & Placement
Prtg	Printing & Publication	ICSI-CCGRT	ICSI-Centre for Corporate Governance Research & Training
Admin.	Administration	NIRO	Northern India Regional Office
HR	Human Resource	EIRO	Eastern India Regional Office
Exams	Examination	WIRO	Western India Regional Office
CC	Corporate Communication	SIRO	Southern India Regional Office
SS	Student Services	COE	Centre of Excellence
GR	Grievance Redressal	IIP	Institute of Insolvency Professionals
IT	Information Technology	RVO	Registered Valuers Organisation

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
JOINT SECRETARY(SG) [Level 14 (144200-218200)]				
1.	AMITA AHUJA (Dr.)	CC	Delhi	188200
2.	ANKUR YADAV	SS & GR	Noida	205600
JOINT SECRETARY [Level 14 (144200-218200)]				
3.	ALKA KAPOOR	IIP	Delhi	172200
4.	SANJAY PANDEY (Dr.)	Exams	Noida	162300
5.	SUDIPTO PAL	SS	Noida	172200
6.	MEENAKSHI GUPTA	Discipline	Delhi	167200
7.	SARAH AROKIASWAMY	SIRO	Chennai	167200
8.	ASHOK KUMAR DIXIT	Secretariat	Delhi/ Noida	167200
9.	SANJAY KUMAR NAGAR	HR & Council Affaris	Delhi	167200

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
10.	SAMEER GUPTA	F&A	Noida	148500
DIRECTOR [Level 13 (123100-215900)]				
11.	BHUBANANANDA PRADHAN	Admin, Infra & Special Project (Noida)	Noida	142700
12.	ASIT KUMAR RATH	SIRO	Chennai	138500
13.	M A JOSEPH	Exams	Noida	138500
14.	SONIA BAIJAL	PD, PP & S	Noida	138500
15.	RAJESH KUMAR AGRAWAL (Dr.)	WIRO	Mumbai	134500
16.	S K JENA (Dr.)	T&P	Noida	134500
17.	NIKHAT KHAN (Dr.)	IT	Noida	134500
18.	ASHVINI KUMAR SRIVASTAVA	Membership, CSBF & Coordination	Noida	134500
19.	PREETI KAUSHIK BANERJEE	CC	Delhi	130600
20.	PRASANT SARANGI (Dr.)	Research Cell	Noida	126800
21.	AMIT KUMAR GHOSAL	Purchase	Noida	123100
22.	SAMIR RAHEJA	RVO	Delhi	123100
JOINT DIRECTOR [Level 12 (78800-209200)]				
23.	ARCHANA KAUL	Exams	Noida	99800
24.	SANTOSH KUMAR SHARMA	Exams	Noida	94100
25.	RAHUL CHANDRA (Dr.)	PD, PP & S	Noida	86100
26.	PRABIR SARKAR	IT	Noida	86100
27.	RAKESH GOYAL	ICSI-CCGRT	Navi Mumbai	96900
28.	SHREE PRAKASH	F&A	Noida	94100
29.	BANU DANDONA	CLG	Delhi	96900
30.	SURYA NARAYAN MISHRA	Law & RTI	Delhi	99800
31.	ARTI J SHAILENDAR	T&P	Noida	91400
32.	KAILASH CHANDER KAUSHIK	Admin	Noida	94100
33.	DVNS SARMA	EIRO	Kolkata	88700
34.	SAURABH JAIN	PD, PP & S	Noida	88700
35.	LAKSHMI ARUN	IIP	Delhi	88700
36.	NITIN JAIN	Prtg	Noida	81200
37.	ALKA ARORA	PD, PP & S	Noida	86100
DEPUTY DIRECTOR [Level 11 (67700-208700)]				
38.	TAPASH BHATTACHARJEE	F&A	Noida	74000
39.	SUBHASHIS BAGCHI	Membership	Noida	74000
40.	ACHLA KULSHRESHTHA	Admin	Noida	83300
41.	CHITRA ANANTHARAMAN	SIRO	Chennai	83300
42.	RITA ASWANI	Exams	Noida	78500
43.	RITESH KUMAR	PD,PP &S	Noida	71800
44.	ANAMIKA CHAUDHARY	CLG	Noida	71800
45.	SAPNA MALHOTRA (Dr.)	Research Cell	Noida	71800
46.	AJAY SHARMA	Exams	Noida	71100
47.	DEEPA KHATRI	CLG	Delhi	78500
48.	ANITA GUPTA	PD,PP &S	Noida	78500

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
49.	PRAVEEN KUMAR VEYIKANDLA	IT	Noida	71800
50.	SANJEEV KUMAR DOGRA	President's Office	Delhi	71800
51.	VIKASH KUMAR SRIVASTAVA	Discipline	Delhi	76200
52.	CHENNA KESAVA CHEBROLU	SIRO	Chennai	80900
53.	DEVENDER KAPOOR	Secretariat	Delhi	80900

ASSISTANT PROFESSOR [Level 10A (57700-182400)]

