### ATTENTION STUDENTS!!

#### SCHEDULE OF FEES

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>FEES (Rs.)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATION PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Fee</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee</td>
<td>2400</td>
<td>Total Fee → 3600</td>
</tr>
<tr>
<td><strong>EXECUTIVE PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>1500</td>
<td>Total Fee → 7000 (For commerce graduates)</td>
</tr>
<tr>
<td>Foundation Examination Exemption Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee for Executive Programme</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee for Foundation Programme (payable by Non-Commerce Graduates who are seeking exemption from passing the Foundation Programme Examination under clause (iii) of Regulation 38.)</td>
<td>750</td>
<td>Total Fee → 7750 (For others)</td>
</tr>
<tr>
<td><strong>PROFESSIONAL PROGRAMME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Tuition Fee</td>
<td>7500</td>
<td></td>
</tr>
<tr>
<td>Registration De-Novo Fee</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>Exemption from Foundation Examination Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Exemption from Executive Programme Examination Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>EXTENSION OF REGISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension of Registration Fee</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Service Charges for Extension of Registration</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td><strong>EXAMINATION FEE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Programme</td>
<td>875</td>
<td></td>
</tr>
<tr>
<td>Executive Programme</td>
<td>900 (Per Module)</td>
<td></td>
</tr>
<tr>
<td>Professional Programme</td>
<td>750 (Per Module)</td>
<td></td>
</tr>
<tr>
<td>Late Fee for receipt of Examination Application</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Change of Examination Center/Module/Medium</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FEES</strong></td>
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<td></td>
</tr>
<tr>
<td>Paper-wise Exemption Fee</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Issue of Duplicate Identity Card Fee</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Issue of Duplicate Pass Certificate Fee</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Verification of Marks Fee</td>
<td>100 (Per Subject)</td>
<td></td>
</tr>
</tbody>
</table>

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### ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.

Undergoing e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

To access the E-learning Portal of ICSI the candidates may log on to http://elearning.icsi.edu

A nominal annual fee of Rs 450/-** (Rupees Four hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website http://elearning.icsi.edu by Credit Card / Debit Card/ ECS (electronic clearing services).
- By way of Demand Draft (DD) in the name of ‘ICSI GurukulOnline’ payable at Mumbai (For more information visit the website http://elearning.icsi.edu)

** The charges for subsequent years are listed on http://elearning.icsi.edu. The charges are in addition to the Registration fees.
"Waiting is a trap. There will always be reasons to wait...The truth is, there are only two things in life, reasons and results, and reasons simply don't count."

– Robert Anthony

Dear Students,

We should all have goals well defined and a missionary zeal to achieve the goal so defined. It is indeed our holistic approach to actions that make the goal achievable, leading to success. The zeal to accomplish goal may be influenced by intrinsic or extrinsic factors. Intrinsic factors refer to inner desire to achieve a set goal. Let me clarify, when there is inner desire to achieve a set goal, it is not due to rewards such as money or fame, but indeed we enjoy the challenge of achieving that goal. Whatever be the driving force behind achieving a goal - intrinsic or extrinsic, what is important is to do the right things at the right time.

Dear students if you dread something, focus on its accomplishment with missionary zeal, get involved in it and enjoy the fruits of success. In all cases, by getting the inspired goal achieved, you feel relaxed and enjoy the pleasure of achievement. Try and reach for that feeling by taking care of things you are inspired to do so. Abraham Lincoln once said that, “Things may come to those who wait, but only the things left by those who hustle.”

Some of the information which you would find useful for you as a student is given below:

VALIDITY OF CS FOUNDATION PROGRAMME ADMISSION

The Institute has stipulated 3 years period for the validity of Foundation Programme registration. Accordingly, all those students who have registered upto April, 2006 may please note that their admission to the Foundation Programme stands cancelled on expiry of three years period.

And those of you, who have not so far passed the Foundation Examination and are not graduate, may seek fresh admission, if so desired, by making an application in the prescribed Form "REG" together with the Foundation Programme admission fee of Rs. 3600/-. The prescribed form "REG" can be obtained either against cash payment of Rs. 50/- from the Institute's Noida office and Regional Offices or by sending a crossed Demand Draft of Rs. 70/- (including postage) drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi.

IDENTITY CARDS

Candidates admitted to the CS Foundation Programme are advised to ensure that they hold valid Identity Card issued by the Institute. Those who have not obtained the Identity Card are advised to complete the formalities and obtain their Identity Card without any further delay. If the Identity Card already issued has been lost or mutilated, candidate should send a request for obtaining the duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested and a Demand Draft or Postal Order for Rs.50/- towards duplicate Identity Card fee.

In case you require any assistance in the matter, you may approach the Institute at the earliest opportunity. While applying for duplicate Identity Card or for any other matter, the students should write their admission number and complete postal address with pin code for prompt reply.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may therefore check up the computerised mailing address as printed on the ‘C.S. FOUNDATION COURSE BULLETIN’. In case it does not carry or carries the wrong PIN CODE number the same may be intimated immediately quoting student admission number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

E-MAIL ADDRESS OF THE STUDENTS

The students who are having e-mail address may communicate the same to the Directorate of Students Services at dss@icsi.edu which will facilitate quick and economical communication from the Institute’s side. The e-mail address may be sent in the following format:-

Name : 

Admission No. : 

E-Mail id : 

UNIFORMITY IN SIGNATURES

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including :

- Identity Card
- Admission/Registration Form ‘REG’
- Examination Form ‘EXA’
- Attendance Sheet to be provided in the Examination Hall.

REGULARISATION OF FOUNDATION PROGRAMME ADMISSION

Candidates provisionally admitted to the Foundation Programme are advised to submit the attested copies of their Senior Secondary Mark sheet/Pass Certificates for regularising their admission. The candidates who have already submitted their Senior Secondary Examination Marks sheets/Pass Certificates and have not received any confirmation with regard to their admission, must contact the Institute immediately quoting the following particulars:
FROM THE SECRETARY & CEO'S DESK

Name:
Details of Fee paid:
Admission No.:
Email Address:
Complete Postal Address with Pincode:

CANCELLATION OF PROVISIONAL ADMISSION

The Provisional admission of the students - who fail to submit within the specified time, the requisite proof of having passed the Senior Secondary (10+2) examination shall stand cancelled and no refund of Tuition Fee, Admission fee will be made and no credit for the eligibility test papers passed will be given.

STUDY MATERIAL, ADMISSION LETTER OR IDENTITY CARDS

Students admitted to the CS Foundation Programme during the month of February, 2009 & March, 2009 have already been supplied with the Study Material, Admission Letters and Identity Cards. Those who have not received Study Material, Admission Letter or Identity Card are, therefore, advised to contact Shri Sohan Lal, Director (Students Services) without further delay at the Institute's address or may send e-mail to slal@icsi.edu. While applying for issue of duplicate Study Material, Admission letter or Identity card or for any other matter, the students must write their admission number and complete postal address with PIN CODE for prompt reply.

CHANGE OF ADDRESS

Change of address, if any, is to be intimated to the Institute by sending a separate communication in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number along with the student admission number, name and full postal address with city, state in capital letters.

COMPULSORY POSTAL TUITION

The Institute imparts compulsory postal tuition to all the students in all the stages of the Company Secretaries Programme. In addition, the Regional Councils / Chapters of the Institute are authorized to impart oral tuition independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students.

