

Student Company Secretary

(e-bulletin for Executive & Professional Students)

February 2019



Message from the President

"A dream doesn't become a reality through magic; it takes sweat, determination, and hard work."
- Colin Powell

Dear Students,

With immense pleasure and honour, I take this opportunity to pen my first message for all of you as the President of the Institute of Company Secretaries of India. The Institute has worked hard with dedication towards promoting and preserving the principle of good Corporate Governance throughout the world. I assure you that the Institute will continue to work hard with same zeal and dedication towards enrichment of the opportunities for company secretaries and also for the satisfaction of the stakeholders of the Institute.

Students are the main stakeholders of the Institute and are the most important architect in shaping the future of any Institute. I have lot of hope from them as they are the torch bearer of our profession. In this context, I assure you that my foremost agenda for the year would be to facilitate and strengthen the capabilities of our students while building them as promising Governance Professionals. I am confident of receiving your unconditional co-operation and support in contributing toward the vision of the Institute to be global leader in promoting good Corporate Governance.

At the end, I would like to conclude with a quote by Mahatma Gandhi: "Men often become what they believe themselves to be. If I believe I cannot do something, it makes me incapable of doing it. But when I believe I can, then I acquire the ability to do it even if I didn't have it in the beginning". So friends, always be positive and work hard to achieve your dreams.

Regards

CS Ranjeet Pandey
President

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Academic Guidance

Forensic Audit: Concise Note*

Introduction

In order to assist in the paramount growth of Indian economy at the global platform under the realm of good governance, transparency, accountability and uprightness, Forensic Audit has become the need of the hour. With its key benefits in the form of Objectivity, Credibility, Expert Accounting, Enhanced effectiveness and Efficiency, forensic audit assures the growth of corporates, development of Indian Economy, in turn leading to the inclusive growth of emerging India. Therefore, it becomes imperative that the professionals should be well versed with basic concepts of forensic audit in order to work out the tools and techniques of forensic audit for the effective implementation in the interest of fraud free corporate culture in India.

In this context, it becomes imperative to understand various facts and facets of Forensic Audit along with its meaning and significance in serving value added governance.

Forensic Audit: Meaning and Significance

As we know that fraud is termite to growth, development and prosperity in general and to the progression of the corporates and economy in specific. Therefore, the government is quite keen in regulating and preventing the practices of fraud as well as any likelihood of fraud in Indian economy.

In addition to various laws constituting civil as well as criminal liability for the accused, it is important that fraud is detected at first instance and accused is penalized with the appropriate punishment in order to settle down deterrence for the anticipated fraudsters, while preventing them from playing any fraud in future.

This all requires a diligent set of skills and tools for detecting the fraud through the financial statements of the company, finding the real culprit behind the fraud and related loss, providing the evidences in the court and in toto helping the governance of the company with regulation and prevention of frauds in the company. This consolidated tool is known as *Forensic Audit*. Therefore, one has to understand the meaning and significance of Forensic Audit with clarity and precision.

In order to catch the glimpse of forensic audit in totality, it also becomes significant to understand the meaning of Audit.

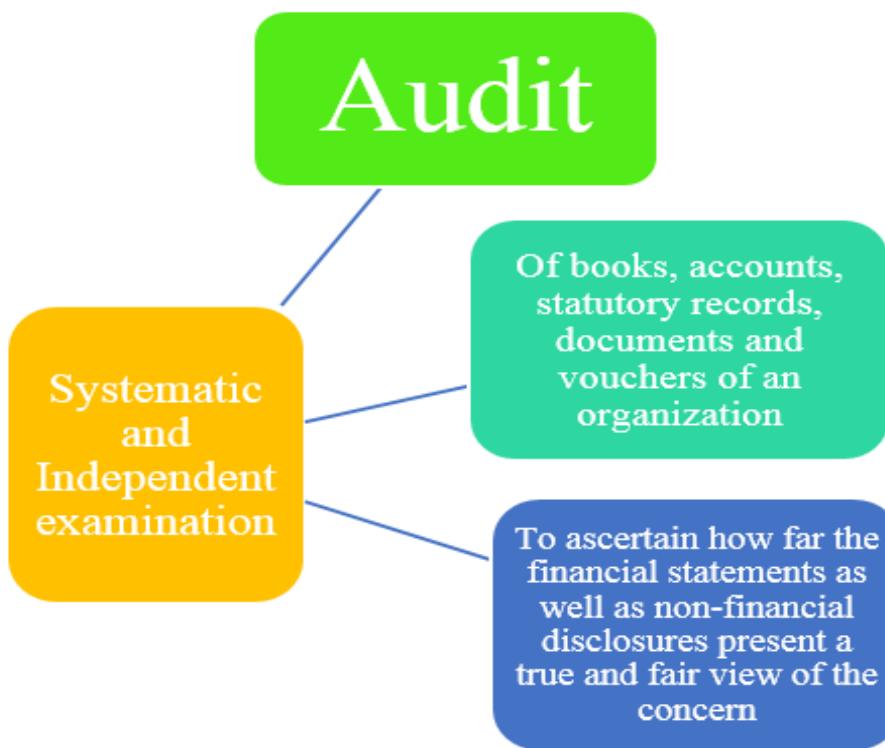
* Dr. Gargi. Rajvanshi, Assistant Director, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

Meaning of Audit

As per English Oxford Dictionary, Audit means an official inspection of an organization's accounts, typically by an independent body. It also states a word of cautions that many a times, audits are not expected to detect every fraud.

Cambridge Dictionary refers that Audit is a systematic process to make an official examination of the accounts of a business and produce a report.



With the analysis of the these definitions, it is apt to state that an audit is a systematic and independent examination of books of accounts, statutory records, documents and vouchers of an organization to ascertain how far the financial statements as well as non-financial disclosures present a true and fair view of the concern.

The word audit is derived from a Latin word "audire" which means "to hear".¹ During the medieval times when manual book-keeping was prevalent, auditors in Britain used to

hear the accounts read out for them and checked that the organization's personnel were not negligent or fraudulent.²

Any subject matter may be audited. Auditing is a safeguard measure not only in medieval times, rather it is in existence since ancient times.³ As per the description referred by Loeb and Shamoo the audit provide third party assurance to various stakeholders that the subject matter is free from material misstatement. The term is most frequently applied to audits of the financial information relating to a legal person. Other areas which are commonly audited include: secretarial & compliance audit, internal controls, quality management, project management, water management, and energy conservation.

1. See, Assurance, Auditing and. Chapter 1, Volume 1: Institute of Chartered Accountants of India. p. 1

2. Derek Matthews, History of Auditing. *The changing audit process from the 19th century till date*. Routledge-Taylor & Francis Group. p. 6.

3. Available at Loeb, Stephen E.; Shamoo, Adil E. (1989-09-01). "Data audit: Its place in auditing". Accountability in Research, 1 (1): 23-32

Moyer⁴ while identifying the most important duty of the auditor stated that it is always to detect fraud. Chatfield⁵ also documented that early United States auditing was viewed mainly as verification of bookkeeping detail.

Forensic Audit: A Value Added Tool of Governance

Forensic auditing has taken an important role in both private and public organizations since the dawn of the 21st century especially in the advance economies. The catastrophe of some formerly prominent public companies in the late 1990s, and the recent incidence of frauds taken place in the corporates, have fuelled the prominence of forensic auditing/ accounting, creating a new, important specialty. Forensic auditing procedures target mostly financial and operational fraud, discovery of hidden assets, and adherence to regulations.

Cressy⁶ (2012) in his paper explained that in forensic auditing specific procedures are carried out in order to produce evidence. Audit techniques and procedures are used to identify and to gather evidence to prove, for example, how long have fraudulent activities existed and carried out in the organization, and how it was conducted and concealed by the perpetrators. Evidence may also be gathered to support other issues which would be relevant in the event of a court case.

Key Benefits of Forensic Audit

- **Objectivity and credibility** - there is little doubt that an external party would be far more independent and objective than an internal auditor who ultimately reports to management on his findings. An established firm of forensic accountants and its team would also have credibility stemming from the firm's reputation, network and track record.
- **Expertise and industry knowledge** - an external forensic auditor would add to the organization's investigation team with breadth and depth of experience and deep industry expertise in handling frauds of the nature encountered by the organization.
- **Manpower resources** - an organization in the midst of reorganization and restructuring following a major fraud would hardly have the full-time resources to handle a broad-based exhaustive investigation. The forensic auditor and his team of assistants would provide much needed experienced resources, thereby freeing the organization's staff for other more immediate management demands. This is all the more critical when the nature of the fraud calls for management to move quickly to contain the problem and when resources cannot be mobilized in time.
- **Enhanced effectiveness and efficiency** - this arises from the additional dimension and depth which experienced individuals in fraud investigation bring with them to focus on the issues at hand. Such individuals are specialists in rooting out fraud and would recognize transactions normally passed over by the organization's accountants or auditors.

4. C. A., Moyer (1951), Early Developments in American Auditing, Accounting Review, 26-6

5. Michael, Chatfield (1974), A History of Accounting Thought, Business History Review, 49

6. See, Hubar Dennis (2016), Forensic Accounting, Fraud Theory, and the End of the Fraud Triangle, Journal of Theoretical Accounting Research, 12(2), 28-48, 2017

Concluding Remark: A Way Forward

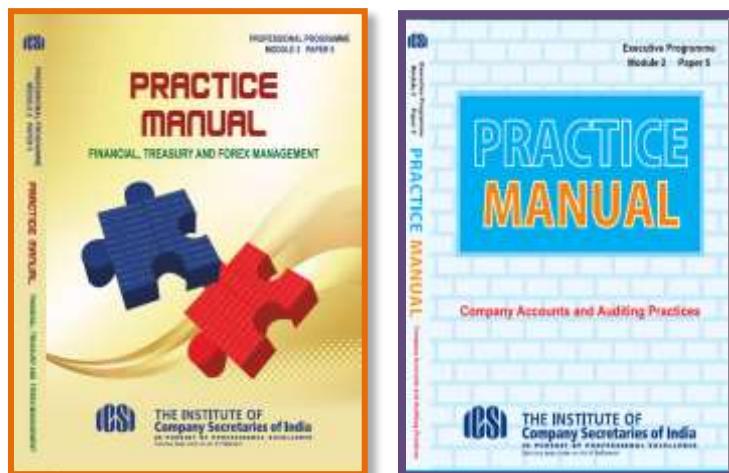
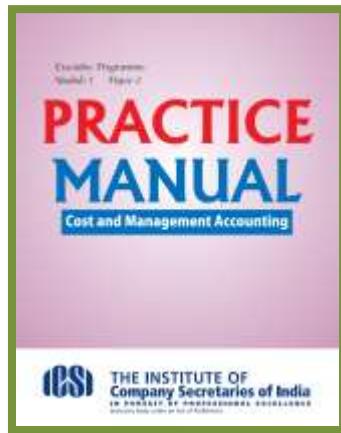
The above discussion on the need, significance and role of Forensic Audit confirms that forensic audit plays a significant role in uprooting the fraudulent activities in the corporates and also helps in identifying the real culprit behind them. The way forensic audit catch hold of activities like corruption, asset misappropriation, cash thefts, fraudulent disbursements and alike, ensures a fully obeyed governance in the companies and works as a value added tool of governance.

PRACTICE MANUAL

To build competency in practical oriented subjects by providing the students with a pool of solved practical problems, **Practice Manual** for the following papers have been released by the Institute.

- Cost and Management Accounting (Executive Programme)
- Company Accounts and Auditing Practices (Executive Programme)
- Financial Treasury and Forex Management (Professional Programme)

Soft copies of the Practice Manuals are available on ICSI website under the head Academic corner at the link : <https://www.icsi.edu/AcademicCorner.aspx>. The students, who wish to procure printed copies, may purchase from sale counters at ICSI Regional offices/ Chapter offices or order it online through e-cart on ICSI website.



For any feedback / queries, students may please write at academics@icsi.edu.

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshasttra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhiamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi
- Vyavasayik Arthashasttra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari SN & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouti Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhiniyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr. Ravi Gupta

Eastern Book Company:

- Adminstrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat Ka Samvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastaantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach to Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja.



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PD, PP&S/BM/14

Dear Student,

Sub: GST Accounts Assistant Course

Hon'ble Prime Minister, Shri Narendra Modi while inaugurating Golden Jubilee Year Celebrations, addressed the CS fraternity and conveyed the need of the hour for the Company Secretaries to play an active role in producing a new business culture. Shri Narendra Modi shared that nearly 19 lakh new citizens have come under the scope of indirect taxes following the implementation of GST. He emphasized that a small trader or a big trader, everyone should adopt the honest tax system inbuilt in the GST and it was also the duty of Company Secretaries to encourage the business community in this regard. The Prime Minister reposed confidence that ICSI would shoulder the responsibility to train One Lakh youth about minutest nuances related to GST to build their capacities and hone up their skills so that they can help small businesses and traders in their area linking them with GSTN, in filing returns after receiving a short term training and earning their livelihood in return.

The Institute took up this opportunity endowed by the Hon'ble Prime Minister and joined hands with National Skill Development Corporation (NSDC) to organize a Training Program on GST for students. The Institute is inviting students for taking up this Training Programme being organized all across the nation through the Skill Development Centres empanelled with NSDC.

GST Accounts Assistant

The Course trains candidates for the job of a "Goods & Services Tax (GST) Accounts Assistant", in the "BFSI" Sector/Industry and aims at building the key competencies amongst the learners about GST. With access to around 500 Training Centres, the course is accessible across India and is '**Free of Cost**'. The course enables the students to help the small/big size business entities, traders and others in understanding GST and help them in filing their taxes and maintaining the proper systems/data for the same.

Deliverables

- Compute Tax Liabilities namely GST, Filing of Returns and maintaining records of the same for audit purpose
- Fill the form and register under GST
- Make payment electronically of such amount of tax liability
- Fill-up the tax return form in the prescribed format with relevant transaction details
- File periodic GST Returns independently

We enclose the course detail and request interested students to confirm their willingness for the GST Course by filling up the form at: https://www.icci.edu/GST_AAC.aspx

For more information please write to gstcourse@icci.edu or speak to the following helpline number: 88000-55555 (NSDC) (Toll-free)

We look forward to your enrollment to enhance your skills and abilities and get benefitted from the same.

Best Regards,

CS Makarand Lele,

President

PS: All candidates successfully completing the training should send their details to the Institute to gstcourse@icci.edu for hosting the same on the ICSI website and dissemination amongst the prospective employers and other stakeholders.



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Goods & Services Tax (GST) Accounts Assistant

Curriculum

This program is aimed at training candidates for the job of a "Goods & Services Tax (GST) Accounts Assistant", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Goods & Services Tax (GST) Accounts Assistant		
Qualification Pack Name & Reference ID. ID	BSC/Q0910		
Version No.	1.0	Version Update Date	20 th June, 2017
Pre-requisites to Training	Graduation in commerce or allied subject		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Compute tax liabilities namely GST, making to the Government, filing of returns and maintaining records of the same for audit purpose. • Fill the form and register under GST • Make payment electronically of such amount of tax liability. • Fill-up the tax return form in the prescribed format with relevant transaction details. • File periodic GST Returns independently 		



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This course encompasses 2 out of 2 National Occupational Standards (NOS) of "Goods and Services Tax (GST) Accounts Assistant" Qualification Pack issued by **"BFSI"**.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Understanding GST Concepts Theory Duration (hh:mm) 09:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code BSC/N0910	<ul style="list-style-type: none"> Describe Goods & Services with their cross linkages Identify the Fundamental Concepts of GST Identify cases where CGST and SGST will work simultaneously Explain how IGST is levied Identify whether a transaction is taxable under CGST, IGST or SGST 	White board, Marker, Overhead projector, Laptop, Internet access
2	Incidence of Taxation Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code BSC/N0910	<ul style="list-style-type: none"> Identify the Incidence of Taxation Learn about Time of Supply of Goods Learn on Purpose of place of supply Define Location of supplier of goods Define the recipient with respect to supplies involving payment and supplies not involving payment 	White board, Marker, Overhead projector, Laptop, Internet access
3	Registration Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code BSC/N0911	<ul style="list-style-type: none"> Outline the PAN based Registration Process, its rules, and the Purpose of registration Explain single or separate registration for business vertical Identify whether registration should be done centrally or selectively in each state List the details to be furnished during registration Identify common mistakes made during registration Differentiate between Taxable Person vs. Registered Person Identify the Registration Timelines – Migrations Explain the benefits of registration Demonstrate form filling with case studies 	White board, Marker, Overhead projector, Laptop, Internet access
4	Calculation of Tax Liability	<ul style="list-style-type: none"> Define Input Credit Identify Input Tax Credit eligibility using case studies Explain the concept of reversal of VAT Define tax liability for Goods in Transit 	White board, Marker, Overhead projector, Laptop,



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Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 19:00	<ul style="list-style-type: none"> Define Consideration Value transactions having non-monetary consideration 	Internet access
	Practical Duration (hh:mm) 14:00		
	Corresponding NOS Code BSC/N0911		
5	Maintenance of Books & Records	<ul style="list-style-type: none"> Maintain different types of ledgers Prepare documents such as Invoice, Credit Note and Debit Note. Identify the different types of returns and their applicability to the business- Monthly Returns, Quarterly Returns Navigate the GST Websites-GSTN, CBEC etc. File periodic returns online 	
	Theory Duration (hh:mm) 09:00		
	Practical Duration (hh:mm) 15:00		
	Corresponding NOS Code BSC/N0911		
6	Payment under GST	<ul style="list-style-type: none"> Identify the Types of Payment, Modes of Payment, Rules of Collection of Tax Prepare different Challans, CPIN & CIN Distinguish between TDS and TCS Identify cases for reversal of credit Calculate tax based on various Case studies Memorize the due dates for payment List the Penalties for late payments Demonstrate the process of online payment 	
	Theory Duration (hh:mm) 04:00		
	Practical Duration (hh:mm) 04:00		
	Corresponding NOS Code BSC/N0911		
	Total Duration Theory Duration 53:00	Unique Equipment Required: Laptop, white board, marker, projector, Internet Access	
	Practical Duration 47:00		

Grand Total Course Duration: 100 Hours, 0 Minutes



Criteria For Assessment Of Trainees

Job Role :GST Accounts Assistant

Qualification Pack :BSC/0910

Sector Skill Council BFSI Sector Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS					Marks Allocation			
					Total Marks (150)	Out Of	Theory	Skills Practical
1. BSC/N0910: Identifying GST Taxable Event	PC1. Recognise the applicability of SGST, CGST and IGST				50	20	30	
	PC2. Define the concept of supply							
	PC3. Differentiate between taxable and non-taxable supply							
	PC4. Define the taxable event with respect to supply of goods							
	PC5. Identify the place of supply so as to decide the applicability of the tax							
	PC6. Define what is meant by the location of supplier of goods							
	PC1. List down the registration process for single or separate business				25	10	15	



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Maintaining GST Records and Filing GST Returns:	PC2. Note down the details to be furnished during the registration PC3. Differentiate between taxable person versus registered person PC4. Understand the benefits of registration PC5. Register an Assessee under GST Independently			
Registration under GST	PC6. Identify instances for eligibility of input credit PC7. Identify set-offs under GST wherever applicable PC8. Identify in detail carry over credit, capital goods credit, embedded credits etc. PC9. Differentiate between consideration and valuation			
3. BSC/N0911 Maintaining GST Records and Filing Returns: Calculation of Tax Liability	PC10. Maintain the different types of ledgers PC11. Prepare different types of periodic returns to be filed PC12. File Returns Online	25	10	15
4. BSC/N0911 Maintaining GST Records and Filing Returns: Maintenance of Books and Records and Filing of Returns	PC13. List the different types of payment, due dates, modes of payment with rules and collection of tax, penalties etc. PC14. Differentiate on TDS versus TCS PC15. Calculate the amount of tax payable PC24. Make the payment online			
	Total	150	150	60
				90

Attention Students

The academic guidance for June, 2019 examinations of the Institute, pertaining to the subjects covered under Executive Programme (Old and New Syllabus) and Professional Programme has been uploaded on the website of the Institute in the Academic Corner section and can be accessed at the web link

<https://www.icsci.edu/guidance-june-2019-examination/>

The students appearing in June, 2019 exams may refer the same in addition to the prescribed Study material of the subjects.