54.	HARPREET RAMAN BAHL (Dr.)	Research Cell	Noida	63000
55.	MANINDER DEEP CHEEMA (Dr.)	PD,PP &S	Noida	59400

ASSISTANT DIRECTOR [Level 10 (56100-177500)]

56.	RAMESH KUMAR	NIRO	Delhi	73200
57.	NEETA SEHGAL	PD,PP &S	Noida	75400
58.	JAGVINDER KAUR BEDI	CLG	Delhi	75400
59.	GAURAV MEHTA	HR	Delhi	73200
60.	MANHAR MALHOTRA	Prtg.	Noida	71100
61.	GHULAM HAIDER	Exams	Noida	73200
62.	GEETANJALI SINGH RATHORE	SS	Noida	69000
63.	R P BAJAJ	Exams	Noida	71100
64.	TAPAS KUMAR ROY (Dr.)	Research Cell	Noida	71100
65.	RANJITH KRISHNAN (Dr.)	Prtg.	Mumbai	69000
66.	RITU CHAWLA	Discipline	Delhi	69000
67.	V SUBRAHMANYA SARMA	COE	Hyderabad	69000
68.	ANIL R TALE	Infrastructure	Pune	67000
69.	MANOJ KUMAR	CLG	Delhi	69000
70.	AKINCHAN BUDDHODEV SINHA	PD, PP & S	Noida	63100
71.	RAVISH SAMOTA	IT	Noida	61300
72.	ANITA MEHRA	Discipline	Delhi	69000
73.	NIKHAT	F&A	Noida	69000
74.	RAJESH KUMAR GUPTA	Jaipur Chapter	Jaipur	67000
75.	MUKESH JINARA (Dr.)	NIRO	Delhi	61300
76.	KALPESH KUMAR MEHTA	CLG	Delhi	61300
77.	DEEPAK SAXENA	CCGRT	Navi Mumbai	61300
78.	SHARAD KUMAR JHUNJHUNWALA	WIRO	Mumbai	61300
79.	LAKHI KANTO GORAI	Internal Audit	Noida	61300
80.	SUNITA MEHAN	F&A	Noida	71100
81.	K P SASI	SS	Noida	69000
82.	SANJEET KUMAR	CC	Delhi	69000
83.	NIDHI MAIKHURI	T&P	Noida	67000
84.	S SREEJESH	EIRO	Kolkata	65000
85.	GAUTAM MULLICK	EIRO	Kolkata	67000
86.	RANJANA GUPTA	CC	Delhi	71100
87.	SREEJITH P	Coimbatore Chapter	Coimbatore	65000
88.	GAURAV TANDON	Discipline	Delhi	65000
89.	SHRUTI GUPTA	T&P	Noida	69000
90.	CHITTARANJAN PAL	PD,PP &S	Noida	67000
91.	KHUSBU MOHANTY	PD,PP &S	Noida	63100
92.	DISHA KANT	CLG	Noida	61300

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
93.	VENKATA SUDHAKAR CHINTA	IT	Noida	67000
94.	GARGI RAJVANSHI (Dr.)	PD,PP &S	Navi Mumbai	59500
95.	HEMA BABBAR	CLG	Noida	57800
96.	GUNJAN SEHGAL	T&P	Noida	59500
97.	SARIKA KUMARI	PD,PP &S	Noida	59500
98.	GOVIND KRISHNA AGARWAL	PD,PP &S	Noida	59500
99.	SONU NAHATA	SS	Noida	59500
100.	TAMAL KAR	EIRO	Kolkata	71100
101.	VANDANA MOHINDROO	Admin	Noida	67000
102.	ANIMESH SRIVASTAVA	Exams	Noida	63100
103.	JALAD AGRAWAL	Admin	Delhi	61300
104.	JULURI VLNR MAITREYA	Bangalore Chapter	Bangalore	61300
105.	LALIT KUMAR CHAUDHARY	F&A	Noida	61300
106.	KAVITA PRAMOD CHAVAN	Thane & Dombvli Chapter	Thane	61300
107.	A K PAHWA	Purchase Cell	Noida	63100
108.	AMIT KUMAR	F&A	Noida	61300
109.	NISHITA SINGHAL	CLG	Delhi	61300
110.	DEEPAK AGARWAL	F&A	Noida	59500
111.	NAVEEN KUMAR BHAGERIA	WIRO	Mumbai	57800
112.	HIMANSHU AGARWAL	Exams	Noida	57800
113.	DEEPAK KUMAR	PD,PP &S	Noida	56100
114.	RAHUL RATNA	Guwahati Chapter	Guwahati	56100
115.	CHANDRA PRAKASH	Law	Delhi	67000
116.	LACHMI BHATT	Navi Mumbai Chapter	Navi Mumbai	69000
117.	RAKESH KUMAR	CLG	Delhi	61300
RESEARCH ASSOCIATE [Level 10 (56100-177500)]				
118.	BHOLE SHANKAR SIKHWAL (Dr.)	NIRO	Delhi	59500
119.	NILESH NEELMANI (Dr.)	Research Cell	Noida	59500
EXECUTIVE (ACADEMICS) [Level 8 (47600-151100)]				
120.	GARIMA MEHROTRA	Pune Chapter	Pune	56900
121.	KETAN KALYANBHAI BHALGAMIYA	ICSI-CCGRT	Navi Mumbai	58600
122.	NOOR SUMAYYA	Bangalore Chapter	Bangalore	58600
123.	MAHESH AIRAN	PD,PP &S	Noida	58600
124.	SONU LAKHANI	PD,PP &S	Noida	58600
125.	PRIYANKA DAS	WIRO	Mumbai	55200
126.	PRAVIN GUPTA	Indore Chapter	Indore	56900
127.	SAURABH BANSAL	Membership	Noida	55200
128.	AKANSHA GUPTA	PD,PP &S	Noida	55200
129.	KUSHAL KUMAR	Noida Chapter	Noida	55200
130.	POOJA RAHI	CLG	Delhi	55200
131.	DHEERAJ GUPTA	CLG	Delhi	55200
EXECUTIVE (ADMIN) [Level 8 (47600-151100)]				
132.	JAGDISH CHANDER SIKKA	Co-ordination	Noida	66000