The Institute has also granted Accreditation to certain Colleges/Senior Secondary Schools and private Institutions - to impart Oral coaching Class for the students of the Institute. A list of such Accredited OT Centers and institutions empanelled under Public Private Partnership Scheme have been displayed at the website of the Institute viz.www.icsi.edu.

It may, however, be noted that Oral coaching centre would be charging Oral Tuition fee for the purpose. A student attending oral coaching is not required to submit the response sheets and he / she is issued with the coaching completion certificate if he/she has attended at least 75 percent of the classes held and has passed minimum number of tests held for each subject.

E- LEARNING (http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the Foundation Programmes. Students admitted to CS Foundation Programme throughout the country including rural and semi-urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

To access the E-learning Portal of ICSI the candidates may log on to http://elearning.icsi.edu.

24 HOURS CS HELPLINE

The Institute has a 24 Hours CS Helpline to inform the students about the CS Programme & Profession. The students can have pre-recorded replies on the CS Programme round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e.www.icsi.edu.

PLEASE NOTE THAT PAYMENT OF FEE BY CHEQUE & MONEY ORDER IS NOT ACCEPTED BY THE INSTITUTE

IMPORTANT

For all academic guidance, students may write to Shri V P Sharma, Director (Academics) and for all other matters relating to C.S. Foundation Programme including admission, coaching, examination and administrative services, they may write to contact Shri Sohan Lal, Director (Student Services), at the Institute's address.

Wishing you all the best.

Yours sincerely,

Date : 19-08-2009
Place : New Delhi

(CS.N.K. JAIN)
TERMS USED IN FINANCIAL ACCOUNTING

The following is the selected list of certain standard accounting terms commonly used in financial accounting parlance. The purpose is to facilitate a broad and basic understanding of various terms so as to ensure the consistency and uniformity in the presentation of accounting information or data to the end-users. The list is in no case exhaustive or comprehensive enough to include every term but it is only selective. Many of the terms have acquired a worldwide usage and recognition while some of them are still popular locally. The definitions of the terms do not spell out the accounting procedure and are not prescriptive of a course of action.

1. Acceptance: The drawer’s signed assent on a bill of exchange, to the order of the drawer. This term is also used to describe a bill of exchange which has been accepted.
3. Accrual: Recognition of revenues and costs as they are earned or incurred (and not as money is received or paid). It includes recognition of transactions relating to assets and liabilities as they occur irrespective of the actual receipt of payments.
4. Accrual Basis of Accounting: The method of recording transactions by which revenues, costs, assets and liabilities are reflected in the accounts in the period in which they accrue. The accrual basis of accounting includes considerations relating to deferrals, allocations, deprecitations and amortisations. This basis is also referred to as mercantile basis of accounting.
5. Accrued Asset: A developing but not yet enforceable claim against another person which accumulates with the passage of time or the rendering of service or otherwise. It may arise from the rendering of services (including the use of money), which at the date of accounting, have been partly performed, and are not yet billable.
6. Accrued Expense: An expense which has been incurred in an accounting period but for which no enforceable claim has become due in that period against the enterprise. It may arise from the purchase of services (including the use of money) which at the date of accounting have been only partly performed, and are not yet billable.
7. Accrued Liability: A developing but not yet enforceable claim by another person which accumulates with the passage of time or the receipt of service or otherwise. It may arise from the purchase of service or otherwise. It may arise from the purchase of services (including the use of money) which at the date of accounting have been only partly performed; and are not yet billable.
8. Accrued Revenue: Revenue which has been earned in an accounting period but in respect of which no enforceable claim has become due in that period by the enterprise. It may arise from the rendering of services (including the use of money) which at the date of accounting have been partly performed and are not yet billable.
9. Accumulated Depletion: The total to date of the periodic depletion charges on wasting assets.
10. Accumulated Depreciation: The total to date of the periodic depreciation charges on depreciable assets.
11. Advance: Payment made on account of but before completion of a contract, or before acquisition of goods or receipt of services.
12. Amortisation: The gradual and systematic writing off of an asset or an account over an appropriate period. The amount on which amortisation is provided is referred to as amortisable amount. Depreciation accounting is a form of amortisation applied to depreciable assets. Depletion accounting is another form of amortisation applied to depreciable assets. Amortisation also refers to gradual extinction or provision for extinction of a debt by gradual redemption or sinking fund payments or the gradual writing off to revenue of miscellaneous expenditure carried forward. e.g. share issue expenses, preliminary expenses etc.
13. Amortised Value: The amortisable amount less any portion already provided by way of amortisation.
14. Assets: Tangible objects or intangible right owned by an enterprise and carrying probable future benefits.
15. Average Cost: The cost of an item at a point of time as determined by applying an average of the cost of all items of the same nature over a period. When weightages are also applied in the computation, it is termed as weighted average cost.
16. Bad Debts: Debts owned to an enterprise which are considered to be irrecoverable.
17. Balance Sheet: A statement of the financial position of an enterprise at a given date, which exhibits its assets, liabilities, capital, reserves and other account balances at their respective book values.
18. Bill of Exchange: An instrument in writing containing an unconditional order, signed by the maker, directing a certain person to pay a certain sum of money only to, or to the order of, a certain person or to the bearer of the instrument.
19. Book Value: The amount at which an item appears in the books of account or financial statements. It does not refer to any particular basis on which the amount is determined e.g. cost, replacement value etc.
20. Capital: Generally refers to the amount invested in an enterprise by its owners e.g. paid up share capital in a corporate enterprise. It is also used to refer to the interest of owners in the assets of an enterprise. Also called net assets or net worth.
21. Capital Assets: Assets, including investment not held for sale, conversion or consumption in the ordinary course of business.
22. Capital Commitment: Future liability for capital expenditure in respect of which contracts have been made.
23. Capital Profit: Excess of the proceeds realised from the sale, transfer, or exchange of the whole or a part of a capital asset over its cost. When the result of his computation is negative it is referred to as a capital loss.
25. Carrying Cost: The cost of the asset as at a certain date.
26. Cash: Current assets that can be readily converted into cash or used to meet current obligations.
27. Cash Discount: A reduction granted by a supplier in consideration of immediate payment for goods or services. It is applied to the invoice price.
29. Cash Basis of Accounting: The method of recording transactions by which revenues and costs and assets and liabilities are reflected in the accounts in the period in which actual receipts or actual payments are made.
30. Contingent Liability: An obligation relating to an existing condition or situation which may arise in future depending on the occurrence or non-occurrence of one or more uncertain future events.
31. Contingent Asset: An asset the existence, ownership or value of which may be known or determined only on the occurrence or non-occurrence of one or more uncertain future events.
32. Contingent Liability: An obligation relating to an existing condition or situation which may arise in future depending on the occurrence or non-occurrence of one or more uncertain future events.
33. Cost: The amount of expenditure incurred on or attributable to a specified article, product or activity.
34. Cost of Goods Sold: The cost of goods sold during an accounting period. In manufacturing operation, in includes - (i) cost of material; (ii) labour and factory overheads, selling and administrative expenses are normally excluded.
35. Cost of Sales: The cost of goods sold plus selling and administrative expenses.

1 Prepared by M.A. Joseph, Deputy Director, The ICSI
36. Current Assets: Cash and other assets, that are expected to be converted into cash or consumed in the production of goods or rendering of services in the normal course of business.

37. Current Liability: Liability including loans, deposits and bank overdraft which falls due for payment in a relatively short period, normally not more than twelve months.