Attention Students!!

The Institute has uploaded the soft copy of the Study Material of the subjects of the Professional Program of ICSI Syllabus, 2017 at the website of the Institute at the following link:

<https://www.icsci.edu/study-material-professional-programme-new-syllabus-2017>

Soft copy of the Study Materials of rest of the subjects shall be uploaded shortly.

We request your valuable academic views/suggestions/inputs on the study material at academics@icsci.edu



Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday - Friday) at 0120-4082125

Students may also write their academic queries on academics@icsci.edu

Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated '**Info Capsules**' on the Institute's website www.icsci.edu.

Students are requested to take advantage of this initiative.

Our best wishes for all your endeavors.

Team ICSI

The advertisement features a collage of images. At the top left is a photo of three professionals (two women and one man) in a classroom setting. In the top right corner is the ICSI logo, which includes the text 'THE INSTITUTE OF COMPANY SECRETARIES OF INDIA' and 'भारतीय कम्पनी सचिव संस्थान' in Hindi, along with the year '1949'. The central part of the collage shows a man in a suit smiling and giving a thumbs-up, sitting at a desk with a tablet and papers. To the left of this image is the title 'CERTIFICATE COURSE IN GOODS & SERVICES TAX' in large blue capital letters. The bottom section contains the logos for ICSI and BSE Institute Limited. The ICSI logo is on the left, featuring the acronym 'ICSI' in a stylized font, followed by the full name 'THE INSTITUTE OF Company Secretaries of India' and 'भारतीय कम्पनी सचिव संस्थान' in Hindi, with the tagline 'IN PURSUIT OF PROFESSIONAL EXCELLENCE' and a note that it is a 'Statutory body under an Act of Parliament'. The BSE Institute Limited logo is on the right, consisting of the letters 'BSE' in a large, bold, blue font, with 'INSTITUTE LIMITED' written below it.

**CERTIFICATE COURSE IN
GOODS & SERVICES TAX**

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IN PURSUIT OF PROFESSIONAL EXCELLENCE
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BSE
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INTRODUCTION

Goods & Services Tax (GST) is a comprehensive destination based indirect tax levied on goods as well as services at the national level. Its main objective is to consolidate multiple indirect tax levies into a single tax thus subsuming number of indirect tax levies, overcoming the limitations of previous indirect tax structure, and creating efficiencies in tax administration. The essence of GST is in removing the cascading effects i.e., tax on tax of both Central and State taxes by allowing setting-off of taxes throughout the value chain, right from the original producer and service provider's level up to the consumer level.

The GST domain includes varied concepts from registration, payment, returns, refunds, classification and valuation, place and time of supply, input/output credit, and compliance system with respect to e-way bill mechanism along with various other new concepts. GST is an apposite tribute to spirit of cooperative federalism and binds India into an Economic Union upholding the Government of India's motto of 'One Nation One Tax'. GST is a proactive step towards vivid opportunities for the country. For better administration of new tax regime in the country, it is important to have more competent and skilled professionals to facilitate regulators to ensure effective compliance of GST. The Company Secretaries, practice in almost all the branches of law as they are experts in interpreting laws and possess a strong accounting background. They are competent professionals to handle the regulatory compliances under the GST laws. The Company Secretaries are rendering value added services to the trade and industry and acting as extended arms of the regulatory mechanism. There are ample opportunities available for Company Secretaries in GST regime viz. compliances, advisory, consultancy, tax planning etc. as they are well versed in understanding the nuances of laws & taxation system.

With a view to equip Company Secretaries with the skills and develop competency in the area of GST, ICSI and BSE Institute Limited (BIL) a wholly owned subsidiary of BSE Limited (formerly known as Bombay Stock Exchange), have joined hands to offer a Certificate course in GST for its Members and Professional Programme students. The course gives a comprehensive insight about principles of GST as well as other nuances of the new indirect tax regime. It encourages the candidate to gain an understanding about the relevance of GST inclusively as well as of the preparations and challenges that lie ahead.





ELIGIBILITY CRITERIA

The Members and Professional Programme students of the Institute shall be eligible for the admission to the course.

REGISTRATION

The Members and Professional programme students interested to apply for the course shall apply online through www.icai.org.

The members and Professional programme students will be enrolled on first come first served basis. The minimum batch size will be 40 participants.

FEES STRUCTURE

Registration Fee (One time): Rs. 7,500/- inclusive of GST. The fees will be paid online.

COURSE STRUCTURE

The certificate course in GST is an advanced level course and shall test a candidate's knowledge of various concepts of GST.

In order to give sufficient practical knowledge of GST, the course has been modeled with web based classes followed by an online examination.

DURATION OF THE COURSE

The duration of the course will be 5 weeks (online web based classes to be held on Saturday and Sunday) comprising of:

Mode of learning	No. of hours	Purpose of Learning
Web based classes	60 hours	To give sufficient practical knowledge
Online Examination After Completion of 5 weeks web based classes		

ATTENDANCE

Attendance of atleast 60% is necessary in web based classes in order to appear in the online-examination.

The online live session shall be recorded and the recording shall be made available to the participants in 5 working days post the session is conducted. However, the same will not be considered for marking attendance.

EXAMINATION/ASSESSMENT

An online test will be conducted at the end of the course comprising of multiple choice or short questions. The passing criteria will be 50%.

In case the participant is unable to qualify the online test in his/her first attempt, he/she will be given two more attempt(s) to appear and qualify the online test in subsequent batch(es) of the course.

Non appearance at the examination shall also be counted as an attempt.

There will be no separate examination fee.

CERTIFICATION

The candidates successfully completing the Course shall be awarded a Certificate to that effect in the appropriate form by ICSI jointly with BSE Institute Limited.

process

- Refunds under GST
- E-Way Bill Mechanism
- ASP/ GSP

COURSE CONTENTS

Background and Basic Principles of GST Law

- Journey of GST in India
- Constitutional mandate and Legislative Framework
- Important definitions
- Levy under GST
- Distinction between Goods and Services
- Incidence of Tax – Supply

GST – Operational Scheme

- Place of Supply
- Time of Supply
- Valuation
- Reverse Charge Mechanism

GST – Operational Scheme & Procedural Aspects

- Input Tax Credit mechanism
- Registration under GST including types (to cover Non Resident & Casual Person)
- Unregistered person
- Composition Scheme
- Tax Invoice, Credit and Debit Notes and similar documents
- Accounts & Records

Special dispensations

- GSTN Portal - overview
- Returns under GST – Preparation and Filing

Special Dispensation

- Exports (including Deemed Exports) and Imports under GST
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- Sector specific Issues (Construction, Logistics, E-Commerce and Banking)
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**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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Legal World

CORPORATE LAWS

Landmark Judgement

JOHN THOMAS v. Dr. K. JAGADEESAN [SC]

Appeal (Crl.) 688 of 2001(Arising out of SLP(Crl.) No.1875of 2001)

K. T. Thomas & R. P. Sethi, JJ. [Decided on 12/07/2001]

Equivalent citations: (2001) 6 SCC 30; 2001 SCC (Crl) 974; (2001) 106 Comp Cas 619.

Companies Act,1956 read with Indian Penal Code, 1860- defamatory publication against a reputed hospital- director filed defamation case against the publisher- whether director has *locus standi* to file such case- Held, Yes.

Brief facts : A renowned hospital in the Metropolis of Madras (Chennai) has been caricatured in a newspaper as the abattoir of human kidneys for trafficking purposes. When the Director of the Hospital complained of defamation, the publisher of the newspaper sought shelter under the umbrage that the libel is not against the Director personally, but against the hospital only and hence he cannot feel aggrieved. The accused/publisher, who raised the objection before the trial court, on being summoned by the court to appear before it, succeeded in stalling the progress of the trial by clinging to the said contention which the trial magistrate has upheld. But the High Court of Madras disapproved the action of the magistrate and directed the trial to proceed. Hence the accused has come up to this Court by filing the special leave petition.

Decision : Appeal dismissed.

Reason : The appellant contended that the imputations contained in the publication complained of are not per se defamatory. After reading the imputations we have no doubt that they are *prima facie* libellous. The only effect of an imputation being per se defamatory is that it would relieve the complainant of the burden to establish that the publication of such imputations has lowered him in the estimation of the right thinking members of the public. However, even if the imputation is not per se defamatory, that by itself would not go to the advantage of the publisher, for, the complaining person can establish on evidence that the publication has in fact amounted to defamation even in spite of the apparent deficiency. So the appellant cannot contend, at this stage, that he is entitled to discharge on the ground that the imputations in the extracted publication were not per se defamatory.

The contention focussed by the learned senior counsel is that the respondent, who filed the complaint, has no *locus standi* to complain because he is only a Director of K.J. Hospital about which the publication was made and that the publication did not contain any libel against the complainant personally. It is not disputed that the complainant is the Director of K.J. Hospital.

Explanation 2 in Section 499 of the IPC reads thus:

"Explanation 2. - It may amount to defamation to make an imputation concerning a company or an association or collection of persons as such."

In view of the said Explanation, it cannot be disputed that a publication containing defamatory imputations as against a company would escape from the purview of the offence of defamation. If the defamation pertains to an association of persons or a body corporate, who could be the complainant?

This can be answered by reference to Section 199 of the Code. The first sub-section of that section alone is relevant, in this context. It reads thus:

"199. Prosecution for defamation. - (1) No court shall take cognizance of an offence under Chapter XXI of the Indian Penal Code (45 of 1860) except upon a complaint made by some person aggrieved by the offence."

The collocation of the words "by some persons aggrieved" definitely indicates that the complainant need not necessarily be the defamed person himself. Whether the complainant has reason to feel hurt on account of the publication is a matter to be determined by the court depending upon the facts of each case. If a company is described as engaging itself in nefarious activities its impact would certainly fall on every Director of the company and hence he can legitimately feel the pinch of it. Similarly, if a firm is described in a publication as carrying on offensive trade, every working partner of the firm can reasonably be expected to feel aggrieved by it. If K.J. Hospital is a private limited company, it is too farfetched to rule out any one of its Directors, feeling aggrieved on account of pejoratives hurled at the company. Hence the appellant cannot justifiably contend that the Director of the K.J. Hospital would not fall within the wide purview of "some person aggrieved" as envisaged in Section 199(1) of the Code.

The learned senior counsel made a last attempt to save the appellant from prosecution on the strength of the decision of this Court in *K.M. Mathew v. State of Kerala {1992 (1) SCC 217}*. In that case prosecution against Chief Editor was quashed for want of necessary averments in the complaint regarding his role in the publication. That part of the decision rests entirely on the facts of that case and it cannot be imported to this case. It is pertinent to point out, in this context, that the appellant did not have any such point either when he first moved the High Court for quashing the proceedings or when he moved the trial court for discharge. Hence it is too late in the day for raising any such point, even apart from non-availability of that defence to the appellant on merits. We, therefore, dismiss this appeal.

JAIPUR METALS & ELECTRICALS EMPLOYEES ORGANISATION v. JAIPUR METALS & ELECTRICALS LTD & ORS [SC]

Civil Appeal No. 12023 of 2018 [Arising out of SLP(C) No.18598 of 2018]

R F Nariman & M R Shah, JJ. [Decided on 12/12/2018]

Companies act,2013 read with Insolvency and Bankruptcy Code, 2016- winding up of sick company- pending in High Court- application moved to transfer the same to NCLT- refused- whether correct-Held, No.

Brief facts : The present appeal has been filed by an employees' union challenging the judgment of the High Court of Judicature for Rajasthan, in which the High Court has refused to transfer winding up proceedings pending before it to the National Company Law Tribunal ("NCLT"), and has set aside an order of the NCLT by which order a financial creditor's petition under Section 7 of the Insolvency and Bankruptcy Code, 2016 ("Insolvency Code" or "Code") has been admitted.

Decision : Appeal allowed.

Reason : It is clear that under Section 434 as substituted by the Eleventh Schedule to the Code vide notification dated 15.11.2016, all proceedings under the Companies Act, 2013 which relate to winding up of companies and which are pending immediately before such date as may be notified by the Central Government in this behalf shall stand transferred to the NCLT. The stage at which such proceedings are to be transferred to the NCLT is such as may be prescribed by the Central Government.

It is clear that the present case relates to Rule 5(2) alone. Despite the fact that Section 20 of the SIC Act speaks of a company being wound up under the Companies Act, 1956 under the just and equitable provision, which is Section 433(f) of the Companies Act, 1956, yet, since cases that fall under Section 20

of the SIC Act are dealt with separately under Rule 5(2), they cannot be treated as petitions that have been filed under Section 433(f) of the Companies Act, 1956, which are separately specified under Rule 6. The High Court is therefore not correct in treating petitions that are pursuant to Section 20 of the SIC Act as being pursuant to Section 433(f) of the Companies Act, 1956 and applying Rule 6 of the 2016 Transfer Rules.

However, though the language of Rule 5(2) is plain enough, it has been argued before us that Rule 5 was substituted on 29.06.2017, as a result of which, Rule 5(2) has been omitted. The effect of the omission of Rule 5(2) is not to automatically transfer all cases under Section 20 of the SIC Act to the NCLT, as otherwise, a specific rule would have to be framed transferring such cases to the NCLT, as has been done in Rule 5(1). The real reason for omission of Rule 5(2) in the substituted Rule 5 is because it is necessary to state, only once, on the repeal of the SIC Act, that proceedings under Section 20 of the SIC Act shall continue to be dealt with by the High Court. It was unnecessary to continue Rule 5(2) even after 29.06.2017 as on 15.12.2016, all pending cases under Section 20 of the SIC Act were to continue to be dealt with by the High Court before which such cases were pending. Since there could be no opinion by the BIFR under Section 20 of the SIC Act after 01.12.2016, when the SIC Act was repealed, it was unnecessary to continue Rule 5(2) as, on 15.12.2016, all pending proceedings under Section 20 of the SIC Act were to continue with the High Court and would continue even thereafter. This is further made clear by the amendment to Section 434(1) (c), with effect from 17.08.2018, where any party to a winding up proceeding pending before a Court immediately before this date may file an application for transfer of such proceedings, and the Court, at that stage, may, by order, transfer such proceedings to the NCLT. The proceedings so transferred would then be dealt with by the NCLT as an application for initiation of the corporate insolvency resolution process under the Code. It is thus clear that under the scheme of Section 434 (as amended) and Rule 5 of the 2016 Transfer Rules, all proceedings under Section 20 of the SIC Act pending before the High Court are to continue as such until a party files an application before the High Court for transfer of such proceedings post 17.08.2018. Once this is done, the High Court must transfer such proceedings to the NCLT which will then deal with such proceedings as an application for initiation of the corporate insolvency resolution process under the Code.

The High Court judgment, therefore, though incorrect in applying Rule 6 of the 2016 Transfer Rules, can still be supported on this aspect with a reference to Rule 5(2) read with Section 434 of the Companies Act, 2013, as amended, with effect from 17.08.2018.

However, this does not end the matter. It is clear that Respondent No. 3 has filed a Section 7 application under the Code on 11.01.2018, on which an order has been passed admitting such application by the NCLT on 13.04.2018. This proceeding is an independent proceeding which has nothing to do with the transfer of pending winding up proceedings before the High Court. It was open for Respondent No. 3 at any time before a winding up order is passed to apply under Section 7 of the Code.

The ingenious argument that since Section 434 of the Companies Act, 2013 is amended by the Eleventh Schedule of the Code, the amended Section 434 must be read as being part of the Code and not the Companies Act, 2013, must be rejected for the reason that though Section 434 of the Companies Act, 2013 is substituted by the Eleventh Schedule of the Code, yet Section 434, as substituted, appears only in the Companies Act, 2013 and is part and parcel of that Act. This being so, if there is any inconsistency between Section 434 as substituted and the provisions of the Code, the latter must prevail. We are of the view that the NCLT was absolutely correct in applying Section 238 of the Code to an independent proceeding instituted by a secured financial creditor, namely, the Alchemist Asset Reconstruction Company Ltd. This being the case, it is difficult to comprehend how the High Court could have held that the proceedings before the NCLT were without jurisdiction. On this score, therefore, the High Court judgment has to be set aside. The NCLT proceedings will now continue from the stage at which they have been left off. Obviously, the company petition pending before the High Court cannot be proceeded

with further in view of Section 238 of the Code. The writ petitions that are pending before the High Court have also to be disposed of in light of the fact that proceedings under the Code must run their entire course. We, therefore, allow the appeal and set aside the High Court's judgment.

COMPETITION & CONSUMER PROTECTION LAWS

MAHYCO MONSANTO BIOTECH (INDIA) PVT LTD v. COMPETITION COMMISSION OF INDIA & ORS [DEL]

LPA 637/2018 & CM. Nos. 47926/2018 and 47927/2018

Rajendra Menon (CJ) & V. Kameswar Rao, J. [Decided on 18/12/2018]

Competition Act, 2002- section 48- vicarious liability- directors and officers of offending enterprise- whether applicable to contravention of sections 3 & 4 also- Held, Yes.

Brief facts : These appeals have been filed by the appellants challenging the order passed by the learned Single Judge whereby the learned Single has dismissed the writ petitions by relying upon the judgment of the Coordinate Bench of this Court in *Cadila Healthcare Ltd. and Anr. V. Competition Commission of India, LPA No. 160/2018*.

Main Issue: the main issue was "*Whether Section 48 of the Competition Act, which provides for vicarious liability of persons in-charge and responsible for the conduct of business of the Company, will apply only on contravention of orders of CCI or DG under Sections 42 to 44 of the Competition Act and not to contravention of Sections 3 and 4 of the Competition Act.*"

Decision : Appeal dismissed.

Reason : We may state at the outset that, we proceed to answer this issue, on the premise that Officers / Directors can be proceeded against, along with Company. We also say that the Officers / Directors can only be liable if the CCI were to come to the conclusion that they were the key persons who were In-charge and responsible for the conduct of the business of the Company.

On a perusal of Section 27 of the Act, it is clear that it stipulates, the CCI on a finding that there is a contravention of Section 3 or Section 4, can pass orders against an 'enterprise' and a 'person' i.e. individual, who has been proceeded against, imposing penalty.