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
133.	LAXMAN DEV	Sonepat Chapter	Sonepat	66000
134.	RAJIV RANJAN	SS	Noida	62200
135.	ANUJ KUMAR GUPTA	Purchase Cell	Noida	58600
136.	SHANDILYA SAROJ	F&A	Noida	58600
137.	SHASHI DHAR SHARMA	Exams	Noida	56900
138.	PRIYANKA SINGH	T&P	Noida	58600
139.	SAKSHI SANTOSH KADAM	WIRO	Mumbai	55200
140.	SATISH KUMAR	Law	Delhi	56900
141.	MEENA KHURANA	Council Affairs	Delhi	52000
142.	MOHAMMAD ASLAM	SS	Noida	52000
143.	VIDHYA GANESH	Membership	Noida	53600
144.	RAJESH KUMAR SHARMA	SS	Noida	52000
145.	HARVINDER KAUR	Exams	Noida	52000
146.	SUMAN IYER	Faridabad Chapter	Faridabad	52000
147.	RAJEEV MISHRA	HR	Delhi	53600
148.	SMITA SUBIN	Ahmedabad Chapter	Ahmedabad	53600
149.	BEENA	HR	Noida	52000
150.	NEELAM WADHWA	Purchase Cell	Noida	53600
151.	MANISH AGARWAL	F&A	Noida	52000
152.	B C PAPNEY	F&A	Noida	52000
153.	ARCHANA SETHI	SS	Noida	52000
154.	KABIR CHATTOPADHYAY	Prtg	Noida	52000
155.	V SRINIVAS	Hyderabad Chapter	Hyderabad	52000
156.	V P C SHARMA	Hyderabad Chapter	Hyderabad	50500
157.	ALOK KUMAR	EIRO	Kolkata	50500
158.	HIMANSHU SHARMA	NIRO	Delhi	50500
159.	P R V SIVARAMAKRISHNA	CCGRT	Navi Mumbai	50500
160.	KAMAL GURURANI	Exams	Noida	50500
161.	VANITHA DHANESH	Membership	Noida	50500
162.	RAJBIR SINGH BHANDARI	SS	Noida	50500
163.	RAJESHWAR SINGH	Admin	Delhi	50500
164.	KUMAR NAVANIT	Infrastructure	Noida	50500
165.	RASBIHARI NATH TIWARI	Discipline	Delhi	49000
166.	CHANDNI GARG	Internal Audit	Noida	49000
167.	NAVNEET KAUR	Internal Audit	Noida	49000
SENIOR PROGRAMMER [Level 8 (47600-151100)]				
168.	BIRENDER KUMAR	IT	Noida	52000
169.	GAURAV BANSAL	IT	Noida	50500
170.	PRAVEEN KUMAR	IT	Noida	49000
171.	SANTOSH KUMAR JHA	IT	Noida	49000
ASSISTANT ENGINEER (CONSTRUCTION) [Level 8 (47600-151100)]				
172.	ABHISHEK RAJ	Infrastructure	Noida	50500