38. Deferral: Postponement of recognition of a revenue or expenses after its related receipt or payment (for incurrence of a liability) to a subsequent period to which it applies. Common examples of deferrals include pre-paid rent and taxes, unearned subscriptions received in advance by newspapers and magazine selling companies, etc.

39. Deferred Expenditure: Expenditure for which payment has been made or a liability incurred but which is carried forward on the presumption that it will be of benefit over a subsequent period or periods. This is also referred to as deferred revenue expenditure.

40. Deferred Revenue: Revenue or income received or recorded before it is earned and carried forward to a subsequent period or periods to which it relates.

41. Deficiency: The excess of liabilities over assets of an enterprise at a given date. The debit balance in the profit and loss statement.

42. Deficit: The debit balance in the profit and loss statement.

43. Depletion: A measure of exhaustion of wasting asset represented by periodic write off of cost or other substituted value.

44. Depreciable Amount: The historical costs, or other amount substituted for historical cost of a depreciable asset in the financial statements, less the estimated residual value.

45. Depreciable Asset: Asset which is expected to be used during more than one accounting period has a limited useful life, and is held by an enterprise for use in the production or supply of goods and services, for rental to others, or for administrative purposes and not for the purpose of sale in the ordinary course of business.

46. Depreciation: A measure of the wearing out, consumption or other loss of value of a depreciable asset arising from use, effluxion of time, or obsolescence through technology and market changes. It is allocated so as to charge a fair proportion asset. It includes amortisation of assets whose useful life is predetermined and depletion of wasting assets.


48. Depreciation Rate: A percentage applied to the historical cost or the substituted amount of a depreciable asset (or in case of diminishing balance method, the historical cost or the substituted amount less accumulated depreciation).

49. Diminishing Balance Method: The method under which the periodic charge for depreciation of an asset is computed by applying a fixed percentage to its historical cost or substituted amount less accumulated depreciation (net book value). This is also referred to as written down value method.

50. Discount: A reduction from a list price, quoted price or invoiced price. It also refers to the price for obtaining payment on a bill before its maturity.

51. Entity Concept: The view of the relationship between the accounting entity and its owners which regards the entity as a separate person, distinct and apart from its owners.

52. Expenditure: Incurred a liability, disbursement of cash or transfer of property for the purpose of obtaining assets, goods or services.

53. Expense: A cost relating to the operations of an accounting period or to the revenue earned during the period or the benefits of which do not extend beyond that period.

54. Expired Costs: The portion of an expenditure from which no further benefit is expected. Also termed as expense.

55. Fictitious Asset: Item grouped under assets in a balance sheet which has no real value (e.g. the debit balance of the profit and loss statement).

56. First In, First Out (FIFO): Computation of the cost of items sold or consumed during a period as they were sold or consumed in order of their acquisition.

57. Fixed Assets: Asset held for the purpose of providing or producing goods or services and that is not held for resale in the normal course of business.

58. Fixed Cost: The cost of production which by its very nature remains relatively unaffected in a defined period of time by variations in the volume of production.

59. Fixed Deposit: Deposit for a specified period and at specified rate of interest.

60. Functional Classification: A system of classification of expenses and revenues and the corresponding assets and liabilities to each function or activities, rather than by reference of their nature.

61. Fund: An account usually of the nature of a reserve or a provision which is represented by specifically earmarked assets.

62. Fundamental Accounting Assumptions: Basic accounting assumptions which underlie the preparation and presentation of financial statements. They are going concern, consistency, and accrual. Usually, they are not specifically stated because their acceptance and use are assumed. Disclosure is necessary, if they are not followed.

63. Gain: A monetary benefit, profit or advantage resulting from a transaction or group of transactions.

64. General Reserve: A revenue reserve which is not earmarked for a specific purpose.

65. Going Concern Assumption: An accounting assumption according to which an enterprise is viewed as continuing in operation for the foreseeable future. It is assumed that the enterprise has neither the intention nor the necessity of liquidation or of curtailing materially the scale of its operations.

66. Goodwill: An intangible asset arising from business connections or trade name or reputation of an enterprise.

67. Gross Margin or Gross Profit: The excess of the proceeds of goods sold and services rendered during a period over their cost, before taking into account administration, selling, distribution and financing expenses. When the result of this computation is negative it is referred to as gross loss.

68. Income and Expenditure Statement: A financial statement, often prepared by non-profit making enterprises like clubs, associations etc. to present their revenues and expenses for an accounting period and to show the excess of revenues over expenses (or vice versa) for that period. It is similar to profit and loss statement.

69. Intangible Asset: Asset which does not have a physical identity e.g. goodwill, patent, copyright, etc.

70. Inventory: Tangible property held for sale in the ordinary course of business, or in the process of production for such sale, or for consumption in the production of goods or services for sale, including maintenance supplies and consumables other than machinery spares.

71. Investment: Expenditure on assets held to earn interest, income, profit or other benefits.

72. Investments: Assets held for operational purposes or for rendering services i.e. assets other than fixed assets or current assets (e.g. securities, shares, debentures, immovable properties).

73. Last In First (LIFO): Computation of the cost of items sold or consumed during a period on the basis that the items last acquired were sold or consumed first.

74. Liability: The financial obligation of an enterprise other than owner's funds.

75. Long Term Liability: Liability which does not fall due for payment in a relatively short period i.e. normally a period not more than twelve months.

76. Materiality: An accounting concept according to which all relatively important and relevant items i.e. items the knowledge of which might influence the decisions of the user of the financial statements are disclosed in the financial statements.

77. Mortgage: A transfer of interest in specific immovable property for the purpose of securing a loan advanced or to be advanced, an existing or future debt or the performance of an engagement which may give rise to a pecuniary liability. The security is redeemed when the loan is repaid or the debt discharged or the obligations performed.

78. Net Profit: The excess of revenue over expenses during a particular accounting period, when the result of this computation is negative, is it referred to as net loss. The net profit may be shown before or after tax.
81. Preliminary Expenses: Expenses relating to the formation of an enterprise. These include legal, accounting and share issue expenses incurred for formation of the enterprise.

82. Pre-paid Expenses: Payment for expenses in an accounting period, the benefit for which will accrue in the subsequent accounting period(s).

83. Profit: A general term, for the excess of revenue over related cost. When the result of this computation is negative it is referred to as loss.

84. Profit and Loss Statement: A financial statement which presents the revenues and expenses of an enterprise for an accounting period and show the excess of revenues over expenses (or vice versa). It is also known as Profit and Loss Account.

85. Promissory Note: An instrument in writing (not being a bank note or currency note) containing an unconditional undertaking signed by the maker, to pay a certain sum of money only to or to order of a certain person or to the bearer of the instrument.

86. Provision: An amount written off or retained by way or providing for depreciation or diminution in value of assets or retained by way of providing for any known liability the amount of which cannot be determined with substantial accuracy.

87. Provision for Doubtful Debts: A provision made for debts considered doubtful of recovery.

88. Prudence: A concept of care and caution used in accounting according to which (in view of the uncertainly attached to future events) profits are not anticipated, but recognised only when realised though not necessarily in cash. Under this concept, provision is made for all known liabilities and losses, even though the amount cannot be determined with certainty.