There cannot be any dispute that if the Company and the Officers / Directors are being proceeded against for violation of Sections 3 and 4, there has to be a consequence for violation. The appellant's plea was that the word 'turnover' would not be applicable to Officers / Directors. The appellant's plea appears to be appealing on a first blush, but on a deeper consideration, if we agree with this submission then the very provision of penalty to be imposed on the Officers / Directors being 'persons' in terms of Section 27(b) would be rendered otiose / nugatory. In other words, there would not be any stipulation of penalty to be imposed on Officers / Directors even if they are found to be violating Sections 3 and 4. That cannot be the intent of Sections 27(b) and 48. Such a stipulation, surely requires a purposive interpretation.

Insofar as the plea that Section 48 as it falls under Chapter VI, only relates to the contravention of Sections 42 to 44 of the Act, is also not appealing, inasmuch as the Section contemplates "*on contravention of the provisions of the Act*", one shall be liable to be proceeded against and punished accordingly. The contravention of the provisions of the Act includes Sections 3 and 4, as is clear from Section 46, which is also in Chapter VI, stipulates lesser penalty for violating Section 3 in certain eventualities. If the interpretation as sought to be advanced, is to be accepted / agreed to, then Section 48 shall become nugatory, and there shall be no penalty for violating the Act.

Suffice it to state, in view of our conclusion above, the judgments so relied upon by the appellants have no applicability. We see no reason, to refer the writ petition for consideration by a larger Bench. In view of our discussion above, we are of the view, that the impugned order needs no interference. The appeals are dismissed. No costs.

GENERAL LAWS

HINDUSTAN INFRASTRUCTURE CONSTRUCTION CORPORATION LTD v. M/S. R.S. WOODS INTERNATIONAL & ORS [DEL]

C.R.P. No.19/2018 & C.M. Nos.4276-4277/2018

Vinod Goel, J. [Decided on 13/12/2018]

Indian Partnership Act, 1932 read with Negotiable instruments Act, 1881- dishonour of cheque- civil suit filed by unregistered partnership firm- whether suit is barred under section 69(2) -Held, No.

Brief facts : In the suit filed by the Respondent, the petitioners/defendants Nos.2 & 3 have filed an application under Order VII Rule 11 CPC for rejection of the plaint on the ground that the suit is barred under Section 69 (2) of the Indian Partnership Act, 1932 ('the Act').

By the impugned order, the learned ADJ dismissed the application of the petitioners by relying upon a judgment of the Kerala High Court in *Afsal Baker v. Maya Printers 2016 SCC On Line Ker 29914*. The petitioners have challenged the above judgement in the present revision petition.

Decision : Petition dismissed.

Reason : The above provision i.e. section 69 deals with the effect of non-registration of a partnership firm and bars filing of a suit by or on behalf of such firm to enforce a right arising from a contract by or on behalf of such firm against any third party.

Admittedly the respondents/plaintiff has filed a Civil Suit for recovery of Rs. 24,41,967/- against the petitioners/defendant on account of dishonour of cheques bearing no.482933 dated 18.11.2013 for Rs.5 lacs, no.482934 dated 19.11.2013 for Rs.5 lacs, no.482935 dated 20.11.2013 for Rs.5 lacs , no.709846 dated 18.11.2013 for Rs.5 lacs and no.709845 dated 20.11.2013 for Rs.4,41,967/-, total of which comes to Rs.24,41,967/-, which is the suit amount.

The Kerala High Court in *Afzal Baker (surpa)* observed as under:-

"10. In the instant case, as noticed above, by virtue of Section 30 and 37 of the Negotiable Instruments Act, on the dishonour of a cheque, the statute creates a liability on the drawer, apart from the general law of contracts. The right to sue on the contract is available and open to the party. However, apart from that, the statute creates a liability as against the drawer of the instrument. If the suit is on the original cause of action based on the original contract between the parties, there is no doubt, the suit would be hit by Section 69 (2) of the Indian Partnership Act. But, in the instant case, what is sought to be enforced is the liability created under the Negotiable Instruments Act. It is not a case where suit is filed on the original cause of action by producing the cheques as a piece of evidence to prove the liability under the original contract. Here, the suit itself is laid on the instrument. A reading of the plaint leaves no room for doubt regarding that. The bar under Section 69(2) of the Indian Partnership Act would apply only where the suit is sought to be laid on a contract and not in a case where statutory right/liability is sought to be enforced. In the instant case, the suit being purely based on the liability under Section 30 and 37of the Negotiable Instruments Act, it is a suit based on statutory liability dehors the contract between the parties. The suit cannot be held to be barred under Section 69(2) of the Indian Partnership Act."

In the instant case, the respondent is seeking enforcement of the liability of the petitioners created under Section 30 and 37 of the Negotiable Instruments Act, 1881 as the cause of action for the plaint is based on the dishonour of the said cheques. Since, the suit is not based on any contract between the parties, the bar under Section 69 (2) of the Act would not apply.

In view of this, I do not find any illegality or infirmity in the impugned order. Accordingly, the revision petition along with application, being C.M. No.4276/2018, is dismissed with no order as to costs.

Student Services

A. SOCIAL MEDIA PLATFORMS FOR COMMUNICATING WITH THE INSTITUTE



The Institute has always been on the forefront on utilising the potential of modern day technology for serving lakhs of students on its rolls. Continuous efforts are being made by the Institute to add more and more processes in the online/ digital platform for achieving benefits of automation.

Updates /Notifications from the Institute are now available on Social Networking Sites

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook 
2. Twitter 
3. Instagram 
4. LinkedIn 

Click on appropriate links on home page of ICSI website to get access to these webpages.

https://twitter.com/icsi_cs

<https://www.facebook.com/ICSI>

https://www.instagram.com/cs_icsi/

<https://www.linkedin.com/in/theicsi/>

B. REGISTRATION



1. Renewal of Registration (Registration Denovo / Extension)



Registration of students registered upto and including February, 2014 stands terminated on expiry of five-year period on January, 2019.

Students are advised to apply for Registration De novo/ Extension of registration as per the guidelines. Students are advised to click on the following link

<https://smash.icsi.in/Scripts/login.aspx>

for seeking Registration Denovo or Extension subject to meeting the eligibility conditions. Students are required to seek Registration Denovo or Extension by 9th April and 10th October for appearing in June and December sessions of examinations. Detailed process for seeking Registration Denovo and Extension online is given below.

2. Online De novo & Extension Registration Process (for Executive Programme & Professional Programme Students)

Kindly visit the following link to check the process of Denovo and Extension

https://smash.icsi.in/Documents/User_Manual_forDenovoandExtension.pdf

Note: Students whose registration is valid up to February 2019 (i.e. students registered upto & including March 2014) are eligible to appear in June 2019 examination without seeking extension of registration/ registration de-novo.

3. Re-Registration to Professional Programme



The Institute has introduced a Re-registration Scheme, whereby students who have passed Intermediate Course/ Executive Programme under any old syllabus but not eligible for seeking Registration Denovo may resume CS Course from Professional Programme Stage. It is an opportunity to come back to the profession for those students who had to discontinue the CS Course due to compelling reasons. Detailed FAQ, Prescribed Application Form, etc. may be seen at "for students" option at home page of Institute's website www.icci.edu.

Please check FAQ & Application Form for Re-Registration at
<http://www.icci.edu/docs/Webmodules/REREGISTRATION.pdf>

4. Registration to Professional Programme

Students who have passed/completed **both** modules of Executive examination are advised to seek registration to Professional Programme through online mode. The prescribed fee is Rs.12,000/. Eligibility of students registered to professional programme for appearing in the Examinations shall be as under: -

<i>Students registered during</i>	<i>Will be eligible for appearing in</i>
1st June, 2018 to 31st August, 2018	All Modules in June, 2019 Session
1st September 2018 to 30th November 2018 (New Syllabus)	Any One Module in June 2019 Session

Stage of the Examination	Date of Commencement of the New Syllabus	1st Examination under the	Last Examination under the old Syllabus	All Examinations Under the New Syllabus
		New Syllabus		
Professional Programme	01.09.2018	Jun-19	Jun-20	Dec-20

While registering for Professional Programme, students are required to submit their option for the Elective Subject (syllabus 2017) under Module 3 as per details given below:-

Professional Program (NEW SYLLABUS - 2017 - w.e.f. 1st September 2018)	
MODULE 1 (3 Papers)	
1. GOVERNANCE, RISK MANAGEMENT, COMPLIANCES AND ETHICS	
2. ADVANCED TAX LAWS	
3. DRAFTING, PLEADINGS AND APPEARANCES	
MODULE 2 (3 Papers)	
4. SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	
5. CORPORATE RESTRUCTURING, INSOLVENCY, LIQUIDATION AND WINDING-UP	
6. RESOLUTION OF CORPORATE DISPUTES, NON-COMPLIANCES & REMEDIES	
MODULE 3 (3 Papers)	
7. CORPORATE FUNDING & LISTINGS IN STOCK EXCHANGES	
8. MULTIDISCIPLINARY CASE STUDIES (THE EXAMINATION FOR THIS PAPER WILL BE OPEN BOOK EXAMINATION)	
9. ELECTIVES 1 OUT OF BELOW 8 SUBJECTS (THE EXAMINATION FOR THIS PAPER WILL BE OPEN BOOK EXAMINATION)	
9.1. BANKING-LAW & PRACTICE	
9.2. INSURANCE-LAW & PRACTICE	
9.3. INTELLECTUAL PROPERTY RIGHTS : LAWS AND PRACTICES	
9.4. FORENSIC AUDIT	
9.5. DIRECT TAX LAWS & PRACTICE	
9.6. LABOUR LAWS & PRACTICE	
9.7. VALUATIONS & BUSINESS MODELLING	
9.8. INSOLVENCY – LAW AND PRACTICE	

Notwithstanding the original option of Elective Subject, students may change their option of Elective Subject at the time of seeking enrolment to the Examinations. There will be no fee for changing their option for elective subject, but the study material if needed will have to be purchased by them against requisite payment. Soft copies of the study materials are available on the website of the Institute.

Cut-Off Dates for the year 2019

Note: It is clarified that on the scheduled cut-off date even if there is a holiday/Off-day, there shall be no change in the prescribed cut-off date

Particulars of Cut-off Dates	Scheduled Cut-off Date
Receipt of Examination Enrollment application for appearing in June,2019 Examination	25.03.2019
Acceptance of Applications for Admission to Foundation Programme (for appearing in Dec 2019 Examination)	31.03.2019
Receipt of Enrolment application for appearing in June,2019 Examination (with late fee)	09.04.2019
Applying for Paper-wise Exemption on the basis of qualification for June 2019 Examination.	09.04.2019
Applying for Registration De Novo / Extension of registration (for June 2019 Examination)	09.04.2019
Acceptance of Applications for Admission to Executive/ Professional Programme (for appearing in Anyone module in Dec 2019 Examination)	31.05.2019
Declaration of Results of June 2019 Examination	25.08.2019
Acceptance of Applications for Admission to Executive/ Professional Programme (for appearing in All modules in June 2020 Examination)	31.08.2019
Receipt of Examination Enrollment Application for appearing in Dec, 2019 Examination	25.09.2019
Acceptance of Applications for Admission to Foundation Programme (for appearing in June 2020 Examination)	30.09.2019
Receipt of Examination Enrollment application for appearing in Dec, 2019 Examination (with late fee)	10.10.2019
Applying for Paper-wise Exemption on the basis of Qualification for Dec 2019 Examination.	10.10.2019
Applying for Registration De Novo / Extension of registration (for Dec 2019 Examination)	10.10.2019
Acceptance of Applications for Admission to Executive/ Professional Programme (for appearing in Anyone module in June 2020 Examination)	30.11.2019

C. PROCEDURAL COMPLIANCE



1. Cancellation of Provisional Admission



Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the graduation examinations within the stipulated time period of six months shall stand cancelled and no refund of fee will be made.

2. Change of Address/Resetting Password



Students are advised to update their addresses instantly through online services option at www.icse.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen).

3. Student Identity Card

Identity Card

Identity Card can be downloaded after logging into the Student Portal at www.icci.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

4. Regularisation of Executive Programme Admission

Regularization

Students provisionally admitted to the Executive Programme are advised to upload the scanned copies of their graduation Pass Certificates or marksheets for regularizing their admission at their online account at www.icci.edu. They are required to login at their account to upload the desired marks sheets/certificates. Students, who have already uploaded / submitted their graduation pass certificate/Marksheet and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing Mechanism of the Institute quoting the following particulars through online grievance redressal module:

Name

Details of Fee paid

Admission No.

Email Address

Complete Postal Address with Pin code

ATTENTION STUDENTS!

DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the sti

D. EXEMPTIONS AND SWITCHOVER



1. Clarification Regarding Paper wise Exemption

- (a) Paperwise exemption is granted only on the basis of specific request received online through website www.icci.edu from a registered student and complying all the requirements. There is one time payment of Rs. 1000/- (per subject).
- (b) The paperwise exemption once granted holds good during the validity period of registration or passing/completing the examination, whichever is earlier.
- (c) Paper-wise exemptions based on scoring 60% marks in the examinations are being **granted to the students automatically and in case the students are not interested** in availing the exemption they may seek cancellation of the same by sending a formal request through the Online facility available. For the purpose, please submit the Online Request by logging into your account at <https://smash.icci.in> 15 days before commencement of examination.

If any student appears in the examinations disregarding the exemption granted on the basis of 60% marks and shown in the Admit Card, the appearance will be treated as valid and the exemption will be cancelled.

- (d) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, must see and ensure

that the exemption has been granted/cancelled accordingly. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.

- (e) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (f) Candidates who have passed either module of the Executive/Professional examination under the old syllabus shall be granted the paper wise exemption in the corresponding subject(s) on switchover to the new/latest syllabus.
- (g) No exemption fee is payable for availing paper wise exemption on the basis of switchover or on the basis of securing 60% or more marks in previous sessions of examinations.

Attention Students !!!

There is no provision for submitting the exemption at the time of submitting the examination form.

If you have already been granted the exemption, it is reflected in your online account Examination, Enrollment Status and Admit Card issued for examination through online mode.

It may be noted that in some cases, the exemptions granted in accordance with the various provisions contained under the regulations are inter-related with other exemptions granted and cancellation (or appearance) in any one of the papers may result in cancellation of exemptions in all the inter-related papers. For example, if a candidate has been granted paper-wise exemptions in three papers on the basis of scoring 60, 62, 58 & 10 Marks respectively in the four papers contained under Module-I of Executive Programme in previous session and in case he/she appears or cancels the exemption in any one out of the three exempted papers, all the three exemptions shall be cancelled since the exemption criteria in this case is applicable only if all the three papers are taken together. Candidates are, therefore, advised to be extremely careful while seeking cancellation or while appearing in the exempted papers, as the final result will be computed considering the actual marks scored on reappearance and/ or the deemed absence in the papers as the case may be. In other words, candidates appearing in the exempted papers despite an endorsement to the effect in the Admit Card shall be doing so at their own risk and responsibility and the Institute may not be held responsible for any eventuality which may arise at a later date. In case of any doubt regarding the applicability of rules regarding the exemptions, it would be better if the candidates seek prior clarifications from the Institute by writing at exemption@icci.edu before appearing in the examination of exempted subjects or seeking cancellation of exemptions granted.

ATTENTION STUDENTS!

PAPERWISE EXEMPTION ON THE BASIS OF HIGHER QUALIFICATIONS (Syllabus 2017)

The Council of The Institute of Company Secretaries of India (ICSI), in its 252nd Meeting held on March 28th, 2018 and 253rd Meeting held on June 30th, 2018, has decided that the students enrolling to Company Secretary (CS) Course under New Syllabus, 2017 shall be eligible for paper-wise exemption (s) based on the higher qualifications acquired by them, as under:

<i>Basis of Exemption Qualification</i>	<i>Exemption in paper(s) covered under Executive Programme</i>	<i>Exemption in paper(s) covered under Professional Programme</i>
Passed LL.B. (Three Years Degree Course / or Five Years integrated Law Course) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE/AIU and having secured 50% or more marks in the aggregate. (Qualification Code : 47)	<u>Module- 1</u> Paper-1: Jurisprudence, Interpretation & General Laws (Paper Code - 421)	No paper-wise exemption is available for this qualification in any paper covered under Professional Programme
Final Pass Students of the Institute of Cost Accountants of India Qualification Code : 44	<u>Module-1</u> Paper 4: Tax Laws (Paper Code: 424) <u>Module-2</u> Paper 5 : Corporate & Management Accounting (Paper Code:425) <u>Module-2</u> Paper 8 : Financial & Strategic Management (Paper Code:428)	<u>Module 1</u> Paper 2: Advanced Tax Laws (Paper Code : 432) <u>Module 3</u> Paper 7: Corporate Funding & Listing in the Stock Exchanges (Paper Code : 437) <u>Module 3</u> Elective Paper- 9.7: Valuation & Business Modelling (Paper Code : 447)

IMPORTANT INSTRUCTIONS FOR STUDENTS FOR CLAIMING PAPER-WISE EXEMPTION:

1. Students are required to apply for paper wise exemption in desired subject through 'Online Smash Portal on website <https://smash.icci.in> and for procedure please follow the link https://smash.icci.in/Documents/Qualification_Based_Subject_ExemptionandCancellation_Student.pdf
2. Fee for paper wise exemption is Rs.1000/- (per subject) and is to be paid through 'Online Smash Portal <https://smash.icci.in>' using Credit/Debit card or Net banking.
3. Students who have been granted exemption in Executive Programme Stage on the basis of having passed Final Course of The Institute of Cost Accountants of India are required to submit their request for exemptions afresh for papers covered under the Professional Programme Stage & the same are not granted automatically.
4. Students need to upload scanned attested copies of mark sheets of all parts/semesters of LLB degree or scanned attested copies of final pass certificate of the Institute of Cost Accountants of India.
5. Last date of applying for exemption is 9th April for June Session of Examinations and 10th October for December session of Examinations."

2. The modified scheme of corresponding paper-wise exemptions applicable to 2007 Syllabus Students Switching over to 2012 Syllabus is as under :

4. The modified scheme of corresponding paper-wise exemptions applicable to 2007 Syllabus Students Switching over to 2012 Syllabus is as under :

<i>PROFESSIONAL PROGRAMME (2007 SYLLABUS)</i>		<i>PROFESSIONAL PROGRAMME (2012 SYLLABUS)</i>	
<i>Subject Passed Under 2007 Syllabus</i>	<i>CODE</i>	<i>Exemption allowed in the Corresponding Subject Under 2012 Syllabus</i>	<i>CODE</i>
Company Secretarial Practice	231	Advanced Company Law and Practice	331
Drafting, Appearances and Pleadings	232	Drafting, Appearances and Pleadings	338
Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335
Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333
Strategic Management, Alliances & International Trade	235	Elective Paper under Module-3	
Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337
Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligence	332
Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336
		Information Technology and Systems Audit (*)	334

(*) All Students switching over from 2007 (Old) Syllabus to 2012(New) Syllabus or have already switched over from 2007(Old) Syllabus to 2012 (New) Syllabus shall be eligible for exemption in "Information Technology and Systems Audit" paper under the 2012(New) Syllabus.