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
SENIOR EXECUTIVE ASSISTANT [Level 6 (35400- 112400)]				
173.	G RAMESHA	SIRO	Chennai	47600
174.	MAKKHAN LAL RAIGER	NIRO	Delhi	43600
175.	P S EMMANUEL	Pune Chapter	Pune	43600
176.	AMIT KUMAR NAGAR	Vadodara Chapter	Vadodara	43600
177.	G C JOSHI	SS	Noida	43600
178.	ANJU GUPTA	Admin.	Noida	43600
179.	RITU DUA	HR	Delhi	42300
180.	VADALI SESHAM RAJU	Hyderabad Chapter	Hyderabad	42300
181.	CHELLIAH MURUGAN	SIRO	Chennai	42300
182.	N VENUGOPAL	Bangalore Chapter	Bangalore	41100
183.	U C MISHRA	Bhubaneswar Chapter	Bhubaneswar	41100
184.	RAJNI SHARMA	NIRO	Delhi	47600
185.	KUNWAR LAL KUSHWAHA	Kanpur Chapter	Kanpur	39900
186.	PARINITA	HR	Noida	41100
187.	MONIKA JOSHI	T&P	Noida	38700
188.	TRUPTI NAYAK	T&P	Noida	38700
189.	SIYA RAM	SS	Noida	37600
PROGRAMMER [Level 6 (35400- 112400)]				
190.	ASHISH JAIN	IT	Noida	41100
191.	MANI SHANKAR TIWARI	Exams	Noida	41100
EXECUTIVE ASSISTANT [Level 4 (25500-81100)]				
192.	OMKAR DUTT	Karnal Panipat Chapter	Karnal	39800
193.	MADHU MITTAL	F&A	Noida	36400
194.	KARUNA SHARMA	SS	Noida	29600
195.	MINAKETAN SARANGI	Bhubaneswar Chapter	Bhubaneswar	32300
196.	SANDEEP KUMAR PARAS	Exams	Noida	29600
197.	PADMARAJAN E	Kochi Chapter	Kochi	29600
198.	RAM LAL DHANKA	Law	Delhi	29600
199.	NIRMALA DEVI	Infrastructure	Noida	29600
200.	PRAMOD KEOT	WIRO	Mumbai	29600
201.	VISHAL BHASIN	RTI Cell	Delhi	29600
202.	MANISH KUMAR	Amritsar Chapter	Amritsar	29600
203.	PRAFULLA KUMAR DASH	Raipur Chapter	Raipur	29600
204.	SUNDAR SWAMY S	Salem Chapter	Salem	29600
205.	N DHANABAL	Mysore Chapter	Mysore	29600
206.	JITENDRA KUMAR	Membership	Noida	29600
207.	NARSINGARAJU GANDLA	SIRO	Chennai	29600
208.	RAMKIRAN MUKHERJEE	Infrastructure	Noida	29600
209.	SANKARA RAO BADI	Mangalore Chapter	Mangalore	29600
210.	RAJU KUMAR	Kota Chapter	Kota	29600
211.	GOVIND KUMAR TIWARI	Dhanbad Chapter	Dhanbad	29600

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
212.	NISHIKANT	HR	Noida	29600
213.	RISHI PRAKASH SINGH	Jammu Chapter	Jammu	29600
214.	DHARAVATHU RAMPRASAD	COE	Hyderabad	29600
215.	RAHUL	NIRO	Delhi	29600
216.	ANITA BHANDARI	Dehradun Chapter	Dehradun	29600
217.	AMIT LIKHYANI	Gurgaon Chapter	Gurgaon	29600
218.	RATNESH KUMAR	Patna Chapter	Patna	29600
219.	ROBY JOSEPH	Pallakad Chapter	Pallakad	29600
220.	MRINAL MADHUR	Jaipur Chapter	Jaipur	29600
221.	SREEKANTH GADDAM	Amaravati Chapter	Amaravati	29600
222.	ARITRA KARMAKAR	Rajkot Chapter	Rajkot	29600
223.	YALLA MAHA VISHNUVU	SIRO	Chennai	29600
224.	AJAY N SAMBYAL	Chandigarh Chapter	Chandigarh	29600
225.	GANESH DATT SHARMA	Exams	Delhi	29600
226.	GEETA	Training	Noida	29600
227.	DAISY JHUMAN	Purchase Cell	Noida	28700
228.	SANDIP BANSI BHINGARDIVE	WIRO	Mumbai	29600
229.	CHANDRA NATH KUNDU	Hooghly Chapter	Hooghly	29600
230.	POOJA SHARMA	CC	Delhi	29600
231.	SALIM AHMED	Meerut Chapter	Meerut	29600
232.	VINEET KISHORE SHARMA	Gurgaon Chapter	Gurgaon	29600
233.	MEENA BISHT	Membership	Noida	29600
234.	VINOD KUMAR S V	Thiruvananthapuram Chapter	Thiruvananthapuram	29600
235.	RUKMANI NAG	EIRO	Kolkata	29600
236.	RAJ KUMAR RAI	Jodhpur Chapter	Jodhpur	29600
237.	ANKITA BALDWA	Indore Chapter	Indore	29600
238.	UMA BANIK JOARDER	EIRO	Kolkata	29600
239.	UPENDRA KUMAR BISWAL	Yamuna Nagar Chapter	Yamuna Nagar	29600
240.	KAMAL KUMAR SONI	Dombivli	Dombivli Chapter	29600
241.	VIMALA VALJI JOGADIA	WIRO	Mumbai	29600
242.	JYOTI BAHL	T&P	Noida	28700
243.	SANJAY JAKHMOLA	Ludhiana Chapter	Ludhiana	28700
244.	RAJEEV RANJAN JHA	Bhilwara Chapter	Bhilwara	28700
245.	PURNENDU KUMAR	Exams	Noida	28700
246.	ANAND KUMAR ARYA	Alwar Chapter	Alwar	28700
247.	VINAY KUMAR	JalandharChapter	Jalandhar	28700
248.	RAVI KRISHNA SRIVASTAVA	Agra Chapter	Agra	28700
249.	SHALINI	SS	Noida	28700
250.	SANDEEP KUMAR RAPRA	Lucknow Chapter	Lucknow	28700
251.	SUBHASH BAPPI SINHA	Aurangabad Chapter	Aurangabad	28700
252.	GOUTAM KARMAKAR	Surat Chapter	Surat	28700
253.	AMIT KUMAR	Nashik Chapter	Nashik	28700
254.	CHANDAN KUMAR CHANDRA	Shimla Chapter	Shimla	28700
255.	ARCHANA KAMALAKAR SAWANT	Kolhapur Chapter	Kolhapur	28700
256.	NAVEEN KUMAR	PD,PP &S	Noida	28700