89. Revenue: The gross inflow of cash, receivable or other consideration arising in the course of the ordinary activities of an enterprise from the sale of goods, from the rendering of services, and from the use by others of enterprise resources, yielding interest, royalties and dividends. Revenue is measured by the charges made to customers or clients for goods supplied, and services rendered to them and by the charges and rewards arising from the use of resources by them. It excludes amounts collected on behalf of third parties such as certain taxes. In an agency relationship, the revenue is the amount of commission and not the gross inflow of cash, receivable or other consideration.

90. Sale Turnover: The aggregate amount for which sales are effected or services rendered by an enterprise. The terms gross turnover and net turnover (or gross sales and net sales) are sometimes used to distinguish the aggregate sale before and after deduction of returns and trade discounts.

91. Sinking Fund: A fund created for the repayment of liability or for the replacement of an asset.

92. Straight Line Method: The method under which the periodic charge for depreciation is computed by dividing the depreciable amount of a depreciable asset by the estimated number of years of its useful life.

93. Sundry Creditor: Amount owed by an enterprise on account of goods purchased or services received or in respect of contractual obligations. Also termed as trade creditor or account payable.

94. Sundry Debtor: Person from whom amounts are due for goods sold or services rendered or in respect of contractual obligations. Also termed as debtor, trade debtor, account receivable.

95. Trade Discount: A reduction granted by a supplier from the list price of goods or service on business consideration other than for prompt payment.

96. Unexpired Cost: That portion of an expenditure whose benefit has not yet been exhausted.

97. Useful Life: Life which is either - (i) the period over which a depreciable asset is expected to be used by the enterprise (ii) the number of production or similar units expected to be obtained from the use of the asset by the enterprise.

98. Variable Cost: That cost which varies directly, or nearly directly with the volume of activity.

99. Wasting Asset: Natural resources which is subjected to depletion through the process of extraction of use e.g. mines, quarries.

100. Working Capital: The funds available for conducting day-to-day operation of an enterprize. Also represented by the excess of current asset over current liabilities including short term loans.

1. NEGOTIABLE INSTRUMENTS ACT, 1881

Bill of Exchange

Bill of exchange is a negotiable instrument. Section 5 of the Negotiable Instruments Act, 1881 defines a bill of exchange as follows:

“A bill of exchange is an instrument in writing containing an unconditional order, signed by the maker, directing a certain person to pay a certain sum of money only to, or to the order of, a certain person or to the bearer of the instrument.”

At the very outset the following two facts must be noted:

(i) Although a bill of exchange directing to pay ‘only to a particular person’ is valid if it satisfies the requirements of the definition but it shall not be a negotiable instrument within the meaning of the Negotiable Instruments Act as its transferability is restricted.

(ii) Although a bill of exchange may be originally drawn ‘payable to bearer’ but in such a case it must be payable otherwise than on demand (say, three months after date). In other words, a bill cannot be drawn ‘payable to bearer on demand.’ If it is ‘payable on demand’ then it must be made ‘payable to order’ (Sec. 31 of the Reserve Bank of India Act, 1934).

Specimen of a Bill of Exchange

<table>
<thead>
<tr>
<th>Rs. 5,000/-</th>
<th>New Delhi</th>
<th>August 25, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>To,</td>
<td>A Accepted</td>
<td>Revenue</td>
</tr>
<tr>
<td>125, Greater Kailash</td>
<td>Sd/- A</td>
<td>Stamp</td>
</tr>
<tr>
<td>Delhi</td>
<td></td>
<td>B</td>
</tr>
</tbody>
</table>

Parties to a bill of exchange

There are three parties to a bill of exchange viz., drawer, drawee and payee. The person who makes the bill is called the ‘drawer.’ The person who is directed to pay is called the ‘drawee.’ The person to whom the payment is to be made is called the ‘payee.’ The drawer, or, if the bill is endorsed to the payee, the endorsee, who is in possession of the bill is called the ‘holder.’ The holder must present the bill to the drawee for his acceptance. When the drawee accepts the bill, by writing the words ‘accepted’ and then signing it, he is called the ‘acceptor.’

It is not necessary, however, that three separate persons should answer to the description of drawer, drawee and payee. One person may fill any two of these positions. Thus, one may become ‘drawer and payee’ (when the bill is drawn ‘Pay to me or my order’), or ‘drawee and payee’ (when the bill is subsequently endorsed in favour of the drawee), or ‘drawer and drawee’ (when one draws a bill upon himself). In the last case, the holder may treat the instrument as a bill of exchange or as a promissory note. What is required is that the three parties drawer, drawee and payee must be pointed out in the bill with certainty.

Drawee in case of need: Sometimes the name of another person may be mentioned in a bill of exchange as the person who will accept the bill, if the original drawee does not accept it. Since another person so named is to be approached in case of need, he is known as “drawee in case of need.” (Sec. 7)

2 Prepared by Krishan Paul, Assistant Education Officer under the guidance of Archana Kaul, Assistant Director, The ICSI
Accept for honour: When a bill of exchange has been noted or protested for non-acceptance or for better security, and any person accepts it supra protest for honour of the drawer or of any one of the indorsers, such person is called an acceptor for honour (Sec. 7). Thus any person may voluntarily become a party to a bill as an “acceptor for honour.”

Essentials of a Bill of Exchange
To be a valid bill of exchange an instrument must comply with the requirements of the definition given in Section 5, which are as follows:
1. It must be in writing.
2. It must contain an order to pay. A mere request to pay on account will not amount to an order. But an order may be expressed in polite language.
3. The order to pay must be unconditional.
4. It must be signed by the drawer.
5. The drawer, drawee and payee must be certain. A bill cannot be drawn on two or more drawees in the alternative because of the rule of law that “where liability lies, no ambiguity must lie.” But a bill may be made payable in the alternative to one of two or more payees (Sec. 13).
6. The sum payable must be certain.
7. The bill must contain an order to pay money only.
8. It must comply with the formalities as regards date, consideration, stamps, etc.

The essentials of a bill enumerated above are more or less similar to that of a promissory note as well. The rules that apply to promissory notes in regard to those essentials are in general applicable to bills of exchange as well.

Special Benefits of Bill of Exchange
The special benefits of using bills of exchange in the world of commerce are as follows:
1. A bill of exchange is a double secured instrument. If the bill is dishonoured by the acceptor, the holder or the payee may look to the drawer of the bill for payment.
2. In case of immediate need of money a bill can be discounted with a bank.
3. Two separate trade debts can be discharged by a bill of exchange. Hence, where A buys goods on credit from B for Rs 1,000 to be paid three months after date and B buys goods on credit from C on similar terms for a sum amount, an order by B to A to pay the sum of Rs 1,000 to C will discharge two separate trade debts.

Bills in Sets
When a bill is drawn in sets of three, it is known as drawing the ‘bill in sets.’ Bills in sets are usually drawn when they are to be sent from one country to another. The three parts of a bill in set are sent by different mail routes in order to ensure the safe transmission of at least one part to the drawee and its acceptance by him as early as possible. Sections 132 and 133 of the Negotiable Instruments Act, 1881 provide the rules for bills in sets.

Specimen of a Bill in a set
First Part

<table>
<thead>
<tr>
<th>No. 1</th>
<th>Rs. 70, 00/-</th>
<th>New Delhi, 15 June, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three months after sight of this first of exchange (second and third of the same tenor and date being unpaid) to pay to V.K. Sehgal or order the sum of seven thousand rupees for value received.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To C.G. Johnson, London</td>
<td>Revenue Stamp Kishori Lal</td>
<td></td>
</tr>
</tbody>
</table>

Similarly second and third parts of the bill are drawn. The second part contains a reference to the first and third parts, and the third part contains reference to the first and second parts.