By Order of the Council

17th September, 2016

3. Important Announcement on Switchover from Professional Programme 2012 Syllabus to 2017 Syllabus

The corresponding paper-wise exemptions applicable to 2012 Syllabus Students Switching over to 2017 Syllabus is as under :

PROFESSIONAL PROGRAMME (2012 SYLLABUS)		PROFESSIONAL PROGRAMME (2017 SYLLABUS)	
331	<i>Advanced Company Law And Practice</i>	436	<i>Resolution of Corporate Disputes, Non-Compliances & Remedies</i>
332	<i>Secretarial Audit, Compliance Management And Due Diligence</i>	434	<i>Secretarial Audit, Compliance Management and Due Diligence</i>
333	<i>Corporate Restructuring, Valuation And Insolvency</i>	435	<i>Corporate Restructuring, Insolvency, Liquidation & Winding-up</i>
334	<i>Information Technology And Systems Audit</i>		<i>No Exemption</i>
335	<i>Financial, Treasury And Forex Management</i>	437	<i>Corporate Funding & Listings in Stock Exchanges</i>
336	<i>Ethics, Governance And Sustainability</i>	431	<i>Governance, Risk Management, Compliances and Ethics</i>
337	<i>Advanced Tax Laws And Practice</i>	432	<i>Advanced Tax Laws</i>
338	<i>Drafting, Appearances And Pleadings</i>	433	<i>Drafting, Pleadings and Appearances</i>
339	<i>Elective Subject</i>	439	<i>Elective Subject</i>

Switchover to New Syllabus :

Revision of syllabus is a constant exercise by the Institute to ensure up-gradation of knowledge amongst the student community. If the student wish to appear under new syllabus 2017, the student have the option to switchover to professional new syllabus 2017 as per ICSI Notification No. 01 of 2018.

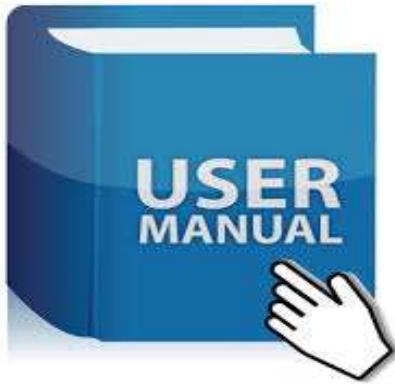
The students are requested to kindly follow the process mentioned in the link for switch over to new syllabus . Further to state that revert switchover is not permissible.

https://www.icsi.edu/media/webmodules/switchover_process.pdf

Please Note :-

1. That, all switchover students are eligible to appear Online Pre-Examination Test which is compulsory under the new syllabus 2017 before enrolling for any examinations. Process For Remitting The Fee For Pre-Examination Test is available in the URL:
<https://www.icsi.edu/docs/webmodules/PreExamTestProcess.pdf>
2. The First Examination to appear in Professional New Syllabus 2017 will be held in June 2019
3. Professional New syllabus Study material is not supplied free of cost to the switchover students. Therefore, the student need to obtain study material, at a requisite cost.
4. Revert Switchover is not Permissible.
5. FAQs on Switchover to New Syllabus
(https://www.icsi.edu/media/webmodules/FAQ_ProfProg_switchoverscheme.pdf)

E. USER MANUALS



USER MANUAL FOR CANCELLATION OF EXEMPTION

Step - 1

After Login with your registration no.

Click on Module---→ Subject Exemption-----→ Exempted Subjects

The screenshot shows a software application window. At the top is a dark blue header bar with white text: "HOME HELP + MODULE - PROFILE + LOGOUT". Below this is a white sidebar on the left containing a "Welcome" message and a list of user details: Name, Programme, Qualification, Registration No., Valid Upto, Email Address, Mobile Number, Phone Number, and Date Of Birth. To the right of the sidebar is a main content area. In the center, there is a vertical list of menu items under "MODULE -": STUDENT SERVICES, ENROLLMENT, COMPLAINT MANAGEMENT, SUBJECT EXEMPTION, STUDENT REGISTRATION, STUDY DISPATCH, SWITCH OVER, and EXEMPTED SUBJECTS. The "SUBJECT EXEMPTION" item is expanded, showing two sub-options: "APPLY FOR QUALIFICATION BASED EXEMPTION REQUEST" and "QUALIFICATION BASED EXEMPTION REQUESTS". The "EXEMPTED SUBJECTS" item at the bottom of the list is highlighted with a red rectangular border.

Step - 2

Select the Check Box of the Subject the student want to cancel for the current syllabus and then click on Cancel Exemption :

Subject ID	Subject Name	Module ID	Module Name	Exemption Status	Date	Action	
305	FINANCIAL TREASURY AND FOREX MANAGEMENT SECRETARIAL AUDIT	ICAIQMS	44	Approved	24/03/2017		
332	COMPLIANCE MANAGEMENT AND DUE DILIGENCE FINANCIAL TREASURY AND FOREX MANAGEMENT GOVERNANCE	SWITCHOVER	777	Approved	25/08/2015		
305	Professional 2012	2	SWITCHOVER	777	Approved	25/08/2015	
238	BUSINESS ETHICS AND SUSTAINABILITY FINANCIAL TREASURY & FOREX MANAGEMENT DUE DILIGENCE & CORPORATE GOVERNANCE	SWITCHOVER	777	Approved	25/08/2015		
233	Professional 2007	2	SWITCHOVER	777	Approved	25/08/2015	
1001	Professional 2007	1	SWITCHOVER	777	Approved	25/08/2015	

Cancel Your Exemption

1. Change of Correspondence/Permanent Address



Step 1: After Log in

Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

HOME MODULE + PROFILE LOGOUT

Welcome To SMA:

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS**
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

Step 2: To change Correspondence address

The screenshot shows a search interface for 'Change Address'. At the top, there is a search bar with dropdown menus for 'Address Type' (set to 'Add') and buttons for 'Search' and 'Clear'. Below the search bar is a table titled 'Search Result' with two rows of data. The columns are labeled 'SELECT', 'ADDRESS TYPE', 'FULL ADDRESS', and 'PIN CODE'. The first row is highlighted with a blue background and contains the text 'Correspondent's Address' under 'ADDRESS TYPE'. The second row contains the text 'Permanent Address'. Both rows show the same address details: 'D-48 Arund Apartments, C-48, Arund Apartments, 10, Lajpat, Thiruvananthapuram' and 'Kerala, India' with pin code '695004'. At the bottom left of the table area is a blue 'Update' button, and at the bottom right is a green 'Edit' link. A green arrow points from the 'Correspondent's Address' label to the first row of the table, and another green arrow points from the 'Update' button to the 'Edit' link.

Step 3:

Note: Same process will be for changing permanent address.

The screenshot shows the 'Change Address' update form. It consists of several dropdown menus and input fields. On the left, there are dropdown menus for 'Country' (Select Country), 'State/Province' (Select State), 'District' (Select District), and 'City' (Select City). Below these are three input fields for 'Address Line 1', 'Address Line 2', and 'Address Line 3'. To the right of these fields is a note in green text: 'After Updating new address, click on "Save" button.' At the bottom left are two buttons: a blue 'Save' button and a grey 'Close' button.

2. Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Click on Profile > Change Password

A screenshot of the 'Change Password' form. The form has three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. To the right of the 'New Password*' and 'Confirm Password*' fields are notes: '(Minimum 8 Characters)' and '(Minimum 8 Characters)'. Below the input fields are two buttons: 'Submit' and 'Reset'. At the bottom of the form, there is a red note with four bullet points: '* Password need at least one Uppercase.', '* Password need at least one Lowercase.', '* Password need at least one Special Characters \$ # ^ ~ ! % & @ & () & - _ ;', and '* Password need at least one Number.'

3. Submission of Queries / Grievances





THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

www.icsci.edu

Any Query ? Don't Worry !



Grievance Redressal System

Instead of placing your queries through phone calls/

Emails/ Social Media, please register at

Single Grievance Redressal Portal

<https://support.icsci.edu>

All queries/complaints received will be closely monitored and responded to.

Follow us:



F. IMPORTANT ALERTS FOR STUDENTS

1. Opportunity for Higher Education with Scholarships from Government of India

The ICSI Student Education Fund Trust is providing financial assistance / scholarships on the basis of the marks scored by them in the qualifying examinations (10+2, Bachelor' Degree, etc.). The scholarships are continued and ensure 'zero cost' education to meritorious students provided they are able to pass the different stages of examinations at the first attempt and first available opportunity.

Besides the above, Government of India and most of the State Governments in India are providing substantial amount of Post-Matric Scholarships to the eligible students belonging to minority communities, having disability and various other categories. For details of Scholarships available, students

may please refer to the National Scholarship Portal at <http://scholarships.gov.in/>

Government of India has created the National Scholarship Portal as a Mission Mode Project under National e-Governance Plan (NeGP) to provide single-window services to the eligible students for availing scholarships against all the schemes of the Central and State Governments.

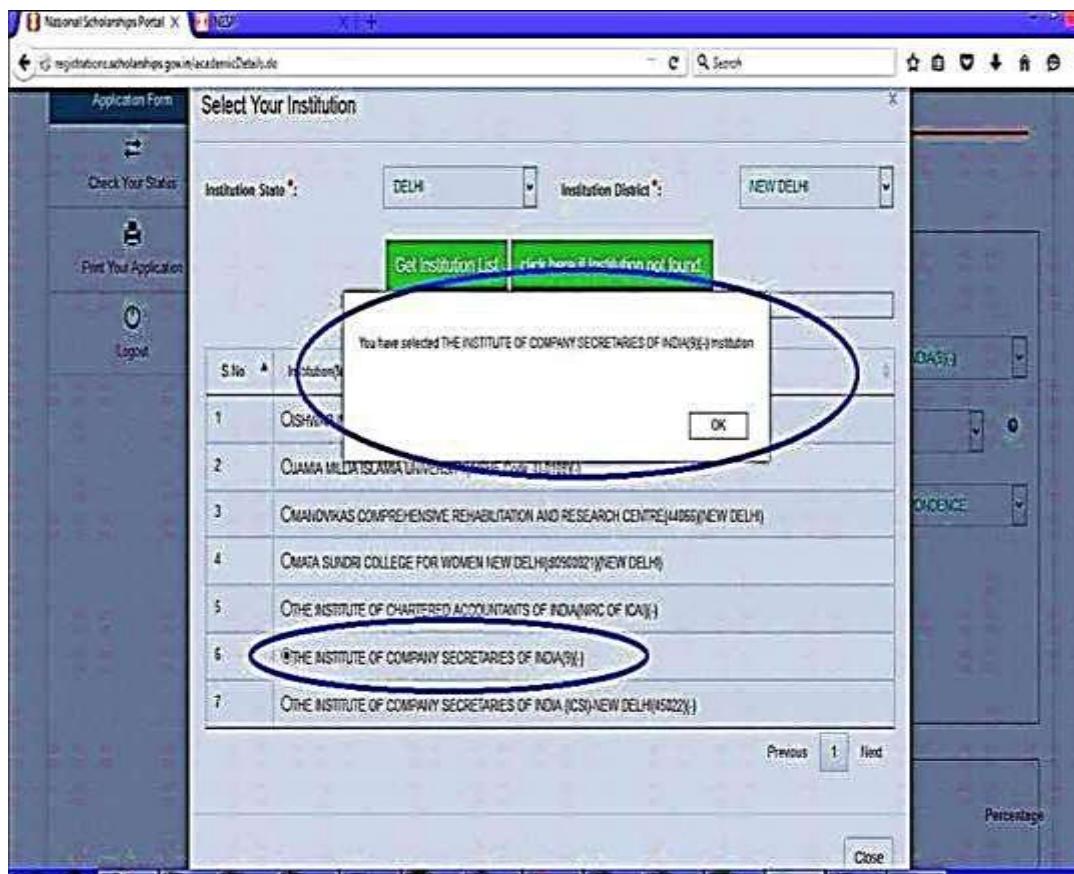
The students of CS Course are eligible to apply for scholarships provided by Central / State Governments under different schemes.

The Institute would like to emphasise that it is a golden opportunity to the students desirous of pursuing Company Secretaryship Course while availing scholarships from the Government. Eligible students shall be able to pursue the CS Course at subsidised/zero cost. The existing students of the Institute are advised to make use of such Scholarship Schemes apart from disseminating the details amongst their friends and relatives.



The procedure for applying for Scholarships through the portal is furnished below :

- 1. Visit the National Scholarship Portal <http://scholarships.gov.in/>**
- 2. Name of Institute : "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA"**
- 3. Institute, DISE / AISHE Code No: 9**
- 4. The ICSI Current Course Level : CERTIFICATE**
- 5. State : DELHI**
- 6. District : NEW DELHI**
- 7. Course/Class Name : COMPANY SECRETARY (CS)**
- 8. Admission Type : CORRESPONDENCE**



2. Chartered Secretary Journal

The "Chartered Secretary" Journal is published by the ICSI, with a view to ensure continuous up-gradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the journal can subscribe for the same by remitting the nominal subscription fees of Rs. 500/-per annum. Students can either subscribe for the Journal at the time of registration in each stage of CS Course or separately through our Chartered Secretary



3. Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters. Number of Class Room Teaching Centres at Regional Councils/Chapters

SL NO	<u>Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.</u>							
	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	MODULE	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT NO. OF THE CO-ORDINATOR
1	EIRC	BHUBANESWAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation		Mr. P.C. Swain	pratap.swain @icsi.edu	9040679085
				Executive	I			
					II			
2	EIRC	DHANBAD	B-14,OLD DOCTORS COLONY,JAGJI VAN NAGAR DHANBAD- 826003	Foundation		Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
				Executive	I & II			
3	EIRC	GUWAHATI	GUWAHATI CHPATER, HOUSE NO 7,	Executive	I & II	Mr Hemant Das	guwahati@icsi.edu	9365204281

			RODALI PATH, HEAR JONALI BUIST STAND RG BARUAH ROAD GUWAHATI - 24					
4	EIRC	KOLKATA	ICSI-EIRO, 3A, AHIRIPUKUR 1ST LANE KOLKATA- 700019	Foundation		Ms. Rukmini Nag	rukmini.nag @icsi.edu	033-22832973
				Executive	I & II			
5	EIRC	PATNA	B-27, 2nd Floor, LUV KUSH TOWER, EXHIBITION ROAD PATNA - 1	Foundation		Mr. Ratnesh Kumar	patna@icsi.e du	9835042476/0612- 2322405
				Executive	I & II			
6	EIRC	RANCHI	ICSI CHAPTER,2C, OM SHANTI APPARTMENT, O C C BANGLA SCHOOL LANE MAIN ROAD,RANCHI -834001	Foundation		Sumanta Dutta	ranchi@icsi. edu	0651-2223382
				Executive	I & II			
7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.- 10, VIJAY MANDIR MARG, ALWAR	Foundation		Mr. Anand Kumar Arya	alwar@icsi.e du	9413740652
				Executive	I & II			
				Professional				
8	NIRC	AGRA	SILVER POINT 3/2 G, Second Floor Nehru Nagar,(Near Anjana Cinema, M.G. Road), AGRA - 282005	Foundation		Mr Ravi Krishna Srivastava	agra@icsi.ed u	0562-4031444 / 9839226671
9	NIRC	ALLAH ABAD	30-A / 9 /2A COOPER ROAD NEAR HARI MAZID, INFRONT OF HP MEDIA, 2ND FLOOR,	Foundation		Mr. Amitabh Shukla	Amitabh.Shu kla@icsi.edu	9415351209
				Executive	I & II			

			CIVIL LINES ALLAHABAD - 211001					
10	NIRC	BAREILLY	ICSI CHAPTER BARIELLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BARIELLY - 243122	Foundation Executive		Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@redif fmail.com/ amit kumarb@icsi .edu	8755755741/ 9458821397
11	NIRC	BHILWARA	ICSI HOUSE, SEC-8, INSTITUTIONAL AREA, RING ROAD, PATEL NAGAR, BHILWARA (RAJ.)-311001	Professional		Mr.Rajeev Ranjan Jha	rajeev.jha@i csi.edu	8003990862
12	NIRC	DELHI	ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTIONAL AREA NEW DELHI- 110 005	Foundation Executive	I & II	Mr Bhole Shankar	niro@icsi.ed u	011 49343009
13	NIRC	FARIDABAD	Institutional Plot No.- 1A, Sector- 16A, (Near Sai Baba Temple), Faridabad- 121002	Foundation Executive	I & II	Ms Suman Iyer	faridabad@i csi.edu	0129-4003761
14	NIRC	GHAZIABAD	GHAZIABAD CHAPTER, 23- B,NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation Executive Professional	I & II	Mr. Anil Kumar Upadhyay	ghaziabad@i csi.edu	0120-4559681, 9716011634
15	NIRC	GURGAON	FIRST FLOOR, DEENBANDHU SIR CHOOTU RAM BHAWAN JHARSA ROAD BEHIND SHIV MANDIR	Foundation Executive	I & II	Mr Amit Likhyani	gurgaon@ics i.edu	0124-2380021

			SECTOR 32 GURGAON- 122002					
16	NIRC	JALAND HAR	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR- 144008	Foundation		Mr. Vinay Kumar	vinay.kumar @icsi.edu	9041040129
				Executive	I & II			
17	NIRC	JAMMU	213 A (1st Floor), Shastri Nagar , Jammu- 180004	Foundation		Mr. Uday Prakash	jammu@icsi. edu	0191-2439242
				Executive	I & II			
18	NIRC	KANPUR	118/90, GUMTI PLAZA , KAUSHALPURI ,KANPUR- 208012	Foundation		Ms. Uma Devi gupta	uma.gupta@i csi.edu	8687116064
				Executive	I & II			
19	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR LUCKNOW - 226010	Foundation		Mr. Shiv Moorthi Tiwari, Mr. Sandeep Rapra	shiv.tiwari@ icsi.edu,	05224109382
				Executive	I & II			
20	NIRC	LUDHIANA	11B, 2nd FLOOR PHERUMAN COMPLEX, GURUDWARA, SAHEEDAN, OPP MANJU CINEMA, G.T. ROAD, LUDHIANA- 141003	Foundation		Mr. Sanjay Jakhmola	ludhiana@ic si.edu	0161-2545456
21	NIRC	NOIDA	C-37, SECTOR - 62, NOIDA - 201309	Foundation		Mr Kushal Kumar	noida@icsi.e du	01204522058
				Excutive	I & II			
22	NIRC	MODIN AGAR	Opp. MM Printer, Near Modi Steels, Delhi- Meerut G.T. Road, Modinag ar-201204	Foundation		Mr. Muneesh Bindal	modinagar@ icsi.edu	01232-243048
				Excutive	I & II			