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
257.	B MAHENDRAN	T&P	Noida	38600
258.	KARTAR CHAND	Admin.	Delhi	34300
259.	S M SHEDGE	Thane Chapter	Thane	37500
260.	HARPREET SINGH WALIA	Exams	Noida	27900
261.	BHAVNA NARESH RAKTE	WIRO	Mumbai	27900
262.	CHITIJ	Council Affairs	Delhi	27900
263.	BHUWAN CHANDRA JOSHI	Exams	Noida	27900
264.	NIRANJAN SARKAR	SS	Noida	27100
265.	USHA DAYANAND SONAVANE	ICSI-CCGRT	Navi Mumbai	27100
JUNIOR PROGRAMMER [Level 4 (25500-81100)]				
266.	POOJA JUYAL	IT	Noida	30500
267.	SURENDRA SINGH	Exams	Noida	27900
268.	KANIKA BISHT	IT	Noida	27100
269.	HRISIKESH KUMAR	HR	Delhi	27100
JUNIOR EXECUTIVE ASSISTANT [Level 2 (19900-63200)]				
270.	MANORAMA MAHESH RAUTELA	ICSI-CCGRT	Navi Mumbai	25200
271.	NEERU PANDEY	Membership	Noida	25200
272.	T RAJA	Madurai Chapter	Madurai	25200
273.	SURENDER SINGH RANA	Discipline	Delhi	24500
274.	ASHISH KUMAR TIWARI	Varanasi Chapter	Varanasi	24500
275.	MOHD. AABID	Membership	Noida	24500
276.	SHIKHA MITTAL	SS	Noida	24500
277.	DINESH KUMAR DANGI	F&A	Noida	24500
278.	VIKAS BAIJAL	F&A	Noida	23800
279.	RAVIKANT	SS	Noida	23800
280.	ANKUR AGGARWAL	SS	Noida	23800
281.	SREEKUMAR T.S	Kochi Chapter	Kochi	23100
282.	GIRISH GANPAT KAMBLE	WIRO	Mumbai	23100
283.	JOGINDER SINGH	NIRO	Delhi	23100
284.	AMIT DALAL	Admin	Delhi	23800
285.	VINNY MEHTA	SS	Noida	23800
286.	MUNESH BINDAL	Modinagar Chapter	Modinagar	23100
287.	AMITA MALVIYA	Bhopal Chapter	Bhopal	21700
288.	SUMANTA DUTTA	Ranchi Chapter	Ranchi	22400
289.	AMIT KUMAR	Bareilly Chapter	Bareilly	22400
290.	SUDIPTA DUTTA	Siliguri Chapter	Siliguri	22400
291.	M B PRAVEEN KUMAR	Hyderabad Chapter	Hyderabad	22400
292.	BHARATKUMAR B RATHOD	Thane Chapter	Thane	33000
293.	K T PUTTARAJU	Bangalore Chapter	Bangalore	32000
294.	O P SAINI	Jaipur Chapter	Jaipur	31100
295.	SOUMYA S	Thrissur Chapter	Thrissur	22400
296.	AMITABH SHUKLA	Allahabad Chapter	Allahabad	22400
297.	BISWA MOHAN MALI	EIRO	Kolkata	33000