To be continued...
The result-cum-marks statements will be despatched to all candidates.

(ii) Centrewise Results — Roll Numbers List of Successful Candidates

(i) All-India Results — Roll Numbers List of Successful Candidates will be displayed in the following manners:

- For posting his/her result-cum-marks statement at the new/changed address. Further, any candidate who does not receive his/her result-cum-marks statement by 15th September, 2009, should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement, giving relevant particulars, i.e., his/her name, student registration number, stage of examination and group(s) in which he/she appeared, roll number, examination centre communication address and along with a self-addressed stamped envelope worth Rs.25/- so as to receive the same thro’ Speed Post.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of ‘The Company Secretaries Regulations, 1982’, as in force, a candidate can seek verification of marks in any subject(s) of Foundation Course (Old Syllabus)/Foundation Programme (New Syllabus) examinations held in June, 2009 examination within one month from the date of declaration of results. The application for verification of marks should be made in a plain paper, preferably in candidate’s own handwriting together with a requisite fee @ Rs.100/- per subject within 30 days from the date of declaration of results, i.e., upto 25th September, 2009.

Candidates are advised not to club any other remittance or query along with request for verification of marks to facilitate an early reply.

After completion of verification process, candidates are communicated outcome of the verification of marks, normally within 3 - 4 weeks’ time. However, if any candidate does not receive a communication from the Institute by 25th October, 2009, he/she should write to the Sr. Director (Exams.) giving relevant details – (i) his/her name; (ii) Roll Number (iii) student registration number; (iv) stage of examination; (v) name of the subject(s) in which verification of marks was sought; (vi) date of application and mode of its despatch; (vii) amount of verification fee remitted and details with regard to mode of remittance; and (vii) complete postal address along with PIN Code.

3. DECEMBER, 2009 EXAMINATION

The next Foundation Programme examination will be held from Wednesday, the 30th December, 2009 to Saturday, the 2nd January, 2010. The examination will be held as per the Time Table & Programme and the list of Examination Centres given here under:

**TIME TABLE & PROGRAMME**

<table>
<thead>
<tr>
<th>Dates &amp; Days</th>
<th>After-Noon Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.12.2009 Wednesday</td>
<td>English &amp; Business Communication</td>
</tr>
<tr>
<td>31.12.2009 Thursday</td>
<td>Economics &amp; Statistics</td>
</tr>
<tr>
<td>01.01.2010 Friday</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>02.01.2010 Saturday</td>
<td>Elements of Business Laws and Management</td>
</tr>
</tbody>
</table>

List of Examination Centres:


The last date for receipt of enrolment applications for December, 2009 examinations in the Institute together with the requisite examination fee is 25th September, 2009 and with late fee of Rs.100 upto 10th October, 2009.

**NOTE:** The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

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**EXAMINATION**

1. DECLARATION OF JUNE, 2009 EXAMINATION RESULTS

The results of Foundation (Old Syllabus) and Foundation Programme (New Syllabus) examinations held in June, 2009 are scheduled to be declared at 12.00 Noon on 25th August, 2009. As in the past, the results would be displayed in the following manners:

- All-India Results — Roll Numbers List of Successful Candidates will be displayed simultaneously on the Notice Boards at the Institute’s Headquarters and Regional Offices;
- Centrewise Results — Roll Numbers List of Successful Candidates related to Examination Centre concerned would be sent to respective Chapter for display on the Notice Board of the Chapter; and
- The results along with individual candidate's subjectwise break-up of marks will also be available on Institute’s Website www.icsi.edu on 25th August, 2009 from 12.00 Noon onwards.

The result-cum-marks statements will be despatched to all candidates latest by 5th September, 2009. Meanwhile, if there has been any change in the mailing address of a candidate, he/she should immediately intimate the same enclosing a self-addressed envelope of 23 cms. x 11 cms. size for posting his/her result-cum-marks statement at the new/changed address. Further, any candidate who does not receive his/her result-cum-marks statement by 15th September, 2009, should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement, giving relevant particulars, i.e., his/her name, student registration number, stage of examination and group(s) in which he/she appeared, roll number, examination centre communication address and along with a self-addressed stamped envelope worth Rs.25/- so as to receive the same thro’ Speed Post.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of ‘The Company Secretaries Regulations, 1982’, as in force, a candidate can seek verification of marks in any subject(s) of Foundation Course (Old Syllabus)/Foundation Programme (New Syllabus) examinations held in June, 2009 examination within one month from the date of declaration of results. The application for verification of marks should be made in a plain paper, preferably in candidate’s own handwriting together with a requisite fee @ Rs.100/- per subject within 30 days from the date of declaration of results, i.e., upto 25th September, 2009. Candidates are advised not to club any other remittance or query along with request for verification of marks to facilitate an early reply.

After completion of verification process, candidates are communicated outcome of the verification of marks, normally within 3 - 4 weeks’ time. However, if any candidate does not receive a communication from the Institute by 25th October, 2009, he/she should write to the Sr. Director (Exams.) giving relevant details – (i) his/her name; (ii) Roll Number (iii) student registration number; (iv) stage of examination; (v) name of the subject(s) in which verification of marks was sought; (vi) date of application and mode of its despatch; (vii) amount of verification fee remitted and details with regard to mode of remittance; and (vii) complete postal address along with PIN Code.

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The next Foundation Programme examination will be held from Wednesday, the 30th December, 2009 to Saturday, the 2nd January, 2010. The examination will be held as per the Time Table & Programme and the list of Examination Centres given here under:

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<td>Financial Accounting</td>
</tr>
<tr>
<td>02.01.2010 Saturday</td>
<td>Elements of Business Laws and Management</td>
</tr>
</tbody>
</table>

List of Examination Centres:


The last date for receipt of enrolment applications for December, 2009 examinations in the Institute together with the requisite examination fee is 25th September, 2009 and with late fee of Rs.100 upto 10th October, 2009.

**NOTE:** The Institute reserves the right to withdraw any centre at any stage without assigning any reason.
IMPORTANT: Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or extension of time for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

4. GENERAL QUERIES
Candidates should note that queries relating to: (i) admission/registration fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subject wise exemption(s); (iv) financial assistance under Merit Scholarship/fees; (ii) filling of examination form along with requisite fee; (iii) grant/cancellation of subject wise exemption(s); (iv) financial assistance under Merit Scholarship/fees; (v) Coaching Completion Certificate/Response of subjectwise exemption(s); (vii) non-receipt of Merit-cum-Means Assistance; (v) Coaching Completion Certificate/Response of subjectwise exemption(s); (vi) Computer Training Certificate; and (viii) non-receipt of Pass Certificates/Roll Numbers, etc., students may contact the concerned helpdesk as per details mentioned on page 14 of this issue.