23	NIRC	VARAN ASI	F BLOCK IIND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002	Foundation		Mr. Ashish Tiwari	varanasi@icsi.edu	7800937000
				Executive	I & II			
				Professional				
24	NIRC	YAMUNA NAGAR	DAV College for Girls, Academic Block-4, Jagadhri Road, Yamuna Nagar-135001	Foundation		Mr. Upendra Kumar	yamuna.nagar@icsi.edu	9812573452
25	SIRC	AMARA VATI	Ist FLOOR HINDU COLLEGE & HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR- 522003	Executive	I & II	Mr. S. Gaddam	amaravati@icsi.edu	0863-2233445
26	SIRC	BANGALORE	No-5, 1st MAIN ROAD, KSSIDC INDUSTRIAL ESTATE, 6TH BLOCK, WEST OF CHORD ROAD, RAJAJI NAGAR BANGALORE- 560010	Foundation		Mr. Maitreya	bangalore@icsi.edu	7760976362
				Executive	I&II			
27	SIRC	CALICUT	CALICUT CHAPTER OF SIRC OF ICSI, A-3,29/2084, 2ND FLOOR, RAHIYAN BUILDING, K.T. GOPALAN ROAD, KOTOOLI,CALICUT - 673016	Foundation		Ms. Sheeba	calicut@icsi.edu	0495-2374702
				Executive	I & II			
				Professional	I, II & III			

28	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI - 600 034	Foundation		Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
				Executive	I & II			
				Professional	I, II & III			
29	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE- 641 009.	Foundation		Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497
				Executive	I & II			
				Professional	I, II & III			
30	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAI RATABAD,HYDERABAD- 500004.	Foundation		Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292
				Executive	I & II			
31	SIRC	KOCHI	KOCHI CHAPTER,ICSI HOUSE, NO 65/635, JUDGES AVENUE RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS, KALOOR ERLAKULAM - 682017	Foundation		Mr Sree Kumar T S	kochi@icsi.edu	0484- 4050502/2402950
				Executive				
32	SIRC	MADRASI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADUARI - 625001	Foundation		Mr. T.Raja	t.raja@icsi.edu & madurai@icsi.edu	9843155753
				Executive	I & II			
				Professional	I, II & III			
33	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BILDING IIND	Foundation		Mr. Shankar B	sankara.badi@icsi.edu	0824- 2216482/98864003 32
				Executive	I & II			

			FLOOR BEJAI MANGALORE 575004					
34	SIRC	MYSORE	mysore CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES, METAGALLI MYSORE- 570016	Foundation Executive	I & II	Mr. N.Dhanab al	dhanabal.n@ icsi.edu	9731242336
35	SIRC	PALAK KAD	Ist FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD- 678004	Foundation Executive	I & II	Ms. Roby Joshep	palakkad@ic si.edu	0491-2528558
36	SIRC	SALEM	No-318, SRI MAHARAJ ILLAM, AZHAGU VINAYAGAR STREET NAGARAMALA L MAIN ROAD, FAIRLANDS POST ALAGAPURAM, SALEM - 636016	Executive	I & II	Mr. Sunder Swamy S	salem@icsi.e du	8754340840
37	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation Executive	I & II	Ms Soumya S	soumya@icsi .edu	9495631592
38	SIRC	THIRUVANANTHAPURAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTOM , TRIVANDRUM	Foundation Executive	I & II	Mr. S V Vinod Kumar	Vinod.Sreera ma@icsi.edu	8089522663

			-695004					
39	SIRC	VISAKH APATN AM	D.NO. 49-26-6 , IST FLOOR OPP POLLOCKS SCHOOL NEAR JK TYRE SHOWROOM SANKARAMAT AM ROAD MADHURANA GAR,VISAKHA PATNAM - 530016	Foundation Executive	I & II	Mr. Sivarama krishna	prv.sivarama krishna@icsi.edu	0891-2533516
40	WIRC	AHMED ABAD	ICSI AHMEDABAD CHPATER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD, AHMEDABAD - 380009	Foundation Executive	I & II	Mr. Rohit Khunt	rohit.khunt @icsi.edu	8905036321/ 079-30025335
41	WIRC	BHOPA L	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation Executive	I & II	Ms. Amita Malviya	bhopal@icsi.edu	0755-2577139
42	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRASTH APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation Executive	I & II	Mr. Vasant H Kerkar	goa@icsi.edu	8322435033

43	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAG ANJ, INDORE- 452001	Foundation Executive		Ms. Ankita Baldwa	indore@icsi .edu	0731- 424818/2494552
44	WIRC	KOLHA PUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bungl ow, Shahupuri, Kolhapur- 416001	Foundation		Ms. Archana Kamlakar	kolhapur@i csi.edu	0231-2526160
				Executive	I & II			
				Professional				
45	WIRC	MUMBA I	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive		Mr. Bannasha nkar Dasari	bannashank ar.dasari@i csi.edu	9223542195
			MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive				
46	WIRC	NAGPU R	NAGPUR CHAPTER OF ICSI,3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Foundation		Mr. Sudhakar Aisalwaru	nagpur@ics i.edu	0712-2453276
				Executive	I & II			
47	WIRC	NASHIK	BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTR	Foundation		Mr. Amit Kumar	Amit.Kumar _N@icsi.edu	8796090345

			A-422005					
48	WIRC	NAVI MUMBAI	ICSI-CCGRT, OFFICER NO- 204, 2ND FLOOR, PLOT NO- 101, SEC- 15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI- 400614	Foundation Executive	I & II	Ms. Lachhmi Bhatt	navimumba i@icsi.edu	022-27577816
49	WIRC	PUNE	CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR JOSHI HOSPITAL,PU NE - 411037	Foundation Executive	I & II	MR. P.S. Emmanuel	ps.emmanu el@icsi.edu	8149121488
50	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR - 492001	Foundation Executive Professional	I & II	Mr. Prafulla Kumar Dash	raipur@icsi. edu	0771-2582618
51	WIRC	SURAT	TRIUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT- 395001	Foundation Executive	I & II	Mr. Goutam Karmakar	<a href="mailto:goutam.kar
makar@icsi.edu">goutam.kar makar@icsi .edu	8013214546
52	WIRC	THANE	ICSI THANE CHPATER, 201-202 SAI PLAZA COMPLEX GODBUNDER ROAD NEAR	Foundation Executive	I & II	Mr. Soujit Das	<a href="mailto:soujit.das@
icsi.edu">soujit.das@ icsi.edu	7506104313

			KAPURBAWAD I JN, OPP TO ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607					
53	WIRC	VADODARA	ICSI VADODARA CHPATER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007	Foundation		Mr. Amit Kumar Nagar	amit.nagar @icsi.edu	8980949075
				Executive	I & II			

**For any clarification/Assistance/Guidance you may mail to shalini@icsi.edu

4. Updation of Data

The Institute in its continuous endeavour to update technology is revamping all online services. We are moving through a transition phase while implementing the flagship online platform SMASH (Student Member Application Software Hosting).

With this, the data of all students registered under old system has been migrated to new system and after this transition all students are compulsorily required to log in at the new SMASH(Student Member Application Software Hosting) system.

Further after the migration process, it has been observed that the address of some of the students are incorrect. It is therefore advised to update your address immediately.

In case you don't update your correct address, you may miss important communications, study material etc sent by the Institute by post.

Please follow the steps given below for updation of address:

- 1.) log into new system at <https://smash.icsi.in/Scripts/login.aspx>
- 2.) In case you have not logged in to SMASH before, reset your password at the following link.<https://smash.icsi.in/Scripts/GetPassword.aspx>
- 3.) Go to your profile, click on change address
- 4.) Follow the process as per screen shot given below.

Further it is advised to ensure that your District, State, City mentioned in your address database are in order.

Step 2: To change Correspondence address

The screenshot shows a web-based application titled "Change Address". At the top, there are navigation links: HOME, MODULE, PROFILE, and LOGOUT. Below this is a search interface with fields for "Search Criteria" and "Address type" (set to "All"). There are "Search" and "Clear" buttons. The main area is titled "Search Result" and contains a table with columns: ID, ADDRESS TYPE, FELAS STATUS, and RECORD #. One row in the table has a green box around the "ADDRESS TYPE" column value "Administrative" and a green checkmark in the "Correspondence Address" checkbox. A green arrow points from the "Update" button at the bottom left towards this row. The "Update" button is highlighted with a green box. The table also includes a "Print" link and a "Delete" link. At the bottom right of the table, there are "Total Records: 2" and "Page Size: 20" dropdown menus.

Step 3:

The screenshot shows a "Change Address" update form. It includes fields for County, State/Province, District, City, and three Address Line fields. There is also a Postal Code field. At the bottom are "Save" and "Close" buttons. To the right of the form, a green box contains the text: "After Updating new address, click on 'Save' button."

5. Advisory on Maintaining Correctness in Photograph and Signature

!! ATTENTION STUDENTS !!

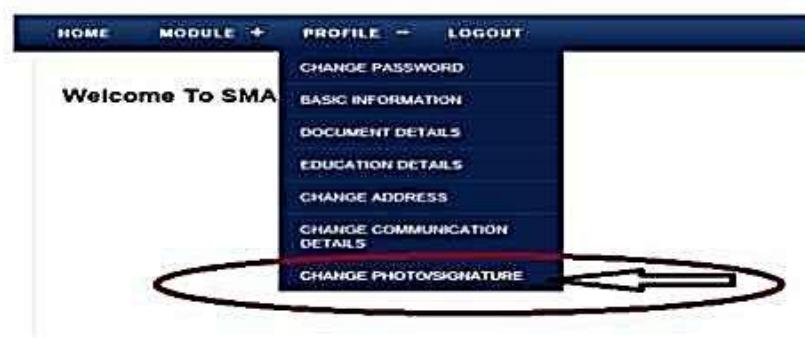
ADVISORY ON MAINTAINING CORRECT IMAGE OF PHOTOGRAPH AND SIGNATURE OF STUDENTS IN ONLINE ACCOUNT AT : <https://smash.icci.in>

It has been observed that the students are uploading incorrect photographs and signatures in their online account. Some of the common mistakes committed by the students while uploading the photographs and signatures are given hereunder :

1. Scanning the photograph and signature as pasted on a white paper without properly cropping the images before uploading the same.
2. Uploading illegible signatures.
3. Uploading photographs in formats other than standard passport size. For example, photographs extracted from group photographs, photographs taken in outdoor locations, selfies, etc.
4. Uploading photographs upside down/ wrong direction
5. Uploading very old photographs
6. Uploading photographs with side-view
7. Uploading photographs wearing dark glasses

The photographs and signatures can be very easily edited in 'Microsoft Paint'. Students are advised to be extremely careful while uploading the photographs and signatures since the same are printed on the Identity Card and Examination Admit Card, Attendance Sheet, etc. Any deviation/ mismatch in the photograph and signature may create complications at the time of appearing in the examinations.

Students are advised to take note and ensure that correct photographs and signatures are uploaded in the online account. In case the photographs/ signatures are not correctly uploaded or not available, students may update the photographs through 'Change Photo/Signature' link under 'Profile Menu'. Photo (.JPG Format) size in (21 kb – to – 50 kb) & Signature (.JPG Format) size (11 kb – to – 20 kb).



The option for changing the photograph and signature has also been provided in the Online Examination Enrolment Form. However, in case the photograph and signature is correctly being displayed in the online account, there is no need to re-upload the same during the examination enrolment process.

It is further informed that in case there is no photograph and signature of the student in the online account, it may create complications at the time of appearing in the examinations.

25.07.2017

****X****

6. Discontinuation of Public Private Partnership Scheme for Class Room Teaching

The Public Private Partnership Scheme for conducting Class Room Teaching has been discontinued and presently no Centres are authorized to conduct the classes under the Scheme. Students registering at these centres will be doing so at their own risk and responsibility. Students are advised to approach the nearest Regional and Chapter Offices of the Institute for availing the Class Room Teaching facility.

7. Revised Procedure for Effecting Change of Name in the Institute's Records

In order to ensure uniformity in the procedure for effecting change of name on the basis of specific requests from students, it has been decided that henceforth request for change of name of students in the Institute's records would be accepted only on receipt/submission of either of the following documents :-

- (i) Gazette Notification
- (ii) Publication in Newspaper for change of name alongwith an Affidavit
- (iii) Copy of Marriage Certificate (in case of Female candidates after marriage)
- (iv) Copy of PAN Card / Aadhaar Card / DIN supporting change of name.

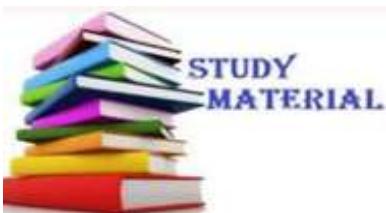
Students may send any such request at **dss@icxi.edu** alongwith the requisite supporting documents as mentioned above while quoting their Registration Numbers. It may be further noted that no request would be accepted without registration number.

8. ATTENTION STUDENTS !

Issue of Study Materials Compulsorily to All the Students Registering for the CS Course

It is informed that henceforth the study materials will be issued compulsorily to all students registering for different stages of CS Course.

It has been decided to of granting concession to the Professional Programme study materials at the time



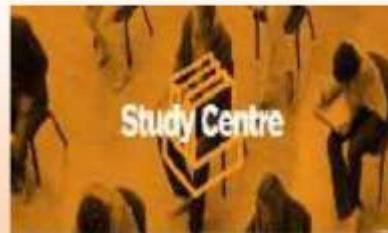
discontinue the system students of Executive/ Stages not opting for the of registration.

G. INFORMATION ON SPECIAL INITIATIVES

1. Study Centres

The objective of the Study Centre Scheme is to break the distance barrier at the end of students for availing the services from the institute. Under the Scheme, Study Centers are opened in cities /areas, wherein the Institute's Offices are not in existence. Apart from providing basic services, the Study Centres also impart coaching to the students of various stages.

The details of study centres are available at the link
https://www.icci.edu/media/webmodules/Study_Centre.pdf



2. Third (3rd) International Company Secretaries Olympiad for Academic Session (2018-19)

CS Olympiad has been established with the objective of enabling the student community to discover their potential in areas pertaining to Company Secretaryship and governance and identifying their interest to choose their stream of education.

As you are aware, the Second (2nd) International CS Olympiad was conducted on 23rd and 30th January, 2018 in which more than 1300 schools and about 34,000 students from different parts of the country and abroad have participated.

Students of class 11th& 12th from various locations have scored International Rank as well as Zonal Ranks in the same.

This year also various chapters of the Institute have already organized the Zonal Winners award ceremonies at Schools level.

1st phase of 3rd CS Olympiad was held on 20th Dec-2018 and 2nd Phase of 3rd CS Olympiad will be held on 31st Jan, 2019.

The details of CS Olympiad is also being publicised through dedicated portal www.csolympiad.info.

3. 'Shaheed Ki Beti' Initiative

The Institute has launched a novel initiative to help the daughters of Martyrs who laid down their lives for protecting the sovereignty of the country. Under the 'Shaheed Ki Beti' initiative, the Institute has discontinued the practice of giving mementoes, etc. to the dignitaries/ speakers invited for various programmes of the Institute and the said amount will be transferred to the dedicated corpus and will be utilised for the education/ welfare of the daughters of martyrs. The first certificate under this initiative was presented to Shri Narendra Modi, Hon'ble Prime Minister of India who was the Chief Guest on the launch of ICSI Golden Jubilee Year on 4th October, 2017. Any national of India can also donate under this scheme. Kindly disseminate this information amongst your family and friends to support the Institute for this novel initiative.



"Shaheed Ki Beti"
An initiative of ICSI

H. FEE FOR SERVICES

1. Schedule of Fees

Schedule of Fees

A.) The details of fee applicable for availing various services are as under:-

FEE SCHEDULE

PARTICULARS	FEES (Rs.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1,500	
Education Fee	3,000	Total Fees Rs.5,100
E-learning Fee	600	
EXECUTIVE PROGRAMME		
<i>(For Commerce Graduates)</i>		
Foundation Examination Exemption Fee	500	
Registration Fee	2,000	
Education Fee for Executive Programme	6,500	
Pre-Examination Test Fee	1,000	Total Fees Rs.10,000
<i>(For Non-Commerce Graduates)</i>		
Foundation Examination Exemption Fee	500	
Registration Fee	2,000	
Education Fee for Executive Programme	7,500	
Pre-Examination Test Fee	1,000	Total Fees Rs.11,000

For CPT pass of the ICAI & Foundation Pass of the ICAI-CMA		
Foundation Examination Exemption Fee	4,000	
Registration Fee	2,000	
Education Fee for Executive Programme	6,500	
Pre-Examination Test Fee	1,000	Total Fees Rs.13,500
CS Foundation Pass Student	8,500	
Pre-Examination Test Fee	1,000	Total Fees Rs.9,500
PROFESSIONAL PROGRAMME		
Education Fee	12,000	Pre-Examination Test Fee 1000
		Total Fees Rs.13,000
DE-NOVO REGISTRATION		
Registration De-Novo Fee		
Students may apply for Registration de-novo <u>within two years</u> of the expiry of former registration	2,000	
If students fail to apply for Registration de-novo <u>within two years</u> of expiry Registration, they may still seek Registration de-novo within a maximum <u>period of five years</u> from the expiry of former registration.	3,000	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	1,000	
PRE-EXAM TEST FEES		
Pre-Exam test Fees (Applicable to Executive Programme New Syllabus Students) or Students switched over to New Syllabus	1,000	Rs 1,000

EXAMINATION FEE		
Foundation Programme (Lumpsum)	1,200	
Executive Programme	1,200 (Per Module)	
Professional Programme	1,200 (Per Module)	
Late Fee for submission of Examination Form	250	
Change of Examination Center/Module/Medium	250	
<i>Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee) US\$ 100 (or equivalent amount in Indian Rupees)</i>		
OTHER FEES		
Paper-wise Exemption	1,000	
Duplicate Pass Certificate	200 Inclusive of GST@18%	
Duplicate Result-cum-Marks Statement	100 (Per Mark-sheet)	
Verification of Marks	250 (Per Paper)	
Transcripts	295 (Per Transcript)	Inclusive of GST@18%
Verification of Marks Fee	250 (Per Paper)	
Certified Copy of Answer Book	500 (Per Paper)	

CONCESSION IN FEE

1. Students under SC / ST Category

Students belonging to SC/ST Category are required to pay only 50% of the Registration Fee and Examination Fee as applicable to the students under General Category.

2. Students under Physically Handicapped Category

Students belonging to Physically Handicapped Category as defined under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act as amended from time to time are required to pay Registration Fee and Examination Fee at concessional rates only as per details given below :

(a) For Registration to various Stages of CS Course

Stage	Concession in Fee available to Physically Handicapped Students
Foundation Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs. 1,500/-)
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs. 2,000/-)
Professional Programme	Only Registration Fee will be charged (At present, Registration Fee is NIL)
Registration Denovo & Extension of Registration	25% of the fee applicable to general category students.

(b)

**E
Examination Fee**

Stage	Concession in Fee available to Physically Handicapped Students
Foundation Programme	25% of the fee applicable to general category students.
Executive Programme	25% of the fee applicable to general category students per module.
Professional Programme	25% of the fee applicable to general category students per module.