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
298.	CHANDRIKA PRASAD	Exams	Noida	31100
299.	MOHAMMED ISMAIL	Hyderabad Chapter	Hyderabad	32000
300.	S SANJEEVA RAYUDU	Hyderabad Chapter	Hyderabad	31100
301.	USHA KAPOOR	Admin.	Noida	29300
302.	J SANTHANA KRISHNAN	Exams	Noida	30200
303.	M N RAVIKUMAR	SIRO	Chennai	34000
CHAUFFEUR [Level 2 (19900-63200)]				
304.	JAWAHAR SINGH	Admin.	Delhi	26800
DESK ASSISTANT [Level 2 (19900-63200)]				
305.	INDER SINGH BISHT	Membership	Noida	39400
306.	T MURUGESAN	PD,PP & S	Noida	37200
307.	MAHINDER SINGH	CC	Delhi	37200
308.	RAVI M PAGAR	WIRO	Mumbai	32000
309.	MUKESH OJHA	EIRO	Kolkata	27600
310.	NEELAM PANWAR	SS	Noida	29300
JUNIOR ELECTRICIAN [Level 2 (19900-63200)]				
311.	AHMED SHER KHAN	Admin.	Noida	27600
HOUSEKEEPER [Level 1 (18000-56900)]				
312.	DEVENDER KUMAR	NIRO	Delhi	28000
SENIOR OFFICE ASSISTANT [Level 1 (18000-56900)]				
313.	MAHESH KUMAR SWARNKAR	Bikaner Chapter	Bikaner	20300
314.	P.C. SWAIN	Bhubaneswar Chapter	Bhubaneswar	20300
315.	ASHOK KUMAR AGARWAL	Admin. (Stores)	Noida	20300
316.	NAVEEN CHANDRA SINGH	Admin.	Noida	20300
317.	ARVIND KUMAR JHA	Special Project	Noida	20300
318.	SANJEEV KUMAR SHARMA	Bareilly Chapter	Bareilly	20300
319.	MANISH JAIN	Bhilwara Chapter	Bhilwara	20300
320.	VASANT H. KERKAR	Goa Chapter	Goa	20300
321.	CHANDRA MOHAN MEENA	Jaipur Chapter	Jaipur	20300
322.	MUNNALAL SOLANKI	Indore Chapter	Indore	20300
323.	OM PRAKASH SHAW	Hooghly Chapter	Hooghly	20300
324.	RANI RAIZADA	Jalandhar Chapter	Jalandhar	20300
325.	RAJASHREE PRASHANT LAMBE	Kolhapur Chapter	Kolhapur	20300
326.	ANISHA RANI SIKDAR	Pune Chapter	Pune	20300
327.	ANAND MISHRA	Ajmer Chapter	Ajmer	20300
328.	ROHIT KHUNT	Ahmedabad Chapter	Ahmedabad	20300
329.	TAPAS KUMAR MAZUMDAR	Jamshedpur Chapter	Jamshedpur	20300

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
330.	ANIL KUMAR UPADHYAY	Ghaziabad Chapter	Ghaziabad	20300
331.	KIRAN A LUDBE	ICSI-CCGRT	Navi Mumbai	20300
332.	SUDHAKAR SOMESHWAR AISALWARU	Nagpur Chapter	Nagpur	20300
333.	NIKITA YADAV	Indore Chapter	Indore	20300
334.	NITI SRIVASTAVA	Prtg	Noida	20300
335.	MEERA SHARMA	T&P	Noida	20300
336.	ABHISHEK KUMAR	RVO	Delhi	20300
337.	GANESH SINGH	Admin.	Delhi	20300
338.	KEDAR SINGH	Membership	Noida	20300
339.	YOGESH KUMAR	T&P	Noida	20300
340.	RAHUL VERMA	Ghaziabad Chapter	Ghaziabad	20300
341.	SANJAY KUMAR	Purchase Cell	Noida	20300
342.	SANDHYA AUSTINE	Kochi Chapter	Kochi	20300
343.	ARVIND KUMAR	Faridabad Chapter	Faridabad	20300
344.	SHASHI BHUSHAN PRASAD	Ranchi Chapter	Ranchi	20300
345.	SANDHYA K. BHAPKAR	Thane Chapter	Thane	20300
346.	SHIV MOORTI TIWARI	Lucknow Chapter	Lucknow	20300
347.	B.GUNASEKARAN	SIRO	Chennai	20300
348.	ANUPREET VERMA	Secretariat	Delhi	19700
349.	RICHA JAIN	Admin.	Delhi	20300
350.	DEEPAK KUMAR GUPTA	Varanasi Chapter	Varanasi	20300
351.	MANOJ KUMAR	Patna Chapter	Patna	20300
352.	BIPIN KUMAR CHOUDHARY	EIRO	Kolkata	20300
353.	CHIRANJEEB SARMA ROY	Admin	Noida	20300
354.	K VIJAY KUMAR	Visakhapatnam Chapter	Visakhapatnam	20300
355.	KRUTIKA KRISHNA KARGUTKAR	Bhayandar Chapter	Bhayandar	20300
356.	BANNASHANKAR HANUMANTA DASARI	WIRO	Mumbai	20300
357.	S.ASHOK	Coimbatore Chapter	Coimbatore	20300
358.	UMA DEVI GUPTA	Kanpur Chapter	Kanpur	20300
359.	SANTOSH SRIVASTAVA	Kanpur Chapter	Kanpur	20300
360.	KETKI KEDAR JOSHI	ICSI-CCGRT	Navi Mumbai	20300
361.	ARJUNSINH A SOLANKI	Vadodara Chapter	Vadodara	19700
362.	ASHOK KUMAR SHUKLA	Vadodara Chapter	Vadodara	19700
OFFICE ASSISTANT [Level 1 (18000-56900)]				
363.	VINOD RAWAT	Admin. (Stores)	Noida	19700
364.	RAJIV KUMAR	F&A	Noida	19700
365.	PARWATI	Admin. (Stores)	Noida	19700
366.	HEMANTA DAS	Guwahati Chapter	Guwahati	19700
367.	SHIVAJI K SHINDE	ICSI-CCGRT	Navi Mumbai	19700
368.	DINESH RAJARAM KADAM	WIRO	Mumbai	19700
369.	HARISH KUMAR KHURANA	Gurgaon Chapter	Gurgaon	19700
370.	DINESH BHIVAJI SHELAR	WIRO	Mumbai	19700
371.	NATHU LAL MEENA	Jaipur Chapter	Jaipur	19700
372.	RAJNISH KUMAR SURYA	HR	Delhi	19700
373.	GANESH SINGH CHAUHAN	PD,PP & S	Noida	19700