N O T I F I C A T I O N
ICS/CS/04/ 2009
In pursuance of para 11 of the “Merit Scholarship (Company Secretaryship Course) Scheme 1983”, the following students have been awarded ‘Merit Scholarships’ for the Intermediate Course/Foundation Programme and Intermediate/Executive Programme Examinations on the basis of their meritorious performance in the Foundation Course/Foundation Programme and Intermediate/Executive Programme Examinations of ‘company secretaryship’ held in December, 2008:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the student</th>
<th>Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AYUSH GOEL</td>
<td>120309278/02/2009</td>
</tr>
<tr>
<td>2</td>
<td>NIKKI AGARWAL (MS.)</td>
<td>120307700/02/2009</td>
</tr>
<tr>
<td>3</td>
<td>SURAVI LODHA (MS.)</td>
<td>120309826/02/2009</td>
</tr>
<tr>
<td>4</td>
<td>MEGHA GARG (MS.)</td>
<td>220689331/02/2009</td>
</tr>
<tr>
<td>5</td>
<td>RAHUL SARAF</td>
<td>120309401/02/2009</td>
</tr>
<tr>
<td>6</td>
<td>RANJITHA G SHENOY (MS.)</td>
<td>320481338/02/2009</td>
</tr>
<tr>
<td>7</td>
<td>VISHAL SARAOGI</td>
<td>120309969/02/2009</td>
</tr>
<tr>
<td>8</td>
<td>PIYUSH KUMAR GOEL</td>
<td>120309953/02/2009</td>
</tr>
<tr>
<td>9</td>
<td>LAXMIKANT KABRA</td>
<td>120309981/02/2009</td>
</tr>
<tr>
<td>10</td>
<td>AAKANKSHA AGARWAL (MS.)</td>
<td>120308234/02/2009</td>
</tr>
<tr>
<td>11</td>
<td>MAYANK AGARWAL</td>
<td>220669381/02/2009</td>
</tr>
<tr>
<td>12</td>
<td>SHIV KUMAR JAIN</td>
<td>220675977/02/2009</td>
</tr>
<tr>
<td>13</td>
<td>SHRUTI AVINASH BAJAJ (MS.)</td>
<td>420602149/02/2009</td>
</tr>
<tr>
<td>14</td>
<td>VINIT KUMAR AGARWAL</td>
<td>120313386/02/2009</td>
</tr>
<tr>
<td>15</td>
<td>ADITI GARODIA (MS.)</td>
<td>120311904/02/2009</td>
</tr>
<tr>
<td>16</td>
<td>ANKITA MADANLAL JAIN (MS.)</td>
<td>420602052/02/2009</td>
</tr>
</tbody>
</table>

FOR FINAL COURSE/PROFESSIONAL PROGRAMME

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the student</th>
<th>Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MAMTA JAIN (Ms.)</td>
<td>220586098/02/2008</td>
</tr>
<tr>
<td>2</td>
<td>RAVI MANSAKA</td>
<td>220586346/02/2008</td>
</tr>
<tr>
<td>3</td>
<td>NIRANJAN J</td>
<td>320417286/02/2008</td>
</tr>
<tr>
<td>4</td>
<td>SHERILL PAL (Ms.)</td>
<td>320425271/02/2008</td>
</tr>
<tr>
<td>5</td>
<td>AMIT SHIVHARI JALAN</td>
<td>420506302/08/2007</td>
</tr>
<tr>
<td>6</td>
<td>DEEPAKI KAUSHIK (Ms.)</td>
<td>220547777/08/2007</td>
</tr>
<tr>
<td>7</td>
<td>SUJO PHILIP</td>
<td>320410953/11/2007</td>
</tr>
<tr>
<td>8</td>
<td>ADITYA MOHATA</td>
<td>120276443/02/2008</td>
</tr>
<tr>
<td>9</td>
<td>RAHUL AGARWAL</td>
<td>NR0568158/10/2007</td>
</tr>
<tr>
<td>10</td>
<td>PANKAJ KUMAR AGARWAL</td>
<td>120267113/11/2007</td>
</tr>
<tr>
<td>11</td>
<td>ARULIN R RAO</td>
<td>320395095/08/2006</td>
</tr>
<tr>
<td>12</td>
<td>SWATI MURKYA (Ms.)</td>
<td>220591919/02/2008</td>
</tr>
<tr>
<td>13</td>
<td>SNEHA GIRISH KARMARKAR (Ms.)</td>
<td>420519981/02/2008</td>
</tr>
<tr>
<td>14</td>
<td>ABHISHEK SETHA</td>
<td>120273150/02/2008</td>
</tr>
<tr>
<td>15</td>
<td>PIYUSH GUPTA</td>
<td>120273187/02/2008</td>
</tr>
<tr>
<td>16</td>
<td>ANKIT KANODIA</td>
<td>120273921/02/2008</td>
</tr>
<tr>
<td>17</td>
<td>PRAModJOHN</td>
<td>320415033/02/2008</td>
</tr>
</tbody>
</table>

BY ORDER OF THE COUNCIL

File No.207: Exams:D/2008
New Delhi – 110 003.
Dated, the 1st July, 2009
(CS N.K. JAIN)

ON LINE SERVICES AVAILABLE FOR STUDENTS OF THE INSTITUTE
(VISIT : http://www.icsi.edu)

1. Students can avail On Line Registration facility to get registered for Foundation and Executive Programme.
2. E-Learning Portal (http://elearning.icsi.edu) for CS Foundation Programme.
3. On line Services for the students:
   - Application Status Query
   - Over all status Query
   - Examination Enrollment Admit Card
   - Enrollment Status Query
(Note : Visit Over-all status. Discrepancy/Error if any found, may be brought to our notice)
4. Guidelines for Switch Over to New Syllabus
5. Forms for Students
6. Previous Year Question Papers
7. FAQs
8. Important Dates
9. Students’ Bulletin (Both Foundation and Regular Programme)
### COMPANY SECRETARIES EXAMINATIONS – DECEMBER, 2008