3. Military Forces

The widows and wards of Martyrs of the Military and Para-Military Forces are eligible for concession in fee on furnishing the requisite certificate / identity card issued by the concerned Government Departments as per details given below:-

Particulars	Concession to be granted to the Widows and wards of the martyrs
All fee payable at the time of Registration to Foundation Programme, Executive Programme & Professional Programme Stages	50% of the fee applicable to general category students
Examination Fee	50% of the fee applicable to general category students
All Other Fee	As applicable to the general category students

FAQs ON PRE-EXAMINATION TEST

- Q.1 Students of which stage of CS Course are required to complete the Pre-Examination Test?**
- A.1** The Pre-Examination Test is applicable for students of New Syllabus (2017) of Executive Programme and Professional Programme Stage. Initially, the Pre-Exam Test will be introduced for Executive Programme (2017) New Syllabus Students which will be a pre-requisite for students seeking enrolment to December, 2018 Session of Examinations.
- Q.2 Please let me know the pattern and other related details of Pre-Examination Test?**
- A.2** The pattern of Pre-Examination Test will be as follows :
Online Computer Based
The student can take the test from his home, cyber café or any other location.
Multiple Choice Question (MCQ) type with negative marking of 25% of the allotted marks;
Result of the test would be available immediately on completion of the test;
Result of the test would be linked with the enrolment process for examination;
The questions will be categorized as per three difficulty levels i.e. Easy, Medium and Tough and shall have a ratio of 30:40:30 in the overall marking scheme.
- Q.3 What will be the qualifying marks for each subject?**
- A.3** The subject-wise qualifying marks will be minimum 40% marks.
- Q.4 I am planning to appear in Module-1 of Executive Programme during December, 2018 Session? Am I required to complete the Pre-Exam Test of Module-2 also before enrolment to December, 2018 Session?**
- A.4** No. You are required to complete the Pre-Exam Test of subjects covered under Module-1 only. Students are required to successfully complete the Pre-Exam Test of all subjects forming part of specific Modules in which they are planning to appear in the main Examinations. They may complete the Pre-Exam Test of remaining modules separately before seeking enrolment to examinations of such Module(s).
- Q.5 Can I complete the Pre-Examination Test after enrolling and appearing in the main examinations?**
- A.5** No. Students are required to complete the Pre-Examination Test before enrolling for the main examinations.
- Q.6 If I successfully complete the Pre-Examination Test before seeking enrolment to December, 2018 Examinations, will it be valid for future sessions if I fail in the main examinations?**
- A.6** The Pre-Examination Test will be valid for future sessions of examinations for the respective subjects and students will NOT have to clear the Pre-Examination Test each time they are seeking enrolment to main examinations.
- Q.7 Am I required to remit any fee for appearing in the Pre-Examination Test?**
- A.7** Yes. Students seeking enrolment to Pre-Examination Test are required to remit a fee of Rs.1000/- . However, students who have already remitted the Pre-Examination Test Fee while seeking registration to CS Executive / Professional Programme Stages are not required to remit the fee again.
- Q.8 What will be the syllabus for Pre-Examination Test?**

- A.8** The questions will be according to the 2017 New Syllabus of CS Course.
- Q.9** I was an Old Syllabus Student and I have switched over to New Syllabus (2017) of Executive Programme. Shall I be required to pass the Pre-Examination Test before appearing in the main Examinations?
- A.9** Yes. Students who have switched over from Old Syllabus to New Syllabus (2017) of Executive and Professional Programme Stages shall be required to pass the Pre-Examination Test before seeking enrolment to Examinations.
- Q.10** I have been granted exemption in some of the subjects on the basis of higher qualification/ switchover/ 60% marks criteria, etc. Am I required to pass the Pre-Examination Test of these subjects before appearing in main examinations?
- A.10** No. Students are not required to pass the Pre-Examination Test of subjects in which they have already been granted exemption under different criteria for grant of exemption.
- Q.11** What will be the duration of Pre-Examination Test, Total Number of Questions and the Total Marks?
- A.11** Duration of Pre-Examination Test : 60 Minutes; Total Number of Questions : 50; Total Marks : 100.
- Q.12** In case, I fail in the Pre-Examination Test, shall I be given another opportunity to appear in the Pre-Examination Test?
- A.12** Students may appear in Pre-Examination Test any number of times, but they shall be able to appear in the Pre-Examination Test only ONCE in a day.
- Q.13** What will be the process of making payment of fee for Pre-Examination Test?
- A.13** PROCESS FOR REMITTING THE FEE FOR PRE-EXAMINATION TEST

1. Login Page: Student can login in to the application by entering Registration Number and DOB.

<http://www.icxi.in/PreExamFees/Login.aspx>

Registration No:	140545237/02/2018
DOB:	24/11/1992
<input type="button" value="Submit"/>	

It will not allow student to enter into application if he has already made payment and his transaction is Successful or after Successful reconciliation.
Both Registration Number and DOB are mandatory.

- 2. Student Profile Page: This page populates student details along with Pre-Exam Test Fee.**

The screenshot shows a web page titled 'PRE - EXAM TEST FEE PAYMENT'. At the top, there is a logo for 'THE INSTITUTE OF Company Secretaries of India' and some text in Hindi. Below the title, there is a form with various fields filled with student information. A red box highlights the 'PRE - EXAM TEST FEE' field, which contains the value '₹ 1000.00'.

Student's Name	1111111111111111
Husband Name	1111111111111111
Date of Birth	11/11/1111
Gender	Male
Mobile	919999999999
Email ID	test123@gmail.com
Image	ProfilePic
Registration Date	10/10/2018 11:11:00
Expiry Date	11/11/2020
Address	Plot No. 102, Sector-10, Noida, Uttar Pradesh
City	Noida
State	Uttar Pradesh
Pin Code	201301
Country	India
PRE - EXAM TEST FEE	₹ 1000.00

- 3. Payment Instruction Page: This page displays Transaction ID, Receipt ID and Instructions. Student can “Proceed to Payment” by giving his consent on the same by checking the check box.**

The screenshot shows a confirmation page for a transaction. It includes a reference number 'Ref No:- ICSIPMT4057016', a note about the payment ID, and a box containing payment instructions. At the bottom, there is a checkbox labeled 'I accept the above mentioned conditions and terms' and a 'Proceed to Payment' button.

Your Payment ID is : 4057016 and Transaction ID is : 0. Please note the same for future use.

Please Note: You must purchase

1. Book from the site can not be paid out of the above-mentioned payment method. The money might be the "Paid Transaction ID". "A user who has purchased membership" due to many reasons can not accept cancellation.

2. If you are the user of our website, you are not entitled to receive any refund or cancellation of the payment.

3. The member takes responsibility to choose the mode of payment.

4. You need to download and print the bill.

I accept the above mentioned conditions and terms

[Proceed to Payment](#)

4. Payment Gateway

The screenshot shows a payment gateway interface. On the left, there is a sidebar with options like 'Credit Card', 'Debit Card', 'Debit Card + ATM PIN', 'Internet Banking', and 'Walker Cash Cards'. The main area shows payment methods 'Pay using Debit Card' with logos for VISA, MasterCard, and American Express. It also shows a 'Merchant Name' section for 'The Institute of Company Secretaries of India' and a 'Payment Amount' of ₹ 2.00. Below this, there are fields for 'Card Number', 'Expiration Date', 'CVV/CVC2', and 'Card Holder Name'. At the bottom, there is a 'Make Payment' button and a 'Cancel' link.



5. Receipt Generation



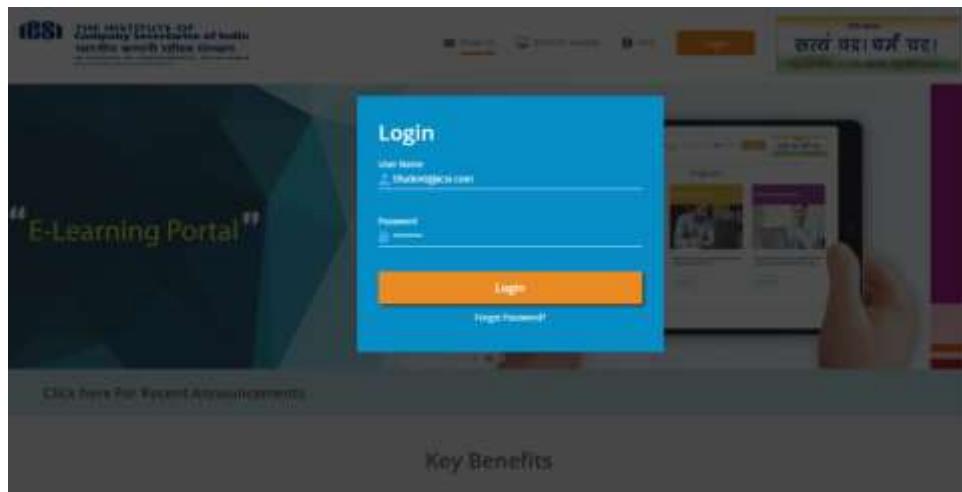
Q.14 What will be the steps for appearing in the Pre-examination Test?

A.14 Steps to attempt Online Pre-Examination Test:

1. Login using your credentials:

Link - <https://elearning.icsi.in>

(Please note, your Login credentials (Login Id and password) would be intimated to you once you pay the requisite fee)



2. Click on My Course:



- 3. After Clicking on My Courses, all the courses in which you are enrolled will appear on the screen. You can select Online Pre Examination Test Executive Module - 1 from the list of courses.**

Click on Online Pre Examination test Module – 1.

Click on Launch Button in Green Color.

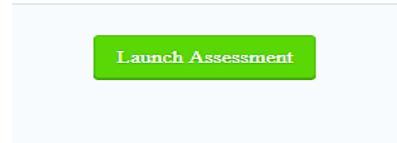
- 4. Upon Launching, Pre Examination Guidelines page will open, please read guidelines carefully.**

The screenshot shows a computer interface for an online examination system. At the top, there's a header with the logo 'IOSI' and the text 'Online Pre Examination Test Executive Module -1'. Below the header is a 'TABLE OF CONTENTS' sidebar with sections like 'Module 1: Paper I - Jurisprudence, Interpretation and General Laws' and 'Assessment - Paper I: Jurisprudence, Interpretation and General Laws'. The main content area is titled 'Unit: Module 1: Paper I - Jurisprudence, Interpretation and General Laws'. It contains 'Guidelines for Online Pre-Examination Test' which list various test parameters such as duration, marking scheme, and question types. At the bottom of the content area, there are buttons for 'Comment(s)', 'Report comments', and 'Connect'.

- After reading Guidelines, Please click on Assessment Tab given just below paper name

The screenshot shows the same interface as above, but the focus is on the 'Assessment - Paper I: Jurisprudence, Interpretation and General Laws' tab, which is highlighted with a red box. Below the tabs, there's a summary table with columns for Total Marks, Pass Marks, Attempts Available, Duration, and View Assessment Analysis. A green button labeled 'Launch Assessment' is visible at the bottom right.

- After Clicking on Assessment, Please click on launch assessment button:



- After clicking on launch assessment, instruction page will open. Please read these instructions carefully. After reading instruction, please tick the checkbox displaying (I have read and understood the instructions and agree to adhere to them).

Please click on "I am ready to begin button".

The screenshot shows a light blue header bar with the word 'Instructions'. Below it is a white content area with a light blue header titled 'Please read the instructions carefully'. Underneath is a section titled 'General Instructions:' with the following text:

1. Total duration of examination is 60 minutes.
 2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
 3. The Question Palettes displayed on the right side of screen will show the status of each question using one of the following symbols:

- 1 You have not visited the question yet.
- 2 You have not answered the question.
- 3 You have answered the question.
- 4 You have NOT answered the question, but have marked the question for review.
- 5 The question(s) "Marked for Review" will be considered for evaluation.
- 6 The question(s) "Marked for Review" will be not be considered for evaluation. Hence, no marks will be allocated for the same.

The text continues: 'The Marked for Review status for a question simply indicates that you would like to look at that question again.'

Below this is a checkbox labeled 'I have read and understood the instructions and agree to adhere to them.' followed by a large blue rectangular button with the text 'I am ready to begin' in white. This button has a red border and is highlighted with a red rectangle.

8. Assessment will start just after you click on this button. Given below is assessment screen:

The screenshot shows a dark grey header bar with 'Pre-Examination Test Details' and 'OpenBook Paper' and 'Instructions' buttons. Below it is a white content area. On the left, there's a sidebar with 'SECTION' buttons for 'GROUP 1' and 'SECTION 1'. In the center, there's a question box for 'Question No. 1' asking: 'Which of the following articles guarantees equality before law and equal protection of law for all individuals residing within the territory of India?' with options 17, 15, 18, and 14. On the right, there's a 'Student1 st...' profile picture and a 'SECTION' palette with numbered boxes from 1 to 20. At the bottom, there are buttons for 'Mark for Review & Next', 'Clear Response', 'Save & Next', and 'Submit'.

Q.15 I have enrolled myself for Class Room Teaching conducted by the Regional / Chapter Office of the Institute in my city. Shall I be exempted from appearing in Pre-Examination Test if I pass the Tests conducted by the said Regional/ Chapter Office after completion of the Class Room Teaching Session?

A.15 Yes. Students who have cleared the Offline Test in specific subjects after undergoing Class Room Teaching session in the Regional and Chapter Offices shall be exempted from the specific subjects of Online Pre-Examination Test.

- Q.16** Please let me know if the marks scored in the Pre-Examination Test will be considered for computing the result of main CS Examinations?
- A.16** No. The Pre-Examination Test will be a qualifying test to assess the level of preparation of the students before appearing in the main examinations. The marks scored in the Pre-Examination Test will NOT be used for computing the results of the main CS examinations.



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

!!! Attention Students !!!

YOUTUBE LINK

for

**WEBCAST FOR CS STUDENTS on "GOODS & SERVICES TAX (GST)"
ORGANISED ON 5th JANUARY 2019**

Dear Student,

This has reference to the webinar on "**Goods & Services Tax (GST)**" organised by the Institute exclusively for CS students on 5th January 2019(Saturday) as per details given below.

FACULTY & THE TOPIC:

MR. SHASHANK GUPTA,

MEMBER, ICSI GST CORE ADVISORY GROUP

ON

"GOODS & SERVICES TAX (GST)".

TIME: 10 AM ONWARDS

MAXIMUM DURATION: 3 HOUR.

We are glad to inform you that the webcast received an overwhelming response from the students and majority of students have tuned into the webcast on 5th January 2019.

Students who could not watch the webcast have requested to get access to the content of webcast for their further reference.

Considering the same and to facilitate the students who could not watch the webcast online, the webcast has been made available on "**You tube**" at the following link.

<https://youtu.be/ON2MIOLHstA>

You all are advised to visit the link as given above to avail this unique opportunity.

ICSI

Examination

1. DECLARATION OF DECEMBER, 2018 EXAMINATION RESULTS

The results of Professional Programme and Executive Programme (Old/New Syllabus) examinations held in December, 2018 are tentatively to be declared in the month of February, 2019. The date of declaration of the result would be announced on the website of the Institute (www.icci.edu). The results along with individual candidate's subject-wise break-up of marks would be made available on Institute's website after the declaration of results.

2. ISSUING OF MARKS-SHEETS OF DECEMBER, 2018 EXAMINATION

According to the decision taken by the Institute, the dispatch of Result-cum-Marks Statement for Executive Programme Examination in physical form has been discontinued. Instead formal E-Result-cum-Marks Statement for Executive Programme (Old/New Syllabus) Examination December, 2018 would be uploaded on the website: www.icci.edu for downloading by the students for their reference, use and records. However, the Result-cum-Marks-Statement of Professional Programme would be issued in physical form.

3. VERIFICATION OF MARKS OF COMPANY SECRETARIES EXAMINATIONS

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 CS examination within 30 days from the date of declaration of results. The application for verification of marks should be made by interested candidates in the prescribed mode with requisite **fee @ Rs. 250/- per subject within 30 days (one month)** from the date of declaration of results. Interested candidates can apply for verification of marks either through **on-line** mode or **off-line** mode by following the procedure hosted on the Institute's website (www.icci.edu) at the URL:

https://www.icci.edu/WebModules/VOM_June2017.pdf

4. PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S) TO STUDENTS

The Institute has been providing the facility of inspection or supply of certified copies of answer book(s) to the candidates on their request as per Guidelines, Rules and Procedures framed by the Institute in this regard. The "Guidelines, Rules and Procedures for Providing Inspection and/or Supply of Certified Copy (ies) of Answer Book(s) to students" and the format of the application are given below.

GUIDELINES, RULES AND PROCEDURES FOR PROVIDING INSPECTION AND/OR SUPPLY OF CERTIFIED COPY (IES) OF ANSWER BOOK(S) TO STUDENTS

(As modified by the Examination Committee of the Council at its 148th Meeting held on 14th August, 2013)

1. These guidelines, rules and procedures for providing inspection and/or supply of certified copy(ies) of answer book(s) to students will be applicable beginning from June, 2013 session of examinations onwards. Under these guidelines, a student can seek inspection and/or supply of certified copy (ies) of his/her evaluated answer book(s).
2. A student who wishes to inspect and/or obtain certified copy(ies) of his/her answer book(s) of any subject(s) of a particular examination shall apply on the prescribed application form together with (a) requisite fee; and (b) self-attested photocopy of his/her Admit Card (Roll No.) or Student Identity Card so as to reach the Institute within 45 days from the date of declaration of the result.
3. Fee of Rs. 500 per subject/answer books payable for supply of certified copy(ies) of answer book(s) and ₹450 per answer book for providing inspection thereof respectively. The fee shall be paid through Demand Draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.
4. The envelope containing student's Application Form, duly completed in all respect, together with the requisite fee and photocopies of the supporting documents, as mentioned in para 2 above, shall be superscribed "**Application for providing Inspection/Supply of Certified Copies of Answer Books**" and sent to :

**Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
C-37, Sector 62, Institutional Area,
NOIDA - 201 309.**

5. Application Form without requisite fee and supporting documents and complete particulars, as indicated above, shall not be entertained.
6. Before providing inspection and/or supplying certified copy(ies) of answer book(s) to a student on his/her request, if it is noticed that any sub-question/question of his/her answer book(s) has inadvertently remained unevaluated or there is some posting or totalling error, the Institute would rectify such omission and commission and communicate the revised marks/result to the student. **However, it may be noted that re-valuation of answers is not permissible under Regulation 46(2).**
7. The inspection done and/or certified copies of the answer books supplied to the student shall be for his/her exclusive self-inspection/ personal reference and guidance only.
8. **No other person except the student concerned would be allowed to inspect his/her answer book(s) on the designated date and time as communicated by the Institute. Similarly, on receipt of certified copy (ies) of the answer book(s), the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s).**
9. If any error is found at any point of time as provided in para 6 above, the Institute shall have *suo motu* power to rectify the same.