S.N O	NAME OF EMPLOYEE DESIGNATION-WISE	DIRECTORATE	PLACE OF POSTING	BASIC PAY (Rs.)
374.	MAHIPAL SINGH KORANGA	Discipline	Delhi	19700
375.	SHANKAR DUTT	NIRO	Delhi	19700
376.	DEVENDER SHAH	T&P	Noida	19700
377.	RAM BAHADUR THAPA	Admin	Delhi	19700
378.	NAGARAJ K	Bangalore Chapter	Bangalore	19700
379.	DEEPAK V BHOSALE	Bhayandar Chapter	Bhayandar	19700
380.	YADU NATH PANDEY	Lucknow Chapter	Lucknow	19700
381.	RAM LAKHAN	Kanpur Chapter	Kanpur	19700
382.	MANOJ KUMAR JUYAL	NIRO	Delhi	19700
383.	GOPI CHAND	Admin. (Stores)	Noida	19700
384.	GAUTAM BARMAN	EIRO	Kolkata	19100
385.	RAVI KUMAR	Jaipur Chapter	Jaipur	19100

System of Compensation

- (a) Basic Pay
- (b) Grade Pay
- (c) Dearness Allowance
- (d) House Rent Allowance
- (e) Transport Allowance (Fixed)

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 2018-19

PARTICULARS		AMOUNT (Rs. In Lakh)
1	ESTABLISHMENT (HQ ONLY)	3497.55
2	POSTAL TUITION	1507.95
3	EXAMINATIONS	1910.00
4	PUBLICATIONS AND JOURNAL / BULLETINS	224.35
5	PROFESSIONAL DEVELOPMENT PROGRAMMES	1166.20
6	SCIENTIFIC RESEARCH ACTIVITIES	161.12
7	REGIONAL COUNCIL & CHAPTERS	1613.35
8	OTHER ADMINISTRATIVE & MAINTENANCE EXPENSES	3557.37
9	DEPRECIATION (HQ ONLY)	484.26
10	CONTRIBUTIONS TO TRUSTS & FUNDS	1627.00
	TOTAL	15749.15

ITEM NO. (XII)

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

Does not have any subsidy programme.

ITEM NO. (XIII)

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

Does not arise.

ITEM NO. (XIV)

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

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

ITEM NO. (XV)

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

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

ITEM NO. (XVI)

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

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

I Appellate Authority

- 1 Mr. Ankur Yadav**
Joint Secretary (SG),
(Student Services & Grievance Redressal)
C-37, Sector 62 Noida -201301
Contact No. **(0120)** 4522012 (D)
E-mail : ankur.yadav@icsi.edu

II CPIO/ APIOs

- | | |
|--|---|
| <p>1 Mr. Surya Narayan Mishra
Joint Director
(Law & RTI)
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110 003
Contact No. (0120) 4522083 (D)
E-mail : surya.mishra@icsi.edu</p> | <p>CPIO
(For the ICSI)</p> |
| <p>2 Dr. Mukesh Jinara
Assistant Director, NIRC of the ICSI
ICSI-NIRC Building, Plot No. 4,
Prasad Nagar Institutional Area
New Delhi – 110 005
Contact No. : (011) 49343002-06
E-mail : Mukesh.Jinara@icsi.edu</p> | <p>APIO
(For NIRC of the ICSI)</p> |
| <p>3 Mr. Gautam Mullick
Assistant Director, EIRC of the ICSI
ICSI-EIRC Building, 3-A,
Ahiripukur 1st Lane, Kolkata – 700019
Contact No. : (033) 22832973, 22816541-42
E-mail : gautam.mullick@icsi.edu</p> | <p>APIO
(For EIRC of the ICSI)</p> |

- 4 Ms. Sakshi Santosh Kadam**
Executive (Admin), WIRC of the ICSI
13, Jolly Maker Chambers,
No. 2 (1st Floor), Nariman Point
Mumbai – 400 021
Contact No. : (022) 22047604, 22047580
E-mail : sakshi.kadam@icsi.edu
- APIO
(For WIRC of the ICSI)**
- 5 Ms. Chitra Anantharaman**
Deputy Director, SIRC of the ICSI
ICSI-SIRC House, No. 9
Wheat Crofts Road, Nungambakkam
Chennai - 600 034
Contact No. : (044) 28279898,28222212
E-mail : chitra.anantharaman@icsi.edu
- APIO
(For SIRC of the ICSI)**
- 6 Mr. Deepak Saxena**
Assistant Director, ICSI-CCGRT,
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai – 400614
Contact No. : (022) 27577814-16
E-mail : Deepak.Saxena@icsi.edu
- APIO
(For ICSI-CCGRT)**