**ALL INDIA PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
<th>Name and Address of the Winner</th>
<th>Qualification</th>
<th>Occupation</th>
<th>Age (Yrs.)</th>
<th>Marks Obtained</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SULTAN CHAND TRUST PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of <em>Foundation/Foundation Programme examination</em>, at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest marks in aggregate taking into account the performance of all successful candidates under old as well as new syllabi.</td>
<td>Mr. Ayush Goel 255, Canal Street Brighdam Complex Building No.1, Flat No.4-C 4th Floor KOLKATA – 700 048. (Roll No.50103 Admn. No.110133730)</td>
<td>Sr. Sec.</td>
<td>19</td>
<td>323/400 (80.75%)</td>
<td><img src="image1" alt="Photo" /></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SULTAN CHAND TRUST PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of <em>Foundation/Foundation Programme examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest marks in aggregate taking into account the performance of all successful candidates under old as well as new syllabi.</td>
<td>Ms. Nikki Agarwal P-212, B-Block Lake Town KOLKATA – 700 089. (Roll No.49988 Admn. No.110131004)</td>
<td>Sr. Sec.</td>
<td>20</td>
<td>322/400 (80.50%)</td>
<td><img src="image2" alt="Photo" /></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SULTAN CHAND TRUST PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of <em>Foundation/Foundation Programme examination</em>, at first attempt, in one sitting without claiming exemption in any subject and obtaining the third highest marks taking into account the performance of all successful candidates under old as well as new syllabi.</td>
<td>Co-winners 1. Ms. Suravi Lodha 63, Nalini Ranjan Avenue Daffodil I.S.L.E., 4th Floor New Alipore KOLKATA – 700 053. (Roll No.51351 Admn. No.110134450) 2. Ms. Megha Garg C/o Mr. Alok Choudhary 4/138, Malviya Nagar JAIPUR – 302 017. (Roll No.53500 Admn. No.210369232)</td>
<td>Sr. Sec.</td>
<td>20</td>
<td>320/400 (80.00%)</td>
<td><img src="image3" alt="Photo" /></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DURGADEVI SARAF MEMORIAL GOLD MEDAL</td>
<td>Awarded to a lady candidate who passes in all papers of <em>Foundation/Foundation Programme examination</em> at first attempt, in one sitting without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful lady candidates under old as well as new syllabi.</td>
<td>Ms. Nikki Agarwal P-212, B-Block Lake Town KOLKATA – 700 089. (Roll No.49988 Admn. No.110131004)</td>
<td>Sr. Sec.</td>
<td>20</td>
<td>322/400 (80.50%)</td>
<td><img src="image4" alt="Photo" /></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
<td>Name and Address Qualification</td>
<td>Occupation</td>
<td>Age (Yrs.)</td>
<td>Marks Obtained</td>
<td>Photograph</td>
<td></td>
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<td>--------</td>
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<td></td>
</tr>
<tr>
<td>5.</td>
<td>ELVINA PINTO MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Foundation/Foundation Programme examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful candidates under old as well as new syllabi from examination centres situated within the Western Region.</td>
<td>Ms. Shruti Avinash Bajaj Bajaj Chemical Industries Bajaj Nagar Fulchur Road P O Box 16 GONDIA – 441 601 (Roll No.3486 Admn. No.WU0196351)</td>
<td></td>
<td></td>
<td>392/500 (78.40%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>LATE SHRI G V SETTY AND LATE SMT. KUSUMAMBA MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Foundation/Foundation Programme examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all successful candidates under old as well as new syllabi from Bangalore centre.</td>
<td>Ms. Ranjitha G Shenoy C/o Mangalore Corner No.1044, 6th Main Vijaya Nagar BANGALORE – 560 040. (Roll No.2158 Admn. No.SU0113777)</td>
<td></td>
<td></td>
<td>398/500 (79.60%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>LATE MADINEEDI RAMAKRISHNA SUBHAHRA MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Foundation/Foundation Programme examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks taking into account the performance of all such successful candidates under old as well as new syllabi from Hyderabad centre.</td>
<td>Mr. Praveen Sange S/o Bixapathi H.No.1-222 P/M Kesamudram (STN) WRANGAL – 506 112 (A.P.) (Roll No.55854 Admn. No.310110301)</td>
<td></td>
<td></td>
<td>20 277/400 (69.25%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NORTHERN INDIA REGIONAL COUNCIL

**Foundation Programme Regular Classes through Interactive Learning for June, 2010 Examination**

The Regional Council proposes to organise Foundation Programme Oral Coaching Classes from 27.10.2009 at NIRC-ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005. The classes will be held between 7.30 A.M.-9.30 A.M.,10.00 A.M.-12.00 Noon, 3.00 P.M. - 5.00 P.M and 5.30 P.M.-7.30 P.M. Fees: Rs. 4000/- . No. of lectures: 120 ( daily one lecture.)

**Note:** Each Lecture is of two hours duration. Admission is on first come first served basis. Commencement of classes is subject to availability of sufficient number of students in each batch and the students undergoing Oral Coaching and passing the required eligibility tests need not to submit the response sheets under postal tuition scheme.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 in Cash/Demand Draft in favour of the NIRC of ICSI payable at New Delhi.

For further details contact: NIRC of the ICSI.

Tel.: 011-25769352, 25816593, 25763090, 25767190
Tele fax: 011-25722662, Email: niro@icsi.edu, edoniro@icsi.edu

### GURGAON CHAPTER

**Foundation Programme Oral Coaching Classes for December 2009 Examination**

W.e.f. 1.9.2009 the Chapter proposes to conduct Foundation Programme Oral Coaching Classes for December 2009 Examination. The last date for receipt of applications is 31.8.2009.

For further details contact the Chapter Office at First Floor, Deenbandhu Sir Chhoturam Bhawan, Jharsa Road (Behind Shiv Mandir), Sector 32, Gurgaon 122002. Tel No. 0124-2380021, 9718381912, email: gurgaon@icsi.edu

Inauguration of oral Coaching Classes for Foundation Students for December 2009 Examination

Dhananjay Shukla, Chairman, Gurgaon Chapter, inaugurated the oral coaching classes for Foundation students at Chapter premises on
1.6.2009. At the outset Shukla welcomed all the students and thanked them for opting oral coaching classes at Gurgaon Chapter. He said that it has been the constant endeavor of the Gurgaon Chapter to provide access to the best facilities to the students and members and organizing oral coaching classes on regular basis is one among them. He also requested students to use library facilities of the Chapter which has been recently updated with new books and periodicals. He drew their attention towards other facilities provided by the Chapter. Dhananjay Shukla also discussed in detail the course structure, the stages and scheme of examinations conducted by ICSI and facilities provided by it. Shukla also shared his personal experience on how to pass CS examination and how to maintain regularity and discipline, while pursuing CS course. The students raised various queries which were replied by Shukla. Several faculty members were also present on the occasion.

JAIPUR CHAPTER

Inauguration of Foundation Programme Classes

On 24.6.2009 the Foundation Programme oral coaching classes conducted by the Chapter were inaugurated by Shyam Agrawal, Chapter Chairman who in his address informed about the series of Chapter activities held during past months, particularly for the students and to be organized in the coming months. He also highlighted the importance of regular coaching classes at Chapter level and shared that the best faculties on the subjects have been arranged. He disclosed that in between and after the classes, there would be quiz competition and elocution competition for the students in the presence of Chairman or any other Managing Committee Member along with concerned faculty and best student would be suitably awarded.

Elocution Competition

On 4.7.2009 the Chapter organized Elocution Competition for the Foundation/Foundation Programme, Intermediate/Executive Programme and Final/Professional Programme students of the Institute. The Topic was “Corporate Acquisitions: Governance Issues.” The Chapter level winners were Vanshika Mathur, Abhilasha John and Jatin Asudani who also participated at the Regional Level. The Regional Level winner was Vanshika Mathur. Girish Goyal, Director of Coaching, Meena Saboo and G. C. Sharma, Executive Officer of the Chapter Office acted as panel Judges.

NOIDA CHAPTER

Inauguration of Foundation Programme Oral Coaching Classes

On 22.5.2009 the Foundation Programme oral Coaching Classes conducted by the Chapter were inaugurated. The students along with there parents were present at the inaugural programme.

SOUTHERN INDIA REGIONAL COUNCIL

Commencement of Foundation Programme Oral Coaching Classes

On 20.7.2009, SIRC of the ICSI commenced Foundation Programme Oral Coaching Classes (morning and evening batch) for December 2009 examinations at “ICSI-SIRC” House, Chennai.

WESTERN INDIA REGIONAL COUNCIL

PUNE CHAPTER

Inauguration of Foundation Programme Oral Coaching Classes

On 6.6.2009 the Chapter inaugurated the Oral Coaching Classes for Foundation Programme for December 2009 examination. Devendra Deshpande, Chairman, Students Committee made the students aware of the Institute of Company Secretaries of India, role of Pune Chapter, its infrastructure facilities and benefits available to the students. Around 30 students were present on the occasion. Vikas Agarwal, Secretary guided the students about the course curriculum, etc.and also explained the career opportunities available to the profession. The session was followed by an open house question - answer session.

Lecture on How to Study for Professional Examinations

On 21.6.2009 Pune Chapter conducted a free lecture on “How to Study for Professional Examinations” for the students of Foundation Programme Oral Coaching Classes at the Chapter premises. Sandeep Nagarkar, Past Chairman, Pune Chapter and Vikas Agarwal, Chapter Secretary guided the students and gave important tips on methodology for studying and appearing for professional examinations.