APPLICATION FORM FOR PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY (IES) OF ANSWER BOOK(S)

(Before filling-up this form, please go through the Guidelines, Rules and Procedures)

Joint Secretary
 Directorate of Examinations
 The Institute of Company Secretaries of India
 C – 37, Sector-62, Institutional Area
 NOIDA – 201 309 (UP)

Dear Sir,

I, the undersigned, request you to provide me inspection/certified copy(ies) of my answer book(s) as per details given below:

PART-A

1.	Name of Student				
2.	Student Regn. No.				
3.	Complete Correspondence Address				
		PIN CODE:			
		MOBILE :			
4.	E-mail id				
5.	Specify your request for: (by ticking(√) the appropriate box)	Providing inspection of my answer book(s)		Supply of certified copy(ies) of my answer book(s)	
6.	Details about appearance in the subjects of examination for which copy(ies) of answer book (s) is/are requested	Stage & Session of Exam.	Roll No.	Name of the Subject(s)	Marks Obtained
7.	Details of fee remitted: Rs. 500 per subject/ answer book for supply of certified copy(ies); and Rs. 50 per answer book for seeking inspection.	Demand Draft No.	Date	Name of the Issuing Bank	Amount (Rs.)

PART-B

Have you applied for Verification of Marks also?

YES / NO (Tick the appropriate choice)

I have read the prescribed guidelines, rules and procedures and the same are acceptable to me.

My Email-ID, Mobile Number and Correspondence Address are the same as registered on my student's portal of ICSI.

I hereby undertake that I am a *bona fide* student of the Institute and the above answer book(s) belong to me. For this purpose, I am enclosing self-attested photocopy of my Admit Card (Roll No.)/ Student Identity Card issued to me by the Institute. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Yours faithfully,

(Signature)

Place : _____
 Date : _____
 Name : _____

5. HOW TO APPLY FOR PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S)

A candidate who wishes to inspect and/or obtain certified copy(ies) of his/her answer book(s) of any subject(s) of a particular examination, can apply either through **on-line** or **off-line** mode **within 45 days from the date of declaration of the result.**

On-Line Mode Procedure: For submitting application through on-line mode, candidates are advised to follow the procedure hosted on the Institute's website www.icci.edu at the link given below:

<https://www.icci.edu/webmodules/Verification of Marks of CS Exam.pdf>

Off-Line Mode Procedure: In case any candidate wishes to apply for inspection or supply of certified copies of answer book(s) through off-line mode, he/she can download the Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post addressed to *The Joint Secretary, Dte. of Examinations, The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201 309 (U.P.)*. Candidates can also submit their applications at Regional/Chapter/Head Office (Noida).

It has been observed that many a times, candidates are found confused with the procedure of inspection of their answer book(s) or getting the certified copies of their evaluated answer book(s). Thus, candidates may understand the procedures followed for inspection and supply of certified copies of answer book(s) as detailed below before they apply for the same:

S. No.	<i>Inspection of answer books</i>	<i>Supply of certified copies of answer books</i>
1.	Under Inspection of answer books, candidates can physically inspect the certified true photo copies of their answer books applied for.	In the case of providing certified copies of answer books, the certified true copies of the same in <i>pdf</i> format shall be uploaded on the website of the Institute and candidates can take the print out for their reference.
2.	Candidates can apply for inspection of their answer books either through on-line or off-line mode as per the prescribed procedure	Candidates can apply for certified copies of answer books either through on-line or off-line mode as per the prescribed procedure
3.	The prescribed fee for inspection is Rs. 450 per subject. If any candidate wishes to apply for Inspection of Answer Book(s) through off-line mode, he/she can download the prescribed Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The fee can be paid through Demand Draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.	The prescribed fee for supplying certified copies of answer books is ₹500 per subject. If any candidate wishes to apply for supply of Certified Copy(ies) of Answer Book(s) through off-line mode, he/she can download the prescribed Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The fee can be paid through Demand Draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

4.	Before providing inspection to the candidates, the answer book(s) shall be processed as per the prescribed Guidelines in this regard.	Before providing certified copies of answer book(s) to the candidates, the same shall be processed as per the prescribed Guidelines in this regard.
5.	Candidates have to personally visit ICSI's Noida office, located at C-37, Sector-62, Institutional Area, Distt - Gautam Budh Nagar, Noida 201309, (U.P.) as per the specified time and date informed to them for inspecting their answer books. They have to carry Institute's I-card, copy of the E-Admit Card of the relevant session to establish their identity for inspecting their answer books. No other person will be allowed to accompany him/her during the process of inspection.	The scanned copy of the answer book(s) in <i>pdf</i> format shall be hosted on the website which can be accessed through a secured password. Necessary communication in this regard shall be sent to the candidate concerned through e-mail and SMS as registered on student's portal. Candidates can take the print out of the scanned certified copies of their answer books for their reference.
6.	The status/outcome of the application received for providing Inspection of the answer books will be shown on the Institute's website: www.icsi.edu . The candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number.	The status/outcome of the application received for supply of certified copies of answer books will be shown on the Institute's website: www.icsi.edu . The candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number.
7.	During inspection of the answer book(s), no queries regarding answers written by the candidates or award of marks shall be entertained. Copy of the answer book(s) shall not be provided to the candidates after the completion of inspection.	Candidates can take the print out of the scanned certified copies of their answer books for their reference from the link given to this effect from the website of the Institute. No photo copies of answer book(s) in physical form shall be dispatched to the candidates. No queries regarding award of marks shall be entertained by the Institute.

6. CONDUCT OF JUNE, 2019 EXAMINATIONS

The next examination for Executive Programme (Old/New Syllabus) and Professional Programme scheduled in June, 2019 will be held from 1st June, 2019 to 10th June, 2019 as per the Examination Time-Table (published elsewhere in this bulletin) at 127 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Allahabad, 8. Alwar, 9. Amravati, 10. Ambala, 11. Aurangabad, 12. Bangalore, 13. Bareilly, 14. Beawar, 15. Belgaum, 16. Bhayander, 17. Bhilai, 18. Bhilwara, 19. Bhopal, 20. Bhubaneswar, 21. Bikaner, 22. Bilaspur, 23. Calicut, 24. Chandigarh, 25. Chennai, 26. Chittorgarh, 27. Coimbatore, 28. Dehradun, 29. Delhi (East), 30. Delhi (North), 31. Delhi (South), 32. Delhi (West), 33. Dhanbad, 34. Ernakulam, 35. Faridabad, 36. Gandhinagar, 37. Ghaziabad, 38. Gorakhpur, 39. Guntur-Amaravati, 40. Gurgaon, 41. Guwahati, 42. Gwalior, 43. Hisar, 44. Hooghly, 45. Howrah, 46. Hubli-Dharwad, 47. Hyderabad, 48. Indore, 49. Jabalpur, 50. Jalgaon, 51. Jamnagar, 52. Jaipur, 53. Jalandhar, 54. Jammu, 55. Jamshedpur, 56. Jhansi, 57. Jhunjhunu 58. Jodhpur, 59. Kanpur, 60. Kolhapur, 61. Kolkata (North), 62. Kolkata (South), 63. Kota, 64. Kottayam, 65. Lucknow, 66. Ludhiana, 67. Madurai, 68. Mangalore, 69. Meerut, 70. Moradabad, 71. Mumbai Borivili, 72. Mumbai Central, 73. Mumbai Chembur, 74. Mumbai

Fort, 75. Mumbai Ghatkopar, 76. Mumbai Kandivli, 77. Mumbai Malad, 78. Mumbai Mulund, 79. Mumbai Vile Parle East, 80. Mumbai Vile Parle West, 81. Muzaffarnagar, 82. Mysore, 83. Nagpur, 84. Nashik, 85. Navi Mumbai, 86. Noida, 87. Palakkad, 88. Pali, 89. Panaji, 90. Panipat, 91. Patna, 92. Pimpri-Chinchwad, 93. Puducherry, 94. Pune Karve Road, 95. Pune Kondhwa, 96. Pune Kothrud, 97. Pune Narhe, 98. Pune Parvati, 99. Raipur, 100. Rajkot, 101. Ranchi, 102. Rourkela, 103. Sagar, 104. Salem, 105. Sambalpur, 106. Satara, 107. Shimla, 108. Sikar, 109. Siliguri, 110. Solapur 111. Sonepat, 112. Srinagar, 113. Surat, 114. Thane Dombivli West 115. Thane Ulhas Nagar, 116. Thane West, 117. Thiruvananthapuram, 118. Thrissur, 119. Tiruchirapalli, 120. Udaipur, 121. Ujjain, 122. Vadodara, 123. Varanasi, 124. Vijayawada, 125. Visakhapatnam, 126. Yamuna Nagar and 127. Overseas Centre — Dubai.

7. TIME-TABLE FOR JUNE, 2019 EXAMINATIONS

 THE INSTITUTE OF Company Secretaries of India भारतीय कम्पनी सचिव संस्थान <small>IN PURSUIT OF PROFESSIONAL EXCELLENCE</small> COMPANY SECRETARIES EXAMINATIONS, JUNE, 2019				
TIME-TABLE				
EXAMINATION TIMING : 9:00 A.M. TO 12:00 Noon				
Date and Day	Executive Programme (Old Syllabus)	Executive Programme (New Syllabus)	Professional Programme (Old Syllabus)	Professional Programme (New Syllabus)
1.06.2019 Saturday	Cost and Management Accounting (Module-I)* OMR Based	Jurisprudence, Interpretation and General Laws (Module-I)	Advanced Company Law and Practice (Module - I)	Governance, Risk Management, Compliances and Ethics (Module - I)
2.06.2019 Sunday	Tax Laws and Practice (Module-I)* OMR Based	Company Law (Module-I)	Secretarial Audit, Compliance Management and Due Diligence (Module - I)	Advanced Tax Laws (Module - I)
3.06.2019 Monday	Industrial, Labour and General Laws (Module-II)* OMR Based	Setting up of Business Entities and Closure (Module-I)	Corporate Restructuring, Valuation and Insolvency (Module - I)	Drafting, Pleadings and Appearances (Module - I)
4.06.2019 Tuesday	Company Law (Module-I)	Tax Laws (Module-I)	Information Technology and Systems Audit (Module - II)	Secretarial Audit, Compliance Management and Due Diligence (Module - II)
5.06.2019 Wednesday	NO EXAMINATION	NO EXAMINATION	NO EXAMINATION	NO EXAMINATION
6.06.2019 Thursday	Economic and Commercial Laws (Module-I)	Corporate and Management Accounting (Module-II)	Financial, Treasury and Forex Management (Module - II)	Corporate Restructuring, Insolvency, Liquidation and Winding – up (Module - II)
7.06.2019 Friday	Company Accounts and Auditing Practices (Module-II)	Securities Laws and Capital Markets (Module-II)	Ethics, Governance and Sustainability (Module - II)	Resolution of Corporate Disputes, Non-Compliances and Remedies (Module - II)
8.06.2019 Saturday	Capital Markets and Securities Laws (Module-II)	Economic, Business and Commercial Laws (Module-II)	Advanced Tax Laws and Practice (Module - III)	Corporate Funding and Listing in Stock Exchanges (Module - III)
9.06.2019 Sunday	NO EXAMINATION	Financial and Strategic Management (Module-II)	Drafting, Appearances and Pleadings (Module - III)	Multidisciplinary Case Studies (Module - III)
10.06.2019 Monday	NO EXAMINATION	NO EXAMINATION	<i>Elective 1 out of below 5 subjects (Module - III)</i>	<i>Elective 1 out of below 8 subjects (Module - III)</i>
			(i) Banking Law and Practice	(i) Banking - Law and Practice
			(ii) Capital, Commodity and Money Market	(ii) Insurance - Law and Practice
			(iii) Insurance Law and Practice	(iii) Intellectual Property Rights - Laws and Practices
			(iv) Intellectual Property Rights - Law and Practice	(iv) Forensic Audit
			(v) International Business-Laws and Practices	(v) Direct Tax Laws and Practice
				(vi) Labour Laws and Practice
				(vii) Valuations and Business Modelling
				(viii) Insolvency - Law and Practice

*(Examination in three papers, i.e., (i) Cost and Management Accounting; (ii) Tax Laws and Practice; and (iii) Industrial, Labour and General Laws be held in OMR Mode on 1st, 2nd and 3rd June, 2019 respectively)

8. ALL INDIA MERIT LIST- JUNE, 2018 EXAMINATIONS

ALL INDIA MERIT LIST

LIST OF RANK HOLDERS WHO HAVE PASSED ALL PAPERS OF EXECUTIVE PROGRAMME EXAMINATIONS
WITHOUT EXEMPTION IN ANY PAPER, IN ONE SITTING, IN JUNE , 2018 :

EXAMINATION: EXECUTIVE PROGRAMME

S. NO.	RANK	NAME OF THE CANDIDATE	ROLL NO
1	1	SIVACHANDRAN BALACHANDRAN	382072
2	2	RAGHAVA ODELA	386623
3	2	MUSTAFA MUFADDALBHAI SIBATRA	391665
4	3	ROMITHA VIVEKANANDAN	382155
5	3	NIDHI KIRTIKUMAR SHAH	403293
6	4	SANJEEV RATHI	369789
7	5	PRASHANTH BHONAGIRI	390246
8	6	MEENAKSHI GUPTA	375852
9	7	ARPIT AGARWAL	356528
10	8	HIMANSHU GUPTA	373155
11	9	JASVEEN GURPAL BINDRA	393103
12	10	HARSH AGARWAL	351927
13	10	CHETAN GUPTA	369708
14	11	ADITI KAMAL AGRAWAL	405415
15	12	TANYA KATHURIA	371781
16	12	YUGAL CHANDAK	375859
17	12	RAJPUROHIT SHYAMSUNDER MAHENDRA	408746
18	13	DEEPESH GUPTA	369503
19	13	H K MOUNIKA PANDIT	378895
20	14	RAJUL GARG	368643
21	14	PAYAL MISHRA	369501

EXAMINATION: EXECUTIVE PROGRAMME

S. NO.	RANK	NAME OF THE CANDIDATE	ROLL NO
22	14	SNEHANJALI ATHMAKURI	384443
23	15	AISHWARYA V	381962
24	15	SOWMYA R	382181
25	16	SANJANA	368655
26	16	MANJEET BARNWAL	378820
27	17	KRISHNAN AR	388650
28	18	AMAN KUMAR KARN	363021
29	18	KUNAL MOTWANI	410345
30	19	SOMYA AGRAWAL	364701
31	19	BEHLA HATIM TAMBAWALA	393919
32	20	ROOPAL GUPTA	369734
33	21	NIKHIL CHURIWAL	353662
34	21	KRITI KHANDELWAL	369558
35	21	ANKIT ANIL BHATTAR	401746
36	22	KIRTI BANG	391535
37	22	PRACHI RAMESH SHAH	406114
38	23	SHREYANSE JAIN	378540
39	24	KOKA LOKESH RAJA	354908
40	24	ASHISH BANKA	396912
41	25	PRIYANKA JAISWAL	351945
42	25	SAMKIT SANJAY CHOPDA	398070

ALL INDIA MERIT LIST

LIST OF RANK HOLDERS WHO HAVE PASSED ALL PAPERS OF PROFESSIONAL PROGRAMME EXAMINATIONS WITHOUT EXEMPTION IN ANY PAPER, IN ONE SITTING, IN JUNE , 2018 :

EXAMINATION: PROFESSIONAL PROGRAMME

S. NO.	RANK	NAME OF THE CANDIDATE	ROLL NO
1	1	TANU GARG	514891
2	2	DEVANSH SANJAYBHAI SHAH	541788
3	3	NISHANT KETAN CHOTHANI	533925
4	4	VAIBHAV CHITLANGIA	503996
5	5	SUMAEYA SALMAN KOTHAWALA	529005
6	6	RAJAN KUMAR LUNDWANI	531421
7	7	ANIL SINGH	514964
8	8	RISHABH JAIN	506458
9	8	TARAK SANJAY SHAH	534173
10	9	SHRISTHI SANDEEP GOYAL	537085
11	10	SOWMYA RAMASWAMY	534635
12	11	NIKITA PRAKASHBHAI LAKHIYANI	528998
13	12	KAJOL AMAR PUNJABI	534621
14	13	HARSHAD VIKRAM NERURKAR	533937
15	14	DRASTI DHARMENDRA PARIKH	528926
16	15	HARSHIT BAHETI	537638

Training & Placement

New Training webpage hosted on website of the Institute

The new and revamped Training webpage has been hosted on website of the institute. All stakeholders are hereby informed to visit the website time to time www.icci.edu at training page available on <https://www.icci.edu/student/training> to get the various updated information and new initiative on training services of the Institute.

The screenshot shows the ICSI Training webpage. At the top, there's a navigation bar with links like HOME, PROFILE, MEMBER, STUDENT, CHAPTER ELECTION 2018, ONLINE SERVICES, ICSI ELECTIONS 2018, and MORE. Below the navigation is a search bar and a frequently asked questions section. The main content area is titled "TRAINING" and features several thumbnail images with corresponding text labels:

- Status Of Various Training Applicability** (Thumbnail: three people looking at a laptop)
- Executive Development Program (EDP)** (Thumbnail: two people at a desk with a presentation slide)
- Professional Development Program (PDP)** (Thumbnail: four people standing on a white platform)
- 15 Days Academic Programme** (Thumbnail: a person reading a book)
- Management Skills Orientation Program (MSOP)** (Thumbnail: two women looking at a document)
- e-MSOP** (Thumbnail: a woman working on a laptop)
- Requirements Of Long Term Training** (Thumbnail: four people around a computer)
- Quarterly Report** (Thumbnail: a person working at a desk)
- LIST OF REGISTERED COMPANIES** (Thumbnail: a close-up of a document)
- PRACTICAL TRAINING EXEMPTION** (Thumbnail: a group of people in a meeting)

Trainee Drives for Students at ICSI

In order to provide more opportunity to connect the Trainer and Trainee, the Institute has initiated the process of organising exclusive trainee drives at ICSI House, Noida. Online advertisements are placed on the Institutes website regarding vacancy at prominent organisations offering lucrative stipends.

Students are required to apply through a Google form on or before a stipulated date. All applications received are forwarded to the organisations for scrutiny and based on this, the shortlisted candidates are called for interview on a pre-decided date and time.

Trainee drives were organised on 12th December, 2018 and 4th January, 2019 for India Infrastructure Finance Company Limited (IIFCL) at ICSI House, Noida.

Placement Drives for Members at ICSI

On similar lines, the Institute besides various other initiatives, has started conducting exclusive Campus Placement Drives. In the month of January Campus Placement drives for Religare Health Insurance Co. Ltd and Clean Energy Pvt. Ltd. has been successfully completed wherein the first rounds of interview for the shortlisted candidates has been taken and the candidates were called for further rounds of interview at respective companies.

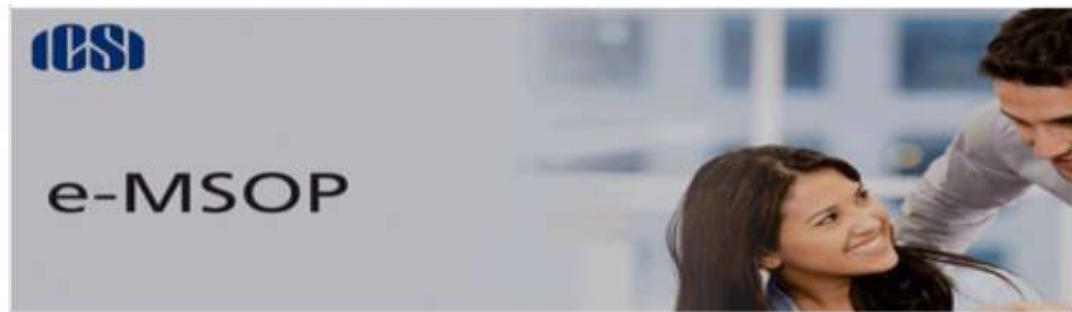
The Campus Drives were organised on 8th January, 2019 and 15th January, 2019 respectively.