III Transparency Officer

- 1 Ms. Alka Kapoor**
Joint Secretary
(ICSI Institute of Insolvency Professionals)
'ICSI House', 22 Institutional Area,
Lodi Road, New Delhi – 110 003
Contact No. : (011) 45341018 (D)
E-mail : Alka.Kapoor@icsi.edu

Guidelines on Retention and Weeding out of Records, 2014

Preamble

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

Retention Schedule

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

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

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

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

Periodic Review

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

Weeding of Records

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

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

Committee for Approval

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

Methods of Destruction

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

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

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

[Performa for Certificate]

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

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

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

DTE. OF ACADEMICS

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

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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	Service Tax Records (i) Returns (ii) Challans (iii) CENVAT (iv) Tax Invoices (v) Other related documents	D	From the end of relevant financial year
7	Budget Related documents	D	From the end of relevant financial year
8	Internal Audit Reports	D	From the end of relevant financial year

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

DTE. OF HUMAN RESOURCE

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

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

DTE. OF INFORMATION TECHNOLOGY

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

DTE. OF INFRASTRUCTURE

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

DTE. of COUNCIL AFFAIRS, LAW AND DISCIPLINE

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
1	Minutes of the Council / Committee/Board Meetings	A	Forever, along with Microfilms thereof
2	Notes on Agenda of Council / Committee/Board Meetings	B	after completion of the each calendar year
3	Personal files relating to Council Members.	F	from conclusion of term of the Council
4	Files of the Council/Executive Committee Meetings	F	after completion of the each calendar year
5	Bank Guarantees	F	from the Discharge of term of the BG.
6	MOUs	F	from the completion of term of the MOU
7	Prima-facie opinion	E	after issue of the order of DC/BOD
8	Orders of DC / BOD	A	Forever, along with Microfilms thereof
9	Main complaint file	C	after issue of the orders of DC/BOD
10	Court case file	E	from the date of completion of action on the order/decision/judgment
11	Vetted Tender / Agreement / Contract etc. documents	G	from the date of sending to concerned Directorate
12	Legal opinion	B	from the date of placing before Council/Committee or sending to concerned Directorate whichever is earlier
13	Legal Notice / Reply	F	from the date of completion of required action
14	Correspondence with Govt.	F	from the date of completion of required action
15	Correspondence with other than Govt.	F	from the date of completion of required action
16	Internal Communication	G	from the date of completion of required action
17	Retainership Agreement etc.	G	from the date of expiry of Agreement
18	Advocate's Approval / Bill	G	from the date of Audit or closing of case whichever is later
19	Correspondence with MCA pertaining to amendments to Company Secretaries Act, 1980 and Rules made there under and Company Secretaries Regulations, 1982.	G	from the date of publication of amendments in Gazette Notification

S. No.	Description of Records	Category of Records	Retention Period begins after specific activity / stage, if any
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 st 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
12	Closed Files of PPP Centres/Accredited OT Centres/Collaborative Centres	F	From the date of close of file

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

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

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
6	Accounts and Finance	I] Following Register/File/ Documents to be maintained: a) Assets Register-RO/CO b) Assets Register- ICSI c) Fixed Deposit Register d) Guidelines /important Communication Register e) Folder containing Electricity Card/ Property Tax Card/ Water and Sewerage Card f) Urban Land Tax File g) Profession Tax File h) Service Tax File i) TDS File j) Original copies of audited accounts k) Copies of printed annual reports l) AGM Attendance Register m) AGM Files	A	
		II] Following Register/File/ Documents to be maintained:	C	
		a) Bank Statement Files		from the last bank statement file
		b) Daily Abstract File		from the last abstract file
		c) Leger Printout File		from the last Leger Printout File
		d) Bank Book		from the last Closure of the Bank Book
		e) Manual Receipts Control Register		from the last Closure of the Manual Receipts Control Register
		f) Manual used receipts		from the last Closure of the Manual used receipts
		g) Internal Audit File- Regional Office/Chapter		from the last Internal Audit File
		h) Internal Audit File – Chapters (by Regional Office)		from the date of the audited report received from the Chapter
		i) Purchase Order File/ Quotations		from the date of the Purchase / Quotations received
j) AMC File		from the date of awarding the		

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

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		f) All Investor Awareness Programme Files	D	from the date of files
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	B	from the date of opening of file/register

S. No.	Section	Particulars of Records	Category of Record	Retention Period begins after specific activity / stage, if any
		l) Statutory Audit File m) External Hard Disk n) Stock Register o) Sales-cum-Stock Statement File p) HQ Invoice File		

MODERATION POLICY FOR CS EXAMINATION RESULTS

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

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