ATTENTION STUDENTS APPEARED IN JUNE, 2009 EXAMINATIONS

The Institute awards “Merit Scholarships” and “Merit-cum-Means Assistance” to students for pursuing Executive Programme and Professional Programme Courses on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Course/Foundation Programme; and Intermediate/Executive Programme examinations respectively, as per the criteria stipulated under the “Merit Scholarship (Company Secretaryship Course) Scheme, 1983” and “Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983”.

MERIT SCHOLARSHIP

In pursuance of para 7 of the “Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 15 numbers of scholarships are awarded each for Executive Programme and Professional Programme/Final examinations per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming any exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Course/Foundation Programme examination in June, 2009 should get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, 15 numbers of financial assistance are awarded each for Executive Programme and Professional Programme/Final examinations per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute’s website: www.icsi.edu OR obtained from the Institute free of cost by sending a self addressed stamped envelope, and submit his/her application within a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation/Both Groups of Intermediate examination or Foundation Programme/Both the Modules of Executive Programme, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.1,50,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students who pass the Foundation Course/Foundation Programme examination in June, 2009 must get themselves registered with the Institute for the Executive Programme Course within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of “Merit-cum-Means Assistance” will be published in the March/April and September/October issue of “C.S. Foundation Course Bulletin” and “Student Company Secretary” Bulletin.

C.S. FOUNDATION COURSE BULLETIN

MAY - JUNE - 2009
HELP DESK OF THE ICSI

The Directorate of Student Services in order to provide Single Window Services to the students is operating from a spacious building located at Noida; which is one of the fully developed townships in the periphery of Delhi and also home to some of the big names in the field of Information Technology / IT Enabled Services. In view of the above, for all queries and services, students are advised to contact the following address:

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA – 201 309

Further, the contact numbers and E-Mail ids of the contact persons for various queries and services are furnished below. Students may please note that, it is in their own interest to address the query to the right person for prompt response.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of Query</th>
<th>Contact Person</th>
<th>Telephone Number (STD Code :120; From Delhi : 95120)</th>
<th>E-Mail id</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration Status/ Issue of Study Material, etc. for</td>
<td>Ms. Anju Gupta</td>
<td>4239993-98 Extension 2022 &amp; 2023</td>
<td><a href="mailto:ss_reg@icsi.edu">ss_reg@icsi.edu</a>, <a href="mailto:ss_fond@icsi.edu">ss_fond@icsi.edu</a></td>
</tr>
<tr>
<td></td>
<td>Intermediate Course/Executive Programme</td>
<td>(a) Mr. D P Dagar/ Mr. Rajesh Sharma</td>
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<td></td>
<td>Foundation Programme</td>
<td>(b) Ms. Archana Goel/ Ms. Harvinder Kaur</td>
<td>4239993-98 Extension 2126</td>
<td><a href="mailto:ss_post@icsi.edu">ss_post@icsi.edu</a></td>
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<td></td>
<td>Denovo/Extn./Final Enrolment</td>
<td>(c)</td>
<td></td>
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<tr>
<td>2.</td>
<td>Paper-wise Exemption/ Non-receipt of Registration Letter/ Identity Card/ Student Company Secretary Bulletin/ CS Foundation Course Bulletin</td>
<td>Mr. B S Chopra/ Ms. Rajni Sharma</td>
<td>4239993-98 Extension 2124/2131</td>
<td><a href="mailto:ss_enrol@icsi.edu">ss_enrol@icsi.edu</a>, <a href="mailto:ss_misc@icsi.edu">ss_misc@icsi.edu</a></td>
</tr>
<tr>
<td>3.</td>
<td>Coaching Completion Certificates/ Suggested Answers and Response Sheet Status / Compulsory Computer Training</td>
<td>Mr. Vinod Jetly/ Ms. Neelam Wadhwa</td>
<td>4239993-98 Extension 2122/2128</td>
<td><a href="mailto:ss_coaching@icsi.edu">ss_coaching@icsi.edu</a></td>
</tr>
<tr>
<td>4.</td>
<td>Issue of Admission Certificate for Examinations</td>
<td>Mr. T.P. Balasubramanian/ Ms. Durga Shankar</td>
<td>4239993-98 Extension 2123/2125</td>
<td><a href="mailto:e0082@icsi.edu">e0082@icsi.edu</a></td>
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<td>5.</td>
<td>Duplicate Pass Certificate</td>
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<td></td>
<td>(a) Intermediate/Executive Programme</td>
<td>Mr. Siya Ram</td>
<td>4239993-98 Extension 2125</td>
<td><a href="mailto:e0395@icsi.edu">e0395@icsi.edu</a></td>
</tr>
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<td></td>
<td>(b) Foundation/ Final/Professional</td>
<td>Ms. Durga Shankar/ Mr. Vivek A Jha</td>
<td>4239993-98 Extension 2125</td>
<td><a href="mailto:e0223@icsi.edu">e0223@icsi.edu</a></td>
</tr>
<tr>
<td>6.</td>
<td>Transcripts/ Verification of Qualifications (only for students)</td>
<td>Ms. Durga Shankar</td>
<td>4239993-98 Extension 2123/2125</td>
<td><a href="mailto:ss_lic@icsi.edu">ss_lic@icsi.edu</a></td>
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In case of any difficulty, Shri Sohan Lal, Director(Student Services) may be contacted at Tel. No. 4239999.
PASS CS Foundation with flying colors

Foundation Programme Combo Course

Get complete online learning experience in one pack
[Web Based Training + Video Based Training™ + Live Virtual Classroom]

GOLS eLearning = Convenience and flexibility of Distance Learning + Experience & Faculty support of classroom training + more...

<table>
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<tr>
<th>Foundation Programme</th>
<th>e-Learning Combo Pack @ Rs. 2,300/- + Taxes</th>
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<tbody>
<tr>
<td><strong>1</strong> Web Based Training (WBT)</td>
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<tr>
<td>* Exciting multimedia slides covering the entire study material</td>
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<td>* Quick quizzes &amp; Mastery test</td>
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<td>* Hyperlinks &amp; Hot-Spots</td>
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<tr>
<td><strong>2</strong> Video Based Training (VBT™)</td>
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<tr>
<td>* Quality Video Lectures</td>
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<tr>
<td>* Learn from expert faculties replicating classroom training experience</td>
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<td>* Questions at regular intervals</td>
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<tr>
<td><strong>3</strong> Live Virtual Classroom (LVC)</td>
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<tr>
<td>* Live broadcast of lectures over the internet</td>
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<tr>
<td>* Interact Live with the faculty to clear doubts / queries on difficult lessons</td>
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<tr>
<td>* With Playback facility (if unable to attend Live Session)</td>
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<tr>
<td>Conducted on specified date &amp; time (Refer through LVC schedule on the homepage)</td>
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Payment Options / Facilities:

- Secured Online Payment Gateway
- Cheque / Demand Draft to GurukulOnline Office
- Cheque / Demand Draft deposited directly to selective Axis Bank Branches
- Money Order

Note: If you have already enrolled for Foundation Programme WBT (Web Based Training) then pay only Rs. 1,850/- + Taxes (i.e. Rs. 2,300/- less Rs. 450/-)

ICSI eLearning Portal is a joint initiative undertaken by The Institute of Company Secretaries of India (ICSI) & GurukulOnline Learning Solutions (GOLS)

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Email: icsi@gols.in