Vacancies for CS trainees

The training vacancies for students are regularly posted on the Institutes website which can be accessed under the heading Vacancies for CS trainees through the link <https://www.icsi.edu/student/training/>.

The screenshot shows the ICSI Student Training page. At the top, there's a navigation bar with links for RO/CCGRT, STUDY CENTER, CHAPTERS, and a search bar. Below the navigation, there are two small images labeled 'CSR' and 'SLP'. The main content area features a sidebar with links to 'training opportunity at STM Microelectronics', 'training opportunity at GE T&D India Limited', 'Requirement of CS Trainee at office of ROC and RD', 'Vacancies for CS trainees', 'Student Training Request', and 'Status of applicability of various training to the Students'. Below the sidebar, there's a section titled 'Recommended Template Of Resume For CS Trainees' with a link 'For PDF Format Click here'.

E-MSOP



Eligibility criteria for admission in e-MSOP is as under:	<p>The Candidates who have completed Company Secretaryship Final/ Professional Programme examination two years prior to the application for undergoing e-MSOP and completed all training requirements to become a member of the Institute (except 15 days Specialized Training)</p>
<p>Note: Special permission has been provided to the candidates granted full exemption in practical training based on their working experience can register in e-MSOP without waiting for 2 years time bar as applicable for the normal candidates and also the candidates granted partial exemption in practical training shall not be eligible for making registration for e-MSOP unless they complete the balance training or exempted thereafter based on additional relevant experience.</p> <p>e-MSOP course link is http://www.icsiemsop.com/</p>	

Important instructions for students:

1. Student need to fill up required online e-MSOP application and submit it to ICSI for approval.
2. After submitting e-MSOP application, ICSI will verify/check your e-MSOP application form.
3. If e-MSOP application form is approved then system will send you an email for online payment for e- MSOP courses.
4. System will send e-MSOP login credentials once you made online payment for e-MSOP courses.
5. Username - Student's Registration Number issued by ICSI will be his username.
6. Password -System will generate password. Change password option is available.
7. Student's login Id will be valid for 180 days from the date of payment.

UPCOMING MSOP BATCH SCHEDULE	
Name of the Chapter	MSOP Batch
NIRC	6th Feb to 26th Feb, 2019
Ghaziabad	2nd March to 17th March, 2019
Jaipur	1st March, 2019 onwards
Hyderabad	In the month of March, 2019
Ahmedabad	4th March to 20th March, 2019

PCS and Company Registration for imparting training



Please visit Institute website www.icsi.edu/student/training for getting detail of the various Companies/PCS registered for imparting training.

Number of PCS registered for imparting training in the month of December, 2018	23
Number of Companies Registered for imparting training in the month of December, 2018	15

Status of Various Training Applicability

Type of Training	Duration of training	Earlier Training Structure (Applicable to students registered in CS Executive Programme on or before 31.03.14)	Modified Training Structure (Applicable to students registered in CS Executive Programme on or after 01.04.14)
Executive Development Programme (EDP)	Eight days (to be undergone after Passing examinations of Executive Programme)	Applicable (If any student is completing 3 days e-Governance & 5 days Skill Development of 15 days Academic Program, it will be treated equivalent to completing of 08 days' EDP).	Not Applicable
15 days Academic Programme	(2 days Induction + 3 days e-Governance + 5 days Skill Development + 5 days Entrepreneurship)	Not applicable	Applicable on the Students Passing Executive Programme Examination on or after 25.08.2015
Long term internship with specified entities	-	Fifteen months (after passing Executive Programme)	Three years on registration to Executive Programme; Or Two years after passing the Executive Programme ; Or One Year after passing the Professional Programme
Professional Development Programme (PDP)	Twenty four hours	Applicable	Not Applicable
Training with specialized agency	Fifteen days (to be undergone after passing examination of ProfessionalProgramme)	Applicable	Not Applicable
Management Skills Orientation Programme (MSOP)	Fifteen days) to be undergone after completion of all Trainings/Exemption therefrom)	Applicable	Applicable

Note : Any student registered in Executive programme on or before 31.03.14, is eligible for undergoing training as per earlier training structure. But if he/she wishes, he/she can switch over to modified training structure also. But it is clarified that student opting for switchover from earlier raining structure to modified training structure will not get any credit or exemption for any period of training completed by them under the old scheme, i.e. student will not get any exemption for that duration under the modified training scheme.

Training / Revised 01.04.2016



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

24-1-2019

**EXAM NOTIFICATION FOR 'CERTIFIED CSR PROFESSIONAL COURSE'
 ONLINE COMPUTER BASED EXAMINATION OF 3 MONTH CERTIFICATE
 COURSE ON 'CERTIFIED CSR PROFESSIONAL'**

All registered candidates of 1st batch of 3 month Certificate Course on 'Certified CSR Professional' are hereby informed that, the Online Final Assessment of Certificate Course on 'Certified CSR Professional' will be held **on Saturday, February 23rd 2019, from 2.00 p.m - 4.00 p.m.**

Examination Schedule is as follows:

Date of the Examination	Day	Timing	Mode of Examination
23.02.2019	Saturday	2.00 p.m. to 4.00 p.m.	Online Computer based Examination (Any where on fixed time basis)

General Instructions

1. Students shall login by using their user ID and password for appearing the Online Final Assessment.
2. After login, the candidate has to launch the Test. And thereafter they will be directed to Assessment console.
3. The candidate can appear the Final Online Assessment from anywhere on the given schedule.
4. Total number of Multiple choice questions shall be 80.
5. Each question will have four Multiple choice answers. The candidate has to select the correct option.
6. Each correct answer carries 1 mark. However, there is no negative marking for the wrong answer.

Examination Instructions

1. Total duration of examination is 120 minutes with 80 Multiple Choice Question having 1 mark each. The total marks for the test is 80 marks.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Please click on the submit button before the time out.
3. Only 1 question will be display on the exam window at a time.
4. The Question Palette displayed on the right side of screen will show the status of each question using Coloured Symbols indicating following:
 - Purple with tick: Marked for Review and answered
 - Purple without tick: Marked for Review unanswered
 - Green: Answered and Saved
 - Red: Not answered
 - No Colour: Not Visited
5. The Marked for Review status for a question simply indicates that you would like to look at that question again.

Navigating to a Question:

To answer a question, the candidates are required to follow the following steps:-

- a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
- b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
- c. Click on **Mark for Review & Next** to mark it for review, and then go to the next question. Please visit this question again and select **Save & Next** to freeze your answer this question.

Attention Students !!

CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE FOR STUDENTS

The Institute launched the 'Corporate Compliance Executive Certificate' in terms of Chapter IVA (Regulation 28A & 28B) of the Company Secretaries Regulations, 1982 on 4th October, 2013.

ELIGIBILITY FOR AWARD OF CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE

A person who –

- is currently registered as a student of the Company Secretaryship course of the Institute;
- has completed at least one group of the Intermediate/Executive Programme Examination of the Company Secretaryship Course, and
- has completed a training of Six months under Regulation 28A of the Company Secretaries Regulations, 1982, which may include skill oriented practical/class room training for two weeks.

PROCEDURE

An eligible student may apply for award of Corporate Compliance Executive Certificate by submitting an application in specified format (available on the website of the Institute www.icsi.edu), after making payment of a fee of Rs. 2000 (two thousand only), either in cash (at counters of the Institute across the country) or by way of Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi.

STATUS OF HOLDER OF CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE

- The student who is awarded **Corporate Compliance Executive Certificate** of the Institute shall be entitled to use the descriptive letters "Corporate Compliance Executive".
- The grant of Certificate of **Corporate Compliance Executive Certificate** shall not confer on the Corporate Compliance Executive the rights of a member, nor entitle him to claim membership of the Institute.

VALIDITY OF CERTIFICATE

- The Corporate Compliance Executive certificate is valid for a period of three years (financial years) and is renewable on completion of four Programme Credit Hours (PCH) and payment of requisite fee as the Council may determine from time to time.

OTHER DETAILS

- The student shall have to complete the course of Corporate Compliance Executive Certificate including the training requirements within the registration period.
- The student having awarded the Corporate Compliance Executive Certificate may continue to pursue the regular Company Secretaryship course if he so desires.
- Except to the extent provided in this Chapter IVA (Regulations 28A & 28B) of the Company Secretaries Regulations, 1982 or as decided by the Council from time to time, regulations in Chapter IV and VI relating to 'Registered Students' and 'Examinations' shall mutatis-mutandis apply to the 'Corporate Compliance Executive Certificate Course'.
- A student after having awarded the Corporate Compliance Executive Certificate shall secure four Programme Credit Hours (PCH) for renewal of Corporate Compliance Executive Certificate.
- There shall be no exemption from training.

***Brochure and application form are available at CCEC section on website of the Institute www.icsi.edu.
For queries please write at ccec@icsi.edu or contact on phone number 0120-4082135.***

Attention Students !!

LICENTIATE - ICSI

Regulation 29 & 30 under Chapter-V of the Company Secretaries Regulations, 1982 provides for Licentiate ICSI.

ELIGIBILITY FOR AWARD OF LICENTIATE ICSI

A person who –

- has completed the Final examination or Professional Programme examination conducted by the Institute may, within six months from the date of declaration of results in which he has passed the Final examination or Professional Programme examination can apply for enrollment as a licentiate
- the Council, however, may condone the delay in applying for licentiatechip by any person for reasons to be recoded in writing.

PROCEDURE

An eligible student may apply for enrollment as Licentiate ICSI by submitting an application in prescribed form ST-8 alongwith annual subscription of Rs. 1000/- in cash (at counters of the Institute across the country) or by way of Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi along with copies of date of birth, professional programme pass certificate and graduation certificate/foundation pass certificate duly attested by any member of the Council/Regional Council/Satellite Chapter of the Institute or any Officer of the Institute.

STATUS OF LICENTIATES

- The person enrolled as a Licentiate of the Institute shall be entitled to use the descriptive letters "Licentiate ICSI" to indicate that he has qualified in the Final examination or Professional Programme examination of the Institute.
- The grant of licentiatechip shall not confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be.
- The licentiate may be permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional Council or Chapter as the case may be, subject to such conditions as may be imposed by the Council, Regional Council or Chapter, as the case may be.

VALIDITY OF CERTIFICATE

- A licentiate shall not ordinarily be eligible to renew his enrolment for more than five years after passing the Final Examination or Professional Programme examination.

OTHER DETAILS

- The Licentiate will be provided Chartered Secretary Journal of the Institute free of cost.
- The student enrolled as a Licentiate ICSI may apply for ACS Membership on attaining the eligibility for ACS by surrendering his Licentiatechip.
- A Licentiate may apply in the prescribed form for exemption from training requirements (except MSOP) along with the requisite documents of work experience. eMSOP can be undergone through online mode by the eligible candidates for acquiring ACS Membership.
- The annual licentiate subscription becomes due and payable on the first date of April every year and non-payment of annual subscription on or before the thirtieth of June of a year shall disentitle the person to use the descriptive letters "Licentiate ICSI" from 1st July of that year, until his annual subscription for the year is received by the Institute.
- The name of the person so disentitled shall be published in the Journal.

For queries, please write at licentiate@icsi.edu or contact on phone number 0120-4082136.

News from Region

EIRC



**THE INSTITUTE OF
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भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

EASTERN
INDIA
REGIONAL
OFFICE

ORAL TUITION CLASSES FOR DEC, 2019 EXAM
FOUNDATION AND EXECUTIVE (NEW SYLLABUS)

Batches will start from April, 2019, Registrations open!!!



Foundation- Fee: ₹ 5,000/-

Executive (New Syllabus)

Module_I Fee: ₹ 8,000/-	Module_II Fee: ₹ 8,000/-	Both Module Fee: ₹ 15,000/-
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STUDENTS HAVING ANNUAL FAMILY INCOME OF LESS THAN ₹ 2, 50,000/- MAY GET SPONSORSHIP
(Subject to approval from respective external organisation)

10% Discount on Executive fee for students who cleared Foundation Exam with 60%.

For further details, please contact:
Mr. S Sreejesh, Assistant Director; CS Suruchi Verma
ICSI- EIRC HOUSE 3A, AHIRIPUKUR 1st Lane, KOLKATA- 700019
Email: cs.suruchiverma@gmail.com; s.sreejesh@icsi.edu Ph: (033) 22902178/22901065

Salient Features

- ❖ Excellent Classroom teaching by Experienced Faculties;
- ❖ Facility of LCD Projectors in Class rooms;
- ❖ Library and Reading Room facilities;
- ❖ Seminars and Guidance talk by Visiting / Guest Faculties;
- ❖ Periodic Mock Class Tests for evaluation;
- ❖ Tips and Guidance by Experts for Preparation of CS Examinations;
- ❖ Parent Teacher Meet at regular intervals and Sharing of Progress of the Students;
- ❖ All subjects under one roof;
- ❖ All classes will be at ICSI-EIRC House hence students will be in touch with the Institute and well aware of the developments regarding training programme

Free Library Facility



ICSI Vision
"To be a global leader in promoting good corporate governance"

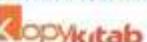
ICSI Motto
"speak the truth; abide by the law"

ICSI Mission
"To develop high calibre professionals facilitating good corporate governance"



ICSI-EIRC LIBRARY

E-Library subscription with

CLAonline.m  • E-Publications

manupatra  **TACKMANN** • ICSI Journals

Books Available

- Chartered Secretary • Bearcats
- ICSI Publications • Taxation
- ICSI Study Materials • Reference
- Books on Case Laws • Guidelines Answers

Library registration is open for students

[Step to get register for library](#)

- ❖ Fill the application form
- ❖ Student Identity Card
- ❖ 2 Passport size photograph
- ❖ Annual Fee Rs. 100/- only.
- ❖ Security Amount Rs. 500/-



TIMING
10:00 AM to 6:00 PM





Attention Students

Refund of fees received from students who have not attended SIP/EDP

1. Those students who have registered with EIRC but not attended SIP/EDP are requested to submit an application for the refund of SIP/EDP fee along with original SIP/ EDP acknowledgement receipt at ICSI-EIRC, House, 3A, AHIRIPUKUR, 1st Lane, Kolkata-700019.

2. Outstation students who are unable to come personally to collect the refund, may opt for electronic transfer to their bank account after sending the duly filled-up undertaking form duly signed by them.

[For further details contact](#)

Ms. Rukmani Nag, Executive Assistant, ICSI-EIRO

ICSI-EIRC House, 3A, AHIRIPUKUR 1st Lane, Kolkata – 700 019, Visit : <https://www.icsi.edu/eiro/Home.aspx>

Ph: 033- 2283 2973 /2290 2178 / 2290 2179 or Email: rukmani.nag@icci.edu

SCHOLARSHIP SCHEME

ICSI-EIRC is pleased to announce Scholarship Scheme for pursuing Company Secretary Course with the support of few Private Charitable Foundation / Trust. The Scholarly Students need financial help to pursue further studies in CS may contact Regional Director at the following address for information in detail.

DVNS Sarma
Regional Director
ICSI-EIRC House,
3A, AHIRIPUKUR 1st Lane,
Kolkata – 700 019
Ph: 033- 22901065/ 2283 2973
Mail:eiro@icsi.edu

SIRC

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भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Professionally trained under an Act of Parliament

**SOUTHERN
INDIA
REGIONAL
COUNCIL**

Announce:
**Oral Coaching Classes for
Executive Programme
for**
**December 2019 Examination
(New Syllabus)**









Exemption from Pre-Examination Test (Online) for the Oral Coaching Students. Such students have to appear and pass the Offline test to be conducted by the Institute in the class room.

Date of Commencement: 22.04.2019

Module I Morning
Timing: 6.30 am to 8.30 am Fee: Rs.6600

Module II Evening
Timing: 6.00 pm to 8.00 pm Fee: Rs.6600

**Our ICSI-SIRC
Faculty Members are
dedicated to your
Education & Success**

**ICSI-SIRC House, No.9,
Wheat Crofts Road, Nungambakkam
Chennai – 600 034
Phone:(044) 28279898, 28268685
E-mail: siro@icsi.edu**

WHY SHOULD YOU UNDERGO CLASS ROOM TEACHING [ORAL COACHING] AT ICSI-SIRC?

1. Classes are conducted exclusively for students doing CS course and the focused Coaching helps the Students tremendously.
2. We conduct classes for the past several decades and thousands of Company Secretaries have passed from our Oral coaching and hundreds of students have got All India Rank.
3. The Faculty Members are sought after professionals; they teach not only theoretically but also provide practical experience.
4. Students undergoing Classroom teaching can utilize the library (with more than 2000 books) free of cost for their reference.
5. Tests are conducted which will help the students to prepare for the examinations.
6. Students can attend all meetings organized by Students Forum of ICSI without paying any fees; they can update their knowledge, clarify all doubts and can improve their leadership skills.
7. Sessions on how to approach exams and also doubt clearing session exclusively for the difficulty subjects will be free for Oral Coaching Students.
8. The fees charged by ICSI is one of the lowest and the classes are conducted only for the benefit of Students.
9. Special Programme on Union Budget will be organized for the students free of cost.

Vision
"To be a global leader in promoting good corporate governance."

Motto
શત્રં ચદા ઘર્મ ચદા | speak the truth abide by the law

Mission
"To develop high caliber professionals facilitating good corporate governance"

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भारतीय कम्पनी सचिव संस्थान
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Statutory body under an Act of Parliament

SOUTHERN
INDIA
REGIONAL
COUNCIL



Oral Coaching Classes for Professional Programme (New Syllabus)

**MODULE: I & II - WEEK-END CLASSES FOR
JUNE 2019 EXAMINATION**

**Inspiring
Teachers**

Exemption from Pre-Examination Test (Online) for the Oral Coaching Students. Such students have to appear and pass the Offline test to be conducted by the Institute in the class room.

Date of Commencement: 16.02.2019

MODULE	DAYS	TIMING	FEE
Module-I	Saturdays	01.30 p.m. to 03.30 p.m.	
	Sundays	07.00 a.m. to 09.00 a.m.	Rs.6600/-
	Tuesdays	06.00 p.m. to 08.00 p.m.	
Module-II	Saturdays	03.45 p.m. to 05.45 p.m.	
	Sundays	09.15 a.m. to 11.15 a.m.	Rs.6600/-
	Thursdays	06.00 p.m. to 08.00 p.m.	

For further details please contact: ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam Chennai -600034. Phone No: 044-28279898/28268685 - eMail: siro@icsi.edu

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Motto

सत्यं वद। धर्मं चर। speak the truth, abide by the law.

Mission

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https://twitter.com/ICSI_CS



<https://www.linkedin.com/in/the-institute-of-company-secretaries-of-india-icsi-a5899a102/>

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Directorate of Professional Development, Perspective Planning and Studies

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